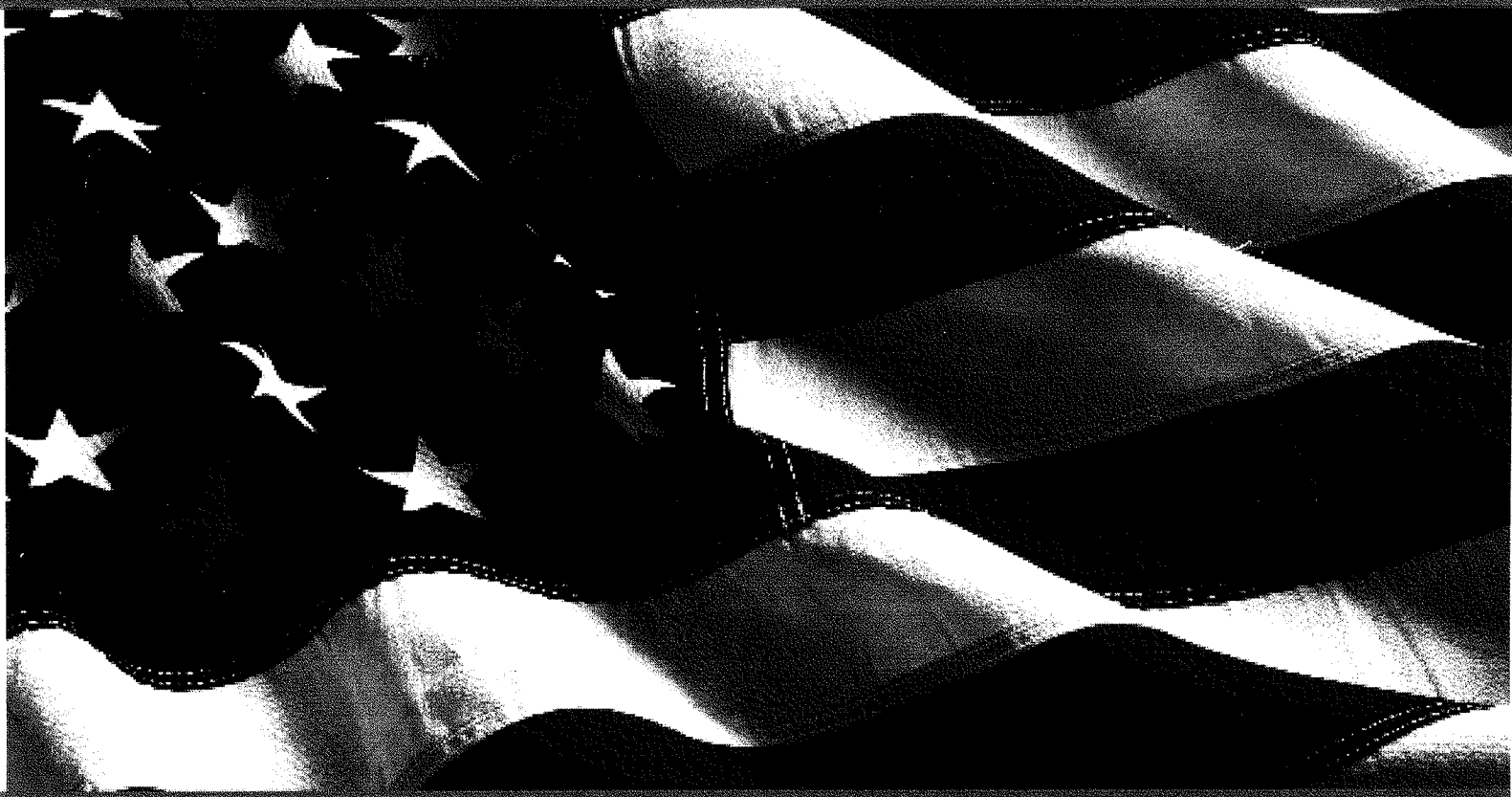


VOTER SERVICES

Election Judge Manual



ELECTION DAY HOTLINE (847) 377-2328

VOTER REGISTRATION (847) 377-2410

ELECTION JUDGE SCHEDULING (847) 377-2408

PRE-ELECTION DAY PROCEDURES (847) 377-2314

ELECTIONJUDGE.INFO

**PREPARED BY
CARLA N. WYCKOFF, LAKE COUNTY CLERK**

Revised for the November 8, 2016 General Election
Prepared under the guidelines of the Illinois State Board of Elections



Carla N. Wyckoff
Lake County Clerk

18 North County Street, Room 101
Waukegan, Illinois 60085-4364
LakeCountyClerk.info
Phone: (847) 377-2400
Fax: (847) 984-5823

Dear Lake County Election Judge:

As the Lake County Clerk, I want to take this opportunity to thank you for serving as an election judge. Our entire election process is founded on the willingness of individuals like you to serve the community in this important role. This manual will introduce you to the terminology and procedures of Election Day activities and will acquaint you with the requirements of the Illinois Election Code including the recently enacted requirement to conduct voter registration in every voting site on Election Day. It will also serve as a reference tool for training classes and quality control on Election Day.

Illinois law requires that each judge receive training every two years (in even years) to maintain a trained status. We offer Basic Training in small classes for new judges and seminar-format, specialty training for more experienced judges.

All judges are trained to work as a team and all judges will learn to operate the new electronic pollbook technology. There are judges who verify qualified voters, issue ballots and attend the ballot box. Others will be responsible for handling voter registration, assisting those with special name or address circumstances and empowering voters who may prefer to use the ADA-compliant ballot-marking system to mark their ballots in private. There are also Site Managers who are either assigned to a specific voting site or who will be assigned to cover several voting sites throughout the Election Day. Site Managers serve as a liaison for our office while they support each station as needed, work with pollwatchers, help with voter traffic flow and assist with special circumstances.

All of us in the County Clerk's office value your dedicated commitment to ensure Lake County voters receive excellent service. We recognize that you are key to making the voting process a fair, accurate and a pleasant experience for all voters. I look forward to meeting each one of you and to seeing you at training or on Election Day. Do not hesitate to call us if you have any questions or concerns. Thank you.

Very truly yours,

Carla N. Wyckoff
Lake County Clerk

Table of Contents

General Election Information

Calendar and Type of Elections	1
No Party Registration	1
Primary vs. General Elections	1
Spanish Language Requirements under Voting Rights Act	1
Ballots	2
Electioneering	3
Voters	3
AutoMARK® and other ADA Equipment	4
Using a Phone in the Voting Site	5
Election Judges	5
Handling Election Materials	7
Judge's Oath and Certification of Ballots	8
Nametags and Time Cards	8
Clean and Safe	8

Before the Polls Open

If There's No Site Manager	11
Equipment Setup	11
jetpack	11
Blue Provisional Ballot Case	15
White Provisional Ballot Transfer Case	15
Table Setup	16
Setup ADA Equipment	16
Cell Phone	19

Polls Are Open

Supplies Used During Voting	21
Processing a Regular Voter	21
Special Voter Circumstances	25
Provisional Ballot	37
Identification	40

Polls Are Closed

Supplies Needed to Close Polls	41
Procedures	41
Packing of Voting Site	43
Call County Clerk Regarding Ballot Retabulation	43

Table of Contents

Appendix

Sample Availability Form	47
Sample Scheduling Letter	47
Voter Services Judge Open/Close Checklist	48-51
ADA Compliant Equipment	52
Blue Provisional Ballot Case Contents	52
Voter Services Judge Blue Binder Contents	53
Voter Services Judge Envelope Contents	54
Envelopes for Surrendered Vote by Mail Ballots	54
Grace Registration Form and Binder	55
Provisional Ballot Transfer Case	55
Provisional Ballot Checklist	56
Oath or Affirmation of Judge of Elections	57
Time Card	58
Signature Capture Sheet	59
Spoiled Ballot Security Envelope	60
Manila Spoiled Ballot Envelope	61-62
Provisional Ballot Inventory Control Form	63
Provisional Voter Ballot Envelope and Spanish Language Template	64
Provisional Ballot Voter Receipt	65
Election Judge Comments & Suggestions	66
jetpack Setup Checklist	67
ADA Setup Checklist	68-69
BigBell and BallotCall Assembly Instructions	70-72
ePollbook Main Menu Items and Icons	73
ePollbook Title Bar Menu	74
ePollbook Additional Search Functions	75
ePollbook Printer	76

Pollwatchers

Who are Pollwatchers?	79
Qualifications and Credentials	79
Admittance to Polls	79
Pollwatcher Rights	79
Pollwatcher and Candidate Credentials	81
Pollwatcher Credentials issued by Illinois State Board of Elections	82
Pollwatcher Register	83

General Election Information

Calendar and Type of Elections

Even-Numbered Years

General Primary Election—3rd Tuesday in March

- ▶ Nominees for Federal, State, Legislative, Judicial, County and North Shore Water Reclamation District
- ▶ Candidates for Precinct Committeemen, Lake Forest Municipal and referenda

General Election—1st Tuesday in November

- ▶ Candidates for Federal, State, Legislative, Judicial, County and North Shore Water Reclamation District and referenda

Odd-Numbered Years

Consolidated Primary Election—last Tuesday in February

- ▶ Nominees for established political party candidates and referenda

Consolidated Election—1st Tuesday in April

- ▶ Candidates for Municipal, Township, Park, Library, School, College and other special purpose districts and referenda



A voter must declare a political party preference to vote in a primary.

No Party Registration

Illinois does not allow a voter to register by party. However in a primary election, a voter is required to declare a party before receiving a ballot. The voter may select any party, regardless of how he voted in the past.

Primary vs. General Elections

At a primary election, voters select nominating candidates. Candidates are elected in general and consolidated elections. Voters also elect party precinct committeemen in even year primaries. Illinois does not permit "open" primaries where names of candidates for multiple parties appear on the same ballot.

Spanish Language Requirements under Voting Rights Act

As a result of 2010 U.S. Census data, 5% or more of Lake County's voting age population responded as having limited proficiency in the English language. According to §203 of the Voting Rights Act (42 USC §1973aa-1a), the U.S. Department of Justice now requires Lake County to provide all English/Spanish bilingual election materials including ballots, affidavits, signs, legal notices, and web services.

Ballots

Voters are grouped into a district called a precinct. Since school, park district, library, municipal, and township boundaries overlap and intersect the precinct boundaries, every precinct voter may not have the same ballot. Each voter receives a ballot listing only the candidates or public questions for the units of government that serves his address.

Voters may vote on a question of public policy at a primary election without choosing a party by requesting a nonpartisan ballot.

Ballot colors in a primary

- ▶ Democratic ballots have a black heading.
- ▶ Republican ballots have a white heading.
- ▶ Nonpartisan ballots have a gray screen heading.



Types of ballots

- ▶ Precinct ballot
 - Issued to the active voter at Ballot Issue Table.
 - Contains all candidates and public questions.
- ▶ Federal ballot
 - Issued at the Ballot Issue Table.
 - Contains only federal offices such as President and U.S. Senate.
 - Small quantities are shrink-wrapped and have a blue label affixed to packaging.
 - Voters that have moved more than 30 days and less than 4 years prior to the election.
- ▶ Provisional
 - Issued only at the Voter Services Judge.
 - Contains all offices and public questions.
 - Ballot is voted, but not cast on Election Day.
 - Voter has seven days from Election Day to provide identification to the Clerk's office.

Electioneering

Electioneering is defined as working for, against, or in the interest of a party, candidate or proposition (public question). The "No Electioneering Zone" begins 100 feet from the entrance to the room where voting occurs and is marked by an orange sign on a cone. No one is permitted to wear a campaign badge or button, display political literature/signs or engage in any political discussion within this designated zone. Beyond the 100-foot radius, state law allows candidates to place signs, hand out fliers and talk to voters.



If the voting room is located within a public or private school campaigning is restricted to the outside of the building, even if the 100 feet falls inside the building.

Private schools and places of worship may ban electioneering on their entire premises. Ballot Box Judge will be advised if electioneering is banned at the entire voting site.



No electioneering is permitted within 100 feet of the entrance to the room where voting occurs.

Voters

To register, any U.S. citizen must be 18 years of age by the November Election Day, meet the 30 day residency requirement and provide two forms of valid identification.

17 year-olds may register and vote in an even year primary, if 18th birthday occurs before general election.

Registration with a deputy registrar is available at many municipal, park district, and township offices until 27 days before each election. After registration closes, Grace registration is available at the County Clerk's office and at each early or Election Day voting site. Registration and voting on Election Day must be at the voter's correct voting site.

Who May be in the Voting Site

The people allowed in the voting site before opening and after closing the polls are:

- ▶ Election judges, representatives of the County Clerk's office or the State Board of Elections with identification,
- ▶ Pollwatchers or candidates with valid credentials, or
- ▶ Law enforcement officials with identification from the Lake County Sheriff's office, Lake County State's Attorney's office, Illinois Attorney General's office or United States Justice Department.

Those who are allowed in the voting site ONLY while polls are open include:

- ▶ Voters registered in the voting site, their children and persons qualified to take oath to assist voter, or
- ▶ Press with IDs who may film (with voter permission). Press may not interview candidates or voters in voting site, but may do so outside the room for voting.

Who may be with Voter at Voting Booth

Only one voter at a time is allowed in a single voting booth. Young children may accompany their parent to the voting booth.

Voters who are disabled or cannot read or write English or Spanish qualify for assistance and an Assisted Voter Affidavit must be completed. The person providing help to a voter is selected by the voter, must take an oath to mark the ballot as directed by the voter and sign the affidavit.

AutoMARK[®] and other ADA Equipment

The AutoMARK is an Americans with Disabilities Act (ADA) compliant ballot-marking system providing privacy and accessibility to voters who are blind, vision-impaired, or have a disability or condition that would make it difficult or impossible to mark a ballot the usual way. The AutoMARK will be available at every Election Day voting site.



There is a special needs voting booth which accommodates a wheel chair. Some voting sites may receive additional equipment including the Big Bell and handicap ramps.

Using a Phone in the Voting Site

Voters are requested to not make or receive calls in the voting site unless it is to call for emergency service. A sign titled *Telephone Usage* is included in the Ballot Box Judge envelope and is posted at the voting room's entrance.



Telephone Usage

Voters are asked not to make or receive phone calls inside this voting site except for emergencies.

Uso del teléfono

Se le pide a los votantes no hacer ni recibir llamadas dentro de este cuarto de votación, excepto en casos de emergencias.

If a phone rings, politely ask the voter to return the call when outside the voting site. Pollwatchers are also requested to make their calls from outside the voting site.

County Clerk provides cell phones to the Voter Services Judge for calling the Clerk's Hotline on Election Day.

All County Clerk staff, Site Managers, Technical Representatives and State's Attorney staff may use phones only for official election purposes. Voters may volunteer their phones for such election official use as well.

Election Judges

At the voting site, the election judges are responsible for the proper and legal conduct of the election. As officers of the Circuit Court, they affirm to uphold the Constitutions of the United States and Illinois. All persons in the voting site or within 100 feet of the entrance to the room where voting occurs must obey the lawful orders of the judges and refrain from campaigning or electioneering. If there are problems, try to resolve them honestly, fairly and as quickly as possible. The judges have the authority to evict any person creating a disturbance. If the problem escalates rapidly or becomes physically threatening, seek assistance from local law enforcement officers or the State's Attorney. Judges establish the tone and level of service. Remember to smile and help voters know you are glad they are participating.



Judges are required to attend training class every two years to maintain trained status.

Selection and Appointment

Election judges are appointed to serve as representatives of the Democratic or Republican parties. The Central Committee Chairman of each major political party furnishes the County Clerk a certified list of persons for each precinct to serve as election judges. At its July meeting in even-numbered years, the County Board approves judges from these lists. The Circuit Court confirms appointment of election judges for a two-year term.

Once commissioned, election judges perform their duties as officers of the court. An individual commissioned to serve as an election judge is obligated to be available for each election during the two-year period. In addition to the five regular judges appointed, alternate judges may be appointed and commissioned in the same manner.

Training

The County Clerk offers election judge training classes as required by state statute. Every two years, judges are required to attend class in even-numbered years to maintain trained status.

Scheduling

The two major political parties rank their judges as “regular” or “alternate.” Regular judges receive preference in scheduling over alternate judges. The judges’ availability forms must be returned before the stated deadlines to receive priority according to their status in the scheduling process. Judges who are willing to serve outside of their township receive additional compensation.

During the months prior to the election, judges are mailed several forms:

- **Availability form** asking judges to work in the upcoming election
- **Scheduling Notice** of where assigned to work
- **Training Class** list with dates, locations and times
- **Judges’ Working Hours**

Hours

Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. In order to finalize setup, all judges should arrive at the polls before 5:15 a.m. At a minimum, one judge from each party must be present in the voting site at all times. When the polls are open, judges are asked to remain on-site the entire day.

After the polls close, all judges must stay until the closing procedures are completed, election materials are packed, and two Ballot Box Judges (one from each party) leave for the Transfer Site.

Replacement Judges

On Election Day, if a judge fails to appear, contact the County Clerk’s office for a replacement. If the Clerk’s office cannot provide a replacement judge, and the number of judges present is insufficient to process voters, the judges may appoint a voter as a replacement judge. The replacement must be a registered voter and, if possible, of the same political affiliation as the judge being replaced. **A site manager, precinct committeeman, or candidate may not serve as an election judge.**

Equal Authority

All election judges have equal authority and responsibility to uphold the law on Election Day. All the judges act as a board in making decisions on voter qualification. There is no “head” judge. No one judge may overrule a majority opinion.

Pre-election Preparation

A number of pre-election planning steps will help ensure all polls open on time and are prepared to serve voters well.

- Be sure to vote by mail or early in person. Last minute cancellations by scheduled election judges can create urgent shortages. You may need to travel to a different voting site with very short notice. Visit LakeVoterPower.info for voting by mail or early voting information.
- Become familiar with your assigned voting site. Plan a test drive prior to Election Day to help you gauge travel time and to get familiar with parking options.
- When the Ballot Box Judge calls to confirm you are able to work, ask if meals are potluck or brown bag. Plan on dressing in layers for changing temperatures.
- Review your *Election Judge Manual*, especially opening polls, closing polls, and special voter circumstances.
- Attend training class.

Roles for Election Workers

After the polls close, all judges stay until each closing procedure is completed.

Check-in Table

First place voters visit. Judges verify voter's name and address on ePollbook. Print application, verify signature, and initial application. Also help with most special voter circumstances, accept surrendered ballots.

Ballot Issue Table

Judge confirms that voter presents a signed and initialed application before receiving a ballot. Two judges will match the precinct number, ballot style, and party (if a primary) on the application to the correct ballot. Judge initials ballot. When required, judges will complete the *Assisted Voter Affidavit for qualified voters*. After the polls close, judges will also complete *Statement of Ballots* form.

Ballot Box Judge

Two Ballot Box Judges pick up ballots and other election materials a few days before the election. Judges will contact voting site to confirm building access and assigned judges to verify they are working. Set up of the voting site is normally on election eve. While the polls are open, the Ballot Box Judge stands 4 feet from ballot bin and checks each voted ballot for judge's initials. Delivery of election materials to Transfer Site after the polls have closed is also part of the duties.

Voter Services Judge

Voter Services Judges use ePollbook to assist voters with special circumstances, spoiled ballots, grace registration and provisional voting. Judges will complete Assisted Voter Affidavit for qualified voters. The Voter Services Judge is the internet and cell phone contact for voting site.

Site Manager

Many voting sites are assigned a Site Manager who serves as a liaison to the County Clerk's office. The Site Managers' duties include directing voter flow; checking in pollwatchers; assisting with and monitoring procedures at the Check-In and Ballot Issue Tables; assisting with special circumstances; resolving voter or pollwatcher concerns; and reviewing opening, closing, and packing procedures. A Site Manager **may not serve** as a substitute judge.

Technical Representatives

Technical Representatives provide support in operating the ballot counter and ADA equipment. Technicians assist with operator or voter mistakes, general error messages, paper jams or replace equipment that is not functioning properly. Technicians are not trained to answer legal or procedural questions about processing voters. Technicians are equipped with cell phones and may assist in calling the County Clerk's office.

Handling Election Materials

No one other than election judges, representatives of the County Clerk's office (including Site Manager or Technical Representatives) and State's Attorney staff (when assistance with affidavits is requested) may handle the election materials, supplies or ballots. Attorney General staff, pollwatchers, and candidates with pollwatcher credentials may only observe the voting process to ensure laws are being followed and may not touch or handle any election materials.

Food and beverages in the voting site

To protect the electronic equipment and ballots, please refrain from having food and beverages at the election judge tables.

Judge's Oath and Certification of Ballots

After completion of final setup, the Site Manager will complete the judges' oath form located in the Site Manager's binder and ask all election judges to affirm the reading of the oath. Each judge must sign the oath form before the opening of polls. If no Site Manager is present, the Voter Services Judge should administer the oath. A replacement judge or a judge arriving late must take the oath and sign the form.

Nametags and Time Cards

The Site Manager will supply nametags. Judges must wear nametags to identify themselves as election officials. Judges should print their names legibly.



After setup is complete or sometime during the day, each judge must complete, sign and return his time card to Site Manager. The time cards are located in the Site Manager's binder.

Clean and Safe

Special effort must be made by all judges to be vigilant about keeping the voting site clean and safe. Be sure to pick up any papers on the floor, secure loose cords, or notify the Clerk's office of any unusual doorway thresholds.

Voter Services Judge

5:15 a.m. Election Morning Before the Polls Open

If There's No Site Manager

If there is no Site Manager at the voting site, Voter Services Judge will administer the oath to the election judges, check in pollwatchers while securing credentials in the Site Manager's Green Binder (delivered in ballot bin), and verify Check-In and Ballot Issue Table procedures are being followed.

Equipment Setup

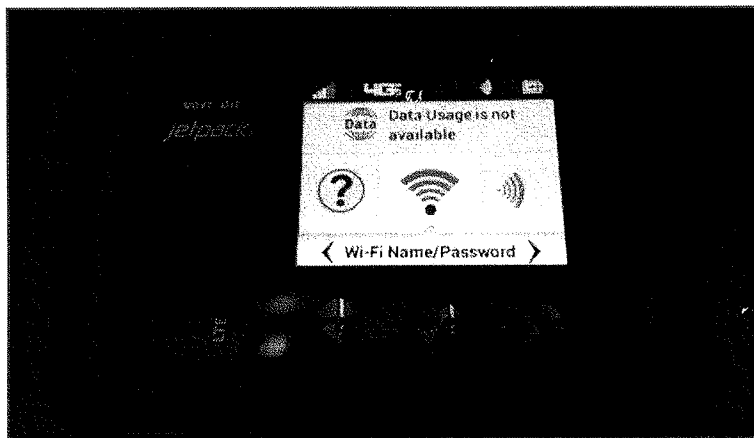
To get started, you will need:

- ▶ jetpack in security materials pouch
- ▶ ePollbook designated for Voter Services
- ▶ User name and password card and room layout from blue binder
- ▶ Scissors from the supply box
- ▶ Extension cord or power strip delivered in ballot bin
- ▶ Yellow tape

jetpack

Via jetpack connection, the ePollbook will have a live connection to the Clerk's office. This monitors a voter's ability to register in multiple locations on Election Day. The Voter Services ePollbook is equipped with the wifi connection for the entire voting site. A diagram for the jetpack is included in the blue binder.

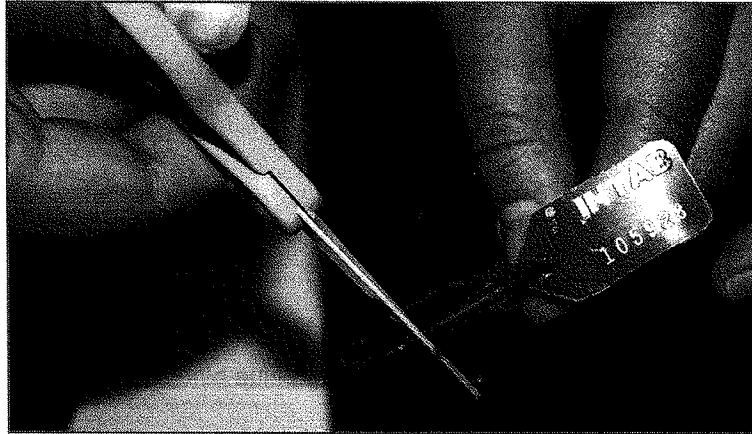
Set up jetpack in location noted on the room layout diagram. Plug in to the outlet. When you see the Verizon logo screen, press and hold the power button until you see the screen below. Leave jetpack turned on all day. Do not turn off until after the polls close, there are no pending voters, and the ePollbook is powered down.



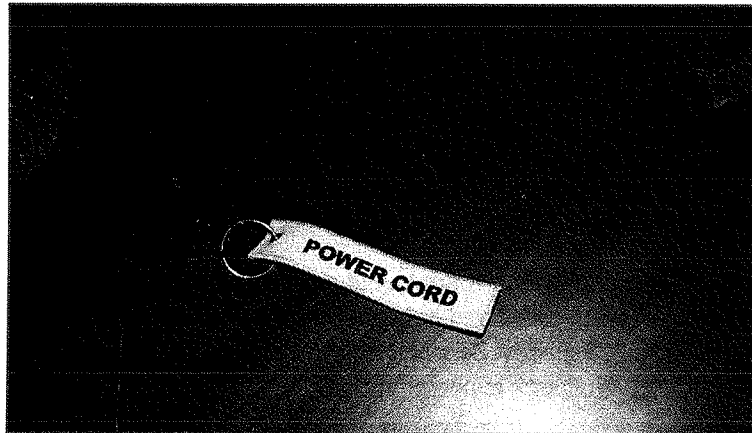
ePollbook Setup

ePollbooks designated for Voter Services will be delivered by the movers and placed on the table by the Ballot Box Judge.

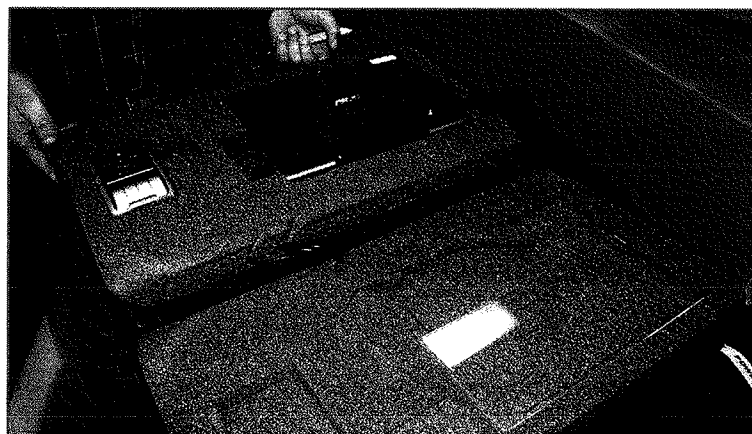
1. Set the ePollbook case on the Voter Services Table with the case's thin side on the table top.
2. Using scissors, cut security tie on zipper. Do not pull on security tie to open.



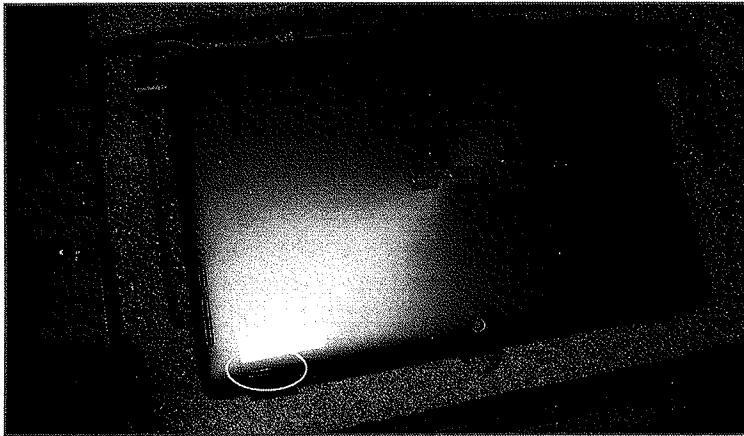
3. Open the power cord pocket and plug into outlet indicated on room layout. Extension cord is delivered in ballot bin. To ensure voter's safety, tape down any loose extension cord.



4. Next, unzip the bag and open so that the ePollbook is facing you. Do not remove any items from the case. **ePollbook, keyboard, printer, and any additional equipment will remain in the case at all times.**



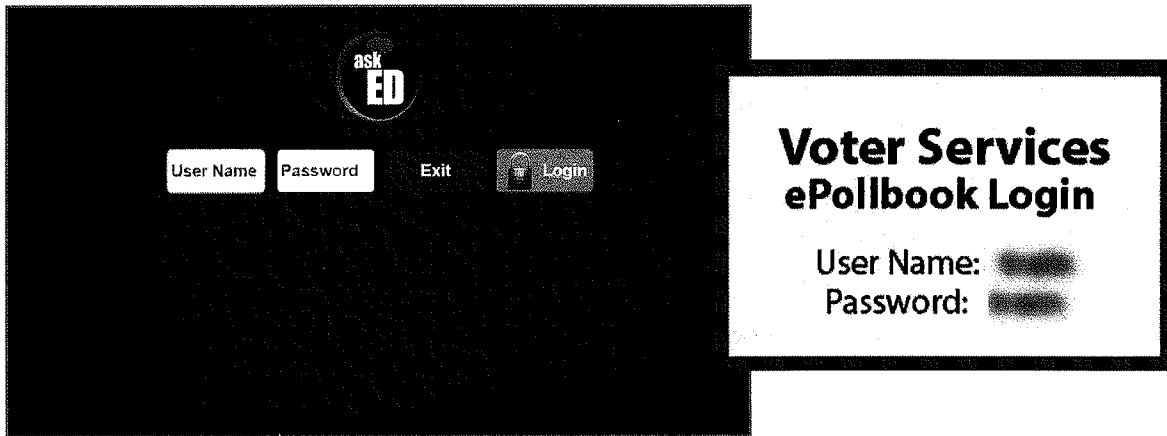
5. Lift the screen. Press and hold the power button on the cover's outside corner (located underneath the label showing Lakell #####) until the screen lights up. Wait for the program to automatically open.



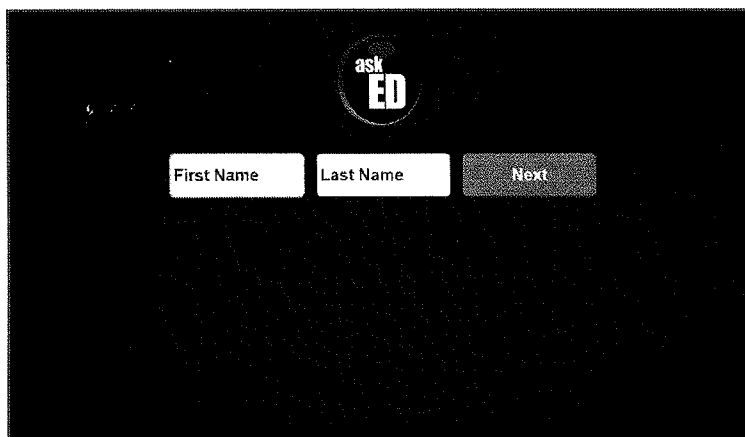
6. Press printer's center button to turn on. A tone will sound when printer is ready.

Log into ePollbook

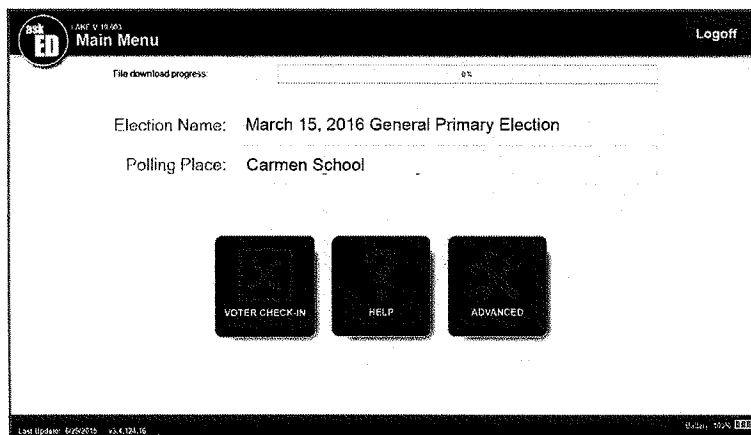
1. Log onto ePollbook using User Name and Password found on password card in blue binder.



2. Enter your first and last names. Select "Next."

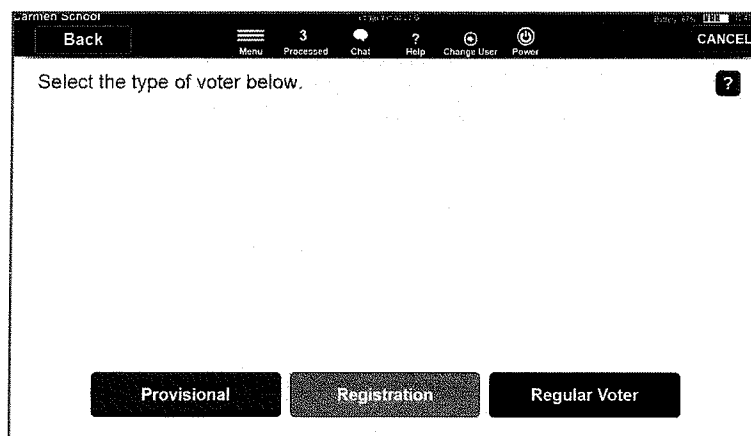


3. Confirm the Polling Place is for your location. If not, call the Election Day Hotline (847) 377-2328. Select "VOTER CHECK-IN" from Main Menu.



4. Initial Entry screen is different from Check-in Table screen. voter Services screen will offer three choices:

- ▶ Provisional
 - Check-in Judge has already determined the voter will be provisional.
 - Voter will have receipt with reason.
- ▶ Registration
 - Voter needs to register for the first time or update existing record.
- ▶ Regular Voter
 - Voter who has spoiled ballot.
 - Voter who needs to be cancelled.
 - Voter Services table will handle regular voters when Check-in Judges are busy.



Blue Provisional Ballot Case

Open and setup the Blue Provisional Ballot Case by **lifting the four side “walls”** (folded down in bottom). Secure with the interior velcro tabs. **Close the U-shaped zipper on the outer rim of case and secure with one of the red security seals** delivered in the Blue Provisional Case in the small white envelope. **Unzip the center opening** and do not seal the lock. This is the opening for ballots. Store the small white envelope containing the remaining red seal in the Voter Services Judge Envelope until needed after the polls close.

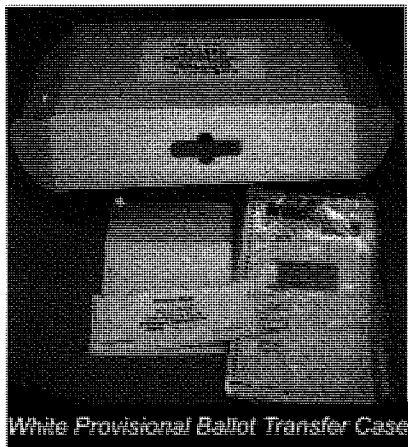


Blue Provisional Ballot Case Setup

White Provisional Ballot Transfer Case

Locate the White Provisional Ballot Transfer Case delivered by the Ballot Box Judges on election morning. Provisional ballot packets are located inside the case. Each precinct has an outer shrink wrap packet containing separate packets by ballot style (and party in a primary) with inventory labels affixed.

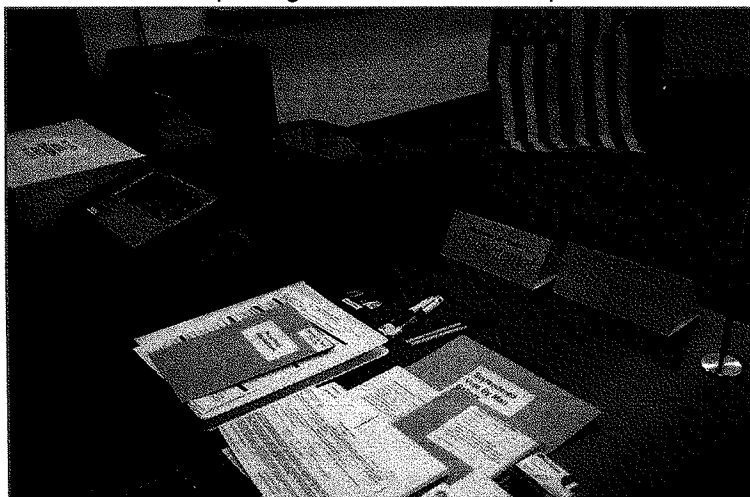
The outer shrink wrap packet has a large orange audit control label for recording totals after the close of polls. Ensure individual ballot packets are received for each precinct by comparing each precinct packets to the inventory sheet delivered in the plastic sleeve located on the inside cover of the transfer case. Keep ballot packets sealed until provisional voter arrives. If there is no Voter Services Judge, provisional ballots remain sealed in the Provisional Ballot Transfer Case until needed.



White Provisional Ballot Transfer Case

Table Setup

Finalize table setup using the chrome stand to post Voter Services Judge sign and flag.

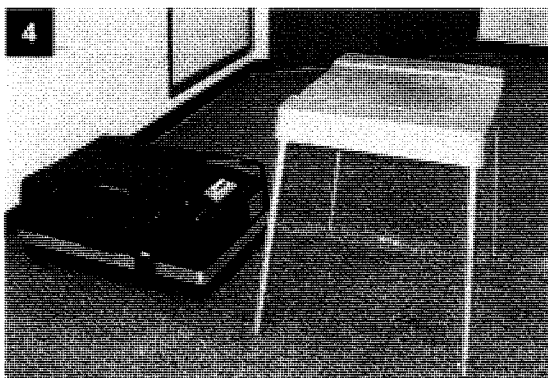


Setup ADA Equipment

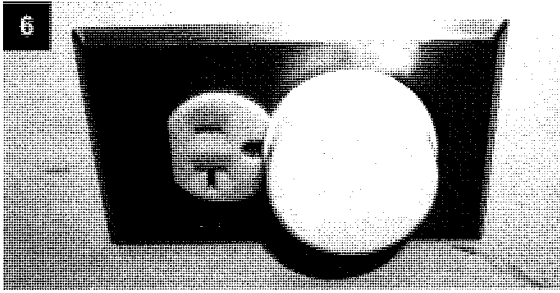
1. Check the Voting Site label on the black case. Ensure the equipment is for the location.
2. Place the AutoMARK in the vicinity of the Voter Services Judge. If unsure of the location, refer to the suggested Voting Site diagram (located in manila envelope in front sleeve of ballot bin).



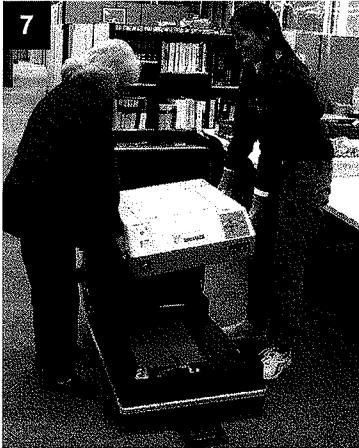
3. Setup the AutoMARK table and shield following directions found in the corrugated black box containing the table.
4. Place the AutoMARK case behind the table with handle near rear of table.
5. To open the case, pull up on flaps on each side of the case.



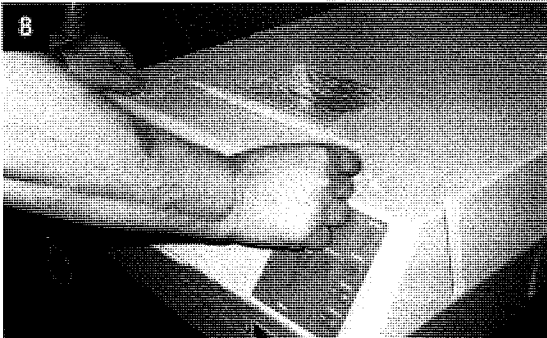
6. Test the wall outlet with the night light found inside case.



7. Two judges lift the AutoMARK from the case and set on the AutoMARK table. Plug the cord into the back of the AutoMARK and into the wall outlet. Position the cord to avoid trip hazards.



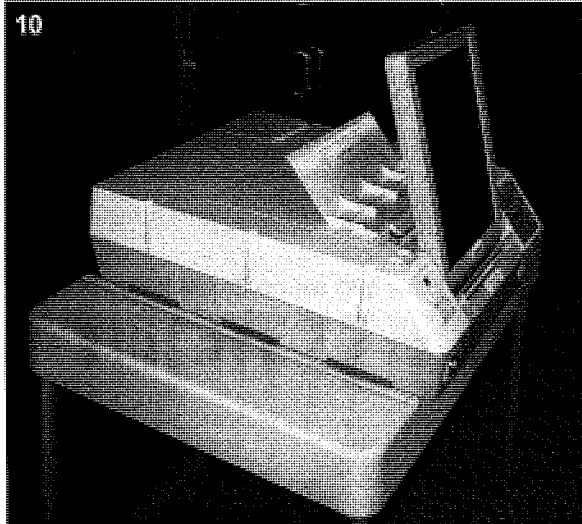
8. Slide latches (1A and 1B) outward to unlock the flap.



9. Lift the flap, and pull flap up to raise the lid. The touch screen monitor will be visible.



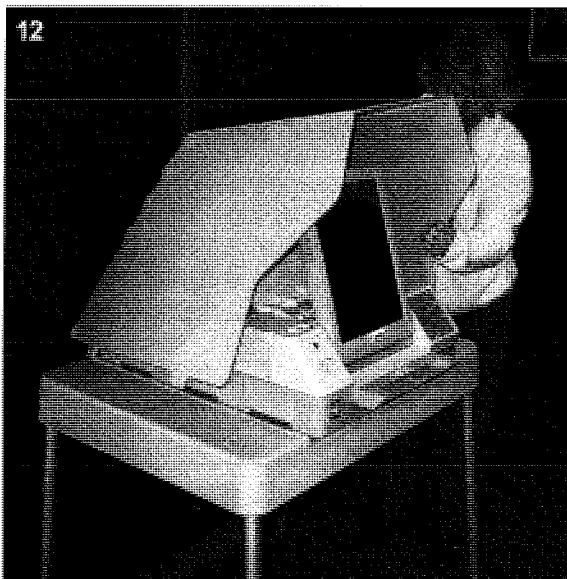
10. Raise the touch screen monitor to a vertical position. Adjust the screen for viewing comfort. Close the lid.



11. Pull up on the ballot feed tray and lay flat.

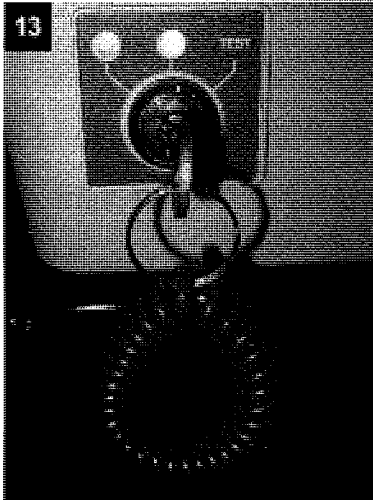


12. Install the privacy shield on the AutoMARK table.



13. Insert the key and turn to the "ON" (middle) position. A blank screen will appear for approximately 60 seconds as the AutoMARK powers up. The screen will display:

"Application boot in progress . . . Please wait . . ."



14. Confirm the AutoMARK is working when the "Insert Your Ballot" screen appears. Leave the AutoMARK turned on all day.
15. Keep the AutoMARK instruction booklet in the black case for reference, as needed.
16. Close the case and corrugated black box. Store in a secure location out of voter traffic area.
17. Some voting sites require additional ADA equipment such as Big Bell (used for curbside voting), threshold ramps, and handicap parking signs. If the voting site requires this equipment, photographs, descriptions, and assembly instructions are included in the Blue Provisional Ballot Case.

Cell Phone

The Clerk's office delivers one cell phone per voting site. Familiarize yourself with the phone's options. Keep the cellphone turned on all day as this will be the first contact the Clerk's office will use. Plug into the wall outlet with the power cord, if needed.

Calling the Clerk's office

The Election Day Hotline number (847) 377-2328 has been pre-programmed into the phone. To call the Clerk's office, press "2," then "Send."

Page for Notes

Polls Are Open

Supplies Used During Voting

- ▶ Voter Services Judge Open/Close Checklist
- ▶ ePollbook for Voter Services
- ▶ Provisional Ballots and envelopes
- ▶ Grace Registration forms and binder
- ▶ Voter receipts
- ▶ Blue Provisional Ballot Case
- ▶ Spoiled Ballot Envelope
- ▶ ADA Voting Device
- ▶ Special Needs Voting Booth
- ▶ Misprinted Application Envelope
- ▶ Surrendered Vote by Mail Ballot Envelope

Processing a Regular Voter

All voters are first served at the Check-In Table where judges should work as a team and sit next to each other to verify signatures.

Greet and Identify Voter

1. Select "Regular Voter" from ePollbook Screen.

The screenshot shows the ePollbook interface. At the top, there's a header with 'Carmen School' and a 'Back' button. Below the header, there's a navigation bar with icons for Menu, Processed, Chat, Help, Change User, and Power. The main area says 'Select the type of voter below.' with a question mark icon. At the bottom, there are three buttons: 'Provisional', 'Registration', and 'Regular Voter'.

2. Greet voter and ask voter to state his/her name.
3. Type first three letters of voter's last and first names in ePollbook fields. Press "Search" and voters for this voting site will appear on the screen. If voter only has one name, use the last name field and use one space in the first name field.

The screenshot shows the ePollbook search interface. At the top, there's a header with 'Carmen School' and a 'Back' button. Below the header, there's a navigation bar with icons for Menu, Processed, Chat, Help, Change User, and Power. The main area says 'Enter the voter's information below.' with a question mark icon. Below this, there are three input fields: 'Name' (containing 'bal'), 'DOB' (containing 'mar'), and 'Address' (containing 'YOB'). To the right of these fields is a 'Search' button. Below the input fields, there's a button labeled 'Show Matches from Entire Jurisdiction'. At the bottom, there are two buttons: 'Clear' and 'No Match'.

4. Select the voter's name by pressing on the blue bar.

If voter's name does not appear, try "Show Matches from Entire Jurisdiction."

5. Ask voter for his/her current address. Do not prompt voter with address shown on screen. If address matches, select "Matches."

If address given is not address on the screen, verify the correct voter has been located (check age, Jr. vs Sr., etc.). if voter states he/she moved, select "Does Not Match."

6. In a primary election, Illinois law requires the voter to choose a partisan (Republican or Democratic) or nonpartisan ballot. Ask voter which party's ballot he/she chooses and select correct party from screen. Press "CONTINUE."

Partisan ballots will list both candidates and referenda. Nonpartisan ballots will only list referenda. There is one exception as The City of Lake Forest alderman candidates are nonpartisan.

Verify Voter Information on Application

- When you press "CONTINUE," the voter's application will be printed. Ask voter to review printed application to verify spelling of his/her name, address and date of birth.

The screenshot shows the Carmen School application interface. At the top, there is a navigation bar with 'Back', 'Menu', 'Processed', 'Chat', 'Help', 'Change User', and 'Power' buttons. The main text area says: 'Have voter verify the information on the Application for Ballot and sign. Select CONTINUE when finished.' Below this text is a large 'CONTINUE' button. To the right of the screen is a printed version of the application for Mark A. Ballot, including his DOB, address, and a statement of registration.

Waukegan 333
Ballot Style 001

Mark A. Ballot

DOB: 08/17/1955 ID: 4581250

18 N. County Str
Waukegan, IL 60085

I am registered and qualified to vote at this election and from the address above. I have not otherwise voted at this election. Subject to penalty stated in 10 ILCS 5/29-10. Sign on the line below.

Estoy registrado(a) y calificado(a) para votar en estas elecciones y del domicilio listado en la parte de arriba. No he votado en estas elecciones. Sujeto a la penalidad establecida por 10 ILCS 5/29-10. Firme en la siguiente línea.

Voter's Signature / Firma del Votante

Signature Verified by: _____

Carmen School
8/14/2024 11:28:48 AM

Verify Voter Signature

- Using the plexiglass surface, voter will sign the application. Two judges at Check-In Table compare the application's signature with the voter's ePollbook signature. Select "Signature Matches."

The screenshot shows the Carmen School application interface. The main text area says: 'Does voter's signature on Application for Ballot match signature on screen? Two judges must verify voter's signature. *A judge must initial the verification line.' Below this text is a printed version of the application for Mark A. Ballot, including his DOB, address, and a statement of registration. The printed application has a signature line with the signature 'Mark A. Ballot' and a 'Signature Matches' button.

Waukegan 333
Ballot Style 001

Mark A. Ballot

DOB: 08/17/1955 ID: 4581250

18 N. County Str
Waukegan, IL 60085

I am registered and qualified to vote at this election and from the address above. I have not otherwise voted at this election. Subject to penalty stated in 10 ILCS 5/29-10. Sign on the line below.

Estoy registrado(a) y calificado(a) para votar en estas elecciones y del domicilio listado en la parte de arriba. No he votado en estas elecciones. Sujeto a la penalidad establecida por 10 ILCS 5/29-10. Firme en la siguiente línea.

Voter's Signature / Firma del Votante

Signature Verified by: _____

Carmen School
8/14/2024 11:28:48 AM

- One judge must (two may) initial the application.

The printed application for Mark A. Ballot is shown. It includes his DOB, address, and a statement of registration. The signature line has the signature 'Mark A. Ballot' and the text 'Voter's Signature / Firma del Votante'. Below the signature line is a line for 'Signature Verified by: CNW'.

Waukegan 333
Ballot Style 001

Mark A. Ballot

DOB: 08/17/1955 ID: 4581250

18 N. County Str
Waukegan, IL 60085

I am registered and qualified to vote at this election and from the address above. I have not otherwise voted at this election. Subject to penalty stated in 10 ILCS 5/29-10. Sign on the line below.

Estoy registrado(a) y calificado(a) para votar en estas elecciones y del domicilio listado en la parte de arriba. No he votado en estas elecciones. Sujeto a la penalidad establecida por 10 ILCS 5/29-10. Firme en la siguiente línea.

Mark A. Ballot
Voter's Signature / Firma del Votante

Signature Verified by: CNW

Carmen School
8/14/2024 11:28:48 AM

10. Restate party, precinct, and ballot style information for voter before selecting "RECORD CHECK-IN." The voter's record will now be marked as having voted in the voting site on Election Day.

Back CANCEL

Menu Processed Chat Help Change User Power

Select RECORD CHECK-IN to indicate that voter will vote this ballot style, then hand the voter their signed Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table.

Mark A Ballot, 1955, VID 4610098
123 County St, Waukegan
DOB: 08/17/1955 Party: NP

Ballot Style: 5 Ballot Type: Provisional Precinct

Voted With: Optical Scanner BOD

CANCEL RECORD CHECK-IN

Direct Voter to Ballot Issue Table

11. If pollwatchers are present, announce the voter's name and address in an audible and clear voice. In a primary election, also announce the voter's party choice.
12. Explain the precinct number on the application. Direct voter to appropriate precinct at the Ballot Issue Table. Hand voter the application and observe that voter understands where to go next.
13. Select "Next Voter" from screen and you are ready to process the next person in line.

Special Voter Circumstances

The ePollbook is programmed with decision technology to handle most special circumstances when processing voters such as new name, address updates, and surrendered ballots. Carefully read the screen prompts and answer appropriately for each voter. If an affidavit is required, it will print along with the voter's application.

Assisted Voter

Under Illinois law, only voters who are blind, physically disabled, or unable to read or write the English or Spanish language qualify for receiving assistance in marking their ballot. The voter is free to select election judges or any person to assist him/her as long as that person is not an agent of the voter's employer or union.

If voter needs assistance, select "Needs Assistance" from the ePollbook screen.



Only voters who cannot read or write the English or Spanish language or have a physical disability may be assisted in marking a ballot.

Carmen School
logged in 8/17/15 8:00 AM

Back Menu 3 Processed Chat ? Help Change User Power CANCEL

Ask for voter's address. Do voter's name and address match the information below?

*If the voter is challenged by someone in the polling place select Does Not Match.

Mark A Ballot 8/17/1955
123 County St
Waukegan

Does Not Match Matches Needs Assistance

Carmen School
logged in 8/17/15 8:00 AM

Back Menu 3 Processed Chat ? Help Change User Power CANCEL

Voter has requested assistance. Confirm the voter information below is correct.

Mark A. Ballot (2/17/1955)
123 County St
Waukegan

Does Not Match Matches

Carmen School
logged in 8/17/15 8:00 AM

Back Menu 3 Processed Chat ? Help Change User Power CANCEL

Voter has requested assistance. The voter may be assisted either by 2 judges, or a person of the voter's choosing.

Select who will assist the voter: 2 JUDGES or OTHER

OTHER 2 JUDGES

If voter chooses a person

The judge must read oath titled "To The Person Providing Assistance" to the person assisting the voter and that person must agree to assist in the manner required by law. The person providing assistance may not select candidates for the voter, but must read the entire ballot and follow the directions and intent of the voter in marking the ballot. The judge must also complete the supporting affidavit found on the application. The person(s) taking the oath to provide assistance and the judge giving oath must sign supporting affidavit.

If voter chooses election judges

Two election judges, one from each political party, must read the full content of the ballot without emphasis or prejudicial inflection and mark the ballot exactly as instructed by the voter. The two judges assisting must complete and sign the supporting affidavit. Judges can select the voter's preferred language on the printed affidavit.

The screenshot shows a software window titled "Assisted Voter Affidavit". At the top, there is a navigation bar with buttons: "Back", "Menu", "3 Processed", "Chat", "? Help", "Change User", and "Power". A "CANCEL" button is in the top right corner. The main area of the window contains the text "Select the language to print on the Assisted Voter Affidavit." Below this text, there are two buttons: "SPANISH" and "ENGLISH".

Curbside Voters

A voter who is physically unable to enter a voting site may request voting assistance outside the voting site, usually at curbside in a car. The voter should notify the County Clerk's office of this request at least one day in advance of Election Day. If notice was given, the County Clerk's office will advise the voting site of those voters requesting this service. If no notice was given, we ask that election judges work diligently to accommodate the voter's request on Election Day.

When possible, voter should not be more than 50 feet from the entrance to the voting site building. The electioneering zone would be suspended to avoid interfering with the voter's curbside voting location. If assistance in marking the ballot is needed due to a disability, an Assisted Voter Affidavit must be completed.

Two judges (one from each party) must:

1. Deliver the application to the voter.
2. Verify the voter's registration address is correct.
3. Have voter sign application.
4. Compare the application signature with ePollbook image at Check-in Table and initial application.
5. Take signed and initialed application to Ballot Issue Table to receive the correct ballot initialed by judge, privacy sleeve, and marking pen.
6. Deliver ballot, privacy sleeve, and pen to curbside voter.
7. After voting is completed, ballot is returned to privacy sleeve for judges cast in ballot bin.
8. Return privacy sleeve and pen to Ballot Issue Table.

Cancel Voter's Check-in

If the ballot has not been cast, a voter's check-in can be cancelled only at the Voter Services Judge. Call the Election Day Hotline for processing steps.

Grace Registration

On Election Day, voters must go to the assigned voting site serving their address. A voter will not be able to register at multiple locations on the same day. ePollbook decision technology looks at the voter's last name and date of birth. The voter will not be displayed as a regular voter until record is entered in our voter registration system.

Give Grace Registration form on clipboard to voter. Instruct voter to complete form and return to the election judge with two forms of identification.

GRACE REGISTRATION FORM FOR LAKE COUNTY, ILLINOIS RESIDENTS ONLY	
USE THIS FORM TO: <input type="checkbox"/> Register to vote in Lake County, Illinois. <input type="checkbox"/> Re-register with new address to update your current Lake County, Illinois voter registration record. Date moved: _____ <input type="checkbox"/> Re-register with new name to update your current Lake County, Illinois voter registration record.	
REQUIREMENTS FOR ALL APPLICANTS	
<ul style="list-style-type: none"> • U.S. citizenship. • At least 18 years of age by Election Day. • A resident of a Lake County precinct for at least 30 days prior to Election Day, AND • Vote at the time of Grace Registration. 	
If you do not meet all requirements, do not continue as you are not eligible to vote at this election. 17 year-olds may register and vote in even-year primaries if 18 th birthday occurs on or before date of the next general election.	
ACCEPTABLE FORMS OF IDENTIFICATION	
You must provide two forms of valid identification. Both must have your current name and one must show your Lake County, Illinois physical address. Expired documentation is not acceptable. Bills or statements must be postmarked within the last 30 days.	
Use one or more of the following: <ul style="list-style-type: none"> • Photo identification (Illinois driver's license or state ID card) • Utility or service contract bill • Firearm Owner's Identification (FOID) card • Personalized check or bank statement • Car registration or proof of insurance 	In addition, you may use one: <ul style="list-style-type: none"> • U.S. passport • Military, employee, student or welfare ID card • Social Security or Veteran's Administration patient card • Check cashing, debit, or credit card • Library or insurance card • Certified copy of marriage license or divorce papers • Naturalization papers
TYPE OR PRINT CLEARLY IN BLACK INK	

New Registration

1. Select "Registration" from initial screen on ePollbook.

The screenshot shows the ePollbook interface with a top navigation bar containing 'Back', 'Menu', '3', 'Processed', 'Chat', 'Help', 'Change User', 'Power', and 'CANCEL'. The main text says 'Select the type of voter below.' with a question mark icon. At the bottom, there are three buttons: 'Provisional', 'Registration' (which is highlighted), and 'Regular Voter'.

2. Look up voter by entering name into ePollbook.

The screenshot shows the ePollbook voter lookup screen. The top navigation bar is the same as the previous screen. The main text says 'Enter the voter's information below.' with a question mark icon. Below this, there are three input fields: 'Name' with the value 'emm', 'DOB' with the value 'pat', and 'ID' with the value 'YOB'. To the right of these fields is a 'Search' button. Below the search fields, a message states: 'No matches were found. Try again with an alternate name or spelling. Otherwise, select No Match below.' At the bottom, there are two buttons: 'Clear' and 'No Match'. A button labeled 'Show Matches from Polling Place Only' is also visible.

3. For voter that's not currently registered, results should be "No Match."
4. Enter voter's address. If it's a valid Lake County address, it will appear on the screen. If no address is found, call the Election Day Hotline (847) 377-2328.

5. Name and address will populate on the next screen. You must enter the required fields.

- ▶ Gender
- ▶ Date of Birth (mm/dd/yyyy)
- ▶ Last four digits of Social Security Number
- ▶ Illinois driver's licence or state identification number
No out of state identification is acceptable.

6. Enter the types of identification voter presented. Voter is required to show two forms of identification, and one must show current Lake County address.

7. Proceed to process voter normally.
 - ▶ Select party in a primary.
 - ▶ Verify application information with voter.
 - ▶ Voter signs application.
 - ▶ Judge initials application.
 - ▶ Select "Record check-in."

Note: ePollbook will not contain voter's signature since this is a new registration. Compare Grace Registration Form signature with that on signed application.

8. Place completed Grace Registration Form in white binder.
9. Give signed and initialed application to voter and send to Ballot Issue Table.

Update to Existing Registration with Name or Address Change

1. Select "Registration" on initial ePollbook screen.
2. Look up voter by entering name into ePollbook.
3. Ask for voter's address. If address is different, select "Does Not Match."
4. On next screen, select "address" has changed.
5. Enter voter's new address from Grace Registration form.

Note: ePollbook will locate valid address from Lake County Street Master. A business address is not valid for registration. If no address found, call the Election Day Hotline (847) 377-2328.
6. Select correct address from screen.
7. Fields will automatically populate with voter's current registration information. Update the appropriate fields of new address. Add last four digits of Social Security number and Illinois driver's license or state identification number.
8. Enter types of identification presented. Voter is required to show two forms of identification. One must show a Lake County address.
9. Proceed to process voter normally.
 - ▶ Select party in a primary
 - ▶ Verify application information with voter
 - ▶ Voter signs application
 - ▶ Judge initials application
 - ▶ Select "Record check-in"

Note: ePollbook will not contain voter's signature since this is treated as a new registration. Compare Grace Registration Form signature with that on signed application.

10. Place completed Grace Registration Form in white binder.
11. Give signed and initialed application to voter and send to Ballot Issue Table.

Identification Required

Some voters who register to vote by mail will have an identification required alert displayed on the ePollbook screen. This occurs when a voter registers by mail and their identity can not be confirmed by an Illinois driver's license, state identification or a Social Security number, and the voter did not include a copy of valid identification with his/her registration application.

The screenshot shows the ePollbook interface with a black header bar containing navigation icons and a 'Back' button. The main content area displays a message: 'Voter Registration records indicate voter registered by mail. Voter must show 1 form of approved ID with current address before voting.' Below this message is the voter's information: 'Mark A Ballot (2/17/1955)', '123 County St', and 'Waukegan'. At the bottom, there are two buttons: 'NO ID' and 'HAS ID'. A status bar at the very bottom indicates 'REGISTERED BY MAIL'.

Voter has three options:

1. Present 1 form of current identification and vote a precinct ballot after signing affidavit.
2. May leave voting site to return with required ID to vote a precinct ballot.
3. No ID or witness? Issue a provisional ballot.

Inactive

Voters become inactive only when the County Clerk's office is notified by the U.S. Post Office the voter no longer resides at their address of registration.

The screenshot shows the ePollbook interface with a black header bar containing navigation icons and a 'Back' button. The main content area displays a warning message: 'WARNING: Voter's record indicates voter is INACTIVE. Ask voter if they have moved to a different address.' Below this message is the voter's information: 'Mark A Ballot (2/17/1955)', '123 County St', and 'Waukegan'. At the bottom, there are two buttons: 'HAS NOT MOVED' and 'HAS MOVED'. A status bar at the very bottom indicates 'INACTIVE VOTER'.

Inactive – Did move

See "Moved" options below.

Inactive – Did not move

- ▶ Vote at Check-in Table with affidavit or witness to verify voter's address is current.
- ▶ No ID? Voter may be issued a provisional ballot by the Voter Services Judge.

Marked as Already Voted

- ▶ Verify voter's address or search by birthdate.
- ▶ ePollbook display will let you know that the voter has already cast a ballot.
- ▶ If voter insists on voting, issue a provisional ballot.

Military

Non-registered military personnel on active duty or military personnel who have been discharged within 60 days of the election are the only voters entitled to vote without being registered. Spouses or dependents of military must be registered voters to vote on Election Day.

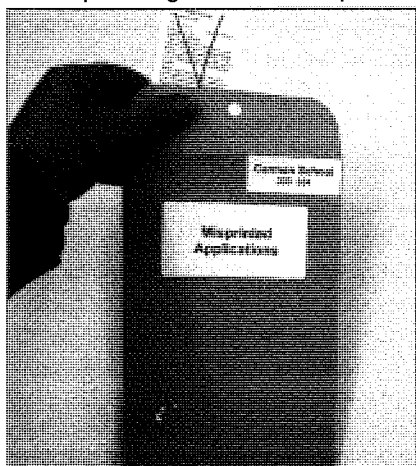
Voter must provide:

- ▶ Their branch of service information.
- ▶ A registered voter in the same precinct that will attest voter has lived at current address for 30 days and intends this to be his/her permanent address.

Search for voter by name. Select "No Match" Select "Active Military." Add current address.

Misprinted Application, Voided Application, or Voter Did Not Vote

Write reason on the back of the misprinted or voided application and place in the manila envelope designated as "Misprinted Applications."

**Moved***Within precinct within 27 days*

- ▶ Vote full precinct ballot at Check-in Table with affidavit or witness to update record for next election. Voting site location and ballot must be for old address.
- ▶ Grace Registration at Voter Services Judge.

Outside precinct within 30 days

- ▶ Vote full precinct ballot at Check-in Table with affidavit or witness to update record for next election. Voting site and ballot must be for old address.
- ▶ If no ID or witness, issue provisional ballot at Voter Services Judge.

Outside precinct more than 30 days and less than 4 years

- ▶ Grace Registration at Voter Services Judge
 - If voter's new address is serviced at this voting site, register here.
 - If voter's new address is serviced at a different voting site, print receipt for correct voting site.
- ▶ Federal ballot at Check-in Judge Table at this voting site.
- ▶ If no ID or witness, issue provisional ballot at Voter Services Judge.

More than 4 years

- ▶ Grace Registration at voting site servicing voter's new address.
- ▶ Provisional at incorrect voting site.

Name change - resides in same precinct

- ▶ Registraton
- ▶ Affadavit
- ▶ If no ID or witness, issue provisional ballot.

Name change - with address change

See "Moved" section above.

Not Listed on ePolibook

- ▶ If voter presents proper identification, have voter complete Grace Registration form and issue a full ballot.
- ▶ If no ID or witness, issue provisional ballot.



.....

Judges act as a board in deciding a challenge. If majority does not agree with challenge, voter is permitted to vote.

Reset a voter marked in error

If a voter is marked in error and check-in has been recorded, Voter Services Judge must delete the voter's check-in by calling the Election Day Hotline at (847) 377-2328.

Report of Deceased Persons

The Report of Persons Deceased/Moved is provided in the blue binder for the election judges to inform the County Clerk of voters thought to have died or moved from their address. Without a death certificate or family verification, voters reported as deceased or moved cannot be canceled or placed on inactive status as state and federal laws require retention of names until verification can be made.

Spoiled ballot

1. Select "Regular Voter" from initial ePollbook screen.

The screenshot shows the initial ePollbook screen. At the top, there is a navigation bar with icons for Back, Menu, Processed (3), Chat, Help, Change User, and Power. A 'CANCEL' button is in the top right. The main text says 'Select the type of voter below.' with a question mark icon. At the bottom, there are three buttons: 'Provisional', 'Registration', and 'Regular Voter'.

Look up and select voter. Verify that you have selected the correct name. ePollbook will identify voter as already having voted.

The screenshot shows the voter lookup screen. At the top, there is a navigation bar with icons for Back, Menu, Processed (3), Chat, Help, Change User, and Power. A 'CANCEL' button is in the top right. The main text says 'Enter the voter's information below.' with a question mark icon. Below this, there are input fields for Name, DOB, Address, and ID. The Name field contains 'SMITH', the DOB field contains 'JANE', and the ID field contains 'YOB'. A 'Search' button is to the right. Below the search fields, it says '2 Results. Tap voter below. If not found, you can revise your search. If no other searches are possible, choose No Match.' There are two search results listed: 'Smith, Jane M. 09/23/1950 Active | 385 Somerset Dr (Grayslake, IL 60030)' and 'Smith, Janet L. 08/01/1983 Active | 619 W. Belvidere Rd (Grayslake, IL 60030)'. A 'Show Matches from Entire Jurisdiction' button is below the results. At the bottom, it says '2 Results' and has 'Clear' and 'No Match' buttons.

2. Select "Cancel/Spoil."

The screenshot shows the screen after selecting a voter. At the top, there is a navigation bar with icons for Back, Menu, Processed (3), Chat, Help, Change User, and Power. A 'CANCEL' button is in the top right. The main text says 'Voter has already been checked in at this location. You may cancel the voter's check-in, or spoil the voter's ballot if the voter did not cast their ballot. Call the Election Office at (847) 377-2328 for authorization to continue.' Below this, there are two instructions: '* Select CANCEL/SPOIL if you received permission from the office.' and '* Select PROVISIONAL if the voter insists on voting again without permission from the office.' At the bottom, there are two buttons: 'PROVISIONAL' and 'CANCEL/SPOIL'. A footer at the very bottom says 'ALREADY VOTED AT THIS LOCATION'.

3. Enter access code, as provided by County Clerk, into ePollbook.

The screenshot shows the ePollbook interface. At the top, there is a navigation bar with a 'Back' button, a menu icon, and several status indicators: 'Menu', '3', 'Processed', 'Chat', 'Help', 'Change User', and 'Power'. A 'CANCEL' button is in the top right corner. The main text area says: 'You must enter the UNIQUE FOUR-DIGIT voter number from the Election Office to continue.' Below this text is a text input field with the placeholder 'Type here'. At the bottom center, there is a 'CONTINUE' button.

4. Select “Spoil Ballot.”

The screenshot shows the ePollbook interface. At the top, there is a navigation bar with a 'Back' button, a menu icon, and several status indicators: 'Menu', '3', 'Processed', 'Chat', 'Help', 'Change User', and 'Power'. A 'CANCEL' button is in the top right corner. The main text area says: 'Select CANCEL CHECK-IN to cancel the voter's check-in.' and 'Select SPOIL BALLOT to spoil the ballot record and apply for a new ballot.' Below this text are three buttons: 'SPOIL BALLOT', 'CANCEL CHECK-IN', and 'NEXT VOTER'.

5. Select “Continue” and process as regular voter. A second voter application will be printed with “SPOILED BALLOT” printed at the bottom. No need to remove or attach to voter’s first application already in the accordion file.

The screenshot shows the ePollbook interface. At the top, there is a navigation bar with a 'Back' button, a menu icon, and several status indicators: 'Menu', '3', 'Processed', 'Chat', 'Help', 'Change User', and 'Power'. A 'CANCEL' button is in the top right corner. The main text area says: 'You have chosen to spoil a voter's ballot.' and 'Have voter fold their ballot and place it in the Spoiled Ballot Envelope.' Below this text is a 'CONTINUE' button.

Signature does not match

If there is no imaged signature on the ePollbook or signature is too light, too small, or is vastly different from voter's current signature, request two pieces of identification showing voter's signature and address to verify identity. Have voter sign Signature Capture Sheet.

- ▶ Ballot application with Verification Required Affidavit or witness, or
- ▶ If no ID or witness, issue provisional ballot.

Vote by Mail

Voting by mail is designated by an envelope icon on the voter's ePollbook record.

- ▶ Cannot surrender ballot or additional explanation - Provisional Ballot.
- ▶ Applied for, but voter never received ballot - Regular ballot with Affidavit A.
- ▶ Completed and returned, but ballot not received by Clerk - Regular ballot with Affidavit B.
- ▶ Surrendering ballot - Accept ballot from voter and place in surrendered ballot envelope. Select "Continue" to process as regular voter.

Voter's Identity is Challenged

A voter's identity or address can be challenged by a

- ▶ Pollwatcher,
- ▶ Registered voter, or
- ▶ Election judge.

The challenger must state a specific reason for challenging the person's right to vote:

- ▶ Voter no longer resides at the given address,
- ▶ Person attempting to vote is not the same person as registered,
- ▶ Signature does not match, or
- ▶ ID not valid.

The voter must produce:

- ▶ Two forms of ID showing his current address, or
- ▶ A registered voter who resides in the precinct and is acquainted with the voter.

Record identification information and registered voter's signature on the affidavit.

To decide a challenge, judges act as a board. If a majority of the judges agree with the challenger, the voter must provide identification and sign appropriate affidavit. If the majority does not agree with the challenger, the voter is permitted to vote as though a challenge had not been issued. The judges' decision is final, but voter may vote a provisional ballot if he insists he is qualified.

Wrong Voting Site and Insists On Voting

When the voter wants to vote in the incorrect voting site, The Check-in Table judge may have already printed a provisional ballot receipt and directed the voter to Voter Services Judge. Issue a provisional ballot.

PROVISIONAL RECEIPT

Mark A Ballot
123 Main St
Waukegan, IL 60085

Voter in the Wrong
Precinct

Wrong Voting Site and Wants to Vote in Correct Site

ePollbook will print out receipt with voter's correct voting site information.

POLLING PLACE LOCATION

Carmen School
123 County St
Waukegan, IL 60085

Provisional Ballot

Federal law provides that a person who appears in the voting site for their legal residence and is not found to be a voter who cannot produce required identification or a witness (registered voter of the same precinct) at the polls, may vote by provisional ballot. Provisional ballots are not cast, but are secured in the manila Provisional Ballot Inventory Envelope.

CAUTION: Incorrectly issuing a provisional ballot may disenfranchise a voter. Enter voter into the ePollbook and follow the screen instructions. Judge calls Election Day Hotline (847) 377-2328 if assistance needed.

Circumstances when a provisional ballot is issued:

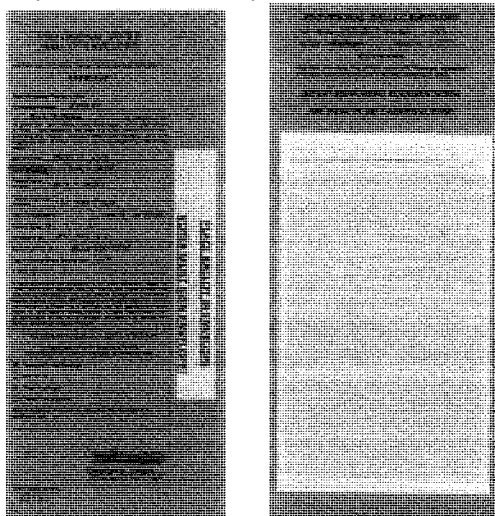
- ▶ Voter cannot produce required identification or registered voter in same precinct as witness
- ▶ Voter requested and received ballot by mail, appears in voting site, and cannot surrender ballot
- ▶ Already marked as voted, appears in voting site, and insists on voting
- ▶ ePollbook shows that voter is already processed under grace registration and insists on voting

Provisional ballots are returned to the County Clerk's office for determination AFTER Election Day. A provisional ballot can be found valid and cast, or found invalid and not cast. The determination on whether to cast a provisional ballot is based on information from the County Clerk, State Board of Elections and/or the Secretary of State's office.

1. At the Check-in Table, voter will have been issued a "Provisional Receipt" stating the reason for a provisional ballot.
2. Voter Services Judge completes Provisional Voter Ballot Envelope (front and back) including voter's precinct number, ballot style, and reason for provisional ballot. If voter claims that he/she is already registered, record where voter registered and approximate registration date in "Facts that support..." area.

Voter must provide:

- ▶ Telephone number,
 - ▶ Illinois Driver's License (or Illinois State ID issued by the Secretary of State),
 - ▶ Last four digits of voter's Social Security number, and
 - ▶ Current ID with Lake County address for registration
- Out of county or state addresses are not acceptable. Voters without identification must provide their identification to the County Clerk's office no later the seventh day after Election Day.



Voter Services Judges must complete and sign the Provisional Ballot Inventory Control Form.

3. Read oath to voter. Voter and judge sign Provisional Voter Ballot Envelope.
4. If voter was issued a receipt at the Check-in Table, place receipt in outside clear pocket of envelope.
5. Select "Provisional" from initial ePollbook screen.

The screenshot shows the initial ePollbook screen. At the top, there is a header bar with 'Carmen School' on the left, a menu icon, and several status icons (3, Chat, Help, Change User, Power) in the center, and a 'CANCEL' button on the right. Below the header, the main text says 'Select the type of voter below.' with a question mark icon. At the bottom, there are three large buttons: 'Provisional', 'Registration', and 'Regular Voter'.

6. Enter voter's information into ePollbook to ensure the voter's Lake County address is valid. If an address cannot be found, call the Election Day Hotline (847) 377-2328 for instructions.
7. On "Record Check-in" screen, enter Ballot Access Number printed on bottom left corner of Provisional Envelope.

The screenshot shows the 'Record Check-in' screen. The header is identical to the previous screen. The main text says 'Select Ballot Style if necessary, then select RECORD CHECK-IN.' with a question mark icon. Below this, the voter's information is displayed: 'EMMA PATRIOT, 1975', '385 Sommerset Dr, Grayslake 60030', and 'DOB: 01/02/1975'. There are two dropdown menus: 'Ballot Style' (set to 'Waukegan 333 Ballot Style 1') and 'Ballot Type' (set to 'Provisional'). Below these is a text input field containing '123456'. At the bottom, there are two buttons: 'CANCEL' and 'RECORD CHECK-IN'. The status bar at the very bottom says 'PROVISIONAL VOTER'.

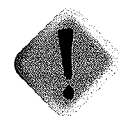
The screenshot shows the screen after the 'RECORD CHECK-IN' action. The header is identical. The main text displays the voter's name and address: 'EMMA PATRIOT' and 'Waukegan 333 Ballot Style 1'. Below this is a list of instructions:

- Remove Carbonless Voter's Receipt from the Provisional Ballot Envelope
- Hand the voter the correct ballot with the Provisional Ballot Envelope
- Instruct voter to place the voted ballot into the Provisional Ballot Envelope and return here when finished.
- Hand voter the Carbonless Voter's Receipt from the Provisional Ballot Envelope, and the "Why my Ballot is Provisional" info sheet

At the bottom, there is a large button labeled 'NEXT VOTER'. The status bar at the very bottom says 'PROVISIONAL VOTER'.

8. Remove white carbonless voter receipt found inside ballot envelope and retain until voter completes marking a ballot.

9. Select provisional ballot with correct precinct, style, and party in a primary. **DO NOT INITIAL PROVISIONAL BALLOTS. BALLOTS CANNOT BE CAST AT THE VOTING SITE—ONLY MARKED BY THE VOTER.**
10. Instruct voter that when voting is completed to fold their ballot, insert in provisional envelope, seal envelope, and return envelope to the Voter Services judge.
11. Direct voter to Voter Services voting booth.
12. Record voter's name, precinct, party in a primary, and ballot style on the Provisional Ballot Inventory Form located in the blue binder using the information on the white carbonless provisional envelope receipt.
13. When voter returns, judge secures voted Provisional Ballot Envelope in blue provisional ballot case.
14. Issue white carbonless receipt to voter and *Why Your Ballot is Provisional* information sheet. Issuing receipt and information sheet is required by federal law.



Do not initial
Provisional Ballots.
Ballot cannot be cast
on Election Day.

Why Your Ballot is Provisional

One of the following circumstances applies:

- Your name does not appear on the list of registered voters for this precinct.
- Your voting status has been challenged by an election judge, pollwatcher, or another voter; a majority of the judges upheld the challenge.
- A court order has extended voting hours beyond 7:00 p.m.
- Because you registered to vote by mail, you were required to vote in-person and show identification the first time you voted. You did not provide the required ID.
- Your name appears on the list of early voters, but you claim not to have voted.
- You requested a ballot by mail but did not return it to the Clerk's office.

What process must be completed at the voting site?

1. An election judge completes your application to vote which contains a provisional ballot affidavit. You will receive a carbonless receipt of your application/affidavit and directions on how to verify if your ballot was cast. Your Provisional Voter Ballot Receipt has a "ballot access number" on the lower left hand corner to help access your ballot information.
2. Election judge marks the reason your ballot was provisional on the affidavit. Any documentation you provide is secured in a clear plastic pouch on front of the envelope. You may submit additional information to the Lake County Clerk's office to verify your voting status. Our office must receive information no later than close of business Tuesday following Election Day.
3. An election judge issues a provisional ballot and provisional ballot envelope to you. If you spoil your ballot when marking, ask a judge for a new ballot. Do not seal the spoiled ballot in the provisional envelope.
4. After marking the ballot, you place the provisional ballot inside the affidavit envelope, seal it and return envelope to the election judge.

Did your vote count?

Call 847.377.2310 or visit our website at LakeCountyClerk.info to determine if your ballot was counted. The Clerk's office has two weeks following the election to verify registration for provisional voters. If you are determined to be a registered voter at the address provided on the affidavit, the ballot will be counted.

If you are determined not to be registered at the address provided on the affidavit, the envelope will not be opened, and your ballot will not be counted. The completed affidavit will serve as your voter registration application (even after evidence failed to find the information provided was accurate), and you will receive a Voter's Certificate of Registration card.

State law does not permit the information provided on your provisional ballot affidavit to remain private during the determination period. Your name, address and other information, including your party preference in a primary, will be immediately made available to political parties and candidates. The County Clerk's office cannot prevent individuals who may contact you or solicit affidavits or other assistance.

© 2009 Lake County Clerk's Office. This form is not for sale. All rights reserved.
Rev. 12/09

Note: never turn a voter away without first calling the Election Day Hotline at (847) 377-2328.

Identification

Any identification presented by the voter must be current and valid. Expired documents are not acceptable. If valid identification is not possible, the voter may produce a registered voter who resides in the precinct and is acquainted with the voter and must complete the supporting affidavit.

Each person applying for registration must provide two forms of identification that includes the applicant's name, address, and signature. At least one form of identification must list the physical address of the applicant's residence.

Primary forms of acceptable identification:

- ▶ Illinois driver's license
- ▶ State of Illinois identification card
- ▶ Utility or contract service bill addressed to applicant at physical address postmarked no more than 30 days prior
- ▶ Firearm Owner's Identification (FOID) card
- ▶ Personalized check or bank statement
- ▶ Car registration or proof of insurance bearing the applicant's name and address

Secondary form of acceptable identification:

- ▶ U.S. Passport
- ▶ Military, employee, student, or welfare identification card
- ▶ Certified copy of birth certificate
- ▶ Social Security card
- ▶ Veteran's Administration patient card
- ▶ Civic, union, or professional membership card
- ▶ Check cashing card, debit card, or credit card
- ▶ Library card
- ▶ Insurance card
- ▶ Certified copy of marriage license or divorce papers
- ▶ Naturalization papers

Polls Are Closed

Supplies Needed to Close Polls

- ▶ Blue Provisional Ballot Case
- ▶ Provisional Ballot Transfer Case
- ▶ Blue Binder
- ▶ Inventory Control Form(s)
- ▶ Close Checklist
- ▶ Spoiled Ballot Envelope
- ▶ Red Security Lock
- ▶ Voter Services Judge Envelope

Procedures

All judges will remain until closing procedures are completed.

Inventory Provisional Ballots

After polls close at 7:00 p.m., Voter Services Judge counts each packet of Provisional Ballots **for each precinct** where there were provisional voters. Record the total number of ballots used on the orange packet label for each precinct, **and** on the large orange label affixed to the outer shrink wrap packet, and record grand total of ballots used. If packet is unopened, enter number on label.

Complete Inventory Control Form(s)

1. Locate the Inventory Control Form(s) in the Blue Binder.

Carmen School 333 334		PROVISIONAL BALLOT INVENTORY CONTROL FORM CONSOLIDATED ELECTION April 7, 2015	
Name: <u>Abby Voter</u>	Name:	Name:	
PCT: <u>333</u>	PCT:	PCT:	
Ballot Type: <u>Republican</u>	Ballot Type:	Ballot Type:	
Name: <u>Adam Ankers</u>	Name:	Name:	
PCT: <u>334</u>	PCT:	PCT:	
Ballot Type: <u>Democrat</u>	Ballot Type:	Ballot Type:	

2. Count the number of voters recorded on the form throughout the day. The number of provisional voters should equal the total ballots issued for respective precincts plus any Spoiled Ballots.
3. Record the total number of provisional ballots issued at bottom of Inventory Control Form(s).

Total Number of Provisional Ballots issued: <u>2</u>
--

4. Judge signs and dates the Inventory Control Form.

Judge's Signature <u>Rose Dawes</u>	Date <u>4/7/2015</u>	Judge's Signature	Date
			For Office Use Only: R: 1 T: 1

Blue Provisional Ballot Case

1. Record the total number of voted Provisional Ballots listed on the Inventory Control sheet on tag affixed to Blue Provisional Ballot Case. If no ballots issued, mark box next to "No Provisional Ballots Issued" on tag.
2. Fold manila envelope containing any spoiled Provisional Ballots and insert in the ballot slot on the Blue Provisional Ballot Case. If no spoiled ballots, skip this step.
3. Carefully roll the Blue Provisional Judge Binder and insert in Blue Provisional Ballot Case.
4. Zip the ballot slot closed and secure the lock by inserting red security lock.

Grace Registration Forms

Place completed grace registration forms and binder in the Check-in Table black rolling case.

ADA Equipment

Close and secure the AutoMARK, repacking AutoMARK and supplies delivered in case. Repack stand, privacy shield and assembly instructions in stand box. Place AutoMARK case and stand next to ballot bin for pickup.

ePollbook and Printer

Powering down of the Voter Services' ePollbook and jetpack will be one of the last tasks performed to make sure all transactions have been uploaded to the Clerk's office.

1. Give number of processed voters on ePollbook to Ballot Issue Table. To find this number, click on "Menu" in the title bar. From the main menu, select "Advanced" and then "Summary" for total number of voters processed. Tally the ballot style subtotals.
2. Check for pending voters. Click on the "Advanced" tab from the main menu screen. Select "Configuration" and verify that all the entries in the "Pending" columns show "0." If there are any pending voters, click on to force an upload.
3. Properly power down the ePollbook by selecting the "Power" button from the title bar menu at the top of the screen.
4. Select "Shutdown" at the next prompt and "Yes" to the final prompt. Close ePollbook lid.
5. Power down the printer by pressing the center button and listen for the audio signal.
6. Remove plug from outlet and replace the power cord back into its pocket. Zipper it closed.
7. Close the zippered all-in-one case.
8. Attach security tie to two zipper tabs.
9. Place ePollbook next to ballot bin.
10. Remove yellow tape from extension cord. Place power strips and extension cords inside ballot bin.

Secure jetpack

1. Power off and unplug jetpack.
2. Repack in pouch and return to Check-in Table black rolling case.

County-Issued Cell Phone

Turn off cell phone, pack in box, and return to black rolling case.

Remaining Voter Services Supplies

1. Repack all items listed on front of Voter Services Judge Envelope and place envelope in ballot bin.
2. Repack unvoted Provisional Ballots in Provisional Ballot Transfer Case, with all ballot packets inside the outer shrink-wrap sleeve (with large yellow label affixed). Seal White Ballot Transfer Cases with adhesive security seals.
3. Take down Provisional Voting Booth, repack in storage box, and store with other booths for pickup.
4. Return sealed Blue Provisional Ballot Case and Provisional Ballot Transfer Case to Ballot Box Judge for delivery to Transfer Site. Voter Services Judges may not leave until all paperwork is completed and the voting site is secured.

Packing of Voting Site

Pack all the supplies as listed on each case, envelope, or box. Items left at the voting site next to the ballot bin are listed on the red and black rolling cases. Items going to the Transfer Site are listed on the red rolling case. Supplies packed inside the ballot bin are listed on the bin's door. Be sure the ballot bin's door is locked.

After the polls close, all judges must remain until all closing procedures are completed and election materials are packed. Do not place any garbage into cases, boxes, envelopes, or bins. If there is no trash receptacle, please ask the facility to provide one. Make sure the outside doors to the voting site are locked or will be locked by building security.

Any problems should be reported immediately to the County Clerk's Hotline at (847) 377-2328.

Call County Clerk Regarding Ballot Retabulation

If any ballots are remade, or if any ballot is removed because it is defective (missing judge's initials or identifying marks), the ballot counter must be reset and all ballots re-tabulated. Call (847) 377-2328 for instructions.

Page for Notes

Appendix

Sample Availability Form

Election Judge Availability- April 7, 2015

Rose Dawes
123 Main Street
Anytown, IL 60030

123545 ■■■■■■
Home phone: (847) 123-4567 Cell/Work: (847) 123-4567
Email: RoseDawes@gmail.com

Additions/Corrections
Address: _____
Home phone: _____
Cell: _____
Email: _____
2nd Language Spoken: _____

1. SELECT WORK LOCATION:

☐ HOME TOWNSHIP - Generally, township boundaries are larger than municipal boundaries.

☐ HOME VOTING SITE ONLY

☐ OUT OF TOWNSHIP - \$25 additional pay - may require 30 minutes or more driving time.

2. SELECT POSITION

☐ CHECK-IN TABLE JUDGE
Locate voter application; verify voter name/address; compare signatures. After polls close- inspect for write-in votes and complete Certificate of Write-In form for each precinct.

☐ BALLOT ISSUE TABLE JUDGE
Verify precinct and ballot style; locate/initial ballot; verify with second judge; spindle applications. After polls close-inventory ballots and complete Statement of Ballots.

☐ LAPTOP JUDGE - \$20 additional pay when assigned - I understand I will be scheduled only if needed.

1. Set up the ADA voting equipment.
2. Assist voters that have special circumstances.
3. Complete affidavits and issue provisional ballots when appropriate.

☐ BALLOT BOX JUDGE - \$40 additional pay when assigned. I understand I will be scheduled only if needed. Ballot Box Judges must:

1. Complete Ballot Box Judge Certification.
2. Have a working telephone for County Clerk communication.
3. One week before election, confirm election eve setup with voting site.
4. Prior to Election Day, confirm judges working at your site.
5. Have reliable transportation to pick up voting materials Thursday or Friday before election. Demonstrate ability to lift/transport ballots, black and red rolling cases, and laptop computers.
6. Deliver materials to Transfer Station after polls close.

☐ NURSING HOME JUDGE - \$50 additional pay Nursing Home Judges must:

1. Complete Nursing Home Judge Certification and work Election Day.
2. Conduct voting the Friday or Saturday before election.
3. Return ballots to the County Clerk's office after voting.

3. ☐ NO - I cannot serve as a judge for this election.

4. RELEASE PHONE NUMBER TO MY POLITICAL PARTY

☐ YES
☐ NO

5. REMOVE FROM LIST OF JUDGES

☐ I am unable to continue serving as an election judge.

COMMENTS OR REQUEST:

Sample Scheduling Letter

Carla N. Wyckoff
Lake County Clerk

18 North County Street, Room 101
Moline, IL 61705-4304
Lake County, Illinois
Phone 847 377 2400
Fax 847 380 3038

January 2015

Rose Dawes
123 Main Street
Anytown, IL 60030

Dear Rose

Thank you for agreeing to serve at the Consolidated Election April 7, 2015. You are scheduled to work as a Ballot Issue Table Judge at the voting site listed below:

Carmen School
547 Center Street
Anytown, IL 60030

This voting site is assigned these precinct(s): 333 and 334

It is important that you report to your assigned voting site no later than 5:15 a.m. on Election Day. You should receive a call from the Ballot Box Judge for your voting site the week before the election confirming your participation. Please call us immediately at (847) 377-2408 if you have any unexpected changes preventing you from working. As you know, it is very difficult to replace election judges at the last minute.

We hope you will take advantage of our new "Permanent Voting By Mail" enrollment option, www.votingbymail.info, available in a printable format that you can print and sign. Early Voting begins Monday, January 11th and will end on Thursday, January 28th. Enclosed you will find a list of locations available.

We are offering two formats for the pre-election review training. Enclosed you will find information on the live lecture sessions or you can follow the detailed instructions on how to access the online training from your home, library, or community center. Pre-election training is highly recommended and you will receive a single payment of \$10.00 for completion of the either program when you work Election Day. Please read over the enclosed information regarding undervotes for statewide offices which will be covered in training.

Thank you for serving in the very important role of election judge. We welcome your referrals of friends and colleagues who are willing to work as election judges. On behalf of the staff in the County Clerk's office, we enjoy working with you and appreciate your continued commitment.

Very truly yours,

Carla N. Wyckoff
Carla N. Wyckoff
Lake County Clerk

Voter Services Judge Open/Close Checklist (page 1)

Voter Services Checklist

Before Polls Open — use at 5:15 a.m.

Locate starting supplies

From black rolling case:

- ☐ Security pouch containing jetpack
- ☐ ePollbook password card and room layout diagram (in blue binder)
- ☐ Voter Services Envelope
- ☐ Blue Provisional Ballot Case
- ☐ Grace registration clipboards, forms, and binder
- ☐ Cellphone

Delivered by Ballot box Judge:

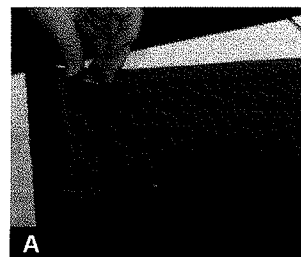
- ☐ Scissors (from Ballot Box Judge supply box)
- ☐ ePollbook designated for Voter Services Table
- ☐ Yellow tape
- ☐ Provisional ballot transfer case

ePollbook

- ☐ Place jetpack as indicated on room layout diagram. Plug in and press and hold the power button to turn on.
- ☐ Using scissors to cut the tie securing the zipper, unzip case, and open case to lay flat on table.
- ☐ Locate yellow tag on ePollbook case and open power cord pocket. Remove only enough power cord to reach outlet. Using yellow tape, secure extension and power cords for voters' safety.
- ☐ Lift ePollbook screen, press and hold power button to turn on. Log onto ePollbook using password card. Turn on printer. DO NOT REMOVE ANY ITEMS FROM CASE.

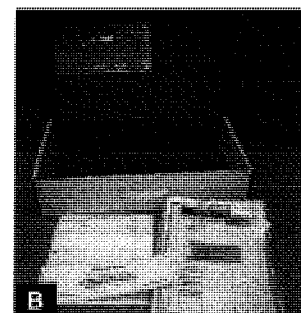
Blue Provisional Ballot Case (delivered in black rolling case)

- ☐ Open blue provisional ballot case and remove all contents. Set materials aside.
- ☐ Lift four inside "walls" and secure walls with Velcro tabs.
- ☐ Close U-shaped zipper on case top and secure with one red security lock. (Photo A)
- ☐ Leave other red security lock in envelope and store envelope in Voter Services Judge Envelope for use after polls close.
- ☐ Do not close or lock ballot slot zipper in center of case.



White Provisional Ballot Transfer Case

- ☐ Locate white provisional ballot transfer case (from BBJ). Provisional ballots are packaged by precinct. Precinct packets contain separate packets by ballot style (and by party in a primary) with inventory labels affixed. (Photo B)
- ☐ Ensure correct ballots are received by comparing sealed ballot packets to inventory sheet in lid of white provisional ballot transfer case. Do not open ballots until needed.



Voting Booths

- ☐ Set up handicap voting booth for handicapped and provisional voters near Voter Services table.

AutoMARK®

- ☐ Set up AutoMARK, stand, and privacy shield with help from a second person. Instructions are located in plastic sleeve on case. Leave turned on all day.

ADA equipment

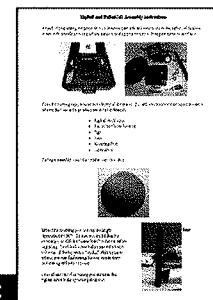
- ☐ If delivered, set up additional ADA equipment such as Big Bell, ADA parking signs, etc. Assembly instructions are delivered in blue provisional ballot case. (Photo C)

Finalize setup

- ☐ Complete table setup with clipboards, grace registration forms, *Assisted Voter Affidavits*, black ink and ballot marking pens, provisional ballot envelopes, spoiled ballot envelopes, privacy sleeves, and voter receipts.
- ☐ Tape flag to back of Voter Services Table sign with masking tape. Insert table sign in chrome stand and place on table.
- ☐ Find phone delivered in black rolling case, plug in to outlet, and keep turned on all day.

After all other duties are completed

- ☐ Complete name badge and timecard.
- ☐ Take oath administered by Site Manager and sign affirmation form.



Voter Services Judge Open/Close Checklist (page 2)

Processing a grace registration

Carefully read ePollbook screens and follow prompts when processing any voter.

Give Grace Registration form on clipboard to voter. Instruct voter to complete form and return with completed Grace Registration form and two forms of identification. One piece of identification must show voter's current Lake County address. The County Clerk's *Voter Certificate of Registration* card or out of state driver's license is NOT acceptable.

- ☐ Select "Registration" from initial screen on ePollbook.
- ☐ Look up voter by entering name into ePollbook.
- ☐ For voter that's not currently registered, results should be "No Match."
- ☐ Enter voter's address. If it's a valid Lake County address, it will appear on the screen. If no address is found, call the Election Day Hotline (847) 377-2328.
- ☐ Name and address will appear on the next screen. Make sure voter's name is complete and appears correctly. If voter is updating his/her address, you must delete the old address and enter the updated information.

You must enter the required fields:

- ☐ Gender
- ☐ Date of birth
- ☐ Last four digits of Social Security Number
- ☐ Illinois driver's licence or state identification number
- ☐ Enter the types of identification voter presented.
- ☐ Proceed to process voter normally.
 - ☐ Select party in a primary.
 - ☐ Voter will verify information on printed application and then sign it.
 - ☐ After judge compares Grace Registration Form signature with that on signed application, the judge will initial the application.

Note: ePollbook will not contain voter's signature if this is a new registration.

- ☐ Select "Record check-in."
- ☐ Give signed and initialed application to voter and direct to Ballot Issue Table.
- ☐ Place completed Grace Registration Form in white binder.

Processing a spoiled ballot

- ☐ Give voter white spoiled ballot security envelope with instructions to fold ballot, insert it in the envelope, and seal.
- ☐ Judge will complete front with ballot style and precinct (and party in primary).
- ☐ Select "Regular Voter" from initial ePollbook screen.
- ☐ Look up and select voter. Verify that you have selected the correct name. ePollbook will identify voter as already having voted.
- ☐ Select "Cancel/Spoil."
- ☐ Enter provided access code in ePollbook.
- ☐ Select "Spoil Ballot."
- ☐ Continue to process as regular voter. A second voter application will be printed with "SPOILED BALLOT" printed at the bottom. **Remember a check-in is not complete until you select "Record Check-in" on ePollbook.**
- ☐ With white spoiled ballot security envelope and new application, direct voter to Ballot Issue Table for a new ballot.

Voter Services Judge Open/Close Checklist (page 3)

Processing a provisional voter

In most cases, voters will visit the Check-in Table first, and those who cannot provide required identification, marked as having voted by mail and cannot surrender their ballot, or are in the wrong voting site and insist on voting at this location will be issued a provisional receipt and directed to the Voter Services Judge. Information on this receipt helps the Voter Services Judge process the voter more efficiently.

- ☐ Voter Services Judge completes Provisional Voter Ballot Envelope (front and back) including voter precinct number, ballot style, and marks reason for provisional ballot. (Photo D)
- ☐ If voter was issued a provisional receipt at the Check-in Table, place receipt in clear pocket on outside of provisional envelope.

PROVISIONAL RECEIPT
Mark A Ballot
123 Main St
Waukegan, IL 60085

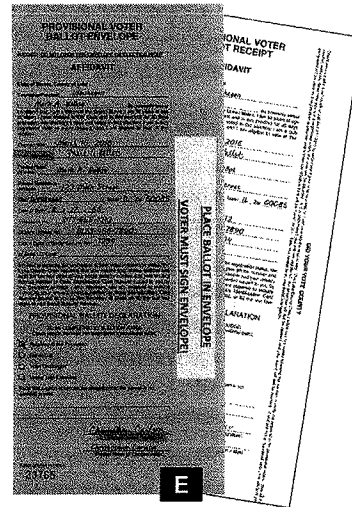
Voter Registered by Mail
- No ID

D

Voter should provide as many of the following as possible:

- ☐ Telephone number,
- ☐ Illinois Driver's License (or Illinois State ID issued by the Secretary of State),
- ☐ Last four digits of voter's Social Security number, and
- ☐ Current ID with Lake County address for registration. Out of county or state addresses are not acceptable. Voters without identification must provide their identification to the County Clerk's office by the seventh day after Election Day.
- ☐ Read oath to voter. Voter and judge sign Provisional Voter Ballot Envelope.
- ☐ Select "Provisional" from initial ePollbook screen.
- ☐ Enter voter's information into ePollbook to ensure the voter's Lake County address is valid. If an address cannot be found, call the Election Day Hotline (847) 377-2328 for instructions.
- ☐ On "Record Check-in" screen, enter Ballot Access Number from bottom left corner of Provisional Envelope.
- ☐ Remove white carbonless voter receipt found inside ballot envelope and retain until voter completes voting. (Photo E)
- ☐ Select ballot with correct precinct, style, and party in a primary. **DO NOT INITIAL PROVISIONAL BALLOTS. BALLOTS CANNOT BE CAST AT THE VOTING SITE—ONLY MARKED BY THE VOTER.**
- ☐ Instruct voter that when voting is completed to fold their ballot, insert in provisional envelope, seal envelope, and return envelope to the Voter Services judge.
- ☐ Direct voter to Voter Services voting booth.
- ☐ Record voter's name, precinct, party in a primary, and ballot style on the Provisional Ballot Inventory Form located in the blue binder using the information on the white carbonless provisional envelope receipt.
- ☐ When voter returns, judge secures voted Provisional Ballot Envelope in blue provisional ballot case.
- ☐ Issue white carbonless receipt to voter and *Why Your Ballot is Provisional* information sheet. Issuing receipt and information sheet is required by federal law. (Photo F)

Note: never turn a voter away without first calling the Election Day Hotline at (847) 377-2328.



E

Why Your Ballot is Provisional

One of the following circumstances applies:

- Your name does not appear on the list of registered voters for this precinct.
- Your voting status has been challenged by an election judge, pollwatcher, or another voter; a majority of the judges upheld the challenge.
- A court order has postponed voting hours beyond 7:00 p.m.
- Because you requested to vote by mail, you were required to vote in-person and show identification the first time you voted. You did not provide the required ID.
- Your name appears on the list of registered voters, but you claim not to live there.
- You requested a ballot by mail but did not return it to the Clerk's office.

What process must be completed at the voting site?

1. An election judge completes your application to vote which contains a provisional ballot affidavit. You will receive a carbonless receipt of your application and directions on how to verify it with your ballot.
2. Election judge marks the reason your ballot was provisional on the affidavit. Any documentation you provide is secured in a clear plastic pouch on front of the envelope. You may submit additional information to the Lake County Clerk's office to verify your voting status. Our office must receive information no later than close of business Tuesday (Election Day).
3. An election judge issues a provisional ballot and provisional ballot envelope to you. If you spot your ballot when marking, ask a judge for a new ballot. Do not seal the spoiled ballot in the provisional envelope.
4. After marking the ballot, you place the provisional ballot inside the affidavit envelope, seal it and return envelope to the election judge.

Did your vote count?

Call 847.377.2328 or visit our website at LakeCountyClerks.org to determine if your ballot was counted. The Clerk's office has two weeks following the election to verify registration for provisional voters. If you are determined to be a registered voter at the address provided on the affidavit, the ballot will be counted.

If you are determined not to be registered at the address provided on the affidavit, the envelope will not be opened, and your ballot will not be counted. The completed affidavit will serve as your voter registration application (even after endorsement failed to find the information provided was accurate), and you will receive a Voter's Certificate of Registration card.

This law does not permit the information provided on your provisional ballot affidavit to remain private during the determination period. Your name, address, and other information, including your party preference in a primary, will be immediately made available to political parties and candidates. The County Clerk's office cannot prevent individuals who may contact you or solicit affidavits or other assistance.

F

All judges will remain until closing procedures are completed. Powering down of the Voter Services' ePollbook and jetpack will be one of the last tasks performed to make sure all transactions have been uploaded to the Clerk's office.

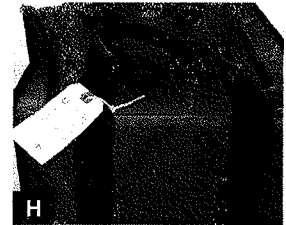
Document Number of Provisional Ballots Issued

- ☐ Count number of voters recorded on Provisional Ballot Inventory Control Form located in blue binder. *(Photo G)*
- ☐ Make note on Provisional Ballot Inventory Control Form if any spoiled ballots.
- ☐ Record total quantity of ballots issued. Number equals names recorded on inventory control form plus any spoiled ballots.
- ☐ Sign and date inventory form. Return to blue binder.
- ☐ Record number of voted provisional ballots on tag affixed to blue provisional ballot case. If no provisional ballots issued, mark "No Provisional Ballots Issued" on tag.

[illegible]

Blue Provisional Ballot Case

- ☐ Add to blue provisional ballot transfer case already containing voted provisional ballots:
 - ☐ Blue binder (carefully roll and insert in slot),
 - ☐ Spoiled provisional ballot manila envelope,
- ☐ Remove small envelope containing security lock from Voter Services envelope.
- ☐ Zip ballot slot on blue provisional ballot case closed.
- ☐ Insert red security lock to secure ballot slot.
- ☐ Give secured blue provisional ballot case to Ballot Box Judges for return to transfer site. *(Photo H)*



Grace Registration Forms

- ☐ Put white binder with completed and blank forms in Check-in Table black rolling case.

ADA Equipment

- ☐ Close AutoMARK unit, stand, and privacy shield. With the help of a second person, pack in case per instructions.
- ☐ Take down and pack any additional ADA equipment that was delivered.
- ☐ Place AutoMARK case, box with stand, and all ADA equipment next to ballot bin for pick-up by movers. Return extension cord to ballot bin.

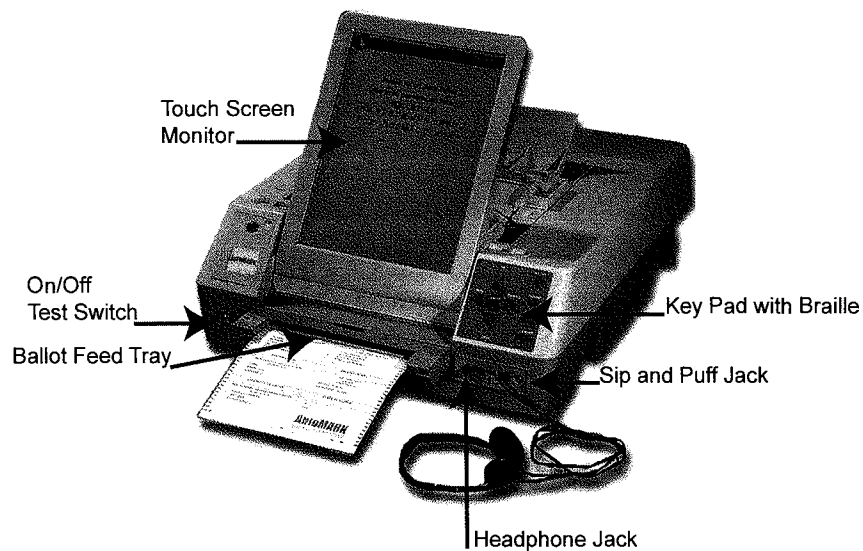
ePollbook

- ☐ Give number of processed voters on ePollbook to Ballot Issue Table. To find this number, click on "Menu" in the title bar. From the main menu, select "Advanced" and then "Summary" for total number of voters processed.
- ☐ Check for pending voters. Click on the Advanced tab from the main menu screen. Select "Configuration" and verify that all the entries in the "Pending" columns show "0." If there are any pending voters, click on to force an upload.
- ☐ Properly power down the ePollbook and printer. Repack power cord in pocket of ePollbook case. Close zippered case and add security tie to zipper tabs. Place ePollbook next to bin for movers to pickup.
- ☐ Power down the jetpack and return to security pouch. Place pouch in Check-in Table black rolling case.

Remaining Voter Services Supplies

- ☐ Turn off phone and pack in box. Place box in black rolling case.
- ☐ Pack all items listed on both the Voter Services Judge envelope and black rolling case. Make sure the Check-in Table has all items packed in rolling case before affixing security tie.
- ☐ Using the security seals, secure unused provisional ballots in white provisional ballot transfer case and give to Ballot Box Judge for return to Transfer Site.

ADA Compliant Equipment



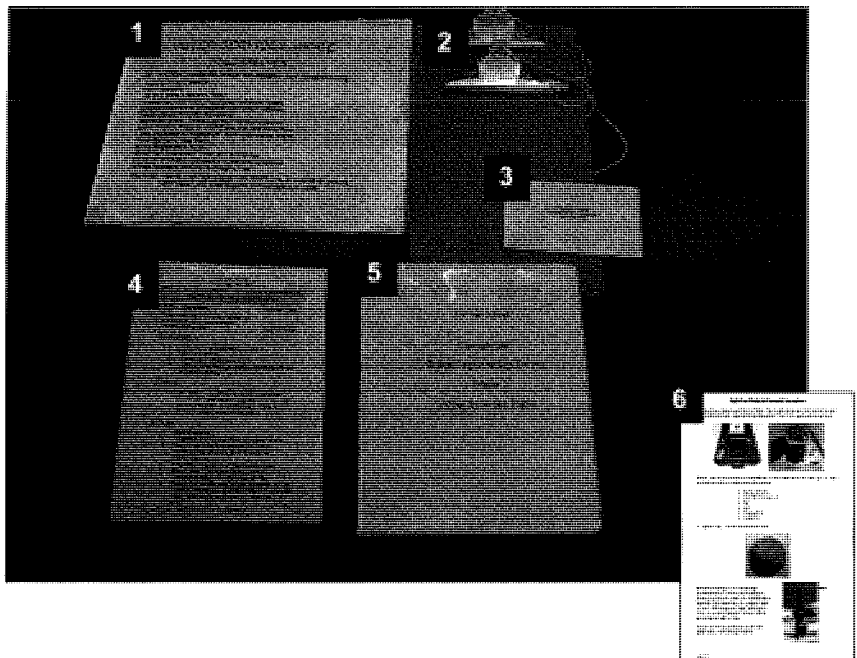
Features

- Allows disabled voter to cast their vote unassisted while maintaining privacy
- Audio ballots are privately read to visually disabled voter
- Audio speed adjustment
- Wheelchair accessible
- Voter-selected font size and contrast settings

Blue Provisional Ballot Case Contents

Delivered in ballot bin and returned to Transfer Site

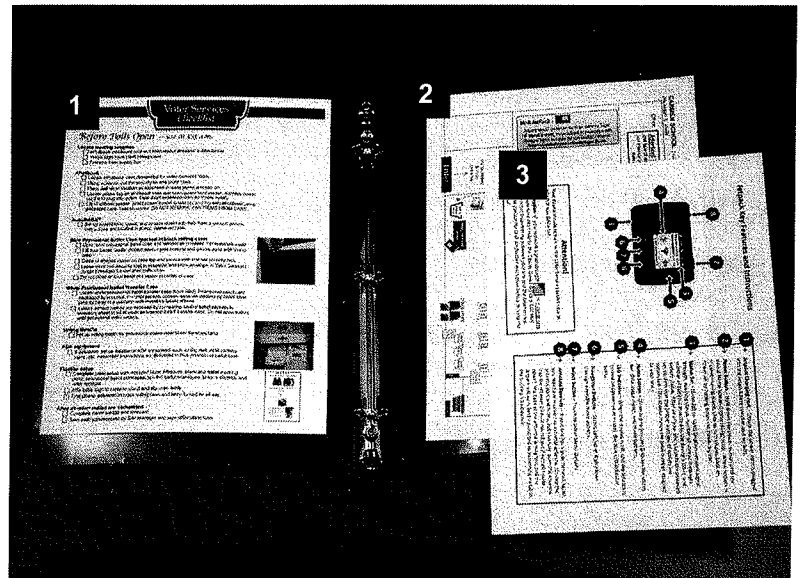
- 1) Voter Services Judge Envelope
- 2) Grace Registration Clipboards
- 3) White envelope with Red Security Seals
- 4) Voter Services Judge Blue Binder
- 5) Grace Registration White Binder
- 6) Setup instructions if additional ADA equipment is sent to voting site (i.e. Big Bell)



Voter Services Judge Blue Binder Contents

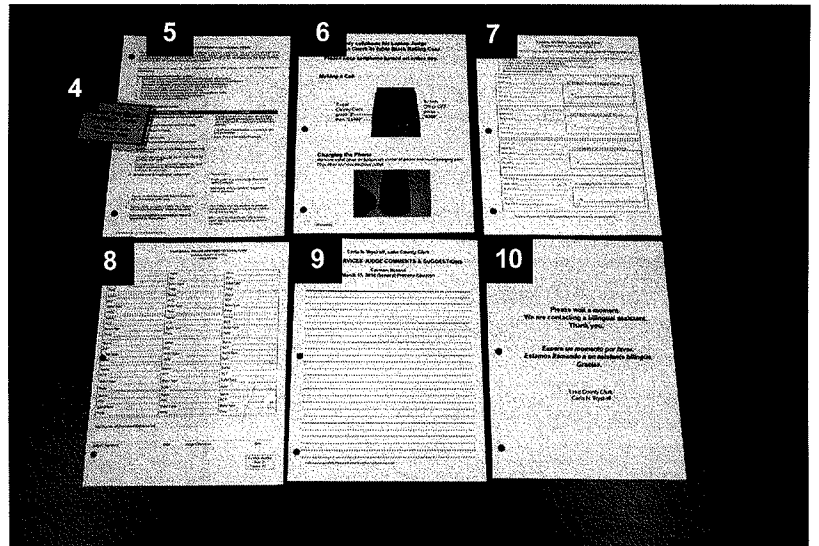
Front Pocket

- 1) Open/Close Polls Checklists
- 2) Room layout diagram
- 3) jetpack Setup Checklist



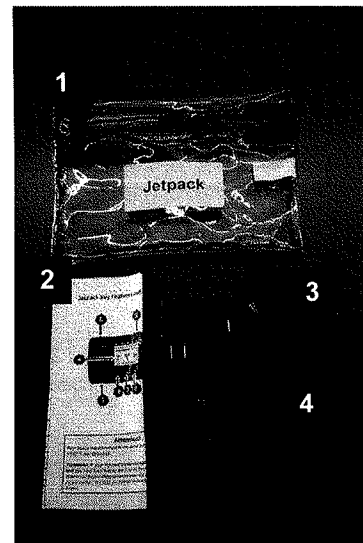
Binder Rings

- 4) ePollbook User Name and Password Card
- 5) Instructions for Processing Provisional Voter
- 6) Cellphone instructions
- 7) *Signature Capture Sheet*
- 8) *Provisional Ballot Inventory Control Form*
- 9) *Election Judge Comments & Suggestions*
- 10) Bilingual Assistance Sheet



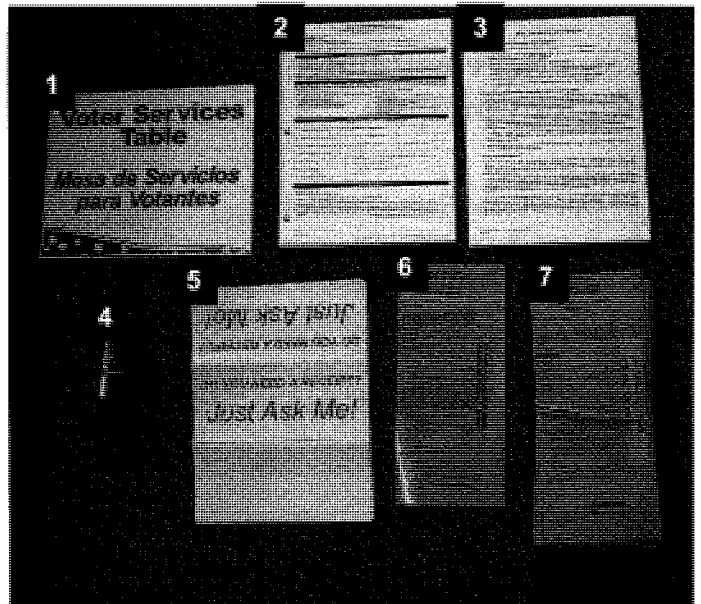
jetpack Security Pouch

- 1) Security pouch
- 2) jetpack instructions and diagram
- 3) Powercord
- 4) jetpack

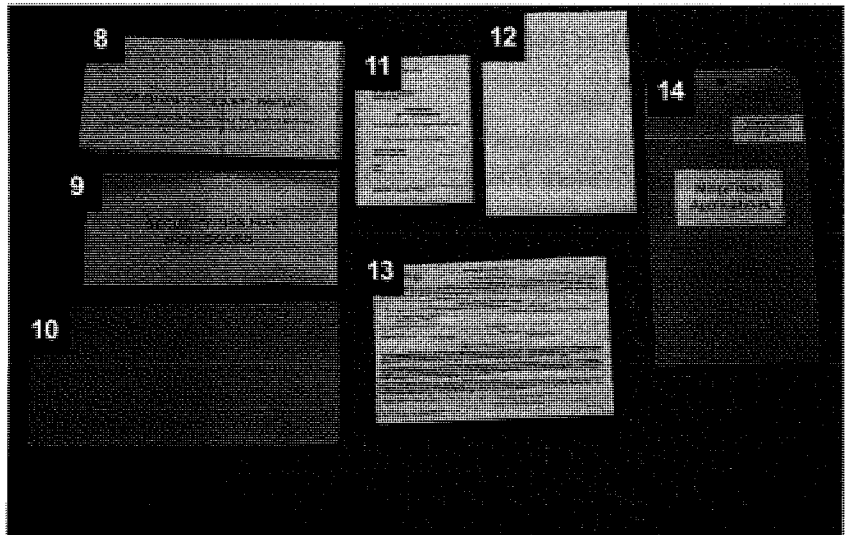


Voter Services Judge Envelope Contents

- 1) Voter Services Judge Sign (Bilingual)
- 2) Grace Registration Form
- 3) "Why My Ballot Is Provisional" Information Sheet (Bilingual)
- 4) Ballpoint pens and ballot marking pens
- 5) "Do you need a receipt" sign
- 6) Spanish laminated template for Provisional Ballot Affidavit Envelope
- 7) Provisional Ballot Affidavit Envelope

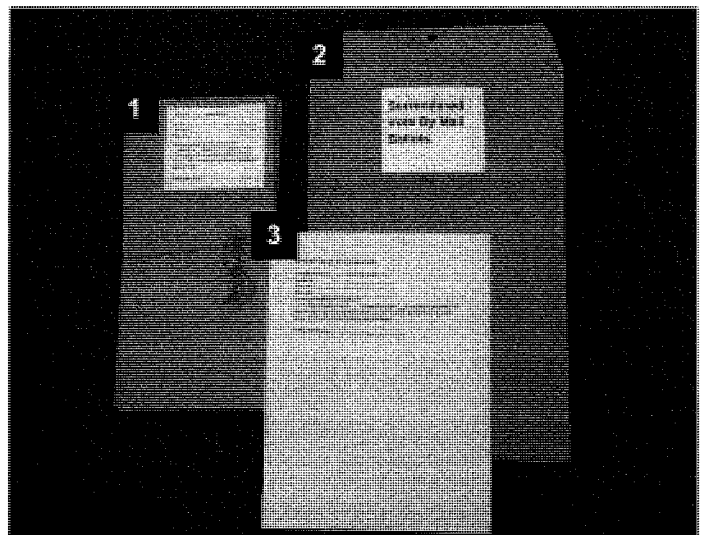


- 8) Spoiled ballot voter envelopes (Bilingual)
- 9) Security ties for ePollbooks
- 10) Spoiled provisional ballot manila filing envelope
- 11) Voter receipts
- 12) Scratch paper
- 13) Assisted Voter Affidavit
- 14) Misprinted applications envelope



Envelopes for Surrendered Vote by Mail Ballots

- 1) Individual envelope
- 2) Collection envelope
- 3) Spanish template



Grace Registration Form and Binder

GRACE REGISTRATION FORM
FOR LAKE COUNTY, ILLINOIS RESIDENTS ONLY

USE THIS FORM TO:

- ☐ Register to vote in Lake County, Illinois.
- ☐ Re-register with new address to update your current Lake County, Illinois voter registration record.
- ☐ Re-register with new name to update your current Lake County, Illinois voter registration record.

REQUIREMENTS FOR ALL APPLICANTS

- U.S. citizenship.
- At least 18 years of age by Election Day.
- A resident of a Lake County precinct for at least 30 days prior to the time of Grace Registration.
- Vote at the time of Grace Registration.

If you do not meet all requirements, do not continue as you will not be able to register and vote in even-year primaries if 18th birthday occurs on or before Election Day.

ACCEPTABLE FORMS OF IDENTIFICATION

You must provide two forms of valid identification. Both must show physical address. Expired documentation is not accepted.

Use one or more of the following:

- Photo identification (Illinois driver's license or state ID card)
- Utility or service contract bill
- Firearm Owner's Identification (FOID) card
- Personalized check or bank statement
- Car registration or proof of insurance

TYPE OR PRINT CLEARLY

1. Last Name _____ First Name _____

2. Address where you live (house No., Street name) _____ Apt./Unit _____

3. Mailing Address (P.O. Box, if different from above) _____

4. Former Registration Address (include City, State and ZIP Code) _____

5. Date of Birth (Month) _____ (Day) _____ (Year) _____

6. Sex (Circle one) ☐ M ☐ F

7. ID Number (Check the appropriate box)

☐ I.D. Number _____

☐ I.D. Number _____

8. Telephone Number _____

9. E-mail Address (Optional) _____

I swear or affirm that:

- I am a citizen of the United States.
- I will be at least 18 years old on or before the next general election.
- I will have lived in the State of Illinois and in my election precinct for at least 30 days prior to the time of my registration.
- This information I have provided is true to the best of my knowledge and belief.

Date: _____

Rev 0/0/06

FORMULARIO PARA EL REGISTRO DE GRACIA
SOLAMENTE PARA RESIDENTES DEL CONDADO DE LAKE, ILLINOIS

UTILICE ESTE FORMULARIO PARA:

- ☐ Registrarse para votar en el Condado de Lake, Illinois.
- ☐ Volver a registrarse con su nuevo domicilio, lo cual actualizará su registro de votante del Condado de Lake, Illinois.
- ☐ Volver a registrarse con su nuevo nombre, lo cual actualizará su registro de votante del Condado de Lake, Illinois.

REQUISITOS PARA TODOS LOS SOLICITANTES

- Ser ciudadano de los Estados Unidos.
- Tener al menos 18 años de edad el día de las elecciones.
- Ser residente de un distrito electoral del Condado de Lake, Illinois, durante al menos 30 días antes de las elecciones.
- Votar el día de las elecciones.

Si usted no cumple con todos los requisitos, no continúe, ya que no podrá registrarse y votar en las elecciones primarias de años pares si su cumpleaños es el 18^o de mayo o antes.

FORMAS DE IDENTIFICACIÓN ACEPTADAS

Debe proporcionar dos formas de identificación válidas. Ambas deben mostrar su dirección física. La documentación vencida no es aceptada.

Utilice uno o más de los siguientes documentos:

- Documento de identificación con fotografía (licencia de conducir de Illinois o tarjeta de identificación estatal)
- Cuenta de servicios o contrato de servicios (utilidad o servicio)
- Tarjeta de identificación de propietario de arma (FOID)
- Cheque o declaración de cheque personalizada
- Registro de vehículo o seguro

TIPO O ESCRIBA CLARAMENTE

1. Nombre Apellido _____ Nombre Puesto _____

2. Dirección donde vive (Número de la casa, nombre de la calle) _____ Apt./Unidad _____

3. Dirección de correo (Caja de correo, si es diferente de la anterior) _____

4. Dirección de registro anterior (incluya Ciudad, Estado y Código Postal) _____

5. Fecha de nacimiento (Mes) _____ (Día) _____ (Año) _____

6. Sexo (Marque una opción) ☐ M ☐ F

7. Número de identificación (Marque la opción correcta)

☐ Número de identificación _____

☐ Número de identificación _____

8. Número de teléfono _____

9. Dirección de correo electrónico (opcional) _____

Juro o afirmo que:

- Soy ciudadano de los Estados Unidos.
- Tendré al menos 18 años de edad el día de las elecciones.
- He vivido en el Estado de Illinois y en mi distrito electoral durante al menos 30 días antes de las elecciones.
- La información que he proporcionado es verdadera a la mejor de mi conciencia.

Fecha: _____

Completed Grace Registration Forms

from

Voter Services Table

Provisional Ballot Transfer Case

- 1) White Receipt
- 2) Official Seal
- 3) Provisional Ballots



Provisional Ballot Checklist

Found in lid of provisional ballot transfer case.

Provisional Ballot Checklist - Lake County Illinois

Consolidated - 4/7/2015

Polling Place	Township /Precinct	Provisional Ballots
1	Carmen School	
	Waukegan 333	<u>X</u>
	Waukegan 334	<u>X</u>

I certify the above ballot packets have been inventoried prior to the opening of the polls.

Karen Hall

Oath or Affirmation of Judge of Elections

Found in Site Manager green binder. Printed in red ink.

10 ILCS 5/13-8

Carla N. Wyckoff, Lake County Clerk

MANDATED
Revised June, 2000
CCO No. J-10

OATH OR AFFIRMATION OF JUDGE OF ELECTIONS April 7, 2015 Consolidated Election

Carmen School
Precinct(s): 333 334

STATE OF ILLINOIS }
LAKE COUNTY } SS

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Judge of Election, according to the best of my ability, and that I am entitled to vote and/or serve as a judge at this election.

THE ELECTION JUDGES HAVE, in groups of two, one from each political party:
Make an "X" in each box when the procedure is completed.

- ☒ 1. On Election Eve, Judges compared the official ballots to the specimen ballots to ensure all candidates and referenda are listed on ballot, and precinct number(s) and ballot style(s) are correct.
- ☒ 2. On Election Morning, Ballot Box Judges have turned on the Ballot Counter, printed zero tape and Check-In Judge verified that all candidates and referenda appear on the tape with "0" votes and screen on ballot counter reads "0" voters.
DO NOT TEAR OFF OR REMOVE PRINTOUT TAPE.
- ☒ 3. On Election Morning, one Check-In Table Judge and one Ballot Box Judge have signed printout tape and secured it in the key compartment.

I certify that to the best of my knowledge all specific instructions prescribed by the County Clerk have been followed and the polling place is in proper order and ready to be opened at 6:00 a.m.

NOTE: Before any vote is taken, each judge of election shall subscribe to this oath.

Adam F. Adams 5.45

John Handy 5.48

Karen Hale 5.50

Steve Harvey 5.55

(Judge of Election) (Time)

(Judge of Election) (Time)

(Judge of Election) (Time)

(Judge of Election) (Time)

(Judge of Election) (Time)

(Judge of Election) (Time)

(Judge of Election) (Time)

(Judge of Election) (Time)

(Judge of Election) (Time)

(Judge of Election) (Time)

(Judge of Election) (Time)

(Judge of Election) (Time)

Time Card

Found in Site Manager green binder.

ELECTION JUDGE TIME CARD ISSUED BY LAKE COUNTY CLERK, CARLA N. WYCKOFF	
ELECTION Consolidated 4/7/2015	Carmen School 333 334
I served election day as: (Mark all that apply.) Site Manager _____ Assigned Ballot Box Judge _____ Assigned Laptop Judge <input checked="" type="checkbox"/> _____ Completed On-line Training Within The Last 2 Months <input checked="" type="checkbox"/> _____ Check-In Table Judge _____ Ballot Issue Table Judge _____ Nursing Home Judge (Prior to Election Day) _____	
If you served in some other capacity, please state the job performed below. Description of Duty: _____	
NAME AND ADDRESS Christopher Carlson 123 Main Street Anytown, IL 60030	
JUDGE'S SIGNATURE <u>Christopher Carlson</u>	

Signature Capture Sheet

Found in Voter Services Judge envelope. Printed in green ink.

Carla N. Wyckoff, Lake County Clerk SIGNATURE CAPTURE SHEET

USE BLACK INK***USE BLACK INK***USE BLACK INK***USE BLACK INK***USE BLACK INK

INSTRUCTIONS: If a voter's signature does not appear on the application to vote, or if the signature is illegible:

1. Two (2) forms of identification containing the voter's signature are required.
2. Complete Name, Address and Date of Birth sections.
3. Have the voter sign this form **and** the Application (either pre-printed or blank).
4. Process the Application as you would normally.
5. **Do not** remove this page from the binder.

PRECINCT #: 333

PRINT Name Amanda Tyler

VOTER **MUST** SIGN ON THE LINE BELOW

Street Address 123 Main Street

City Any City

Zip Code 60030

Date of Birth 9/20/1946

X Amanda Tyler

PRECINCT #: _____

PRINT Name _____

VOTER **MUST** SIGN ON THE LINE BELOW

Street Address _____

City _____

Zip Code _____

Date of Birth _____

X _____

PRECINCT #: _____

PRINT Name _____

VOTER **MUST** SIGN ON THE LINE BELOW

Street Address _____

City _____

Zip Code _____

Date of Birth _____

X _____

PRECINCT #: _____

PRINT Name _____

VOTER **MUST** SIGN ON THE LINE BELOW

Street Address _____

City _____

Zip Code _____

Date of Birth _____

X _____

Spoiled Ballot Security Envelope

Found in Voter Services Judge envelope.

Precinct _____
Ballot Style _____
Party _____

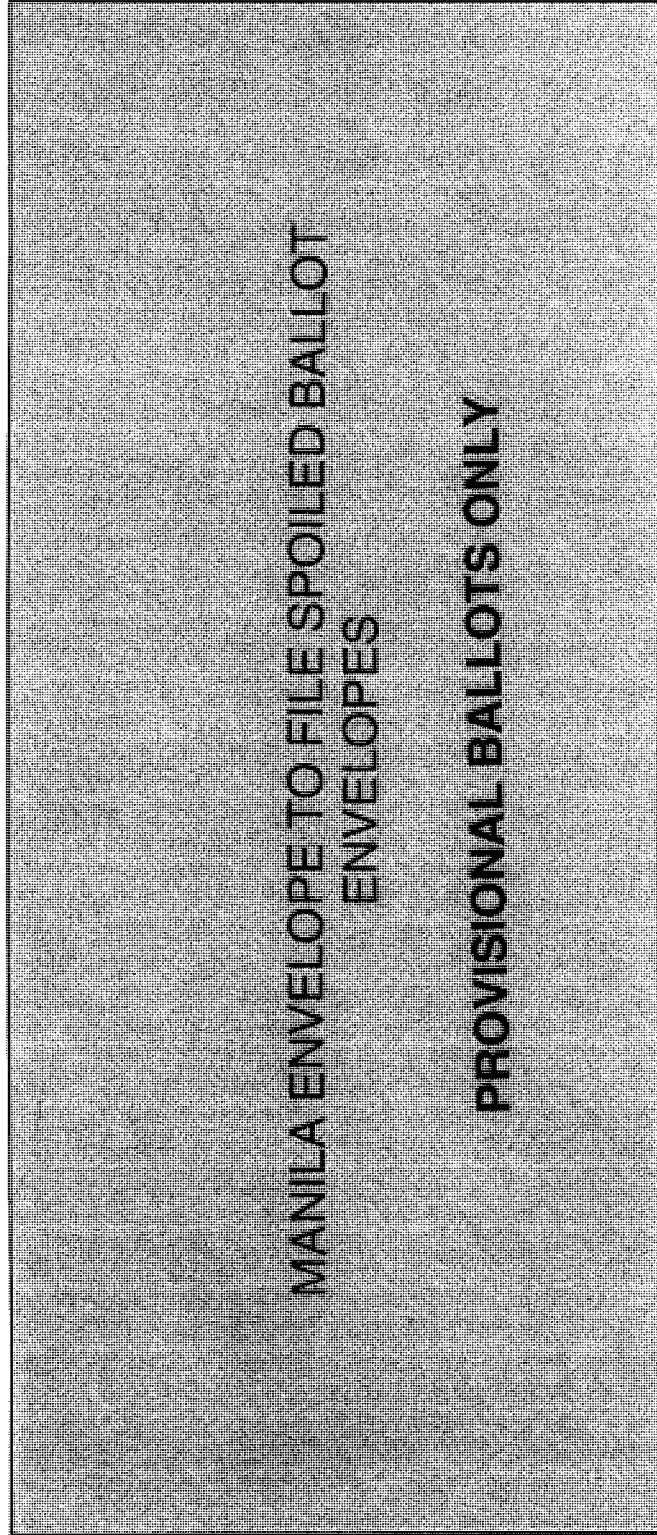
SPOILED BALLOT SECURITY ENVELOPE

Voter inserts incorrectly marked ballot in this envelope and seals.
El votante inserta la boleta incorrectamente marcada dentro de este sobre y lo cierra.

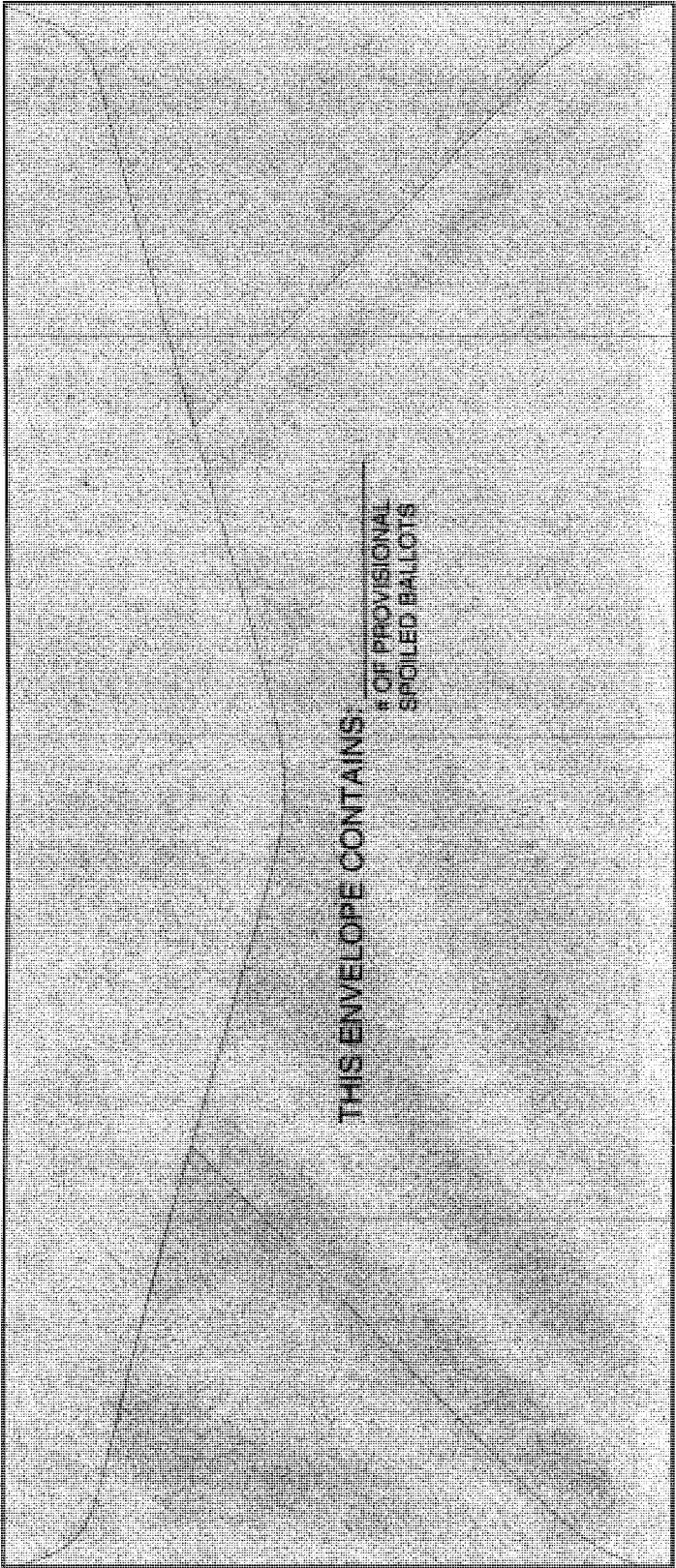
REV 11/2013

Manila Spoiled Ballot Envelope (Front)

Found in Voter Services Judge envelope. Printed with red and black ink.



Manila Spoiled Ballot Envelope (Back)



Provisional Ballot Inventory Control Form

Found in Voter Services Judge blue binder.

Carmen School		PROVISIONAL BALLOT INVENTORY CONTROL FORM	
333		CONSOLIDATED ELECTION	
334		April 7, 2015	

Name: <u>Abby Voter</u>	Name: _____	Name: _____
PCT: <u>333</u>	PCT: _____	PCT: _____
Ballot Type: <u>Republican</u>	Ballot Type: _____	Ballot Type: _____

Name: <u>Adam Ankers</u>	Name: _____	Name: _____
PCT: <u>334</u>	PCT: _____	PCT: _____
Ballot Type: <u>Democrat</u>	Ballot Type: _____	Ballot Type: _____

Name: _____	Name: _____	Name: _____
PCT: _____	PCT: _____	PCT: _____
Ballot Type: _____	Ballot Type: _____	Ballot Type: _____

Name: _____	Name: _____	Name: _____
PCT: _____	PCT: _____	PCT: _____
Ballot Type: _____	Ballot Type: _____	Ballot Type: _____

Name: _____	Name: _____	Name: _____
PCT: _____	PCT: _____	PCT: _____
Ballot Type: _____	Ballot Type: _____	Ballot Type: _____

Name: _____	Name: _____	Name: _____
PCT: _____	PCT: _____	PCT: _____
Ballot Type: _____	Ballot Type: _____	Ballot Type: _____

Total Number of Provisional Ballots issued: 2

<u>Rose Dawes</u> Judge's Signature	<u>4/7/2015</u> Date	_____ Judge's Signature	_____ Date
--	-------------------------	----------------------------	---------------

For Office Use Only:
R: 1
T: 1

Provisional Voter Ballot Envelope and Spanish Language Template

Found in Voter Services Judge envelope.

PROVISIONAL BALLOT ENVELOPE

Date of Election _____ Ballot Style: _____

Township _____ Precinct No. _____

ELECTION JUDGE:

BEFORE YOU GIVE THE VOTER A BALLOT, Place any supporting information provided by the voter in the clear plastic pouch below.

PROVISIONAL VOTER BALLOT ENVELOPE

JUDGES: **DO NOT OPEN THIS ENVELOPE ON ELECTION NIGHT**

AFFIDAVIT

State of Illinois, County of Lake

Township/Precinct _____

I, _____ do solemnly swear (or affirm) that: I am a citizen of the United States; I am 18 years of age or older; I have resided in this State and in this precinct for 30 days preceding this election; I have not voted in this election; I am a duly registered voter in every respect, and I am eligible to vote at this election.

Election date: _____

Voter Signature: _____

Printed Name of Voter: _____

Printed Residence Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: ____ / ____ / ____

Telephone No.: _____

Driver's License No.: _____

Last 4 Digits of Social Security No.: _____

or State I.D. Card: _____

In order to expedite the verification of your voter registration status, the Lake County Clerk requests that you include your phone number and both the last four digits of your social security number and your driver's license number or State Identification Card Number issued to you by the Secretary of State. At a minimum, you are required to include either A) your driver's license number or State Identification Card Number issued to you by the Secretary of State, or B) the last four digits of your Social Security Number.

PROVISIONAL BALLOT DECLARATION

TO BE COMPLETED BY ELECTION JUDGE
Check reason the voter has been given a provisional ballot:

- ☐ Required ID Not Presented
☐ Not on List
☐ Voter Challenged
☐ Voting Time Extended
☐ Voter Marked Absentee/Early

Facts that support or oppose the allegation that the person is not qualified to vote.

(Election Judge Signature)

(Printed Name of Election Judge)

Ballot access number:

12345

**DID YOU ENCLOSE YOUR BALLOT?
REMEMBER TO SIGN THE ENVELOPE BELOW.**

SOBRE DE BALOTA PROVISIONAL DE VOTANTE

JUDGES: **DO NOT OPEN THIS ENVELOPE ON ELECTION NIGHT**

DECLARACIÓN JURADA

Estado de Illinois, Condado de Lake

Township/Precinct _____

Yo, _____ do solemnly swear (or affirm) that: I am a citizen of the United States; I am 18 years of age or older; I have resided in this State and in this precinct for 30 days preceding this election; I have not voted in this election; I am a duly registered voter in every respect, and I am eligible to vote at this election.

Election date: _____

Signature of voter: _____

Printed Name of voter: _____

Printed Residence Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: ____ / ____ / ____

Telephone No.: _____

Driver's License No.: _____

Last 4 Digits of Social Security No.: _____

or State I.D. Card: _____

In order to expedite the verification of your voter registration status, the Lake County Clerk requests that you include your phone number and both the last four digits of your social security number and your driver's license number or State Identification Card Number issued to you by the Secretary of State. At a minimum, you are required to include either A) your driver's license number or State Identification Card Number issued to you by the Secretary of State, or B) the last four digits of your Social Security Number.

PROVISIONAL BALLOT DECLARATION

TO BE COMPLETED BY ELECTION JUDGE
Check reason the voter has been given a provisional ballot:

- ☐ Required ID Not Presented
☐ Not on List
☐ Voter Challenged
☐ Voting Time Extended

Facts that support or oppose the allegation that the person is not qualified to vote.

(Election Judge Signature)

(Printed Name of Election Judge)

Ballot access number:

**COLOQUE LA BALOTA EN EL SOBRE
VOTANTE DEBE FIRMAR EL SOBRE**

Election Judge Comments & Suggestions

Found in Voter Services Judge blue binder.

Carla N. Wyckoff, Lake County Clerk
ELECTION JUDGE COMMENTS & SUGGESTIONS

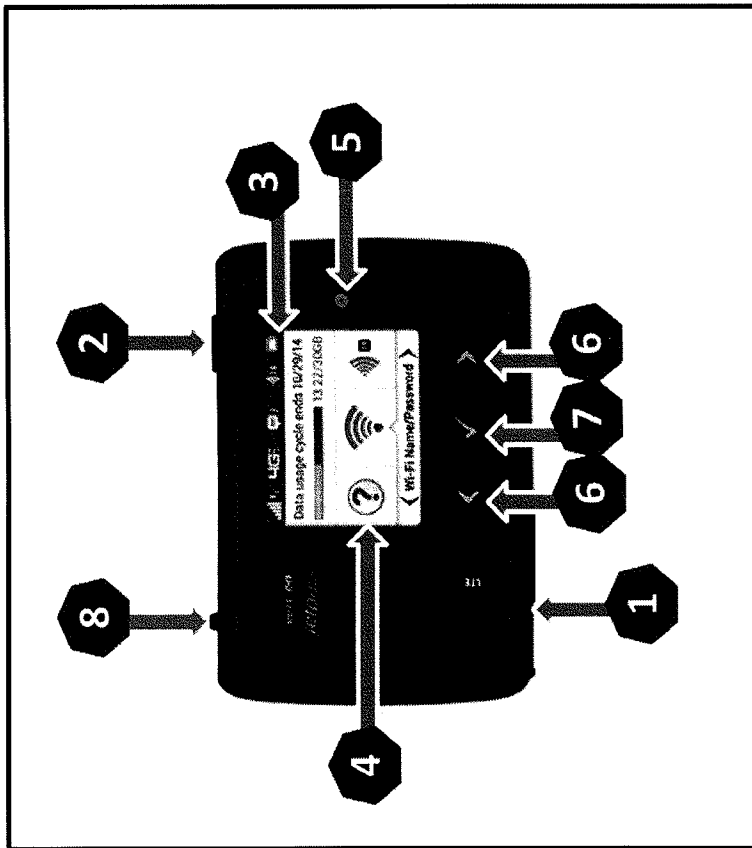
Carmen School
April 7, 2015 Consolidated Election

Voters were concerned about campaign signs at the entrance of the voting site driveway. Parking was limited due to construction.

U:\Election\Forms\ELECTDAY\General Election Forms\Black Forms\EJcommnt.doc


jetpack Setup Checklist

Jetpack Key Features and Instructions



Attention!

Your device should remain at the *Voter Services Table.

***Exception:** If your network signal strength  is 1 bar or less and you have been told by the County Clerk's Office (CCO) that data is not transmitting between your site and the Mothership, please contact the CCO for further instruction before moving the device.

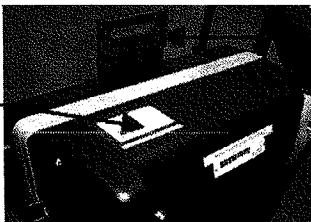
- 1 → **Jetpack Charging Port** – Ensure the power cord is plugged into the Jetpack here (smaller port on left).
- 2 → **Power Button** – Hold down the power button until the device Home Screen display (4) lights up. When Jetpack is in power-saving mode, click to turn display back on. Power off by holding down the power button.
- 3 → **Status Bar** – (From left to right) Displays network signal strength, roaming status, number of unread messages, number of tablets connected to the device's Wi-Fi, and battery status. After all of your site's tablets are powered up, confirm that the proper number of tablets are connected. (This should match the total number assigned to your site.)
- 4 → **Home Screen** – (From top to bottom) Displays the status bar, data usage meter, and menu options.
- 5 → **LED Indicator** – When the display is off, and the Jetpack is turned on (power-save mode), the blue LED indicator blinks.
- 6 → **Navigation Buttons** – Scrolls Left/Up or Right/Down through available menu options.
- 7 → **Select Button** – Touch to select Menu Options
- 8 → **Antenna Receiver** – If your site has a poor network signal, you may have received an external antenna. Un-cap the antenna port and firmly, but carefully, push the antenna into the receiver (should not fall out if turned upside-down). The base of the antenna is magnetic and the Jetpack will work best if grounded to something metal on the building's framework.

ADA Setup Checklist (Front)

AUTOMARK SETUP

BEFORE POLLS OPEN ON ELECTION DAY

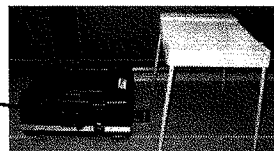
1. Check Voting Site label on black case. Ensure equipment is for location.



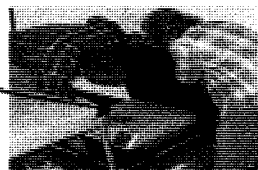
AutoMARK has pull – up handle for easy movement.

2. Place AutoMARK in the vicinity of Laptop Table. If unsure of location, refer to suggested Voting Site diagram (located in manila envelope in front sleeve of ballot bin). Set up table and shield following directions found in corrugated black box containing table.

3. Place case behind table with handle near rear of table. To open case, pull up on flaps on each side of case.



4. Check identification card on AutoMARK to ensure it lists voting location. Test wall outlet with night light found inside case.



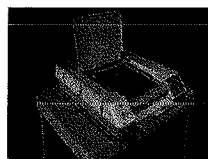
5. Two judges lift AutoMARK from case and set on AutoMARK table. Plug cord into back of AutoMARK and into wall outlet. Position cord to avoid trip hazards.



6. Slide latches (1A and 1B) outward to unlock flap.



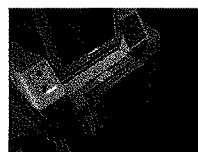
7. Lift flap, and pull flap up to raise lid. Touch screen monitor will be visible.



8. Raise touch screen monitor to vertical position. Adjust for viewing comfort. Close lid.



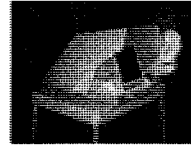
9. Pull up on ballot feed tray and lay flat.



OVER

ADA Setup Checklist (Back)

10. Install privacy shield on AutoMARK table.



11. Insert key and turn to "ON" (middle) position. Blank screen will appear for approximately 60 seconds as AutoMARK powers up.



12. Screen will display: "Application boot in progress . . . Please wait . . ."

13. "Insert Your Ballot" screen appears. Leave key in AutoMARK in "ON" position.

14. Keep AutoMARK instruction booklet in black case for reference, as needed.

15. Close case and corrugated black box. Store in secure location out of voter traffic area.

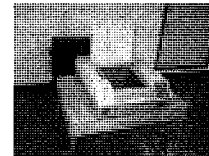
CLOSING AUTOMARK

1. Remove privacy shield and set aside. Later, shield will be packed in box with table.

2. Turn key to "OFF" position. Remove key and place in AutoMARK case.

3. Lift under front of ballot feed tray and fold upward.

4. Open lid behind touch screen monitor and lower screen into recessed area. Close lid.



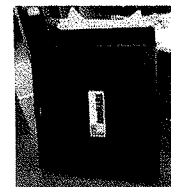
5. Slide latches inward to close and secure lid.

6. Gently unplug power cord from back of AutoMARK and unplug from power source. Place cord inside case.

7. Place supplies inside case (headset, touchpad, privacy sleeve, blue stylus and ear covers).

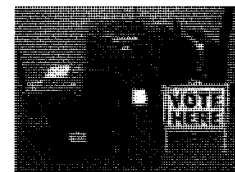
8. Two judges return AutoMARK unit to case.

9. Close case lid and secure latches on each side of case.



10. Disassemble AutoMARK table and pack in corrugated black box. Disassemble security shield and pack in corrugated black box.

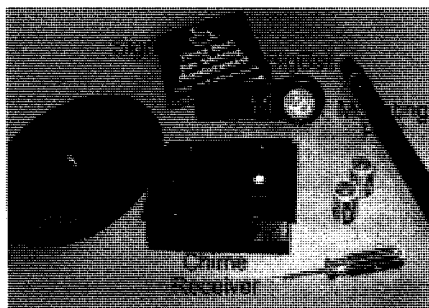
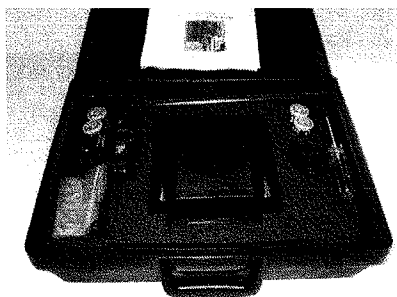
11. Roll AutoMARK and place next to ballot bin. Place corrugated black box containing table and privacy shield next to AutoMARK case. AutoMARK remains at voting site. Movers will pick up after election.



BigBell and BallotCall Assembly Instructions (Page 1)

BigBell and BallotCall Assembly Instructions

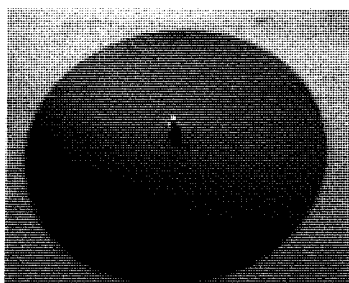
As part of your voting site preparation on Election Day, you will need to set up the BallotCall to allow voters with disabilities to request assistance accessing your facility or to request curbside assistance.



Open the carrying case, remove and identify all the pieces. You will need to lift up two layers of foam to retrieve the base and sign which are stored underneath.

- BigBell Pushbutton
- BallotCall Chime Receiver
- Sign
- Base
- Mounting Post
- Screwdriver

To begin assembly, place the circular base on a table.



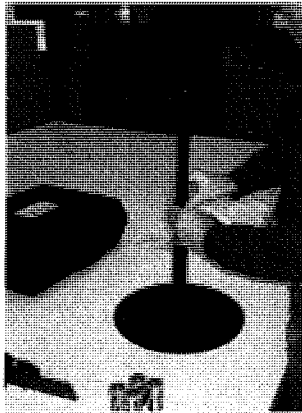
Extend the mounting post to complete length (approximately 36"). Be sure you are holding the mounting post with the "screw locks" to the top before beginning. Twist both screw locks counterclockwise to loosen. If the top section "sticks," while trying to extend, you may find turning the post upside down and shaking will help to loosen.

Once all sections of mounting post are extended, tighten screw locks by turning clockwise.

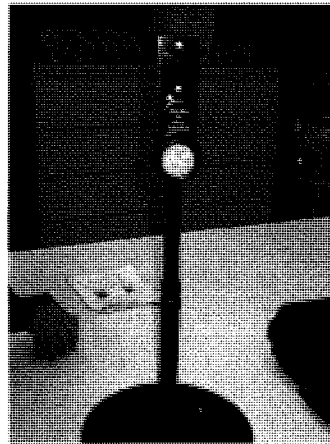


Top

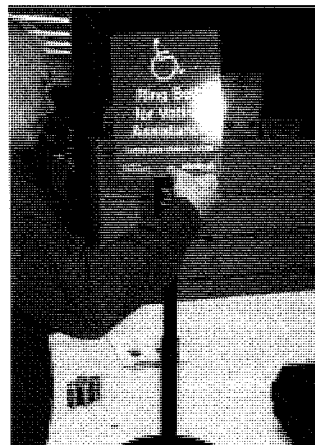
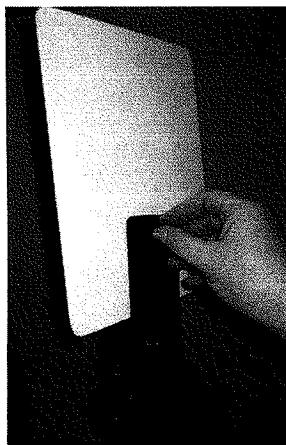
BigBell and BallotCall Assembly Instructions (Page 2)



Attach the mounting post to the base by turning the entire post clockwise until tight.



Place the BigBell on the top of the mounting post, aligning the groove on the back of the post with the knob on the bracket. Tighten the knob on the back of the bracket until secure.



Align the holes of the blue exterior sign with the holes on the BigBell. Insert the screws through the two holes in the bracket and the sign. Tighten wing nuts and secure in place.

BigBell and BallotCall Assembly Instructions (Page 3)



300 feet



BigBell assembly should be placed outside the building where there is a level entry to the facility (no steps). A person should be able to approach within 3 feet of the pushbutton without encountering protruding objects or standing within the swing of the door. The BigBell must be mounted between 32" and 48" from the ground so that is accessible for customers with a disability. The ideal height set forth by law is 36 inches.

The chime receiver should be placed within 300 feet of the BigBell to ensure functionality. The BigBell has an operating range of up to 600 feet under ideal conditions. Concrete or heavy walls may diminish the signal.

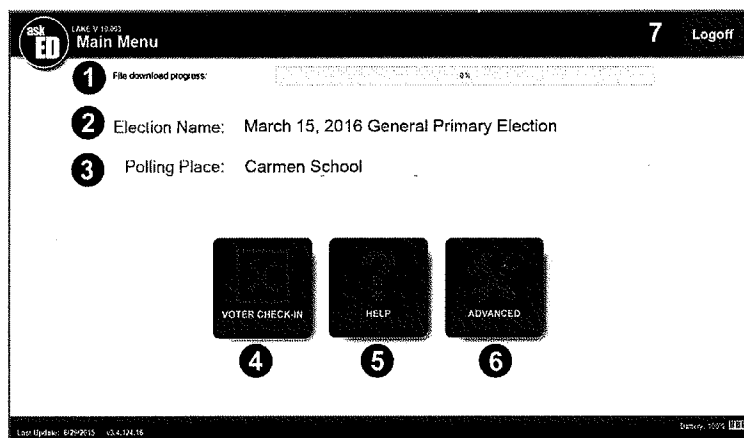
Two judges need to test the BallotCall. One judge activates the BigBell from outside while another listens to determine if the chime can be heard inside the voting site.

When the BigBell is pushed, the red LED activation light should light up. Inside the chime should sound. If the judge inside the building cannot hear the BigBell, ensure that the interior chime receiver is located within an appropriate range. To maximize signal range, the receiver should be placed approximately 6-7 feet in the air, with the unit facing in the direction of the pushbutton. Adjust volume by turning volume switch or knob on receiver.

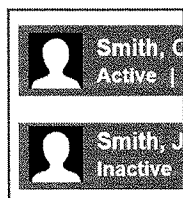
ePollbook Main Menu Items and Icons

Main Menu Items:

1. Status bar for downloading
2. Election name
3. Assigned Voting Site
4. Voter Check-in Link
5. Help Topics Link
6. Advanced Menu
7. Logoff

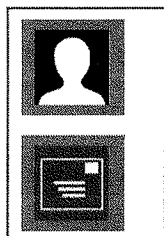


Voter's status



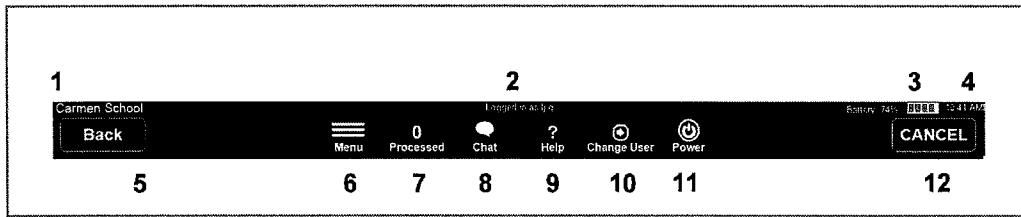
- ▶ Active
Voter has met all age, citizenship, and residency requirements for this election.
- ▶ Inactive
U.S. Post Office advised the Clerk's office when voter files an address forwarding.

Voter Icons



- ▶ Silhouette of person's head
 - Grey background shows voter already voted.
 - Dark blue background depicts active voter ready to process.
- ▶ Voting by Mail icon
 - Grey background shows voter has already been sent and returned a voted ballot by mail.
 - Dark blue background depicts voters has been sent a ballot by mail.

ePollbook Title Bar Menu



1. ePollbook Location
Displays the voting site assigned to the ePollbook.
2. Logged in Status
Shows the name of the judge who is currently logged in to the ePollbook. Please be sure to change users when switching stations or taking breaks
3. Battery life
Shows how much battery life the computer has. The computer should be plugged in all day. If the battery starts to decrease, this is a sign that power has been lost.
4. Time
Displays the current time.
5. Back Button
Allows the election judge to navigate to a previous screen at any point in the check in process before the RECORD CHECK-IN button has been pressed.
6. Menu Button
Directs the judge back to the opening menu which displays the Voter Check-in, Help Topics Link, and Advanced Menu.
7. Processed
Allows the election judge to see how many voters have been checked in at this voting site. If you click on the link, a window will open allowing you to refine your search.
8. Chat Window
Not enabled for this election.
9. Help Topics
Gives the election judge access to any training or reference material.
10. Change User Link
Allows one election judge to sign out and another judge to sign in. This should be done any time a new judge begins operating the ePollbook.
11. Power Menu
Gives the election judge the ability to power down the ePollbook, restart the ePollbook, log out of the program, or change users.
12. Cancel Button
Allows the election judge to cancel a voter check-in any time before the RECORD CHECK-IN button has been selected. This will bring the election judge back to the search for a new voter screen.

ePollbook Additional Search Functions

Show Matches from Entire Jurisdiction

If you cannot locate voter's record in this voting site, you can search the entire county. "Show Matches from Entire Jurisdiction" may appear only after search yields no results.

The screenshot shows the ePollbook search interface. At the top, there's a header with 'Back', 'Menu', 'Processed', 'Chat', 'Help', 'Change User', and 'Power'. Below this, a prompt says 'Enter the voter's information below.' with a question mark icon. The search fields are labeled 'Name', 'DOB', and 'Address'. The 'Name' field contains 'bal', the 'DOB' field contains 'mar', and the 'Address' field contains 'YOB'. A 'Search' button is to the right. Below the search fields, a message states: '1 Result. Tap voter below. If not found, you can revise your search. If no other searches are possible, choose No Match.' A search result is displayed: 'Ballot Mark A - 02/17/1955' with a small profile icon and 'Active | 123 County St (Waukegan, IL 60085)'. At the bottom, there are 'Clear' and 'No Match' buttons, and a 'Show Matches from Entire Jurisdiction' button is visible.

Search by Date of Birth

In addition to searching by name, you can also locate a voter by entering a date of birth.

The screenshot shows the ePollbook search interface. At the top, there's a header with 'Back', 'Menu', 'Processed', 'Chat', 'Help', 'Change User', and 'Power'. Below this, a prompt says 'Enter the voter's information below.' with a question mark icon. The search fields are labeled 'Name', 'DOB', and 'Address'. The 'Name' field contains 'MM', the 'DOB' field contains 'DD', and the 'Address' field contains 'YYYY'. A 'Search' button is to the right. Below the search fields, there are 'Clear' and 'No Match' buttons, and a 'Show Matches from Entire Jurisdiction' button is visible.

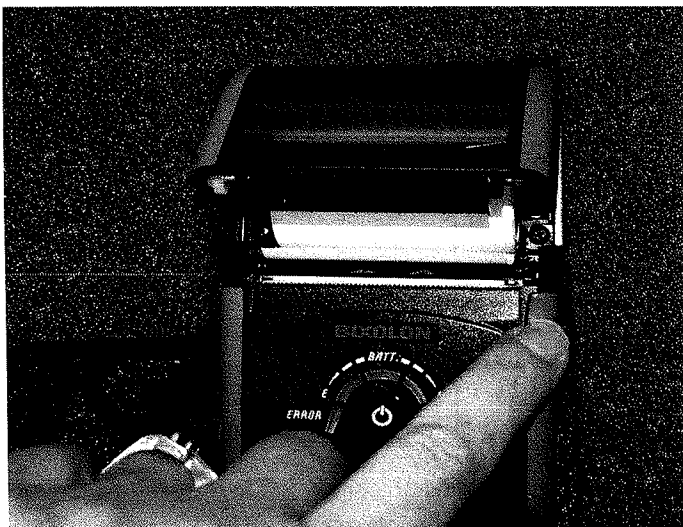
Search by Address

City field is a drop down menu. Do not use "Dir" box when entering a voter's address.

The screenshot shows the ePollbook search interface. At the top, there's a header with 'Back', 'Menu', 'Processed', 'Chat', 'Help', 'Change User', and 'Power'. Below this, a prompt says 'Enter the voter's information below.' with a question mark icon. The search fields are labeled 'Name', 'DOB', and 'Address'. The 'Name' field contains 'House', the 'DOB' field contains 'Dir', the 'Address' field contains 'Street', 'City', and 'Zip'. A 'Search' button is to the right. Below the search fields, there are 'Clear' and 'No Match' buttons, and a 'Show Matches from Entire Jurisdiction' button is visible.

ePollbook Printer

When you need to change the paper roll, **do not remove the printer from the case**. Press the orange button on the right side of the printer to open the cover.



Remove the empty paper roll. Lay new paper roll in printer with the loose end underneath. Close cover and the printer is ready.



If the printer's error light stays on after you change the paper, be sure the end of the new paper roll extends beyond the cover. Also check that the cover is completely closed.

If the first application is blank after changing the paper roll, the paper is in upside down. Open printer cover, remove paper roll, turn over, re-insert, and close cover.

Pollwatchers

Pollwatchers

Who are Pollwatchers?

Pollwatchers are official election process observers in the voting site before, during and after voting on Election Day. Pollwatchers may also be present during other election events including early and nursing home voting and vote-by-mail and provisional ballot processing.



Pollwatchers and candidates may not process voters or handle election materials.

Qualifications and Credentials

Pollwatchers must be registered to vote in Illinois and must be affiliated with the political party or the organization for which they are poll watching (10 ILCS 5/7-34; 5/17-23).

Pollwatchers must have proper credentials which are issued by the local election authority or the Illinois State Board of Elections after being first authorized by one of the following (10 ILCS 5/7-34; 5/17-23):

- ▶ The state or local political party; or
- ▶ A candidate; or
- ▶ The presiding officer of a civic organization; or
- ▶ The chairman of the proponent or opponent group (of a public questions).

Admittance to Polls

Pollwatchers and substitute pollwatchers must present their credentials to the election judges at both primary and general elections (10 ILCS 5/7-34; 5/17-23).

All credentials remain in the possession of the election judges and are returned to the County Clerk's office after the polls close. Pollwatchers must sign the register each time they enter or leave the voting site.

Pollwatcher Rights

The pollwatcher may:

- ▶ Observe all proceedings and view all reasonably requested records at both primary and general elections including judges making signature comparisons. (10 ILCS 5/7-34; 5/17-23)
- ▶ Inspect list of early, grace, and vote-by-mail voters. (10 ILCS 5/17-9)
- ▶ Accompany election judges when assisting disabled curbside voters. (10 ILCS 5/17-13)
- ▶ Challenge a voter's status at pre-Election Day voting at the County Clerk's office, during early voting, on Election Day, and during nursing home voting. (10 ILCS 5/19-10; 5/19A-60; 5/20-10; 5/19-12.2)
- ▶ Observe process of validating provisional ballots. (10 ILCS 5/18A-15)
- ▶ Observe in-person, early voting at both permanent and temporary sites with one pollwatcher per candidate, political party and qualified civic organization at each early polling location. (10 ILCS 5/19-10; 5/19A-60)
- ▶ Observe processing of vote-by-mail ballots (including military and overseas ballots) with one pollwatcher per candidate, political party and qualified civic organization for each panel of judges. (10 ILCS 5/19-8; 5/20-8; 5/20-10)
- ▶ Observe voting in nursing homes in compliance with other statutory provisions applicable to pollwatchers. (10 ILCS 5/19-12.2)

- Observe the election judges as they conduct preparations to open the voting site on Election Day including comparing the displays on the marking device with the specimen ballots to confirm agreement and performing an operational check of the optical scan equipment to ensure a zero count. (10 ILCS 5/24B-8)
- Leave and re-enter the polling place once credentials are surrendered as long as such activity is not disruptive. (10 ILCS 5/7-34; 5/17-23)
- Remain after polls close and until canvass is complete, but any departure and re-entry can only be done in the case of necessity and lack of disruption. (10 ILCS 5/7-34; 5/17-23)

The pollwatcher may not:

- Get close enough to the voters/voting booths as to observe a voter casting a ballot and impinge the secrecy of the ballot or handle any election materials.(10 ILCS 5/7-34; 5/17-23; 5/19-10; 19A-60; 5/24B-5)
- Disrupt any of the election activities and procedures on any Election Day. (10 ILCS 5/19A-60; 5/7-34; 5/17-23)
- Participate in the discussion and decision following a challenge to a voter’s status as it is solely the decision of the election judges. (10 ILCS 5/19-10; 5/19A-60)
- Interfere with election judges as they maintain legal authority to conduct elections. (10 ILCS 5/7-34; 5/17-23)
- Engage in a political discussion/electioneering within 100 feet of the door to the polling locations. (10 ILCS 5/17-29)



.....

Candidates political parties, civic organization, and organized proponents and opponents of a ballot proposition may appoint pollwatchers.

Number of Pollwatchers Allowed in Precinct at any Given Time

	Consolidated Primary/ General Primary	Consolidated Election/ General Election
Candidate	Two	Two
Political Party	One	Two
Qualified Civic Organization	One	One
Proponents and Opponents of a Ballot Proposition	One	One

Pollwatcher and Candidate Credentials

POLLWATCHER CREDENTIALS	
TO THE JUDGES OF ELECTION: In accordance with the provisions of the Election Code,	
the undersigned hereby appoints <u>Alex Brady</u>	
who resides at <u>526 County St. Waukegan</u>	
(Street Address)	
in the County of <u>Lake</u> , <u>Waukegan</u>	
(County) (Township/Municipality)	
State of Illinois, who is duly registered to vote from this address, to act as a pollwatcher at	
<u>Carmen School</u> voting site at the <u>General Primary</u>	
(Name of Location)	
election to be held on <u>February 2</u> , 20 <u>10</u> .	
<u>Carla N. Wyckoff</u>	
Carla N. Wyckoff, Lake County Clerk	
<u>Christa Jonas</u>	<u>Candidate</u>
(Signature of Appointing Authority)	TITLE: (Party Official, Candidate, Civic Organization President, Proponent or Opponent Group Chairman)
Under the penalties provided by law pursuant to Section 29-10 of the Election Code, the undersigned pollwatcher certifies that he/she resides at the above address in the State of Illinois, and is duly registered to vote from the above address in Illinois.	
<u>Alex Brady</u>	
(Signature of Pollwatcher)	
Valid Pollwatcher Credentials must include the embossed Lake County seal.	

CANDIDATE CREDENTIALS	
TO THE JUDGES OF ELECTION: In accordance with the provisions of the Election Code,	
I, <u>Christa Jonas</u> hereby certify that I am a	
(Name of Candidate)	
candidate for <u>Treasurer</u>	
(Name of Office)	
in the County of <u>Lake</u> , <u>Waukegan</u>	
(County) (Township/Municipality)	
and seek admittance to <u>Carmen School</u> voting site at the	
(Name of Location)	
<u>General Primary</u> election to be held on <u>February 2</u> , 20 <u>10</u> .	
<u>Christa Jonas</u>	<u>Treasurer</u>
(Signature of Candidate)	Office for which candidate seeks nomination or election
<u>Carla N. Wyckoff</u>	
Carla N. Wyckoff, Lake County Clerk	
Valid Pollwatcher Credentials must include the embossed Lake County seal.	

Pollwatcher Credentials issued by Illinois State Board of Elections

STATE BOARD OF ELECTIONS STATE OF ILLINOIS

2329 S. MacArthur Blvd
Springfield, Illinois 62704-4503
217/782-4141 TTY: 217/782-1518
Fax: 217/782-5959

James R. Thompson Center
100 W. Randolph St, Ste 14-100
Chicago, Illinois 60601-3232
312/814-6440 TTY: 312/814-6431
Fax: 312/814-6485



EXECUTIVE DIRECTOR
Rupert T. Borgsmiller

BOARD MEMBERS
Jesse R. Smart, Chairman
Charles W. Scholz, Vice Chairman
Harold D. Byers
Betty J. Coffrin
Ernest L. Gowen
William M. McGuffage
Bryan A. Schneider
Casandra B. Watson

POLLWATCHER CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information		Authorized to act as a pollwatcher in:	
Name		Name of Precinct	
Street Address		Ward (if applicable)	
County of Residence		Township or Municipality	
Township or Municipality of Residence		Election	General Primary
		Date of Election	March 18, 2014

In accordance with the provisions of the Election Code, the undersigned hereby appoints the individual listed above to act as a pollwatcher in the precinct and at the election also listed above.

Appointing Party or Candidate Name	
Title of Appointing Officer	

Signature of Appointing Authority

Chairman – State Board of Elections

Vice Chairman – State Board of Elections

Under penalties of law pursuant to 10 ILCS 5/29-10, the undersigned pollwatcher certifies that he or she resides and is duly registered to vote at:

_____ Address	_____ Township or Municipality
_____ County	Illinois _____ State
_____ Precinct and/or Ward in which Pollwatcher resides	_____ Signature of Pollwatcher

www.elections.il.gov
Form may be reproduced

Page for notes