

CHECK-IN JUDGE CHECKLIST

All Judges: Early Voting 7AM – 8PM, Days 1 to 8 (Orange)

- Assist Chief Judges with other duties as directed to perform Election Day activities.
- Monitor polling place for prohibited or suspicious activity and maintain CDC

Check-In Judges:

- For each voter search, do the following (use stylus to make entries):
 1. Ask voter **"What is your name?"** Tap first 4 letters of last name, tap in the "First Name" box and tap first 3 letters of first name. (This is the recommended minimum to find a voter; some searches; i.e. common names like John Smith may require you to enter more letters or more info.)
 2. Once voter name is found, verify identity by asking voter **"What is the month and day of your birth?"**
 3. **Primary Only:** Ask voter **"What is your party affiliation?"**
 4. Ask voter **"What is your address?"**
 5. If all the above is confirmed, then select voter by tapping anywhere on their record to bring up the "Voter Details" screen.
 6. If there are no issues indicated by pollbook (a red or yellow message displayed in window) then tap "Issue Standard Ballot".
 7. When issuing the first ballot, system will require judge to enter name. Judge should enter first letter of their first name and then whole last name at the screen prompt.
 8. Tear VAC from the printer when done printing, initial the VAC where indicated, and ask voter to verify their information and sign the VAC where indicated. Keep proper social distance.
 9. Have voter retain paper VAC and direct the voter to ballot issuance. (Sanitize your station.)

Note: Its important to communicate to voter the importance of maintaining possession of VAC through the entire process due to the separation between voting and check-in areas.

- Use the *Voter Update Form* (VUF) for the following (voter **must** sign for all changes):

- Voter name changes/corrections; date of birth corrections.
- Party affiliation changes/corrections (any changes are not effective until after the election).
- Voter moves **WITHIN** 21 days before the election.
- Voter required to "Show ID", and does, as indicated by pollbook.
- Death notice indications for removal from registration records.
- Have a representative fill out the information of a deceased voter and indicate their relationship before signing the form.

DO NOT REISSUE A VAC. Remove ballot issued ONLY under Chief Judge supervision!

- Summon Chief Judge(s) for the following situations:

- Voter not found in precinct or statewide searches. *
- Voter not found in precinct search but found in statewide search. *
- Voter indicates a change of address **MORE THAN** 21 day before the election (see voter address change section below) *
- Voter's status is PEND1 or PEND2. *
- Voter listed as "Voted Early/By Mail", "ABS Issued", "REG Issued", or "Prov" in Issued column. *
- Voter is listed as "Active" and "Show ID" but is either unwilling or unable to provide an acceptable form of ID.*
- Voter's identity is challenged (see manual-Chapter 4, page 4.7 for acceptable IDs). *
- Voter wants to vote different party ballot (Primary Election only) or is listed as "Not Qualified". *
- Voter requests assistance while voting.
- Pollbook failure (i.e., screen freezes up).
- Voter requesting to register and vote. Send to designated same day registration pollbook.
- Follow Same Day Registration checklist for processing voters wishing to register and vote.

- ❑ Periodically verify that pollbooks are receiving power (AC: Online) and synchronizing data. (see Troubleshooting Tip – Early Voting Opening).

***Voter is qualified to vote a provisional ballot. Under Chief Judge supervision, at the Voter Detail screen, tap “Issue Provisional Ballot” button, select correct reason then tap “Issue Provisional Ballot”. DO NOT ISSUE A PROVISIONAL BALLOT WITHOUT A CHIEF JUDGE.**

Voter Address Changes – “Edit Address”

Note: This pollbook functionality is only available during Early Voting (function will not be available on Election Day – follow normal procedures for voter address changes on Election Day). During Early Voting, all registered voters indicating a change of address regardless of the time they moved may have their address updated or edited on the pollbook. This allows the voter to vote the correct ballot style based on their new address.

- ❑ All pollbooks (any Check-In Judge) may process a voter with a change of address by following the below recommended steps.
 1. Notify a Chief Judge – voter must be processed under Chief Judge Supervision.
 2. Perform the normal search based on name and date of birth.
 3. Select the correct voter at “Find Voters” screen.
 4. Tap the “Identification” tab on the “Voter Record” screen then tap “Edit Voter Record”.
 5. At the “Voter Summary” screen tap “Edit Address”. At the “Select Precinct for Voter” screen tap “Clear” and then type in voter’s new address starting with “Street” name.
 6. Select the voter’s new address (top of screen) and the pollbook will use the new address to identify the correct ballot style.
 7. Tap “Print Address Change Slip” at “Voter Summary” screen. Check-In Judge initials address slip.
 8. Ask the voter to review and sign the *Address Change Slip*.
 9. Tap “Yes” to confirm the voter signed the *Address Change Slip* and the information is correct.
Note: Tap “No” if voter does not sign because the information is incorrect. Follow same process starting at above step 6 to input voter’s correct address.
 10. Tap “No” when prompted “Need a second copy...?”. Give signed address slip to Chief Judge. Place address change slip in folder labeled for that purpose of blue binder.
 11. Finally, tap “Issue Standard Ballot” to print voter’s VAC.

Special Situations:

1. Any voter listed as “Pending” or “Show ID” must provide proof of residency for an address change; i.e. driver’s license. Send this voter to Same Day Registration, Check-In Judge to be processed.
2. Encourage voters indicating a change of address to a County other than Howard to go to their County of residence to be processed. If they choose to vote, update their address and issue them a provisional ballot.
3. If the pollbook has an updated address for a voter (driver’s license or ID card is scanned), then a window will appear displaying this address. Tap “No” if prequalified address is not correct (voter’s new address DOES NOT match the prequalified address). If prequalified address does match, then tap “Yes” and proceed to above step # 7.