

VOTER SERVICES

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
Robin O'Connor, Lake County Clerk
18 N. County Street, Room 101, Waukegan, Illinois 60085
electionjudge.info electionjudge@lakecountyil.gov





Robin M. O'Connor

Lake County Clerk

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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—3rd 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—1st 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—1st 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.



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.

.....

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

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 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 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.

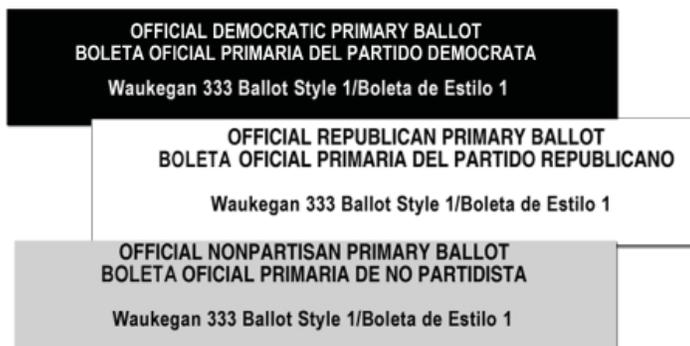
Ballots

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 18th 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) or LakeCountyClerk.info under “Voter Services.” Applicants must provide Illinois Drivers 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: _____
2nd Language Spoken: _____

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

Sample Scheduling Letter



LakeCounty

Robin M. O'Connor
Lake County Clerk

18 North County Street, Room 101
Waukegan, Illinois 60085-6264
LakeCountyClerk.info
Phone 847.237.2400
Fax 847.864.5823

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. 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
Robin M. O'Connor
Lake County Clerk

Election Equipment in Election Day Sites

ePollbook



The ePollbook's touch-screen/keyboard tablet will provide instant voter history updates to the Lake County Clerk's office while the polls are open, help the judges streamline the voter check-in procedures, and process Grace Registration and provisional voters. Connected via the jetpack with all other Election Day voting ePollbooks and the Lake County Clerk's office.

DS200



The ballot bin accepts both pre-printed and ExpressVote printed-on demand ballots.

Public Count is number of ballots cast in this election. Protected Count represents the number of ballots cast in this bin's lifetime.

ExpressVote



Each voting site uses ExpressVote equipment offering touch-screen technology compliant with the Americans with Disabilities Act (ADA) and prints a customized ballot on demand. There is only one terminal per Election Day voting site, and it is located near the Voter Services Table.

Voters who are blind, are vision-impaired, or have a disability that make it difficult to mark a ballot are empowered to cast their vote in private and without assistance.

ExpressVote Printer



Each ePollbook will have its own printer to print ballots on demand.

Voter Services Judge will insert the blank ballot stock into printer to be coded with voter's precinct and ballot style. In a primary, the voter's party will also be added.

Remember to initial the ballot in the lower right corner before issuing to the voter.

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.

<u>Adam F. Adams</u>	5.45	_____	_____
(Judge of Election)	(Time)	(Judge of Election)	(Time)
<u>John Handy</u>	5.48	_____	_____
(Judge of Election)	(Time)	(Judge of Election)	(Time)
<u>Karen Hal</u>	5.50	_____	_____
(Judge of Election)	(Time)	(Judge of Election)	(Time)
<u>Steve Harvey</u>	5.55	_____	_____
(Judge of Election)	(Time)	(Judge of Election)	(Time)
_____	_____	_____	_____
(Judge of Election)	(Time)	(Judge of Election)	(Time)
_____	_____	_____	_____
(Judge of Election)	(Time)	(Judge of Election)	(Time)
_____	_____	_____	_____
(Judge of Election)	(Time)	(Judge of Election)	(Time)

Time Card

Found in Site Manager green binder.

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

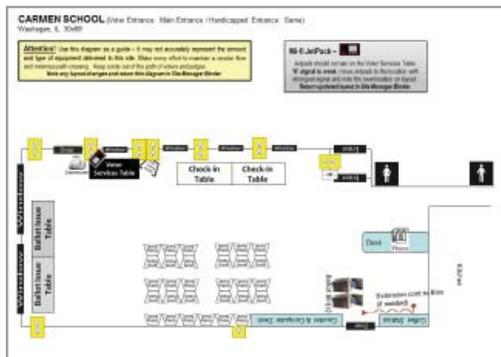
Voter Services Duties

Election Eve Setup

jetpack

Ballot Box and Voter Services Judges work together as a team to prepare all ePollbooks on election eve. Via jetpack connection, the ePollbooks will have a live connection to the Lake County Clerk's office and each other. Locate starting supplies from Ballot Box Judge's red bag.

1. Set up jetpack in location noted on the layout diagram.



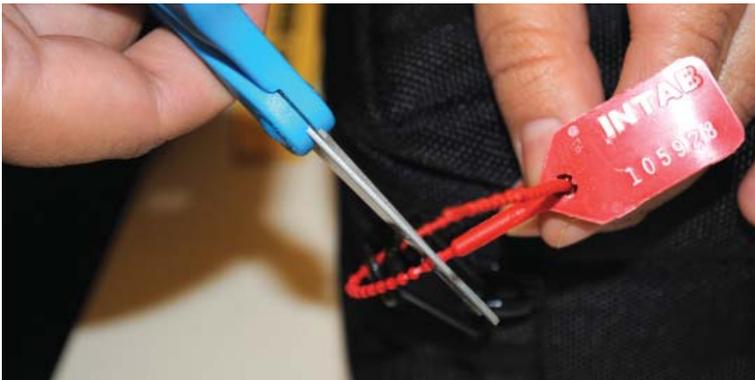
2. Plug power cord into the designated outlet.
3. When you see the Verizon logo screen, press and hold the power button on the outside corner until you see the screen display "Data Usage is not available."



ePollbooks

ePollbooks will be delivered by the movers and are designated by the case's tag.

4. Set the ePollbook case on the appropriate table with the case's narrow side on the table top.
5. Using scissors, cut security tie on zipper. Do not pull on security tie to open.



6. Open the power cord pocket and plug into outlet indicated on layout. Extension cord is delivered in ballot bin.



7. Unzip the bag and open so that the ePollbook is facing you. Do not remove any items from the case. ePollbook, keyboard, printer, and any additional equipment will remain in the case at all times.



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



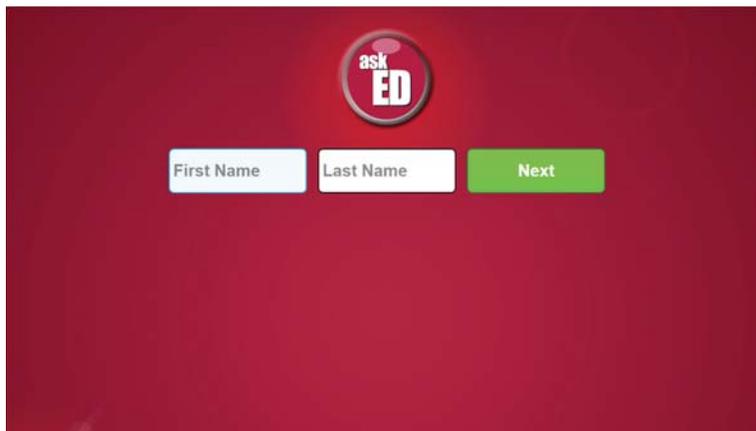
Log onto to all ePollbooks

Selections on the ePollbook screen can be made in two different ways:

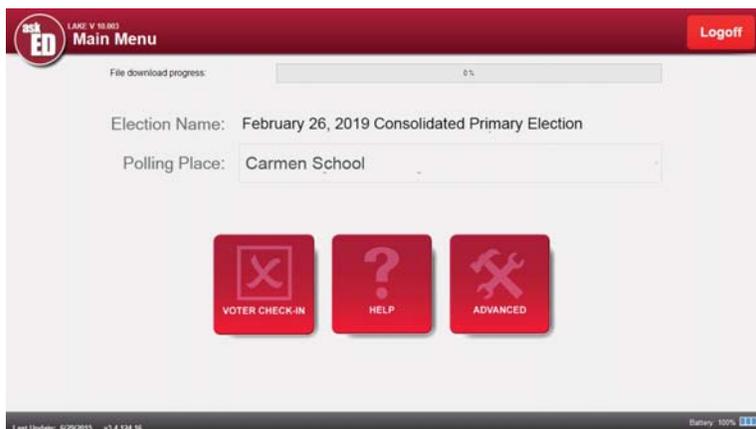
- ▶ Touch the screen lightly to make your choice, or
 - ▶ Point and click with the mouse using the trackpad located below the keyboard.
9. Log onto each Check-In and Voter Services ePollbook using the appropriate user name and password found on password card in Ballot Box Judge red bag. When finished, return the password card to the red bag.



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



11. Leave ePollbook turned on while you complete the voting site setup.



ExpressVote Equipment (only on Voter Services' ePollbook)

1. Open ExpressVote table case and set up table. Position table to ensure voters' privacy.
2. Open ExpressVote cloth case. Remove the ExpressVote terminal



3. Power cord is in outside pocket of cloth case.



4. Place terminal on the table.



5. Drop the terminal's power cord through hole in table.



6. Add the privacy shield.



7. The tabs on the back side of the privacy shield tabs go over the edge of table, not into the slots on the table.



8. Plug power cord into outlet, but do not turn on the ExpressVote terminal until election morning.

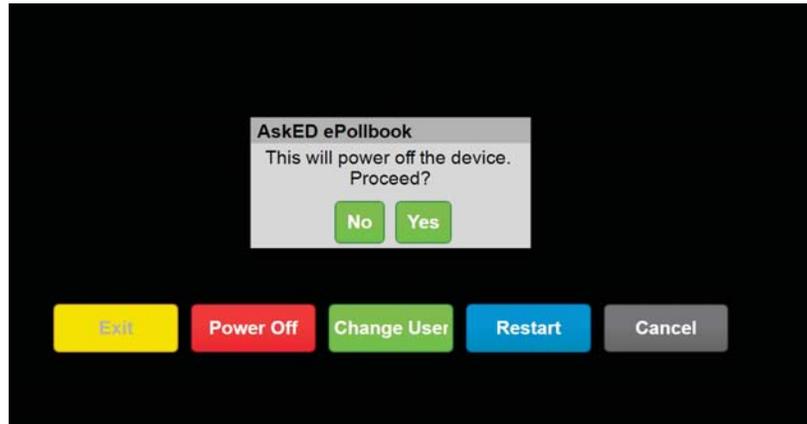


Additional Setup

9. Set up voting booths as depicted in the voting site layout diagram.
10. Place special needs voting booth near the Voter Services table.
11. Set up chairs and tables as shown on the layout diagram.
12. Place supplies removed from inside ballot bin on appropriate tables.
13. Using masking tape from supply box to post specimen ballots on wall near entrance.
14. Post interior voting site and federally mandated signs using masking tape.

After Voting Site Setup is Complete

15. Power down all the ePollbooks using the on-screen menu. Menu is available once you go into the voter check-in screen from the Main Menu.



16. Close ePollbook lid.



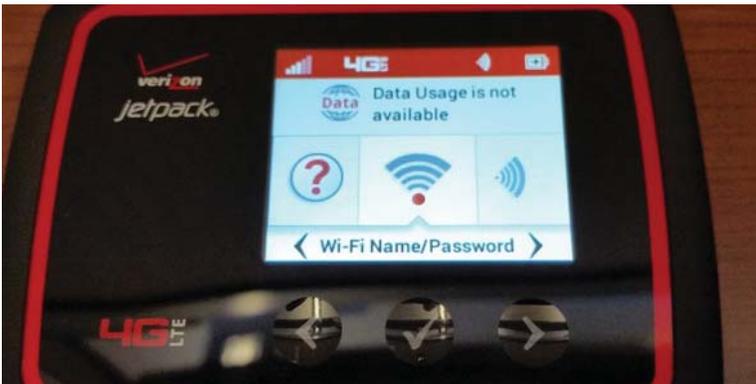
17. Close the zippered all-in-one case. Security ties are delivered in the Ballot Box Judge red bag. Attach one security tie to two zipper tabs.



18. ePollbooks stay on the appropriate table and plugged in overnight.



19. Leave jetpack turned on for the night.



20. Be sure that the special needs voting booth is assembled and place near the Voter Services Table.

Securing the Voting Site

21. Turn out lights and secure the room or advise building's security when leaving.



Before the Polls Open on Election Morning

Equipment Setup

ePollbook Setup

1. Verify that the jepack is still turned on from the night before.



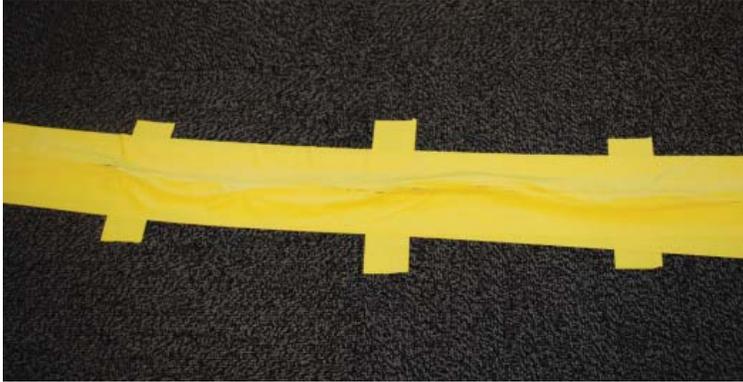
2. Using scissors, cut security tie on each ePollbook's zipper. Do not pull on security tie to open.



3. Next, unzip the bag and open so that the ePollbook is facing you. Do not remove any items from the case. **ePollbook, keyboard, printer, and any additional equipment will remain in the case at all times.**



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



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



- Press printer's center button to turn on. A tone will sound when printer is ready.



Log into ePollbook

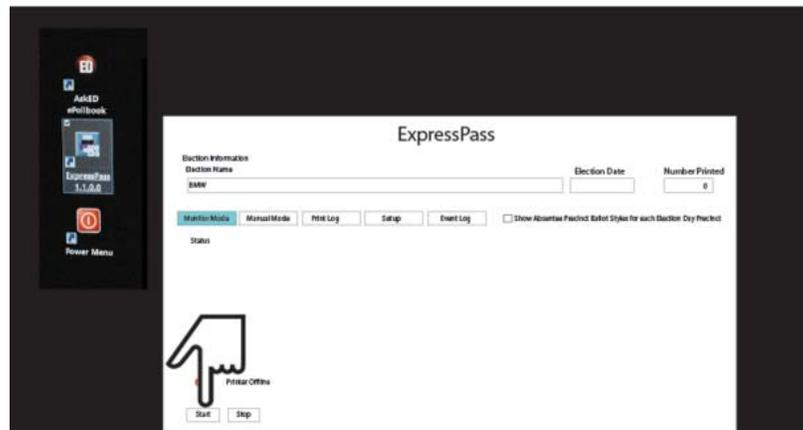
Selections on the ePollbook screen can be made in two different ways:

- ▶ Touch the screen lightly to make your choice, or
- ▶ Point and click with the mouse using the trackpad located below the keyboard.

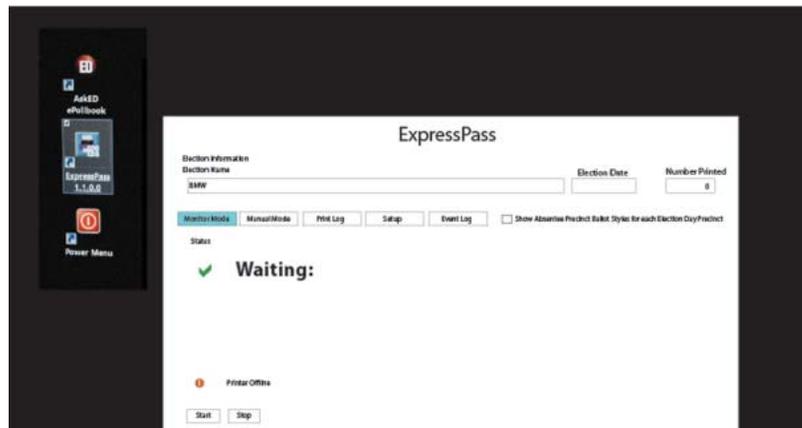
- From the ePollbook's initial screen, select "ExpressPass" icon.



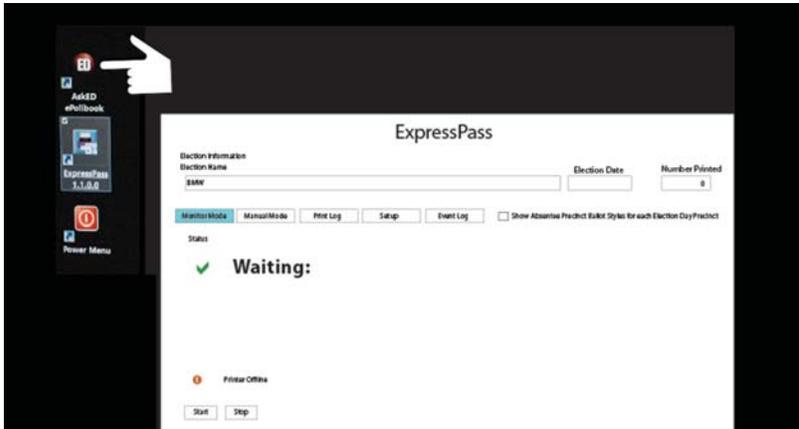
- Select "Start."



- ExpressPass software is ready when you see "Waiting:". Do not close the ExpressPass window. The software is required for the ExpressVote printer to be running in the background.



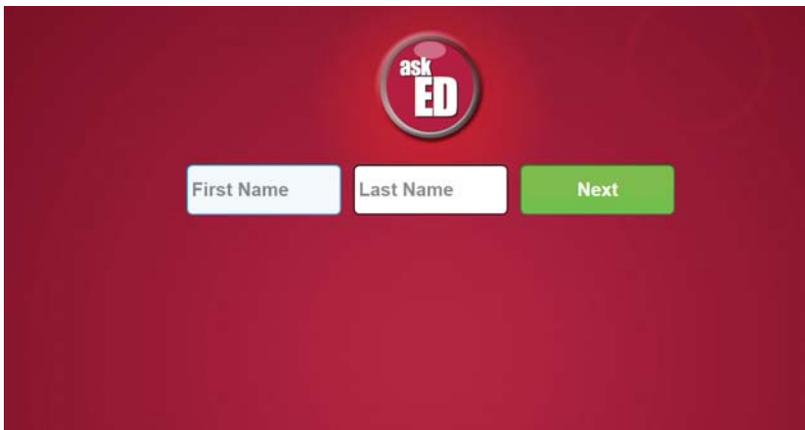
10. Select the “AskEd” icon.



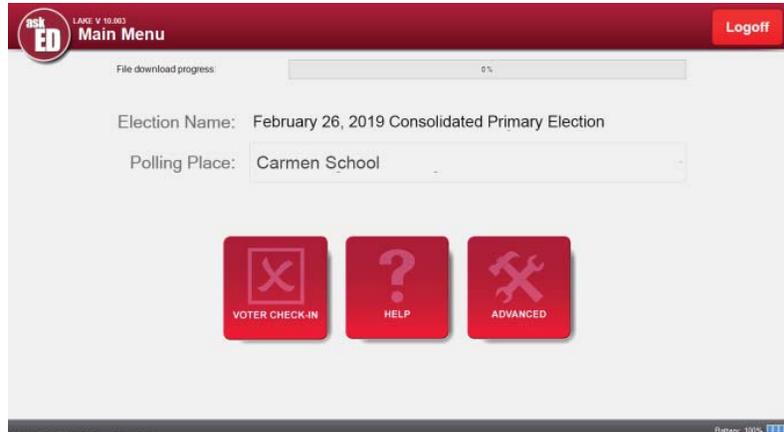
11. Log onto ePollbook using User Name and Password found on password card in blue binder.



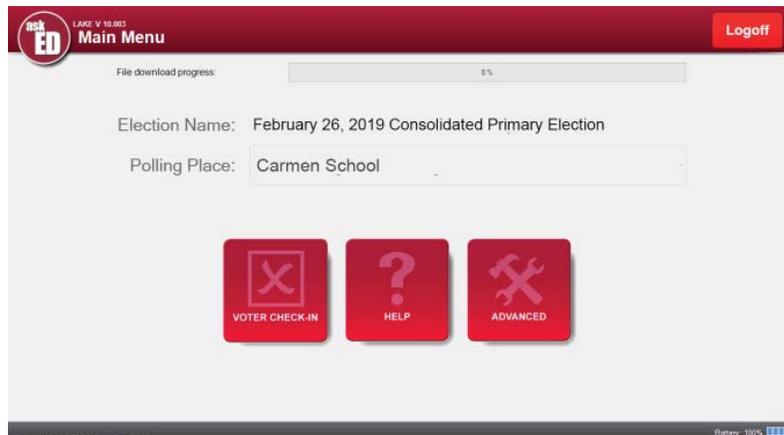
12. Enter your first and last names. Select “Next.”



13. Confirm the “Polling Place” is for your location. If not, call the Election Day Hotline (847) 377-2328.



14. Select “VOTER CHECK-IN” from Main Menu.



Initial Voter Services ePollbook Screen

The Voter Services’ initial screen is different from the Check-In screen. The Voter Services screen will offer three choices:

- ▶ Provisional
 - Check-In Judge has already determined the voter will be provisional.
 - Voter will have receipt with reason.
- ▶ Registration
 - Voter needs to register for the first time or update existing record.
- ▶ Regular Voter
 - Voter who has spoiled ballot.
 - Voter who needs to be cancelled.
 - Voter Services table can assist with regular voters when Check-In Judges are busy.



ExpressVote Terminal and Printer

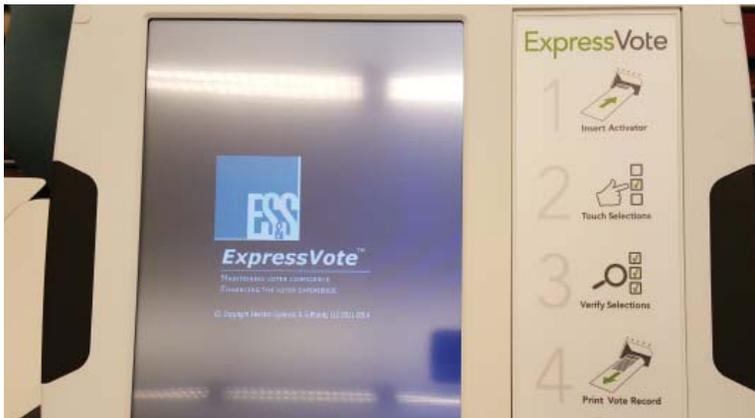
15. Locate ExpressVote keys in the Ballot Box red bag or from the Ballot Box Judge. These are the same keys used by the Ballot Box Judge on the bins. Using barrel key, unlock the door on the side of the ExpressVote unit and locate the "On/Off" switch. Turn on.



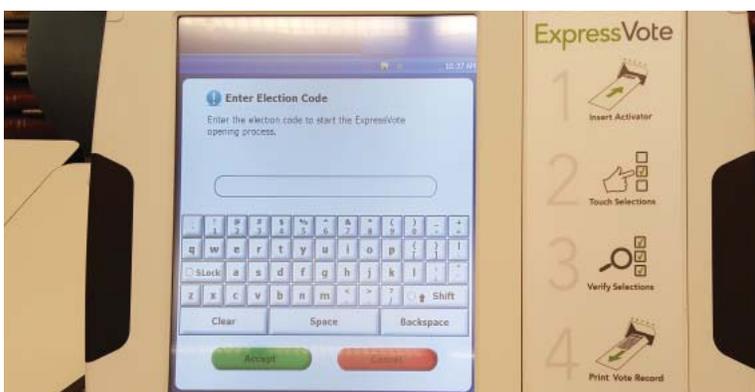
16. Close and lock the door. Remove keys.



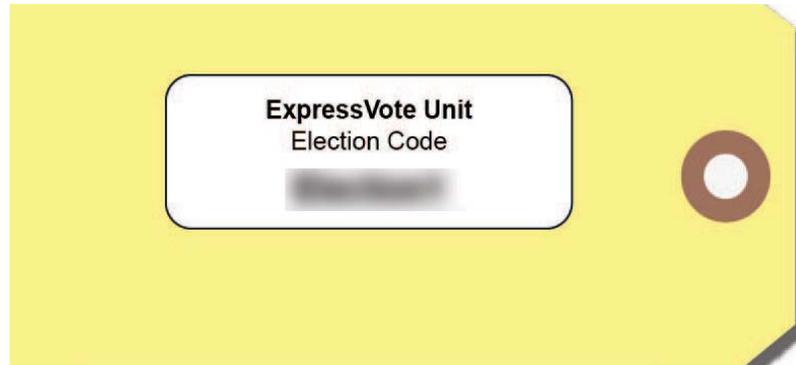
17. Powering-up routine may take a few minutes. This is the first screen you will see.



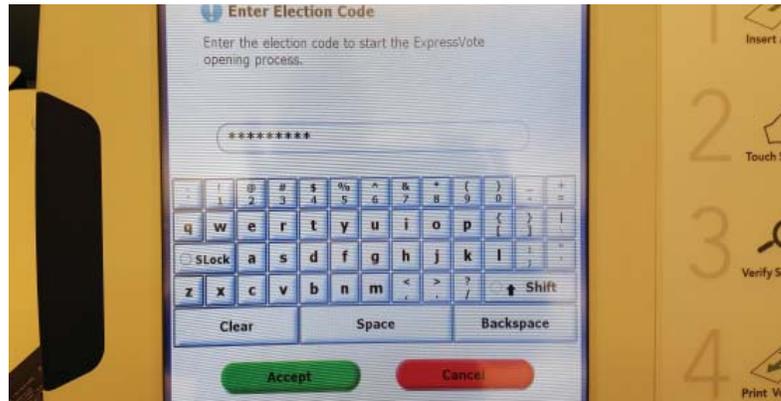
18. After many screen transitions, you will see the password screen.



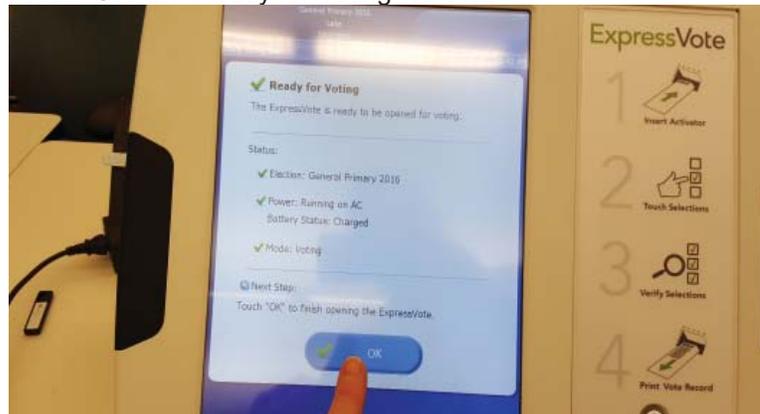
19. Enter the code is located on back of Voter Services ePollbook password card.



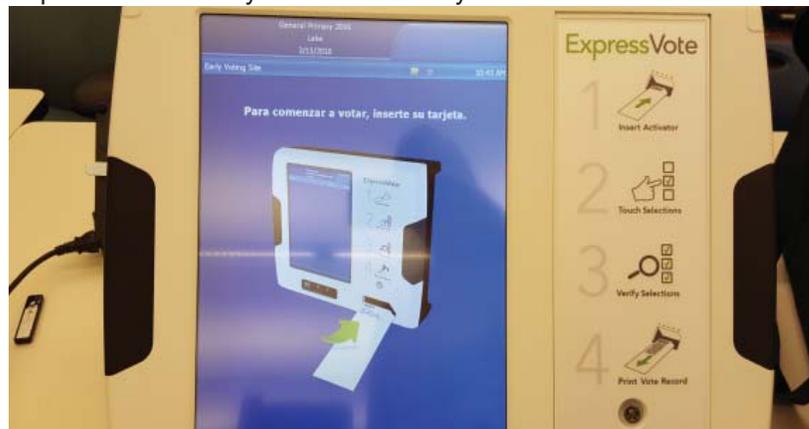
20. Wait until each letter entered turns to "*" before entering next letter. Once entered press "Accept." The display will scroll through many screens.



21. Press "OK" on "Ready for Voting" screen.



22. ExpressVote is ready for voters when you see this screen.



23. Remove the ExpressVote printer from the cardboard box.



24. Remove the styrofoam packing pieces from each side of the printer.



25. Plug power cord into wall outlet.



26. Connect printer to ePollbook with cable connection.



27. Turn on ExpressVote printer



28. Blank ballot stock is delivered in the provisional ballot case.

Blue Provisional Ballot Case (delivered in the Check-In Table Black Rolling Case)

Open and set up the blue provisional ballot case by lifting the four side “walls” (folded down in bottom). Secure with the interior velcro tabs. Close the U-shaped zipper on the outer rim of case and secure with one of the red security seals delivered in the blue provisional case in the small white envelope. Unzip the center opening and do not seal the lock. This is the opening for ballots. Store the small white envelope containing the remaining red seal in the Voter Services Judge envelope until needed after the polls close.

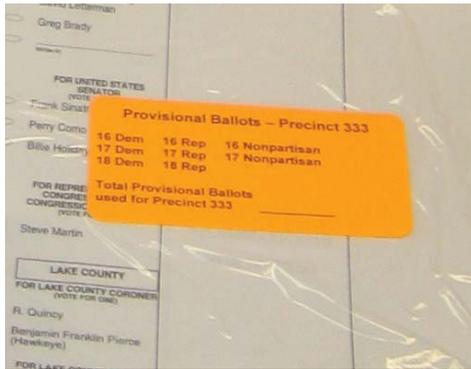


Inventory Ballots

Locate the white provisional ballot transfer case delivered by the Ballot Box Judges on election morning. Provisional ballot packets for each precinct are located inside the case. The *Provisional Ballot Inventory Sheet* is in the plastic sleeve located inside the case's cover. Each precinct's ballot styles (and party in a primary) are shrink-wrapped with an inventory label affixed. Each packet also has a large orange audit control label for recording totals after the close of polls.

Compare individual ballot style precinct/packet to *Provisional Ballot Inventory Sheet* to ensure each precinct's ballot packets are received. Initial and sign the checklist. Then, give the form to the Site Manager for placement in the green binder.

Keep ballot packets sealed until provisional voter arrives.



Provisional Ballot Inventory Sheet - Lake County Illinois		
Election Name - Date		
Polling Place	Township / Precinct	Provisional Ballots
	Carmen School	_____
	Waukegan 333	_____
	Waukegan 334	_____
	Express Vote ballot paper	_____
I certify the above ballot packets have been inventoried prior to the opening of the polls.		

29. ExpressVote blank ballot stock will be delivered in the provisional ballot transfer case. Do not open until needed.

Other ADA Equipment

If delivered, set up additional ADA equipment such as Big Bell, ADA parking signs, etc. Assembly instructions are delivered in the blue provisional ballot case.

Table Setup

Finalize table setup using the chrome stand to post Voter Services table sign and flag.



Cell Phone

The Lake County Clerk's office delivers one cell phone per voting site. Familiarize yourself with the phone's options. Keep the cellphone turned on all day as this will be the first contact the Lake County Clerk's office will use. Plug into the wall outlet with the power cord, if needed.

Calling the Lake County Clerk's office

The Election Day Hotline number (847) 377-2328 has been pre-programmed into the county-issued phone. To call the Lake County Clerk's office, press "2," then "Send."

If There's No Site Manager

If there is no Site Manager at the voting site, Voter Services Judge will administer the oath to the election judges, check in pollwatchers while securing credentials in the Site Manager's Green Binder (delivered in ballot bin), and verify Check-In and Ballot Issue Table procedures are being followed.

Polls Are Open

Supplies Used During Voting

- ▶ *Voter Services Checklist*
- ▶ ePollbook for Voter Services
- ▶ Provisional ballots and envelopes
- ▶ *Grace Registration Forms* and binder
- ▶ *Assisted Voter Affidavit*
- ▶ Voter receipts



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

Declare Polls are Open

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

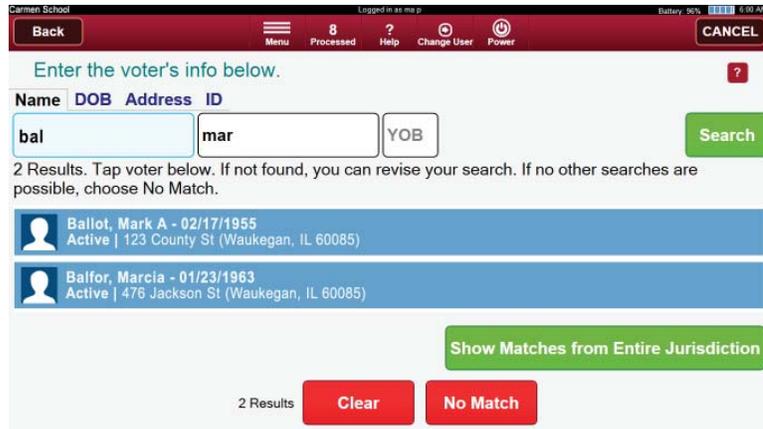
Processing a Regular Voter

Greet and Identify Voter

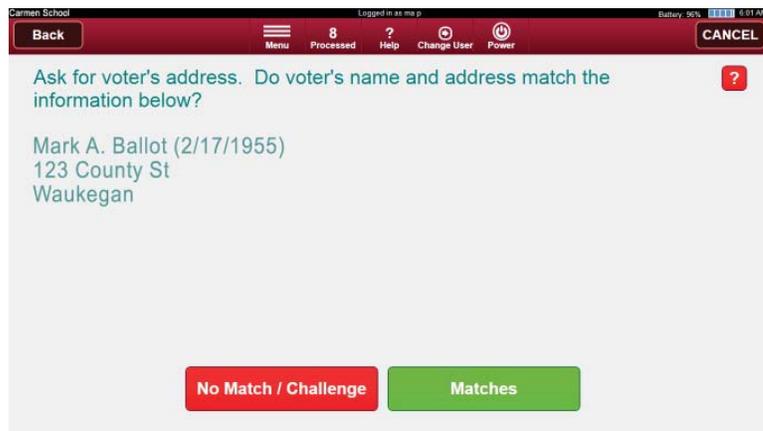
1. Greet voter and ask voter to state his/her name.
2. Select “Regular Voter” from ePollbook screen.

3. 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.
4. 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.

- Select the voter's name highlighted in the blue bar by lightly tapping the screen or using the trackpad to click on the blue bar.



- Ask voter for his/her current address. Do not prompt voter with address shown on screen. If address 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.”



Voter not found?

If voter not found on initial search, try searching in “entire jurisdiction” or by address. This works especially well when the spelling of the voter’s last name begins with Mc, O’, or is unclear.

Try searching by address.

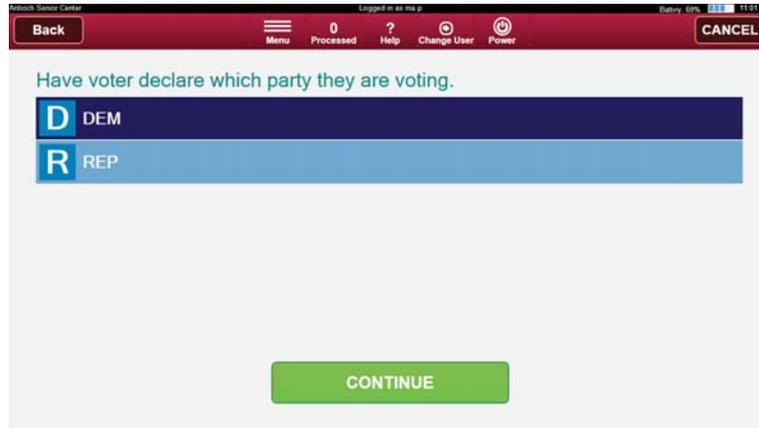
Type in the house number, the street name without directional of north, south, east or west. Select the city from the drop down menu.

Note: this is also a “smart search.” You only need to enter a few letters of the street name.

If still not found, process person as a provisional voter.

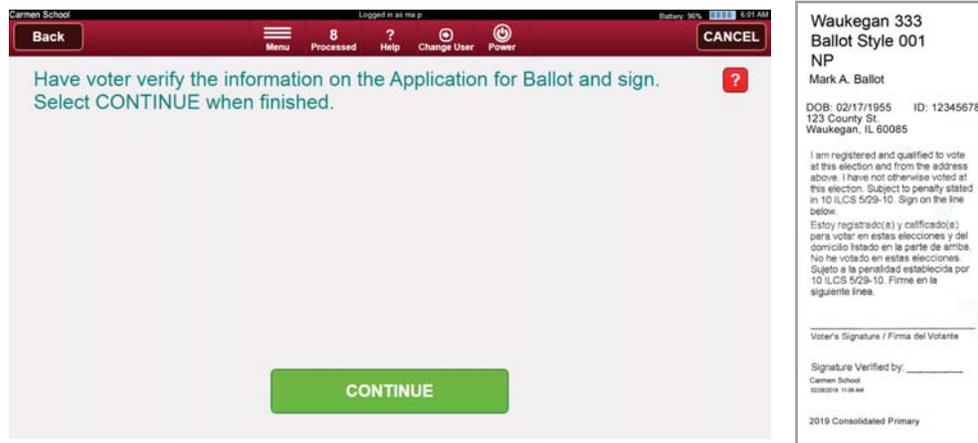
- In a primary election, Illinois law requires the voter to choose a partisan (Republican or Democratic) or nonpartisan ballot. Ask voter which party's ballot he/she chooses. Partisan ballots will list both candidates and referenda. Nonpartisan ballots will only list referenda. There is one exception 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

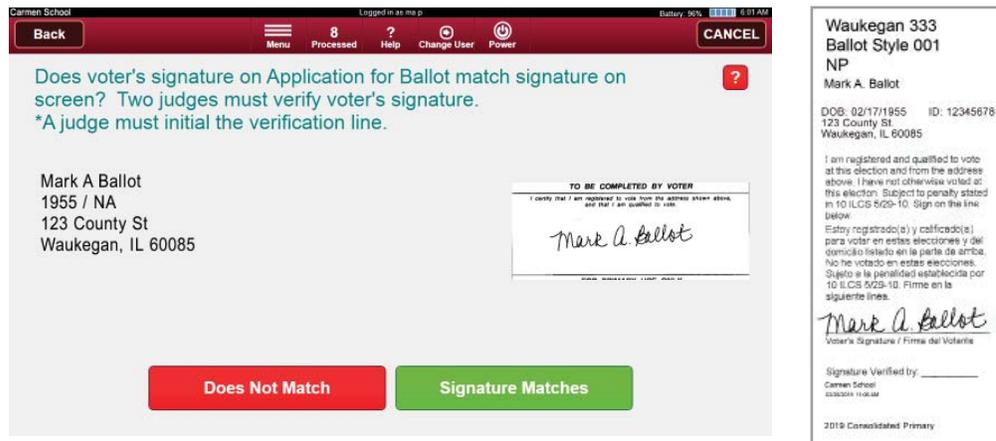
If minor errors need to be corrected in the voter's name or date of birth make note on the *Typographical Corrections to Voter Records* form in the black binder, not on the application. For name or address changes, voter will need to update the registration record.

- 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*.

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



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

Carmen School Logged in as mia p Battery: 50% 8:11 AM

Back Menu Processed Help Change User Power CANCEL

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

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

Ballot Style: Waukegan 333 Ballot Style 280 Ballot Type: Provisional Precinct

Voted With: Optical Scanner ExpressVote

CANCEL RECORD CHECK-IN

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

Carmen School Logged in as mia p Battery: 50% 8:11 AM

Back Menu Processed Help Change User Power CANCEL

CHECK-IN COMPLETE.

- Hand the voter their Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table.
- Select NEXT VOTER to continue.

NEXT VOTER

Voter Receipts

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

Direct Voter to Ballot Issue Table

17. 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.
18. Select “Next Voter” from screen and you are ready to process the next person in line.

Special Voter Circumstances

The ePollbook is programmed with decision technology to handle most special circumstances when processing voters such as new name, address updates, and surrendered ballots. 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. Since the form is printed in both English and Spanish, 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 candidate, party, voter in relation to a public question, or to mark the ballot other than as directed by the voter may be guilty of a class 2 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/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 candidate, party or voter 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, solo 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 al empleador del votante o agente de este empleador u 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 2. Si no puede determinar la intención del votante, no debe marcar la boleta de ninguna manera. Posteriormente, usted no debe divulgar a otros candidato(s) o preguntas públicas para quien el votante le instruyó que votara.

OATH OF ASSISTANCE / JURAMENTO DE ASISTENCIA: Declaro que soy/soyamos calificado(s) y asistencia fue provista 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 o los firmantes establecidos en esta certificación son verdaderos y correctos.

Signature of Individual Rendering Assistance / Firma del individuo que prestó asistencia _____ OR _____
 Signature of Assisting Democratic Judge
 Signature of Assisting Republican Judge

Signature of Election Judge Administering Oath _____

Processing Voters using the ExpressVote Terminal

1. Open packet of ExpressVote ballot stock and count the number of ballots.



2. Place quantity sticker of packet on the front of the *Provisional Ballot Inventory Control Form*.
3. Check-in process begins the same as any other routine voter. Find and select the correct voter on the ePollbook.
4. Print the application and give to voter.
5. Voter will verify information and sign the application.
6. Two judges will verify signatures match.
7. Verify the on-screen information with voter.



8. Select "ExpressVote."



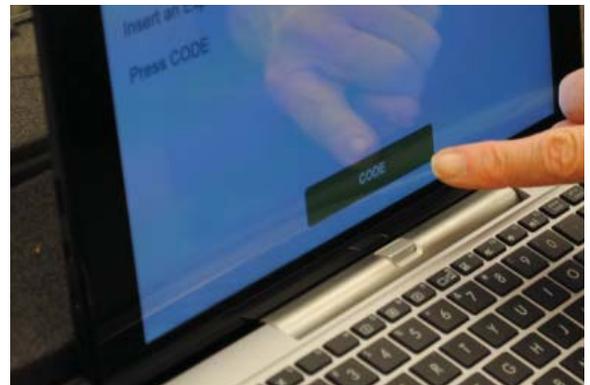
9. Select "RECORD CHECK-IN."



10. Place ballot stock in ExpressVote printer with cut corner on top right.



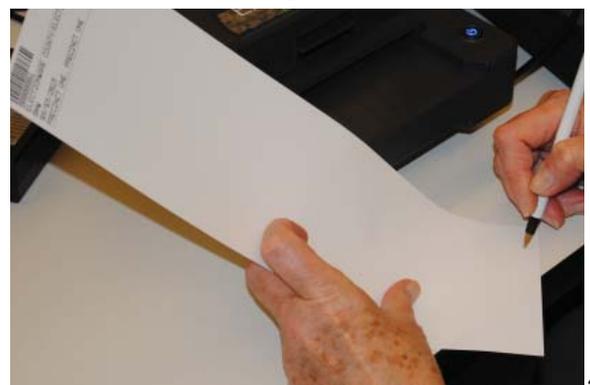
11. Select "Code" on ePollbook screen.



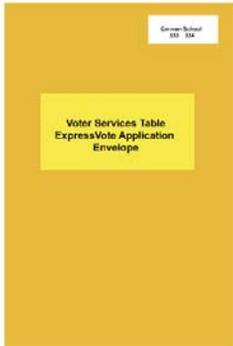
12. The bar code, precinct, and ballot style information is printed on the ballot stock.

13. Remove ballot stock from printer.

14. Initial ballot in bottom right corner.



15. Direct voter to ExpressVote terminal.
16. Place voter's signed and initialed application in the Voter Application Envelope.



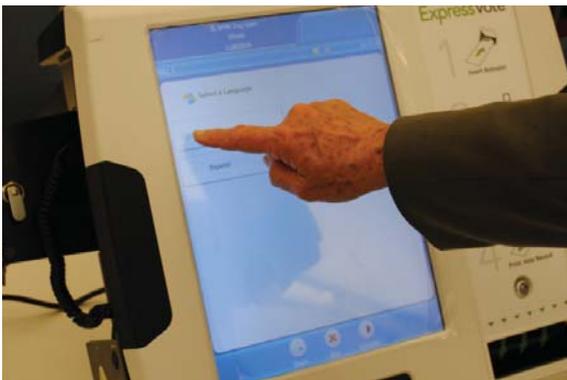
20. To cast the ballot, voter inserts printed ballot into top narrow tray on ballot bin. Voter may choose to use a regular privacy sleeve for ExpressVote ballot card.



17. Voter inserts ballot with print side up.



18. Voter selects preferred language and ballot choices on the ExpressVote screen.



19. A summary screen is presented to voter when finished. After review, voter selects "Print," the voter's choices are printed on blank ballot stock and the ballot is returned to the voter.

Information did not Print on Ballot?

The ExpressPass software was not launched upon login.

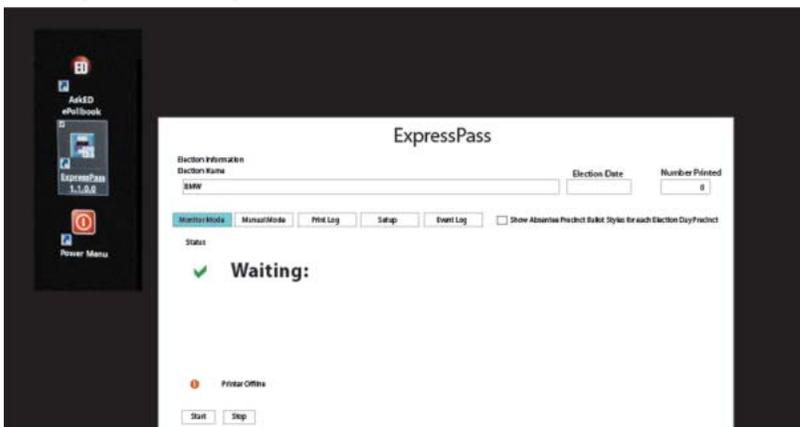
1. Press the “Windows” key on the ePollbook’s keyboard.
2. Select the “ExpressPass” icon.



3. Select “Start.”



4. ExpressPass software is ready when you see “Waiting:”. Do not close the ExpressPass window. The software is required for the ExpressVote printer to be running in the background.



5. Return to the voter check-in screens by clicking on any black area of the screen.

Ballot not Initialed

If the Ballot Box Judge finds a voted ballot has not been initialed before it's inserted into the bin, the ballot must be spoiled. Voter will be directed to the Voter Services Judge Table.

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: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: small;">FOR JUDGE USE ONLY</td> </tr> <tr> <td style="text-align: center; font-size: x-small;">SEQUENCE NO.</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> <tr> <td style="text-align: center; font-size: x-small;">PRECINCT NO.</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> <tr> <td style="text-align: center; font-size: x-small;">BALLOT STYLE</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> <tr> <td style="text-align: center; font-size: x-small;">ELECTION JUDGE INITIALS</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> </table>	FOR JUDGE USE ONLY	SEQUENCE NO.		PRECINCT NO.		BALLOT STYLE		ELECTION JUDGE INITIALS	
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 (<i>Nombre</i>): _____										
Street (<i>Calle</i>): _____										
City/Zip Code (<i>Ciudad/Código postal</i>): _____										
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>										
_____ Voter Signature Line (<i>Línea para la firma del votante</i>)	REV 9/2018									

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) 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. 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. The voter will not be displayed as a regular voter until record is entered in our voter registration system.

Give *Grace Registration Form* on clipboard to voter. Instruct voter to complete form and return to the election judge with two forms of identification with current name. One piece of identification must show voter's current Lake County physical street address. The Lake County Clerk's *Voter Certificate of Registration* card is NOT acceptable.

New Registration

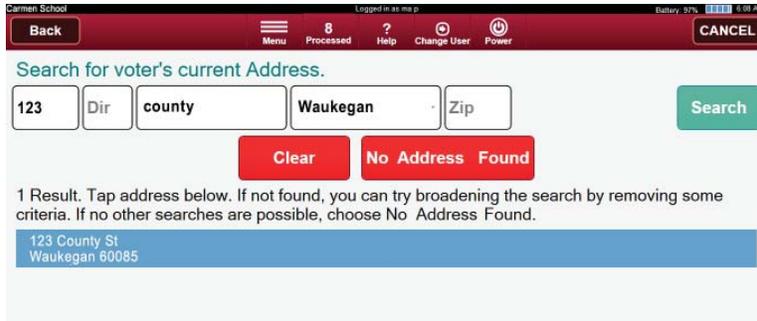
1. Select "Registration" from initial screen on ePollbook.



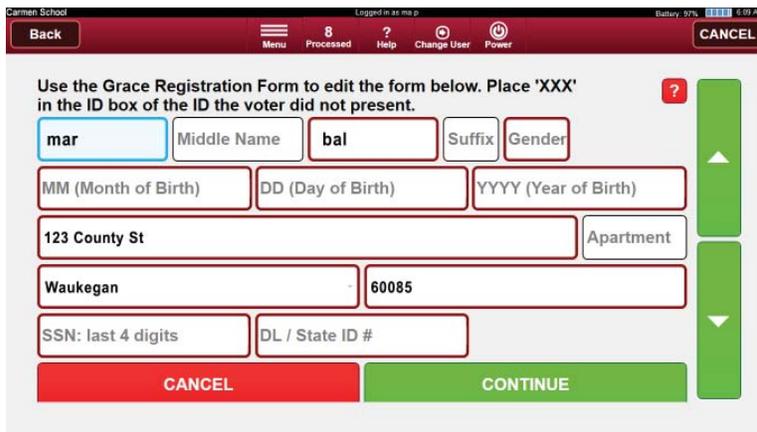
2. Look up voter by entering name into ePollbook.



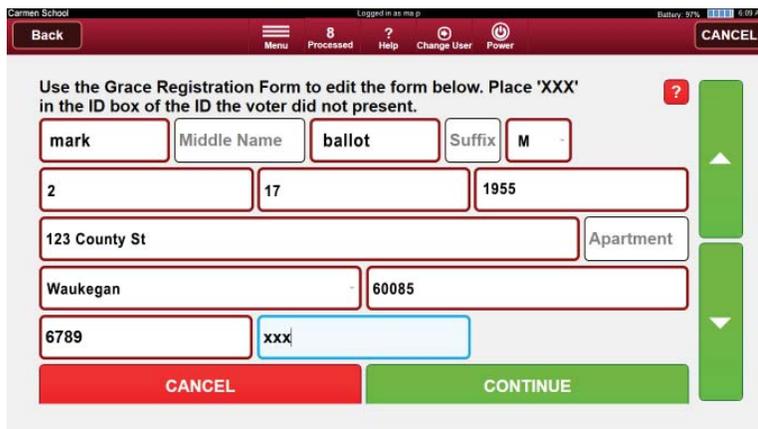
3. For voter that's not currently registered, screen display will show "No Match." Always check "Show matches from Entire Jurisdiction" to ensure voter is not or was not registered in Lake County.
4. Enter voter's address and press "Search." If it's a valid Lake County address, it will appear on the screen. Select the blue bar displaying the address. If a valid address cannot be found for this voter, call the Election Day Hotline (847) 377-2328.



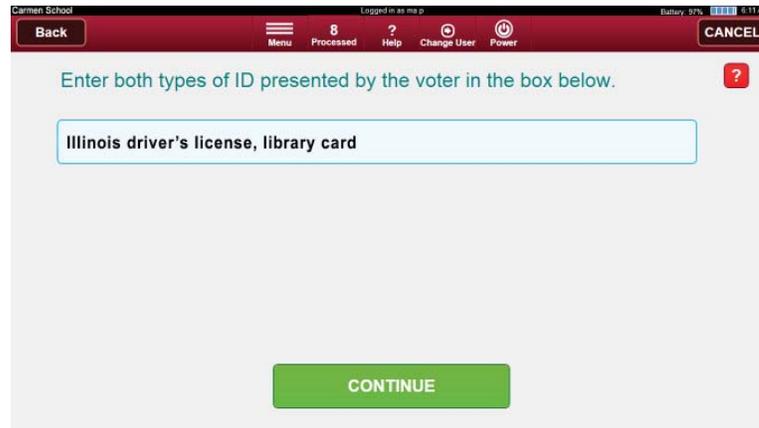
5. The three letters of the first and last names along with the address will populate on the next screen.



6. You must enter the required fields:
 - ▶ Missing letters to complete the voter's first and last names
 - ▶ Gender
 - ▶ Date of Birth (mm/dd/yyyy)
 - ▶ Last four digits of Social Security Number
 - ▶ Illinois Driver's License or state identification number



7. Enter the types of identification voter presented. Voter is required to show two forms of identification with voter's current name, and one must show current Lake County physical street address.



8. Proceed to process voter normally.
 - ▶ Select party in a primary.
 - ▶ Verify application information with voter.
 - ▶ Voter signs application.
 - ▶ Judge initials application.
 - ▶ Ask if voter needs assistance in marking the ballot.
 - ▶ Select "RECORD CHECK-IN."

Note: ePollbook will not contain voter's signature since this is a new registration. Compare Grace Registration Form signature with that on signed application.

9. Hand the application to the voter while pointing out the precinct number. Direct the voter to the appropriate precinct at the Ballot Issue Table and observe that the voter understands where to go next.
10. Place completed *Grace Registration Form* in white binder.

Update to Existing Registration with Name or Address Change

1. Select "Registration" on initial ePollbook screen.
2. Look up voter by entering name into ePollbook.
3. Ask for voter's address. If address is different, select "Does Not Match."
4. On next screen, select "address" has changed.
5. Enter voter's new address from *Grace Registration Form*.
Note: ePollbook will locate valid address from Lake County Street Master. A business address is not valid for registration. If no address found, call the Election Day Hotline (847) 377-2328.
6. Select correct address from screen.
7. Fields will automatically populate with voter's current registration information. Add last four digits of Social Security number and/or Illinois Driver's License or state identification number.
8. Enter types of identification presented. Voter is required to show two forms of identification. One must show a Lake County address.

9. Proceed to process voter normally.
 - ▶ Select party in a primary.
 - ▶ Verify application information with voter.
 - ▶ Voter signs application.
 - ▶ Judge initials application.
 - ▶ Ask if voter needs assistance in marking the ballot.
 - ▶ Select “RECORD CHECK-IN.”

Note: Compare Grace Registration Form signature with that on signed application.

10. Place completed *Grace Registration Form* in white binder.
11. Give signed and initialed application to voter and send to Ballot Issue Table.

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.
- ▶ No identification or witness? 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.

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, 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.

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, 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.

Misprinted Application, Voided Application, or Voter Did Not Vote

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. See "Cancel Voter's Check-In."

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 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 only a Voter Services Judge can cancel the Election Day check-in and issue a new application.



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 required identification or witness who is a registered voter residing in the same precinct, 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.

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 Voter Services Table
- ▶ Affidavit (requires valid identification or witness)
- ▶ If no identification or witness who is a registered voter residing in the same precinct, 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.

Name Change – with Address Change

Register at 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, voter may register or be processed as a provisional voter. If it determined that a provisional ballot will be issued and cannot provide identification, voter has 7 days to provide the required documentation to the Lake County Clerk's office.

Note: If entire voter's name is entered and it is misspelled, the ePollbook will not find the voter.

Registered by Mail – Lake County Clerk’s Office Not Able to Verify

Some voters who register to vote by mail will have an “identification required” alert displayed on the ePollbook screen. This occurs when a voter registers by mail and his/her 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. 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.

Reset a Voter Marked in Error

If a voter is marked in error and check-in has been recorded, Voter Services Judge must cancel the voter’s check-in by calling the Election Day Hotline at (847) 377-2328.

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 application, affidavit, and *Signature Capture Sheet*.

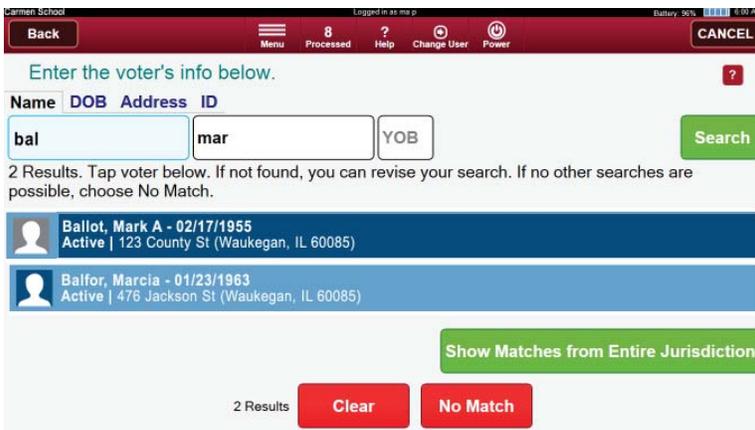
- ▶ Process at Check-In Table with affidavit. Voter must provide identification or witness who is a registered voter residing in the same precinct.
- ▶ If no identification, voter may be processed as a provisional voter and then has 7 days to provide the required documentation to the Lake County Clerk’s office.

Spoiled Ballot

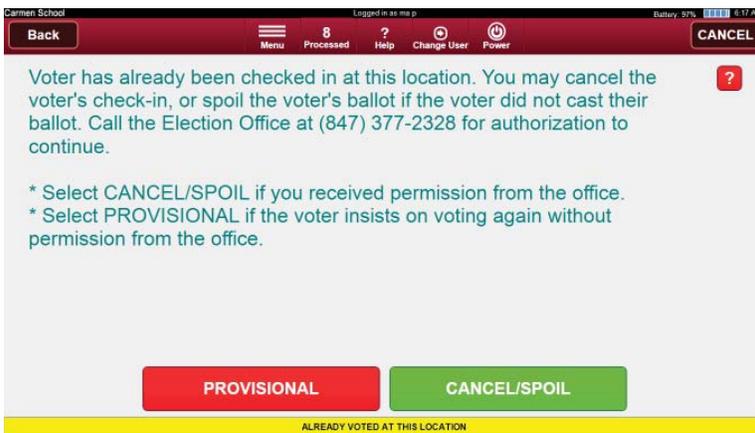
1. Give voter white spoiled ballot security envelope with instructions to fold ballot, insert it in the envelope, and seal.
2. Judge will complete front of envelope with ballot style and precinct (and party in primary).
3. Select “Regular Voter” from initial ePollbook screen.



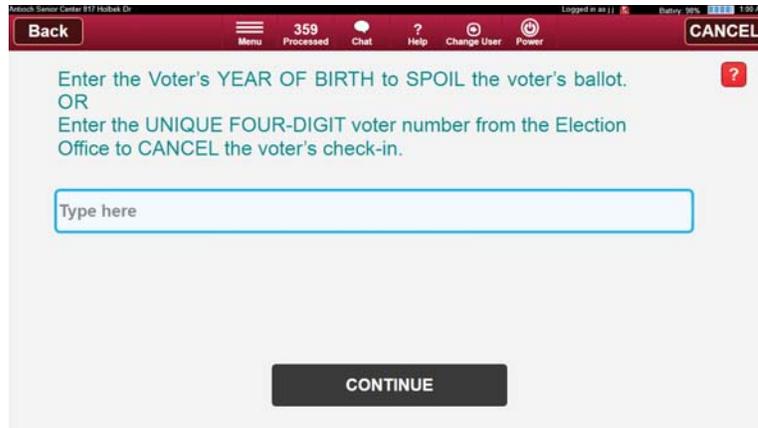
4. Look up and select voter. Verify that you have selected the correct name. ePollbook will identify voter as already having voted.



5. Select “Cancel/Spoil.”



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

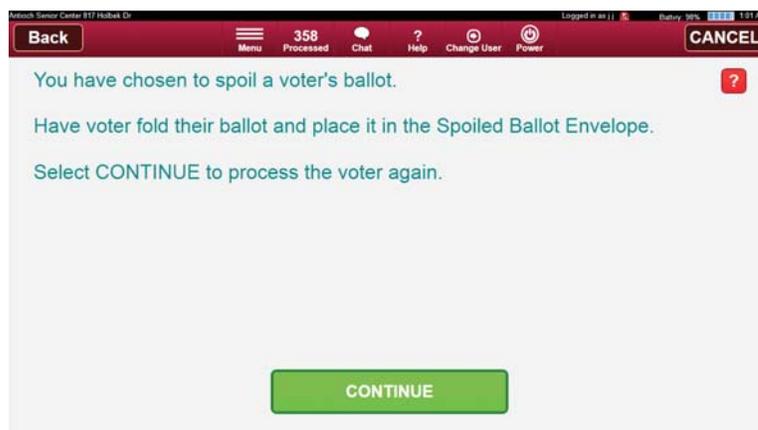


7. Select "Spoil Ballot."



8. Select "Continue" and process as regular voter. A second voter application will be printed with "SPOILED BALLOT" printed at the bottom.

Remember a check-in is not complete until you select "RECORD CHECK-IN" on ePollbook.



9. With white spoiled ballot security envelope and new application in hand, direct voter to Ballot Issue Table for a new ballot.

The challenger must state one of the 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.

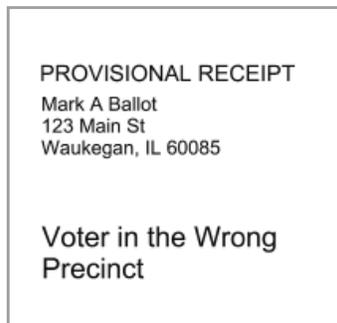
Record identification information or registered voter's signature on the affidavit.

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, but 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

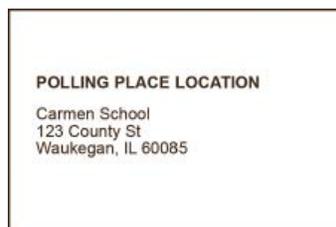
Voter should be encouraged to go to the voting site serving his/her address. This ensures that the voter will be presented with a ballot containing all the offices and ballot measures for which they are entitled to vote.

If voter insists on voting at an incorrect site, Voter Services Judge will select a provisional ballot from the available ballots at the voting site. After Election Day, the provisional ballot will be remade onto the voter's correct ballot by judges, one from each party, in the Lake County Clerk's office. Only those offices and ballot measures that correspond will be marked on the correct ballot and be counted.



Wrong Voting Site and Wants to Vote in Correct Site

The ePollbook will print out receipt with voter's correct voting site information.



Provisional Ballot

In most cases, voters will visit the Check-In Table first, and those who cannot provide required documentation or witness who is a registered voter residing in the same precinct, marked as having voted by mail and cannot surrender their ballot, or are in the wrong voting site and insist on voting at this location will be issued a provisional receipt and directed to the Voter Services Judge. Information on this receipt helps the Voter Services Judge process the voter more efficiently.

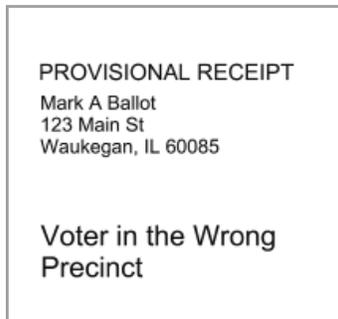
CAUTION: Incorrectly issuing a provisional ballot may disenfranchise a voter. Enter voter into the ePollbook and follow the screen instructions. Judge calls Election Day Hotline (847) 377-2328 if assistance needed.

Circumstances when a provisional ballot is issued:

- ▶ Not found as registered – refuses to register.
- ▶ A challenged voter – does not have identification or witness who is a registered voter residing in the same precinct.
- ▶ Voting time extended by court order.
- ▶ Voter registered by mail – does not have identification for voting first time.
- ▶ Voter marked as having voted during early voting.
- ▶ Voter requested and received a ballot by mail – not surrendering.
- ▶ Voter attempting to register in correct site for address – does not have identification.
- ▶ Voter insists on voting at incorrect voting site.

Provisional ballots are returned to the Lake County Clerk's office for determination AFTER Election Day. A provisional ballot can be found valid and cast, or found invalid and not cast. The determination on whether to cast a provisional ballot is based on information from the Lake County Clerk, State Board of Elections and/or the Secretary of State's office.

1. At the Check-In Table, voter will have been issued a "Provisional Receipt" stating the reason for a provisional ballot.

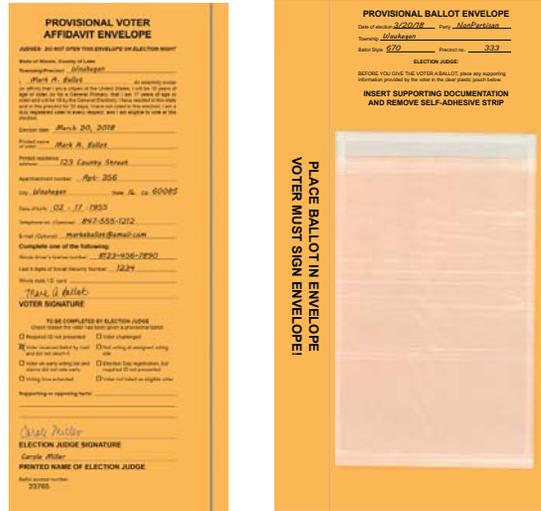


2. Voter Services Judge completes *Provisional Voter Ballot Envelope* (front and back) including voter's precinct number, ballot style, and reason for provisional ballot. If voter claims that he/she is already registered, record where voter registered and approximate registration date in "Facts that support..." area.

Voter must provide as much of the following as possible:

- ▶ Telephone number,
 - ▶ Illinois Driver's License or Illinois State identification number,
 - ▶ Last four digits of voter's Social Security Number, and
 - ▶ Valid identification with current Lake County address for registration.
- Voters without identification may be processed as a provisional voter and then have 7 days to provide the required documentation to the Lake County Clerk's office.

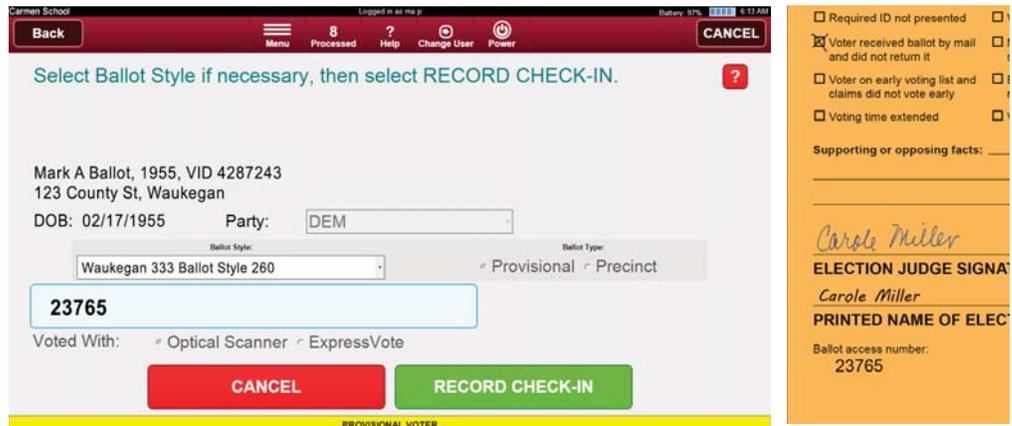
- Instruct voter to read the oath. Voter and judge sign *Provisional Voter Ballot Envelope*.



- If voter was issued a receipt at the Check-In Table, place receipt in outside clear pocket of envelope.
- Select "Provisional" from initial ePollbook screen.



- Enter voter's information into ePollbook to ensure the voter's Lake County address is valid. If an address cannot be found, call the Election Day Hotline (847) 377-2328 for instructions.
- On "RECORD CHECK-IN" screen, enter Ballot Access Number printed on bottom left corner of *Provisional Voter Ballot Envelope*.



8. Remove white carbonless voter receipt found inside *Provisional Voter Ballot Envelope* and retain until voter completes marking a ballot.
9. Select provisional ballot with correct precinct, style, and party in a primary. DO NOT INITIAL PROVISIONAL BALLOTS. BALLOTS CANNOT BE CAST AT THE VOTING SITE – ONLY MARKED BY THE VOTER.
10. Instruct voter that when voting is completed to fold the ballot, insert in *Provisional Voter Ballot Envelope*, seal envelope, and return envelope to the Voter Services judge.
11. Direct voter to Voter Services voting booth.
12. Record voter's name, precinct, party in a primary, and ballot style on the *Provisional Ballot Inventory Control Form* located in the blue binder using the information on the white carbonless provisional envelope receipt.



Do not initial any provisional ballot as it cannot be cast on Election Day.

Carmen School 333 334		PROVISIONAL BALLOT INVENTORY CONTROL FORM Consolidated Primary Election February 26, 2019	
Name: Emma Patriot	Name:	Name:	
PCT: 333	PCT:	PCT:	
Ballot Type: 27	Ballot Type:	Ballot Type:	
Name: Mark A Ballot	Name:	Name:	
PCT: 333	PCT:	PCT:	
Ballot Type: 32	Ballot Type:	Ballot Type:	
Name: Earl E Voter	Name:	Name:	
PCT: 333	PCT:	PCT:	
Ballot Type: 25	Ballot Type:	Ballot Type:	



Voter Services Judges must complete and sign the *Provisional Ballot Inventory Control Form*.

13. When voter returns, judge secures voted *Provisional Voter Ballot Envelope* in blue provisional ballot case.
14. Issue white carbonless receipt to voter and *Why Your Ballot is Provisional* information sheet. Issuing receipt and information sheet is required by federal law.

Why Your Ballot is Provisional

One of the following circumstances applies:

- Your name does not appear on the list of registered voters for this precinct.
- Your voting status has been challenged by an election judge, pollwatcher, or another voter; a majority of the judges upheld the challenge.
- A court order has extended voting hours beyond 7:00 p.m.
- Because you registered to vote by mail, you were required to vote in-person and show identification the first time you voted. You did not provide the required ID.
- Your name appears on the list of early voters, but you claim not to have voted.
- You requested a ballot by mail but did not return it to the Clerk's office.

What process must be completed at the voting site?

1. An election judge completes your application to vote which contains a provisional ballot affidavit. You will receive a carbonless receipt of your application/affidavit and directions on how to verify if your ballot was cast. Your Provisional Voter Ballot Receipt has a "ballot access number" on the lower left hand corner to help access your ballot information.
2. Election judge marks the reason your ballot was provisional on the affidavit. Any documentation you provide is secured in a clear plastic pouch on front of the envelope. **You may submit additional information** to the Lake County Clerk's office to verify your voting status. Our office must receive information **no later than close of business Tuesday following Election Day.**
3. An election judge issues a provisional ballot and provisional ballot envelope to you. If you spoil your ballot when marking, ask a judge for a new ballot. Do not seal the spoiled ballot in the provisional envelope.
4. After marking the ballot, you place the provisional ballot inside the affidavit envelope, seal it and return envelope to the election judge.

Did your vote count?

Call 847.377.2310 or visit our website at LakeCountyClerk.info to determine if your ballot was counted. The Clerk's office has two weeks following the election to verify registration for provisional voters. If you are determined to be a registered voter at the address provided on the affidavit, the ballot will be counted.

If you are determined not to be registered at the address provided on the affidavit, the envelope will not be opened, and your ballot will not be counted. **The completed affidavit will serve as your voter registration application (even after evidence failed to find the information provided was accurate), and you will receive a Voter's Certificate of Registration card.**

State law does not permit the information provided on your provisional ballot affidavit to remain private during the determination period. Your name, address and other information, including your party preference in a primary, will be immediately made available to political parties and candidates. The County Clerk's office cannot prevent individuals who may contact you or solicit affidavits or other assistance.

© ElectionProvisionality, Your Ballot is Provisional Eng 08 14

Note: Never turn a voter away. Call the Election Day Hotline at (847) 377-2328 for further instructions.

Polls Are Closed

Supplies Needed to Close Polls

- ▶ Blue provisional ballot case
- ▶ Provisional ballot transfer case
- ▶ Blue binder
- ▶ *Provisional Ballot Inventory Control Form(s)*
- ▶ Spoiled ballot envelope
- ▶ Red security lock
- ▶ Voter Services Judge envelope

Procedures

All voters in line at 7 PM must be served and allowed to vote.

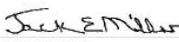
Follow the closing procedures on the *Voter Services Checklist*. All judges will remain in the voting site until closing procedures are completed.

Complete *Provisional Ballot Inventory Control Form(s)*

1. Locate the *Provisional Ballot Inventory Control Form(s)* in the blue binder.
2. Count the number of voters recorded on the form throughout the day.
3. Record the total number of provisional ballots issued at bottom of *Provisional Ballot Inventory Control Form(s)*.

Total Number of Provisional Ballots issued:	3
---	---

4. Judges sign and date the *Provisional Ballot Inventory Control Form*.

 Judge's Signature	2/26/2019 Date	 Judge's Signature	2/26/2019 Date
--	-------------------	---	-------------------

5. Give Voter Application Envelope to Ballot Issue Judges leaving applications inside the envelope.

Blue Provisional Ballot Case

6. Record the total number of voted provisional ballots listed on the *Provisional Ballot Inventory Control Form* on tag affixed to blue provisional ballot case. If no ballots issued, mark box next to “No Provisional Ballots Issued” on tag.
7. Fold manila envelope containing any spoiled provisional ballots and insert in the ballot slot on the blue provisional ballot case. If no spoiled ballots, skip this step.
8. Carefully roll the blue provisional judge binder and insert in blue provisional ballot case.
9. Zip the ballot slot closed and secure the lock by inserting red security lock.

Packing of Voting Site

Pack all the supplies as listed on each case, envelope, or box. Items left at the voting site next to the ballot bin are listed on the red and black rolling cases. Items going to the Transfer Site are listed on the red rolling case. Supplies packed inside the ballot bin are listed on the bin's door. Be sure all the ballot bin's doors are locked.

Grace Registration Forms

Place completed *Grace Registration Forms* and binder in the Check-In Table black rolling case.

ExpressVote Equipment

1. Get the ballot bin/ExpressVote keys from the Ballot Box Judge. Open the terminal's side door, turn power switch to "off," close door, and relock it.



2. Place terminal in cloth case.



3. Unplug power cord from terminal and wall outlet Return power cord to pocket on cloth case.



4. Turn table over and remove legs. Pack table top, legs, and privacy shield in appropriate case.



5. Place ExpressVote terminal and table cases next to ballot bins.



ExpressVote Printer and Cables

1. Power down the ExpressVote printer by pressing the power button.



2. Unplug the printer's power cord from wall outlet. Unplug connector cord from ePollbook.



3. Place styrofoam packing pieces on each side of printer.



- Place printer in cardboard box.



- Place printer power cord on top of printer. Close box and place in ballot bin.



Other Voter Services Supplies

- Repack all items listed on front of Voter Services Judge envelope and place envelope in black rolling case.
- Repack all unvoted provisional ballots in provisional ballot transfer case. Seal white ballot transfer cases with adhesive security seals.
- Take down provisional voting booth, repack in storage box, and store with other booths for pickup.
- Return sealed blue provisional ballot case and provisional ballot transfer case to Ballot Box Judge for delivery to Transfer Site. Voter Services Judges may not leave until all paperwork is completed and the voting site is secured.

ePollbook and Printer

Powering down of the Voter Services’ ePollbook and jetpack will be one of the last tasks performed. Make sure all transactions have been uploaded to the Lake County Clerk’s office before powering down.

Check for Pending Voters Precinct

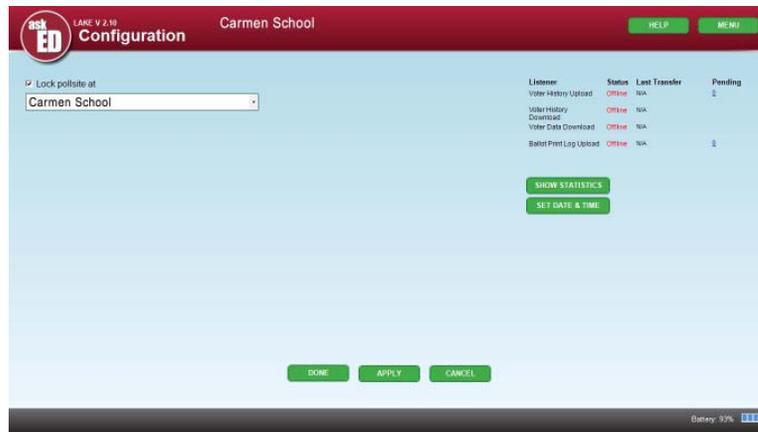
- Give each precinct’s total of processed voters on the ePollbook to Ballot Issue Judges. To find this number, click on “Menu” in the title bar.



2. Click on the “Configuration” from the Advanced menu screen.

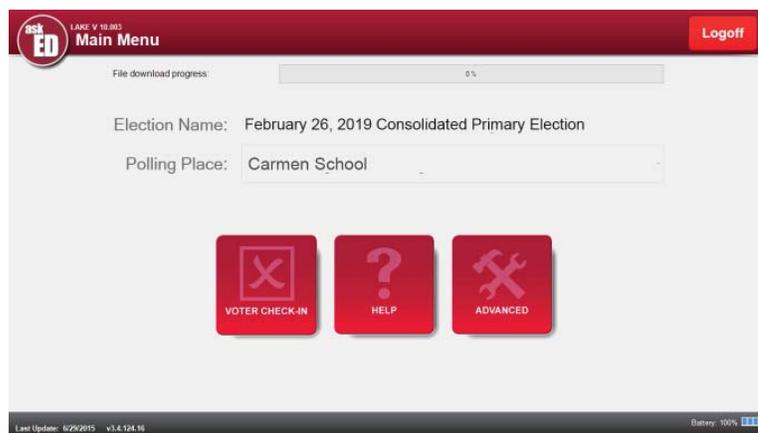


3. Verify that all the entries in the “Pending” columns show “0.” If there are any pending voters, click on to force an upload.

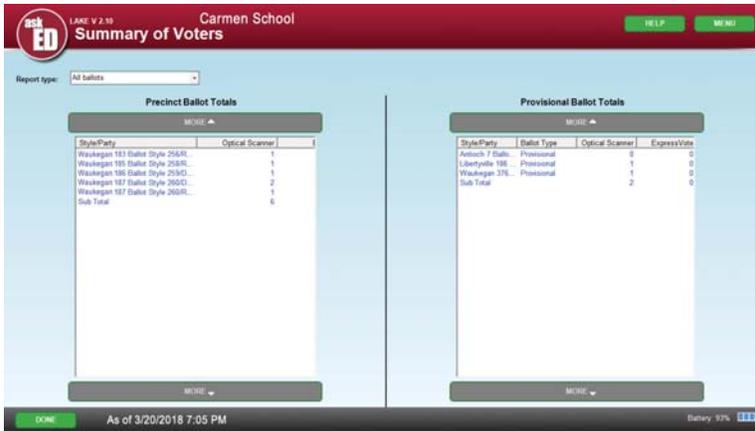


Total Processed Voters by Precinct

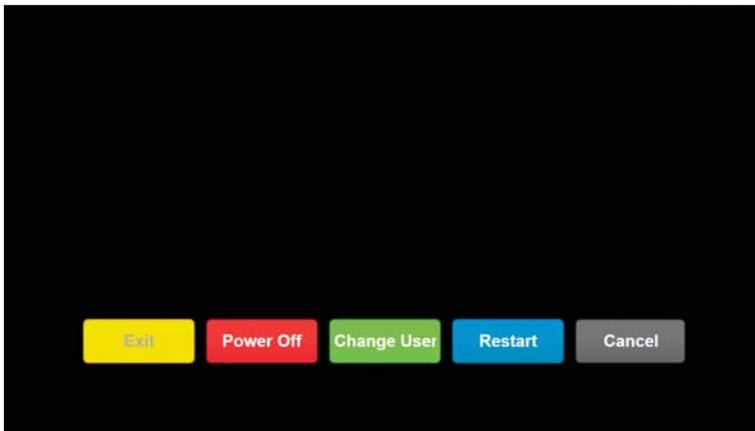
1. From the main menu, select Advanced > Summary.



- Tally the ballot style subtotals. Give each precinct's total to the Ballot Issue Judges completing the *Statement of Ballots* form.



- Properly power down the ePollbook by selecting the "Power" button from the title bar menu at the top of the screen. Then select "Power Off."



- Select "Yes" to the final prompt.



5. Close ePollbook lid.



6. Power down the printer by pressing the center button and listen for the audio signal



7. Unplug power cord from outlet and replace the power cord back into its pocket. Zipper it closed.



8. Close the zippered all-in-one case. Attach security tie to two zipper tabs.



9. Place ePollbook next to ballot bin with other supplies to be picked up by the movers.



10. Remove yellow tape from extension cord. Place power strips and extension cords inside ballot bin.

Secure jetpack

1. Power off and unplug jetpack.
2. Repack in pouch and return to Ballot Box Judge red bag.

County-Issued Cell Phone

Do not turn off cell phone until all closing procedures are completed at all tables. Turn off phone, pack in box, and return to black rolling case.

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 the facility to provide one. Make sure the outside doors to the voting site are locked or will be locked by building security.

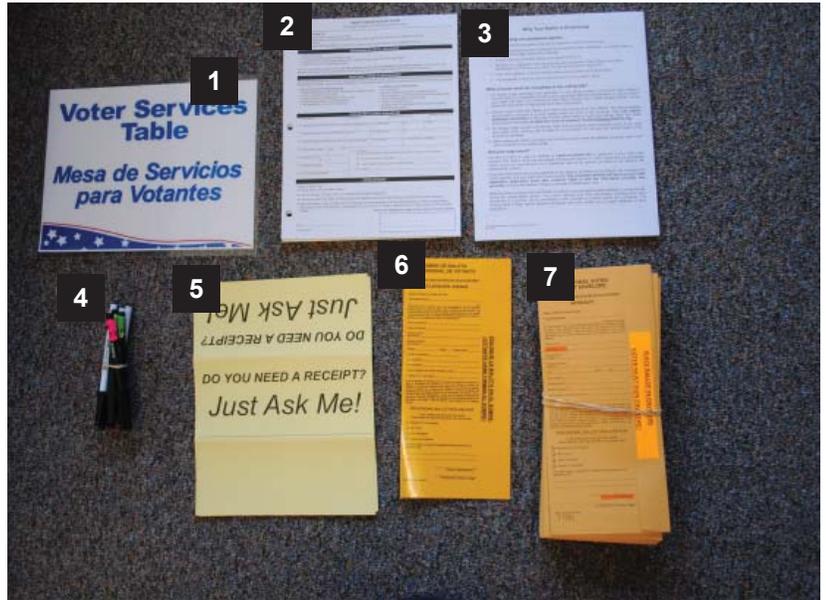
Any problems should be reported immediately to the Lake County Clerk's Election Day Hotline at (847) 377-2328.

Page for Notes

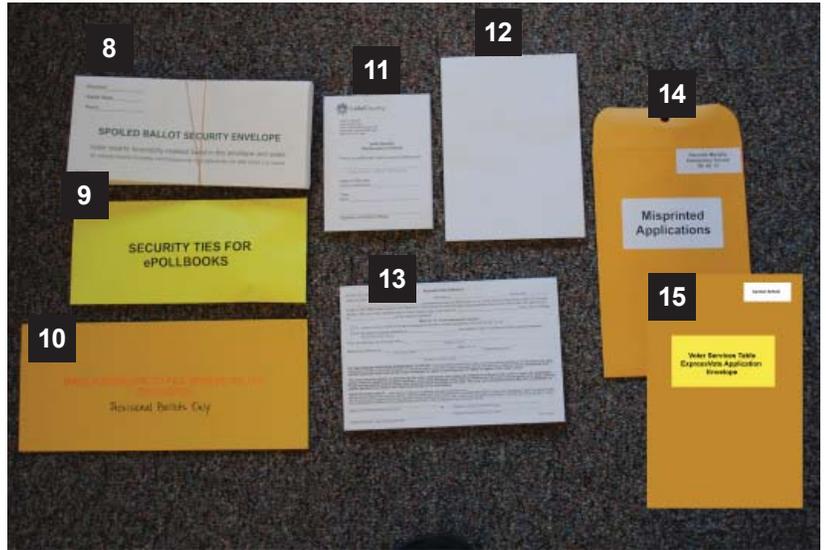
Appendix

Voter Services Judge Envelope Contents

- 1) Voter Services Judge Sign (Bilingual)
- 2) *Grace Registration Form*
- 3) *Why Your Ballot Is Provisional* Information Sheet (Bilingual)
- 4) Ballpoint pens and ballot marking pens
- 5) "Do you need a receipt" sign
- 6) Spanish template for Provisional Voter Ballot Envelope
- 7) Provisional Voter Ballot Envelope

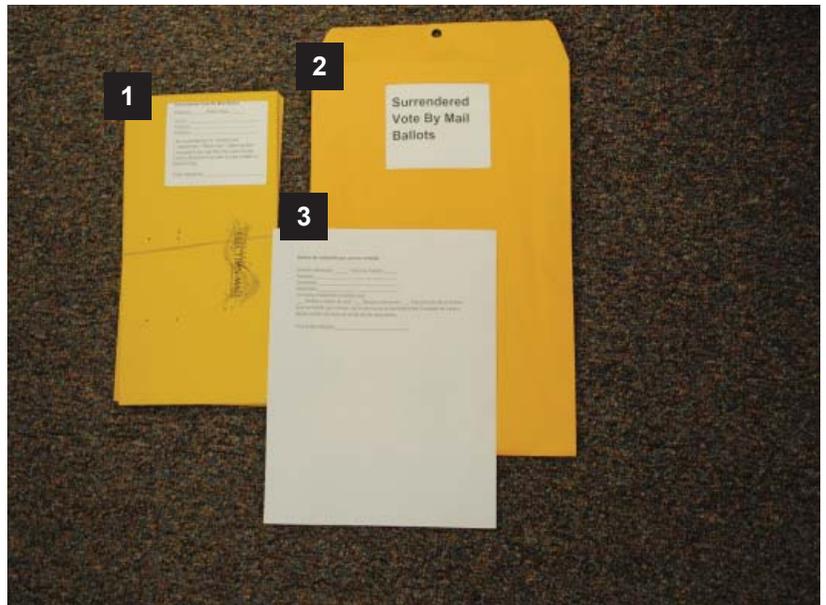


- 8) Spoiled ballot voter envelopes (Bilingual)
- 9) Security ties for ePollbooks
- 10) Spoiled provisional ballot manila filing envelope
- 11) Voter receipts
- 12) Scratch paper
- 13) *Assisted Voter Affidavit*
- 14) Misprinted applications envelope
- 15) ExpressVote Application Envelope



Envelopes for Surrendered Vote by Mail Ballots

- 1) Individual envelope
- 2) Collection envelope
- 3) Spanish template



Voter Services Judge Checklist

Page 1

VOTER SERVICES CHECKLIST



ELECTION EVE SETUP

ePollbooks

- Locate jetpack pouch, scissors, voting site layout diagram, ePollbook password card, and security ties from Ballot Box Judge red bag.
- Place jetpack as noted on diagram. Plug in, press the power button, and hold until jetpack turns on. (Photo A)
- Place ePollbooks on the table as listed on handle's tag.
- Cut the tie securing each ePollbook's zipper, unzip cases, and open to lay flat on table.
- Plug in every ePollbook. Remove only enough power cord to reach outlet or power strip.
- Turn on and log onto each ePollbook all the way to the main menu using designated password card delivered in red bag. Return password card to red bag. **DO NOT REMOVE ANY ITEMS FROM EPOLLBOOK CASE.** Leave on for the entire time while performing other tasks.



ExpressVote®

- Set up table and ExpressVote terminal. Do not turn on the ExpressVote.

Voting Site

- Set up handicap voting booth near the Voter Services table.
- Assist Ballot Box Judge with other set up tasks.

After voting site set up is complete

- Power down the ePollbooks using the on-screen menu. Lower screen. Leave ePollbooks plugged in.
- Carefully, zipper case closed and add security tie to zipper tabs.
- Leave jetpack turned on for the night.

BEFORE POLLS OPEN — USE AT 5:15 AM

ePollbook

- Verify jetpack is turned on. (Photo A)
- Cut the tie securing the ePollbook zipper, unzip case, and open case to lay flat on table. Tape down cords if necessary.
- Log onto ePollbook using password card. Be sure to select "ExpressVote" and "AskEd" icons before entering password. Turn on printer.

ExpressVote

- Set up ExpressVote printer and connect to ePollbook.
- Get ballot bin/ExpressVote keys from BBJ. Turn on terminal, and leave turned on all day.

Blue Provisional Ballot Case (delivered in black rolling case)

- Open blue provisional ballot case and remove all contents. Set materials aside.
- Lift four inside "walls" and secure walls with Velcro tabs.
- Close U-shaped zipper on case top and secure with one red security lock. (Photo B) Leave other red security lock in envelope and store envelope in Voter Services Judge Envelope for use after polls close.
- Do not close or lock ballot slot zipper in center of case.



White Provisional Ballot Transfer Case

- Locate white provisional ballot transfer case (from Ballot Box Judge).
- Ensure correct ballots are received by comparing sealed ballot packets to *Provisional Ballot Inventory Sheet* in lid of white provisional ballot transfer case.
- Sign inventory sheet and give to the Site Manager. Do not open ballot packets until needed.

ADA equipment

- If delivered, set up additional ADA equipment such as Big Bell, ADA parking signs, etc. Assembly instructions are delivered in blue provisional ballot case. (Photo C)



Provisional Ballot Inventory Sheet

Found in lid of provisional ballot transfer case.

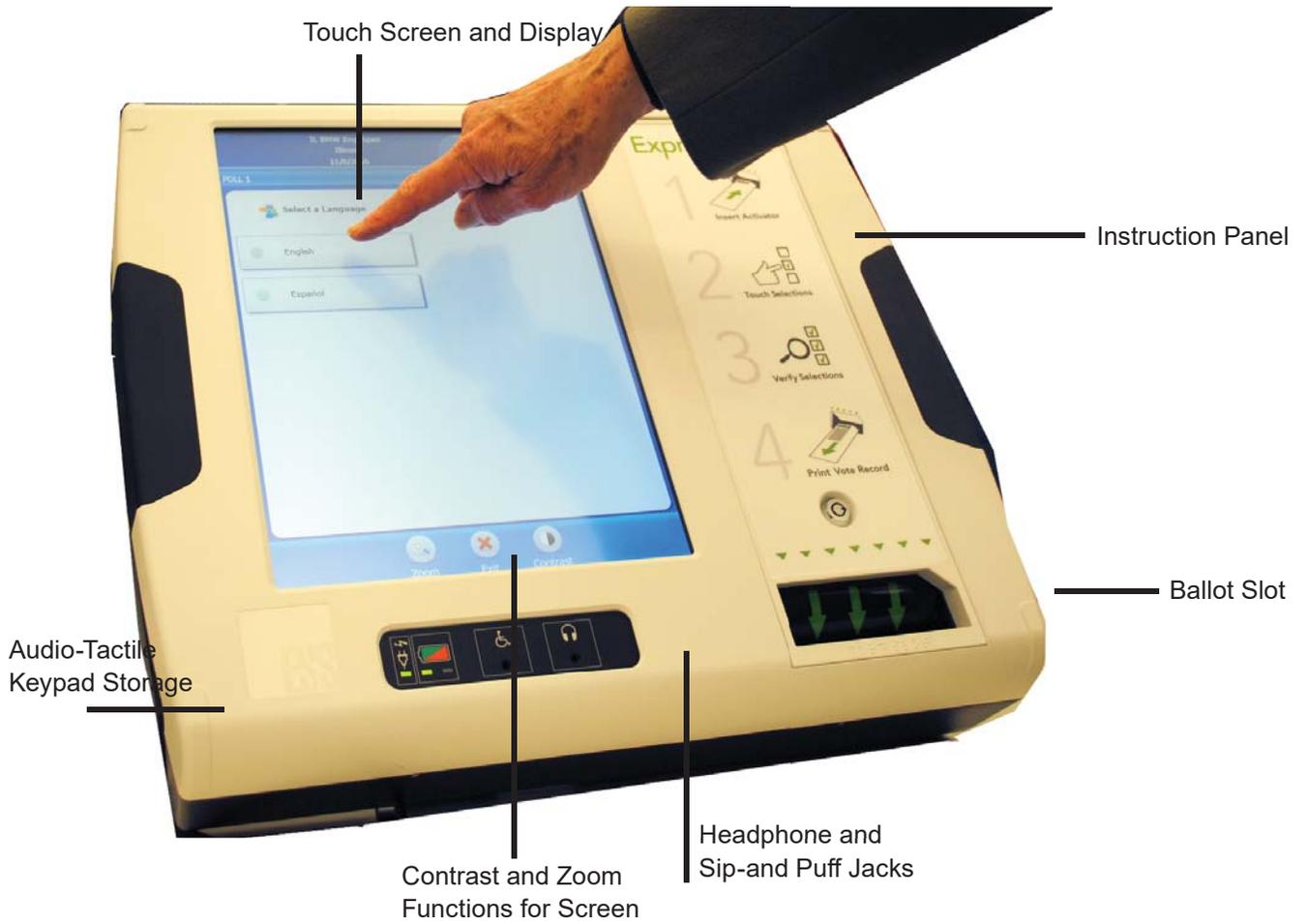
Provisional Ballot Inventory Sheet - Lake County Illinois
Election Name - Date

Polling Place	Township /Precinct	Provisional Ballots
Carmen School		
	Waukegan 333	_____
	Waukegan 334	_____
	Express Vote ballot paper	_____

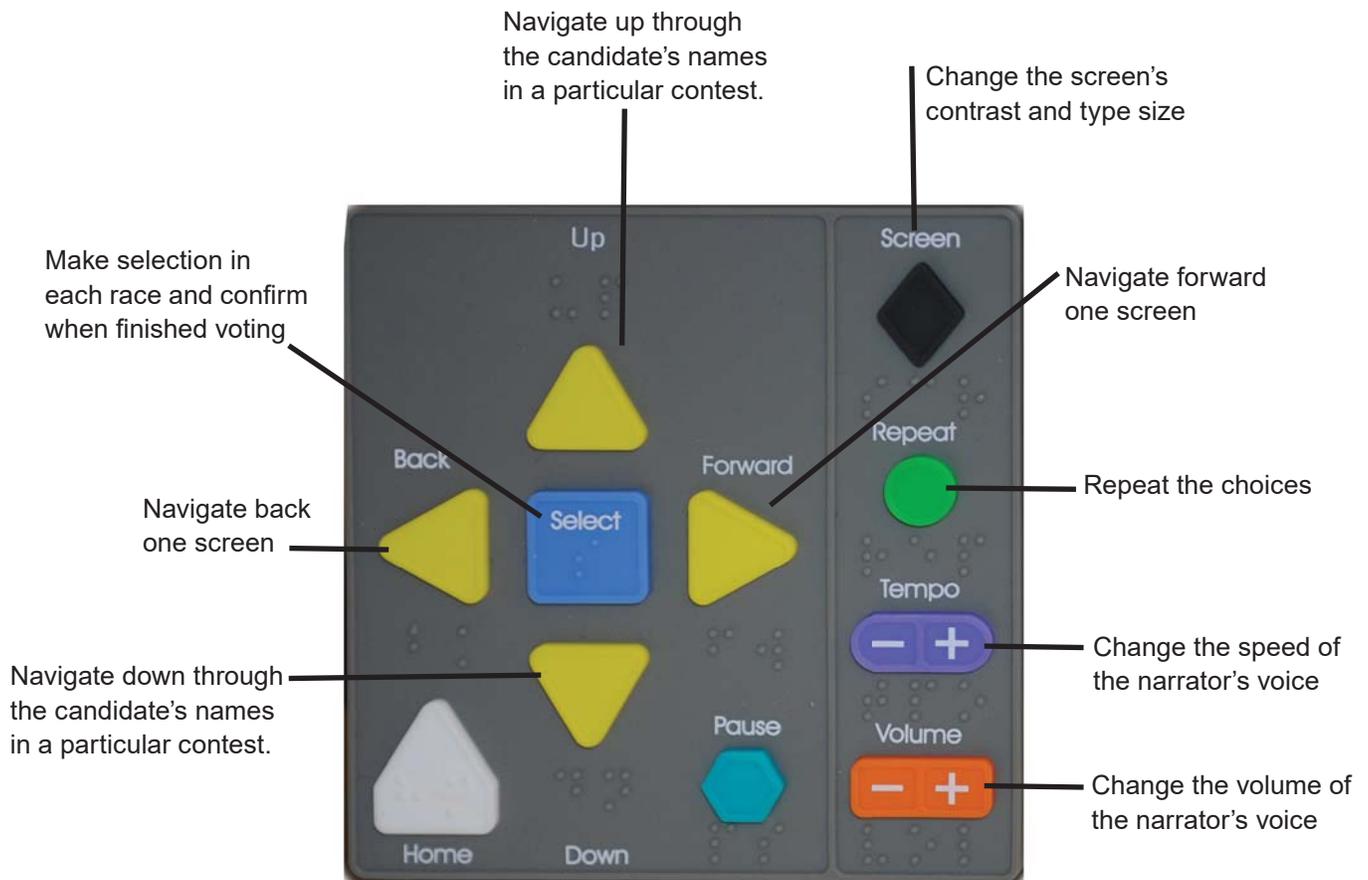
I certify the above ballot packets have been inventoried prior to the opening of the polls.

ExpressVote Terminal

Ballot marking terminal that is ADA compliant and prints voter's marked ballot on demand



Audio-Tactile Keypad



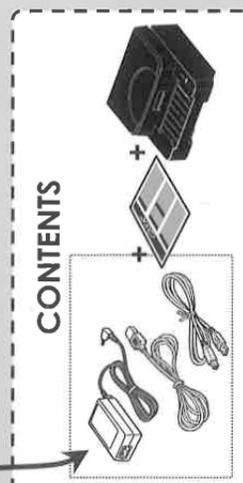
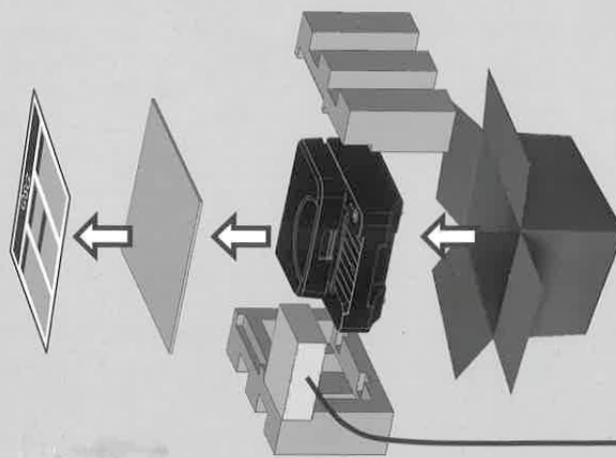
ExpressVote Printer Start Guide

QUICK START GUIDE

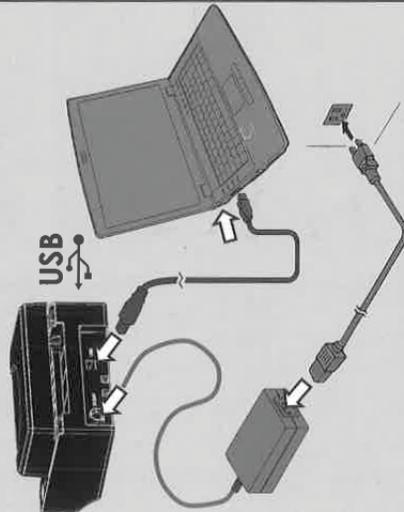


MODEL 4200

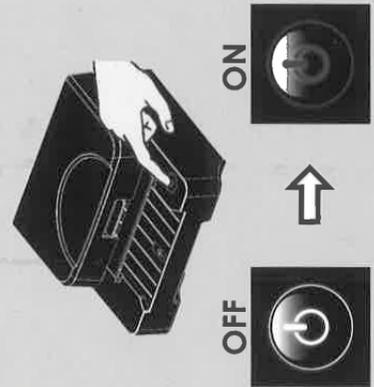
1 - UNBOX



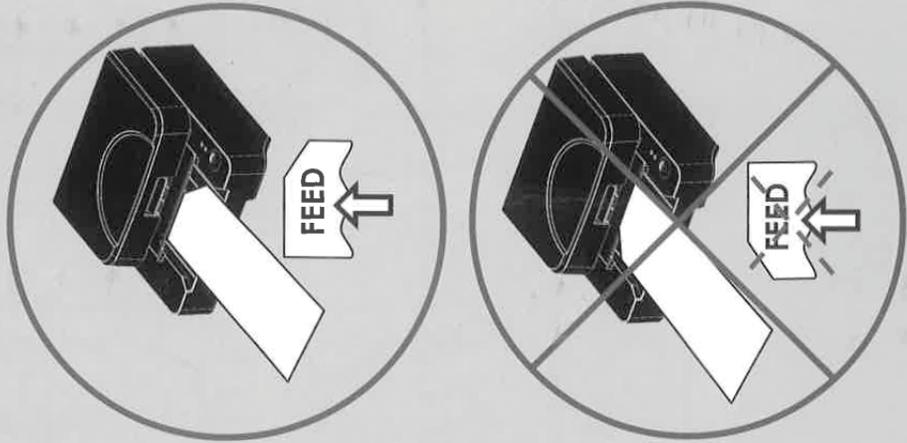
2 - CONNECT



3 - POWER ON



3 - LOAD MEDIA



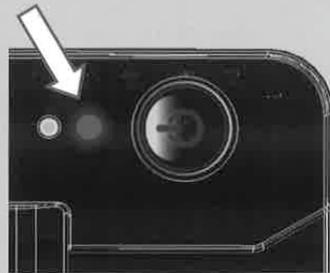
ExpressVote Printer Troubleshooting Guide

TROUBLESHOOTING GUIDE

MODEL 4200

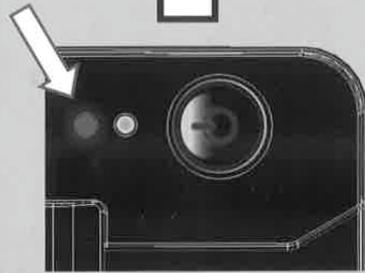


SOLID GREEN



DATA LOADED

RED FLASH = ERROR



X1 FLASH

ERROR: BALLOT JAMMED OR NOT FULLY INSERTED

RESOLUTION: REMOVE BALLOT AND RELOAD

X2 FLASH

ERROR: BALLOT REMOVED

RESOLUTION: RELOAD BALLOT

X3 FLASH

ERROR: HEAD UP

RESOLUTION: LATCH HEAD

X4 FLASH

ERROR: BALLOT UPSIDEDOWN

RESOLUTION: REMOVE BALLOT, FLIP AND RELOAD

X5 FLASH

ERROR: OVER VOLTAGE

RESOLUTION: CYCLE POWER OR RETURN FOR SERVICE IF PERSISTENT

X6 FLASH

ERROR: OVER TEMPERATURE

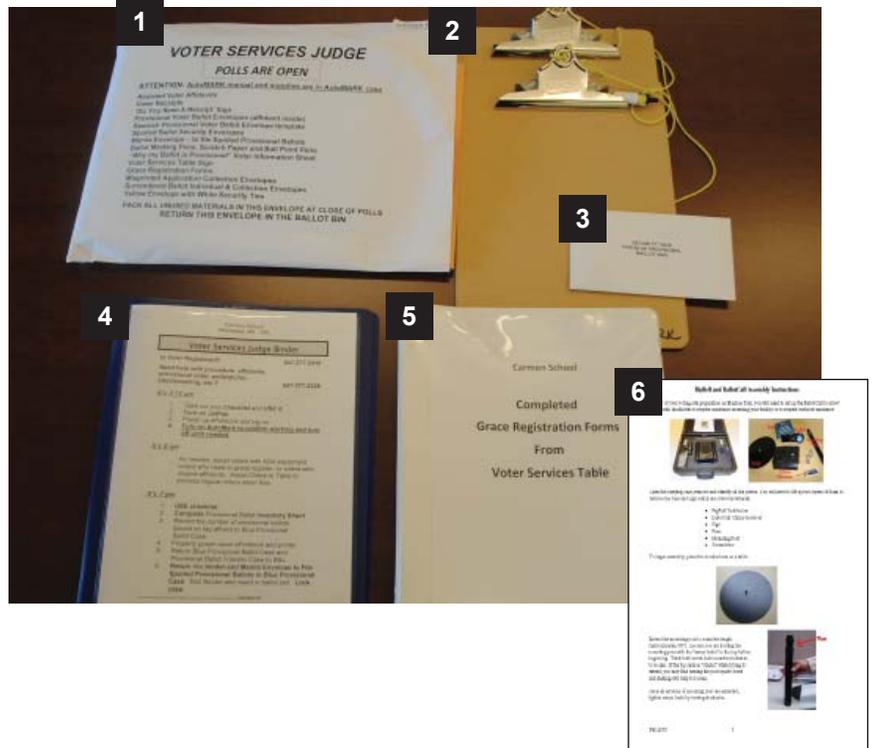
RESOLUTION: RECOVERS AUTOMATICALLY WHEN THE PRINT HEAD COOLS OR RETURN FOR SERVICE IF PERSISTENT

DOCUMENT # 880045-0001

Blue Provisional Ballot Case Contents

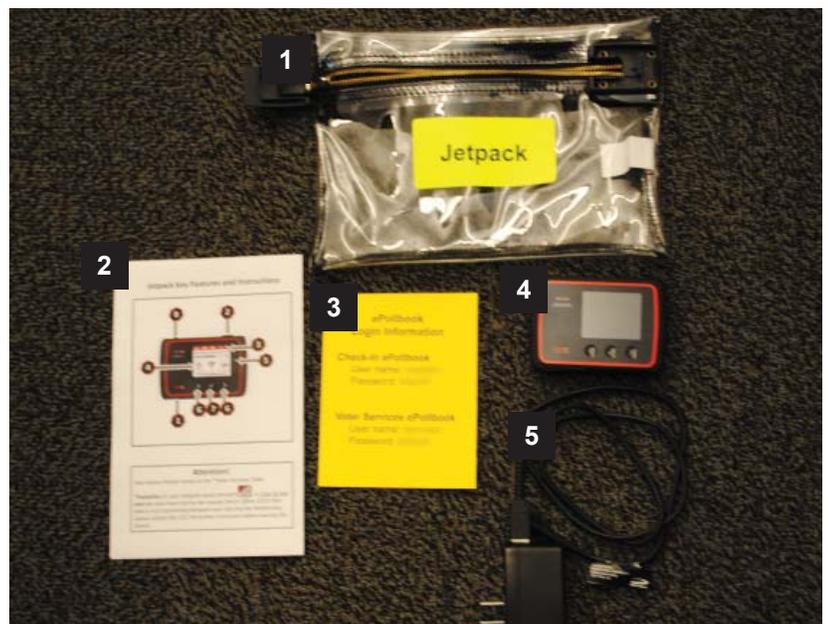
Delivered in ballot bin and returned to Transfer Site

- 1) Voter Services Judge envelope
- 2) Grace Registration clipboards
- 3) White envelope with red security seals
- 4) Voter Services Judge blue binder
- 5) Grace Registration white binder
- 6) Set up instructions if additional ADA equipment is sent to voting site (i.e. Big Bell)



jetpack Security Pouch in Ballot Box Judge red bag

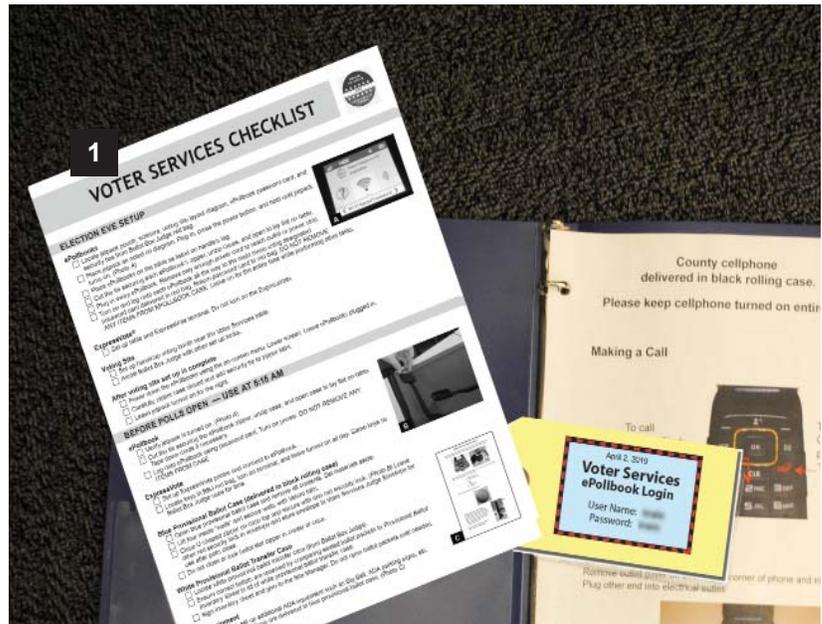
- 1) Security pouch
- 2) jetpack instructions and diagram
- 3) ePollbook login card
- 4) jetpack
- 5) Power cord



Voter Services Judge Blue Binder Contents

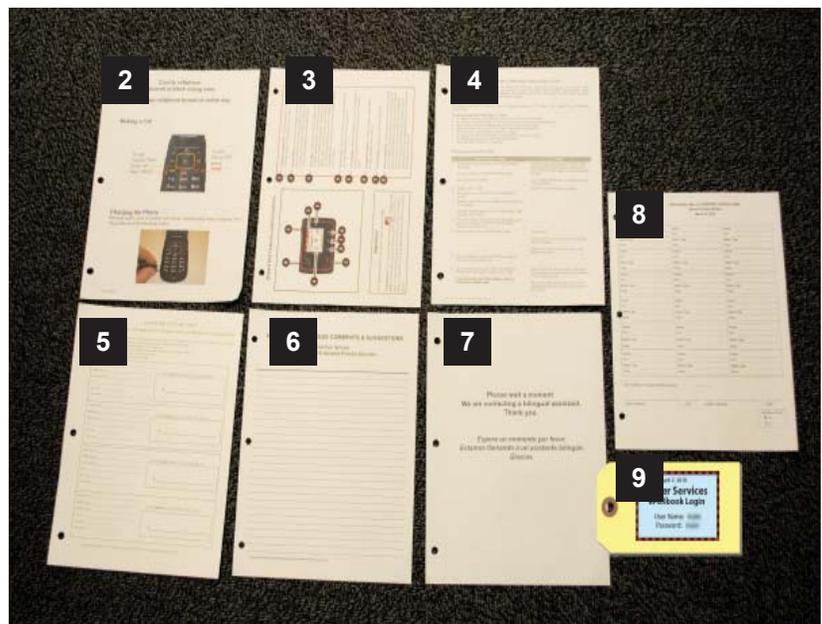
Front Pocket

- 1) *Voter Services Checklist*



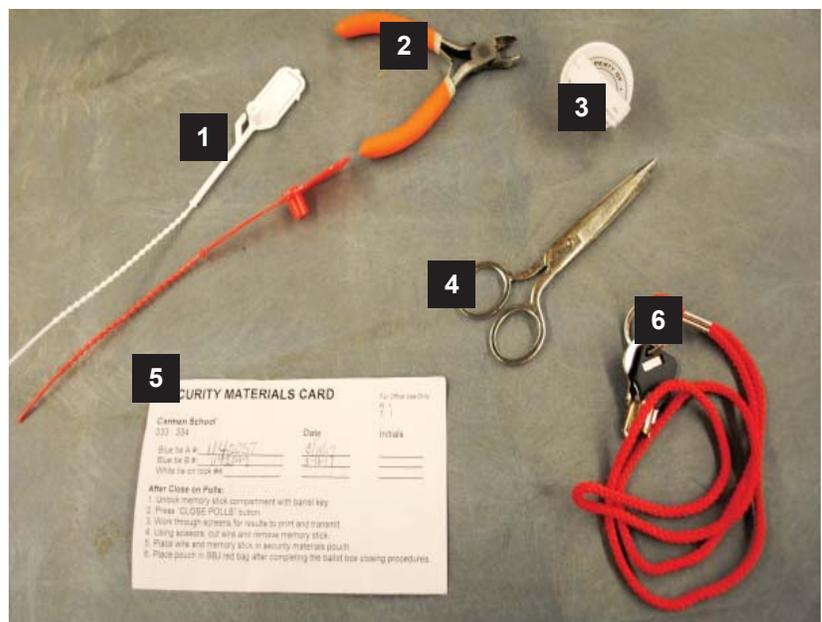
Binder Rings

- 2) Cellphone instructions
- 3) jetpack instructions
- 4) Instructions for Processing Provisional Voter
- 5) *Signature Capture Sheet*
- 6) *Election Judge Comments & Suggestions*
- 7) Bilingual Assistance Sheet
- 8) *Provisional Ballot Inventory Control Form*
- 9) ePollbook password card

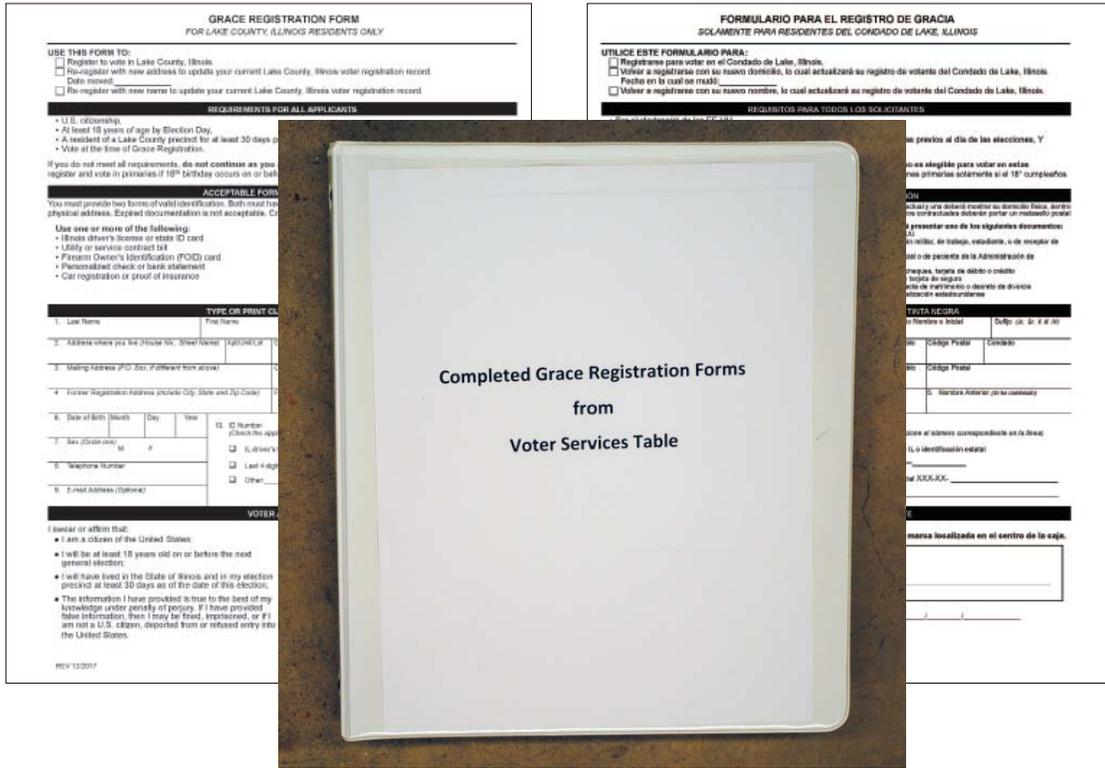


Ballot Box Judge red bag

- 1) Security ties
- 2) Wire cutters
- 3) Night light
- 4) Scissors
- 5) *Security Materials Card*
- 6) Ballot Bin/ExpressVote keys

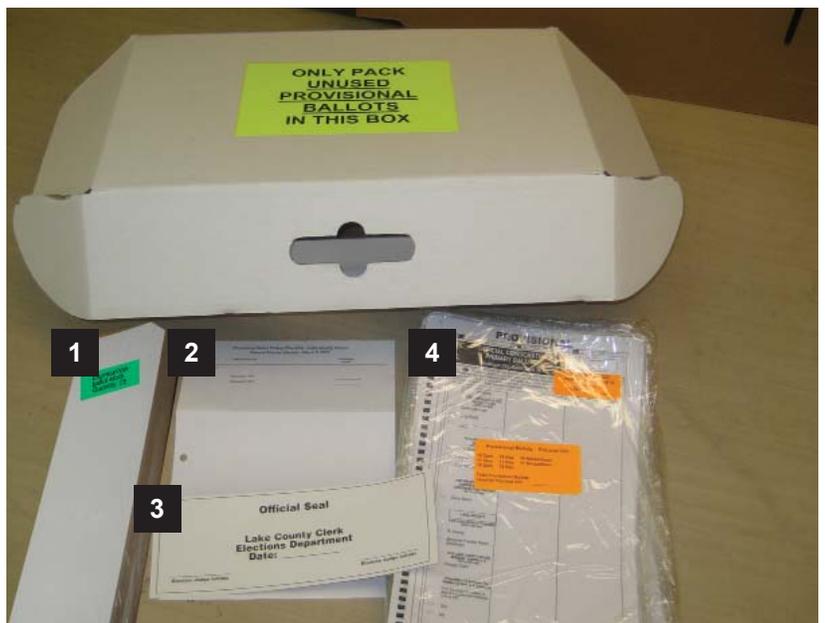


Grace Registration Form and Binder



Provisional Ballot Transfer Case

- 1) ExpressVote Ballot Stock
- 2) *Provisional Ballot Inventory Sheet*
- 3) Official seal
- 4) Provisional ballots



Spoiled Ballot Security Envelope

Found in Voter Services Judge envelope.

Precinct _____
Ballot Style _____
Party _____

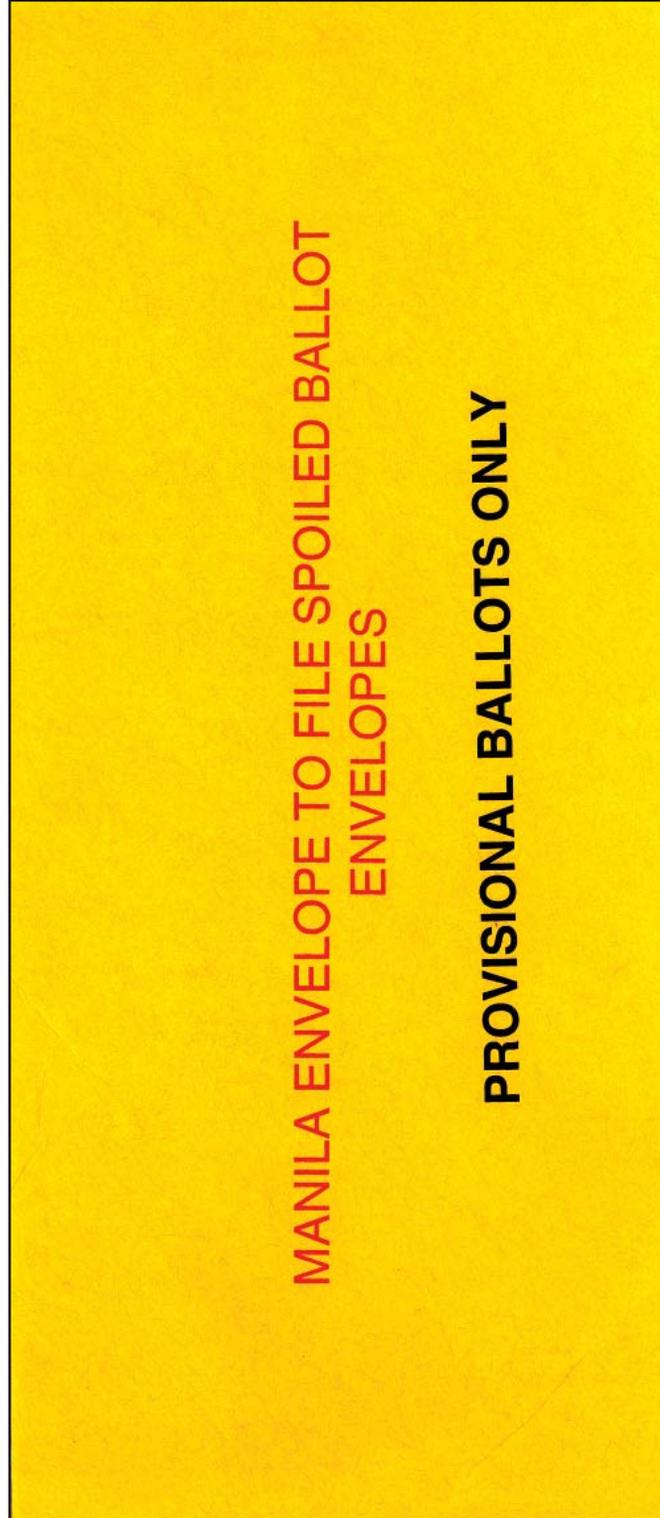
SPOILED BALLOT SECURITY ENVELOPE

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

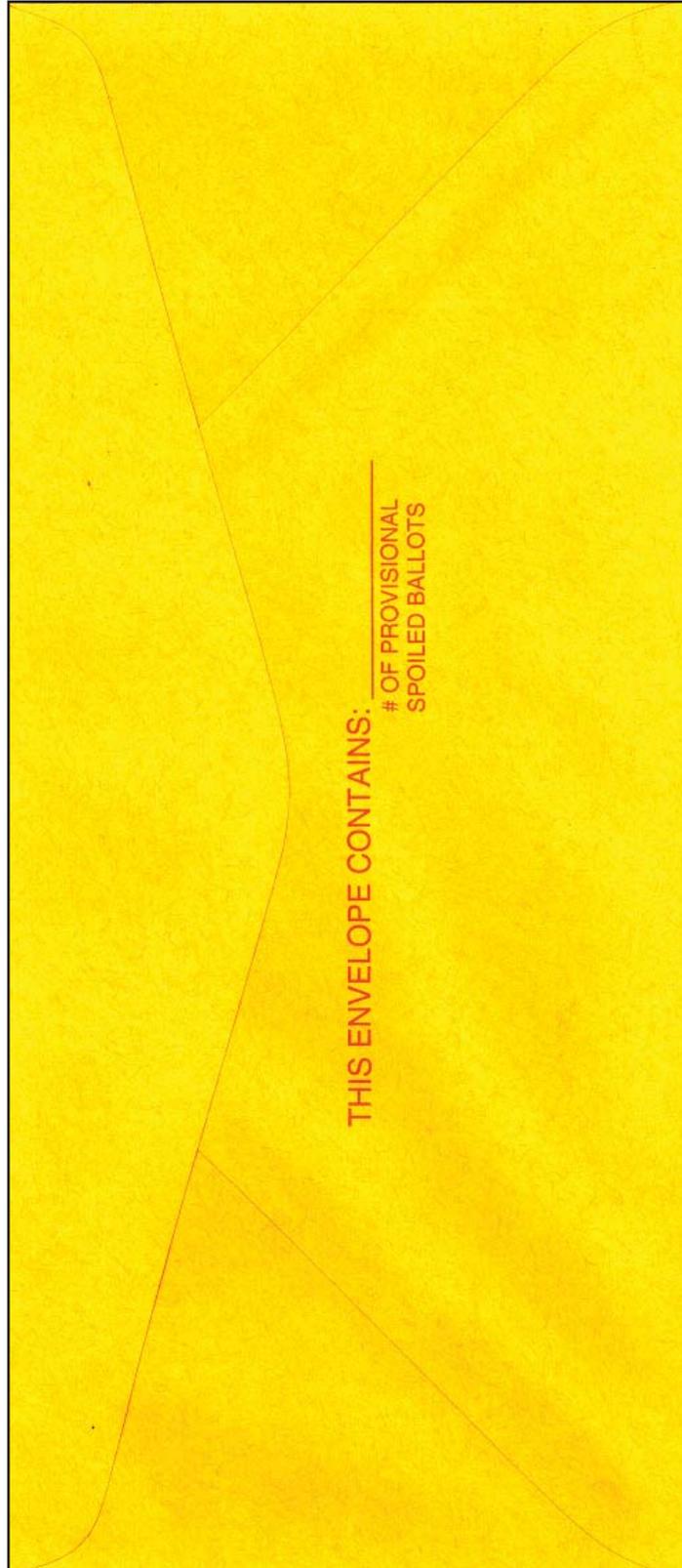
Manila Spoiled Ballot Envelope (Front)

Found in Voter Services Judge envelope. Printed with red and black ink.



Manila Spoiled Ballot Envelope

(Back)



Provisional Ballot Inventory Control Form

Found in Voter Services Judge blue binder.

Carmen School 333 334	PROVISIONAL BALLOT INVENTORY CONTROL FORM Consolidated Primary Election February 26, 2019	
Name: Emma Patriot PCT: 333 Ballot Type: 27	Name: _____ PCT: _____ Ballot Type: _____	Name: _____ PCT: _____ Ballot Type: _____
Name: Mark A Ballot PCT: 333 Ballot Type: 32	Name: _____ PCT: _____ Ballot Type: _____	Name: _____ PCT: _____ Ballot Type: _____
Name: Earl E Voter PCT: 333 Ballot Type: 25	Name: _____ PCT: _____ Ballot Type: _____	Name: _____ PCT: _____ Ballot Type: _____
Name: _____ PCT: _____ Ballot Type: _____	Name: _____ PCT: _____ Ballot Type: _____	Name: _____ PCT: _____ Ballot Type: _____
Name: _____ PCT: _____ Ballot Type: _____	Name: _____ PCT: _____ Ballot Type: _____	Name: _____ PCT: _____ Ballot Type: _____
Name: _____ PCT: _____ Ballot Type: _____	Name: _____ PCT: _____ Ballot Type: _____	Name: _____ PCT: _____ Ballot Type: _____
Total Number of Provisional Ballots issued: <u>3</u>		
_____ Judge's Signature	_____ Date	_____ Judge's Signature
	2/26/2019	_____ Date
		2/26/2019
For Office Use Only: R: 1 T: 1		

Provisional Voter Ballot Envelope and Spanish Language Template

Found in Voter Services Judge envelope.

PROVISIONAL BALLOT ENVELOPE

Date of election _____ Party _____

Township _____

Ballot Style _____ Precinct no. _____

ELECTION JUDGE:

BEFORE YOU GIVE THE VOTER A BALLOT, place any supporting information provided by the voter in the clear plastic pouch below.

INSERT SUPPORTING DOCUMENTATION AND REMOVE SELF-ADHESIVE STRIP

PROVISIONAL VOTER AFFIDAVIT ENVELOPE

JUDGES: DO NOT OPEN THIS ENVELOPE ON ELECTION NIGHT

State of Illinois, County of Lake
Township/Precinct _____

I, _____, do solemnly swear (or affirm) that I am a citizen of the United States; I will be 18 years of age or older (or for a General Primary, that I am 17 years of age or older and will be 18 by the General Election); I have resided in this state and in this precinct for 30 days; I have not voted in this election; I am a duly registered voter in every respect; and I am eligible to vote at this election.

Election date: _____

Printed name of voter: _____

Printed residence address: _____

Apartment/unit number: _____

City: _____ State: _____ Zip: _____

Date of birth: ____ / ____ / ____

Telephone no. (Optional): _____

E-mail (Optional): _____

Complete one of the following:

Illinois driver's license number: _____

Last 4 digits of Social Security Number: _____

Illinois state I.D. card: _____

VOTER SIGNATURE

TO BE COMPLETED BY ELECTION JUDGE
Check reason the voter has been given a provisional ballot:

Required ID not presented Voter challenged

Voter received ballot by mail and did not return it Not voting at assigned voting site

Voter on early voting list and claims did not vote early Election Day registration, but required ID not presented

Voting time extended Voter not listed as eligible voter

Supporting or opposing facts: _____

ELECTION JUDGE SIGNATURE

PRINTED NAME OF ELECTION JUDGE

Ballot access number:
10000

SOBRE DE BALOTA PROVISIONAL DE VOTANTE

JUDGES: DO NOT OPEN THIS ENVELOPE ON ELECTION NIGHT

DECLARACIÓN JURADA

Estado de Illinois, Condado de Lake
Township/Precinct _____

Yo, _____, juro solemnemente (o afirmo) que: soy ciudadano(a) de los Estados Unidos, tengo 18 años de edad o más; he vivido en este Estado y en este precinto durante 30 días anteriores a esta elección, no he votado en esta elección, soy un votante debidamente registrado en todos los sentidos; y soy eligible para votar en esta elección.

Fecha de elección: _____

Firma del votante: _____

Nombre escrito del votante: _____

Dirección escrita del domicilio: _____

Ciudad: _____ Estado: _____ Código postal: _____

Fecha de nacimiento: ____ / ____ / ____

No. de teléfono: _____

No. de licencia: _____

Últimos 4 dígitos del número de seguro social: _____

O tarjeta de I.D. del Estado: _____

A fin de acelerar la verificación de su estado de registro de votantes, le pide la Secretaria del Condado de Lake que incluya su número de teléfono y ambos los últimos cuatro dígitos de su número de seguro social y número de su licencia de conducir o número de tarjeta de identificación del Estado emitido por el Secretario de Estado. Como mínimo, usted está obligado(a) a incluir **A**) su número de licencia de conducir o número de tarjeta de identificación del Estado emitido por el Secretario de Estado, o **B**) los últimos cuatro dígitos de su Seguro Social.

PROVISIONAL BALLOT DECLARATION

TO BE COMPLETED BY ELECTION JUDGE
Check reason the voter has been given a provisional ballot:

Required ID Not Presented

Not on List

Voter Challenged

Voting Time Extended

Facts that support or oppose the allegation that the person is not qualified to vote.

(Election Judge Signature)

(Printed Name of Election Judge)

Ballot access number: _____

COLOQUE LA BALOTA EN EL SOBRE. ¡VOTANTE DEBE FIRMAR EL SOBRE!

Provisional Ballot Voter Receipt

White receipt is given to voter.

PROVISIONAL VOTER BALLOT RECEIPT

AFFIDAVIT

State of Illinois, County of Lake

Township/Precinct _____

I, _____, do solemnly swear (or affirm) that: I am a citizen of the United States; I am 18 years of age or older; I have resided in this State and in this precinct for 30 days preceding this election; I have not voted in this election; I am a duly registered voter in every respect; and I am eligible to vote at this election.

Election date: _____

Voter Signature: _____

Printed Name of Voter: _____

Printed Residence Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: ____ / ____ / ____

Telephone No.: _____

Driver's License No.: _____

Last 4 Digits of Social Security No.: _____

or State I.D. Card: _____

In order to expedite the verification of your voter registration status, the Lake County Clerk requests that you include your phone number and both the last four digits of your social security number and your driver's license number or State Identification Card Number issued to you by the Secretary of State. At a minimum, you are required to include either **A)** your driver's license number or State Identification Card Number issued to you by the Secretary of State, or **B)** the last four digits of your Social Security Number.

PROVISIONAL BALLOT DECLARATION

TO BE COMPLETED BY ELECTION JUDGE

Check reason the voter has been given a provisional ballot:

Required ID Not Presented

Not on List

Voter Challenged

Voting Time Extended

Voter Marked Absentee/Early

Facts that support or oppose the allegation that the person is not qualified to vote.

(Election Judge Signature)

(Printed Name of Election Judge)

Ballot access number:
12345

DID YOUR VOTE COUNT?

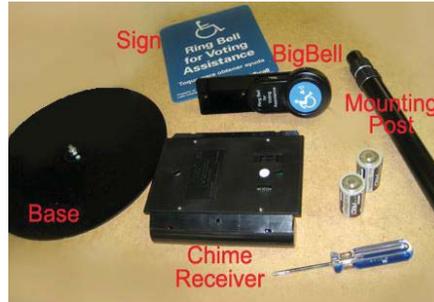
Check www.co.lake.il.us/civ/yolk or call 847-377-2310 to determine if your vote counted, or if not counted the reason why. The Lake County Clerk's office has two weeks following the election to verify the registration for provisional voters. Should the election authority determine you are a registered voter, the vote will be counted. If it is determined you are not registered, the envelope will not be opened and your ballot will not be counted. If you are not a registered voter, the affidavit you completed will be used as a registration application and a voter identification card will be mailed to you. Keep this receipt to access ballot information.

BigBell and BallotCall Assembly Instructions

Page 1

BigBell and BallotCall Assembly Instructions

As part of your voting site preparation on Election Day, you will need to set up the BallotCall to allow voters with disabilities to request assistance accessing your facility or to request curbside assistance.



Open the carrying case, remove and identify all the pieces. You will need to lift up two layers of foam to retrieve the base and sign which are stored underneath.

- BigBell Pushbutton
- BallotCall Chime Receiver
- Sign
- Base
- Mounting Post
- Screwdriver

To begin assembly, place the circular base on a table.



Extend the mounting post to complete length (approximately 36"). Be sure you are holding the mounting post with the "screw locks" to the top before beginning. Twist both screw locks counterclockwise to loosen. If the top section "sticks," while trying to extend, you may find turning the post upside down and shaking will help to loosen.

Once all sections of mounting post are extended, tighten screw locks by turning clockwise.



BigBell and BallotCall Assembly Instructions

Page 2



Attach the mounting post to the base by turning the entire post clockwise until tight.



Place the BigBell on the top of the mounting post, aligning the groove on the back of the post with the knob on the bracket. Tighten the knob on the back of the bracket until secure.



Align the holes of the blue exterior sign with the holes on the BigBell. Insert the screws through the two holes in the bracket and the sign. Tighten wing nuts and secure in place.

BigBell and BallotCall Assembly Instructions

Page 3



300 feet



BigBell assembly should be placed outside the building where there is a level entry to the facility (no steps). A person should be able to approach within 3 feet of the pushbutton without encountering protruding objects or standing within the swing of the door. The BigBell must be mounted between 32” and 48” from the ground so that is accessible for customers with a disability. The ideal height set forth by law is 36 inches.

The chime receiver should be placed within 300 feet of the BigBell to ensure functionality. The BigBell has an operating range of up to 600 feet under ideal conditions. Concrete or heavy walls may diminish the signal.

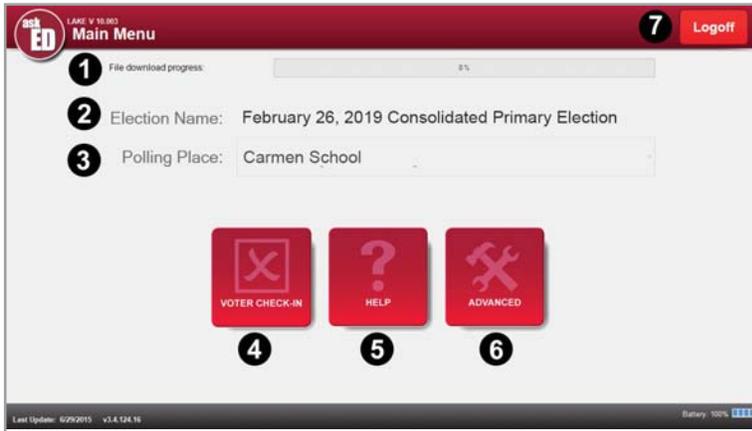
Two judges need to test the BallotCall. One judge activates the BigBell from outside while another listens to determine if the chime can be heard inside the voting site.

When the BigBell is pushed, the red LED activation light should light up. Inside the chime should sound. If the judge inside the building cannot hear the BigBell, ensure that the interior chime receiver is located within an appropriate range. To maximize signal range, the receiver should be placed approximately 6-7 feet in the air, with the unit facing in the direction of the pushbutton. Adjust volume by turning volume switch or knob on receiver.

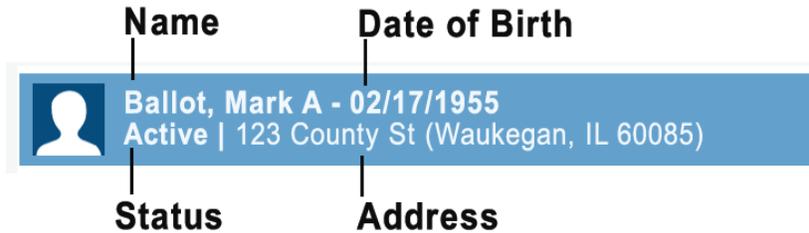
ePollbook Main Menu Items and Icons

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.

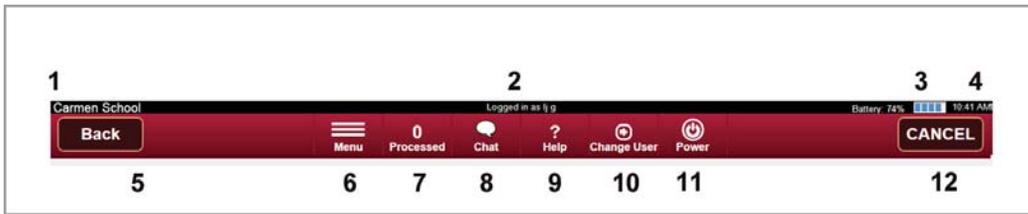


- ▶ Envelope
 - Dark blue background depicts voters has been sent a ballot by mail.



- 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 Lake County 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 Lake County 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 Functions

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.



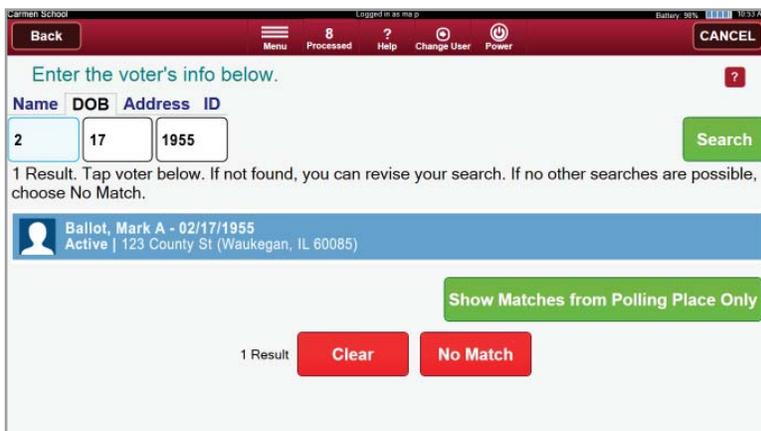
Show Matches from Entire Jurisdiction

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."



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.



ePollbook 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.

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
- ▶ Naturalization papers

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 political parties, civic organization, and organized proponents and 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)

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

- ▶ 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)
- ▶ 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 the 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
(Street Address)

in the County of Lake, Waukegan
(County) (Township/Municipality)

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
(Name of Location)

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
(Name of Candidate)

candidate for Treasurer
(Name of Office)

in the County of Lake, Waukegan
(County) (Township/Municipality)

and seek admittance to Carmen School voting site at the
(Name of Location)

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	
		Date of Election	

In accordance with the provisions of the Election Code, the undersigned hereby appoints the individual listed above to act as a pollwatcher in the precinct and at the election also listed above.

Signature of Election Authority

TITLE: (County Clerk, Executive Director)

Under penalties of law pursuant to 10 ILCS 5/29-10, the undersigned hereby certifies that the individual listed above is duly registered to vote at:

Address

County

Precinct and/or Ward in which Pollwatcher resides

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Form may be reproduced

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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