

Election Judge News

Montgomery County Board of Elections January 2014

Dates to Remember (Primary)

Hands-On Training
Begins
March 6, 2014

**Deadline to Sign up
to work Primary**
May 26, 2014

**Voter Registration
& Party Affiliation
Deadline**
June 3, 2014

Early Voting
June 12 – 19, 2014

**Chief Judge
Briefings**
June 20 - 21, 2014

**Chief Judge
Supply Pickup**
June 21, 2014

**Pre-Election
Meeting at your
Precinct**
June 23, 2014

**Primary
Election Day !**
**June 24,
2014**

The Election Director wishes all a Happy New Year and hearty thanks for your assistance with the 2014 elections. The Recruitment and Training team wants to welcome everyone, new and returning, who are signing up to work this election. By State law a new application is required for each election cycle. To make the process easier for you and to cut down on the time it takes for us to receive and process applications, we have launched a new **online application process**.

Please let us know if you need help logging in or completing the application; we're here for YOU.

Getting Started

The first step is to complete your 2014 Election Judge Questionnaire /Application online.

- Go to the Montgomery County Board of Elections website www.777vote.org and click on **Election Judges**
- Next click on **EJ Connection** to open the login page
- Enter your User Name and Password (provided by BOE) to open the Election Judge Dashboard
- Click on **Questionnaire** to open the application screen
- Complete the application by clicking NEXT to navigate through each page. Review the Summary of your answers on page 4. If everything is correct click NEXT to continue. Click PREVIOUS to go back to change your responses
- In Section F, read the Affirmation statement and click on the circle to acknowledge your agreement. Click on **Submit**. Congratulations, you're finished. You will receive a "thank you" message immediately on the screen and an email confirmation within a few minutes.

Note: If you make changes to your voter registration (name, address, or party affiliation) you will also see a message on the screen directing you to print, sign and submit a confirmation form. Click on the **Confirmation Form** button to open and print the form. If you forget to print the form at that time, you can log back in to the dashboard to print it. We **must** receive your signed form to process your application.

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The next step is to complete your training.

Training

Training consists of two stages - online training and in-person, hands-on training.

- **All judges** will need to complete the online training before scheduling their hands-on training. Once you have passed the training quiz, your Recruiter will provide you with information to schedule your hands-on training.

Stage I - Online Election Judge Training Quiz

This portion of the training has been designed to complement the hands-on training and to enhance your preparation for Election Day. Follow these steps:

Go to our Website

Click on this hyperlink www.777vote.org

Click on "*Election Judges*" to expand the list of selections. Click on "*EJ Connection*". Enter your Username and Password (as provided by BOE).

Once you are logged in, follow these steps

- 1) Click on "*Training Materials*" to open the Election Judge Handbook
- 2) Click on and read **Chapters 1 & 2 only**
- 3) Click on and view the video "*Assisting Voters with Disabilities*"

When you feel ready to take the quiz

- 1) Log back into the Election Judge Program
- 2) Click on "*Training Materials*"
- 3) Click on "*2014 Election Judge Training Quiz*" to open the quiz
- 4) Follow the instructions for taking the quiz
- 5) We recommend that you keep a copy of your answers, so print the quiz before you hit Submit
- 6) When finished, click "*Submit*" to send the quiz to the Board of Elections. Only press the Submit button once.

Don't have a computer?

Contact your Recruiter or call 240-777-8533 to make an appointment to take the training quiz in-person in our Gaithersburg office.

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Stage II - Hands-On Training

Hands-on training for the Primary Election will begin **March 6, 2014**. We will use our online scheduling feature for the hands-on training, allowing judges to select and schedule a class and location that best matches their schedule. Most classes will be held at our Gaithersburg office. However, a limited number of classes will be held at three offsite locations:

- Jane Lawton Community Recreation Center, March 10 – 15, 2014
- Potomac Community Recreation Center, March 17 – 22, 2014
- White Oak Community Recreation Center, May 12 – 17, 2014

Class Formats

- **Returning Judges**
This course is a full hands-on training which includes practice exercises at each station and on the voting equipment. It provides an opportunity for judges who have worked previous elections to demonstrate their ability to correctly perform the tasks for their assigned position. This course is for returning judges who have a thorough understanding of the duties of their position and the voting equipment.
- **New Judges**
This course is a combination of lecture and hands-on training to prepare new judges and returning judges who did not serve in the 2012 General. Students will receive instruction on the procedures and responsibilities of the precinct team and their specific position. Students will work individually and in pairs to complete practice exercises, forms and assembly/disassembly of the voting equipment.

We strongly encourage you to review each chapter of the Election Judge Handbook prior to attending class.

Election Day Assignments

State law requires all judges to be trained to be eligible to serve. In order to ensure that we have enough judges assigned to every precinct, we ask that you complete your training as soon as possible; especially if you would like to work in your own voting precinct. You will get an email when you have been assigned. Each precinct has a limited number of positions -- extra judges will be assigned to a nearby precinct or asked to serve as a Standby Judge.

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Contacting Us

Do you need to reach your Recruiter? Here are their email addresses and telephone numbers. Please call the person for your **District**-Precinct (e.g. **01**-01 or **13**-44).

- Districts 1, 2, 9, and 12, Early Voting Centers 3 and 7
MaryBeth Habel
240-777-8572
Mary.habel@montgomerycountymd.gov
- Districts 3, 6, 7 10, and 11, Early Voting Centers 6 and 8
Stephanie Milliner
240-777-8576
Stephanie.milliner@montgomerycountymd.gov
- District 13, Early Voting Centers 1, 5, and 9
Jessica Jones
240-777-8577
Jessica.jones@montgomerycountymd.gov
- Districts 4, 5, and 8, Early Voting Centers 2 and 4
Deborah Hamer
240-777-8571
Deborah.hamer@montgomerycountymd.gov
- **General Questions** – call us on 240-777-8533 or email us at election.judge@montgomerycountymd.gov, fax 240-777-8578
- **Mailing Address**
Montgomery County Board of Elections
Election Judge Program
P.O. Box 4710
Rockville, MD 20849-4710

website: www.777vote.org

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Working Early Voting

Returning judges interested in working at one of the Early Voting centers, June 12 – 19, 2014, must meet the following qualifications to be considered:

- 1) Served as a judge in the 2012 General Election
- 2) Able to complete Election Day hands-on training by **April 5**
- 3) Able to attend an Early Voting training class between **April 28 and May 3**

If you meet the above qualifications please notify your Recruiter by email that you are available. Recruiters will notify those selected for Early Voting during the week of April 7.

Important Information

- **Keeping us informed** – Please keep your voter registration and contact information current. Phone numbers and email addresses will only be released to the Chief Judges for election related use. Notify us of any information changes by completing an [Election Judge Personal Information Update Form](#), available on our website (login, click on “Resources”, then select “Update Contact Information”). Send your form by mail, email or fax.
- **Future Vote Student Aides** - School-age students, grades 6-12, can serve as Election Day student aides for 2014 elections. The program’s intent is to educate, strengthen and increase ties related to civic participation. Interested parents/guardians can register their student(s) [online](#) by visiting the Montgomery County Board of Elections’ website. For additional information, email future.vote@montgomerycountymd.gov. Note that students over 17 years old are eligible to work either as an Election Judge and receive payment or in the Future Vote Program to earn SSL credits.
- **Election Judges with Spanish speaking fluency are needed** as mandated by Section 203 of the *1975 Voting Rights Act*. Contact Gilberto Zelaya for more information 240-777-8532 or email gilberto.zelaya@montgomerycountymd.gov.

Vote Early
Your Time ♦ Your Voice ♦ Your Vote

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Your Vote

All Election Judges are asked to vote either by Absentee Ballot or during the Early Voting period. Judges **not** working in their own voting precinct must vote using one of these options.

- **Absentee Ballot** – Complete, sign and submit an Absentee Ballot Application as soon as possible. The Absentee office will send you the appropriate ballot to vote. Your ballot must be returned to the office or postmarked (by the Postal Service) by Election Day. **Absentee ballots cannot be left at the polls for return to BOE**, this is prohibited by Maryland law.
- **Early Voting** - vote at one of the nine (9) early voting centers located in Montgomery County from Thursday, June 12 through Thursday, June 19, 2014. Voting hours are from 10:00 a.m. to 8:00 p.m.
 - **The Early Voting Centers are:**
 - **Mid-County Community Recreation Center (EV-1)**
2004 Queensguard Road, Silver Spring, MD 20906
 - **Executive Office Building (EV-2)**
101 Monroe Street, Rockville, MD 20850
 - **Germantown Community Recreation Center (EV-3)**
18905 Kingsview Road, Germantown, MD 20874
 - **Marilyn J. Praisner Community Center (EV-4)**
14906 Old Columbia Pike, Burtonsville, MD 20866
 - **Silver Spring Civic Building (EV-5)**
One Veteran's Place, Silver Spring, MD 20910
 - **Activity Center at Bohrer Park (EV-6)**
506 S. Frederick Avenue, Gaithersburg, MD 20877
 - **Damascus Community Recreation Center (EV-7)**
25520 Oak Drive, Damascus, MD 20872
 - **Jane Lawton Community Recreation Center (EV-8)**
4301 Willow Lane, Chevy Chase, MD 20815
 - **Wheaton Community Recreation Center (EV-9)**
11711 Georgia Avenue, Wheaton, MD 20902