CHECK-IN CHECKLIST

BEFORE POLLS OPEN — USE AT 5:15 AM

Set up ePollbook — **DO NOT REMOVE ANY ITEMS FROM CASE.**

- ☐ Using scissors found in supply box, cut the security tie and unzip ePollbook case so it's flat on the table.
- ☐ Lift ePollbook screen. Press and hold power button on outside cover to turn on.
- ☐ Turn on printer by pressing and holding power button until chime sound plays.
- ☐ Log onto ePollbook using password on card delivered in black binder.
- ☐ Verify ePollbook is designated for the current polling place and election

One Check-In Table Judge and Ballot Box Judge

- ☐ Verify and sign ballot counter tape showing zero votes for all candidates and public questions.

Check-In Table Setup

- ☐ Deliver Voters Services supplies from the black rolling case.
- ☐ Set up voter processing materials found in Check-In Table envelope to include pens, voter receipts, signs, misprinted application envelopes, surrendered ballot envelopes, and election judge recruitment cards.
- ☐ Tape flag to back of Check-In Table sign. Affix sign to chrome stand and place on table.

If assistance is needed

- ☐ Help Ballot Box Judge move large outside signs to curb or street.
- ☐ Place handicap parking or entrance signs, if delivered.

After all other duties are completed

- ☐ Complete name tag and time card.
- ☐ Take election judge oath and sign affirmation form.
- ☐ Review checklist steps for processing voters.

PROCESSING VOTERS — USE WHILE POLLS ARE OPEN

- ☐ Ask voter's name and look up voter by typing in only three letters of first and last name in ePollbook.
- ☐ Ask voter for current address and compare with address displayed on screen.
- ☐ In a primary, ask voter for party preference and make appropriate selection on screen.
- ☐ If pollwatcher is present, announce voter's name and address (party in a primary).
- ☐ When application prints, hand it to voter and ask him/her to sign after verifying all information is correct.
- ☐ Together, two judges verify application signature matches registration record. One judge initials application.
- ☐ On ePollbook screen, select "Record Check-In." **Remember a check-in is not complete until you select "RECORD CHECK-IN."**
- ☐ Hand application to voter, explain precinct number, and direct voter to precinct file box at the Ballot Issue Table.
- ☐ Select "Next voter" on ePollbook screen and begin processing the next person in line.

PROCESSING VOTERS - CONTINUED

Misprinted applications - wrong voter checked-in, wrong party selected, or damaged application

- [ ] If you have **not** selected "RECORD CHECK-IN" on ePollbook, use back button to return to the screen where application is printed.
- [ ] Print new application and proceed to "RECORD CHECK-IN" screen.
- [ ] Write reason on back of cancelled or misprinted application and place in the "Misprinted applications" envelope.
- [ ] If you have already selected "RECORD CHECK-IN," draw "X" on front of application, give application to voter, and direct to Voter Services Table OR to the ePollbook where the voter originally checked-in.

CLOSING POLLS — USE AT 7 PM

Voters in line by 7 PM must be served. All judges will remain until closing procedures are completed.

Empty ballot bins

- [ ] Verify that no ballots remain in bin's emergency slot.
- [ ] Remove ballots from ballot bins as *Voting Results Reports* are running.

Sort ballots and complete *Certificate of Write-In Votes* form

- [ ] Take ballots to a cleared table and sort by precinct (based on colored ink in judge's initials box).
- [ ] Locate each precinct's *Certificate of Write-In Votes* in black binder that lists all declared write-in candidates. If there are no declared write-in candidates, no need to separate ballots with write-in votes.
- [ ] Inspect each precinct's ballots and set aside any ballots with write-in votes. Search for write-in votes for valid candidates.
- [ ] Complete and sign the *Certificate of Write-In Votes* form and return to black binder. Place black binder in black rolling case.
- [ ] **If no valid write-in votes are found**, **this form still must be completed**. Check the "no valid write-in" box at the bottom of the *Certificate of Write-In Votes* form and sign.
- [ ] Count voted ballots by precinct. Confirm tallies match results tapes to ensure ballots are packed in correct ballot transfer case. Deliver precinct sorted ballots to Ballot Issue Judges.

Sign results tape

- [ ] When all results have been printed, Check-In Judges sign each ballot bin's tape at the bottom.

Other closing procedures

- [ ] Take down booths and common area signs. Place chrome stands next to ballot bins.
- [ ] Pack all supplies using lists on binder, envelope, black rolling case, and inside ballot bin door.
- [ ] Wait for Voter Services Table supplies before securing black rolling case with white security tie from yellow envelope. Give rolling case to Ballot Box Judge.

ePollbook

- [ ] Click on the Advanced tab, then configuration from the main menu screen and verify that all the entries in the "Pending" column show "0." Then properly power down ePollbook and printer. Unplug power cord from outlet and return it to power cord pocket.
- [ ] Close zippered case and add security tie (found in Check-In Table envelope) to main zipper tabs.
- [ ] Place ePollbooks next to ballot bins.
- [ ] Place power strips and extension cords inside ballot bin.