

BALLOT ISSUE CHECKLIST



BEFORE POLLS OPEN — USE AT 5:15 AM

Inventory and Verify Ballots

- Locate and open white ballot transfer cases. Remove the orange *Ballot Inventory Sheet* from the lid. Remove the specimen ballots and *Ballot Issue Checklist* from the transfer case. Two judges total numbers from adhesive labels on official ballot packets and verify total and precincts match the orange receipt. Sign the orange *Ballot Inventory Sheet* and give to the Site Manager.
- Using specimen ballots for each ballot style, two judges verify offices, candidate names and public questions on official ballot match specimen ballots. In a primary, also verify party. Once complete, specimen ballots will be returned to Ballot Issue Table envelope.

Ballot File Setup

- Place bottom of ballot transfer case inside lid.
- Locate and remove precinct specific *Statement of Ballots* from red binder and spoiled ballot envelope and colored pens for initialing the ballots from the ballot transfer case.
- Locate each precinct's ballot divider envelope delivered in the red rolling case. Place ballot dividers inside ballot transfer case.
- Stand ballots on their side inside the transfer case behind appropriate divider.
- Keeping ballots in plastic sleeve, cut open only the top side and count one packet of ballots for each style (and party in a primary). Remove adhesive label from opened ballot packet and affix to back of corresponding precinct's *Statement of Ballots* form. Do not open packets marked "Less than 10 Voters" until needed.
- Place both manila spoiled ballot envelope and *Statement of Ballots* at rear of precinct's ballot file.



Remaining Setup

- Set up table with ballot marking pens, privacy sleeves, and demonstration ballots.
- Tape flag to back of Ballot Issue Table sign. Affix table sign to chrome stand and place on table.
- Open accordion file and loop elastic band around button so that file case stands open and is upright on the table.
- Locate baggie with colored pens that was delivered in ballot transfer case. Remove 1 to 2 colored pens and return remaining pens to baggie. Set the baggie aside on the table. Note: each precinct is assigned a unique pen color.

After all other duties are completed

- Complete time card. Wear name tag and "Darken the Oval" sticker.
- Take election judge oath and sign affirmation form.
- Review checklist for steps on how to process a voter.

PROCESSING VOTERS — USE WHILE POLLS ARE OPEN

First Judge

- Locate precinct number on voter application and verify voter is at correct precinct file box. Also verify application is signed by voter and initialed by judge.
- Circle ballot style on voter application (not ballot).
- Select ballot of same style (and party in a primary) as on voter application.
- Initial ballot in upper right corner using colored pen assigned to precinct.
- Pass voter application and ballot to second judge.

Second Judge

- Verify ballot style (party in a primary) matches voter application, and ballot is initialed.
- If pollwatcher is present, announce voter's name and address (party in a primary).
- Empower voter by confirming ballot style, providing darkening the oval instructions. Explain privacy sleeve instructions to leave ballot top showing judge's initials. Give ballot, privacy sleeve, and marking pen to voter and direct to any available voting booth.
- Place voter's application in precinct's file according to time of day. Do not add sequence number or separate by party in a primary.

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| April 2, 2019 | | LAKE COUNTY, ILLINOIS | |
| OFFICIAL BALLOT BOLETA OFICIAL | | Election Judge's Initials M-15 | |
| Waukegan 333 Ballot Style 1 / Boleta Estilo 1 | | I hereby certify that the following is the Official Ballot to be used in the General Primary Election to be held in Lake County, Illinois on Tuesday, April 2, 2019. | |
| <small>INSTRUCTIONS TO VOTERS/INSTRUCCIONES PARA LOS VOTANTES: Fill in the oval to the left of your choice. Use a black pen. To cast a written vote, fill in the oval to the left of the blank space provided and write the candidate's name in that space. Refer to the card of instructions in the voting booth. If you hear, see or electronically mark the ballot, ask for another. Read twice if applicable. Rellenar el óvalo a la izquierda de su elección. Utilice un bolígrafo negro. Para votar escrito, rellene el espacio en blanco y escriba el nombre del candidato en ese espacio. Consulte la tarjeta de instrucciones en la cabina de votación. Si escucha, ve o marca electrónicamente la papeleta, pídala de nuevo. Lea dos veces si es aplicable.</small> | | | |
| FEDERAL | | County Clerk Robin M. O'Connor | |
| FOR PRESIDENT OF THE STATES | | LAKE COUNTY | |
| PARA PRESIDENTE DE LOS ESTADOS UNIDOS | | CONDADO DE LAKE | |
| FOR ONE | | COUNTY CIRCUIT COURT CLERK | |
| | | SECRETARIO DE LA CORTE JUIZGO DEL CONDADO DE LAKE | |
| | | LAKE COUNTY | |
| | | VOTE FOR UNO | |
| Waukegan 333 Ballot Style 001 | | Mark A. Ballot DOB: 02/17/1955 ID: 12345678 123 County St. Waukegan, IL 60085 | |
| I am registered and qualified to vote at this election and from the address above. I have not otherwise voted at this election. Subject to penalty stated in 10 ILCS 5/29-10. Sign on the line below. Estoy registrado(a) y calificado(a) | | | |

CLOSING POLLS — USE AT 7 PM

All voters in line by 7 PM must be served. Judges remain until closing procedures are completed.

Remove and set aside for further processing:

- Manila spoiled ballot envelope
- Statement of Ballots* form
- Ballots from ballot transfer case (separate by opened and unopened ballot packets)

Spoiled Ballots

- Locate manila spoiled ballot envelope.
- Count spoiled ballots for precinct and write total on manila spoiled ballot envelope.
- Seal when all packing is final and place in red binder.

Complete *Statement of Ballots* form for each precinct

- Line A - Tally the quantities from labels on the back of the precinct's *Statement of Ballots*.
- Line B - Total quantities from labels on unopened ballot packets.
- Line C - Number of spoiled ballots in manila envelope.
- Line D - Number of processed voters for each precinct from the Voter Services Judge's ePollbook.
- Line E - Add totals from each precinct's ballot bin's *Voting Results Report* tape. (Ballot Box Judge will provide.)
- Judges sign and date each precinct's statement before placing the completed forms in red binder.

Packing

- Close accordion file containing signed applications by placing elastic band around button. Place in red rolling case.
- Place Voter Services Table ExpressVote Application Envelope (containing signed applications) in the red rolling case.
- Remove dividers from ballot file and repack in ballot divider envelope. Place envelope in red rolling case.
- Place all unopened and opened ballot packets in bottom of white ballot transfer case and all voted ballots on top. Close ballot transfer case(s). Affix signed "Official Seal" and "Voted Ballots" labels located in lid of each ballot transfer case. Give to Ballot Box Judge.

If precinct has multiple transfer cases, place voted ballots in one box and unvoted in the other. Affix "Voted Ballots" labels only on the case containing the voted ballots. Place signed official seals on both cases. Give cases to Ballot Box Judge.

- Repack the Ballot Issue Table envelope using list on front of envelope.
- Pack red rolling case with items listed on case including the red binder and the accordion file with signed applications. Secure with white security tie from yellow envelope and give to Ballot Box Judge.
- Confirm building doors are locked or will be locked by building security.



Items packed for movers to pickup.



Items Ballot Box Judge delivers to Transfer Site election night.