Ballot Box Judge
Election Judge Manual

Election Judge Department
847.377.2408

Election Day Hotline
847.377.2328

Voter Registration
847.377.2410

General Office
847.377.2400

ElectionJudge.info
ElectionJudge@LakeCountyIL.gov



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Prepared under the guidelines of the Illinois State Board of Elections

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September 18, 2026

Dear Lake County Election Judge:

This election is especially important as we continue to commemorate 250 years of what has been called the greatest experiment in self-governance. Thank you for being part of the tradition that brings life to the three most important words of our Constitution: We the People.

We have continued our efforts to improve our systems and processes. This general election, we have upgraded our tabulation system to the highest certified level in Illinois. We are the first in the entire state to conduct an election using this newly certified system. This tabulation system upgrade not only has quality of life improvements for you, our judges, but also enhances security and increased processing. Our commitment has always been to be a model in exceptional election administration, and, with your help, we are accomplishing that goal.

This manual will introduce you to the terminology and procedures of Early Voting activities and will acquaint you with the requirements of the Illinois Election Code. It will also serve as a reference tool for training classes and quality control during Early Voting. Use this manual as your guide during your service. You will receive training pursuant to Illinois law requiring that each election judge receive training every two years (in even years) to maintain a compliant trained status.

Additionally, there are judges who are specially trained for verifying qualified voters, attending to the ballot box, voter services, and empowering voters who may prefer to use ADA-compliant ballot-marking system to mark their ballots in private.

Site Managers serve as a liaison for our office while they support each station as needed, work with poll watchers, help with voter traffic flow and assist with special circumstances. Site Managers are either assigned to a specific voting site or will be assigned to cover several voting sites throughout Election Day.

I look forward to meeting each one of you and to seeing you at training or during Early Voting. Do not hesitate to reach out if you have suggestions, questions, or concerns at anthony.vega@lakecountyil.gov.

You are at the heart of our democracy, and, on behalf of the Lake County Clerk's Office, I thank you for your service.

Respectfully,

Anthony Vega
Lake County Clerk

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Basic Election Information

Vote Centers

Beginning in 2025, all Election Day voting sites will utilize the vote center model. This means that all Lake County residents are able to cast their ballot at any Election Day voting site, regardless of their residential address. Election judges will no longer need to redirect or prepare provisional ballots for Lake County voters who arrive at a voting site to which they are not assigned.

Non-Lake County voters will still need to be redirected or vote provisionally, depending on the circumstance, as Lake County voting sites will only have ballots for Lake County voters. Additionally, Lake County voters who go to a non-Lake County voting site will also need to be redirected or vote provisionally, depending on the circumstance, as Lake County ballots are only available at Lake County voting sites.

Even-Numbered Years

General Primary Election—3rd Tuesday in March

- Nominees for Federal, State, Legislative, Judicial, County, and North Shore Water Reclamation District (NSWRD)
- Election of Precinct Committeepersons and Lake Forest Municipal candidates and referenda

General Election—1st Tuesday after the first Monday in November

- Federal, State, Legislative, Judicial, County, NSWRD candidates and referenda

Odd-Numbered Years

Consolidated Primary Election—last Tuesday in February

- Municipal nominees for established political party candidates and referenda

Consolidated Election—1st Tuesday in April

- Municipal, Township, Park, and Library Districts
- Schools, Colleges, other special purpose district candidates and referenda

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 they voted in the past. If the voter does not wish to declare a party in the primary, and a public question is on the ballot, a nonpartisan ballot might be available.

Primary vs. General Elections

At a primary election, voters select nominees. Candidates are elected in general and consolidated elections. Voters also elect a party precinct committeeperson in even year primaries. Illinois does not permit 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.

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. Judges establish the tone and level of service. Remember to smile and let voters know you are glad they are participating. 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.

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 Lake County Clerk a certified list of persons for each precinct to serve as Election Judges after the general primary election in even years. The Chairperson may also choose to not commission an Election Judge at this time. At its July meeting in even-numbered years, the Lake 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 Lake County Clerk offers Election Judge training classes as required by state statute. Every two years, judges are required to complete training in even-numbered years to maintain trained status.

Pay

A judge's pay rate is determined by the level of Election Judge class completed and assignment. Attending a Basic or Advanced class trains a person to work as a Check-In Judge. Judges can increase their earning power by completing specialty certification training and have the Lake County Clerk's Office assign additional responsibilities on or before Election Day. Judges who are willing to serve outside of their township receive additional compensation. Paychecks are mailed 3 to 4 weeks after Election Day.

Pollbook Judge (certified and assigned)	$240
Ballot Box Judge (certified and assigned)	$285
Serving out of township	+$10
Bilingual Judge	+$10
Driving to the Transfer Site to deliver supplies on Election Night	+$20
Accompanying a judge to return supplies to the Transfer Site on Election Night (but not driving in a separate vehicle)	+$10

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 to the Lake County Clerk's Office before the stated deadlines to receive priority in the scheduling process.

During the months prior to the election, judges are emailed a link to the Election Judge portal to select their availability and training classes. Election Day and Early Voting assignments will be posted on the portal.

Hours

Illinois law requires that the polls be open from 6:00 AM until 7:00 PM. In order to finalize setup, all judges should arrive at the polls by 5:15 AM. 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.

Judges work as a team and remain until each closing procedure is completed. Two Election Judges (one from each party), will then leave for the Transfer Site to deliver important election supplies.

Replacement Judges

On Election Day, if a judge fails to appear, contact the Lake County Clerk's Office for a replacement. If the Lake County 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 precinct committeeperson 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. Judges should rotate positions throughout the day.

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.

- Election Judges must vote early or by mail to ensure the proper functioning of the polling place on Election Day. 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 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. Dress in layers to be ready for changing temperatures.
- Review your *Election Judge Manual*, especially opening polls, closing polls, and special voter circumstances.
- Attend training class.
- Visit ElectionJudge.info to access the Election Judge portal in order to review *Election Judge Manuals*, checklists, and presentations in the online reference library.

Food and Beverages in the Voting Site

To protect the electronic equipment and ballots, please refrain from having food and beverages (without a lid or a cap) at the Election Judge tables.

Oath or Affirmation of Judge of Election

Although in past years, Election Judges signed a paper oath when beginning their shifts, the oaths are now entirely digital.

When clocking in on the pollbook, you are also digitally signing the oath. This is the new process for both Early Voting AND Election Day.

Roles for Election Workers

Judges work as a team during setup, while processing voters, and after the polls close. Closing procedures cannot be started until voters are served and all ballots are cast.

Ballot Box Judge (BBJ)

Ballot Box Judges pick up 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. Ballot Box Judges will also need to arrange, prior to Election Day, that two judges (one from each party) will deliver the election materials to the Transfer Site after the polls have closed. Normally on election eve, Ballot Box Judges set up and prepare the voting site. While the polls are open, the Ballot Box Judge stands 4 feet from ballot bin and checks each voted ballot for judge's initials.

Pollbook Judge (PBJ)

Pollbook Judges may assist with the voting site setup on election eve and log onto the Pollbooks to begin the update of voter data if there are not two Ballot Box Judges scheduled at the voting site. Judges use the Pollbook to assist voters with special circumstances, spoiled ballots, grace registration, and provisional voting, as well as checking in routine voters.

Site Manager

Many voting sites are assigned a Site Manager who serves as a liaison to the Lake County Clerk's Office. The Site Manager's duties include directing voter flow; checking in pollwatchers; assisting with and monitoring Election Judge procedures; assisting with special circumstances; resolving voter or pollwatcher concerns; and reviewing opening, closing, and packing procedures.

Technical Representatives

Technical Representatives provide support in operating the electronic equipment in the voting site. Technicians assist with operator mistakes, general error messages, paper jams or replacing equipment that is not functioning properly. Technicians are not trained to answer legal or procedural questions about processing voters.

Handling Election Materials

No one other than Election Judges, representatives of the Lake 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 but not touch or handle any election materials.

Name Tag

Judges must wear name tags to identify themselves as election officials. Name tags will have unique identifier for each judge, pursuant to Public Act 103-0600. The names of Election Judges will be preprinted on the name tags, but should be folded under so that names cannot be read by voters. Do not write your name on your ID.

Clean and Safe

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

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 serve their 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 heading

Types of ballots

- Precinct ballot
  - Contains all offices and public questions.
- Federal ballot
  - Voter must vote using the ExpressVote terminal.
  - Contains only federal offices such as President and U.S. Senate.
  - Only for voters that have moved more than 30 days and less than 4 years prior to the election and are not updating their registration when voting.
- Provisional
  - Contains all offices and public questions.
  - Ballot is voted, but not initialed or cast on Election Day.
  - If voter does not have required documentation while in the voting site, voter has 7 days to provide the required documentation to the Lake County Clerk's Office.

Under- and Over-Vote Alerts

Under-Votes

The Illinois General Assembly requires voters be alerted by the ballot bin if any of the statewide constitutional offices (Governor, Lt. Governor, Attorney General, Secretary of State, Comptroller and Treasurer) are not voted. An explanation poster will be displayed at every voting site.

Resolution

Voters are not required to vote in every race.

If voter wants to cast the ballot as marked, select "Cast" on the ballot bin screen, and ballot is tabulated and deposited into the bin.

If voter wants to change the ballot, select "Return" on the ballot bin screen. Ballot will be returned to the voter, and voter will return to the voting booth to finish voting.

Over-Votes

Voters who have marked too many choices in one race will also be alerted to the over-vote by the ballot bin.

Resolution

If voter wants to cast the ballot as marked, select "Cast" on the ballot bin screen, and ballot is tabulated and deposited into the bin. Only the over-voted race(s) will not count.

If voter wants to change the ballot, select "Return" on the ballot bin screen. Ballot will be returned to the voter and directed to the Pollbook Judges where the marked ballot will be collected and marked as "spoiled." Voter will receive a new ballot and return to the voting booth.

Electioneering

Electioneering is defined as working for or against 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 campaign clothing, campaign badges or buttons, openly 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 flyers and talk to voters.

Voters

To register, any U.S. citizen must be 18 years of age by the date of a general or consolidated election, meet the 30 day residency requirement, and provide two forms of valid identification.

17-year-olds may register and vote in a primary, if their 18th birthday occurs on or before the General or Consolidated Election.

Registration with a deputy registrar is available at many municipal, park district, and township offices until 28 days before each election. When voter registration is open, online voter registration is available at Illinois State Board of Elections' website (ova.elections.IL.gov) or LakeCountyClerk.info under "Voter Services." Applicants must provide Illinois Driver's License or Illinois State identification number, date the license or identification was issued, last four digits of Social Security number, and birth date. After registration closes, grace registration is available at the Lake County Clerk's office and at each early or Election Day voting site.

Who May be in the Voting Room

The people allowed in the voting room before opening, while polls are open, and after closing the polls are:

- Election Judges, representatives of the Lake 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 room 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 identification 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 a guardian to a booth.

Voters who have a disability 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.

Using a Phone in the Voting Site



A sign titled Telephone Usage is included in the Ballot Box Judge envelope and is posted at the voting room's entrance.

Voters are requested to not make or receive calls in the voting site unless it is to call for emergency service, as voters could unintentionally electioneer during the course of their phone conversation. If a voter's cell phone rings, politely ask the voter to return the call when outside the voting site. Voters are allowed to discreetly look up information on their phones in the voting booth. Pollwatchers are also requested to make their calls from outside the voting site.

Election Judges may use cell phones when no voters are present in the voting site, to call the Lake County Clerk's Office for assistance, and to call for emergency assistance. Please remember to put away cell phones when voters are in the voting site.

Voter Identification Requirements

Judges are required to identify each voter by comparing the signatures on the voter's registration record to the voter's signature on the Pollbook. Two judges review and agree that the signatures match. If a voter offers identification, it is acceptable and may be helpful to scan on the Pollbook.

Telephone Policy for Election Judges

Election Judges may use cell phones when no voters are present in the voting site, to call the Lake County Clerk's Office for assistance, and to call for emergency assistance. Please remember to put away cell phones when voters are in the voting site.
When calling the Lake County Clerk's Office, please clearly state your name, the polling site where you are working, and the nature of your question or concern. If you encounter a situation which you believe may require the help of county staff, it is imperative that you call as soon as possible. Waiting for the arrival of another Election Judge to assist with the situation or call may result in the loss of valuable time.

When do I Call the Lake County Clerk's Office?

- If any seals or tags show signs of tampering.
- If the daily totals between the Pollbook and ballot bins do not match.
- If you have an equipment malfunction or failure.
- If you encounter a voter situation not familiar to you.

Control of the Voting Site

Illinois election law requires that only authorized persons be allowed in the voting site. All persons in the voting site or within the “No Electioneering” zone 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.

Handling Election Materials

No one other than Election Judges, representatives of the Lake County Clerk's Office, and State’s Attorney staff (except when assistance with affidavits is requested) may handle the election materials, supplies, or ballots **under any circumstances**. Attorney General staff may not handle election materials but may observe the voting process to ensure laws are being followed. Pollwatchers and candidates with pollwatcher credentials may not touch or handle any election materials under any circumstances.

Election Equipment in Election Day Sites

Pollbook



The Pollbook will provide instant voter history updates to the Lake County Clerk's Office while the polls are open, help the judges streamline the voter check-in procedures, and process Grace Registration and provisional voters. Connected via the Jetpack with all other Election Day Pollbooks and the Lake County Clerk's Office.

DS300 (or Ballot Bin / Tabulator)



The ballot bin accepts both full-sized paper ballots and ExpressVote ballots.

Public Count is the number of ballots cast in this election. Protected Count represents the number of ballots cast in this bin's lifetime. (Think of it like a car's odometer.)

ExpressVote (or Ballot Marking Device)



Each voting site uses ExpressVote equipment offering touch-screen technology compliant with the Americans with Disabilities Act (ADA) and prints a customized ballot on demand.

Voters who are blind, are vision-impaired, or have a disability that make it difficult to mark a ballot are empowered to cast their vote in private and without assistance.

Ballot on Demand Printer



The Lexmark Ballot on Demand printer will print the voter's specific ballot style based on the voter processed on the pollbook. All Pollbooks will connect to their own Ballot on Demand printer.

Election Judges will need to verify the ballot that prints against the precinct, ballot style, and party (in a primary) printed on the voter receipt. All ballots (with the exception of Provisional Ballots) will be initialed with a purple felt tip pen.

The Cage



Much of the electronic equipment will now be delivered in a locked Cage. The Cage will have the Pollbooks, blank ballot stock (reams of legal-size paper), Ballot on Demand Printers, the ExpressVote terminal, purple felt tip pens, privacy sleeves, and certain ADA equipment (if required).

Jetpack



The Jetpack gives each voting site's Pollbook a live connection to the Lake County Clerk's Office and restricts a voter's ability to register in multiple locations during Early Voting or on Election Day.

Unlocking the Cage

The Cages introduced in 2026 have two locks, rather than one. You must unlock the padlock on top before unlocking the handle.

1. Find the orange lanyard with the Cage keys in the security materials pouch.

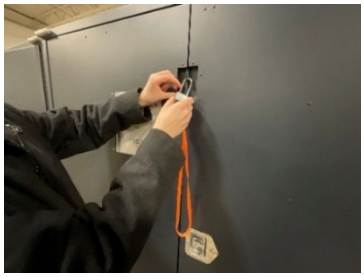


2. Remove the blue security seal from the padlock on the Cage.



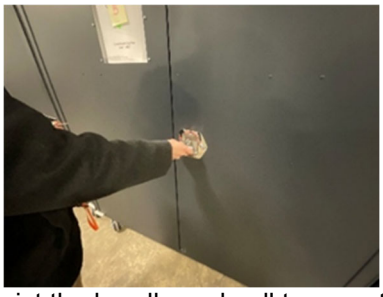
3. You may place the blue seal on the back of the Election Judge timesheet in the green Site Manager binder once you retrieve the binder from the ballot bin.

4. Use the silver key on the orange lanyard to unlock the padlock. Temporarily remove it so the door can be opened.



5. Use the barrel key on the orange lanyard to unlock the handle.

6. Pull the handle forward so it is no longer flush with the door.



7. Twist the handle and pull to open the door.



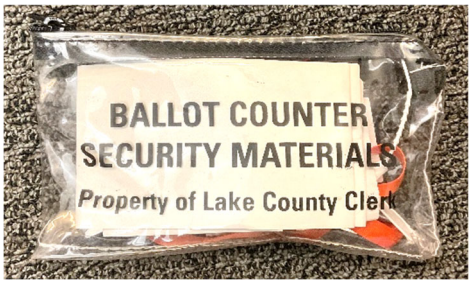
8. Remove the supplies you need from the Cage.

9. Replace the padlock on one of the doors so it is not lost.

Note: The Cage door on the left (as you face the Cage) must be closed before the door on the right.

Locking the Cage

1. Find the orange lanyard with the Cage keys in the security materials pouch.

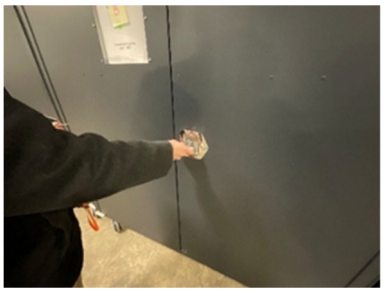


2. Ensure that all materials which need to be kept (or returned) in the Cage have been placed inside.

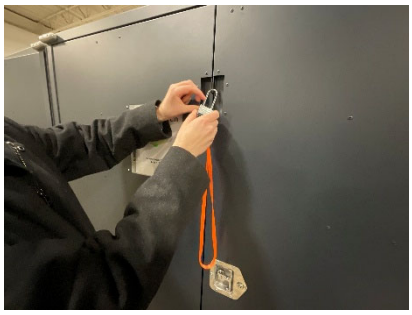


3. Close the Cage door on the left (as you are facing it) before the door on the right.

4. Twist the handle and fold it back into place so it is flush with the door. Lock the handle in place using the barrel key on the orange lanyard.



5. Thread the padlock through the loops for the upper lock and press until the shackle clicks shut.



6. Check the handle to confirm that the door is locked in place.

BBJ Tasks Before Election Day

One month prior to the election, Ballot Box Judges receive:

- Scheduling information that includes the name and phone number of the co-Ballot Box Judge(s) and voting site assignment.

Two weeks prior to the election, Ballot Box Judges receive:

NOTE: Contact your co-Ballot Box Judge, if applicable, to discuss the pre-Election Day duties. If a site has two BBJs, they work together to prepare for Election Day.

- A Voting Site and Set Up/Delivery Notice which includes:
    - Voting site location,
    - Contact information for the voting site,
    - Any special instructions,
    - Equipment pick-up location, and
- Site Manager's and Election Judges' names, phone numbers, party affiliation, and assignments.

One week before and no later than noon on Friday before Election Day:

- Call or visit the voting site to confirm:
    - Location of room for voting,
    - Building access on election eve for setting up the voting site, and
    - Building access on Election Day prior to 5:15 AM (4:45 AM if voting site must be set up on Election Day).

NOTE: Notify the Lake County Clerk's Office at (847) 377-2314 of road construction or any parking disruption near the voting site requiring alternate arrangements, accessible ramps, or additional directional and voting signs.

- Call Site Manager and all assigned judges to verify:
    - they are working,
    - that two judges (one from each party) will be able to return the ballots and necessary materials to the Transfer Site at the end of the night on Election Night, and
    - if BBJ(s) are unable to lift printers during Election Eve setup, that at least one PBJ judge capable of lifting the printers can assist.

Thursday or Friday before the election:

Ballot Box Judges pick up at the assigned location the:

- Red Ballot Box Judge bag and
- Empty white ballot transfer cases.

Please store materials at room temperature in a secure location until Election Day.

Be sure to bring ONLY the red Ballot Box Judge bag on Election Eve as materials inside will be required for setup. Do NOT take ballot transfer cases to the voting site until Election Day.

BBJ Tasks Before Election Day

Voting Site Setup

Voting site setup occurs the evening before the election. If the voting room will have activities after setup, secure supplies in a safe location. If access is not possible before Election Day, setup must begin at 4:45 AM on Election Day. Contact Lake County Clerk's Office if site cannot be set up on Election Eve.

The ballot bins, Pollbooks, ADA unit and table, voting booths, "Vote Here" signs, 100-foot "No Electioneering Zone" cone, and chrome stands for tables will be delivered by the Lake County Clerk's Office to the voting site by 5:00 PM on election eve. Some voting sites will receive extra equipment such as a Big Bell for curb-side voting or handicap ramps.

Please note that if your voting site was an Early Voting site, there may be extra equipment left at the site for the movers to pick up. This equipment should be kept to the side.

NOTE: Internal Vote by Mail drop boxes/bags should be set up on Election Day, as we now have a process to ensure proper chain of custody of the Vote by Mail ballots at Election Day voting sites.

Ballot Box Checklist

A Ballot Box Checklist, delivered in the red Ballot Box Judge bag details the tasks for Election Eve, before the polls open, throughout the day, and for closing the polls.

To Begin Setup

1. Open red Ballot Box Judge bag and take out contents. Distribute the necessary supplies.
2. Open the Cage, using the keys from the security materials pouch in the red supply bag, to set up the Pollbooks.
3. Set up Pen and Privacy Sleeve and Check-In tables as shown on the layout diagram.

Do not take to the voting site until Election Day:

- Empty White Ballot Transfer Case(s)

NOTE: Something missing? Call the Election Day Hotline at (847) 377-2328.

Election Eve Setup

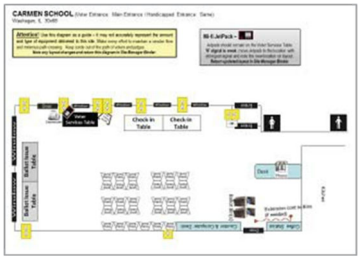
Not all Pollbook Judges need to attend Election Eve Setup. However, at least two judges will need to help with Election Eve setup. Please check in with your PBJs ahead of time to determine who will help with setup.

Judges at setup will work together as a team to prepare all Pollbooks on Election Eve. Locate starting supplies in the red Ballot Box Judge bag.

Jetpack

The Jetpack gives each voting site's Pollbook a live connection to the Lake County Clerk's Office and restricts a voter's ability to register in multiple locations during Early Voting or on Election Day.

1. Set up Jetpack in location noted on the layout diagram.



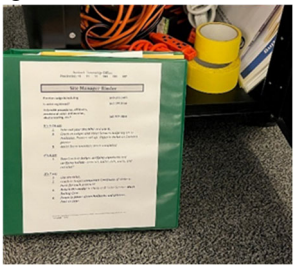
2. Plug power cord into designated outlet.
3. Press and hold the power button until you see the display screen lights up. So long as the display stays on, it means that the Jetpack is connected.



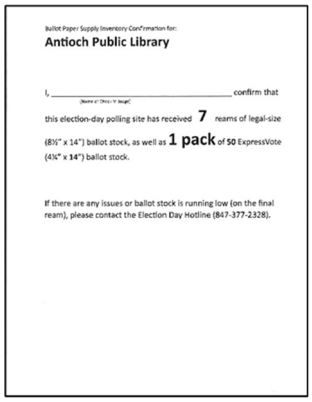
Ballot Inventory

Ballot inventory will need to be completed on election eve, as printers will need to be set up and tested before Election Day.

1. Use the silver ballot bin key from the security materials pouch, to open ballot bin door #4 and locate the green Site Manager binder.



2. Locate the Ballot Paper Supply Inventory Confirmation sheet in the Site Manager binder.



Ballot Paper Supply Inventory Confirmation for:
Antioch Public Library

I, _____ confirm that

this election-day polling site has received **7** reams of legal-size (8½" x 14") ballot stock, as well as **1 pack** of 50 ExpressVote (4¼" x 14") ballot stock.

If there are any issues or ballot stock is running low (on the final ream), please contact the Election Day Hotline (847-377-2328).

3. In the Cage, check the number of reams of ballot paper (a full box equals five reams) and number of packs of ExpressVote ballot stock (which is located in the banker box inside the Cage).



4. Sign off on the ballot supply sheet and leave it in the green Site Manager binder. Return ExpressVote ballot stock packs to the banker box.

Pollbook Setup

Pollbooks will be delivered by the movers in a locked Cage. The key to the Cage will be in the security materials pouch in the red BBJ bag. The Pollbooks must be set up on Election Eve.

1. Retrieve extension cables and power strips from the Cage.



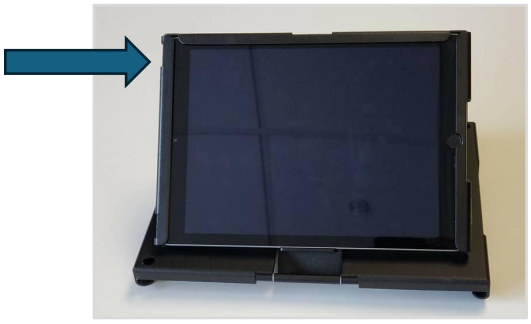
2. Remove the Pollbook cases from the Cage and place them on the appropriate tables based on the recommended room layout. Note that there are two Pollbooks, ballot receipt printers, and supplies for Pollbooks in standard Pollbook cases.



3. Remove the Pollbooks, ballot receipt printers, cords, and styluses from the cases.

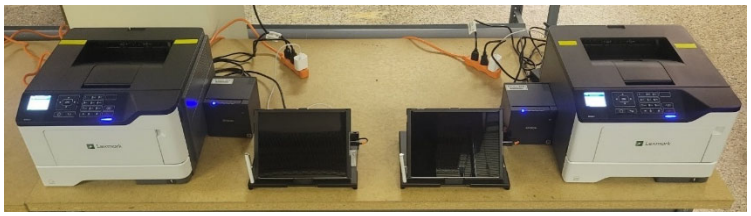


4. Open the Pollbooks so that you can see the screens and they are sitting on their bases. Turn them on by pressing the “on” button on the left side of the device. After a moment the white Apple logo should appear in the center of the screen.



5. Retrieve the Ballot on Demand Lexmark printers and blank ballot stock (reams of legal sized paper) from the Cage delivered to the voting site.

Note: The Ballot on Demand printers weigh 35 lbs and should <u>never</u> be lifted by fewer than two judges.

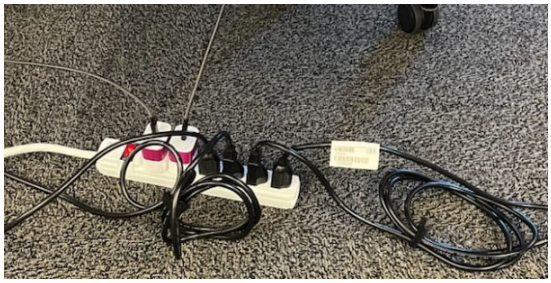


6. Set up the table so that two Pollbooks are next to each other (where the two judges will sit), the thermal receipt printer is to the outside of each judge and the Ballot on Demand printer is farthest to the outside of each judge. If you have an odd number of Pollbooks, try your best to set up the additional station so that signatures/ballot styles can be easily double-checked. Pull out the tray of the Ballot on Demand printer, press and hold the green lever at the back of the tray down, and pull the tray until it is fully extended and can fit legal-sized paper.





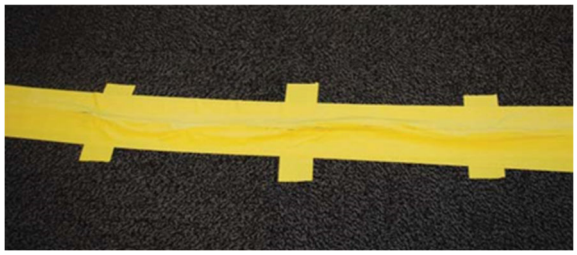
7. Place a power strip in between two Pollbook stations. Use Velcro straps as necessary to limit excess cord slack while plugging in devices.





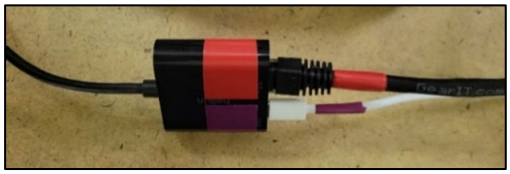
8. It may be useful to use the table legs to limit excess cord slack (depending on the tables at the site).

9. Be aware of tripping hazards for voters and judges. If needed, use yellow tape for cord management.



Note: The tape on the pollbook cords is color-coded to match a corresponding port. Connect the cables in ROY (red, orange, yellow) order. By plugging in the cords in this order, we prevent connection issues between the printer and Pollbook.

10. Plug one end of the red ethernet cable into the splitter cable and the other end into the back of the Ballot on Demand Printer (BOD).
(If the purple Pollbook power cable has become disconnected from the splitter cable, plug it in now.)



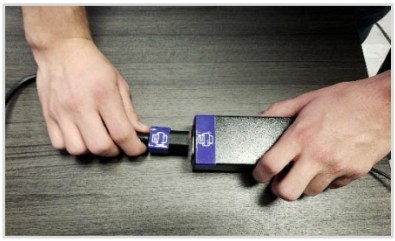
11. Plug the orange end of the Pollbook charger cable into the side of the Pollbook.



12. Plug printer power cord (yellow) into the back of the Ballot on Demand printer.



13. Connect the thermal receipt printer power block to the power cord. The thermal receipt printer connects to the Pollbook via Bluetooth.



14. Plug the power cords into the power outlet.



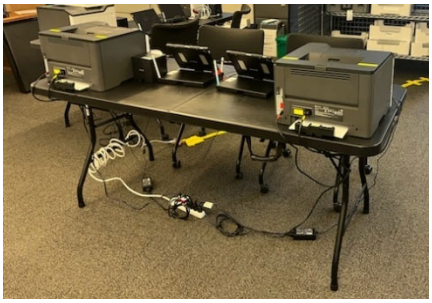
15. Press and hold the power button on the thermal receipt printer to power it on. Lights on the printer will blink while printer is setting up. Look for the light on the far right side of the printer to turn blue; this it is means connected via Bluetooth.



16. Press and hold the power button on the Ballot on Demand printer. Display screen will indicate that printer is powering on.



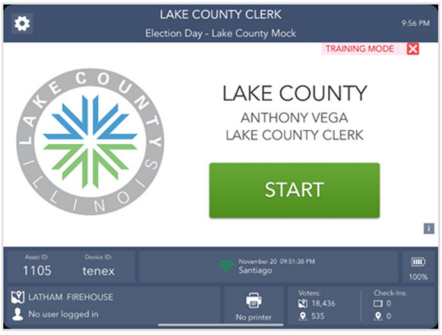
17. Double-check for tripping hazards. Secure any power cords that may be a tripping hazard to voters and judges.



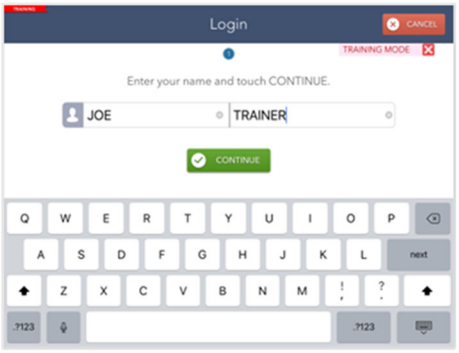
Login to the Pollbook

Note: The Pollbook is an iPad, so selections are made by touching buttons on the screen.

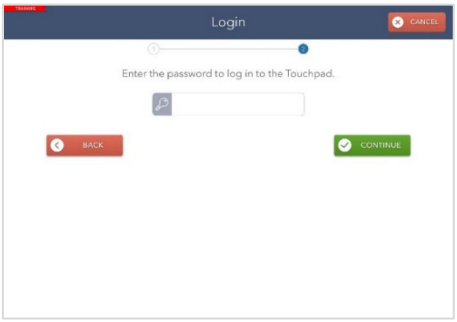
1. Once the Pollbook is powered on, it will look similar to the image below (excluding the red "Training Mode" icon). Touch the green START button to log in.



2. Enter your first and last name and touch the green CONTINUE button.



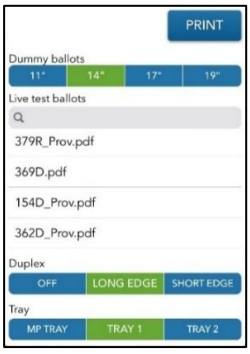
3. Enter the password from the Pollbook login information card found in both the black and blue binders.



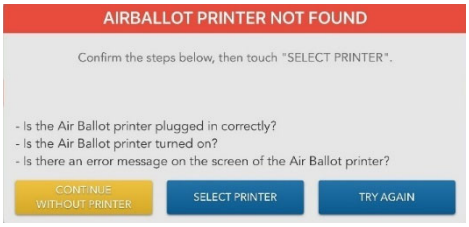
4. The Pollbook will connect to the Ballot on Demand printer ("Airballot Printer") first.



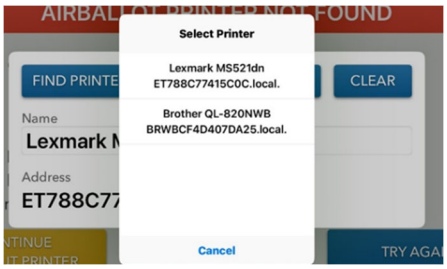
5. To test the Ballot on Demand printer, retrieve paper from the Cage (open one ream at a time). Then choose TEST PRINTER and click PRINT on the pop-up box. Place printed test ballots in the red BBJ bag.



6. If you cannot connect to the Ballot on Demand printer, then there are additional troubleshooting steps to take. (*If you do connect to the BOD printer, skip to Step 13)* First choose SELECT PRINTER.



7. Choose FIND PRINTER and look for a printer labeled "Lexmark MS521dn…" Depending on your site, there may be other wireless printers available.

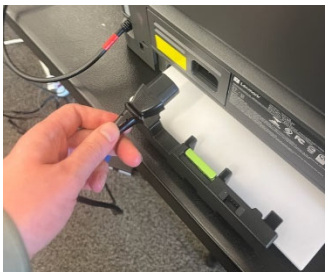


8. If the printer is available: select it and then choose TEST to print a test ballot. Then SAVE.

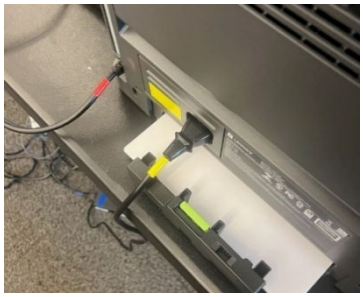


9. If the printer is not available, choose “Cancel,” then ensure that the (red) ethernet cable is plugged in to the back of the printer and to the Pollbook splitter.

10. Turn off the printer and unplug the (yellow) power cord from the back of the printer.



11. Wait for a few seconds, then plug in the power cord in and turn on the printer.



12. Wait for a minute after the printer fully powers on, then repeat steps 7 and 8. If you are still unable to connect, call the County Clerk’s Office.

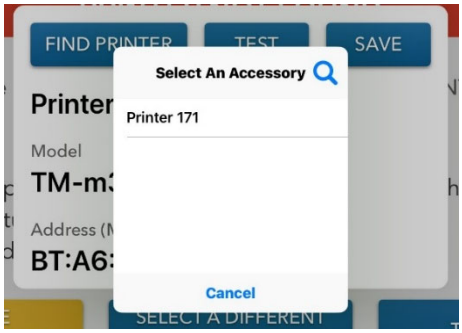
13. The Pollbook will next try to connect to the ballot receipt printer. Remember, the number of the receipt printer should match the number on the base of your Pollbook.



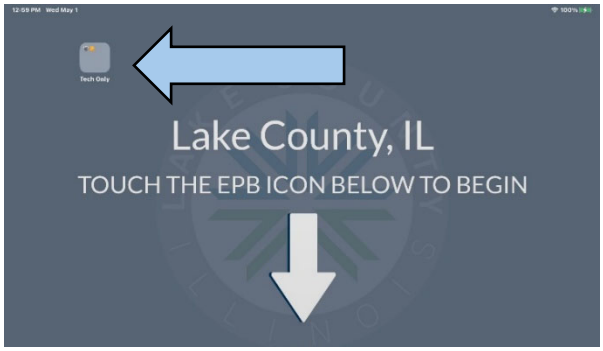
14. If you are not able to connect to the ballot receipt printer, check to make sure that the device is fully turned on (turned on and no blinking lights), then choose SELECT A DIFFERENT PRINTER.



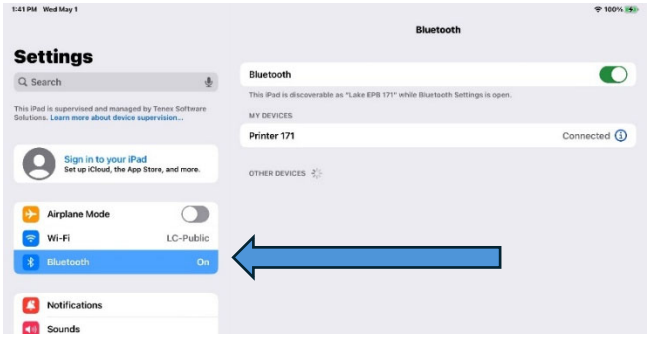
15. On the pop-up screen, choose FIND PRINTER. Choose the printer number that matches the number listed on the base of the Pollbook.



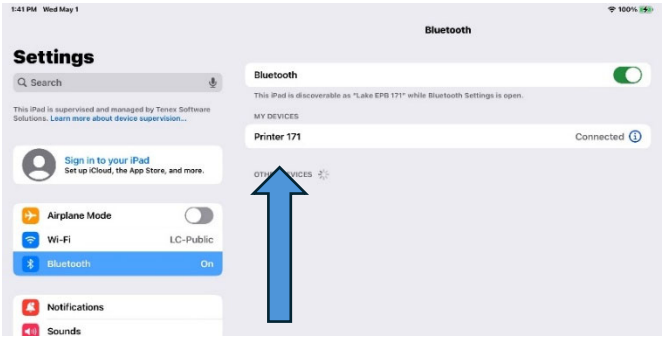
16. If you still cannot connect to the printer, choose “Cancel” then swipe your finger up on the screen so that you return to the desktop. Search for the “Tech Only” folder. (If it is not on the current screen swipe your finger to your left on the screen.)



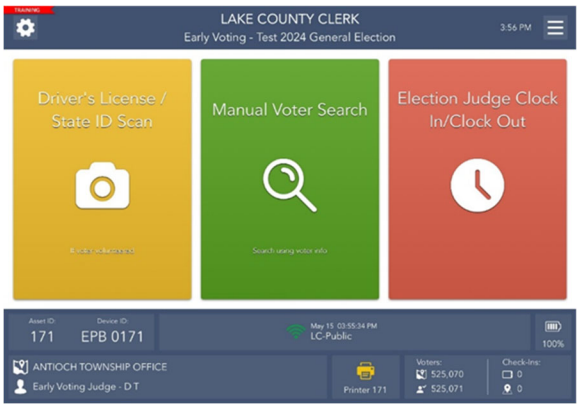
17. Click on the folder and choose “Settings” (the gear shape). On the left side of the screen, select the “Bluetooth.” Give the Pollbook a few minutes to search for the printer.



18. Select the printer with matching number from the options in the center of the screen and allow it to connect. Then return to the Pollbook program and repeat steps 14 and 15. If you are still unable to connect, call the Lake County Clerk’s Office.



19. At this point, your Pollbook should be connected, and you will see the home screen. Make sure that the information looks accurate: the polling site listed is correct, the Pollbook is connected (the signal sign in the bottom middle of the screen is green), zero voters are checked in, etc. Now, wait for the Pollbooks to download the pre-Election Day data.



20. Clock in on Pollbooks. See instructions below.

21. Leave all Pollbooks turned on while you prepare the ballot bin and the voting site. This will allow for the data transfer from the Lake County Clerk’s database to the individual Pollbooks.

22. Return the password card to the red Ballot Box Judge bag.

Note: DO NOT ATTEMPT TO PRACTICE PROCESSING ANY VOTERS! The Pollbooks are loaded with live election data.

Election Judge Clock-In

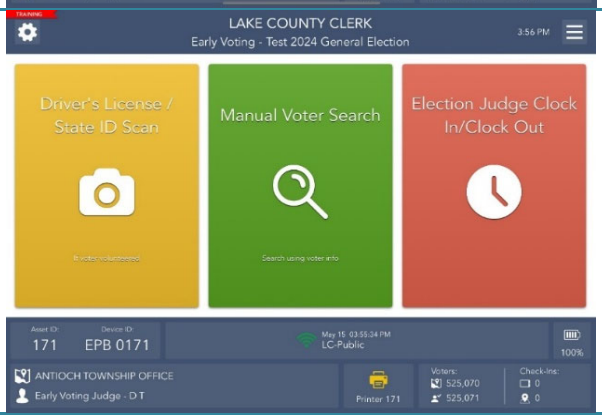
1

Begin by selecting ELECTION JUDGE CLOCK IN from the “hamburger menu” from the Main Menu screen.



2

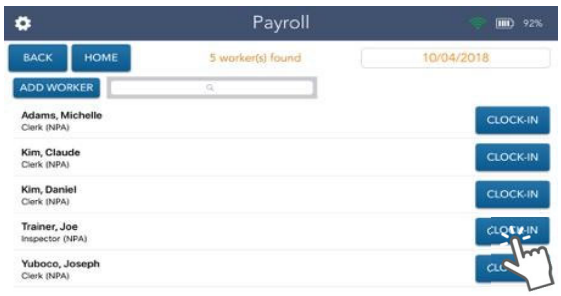
There is also an option to select Election Judge Clock In/Clock Out from the Launchpad screen.



3

Look for your name and when you find it, select CLOCK-IN. If you cannot find your name on the list, check to see if there is a NEXT PAGE option at the top right. If you find your name, skip to step five.

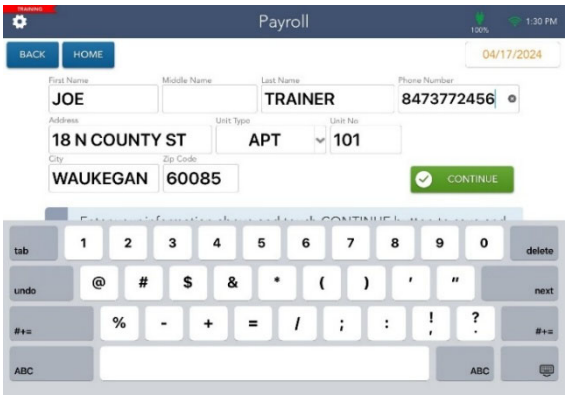
If you cannot find your name on any page, continue to step four.



4

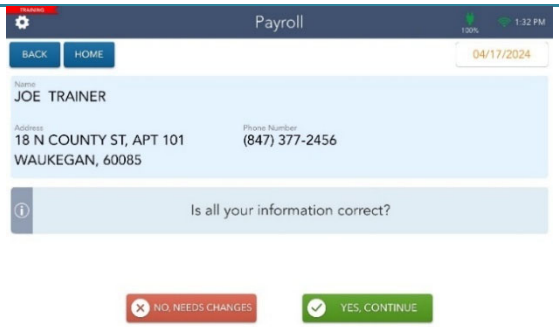
If you are unable to find your name, select ADD WORKER, check to see if your name is on this list. If so, select your name then select your position from the drop-down menu (you may need to scroll down). Then move on to the next step.

If your name is not on this list, select I AM NOT ON THE LIST. Select your position from the drop-down menu (you may need to scroll down). From this screen, you can manually add your information. You can then continue to step 5.



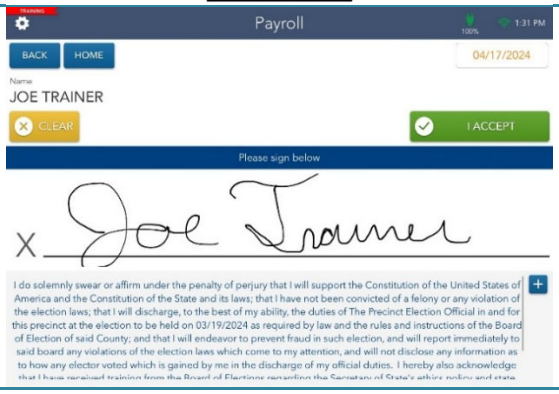
5

Confirm your information. If it is correct, choose YES, CONTINUE. If it is incorrect, choose NO, NEEDS CHANGES, and make the necessary changes.



6

You will then be asked to swear the Election Judge oath. You can click on the + button at the bottom right to make the oath larger. Sign and touch I ACCEPT to finish signing in.



Ballot Bin Set Up

Prepare each ballot bin as described below. Please make sure to set up all ballot bins

1. Open red Ballot Box Judge bag and take out the contents. Obtain the ballot bin keys (red or blue lanyard) from the security materials pouch.



2. Utilizing the silver ballot bin key, open door #4 on the ballot bin and retrieve green Site Manager binder. Complete Ballot Inventory sheet in Site Manager binder, which should be the first sheet in the binder. Ballot stock is located in banker box in Cage.

3. Review the room layout diagram that was removed from the red Ballot Box Judge bag and position ballot bin(s) according to floorplan.

4. Using the nightlight from security materials pouch, test the ballot bin's designated outlet to make sure there is power. Return nightlight to pouch.

5. Retrieve ballot bin keys, open door #4 if you locked it, and located the extension cord for the ballot bins if applicable.



6. Unwrap the power cord found on the back of the ballot bin. Plug the end of the cord without prongs into the socket labeled #1. Plug the other end into the working outlet.





7. Moving to the front of the ballot bin unlock #2 with the silver key. Release bin cover latches on either side of #2 and lift cover to upright position. NOTE: Be sure the lid is fully in the upright position, or it may slam shut on your fingers.



8. Use black key to unlock #3 and lift ballot counter screen. The ballot counter and screen will turn on automatically.





If screen is blank, after a few moments check the following:

- Check the power icon in the upper right corner of the screen. If there is a red "X" through the power icon, the ballot bin is not plugged in successfully.
- Verify the battery icon in the upper right corner of the screen is green.
- Problems? Call the Lake County Clerk at 847-377-2328.

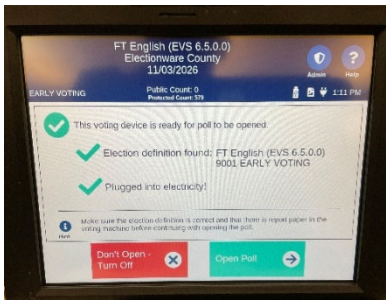
Print the Zero Totals Report

The DS300 logo screen will appear when the ballot bin screen is lifted. The ballot counter screen then displays the configuration report screen and prints a report.



9. When screen displays “The voting device is ready for poll to be opened,” select “Open Poll.”

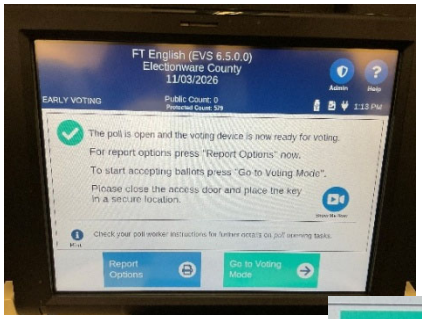
   NOTE: When making selections on the screen, be patient and allow a few seconds for the command to register. Pressing the screen a second or third time while the device is loading may result in a selection being made on the next screen as it comes up.

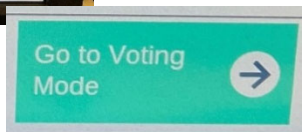




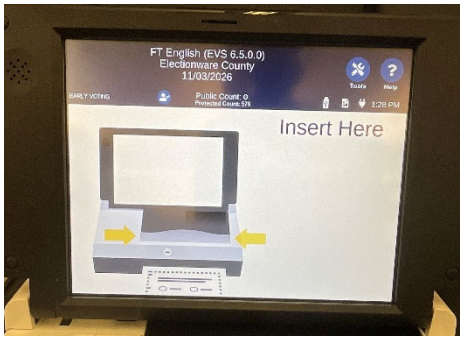
10. Screens for the Opening Polls, Ballot Status Accounting Report, and Zero Totals Report will cycle on the display. A printout for each report will automatically be created. The display screen will then read: “The poll is open and the voting device is now ready for voting.”

11. Select “Go to Voting Mode.”





12. Confirm display reads: “Public Count: 0” and “Insert Here.” The protected count number acts like a car’s odometer. It represents the number of ballots processed in this counter’s lifetime; it can be ignored.





13. Locate the Ballot Box Judge Envelope delivered in the bin. Find the specimen ballots for your site’s preferred precincts in the envelope. Work with all specimen ballots to find each office, candidate, and public question on the *Zero Totals Report* tape. If the same office appears across multiple ballots, it only needs to be verified on the *Zero Totals Report* tape once (though note that in a primary, you must check the office on each party’s ballots to verify all candidates). Set the specimen ballots aside for posting. This process is required by state statute.

    - **Please note** that you are checking the ballots against the zero tape. All offices on each specimen ballot should be on the tape, but all offices on the tape will not be on the specimen ballots for your site. If the offices on the ballot are also listed on the tape, then the ballot and tape are displaying correctly. If an office on the ballot is not on the tape, please contact the County Clerk’s Office.

14. Fold or roll the *Zero Totals Report.* When you reach step 1 on page 31, you can place it on top of the counter lid. (It is too long to place along the side of the ballot counter, as was done in the past.)

    Do not cut or tear tape at this point.

    Do not shut down the bin; return to the Pollbooks.

Other Polling Site Set Up Tasks

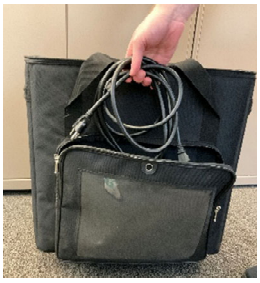
The ExpressVote (or Ballot Marking Device) is a way for voters who need an accessible option to vote

1. Open the ExpressVote table case and set up the table. Position the table to ensure voters' privacy.



2. Open the cloth ExpressVote case. Remove the ExpressVote and the power cords.



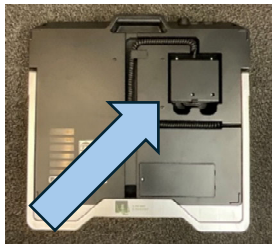


3. Place the ExpressVote on the table screen-side down.

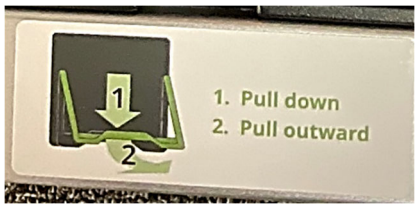


4. Remove the touchpad (for the use of visually-impaired voters) from its housing on the back of the device. Be prepared to place it behind the device on the table so it is available for quick access for voters who need it.



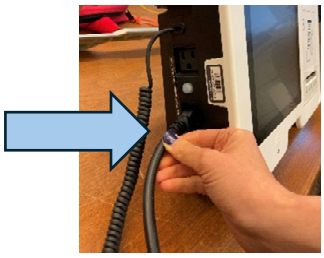


5. Follow the directions on the "kickstand" (pull down on the kickstand before pulling out) so that the device can sit with the screen at a comfortable angle.



6. Insert plug into the side of unit and then into a power source.





7. Add the privacy shield. Do not turn on the ExpressVote.



Set Up Voting Site
Set up tables, chairs, voting booths, and Pen and Privacy Sleeve table as shown on the layout diagram.

There will be at least one wheelchair accessible ADA booth to be set up near the Check-In Table. The box for this booth is labeled. If a chair is available, place it near the booth.

(See the quad voting booth assembly instructions in this manual's Appendix for details.)





Retrieve the supply box from the ballot bin and the flag, chrome stand, and "I Voted" stickers from the banker box in the Cage. Place supply box, flag, and stand on the Check-In Table and stickers on the Pen and Privacy Sleeve Table (or near the ballot bin(s) if that works better for the flow of voters at your site.)

Inside Signs

1. Locate masking tape in the supply box.
2. Use masking tape to post specimen ballots for the site's preferred precincts from the BBJ Envelope near the voting site entrance.
3. Post all signs (in English and Spanish). Detailed directions below:

    - Voting site entrance sign should be placed on the outside door to clearly identify the voter's entrance. If this is not possible, the voting site sign should be placed to the left or to the right of the voting site entrance door.

    - Township maps, telephone usage, and no electioneering signs should be posted at or near the entrance to the room. When necessary, post the directional voting site entrance signs in hallways to guide voters to the voting room.





    - Post all federally mandated signs in an area visible to voters entering room. These include Provisional Voting, Bill of Rights for Lake County Voter, Information and Services, and Vote Fraud information signs.

    - Remember, do not place "Vote Here" and "Electioneering Zone" signs outside until election morning.

Secure Pollbooks after Voting Setup is Complete

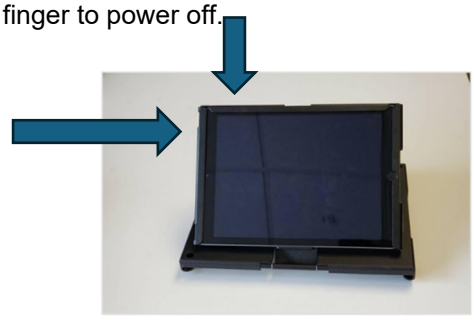
1. Once other Election Eve tasks have been complete, power down the pollbooks. Select the "hamburger" button at the top right of the Pollbook screen. Select LOGOUT from the menu.



2. A pop-up screen will appear. Select the green LOGOUT TEMPORARILY button.

3. Clock out on Pollbooks. (See next section for detailed instructions.)

4. Press and hold the buttons on the upper left side and top left of Pollbooks to turn them off. "Slide to Power Off" popup will appear. Slide with finger to power off.



5. Unplug the Pollbooks from the printers, return the Pollbooks to their cases, then return the cases to the Cage.

6. Remove any ballot stock that was placed in the printers to test them and return it to the Cage.

7. Power down printers leave them in place so only Pollbooks need to be reconnected in the morning.

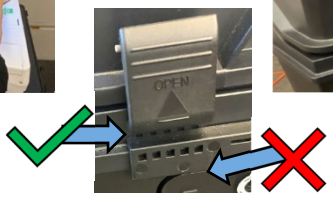
Note: Leave Jetpack turned on overnight.

Secure Ballot Bin for the Night

1. Once you have completed all other tasks and packed away all materials which should be secured in the Cage, it is time to secure the DS300 for the night. Carefully lower ballot counter screen and lock #3 with black key (below image on left). Fold the tape and place it on top of the closed counter lid at this point. The machine will beep for approximately 5 minutes before entering sleep mode. Do not turn off or unplug ballot bin.







2. Lower bin cover. Secure bin cover latches and lock #2 with silver key. Note: The bin latches hook onto the line of teeth immediately below the lid when it is closed. They do NOT hook onto the rectangular protrusion below. (See center image.)

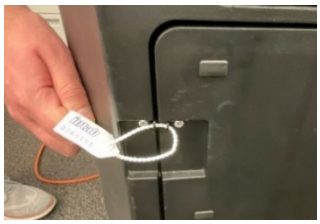
3. From the security materials pouch, remove the white security tie for securing the front access door, blue security seal, and gray security materials card.

4. Record white tie serial numbers and blue security seal number on gray security materials card. Return gray security materials card to security materials pouch.

5. Remove the orange Cage keys from the security materials pouch.

6. Return to the front of the ballot bin and remove the remaining supplies packed inside. If there are multiple bins, be sure to verify that all supplies have been removed from each bin.

7. Close and lock front access door on each bin using the silver key and secure by inserting white tie through metal loops. If you have not yet noted the number of the white tag on the grey security materials card, do so now.



Note: Due to the tamper-proof locks on the DS300, we can **no longer** leave door 5 unlocked but closed and secured with a security tie overnight. Election Eve steps are different.
Please read carefully.

8. Return the ballot bin keys (on the red or blue lanyard) to the security materials bag. Return the security materials pouch to the red BBJ bag.

9. Place the red Ballot Box Judge bag inside of the Cage. (*Note: If you have not yet removed the Cage keys, **do so now**, or they will be locked inside the Cage and you will be unable to access them!)*

10. Once you have ensured that ALL materials which need to be secured in the Cage overnight are packed inside (and you have removed the Cage keys) close and lock the Cage doors.

11. Take the Cage keys with the orange lanyard to one of the Ballot on Demand printers which was set up earlier and which will be left out overnight.

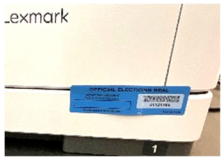
12. Pull out printer tray from the printer completely. Press the green button and push so that the tray extender is in the collapsed position.

13. Place Cage keys with the orange lanyard inside of the printer tray.



14. Return the printer tray to the printer and slide into place. With the tray in the collapsed position, the back of the tray should be flush with the rest of the printer and not stick out.

15. With the Cage keys inside, secure the tray with the blue security seal.



Before Leaving the Building

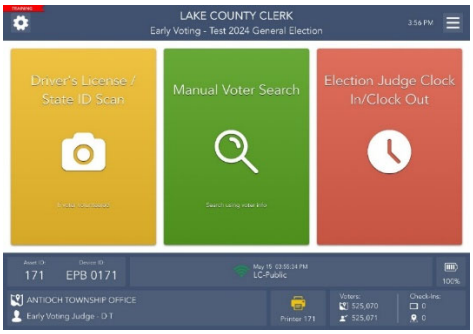
Turn off accessible lights. Make sure the outside doors to the voting site are locked or advise building security that the judges are leaving. Make sure room is secure before leaving.

Election Judge Clock-Out

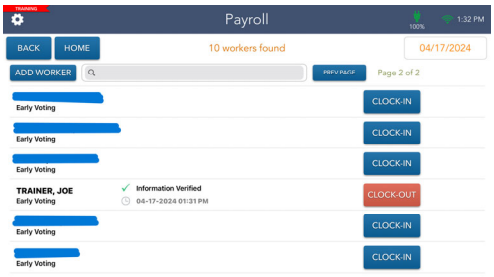
1 Begin by selecting ELECTION JUDGE CLOCK IN from the "hamburger menu" from the Main Menu screen.



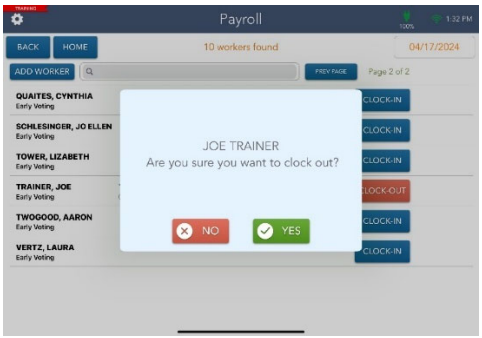
2 You can also select the red "Election Judge Clock In/Clock Out" button from the Main Menu screen.



3 At the end of the day, you will need to clock out. Select CLOCK-OUT next to your name.



4 Confirm that you would like to clock out by selecting **YES**.



5:15 AM Election Morning Before the Polls Open

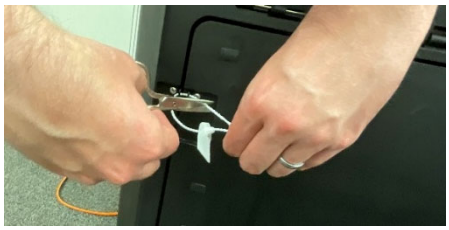
Final Setup Procedures

Deliver empty white ballot transfer cases to the Pollbook Judge Table.

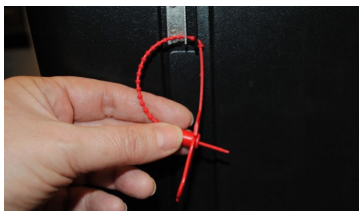
Prepare Each Ballot Bin Before Polls Open

Each ballot bin must be completely prepared before the polls open. Refer to your checklist to ensure all steps are completed.

1. Remove blue security seal from BoD printer tray and retrieve Cage key.
2. Using the key, unlock the Cage and locate the red BBJ bag.
3. In the red BBJ bag, find the security materials pouch and locate the grey security materials card and ballot bin keys inside.
4. Compare the number on the blue security seal removed from the printer tray to the number recorded on the security materials card. Then, stick the used security seal on the bottom of the Ballot Stock Inventory sheet (in the front of the green Site Manager binder).
5. Find the scissors in the security materials pouch and cut the white tie from #4 on the ballot bin. (The white tie is a tighter fit on the DS300. Cut the tie near the metal loops to make it easier to remove.) Verify numbers on white security tie match what is written on gray security materials card. Place cut white tie, scissors, and gray security materials card in pouch.



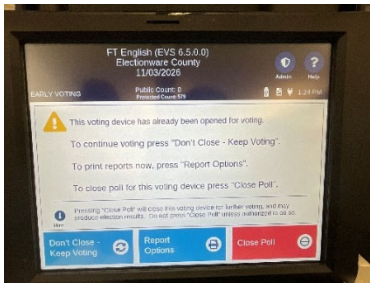
6. With all judges present, use the ballot bin keys to unlock #4 and #5 to confirm bin and emergency slot are EMPTY. **There should not be any supplies or materials in the ballot bin.**
7. With ballot bin key, lock #4 and #5 (after ensuring that the emergency ballot flap is raised so no ballots can be inserted). Remove red tie from security materials pouch. Secure front access door (#4) by inserting the red tie through metal loops.

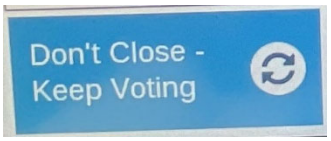


8. Unlock #2, open latches, and raise bin cover. NOTE: Be sure the lid is fully in the upright position, or it may slam shut on your fingers. Unlock #3 and raise ballot counter screen. Confirm lock tab for #3 is turned <u>down</u> into the case so it does not inhibit ballot insertion. (Image shows the lock tab up.)

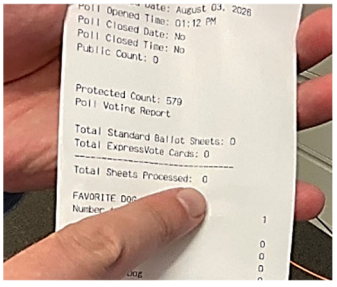


9. Display will cycle through several screens. Configuration report will print again. When screens stop scrolling, press “Don’t Close - Keep Voting.” Confirm public count still shows zero votes on "Insert" screen.



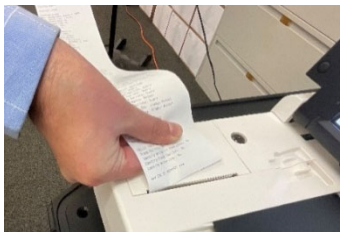


10. Unfold Zero Totals Report. Together, BBJ and one PBJ, look for ‘Total Sheets Processed: 0’ and confirm that it still reads zero votes for all candidates.



11. Both judges sign Zero Totals Report.

12. At this point, tear the signed Zero Totals Report, neatly fold or roll it, and place it in the Results Tape Pouch, then put the Results Tape Pouch in the red BBJ bag. Due to the move to Vote Centers, the tape is too long to leave on the tabulator during Election Day.





13. Offer ballot bin keys to PBJs to turn on ExpressVote. When done, place all keys in security pouch. Return pouch to red Ballot Box Judge bag and offer the bag to Pollbook Judges so that they can place printed test ballots in the BBJ bag.

14. Use the electioneering zone measuring wheel (delivered in ballot bin) to determine placement of "No Electioneering Zone" cone and sign. The sign for the orange cone is in the BBJ envelope. The 100' measurement begins from the door to the voting room for most locations. (See note on the right for more details.)

15. Place outdoor "Vote Here" signs so they are visible from the road if voters approach from either direction.

16. Obtain name tag from Site Manager green binder **and make sure a Pollbook Judge clocks you in on a Pollbook**.

17. If not posted on election eve, tape voting site directional arrow signs in hallways pointing path to room for voting.

18. Retrieve red Ballot Box Judge bag and store in the Cage during voting.

19. If there is a separate accessible entrance ramp, post "Handicap Entrance" directional signs. Signs are found in the BBJ Envelope delivered in the ballot bin.

20. If it has not yet been set up, help set up the Pen and Privacy Sleeve table with materials from the banker box in the Cage. *Ensure that privacy sleeves are out and available for voters before the polls are open.*

Keep at least one privacy sleeve near the bin during the day, so you can cover voters' ballots when checking for initials.

21. At 6 a.m., announce the polls are open and allow the voters to enter.

Note: Although in past years, Election Judges signed a paper oath when beginning their shifts, the oaths are now entirely digital.

When clocking in on the pollbook, you are also digitally signing the oath. This is the new process for both Early Voting AND Election Day.

NOTE:
No electioneering is permitted within 100 feet of the entrance to the room where voting occurs. If the room is located within a public or private school or a place of worship, campaigning is restricted to the outside of the building, even if the 100 feet falls inside the building.

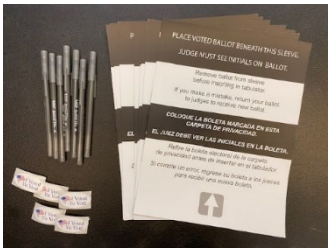
Private schools and places of worship may ban electioneering on the premises. The "No Electioneering" sign found in the Ballot Box Judge Envelope will indicate if the assigned site has banned electioneering.

Finalize Set Up

Complete any final set up tasks, such as ensuring that the indoor signs are still up, the voting booths are out, and the site is tidy and ready for voters.

Set the following items on the Pen and Privacy Sleeve table and/or keep a supply by the check-in stations:

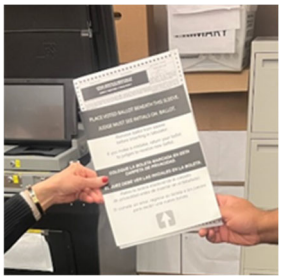
- Pens
- Privacy sleeves
- "I Voted" stickers (if preferable for your site)



*Note: You **must** ensure that privacy sleeves are out and available for voters when they check in.*

Judges at some polling sites find it simpler to place pens and privacy sleeves inside of each voting booth so they are ready for voters. If your site uses this method, continue to monitor and ensure supplies remain in the booths, as sometimes voters accidentally take the pens and sleeves.

<u>Place at least one privacy sleeve by the tabulator(s) while the site is open. When voters approach to cast their ballots, use the privacy sleeve to cover ballots while checking for initials.</u>



Set Up VBM Drop Box

Locate the large Vote By Mail Drop Box OR yellow Vote By Mail Collection Bag. Yellow bags should be stored behind the Pollbook Judge Table. VBM Drop Boxes should be near the PBJ table so EJs can verify the back of completed VBM envelopes are signed before voters insert.

- Seal the VBM container (if it is not yet sealed) and note tie number(s) under "Polls Open" heading on security material card.

- If you have a yellow VBM collection bag, use one yellow tie from the front pocket to seal the zipper.

- If you have the larger VBM Drop Box, the loops on the lid should already be secured. Snip the tie sealing the ballot insertion flap. We DO NOT want the flap closed on either container, or voters will not be able to insert ballots!





Outside Signs

Ensure that the tent sign is near the road, not at the entrance to the building. It should be visible to the those driving to the voting site.



The No Electioneering cones are placed 100 feet from the entrance to the room where voting occurs. Use the measuring wheel to determine the location.



Assist any other Election Judges who need help completing their tasks before polls open at 6 AM.

Note: Although in past years, Election Judges signed a paper oath when beginning their shifts, the oaths are now entirely digital.

When clocking in on the pollbook, you are also digitally signing the oath. This is the new process for both Early Voting AND Election Day.

Polls are Open and Assisting Voters

Promptly at 6:00 AM, the BBJ shall announce, "The polls are open," and welcome voters into the site.

Ballot Box Judge Procedures

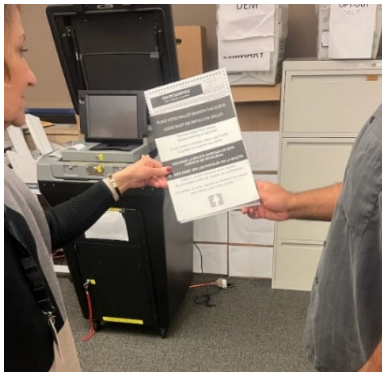
Ballot Box Judges work at the ballot bin while the voting site is open.

The Ballot Box Judge must:

- Stand approximately 4 feet in front of the ballot bin to ensure voter's privacy.
- Check that each voted ballot is initialed in the upper right corner on front side. Let the voter know you are checking that the ballot was properly initialed by an Election Judge, which is what makes the ballot valid. If a voter is holding their ballot in a way which makes it difficult to see the judge's initials, ask the voter to adjust their ballot so the initials can be seen.
    - Keep a privacy sleeve by the bin. When checking for initials in the upper right-hand corner of the ballot, cover the rest of the page with the privacy sleeve to ensure the secrecy of the voter's ballot.
    - Ballot on Demand ballots will have initials in the upper right corner. The ballots issued for the voters using the ADA-accessible ExpressVote machine will have initials in the lower right corner.



*Note: Provisional ballots are a special exception. They are **NEVER** initialed in the polling site and **DO NOT** go in the tabulator.*



*Note: All ballots cast in the tabulator **MUST** be initialed by an Election Judge.*
*If a PBJ forgets to initial, the ballot **MUST** be spoiled and reissued.*

Voter Casts a Ballot



1. Check for Election Judge initials in top right corner of voter's ballot.
2. Direct voter to available ballot bin.
3. Instruct voter to remove their privacy sleeve from the ballot before inserting into the tabulator.
4. The voter deposits the ballot in the ballot bin. **As the voter inserts their ballot, the ballot bin tabulates the vote. The tabulator verifies receipt of a ballot by increasing the "Public Count" number by one for each ballot.**
5. Collect the voter's pen and privacy sleeve and return them to the Pen and Privacy Sleeve Table.
6. Approach bin only if it beeps or voter requests assistance. In the case of under- or over-votes, the voter can choose to cast their ballot as-is with no changes to address the question which caused the alert, or to have the ballot returned to the voter so their choices can be adjusted. If they cast their ballot as-is, the overvoted question will be disregarded, but their choices for all other questions will be tabulated.
7. For under-voted ballots, voter can take ballot back to the voting booth to complete. In the case of over-votes, direct voter to an Election Judge with a Pollbook to spoil the ballot and receive a new one.
8. Make certain that no one interferes with a voter while they are voting. Observe that no assistance is given in a voting booth unless the voter qualifies to receive assistance, and the Assisted Voter Affidavit is completed.
9. The voter may take an I Voted" sticker as they leave the building.

NOTE: Should there be a long line of voters, the Site Manager may assist the BBJ(s) at the tabulator(s).

ExpressVote (Ballot Marking Device) ADA ballots

Some voters may use the ExpressVote machine to vote using a touchscreen. The skinny ExpressVote ballots will have initials in the lower right-hand corner of the ballot. The ExpressVote ballots are inserted into the top narrow tray on the ballot bin to ensure that it can easily be read by the machine and fall into the bin below without causing a jam.



Environment Tasks

Voting booths should be checked regularly for campaign literature, pens, and stray marks on the booths. If your site chooses to place pens and privacy shields in the booths for the convenience of voters, continue to ensure that there are supplies in the voting booths, as voters may accidentally remove them.

The voting site should remain tidy and free of trip hazards. Please keep your supplies neat and the floor free of trip hazards and trash left behind by voters.



*Note: Watch out for the backs of stickers discarded by voters. They are **very** slippery and should be disposed of in the trash right away.*

Announce Polls Closing

At 6:30 PM, the BBJ announces that polls will close in one half hour.

Special Circumstances for Ballot Box Judges

Ballot Not Returned

If the voter leaves the voting booth without a ballot or refuses to return a voted ballot, request that the ballot be returned, even if the voter decides not to cast it, as all ballots must be accounted for to maintain the integrity of the voting process.

Should a voter refuse to cast the ballot, direct to an Election Judge with a pollbook so that the voter's ballot can be spoiled. Do not allow another voter to use the booth until it is established that nothing was left in it.

Ballot Not Initialed

Any ballot found not initialed by an Election Judge cannot be deposited in the ballot bin. Once a voter has taken a ballot into the voting booth, Election Judges may not add to or alter ballots, including adding initials. This ballot must be spoiled. Direct the voter to the Election Judge who issued their ballot in order for it to be spoiled and reissued.

No Votes Detected on Ballot

The ballot bin's display will alert the voter when a blank ballot has been cast. If the voter remains present, voter should select either the "Return" button to have ballot returned for marking or presses "Cast" button to have ballot accepted with no votes recorded. If voter is not present, Ballot Box Judge presses "Cast" button.

Over-Voted Office

If a voter casts a ballot with more votes than permitted for any office, the ballot bin will display a screen noting the over-voted races. The voter has two options:

- Select the "Return" button to have the ballot returned. The voter can return to an Election Judge with a Pollbook where the over-voted ballot is spoiled, and voter receives a new ballot.

OR

- Select the "Cast" button to have the ballot accepted into the ballot bin. Choosing "Cast" means no vote in the over-voted office will be counted. The rest of the votes on the ballot will be counted.

The BBJ should approach the bin and assist the voter only when the voter asks or appears to need help.

Under-Voted Office

Illinois General Assembly requires voters be warned if any statewide constitutional office is not voted. Voters are not required to vote in every race. If a voter inserts a ballot into the ballot bin containing an under-vote for a statewide constitutional office, the ballot bin's display will show the under-voted race.

At the beeping tone, the voter has two options:

- Select the "Cast" button and choose not to vote in all statewide races, and the ballot will pass into the secured ballot bin.

OR

- Select the "Return" button and the ballot will be ejected so voter may return to the voting booth and mark ballot accordingly.

Only if the voter asks or appears to need assistance, should the Ballot Box Judge approach the bin and assist the voter.

Unreadable Ballot

If a voter has left the polling place and an unreadable ballot was left in the ballot bin, call the Lake County Clerk's Office.

A staff member will need to follow certain processes back at the county building before they can walk you through the steps you will need to follow at the polling place.

Provisional Ballots

IMPORTANT! Ensure that no ballot with "Provisional" printed on the header is placed in a ballot bin. Provisional ballots should not be initialed. Provisional ballots are not eligible to be cast on Election Day and must be secured in the Blue Provisional Ballot Case.

Vote by Mail

The voter may surrender the ballot received by mail in exchange for a ballot at the voting site. Vote by Mail ballots may be returned in their certification envelope in the Drop Box at the Election Day site, but Vote by Mail ballots may not be run through the tabulator.

- ► Surrendering ballot
  - • Accept ballot from voter and place in surrendered ballot envelope.
  - • Complete label on front of envelope.
  - • Voter signs the envelope, and judge places it in the collection envelope.
  - • See Pollbook instructions in the next section.
- ► Received ballot, but voter did not return and cannot surrender
  - • Process as a provisional voter.
  - • See Pollbook instructions in the next section.
- ► Applied for, but voter never received ballot
  - • Can vote a precinct ballot once the voter has completed an affidavit.
  - • See Pollbook instructions in the next section.
- ► Completed and returned, but ballot not received by Lake County Clerk
  - • Can vote a precinct ballot once the voter has completed an affidavit.
  - • See Pollbook instructions in the next section.





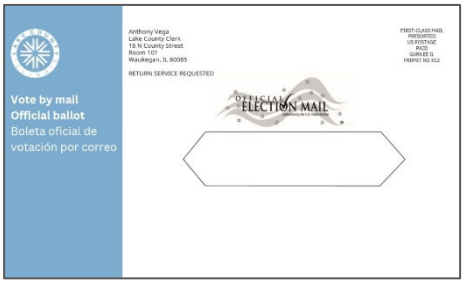
If a voter brings their Vote by Mail ballot to the voting site, they may either place it in the Vote by Mail Drop Box OR surrender their ballot to the Election Judges and receive a new ballot printed on the Ballot on Demand printer.

Voters **MAY NOT** place Vote by Mail ballots in the tabulator.

External Vote By Mail Drop Boxes

Six, 24-hour drop boxes will be available for vote-by-mail ballots outside of the main entrances to the buildings listed below. These locations are well-lit, have 24-hour video surveillance, and offer nearby parking.

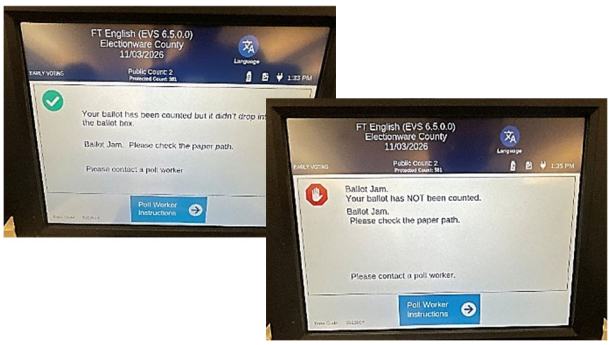
These drop boxes will be locked at 7 PM on Election Day when polls close and the ballots inside will be collected by Lake County Clerk's Office ballot collectors. No additional ballots will be accepted after that time.



Juvenile Branch Court 24647 N. Milwaukee Ave., Vernon Hills	**Lake County Courthouse** 18 N. County St., Waukegan (W. Side of Building, Martin Luther King, Jr. Ave)	**Park City Branch Court** 301 S. Greenleaf St., Park City
Lake County Central Permit Facility 500 W. Winchester Rd., Libertyville	**Mundelein Branch Court** 105 E. Route 83, Mundelein	**Round Lake Branch Court** 1792 Nicole Ln., Round Lake Beach

Jammed Ballot

When a ballot becomes jammed in the bin, the display will tell you whether or not it was counted.



1. Walk to the back of the ballot bin. Jammed ballot should be visible through window. A jammed ballot may be visible through the small slot. If you can see the light inside of the tabulator through this slot, this may not be where the ballot jam has occurred.

2. Return to the front of the bin. Read ballot counter display screen to see if ballot has been tabulated. Unlock #6 with the silver key. (You may lower the screen if you want additional visibility behind the ballot counter. If so, ignore the beeping.)





3. Carefully slide ballot counter slightly forward.



4. Look for the jammed ballot behind the tabulator. (see below image.)



- If the screen display showed that the ballot HAS been counted, you may tap it into the ballot bin.

NOTE: There are two slots at the back of the device. The upper slot is the paper path which enables the cast ballots to be collected in the base of the ballot bin.
The lower slot is a shallow space for the power cord. Ballots do NOT go in the lower slot. (See below images.)



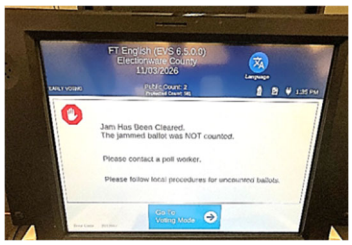


- If the screen shows that the ballot **HAS NOT** been counted, remove ballot and hand it to the voter for reinsertion in the ballot counter once the counter has been pushed back into place.

5. Slide ballot counter back into place. If it seems like the counter is sticking out, pull it forward slightly to check if the power cord became dislodged from the bottom slot and is preventing the ballot counter from returning to its place.



6. Lock #6 and address any remaining onscreen alerts. Ballot counter is now ready for voters.





Can't clear the jammed ballot?

1. Unlock #5, open emergency door, lower emergency slot flap, close door, and re-lock #5. Voters will place ballots in emergency slot. Call the Election Day Hotline (847-377-2328) to have a tech rep dispatched.





2. Once jam is cleared, unlock #5, open emergency slot door, remove all ballots, raise flap, close door, and re-lock #5. Cast ballots into the ballot bin and accept any on-screen alerts. (Note: If your voting site has voters, you may want to wait until after the close of polls to cast any ballots stored in the emergency slot.)

Power Interrupted or Ballot Bin Not Working

1. Call Election Day Hotline at (847) 377-2328 and a Technical Representative will be dispatched. The ballot bin will operate up to six hours on battery power.

2. While you are waiting for a Tech Rep to arrive, prepare the emergency ballot slot by unlocking #5 and opening the emergency ballot slot door.

3. Lower the Emergency Ballot Slot flap.





4. Close door and lock #5.

5. The voters insert ballots into the emergency ballot slot until the ballot bin becomes operable.

6. When power is restored or counter is operable so long as the voter flow allows, the Ballot Box Judge(s) will ask for the assistance of another Election Judge to unlock #5, open emergency ballot slot door, and remove ballots. Please ensure that at least two Election Judges, one from each party, are present to handle the ballots.

7. When slot is empty: raise the flap so no more ballots can be inserted into the emergency ballot slot, close the door, and lock #5.

8. Cast all ballots that were in the emergency ballot slot and accept any voting alerts that may appear on the screen.

Voters Requiring Assistance

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 a family member, Election Judges, or any person to assist them as long as that person is not an agent of the voter's employer or union.

The *Assisted Voter Affidavit* can be processed on the Pollbook. Pre-printed paper forms are only required for voters who are assisted by two Election Judges. The form is offered in both English and Spanish, and judges can select the voter's preferred language. See Pollbook instructions on the next page.

- **If voter chooses a friend, family member, or person other than an Election Judge:**

  The judge will instruct the designated assistant to read the text on the Pollbook for the affidavit, which states that the person assisting agrees to read the full content of the ballot without emphasis or prejudicial inflection and mark the ballot exactly as instructed by the voter. The person providing the assistance and the judge must sign on the Pollbook. No preprinted form is required.

- **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 voter should be processed as an assisted voter on the Pollbook, but a preprinted form must also be completed. The preprinted form can be found in the Pollbook Judge envelope. The completed form can be filed in the front pocket of the black binder.



STATE OF ILLINOIS } ss.
LAKE COUNTY }

Assisted Voter Affidavit

Township of _____ Precinct No. _____

I, _____, do solemnly swear (or affirm) that I am a citizen of the United States; that I am 18 years of age or over; that I have resided in this State and in this election precinct 30 days next preceding this election; that I have not voted at this election; that I am a duly qualified voter in every respect; that I now reside at _____ town, city or village of _____ in this election precinct.

Mark an "X" in the appropriate square.

☐ A. I cannot read or write the English language and hereby request assistance (10 ILCS 5/7-48, 17-14).

☐ B. By reason of physical disability of _____, I am unable to mark my ballot and hereby request assistance (10 ILCS 5/7-48, 17-14).

This I do solemnly and sincerely affirm _____
Signature of Voter

Signed and affirmed by _____ before me, on _____
Print Name of Voter *Insert Month, Day, Year*

_____
Signature of Election Judge

TO THE PERSON PROVIDING ASSISTANCE TO VOTER: You have been selected by a voter to provide voting assistance. Under Illinois law, **only** voters who are blind, physically disabled, or unable to read or write the English language may be assisted by a relative or friend. **Individuals who cannot assist the voter include the voter's employer or agent of that employer or officer or agent of the voter's union.**

You must mark the ballot as directed by the voter. Individuals who make any attempt to influence the voter's choice of candidates, party, votes in relation to a public question, or to mark the ballot other than as directed by the voter may be guilty of a class 3 felony. If you cannot tell the voter's intent, you must not mark the ballot in any way. You may not subsequently divulge the candidate(s) or public questions for whom the voter instructed you to cast ballots.

OATH OF ASSISTANCE: I state that I am/we are qualified and gave assistance to _____ whose sworn statement appears above. I further state that I did not attempt to influence the voter's choice of candidates, party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct

_____ OR _____
Signature of Individual Rendering Assistance *Signature of Assisting Democratic Judge*



ESTADO DE ILLINOIS } ss.
CONDADO DE LAKE }

Declaración Jurada de Votante Asistido

Township of _____ Precinct No. _____

Yo, _____, solemnemente juro (o afirmo) que soy un(a) ciudadano(a) de los Estados Unidos; que tengo 18 años de edad o más; que he residido en este estado y en este distrito electoral por 30 días que preceden a esta elección; que no he votado en estas elecciones; que soy un votante debidamente calificado en todos los sentidos; que ahora resido en _____ ciudad o pueblo de _____, en este distrito electoral.

Mark an "X" in the appropriate square. / ***Marque con una "x" el cuadrado correspondiente.***

☐ A. No puedo leer o escribir el idioma español y por este medio solicito asistencia (10 ILCS 5/7-48, 17-14).

☐ B. Por razón de incapacidad física de _____, soy incapaz de marcar mi boleta y por este medio solicito asistencia (10 ILCS 5/7-48, 17-14).
Reason of Physical Disability

Esto solemnemente y sinceramente lo afirmo _____
Signature of Voter / Firma del votante

Signed and affirmed by _____ before me, on _____
Print Name of Voter *Insert Month, Day, Year*

_____
Signature of Election Judge

A LA PERSONA QUE PRESTA ASISTENCIA A LOS VOTANTES: Usted ha sido seleccionado(a) por un votante para prestar asistencia electoral. Bajo la ley de Illinois, **sólo** los votantes que están ciegos, que tienen una discapacidad física o que no saben leer ni escribir el español pueden ser asistidos por un familiar o amigo. Personas que no pueden asistir a los votantes incluyen el empleador del votante o agente de este empleador u oficial o agente del sindicato del votante.

Usted deber marcar la boletas como el votante se lo dirige. Los individuos que hagan cualquier intento de influenciar la decisión del votante con respecto a los candidatos, partidos o los votos en relación a una pregunta pública, o de marcar la boleta de manera diferente a lo indicado por el votante, pueden ser culpables de un delito grave de clase 3. Si no puede determinar la intención del votante, no debe marcar la boleta de ninguna manera. Posteriormente, usted no debe divulgar el/los candidato(s) o preguntas públicas para quien el votante le instruyo que votara.

OATH OF ASSISTANCE / JURAMENTO DE ASISTENCIA: Declaro que soy/somos calificados y asistencia fue proveída a _____ cuya declaración jurada aparece en la parte de arriba. Además, declaro que no intente influir en la decisión del votante con respecto a los candidatos, partidos o votos en relación a cualquier pregunta pública y he emitido la boleta como fue dirigido por el votante. Bajo las penas prescritas en el Artículo 29 del Código de Elección, el firmante a continuación certifica que las declaraciones establecidas en esta certificación son verdaderas y correctas.

_____ OR _____
Signature of Individual Rendering Assistance / Firma del individuo que prestó asistencia *Signature of Assisting Democratic Judge*

_____ _____
Signature of Election Judge Administering Oath *Signature of Assisting Republican Judge*

Voter Cannot Enter Voting Site

Any voter with a temporary or permanent disability who is unable to access or enter the voting site because of the building's structural features may request 2 Election Judges (one of each party) to deliver a ballot to them within 50 feet of the entrance to the building. The electioneering zone would be suspended to avoid interfering with the voter's curbside voting location.

The voter must notify the Lake County Clerk's Office and complete the required request form at least one day in advance of Election Day. If notice was given, the Lake 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.

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):

1. Detach the cords from the Pollbook to process the voter outside.
2. Greet voter at the car or curbside to obtain the voter's name and address (party preference if primary election).
3. Enter the voter's information on the Pollbook.
4. Have the voter sign on the Pollbook. (Tell the voter the signature will be compared to the voter registration signature.)
5. Complete the check-in process.
6. Return to the voting site to plug the Pollbook back into the printers. A voter receipt and ballot should print for the voter.
7. Two judges verify that the correct ballot printed and initial the ballot.
8. Take initialed ballot, privacy sleeve, and ballot marking pen to the voter. Step aside allowing the voter to privately mark the ballot. Instruct voter to place the marked ballot under the privacy sleeve and return all the items.
9. Take ballot still in the privacy sleeve into polling site and cast the ballot into the bin.
10. Return the privacy sleeve and ballot marking pen to the Pen and Privacy Sleeve Table.

Polls Are Closed

Promptly at 7:00 PM, the Ballot Box Judge announces, "The polls are closed."
Remember, everyone in line to vote at that time must be allowed to vote.

Announce the Polls are Closed

Closing procedures cannot begin until all voters in line at 7 PM are served, and all ballots are cast. Judges work as a team and remain until voters are served and all closing procedures are complete.

Follow the steps on the Ballot Box Judge Checklist to ensure all tasks are completed.

At 7 PM, announce that the voting site is closed. Everyone in line at that time must be allowed to vote. The Site Manager (or one PBJ) may stand at the end of the line at 7 PM to mark the last voter allowed to vote. All voters must leave the voting site as soon as they cast their ballot. After the last person in line at 7 PM has voted, close and lock the building or room door, if possible.

Due to the move to a vote center model, a new unofficial Election Results sign with a QR code (packed in the red BBJ bag), will be placed on the door of the voting site. This replaces the long results tape which was affixed to the exterior door in past elections. Place this sign on the door or window after the last person in line at 7 PM has voted and left the building.

If there is a long line of voters at 7 PM, the first priority must be to continue processing voters. If the closing process is expected to be delayed more than one hour after the close of polls, please call the Election Day Hotline at (847) 377-2328. Every effort will be made to send assistance and avoid delayed tabulation.

The BBJs will use the new Transmission Tablet to transmit results on Election Night. After all tasks are complete and EJs are ready to leave, two EJs drive the time-sensitive materials to one of the Transfer Sites.

Ballot Bin Procedures (after all voters are assisted)

Complete these steps for each ballot bin at the voting site.

1. Locate the red BBJ bag. Remove keys from the security materials pouch. If you have two sets of ballot bin keys, one can be provided to a PBJ to close the ExpressVote terminal.

2. Prepare the yellow Vote By Mail Collection Bag OR Vote By Mail Drop Box with the help of PBJs.

NOTE: We want prepare the VBM Drop Box/Bag <u>immediately</u> after the close of polls, in case a voter accidentally placed a ballot which should have gone into the tabulator in the VBM Drop Box or Bag instead.

If you find an initialed tabulator ballot inside, take it to the ballot bin, cast, and accept all alerts. (Like you would for a ballot left in the emergency ballot slot.)

If you have a Yellow VBM Collection Bag:

• Break the yellow tie on the zipper and check bag to ensure there are NO tabulator ballots inside. (See note for details.)

• Locate yellow security tie from the clear pouch at the front of the yellow VBM bag.



• Close ballot insertion flap on top of the bag and secure the ballot insertion flap with the yellow tie.

• Place yellow VBM Collection Bag with other materials to be taken to Transfer Site.

If you have a VBM Drop Box:

• Snip the white security ties from the top of the drop box and remove the lid.



- Place broken ties in security materials pouch.

- Remove the large, blue collection bag.

    - Check to make sure no VBM ballots have fallen into the base of the box, rather than into the bag. If you see any VBM ballots in the bottom of the box, place them in the blue collection bag.

- Zip the blue collection bag closed.

    - Secure the blue bag's zipper with a security tie from the security materials pouch.

    - Place the blue VBM Collection Bag with other materials to be taken to Transfer Site.

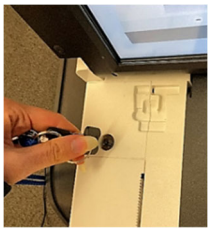
    - Place the plastic lid of the VBM Drop Box inside of the Drop Box for pickup by the movers.

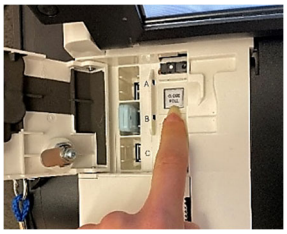
3. Unlock #5. Inspect emergency ballot slot, even if you do not believe it was used. Remove ballots (if any), insert them into the ballot counter. Accept all on-screen alerts.



4. In view of all EJs, use scissors to cut red security tie, unlock #4, and open the front access door. Place broken red tie in security materials pouch. PBJs remove the ballots from the bin and place them in the corresponding white ballot transfer case. Ballots do not need to be counted or sorted by precinct.

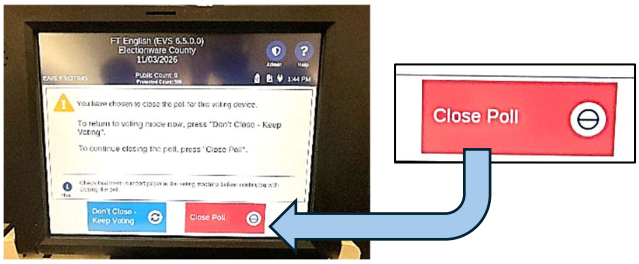
5. Unlock memory stick compartment with black key. Open compartment door and press "CLOSE POLLS" button. DO NOT remove the memory stick at this point.





6. Take note of the "Public Count" on each bin. This number will provide you with the total number of ballots cast in the ballot bin. Provide this number to the PBJ completing the Statement of Ballots (Ballot Accounting).

7. Select "Close Poll" to initiate results tape printing.



8. While the Results Tape prints, locate the Transmission Tablet and remove it from its case. You can either use it "flat" or put up the "kickstand" on the back of the white case, so it sits at an angle.

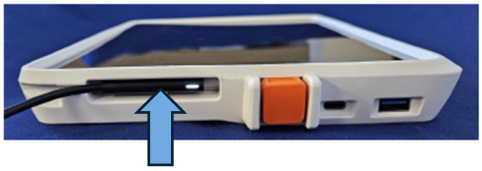
For best practice purposes, two EJs (either two BBJs or one BBJ and a PBJ or the SM) should work together on the results transmission. This is to help ensure that no steps are skipped and all steps are completed correctly





9. Plug the Transmission Tablet's power block into a working outlet. NOTE: You may want to be near the Jetpack to help ensure a strong connection for transmission.

10. Connect the Transmission Tablet power cord to the magnetic connection port on the side of the tablet. The port is magnetic, so the plug should snap into place and then you gently press until you feel a click. (Do not press hard, as you may damage the power cord.) A light will turn on when it is connected to power.



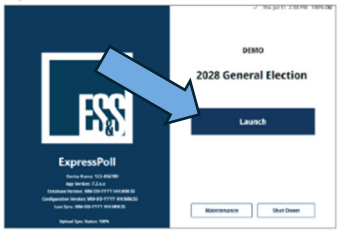
11. Press the orange power button on top of the case. (NOTE: Press and immediately release the button like a doorbell; do not press and hold.) The power button is the first one on the left when facing the screen.



(See arrow at right.) The Windows icon will appear when the tablet is powering on.

When turning on the device, make sure the large orange button which sticks out from the side is pushed in. If it is pulled out, this can result in difficulty with transmission.

12. When you see the 'Launch' screen, touch 'Launch.'



13. When prompted, enter the Pollbook Qualification Code (PQC). This information will be on the password card.

14. You will then be prompted for your username and another password. This information will also be found on the password card.

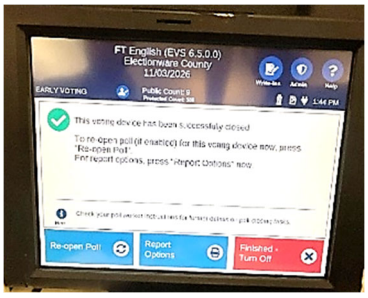
15. Check for the Network Status box to ensure that you still have a secure connection to Lake County via the Jetpack. (The box should be green and say 'Connected, Good.' See image at right). The transmission tablet should automatically connect to the jetpack mifi device, as the devices were paired ahead of time at the LCCO.

If you struggle to connect after at least 5 minutes, you may want to try transmitting from another location (such as upstairs, if your site is in a basement.) You may unplug the Jetpack and the Transmission Tablet and take both to the other location. (NOTE: Please do not take the Jetpack without first checking with the PBJ doing Ballot Accounting, or they may be unable to complete their tasks.)

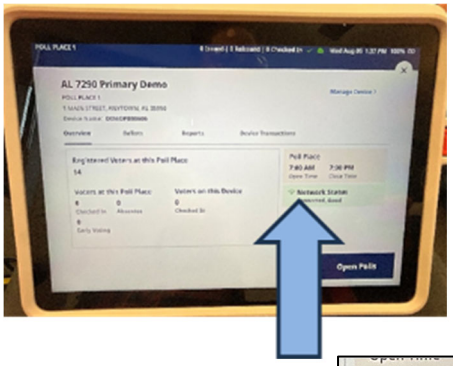
If you continue to have difficulty connecting, please contact the LCCO.

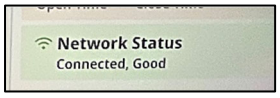
16. Return to tabulator to see if the report has finished printing, or if you need to change the paper roll.

The display screen will stop after cycling through the Closing Poll and Voting Results Report screens.



For the steps to change the paper roll, continue to the next section. To continue with step 17, turn to pg. 49.





Changing the Ballot Bin Paper Roll

Voting Results Tape

<u>Please follow these steps carefully as they have changed with the move to a vote center model:</u>

Each ballot bin will automatically print <u>ONE</u> copy of the Voting Results Report (ballots cast on Election Day). Please note that it will take several minutes for the results tape to print. In the interim, you can work on closing procedures, like posting the unofficial Election Results sign from the red BBJ bag on the door to the voting site.

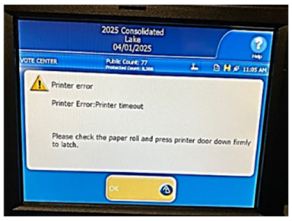
The report will be very long, as we will be printing information for all precincts in Lake County due to the move to Vote Centers. You may need to load an additional paper roll after the first is expended. Please refer to the below instructions to ensure that the thermal paper roll is changed correctly.

Please refer to the below instructions to ensure that the thermal paper roll is changed correctly.

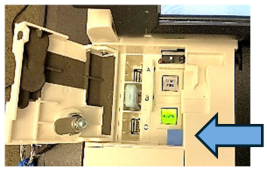
To change the tabulator thermal paper roll:

A) You may see pink or orange streaks on the report when you are getting low on paper. This will be your cue to get a new roll from the red BBJ bag, if you do not already have one ready.

B) When the roll is completely empty, you will see a screen with a yellow warning triangle which reads “Printer error: Printer Timeout” and tells you to check the paper roll.



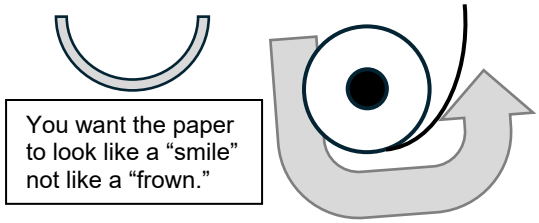
C) Using the black key, unlock the memory stick compartment. Find the light blue lever and press it. (Be careful not to push the power button.) The door covering the paper roll should open.



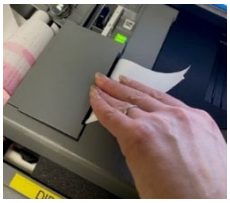
D) Prepare the new paper roll by finding the end of the roll and tearing it to “start” the roll. Remove the empty plastic cylinder from the paper roll cavity. You may dispose of the empty cylinder.

E) With the paper unrolling from UNDER the roll, not OVER the roll, place the new paper roll into the cavity and tilt the cavity door, as it is a tight fit. Thermal paper will only print on one side, so the report will be blank if the paper roll is upside down. (see below image and diagram)

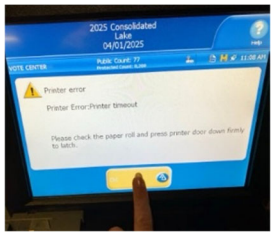


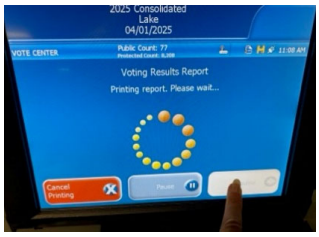


F) Pull a little bit of the paper through so there is a “tail” on the outside of the cavity and there will be paper on the outside of the door when it is closed. Close the door to the cavity – it will click when it is shut.



G) Once the door is secure, press the yellow “OK” button on the screen. When the Voting Results Report screen appears, press “Resume.” If you do not press “Resume,” the report will not continue to print.





H) The report should now continue to print, picking up where it stopped when the paper ran out.

Changing the Ballot Bin Paper Roll

The order of each ballot bin's tapes will be:

Zero Tape (Election Eve & Election Morning Reports)

- Configuration Report
- Opening Polls Report
- Zero Totals Report
- EJ signature lines (signed this morning)
- Second Configuration Report

Results Tape (Election Night Reports)

- Voting Results Report (ballots cast on Election Day)
- Election Judge signature lines

---- EJs will now sign on signature lines.

2nd copy (*only print if requested by a pollwatcher in the polling room during closing procedures*)

- Voting Results Report
- Election Judge signature lines

-- Cut results tape here and give to pollwatchers at the site, if requested – do not sign this copy.

How to print a 2nd report if requested:

If a pollwatcher is inside of the voting room when polls close at 7 pm to watch closing procedures and requests a copy of the results tape, you have the ability to print a second copy for them.

Let the pollwatcher know that, due to the move to Vote Centers, it may take 20 minutes to print the report. Also, the report will only have information regarding the ballots cast on that tabulator, and voters for the contest(s) they are following may have chosen to visit other Election Day polling sites. The unofficial Election Results QR code on the door will give them county-wide information as results are processed.

• On the "This voting device has been successfully closed" screen, select the grey "Report Options" button in the middle of the screen.

• On the next screen, locate the "Report Type" box on the left. Select "Voting Results."

• Locate the "Report Format" box (below "Report Type") and select "Detailed."

• Locate "Report Level" (on the right side of the screen) and ensure that "Polling Place" is selected.

• You do NOT need to include an affidavit (Election Judge signatures at the end of the report), so do not select the field in the "Miscellaneous" box.

• Select "Print Report" at the bottom of the page. A copy of the report should print. Give it to the pollwatcher when it is complete.



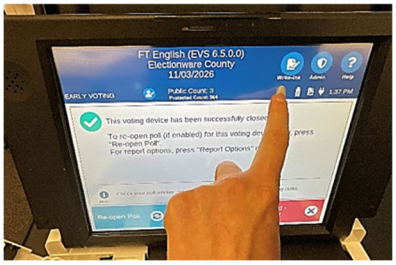
.

17. After all results tapes print and totals are reported to the Pollbook Judge completing Ballot Accounting, tear off, neatly fold or roll, sign, and place signed results tape(s) in the results tape pouch(es) for the corresponding ballot bin.



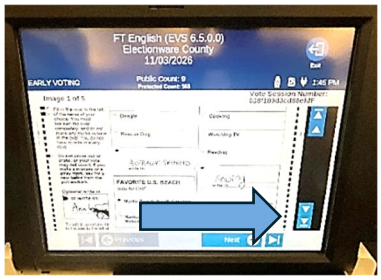
Write-In Review Report and Certificate of Write-Ins

18. After the report(s) have finished printing, have two PBJs join you at the ballot bin to check for write-in candidates. Ask the PBJs to bring the black binder with the Certificate of Write-Ins.
19. At the top right of the screen, select “Write-Ins.” (The icon looks like a piece of paper.)

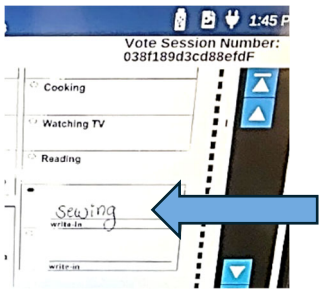


- The tabulator will load for a moment as it processes write-in ballot images to display the side of any ballot with a potential write-in.

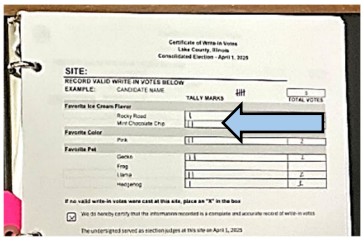
- Use the up and down arrows to the right of the image to scroll through the scanned ballot.



- Find the write-in selection(s) on the page.



- PBJs should verify that the candidate is a valid write-in listed on the Certificate of Write-Ins form. They make one tally for each vote for a valid write-in candidate.



NOTE:
Election Judges may need to use their best judgement to logically determine the intention of a voter when it comes to the Certificate of Valid Write-In Votes. According to ILCS 5/24B-9.1, (b), when reviewing write-ins, Election Judges will determine the “intent of the voter to vote based on the totality of the circumstances.”

Judges who review write-ins should make logical deductions to – as best they can – infer a voter’s intent based upon the totality of the circumstances. A voter may write “Jeff Jones” instead of “Jeffrey Reginald Jones III.” However, if Jeffrey Reginald Jones III is a valid write-in, we can logically understand that the voter intended to vote for this candidate when they wrote “Jeff Jones” on their ballot.

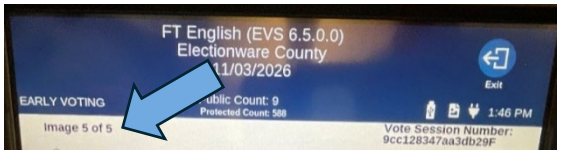
Names not listed as a valid write-in should NOT be recorded. For example: “Mickey Mouse” is not counted.

If the voter did not fill in the oval, but wrote a valid write-in candidate’s name, the tabulator will show the scan and the voter’s selection should be counted. (As long as this would not result in the voter selecting more options than they are allowed for the office [an overvote].)

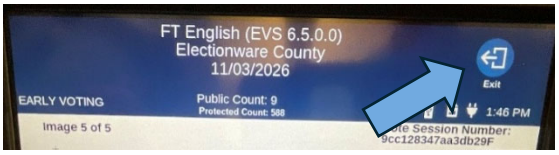
- To view the next ballot, select “Next.” To view the previous ballot, select “Previous.”



- Make sure to check through all of the images. There will be a number on the screen indicating how many images you must check.



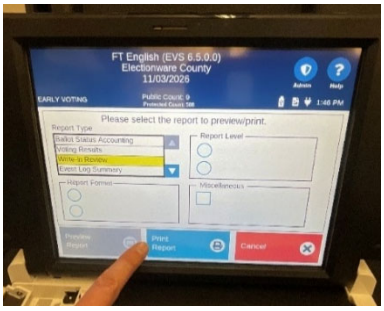
19. When all ballots have been checked, select “Exit.”



- Should you need to print the Write-In Review Report to provide to the PBJs, you are still able to do so. Please note that *it may take over 15 minutes for the report to print.* On the display screen, select “Report Options.”



- Then, from Report Type Screen, select Write-In Review > Print Report.

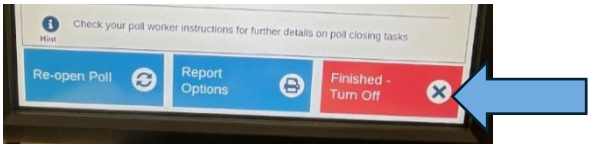


- Select Cancel when report has printed.

Final Closing Procedures for the Ballot Bin

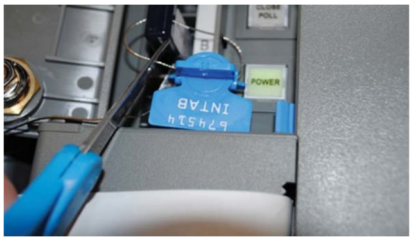
Once the Certificate of Write Ins sheet is complete (and you have touched "Exit" as detailed on page 49 of this manual), it is time to power off the ballot bin.

1. To turn off the ballot bin, touch "Finished - Turn off."



2. If the screen does not shut down within 10 minutes, press and hold the "POWER" key in the memory stick compartment for 30 seconds or until the screen goes blank.

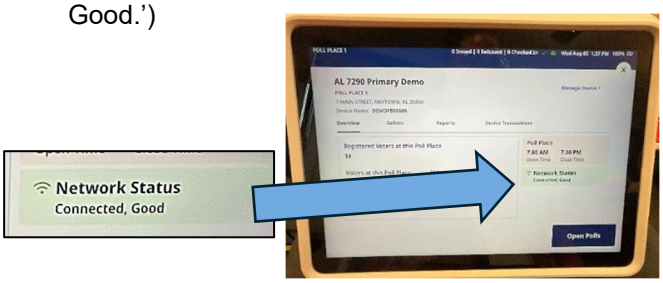
3. When the screen is blank and the light on the "POWER" button turns off, use wire cutters from security materials pouch to cut security wire in memory stick compartment. Remove memory stick and security wire from compartment.



RESULTS TRANSMISSION

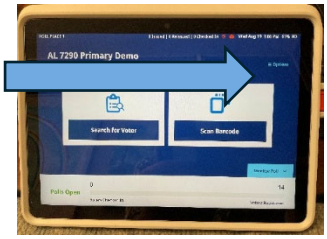
NOTE: For best practice purposes, two EJs (either two BBJs or one BBJ and one PBJ) should work together on the results transmission. This is to help ensure that no steps are skipped and all steps are completed correctly.

4. Return to the Transmission Tablet. Check for the Network Status box to ensure that you still have a secure connection to Lake County via the Jetpack. (The box should be green and say 'Connected, Good.')



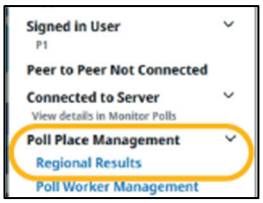
5. Select 'Open Polls in the bottom right corner.

6. Select Options (with the hamburger menu) in the upper right corner.



7. Select 'Poll Place Management.

8. Select 'Regional Results.'

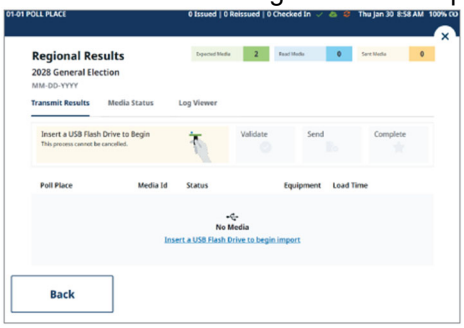


9. Now, type 'E' into the smart search and select 'Election Day.' Lake County uses a Vote Center model, so we WILL NOT select our specific polling place.



10. Touch 'Next' on the bottom right.

11. You should see the 'Regional Results' page.



12. At the top of this page, you will find 3 colorful rectangles: Expected Media (TOTAL number of memory sticks across Lake County Vote Centers), Read Media (how many memory sticks have been read by the tablet), and Sent Media (how many memory sticks of results have been transmitted to the LCCO).



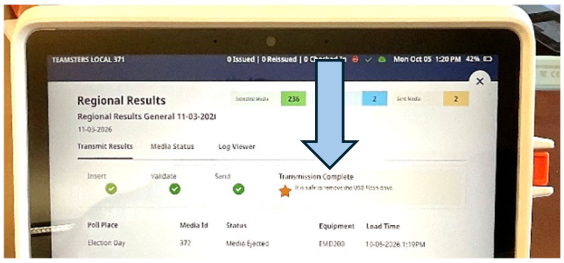
13. Next, take the memory stick from your tabulator (also called a thumb drive, a flash drive, or a USB stick – they are all different names for the same device) and plug it into the USB port on the side of the device. The USB port is above the power cord on the side of the tablet.



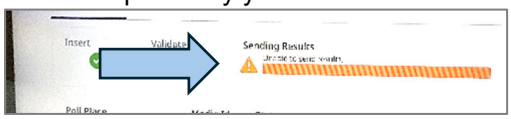
14. When you plug in the memory stick, you should see a progress bar appear on your screen.

15. After a short time (between a few seconds and a few minutes), you should see an update.

If you were successful, you will see “Transmission Complete” with a gold star. (See image below.)



If you were unsuccessful, instead of a gold star, you will see a triangle with an exclamation point and text which will explain why you were unsuccessful.



Reasons for an unsuccessful transmission may include:

- You already uploaded the results from that memory stick. (If you have two tabulators and accidentally attempted to read the same stick twice, you will get an alert. The tablet will not allow you to accidentally send the same information two times and cause the incorrect numbers to be sent to the LCCO.)

- You did not wait for the tabulator to shut down fully, which resulted in the information on the memory stick becoming corrupted.

If you were unsuccessful, simply remove the memory stick and take the appropriate action. (For example, select ‘Back’ at the bottom of your screen and choose the correct polling site.)
Should you continue to get an error message and are unable to determine why or what to do next, call the hotline for additional guidance.

Once you have successfully transmitted results, you are ready to remove the memory stick. You may simply pull it from the side of the tablet. (There is no additional ‘remove’ or ‘eject’ button to select on the screen.)

Now, you may turn off your transmission tablet and pack it away.

16. Select the Back button on the bottom left of the Regional Results screen.



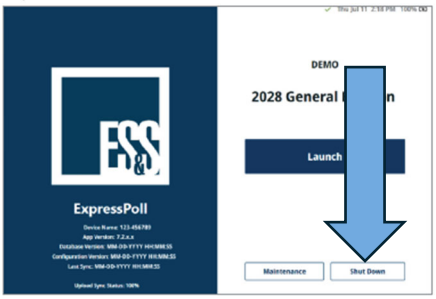
17. On the next screen, select the Back button on the bottom left.

18. Select Options (with the hamburger menu) in the upper right of the screen.

19. Select Sign Out from the drop down.

20. Select Yes from the pop up.

21. Select Shut Down from the ‘Launch’ screen.



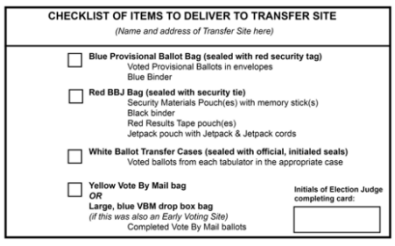
22. Select Yes.

23. The screen should go dark. You may pack the Transmission Tablet in the Cage at this time.

24. **IMPORTANT!** After all bins have been properly shut down and results have been transmitted, place memory stick(s), Cage key, security wire(s), and wire cutters in security materials pouch(es).



25. Complete the packing checklist on the back of the grey security materials card.

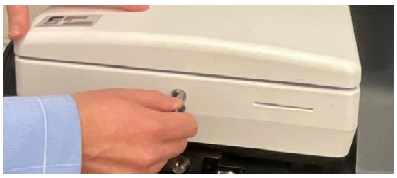


26. Close memory stick compartment cover and lock with the black key.

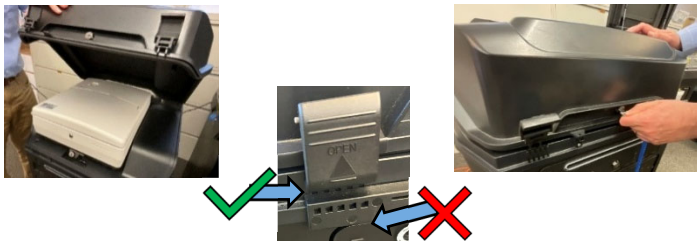


27. Carefully close ballot bin screen and lock #3 with the black key.





28. Lower bin cover. Secure bin cover latches and lock #2 with silver key. (Remember, latches hook into the line of teeth immediately below the lid when it is closed. See middle image.)



29. Unplug electrical cord from the outlet and unplug from power brick #1. Wrap the cord around the back of the ballot bin.





30. Pack Ballot Box Judge envelope with contents listed on the envelope's front.

31. Verify all items listed on the ballot bin packing list (found in both the green Site Manager and black Pollbook Judge binders) are packed in the bin.

32. Check that all ballot bin doors and locks are secured, and place ballot bins with other supplies to be picked up by the movers.

33. Offer keys to the PBJs to turn off ExpressVote terminal, if you have not yet done so.

Final Packing

1. Confirm with the Pollbook Judges that all voters have been uploaded through the Pollbook (no "transactions pending") and that Ballot Accounting (Statement of Ballots) is complete.
2. Double-check that one of the PBJs clocked you out on a Pollbook.
3. Place the ballot bin keys in the security materials pouch(es).
4. Complete the back side of the grey security materials card(s) if you have not yet done so.

   CONFIRM THAT <u>ALL</u> MEMORY STICKS FROM <u>ALL</u> BALLOT BINS ARE PACKED IN THE SECURITY MATERIALS POUCH(ES).
5. Pack red BBJ bag with items on packing list. Seal with a security tie.
6. Turn off all lights. Confirm building doors are locked or will be locked by building security.
7. Two judges (one from each party) must bring the time-sensitive items to the Transfer Site. (Detailed list of items on the security materials card and last page of BBJ Checklist.)

REMEMBER TO PACK THE MEMORY STICKS FOR ALL BALLOT BINS AT YOUR SITE!

IF YOU FORGET A MEMORY STICK, YOU MUST IMMEDIATELY RETURN TO RETRIEVE IT.

Why Your Accounting May Not Balance

The Pollbooks are programed to account for ballots that should go in the bin (precinct ballots) and ballots that should not go in the bin (Vote by Mail, provisional, and spoiled ballots).

If a ballot is inserted into the bin that should not then the Pollbook will indicate that you have more ballots cast in the bin than voters checked in on the Pollbook (for example, if a Provisional ballot is inserted in the bin).

If a ballot is not inserted into the bin that should, the Pollbook will indicate that you have more voters checked in on the Pollbook than ballots cast in the bin (for example, if a voter inserted their ballot into the Vote by Mail drop box instead of the bin or if a voter checked in but left without voting).

As a BBJ, please inform the Pollbook Judges as soon as possible if you realize that a voter placed a Provisional Ballot into a ballot bin, as this will impact the Ballot Accounting after the close of polls.

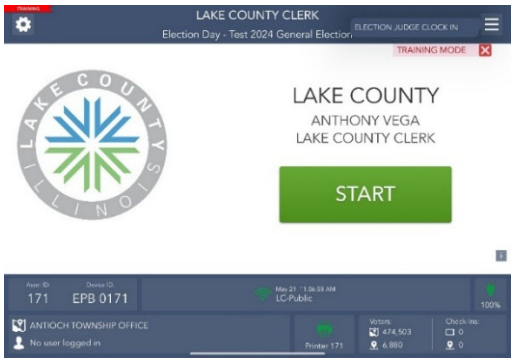
After Ballot Accounting is concluded, the PBJ completing the report will ask for signatures from other Election Judges at the site.

Election Judge Clock Out

1

Touch the “hamburger menu” in the upper right corner of the Main Menu pollbook screen and select ELECTION JUDGE CLOCK IN.

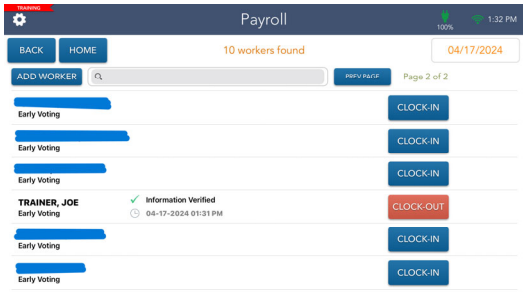
This will **also** enable you to clock out – there were not enough character spaces to include the additional words.)



2

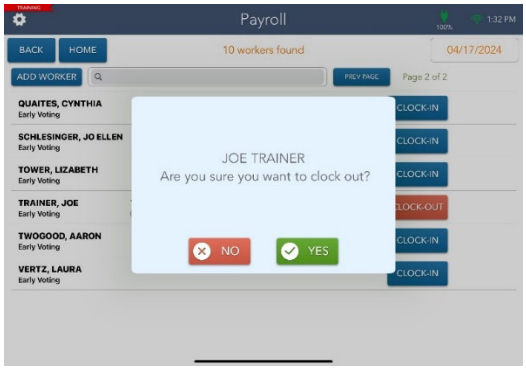
Select CLOCK-OUT next to your name.

(Note: ALL Election Judges need to clock out. One Judge should clock out on behalf of the BBJ and Site Manager.)



3

Confirm that you would like to clock out by selecting YES.



Exterior Signs

After 7 PM, bring in the exterior signs. We do not want any late voters to think the site is still open. Place the signs by the ballot bin and the Cage so they are ready to be picked up by the movers.

Place the unofficial Voting Results sign with the QR code (found in the red BBJ bag) on an exterior door or window. This takes the place of the results tape which used to be affixed to an exterior door or window.

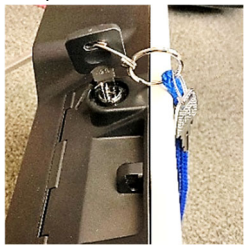




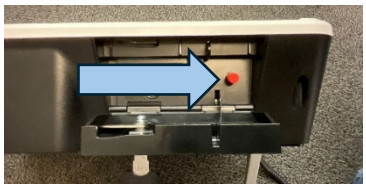
ExpressVote Shut Down Procedures:

Note: The door of the ExpressVote is alarmed and will beep when the device is turned on and the door is unlocked. This is a security measure; you have not done anything wrong.

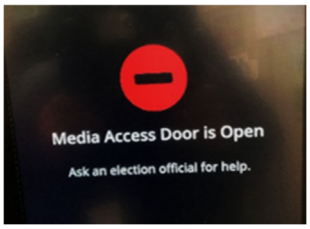
1. Unlock the door on the black exterior of the ExpressVote (above the screen) using the black key on the red or blue lanyard (the same keys used for the ballot bin).



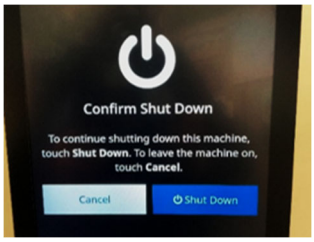
2. Press the red button inside as if you are ringing a doorbell.



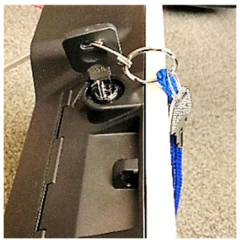
3. The device will beep.



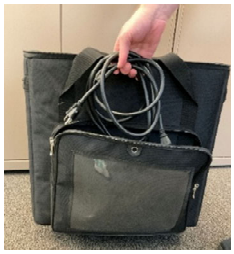
4. Touch the “Shut Down” button on the “Confirm Shut Down” screen. The screen should then go black and the beeping should stop.



5. Lock the compartment on the top of the device using the key.



6. Unplug the power cord from the side of the device and wall outlet, then neatly coil and place it in the pocket on the front of the black ExpressVote case.



7. Turn the ExpressVote table over and remove the legs. Pack the table top and legs in its case.



8. Place ExpressVote table case next to ballot bins for the movers.

Interior Signs

Take down all interior signs and return them to the BBJ envelope. Please try to remove as much tape as possible without tearing the signs so they can be reused.

Voting Booths

All voting booths need to be taken apart and packed away neatly. Please stack the boxes tidily by the Cage and supplies for the movers.

NOTE: Any broken voting booths should be brought to the Transfer Site so they can be fixed or removed from circulation.

Shut Down Pollbooks

1. Once Pollbook procedures have been completed, shut down and pack up the Pollbooks.
2. Press and hold the buttons on the upper left side and top left of the Pollbook to turn it off. A “Slide to Power Off” popup will appear. Slide with finger to power off.
3. Disconnect the cords from the Pollbooks, Ballot on Demand printers, and receipt printers. Remove any leftover ballot stock from the printer trays and place it in the banker box in the Cage.
4. Return the printer trays to the collapsed position by pressing the lime green button and sliding the extender in fully so it does not stick out the back.
5. Find the Pollbook case with the corresponding number to your station. Remember that the cases hold material for two Pollbooks. Use the diagrams in the case to properly pack the supplies.





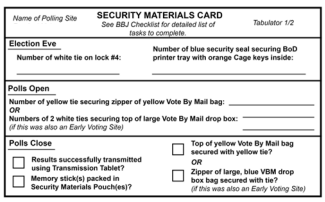
6. Close and latch the case.
7. Return the Pollbook cases (with Pollbooks, cords, receipt printers, and styluses inside) to the Cage.
8. Return Pollbook cases, Ballot on Demand printers, ExpressVote terminal, privacy sleeves, purple felt tip pens, unused ballot stock (legal size paper), and (if applicable to the voting site) the Big Bell to the Cage. Pens, privacy sleeves, and unused ballot stock should be packed in the banker box in the Cage.
9. Return extension cords and power strips to ballot bin (after ballots are removed and bin can be used for storage).

Other Closing Tasks:

1. Place all blank ballot stock in Cage, for both the Ballot on Demand and ExpressVote ballot stock.
2. Return pens and privacy sleeves to the banker box in the Cage.
3. Ensure that all materials which should be returned in the Cage are packed inside.
4. Lock the Cage.
5. Place the Cage key in the security materials pouch.
6. Place the lanyard with the ballot bin keys in the Security Materials Pouch.



7. Complete the “Polls Close” part of the grey security materials card for each tabulator.
8. Complete the back of the security materials card to ensure you have packed all time-sensitive items coming to the Transfer Site. Place the card in security materials pouch so it is easily visible.

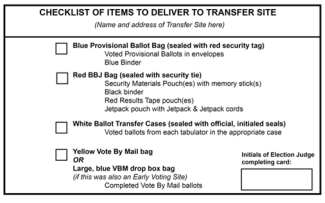


Name of Polling Site — SECURITY MATERIALS CARD — See BBJ Checklist for detailed list of tasks to complete. — Tabulator 1/2

Election Eve
Number of white tie on lock #4:
Number of blue security seal securing BoD printer tray with orange Cage keys inside:

Polls Open
Number of yellow tie securing zipper of yellow Vote By Mail bag:
OR
Numbers of 2 white ties securing top of large Vote By Mail drop box:
(if this was also an Early Voting Site)

Polls Close
☐ Results successfully transmitted using Transmission Tablet?
☐ Memory stick(s) packed in Security Materials Pouch(es)?
☐ Top of yellow Vote By Mail bag secured with yellow tie?
OR
☐ Zipper of large, blue VBM drop box bag secured with tie?
(if this was also an Early Voting Site)



CHECKLIST OF ITEMS TO DELIVER TO TRANSFER SITE
(Name and address of Transfer Site here)

☐ Blue Provisional Ballot Bag (sealed with red security tag)
Voted Provisional Ballots in envelopes
Blue Binder

☐ Red BBJ Bag (sealed with security tie)
Security Materials Pouch(es) with memory stick(s)
Black binder
Red Results Tape pouch(es)
Jetpack pouch with Jetpack & Jetpack cords

☐ White Ballot Transfer Cases (sealed with official, initialed seals)
Voted ballots from each tabulator in the appropriate case

☐ Yellow Vote By Mail bag
OR
Large, blue VBM drop box bag
(if this was also an Early Voting Site)
Completed Vote By Mail ballots

Initials of Election Judge completing card:

9. Place the Security Materials Pouch in the red BBJ Bag.
10. Ensure all signage (indoor and outdoor) is taken down, packed away, and ready for the movers.

Secure the room:

Before leaving for the day, ensure that the lights are turned off and the room is locked.

Closing the Voting Site

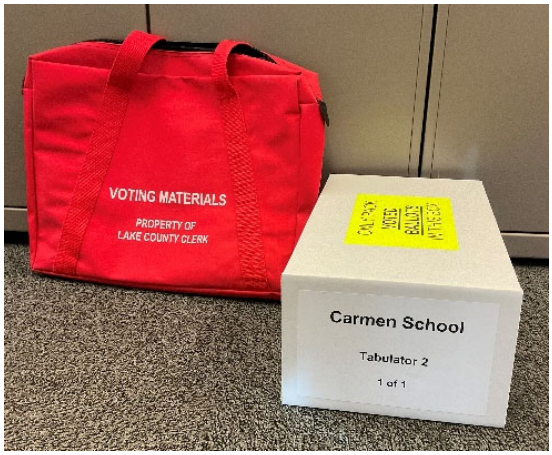
After the polls close, all judges must remain until all closing procedures are completed and election materials are packed.

Do not place any garbage into cases, boxes, envelopes, or bins. If there is no trash receptacle, please ask someone at the facility to provide one. Make sure the outside doors to the voting site are locked or will be locked by building security.

Powering down the Pollbook and Jetpack and packing the binders will be one of the last tasks performed to make sure all transactions have been uploaded to the Lake County Clerk's Office and necessary accounting is complete.

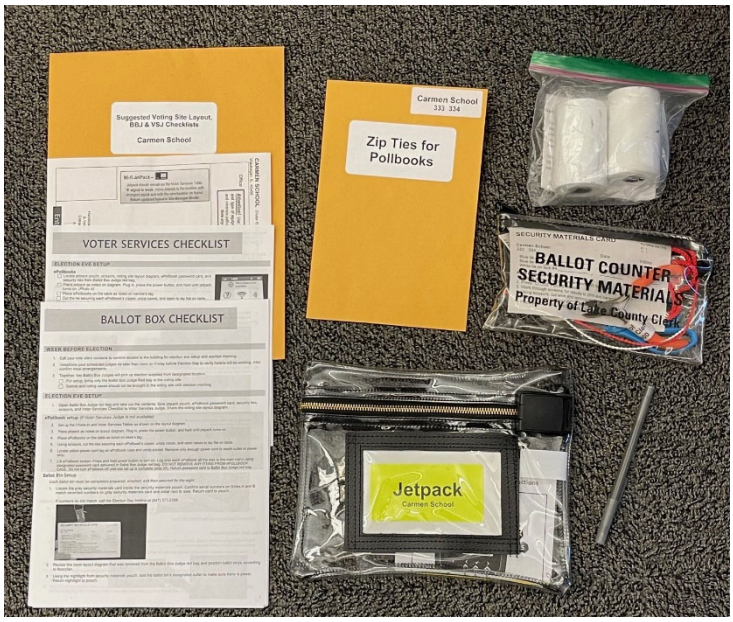
Supplies Picked up by Ballot Box Judges

1) Empty White Ballot Transfer Cases
2) Red Ballot Box Judge bag



Red Ballot Box Judge Bag

1) Voting site layout diagram
2) Jetpack pouch
3) *Ballot Box Checklist*
4) Security materials pouch
5) 1 Black ball point pen



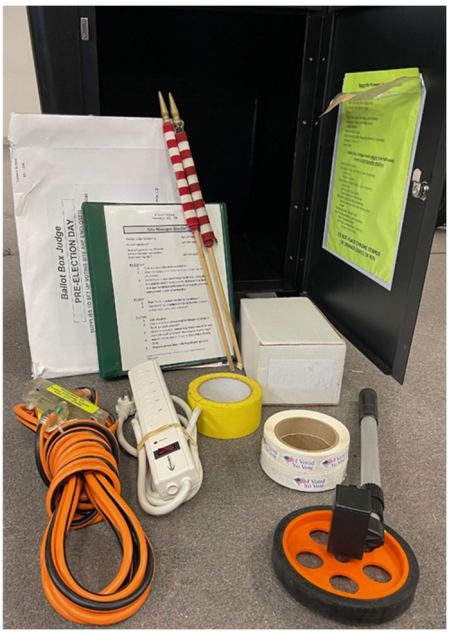
Jetpack Security Pouch

1) Security pouch
2) Jetpack instructions and diagram
3) Pollbook password card
4) Jetpack
5) Power cord

Supplies arriving in the Ballot Bin:

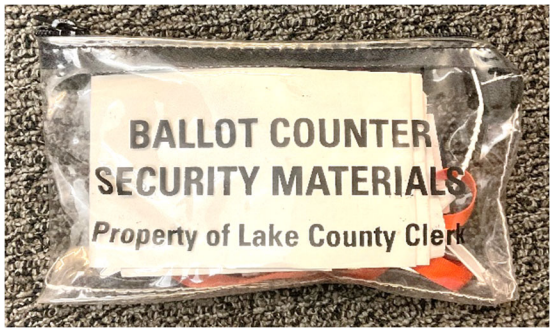
1) Ballot Box Judge Envelope
2) Green Site Manager Binder
3) Supply Box
4) Power Cords
5) Yellow tape
6) Election Zone Measuring Wheel

NOTE: Flag and “I Voted” stickers are packed and returned in banker box in the Cage.



Security Materials Pouch and Contents

1) Keys for the Cage (orange lanyard)
2) Keys for the Tabulator/Ballot Bin (red or blue lanyard)
3) Red security tie (for Ballot Bin during Election Day)
4) White security tie (for Ballot Bin overnight)
5) Grey Security Materials Card
6) Night Light
7) Scissors
8) Wire Cutters
9) Blue Security Seal (for printer overnight)





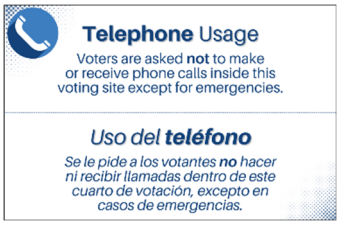


Appendix

Ballot Box Judge Envelope Signs:

1) No Electioneering Signs
2) Voting Site Directional Signs for hallways
3) Telephone Policy Signs for entry to voting room
4) Accessible Entrance Directional Signs for hallways
5) "No Electioneering" plastic sign (for orange cone)
6) First Amendment Auditor signs
7) Ballot Undervote Alert sign (even years only)
8) Voting Site sign with Hours
9) "What Is On Your Ballot?" (English and Spanish)
10) Specimen Ballots (for preferred precincts)
11) Vote By Mail Ballot Drop-Off Sign





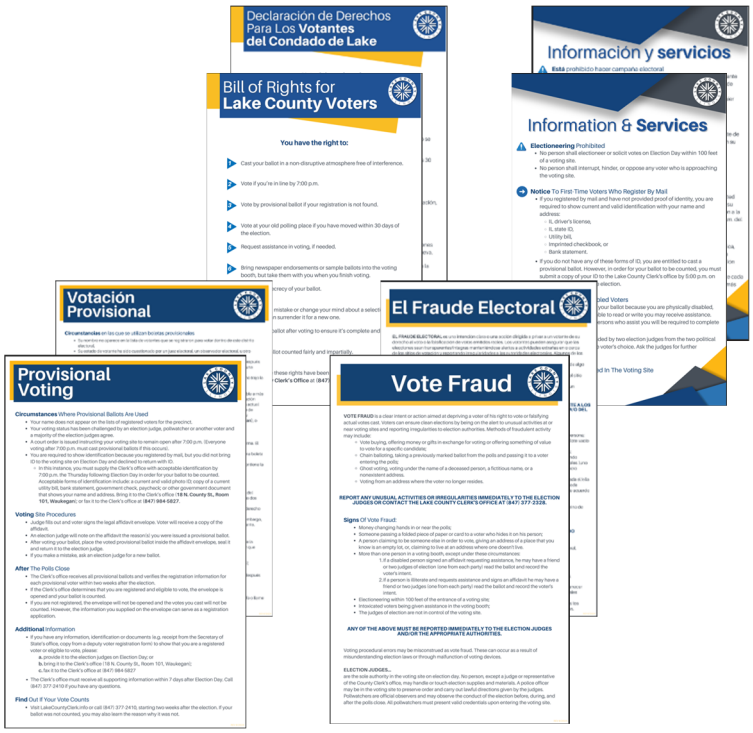






Ballot Box Judge Envelope Signs cont.:

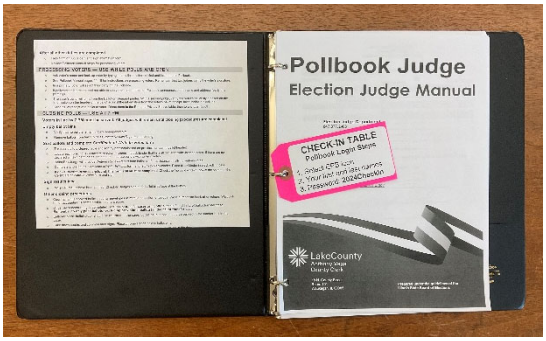
1) *Bill of Rights for Lake County Voters*
2) *Information and Services (HAVA)*
3) *Provisional Voting*
4) *Vote Fraud Information*
5) *Township Map*



Appendix

Blue Binder Contents:

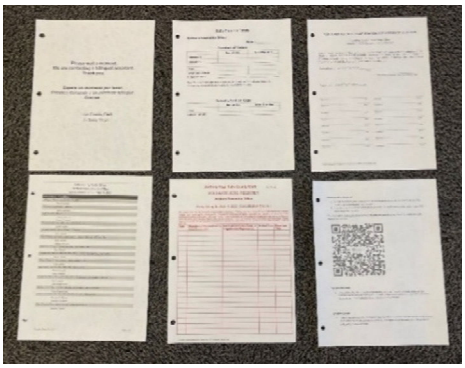
1) Pollbook Judge Checklist
2) Pollbook Judge Manual
3) Password Card

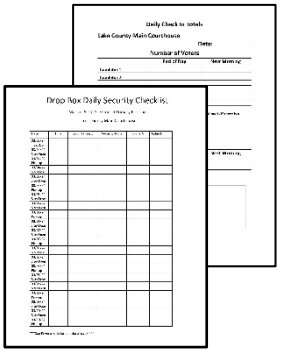


Black Binder Front Contents:

Front Pocket:

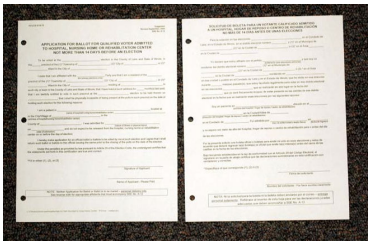
1) Pollbook Judge Checklist

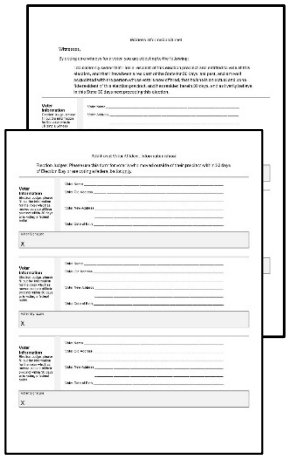




Black Binder Ring Contents:

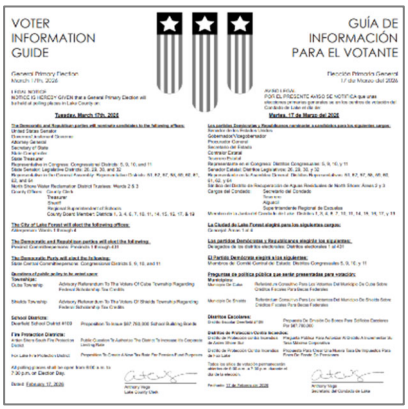
1) Password Card (for Pollbooks, ExpressVote, and ballot bin)
2) *Additional Voter Affidavit Information Sheet*
3) *Bilingual Assistance Sheet*
4) *Certificate of Write-Ins*
5) *Voter Registration Information Sheet*
6) Jetpack Instructions
7) Processing a Provisional Voter instructions
8) Provisional Ballot Inventory Control Form
9) Spanish C3 Affidavit
10) Witness Information Sheet





Black Binder Back Pocket:

1) *Pollwatcher's Guide*
2) *Voter Information Guide*
3) Supply packing list (list of items returning in DS300 ballot bin vs. list of items returning to Transfer Site.)





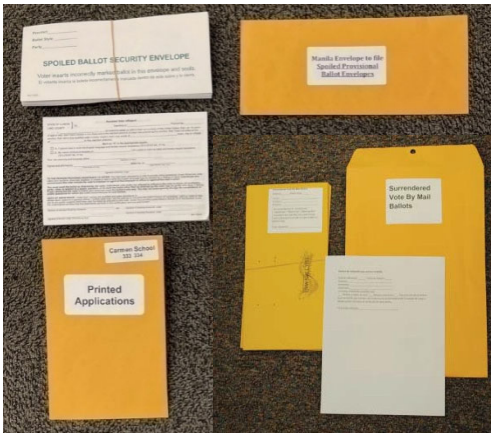
Items Delivered in Cage



1) Blank legal-size ballot stock
2) ExpressVote Terminal
3) Pollbooks
4) Banker box supplies (detailed below)
5) Ballot on Demand Printers
6) ADA Equipment, if necessary
7) Yellow VBM Bag (if applicable)
8) Black binder
9) Blue binder
10) Blue provisional ballot case (packed flat with envelope inside)
11) Pollbook Judge envelope
12) Provisional envelope
13) Receipt printer paper rolls

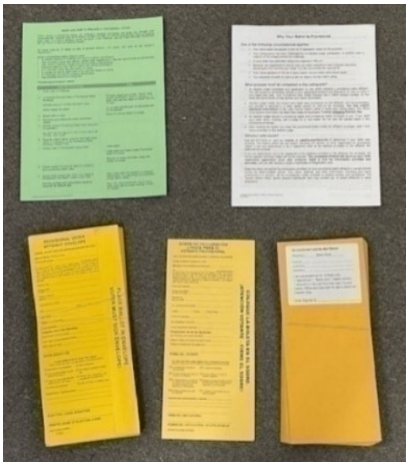
Banker Box (packed in the Cage)

1) Narcan
2) Flag
3) I Voted stickers
4) Privacy sleeves
5) Black ballpoint pens
6) Sample Ballots
7) ExpressVote Ballot Stock



Pollbook Judge Envelope Contents

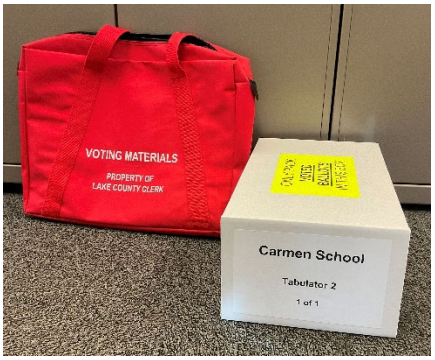
1) Purple felt tip pens for initialing ballots
2) Check-In Here Sign (Bilingual)
3) Individual Spoiled Ballot Security Envelopes (Bilingual)
4) Manila Spoiled Ballot Collection Envelopes
5) Assisted Voter Affidavit (used when 2 Election Judges assist voter)
6) Printed Application Collection Envelope (for loose ballot receipts)
7) Scratch paper
8) Individual Surrendered Vote By Mail Envelopes
9) Surrendered Vote By Mail Collection Envelopes



Provisional Envelope:

1) *Why Your Ballot is Provisiona*l sheet
2) Individual Provisional Ballot Envelopes
3) Spanish Translation Template
4) Collection Envelope for Spoiled Provisional Ballots

Red BBJ Bag
Black ballpoint pen
DS300 (ballot bin) paper rolls with instructions
Jetpack pouch
Red results tape pouch(es)
Security materials pouch(es)
White security tie (to seal red BBJ bag on return to Transfer Site on Election Night)
Manila Supply Envelope*



***Manila Supply Envelope:**
- Ballot Box Judge Checklist
- Pollbook Judge Checklist
- Pollbook setup instructions
- Unofficial Election results sign with QR Code
- Voting site layout diagram

DS300 Components



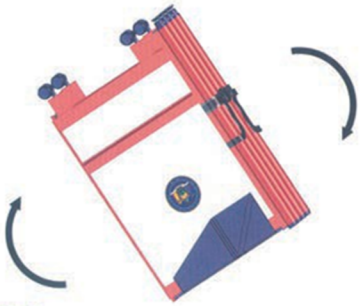
1. DS300 Digital Scanner
2. Auxiliary ballot box
3. Main ballot box
4. Locking clamshell case
5. Ballot box base
6. Locking wheels

Quad Booth Instructions



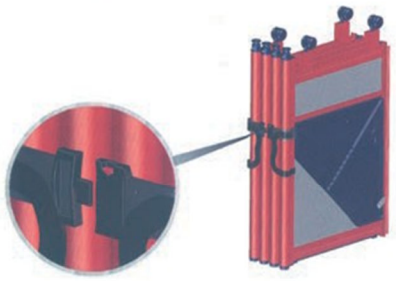
STEP 1

The booth is on wheels so it will slide out of the box.
Remove by pulling on the fabric handles.
Leave plenty of room for assembly.



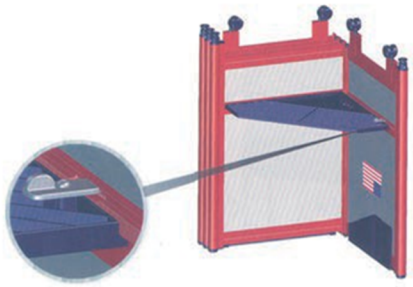
STEP 2

Holding the handles and supporting the booth,
rotate until the wheels are facing upwards.
Max weight of tilt lifting and lowering: 24lbs.



STEP 3

Undo the buckle by pressing the red button.
Open out the first section.



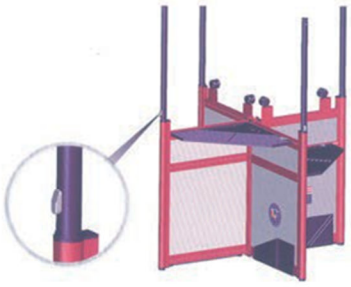
STEP 4

Rotate the grey catch and raise the writing table.
The edge of the writing table will engage with
the cross rails.



STEP 5

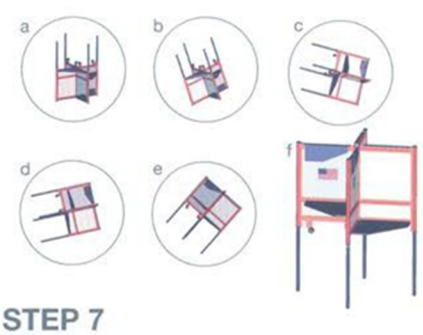
Repeat instruction 4 on the other
sections as they are opened out.



STEP 6

Extend each telescopic leg until the button pops out.
Push the leg back into position so that it cannot be
pushed in again accidently.

Quad Booth Instructions – Continued



STEP 7

Leaving plenty of room, lower the booth until it is lying on its side. Raise the booth to its working position.
Max weight through a,b,c: 22lbs, through d,e,f: 31lbs.



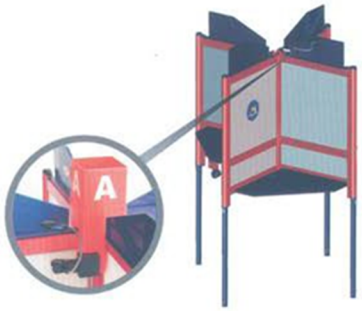
STEP 9

If necessary, use the adjusters at the bottom of each leg to level the booth.



STEP 8

Rotate visors to their vertical position.



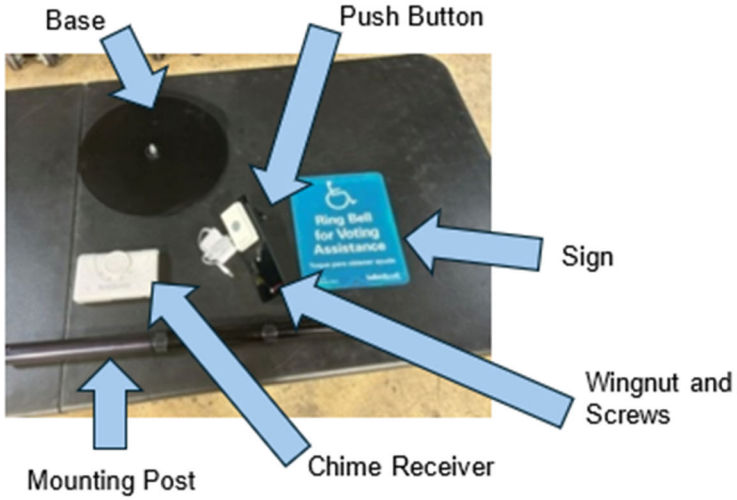
STEP 10

Give the booth one final check to make sure that all the shelves and leg buttons are properly locked. If required, attach the central column and booth lights.

BigBell Assembly Instructions

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

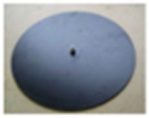




Open the carrying case, remove and identify all the pieces. You will need to lift up two layers of foam to retrieve the base and sign which are stored underneath.

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

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



2. Extend the mounting post to complete length (approx. 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 it.



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

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



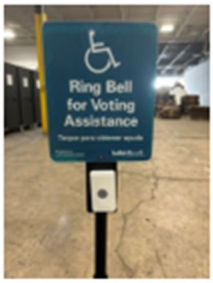


5. Place the BigBell on the top of the mounting post, aligning the groove on the back of the post with the knob on the bracket. Tighten the knob on the back of the bracket until secure.



6. 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.



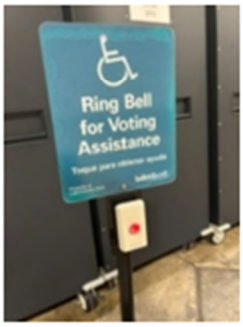


7. Plug in power cord to chime receiver, then plug it into an outlet.





8. A battery will already be placed in the push-button. Once pressed, the button will turn red, and a chime will go off.



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.

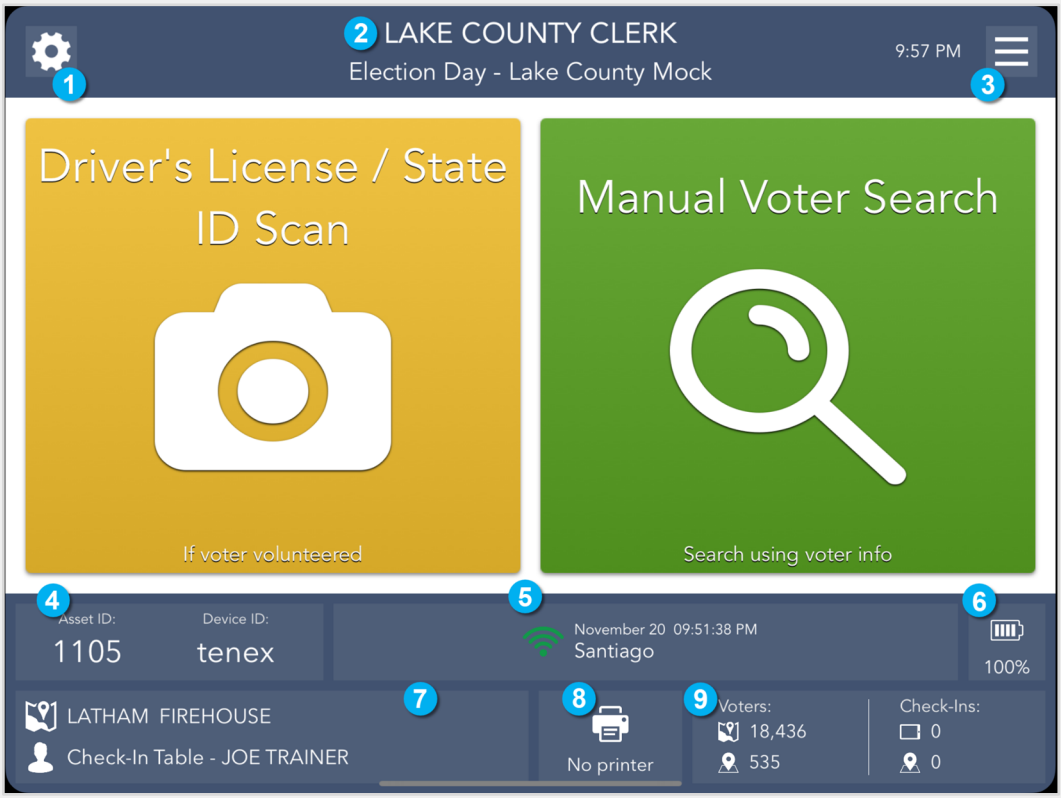
Two judges need to test the BallotCall. One judge activates the BigBell from outside while another listens to determine if the chime can be heard inside the voting site.

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.

Pollbook Main Menu and Icons

The Launchpad

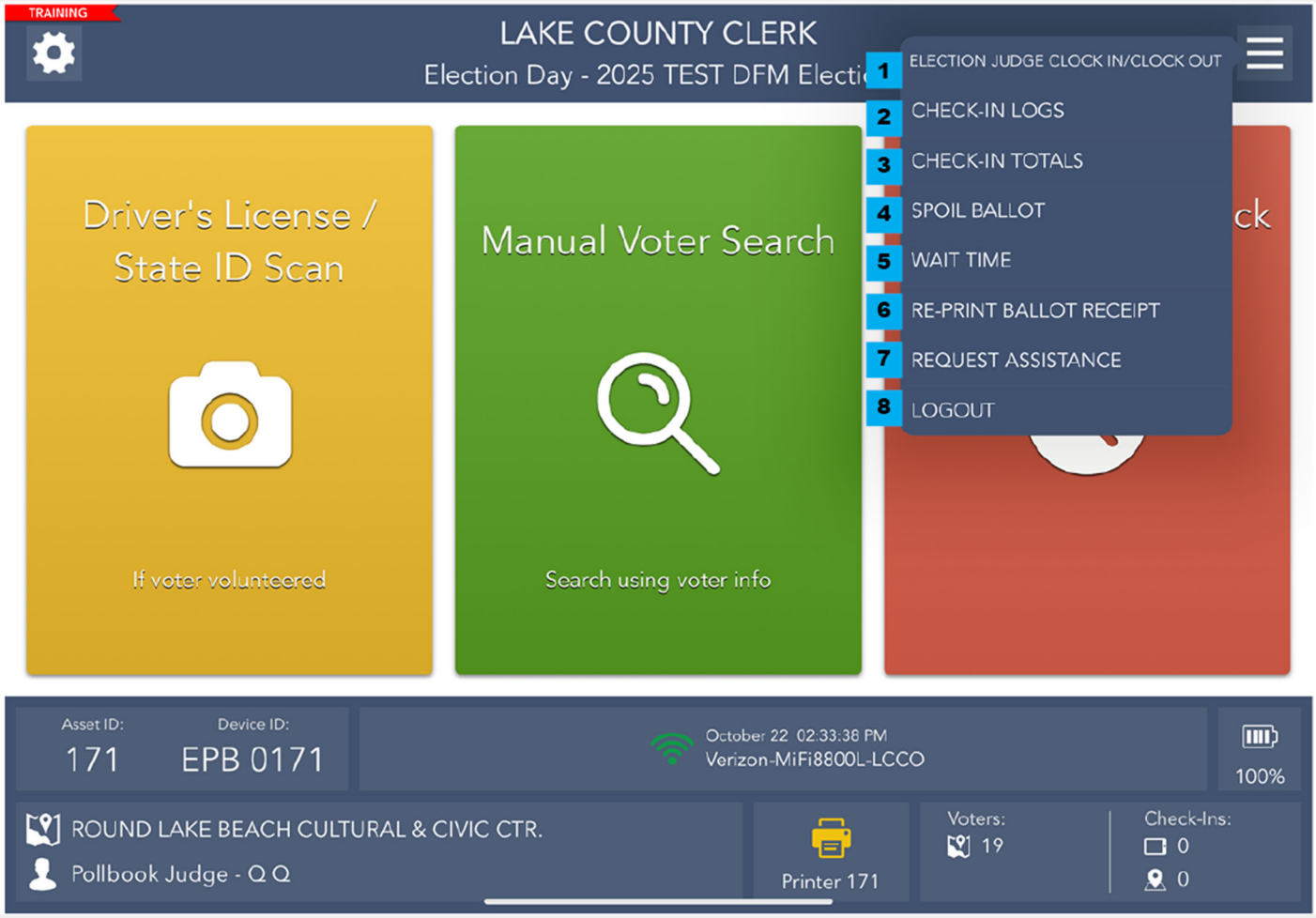
This is your Home Screen. After every check-in, you should arrive back at this screen, but with different buttons.



1	Troubleshooting Menu
2	Jurisdiction Name (Election Day)
3	Launchpad Menu (or Hamburger Menu)
4	Asset ID and Device ID
5	Date, time, Wi-Fi connectivity
6	Battery status
7	Location you are logged into, job title, and name.
8	Printer connectivity
9	Numbers of Voters and Check-ins (sorted by location total and device total)

Launchpad Menu

The Launchpad Menu provides menu options to access additional system functions.



The Launchpad Menu options:

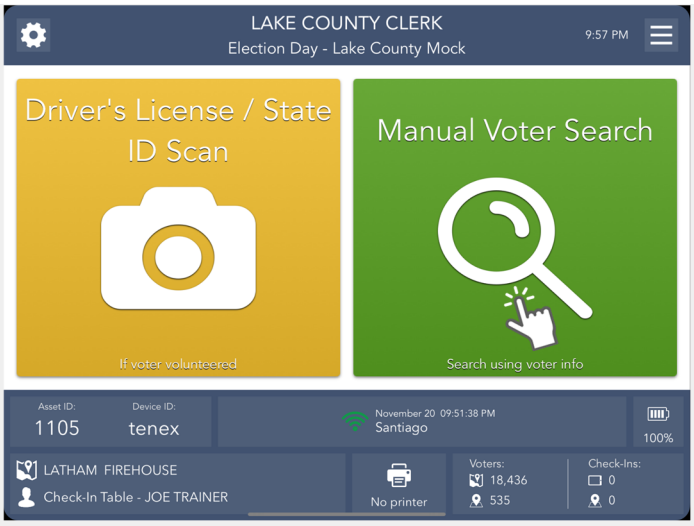
1	ELECTION JUDGE CLOCK IN/CLOCK OUT	Tool for judges to clock in and out
2	CHECK-IN LOGS	Displays the “Check-In” history. Include voters' names & data.
3	CHECK-IN TOTALS	Displays the numeric log of all the check-ins.
4	SPOIL BALLOT	Gives the option to spoil a ballot and reverse a check-in.
5	WAIT TIME	Allows poll workers to track wait times at a polling place.
6	RE-PRINT BALLOT RECEIPT	Search for a check-in and reprint the check-in slip for a voter.
7	REQUEST ASSISTANCE	Allows a voter who has checked in to request assistance with voting.
8	LOGOUT	Provides the Temporary Log Out or Close Election page.

Pollbook Additional Search Features

Searching for a Voter – Manual Voter Search

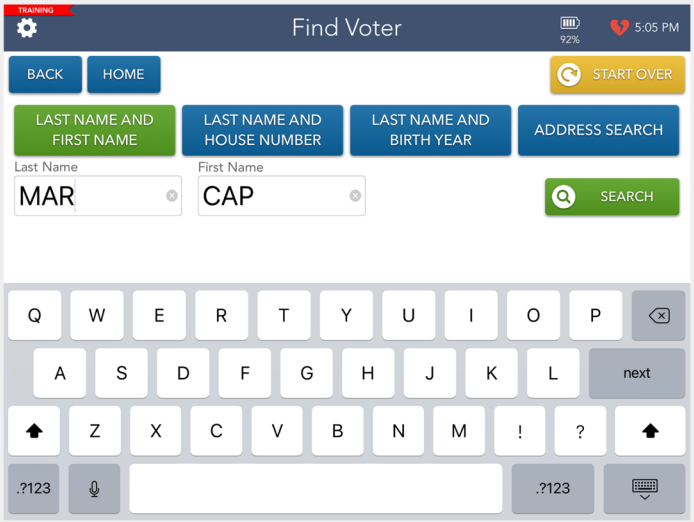
To Search for a Voter using a Valid ID type:

1 Touch the **MANUAL VOTER SEARCH** button on the Launchpad screen.



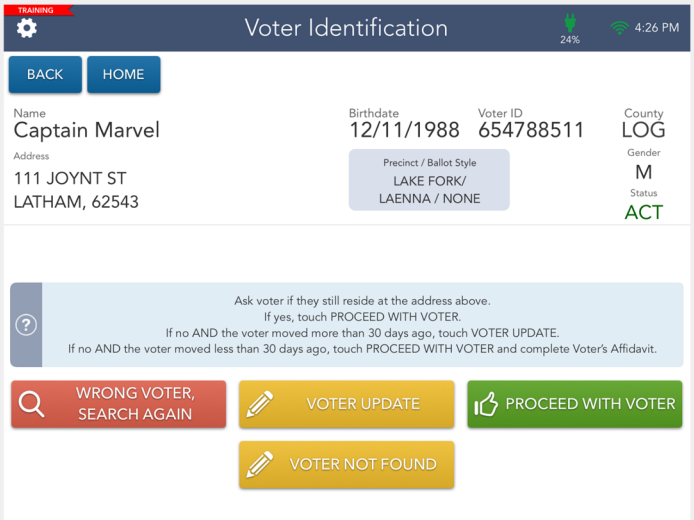
2 Using information provided by the voter, use one of the available search options to search for the voter's record.

- Last Name & First Name
- Last Name & House #
- Last Name & Birth Year
- Address Search



3 Enter the voter's information into the search fields chosen by using the on-screen keyboard, when finished proceed to touch **SEARCH** to continue.

4 If only one voter matches the search criteria, the **Voter Identification** Screen will appear automatically. Continue checking in your voter and get their signature.



If more than one voter matches the search criteria, your screen will show a list of all possible matches. Touch the correct voter from the list and then touch the **CONTINUE** button.

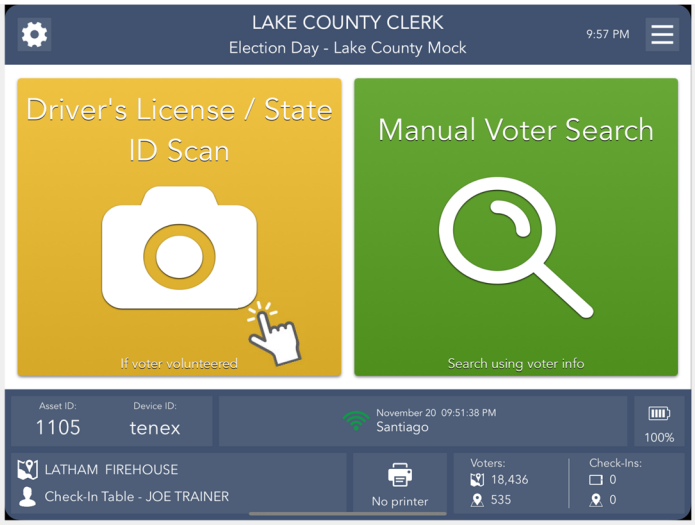
Searching for a Voter – Driver's License/State ID Scan

Election Judges MAY NOT ask for identification unless there is a special circumstance. If a voter chooses to provide their Illinois Driver's License, Illinois State ID, or Voter Card; feel free to use the scan function.

1

To Search for a Voter using a State ID:

Touch the yellow **Driver's License /State ID Scan** button on the Launchpad screen.

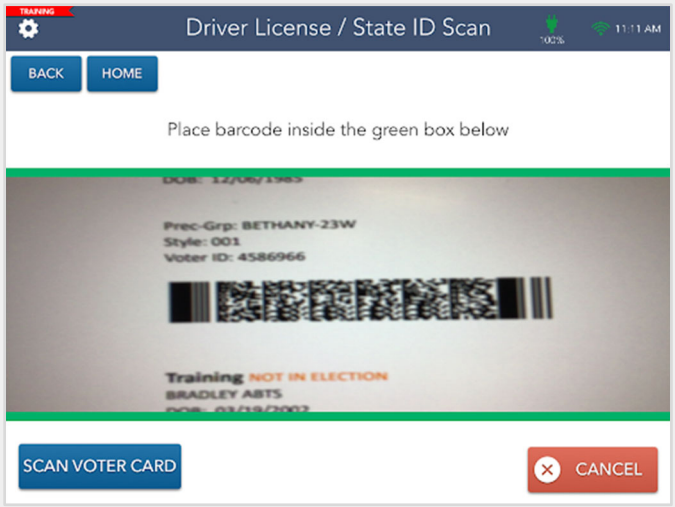


When Scanning a Voter's ID:

Hold the voter's ID in front of the camera lens located at the back of the Pollbook.

2

Make sure that the correct option for Driver's License or Voter Card option is chosen, then ensure the barcode printed on the back of the ID is inside the green box displayed on the screen. The Pollbook will then proceed to begin scanning automatically.



After you've scanned the voter's ID, you will be redirected to the **Voter Identification** screen. Please verbally verify the address.

First Amendment Auditors

"First Amendment Auditors" (or FAAs) are individuals who record their surroundings and people within public buildings. They want to "test" the reactions and responses of workers, so the encounter can be shared on social media or YouTube. As the goal is to provoke a negative reaction, remaining calm will garner far less attention.

In Illinois, no explicit legal authority bars a First Amendment Auditor from a public building housing a polling site. A First Amendment Auditor is not able to step inside the room where voting is occurring, as court decisions have upheld restrictions against video recording in the designated voting room, considering it a nonpublic forum. Reasonable, non-discriminatory restrictions are permissible in nonpublic forums to protect ballot secrecy. Private buildings are subject to the discretion of the owner.

Auditors May:

- Film from outside the door of the voting room (as long as the casting of a ballot by a voter is not visible.)
- Take pictures of the polling place from outside the door to the voting room.
- Talk to Election Judges or voters outside the voting room.
- Post videos or pictures online.

Auditors May Not:

- Prevent a voter from voting by force, intimidation, threat, deception or forgery. (10 ILCS 5/29-4) (*Felony*)
- Threaten a public official or their immediate family. (720 ILCS 5/12-9) (*Felony*)
- Knowingly fail or refuse to comply with any lawful order of an election authority. (10 ILCS 5/29-11) (*Misdemeanor*)
- Electioneer within the 'No Electioneering' zone. (10 ILCS 5/17-29) (10 ILCS 5/19A-70) (*Contempt of Court*)

Should your voting site be visited by a First Amendment Auditor, it may be necessary to let the auditor know what is not permissible (entering the voting room, filming voters when they are casting a ballot, and filming pollbook screens). If you need assistance, feel free to contact the Lake County Clerk's Office at (847) 377-2328 on Election Day. Should you feel threatened, unsafe, or if the auditor is preventing voters from voting; call 911.

Who are Pollwatchers?

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.

Qualifications and Credentials

Pollwatchers

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).

Candidates

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. All candidates must also have proper candidate credentials. If a candidate is using the "candidate" credential, he or she is not required to have an appointing authority. (10 ILCS 5/7-34, 17-23, 18-6)

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 Lake County Clerk's office after the polls close. Pollwatchers must sign the register each time they enter or leave the voting site.

Pollwatchers must have one credential per early voting polling site per day. They may not use one set of credentials for the duration of early voting.

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. Each candidate and political party is entitled to two pollwatchers per precinct on Election Day; civic organizations, one per precinct. (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 curb-side voters. (10 ILCS 5/17-13)
- Challenge a voter's status at pre-Election Day voting at the Lake 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)
- Observe closing procedures and completion of canvass by remaining in the voting site until after the polls close. (10 ILCS 5/7-34; 5/17-23)



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

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)

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

- 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)
- Enter the voting site after the polls have closed. (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)

Appendix

POLLWATCHER CREDENTIAL
(Please see reverse side for instructions)
April 4, 2023 Consolidated Election

Type of Pollwatcher: (Check one) ☒ Candidate Pollwatcher ☐ Party Pollwatcher ☐ Civic Organization ☐ Proponent/Opponent of a Referendum

In accordance with the Provisions of the Election Code, the undersigned hereby appoints the person named below to act as a pollwatcher at this voting site. Under the penalities provided by law pursuant to section 29-10 of the Election Code, the signer of this credential certifies that they live at the below address in the State of Illinois, and is duly registered to vote in this state.

Paul E. Wacher — Name of Pollwatcher
Paul E. Wacher — Signature of Pollwatcher
18 N County Street — Physical Street Address
Waukegan — City/Village
Clayton Elementary School — Name of Voting Site
Candy Date for Clerk — Name of Candidate, Party or Organization
Candy Date — Signature of Candidate, Party or Organization Official

Attention Election Judges!
Only accept this credential if it is fully completed and signed.
Place this credential in the front pocket of the Green Binder.

Anthony Vega
Lake County Clerk

Pollwatcher Credentials Issued by the Lake County Clerk

Pollwatcher Credentials Issued by the State Board of Elections

10 ILCS 5/7-34, 17-23, 29-10

Suggested
Revised August, 2014
SBE No. M-2

POLLWATCHER CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information	
Name	
Street Address	
County of Residence	
Township or Municipality of Residence	

Authorized to act as a pollwatcher in:	
Name of Precinct	
Ward (if applicable)	
Township or Municipality	
Election	
Date of Election	

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.

Signature of Election Authority

TITLE: (County Clerk, Executive Director)

Under penalties of law pursuant to 10 ILCS 5/29-10, the undersi... duly registered to vote at:

Address

County

Precinct and/or Ward in which Pollwatcher resides

www.election... Form may be re...

10 ILCS 5/7-34, 17-23,

Suggested
Revised August, 2014
SBE No. M-2A

CANDIDATE CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information	
Name of Candidate	
Name of Office	

Authorized to seek admittance to:	
Name of Precinct	
Ward (if applicable)	
Township or Municipality	
Election	
Date of Election	

In accordance with the provisions of the Election Code, the undersigned hereby seeks admittance to above polling location and stated election.

(Signature of Candidate) — (Office for which candidate seeks nomination or election)

(Signature of Election Authority) — TITLE: (County Clerk, Executive Director)

www.elections.il.gov
Form may be reproduced

Anthony Vega, Lake County Clerk CC No. J-22

POLLWATCHERS' REGISTER

February 28, 2023, Consolidated Primary

All pollwatchers shall be required to have proper credentials. Pollwatchers must present their credentials to the Election Judges upon entering the polling place. Pollwatcher credentials properly executed and signed shall be proof of the qualifications of the pollwatcher authorized hereby. Such credentials are retained by the Judges and returned to the Election Authority at the end of the day with the other election materials. Once a pollwatcher has surrendered valid credentials, he may leave and re-enter the polling place provided such continuing action does not disrupt the conduct of the election. 10 ILCS 5/17-23

Signature of Person Bearing Valid Credentials	Name of Candidate, Party or Organization Represented	Arrival Time	Departure Time
Christopher Carlson			
Rose Dawes			

Pollwatchers Register.frm

Pollwatcher Register Issued by the Lake County Clerk (Found in green binder)

Narcan

In the unlikely event where you would require Narcan, it is packed in the banker box in the Cage. Narcan is the brand name for naloxone, a medication which rapidly reverses an opioid overdose. It is administered as a nasal spray and can be used to help stabilize someone who is suffering from an overdose while 911 is called.

If someone passes out from an overdose:

- Remove Narcan from the Cage and administer. (Refer to the Narcan box for step-by-step instructions.)
- Call 911, describe the situation, notify the operator that you have administered Narcan.
- Proceed based on instructions from the 911 operator.
- Alert the LCCO that 911 was called as soon as someone is able.

