



2026 Creating and Managing Watchlists on LIS

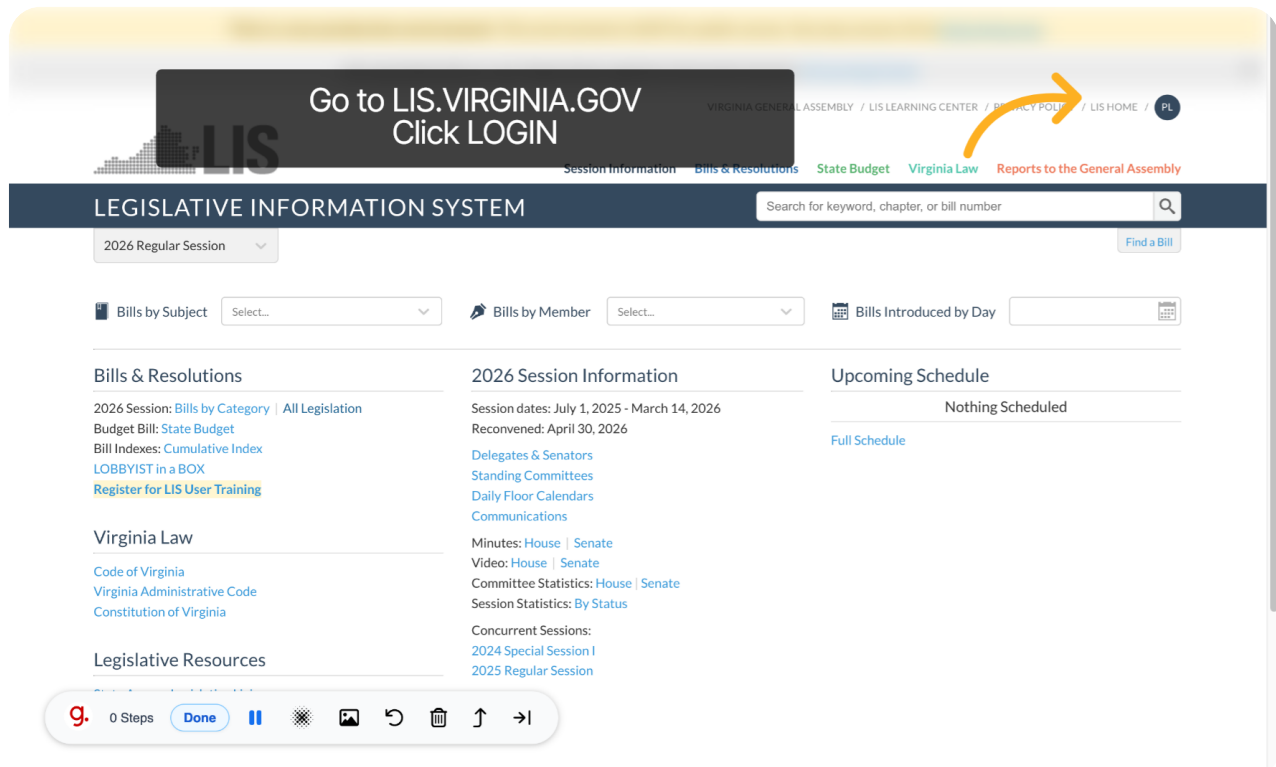


This tutorial guides you through setting up legislative watchlists, how to use keywords to search legislation, how to edit your notifications and how to share updates effectively using the tools on the Legislative Information System website.

Go to lis.virginia.gov

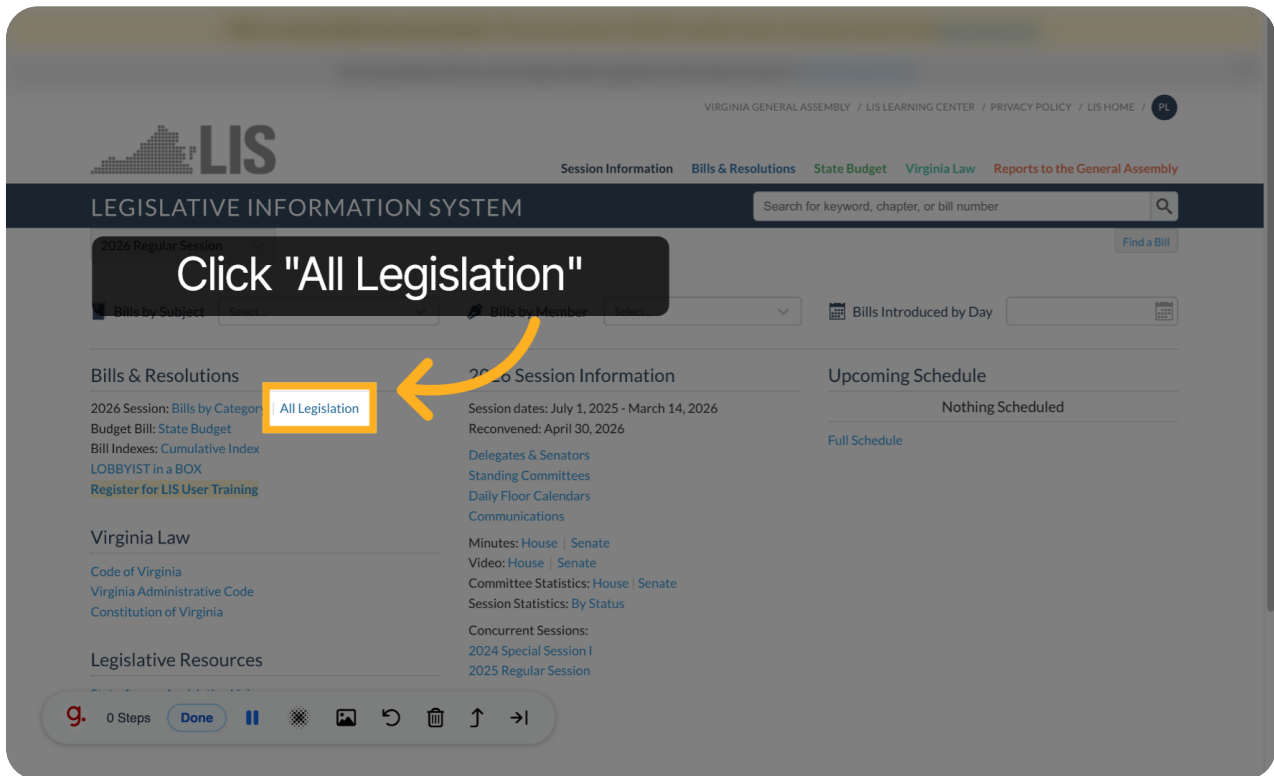
01 Go to lis.virginia.gov and login

Go to the website lis.virginia.gov and in the upper right click Login. Key in your username and password. If this is your first time visiting you can click "Register" and create an account.



02 Click the All Legislation link to see all bills

Click All Legislation to see all of the bills that have been introduced.



03 Enter a Keyword to Search

On the left side under Find a Bill, type in your keyword to focus the search on relevant legislation. In this example we key in the word Tax.

The screenshot displays a legislative search interface. On the left is a sidebar with various filters, and on the right is a list of bills.

Left Sidebar:

- Find a watchlist:** Includes watchlists for "animals" (last modified 11/25/2025 3:02 pm) and "Housing" (last modified 11/25/2025 3:33 pm). A link for "All Watchlists" is at the bottom.
- Bills by Category:** A dropdown menu.
- Find a Bill:** A section with several filters:
 - Include Failed Legislation:** A toggle switch.
 - Bill Number:** A dropdown menu.
 - Keyword:** A text input field with a placeholder "Keyword".
 - Session:** Radio buttons for "2026 Regular Session" (selected) and "All Sessions".
 - Search within:** A section with three options: "Caption" (disabled), "Bill Text" (selected), and "All Versions" (dropdown).
 - Bill Summary:** A section with "All Summary Versions" (dropdown).
- Clear** and **Search** buttons at the bottom.

Main List of Bills:

<input type="checkbox"/>	Select all		Sort
<input type="checkbox"/>	HB1	Farm use placards.	In House
<input type="checkbox"/>	HB11	Farm use placards.	Enrolled
<input type="checkbox"/>	HB12	Virginia Real Estate Time-Share Act; alternative purchases.	Governor's Recommendation
<input type="checkbox"/>	HB13	Medical cannabis program; transition from Board of Pharmacy to Virginia Cannabis Control Authority.	In House
<input type="checkbox"/>	HB14	Virginia Economic Development Partnership Authority; eligible site for site development grant; minimum acreage requirement.	In House
<input type="checkbox"/>	HB16	Minimum wage; employees with disabilities.	In House
<input type="checkbox"/>	HB17	Education Savings Account Program established; Education Improvement Scholarships Tax Credits.	In Subcommittee
<input type="checkbox"/>	HB18	Electric utilities; pilot program for underground transmission lines; additional project.	In House
<input type="checkbox"/>	HB19	Energy planning and electric utility oversight.	In House
<input type="checkbox"/>	HB20	Guardianship and conservatorship; identifying information and evaluation report; separate confidential addendum.	In House
<input type="checkbox"/>	HB21	Cigarette delivery sale requirements; definition of cigarette.	In House
<input type="checkbox"/>	HB22	Flashing red and white warning lights; emergency vehicle exemptions; WMATA Response and Recovery Coordination Branch vehicles.	In House
<input type="checkbox"/>	HB23	Virginia Freedom of Information Act; public records charges; electronic payment method.	In House
<input type="checkbox"/>	HB24	Public schools; codes of student conduct; policies and procedures prohibiting bullying; parental notification.	In House
<input type="checkbox"/>	HB25	Health insurance; tobacco surcharge.	In House
<input type="checkbox"/>	HB26	Maximum number of judges in each judicial district.	Engrossed
<input type="checkbox"/>	HB27	Weapon of terrorism; definition; penalty.	Engrossed
<input type="checkbox"/>	HB28	Emergency Department Care Management Grant Program and Fund; report.	Engrossed

04 Initiate Bill Search

Click the Search button at the bottom to execute the bill search.

The screenshot shows the VLIS bill search interface. On the left, there is a sidebar with various filters and a 'Search' button at the bottom. The main area displays a list of bills. A yellow arrow points to the 'Search' button, with a text overlay 'Click "Search"'.

Search Filters (Left Sidebar):

- Find a watchlist: animals, Housing
- Find a Bill: tax
- Include Failed Legislation: ☒
- Bill Number:
- Keyword:
- 2026 Regular Session ☒ All Sessions ☐
- Search within: ☐ Caption, ☒ Bill Text, ☐ All Versions
- Bill Summary: ☐ All Summary Versions

Bill List (Main Area):

Bill Number	Bill Description	Status
HB1	Farm use placards.	In House
HB11	Farm use placards.	Enrolled
HB12	Virginia Real Estate Time-Share Act; alternative purchases.	Governor's Recommendation
HB13	Medical cannabis program; transition from Board of Pharmacy to Virginia Cannabis Control Authority.	In House
HB14	Virginia Economic Development Partnership Authority; eligible site for site development grant; minimum acreage requirement.	In House
HB16	Minimum wage; employees with disabilities.	In House
HB17	Education Savings Account Program established; Education Improvement Scholarships Tax Credits.	In Subcommittee
HB18	Electric utilities; pilot program for underground transmission lines; additional project.	In House
HB19	Energy planning and electric utility oversight.	In House
HB20	Guardianship and conservatorship; identifying information and evaluation report; separate confidential addendum.	In House
HB21	Cigarette delivery sale requirements; definition of cigarette.	In House
HB22	Flashing red and white warning lights; emergency vehicle exemptions; WMATA Response and Recovery Coordination Branch vehicles.	In House
HB23	Virginia Freedom of Information Act; public records charges; electronic payment method.	In House
HB25	Health insurance; tobacco surcharge.	In House
HB26	Maximum number of judges in each judicial district.	Engrossed
HB27	Weapon of terrorism; definition; penalty.	Engrossed
HB28	Emergency Department Care Management Grant Program and Fund; report.	Engrossed

05 Select the bills you want to track

From your search results you can check the Select all box to include all bills returned from your search.

The screenshot displays the LIS (Legislative Information System) interface for the Virginia General Assembly. The main header shows the LIS logo and navigation links: Session Information, Bills & Resolutions, State Budget, Virginia Law, and Reports to the General Assembly. The page title is "BILLS & RESOLUTIONS". A search bar is present with the placeholder text "Search for keyword, chapter, or bill number".

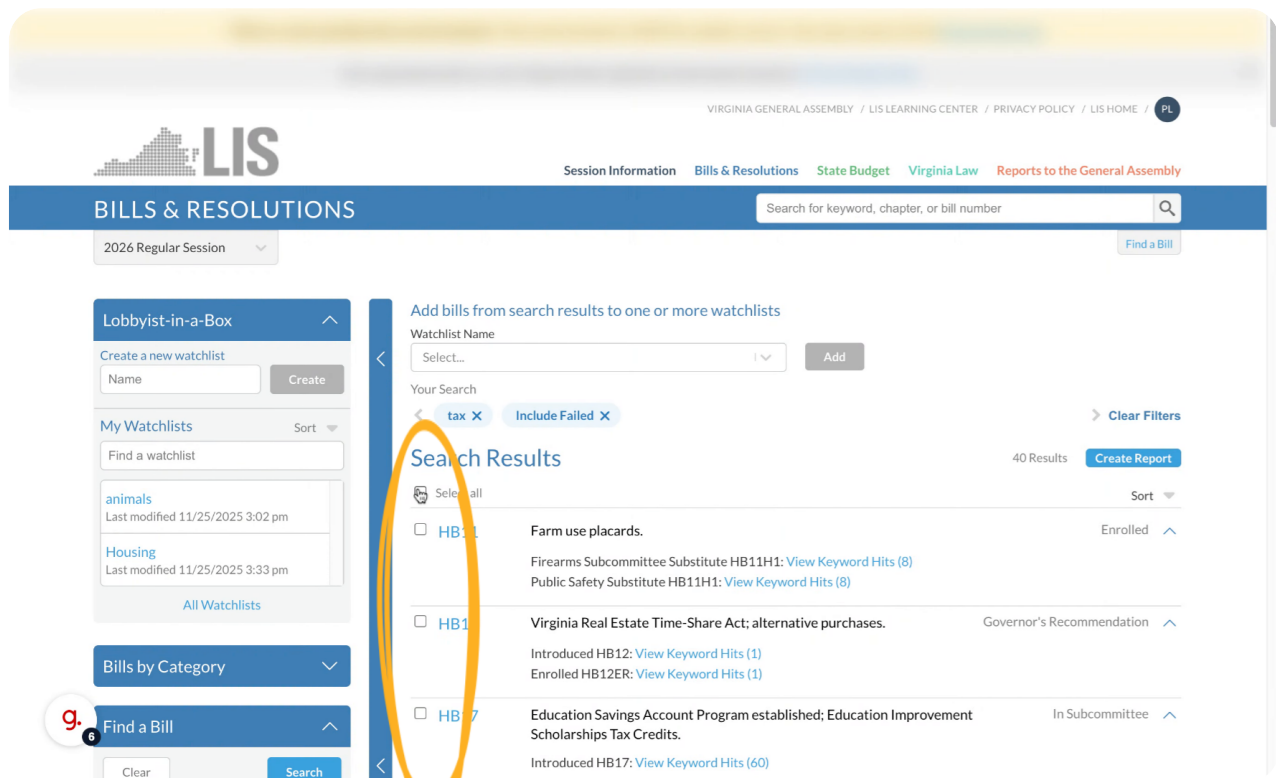
On the left sidebar, there is a "Lobbyist-in-a-Box" section with a "Create a new watchlist" form and a "My Watchlists" section showing existing watchlists like "animals" and "Housing". Below this is a "Bills by Category" section.

The main content area shows search results for the keyword "tax". A callout box with a yellow arrow points to the "Select all" checkbox, with the text "Click 'Select all'". The search results table lists bills:

Bill Number	Bill Description	Status
HB11	Farm use placards. Firearms Subcommittee Substitute HB11H1: View Keyword Hits (8) Public Safety Substitute HB11H1: View Keyword Hits (8)	Enrolled
HB12	Virginia Real Estate Time-Share Act; alternative purchases. Introduced HB12: View Keyword Hits (1) Enrolled HB12ER: View Keyword Hits (1)	Governor's Recommendation
HB17	Education Savings Account Program established; Education Improvement Scholarships Tax Credits. Introduced HB17: View Keyword Hits (60)	In Subcommittee

06 Select the Bills you want to track

Or you can select specific bills to narrow down your list.



The screenshot displays the Virginia Legislative Information System (LIS) interface. The top navigation bar includes links for Session Information, Bills & Resolutions, State Budget, Virginia Law, and Reports to the General Assembly. The main header is 'BILLS & RESOLUTIONS' with a search bar and a 'Find a Bill' button. The left sidebar contains 'Lobbyist-in-a-Box' and 'My Watchlists'. The main content area shows 'Search Results' for the keyword 'tax', with 40 results. A yellow circle highlights the 'Select all' checkbox. The search results list includes bills such as HB11H1, HB12ER, and HB17, each with a brief description and links to view keyword hits.

2026 Regular Session

Session Information Bills & Resolutions State Budget Virginia Law Reports to the General Assembly

BILLS & RESOLUTIONS

Search for keyword, chapter, or bill number

Find a Bill

Lobbyist-in-a-Box

Create a new watchlist

Name Create

My Watchlists Sort

Find a watchlist

animals Last modified 11/25/2025 3:02 pm

Housing Last modified 11/25/2025 3:33 pm

All Watchlists

Bills by Category

9. Find a Bill

Clear Search

Add bills from search results to one or more watchlists

Watchlist Name Select... Add

Your Search tax Include Failed

Clear Filters

40 Results Create Report

Select all

Sort

HB11H1 Farm use placards. Enrolled

Firearms Subcommittee Substitute HB11H1: View Keyword Hits (8)

Public Safety Substitute HB11H1: View Keyword Hits (8)

HB12ER Virginia Real Estate Time-Share Act; alternative purchases. Governor's Recommendation

Introduced HB12: View Keyword Hits (1)

Enrolled HB12ER: View Keyword Hits (1)

HB17 Education Savings Account Program established; Education Improvement Scholarships Tax Credits. In Subcommittee

Introduced HB17: View Keyword Hits (60)

07 Add the bills to an existing watchlist or create a new one.

Click the drop down to add selected bills to an existing Watchlist, or create a new Watchlist here.

The screenshot displays the Virginia General Assembly's website interface. A dark blue banner at the top contains the text "Click the dropdown to see your existing watchlists or create a new one". Below this, the "BILLS & RESOLUTIONS" section is visible. On the left, there are navigation links for "Lobbyist-in-a-Box", "My Watchlists", and "Bills by Category". The main content area is titled "Add bills from search results to one or more watchlists". It features a "Watchlist Name" dropdown menu with a yellow arrow pointing to it, and an "Add" button. Below the dropdown, there is a list of existing watchlists: "animals - Created on 11/25/2025 15:01" and "Housing - Created on 11/25/2025". A "Select all" checkbox is also present. The right side of the page shows a list of bills, including HB11, HB12, and HB17, with their respective descriptions and links to view keyword hits.

08 Create a new watchlist

To create a new Watchlist, click in the box and enter your new watchlist name. Then click the plus to the right of the name to save it.

The screenshot shows the LIS (Virginia Legislative Information System) interface. At the top, there's a navigation bar with links like 'Session Information', 'Bills & Resolutions', 'State Budget', 'Virginia Law', and 'Reports to the General Assembly'. Below this is a search bar with the text 'Search for keyword, chapter, or bill number'. A large black box with white text 'Enter your new watchlist name' is overlaid on the left side of the page. In the main content area, there's a section titled 'Add bills from search results to one or more watchlists'. This section includes a 'Watchlist Name' dropdown menu with a 'Select...' option. A yellow arrow points from the 'Create a new watchlist' button in the left sidebar to a text input field labeled 'Enter new watchlist name'. A plus icon in a circle is next to the input field. Below the input field, there's a list of bills with checkboxes and details. The bills listed are HB11, HB12, and HB17. HB11 is 'Farm use placards.', HB12 is 'Virginia Real Estate Time-Share Act; alternative purchases.', and HB17 is 'Education Savings Account Program established; Education Improvement Scholarships Tax Credits.'.

09 Add bills to your Watchlist

Be sure to click the Add button to add the selected bills to your watchlist.

Press "Add" to add the selected bills to your watchlist.

The screenshot shows the Virginia General Assembly website interface. On the left, there's a sidebar with sections like "Lobbyist-in-a-Box", "My Watchlists", and "Bills by Category". The "My Watchlists" section shows a list of watchlists: "animals" and "Housing". The "Bills by Category" section has a "Find a Bill" button. The main content area is titled "BILLS & RESOLUTIONS" and features a search bar. Below the search bar, there's a section for "Add bills from search results to one or more watchlists". This section includes a "Watchlist Name" dropdown menu with "Tax" selected, and an "Add" button. An orange arrow points to the "Add" button. Below this, there's a "Search Results" section showing 40 results. The results are listed in a table with columns for bill number, title, and status. The first three results are: HB11 (Farm use placards), HB12 (Virginia Real Estate Time-Share Act; alternative purchases), and HB17 (Education Savings Account Program established; Education Improvement Scholarships Tax Credits). Each result has a "View Keyword Hits" link.

Bill Number	Title	Status
HB11	Farm use placards.	Enrolled
HB12	Virginia Real Estate Time-Share Act; alternative purchases.	Governor's Recommendation
HB17	Education Savings Account Program established; Education Improvement Scholarships Tax Credits.	In Subcommittee

10 Confirmation of bills added

You will see a confirmation of the bills you have successfully added highlighted below the Watchlist box.

The screenshot displays the LIS (Legislative Information System) interface. At the top, the navigation bar includes links for Session Information, Bills & Resolutions, State Budget, Virginia Law, and Reports to the General Assembly. The main header is "BILLS & RESOLUTIONS" with a search bar. Below the header, the "2026 Regular Session" is selected. On the left sidebar, the "Lobbyist-in-a-Box" section is visible, showing "My Watchlists" with entries for "animals", "Housing", and "Tax". The "Bills by Category" section is also present. The main content area shows a "Confirmation of bills added" message. A dark box with the text "Confirmation of bills added" is overlaid on the page. Below this, a green box highlights the confirmation message: "Add bills from search results to one or more watchlists". The message includes a "Watchlist Name" field and a "Select" button. A list of bills is shown, including HB11, HB12, HB17, HB42, HB47, HB50, HB51, HB52, HB54, HB57, HB59, HB60, HB64, HB85, HB88, and HB100. A yellow arrow points to the "Add" button next to the list. Below the confirmation message, the "Search Results" section is visible, showing 40 results. The results are listed in a table with columns for bill number, title, and status. The first three results are: HB11 (Farm use placards), HB12 (Virginia Real Estate Time-Share Act; alternative purchases), and HB17 (Education Savings Account Program established; Education Improvement Scholarships Tax Credits).

Confirmation of bills added

Add bills from search results to one or more watchlists

Watchlist Name

Select

✓ HB11, HB12, HB17, HB42, HB47, HB50, HB51, HB52, HB54, HB57, HB59, HB60, HB64, HB85, HB88, HB100...

Your Search

< tax x Include Failed x

Search Results

40 Results

Create Report

Select all

Sort

HB11 Farm use placards. Enrolled

Firearms Subcommittee Substitute HB11H1: [View Keyword Hits \(8\)](#)

Public Safety Substitute HB11H1: [View Keyword Hits \(8\)](#)

HB12 Virginia Real Estate Time-Share Act; alternative purchases. Governor's Recommendation

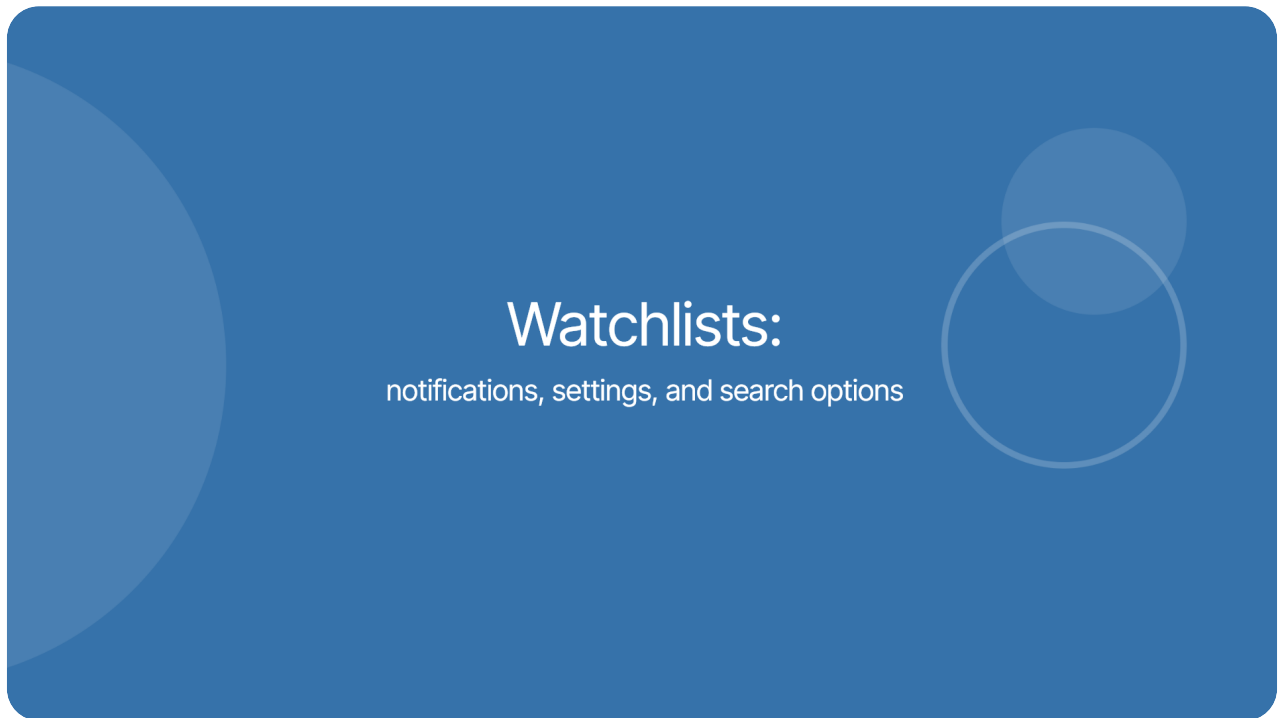
Introduced HB12: [View Keyword Hits \(1\)](#)

Enrolled HB12ER: [View Keyword Hits \(1\)](#)

HB17 Education Savings Account Program established; Education Improvement Scholarships Tax Credits. In Subcommittee

11 Watchlist notifications and search

Next we will review Watchlist notifications, settings, and search options.



12 Select the watchlist you want to edit

On the left side menu, click on My Watchlists. From the list, select a watchlist to view and manage its contents.

The screenshot displays the LIS (Virginia Legislative Information System) interface. The top navigation bar includes links for Session Information, Bills & Resolutions, State Budget, Virginia Law, and Reports to the General Assembly. The main header is 'BILLS & RESOLUTIONS' with a search bar. The left sidebar shows 'My Watchlists' with a list of watchlists: 'animals', 'Housing', and 'Tax'. The 'Tax' watchlist is highlighted with a yellow box. A yellow arrow points from a black callout box with the text 'Select your Watchlist' to the 'Tax' watchlist. The main content area shows 'Search Results' for the 'Tax' watchlist, listing bills such as HB11, HB12, HB17, HB42, HB47, HB50, HB51, HB52, HB54, HB57, HB59, HB60, HB64, HB85, HB88, and HB100. The 'Tax' watchlist is selected, and the search results are displayed below it.

13 Open Watchlist Options

Click the dropdown to access the notification options for your selected watchlist.

The screenshot displays the LIS (Legislative Information System) interface. At the top, there's a navigation bar with links like 'Session Information', 'Bills & Resolutions', 'State Budget', 'Virginia Law', and 'Reports to the General Assembly'. Below this, a search bar is visible. The main content area is titled 'BILLS & RESOLUTIONS' and shows a list of watchlists under the '2026 Regular Session' filter. The 'Tax' watchlist is selected, and its details are shown. A yellow arrow points to a dropdown arrow icon in the top right corner of the watchlist details panel, indicating where to click to see notification options. The watchlist details include a 'Notifications' section with a list of bills and their status.

Click to see Notification options

2026 Regular Session

Lobbyist-in-a-Box

Create a new watchlist

Name Create

My Watchlists Sort

Find a watchlist

animals
Last modified 11/25/2025 3:02 pm

Housing
Last modified 11/25/2025 3:33 pm

Tax
Last modified 11/25/2025 4:02 pm

All Watchlists

9. Bills by Category

15

Find a Bill

Tax

Created on 11/25/2025 16:02

Delete Watchlist Close

Notifications

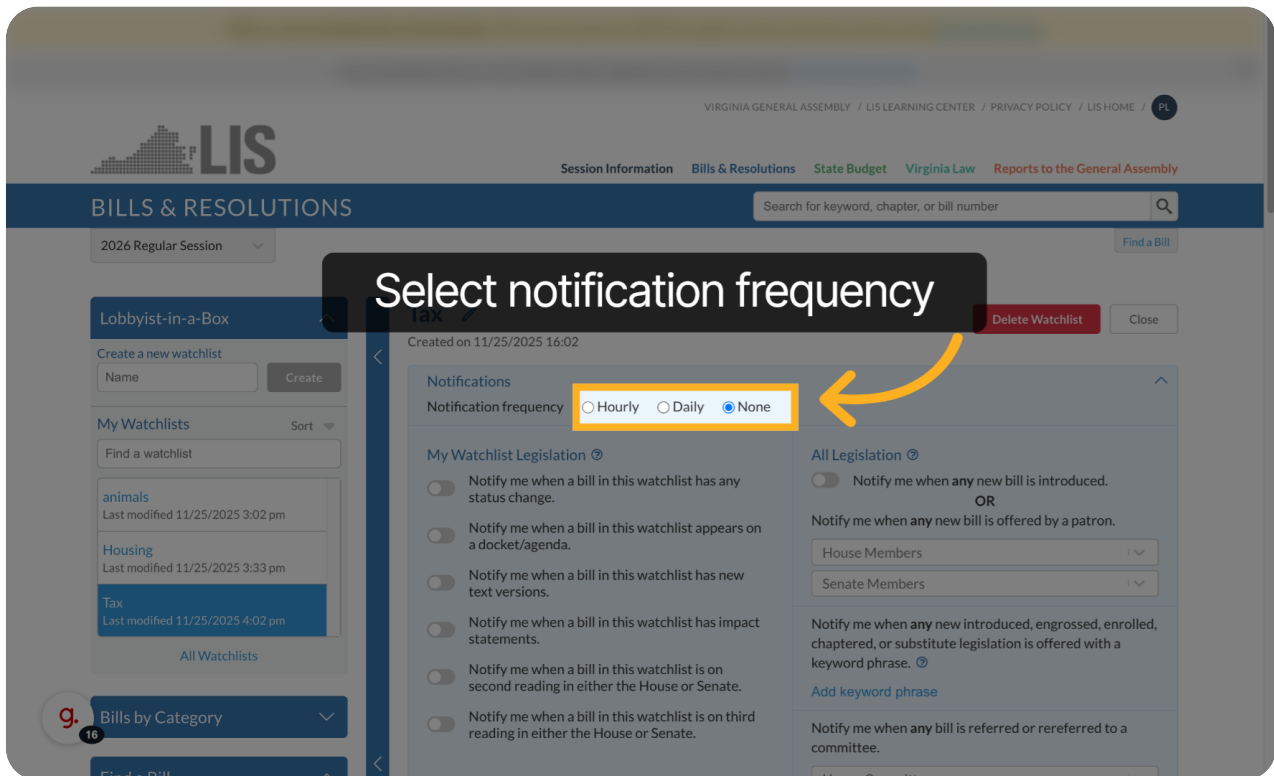
Remove Bill(s) Show Notes +/- Composite View Create Report Copy Import Add bill(s) +

☐ Select all 40 Items

<input type="checkbox"/>	HB11	Farm use placards.	Enrolled	▼
<input type="checkbox"/>	HB12	Virginia Real Estate Time-Share Act; alternative purchases.	Governor's Recommendation	▼
<input type="checkbox"/>	HB17	Education Savings Account Program established; Education Improvement Scholarships Tax Credits.	In Subcommittee	▼
<input type="checkbox"/>	HB42	Treasury Board; powers and duties.	Engrossed	▼
<input type="checkbox"/>	HB47	Sales and use tax; agricultural exemptions.	Engrossed	▼
<input type="checkbox"/>	HB50	Conformity of the Commonwealth's taxation system with the Internal Revenue Code emergency.	Engrossed	▼
<input type="checkbox"/>	HB51	License taxes; exemptions.	Failed	▼
<input type="checkbox"/>	HB52	Eastern Virginia Medical School; establishment of Eastern Virginia Health Sciences	In Conference	▼

14 Set notification frequency

Select from Hourly, Daily or None to choose how often you receive email updates about your watchlist. Please note the default for a new watchlist is none.



15 Select additional notification options

Select from additional options to give you more detailed tracking of the bills in your watchlist. You can select to receive alerts for specific actions like fiscal impact statements, a bill being docketed, or when a bill is on 2nd or 3rd reading.

The screenshot displays the LIS (Legislative Information System) interface. At the top, there is a navigation bar with links for Session Information, Bills & Resolutions, State Budget, Virginia Law, and Reports to the General Assembly. Below this is a search bar for keyword, chapter, or bill number. The main content area is titled 'BILLS & RESOLUTIONS' and shows a list of watchlists under the '2026 Regular Session' filter. The 'Tax' watchlist is selected, showing its details and notification options. A yellow box highlights the 'Notify me when a bill in this watchlist appears on a docket/agenda' toggle switch, which is currently turned off. A text overlay with an arrow points to this toggle, stating 'Select from various bill updates to get notified'. Other notification options include 'Notify me when a bill in this watchlist has any status change', 'Notify me when a bill in this watchlist has new text version', 'Notify me when a bill in this watchlist has impact statements', 'Notify me when a bill in this watchlist is on second reading in either the House or Senate', and 'Notify me when a bill in this watchlist is on third reading in either the House or Senate'. The 'All Legislation' section on the right offers options to 'Notify me when any new bill is introduced' or 'Notify me when any new bill is offered by a patron' (House Members or Senate Members).

15 Select from various bill updates to get notified

16 Receive alerts on member bill introduction

You can also receive alerts on new bills being introduced by specific members or keyword phrases. On the right-hand side of the notifications panel, click the dropdown to select specific Delegates or Senators to receive notifications on their bill introductions.

Click here to select specific House or Senate members

The screenshot displays the Virginia Legislative Alerts interface. On the left, there's a sidebar with 'My Watchlists' (animals, Housing, Tax) and a 'Find a Bill' section. The main area is divided into 'My Watchlist Legislation' and 'All Legislation'. The 'All Legislation' section has a dropdown menu for selecting specific House or Senate members, which is highlighted by a yellow box and a yellow arrow. Below this, there's a keyword search field with 'tax' entered. At the bottom, there's a list of bills with checkboxes and status indicators.

My Watchlist Legislation

- ☒ Notify me when a bill in this watchlist has any status change.
- ☒ Notify me when a bill in this watchlist is scheduled to appear on a docket/agenda.
- ☒ Notify me when a bill in this watchlist has new text versions.
- ☐ Notify me when a bill in this watchlist has impact statements.
- ☐ Notify me when a bill in this watchlist is on second reading in either the House or Senate.
- ☐ Notify me when a bill in this watchlist is on third reading in either the House or Senate.

All Legislation

☐ Notify me when any new bill is introduced.

OR

Notify me when any new bill is offered by a patron.

House Members

Senate Members

Notify me when any new introduced, engrossed, enrolled, chaptered, or substitute legislation is offered with a keyword phrase.

tax

Notify me when any bill is referred or rereferred to a committee.

House Committees

Senate Committees

Remove Bill(s) Show Notes +/- Composite View Create Report Copy Import Add bill(s) +

☐ Select all 40 Items

- ☐ HB11 Farm use placards. Enrolled
- ☐ HB12 Virginia Real Estate Time-Share Act; alternative purchases. Governor's Recommendation
- ☐ HB17 Education Savings Account Program established; Education Improvement Scholarships Tax Credits. In Subcommittee
- ☐ HB42 Treasury Board; powers and duties. Engrossed

17 Add a keyword phrase notification

Another option is to be notified when a keyword phrase is used in legislation. To enter a keyword phrase, click on Add Keyword phrase.

The screenshot shows the 'Notifications' settings for a watchlist. A yellow arrow points from the text 'Click "Add keyword phrase"' to a button labeled 'Add keyword phrase' in the 'All Legislation' section. The button is highlighted with a yellow box. The 'All Legislation' section is currently disabled, indicated by a greyed-out background. The 'My Watchlist Legislation' section is active, showing various notification options for the watchlist. The 'Add keyword phrase' button is located in the 'All Legislation' section, under the 'Notify me when any new introduced, engrossed, enrolled, chaptered, or substitute legislation is offered with a keyword phrase' option. The button is labeled 'Add keyword phrase' and is highlighted with a yellow box. The 'All Legislation' section is currently disabled, indicated by a greyed-out background. The 'My Watchlist Legislation' section is active, showing various notification options for the watchlist. The 'Add keyword phrase' button is located in the 'All Legislation' section, under the 'Notify me when any new introduced, engrossed, enrolled, chaptered, or substitute legislation is offered with a keyword phrase' option. The button is labeled 'Add keyword phrase' and is highlighted with a yellow box.

Created on 11/25/2025 16:02

Notifications

Notification frequency ☒ Hourly ☐ Daily ☐ None

My Watchlist Legislation

☒ Notify me when a bill in this watchlist has any status change.

☐ Notify me when a bill in this watchlist appears or is amended.

☐ Notify me when a bill in this watchlist has new text versions.

☐ Notify me when a bill in this watchlist has impact statements.

☐ Notify me when a bill in this watchlist has a second reading in either the House or Senate.

☐ Notify me when a bill in this watchlist is on third reading in either the House or Senate.

All Legislation

☐ Notify me when any new bill is introduced.

OR

Notify me when any new bill is offered by a patron.

House Members

Senate Members

Notify me when any new introduced, engrossed, enrolled, chaptered, or substitute legislation is offered with a keyword phrase

Add keyword phrase

Notify me when any bill is referred or rereferred to a committee.

House Committees

Senate Committees

Remove Bill(s) Show Notes +/- Composite View Create Report Copy Import Add bill(s)

☐ Select all 40 Items

☐ HB11 Farm use placards. Enrolled

☐ HB12 Virginia Real Estate Time-Share Act; alternative purchases. Governor's Recommendation

☐ HB17 Education Savings Account Program established; Education Improvement Scholarships Tax Credits. In Subcommittee

☐ HB42 Treasury Board; powers and duties. Engrossed

18 Enter Keyword Phrase

Then in the box, type the search phrase you want to be alerted on. Once you have your keyword phrase typed in, click on the green check. Or click the red x to remove.

The screenshot displays a web application for creating a legislative watchlist. On the left, a sidebar contains filters for 'My Watchlists' (listing 'animals', 'Housing', and 'Tax'), 'Bills by Category', 'Find a Bill', and 'Keyword' search options. The main area is titled 'Create a new watchlist' and includes a 'Name' field and a 'Create' button. Below this, the 'Notifications' section is active, showing 'Notification frequency' set to 'Hourly'. The 'My Watchlist Legislation' section has several toggle options for notifications. A semi-transparent overlay with the text 'Enter your keyword' and a yellow arrow points to a text input field labeled 'Enter phrase'. This field is highlighted with an orange border and contains a green checkmark and a red X icon. Below the input field, there are buttons for 'Remove Bill(s)', 'Show Notes +/-', 'Composite View', 'Create Report', 'Copy', 'Import', and 'Add bill(s)'. At the bottom, a list of bills is shown, including HB11 (Farm use placards), HB12 (Virginia Real Estate Time-Share Act; alternative purchases), HB17 (Education Savings Account Program established; Education Improvement Scholarships Tax Credits), and HB42 (Treasury Board; powers and duties).

19 Committee referral notification

You can also be alerted when a bill is referred to specific committees you select. For example - you can click House Courts and Senate Courts to be notified when bills are referred to those committees. When you receive your notification, you can then easily add any additional bills to your list. We will review sending and receiving notifications in the next video.

The screenshot shows the LIS (Legislative Information System) interface. The main header includes navigation links: Session Information, Bills & Resolutions, State Budget, Virginia Law, and Reports to the General Assembly. The 'BILLS & RESOLUTIONS' section is active, with a search bar and a dropdown for the '2026 Regular Session'. On the left sidebar, there's a 'Lobbyist-in-a-Box' section with a 'Create a new watchlist' button and a list of existing watchlists: 'animals', 'Courts Committee Bill List' (selected), 'Housing', and 'tax'. The 'Courts Committee Bill List' watchlist is open, showing its creation date (11/26/2025 20:42). The 'Notifications' section is expanded, showing 'Notification frequency' set to 'Hourly'. Under 'My Watchlist Legislation', there are three notification options, all of which are selected. The 'All Legislation' section is also expanded, showing 'Notify me when any new bill is introduced' and 'Notify me when any new bill is offered by a patron'. The 'Notify me when any bill is referred or rereferred to a committee' option is selected, and a list of committees is shown, including '(H) Courts of Justice' and '(S) Courts of Justice'. A yellow arrow points to this list with the text 'Select committees here'. The bottom right corner has an 'Add bill(s)' button.

LIS

Session Information Bills & Resolutions State Budget Virginia Law Reports to the General Assembly

BILLS & RESOLUTIONS

2026 Regular Session

Find a Bill

Lobbyist-in-a-Box

Create a new watchlist

Name Create

My Watchlists

Sort

Find a watchlist

animals
Last modified 11/25/2025 3:02 pm

Courts Committee Bill List
Last modified 11/26/2025 8:43 pm

Housing
Last modified 11/26/2025 4:52 pm

tax

All Watchlists

Bills by Category

Find a Bill

Include Failed Legislation

Bill Number

Courts Committee Bill List

Created on 11/26/2025 20:42

Delete Watchlist Close

Notifications

Notification frequency ☒ Hourly ☐ Daily ☐ None

My Watchlist Legislation

☒ Notify me when a bill in this watchlist has any status change.

☒ Notify me when a bill in this watchlist appears on a docket/agenda.

☒ Notify me when a bill in this watchlist has new text versions.

☐ Notify me when a bill in this watchlist has impact statements.

☐ Notify me when a bill in this watchlist is on third reading in either the House or Senate.

☐ Notify me when a bill in this watchlist is on third reading in either the House or Senate.

All Legislation

☐ Notify me when any new bill is introduced.

OR

Notify me when any new bill is offered by a patron.

House Members

Senate Members

Notify me when any new introduced, engrossed, enrolled, chaptered, or substitute legislation is offered with a

Add keyword phrase

Notify me when any bill is referred or rereferred to a committee.

(H) Courts of Justice x

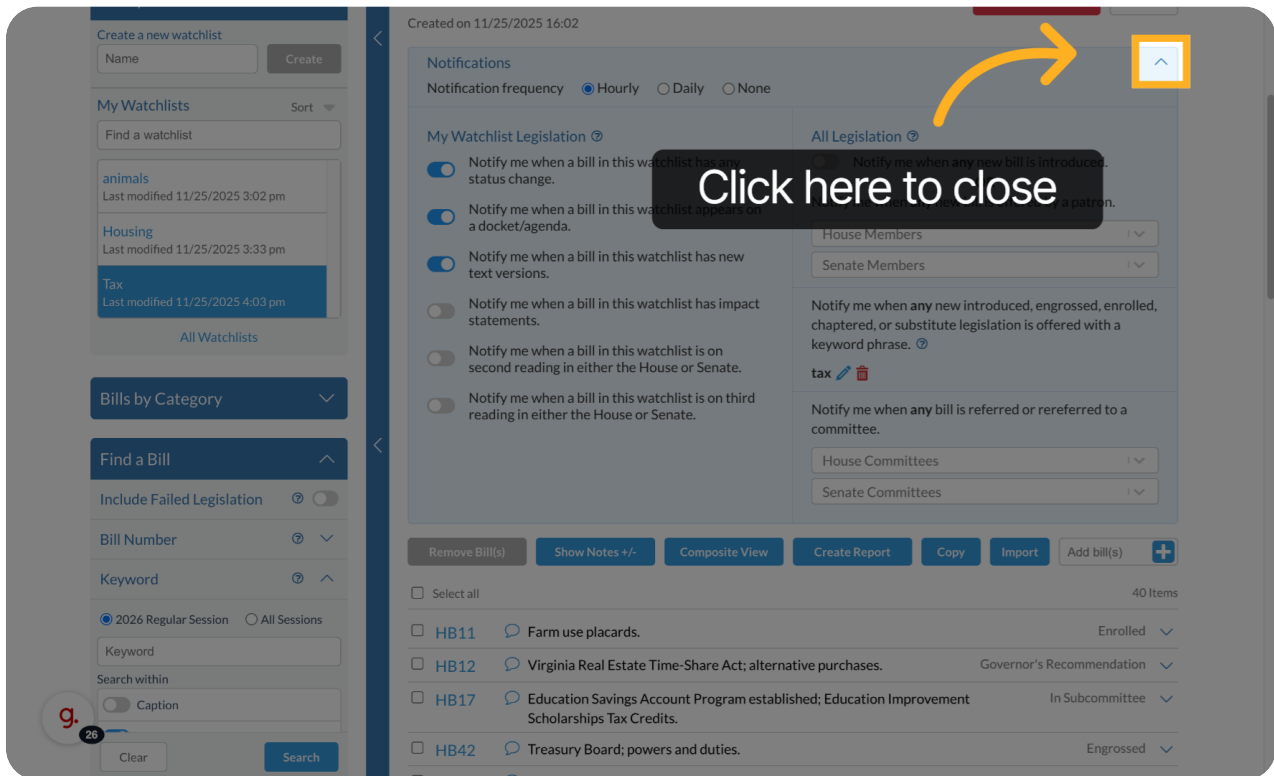
(S) Courts of Justice x

Add bill(s)

Select committees here

20 Close your notification panel

Once you have made your selections and you are done, you can click the chevron to minimize the notification panel.



21 Add personalized bill notes

From your watchlist, click the caption bubble to add or edit notes related to specific bills. A filled in caption bubble indicates a comment is saved on the bill.

The screenshot displays the Virginia Legislative Information System (LIS) interface. The main heading is "BILLS & RESOLUTIONS" for the "2026 Regular Session". A search bar is located at the top right. The left sidebar contains a "Lobbyist-in-a-Box" section and "My Watchlists" with categories like "animals", "Housing", and "Tax". The main content area shows a list of bills under the "Tax" category. A callout box with the text "Click to add or edit your note" points to a blue speech bubble icon next to bill HB11. The list of bills includes:

Bill Number	Description	Status
HB11	farm-to-market placards.	Enrolled
HB12	Virginia Real Estate Time-Share Act; alternative purchases.	Governor's Recommendation
HB17	Education Savings Account Program established; Education Improvement Scholarships Tax Credits.	In Subcommittee
HB42	Treasury Board; powers and duties.	Engrossed
HB47	Sales and use tax; agricultural exemptions.	Engrossed
HB50	Conformity of the Commonwealth's taxation system with the Internal Revenue Code emergency.	Engrossed
HB51	License taxes; exemptions.	Failed
HB52	Eastern Virginia Medical School; establishment of Eastern Virginia Health Sciences	In Conference

22 Enter bill comments and notes

Clicking the caption bubble opens the box to type in your comments and notes the bills.

The screenshot displays the LIS (Legislative Information System) interface for the Virginia General Assembly. The top navigation bar includes links for Session Information, Bills & Resolutions, State Budget, Virginia Law, and Reports to the General Assembly. The main section is titled 'BILLS & RESOLUTIONS' and features a search bar. A sidebar on the left contains a 'Lobbyist-in-a-Box' section and a 'Bills by Category' dropdown menu. The main content area shows a list of bills under the 'Tax' category. A callout box with the text 'Click "Bill note"' and an arrow points to a text input field labeled 'HB47 Note' in the bill list. The bill list includes columns for bill number, description, and status.

Bill Number	Description	Status
HB11	Farm use placards.	Enrolled
HB12	Virginia Real Estate Time-Share Act; alternative purchases.	Governor's Recommendation
HB17	Education Savings Account Program established; Education Improvement Scholarships Tax Credits.	In Subcommittee
HB42	Treasury Board; powers and duties.	Engrossed
HB47	Sales and use tax; agricultural exemptions.	Engrossed
HB50	Conformity of the Commonwealth's taxation system with the Internal Revenue Code emergency.	Engrossed

23 Save your bill notes

Once you have typed your notes, click the green check to save.

The screenshot displays the LIS 'BILLS & RESOLUTIONS' page for the 2026 Regular Session. The left sidebar shows a 'Lobbyist-in-a-Box' section with a 'Create a new watchlist' form and a list of existing watchlists: 'animals', 'Housing', and 'Tax'. The main content area is titled 'Tax' and shows a list of bills. A callout box with the text 'Click "save"' and a yellow arrow points to a green checkmark icon in the 'Enrolled' column next to the first bill entry.

Bill Number	Description	Status
HB11	Farm use placards.	Enrolled
HB12	Virginia Real Estate Time-Share Act; alternative purchases.	Governor's Recommendation
HB17	Education Savings Account Program established; Education Improvement Scholarships Tax Credits.	In Subcommittee
HB42	Treasury Board; powers and duties.	Engrossed
HB47	Sales and use tax; agricultural exemptions.	Engrossed
HB50	Conformity of the Commonwealth's taxation system with the Internal Revenue Code emergency.	Engrossed

24 Composite View

From your watchlist you can click Composite View, then Show Notes to see all of your information in a clear, concise view

The screenshot displays the 'Composite View' interface for a watchlist named 'tax'. The interface is divided into several sections:

- Top Header:** 'BILLS & RESOLUTIONS' with a search bar and a 'Find a Bill' button.
- Left Sidebar:**
 - Lobbyist-in-a-Box:** A section for creating and managing watchlists.
 - My Watchlists:** A list of watchlists including 'animals', 'Housing', and 'tax' (selected).
 - Bills by Category:** A dropdown menu.
 - Find a Bill:** A search section with filters for 'Include Failed Legislation', 'Bill Number', 'Keyword', and 'Session' (2026 Regular Session).
- Main Content Area:**
 - Composite View Header:** A dark blue header with the title 'Composite View' and a 'Delete Watchlist' button.
 - Notifications:** A section with a 'Remove Bill(s)' button and a 'Hide Notes +/-' button (highlighted with an orange box).
 - Bill List:** A list of bills with checkboxes and status indicators. Two bills are highlighted with orange boxes:
 - HB11:** Farm use placards. Status: Enrolled.
 - HB42:** Treasury Board; powers and duties. Status: Engrossed.

Thank you. We hope you found this information helpful. Please feel free to reach out with any questions or specific training requests for LIS Watchlists.