

Welcome to 2020 Election Judge Ballot Box Training and Certification

Robin M. O'Connor
Lake County Clerk
LakeCountyClerk.info



The logo for the 2020 Elections in Lake County, Illinois. It features a circular design with the text "2020 ELECTIONS" at the top, "PROUD TO SERVE" in the center, and "LAKE COUNTY, ILLINOIS" at the bottom. The center also contains a stylized American flag.

1

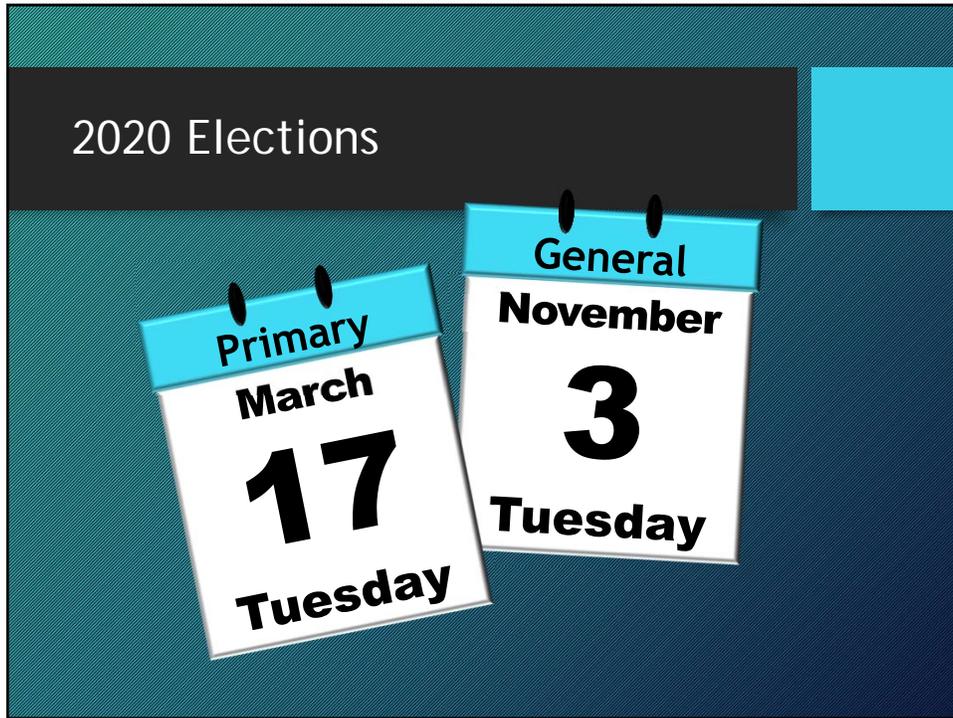
Customer service IS our business

- Ensure every voter has confidence that their vote is counted
- Friendly
- Attentive
- Accurate
- Professional



A photograph showing two women at a table during an election process. One woman is handing a ballot to the other. There are ballot boxes and papers on the table. An American flag is visible in the background.

2



3

Races on the 2020 ballot

- Federal
 - President/Vice-President
 - Senator
 - Representative in Congress in districts 6, 10, 14
 - Delegates and alternate delegates
- 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
 - 19th Circuit Court Judgeship in 3rd subcircuit

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New for 2020

- Check-In Judge
 - Can process voter's spoiled ballot, if it is the same judge who initially processed voter
- Voter Services Judge
 - ADA ballot marking equipment
 - ExpressVote replaces the AutoMARK
 - Terminal, printer, and blank ballot stock
 - Prints on-demand ballot
 - Ballot bin keys are also used for the ExpressVote terminal

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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
 - A universal 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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Preparation

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Vote before Election Day

By Mail

- Online ballot request form at LakeVoterPower.info
- 1st 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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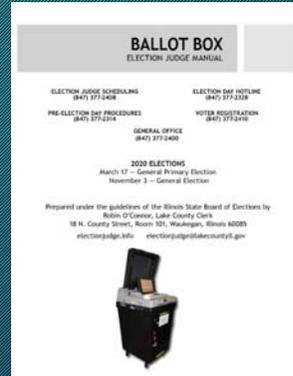
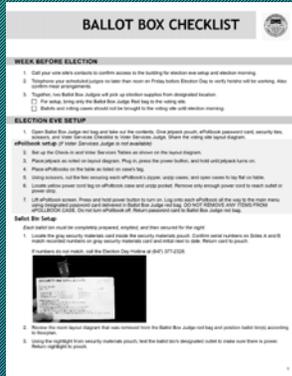
One election web page- LakeCountyClerk.info

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

The screenshot shows a website with a navigation menu on the left and a main content area. The main content area is titled 'November 3, 2020 General Election' and includes sections for 'Ballot Information', 'Voter Registration', and 'Voting Options'. The 'Ballot Information' section lists various ballot types and their deadlines. The 'Voter Registration' section provides details on how to register and the deadline. The 'Voting Options' section lists early voting locations and hours, as well as information about mail-in ballots.

10

Read checklist and manual



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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	PDF	PDF	PDF	PDF	N/A	N/A
Manual	PDF	PDF	PDF	PDF	PDF	PDF
PowerPoint presentations	Basic	Basic	PDF	PDF	PDF	PDF
	ePollbook	Review				
	Review					

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Other preparation

-  Take a test drive to your voting site
-  Are meals brown bag or pot luck?
-  Arrive election morning before 5:15 AM

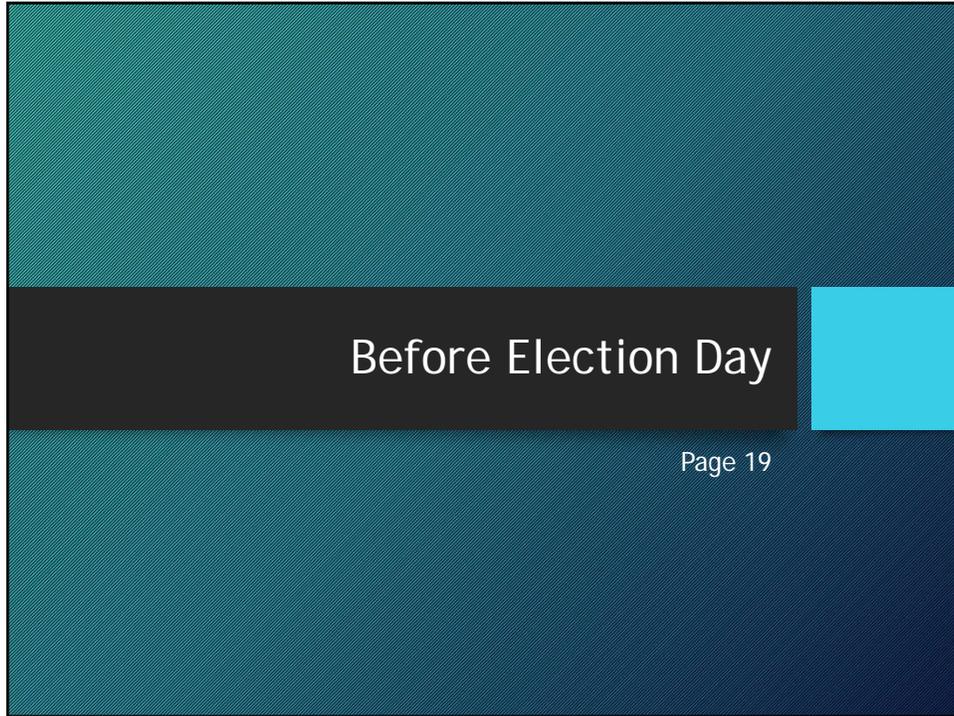
13

Pay schedule

- To keep trained status, attend training every two years in even years
- Nursing home and early voting judges must also work on Election Day
- Paycheck mailed 4 weeks after Election Day

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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Voting site and contact information mailed to Ballot Box Judges

VOTING SITE & SETUP/DELIVERY NOTICE

Building: Carmen School
Address: 18 N. County St.
Waukegan, IL 60085
(847) 555-1212

Contact: Will E. Vote
Phone: (847) 555-1212
Voting Room: Gymnasium

This voting site is handicapped accessible.

You will find a room setup diagram for your voting site in the Ballot Box Judge envelope. There will also be a copy in the Site Manager's green binder.

Ballot pick up location
Lake County Clerk,
18 N. County St.
Waukegan, IL 60085

Transfer Site drop off location (drop off locations cannot be changed)
Lake County Clerk,
18 N. County St.
Waukegan, IL 60085

(Approximately 2 - 2½ weeks before Election Day)

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Also included

- Judges' names
- Phone numbers
- Party affiliation
- Election Day role

Scheduled Election Judges for the Election Name and Date

JUDGE NAME	PHONE	PARTY	POSITION
Emma Patriot	(847) 555-1212	Republican	Check-in Judge
Shirley I Vote	(847) 555-1212	Democrat	Check-in Judge
Judge's name	(847) 555-1212	Republican	Ballot Issue Judge
Judge's name	(847) 555-1212	Democrat	Ballot Issue Judge
Judge's name	(847) 555-1212	Republican	Voter Services Judge
Judge's name	(847) 555-1212		Site Manager

***Please note: If you do not have a Site Manager listed above, your site must likely has a serving Site Manager who will be on-call for your site and will drop by during the day. This information will be provided to you in the near future.*

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Call to confirm

- Facilities
 - Building access on election eve and Election Day
 - Room used for voting
- Judges
 - They are working
 - Meal arrangements (pot luck or brown bag)
- Call Clerk's office immediately if any changes are noted!

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Thursday or Friday 2 BBJs together pick up materials



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Ballot Box Judge Red Bag

- Picked up with ballots and rolling cases
- Needed for election eve setup
- Contains security materials pouch
 - Jetpack
 - Ballot bin/ExpressVote keys,
 - Gray security card,
 - Red and white security ties, and
 - Scissors



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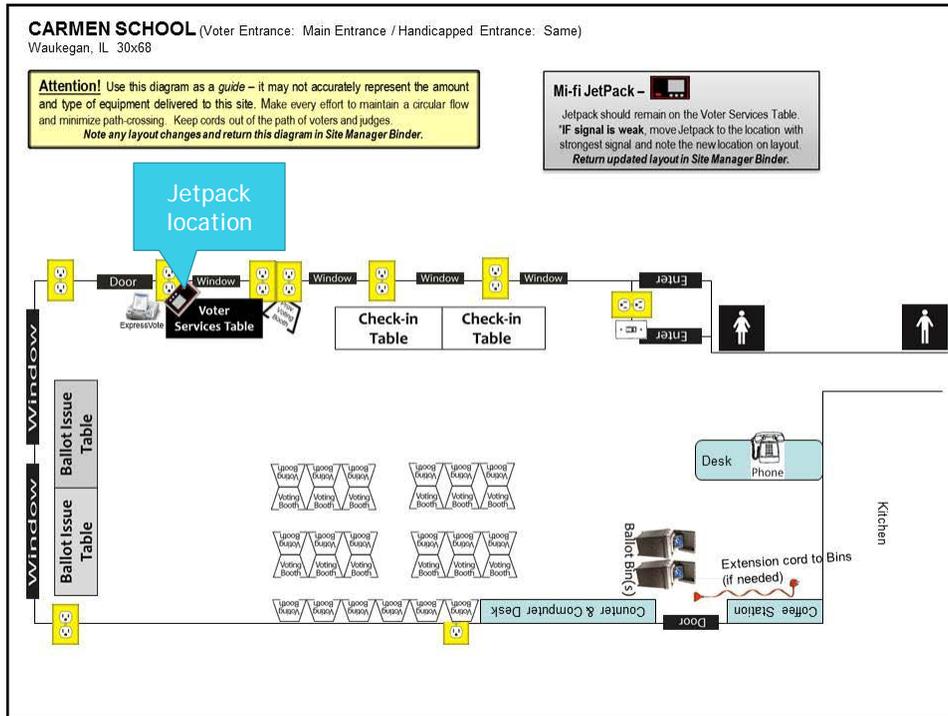
Bring Ballot Box Judge red bag

23

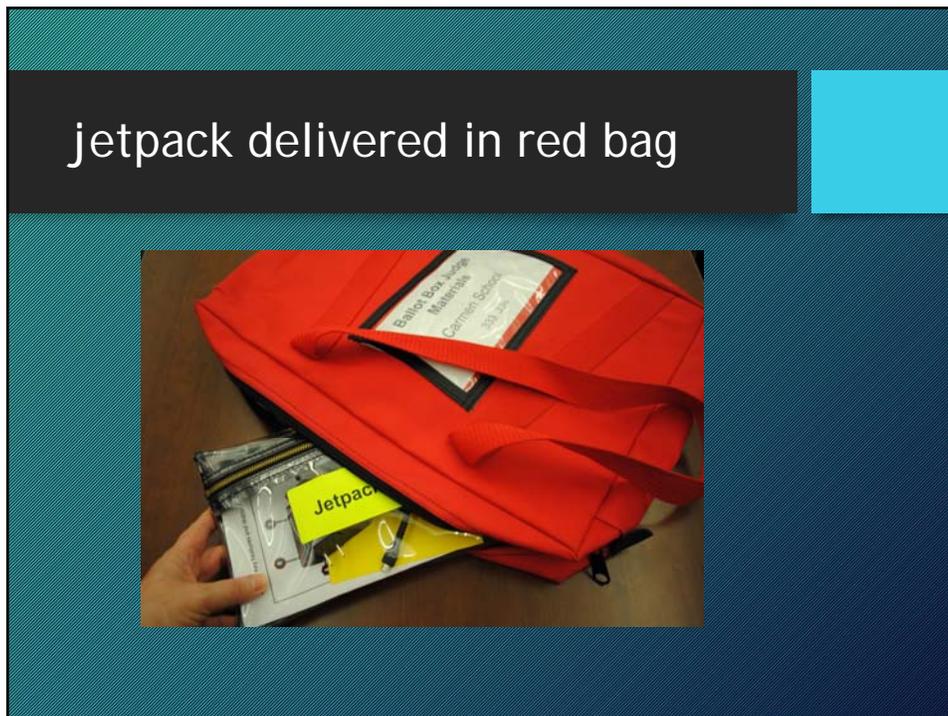
Voter Services Judge responsible for this setup

- Jetpack
- ePollbooks
- In the event VSJ not there - here are the steps

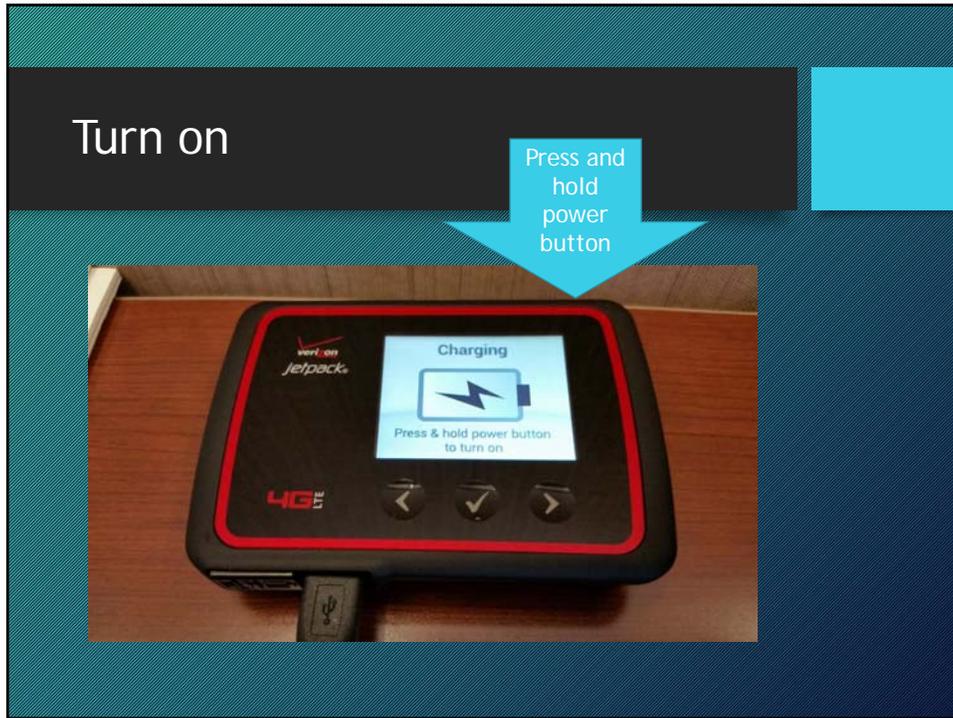
24



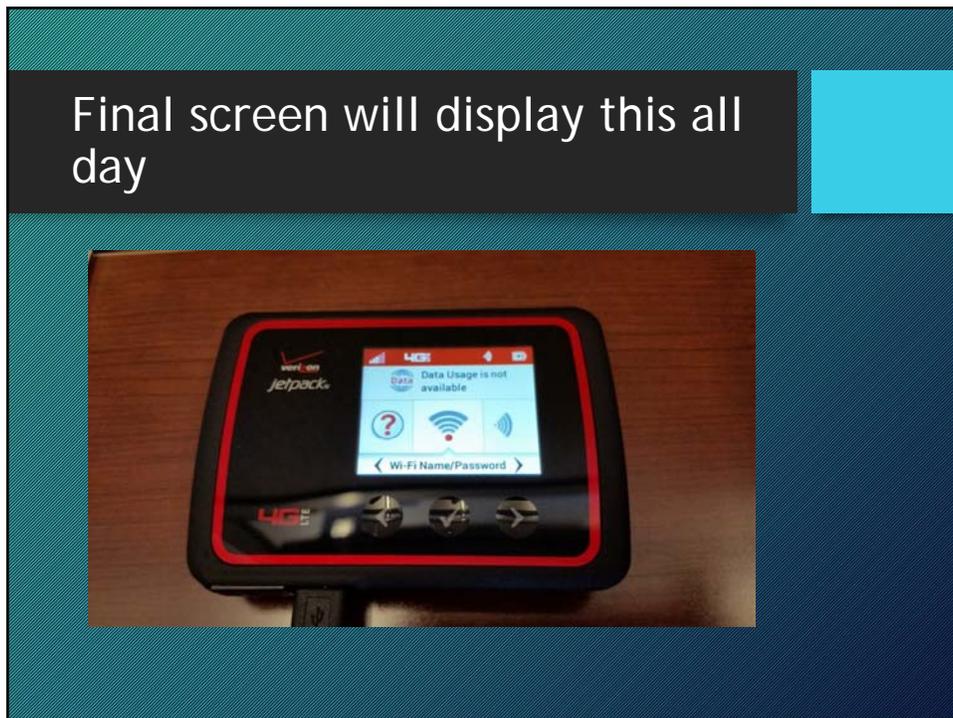
25



26



27



28

Place all
ePollbooks
on correct
table

Destination is on label



29

Open every
ePollbook case

- Cut zip tie connecting the zipper ends
- Unzip case and lay out flat



30

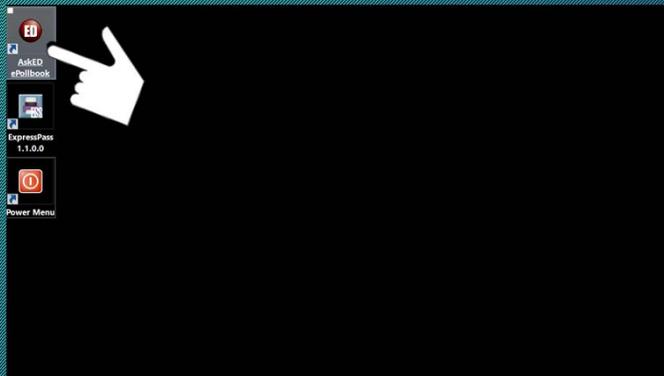
Power on ePollbook

- Lift cover of ePollbook
- Power button is on left corner on lid's exterior just below label
- Hold power button 4-5 seconds

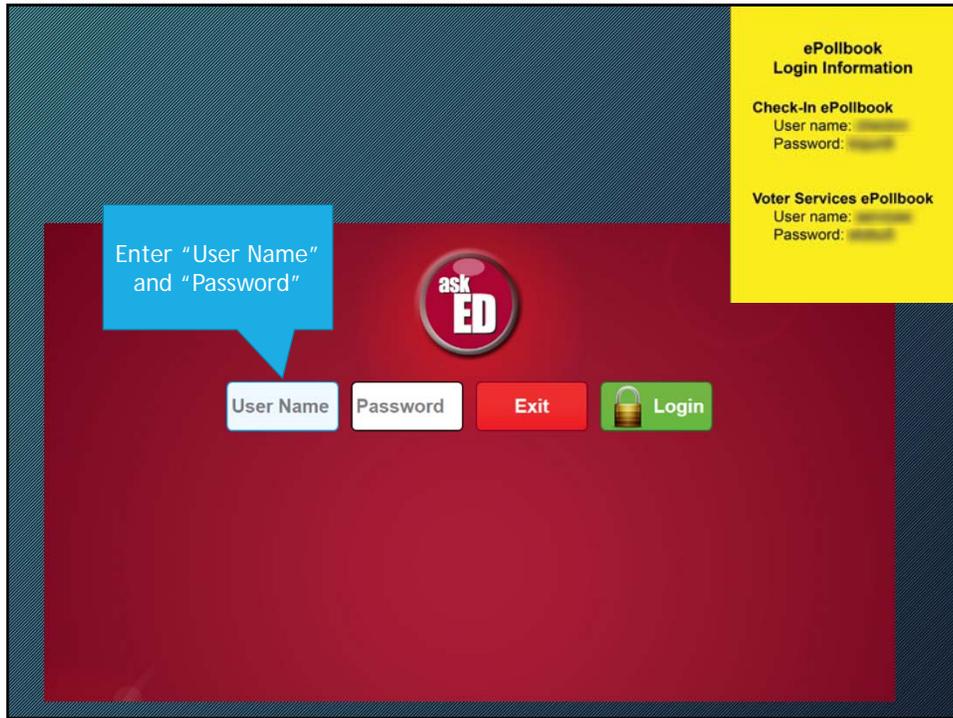


31

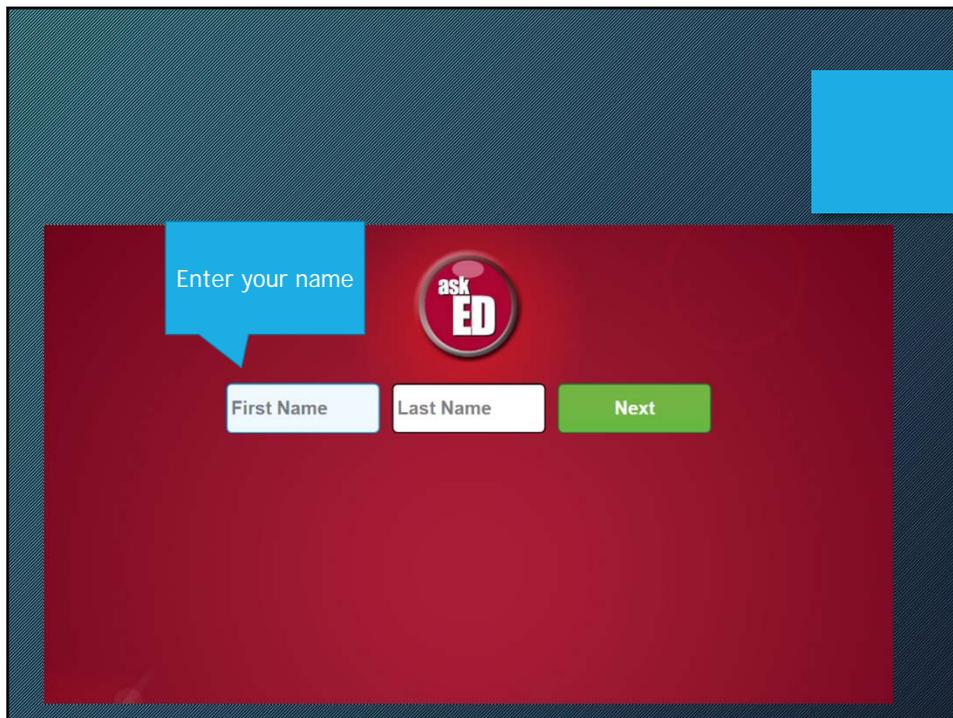
Select "AskEd ePollbook"



32



33



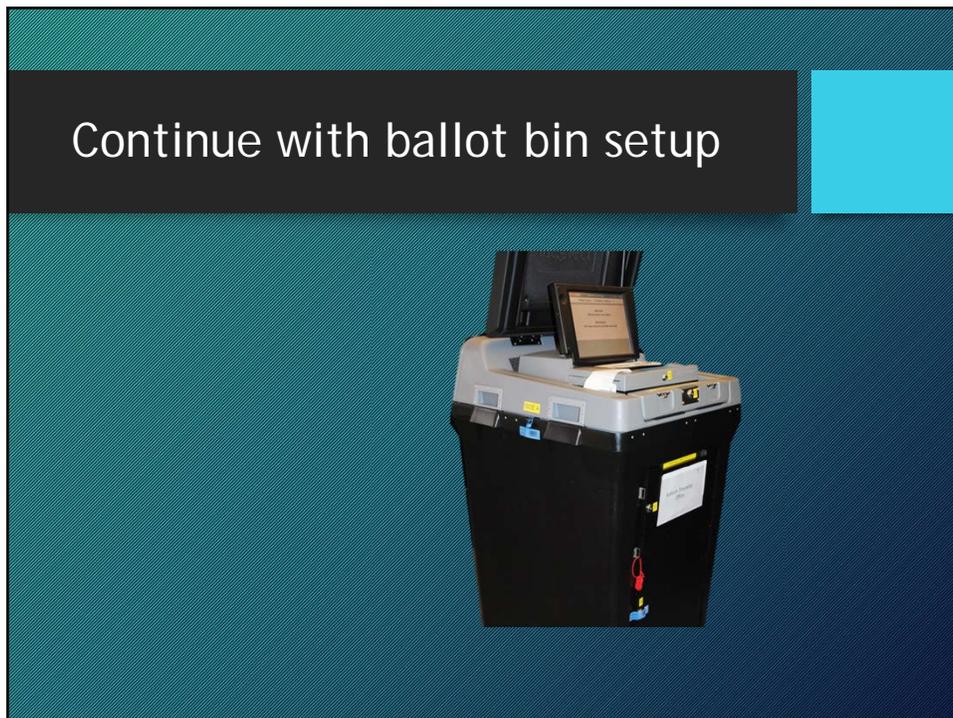
34

Stop at this screen

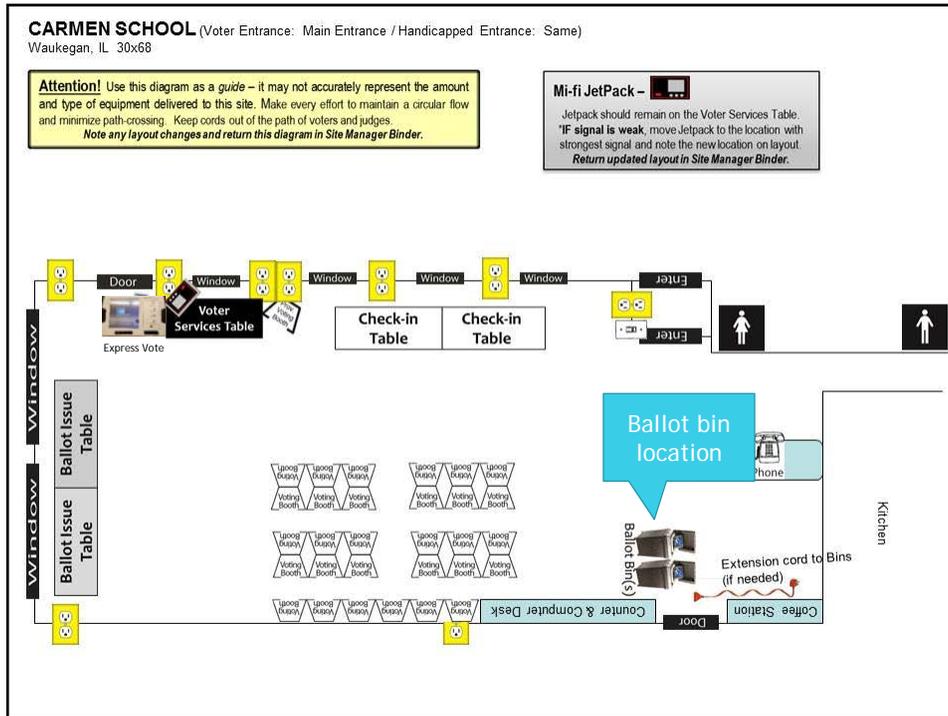


35

Continue with ballot bin setup



36



37

Ballot bin has two keys

- Silver**
Use on external ballot bin doors and flaps
- Black barrel**
Use on ballot counter
- Also used for ExpressVote terminal at Voter Services Table**

The image shows two keys on a red lanyard. One is a standard silver key, and the other is a black barrel key. These keys are used for the ballot bin and other equipment.

38

Confirm serial numbers

Compare serial numbers to ones recorded on gray security card

Side A
Side B



39

Back of ballot bin

Unlock #1 (door on rear side of ballot bin)

Lower door and leave open



40

Surge protector

- Take out power cord with surge protector attached
- Plug into power strip, extension cord, or outlet
- After polls close, return with surge protector attached to plug



41

On front of bin

- Use silver key to unlock #2
- Open bin cover latches
- Lift bin cover to complete upright position



42

Open ballot counter screen

- Use barrel key to unlock #3 on ballot counter
- Lift screen
- Ballot counter and screen will automatically turn on



43

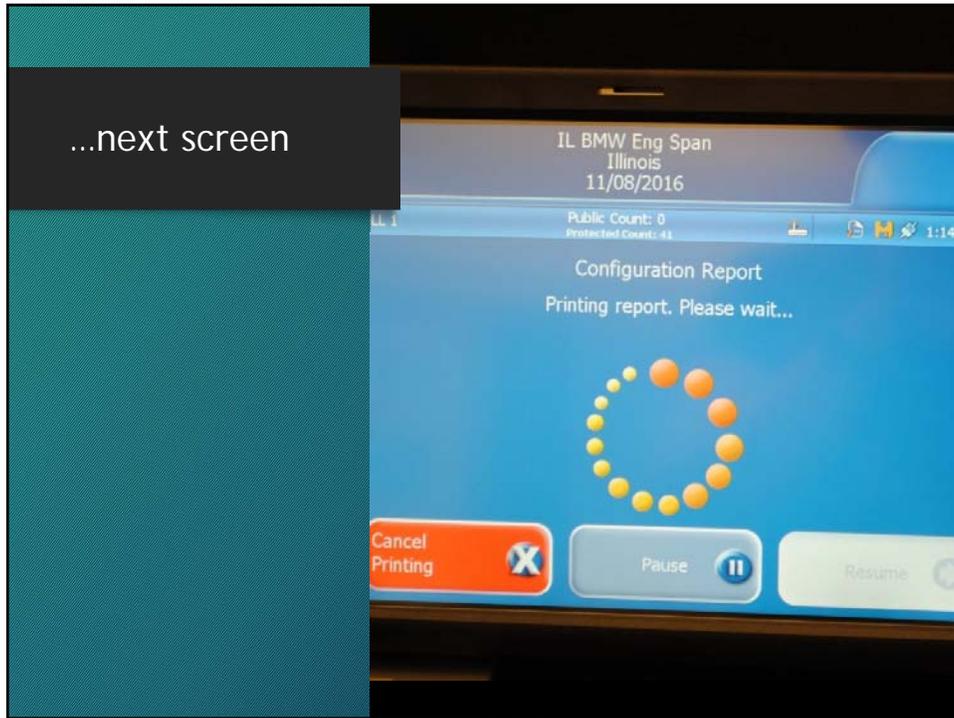
A large screen displaying the logo for ESS DS200(i). The logo consists of the letters 'ESS' in a blue square followed by 'DS200(i)' in white text. The screen is dark, and the logo is the primary focus.

ESS DS200(i)TM

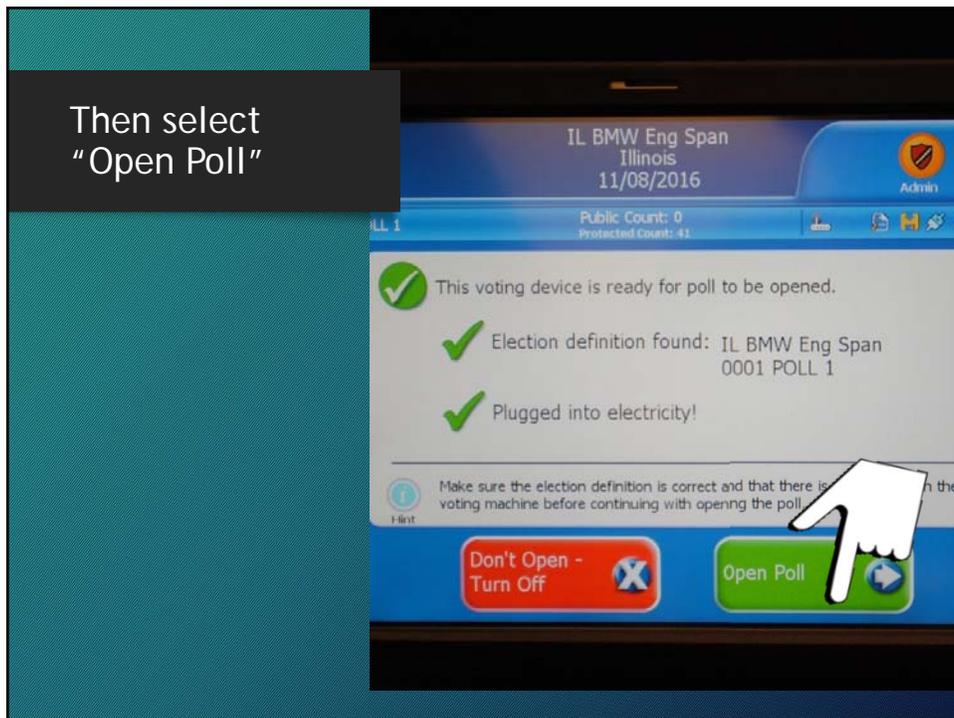
First screen

Logo screen will appear first when the ballot counter screen is lifted

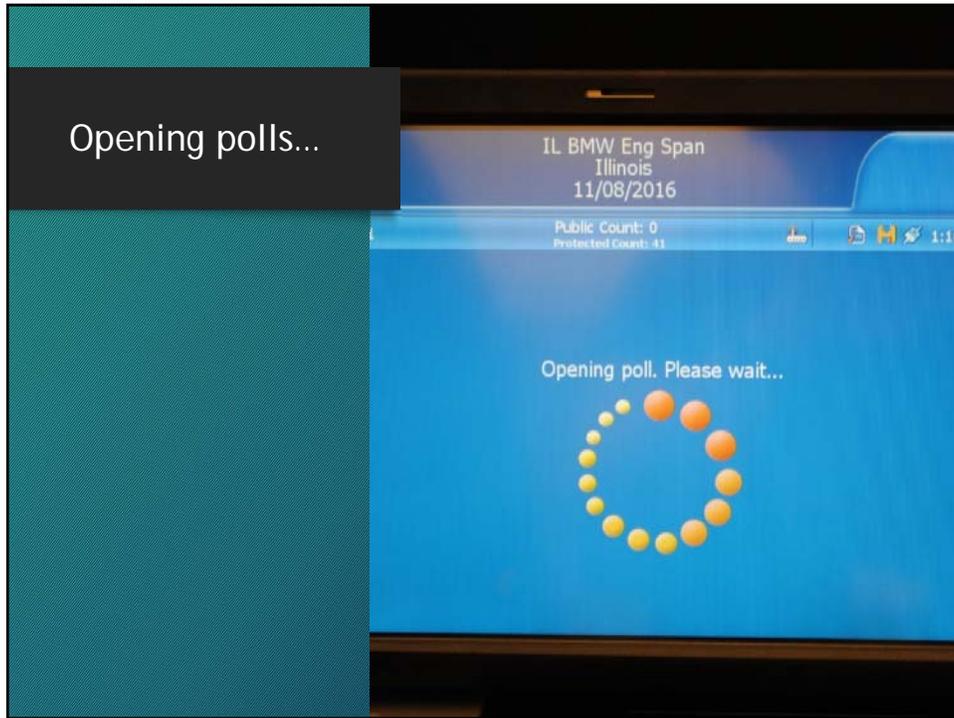
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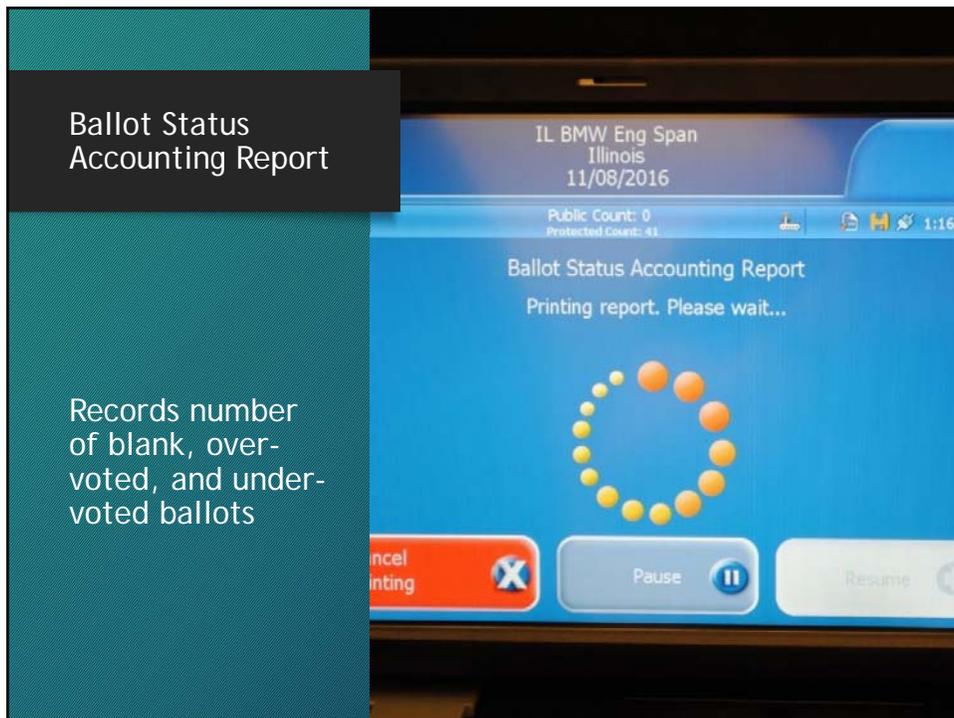
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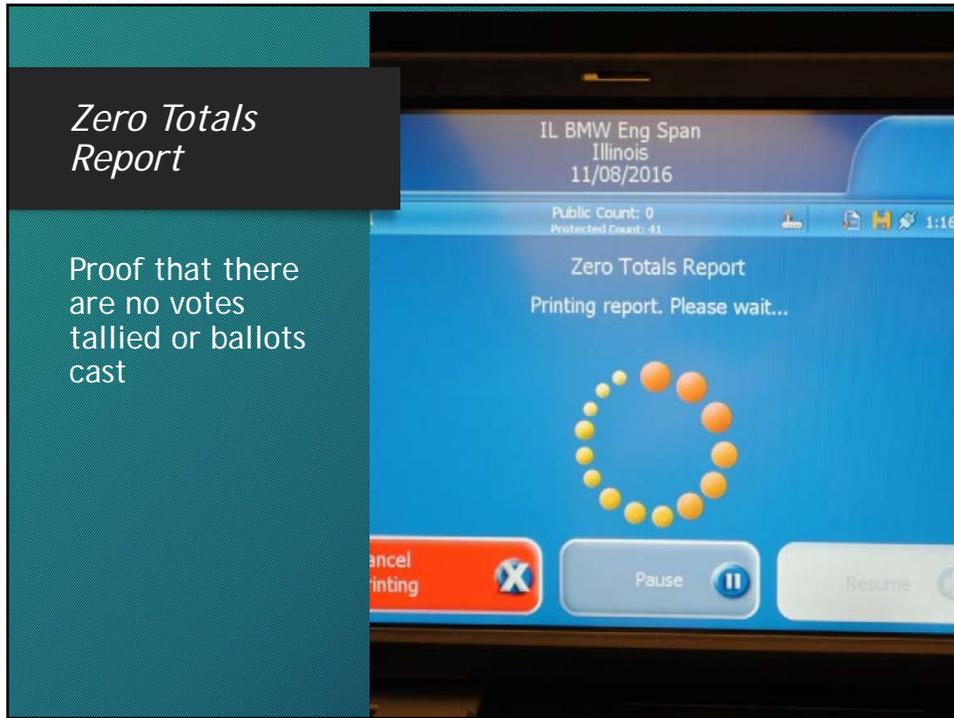
46



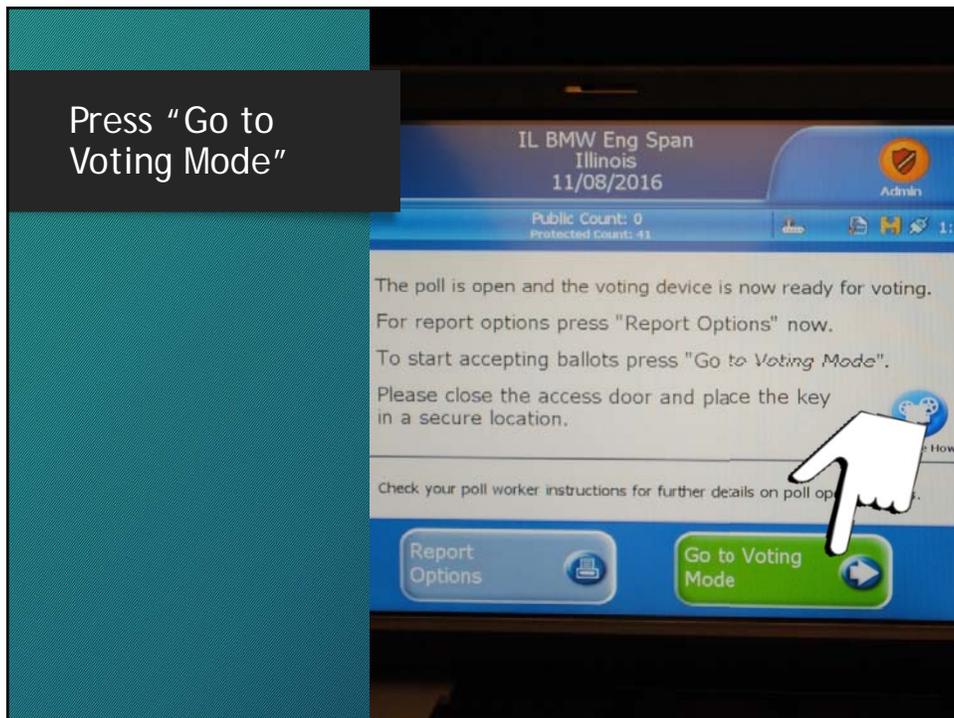
47



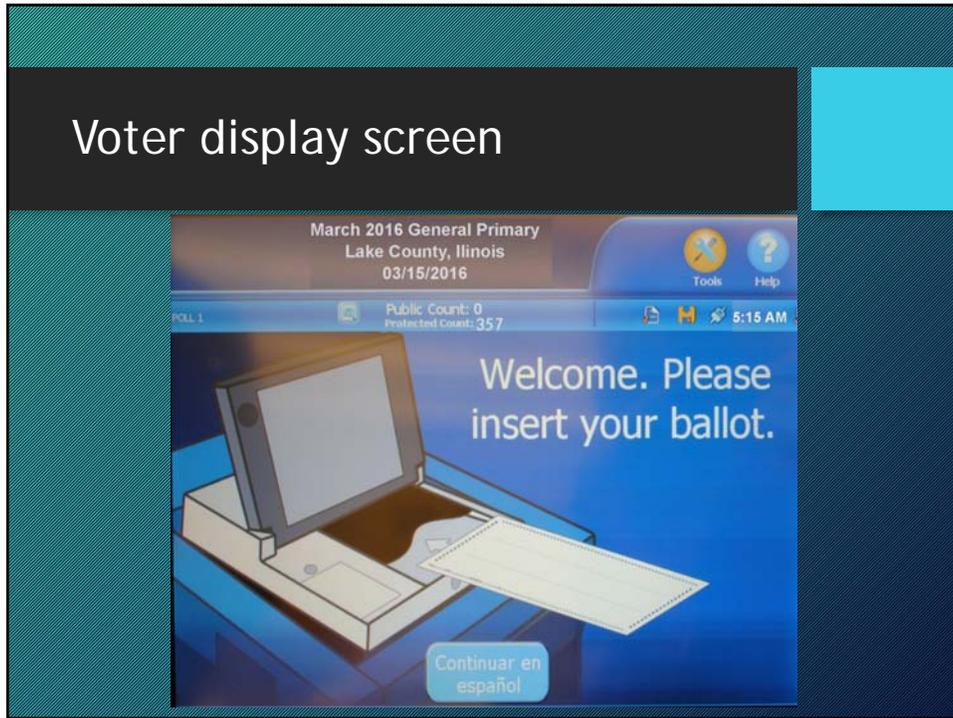
48



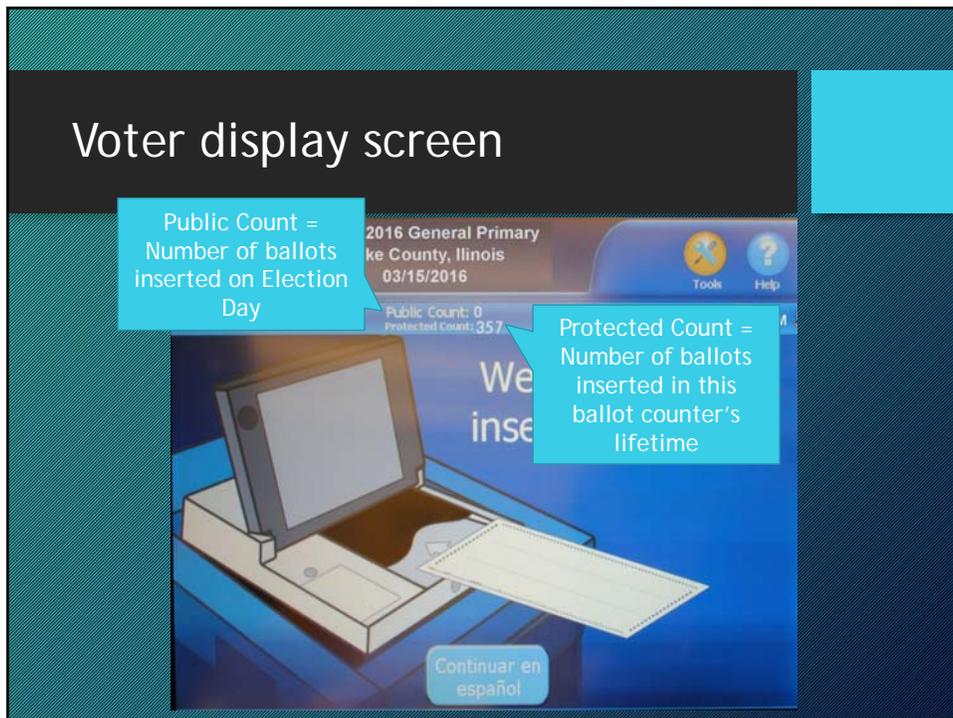
49



50



51



52

Zero Totals Report

- Automatically prints
- Print tapes for each ballot bin on election eve



53

Unlock #4

Open front access door with silver key



54

Compare specimen ballots to tape

Take a specimen ballot and find all offices, candidates, and public questions on the tape

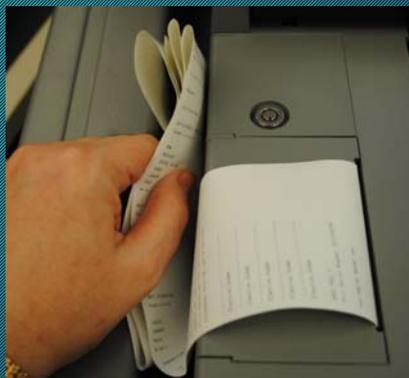
Then go to next ballot and do the same



55

Zero Totals Report

- Fold tape
- Place in case to left of ballot counter
- Do not cut or tear tape



56

Secure ballot bin for the night

- Do not turn off or unplug ballot bin
- Carefully lower ballot counter screen
- Lock #3
- Machine will beep for a few minutes before entering sleep mode



57

Secure ballot counter cover

- Lower cover
- Fasten latches
- Lock #2 with silver key



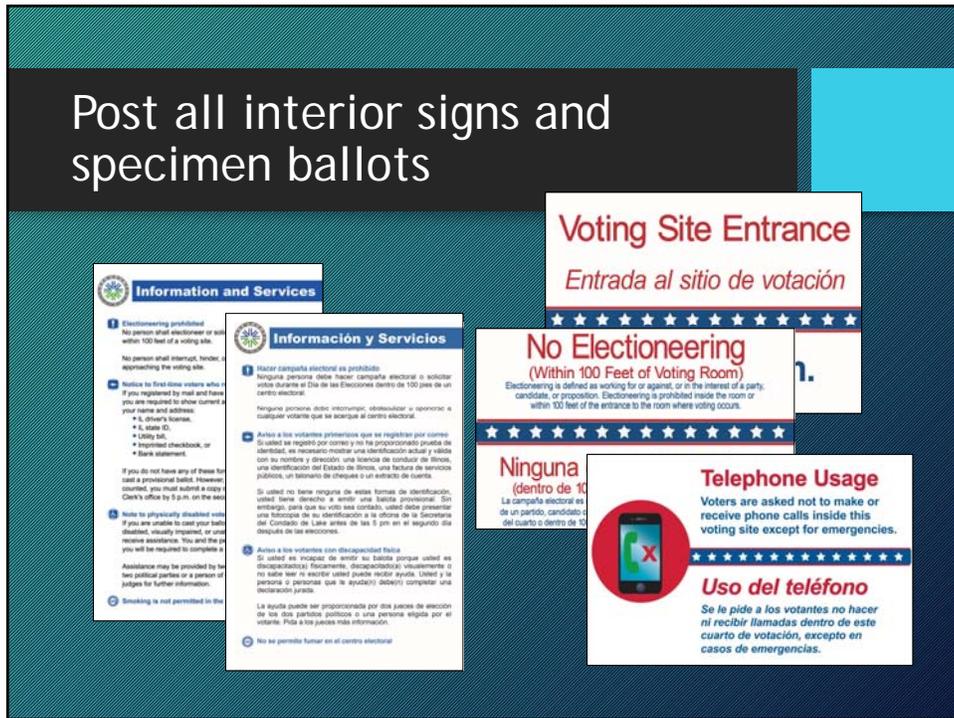
58



Distribute supplies

Place materials at appropriate tables

59



60

Security ties

- Remove ties from security materials pouch in Ballot Box Judge red bag
 - One tie for each of the ePollbooks
 - One tie to seal the bin door
- Record serial number on gray security card for the zip ties used to seal the bins
- Place card in security materials pouch

SECURITY MATERIALS CARD For Office Use Only
\$ 1

Carmen School
333 334 Date: 11/19/20 Initials: JLH

Blue tie A # 1149057
Blue tie B # 1149058
White tie on lock #

After Close on Polls:

1. Unlock memory stick compartment with barrel key
2. Press 'CLOSE POLLS' button
3. Work through screens for results to print and transmit
4. Using scissors, cut wire and remove memory stick
5. Place wire and memory stick in security materials pouch
6. Place pouch in BBJ red bag after completing the ballot box closing procedures

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Ballot Box Judge red bag in ballot bin

- Place scissors aside for tomorrow morning
- Place keys in pouch
- Pouch inside Ballot Box Judge red bag
- Place Ballot Box Judge red bag inside ballot bin



62

Bin's front access door

- Close front access door
- Secure metal loops with white security tie
- #4 will not be locked as keys are inside the bin



63

Properly power off each ePollbook - leave jetpack ON

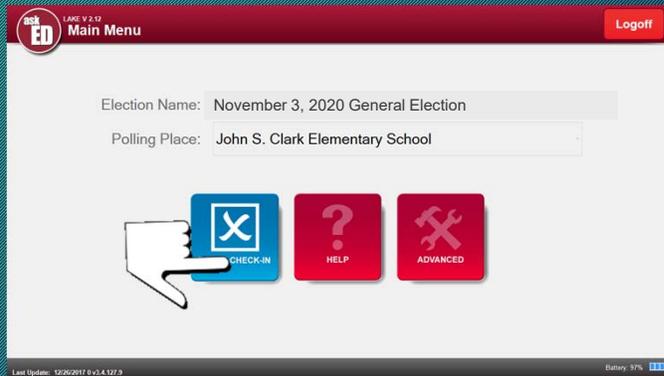
- In case the VSJ is not there:
- Properly power down each ePollbook
 - Go to Voter Check-In
 - Select the Power Icon
 - Select Power Off
 - Answer "Yes" to pop up
- Once unit is powered off - zip closed and seal with zip tie

64

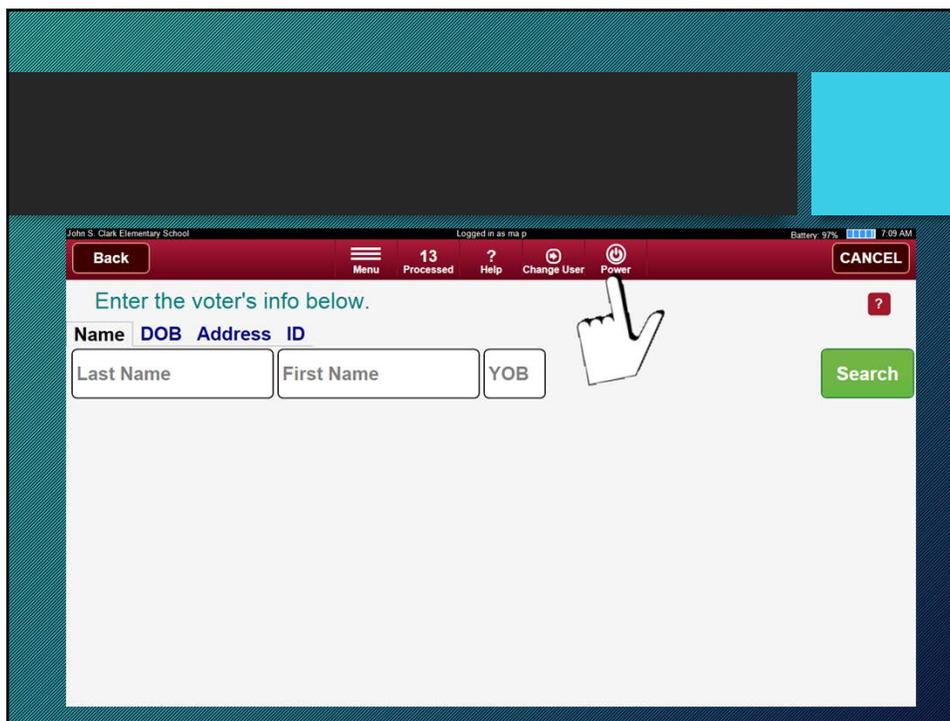
If Voter Services Judge not present

65

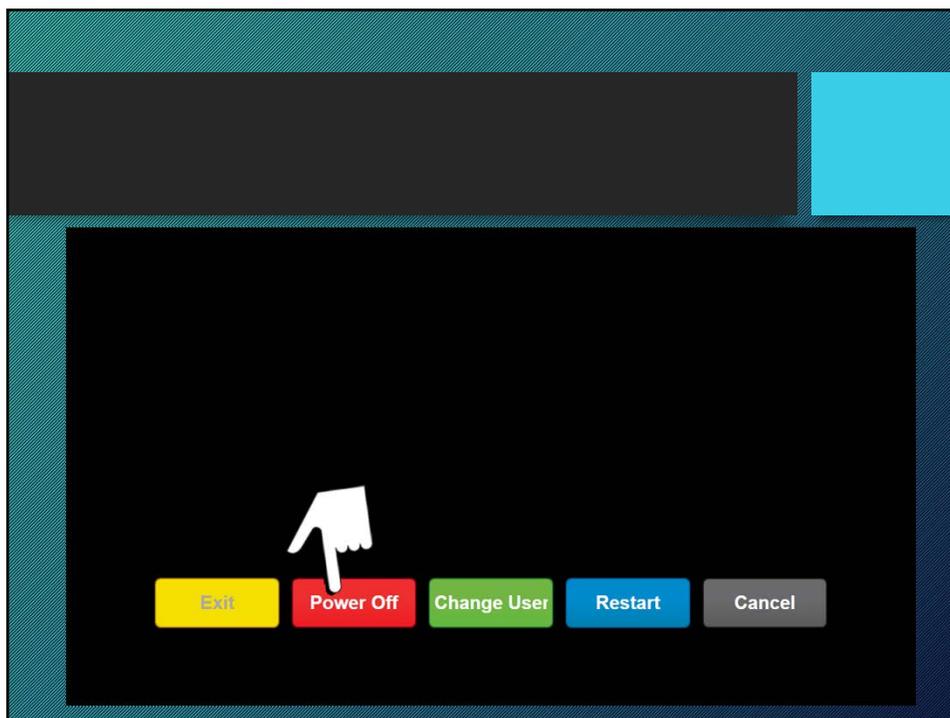
Power down and secure ePollbooks



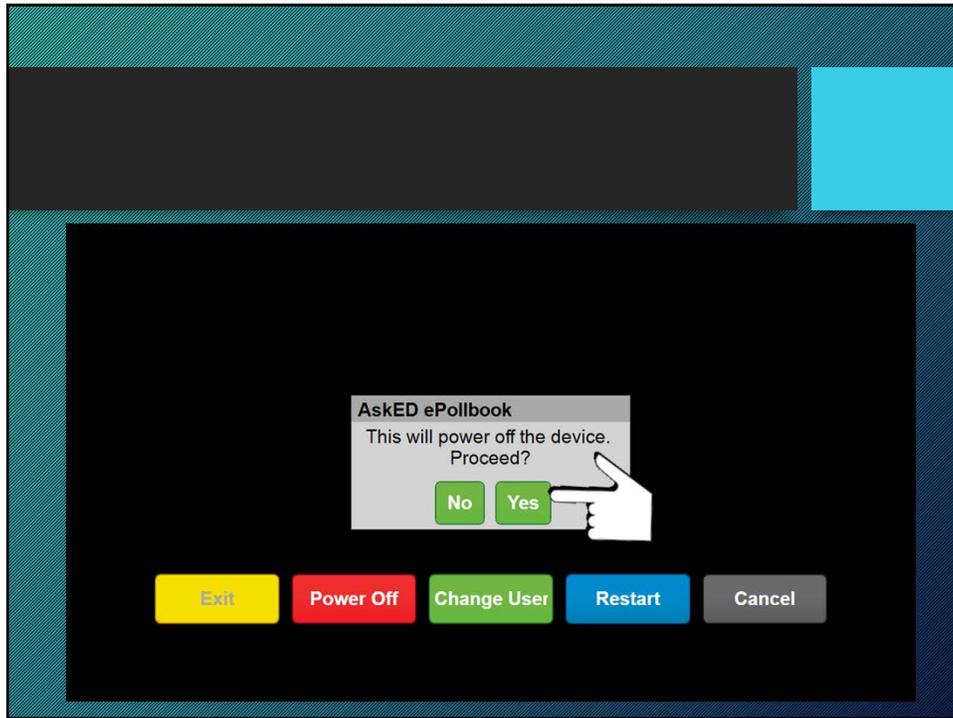
66



67

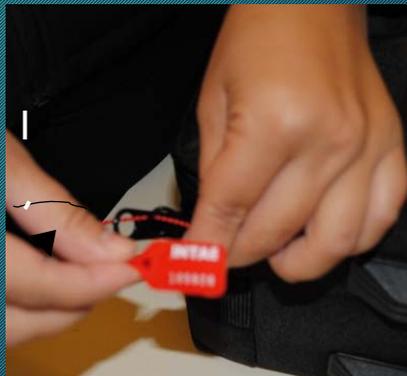


68

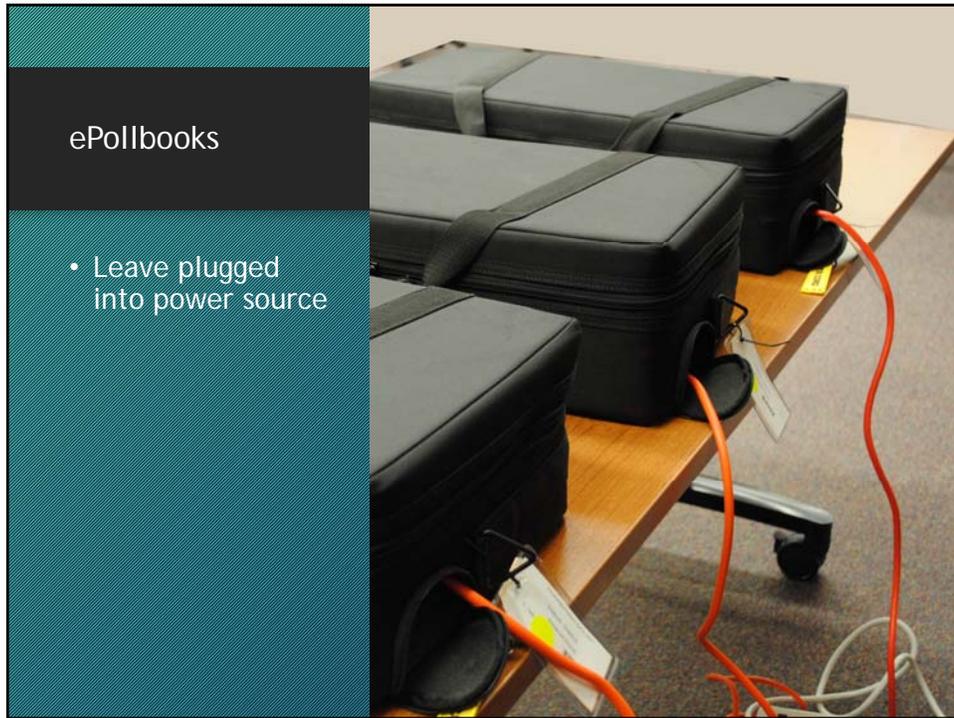


69

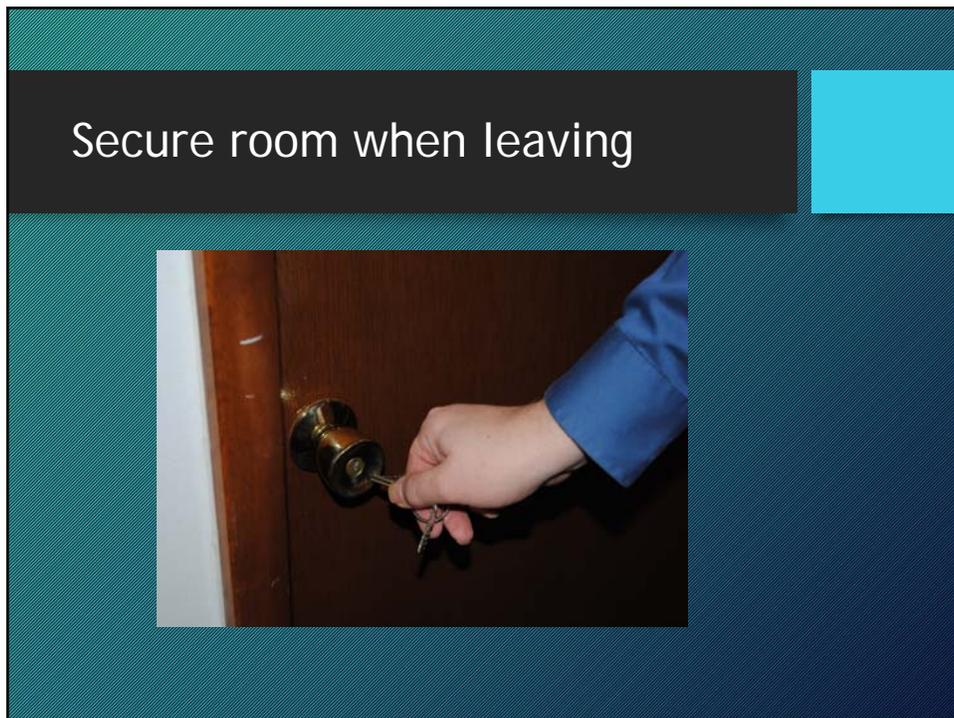
Re-seal each ePollbook with a security tie



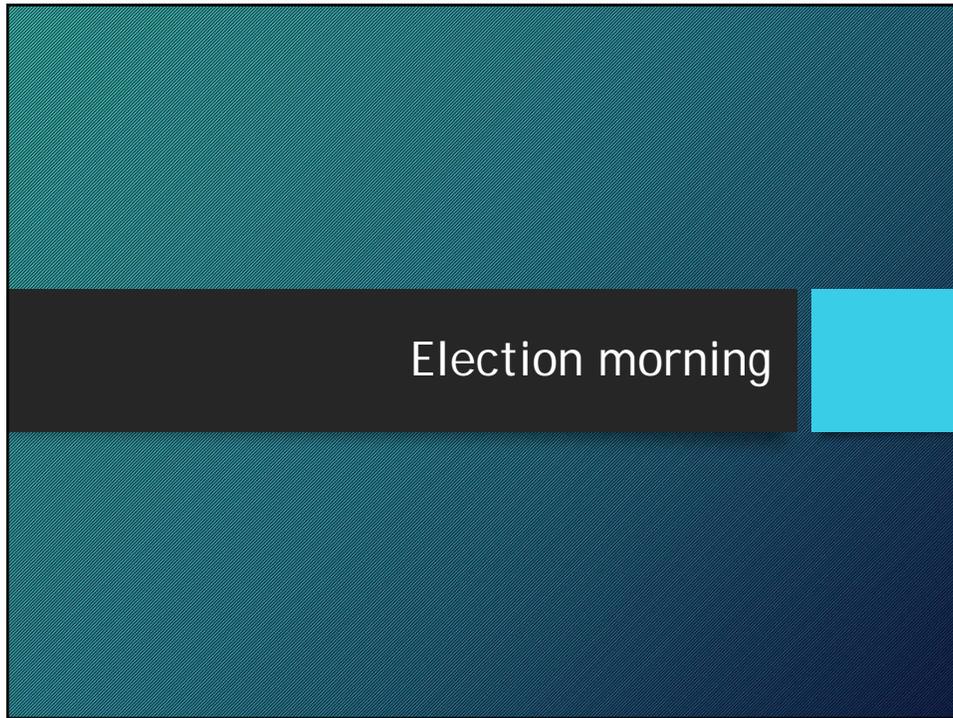
70



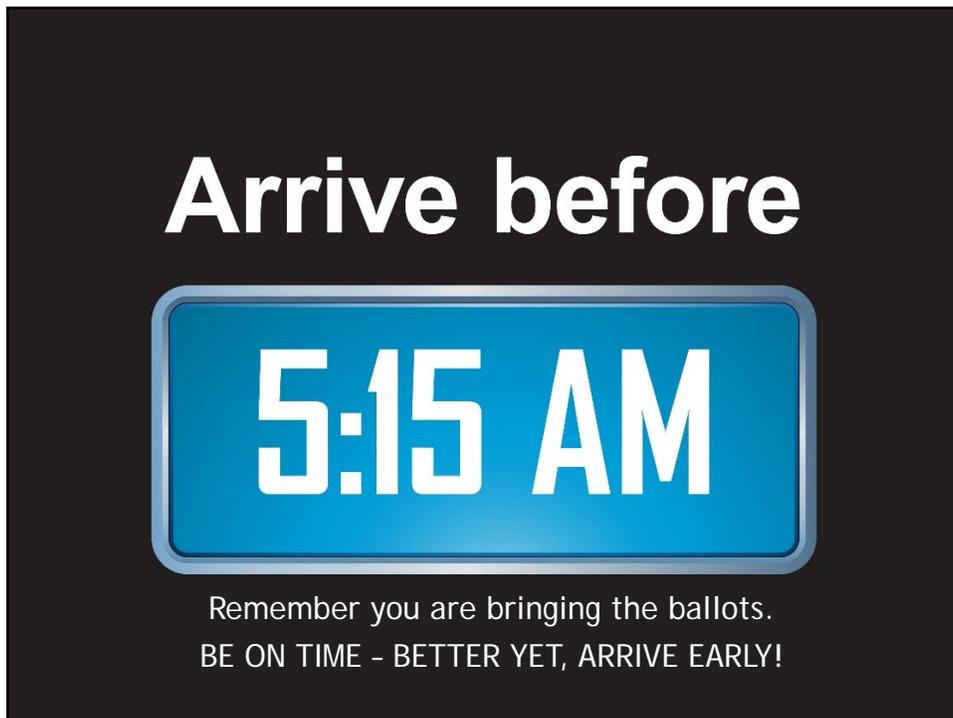
71



72



73



74

Follow checklist

18. Clean door and remove supplies packed inside. Place red bag inside ballot bin.



19. Secure front access door by closing and latching, while the through metal keypad. #4 will not be locked as long as inside the bin.



Additional setup

20. Setup the tables and benches as shown on the seating site layout diagram.

21. Deliver supplies removed from inside ballot bin to designated tables to include supply trays, envelopes, chrome wheels, sets of ballot bags, and bags.

22. Place #Pillbox as designated by tag on handles.

23. Using marking tape, cover cameras located on wall and entrance.

24. Place interior voting site and internally mounted signs.

25. Secure facility and turn out lights or adjust building's security when leaving.

BEFORE POLLS OPEN AT 8:15 AM

1. Deliver white ballot transfer cases to Ballot Room. Table and provisional ballot cases to voter services table.

2. Distribute coding and ballot transfer cases to the appropriate tables.

3. Lockdown access that were set aside last night and cut off when the hour #4. Remove and open #5's red bag and locate security materials pouch. Verify number on security for matches given card. Place browser onto the receivers and give card to pouch.



4. Retrieve keys from security materials pouch.

5. Open all judge receivers, open front access door and adjust #6's to lockbin bin and emergency kit are ESBPT, LOCK #4 and #5.

6. Remove front access door by inserting red key through metal keypad.



7. Unlock #2, open ballbin, and open bin cover. Check #3 and open ballot transfer screens. Confirm lock for #2 is locked down for the case and #3 are not unlocked ballot reception.



8. Display will light through bag, election loading, and configuration screens. Configuration report will print again. On loading screen, press "Don't Close" (help button) "Instance screen will display and confirm display screen to view."

9. Locked case report. Together #6's and one Check in Judge verify have all "check" "I" votes for each precinct.

10. Ballp judge sign bags. DO NOT CUT TAPE.

11. Remove sign bags and place in roll of ballot bags.



12. Place bags in security pouch. Return pouch to BBJ red bag and close in safe location while voting is open.

13. Using Environmental Zone Monitoring System, determine placement of "No Electromagnetic Zone" cone and sign.

14. Place interior "Vote Here" signs in they are visible from the street.

15. Take oath administered by Site Manager and sign affirmation form. Complete name tag and bracelet.

16. At 8 a.m., announce the polls are open after the voters to enter.

PROCESSING VOTERS THROUGHOUT THE DAY

1. Stand 1 foot from voter in minimum safety zone. All other operations, verify correct ballot is selected by judge. If unable, ask voter to adjust ballot within the privacy screen. Request voter to remove ballot from privacy screen before receiving ballot receipt.

2. Approach ballot bin only if ballot counter helps or voter requests assistance. For one voter, voter presses "Cast Ballot" or "Don't Cast Ballot" button. If "Cast Ballot" is chosen, ballot will be validated and placed into the ballot bin. When "Don't Cast Ballot" is chosen, voter must be sent to Voter Services Judge to cast the ballot.

3. Return pen and privacy screen to Ballot issue table.

4. Check voting machine requires for language, hardware, jams, and delay marks.

5. Assure that no assistance is given in a voting booth, unless voter qualified (physical or unable to read) and request #Pillbox is completed.

6. Offer an English or Spanish voting sticker as voter leaves the building.

7. At 8:30 a.m., announce polls will close in one half hour.

75

Distribute supplies

Check-In Table & Voter Services

- Black Rolling Case

Ballot Issue Table

- Red Rolling Case
- White Ballot Transfer Cases

Voter Services Table

- White Provisional Ballot Transfer Case



76

Ballot bin preparation

With scissors set aside last night, cut white security tie on front access door

Open door and remove Ballot Box Judge Red Bag

Verify tie's serial number matches one on gray security card

Place tie in pouch



77

Open bin

- Retrieve keys from security pouch
- Unlock #5



78

Verify bin is empty

- Open front access and emergency slot doors
- With all judges present, confirm both are empty



79

Are you sure?

- Be sure it is empty
- Every election something is locked in the bin
- Let's make this the first election not to do this



80

Secure door

Lock #4 and #5
Remove red tie from security materials pouch
Secure front access door by inserting red tie through metal loops



81

Open lid and lift screen

Unlock #2
Lift bin cover to upright position
Unlock #3
Confirm that the lock tab is turned into the case
Raise ballot counter screen



82

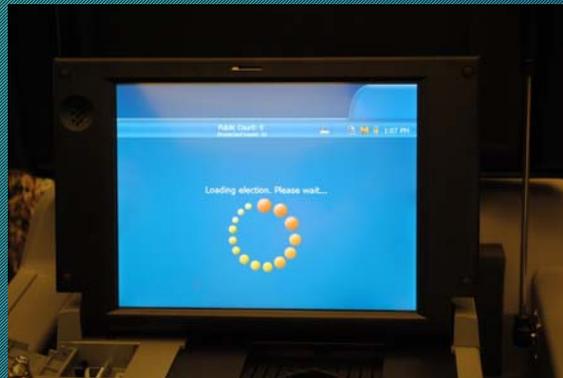
First screen

Logo screen will appear first when the ballot counter screen is lifted



83

Ballot counter boot-up



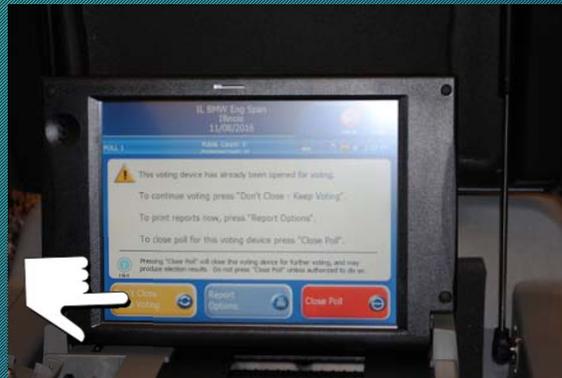
84

A configuration report will print

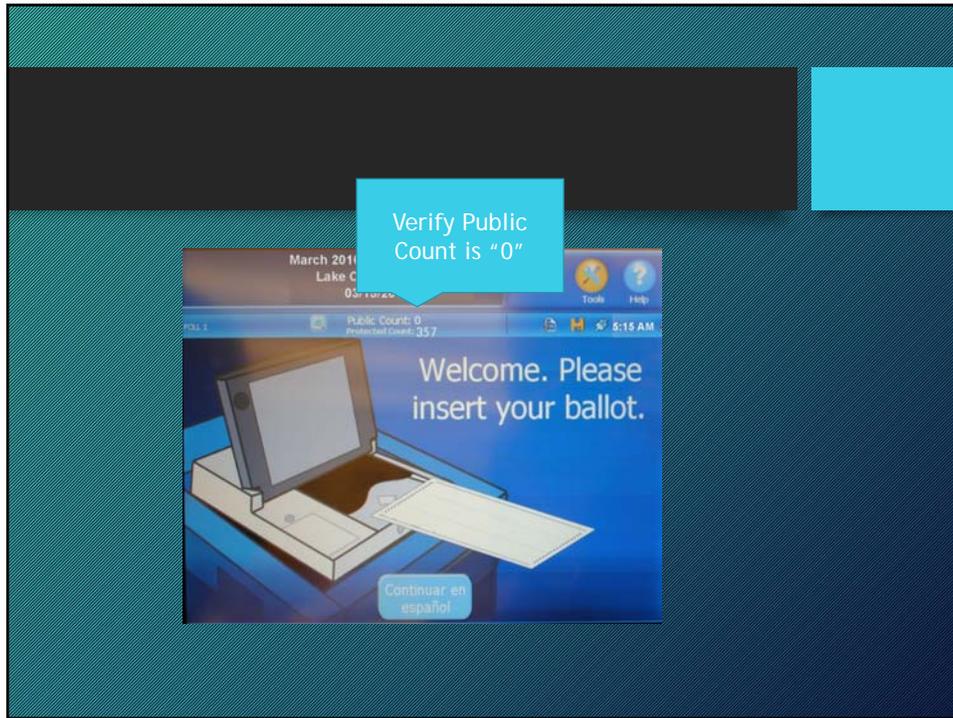


85

Press "Don't Close-Keep Voting"



86



87

Unfold *Zero Totals Report* tape

Confirm tape still reads "0" votes for each precinct

BBJ and Check-In Judges sign once at the bottom of the report

Total Votes	0
WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE 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.	
<i>Abby A. Adams</i>	
ELECTION JUDGE	
<i>Leonard Akers</i>	
ELECTION JUDGE	

88

Replace tape

Refold tape and place to left of ballot counter



89

Secure keys during the day

Give keys to Voter Services Judge to turn on ExpressVote terminal

Place keys in security materials pouch

Return pouch to Ballot Box Judge Red Bag

Store bag in safe place while the polls are open



90

Measure and mark 100 ft. electioneering zone



91

Churches and private schools



92

Place outside

Close to street so voters can see



93

Make an announcement

Open the doors to the voting site

Polls open at

6:00 AM

94

Review processing voter steps on checklist



95

JUDGE TIME CARD ISSUED BY LAKE COUNTY CLERK, ROBIN M. O'CONNOR

Consolidated 4/2/2019

Site Manager _____ Check-In Table Judge X
 Assigned Ballot Box Judge _____ Ballot Issue Table Judge _____
 Assigned Voter Services Judge _____ Nursing Home Judge (Prior to Election Day) _____

If you served in some other capacity, please state the job performed below.
 Description of Duty: _____

NAME AND ADDRESS
 Mark A Ballot
 123 COUNTY ST
 WALKERGAN, IL 60065

JUDGE'S SIGNATURE *Mark A. Ballot*

Elizabeth
 Election Judge
 Beach Park Village Hall

All judges complete timecards and name badges

96

Remember...

Ballot Box Judge stands 4 feet from bin

Do not place yellow tape on floor as some locations claim it damages the floor

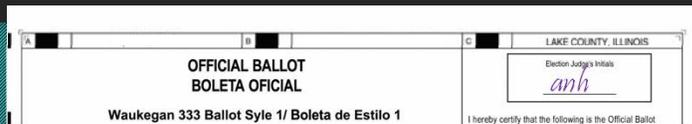
Approach ballot bin ONLY if counter beeps

OR
Voter asks for assistance



97

Verify ballot is initialed



PLACE VOTED BALLOT IN THIS SLEEVE.

JUDGE MUST SEE INITIALS ON BALLOT.

Remove ballot from sleeve
before inserting in tabulator.

If you make a mistake, return your ballot

98

Initials on print on demand ballot

YMB

**PLACE VOTED BALLOT IN THIS SLEEVE.
JUDGE MUST SEE INITIALS ON BALLOT.**

Remove ballot from sleeve
before inserting in tabulator.

If you make a mistake, return your ballot

99

Privacy sleeve

To avoid ballot jams, instruct voter to remove ballot from privacy sleeve before placing in the bin



100

As ballot is cast....



101

Ballot counted



102

Throughout the day

-  Retrieve pens and privacy sleeves
-  Return them to Ballot Issue Table
-  Periodically check booths for campaign literature

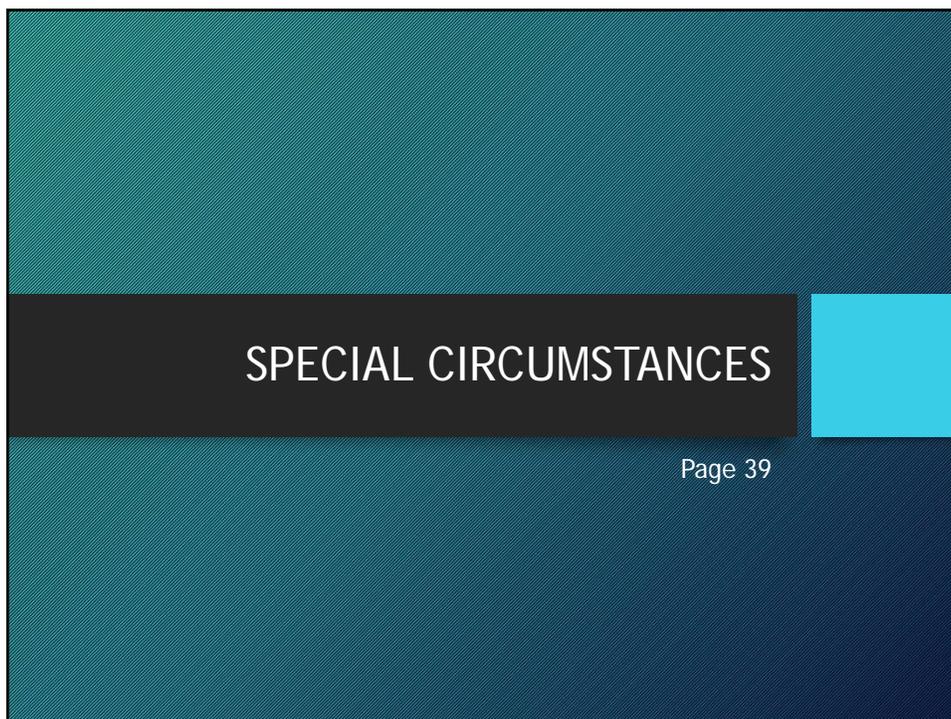
103

Offer sticker

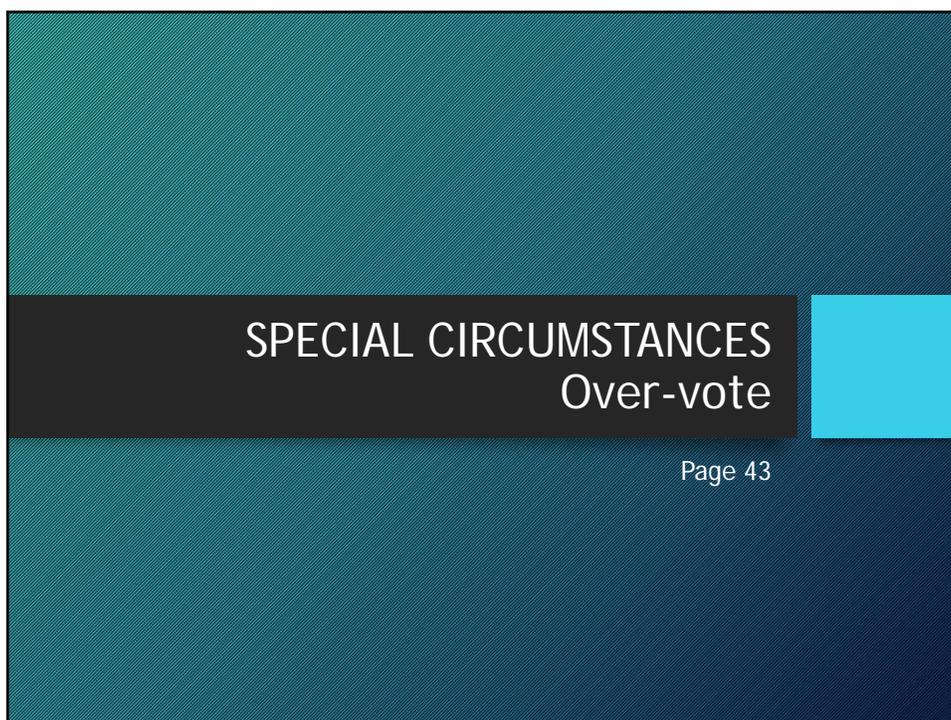
Only as voter leaves the building
Do not provide to children until leaving the voting room
Make sure no papers are on the floor



104



105



106

Over-vote

- Explain over-vote only affects the race(s) over-voted
- Voter ok with over-vote
 - Select "Cast Ballot" on screen
 - Ballot will be deposited in bin
 - Over-voted race(s) not counted - All other races are counted
- Voter wants to correct over-vote
 - Select "Do Not Cast Ballot" on screen
 - Ballot is returned to voter
 - Direct voter to the appropriate Check-In Judge to spoil ballot and receive new ballot (Voter Services Judge can still spoil ballots as well)

107

SPECIAL CIRCUMSTANCES Provisional ballots

Page 45

108

Provisional ballots

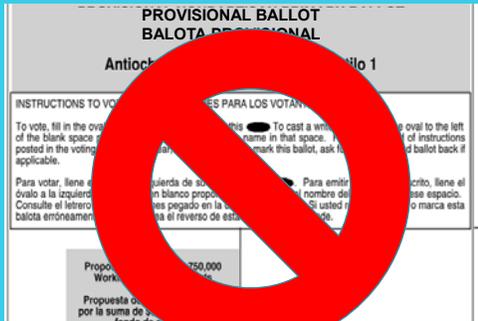
- Issued by Voter Services Judge
- Never initialed
- Has the word "Provisional" in heading
- Not to be cast in ballot bin
- Voter Services Judge secures in blue provisional ballot case



109

Remember...

Not in the ballot bin!



PROVISIONAL BALLOT
BALOTA PROVISIONAL

Antioch County Ballot 1

INSTRUCTIONS TO VOTERS **INSTRUCCIONES PARA LOS VOTANTES**

To vote, fill in the oval to the left of the blank space provided in the voting instructions posted in the voting area. To cast a write-in ballot, mark this ballot, ask for a blank ballot, and mark the ballot back if applicable.

Para votar, llene el óvalo a la izquierda del espacio en blanco proporcionado en las instrucciones de votación. Para emitir una papeleta de su propia mano, marque esta papeleta, solicite una papeleta en blanco y marque el reverso de esta papeleta en caso de que sea necesario.

Propuesta de un Fondo de Desarrollo de la Fuerza de Trabajo de 750,000 dólares

Propuesta de un Fondo de Desarrollo de la Fuerza de Trabajo de 750,000 dólares

110

SPECIAL CIRCUMSTANCES Power Interrupted

Page 43

111

Power interrupted or counter not working

Open emergency
ballot slot

Call Election Day
Hotline

Service will be
dispatched

If power failure,
ballot counter will
operate by battery
up to six hours



112

Opening emergency ballot slot

Unlock #5

Open emergency
ballot slot door



113

Lower flap



114

Close emergency ballot slot

Lock #5

Remove silver key



115

Voters insert ballot until bin is operable



116

When power is restored or counter replaced

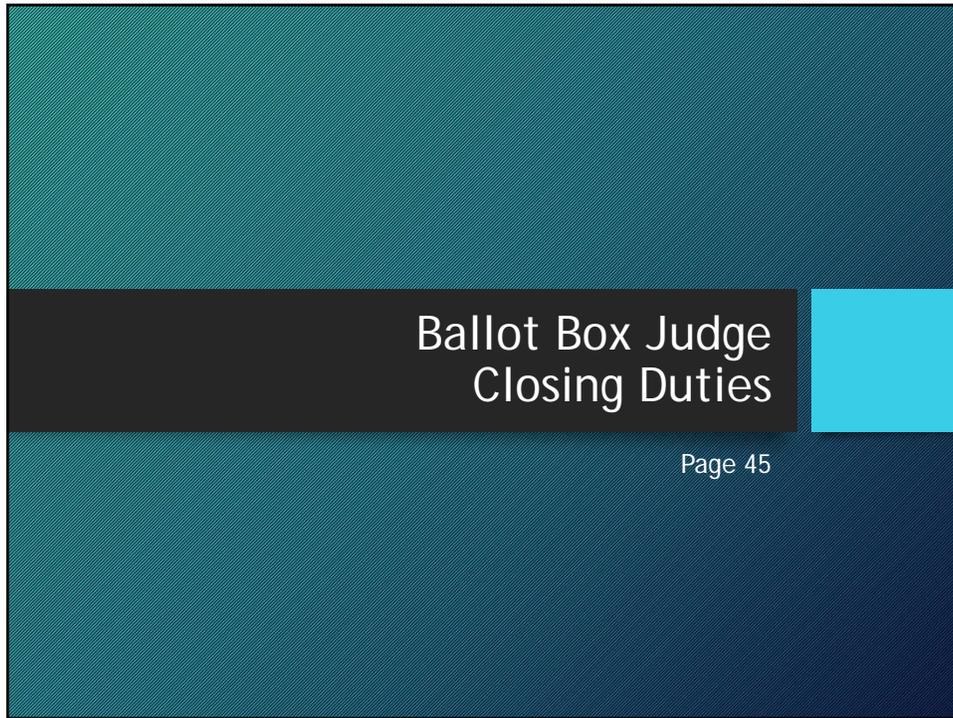
- When voter flow allows:
 - Unlock #5 with silver key
 - Remove ballots in emergency slot
 - Lift flap on slot and lock compartment
 - Cast ballots accepting any on-screen messages

117

SPECIAL CIRCUMSTANCES Ballot Jam

Will demonstrate during the certification process

118



119

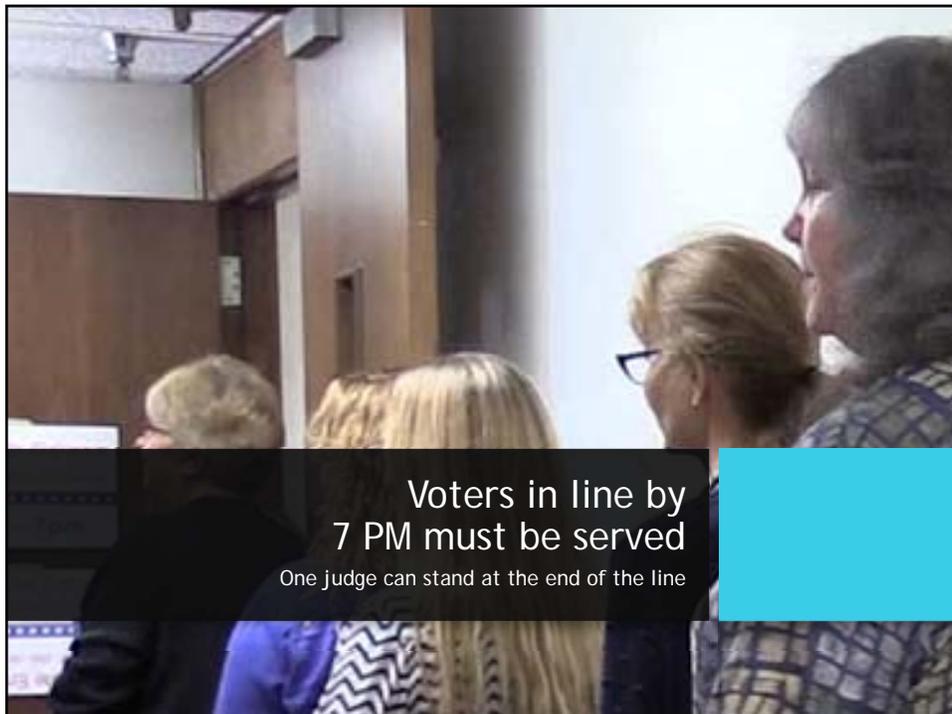


120

At 6:30 PM, prepare for closing

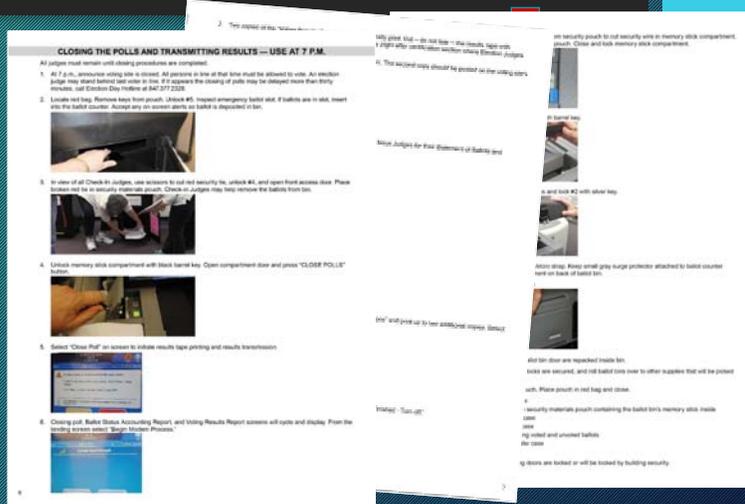
- Review checklist and procedures
- Announce polls close in 30 minutes
- Call Election Day Hotline if closing might be delayed more than 30 minutes

121



122

Follow checklist



123

Remove keys from pouch



124

Open emergency ballot door

Unlock #5

Inspect slot for ballots

If any present,
insert into ballot counter

Select "Cast Ballot" for
under- or over-vote alerts



125

Open front access door

With Check-In Judges
present, cut red security tie

Unlock #4

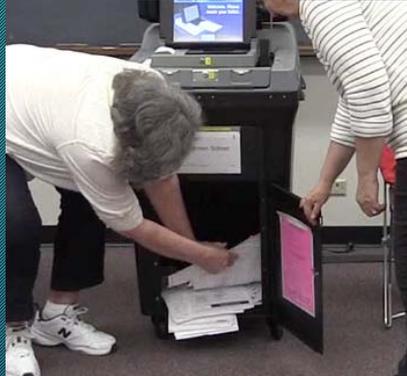
Place cut red tie in security
materials pouch



126

Remove voted ballots

Check-In Judges help empty bin and sort voted ballots



127

Close polls on ballot counter

Unlock memory compartment with barrel key

Lift open door



128

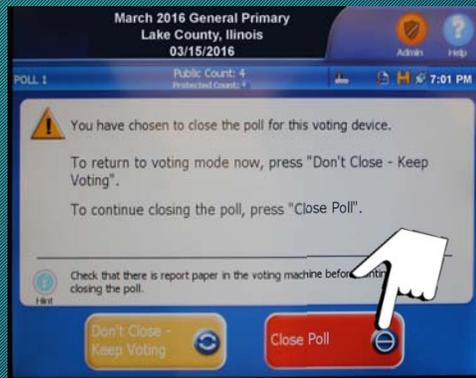
Press "Close Polls"

Initiates *Voting Results Report* tape printing and results transmission

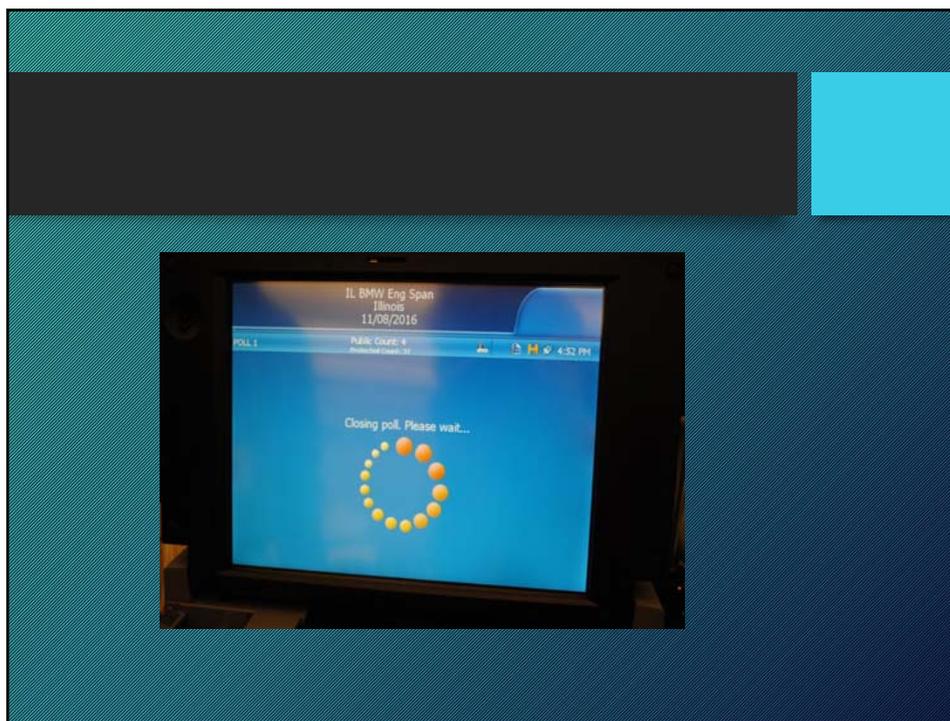


129

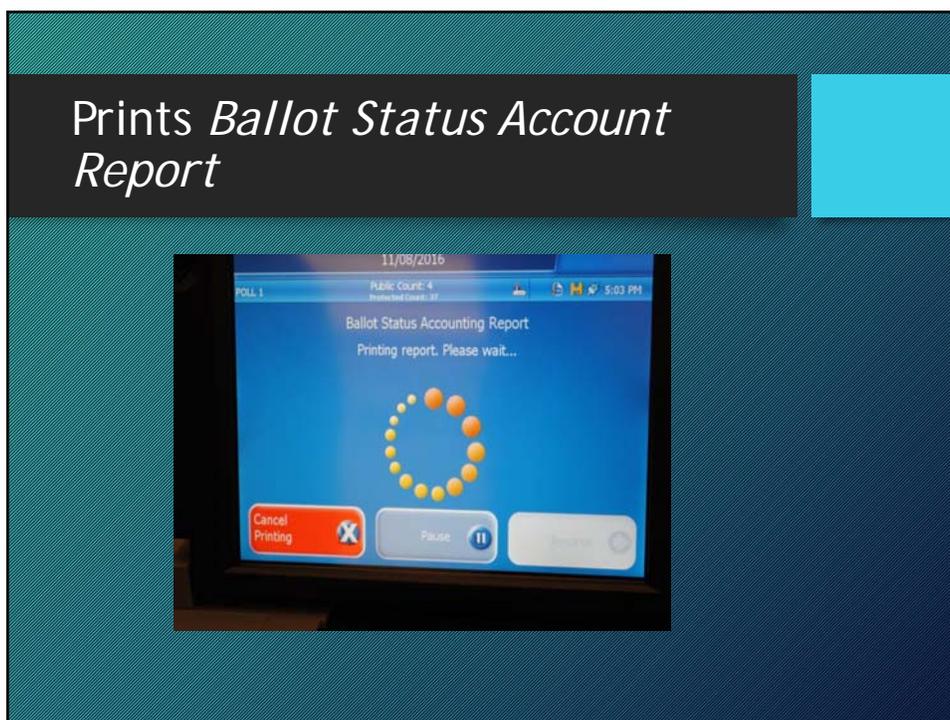
Select "Close Poll"



130

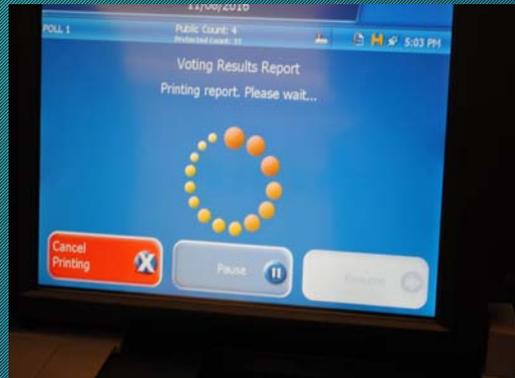


131



132

Prints two copies of the *Voting Results Report*

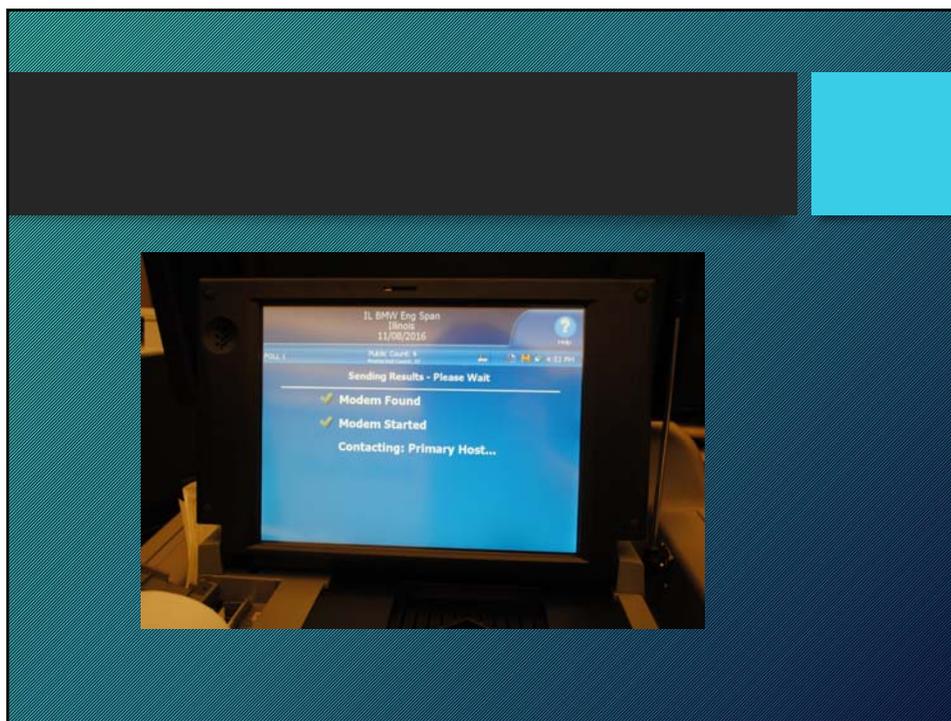


133

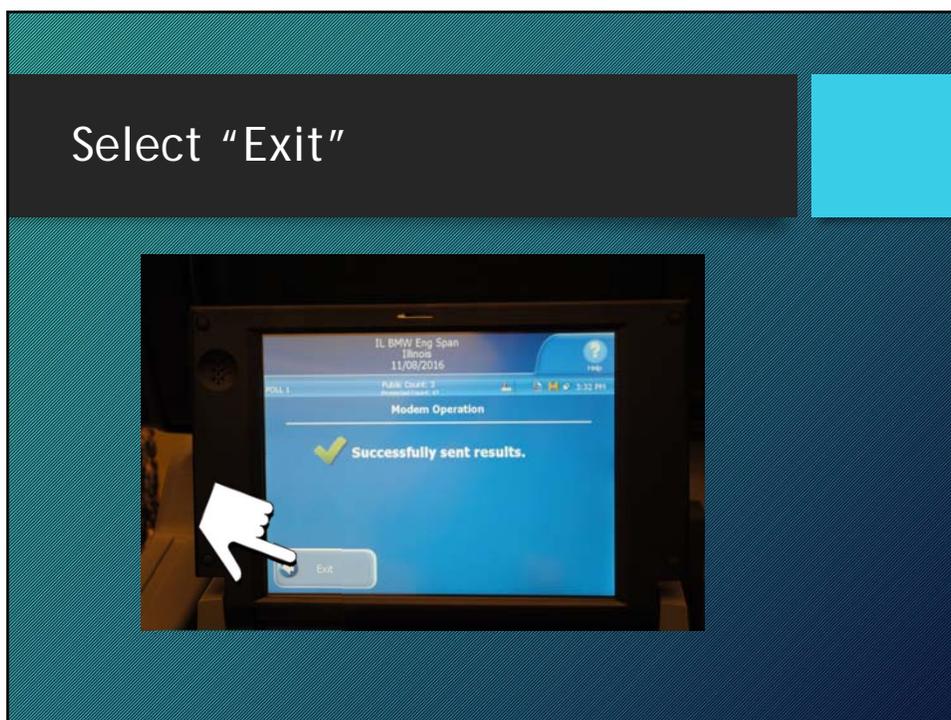
Select "Begin Modem Process"



134



135



136

Voting Results Report

Cut the tape between the 2 copies of the results (after the signature lines of the 1st copy). The 1st copy of the results (attached to several other reports) will be signed by the Check-In Judges.

What will be left attached to the machine will be one copy of the results. (This is the copy to be posted for the public.)



137

Voting Results Report

Have 5 Check-In Table Judges sign bottom of tape (Not after each precinct)

If less than 5 Check-In Judges, BBJs can also sign tape

04052011	
Consolidated - 04/05/2011	
0005 Common School 005	
Election Date: April 5, 2011	
Total Number Voting: 201	
Precinct Voting Report	
Waukegan 333	
Total Ballots	201
Ballots for Code 00005-01-01	201
City of Waukegan Mayor	
DEM-John Adams	153
REP-Hillary Jones	44
Susan Allen	2
Write In	1
Over Votes	1
Under Votes	0
Total Votes	201
WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE 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.	
ELECTION JUDGE _____	

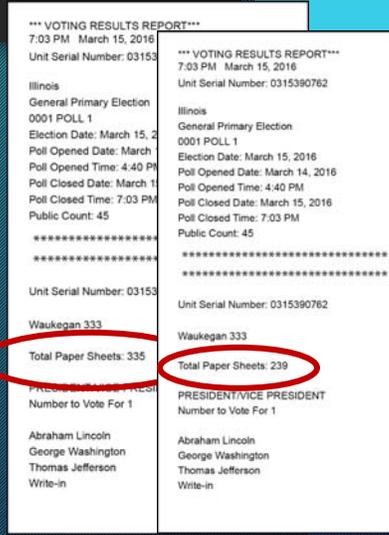
138

Voting Results Report

Collect "Total Paper Sheets" for each precinct from each ballot bin

Look just beneath double row of stars

Supply the "Total Paper Sheets" totals to Ballot Issue Judges to complete *Statement of Ballots*



139

Voting Results Report

Signed copy is folded and placed in security materials pouch



140

Post tape

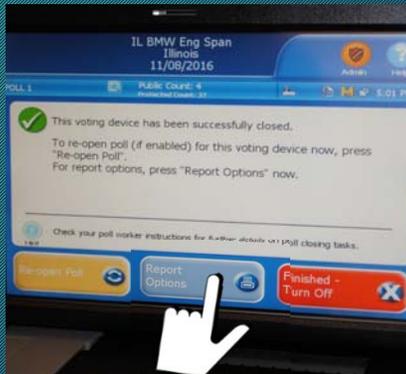
Unsigned copy is taped to the building's exterior door or window facing out so the public can clearly read it



141

If requested, print a report for pollwatchers

Select "Report Options" to print more reports



142

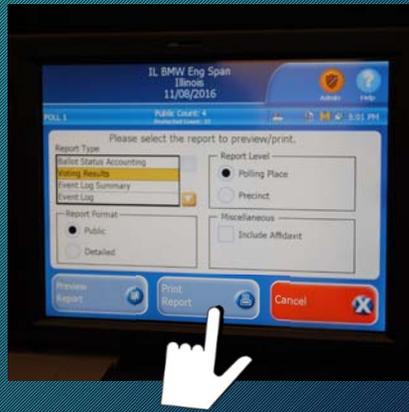
Select these options

Voting Results

Voting Site

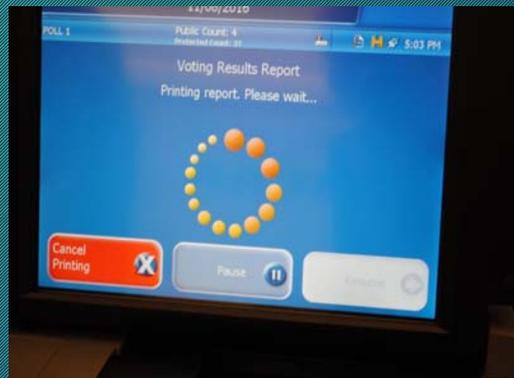
Public

Print Report



143

Third report will print



144

When finished printing, select
"Cancel"

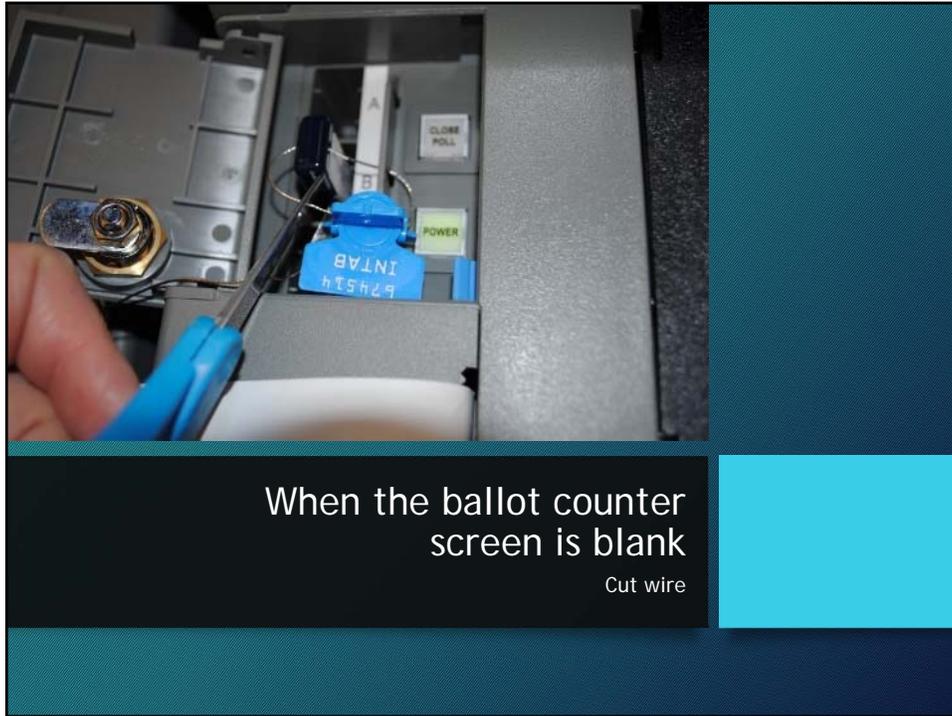


145

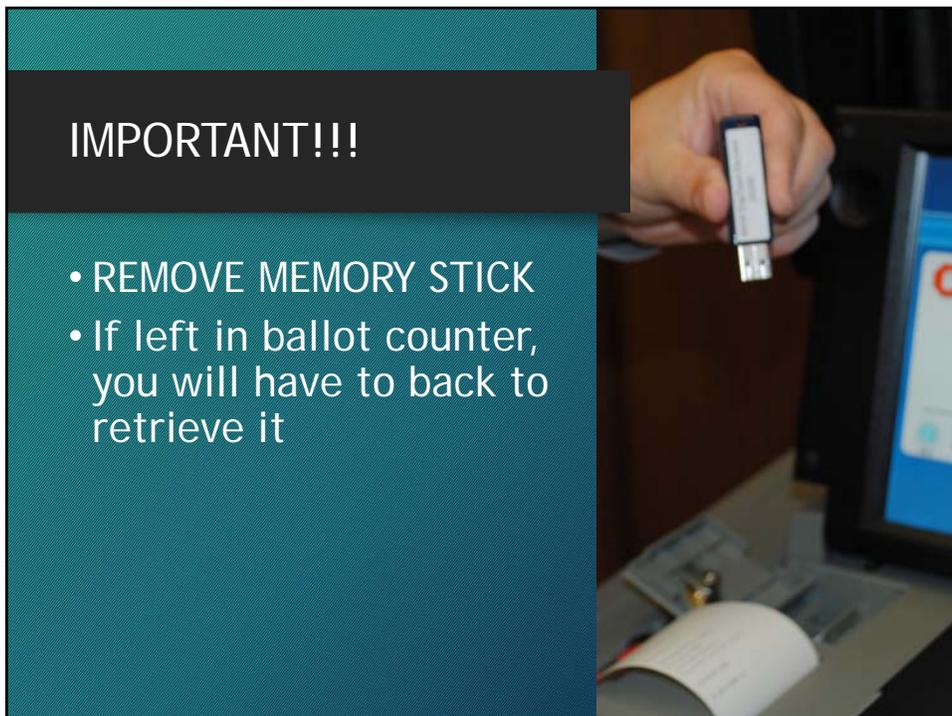
Packing

Page 52

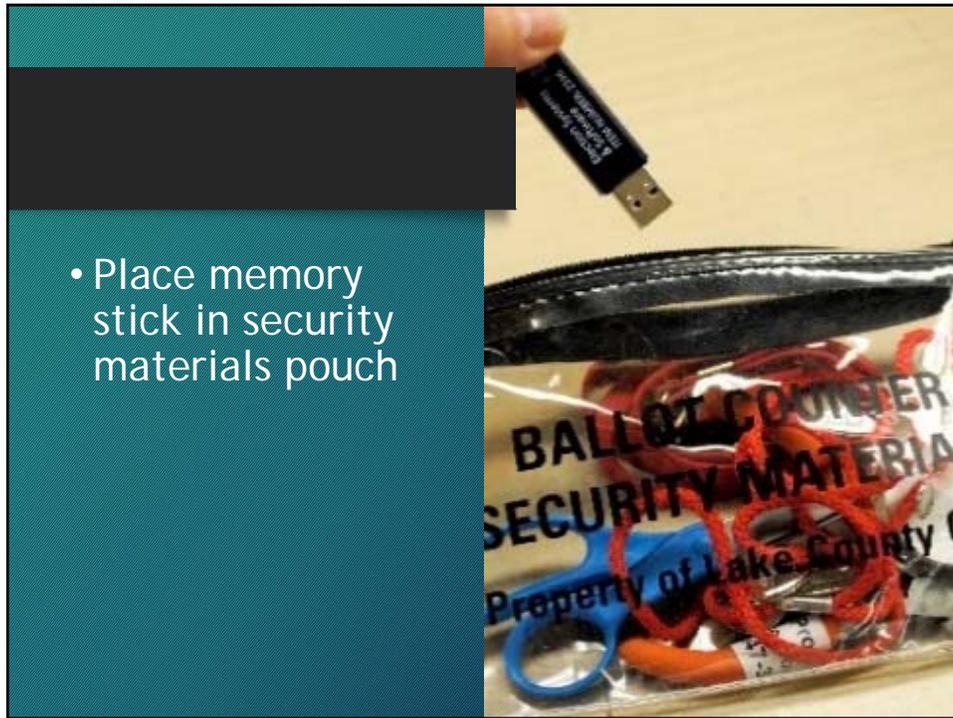
146



147

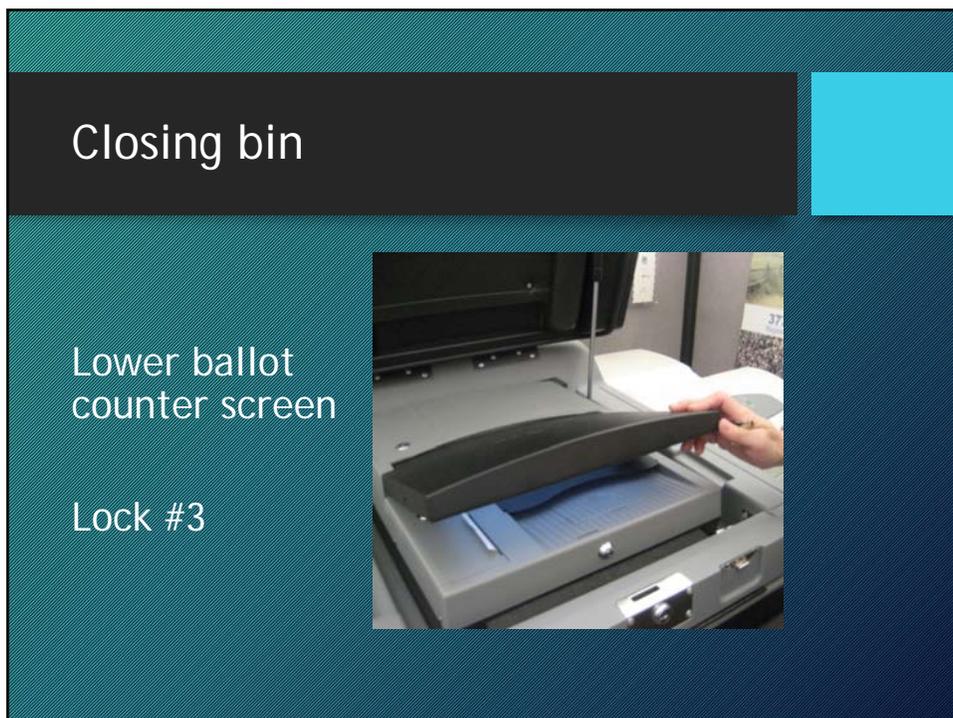


148



- Place memory stick in security materials pouch

149



Closing bin

Lower ballot counter screen

Lock #3

150

Closing bin continued...

Lower bin cover

Secure latches

Lock #2



151

Closing bin continued...

Unplug power cord

Wrap with Velcro strap

Return to compartment

Leave surge protector attached to cord

Lock #1



152

Give keys to Voter Services Judge

ExpressVote terminal will need to be turned off



The image shows a set of keys on a light-colored surface. There is a silver key with a circular head, a black fob with a gold-colored tip, and a red lanyard with a silver metal ring at the end.

153

Ballot bin packing

Pack with items listed on inside of front access door

Verify all doors are locked and secured

Place with items for movers to pick up



County Building

List printed on inside of door

The image shows a black ballot bin with its front door open. Inside, there are several white boxes, a yellow container, and various cables. A white label on the inside of the door lists items. A blue speech bubble points to this label with the text 'List printed on inside of door'. The bin is on a wooden floor.

154

Security materials pouch must contain

- MEMORY STICK WITH CUT WIRE
- Signed results tape
- Ballot bin keys
- Cut security ties (red and white)
- Gray security card
- Scissors
- Wire cutters



155

Ballot Box Judge red bag

- Pack with items listed on outside of bag
- Bring to Transfer Site



156

All judges must...

- Help with closing procedures
- Remain until tasks and paperwork are completed



157

FOLLOW PACKING LISTS



Packing list on each case, bin, or envelope



158

Items to Transfer Site



*** One BBJ takes these items to the transfer site.

*** The other BBJ follows that vehicle to the transfer site. (If only one BBJ at a site, please have another judge or the Site Manager follow.)

*** Arrange this when calling to confirm other judges will be working.

159

Items left at voting site



160



Practice sessions

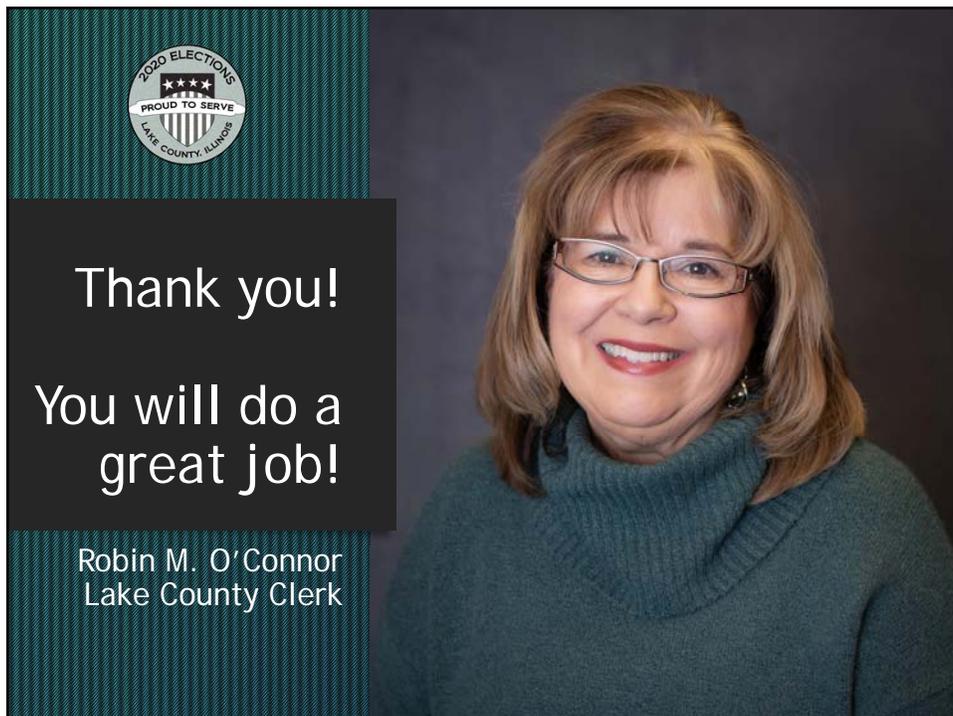
Visit ElectionJudge.info
in October for schedule

Make reservation

847.377.2408

ElectionJudge@lakecountyil.gov

161



Thank you!

You will do a
great job!

Robin M. O'Connor
Lake County Clerk

162