ELECTION JUDGE MANUAL 2020
Dear Election Judges:

The success of the DuPage County Election Division to conduct yearly elections would not be possible without dedicated and civic-minded Election Judges. Your hard work and determination help contribute and support the integrity of the electoral process.

To accomplish a well-run election, training the Judges is key. Every two years biennial training and testing is required, while also offering other related education and classes. Preparation for an election is a year-round process. The Election Division is constantly examining and reviewing procedures, documents and trainings to insure the presentation of the most streamlined process for Judges and voters while following the Election Code of Illinois. The Election Division’s purpose is to serve the citizens of the county by doing everything possible to present and hold efficient registration and voting processes.

Thank you for your continued involvement and commitment to serve as an Election Judge. You are valued and the Election Division appreciates your support.

Sincerely,

The DuPage County Election Division
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EMERGENCY PROCEDURES
**Emergency Information**

Always plan ahead and plan possible escape routes, including physically accessible routes for those with limited mobility.

The first priority in an emergency is your personal safety!

**Building Evacuation**

In the event of an emergency, the first priority is to make sure everyone is safe. If, and only if, it is possible to safely do so, try to take the following items (in order of importance):

1. Voted ballots from the Ballot Box
2. AccuVote Optical Scan Tabulator (Tabulator)
3. Canister from AccuVote Touchscreen (TSX)
4. Grey tablet from Accuvote Touchscreen (TSX)
5. Poll Pad(s)
6. Supply Box “D” (preprinted applications and poll record binders)
7. Unused ballots

Secure supplies left behind as well as possible. Once in a safe place, call the Election Division at (630) 407-5577 for instructions.

**Medical Emergency**

In the event of a medical emergency, call 911.

- Provide the nature of medical emergency
- Location of medical emergency (address and room)
- Administer aid as directed by 911 operator.
- Do not move victim unless absolutely necessary.
- Cooperate with emergency personnel.

Once Emergency Personnel have arrived, call the Election Division at 630-407-5577 for further instructions.

**Fire**

In the event of a fire, call 911.

- Cooperate with building authorities, if any.
- Save those in danger.
- Activate the fire alarm.
- Vocalize (Shout – “Fire, Fire, Fire)
- Evacuate the building and assemble at least 300 feet from the building.

If, and only if, it is possible safely to do so, try to take the following items (in order of importance):

a. Voted ballots from Ballot Box
b. Accuvote Optical Scan Tabulator
c. Canister from Accuvote TSX Touchscreen
d. Grey Tablet from Accuvote TSX Touchscreen
e. ePollbooks
f. Supply Box “D” (preprinted applications and poll record binders)
g. Unused ballots

Once safely outside, call the Election Division at 630-407-5577 for further instructions.

Severe Weather Preparedness
A general rule of thumb should be “Put as many walls between you and the storm as possible”

Respect all warnings and assume severe weather will strike your area. Be safe instead of sorry by treating all weather threats seriously.

Closely examine the layout of your location and select the best place to shelter-in-place upon arrival, prior to any indication of impending severe weather.

- If available, lower levels usually offer the best protection. Check out the best route to a lower level upon arrival.
- Interior, small rooms usually offer the best protection. Offices or bathrooms are usually favored locations.
- Interior hallways are usually another good option, but avoid getting too close to outside, door openings. If the hallway has glass doors at the end, it may not be a good choice. Hallways can also become a wind tunnel with dangerous debris flying through them. A hallway that zig-zags will be less likely to create a wind tunnel and should be relatively safer than a straight hallway.
- Avoid exterior rooms with many windows.
- Avoid large span ceiling rooms like auditoriums, gymnasiums, and cafeterias as you have to assume a ceiling failure will occur.
- Avoid portable structures.

When you hear emergency sirens, proceed to your selected safe spot.

Follow all directions given by building authorities.

If, and only if, it is possible to safely do so, try to take the following items (in order of importance):

a. Voted ballots from Ballot Box
b. Accuvote Optical Scan Tabulator
c. Canister from Accuvote TSX Touchscreen
d. Grey Tablet from Accuvote TSX Touchscreen
e. ePollbooks
f. Supply Box “D” (preprinted applications and poll record binders)
g. Unused ballots

Secure supplies left behind as well as possible.

Once in a safe place, call 911 and the Election Division at 630-407-5577 for further directions
Active Shooter

In the event of an active shooter situation, again the first priority is to make sure everyone is safe.

Very quickly make your determination of what is occurring and which options below provide the greatest degree of security for you employing the Run, Hide, or Fight protocol. Bear in mind that it will take time for Law Enforcement to respond and First Responders are not there to render aid, they are there to find/apprehend the active shooter.

Run – Evacuate if possible.
- If there is a considerable distance between the Election Judges and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person.
- If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far way until you are in a secure place to hide.
- Leave your belongings behind.
- Take others with you but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide Law Enforcement may be critical (number of shooters; physical description and identification; number and type of weapons; and location of shooter).
- Wait for Law Enforcement to assist you out of the building, if inside. Keep your hands visible to Law Enforcement at all times.
- Call the Election Division at 630-407-5577 for further instructions.

Hide – Hide silently in as safe a place as possible.
- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person’s view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights.
- Silence phones and turn off other electronics.
- Close windows, shades, and blinds and avoid being seen from outside the room, if possible.
- Wait for Law Enforcement to assist you out of the building, if inside. Keep your hands visible to Law Enforcement at all times.
- Call the Election Division at 630-407-5577 for further instructions.

Note: If you are outdoors and cannot run safely, find a place to hide that will provide protection from gunfire, such as a brick wall, large trees or buildings.

Fight – Take action to disrupt or incapacitate the shooter
- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter, if possible.
- Call 911 when it is safe to do so.
- Wait for Law Enforcement to assist you out of the building, if inside. Keep your hands visible to Law Enforcement at all times.
- Call the Election Division at 630-407-5577 for further instructions.
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ITEMS TO BE SET UP THE NIGHT BEFORE

The **ELECTION SUPPLY CABINET** (ESC) will have a seal when it is delivered. Compare the seal number on the ESC to the seal number printed on the Judge of Election Pick Up Receipt. If the seal numbers do not match, call the Election Division immediately.

- Break the seal located above the ESC door lock.
- Unlock and open ESC
- From JUDGES PICKUP ENVELOPE –locate **ELECTION RESULTS ENVELOPE #1**
- Record seal number on the **ELECTION RESULTS ENVELOPE #1** on the “DELIVERY” line.
- Place the broken seal in **ELECTION RESULTS ENVELOPE #1**.
- From **SUPPLY BOX A**, locate the “FOR SET UP” and ‘DURING ELECTION Envelopes”.
- Post all signs from the **FOR SET UP** envelope from **SUPPLY BOX A**.
- Post “Sample” Ballots located in **SUPPLEMENTAL SUPPLY ENVELOPE** in Election Supply Cabinet
- Set up the Polling Place using **POLLING PLACE SETUP MAP** (Located in JUDGES PICKUP ENVELOPE.)

**STATIONS 1 & 2 – Voter Check-In and Voter Assistance**

**Station 1: - Voter Check-In**

- **START HERE** sign (Located in FOR SET UP envelope in **SUPPLY BOX A**)
- **POLL WATCHER REGISTER ENVELOPE** (Located in DURING ELECTION envelope in **SUPPLY BOX A**.
- Check Poll Pad Case(s) for cords for Printer Power Cord and Printer Adapter
- **NAME BADGES** (Located in Supplies Bag in **SUPPLY BOX A**)
- **Power and Connection Cords** - Confirm Presence in ESC
- Check Poll Pad Case(s) for Black Power Cord and Power Cube

**Station 2 – Voter Assistance:**

- **Ballot Style Map** (If Needed) (Located in the JUDGES PICK UP ENVELOPE)
- **Important Phone Numbers** (Located in the JUDGES PICK UP ENVELOPE)
- **Provisional Voting Supplies** (Located in PROVISIONAL VOTING SUPPLIES envelope in **SUPPLY BOX A**.)

**STATION 3 – Ballot Station**

- **Narrative for Demonstration** (Located in DURING ELECTION envelope in **SUPPLY BOX A**)
- **Ballot Privacy Covers** (Located in DURING ELECTION envelope in **SUPPLY BOX A**)
- **Laminated Demonstration Ballots** (Located in DURING ELECTION envelope in **SUPPLY BOX A**)
- **Spoiled Ballot Envelope** (Located in DURING ELECTION envelope in **SUPPLY BOX A**)

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Audit Trail Begins Here
ITEMS TO BE SET UP THE NIGHT BEFORE, con’t.

**Station 4 - Voting Station**

- **AccuVote TSX – Quick Reference Guide – Opening the Polls** (Located in SETUP envelope in SUPPLY BOX A)
- **Voting Booths** (Located in the ESC)
- **Ballot Box** without the Optical Scan Tabulator (Located in the ESC)
- **Power Cord for AccuVote TSX** - Confirm Presence (Located on Back of TSX)
- **AccuVote TSX** without printer unit (Per instructions 1-6 of ACCUVOTE TSX – QUICK REFERENCE GUIDE – OPENING THE POLLS.)
- **“No Cell Phone”** sign near the voting booths (Located in SETUP envelope in SUPPLY BOX A)
- **Voter’s Spoiled Ballot Security** envelopes on Ballot Box. (Located in DURING ELECTION envelope in SUPPLY BOX A)
- **Power Cord for AccuVote Optical Scan** - Confirm Presence (Located in AccuVote Tabulator Case inside black pouch on upper side of Tabulator Case)

If any power and/or connection cords are missing call the Election Division at 630-407-5577

**SECURE SUPPLIES AND EQUIPMENT**

- Make sure the **Poll Pad(s)** and **Official Ballots**, are locked in the Election Supply Cabinet (ESC) until Election Morning.
- The **Cellular Phone** and the **Blue Zippered Pouch** (containing the keys, Supervisor Card, Voter Access Cards and Seals) must remain with the Pick Up Judge.
  - The Cellular Phone should be charged and turned on by 5:00 am on Election Morning in case the Election Division is trying to reach you.

  - Remove a seal from the Blue Zippered Pouch
  - Record the seal number on the **ELECTION RESULTS ENVELOPE #1** on the “NIGHT BEFORE BOX line.
  - Place the **ELECTION RESULTS ENVELOPE #1** in the ESC.
  - Close and lock the ESC.
  - Place the seal on the locked ESC.
ITEMS TO BE SET UP ON ELECTION MORNING

- Break the seal located above the ESC door lock.
- Unlock and open ESC
- Compare the seal number from *Election Results Envelope #1 “NIGHT BEFORE BOX”* to assure that the ESC has not been tampered with. If the seal numbers do not match, call the Election Division immediately.
- Place the broken seal in *Election Results Envelope #1.*

Audit Trail Continues

- Administer *Judge’s Oath* prior to the starting of voting. (Located at the top of the PAYROLL SHEET in the JUDGES PICK UP ENVELOPE.)
- Place the *American Flag(s)* outside the polling place entrance so it can be seen clearly from the street. (Located in the ESC.)
- Place *White Plastic Polling Place Signs* at nearby roadway as per POLLING PLACE SETUP MAP (Located in the JUDGES PICK UP ENVELOPE.)
- Place *“No Electioneering” Cones* 100 feet from entrance as per POLLING PLACE SETUP MAP (Located in the JUDGES PICK UP ENVELOPE.)

COMPLETE POLLING PLACE STATION SETUP

STATIONS 1 & 2 – Voter Check-In and Voter Assistance

Station 1 – Poll Pad Signature Verification:
- **Poll Pad Instructions** (Located in JUDGES PICK UP ENVELOPE)
- **Set-Up Poll Pads(s) and Printer(s)** (Located in ESC.)
- **Black Pens** (Located in LARGE PLASTIC BAG WITH ESSENTIAL SUPPLIES in SUPPLY BOX A)
- **Voter Access Cards** (Located in BLUE ZIPPERED POUCH)

Station 2 – Voter Assistance:
- **Set-Up Poll Pad(s) and Printer(s)** (Located in ESC.)
- **Black Pens** (Located in LARGE PLASTIC BAG WITH ESSENTIAL SUPPLIES in SUPPLY BOX A)
- **Voter Access Cards** (Located in BLUE ZIPPERED POUCH)

STATION 3 – Ballot Station

- Remove all *Official Ballots* from OFFICIAL BALLOT DELIVERY CASE(S) BOX C and separate by ballot style. (Located in the BLUE ROLLING CASE(S) IN THE ESC.)
- Verify the ballot styles by checking the quantities printed on the *CERTIFICATE OF INSPECTION* against the label on the OFFICIAL BALLOT DELIVERY CASE(S) BOX C. (Located in either the first or last OFFICIAL BALLOT DELIVERY CASE(S) BOX C.
- Make sure that all OFFICIAL BALLOT DELIVERY CASE(S) BOX C’s are empty. Note: In a PRIMARY, each Ballot Style will have a Democrat, Non-Partisan (if applicable), and Republican Ballot.
- If correct all the Judges should sign the CERTIFICATE OF INSPECTION and place it in Election Return Envelope #1. (Located in the Judge’s Pick Up Envelope)
- Pencil Box for all the Voter Authorization Receipts.
- Felt Tip Pens for Voters to mark their ballots (Located in Supply Box “A”)
- Red Pens to initial ballots (Located in Supply Box “A”)
Station 4 Voting Station

☐ Install the Optical Scan Tabulator (Located in the compartment of the ESC) on BALLOT BOX per ACCUVOTE OPTICAL SCAN – OPENING THE POLLS STEPS 3-9. (Located in SETUP ENVELOPE in SUPPLY BOX A)

☐ Install the AccuVote Printer Module on TSX per ACCUVOTE-TSX-QUICK REFERENCE – OPENING THE POLL STEPS 7-30. (Located inset UP ENVELOPE in SUPPLY BOX A.)
Procedures for After the Polls Close

**OS Judge**

- **Step 1: Check the Auxiliary Ballot Compartment**
  
  **TWO JUDGES, ONE FROM EACH POLITICAL PARTY SHOULD:**
  
  Follow ACCUVOTE OPTICAL SCAN – CLOSING POLLS Instruction 1
  
  - Remove any ballots deposited in Auxiliary Ballot Compartment during the day and feed through the Optical Scan Tabulator.

- **Step 2 – Record on OFFICIAL BALLOT RECORD the number of ballots counted**
  
  **OS JUDGE AND A JUDGE FROM OPPOSING POLITICAL PARTY SHOULD:**
  
  - Record on the OFFICIAL BALLOT RECORD the total number of ballots counted as shown on the Optical Scan Tabulator.

- **Step 3: Use ENDER CARD to conclude tabulation**

  Follow ACCUVOTE OPTICAL SCAN – CLOSING POLLS Instruction 2
  
  - Insert ENDER CARD

  **Note:** All copies of ELECTION RESULTS REPORT tapes must be returned to the Election Division signed by all judges.

- **Step 4: Print OPTICAL SCAN TABULATOR results:**

  Follow ACCUVOTE OPTICAL SCAN – CLOSING POLLS Instruction 3
  
  - Print 4 ELECTION RESULTS Tapes
  
  - By request, you must also print additional copies for Pollwatchers

- **Step 5: Remove Memory Card from AccuVote :OPTICAL SCAN TABULATOR and COMPLETE DISASSEMBLY**

  Follow ACCUVOTE OPTICAL SCAN – CLOSING POLLS Instruction 4
  
  - Slide Tabulator forward and turn off.
  
  - Remove MEMORY CARD SECURITY SEAL and record seal number on front of Election Results Envelope #1 and place seal in Election Results Envelope #1.
  
  - Remove MEMORY CARD and place and seal it in MEMORY CARD POUCH
  
  - Remove OPTICAL SCAN TABULATOR from BALLOT BOX, return it to its canvass case, and place in ESC.

- **Step 6: Open the BALLOT BOX:**

  Two Judges, one from each political party, remove all VOTED BALLOTS from main ballot compartment of BALLOT BOX and place on table for separation of ballots with Write-In Votes.

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<td>- While stacking the ballots, separate ballots containing WRITE-IN VOTES to be processed in the next step.</td>
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<td>- Place voted ballots not containing the Write-In votes in emptied OFFICIAL BALLOT DELIVERY CASES BOX C and seal with filament tape by wrapping around each box both lengthwise and widthwise.</td>
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<td>- Minimum of one (1) judge per political party should sign over the filament tape.</td>
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<td>- Stack the ballots from the BALLOT BOX in an orderly manner.</td>
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<tr>
<td>- Place all the voted ballots in emptied OFFICIAL BALLOT DELIVERY CASES BOX C and seal with filament tape by wrapping around each box both lengthwise and widthwise.</td>
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<td>- Minimum of one (1) judge per political party should sign over the filament tape.</td>
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Step 7: Process Write-In Votes
- Tally each valid Write-In by precinct. (See: Judge of Election Manual for detailed instructions.)
- **All judges must sign the WRITE-IN TALLY SHEET whether or not there were any valid write-ins.**
- Place ballots containing the WRITE-IN VOTES in separate emptied OFFICIAL BALLOT CASE BOX C and seal with filament tape by wrapping around each box both lengthwise and widthwise.
- Minimum of one (1) judge per political party should sign over the filament tape.

### TSX Judge

**Step 1 – Record on OFFICIAL BALLOT RECORD the number of ballots counted**

**TSX JUDGE AND A JUDGE FROM OPPOSING POLITICAL PARTY SHOULD:**
- Record on the OFFICIAL BALLOT RECORD the total number of ballots counted as shown on the TSX Touch Screen

**Step 2: Print AccuVote TSX Unit Reports**

Follow ACCUVOTE TSX – QUICK REFERENCE - CLOSING POLLS Instructions 1-12
- Print 3 additional ELECTION RESULTS REPORT TAPES
- By request, you must also print additional copies for Pollwatchers.

**Step 10: Continue Closing ACCUVOTE-TSX UNIT and remove MEMORY CARD**

- Peel off seal from side of TSX unit and place on front of ELECTION RESULTS ENVELOPE 1
- Remove MEMORY CARD from TSX
- Place and seal MEMORY CARD in MEMORY CARD POUCH
- Complete disassembly to TSX Unit and return it to the compartment in the ESC.

### EJ Registration Judges

**Step 1: Closing the Poll Pad(s) – Repeating the Procedure for each Poll Pad**
- Touch the MENU button in the upper left hand corner of the Poll Pad
- Touch the white SUMMARY REPORT icon on the left side of the screen.
- Touch PRINT and the printer will print the Summary Report
- Enter the total number of CHECK-INS for **all** Poll Pads on the OFFICIAL BALLOT RECORD (Each Poll Pad will print the total for all the Poll Pads on the top of the printout and the machine specific on the bottom portion of printout).
- Hold the POWER BUTTON (located at the top left side of the Poll Pad) for 10 seconds and release
- Touch the POWER BUTTON again quickly and the Poll Pad screen should go black.
- Complete disassembly of the Poll Pad and return it in its case to the ESC.

**Step 2: Prepare Provisional Ballot Carrier Pouch.**
- Affix ELECTION LABEL to front of PROVISIONAL BALLOT CARRIER POUCH
- Record the number of voted Provisional Ballots on the front of the PROVISIONAL BALLOT CARRIER POUCH (even if none).
- Record the number of PROVISIONAL BALLOTS cast as Item 3 of the OFFICIAL BALLOT RECORD.
- Record the number of VOTE BY MAIL BALLOTS received as Item 4of the OFFICIAL BALLOT RECORD.
Place any VOTE BY MAIL BALLOTS delivered to the polling place in the PROVISIONAL BALLOT CARRIER POUCH.

• Seal the PROVISIONAL BALLOT CARRIER POUCH
• All Judges must sign the PROVISIONAL BALLOT CARRIER POUCH
• Place the PROVISIONAL BALLOT CARRIER POUCH in the BLUE ROLLING CASE being returned to the Election Division.

EJ Ballot Judge

☐ Step 1: Place the Receipt Receptacle on the Table for return to the Election Division
Seal the Receipt Receptacle(s) with filament tape and have one (1) judge of each party sign across the tape.

☐ Step 2: Return all the unvoted ballots to the ESC
• Place unused ballots back into white BALLOT TRANSFER BOX(ES)
• Place white transfer boxes into Blue Rolling Case (NOT the Blue Rolling Case being returned to the Election Division)
• Place Blue Rolling Case into ESC.

☐ Step 3: Process Spoiled Ballots
• Count the number of VOTER’S SPOILED BALLOT SECURITY ENVELOPES in the SPOILED BALLOT ENVELOPE.
• Record the total number in the space provided
• Place the VOTER’S SPOILED BALLOT SECURITY ENVELOPES in the SPOILED BALLOT ENVELOPE and seal it.
• All Judges should sign in the spaces provided.
• Affix ELECTION LABEL to front of SPOILED BALLOT ENVELOPE.
• Place SPOILED BALLOT ENVELOPE in SUPPLY BOX A

☐ Next: Complete the Official Ballot Record.

☐ Next: Affix ELECTION LABELS to forms and envelopes.

LAST - Using the Return of Supplies Certification Form, make sure all items are in the Blue Rolling Case being returned to the Election Division.
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ARRIVAL

TURN ON ELECTION DIVISION CELL PHONE IMMEDIATELY!

Election Judges must arrive at the polling place **no later than 5:00 a.m.** on Election Day. This will provide enough time to complete preparation of the polling place before voting starts.

If a Judge fails to show up by 5:30 a.m., call the Judge to verify he/she will be working. If a replacement Judge is required, call the Election Division at (630) 407-5577. The Election Division will attempt to find a replacement. If the original assigned Judge arrives later, call the Election Division for instructions.

JUDGES’ OATH/PAYROLL SHEET

2. Administer Judges’ Oath or Affirmation. **ALL** Judges raise right hand, one Judge reads the oath, and then each Judge signs by their name. If a Judge arrives late, he/she must also be sworn in and sign the oath. *If a Judge’s signature is not on the Payroll Sheet, the Judge is considered a “no show” and a check will not be issued.*

**NOTE:** Student Judge(s) that are 17 years of age and not registered to vote use the Judges’ Oath or Affirmation for Student Judge(s) section on the back of Judges’ Oath/Payroll Sheet.

3. Any incorrect information on Judges’ Oath/Payroll Sheet, should be corrected and noted on reverse side. A replacement Judge must write in his/her address, phone number, full social security number and then sign under the last printed Judge’s information.

4. Judges’ Oath/Payroll Sheet form is used to record Judge departures and returns to the polling place.

**NOTE:** Judges’ Oath/Payroll Sheet should be kept in secure area but accessible for use during the course of the day.

JUDGES’ NAME BADGES

1. After signing the Oath of Office, take out the Judge’s Name Badges from Supply Box “A”

SETUP (POLLING PLACE LAYOUT)

The polling place should consist of four (4) stations:

1. Start Here and Poll Pad Signature Verification Station
2. Registration and Voter Assistance Station
3. Ballot Station
4. Voting Station

Arrangement of the polling place should follow the enclosed floor plan (found in Judges Pickup
Envelope) as closely as possible which will allow for an orderly flow of voters. Place the voting booths, AccuVote Touchscreen (TSX), and the Ballot Box so they are within the view of the Judges at all times.

OPENING THE POLLS
AT 6:00 A.M. – SHARP!

One (1) Judge announces in a loud, clear voice the polls are now open.

ELECTIONEERING

No one (including Judges of Election) is permitted to wear a campaign button, politically embellished garment, display political literature, place signage or engage in any political discussion within the Campaign Free Zone.

Follow the aerial layout provided in the Judges Pickup Envelope to place the blue NO Electioneering cones. Electioneering is not allowed within 100 feet of the polling room. If 100 horizontal feet ends inside the building, NO electioneering is allowed within. This is the Campaign Free Zone; the blue NO Electioneering cones should be placed outside the front door.

The broken blue line on the aerial layout indicates cone placement for all other distances from the front door.

A private entity (including churches or private schools) can choose to make their entire property a Campaign Free Zone. This means that electioneering is not allowed anywhere on their property. The facility will need to display their NO Electioneering shield sign. The Judges should not remove these signs. These signs stay at the site.

**NOTE:** Any Private Site with NO Electioneering shield signs may not have blue cones.

If questions arise, contact Election Division at (630) 407-5577

WHO MAY BE IN THE POLLING PLACE
Illinois Law requires that only authorized persons be allowed in the polling place. It is the responsibility of the Judge(s) of Election to permit only the following individuals to remain:

- Judges of Election assigned to the polling place
- Authorized Pollwatchers who have surrendered valid Pollwatcher Credentials
- Voters while voting
- Law enforcement officials acting in their official capacities
- Representatives of the DuPage Election Division
- Representatives of the State Board of Elections
- Representatives of the Office of the State’s Attorney and/or the Illinois Attorney General’s Office

Individuals need proper identification to remain in the polling place. Precinct Committeemen and Candidates can only stay in the polling place if they have surrendered valid Pollwatcher Credentials.

**POLLWATCHERS**

**Pollwatcher Credentials and Rights**

A Pollwatcher must have one (1) credential per polling place. The Pollwatcher must surrender their credentials upon entering. If a Pollwatcher refuses, or if the credential is not valid (not signed), the Pollwatcher must leave.

All accredited Pollwatchers may be present before the polls open, throughout voting hours, and after the polls close. Pollwatchers may only observe. At no time may a Pollwatcher interfere with the orderly conduct of the Election and may not touch any supplies or materials.

Judges of Election are permitted, but not required, to check off the names of individuals who have voted on a Polling Place List of Registered Voters or other lists provided by Pollwatchers. **This is only permissible as long as it does not interfere with the conduct of the Election.**

A Pollwatcher may request a copy of the Election results from the AccuVote Optical Tabulator and the AccuVote Touchscreen (TSX) which are printed after the Polls close.
POLLWATCHERS (continued)

Number of Pollwatchers allowed in polling place

- **Appointed by Candidate**
  Two (2) per precinct

- **Appointed by Political Party**
  Two (2) per precinct

- **Appointed by qualified Organization of Citizens**
  One (1) per precinct

- **Appointed by Proponents for or Opponents to Propositions on the ballot**
  One (1) per precinct

- **Appointed by State Nonpartisan Civic Organization**
  One (1) per precinct not more than two (2) per polling place at the same time

If a majority of the Judges determine that the polling place has become too overcrowded with Pollwatchers so as to interfere with the orderly conduct of the election, the Judges shall, by lot, limit such Pollwatchers to a reasonable number, except that the established or new political party shall be permitted to have at least one (1) Pollwatcher present.

**POLLWATCHER REGISTER** (found in Supply Box A; DURING ELECTION envelope)

1. Put Pollwatcher Credentials in the Pollwatcher Register envelope as soon as surrendered. Such credentials are retained by Judges of Elections and returned to the Election Division.

2. A Pollwatcher must sign in on the front of the Pollwatcher Register Envelope and record arrival and departure times.

3. A Pollwatcher that **re-enters** must sign in again and record arrival and departure times.

**NOTE:** Pollwatcher Register should be kept in secure area but accessible for use during the course of the day.
**VOTER ASSISTANCE:**
- Assistance is the actual marking of a voter’s ballot by an individual selected by the voter or two Judges (one from each party), in the privacy of the voting booth.
- The individual assisting may not be an agent of the voter’s employer or union.
- Assistance is only given upon voter’s request.
  - Reasons a voter may request assistance:
    - Blindness •
    - Physical Disability
    - Inability to read, write, or speak the English language

**NOTE:** Intoxication shall not be regarded as a physical disability, and no intoxicated person shall be entitled to assistance in marking his/her ballot. (ILCS 10 5/17-14)

**CHALLENGING A PERSON’S RIGHT TO VOTE**

Any Judge of Election is obligated to challenge a person’s right to vote if he/she believes the person is not a qualified voter. A Pollwatcher or Registered Voter may also issue a challenge.

- **REASONS FOR CHALLENGING**
  The challenger must state a specific reason for challenging a person’s right to vote. A challenge may be issued for the following reasons:
    - The voter no longer resides at the given address
    - The person attempting to vote is not the same person as registered
    - The system indicates that the voter requested a Vote By Mail ballot or Early Voted
    - There is no registration record for the voter (Military can vote without being registered)

**DECIDING A CHALLENGE**

The Judges determine by majority decision whether the challenged person may vote. If a majority of the Judges decide to challenge the voter, the voter can still vote a Provisional Ballot.

**NO ONE SHALL BE DENIED THE RIGHT TO VOTE**

If the majority of the Judges do not agree with the challenger, the voter is permitted to vote as though a challenge had not been issued.

**JUDGE OF ELECTION SUGGESTION SHEET (pink form B-24)**

The Election Division encourages Judges to provide productive suggestions to improve the Election Day process by completing the Judge of Election Suggestion Sheet.
REPORT TO ELECTION AUTHORITY BY JUDGES OF ELECTION (green form B-9)

Judges of Election are asked to report the names of registered individuals who have moved, are deceased, or whose record requires correction due to typographical errors or missing information. All such individuals are reported to the Election Division on the Report to Election Division by Judges of Election

CLOSING THE POLLS PREPARATION

AT 6:30 P.M.
One (1) Judge announces in a loud, clear voice the polls will close in one half hour.

AT 7:00 P.M.
At 7:00 p.m. one (1) Judge announces in a loud, clear voice that the polls are closed. Any voter in line is permitted to vote. If the line is outside of the building bring anyone inside and lock the door. A Judge stands at the end of the line behind the last voter to establish a cut-off point. Anyone arriving after 7:00 p.m. must be pleasantly, but firmly, turned away. Voters who have completed voting must leave.

Voters casting their ballots after 7:00 p.m. are processed the same as voters throughout the day.

NOTE: In the event of a court order extending the time for closing the polls, all voters voting after 7:00 p.m. must vote provisionally.

WHO MAY REMAIN IN THE POLLING PLACE

After the last vote has been cast, the following people are allowed to remain in the polling place:

- Judges of Election assigned to the polling place
- Authorized Pollwatchers who have surrendered valid Pollwatcher Credentials
- Law enforcement officials acting in their official capacities
- Representatives of the DuPage Election Division
- Representatives of the State Board of Elections
- Representatives of the Office of the State’s Attorney and/or the Illinois Attorney General’s Office

Blue Rolling Case for return to the Election Division on Election Night

Set aside one (1) Blue Rolling Case, which will be brought back to the Election Division on Election Night (a second case may be needed only if there is an extreme amount of Voted ballots).

NOTE: Un-voted ballots are not returned within this particular Blue Rolling Case and should only be returned in the Election Supply Cabinet
PREPARING THE ELECTION SUPPLY CABINET (ESC) FOR RETURN

Pack the ESC according to the Supply List below. The list of items to be placed in the ESC (load sheet) is located on the inside of the ESC door.

- AccuVote Optical Scan Tabulator in black canvas bag
- AccuVote Touchscreen (TSX)
- AccuView Printer Module (AVPM) in black canvas case
- Poll Pad in their cases
- Ballot Box
- Voting Booths
- Flag(s)
- No Electioneering cones
- White plastic roadway polling place sign(s)
- Power strip(s)/cord(s)
- Any other supplies not required to be returned election night

Blue Rolling Case(s) (*Except the one being returned to Election Division on Election Night*)

**ALL** un-voted ballots placed inside White Delivery Ballot Box C(s)

Supply Box A with:

- FOR SETUP envelope
- DURING ELECTION envelope
- AFTER POLLS CLOSE envelope
- Provisional Voting Supplies envelope
- Spoiled Ballot Envelope
- Ballot Privacy Covers
- Plastic bag containing pens, markers, tape, etc.
- All signs and other materials either hung or distributed throughout the Polling Place.

When finished packing ESC

- **Confirm all items are in Blue Rolling Case being returned to Election Division before locking ESC**
- Lock ESC; apply seal
- Record ESC seal number on Election Results Envelope 1
- Place Election Results Envelope 1 in Blue Rolling Case being returned to Election Division

**NOTE:** If movers brought tables and chairs, place these with the ESC. If the tables and chairs belong to the polling place, place back where originally found.
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## Preparing and Packing the Blue Rolling Case
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- Ballots with Valid Write-Ins
- Sealed Voter Authorization Envelope
- Election Results Envelope #1
- Election Results Envelope #2
- Blue Zippered Pouch
- Provisional Ballot Carrier Pouch
- Return of Supplies Certification
### Before Election
- Confirm acceptance of assignment by calling/emailing Election Division
- Attends training on polling place process
- Picks up supplies consisting of Telephone, Blue Pouch, Judge’s Pick-Up Envelope (Oath/Payroll Sheet, Election Results Env#1, Polling Place Aerial, Polling Place Suggested Floor Plan, Judge’s Name Tags, Location Stickers, Void – Surrendered Ballot Stickers; Return Receipt and Last Minute Instructions, etc.); and Receipt showing serial/seal numbers of equipment assigned to Polling Place
- Contacts facility and arranges Monday set-up and Tuesday 5:00 am start
- Before Election contacts fellow judges to confirm they are working.
- Before Election contact fellow judges telling them Monday setup time.

### Monday Night Set-Up
- Brings Telephone, Judge’s Pick Up Envelope, Blue Pouch, and Receipt
- Unlocks facility, if necessary
- Compares seal numbers on Blue Pouch with Receipt; breaks seal; places it inside blue pouch; and removes keys.
- Compares seal number on ESC; breaks seal; writes seal number on Election Results Envelope #1 (from Judge’s Pick-Up Envelope) under "Delivery; places broken seal in Envelope #1.
- Uses silver key to unlock ESC.
- Removes Supply Box A from ESC; locates "For Set Up" Envelope and Blue Painter’s Tape (from Supply Bag). Locates Sample Ballots from Supplemental Supply Envelope in the ESC.
- Removes Floor Plan (from Judge's Pick-Up Envelope)
- Renders assistance in polling place set-up where needed
- Once set-up is complete and area checked to be sure nothing is left out, take seal from Blue Pouch, write seal # on Elections Results Envelope #1 under "Night Before"; place Judges Pick-Up Envelope and Election Results Envelope #1 in ESC and lock ESC.
- Lock facility before leaving; taking Phone and Blue Pouch home.

### Election Morning Setup
- Be at polling place no later than 5 am. - **turn on phone**
- Unlock facility, if necessary
- Open ESC by breaking seal: comparing to seal number written night before on Env #1; place seal in Env#1.
- Take out oath/name tags from Judge’s Pick-Up Envelope; administer/sign oath; put on name badges. Place signed Oath in Envelope #2 from "After Polls Close" Envelope located in Supply Box A. Remove Location Stickers from Judge’s Pick-Up Envelope and place in accessible location to all judges.
- Sets out outdoor flags; signage; and "No Electioneering" Cones, if present.
- Places Red pens and ballot markers at Station 3; "I Voted" Stickers and black pens at Station 4.
## PICK UP JUDGE OVERVIEW, con’t.

### During Election Day – Starting Position Ballot Box and rotates position with other Judges
- Stand 8-10 feet from ballot box and check for red Judge’s initials on ballot.
- Retrieve Privacy Cover and/or Ballot Marking Pens and/or Voter Access Cards from Voters
- Offer "I Voted" sticker to each voter
- Provide assistance and answer general questions

### Closing the Polls
- Retrieves outdoor flags; signage; and "No Electioneering" Cones, if present.
- Starts to take down booths and return them to ESC.
- Takes down signs and returns them to Supply Box A.
- Makes sure the only things left out of ESC are items on Ballot table going back to Supply Box A.

### Packing Blue Rolling Case
- Makes sure the only things left out of ESC are items on Ballot table and Supply Box A.
- Signs all forms where indicated.
- Checks off items on the Return of Supplies Certification as they are placed in the Blue Rolling Case.
- Place Blue Pouch (seals, keys, and Voter Access Cards); into Blue Rolling Case.
- Send Checklist around the judges for signature and placement into Blue Rolling Case.
- Return Supply Box A to ESC.
- Final check to be sure the only items out are the Memory Card Pouch (pink); phone (orange case) and Blue Rolling case.
- Make sure ESC is sealed.
- Return Blue Rolling Case, Memory Card Pouch and Orange Phone Pouch to Election Division with Judge of Opposite Party.
- Make sure facility is locked, if necessary.
Monday Night Set-Up

1. Previously arranged with facility and Judges Monday Night set-up time.
2. Brings phone, Judge’s Pick Up Envelope, Blue pouch, and Receipt;
3. Unlocks facility, if necessary
4. Compares seal numbers on Blue Pouch with Receipt; breaks seal; places it inside Blue Pouch; and removes keys.
5. Compares seal number on ESC; breaks seal; writes seal number on Envelope #1 (from Judge’s Pick Up Envelope) under "Delivery; places broken seal in Envelope #1.
6. Uses silver key to unlock ESC.
7. Removes Supply Box A from ESC; locates "For Set Up" and “During Election” Envelopes and Blue Painter’s Tape (from Supply Bag); locates Sample Ballots from Supplemental Supply Envelope in Election Supply Cabinet.
8. Removes Floor Plan (from Judges Pickup Envelope)
9. Renders assistance in polling place set-up where needed
10. Once set-up is complete and area checked to be sure nothing is left out, take seal from blue pouch, write seal number on ELECTION RESULTS ENVELOPE #1 under "Night Before," put Judges Pickup Envelope and Election Results Envelope #1 in ESC and locks ESC.
11. Lock facility before leaving (if necessary); taking Phone and Blue Pouch home.

Tuesday Morning Setup

1. Be at polling place no later than 5 am. - turn on phone
2. Unlock facility, if necessary
3. Open ESC by breaking seal: comparing to seal number written night before on Election Results Envelope #1; place seal in Election Results Envelope #1.
4. Take out Oath of Office/Payroll Sheet and name tags from Judges Supply Envelope;
5. Administer Oath of Office and have all Judges sign.
6. Place signed Oath in Envelope #2 from "After Polls Close" Envelope located in Supply Box A.
7. All Judges put on name badges.
8. Remove location stickers from Judges Pickup Envelope and place in accessible location to all judges.
9. Places American Flag(s) outside the Polling Place entrance so clearly seen from the street.
10. Place white A-frame Polling Place sign(s) at nearby public roadway(s) to show the location of the polling place.
11. Place “No Electioneering” cones, if present, 100 feet from the door of the polling room. If 100 feet ends inside the building, NO electioneering is allowed within. This is a Campaign Free Zone; the blue “No Electioneering” cones should be placed outside the front door. The broken blue line on the aerial layout indicates cone placement for all other distances from the front door.
12. Places red pens and ballot markers at Station 3; "I Voted" Stickers and black pens at Station 4.

Election Day Voter Processing

DEPOSITING A PAPER BALLOT INTO BALLOT BOX

Ballot Box Judge:
1. Should stand far enough away from the Ballot Box (8-10 feet suggested) to afford the voter privacy but close enough to assist as needed, while also verifying Ballot has been initialed in red.
2. Any ballot not initialed must not be inserted into the AccuVote Optical Scan Tabulator (Tabulator) and is considered a Spoiled Ballot.
3. Instruct voter to insert ballot into Tabulator. Allow voter to insert ballot into the Ballot Box. If the ballot is not accepted by the Tabulator, voter should re-insert the ballot in a different orientation.
NOTE: After approximately 800 ballots have been cast, it is recommended two (2) Judges, one (1) from each party, check the main compartment to see if ballots are stacking properly. If they are not, organize the ballots so they lay flat within the main compartment.

**If a ballot is jammed, check the LCD Display.**

If Display reads: BALLOT JAMMED - NOT COUNTED

1. With the black key, unlock the front access gate and slide the Tabulator unit forward.
2. From the back of the unit, gently pull the ballot from the machine and return the ballot to voter.
3. Slide unit back in place on the Ballot Box. Close and lock front access gate.
4. The voter should re-insert the ballot into the Tabulator.

If Display reads: BALLOT JAMMED - COUNTED

1. With the black key, unlock the front access gate and slide Tabulator unit forward.
2. From the back of the unit, gently pull the ballot from the machine and drop the ballot into the Ballot Box. **Do NOT** re-insert ballot through tabulator.
3. Slide unit back in place on the Ballot Box. Close and lock front access gate.

**If a Voter Over-Votes an Office**

The Tabulator will eject the ballot and the error will show on the LCD screen. The voter may choose to override or spoil the ballot and receive another. If voter chooses to override the ballot, the vote for the over-voted office will not count, but all other votes on the ballot will be counted. To override the ballot, press and hold **YES** (Override) button on the front of the Tabulator while the voter inserts the ballot into the Tabulator.

**VOTER SPOILS A PAPER BALLOT**

If a voter makes a mistake or otherwise spoils a paper ballot, the spoiled ballot may be returned to the Judges and another paper ballot issued to the voter.

**BALLOT BOX JUDGE**

1. Issue the voter a Voter’s spoiled ballot security envelope.
2. Instruct the voter to mark the ballot “SPOILED”, fold the ballot, place it in the Voter’s spoiled ballot security envelope and seal.

Have the voter return the sealed Voter’s spoiled ballot security envelope to the Ballot Judge

**“I VOTED” STICKER**

Every Voter is offered an “I Voted” sticker.
Closing the Polls

Retrieves outdoor flags; signage; and "No Electioneering" Cones, if present.
- Takes down signs and returns them to Supply Box A.
- Starts to take down booths and return to ESC.
- Makes sure the only things left out of ESC are items on Ballot table and Supply Boxes A and B.

**VOTING BOOTH DISASSEMBLY (black case)**
1. Unlatch side curtains from top lid and fold down. Fold top lid down.
2. Flip unit and place on table or flat surface.
3. Remove and disassemble legs.
4. Flip unit and press side clips to open top lid.
5. Place legs in the slots of lid.
6. Close unit.
7. Place unit inside of Election Supply Cabinet (ESC)

**HANDICAPPED VOTING BOOTH DISASSEMBLY (grey case)**
1. Remove privacy curtain from 3 slots. Fold and set aside.
2. Flip unit and place on table or flat surface.
3. Remove and disassemble legs.
4. Place legs inside of cavity.
5. Place folded privacy curtain on top of legs.
6. Remove gray box from ESC and slide unit inside.
7. Place ADA Voting booth inside of ESC.

**Preparing and Packing the Blue Rolling Case for Return**

1. Signs all forms where indicated.
2. Checks off the items as they are placed into the Blue Rolling Case on the Return of Supplies Certification
   a. Voted ballots (includes ballots with invalid write-in votes)
   b. Voted ballots with valid write-in votes (box marked “Valid Write-Ins”)
   d. AccuVote TSX printer canister(s) signed by Judges of Election
   e. Election Results Envelope 1 containing:
      o 1. Completed and signed Certificate of Inspection
      o 2. Completed and signed Write-In Tally Sheet
      o 3. Completed and signed Official Ballot Record (OBR) (white copy only)
      o 4. ELECTION ZERO REPORT tape and three (3) signed ELECTION RESULTS REPORT tapes from AccuVote Optical Scan Tabulator
      o Two (2) signed ELECTION RESULTS REPORT tapes from AccuVote Touchscreen (TSX)
      o Poll Pad Summary Reports
      o AccuVote Optical Scan Tabulator memory card security seal(s)
      o . AccuVote Touchscreen (TSX) memory card security seal attached to front of envelope
   f. Election Forms Return Envelope 2 containing:
      o Pollwatcher Register envelope with **ALL** pollwatcher credentials
3. Send Return of Supplies Certification around the judges for signature and placement into Blue Rolling Case.
4. Final check to be sure the only items out are the Memory Card Pouch (pink) and Blue Rolling case.
5. Seal ESC.
6. Make sure facility is locked, if necessary.

If upon returning the supplies, the OS or TSX memory cards are missing, the Judges of Election must return to the polling place to retrieve the memory cards.

7. Two (2) Judges, one (1) from each party, **MUST** return the following supplies to the Election Division on Election Night:
   - Pink Memory Card Pouch containing:
     - [1] AccuVote Optical Scan Tabulator memory card
     - [2] AccuVote Touchscreen (TSX) memory card
   - Orange Case with Phone still on to be held/used by the passenger in the car with Pick Up Judge.
   - 2. Blue Rolling Case containing the items listed above.

Audit Trail Continues

- Remove a seal from the Blue Zippered Pouch
- Record the seal number on the **ELECTION RESULTS ENVELOPE #1** in the “CLOSING” box..
- Place the **ELECTION RESULTS ENVELOPE #1** in the Blue Rolling Case.
- Close and lock the **ESC**.
- Place the seal on the locked **ESC**.

If upon returning the supplies, the OS or TSX memory cards are missing, the Judges of Election must return to the polling place to retrieve the memory cards.
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## EJ Registration Judges Overview

### Before Election
- Confirm acceptance of assignment by calling/emailing Election Division
- Attends training on polling place process and equipment operation

### Monday Night Set-Up
- Hangs posters and signs in polling place including sample ballots (located in Judge’s Supplemental Supply Envelope.)
- Checks to be sure that there are sufficient power strips to properly set up

### Election Morning Setup
- Be at polling place no later than 5 am.
- Take Oath of Office and Sign Payroll Sheet
- Put Name Badge On
- Remove Poll Pad cases from ESC and place on table at Stations 1 and 2.

**Information from KnowInk to Complete**

- Run extension cords and power strips to be out of the way but accessible. Each strip should hold 1-2 Poll Pads and printers.
- Assemble Poll Pads in accordance with Poll Pad instructions; Printer first; Poll Pad second, powering Poll Pad third.
- 1 or 2 Poll Pads will check in “perfect voters”
- 1 Poll Pad will be used for registration/changes, etc.

### During Election Day – Starting Position – Pollbooks and rotates with other Judges
- Responsible for troubleshooting any problems with Poll Pads throughout day.
- Process Provisional Voters by getting two envelope Provisional Voting Affidavit and Ballot Secrecy Envelope; create a Voter Authorization Receipt via the Poll Pad. Voter completes the top part of Envelope 1 of Provisional Voting Affidavit; and signs/Judge completes lower portion and signs. Ballot Secrecy Envelope #2 is completed by Judge with information from Voter Authorization Receipt. Envelope #2 and Voter Authorization Receipt are handed to the Ballot Judge who issues ballot to voter and directs voter to voting booth. Voter returns sealed Envelope #2 to Registration Judge. Registration Judge places Envelope #2 in Envelope #1 and gives voter carbon copy with instructions on how to complete the voting process. Provisional ballot is placed in Provisional Ballot Carrier Pouch.

### Closing the Polls
- Run Summary Report on the Poll Pad and record the number of “Check-Ins” on Question #1 on the Official Ballot Record.
- Continue to disassemble Poll Pads; placing Printer, I-pad, and cords into the case and return cases to ESC. Return any extension cords/power strips to ESC.
- Counts number of Provisional Votes and Vote By Mail Envelopes in Provisional Ballot Carrier Pouch and writes those numbers in Questions 3 and 4 of the Official Ballot Record.
- Removes signs and returns them to Supply Box A.
- Makes sure the only things left out of ESC are items on Ballot table to be returned to the Election Division election night and Supply Box A.
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<td>Signs all forms where indicated.</td>
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Writes number of Provisional Ballots on Envelope; seals envelope and sends around table for judges’ signatures and placement in Blue Rolling Case
### TUESDAY MORNING SET-UP

- Remove Poll Pad Cases from Election Supply Cabinet.
- Open the Poll Pad Case by pressing down on the grey latches and pulling forward to release the locks.

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<th>To open the Case, lay it on its side – Poll Pad logo on top and upside down.</th>
<th>Release the latch by placing your thumbs on the grey tabs and pushing down while pulling up on the bottom of the black latches with your fingers.</th>
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<td>The latch will release allowing you to swing the top of the case upward.</td>
<td>VIOLA! (See Poll Pad Set-Up)</td>
</tr>
</tbody>
</table>

- Set Up the Poll Pads

<p>| Remove the Printer Base from the Case. | Remove the Printer, Power Adapter (with attached Printer Cord) and Printer Power Cord from the Case. | Plug the Power Adapter Printer Cord into the receptacle (at the bottom right rear of the Printer) – flat side up. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Image 1</th>
<th>Image 2</th>
<th>Image 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Plug the Printer Power Cord into the Power Adapter and into a wall outlet (or other power source).</td>
<td>Turn the Printer “On” with the toggle switch (on the lower left side of the Printer).</td>
<td>Watch for the “Green” Power Light (on the lower front of the Printer) to illuminate.</td>
</tr>
<tr>
<td>2.</td>
<td>Remove the Tablet from the Case and carefully place it face down on a smooth surface. Remove the Stand Arm.</td>
<td>Open the Stand Arm and insert the round portion into the Tablet by squeezing the tabs on its sides.</td>
<td>Rotate the Stand Arm until it “clicks” into place.</td>
</tr>
<tr>
<td>3.</td>
<td>Firmly grasp the Stand Arm with both hands and insert it into the slot in the Base.</td>
<td>Rotate the Tablet to insure the Power Button is on the right side as you look at the back of unit.</td>
<td>Turn the Tablet “On” by pressing and holding the Power Button.</td>
</tr>
<tr>
<td>4.</td>
<td>Apple Logo will appear sideways and fade into a grey screen. Touch the “P” at the bottom of the Tablet.</td>
<td>The Printer Icon should be green. The Encoder Icon should be red.</td>
<td>Insert the Encoder into the receptacle on the right side of the Tablet (with the black side of the Encoder facing you).</td>
</tr>
<tr>
<td>5.</td>
<td>Remove the Encoder, Encoder Power Cord, and Power Cube from the Case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insert the Encoder Power Cord into the Encoder and plug the Power Cube into a wall outlet.</td>
<td>On the Tablet screen, press “Print Test Receipt”. A sample receipt will print.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FEATURES –

MAIN MENU KEY

- **Home** - Access the Get Started screen to process voters.
- **Voters** - Search for a voter record.
- **Tools and Settings** - Password-protected access to advanced functions such as importing voter file and audit logs.
- **Status Report** - View the status of your polling place.
- **Help** - Customizable resource for user guides, videos, and troubleshooting content.
- **Summary Report** - Password-protected (optional) access to localized reports.
- **Election Judges** - Check in and check out your poll workers.
- **Absentee Scanner** - Can be used to scan in absentee status updates.
- **Precinct Finder** - Determines the polling place for an address.
TO CONTACT SUPPORT:

- TEXT MESSAGE OUTGOING
  1. MENU To access Contact Support contained on the Poll Pad, press MENU then Contact Support.
  2. TEXT MESSAGING On the right side of the screen is the text messaging module.
  **NOTE:** If you want to expand the module to full screen, press the arrows next to the New Message field.
  3. NEW MESSAGE - To send a new message, press the New Message field and the keyboard will automatically pop up. Type your message, then press Send.
  4. MESSAGE SENT To exit Contact Support, press HOME.

- TEXT MESSAGE INCOMING
  1. NEW INCOMING MESSAGE When you receive a new message from Contact Support, a red notification with appear on the messaging icon
  2. MESSAGE NOTIFICATION To view new messages, click on the envelope icon in the Poll Pad toolbar. A pop-up will appear displaying the new messages. To view the text message thread in the text messaging module, press Join Chat. Alternatively, you can press Quick Reply to send a message from the pop-up.
  3. VIEW MESSAGE - If you press Join Chat, you will enter the text messaging module in Contact Support. Here you can view the message thread with Support and create and send new messages. To exit, press HOME.
  4. CLEAR NOTIFICATIONS To clear all notifications in the message queue, press Mark All As Read
  5. CLEARED NOTIFICATIONS Once the new message notifications have been cleared, you will still be able to return to the message thread from Contact Support.

SUMMARY REPORT

1. MENU To access Summary Report on the Poll Pad, press MENU then Summary Report.
2. ENTER PASSWORD the Poll Pad may ask for a password. Enter the password, then press Done.
   Consult Elections Division to obtain password
3. SUMMARY REPORT the Summary Report data can be filtered by type using the headers across the top of the screen. Use the CONFIGURE button at the bottom of the screen to sort and print the desired information.
VOTER PROCESSING ELECTION DAY

If the Poll Pads are not operating, call the Election Division at .630-407-5577.

USING THE POLL PAD TO POST A “PERFECT” VOTER

ENTER VOTER’S NAME
- With the stylus use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then press SEARCH.

SELECT VOTER’S RECORD - Records matching the search criteria display on screen.
- Locate the voter's record and verify it does not contain any exceptions, then with the stylus select the voter by touching his or her record.
- With the stylus, TOUCH anywhere on the white line.

NOTE: Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads “Wrong Location”.

VOTER CONFIRMATION – Screen displays voter information.
- Verify voter’s name, address and date of birth are correct.
- If all voter information is correct with the stylus touch REGULAR BALLOT.
- If all voter information is NOT correct with the stylus touch RE-REGISTER and process name and/or address change.

PARTY SELECTION (Primary Only) – Screen displays party choices.
- Ask voter for party choice.
- With stylus touch appropriate party button.
- With stylus touch ACCEPT.

SIGNATURE CONFIRMATION – Voter signature screen will appear.
- Rotate screen to voter to have voter sign with stylus.
- Once voter has completed signature, rotate back and with stylus press DONE SIGNING.

ELECTION JUDGE CONFIRMATION - Election Judges will confirm voter’s information.
- Election Judges (one of each party) to verify and confirm all information is correct and signatures match.
- With stylus, Election Judges (one of each party) will place their initials in the boxes.
- If correct, with the stylus press SUBMIT.

INSERT VOTER CARD – Ballot type options will appear on the screen.
With the stylus, select PAPER OR TOUCHSCREEN and press SUBMIT

**Note**: Process all voters as PAPER except for those with a disability or if the voter specifically asks for Touchscreen.

- If Voter requests a TOUCHSCREEN ballot, see below for instructions.

---

**VOTER PROCESSED** – Confirmation voter has been successfully processed.

- Voter successfully processed.
- Judge takes **VOTER AUTHORIZATION RECEIPT** from Printer and hand it to the Ballot Judge.
- Direct voter to Ballot Station.
- Pollbook automatically returns to SEARCH SCREEN.

---

**USING THE POLL PAD TO ISSUE “TOUCHSCREEN BALLOT”**

With the stylus select TOUCHSCREEN and press SUBMIT

**CREATE CARD**

- Locate Voter Access Card
- Insert Voter Access Card chip side in front into Encoder.
- A box with PARTY will appear.
- Touch “Party” and a pop up will appear with two choices.
- Touch Party of choice (either Republican or Democratic)
- Touch CREATE CARD
- **VOTER AUTHORIZATION** will print.

**VOTER PROCESSED** – Confirmation voter has been successfully processed.

- Voter successfully processed.
- Take **VOTER AUTHORIZATION RECEIPT** from Printer and Voter Access Card and hand both to the Ballot Judge.
- Direct voter to Ballot Station
- Pollbook automatically returns to SEARCH SCREEN.
USING THE POLL PAD TO CHANGE A VOTER’S NAME

**Note:** A voter’s name and address may be changed at the same time.
**Note:** Before changing voter’s information, ask voter if they have two forms of ID.
This is a two part process – Part I - correcting the voter’s name and Part II – processing the corrected voter.

### Part I - CORRECTING VOTER INFORMATION

**ENTER VOTER’S NAME**
- With the stylus use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then press SEARCH.

**SELECT VOTER’S RECORD** - Records matching the search criteria display on screen.
- Locate the voter’s record and verify it does not contain any exceptions, then with the stylus select the voter by touching his or her record.
- With the stylus, TOUCH anywhere on the white line.

**NOTE:** Search results show both in-precinct and out of precinct voters. **Out of precinct voters display in gray with an indicator that reads “Wrong Location”**.

**VOTER VERIFICATION** – Screen display’s voter’s information.
- Verify voter’s name, address and date of birth are correct.
- If all voter information is correct with the stylus touch REGULAR BALLOT.
- If all voter information is NOT correct with the stylus touch RE-REGISTER.

**ELECTION DAY REGISTRATION** – Enter Voter Information (Step 1)
- Using the stylus, touch either First and/or Last Name to get cursor.
- Using the Back <sup>3</sup> key, remove the existing name, type in the new name and touch NEXT.
- If address needs correction, follow the same directions, or if not, touch NEXT. (Step 2).

**REGISTRATION IDENTIFICATION** – Enter the type of ID Provided (Step 3)
- Using the stylus, touch the DOWN ARROW (right side of screen).
- With the stylus, select appropriate choice from the drop-down list.
- With the stylus, enter the number from the verification presented and touch NEXT.
- If no ID is presented, with the stylus touch NO ID – MUST PROVIDE LAST 4 of SSN; enter the last 4 of SSN and touch NEXT.
RESIDENCY VERIFICATION – Enter the type of ID Provided (Step 4)
- Using the stylus, touch the DOWN ARROW (right side of screen).
- Using the stylus touch TWO DOCUMENTS WITH CURRENT NAME & ADDRESS.
- Using the stylus, touch the second DOWN ARROW (right side of screen)
- With the stylus, select appropriate choice from the drop-down list.
- Using the stylus, touch the third DOWN ARROW (right side of screen)
- With the stylus, select appropriate choice from the drop-down list.
- Upon completion of two (2) forms of ID with the stylus touch NEXT.

VOTER SIGNATURE OF CONFIRMATION – Voter signs confirming change. (Step 5)
- Rotate screen to voter to have voter sign with stylus.
- Once voter has completed signature, rotate back and with stylus touch NEXT.

ELECTION JUDGE CONFIRMATION - Election Judge will confirm voter’s information. (Step 6)
- Election Judge will verify and confirm all information is correct
- With stylus, Election Judge will place their initials in the box.
- If correct, with the stylus press SUBMIT.

REGISTRATION UPDATED – Updated information has been registered.
- A pop-up will appear reading UPDATED with voter’s name.
- With the stylus, touch “ACCEPT”
- Continue to Process Voter

PART II – VOTER PROCESSING SCREEN
- PARTY SELECTION (Primary Only) – Screen displays party choices.
  - Ask voter for party choice.
  - With stylus, touch appropriate party button
  - With stylus, touch ACCEPT

SIGNATURE CONFIRMATION – Voter signature screen will appear.
- Rotate screen to voter to have voter sign with stylus.
- Once voter has completed signature, rotate back and with stylus touch DONE SIGNING.

ELECTION JUDGE CONFIRMATION - Election Judges will confirm voter's information.
- Election Judges (one of each party) to verify and confirm all information is correct and signatures match.
- With stylus, Election Judges (one of each party) will place their initials in the boxes.
If correct, with the stylus press SUBMIT.

**USING THE POLL PAD TO ISSUE “TOUSCHREEN BALLOT”**

With the stylus select TOUCHSCREEN and press SUBMIT

**CREATE CARD**
- Locate Voter Access Card
- Insert Voter Access Card chip side in front into Encoder.
- A box with PARTY will appear.
- Touch “Party” and a pop up will appear with two choices.
- Touch Party of choice (either Republican or Democratic)
- Touch CREATE CARD
- VOTER AUTHORIZATION will print.

**VOTER PROCESSED** – Confirmation voter has been successfully processed.
- Voter successfully processed.
- Take **VOTER AUTHORIZATION RECEIPT** from Printer and Voter Access Card and hand both to the Ballot Judge.
- Direct voter to Ballot Station
- Pollbook automatically returns to SEARCH SCREEN.
USING THE POLL PAD TO CHANGE A VOTER’S ADDRESS

Note: A voter’s name and address may be changed at the same time.

Note: Before changing voter’s information, ask voter if they have two forms of ID.
This is a two part process – Part I - correct the voter’s address and Part II – processing the corrected voter.

Part I - CORRECTING VOTER INFORMATION

ENTER VOTER’S NAME -
o Use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then press SEARCH.

SELECT VOTER’S RECORD - Records matching the search criteria display on screen.
o Locate the voter’s record and verify it does not contain any exceptions, then with the stylus select the voter by touching his or her record.
o With the stylus, TOUCH anywhere on the white line.

NOTE: Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads “Wrong Location”.

VOTER VERIFICATION - Screen displays voter’s information.
o Verify voter’s name, address and date of birth are correct.
o If all voter information is correct with the stylus touch REGULAR BALLOT.
o If all voter information is NOT correct, with the stylus touch RE-REGISTER and process name and/or address change.

ELECTION DAY REGISTRATION – Enter Voter Information (Step 1)
o With the stylus, touch NEXT to bypass Name Change

VOTER ADDRESS – Enter Voter Information (Step 2)
o With the stylus, touch CLEAR FORM (middle left on screen) to remove the existing information.
o With stylus, touch the HOUSE # line and enter house number.
o With stylus, touch the STREET NAME line and enter in first 3 or 4 letters of street name.
o With the stylus, select the address from the drop down list.
o Street Name, Street Type, City and Zip should be filled in.
o If needed, repeat above with City and Zip.
o When done, with the stylus, touch NEXT.
REGISTRATION IDENTIFICATION – Enter the type of ID Provided (Step 3)
- Using the stylus, touch the DOWN ARROW (right side of screen).
- With the stylus, select appropriate choice from the drop-down list.
- With the stylus, enter the number from the verification presented and touch NEXT.
- If no ID is presented, with the stylus touch NO ID – MUST PROVIDE LAST 4 of SSN; enter the last 4 of SSN and touch NEXT.

RESIDENCY VERIFICATION – Enter the type of ID Provided (Step 4)
- Using the stylus, touch the DOWN ARROW (right side of screen).
- Using the stylus touch TWO DOCUMENTS WITH CURRENT NAME & ADDRESS.
- Using the stylus, touch the second DOWN ARROW (right side of screen)
- With the stylus, select appropriate choice from the drop-down list.
- Using the stylus, touch the third DOWN ARROW (right side of screen)
- With the stylus, select appropriate choice from the drop-down list.
- Upon completion of two (2) forms of ID with the stylus touch NEXT.

VOTER SIGNATURE OF CONFIRMATION – Voter signs confirming change. (Step 5)
- Rotate screen to voter to have voter sign with stylus.
- Once voter has completed signature, rotate back and with stylus touch NEXT.

ELECTION JUDGE CONFIRMATION - Election Judge will confirm voter’s information. (Step 6)
- Election Judge will verify and confirm all information is correct
- With stylus, Election Judge will place their initials in the box.
- If correct, with the stylus press SUBMIT.

REGISTRATION UPDATED
- A pop-up will appear reading UPDATED.
- With the stylus touch “ACCEPT”
- Continue to Process Voter

PART II – VOTER PROCESSING SCREEN

PARTY SELECTION (Primary Only) – Screen displays party choices.
- Ask voter for party choice.
- With stylus, touch appropriate party button
- With stylus, touch ACCEPT

- SIGNATURE CONFIRMATION -Voter signature screen will appear.
- Rotate screen to voter to have voter sign with stylus.
- Once voter has completed signature, rotate back and with stylus press DONE SIGNING.
ELECTION JUDGE CONFIRMATION - Election Judges will confirm voter’s information.
- Election Judges (one of each party) to verify and confirm all information is correct and signatures match.
- With stylus, Election Judges (one of each party) will place their initials in the boxes.
- If correct, with the stylus press SUBMIT.

INSERT VOTER CARD - Ballot type options will appear on the screen.
- With the stylus, select PAPER or TOUCHSCREEN and press SUBMIT.

Note: Process all voters as PAPER except for those with a disability or if the voter specifically asks for Touchscreen.
- If voter requests a TOUCHSCREEN ballot, see below for instructions.

- VOTER PROCESSED – Voter successfully processed.
- Take VOTER AUTHORIZATION RECEIPT from Printer and hand it to the Ballot Judge.
- Direct voter to Ballot Station.
- Pollbook automatically returns to SEARCH SCREEN.

USING THE POLL PAD TO ISSUE “TOUCHSCREEN BALLOT”

With the stylus select TOUCHSCREEN and press SUBMIT

CREATE CARD
- Locate Voter Access Card
- Insert Voter Access Card chip side in front into Encoder.
- A box with PARTY will appear.
- Touch “Party” and a pop up will appear with two choices.
- Touch Party of choice (either Republican or Democratic)
- Touch CREATE CARD
- VOTER AUTHORIZATION will print.

VOTER PROCESSED – Confirmation voter has been successfully processed.
- Voter successfully processed.
- Take VOTER AUTHORIZATION RECEIPT from Printer and Voter Access Card and hand both to the Ballot Judge.
- Direct voter to Ballot Station
- Pollbook automatically returns to SEARCH SCREEN.
**USING THE POLLPAD TO REGISTER A VOTER**

**Note:** Before changing voter’s information, ask voter if they have two forms of ID.

This is a two part process – Part I - correct the voter’s address and Part II – processing the corrected voter.

<table>
<thead>
<tr>
<th>PART I – VOTER REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTER VOTER’S NAME -</td>
</tr>
<tr>
<td>o With the stylus, use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then TOUCH SEARCH.</td>
</tr>
<tr>
<td>o NO RECORD FOUND pop-up will appear, with the stylus touch OK.</td>
</tr>
<tr>
<td>o With the stylus, touch REGISTER (top right side of screen).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELIGIBILITY VERIFICATION – Verification that person may register to be a voter. (Step 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Ask the voter will you be 18 years old by November 3rd 2020?</td>
</tr>
<tr>
<td>o With the stylus, touch YES.</td>
</tr>
<tr>
<td>o Ask the voter are you a U.S. or naturalized citizen?</td>
</tr>
<tr>
<td>o With the stylus, touch YES.</td>
</tr>
<tr>
<td>o If the answer to Question 1 above is NO, an ERROR message will appear and with the stylus touch OK.</td>
</tr>
<tr>
<td>o If the answer to Question 2 above is NO, and ERROR message will appear and with the stylus touch OK.</td>
</tr>
<tr>
<td>o With the stylus, touch NEXT.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTION DAY REGISTRATION – Enter voter information. (Step 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>o With stylus, touch FIRST NAME LINE, see cursor, and enter first name.</td>
</tr>
<tr>
<td>o If needed, with stylus, touch MIDDLE NAME, see cursor and enter middle name.</td>
</tr>
<tr>
<td>o With stylus, touch LAST NAME LINE, see cursor and enter last name.</td>
</tr>
<tr>
<td>o With stylus, Touch Date of Birth, see Calendar Scroll (below) and dial in birthdate.</td>
</tr>
<tr>
<td>o Touch NEXT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VOTER ADDRESS SCREEN (Step 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>o With stylus, touch the HOUSE # line and enter house number.</td>
</tr>
<tr>
<td>o With stylus, touch the STREET NAME line and enter in first 3 or 4 letters of street name.</td>
</tr>
<tr>
<td>o With the stylus, select the address from the drop down list.</td>
</tr>
<tr>
<td>o Street Name, Street Type, City and Zip should be filled in.</td>
</tr>
<tr>
<td>o If needed, repeat above with City and Zip.</td>
</tr>
<tr>
<td>o When done, with the stylus, touch NEXT.</td>
</tr>
</tbody>
</table>
REGISTRATION IDENTIFICATION – Enter the type of ID Provided (Step 4)
- Using the stylus, touch the DOWN ARROW (right side of screen).
- With the stylus, select appropriate choice from the drop-down list.
- With the stylus, enter the number from the verification presented and touch NEXT.
- If no ID is presented, with the stylus touch NO ID – MUST PROVIDE LAST 4 of SSN; enter the last 4 of SSN and touch NEXT.

RESIDENCY VERIFICATION – Enter the type of ID Provided (Step 5)
- Using the stylus, touch the DOWN ARROW (right side of screen).
- Using the stylus touch TWO DOCUMENTS WITH CURRENT NAME & ADDRESS.
- Using the stylus, touch the second DOWN ARROW (right side of screen)
- With the stylus, select appropriate choice from the drop-down list.
- Using the stylus, touch the third DOWN ARROW (right side of screen)
- With the stylus, select appropriate choice from the drop-down list.
- Upon completion of two (2) forms of ID with the stylus touch NEXT.

VOTER SIGNATURE OF CONFIRMATION – Voter signs confirming change. (Step 6)
- Rotate screen to voter to have voter sign with stylus.
- Once voter has completed signature, rotate back and with stylus touch NEXT.

ELECTION JUDGE CONFIRMATION - Election Judge will confirm voter's information. (Step 7)
- Election Judge will verify and confirm all information is correct
- With stylus, Election Judge will place their initials in the box.
- If correct, with the stylus press SUBMIT.
- ADDED pop-up appears, with stylus touch ACCEPT.

PART II VOTER PROCESSING

PARTY SELECTION (Primary Only) – Screen displays party choices.
- Ask voter for party choice.
- With stylus touch appropriate party button.
- With stylus touch ACCEPT.

SIGNATURE CONFIRMATION
- Rotate screen to voter to have voter sign with stylus.
- Once voter has completed signature, rotate back and with stylus touch DONE SIGNING.

ELECTION JUDGE CONFIRMATION - Election Judges will confirm voter's information.
- Election Judges (one of each party) to verify and confirm all information is correct and signatures match.
- With stylus, Election Judges (one of each party) will place their initials in the boxes.
- If correct, with the stylus press SUBMIT.
INSERT VOTER CARD - Ballot type options will appear on the screen.
- With the stylus, select PAPER or TOUCHSCREEN and press SUBMIT.

**Note:** Process all voters as PAPER except for those with a disability or if the voter specifically asks for Touchscreen.
- If voter requests a TOUCHSCREEN ballot, see below for instructions.

**VOTER PROCESSED** – Confirmation voter has been successfully processed.
- Voter successfully processed.
- Take **VOTER AUTHORIZATION RECEIPT** from Printer and Voter Access Card and hand both to the Ballot Judge.
- Direct voter to Ballot Station
- Pollbook automatically returns to SEARCH SCREEN.

---

**USING THE POLL PAD TO ISSUE “TOUCHSCREEN BALLOT”**

With the stylus select TOUCHSCREEN and press SUBMIT

**CREATE CARD**
- Locate Voter Access Card
- Insert Voter Access Card chip side in front into Encoder.
- A box with PARTY will appear.
- Touch “Party” and a pop up will appear with two choices.
- Touch Party of choice (either Republican or Democratic)
- Touch CREATE CARD
- **VOTER AUTHORIZATION** will print.

**VOTER PROCESSED** – Confirmation voter has been successfully processed.
- Voter successfully processed.
- Take **VOTER AUTHORIZATION RECEIPT** from Printer and Voter Access Card and hand both to the Ballot Judge.
- Direct voter to Ballot Station
- Pollbook automatically returns to SEARCH SCREEN.
USING THE POLL PAD TO POST A VOTER WITH “ID REQUIRED”

ENTER VOTER’S NAME
- With the stylus use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then press SEARCH.

SELECT VOTER’S RECORD - Records matching the search criteria display on screen.
- Locate the voter's record and see “Check ID” then with the stylus select the voter by touching his or her record.
- With the stylus, TOUCH anywhere on the blue line.
- **NOTE:** Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads “Wrong Location”.

ID REQUIRED
- Voter must show one (1) acceptable hard copy for of ID with voter’s current name and current address.
- With the stylus, scroll down on screen to see list of acceptable ID's
- If acceptable ID is presented with the stylus touch ID PRESENTED and PARTY SELECTION screen will appear. Continue to process voter normally.
- If no ID’s are presented with the stylus touch “NO ID PRESENTED, and PROVISIONAL BALLOT screen will appear. With the stylus, touch PROCESS PROVISIONALLY and process the voter provisionally.
- If voter’s information has changed, with the stylus touch RE-REGISTER and process voter change.

PARTY SELECTION (Primary Only) – Screen displays party choices.
- Ask voter for party choice.
- With the stylus touch appropriate party button
- With the stylus touch ACCEPT

SIGNATURE CONFIRMATION
- Rotate screen to voter to have voter sign with stylus.
- Once voter has completed signature, rotate back and with stylus touch DONE SIGNING.
ELECTION JUDGE CONFIRMATION - Election Judges will confirm voter’s information.
- Election Judges (one of each party) to verify and confirm all information is correct and signatures match.
- With stylus, Election Judges (one of each party) will place their initials in the boxes.
- If correct, with the stylus press SUBMIT

INSERT VOTER CARD - Ballot type options will appear on the screen.
- With the stylus, select PAPER OR TOUCHSCREEN and press SUBMIT.

**Note:** Process all voters as PAPER except for those with a disability or if the voter specifically asks for Touchscreen.
- If voter requests a TOUCHSCREEN ballot, see below for instructions.

VOTER PROCESSED – Confirmation voter has been successfully processed.
- Voter successfully processed.
- Judge takes VOTER AUTHORIZATION RECEIPT from Printer and hand it to the Ballot Judge.
- Direct voter to Ballot Station
- Pollbook automatically returns to SEARCH SCREEN.

**USING THE POLL PAD TO ISSUE “TOUCHSCREEN BALLOT”**

With the stylus select TOUCHSCREEN and press SUBMIT

CREATE CARD
- Locate Voter Access Card
- Insert Voter Access Card chip side in front into Encoder.
- A box with PARTY will appear.
- Touch “Party” and a pop up will appear with two choices.
- Touch Party of choice (either Republican or Democratic)
- Touch CREATE CARD
- VOTER AUTHORIZATION will print.

VOTER PROCESSED – Confirmation voter has been successfully processed.
- Voter successfully processed.
- Take VOTER AUTHORIZATION RECEIPT from Printer and Voter Access Card and hand both to the Ballot Judge.
- Direct voter to Ballot Station
- Pollbook automatically returns to SEARCH SCREEN.
USING THE POLL PAD TO PROCESS “MAIL BALLOT ISSUED”

ENTER VOTER’S NAME
- With the stylus use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then touch SEARCH.

SELECT VOTER’S RECORD - Records matching the search criteria display on screen.
- Locate the voter's record and see “Mail Ballot Issued” then select the voter by touching his or her record.
- TOUCH anywhere on the pink line.

NOTE: Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads “Wrong Precinct”.

VOTE BY MAIL BALLOT ISSUED
- Voter has been issued a Vote by Mail Ballot
- Voter has the ballot and wishes to surrender it. With the stylus touch BALLOT SURRENDERED.
- Voter has the ballot and wishes to drop-off the voted ballot and have it counted at the Election Division. With the stylus touch BALLOT DROPPED OFF.
- Voter does not have the ballot, voter must be processed provisionally. With the stylus select PROCESS PROVISIONALLY.

BALLOT SURRENDERED

CONFIRMATION OF SURRENDERED VOTE BY MAIL BALLOT
- Voter has the ballot and wishes to surrender it.
- A green VOID – SURRENDERED BALLOT label should be placed on the back of the Vote by Mail Envelope above the bar code and placed in the SPOILED BALLOT ENVELOPE.
- If the voter information is correct, touch ISSUE NEW BALLOT and PARTY SELECTION screen appears and voter is processed accordingly.
BALLOT DROPPED OFF

CONFIRMATION OF BALLOT DROPPED OFF

- Voter has voted ballot and wishes to drop off signed and sealed ballot with completed Affidavit of Delivery
- Affix polling place label to Vote By Mail Envelope above the bar code
- Place said ballot in PROVISIONAL BALLOT CARRIER POUCH
- Using the stylus touch OK and Pollbook automatically returns to SEARCH SCREEN.

PROCESS PROVISIONALLY

PROVISIONAL BALLOT

- With the stylus touch PROCESS PROVISIONALLY and PROCESS PROVISIONALLY screen appears and process accordingly.
USING THE POLL PAD TO PROCESS “MAIL BALLOT RETURNED”

ENTER VOTER’S NAME
o With the stylus, use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then press SEARCH.

SELECT VOTER’S RECORD - Records matching the search criteria display on screen.
o Locate the voter's record and see “Mail Ballot Returned” then select the voter by touching his or her record.
o TOUCH anywhere on the pink line.
NOTE: Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads “Wrong Precinct”.

VOTE BY MAIL BALLOT RETURNED
o Voter was issued and returned a Vote by Mail ballot and may not vote again.
o Select CLOSE to return to the SEARCH SCREEN.
o If voter maintains they have not voted, voter may be processed provisionally. Touch PROCESS PROVISONALLY and PROVISIONAL BALLOT screen will appear. Process voter as a provisional voter.
USING THE POLL PAD TO POST A VOTER WITH “INACTIVE”

ENTER VOTER’S NAME
- With the stylus, use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then press SEARCH.

SELECT VOTER’S RECORD - Records matching the search criteria display on screen.
- Locate the voter's record and see “INACTIVE” then with the stylus select the voter by touching his or her record.
- With the stylus, TOUCH anywhere on the purple line.
- NOTE: Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads “Wrong Location”.

INACTIVE – Voter is showing as Inactive.
- Voter has not moved and must show one (1) acceptable hard copy for of ID with voter’s current name and current address.
- With the stylus, scroll down on screen to see list of acceptable ID’s
- If acceptable ID is presented with the stylus touch ID PRESENTED and PARTY SELECTION screen will appear. Continue to process voter normally.
- Voter has moved, Voter must present two (2) acceptable hard copy forms of ID. One (1) with voter’s current name and current address AND one (1) with voter’s current name or current address and is in the correct Polling Place.
- With the stylus, scroll down on screen to see list of acceptable ID’s.
- If acceptable ID is presented with the stylus, select RE-REGISTER VOTER.
- If no ID’s are presented with the stylus touch “NO ID PRESENTED, and PROVISIONAL BALLOT screen will appear. With the stylus, touch PROCESS PROVISIONALLY and process the voter provisionally.
- If voter has moved and is not in the correct Polling Place, direct voter to correct Polling Place.

PARTY SELECTION (Primary Only) –
- Ask voter for party choice.
- With stylus, touch appropriate party button.
- Touch ACCEPT.
SIGNATURE CONFIRMATION – Voter signature screen will appear.
  o Rotate screen to voter to have voter sign with stylus.
  o Once voter has completed signature, rotate back and with stylus touch DONE SIGNING.

ELECTION JUDGE CONFIRMATION - Election Judges will confirm voter’s information.
  o Election Judges (one of each party) to verify and confirm all information is correct and signatures match.
  o With stylus, Election Judges (one of each party) will place their initials in the boxes.
  o If correct, with the stylus press SUBMIT

INSERT VOTER CARD- Ballot type options will appear on the screen.
  o With the stylus, select PAPER OR TOUCHSCREEN and press SUBMIT.
  Note: Process all voters as PAPER except for those with a disability or if the voter specifically asks for Touchscreen.
  o If voter requests a TOUCHSCREEN ballot, see below for instructions.

VOTER PROCESSED – Confirmation voter has been successfully processed.
  o Voter successfully processed.
  o Judge takes VOTER AUTHORIZATION RECEIPT from Printer and hand it to the Ballot Judge.
  o Direct voter to Ballot Station
  o Pollbook automatically returns to SEARCH SCREEN

USING THE POLL PAD TO ISSUE “TOUCHSCREEN BALLOT”

With the stylus select TOUCHSCREEN and press SUBMIT

CREATE CARD
  o Locate Voter Access Card
  o Insert Voter Access Card chip side in front into Encoder.
  o With stylus select voter’s party then press CREATE CARD.
  Note: If Voter need an Audio Visual Ballot, select Audio Ballot and then press “CREATE CARD”

VOTER PROCESSED – Confirmation voter has been successfully processed.
  o Voter successfully processed.
  o Take VOTER AUTHORIZATION RECEIPT from Printer and Voter Access Card and hand both to the Ballot Judge.
  o Direct voter to Ballot Station
  o Pollbook automatically returns to SEARCH SCREEN.
# USING THE POLL PAD TO PROCESS VOTER MARKED “VOTED EARLY”

## ENTER VOTER’S NAME
- With the stylus use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then press SEARCH.

## SELECT VOTER’S RECORD -  Records matching the search criteria display on screen.
- Locate the voter's record which is marked “Voted Early”.
- With the stylus touch anywhere on the green line.

**NOTE:** Search results show both in-precinct and out of precinct voters. **Out of precinct voters display in gray with an indicator that reads “Wrong Precinct”**.

- **VOTED EARLY AT EARLY VOTING SITE** – Voter has voted early.
- The voter has voted early and may not vote again.
- With the stylus, touch CLOSE.
- If voter maintains they did not early vote, the voter may be voted provisionally.
- With the stylus, touch PROCESS PROVISIONALLY.

## PROCESS PROVISIONALLY – Voter is voting provisional ballot.
- Make sure voter DOES NOT feed ballot through Accu-Vote Optical Scan Tabulator and with stylus, touch OK.

## PARTY SELECTION (Primary Only) – Screen displays party choices.
- Ask voter for party choice.
- With stylus touch appropriate party button
- Touch ACCEPT

## SIGNATURE CONFIRMATION – Voter signature screen will appear.
- Rotate screen to voter to have voter sign.
- Once voter has completed signature, rotate back and press DONE SIGNING.

## ELECTION JUDGE CONFIRMATION -  Election Judges will confirm voter’s information.
- Election Judges (one of each party) to verify and confirm all information is correct and signatures match.
- With stylus, Election Judges (one of each party) will place their initials in the boxes.
- If correct, with the stylus press SUBMIT.

## SUBMIT PAPER BALLOT – Paper ballot is only options available.
- With stylus touch PAPER.
- With stylus touch SUBMIT.

**Note:** Process all provisional ballots as PAPER. Provisional voters may not vote touchscreen.

## VOTER PROCESSED – Confirmation voter has been successfully processed.
o Take VOTER AUTHORIZATION RECEIPT from Printer and hand it to the Registration Judge handling Provisional Voting.
o Direct voter to Registration Judge handling Provisional Voting.
o Pollbook automatically returns to SEARCH SCREEN.

REGISTRATION JUDGE

o Remove Provisional Packet from Provisional Ballot Supply Envelope

o Voter completes top portion of Envelope #1, with their last name, first name, phone number, house number, street, city, zip code, date of birth, either last 4 of their Social Security Number or Driver’s License, dates and signs the envelope returning it to the Registration Judge handling Provisional Voting.

o Registration Judge completes Envelope #2 with the information from the Voter Acceptance Receipt.
o Registration Judge gives the voter Envelope #2 and instructs them to return the ballot sealed in Envelope #2 to the Registration Judge.

o Registration Judge hands the VOTER AUTHORIZATION RECEIPT to Ballot Judge.
o Ballot Judge issues the ballot to the voter and places the Voter Authorization Receipt in Voter Authorization Receipt container.
o Ballot Judge instructs voter to complete ballot, place and seal it in Envelope #2 and return it to the Registration Judge handling Provisional Voting.

o The Ballot Judge lets the Ballot Box Judge know that a provisional vote is occurring and not to let the voter place their ballot in the Accu-Vote Optical Scan Tabulator

o The Registration Judge completes and signs the bottom portion of Envelope #1.
o The voter returns sealed Envelope #2 to the Registration Judge
o The Registration Judge places it Envelope #1 and withdraws the voter instructions which are given to the Voter.

o The sealed Envelope #1 is placed in the PROVISIONAL BALLOT TRANSFER POUCH for return to the Election Division on Election Night.
USING THE POLL PAD TO PROCESS ASSISTED VOTER

ENTER VOTER’S NAME -
- Using the stylus use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then press SEARCH.

SELECT VOTER’S RECORD - Records matching the search criteria display on screen.
- Locate the voter's record and verify it does not contain any exceptions, then select the voter by touching his or her record.
- TOUCH anywhere on the white line.
- NOTE: Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads “Wrong Precinct”.

VOTER VERIFICATION - Screen displays voter's information.
- Verify voter’s name, address and date of birth are correct.
- If all voter information is correct, with the stylus touch REGULAR BALLOT.
- If all voter information is NOT correct, with the stylus touch RE-REGISTER and process name and/or address change.

PARTY SELECTION (Primary Only) –
- Ask voter for party choice.
- With stylus touch appropriate party button
- With stylus touch ACCEPT

SIGNATURE CONFIRMATION – Voter signature screen will appear.
- Rotate screen to voter to have voter sign.
- Once voter has completed signature, rotate back and press DONE SIGNING.

ELECTION JUDGE CONFIRMATION - Election Judges will confirm voter’s information.
- Election Judges (one of each party) to verify and confirm all information is correct and signatures match.
- With stylus, Election Judges (one of each party) will place their initials in the boxes.
- With stylus, touch ASSISTANCE REQUIRED if voter needs assistance.

Continued on next page
ASSISTANCE REQUIRED – Person or Election Judges sign Affidavit of Assisted Voter.

- Assistance Required pop-up occurs.
- Rotate screen so Assister can provide information.
- Using stylus, person rendering assistance touches ASSISTER NAME and types in name.
- Using stylus, person rendering assistance touches ASSISTER ADDRESS and types in address.
- Using stylus, person rendering assistance touches CHOOSE REASON selects appropriate reason.
- Using stylus, person rendering assistance signs.

Note: If Election Judges (one from each party) are assisting voter, one (1) judge places their name in ASSISTER NAME box and one (1) judge places their name in the ADDRESS ASSISTER box. With stylus BOTH Judges of Election sign in the signature box.

- Election Judge rotates screen and touches CONTINUE.
- Election Judge Confirmation Screen returns.
- If correct, with stylus touch SUBMIT.

INSERT VOTER CARD- Ballot type options will appear on the screen.

- With the stylus, select PAPER OR TOUCHSCREEN and press SUBMIT.

Note: Process all voters as PAPER except for those with a disability or if the voter specifically asks for Touchscreen.

- If voter requests a TOUCHSCREEN ballot, see below for instructions.

VOTER PROCESSED – Confirmation voter has been successfully processed.

- Voter successfully processed.
- Judge takes VOTER AUTHORIZATION RECEIPT from Printer and hand it to the Ballot Judge.
- Direct voter to Ballot Station
- Pollbook automatically returns to SEARCH SCREEN.

Continued on next page.
USING THE POLL PAD TO ISSUE “TOUSCHREEN BALLOT”

With the stylus select TOUCHSCREEN and press SUBMIT

CREATE CARD
- Locate Voter Access Card
- Insert Voter Access Card chip side in front into Encoder.
- A box with PARTY will appear.
- Touch “Party” and a pop up will appear with two choices.
- Touch Party of choice (either Republican or Democratic)
- Touch CREATE CARD
  - VOTER AUTHORIZATION will print.

VOTER PROCESSED – Confirmation voter has been successfully processed.
- Voter successfully processed.
- Take VOTER AUTHORIZATION RECEIPT from Printer and Voter Access Card and hand both to the Ballot Judge.
- Direct voter to Ballot Station
- Pollbook automatically returns to SEARCH SCREEN.
USING THE POLL PAD TO CAPTURE A SIGNATURE

ENTER VOTER’S NAME
- With the stylus, use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then press SEARCH.

SELECT VOTER’S RECORD - Records matching the search criteria display on screen.
- Locate the voter’s record and verify it does not contain any exceptions, then select the voter by touching his or her record.
- TOUCH anywhere on the appropriate line.

NOTE: Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads “Wrong Precinct”.

VOTER CONFIRMATION – Screen displays voter information.
- Verify voter’s name, address and date of birth are correct.
- If all voter information is correct with the stylus touch REGULAR BALLOT.
- If all voter information is NOT correct with the stylus touch RE-REGISTER and process name and/or address change.

PARTY SELECTION (Primary Only) – Screen displays party choices.
- Ask voter for party choice.
- Touch appropriate party button
- Touch ACCEPT

SIGNATURE CONFIRMATION
- Rotate screen to voter to have voter sign.
- Once voter has completed signature, rotate back and press DONE SIGNING.

- SIGNATURE CAPTURE REPORT will pop-up.
- Touch CAPTURE REASON and select the reason from the dropdown menu and touch CONTINUE.
- Voter must show two forms of ID containing the new signature and touch ACCEPT

POLL WORKER CONFIRMATION  Election Judge confirmation screen will appear.
- Election Judges (one of each party) to verify and confirm all information is correct and signatures match
- Election Judges (one of each party) will place their initials in the boxes.
- If correct, press SUBMIT

SELECT PAPER OR TOUCHSCREEN and press SUBMIT
Note: Process all voters as PAPER except for those with a disability or if the voter specifically asks for Touchscreen
- If Voter requests a TOUCHSCREEN ballot, see below for instructions.
VOTER PROCESSED – Voter successfully processed.
Take VOTER AUTHORIZATION RECEIPT from Printer and hand it to the Ballot Judge.
Direct voter to Ballot Station
Pollbook automatically returns to SEARCH SCREEN

USING THE POLL PAD TO ISSUE “TOUSCHEEN BALLOT”

With the stylus select TOUCHSCREEN and press SUBMIT
CREATE CARD
Locate Voter Access Card
Insert Voter Access Card chip side in front into Encoder.
A box with PARTY will appear.
Touch “Party” and a pop up will appear with two choices.
Touch Party of choice (either Republican or Democratic)
Touch CREATE CARD
VOTER AUTHORIZATION will print.

VOTER PROCESSED – Confirmation voter has been successfully processed.
Voter successfully processed.
Take VOTER AUTHORIZATION RECEIPT from Printer and Voter Access Card and hand both to the Ballot Judge.
Direct voter to Ballot Station
Pollbook automatically returns to SEARCH SCREEN.
USING THE POLL PAD TO PROCESS A “WRONG LOCATION” VOTER

ENTER VOTER’S NAME
- With stylus use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then press SEARCH.

SELECT VOTER’S RECORD - Records matching the search criteria display on screen.
- Locate the Voter’s Record
- Touch anywhere on the grey line with stylus.

NOTE: Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads “Wrong Location”.

WRONG POLLING PLACE
- Voter’s current address indicates the voter is at the wrong polling place.
- If voter confirms that registration address is correct, touch DISPLAY MAP.
- If voter confirms they have moved touch RE-REGISTER.
- If voter refuses to go to correct polling place, call the Election Division Office at 630-407-5577. Instructions will be given on how to proceed.

DISPLAY MAP

DISPLAY MAP
- Touch DISPLAY MAP
- TOUCH PRINT LOCATION – Directions are printed to Voter’s correct polling place.
- Touch TEXT LOCATION; Enter Voter’s cellphone number; and touch DONE

UPDATE REGISTRATION (WRONG LOCATION SCREEN)
- Touch UPDATE REGISTRATION
- Follow USING THE POLL PAD TO CHANGE A VOTER’S ADDRESS instructions.

PROCESS PROVISIONALLY
- Touch PROCESS PROVISIONALLY
- PROVISIONAL BALLOT screen will appear. Continue to process voter as a PROVISIONAL voter.
USING THE POLLPAD TO FIND A VOTER – NOT FOUND

ENTER VOTER’S NAME
- With the stylus, use the on-screen keyboard to enter the first three (3) letters of the voter’s last and first letter of voter’s first name, then press SEARCH.

VOTER NOT FOUND
- If voter is not found, a pop-up will appear reading “No Records Found”.
- Press OK to go back to Voter Search.
- Clear the name fields by touching X in the first and last name boxes.

ADVANCED SEARCH
- Once back on Voter Search, touch the circle next to ADVANCED SEARCH

DATE OF BIRTH (DOB)
- Touch DOB
- Enter DOB – MM/DD/YYYY
- Touch SEARCH
- Touch RESET to clear screen

ADDRESS
- Touch ADDRESS
- Enter first few letters of Street Name and select street from drop down list
- Touch RESET to clear screen

LICENSE NUMBER
- Touch LICENSE NUMBER
- Enter License Number
- Touch DONE
- Touch RESET to clear screen

VOTER ID
- Touch VOTER ID
- Enter Voter ID Number
- Touch DONE
- Touch RESET to clear screen

LOCATION CODE
- Touch LOCATION CODE
- Select Precinct from drop down menu
- Select Split from drop down menu
- Touch SEARCH
- Touch RESET to clear screen
STATUS
- Touch STATUS
- Touch STATUS
- TOUCH STATUS and select from drop down menu
- Touch ABSENTEE STATUS and select from drop down menu
- Touch SEARCH
- Touch RESET to clear screen

REGISTER
- If Voter still cannot be found, voter may be registered at the Polling Place.
- See Voter Registration Instructions.
PROVISIONAL VOTING

A Provisional Ballot is a ballot voted under Provisional Conditions.

A provisional voter may not vote on the AccuVote Touchscreen (TSX) and a Provisional Ballot may never be inserted into the AccuVote Optical Scan Tabulator.

Provisional Voting Conditions

A person who claims to be a legally qualified registered voter in the precinct in which he/she seeks to vote is entitled to cast a Provisional Ballot under one (1) of the following circumstances:

- The voter’s name is not found in the Poll Pad official list of eligible voters for the precinct in which the person seeks to vote and the person has refused to register;
- The voter’s voting status has been challenged and a majority of the Judges agree with the challenge. A Judge, Pollwatcher, or any legal voter may challenge a voter’s right to vote;
- The voter did not provide identification when registering by mail and still can’t provide ID on Election Day;
- A court order has extended the time for closing the polls and the voter votes during this extended time period;
- The selected voter in the Poll Pad shows having voted during early voting. The voter claims not to have voted during the early voting period;
- The selected voter in the Poll Pad shows having requested/voted a vote by mail ballot. The voter claims not to have requested, received, or returned a voted vote by mail ballot to the Election Division (or Election Judges);
- The voter attempted to register to vote on Election Day but failed to provide the necessary documentation.

A provisional voter may not vote on the AccuVote Touchscreen (TSX) and a Provisional Ballot may never be inserted into the AccuVote Optical Scan Tabulator.

If a provisional voter does not reside within DuPage County, please call the Election Division at (630) 407-5577 for further instructions.

PROVISIONAL VOTING PROCEDURES

1. Have the voter complete the Provisional Voter Affidavit on Provisional Envelope 1. The voter must PRINT name, Driver’s License/State ID card number or the last four (4) digits of Social Security
number and sign in the space provided on the envelope.

2. Complete **To be completed by Election Judge** section indicating the reason the voter is voting a Provisional Ballot.

3. In a **Primary Election**, the Judge writes the party name (or Nonpartisan, if applicable) on designated line.

4. Sign in the space provided for the Judge of Election’s signature.

5. Intentionally left blank.

6. Select ballot with the correct Ballot Style (**and party requested in a Primary Election**) for the voter.

7. Record the Ballot Style (**and party requested in a Primary Election**) on the Secrecy Provisional Envelope 2 in the space provided.

8. Initial the Provisional Ballot with a red pen and hand to voter along with the Secrecy Provisional Envelope 2 and a marker.

9. Instruct voter to seal and return the voted Provisional Ballot inside the Secrecy Provisional Envelope 2 after voting.

10. Direct voter to any open booth.

**AFTER VOTING AND SECRECY PROVISIONAL ENVELOPE 2 HAS BEEN RETURNED TO JUDGE**

12. Remove the insert of Provisional Affidavit Envelope 1 and hand it to voter. Refer voter to section on reverse side of the affidavit for further information regarding their Provisional Ballot.

13. Place the Voter Authorization Receipt in the provided Pencil Box.

14. Place the sealed Secrecy Provisional Envelope 2, containing the voted ballot, into the voter’s Provisional Affidavit Envelope 1 and seal it.

**NOTE:** If the Provisional voter surrendered a Vote by Mail ballot in its envelope, the envelope is tagged with “Void – Ballot Surrendered” and placed in the Spoiled Ballot Envelope.

If a Vote By Mail ballot is surrendered without its envelope, the ballot must be spoiled and placed in the Spoiled Ballot Envelope.

Place the sealed Provisional Affidavit Envelope 1 inside the Provisional Ballot Carrier Pouch.

A **provisional voter may not vote on the AccuVote Touchscreen (TSX) and a Provisional Ballot may never be inserted into the AccuVote Optical Scan Tabulator.**
ASSISTING VOTERS

Assistance is the actual marking of a voter’s ballot by an individual selected by the voter or two Judges (one from each party), in the privacy of the voting booth. The individual assisting may not be an agent of the voter’s employer or union. Assistance is only given upon voter’s request.

Reasons a voter may request assistance:

- Blindness
- Physical Disability
- Inability to read, write, or speak the English language

VOTER REQUESTING ASSISTANCE

NOTE: After the voter has been processed through the Poll Pad continue by:

NOTE: Intoxication shall not be regarded as a physical disability, and no intoxicated person shall be entitled to assistance in marking his/her ballot. (ILCS 10 5/17-14)


4. Or, upon request an AccuVote Touchscreen (TSX) voter access card

SPECIAL VOTER CONDITIONS

VOTE BY MAIL BALLOT OR EARLY VOTED

The voter has requested a Vote By Mail ballot or Early Voted. The voter cannot cast a second ballot to be counted in this election and should be challenged if they attempt to vote on Election Day. If the voter believes that this status is wrong, they may vote provisionally if they wish.

INDIVIDUAL DROPS OFF A VOTED VOTE BY MAIL BALLOT TO THE POLLING PLACE

1. Ensure that the ballot is sealed inside the Vote By Mail envelope and that the voter has signed the certification on the envelope.

2. Using the Poll Pad, “check-in” the Vote by Mail Ballot.

3. Attach a polling place label to the Vote By Mail envelope.

4. Place the Vote By Mail envelope into the Provisional Ballot Carrier Pouch for return to the Election Division on Election Night.

ID REQUIRED

The Poll Pad will ask to check identification (ID) for individuals who registered to vote by mail but did not submit required ID.
Before a ballot is issued, the voter must show two (2) forms of ID, both showing the voter’s name and at least one (1) showing current address. If the voter does not have the two (2) required forms of ID and wishes to vote, the voter must vote provisionally and present two (2) forms of ID to the Election Division within fourteen (14) days after the election for the vote to count. (see page 58 for instructions on Provisional Voting)

**Some acceptable forms of ID are:** State ID or Driver’s License, Passport, Public Aid ID, Government or Military ID, pay stub, bank statement, Employee or School ID, utility bill, lease/contract for a residence, checkbook, postmarked first class mail, Social Security card, credit card, insurance card, FOID card, Civic Union or Professional Association Membership card.

**INACTIVE VOTER**

If a voter is shown as inactive and has not moved, the voter must show two (2) forms of ID, both showing the voter’s name and at least one (1) showing current address. If the voter does not have the two (2) required forms of ID and wishes to vote, the voter must vote provisionally and present two (2) forms of ID to the Election Division within fourteen (14) days after the election for the vote to count. (see page 58 for instructions on Provisional Voting)

**CLOSING TUESDAY NIGHT**

- Touch the MENU button on the upper left hand sign of the Poll Pad screen.
- Touch SUMMARY REPORT (white icon).
- Touch PRINT and the check-in results will print.
- Enter the number of check-ins on the Official Ballot Record.
- Disassemble the Poll Pad(s) and return the

<table>
<thead>
<tr>
<th><img src="images/encoder.jpg" alt="Encoder" /></th>
<th><img src="images/poll-pad.jpg" alt="Poll Pad" /></th>
<th><img src="images/printer.jpg" alt="Printer" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>To power down the Poll Pad, press the Power Button until “slide to power off” appears on the screen, then slide it to the right.</td>
<td>Disconnect the Encoder from the Tablet and the Encoder Power Cord and Power Cube from the outlet (or other power source).</td>
<td>Turn the Printer “Off” with the toggle switch (located on the lower left side of the Printer).</td>
</tr>
<tr>
<td><strong>Disconnect the Printer Cord from the Printer and the Printer Power Cord from both the Power Adapter and outlet (or other power source).</strong></td>
<td><strong>Grasp the Stand Arm firmly while holding the Base down (with your other hand) and carefully pull the Stand Arm up and out of the Base.</strong></td>
<td><strong>Place the Tablet face down on a smooth surface, the Stand Arm facing up.</strong></td>
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</tr>
<tr>
<td><strong>Squeeze the tabs on either side of the round portion of the Stand Arm to release it from the Tablet.</strong></td>
<td><strong>Fold the Stand Arm backward and place it to the left side of the Base recess, short side to the left.</strong></td>
<td><strong>Neatly wrap the Printer Cord around the Power Adapter.</strong></td>
</tr>
<tr>
<td><strong>Firmly place the Power Adapter with wrapped Printer Cord on edge in the Base recess next to the folded Stand Arm.</strong></td>
<td><strong>Carefully fold the Adapter Power Cord and place it in the remaining space to the right of the Power Adapter in the Base recess.</strong></td>
<td><strong>The Base must sit firmly on the ledge provided to avoid putting pressure on the Tablet (above in the top) when the Case is closed.</strong></td>
</tr>
<tr>
<td><strong>Place the Base in its recess, Poll Pad label facing upward.</strong></td>
<td><strong>Place the Printer in its recess – firmly seat.</strong></td>
<td><strong>Place the Tablet in its recess in the top of the Case - firmly seat and strap with the Apple logo upright and facing you.</strong></td>
</tr>
</tbody>
</table>
Carefully fold the Encoder Power Cord and Power Cube and place it in the trapezoidal recess to the left front of the lower Case. Place both styli in the small round recess provided. Close the Case. It should close effortlessly without any pressure being applied.

Close the Latches – tilt the latches up to catch the lip on the top of the Case, then press the lower black portion of the latch downward. Those two loud “Clicks” mean you have done it right.

---

Packing the Blue Rolling Case

PREPARING PROVISIONAL BALLOT CARRIER POUCH

1. Affix Polling Place label in space provided on the front of the Provisional Ballot Carrier Pouch.
2. Remove and count the number of voted Provisional Ballots in the Provisional Ballot Carrier Pouch. Record the number on the front of the Provisional Ballot Carrier Pouch. **In a Primary Election**, record the number of ballots issued by party.
3. Make sure all of the Provisional Ballot and Affidavit Envelopes are inside the Provisional Ballot Carrier Pouch and seal the pouch.
4. Record the number of Provisional Ballots Cast on the OBR. **In a Primary Election**, record the number of ballots issued by party.
5. Record the number of Vote By Mail ballots returned to the polling place to be counted on the OBR. **In a Primary Election**, record the number of ballots returned by party.
6. Place Provisional Ballot Carrier Pouch in the Blue Rolling Case being returned to Election Division.
POLL PAD TROUBLE SHOOTING

POLL PAD WILL NOT POWER ON
1. Plug power cube into AC wall outlet.
2. Plug USB end of power cable into power cube.
3. Plug power cable into Lightning Connector on Poll Pad.
4. Wait about five minutes for the Poll Pad to charge.
5. Once there is sufficient charge, the Poll Pad will auto power on.
6. Resume normal operations.

POLL PAD SCREEN IS FROZEN
1. Tap the Power button twice to refresh the screen. If the Poll Pad screen is still frozen, perform the following steps:
2. If possible, record the check-in count for the frozen Poll Pad.
3. Hold down the Power and Home buttons simultaneously to reset Poll Pad.
4. Release both buttons once the Apple logo displays on screen.
5. After Poll Pad launches, verify the check-in count is unchanged.

POLL PAD UNRESPONSIVE HARD RESET
If the Poll Pad application or iPad becomes unresponsive, perform a Hard Reset. This will refresh the iPad, refresh the Poll Pad application, and restore connections. Follow these steps:
1. UNPLUG THE POLL PAD
2. Press and hold the Power button and Home button for 8 seconds.
3. Release buttons when Apple logo appears.
4. Press the Poll Pad icon to relaunch the Poll Pad app.

iOS SOFTWARE UPDATE
DO NOT perform a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, perform the following steps:
1. Press Later from the list of on-screen options.
2. Press the Home button and verify Poll Pad app remains open. While you are able to resolve this issue without technical guidance, please contact Technical Support at your earliest convenience to report the occurrence.

VOTER STILL NOT FOUND
1. Record does not match the Registration record. - Search by full last name. - Use Advanced Search.
2. Check that names are typed correctly. Use fewer letters of the Voter’s name, or search by First or Last name only. All voter records downloaded from the original voter file will be displayed on the Poll Pad. Still having trouble? Refer voter to Voter Assistance within the polling place or call the Election Division Office.

IS THE POLL PAD CHARGING? In the top right corner of the Poll Pad Home Screen, verify that the battery indicator is green and that a Charge icon appears next to the indicator. If the battery indicator is not green or a Charge icon does not appear, verify the following:
1. Power cable is properly connected to the Poll Pad.
2. Power cube is plugged into the surge protector.
Surge protector is plugged into an AC wall outlet.
Power switch on the surge protector is set to the on position.

PRINTER TROUBLESHOOTING

NOT PRINTING / STOPS PRINTING
1. Make sure the printer is turned ‘ON.’
2. Confirm the printer is plugged into outlet.
3. Check paper is installed correctly.
4. Confirm the connection with Poll Pad (green icon).
Note: If the printer runs out of paper while you’re printing reports, simply load a new roll of paper, close the printer and tap the button to continue.

PRINTER STILL UNRESPONSIVE?
1. Turn the printer OFF
2. hard reset the iPad
3. Turn printer on during reset then launch app. The LED will be blue indicating the printer and iPad are paired correctly. SUCCESS!

CHANGING PAPER
1. Open printer
2. Reload paper with the paper flap toward you, feeding from the bottom/underneath the roll.
3. Close and begin printing.

LOST PRINTER CONNECTION
1. If the printer icon is still red, press the printer icon.
2. A dropdown will appear. If printer status reads not connected, the Poll Pad has lost its pairing to the printer.

BLUETOOTH SETTINGS
1. Exit the Poll Pad Application. Press the iPad’s Settings icon on the home screen.
   NOTE: If Poll Pad is in guided access mode you will need to end guided access mode in order to access home screen.

TURN ON BLUETOOTH
1. Press Bluetooth and if needed slide the Bluetooth setting to ON (green).
2. Under devices, STAR MICRONICS will appear with the status of NOT PAIRED.
3. ON PRINTER: PRESS PAIR BUTTON On the back of the printer, PRESS and HOLD the “Pair” button for approximately six (6) seconds. The green LED will flash. Release the Pair button; the LED will continue to flash green then change to flashing blue.
4. CONNECTED On the iPad, the Star Micronics device will show “CONNECTED” and the printer LED on the back of the device will change to solid blue. NOTE: If the pairing process fails, begin the process again from Step 2 by turning the Bluetooth setting OFF, then back to ON.
TEST PRINT

1. Enter Poll Pad application.
2. Press the printer icon.
3. Printer status should read Ready to Print.
4. Print test receipt, if desired, and resume using Poll Pad for normal processes.
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# EJ OS JUDGE OVERVIEW

## Before Election
- Confirm acceptance of assignment by calling/emailing Election Division
- Attends training on polling place process and equipment operation

## Monday Night Set-Up
- Sets up Ballot Box in accordance with instructions on its side and Instruction Card from "For Set-Up" envelope. Check to be sure Tabulator has power cord.
- Assists TSX judge in setting up TSX.
- Checks to be sure that TSX, OS, and Poll Pads have sufficient extension power cords/power strips to properly set up.

## Election Morning Setup
- Be at polling place no later than 5 am.
- Take Oath of Office and Sign Payroll Sheet
- Put Name Badge On
- Set up Tabulator in accordance with instruction card; run zero report; have judges sign and finish set-up.
- Assist TSX judge with setting up, if needed.

## During Election Day – Starting Position – Poll Pads – Rotates position with other Judges
- Responsible for troubleshooting any problems with OS throughout day.

### Starting Position - Poll Pads - Rotates position with other judges.
- Processes all types of Voters – “Perfect”, Check-ID, Inactive, Changes Voter’s names and/or addresses; Registers Voters; and special circumstance voters ([Instructions from KnowInk](#)).
- Two Judges (of opposite parties) verify signatures and initial [Information from KnowInk](#), and hand Voter Authorization Receipt to Ballot Judge.
- Process Provisional Voters by getting two envelope Provisional Voting Affidavit and Ballot Secrecy Envelope; create a Voter Authorization Receipt via the Poll Pad. Voter completes the top portion and signs/Judge completes lower portion and signs. Ballot Secrecy Envelope #2 is completed by Judge with information from Voter Authorization Receipt. Envelope #2 is handed to the Ballot Judge who issues ballot to voter and directs voter to voting booth. Voter returns sealed Envelope #2 to Registration Judge. Registration Judge places Envelope #2 in Envelope #1 and gives voter carbon copy with instructions on how to complete the voting process. Provisional ballot is placed in Provisional Ballot Carrier Pouch.

## Closing the Polls
- Follow AccuVote Optical Scan - Closing Polls directions.
- Check Auxiliary Ballot Compartment and one judge of each party feed any ballots through tabulator.
- Record number of ballots on Official Ballot Record
- Insert Ender Card
- Print 4 Election Results Tapes plus Pollwatcher copies, if requested.
Place tapes near *Election Results Envelope #1* on Ballot Table

Turn off Tabulator in accordance with instructions on AccuVote Optical Screen Tabulator directions.

Remove Memory Card Seal; write seal number on *Election Results Envelope #1* and place seal inside.

Remove Memory Card; place it in Memory Card Pouch; and seal pouch. Place Pouch on Ballot Table.

Remove Optical Scan Tabulator from Ballot Box and return to ESC. Return extension cords/power strips to ESC.

Open the Ballot Box and 1 judge from each party will remove the ballots from the ballot box, placing them on a table to sort for write-ins.

At least one judge from each party will sort through ballots and separate those ballots with write-in votes. The ballots with no write-ins are placed in white ballot transfer case.

At least one judge of each party will sort process the write-in ballots by separating them into precincts and comparing the write-ins to the Write-in Tally Sheet. If the write-in is valid a hash mark is made next to the candidates and totaled across the row. If there are no valid write-in votes “None” is written across the Precinct.

The ballots with and without write-in votes are sealed in separate white Ballot Transfer Cases with filament tape (from Supply Box A); one judge of each party signs across the tape; and place box(es) in blue rolling case being returned to Election Division.

Disassemble the Ballot Box reversing the instructions on the side of the box and return it to the ESC.

Assist TSX Judge, if necessary

Makes sure the only things left out of ESC are items on Ballot table and Supply Boxes A and B.

**Packing Blue Rolling Case**

- Signs all forms where indicated.
- *Election Results Envelope #1* - Checks to be sure Certificate of Inspection in *Election Results Envelope #1*
- Folds OS Results Tapes so Judges can sign all copies. Judges sign and signed tapes placed into *Election Results Envelope #1*. The fourth copy is hung in the window facing the street.
- Completes Official Ballot Record; sends around table for signature; and places in *Election Results Envelope #1*
- Selects white seal from Blue Pouch and writes seal number on *Envelope #1* under "Closing"
- Makes sure all broken seals are in *Envelope #1*; closes *Envelope #1*; and places in Blue Rolling Case.

**Monday Night Set-Up – Ballot Box Instructions**

**BALLOT BOX (Instructions 1-7 are provided on Ballot Box with pictures)**

1. Stand unit upright. Undo the clasp on each side of the unit.
2. Lay unit on its side, the instructions side up. Swing the two halves open to a 90-degree angle.
3. Swing out the ballot inner compartment to a 90-degree angle.
4. Unfold ballot inner compartment. Grasp hole in gray bottom tray and pull the tray down. (this will lock compartment into the open position)
5. Lock the ballot compartment into place by folding the gray attachment plate up and over alignment posts. Press firmly to engage velcro tabs.
6. Attach the front gray leg support to the ballot inner compartment. Turn gray wheel to lock the support into place.
7. Grasp ballot box by the top and side, then raise to the upright position.
8. Remove key holder from Blue Zippered Pouch. Use black key to unlock and open all three (3) bottom ballot compartment doors. All Judges must verify that Ballot Box is empty. If it is not empty, call Election Division at (630) 407-5577. If empty, close and lock all three (3) ballot compartment doors.

Do not set up the AccuVote Optical Scan Tabulator. Keep it locked in the Election Supply Cabinet (ESC) overnight.

Tuesday Morning Set-Up

SETTING UP ACCUVOTE OPTICAL SCAN TABULATOR (TABULATOR)

- 1. Remove AccuVote Optical Scan Tabulator (Tabulator) from Election Supply Cabinet (ESC).
- 2. Use black key to unlock and open the three (3) bottom ballot compartment doors. All Judges must verify that the Ballot Box is empty. Close and lock all three (3) ballot compartment doors.
- 3. Use black key to unlock front access gate (top lock on front) of Ballot Box. Lift privacy shield and move it out of the way.
- 4. Place Tabulator into position, leaving enough space so that the red power switch on back of unit is accessible.
- 5. Plug the power cord into an electrical outlet, feed power cord through the hole in the back of Ballot Box. Plug power cord into back of Tabulator.
6. Verify Memory Card Security Seal is not broken. If broken, call Election Division at (630) 407-5577 immediately.
7. Use red key to unlock and remove printer cover from Tabulator.

8. Turn ON Tabulator using the red switch located on back of unit. ELECTION ZERO REPORT tape will begin to print when unit is turned on. **DO NOT TEAR OFF THE TAPE.**
9. Slide Tabulator into Ballot Box.
10. After the ELECTION ZERO REPORT has finished printing, verify precinct numbers are correct on the tape and that each office/race has a vote count of zero (0).
11. **ALL** Judges must sign tape on lines provided. **DO NOT TEAR OFF THE TAPE.**
12. Roll up ELECTION ZERO REPORT tape and leave it in the printer compartment. Lock printer cover using red key.
13. The LCD display will read NEED ANOTHER COPY?, press the NO button on front of Tabulator.
14. Verify total count TOT COUNT: is zero (0) on LCD display.
15. Use black key to lock front access gate of Ballot Box.
16. Set privacy shield in place on top of the Ballot Box.

**Election Day Voter Processing**

1. Voter comes from the voting booth with their ballot and Secrecy Sleeve covering all but the top 4” of the ballot showing the Judge’s initials
2. Voter slides their ballot into the Tabulator lengthwise from any direction and returns the Secrecy Sleeve and felt-tipped pen to the Ballot Box Judge.
3. If the Tabulator rejects the ballot, look at the LCD on the lower left-hand side of the Tabulator which will tell why the ballot was rejected.

4. If the Voter over voted an office (ex. voted for 2 instead of 1), offer to let the voter spoil their ballot by writing Spoiled on the Ballot and placing it in a small “Spoiled Ballot Envelope”. Voter returns to Ballot Judge with “Spoiled Ballot Envelope” and Ballot Judge issues the voter another ballot and directs them back to the Voting Booth. **Voter’s Receipt is marked by the Judge “Spoiled Ballot – Received Another”**.

5. The small Spoiled Ballot envelope in the large Spoiled Ballot Envelope by the Ballot Judge, or

6. If the voter over voted an office (ex. voted for 2 instead of 1) and **does not wish** to spoil their ballot. Push the “Override” button on the Ballot Box and have the voter put the ballot through the Tabulator. All offices will be counted except the over-voted office(s).

7. If the ballot jams in the Tabulator, look at the LCD on the lower left-hand side of the Tabulator and if it reads: “Ballot Jammed – Not Counted, with black key open the front of the Tabulator and gently remove the ballot, returning it to the voter. Close and lock the front of the Tabulator and have voter put through ballot again.

8. If the ballot jams in the Tabulator, look at the LCD on the lower left-hand side of the Tabulator and if it reads: Ballot Jammed – Counted, with black key open the front of the Tabulator and gently push the ballot through to the ballot box. Close and lock the front of the Tabulator.

8. Every Voter is offered an “I Voted” sticker.

---

**If during the course of the day the Tabulator becomes inoperable:**

1. Using the black key open the Auxiliary Compartment door on the Ballot Box just below the Tabulator.

2. Have each voter deposit his/her ballot into the Auxiliary Compartment until the problem with the Tabulator is resolved.

   **Call the Election Division at (630) 407-5577**

---

- It is important to check the Auxiliary Ballot Compartment at the end of the day.
- Feed any ballots found in the Auxiliary Ballot Compartment through the AccuVote Optical Scan Tabulator.
CLOSING PROCEDURES FOR THE ACCUVOTE OPTICAL SCAN TABULATOR (TABULATOR)

**NOTE:** One (1) Judge from each party should do the following:

1. Using black key, open Auxiliary Ballot Compartment of the Ballot Box.
2. Remove any ballots deposited in the Auxiliary Ballot Compartment.
3. Feed ballots, if any, through the Tabulator.
4. Record the total number of ballots tabulated from Tabulator LCD display on Official Ballot Record (OBR).
5. Move privacy shield out of the way. Using black key, unlock front access gate of Ballot Box.
6. Using red key, unlock and remove printer cover.

---

Once the ENDER CARD has been accepted, no more ballots can be cast. The AccuVote Optical Scan Tabulator will automatically begin printing a copy of the ELECTION RESULTS REPORT.

7. One (1) Judge presses the **YES** and **NO** buttons simultaneously, as another Judge feeds the ENDER CARD through the Tabulator and into the Ballot Box.

8. Use the black key to open the main ballot compartment doors and remove all ballots. Separate any ballots with write-in votes and place off to the side. Place all ballots not containing write-in votes into an emptied White Delivery Ballot Box C. (see pages 90-91 for determining validity and counting write-in votes)

9. Once the first tape has finished printing, the LCD displays **NEED ANOTHER COPY?**. Press **YES** to print another copy and continue to do so until a total of four (4) copies of the ELECTION RESULTS REPORT have been printed.

10. **ALL** Judges must sign all copies of the ELECTION RESULTS REPORT tapes.
11. Post one (1) signed copy of ELECTION RESULTS REPORT tape in the polling place.  
**NOTE:** Upon request, additional copies must be printed and signed for Pollwatchers.

12. Place ELECTION ZERO REPORT tape, which was rolled and stored in the printer compartment, along with three (3) remaining signed copies of the ELECTION RESULTS REPORT into Election Results Envelope 1.

**PACKING THE ACCUVOTE OPTICAL SCAN TABULATOR (TABULATOR)**

1. Using the red key, replace and lock printer cover.

2. Slide Tabulator forward on Ballot Box.

3. Turn **OFF** using red switch located on back of unit.

4. Unplug power cord from Tabulator and electrical outlet.

5. Record security seal number on front of Election Results Envelope 1.

6. Break seal and place in Election Results Envelope 1.

7. Pull memory card compartment metal bar forward until it is released from the screw and lift

8. Remove memory card by sliding out. Place memory card in the pink Memory Card Pouch

9. Remove and place Tabulator along with power cord in canvas bag.

10. Place Tabulator in Election Supply Cabinet (ESC).
11. Disassemble Ballot Box and place in ESC.

If upon returning the supplies, the OS or TSX memory cards are missing, the Judges of Election must return to the polling place to retrieve the memory cards.

BALLOT BOX DISASSEMBLY

1. **ALL** Judges **must** verify all three (3) compartments are empty.
2. Remove AccuVote Optical Scan Tabulator (from Ballot Box).
3. Fold side panels into privacy shield. Close front access gate. Close privacy shield. Use black key to lock front access gate.

**NOTE:** Make sure privacy shield has been engaged by lock so it cannot be lifted.

4. Lay unit on its side.
5. Turn gray wheel to unlock. (flat part of wheel should be towards back of Ballot Box).
6. Push front gray leg support away from inner ballot compartment. Attach it to velcro.
7. Reach toward top of front edge of inner ballot compartment and grab gray attachment plate and detach from velcro (this will unlock the inner ballot compartment).
8. Push gray bottom tray into inner ballot compartment 90 degrees. Collapse both sides of compartment and close entire unit into itself.
9. Fold entire ballot compartment into top of Ballot Box.
10. Close front of Ballot Box.
11. Latch both sides.
12. Place Ballot Box in Election Supply Cabinet (ESC).

Packing the Blue Rolling Case for Return to the Election Division

If upon returning the supplies, the OS or TSX memory cards are missing the Judges of Election must return to polling place to retrieve the memory cards.

- Makes sure the only things left out of ESC are items on Ballot table and Supply Boxes A and B
- Signs all forms where indicated
- Envelope #1 - Checks to be sure Certificate of Inspection in Election Results Envelope #1
- Folds OS Results Tapes so Judges can sign all copies. Judges sign and signed tapes placed into Envelope #1
- Completes Official Ballot Record; sends around table for signature; and places in Envelope #1
- Makes sure all broken seals are in Envelope #1; closes Envelope #1; and places in Blue Rolling Case.
- Selects white seal from Blue Pouch and writes seal number on Envelope #1 under “Closing”
• Makes sure there is nothing left out of the Election Supply Cabinet after completion of packing the Blue Rolling Case.

DETERMINING VALIDITY OF WRITE-IN VOTES

NOTE: A valid Write-In Candidate has filed the proper paperwork with the Election Division.

Example 1:
Oval next to write-in line is NOT darkened but a valid Write-In Candidate name appears. INVALID
Reason: A darkened oval is required along with a valid Write-In Candidate name.

Example 2:
Oval next to write-in line is darkened but no name is written on the line. INVALID
Reason: A valid Write-In Candidate name is required along with a darkened oval.

Example 3:
Oval next to write-in line is darkened but the name written is not of a valid Write-In Candidate. INVALID
Reason: A valid Write-In Candidate name is required along with a darkened oval.

Example 4:
In a Primary Election, a voter declares a particular political party, but the voter writes in a valid Write-In Candidate from a different political party. INVALID
Reason: A valid Write-In Candidate must be of the same political party of the party selected by the voter.

Example 5:
Judges cannot read (decipher) voter's writing. INVALID
Reason: Judges cannot determine the intent of the voter.

COUNTING WRITE-IN VOTES
1. Remove Write-In Tally Sheet from Supplemental Supply Envelope.

**NOTE:** Only valid Write-In Candidates are printed on the Write-In Tally Sheet.

- If there are multiple precincts in the polling place, there is a tally section for each precinct.
- If there are no valid Write-In Candidates for a precinct, **NONE** appears on the Write-In Tally Sheet.

2. One (1) Judge reads the precinct number, race, and name of Write-In Candidate from the ballot while the second Judge (of the opposite party) verifies that the write-in name appears on the Write-In Tally Sheet.

3. Verify that the write-in vote did not cause an over-vote for the race, (on the ballot, the number of filled-in ovals cannot exceed the “Vote for” amount of the race).

4. If a write-in vote is valid, record a hash mark for the Write-In Candidate in correct precinct section.

5. After all valid write-in votes have been recorded, add up hash marks and record the total in the Total Votes column. **NOTE:** If a valid Write-In Candidate did not receive any votes, record zero (0) in Total Votes column.

6. **ALL** Judges must sign Write-In Tally Sheet regardless of whether or not there were any valid write-ins. Place Write-In Tally Sheet in Election Results Envelope 1.

7. Place the ballots with valid write-ins in an empty White Delivery Ballot Box C. Mark the box “**Valid Write-Ins**” and seal the box with filament tape lengthwise and widthwise.

8. Place the ballots with invalid write-ins on top of the ballots with no write-ins in White Delivery Ballot Box C. Seal the box(es) with filament tape lengthwise and widthwise.

9. **ALL** White Delivery Ballot Box C(s) containing voted ballots, must be signed by one (1) Judge from each party.

10. Place **ALL** sealed boxes with voted ballots in the Blue Rolling Case being returned to Election Division.

**COMPLETING THE OFFICIAL BALLOT RECORD (OBR) FOR A PRIMARY OR GENERAL ELECTION**

A. Affix a Polling Place label in the space provided at the top.

B. Verify, record, and sum the totals on the OBR as follows:

1. **Check-In Application Receipts**

   Touch the MENU button in the upper left hand corner of the screen.

   Note: Process to be repeated for each Pollbook.

   Touch SUMMARY REPORT.
2. Ballots Counted

[1] Record the number of voted ballots counted on the Accuvote Optical Scan Tabulator from the LCD display, prior to running any closing tapes.

[2] Record the number of voted ballots counted on the Accuvote Touchscreen TSX from the lower middle of the screen “Ballots”, prior to running any closing tapes.

[3] Record the sum of voted ballots on the Accuvote Optical Scan Tabulator and Accuvote Touchscreen TSX under TOTAL.

B. Are the totals from 1 and 2 the exact same? Answer Yes or No. If No, provide a brief explanation as to the difference.

3. Provisional Ballots

[1] Record the total number of voted Provisional Ballots as recorded on the Provisional Ballot Carrier Pouch.

4. Vote By Mail

[1] Record the total number of Vote By Mail Ballots returned to the polling place to be counted.

C. ALL Judges must sign and record the time of signing.

D. Two (2) Judges, one (1) from each party retain a colored carbon copy of the OBR.

5. Place the white copy of the OBR in the Election Results Envelope 1.
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## EJ TSX JUDGE OVERVIEW

### Before Election
- Confirm acceptance of assignment by calling/emailing Election Division
- Attends training on polling place process and equipment operation

### Monday Night Set-Up
- Sets up TSX (Steps 1-6) returning keypad, headphones, and power cord to ESC for storage over night. Instructions in "For Set-up" Envelope.
- Assists OS judge in setting up ballot box.
- Checks to be sure that TSX, OS, and Poll Pads have sufficient extension power cords/power strips to properly set up.

### Election Morning Setup.
- Be at polling place no later than 5 am.
- Take Oath of Office and Sign Payroll Sheet
- Put Name Badge On
- Set up TSX in accordance with instruction sheet; run morning zero report; have judges sign; and finish set-up.
- Assist OS judge with setting up OS, if needed.

### During Election Day
- Responsible for troubleshooting any problems on TSX throughout day.
- **Starting Position – Poll Pads - Rotates position with other judges.**
  - Check-In Voters; Processes Name/Address Changes, etc.
  - Two Judges (of opposite parties) verify signatures and initial; and hand Voter Authorization to Ballot Judge

### Closing the Polls
- Record number of votes from the AccuVote Touchscreen (TSX) on Official Ballot Record
- Follow AccuVote TSX Unit - Closing The Polls - Steps 1-12
- Print 3 additional Election Result Tapes plus Pollwatcher copies, if requested.
- Place the tape near Election Results Envelope #1 - All judges must sign all tapes.
- Place canister near Envelope #1 on table.
- Remove Memory Card Seal and place on front of Election Results Envelope #1
- Remove Memory Card from TSX and place in Memory Card (Pink) Pouch; seal Pouch. Place Pouch on Ballot Table
- Complete disassembly of TSX, replacing the power cord, keypad, and headset on the back and return to ESC. Return any extension cords/power strips to ESC.
- Assist Optical Scan Judge, if necessary,
- Makes sure the only things left out of ESC are items on Ballot table and Supply Boxes A and B.

### Packing Blue Rolling Case
- Signs all forms where indicated.
- Envelope #1 - Checks to be sure Certificate of Inspection in Election Return Envelope #1
- Judges sign TSX Tape on Canister and Canister is placed in Blue Rolling Case
Folds TSX Results so Judges can sign all copies. Judges sign and signed tapes are placed in Envelope #1. Completes Official Ballot Record; sends around table for signature; and places in Envelope #1. Makes sure all broken seals are in Envelope #1; closes Envelope #1; and places in Blue Rolling Case.

**Monday Night Set-Up**

1. Place TSX unit on a table or flat surface with touchscreen face down and black handle away from you.
2. While holding the black handle at top of unit, pull u-shaped leg up and away from TSX unit.
3. Remove keypad, headset, and power cord from respective storage cavities on the back of TSX unit. **(Lock keypad, headset and power cord in the Election Supply Cabinet (ESC) until Election morning.)**
4. Pull u-shaped leg up until you hear all four (4) safety pins snap into place. **NOTE:** Check to make sure four (4) safety pins are visible.
5. Grip two (2) outside legs and pull up until safety pin on each leg locks into place.
6. Pull outside legs away from base. Make sure leg bracket on each is fully extended and locked.
7. With one (1) Judge on either side of the unit, gently lift unit and turn it over to set it up on its legs on the floor. Before releasing unit, be sure legs are firmly locked.
8. The angle of unit can be adjusted to three (3) different positions. The vertical position would be for ADA use. Lift up on handle while pressing the safety pin on center support bar in back to make adjustments for the three (3) positions.

**Tuesday Morning Set-Up**

- Open privacy shield doors. Press black notch at top of touchscreen unit and pull touchscreen forward.

- 2. Plug keypad into the port on the back of touchscreen.

- 3. Feed keypad cord through mounting slot to the right of touchscreen. Set keypad out of the way on top of unit. Make sure touchscreen is securely in place.

- 4. Using black barrel key, unlock and open the TSX printer door.
- 5. Remove AccuView Printer Module (AVPM) from Election Supply Cabinet (ESC).

- 6. Unpack the AVPM items from black canvas case (TSX Printer Unit).

- 7. Place the lip of AVPM over front of TSX printer door. Where indicated at the top in the back of AVPM housing, **PRESS FIRMLY TO LATCH.**
• 8. Lift metal plate. Locate blue locking bracket lever, then push it up (or away from you) to lock AVPM to TSX.

• 9. Confirm paper is on spindle correctly (spindle plate on left, paper rolls off the bottom).

• Load paper into AVPM by dropping it into triangular slot making sure it is square at the bottom.

• 10. Open AccuVote printer cover by pushing down on the smoke gray cover release lever.
• 11. Insert end of paper through top of the slot on the printer cover. Pull a foot or two of paper through the slot.

• 12. Close printer cover (smoke gray cover) and press to snap into place. Lower metal plate over printer.

• 13. Open TSX canister by squeezing under the lid.
• 14. Remove the Take-Up Spool. Place open canister in canister compartment of AVPM.
15. Slide paper into slot on side of the Take-Up Spool.
16. Manually wind the paper up on Take-Up Spool (over the top) and insert into canister. Close canister.

17. Plug female end of power cord into right side of TSX unit and male end of cord into an electrical outlet or extension cord.

18. Close left privacy shield door and unlock top compartment door (using black barrel key) on left side of TSX unit.
19. Push red button to turn TSX unit **ON**.
20. Using black barrel key, close and lock top compartment door. Open left privacy shield door to view touchscreen.

21. Touch **TEST PRINTER**. Test page starts to print on tape.
22. When Printer test PASSED pop-up message appears, touch **OK**. Message clears.

23. On INSTALL PRINTER HARDWARE screen, touch **OK**. ELECTION ZERO REPORT starts to print. **NOTE:** Report will spool out on to the floor allowing Judges to confirm zero (0) vote totals.

24. When ELECTION ZERO REPORT is finished, a message box will appear asking NEED ANOTHER COPY?, touch **NO**.
25. **ALL** Judges must verify all races show zero (0) votes on report.
26. Touch Start Take-Up. (Do not touch OK)

**NOTE:** ELECTION ZERO REPORT will be automatically pulled up into canister to the point that the Judges’ signature lines stop on the metal plate.

- 27. After all the Judges’ Signature lines have stopped on the metal plate, touch Stop Take-Up.

28. **ALL** Judges must sign the ELECTION ZERO REPORT. After all have signed, touch OK. **NOTE:** Signatures will be pulled into canister.

29. One (1) Judge from each party fills in required information on the canister label and signs in the signature field. Place a security seal on canister and record seal number on canister label. **NOTE:** Canister label will require Poll ID, TSX Serial Number (can be found on the bottom left of touchscreen or left side of unit), canister number (total number of canisters used during day, recorded at end of day, ex: 1 of 3), Judge’s Signatures, and security tag (easier to record number before being secured to canister).

30. Close and lock AVPM lid using black barrel key.

- Place keypad into clips at top of AVPM.

31. Plug headphones into jack on front of touchscreen.

- Hang headphones over right privacy shield door.
1. Ballot Judge receives Voter Access Card and Ballot Style Confirmation from Registration Judge.
2. Voter receives Voter Access Card from Ballot Judge programmed with the correct ballot style as determined from the Ballot Style Confirmation. The Ballot Judge tells the Voter their ballot style and offers instruction on the use of the Accuvote Touchscreen (TSX).
3. Voter inserts the card into the Touchscreen until it “clicks”, in the upper right hand side of the Touchscreen.
4. The first screen the voter sees will be the language selection screen which is defaulted to English.
5. Voter touches the “Start” button in the lower right-hand corner of the screen.
6. Voter confirms the correct ballot style on the top of the “Instructions” page of the Touchscreen.
7. The voter will work their way through the ballot touching the box next to the candidate or issue of choice.
8. Should the Voter wish to change their vote, simply touch the incorrect choice and the boxes next to the candidate or choice will reappear.
9. The Voter works their way through the ballot making their selections and going to the next page by pressing the “Next” button on the lower right hand corner of the screen.
10. When the voter has completed working through the ballot, a Summary Screen will appear. The offices for which the Voter has not selected a candidate or has under-voted will appear in red. The voter touches that portion of the screen and the ballot opens and the voter makes their correction(s).
11. After reviewing the Summary Screen, the voter touches the Print Ballot in the lower right hand corner of the ballot. The voter looks to their right to see a print out of the page under the glass of the printer module.
12. If the voter is satisfied, the voter continues to print each page of the ballot until the final screen, where the “Cast Ballot” button is in the lower right-hand corner of the screen.
13. If the voter is not satisfied with the print view of the page, the Voter touches the “Reject Ballot” button in the lower left hand corner of the screen and the ballot returns to the “Summary Screen”. This may only be done twice. Once the voter is satisfied, the print process starts over from the first page.
14. If the Voter no longer wishes to use the Touchscreen or was given the incorrect ballot style, the ballot needs to be cancelled.
    o One way to cancel the ballot is to walk away from the Touchscreen for a three-minute timeout. If no keys are touched, the Touchscreen will perform a 30 second countdown; cancel the Voter Access Card and release it from the Touchscreen.
    o A second way to cancel the ballot is to touch and hold the grey box “Page ___ of ___” at the bottom of the screen for 45 seconds. A screen will appear with “Cancel” and “Resume” buttons, touch the “Cancel” button; the Voter Access Card is cancelled and released from the Touchscreen.
15. If the voter is satisfied and has printed all the pages, the “Cast Ballot” button will appear in the lower right hand corner. ONCE THE VOTER HAS TOUCHED THE “CAST BALLOT” BUTTON, THEY HAVE FINISHED VOTING.
17. The Touchscreen will release the Voter Access Card which the Voter returns to the Ballot Box Judge and receives their “I Voted Sticker”.

**Tuesday Night Closing:**

- 1. Record on Official Ballot Record (OBR) the number of ballots tabulated (located on touchscreen display).
- 2. Locate Supervisor Card and PIN (Security Code) from backside of Key Holder.
- 3. Insert Supervisor Card into TSX; enter PIN number and touch **OK**.

- 4. Remove Supervisor Card and touch **End Voting**.

- 5. At WARNING screen, touch **Yes**.
- 6. Place keypad out of the way on top of unit. Unlock AccuView Printer Module (AVPM) lid, using black barrel key. Gently lift lid until it clicks into an open position.

- 7. When AVPM Printer Notification screen appears, touch **OK**.

- 8. When PRINT FULL TOTALS REPORT? appears, touch **Yes**.
9. If PRINT WRITE-IN CANDIDATES? appears, touch Yes.

10. When PRINT LONG REPORT? appears, touch No. The ELECTION RESULTS REPORT tape will begin to print.

11. When first report is finished printing, **ALL Judges must** sign on dotted lines at end of report.
12. Tear report off below the signatures.

13. Grasp TSX canister and lift out of AVPM. Manually wind the remaining report into canister.
14. Place sealed canister(s) in Blue Rolling Case being returned to Election Division.

15. When NEED ANOTHER COPY? appears, touch Yes. When prompted on touchscreen, touch OK to begin printing next copy of report.
16. When NEED ANOTHER COPY? appears again, touch Yes and OK until three (3) copies have been printed outside of canister.

**NOTE:** Upon request, additional copies must be printed and signed for Pollwatchers.
17. Once all required copies are printed, touch No.
18. **ALL Judges must** sign ALL copies of ELECTION RESULTS REPORT tapes.

19. Post one (1) copy of report in polling place. Place two (2) copies of report in Election Results Envelope 1.
20. Touch Shutdown.
21. Touch Yes to confirm that you want to shut down.
o 22. Lift metal plate and remove paper roll.
o 23. Place paper roll(s) in black canvas case (TSX Printer Unit).
1. Locate blue locking bracket lever and pull it toward you. This will disengage the AccuView Printer Module (AVPM) from the (AccuVote) Touchscreen (TSX).

2. Pull the plastic latch (which looks like a hook) down and toward you. It is located at the top of the inside of the printer housing. This will release the AVPM from the TSX. Gently remove AVPM.

3. Place AVPM in the black canvas case provided and zip the case closed.

4. Using black barrel key, close and lock TSX printer door.

5. Disconnect keypad, headset, and power cord. Set aside.

6. Close privacy shield doors on TSX and place with shield doors face down on a table or flat surface.
7. Locate the memory card compartment with security seal over it. Peel off and place seal on the front of Election Results Envelope 1.

8. Using black barrel key, unlock and open compartment. Press the eject button and remove memory card. Place memory card in the pink Memory Card Pouch.

9. Close and lock compartment.

10. Place keypad, headset and power cord in respective storage cavities on the back TSX unit.

11. Completely collapse u-shaped leg by pressing both sets of safety pins in and pushing down on top of leg. One (1) set of pins is located in the front, the other in the back.

12. Collapse the outer legs by pressing the safety pin in on each leg and pushing down.

13. Carefully collapse brackets by pushing down in the middle.

14. Fold outer legs in until even with the u-shaped leg.

15. Collapse the leg assembly by pressing the safety pin in on center base support strut and pushing the support bar down toward the base. The legs will lock in place if taken down correctly.
16. Place the TSX unit and black canvas case (with AVPM) in the Election Supply Cabinet (ESC).

- If upon returning the supplies, the OS or TSX memory cards are missing the Judges of Election must return to polling place to retrieve the memory cards.

Completing the Official Ballot Record (OBR) for a Primary or General Election

A. Affix a Polling Place label in the space provided at the top.

B. Verify, record, and sum the totals on the OBR as follows:

1. Check-In Application Receipts

   Touch the MENU button in the upper left hand corner of the screen.
   Note: Process to be repeated for each Pollbook.
   Touch SUMMARY REPORT.
   Report will print.

   [1] Record the number of check-ins from the Poll Pad in Question No. 1

2. Ballots Counted

   [1] Record the number of voted ballots counted on the Accuvote Optical Scan Tabulator from the LCD display, prior to running any closing tapes.

   [2] Record the number of voted ballots counted on the Accuvote Touchscreen TSX from the lower middle of the screen “Ballots”, prior to running any closing tapes.

   [3] Record the sum of voted ballots on the Accuvote Optical Scan Tabulator and Accuvote Touchscreen TSX under TOTAL

B. Are the totals from 1 and 2 the exact same? Answer Yes or No. If No, provide a brief explanation as to the difference.

3. Provisional Ballots

   [1] Record the total number of **voted** Provisional Ballots as recorded on the Provisional Ballot Carrier Pouch

4. Vote By Mail

   [1] Record the total number of Vote By Mail Ballots returned to the polling place to be counted

C. **ALL** Judges must sign and record the time of signing.
D. Two (2) Judges, one (1) from each party retain a colored carbon copy of the OBR.

5. Place the white copy of the OBR in the Election Results Envelope 1.

**TROUBLESHOOTING**

**ACCUVOTE OPTICAL SCAN TABULATOR**

Verify that the Quick Guide instructions were followed step by step.

**Issue:** AccuVote Optical Scan Tabulator (Tabulator) LCD screen shows OK to Format.

**Solution:** Call Election Division at (630) 407-5577; place voted ballots into Auxiliary compartment until issue is resolved and Tabulator accepts feeding ballots.

**Issue:** Paper ballot does not feed into Tabulator or printing on tape is unreadable.

**Solution:** Turn unit OFF and then ON, this should reset the unit. If no ballots have been fed through the Tabulator, the ELECTION ZERO REPORT will run again and must be signed by all Judges. If ballots had already been fed through during the day, the Tabulator will continue tabulating from that point.

If this does not resolve the issue call Election Division at (630) 407-5577.

**Issue:** AccuVote Optical Scan Tabulator (Tabulator) LCD screen flashing POWER FAIL.

**Solution:** Check to make sure Tabulator is plugged into electrical outlet, power strip (if being used) is switched ON or building power outlet is functioning properly.

If this does not resolve the issue call Election Division at (630) 407-5577.

**Issue:** Unable to read Tabulator tape printout.

**Solution:** Verify printer ribbon is installed correctly, if so and issue persists replace printer ribbon.

If this does not resolve the issue call Election Division at (630) 407-5577.

Issues pertaining to the TSX are likely related to the AccuView Printer Module (AVPM) housing setup.

- Printer paper not thread properly from TSX to canister
- Smoke gray cover not snapped into place properly

These issues can likely be fixed by removing all printer components and re-installing using the Quick Guide instructions step by step.

**Issue:** TSX screen is showing message **No Election Loaded**.

**Solution:** One (1) Judge from each party should:

1) Locate the memory card compartment with security seal over it. Peel off and place seal on the front of Election Results Envelope 1.
2) Using black barrel key, unlock and open compartment. **Press the eject button and re-seat memory card.**

3) Turn TSX unit **OFF** and then **ON**. If message disappears once unit is turned back on proceed with setup.

4) Lock compartment.

If this does not resolve the issue call Election Division at (630) 407-5577.

**Issue:** TSX will not accept Voter Access cards and screen will display message **Card Reader Error** **Access Card not being read.**

**Solution:** Turn unit **OFF** and then **ON**, this should reset the unit. If no ballots have been cast on the TSX, the ELECTION ZERO REPORT will run again and must be signed by all Judges. If ballots had already been cast, the TSX will continue from that point after an abbreviated start.

If this does not resolve the issue call Election Division at (630) 407-5577.

**Issue:** TSX unit is frozen or inoperable.

**Solution:** Perform a hard reset of the unit by holding the power button down until the unit shuts down. Turn unit back **ON**, this should reset the unit. If no ballots have been cast on the TSX, the ELECTION ZERO REPORT will run again and must be signed by all Judges. If ballots had already been cast, the TSX will continue from that point after an abbreviated start.

If this does not resolve the issue call Election Division at (630) 407-5577.
### Table of Contents

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- During Election Day
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  - Ballot Box

- Tuesday Morning Set-Up
  - Accuvote Optical Scan Tabulator

- Election Day Voter Processing

- Closing the Polling Place
  - Accuvote Optical Scan Tabulator
  - Ballot Box
  - Determining the Validity of Write-In Votes
  - Completion of the OBR

- Packing of the Blue Rolling Case
# BALLOT JUDGE OVERVIEW

## Before Election
- Confirm acceptance of assignment by calling/emailing Election Division
- Attends training on polling place process and equipment operation

## Monday Night Set-Up
- Arranges tables/chairs in accordance with floor plan
- Set up voting booths in accordance with floor plan

## Election Morning Setup
- Be at polling place no later than 5 am.
- Take Oath of Office and Sign Payroll Sheet
- Put Name Badge On
- Remove blue rolling cases from ESC. Take out white delivery boxes. Place all ballots in stacks by style (and party, if primary). Check and sign Certificate of Inspection form and place it in Envelope #1. Return blue rolling case to ESC leaving one out to return supplies at the end of the day.
- Places contents of "During Election Envelope" (from Supply Box A) at appropriate stations (Secrecy Covers, Demonstration Ballots and their Narratives, large Spoiled Ballot Envelope at Station 3 (Ballot); Pollwatcher Envelope at Station 1; Judge's Suggestion Sheet between Station 2 and 3; Report to Election Division by Judges of Election between Stations 1 and 2; small spoiled ballot envelopes on ballot box.)
- Places Provisional Ballot Supply Envelope at Station 2 (from Supply Box A);

## During Election Day
### Starting Position - Ballot Judge - Rotates position with other judges.
- Responsible for correctly handing out ballots by style and assisting in placing Pencil Box provided.
- Matches ballot style from Voter Authorization Receipt, initials ballot in red ink; shows voter their Voter Authorization Receipt and Ballot selected; instructs Voter how to color in the ovals; gives them a secrecy sleeve and marking pen; directs them to voting booth.
- From Provisional Envelope #2; matches ballot style from envelope; initials ballot in red ink; shows voter Envelope #2 and Ballot selected; instructs voter how to color in the ovals; place the ballot in Envelope #2 and seal, returning it to the Registration Judge. Ballot Judge tells Ballot Box Judge not to let voter put Ballot through tabulator.

## Closing the Polls
- Remove blue rolling case from ESC.
- Return Unused ballots to white boxes, saving 2 to place voted and write-in ballots in to return to the Election Division.
- Place unused ballot boxes in blue rolling case and return to ESC.
- Place the Voter Authorization Receipt Envelope on the Ballot Table for sealing and return to the Election Division.
- Return Voter Access Cards to Blue Pouch
<table>
<thead>
<tr>
<th>Lay out Envelope #1 and #2 and contents of &quot;AfterPolls Close&quot; Envelope (from Supply Box A).  Remove Memory Card Pouch (pink) from Supplemental Supply Envelope and lay out on Ballot Table.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Spoiled Ballots by counting the number of spoiled ballots; writing the number on the front; judges sign; and placing on Ballot Table.</td>
</tr>
<tr>
<td>Locates the Contents for Envelope #2 and places them on Envelope #2 on Ballot Table. (Pollwatcher Envelope, Oath/Payroll, Judge's Suggestion Sheet, Report of Judges to Election Division; Supply Return Receipt)</td>
</tr>
<tr>
<td>Assists in taking down of booths and returning to ESC.</td>
</tr>
<tr>
<td>Makes sure the only things left out of ESC are items on Ballot table and Supply Boxes A and B.</td>
</tr>
</tbody>
</table>

### Packing Blue Rolling Case

<table>
<thead>
<tr>
<th>Signs all forms where indicated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place Ballot Transfer White Cases that have been sealed with filament tape and signed by Judges into Blue Rolling Case.</td>
</tr>
<tr>
<td>Confirms that Oath/Payroll Sheet is in Envelope #2</td>
</tr>
<tr>
<td>Sends the Voter Authorization Receipt Envelope around the table for the Judge’s signature.</td>
</tr>
<tr>
<td>Sends around the table for Judge's signature the Judge's Suggestion Sheet and Report to Election Division.</td>
</tr>
<tr>
<td>Seals Spoiled Ballot Envelope and sends around table for signature; judges sign; place in Supply Box A.</td>
</tr>
<tr>
<td>Places in Envelope #2 - Oath/Payroll; Judge's Return Receipt; Judge's Suggestion; Report to Election Division; closes envelope; places in Blue Rolling Case</td>
</tr>
</tbody>
</table>
Monday Night Set-Up

- 1. Arrange tables and chairs in accordance with suggested floor plan.
- 2. Set up voting booths in accordance with suggested floor plan.

EQUIPMENT ASSEMBLY

VOTING BOOTH

1. Remove Voting Booths from Election Supply Cabinet (ESC).
2. Place Voting Booth case down on a table or flat surface.
3. Push in clips on sides of booth to open.
4. Remove and unfold legs.
5. Flip booth over onto opposite side.
6. Insert open end of legs into base and turn over and place on floor.
7. Open lid, unfold and secure curtains.

ADA VOTING BOOTH (gray box)

1. Remove ADA Voting Booth from ESC.
2. Remove booth from gray box, place upside down on a table or flat surface. Place gray box back in ESC.
3. Remove and assemble legs. Place straight legs into holes at back of booth (look for slot). Place legs with two (2) 90 degree bends into holes at front of booth. (Set front legs to each side of booth to allow a wheelchair to slide underneath)
4. Flip and place on floor.

Unfold curtain and secure curtain into three (3) slots.
CERTIFICATE OF BALLOT INSPECTION (BALLOT VERIFICATION)

1. Remove **ALL** White Delivery Ballot Box C(s) from Blue Rolling Case(s) located inside of Election Supply Cabinet (ESC). Break silver mylar seal(s) and open.

**NOTE:** There will be multiple White Delivery Ballot Box C(s).

2. Open **ALL** boxes and locate the Certificate of Ballot Inspection.

3. Remove **ALL** ballots from White Delivery Ballot Box C(s). Separate ballot bundles by Ballot Style (and by party in a Primary Election).

**NOTE:** It is suggested that ballots be kept in shrink wrap until needed.

4. Place Official Ballots at Ballot Station.

5. Verify ballot styles and quantities printed on Certificate of Inspection against the ballot style cover sheet(s) TOTAL QUANTITY (and by party in a Primary Election). Once **ALL** Judges have verified that the ballots are accounted for, **ALL** Judges must sign the Certificate of Inspection and place in Election Results Envelope 1.

**NOTE:** All ballot styles must be displayed on the table. Each ballot style has a different set of races.

6. Place all empty White Delivery Ballot Box C(s) in ESC.

ISSUING A PAPER BALLOT

1. Ballot Judge receives *Ballot Style Confirmation* from Registration Judge.

2. Locate the voter’s ballot style information (and party requested in a Primary Election) on the signed *Ballot Style Confirmation*.

3. Locate the appropriate ballot by checking the Ballot Style (and party requested in a Primary Election).

3. Using a red pen, initial the ballot in the space provided before handing to voter.

**NOTE:** DO NOT PRE-INITIAL BALLOTS BEFORE BEING ISSUED.

4. Remind the voter to check both sides of the ballot.

5. Offer instruction on the proper way of completing the ballot. Give the instructions so that others may observe them in the polling place. A Narrative for Demonstrating
the Completion of the Ballot is located in the DURING ELECTION envelope.

6. Show the voter how to cover ballot with the Ballot Privacy Cover to maintain secrecy of the ballot when placing the ballot into the AccuVote Optical Scan Tabulator.

7. Issue Ballot, Ballot Privacy Cover, and marker to the voter. Direct voter to a vacant voting booth.
8. Place the Ballot Style Confirmation on the brass Check Spindle.

VOTER SPOILS A PAPER BALLOT

If a voter makes a mistake or otherwise spoils a paper ballot, the spoiled ballot may be returned to the Judges and another paper ballot issued to the voter.

Tuesday Night Closing

- 1. Pack all unused/unvoted ballots back into white Ballot Transfer Case(s).
- 2. Place all white Ballot Transfer Case(s) into Blue Rolling Case (DO NOT RETURN unused/unvoted ballots to the Election Division Election night.)
- 3. Place Blue Rolling Case inside ESC.
- 4. Clear table for assembly of items being returned to Election Division Election Night
- 5. Return Secrecy Covers, Demonstration Ballots and their Narratives, and small Spoiled Ballot Envelopes to Supply Box "A"
- 6 Intentionally left blank.
- 7. Place the Receipt Receptacle on the Ballot Table for sealing and signatures.
- 8. Lay out Election Returns Envelope #1 from ESC.
- 9. Lay out contents of “After Polls Close Envelope” (from Supply Box “A”) ("Official Ballot Record", Election Return Envelope #2, Closing Supply Checklist; Election Official Placard)
- 10. Lay out Memory Card Pouch (“Pink Pouch”) from the Supplementary Supply Envelope”.
- 11. Locate contents of Envelope Forms Return Envelope #2 (Pollwatcher Envelope, Oath/Payroll, Judge’s Suggestion Sheet, Report of Judges to Election Division; Supply Return Receipt) and place them on the table.
12. Makes sure the only things left out of ESC are items on Ballot table and Supply Boxes A and B.

**Tuesday Night Disassembly**

- Assists in taking down booths and returning them to ESC.

**VOTING BOOTH DISASSEMBLY (black case)**
- 1. Unlatch side curtains from top lid and fold down. Fold top lid down.
- 2. Flip unit and place on table or flat surface.
- 3. Remove and disassemble legs.
- 4. Flip unit and press side clips to open top lid.
- 5. Place legs in the slots of lid.
- 6. Close unit.

**HANDICAPPED VOTING BOOTH DISASSEMBLY (grey case)**
- 1. Remove privacy curtain from 3 slots. Fold and set aside.
- 2. Flip unit and place on table or flat surface.
- 3. Remove and disassemble legs.
- 4. Place legs inside of cavity.
- 5. Place folded privacy curtain on top of legs.
- 6. Remove gray box from ESC and slide unit inside.
- 7. Place ADA Voting booth inside of ESC.

**Packing the Blue Rolling Case for Return to Election Division**
- 1. Place Ballot Transfer White Cases that have been sealed with filament tape and signed by Judges into Blue Rolling Case.
- 2. Confirms that Oath/Payroll Sheet is in Envelope #2
- 3. Sends around the table for Judge's signature the Judge's Suggestion Sheet and Report to Election Division.
- 4. Places in Election Results Envelope #2 - Oath/Payroll; Judge's Return Receipt; Judge's Suggestion; Report to Election Division;
- Makes sure there is nothing left out of the Election Supply Cabinet after completion of packing the Blue Rolling Case.

**PROCESSING SPOILED BALLOTS**
1. Affix Polling Place label to front of Spoiled Ballot Envelope.
2. Remove and count the number of Voter's Spoiled Ballot Security Envelopes in the Spoiled Ballot Envelope. Record the number on the front of the Spoiled Ballot Envelope.
4. **ALL** Judges must sign Spoiled Ballot Envelope.
5. Place sealed Spoiled Ballot Envelope in Supply Box A.
## Where’s My Stuff? – Table of Contents

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<tr>
<th>Election Supply Cabinet</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>113</td>
</tr>
</tbody>
</table>
CONTENTS OF ELECTION SUPPLY CABINET (ESC)

- American flag(s)
- Voting booth(s)
- One (1) ADA voting booth
- Power strip(s)
- Extension cord(s)
- One (1) Optical Scan Tabulator (Tabulator)
- One (1) AccuVote Touchscreen (TSX)
- One (1) AccuView Printer Module (AVPM)
- One (1) ExpressPoll
- One (1) Supply Box A
- One (1) or more Poll Pad(s)
- One (1) black ballot box

- Polling place street sign(s)
- No Electioneering cone(s)
- Blue Rolling Case(s) containing White Delivery Ballot Box C(s) packed with ballots by ballot style (and by party in a Primary Election) with Certificate of Inspection
- One (1) box of Preprinted Applications to Vote marked “Do Not Use” Box D
- One (1) box of ADA Equipment (Limited to polling locations with a BIG BELL/Voter Assistance Bell)
CONTENTS OF JUDGES’ PICK UP ENVELOPE

• Election Results Envelope 1 (form C-41)
• Judges’ Oath/Payroll sheet
• Floor Plan of polling place
• Aerial Map of polling place
• Election Supply Return Receipt (yellow card stock)

CONTENTS OF BLUE ZIPPERED POUCH

• Key Holder with keys and Supervisor Card (in back pouch)
• Voter Access Cards
• Security seals for TSX canisters
• Security seals for ESC

CONTENTS OF FOR SETUP ENVELOPE FOUND IN SUPPLY BOX A

• Start Here sign (form A-2)
• Voter Assistance sign (form A-3)
• Polling Place sign with hours (form A-4)
• No Electioneering sign (form A-5)
• No Cell Phones sign (form A-6)
• Registration Poster (form A-7)
• Spanish Voter Assistance (form A-8)
• No Firearms sign (form A-9)
• Four (4) L/R Polling Place sign with arrows (form A-33)
• AccuVote Optical Scan Tabulator - opening / closing poll instructions sheet (form A-49OS)
• AccuVote-TSX Quick Reference – opening / closing poll instructions sheet (form A-49TS)
• Wheelchair Accessible Entrance sign (form A-50)
• Voting instructions for Optical Scan / TSX poster (form A-56)
• Voter Information poster (form A-98)

CONTENTS OF DURING ELECTION ENVELOPE FOUND IN SUPPLY BOX A

• Report to Election Division by Judges of Election (green form B-9)
• Pollwatcher Register Envelope (form B-11A)
• Spoiled Ballot Envelope (form B-16)
• Voter’s Spoiled Ballot Security Envelopes (form B-20)
• Ballot Privacy Cover (form B-21)
• Laminated Demonstration Ballots (form B-22)
• Narrative for Demonstration Optical Scan (form B-23OS)
• Narrative for Demonstration Touch Screen (form B-23TS)
• Judge of Election Suggestion Sheet (pink form B-24)

CONTENTS OF PROVISIONAL VOTING SUPPLIES ENVELOPE FOUND IN SUPPLY BOX A

• Instructions for Provisional Voting (form PBVINSTRUC)
• Provisional Voting Affidavit Envelope 1 (form PBV-101)
• Provisional Voting Affidavit Insert (form PBV-101i)
• Secrecy Provisional Envelope 2 (form PBV-102)
• Provisional Ballot Carrier Pouch (form PBV-104)

CONTENTS OF SUPPLIES FOUND IN SUPPLY BOX A

• FOR SETUP envelope
• DURING ELECTION envelope
• PROVISIONAL VOTING SUPPLIES envelope
• AFTER POLLS CLOSE envelope
• ADA Kit
• One (1) Roll of Filament Tape
• One (1) Glue Stick
• Two (2) 12-count boxes of Felt Tip Pens - Black
• Five (5) Rubber Fingers
• One (1) 3M Painters Tape, 3/4”
• Four (4) Dry Erase Magic Markers - Black
• One (1) 3M Scotch Tape/Dispenser
• Four (4) Medium Point Ballpoint Pens - Red
• Two (2) 12-count boxes of Medium Point Ballpoint Pens - Black
• One (1) Hand Sanitizer (1 oz)
• One (1) Tissue Pocket Pack
• One (1) Plug adapter, 3 prong to 2 prong
• Ten (10) Rubber Bands
• One (1) Safety Scissors
• Two (2) Notepads - 4” x 6”
• Two (2) 500-count "I Voted Today" Sticker rolls
• Ten (10) Election Judge Sticker Badges
• Twenty (20) DuPage County Election Commission cards
CONTENTS OF AFTER POLLS CLOSE ENVELOPE FOUND IN SUPPLY BOX A

- Closing Election Procedures Checklist (form C-2)
- Election Forms Return Envelope 2 (form C-3)
- Election Official Sign (form C-17)
- Official Ballot Record (in a Primary Election) (form C-42P)
- Official Ballot Record (in a General Election) (form C-42G)
- Return of Supplies Certification (form C-43)

CONTENTS OF SUPPLIES FOUND IN WHITE DELIVERY BOX C

- One (1) White Delivery Box C will contain the Certificate of Inspection
- All White Delivery Box C(s) will contain paper ballots for voting

CONTENTS OF SUPPLIES FOUND IN SUPPLY BOX D

- Preprinted Applications to Vote (Emergency Use Only)
- Poll Record Binder Covers (per Party for Primary)
- Voter Affidavit (salmon form B-2)
- Affidavit of U.S. Service Voter (blue form B-3)
- Address Correction for Fail-Safe Voter (gray form B-10)
- Signature Capture Sheet Binder (form B-12-1)
- Signature Capture Sheets (form B-12-2)
- Ballot Style Correction (white form B-14)
- Affidavit of Assisted Voter (purple form C-5)
- Blank Yellow Applications to Vote
- Grace Period Registration Application To Vote
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ELECTION JUDGES (10 ILCS 5/13-2, 13-3, 14-3.1, 14-5)
(This information is taken from the Illinois State Board of Elections Optical Scan Manual Of Instructions, For Illinois Election Judges 2018)

In the polling place, the election judges are responsible for the proper and legal conduct of the election. They serve as officers of the Circuit Court and swear or affirm to uphold the Constitutions of the United States and the State of Illinois.

WORKING HOURS
Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. Once the polls are open, there is to be no adjournment or recess until all forms are completed and the ballots have been delivered to the counting center. [10 ILCS 5/7-5(e), 17-1, 17-7, 18-2]
All judges should arrive at the polls no later than 5:00 a.m. to check the supplies and set up the polling place. When the polls are open, one judge at a time may leave the polling place for a very brief period, but only when absolutely necessary. A time sheet must be signed indicating the length of time any judge is absent. After the polls close, judges must remain until all forms, certificates, and affidavits are completed and signed, and all election materials are packaged for return to the Election Division.

EQUAL AUTHORITY
All election judges have equal authority and responsibility in upholding the law. There is no “head” judge. The judges act as a board in making decisions and the majority rules. However, each judge may act alone to enforce election laws.

OBLIGATION TO SERVE
Once an individual is selected to serve as an election judge, that person is obligated to serve at each election during the two-year period (10 ILCS 5/13-1, 13-2, 14-3.1). If an emergency arises that prevents a judge from serving, the judge must notify the Election Division as soon as possible.

REPLACEMENT JUDGE
If a judge fails to appear at the polls, one of the judges should contact the Election Division for a replacement. If the Election Division cannot provide a replacement, the judges present may appoint a replacement judge. The replacement judge cannot be appointed until after 6:15 a.m. The replacement must be a registered voter who has the same political affiliation as the judge being replaced. A precinct, township, or ward committeeman or a candidate cannot serve as an election judge. One of the regular judges shall administer the oath to the replacement judge.
If at any time the regular appointed judge arrives, he or she will assume the duties of the replacement judge, and the replacement judge will cease to serve. Both the replacement judge and the regular judge sign the payroll sheet indicating the hours each served.
(10 ILCS 5/13-7, 14-6)
ELECTION JUDGES (10 ILCS 5/13-2, 13-3, 14-3.1, 14-5)

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(10 ILCS 5/13-7, 14-6)
ELECTION JUDGES (continued)

HANDLING ELECTION MATERIALS
Only the election judges are allowed to handle the election materials, supplies and ballot sheets. [10 ILCS 5/17-23]

ROTATING POSITIONS
Each judge should learn the various duties associated with each position by rotating among the positions during the day. Rotating duties helps prevent errors and also helps prohibit certain types of fraudulent activity. When rotating duties, two judges, one from each political party, must be at the signature verification records at all times to verify each voter’s signature and address. The duties of instruction shall be discharged by a judge from each of the political parties represented. Parties shall alternate serving as instructor so that each party shall serve an equal amount of time giving instruction during the day. (10 ILCS 5/24A-5.1, 24B-5.1, 24C-5.1)

CONTROL OF THE POLLING PLACE
Election judges are required to maintain order in the polling place throughout Election Day. All persons present in the polling place or within the campaign free zone must obey a lawful order of the judges. Election judges have the authority to evict any person who is creating a disturbance. Individuals violating the law may be arrested by appropriate law enforcement personnel. All serious problems should be reported to the Election Division. (10 ILCS 5/18-7)

ADMINISTER JUDGES’ OATH AND PUT ON BADGES
The judges administer the oath of office to each other and each judge signs the oath. The signed oath is returned to the Election Division on election night along with other supplies and ballots. (10 ILCS 5/13-8, 14-7)
A badge is worn by each judge during the entire day. Print the following information on each badge: the judge’s name, ward, township or road district, precinct number, and date of the election. (10 ILCS 5/13-6.1, 14-5.1)

OFFER INSTRUCTION TO EACH VOTER
The judge offers instruction to each voter on the proper way to mark the ballot sheet. The demonstrator ballot should be used to instruct the voters how to properly mark the ballot. Instruction is given in such a manner that it may be observed by others in the polling place. (10 ILCS 5/24B-5.1)
ELECTION JUDGES (continued)

GIVING INSTRUCTION

Instruction means demonstrating to the voter, in full view of everyone in the polling place, how to properly mark the ballot sheet (10 ILCS 5/24A-5.1, 24B-5.1, 24C-5.1). Use a demonstrator ballot sheet (not an official ballot sheet) to instruct the voter in the following manner:

1. Explain to the voter that the specialized pen provided in each booth is used for voting and show the voter the sample shown on the Instruction Card. Actual demonstrations should be given only on demonstrator ballot sheets. Explain that the votes will not record accurately unless the specialized pen is used to mark the ballot sheet. Tell the voter that smudges and stray marks may interfere with the proper counting of the ballot. UNDER NO CIRCUMSTANCES MAY A JUDGE INDICATE HOW TO VOTE FOR A PARTICULAR CANDIDATE OR INFLUENCE THE VOTER IN ANY WAY.

2. Tell the voter not to vote for more candidates than the number indicated for each office on the ballot sheet. Also, LET THE VOTER KNOW IF THERE ARE CANDIDATES/QUESTIONS ON BOTH SIDES OF THE BALLOT.

3. Tell the voter that if he or she makes a mistake, makes a stray mark or damages the ballot sheet, he or she can return the ballot sheet to the judges and receive a new ballot sheet.

4. Tell the voter to insert the ballot sheet in the secrecy sleeve/cover so that the judge’s initials can be seen, before leaving the voting booth.

A voter may request instruction on how to complete a write-in vote. In this case, show the voter the space on the ballot sheet provided for write-in votes and explain what is required for a write-in vote to be valid.

GIVING ASSISTANCE

Assistance is the actual marking of the ballot sheet by selected individuals in the privacy of the voting booth. Assistance is given only upon the voter’s request and after both the voter and those giving assistance have completed the appropriate affidavit. Only two groups of voters may receive assistance: 1) a voter who is physically disabled or blind, and 2) an illiterate voter. Before giving assistance, mark the appropriate square on the ballot application. (10 ILCS 5/17-14)

Assistance should only be given in the privacy of the voting booth. Anyone giving assistance must cast the vote as directed by the voter and shall not give information afterward as to how the vote was cast.

MAKE SURE NO ONE INTERFERES WITH THE VOTER

Make sure the voting booth is clear of campaign literature and that no one interferes with the voter. If no other voters are waiting to vote, the voter may remain in the booth ten minutes. If other voters are waiting, the voter may remain in the booth for only five minutes. (10 ILCS 5/17-11)
Even Year Elections

- **General Primary Election**, held on third Tuesday in March
  1. Candidates of political parties shall be nominated for those offices to be filled at the General Election in that year, except where nominations of candidates of political parties is made by caucus.
  2. State central committeemen, township committeemen, ward committeemen, precinct committeemen, delegates and alternate delegates to the National Convention shall be elected.

- **General Election**, held on the first Tuesday after the first Monday in November
  The following offices shall be filled or on the ballot as required by election law:
  1. President and Vice President of the United States
  2. United States Senator and United States Representative
  3. State Executive Branch elected officers
  4. State Senator and State Representative
  5. County elected officers, including State’s Attorney, County Board member, County Commissioners, and elected President of the County Board or County Chief Executive
  6. Circuit Court Clerk
  7. Regional Superintendent of Schools
  8. Judges of the Supreme, Appellate and Circuit Courts, on the question of retention, to fill vacancies and newly created judicial offices
  9. Trustee of the Sanitary Districts
  10. Special Districts

Odd Year Elections

- **Consolidated Primary Election** (if necessary)
  1. Candidates of political parties shall be nominated to those offices to be filled in the consolidated election, except where nominations of candidates of political parties is made by caucus
  2. Non-partisan municipal Mayor, Clerk, Treasurer and Aldermen subject to run-off

- **Consolidated Election**, held on the first Tuesday in April
  The following offices shall be filled or on the ballot as required by election law:
  1. Municipal officers
  2. Village and incorporated town library directors
  3. City boards of stadium commissioners
  4. Commissioners of park districts
  5. Trustees of public library districts
  6. Special districts
  7. Township officers, including township park commissioners, township library directors, and boards of managers of community buildings, and Multi-Township Assessors
  8. Highway commissioners and road district clerks
  9. Members of school boards
  10. Forest preserve district commissioners
11) Members of Community Colleges
12) Trustees of Fire Protection Districts
Plan “B”
OPERATING INSTRUCTIONS

ONLY TO BE USED WHEN THE POLL PADS ARE NOT WORKING!!!

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REGISTRATION JUDGES

USING THE PREPRINTED APPLICATIONS TO VOTE (EMERGENCY USE ONLY)

**Note:** Only use the Preprinted Applications to Vote if the Poll Pad is not working. If the Poll Pad was previously broken and has since been fixed, stop using the Preprinted Applications to Vote and go back to posting the voters through the Poll Pad.

1. Have the voter state his/her name and address.
2. Locate voter's Preprinted Application to Vote containing:
   a) Poll ID Number
   b) Township / Precinct / Ballot Style
   c) Facsimile Signature
   d) Name and Address Information
   e) Voter's ID Number
   f) Certificate of Voter Participation Stub
      (which also indicates voter’s name and ballot style)
3. Request the voter to verify the name and address information on the Preprinted Application to Vote.
4. If the voter does not reside at the address on the Preprinted Application to Vote, refer voter to Voter Assistance and Registration Station (Station 2).
5. **In a Primary Election,** the voter requests the party by writing the party name (or Nonpartisan, if applicable) on designated line of the voter's Preprinted Application to Vote.
6. Once the voter verifies the information on the Preprinted Application to Vote is correct, have the voter sign in the space provided for the voter’s signature.
7. Two (2) Judges (one from each party) compare the voter’s handwritten signature with the facsimile signature on the Preprinted Application to Vote.
8. If the signature matches, the two (2) Judges initial the voter’s Preprinted Application to Vote in the area provided. If signatures do not match or facsimile signature is missing, capture voter signature.
9. Pass Preprinted Application to Vote to the Ballot Judge. Voters receive an Optical Scan Paper
Ballot or upon request an AccuVote Touchscreen (TSX) voter access card.

10. Ballot Judge selects the correct Ballot Style from the Application to Vote, initials it in red pen; shows the application and selected ballot to the Voter; offers the voter the Secrecy Cover and instruction; gives them the marker, and directs them to a voting booth.

11. The Application to Vote is filed in the Poll Record Binder (by Party, if a Primary). Grace Period Registration have their own Poll Record Binder even in a Primary election.

**NOTE:** A Judge, Pollwatcher, or registered voter, may challenge a person’s right to vote.

**CAPTURING MISSING SIGNATURES**

If a voter’s facsimile signature does not appear on the label (or, in an emergency, the Preprinted Application) or the facsimile signature does not match, ask the voter to complete a Signature Capture Sheet. This sheet is not to be used for a name change; refer a voter who has legally changed their name to Voter Assistance and Registration Station (Station 2) to re-register.

1. Request to see two (2) forms of identification (ID) containing the voter’s signature.
2. Have voter complete and sign the Signature Capture Sheet.
3. Record the voter’s ID number (found on the label or on the Preprinted Application) on the Signature Capture Sheet.

File the Signature Capture Sheet in the Signature Capture Sheet Binder provided.
VOTER AFFIDAVIT (salmon form B-2)

According to election law, an affidavit is a sworn statement made in writing before an Election Judge. Under certain circumstances, a person may be required to sign an affidavit in addition to the Application to Vote. Additional documentation may be required, or the voter may re-register.

**The Voter Affidavit will cover most situations requiring an affidavit.**

Use this affidavit in the following situations:

1. Voter moved within the same precinct within 27 days of the Election.
2. Voter moved within 30 days of the Election to another precinct in the State of Illinois.
3. Voter lives at the same address but has changed their name.
4. Voter's registration is not found on the Poll Pad.
5. Voter applied but never received a Vote By Mail ballot. **Provisional Affidavit and Ballot Required.**

**NOTE:** Voters in above situations may choose to register to vote. Refer these voters to Voter Assistance and Registration Station (Station 2).

1. Have the voter sign his/her Application to Vote. Complete the top section of the Voter Affidavit and check the box that corresponds with the situation.
   - Address change 27 days in Precinct, mark box 1
   - Address change 30 days in State, mark box 2
   - Name change, mark box 3
   - Name on list, no preprinted application, mark box 4
   - Vote by Mail ballot not received, mark box 5
   - Residence not changed, 9-1-1 address change, mark box 6

The Voter Affidavit must be accompanied with:

- Two (2) forms of identification showing the voter’s current address **OR**
- Supporting Affidavit by a registered voter swearing to personally know that the voter meets the legal requirement of voting.
2. Issue ballot according to the ballot style on their Application to Vote. If ballot style cannot be determined, call the Election Division at (630) 407-5577.

3. Number the Voter’s signed Application to Vote with the next consecutive number and file along with the Voter Affidavit in the Poll Record Binder (by party in a Primary Election).

**AFFIDAVIT OF ASSISTED VOTER (purple form C-5)**

According to election law, an affidavit is a sworn statement made in writing before an Election Judge. Under certain circumstances, a person may be required to sign an affidavit in addition to the Application to Vote.

The Affidavit of Assisted Voter is to be used when a voter with any type of disability requires the assistance of another person to cast his or her vote.

**Completing upper portion:**

- The voter (or the voter’s assistant) shall finish the swearing in portion. This will include adding the voter’s name, Township and Precinct Number and County.
- Mark the proper box (1 or 2) for reason of assistance.
- If box 2 is marked, state the specific nature of the disability.
- Print the name of the person or persons providing assistance.
- Voter signs or makes his/her mark where indicated.
- The Judge administering the oath prints his/her name on the appropriate line.
- The Judge indicates the date the affidavit is executed and signs where indicated.

**Completing lower portion:**

- The voter’s assistant(s) prints his/her name on the oath line.
- Assistant(s) sign after administering the oath.
- The Judge administering the oath signs his/her name where indicated.

Number the Voter’s signed Application to Vote with the next consecutive number and file along with the Affidavit of Assisted Voter in the Poll Record Binder (by party in a Primary Election).

**ADDRESS CORRECTION FOR FAIL-SAFE VOTER (gray form B-10)**

**NOTE:** A voter that has moved within the Election Division’s jurisdiction is eligible to re-register and vote. Refer these voters to Voter Assistance and Registration Station (Station 2).

This affidavit is for a voter who is at the old polling place and moved within DuPage County more than 30 days prior to the date of the election and failed to transfer their voter registration. The voter is
refusing to re-register or be directed to the proper polling place. This voter may vote a Federal ballot only at this polling place.

Note: Federal Ballots are only available on the AccuVote Touchscreen (TSX).

1. Find the voter in Poll Pad.
2. Answer questions in Poll Pad.
3. Have voter complete the Address Correction for Fail-Safe Voter form.
4. Issue the voter a Voter Access Card for a Federal ballot only, using former address, for the proper township and precinct (and party in a Primary Election).
5. Give the signed Application to Vote the next consecutive number and file it along with the Address Correction for Fail-Safe Voter form in the Poll Record Binder (by party in a Primary Election).

If voter has denied moving from the address on the application (or Federal is indicated), call Election Division at (630) 407-5577 for further instructions.

AFFIDAVIT OF U.S. SERVICE VOTER (blue form B-3)

NOTE: A voter that has moved within the Election Division’s jurisdiction is eligible to re-register and vote. Refer these voters to Voter Assistance and Registration Station (Station 2).

Military personnel on active duty or within 60 days of discharge are entitled to vote without being registered. A Military voter must be at the proper polling place for his/her residential address in order to vote.

NOTE: A spouse and/or dependent of Military personnel must be registered in order to vote in person.

1. Direct the voter to the Voter Assistance and Registration Station (Station 2).
2. Have voter complete an Affidavit of U.S. Service Voter.
3. Have an acquainted registered voter in that precinct complete the Supporting Affidavit of Voter section.
4. Have voter complete and sign an Application to Vote.
5. Determine the proper Ballot Style for voter’s address. If necessary, call the Election Division at (630) 407-5577 to obtain the correct Ballot Style.
6. Issue the correct Ballot Style (and party requested in a Primary Election) to the voter.

Number completed Application to Vote with the next consecutive number and file with the Affidavit of U.S. Service Voter in the Poll Record Binder (by party in a Primary Election)