

CHECK-IN JUDGE CHECKLIST

All Judges:

Early Voting (White)

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

Check-In Judges:


- For each voter search, do the following (use stylus to make entries):
 1. Follow included **Tuesday Opening (Green)** checklists for setting up polling place.
 2. Ask voter **"What is your name?"** Tap first 4 letters of last name, tap in the "First Name" box and tap first 3 letters of first name. (This is the recommended minimum to find a voter; some searches; i.e. common names like John Smith may require you to enter more letters or more info.)
 3. Once voter name is found, verify identity by asking voter **"What is the month and day of your birth?"**
 4. **Primary Only:** Ask voter **"What is your party affiliation?"**
 5. Ask voter **"What is your address?"**
 6. If all the above is confirmed, then select voter by tapping anywhere on their record to bring up the "Voter Details" screen.
 7. If there are no issues indicated by pollbook (a red or yellow message displayed in window) then tap "Issue Standard Ballot".
 8. When issuing the first ballot, system will require judge to enter name. Judge should enter first letter of their first name and then whole last name at the screen prompt.
 9. Tear VAC from the printer when done printing, initial the VAC where indicated, and ask voter to verify their information and sign the VAC where indicated. Keep proper social distance.
 10. Have voter retain paper VAC and direct the voter to ballot issuance table. (Sanitize your station.)
- Use the *Voter Update Form* (VUF) for the following (voter **must** sign for all changes):
 - Voter name changes/corrections; date of birth corrections.
 - Party affiliation changes/corrections (changes made during the primary are not effective until after the election).
 - Voter moves **WITHIN** 21 days before the election.
 - Voter required to "Show ID", and does, as indicated by pollbook.
 - Death notice indications for removal from registration records.
 - Have a representative fill out the information of the deceased voter and indicate their relationship before signing the form
- Summon Chief Judge(s) for the following situations:
 - Voter not found in precinct or statewide searches. *
 - Voter not found in precinct search but found in statewide search. *
 - Voter indicates a change of address **MORE THAN** 21 day before the election. ✓
 - Voter's status is PEND1 or PEND2. *
 - Voter listed as "Voted Early/By Mail", "ABS Issued", "REG Issued", or "Prov" in Issued column. *
 - Voter is listed as "Active" and "Show ID" but is either unwilling or unable to provide an acceptable form of ID.*
 - Voter's identity is challenged (see manual-Chapter 4, page 4.7 for acceptable IDs). *
 - Voter wants to vote different party ballot (Primary Election only) or is listed as "Not Qualified". *
 - Voter requests assistance while voting.
 - Pollbook failure (i.e., screen freezes up).
 - Voter requesting to register and vote. Send to designated same day registration pollbook.
 - Follow Same Day Registration checklist for processing voters wishing to register and vote.

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

- * **Voter is qualified to vote a provisional ballot. Under Chief Judge supervision, at the Voter Detail screen, tap "Issue Provisional Ballot" button, select correct reason then tap "Issue Provisional Ballot". DO NOT ISSUE A PROVISIONAL BALLOT WITHOUT A CHIEF JUDGE.**
- √ **Voter is qualified to undergo "Edit Address" process. Under Chief Judge supervision, at the Voter Identification screen, tap "Edit Address" button, input new information according to provided proof of residency, then tap "Save Changes". YOU CAN NOW ISSUE A STANDARD BALLOT PROVIDED THE NEW ADDRESS RESIDES IN HOWARD COUNTY.**

Periodically verify that pollbooks are receiving power (AC: Online) and synchronizing data. (see Troubleshooting Tip – Tuesday Morning Opening).

Check-In Judges:

- Follow provided **Tuesday Night Closing (Light Blue)** for instructions on closing the polling place.
 - For step 2, notice the following **changes**:
 - For each pollbook:
 - At Chief Judge(s) direction, complete closing procedures: Print closing reports – "Voter Counts" and "Ballot Counts" reports (Daily Closing Step #1).
 - Verify at *****Notice Screen***** that Host: and Local: Ballot Counts totals match.
 - Continue with Daily Closing Step #2 when Ballot Counts totals match.
 - Power off pollbook after completing Daily Closing Step #1 and information is collected and reports completed.
 - **DO NOT** disconnect power supply, printer USB cable, and network cables and pack pollbook in original case with power supply. This will only be done the last night of early voting with the help of staff.
- After the assist the  return the **Tuesday Night Closing (Light Blue)** to where it came from and other judges in polling place with closing procedures.