

ACCESSING LEGISLATIVE DOCUMENTS AND INFORMATION  
FROM THE HAWAI'I LEGISLATURE'S WEBSITE

**[www.capitol.hawaii.gov](http://www.capitol.hawaii.gov)**

Aloha! In conjunction with the Hawai'i State Senate's paperless process initiative, we are offering the following list of resources that you can consult on accessing legislative documents and information from the Hawai'i legislature's website.

***If you are visiting the State Capitol, there are several places to go for assistance:***

The **Public Access Room (PAR)** is located on the fourth floor at Room 401. The PAR staff are trained experts in assisting and educating the public about how to participate in the legislative process, both on-line and at the State Capitol. Contact them in January at 808-587-0478 to learn about their training sessions.

The **Legislative Reference Bureau Library (LRB)** located at Room 005 in the chamber level (basement) on the Senate side of the building. The LRB Library staff includes librarians and library techs who offer information assistance to both legislators, legislative staff, and the public.

Your **Senator's office** located on the 2<sup>nd</sup> floor of the state capitol or the **Senate Clerk's office** located at Room 010 in the chamber level (basement) on the Senate side of the building. If you are visiting your Senator and need information about a specific issue or measure, your Senator's staff or the Senate Clerk's office staff can provide this information. If you need more in-depth training to learn how to use the state legislature's website, the **PAR** and **LRB Library** have more readily available resources.

***If you are already using our website, here's two ways to receive updates:***

Subscribe to **Really Simple Syndication (RSS)**. RSS feeds are an easy and efficient way to receive notification when new information is available in a specific area of interest. RSS feeds save time, allowing users to receive notification only when new content is available. Website visitors choose the information they wish to subscribe to and can unsubscribe from any feed at any point. The Hawai'i legislature currently provides RSS feeds for individual bill status. To view the feeds or learn how to subscribe, please visit:

[http://www.capitol.hawaii.gov/site1/docs/rss\\_help.asp](http://www.capitol.hawaii.gov/site1/docs/rss_help.asp).

Subscribe to **E-mail Notification** to receive electronic notices when committees schedule public hearings on measures you are tracking. The Hawai'i legislature's website offers users the opportunity to select the committees from which you will receive electronic hearing notices. To subscribe, please visit:

<http://www.capitol.hawaii.gov/site1/docs/hearing/email1.asp>