

PROVISIONAL JUDGE CHECKLIST

Early Voting Opening Days 1 to 8 (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 Early Voting signs outside location, if needed.
- Assist Chief Judges with other duties as directed to complete opening by 7:00 am.

Provisional Ballot Judge:

- With the assistance of a Chief Judge, open Provisional Ballot bags with orange key. Make sure bag is empty. Secure lock and open top zipper.
- All provisional supplies are in a black, roller case. Open lid and remove the supplies necessary to facilitate voting, i.e. applications, pens etc.
- Use the red Provisional Information folder for that day of early voting.
- DO NOT OPEN Extended Hours ballot bag unless instructed by the HCBOE.
- For that Early Voting Day's red Provisional Information folder do the following:
 - Record the opening yellow seal #'s on *Provisional Opening & Closing Certificate* for each Provisional Ballot bag. Cut and remove seals.*
 - Sign the *Provisional Opening & Closing Certificate*.
 - All ballots used for provisional voting will be obtained from ballot issuance. 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 black, roller case (judge pens, regular and "sticky" provisional ballot application/envelopes, Voter Authority Card (VAC) envelope, red Provisional Ballot Informational folder and closing seals). Don't forget your judge PPE.
- Store Provisional Ballot bags and supplies in a secure manner.

*Each Early Voting Site will have 2 orange ballot bags (for that day of voting – note the bags' labels) and 2 Provisional Judges. Both bags can be used for provisional voters' ballots from that location for that day.