

BALLOT BOX CHECKLIST



WEEK BEFORE ELECTION

1. Call your vote site's contacts to confirm access to the building for election eve setup and election morning.
2. Telephone your scheduled judges no later than noon on Friday before Election Day to verify he/she will be working. Also confirm meal arrangements.
3. Together, two Ballot Box Judges will pick up election supplies from designated location.
 - For setup, bring only the Ballot Box Judge Red bag to the voting site.
 - Ballots and rolling cases should not be brought to the voting site until election morning.

ELECTION EVE SETUP

1. Open Ballot Box Judge red bag and take out the contents. Give jetpack pouch, ePollbook password card, security ties, scissors, and Voter Services Checklist to Voter Services Judge. Share the voting site layout diagram.

ePollbook setup (if Voter Services Judge is not available)

2. Set up the Check-In and Voter Services Tables as shown on the layout diagram.
3. Place jetpack as noted on layout diagram. Plug in, press the power button, and hold until jetpack turns on.
4. Place ePollbooks on the table as listed on case's tag.
5. Using scissors, cut the ties securing each ePollbook's zipper, unzip cases, and open cases to lay flat on table.
6. Locate yellow power cord tag on ePollbook case and unzip pocket. Remove only enough power cord to reach outlet or power strip.
7. Lift ePollbook screen. Press and hold power button to turn on. Log onto each ePollbook all the way to the main menu using designated password card delivered in Ballot Box Judge red bag. **DO NOT REMOVE ANY ITEMS FROM ePOLLBOOK CASE.** Do not turn ePollbook off. Return password card to Ballot Box Judge red bag.

Ballot Bin Setup

Each ballot bin must be completely prepared, emptied, and then secured for the night.

1. Locate the gray security materials card inside the security materials pouch. Confirm serial numbers on Sides A and B match recorded numbers on gray security materials card and initial next to date. Return card to pouch.

If numbers do not match, call the Election Day Hotline at (847) 377-2328.



2. Review the room layout diagram that was removed from the Ballot Box Judge red bag and position ballot bin(s) according to floorplan.
3. Using the nightlight from security materials pouch, test the ballot bin's designated outlet to make sure there is power. Return nightlight to pouch.

- Retrieve ballot bin key lanyard from security materials pouch. Unlock #4 on bin's front access door, open door, and locate the extension cord for ballot bins.
- On back of ballot bin, unlock #1 with silver key and open door.



- Take out power cord with surge protector already attached. Open Velcro strap and plug power cord into tested outlet. Verify that silver bar is in the "down" position. Leave door open.



- Moving to the front of the bin, unlock #2 with silver key. Release bin cover latches located on either side of #2 and lift cover to upright position.



- Use black barrel key to unlock #3 and lift ballot counter screen. The ballot counter and screen will turn on automatically.

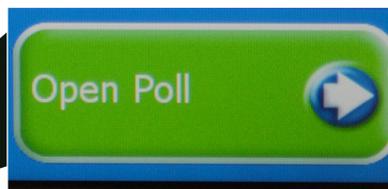
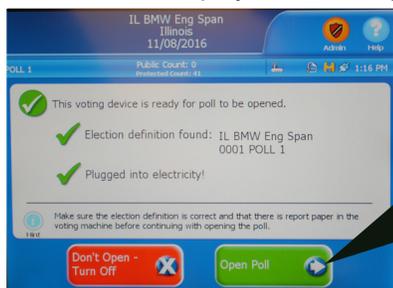


Problems? Call the County Clerk at 847.377.2328.

Print Zero Totals Report

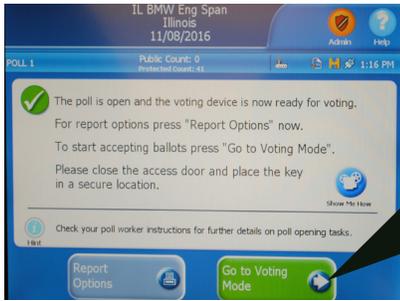
The DS200 logo screen will appear first when the ballot counter screen is lifted. The ballot counter screen then displays a configuration report screen and prints a report.

- When screen displays "The voting device is ready for poll to be opened," select "Open Poll" on screen.

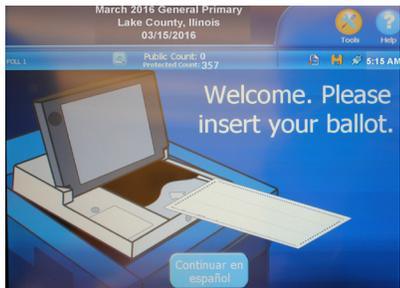


10. Screens for the Opening Polls, Ballot Status Accounting Report, and *Zero Totals Report* will cycle on the display. A printout for each report will automatically be created. The display screen will then read: "The poll is open and the voting device is now ready for voting."

11. Select "Go to Voting Mode."

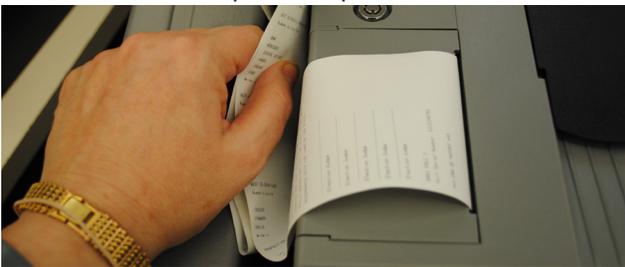


12. Confirm the display reads: "Public Count: 0. Welcome. Please Insert Your Ballot." The protected count number represents the number of ballots processed in this counter's lifetime and can be ignored.



13. Locate the Ballot Box Judge Envelope delivered in the bin. Find the specimen ballots in the envelope. Work with one specimen ballot at a time and find each office, candidate, and public question on the *Zero Totals Report* tape. Repeat this process for each ballot until all specimen ballots have been reviewed. Set the specimen ballots aside for posting.

14. Fold *Zero Totals Report* and place in case to the left of the ballot counter. Do not cut or tear tape.



Secure Ballot Bin for the Night

15. Carefully lower ballot counter screen and lock #3 with black barrel key. Machine will beep for approximately 5 minutes before entering sleep mode. Do not turn off or unplug ballot bin.

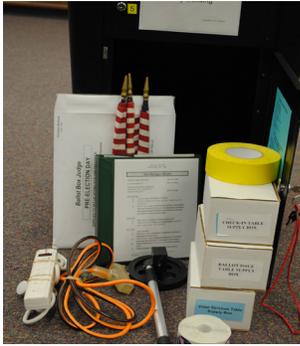


16. Lower bin cover. Secure bin cover latches and lock #2 with silver key.

17. From the security materials pouch, remove the white security tie for securing the front access door and gray security materials card. Record white tie serial numbers on gray security materials card. Return gray security materials card to security materials pouch.

18. Return keys to security materials pouch. Remove scissors from security materials pouch and set scissors aside as they will be needed in the morning. Return security materials pouch to Ballot Box Judge red bag.

19. Return to the front of the ballot bin and remove the remaining supplies packed inside. If there are multiple bins, be sure to verify that all supplies have been removed from each bin.



20. Place only the Ballot Box Judge red bag inside one of the bins.



21. Close front access door on each bin and secure by inserting white tie through metal loops. #4 will not be locked as keys are inside the Ballot Box Judge red bag.



Additional setup

22. Set up chairs and voting booths as shown on the room layout diagram.
23. Place supplies removed from inside ballot bin on appropriate tables.
24. Using masking tape from supply box, post specimen ballots on wall near entrance.
25. Post interior voting site and federally mandated signs using masking tape.
26. If no Voter Service Judge is present, power down the ePollbooks using the on-screen menu. Lower screen. Close and zipper ePollbook case. Power cords will remain plugged into outlet or power strip. Add security tie to zipper tabs.
27. Leave jetpack turned on for the night.
28. Turn out lights and secure the facility or advise building's security when leaving.

BEFORE POLLS OPEN AT 5:15 AM

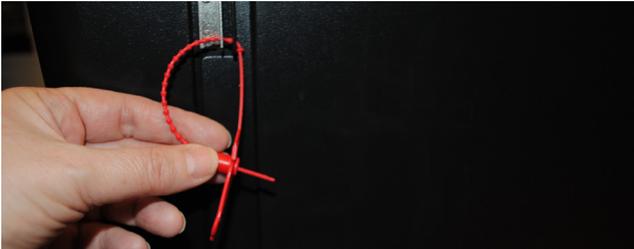
1. Deliver white ballot transfer cases to Ballot Issue Table and white provisional ballot case to Voter Services Table.
2. Distribute Check-In Table black rolling and Ballot Issue Table red rolling cases to the appropriate tables.

Repeat steps 3 to 11 for each ballot bin.

3. Locate scissors that were left out during set up and cut off white tie from #4. Open front access door and remove Ballot Box Judge red bag. Open bag and locate gray security materials card inside security materials pouch. Verify numbers on white security tie and the seals on Sides A and B match what is written on gray security materials card. Place cut white tie, scissors, and gray security materials card in pouch.



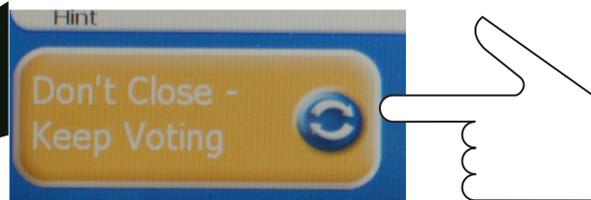
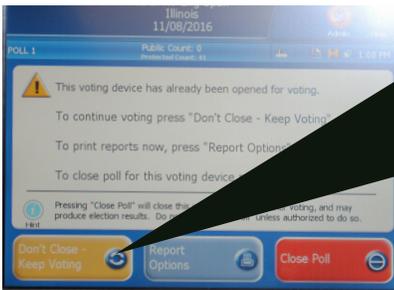
4. Retrieve keys from security materials pouch.
5. With all judges present, open front access door (#4) and unlock #5 to confirm bin and emergency slot are EMPTY. **There should not be any supplies or materials in the ballot bin.** With key, lock #4 and #5.
6. Remove red tie from security materials pouch. Secure front access door (#4) by inserting red tie through metal loops.



7. Unlock #2, open latches, and raise bin cover. Unlock #3 and raise ballot counter screen. Confirm lock tab for #3 is turned down into the case so it does not inhibit ballot insertion.

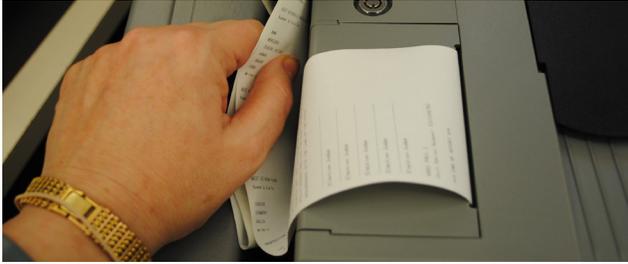


8. Display will cycle through logo, election loading, and configuration screens. Configuration report will print again. When screens stop scrolling, press "Don't Close - Keep Voting." Confirm public count still shows zero votes on welcome screen.



9. Unfold *Zero Totals Report*. Together, BBJ and one Check-In Judge verify tape still reads zero votes for all precincts and candidates.
10. Both judges sign *Zero Totals Report*. DO NOT CUT OR TEAR TAPE.

11. Refold signed *Zero Totals Report* and place to left of ballot counter.



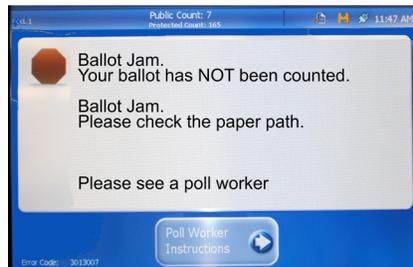
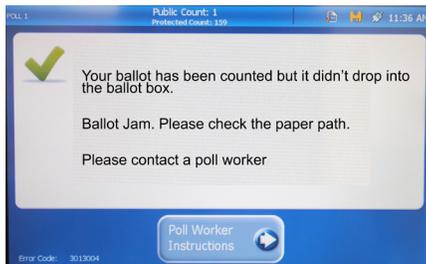
12. Offer keys to Voter Services Judge to turn on ExpressVote terminal. Place keys in security materials pouch. Return pouch to Ballot Box red bag and store in safe location while voting is open.
13. Using electioneering zone measuring wheel, determine placement of “No Electioneering Zone” cone and sign.
14. Place outdoor “Vote Here” signs so they are visible from the street.
15. Take oath administered by Site Manager and sign affirmation form. Complete name tag and time card.
16. At 6 a.m., announce the polls are open and allow the voters to enter.

PROCESSING VOTERS THROUGHOUT THE DAY

1. Stand 4 feet from ballot bin to ensure voter’s privacy. As voter approaches, verify voted ballot is initialed by judge. If initials not visible, ask voter to adjust ballot within the privacy sleeve. Instruct voter to remove ballot from privacy sleeve before inserting ballot into bin.
2. Approach ballot bin only if ballot counter beeps or voter requests assistance. In the case of under-or over-votes, voter chooses either “Cast Ballot” or “Don’t Cast Ballot” button on display screen. If “Cast Ballot” is chosen, ballot will be passed into the ballot bin and tabulated as marked. When “Don’t Cast Ballot” is chosen, ballot is returned to voter.
3. Return pen and privacy sleeve to Ballot Issue Table.
4. Check voting booths regularly for campaign literature, pens, and stray marks.
5. Assure that no assistance is given in a voting booth, unless voter qualifies (disability or unable to read) and required affidavit is completed.
6. Offer an English or Spanish voting sticker as voter leaves the building. It is imperative that the floor stay clear of stray materials that could be a safety hazard.
7. At 6:30 p.m., announce polls will close in one-half hour.

Instructions for clearing a jammed ballot

When there is a jammed ballot in the bin, the display will tell you if the ballot had been counted or not.



1. Walk around to the back of the ballot bin. Jammed ballot should be visible through window.



- Return to the front of the bin. Read ballot counter display screen to see if ballot has been tabulated. Lower display screen and unlock #6. Ignore the ballot counter beeping.



- Lower front flap.



- Carefully slide ballot counter slightly forward.



- Look for jammed ballot behind the tabulator. If the screen display showed that the ballot has already been counted, just tap it into the bin. If the screen showed that the ballot has **NOT** been counted, remove ballot and hand it to the voter for reinsertion in the ballot counter.



- Slide ballot counter back into place.



- Raise flap on front of the bin and lock #6. Ballot counter is ready for voters.



Can't clear the jammed ballot?

1. Unlock #5, open emergency door, lower emergency slot flap, close door, and relock #5. Voters will place ballots in emergency slot. Call the Election Day Hotline at (847) 377-2328 to have a tech rep dispatched. If using the phone from the Voter Services Table, press "2" and "Send."
2. Once jam is cleared, unlock #5, open emergency slot door, remove all ballots, raise flap, close door, and relock #5. Raise ballot counter screen and cast ballots into the ballot counter accepting any on-screen alerts.

CLOSING THE POLLS AND TRANSMITTING RESULTS — USE AT 7 P.M.

Closing procedures cannot be started until voters are served and all ballots are cast. Judges work as a team and remain until each closing procedure is complete.

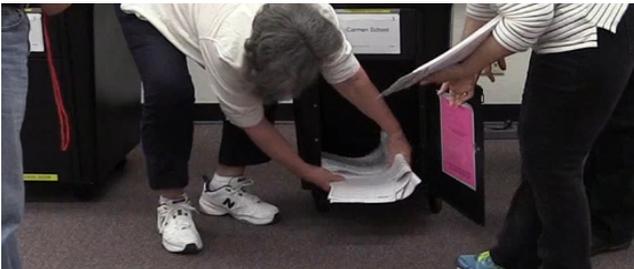
1. At 7 p.m., announce voting site is closed. All persons in line at that time must be allowed to vote. An election judge may stand behind last voter in line. If it appears the closing of polls may be delayed more than thirty minutes, call Election Day Hotline at (847) 377-2328.

Repeat steps 2 to 21 for each ballot bin.

2. Locate Ballot Box Judge red bag. Remove keys from security materials pouch. Unlock #5. Inspect emergency ballot slot for any ballots. Remove the ballots and insert into the ballot counter. Accept any on-screen alerts.



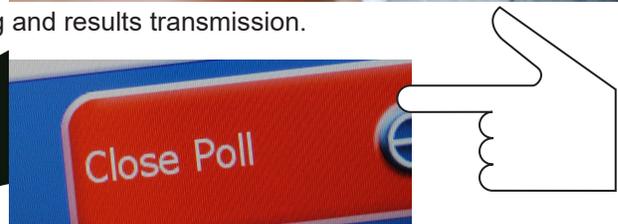
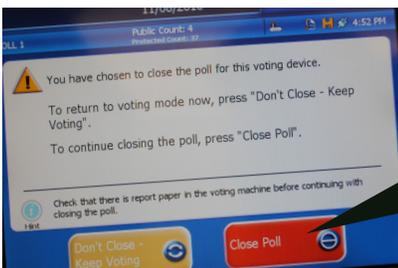
3. In view of all Check-In Judges, use scissors to cut red security tie, unlock #4, and open front access door. Place broken red tie in security materials pouch. Check-In Judges remove the ballots from bin.



4. Unlock memory stick compartment with black barrel key. Open compartment door and press "CLOSE POLLS" button.



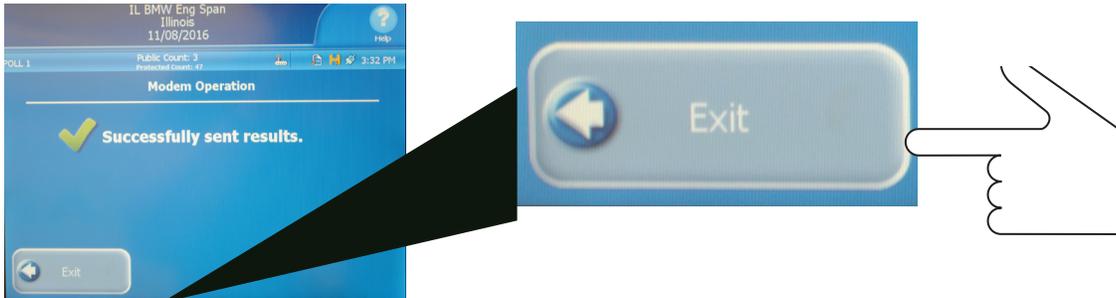
5. Select "Close Poll" on screen to initiate results tape printing and results transmission.



- The display screen will stop after cycling through the Closing Poll, Ballot Status Accounting Report, and Voting Results Report screens. Select “Begin Modem Process” on the final screen.



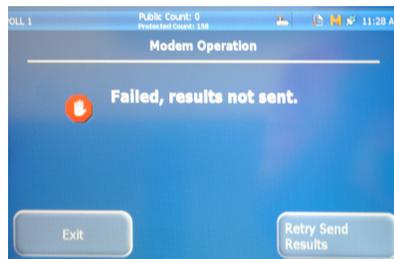
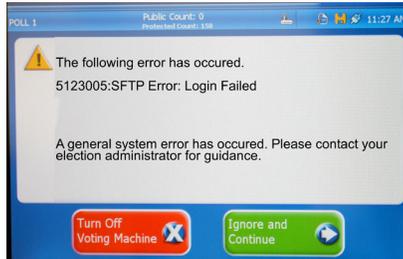
- When you see “Successfully sent results” displayed on the screen, select “Exit.”



Transmission did not work?

The ballot counter’s internal modem will automatically attempt transmission three times. If unsuccessful, display screen will read: “5123018: SFTP Error: Failure During Upload.” Check the signal strength in the upper left corner of the display screen. If two bars or less, unplug ballot bin and move to another part of the room where signal is stronger and try transmitting again.

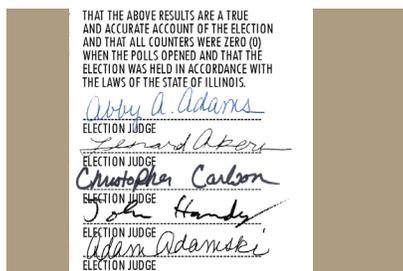
If that is still unsuccessful, DO NOT attempt to transmit. Continue with the remaining closing procedures. Results will be transmitted from the Transfer Site.



Voting Results Tape

Each ballot bin will automatically print two copies of the *Voting Results Report* (ballots cast on Election Day).

The order of each ballot bin’s results tape will be:



1st copy

- Configuration Report
 - Opening Polls Report
 - Ballot Status Accounting Report
 - Zero Totals Report
 - Election judge signature lines (already signed this morning)
 - Second Configuration Report
 - Voting Results Report (ballots cast on Election Day)
 - Election judge signature lines
- Cut results tape here at end of 1st copy.
 ---- Check-In Judges will now sign on signature lines.

2nd copy

- Voting Results Report
 - Election judge signature lines
- Cut results tape here and tape to voting site’s door so it’s visible to the public outside the building - no need for signatures.

- Take each ballot bin's Voting Results Reports to the Ballot Issue Table and read every precinct's "Total Paper Sheets," or total ballots voted, to the judges preparing the *Statement of Ballots*.

A double row of stars separates the precincts. Look just below the stars for the total of sheets.

To know which precincts are served at your voting site, refer to the precinct numbers listed on the top left corner of the gray security materials card.

VOTING RESULTS REPORT

Unit Serial Number: 0315390762	

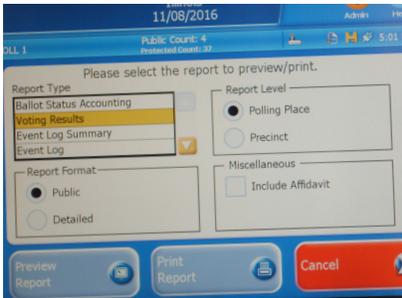
Waukegan 333	
Total Paper Sheets: 245	
PRESIDENT/VICE PRESIDENT Number to Vote For 1	
Abraham Lincoln	110
George Washington	115
Thomas Jefferson	13
Write-in	7

Waukegan 334	
Total Paper Sheets: 537	
PRESIDENT/VICE PRESIDENT Number to Vote For 1	
Abraham Lincoln	310
George Washington	178
Thomas Jefferson	47
Write-in	2

- After all totals are found and reported, place signed results tape in security materials pouch.

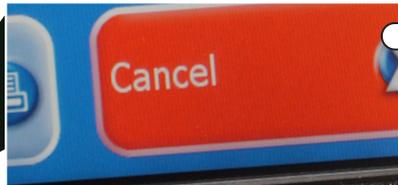
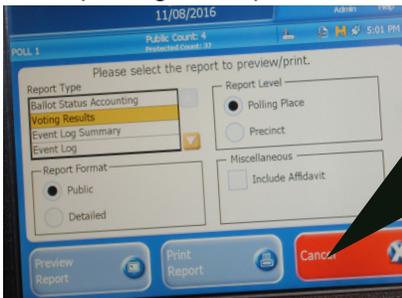


- Pollwatchers may request additional copies of the results tape. On the display screen, select "Report Options." Then from Report Type Screen, select > Voting Results > Polling Place > Public > Print Report.

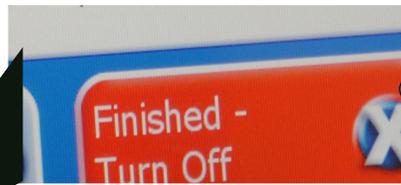
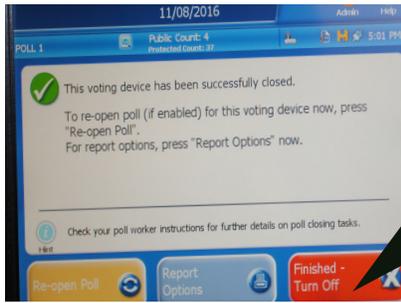


Powering down the ballot bin

- When printing is complete, select "Cancel."



12. To power off the ballot bin, select "Finished - Turn off."



13. When the screen is blank, use wire cutters from security materials pouch to cut security wire in memory stick compartment. Remove memory stick and security wire from compartment.

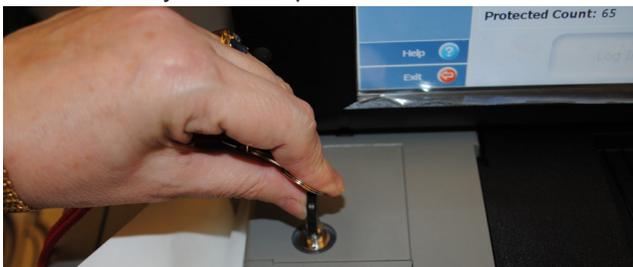


14. After all bins have been properly shut down, place memory stick(s), security wire(s), and wire cutters in security materials pouch.



IMPORTANT!!!!

15. Close memory stick compartment cover and lock with the key.



16. Carefully close ballot counter screen and lock #3 with barrel key.



17. Lower bin cover. Secure bin cover latches and lock #2 with silver key.



18. Unplug and wrap electrical cord with Velcro strap. Keep gray surge protector attached to ballot counter cord. Return cord to storage compartment on back of ballot bin.



19. Close door and lock #1 with silver key.



20. Pack Ballot Box Judge envelope with contents listed on envelope's front.

21. Verify all items listed on inside of ballot bin door are repacked inside bin.



22. Check that all ballot bin doors and locks are secured, and place ballot bins with other supplies to be picked up by the movers. Offer keys to Voter Services Judge to turn off ExpressVote terminal.

Final Packing

23. Confirm with both Voter Services and Check-In Judges that all voters have been uploaded through the ePollbook.

24. Place ballot keys in security materials pouch. **CONFIRM BALLOT BIN'S MEMORY STICKS ARE ALREADY INCLUDED.**

25. Pack Ballot Box Judge red bag with items as listed. Seal with security tie.

26. Turn off all lights. Confirm building doors are locked or will be locked by building security.

27. Bring these items to Transfer Site:

- Ballot Box Judge red bag with security materials pouch **containing each ballot bin's memory stick**
- Ballot Issue Table red rolling case
- Check-In Table black rolling case
- White ballot transfer cases containing voted and unvoted ballots
- White provisional ballot transfer case
- Blue provisional ballot case