

# CHECK-IN & BALLOT ISSUE

## ELECTION JUDGE MANUAL



ELECTION JUDGE SCHEDULING  
(847) 377-2408

ELECTION DAY HOTLINE  
(847) 377-2328

PRE-ELECTION DAY PROCEDURES  
(847) 377-2314

VOTER REGISTRATION  
(847) 377-2410

GENERAL OFFICE  
(847) 377-2400

2020 ELECTIONS  
March 17 – General Primary Election  
November 3 – General Election

Prepared under the guidelines of the Illinois State Board of Elections by  
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Dear Lake County Election Judge:

As the Lake County Clerk, I want to take this opportunity to thank you for serving as an election judge. Our entire election process is founded on the willingness of individuals like you to serve the community in this important role. This manual will introduce you to the terminology and procedures of Election Day activities and will acquaint you with the requirements of the Illinois Election Code including the recently enacted requirement to conduct voter registration in every voting site on Election Day. It will also serve as a reference tool for training classes and quality control on Election Day.

Illinois law requires that each judge receive training every two years (in even years) to maintain a trained status. We offer Basic Training in small classes for new judges and seminar-format, specialty training for more experienced judges.

All judges are trained to work as a team and all judges will learn to operate the new electronic pollbook technology. There are judges who verify qualified voters, issue ballots and attend to the ballot box. Others will be responsible for handling voter registration, assisting those with special name or address circumstances and empowering voters who may prefer to use the ADA-compliant ballot-marking system to mark their ballots in private. There are also Site Managers who are either assigned to a specific voting site or who will be assigned to cover several voting sites throughout the Election Day. Site Managers serve as a liaison for our office while they support each station as needed, work with pollwatchers, help with voter traffic flow and assist with special circumstances.

All of us in the Lake County Clerk's office value your dedicated commitment to ensure Lake County voters receive excellent service. We recognize that you are key to making the voting process a fair, accurate, and pleasant experience for all voters. I look forward to meeting each one of you and to seeing you at training or on Election Day. Do not hesitate to call us if you have any questions or concerns. Thank you.

Very truly yours,

Robin M. O'Connor  
Lake County Clerk



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# General Election Information

## Even-Numbered Years

General Primary Election—3<sup>rd</sup> Tuesday in March

- ▶ Nominees for Federal, State, Legislative, Judicial, County, and North Shore Water Reclamation District (NSWRD)
- ▶ Election of Precinct Committeepersons and Lake Forest Municipal candidates and referenda

General Election—1<sup>st</sup> Tuesday after the first Monday in November

- ▶ Federal, State, Legislative, Judicial, County, NSWRD candidates and referenda

## Odd-Numbered Years

Consolidated Primary Election—last Tuesday in February

- ▶ Municipal nominees for established political party candidates and referenda

Consolidated Election—1<sup>st</sup> Tuesday in April

- ▶ Municipal, Township, Park, and Library Districts
- ▶ Schools, Colleges, other special purpose district candidates and referenda



## No Party Registration

Illinois does not allow a voter to register by party; however in a primary election, a voter is required to declare a party before receiving a ballot. The voter may select any party, regardless of how he/she voted in the past. If the voter does not wish to declare a party in the primary, and a public question is on the ballot, a nonpartisan ballot might be available.

.....

A voter must declare a political party to vote in a primary.

## Primary vs. General Elections

At a primary election, voters select nominees. Candidates are elected in general and consolidated elections. Voters also elect a party precinct committeeperson in even year primaries. Illinois does not permit “open” primaries where names of candidates for multiple parties appear on the same ballot.

## Spanish Language Requirements under Voting Rights Act

As a result of 2010 U.S. Census data, 5% or more of Lake County’s voting age population responded as having limited proficiency in the English language. According to §203 of the Voting Rights Act (42 USC §1973aa-1a), the U.S. Department of Justice now requires Lake County to provide all English/Spanish bilingual election materials including ballots, affidavits, signs, legal notices, and web services.

## Election Judges

At the voting site, the election judges are responsible for the proper and legal conduct of the election. As officers of the Circuit Court, they affirm to uphold the Constitutions of the United States and Illinois. All persons in the voting site or within 100 feet of the entrance to the room where voting occurs must obey the lawful orders of the judges and refrain from campaigning or electioneering. If there are problems, try to resolve them honestly, fairly and as quickly as possible. Judges establish the tone and level of service. Remember to smile and help voters know you are glad they are participating. The judges have the authority to evict any person creating a disturbance. If the problem escalates rapidly or becomes physically threatening, seek assistance from local law enforcement officers or the State's Attorney.

### Selection and Appointment

Election judges are appointed to serve as representatives of the Democratic or Republican parties. The Central Committee Chairman of each major political party furnishes the Lake County Clerk a certified list of persons for each precinct to serve as election judges. At its July meeting in even-numbered years, the Lake County Board approves judges from these lists. The Circuit Court confirms appointment of election judges for a two-year term.

Once commissioned, election judges perform their duties as officers of the court. An individual commissioned to serve as an election judge is obligated to be available for each election during the two-year period. In addition to the five regular judges appointed, alternate judges may be appointed and commissioned in the same manner.

### Training

The Lake County Clerk offers election judge training in-person classes as required by state statute. Every two years, judges are required to attend a class in even-numbered years to maintain trained status.

### Pay

A judge's pay rate is determined by the level of election judge class completed and assignment. Attending a Basic or Advanced class trains a person to work as a Check-In or Ballot Issue Judge. Judges can increase their earning power by completing specialty certification training and have the Lake County Clerk's office assign additional responsibilities on or before Election Day. Judges who are willing to serve outside of their township receive additional compensation. Paychecks are mailed 3 to 4 weeks after Election Day.

"Trained" - Basic or Advanced class	\$140
Ballot Box Judge (certified and assigned)	+\$40
Voter Services Judge (certified and assigned)	+\$30
Serving out of township	+\$10

## Scheduling

The two major political parties rank their judges as “regular” or “alternate.” Regular judges receive preference in scheduling over alternate judges. The judges’ availability forms must be returned to the Lake County Clerk’s office before the stated deadlines to receive priority in the scheduling process.

During the months prior to the election, judges are mailed and emailed several forms:

- ▶ **Availability form** asking judges to work in the upcoming election
- ▶ **Scheduling Notice** of where assigned to work
- ▶ **Training Class** list with dates, locations, and times
- ▶ **Election Day Role Assignment**

## Hours

Illinois law requires that the polls be open from 6:00 AM until 7:00 PM. In order to finalize setup, all judges should arrive at the polls before 5:15 AM. At a minimum, one judge from each party must be present in the voting site at all times. When the polls are open, judges are asked to remain on-site the entire day.

Judges work as a team and remain until each closing procedure is completed. Two Ballot Box Judges (one from each party) will then leave for the Transfer Site.

## Replacement Judges

On Election Day, if a judge fails to appear, contact the Lake County Clerk’s office for a replacement. If the Lake County Clerk’s office cannot provide a replacement judge, and the number of judges present is insufficient to process voters, the judges may appoint a voter as a replacement judge. The replacement must be a registered voter and, if possible, of the same political affiliation as the judge being replaced. **A site manager, precinct committeeperson, or candidate may not serve as an election judge.**

## Equal Authority

All election judges have equal authority and responsibility to uphold the law on Election Day. All the judges act as a board in making decisions on voter qualification. There is no “head” judge. No one judge may overrule a majority opinion.

## Pre-Election Preparation

A number of pre-election planning steps will help ensure all polls open on time and are prepared to serve voters well.

- ▶ Be sure to vote early or by mail. Last minute cancellations by scheduled election judges can create urgent shortages. You may need to travel to a different voting site with very short notice. Visit [LakeVoterPower.info](http://LakeVoterPower.info) for voting by mail or early voting information.
- ▶ Become familiar with your assigned voting site. Plan a test drive prior to Election Day to help gauge travel time and to get familiar with parking options.
- ▶ When the Ballot Box Judge calls to confirm you are able to work, ask if meals are potluck or brown bag. Dress in layers to be ready for changing temperatures.
- ▶ Review your *Election Judge Manual*, especially opening polls, closing polls, and special voter circumstances.
- ▶ Attend training class.
- ▶ Visit [ElectionJudge.info](http://ElectionJudge.info) to review *Election Judge Manuals*, checklists, classroom and presentations in the online reference library.

## Roles for Election Workers

Judges work as a team during setup, while processing voters, and after the polls close. Closing procedures cannot be started until voters are served and all ballots are cast.

### Check-In Judge

After verifying the voter's name and address on the ePollbook, Check-In Judge will print the application, verify voter's signature with a second judge, and initial the application before directing voter to the Ballot Issue Table. Also helps with most special voter circumstances, including surrendered ballots issued by mail.

### Ballot Issue Judge

Judge confirms that the voter presents a signed and initialed application before receiving a ballot. Two judges will match the precinct number, ballot style, and party (if a primary) on the application to the correct ballot. Judge initials ballot and instructs the voter to mark candidate choices, read both sides of ballot, and when finished, place the ballot in privacy sleeve so judge's initials are visible to Ballot Box Judge. When required, judges will complete the *Assisted Voter Affidavit for qualified voters*. A *Statement of Ballots* form detailing the number of ballots and voters will be completed after the last ballot is cast.

### Ballot Box Judge (BBJ)

Two Ballot Box Judges pick up ballots and other election materials a few days before the election. Judges will contact voting site to confirm building access and assigned judges to verify they are working. Normally on election eve, Ballot Box Judges set up and prepare the voting site. While the polls are open, the Ballot Box Judge stands 4 feet from ballot bin and checks each voted ballot for judge's initials. Delivery of election materials to Transfer Site after the polls have closed is also part of the duties.

### Voter Services Judge (VSJ)

Voter Services Judges assist with the voting site setup on election eve and log onto the ePollbooks to begin the update of voter data. Judges use the ePollbook to assist voters with special circumstances, spoiled ballots, grace registration, and provisional voting, as well as checking in routine voters as time allows. Judges will complete *Assisted Voter Affidavit* for qualified voters. The Voter Services Judge is the wifi and cell phone contact for voting site.

### Site Manager

Many voting sites are assigned a Site Manager who serves as a liaison to the Lake County Clerk's office. The Site Manager's duties include directing voter flow; checking in pollwatchers; assisting with and monitoring procedures at the Check-In and Ballot Issue Tables; assisting with special circumstances; resolving voter or pollwatcher concerns; and reviewing opening, closing, and packing procedures. A Site Manager **may not serve** as a substitute judge.

### Technical Representatives

Technical Representatives provide support in operating the ballot counter and ADA equipment. Technicians assist with operator mistakes, general error messages, paper jams or replace equipment that is not functioning properly. Technicians are not trained to answer legal or procedural questions about processing voters. Technicians are equipped with cell phones and may assist in calling the Lake County Clerk's office.

## Handling Election Materials

No one other than election judges, representatives of the Lake County Clerk's office (including Site Manager or Technical Representatives) and State's Attorney staff (when assistance with affidavits is requested) may handle the election materials, supplies or ballots. Attorney General staff, pollwatchers, and candidates with pollwatcher credentials may only observe the voting process to ensure laws are being followed but not touch or handle any election materials.

### Food and Beverages in the Voting Site

To protect the electronic equipment and ballots, please refrain from having food and beverages at the election judge tables.

## Oath or Affirmation of Judge of Election

After setup is complete and before the polls open, the Site Manager will administer the judges' oath and ask each election judge to sign the oath form located in the Site Manager's binder. If no Site Manager is present, the Voter Services Judge will administer the oath. A replacement judge or a judge arriving late must take the oath and sign the form.

## Name Tag and Time Card

The Site Manager will supply name tags. Judges must wear name tags to identify themselves as election officials. Judges should print their names legibly.



After setup is complete or sometime during the day, each judge must complete, sign and return a time card to the Site Manager. The time cards are located in the Site Manager's binder.

## Clean and Safe

Special effort must be made by all judges to be vigilant about keeping the voting site clean and safe. Be sure to pick up any papers on the floor, secure loose cords, or notify the Lake County Clerk's office of any unusual doorway thresholds.

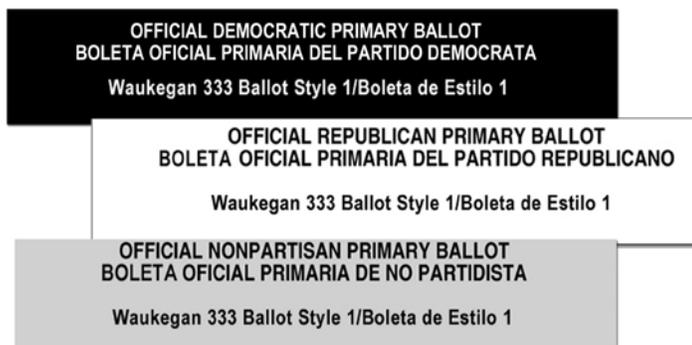
## Ballots

Voters are grouped into a district called a precinct. Since school, park district, library, municipal, and township boundaries overlap and intersect the precinct boundaries, every precinct voter may not have the same ballot. Each voter receives a ballot listing only the candidates or public questions for the units of government that serve his/her address.

Voters may vote on a question of public policy at a primary election without choosing a party by requesting a nonpartisan ballot.

### Ballot Colors in a Primary

- ▶ Democratic ballots have a black heading
- ▶ Republican ballots have a white heading
- ▶ Nonpartisan ballots have a gray heading



## Types of ballots

- ▶ Precinct ballot
  - Issued to the active voter at Ballot Issue Table.
  - Contains all candidates and public questions.
- ▶ Federal ballot
  - Issued at the Ballot Issue Table.
  - Contains only federal offices such as President and U.S. Senate.
  - Small quantities are shrink-wrapped and have a blue label affixed to packaging.
  - For voters that have moved more than 30 days and less than 4 years prior to the election and are not updating their registration when voting.
- ▶ Provisional
  - Issued only by the Voter Services Judge.
  - Contains all offices and public questions for precincts in that voting site.
  - Ballot is voted, but not cast on Election Day.
  - If voter does not have required documentation while in the voting site, voter has 7 days to provide the required documentation to the Lake County Clerk's office.

## Under- and Over-Vote Alerts

### Under-Votes

The Illinois General Assembly requires voters be alerted by the ballot counter if any of the statewide constitutional offices (Governor, Lt. Governor, Attorney General, Secretary of State, Comptroller and Treasurer) are not voted. An explanation poster will be displayed at every voting site.

#### *Resolution*

***Voters are not required to vote in every race.***

If voter wants to cast the ballot as marked, select "Cast" on the ballot counter screen, and ballot is tabulated and deposited into the bin.

If voter wants to change the ballot, select "Return" on the ballot counter screen. Ballot will be returned to the voter, and voter will return to the voting booth to finish voting.

### Over-Votes

Voters who have marked too many choices in one race will also be alerted to the over-vote by the ballot counter.

#### *Resolution*

If voter wants to cast the ballot as marked, select "Cast" on the ballot counter screen, and ballot is tabulated and deposited into the bin. Only the over-voted race(s) will not count.

If voter wants to change the ballot, select "Return" on the ballot counter screen. Ballot will be returned to the voter and directed to the Voter Services Judge where the marked ballot will be collected, marked as "spoiled." Voter will receive a new ballot and return to the voting booth.



No electioneering is permitted within 100 feet of the entrance to the room where voting occurs.

## Electioneering

Electioneering is defined as working for, against, or in the interest of a party, candidate or proposition (public question). The “No Electioneering Zone” begins 100 feet from the entrance to the room where voting occurs and is marked by an orange sign on a cone. No one is permitted to wear a campaign badge or button, display political literature/signs or engage in any political discussion within this designated zone. Beyond the 100-foot radius, state law allows candidates to place signs, hand out fliers and talk to voters.



If the voting room is located within a public or private school campaigning is restricted to the outside of the building, even if the 100 feet falls inside the building.

Private schools and places of worship may ban electioneering on their entire premises. Ballot Box Judges will be advised if electioneering is banned at the location they are serving.

## Voters

To register, any U.S. citizen must be 18 years of age by the General Election Day, meet the 30 day residency requirement, and provide two forms of valid identification.

17-year-olds may register and vote in a primary, if 18<sup>th</sup> birthday occurs on or before general election.

Registration with a deputy registrar is available at many municipal, park district, and township offices until 28 days before each election. When voter registration is open, online voter registration is available at Illinois State Board of Elections' website ([ova.elections.il.gov](http://ova.elections.il.gov)) or [LakeCountyClerk.info](http://LakeCountyClerk.info) under “Voter Services.” Applicants must provide Illinois driver's license or Illinois State identification number, date the license or identification was issued, last four digits of Social Security number, and birth date. After registration closes, grace registration is available at the Lake County Clerk's office and at each early or Election Day voting site. Registration and voting on Election Day must be at the voter's correct voting site or the Lake County Clerk's office.

### Who May be in the Voting Site

The people allowed in the voting site before opening, while polls are open, and after closing the polls are:

- ▶ Election judges, representatives of the Lake County Clerk's office or the State Board of Elections with identification,
- ▶ Pollwatchers or candidates with valid credentials, or
- ▶ Law enforcement officials with identification from the Lake County Sheriff's office, Lake County State's Attorney's office, Illinois Attorney General's office or United States Justice Department.

Those who are allowed in the voting site ONLY while polls are open include:

- ▶ Voters registered in the voting site, their children and persons qualified to take oath to assist voter, or
- ▶ Press with identification who may film (with voter permission). Press may not interview candidates or voters in voting site, but may do so outside the room for voting.

### Who May be with Voter at Voting Booth

Only one voter at a time is allowed in a single voting booth. Young children may accompany their parent to the voting booth.

Voters who are disabled or cannot read or write English or Spanish qualify for assistance and an *Assisted Voter Affidavit* must be completed. The person providing help to a voter is selected by the voter, must take an oath to mark the ballot as directed by the voter and sign the affidavit.

### ExpressVote® and other ADA Equipment



The ExpressVote is an Americans with Disabilities Act (ADA) compliant, print-on-demand, ballot-marking system available at every Election Day voting site. It enables voters who are blind, vision-impaired, or have a physical disability to navigate and mark a ballot without assistance through touch-screen technology, an audio-tactile keypad, or a sip-and-puff device.

There is a special needs voting booth which accommodates a wheelchair.

Some voting sites may receive additional equipment including the Big Bell and handicap ramps.

### Using a Phone in the Voting Site

A sign titled *Telephone Usage* is included in the Ballot Box Judge envelope and is posted at the voting room's entrance.



Voters are requested to not make or receive calls in the voting site unless it is to call for emergency service. If a voter's cell phone rings, politely ask the voter to return the call when outside the voting site. Voters are allowed to discretely look up information on their phones in the voting booth. Pollwatchers are also requested to make their calls from outside the voting site.

The Lake County Clerk's office provides cell phones to the Voter Services Judge for calling the Lake County Clerk's Election Day Hotline. All Lake County Clerk staff, Site Managers, Technical Representatives, and State's Attorney staff may use cell phones only for official election purposes.

# General Information Appendix



# Sample Availability Form

**Election Judge Availability- February 26, 2019**

Rose Dawes 123 Main St. Waukegan, IL 60085	Additions/Corrections Address: _____ Home Phone: _____ Cell Phone: _____ Email: _____ 2 <sup>nd</sup> Language Spoken: _____
--	---

Home phone: 847.123.4567  
 Cell/Work: 847.231.7654  
 Email: RoseDawes@gmail.com

**1. SELECT VOTING SITE PREFERENCE(S)** – We will do our best to accommodate your selection

Home Township                       Home Voting Site Preferred  
 Out of Township – \$10 additional pay – May require 30 minutes or more driving time.

**2. SELECT POSITION(S):**  
 To serve as a Check-in Table Judge or a Ballot Issue Table Judge you must successfully complete a Basic Training Class.

**Check-In Table Judge - Assigned duties:**

- At 5:15 am on election morning, complete opening procedures.
- Using specific guidelines, process voters using an ePollbook while polls are open
- After polls close at 7:00 pm, complete all necessary paperwork and assist in closing procedures.

**Ballot Issue Table Judge – Assigned duties:**

- At 5:15 am on election morning, complete opening procedures.
- Using specific guidelines, issue correct ballot and provide instructions to voters.
- After polls close at 7:00 pm, complete all necessary paperwork and assist in closing procedures.

The following positions are also available, however, they require completion of the prerequisite Basic Training Class and an additional specialty training class. To learn more about these positions please visit electionjudge.info and if interested, contact our office to sign up for the required class.

- Voter Services Judge - \$30 pay increase if assigned
- Ballot Box Judge - \$40 pay increase if assigned
- Nursing Home Judge - \$30 pay increase if assigned

**3. NOT AVAILABLE:**

I cannot serve **this election**, but I wish to serve in future elections.  
 Remove me from list of election judges. I am unable to continue serving.

**COMMENTS, CLASS SELECTIONS OR REQUESTS:**

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# Sample Scheduling Letter



LakeCounty

Robin M. O'Connor  
 Lake County Clerk  
 18 North County Street, Room 101  
 Waukegan, Illinois 60085-4364  
 LakeCountyClerk.info  
 Phone 847 377 2400  
 Fax 847 984 9223

January 8, 2019

Rose Dawes  
 123 Main Street  
 Anytown, IL 60030

Dear Rose:

Thank you for agreeing to serve at the February 26, 2019 Consolidated Primary Election. You are scheduled to work at the voting site listed below:

**Carmen School  
 547 Center Street  
 Anytown, IL 60038**

**This voting site is assigned these precinct(s): 333 and 334**

**It is important that you report to your assigned voting site no later than 5:15 a.m. on Election Day.** You should receive a call from your voting site's designated Ballot Box Judge(s) the week before the election confirming your participation. Please call all us immediately at (847) 377-2408 if you have any unexpected changes which might prevent you from working. As you can imagine, it is very difficult to replace election judges at the last minute.

Should you be unable to attend one of our ePollbook or BBJ drop-in sessions and wish to review election procedures and/or rules we have made available online review materials for all judges (PowerPoint presentations, manuals, checklists, video demonstrations, etc.) in the "Election Judge Reference Library" section of our webpage, [www.electionjudge.info](http://www.electionjudge.info). Please note you will **not** receive payment for reviewing any of the online resources.

As a reminder, on Election Day you are to remain at your site until all closing procedures have been completed. Please note you may be reassigned to work at another position due to last minute cancellations that could not be filled. Please remain flexible, work as a team, and if in doubt refer to the checklists provided.

On behalf of the staff in the County Clerk's office, we value your service as an election judge and appreciate you taking an active role in democracy. We thank you, and your community thanks you.

Very truly yours,  
  
 Robin M. O'Connor  
 Lake County Clerk

# Oath or Affirmation of Judge of Elections

Found in Site Manager green binder. Printed in red ink.

10 ILCS 5/13-8

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

MANDATED  
Revised June, 2001  
CCO No. J-10

## OATH OR AFFIRMATION OF JUDGE OF ELECTIONS February 26, 2019 Consolidated Primary Election

**Carmen School  
Precinct(s): 333 334**

STATE OF ILLINOIS }  
LAKE COUNTY } SS

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Judge of Election, according to the best of my ability, and that I am entitled to vote and/or serve as a judge at this election.

THE ELECTION JUDGES HAVE, in groups of two, one from each political party:  
Make an "X" in each box when the procedure is completed.

- 1. On Election Eve, Judges compared the official ballots to the specimen ballots to ensure all candidates and referenda are listed on ballot, and precinct number(s) and ballot style(s) are correct.
- 2. On Election Morning, Ballot Box Judges have turned on the Ballot Counter, printed zero tape and Check-In Judge verified that all candidates and referenda appear on the tape with "0" votes and screen on ballot counter reads "0" voters. **DO NOT TEAR OFF OR REMOVE PRINTOUT TAPE.**
- 3. On Election Morning, one Check-In Table Judge and one Ballot Box Judge have signed printout tape and secured it in the key compartment.

I certify that to the best of my knowledge all specific instructions prescribed by the County Clerk have been followed and the polling place is in proper order and ready to be opened at 6:00 a.m.

NOTE: Before any vote is taken, each judge of election shall subscribe to this oath.

<i>A. Dan F. Adams</i>	5.45	_____	_____
(Judge of Election)	(Time)	(Judge of Election)	(Time)
<i>John Handy</i>	5.48	_____	_____
(Judge of Election)	(Time)	(Judge of Election)	(Time)
<i>Steve Conway</i>	5.50	_____	_____
(Judge of Election)	(Time)	(Judge of Election)	(Time)
<i>Roxie Hall</i>	5.55	_____	_____
(Judge of Election)	(Time)	(Judge of Election)	(Time)
_____	(Time)	_____	(Time)
(Judge of Election)	(Time)	(Judge of Election)	(Time)
_____	(Time)	_____	(Time)
(Judge of Election)	(Time)	(Judge of Election)	(Time)
_____	(Time)	_____	(Time)
(Judge of Election)	(Time)	(Judge of Election)	(Time)

# Time Card

Found in Site Manager green binder.

<b>ELECTION JUDGE TIME CARD ISSUED BY LAKE COUNTY CLERK, ROBIN M. O'CONNOR</b>	
<small>ELECTION</small> <b>Consolidated Primary 2/26/2019</b>	Carmen School 333 334
<p><b>I served election day as:</b> (Mark all that apply.)</p> <p>Site Manager _____</p> <p>Assigned Ballot Box Judge _____</p> <p>Assigned Voter Services Judge _____</p> <p>Check-In Table Judge <b>X</b> _____</p> <p>Ballot Issue Table Judge _____</p> <p>Nursing Home Judge (Prior to Election Day) _____</p>	
<p><b>If you served in some other capacity, please state the job performed below.</b></p> <p><b>Description of Duty:</b> _____</p>	
<p><b>NAME AND ADDRESS</b> <span style="float: right;"><b>R</b></span></p> <p><b>Mark A Ballot</b> 123 COUNTY ST WAUKEGAN IL 60085</p>	
<p><b>JUDGE'S SIGNATURE</b> <u>Mark A. Ballot</u></p>	



# Check-In Judge Duties



# Check-In Judge

## Before the Polls Open on Election Morning

### Locate Check-In Table Supplies Needed for Setup

- ▶ ePollbooks designated for Check-In Table
- ▶ Extra rolls of paper for ePollbook
- ▶ Check-In Table envelope from black rolling case
  - Check-In Table sign
  - Black pens
  - Election judge recruitment cards
  - “Do You Need a Receipt?” signs
  - Misprinted applications envelope
  - Surrendered ballot envelopes
- ▶ Supply box (delivered in ballot bin)
- ▶ Black Binder:
  - ePollbook user name and password card
  - Voting site layout diagram
  - *Check-In Checklist*
  - *Voter Information Guide*
  - *Pollwatcher Guide*
  - *Signature Capture Sheet*
  - *Bilingual Assistance Sheet*
  - *Report of Person Deceased/Moved*

### Procedures

#### To Get Started, You Will Need:

- ▶ Scissors in the supply box
- ▶ ePollbook user name and password card

#### ePollbook Setup

Judges setting up the voting site on election eve will place the ePollbooks on the Check-In Table, secure power cords, and log-in to initiate the download of voter data. Before leaving for the evening, judges will power down the ePollbooks, close the case, and attach a security tie to the zipper tabs.

1. Using scissors, cut security tie on zipper. Do not pull on security tie to open.



2. Next, unzip the case and open with the ePollbook facing you. ePollbook, keyboard, printer, and any additional equipment will remain in the case at all times.

**Do not remove any items from the ePollbook case.**



3. Lift the screen. Press and hold the power button on the cover's outside corner (located underneath the label showing LakelL####) until the screen lights up. Wait for the program to automatically open.



4. Press printer's center button to turn on. A chime will play when printer is ready.



## Log into ePollbook

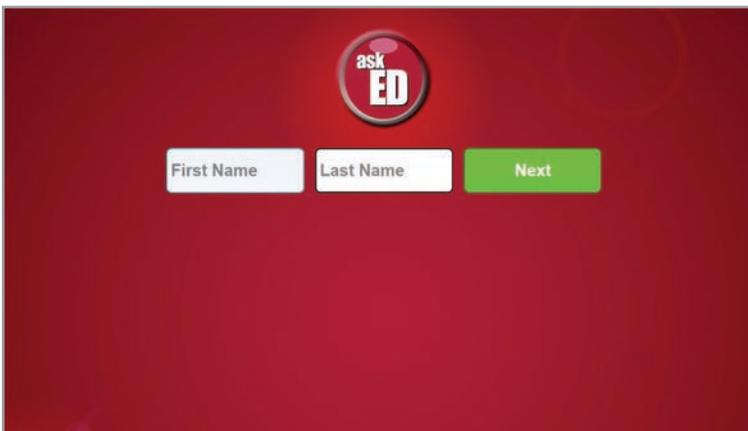
1. Select the “AskEd” icon.



2. Log onto ePollbook using the user name and password found on password card in black binder.

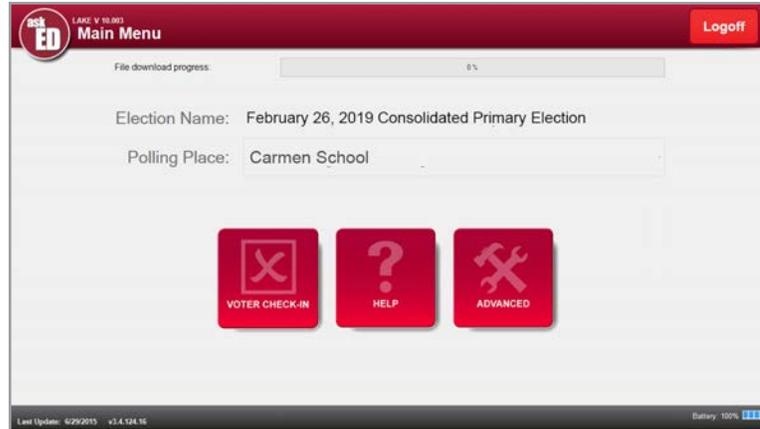


3. Enter your first and last names. Select “Next.”



4. Confirm the polling place is for your location. If not, call the Election Day Hotline (847) 377-2328.

5. Select “VOTER CHECK-IN” from Main Menu. The latest voter history data will be uploaded to the ePollbook.



6. Using yellow tape, secure any power cords that may be a tripping hazard to voters and judges.

## Remaining Opening Procedures

### **Verify Ballot Counter’s *Zero Totals Report***

The night before, the Ballot Box Judge has verified that all races, candidates, and public questions listed on the specimen ballot also appear on the ballot counter’s *Zero Totals Report*. Election morning, one Check-In Judge and one Ballot Box Judge will sign the tape after confirming both the ballot counter and tape still show zero votes.

### **Deliver Voter Services Table Supplies**

Remove these supplies from the black rolling case and deliver to the Voter Services Table:

- ▶ Cellphone
- ▶ Voter Services Table envelope
- ▶ Blue provisional ballot case
- ▶ Clipboards
- ▶ ePollbook paper rolls

### Complete Check-In Table Setup

Judges set up Check-In Table with materials from envelope and rolling case.

- ▶ Place “Check-In Here” sign on chrome stand
- ▶ Tape flag to back of sign on chrome stand
- ▶ “Do you Need a Receipt?” signs in English and Spanish
- ▶ Ballpoint pens
- ▶ Voter receipt pads
- ▶ Misprinted application envelope
- ▶ Surrendered ballot envelopes
- ▶ Spoiled ballot envelopes
- ▶ Election judge recruitment cards
- ▶ Black binder containing:
  - *Typographical Corrections to Voter Records form*
  - *Signature Capture Sheet*
  - *Report of Person Deceased/Moved*
  - *Pollwatcher Guide*
  - *Voter Information Guide*



Check-In Table ready for voters.

### Assist the Ballot Box Judge

If help is needed, please move outside signs to the curb or street.

### After All Other Duties Are Completed

- ▶ Take oath administered by Site Manager or Voter Services Judge (if no Site Manager present) and sign affirmation form.
- ▶ Complete name tag and time card.
- ▶ Review the checklist for processing voters instructions.

# Check-In Judge Polls Are Open

## Declare Polls are Open

Promptly at 6:00 a.m., Ballot Box Judge shall announce, “The polls are open,” and welcome voters into the site.

## Processing a Regular Voter

Most voters are first served at the Check-In Table where judges should work as a team and sit next to each other to verify signatures. Direct any voters needing to register to the Voter Services Table.

## Greet and Identify Voter

1. Greet voter and ask voter to state his/her name.
2. Type only the first three letters of voter’s last and first names in ePollbook fields. Do not type in the voter’s entire name as this takes additional time and increases the chances for spelling errors. The ePollbook performs a “smart search” and finds all voters that match the entry.

Press “Search,” and voters for this voting site will appear on the screen. If voter only has one name, use the last name field and use one space in the first name field.



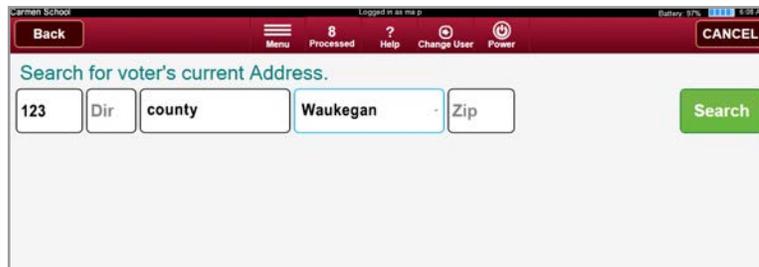
### *Voter not found?*

If voter not found on initial search, try searching in “entire jurisdiction” or by address. If still not found, send to Voter Services Table.

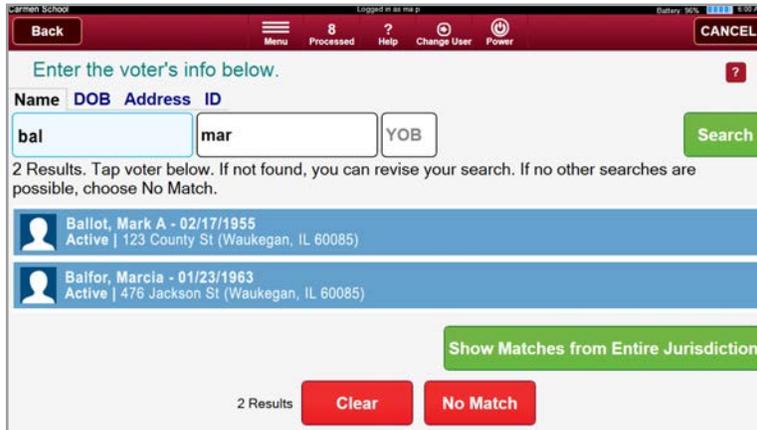
### *Searching by address*

This works especially well when the spelling of the voter’s last name begins with Mc, O’, or is unclear.

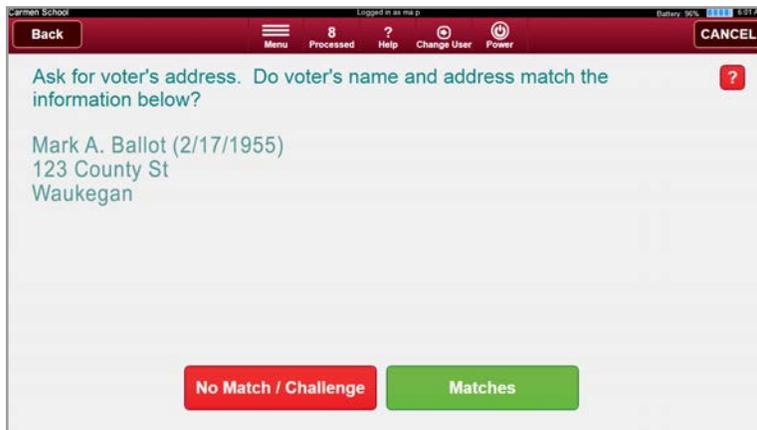
Click on the “Address” tab. Type in the house number. Type in the street name without directional of north, south, east or west. Select the city from the drop-down menu. Note: this is also a “smart search.” You only need to enter a few letters of the street name.



3. Select the voter's name by tapping the screen or using the trackpad to click on the blue bar.



4. Ask voter for his/her current address. Do not prompt voter with address shown on screen. If address given by the voter matches, select “Matches.”  
If address given is not the address on the screen, verify the correct voter has been located (check age, Jr. vs Sr., etc.). If voter states he/she moved, select “No Match / Challenge.”



In a primary election, Illinois law requires the voter to choose a partisan (Republican or Democratic) or Nonpartisan ballot. Ask voter which party's ballot he/she chooses.

Partisan ballots will list both candidates and referenda. Nonpartisan ballots will only list referenda. There is one exception as The City of Lake Forest alderman candidates are Nonpartisan. If the Nonpartisan choice is not available, that means there are no public questions for that voter.

Select correct party from screen and press “CONTINUE.”



### Verify Voter Information on Application

- The voter’s application will automatically print.



- If pollwatchers are present, announce the voter’s name and address in an audible and clear voice. In a primary election, also announce the voter’s party choice.
- Tear off application by pulling paper towards you and hand it to the voter. Ask voter to carefully review and verify spelling of his/her name, address, and date of birth (also party choice in a primary).

### Typographical Corrections to Application

If minor errors need to be corrected in the voter’s name or date of birth make note on the *Typographical Corrections to Voter Records* form in the black binder, not on the application. For name or address changes, voter will need to update the registration record.

- Once verified, instruct the voter to sign the application using the same signature as on his/her original registration record, which could be different than the everyday credit card swish or squiggle.

Do not turn the ePollbook to show the screen to the voter.

### Verify Voter Signature

- Together, two judges compare the voter’s application signature with the one on the ePollbook screen and then select “Signature Matches.” Remember a check-in is not complete until you select “Record Check-In” on ePollbook.



### Signature Doesn't Match?

Since we rarely sign our names the exact way every time, evaluate the signatures for some common elements and similarities between the signature on the application and the image on the ePollbook screen. Observe carefully as signature match is the only verification permitted in Illinois. If signature does not match, select “Does Not Match” on the ePollbook and follow the screen prompts. Voter will need to present two valid pieces of identification with current name and physical street address or a witness who is a registered voter residing in the same precinct, then complete the *Signature Capture Sheet*.

10. One judge initials the application on the “Signature Verified by” line.



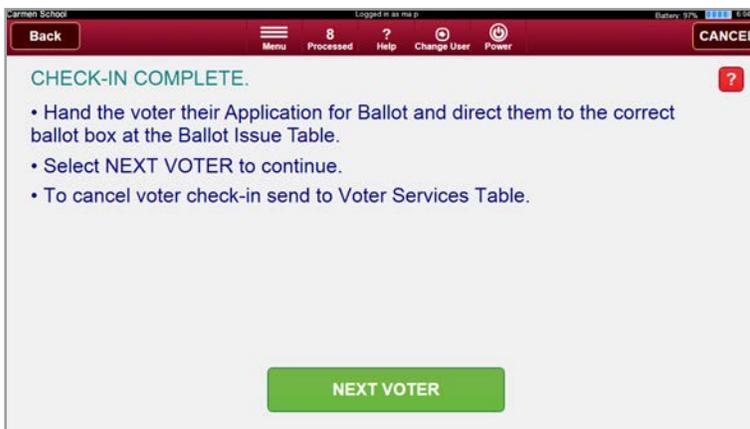
.....

A family member can assist a relative only when the person qualifies for assistance, and the required affidavit is completed.

11. Restate precinct and ballot style (party in a primary) information to the voter before selecting “RECORD CHECK-IN.”



12. Confirmation screen will show that the check-in process is complete.



**Voter Receipts**

13. If requested, complete a voter's receipt. Pads are delivered in the black rolling case.

**Direct Voter to Ballot Issue Table**

14. Hand the application to the voter while pointing out the precinct number. Direct the voter to appropriate precinct at the Ballot Issue Table and observe that the voter understands where to go next.
15. Select "Next Voter" from screen and you are ready to process the next person in line.

## Special Voter Circumstances

Most special circumstance voters can be processed with the Check-In Table's ePollbook decision technology. Carefully read the screen prompts and answer appropriately for each voter. If an affidavit is required, it will print along with the voter's application.

### Assisted Voter

Under Illinois law, only voters who are blind, physically disabled, or unable to read or write the English or Spanish language qualify for receiving assistance in marking their ballot. The voter is free to select a family member, election judges, or any person to assist him/her as long as that person is not an agent of the voter's employer or union.

The *Assisted Voter Affidavit* is a pre-printed paper form and is not generated by the ePollbook. The form is offered in both English and Spanish, and judges can select the voter's preferred language.

#### If voter chooses a person

The judge will instruct the designated assistant to read the text on the affidavit titled "To The Person Providing Assistance," which states that the person assisting agrees to read the full content of the ballot without emphasis or prejudicial inflection and mark the ballot exactly as instructed by the voter. The person providing the assistance and the judge must sign the *Assisted Voter Affidavit*. The completed affidavit is filed in the accordion file with the voter's ePollbook application.

#### If voter chooses election judges

Two election judges, one from each political party, must read the full content of the ballot without emphasis or prejudicial inflection and mark the ballot exactly as instructed by the voter. The two judges assisting must complete and sign the *Assisted Voter Affidavit*. The completed affidavit is filed in the accordion file with the voter's ePollbook application.

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/ve 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

ESTADO DE ILLINOIS } ss. **Declaración Jurada de Votante Asistido**  
 CONDADO DE LAKE } Township of \_\_\_\_\_ Precinct No. \_\_\_\_\_

Yo, \_\_\_\_\_ solemnemente juro (o afirmo) que soy un(a) ciudadano(a) de los Estados Unidos, que tengo 18 años de edad o más; que he residido en este estado y en este distrito electoral por 30 días que preceden a esta elección; que no he votado en estas elecciones; que soy un votante debidamente calificado en todos los sentidos; que ahora resido en \_\_\_\_\_ ciudad o pueblo de \_\_\_\_\_ en este distrito electoral.

**Mark an "X" in the appropriate square. / Marque con una "x" el cuadrado correspondiente.**

A. No puedo leer o escribir el idioma español y por este medio solicito asistencia (10 ILCS 5/7-48, 17-14).

B. Por razón de incapacidad física de \_\_\_\_\_ soy incapaz de marcar mi boleta y por este medio solicito asistencia (10 ILCS 5/7-48, 17-14). Reason of Physical Disability \_\_\_\_\_

Esto solemnemente y sinceramente lo afirmo \_\_\_\_\_  
 Signature of Voter / Firma del votante

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

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

**A LA PERSONA QUE PRESTA ASISTENCIA A LOS VOTANTES:** Usted ha sido seleccionado(a) por un votante para prestar asistencia electoral. Bajo la ley de Illinois, sólo los votantes que están ciegos, que tienen una discapacidad física o que no saben leer ni escribir el español pueden ser asistidos por un familiar o amigo. Personas que no pueden asistir a los votantes incluyen el empleador del votante o agente de este empleador o oficial o agente del sindicato del votante.

**Usted debe marcar la boleta como el votante se lo dirige. Los individuos que hagan cualquier intento de influenciar la decisión del votante con respecto a los candidatos, partidos o los votos en relación a una pregunta pública, o de marcar la boleta de manera diferente a lo indicado por el votante, pueden ser culpables de un delito grave de clase 3. Si no puede determinar la intención del votante, no debe marcar la boleta de ninguna manera. Posteriormente, usted no debe divulgar el/los candidato(s) o preguntas públicas para quien el votante le instruye que votar.**

**OATH OF ASSISTANCE / JURAMENTO DE ASISTENCIA:** Declaro que soy/soyos calificado(s) y asistencia fue proveída a \_\_\_\_\_ cuya declaración jurada aparece en la parte de arriba. Además, declaro que no intenté influir en la decisión del votante con respecto a los candidatos, partidos o votos en relación a cualquier pregunta pública y he emitido la boleta como fue dirigido por el votante. Bajo las penas prescritas en el Artículo 29 del Código de Elección, el firmante a continuación certifica que las declaraciones establecidas en esta certificación son verdaderas y correctas.

Signature of Individual Rendering Assistance / Firma del individuo que presta asistencia \_\_\_\_\_ OR \_\_\_\_\_  
 Signature of Assisting Democratic Judge

Signature of Assisting Republican Judge \_\_\_\_\_

Signature of Election Judge Administering Oath \_\_\_\_\_

**Blank Application to Vote**

A supply of blank voter applications can be found in the Site Manager's binder. These applications are to be used **only in emergency situations**, such as all the ePollbooks not functioning. Check-In Judge or Voter Services Judge will complete the form. The Ballot Issue Judge will file the application with the others in the accordion file. Call the Election Day Hotline (847) 377-2328 to ensure all voter information is properly recorded.

APPLICATION TO VOTE – CERTIFICATE OF REGISTERED VOTER	
ELECTION DATE: _____	FOR JUDGE USE ONLY SEQUENCE NO.  PRECINCT NO.  BALLOT STYLE  ELECTION JUDGE INITIALS
<i>Solicitud para votar – Certificado de votante registrado</i>	
Fecha de las elecciones: _____	
VOTER NAME AND ADDRESS <i>NOMBRE Y DOMICILIO DEL VOTANTE</i>	
Name (Nombre): _____	
Street (Calle): _____	
City/Zip Code (Ciudad/Código postal): _____	
CERTIFICATE OF REGISTERED VOTER <i>CERTIFICADO DE VOTANTE REGISTRADO</i>	
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 line below.	
<i>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.</i>	
_____	REV 9/2018
Voter Signature Line ( <i>Línea para la firma del votante</i> )	

**Cancel Voter's Check-In**

If the ballot has **not** been cast, a voter's check-in can be cancelled only at the Voter Services Table in conjunction with the Lake County Clerk's office.

**Deceased or Moved Voter**

The *Report of Persons Deceased/Moved* is provided in the black binder for the election judges to inform the Lake County Clerk of voters thought to have died or moved from their address. Without a death certificate or family verification, voters reported as deceased or moved cannot be canceled or placed on inactive status as state and federal laws require retention of names until verification can be made.

### **Disabled Voters Served Outside the Building**

Any voter with a temporary or permanent disability who is unable to access or enter the voting site because of the building's structural features may request 2 election judges (one of each party) to deliver a ballot to him or her within 50 feet of the entrance to the building. The electioneering zone would be suspended to avoid interfering with the voter's curbside voting location.

**The voter must notify the Lake County Clerk's office and complete the required request form at least one day in advance of Election Day.** If notice was given, the Lake County Clerk's office will advise the voting site of those voters requesting this service. If no notice was given, we ask that election judges work diligently to accommodate the voter's request on Election Day.

If assistance in marking the ballot is needed due to a disability, an *Assisted Voter Affidavit* must be completed.

Two judges (one from each party):

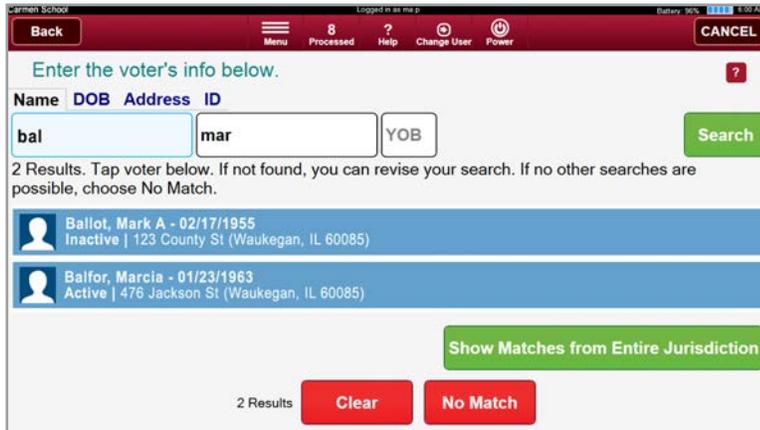
1. Greet voter at the car or curb side to obtain the voter's name and address (party preference if primary election). Write the information on paper to ensure you get the spelling and house number correct.
2. Inside the voting site at the Check-In or Voter Services Table, enter the voter's information on the ePollbook and print the application.
3. Return to voter with the application and ask voter to sign it. (Tell the voter the signature will be compared to the voter registration signature.)
4. Coming back to the ePollbook, verify voter's signature, initial the application, and complete the check-in process by selecting "RECORD CHECK-IN" on ePollbook screen.
5. Present the signed and initialed application to Ballot Issue Judge at the appropriate precinct file box for the correct ballot. Judges will initial ballot.
6. Take initialed ballot, privacy sleeve, and ballot marking pen to the voter. Step aside allowing the voter to privately mark the ballot. Instruct voter to place the marked ballot in the privacy sleeve and return all the items.
7. Take ballot still in the privacy sleeve into polling site and cast the ballot into the bin.
8. Return the privacy sleeve and ballot marking pen to Ballot Issue Table.

### **Grace Registration**

On Election Day, voters must go to the assigned voting site serving their current address and be processed at the Voter Services Table or to the Lake County Clerk's office. A voter will not be able to register at multiple locations on the same day. ePollbook decision technology looks at the voter's last name and date of birth.

## Inactive

Voters become inactive when they no longer reside at their registration address or the 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.



### *Inactive - Moved*

See “Moved” options.

### *Inactive – Did not move*

- ▶ Voter must provide two forms of valid identification both showing current name and Lake County physical street address or a witness who is a registered voter residing in the same precinct; complete an affidavit; and provide current address to Check-In or Voter Services Judge. Precinct ballot will be issued at the Ballot Issue Table. Voter’s status will be updated for next election.
- ▶ If no identification or witness who is a registered voter residing in the same precinct, print provisional receipt, hand the receipt to the voter, and direct to Voter Services Table.

## Marked as Already Voted

- ▶ Verify voter’s address.
- ▶ ePollbook display will show you that the voter has already been marked as voted.
- ▶ If voter insists on voting, print provisional receipt, hand the receipt to the voter, and direct to Voter Services Table.

## Military

Non-registered military personnel on active duty or military personnel who have been discharged within 60 days of the election are the only voters entitled to vote without being registered. Spouses or military dependents must be registered voters to vote on Election Day.

Search on ePollbook using voter’s name. Select “No Match” Select “Active Military.” Input current address. The ePollbook will print an affidavit for the voter and the witness who is a registered voter residing in the same precinct to sign.

Voter must provide:

- ▶ Branch of service,
- ▶ Address, and
- ▶ A witness who is a registered voter in the same precinct, and who will sign an affidavit verifying the military voter does reside in the same precinct.

*If no identification or witness who is a registered voter residing in the same precinct, print provisional receipt, hand the receipt to the voter, and direct to Voter Services Table.*

## Misprinted Application

When an application does not print properly, is torn, issued for the wrong voter or an incorrect party, the original application must be accounted for and a new application must be printed.

### *If the Check-in Process is NOT Complete*

Use the ePollbook's back button and return to the screen where the application is printed. Print new application. Write reason on the back of the misprinted or voided application and place in the Check-In Table's manila envelope designated as "Misprinted Applications." Select "Record Check-In."

### *If the Check-in Process IS Complete*

Draw a line or "X" on front of the application and send voter to Voter Services Table for reprocessing.



## Moved

### *Within Precinct within 27 Days – Voter has Two Options*

- ▶ Process at Check-In Table with affidavit or witness who is a registered voter residing in the same precinct to update record for next election.
- ▶ Register at Voter Services Table.

### *Outside Precinct within 30 Days*

- ▶ Process at Check-In Table with affidavit or witness who is a registered voter residing in the same precinct to update record for next election. Voting site and ballot must be for **old** address, OR
- ▶ If no identification or witness who is a registered voter residing in the same precinct, print provisional receipt, hand the receipt to the voter, and direct to Voter Services Table.

### *Outside Precinct more than 30 Days and Less than 4 Years*

- ▶ Register at Voter Services Table
  - If voter's new address is serviced at this voting site, register here,
  - If voter's new address is serviced at a different voting site, print receipt for correct voting site, OR
- ▶ Process at Check-In Judge Table at voting site serving **old** address.
  - Voter may receive a federal ballot (available only in even years)
  - Record voter's new address on affidavit which will update address for future elections.

### *More than 4 Years*

- ▶ Register at voting site servicing voter's new address.

### **Name Change – Resides in Same Precinct**

- ▶ Register at the Voter Services Table
- ▶ Affidavit (requires valid identification or witness)
- ▶ If no identification or witness who is a registered voter residing in the same precinct, print provisional receipt, hand the receipt to the voter, and direct to Voter Services Table.

### **Name Change – with Address Change**

Voter must re-register at the Voter Services Table.

### **Not Listed on ePollbook**

When the voter cannot be found on the ePollbook after searching by name, try a second search and select “Show Matches from Entire Jurisdiction.” If still not found, try searching for voter by address or date of birth. Direct voter to Voter Services Judge if not found after the multiple searches. Note: If entire voter’s name is entered and it is misspelled, the ePollbook will not find the voter.

### **Provisional Receipt**

There are many reasons a voter could be issued a provisional ballot. The Check-In Judge will follow the prompts on the ePollbook screen to print a provisional receipt with voter’s name, address, precinct, ballot style, and reason for provisional ballot. Voter takes the receipt to the Voter Services Judge for processing.

### **Registered by Mail – Lake County Clerk’s Office Could Not Verify**

Some voters who register to vote by mail will have an “identification required” alert displayed on the Pollbook screen. This occurs when a voter registers by mail and their identity cannot be confirmed by an Illinois driver’s license, state identification or a Social Security number, and the voter did not include a copy of valid identification with his/her registration application.



Voter has three options:

1. Present 1 form of valid identification with current name and Lake County physical street address or a witness who is a registered voter residing in the same precinct and vote a precinct ballot after signing affidavit.
2. May leave voting site to return with required documentation to vote a precinct ballot.
3. No identification? Select “No ID” on the ePollbook screen. Print provisional receipt, hand the receipt to the voter, and direct to Voter Services Table. Voter may be processed as a provisional voter and then has 7 days to provide the required documentation to the Lake County Clerk’s office.

## Registration on Election Day

Grace Registration is now extended through Election Day. At the voting site serving the voter's address, residents must register and vote at the same time. Voters are served at the Voter Services Table or at the Lake County Clerk's office.

## Signature Does Not Match

If there is no imaged signature on the ePollbook, signature is too light to read, too small, or is vastly different from voter's current signature, select "Signature does not match" on ePollbook screen. Request voter to present two forms of valid identification both showing current name and Lake County physical street address or a witness who is a registered voter residing in the same precinct. Voter must sign the application, and *Signature Capture Sheet*.

- ▶ Process at Check-In Table with affidavit. Voter must provide identification or witness who is a registered voter residing in the same precinct.
- ▶ If no identification or witness who is a registered voter residing in the same precinct, print provisional receipt, hand the receipt to the voter, and direct to Voter Services Table.

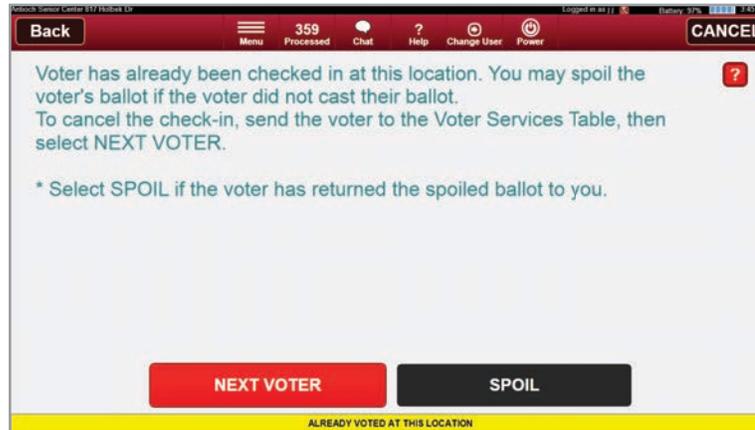
## Spoiled Ballot

Voter can be reprocessed by the same Check-In Table Judge who issued the original ballot or by the Voter Services Judge.

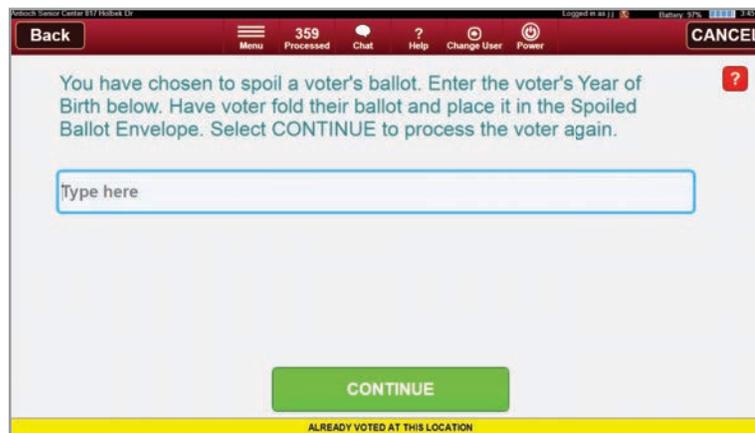
1. Give voter white spoiled ballot security envelope with instructions to the fold ballot, insert it in the envelope, and seal.
2. Judge will complete front of envelope with ballot style and precinct (and party in primary).
3. Look up and select voter. Verify that you have selected the correct name. ePollbook will identify voter as already having voted.

4. Ask for voter's address.

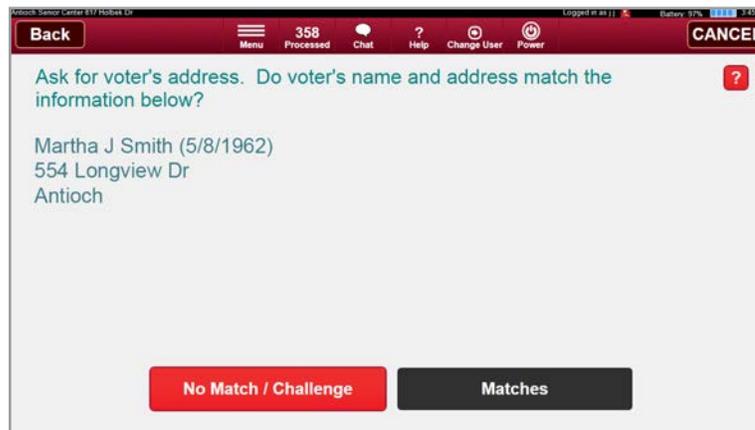
5. Notification screen telling you that this person has already voted. Select “SPOIL.”



6. Enter the voter's four-digit year of birth.



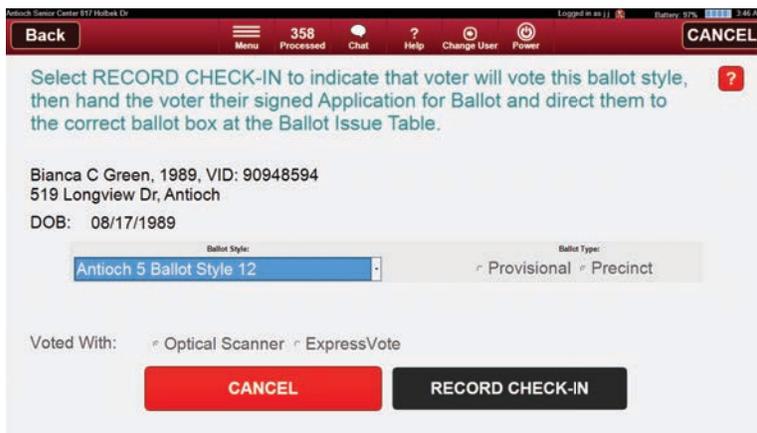
7. Ask for voter's address. ePollbook will print application.



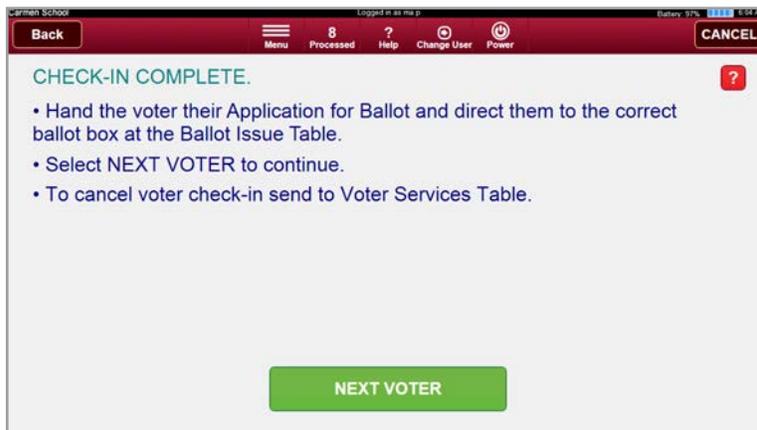
- Voter will verify name and address on application.



- Verbally verify information once more with voter. Select “Record Check-In.”



- Confirmation screen telling you that voter has been checked in.





## Vote by Mail

The ePollbook screen displays an envelope icon next to the name of any voter who has requested a ballot by mail. The voter may surrender the ballot received by mail in exchange for a ballot at the voting site. Ballots received by mail may not be cast in the Election Day voting site.

- ▶ Surrendering ballot
  - Processed at the Check-In or Voter Services Table.
  - Accept ballot from voter and place in surrendered ballot envelope.
  - Complete label on front of envelope.
  - Voter signs the envelope, and judge places it the collection envelope.
  - Select “Continue” on ePollbook screen and process as regular voter.
- ▶ Did not bring ballot to surrender
  - Send to the Voter Services Table to process as a provisional voter.
- ▶ Applied for, but voter never received ballot
  - Processed at the Check-In or Voter Services Table.
  - Voter receives a precinct ballot and must complete *Affidavit A* printed with application.
- ▶ Completed and returned, but ballot not received by Lake County Clerk
  - Processed at the Check-In or Voter Services Table.
  - Voter receives a precinct ballot and must complete *Affidavit B* printed with application.

### PROVISIONAL RECEIPT

Mark A Ballot  
123 Main St  
Waukegan, IL 60085

Voter Requested a Mail  
Ballot

## Voter’s Identity is Challenged

A voter’s identity or address can be challenged by a

- ▶ Pollwatcher,
- ▶ Registered voter, or
- ▶ Election judge.

The challenger must state one of three specific reasons for challenging the person’s right to vote:

- ▶ Voter no longer resides at the given address,
- ▶ Person attempting to vote is not the same person as registered, or
- ▶ Signature does not match.

The voter must produce:

- ▶ Two forms of valid identification both showing current name and Lake County physical street address, or
- ▶ A registered voter residing in the same precinct.

Record identification information or registered voter’s signature on the affidavit. To decide a challenge, judges act as a board. If a majority of the judges agree with the challenger, the voter must provide identification and sign appropriate affidavit. If the majority does not agree with the challenger, the voter is permitted to vote as though a challenge had not been issued. The judges’ decision is final. Voter may be processed as a provisional voter and then has 7 days to provide the required documentation to the Lake County Clerk’s office

**Wrong Voting Site and Insists on Voting**

Voter should be encouraged to go to the voting site serving his/her address. This ensures that the voter will be presented with a ballot containing all the offices and ballot measures for which they are entitled to vote.

When the voter wants to vote in the incorrect voting site print a provisional receipt, hand the receipt to the voter, and direct voter to Voter Services Table.

PROVISIONAL RECEIPT  
Mark A Ballot  
123 Main St  
Waukegan, IL 60085

Voter in the Wrong  
Precinct

**Wrong Voting Site and Wants to Vote in Correct Site**

ePollbook will print out receipt with voter’s correct voting site information. Voter can be found by selecting “Search Entire Jurisdiction” from the initial search screen.

POLLING PLACE LOCATION  
Carmen School  
123 County St  
Waukegan, IL 60085

## Acceptable Forms of Identification

Each person applying for registration must provide two forms of identification. At least one must include the applicant's current name and Lake County physical street address.

Any identification presented by the voter must be current and valid. Expired documents are not acceptable. When completing an affidavit that requires identification and valid identification is not possible, the voter may produce a witness who is a registered voter residing in the same precinct.

### Primary Forms of Acceptable Identification:

- ▶ Illinois driver's license
- ▶ State of Illinois identification card
- ▶ Utility or contract service bill addressed to applicant at physical address postmarked no more than 30 days prior
- ▶ Firearm Owner's Identification (FOID) card
- ▶ Personalized check or bank statement
- ▶ Car registration or proof of insurance bearing the applicant's name and address

### Secondary Form of Acceptable Identification:

- ▶ U.S. Passport
- ▶ Military, employee, student, or welfare identification card
- ▶ Certified copy of birth certificate
- ▶ Social Security card
- ▶ Veteran's Administration patient card
- ▶ Civic, union, or professional membership card
- ▶ Check cashing card, debit card, or credit card
- ▶ Library card
- ▶ Insurance card
- ▶ Certified copy of marriage license or divorce papers
- ▶ Nationalization papers

# Check-In Judge Polls Are Closed

## Supplies Needed to Close Polls

- ▶ *Check-In Checklist* (Closing Section)
- ▶ *Certificate of Write-In Votes* forms (Black Binder)

## Closing Procedures

Follow the closing procedures on the *Check-In Checklist*. Judges will remain in the voting site until all voters are served and closing procedures are completed.

### Empty Ballot Bin and Sort Ballots

1. Judges will unlock the emergency ballot slot door and verify that compartment is empty. If there are any ballots present, insert them into the counter accepting any on-screen error messages.
2. While the Ballot Box Judge initiates the printing of the *Voting Results Report*, all Check-In Judges should witness the unlocking of the ballot bin door.
3. Together, at least two judges remove the voted ballots and bring them to a clear table for sorting.
4. Separate ballots by the colored ink in the judge's initials box in upper right corner. As a secondary check, verify they are sorted by precinct number printed on the ballot.
5. If there are **any** ballots with write-in candidate names, set those aside. These ballots will be need to be checked for **valid** write-in candidate votes.

### Sign Voting Results Report

After the Voting Results Report tape is completely printed from each ballot bin, Check-In Judges sign the tape in the signature block towards the bottom.

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.

*Devin A. Adams*  
ELECTION JUDGE

*Leonard Akers*  
ELECTION JUDGE

*Christopher Carlson*  
ELECTION JUDGE

*Chris N. Jones*  
ELECTION JUDGE

*John Handy*  
ELECTION JUDGE



Each precinct's *Certificate of Write-In Form* must be completed even if you don't find any valid write-in votes.

## Certificate of Write-In Votes

The *Certificate of Write-In* forms will list all declared write-in candidates for each precinct.

If the *Certificate of Write-In* form does not list any declared candidates, it's not necessary to inspect the ballots. **The form must still be completed by placing and "X" in the box at the bottom of the form and having all Check-In Judges sign the form.**

Check-In Judges must examine the sorted ballots to look for any marks or indications of a valid write-in vote. Identified ballots are separated for further review.

A voter should write-in the candidate's name and darken the oval, but does not always do both. Count the write-ins where the voter's intent was clear and does not cause an over-vote.

### Valid Write-In Votes

Count the write-in vote when the candidate's name is on the write-in line and the oval is darkened.

Count the write-in vote if the candidate's name written on the write-in line and the oval is NOT darkened. The tabulator would not have counted this vote since there was no darkened oval.

### Over-vote

If a write-in vote without a darkened oval creates an over-vote, do not count the write-in vote. The ballot counter has automatically detected the darkened oval for another candidate when the ballot was inserted.

### **Document Write-In Votes**

The *Certificate of Write-In Votes* form must be completed and signed whether there were any valid write-in votes or not.

1. For each precinct, record the total number of valid write-in votes for each candidate on the *Certificate of Write-In Votes* form. Non-declared candidates are invalid and not recorded on form. A new tally area has been added to the form to help judges keep track of how many votes they find.
2. If no write-in votes were cast in the precinct, place an “X” in the appropriate box on the bottom of the form.
3. Judges sign the form on the designated lines.
4. Return completed *Certificate of Write-In Votes* form to black binder.

### **Count the Ballots by Precinct**

5. To ensure ballots are packed in the correct ballot transfer case, count the voted ballots by precinct. Confirm tallies match quantity received from Ballot Box Judge.
6. Deliver the ballots separated by precinct to Ballot Issue Judges for packing.

## **Final Packing**

### **Packing**

1. Take down booths and common area signs. Place chrome stands next to ballot bins.
2. Pack all the supplies as listed on each case, envelope, or box. Before securing black rolling case, be sure all Voter Services supplies are packed inside.
3. Items that remain at the voting site are listed on the red and black rolling cases.
4. Items going to the Transfer Site are listed on the red rolling case.
5. The supplies that are packed in the ballot bin are listed on the inside of the bin door. Be sure all ballot bin doors are locked.

### **Close the ePollbook**

Power down the ePollbooks after all other election materials are packed.

6. Check to make sure there are no “pending” voters before powering down the ePollbook.
7. Properly power down the ePollbook by selecting the “Power” button from the title bar menu at the top of the screen.
8. Select “Shutdown” at the next prompt and “Yes” to the final prompt. Close ePollbook lid.
9. Power down the printer by pressing the center button until the lights go off.
10. Unplug the ePollbook from the outlet and replace the power cord back into its pocket. Zipper it closed.
11. Close the zippered all-in-one case and secure by placing one security tie through the two zipper tabs.
12. Place ePollbook next to ballot bin. Place power strips and extension cords inside ballot bin.

### **Close the Voting Site**

After the polls close, all judges must remain until all closing procedures are completed and election materials are packed. Do not place any garbage into cases, boxes, envelopes, or bins. If there is no trash receptacle, please ask someone at the facility to provide one. Make sure the outside doors to the voting site are locked or will be locked by building security.

Check-In Judge  
**Appendix**



## Check-In Checklist

Found in Check-In Table black binder.

<h1>CHECK-IN CHECKLIST</h1>		
<b>BEFORE POLLS OPEN — USE AT 5:15 AM</b>		
<b>Set up ePollbook — DO NOT REMOVE ANY ITEMS FROM CASE.</b>		
<input type="checkbox"/> Using scissors found in supply box, cut the security tie and unzip ePollbook case so it's flat on the table.		
<input type="checkbox"/> Lift ePollbook screen. Press and hold power button on outside cover to turn on.		
<input type="checkbox"/> Turn on printer by pressing and holding power button until chime sound plays.		
<input type="checkbox"/> Log onto ePollbook using password on card delivered in black binder.		
<b>One Check-In Table Judge and Ballot Box Judge</b>		
<input type="checkbox"/> Verify and sign ballot counter tape showing zero votes for all candidates and public questions.		
<b>Check-In Table Setup</b>		
<input type="checkbox"/> Deliver Voters Services supplies from the black rolling case.		
<input type="checkbox"/> Set up voter processing materials found in Check-In Table envelope to include pens, voter receipts, signs, misprinted application envelopes, surrendered ballot envelopes, and election judge recruitment cards.		
<input type="checkbox"/> Tape flag to back of Check-In Table sign. Affix sign to chrome stand and place on table.		
<b>If assistance is needed</b>		
<input type="checkbox"/> Help Ballot Box Judge move large outside signs to curb or street.		
<input type="checkbox"/> Place handicap parking or entrance signs, if delivered.		
<b>After all other duties are completed</b>		
<input type="checkbox"/> Complete name tag and time card.		
<input type="checkbox"/> Take election judge oath and sign affirmation form.		
<input type="checkbox"/> Review checklist steps for processing voters.		
<b>PROCESSING VOTERS — USE WHILE POLLS ARE OPEN</b>		
<input type="checkbox"/> Ask voter's name and look up voter by typing in only three letters of first and last name in ePollbook.		
<input type="checkbox"/> Ask voter for current address and compare with address displayed on screen.		
<input type="checkbox"/> In a primary, ask voter for party preference and make appropriate selection on screen.		
<input type="checkbox"/> If pollwatcher is present, announce voter's name and address (party in a primary).		
<input type="checkbox"/> When application prints, hand it to voter and ask him/her to sign after verifying all information is correct.		
<input type="checkbox"/> Together, two judges verify application signature matches registration record. One judge initials application.		
<input type="checkbox"/> On ePollbook screen, select "Record Check-In." <b>Remember a check-in is not complete until you select "Record Check-In."</b>		
<input type="checkbox"/> Hand application to voter, explain precinct number, and direct voter to precinct file box at the Ballot Issue Table.		
<input type="checkbox"/> Select "Next voter" on ePollbook screen and begin processing the next person in line.		

## Check-In Checklist (Back)

### PROCESSING VOTERS - CONTINUED

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

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



### CLOSING POLLS — USE AT 7 PM

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

#### Empty ballot bins

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

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

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

#### Sign results tape

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

#### Other closing procedures

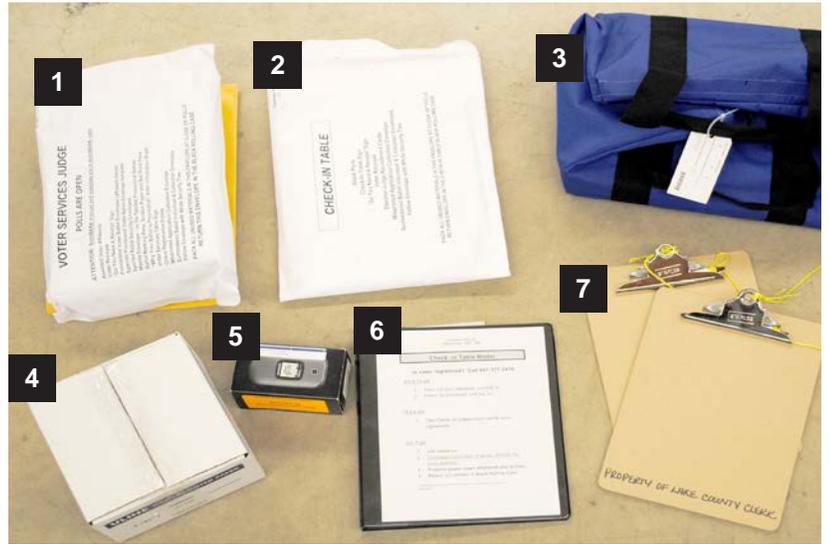
- Take down booths and common area signs. Place chrome stands next to ballot bins.
- Pack all supplies using lists on binder, envelope, black rolling case, and inside ballot bin door.
- Wait for Voter Services Table supplies before securing black rolling case with white security tie from yellow envelope.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

#### ePollbook

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

## Black Rolling Case Contents

- 1) Voter Services Table envelope
- 2) Check-In Table envelope
- 3) Blue provisional ballot case
- 4) ePollbook paper rolls
- 5) County issued cellphone
- 6) Check-In Table black binder
- 7) Clipboard for Grace Registration applicants



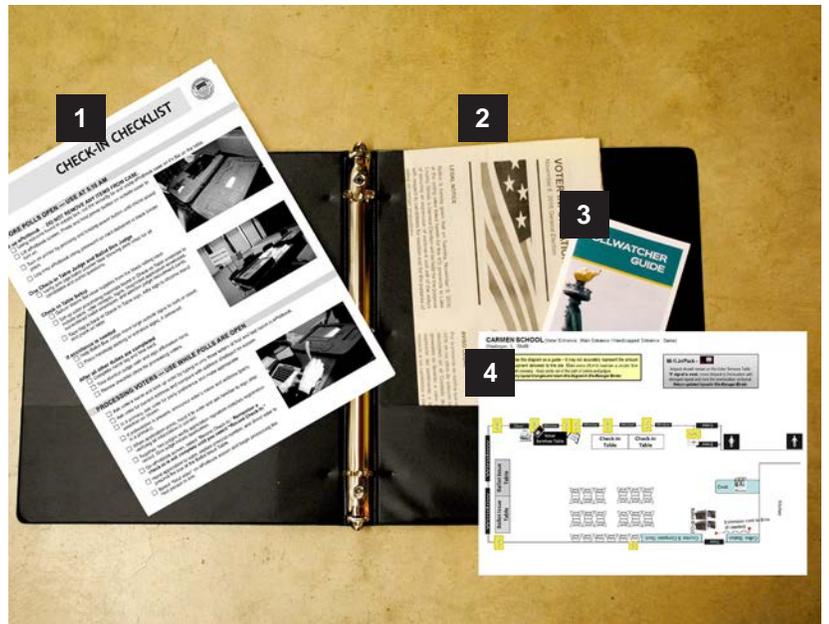
## Black Binder Contents

### Front Pocket

- 1) *Check-In Checklist*

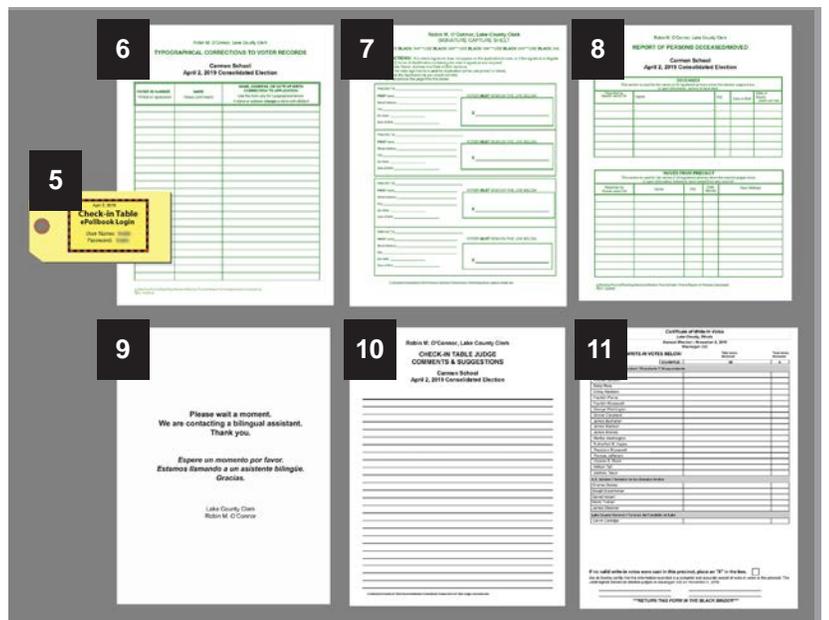
### Back Pocket

- 2) *Voter Information Guide*
- 3) *Pollwatcher Guide* brochure
- 4) Voting site layout diagram



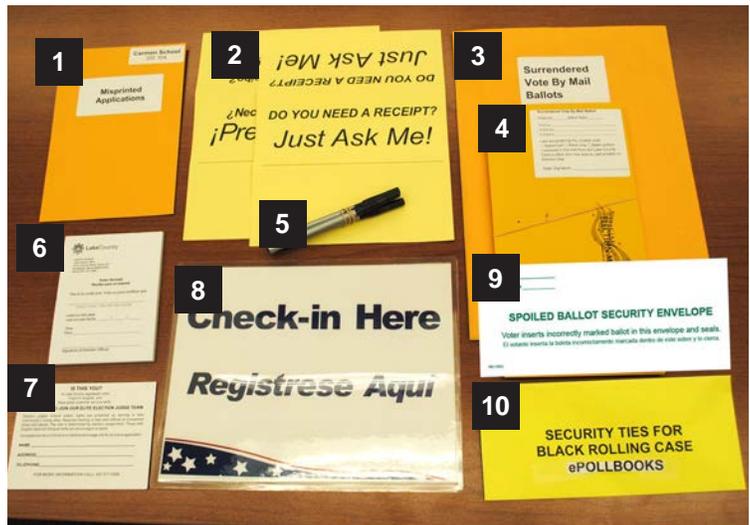
### On binder rings

- 5) *ePollbook user name and password card*
- 6) *Typographical Corrections to Voter Records form*
- 7) *Signature Capture Sheet*
- 8) *Report of Person Deceased/Moved*
- 9) Bilingual assistance sheet
- 10) *Election Judge Comments & Suggestions*
- 11) *Certificate of Write-In Votes form*



## Envelope Contents

- 1) Misprinted application collection envelope
- 2) "Do You Need a Receipt?" signs (English and Spanish)
- 3) Surrendered ballot collection envelope
- 4) Surrendered ballot individual envelope
- 5) Black pens (set of 10)
- 6) Voter receipt pads
- 7) Election judge recruitment cards
- 8) Check-In Table sign (English and Spanish)
- 9) White spoiled ballot envelopes
- 10) Yellow envelope with security ties for rolling case and ePollbooks



## Supply Box

(delivered in Ballot Bin)

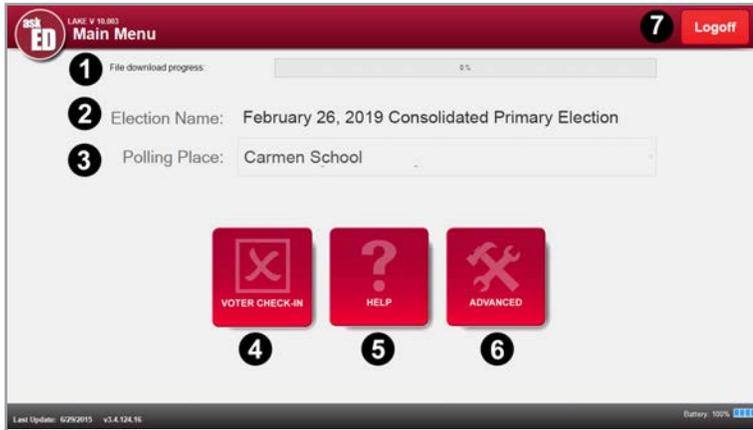
- 1) Magnifier lens
- 2) Post-It Notes
- 3) Paperclips
- 4) Scissors
- 5) Masking tape
- 6) Rubber finger tips



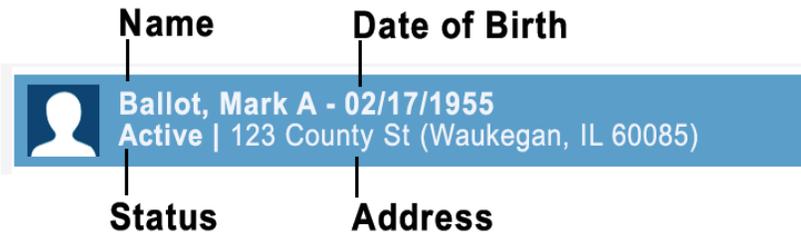
## ePollbook Main Menu and Icons

### Main Menu Items:

1. File Download Progress Indicator
2. Election Name
3. Assigned Voting Site
4. Voter Check-In Link
5. Help Topics Link
6. Advanced Menu
7. Logoff



### Voter Information



### Voter Icons and Status



- ▶ Silhouette of person's head
  - Dark blue background depicts active voter ready to process.



- Gray background shows voter already voted.

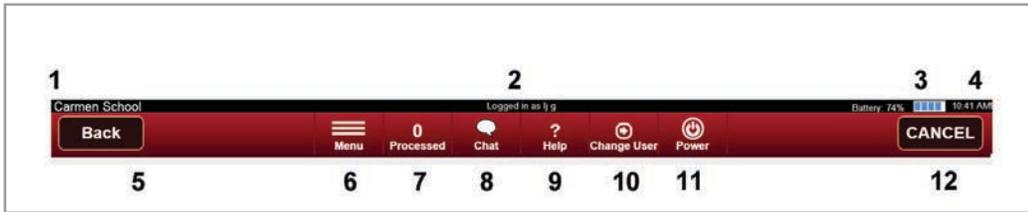


- ▶ Envelope
  - Dark blue background depicts voters has been sent a ballot by mail.



- Gray background shows voter has already been sent and returned a voted ballot by mail.

## ePollbook Title Bar Menu



1. ePollbook Location  
Displays the voting site assigned to the ePollbook.
2. Logged in Status  
Shows the name of the judge who is currently logged in to the ePollbook. Please be sure to change users when switching stations or taking breaks.
3. Battery life  
Shows how much battery life the computer has. The computer should be plugged in all day. If the battery starts to decrease, this is a sign that power has been lost.
4. Time  
Displays the current time.
5. Back Button  
Allows the election judge to navigate to a previous screen at any point in the check-in process before the RECORD CHECK-IN button has been pressed.
6. Menu Button  
Directs the judge back to the opening menu which displays the location, Help Topics Link, and Advanced Menu.
7. Processed  
Allows the election judge to see how many voters have been checked-in at this voting site. If you click on the link, a window will open allowing you to refine your search.
8. Chat Window  
Allows the Clerk's office to send short text messages to all ePollbooks or just a few select locations. The ePollbooks at the Voter Services Table can send messages to the Clerk's office. If there are any messages to the voting site, there is a number in the chat bubble.
9. Help Topics  
This feature is currently unavailable and will be enabled in future elections.
10. Change User Link  
Allows one election judge to sign out and another judge to sign in. This should be done any time a new judge begins operating the ePollbook.
11. Power Menu  
Gives the election judge the ability to power down the ePollbook, restart the ePollbook, log out of the program, or change users.
12. Cancel Button  
Allows the election judge to cancel a voter check-in any time before the RECORD CHECK-IN button has been selected. This will bring the election judge back to the search for a new voter screen.

## ePollbook Additional Search Features

### Search by Address

Especially helpful when you can't locate a voter with a last name that begins with Mc or O', or if the spelling of the name is unclear. Click on the "Address" tab. Enter only a few letters of street name as the ePollbook performs a "smart search." Do not use "Dir" box when entering a voter's address. The city field is a drop down menu.

The screenshot shows the ePollbook search interface. At the top, there is a navigation bar with 'Back', 'Menu', 'Processed', 'Help', 'Change User', and 'Power' options. Below this, the text 'Enter the voter's info below.' is displayed. The 'Address' tab is selected, and the form contains the following fields: 'House' (with a dropdown arrow), 'Dir' (with a dropdown arrow), 'Street' (text input), and 'City' (dropdown menu). A green 'Search' button is located to the right of the 'City' field.

### Show Matches from Entire Jurisdiction

If you cannot locate voter's record, the voter may be in the wrong voting site. You can search the entire county by selecting "Show Matches from Entire Jurisdiction."

The screenshot shows the ePollbook search interface after a search. The 'Name' field contains 'bal', the 'DOB' field contains 'mar', and the 'YOB' field is empty. A green 'Search' button is to the right. Below the search fields, the text reads: 'No matches were found. Try again with an alternate name or spelling. Otherwise, select No Match below.' A green button labeled 'Show Matches from Entire Jurisdiction' is highlighted. Below this are two red buttons: 'Clear' and 'No Match'.

### Search by Date of Birth

In addition to searching by name, you can also locate a voter by entering a date of birth. click on the "DOB" tab.

The screenshot shows the ePollbook search interface with the 'DOB' tab selected. The 'Name' field contains '2', the 'DOB' field contains '17', and the 'ID' field contains '1955'. A green 'Search' button is to the right. Below the search fields, the text reads: '1 Result. Tap voter below. If not found, you can revise your search. If no other searches are possible, choose No Match.' A blue banner displays the search result: 'Ballot, Mark A - 02/17/1955' and 'Active | 123 County St (Waukegan, IL 60085)'. A green button labeled 'Show Matches from Polling Place Only' is highlighted. Below this are two red buttons: 'Clear' and 'No Match'.

## ePolbook Printer

When you need to change the paper roll, **do not remove the printer from the case**. Press the orange button on the right side of the printer to open the cover.



Remove the empty paper roll. Lay new paper roll in printer with the loose end underneath. Close cover and the printer is ready.



If the printer's error light stays on after you change the paper, be sure the end of the new paper roll extends beyond the cover. Also check that the cover is completely closed.

If the first application is blank after changing the paper roll, the paper is in upside down. Open printer cover, remove paper roll, turn over, re-insert, and close cover.

# Voter Application - Active Voter for Primary and General Election

**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 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 linea.

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

Signature Verified by: ANH  
Carmen School  
02/26/2019 11:06 AM

2019 Consolidated Primary

Primary

**Waukegan 333  
Ballot Style 001**

Mark A. Ballot

DOB: 02/17/1955 ID: 12345678  
123 County St.  
Waukegan, IL 60085

I am registered and qualified to vote at this election and from the address above. I have not otherwise voted at this election. Subject to penalty stated in 10 ILCS 5/29-10. Sign on the line below.

Estoy registrado(a) y calificado(a) 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 linea.

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

Signature Verified by: ANH  
Carmen School  
04/02/2019 11:06 AM

2019 Consolidated

General

# Blank Application to Vote

Delivered in the Site Manager's binder. Used only in emergencies.

<b>APPLICATION TO VOTE – CERTIFICATE OF REGISTERED VOTER</b>	
<b>ELECTION DATE:</b> _____	<b>FOR JUDGE USE ONLY</b> <b>SEQUENCE NO.</b> _____ <b>PRECINCT NO.</b> _____ <b>BALLOT STYLE</b> _____ <b>ELECTION JUDGE INITIALS</b> _____
<i>Solicitud para votar – Certificado de votante registrado</i>	
<i>Fecha de las elecciones:</i> _____	
<b>VOTER NAME AND ADDRESS    NOMBRE Y DOMICILIO DEL VOTANTE</b>	
Name ( <i>Nombre</i> ): _____	
Street ( <i>Calle</i> ): _____	
City/Zip Code ( <i>Ciudad/Código postal</i> ): _____	
<b>CERTIFICATE OF REGISTERED VOTER    CERTIFICADO DE VOTANTE REGISTRADO</b>	
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 line below.	
<i>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.</i>	
_____ Voter Signature Line ( <i>Línea para la firma del votante</i> )	
	REV 9/2018

# Report of Persons Deceased/Moved

Found in Check-In Table black binder. Printed in green ink.

Robin M. O'Connor, Lake County Clerk

## REPORT OF PERSONS DECEASED/MOVED

### Carmen School February 26, 2019 Consolidated Primary Election

<b>DECEASED</b>				
This section is used for the names of all registered persons whom the election judges know, or upon information, believe to have died.				
Reported by (Spouse, parent, E.J)	Name	Pct.	Date of Birth	Date of Death (Month and Year)
Spouse	Abby Voter	333	2/5/30	6/7/18

<b>MOVED FROM PRECINCT</b>				
This section is used for the names of all registered persons whom the election judges know, or upon information, believe to have moved from said precinct.				
Reported by (Spouse, parent, E.J)	Name	Pct.	Date Moved	New Address
Parent	Charles Clarkston	333	1/5/09	123 Main St., New Town

U:\Election\Forms\ElectDay\General Election Forms\Green Forms\Report of Persons Deceased  
REV 12/2018



# Signature Capture Sheet

Found in Check-In Table black binder. Printed in green ink.

## Robin M. O'Connor, Lake County Clerk SIGNATURE CAPTURE SHEET

USE BLACK INK\*\*\*USE BLACK INK\*\*\*USE BLACK INK\*\*\*USE BLACK INK\*\*\*USE BLACK INK

**INSTRUCTIONS:** If a voter's signature does not appear on the application to vote, or if the signature is illegible:

1. Two (2) forms of identification containing the voter's signature are required.
2. Complete Name, Address and Date of Birth sections.
3. Have the voter sign this form **and** the Application (either pre-printed or blank).
4. Process the Application as you would normally.
5. **Do not** remove this page from the binder.

PRECINCT #: <u>333</u> PRINT Name: <u>Amanda Tyler</u> Street Address: <u>123 Main Street</u> City: <u>Any City</u> Zip Code: <u>60030</u> Date of Birth: <u>9/20/1946</u>	VOTER <b>MUST</b> SIGN ON THE LINE BELOW 
PRECINCT #: _____ PRINT Name: _____ Street Address: _____ City: _____ Zip Code: _____ Date of Birth: _____	VOTER <b>MUST</b> SIGN ON THE LINE BELOW 
PRECINCT #: _____ PRINT Name: _____ Street Address: _____ City: _____ Zip Code: _____ Date of Birth: _____	VOTER <b>MUST</b> SIGN ON THE LINE BELOW 
PRECINCT #: _____ PRINT Name: _____ Street Address: _____ City: _____ Zip Code: _____ Date of Birth: _____	VOTER <b>MUST</b> SIGN ON THE LINE BELOW 

# Certificate of Write-In Votes

Found in Check-In Table black binder.



**Certificate of Write-In Votes**  
 Lake County, Illinois  
 Consolidated Primary Election - February 26, 2019  
 Waukegan 333

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

CANDIDATE/OFFICE	Tally Votes Received	Total Votes Received
EXAMPLE: CANDIDATE NAME		5
No Valid Write-in Candidates		



**Certificate of Write-In Votes**  
 Lake County, Illinois  
 Consolidated Primary Election - February 26, 2019  
 Waukegan 333

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

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

**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 26, 2019.

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

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

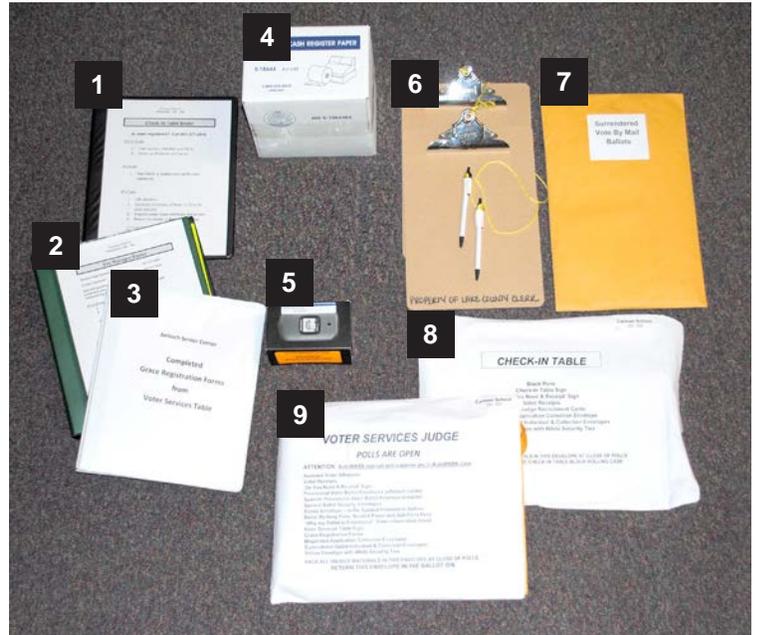
**If no valid write-in votes were cast**  
 We do hereby certify that the information r  
 The undersigned served as election judge

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**\*\*\*RETURN**

## Final Packing of Voting Site

Use list on top of black rolling case to pack items inside:

- 1) Check-In Table black binder
- 2) Site Manager green binder
- 3) Voter Services Grace Registration binder with completed forms
- 4) ePollbook paper rolls
- 5) County issued cellphone
- 6) Clipboards with attached pens
- 7) Surrendered by Mail collection and individual envelopes
- 8) Check-In Table envelope packed with contents listed on envelope
- 9) Voter Services envelope packed with contents listed on envelope



### Ballot bin:

1. Ensure all items listed on ballot bin's access door are packed inside the bin.
2. Close front access door.
3. Confirm all doors are locked and latches are secured.



## Items Left at Voting Site for Lake County Clerk

- 1) 4-up voting booth
- 2) Ballot bins
- 3) Voting booths
- 4) Chrome stands for flag/table signs
- 5) "Electioneering Zone" cone
- 6) ePollbooks
- 7) ExpressVote table
- 8) ExpressVote terminal
- 9) "Vote Here" sign

Pack additional ADA equipment if delivered (Big Bell, handicap parking signs, etc.).



## Ballot Issue Judge



# Ballot Issue Judge

## Before the Polls Open on Election Morning

### Locate Ballot Issue Judge Supplies

- ▶ Ballot Transfer Case
  - *Ballot Inventory Sheet* (in lid)
  - Colored pens (precinct specific)
  - Manila spoiled ballot envelope
  - Specimen ballots
  - Official ballots
- ▶ Red rolling case
  - Accordion file for signed applications
  - Ballot style divider tabs in envelope
  - Ballot marking pens
  - Privacy sleeves
- ▶ Red Binder containing:
  - *Ballot Issue Checklist*
  - *Statement of Ballots* form for each precinct
- ▶ Ballot Issue Table envelope containing:
  - Ballot Issue Table sign
  - Demonstration ballots
  - *Assisted Voter Affidavit* pads
- ▶ Supply box (delivered in ballot bin)
  - Magnifier
  - Reading lamp
- ▶ Chrome stand
- ▶ Flag

### Procedures

Refer to checklist for opening procedures.

#### Inventory Ballots

Contents of each white ballot transfer case must be inventoried by two judges, one from each political party. If there are two white ballot transfer cases for a precinct, begin with the case containing supplies needed to finalize setup on election morning.

1. Locate and open white ballot transfer cases.
2. Remove orange *Ballot Inventory Sheet* from lid of case.
3. Remove baggie with colored pens, specimen ballots, and manila spoiled ballot envelope and set aside.
4. Together, two judges total the numbers printed on the adhesive labels of official ballot packets by ballot style number and by party in a primary.
5. Compare totals to quantities printed on orange *Ballot Inventory Sheet* to make sure all ballots have been received.
6. Sign sheet and give completed sheet to Site Manager to place in green binder.

#### Verify Ballot Offices and Candidate Names

7.

<p><b>OFFICIAL NONPARTISAN PRIMARY BALLOT</b>  <b>BOLETA OFICIAL NO PARTIDISTA PRIMARIA</b></p> <p><b>Waukegan 333 Ballot Style 1 / Boleta Estilo 1</b></p>	
<p>INSTRUCTIONS TO VOTERS/INSTRUCCIONES PARA LOS VOTANTES:</p> <p>To cast a write-in vote, fill in the oval to the left of your choice, like this ●. To cast a write-in vote, fill in the oval to the left of the blank space provided and write the candidate's name in that space. Refer to the card of instructions in the voting booth. If you tear, soil or erroneously mark this ballot, ask for another. Read back if applicable.</p> <p>Para emitir un voto por escrito, 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 letrero con instrucciones 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.</p>	
FEDERAL	FEDERAL

Using specimen ballots for each ballot style (and party in a primary) two judges verify the official ballot content (offices, candidate names and public questions) matches corresponding specimen ballot.

**DO NOT** break the shrink-wrapped seals for any ballots during inventory.

8. Place specimen ballots in Ballot Issue Table envelope once verification is completed.  
**Do not post on wall.**

### Set up Precinct Ballot File Case

9. To create ballot file, place bottom of ballot case inside lid with large precinct numbers visible to voters.
10. Locate each precinct's ballot divider envelope delivered in the red rolling case.
11. Place ballot dividers inside the corresponding precinct's ballot transfer case.
12. Stand ballots on their side inside the transfer case behind appropriate divider.
13. Locate and remove precinct specific spoiled ballot envelope and *Statement of Ballots* from red binder.



### Hand Count Ballots when Opening a Packet

Each shrink-wrapped packet of ballots has a label affixed to the cellophane listing the precinct number, ballot style number, quantity, and party in a primary (usually 50).

14. Open and hand count one shrink-wrapped packet of ballots for each style (party in a primary). Keeping ballots in plastic sleeve, open on one side and hand count all the ballots in packet. If the hand count does not equal the printed quantity on the label, count again. If the count is different, cross out preprinted quantity and record hand-counted number on label.
15. Return ballot packet to appropriate divider.
16. **Affix packet label to the back of the corresponding precinct *Statement of Ballots* form.**



### Do not open until needed by voter:

- ▶ Ballot styles with fewer than ten voters marked with a yellow “Less Than 10 Voters” label.
- ▶ Federal ballots (even-year elections only) marked with a blue “Federal Ballots” label.

17. Place appropriate *Statement of Ballots* form and spoiled ballot envelope at rear of precinct ballot file case for easy reference during voting. After 7 p.m. judges complete the form and place in red binder.

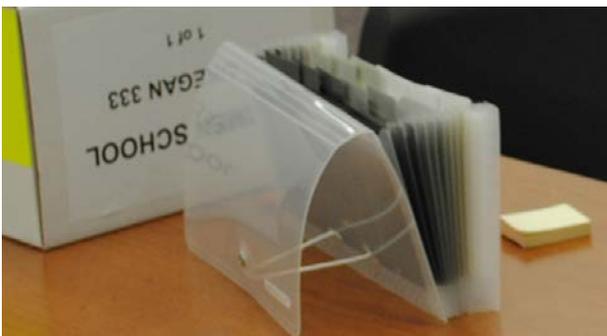


### Remaining Setup

18. For initialing of ballots, remove 1 to 2 colored pens from baggie. Set baggie with extra pens, the precinct's *Statement of Ballots* and manila spoiled ballot envelope at rear of ballot file. The manila spoiled ballot envelope is printed with green ink and used to collect spoiled ballot security envelopes with spoiled ballots sealed inside.
19. Post flag and "Ballot Issue Table" sign. Place privacy sleeves, ballot marking pens, and demonstration ballots on table. Assisted Voter Affidavits can be kept nearby and handy.



20. Place accordion file for signed applications on table.



**Page for notes**

# Ballot Issue Judge Polls Are Open

## Procedures

Refer to checklist for voter processing steps.

### First Judge – Select and Initial Ballot

#### Verify Precinct/Locate Ballot Style

Voters are directed to the Ballot Issue Table by the Check-In or Voter Services Judge.

1. Greet voter, take application, and locate precinct number on application. **Verify voter is at the correct precinct file box.**
2. Verify voter signed the application, and Check-In Judge initialed the application.

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 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. Sueto 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  
Carmen Sobel  
02/02/19 11:08 AM

2019 Consolidated Primary

3. Locate the "Ballot Style." In a primary, identify party or Nonpartisan choice. **Circle ballot style number** on the application.

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 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. Sueto 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  
Carmen Sobel  
02/02/19 11:08 AM

2019 Consolidated Primary

- Select the appropriate ballot of corresponding style (and party preference in a primary election) and show voter style and precinct number match application.

**Waukegan 933 Ballot Style 001 NP**  
 Mark A. Ballot  
 DOB: 02/17/1955 ID: 12345678  
 123 County St.  
 Waukegan, IL 60085

**BOLETA OFICIAL PRIMARIA DE NO PARTIDISTA**  
 Waukegan 933 Ballot Style 1/Boleta de Estilo 1

**INSTRUCCIONES 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 to the left of the blank space provided and write the candidate's name in that space. Refer to the card of instructions posted in the voting booth. If you tear, soil or erroneously mark this ballot, ask for another. Reseal if applicable.

FEDERAL	FEDERAL
FOR PRESIDENT OF THE UNITED STATES PARA PRESIDENTE DE LOS ESTADOS UNIDOS VOTE FOR ONE VOTE POR UNO	FOR REPRESENTATIVE IN CONGRESS TENTH CONGRESSIONAL DISTRICT PARA REPRESENTANTE EN EL DÉCIMO DISTRITO DEL CONGRESO VOTE FOR ONE VOTE POR UNO
<input type="radio"/> Abraham Lincoln	

- Use the assigned colored pen to initial the ballot in the box in the upper right corner of the ballot. Do not pre-initial ballots under any circumstances. Pre-initialed ballots must be spoiled as it could lead to claims of voting improprieties.

**IPARTISAN PRIMARY BALLOT L PRIMARIA DE NO PARTIDISTA**  
 Ballot Style 1/Boleta de Estilo 1

**INSTRUCCIONES PARA LOS VOTANTES:**  
 To vote, like this ●. To cast a write-in vote, fill in the oval to the left of the blank space provided and write the candidate's name in that space. Refer to the card of instructions posted in the voting booth. If you tear, soil or erroneously mark this ballot, ask for another. Reseal if applicable.

**INSTRUCCIONES PARA LOS VOTANTES:**  
 Yo por la presente certifico que la siguiente es la Boleta Oficial para ser utilizada en las elecciones primarias de este distrito.

**INSTRUCCIONES PARA LOS VOTANTES:**  
 Yo por la presente certifico que la siguiente es la Boleta Oficial para ser utilizada en las elecciones primarias de este distrito.

**INSTRUCCIONES PARA LOS VOTANTES:**  
 Yo por la presente certifico que la siguiente es la Boleta Oficial para ser utilizada en las elecciones primarias de este distrito.

- Pass application and ballot to second judge.

**Second Judge - Verify and Empower**

- Confirm with voter that their precinct and style numbers on the application match their ballot selected (and party preference in a primary election).

**Waukegan 933 Ballot Style 001 NP**  
 Mark A. Ballot  
 DOB: 02/17/1955 ID: 12345678  
 123 County St.  
 Waukegan, IL 60085

**BOLETA OFICIAL PRIMARIA**  
 Waukegan 933 Ballot Style 1

**INSTRUCCIONES 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 to the left of the blank space provided and write the candidate's name in that space. Refer to the card of instructions posted in the voting booth. If you tear, soil or erroneously mark this ballot, ask for another. Reseal if applicable.

FEDERAL	FEDERAL
FOR PRESIDENT OF THE UNITED STATES PARA PRESIDENTE DE LOS ESTADOS UNIDOS VOTE FOR ONE VOTE POR UNO	FOR REPRESENTATIVE IN CONGRESS TENTH CONGRESSIONAL DISTRICT PARA REPRESENTANTE EN EL DÉCIMO DISTRITO DEL CONGRESO VOTE FOR ONE VOTE POR UNO
<input type="radio"/> Abraham Lincoln	

- Verify that ballot is initialed using the colored pen for precinct.

**IPARTISAN PRIMARY BALLOT L PRIMARIA DE NO PARTIDISTA**  
 Ballot Style 1/Boleta de Estilo 1

**INSTRUCCIONES PARA LOS VOTANTES:**  
 To vote, like this ●. To cast a write-in vote, fill in the oval to the left of the blank space provided and write the candidate's name in that space. Refer to the card of instructions posted in the voting booth. If you tear, soil or erroneously mark this ballot, ask for another. Reseal if applicable.

**INSTRUCCIONES PARA LOS VOTANTES:**  
 Yo por la presente certifico que la siguiente es la Boleta Oficial para ser utilizada en las elecciones primarias de este distrito.

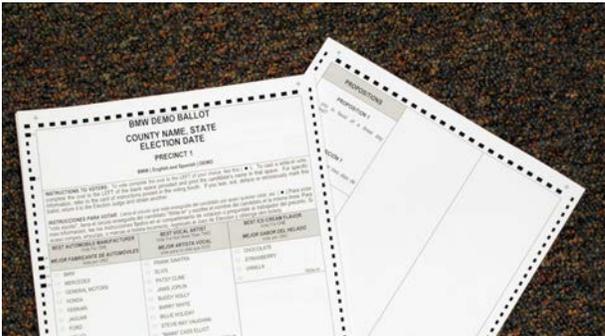
**INSTRUCCIONES PARA LOS VOTANTES:**  
 Yo por la presente certifico que la siguiente es la Boleta Oficial para ser utilizada en las elecciones primarias de este distrito.

- If pollwatcher present, announce voter's name and address (party in a primary).

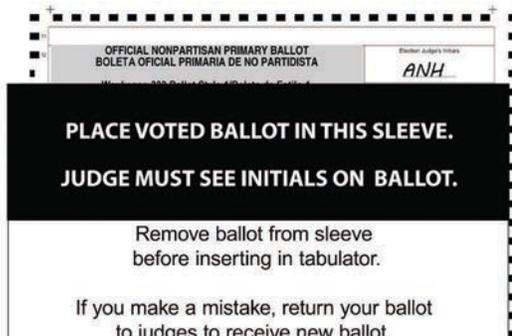
- Place signed voter application in accordion file according to time of day. There's no need to add a sequence number or separate applications by party.



- When ballot is printed on both sides, instruct voter to read both sides of ballot. Never instruct that a voter must vote both sides of the ballot.



- Show voter how, after marking the ballot, to insert the ballot into the privacy sleeve with heading “Official Ballot” visible at the top for Ballot Box Judge to view initials in the box.



- Issue ballot, ballot marking pen, and privacy sleeve.



- Direct the voter to any available voting booth. All booths (other than Voter Services booth) are available for all precincts in the voting site.

## Special Voter Circumstances

### Blank Application to Vote

A supply of blank voter applications can be found in the Site Manager's binder. These applications are to be **used only in emergency situations**, such as the ePollbooks not functioning. Check-In or Voter Services Judge will complete the form. The Ballot Issue Judge will file the applications with the others in the accordion file.

### Spoiled Ballots

If a voter should need to spoil a ballot, have the voter take the mis-marked ballot to the Check-In Judge who originally issued the voter's application. The Check-In Judge will have the voter seal the spoiled ballot in a spoiled ballot security envelope. Judge will reprocess the voter and print a new application with "Spoiled Ballot" indicated at the bottom. The voter will return to the Ballot Issue Table with sealed spoiled ballot envelope and new application. Place the spoiled ballot security envelope inside the manila spoiled ballot envelope. Place new application in accordion file according to the time stamp. There's no need to file with original application.

### Opening Additional Ballot Packets

Whenever a new packet of ballots is opened, ballots must be hand counted and the label affixed to the back of the corresponding precinct's *Statement of Ballots* form.



# Ballot Issue Judge

## Polls Are Closed

### Supplies Used after Polls Close

- ▶ Red binder (Checklist for closing procedures)
- ▶ *Statement of Ballots* form (rear of ballot file box)
- ▶ Spoiled ballots envelope (rear of ballot file box)
- ▶ Official seals (delivered in lid of ballot transfer case)
- ▶ Voted ballot labels (delivered in lid of ballot transfer case)

### Procedures

**Follow the closing procedures on the *Ballot Issue Checklist*. All judges will remain in the voting site until all voters are served and closing procedures are completed.**

#### Count and Record Spoiled Ballots

1. Remove the manila spoiled ballot envelope and the *Statement of Ballots* form for each precinct from back of precinct ballot file. White spoiled ballot security envelopes (printed in green) contain ballots that are mis-marked, damaged, or found not initialed during the day before cast in ballot counter.



2. Count all white spoiled ballot security envelopes placed in the manila envelope.
3. Record the total number of spoiled ballots for each precinct on the back of the manila spoiled ballot envelope. Return white security envelopes to the manila envelope.
4. Do not seal and sign manila envelope until the *Statement of Ballots* form is complete.
5. Place sealed and signed manila spoiled ballot envelope in red binder.



The *Statement of Ballots* form is the precinct accounting for all ballots, that were delivered, spoiled, voted, opened and not used, and never opened.

**Complete *Statement of Ballots* Form for Each Precinct**

Two judges working together will complete a *Statement of Ballots* form for each precinct. Lines A, B, and C are just recording the number of ballots opened, unopened, and spoiled. Lines D and E document how many people voted and the quantity of ballots cast in the bin. The totals for D and E should match. When filled in and signed, the form is returned in the red binder.

1. Line A

Add ballot quantities from labels on backside of *Statement of Ballots* form and record on Line A.

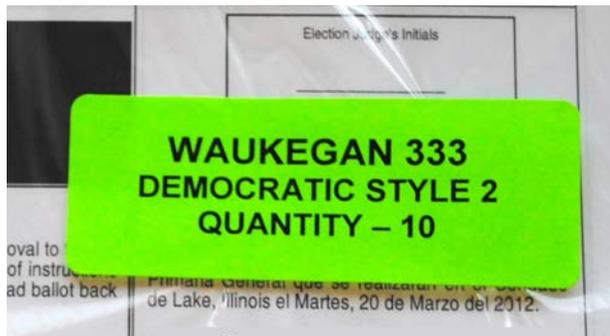
<p><b>A. Number of ballots from OPENED Packets for Precinct 333</b> Tally the quantities from labels on the back of this sheet.</p>	<p><u>450</u></p>
---	-------------------

<p><b>WAUKEGAN 333</b> DEMOCRATIC STYLE 17 QUANTITY - 50</p>	<p><b>WAUKEGAN 333</b> REPUBLICAN STYLE 22 QUANTITY - 50</p>	<p><b>WAUKEGAN 333</b> NONPARTISAN STYLE 30 QUANTITY - 50</p>
<p><b>WAUKEGAN 333</b> DEMOCRATIC STYLE 17 QUANTITY - 50</p>	<p><b>WAUKEGAN 333</b> REPUBLICAN STYLE 22 QUANTITY - 50</p>	<p><b>WAUKEGAN 333</b> NONPARTISAN STYLE 30 QUANTITY - 50</p>
<p><b>WAUKEGAN 333</b> DEMOCRATIC STYLE 17 QUANTITY - 50</p>	<p><b>WAUKEGAN 333</b> REPUBLICAN STYLE 22 QUANTITY - 50</p>	<p><b>WAUKEGAN 333</b> NONPARTISAN STYLE 30 QUANTITY - 50</p>

2. Line B

Remove all unopened ballot packets from ballot file and white ballot transfer case(s). Add quantities from labels on ballot packets that were never opened, assuming the quantity on the label is correct. Enter total on Line B.

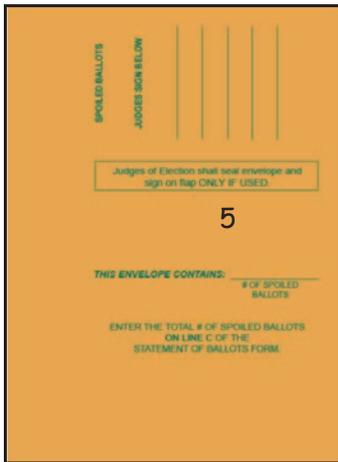
<p><small>Tally the quantities from labels on the back of this sheet.</small></p> <p><b>B. Number of ballots from UNOPENED Packets for Precinct 333</b> Remove unopened ballot packets from ballot file and transfer case(s) and tally the quantities on labels.</p>	<p><u>200</u></p>
--	-------------------



3. Line C

Duplicate the number handwritten on the back of the precinct's spoiled ballot envelope.

<p><b>C. Number of SPOILED BALLOTS for Precinct 333</b>                  Hand-written number is on back of manila <i>Spoiled Ballot Envelope</i>.</p>	<p style="font-size: 2em; font-weight: bold;">5</p>
---	---



4. Line D

The Voter Services Judge will provide the total of processed voters by adding each precinct's ballot styles from the ePollbook's summary screen. The totals for Lines D and E should match.

<p><b>D. Total PROCESSED VOTERS for Precinct 333</b>                  Voter Services Judge will provide totals from ePollbook's summary screen.                  On ePollbook, follow <i>Menu &gt; Advanced &gt; Summary</i>                  Add all ballot styles for this precinct</p>	<div style="border: 1px solid black; padding: 5px; display: inline-block; font-size: 1.5em; font-weight: bold;">275</div> 
---	---

5. Line E

Record the *Total Paper Sheets* reported to the Ballot Issue Table by the Ballot Box Judge. These totals are found on the *Voting Results Report* tape just after the double row of stars.

<p><b>E. VOTED BALLOTS for Precinct 333</b>                  Ballot Box Judge will provide <i>Total Paper Sheets</i> from each ballot bin.                  Found on <i>Voting Results Report</i> tape just after the double row of stars.</p>		Totals should match 									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;"><b>Ballot Bin #1</b></td> <td style="text-align: right; border-bottom: 1px solid black;">79</td> <td></td> </tr> <tr> <td style="text-align: right;">(Write N/A if not applicable) <b>Ballot Bin #2</b></td> <td style="text-align: right; border-bottom: 1px solid black;">+ 82</td> <td></td> </tr> <tr> <td style="text-align: right;">(Write N/A if not applicable) <b>Ballot Bin #3</b></td> <td style="text-align: right; border-bottom: 1px solid black;">+ 114</td> <td></td> </tr> </table>	<b>Ballot Bin #1</b>	79		(Write N/A if not applicable) <b>Ballot Bin #2</b>	+ 82		(Write N/A if not applicable) <b>Ballot Bin #3</b>	+ 114		<p>Grand total from all ballot bins</p>	<div style="border: 1px solid black; padding: 5px; display: inline-block; font-size: 1.5em; font-weight: bold;">275</div>
<b>Ballot Bin #1</b>	79										
(Write N/A if not applicable) <b>Ballot Bin #2</b>	+ 82										
(Write N/A if not applicable) <b>Ballot Bin #3</b>	+ 114										

6. Ballot Issue Judges sign each precinct's *Statement of Ballots* form and place completed form in red binder.

<p>We the undersigned served as Election Judges on February 26, 2019 in Waukegan Township Precinct 333 and certify that this is an accurate accounting of all ballots issued by the Election Authority in this precinct.</p>	
<p><u>Arby A. Adams</u></p>	Time: <u>7:25 PM</u>
<p><u>Carole Miller</u></p>	Time: <u>7:25 pm</u>
<p><u>Leonard Akers</u></p>	Time: <u>7:25 pm</u>
<p><u>John Handy</u></p>	Time: <u>7:25 pm</u>
<p><u>Allison Cacciatore</u></p>	Time: <u>7:25 pm</u>

## Final Packing of Voting Site

### Signed Applications

7. Close accordion file containing the signed applications and affidavits by placing elastic band around the button on the front of the file. Do not stretch elastic band around entire folder.
8. Voter Services Judge will give you the ExpressVote Application Envelope. Keep applications inside the envelope and pack in the red rolling case.
9. **PACK ACCORDION FILE CONTAINING SIGNED APPLICATIONS IN RED ROLLING CASE.**

### Packing Ballots

If precinct has more than one transfer case or if voter turnout is heavy, place all voted ballots in one transfer case. Unused ballots would be in second transfer case.

10. Remove ballot dividers from file box and return to ballot divider envelope. Pack envelope in red rolling case.
11. **PACK ONLY BALLOTS IN THE BALLOT TRANSFER CASES.**  
Verify that ballots are correctly sorted by precinct and place in the corresponding ballot transfer case in this order:
  - ▶ Bottom: Unopened ballot packets
  - ▶ Middle: Opened packets with unused ballots
  - ▶ Top: Voted ballots
12. Sign and date official seals found in white ballot transfer case's lid before attaching to outside of each case. Do not cover the barcode on the end of the case.
13. Affix "voted ballot" stickers on ballot transfer cases containing voted ballots. Do not cover the barcode on the end of the case.



14. Give white ballot transfer cases to Ballot Box Judge for Transfer Site.

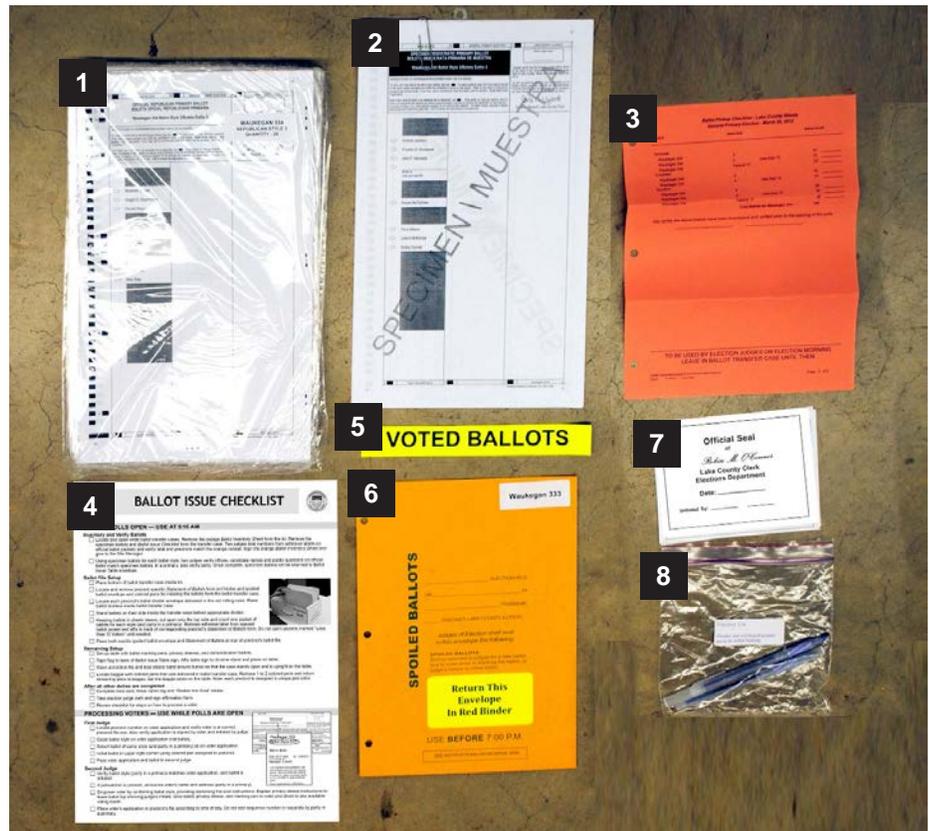
### Finish Packing

15. Pack all the supplies as listed on each case, envelope, or box.
16. Items that remain at the voting site are listed on the red and black rolling cases.
17. Items going to the Transfer Site are listed on the red rolling case.
18. The supplies that are packed in the ballot bin are listed on the inside of the ballot bin's door. Be sure all ballot bin doors are locked.
19. Do not pack any garbage in the election materials. If there is no trash receptacle, please ask the facility to provide one.
20. Make sure the outside doors to the voting site are locked or will be locked by building security.

Ballot Issue Judge  
**Appendix**

## White Ballot Transfer Case Contents

- 1) Official ballots
- 2) Specimen ballots
- 3) *Ballot Inventory Sheet*
- 4) *Ballot Issue Checklist*
- 5) Voted ballots labels (2)
- 6) Manila spoiled ballot envelope
- 7) Official seals (2)
- 8) Colored pens (Precinct specific)



## Supply Box

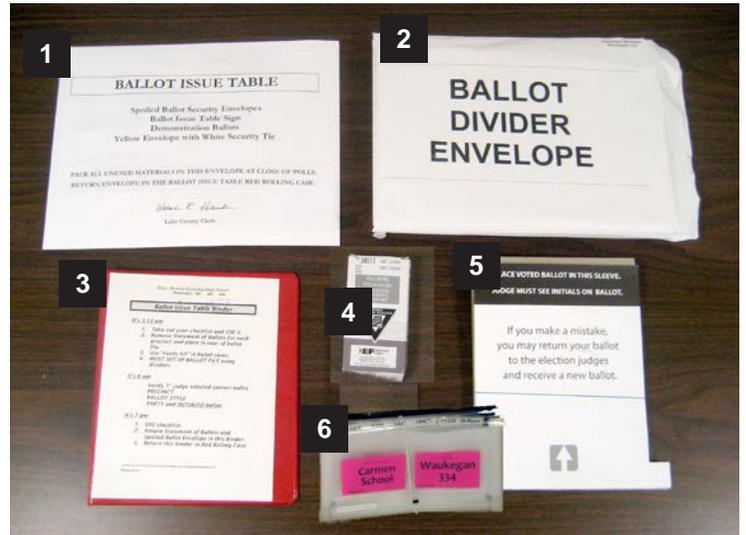
(delivered in Ballot Bin)

- 1) Magnifier
- 2) Reading lamp
- 3) Calculator
- 4) Masking tape
- 5) Paperclips
- 6) Post-It Notes



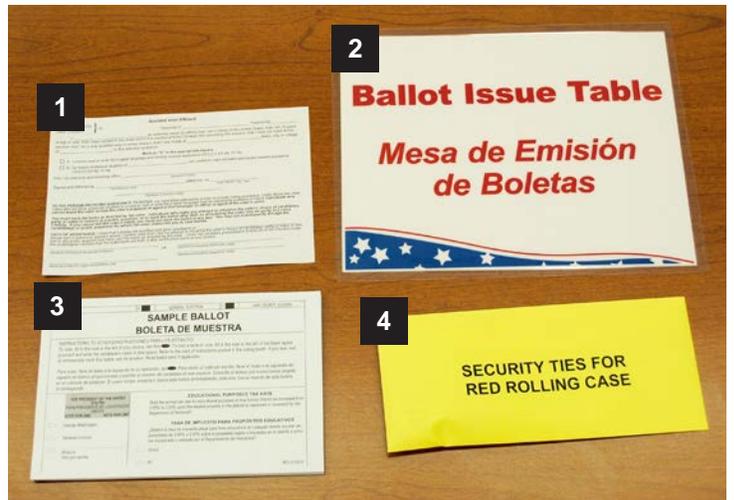
## Red Rolling Case Contents

- 1) Ballot Issue Table envelope
- 2) Ballot style divider tabs in envelope
- 3) Red binder
- 4) Ballot marking pens
- 5) Privacy sleeves
- 6) Accordion file



## Envelope Contents

- 1) *Assisted Voter Affidavit*
- 2) Ballot Issue Table sign (English-Spanish)
- 3) Demonstration ballots
- 4) Yellow envelope with white security tie





## Ballot Issue Checklist (Back)

### CLOSING POLLS — USE AT 7 PM

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

#### Remove and set aside for further processing:

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

#### Spoiled Ballots

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

#### Complete *Statement of Ballots* form for each precinct

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

#### Packing

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

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

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



Items packed for movers to pickup.



Items Ballot Box Judge delivers to Transfer Site election night.

## Ballot Inventory Sheet

Printed on orange paper. Found in plastic sleeve in lid of white ballot transfer case. Version sent in the primary election will list the parties.

**Ballot Inventory Sheet - Lake County Illinois**  
*Consolidated Primary - 2/26/2019*

Precinct: <b>Waukegan 333</b>	Ballot Style	Ballots Issued
Democratic		
Waukegan 333	1	550 _____
Nonpartisan		
Waukegan 333	1	25 _____
Republican		
Waukegan 333	1	550 _____
<b>Total Ballots for Waukegan 333 :</b>		<b>1,125</b>

I certify the above ballots have been inventoried and verified prior to the opening of the polls.

\_\_\_\_\_

---

TO BE USED BY ELECTION JUDGES ON ELECTION DAY  
GIVE TO SITE MANAGER AFTER INVENTORY IS VERIFIED

**Ballot Inventory Sheet - Lake County Illinois**  
*Consolidated Election - 4/2/2019*

Precinct: <b>Waukegan 333</b>	Ballot Style	Ballots Issued
Waukegan 333	7	800 _____
<b>Total Ballots for Waukegan 333 :</b>		<b>800</b>

I certify the above ballots have been inventoried and verified prior to the opening of the polls.

\_\_\_\_\_

---

TO BE USED BY ELECTION JUDGES ON ELECTION DAY  
GIVE TO SITE MANAGER AFTER INVENTORY IS VERIFIED

## Red Binder Contents

### Front Pocket

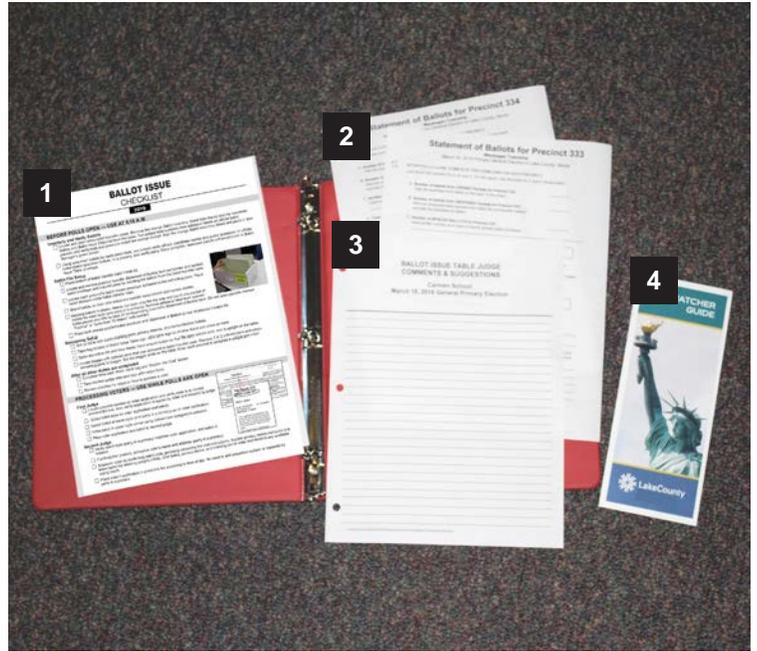
- 1) *Ballot Issue Checklist*

### On binder rings

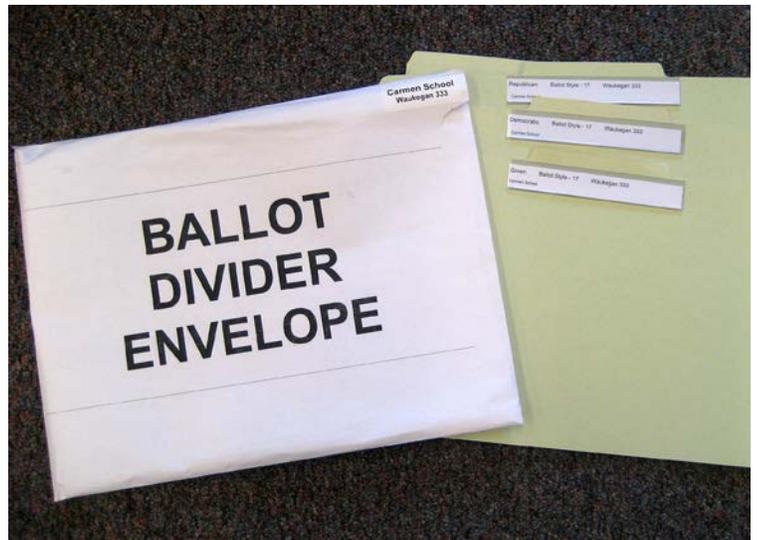
- 2) *Statement of Ballots* form for each precinct
- 3) *Election Judges Comments & Suggestions*

### Back Pocket

- 4) *Pollwatcher Guide* brochure



## Ballot Divider Envelope and Divider Tabs



### Statement of Ballots

Found in red binder. Store in back of ballot file during the day. Return in red binder after polls close.

# Statement of Ballots for Precinct 333

Waukegan Township

February 26, 2019 Consolidated Primary Election in Lake County, Illinois

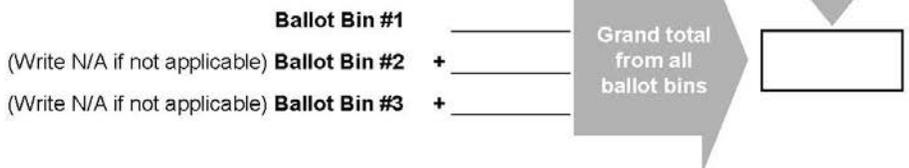
AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)

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** \_\_\_\_\_  
Tally the quantities from labels on the back of this sheet.
- B. **Number of ballots from UNOPENED Packets 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 manila *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** Totals should match  
 Ballot Box Judge will provide *Total Paper Sheets* from each ballot bin.  
*Found on Voting Results Report tape just after the double row of stars.*



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

We the undersigned served as Election Judges on February 26, 2019 in Waukegan Township Precinct 333 and certify that this is an accurate accounting of all ballots issued by the Election Authority in this precinct.

	Time: _____

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

Statement of Ballots (Completed Front)

# Statement of Ballots for Precinct 333

Waukegan Township

February 26, 2019 Consolidated Primary Election 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 case(s) and tally the quantities on labels.
- C. **Number of SPOILED BALLOTS for Precinct 333** 5  
Hand-written number is on back of manila *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 tape just after the double row of stars.*

	<u>79</u>		<b>Grand total from all ballot bins</b>		<span style="border: 1px solid black; padding: 5px;"><b>275</b></span>
(Write N/A if not applicable) <b>Ballot Bin #2</b>	+	<u>82</u>			
(Write N/A if not applicable) <b>Ballot Bin #3</b>	+	<u>114</u>			

Totals should match

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

We the undersigned served as Election Judges on February 26, 2019 in Waukegan Township Precinct 333 and certify that this is an accurate accounting of all ballots issued by the Election Authority in this precinct.

<u>Asmy A. Adams</u>	Time: <u>7:25 PM</u>
<u>Carole Miller</u>	Time: <u>7:25 pm</u>
<u>Leonard Akers</u>	Time: <u>7:25 pm</u>
<u>John Handy</u>	Time: <u>7:25 pm</u>
<u>Allison Acciattone</u>	Time: <u>7:25 pm</u>

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

*Statement of Ballots (Completed Back)*

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

Empty label box

## Spoiled Ballot Security Envelope

Delivered with Voter Services materials.

**Precinct** \_\_\_\_\_

**Ballot Style** \_\_\_\_\_

**SPOILED BALLOT SECURITY ENVELOPE**

**Voter inserts incorrectly marked ballot in this envelope and seals.**  
El votante inserta la boleta incorrectamente marcada dentro de este sobre y lo cierra.

REV 11/2013

## Manila Spoiled Ballot Envelope

Found in white ballot transfer case. Printed in green ink. Store in back of ballot file during day. Return in red binder.

**Waukegan 333**

**SPOILED BALLOTS**

\_\_\_\_\_ ELECTION HELD  
ON \_\_\_\_\_ IN  
\_\_\_\_\_ TOWNSHIP,  
PRECINCT \_\_\_\_\_, LAKE COUNTY, ILLINOIS.

*Judges of Election  
shall seal all white  
spoiled ballot envelopes  
in this envelope.*

**USE BEFORE 7:00 P.M.**

SEE INSTRUCTIONS ON REVERSE SIDE

REV 12/2013

# Manila Spoiled Ballot Envelope (Back)

**SPOILED BALLOTS**

**JUDGES SIGN BELOW**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Judges of Election shall seal envelope and sign on flap **ONLY IF USED.**

**THIS ENVELOPE CONTAINS:** \_\_\_\_\_

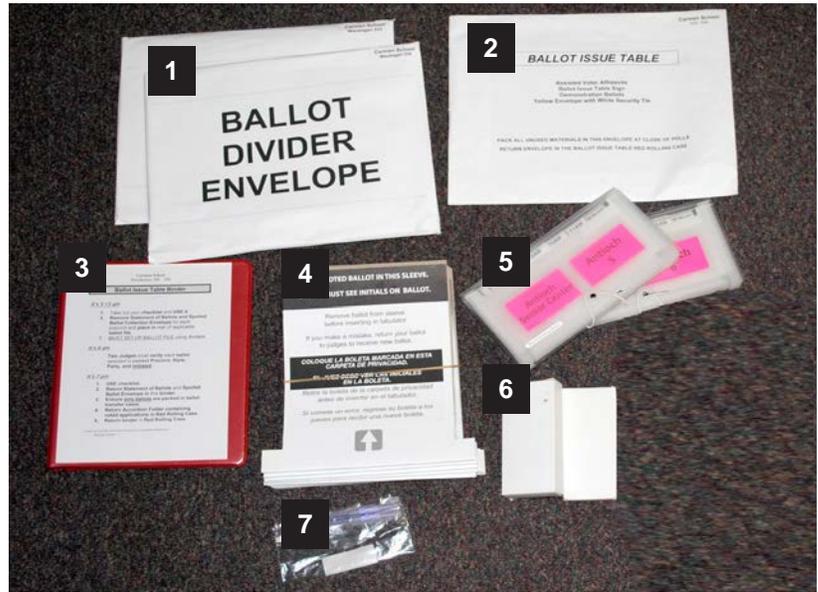
# OF SPOILED  
BALLOTS

ENTER THE TOTAL # OF SPOILED BALLOTS  
ON LINE C OF THE  
STATEMENT OF BALLOTS FORM.

## Final Packing of Voting Site

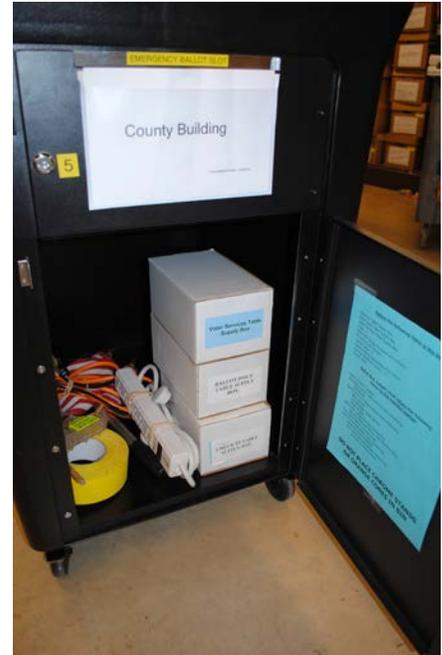
### Pack red rolling case with items listed on cover

- 1) Ballot divider envelope and contents
- 2) Ballot Issue Table envelope and contents listed on front of envelope
- 3) Red binder
- 4) Privacy sleeves
- 5) Accordion file with signed voter applications
- 6) Ballot marking pens
- 7) Colored pens



### Pack ballot bin

1. Pack all items listed on inside of front access door.
2. Close front access door.
3. Lock all doors.



### Items Left at Voting Site for Movers

- 1) 4-up voting booth
- 2) Ballot bins
- 3) Voting booths
- 4) Chrome stands for flag/table signs
- 5) Electioneering zone cone
- 6) ePollbooks
- 7) ExpressVote table
- 8) ExpressVote terminal
- 9) "Vote Here" signs

Add ADA equipment if delivered (Big Bell, handicap parking signs, etc.)



Pollwatchers



# Pollwatchers

## Who are Pollwatchers?

Pollwatchers are official election process observers in the voting site before, during and after voting on Election Day. Pollwatchers may also be present during other election events including early and nursing home voting and vote-by-mail and provisional ballot processing.



## Qualifications and Credentials

### Pollwatchers

Pollwatchers must be registered to vote in Illinois and must be affiliated with the political party or the organization for which they are poll watching (10 ILCS 5/7-34; 5/17-23).

Pollwatchers must have proper credentials which are issued by the local election authority or the Illinois State Board of Elections after being first authorized by one of the following (10 ILCS 5/7-34; 5/17-23):

- ▶ The state or local political party; or
- ▶ A candidate; or
- ▶ The presiding officer of a civic organization; or
- ▶ The chairman of the proponent or opponent group (of a public questions).

Pollwatchers and candidates may not process voters or handle election materials.

### Candidates

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. All candidates must also have proper candidate or pollwatcher credentials. If a candidate is using the “candidate” credential, he or she is not required to have an appointing authority. (10 ILCS 5/7-34, 17-23, 18-6)

## Admittance to Polls

Pollwatchers and substitute pollwatchers must present their credentials to the election judges at both primary and general elections. (10 ILCS 5/7-34; 5/17-23)

All credentials remain in the possession of the election judges and are returned to the Lake County Clerk’s office after the polls close. Pollwatchers must sign the register each time they enter or leave the voting site.

## Pollwatcher Rights

### The pollwatcher may:

- ▶ Observe all proceedings and view all reasonably requested records at both primary and general elections including judges making signature comparisons. Each candidate and political party is entitled to two pollwatchers per precinct on Election Day; civic organizations, one per precinct. (10 ILCS 5/7-34; 5/17-23)
- ▶ Inspect list of early, grace, and vote-by-mail voters. (10 ILCS 5/17-9)
- ▶ Accompany election judges when assisting disabled curb-side voters. (10 ILCS 5/17-13)
- ▶ Challenge a voter’s status at pre-Election Day voting at the Lake County Clerk’s office, during early voting, on Election Day, and during nursing home voting. (10 ILCS 5/19-10; 5/19A-60; 5/20-10; 5/19-12.2)
- ▶ Observe process of validating provisional ballots. (10 ILCS 5/18A-15)



Candidates, members of a political party or civic organization, and organized proponents/opponents of a ballot proposition may appoint pollwatchers.

- ▶ Observe in-person, early voting at both permanent and temporary sites with one pollwatcher per candidate, political party and qualified civic organization at each early polling location. (10 ILCS 5/19-10; 5/19A-60)
- ▶ Observe processing of vote-by-mail ballots (including military and overseas ballots) with one pollwatcher per candidate, political party and qualified civic organization for each panel of judges. (10 ILCS 5/19-8; 5/20-8; 5/20-10)
- ▶ Observe voting in nursing homes in compliance with other statutory provisions applicable to pollwatchers. (10 ILCS 5/19-12.2)
- ▶ Observe the election judges as they conduct preparations to open the voting site on Election Day including comparing the displays on the marking device with the specimen ballots to confirm agreement and performing an operational check of the optical scan equipment to ensure a zero count. (10 ILCS 5/24B-8)
- ▶ Leave and re-enter the polling place once credentials are surrendered as long as such activity is not disruptive. (10 ILCS 5/7-34; 5/17-23)
- ▶ Observe closing procedures and completion of canvass by remaining in the voting site until after the polls close. (10 ILCS 5/7-34; 5/17-23)

**The pollwatcher may not:**

- ▶ Get close enough to the voters/voting booths as to observe a voter casting a ballot and impinge the secrecy of the ballot or handle any election materials. (10 ILCS 5/7-34; 5/17-23; 5/19-10; 19A-60; 5/24B-5)
- ▶ Disrupt any of the election activities and procedures on any Election Day. (10 ILCS 5/19A-60; 5/7-34; 5/17-23)
- ▶ Participate in the discussion and decision following a challenge to a voter’s status as it is solely the decision of the election judges. (10 ILCS 5/19-10; 5/19A-60)

---

**Number of Pollwatchers Allowed in Precinct at any Given Time**

	Consolidated Primary/ General Primary	Consolidated Election/ General Election
Candidate	Two	Two
Political Party	One	Two
Qualified Civic Organization	One	One
Proponents and Opponents of a Ballot Proposition	One	One

---

- ▶ Interfere with election judges as they maintain legal authority to conduct elections. (10 ILCS 5/7-34; 5/17-23)
- ▶ Enter the voting site after the polls have closed. (10 ILCS 5/7-34; 5/17-23)
- ▶ Engage in a political discussion/electioneering within 100 feet of the door to the polling locations. (10 ILCS 5/17-29)

### Credentials Issued by Lake County Clerk

**POLLWATCHER CREDENTIALS**

**TO THE JUDGES OF ELECTION:** In accordance with the provisions of the Election Code, the undersigned hereby appoints Jack Miller who resides at 678 Main St, Waukegan in the County of Lake, Waukegan State of Illinois, who is duly registered to vote from this address, to act as a pollwatcher at Carmen School voting site at the Consolidated Primary election to be held on February 26, 2019.

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

Chris N Jones Candidate  
(Signature of Appointing Authority) TITLE: (Party Official, Candidate, Civic Organization President, Proponent or Opponent Group Chairman)

Under the penalties provided by law pursuant to Section 29-10 of the Election Code, the undersigned pollwatcher certifies that he/she resides at the above address in the State of Illinois, and is duly registered to vote from the above address in Illinois.

Jack Miller  
(Signature of Pollwatcher)

**Valid Pollwatcher Credentials must include the embossed Lake County seal.**

**CANDIDATE CREDENTIALS**

**TO THE JUDGES OF ELECTION:** In accordance with the provisions of the Election Code, I, Chris Jones hereby certify that I am a candidate for Treasurer in the County of Lake, Waukegan and seek admittance to Carmen School voting site at the Consolidated Primary election to be held on Feb 26, 2019.

Chris N Jones Treasurer  
(Signature of Candidate) Office for which candidate seeks nomination or election

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

**Valid Pollwatcher Credentials must include the embossed Lake County seal.**

# Credentials Issued by Illinois State Board of Elections

10 ILCS 5/7-34, 17-23, 29-10

Suggested  
Revised August, 2014  
SBE No. M-2

## POLLWATCHER CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information		Authorized to act as a pollwatcher in:	
Name		Name of Precinct	
Street Address		Ward (if applicable)	
County of Residence		Township or Municipality	
Township or Municipality of Residence		Election	

In accordance with the provisions of the Election Code, I hereby certify that the undersigned is duly registered to vote at:

\_\_\_\_\_  
Signature of Election Authority

\_\_\_\_\_  
TITLE: (County Clerk, Executive Director)

Under penalties of law pursuant to 10 ILCS 5/2-10, I certify that the undersigned is duly registered to vote at:

\_\_\_\_\_  
Address

\_\_\_\_\_  
County

\_\_\_\_\_  
Precinct and/or Ward in which Pollwatcher resides

10 ILCS 5/7-34, 17-23,

Suggested  
Revised August, 2014  
SBE No. M-2A

## CANDIDATE CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information		Authorized to seek admittance to:	
Name of Candidate		Name of Precinct	
Name of Office		Ward (if applicable)	
		Township or Municipality	
		Election	
		Date of Election	

In accordance with the provisions of the Election Code, the undersigned hereby seeks admittance to above polling location and stated election.

\_\_\_\_\_  
(Signature of Candidate)

\_\_\_\_\_  
(Office for which candidate seeks nomination or election)

\_\_\_\_\_  
(Signature of Election Authority)

\_\_\_\_\_  
TITLE: (County Clerk, Executive Director)

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Form may be reproduced



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