

Welcome to  
2020 Election Judge  
Basic Training—Part 1



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[LakeCountyClerk.info](http://LakeCountyClerk.info)

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## Our goal for today

- Cover basic election terminology and procedures
- Acquaint you with resources at voting site
- Cover basics of processing a voter
- No one person is expected to know everything after Basic Training class

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## Election cycles

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## Two elections every year

- Even years
  - Primary is 3<sup>rd</sup> Tuesday in March to nominate candidates
    - Also elect precinct committeepersons
  - General is 1<sup>st</sup> Tuesday (after 1<sup>st</sup> Monday) in November to elect candidates
  - Federal, state, legislative, judicial, county, and North Shore Water Reclamation District
- Odd years
  - Primary is last Tuesday in February to nominate candidates
  - Consolidated is 1<sup>st</sup> Tuesday in April to elect candidates
  - Municipal, township, park, library, school, college and other special districts

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## Primary elections

- Voter must state party preference before receiving a ballot
- Voter's party choice can change for each primary
  - Illinois does not register voter by party
- Primaries may include nonpartisan ballot only if public questions (referenda) on ballot

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## Races on the November ballot

### Federal

- President/Vice-President
- Senator
- Representative in Congress in districts 6, 10, 14

### State

- Senator in district 31
- Representative in districts 51, 52, 57, 58, 59, 60, 61, 62, & 64

- North Shore Water Reclamation District Trustee in districts 1, 2 & 4
  - Unexpired 2-year term in district 5
- Circuit Clerk
- Coroner
- Recorder
- State's Attorney
- County Board Members in districts 1, 2, 4, 7, 12, 13, & 16
  - Unexpired 2-year term in district 20
- 19<sup>th</sup> Circuit Court Judgeship in 3<sup>rd</sup> subcircuit

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## COVID-19 Safety Protocols

Based on the information provided by the Centers for Disease Control (CDC) as well as state and local guidelines, we will provide for the election judges:

- face masks and shields,
- hand sanitizer,
- sanitizing wipes,
- gloves,
- sneeze guards to be placed in front of ePollbooks, and
- sneeze guards for issuing ballots.

All Election Judges will be required to wear a face covering while at the polling sites. We ask that judges remain vigilant and remind voters that social distancing protocols should be followed and furthermore, recommend to voters that they use their own ink pen to mark their ballot.

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## Public Act Highlights

- Only for November election
- Application to vote by mail sent to those who recently voted or registered
  - Civic group also sending applications
  - If not returned, Secretary of State will send reminder in mid-September and mid-October
  - Voter can still vote early or on Election Day
- Finalizing details
  - Postage-free drop boxes
  - An additional universal Election Day voting site to serve all voters
- Student election judges can be 16 years old
- Election Day is an Illinois government and school holiday

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## Voters

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## Requirements

- Be 18 years or older by general/consolidated Election Day
  - 17-year olds can vote in primary if 18<sup>th</sup> birthday is on or before general/consolidated Election Day
- U.S. Citizen
- Lake County resident for 30 days prior to Election Day
- Must be registered with Lake County Clerk's office using correct name and address
- Can register and vote during early voting and on Election Day

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## Voter Information Card

- Sent to voter after registration or a change in Election Day voting site
- Shows voter's districts and voting site information
- Cannot be used as identification
- Do not need to bring on Election Day

VOTER'S CERTIFICATE OF REGISTRATION  
CERTIFICADO DE REGISTRO DEL VOTANTE

Jane Doe  
123 Street, Any City  
VOTING DISTRICTS / DISTritos DE VOTACION  
Village of Round Lake Beach  
College of Lake County district #532  
Round Lake Community Unit Sch Dist #115  
Round Lake Area Public Library District  
Round Lake Area Park District  
Judicial Subcircuit 5

YOUR ELECTION DAY VOTING SITE  
SU SITIO DE VOTACION PARA EL DIA DE LAS ELECCIONES

Round Lake Beach Cultural and Civic Center  
2007 N. Civic Center Way, Round Lake Beach

DATE OF ISSUE FECHA DE EMISION	PRECINCT DISTRITO ELECTORAL	TOWNSHIP MUNICIPIO
December 2018	019	Avon

CONGRESSIONAL CONGRESAL	STATE SENATE SENADO ESTATAL	REPRESENTATIVE REPRESENTANTE	COUNTY BOARD JUNTA DEL CONDADO
10	31	52	16

THIS IS NOT IDENTIFICATION FOR VOTING PURPOSES  
ESTA NO ES UNA IDENTIFICACION PARA FINES DE VOTACION

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## Election Judges

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## Who are they?

- Responsible for proper and legal processing of voters
- Work as a team in the voting site
- Equal authority
- Same number of party members to keep fair
- To keep certification status, attend class every two years

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## Election Day Requirements

-  Arrive no later than 5:15 AM
-  Open doors at exactly 6 AM for voting
-  Remain at voting site all day
-  Polls close at 7 PM Must process any voters already in line by 7 PM
-  Stay until all voters in line by 7 PM are processed and closing tasks are completed

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## Types of judges

### Before Election Day

- Nursing Home Judges
- Early Voting Judges

### Election Day

- Check-In Judges
- Ballot Issue Judges
- Voter Services Judges
- Ballot Box Judges

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## Today's training

Focuses on Check-In and Ballot Issue Judges

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## Check-In Judges

- Election Eve
  - No assigned responsibilities
- Election Day
  - Use ePollbook to
    - Check in and verify each voter
    - Print application
    - Verify voter's signature
    - Spoiled ballots
  - Direct voter to Ballot Issue Table



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## Ballot Issue Judge

- Election Eve
  - No assigned responsibilities
- Election Day
  - Select, initial, issue correct ballot
  - File voter application
  - Direct voter to available booth



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## Voter Services Judge

- Election Eve
  - Voting site setup
- Election Day
  - Voters with special circumstances
  - Registrations
  - Spoiled ballots
  - Issue provisional ballot
  - Assist voters needing ADA equipment



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## Ballot Box Judge

- Before Election Day
  - Pick up voting supplies
  - Confirm access with voting site
  - Verify judges assigned
- Election Eve
  - Set up voting site
- Election Day
  - Bring ballots before polls open
  - Verify voted ballots are initialed
  - Transport election materials to transfer site after voting site closes



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## Site Manager

- Not an election judge
- Liaison with clerk's office
- Election Eve
  - May assist with setup
- Election Day
  - Ensures election judges are following correct/consistent procedures
  - Assists with registrations and affidavits as needed
  - Resolves voter or pollwatcher concerns



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## Pay Schedule

Check-In or Ballot Issue Judge	\$140
Certified Ballot Box Judge (if assigned)	\$180
Certified Voter Services Judge (if assigned)	\$170
Serving out of township (not home site)	+\$10
Nursing home voting before Election Day	+\$30
Early Voting Judges \$10/hour	

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## Preparation

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# Vote before Election Day

**By Mail**

- Online vote by mail ballot application form at [LakeVoterPower.info](http://LakeVoterPower.info)
- 1<sup>st</sup> day to mail ballot is September 24, 2020
- Last day clerk's office can mail a ballot is October 29, 2020
- Your voted ballot must be postmarked by Election Day

**Early Voting**

- October 19 to November 2, 2020
- Can visit any early voting location
- Weekday, evening, and weekend hours

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## One election web page- [LakeCountyClerk.info](http://LakeCountyClerk.info)

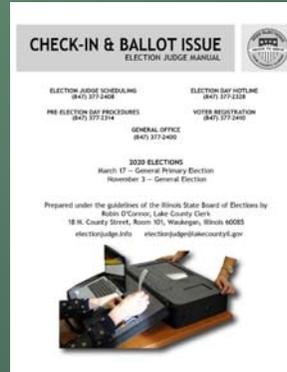
- Candidate list
- Referenda
- Ballot preview
- *Voter Information Guide*
- Voter registration info
- Voting options, dates, and locations

The screenshot shows the website's navigation menu on the left, including links for Candidates Services, Election Calendar, and Election Results. The main content area features a 'CORONAVIRUS UPDATES' banner and a 'November 3, 2020 General Election' section with a 'Ballot' sub-section. Below this are three columns: 'Ballot Information', 'Voter Registration', and 'Voting Options'. The right sidebar contains 'Contact Us' and 'Physical Address' information.

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# Read *Election Judge Manual*

- Details on specific procedures
- Photos
- Examples



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# Review checklists

### CHECK-IN CHECKLIST

**BEFORE POLLS OPEN—USE AT 5:15 AM**

**Set up all equipment—DO NOT REMOVE ANY ITEMS FROM CASES.**

- ☐ All equipment is ready to use.
- ☐ All equipment is clean and ready to use.
- ☐ All equipment is ready to use.
- ☐ All equipment is ready to use.

**Check in Table Judge and Ballot Box Judge**

- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.

**Check in Table Judge**

- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.

**After all other duties are completed**

- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.

**PROCESSING VOTERS—USE WHILE POLLS ARE OPEN**

- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.

### BALLOT ISSUE CHECKLIST

**BEFORE POLLS OPEN—USE AT 5:15 AM**

**Inspect and Test Ballot Boxes**

- ☐ All ballot boxes are ready to use.
- ☐ All ballot boxes are ready to use.
- ☐ All ballot boxes are ready to use.

**Ballot Box Judge**

- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.

**After all other duties are completed**

- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.

**PROCESSING VOTERS—USE WHILE POLLS ARE OPEN**

- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.
- ☐ Both judges and their equipment are ready to use.

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## Some basics

### DO

- Arrive on time
- Dress in layers to accommodate varying temperatures
- Bring snacks and/or medication you may need during the day

### DON'T

- Make personal calls/texts/social media posts
- Encourage or solicit any gifts/food from candidates or parties
- Engage in any political discussions
- Leave the voting site

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## A few more...

- Plan a test drive to assigned site
  - Determine driving time ensuring 5:15 a.m. arrival
- Ballot Box Judge calls to confirm working
  - Ask about meals - Brown bag or potluck?

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## Online Reference Library ElectionJudge.info

- Manuals
- Checklists
- PowerPoint presentations

### Election Judge Reference Library

This web page will provide links to the most current election judge resource materials to include classroom presentations, checklists, and online videos. Acrobat Reader is required to open and view some of these documents.

	Check In	Ballot Issue	Voter Services	Ballot Box	Nursing Home	Early Voting
Checklist	<a href="#">EJE</a>	<a href="#">PDE</a>	<a href="#">EJE</a>	<a href="#">EJE</a>	N/A	N/A
Manual	<a href="#">PDF</a>	<a href="#">PDF</a>	<a href="#">PDF</a>	<a href="#">PDF</a>	<a href="#">PDF</a>	<a href="#">PDF</a>
PowerPoint presentations	<a href="#">Basic</a>	<a href="#">Basic</a>	<a href="#">EJE</a>	<a href="#">EJE</a>	<a href="#">EJE</a>	<a href="#">EJE</a>
	<a href="#">ePollbook</a>	<a href="#">Review</a>				
	<a href="#">Review</a>					

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## Ballot content

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## Townships divided into precincts

- A precinct is a “neighborhood” grouped together and drawn on a map in order to assign voters to a common site for voting
- All residential addresses and voters are assigned to a precinct
- 415 precincts in Lake County

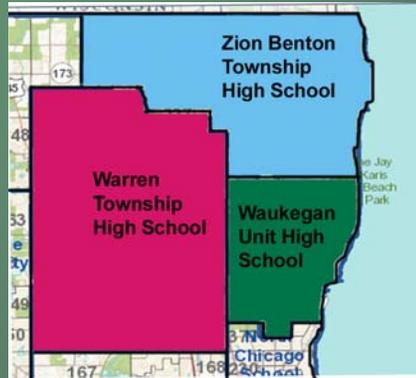
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## Each voter’s ballot

- Only races for taxing governmental units that provide services to voter’s address will show
- Neighbors might not have the same ballot because of boundaries
- Judges must ensure precinct and ballot style numbers on voter’s application match those on ballot being issued

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## Example: High school districts



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## Precinct 333 split over two high school districts



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## Precinct has two ballot styles

The map shows the Waukegan 333 Precinct divided into two ballot styles. Style 1 (pink) covers Warren Township High School and Waukegan Unit High School. Style 2 (blue) covers Zion Benton Township High School and Waukegan Unit High School. Callouts indicate that Style 1 races are for WTHS and Precinct 333, while Style 2 races are for ZBHS and Precinct 333.

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## Party headings on primary election ballot

The image displays three examples of primary election ballots for Waukegan 333 Precinct Style 1, dated March 20, 2012. Each ballot includes the following text:

- OFFICIAL NONPARTISAN PRIMARY BALLOT**  
BOLETA OFICIAL PRIMARIA DE NO PARTIDISTA  
Waukegan 333 Ballot Style 1/Boleta de Estilo 1
- OFFICIAL DEMOCRATIC PRIMARY BALLOT**  
BOLETA OFICIAL PRIMARIA DEL PARTIDO DEMÓCRATA  
Waukegan 333 Ballot Style 1/Boleta de Estilo 1
- OFFICIAL REPUBLICAN PRIMARY BALLOT**  
BOLETA OFICIAL PRIMARIA DEL PARTIDO REPUBLICANO  
Waukegan 333 Ballot Style 1/Boleta de Estilo 1

Each ballot also includes instructions for voters and a certification statement from the Election Judge.

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## Electioneering

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## What is it?

- Working “for” or “against” a party, candidate, or public question
- Includes:
  - Signs,
  - Wearing buttons,
  - Campaign shirts,
  - Handing out campaign literature,
  - “Talking up” a candidate or public question
- Site Managers and roving Assistant State’s Attorney staff assist with complaints

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## Electioneering is prohibited

- Within 100 feet of entrance to room (interior door) where voting occurs
  - Ballot Box Judge will mark borders with orange cones
- Inside the room for voting on Election Day



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## Exceptions

- If the 100 feet falls inside a school building, electioneering zone is extended to building's entrance
- Houses of worship and private schools can ban all electioneering on entire property
- Ballot Box Judges are advised of any exceptions



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## Telephone etiquette



- ALLOWED**
  - Voters may use phone for discrete texting and smart searches
  - Judges and staff may contact Lake County Clerk's office for election related questions
  - Call for emergency medical assistance
- NOT ALLOWED**
  - Voters and pollwatchers to refrain from initiating or accepting calls in the voting site. Ask nicely!
  - Personal phone use by judges and staff to include texting and posting to social media

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## Voting equipment



### ePollbook

Electronic pollbooks verify voter's identity and print on-demand voter applications



### ExpressVote

ADA compliant ballot marking equipment that allows disabled voters to mark a ballot unassisted and in private. At the Voter Services Table only.



### Ballot Bin

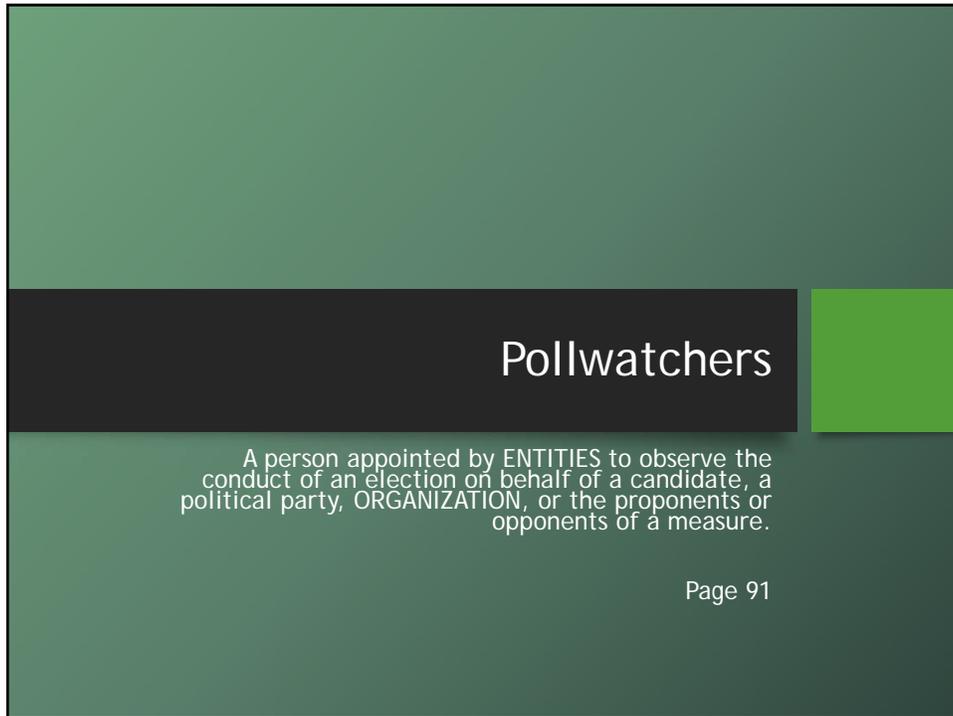
Voter deposits marked ballot

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## Who can be in the voting site?

- Voters
  - Person selected by voter to provide assistance
  - Voter's children
- Election Judges
- Site Managers
- County Clerk staff and representatives
- State's Attorney or Attorney General's staff
- Pollwatchers (must have credentials)
- Press
  - Must have credentials
  - Cannot electioneer or disrupt voting
  - Photos - must have permission of voters

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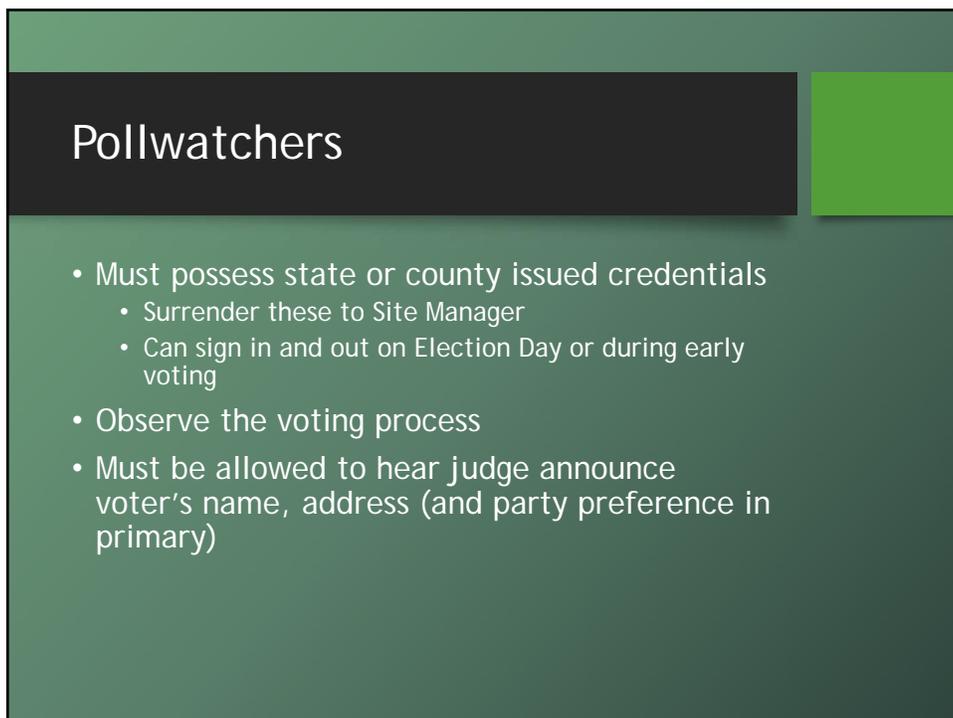
A slide with a dark green background. A black horizontal bar at the top contains the title "Pollwatchers" in white. Below the bar, the text "A person appointed by ENTITIES to observe the conduct of an election on behalf of a candidate, a political party, ORGANIZATION, or the proponents or opponents of a measure." is displayed in white. A small green square is on the right side. The page number "Page 91" is at the bottom right.

## Pollwatchers

A person appointed by ENTITIES to observe the conduct of an election on behalf of a candidate, a political party, ORGANIZATION, or the proponents or opponents of a measure.

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A slide with a dark green background. A black horizontal bar at the top contains the title "Pollwatchers" in white. Below the bar, a bulleted list of requirements is shown in white. A small green square is on the right side.

## Pollwatchers

- Must possess state or county issued credentials
  - Surrender these to Site Manager
  - Can sign in and out on Election Day or during early voting
- Observe the voting process
- Must be allowed to hear judge announce voter's name, address (and party preference in primary)

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## Pollwatcher rights & limitations

ALLOWED	NOT ALLOWED
<ul style="list-style-type: none"><li>• Observe voter's signature comparison</li><li>• Challenge voter residency or signatures</li><li>• Request clarification of procedures</li></ul>	<ul style="list-style-type: none"><li>• Be part of the ruling process on challenges</li><li>• Touch voting materials</li><li>• Campaign for candidate or public questions</li><li>• Assist voters</li></ul>

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## Let's get started with processing a routine voter...

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Set up the night before

- Ballot Box Judge and Voter Services Judge
- Maybe Site Manager
- Ballot counter
- Voting booths
- Common area signs
- Tables and chairs for judges
- ePollbooks

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## Check-In Table Setup

To be completed by Check-In Judges on election morning

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## Supplies in black rolling case

- Check-in and Voter Service Judges
- Black binder
- Check-In Table Envelope
- Surrendered Vote by Mail envelopes
- Voter receipts
- Misprinted application envelope



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## Follow checklist

- Located in the black binder
- Follow each step in "Before Polls Open" section
- Verify all tasks have been completed

**CHECK-IN CHECKLIST**

**BEFORE POLLS OPEN — USE AT 8:10 AM**

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

- Turn on ePollbook to verify the poll station is set up and ePollbook data is in fact on the table.
- Let ePollbook access. Press and hold power button on outside cover to boot.
- Test printer for printing and holding paper before and after initial print.
- Set up ePollbook and connect to local network to table device.

**One Check-In Table Judge and Ballot Box Judge**

- Verify that all ePollbook data is correct and that all voters are in fact on the table.

**Check-In Table Setup**

- Connect printer to ePollbook from the back of the table.
- Set up voter processing information found in Check-In Table section to include: name, address, date of birth, gender, race, ethnicity, and marital status.
- Set up to test of Check-In Table sign. After sign is checked, check all other signs.

**If assistance is needed**

- Help from the judge must begin inside signs to both or about.
- Place hand on sign to indicate sign, if allowed.

**After all other duties are completed**

- Turn off ePollbook by the end of the night.
- Turn off printer and all other ePollbook items.
- Remove checked steps for processing voters.

**PROCESSING VOTERS — USE WHILE POLLS ARE OPEN**

- Set up voter and add voter to the poll station device of that poll station or ePollbook.
- Ask voter for current address and compare with address displayed on screen.
- If a voter is not on the poll station, ask voter to check and compare with the poll station.
- If a voter is present, announce voter to name and address (only in private).
- Other poll station judges, hand it to voter and ask voter to sign after voter has signed in.
- Together, poll station and the poll station judge (poll station judge) must verify voter information.
- Do ePollbook access. Select "Record Check-In" (Remember to check in the poll station and poll station) "Record Check-In" (Remember to check in the poll station and poll station) and then voter to poll station in the poll station "Sign".
- After "Check-In" ePollbook screen and begin processing the next person in line.

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## Log in to ePollbook

Details covered in second session

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## Zero Totals Report

- On election eve, Ballot Box Judge initiates the ballot counter's printing of Zero Totals Report
- Shows no ballots have been cast
- Together on election morning, a Check-In Judge and a Ballot Box Judge verify the report and screen still shows no votes
- Together, sign report
- Do not cut or remove tape from ballot counter

AND ACCURATE ACCOUNT OF THE ELECTION AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF ILLINOIS.

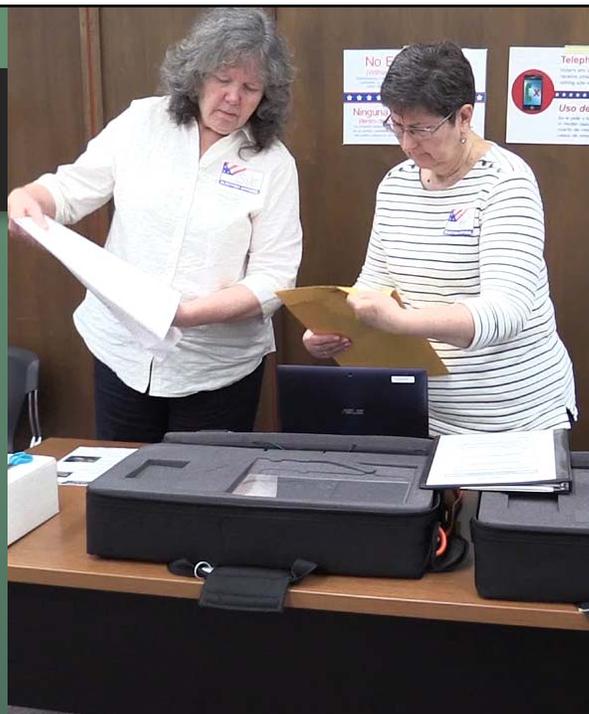
*Abby A. Adams*  
ELECTION JUDGE  
*Leonard Akers*  
ELECTION JUDGE  
ELECTION JUDGE



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## Table setup

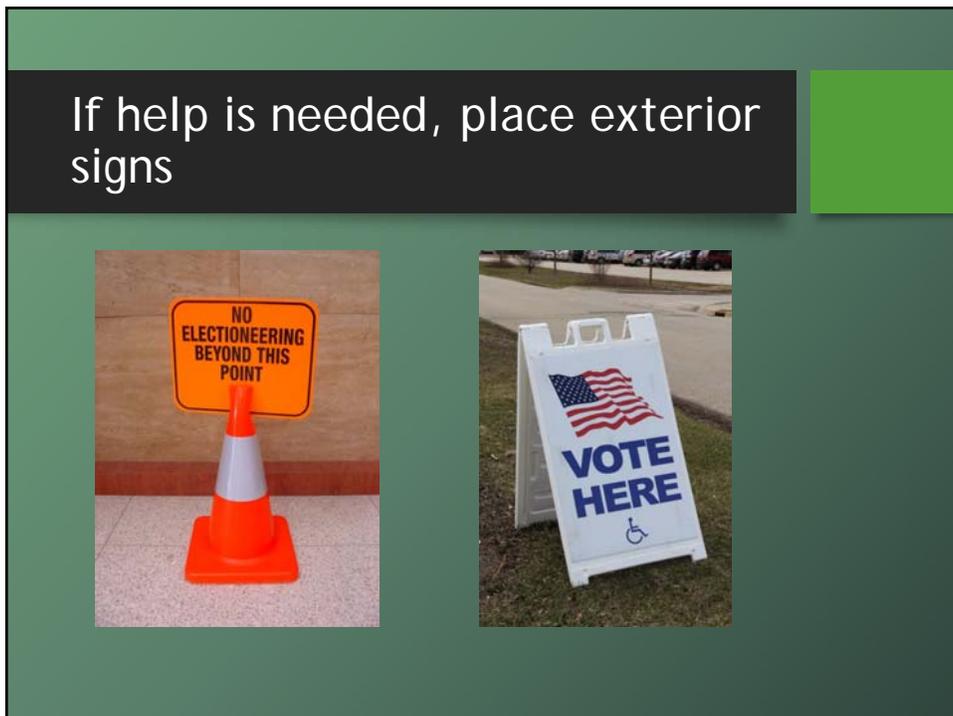
- All Check-In Judges work as a team to set up table
- Tape flag to back of "Check-In Here" sign and place on chrome stand
- Set up "Do you need a receipt" signs
- Place election judge recruitment cards
- Locate pens



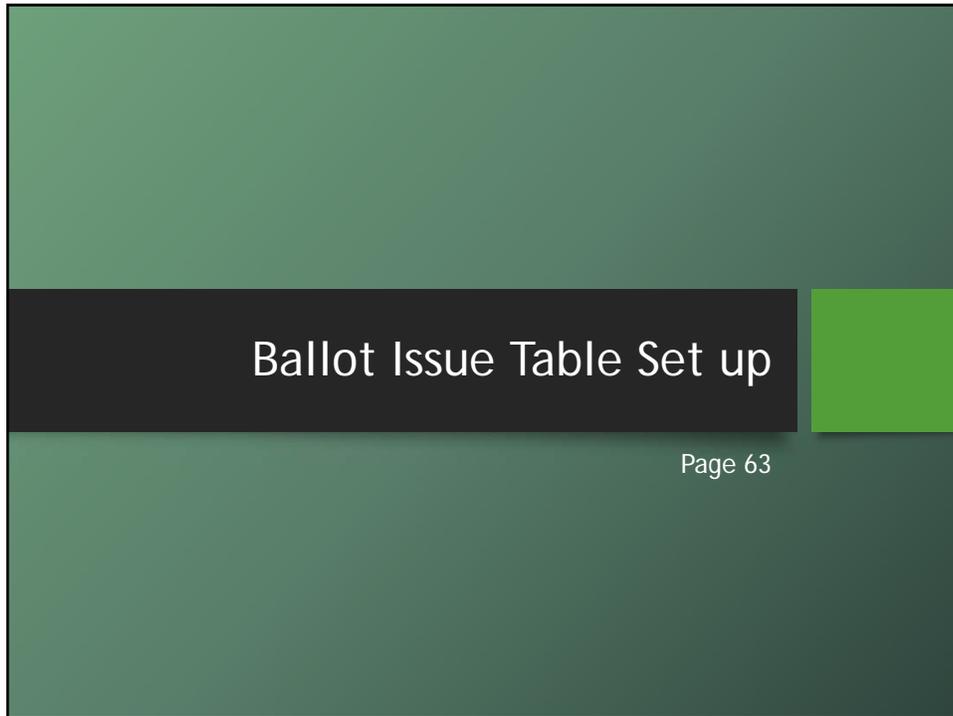
60



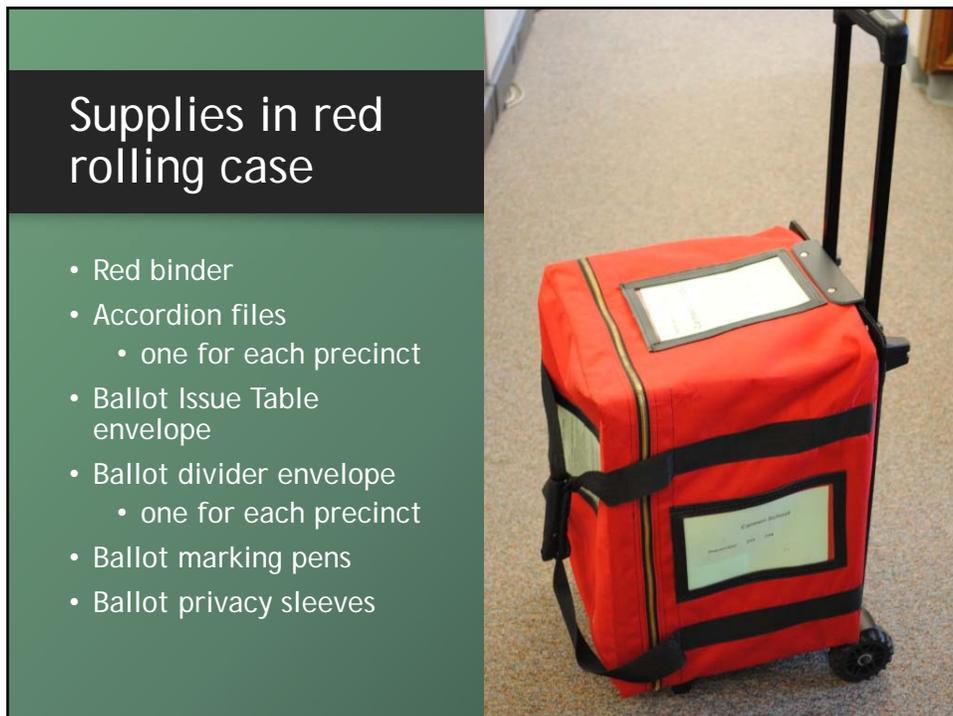
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## Ballot transfer cases

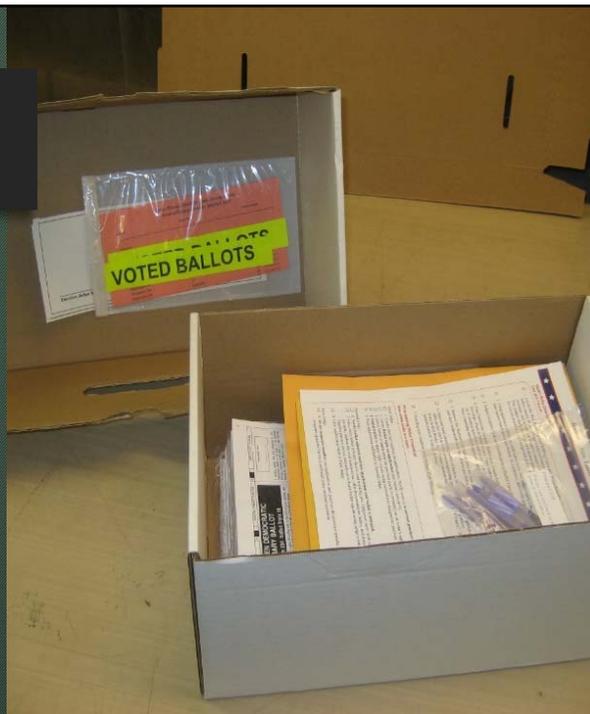
- Ballot Box Judge brings on election morning
- Individual precinct white ballot transfer case contains precinct specific ballots



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## Open ballot transfer case

- Orange inventory sheet in lid
- Checklist on top of ballots
- Specimen ballots underneath checklist



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# Follow checklist

- Delivered in the red binder and in the ballot transfer case
- Complete all steps in "Before Polls Open" section
- Verify all tasks are completed

**BALLOT ISSUE CHECKLIST**

**BEFORE POLLS OPEN — USE AT 8:00 AM**

**Inventory all ballot labels**

- Verify all ballot labels are available. Remove the original Ballot Inventory Sheet from the St. Richard Ballot Transfer Case and place it in the transfer case. The original Ballot Inventory Sheet will be placed in the transfer case.
- Verify all ballot labels are available. Remove the original Ballot Inventory Sheet from the St. Richard Ballot Transfer Case and place it in the transfer case. The original Ballot Inventory Sheet will be placed in the transfer case.

**Before Polls Open**

- Place Ballot Labels in the Ballot Transfer Case
- Verify all ballot labels are available. Remove the original Ballot Inventory Sheet from the St. Richard Ballot Transfer Case and place it in the transfer case. The original Ballot Inventory Sheet will be placed in the transfer case.

**Processing Voters — USE WHILE POLLS ARE OPEN**

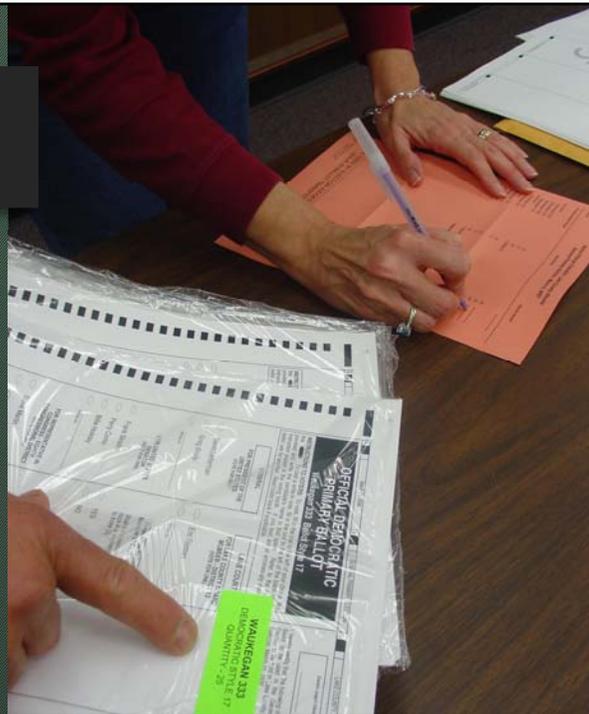
**First ballot**

- Verify all ballot labels are available. Remove the original Ballot Inventory Sheet from the St. Richard Ballot Transfer Case and place it in the transfer case. The original Ballot Inventory Sheet will be placed in the transfer case.

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# Inventory ballots

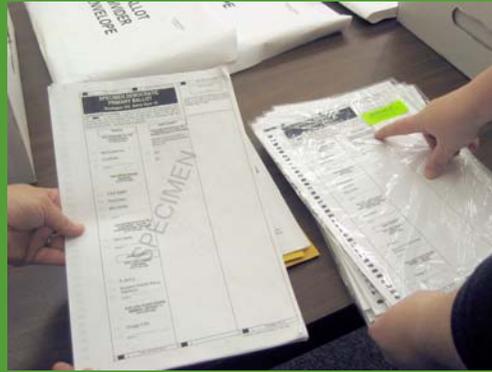
- Total quantities on ballot labels
- Color coded by party in a primary
- Black and white in general/consolidated
- Check off totals on inventory sheet
- Sign Inventory Sheet
- Give to Site Manager to be placed in Green Binder



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## Verify content on official ballot

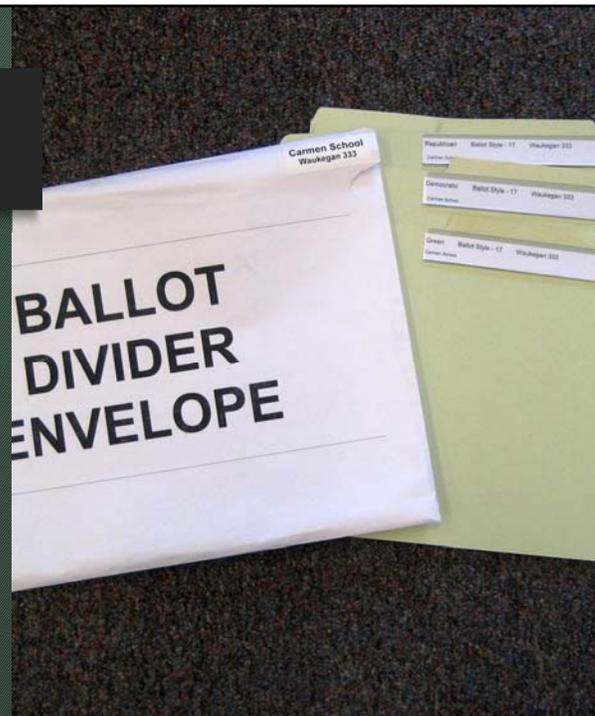
- Work in teams of two
- Read from specimen ballot
- Confirm official ballot's content matches specimen ballot
- When finished, place specimen ballots in Ballot Issue Envelope



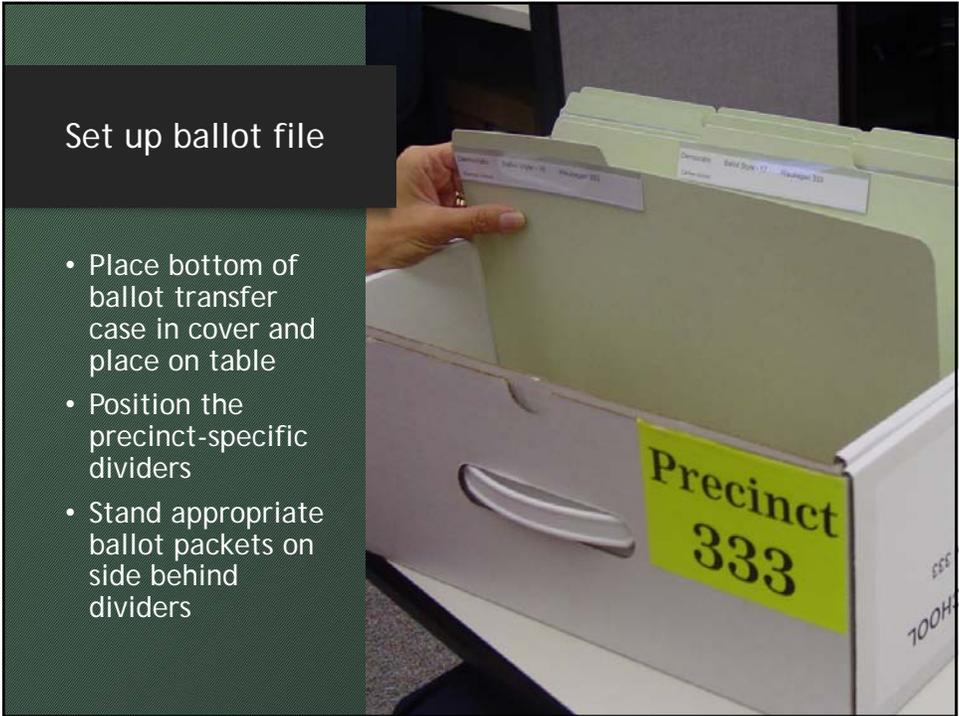
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## Ballot dividers

- Ballot divider envelope delivered in red rolling case
- Envelope for each precinct
- Divider for each ballot style
- Party dividers in a primary



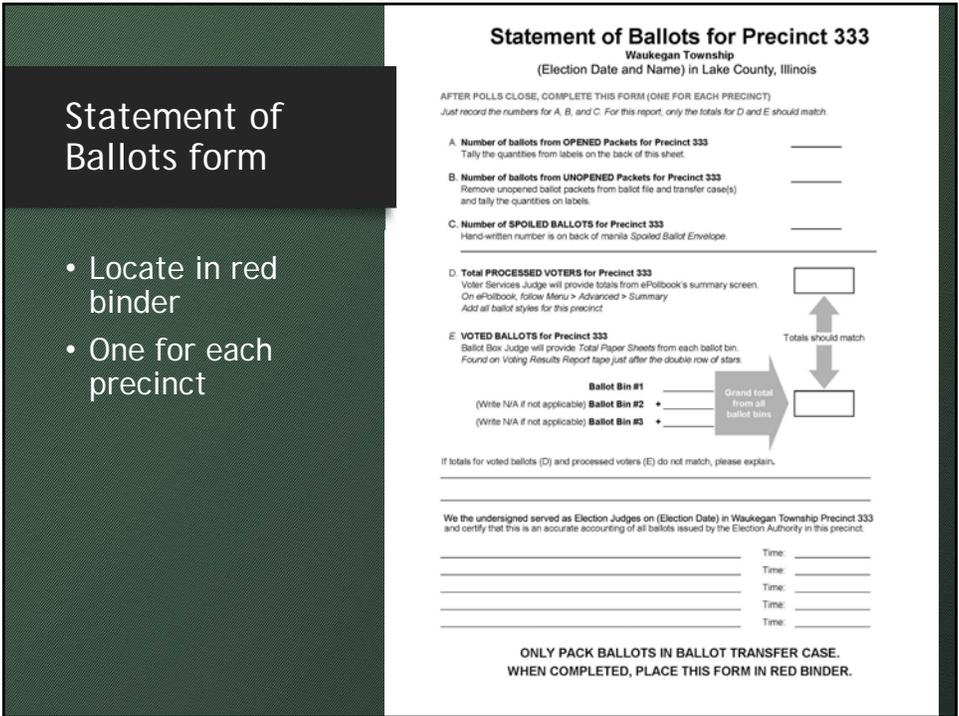
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### Set up ballot file

- Place bottom of ballot transfer case in cover and place on table
- Position the precinct-specific dividers
- Stand appropriate ballot packets on side behind dividers

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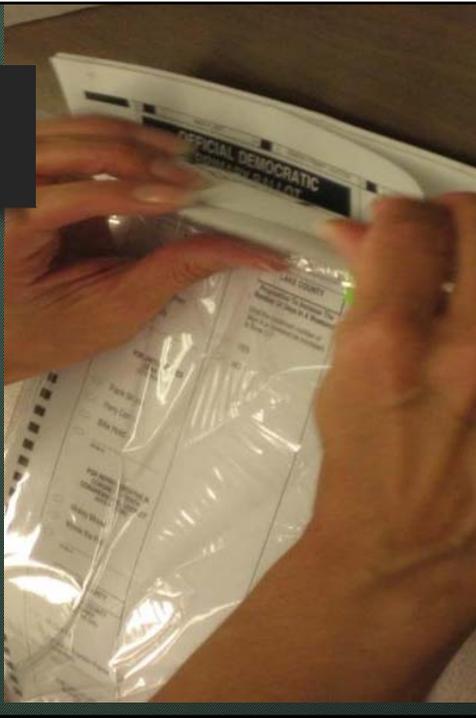
### Statement of Ballots form

- Locate in red binder
- One for each precinct

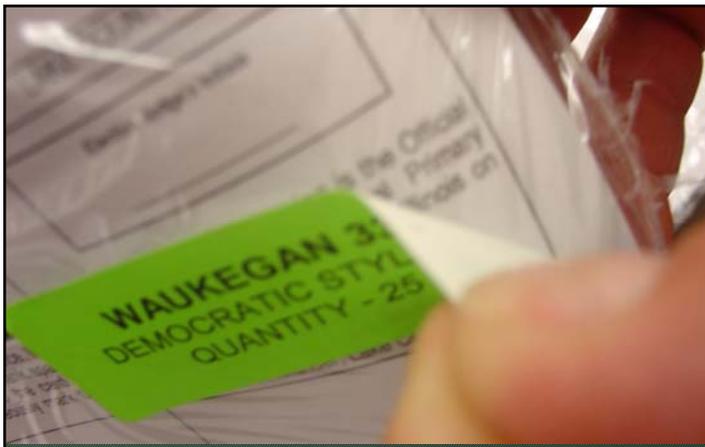
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## Open ONE ballot packet per style

- Open at top of shrink wrap so ballots remain in plastic sleeve
  - One packet per party in a primary election
- Count ballots
- Confirm number matches label
  - If count is different, count second time
  - If still different, change number on label



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## Labels

Remove label after opening and verifying count

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Place labels from opened ballot packages here.

WAUKEGAN 333  
DEMOCRATIC STYLE 1  
QUANTITY - 25

WAUKEGAN 333  
DEMOCRATIC STYLE 1  
QUANTITY - 25

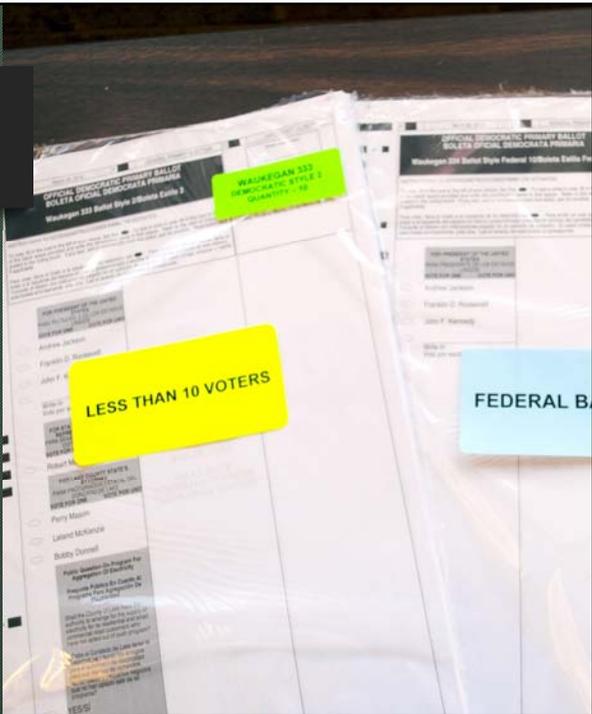
## Statement of Ballots

Affix label to back of the corresponding precinct's Statement of Ballots

75

## Special ballot packets

- Less than 10 voters
- Federal ballots
- Do not open until needed



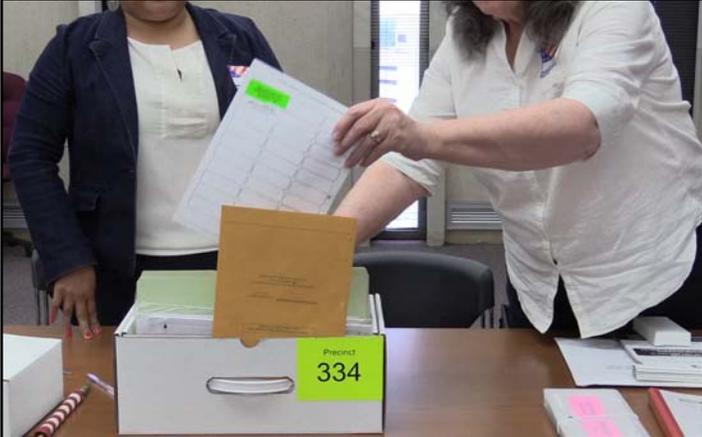
OFFICIAL DEMOCRATIC PRIMARY BALLOT  
SOLELY OFFICIAL DEMOCRATIC PRIMARY  
Waukegan 333 Ballot Style Federal 100/1000 Ballot Pre

WAUKEGAN 333  
DEMOCRATIC STYLE 1  
QUANTITY - 10

LESS THAN 10 VOTERS

FEDERAL B

76

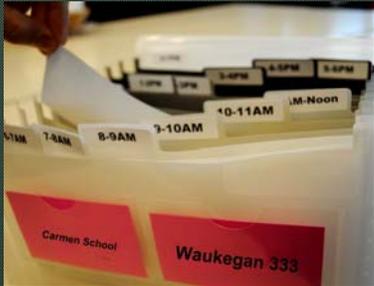
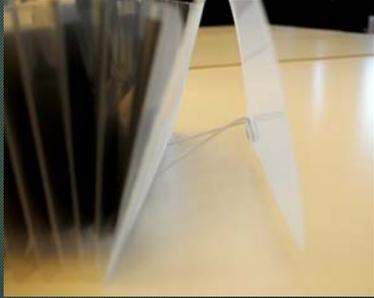


Place *Statement of Ballots* form and manila Spoiled Ballot Envelope at back of ballot file.  
Will be used throughout the day

77

## Accordion File

- One for each precinct
- Tabs are marked by time of day
- Holds voters' signed applications
- Open and set up on table



78

## Complete table setup

- Tape flag to back of "Ballot Issue Table" sign and place on chrome stand
- Place on table
  - Ballot marking pens
  - Privacy sleeves
  - Demonstration ballot pad
  - 1-2 colored pens for initialing ballots

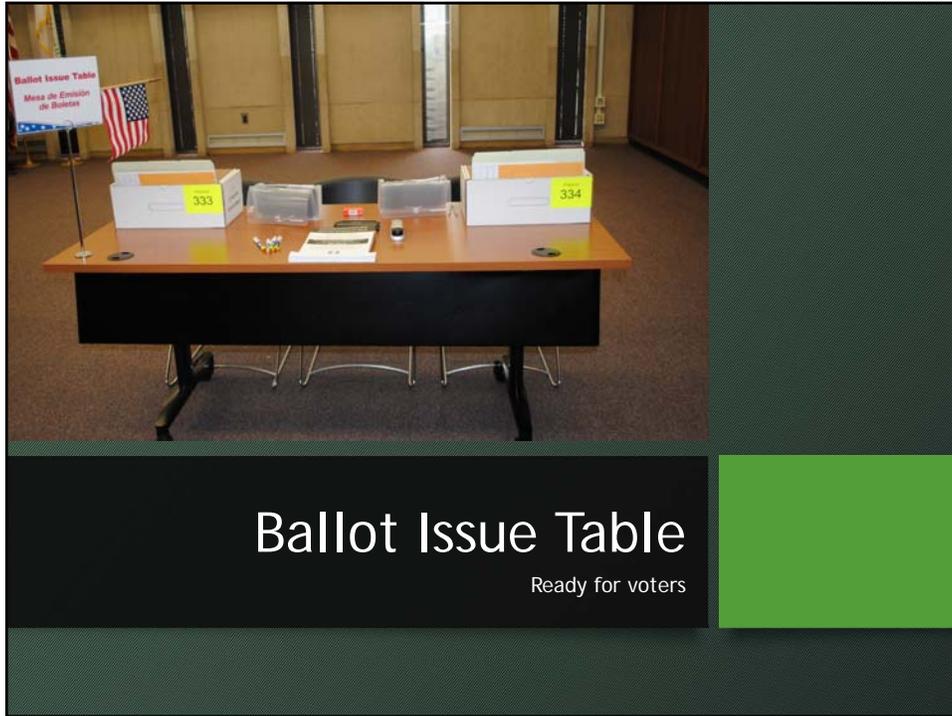
79

## Colored pens for initialing ballots

- Each precinct receives unique colored pens for initialing the ballots
- Helps at the end of the night when ballots are sorted by precinct



80



81

## Oath, time card & name tag

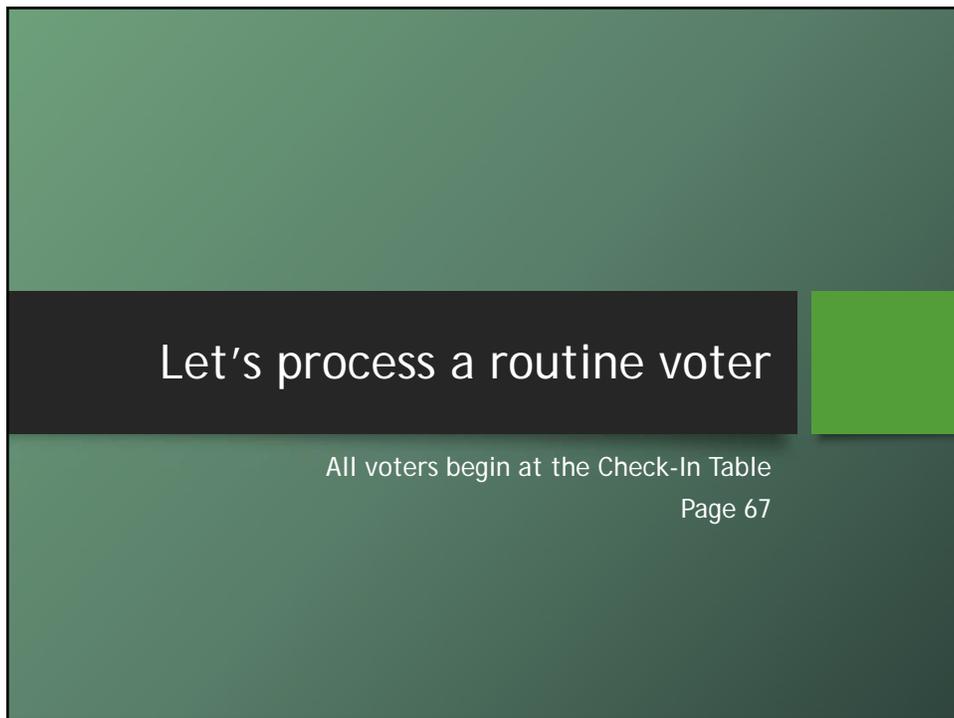
- Take oath administered by Site Manager and sign form
- Complete time card
- Complete name tag and wear with lanyard

ELECTION JUDGING TIME CARDS ISSUED BY LAKE COUNTY CLERK, ROOM 1010	
Government Election	Census School 333 334
I served election day on: (check all that apply)	
Site Manager	County Election Judge
Assistant Election Judge	Ballot Issue Table Judge <input checked="" type="checkbox"/>
Assigned Voter Services Judge	Naming the Judge Office
If you served in some other capacity, please write the job performed below.	
Description of Duty:	
NAME AND ADDRESS	
Name & Address	
CITY COUNTY STATE	
MAILING ZIP CODE	
JUDGE'S SIGNATURE: <i>Marie A. B...</i>	

82



83



84

## Follow checklist

- Follow the “Use While Polls are Open” section
- Verify all tasks have been completed

**CHECK-IN CHECKLIST**

**BEFORE POLLS OPEN — USE AT 8:10 AM**

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

- Verify ePollbook is ready to go. Set up the printer for use and ePollbook open on its feet on the table.
- Log ePollbook access. Press and hold power button on outside cover to power on.
- Test printer for printing and holding paper before and after initial print.
- Log the ePollbook and printer on and return to their home.

**Only Check-In Table Judge and Ballot Box Judge**

- Verify that all public spaces have cleaning crew notes for all public areas.

**Check-In Table Setup**

- Remove ePollbook supplies from the table setting area.
- Set up voter processing information found in Check-In Table according to instructions. Make sure all supplies are ready for use.
- Set up to test of Check-In Table sign. After sign is checked, check all items are ready.

**If assistance is needed**

- Help Ballot Box Judge move large supplies to back or front.
- Place handbags looking to entrance signs, if allowed.

**After all other duties are completed**

- Remove ePollbook from the table.
- Test printer cover and set up ePollbook form.
- Remove ePollbook steps for processing voters.

**PROCESSING VOTERS — USE WHILE POLLS ARE OPEN**

- Set up voter processing information found in Check-In Table according to instructions. Make sure all supplies are ready for use.
- Ask voter for current address and compare with address displayed on screen.
- Ask voter for party preference and make sure correct.
- Ask voter for name.
- If assistance is needed, assistance with name and address being in printer.
- Other registration items, hand it to voter and ask voter to sign after printing of the ballot.
- Register, but confirm with registration supervisor whether registration needs to be updated.
- Do ePollbook access. Enter “Record Check-In” information.
- Check for any changes and print voter’s “Record Check-In” information.
- Print the voter’s name, address, and party preference and print voter to the front of the Ballot Box “Sign”.
- Check for any changes and print voter’s name and party preference the next person in line.

85

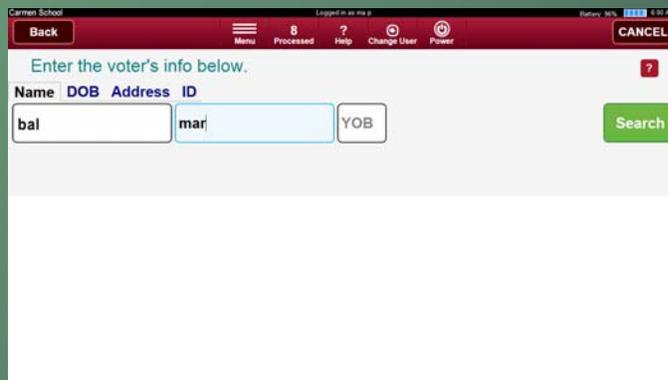
## Processing routine voter

- Greet voter with a friendly smile
- Customer service is important
- Ask voter’s name



86

## Enter only a few letters on ePollbook screen



The screenshot shows a mobile application interface for an ePollbook. At the top, there is a red navigation bar with icons for 'Back', 'Menu', 'Processed', 'Help', 'Change User', and 'Power', along with a 'CANCEL' button. Below the navigation bar, the text 'Enter the voter's info below.' is displayed. Underneath, there are four input fields labeled 'Name', 'DOB', 'Address', and 'ID'. The 'Name' field contains the text 'bal', the 'DOB' field contains 'mar', and the 'Address' field contains 'YOB'. A green 'Search' button is located to the right of the input fields. The interface also shows a status bar at the top with 'Carmen School', 'Logged in as me p', 'Friday, 9/11', and '6:50 AM'.

87

## Ask voter's address

- Do not prompt and give any clues
- Read the ePollbooks on-screen prompts
- Follow the instructions



88

## Select correct voter

Enter the voter's info below.

Name DOB Address ID

bal mar YOB Search

2 Results. Tap voter below. If not found, you can revise your search. If other searches are possible, choose No Match.

Ballot, Mark A - 02/17/1955  
Active | 123 County St (Waukegan, IL 60085)

Balfor, Marcia - 01/23/1963  
Active | 476 Jackson St (Waukegan, IL 60085)

Show Matches from Entire Jurisdiction

2 Results Clear No Match

89

## In a primary, ask party

Have voter declare which party they are voting.

D DEMOCRAT

N NP

R REPUBLICAN

CONTINUE

90

## Pollwatchers

If pollwatchers present, announce voter's name and address (party in primary) in audible voice

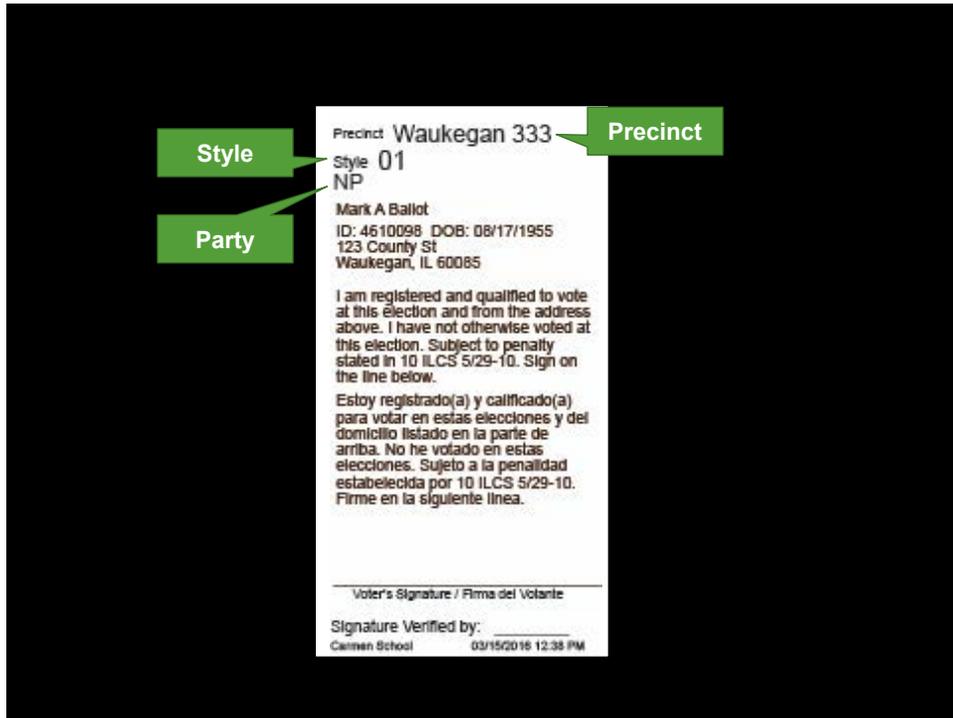


91

## ePollbook will print voter's application



92



93

## Voter verifies and signs

- Give application to voter
- Voter verifies and signs it
- Let voter know signature is going to be compared to signature on registration record, so sign carefully
- Voter returns application to you for signature verification

Waukegan 333  
Ballot Style 001  
Mark A. Ballot  
DOB: 08/17/1955 ID: 4581250  
18 N. County Str  
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.

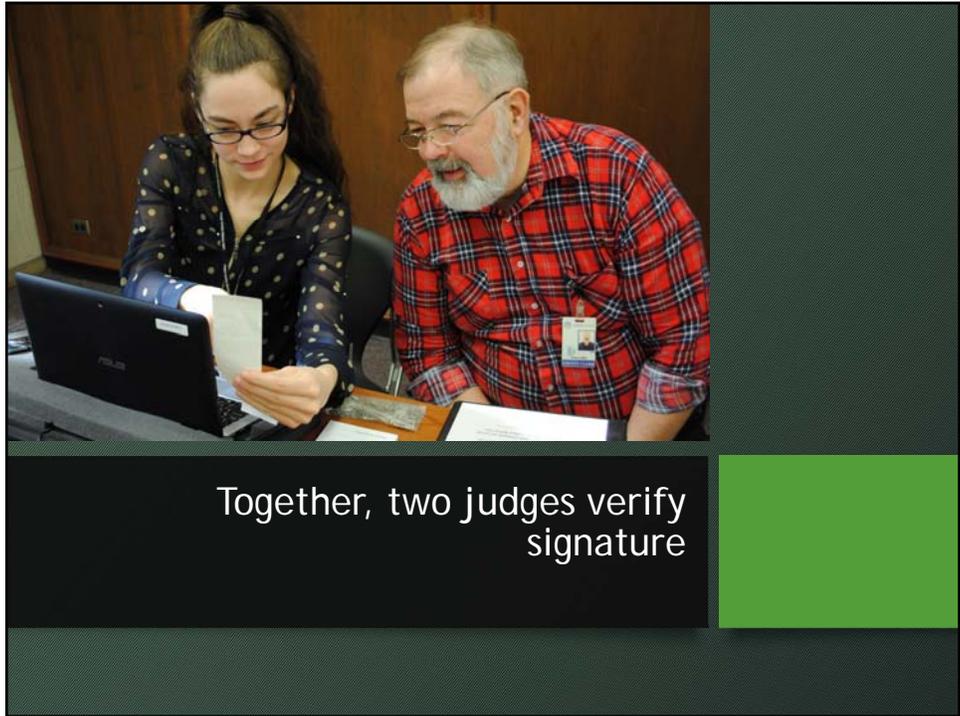
Estoy registrado(a) y calificado(a) para votar en estas elecciones y del domicilio listado en la parte de arriba. No he votado en estas elecciones. Sujeto a la penalidad establecida por 10 ILCS 5/29-10. Firme en la siguiente línea.

*Mark A. Ballot*  
Voter's Signature / Firma del Votante

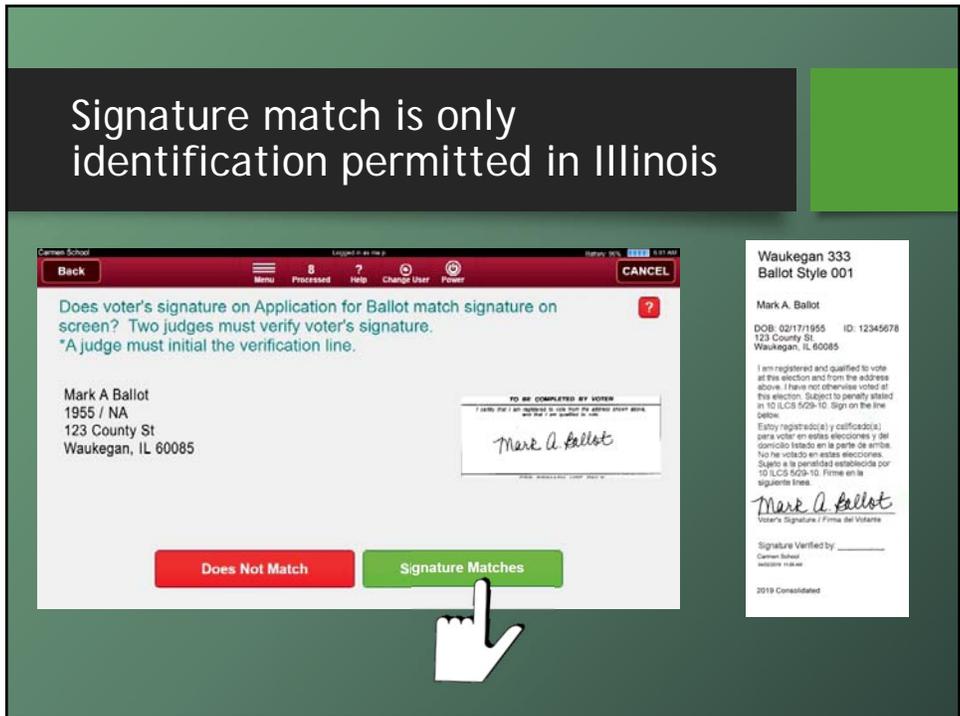
Signature Verified by: \_\_\_\_\_  
Carmen School  
03/15/2016 11:28 AM

March 15, 2016 General Primary Election  
Elecciones primarias generales del 15 de marzo del 2016

94



95



96

## One judge initials to confirm signature was verified

Waukegan 333  
Ballot Style 001

**Mark A. Ballot**  
DOB: 08/17/1955 ID: 4581250  
18 N. County Str  
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 y calificado(a) para votar en estas elecciones y del domicilio listado en la parte de arriba. No he votado en estas elecciones. Sujeto a la penalidad establecida por 10 ILCS 5/29-10. Fírmame en la siguiente línea.

*Mark A. Ballot*  
Voter's Signature / Firma del Votante

Signature Verified by: CNW  
Carmen School  
ewm@ms.csb.us

March 15, 2016 General Primary Election  
Elecciones primarias generales del 15 de marzo del 2016

97

## Most important step

Back CANCEL

Select RECORD CHECK-IN to indicate that voter will vote this ballot style, then hand the voter their signed Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table.

Mark A. Ballot, 1955, VID 4287243  
123 County St, Waukegan  
DOB: 02/17/1955 Party: NP

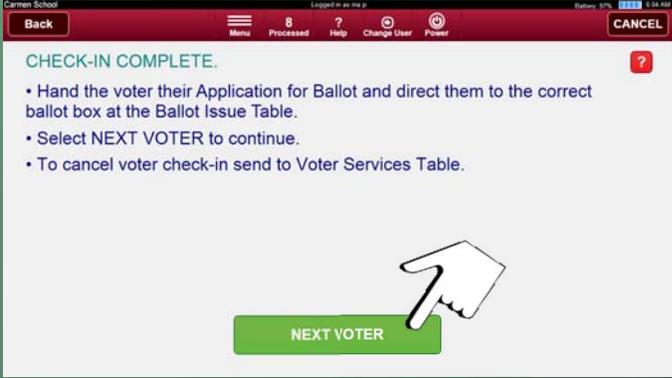
Ballot Style: Waukegan 333 Ballot Style 260 Ballot Type: Provisional Precinct

Voted With: Optical Scanner ExpressVote

CANCEL RECORD CHECK-IN

98

## Next voter



The screenshot shows a software interface with a red header bar containing 'Back', 'Menu', 'Processed', 'Help', 'Change User', 'Power', and 'CANCEL'. The main content area has a white background with the text 'CHECK-IN COMPLETE.' followed by three bullet points: 'Hand the voter their Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table.', 'Select NEXT VOTER to continue.', and 'To cancel voter check-in send to Voter Services Table.' A green button labeled 'NEXT VOTER' is at the bottom, with a white hand icon pointing to it.

- Hand the voter their Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table.
- Select NEXT VOTER to continue.
- To cancel voter check-in send to Voter Services Table.

99

## Direct voter

- Give voter the application
- Direct to correct precinct box at the Ballot Issue Table



The photograph shows a woman in a dark top and green skirt standing at a table, handing a document to a voter. A hand from another person is pointing towards a ballot box on the table. A sign on the table reads 'Requirements for the Just A'.

100

## Voter receipt, if requested

- Pads delivered in black rolling case
- Complete before handing to voter



Lake County Clerk  
18 N. County Street, Room 101  
Waukegan, Illinois 60085-0264  
Phone 847.377.2450

**Voter Receipt**  
*Recibo para el votante*

This is to certify that / Esto es para certificar que

\_\_\_\_\_  
*Voter's name / Nombre del votante*

voted on this date  
votó en esta fecha \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time  
Hora \_\_\_\_\_

\_\_\_\_\_  
Signature of Election Official

101

## Ballot Issue Table

While polls are open

Page 67

102

## Follow checklist

- Follow the "Use While Polls are Open" section
- Verify all tasks have been completed

**BALLOT ISSUE CHECKLIST**

**BEFORE POLLS OPEN — USE AT 8:00 AM**

**Inventory of Ballot Boxes**

- Count all of the ballot boxes in the available rooms. Remove the original Ballot Inventory Sheet from the 80. Remove the inventory sheets and place them in the container from the available room. The original Ballot Inventory Sheet will be placed in the 80.
- Count all ballot boxes in the available rooms. Remove the original Ballot Inventory Sheet from the 80. Remove the inventory sheets and place them in the container from the available room. The original Ballot Inventory Sheet will be placed in the 80.

**Before Polls Open**

- Place ballot boxes in the available rooms. Remove the original Ballot Inventory Sheet from the 80. Remove the inventory sheets and place them in the container from the available room. The original Ballot Inventory Sheet will be placed in the 80.
- Place ballot boxes in the available rooms. Remove the original Ballot Inventory Sheet from the 80. Remove the inventory sheets and place them in the container from the available room. The original Ballot Inventory Sheet will be placed in the 80.

**Processing Voters — USE WHILE POLLS ARE OPEN**

**First judge**

- Count all ballot boxes in the available rooms. Remove the original Ballot Inventory Sheet from the 80. Remove the inventory sheets and place them in the container from the available room. The original Ballot Inventory Sheet will be placed in the 80.
- Count all ballot boxes in the available rooms. Remove the original Ballot Inventory Sheet from the 80. Remove the inventory sheets and place them in the container from the available room. The original Ballot Inventory Sheet will be placed in the 80.

103

## Voter presents application to judge



104

**Judge will**

- Circle ballot style on the application
- Help draw attention to style number
- Ensure voter gets correct ballot

**Waukegan 333**  
**Ballot Style 001**

**Mark A. Ballot**

DOB: 08/17/1955 ID: 4581250

**18 N. County Str**  
**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.

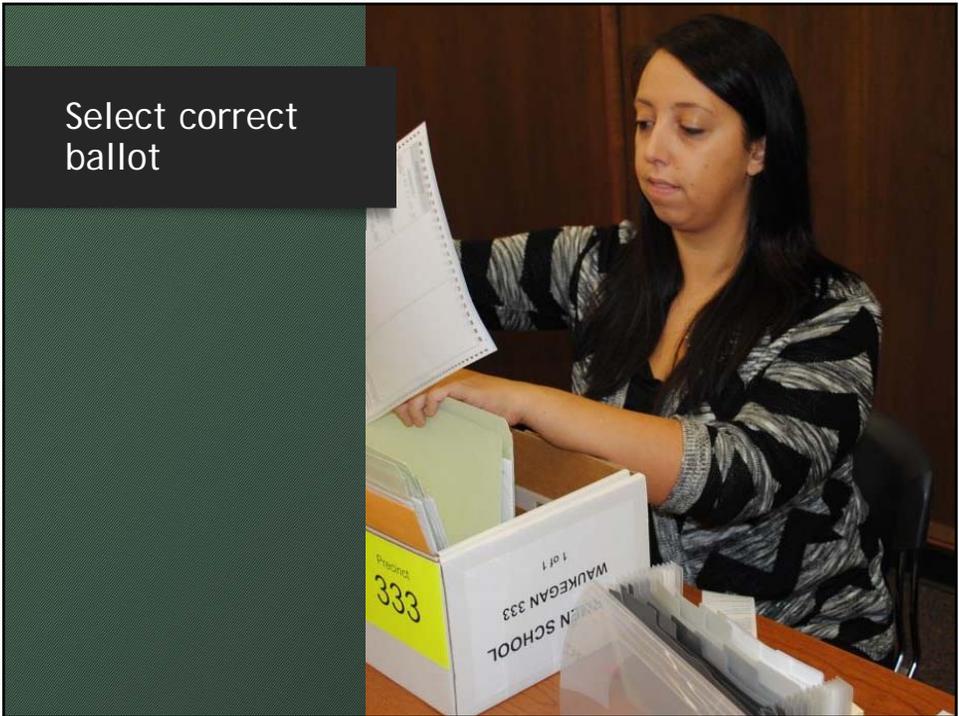
Estoy registrado(a) y calificado(a) para votar en estas elecciones y del domicilio listado en la parte de arriba. No he votado en estas elecciones. Sujeto a la penalidad establecida por 10 ILCS 5/29-10. Firme en la siguiente línea.

*Mark A. Ballot*

Voter's Signature / Firma del Votante

Signature Verified by: CNW  
Carmen School

105



106

## Verify match

- Precinct
- Ballot style
- Party in primary

**Waukegan 333 Ballot Style 001**  
 NP  
 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 previously 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) para votar en estas elecciones y del domicilio listado en la parte de arriba. No he votado en estas elecciones. Sujeto a la penalidad establecida por 10 ILCS 5/29-10. Firme en la siguiente línea.

*Mark A. Ballot*  
 Voter's Signature / Firma del Votante

Signature Verified by: ANH  
 Election Judge

2019 Consolidated Primary

**OFFICIAL NONPARTISAN PRIMARY BALLOT**  
**BOLETA OFICIAL PRIMARIA DE NO PARTIDISTA**  
**Waukegan 333 Ballot Style 1/Boleta de Estilo 1**

INSTRUCTIONS TO VOTERS/INSTRUCCIONES PARA LOS VOTANTES:

To vote, fill in the oval to the left of your choice, like this ●. To cast a write-in vote, fill in the oval 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 tear, soil or erroneously mark this ballot, ask for another. Back if applicable.

Para votar, llene el óvalo a la izquierda de su selección, así ●. Para emitir un voto por escrito, llene el óvalo a la izquierda del espacio en blanco proporcionado y escriba el nombre del candidato en ese espacio. Consulte el libro con instrucciones pegado en el cubículo de votación. Si usted rompe, ensucia o marca esta boleta erróneamente, pida otra. Lea el reverso de esta boleta si corresponde.

FEDERAL	FEDERAL
<b>FOR PRESIDENT OF THE UNITED STATES</b> <b>PARA PRESIDENTE DE LOS ESTADOS UNIDOS</b> VOTE FOR ONE VOTE POR UNO <input type="radio"/> Abraham Lincoln <input type="radio"/> George Washington <input type="radio"/> Andrew Jackson <input type="radio"/> Franklin D. Roosevelt <input type="radio"/> Marco Polo <input type="radio"/> Write-in Voto por escrito	<b>FOR REPRESENTATIVE IN CONGRESS</b> <b>PARA REPRESENTANTE EN EL CONGRESO</b> <b>TENTH CONGRESSIONAL DISTRICT</b> <b>PARA REPRESENTANTE EN EL DÉCIMO DISTRITO DEL CONGRESO</b> VOTE FOR ONE VOTE POR UNO <input type="radio"/> Betsy Ross
<b>STATE OF ILLINOIS</b> <b>ESTADO DE ILLINOIS</b>	
<b>FOR COMPTROLLER</b> <b>PARA SERVIDOR EN UN PERÍODO DE 2 AÑOS</b> <b>PARA CONTRALOR</b> <b>PARA SERVIR UN TERMINO DE 2-AÑOS</b>	

107

## Initial ballot with colored pen assigned to that precinct

April 2, 2019 LAKE COUNTY, ILLINOIS

**OFFICIAL BALLOT**  
**BOLETA OFICIAL**  
**Waukegan 333 Ballot Style 1 / Boleta Estilo 1**

Electoral Judge: ANH

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.

Yo por la presente certifico que la siguiente es la Boleta Oficial para ser utilizada en las Elecciones Primarias Generales que se realizarán en el Condado de Lake, Illinois el Martes 2 de Abril del 2019.

*Robin M. O'Connor*  
 Lake County Clerk Robin M. O'Connor

FEDERAL	FEDERAL	LAKE COUNTY
<b>FOR PRESIDENT OF THE UNITED STATES</b> <b>PARA PRESIDENTE DE LOS ESTADOS UNIDOS</b> VOTE FOR ONE VOTE POR UNO <input type="radio"/> Abraham Lincoln <input type="radio"/> George Washington	<b>FOR REPRESENTATIVE IN CONGRESS</b> <b>PARA REPRESENTANTE EN EL CONGRESO</b> <b>TENTH CONGRESSIONAL DISTRICT</b> <b>PARA REPRESENTANTE EN EL DÉCIMO DISTRITO DEL CONGRESO</b> VOTE FOR ONE VOTE POR UNO <input type="radio"/> Betsy Ross	<b>FOR LAKE COUNTY CIRCUIT COURT CLERK</b> <b>PARA SECRETARIO DE LA CORTE DE CIRCUITO DEL CONDADO DE LAKE</b> VOTE FOR ONE VOTE POR UNO <input type="radio"/> Emma Patriot

108

## Second judge verifies

- Ballot and application numbers match:
  - Precinct,
  - Style, and
  - Party (in a primary)
- Also confirm the ballot is initialed



109

## Second judge empowers the voter

- Verbally confirms precinct, style (and party in a primary) with voter
- Point out there may be items on both sides of ballot
- Show voter how to place ballot in privacy sleeve when finished voting so judges initials are visible for Ballot Box Judge
- Issue to the voter
  - Initialed ballot
  - Ballot marking pen
  - Privacy sleeve
- Direct voter to available voting booth

110

## Ballots

- Do not pre-initial any ballots
- Judges cannot add any initials to a ballot after marked by voter
- Ballot is spoiled and a new ballot is issued

LAKE COUNTY, ILLINOIS

**NONPARTISAN PRIMARY BALLOT**  
BALLOT NO PARTIDISTA PRIMARIA

**Ballot Style 1 / Boleta Estilo 1**

Election Judge's Initials

---

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

Yo por la presente certifico que la siguiente es la Boleta Oficial para ser utilizada en las Elecciones Primarias Generales que se realizarán en el Condado de Lake, Illinois

INSTRUCCIONES PARA LOS VOTANTES:  
To cast a write-in vote, fill in the oval to the left of the candidate's name in that space. Refer to the card of instructions if you do not know how to write-in or erroneously mark this ballot, ask for another. Read ballot instructions carefully.  
Para emitir un voto por escrito, llene el óvalo proporcionado y escriba el nombre del candidato en ese espacio, pegado en el cubículo de votación. Si usted rompe, ensucia o marca incorrectamente este boleto, pida otro. Lea el reverso de esta boleta si corresponde.

	FEDERAL	LAKE COUNTY CONDADO DE LAKE
UNITED STATES REPRESENTATIVE REPRESENTANTE EN EL CONGRESO	<b>FOR REPRESENTATIVE IN CONGRESS TENTH CONGRESSIONAL DISTRICT PARA REPRESENTANTE EN EL DÉCIMO DISTRITO DEL CONGRESO</b> VOTE FOR ONE VOTE POR UNO <input type="radio"/> Betsy Ross	<b>FOR LAKE COUNTY CIRCUIT COURT CLERK PARA SECRETARIO DE LA CORTE DE CIRCUITO DEL CONDADO DE LAKE</b> VOTE FOR ONE VOTE POR UNO <input checked="" type="radio"/> Emma Patriot
STATE OF ILLINOIS ESTADO DE ILLINOIS	<b>FOR COMPTROLLER TO SERVE AN UNEXPIRED 2-YEAR TERM PARA CONTRALOR PARA SERVIR UN TERMINO DE 2-AÑOS QUE NO HA EXPIRADO</b> VOTE FOR ONE VOTE POR UNO <input checked="" type="radio"/> Benjamin Franklin	

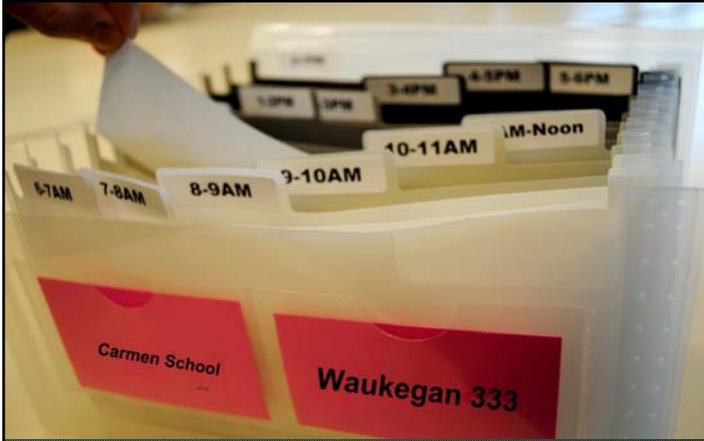
111

## Pollwatchers

If pollwatchers are near the Ballot Issue Table, announce voter's name and address (party in primary) in audible voice



112



Place initialed and signed application  
in accordion file

113

## SPECIAL CIRCUMSTANCES Election Day Registration

Voters can register to vote or update their registration on  
Election Day - Handled by the Voter Services Judge

114

## SPECIAL VOTER CIRCUMSTANCES

Page 27

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## Examples

- Assisted Voter
- Inactive voter
  - Has not moved, but Lake County Clerk's office has been notified by the U.S. Postal Service that mail is no longer deliverable to the voter's registration or mailing address
- Voter is challenged
  - Signature doesn't match
  - Residency is questioned by pollwatcher or election judge
- Voter has spoiled ballot
- Voter requested a ballot by mail but never received it

116

## Special voter circumstances may require an affidavit

- An affidavit is a written statement confirmed by oath or affirmation, for use as evidence in court
- It is our legal proof that correct procedure was followed

117

## Most special circumstances handled at Check-In Table

- Answer questions on ePollbook's screen
- Logic is built in
- If an affidavit is required, application and affidavit will print at the same time
  - Make sure to complete required information
  - Voter will be signing application AND affidavit

118

## Application and affidavit printed together

**Voter's application**

**Voter's signature**

**Voter's affidavit**

**Voter's 2nd signature**

**Judge's initials**

**Judge's signature**

**2 forms of ID showing current address**

119

## Assisted Voter

Page 27

STATE OF ILLINOIS } ss. **Assisted Voter Affidavit**  
 LAKE COUNTY } Township of \_\_\_\_\_ Precinct No. \_\_\_\_\_

I, \_\_\_\_\_ do solemnly swear (or affirm) that I am a citizen of the United States; that I am 18 years of age or over; that I have resided in this State and in this election precinct 30 days next preceding this election; that I have not voted at this election; that I am a duly qualified voter in every respect; that I now reside at \_\_\_\_\_ town, city or village of \_\_\_\_\_ in this election precinct.

**Mark an "X" in the appropriate square.**

A. I cannot read or write the English language and hereby request assistance (10 ILCS 5/7-48, 17-14).  
 B. By reason of physical disability of \_\_\_\_\_ I am unable to mark my ballot and hereby request assistance (10 ILCS 5/7-48, 17-14).

This I do solemnly and sincerely affirm \_\_\_\_\_  
 Signature of Voter

Signed and affirmed by \_\_\_\_\_ before me, on \_\_\_\_\_  
 Print Name of Voter Insert Month, Day, Year

\_\_\_\_\_  
 Signature of Election Judge

**TO THE PERSON PROVIDING ASSISTANCE TO VOTER:** You have been selected by a voter to provide voting assistance. Under Illinois law, only voters who are blind, physically disabled, or unable to read or write the English language may be assisted by a relative or friend. **Individuals who cannot assist the voter include the voter's employer or agent of that employer or officer or agent of the voter's union.**

*You must mark the ballot as directed by the voter. Individuals who make any attempt to influence the voter's choice of candidates, party, votes in relation to a public question, or to mark the ballot other than as directed by the voter may be guilty of a class 3 felony. If you cannot tell the voter's intent, you must not mark the ballot in any way. You may not subsequently divulge the candidate(s) or public questions for whom the voter instructed you to cast ballots.*

**OATH OF ASSISTANCE:** I state that I am/we are qualified and gave assistance to \_\_\_\_\_ whose sworn statement appears above. I further state that I did not attempt to influence the voter's choice of candidates, party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

Signature of Individual Rendering Assistance \_\_\_\_\_ OR Signature of Assisting Democratic Judge \_\_\_\_\_  
 Signature of Assisting Republican Judge \_\_\_\_\_

Signature of Election Judge Administering Oath \_\_\_\_\_ REV 1/2016

120

# Assisted voters

- Must qualify for assistance
  - Cannot read or write English or Spanish language
  - Physically disabled preventing marking a ballot
- Voter can choose assistant
- Can be family member or election judge
- Assistant must complete oath
- Read and mark ballot as directed by voter
- Offer ExpressVote ADA equipment

121

# Assisted Voter Affidavit

- Separate printed paper from
- The only printed affidavit
- English and Spanish
- Must be completed manually on half-sheet form
- Remember, only use if voter qualifies and is asking for help
- Affidavit not needed if voter uses ADA equipment. Send to Voter Services Judge.

The image shows two versions of the 'Assisted Voter Affidavit' form. The top form is in Spanish, titled 'Declaración Jurada de Votante Asistido', and the bottom form is in English, titled 'Assisted Voter Affidavit'. Both forms include fields for the voter's name, address, and precinct, and checkboxes for language preference and physical disability. The English form also includes a section for the assistant's signature and a warning about not influencing the voter's choice.

122

<p>Quito a la izquierda del espacio en blanco proporcionado y escriba el nombre del candidato en ese espacio. Consulte el libro con instrucciones pegado en el cabildo de votación. Si usted rompe, ensucia o marca esta boleta erroneamente, pida otra. Lea el reverso de esta boleta si corresponde.</p>		
<p>FEDERAL</p> <p>FOR PRESIDENT OF THE UNITED STATES PARA PRESIDENTE DE LOS ESTADOS UNIDOS VOTE FOR ONE VOTE POR UNO</p> <p><input type="radio"/> Abraham Lincoln</p> <p><input type="radio"/> George Washington</p> <p><input type="radio"/> Andrew Jackson</p> <p><input type="radio"/> Franklin D. Roosevelt</p> <p><input type="radio"/> Marco Polo</p> <p>Write-in Voto por escrito</p> <p>FOR UNITED STATES SENATOR PARA SENADOR DE LOS ESTADOS UNIDOS VOTE FOR ONE VOTE POR UNO</p> <p><input type="radio"/> Early E. Voter</p>		<p>FEDERAL</p> <p>FOR REPRESENTATIVE IN CONGRESS TENTH CONGRESSIONAL DISTRICT PARA REPRESENTANTE EN EL CONGRESO DÉCIMO DISTRITO DEL CONGRESO VOTE FOR ONE VOTE POR UNO</p> <p><input type="radio"/> Betsy Ross</p> <p>STATE OF ILLINOIS ESTADO DE ILLINOIS</p> <p>FOR COMPTROLLER TO SERVE AN UNEXPIRED 2-YEAR TERM PARA CONTRALOR PARA SERVIR UN TERMINO DE 2-AÑOS QUE NO HA EXPIRADO VOTE FOR ONE VOTE POR UNO</p> <p><input type="radio"/> Benjamin Franklin</p>
<p>LAKE COUNTY CONDADO DE LAKE</p> <p>FOR LAKE COUNTY CIRCUIT COURT CLERK PARA SECRETARIO DE LA CORTE DE CIRCUITO DEL CONDADO DE LAKE VOTE FOR ONE VOTE POR UNO</p> <p><input type="radio"/> Emma Patriot</p>		

**SPECIAL CIRCUMSTANCE**  
Voter with spoiled ballot

Page 33

123

## Reasons

- Voter changed mind about choices already marked
- Ballot is ripped or torn
- Ballot counter cannot read marked ballot
- Before a ballot is cast, Ballot Box Judge sees that a voted ballot is not initialed by judges

124

## Check-in Judge who originally issued application

- Give voter white spoiled ballot security envelope
- Voter folds ballot & inserts in envelope
- Voter seals envelope

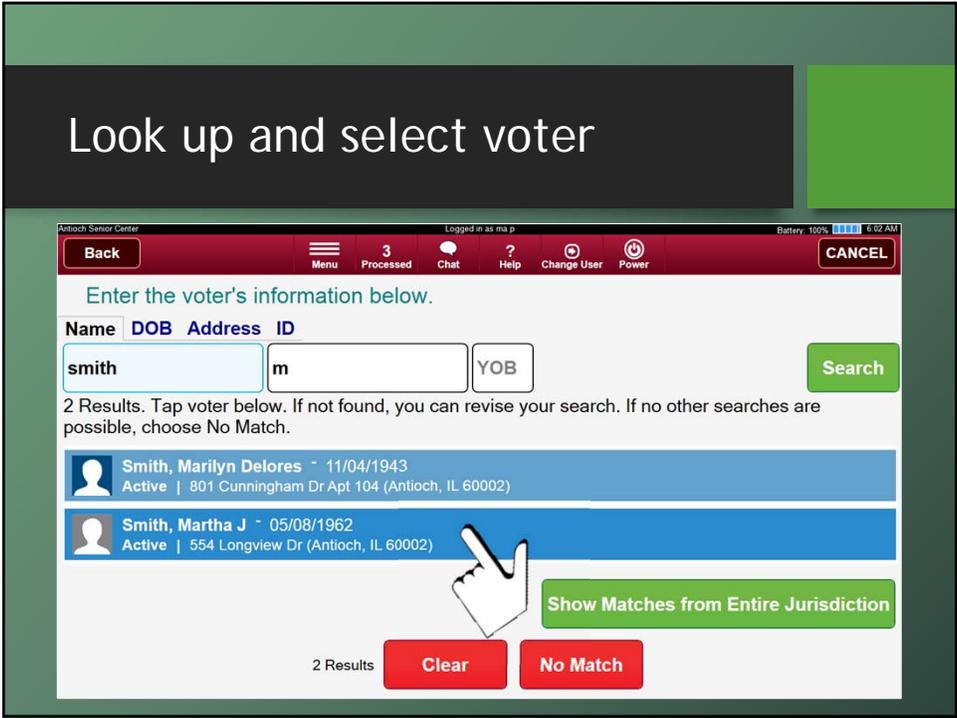


125

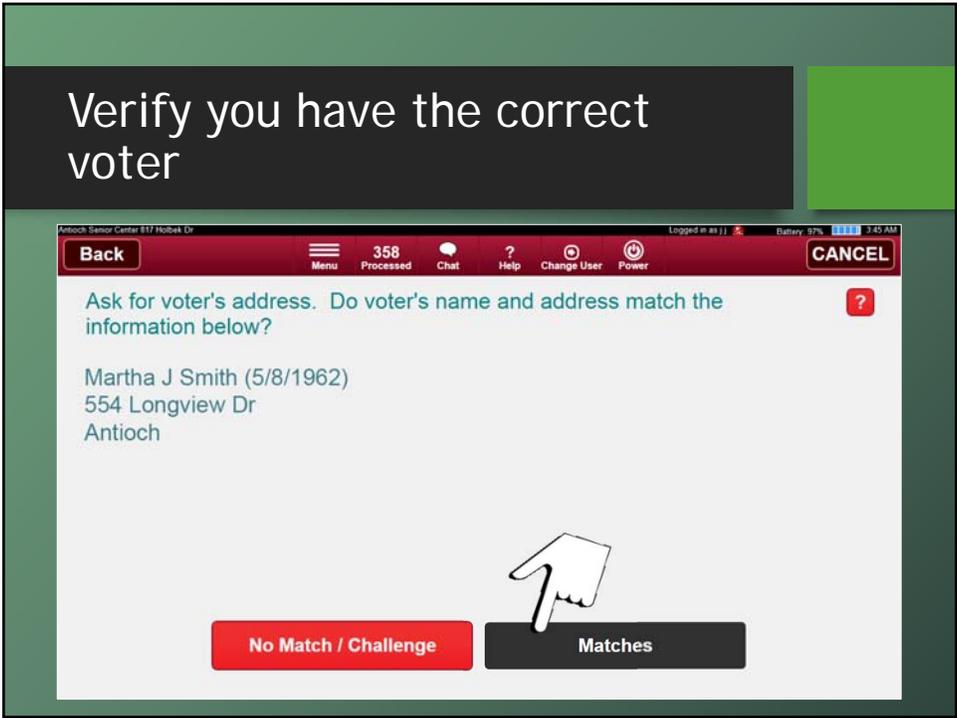
## Judge completes envelope front



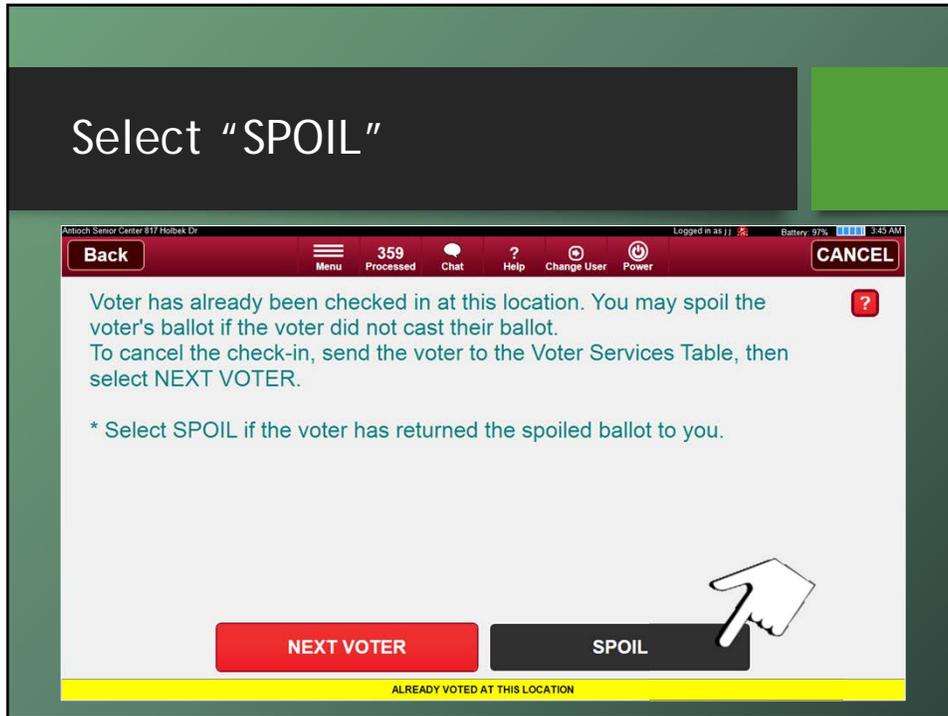
126



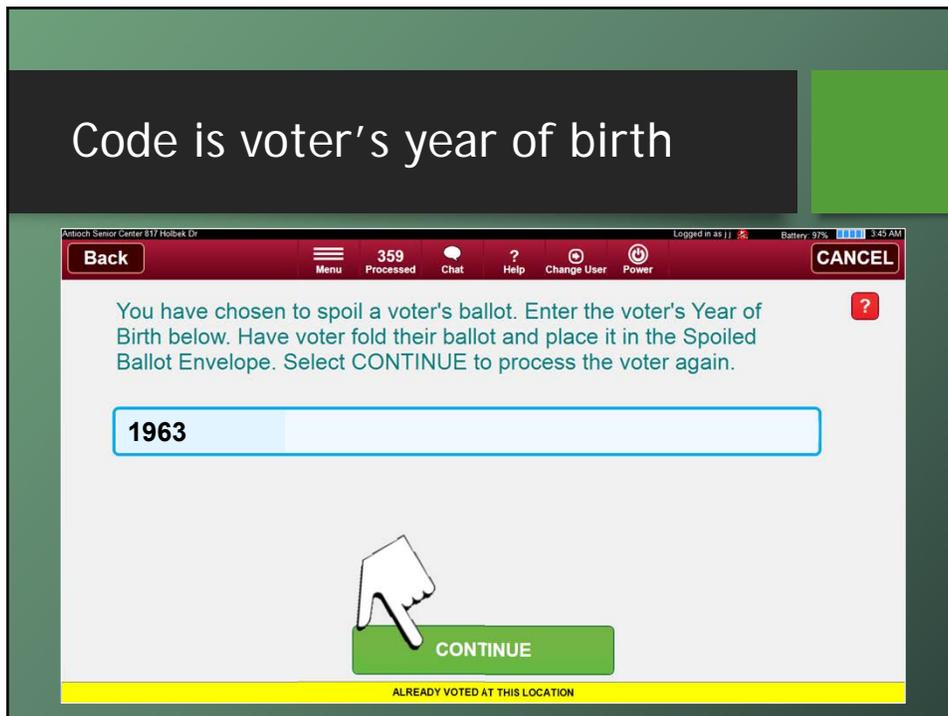
127



128

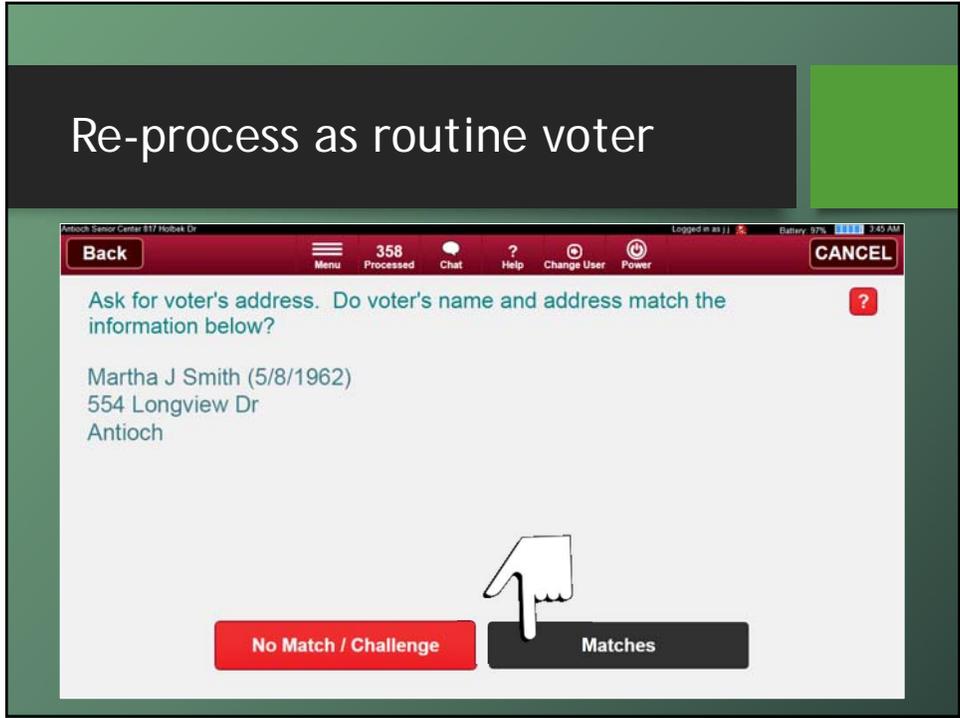


129



130

## Re-process as routine voter



131

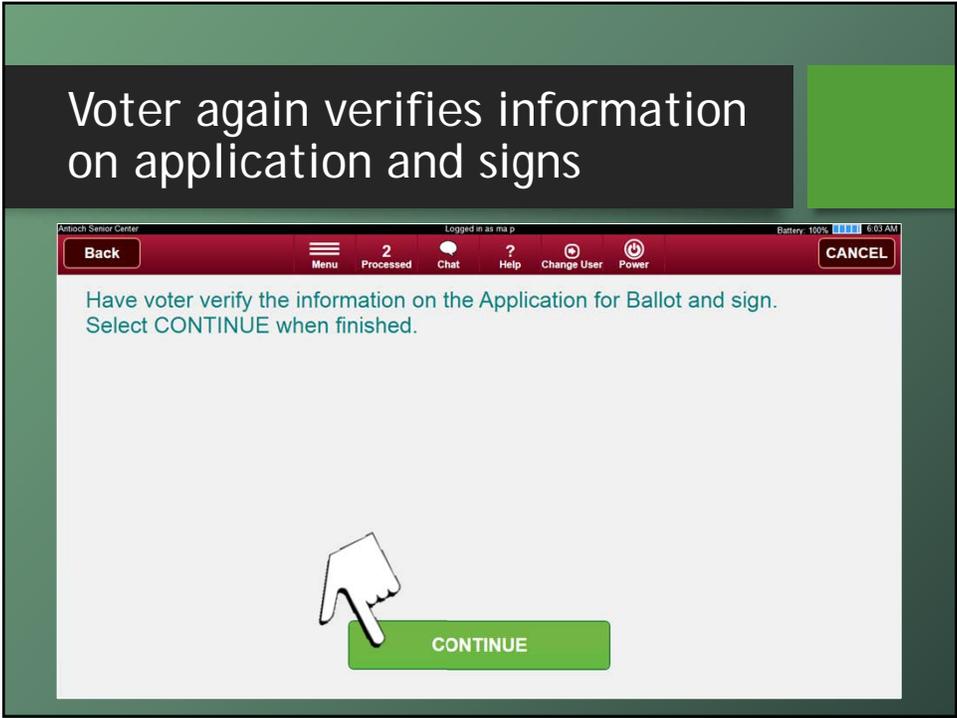
## Spoiled ballot application

- Note: the second application should print "SPOILED BALLOT" at the bottom.
- If the ePollbook has not caught up (voter was not marked as having voted) you should manually write "SPOILED BALLOT" at the bottom of the application
- Send a chat with the voter's name so we can watch for duplicates



132

## Voter again verifies information on application and signs

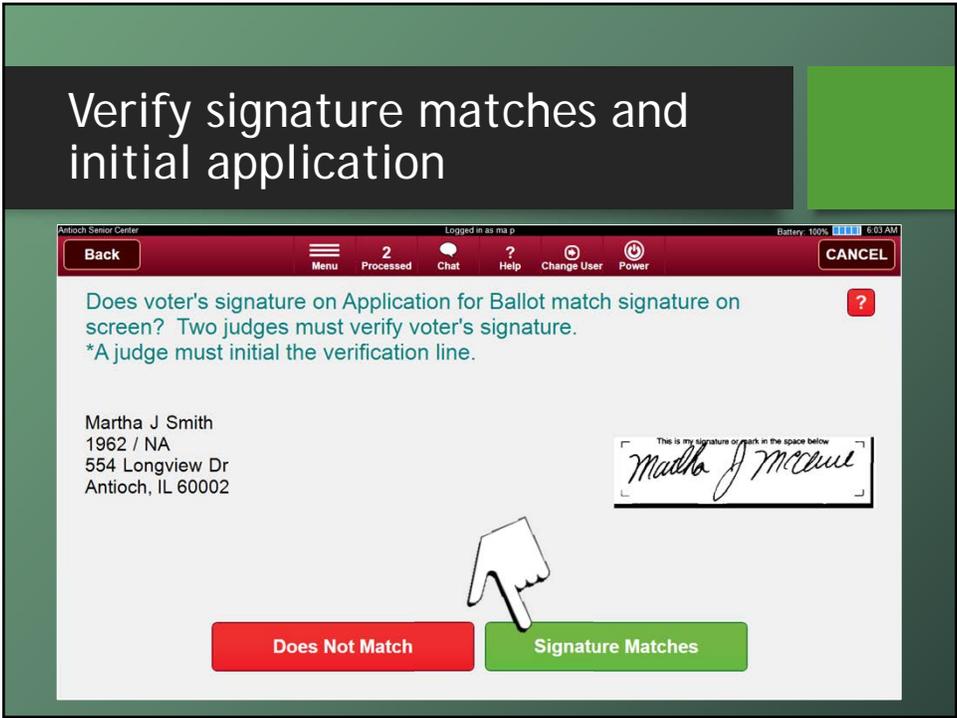


Have voter verify the information on the Application for Ballot and sign. Select CONTINUE when finished.

CONTINUE

133

## Verify signature matches and initial application



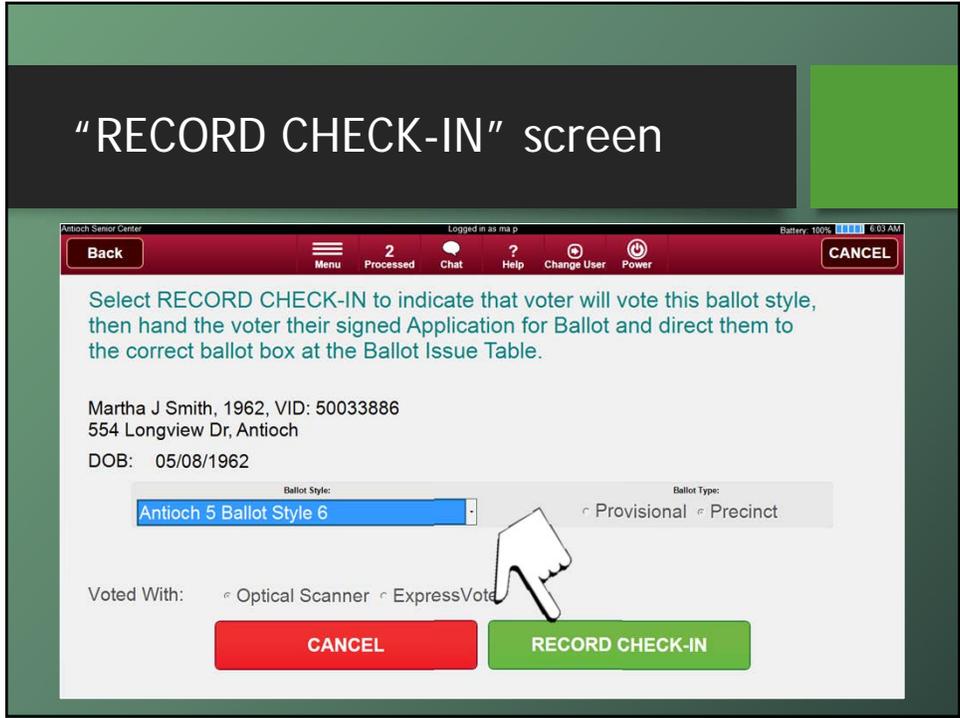
Does voter's signature on Application for Ballot match signature on screen? Two judges must verify voter's signature. \*A judge must initial the verification line.

Martha J Smith  
1962 / NA  
554 Longview Dr  
Antioch, IL 60002

Signature Matches

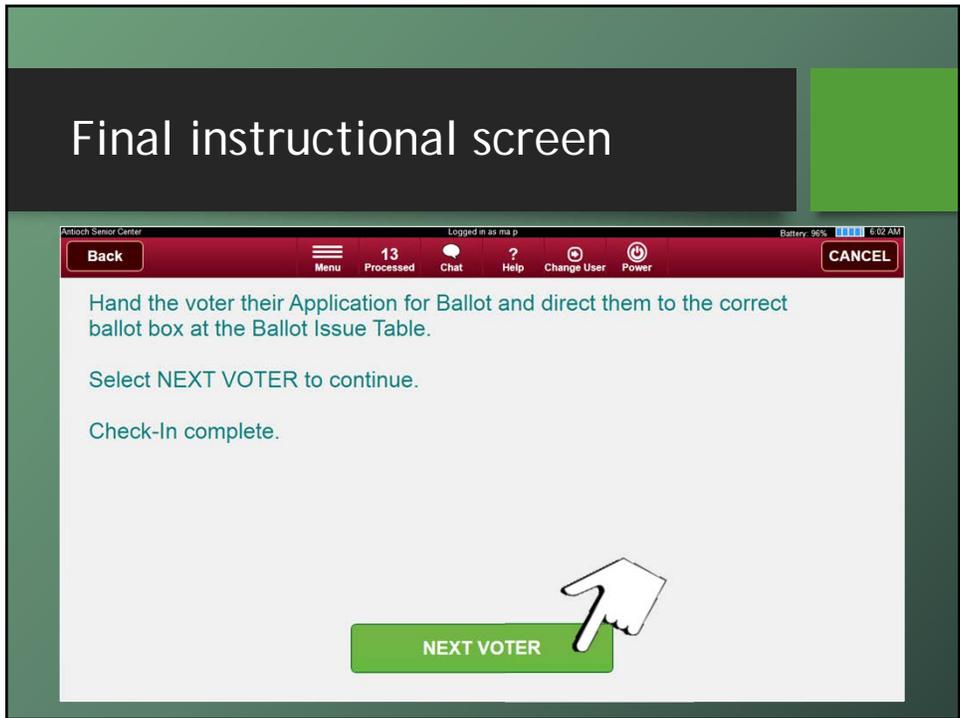
134

## “RECORD CHECK-IN” screen



135

## Final instructional screen



136

## No need to match spoiled application with original



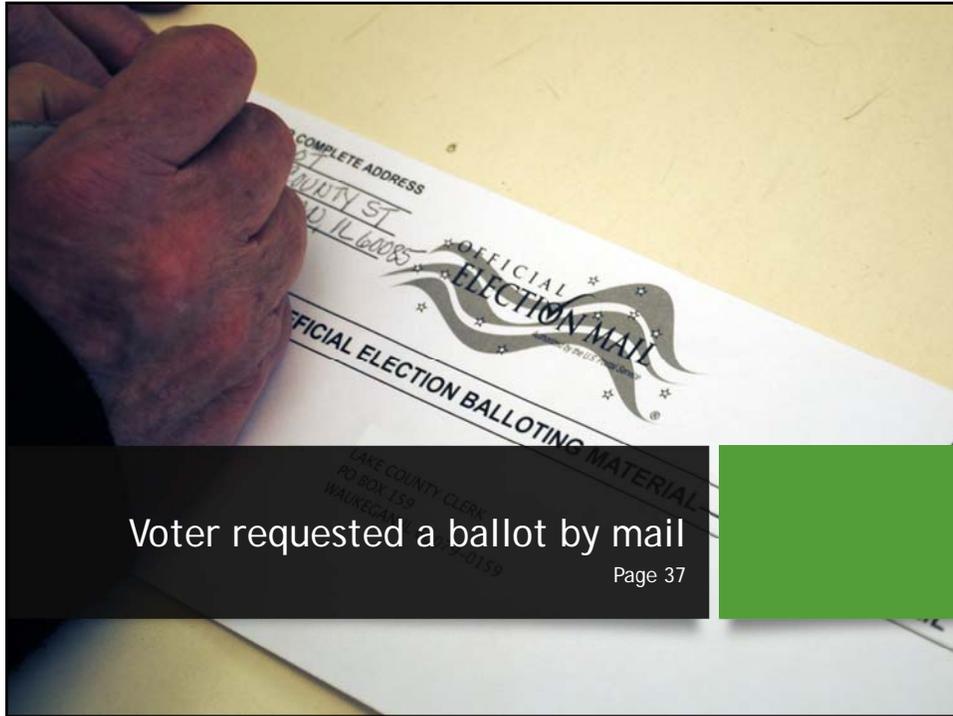
137

## Ballot Issue Judge will

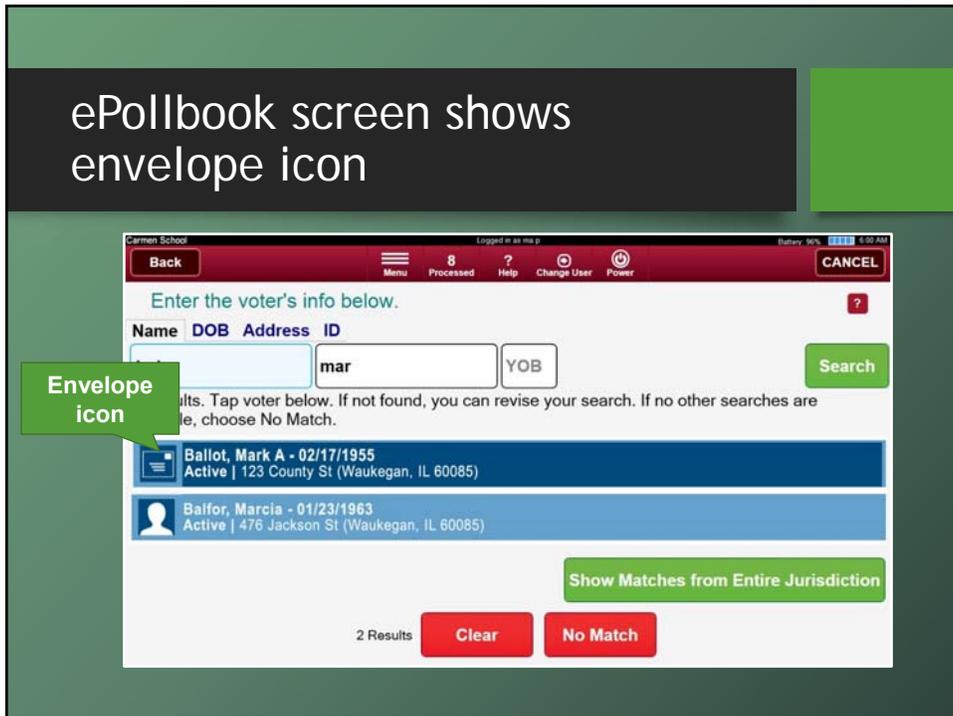
- Place spoiled ballot in manila envelope at back of ballot file box
- Circle ballot style on application
- Issue new ballot
- Second judge verifies
- Continue with normal process



138



139



140

## Can the voter surrender the ballot?

- Logic and your procedures are built into the ePollbook
  - Carefully follow the on-screen prompts
- If yes, Check-In Judge can process the voter

141

## Here's how...



Place in manila Surrendered Vote by Mail envelope and seal.  
Complete front.  
Voter signs.

Place in large collection envelope.

Continue to process voter following ePollbook prompts.

142

## Voter cannot surrender ballot

- Logic is built into ePollbook
- Three scenarios:
  1. Did not bring it - Send to Voter Services Judge
  2. Never received ballot
  3. Lake County Clerk's office has not received the ballot
- Affidavit will print matching the scenario
- Process voter according to instructions on ePollbook

143

# Polls close at



**7:00 PM**

144

Voters in line by 7 PM are served

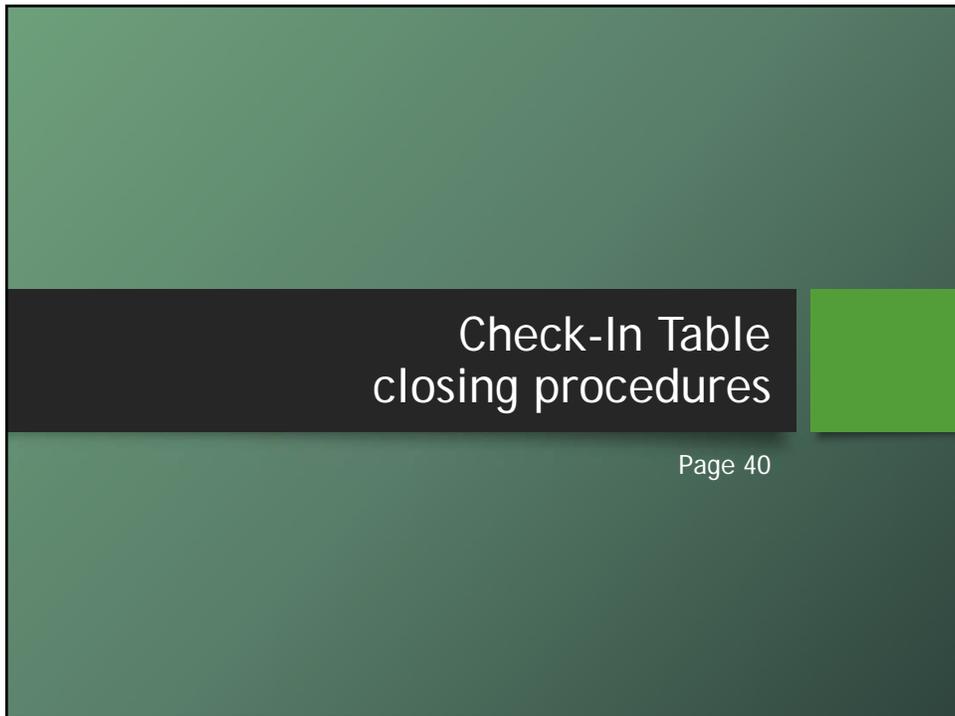
- Closing procedures begin after the last voter is served
- Election judge must stand behind last voter in line



145

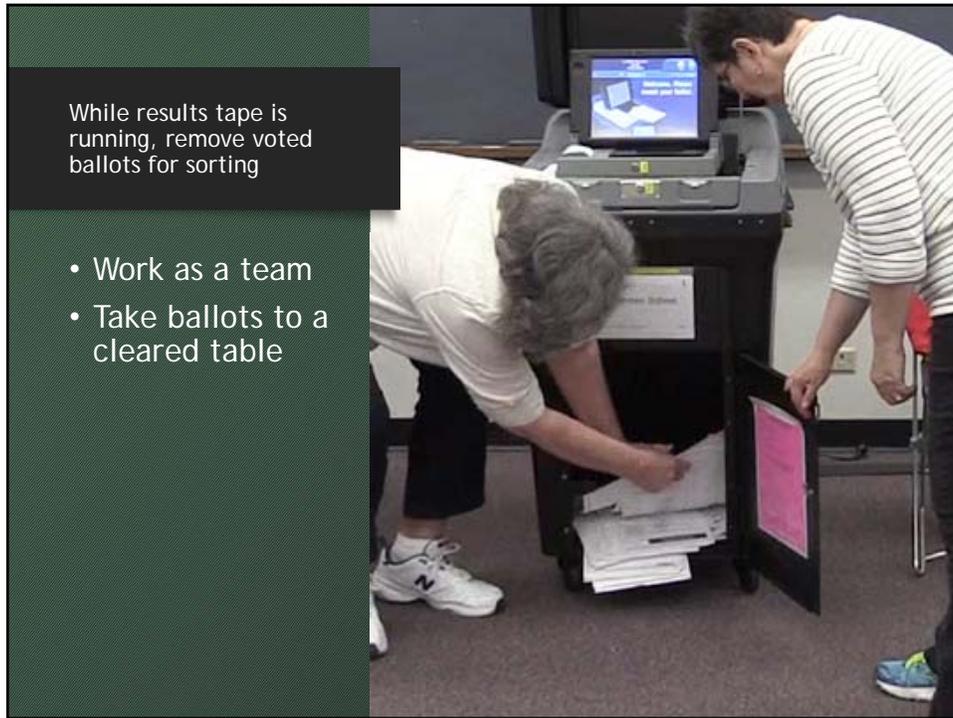
Check-In Table closing procedures

Page 40



146

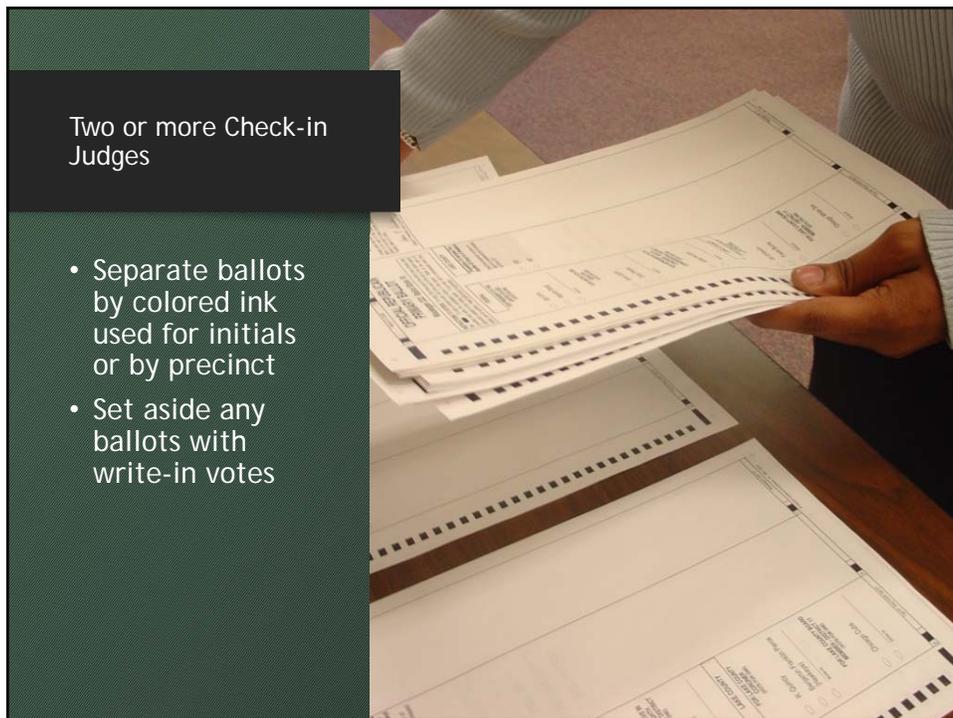




While results tape is running, remove voted ballots for sorting

- Work as a team
- Take ballots to a cleared table

149



Two or more Check-in Judges

- Separate ballots by colored ink used for initials or by precinct
- Set aside any ballots with write-in votes

150



## Tally only VALID write-in votes

- Write-in candidates must have filed declaration in compliance with state law
- Votes for non-declared candidates are not recorded
- Voting for more candidates than allowed (over-vote) will not be counted as a valid write-in

153

## Voter's intent is clear - tally these write-in votes

VOTE FOR ONE	VOTE FOR ONE
<input type="radio"/> George Washington	<input type="radio"/> George Washington
<input type="radio"/> Theodore Roosevelt	<input type="radio"/> Theodore Roosevelt
<input type="radio"/> Paul Revere	<input type="radio"/> Paul Revere
<input type="radio"/> Abraham Lincoln	<input type="radio"/> Abraham Lincoln
<input checked="" type="radio"/> John Smith Write-in Voto por escrito	<input type="radio"/> John Smith Write-in Voto por escrito

154

## If voter's intent is not clear - do not tally those write-in votes

**VOTE FOR ONE**

George Washington

Theodore Roosevelt

Paul Revere

Abraham Lincoln

John Smith  
Write-in  
Voto por escrito

**VOTE FOR ONE**

George Washington

Theodore Roosevelt

Paul Revere

Abraham Lincoln

John Smith  
Write-in  
Voto por escrito

No - would be an over-vote. Oval has already been tallied by ballot counter.

No - Ballot counter has already alerted voter this would be an over-vote and had opportunity to correct. Intent is NOT clear.

155

**Certificate of Write-In Votes**  
Lake County, Illinois  
Election Name and Date  
Waukegan 333

RECORD VALID WRITE-IN VOTES BELOW:	Tally Votes Received	Total Votes Received
<small>CANDIDATE/OFFICE</small> <b>EXAMPLE: CANDIDATE NAME</b> Charles Miller Commemorative Precinct 333 Municipio de Warren Delegado del Distrito Electoral 333	JHT 	5 9

Area for tick marks

Add total of write-in votes for this candidate

If no valid write-in votes were cast in this precinct, place an "X" in the box.

We do hereby certify that the information recorded is a complete and accurate record of write-in votes in this precinct. The undersigned served as election judges in Waukegan 333 on February 20, 2020.

By: Christina Carlson  
John Handy

DEPT VOTE  
John Handy  
Christina Carlson

\*\*\*RETURN THIS FORM IN THE BLACK BINDER\*\*\*

All judges sign

156

**If no valid votes found for declared write-in candidate**

Must still complete form

157

**Certificate of Write-In Votes**  
Lake County, Illinois  
Election Name and Date  
Waukegan 333

**RECORD VALID WRITE-IN VOTES BELOW:**

CANDIDATE/OFFICE	Tally Votes Received	Total Votes Received
<b>EXAMPLE: CANDIDATE NAME</b>		5
Charles Miller Committeeman Precinct 333 Municipio de Warren Delegado del Distrito Electoral 333		

**If no valid write-in votes were cast in this precinct, place an "X" in the box.**

We do hereby certify that the information recorded is a complete and accurate record of write-in votes in this precinct.  
The undersigned served as election judges in Waukegan 333 on April 2, 2018.

*Charles Miller*      *OTFO Vote*

*Charles Miller*      *Charles Miller*

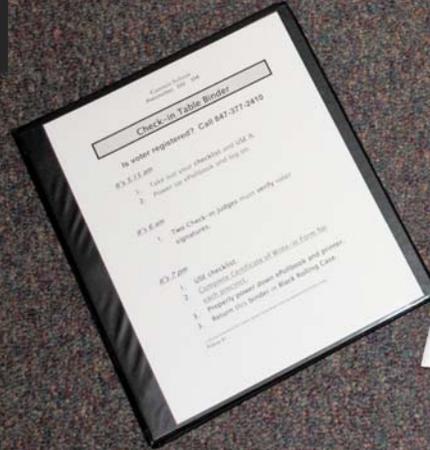
**\*\*\*RETURN THIS FORM IN THE BLACK BINDER\*\*\***

100 Garner School

158

## Completed *Certificate of Write-Ins*

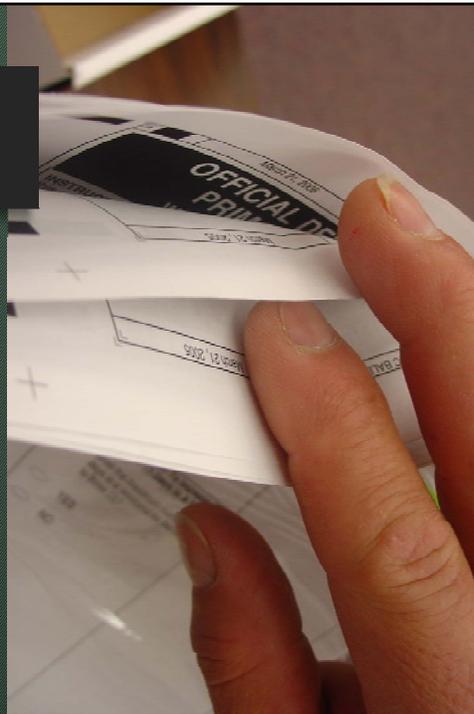
- Place completed forms in black binder



159

## Ballot count

- Return ballots with write-ins to precinct stack
- Count all ballots in each precinct



160

## Return to Ballot Issue Table

- Give precinct stacks of ballots to Ballot Issue Judges
- Tell Ballot Issue Judges each precinct's total ballot count
- Confirm total matches results tape
- This is to ensure ballots are packed in correct precinct case

161

## ePollbook and printer

- Verify that there are no pending voters on ePollbook
- Properly power down the ePollbook and printer
- Unplug and replace power cord in pocket
- Close and secure zipper with security tie delivered in black rolling case



162



## Ballot audit

- Remove from ballot file box
  - Manila Spoiled Ballot Envelope
  - Statement of Ballots form
  - Ballot packets
    - Separate by opened and unopened packets



165

## Tally number of spoiled ballots

- Count envelopes
- Record on back of manila envelope
- Do not seal and sign manila Spoiled Ballot Envelope until all paperwork is completed



166

### Complete *Statement of Ballots* form

- An important accounting summary of used and unused ballots
- One form for each precinct
- Completed and signed by Ballot Issue Judges

**Statement of Ballots for Precinct 333**  
Waukegan Township  
(Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)  
Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

**A. Number of ballots from OPENED Packages for Precinct 333** \_\_\_\_\_  
Tally the quantities from labels on the back of this sheet.

**B. Number of ballots from UNOPENED Packages for Precinct 333** \_\_\_\_\_  
Remove unopened ballot packets from ballot file and transfer case(s) and tally the quantities on labels.

**C. Number of SPOILED BALLOTS for Precinct 333** \_\_\_\_\_  
Hand-written number is on back of marbled Spoiled Ballot Envelope.

**D. Total PROCESSED VOTERS for Precinct 333** \_\_\_\_\_  
Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook, follow Menu > Advanced > Summary. Add all ballot styles for this precinct.

**E. VOTED BALLOTS for Precinct 333** \_\_\_\_\_  
Ballot Issue Judge will provide Total Paper Sheets from each ballot bin. Found on Voting Results Report page just after the double row of stars.

Totals should match

Ballot Bin #1 \_\_\_\_\_  
(Write N/A if not applicable) Ballot Bin #2 • \_\_\_\_\_  
(Write N/A if not applicable) Ballot Bin #3 • \_\_\_\_\_

Grand Total from all ballot bins

If totals for voted ballots (E) and processed voters (D) do not match, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We the undersigned served as Election Judges on (Election Date) in Waukegan Township Precinct 333 and certify that this is an accurate accounting of all ballots issued by the Election Authority in this precinct.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ONLY PACK BALLOTS IN BALLOT TRANSFER CASE.  
WHEN COMPLETED, PLACE THIS FORM IN RED BINDER.**

167

### Line A - Opened ballot packets

**Statement of Ballots for Precinct 333**  
Waukegan Township  
(Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)  
Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

**A. Number of ballots from OPENED Packages for Precinct 333** **450** \_\_\_\_\_  
Tally the quantities from labels on the back of this sheet.

**B. Number of ballots from UNOPENED Packages for Precinct 333** \_\_\_\_\_  
Remove unopened ballot packets from ballot file and transfer case(s) and tally the quantities on labels.

**C. Number of SPOILED BALLOTS for Precinct 333** \_\_\_\_\_  
Hand-written number is on back of marbled Spoiled Ballot Envelope.

**D. Total PROCESSED VOTERS for Precinct 333** \_\_\_\_\_  
Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook, follow Menu > Advanced > Summary. Add all ballot styles for this precinct.

**E. VOTED BALLOTS for Precinct 333** \_\_\_\_\_  
Ballot Issue Judge will provide Total Paper Sheets from each ballot bin. Found on Voting Results Report page just after the double row of stars.

Totals should match

Ballot Bin #1 \_\_\_\_\_  
(Write N/A if not applicable) Ballot Bin #2 • \_\_\_\_\_  
(Write N/A if not applicable) Ballot Bin #3 • \_\_\_\_\_

Grand Total from all ballot bins

If totals for voted ballots (E) and processed voters (D) do not match, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We the undersigned served as Election Judges on (Election Date) in Waukegan Township Precinct 333

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ONLY PACK BALLOTS IN BALLOT TRANSFER CASE.  
WHEN COMPLETED, PLACE THIS FORM IN RED BINDER.**

Total quantities on labels on back of form

Place labels from opened ballot packages here:

Waukegan 333 Democratic Style 17 Quantity - 50	Waukegan 333 Republican Style 22 Quantity - 50	Waukegan 333 Nonpartisan Style 30 Quantity - 50
Waukegan 333 Democratic Style 17 Quantity - 50	Waukegan 333 Republican Style 22 Quantity - 50	Waukegan 333 Nonpartisan Style 30 Quantity - 50
Waukegan 333 Democratic Style 17 Quantity - 50	Waukegan 333 Republican Style 22 Quantity - 50	Waukegan 333 Nonpartisan Style 30 Quantity - 50

168



## Line D - Number of voters

**Statement of Ballots for Precinct 333**  
Waukegan Township  
(Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)  
Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

A. Number of ballots from OPENED Packets for Precinct 333 450  
Tally the quantities from labels on the back of this sheet.

B. Number of ballots from UNOPENED Packets for Precinct 333 200  
Remove unopened ballot packets from ballot file and transfer cases) and tally the quantities on labels.

C. Number of SPOILED BALLOTS for Precinct 333 5  
Transcription number is on back of maroon Spoiled Ballot Envelope.

D. Total PROCESSED VOTERS for Precinct 333 275  
Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook, follow Menu > Advanced > Summary. Add all ballot styles for this precinct.

E. VOTED BALLOTS for Precinct 333  
Ballot Box Judge will provide Total Paper Sheets from each ballot bin. Found on Voting Results Report from just after the ----- of polls.

Ballot Bin #1  
(Write N/A if not applicable) Ballot Bin #2  
(Write N/A if not applicable) Ballot Bin #3

Grand total from all ballot bins

Totals should match

If totals for voted ballots (E) and processed voters (D) do not match, please explain.

We the undersigned served as Election Judges on (Election Date) in Waukegan Township Precinct 333

Time: \_\_\_\_\_  
Time: \_\_\_\_\_  
Time: \_\_\_\_\_  
Time: \_\_\_\_\_

ONLY PACK BALLOTS IN BALLOT TRANSFER CASE.  
WHEN COMPLETED, PLACE THIS FORM IN RED BINDER.

Provided by Voter Services Judge from ePollbook

171

## Line E - Voted ballots

**Statement of Ballots for Precinct 333**  
Waukegan Township  
(Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)  
Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

A. Number of ballots from OPENED Packets for Precinct 333 450  
Tally the quantities from labels on the back of this sheet.

B. Number of ballots from UNOPENED Packets for Precinct 333 200  
Remove unopened ballot packets from ballot file and transfer cases) and tally the quantities on labels.

C. Number of SPOILED BALLOTS for Precinct 333 5  
Transcription number is on back of maroon Spoiled Ballot Envelope.

D. Total PROCESSED VOTERS for Precinct 333 275  
Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook, follow Menu > Advanced > Summary. Add all ballot styles for this precinct.

E. VOTED BALLOTS for Precinct 333  
Ballot Box Judge will provide Total Paper Sheets from each ballot bin. Found on Voting Results Report from just after the ----- of polls.

Ballot Bin #1  
(Write N/A if not applicable) Ballot Bin #2  
(Write N/A if not applicable) Ballot Bin #3

Grand total from all ballot bins

Totals should match

If totals for voted ballots (E) and processed voters (D) do not match, please explain.

We the undersigned served as Election Judges on (Election Date) in Waukegan Township Precinct 333

Time: \_\_\_\_\_  
Time: \_\_\_\_\_  
Time: \_\_\_\_\_  
Time: \_\_\_\_\_

ONLY PACK BALLOTS IN BALLOT TRANSFER CASE.  
WHEN COMPLETED, PLACE THIS FORM IN RED BINDER.

Provided by Ballot Box Judge from individual ballot counters' results tape

Total bin numbers for final tally

Totals for D and E should match

172



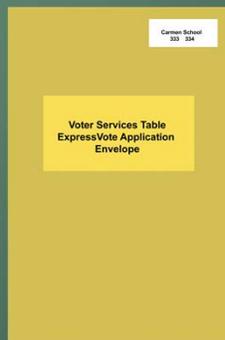
## Ballot Issue Table can now...

- Close accordion file containing signed applications
- Remove dividers from ballot file box
- Repack ballot divider envelope
- Place both items in red rolling case

175

## ExpressVote Application Envelope

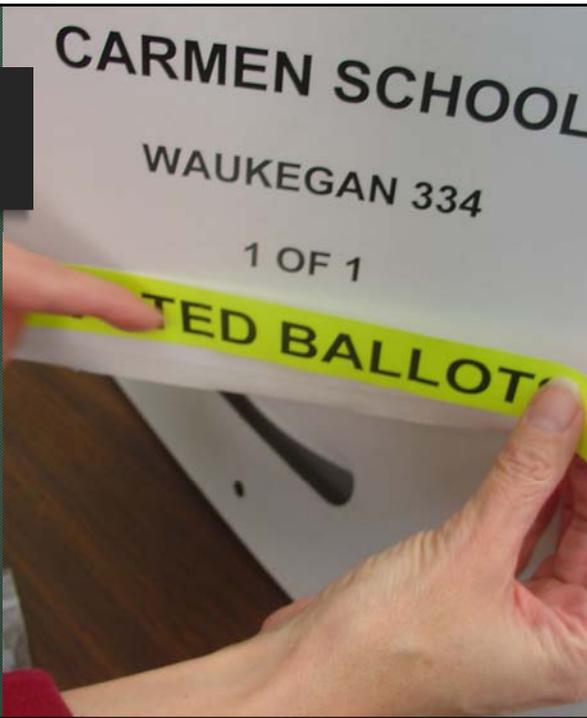
- From Voter Services Judge
- Keep ExpressVote applications in envelope
- Pack in red rolling case with other applications.



176

### Pack the ballots! Precincts with one ballot transfer case

- Pack all ballots in the same case
  - Place UNVOTED ballots in first
    - Opened and unopened ballot packets
  - Place VOTED ballots on top
    - Be sure to have all ballots with write-in votes
- Close ballot transfer case
- Secure box with signed official seals
- Place "Voted Ballots" sticker on ends of case

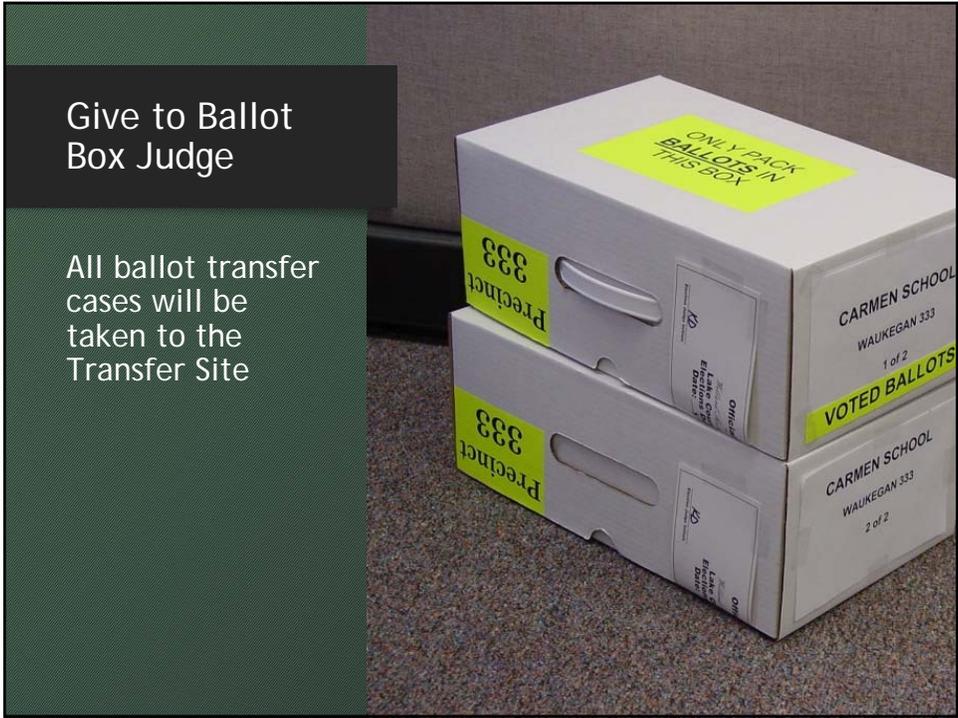


177

### Precincts with two ballot transfer cases

Case #1	Case #2
<p>Pack VOTED ballots</p> <ul style="list-style-type: none"><li>• Close cover</li><li>• Secure box with signed official seals</li><li>• Affix colored "Voted Ballots" labels to each end of case.</li></ul>	<p>Pack UNVOTED ballots</p> <ul style="list-style-type: none"><li>• Close cover</li><li>• Secure boxes with signed official seals</li></ul>

178



179



180

## Repack supplies as listed



181

## Pack ballot bin

- Content list is printed on inside of door
- Ballot Box Judge will confirm all contents and lock



182

### All judges remain

- Until all closing procedures are completed
- Leave together



183

### Items left at voting site



184



185

## Part 2 - In person training



- Be sure you are registered
- 20 attendees per class
- COVID-19 safety protocols in place
- To be certified, must attend and take assessment

186



Questions?

**Election Judge Department**

- 847-377-2408
- ElectionJudge@lakecountyil.gov

**ElectionJudge.info**

- Class Schedule
- Reference Library
  - Manuals
  - Checklists, and
  - PowerPoint presentations

187



Thank you!

You will do a great job!

- Robin M. O'Connor  
Lake County Clerk



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