

Election Judge Training

GENERAL ELECTION
NOVEMBER 3, 2026

**Today's class certifies you through the Primary Election
of 2028. Mark your calendars!!**

November 3, 2026,

April 6, 2027

March 21, 2028

NOTE: Page numbers listed in upper right corner of some
slides indicates corresponding page(s) in Judges Manual.



Coles County Clerk

KNOW BEFORE YOU GO

WHERE IS THE POLLING PLACE THAT I HAVE BEEN ASSIGNED TO SERVE?

WHO IS MY ELECTION AUTHORITY? Julie Coe

HOW DO I CONTACT MY ELECTION AUTHORITY?

Phone: **217-348-0523**

E-Mail: **elections@colesco.ilinois.gov**

WHAT EQUIPMENT WILL I BE USING?

TABULATOR: You will have one or the other. Mark which one for later reference.

☐ OVO Tabulator
 

☒ OR
 

☐ PVS Tabulator
 

Am I required to return the TM Stick after closing the polls on Election Night?

☒ YES - Ask your Election Authority for instructions regarding secure storage and transportation of the TM Stick on Election Night. Also, ask what other equipment and materials Election Judges are expected to deliver.

☐ NO - Ask your Election Authority which equipment and materials are required for the Judges to deliver after polls close on Election Night.

TOUCHSCREEN: You will have one or the other. Mark which one for later reference.

☐ OVI Touchscreen
 

☒ OR
 

☐ FVT Touchscreen
 

If using the FVT Touchscreen, will you be using the Manual Entry procedure or the Barcode Entry Procedure?

☐ Manual Entry ☒ OR ☒ Barcode Entry

WHICH STYLE OF BALLOT BOX WILL I BE USING? (You will only have one style of ballot box.)

☒ Ballot Box (OVO) - Ballot box base fitted with an OVO-compatible lid.

☐ Ballot Box (FVS) - Ballot box base fitted with an FVS-compatible lid.

☐ Ballot Box - Only compatible with the FVS Tabulator.

Ballot Box (OVO)



Ballot Box (FVS)



FVS Ballot Box



TABULATOR (highlight the Tabulator in use at your polling place: **OVO / FVS**) :

MACHINE INFO REPORT: **1** (Save this report.)

ZERO COUNT REPORT (one per ballot style): **1**
(Save this report after all Judges have signed it.)

ELECTION SUMMARY REPORT (one per precinct): **2**
(Save this report after all Judges have signed the report for their assigned precinct.)

WRITE-IN REPORT: **2** (Save this report after all Judges have signed it.)

TOUCHSCREEN (highlight the Touchscreen in use at your polling place: **OVI / FVT**) :

MACHINE INFO REPORT (OVI only): ____ (Save this report.)

OPEN REPORT: **1** (Save this report after all Judges have signed it.)

CLOSE REPORT: **1** (Save this report after all Judges have signed it.)

DID MY ELECTION AUTHORITY HAVE MY TABULATOR (AND/OR) TOUCHSCREEN PROGRAMMED TO PRINT THE REQUIRED NUMBER OF COPIES OF ANY OF THE REPORTS LISTED BELOW?

ZERO COUNT REPORT(S): Yes **X** If yes, how many? **1** No ____

ELECTION SUMMARY REPORT(S): Yes **X** If yes, how many? **2** No ____

2

EARLY VOTING BEGINS:
SEPTEMBER 24, 2026



Remember to....



If you are serving in a precinct other than your own,
remember to **VOTE EARLY** or **BY MAIL** prior to Election Day!!

Also Note:

Election Day Ballots will be picked up on Monday, November 2
by the Pick-up Judge between 10am-2pm at the Courthouse
Handicap Entrance.

Always remember to vote! If you are serving as an election judge in a precinct other than your own, remember to vote early or vote by mail prior to election day.

Thank you for your service
as an Election Judge!

Your role is to:

- ✓ Protect the right of voters.
- ✓ Ensure the election process is fair and in accordance with Election Law.

Let's go over some guidelines...



GETTING READY FOR

ELECTION DAY

**BEFORE THE POLLS
OPEN**



Getting Started.....

- ✓ Arrive at polling location at
5:00 a.m.

- ✓ If any of the Judges are missing, call them! If you cannot reach them, call the County Clerk's Office.

OK.
BUT FIRST
COFFEE

Locate Precinct Supplies



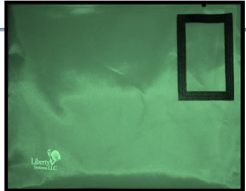
BLUE BAG

- Orange Bag
- Green Bag
- Affidavit Binder
- Supply Bag



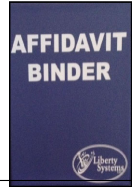
ORANGE BAG

- C-16 UNI: Write-In Tally Sheet with Orange Dot
- C-42 UNI: Statement of Ballots with Orange Dot



GREEN BAG

- Demonstrator Ballot
- Spoiled Ballot Supplies
- Various Polling Place Signs and Instructions
- Open and Close Instructions



AFFIDAVIT BINDER

- Name Change Affidavit
- Assisted Voter Affidavit
- Affidavit for US Service Voter
- Voter Code Correction
- 9-1-1 Address Change
- Blank Apps to Vote



Scissors, tape, tissues, I Voted Stickers, BIC **BOLD BLACK** PENS for VOTERS, **RED PENS** for Judges, other goodies

Check your supplies and get your voting area set up.
This blue bag has all of your precinct supplies in it.

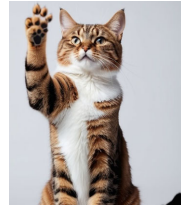
Election Judges Make the Calls!

- ◉ You serve as Officers of the Circuit Court
- ◉ Sole Authority in the polling place
- ◉ Sole Authority in Campaign Free Zone
- ◉ Responsible for proper conduct of election



Administer the Judge's Oath or Affirmation of Judge of election

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SBE No. J-10
10 ILCS 5/13-8
Revised July 2008

OATH OR AFFIRMATION OF JUDGE OF ELECTION

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

STATE OF ILLINOIS
County of _____
Precinct No. _____
(City, Village, Township, District, Ward, etc.)

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Illinois, that I will faithfully discharge the duties of the office of Judge of Election, according to the best of my ability. I further affirm that I am a registered voter and that I am entitled to vote at this Election (strike this statement if you are a high school senior acting as an election judge under the provisions of Public Act 91-352).

Subscribed and sworn to before me this _____ day of _____, A.D. _____

(Signature of Judge Administering Oath)

TO FILL VACANCY OF JUDGE OF ELECTION

Subscribed and sworn to before me this _____ day of _____, A.D. _____

(Signature of Judge Administering Oath)

(Signature of Judge Filling vacancy)

(Signature of Judge Filling vacancy)

(Signature of Judge Filling vacancy)

✓ You swear or affirm to uphold the Constitution of the United States and the Constitution of the State of Illinois.

✓ You will faithfully discharge the duties of the office of Judge of Election.

All judges must sign.

Poll Watchers



✓ BEFORE

✓ DURING

✓ AFTER

Candidates CAN be Poll Watchers!

Poll Watcher Qualifications

Pg 38

- ✓ Must be a registered voter in Illinois
- ✓ Credentials must be from the election authority or State Board of Elections.
 - ✓ Credentials are to be surrendered to Election Judges when the enter the polling place.
- ✓ Appointed by a candidate, political party, qualified civic organization, State civic organization, proponent or opponent to a proposition
- ✓ They must present separate credential for each precinct

Poll Watcher Rights

Pg 38-39

- ✓ May observe all proceedings and records relating to the conduct of the election
- ✓ May come and go throughout the day—must sign in and out every time.
- ✓ May call attention to incorrect procedure
- ✓ May challenge qualifications of voter
- ✓ Secrecy of the ballot must be maintained at all times
- ✓ See pg. 39 in Judge's Manual for the Number of Pollwatchers allowed in the polling place at a given time.

Have Pollwatcher sign in and out every time they visit the polling place.

[illegible]

Who ELSE may be present on Election Day?

Pg 11

- ✓ Law Enforcement Officials
- ✓ Representatives of the...
 - ✓ State Board of Elections
 - ✓ State's Attorney and Attorney General's Office
 - ✓ Election Authority



Establish the Campaign Free Zone

Pg. 12



- ✓ NO campaign buttons!
- ✓ NO campaign signs!
- ✓ NO electioneering of any kind!

Campaign Free Zone

- No Campaign Buttons
 - No Campaign Signs
 - No Electioneering

This includes your discussions at the polls!

- 100 Horizontal Feet from the entrance to the room where voting takes place.
 - Markers or Cones to designate area
- More than one floor?
- Business/Church/School (outside the building)
- Churches and Private School's have the option to not allow any electioneering on their property



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A campaign free zone is that area in which no advertising pertaining to any candidate or proposition to be voted upon shall be displayed. No one is permitted to wear a campaign button, display political literature, or engage in any political discussion within the restricted area. The campaign free zone is made up of the polling room and the distance within 100 horizontal feet of any such room. Any person who violates this section may be punished for contempt of court.

Electioneering is defined as working for, or in the interest of a candidate, party or proposition.

Setting Up Equipment



Two types of equipment are available in each polling place, a Unisyn Tabulator and Touchscreen. Federal law requires that voting equipment is available in each polling place for all voters, even those with disabilities.

Set Up the OVO Tabulator

Pg 58-60



OVO-Opening the Polls

(this guide is found in your **GREEN BAG**)

OVO TABULATOR

QUICK REFERENCE GUIDE: OPENING THE POLLS

I. SETTING UP THE BALLOT BOX AND TABULATOR

Auxiliary Ballot Bin Inspection (Steps 1-2)

Main Ballot Bin Inspection (Steps 3-5)

- There are **two locks** on the rear of the ballot box. To open the Auxiliary (Emergency) ballot bin, **insert the blue key into the lock on the right**. Use the knob to guide the front of the Auxiliary ballot bin to rest on the ground, exposing the interior of the ballot bin.
- Thoroughly **inspect the interior for any ballots**. After inspection, lift the front of the bin back into place and lock it.
- To open the Main ballot bin, **insert the blue key into the lock on the left**. Carefully remove the Auxiliary ballot bin from the body of the ballot box, exposing the interior of the Main ballot bin.
- Thoroughly **inspect the interior for any ballots**. *Neither ballot bin should hold any ballots at this time. Report any discovered ballots to your Election Authority.*
- Return the Auxiliary ballot bin to its place on the body of the ballot box and lock it in place. The ballot box setup is complete.

ADDITIONAL STEP (if not already done for you): Seal the lid of the ballot box to the base with the red tug tightens provided.

- Slide the OVO Tabulator into the top of the ballot box.
- Lock the Tabulator into place using the blue key.
- Plug the **power cord** into the back of the Tabulator and the other end into the power source. **Flip the power switch from "O" to "I"** ("O" is OFF and "I" is ON).
- The OVO will power on and immediately begin a **System Check**. *This will take approximately three minutes.*
- Lift and prop up the screen by gently placing a hand at the top of the screen and lifting it forward. There is a kickstand on the back of the screen, make sure it is securely propped against the stopper at the back of the Tabulator.

II. COMPLETING OVO SETUP

- When the "Password Screen" appears, enter the Election Password provided by your Election Authority and press "Enter."
- When the System Check is complete and the password has been entered, the OVO will print a "Machine Info" Report. **Save this report.**
- After the "Machine Info" prints, the "Zero Count" Report(s) will print as well. One report will print per ballot style. **Save this report after all Judges have signed it.**
- When the screen prompting you to add precincts appears, press "Done."
- The "Voting Screen" will appear stating "Please insert paper ballot." The OVO Tabulator is ready and ballots may be inserted.

A-49 OVO - OPEN LIBERTY SYSTEMS LLC 9/06

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Your supplies include a "step by step" instruction card which shows how to turn the equipment on in the morning.
Steps 1-8 are done for you

Open And Check Ballot Box



- ✓ Insert blue key into lock
- ✓ Turn key to left
- ✓ Use black knob to open
- ✓ Verify all compartments are empty
- ✓ Insert key into the other lock to verify auxiliary bin is empty

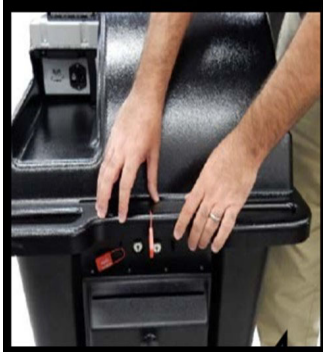
If you find any ballots in either of the bins, contact your Election Authority for instructions.

There are 2 locks on the rear of the ballot box just above the emergency ballot bin. To open the ballot box, insert the designated key into the lock and turn the key to the left.

Use the black knob on the front of the emergency ballot compartment to swing the bin down towards the floor. Lift the bin up while pulling it towards you at the same time. It will separate from the main ballot box.

Also, insert the key into the other lock to verify the auxiliary bin is empty.

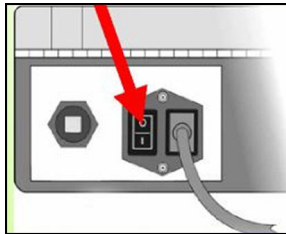
Lock Ballot Box



- Close and lock ballot box
- Insert key into left-side lock
- Turn key to the right
- If not already done for you, secure the lid to the base with one of the RED TUG TIGHTS found in your Supply Bag.

After verifying that all compartments of the ballot box is empty, close and lock the ballot box by inserting key into the left-side lock and turning key to the right.

Power On the Tabulator



System Test

Checking application hardware and systems
Initializing Passed
Server Checking
TM Checking
CF Checking
Hard Disk Checking
Printer Not Done
Reader Not Done

*This takes
approximately 3
minutes to boot up*

**Enter Election
Password (found in
Precinct Notebook)**



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Machine Info

Zero Count Reports- Judges sign

Machine Info

Election Title:
GENERAL ELECTION
LIBERTY COUNTY, ILLINOIS
JULY 5, 2016
Election Date: Tue Jul 05, 2016
Current Date:
Tue Jul 05, 2016 01:47:56 AM
Election ID: 102
Election Version: 32.2.1
Public Count: 0
Protective Count: 726

Machine Name: UWS000034
Software Version: 1.3.3
OS Version: QWO OS ver. 1.1.00
Time Zone:
Pacific Standard Time
Region: America/Los Angeles
IP Address: 192.168.0.34
Printer Model: CI-S281 V.1.0
Printer FW Version: 11.00
Scanner FW Version: 1622
Image Calibration:
09/26/2015 07:39 AM
Speed Calibration:
09/26/2015 07:40 AM
CPU Speed: 2000MHz
Memory Size: 438MB

Verify:
County,
Election Date
Current Date & Time
& Public Count is ZERO

Verify every
race is
at zero

Check that all ballot
styles are present.
Judges SIGN for your
precinct.

All tapes go in ELECTION TAPES/REPORTS ENVELOPE!!

Zero Count	
General Usability Election	
Election Date: Tue Nov 03, 2020	
Report Printed: Thu Jul 30, 2020 03:00:39 PM PST	
Software Version: QWO OS ver. 1.0.00 2.5.00 PM PST	
OS Version: 1.0.00 2.5.00 PM PST	
Machine Name: UWS000034	
Election ID: 102	
Election Version: 32.2.1	
Public Count: 0	
Protective Count: 726	
Machine Name: UWS000034	
Software Version: 1.3.3	
OS Version: QWO OS ver. 1.1.00	
Time Zone: Pacific Standard Time	
Region: America/Los Angeles	
IP Address: 192.168.0.34	
Printer Model: CI-S281 V.1.0	
Printer FW Version: 11.00	
Scanner FW Version: 1622	
Image Calibration: 09/26/2015 07:39 AM	
Speed Calibration: 09/26/2015 07:40 AM	
CPU Speed: 2000MHz	
Memory Size: 438MB	

Zero Count	
General Usability Election	
Election Date: Tue Nov 03, 2020	
Report Printed: Thu Jul 30, 2020 03:00:39 PM PST	
Software Version: QWO OS ver. 1.0.00 2.5.00 PM PST	
OS Version: 1.0.00 2.5.00 PM PST	
Machine Name: UWS000034	
Election ID: 102	
Election Version: 32.2.1	
Public Count: 0	
Protective Count: 726	
Machine Name: UWS000034	
Software Version: 1.3.3	
OS Version: QWO OS ver. 1.1.00	
Time Zone: Pacific Standard Time	
Region: America/Los Angeles	
IP Address: 192.168.0.34	
Printer Model: CI-S281 V.1.0	
Printer FW Version: 11.00	
Scanner FW Version: 1622	
Image Calibration: 09/26/2015 07:39 AM	
Speed Calibration: 09/26/2015 07:40 AM	
CPU Speed: 2000MHz	
Memory Size: 438MB	

**Press DONE when
prompted to add
precincts**

**Optical Scan is
Now Ready!**

UNISYN DEMO ELECTION ANYWHERE COUNTY USA
GENERAL ELECTION

Insert ballot page to
add a new precinct

1

Done Print Copy

Protective Count 126255 Public Count 0



UNISYN DEMO ELECTION ANYWHERE COUNTY USA
GENERAL ELECTION

Please insert
paper ballot

Public Count 0

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When this message appears on the screen, your OVO Tabulator is now ready.
Ballots may now be inserted by the voters!

FVT-Opening the Polls

This guide is found in the **GREEN BAG**

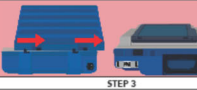
FVT TOUCHSCREEN

QUICK REFERENCE GUIDE: OPENING THE POLLS

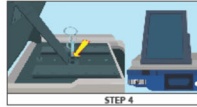
I. SETTING UP THE FVT TOUCHSCREEN

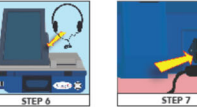
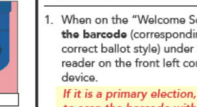
- Place the FVT Touchscreen in the designated ADA location.
- Unlock the front of the case (blue key) and unfasten the latches.
- Remove the cover and place it in a safe location. The screen will be laid flat in the shipping position.



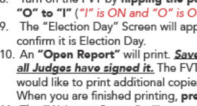
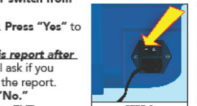
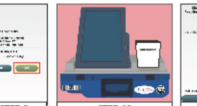
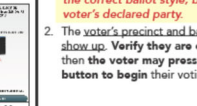


- Gently lift the screen and prop it up by sliding the pin through the kickstand's slide and into the electrical cover. Make sure the screen rests at an accessible angle for voters to use comfortably.
- Remove the keypad and headphones from the compartment behind the screen. Place the keypad next to the FVT.
- Plug the headphones into the jack on the right side of the display.
- Plug the power cord into the back of the FVT.



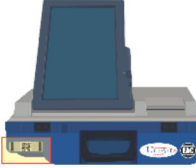



- Turn on the FVT by flipping the power switch from "O" to "I" ("I" is ON and "O" is OFF).
- The "Election Day" Screen will appear. Press "Yes" to confirm it is Election Day.
- An "Open Report" will print. *Save this report after all Judges have signed it.* The FVT will ask if you would like to print additional copies of the report. When you are finished printing, press "No."
- The "Welcome Screen" will appear. The FVT Touchscreen is ready for voting.

II. PREPARING THE FVT FOR VOTERS

Initializing a Ballot:



- When on the "Welcome Screen," scan the barcode (corresponding to the correct ballot style) under the barcode reader on the front left corner of the device.
If it is a primary election, be mindful to scan the barcode with not only the correct ballot style, but also the voter's declared party.
- The voter's precinct and ballot style will show up. Verify they are correct and then the voter may press the "Start" button to begin their voting session.

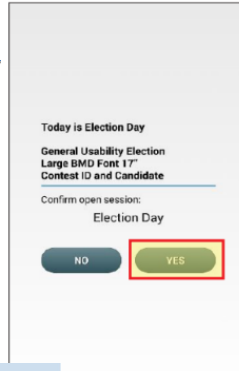
A-49 FVT - OPEN
LIBERTY SYSTEMS LLC
v04

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Steps 1-7 are done for you! Also note that the headphones are kept in the slot behind the screen.

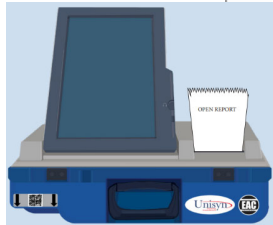
Setting Up Touchscreen

Flip the switch to 'I' to turn it ON



Confirm It Is Election Day!

Open Report
will Print:
Sign and
Save!



Welcome
Screen-
READY TO
VOTE!



All tapes go in ELECTION TAPES/REPORTS ENVELOPE!!

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The Election Day Screen opens asking for confirmation that it is Election Day. Press "Yes".

Public Roadway Polling Place Sign



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A public roadway polling place sign should also be placed on a public roadway nearest the entrance to the polling place. The sign(s) should be visible to traffic from all directions on the public roadway to the polling place. The sign(s) must clearly identify the polling place.

Polling Place Entrance Sign



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A polling place sign shall be placed on the outside entrance (door) of the building where the polling place is located. If this is not possible, the polling place sign should be placed to the left or to the right of the polling place entrance door. This sign should be placed in a manner that clearly identifies the entrance.

Also, the handicapped accessible sign should be conspicuously displayed at the entrance that is accessible. This is not always the same entrance used by most voters.

Post Signs and Specimen Ballots In Polling Place

NO ELECTIONEERING

ILLINOIS ELECTION LAW

NO JUDGE OF ELECTION, POLLWATCHER, OR OTHER PERSON, SHALL AT ANY PRIMARY OR ELECTION, DO ANY ELECTIONEERING OR SOLICITING OF VOTES OR ENGAGE IN ANY POLITICAL DISCUSSION WITHIN ANY POLLING PLACE OR WITHIN 100 FEET OF ANY POLLING PLACE. NO PERSON SHALL INTERRUPT, HINDER OR OFFEND ANY VOTER WHILE APPROACHING WITHIN 100 FEET OF ANY POLLING PLACE FOR THE PURPOSE OF VOTING. JUDGES OF ELECTION SHALL ENFORCE THE PROVISIONS OF THIS SECTION.

37 JANUARY 2020

NO SMOKING

34 JANUARY 2020

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Post the signs and specimen ballots in the polling place.

Check-in your ballots!

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Compare Each Ballot Style
to Each Specimen Ballot...

Verify:

- ✓ Each office
- ✓ The "Vote For" on each office
- ✓ Each candidate

Sign "Certificate of Inspection"
and set aside

Know the Different "Ballot Styles"

INSPECTING GENERAL ELECTION PAPER BALLOTS (For General and Consolidated Elections)

The image shows two specimen ballot forms for Lincoln County, Illinois. The top form is for a General Election on November 3, 1993, for Precinct 001. It includes sections for Voter Information, Constitutional Amendment Proposal, Federal (United States Senator), State (Governor and State Representative), and Municipal (Village of Bree and Park District). The bottom form is for a Consolidated Election on April 2, 1991, for Precinct 001. It includes sections for Voter Information, Constitutional Amendment Proposal, Federal (United States Senator), State (Governor and State Representative), and Municipal (Village of Bree and Park District).

Statement of Ballots Form

Pg 17,
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- ✓ Enter the number of ballots received
- ✓ Place in a secure location to complete it after the polls close.
- ✓ At the end of the night, all judges will need to sign it.

C-42G UNI:
Statement of Ballots Form —
General Election

[illegible]

If a write-in candidate is running in a district that goes into more than one election jurisdiction, the candidate must file this “Declaration of Intent to be a Write-In Candidate” form in every election jurisdiction in which he/she would like to have their write-in votes counted.

DURING VOTING HOURS ON

ELECTION DAY

At 6:00 a.m.:

✓ Announce that "Polls are Open"

✓ Unlock the doors

✓ Replace missing judges

✓ Collect "Pollwatcher Credentials"



Station One: Application Judges



During Voting Hours....what do I do first?!

**A List Will Be Provided in your Binder
For All Voters who have voted...**

- ✓ **Early**
- ✓ **Grace**
- ✓ **Vote By Mail**



*If a voter was issued a Vote By Mail Ballot, but has not voted it yet, they can surrender it, and place in a spoiled ballot envelope.

A list will be provided by your election authority of everyone that has requested an Early, Grace Period or Vote by Mail ballot. These ballots will be processed at a central location specified by the election authority.

REMEMBER...

Grace Period Registration is now extended
from the regular close of registration through
the closing of the polls on Election Day 7pm!

PLEASE REMEMBER

-VOTER NEEDS ONE PIECE OF OFFICIAL MAIL AS WELL AS PICTURE ID ID*

Examples- Utility bill, credit card bill, bank statement...

This is done at the Coles County Clerk's office and at the
First Presbyterian Church in Mattoon.
Grace Period Voting can also be done at the EIU Bridge lounge
October 28-30th from 10am-5pm.

Please remember that Grace Period Registration is now extended from the regular close of registration through the closing of the polls on Election Day! If someone is not properly registered to vote at their current residence, they may go directly in to the Election Authority's Office, or any other designated site that the EA has set up for this purpose. Anyone registering during the "grace period", must also vote at the same time.

Judge's Station One: Application Judge

Pg 22-23

- ✓ Voter states his/her name & address...
- ✓ Does name & address match registration?
- ✓ Verify voter has not already voted by checking your list!

GENERAL ELECTION APPLICATIONS TO VOTE (For General and Consolidated Elections)

Below is a diagram of a sample General Election Application to Vote. The exact layout of the application will vary—much like the Primary application samples shown on the previous page.

Offer instructions for HOW TO VOTE by using the demonstrator ballot found in your **GREEN BAG**.

Station One: The applications to vote, the affidavits, demonstrator ballot sheets, and a number of pens should be placed at this station.

-As each voter comes into the polling place, first ask them to state their name and address. You will be provided a list of all registered voters names and addresses for your precinct.

-Verify voter has not already voted by checking the “Vote by Mail, Early and Grace Period Voters” list.

-An application to vote must be completed by each voter. Make sure that the voter’s name is printed on the application. Some jurisdictions use pre-printed applications.

Special Circumstances: ID Required

Pg 35

If the signature line on the voter's application states

"ID Required"

that means this voter has never provided proof of address and must provide it before they vote the first time!

Applicant must provide **any TWO** of the following means as "proof of residency":

- ☐ **A Driver's License or State ID card**
- ☐ **Last four digits of Social Security Number**
- ☐ **Other Federal, State, or local government document that shows name AND residential address (NOT PO BOX!).**
- ☐ **College ID, accompanied by contract or lease for residence**
- ☐ **Postmarked mail delivered to applicant at their current residence address.**

Special Circumstances: Voter Needs Assistance

Pg. 40-42, 46-48

✓ Voters with disabilities

✓ Voters who cannot read or write the English language



Assistance can be provided by:

- Friend or relative
- 2 Election Judges-1 from each party
- Check "Assisted in Voting" square on application.

INSTRUCTIONS TO JUDGES OF ELECTION: Applicant may not vote until this application has been signed or the voter has made mark and his signature has been verified. Mark below with an "X" any of the conditions listed that may apply to the voter.

- | | |
|---|--|
| ☐ Voted by Affidavit | ☐ Spoiled ballot - received another |
| ☐ Provisional | ☒ Assisted in Voting |
| | ☐ ID Provided: _____ |

- Voter and person giving assistance must read and sign "Voter Affidavit" & "Oath of Assistance" found in Affidavit Binder.
- Spindle affidavits WITH completed Voter Application

-When you are assisting voters with disabilities, do not take anything for granted....always ASK. Then, if you ask a question....stop and LISTEN for the answer.

-Talk naturally. Just because a person is blind...it does not mean that they are deaf.

-Be sensitive.

-Show dignity.

-Speak directly to them. If someone comes into the polling place being pushed in a wheelchair. Make eye contact and speak directly to the person in the wheelchair....not to the person pushing the wheelchair.

-Offer assistance to voters, but do not take over for them.

Assistance cannot be given by the voters employer or an agent of the employer; by an officer of the voter's union or an agent of the voter's union.

Anyone giving assistance must cast the vote as directed by the voter and must not give information afterward as to how the vote was cast. If a voter is given assistance, be sure to record it on the voter's application.

Orange-Voter Affidavit

Change of Residence

Name Change

Name on List, But No Digitized
Signature to Compare

Assisted Voter

Vote By Mail Ballot not Received

9-1-1 Address Change

Any person that changes their name,
but still resides in the same precinct,
(and is otherwise qualified)
may vote after filling out this affidavit!

The top portion of the form includes the header 'STATE OF ALABAMA' and 'VOTER AFFIDAVIT'. It contains a section for 'Change of Residence' with fields for 'Precinct', 'County', 'City', 'State', and 'Zip'. There is also a section for 'Signature' and 'Date'.

The bottom portion of the form includes a section for 'Name Change' with fields for 'Current Name', 'New Name', 'Precinct', 'County', 'City', 'State', and 'Zip'. There is also a section for 'Signature' and 'Date'.

42

There are many kinds of affidavits used in the polls on Election Day. It is a good idea to review these affidavits so that you are familiar with them when you need to use them. This is especially important for newly appointed election judges.

Green-Assisted Voter Affidavit

Must Be:

- Signed by Voter
- Signed by those assisting
- Spindled with application

The image shows two forms for the Green-Assisted Voter Affidavit. The top form is the 'SUPPORTING AFFIDAVIT' and the bottom form is the 'OATH OF ASSISTANCE'.

SUPPORTING AFFIDAVIT
(Complete when statement 1 or 2 of the Voter Affidavit is marked, if required.)

STATE OF ILLINOIS)
COUNTY OF) SS
TOWNSHIP PRECINCT WARD

I do solemnly swear (or affirm), that I am a resident of this election precinct (or district) and entitled to vote at this election, and that I have been a resident of the State for 30 days (or 30 days less part, and am well acquainted with the person whose name is now appearing) that he is an actual and bona fide resident of this election precinct (or district), and has resided herein 30 days, and as being known, in this State, 30 days next preceding this election.

Subscribed and sworn to (or affirmed) by _____ on _____ (Insert month, day, year)

Judge of Election _____ Signature of Registered Voter _____

FOR AFFIDAVIT OF ASSISTED VOTER, PLEASE TURN OVER

OATH OF ASSISTANCE

I swear that I am qualified and have assistance for _____, which sworn statement appears on the reverse side. I further swear that I do not attempt to influence the voter's choice of candidates, party or public question, or to make in relation to any public question and have neither said or done so to the voter. Under the penalties provided in Article 28 of the Election Code, the undersigned certifies that the statements set forth in this declaration are true and correct.

Signature of Individual Providing Assistance _____
OR _____ Signature of Assistance Judge _____ Signature of Assistance Judge _____
Signature of Judge Administering Oath _____

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The affidavit must be signed by the person receiving assistance and also signed by the person or persons providing assistance. Be sure to use the GREEN affidavit. This affidavit must be spindled right along with the voter's application to vote.

Special Circumstances: A Voter May be Challenged

Pg 36

Voters May Be Challenged	Reasons For Challenges	Deciding a Challenge/Right to Appeal
✓ By an Election Judge ✓ By a Pollwatcher ✓ By another voter	➤ No record of registration ➤ Not the same person as registered ➤ Voter has moved ➤ Voter has already voted (check the list?) ➤ Voter has changed name (same precinct?)	Judges act as a BOARD, and rule as MAJORITY to overrule or sustain a challenge. If majority of judges sustain the challenge (agree with challenger), the voter is informed of their rights to receive a provisional ballot.

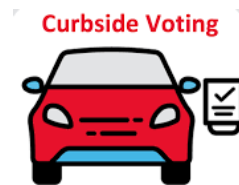
A voter may be challenged on their qualifications to vote by an Election Judge, a Pollwatcher, or any person that is legally allowed to be in that polling place.

Election judges will make the final call...by majority vote.

Special Circumstances....Curbside Voting

Pg 59

- ✓ Notify election authority / day before
- ✓ Two judges/one each party
- ✓ Voter completes application
- ✓ Signature verification
- ✓ Ballot delivered outside/marked in secrecy
- ✓ Two judges deposit ballot in tabulator



Curbside voting is where voting is completed outside the polling place, usually along the curb to the building. The guidelines state that when a voter requests curbside voting, they must make the request in writing no later than the day before the election. The election authority will then notify the election judges of the voters who are eligible for this service. Two judges, one from each political party, will handle this process. Curbside voting can occur no more than 50 feet from the entrance to the polling place. The voter must first complete the application, and then the judges will take the application back into the polling place to do the signature verification. Once the verification process is complete, the two judges will deliver the initialed ballot back outside to the voter, along with a ballot privacy cover. The voter will mark the ballot in secret. Then the two judges will carry the ballot (inside the privacy cover) back into the polling place and insert it into the ballot box/tabulator. After the ballot drops down into the ballot box, the election judges need to go back out to the curbside voter and explain that their voting is complete, and that they are free to leave.

Other Special Circumstances??

- ✓ Potential Provisional Voting?
- ✓ Voter's Registration Cannot be Found?
- ✓ Voter is Challenged by Pollwatcher?
- ✓ Voter Insists He or She is Eligible to Vote?
- ✓ Voter applied for registration at drivers license facility or on-line?

*You're
DOING
great!*

Contact the County Clerks Office for
Additional Information and Instructions

Always call the election authority's office if you have any questions. Keep in mind that you only have the information in your precinct....for your precinct. But the election authority has the information for the entire jurisdiction.

If a voter states that they applied for registration at the drivers license facility, and don't have their receipt with them....ALWAYS contact your election authority. Each election authority is contacted by the SBE and the Illinois Secretary of State before each election and provided election day hotline numbers. The election authority has the ability to verify this information through the Secretary of State's office ON election day.

Moving on.....

✓ **Announce the voter's name**

✓ **Pass application to Station TWO: Verification Judges**



-Offer each voter a demonstration on how to properly vote the ballot. Using a demonstrator ballot sheet, allow each voter to “Darken the Oval”. Be sure to remind the voter to “turn the ballot over” to vote on issues on the back side of the ballot (if that applies).

-Announce the voter’s name. In a loud clear voice, announce the voter’s name and address, and if it is a primary election, announce the voter’s party affiliation.

-Pass completed application to the verification judges at Station Two.

Station TWO: Verification Judges



During Voting Hours....what do I do first?!

Verification Judges

Pg 24-25

One Judge from each party....

✓ Ask Voter to verify name and address, then sign the application.

✓ Compare signature

✓ Once verified, initial application

GENERAL ELECTION APPLICATIONS TO VOTE (For General and Consolidated Elections)

Below is a diagram of a sample General Election Application to Vote. The exact layout of the application will vary—much like the Primary application samples shown on the previous page.

The diagram shows a sample General Election Application to Vote form. Key sections and annotations include:

- Date of Election** and **Ballot Style** at the top.
- Type of Election** and **County** fields.
- Name and Address of Voter** section.
- Voter Signs Here** section with a line for the signature.
- Signature on Record (for verification)** section.
- Verification Judge Initials** section.
- For numbering apps when spindling** annotation pointing to the **Ballot Style** field.
- Precinct Designation** annotation pointing to the **Precinct** field.
- Units of Government** section.
- Instructions to Judges of Election** section.

Station Two: The scanned signatures, binder books, electronic pollbooks, and a listing of the different ballot styles should be placed at this station.

-Two judges, one from each political party must be at this verification station at all times.

-Compare/verify signature and address on the application matches the voter's record.

-Using the records provided by the election authority, determine the correct ballot style the voter is to receive. Indicate the ballot style on the application, if it is not already printed on it.

-One judge will initial the application and will return it to the voter (or pass it to the next election judge).

Station THREE:

Pg 26-29

Ballot Distribution Judge



During Voting Hours....what do I do first?!

Ballot Distribution Judge

Ballots, privacy covers, FVT barcodes, spoiled ballot envelopes and application spindles are at this station.

✓ Check application for judge's initials and ballot style

✓ Spindle applications by Precinct & number consecutively.

Determining the Correct Ballot Style

General Applications and Ballots (General and Cons. General):

For general elections (both general elections and consolidated elections), only the ballot style is needed to identify which ballot the voter is entitled to vote.

The image shows two forms. The top form is a 'General Application to Vote' from Lincoln County, Illinois, for a General Election. It includes fields for the voter's name, address, and a 'Ballot Style' section with a yellow box containing '001'. The bottom form is an 'Official Ballot' for the same election, dated November 3, 1990. It features a large yellow box with '001' and 'ALPHA 1' printed on it. The ballot includes instructions for voting and a section for 'CONSTITUTIONAL AMENDMENT PROPOSAL' with a 'FEDERAL' option.

Station Three: Ballots, privacy covers, provisional materials, pens, FVT barcodes, spoiled ballot envelopes and the spindles for the applications should be placed at this station.

-Check that the application is initialed by one of the verification judges and has the ballot style listed on it.

-Spindle the application and number it consecutively. All ballot styles will be placed on the same spindle, but will be separated by party affiliation for a Primary Election.

-Determine the correct ballot sheet / or set up FVT for each voter.

For PAPER BALLOT...

Pg 26-29

Date of Election

Precinct Designation

OFFICIAL BALLOT

GENERAL ELECTION

LINCOLN COUNTY, ILLINOIS

NOVEMBER 3, 1990

001

ALPHA 1

00001

Type of Election

Ballot Style

✓ DO NOT initial ballots ahead of time!!

✓ Double-check BALLOT STYLE

✓ Initial ballot sheet in RED ink

✓ Direct voter to voting booth with ballot and ballot privacy cover.

BALLOT PRIVACY COVER

A reminder when voting

Darken the oval with the pen provided.

AFTER VOTING:

1. PLACE Privacy COVER OVER THE BALLOT, FOR PRIVACY.

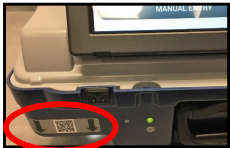
2. PROCEED TO JUDGE OF ELECTION NEAR THE BALLOT BOX, TO VERIFY THE TOP CORNER OF YOUR BALLOT HAS BEEN INITIALLED.

3. INSERT BALLOT INTO THE OVD TABULATOR.

RETURN BALLOT PRIVACY COVER TO ELECTION JUDGE

FOR TOUCHSCREEN VOTERS (FVT)

Escort voter to touchscreen device.



Scan the correct precinct/ballot style bar code under the left corner of the FVT.

Cancel

GENERAL ELECTION
NOVEMBER 3, 2020
LINCOLN COUNTY, ILLINOIS

001 (00001)

Press the START button below or use the barcode scanner to scan the POPULATE barcode

Public Count: 2 Session: OverrideLAT

?

⚙

Start

Cancel

Page 1 of 24

FEDERAL

FOR PRESIDENT AND VICE PRESIDENT
UNITED STATES
Vote for one

☐ DONALD TRUMP
REPUBLICAN

☐ JOE BIDEN
DEMOCRAT

☐ MICHAEL BLOOMBERG
LIBERTARIAN

☐ JOHNNY IRVING
SOCIALIST

☐ JOE BIDEN
DEMOCRAT

☐ MICHAEL BLOOMBERG
LIBERTARIAN

☐ JOHNNY IRVING
SOCIALIST

☐ DONALD TRUMP
REPUBLICAN

?

⚙

Next

Cancel

Page 2 of 24

FEDERAL

FOR PRESIDENT AND VICE PRESIDENT
UNITED STATES
Vote for one

☐ DONALD TRUMP
REPUBLICAN

☐ JOE BIDEN
DEMOCRAT

☐ MICHAEL BLOOMBERG
LIBERTARIAN

☐ JOHNNY IRVING
SOCIALIST

☐ JOE BIDEN
DEMOCRAT

☐ MICHAEL BLOOMBERG
LIBERTARIAN

☐ JOHNNY IRVING
SOCIALIST

☐ DONALD TRUMP
REPUBLICAN

?

⚙

Next

Cancel

Page 3 of 24

REFERENDUM

REFERENDUM N
SHALL CO20 001 ISSUE BONDS?

☐ YES

☐ NO

?

⚙

Next

Cancel

Page 4 of 24

REFERENDUM

REFERENDUM N
SHALL CO20 001 ISSUE BONDS?

☐ YES

☐ NO

?

⚙

Next

Ballot will load. Offer basic instructions for its use.

Voter selects proper number of candidates based on VOTE FOR number of each contest, uses arrows to navigate, reviews ballot at end, then prints ballot slip.

Propositions will have YES or NO choice response.

Voting for a Write-in on the Touchscreen (FVT)

The image displays three sequential screenshots of a touchscreen voting interface for the 'FOR PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES' ballot.

- Left Screenshot:** Shows the 'FEDERAL' section with a list of candidates: CHARLIE BOONE (SOCIALIST), MIRANDA LAMBERT, BRAD PITT (U.S. LABOR), ANGELINA JOLIE, JAKE OWENS (COMMUNIST), ZACK BROWN, KIDD ROCK (INDEPENDENT), and MARYLYN MANSON. The 'Write-in' option is highlighted in green at the bottom. A red arrow points to the 'More' button (a red circle with a white arrow) at the bottom right.
- Middle Screenshot:** Shows the 'Write-in' screen where the name 'JOHN SMITH' has been entered into a text field. A keyboard is visible below the text field. A red box highlights the 'Enter' button at the bottom right.
- Right Screenshot:** Shows the 'Write-in' screen with 'JOHN SMITH' entered. A red arrow points to the 'More' button (a red circle with a white arrow) at the bottom right.

Continue to progress through the ballot using the MORE arrow.

If voting for a write-in, they will type it in after selecting WRITE-IN button.

Write-In Candidate's name will appear.

Reviewing Votes on the Touchscreen (FVT)

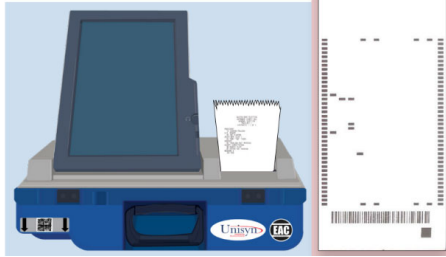
Ballot Summary
Review Screen will
open.

Skipped or undervoted contests will be
highlighted in YELLOW. Pressing
CHANGE will take the voter to that
contest.

When voter has finished
making changes and/or
reviewing ballot they
PRINT a ballot.

Making the Touchscreen Vote COUNT!!

The paper ballot will
print:



Special Circumstance: Spoiled Ballot

Pg. 27

- ✓ Voter can request a new ballot, by surrendering the original.
- ✓ Judge will mark the voter's application with SPOILED BALLOT.
- ✓ Ballot will be placed in the "Before 7:00" envelope for spoiled ballots
- ✓ Issue and initial NEW BALLOT.
- ✓ Voter will process and tabulate the corrected ballot as normal

The image shows two forms related to a spoiled ballot. The top form is titled "INSTRUCTIONS TO JUDGES OF ELECTION" and contains the following text: "Applicant may not vote until this application has been signed or the voter has made mark and his signature has been verified. Mark below with an 'X' any of the conditions listed that may apply to the voter." Below this text are four checkboxes: "Voted by Affidavit", "Spoiled ballot - received another" (highlighted in green), "Assisted in voting", and "ID Provided:". The bottom form is titled "VOTER'S SPOILED BALLOT SECURITY ENVELOPE" and contains the following text: "Check One: Spoiled Ballot", "Surrendered Vote By Mail Ballot", "VOTER:", "PLACE YOUR SPOILED BALLOT IN THIS ENVELOPE & PLEASE RETURN TO THE JUDGE OF ELECTION", "JUDGE OF ELECTION WILL ISSUE YOU ANOTHER BALLOT", and "JUDGES - PLACE IN THE SPOILED BALLOT ENVELOPE".

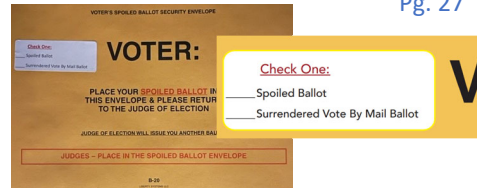
*Mistakes can
happen....ALWAYS
BE KIND!*

Be kind to the voters. Even if they mess up their ballots....it is not the end of the world! When spoiling a ballot, be sure to initial the new ballot sheet that you are handing out, and mark the appropriate box on the voter's application that states that their previous ballot was spoiled.

Spoiled Ballots....

Pg. 27

Voter places their spoiled ballot in the small envelope-mark if it is a Spoiled Ballot or Surrendered VBM ballot →



VOTER'S SPOILED BALLOT SECURITY ENVELOPE

Check One:
☐ Spoiled Ballot
☐ Surrendered Vote By Mail Ballot

V

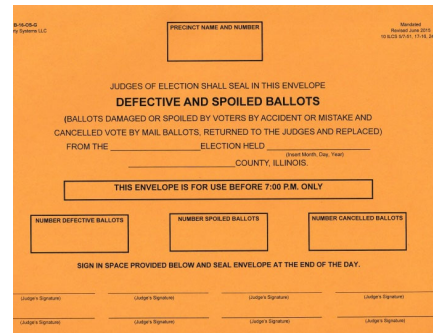
PLACE YOUR SPOILED BALLOT IN THIS ENVELOPE & PLEASE RETURN TO THE JUDGE OF ELECTION

JUDGE OF ELECTION WILL ISSUE YOU ANOTHER BALLOT

JUDGES - PLACE IN THE SPOILED BALLOT ENVELOPE

B-20

Election judge places all spoiled ballot envelopes in larger envelope →



PRECINCT NAME AND NUMBER

JUDGES OF ELECTION SHALL SEAL IN THIS ENVELOPE
DEFECTIVE AND SPOILED BALLOTS
 (BALLOTS DAMAGED OR SPOILED BY VOTERS BY ACCIDENT OR MISTAKE AND CANCELLED VOTE BY MAIL BALLOTS, RETURNED TO THE JUDGES AND REPLACED)
 FROM THE _____ ELECTION HELD _____
 _____ COUNTY, ILLINOIS (Insert Month, Day, Year)

THIS ENVELOPE IS FOR USE BEFORE 7:00 P.M. ONLY

NUMBER DEFECTIVE BALLOTS NUMBER SPOILED BALLOTS NUMBER CANCELLED BALLOTS

SIGN IN SPACE PROVIDED BELOW AND SEAL ENVELOPE AT THE END OF THE DAY.

Judge's Signature Judge's Signature Judge's Signature Judge's Signature

Judge's Signature Judge's Signature Judge's Signature Judge's Signature

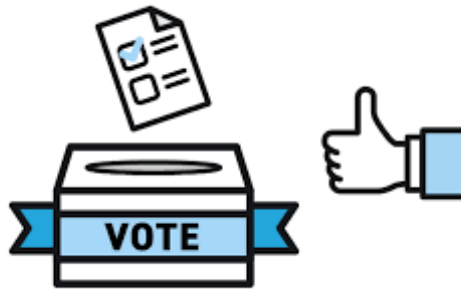
Voters places their spoiled ballot into a “Spoiled Ballot” envelope (top example) and seals it. It is important for the election judge to mark the ballot style on the outside of the envelope, in order to be able to balance the “Statement of Ballots” form after the polls close.

All individual spoiled ballot envelopes will then be placed and returned together in the larger “Defective and Spoiled Ballot Envelope” (bottom example).

Station FOUR:

Ballot Box Judge

Pg 30-34



During Voting Hours....what do I do first?!

REMEMBER to Track Your Numbers

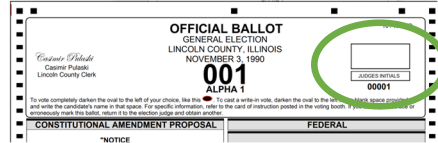
*If you are “in balance” every hour you will
be “in balance” when the polls close!*



It is a very good idea to “track your numbers”. Every hour throughout the day, just verify that the same number of voters that have filled out an application....are the same number of voters that have voted and cast their ballots. You can do this by checking the number of spindled applications against the number of ballots cast on the tabulator.

At the Ballot Box...

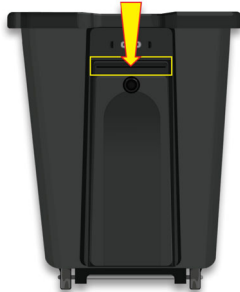
- ✓ No one should interfere with voter
- ✓ Voter places ballot behind Privacy Cover showing only judge's initials
 - ✓ Check that ballot is initialed by ballot distribution judge before it goes into the tabulator!
- ✓ Step aside to allow voter to insert ballot into tabulator.
- ✓ Collect Privacy Cover
- ✓ Give Voter an "I Voted" Sticker.



REMEMBER.....

Pg 30

Voting NEVER stops!



If, for ANY REASON, the tabulator stops working, call your Election Authority immediately.

Until a technician arrives, have the voters insert their ballots into the auxiliary bin to remain there until polls close.

Use the blank pad of paper in the supply bag to make tallies of how many ballots go into the auxiliary bin so you can continue to track your numbers.

**WAIT UNTIL POLLS CLOSE (7PM) TO RETRIEVE BALLOTS FROM AUXILIARY BIN!!
AFTER 7PM--One judge from each party will feed ballots into tabulator.**

Remember that every ballot that is placed in the auxiliary/emergency bin should remain there until after the polls close.

OOPS!

Special Circumstances: Overvoted or Undervoted Ballots

Pg 31

All contests have a "VOTE FOR" number.

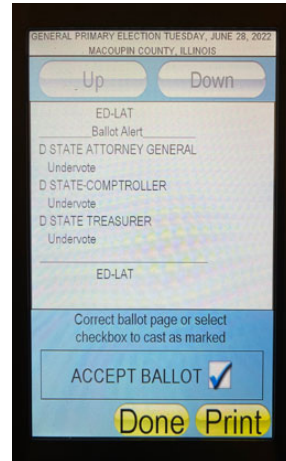
If voter exceeds "Vote For" number (an overvote), or does not meet the "Vote For" number for any contest, the tabulator will reject the ballot and indicate the contest that is over- or undervoted.

For an overvoted ballot, the voter may:

- Spoil their ballot and start over with a new one
- OR---
- Re-insert the ballot into the tabulator, touch **ACCEPT BALLOT**.
- The overvoted contest WILL NOT BE COUNTED.

For an undervoted ballot, the voter may:

- Return to the voting booth to make additional selections for that contest
- OR--
- Re-insert the ballot into the tabulator, touch **ACCEPT BALLOT**.
- The undervoted contest WILL BE COUNTED.



-Tabulator returns ballots-

- ✓ Under-voted
- ✓ Over-voted
- ✓ Cannot be read

-Read display-follow instructions

-Have voter-

- ✓ Re-insert ballot or
- ✓ Place in emergency bin if tabulator is not working or
- ✓ May remake if over-voted by mistake or
- ✓ May accept (override) if under-voted on purpose

-Be discreet and don't embarrass the voter. The judge should never look at the ballot and everyone in the room does not need to hear your discussion.

Trouble-Shooting Tabulator Error Messages

Reference the following pages in the Election Judge Manual if you receive these tabulator error messages:

A) Ballot Jammed

- Pg 32
- With this simple message, the ballot has NOT been counted.

B) Ballot Jammed-After Cast-Special Handling Required

- Pg 33-34
- This ballot HAS BEEN COUNTED and should not be put back through the tabulator!!

Please follow instructions very carefully for these circumstances.

Election Judges: Remember To....

- ✓ Rotate positions – reduces mistakes and allows everyone to become familiar with all of the stations.
- ✓ Act as a board – majority rules
- ✓ Equal Authority (There is no “head Judge”)



Remember to rotate positions. This reduces all appearances of fraud.

Whenever there is a decision to make, a majority of the election judges will make the decisions.

There is NO such thing as a “head judge”. You all have equal authority in the polling place on election day!

At 6:30 p.m.....

Announce that the

polls will close in

one-half hour



At 7:00 p.m...

✓ Announce the Polls are Closed

✓ Only Voters in line at 7:00 may vote

✓ Close and Lock the Door

✓ Remove Polling Place Signs

At 6:30 P.M. announce in a loud clear voice that the polls will close in one half hour. This may need to be repeated to make sure that all of the voters hear the announcement.

-Promptly at 7:00pm announce that the polls are closed.

-Only the voters who are waiting in line as of 7:00pm (either inside or outside the polling place) should be permitted to vote. At 7:00pm, get all voters inside the building, if possible.

-Close and lock the door.

-Remove the Polling Place sign.

If all voters in line at 7:00pm will not fit inside the building, one of the election judges should stand at the end of the line to make sure that no one else gets in line. Everyone that is in line at 7:00pm will be permitted to vote...even if it takes two hours to finish processing the voters!

AFTER POLLS CLOSE ON



Who Is Authorized To Remain In The Polls?

- ✓ Election Judges
- ✓ Law Enforcement Officials
- ✓ Authorized poll watcher
- ✓ Representatives of:
 - ✓ State Board of Elections
 - ✓ State's Attorney and Attorney General
 - ✓ Election Authority

After all voters have left the
polling place....

Check Auxiliary/Emergency Bin



TWO judges, one from
each party, will feed
ballots from auxiliary
bin into the tabulator.

Who is authorized to remain in the polls after 7:00pm?

- ✓ Election Judges
- ✓ Law Enforcement Officials
- ✓ Authorized poll watcher
- ✓ Representatives of:

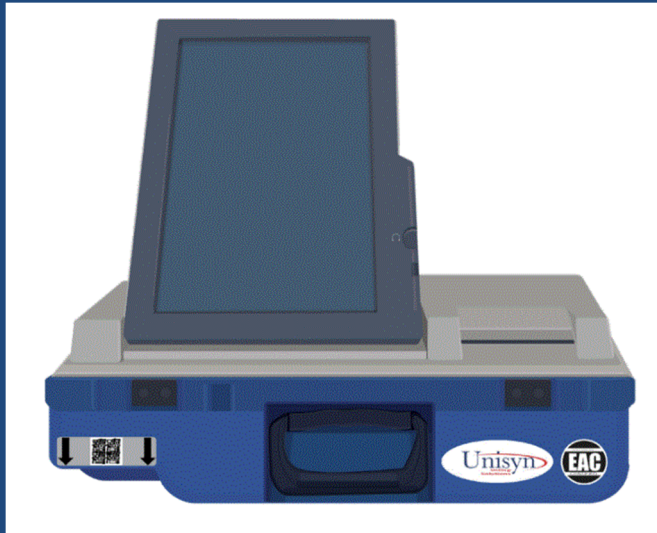
State Board of Elections
State's Attorney and
Attorney General
Election Authority

After the polls close, and all voting is completed, the election judges need to check the auxiliary/emergency bin.

All ballots in the auxiliary/emergency bin must be inserted into the tabulator before closing it out.

The election judges have one more chance to "track their numbers" to verify everything is in balance before closing out the tabulator.

Touchscreen Shutdown



69

We will now briefly describe the steps necessary to follow in shutting down the FVT Touchscreen machine.

FVT-Closing of the polls

this guide is found in your green bag::

Pg 78-79

FVT TOUCHSCREEN

QUICK REFERENCE GUIDE: CLOSING THE POLLS

I. CLOSING THE FVT TOUCHSCREEN

- At the "Welcome Screen," scan the orange "Close" barcode. The scanner is under the front left corner of the FVT.
- The "Close Voting" Screen will appear requesting confirmation; press "Yes."
- You will be asked to reconfirm. Press "Yes" again.
- The "Close Report" will print. Save this report after all Judges have signed it.
- Print as many copies as required. When finished printing, press "No."







- The "Power Off" Screen will appear. To finish the shut down process, flip the power switch from "I" to "O" ("O" is OFF and "I" is ON).

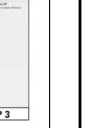
II. SHUTTING DOWN THE FVT

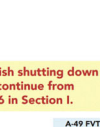
If you find yourself back at the Welcome Screen for any reason after Step 5 or you have been instructed by your election Authority to shut down the FVT without closing voting, follow the procedure below.

- From the "Welcome Screen," press "Manual Entry."
- When the "Password Screen" opens, enter the Election Password and press "Enter."
- If the "Predict ID" Screen appears, press the "Admin" button in the upper right corner of the screen in order to open the "Admin" Screen and proceed with Step 3.
- On the "Admin" Screen, press the "Utilities" tab in the left panel.
- Once in the "Utilities" tab, press "Power Off" in the right panel.

Proceed with Step 6 in Section I to finish shutting down the FVT.





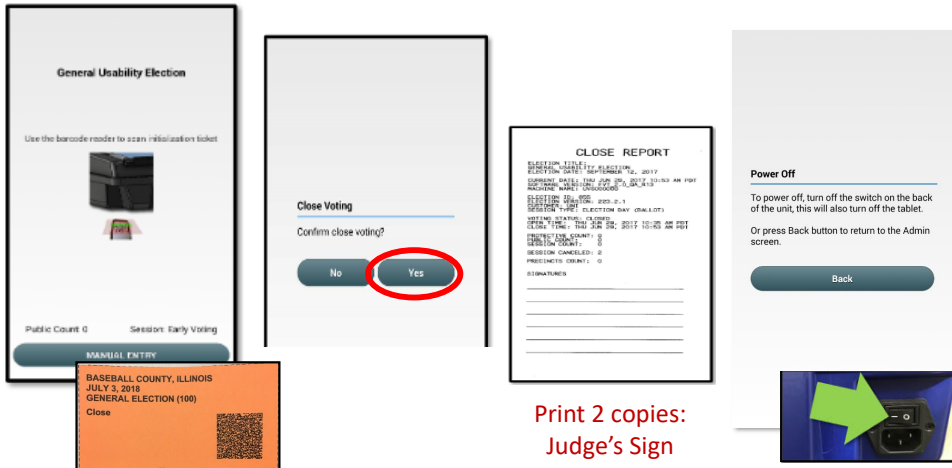



To finish shutting down the FVT, continue from Step 6 in Section I.

A-49 FVT - CLOSE
LIBERTY SYSTEMS LLC
v04

A card with step by step instructions are provided in your supplies.

Close Voting on the Touchscreen By Barcode Method



Print 2 copies:
Judge's Sign
Each Close
Report

All tapes go in ELECTION TAPES/REPORTS ENVELOPE!!

Tabulator Shutdown



We will now briefly describe the steps necessary to follow in “closing the polls”.

OVO-Closing of the Polls

This form is found in the GREEN BAG

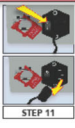
OVO TABULATOR

QUICK REFERENCE GUIDE: CLOSING THE POLLS

I. CLOSING THE OVO TABULATOR



STEP 1: Voting Screen. STEP 2: Close Voting. STEP 3: Election Summary. STEP 4: Write-In Report. STEP 5: Close Voting. STEP 6: Shut Down. STEP 7: No Signal. STEP 8: No Signal. STEP 9: No Signal. STEP 10: No Signal. STEP 11: No Signal.

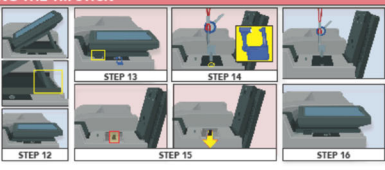


1. To begin closing, press the hidden button in the lower left corner of the "Voting Screen." *The button will not actually be visible, but the area with the hidden button is highlighted in Step 1 (above) for Judge's convenience.*
2. Enter the Election Password and press "Enter."
3. When the "Administrative Menu" opens, press "Close Voting."
4. Press "Yes" to close voting. When asked to confirm, press "Yes" again. *Wait a few minutes while the votes are processed.*
5. When complete, the "Election Summary" Report will print. *Save this report after all Judges have signed it.*
6. If required, print additional copies. When finished printing, press "Continue."
7. The "Write-In Screen" will appear asking if you want to print a Write-In Report; press "Yes." The "Write-In" Report will print. *Save this report after all Judges have signed it.*
8. If additional copies are required, press "Print Copy." When finished printing, press "Continue."
9. The "Close Voting" Screen will appear. Press "Shut Down" and when prompted to confirm, press "Yes."
10. Wait twenty seconds for the screen to display "No Signal."
11. Once the screen reads "No Signal," flip the switch on the back of the Tabulator from "I" to "O" ("O" is OFF and "I" is ON). Then, unplug the power cord from the OVO and the power source. *If you have NOT been instructed to return the TM Stick, skip the next section and follow any further instructions from your Election Authority.*

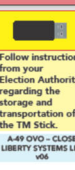
An "Election Summary" Report will print for each precinct coded to your polling place. If there are multiple precincts, Judges should only sign the report for the precinct they were assigned by their Election Authority.

II. REMOVING THE TM STICK

Only proceed with steps 12-16 if you have been instructed to return the TM Stick. Otherwise, skip to Step 17.



STEP 12: Return the screen to the shipping position. STEP 13: Press and hold the button on the side of the display and lift the screen. STEP 14: Break the blue seal and insert the barrel key into the lock on top of the TM compartment. STEP 15: Gently remove the TM stick. STEP 16: After removing the TM Stick, replace the cover, lock it, and lower the display back to the shipping position.



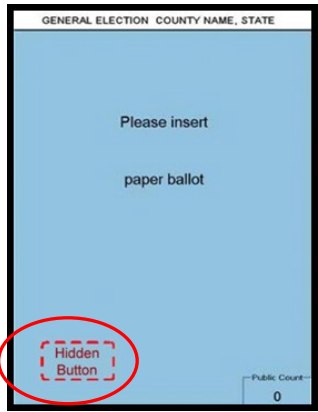
Follow instructions from your Election Authority regarding the storage and transportation of the TM Stick.

A-49 OVO - CLOS
LIBERTY SYSTEMS LLC
v06

The election authority has provided step by step instructions on how to close out the tabulator.

Touch "Hidden Button"

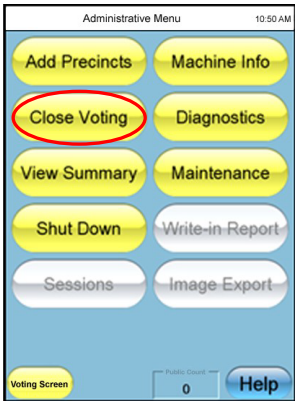
Pg 61-63

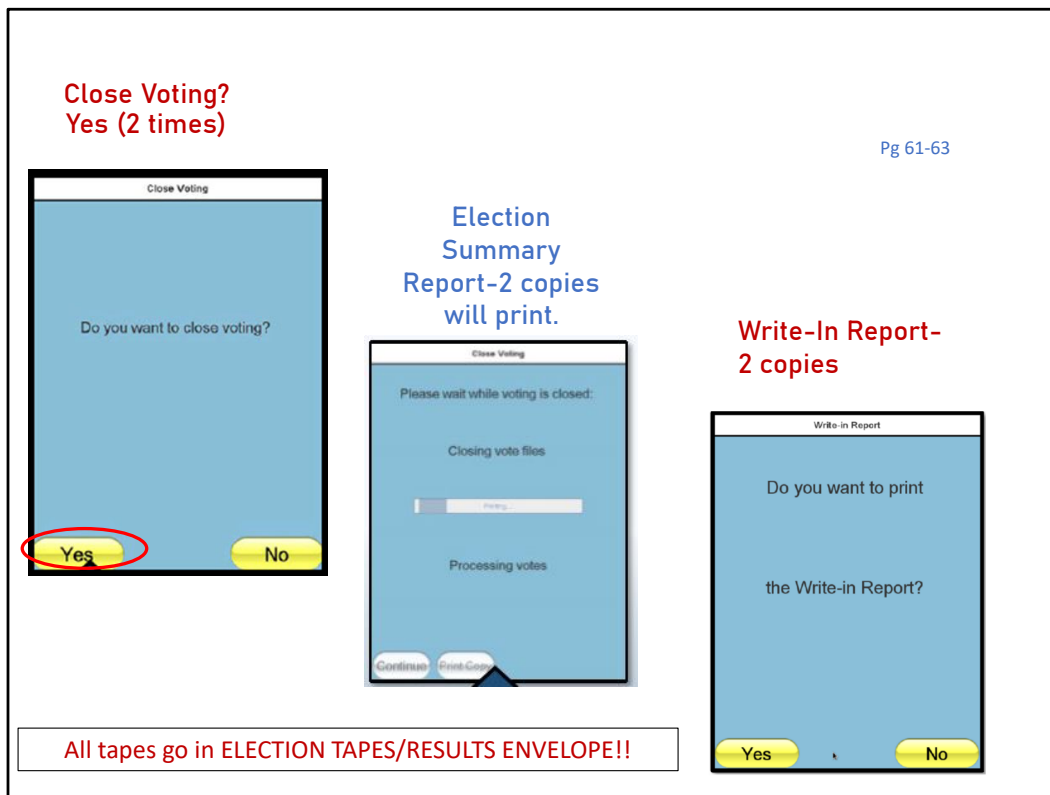


Enter "Password"



Touch "Close Voting"





This Close Voting screen opens. Wait a few minutes while the votes are processed. The Election Summary report will print when the process is complete. A minimum of 2 copies are required per precinct. If one location has 4 precincts, then 8 summary reports will print.

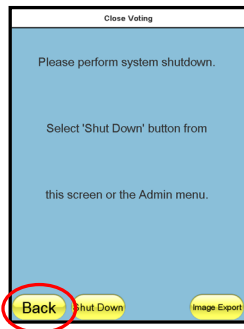
If you need additional copies of the Election Summary Report, select the "Print Copy" button. A minimum of 2 copies are required. All judges should sign the Election Summary Report.

The Close Voting screen opens asking if you want to close voting. Press "Yes". Another Close Voting screen opens asking if you are SURE you want to close voting. Press "Yes" again.

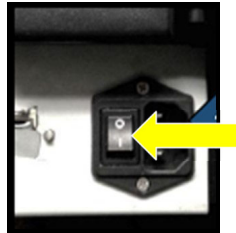
Once voting is closed, the OVO tabulator is disabled from reading any further ballots and the system cannot return to an open voting state.

Shut Down

Pg 61-63

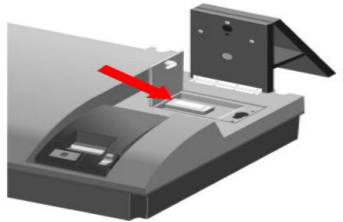
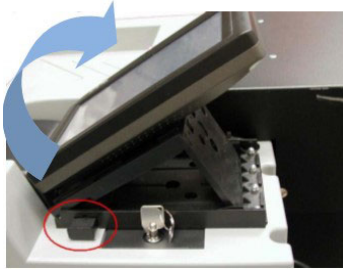


Turn Tabulator Off



Where indicated, judges should sign and save all reports in the Election Tapes/Results Envelopes

Removing the TM (Transport Media Stick)



- Put screen into shipping position
- Press and Hold Button
- Lift screen from bottom
- Use barrel key to open
- Remove TM Stick
- Lock back into place
- Lower screen
- Place TM stick small, labeled ziplock, then in puffy pouch

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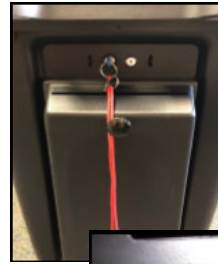
The Transport Media Stick (TM) is the device which contains all your election data. Once the tabulator is powered off, press and hold the button on the right side of the screen. While holding this button, lift the screen to expose the TM Compartment. Use the barrel key to open the TM compartment. Then gently pull to remove the TM stick. Replace and lock the TM compartment and return the screen to the down position.

Gather Ballots from Ballot Box

Use the **BLUE KEY** to open the ballot box.

Neatly organize voted ballots into the Blue Ballot Bag.

You do NOT have to count these ballots because you have been tracking them all day!



(this was started at the beginning of the day)

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DATE OF ELECTION 	STATEMENT OF BALLOTS OFFICIAL BALLOT RECORD	ELECTORATE & PRECINCT
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1. NUMBER OF BALLOTS RECEIVED FROM THE ELECTION AUTHORITY
2. NUMBER OF SURRENDERED VOTE BY MAIL BALLOTS RECEIVED
3. TOTAL NUMBER OF BALLOTS RECEIVED (Sum of 1 + 2)

4. NUMBER OF SPOILED BALLOTS (returned by voter for another ballot)
5. NUMBER OF EXCESS BALLOTS (if more voted ballots exist than applicants)
6. NUMBER OF UNVOICED BALLOTS (if required by Election Authority)
7. NUMBER OF VERIFIED PROVISIONAL BALLOTS (submitted to the counting center in a separate sealed container)

8. NUMBER OF SPILLED APPLICATIONS TO VOTE

9. NUMBER OF BALLOTS COUNTED BY OPTICAL SCAN TABULATOR
(should equal the number of spoiled applications)

We certify that the foregoing is a true and correct record of all ballots filed by the Election Authority.

The undersigned officially sworn as judges at the Election on _____ day _____ in the specified precinct and the polls were opened at _____ a.m. and closed at 7 p.m.

_____ Judge/Judge	_____ Election Judge	_____ District Judge	_____ County Judge	_____ Recorder/Judge
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ELECTION JUDGES DO NOT WRITE BEYOND THIS LINE

RECORDING STATION RECEIPT TO JUDGES

The Ballot Case has been received and the contents checked. By _____ Deputy Clerk _____

Dated _____ at _____ Co. _____ No. _____

COUNTING STATION RECEIPT AND USE ONLY

We do hereby certify that upon tabulation of the ballots we find the following number of ballots counted by this station:

TEAM Number			
INDIVIDUAL	TOTAL	TOTAL	TOTAL

POLICE C-435-100
 Library Systems Inc.
 #002

LINE 1: Record the number of ballots received at the beginning of the day from the Election Authority (if not already entered).

LINE 2: Number the surrendered Vote by Mail Ballots received (voter decided to vote in-person).

LINE 3: Total number of ballots received from LINE 1 and LINE 2.

LINE 4: Number of spoiled ballots
(returned by voter during the day for another ballot).

LINE 5: Number of excess ballots (if more voted ballots exist than Applications).

LINE 6: Number of unused ballots (if required by your Election Authority). **YES!**

LINE 7: Number of VOTED provisional ballots (delivered to the Election Authority in a separate sealed container (NOT TO BE PUT THROUGH THE TABULATOR).

LINE 8: Number of spindled Applications to Vote.

LINE 9: Number of ballots counted by the Tabulator
(this number should equal the number of spindled Applications).

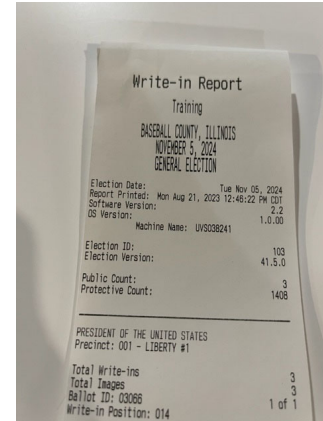
ALL JUDGES MUST SIGN THIS FORM!!

Are Write-ins Valid?

In order for a Write-in Vote to be valid, the voter must both:

Pg 54-55

- ✓ Properly fill in the oval next to the write-in line for the contest the candidate is running for.
- ✓ Write the name of the candidate in the space provided below the names of other candidates for that contest.
- ✓ USE THE TAPES to verify, not the voted ballots!



Election judges are to count ONLY write-in votes for those candidates who filed a "Declaration of Intent to be a Write-In Candidate"

Always check the tapes from your OVO tabulator to determine if there were any write-in votes cast. Look for the office(s) that have possible write-ins. If the tape shows that write-ins have been cast, then verify if the write-ins were properly cast and can be counted.

Valid Write-in Votes

➤ Name of the Candidate on list (?)

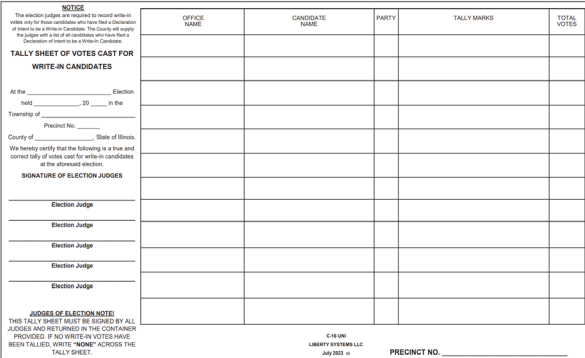
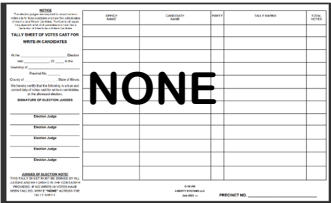
➤ Did they darken the oval (?)

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✓ Record valid votes on the Tally Sheet

✓ Write "None" if there are no valid write-in votes

Attach ONE copy of the write-in tape/report to the Write-in Tally Sheet

If there is a write-in, determine if the write-in is valid. If the write-in is valid, record it on the tally sheet. After all of the valid write-in votes are tallied, sign the tally sheet. If no valid Write-in votes were cast, write **“NONE”** across the tally sheets and be sure to sign them.

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Have You Completed Your Expense Sheet?

[illegible]

Have you completed your Expense Sheet?

This form is located on the back side of the oath that you filled out first thing in the morning.

Materials To Return in the Orange Bag

- ✓ Election Expense Bill
 - ✓ Statement of Ballot (Official Ballot Record)
 - ✓ Signed: Applications to Vote
 - ✓ Write-In Tally Sheet
 - ✓ Tabulator Results Tape
 - ✓ Tabulator TM Stick
 - ✓ Any Provisional Ballots
 - ✓ Any Surrendered Ballots to vote in person
 - ✓ Anything that needs immediate attention!
-
- ✓ ****Return unused ballots in the white boxes****

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****RETURN ANY UNUSED BALLOTS IN THE WHITE BOXES****

Finishing Up....

- Equipment (with keys on lanyard) remains at the Polling Place on the tabulator.
- Two eligible judges, one from each party & each precinct, will deliver the:
 - ✓ Ballots (voted and unvoted)
 - ✓ Orange bag
 - ✓ Yellow Sheet
 - ✓ Tablets
 - ✓ Door keys to polling place



DIRECTLY to the Ballot Drop Off Location (Courthouse or Salvation Army) in the SAME car.

Your Election Authority Needs YOU!



If you are scheduled to work,
and an emergency comes up,
please call your election
authority *immediately!*

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Once you have been scheduled to serve as an election judge, and you determine that you won't be available, contact the election authority's office as soon as possible. It is easier to find replacements a week before the election rather than on election day.

The words "THANK YOU" are rendered in large, bold, 3D red block letters. They are positioned on a dark blue background that has a subtle gradient and a reflective surface, creating a soft reflection of the letters below them.

-For attending this class today

-And for serving as an election judge

Name: _____

Party: _____

Election Judge Quiz

1. The FVT (touchscreen) allows disabled voters to vote independently. The voter can vote with or without audio and a keypad. T or F
2. Before the polls open, the judges must check that all compartments of the ballot box are full of ballots. T or F
3. Voting instructions and specimen ballots must be posted in and around the polling place on Election Day. T or F
4. When the systems check is complete the OVO Optical Scan (tabulator) will print a "Machine Info" report. Tear the report from the Tabulator and throw it away. T or F
5. Judges should NOT rotate positions during the day because it may cause fraud. T or F
6. The "Campaign Free Zone" is made up of the entrance of the building and the distance within 100 horizontal feet of any such room. No electioneering of any type shall be allowed within this marked area. T or F
7. After the polls close leave all kit supplies, voted ballots, applications, etc., in the polling place. A representative from the County Clerk's office will be around to collect the supplies for you. T or F
8. An election judge must offer each voter simple instructions before they enter the voting booth? T or F
9. "Tracking your numbers" means to verify that the number of spindled ballot applications equal the number of ballots processed through the tabulator (s). T or F
10. If a voter who voted earlier in the day returns to vote again because he/she thinks a mistake was made, the voter can vote again. The voter must complete a "Cancel First Ballot" affidavit. T or F

11. _____, shall immediately transport the ballot sheets, tabulator and all other supplies as directed by the election authority to the counting center.
- a. 1 judge
 - b. 2 judges from the same political party
 - c. The County Clerk
 - d. Only 2 judges (1 of each party)
 - e. None of the above
12. When closing the OVO Optical Scan (tabulator), how many copies of the Summary Report must be printed?
- a. 1
 - b. 2
 - c. 1 for each election judge
 - d. None, this is a trick question
13. Voters that have requested assistance can be helped by the following individuals:
- a. Friend or Relative
 - b. Two Election Judge (1 of each party)
 - c. Voter's employer
 - d. Both A and B
14. The General Election is on _____
- a. Friday, November 13, 2026
 - b. Tuesday, November 3, 2026
 - c. Thursday, November 26, 2026