Kane County Clerk’s Office

Election Judge Manual

2018 – 2020

John A. Cunningham
Kane County Clerk
Dear Election Judge:

The foundation of our democracy is free and fair elections, and you play a vital role in that process. Whether you are an experienced election judge or this is your first election, thank you for your service to the voters of Kane County!

I’m pleased that my office has been able to increase the compensation for election judges, starting with the November 8th Presidential Election. We are asking more of you as the duties of election judges have become more complex, and your pay should better reflect that.

We’ve made some other changes as well. Our election judge manual has been revised. We’ve added some checklists and quick-reference guides to make it easier to set up in the morning, process voters during the day, and close down after the polls close. The election judge classes will include more hands-on training. All of this is designed to ensure that you have the information, tools and training necessary for a smooth and successful Election Day.

Voting is one of our most significant and cherished civic duties. The Constitutions and laws of both the United States and the State of Illinois guarantee and protect the right to vote. These laws can only be implemented through the fair, knowledgeable, and impartial conduct of each election.

I am grateful to you for your service.

Sincerely,

John A. Cunningham
Kane County County Clerk
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</thead>
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<td>General Election</td>
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<td>February 23, 2021</td>
<td>Consolidated Primary Election</td>
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<tr>
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<td>Consolidated Election</td>
</tr>
<tr>
<td>March 15, 2022</td>
<td>Primary Election</td>
</tr>
</tbody>
</table>
General Information
General Information

All election judges must arrive at their assigned polling location by **5 a.m.** to ensure the polling place is open and ready for voters at **exactly 6 a.m.** The Technical Judge will bring with them the Pollbooks, JBCs, Supply Cases and any additional election supplies and equipment.

The Tech Judge will have the county-issued cell phone. The Tech Judge is the point of contact with the Call Center. All calls to the Call Center should be made by the Tech Judge, unless otherwise directed.

Call Center
630-232-5990
Election Judge Duties and Responsibilities

All election judges must arrive by 5 a.m. to ensure the polling place is open and ready for voting exactly at 6 a.m.!

Election judge duties include:

- Following the procedures set forth in this manual
- Being responsible for all election materials
- Keeping order in the polling place
- Providing appropriate assistance, when requested, to voters with disabilities and voters who have difficulty speaking, reading or writing the English language
- Running a fair and impartial election
- Removing any campaign literature left behind by voters
- Maintaining the campaign-free zone
- Keeping the polling place open from 6 a.m. to 7 p.m.
- Leaving the vote center in the same condition as when you arrive
- Two judges, one Republican and one Democrat, are responsible for traveling together back to the designated Rally site (either Kane County Branch Court or Elgin Community College). They are responsible for returning the JBCs, Pollbooks, Supply Cases, cellphone and any other supplies the Tech Judge delivered to the polling place.

Election judges must:

- Attend an election judge training class and pass a test
- Arrive no later than 5 a.m. on Election Day
- Have polls open at 6 a.m. sharp
• Be considerate and respectful to each other, the voters, and to everyone in the vote center
• Work as a team

• Keep all unauthorized persons away from voting equipment

• Remain at the polling place after the polls close until all paperwork is completed and signed, and all election materials and supplies are packed for return to the Rally location

**Election judges must NOT:**

• Discuss political beliefs or participate in any form of electioneering on Election Day
• Make any personal calls or texts on the County-issued cell phone
• Use a personal cell phone for any personal calls or texts (unless on break or in an emergency)
• Maintain voter records for any party, candidate, civic organization, or ballot proposition
• Put up any postings or photographs from the vote center on social media
• Use personal computers, tablets, etc. at the vote center
• Bring up a website with candidate information or election reporting of any kind

**Also of Note:**

• All election judges are encouraged to vote during Early Voting or by mail prior to Election Day

• Only one election judge may leave the polling place at a time. Do not leave the vote center without first clearing it with your Tech Judge.

• Election judges are responsible for their own food and drinks on Election Day
Technical Election Judge

Each vote center has one technical judge. It is the responsibility of the technical judge to:

- Turn on the county-issued cell phone and contact the call center as soon as you arrive at your vote center

- Pick up the Supply Cases, JBCs, Pollbooks and any additional supplies and equipment from the elections warehouse on the scheduled day prior to Election Day, and store them safely at home

- Ensure vote center operations run smoothly, including making adjustments if necessary to station assignments and vote center organization, and delegating tasks to improve efficiency and traffic flow

- Contact election judges assigned to the vote center to confirm assignment, discuss any plans for food/beverages, and provide any updates

- Bring the Supply Cases, JBCs, Pollbooks and any other supplies and equipment to the vote center by 5 a.m. at the latest on Election Day

- Attend an advanced training class

- Change paper in the JBC and the pollbook label printers as necessary

- Serve as the point of contact with the Zone Manager. Report any missing or non-working equipment or supplies

- Serve as the point of contact between the vote center and the Call Center

- Oversee breakdown and packing of all Election equipment and supplies after the polls close

- Check that all equipment being returned on the caddies is properly stowed and accounted for

- Remain at the vote center after polls close on Election Night until the Clerk’s office arrives to pick up the equipment
**Student Election Judge**

A student election judge is a high school junior or senior who meets certain requirements in order to serve as an election judge. Student judges receive the same training and pay as the other judges. They also perform the same duties and hold the same authority.

**Bilingual Election Judge**

At least one English-Spanish bilingual election judge is assigned to each precinct that meets the population threshold for Spanish language assistance. These election judges wear special badges that identify them to voters who may be in need of language assistance. They receive the same training, perform the same duties, and hold the same authority as the other judges.

**Zone Manager**

Zone Managers oversee multiple vote centers and provide assistance to the election judges when needed.

The Zone Manager visits each assigned vote center location multiple times on Election Day. Zone Managers are responsible for collecting attendance sheets, ensuring that all equipment is working properly and being used as intended, addressing any technical problems, and changing paper in the VBOs as necessary. They deliver supplies and replacement equipment as needed.

At the end of the day, the Zone Manager is responsible for doing a second check at each of their vote centers to ensure that all equipment on the caddies is accounted for, and for sealing the caddies prior to pick-up by the Clerk’s Office.

When authorized, Zone Managers are responsible for the removal of any Election Judge if the situation demands.
People Allowed in the Polling Place

Aside from election judges and voters, certain people are allowed to observe and monitor operations inside the polling place before the polls open, during the day, and after the polls close. Each observer must present proper credentials or identification to the election judges. Every effort must be made to accommodate these observers and to provide access to the voting process.

Kane County Clerk’s office staff and Zone Managers

Zone Managers will visit every polling place multiple times on Election Day. Clerk’s office staff may also visit to check up and provide assistance if needed. All Zone Managers and Clerk’s office staff must show identification or badges when they enter the polling place, but they are not required to surrender it to the judges.

Approved Law Enforcement Officials

Law enforcement representatives must display proper ID or a badge from their office. They do not have to surrender it to the election judges. They may handle election materials only if they do not interfere with polling place operations. Approved law enforcement agencies include:

- United States Attorney’s Office
- U.S. Department of Justice
- Illinois Attorney General’s Office
- Kane County State’s Attorney’s Office
- Kane County Sheriff’s Department
- Illinois State Board of Elections

Note: The Kane County Clerk’s Office does not assign police officers to monitor the interior of vote centers, except for those located in public schools. For all other locations, uniformed police officers from local cities and villages can enter a vote center only if their presence is requested by the Clerk’s Office, in case of an emergency, or to vote.

Media and Exit Pollsters

Members of the Media and Exit Pollsters are allowed to enter and observe polling places. They provide their own credentials—usually an ID badge or a business card—which they must show the election judges but do not need to surrender to the judges. Members of the media may speak with, interview, or survey voters, but not within the campaign-free zone.
Media and Exit Pollsters **Must Not:**

- Conduct interviews inside the polling place or within 100 feet of the entrance to the polling place room (the campaign-free zone)
- Take photographs or video without permission of judges or voters
- Handle voting equipment or materials

**Poll Watchers**

A poll watcher is a person who observes the election process as a representative of a candidate (or the candidate himself/herself), political party, citizen’s organization, or a proponent or opponent of a referendum. Upon entering the polling place, a poll watcher must present and sign a valid poll watcher credential and surrender it to an election judge. The election judge must check each credential to make sure it’s valid and signed. Store all credentials in the back pocket of the Affidavit Binder.

To be valid, poll watcher credentials must:

1. Be issued, and signed or stamped, by an official of the Kane County Clerk’s office or the Illinois State Board of Elections,

2. Also be signed or stamped by one of the following: the state or local party chairman, a candidate whose name appears on the ballot, an officer or chairman of the civic organization, or the proponent or opponent of a referendum, depending on who the poll-watcher is representing, and

3. Be signed and completed by the poll watcher.

Poll watchers will be issued a Poll watcher sticker to be worn while in the polling place. Poll watchers may enter and leave the polling place during the day while the polls are open and do not need to submit a new credential each time they re-enter. If a poll watcher is observing multiple precincts, even in the same polling location, they must present a separate credential to each precinct.

Poll watchers are permitted to be present during set-up procedures before the polls officially open. They are also permitted in the polling place after the polls close. A poll watcher **may not leave and re-enter** the polling place once the polls close.
### Number of poll watchers permitted in each precinct at any given time:

<table>
<thead>
<tr>
<th>Appointing Authority</th>
<th>Consolidated/ General Primary</th>
<th>Consolidated/ General Election</th>
<th>Nonpartisan Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate</td>
<td>Two</td>
<td>Two</td>
<td>Two</td>
</tr>
<tr>
<td>Political party</td>
<td>One</td>
<td>Two</td>
<td>None</td>
</tr>
<tr>
<td>Civic Organization</td>
<td>One</td>
<td>One</td>
<td>One</td>
</tr>
<tr>
<td>Referendum</td>
<td>One</td>
<td>One</td>
<td>One</td>
</tr>
</tbody>
</table>

**Note:** If a majority of judges decide the polling place is overcrowded with poll watchers and the voting process is being adversely affected, the judges should limit the number of poll watchers to a reasonable number. Each political party must be allowed to have at least one poll watcher present. Any limits must be equally applied to the political parties, opposing candidates, and both sides of a referendum. If the crowds thin, inform the poll watchers who were asked to leave that they may return to the polling room.

**Poll Watchers May:**

- Observe the polling place before the polls officially open, during the day, and after the polls close
- Inspect the voting equipment
- Stand or sit as close as needed to the election judges in order to hear voters’ names as they apply for a ballot
- Observe the verification of a voter’s signature on their Application to Vote with the signature in the pollbook
- Observe the issuing of Voter Access Codes
- Enter and leave the vote center throughout the day without presenting another set of credentials. (They must wear their Poll Watcher sticker at all times while in the vote center.)
- Challenge, with cause, a person applying to vote

A poll watcher who observes something improper must notify the election judges and not confront a voter directly.
Poll Watchers May NOT:

- Touch official election materials or supplies
- Attempt any supervisory role in the polling place
- Escort voters to the voting booths or voting equipment
- Discuss politics or candidates with voters or election judges
- Interfere with the work of the judges
- Challenge a voter without cause

A Note about Candidates

A candidate whose name appears on the ballot cannot be in a polling place for any reason--except to vote--unless the candidate has submitted a valid poll watcher credential to the election judges. Candidates may not linger in the polling place or within the campaign-free zone to shake hands, talk with voters, speak with the media, or for any other reason. Such activities must be moved beyond the campaign-free zone.
Campaign-Free Zone

In general, the campaign-free zone is defined as the area within 100 feet of the entrance to the room where voting is conducted (the polling room). No electioneering is permitted within the campaign-free zone. Election judges must measure and mark off the campaign-free zone with the orange cone, sign, and string provided.

Choose which of the following scenarios best describes the location of your vote center. This will determine where to mark off the campaign-free zone for your location.

- **In a one-story building or ground floor of a multi-story public or private building:** Measure 100 feet from the entrance to the room where voting occurs. Mark that point with the cones even if it falls inside the building.

- **On a floor other than the ground floor of a multi-story building:** If the polling room is on a floor above or below the ground floor in a public or private building, measure 100 feet from the nearest elevator and/or staircase on the ground floor that the voters use to get to the polling room. Place the cones at that point.

- **In a public or private school, church or other place of worship, or private business:** Measure 100 feet from the entrance to the polling room. If it ends within the interior of the building, place the cones outside of the building at each exterior entrance used by voters. This special rule applies only to public or private schools, churches and other places of religious worship, and private businesses.

- **Note: Exclusions for churches and private schools:** A church, other place of religious worship, or private school may choose to apply the campaign-free zone to its entire property. If so, the proprietor must inform the Clerk’s office in advance of the election. If this applies to your vote center, the Clerk’s office will notify the election judges. In this case, the cones must be placed at the property’s boundaries outside.

Electioneering

The area on polling place property beyond the campaign-free zone, whether the building is public or private, is open to electioneering while the polls are open. The only exceptions are churches and other houses of worship and private schools that notify the Clerk’s Office in advance (as described above).
Providing Assistance to Voters

The Clerk’s office provides assistance for voters with disabilities, elderly voters, and Spanish-speaking voters.

Voters with Disabilities and Elderly Voters

Voters in need of assistance inside the polling place can request it from a family member, friend, or two election judges (one from each party). Assisted voters and those providing assistance must sign Section A of the pink affidavit prior to voting.

Every vote center has at least one eSlate with accessories that enable voters with disabilities to vote privately and independently. These Disabled Access Unit (DAU) eSlates have audio cards so that voters who are vision-impaired can listen to their ballot with headphones. DAU eSlates have tactile input switches (red and green jelly buttons), as well as outlets for “sip-and-puff” devices so that voters with limited mobility have an alternative, independent means of casting their votes. The DAU eSlates are lower in order to accommodate voters in wheelchairs and voters who need to sit while voting. There are additional non-DAU eSlates that are also lower that can be used by these voters.

Voters with disabilities and elderly voters who are unable to gain entry to a polling place can request that election judges provide curbside voting.

Voters Requiring Language Assistance

The Clerk’s office is required to provide Spanish language assistance in certain precincts under the Federal Voting Rights Act of 1992.

There will be at least one Spanish-speaking bilingual election judge in the designated precincts. These judges will wear a badge that indicates they speak Spanish. All judges must ensure that all bilingual and Spanish language materials are clearly visible to voters.

If a voter seems confused or does not seem to understand the voting instructions, the bilingual election judge should ask whether the voter needs assistance. Assisted voters and those providing assistance must sign Section A of the pink affidavit prior to voting. In precincts where no bilingual judges are working and a voter requires language assistance, judges should call the Call Center so the voter can speak with a bilingual Spanish-speaking operator.

Voters have the option of choosing a Spanish-language ballot on any eSlate in every precinct.
Any voter may request an audio ballot, which allows the voter to listen to the ballot on a headset connected to the eSlate. In this case, direct the voter to the DAU eSlate. Audio ballots are available in English and Spanish, and may be especially helpful to voters with limited reading skills.

**Guidelines for offering assistance to voters:**

- When speaking to a voter with a disability or an elderly voter, look at and speak directly to that person, not to a companion or helper who may be with them.

- Be considerate of the extra time a voter with a disability might need to complete the check-in and voting process.

- Give unhurried attention to a voter who has difficulty speaking.

- Never push a voter in a wheelchair before asking if you may do so, and how you should proceed. Never take a voter with a disability or an elderly voter by the arm before asking if you may do so.

- Speak calmly, slowly, and distinctly to a voter that you believe to be hearing-impaired. Your facial expressions, gestures, and body movements are important for non-verbal communication.

- Be aware that dogs that assist people with disabilities should be admitted to all polling places. Such dogs are highly trained and need no special care. Never distract, pet or feed the dog.

- Never question a voter about their disability.

- All voters deserve courteous attention when exercising their right to vote.
Before the Polls Open:
5 a.m. to 6 a.m.
Before the Polls Open

Upon arriving at the vote center, the Tech Judge must contact the Call Center at 630-232-5990 using the County cell phone to check in and make certain the phone works properly.

Verify Security Seals and Serial Numbers

*Tech Judge Administer Oath to Election Judges and each judge signs attendance sheet.

1. Remove the seals from the supply cases and open.

2. Locate the Voting Process Binder and Seal Binder (there is only a Voting Process Binder for Grace Period). Place the seals from the supply cases in the “Removed Plastic Seals from Supply Case(s) and Pollbook(s)” envelope.

3. Find the Equipment and Seal Record inside the Voting Process Binder.

4. Check the serial numbers on all the election equipment against the serial and seal numbers listed on the Equipment and Seal Record.

   **Note:** If the numbers do not match check for changes on the Equipment and Seal Record located in the plastic sleeve attached to the caddy. If they still do not match, contact the Call Center, (630) 232-5990.

5. Remove the seals from the voting booths and place them in the “Removed Plastic Seals From Booths” envelope located in the Seal Binder.

6. Remove the seals from the pollbook cases and place in the “Removed Plastic Seals from Supply Case(s) and Pollbook(s)” envelope located in the Seal Binder.

Use the following checklists to:

- Set up the eSlate Booth Privacy Screens—Checklist 1
- Set up the JBC—Checklist 2
- Assign eSlate numbers and open polls—Checklist 3
- Set up the Pollbook (Early Voting and Election Day)—Checklist 4
- Set up the Pollbook (Grace Period)—Checklist 5

You will find larger, laminated checklists in the “Before the Polls Open Envelope” located in the supply case.
Checklist 1: Set Up eSlate Booth Privacy Screen

1. Raise the booth lid and press on the brace to lock it.
2. Release the bottom of the screen from the clip.
3. Unfold the screen and locate the loops.
4. Fasten each loop over its post.
Checklist 2: Set up JBC Connections

1. Plug black end of the data cable in the back of the booth closest to the JBC

2. Connect the red data cable to the back of the JBC. Tighten the thumbscrews, but do not over-tighten.

3. Connect the scanner cable to “Modem” port on the JBC tightening the thumbscrews.

4. Plug in the black power cord.

5. Follow the instructions on the JBC screen.

6. Retrieve the JBC startup password from the “Opening Passwords” envelope in the Voting Process Binder. Enter the startup password.

**Note:** Make sure “TOP” is facing up prior to inserting a plug into the port. Do not force the plug. Check the pins for damage. Contact the Call Center, (630) 232-5990, if you experience equipment issues.
Checklist 3: Assign eSlate Numbers and Open Polls

1. On each eSlate screen, check the eSlate VBO printer’s power supply (PRN) and Printer Status. Both must indicate [OKAY]. If the eSlate displays a VBO printer error code, consult the Troubleshooting Guide in the Desk Reference (page 58) before proceeding.

2. Assign booth numbers. Go to the first eSlate and press ENTER to assign that booth number as 1. Go to the second eSlate and press ENTER to assign that booth as number 2. Continue until all booths have been assigned, and return to the JBC.

3. Notice the booth status lights on the JBC. Press the ◀ next to Done when you have finished assigning booth numbers. If you have 12 eSlates connected, this screen will not appear.

4. Press the ▶ next to Next and the JBC prints a Network Configuration Report. Leave the report on the JBC; it will be filed at the end of Opening Polls.

5. Press the ◀ next to Print Zero Tape. All Election Judges must sign the zero tape on the lines provided. Check the report to verify your polling place and/or precincts. Leave the Zero Tape Report on the JBC; it will be filed at the end of Opening Polls.

6. Ensure that the JBC Public Count on the JBC screen reads zero (0).

7. Check the time. Press the ▶ next to Open Polls.

8. Enter the Open Polls Password. The password can be found in the Opening Passwords envelope in the appropriate Voting Process Binder. Press the ▶ next to Accept.


10. Verify that the JBC displays the Polls Open Menu.
Checklist 4: Set Up the Pollbook (Election Day and Early Voting)

Step 1: Remove Equipment from Case
1. Remove the Pollbook Case
2. Remove the laptop
3. Remove the power cables from the laptop
4. Remove the USB cables from the laptop

Step 2: Connect Laptop Power Cable
1. Locate the green power cable for the laptop
2. Connect the green end of the power cable to the laptop
3. Connect the black end of the power cable to the AC brick
4. Plug into an outlet

Step 3: Connect Power to the Label Printer
1. Connect the black end of the power cable to the label printer
2. Plug into an outlet

Step 4: Connect USB Cable to Label Printer
1. Notice the two different ends of the WHITE USB cable
2. Connect one end of the WHITE USB Cable to the label printer
3. Connect the other end of the WHITE USB cable to the laptop
**Step 5: Connect MiFi Power Cable**

1. Connect the small end of the BLUE USB cable to the MiFi.
2. Connect the large end of the BLUE USB cable to the laptop.
3. Be careful not to force the plug!

**Step 6: PollBook Setup Complete**

1. Laptop power connected.
2. USB label printer connected.
3. USB wireless MiFi connected.

**Step 7: Power On PollBook Equipment**

1. Power On the label printer.
3. Power on the MiFi (press and hold power for up to 5 seconds). You will see these two screens.

**Step 8: Verify MiFi Connection**

1. Once powered on, the image to the right represents what you will see.
2. Check that the number of Pollbooks displayed matches the actual number that are in use.

# of Pollbooks Connected
This should be the number of laptops power on at the vote center. It does not show the appropriate total contact the Call Center.
Checklist 5: Set Up the Pollbook (Grace Period)

Step 1: Remove Equipment from Case
1. Scanner
2. Laptop
3. Brother label printer
4. USB cable for printer
5. Power cables for printer
6. Power cable for laptop

Step 2: Connect Laptop Power Cable
1. Locate the GREEN power cable for the laptop.
2. Insert small, GREEN end of power cable into laptop.
3. Connect the GREEN end of the power cable to the AC brick.
4. Connect assembled power cable to outlet

Step 3: Connect Power to the Label Printer
1. Connect the ORANGE end of the power cable to the label printer.
2. Plug the other end into an outlet.

Step 4: Connect USB Cable to Label Printer
1. Notice the two different ends of the WHITE USB cable.
2. Connect one end of the WHITE USB cable to the label printer.
3. Connect the other end of the WHITE USB cable to the laptop.
Step 5: Connect the Scanner
1. Locate scanner color coded ORANGE.
2. Connect USB end to laptop.

Step 6: PollBook Setup Complete
1. Laptop power connected.
2. USB Label Printer connected.
3. Scanner connected.
4. Open Laptop.

Step 7: Power On PollBook Equipment
1. Power on the label printer.
2. Power on the PollBook laptop.
3. Ready to use PollBook.
Election Judge Stations

Greeter

Duties:
- Greet voters when they come in
- Direct registered voters to the Pollbook Station
- Direct voters needing to register or update their registration to the Grace Period Station. Provide them with a clipboard and Voter Registration form if there’s a line at the Station so they can complete the form while waiting
- Monitor lines at the Pollbook Station and direct registered voters to the Grace Period Station if less busy
- Offer eSlate Voter Instructions
- Be alert to the needs of voters. For example:
  - If the line is long, offer a chair to elderly voters, voters with disabilities, or any other voters who might be having difficulty standing
  - If a voter looks confused when they come in, ask if they have a question
- Collect credentials from poll watchers and issue poll watcher stickers. Store submitted credentials in the Voting Process Binder
- Help to maintain order in the vote center and keep lines moving
- Provide the Call Center phone number to any voter with complaints or questions who wishes to talk to the Clerk’s Office on Election Day

Supplies:
- Clipboards with pens
- Extra pens
- Voter Registration forms
- Poll watcher stickers
- eSlate Voter Instructions

Pollbook Station

Duties:
- Have each voter complete, sign and date an Application to Vote
- Process voters according to Pollbook and User Guide instructions
- Issue pink Affidavits and Provisional Affidavits when circumstances require
- Print label and attach to voter’s Application to Vote (a judge from each party must initial to show the verification of the voters info/signature)
Supplies:
- Applications to Vote
- Ballpoint pens
- Felt-tip pens
- Permanent markers
- “Special Circumstance/Provisional Voting Quick Reference” Guide
- Pink Affidavits
- Provisional Affidavits
- Affidavit Binder
- “Why Am I Asked to Show ID?” sheets
- Pollbook User Guide
- Processing Voters User Guide

**Grace Period Station**

**Duties:**
- Post the “Grace Period Voter Registration” sign at the Station so that it’s visible to voters
- Have each voter complete and sign a Voter Registration form
- Have each voter complete, sign, and date an Application to Vote
- Ask the voter for two pieces of ID, at least one with current address
- Issue pink affidavits and provisional affidavits when circumstances require
- Verify voter’s ballot style if out of precinct

**Supplies:**
- “Grace Period Voter Registration” sign
- Voter Registration forms
- Applications to Vote
- Fasteners
- Pens
- “Completed Voter Registration Forms” envelope
- Voter Registration Quick Reference
- Pink Affidavits
- Provisional Affidavits
- Grace Period Affidavit Binder
- eSlate Voter Instructions
- “Why Am I Asked to Show ID?” sheets
- Pollbook User Guide
- Processing Voters User Guide
JBC Station

Duties:
- Accept completed, signed and dated Applications to Vote
- Scan bar code
- Issue Access Code slip
- Direct voter to eSlate(s) connected to the JBC
- Spindle Applications to Vote by precinct (and party for Primary Elections). Number each batch from 1-100. Start a new batch when you reach 100 applications. Number each successive batch the same way: starting at number 1 and ending at number 100 (or, for the last batch only, the number of the final voter).
- Issue each voter an “I Voted” sticker
- Observe the indicator lights on the JBC to ensure all voters cast their ballot before leaving the vote center (see the waving flag)

Supplies:
- Voting Process Binder
- Fasteners
- Cancelled Booth Log
- “I Voted” stickers
The Polls Are Open:
6 a.m. to 7 p.m.
**Processing Voters**

**Pollbook Station**

1. Each voter must complete and sign the white Application to Vote and submit it to the election judges at the pollbook station.

2. Verify the following using the pollbook:
   - ✓ The voter’s name, address and precinct
   - ✓ The voter’s signature by comparing the application to the pollbook
   - ✓ The voter’s status is ACTIVE and not marked “VOTED”
   - ✓ The voter’s ballot style (for Primary Elections)

3. Print the voter’s information label from the pollbook and adhere the label to their completed application.

4. Direct the voter to the JBC Station.

**JBC Station**

5. Scan the barcode on the application label and proceed to add the voter to the JBC. (If necessary, instructions for manually adding a voter are on page 29 of this manual.)

6. Print the voter’s Access Code.
   
   **Note:** Access Codes time out after 30 minutes. Avoid printing Access Codes until a voting booth is available or soon to be available.

7. Verify that the Ballot Style on the voter’s Access Code matches the Ballot Style on the voter’s application label.

8. Before directing the voter to an open booth, remind them that their ballot is not cast until they see the waving American flag on the eSlate screen.
   
   **Note:** It is unlawful to cast a voter’s ballot for them. Watch for unattended booths with active ballots. If the voter has left the Polling Place, the booth will need to be cancelled.

To Keep Things Running Smoothly:

- Monitor the indicator lights on the JBC that alert you when a voter needs help.
- In the case of an equipment problem, the Tech Judge will contact the Call Center for assistance. Close the lid on a problem booth until the issue has been resolved.
- Keep an eye on the VBO paper. If an eSlate screen says “EVBO 102” or “EVBO 105” the paper is low or out. Alert the Tech Judge to have it changed.
- Wipe off screens that appear dirty or smudged.
- Monitor booths to eliminate conversation between voters.
Spindling Instructions

General Elections

✓ Place each Application to Vote on the spindle. One-hundred applications makes a bundle.

✓ Initial and number the Applications to Vote in sequential order (1, 2, 3...). When you reach 100 Applications start a new bundle.

⚠️ **Number each successive bundle the same way: starting at number 1 and ending at number 100.** (The only exception may be the final bundle of the day, when then bundle will probably be less than 100)

✓ Complete an Application Cover with the JBC number (1, 2... / NOT serial number), number of applications in the bundle (1-100), date, location, and Judges’ signatures.

✓ Rubber band all spindle bundles together, and place in the Supply Case.

Primary Elections

✓ Same as above, but use a separate spindle for each Party (Republican, Democratic, Non-Partisan)

Grace Period Applications are spindled separately, using the same procedures as described above.

Example of Spindled Applications with Cover Sheet

All completed affidavits are placed in the Affidavit Binder. **DO NOT** spindle the affidavit with the voter applications.
Examples of Spindling

General or Consolidated Election
Vote Center houses 3 precincts

NOTE:
Each book or application should be numbered and stacked independently.

General Primary or Consolidated Primary
Vote Center houses 3 precincts

NOTE:
Not every precinct will have someone vote Nonpartisan.
Manually Adding Voters to the JBC

Should the JBC Scanner malfunction at any point on Election Day, the election judges will need to manually add each voter in order to generate an access code for each one.

Follow these simple steps to manually add a voter:

1. To add a new voter to the system, on the JBC Polls Open screen, press the \( \rightarrow \) next to Add Voter.

2. If applicable, select the voter’s precinct I.D on the JBC screen. Press the \( \leftarrow \) next to the correct precinct or type it in using the keypad.

   The Precinct ID can be found on the pollbook label or by contacting the Call Center. Write the ID on the Application to Vote.

   On JBCs with only one precinct, the precinct I.D screen will not appear; continue to Step 3.

   The JBC screen displays a maximum of six precinct I.D.s at a time. If you do not see the precinct you are looking for, use the \( \uparrow \) or \( \downarrow \) arrows on the JBC keypad to scroll through additional pages of precinct I.D.s until you find the desired precinct.

To ensure that the voter receives an ACCESS CODE with the correct ballot style, you MUST correctly select a voter’s precinct I.D. from the JBC. If you cannot find the voter’s precinct I.D., contact the Call Center.
3. Note that the JBC screen displays the ACCESS CODE and precinct prior to printing.

⚠️ In the event that the JBC printer is disabled, simply hand-write the ACCESS CODE displayed onto any piece of paper before continuing to Step 4.

4. Press the next to Print. The JBC prints a slip of paper with the ACCESS CODE.

⚠️ Only print an ACCESS CODE if there is an open booth.

5. Verify the voter's precinct I.D. on the ACCESS CODE slip. Give the ACCESS CODE to the voter, and instruct the voter to go to any open booth. The JBC screen returns to the Polls Open Menu.
Canceling a Voting Booth

⚠️ If a voter has cast their ballot, it is too late to issue a new Access Code.

Grounds for Canceling a Voting Booth

1. If a voter has not cast their ballot and notifies you that the ballot is incorrect:
   ✓ Compare precinct information on the voter’s Access Code slip to that on the label on their Application to Vote to ensure they match.
   ✓ Cancel the voter’s eSlate booth.
   ✓ Check the Access Code on the JBC by pushing the button next to OTHER and entering the code. If the status is ACTIVE, a new Access Code may be issued.
   ✓ Print a new Access Code so the voter may continue voting

2. If a voter begins to vote and leaves the booth prior to pressing CAST BALLOT:
   ➢ and the voter is still in the polling place, advise the voter to return to the voting booth and complete the process. Remind the voter that their vote has not been cast until they see the waving American Flag on the eSlate screen.
   ➢ and the voter has exited the polling place, you must CANCEL THE BOOTH and record it on the Canceled Voting Booth Log in the Voting Process Binder.

⚠️ It is against the law for anyone other than the voter to cast their ballot.

Follow the instructions for Canceling a Voting Booth on the next page.
How to Cancel a Voting Booth

1. On the JBC Polls Open Menu press the arrow next to Other.
2. Press the arrow next to the Cancel Booth on the screen.
3. Enter the number of the booth you wish to cancel (e.g., 01, 02, 03) on the Cancel Booth screen.
4. Go to that booth and press ENTER on the eSlate.
5. Return to the JBC and press the arrow next to Continue.
6. Press the arrow next to Polls Open Menu.

This is a sample. The form will be found in your Voting Process Binder.
VBO Paper Changes

1. The Tech Judge will change the paper as needed, or notify the Call Center.

2. Record the following on the Election Day VBO Paper Change Log in the Voting Process Binder:
   - JBC Number (1, 2, 3...) connected to the booth of the VBO that needs paper
   - PUB count from the eSlate at the time of the paper change
   - Old Seal Number of the VBO
   - New Seal Number of the VBO
   - Initials of the person changing the paper

3. Place the removed seal in the appropriate envelope in the Election Day Seal Binder

Additional Equipment Replacements

If any of your equipment malfunctions on Election Day, alert the Tech Judge to call the Call Center at 630-232-5990.
# Special Circumstances

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Issue</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactive Voter</td>
<td>Inactive and has insufficient or no ID</td>
<td>Provisional</td>
</tr>
<tr>
<td>Voter Not Found</td>
<td>Voter is not found in the pollbook and lives within Kane County jurisdiction</td>
<td>Grace Period</td>
</tr>
<tr>
<td></td>
<td>Voter is not found in the pollbook and lives outside Kane County jurisdiction</td>
<td>Call Center</td>
</tr>
<tr>
<td>Mail Ballot</td>
<td>Voter did not receive their ballot.</td>
<td>Affidavit</td>
</tr>
<tr>
<td></td>
<td>Voter received a ballot but is not returning it today.</td>
<td>Affidavit</td>
</tr>
<tr>
<td>Court-Ordered Extended Hours</td>
<td>A court order was issued to extend the voting hours on Election Day.</td>
<td>Provisional</td>
</tr>
<tr>
<td>Early Voter</td>
<td>Voter listed as voted early, but claims to have not voted</td>
<td>Call Center</td>
</tr>
<tr>
<td>ID Required</td>
<td>Voter does not have ID</td>
<td>Call Center</td>
</tr>
<tr>
<td>Name Change</td>
<td>Voter’s name has changed.</td>
<td>Grace Period</td>
</tr>
<tr>
<td>Signature</td>
<td>Voter’s signature is missing from the pollbook.</td>
<td>Call Center</td>
</tr>
<tr>
<td></td>
<td>Voter’s signature does not match the signature in the pollbook.</td>
<td>Call Center</td>
</tr>
<tr>
<td>Voter Moved</td>
<td>Voter moved and did not re-register.</td>
<td>Grace Period</td>
</tr>
<tr>
<td>Voter Needs Assistance</td>
<td>Voter has difficulty speaking, reading or writing the English language and requests help.</td>
<td>Affidavit</td>
</tr>
<tr>
<td></td>
<td>Voter with a disability requests assistance.</td>
<td>Affidavit</td>
</tr>
<tr>
<td>Voter Status Challenged</td>
<td>A challenge to a voter’s status is upheld</td>
<td>Call Center</td>
</tr>
</tbody>
</table>
Inactive Voters

Voters who are listed as Inactive in the pollbook must be asked to show two pieces of ID, at least one with their current address, in order to vote. The main reason why a voter is listed as inactive is because the Clerk’s office needs to confirm their address, usually because mail sent to the voter by the Clerk’s office was returned, or because the voter was identified as having moved by the National Change of Address.

Acceptable forms of ID include:

✓ Illinois Driver’s License
✓ Illinois State ID
✓ Employment/Student ID
✓ Utility Bill in voter’s name (last 30 days)
✓ Bank Statement
✓ Lease/rental contract
✓ Payroll Check
✓ Social Security Card
✓ Credit card
✓ Civic, union, or professional membership card
✓ Library card
✓ Other government document

One ID must show the voter’s current address.

If the voter has two forms of ID, follow the instructions on the pollbook screen to change the voter’s status to Active. Continue to post the voter as usual.

If the voter does not have two forms of ID, follow the instructions on the pollbook screen to issue the voter a provisional ballot.
**Voters Needing Assistance**

Voters with disabilities, voters with limited reading and writing skills, and voters with limited English-language skills are entitled to voting assistance.

<table>
<thead>
<tr>
<th>If a voter <strong>designates</strong> someone to assist them:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Both the voter and the person providing assistance must complete Section A of the pink Affidavit. The election judge must sign on the appropriate line in Section A.</td>
</tr>
<tr>
<td>2. The top portion of the pink Affidavit must be completed.</td>
</tr>
<tr>
<td>3. The voter must sign or make their mark on the back of the Affidavit.</td>
</tr>
<tr>
<td>4. The election judge must date and sign their name on the back.</td>
</tr>
<tr>
<td>5. Put the completed Affidavit in the Affidavit Binder.</td>
</tr>
</tbody>
</table>

**Note:** Excluded from giving assistance to a voter are the voter’s employer or agent of their employer, or an officer or agent of the voter’s union.

<table>
<thead>
<tr>
<th>If a voter requests assistance but <strong>does not designate</strong> someone to assist them:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two election judges, representing opposing parties, must provide assistance to the voter. (See the Guidelines for Offering Assistance on page 13)</td>
</tr>
<tr>
<td>1. Both the voter and the election judges providing assistance must complete Section A of the pink Affidavit.</td>
</tr>
<tr>
<td>2. The top portion of the pink Affidavit must be completed.</td>
</tr>
<tr>
<td>3. The voter must sign or make their mark on the back of the Affidavit.</td>
</tr>
<tr>
<td>4. One election judge must date and sign the back of the Affidavit.</td>
</tr>
<tr>
<td>5. Put the completed Affidavit in the Affidavit Binder.</td>
</tr>
</tbody>
</table>
**Voters Who Registered by Mail and Need to Show ID**

First-time Kane County voters who registered by mail and whose identity has not yet been confirmed by the County Clerk’s office need to show one piece of ID. The pollbook will flag these voters.

**Acceptable forms of ID include:**

- Current and valid photo ID (does not need to show address)

OR one of the following that **does show** the voter’s name and address:

- Current utility bill
- Bank statement
- Paycheck
- Government check
- Other government document

**If the voter HAS one piece of acceptable ID,** follow the instructions on the pollbook screen and continue to post the voter as usual.

**If the voter does NOT HAVE one piece of acceptable ID,** follow the instructions on the pollbook screen to issue the voter a provisional ballot.
Voter Surrendering a Mail Ballot (all or part)

Follow these steps when a voter surrenders all or part of their mail ballot to the election judges and wishes to vote in person instead:

1. Mark the ballot (or portion of it) “SPOILED” with a black marker. Put the ballot back in the ballot envelope if the voter brought the envelope with them.

2. Place the spoiled ballot in the large manila envelope labeled “Surrendered Vote by Mail Ballots,” located in the supply case.

3. Click “Yes” in response to the question in the pollbook about whether the voter has surrendered their ballot.

4. Post the voter as usual.
Voter Is Not Surrendering a Mail Ballot

If either of the following situations apply to a voter who was issued a Mail Ballot:

- The voter claims they never received a Mail Ballot

  Or

- The voter completed and returned their Mail Ballot, but was informed that the Clerk’s Office did not receive their ballot

Do the following:

1. Have the voter complete the top portion and Section D of the pink Affidavit.

2. Be sure the voter prints and signs their name on the back.

3. The election judge must date and sign the back.

4. Post the voter as usual.

5. Put the completed Affidavit in the Affidavit Binder.
Provisional Ballots

Provisional ballots are issued to voters who fall into one of the categories below. Every provisional voter must complete and sign the top portion of an Affidavit of Provisional Voter.

**Before issuing a provisional ballot, call the call center!!!**

After the election, the Clerk’s office will verify the registration and voting status of each provisional voter in order to determine whether the provisional ballot should be counted. In the case of voters who are issued a provisional ballot because they are required to show ID but do not have it, they must submit a copy of acceptable ID to the Clerk’s office by the Tuesday following Election Day in order for their ballot to count.

**A voter is entitled to vote a provisional ballot under any of the following circumstances:**

1. The voter’s name does not appear on the official list of eligible voters for this precinct, and the Call Center has directed you to issue the voter a provisional ballot.

2. The voter’s status has been challenged and a majority of the election judges has upheld the challenge.

3. A court order has extended the voting hours on Election Day and the person voted during the extended hour(s).

4. The voter registered to vote by mail and is required to show ID but does not have it.

5. The voter is marked as having voted during Early Voting, but the voter claims not to have voted during the early voting period.

6. The voter is marked as having been issued a mail ballot, but the voter did not surrender their mail ballot (all or part) today.

7. The voter attempted to register to vote today but does not have two forms of acceptable ID.
Completing a Provisional Affidavit

1. Have the voter complete, sign and date the top portion of the Provisional Voter Affidavit.

2. The Election Judge must enter the voter’s Ballot Style provided by the pollbook. To find the Ballot Style, select the voter’s name on the voter lookup screen.

3. Election judges must complete this section of the Affidavit of Provisional Voter. Check the appropriate box(es). Print and sign your name.

Reason for Provisional Ballot (Check All that Apply)

1. The voter’s name does not appear on the official list of eligible voters for this precinct and the person has refused an opportunity to register at the polling location or another grace period registration site.

2. The voter’s status has been challenged and sustained by a majority of the judges.

3. A Federal or State court order has extended the voting hours beyond 7 p.m. and the voter cast his or her ballot after 7 p.m. These ballots are kept separate.

4. The voter registered by mail and was required to provide ID when voting in person or by early voting ballot but fails to do so.

5. The voter’s name appears on the list of voters who voted during the early voting period, but voter claims not to have voted during the early voting period.

6. The voter received a vote by mail ballot but did not return the vote by mail ballot to the election authority.

7. The voter attempted to register to vote on election day, but failed to provide the necessary identification.

Judge’s Signature ___________________________ Printed Name of Judge ___________________________
4. Using the Judge’s Booth Controller (JBC), generate a Voter Provisional Stub.
   a. Press **Add Voter**; Select the voter’s precinct (For voters OUT OF PRECINCT – Contact the Call Center and verify the voter’s precinct)
   b. Select the Voter’s Ballot style given by the pollbook or Election Authority
   c. Press **Provisional**
   d. The JBC will ask you if you are sure you want to make this a PROVISIONAL. Press **YES.**
   e. Press **Print**

5. Have the voter print and sign the bottom of the Voter Provisional Stub.

6. Tear the top portion off of the Stub and give it to the voter. This is their Access Code.

7. Give the Voter the white envelope marked “Provisional Voter Affidavit.” Instruct the Voter to insert their Voter Provisional Stub along with both the white and yellow copies of the completed Provisional Affidavit, and seal the envelope. The voter keeps the pink copy.

8. Take the sealed envelope from the voter and place it in the appropriate Provisional/Emergency Ballot Pouch.

9. All Provisional Affidavit envelopes be correctly placed in the ‘In Kane County’ Or ‘Out of Kane County’ blue Provisional/Emergency Ballot Security Pouch.

10. Record the total number of Provisional Ballots cast on the Certificate of Ballot form located in the Voting Process Binder.

11. After the polls close, seal the security pouch with a blue seal prior to packing it in the Election Supply Case. Record the seal number on the Certificate of Ballot form.
Non-Partisan Ballots

**General and Primary Elections (even-numbered years)**

Non-Partisan Ballots consist ONLY of referenda or public questions (if any). Non-Partisan Ballots do not include any candidates for office or nomination.

**Consolidated Primary and Consolidated Elections (odd-numbered years)**

Non-Partisan Ballots include candidates for office and referenda or public questions (if any).
Federal-Only Ballots

A Federal-Only Ballot contains only the candidates for Federal offices. Federal-Only Ballots do not include any state or local candidates or public questions. Before Grace Period registration and voting on Election Day was implemented, the only way for voters who had moved and not re-registered was to vote a Federal-Only ballot. To vote a Federal-Only Ballot, the voter must return to their former polling place.

Now that Grace Period voting is available in every precinct on Election Day, it should rarely be necessary to issue a Federal-Only ballot. Instead, direct the voter to the Grace Period Station where they can conveniently update their registration and vote a full ballot right where they are, without having to go back to their old polling location.

If the voter does not have the ID required for Grace Period voting (two forms of ID, at least one with their current address), they will be issued a Provisional ballot at the Grace Period station. Their provisional ballot will be counted if the voter provides copies of their ID to the County Clerk’s office by the Tuesday after Election Day.

In cases where it may still be necessary to issue a voter a Federal-Only ballot, inform the voter of their correct polling place (for their former address) and provide them with the address of that polling location. The Ballot Style for Federal-Only voters is always 9998 or 9999. If you have questions, call the Call Center, 630-232-5990.
**Write-In Candidates**

Only candidates who officially file to run as a Write-In Candidate will have their votes counted.

If a particular race has a Write-In Candidate, there will be a box with no name next to it. The voter will use the wheel to spell out the candidate’s name and highlight **ACCEPT**.

Write-In Candidate Voting Instructions are included in the Desk Reference of the Vote Process Binder.

A list of Write-In Candidates may also found in the vote process binder for *Judge’s use only*. 
Voters in Line at 7:00 PM

At exactly 7:00 p.m. an Election Judge shall announce the polling place is closed. **Any person in line at 7:00 p.m. must be permitted to vote.**

At 7:00 p.m. an Election Judge should stand at the end of the line to ensure that every person in line at that time is able to vote and that any voters who arrive after 7:00 p.m. are not admitted. (If a polling place is ordered by a court to remain open past 7:00 p.m., follow these procedures at the new court-ordered closing time.)

As each voter finishes voting they must leave the polling place. Wait for all voters in the polling place to finish voting. After the last voter leaves, the doors will be locked.
Closing the Polls:
After 7 p.m.
Closing the Polls

- 6:30 PM—Announce that the polling place will close in one-half (1/2) hour at 7:00 PM.
- 7:00 PM—Announce that the polling place is closed.
- 7:00 PM—No new voters may enter the line to vote. Voters already in line must be permitted to vote.
- After 7:00 PM—As each voter finishes voting they must leave the polling place.

After the Last Voter Leaves

1. Lock the doors to the polling place.
2. Complete the spindling of the Voter Applications and cover sheets. One judge from each party must sign the cover sheet of each bundle.
3. Enter the JBC End of Day PUB Count on the Election Day Certificate of Ballot. Follow the instructions found in the Voting Process Binder.
4. Follow the Close Polls instructions below in order to print two of each of the following reports from each JBC:
   - Access Code Report
   - Tally Report
   - Write-In Report
Print Reports from the JBC

1. On the JBC, press CLOSE POLLS. It is located below the JBC screen.

2. The JBC confirms that you want to close the polls. Press the arrow next to YES.

3. Using the number pad enter the Close Polls Password provided in the Passwords envelope in the binder. Press the arrow next to Accept.

4. The JBC prints two (2) Access Code Reports, two (2) Tally Reports and two (2) Write-In Candidate Reports.

5. Post one of the Tally Reports in an area where the public can view it without entering the Polling Place (ie. glass door).

7. Check that you have all Election Day Voting reports:

- Open Polls reports filed
- Close Polls reports filed
- Closing Report from JBC filed
- Closing Report from pollbooks filed

8. Check that all the election logs and affidavits are recorded, completed and returned to the appropriate binder.

9. Retrieve the outdoor election signage:

- “Vote Here” Signs
- “No Electioneering Beyond This Point” Markers
- Disabled Accessibility Signs
Packing the Equipment

1. Locate the Equipment and Seal Record in the Voting Process Binder. Use this sheet to record all closing seal numbers.

2. Unplug booths, carefully pack the cords, tactile switches and headphones (DAU only), close the lid and seal with a WHITE seal. Seals are placed in the locking holes behind the booth handle. Close seal by placing tip of seal in the entry hole (back side of seal flap/ non-printed side). Pull to close.

3. Collapse the legs of the booth and secure on the bottom of the booth using the attached Velcro strips. Place each booth into the caddy slots as shown below. **All booths must be facing the same direction with the handle facing out on the door side.**

4. Turn off all backup batteries and pack them in their case(s). Wind all electrical extension cords and surge bars and pack them in the cord bag.
5. Shut down the pollbooks by following the pollbook Manual. Pack the pollbooks in the foam inserts in the pollbook cases. Carefully place the cords, printer, scanner and MiFi in the foam compartments. Seal the pollbook cases with a WHITE seal and log the seal number on the Equipment and Seal Record.

6. Disconnect the scanner, power cord, and data cable from the JBCs. Pack each JBC in its case and cover with the pink bubble wrap. Place cords on top of the bubble wrap. Place the leftover JBC paper rolls on one side of the JBC and the scanner on the other. Seal the cases with a WHITE seal and log the seal number on the Equipment and Seal Record.

7. Leave the county cell phone turned on and accessible for use in the return car. Turn off the county cell phone and pack in its box with the charger at the Rally Site.

8. Log the caddy seal(s) on the Equipment and Seal Record.

9. Log the seal number for the Judge Supply Case on the Equipment and Seal Record. Place the Election Day Voting Process Binder and the Election Day Seal Binder inside the Judge Supply Case BEFORE sealing the Judge Supply Case with a WHITE seal.

10. Pack the Caddy with all equipment and supplies. Hang the “Vote Here” signs on the side of the Caddy using the attached hooks. Seal with a WHITE seal.
Equipment Rally

The following items must be returned to the Rally by the two assigned Election Judges:

- JBCs in their cases
- Pollbooks in their cases
- Supply cases
- County-issued cell phone turned on and accessible
- Doorbell (if applicable)

Staff at the Rally site will check these items off as they are returned by the judges from each polling place. Failure to return all items on this list to the Rally site may require the judges to go back to the polling place to look for missing items.