

Task Analysis for Contacting Legislators

Step number	Steps	Tools	Complete
1.	Identify Senator and contact information	https://www.nysenate.gov/find-my-senator	
2.	Identify Assembly Member and contact information	http://nyassembly.gov/mem/search/	
3.	Watch a video model (optional)	www.nysaba.org	
4.	Call senator's office	Phone #: _____	
4b.	Ask for a face to face meeting		
4c.	Discuss the scope restriction with staff member		
5.	Call assembly member's office	Phone #: _____	
5b.	Ask for a face to face meeting		
5c.	Discuss the scope restriction with staff member		
6.	Attend meeting with senator OR call back to schedule	Meeting date: _____	
7.	Attend meeting with assembly member OR call back to schedule	Meeting date: _____	
8.	If your senator did not agree to support or co-sponsor, call every week until he/she does		
9.	If your assembly member did not agree to support or co-sponsor, call every week until he/she does		
10.	If your senator agreed to support or co-sponsor, send a hand-written thank you note	Address: _____	
11.	If your assembly member agreed to support or co-sponsor, send a hand-written thank you note.	Address: _____	
12.	Update the NYSABA legislative committee about the outcome of your phone calls/meetings	nysabalegislative@gmail.com	
13.	Encourage others to do the same		