

VOTING/BALLOT ISSUE JUDGE CHECKLIST

Early Voting Opening Days 1 to 8 (Green)

All Judges:

- Sign payroll sheet, put on name tag and "Need Assistance" sticker.
- Post signs outside Early Voting site, if needed.
- Assist Chief Judges with other duties as directed to complete opening by 7:00 am.

Voting/Ballot Issue Judges:

- Assist Chief Judges in the opening of voting equipment and completion of integrity reports.
- Post *Zero Report* from scanning units for public viewing as demonstrated in training video. (Day 1 of Early Voting only).
- Make sure headset is attached to BMD and install privacy booth after opening procedures.
- Make sure ballot transfer bin lids are open within each of the scanning units', main ballot compartment for receiving scanned ballots. Chief Judges will have to unlock each compartment for this inspection.
- Make sure orange VAC bag is attached to scanning unit. Use the most suitable side that facilitates voting, VAC collection and social distancing.
- Use the Early Voting Days (1-8), labeled gallon bag within each orange VAC bag to place confirmed (counted) bundles of 25 VACs for each of the 4 scanning units.
- Make sure 2 colored totes are stationed in scanning unit area to receive privacy sleeves.
- After Chief Judges have opened ballot carts, complete *Ballot Security Opening/Closing Certificate*. Verify cart lock numbers and ballot styles/counts. **Note:** There will be 118 ballot styles for this Election. On Day 2 – Day 8 opening, there will be no unvoted ballot counting.
- Securely station ballot activation cards (BACs) at Chief Judges' table.
- Make sure that voting equipment is set for election and ballot box compartments are locked/sealed. Install white privacy boards on scanning unit(s) as demonstrated in training video.
- There will be **NO** ballot marking pens stationed in voting booths. Voters will be given a pen and "I Voted" sticker upon entry into polling location.
- Make sure ballot issuance table is set up with PPE, judge pens, privacy sleeves, ballot magnifiers, spoiled ballot envelope, screen wipes, black markers for spoiling ballots and Voting Judges' folder containing *Spoiled Ballot Tally* and *Log Sheets*.
- Under Chief Judge direction, Voting Judge team organized for the following stations: ballot preparation, those issuing ballots to voters, voting booth monitors and those judges with duty over scanning units. Rotate throughout the day.
- Station near scanning units, rubber fingers (for counting VACs) and paperclips for clipping VACs in bundles of 25 within VAC bag. **DO NOT STORE THESE ITEMS ON THE SCANNING UNIT(S).**

Note: Voting Equipment refers to **ALL** Scanning Units and Ballot Marking Devices.

REMINDERS WHILE WORKING: Practice social distancing, wash hands frequently, sanitize surfaces often and be kind by wearing a mask.