

BALLOT BOX

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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Phone: (847) 377-2400
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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

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.

.....

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

Primary vs. General Elections

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

Spanish Language Requirements under Voting Rights Act

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

Election Judges

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

Selection and Appointment

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

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

Training

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

Pay

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

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

Scheduling

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

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

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

Hours

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

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

Replacement Judges

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

Equal Authority

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

Pre-Election Preparation

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

- ▶ Be sure to vote early or by mail. Last minute cancellations by scheduled election judges can create urgent shortages. You may need to travel to a different voting site with very short notice. Visit LakeVoterPower.info 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.

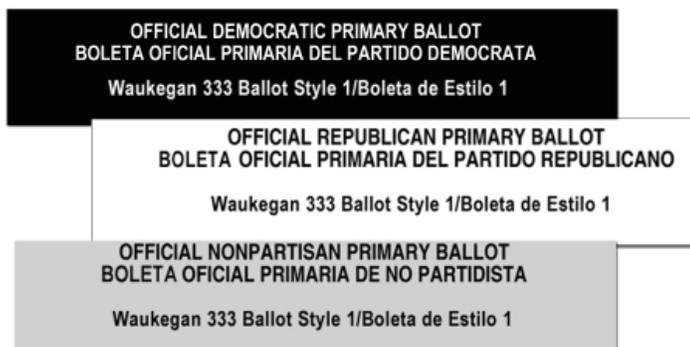
Ballots

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.

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.



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

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 Driver's License or Illinois State identification number, date the license or identification was issued, last four digits of Social Security number, and birth date. After registration closes, grace registration is available at the Lake County Clerk's office and at each early or Election Day voting site. Registration and voting on Election Day must be at the voter's correct voting site or the Lake County Clerk's office.

Who May be in the Voting Site

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

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

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

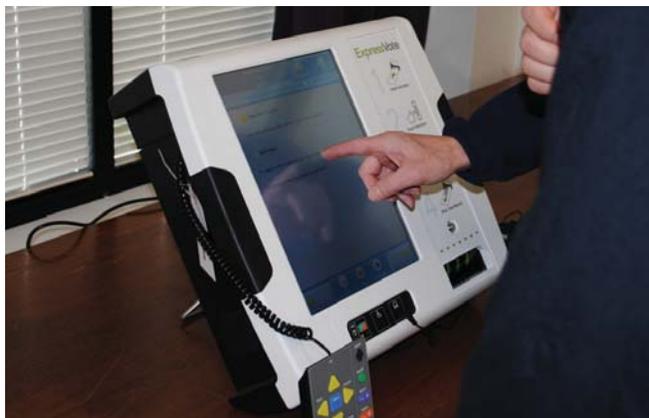
- ▶ Voters registered in the voting site, their children and persons qualified to take oath to assist voter, or
- ▶ Press with identification who may film (with voter permission). Press may not interview candidates or voters in voting site, but may do so outside the room for voting.

Who May be with Voter at Voting Booth

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

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

ExpressVote® and other ADA Equipment



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

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

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

Using a Phone in the Voting Site

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



Voters are requested to not make or receive calls in the voting site unless it is to call for emergency service. If a voter's cell phone rings, politely ask the voter to return the call when outside the voting site. Voters are allowed to discreetly 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

Availability Letter

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 paperwok 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:

Scheduling Letter, Scheduled Election Judges, and Voting Site Information



LakeCounty

Robin M. O'Connor
Lake County Clerk

18 North County Street, Room 101
Waukegan, Illinois 60085-4364
LakeCountyClerk.info

January 8, 2019

Rose Dawes
123 Main Street
Anytown, IL 60000

Dear Rose:

Thank you for being scheduled to work the election.

This voting site is handicapped accessible.

It is important Day. You should arrive before the election you have any unusual circumstances very difficult to manage.

Should you be unable to attend the election process (PowerPoint presentation at Reference Library) send payment for review within 10 business days.

As a reminder, on Election Day, all tasks must be completed. Please do not have any cancellations that could affect the checklists provided.

On behalf of the state, we appreciate you taking the time to serve.

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

Scheduled Election Judges for the February 26, 2019 Consolidated Primary Election

JUDGE NAME	PHONE	PARTY	POSITION
Rose Dawes	(847) 123-4567	Democrat	Check-In Judge
Adam Ankers	(847) 123-4567	Republican	Check-In Judge
Karen Hall	(847) 123-4567	Green	Check-In Judge
Stacy...	(847) 123-4567	Democrat	Check-In Judge

VOTING SITE & SETUP/DELIVERY NOTICE

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

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

This voting site is handicapped accessible.

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

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

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

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.

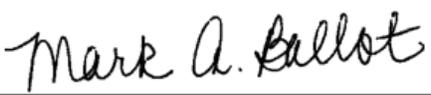
I certify that to the best of my knowledge all specific instructions prescribed by the County Clerk have been followed and the polling place is in proper order and ready to be opened at 6:00 a.m.

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

<u>Andrew Jackson</u> (Judge of Election)	5:49 (Time)	_____	_____
<u>John Handy</u> (Judge of Election)	5:50 (Time)	_____	_____
<u>Karen Hall</u> (Judge of Election)	5:51 (Time)	_____	_____
<u>Steve Jarvey</u> (Judge of Election)	5:55 (Time)	_____	_____
_____	(Time)	_____	_____
_____	(Time)	_____	_____
_____	(Time)	_____	_____
_____	(Time)	_____	_____

Time Card

Found in Site Manager Green Binder.

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

Before Election Day

Before Election Day

Schedule

One month prior to the election, Ballot Box Judges receive:

- ▶ A scheduling letter that includes the name and phone number of the co-Ballot Box Judge(s) and voting site assignment.
- ▶ A *Ballot Box Checklist* with a complete list of duties assigned.

Two weeks prior to the election, Ballot Box Judges receive:

- ▶ A Voting Site and Set up/Delivery Notice which includes
 - Voting site location,
 - Contact information for the voting site,
 - Any special instructions,
 - Ballot pick-up location, and
 - Transfer Site location where materials are returned election night.
- ▶ Site Manager's and election judges' names, phone numbers, party affiliation, and assignments.

One week before and no later than noon on Friday before Election Day:

- ▶ Call or visit the voting site to confirm:
 - Location of room for voting,
 - Building access on election eve for setting up the voting site,
 - Building access on Election Day prior to 5:15 AM, and (4:45 AM if voting site must be set up on Election Day).
- ▶ Call Site Manager and all assigned judges
 - To verify they are working, and
 - Meal arrangements (brown bag or pot luck).

Notify the Lake County Clerk's office at (847) 377-2314 of road construction or any parking disruption near the voting site requiring alternate arrangements, handicap accessible ramps, or additional directional and voting signs.

Thursday or Friday before the election:

Together two Ballot Box Judges pick up at the assigned location the:

- ▶ Ballot Box Judge red bag,
- ▶ Check-In Table black rolling case,
- ▶ Ballot Issue Table red rolling case, and
- ▶ White ballot transfer cases.

Please store materials at room temperature in a secure location until Election Day.

Be sure to bring ONLY the Ballot Box Judge red bag on election eve as materials inside will be required for setup. Do NOT take ballots or rolling cases to the voting site until Election Day.



.....

REMEMBER
Contact the co-Ballot Box Judge(s) to discuss the pre-Election Day duties. Two Ballot Box Judges work together to pick up all items.

Page for Notes

Election Eve Setup

Voting Site Setup

Voting site setup occurs the evening before the election. If the voting room will have activities after setup, secure supplies in a safe location. If access is not possible before Election Day, setup must begin at 4:45 AM on Election Day.

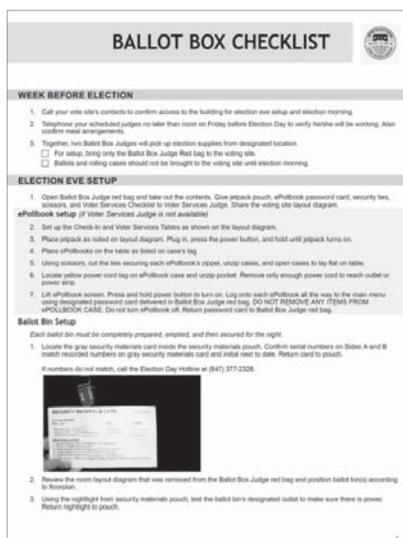
The ballot bins, ePollbooks, ADA unit and table, voting booths, “Vote Here” signs, 100-foot “No Electioneering Zone” cone, and chrome stands for tables will be delivered by the Lake County Clerk’s office to the voting site by 5:00 PM on election eve. Some voting sites will receive extra equipment such as a Big Bell for curb-side voting or handicap ramps.



Something missing?
Call the Election
Day Hotline at
(847) 377-2328.

Ballot Box Checklist

A *Ballot Box Checklist*, delivered in the Ballot Box Judge red bag details the tasks for election eve, before the polls open, throughout the day, and for closing the polls.



To Begin Setup

1. Open Ballot Box Judge red bag and take out contents. Give necessary supplies to the Voter Services Judge.
2. Set up Check-In and Voter Services tables as shown on the layout diagram.

Do not take to the voting site until Election Day:

- ▶ White Ballot Transfer Case(s) containing official ballots,
- ▶ Check-In Table black rolling case, and
- ▶ Ballot Issue Table red rolling case.

Supplies Used for Setup

Ballot Box Judge red bag contents

- ▶ Voting site layout diagram
- ▶ Security materials pouch containing:
 - Ballot bin/ExpressVote terminal keys
 - Gray security materials card
 - Red and white security ties
 - Scissors
 - Nightlight
 - Wire cutters
- ▶ jetpack security pouch
- ▶ ePollbook login information
- ▶ *Ballot Box Checklist*
- ▶ *Voter Services Checklist*

Items inside ballot bin

If there are multiple bins at the voting site, one bin will contain these materials. Other bin(s) will be empty.

- ▶ Ballot Box Judge Envelope
- ▶ Site Manager Green Binder
- ▶ American flags
- ▶ Extension cords
- ▶ Power cord strip for Check-In Table
- ▶ Electioneering zone measuring wheel
- ▶ Check-In Table supply box
- ▶ Ballot Issue Table supply box
- ▶ “Proud to Vote” stickers
- ▶ Yellow tape
- ▶ Voter Services supply box
- ▶ ExpressVote printer

Items inside Ballot Box Judge Envelope

- ▶ Voting site layout diagram
- ▶ *Ballot Box Checklist*
- ▶ Township map(s)
- ▶ Specimen ballots
- ▶ Bilingual signs for site

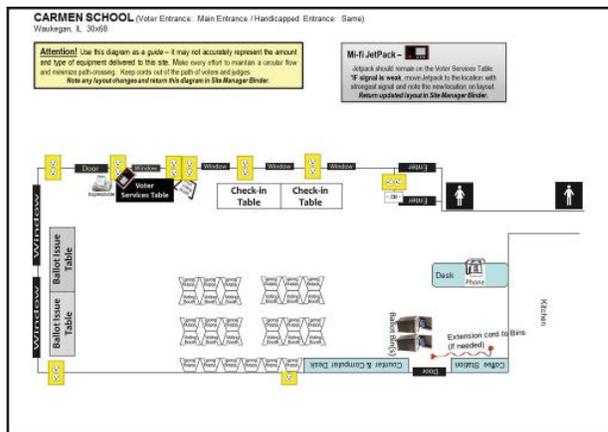
jetpack

The Voter Services Judge should assist on election eve to set up the jetpack and ePollbooks. If that judge is not available, then the Ballot Box Judge will perform these duties.

Via jetpack connection, the ePollbooks will have a live connection to the Lake County Clerk's office.

1. Place jetpack in location noted on the layout diagram.

Each voting site will have a recommended layout diagram delivered in Ballot Box Judge red bag. Do not change the layout as access to electrical outlet and jetpack location has been tested and planned.



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



ePollbook Setup

ePollbooks will be delivered by the movers, and Voter Services Judge will set up ePollbooks on election eve. If a Voter Services Judge is not present, then the Ballot Box Judge will perform these steps.

4. Set the Voter Services and Check-In Table ePollbooks on appropriate table as designated the on the tag.
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. Do not tape down power cords as you will be closing and securing the unit before leaving for the night.



7. 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.**



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.

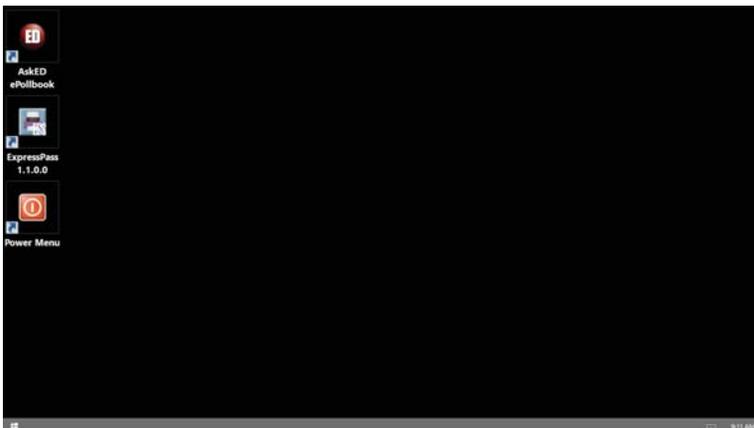


Log into ePollbook

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.

9. Select the "AskEd" icon on initial screen.



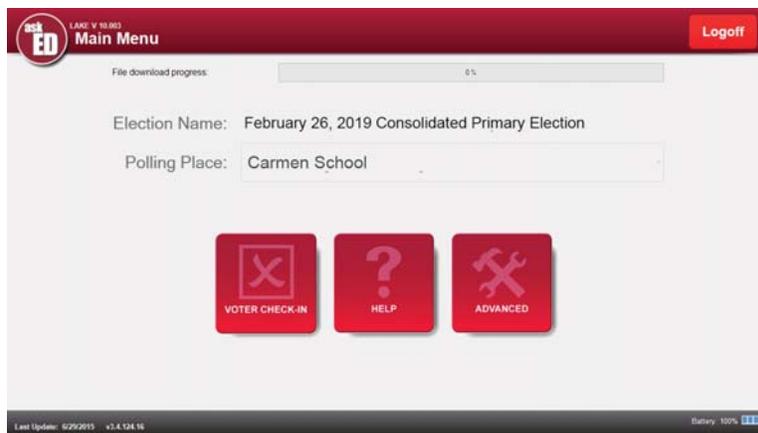
10. Log onto each Check-In and Voter Services ePollbook using the appropriate user name and password found on password card in Ballot Box Judge red bag.



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



12. Confirm the polling place is for your location. If not, call the Election Day Hotline (847) 377-2328. Select “VOTER CHECK-IN” from “Main Menu.”



13. Leave all ePollbooks turned on while you prepare the ballot bin and the voting site. This will allow for the data transfer from the Lake County Clerk’s database to the individual ePollbooks.

14. Return password card to Ballot Box Judge red bag.

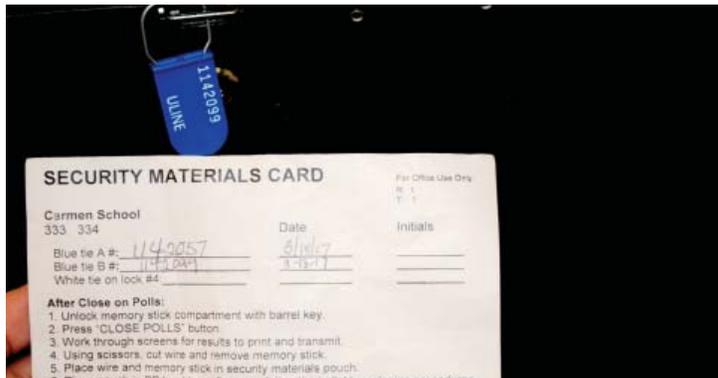
Ballot Bin Setup

Prepare each ballot bin as described below.

1. Locate security materials pouch in Ballot Box Judge red bag. Remove nightlight, lanyard with ballot bin/ExpressVote keys, gray security materials card, wire cutters, and scissors.
 - ▶ Silver key will open the front access door and all other locks on ballot bin case.
 - ▶ Black barrel key is used only on the ballot counter and memory stick compartment locks.
 - ▶ Keys are also used for the ExpressVote terminal near the Voter Services table.



2. Confirm serial numbers on Side A and B match recorded numbers on gray security materials card and initial next to date. Return card to security materials pouch. If numbers do not match, call the Election Hotline at (847) 377-2328.



3. Position ballot bin according to layout diagram. Using the nightlight, test the outlet to make sure there is power. Return nightlight to security materials pouch.
4. Retrieve ballot bin/ExpressVote keys from security materials pouch. Unlock #4 on bin's front access door, open door, and locate the extension cord for ballot bins.
5. On back of ballot bin, unlock #1 with silver key and open door.



6. Extend the bin's power cord with surge protector already attached. Open Velcro strap and plug into designated power strip, extension cord, or outlet. Verify that silver bar is in the "down" position. Leave door open.
7. Moving to the front of the bin, unlock #2 with silver key. Open bin cover latches located on either side of #2 and lift cover to upright position.



8. Use black barrel key to unlock #3.



9. Lift ballot counter screen. The ballot counter and screen will turn on automatically.

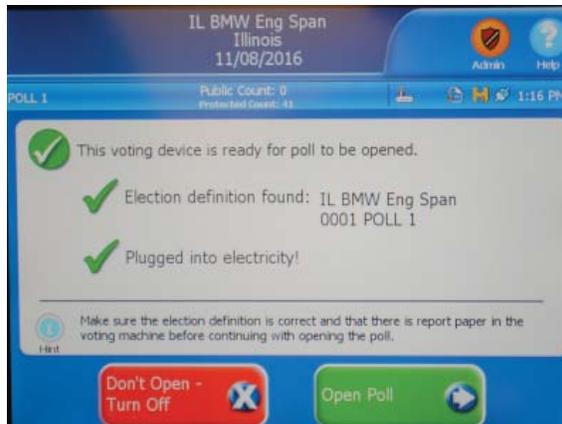


Problems? Call the Lake County Clerk at (847) 377-2328.

Print *Zero Totals Report*

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

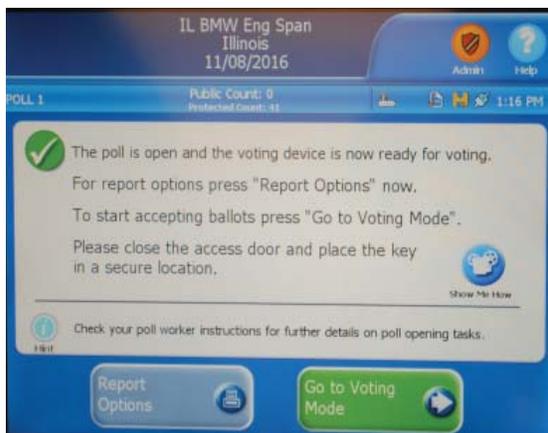
10. When screen displays “The voting device is ready for poll to be opened,” select “Open Poll” on screen



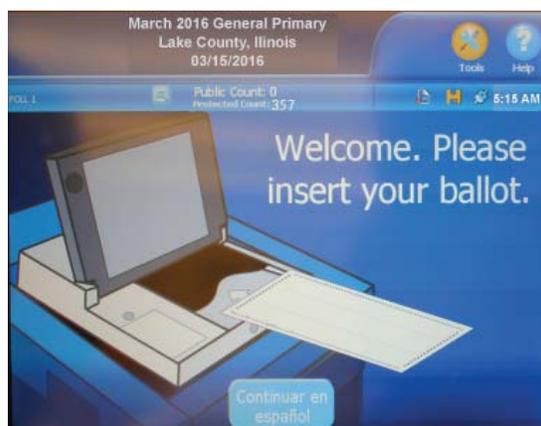
11. Screens for the *Opening Polls*, *Ballot Status Accounting Report*, and *Zero Totals Report* will cycle on the display. A printout for each report will automatically be created.



12. Wait for the display screen to show “The poll is open and the voting device is now ready for voting.” Select “Go to Voting Mode.”



13. Confirm display reads: “Public Count: 0. Welcome. Please Insert Your Ballot.” Ignore the protected count number. This is the lifetime total of ballots accepted by this counter. Be sure you have a *Zero Totals Report* tape for each ballot bin at the voting site.



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

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



Secure Ballot Bin for the Night

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



17. Lower bin cover. Secure bin cover latches and lock #2 with silver key.
18. From the security materials pouch, remove the white security tie for securing the front access door and gray security materials card. Record white tie serial numbers on gray security materials card. Return gray security materials card to security materials pouch.
19. Return keys to security materials pouch. Remove scissors from security materials pouch and set scissors aside as they will be needed in the morning. Return security materials pouch to Ballot Box Judge red bag.
20. Return to the front of the ballot bin and remove the remaining supplies packed inside. If there are multiple bins, be sure to verify that all supplies have been removed from each bin.



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



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



Set up Voting Site

23. Set up chairs and voting booths as shown on the layout diagram.

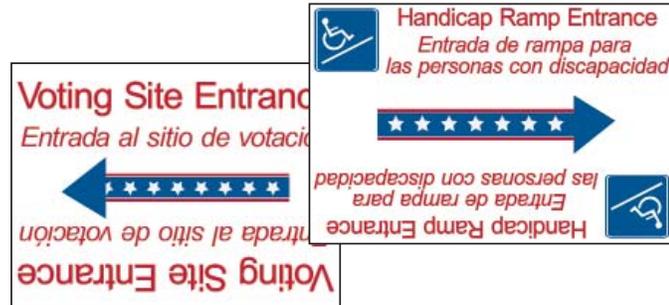
There will be at least one special needs booth to be setup near the Voter Services Table. The storage box for the booth is labeled. If a chair is available, place it at the booth.



24. Place one chrome stand, appropriately labeled supply box, and flag on each of the Check-In, Ballot Issue, and Voter Services Tables.

Post Interior Signs

1. Locate the masking tape from a supply box.
2. Using tape, post specimen ballots on wall near entrance.
3. Post all common area signs (English/Spanish) from the Ballot Box Judge Envelope.
 - ▶ Voting site entrance sign should be placed on the outside entrance door to clearly identify the voter's entrance. If this is not possible, the voting site sign should be placed to the left or to the right of the voting site entrance door.

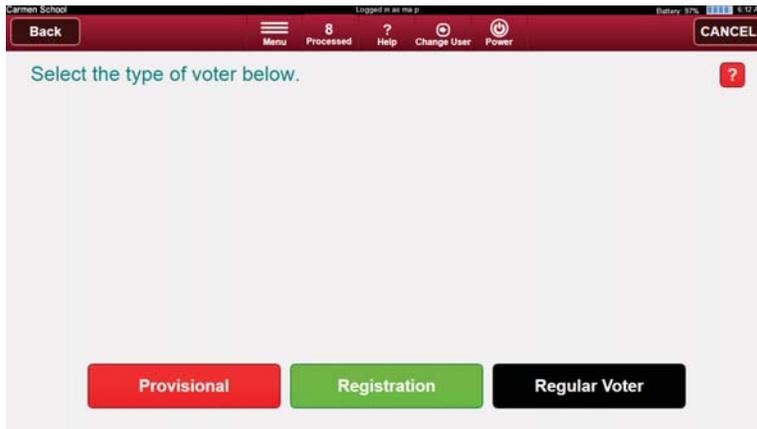


- ▶ Township maps, telephone usage, and no electioneering signs should be posted at or near the entrance to the room. When necessary, post the directional voting site entrance signs in hallways to guide voters to the voting room.
- ▶ Post all federally mandated signs in an area visible to voters entering room. These include Provisional Voting, Bill of Rights for Lake County Voter, Information and Services, and Vote Fraud information signs.
- ▶ Remember, do not place "Vote Here" and "Electioneering Zone" signs outside until election morning.



Secure ePollbooks after Voting Setup is Complete

1. Properly power down the ePollbook by selecting the “Power” button from the title bar menu at the top of the screen.



2. Select “Power Off” and “Yes” to the final prompt.



3. Close ePollbook lid.



4. Close and zipper the ePollbook's fabric case. Attach security tie to two zipper tabs.



5. ePollbooks can stay plugged in and on the appropriate tables.



6. Leave the jetpack in place and turned on for the night.



Secure Voting Site

Before leaving the facility, turn off accessible lights and make sure the outside doors to the voting site are locked or advise building security that the judges are leaving. Make sure room is secure before leaving.

5:15 AM Election Morning Before the Polls Open

Final Setup Procedures

Distribute Final Supplies to:

Check-In Table Judges:

- ▶ Check-In Table black rolling case

Ballot Issue Table Judges:

- ▶ Ballot Issue Table red rolling case
- ▶ White Ballot Transfer Cases

Voter Services Judge:

- ▶ White Provisional Ballot Transfer Case

Prepare Each Ballot Counter Before Polls Open

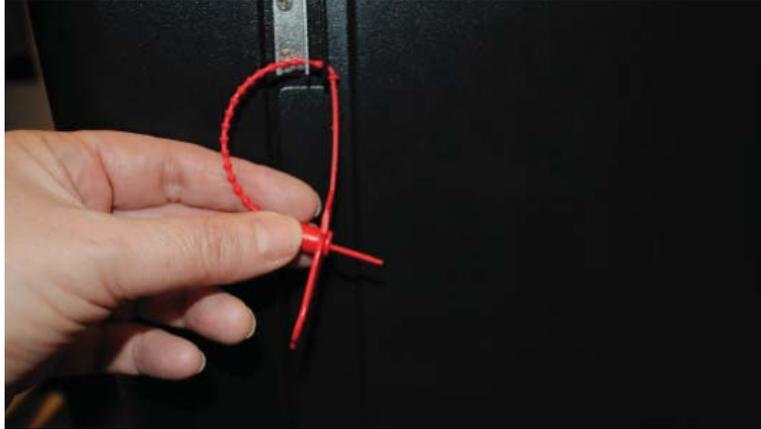
Each ballot bin must be completely prepared before the polls open. Refer to your checklist to ensure all steps are completed.

1. Locate scissors that were set aside last night and cut off white tie from #4. Remove and open Ballot Box Judge red bag and locate security materials pouch. Verify number on security tie matches gray security materials card. Place broken white tie, scissors, and gray security materials card in pouch.

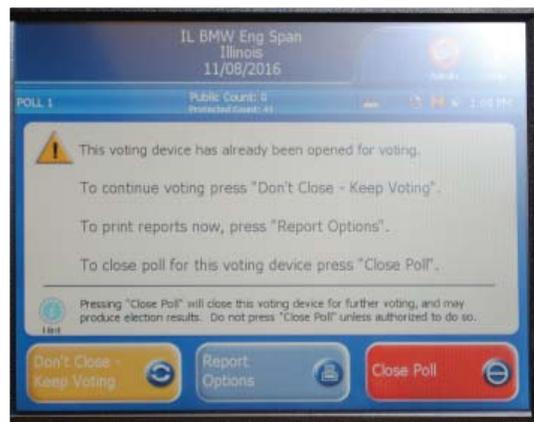


2. Retrieve keys from security materials pouch.
3. With all judges present, open front access door (#4) and unlock (#5) to confirm bin and emergency slot are EMPTY. Using the key, lock #4 and #5.

4. Remove red tie from security materials pouch. Secure front access door by inserting red tie through metal loops.



5. Unlock #2, open latches, and raise bin cover. Unlock #3 and raise ballot counter screen. Confirm lock tab for #3 is turned down into the case so it does not inhibit ballot insertion.
6. Display will cycle through logo, election loading, and configuration screens. Configuration report will print again. On landing screen, press "Don't Close - Keep Voting." Welcome screen will display. Confirm display shows no votes.



7. Unfold *Zero Totals Report* tape. Together, Ballot Box Judge and one Check-In Judge verify tape still reads "0" votes for each precinct.
8. Both judges sign tape. DO NOT CUT TAPE.
9. Refold signed *Zero Totals Report* tape and place to left of ballot counter.



10. Offer keys to Voter Services Judge to turn on ExpressVote terminal. Place keys in security pouch. Return pouch to Ballot Box Judge red bag and store in safe location while voting is open.

11. Use the electioneering zone measuring wheel (delivered in ballot bin) to determine placement of the "Electioneering Zone" cone and sign. The sign for the orange cone is found in the Ballot Box Judge Envelope. The 100' measurement begins from door to room where voting occurs.

No electioneering is permitted within 100 feet of the entrance to the room where voting occurs. If the room is located within a public or private school or a place of worship, 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 in the premises. The "No Electioneering" sign found in the Ballot Box Judge Envelope will indicate if the assigned site has banned electioneering.

12. Place the large outdoor "Vote Here" sign by the road so voters can see it as they approach from either direction.
13. If not posted on election eve, tape voting site directional arrow signs in hallways pointing path to room for voting.
14. If there is a separate handicap entrance ramp, post "Handicap Entrance" directional signs. Signs are found in the Ballot Box Judge Envelope delivered in the ballot bin.
15. Take oath administered by Site Manager. Complete name tag and time card.

Polls are Open

Declare Polls are Open

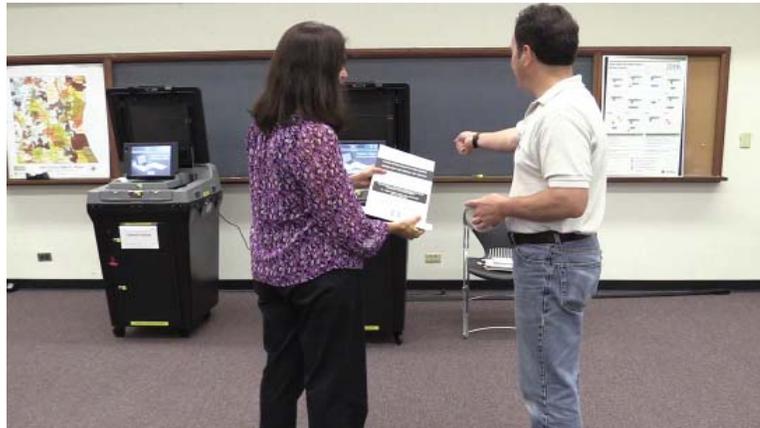
The polls open promptly at 6:00 AM One Ballot Box Judge should announce, “The polls are open,” and welcome voters into the voting site.

Procedures

Ballot Box Judges work at the ballot counter while the voting site is open.

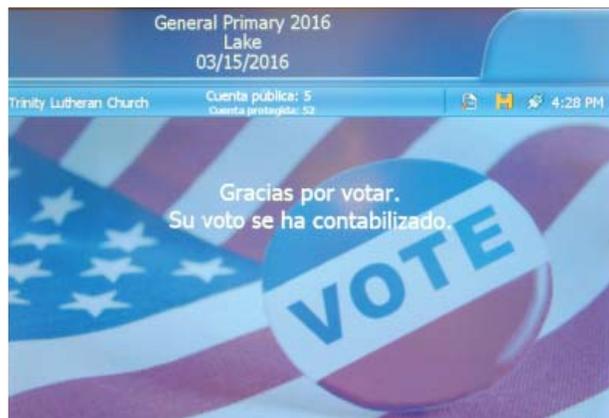
The Ballot Box Judge **must:**

- ▶ **Stand approximately 4 feet in front of the ballot bin to ensure voter’s privacy.**
- ▶ Check that voted ballot is initialed on the upper right corner on front of ballot. If the Ballot Issue Table Judge’s initials are not visible, ask the voter to adjust the ballot in the privacy sleeve so that initials are easily seen.
- ▶ Pre-printed ballots will have initials in the upper right corner. The print-on-demand ballots issued for the voters using the ADA equipment will have initials in the lower right corner.



Voter Casts a Ballot

- ▶ Direct voter to available ballot bin, and
- ▶ Instruct voter to remove the ballot from the privacy sleeve before inserting ballot and once he/she is past the judge.
- ▶ The voter deposits the ballot in the ballot counter. **As the voter inserts his/her ballot, the ballot counter will tabulate the vote. The “Public Count” number will verify receipt of a ballot by increasing with each ballot inserted.**



- ▶ Collect pen and privacy sleeve and return them to the Ballot Issue Table.
- ▶ Approach ballot bin only if ballot counter beeps or voter requests assistance. In the case of under- or over-votes, voter chooses either “Cast Ballot” or “Don’t Cast Ballot” button on display screen. If “Cast Ballot” is chosen, ballot will be passed into the ballot bin and tabulated as marked. When “Don’t Cast Ballot” is chosen, ballot is returned to voter.
- ▶ For under-voted ballots, voter can take ballot back to the voting booth to complete. In the case of over-votes, direct voter to the Voter Services Table to spoil the ballot and receive a new one.
- ▶ Make certain that no one interferes with a voter while he/she is voting. Observe that no assistance is given in a voting booth unless the voter qualifies to receive assistance, and the *Assisted Voter Affidavit* is completed.
- ▶ Offer an English or Spanish voting sticker as voter leaves the building. It is imperative that the floor stay clear of stray materials that could be a safety hazard.
- ▶ Should there be a long line of voters, the Site Manager may assist you.

Check Voting Booths

Each voting booth should be checked regularly for campaign literature, and pens. If writing or a stray mark is found on any booth, try to wipe it away with a paper towel dampened with water.

Announce Polls Closing

At 6:30 PM, announce polls will close in one-half hour.

Special Circumstances

Ballot not Returned

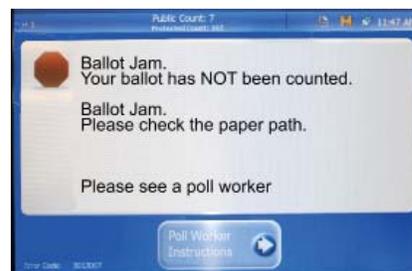
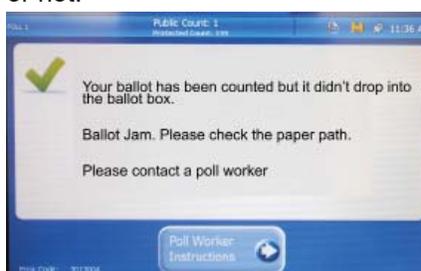
If the voter has left the booth without a ballot or refuses to return a voted ballot, request that the voter return the ballot, even if he/she decides not to vote as all ballots must be accounted for to maintain integrity of the voting process. Should a voter refuse to cast the ballot, direct the voter to Voter Services Judge. Do not allow another voter to use the booth until it is established that nothing was left in it.

Ballot Not Initialed

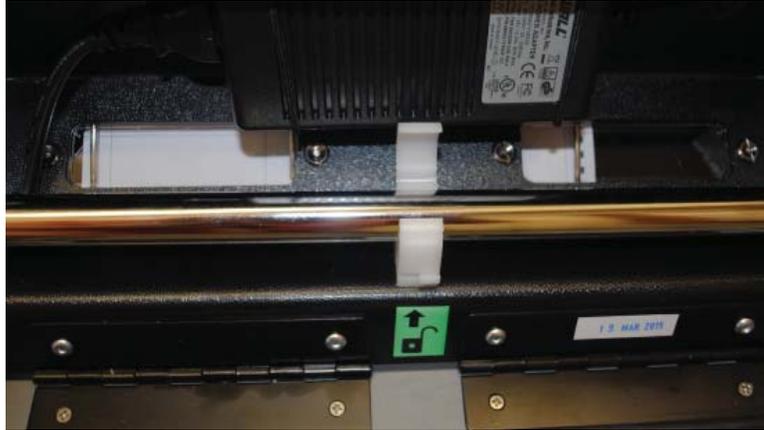
Any ballot found not initialed by a Ballot Box Judge cannot be deposited in the ballot counter. Once a voter has taken a ballot into the voting booth, election judges may not add to or alter ballots, including adding initials. The ballot is a spoiled ballot. Direct the voter to fold the ballot and return to election judge they checked in with for a Spoiled Ballot Security Envelope. Ballot Issue Judges will issue a new ballot.

Jammed ballot

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



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



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



18. Lower front flap.



19. Carefully slide ballot counter slightly forward.



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



21. Slide ballot counter back into place.



When a voter marks a ballot for more candidates in a contest than are allowed, this creates an over-vote. The ballot counter screen will display an alert to the voter.

22. Raise flap on front of the bin and lock #6. Raise ballot counter screen and ballot counter is ready for voters.



Can't clear the jammed ballot?

1. Unlock #5, open emergency door, lower emergency slot flap, close door, and re-lock #5. Voters will place ballots in emergency slot. On the county-issued phone at the Voter Services Table, press "2" and "Send" to call the Election Day Hotline to have a tech rep dispatched.
2. Once jam is cleared, unlock #5, open emergency slot door, remove all ballots, raise flap, close door, and re-lock #5. Cast ballots into the ballot counter and accept any on-screen alerts.

No Votes Detected on Ballot

The ballot counter's display will alert the voter when a blank ballot has been cast. If the voter remains present, voter should select either the "Return" button to have ballot returned for marking or presses "Cast" button to have ballot accepted with no votes recorded. If voter is not present, Ballot Box Judge presses "Cast" button.

Over-Voted Office

If a voter casts a ballot with more votes than permitted for any office, the ballot counter will display a screen noting the over-voted races. The voter has two options:

- ▶ Select the "Return" button to have the ballot returned. The voter can return to Voter Services Table where the over-voted ballot is spoiled, and voter receives a new ballot.

OR

- ▶ Select the "Cast" button to have the ballot accepted into the ballot bin. Choosing "Cast" means **no vote in the over-voted office will be counted**. The rest of the votes on the ballot will be counted.

The Ballot Box Judge should approach the bin and assist the voter only when the voter asks or appears to need assistance.

Power Interrupted or Ballot Counter Not Working

1. Call Election Day Hotline at (847) 377-2328 and a Technical Representative will be dispatched. The ballot bin will operate up to six hours on battery power.
2. While you are waiting, prepare the emergency ballot slot by unlocking #5 and opening the emergency ballot slot door.



3. Lower the Emergency Ballot Slot flap.



4. Close door and lock #5.



5. The voters insert ballots into the emergency ballot slot until the ballot counter becomes operable



6. When power is restored or counter is operable and voter flows allow, the Ballot Box Judges will unlock #5 and open emergency ballot slot door to remove ballots. When slot is empty: raise flap, close the door, and lock #5. Cast ballots that were in the emergency ballot slot and accept any voting alerts that may appear on the screen.

Provisional Ballots

IMPORTANT! Ensure that no ballot with “Provisional” stamped or printed on the header is placed in a ballot counter. Provisional ballots are not eligible to be cast on Election Day and must be secured in the Blue Provisional Ballot Case at the Voter Services Table.

Under-Voted Office

Illinois General Assembly requires voters be warned if any statewide constitutional office is not voted. **Voters are not required to vote in every race.** If a voter inserts a ballot into the ballot counter containing an under-vote for a statewide constitutional office, the ballot counter’s display will show the under-voted race.

At the beeping tone, the voter has two options:

- ▶ Select the “Cast” button and choose not to vote in all statewide races, and the ballot will pass into the secured ballot bin.

OR

- ▶ Select the “Return” button and the ballot will be ejected so voter may return to the voting booth and mark ballot accordingly.

Only if the voter asks or appears to need assistance, should the Ballot Box Judge approach the bin and assist the voter.

Polls Are Closed

Supplies Needed to Close Polls

- ▶ *Ballot Box Checklist*
- ▶ Ballot Box Judge red bag
- ▶ Security materials pouch

At 7 PM, Close the Polls

Closing procedures cannot be started until all voters who were in line at 7 PM are served, and all ballots are cast. Judges work as a team and remain until voters are served and each closing procedure is completed.

Follow the steps on the *Ballot Box Checklist* to ensure all tasks are completed.

At 7 PM announce that the voting site is closed. **All persons in line at that time must be allowed to vote.** One election judge may stand at the end of the line at 7:00 PM to mark the last voter allowed to vote. All voters must leave the voting site as soon as they cast their ballot. After the last person in line at 7 PM has voted, close and lock building or room door, if possible.

If there is a long line of voters at 7:00 PM, the first priority must be to continue processing voters. If the closing process is expected to be delayed **more than 30 minutes after the close of polls**, please call the Election Day Hotline at (847) 377-2328. Every effort will be made to send assistance and avoid delayed tabulation.

Ballot Counter Procedures

These steps must be completed for each ballot bin in the voting site.

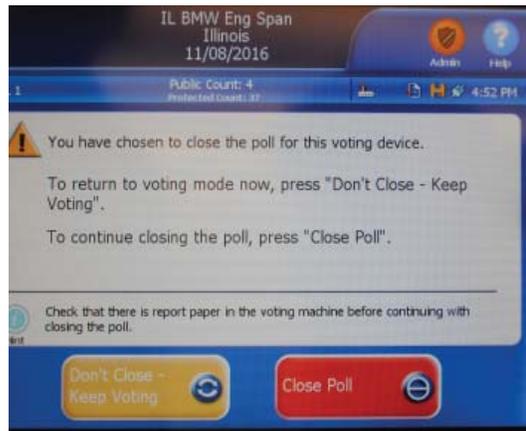
7. Locate Ballot Box Judge red bag. Remove keys from pouch.
8. Unlock #5. Inspect emergency ballot slot. If ballots are in slot remove them and insert ballots into the ballot counter. Accept any on-screen alerts so ballot is deposited in bin.



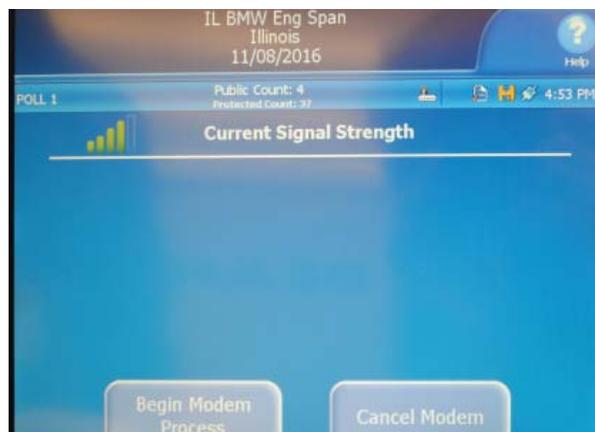
9. In view of all Check-In Judges, use scissors to cut red security tie, unlock #4, and open front access door. Place broken red tie in security materials pouch. Check-In Judges remove the ballots from bin.



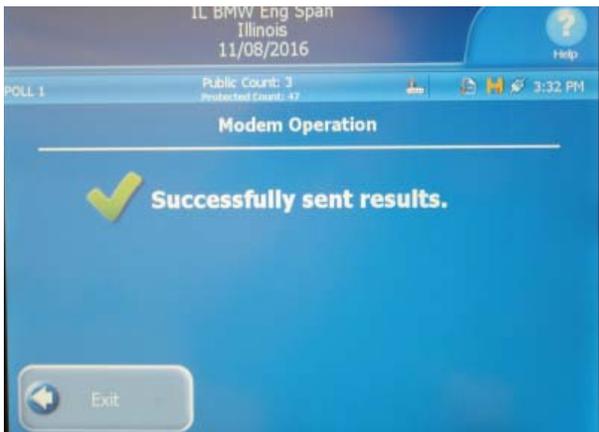
10. Unlock memory stick compartment with black barrel key. Open compartment door and press "CLOSE POLLS" button.
11. Select "Close Poll" on screen to initiate results tape printing and results transmission.



12. Closing poll, Ballot Status Accounting Report, and Voting Results Report screens will cycle on the display. From the landing screen select "Begin Modem Process."



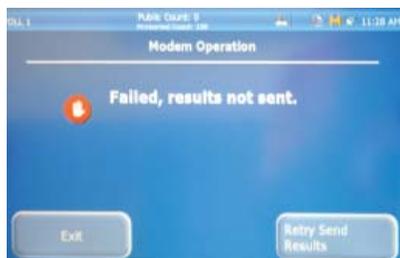
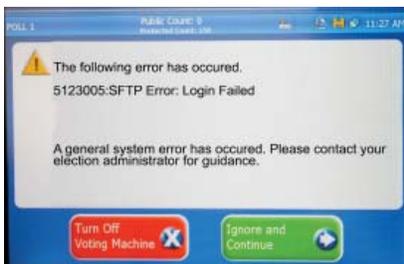
13. Select "Exit" after results are sent.



Transmission did not work?

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

If that is still unsuccessful, do not attempt any further transmissions. Continue with the remaining closing procedures, and results will be transmitted from the Transfer Site.



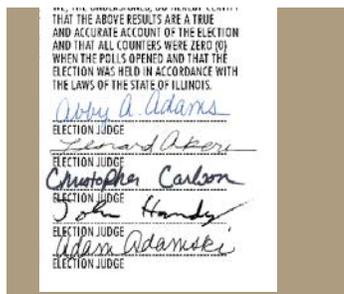
Voting Results Tape

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

The order of each ballot bin's tape will be:

1st copy

- ▶ *Configuration Report*
- ▶ *Opening Polls Report*
- ▶ *Ballot Status Accounting Report*
- ▶ *Zero Totals Report*
- ▶ Election judge signature lines (previously signed in the morning)
- ▶ *Second Configuration Report*
- ▶ *Voting Results Report* (ballots cast on Election Day)
- ▶ Election judge signature lines
- ▶ Cut with scissors the results tape at end of 1st copy
- ▶ Check-In Judges sign on indicated signature lines

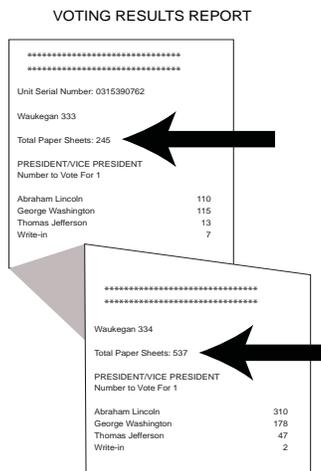


2nd copy

- ▶ *Voting Results Report*
 - ▶ Election judge signature lines
 - ▶ Cut with scissors and tape to voting site's door so it's visible to the public outside the building - no place or need for signatures.
2. Take each ballot bin's *Voting Results Reports* to the Ballot Issue Table and read every precinct's "Total Paper Sheets," or total ballots voted, to the judges preparing the *Statement of Ballots*.

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

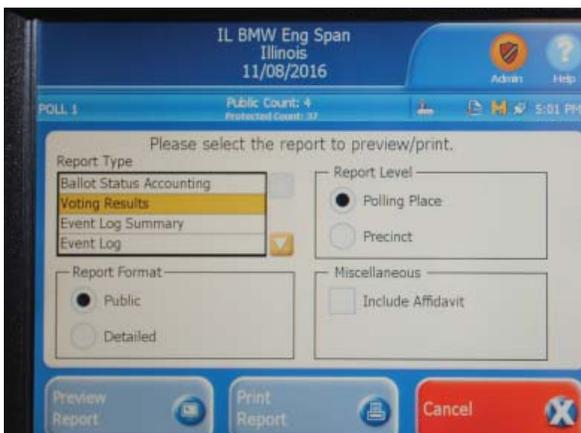
To know which precincts are served at your voting site, refer to the precinct numbers listed on the top left corner of the gray security materials card.



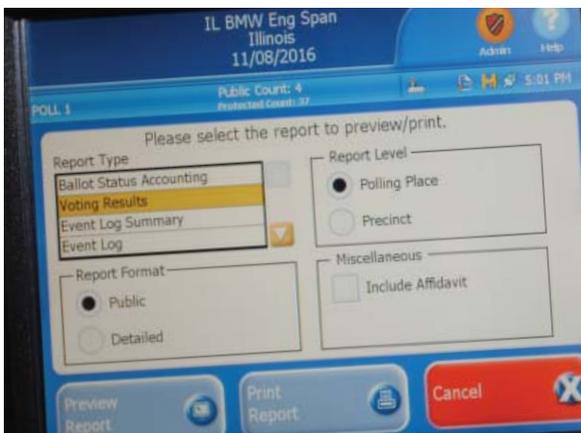
3. After all totals are found and reported, place signed results tape in security materials pouch.



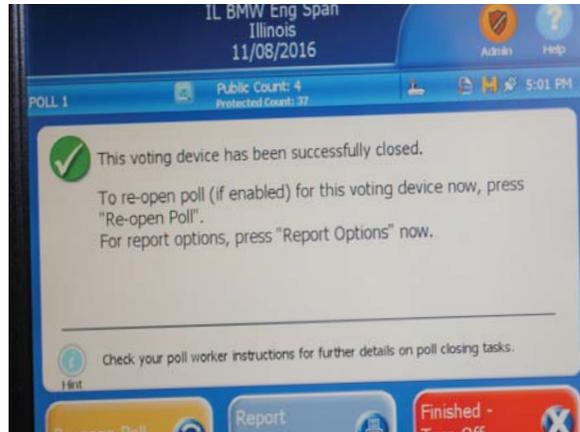
4. Pollwatchers may request additional copies of the results tape. On the display screen, select "Report Options." Then from Report Type Screen, select > Voting Results > Polling Place > Public > Print Report.



5. When printing is complete, select "Cancel."



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



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



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



.....

In the security materials pouch, pack each ballot bin's memory stick and deliver to the Transfer Site.



IMPORTANT!!!

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



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



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



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

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



14. Pack items inside ballot bin as listed on inside of front access door.
15. Lock #4 and #5. Verify that all doors are locked and secured.
16. Roll ballot bins near the other supplies that will be picked up by the movers.
17. Give keys to Voter Services Judge to turn off ExpressVote terminal. Place keys in security materials pouch. Place pouch in Ballot Box Judge red bag.

Final Packing of Voting Site

1. Pack Ballot Box Judge Envelope with items listed on front of envelope. Place in ballot bin.
2. Before unplugging the jetpack, confirm with both Voter Services and Check-In Judges that all voters have been uploaded through the ePollbook.
3. Pack Ballot Box Judge red bag with items listed on front, including the Voter Services jetpack pouch, and seal with security tie.

BE SURE TO INCLUDE EACH BALLOT BIN'S MEMORY STICK.

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

Missing Voting Booth Parts

Any booth missing parts or unusable must be returned to the Transfer Site on election night. Do not leave with other booths.

Bring to the Transfer Site

- ▶ Ballot Box Judge red bag containing security materials pouch, jetpack pouch, and each ballot bin's memory stick and wire
- ▶ Ballot Issue red rolling case
- ▶ Check-In Table black rolling case
- ▶ White Ballot Transfer Cases with labels affixed designating voted and unvoted ballots
- ▶ White Provisional Ballot Transfer Case
- ▶ Blue Provisional Ballot Case

Appendix

Supplies Picked up by Judges

- 1) White Ballot Transfer Cases
- 2) White Provisional Ballot Transfer Case
- 3) Ballot Issue Table red rolling case
- 4) Check-In Table black rolling case
- 5) Ballot Box Judge red bag



Ballot Box Judge Red Bag

- 1) Voting site layout diagram
- 2) jetpack pouch
- 3) *Ballot Box Checklist*
- 4) *Voter Services Checklist*
- 5) Security ties for ePollbooks
- 6) Security materials pouch



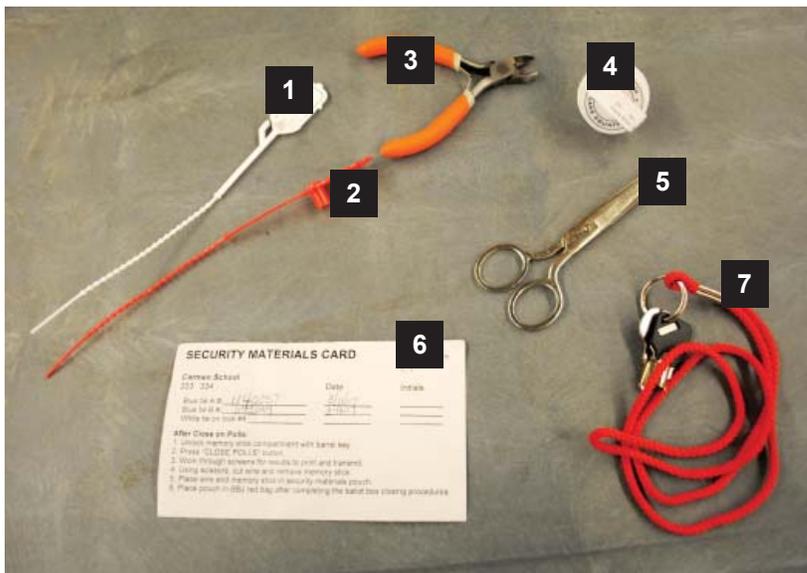
jetpack Security Pouch

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



Security Materials Pouch and Contents

- 1) White security tie
- 2) Red security tie
- 3) Wire cutters
- 4) Nightlight
- 5) Scissors
- 6) Gray security materials card
- 7) Ballot bin/ExpressVote keys

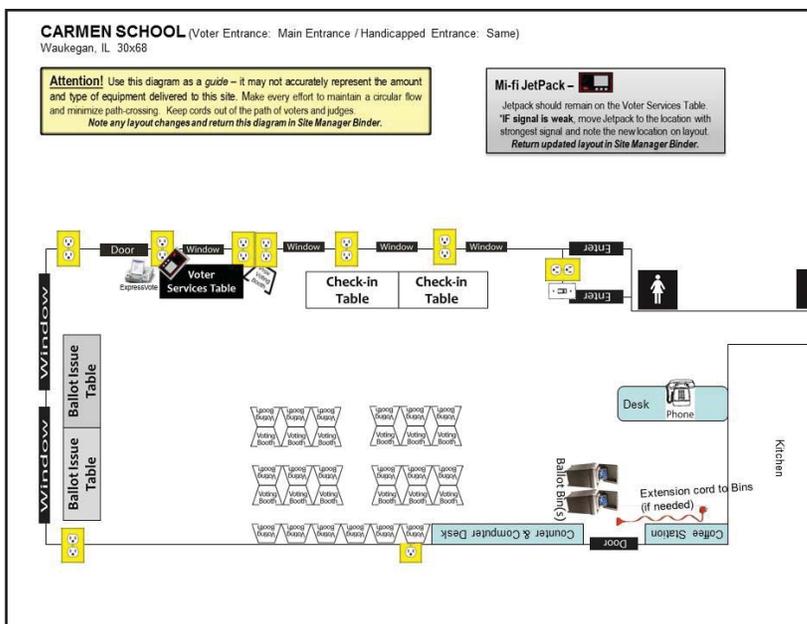


Voting Site Layout Diagram

To ensure voters' privacy, booths should not touch and must allow for movement between booths.

Please note the Check-In Table Judge can see and easily direct voters to appropriate Ballot Issue Judge.

Ballot Issue Judges can observe voting booths.



Supplies Delivered to Voting Site

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

Additional ADA equipment may be delivered (Big Bell, handicap parking signs, etc.)



Ballot Box Checklist

Found in Ballot Box Judge red bag. Also in Ballot Box Judge envelope inside ballot bin.

BALLOT BOX CHECKLIST



WEEK BEFORE ELECTION

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

ELECTION EVE SETUP

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

ePollbook setup (if Voter Services Judge is not available)

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

Ballot Bin Setup

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

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

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

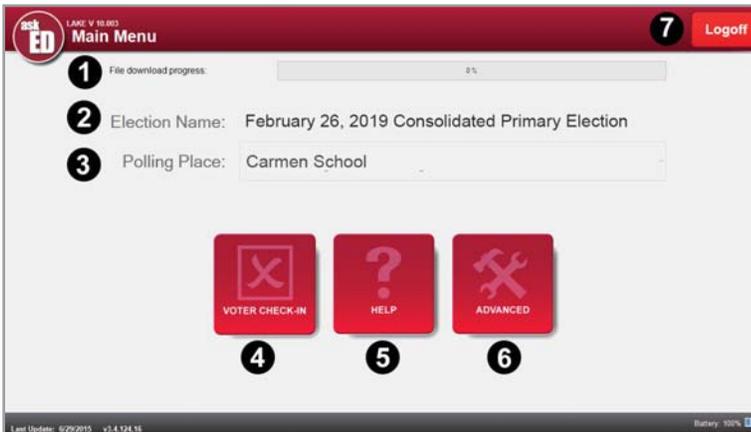


2. Review the room layout diagram that was removed from the Ballot Box Judge red bag and position ballot bin(s) according to floorplan.
3. Using the nightlight from security materials pouch, test the ballot bin's designated outlet to make sure there is power. Return nightlight to pouch.

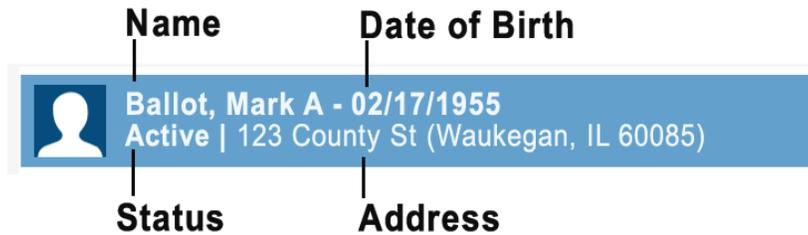
ePollbook Main Menu Items and Icons

Main Menu Items:

1. Status Bar for Downloading
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



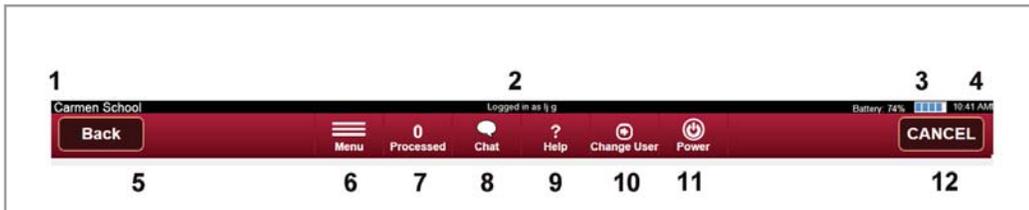
- ▶ Silhouette of person's head
 - Dark blue background depicts active voter ready to process.
 - Gray background shows voter already voted.



- ▶ 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



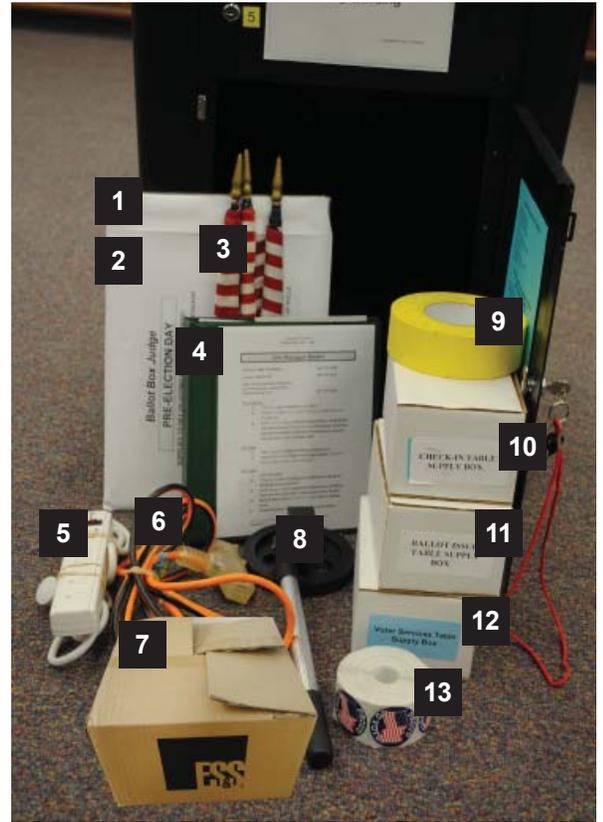
1. ePollbook Location
Displays the voting site assigned to the ePollbook.
2. Logged in Status
Shows the name of the judge who is currently logged in to the ePollbook. Please be sure to change users when switching stations or taking breaks.
3. Battery Life
Shows how much battery life the computer has. 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 for short text messages to be sent to and received from the Lake County Clerk's office.
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.

Ballot Bin Diagram



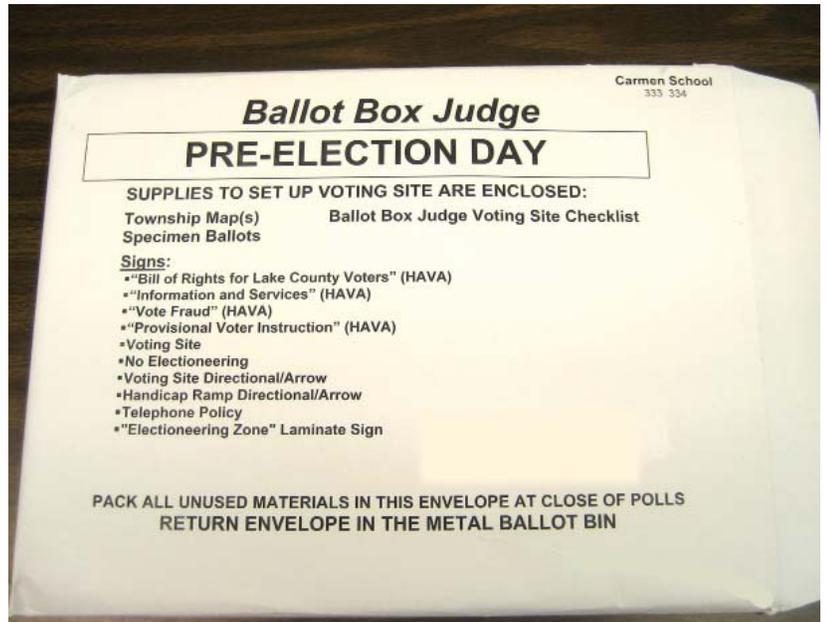
Items Delivered in Ballot Bin

- 1) Voter Services Envelope
- 2) Ballot Box Judge Envelope
- 3) American flags
- 4) Site Manager Green Binder
- 5) Power strip
- 6) Extension cords
- 7) ExpressVote printer
- 8) Electioneering zone measuring wheel
- 9) Yellow tape
- 10) Check-In Table supply box
- 11) Ballot Issue Table supply box
- 12) Voter Services supply box
- 13) English and Spanish "Proud to Vote" stickers



Ballot Box Judge Envelope and Contents

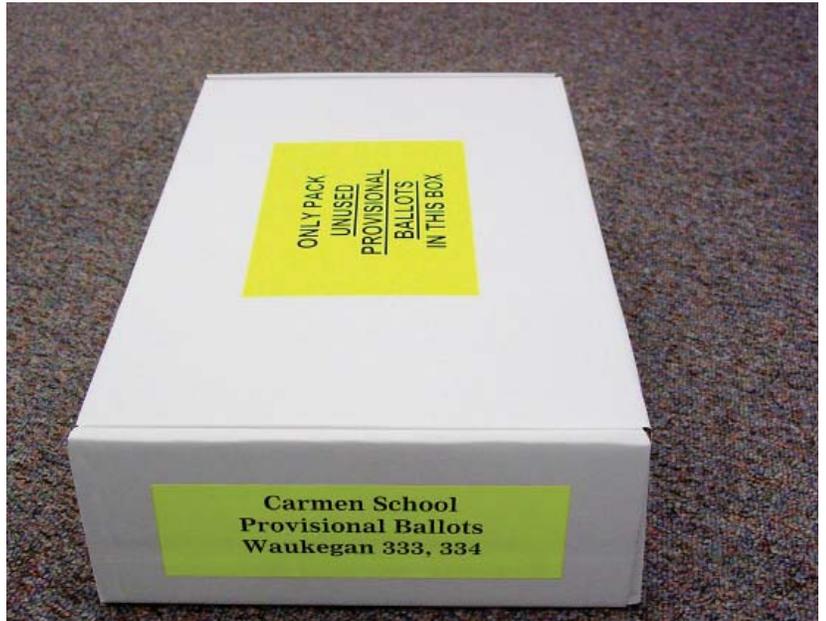
- 1) General voting site signs
- 2) Federally mandated signs
- 3) Specimen ballots
- 4) *Ballot Box Checklist*



White Ballot Transfer Case



White Provisional Ballot Transfer Case



Items Returned to Transfer Site after Polls Close

- 1) Blue provisional ballot case
- 2) Ballot Issue Table red rolling case
- 3) Check-In Table black rolling case
- 4) Ballot Box Judge red bag
- 5) White ballot transfer cases containing voted and un-voted ballots
- 6) White provisional ballot transfer case



Items Left at Voting Site for Lake County Clerk

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



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)

- ▶ 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 Lake County Clerk

POLLWATCHER CREDENTIALS

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

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

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

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

Jack Miller
(Signature of Pollwatcher)

Valid Pollwatcher Credentials must include the embossed Lake County seal.

CANDIDATE CREDENTIALS

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

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

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

Valid Pollwatcher Credentials must include the embossed Lake County seal.

Credentials issued by Illinois State Board of Elections

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

Suggested
Revised August, 2014
SBE No. M-2

POLLWATCHER CREDENTIALS

TO THE JUDGES OF ELECTION:

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