Chapter 6 - Check-in Judges

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Pre-Election Set-up

On the Monday night before Election Day all judges will report to their assigned precinct to set up the polling place. The standard meeting time is 6:30 p.m., however Chief Judges will contact each judge at least one week prior to the election to confirm the exact time of the pre-election meeting.

**Attendance at the pre-election meeting is MANDATORY.** The meeting will last about 2 hours. All tasks are directed by and supervised by chief judges.

The Equipment Transfer Cart will be delivered to the precinct and will contain: 2 Scanning Units, 1 Ballot Transfer Bin in each unit, and the Ballot Marking Device(s). The BMD/ADA Table will be packed on the top of the cart. Any additional Ballot Transfer Bins will be delivered with the pollbooks. All supply bags will be picked up by the Chief Judges.
Electronic Pollbook Set-up

1. Using the *Electronic Pollbook Integrity Report* (located in printer case) verify that the correct electronic pollbooks and printers have been sent to the correct precinct. Examine the luggage tag attached to each case. The printer case is unsealed and has a white tag.

   ![Electronic Pollbook Integrity Report](image)

2. Complete the *Electronic Pollbook Integrity Report – Opening Information*. Initial in Column 4 to certify that the correct pollbooks have been received. Give the report to the Chief Judge to sign.

3. Open the **Green Supply Bag** and inventory the contents. Set up the individual check-in tables so that EACH check-in judge has the following:
   - Electronic pollbooks
   - Stylus for the electronic pollbook
   - Printer for the electronic pollbook
   - Extra roll of paper for the printer
   - *Voter Update Forms*
   - *Voter Assistance Forms*
   - *Certificates of Participation*
   - Pens
   - Note pads
• Paper clips and rubber bands.
• Check-In Communication Cards

**Election Morning**
Arrive at 6:00 a.m.
Make sure you sign the Payroll Sheet.

1. Assist in setting up for the election as assigned by the chief judges, including:
   • Posting outside signs
   • Completing and using the name badge provided. Do NOT indicate a party affiliation on the badge. Indicate any additional language proficiency.
2. Follow Chapter 10 – *Electronic Pollbook* to prepare the electronic pollbooks and printers for election day.

⚠️ Work together so that your polling place is ready to open by 7:00 a.m.

**During Voting Hours**
The check-in Judges responsibilities include:

1. Telling each voter that there is an accessible way to read or mark the ballot.
2. Using the electronic pollbook to look up and verify voter information.
3. Printing Voter Authority Cards (VACs) from the electronic pollbook.
4. Asking voters to verify the printed information on their voter authority card.
5. Instructing voters to sign their voter authority card.
6. Circling the district/precinct, party and ballot style.

6.4 Check-in Judges
7. Initialing the voter authority cards.
8. Having voters complete the Voter Update Form, if necessary.
9. Directing voters to the ballot issuing area.
10. Directing voters who must vote a provisional ballot to the provisional judge.

**Note:** Arrange a single line leading to the check-in area. See the “Line Management” section in Chapter 1 for more information. If a voter requests assistance while at check-in, notify a chief judge.

⚠️ Do not use the electronic pollbook to look up any person who is not the person you are checking in to vote unless directed by a chief judge. You may be removed and not paid.
Important Reminders:

1. **DO NOT** ask a voter to show ID **unless** the voter is marked as “Show ID” in the electronic pollbook.
2. If any voter offers their ID, you may accept it, but the voter must also state his or her name, address, and month and day of birth.
3. If a voter’s identity is challenged, alert a chief judge immediately. Do not process this voter any further.
   - If the challenged voter presents an acceptable ID to the chief judge, continue to check-in the voter.
   - If the challenged voter does not present an acceptable ID to the chief judge, the voter must vote by provisional ballot (use provisional code #8).
4. If you are working outside of your home precinct, the electronic pollbook will not indicate if you voted early.

⚠️ If you have checked-in the wrong voter and have already printed a voter authority card, alert a chief judge immediately.

Voter Update Form

The **Voter Update Form** is used to update information about the voter for future elections. The following information about the voter may be updated using the **Voter Update Form**:

1. **Address:** If the voter moved within **21 days of election day**, complete a **Voter Update Form**. The voter can vote a regular ballot.
If the voter moved more than 21 days before election day, the voter must be issued a provisional ballot. The provisional ballot application will serve to update the voter’s information and no Voter Update Form is needed.

“21 Day” dates for the 2018 elections:
Primary Election – If the voter moved prior to June 5, 2018, the voter must be issued a provisional ballot.

General Election – If the voter moved prior to October 16, 2018, the voter must be issued a provisional ballot.

2. Name: The voter’s name may have changed (e.g., marriage) or be different (e.g., misspelled) from the information in the electronic pollbook.

3. Date of Birth: The date of birth for the voter may be incorrect in the electronic pollbook. Review the information on the electronic pollbook to make sure you are checking-in the correct voter before issuing a Voter Update Form to change a date of birth.

4. Party Affiliation: The voter’s party affiliation may be changed for the next election.

5. Identification Information: This section of the Voter Update Form is completed by an election judge only when the electronic pollbook indicates “ID Required” for the voter. Issue the voter a regular ballot if the voter presents acceptable ID. See to Chapter 10 - Electronic Pollbook for a list of acceptable ID.

6. Death Notice: A voter may report the death of another voter and request that the voter’s name be removed from voter registration records. This request will be investigated by the local board of elections before a change is made to voter registration records.
Issuing a Provisional Ballot

Some situations require a voter to vote by using a provisional ballot. Examples include “pending” status voters and voters not in their registered precinct.

There are also situations where the electronic pollbook will allow a voter to be issued a regular ballot, but the voter should be issued a provisional ballot instead. Examples include:

- Voters whose status is “Active (or Inactive)-Show ID” and are unable to present an acceptable ID;
- Voters who are challenged by a poll watcher and are unable to present an acceptable ID; and
- During a primary election, voters claiming a different party affiliation than what is shown in the electronic pollbook.
If a voter cannot be found in the electronic pollbook, alert a chief judge immediately. Voters who are not found in the electronic pollbook may only be issued a provisional ballot. See Chapter 10 – Electronic Pollbook for more information.

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Provisional Ballot Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not listed on the precinct register</td>
</tr>
<tr>
<td>2</td>
<td>Listed but indicated a change of address (not applicable during Early Voting)</td>
</tr>
<tr>
<td>3</td>
<td>Listed but claims a different party affiliation (primary election only)</td>
</tr>
<tr>
<td>4</td>
<td>Listed as “ABS Issued,” “Reg Issued,” “PROV”, or “Voted Early”</td>
</tr>
<tr>
<td>5</td>
<td>Listed as “Active” or “Inactive” and “Show ID” and unable to provide sufficient ID</td>
</tr>
<tr>
<td>6</td>
<td>Listed as “Pend1” (“Show ID” on Voter Details screen)</td>
</tr>
<tr>
<td>7</td>
<td>Listed as “Pend2” (“Need DL#/SSN#” on Voter Details screen)</td>
</tr>
<tr>
<td>8</td>
<td>Identity challenged and cannot provide acceptable form of ID</td>
</tr>
<tr>
<td>9</td>
<td>Other</td>
</tr>
<tr>
<td>10</td>
<td>Voted during extended hours</td>
</tr>
</tbody>
</table>
Voters Who Cannot Sign Any Form(s)

1. If a voter is unable to sign his or her voter authority card, Voter Update Form, or any form(s), ask the voter to make an “X” or similar mark on the signature line. This mark is acceptable as that individual’s signature.

2. When voters are unable to make a mark, write the following statements on the back of the forms the voters are to sign:

- On the voter authority card: “This voter is qualified to vote but is unable to sign his or her name.”
- On all other forms except the voter authority card: “This voter is unable to sign his or her name.”
- Sign your name and write the date under the statement.

Always ask the voter before assisting. Do not assume a voter cannot sign his or her own name.

- Follow regular check-in procedures and inform the voter when a signature is required. Let the voter inform you if he or she cannot sign his or her name.
- If the voter is blind or has low vision, the voter may ask you to guide his or her hand to the location on the paper in order for the voter to sign. *Never grab the voter’s hand or pen, or attempt to guide the voter’s hand when not requested to do so by the voter.*

Closing the Polls

All voters who are in the check-in line by 8:00 p.m. are permitted to vote. At 8:00 p.m. give the last voter in line the “Last Voter” card located in the Document Jacket. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed. Close and lock the exterior door to the polling room, if possible.
1. Print and sign the *Consolidated Ballot Counts Report* and *Consolidated Voter Counts Report* and attach them to the Electronic Pollbook Integrity Report.

2. Upon the chief judges’ instructions, shut down and pack up the electronic pollbooks and printers.

3. Complete the Electronic Pollbook Integrity Report and give it to the chief judges.

4. Pack all other check-in supplies.

5. Assist in closing the polls according to the chief judges’ instructions.

⚠️ Extended voting hours may be ordered. When this occurs, all election judges must continue to work. All voters who are in the check-in line at the time extended voting hours end are permitted to vote. See Appendix 1 – Extended Hours for additional information.