

Welcome to 2020 Election Judge Review Training



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

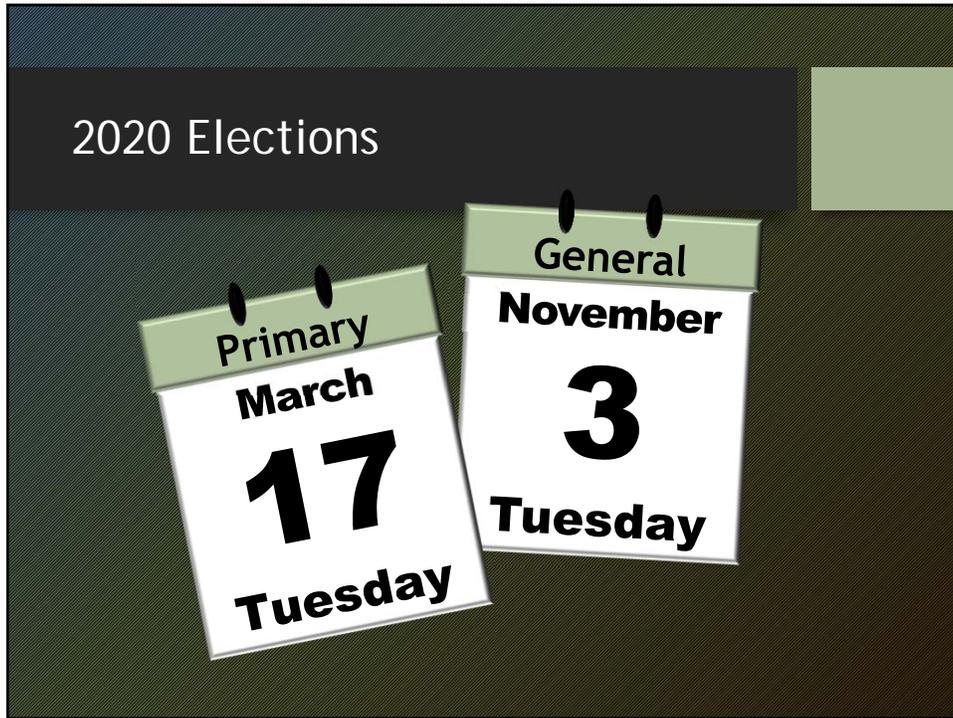
1

Customer service IS our business

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



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Races on the 2020 ballot

- Federal**
 - President/Vice-President
 - Senator
 - Representative in Congress in districts 6, 10, 14
 - Delegates and alternate delegates
- State**
 - Senator in district 31
 - Representative in districts 51, 52, 57, 58, 59, 60, 61, 62, & 64
 - North Shore Water Reclamation District Trustee in districts 1, 2 & 4
 - Unexpired 2-year term in district 5
 - Circuit Clerk
 - Coroner
 - Recorder
 - State's Attorney
 - County Board Members in districts 1, 2, 4, 7, 12, 13, & 16
 - Unexpired 2-year term in district 20
 - 19th Circuit Court Judgeship in 3rd subcircuit

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New for 2020

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

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COVID-19 Safety Protocols

Based on the information provided by the Centers for Disease Control (CDC) as well as state and local guidelines, we will provide for the election judges:

- face masks and shields,
- hand sanitizer,
- sanitizing wipes,
- gloves,
- sneeze guards to be placed in front of ePollbooks, and
- sneeze guards for issuing ballots.

All Election Judges will be required to wear a face covering while at the polling sites. We ask that judges remain vigilant and remind voters that social distancing protocols should be followed and furthermore, recommend to voters that they use their own ink pen to mark their ballot.

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Public Act Highlights

- Only for November election
- Application to vote by mail sent to those who recently voted or registered
 - Civic group also sending applications
 - If not returned, Secretary of State will send reminder in mid-September and mid-October
 - Voter can still vote early or on Election Day
- Finalizing details
 - Postage-free drop boxes
 - An additional universal Election Day voting site to serve all voters
- Student election judges can be 16 years old
- Election Day is an Illinois government and school holiday

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Preparation

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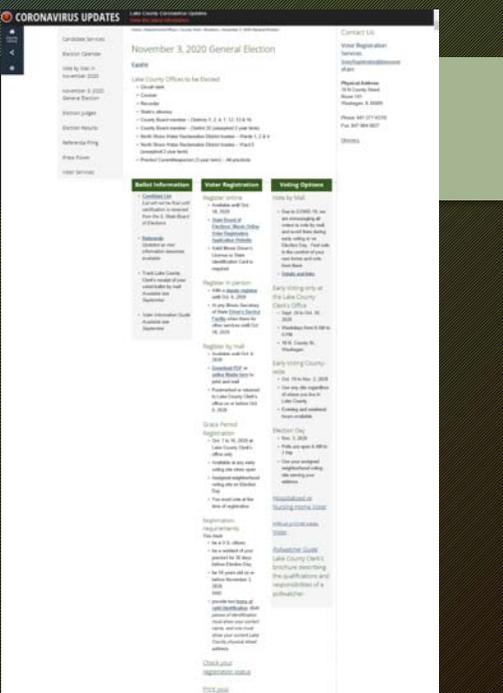
Vote before Election Day

- By Mail**
 - Online ballot request form at LakeVoterPower.info
 - 1st day to mail ballot is September 24, 2020
 - Last day clerk's office can mail a ballot is October 29, 2020
 - Your voted ballot must be postmarked by Election Day
- Early Voting**
 - October 19 to November 2, 2020
 - Can visit any early voting location
 - Weekday, evening, and weekend hours

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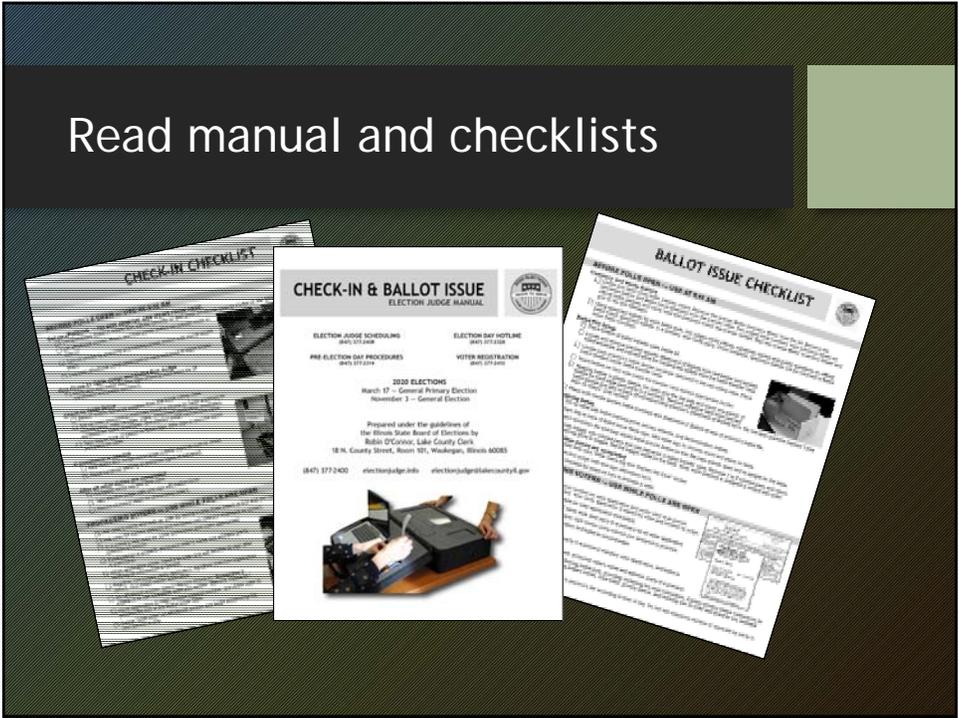
One election web page- LakeCountyClerk.info

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



The screenshot shows the website interface for the Lake County Clerk's Office. At the top, there is a 'CORONAVIRUS UPDATES' banner. The main heading is 'November 3, 2020 General Election'. Below this, there are several sections: 'Ballot Information', 'Voter Registration', and 'Voting Options'. The 'Ballot Information' section lists various ballot types and their deadlines. The 'Voter Registration' section provides details on how to register, including online and in-person options. The 'Voting Options' section lists early voting locations and hours, as well as information about mail-in ballots. A sidebar on the left contains navigation links for various services and information.

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Online Reference Library ElectionJudge.info

- Manuals
- Checklists
- PowerPoint presentations

Election Judge Reference Library

This web page will provide links to the most current election judge resource materials to include classroom presentations, checklists, and online videos. Acrobat Reader is required to open and view some of these documents.

	Check In	Ballot Issue	Voter Services	Ballot Box	Nursing Home	Early Voting
Checklist	PDF	PDF	PDF	PDF	N/A	N/A
Manual	PDF	PDF	PDF	PDF	PDF	PDF
PowerPoint presentations	Basic	Basic	PDF	PDF	PDF	PDF
	ePollbook	Review				
	Review					

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Online Assessment

- To earn certification and \$10
 - Complete online assessment by September 1
 - Reference Library at ElectionJudge.info

Review Election Judge Assessment - 2020

Date of Class - If you attended a live recording
m/dd/yyyy

Name*

Address*

Home Phone

Email Address

1. Which is an example of electioneering that is prohibited

a) Two voters discussing their favorite movie

b) A voter wearing a button promoting a candidate

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Other Preparation

-  Take a test drive to your voting site
-  Ask if meals are brown bag or potluck
-  Dress in layers to assure comfort
-  Arrive election morning before 5:15 am

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Some basic do's and don'ts

DO	DO NOT
<ul style="list-style-type: none">• Arrive on time• Bring snacks and/or medication you may need during the day• Stay in the voting site	<ul style="list-style-type: none">• Encourage or solicit any gifts from candidates, parties or local restaurants• Engage in any political discussions

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Voting site telephone etiquette

- Voters and pollwatchers
 - Asked to refrain from initiating or accepting calls in the voting site. Ask nicely!
 - Discrete texting and smart searches by voters are allowed
- Judges and County Clerk's staff may use telephones for election support calls or emergency medical assistance
- Judges must refrain from personal use of phone
 - Includes texting and posting to social media

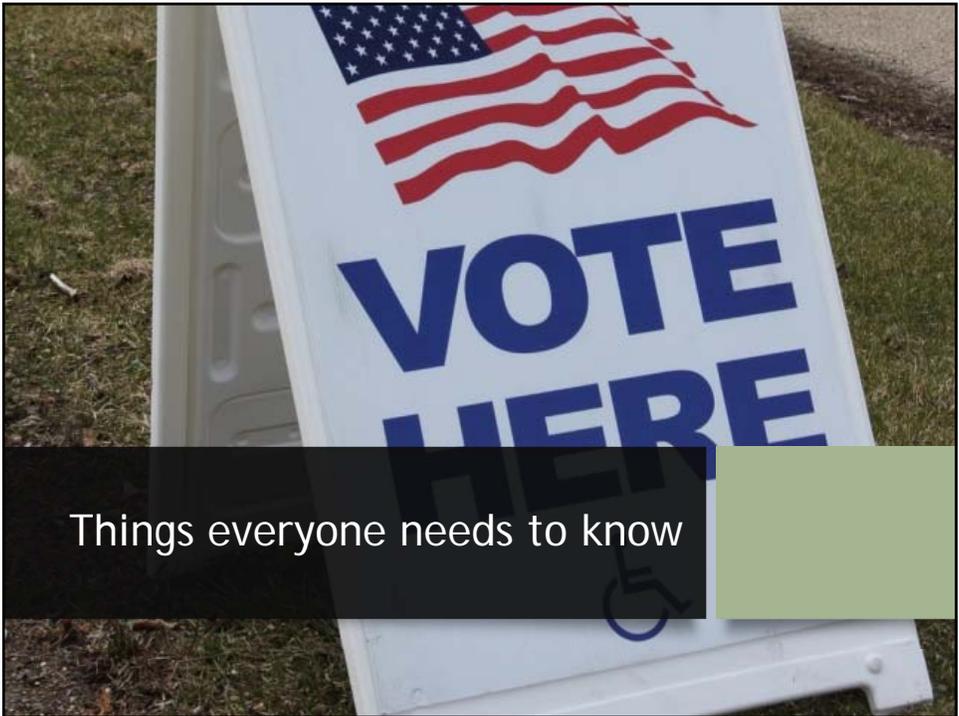
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Pay Schedule

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

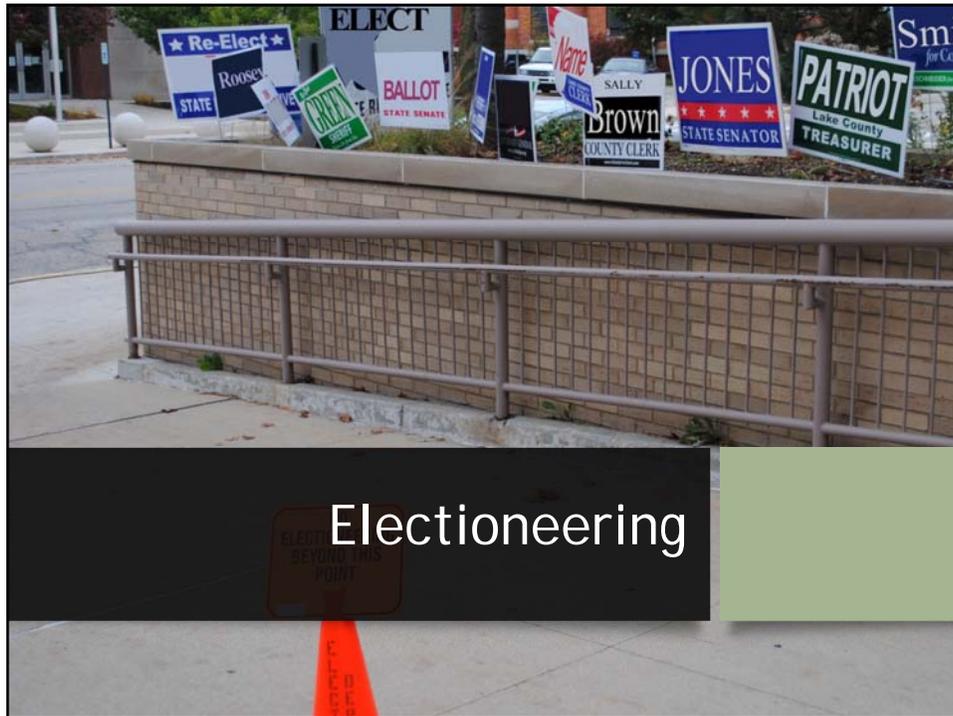
Check-In or Ballot Issue Judge	\$140
Certified Ballot Box Judge (if assigned)	\$180
Certified Voter Services Judge (if assigned)	\$170
Serving out of township (not home site)	+\$10
Nursing home voting before Election Day	+\$30
Early Voting Judges	\$10/hour

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Things everyone needs to know

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Electioneering - What is it?

- Working “for” or “against” a candidate or public question in the current election
- Includes:
 - Political signs,
 - Wearing political buttons,
 - Campaign shirts,
 - Handing out campaign literature,
 - “Talking up” a candidate or public question

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Electioneering is prohibited

- Within 100 feet of entrance to room (interior door) where voting occurs

Site Managers and roving Assistant State's Attorney staff assist with electioneering complaints.



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Exceptions

- If voting site is a school and 100 feet falls within the hallway of the school, the zone is extended to the building's entrance
- Houses of worship and private schools can ban all electioneering on premises (all have)
- Ballot Box Judges are advised when these exceptions occur



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There may be pollwatchers

- Be courteous, but your focus is on processing voters
- If time permits, you may give them voter information
- End of night, they can only watch

A photograph showing several people, likely poll workers, seated at a long wooden table in a room with wood-paneled walls. They appear to be processing ballots. A sign on the table in the foreground reads "CARMEN S..." and "WAUKESGA...".

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A photograph of several white voting booths arranged in a row. Each booth has an American flag on top and the word "VOTE" printed on the front. People are visible behind the booths, and the floor is highly reflective.

Election Day

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Check-In Judges

Complete all steps in "Before Polls Open" section

CHECK-IN CHECKLIST

BEFORE POLLS OPEN — USE AT 5:15 AM

Set up ePollbook — DO NOT REMOVE ANY ITEMS FROM CASE.

- Using release found in baggy box, cut the security tie and snap ePollbook case so it's flat on the table.
- Lift ePollbook screen. Press and hold power button on outside cover to turn on.
- Turn on printer by pressing and holding power button until chime sound plays.
- Log onto ePollbook using password on card delivered in black binder.

One Check-In Table Judge and Ballot Box Judge

- Verify and sign ballot counter tape showing zero votes for all candidates and public questions.

Check-In Table Setup

- Deliver Voters Services supplies from the black rolling case.
- Set up voter processing materials found in Check-In Table envelope to include pens, voter receipts, signs, misprinted application envelopes, surrendered ballot envelopes, and election judge recruitment cards.
- Tape bag to back of Check-In Table sign. Affix sign to chrome stand and place on table.

If assistance is needed

- Help Ballot Box Judge move large outside signs to curb or street.
- Place handicapped parking or entrance signs, if delivered.

After all other duties are completed

- Complete name tag and time card.
- Take election judge oath and sign affirmation form.
- Review checklist steps for processing voters.

PROCESSING VOTERS — USE WHILE POLLS ARE OPEN

- Ask voter's name and look up voter by typing in only three letters of first and last name in ePollbook.
- Ask voter for current address and compare with address displayed on screen.
- In a primary, ask voter for party preference and make appropriate selection on screen.
- If pollwatcher is present, announce voter's name and address (party is a primary).
- When application prints, hand it to voter and ask her/him to sign after verifying all information is correct.
- Together, two judges verify application signature matches registration record. One judge initials application.
- On ePollbook screen, select "Record Check-In." **Remember a check-in is not complete until you select "Record Check-In."**
- Hand application to voter, explain precinct number, and direct voter to precinct file box at the Ballot Issue Table.
- Select "New voter" on ePollbook screen and begin processing the next person in line.



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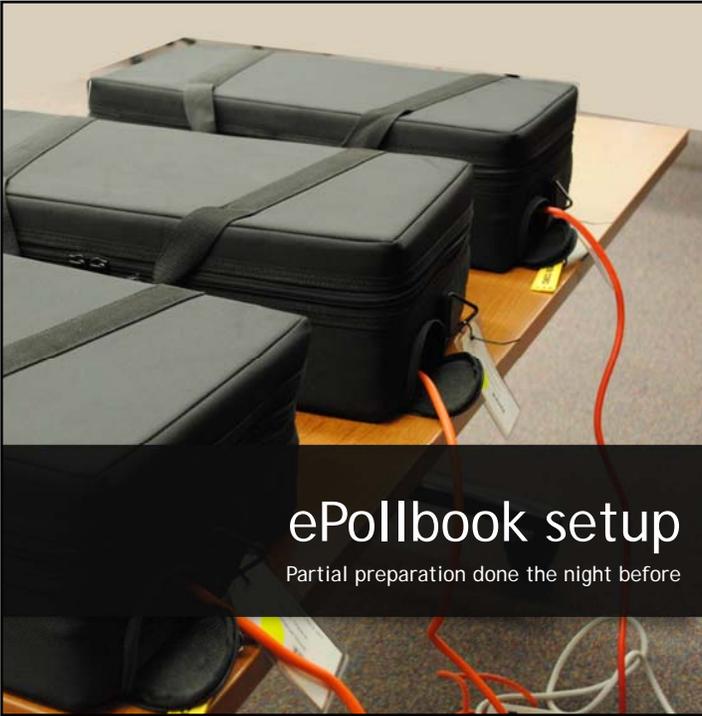
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Black rolling case

Check-In and Voter Services Table supplies arrive in the same case

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ePollbook setup

Partial preparation done the night before

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Open ePollbook cases

Cut ties with scissors.



Open flat on table.



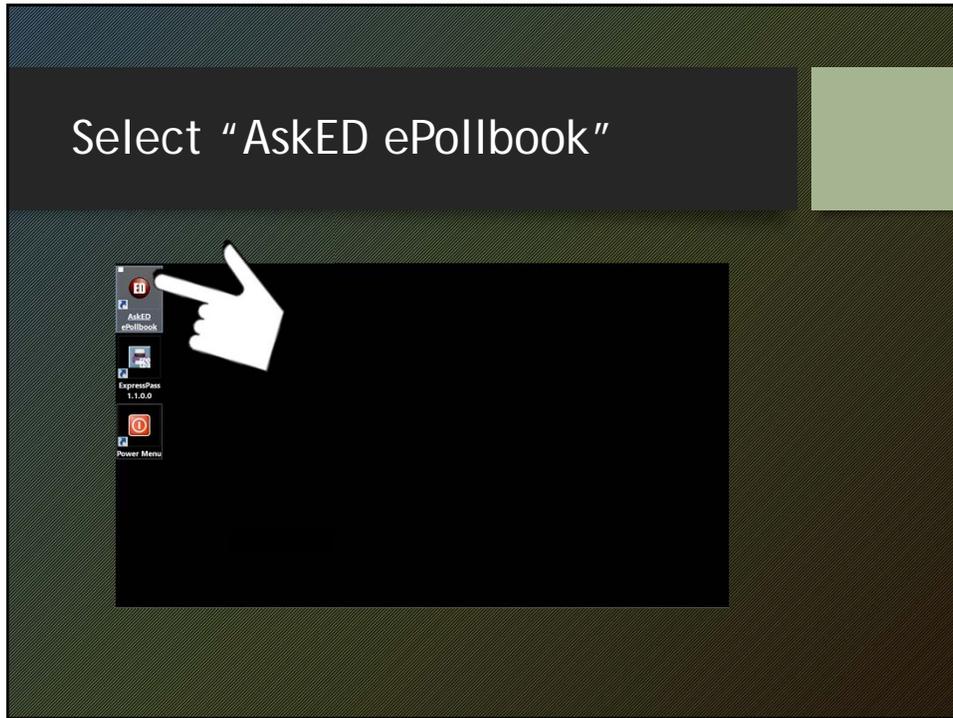
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Turn on the ePollbooks

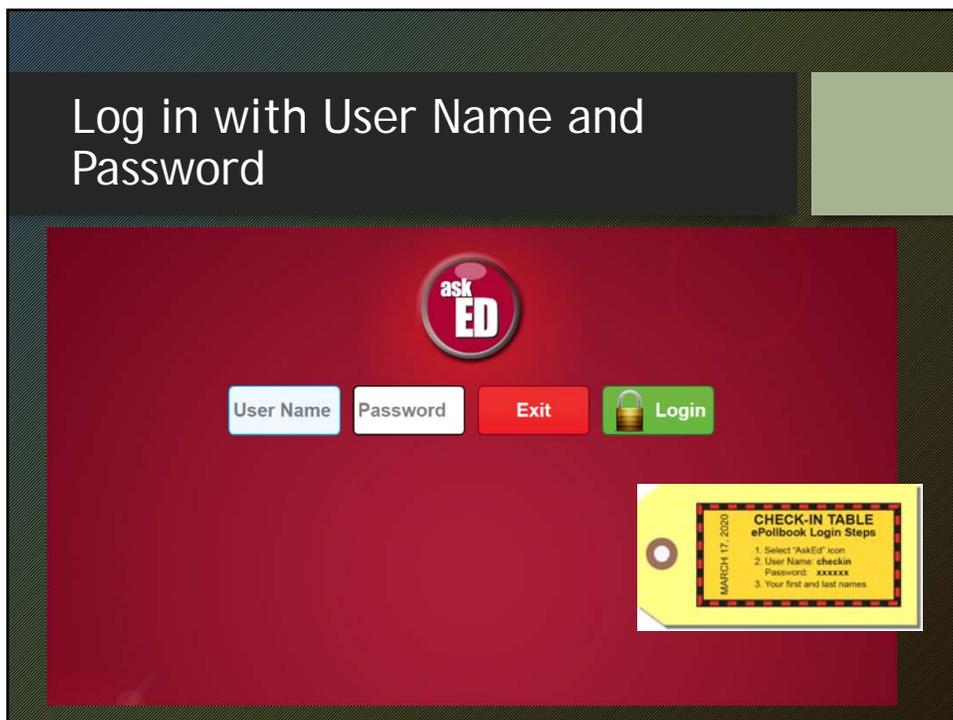
- Raise screen
- Press power button on outside of cover



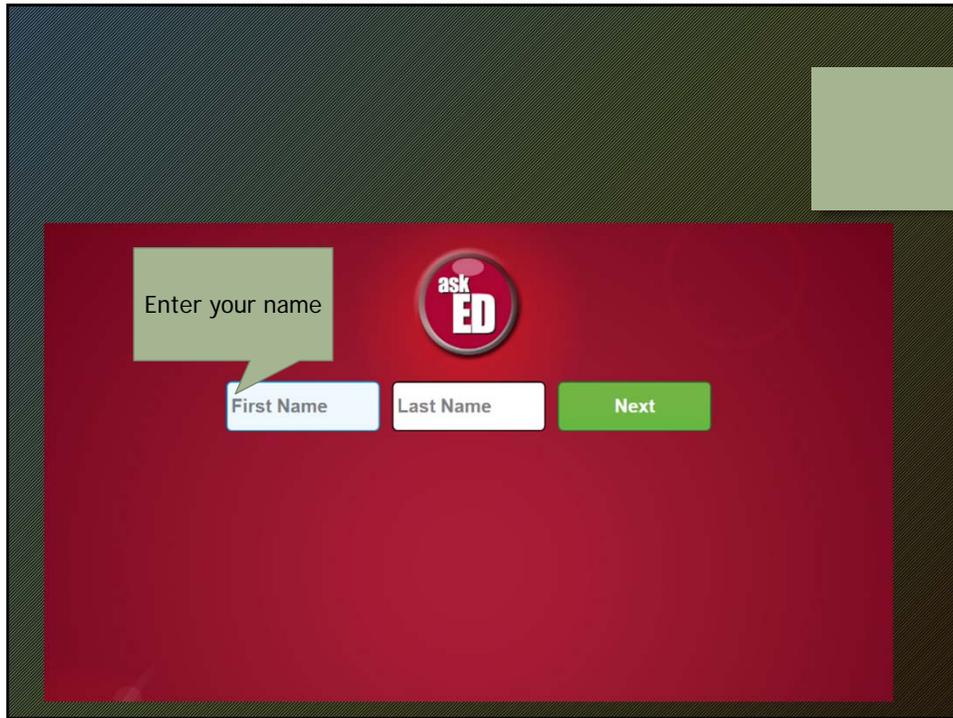
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Final setup

- If cord poses safety hazard, tape down using yellow tape
 - Be mindful not to damage carpet or floors

A photograph showing a black cord lying on a dark, textured carpet. The cord is held down by several pieces of bright yellow tape, demonstrating a safety measure to prevent tripping hazards.

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Turn on printer



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Zero Totals Report

- With Ballot Box Judge verify ballot counter screen and tape still shows zero votes
- Judges sign tape
- Tape is refolded and placed next to ballot counter
- Do not cut or tear tape

Total Votes 0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF THE ELECTION AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF ILLINOIS.

Abby A. Adams

ELECTION JUDGE

Leonard Akers

ELECTION JUDGE

.....
ELECTION JUDGE

.....
ELECTION JUDGE

.....
ELECTION JUDGE

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Check-In Table

Ready for voters

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Ballot Issue Judge

Complete steps in "Before Polls Open" section

BALLOT ISSUE CHECKLIST

BEFORE POLLS OPEN — USE AT 5:15 AM

Inventory and Verify Ballots

- Locate and open white ballot transfer cases. Remove the orange Ballot Inventory Sheet from the lid. Remove the specimen ballots and Ballot Issue Checklist from the transfer case. Two judges total numbers from adhesive labels on official ballot packets and verify total and precincts match the orange receipt. Sign the orange Ballot Inventory Sheet and give to the Site Manager.
- Using specimen ballots for each ballot style, two judges verify officers, candidate names and public questions on official ballot match specimen ballots. In a primary, also verify party. Once complete, specimen ballots will be returned to Ballot Issue Table envelope.

Ballot File Setup

- Place bottom of ballot transfer case inside lid.
- Locate and remove precinct specific Statement of Ballots from red binder and spoiled ballot envelope and colored pens for marking the ballots from the ballot transfer case.
- Locate each precinct's ballot divider envelope delivered in the red rolling case. Place ballot dividers inside ballot transfer case.
- Stand ballots on their side inside the transfer case behind appropriate divider.
- Keeping ballots in plastic sleeves, cut open only the top side and count one packet of ballots for each style (and party in a primary). Remove adhesive label from opened ballot packet and affix to back of corresponding precinct's Statement of Ballots form. Do not open packets marked "Less than 10 Voters" until needed.
- Place both maroon spoiled ballot envelope and Statement of Ballots at rear of precinct's ballot file.

Remaining Setup

- Set up table with ballot marking pens, privacy sleeves, and demonstration ballots.
- Tape flag to back of Ballot Issue Table sign. Affix table sign to chrome stand and place on table.
- Open accordion file and top elastic band around button so that the case stands open and is upright on the table.
- Locate baggie with colored pens that was delivered in ballot transfer case. Remove 1 to 2 colored pens and return remaining pens to baggie. Set the baggie aside on the table. Note: each precinct is assigned a unique pen color.

After all other duties are completed

- Complete time card. Wear name tag and "Darken the Oval" sticker.
- Take election judge oath and sign affirmation form.
- Review checklist for steps on how to process a voter.

PROCESSING VOTERS — USE WHILE POLLS ARE OPEN

First Judge

- Locate precinct number on voter application and verify voter is at correct precinct file box. Also verify application is signed by voter and initialed by judge.
- Circle ballot style on voter application (not ballot).
- Select ballot of same style (and party in a primary) as on voter application.
- Initial ballot in upper right corner using colored pen assigned to precinct.
- Pass voter application and ballot to second judge.

Second Judge

- Verify ballot style (party in a primary) matches voter application, and ballot is initialed.
- If pollworker is present, announce voter's name and address (party in a primary).
- Empower voter by confirming ballot style, providing darkening the oval instructions. Explain privacy sleeve instructions to leave ballot top showing judge's initials. Give ballot, privacy sleeve, and marking pen to voter and direct to any available voting booth.
- Place voter's application in precinct's file according to time of day. Do not add sequence number or separate by party in a primary.

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Red rolling case

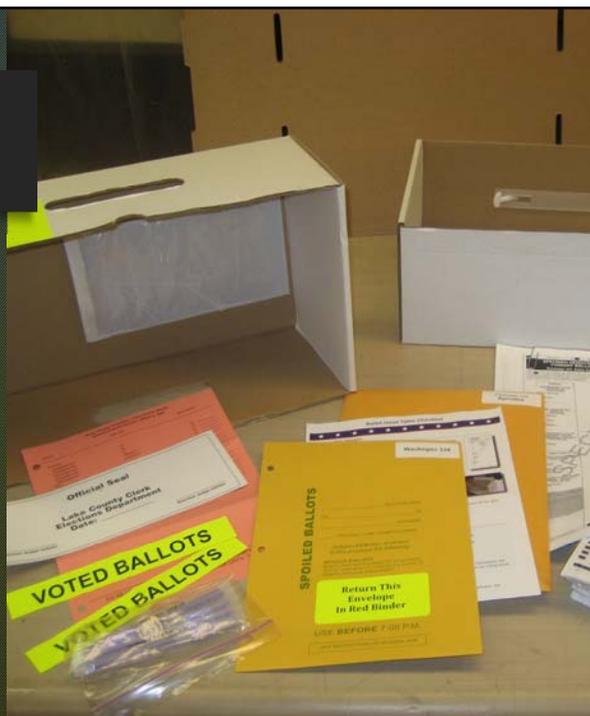
- Supplies are delivered in this case



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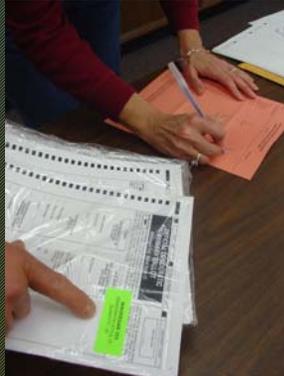
Ballot transfer cases and supplies

- Delivered by Ballot Box Judge on election morning



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Inventory and verify ballots

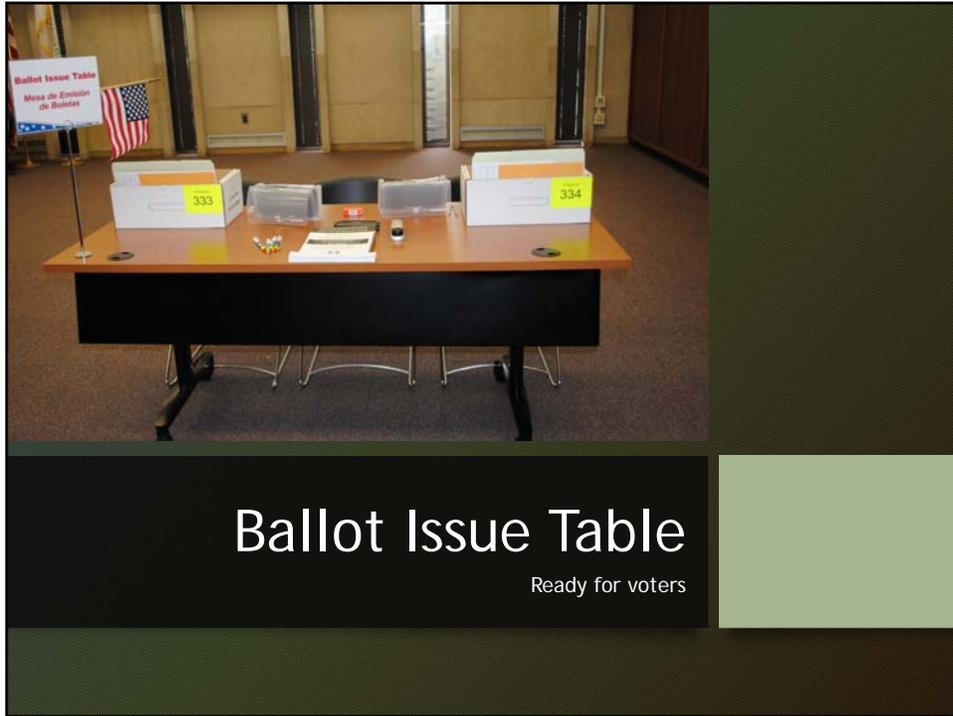


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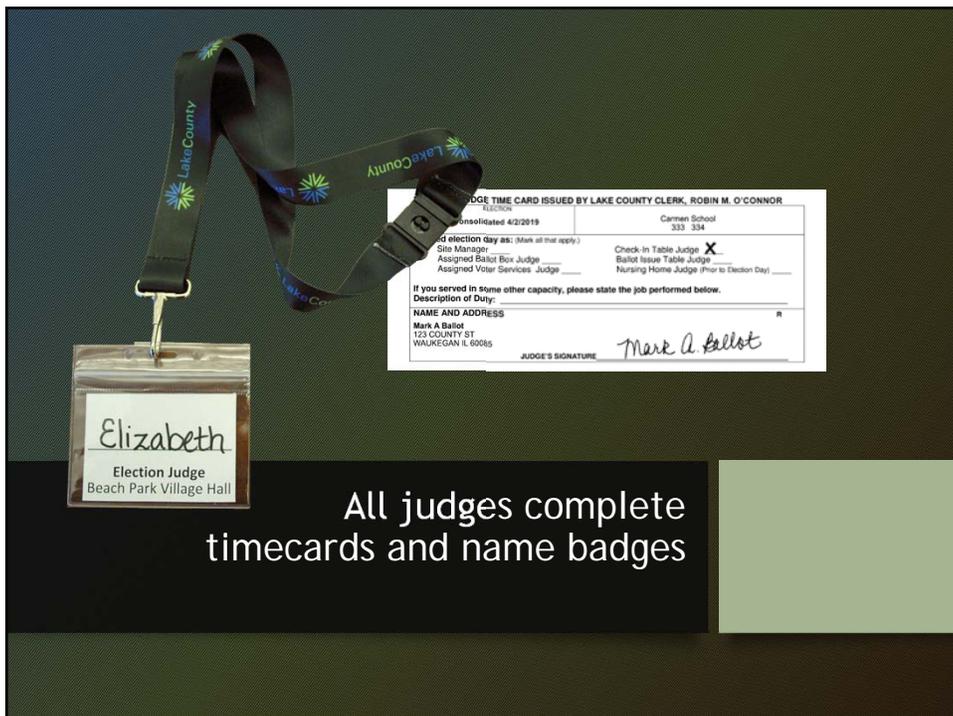
Setup ballot file



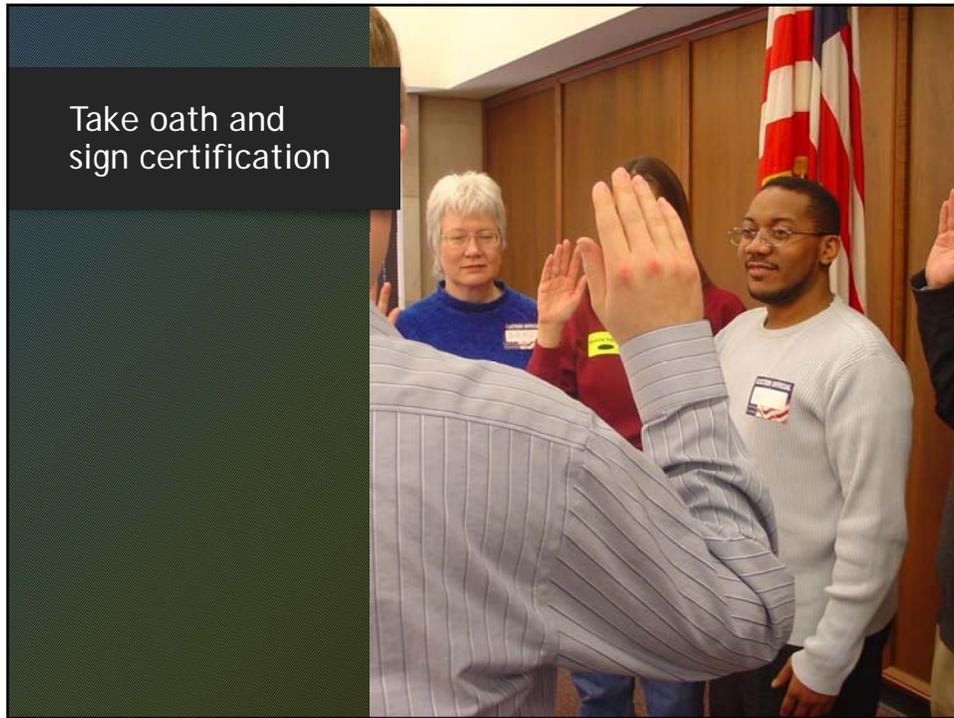
42



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44



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Check-In Judges

- Verify and process most voters
- Enter voter's info into ePollbook
 - ONLY FIRST FEW LETTERS OF NAME
 - Entering whole name - causes slow downs and prone to error
 - Misspelled names not found - voters were sent to Voter Services Judge in error
- Ask date of birth ONLY if having problem finding voter. You may also search by street address.
- Do not use "YOB" on lookup screen

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ePollbook smart search

The screenshot shows the ePollbook smart search interface. At the top, there is a red navigation bar with buttons for 'Back', 'Home', 'Help', 'Change View', and 'Power'. A 'CANCEL' button is also visible in the top right. The main search area has a title 'Search by voter's current Address'. Below this, there are input fields for '299', 'oak', 'Antioch', and 'Zip'. A green callout bubble points to the '299' field with the text 'Do not use'. Another green callout bubble points to the 'oak' field with the text 'Enter only a few letters'. A third green callout bubble points to the 'Antioch' field with the text 'No need for St. Rd, etc.'. Below the input fields, there is a 'Clear' button and a red message box that says 'No Address Found'. A green 'Search' button is located to the right of the input fields. At the bottom right, there are two green arrow buttons for navigation.

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ePollbook voter display

Blue ribbon - silhouette – Active voter who has not voted

 **Dalzot, Daniel Fred** - 05/05/1996
Active | 1953 Ash St (Waukegan, IL 60087)

Grey ribbon - silhouette – Active voter already voted

 **Damon, Christopher A** - 10/23/1985
Active | 10241 W Bairstow Ave (Beach Park, IL 60087)

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Vote by mail icons

Blue background – envelope icon – Active voter has been sent a ballot by mail

 **Mazur, Michael E** - 07/25/1962
Active | 2332 Chestnut St (Waukegan, IL 60087)

Grey ribbon – envelope icon – Active voter has **returned** a ballot by mail

 **Daniels, Seazer** - 07/24/1962
Active | 2512 N Jackson St (Waukegan, IL 60087)

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REMEMBER
Do not turn
away anyone
already marked
as voted

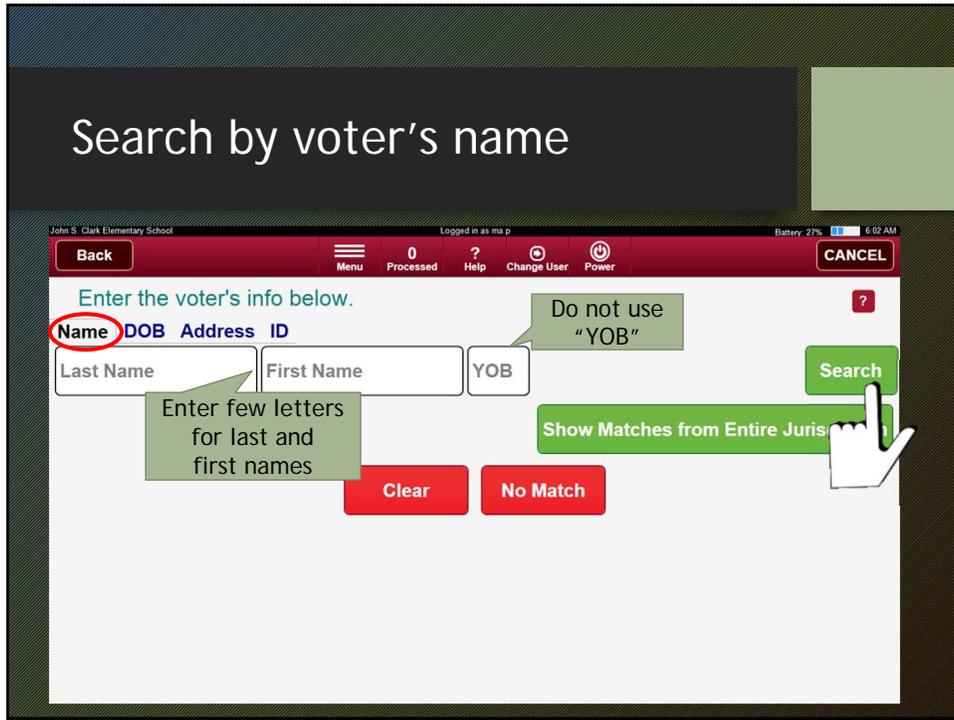
Follow the
ePollbook
prompts -
voter may
have
options

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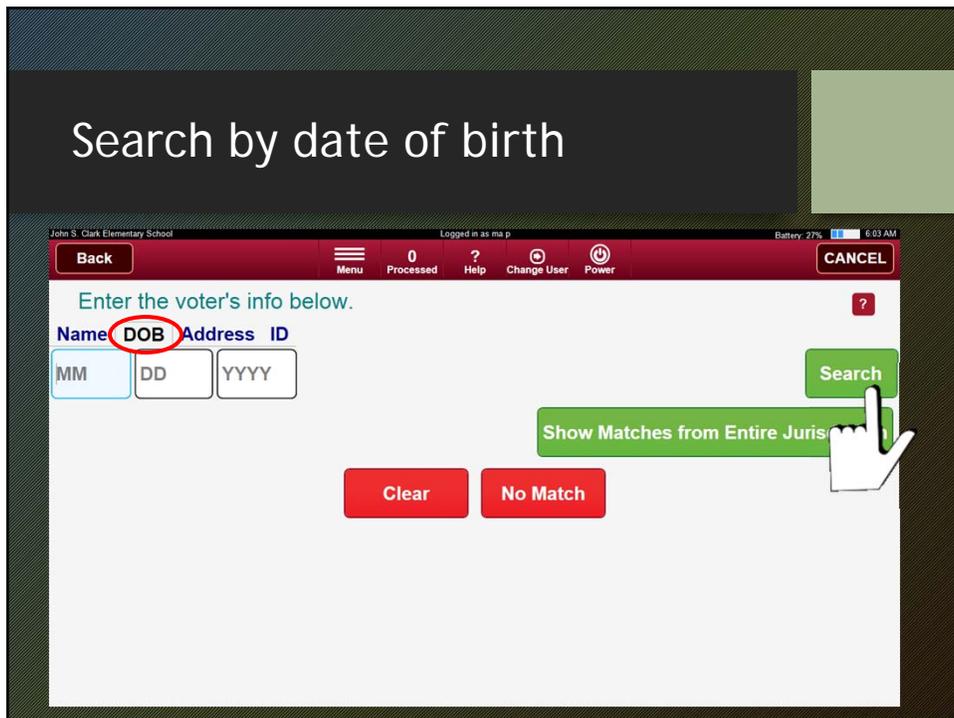
**Certificate of Registration aka
Voter Information Card**

- Sent to voters after they register or have a change in their voting site
- Shows voters districts and Election Day voting site information
- Do not need to bring to vote (Early or Election Day)
- **CANNOT BE USED AS** identification for re-registrations or challenges

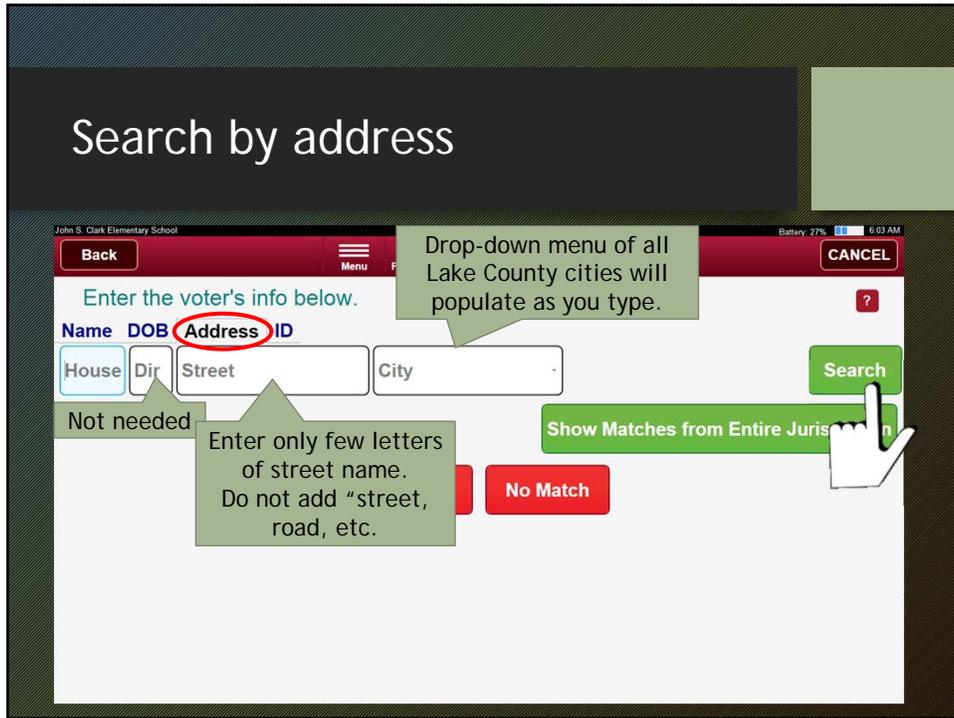
52



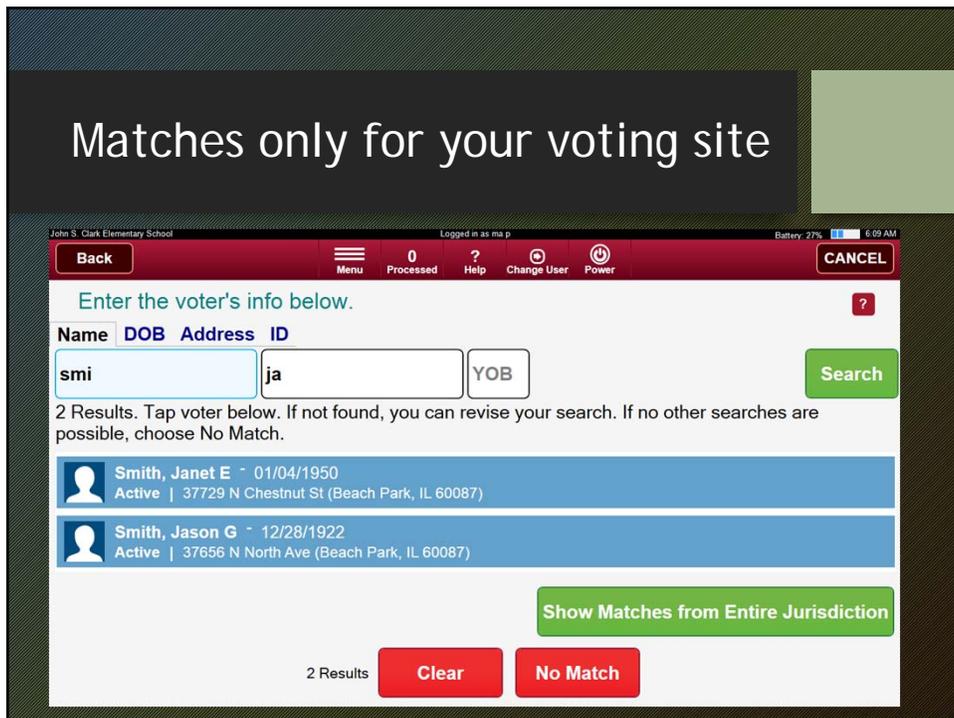
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Checking in a routine voter

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Applies to most voters

- Greet voter
- Ask voter name
 - Type in few letters of last name, few of first
 - A list of voters will appear on ePollbook screen
- Ask voter for address
 - Do not prompt voter
 - Must match address on ePollbook
- Select correct voter on screen (date of birth will help with same names registered at same address)



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Sign application

- Voter signs application
- Returns to Check-In Judge for signature verification
- Signature is only identification permitted in Illinois - observe carefully



Waukegan 333
Ballot Style 001
NP
Mark A. Ballot

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

I am registered and qualified to vote at this election and from the address above. I have not otherwise voted at this election. Subject to penalty stated in 10 ILCS 5/9-10. Sign on the line below.

Estoy registrado(e) 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 5/9-10. Firme en la siguiente línea.

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

Signature Verified by: _____
Carmen Schuch
election judge

2019 Consolidated Primary

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Two judges verify signature. One initials application.



Waukegan 333
Ballot Style 001
NP
Mark A. Ballot

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

I am registered and qualified to vote at this election and from the address above. I have not otherwise voted at this election. Subject to penalty stated in 10 ILCS 5/9-10. Sign on the line below.

Estoy registrado(e) 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 5/9-10. Firme en la siguiente línea.

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

Signature Verified by: ANH
Carmen Schuch
election judge

2019 Consolidated Primary

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Press "RECORD CHECK-IN" VERY IMPORTANT!

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.

Martha J Smith, 1962, VID: 50033886
554 Longview Dr, Antioch
DOB: 05/08/1962

Ballot Style: Antioch 5 Ballot Style 6

Ballot Type: Precinct

Voted With: Optical Scanner ExpressVote

CANCEL **RECORD CHECK-IN**

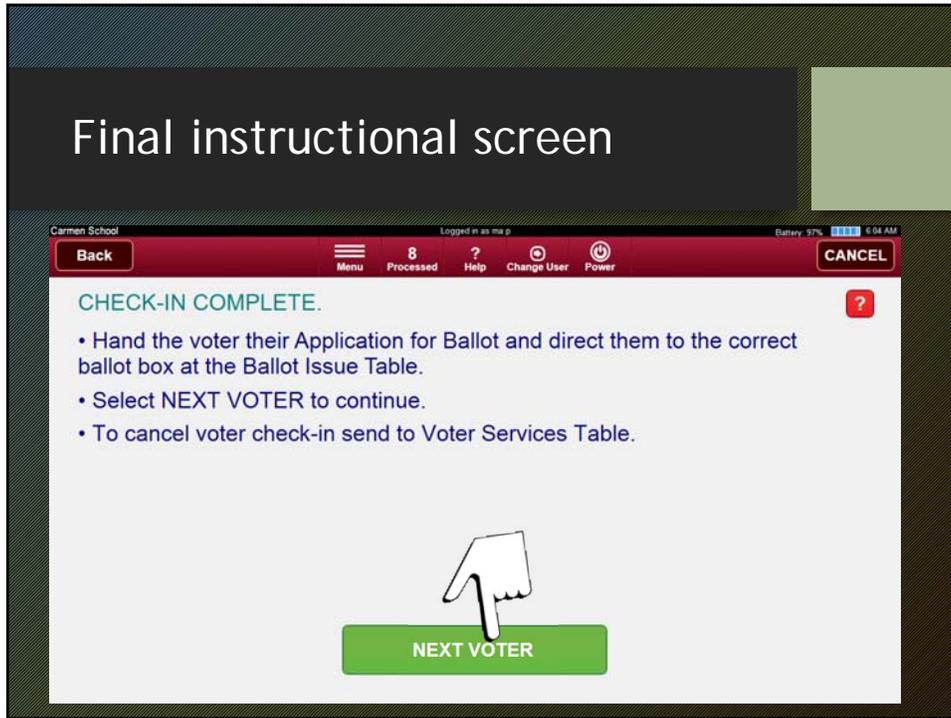
63

Not finished until...

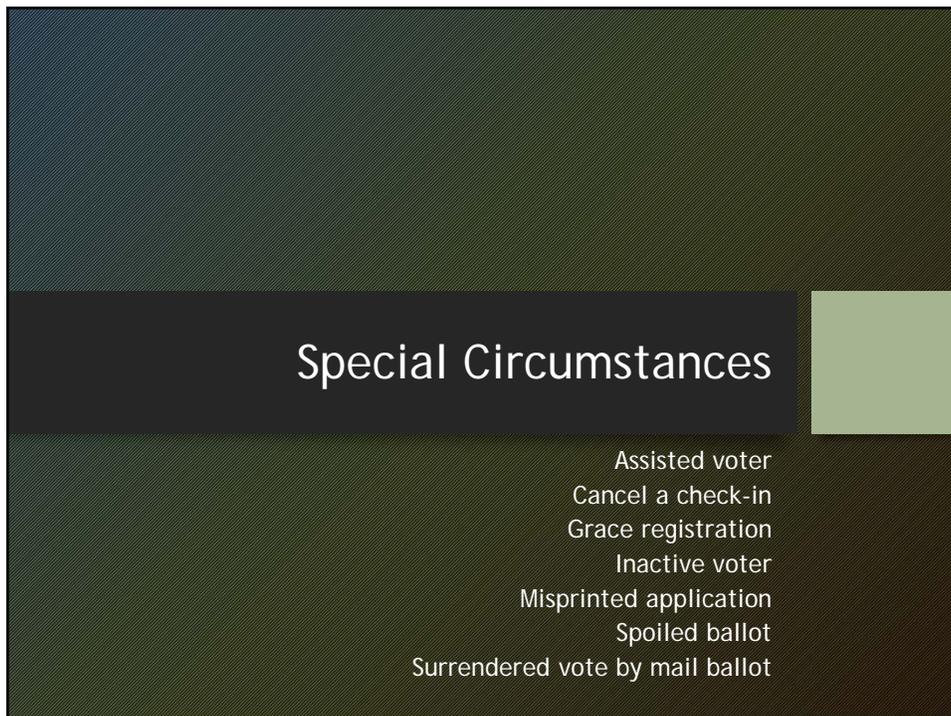
- Give voter the signed and verified application
- Direct voter to correct precinct box at Ballot Issue Table

Antioch 5 Ballot Style 6

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Special circumstances handled at Check-In Table

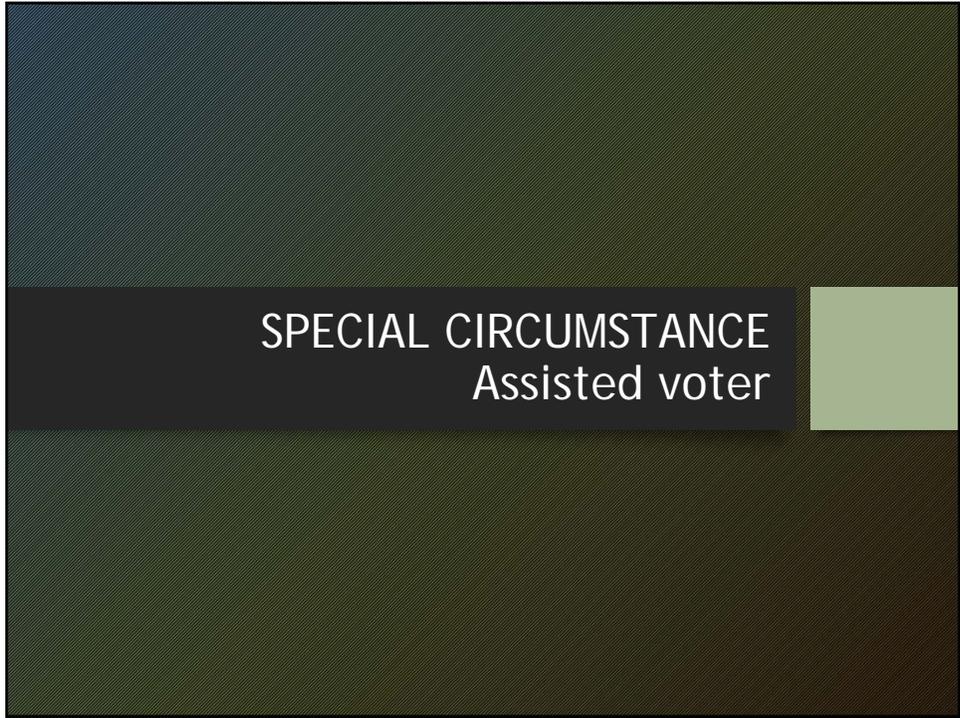
Remember to complete
the affidavit

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Don't send every non-routine voter to the
Voter Services Judge

- Check-In Judges should handle most affidavit circumstances
- Follow the instructions on the ePollbook
 - Inactive voter - has not moved
 - Voter needs assistance
 - Only affidavit in printed paper form
 - Voter is surrendering vote by mail ballot
 - Voter challenged and has required ID or witness

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Assisted Voter Affidavit

- Only affidavit on printed paper
- English and Spanish
- Must be completed manually on half-sheet paper form
- Remember, only use if voter qualifies and is asking for help
- Affidavit not needed if voter uses ADA equipment

ESTADO DE ILLINOIS } 20
CONDADO DE LAKE } 20

Declaración Jurada de Votante Asistido

Number of _____ Precinct No. _____

No. _____ (solememente juró (o afirmó) que soy un(a) ciudadano(a) de los Estados Unidos, que tengo 18 años de edad o más, que he vivido en este estado o en otro estado adyacente por 30 días, que presenté a esta elección, que he vivido en esta elección, que soy un votante debidamente calificado en todas las elecciones, que ahora necesito un _____ en esta elección.

A. No puedo leer o escribir en idioma español / I cannot read or write in Spanish.

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

STATE OF ILLINOIS } 20
LAKE COUNTY } 20

Assisted Voter Affidavit

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 the State and of this election precinct for 30 days immediately preceding this election, that I have not voted at this election, that I am a duly qualified voter in every respect that I am under of _____ Year, City or Village of _____ in this election precinct.

A. I cannot read or write the English OR Spanish language and hereby request assistance (SI I.C.S. 5/1-46, 17-16).

B. My reason of physical disability of _____ I am unable to mark my ballot and hereby request assistance (SI I.C.S. 5/1-46, 17-16).

This I do solemnly and sincerely affirm.

Signature of voter _____ Date this was sworn _____

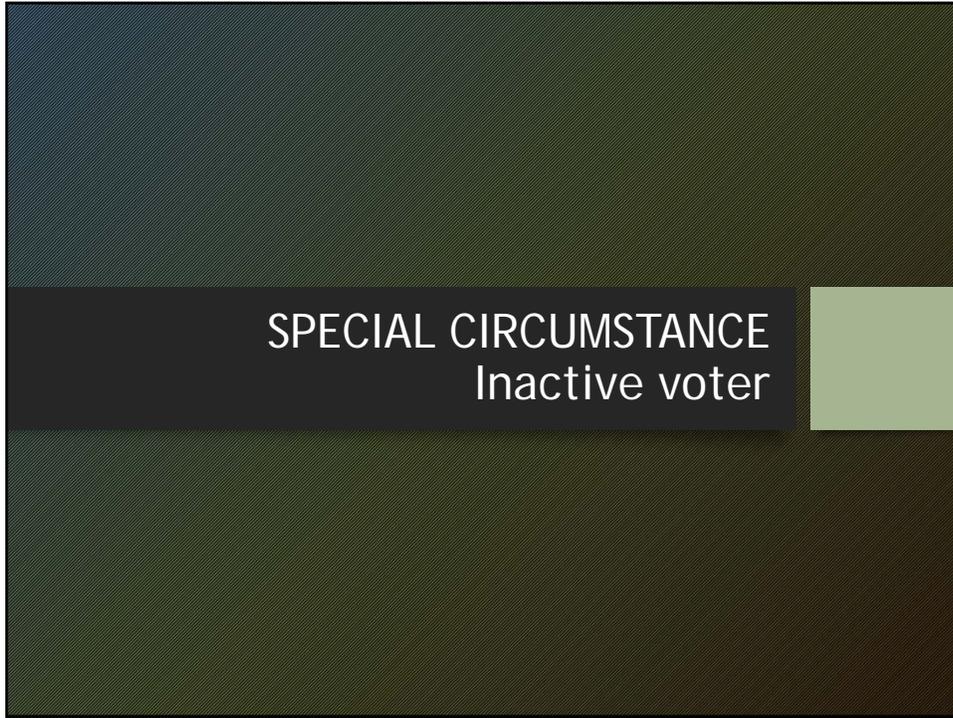
Witness Name _____

Signature of Election Judge _____

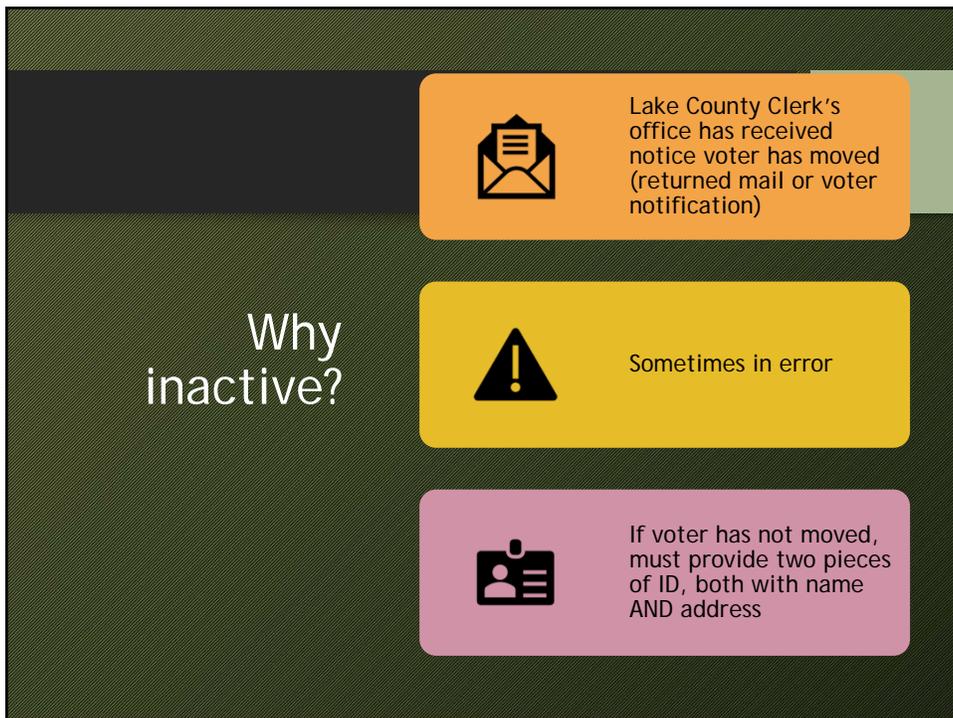
NOT THIS PERSON RECEIVING ASSISTANCE TO WRITE THEIR BALLOT OR SIGNING THIS AFFIDAVIT TO BE USED FOR ANY OTHER PURPOSES. THIS AFFIDAVIT IS ONLY TO BE USED FOR THE PURPOSES OF ASSISTING A QUALIFIED VOTER TO MARK THEIR BALLOT AND SIGN THIS AFFIDAVIT. ANY OTHER USE OF THIS AFFIDAVIT IS A VIOLATION OF THE ELECTION LAWS OF THE STATE OF ILLINOIS.

NO DEBE USAR ESTE AFIDAVIT PARA OTRO FIN QUE EL DE AYUDAR A UN VOTANTE CALIFICADO A MARCAR SU BOLSA Y FIRMAR ESTE AFIDAVIT. ESTE AFIDAVIT DEBE USARSE ÚNICAMENTE PARA AYUDAR A UN VOTANTE CALIFICADO A MARCAR SU BOLSA Y FIRMAR ESTE AFIDAVIT. CUALQUIER OTRO USO DE ESTE AFIDAVIT ES UNA VIOLACIÓN DE LAS LEYES DE LA ELECCIÓN DEL ESTADO DE ILLINOIS.

70



71



72

Voter is shown to be "inactive". Continue to process voter.

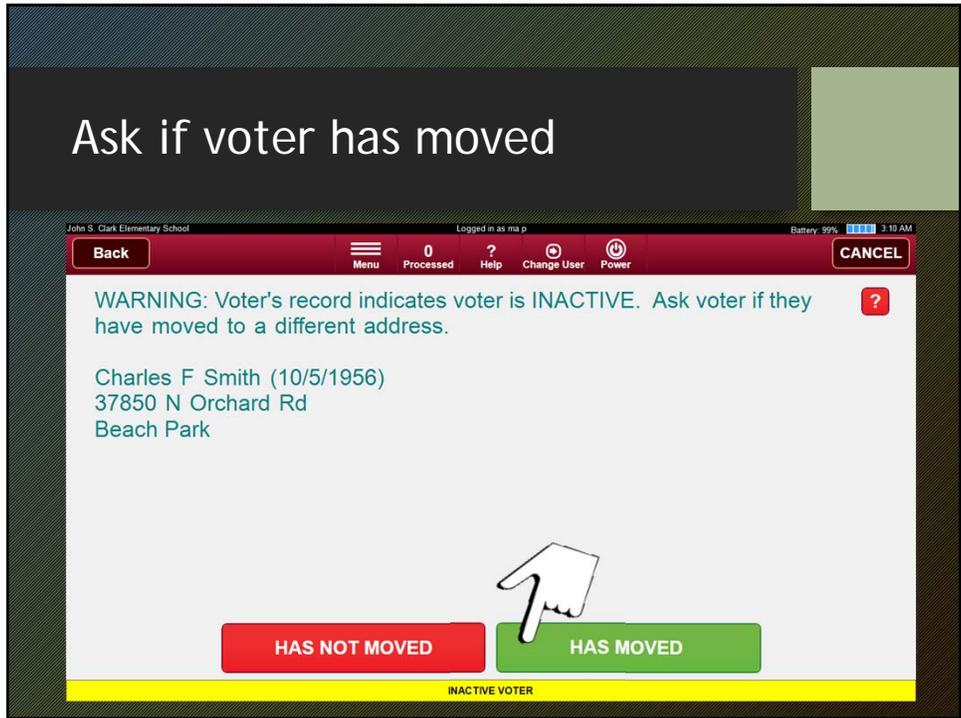
The screenshot shows a mobile application interface for voter search. At the top, there is a navigation bar with 'Back', 'Menu', 'Processed', 'Help', 'Change User', and 'Power' options. Below this, a header reads 'Enter the voter's info below.' with a search icon. There are three input fields: 'Name' containing 'smi', 'DOB' containing 'ch', and 'Address' containing 'YOB'. A green 'Search' button is to the right. Below the search fields, a message states: '1 Result. Tap voter below. If not found, you can revise your search. If no other searches are possible, choose No Match.' A search result is displayed in a blue box: 'Smith, Charles F' with a profile icon, '10/05/1956' for the date of birth, and 'Inactive | 37850 N Orchard Rd (Beach Park, IL 60087)' for the address. A green callout box with a pointer to the 'Inactive' status is labeled 'Voter's status'. At the bottom, there are buttons for 'Clear', 'No Match', and 'Show Matches from Entire Jurisdiction'. The status '1 Result' is also visible.

73

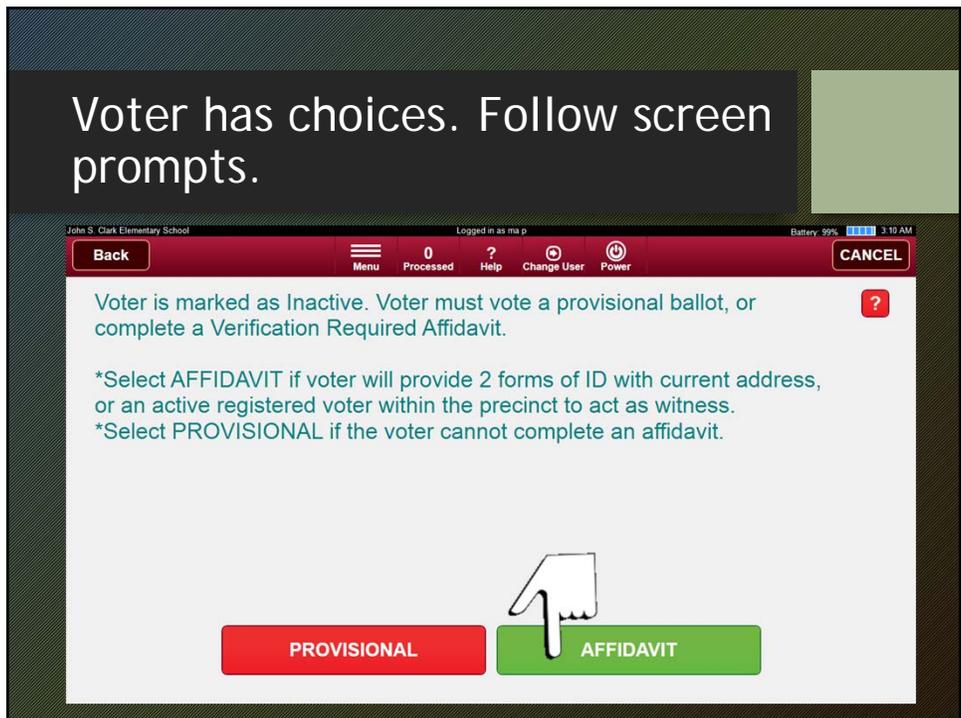
ASK voter for address. If same, select "Matches."

The screenshot shows the same mobile application interface. The header now reads 'Ask for voter's address. Do voter's name and address match the information below?' with a search icon. Below this, the search results are displayed: 'Charles F Smith (10/5/1956)', '37850 N Orchard Rd', and 'Beach Park'. At the bottom, there are three buttons: 'No Match / Challenge' (red), 'Matches' (green), and 'Request Assistance' (black). A hand icon with a pointing finger is positioned over the 'Matches' button.

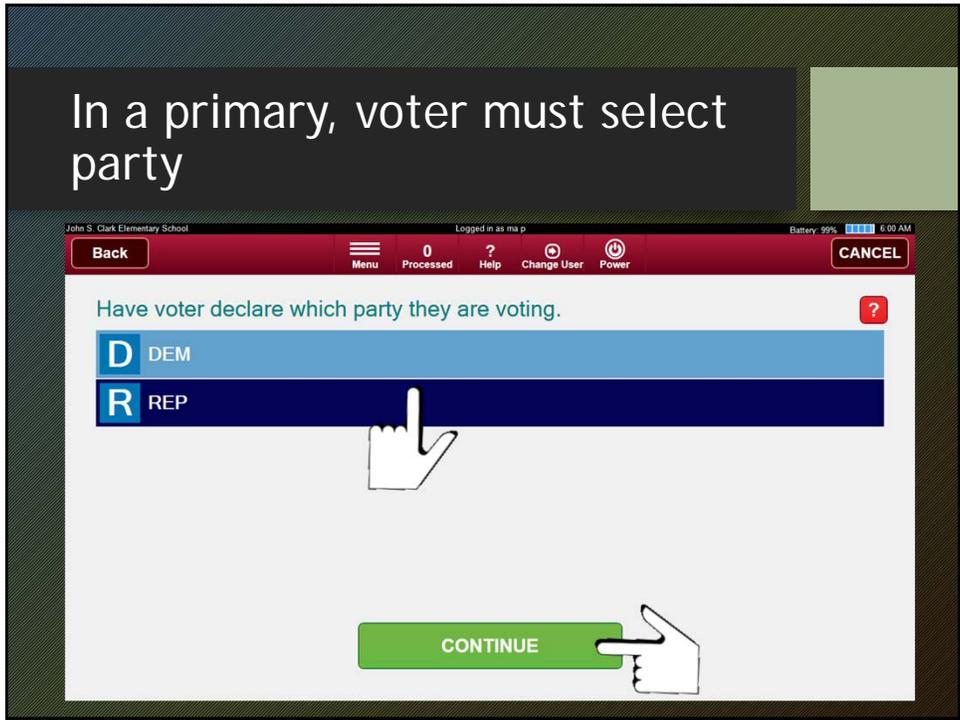
74



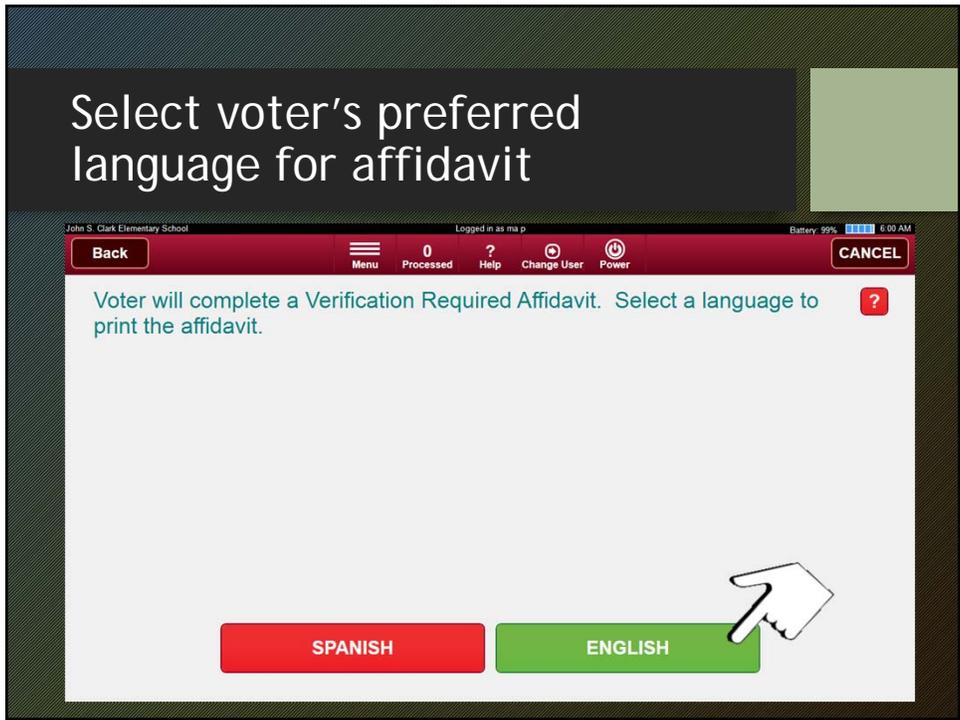
75



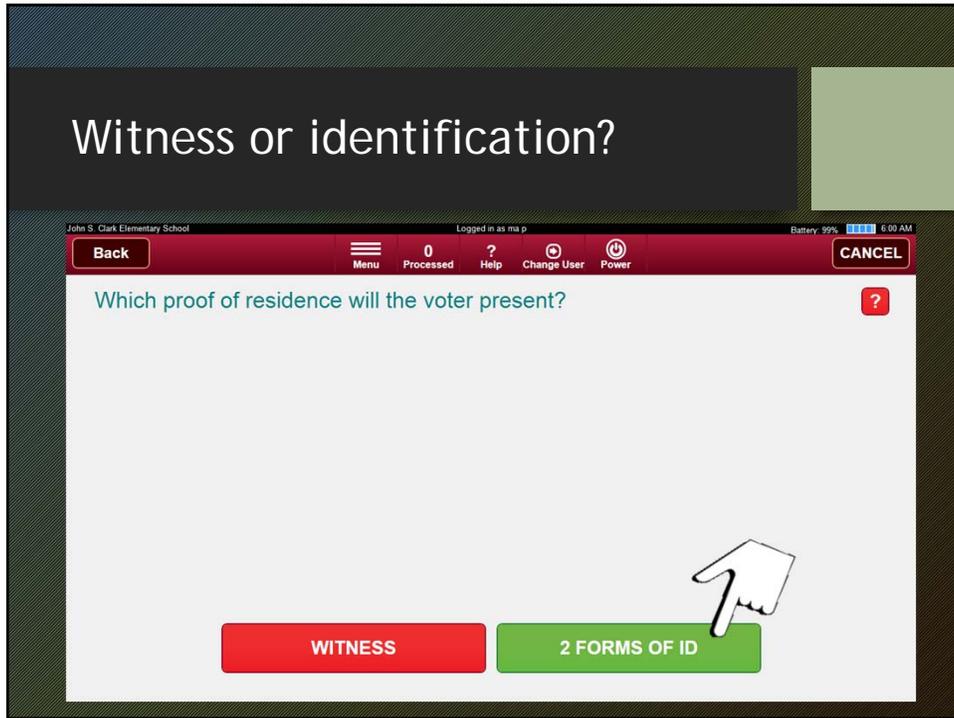
76



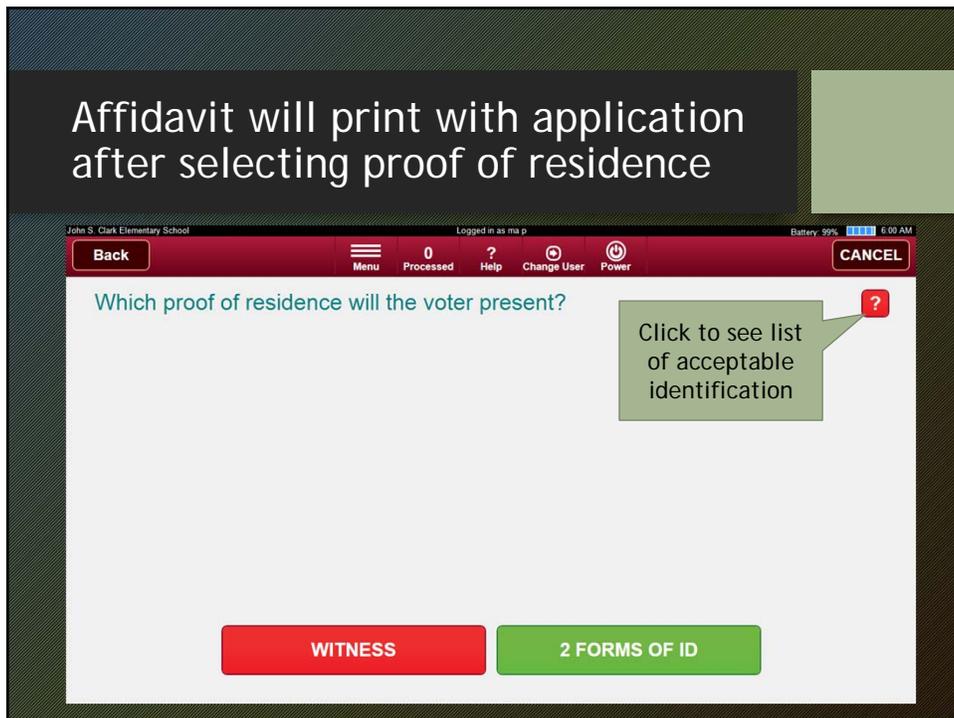
77



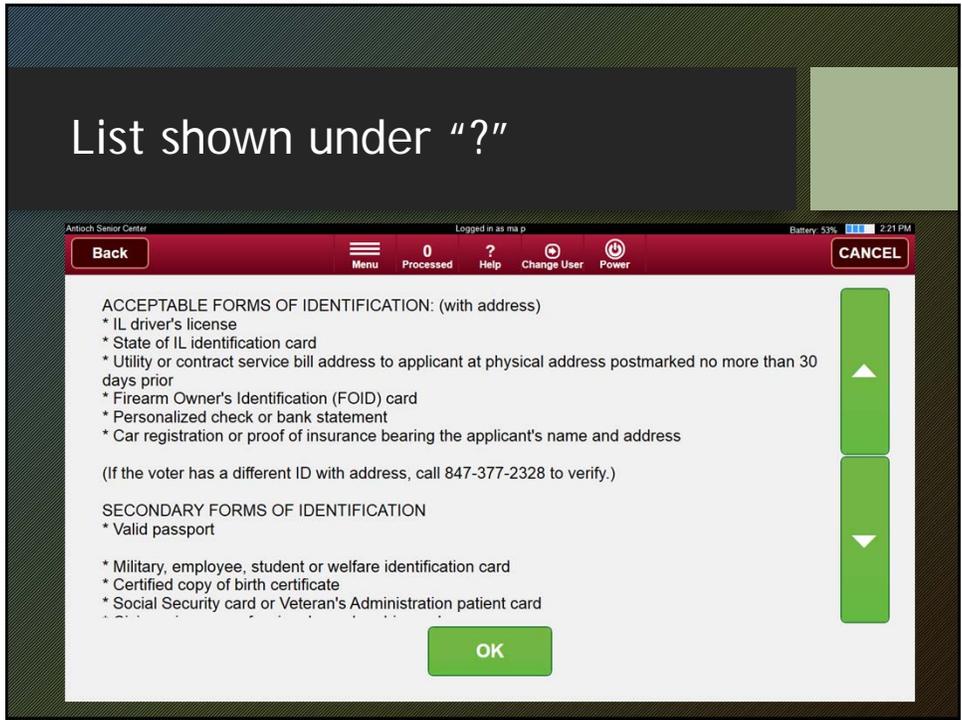
78



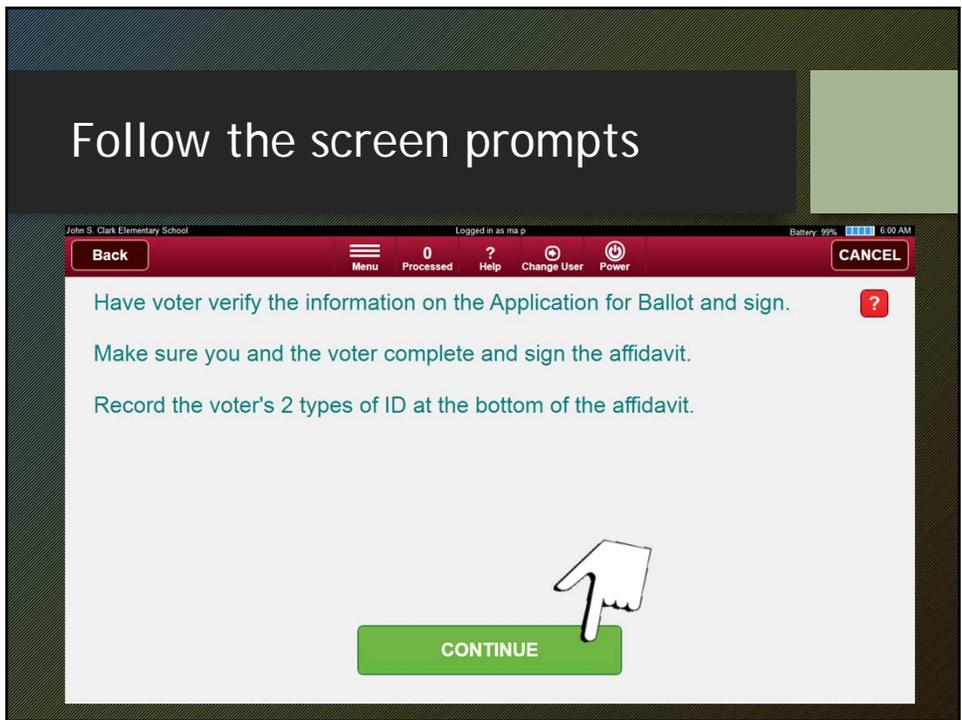
79



80



81



82

Application and affidavit

The image shows a scanned document titled "Application and affidavit" for Mark A. Ballot. The document includes a header with the voter's name and address, followed by a signature line with the handwritten signature "Mark A. Ballot" and a judge's initial "CHZ". Below this is a "VOTER AFFIDAVIT" section with a printed signature and another judge's signature. Callouts point to the voter's signature, the judge's initials, the voter's signature again, the judge's signature, and a list of supporting forms: "1. Illinois driver's license" and "2. Bank statement".

Waukegan 333
Ballot Style 001
REP
Mark A. Ballot
OCB: (ID: 4581250)
123 N. County Str
Waukegan, IL 60085

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

Early registration certification: parts voter en voter electrónico y del domicilio habido en la parte de arriba. No he votado en otras elecciones. Sujeto a la penalidad establecida por 10 ILCS 5/5-10. Firmar en la siguiente línea.

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

Signature Verified by: *CHZ*
Clerk/Judge

VOTER AFFIDAVIT

I, Mark A. Ballot

do solemnly swear 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:
123 County St
Waukegan, IL 60085
That I do solemnly and sincerely affirm:

Voter's Signature
signed and sworn to by
Mark A. Ballot
Signature of Election Judge

Verification Required
I am registered to vote from the above address in this precinct (10 ILCS 5/17-10)

Supporting Forms of Identification. Both must show current residence address.

1. Illinois driver's license
2. Bank statement

83

Together, two judges verify the signatures match

The image shows a mobile application interface for signature verification. The screen displays the voter's name and address, a handwritten signature "Charles Smith", and two buttons: "Does Not Match" and "Signature Matches". A hand icon is pointing to the "Signature Matches" button. The interface includes a top navigation bar with "Back", "Menu", "Processed", "Help", "Change User", "Power", and "CANCEL" buttons. A status bar at the top shows "John S. Clark Elementary School", "Logged in as ma p", and "Battery 97% 6:01 AM".

John S. Clark Elementary School
Logged in as ma p
Battery 97% 6:01 AM

Back Menu Processed Help Change User Power CANCEL

Does voter's signature on Application for Ballot match signature on screen? Two judges must verify voter's signature.
*A judge must initial the verification line.

Charles F Smith
1956 / NA
37850 N Orchard Rd
Beach Park, IL 60087

Charles Smith

Does Not Match Signature Matches

84

Verify with voter the precinct, ballot style, and party (in a primary)

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.

Charles F Smith, 1956, VID: 4350876
37850 N Orchard Rd, Beach Park
DOB: 10/05/1956 Party: REP

Ballot Style: Waukegan 346 Ballot Style 521 Ballot Type: Provisional Precinct

Voted With: Optical Scanner ExpressVote

CANCEL RECORD CHECK-IN

85

"RECORD CHECK-IN" is critical!

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.

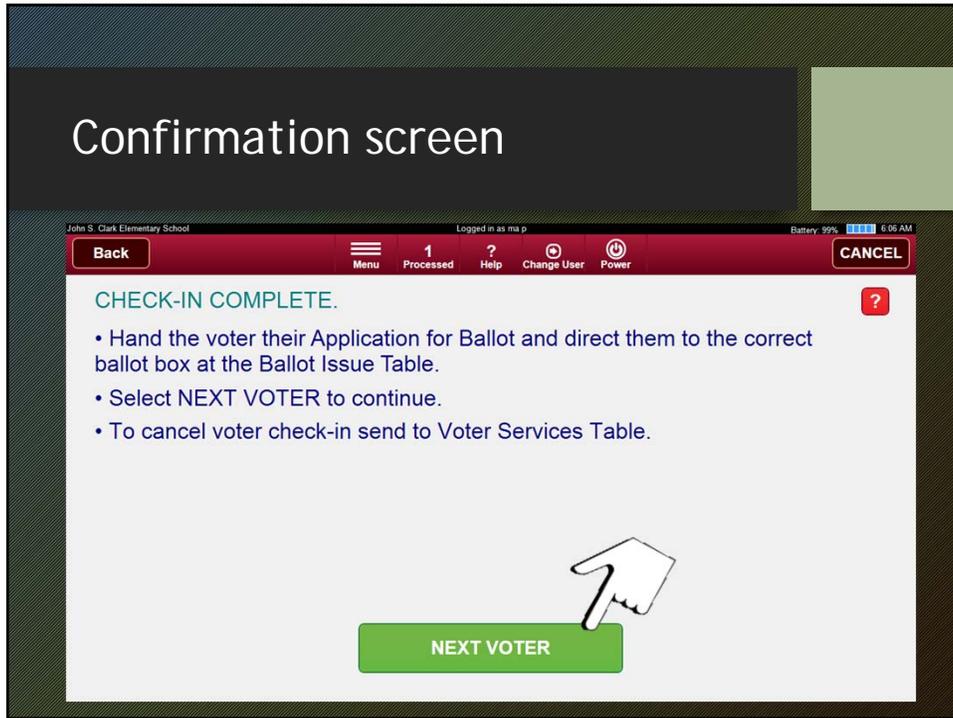
Charles F Smith, 1956, VID: 4350876
37850 N Orchard Rd, Beach Park
DOB: 10/05/1956 Party: REP

Ballot Style: Waukegan 346 Ballot Style 521 Ballot Type: Provisional Precinct

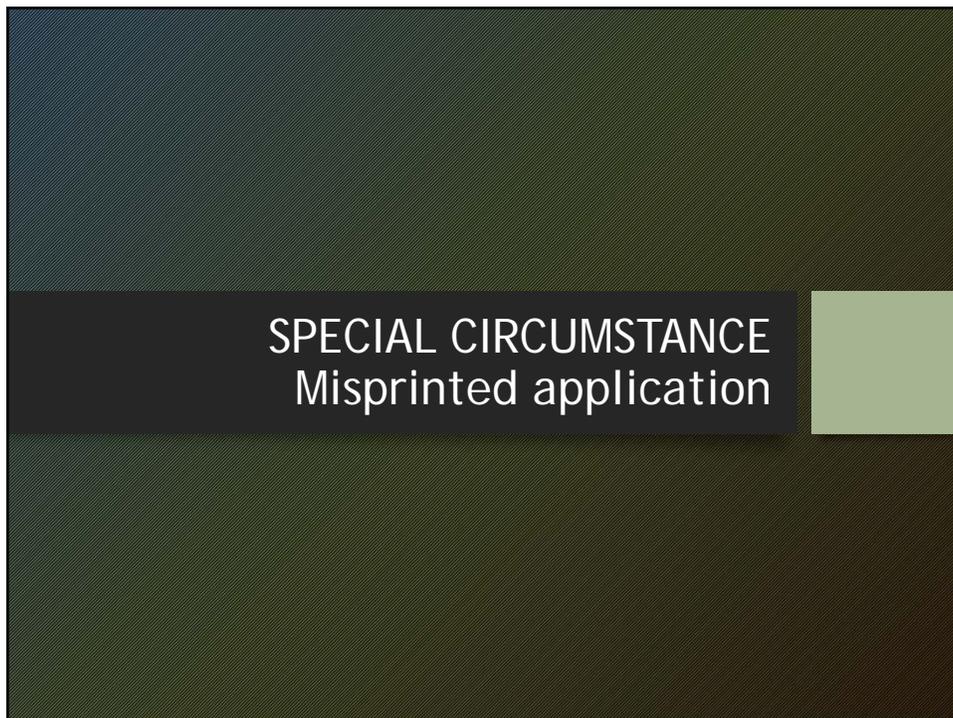
Voted With: Optical Scanner ExpressVote

CANCEL RECORD CHECK-IN

86



87



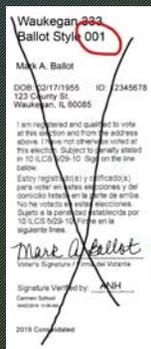
88

Application issues

- Does not print properly
- Is torn
- Incorrect voter
- Voter changes mind about party

89

If voter is not checked in



1. Draw an "X" across front



2. Write reason on the back



3. Place in Misprinted Applications envelope

90

ePollbook steps

- Use ePollbook's back button and go to screen before the application prints
- Make appropriate new selections
- Reprint and have voter sign new application
- Complete check-in process
- REMEMBER - Voter is not checked in until "RECORD CHECK-IN" selected on ePollbook

91

If voter check-in is complete, send to VOTER SERVICES JUDGE

- Draw "X" across face of application
- Give to voter and direct them to Voter Services Judge
- Voter Services Judge re-process voter

Waukegan 333
Ballot Style 001
NP
Mark A. Ballot
DOB: 02/17/1955 ID: 2345678
123 County St,
Waukegan, IL 60085

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

Estoy registrado 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.

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

Signature Verified by: ANH
Carmen Schow
Election Worker

2019 Consolidated Primary

92

SPECIAL CIRCUMSTANCE

Voter surrendering their ballot

Follow the ePollbook screen instructions

93

Be aware

-  Voter may only surrender their own ballot
-  Voter may not "drop off" a ballot in lieu of mailing
-  Voter may not cast a ballot received by mail at the voting site on Election Day
-  Ballots received by mail can be mailed but must be postmarked by midnight on Election Day

94

ePollbook tells you the voter was mailed a ballot

The screenshot shows a mobile application interface for searching voters. At the top, there's a header with 'John S. Clark Elementary School' and 'Logged in as ma p'. Below that is a navigation bar with 'Back', 'Menu', 'Processed', 'Help', 'Change User', 'Power', and 'CANCEL'. The main content area has a search prompt: 'Enter the voter's info below.' with a red question mark icon. There are input fields for 'Name', 'DOB', 'Address', and 'ID'. The 'Name' field contains 'ma' and 'mi', and the 'DOB' field contains 'YOB'. A green 'Search' button is to the right. Below the search prompt, it says '4 Results. Tap voter below. If not found, you can revise your search. If no other searches are possible, choose No Match.' There are four search results listed in blue boxes, each with a dark blue envelope icon on the left and a green arrow on the right. The first result is 'Mangiaforte, Mildred O - 07/22/1987' with address '2008 Chestnut St (Waukegan, IL 60087)'. The second is 'Michael - 03/04/1974' with address '15 W Yorkhouse Rd (Beach Park, IL 60087)'. The third is 'Michael J - 12/22/1949' with address '1 N Jackson St (Waukegan, IL 60087)'. The fourth is 'Mazur, Michael E - 07/25/1962' with address '2332 Chestnut St (Waukegan, IL 60087)'. A callout box points to the envelope icon in the first result with the text 'Dark blue envelope icon'.

95

Ask voter's address and select appropriately

The screenshot shows a mobile application interface for address verification. At the top, there's a header with 'John S. Clark Elementary School' and 'Logged in as ma p'. Below that is a navigation bar with 'Back', 'Menu', 'Processed', 'Help', 'Change User', 'Power', and 'CANCEL'. The main content area has a prompt: 'Ask for voter's address. Do voter's name and address match the information below?' with a red question mark icon. Below the prompt, the following information is displayed: 'Michael E Mazur (7/25/1962)', '2332 Chestnut St', and 'Waukegan'. At the bottom, there are two buttons: a red 'No Match / Challenge' button and a green 'Matches' button. A white hand icon with a pointing finger is positioned over the 'No Match / Challenge' button.

96

Voter has ballot in hand

John S. Clark Elementary School | Logged in as ma p | Battery 99% | 9:10 AM

Back | Menu | 1 | Processed | ? | Help | Change User | Power | CANCEL

WARNING: Records indicate voter requested a Mail Ballot. Can the voter surrender their Mail Ballot at this time in exchange for a precinct ballot?

Tells you ballot has not been returned

CANNOT SURRENDER | SURRENDER

REQUESTED MAIL BALLOT - NOT RETURNED

97

Follow the screen prompts

John S. Clark Elementary School | Logged in as ma p | Battery 99% | 9:10 AM

Back | Menu | 1 | Processed | ? | Help | Change User | Power | CANCEL

Step 1 their Mail Ballot to vote today.

- *Take the surrendered ballot and place in the Surrendered Mail Ballot Envelope.
- *Complete the front of the envelope and have voter sign.
- *Place completed envelope in the large Surrendered Mail Ballot Envelope.

CONTINUE

Envelope with ballot and instructions

98

Follow the screen prompts

Voter will surrender their Mail Ballot to vote today.

Step 2

*Complete the front of the envelope and have voter sign.

*Place completed envelope in the large Surrendered Mail Ballot Envelope.

CONTINUE

99

Follow the screen prompts

Voter will surrender their Mail Ballot to vote today.

Step 3

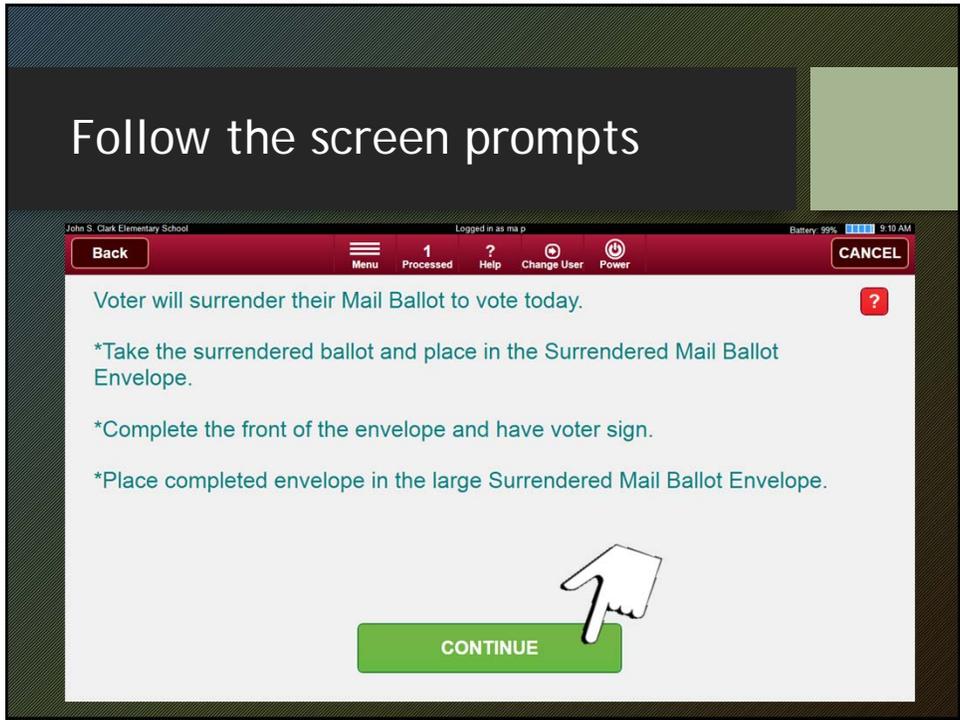
*Take the surrendered ballot and place in the Surrendered Mail Ballot Envelope.

*Place completed envelope in the large Surrendered Mail Ballot Envelope.

CONTINUE

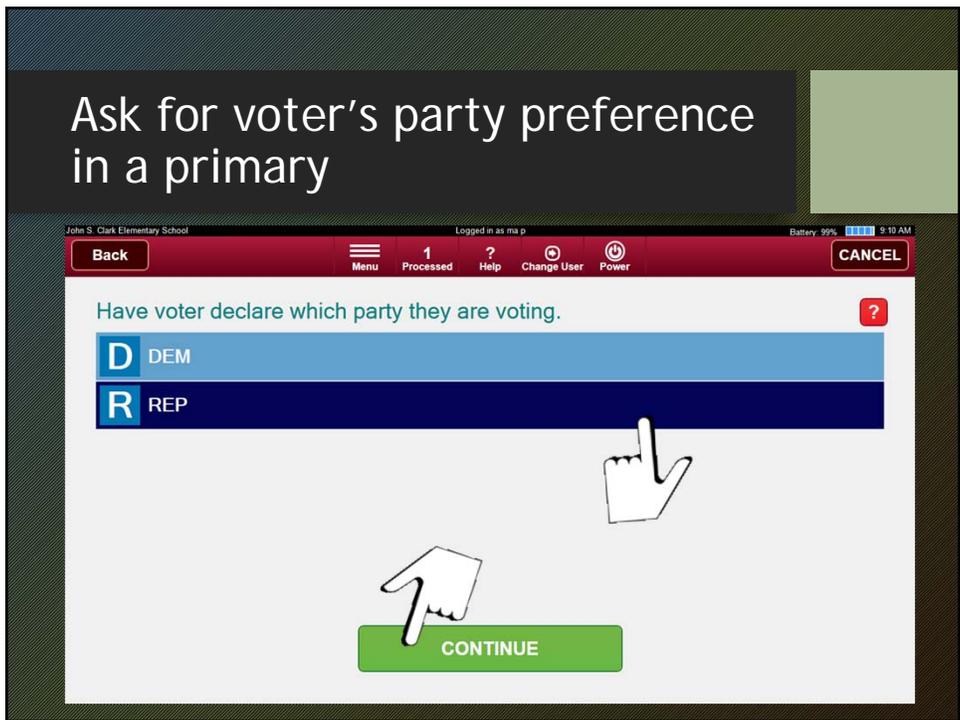
100

Follow the screen prompts

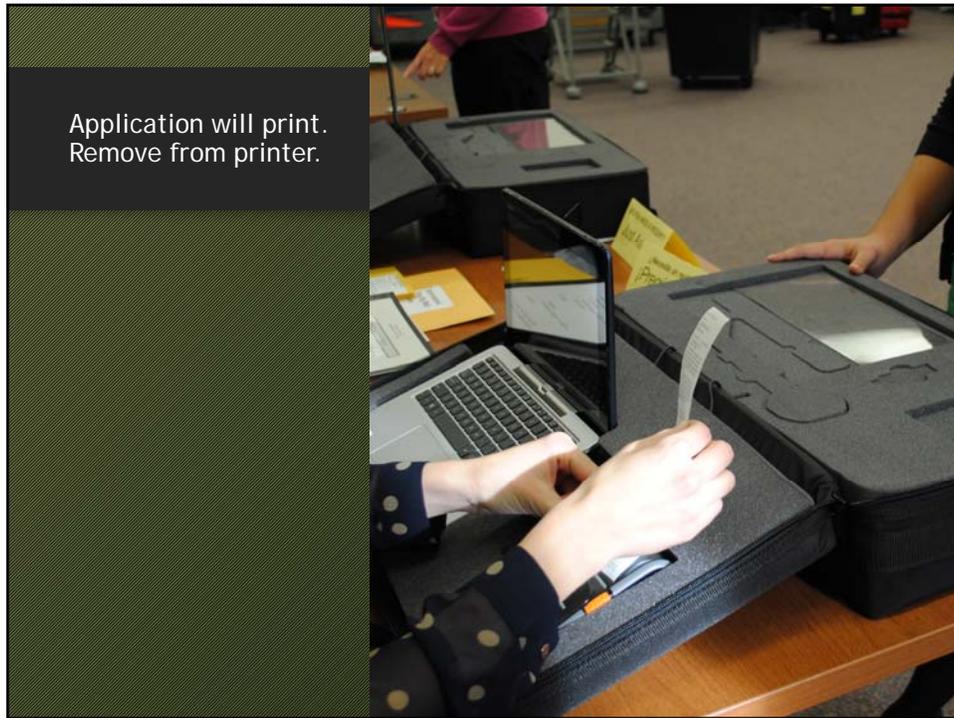


101

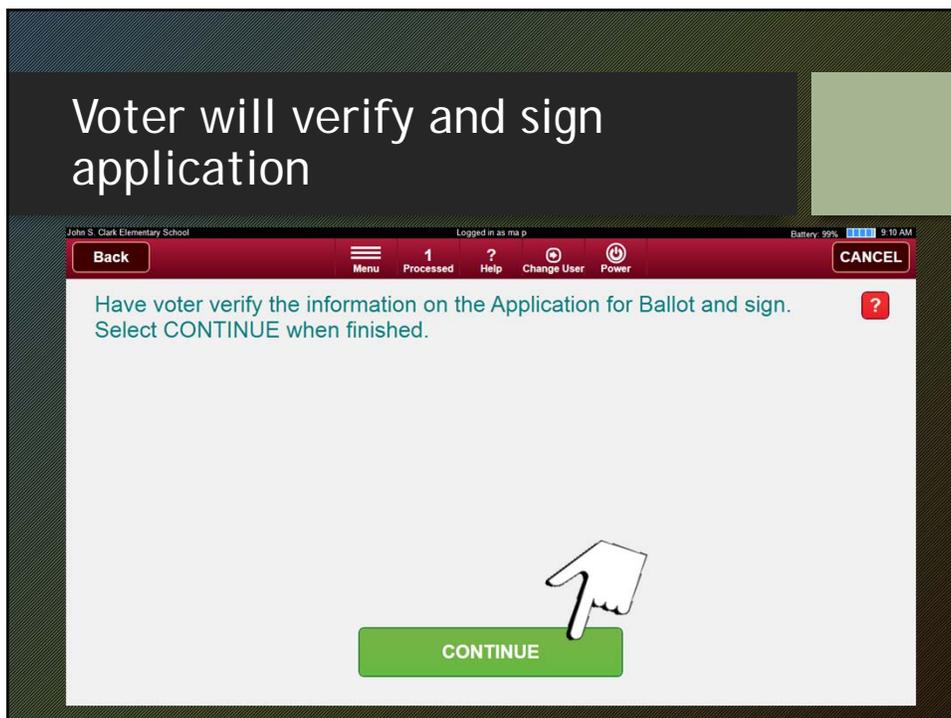
Ask for voter's party preference in a primary



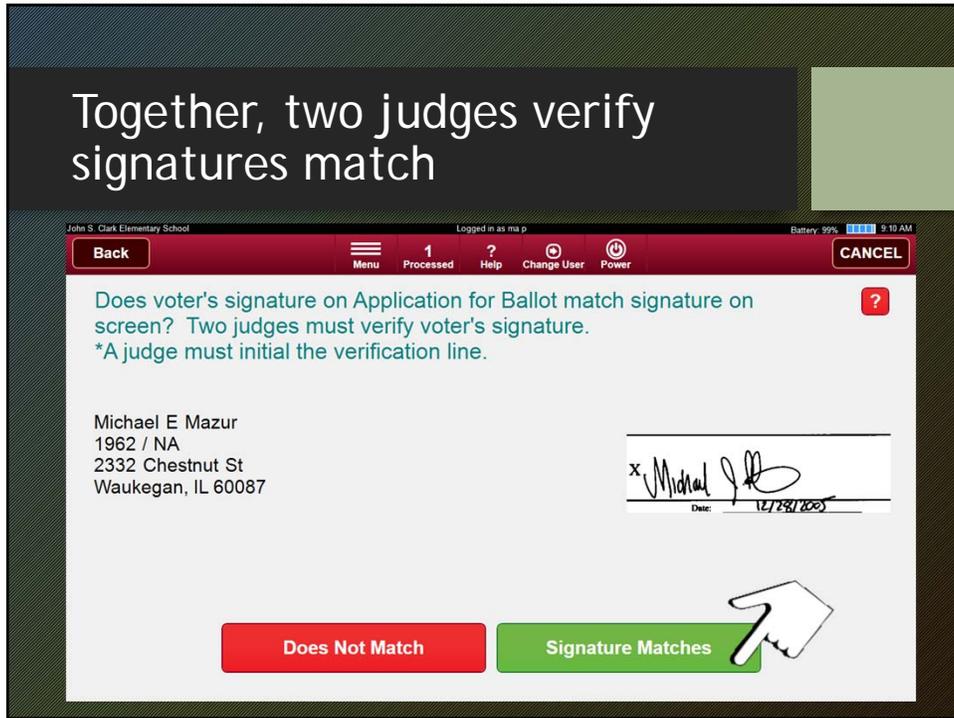
102



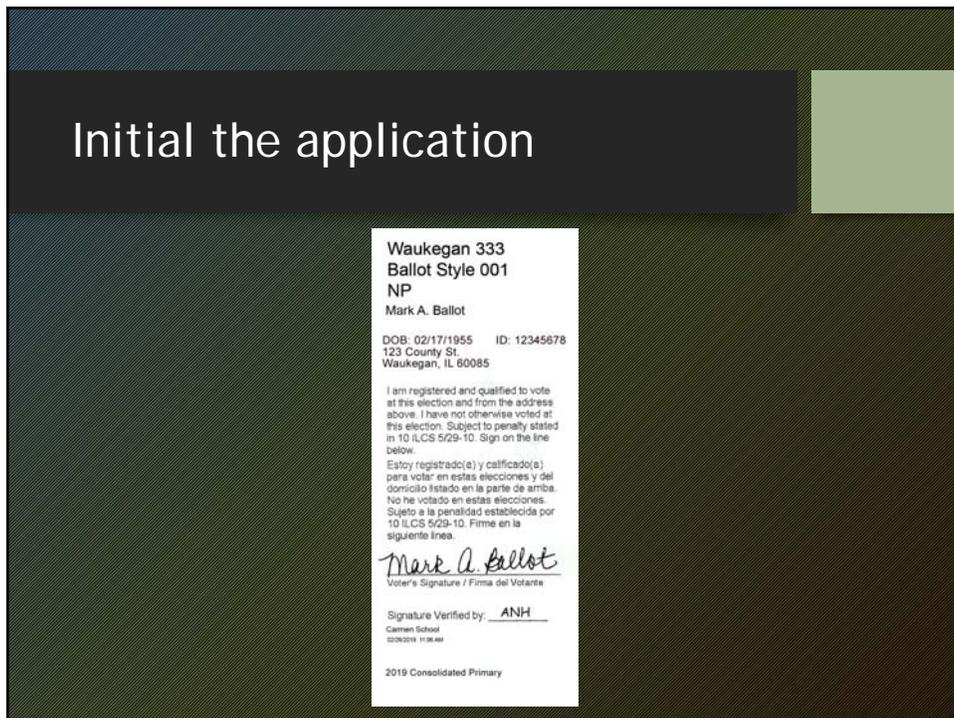
103



104



105



106

Selecting "RECORD CHECK-IN" is very important

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.

Michael E Mazur, 1962, VID: 4505530
2332 Chestnut St, Waukegan
DOB: 07/25/1962 Party: REP

Ballot Style: Waukegan 347 Ballot Style 523 Ballot Type: Provisional Precinct

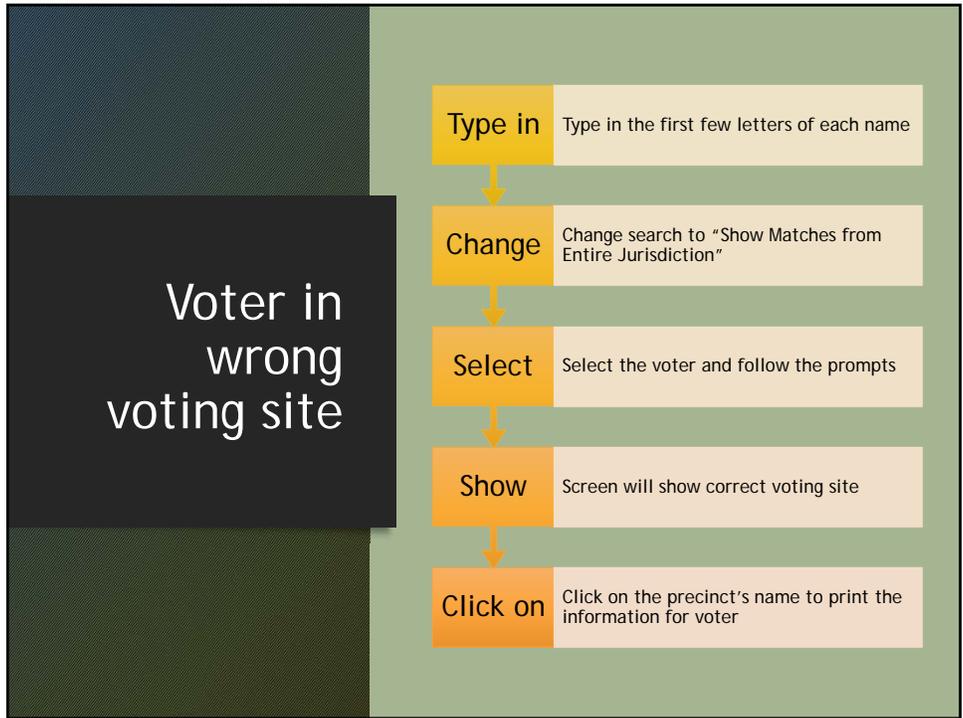
Voted With: Optical Scanner ExpressVote

CANCEL RECORD CHECK-IN

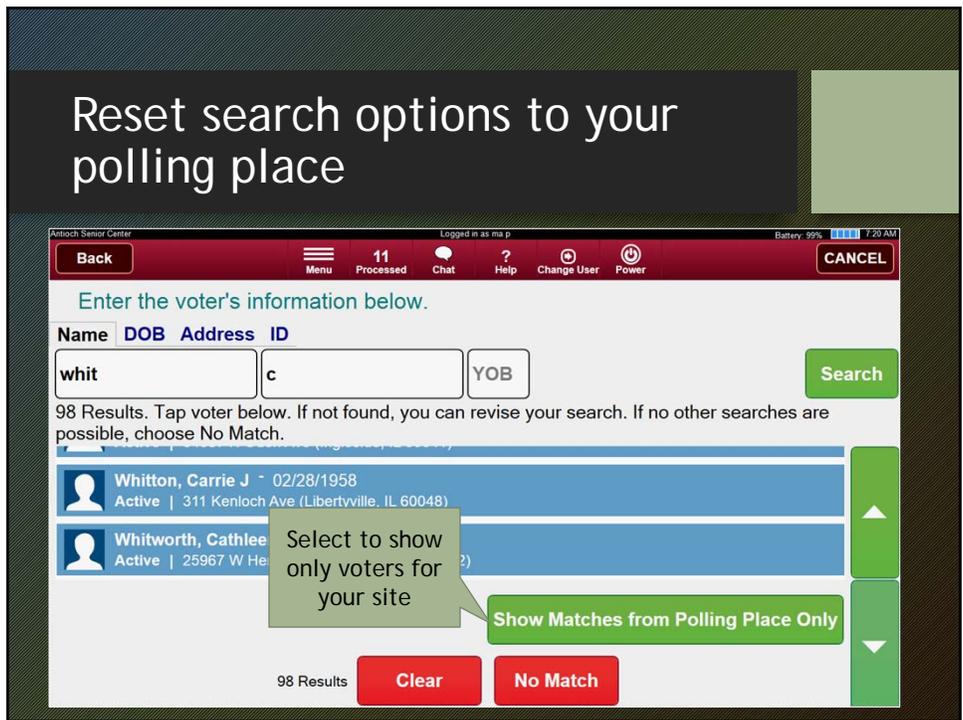
107

SPECIAL CIRCUMSTANCE Voter in wrong location

108



109



110

SPECIAL CIRCUMSTANCE Spoiled Ballot

Voter changes mind about choices
Damaged ballot
Wrong ballot issued

111

Voter returns to Check-in Judge who issued application- EJ initials will help

- Give voter white spoiled ballot security envelope
- Voter folds ballot & inserts in envelope
- Voter seals envelope



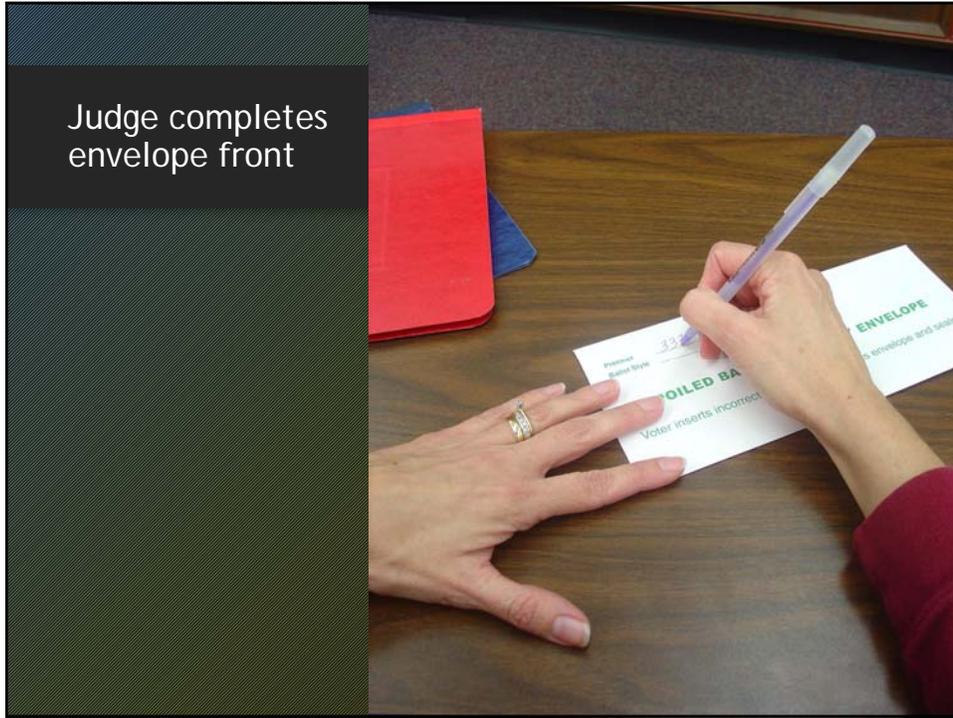
Precinct _____
Ballot Style _____
Party _____

SPOILED BALLOT SECURITY ENVELOPE

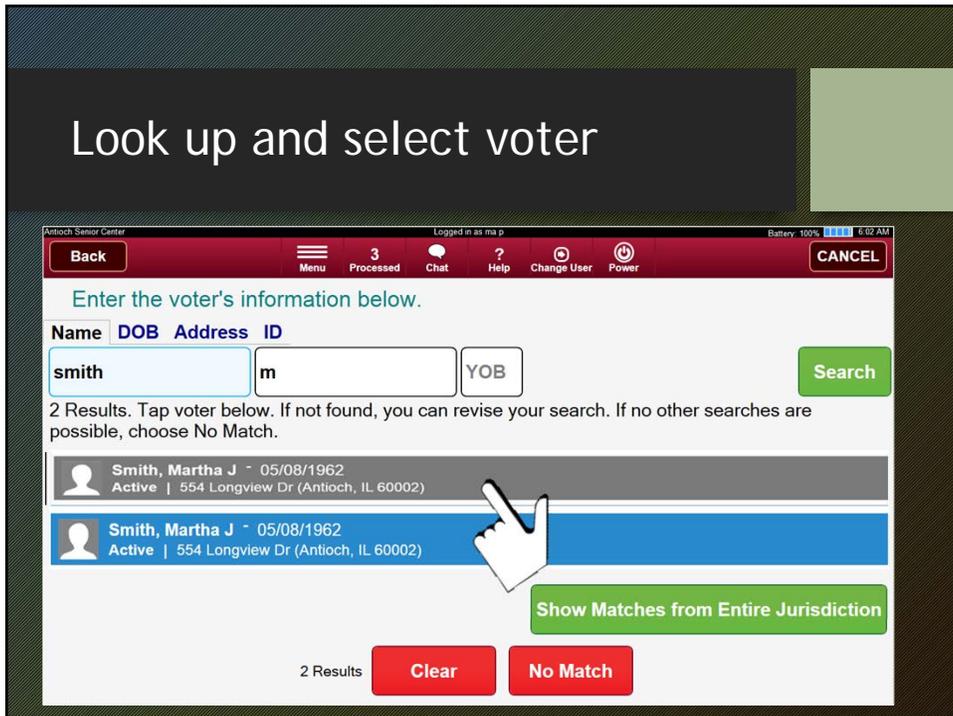
Voter inserts incorrectly marked ballot in this envelope and seals.
El votante inserta la boleta incorrectamente marcada dentro de este sobre y lo cierra.

NEW YORK

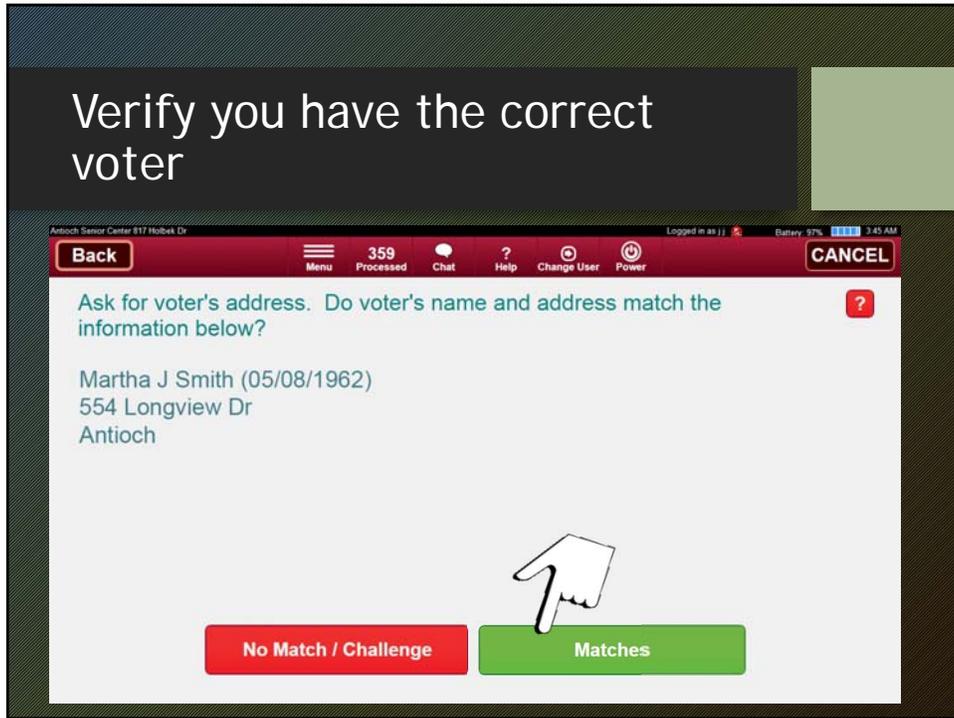
112



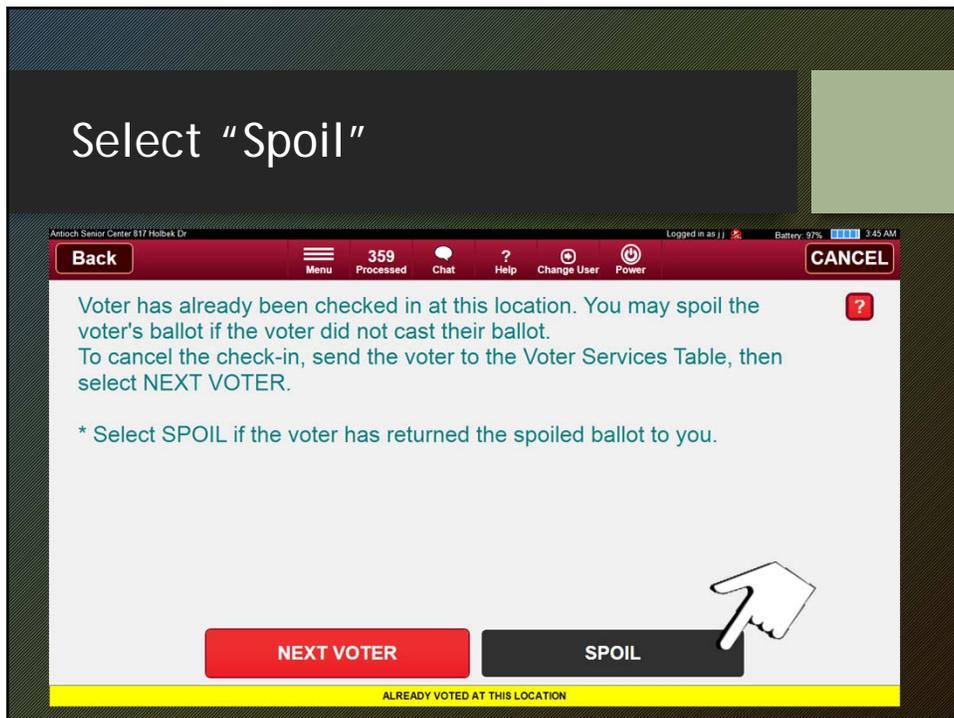
113



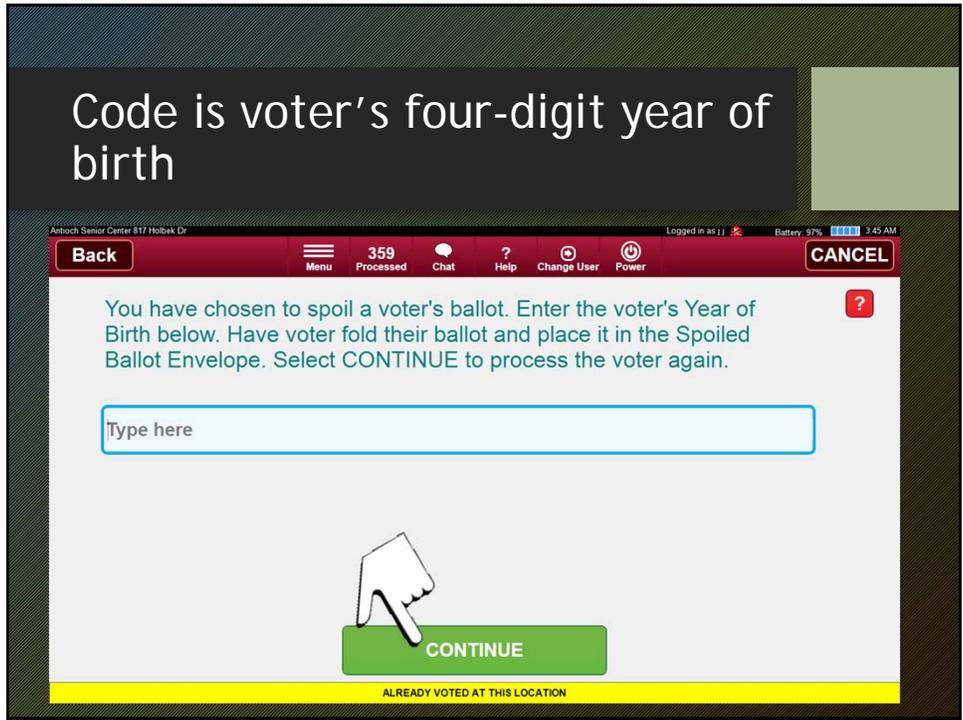
114



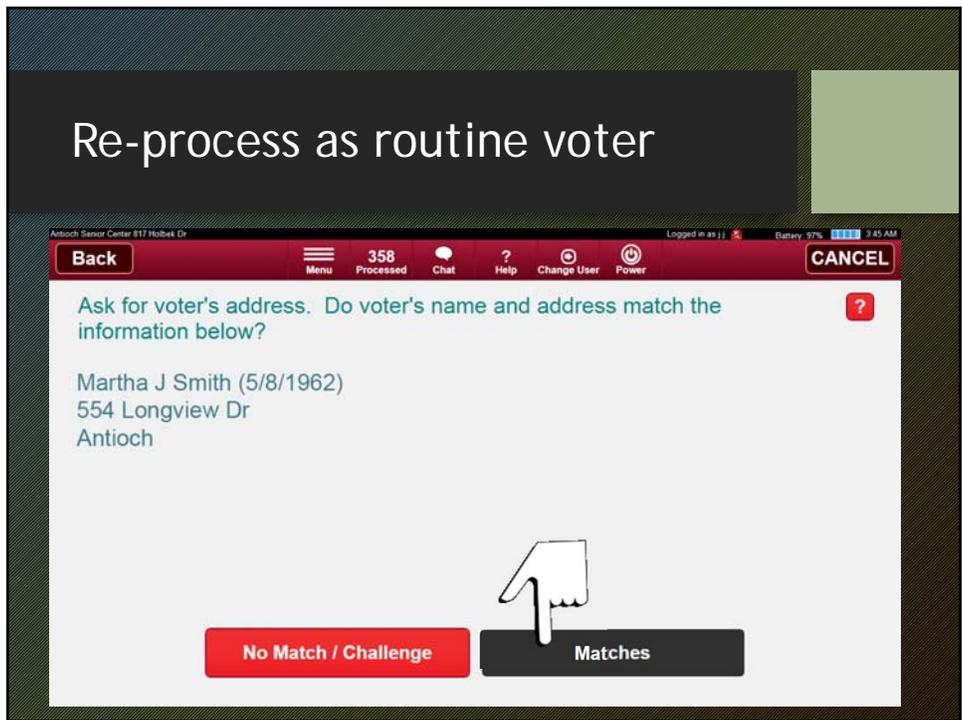
115



116



117



118

Spoiled ballot application

- Note: the second application should print "SPOILED BALLOT" at the bottom.
- If the ePollbook has not caught up (voter was not marked as having voted) you should manually write "SPOILED BALLOT" at the bottom of the application
- Send a chat with the voter's name so we can watch for duplicates

Waukegan 333
Ballot Style 001
NP
Mark A. Ballot
DOB: 02/17/1955 ID: 12345678
123 County St
Waukegan, IL 60085

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

Estoy registrado(e) y calificado(e) 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.

Voter's Signature / Firma del Votante

Signature Verified by: _____
Carmen School
carmen@csd.net

2019 Consolidated Primary
SPOILED BALLOT

119

Voter again verifies information on application and signs

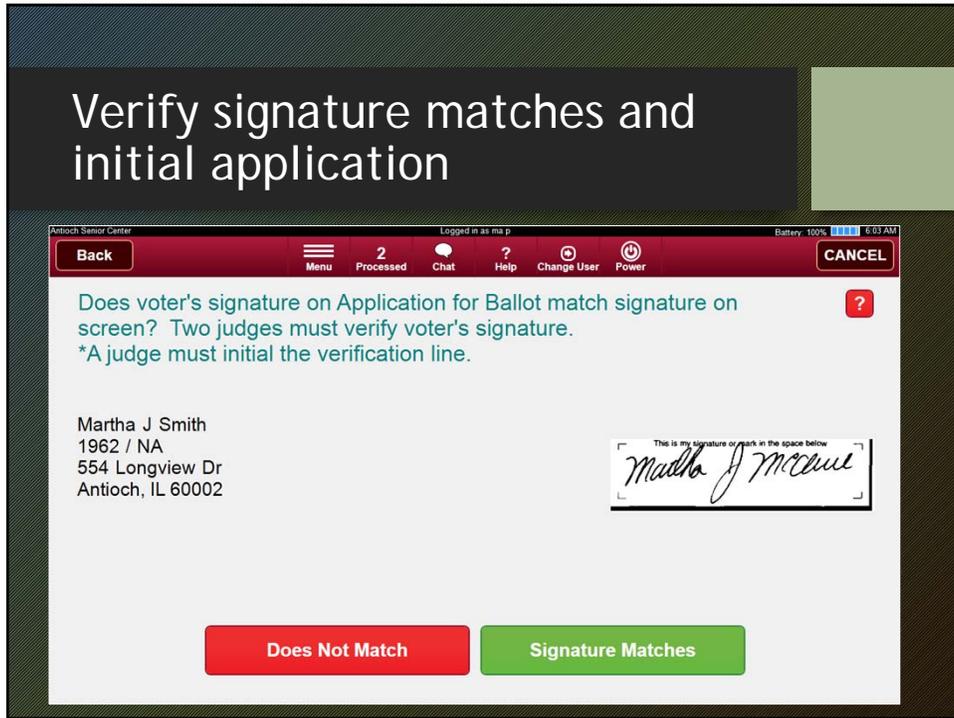
Antioch Senior Center Logged in as ma p Battery 100% 7:03 AM

Back Menu 2 Processed Chat Help Change User Power CANCEL

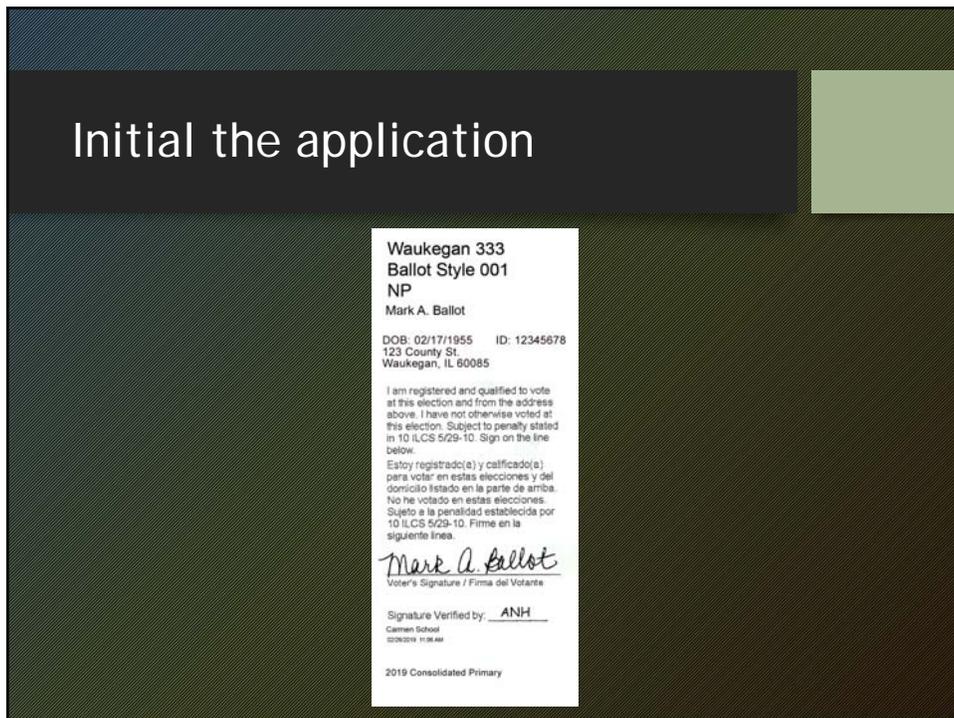
Have voter verify the information on the Application for Ballot and sign.
Select CONTINUE when finished.

CONTINUE

120

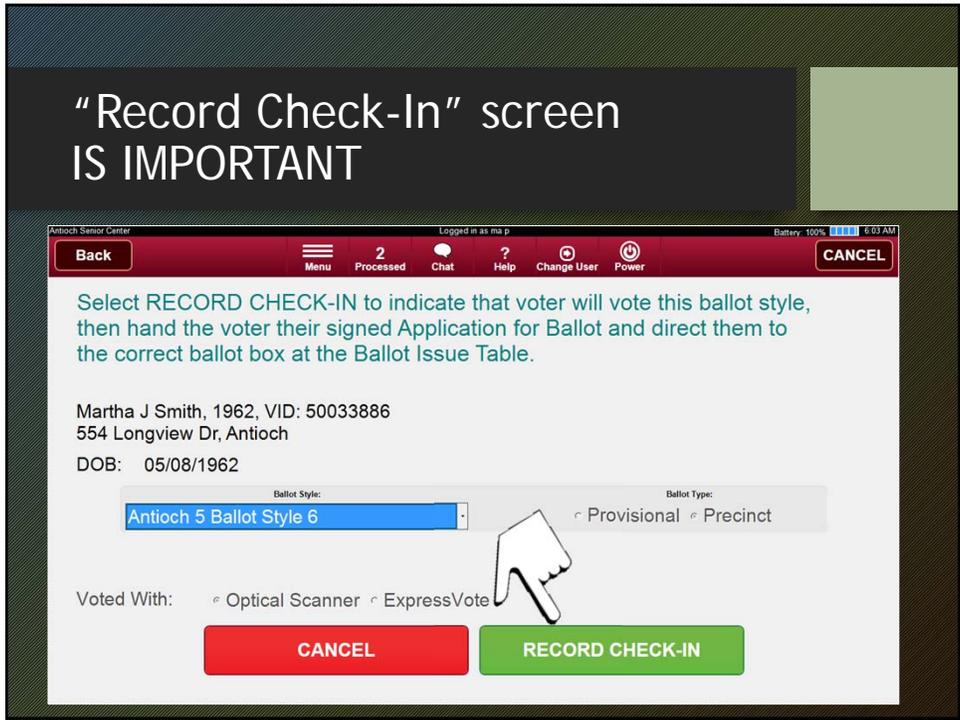


121



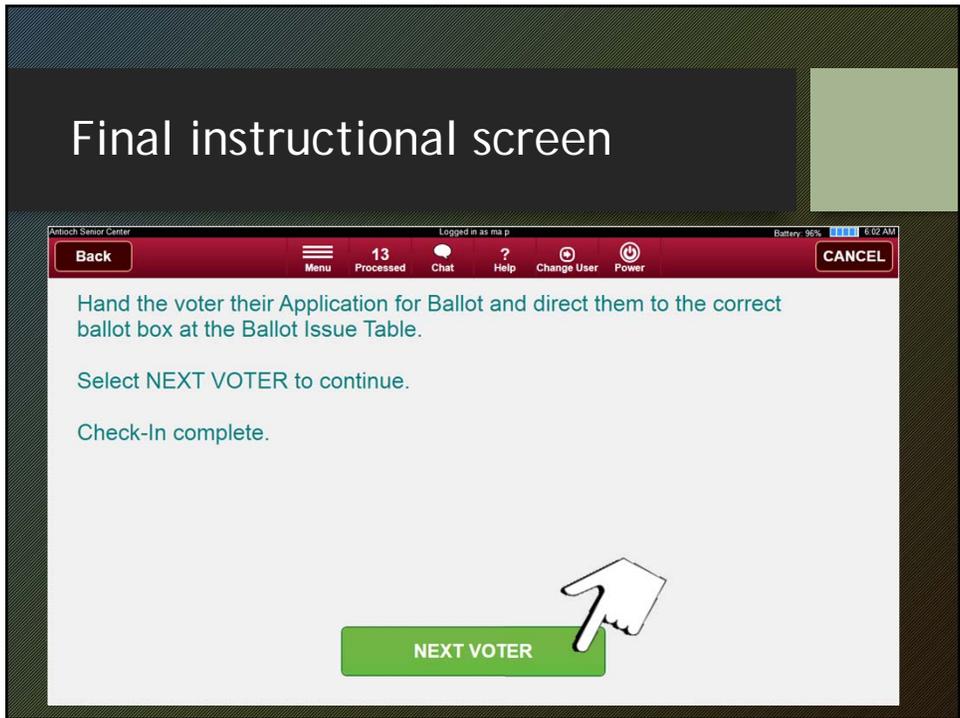
122

“Record Check-In” screen IS IMPORTANT



123

Final instructional screen



124

SPECIAL CIRCUMSTANCE When to direct to Voter Services Judge

125

Direct to Voter Services Judge if ...

- Need to update registration name or address
- All provisional voting situations
- Not found on ePollbook
 - Make sure you have searched thoroughly
(including "Show Matches from Entire Jurisdiction")

126

Voter presents application to judge



129

Judge will

- Circle ballot style on the application
- Draw attention to ballot style number
- Ensure voter gets correct ballot

Waukegan 333
Ballot Style 001

Mark A. Ballot

DOB: 08/17/1955 ID: 4581250

**18 N. County Str
Waukegan, IL 60085**

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

Estoy registrado(a) y calificado(a) para votar en estas elecciones y del domicilio listado en la parte de arriba. No he votado en estas elecciones. Sujeto a la penalidad establecida por 10 ILCS 5/29-10. Firme en la siguiente linea.

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

Signature Verified by: CNW
Carmen School

130

Select correct ballot

- Precinct
- Ballot style
- And party in a primary



131

Verify match

- Precinct
- Ballot style
- Party in primary

<p>Waukegan 333 Ballot Style 001 NP Mark A. Ballot</p> <p>DOB: 02/17/1955 ID: 12345678 123 County St. Waukegan, IL 60085</p> <p>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 ILCS 5/29-10, sign on the line below.</p> <p>(Estoy registrado(e) y calificado(e) 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 ILCS 5/29-10. Firmo en la siguiente línea.</p> <p><i>Mark A. Ballot</i> Voter's Signature / Firma del Votante</p> <p>Signature Verified by: ANH Carmen Palmer Witness (witness)</p> <p>2018 Consolidated Primary</p>	<p>OFFICIAL NONPARTISAN PRIMARY BALLOT BOLETA OFICIAL PRIMARIA DE NO PARTIDISTA</p> <p>Waukegan 333 Ballot Style 1/Boleta de Estilo 1</p> <p>INSTRUCTIONS TO VOTERS/INSTRUCCIONES PARA LOS VOTANTES:</p> <p>To vote, fill in the oval to the left of your choice, like this ●. To cast a write-in vote, fill in the oval to the left of the blank space provided and write the candidate's name in that space. Refer to the card posted in the voting booth. If you tear, soil or erroneously mark this ballot, ask for another, back if applicable.</p> <p>Para votar, llene el óvalo a la izquierda de su selección, así ●. Para emitir un voto por escrito, llene el óvalo a la izquierda del espacio en blanco proporcionado y escriba el nombre del candidato en el espacio en blanco. Consulte el letrero con instrucciones pegado en el cubículo de votación. Si usted rompe, ensucia o marca erróneamente esta boleta, pida otra. Lea el reverso de esta boleta si corresponde.</p> <table border="1"> <thead> <tr> <th>FEDERAL</th> <th>FEDERAL</th> </tr> </thead> <tbody> <tr> <td> <p>FOR PRESIDENT OF THE UNITED STATES PARA PRESIDENTE DE LOS ESTADOS UNIDOS VOTE FOR ONE VOTE POR UNO</p> <p><input type="radio"/> Abraham Lincoln</p> <p><input type="radio"/> George Washington</p> <p><input type="radio"/> Andrew Jackson</p> <p><input type="radio"/> Franklin D. Roosevelt</p> <p><input type="radio"/> Marco Polo</p> <p><input type="radio"/> Write-in Voto por escrito</p> </td> <td> <p>FOR REPRESENTATIVE IN CONGRESS PARA REPRESENTANTE EN EL CONGRESO DÉCIMO DISTRITO DEL CONGRESO VOTE FOR ONE VOTE POR UNO</p> <p><input type="radio"/> Betsy Ross</p> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <p>STATE OF ILLINOIS ESTADO DE ILLINOIS</p> <p>FOR COMPTROLLER PARA SERVIDOR EN JEFE DE LOS REGISTROS PARA CONTROLADOR PARA SERVIR UN TERMINO DE 2 AÑOS NO HA EXPIRADO</p> </td> </tr> </tbody> </table>	FEDERAL	FEDERAL	<p>FOR PRESIDENT OF THE UNITED STATES PARA PRESIDENTE DE LOS ESTADOS UNIDOS VOTE FOR ONE VOTE POR UNO</p> <p><input type="radio"/> Abraham Lincoln</p> <p><input type="radio"/> George Washington</p> <p><input type="radio"/> Andrew Jackson</p> <p><input type="radio"/> Franklin D. Roosevelt</p> <p><input type="radio"/> Marco Polo</p> <p><input type="radio"/> Write-in Voto por escrito</p>	<p>FOR REPRESENTATIVE IN CONGRESS PARA REPRESENTANTE EN EL CONGRESO DÉCIMO DISTRITO DEL CONGRESO VOTE FOR ONE VOTE POR UNO</p> <p><input type="radio"/> Betsy Ross</p>	<p>STATE OF ILLINOIS ESTADO DE ILLINOIS</p> <p>FOR COMPTROLLER PARA SERVIDOR EN JEFE DE LOS REGISTROS PARA CONTROLADOR PARA SERVIR UN TERMINO DE 2 AÑOS NO HA EXPIRADO</p>	
FEDERAL	FEDERAL						
<p>FOR PRESIDENT OF THE UNITED STATES PARA PRESIDENTE DE LOS ESTADOS UNIDOS VOTE FOR ONE VOTE POR UNO</p> <p><input type="radio"/> Abraham Lincoln</p> <p><input type="radio"/> George Washington</p> <p><input type="radio"/> Andrew Jackson</p> <p><input type="radio"/> Franklin D. Roosevelt</p> <p><input type="radio"/> Marco Polo</p> <p><input type="radio"/> Write-in Voto por escrito</p>	<p>FOR REPRESENTATIVE IN CONGRESS PARA REPRESENTANTE EN EL CONGRESO DÉCIMO DISTRITO DEL CONGRESO VOTE FOR ONE VOTE POR UNO</p> <p><input type="radio"/> Betsy Ross</p>						
<p>STATE OF ILLINOIS ESTADO DE ILLINOIS</p> <p>FOR COMPTROLLER PARA SERVIDOR EN JEFE DE LOS REGISTROS PARA CONTROLADOR PARA SERVIR UN TERMINO DE 2 AÑOS NO HA EXPIRADO</p>							

132

Initial ballot with colored pen assigned to that precinct

April 2, 2019 LAKE COUNTY, ILLINOIS

OFFICIAL BALLOT
BOLETA OFICIAL

Waukegan 333 Ballot Style 1 / Boleta Estilo 1

Election ID: ANH

I hereby certify that the following is the Official Ballot to be used in the General Primary Election to be held in Lake County, Illinois on Tuesday, April 2, 2019.

Yo por la presente certifico que la siguiente es la Boleta Oficial para ser utilizada en las Elecciones Primarias Generales que se realizarán en el Condado de Lake, Illinois el Martes 2 de Abril del 2019.

John M. O'Connor
Lake County Clerk Robt M. O'Connor

FEDERAL	FEDERAL	LAKE COUNTY CONDADO DE LAKE
FOR PRESIDENT OF THE UNITED STATES PARA PRESIDENTE DE LOS ESTADOS UNIDOS VOTE FOR ONE VOTE POR UNO <input type="radio"/> Abraham Lincoln <input type="radio"/> George Washington	FOR REPRESENTATIVE IN CONGRESS TENTH CONGRESSIONAL DISTRICT PARA REPRESENTANTE EN EL CONGRESO DÉCIMO DISTRITO DEL CONGRESO VOTE FOR ONE VOTE POR UNO <input type="radio"/> Betsy Ross	FOR LAKE COUNTY CIRCUIT COURT CLERK PARA SECRETARIO DE LA CORTE DE CIRCUITO DEL CONDADO DE LAKE VOTE FOR ONE VOTE POR UNO <input type="radio"/> Emma Patriot

133

Second judge verifies

- Ballot and application numbers match:
 - Precinct,
 - Style, and
 - Party (in a primary)
- Also confirm the ballot is initialed



134

Give final ballot instructions

- Verbally confirms precinct, style (and party in a primary) with voter
- Point out there may be items on both sides of ballot
- Show voter how to place ballot in privacy sleeve when finished voting so judges initials are visible for Ballot Box Judge
- Issue to the voter
 - Initialed ballot
 - Ballot marking pen
 - Privacy sleeve
- Direct voter to available voting booth



135

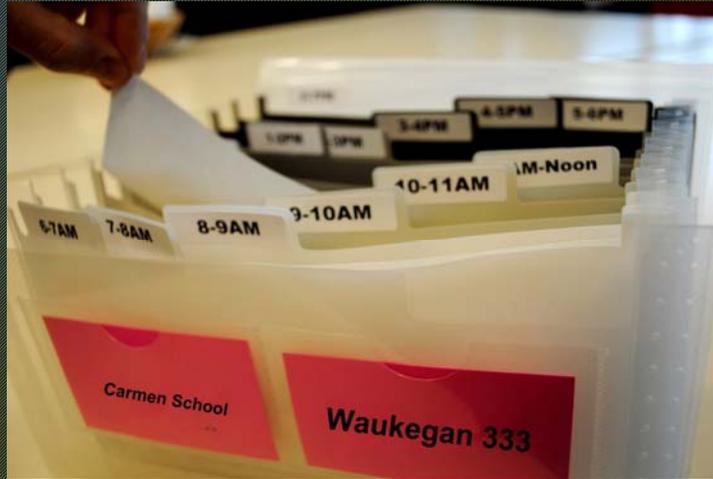
Pollwatchers

If pollwatchers are near the Ballot Issue Table, announce voter's name and address (party in primary) in audible voice



136

Application is placed in file according to time of day



137

Polls close at

7:00 PM

138

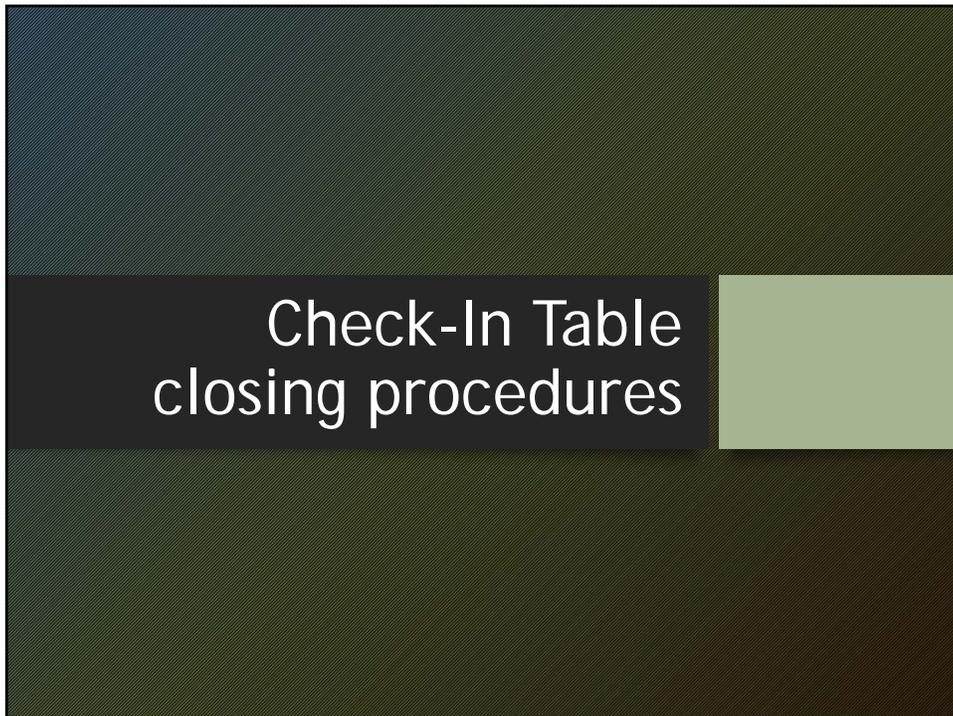
Voters in line by 7 PM are served

- Closing procedures begin after the last voter is served
- One election judge must stand behind last voter in line



139

Check-In Table closing procedures



140

Follow checklist

- Follow the "Closing Polls" section
- Verify all tasks have been completed



141

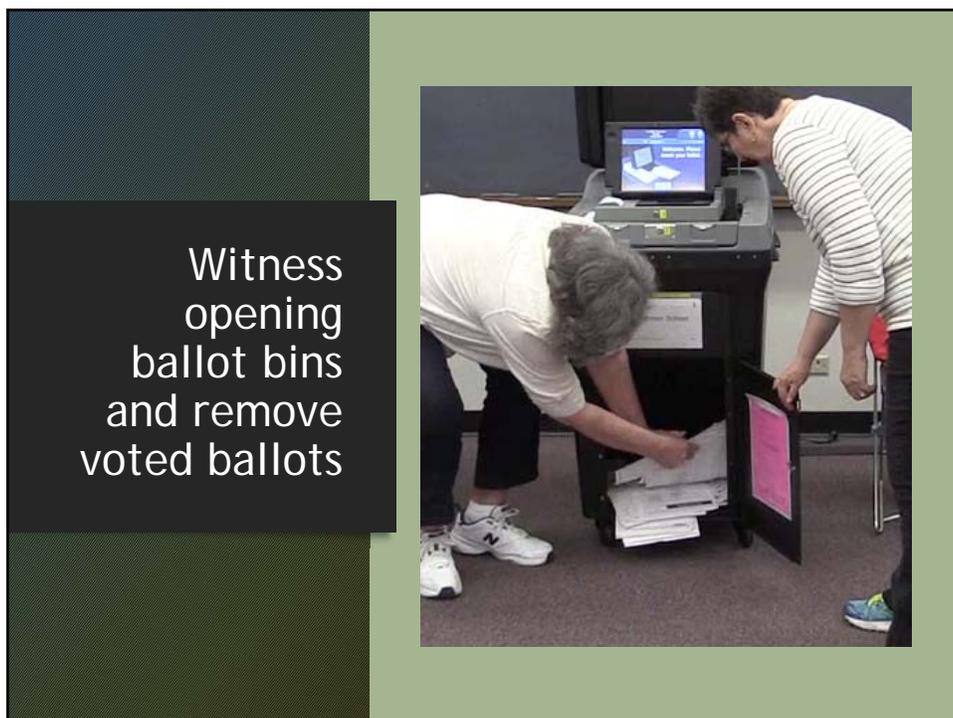
All judges remain until all closing procedures are completed



142



143



144

Printing the results tape

- Ballot Box Judge will initiate printing the results tape
 - Can be quite long, especially in a primary
- When printing is complete, Check-In Judges sign the results tape

xxx Voting Results Report xxx
19.15.19 04/05/2011

04052011
Consolidated General - 04/05/2011
0005 Common School 005
Election Date: April 5, 2011
Total Number Voting: 201
Precinct Voting Report

Waukegan 333

Total Ballots	201
Ballots for Code 00005-01-01	201

City of Waukegan Mayor

DEM-John Adams	153
REP-Hillary Jones	44
Scout Allan	2
Write In	1
Over Votes	1
Under Votes	0
Total Votes	201

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF THE ELECTION AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF ILLINOIS.

John E. Hill
ELECTION JUDGE

Michelle Syler
ELECTION JUDGE

John Hanks
ELECTION JUDGE

Joseph Adams
ELECTION JUDGE

John Hill
ELECTION JUDGE

145

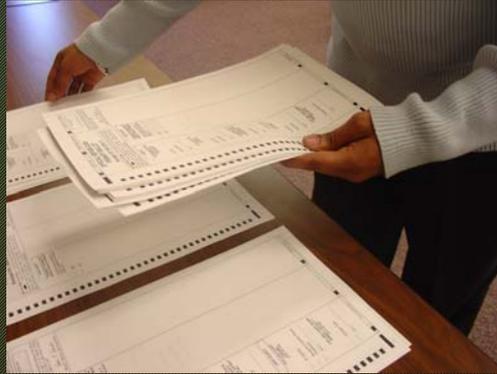
Find a clear table to sort ballots



146

First sorting

- Separate ballots by colored ink used for initials
- If colored ink pens were not used properly, separate carefully by precinct number



147

Look for valid write-in votes in a second sorting

- First, look for any ballot with writing
- Then, separate those with 'valid' write-in votes



148

Look for valid write-in votes

- In compliance with state mandated deadlines, write-in candidates must file a declaration before the election
- Votes for non-declared candidates are invalid and not recorded
- Voting for more candidates than allowed (over-vote) will not be counted as a valid write-in

149

If voter's intent is clear, tally those write-in votes

VOTE FOR ONE

George Washington

Theodore Roosevelt

Paul Revere

Abraham Lincoln

John Smith
Write-in
Voto por escrito

Yes - Perfect!

VOTE FOR ONE

George Washington

Theodore Roosevelt

Paul Revere

Abraham Lincoln

John Smith
Write-in
Voto por escrito

Yes - Intent is clear

150

If voter's intent is not clear - do not tally those write-in votes

VOTE FOR ONE

George Washington

Theodore Roosevelt

Paul Revere

Abraham Lincoln

John Smith
Write-in
Voto por escrito

No - would be an over-vote. Ballot counter already tallied filled-in oval.

VOTE FOR ONE

George Washington

Theodore Roosevelt

Paul Revere

Abraham Lincoln

John Smith
Write-in
Voto por escrito

No - Over vote
Ballot counter has already alerted voter and had opportunity to correct. Intent is NOT clear.

151

Certificate of Write-In Votes

- In Check-In Table black binder
- Lists declared candidates

Certificate of Write-In Votes
Ball County, Oregon
Election Name and Date
Ballot # 22

RECORD VALID WRITE-IN VOTES BELOW

Write-In Name	Write-In Number
EXAMPLE: CANDIDATE NAME "John Doe"	1
EXAMPLE: CANDIDATE NAME "John Doe"	2

If no valid write-in votes were cast in this precinct, place an "X" in the box.
The ballot number for the candidates recorded is complete and accurate record of what is cast in this precinct.
The undersigned certifies the election judge or clerk (Signature) (Date)

RETURN THIS FORM IN THE BLACK BINDER

152

Certificate of Write-In Votes
Lake County, Illinois
Election Name and Date
Waukegan 333

RECORD VALID WRITE-IN VOTES BELOW:

CANDIDATE/OFFICE	Tally Votes Received	Total Votes Received
EXAMPLE: CANDIDATE NAME	JHIT	5
Charles Miller Commissioner Precinct 333 Municipio de Warren Delegado del Distrito Electoral 333		9

If no valid write-in votes were cast in this precinct, place an "X" in the box.

We do hereby certify that the information recorded is a complete and accurate record of write-in votes in this precinct.
The undersigned served as election judges in Waukegan 333 on February 26, 2019.

Bea Hill
Christina Carlson
John Hamby

Bea Hill
Christina Carlson
John Hamby

RETURN THIS FORM IN THE BLACK BINDER

Area for tick marks

Add total of write-in votes for this candidate

All judges sign

153

If no valid votes found for declared write-in candidate

Must still complete form

154

Certificate of Write-In Votes
Lake County, Illinois
Election Name and Date
Waukegan 333

RECORD VALID WRITE-IN VOTES BELOW:

CANDIDATE/OFFICE	Tally Votes Received	Total Votes Received
EXAMPLE: CANDIDATE NAME	5	5
Charles Miller Counsellor-at-Large Precinct 333 <small>Municipio de Warren Delegado del Distrito Electoral 333</small>		

Mark box if no votes found

All judges sign

If no valid write-in votes were cast in this precinct, place an "X" in the box.

We do hereby certify that the information recorded is a complete and accurate record of write-in votes in this precinct. The undersigned served as election judges in Waukegan 333 on April 2, 2018.

Charles Miller *John Smith* *Robert Johnson*

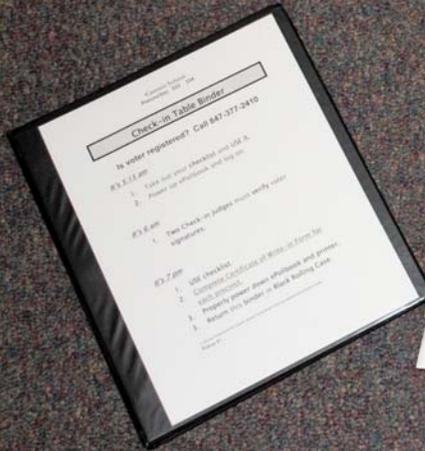
*****RETURN THIS FORM IN THE BLACK BINDER*****

100 Common School

155

Completed *Certificate of Write-In Votes*

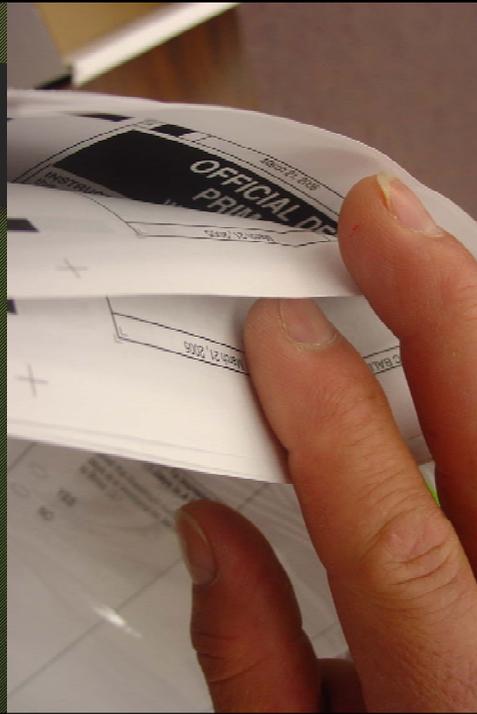
- Place completed forms in black binder
- If forms are not completed, judges will be called in to complete after election.
- Write-In results are posted on our website within 48 hours



156

Ballot count

- Return ballots with write-ins to precinct stack
- Count all ballots in each precinct



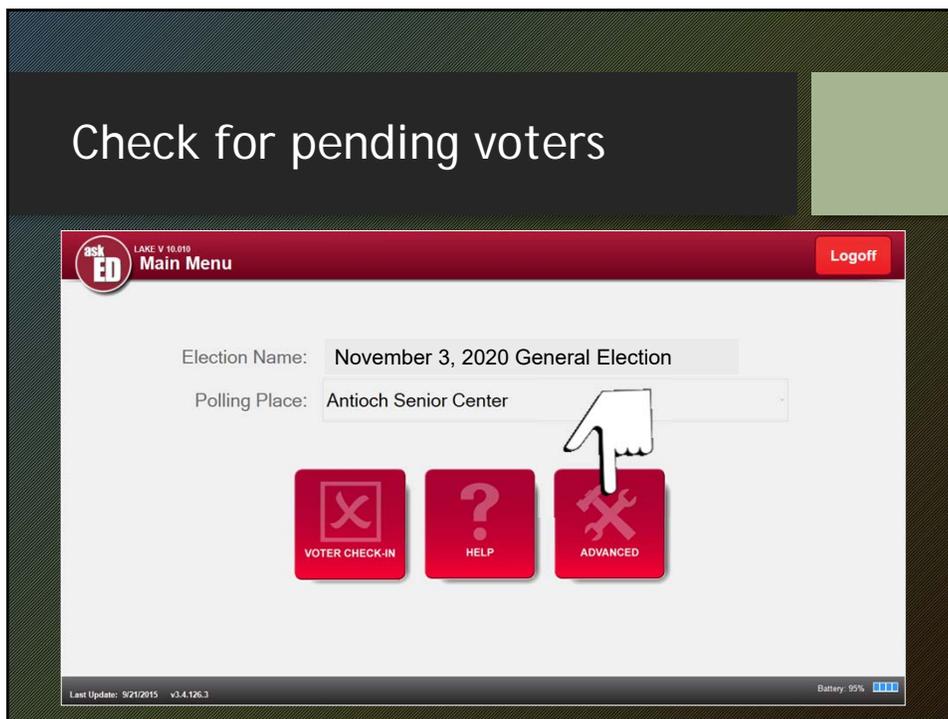
157

Return to Ballot Issue Table

- Give precinct stacks of ballots to Ballot Issue Judges
- Tell Ballot Issue Judges each precinct's total ballot count
- Confirm total matches results tape
- This is to ensure ballots are packed in correct precinct case

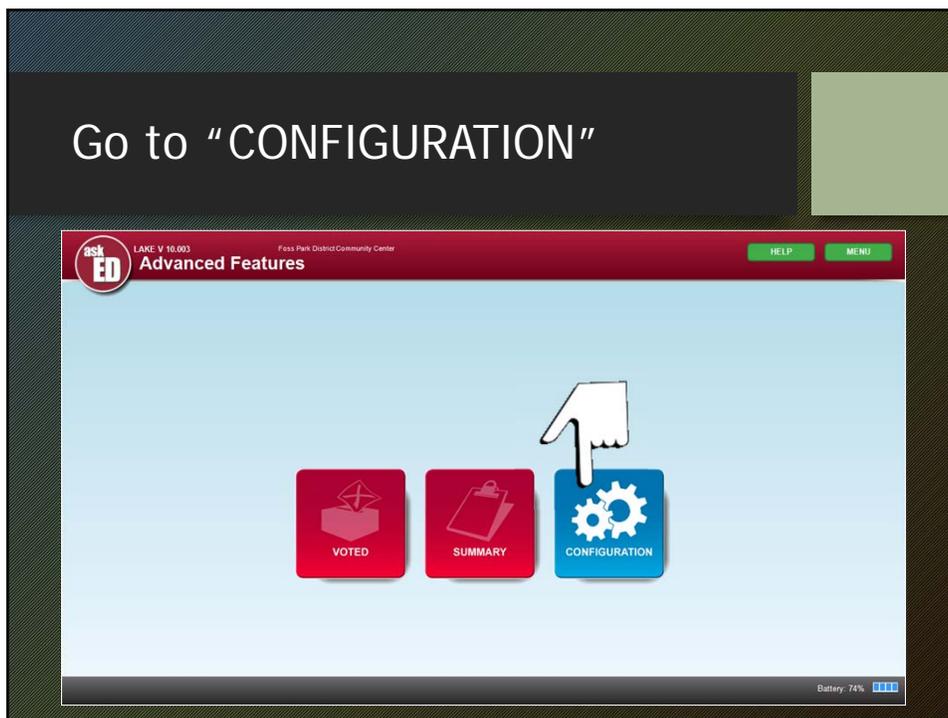
158

Check for pending voters

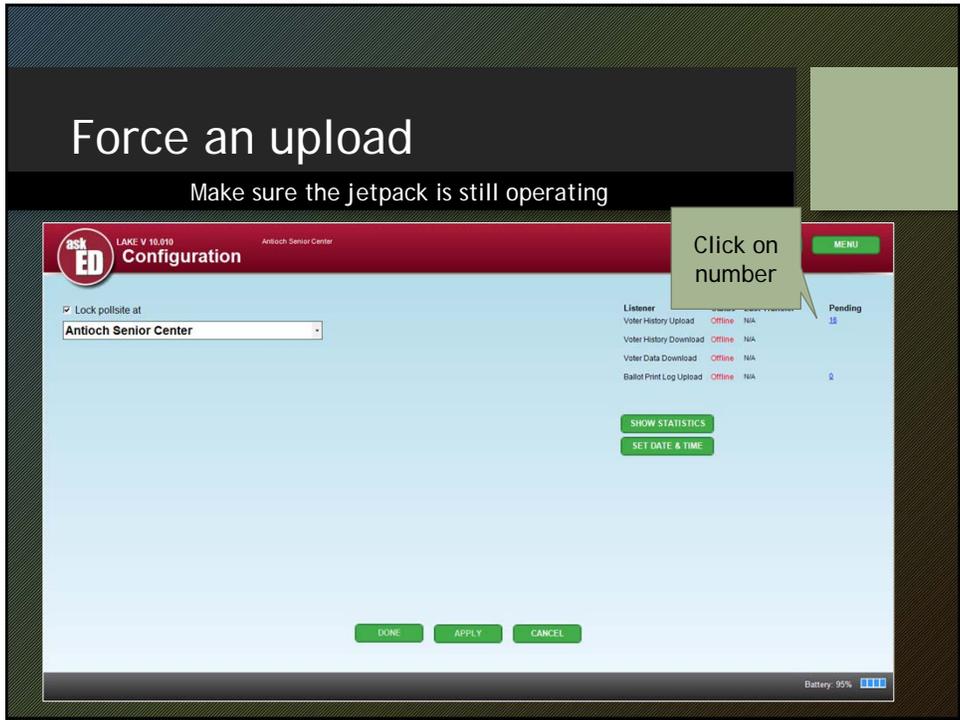


159

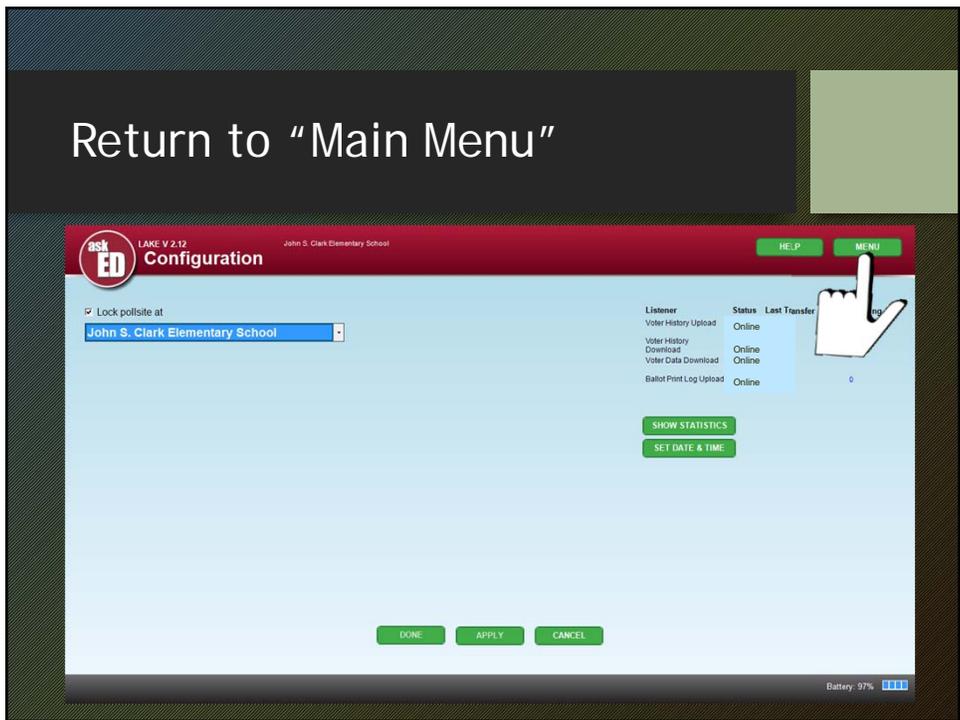
Go to "CONFIGURATION"



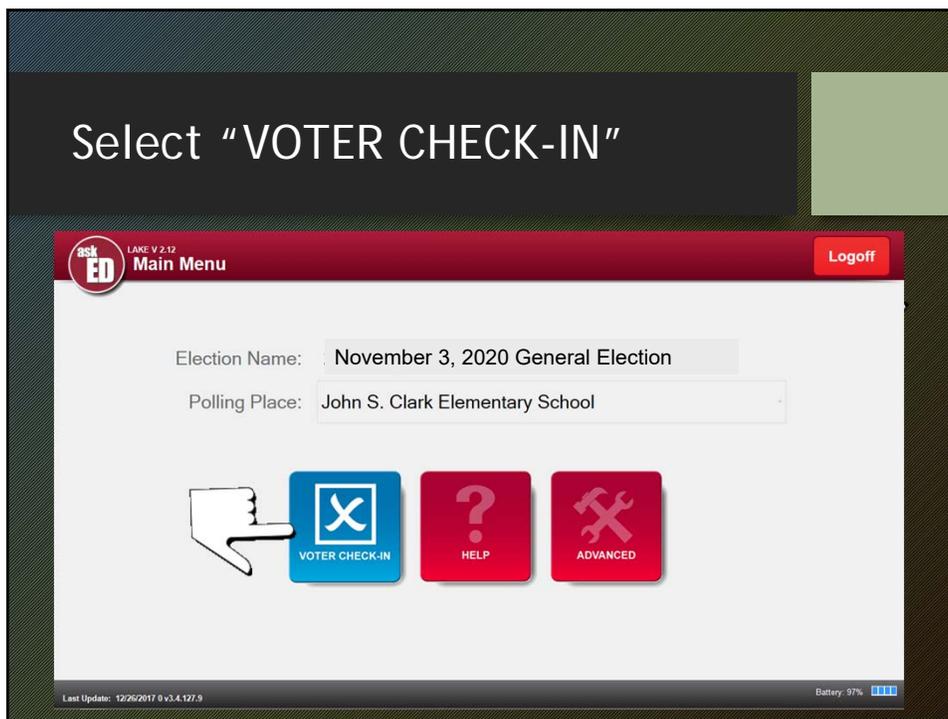
160



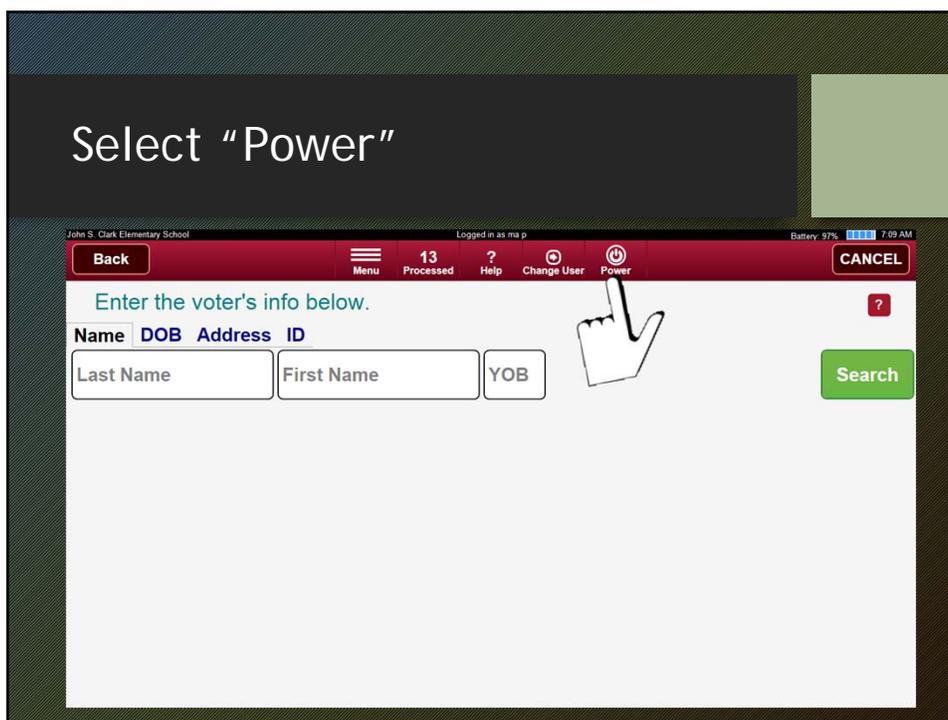
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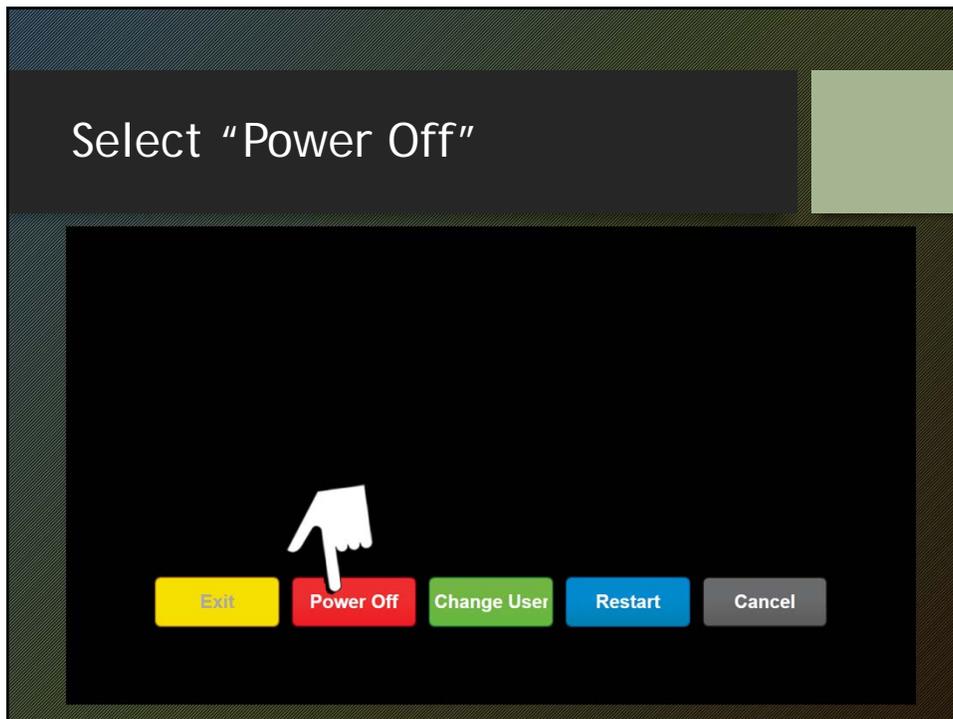
162



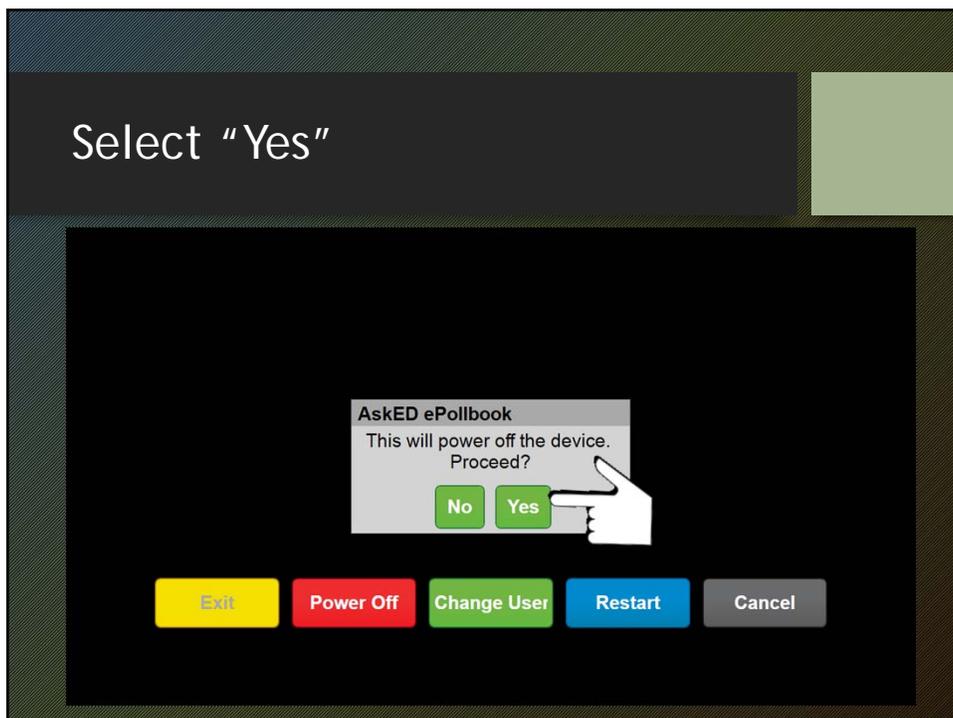
163



164



165



166

Power off printer by holding down power button until chimes sound.

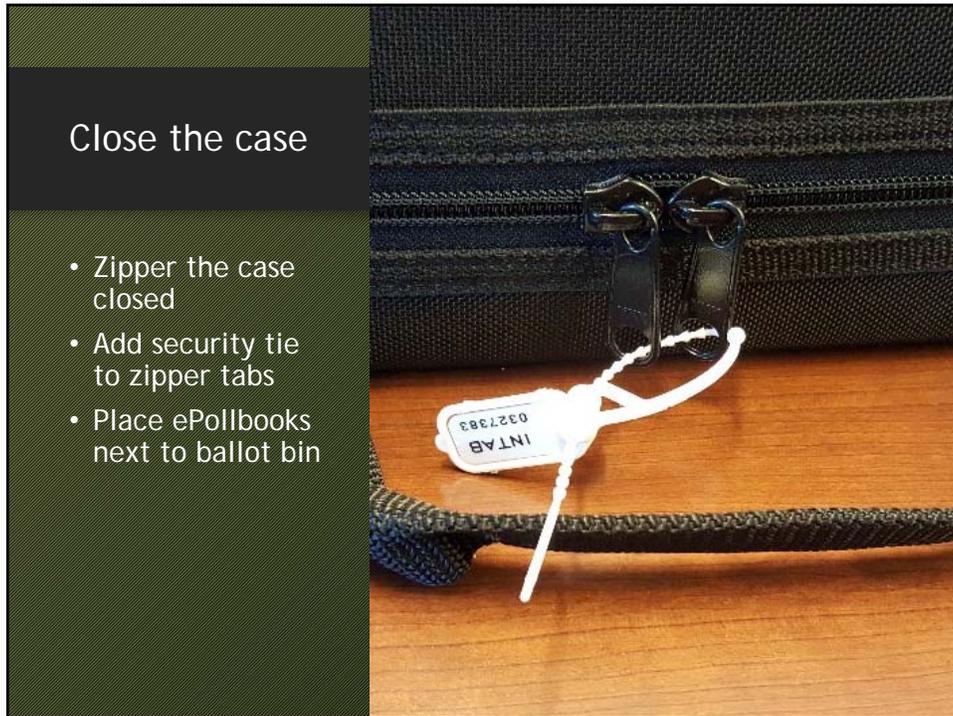


167

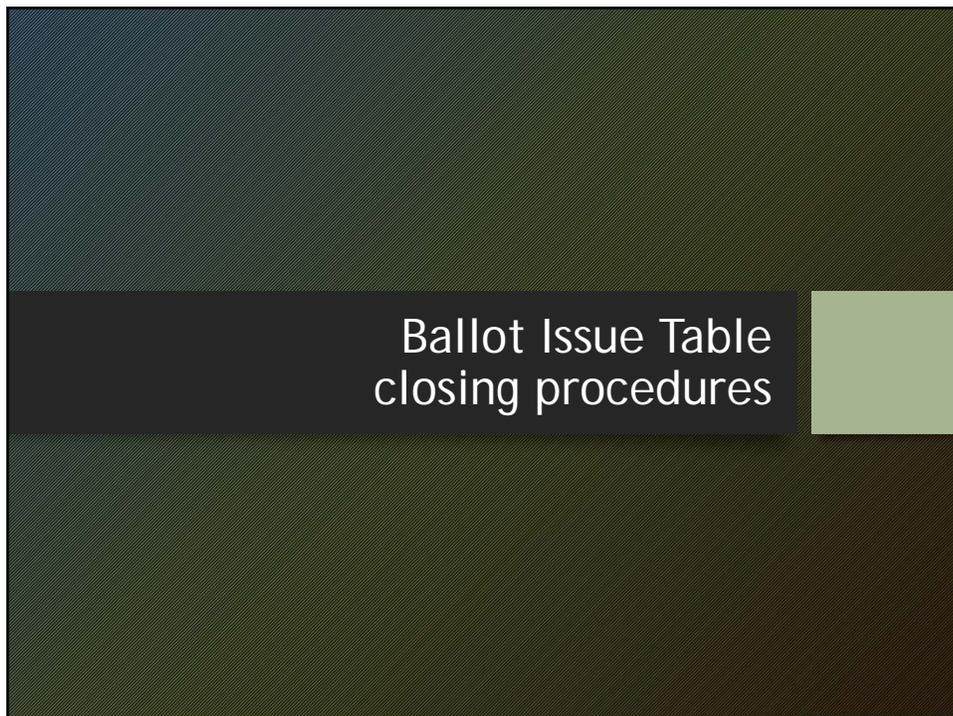
Return power cord to pocket



168



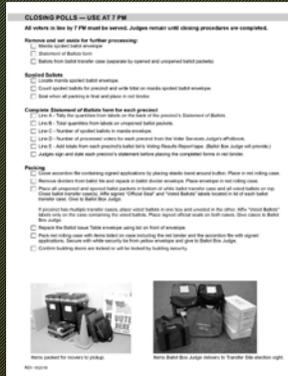
169



170

Follow checklist

- Follow the "Closing Polls" section
- Verify all tasks have been completed



171

Ballot audit

- Remove from ballot file box
 - Manila Spoiled Ballot Envelope
 - Statement of Ballots form
 - Ballot packets
 - Separate by opened and unopened packets



172

Tally number of spoiled ballots

- Count envelopes
- Record on back of manila envelope
- Do not seal and sign manila Spoiled Ballot Envelope until all paperwork is completed



173

Complete *Statement of Ballots* form

- An important accounting summary of used and unused ballots
- One form for each precinct
- Completed and signed by Ballot Issue Judges

Statement of Ballots for Precinct 333
Waukegan Township
(Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)
Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

A. Number of ballots from **OPENED** Packets for Precinct 333 _____
Tally the quantities from labels on the back of the sheet.

B. Number of ballots from **UNOPENED** Packets for Precinct 333 _____
Remove unopened ballot packets from ballot file and transfer case(s) and tally the quantities on labels.

C. Number of **SPOILED BALLOTS** for Precinct 333 _____
Handwritten number is on back of manila Spoiled Ballot Envelope.

D. **Total PROCESSED VOTERS** for Precinct 333
Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook: Ballot Menu > Advanced > Summary. Add all ballot styles for this precinct.

E. **VOTED BALLOTS** for Precinct 333
Ballot Issue Judge will provide Total Paper Sheets from each ballot bin. Found on Voting Results Report page just after the double row of stars.

Ballot Bin #1 _____
(Write N/A if not applicable) **Ballot Bin #2** _____
(Write N/A if not applicable) **Ballot Bin #3** _____

↑
Grand Total From all Ballot Bins
↓

Totals should match

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

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

Time: _____

Time: _____

Time: _____

Time: _____

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

174

Line A - Opened ballot packets

Statement of Ballots for Precinct 333
 Waukegan Township
 (Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)
 Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

A. Number of ballots from **OPENED** Packages for Precinct 333 450
 Tally the quantities from labels on the back of this sheet.

B. Number of ballots from **UNOPENED** Packages for Precinct 333 200
 Remove unopened ballot packets from ballot file and transfer cases) and tally the quantities on labels.

C. Number of **SPOILED BALLOTS** for Precinct 333 0
 Handwritten number is on back of maroon Spoiled Ballot Envelope.

D. Total **PROCESSED VOTERS** for Precinct 333 _____
 Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook, follow Menu > Advanced > Summary. Add all ballot styles for this precinct.

E. **VOTED BALLOTS** for Precinct 333 _____
 Ballot Box Judge will provide Total Paper Sheets from each ballot bin. Found on Voting Results Report form just after the _____ of polls. Totals should match.

Ballot Bin #1 _____
 (Write N/A if not applicable) Ballot Bin #2 • _____
 (Write N/A if not applicable) Ballot Bin #3 • _____

Grand total (from all ballot bins) _____

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

We the undersigned served as Election Judges on (Election Date) in Waukegan Township Precinct 333

 Time: _____

 Time: _____

 Time: _____

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

Total quantities on labels on back of form

Place labels from unopened ballot packages here.

WAIKEGAN 333 DEMOCRATIC STYLE 17 QUANTITY - 50	WAIKEGAN 333 REPUBLICAN STYLE 22 QUANTITY - 50	WAIKEGAN 333 NONPARTISAN STYLE 30 QUANTITY - 50
WAIKEGAN 333 DEMOCRATIC STYLE 17 QUANTITY - 50	WAIKEGAN 333 REPUBLICAN STYLE 22 QUANTITY - 50	WAIKEGAN 333 NONPARTISAN STYLE 30 QUANTITY - 50
WAIKEGAN 333 DEMOCRATIC STYLE 17 QUANTITY - 50	WAIKEGAN 333 REPUBLICAN STYLE 22 QUANTITY - 50	WAIKEGAN 333 NONPARTISAN STYLE 30 QUANTITY - 50

175

Line B - Unopened ballot packets

Statement of Ballots for Precinct 333
 Waukegan Township
 (Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)
 Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

A. Number of ballots from **OPENED** Packages for Precinct 333 450
 Tally the quantities from labels on the back of this sheet.

B. Number of ballots from **UNOPENED** Packages for Precinct 333 200
 Remove unopened ballot packets from ballot file and transfer cases) and tally the quantities on labels.

C. Number of **SPOILED BALLOTS** for Precinct 333 0
 Handwritten number is on back of maroon Spoiled Ballot Envelope.

D. Total **PROCESSED VOTERS** for Precinct 333 _____
 Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook, follow Menu > Advanced > Summary. Add all ballot styles for this precinct.

E. **VOTED BALLOTS** for Precinct 333 _____
 Ballot Box Judge will provide Total Paper Sheets from each ballot bin. Found on Voting Results Report form just after the _____ of polls. Totals should match.

Ballot Bin #1 _____
 (Write N/A if not applicable) Ballot Bin #2 • _____
 (Write N/A if not applicable) Ballot Bin #3 • _____

Grand total (from all ballot bins) _____

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

We the undersigned served as Election Judges on (Election Date) in Waukegan Township Precinct 333

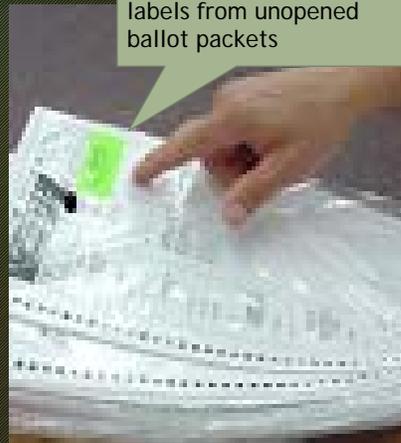
 Time: _____

 Time: _____

 Time: _____

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

Add the numbers on the labels from unopened ballot packets



176

Line C - Spoiled ballots

Statement of Ballots for Precinct 333
 Waukegan Township
 (Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)
 Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

A. Number of ballots from **OPENED** Packets for Precinct 333 450
 Tally the quantities from labels on the back of this sheet.

B. Number of ballots from **UNOPENED** Packets for Precinct 333 200
 Remove unopened ballot packets from ballot file and transfer cases) and tally the quantities on labels.

C. Number of **SPOILED** BALLOTS for Precinct 333 5
 (transcription number is on back of marked Spoiled Ballot Envelope)

D. Total **PROCESSED** VOTERS for Precinct 333 _____
 Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook, follow Menu > Advanced > Summary. Add all ballot styles for this precinct.

E. **VOTED** BALLOTS for Precinct 333 _____
 Spoiled Ballot Judge will provide Total Paper Sheets from each ballot bin. Found on Voting Results Report from just after the _____ of polls.

Ballot Bin #1 _____
 (Write N/A if not applicable) **Ballot Bin #2** _____
 (Write N/A if not applicable) **Ballot Bin #3** _____

Grand total from all ballot bins

Totals should match

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

We the undersigned served as Election Judges on (Election Date) in Waukegan Township Precinct 333

 Time: _____

 Time: _____

 Time: _____

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



177

Line D - Number of voters

Statement of Ballots for Precinct 333
 Waukegan Township
 (Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)
 Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

A. Number of ballots from **OPENED** Packets for Precinct 333 450
 Tally the quantities from labels on the back of this sheet.

B. Number of ballots from **UNOPENED** Packets for Precinct 333 200
 Remove unopened ballot packets from ballot file and transfer cases) and tally the quantities on labels.

C. Number of **SPOILED** BALLOTS for Precinct 333 5
 (transcription number is on back of marked Spoiled Ballot Envelope)

D. Total **PROCESSED** VOTERS for Precinct 333 275
 Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook, follow Menu > Advanced > Summary. Add all ballot styles for this precinct.

E. **VOTED** BALLOTS for Precinct 333 _____
 Spoiled Ballot Judge will provide Total Paper Sheets from each ballot bin. Found on Voting Results Report from just after the _____ of polls.

Ballot Bin #1 _____
 (Write N/A if not applicable) **Ballot Bin #2** _____
 (Write N/A if not applicable) **Ballot Bin #3** _____

Grand total from all ballot bins

Totals should match

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

We the undersigned served as Election Judges on (Election Date) in Waukegan Township Precinct 333

 Time: _____

 Time: _____

 Time: _____

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

Provided by Voter Services Judge from ePollbook

178

Line E - Voted ballots

Statement of Ballots for Precinct 333
Waukegan Township
(Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)
Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

A. Number of ballots from OPENED Packages for Precinct 333 450
Tally the quantities from labels on the back of this sheet.

B. Number of ballots from UNOPENED Packages for Precinct 333 200
Remove unopened ballot packages from ballot file and transfer cases) and tally the quantities on labels.

C. Number of SPOILED BALLOTS for Precinct 333 5
Handwritten number is on back of marked Spoiled Ballot Envelope.

D. Total PROCESSED VOTERS for Precinct 333 275
Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook, follow Menu > Advanced > Summary. Add all ballot styles for this precinct.

E. VOTED BALLOTS for Precinct 333 275
Ballot Box Judge will provide Total Paper Sheets from each ballot bin. Found on Voting Results Report from just after the ----- of polls.

Ballot Bin #1 275
(Write N/A if not applicable) Ballot Bin #2 0
(Write N/A if not applicable) Ballot Bin #3 0

Grand total from all ballot bins

Totals should match

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

We the undersigned served as Election Judges on (Election Date) in Waukegan Township Precinct 333

Time: _____
Time: _____
Time: _____
Time: _____

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

Provided by Ballot Box Judge from individual ballot counters

Total bin numbers for final tally

179

Totals should match

Statement of Ballots for Precinct 333
Waukegan Township
(Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)
Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

A. Number of ballots from OPENED Packages for Precinct 333 450
Tally the quantities from labels on the back of this sheet.

B. Number of ballots from UNOPENED Packages for Precinct 333 200
Remove unopened ballot packages from ballot file and transfer cases) and tally the quantities on labels.

C. Number of SPOILED BALLOTS for Precinct 333 5
Handwritten number is on back of marked Spoiled Ballot Envelope.

D. Total PROCESSED VOTERS for Precinct 333 275
Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook, follow Menu > Advanced > Summary. Add all ballot styles for this precinct.

E. VOTED BALLOTS for Precinct 333 275
Ballot Box Judge will provide Total Paper Sheets from each ballot bin. Found on Voting Results Report from just after the ----- of polls.

Ballot Bin #1 275
(Write N/A if not applicable) Ballot Bin #2 0
(Write N/A if not applicable) Ballot Bin #3 0

Grand total from all ballot bins

Totals should match

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

We the undersigned served as Election Judges on (Election Date) in Waukegan Township Precinct 333

Time: _____
Time: _____
Time: _____
Time: _____

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

Lines D and E

180

All judges sign and date form

Statement of Ballots for Precinct 333
Waukegan Township
(Election Date and Name) in Lake County, Illinois

AFTER POLLS CLOSE, COMPLETE THIS FORM (ONE FOR EACH PRECINCT)
Just record the numbers for A, B, and C. For this report, only the totals for D and E should match.

A. Number of ballots from OPENED Packages for Precinct 333 450
Tally the quantities from labels on the back of this sheet.

B. Number of ballots from UNOPENED Packages for Precinct 333 200
Remove unopened ballot packages from ballot box and transfer cases) and tally the quantities on labels.

C. Number of SPOILED BALLOTS for Precinct 333 5
Transcription number is on back of marked Spoiled Ballot Envelope.

D. Total PROCESSED VOTERS for Precinct 333 275
Voter Services Judge will provide totals from ePollbook's summary screen. On ePollbook, follow Menu > Advance > Summary. Add all ballot styles for this precinct.

E. VOTED BALLOTS for Precinct 333 275
Ballot Box Judge will provide Total Paper Sheets from each ballot box. Found on Voting Results Report from just after they are placed in ballot boxes. Totals should match.

Ballot Bin #1 275
(Write N/A if not applicable) Ballot Bin #2
(Write N/A if not applicable) Ballot Bin #3

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

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

Wesley A. Adams Time: 7:25 PM
David Miller Time: 7:25 pm
Christopher J. Adams Time: 7:25 pm
John Hamby Time: 7:25 pm
Alana Chapman Time: 7:25 pm

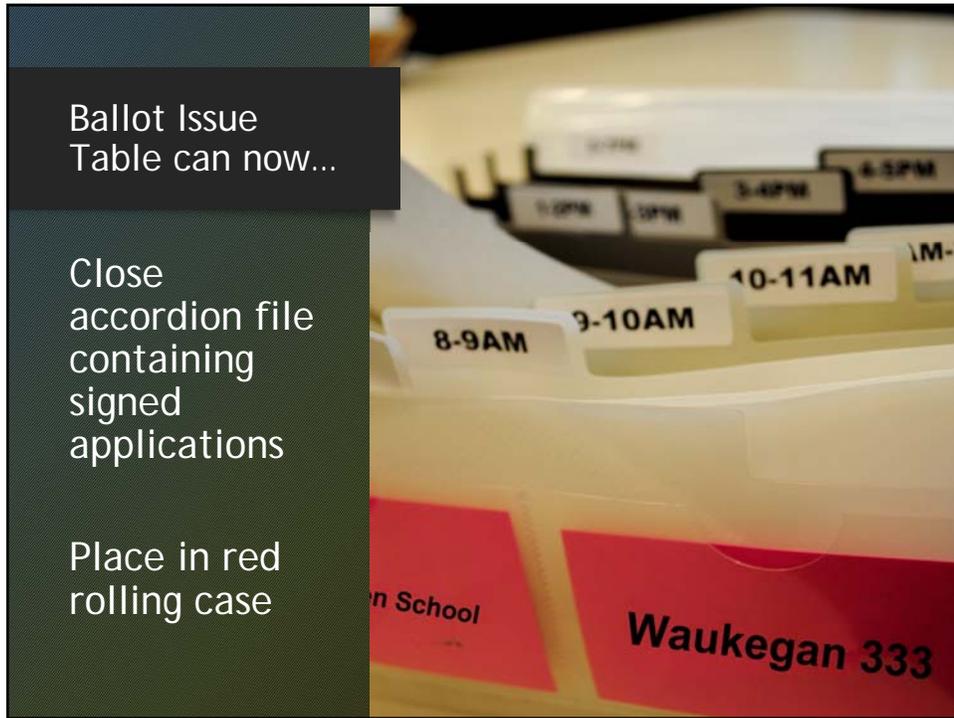
ONLY PACK BALLOTS IN BALLOT TRANSFER CASE.
WHEN COMPLETED, PLACE THIS FORM IN RED BINDER.

Place completed form in red binder

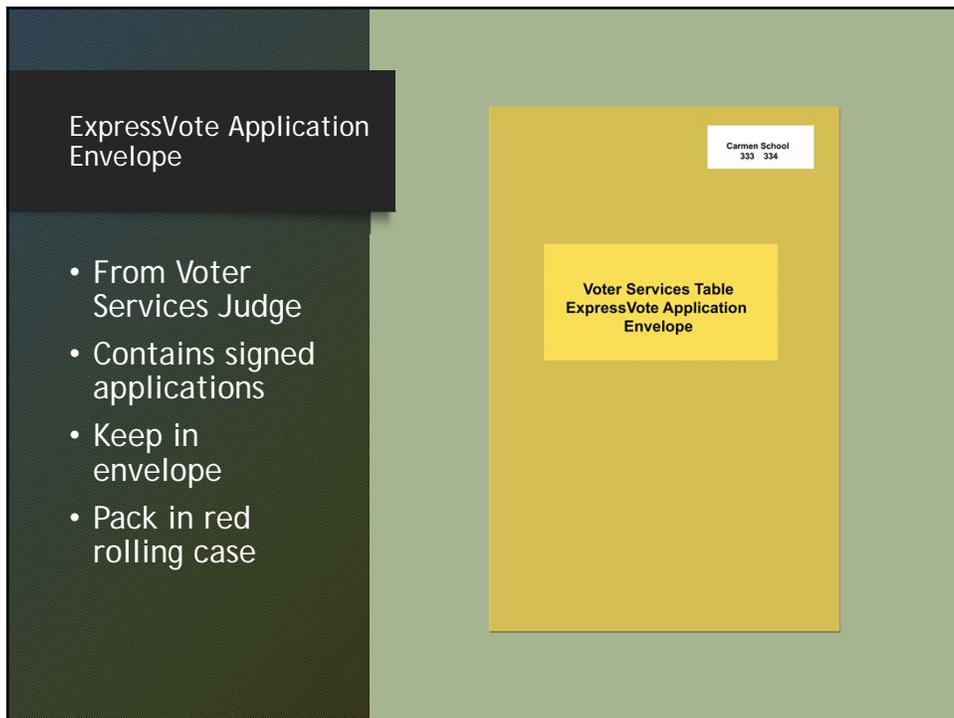
181

Packing

182

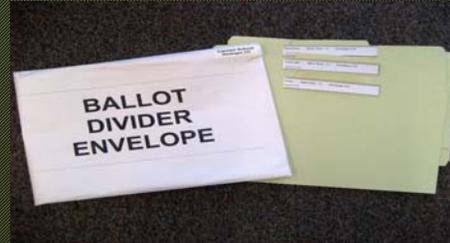


183



184

Place ballot dividers in envelope
and pack in red rolling case



185

Only ballots in
white ballot
transfer cases

Pack the
ballots

186

Precinct has only one ballot transfer case

- Pack un-voted ballots in bottom of transfer case
- Place voted ballots on top

187

Precincts with two ballot transfer cases

Case #1	Case #2
Pack VOTED ballots	Pack UNVOTED ballots

188

Official seals

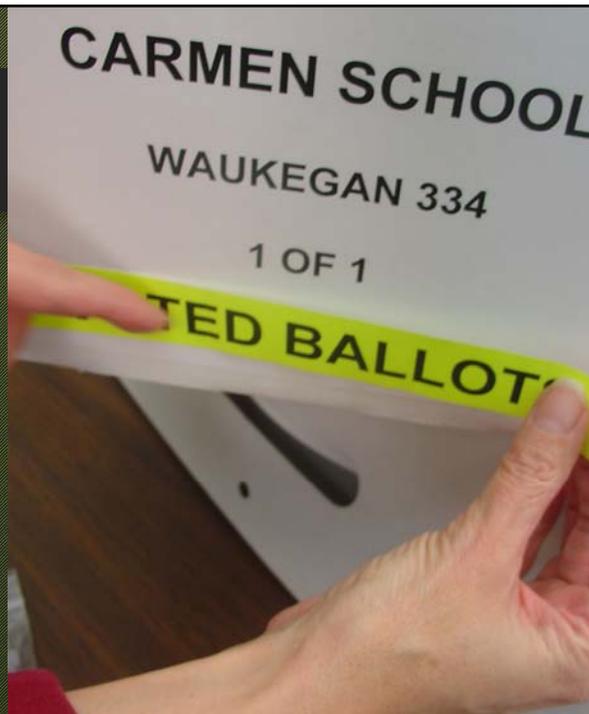
- Sign and date official seals
- Place cover on ballot transfer case
- Secure with seals



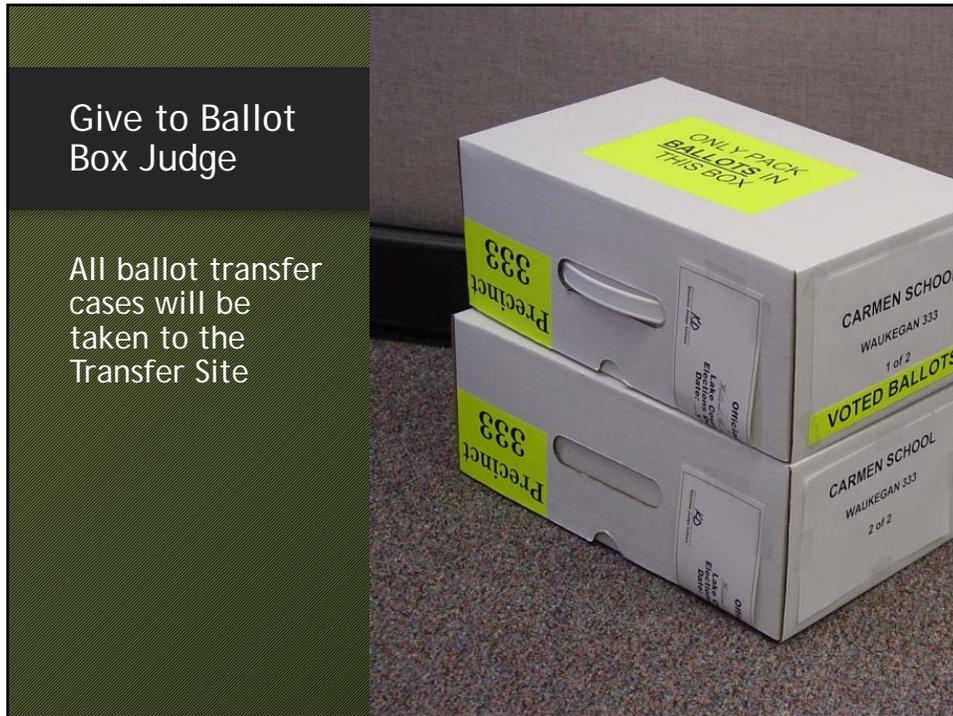
189

"Voted Ballots" sticker

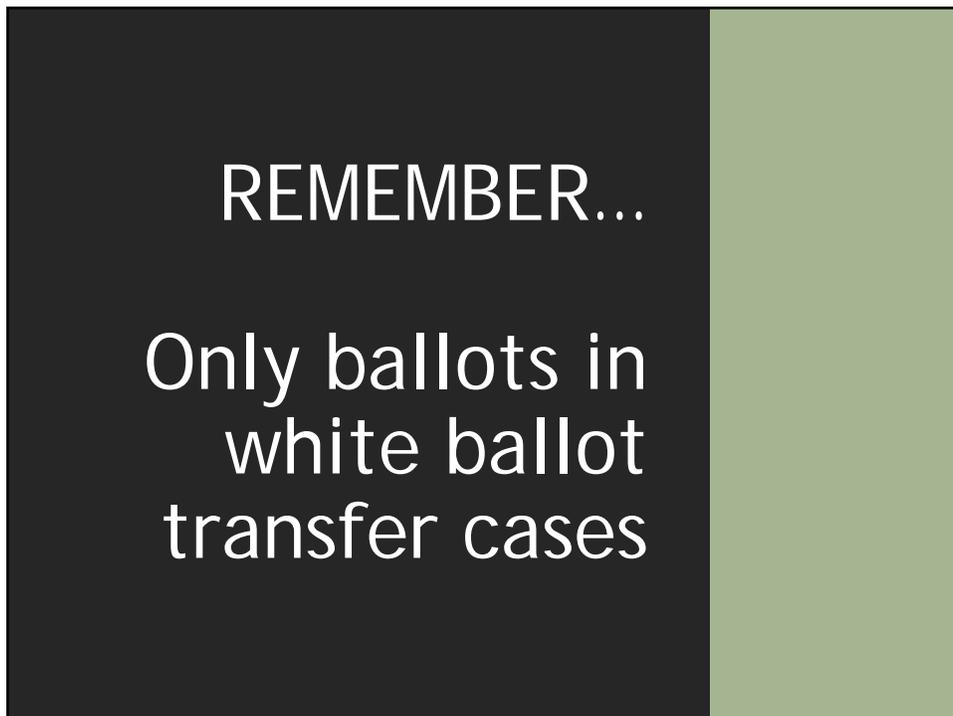
- Place only on ballot transfer cases containing voted ballots
- Place on end underneath voting site name
- Not over barcode!



190



191



192

Repack supplies as listed



193

Pack ballot bin

- Content list is printed on inside of door
- Ballot Box Judge will confirm all contents and lock



194

All judges remain

- Until all closing procedures are completed
- Leave together



195

Ballot Box Judge takes to Transfer Site

Red Rolling Case

Black Rolling Case

Ballot Transfer Cases

Voter Services Provisional Ballot Case

Ballot Box Judge Red Bag

Provisional Ballot Transfer Cases



196



197

Visit ElectionJudge.info
in October for schedule

Make reservation

Practice sessions

[847.377.2408](tel:847.377.2408)

ElectionJudge@lakecountyil.gov

198



2020 ELECTIONS
PROUD TO SERVE
LAKE COUNTY, ILLINOIS

Thank You.

You will do
a great job!

Robin M. O'Connor
Lake County Clerk



A professional headshot of Robin M. O'Connor, Lake County Clerk. She is a woman with shoulder-length brown hair, wearing glasses and a dark green turtleneck sweater. She is smiling and looking directly at the camera. The background is a dark, neutral color.

199