

# Department of Justice Regulations

## TIPS FOR SUBMITTING EFFECTIVE COMMENTS



California's regulatory process provides interested persons with the opportunity to comment on proposed regulations. Comments can provide additional facts or perspectives. The tips below are intended to help the public submit effective comments to improve the proposed regulations before they become final.

### Tips for Comments

- Before submitting a comment, read the complete text of the proposed regulations, the initial statement of reasons (which sets forth the reasons for the regulations), and the relevant statutory provisions.
- Comments should be directed at the text of the proposed regulation and/or the rulemaking procedures the Department follows in proposing the regulations.
- Clearly identify the specific section and/or subsection number that you are commenting on. For example, § 999.123(a). If you are addressing multiple sections, clearly identify the section or subsection for each comment.
- Effective comments are supported by factual information, sound reasoning, and/or include specific examples of how you or your organization would be impacted negatively or positively. When applicable, provide references to any reports, articles, or other source material that support your comment.
- If you disagree with a proposed regulation, suggest an alternative that includes revised language. Include an explanation and/or analysis of how this alternative will meet the same objective or be more effective.
- Address the pros and cons of your position. Consider other points of view and respond to them with facts and sound reasoning.
- Proofread written comments before submission.
- Do not submit the same written comments more than once.

### Additional Tips for Oral Comments at a Public Hearing

- Speak slowly and clearly as your statement will be transcribed by a court reporter.
- Unless you wish to remain anonymous, identify yourself and any organization you represent. Provide the court reporter with a business card if you have one.
- Use respectful language and be courteous to all present.
- If you have submitted or intend to submit written comments, state so.
- Keep in mind the length of your remarks and speakers waiting to comment. A reasonable time limit may be imposed to provide everyone attending the hearing an opportunity to speak.