

## **PROVISIONAL BALLOT JUDGE CHECKLIST TUESDAY NIGHT CLOSING (Light Blue)**

*Any individual in the check-in line at 8:00 pm gets to  
vote or vote provisionally (if qualified)*

### **All Judges:**

- Return vote center to its original condition.
- Assist Chief Judges with other duties as directed to complete Tuesday night closing.

### **Provisional Ballot Judges:**

- After last voter has voted, Chief Judge(s) unlocks Provisional Ballot Bags (completed ballots sealed in application envelopes remain in ballot bag).
- Complete *Provisional Ballot Opening & Closing Certificate*. Completed certificate signed by Provisional and Chief Judges.
- Record yellow return seal numbers for each orange bag where indicated on *Provisional Ballot Opening & Closing Certificate*.
- There is no accounting for unused ballots. All spoiled and unused ballots are accounted for at the ballot issuance table by Voting Judges.
- Place following items in one of the provisional ballot bags (refer to packing instructions affixed to bag):
  - VAC Envelope
  - Extended Hours Envelope
  - Red Informational Folder (with all completed forms/sign-in sheets)
  - Orange privacy sleeves
  - Banded Provisional Supply Envelope with leftover application envelopes and pens
- Lock Provisional Ballot Bags and seal both with yellow return seals.
- Provisional ballot bag(s) will be delivered to the HCBOE's main office following a chain of custody process.

REMINDERS WHILE WORKING: Practice social distancing, wash hands frequently, sanitize surfaces often and be kind by wearing a mask. Thank you for your service during these unprecedented times!