



## Communicating with State Legislators

### How to find your state senator or state representative

1. To find your state senator and state representative, go to [http://openstates.org/find\\_your\\_legislator/](http://openstates.org/find_your_legislator/) and type in your home address.
2. Once you have determined your state legislators, go to the following websites to find their mailing address, e-mail address, and phone and fax numbers.  
State representative: <http://www.house.ga.gov/>  
State senator: <http://www.senate.ga.gov/>

### Tips when calling your legislators

A telephone call is the most expedient method of communicating with your legislator(s). Remember that telephone calls are usually taken by a legislative aide, not the legislator. After identifying yourself, tell the aide you would like to leave a brief message, such as, "Please tell Senator Smith to support SB 23" and then briefly state your reasons why you'd like him or her to support or oppose. Ask for your legislator's position on the bill. You may also want to request a written response to your telephone call, including your legislator's view on the issue and how he or she intends to vote.

### Tips when e-mailing or writing your legislators

E-mail is the most popular choice of communication with a legislative office. If you choose to handwrite a letter, it is always more expeditious to fax a copy of the letter to the legislator's office. When e-mailing or writing a letter, this list of helpful suggestions will improve the effectiveness of your communication:

1. State your purpose for writing in the first paragraph of the letter. Be sure to include the bill number if you are writing about a specific piece of legislation, (i.e., HB 23 or SB 23).
2. When e-mailing your legislator, include the action you wish them to take in the subject line, such as: "Vote 'no' on H.R. 123."
3. Be courteous, to the point, and include key information, using examples to support your position.
4. Address only one issue in each correspondence.
5. Ask for a response, including your legislator's view on the issue and how he or she intends to vote.
6. Thank the legislator for considering your views.

[Click here](#) to download CWA's resource "How to lobby from your laptop."

### Addressing Correspondence

#### To a State Senator:

The Honorable (full name)  
Specific Office Address (see web site)  
Atlanta, GA 30334

Dear Senator (last name),

#### To a State Legislator:

The Honorable (full name)  
Specific Office Address (see web site)  
Atlanta, GA 30334

Dear Representative (last name),



**Make your voice heard on Georgia bills!**

Go to [ga.cwfa.org](http://ga.cwfa.org)

Click "Targeted Bills"

Check bills, status, voting record, and download talking points.