

PROVISIONAL JUDGE CHECKLIST

TUESDAY MORNING OPENING (Green)

All Judges:

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

- Sign payroll sheet, put on name tag and "Need Assistance" sticker.
- Post Vote Center signs outside polling place, where necessary.
- Assist Chief Judges with other duties as directed to complete Tuesday morning opening by 7:00 am.

Provisional Ballot Judge:

- With the assistance of a Chief Judge, open Provisional Ballot bags with orange key. Cut yellow seal at top of bag and open zipper.
- Remove Provisional Supply envelope, Extended Hours envelope and orange privacy sleeves from the ballot bag.
- Zip closed the Provisional Ballot bags and secure lock.
- Remove supplies from banded Provisional Supply Envelope.
- DO NOT OPEN Extended Hours envelope unless instructed by the HCBOE.
- With the Chief Judge:
 - Verify the opening yellow seal #'s on *Provisional Opening & Closing Certificate* (located in Provisional Judge's red folder).
 - Sign the *Provisional Opening & Closing Certificate*
 - All ballots used for provisional voting will be obtained from the ballot issuance table. Thus, there will be no accounting for unused and spoiled ballots by Provisional judge. **DO NOT** store ballots for provisional voting with the Provisional Judge.
- Set up table with provisional voting supplies from supply envelope (judge pens, regular and "sticky" provisional ballot application/envelopes, Voter Authority Card (VAC) envelope, red Provisional Ballot Informational folder and closing seals). Do not forget your judge PPE.
- Store Provisional Ballot bags and supplies in a secure manner.
 - *Each Vote Center will have 2 orange ballot bags and 2 Provisional Judges – one for each judge. Both bags can be used for provisional voters' ballots from that polling location.