

CHIEF JUDGE / PARTY JUDGE GUIDE TO ELECTION DAY



Week Before the Election

- Chief Judge arranges access to the polling place (see back cover of Judge Manual).
- Chief Judge calls Party Judges & any assistants regarding Monday Set-Up and Election Day.
- Chief Judge and Party Judges review Judge Manual.
- Chief Judge schedules an appointment to pick up your Election Day supplies.

Chief Judge Supply Pick Up: Sunday or Monday Before the Election

- Outside: Pick up exterior signs.
- Inside: Pick up ballots, cell phones, keys, green portfolio, computer bins, etc.
- Sign Election Inventory & Accounting Journal attesting to what items you have picked up.

Monday Night Set-Up (Refer to Supply List for Location of Supplies)

- Complete Emergency Manual including the Emergency Contact form & assigning tasks.
- Post Interior Signs.
- Position Informational Totems near entrance.
- Sample Ballot Table:
 - Table placed by entrance.
 - Yellow Sample Ballots – Check for accuracy that samples match ballot styles on EIAJ (Election Inventory & Accounting Journal).
- Check In Station
 - Table placed near entrance but not right at the door. Leave room for a line to form inside.
 - Laptop and Printer from same bin set up & charging/plugged in.
 - Log into computer/OVRD to ensure everything is working and perform a test print.
 - Cell Phone (charging) & phone list
 - Check In Station sign
 - Photo ID sign and instructions
 - No Photo ID brochure
 - Voter Alert sign
 - One Voter At A Time sign
 - Disability sign
 - 3-hole Printer paper
 - Cancelled ATV Log Sheet
 - Pens & scratch paper
 - Cancelled ATV Log Sheet
 - Transfer Log Sheet
 - Curbside Log Sheet
 - Pens & scratch paper
- Ballot Table
 - VBT Scanner (Charging)
 - ATV Notebooks for Opening, 10, 2 & 4 if applicable (Even year)
 - ATV Number Stickers
 - Supply Table placed behind ballot table for
 - Ballot trays (if available due to more than one ballot style)
 - Ballots (Tuesday morning – Do NOT leave overnight) – Check that styles match those on the EIAJ
 - Provisional Ballot Box

☐ Help Desk

- Table
- Laptop and Printer from same bin set up & charging/plugged in
- Log into computer/OVRD to ensure everything is working and perform a test print
- Cell Phone (charging) w/ phone lists
- Help Desk Station sign
- Photo ID sign and instructions
- Voter Alert sign
- One Voter At A Time sign
- Disability sign
- No Photo ID brochure
- 3-hole Printer paper
- Provisional envelopes

Voting Area

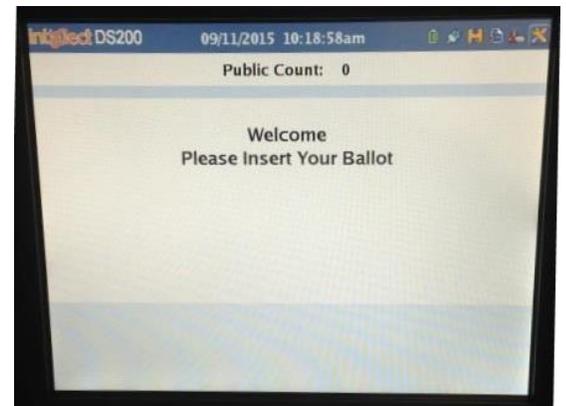
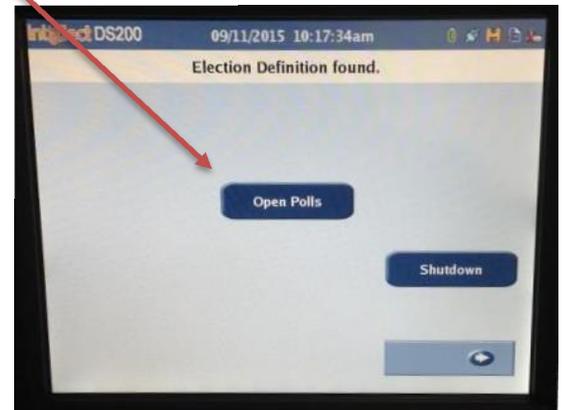
- Stand-alone voting booths
- Franklin Voting Booth
- DS200 Charging (Do NOT turn on until Tuesday a.m.)
- Open front ballot door on DS200
 - Open blue ballot box inside and leave open so ballots will fall into bin
 - Close ballot door on DS200 so ballot bin is secure
- AutoMark turned on & positioned for privacy
- Voting Area sign
- No Cell Phone Usage sign

Tuesday Morning Before Polls Open

- Election Inventory & Accounting Journal reviewed and signed by Chief Judge and Two Party Judges
- Computers On/OVRD up and running
- Check the Ballot Bin & Emergency Ballot Bin on DS200 to ensure they are empty.
- Record Seals and raise the screen to power on the DS200
- Press “Open Polls” on the touch screen

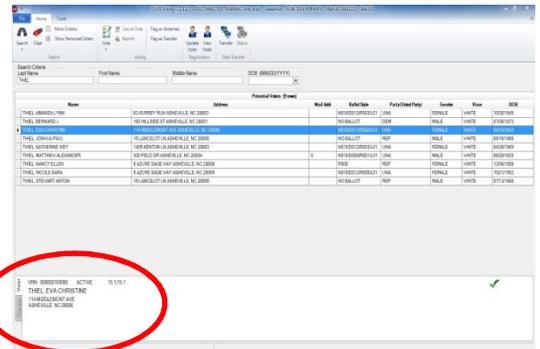


- Zero Tape prints. Check for correct precinct, date & time and of course that all contests show Zero.
- Zero tape signed by Chief Judge and two Party Judges. Place signed Zero Tape in the red bag for return to BOE
- Outside Signs placed
- Mark “No Electioneering” buffer zone (25 ft. or 50 ft. from the entrance of the voting place based on the site. Vast majority will be 50 ft.)
- Curbside bell set up
- Ballots in Ballot Trays if more than one Ballot style
- Oath given and signed by all Workers/Judges
- Payroll Sheets signed
- W-9s signed by any workers that need one
- Review everyone’s duties/tasks and make sure everyone is well equipped and understands their roles
- At 6:30 a.m., announce outside **“The Polls are now open from 6:30 a.m. until 7:30 p.m.!”**

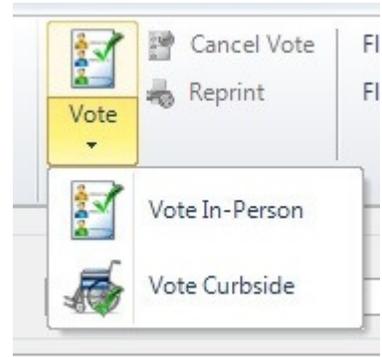


Check In Station Walk-Through

- ❑ Greet voter and ask them to state their name and address (and party if partisan primary).
- ❑ Look up voter in laptop/OVRD using first and last name only.
- ❑ Verify that name, residential and mailing addresses are correct by reviewing the voter's information in the lower left screen.
 - An "X" in the mailing address column indicates a separate address for mailing. Click on "review" button on top menu to verify.
 - **NOTE:** If information needs to be updated, send voter to the Help Desk



- ❑ Click "Vote" arrow and select "in-person or curbside to print the ATV.
- ❑ READ THIS STATEMENT TO VOTER: Beginning in 2016, you will need PHOTO ID to vote. Do you have one of these? (Direct voter's attention to the "Acceptable Voter ID example sign"—Driver's license, passport, etc..)
 - If "No", have voter sign the "Acknowledgement of No Photo ID" box and give them the Photo ID handout which lists the acceptable forms of ID for 2016 and how they can go about getting one.



- ❑ Have ALL voters sign Section A of the ATV
- ❑ Election Official will initial Section A.
- ❑ Voter takes completed ATV to Ballot Table.

AUTHORIZATION TO VOTE FORM
North Carolina

ATV # _____

VR PARTY _____

PRELIMINARY PARTY _____

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS 1 FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

A Voter's Certification of Voting Qualifications

If ID required, check the type of document ID shows:

<input type="checkbox"/> Photo ID	<input type="checkbox"/> Utility Bill	<input type="checkbox"/> Paycheck
<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Government Check	<input type="checkbox"/> Other Government Doc

ACKNOWLEDGMENT OF NO PHOTO ID

Effective January 1, 2016, photo ID is required to vote in person. I hereby acknowledge below if you do not presently have any one of the acceptable forms of photo identification appropriate for voting in person.

I do not have any of the acceptable forms of photo identification appropriate for voting in person.

I hereby certify the address above is where I currently live or is correct below. I understand that, if I have moved from this address more than 30 days ago, it is a violation of NC law to claim my old address as my voting address. I further certify that I have not voted in this election.

SIGNATURE OF VOTER _____ DATE OF SIGNATURE _____

SIGNATURE OF OFFICIAL _____ OFFICIAL'S TITLE _____

Check In Station Scenarios: What to Do If...

- ❑ Wrong voter was selected
 - If you have not printed the ATV yet, clear search and start over
 - If ATV has printed, you will need to clear the search, search for voter listed on wrong ATV and cancel that voter in the system. You need to record this on the “Cancelled ATV Log”.
 - NOTE: If this voter shows up later, they MUST vote a Provisional Ballot

- ❑ Voter decides they don’t want to vote
 - If the ATV has not printed yet, clear the search screen and start over for next voter in line
 - If ATV has printed, you will need to clear the search, search for the voter again and cancel their vote. You need to record this on the “Cancelled ATV Log”.
 - NOTE: If this voter shows up later, they MUST vote a Provisional Ballot

- ❑ Voter wants to vote party ballot for which they are not registered
(Partisan Primary only)
 - Voter must vote a Provisional Ballot. Send them to the help desk. If their ATV has already printed, make sure you cancel them in the system.

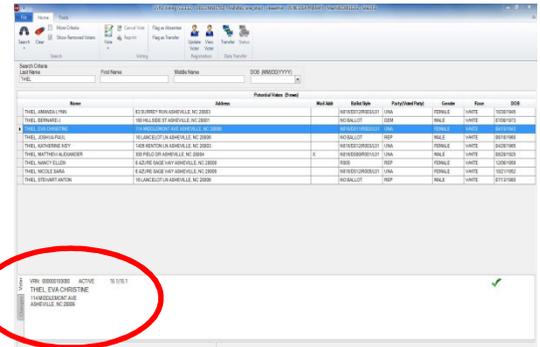
- ❑ Paper Jam in printer while printing ATV
 - Clear the jam from the paper path
 - Clear the search screen and search for voter again. Click “Reprint”.

- ❑ Printer stops working
 - Send voters to Help Desk to vote until Printer issue is resolved

- ❑ All Printers stop working
 - Contact BOE for permission to use the Emergency Printer Failure Kit and complete a pre-printed ATV by hand.
 - Record this manual ATV on the Emergency OVRD Log sheet found in the Printer Failure kit
 - Once Printer issue is resolved, look up voters on the Emergency log sheet and enter them into the computer so an ATV prints out. Keep together with the hand printed ATV.

Help Desk Walk-Through/Scenarios: Curbside Voting

- ❑ Go out to voter's vehicle when the curbside bell rings. Greet voter and record their name and address (and party if partisan primary) on the curbside log.
- ❑ Go inside to Help Desk and look up voter in laptop/OVRD using first and last name only.
- ❑ Verify that name, residential and mailing addresses are correct by reviewing the voter's information in the lower left screen.
 - An "X" in the mailing address column indicates a separate address for mailing. Click on "review" button on top menu to verify.
 - Make any updates necessary using the "update" voter button. When done click on "Review". If all changes are made, proceed to next step...



- ❑ Click "Vote" arrow and select "curbside" to print the ATV.
- ❑ Return to vehicle with numbered ATV, Privacy Sleeve, voter's appropriate ballot style and a black pen.
- ❑ READ THIS STATEMENT TO VOTER: Beginning in 2016, you will need a PHOTO ID to vote. Do you have one of these? (Direct voter's attention to the "Acceptable Voter ID example sign"—Driver's license, passport, etc...)



- If "No", have voter sign the "Acknowledgement of No Photo ID" box and give them the Photo ID handout which lists the acceptable forms of ID for 2016 and how they can go about getting one.

- ❑ Have ALL voters sign Section A of the ATV
- ❑ Election Official will initial Section A.

- ❑ Wait for voter to vote their ballot. Have them insert it into privacy sleeve.

- ❑ Return inside and place signed ATV in sequence in the ATV notebook.

- ❑ Place voted ballot in the DS200. If accepted, return to voter and give them an "I

Voted" sticker. If ballot was not accepted, offer voter chance to correct their mistakes or choose to accept as is.



AUTHORIZATION TO VOTE FORM
North Carolina

ATV # _____

VIR PARTY _____

PRIMARY PARTY _____

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A Voter's Certification of Voting Qualifications

If ID required, check the type of current ID shown:

<input type="checkbox"/> Photo ID	<input type="checkbox"/> Utility Bill	<input type="checkbox"/> Pay check
<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Government Check	<input type="checkbox"/> Other Government Doc

ACKNOWLEDGMENT OF NO PHOTO ID

Effective January 1, 2016, photo identification will be needed to vote in person. Please acknowledge below if you do not presently have any one of the acceptable forms of photo identification appropriate for voting in person.

X

SIGNATURE OF VOTER _____ MAIL ADDRESS _____

I hereby certify the address above is where I currently live or is corrected below. I understand that if I have moved from this address more than 30 days ago, it is a violation of law to claim my old address as my voting address. I further certify that I have not voted in this election.

X

SIGNATURE OF VOTER _____ OFFICIAL'S INITIALS _____

Help Desk Walk-Through/Scenarios: Transfers

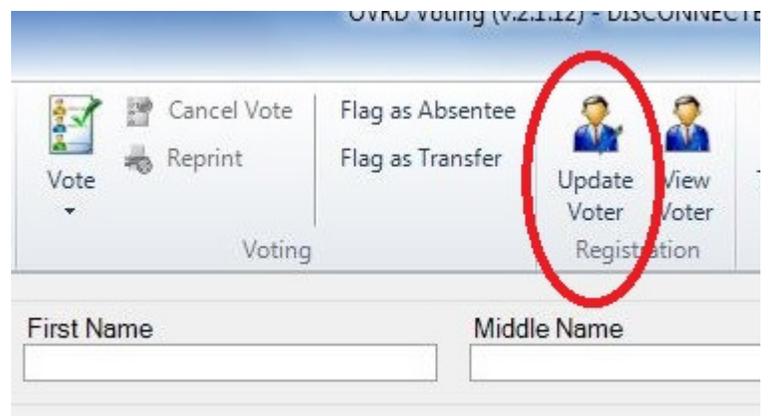
❑ Transfers Out (Phone)

- You receive a phone call from another precinct. They state that a former voter from your precinct now resides in their precinct. Record Voter's information on Transfer Log Sheet & look up voter OVRD. "Flag as Transfer" on all computers (check-in and help desk).



❑ Transfers In/Address Change

- Search for Voter and click on "Update Voter"
- Make changes to the necessary fields and click "Review"
 - If all changes are correct, click "Vote"
 - If more changes are required, click "Back"

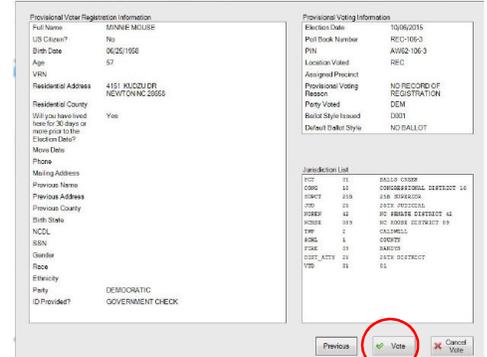
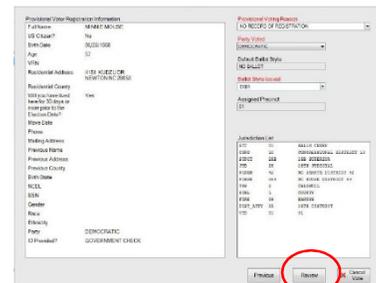
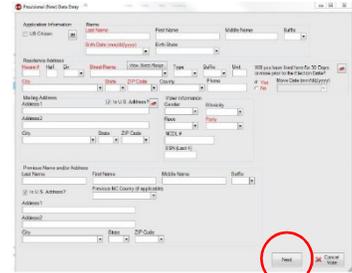
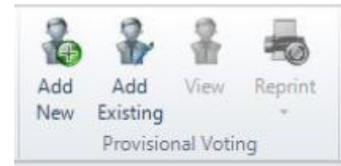


❑ Transfers Out (In Person)

- Search for Voter and click on "Update Voter"
- Make changes to the necessary fields and click "Review"
 - If all changes are correct, click "Vote"
 - If more changes are required, click "Back"
- If voter's new address puts them into another precinct an Election Day Transfer sheet will print out. The voter is to take this form with them to their new precinct.
 - NOTE: If they insist on voting at your precinct, they MUST vote provisionally, but let them know there's a chance their ballot will only be partially counted as contests they are eligible to vote for may change based on address.

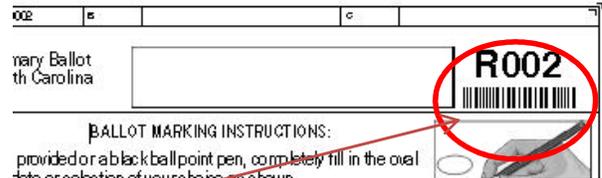
Help Desk Walk-Through/Scenarios: Provisional Voting

1. Searching for voter using the Home Screen.
2. If the voter is not located, call the BOE to confirm voter is not registered. Upon confirmation from the BOE, choose “Add New”.
3. If voter is found, Highlight voter in the search grid and select “Add Existing”.
4. The Provisional Data Entry screen will display. Note: If ‘Add Existing’ was clicked, any data from the current voter’s record will be pre-populated in the appropriate fields.
5. When all data has been corrected and verified, **click ‘Next’**.
6. Select a Provisional Voting Reason from the drop-down
7. Select the appropriate ‘Ballot Style Issued’ from the drop-down.
8. **Click ‘Review’**
9. The Provisional Voting Application form will print to the default printer.
10. Review with voter. If corrections are needed, discard printed application and select Previous to enter correct info and “review” again. If everything is correct, have voter sign application.
11. **Click ‘Vote’** to complete the Provisional process. The Provisional Voter Instruction sheet will print.
12. **ONCE “VOTE” HAS BEEN CLICKED, A PROVISIONAL VOTE CANNOT BE CANCELLED**
13. Write the provisional poll book number assigned in the upper right box in addition to the pre-printed code.
14. Worker completes the Provisional Ballot Envelope “Poll Workers Complete” section using information from printed provisional application. Worker must initial envelope in space provided on envelope.
15. Place application in the clear sleeve, facing outward so it is readable. Seal sleeve shut using the self-adhesive strip.
16. Give voter basic ballot marking instructions for marking their ballot and sealing it inside the envelope when they are done. Instruct them to return completed ballot in sealed envelope to worker.
17. Have voter cast their ballot using the Privacy booth located at end of Provisional Desk.
18. When returned, worker places Provisional Voting in the black ballot box.



Ballot Pick Up (Table) Walk-Through

- ❑ Take ATV from Voter and look for ballot with same ballot style.
- ❑ Scan ballot barcode with VBT Scanner, then scan ATV ballot barcode to make sure they match.



ary Ballot
th Carolina

R002

BALLOT MARKING INSTRUCTIONS:
provided or a black ballpoint pen, completely fill in the oval
date associated with the ballot.



NOCE, JOHN MELVIN JR

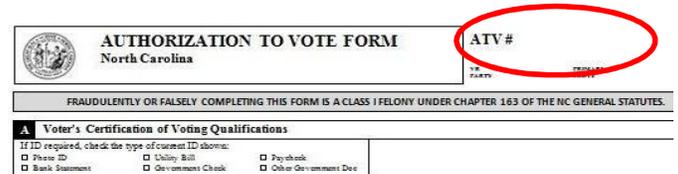
114 MIDDLEMONT AVE
ASHEVILLE, NC 28806

ELECTION: 05/06/2014
PCT: 15.1
VTD: 15.1

R002

WIN 000000190720
AGE 20

- ❑ Place sequentially numbered sticker on top right of ATV (Stickers are in green portfolio).



AUTHORIZATION TO VOTE FORM
North Carolina

ATV#

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A Voter's Certification of Voting Qualifications

If ID required, check the type of current ID shown:

<input type="checkbox"/> Photo ID	<input type="checkbox"/> Utility Bill	<input type="checkbox"/> Pay stubs
<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Government Check	<input type="checkbox"/> Other Government Doc

- ❑ Place ATV in ATV Poll book.
- ❑ Give voter his/her ballot and offer instructions for completing.
 - Fill in ovals completely.
 - Pay attention to how many may be selected in a given contest.
 - Check front and back for choices.



Ballot Pick up (Table) Scenarios

Voter makes error while marking ballot

- Voter may “Spoil” up to 3 ballots.
 - After 3rd spoiled ballot, voter must vote provisional ballot.
- Take voter’s ballot that they mismarked and write “Spoiled” in large letters across the face of the ballot.
- Record on the “Spoiled Ballot Log”.
- Place spoiled ballot in the Green Spoiled Ballot bag.
- Give voter new ballot of same style.

Voter requests ballot style other than their assigned style

- Voter must vote the ballot style for the party they are registered with if registered as a Democrat, Republican or Libertarian. If they insist on voting a ballot from another party, they MUST vote a provisional ballot.
 - Take the ballot they no longer want and write “Spoiled” in large letters across the face of the ballot.
 - Record on the “Spoiled Ballot Log”.
 - Place spoiled ballot in the Green Spoiled Ballot bag.
 - Write “Canceled” on the voter’s ATV.
 - Inform Check-In Station or Help Desk (whichever one issued the ATV) to cancel the voter in that computer and record on the “Cancelled ATV Log”.
 - Send voter to the Help Desk to begin the Provisional Ballot process.

FOR PARTISAN PRIMARIES (May of even numbered years):

- If voter is registered “Unaffiliated” they may choose any party’s primary to participate.
 - Democrat, Libertarian, Republican or Unaffiliated.
 - **NOTE:** *They do not need to change their party. They are simply choosing which party’s primary to participate in for that particular election.*
 - Their choice will be indicated on their ATV. If after receiving the ballot they chose while checking in, they decide they want another style, you must follow the steps above for spoiling their ballot and canceling their ATV so they may vote a provisional ballot

Voting Area Walk-Through/Scenarios

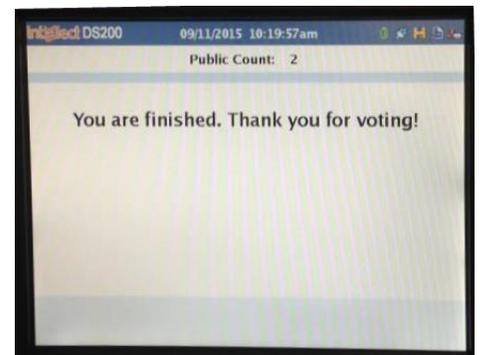
- ❑ Voter marks selection in voting booth.



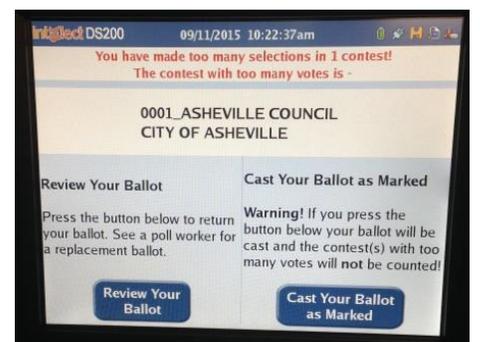
- ❑ Voter may use AutoMark to mark their ballot.



- ❑ Voter places marked ballot in DS200.



- If voter over-voted, they will have the option to
 - “Cast Ballot as Marked” or
 - “Review Your Ballot” so they may return to the ballot table and received a new ballot.
- Note: There is no error message for an under-vote (ie votes for 1 when could have chosen 2).



- ❑ Voter is given “I Voted Sticker”.

- ❑ Continuously ensure Voting Booths are free of any campaign materials.

Closing the Polls

- ❑ At 7:30 p.m., Chief Judge announces that the “Polls are Closed”
- ❑ Who’s in Line at 7:30? Use Form and finish voting anyone in line as of 7:30 p.m.
 - Start at back of line and work your way forward.
 - “Who’s in Line” form is in Green Portfolio

- ❑ Print Results Tape by pushing the “Close Poll” button in the access panel for approx. 2 seconds.
 - The Results tapes will print. Once they are done printing:
 - Chief Judge and both Party Judges must sign both copies of the results tapes.
 - Post one copy on door.
 - Return one copy of Results Tape with the Zero Tape in the red bag.



- ❑ Turn off the DS200 by pressing “Shutdown” on the touch screen.
- ❑ **Once the DS200 is turned off (no lights),** remove the flash drive & send an Assistant with the flash drive to the Election’s office at 77 McDowell Street.



- ❑ Complete the EIAJ and account for all ballots.
- ❑ Pack up according to the packing list provided in your Green Portfolio and the tags/labels on each bag/bin.
- ❑ Party Judges and Chief Judge MUST sign the following:
 - Results Tape
 - EIAJ
 - Provisional Log Sheet (even if none were issued)
 - Last ATV



Chief Judge Supply Return

- ❑ Return to outside BOE team at Designated Drop Off site
 - Exterior Signs
 - Computer/printer tubs,
 - Green bag
 - Blue bag with red handles
 - Rolling Ballot box
- ❑ Bring Inside to Board Members:
 - EIAJ Completed and signed by all judges
 - Black Ballot Box to include:
 - Voted ballots
 - Voted provisional envelopes
 - BOE Cell Phone
 - Red Bag
 - Machine tapes
 - Machine keys
 - Red envelope with the following
 - Pay sheets - signed
 - Any completed w-9 forms
 - Completed log sheets
 - Provisional Poll Book log(s)
 - Deceased Voter Forms
 - Election Day notes
 - Voting incident/Machine incident forms
 - Any other documents completed from the Green Portfolio

