

CHECK-IN JUDGE CHECKLIST

TUESDAY NIGHT CLOSING (Light Blue)

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

All Judges:

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

Check-In Judges:

- 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. Power off pollbook after information is collected and reports completed.



BREAK RED SEALS. WAIT FOR CHIEF JUDGE TO REMOVE BOTH MEMORY CARDS (CF & PCMCIA) FROM EACH POLLBOOK

- 5. Disconnect power supply, printer USB cable, and network cables and pack pollbook in original case with power supply. Secure pollbook case with original lock (Chief Judge may have to unlock locks).
- Disconnect printer(s) from power source, clean, and pack in printer case with power supply, USB and network cables.
- Disconnect modem from power source. Carefully pack modem (in original box) and barcode scanner in gray tote. Place network cables in printer case.
- Fold sign totem and pack in bottom of gray tote. Pack all other laminated signage in a blue transfer case. ALL non-laminated signage maybe recycled.
- Clean then pack pollbook cases, printer case(s), modem, barcode scanner and other pollbook supplies in gray tote or other, original container. Pack extension cords and power strips in blue/red, electrical supply bag to be placed in transfer cart.
- Pack other check-in judge supplies in election supply box for packing in blue transfer case.
- Make sure all completed VUFs have been packed in envelope located in blue Integrity Report and Payroll Binder in possession of Chief Judges.