

Welcome to 2020 Election Judge Early Voting Training

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Lake County Clerk
LakeCountyClerk.info



1

Information presented today

- Early voting basics
- Pre-election set up
- Daily opening and closing procedures
- Processing routine voters
- Processing voters with special circumstances
- Final closing procedures

2

Early voting sites are universal

Eligible citizens can vote
(or register and vote) at any of the
16 early voting sites no matter
where they live in Lake County

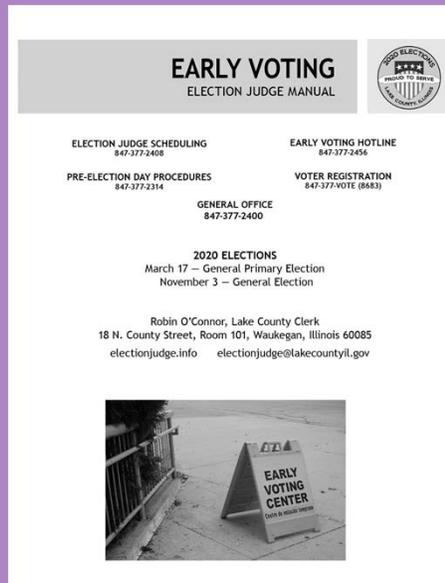
3

Daily Opening Procedures

4

Follow details in manual

- Begin with the security materials pouch in blue tub
- Confirm serial numbers on pouch and security card match



5

Unlock file cabinet

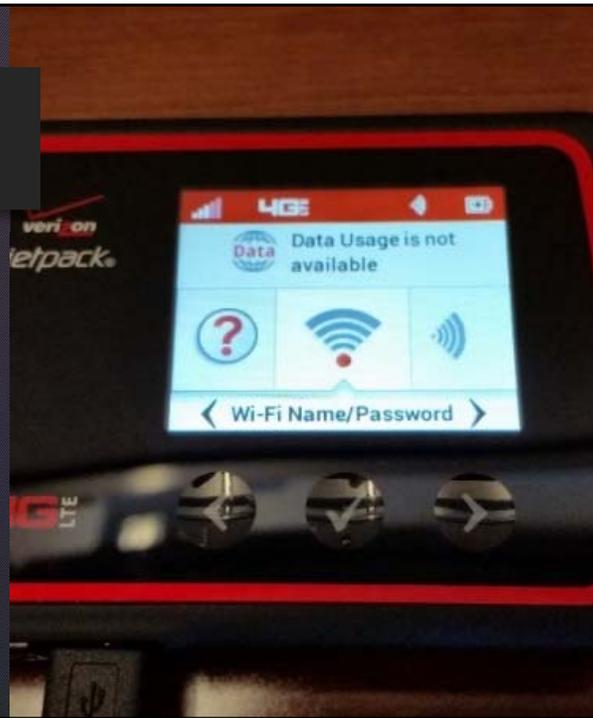
- Use keys in security materials pouch



6

jetpack

- Turn on the first morning
- Should remain turned for the duration of early voting
- No need to turn off every night



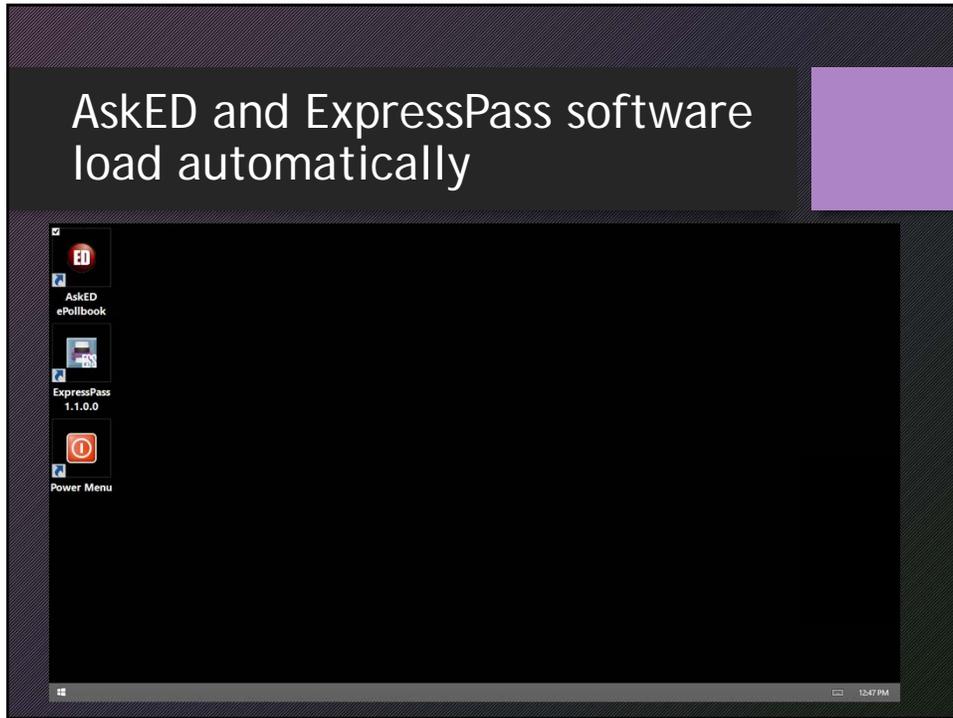
7

Power up ALL ePollbooks

This will ensure a current database on each unit



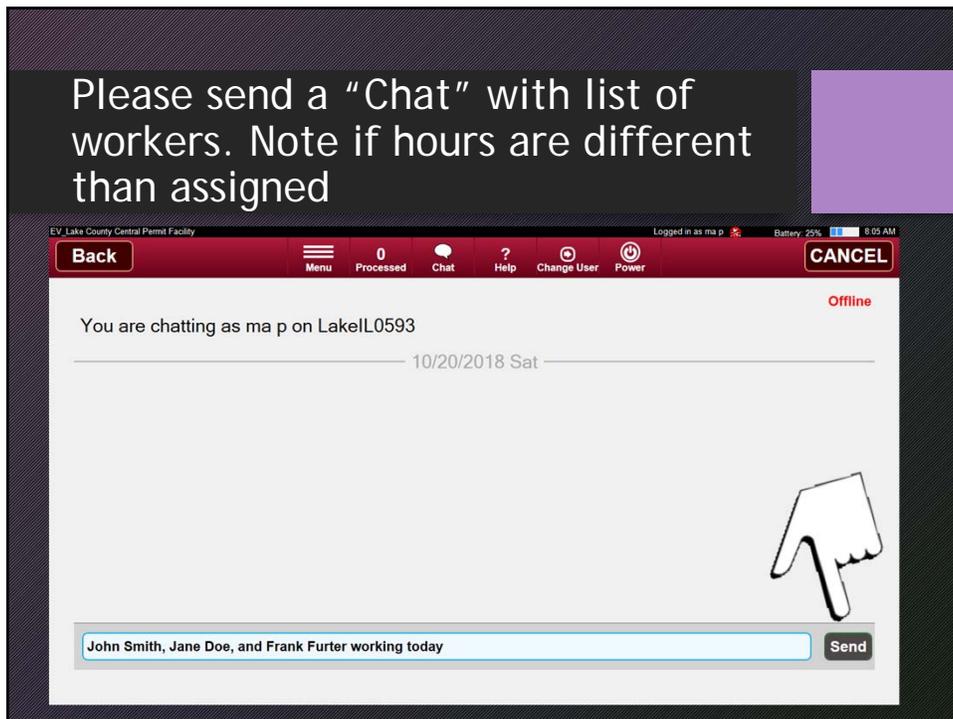
8



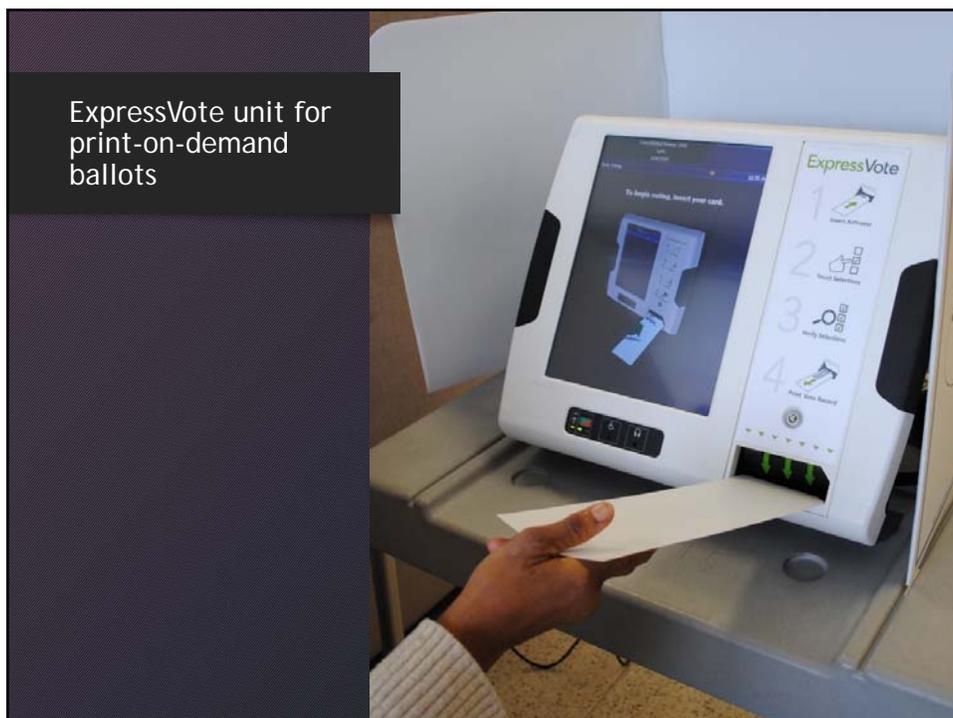
9



10



11



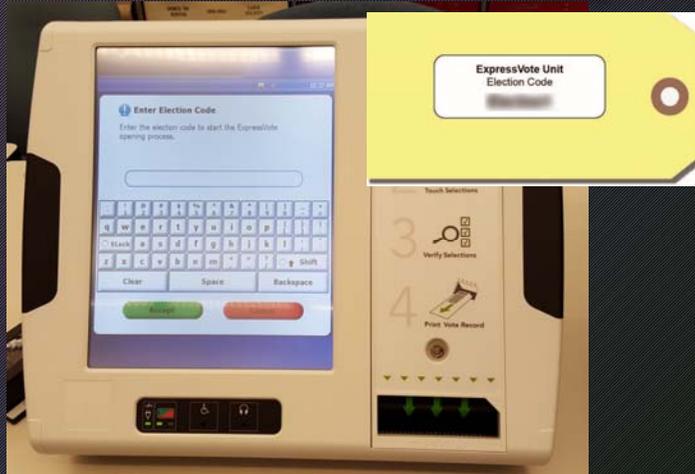
12

Unlock side panel
and turn on power



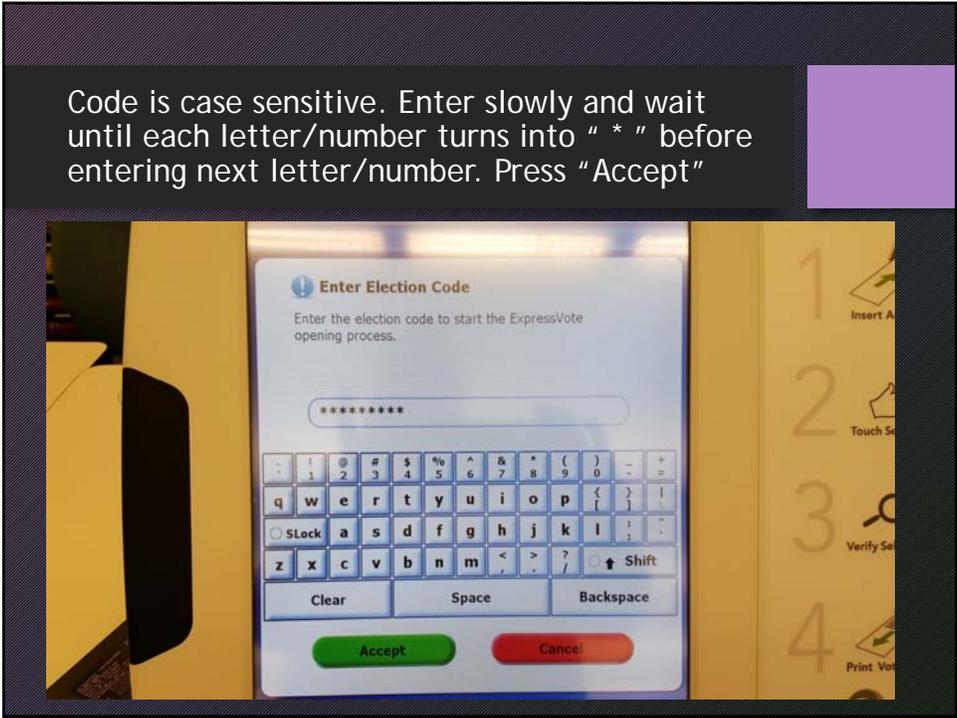
13

Enter election code on back of
password card

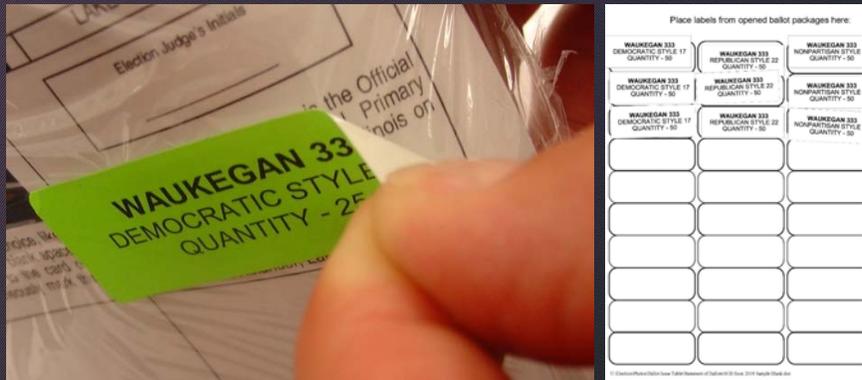


14

Code is case sensitive. Enter slowly and wait until each letter/number turns into " * " before entering next letter/number. Press "Accept"



15



Each time a packet is opened, count ballots.

Place sticker on ballot label form in red binder.

16

Also done for ExpressVote ballot stock



17

Unlock ballot bin lid and screen



18

Record and confirm voter totals on Daily Applications Envelope



Daily Applications
Ela Township Office

Date: _____

Number of Voters

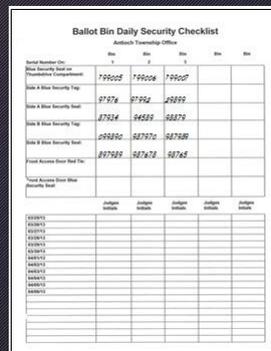
	End of Day	Next Morning
Tabulator 5		
Tabulator 6		
Total:		
ePollbook Total:		

Judges Initials: _____

Note: The sum of tabulator totals should match the total on the ePollbook. If there is a discrepancy, please call the early voting hotline at (847) 377-2456.

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Complete the Ballot Bin Daily Security Checklist



Ballot Bin Daily Security Checklist
Ela Township Office

	Yes	No	N/A	Yes	No	N/A
Ballot Security Seal on Checkbook/Checkbook	799000	799004	799007			
Ballot & Ballot Security Tag	87878	87892	87899			
Ballot & Ballot Security Seal	87824	84588	88878			
Ballot & Ballot Security Tag	85888	88782	88788			
Ballot & Ballot Security Seal	88788	88782	88784			
Printed Access Seal Read the Privacy Seal						

	Judge's Name	Judge's Initials	Judge's Name	Judge's Initials	Judge's Name	Judge's Initials
1000000						
1000001						
1000002						
1000003						
1000004						
1000005						
1000006						
1000007						
1000008						
1000009						
1000010						
1000011						
1000012						
1000013						
1000014						
1000015						
1000016						
1000017						
1000018						
1000019						
1000020						

20

We have found it helpful...

- If possible, one judge should serve as a quasi Ballot Box judge
 - Rotate roles through the day
 - Help with print-on-demand ExpressVote questions
 - Direct traffic to voting booths
 - Collect privacy sleeves and pens
 - Dispense stickers

21

You are working as a TEAM



At some sites, judges do both check-in and ballot issue tasks for a voter

Still verifying signature and ballot with fellow judge



Some sites have separate check-in and ballot issue areas



Plan to rotate stations every couple hours



Everyone must be willing to serve in all roles

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Pollwatchers may be present

- Only need to surrender credentials once for each EV site they wish to observe
 - After that they can sign in and out
- If present, announce voter's name and address (party, if a primary)
- Can observe, request clarification of procedures, and challenge voters
- Cannot touch materials, assist voters, or be a part of decision on challenge

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Processing a Routine Voter: In preferred voting site

Voter will receive a pre-printed ballot

24

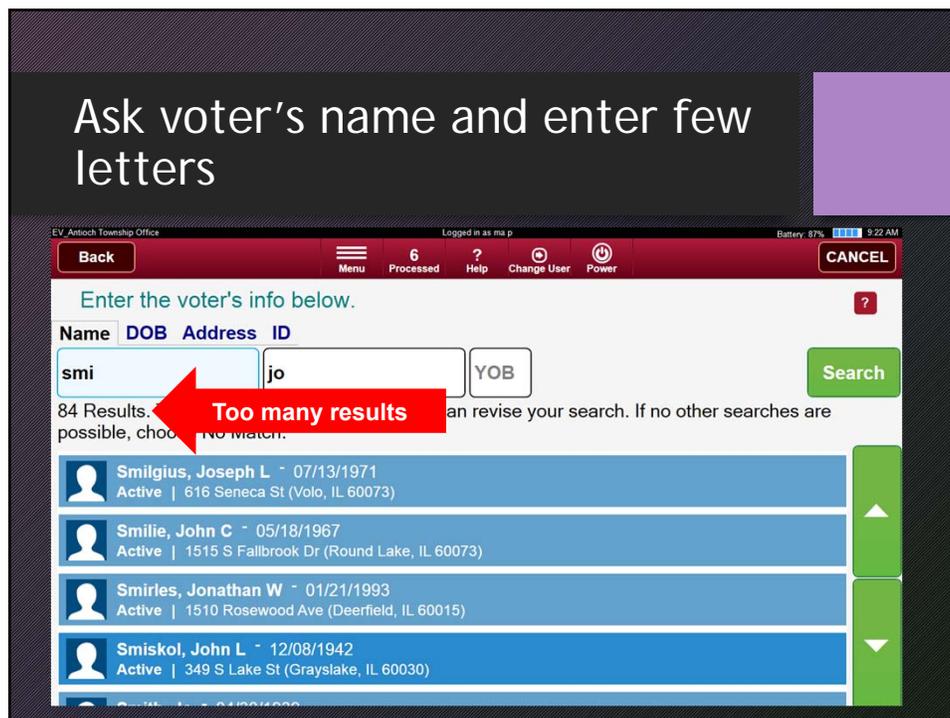
What is a preferred early voting site?

- Serves voters generally within voter's home township borders
 - Example: Maria lives in Mundelein and votes at Fremont Township Office in Mundelein
 - She will receive pre-printed paper ballot



25

Ask voter's name and enter few letters



EV, Antioch Township Office Logged in as ma p Battery: 87% 9:22 AM

Back Menu 6 Processed Help Change User Power CANCEL

Enter the voter's info below. ?

Name DOB Address ID

smi jo YOB Search

84 Results. Too many results. You can revise your search. If no other searches are possible, choose NO match.

	Smilgius, Joseph L	07/13/1971	Active 616 Seneca St (Volo, IL 60073)
	Smilie, John C	05/18/1967	Active 1515 S Fallbrook Dr (Round Lake, IL 60073)
	Smirles, Jonathan W	01/21/1993	Active 1510 Rosewood Ave (Deerfield, IL 60015)
	Smiskol, John L	12/08/1942	Active 349 S Lake St (Grayslake, IL 60030)

26

Application prints

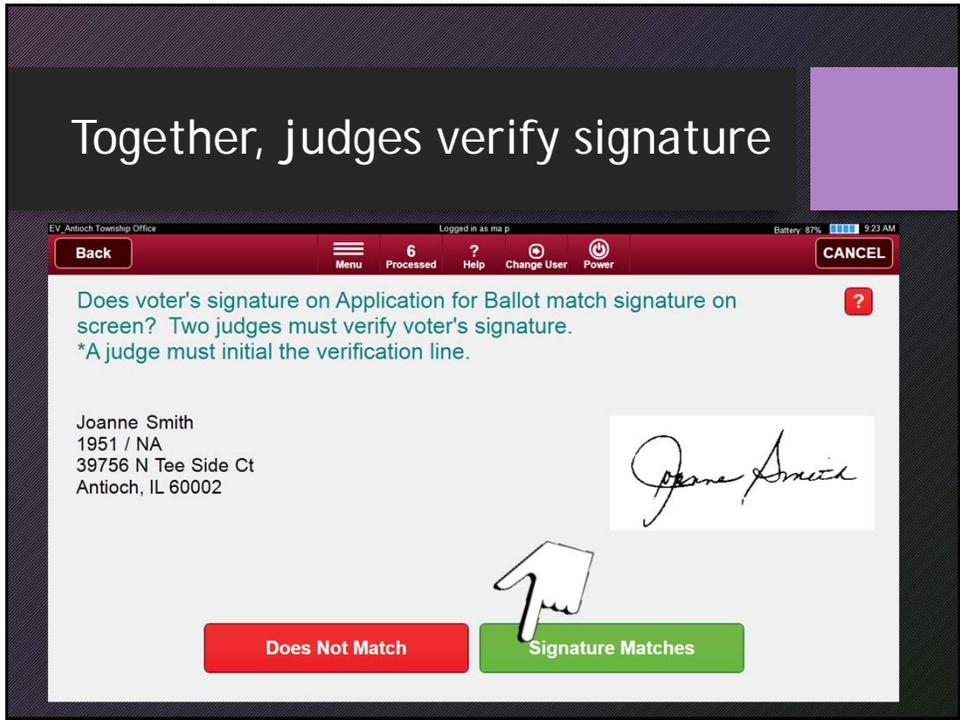


27

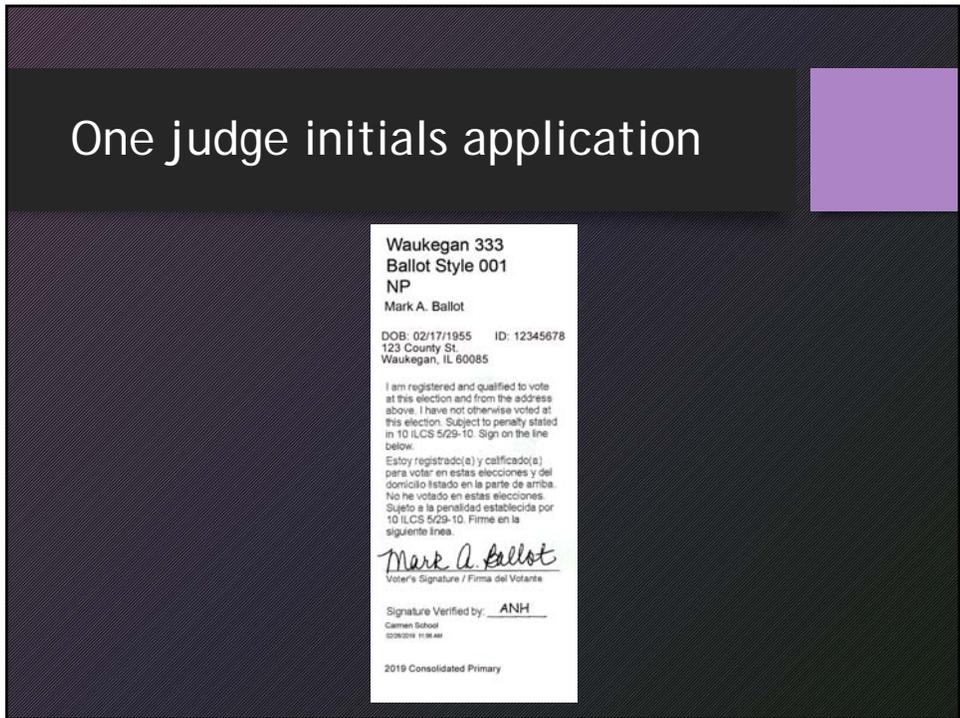
Voter verifies and signs



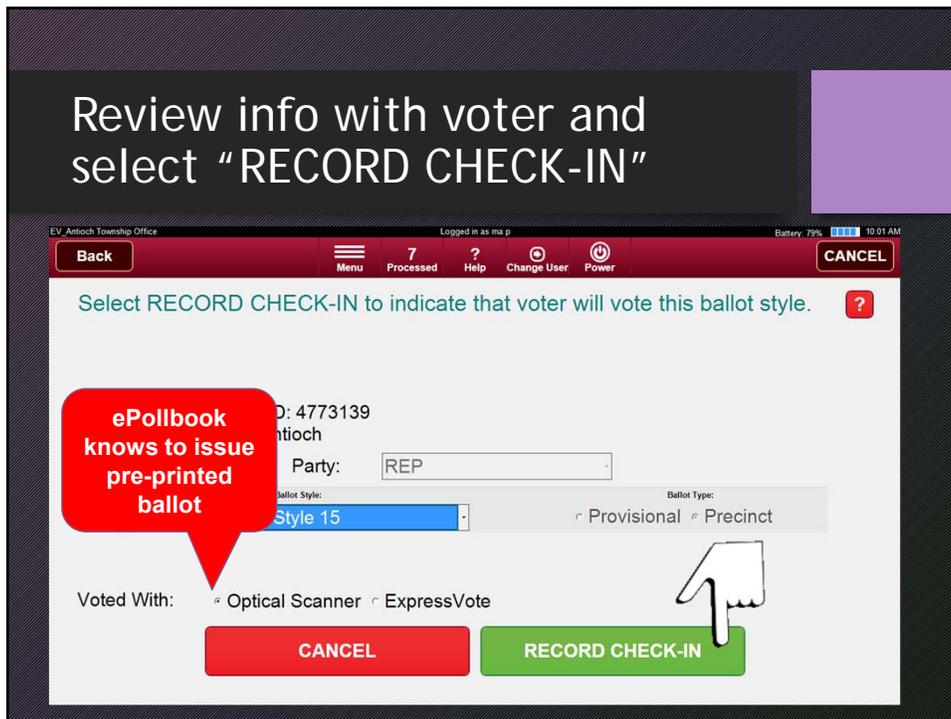
28



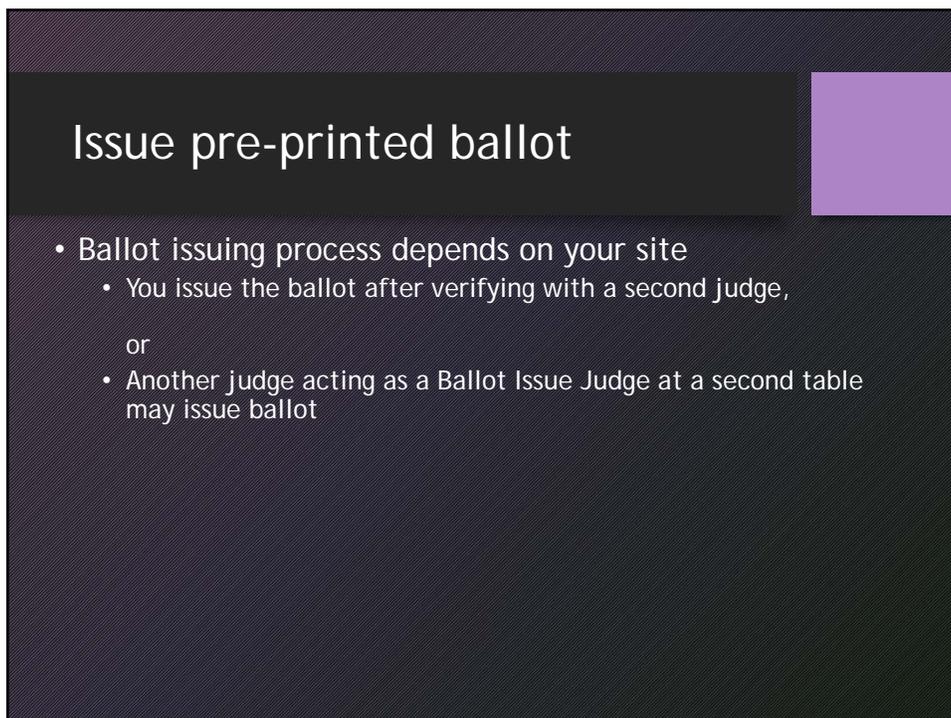
29



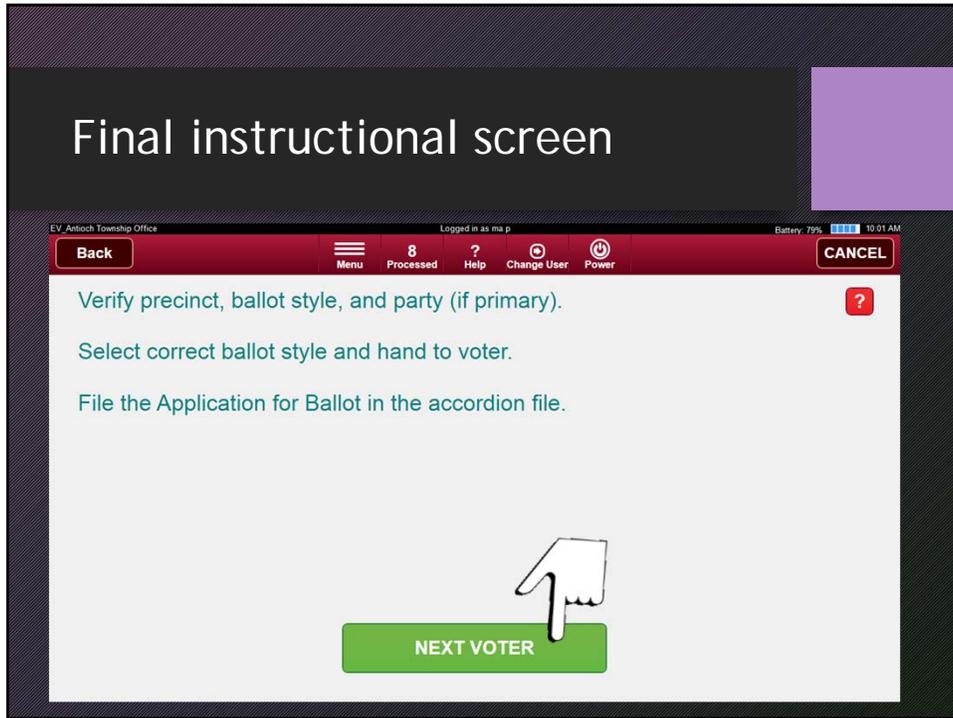
30



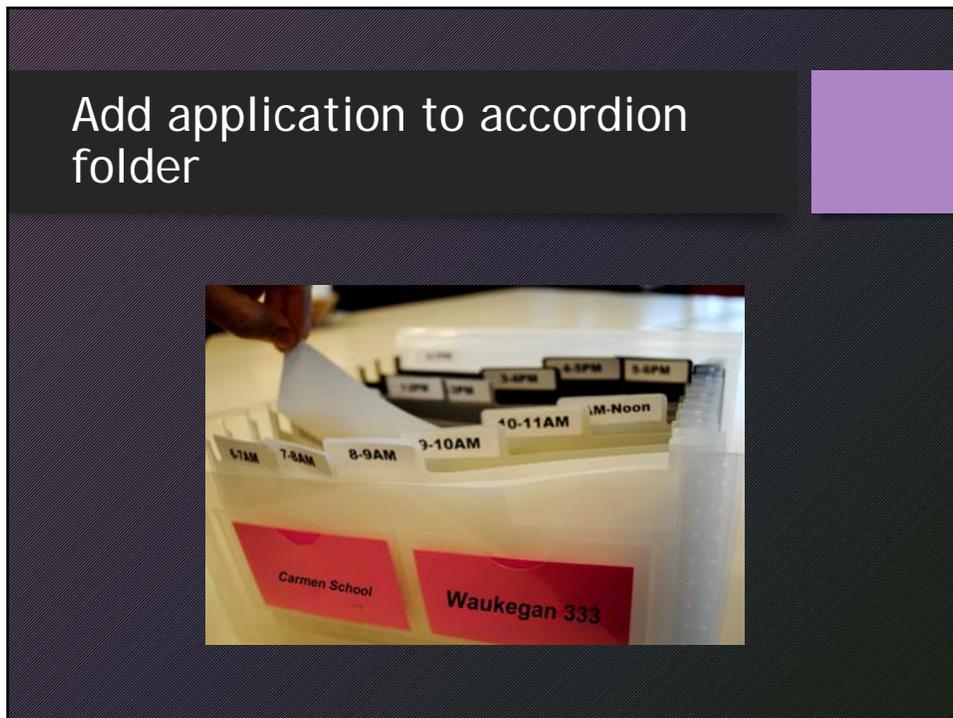
31



32



33



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Processing a Routine Voter: Outside the preferred area

Voter will receive a print-on-demand ballot

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Voting outside the preferred area?

- Beyond voter's home township borders
 - Example: Robert lives in Mundelein and votes at Antioch Township Office in Lake Villa
 - He will vote a print-on-demand ballot on the ExpressVote unit



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Ask voter's name and find on ePollbook

EV_Antioch Township Office | Logged in as ma p | Battery: 87% | 9:24 AM

Back | Menu | 7 Processed | ? Help | Change User | Power | CANCEL

Enter the voter's info below. ?

Name | **DOB** | Address | ID

ver | br | YOB | Search

9 Results. Tap voter below. If not found, you can revise your search. If no other searches are possible, choose No Match.

- Verbeke, Brian Richard - 04/20/1963
Active | 200 Wimbledon Ct (Lake Bluff, IL 60044)
- Verberena, Brunilda - 11/12/1970
Inactive | 111 Beachview Dr (Round Lake Beach, IL 60073)
- Vergara, Brandon Anthony - 09/22/1991
Active | 7798 Nursery Dr (Gurnee, IL 60031)
- Verhalen, Brandon J - 01/21/1979
Active | 411 E Lake Shore Dr (Round Lake Park, IL 60073)

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Process as a routine voter ensuring that two judges verify signature match

EV_Antioch Township Office | Logged in as ma p | Battery: 87% | 9:24 AM

Back | Menu | 7 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.

Brandon J Verhalen
1979 / NA
411 E Lake Shore Dr
Round Lake Park, IL 60073

Signature strip: I am a citizen of the United States, that on the date of the next election shall have 18 days and that I intend that this location shall be my permanent residence, that I am fully
Signature: Brandon J Verhalen
Date: 9/22/2009

Does Not Match | Signature Matches

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ePollbook programmed to know what kind of ballot

The screenshot shows the ePollbook interface for a voter named Brandon J Verhalen. The interface includes a top navigation bar with options like 'Back', 'Menu', 'Processed', 'Help', 'Change User', and 'Power'. The main content area displays the voter's name, address, and date of birth. A dropdown menu for 'Ballot Style' is open, showing 'Avon 32' selected. A red callout box with white text says 'ePollbook knows to issue print-on-demand ballot'. Below the dropdown, there are radio buttons for 'Provisional' and 'Precinct'. At the bottom, there are radio buttons for 'Optical Scanner' and 'ExpressVote', and two large buttons: 'CANCEL' (red) and 'RECORD CHECK-IN' (green).

39

Review info with voter then select "RECORD CHECK-IN"

The screenshot shows the ePollbook interface for a voter named Brandon J Verhalen. The interface includes a top navigation bar with options like 'Back', 'Menu', 'Processed', 'Help', 'Change User', and 'Power'. The main content area displays the voter's name, address, date of birth, and party affiliation. A dropdown menu for 'Ballot Style' is open, showing 'Avon 32 Ballot Style 39' selected. Below the dropdown, there are radio buttons for 'Provisional' and 'Precinct'. At the bottom, there are radio buttons for 'Optical Scanner' and 'ExpressVote', and two large buttons: 'CANCEL' (red) and 'RECORD CHECK-IN' (green). A hand icon is pointing to the 'RECORD CHECK-IN' button.

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One judge 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 5/29-10. 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 línea.

Mark A. Ballot

Voter's Signature / Firma del Votante

Signature Verified by: ANH
Carmen School
02/20/20 11:24 AM

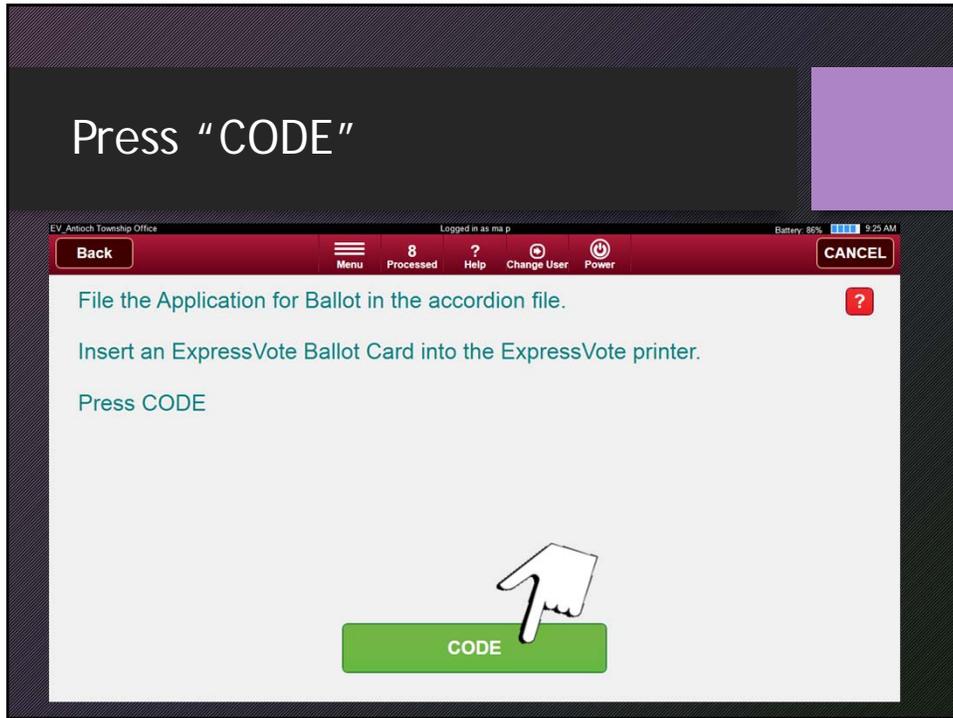
2019 Consolidated Primary

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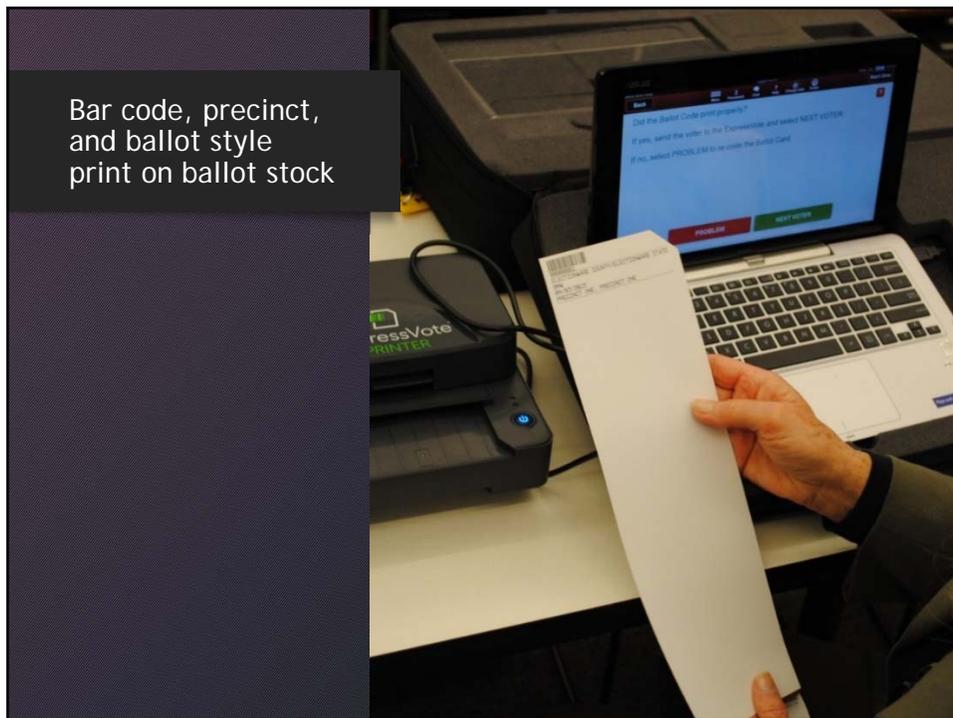
Place ballot stock in ExpressVote printer



42



43



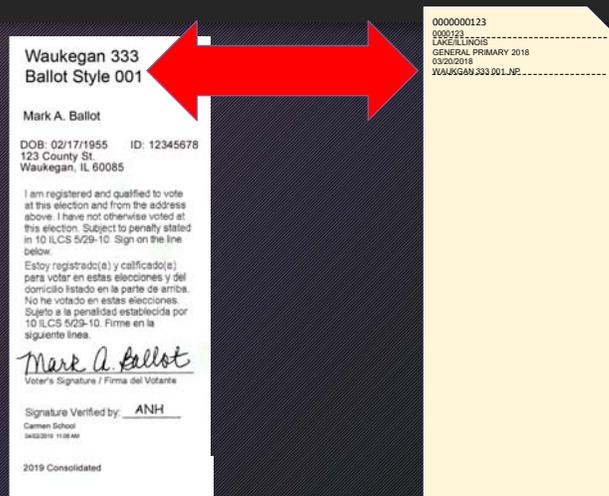
44

Add your initials



45

Precinct and ballot style numbers must match



46

Variations you might see...

000000123
-----0000123-----
LAKE/ILLINOIS
GENERAL PRIMARY 2018
-----03/20/2018-----
ELA 100 123, DEM ELA 100 123

Township Precinct Ballot Style Party Township Precinct Ballot Style

This diagram shows a ballot slip with a yellow background and a purple tab on the right. The slip contains the following text: '000000123', a dashed line with '0000123' below it, 'LAKE/ILLINOIS', 'GENERAL PRIMARY 2018', another dashed line with '03/20/2018' below it, and 'ELA 100 123, DEM ELA 100 123'. Red arrows point from a white box below to the 'ELA 100 123' and 'DEM' parts of the slip. The white box contains the labels: 'Township Precinct Ballot Style Party Township Precinct Ballot Style'.

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Or you might see...

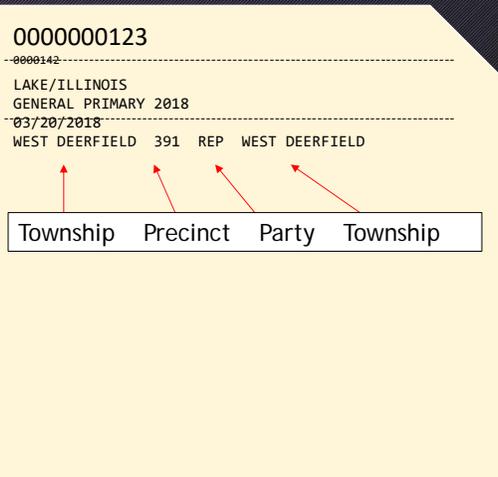
000000123
-----0000142-----
LAKE/ILLINOIS
GENERAL PRIMARY 2018
-----03/20/2018-----
WEST DEERFIELD 396 593 REP WEST DEERF

Township Precinct Ballot Style Party Township (truncated)

This diagram shows a ballot slip with a yellow background and a purple tab on the right. The slip contains the following text: '000000123', a dashed line with '0000142' below it, 'LAKE/ILLINOIS', 'GENERAL PRIMARY 2018', another dashed line with '03/20/2018' below it, and 'WEST DEERFIELD 396 593 REP WEST DEERF'. Red arrows point from a white box below to the 'WEST DEERFIELD', '396', '593', 'REP', and 'WEST DEERF' parts of the slip. The white box contains the labels: 'Township Precinct Ballot Style Party Township (truncated)'.

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No ballot style? Only style in precinct

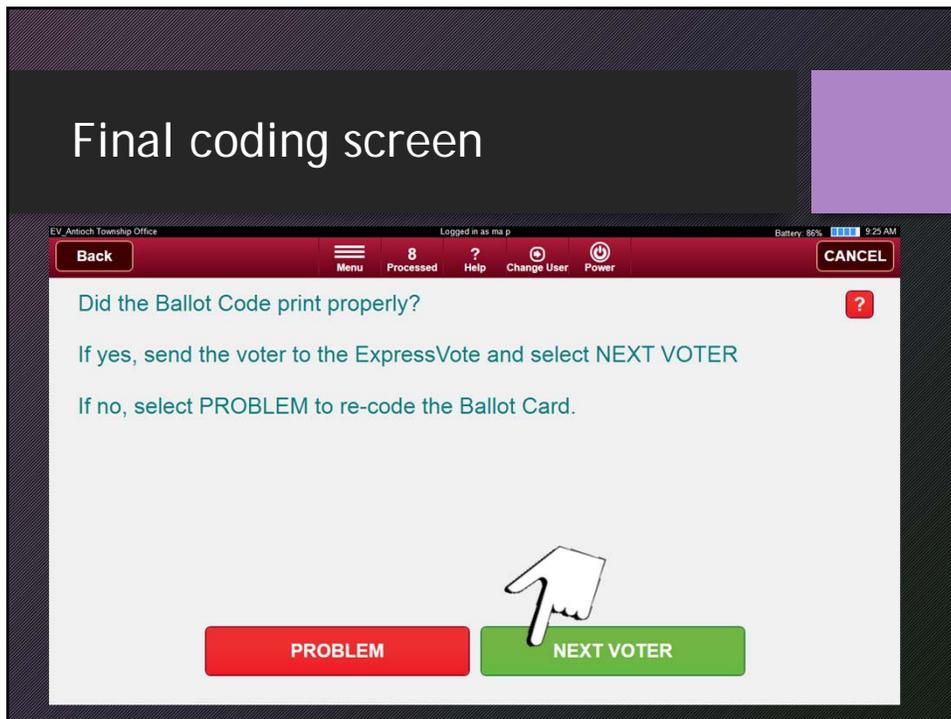


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Place application in
accordion folder



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Voter uses touch-screen to make choices, then prints ballot

- Direct voter with ballot to ExpressVote unit
- Voter is not going to ballot issuing area as unit will print votes on ballot stock
- May have to give voter some general operation instructions

ExpressVote

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Note the special tray for casting ExpressVote ballots



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Trouble coding
the ballot stock?

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If there is a problem coding the ballot stock - STOP

- ExpressVote software may not be running or may have stopped
- Do not send voter to another unit
- Voter's information is still in the print queue
- Next voter processed will get the previous voter's ballot information

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Select "PROBLEM"

Did the Ballot Code print properly?

If yes, send the voter to the ExpressVote and select NEXT VOTER

If no, select PROBLEM to re-code the Ballot Card.

PROBLEM NEXT VOTER

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Re-insert ballot stock in printer and select "CODE"

EV_Antioch Township Office Logged in as ma p Battery: 95% 12:40 PM

Back Menu 20 Processed Chat ? Help Change User Power **CANCEL**

Strike a line through the barcode of the miscoded ballot card.

Place in Miscoded Ballot Card Envelope.

Insert a new Ballot Card into the ExpressVote printer. Select CODE

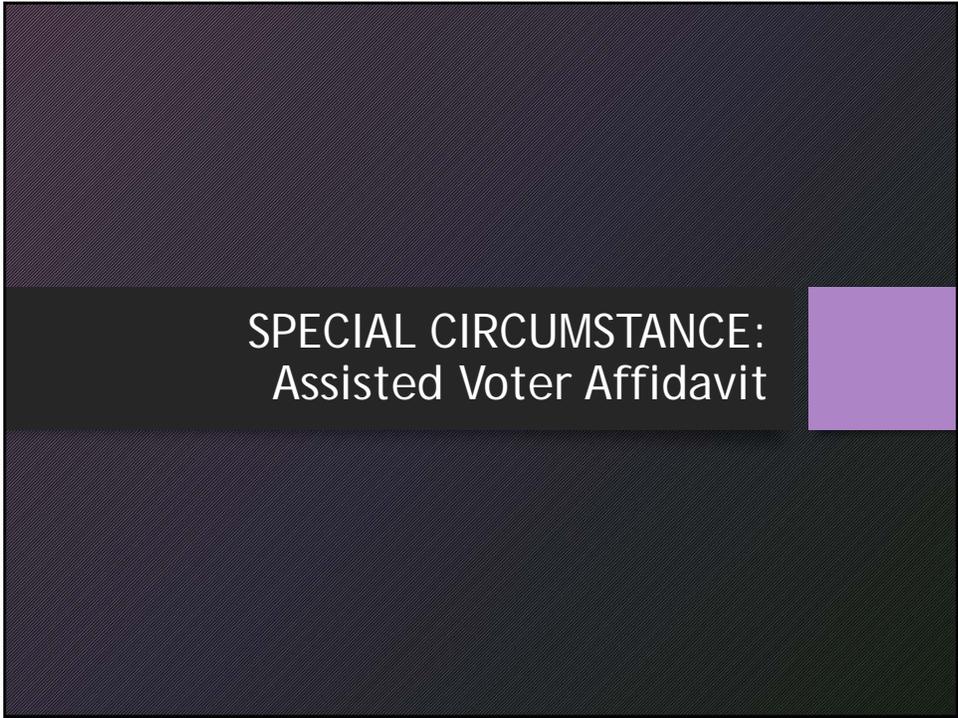
CODE

57

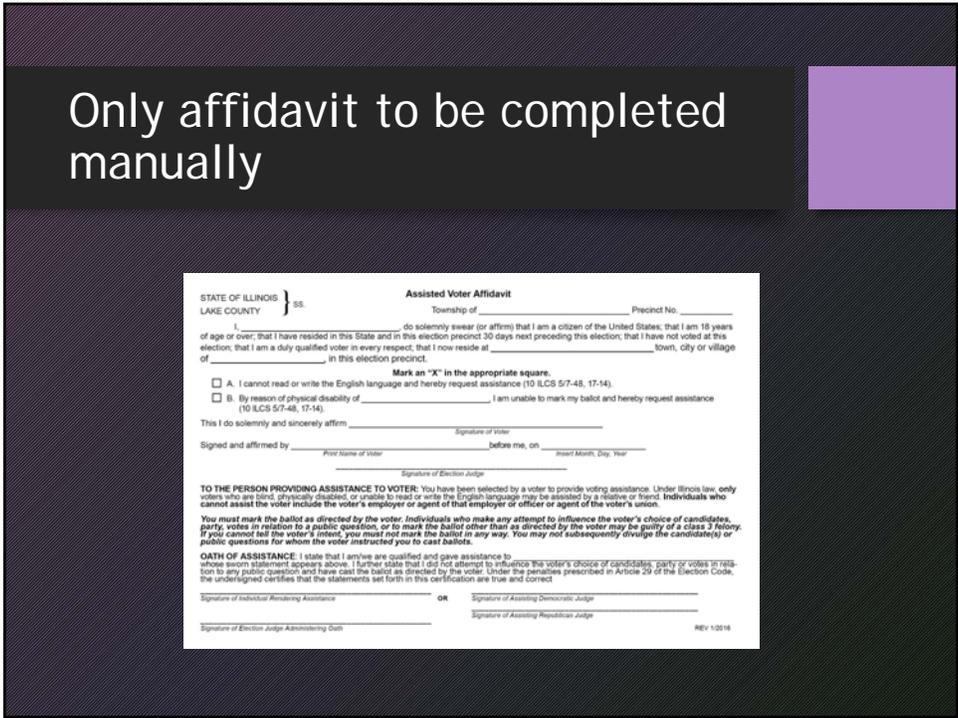
SPECIAL CIRCUMSTANCES

- Assisted Voter Affidavit
- Grace Period Registration
- Provisional voter
- Inactive voter
- Spoiled ballot

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59



60

Offer ExpressVote as alternative

- No need to complete paper affidavit
- Protects voter's privacy



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SPECIAL CIRCUMSTANCE: Grace Period Registration

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Grace Period Registration

- First-time registration
- Name or address update to current record
- Voter can be processed at any early voting location
- Must vote at the time of registration
- Applicant must meet all voter registration requirements
- Present two forms of valid identification

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Considerations

- For a busy early voting site, set up a designated voter registration station
 - Allows faster processing of routine voters

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Because voters can vote and register at any early voting site, every search defaults to "Entire Jurisdiction"

65

Requires two forms of valid identification

- One must show current Lake County physical street address
 - Not business address or PO box
- A list of acceptable documents can be found
 - Under the icon in the ePollbook's upper right corner 
 - On Grace Registration Form
- Insufficient identification?
 - Process as a provisional voter

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OUR REGISTRATION FORM IS MANDATORY

- It is a self-certifying form that is completed and signed by the voter
- Voter is signing the attestation that they are qualified to register and vote
- Use information on form to enter into the ePollbooks, not voter's ID

67

DO NOT accept other forms voters may bring in

- May not have
- All the information we need
- Affidavit/attestation at the bottom specifically designed for grace registration

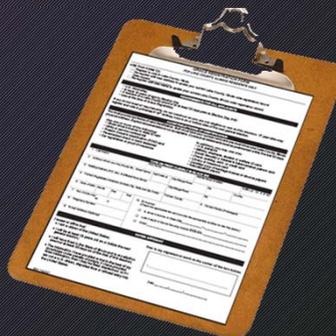
68

Grace Period Registration: New Registration

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Give clipboard and form to voter

- Instruct voter to:
- Complete the form
- Read the oath and sign the form
- Return form to judge when finished
- Present two forms of valid identification



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Voter selects type of registration

GRACE REGISTRATION FORM
FOR LAKE COUNTY, ILLINOIS RESIDENTS ONLY

USE THIS FORM TO:

- Register to vote in Lake County, Illinois.
- Re-register with new address to update your current Lake County, Illinois voter registration record.

Date moved: _____

- Re-register with new name to update your current Lake County, Illinois voter registration record.

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Voter completes #1 through #10

TYPE OR PRINT CLEARLY IN BLACK INK

1. Last Name Hill		First Name Sam		Middle Name or Initial	Suffix (Jr., Sr., # III, IV)
2. Address where you live (House No., Street Name) 29 Van Dyke Dr		Apt./Unit/Lot	City/Village/Town Antioch	Zip	County Lake
3. Mailing Address (P.O. Box, if different from above)		City/Village/Town		Zip	
4. Former Registration Address (include City, State and Zip Code)			Former County	5. Former Name (if changed)	
6. Date of Birth (Month Day Year) 7 7 58		10. ID Number (Check the applicable box and provide the appropriate number on the line below.)			
7. Sex (Circle one) (M) F		<input checked="" type="checkbox"/> IL driver's license or State ID# H240 - 5813 - 0725			
8. Telephone Number		<input checked="" type="checkbox"/> Last 4 digits of Social Security number XXX-XX- 9025			
9. E-mail Address (Optional)		<input type="checkbox"/> Other: _____			

VOTER AFFIDAVIT

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Voter MUST date and sign form

VOTER AFFIDAVIT

I swear or affirm that:

- I am a citizen of the United States;
- I will be at least 18 years old on or before the next general election;
- I will have lived in the State of Illinois and in my election precinct at least 30 days as of the date of this election;
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, then I may be fined, imprisoned, or if I am not a U.S. citizen, deported from or refused entry into the United States.

This is my signature or mark in the center of the box below.

Sam Hill

Date: 3 / 20 / 18

REV 12/2017

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- Verify form is completed and signed
- You will be entering information from #1 through #10 into ePollbook

GRACE REGISTRATION FORM
FOR LAKE COUNTY, ILLINOIS RESIDENTS ONLY

USE THIS FORM TO:

- Register to vote in Lake County, Illinois.
- Re-register with new address to update your current Lake County, Illinois voter registration record.
- Re-register with new name to update your current Lake County, Illinois voter registration record.

REQUIREMENTS FOR ALL APPLICANTS

- U.S. citizenship.
- At least 18 years of age by Election Day.
- A resident of a Lake County precinct for at least 30 days prior to Election Day, AND
- Vote at the time of Grace Registration.

If you do not meet all requirements, do not continue as you are not eligible to vote at this election. 17 year-olds may register and vote in primaries if 18th birthday occurs on or before date of the next general election.

ACCEPTABLE FORMS OF IDENTIFICATION

You must provide two forms of valid identification. Both must have your current name and one must show your Lake County, Illinois physical address. Expired documentation is not acceptable. Contractual statements must be postmarked within the last 30 days.

Use one or more of the following:

- Illinois driver's license or state ID card
- Utility or service contract bill
- Firearm Owner's Identification (FOID) card
- Personalized check or bank statement
- Car registration or proof of insurance

In addition, you may use one:

- U.S. passport
- Military employee, student or welfare ID card
- Social Security or Veteran's Administration patient card
- Check cashing, debit, or credit card
- Library or insurance card
- Certified copy of marriage license or divorce papers
- Naturalization papers

TYPE OR PRINT CLEARLY IN BLACK INK

1. Last Name Hill	First Name Sam	Middle Name or Initial	Suffix (Jr., Sr., 3rd, etc.)
2. Address (Enter one line; House No., Street Name, Apt./Condo/Unit) 29 Van Dyke Dr	City/Village/Town Antioch	Zip 60109	County Lake
3. Mailing Address (P.O. Box, if different from above)		City/Village/Town	Zip
4. Former Registration Address (Include City, State and Zip Code)		Former County	5. Former Name (if changed)
6. Date of Birth (Month/Day/Year) 7/7/58	10. ID Number (Check the applicable box and provide the appropriate number on the line below.) <input checked="" type="checkbox"/> Driver's license or State ID H240 - 5813 - 0725 <input checked="" type="checkbox"/> Last 4 digits of Social Security number XXX-XX- 9025 <input type="checkbox"/> Other		
7. Sex (Circle one) M	8. Telephone Number		
9. E-mail Address (Optional)			

VOTER AFFIDAVIT

I swear or affirm that:

- I am a citizen of the United States;
- I will be at least 18 years old on or before the next general election;
- I will have lived in the State of Illinois and in my election precinct at least 30 days as of the date of this election;
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, then I may be fined, imprisoned, or if I am not a U.S. citizen, deported from or refused entry into the United States.

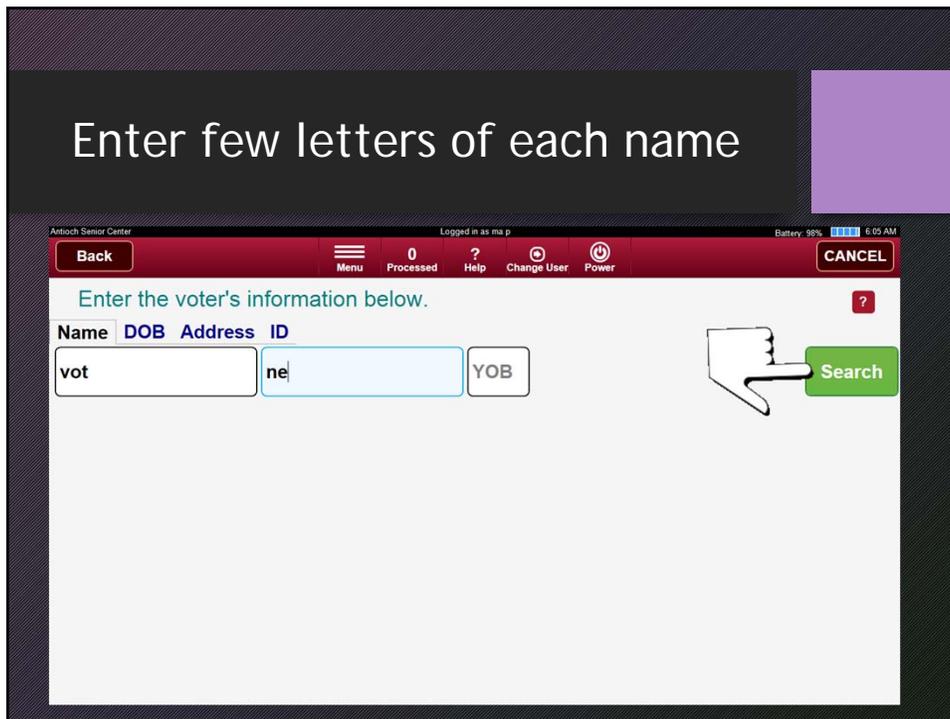
This is my signature or mark in the center of the box below.

Sam Hill

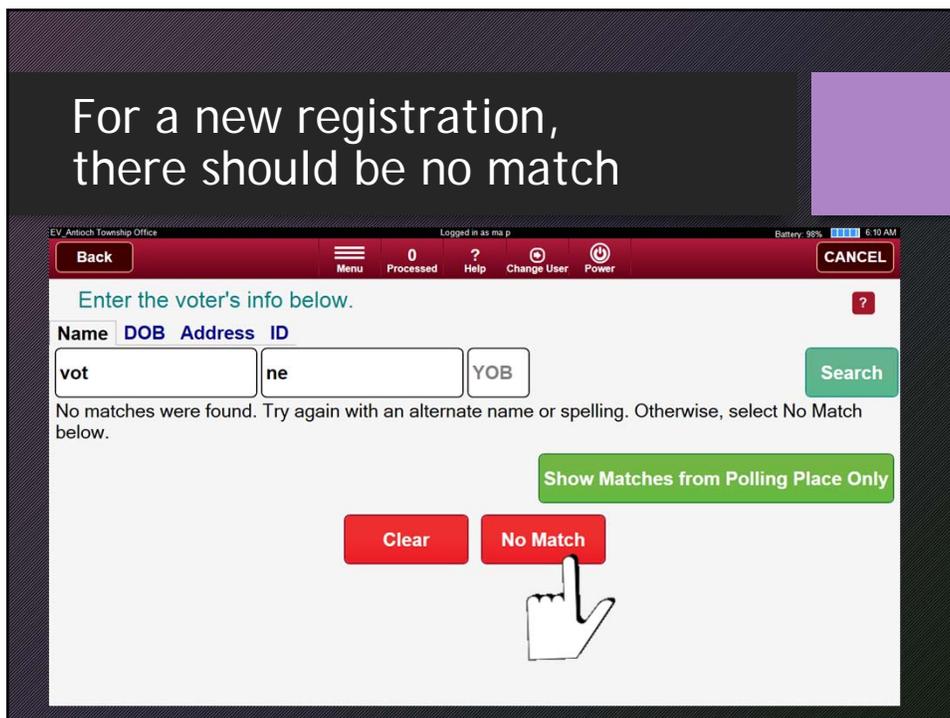
Date: 3 / 20 / 18

REV 12/2017

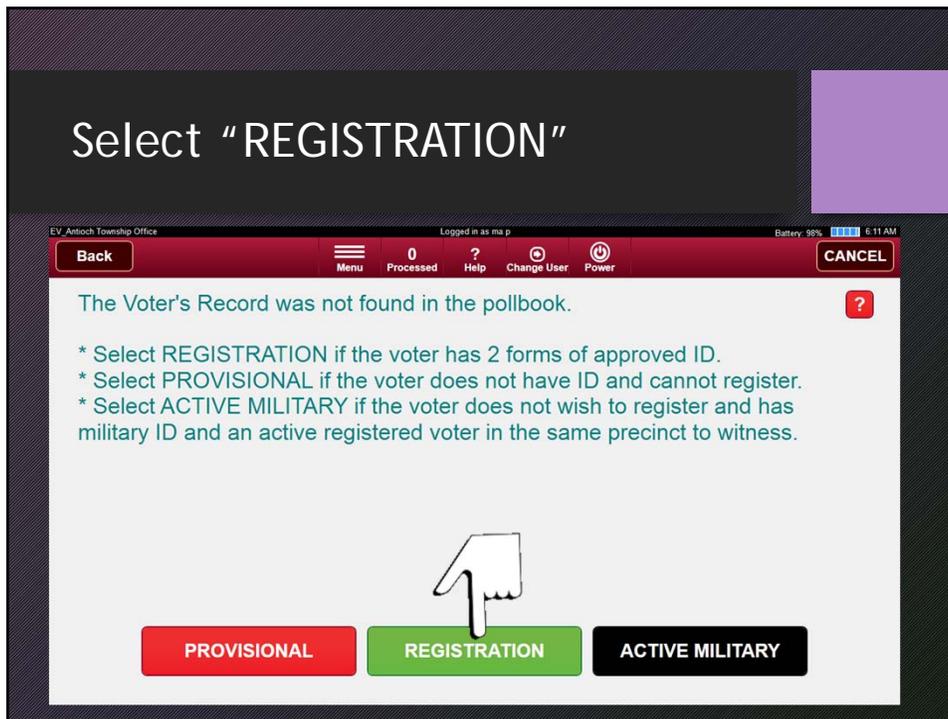
74



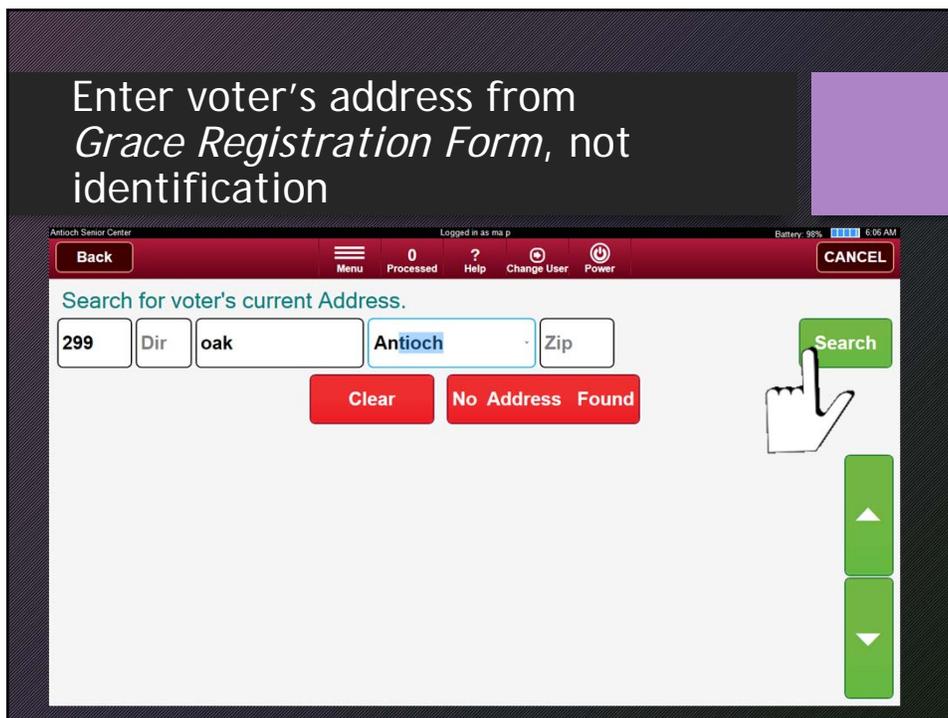
75



76



77



78

Select valid address in blue bar. If none found, call Early Voting Hotline

Antioch Senior Center Logged in as ma p Battery 98% 6:07 AM

Back Menu Processed Help Change User Power CANCEL

Search for voter's current Address.

299 Dir oak Antioch Zip Search

Clear No Address Found

1 Result. Tap address below. If not found, you can try broadening the search by removing some criteria. If no other searches are possible, choose No Address Found.

299 Oakridge Ct
Antioch 60002

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Ask for voter's move date. If less than 30 days, not eligible to register at this address

EV Antioch Township Office Logged in as ma p Battery 99% 6:11 AM

Back Menu Processed Help Change User Power CANCEL

When did the voter move?

1 1 2017

CONTINUE

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- When entering driver's license or state identification and Social Security number:
- Only one is required, both fields must be filled
 - Read screen for instructions
- For driver's license or state identification, do NOT use state abbreviation before or after

81

Make sure names are complete.
Fields outlined in red are required.

Antioch Senior Center Logged in as ma p Battery 99% 6:08 AM

Back Menu Processed Help Change User Power CANCEL

Use the Grace Registration Form to edit the form below. Place 'XXX' in the ID box of the ID the voter did not present.

new	Middle Name	voter	Suffix	M
6	6	1991		
299 Oakridge Ct				Apartment
Antioch	60002			
1324	v 2384950495			

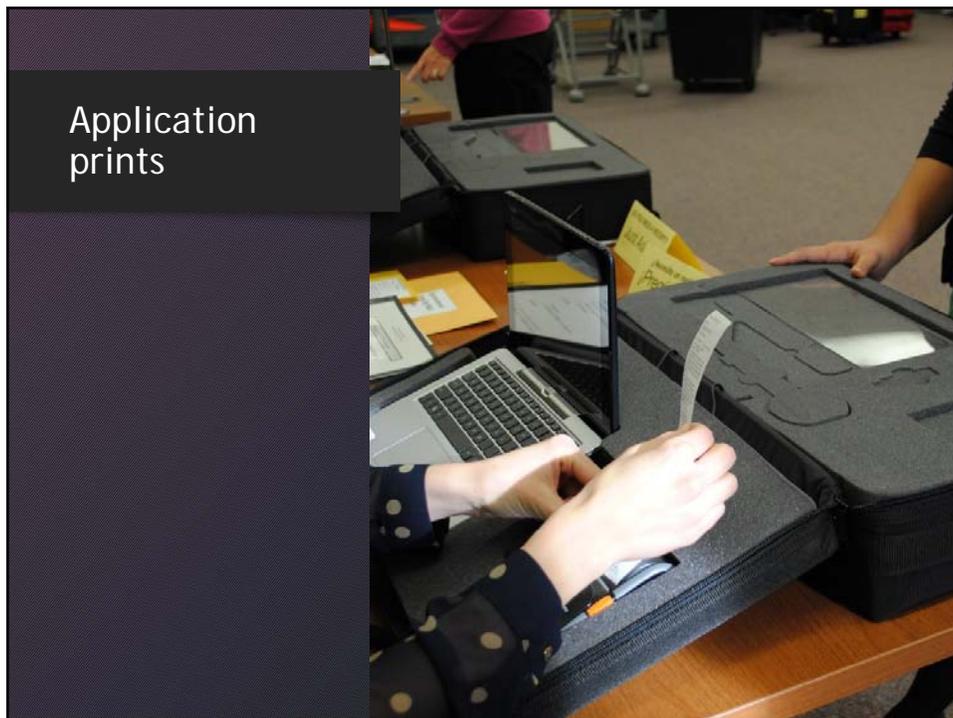
CANCEL CONTINUE

A hand icon points to the Social Security number field.

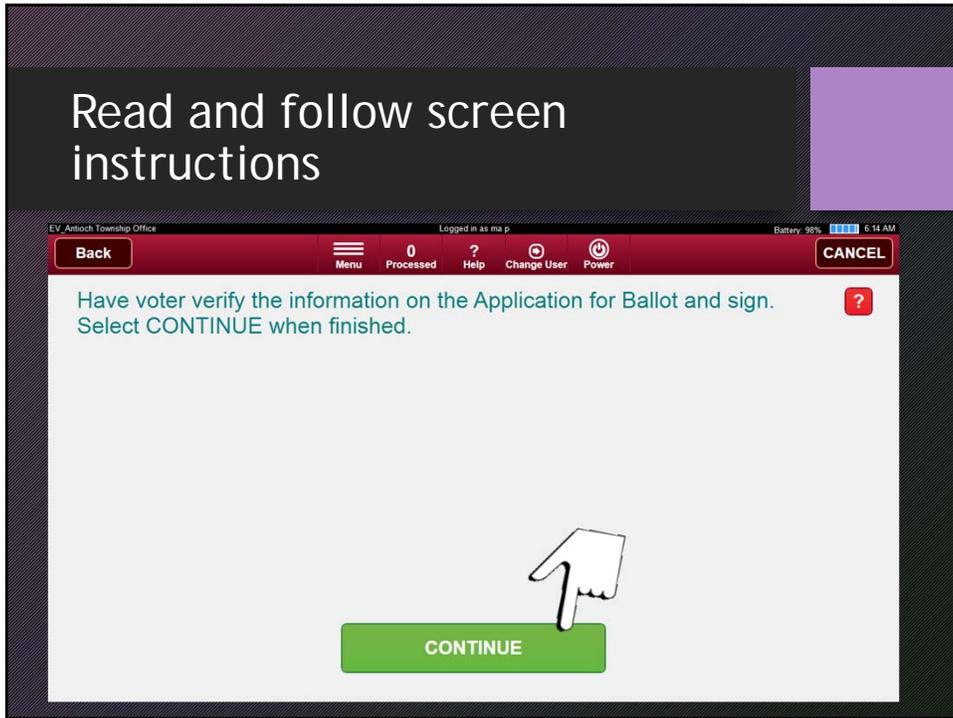
82



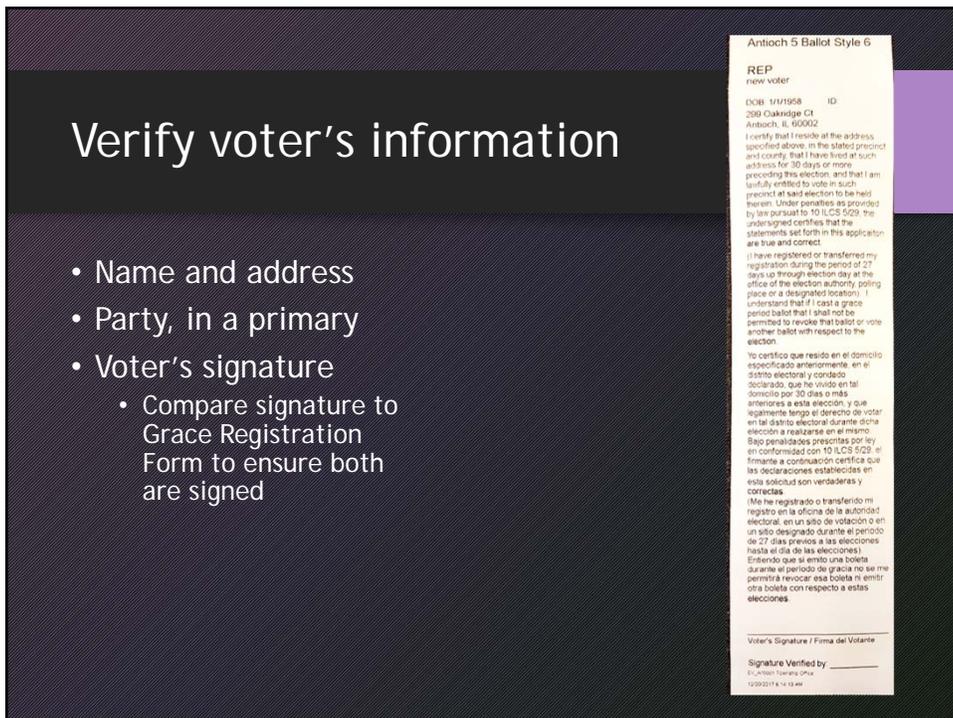
83



84



85



86

Pre-printed or print-on-demand ballot?

Antioch Senior Center Logged in as ma p Battery: 98% 6:10 AM

Back Menu Processed Help Change User Power CANCEL

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

new voter, 1991
299 Oakridge Ct
DOB: 06/06/1991 Party: REP

Ballot Style: Antioch ePollbook will tell you Ballot Type: Provisional Precinct

Voted With: Optical Scanner ExpressVote

CANCEL RECORD CHECK-IN

87

Remember, to select "RECORD CHECK-IN"

Antioch Senior Center Logged in as ma p Battery: 98% 6:10 AM

Back Menu Processed Help Change User Power CANCEL

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

new voter, 1991
299 Oakridge Ct
DOB: 06/06/1991 Party: REP

Ballot Style: Antioch 5 Ballot Style 6 Ballot Type: Provisional Precinct

Voted With: Optical Scanner ExpressVote

CANCEL RECORD CHECK-IN

88

Follow instructions on screen

Make sure the Grace Registration Form is completed and signed by the voter

Place completed form in the Grace Registration Form Binder

new voter
Antioch 5 Ballot Style 6

NEXT VOTER

89

Completed *Grace Registration Form*

- Place in the Completed *Grace Registration Forms* Binder
- It is CRITICAL we get the completed forms
- This is our only record of the voter's registration

Completed Grace Registration Forms

90

Grace Period Registration: Address Change

91

Date voter moved

Current Address

Old Address

GRACE REGISTRATION FORM
FOR LAKE COUNTY, ILLINOIS RESIDENTS ONLY

USE THIS FORM TO:

- Register to vote in Lake County, Illinois.
- Re-register with new address to update your current Lake County, Illinois voter registration record.
Date moved: 2/1/20
- Re-register with new name to update your current Lake County, Illinois voter registration record.

REQUIREMENTS FOR ALL APPLICANTS

- U.S. citizenship.
- At least 18 years of age by Election Day.
- A resident of a Lake County precinct for at least 30 days prior to Election Day AND
- Vote at the time of Grace Registration.

If you do not meet all requirements, do not continue as you are not eligible to vote at this election. 17 year-olds may register and vote in primaries if 18th birthday occurs on or before date of the next general election.

ACCEPTABLE FORMS OF IDENTIFICATION

You must provide two forms of valid identification. Both must have your current name and one must show your Lake County, Illinois physical address. Expired documentation is not acceptable. Contractual statements must be postmarked within the last 30 days.

Use one or more of the following:

- Illinois driver's license or state ID card
- Utility or service contract bill
- Firearm Owner's Identification (FOID) card
- Personalized check or bank statement
- Car registration or proof of insurance

In addition, you may use one:

- U.S. passport
- Military, employee, student or welfare ID card
- Social Security or Veterans Administration patient card
- Check cashing, debit, or credit card
- Library or insurance card
- Certified copy of marriage license or divorce papers
- Naturalization papers

TYPE OR PRINT CLEARLY IN BLACK INK

1. Last Name Volling		First Name Elisabeth		Middle Name or Initial		Suffix (Jr., Sr., III, etc.)	
2. Address (Street and Box) (House No., Street Name) 1276 Queen Ann Lane		City/Town/Village Gurnee		Zip 60031		County Lake	
3. Mailing Address (P.O. Box, if different from above)		City/Town/Village		Zip		County	
4. Former Registration Address (include City, State and Zip Code) 321 Oakhill Court, Antioch				Former County Lake		5. Former Name (if changed)	
6. Date of Birth: Month Day Year 1 11 70		10. ID Number (Check the applicable box and provide the appropriate number on the line below.) <input checked="" type="checkbox"/> Ill. driver's license or State ID: V321 - 1234 - 7654 <input checked="" type="checkbox"/> Last 4 digits of Social Security number XXXX- 8737 <input type="checkbox"/> Other					
7. Sex (Circle one) M							
8. Telephone Number 847-555-1212							
9. E-mail Address (Optional)							

VOTER AFFIDAVIT

I swear or affirm that:

- I am a citizen of the United States.
- I will be at least 18 years old on or before the next general election.
- I will have lived in the State of Illinois and in my election precinct at least 30 days as of the date of this election.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, then I may be fined, imprisoned, or if I am not a U.S. citizen, deported from or refused entry into the United States.

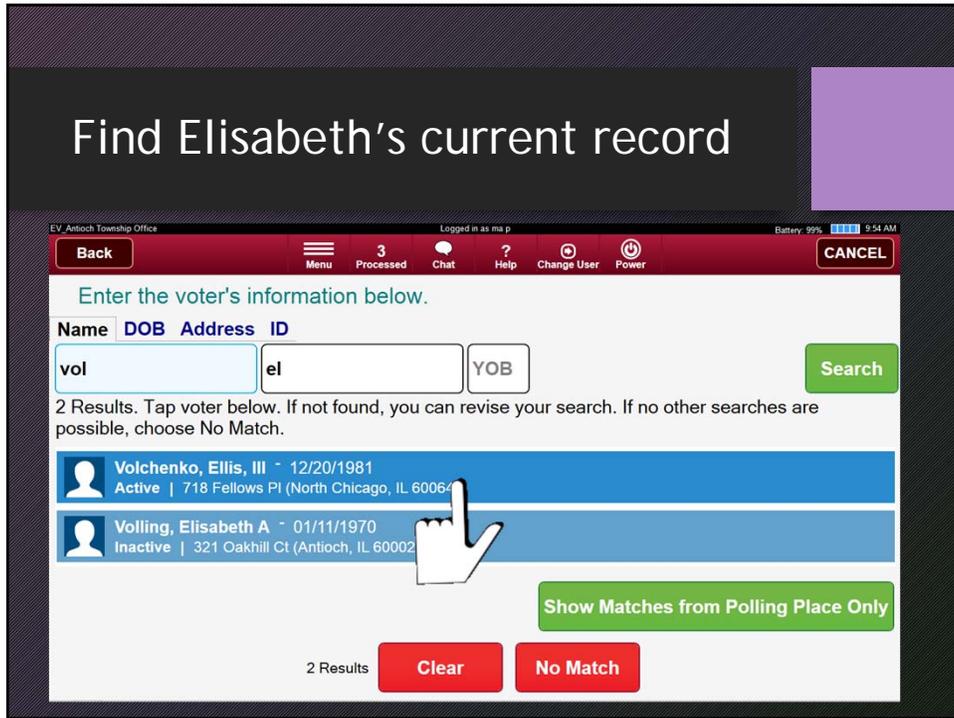
This is my signature or mark in the center of the box below

Elisabeth Volling

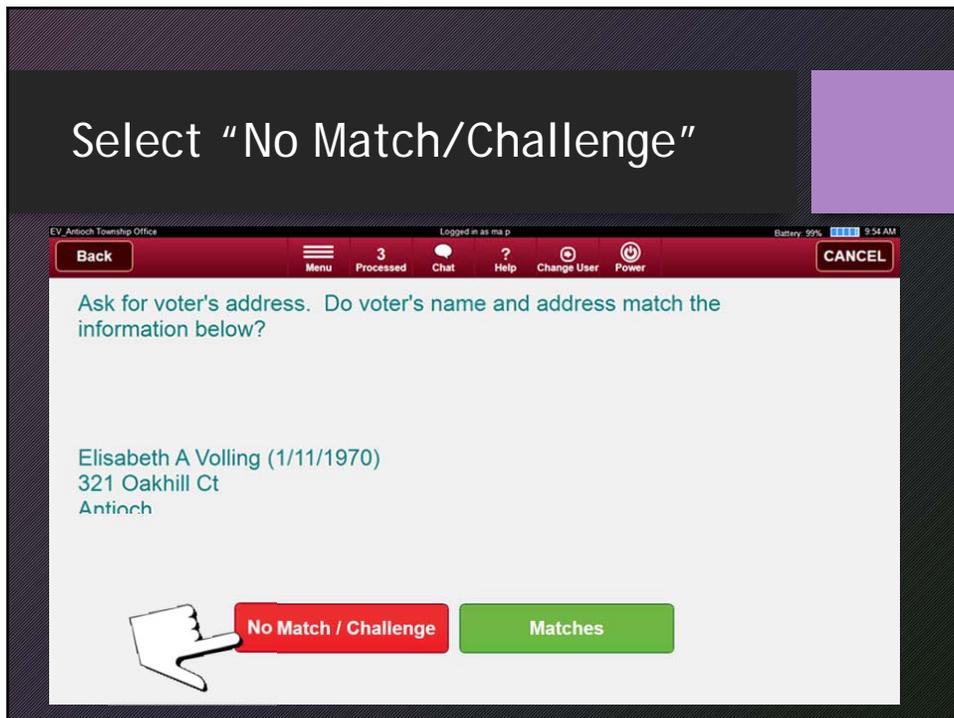
Date: 4, 2, 2019

REV 12/07

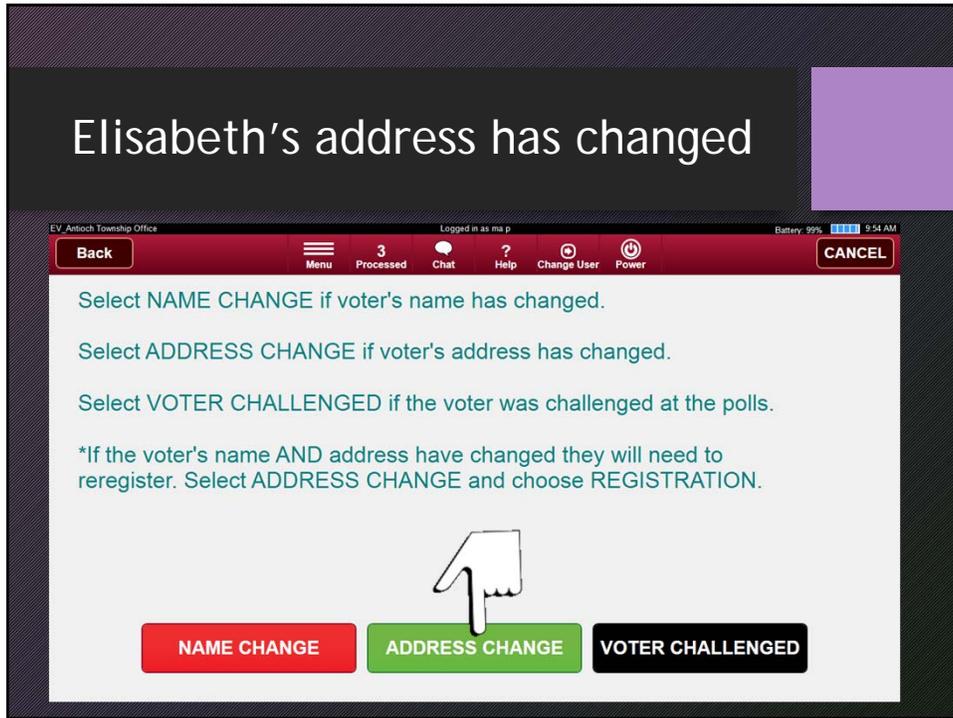
92



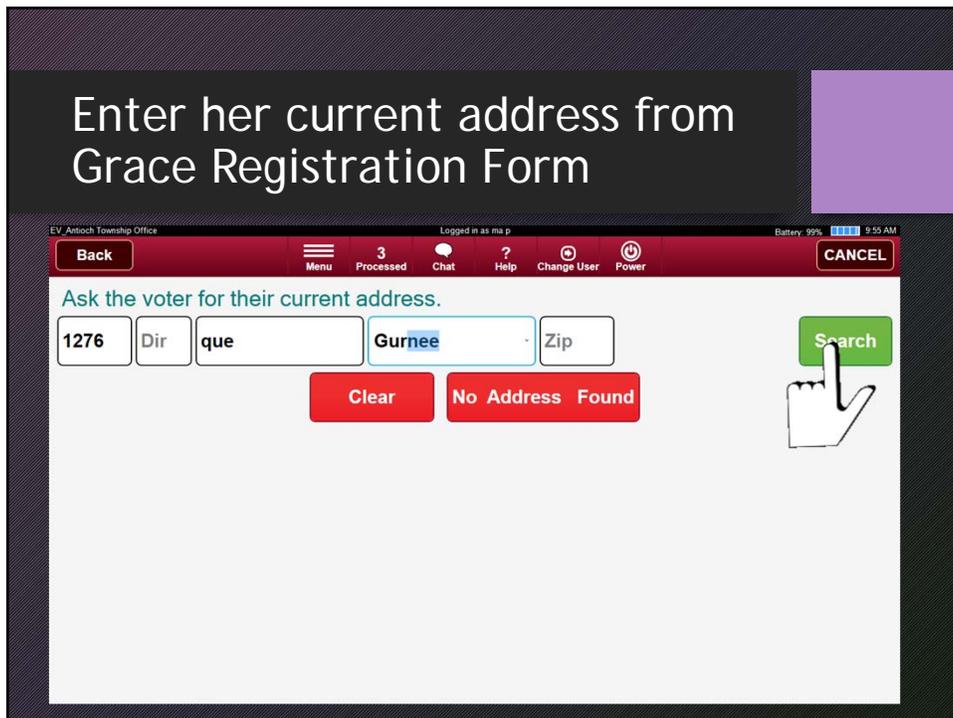
93



94



95



96

Valid Lake County street address

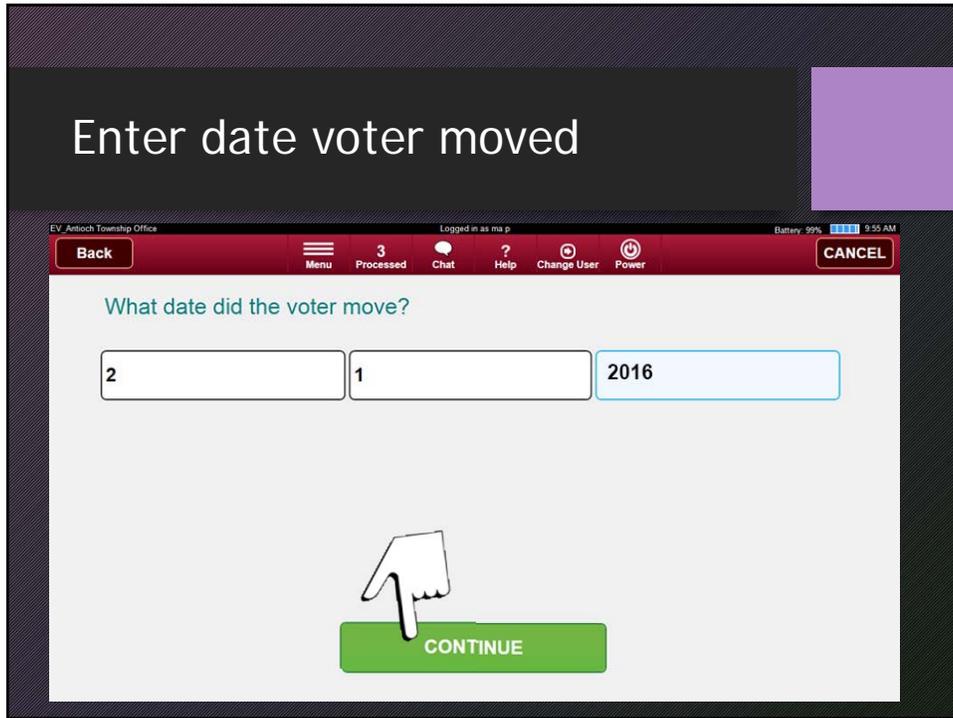
- Lake County Street Master is the U.S. Postal Service's database in ePollbook.
- Must be a residential, physical street address
- Business address or P.O. box not valid for registration
- If no address found; call Lake County Clerk's office

97

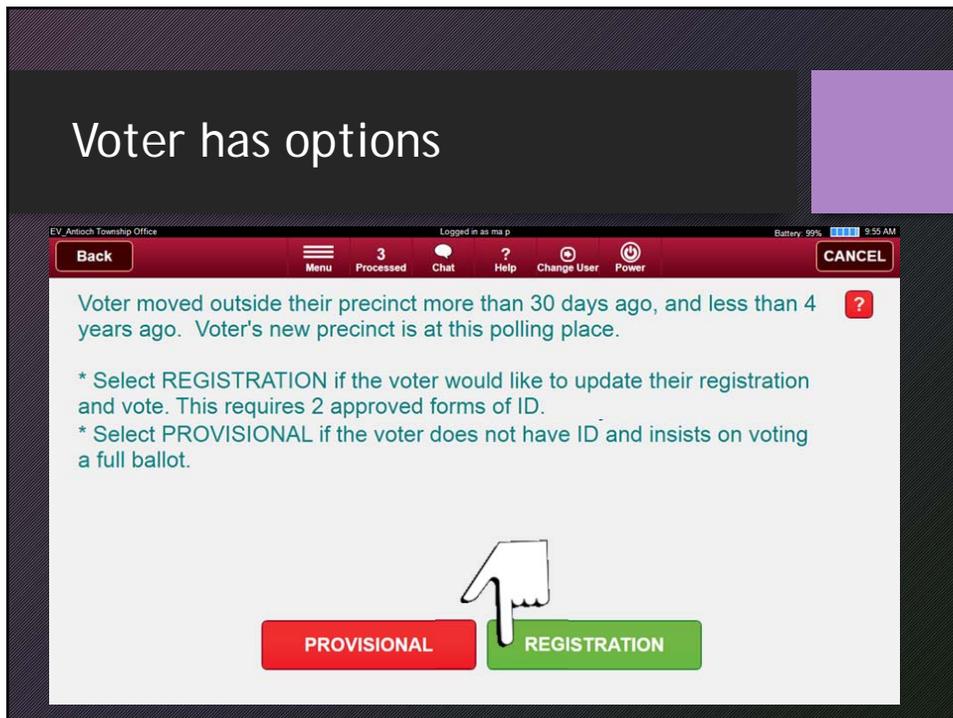
Valid address found

The screenshot displays the ePollbook address search interface. At the top, it says "Ask the voter for their current address." Below this are four input fields: "1276", "Dir", "que", and "Gurnee", followed by a "Zip" field. A green "Search" button is to the right. Below the input fields are two red buttons: "Clear" and "No Address Found". A message states: "1 Result. Tap address below. If not found, you can try broadening the search by removing some criteria. If no other searches are possible, choose No Address Found." A blue bar contains the search result: "1276 Queen Ann Ln, Gurnee 60031". A white hand icon with a pointing finger is positioned over this result. The top of the screen shows a navigation bar with "Back", "Menu", "Processed 3", "Chat", "Help", "Change User", "Power", and "CANCEL". The status bar at the very top indicates "EV, Antioch Township Office", "Logged in as ma p", "Battery 99%", and "9:55 AM".

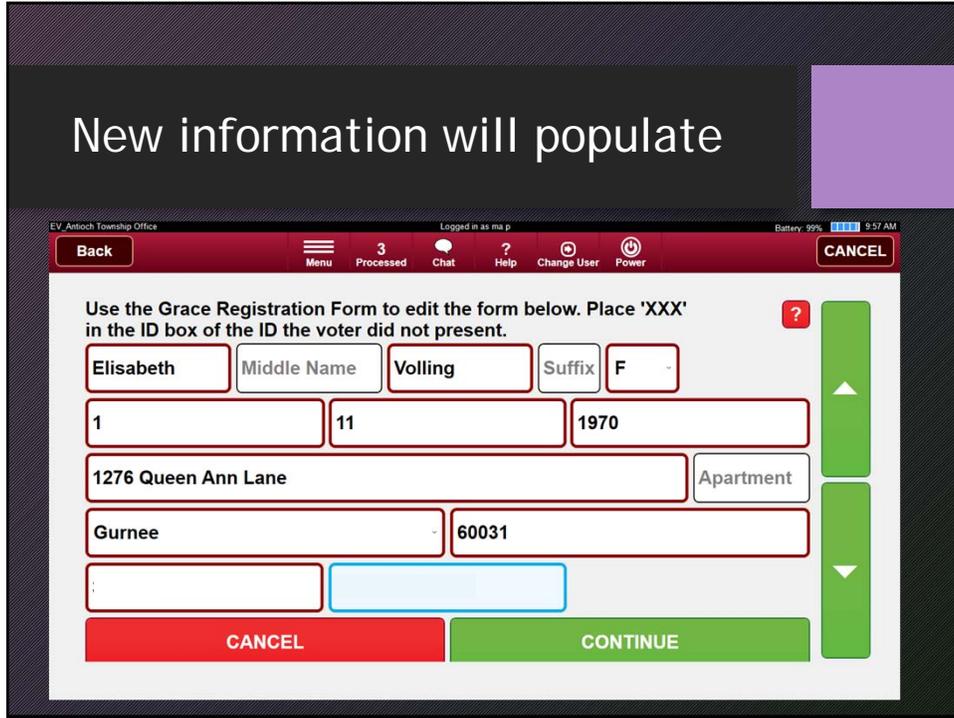
98



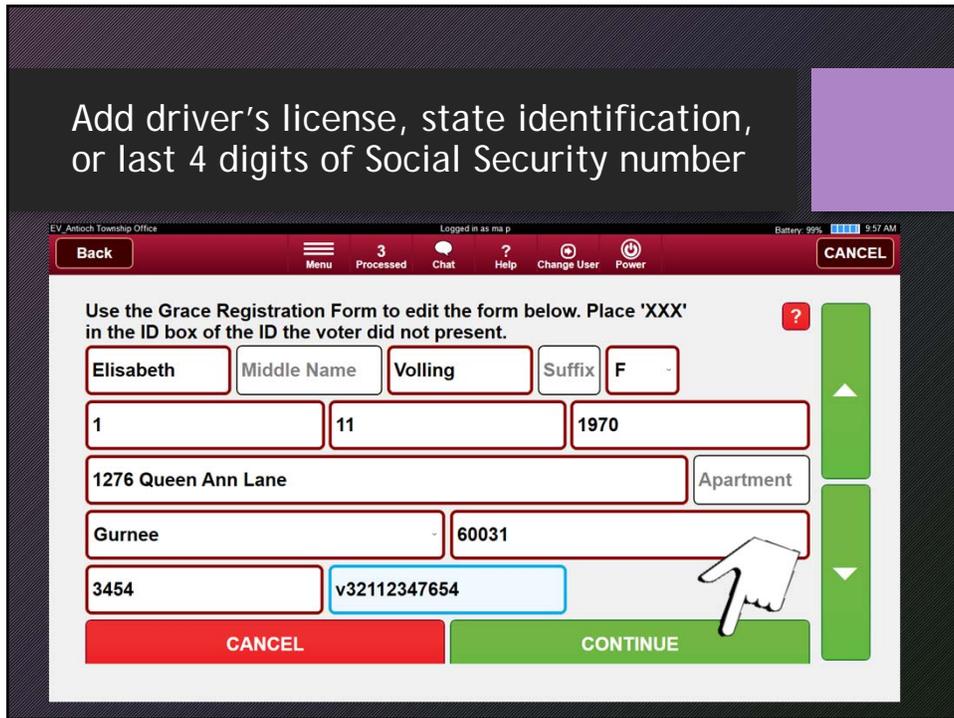
99



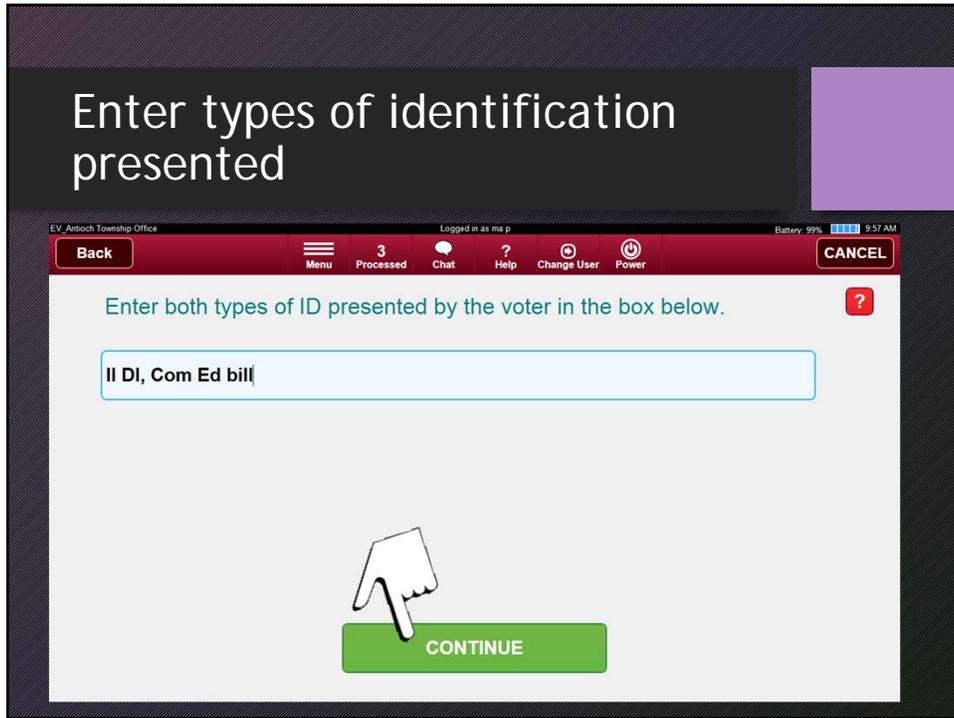
100



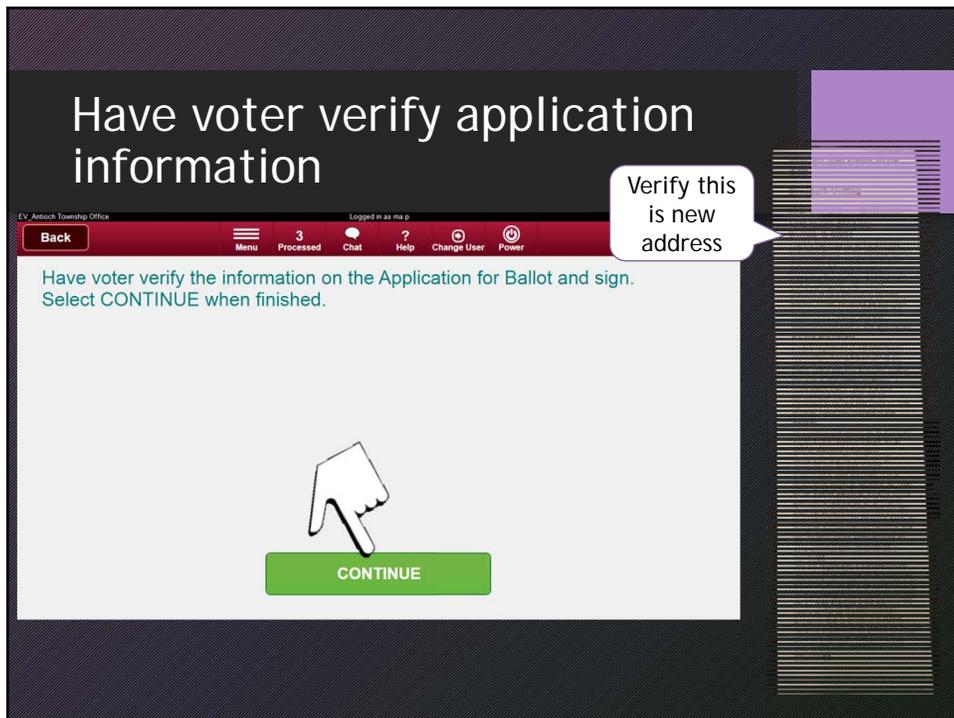
101



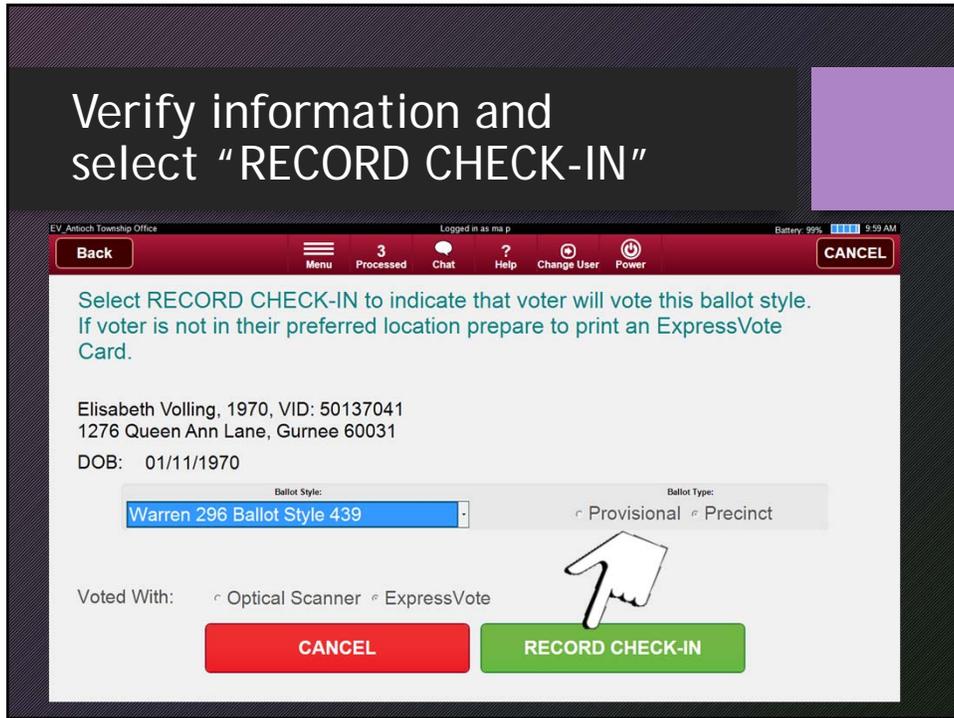
102



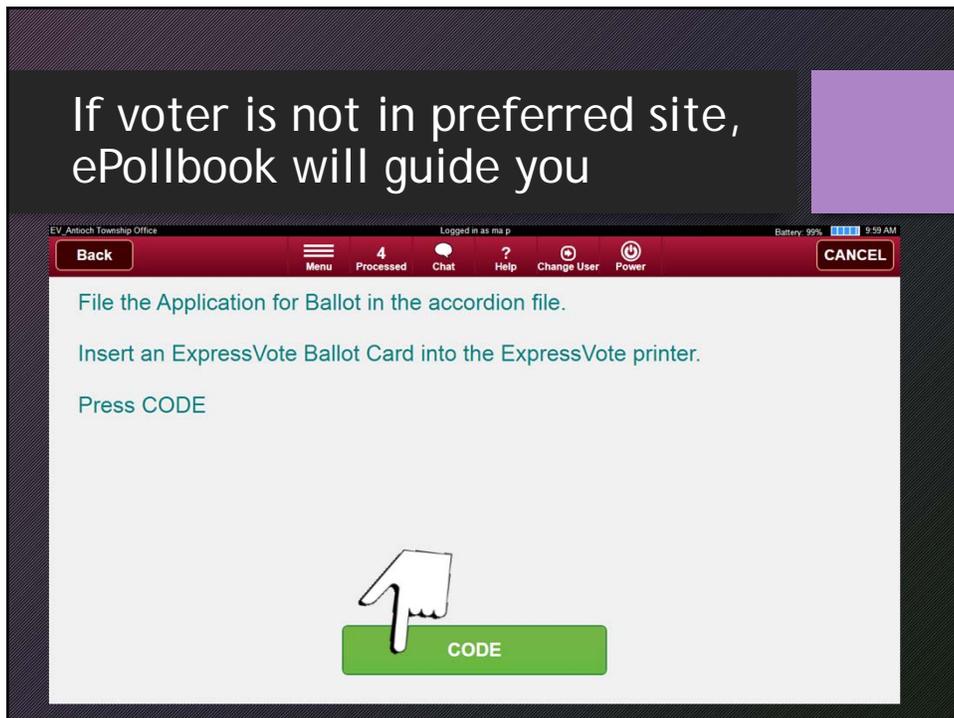
103



104



105



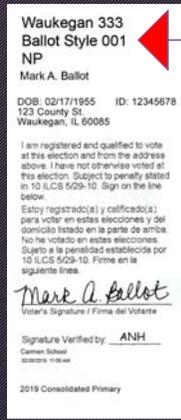
106

All ballots are initialed by judges

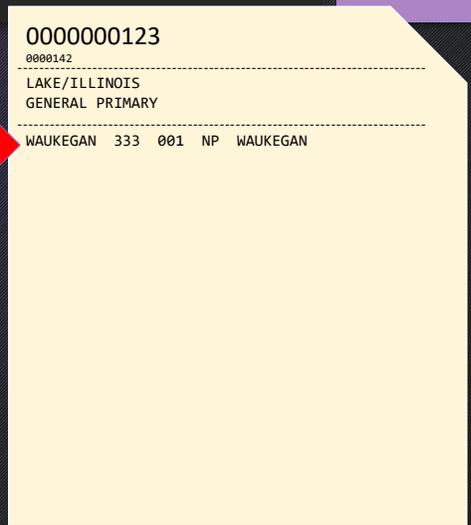


107

Information must match

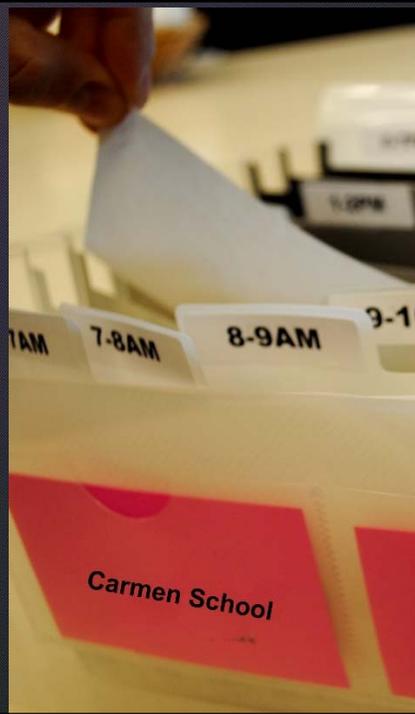


Precinct and ballot style (and party in a primary)



108

Place application
in accordion file



109

Completed *Grace Registration Forms*

- Place in the Completed *Grace Registration Forms* Binder
- It is CRITICAL we get the completed forms
- This is our only record of the voter's registration



110

SPECIAL CIRCUMSTANCE: Provisional Voter

111

Reasons

- In circumstances where identification is required, voter cannot produce any identification or registered voter in same precinct as witness.
- Voter requested and received ballot by mail, appears in the voting site, and cannot surrender ballot.
- Voter is already marked as voted, appears in the voting site, and insists on voting.
- ePollbook shows that voter is already processed under Grace Period Registration and insists on voting.

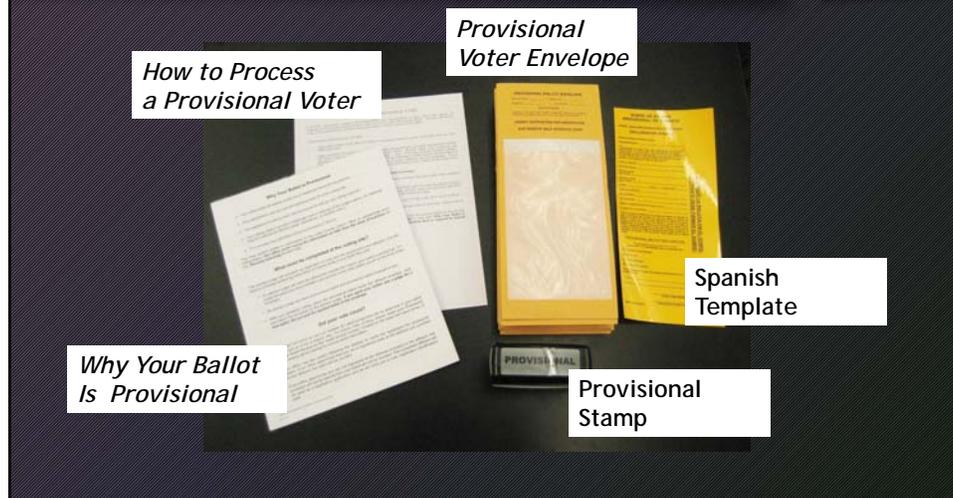
112

Provisional ballots

- NOT put in the ballot bin during early voting or on Election Day
- NOT initialed by judges
- Secured by judges and returned to the Lake County Clerk's office
- Voter has seven days after Election Day to present required documents to the Lake County Clerk's office
- Lake County Clerk's office will review documentation presented by voter for determination

113

Provisional ballot supplies



114

Provisional Ballot Envelope

- Enter information on envelope into ePollbook
- Select "Provisional" when given the on-screen choice
- If ePollbook can't find voter's address, contact our office



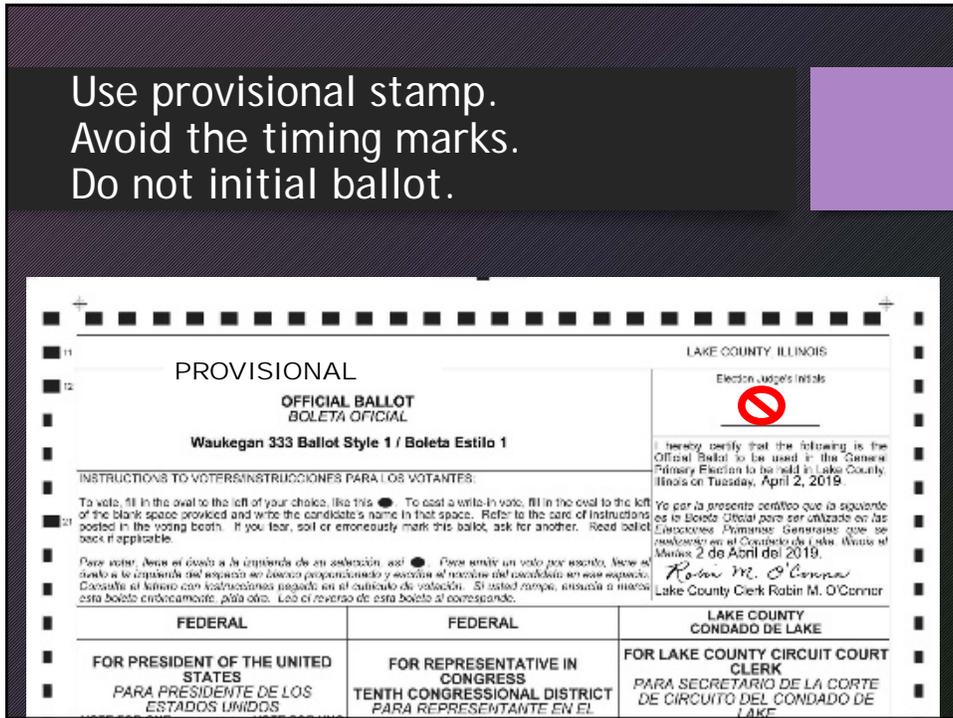
117

Enter "Ballot access number"

A screenshot of the ePollbook interface. The screen displays a "Select Ballot Style if n" section with a dropdown menu showing "Waukegan 333 Ballot S" and the number "23765". A red double-headed arrow points from the dropdown to a field labeled "Ballot access number: 23765", which is circled in red. Above this field is a signature of "Carole Miller" and the text "ELECTION JUDGE SIGNATURE" and "PRINTED NAME OF ELECTION JUDGE". The interface also includes a "Back" button, a "CANCEL" button, and a "RECORD CHECK-IN" button. At the bottom, it says "PROVISIONAL VOTER".

118

Use provisional stamp.
 Avoid the timing marks.
 Do not initial ballot.



119

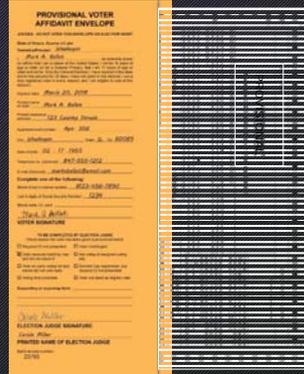
For the voter

- Remove and keep the white receipt from affidavit envelope
- Give voter
 - Ballot
 - Ballot marking pen
 - Provisional Ballot Envelope
 - Verbal instructions for returning the ballot
 - Directions to voting booth

120

After marking ballot, voter will

- Fold the ballot
- Place it the in *Provisional Ballot Envelope*
- Seal the envelope
- Return sealed envelope to the judge



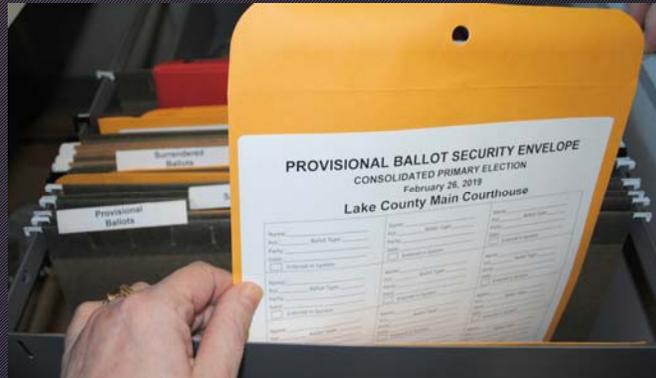
121

No provisional ballots in bin



122

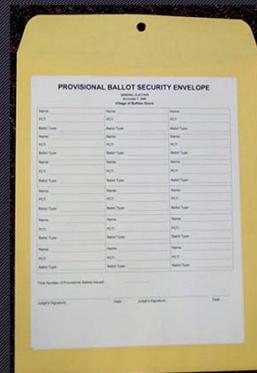
Locate Provisional Ballot Security Envelope



123

Voted provisional ballots

- Enter voter's information on security envelope
- Place sealed affidavit/ballot envelope in security envelope
- Return security envelope to ballot cabinet

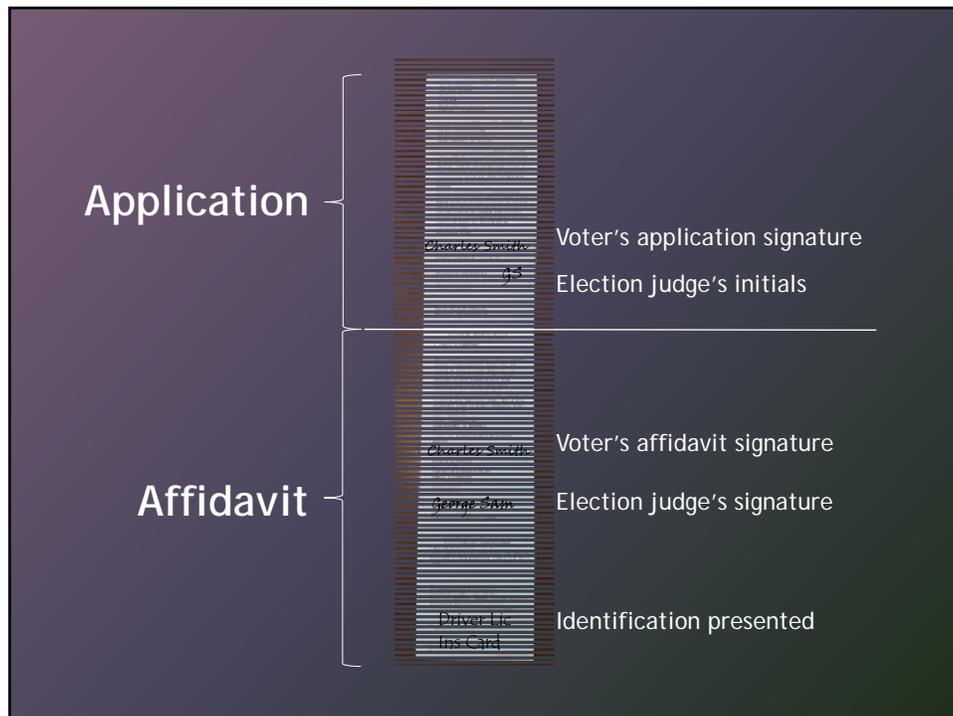


124

Inactive voter that has not moved

- Always follow the prompts on the ePollbook screen
- Voter signs under the application and the affidavit, election judge signs on affidavit
- Can use witness or 2 forms of identification to prove residency
- If identification chosen, record the 2 forms on the application (must contain voter's Lake County physical street address)
 - Voter information card from Lake County Clerk's office is NOT identification

127



128

SPECIAL CIRCUMSTANCE: Spoiled Ballots

129

Spoiled ballot process

- Voter folds ballot & places in Spoiled Ballot Security Envelope and seals
- Judge completes information on envelope
- Re-processes voter on ePollbook
- New application prints out – will indicate it is for a spoiled ballot
- Issue new ballot to voter
- Place spoiled ballot in spoiled ballot collection envelope
- Place application in accordion file – no need to locate first application



Precinct _____
Ballot Style _____
Party _____

SPOILED BALLOT SECURITY ENVELOPE

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

REV 7/2013

130

Detailed steps

- Enter spoiled ballot information on front of collection envelope
- Keep in ballot cabinet drop file

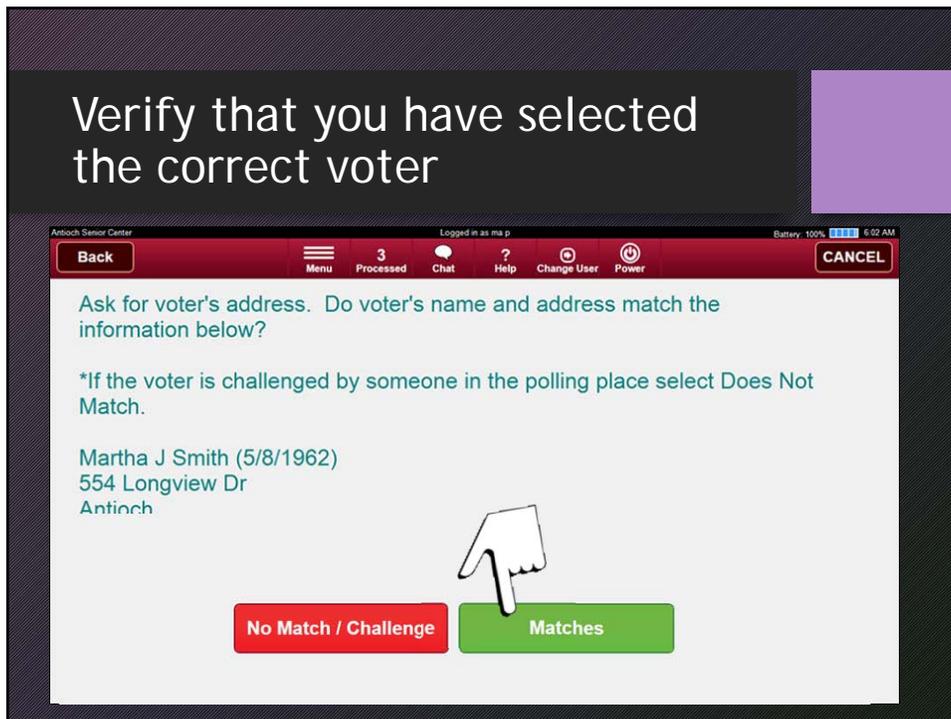


131

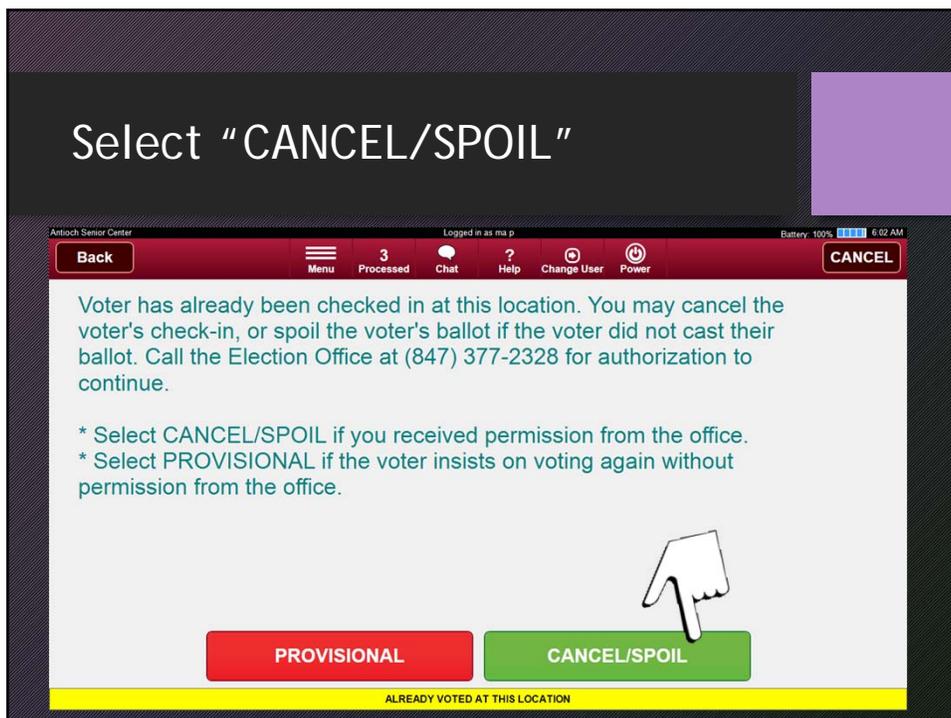
Locate voter

The screenshot shows a mobile application interface for locating voters. At the top, there is a navigation bar with "Back", "Menu", "Processed 3", "Chat", "Help", "Change User", "Power", and "CANCEL". Below the navigation bar, there is a section titled "Enter the voter's information below." with input fields for "Name", "DOB", "Address", and "ID". The "Name" field contains "smi", the "DOB" field contains "m", and the "YOB" field is empty. A "Search" button is to the right. Below the search fields, there is a message: "2 Results. Tap voter below. If not found, you can revise your search. If no other searches are possible, choose No Match." Two results are displayed in blue boxes: "Smith, Marilyn Delores - 11/04/1943 Active | 801 Cunningham Dr Apt 104 (Antioch, IL 60002)" and "Smith, Martha J - 05/08/1952 Active | 554 Longview Dr (Antioch, IL 60002)". A hand icon points to the second result. Below the results, there is a "Show Matches from Entire Jurisdiction" button. At the bottom, there is a "2 Results" label and "Clear" and "No Match" buttons.

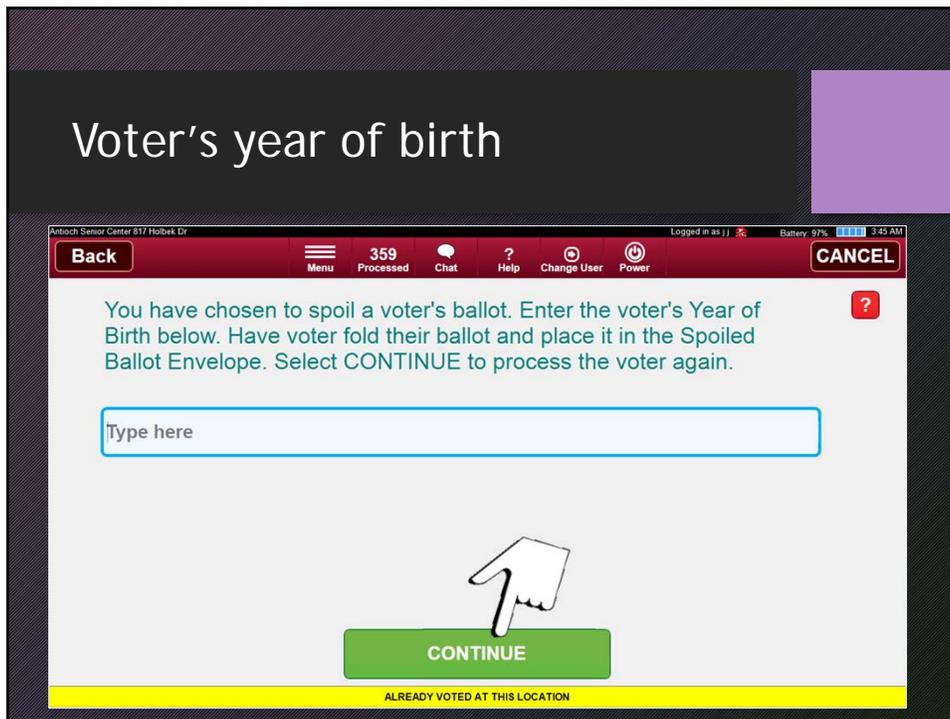
132



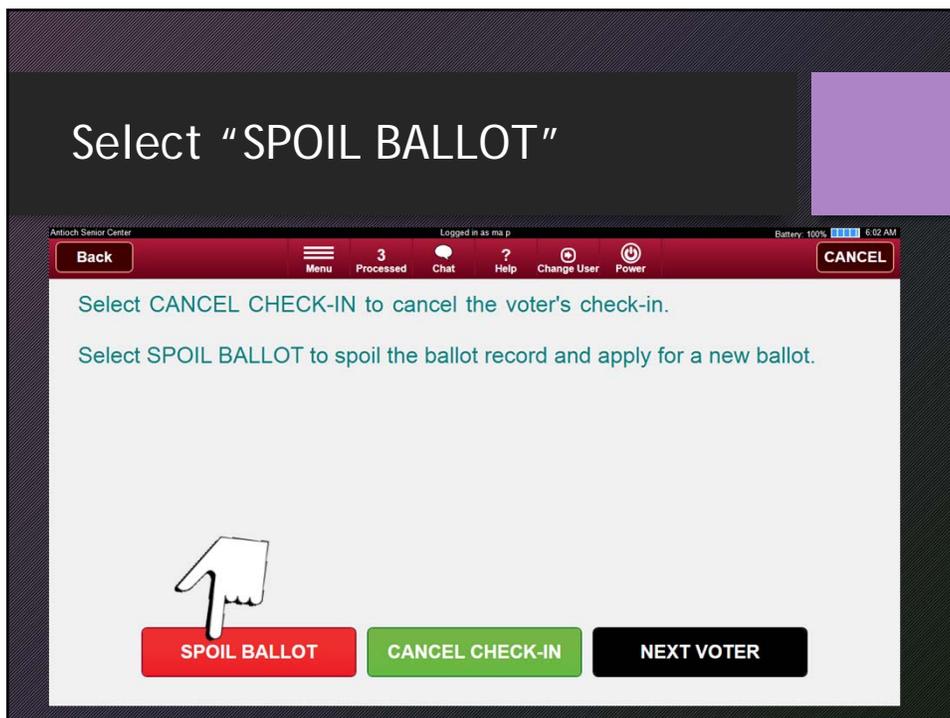
133



134



135



136

Follow on-screen directions

Antioch Senior Center Logged in as ma p Battery 100% 6:02 AM

Back Menu 3 Processed Chat Help Change User Power CANCEL

You have chosen to spoil a voter's ballot.

Have voter fold their ballot and place it in the Spoiled Ballot Envelope.

Select CONTINUE to process the voter again.

CONTINUE

137

Re-process as routine voter

Antioch Senior Center Logged in as ma p Battery 100% 6:02 AM

Back Menu 3 Processed Chat Help Change User Power CANCEL

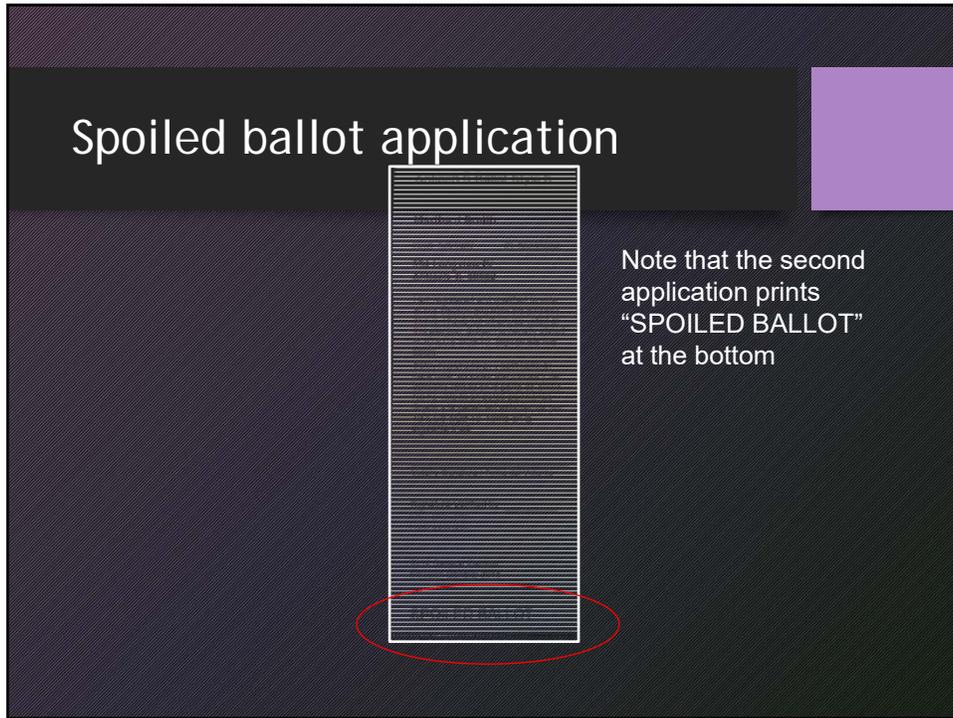
Ask for voter's address. Do voter's name and address match the information below?

*If the voter is challenged by someone in the polling place select Does Not Match.

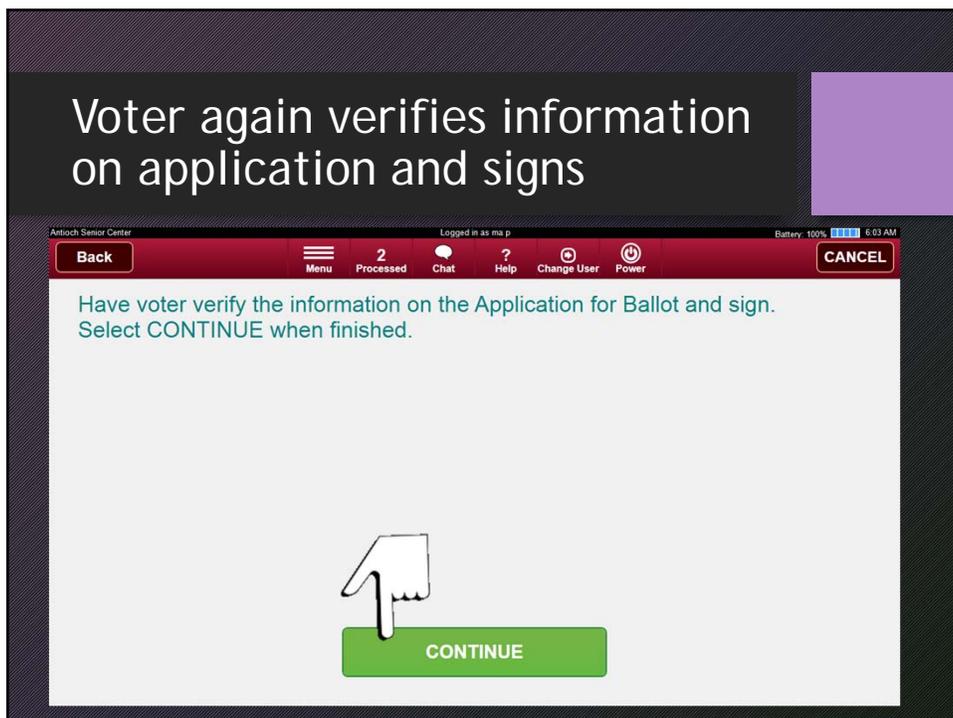
Martha J Smith (5/8/1962)
554 Longview Dr
Antioch

No Match / Challenge Matches

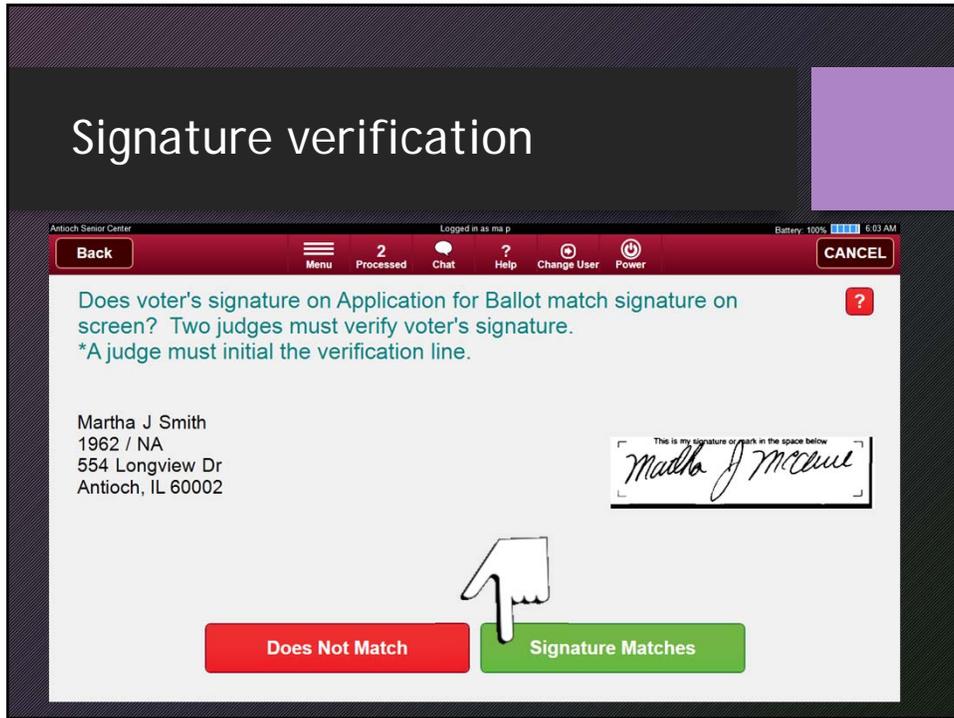
138



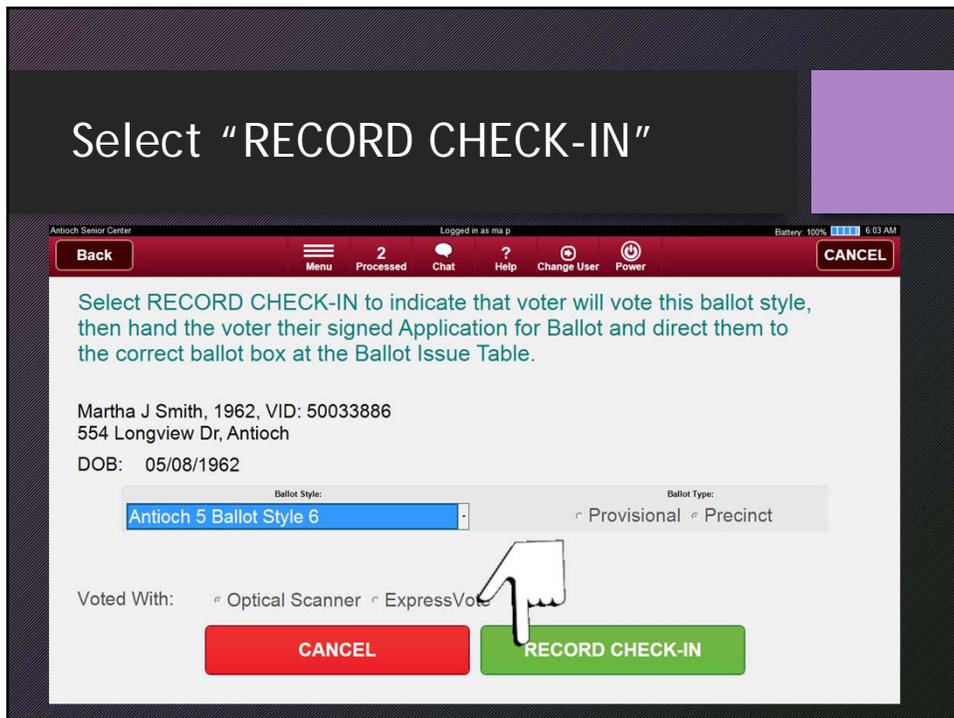
139



140



141



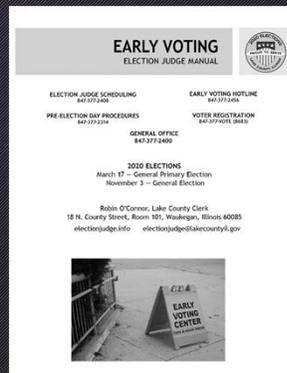
142

Daily Closing Procedures

143

Procedures in manual

- Follow steps in manual
- Work as a team to accomplish all tasks



144

Locate and complete Daily Application Envelope

The image shows a form titled "Applications" for "Ela Township Office". It includes a "Date:" field and a table for "Number of Voters" with columns for "End of Day" and "Next Morning". The table has rows for "Tabulator 5", "Tabulator 6", and "Total:". Below the table is an "ePollbook Total:" field and a "Judges Initials:" field. A note at the bottom states: "Note: The sum of tabulator totals should match the total on the ePollbook. If there is a discrepancy, please call the early voting hotline at (847) 377-2456." Callouts point to specific fields: "Record 'Public Count' from each tabulator" points to the tabulator rows; "Record date at end of day" points to the Date field; "ePollbook total Confirm it matches total from Tabulators" points to the ePollbook Total field; and "Initial at bottom both at end of day and next morning" points to the Judges Initials field.

Record "Public Count" from each tabulator

Record date at end of day

ePollbook total Confirm it matches total from Tabulators

Initial at bottom both at end of day and next morning

145

Find voter total from menu go to "ADVANCED"

The image shows the "askED" Main Menu interface. At the top, it says "LAKE V 10.010 Main Menu" and "Logoff". Below that, "Election Name: 2016 General Election" and "Polling Place: Antioch Senior Center" are displayed. A hand icon points to the "ADVANCED" button, which is a red square with a white 'X' and the word "ADVANCED" below it. Other buttons include "VOTER CHECK-IN" (red square with a white 'X') and "HELP" (red square with a white question mark). At the bottom, it says "Last Update: 9/21/2015 v3.4.126.3" and "Battery: 95%".

askED LAKE V 10.010 Main Menu Logoff

Election Name: 2016 General Election

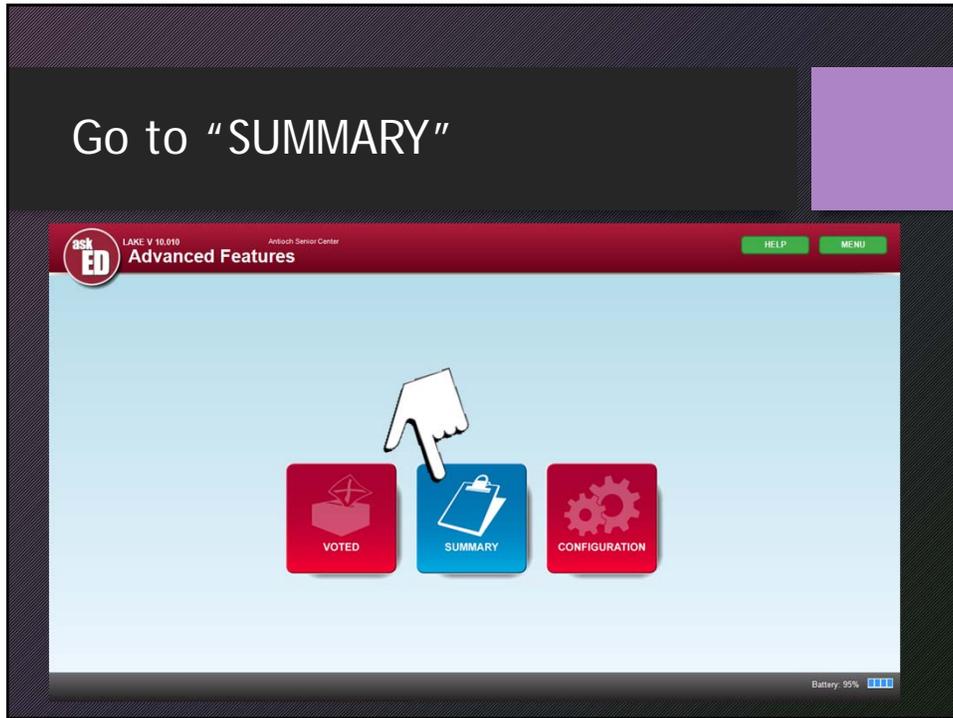
Polling Place: Antioch Senior Center

VOTER CHECK-IN **HELP** **ADVANCED**

Last Update: 9/21/2015 v3.4.126.3 Battery: 95%

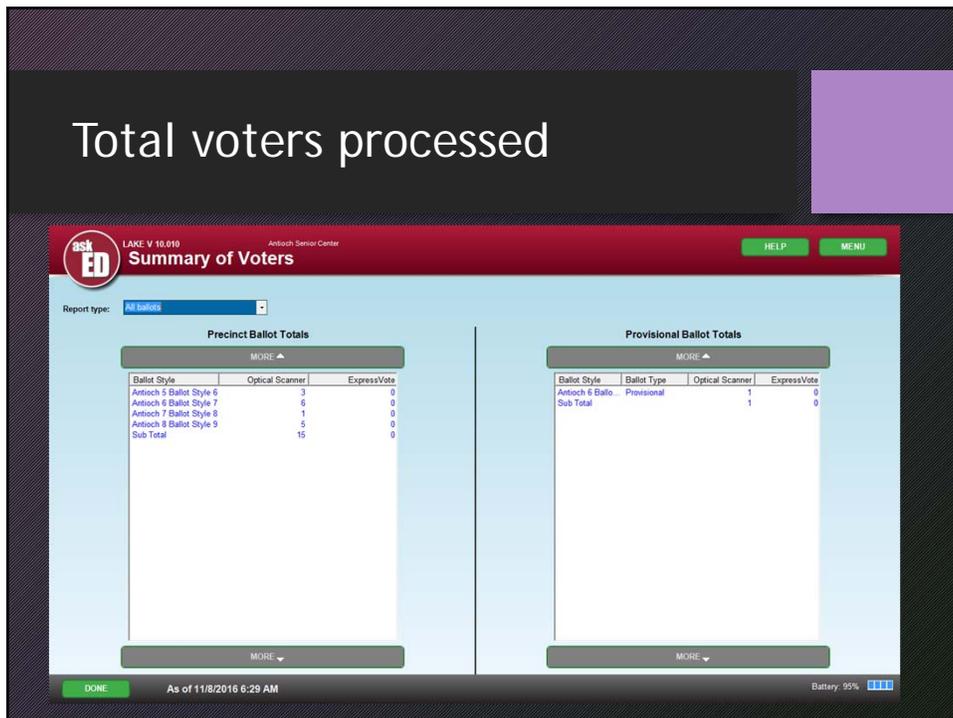
146

Go to "SUMMARY"



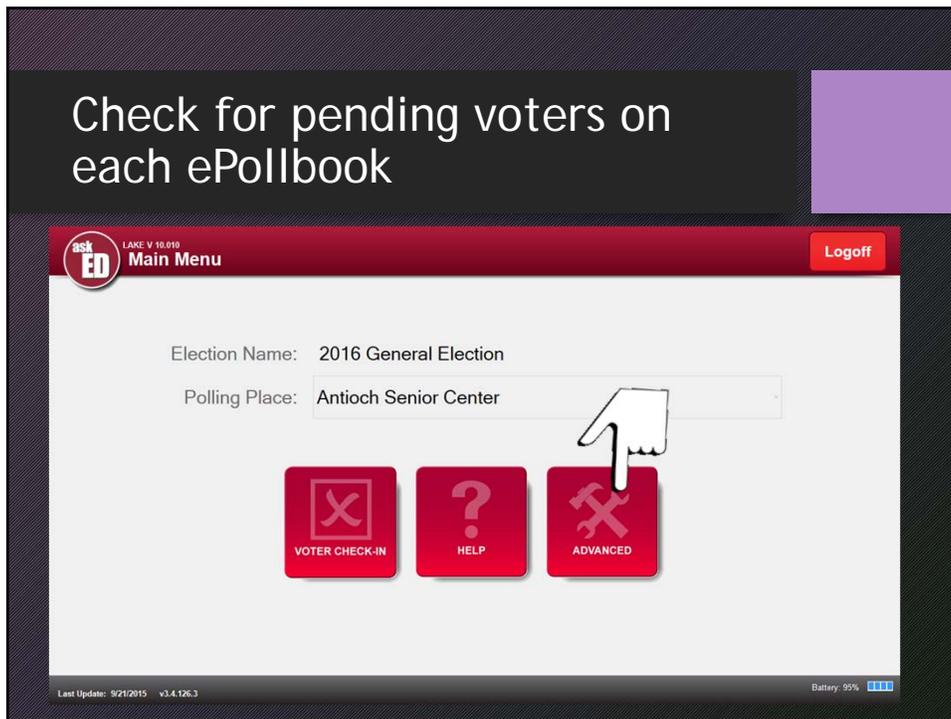
147

Total voters processed



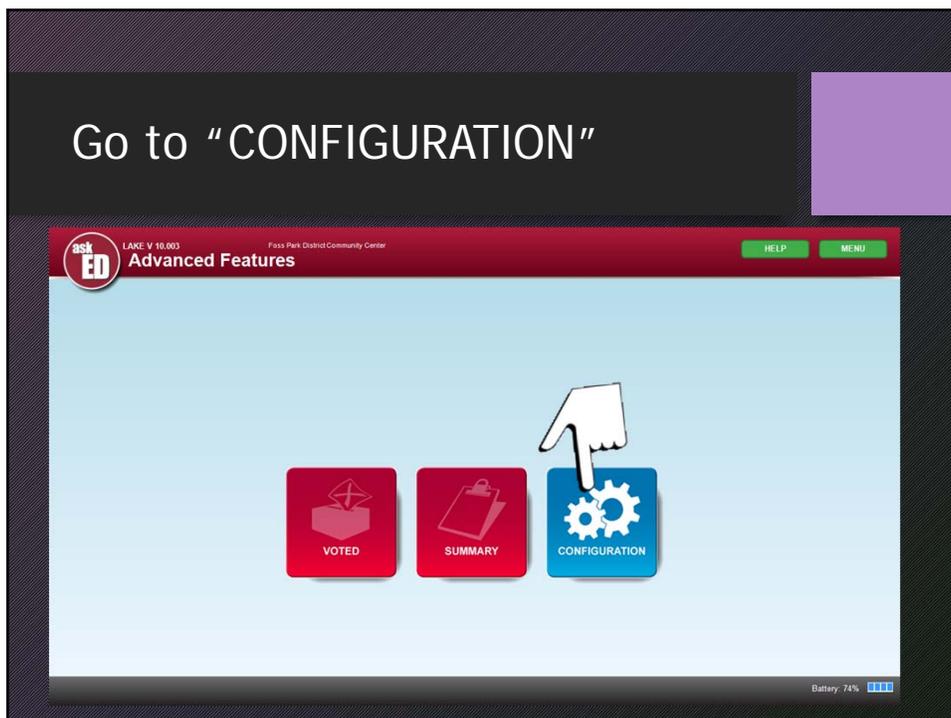
148

Check for pending voters on each ePollbook



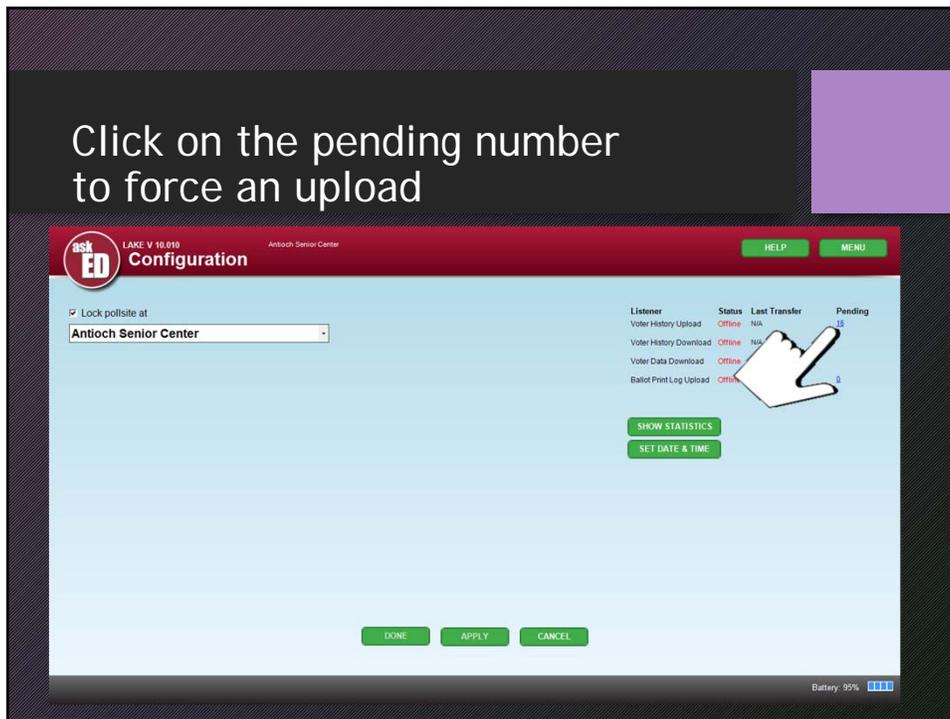
149

Go to "CONFIGURATION"



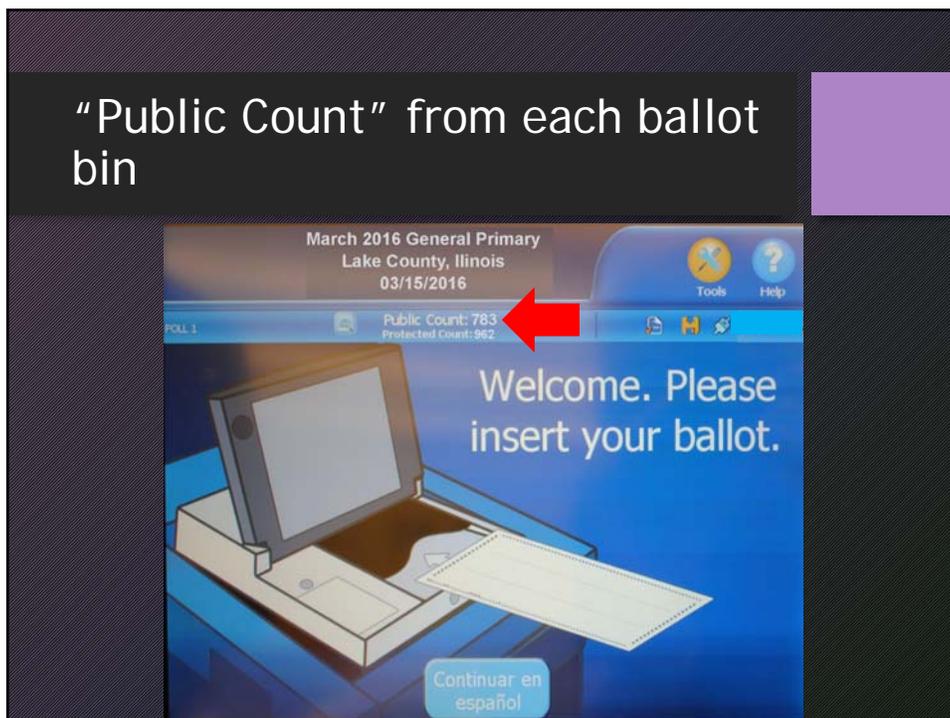
150

Click on the pending number
to force an upload



151

“Public Count” from each ballot
bin



152

Confirm tallies match at the end of each day

Report discrepancies immediately

153

Remove voted application from all accordion files

- Place voted applications in Daily Applications Envelope
- Seal and secure envelope in file cabinet



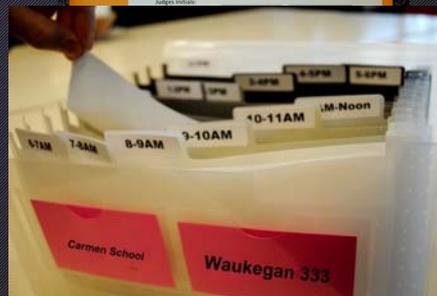
Daily Applications
Ellettsville Township Office

Date: _____

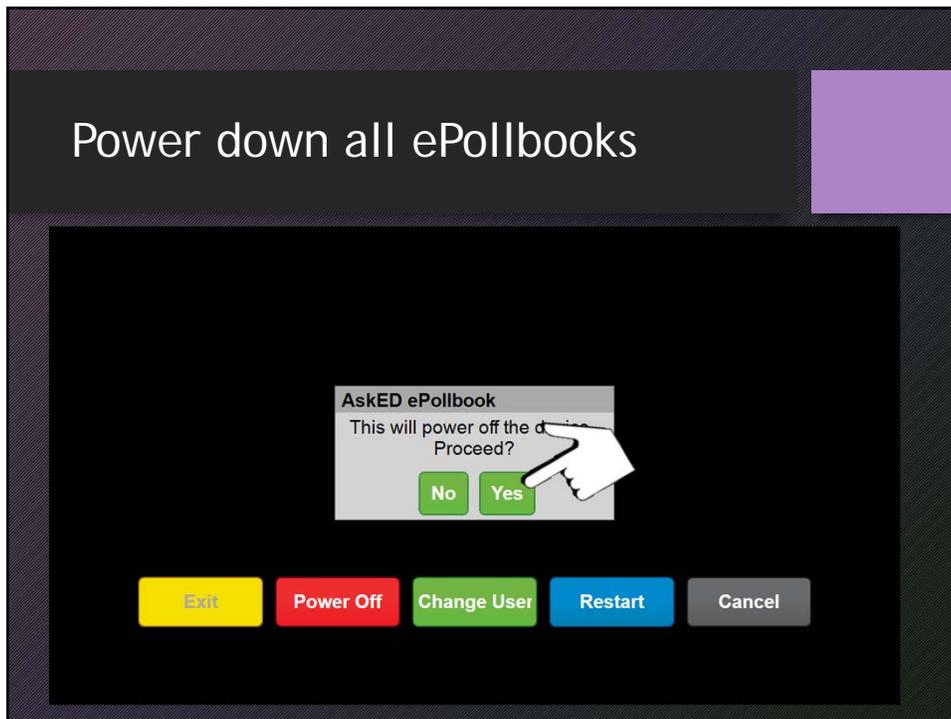
Number of Voters	
End of Day	Next Morning
Tabulator 1	
Tabulator 2	
Tabulator 3	
Tabulator 4	
Tabulator 5	
Tabulator 6	
Tabulator 7	
Tabulator 8	
Tabulator 9	
Tabulator 10	
Tabulator 11	
Tabulator 12	
Tabulator 13	
Tabulator 14	
Tabulator 15	
Tabulator 16	
Tabulator 17	
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Tabulator 100	

Ballot Boxes Total: _____

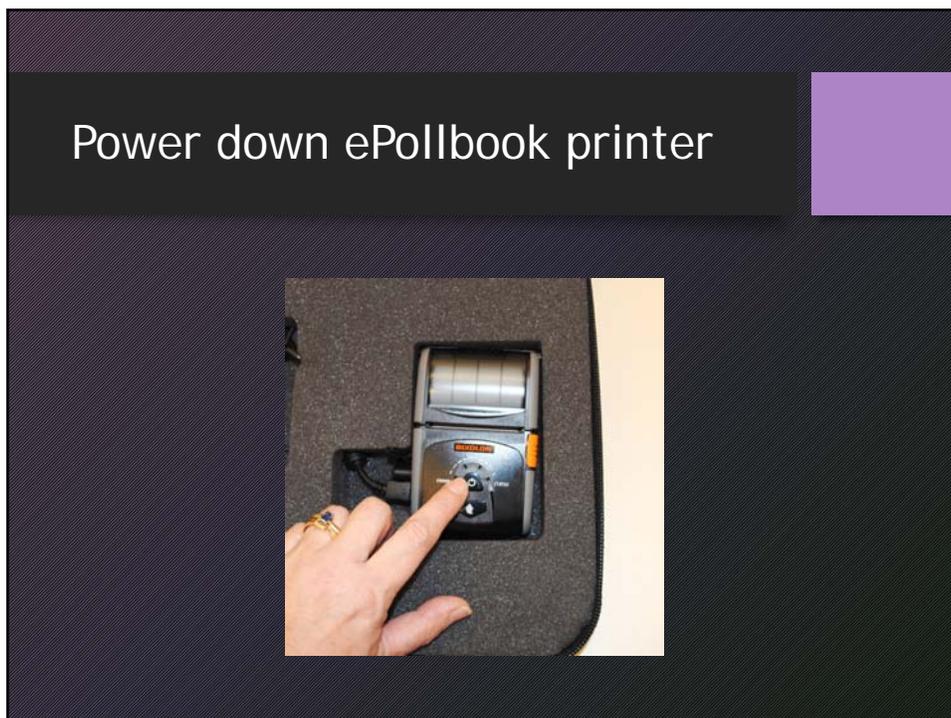
Judges Initials: _____



154



155



156

Power down ExpressVote printer



157

Leave jetpack powered on

- Should always remain turned on for the duration of early voting
- No need to turn off every night



158

Lower ballot counter screen & lock #3



159

Lower cover and lock #2



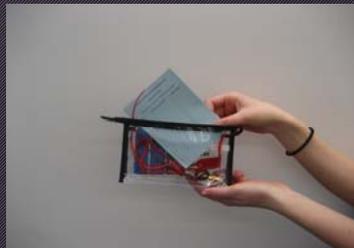
160

Turn off the ExpressVote and lock compartment



161

Secure cabinets and pouch



- Secure applications in file cabinet
- Lock file cabinets and place blue seal over lock
- Place keys in pouch
- Record red tie security number on card
- Insert card in pouch and seal

162

Outside signs

- If the sign contains hours, it can remain standing
- If the sign does not show this information, lay down in place so not visible from the street



163

Final Day of Voting...

After all voters in line have been served

164

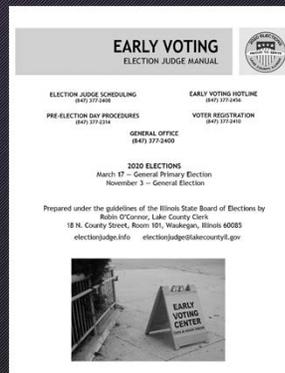
Different ending dates

- Saturday, March 14
 - Twelve sites with regular hours
- Monday, March 16
 - Four sites with extended hours
 - Gurnee Village Hall
 - Jane Addams Center (Bowen Park)
 - Lake County Main Courthouse Lobby
 - North Chicago City Hall

165

Final closing procedures

- Follow steps in manual
- Work as a team to accomplish all tasks



166

Locate Daily Applications Envelope in blue tub

Daily Applications
Els Township Office

Date: _____

Number of Voters

	End of Day	Next Morning
Tabulator 3		
Tabulator 6		
Total		
ePollbook Total		

Judges Initials: _____

Note: The sum of tabulator totals should match the total on the ePollbook. If there is a discrepancy, please call the early voting hotline at (847) 377-2436.

167

Record Precinct Ballot Totals on envelope

ask ED LAKE V 10.010 Antioch Senior Center

Summary of Voters

Report type: All ballots

Precinct Ballot Totals

Ballot Style	Optical Scanner	ExpressVote
Antioch 5 Ballot Style 6	3	0
Antioch 6 Ballot Style 7	6	0
Antioch 7 Ballot Style 8	1	0
Antioch 8 Ballot Style 9	5	0
Sub Total	15	0

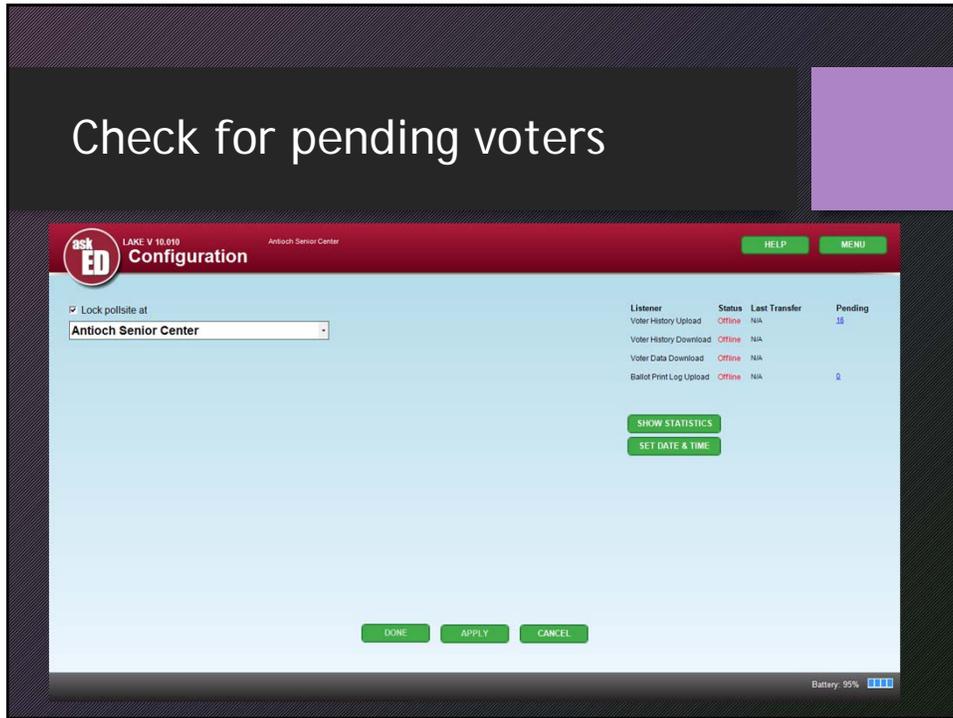
Provisional Ballot Totals

Ballot Style	Ballot Type	Optical Scanner	ExpressVote
Antioch 6 Ballot Style 7	Provisional	1	0
Sub Total		1	0

DONE As of 11/8/2016 6:29 AM Battery: 95%

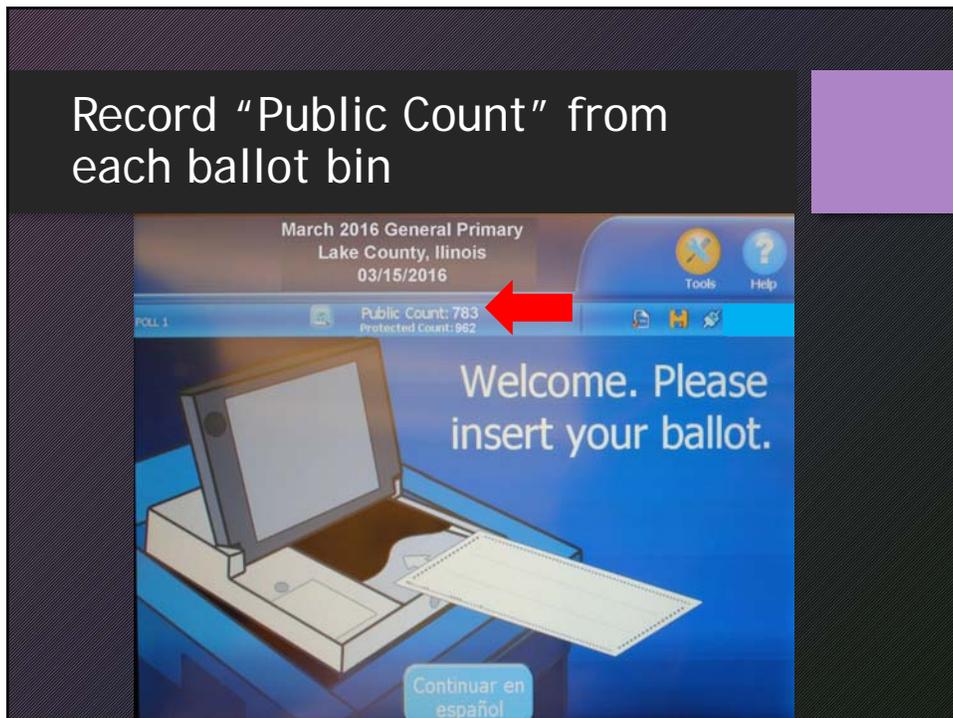
168

Check for pending voters



169

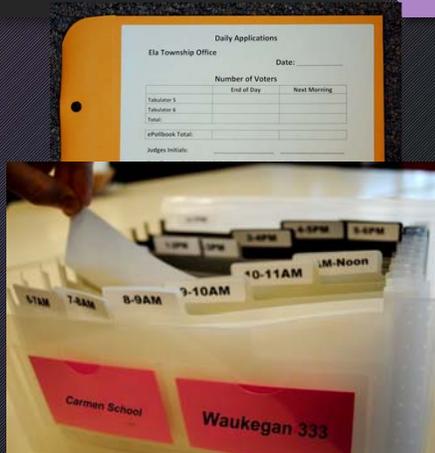
Record "Public Count" from each ballot bin



170

Daily Applications Envelope

- Totals should balance
- Sign and date
- Place voted applications in envelope
- Seal and secure envelope in file cabinet



171

Secure all ballot bins as in daily procedures



172



173



174

ExpressVote terminal

- Turn off and relock access door
- Unplug power cord and place in cloth case
- Return terminal to cloth case
- Pack table in its box
- Place next to ballot bins



175

Pack in cloth case



176

Disassemble table and pack



177

Power down ExpressVote printer



178

ExpressVote printer

- Unplug printer
- Remove cables
- Pack printer in styrofoam packing pieces
- Place in cardboard box
- Place in file cabinet

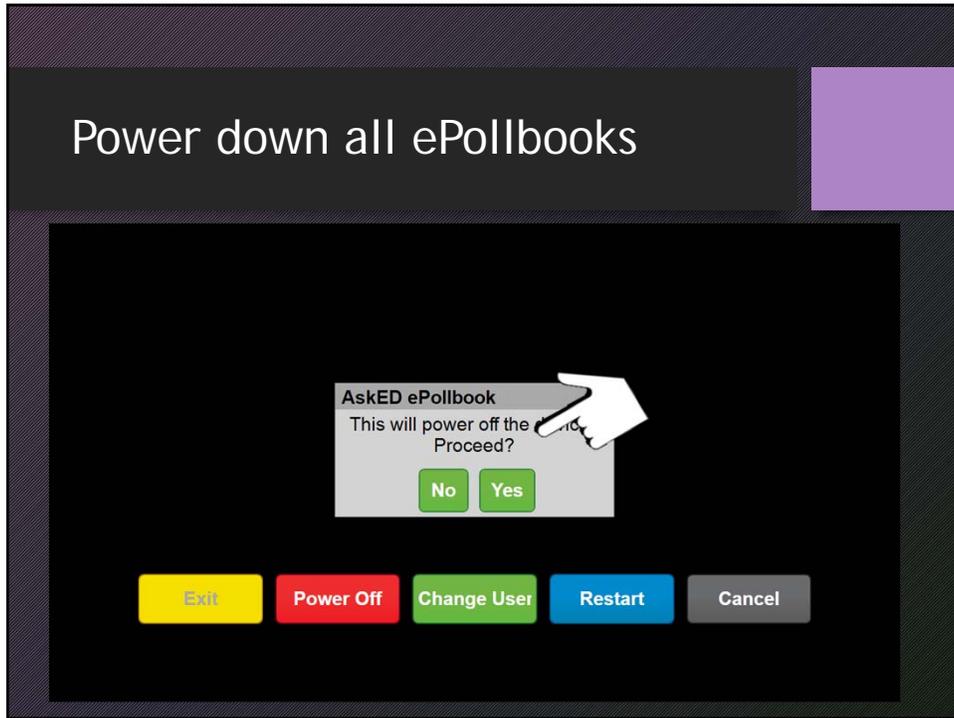


179

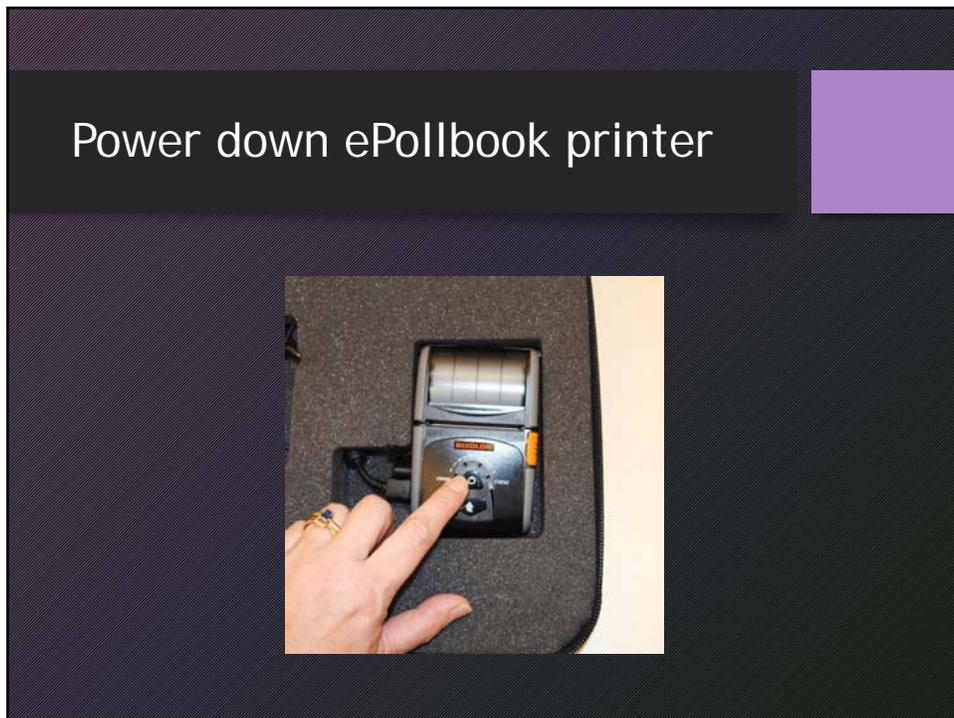
Take down all signs and booths



180



181



182

Add security tie
to ePollbook's
zipper tabs



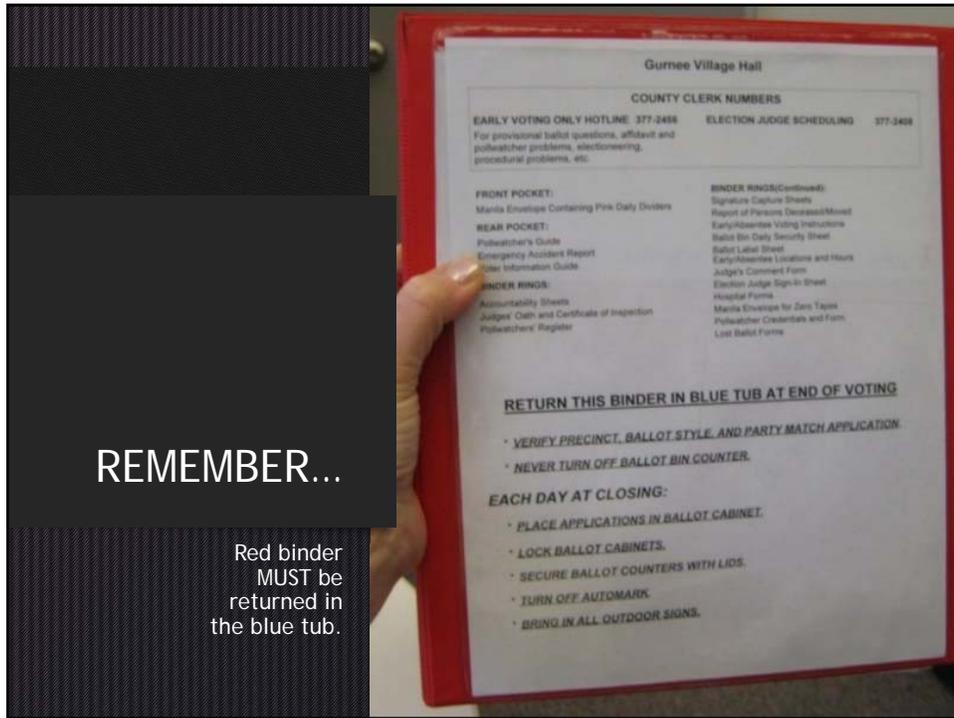
183

jetpack

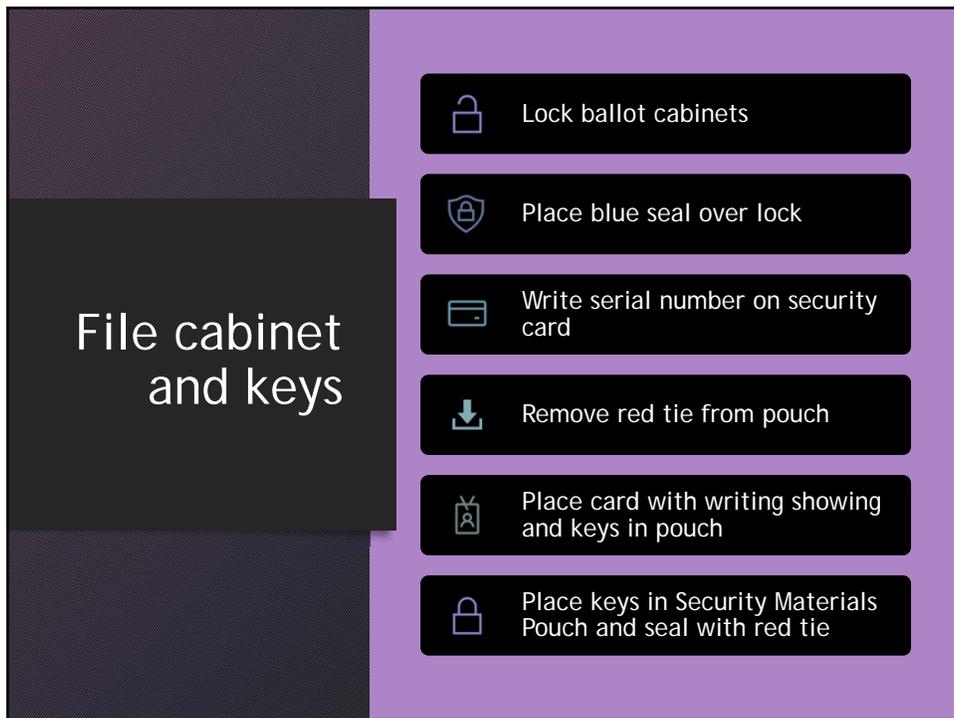
- Turn off and unplug
- Pack in pouch
- Place in blue tub



184



185



186

Blue tub

- Pack supplies and envelopes as per packing list on blue tub
 - Security Materials Pouch
 - Extension cord
 - Power strip
 - Electioneering zone measuring wheel
- Place next to ballot bins

187



2020 ELECTIONS
PROUD TO SERVE
LAKE COUNTY, ILLINOIS

Thank you!

You will do a great job!

Robin O'Connor
Lake County Clerk



188