

CHECK-IN JUDGE CHECKLIST

Early Voting Closing Days 1 to 8 (Light Blue)

Any individual in the check-in line at 8:00 pm gets checked-in to vote

All Judges:

- Return Early Voting site back to its original condition from the start of the day.
- All equipment, Election supplies and signage will remain in place for the next day of voting.
- Assist Chief Judges with other duties as directed to complete closing activities.

Check-In Judges:

IMPORTANT NOTE: HCBOE Staff MUST BE present when the below steps are completed, or they will complete the below steps in preparation for next day of voting.

- After last voter successfully votes, assist Chief Judge(s) with gathering information from pollbook(s) to complete the *Electronic Pollbook Integrity Report* closing section as follows:
- For each pollbook, notify Chief Judge of any non-matching information;
 1. At Chief Judge(s) direction, complete closing procedures: Print closing reports – “Voter Counts” and “Ballot Counts” reports (Daily Closing Step #1).
 2. Verify at ***Notice Screen*** that Host: and Local: Ballot Counts totals match.
 3. Continue with Daily Closing Step #2 when Ballot Counts totals match.
 4. Do not power off pollbooks.
 5. Make sure all the necessary information has been collected for Chief Judges to complete reports.



- HCBOE staff will reconsolidate pollbooks in preparation for next day of Early Voting (HCBOE staff MUST complete this step without assistance).
- Make sure all completed VUFs have been packed in envelope located in blue Integrity Report and Payroll Binder in possession of Chief Judges.

NOTE: Upon closing on the last day of Early Voting (Day 8), pollbooks will be powered off, CF cards will be removed and new pollbooks set up by HCBOE staff in preparation for the next day's voting when location becomes a Vote Center (Election Day, November 3, 2020).