Ballot Box
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

LakeCounty
Anthony Vega
County Clerk

18 N. County Street
Room 101
Waukegan, IL 60085

**Prepared under the guidelines of
The Illinois State Board of Elections**

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LakeCounty

August 15, 2024

Dear Lake County Election Judge:

As the Lake County Clerk, I want to take this opportunity to thank you for serving as an election judge. Our entire election process is founded on the willingness of individuals like you to serve the community in this important role.

New in 2024 is our Tenex Touchpad Pollbooks along with ballot-on-demand printing capabilities – which will allow for full sized ballots to be printed on-demand as voters are being processed. These new changes will streamline our operation, make the voting experience more efficient, and allow for a thorough audit trail of the voting processes.

This manual will introduce you to the terminology and procedures of Election Day activities and will acquaint you with the requirements of the Illinois Election Code. It will also serve as a reference tool for training classes and quality control on Election Day. Use this manual as your guide during your service. In addition to this manual, 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.

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

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

Respectfully,

Anthony Vega
Lake County Clerk

Table of Contents

Basic Election Information

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.

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

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. 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.

"Trained" - Basic or Advanced class	$225
Ballot Box Judge (certified and assigned)	$285
Voter Services Judge (certified and assigned)	$240
Serving out of township	+$10
Bilingual Judge	+$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 Ballot Box Judges (one from each party), or a Ballot Box Judge and one additional judge from the opposite major party, will then leave for the Transfer Site.

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.

Pre-Election Preparation

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

► Be sure to vote early or by mail. Last minute cancellations by scheduled election judges can create urgent shortages. You may need to travel to a different voting site with very short notice. Visit LakeVoterPower.info for voting by mail or early voting information.

► Become familiar with your assigned voting site. Plan a test drive prior to Election Day to help 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 Election Judge portal in order to review *Election Judge Manuals*, checklists, classroom and presentations in the online reference library.

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.

Check-In Judge

After verifying the voter's name and address on the Pollbook, Check-In Judge will verify voter's signature with a second judge, initial on the Pollbook, print the voters ballot on-demand, verify the voter's ballot style against the receipt that prints from the Pollbook, and initial the ballot. Also helps with some special voter circumstances, including surrendered ballots issued by mail.

Ballot Box Judge (BBJ)

Two 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. 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. Delivery of election materials to Transfer Site after the polls have closed is also part of the duties.

Voter Services Judge (VSJ)

Voter Services 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 as time allows.

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 replace 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.

Food and Beverages in the Voting Site

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

Oath or Affirmation of Judge of Election

After setup is complete and before the polls open, the Site Manager will administer the judges' oath and ask each election judge to sign the oath form located in the Site Manager's binder. If no Site Manager is present, the Voter Services Judge will administer the oath. A replacement judge or a judge arriving late must take the oath and sign the form.

Name Tag

The Site Manager will supply name tags. 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.

Clean and Safe

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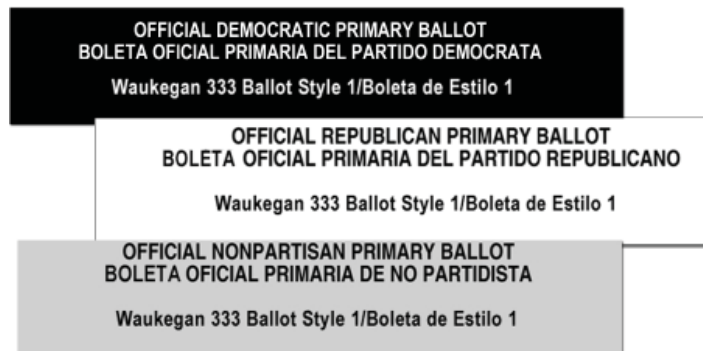
Ballots

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

OFFICIAL DEMOCRATIC PRIMARY BALLOT
BOLETA OFICIAL PRIMARIA DEL PARTIDO DEMOCRATA

Waukegan 333 Ballot Style 1/Boleta de Estilo 1

OFFICIAL REPUBLICAN PRIMARY BALLOT
BOLETA OFICIAL PRIMARIA DEL PARTIDO REPUBLICANO

Waukegan 333 Ballot Style 1/Boleta de Estilo 1

OFFICIAL NONPARTISAN PRIMARY BALLOT
BOLETA OFICIAL PRIMARIA DE NO PARTIDISTA

Waukegan 333 Ballot Style 1/Boleta de Estilo 1

Types of ballots

- ► Precinct ballot
    - • Issued to the active voter at Check-In Table.
    - • Contains all candidates and public questions.
- ► Federal ballot
    - • Issued at the Voter Services Table by using the ExpressVote terminal.
    - • Contains only federal offices such as President and U.S. Senate.
    - • 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
    - • Issued only by the Voter Services Judge.
    - • Contains all offices and public questions for precincts in that voting site.
    - • Ballot is voted, but not 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 counter 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 counter screen, and ballot is tabulated and deposited into the bin.

If voter wants to change the ballot, select "Return" on the ballot counter 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 counter.

Resolution

If voter wants to cast the ballot as marked, select "Cast" on the ballot counter 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 counter screen. Ballot will be returned to the voter and directed to the Voter Services Judge or Check-In 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.

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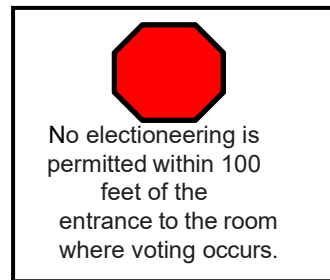
If the voting room is located within a public or private school, campaigning is restricted to the outside of the building, even if the 100 feet falls inside the building.

Private schools and places of worship may ban electioneering on their entire premises. Ballot Box Judges will be advised if electioneering is banned at the location they are serving.

Voters

To register, any U.S. citizen must be 18 years of age by the General Election Day, 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 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. Registration and voting on Election Day must be at the voter's correct voting site or a vote center.

Who May be in the Voting Site

The people allowed in the voting site 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 site ONLY while polls are open include:

► Voters registered in the voting site, their children and persons qualified to take oath to assist voter, or

► Press with 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 their parents to the voting booth.

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

ExpressVote® and other ADA Equipment

The ExpressVote is an Americans with Disabilities Act (ADA) compliant, print-on-demand, ballot-marking system available at every Election Day voting site. It enables voters who are blind, vision-impaired, or have a physical disability to navigate and mark a ballot without assistance through touch-screen technology, an audio-tactile keypad, or a sip-and-puff device. There is a special needs voting booth which accommodates a wheelchair. Some voting sites may receive additional equipment including the Big Bell and ADA ramps.

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.

General Information Appendix

Oath or Affirmation of Judge of Elections

Found in Site Manager Green Binder. Printed in red ink.

10 ILCS 5/13-8

Anthony Vega, Lake County Clerk

OATH OR AFFIRMATION OF JUDGE OF ELECTIONS
March 19, 2024 General Primary Election

Antioch Township Office
Precinct(s): 10 11 14 155 156 157

STATE OF ILLINOIS } SS
LAKE COUNTY

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

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

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

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

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

Judith Shundlen	5:48		
(Judge of Election)	(Time)	(Judge of Election)	(Time)
Joe Strumer	5:48		
(Judge of Election)	(Time)	(Judge of Election)	(Time)
Donna Summer	5:49		
(Judge of Election)	(Time)	(Judge of Election)	(Time)
William Morrissey	5:49		
(Judge of Election)	(Time)	(Judge of Election)	(Time)
Peter Hook	5:51		
(Judge of Election)	(Time)	(Judge of Election)	(Time)
(Judge of Election)	(Time)	(Judge of Election)	(Time)
(Judge of Election)	(Time)	(Judge of Election)	(Time)

U:\Election\Forms\ELECTDAY\General Election Forms\Red Forms\ComboOathCertification of Ballot form Feb 2011.doc (PODJ007)

Before Election Day

Before Election Day

Schedule

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:

▶ 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

  • Transfer Site location where materials are returned election night.

▶ 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).

▶ Call Site Manager and all assigned judges to verify they are working. If BBJ(s) and VSJ(s) are unable to lift printers during Election Eve setup, ensure that one judge capable of lifting the printers can assist.

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, handicap accessible ramps, or additional directional and voting signs.

REMEMBER
Contact the co-Ballot Box Judge(s), if applicable, to discuss the pre- Election Day duties. Two Ballot Box Judges work together to prepare for Election Day.

Thursday or Friday before the election:
Ballot Box Judges pick up at the assigned location the:

▶ Ballot Box Judge red bag,

▶ Check-In Table black rolling case, 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 Ballot Box Judge red bag on election eve as materials inside will be required for setup. Do NOT take ballot transfer cases or rolling case to the voting site until Election Day.

Page for Notes

Election Eve Setup

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 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. No internal Vote by Mail drop boxes should be set up on Election Day, as there is no process to ensure proper chain of custody of the Vote by Mail ballots at voting sites on Election Day.

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

Ballot Box Checklist

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

To Begin Setup
1. Open Ballot Box Judge red bag and take out contents. Distribute the necessary supplies.
2. Open the cage, using the key from the security materials pouch in the red supply bag, to set up the Pollbooks. Please leave the cover on the cage.
3. Set up Pen and Privacy Sleeve, Check-In and Voter Services tables as shown on the layout diagram.

Do not take to the voting site until Election Day:
► Empty White Ballot Transfer Case(s) and
► Check-In Table black rolling case.

Supplies Used for Setup

Ballot Box Judge red bag contents
- ► Voting site layout diagram
- ► Security materials pouch containing:
    - • Ballot bin/ExpressVote terminal keys
    - • Gray security materials card
    - • Red and white security ties for ballot bin
    - • Scissors
    - • Nightlight
    - • Wire cutters
    - • Cage key
- ► Jetpack security pouch
- ► Pollbook login information
- ► *Checklists (Ballot Box Judge, Voter Services Judge, and Pollbook Setup Instructions)*

Items inside ballot bin

If there are multiple bins at the voting site, one bin will contain these materials. Other bin(s) will be empty.

- ► Ballot Box Judge Envelope
- ► Site Manager Green Binder
- ► Extension cords
- ► Power cord strip(s)
- ► Electioneering zone measuring wheel
- ► Election Judge Supply Box
- ► Yellow tape

Items inside Ballot Box Judge Envelope
- ► Township map(s)
- ► Specimen ballots
- ► Bilingual signs for site

Items inside Cage
- ► Ballot on Demand Lexmark printers
- ► Pollbook cases (two pollbooks per case with two receipt printers)
- ► ExpressVote Terminal
- ► Banker box with blank ballot stock (reems of legal sized paper and ExpressVote ballot stock), privacy sleeves, black ballpoint pens, "I Voted" stickers, American flags for tables
- ► Additional ADA equipment, if required

Jetpack

Setup the Jetpack and Pollbooks on election eve. The printers will be set up on election eve as well to troubleshoot issues.

Via Jetpack connection, the Pollbooks will have a live connection to the Lake County Clerk's Office.

1. Place Jetpack in location noted on the layout diagram.

   Each voting site will have a recommended layout diagram delivered in Ballot Box Judge red bag. Do not change the location of the jetpack, as it has been tested and planned. Other small changes are ok so long as they allow for a smooth flow of traffic for voters.
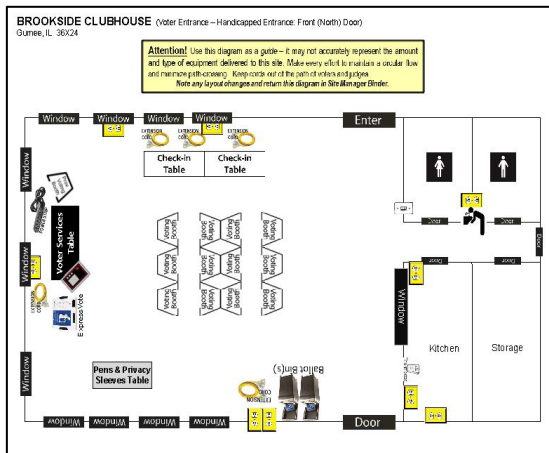
2. Plug Jetpack into the outlet.

3. Press and hold the power button. The Jetpack will cycle through several screens while it is powering on. So long as the display stays on, it means that it is connected.
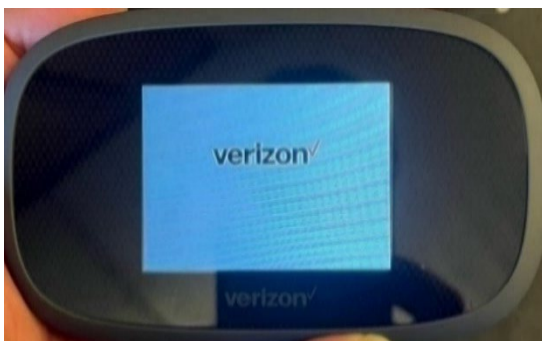
Ballot Inventory

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

1. Utilizing the silver ballot bin key from the security materials pouch, opens ballot bin door #4 to locate the green Site Manager binder.
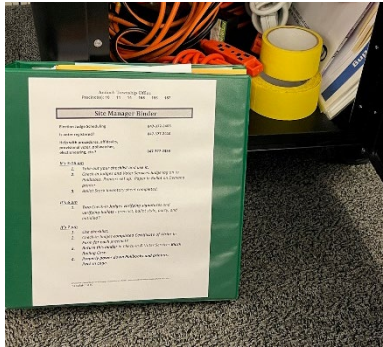
2. Locate the *Ballot Paper Supply Inventory Confirmation* sheet in the Site Manager green binder.

3. In the cage, check the number of reems of ballot paper (note that a full box equals five reems) 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. The Pollbooks must be set up on election eve. If a Voter Services Judge is not present, then the Ballot Box Judge will perform these steps.

1 Unpack and power on the Jetpack, then plug it into the power source (model will vary).

2 Retrieve extension cords and power strips from the ballot bin
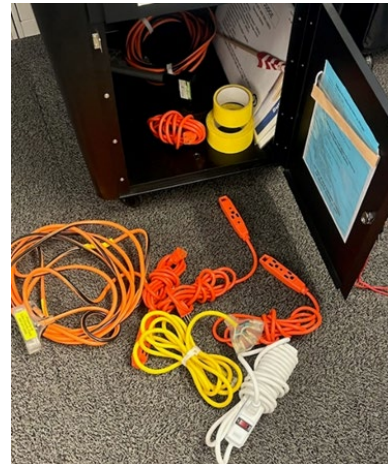
3 Remove the Pollbook cases from the cage and place them on the appropriate tables based upon the recommended room layout. Note that there are two Pollbooks, ballot receipt printers, and supplies for Pollbooks in each case (though in rare instances there may be one).

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

5 To open your Pollbook, insert your finger under the tab opposite of the hinge. Open the case as if opening a book by breaking the binding and flipping it open.
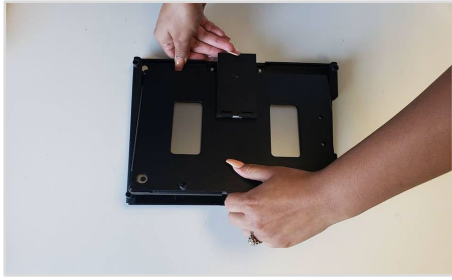
6 Turn the Pollbooks on by pressing the "on" button on the left side of the device. After a moment the white Apple logo should appear in the center of the screen.

7 Retrieve the Ballot on Demand Lexmark printers and blank ballot stock (reems of legal sized paper) from the cages delivered to the voting site.

8 *Please note that the Ballot on Demand printers weigh 35 lbs so lift with your knees and use a buddy. If necessary, roll the cage to the tables where the Pollbook stations will be set up to make the process easier.*
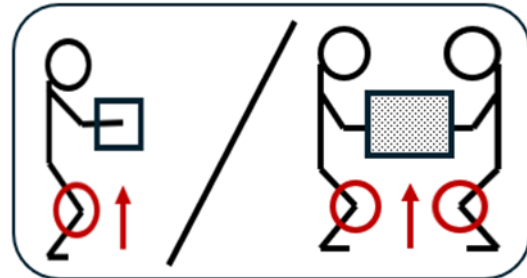
9

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.
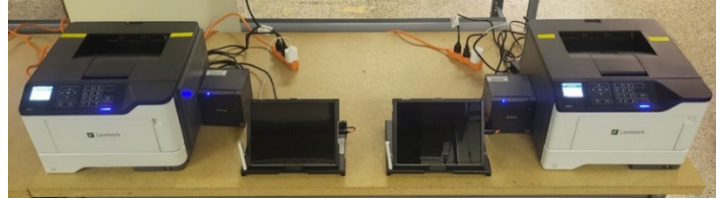
10

Pull out the tray of the Ballot on Demand printer, press and hold the green lever at the back of the tray down, and move the tray until it can fit legal sized paper.

11

Place the power strip between two Pollbook stations. Use velcro straps as necessary to limit excess cord slack while plugging in devices.
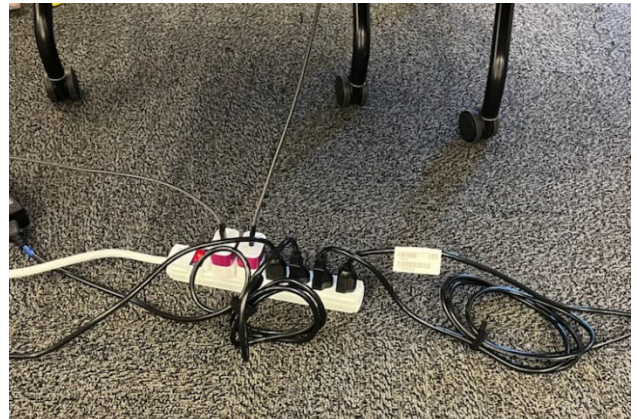
12

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

13

Be cognizant of tripping hazards for both voters and judges. If necessary, please use the yellow tape for cord management.

14 Please note that the cords are color-coded based upon where they are to be plugged in. Plug splitter cable (orange) into the Pollbook.

15 Plug the Ballot on Demand printer ethernet cable (red) and iPad charger cable (purple) into splitter cable.

16 Plug the other end of the Ballot on Demand printer ethernet cable (red) in the ethernet plug on the Ballot on Demand printer. Plug printer power cord (yellow) into the back of the printer.

If the red ethernet cord is not plugged in between the Pollbook splitter and the printer before the printer is turned on, it will likely cause connection issues later.

17 Connect the thermal receipt printer charging block to the power cord (blue). The thermal receipt printer is connected via Bluetooth.

18 Plug the power cords into the power strip.

19 Press and hold the power button on the thermal ballot receipt printer to power it on. Lights on the printer will blink while printer is setting up.

20 Press and hold the power button on the ballot receipt printer. Display screen will indicate that printer is powering on.

21 Double-check for tripping hazards for voters and judges. Use the yellow tape as necessary.
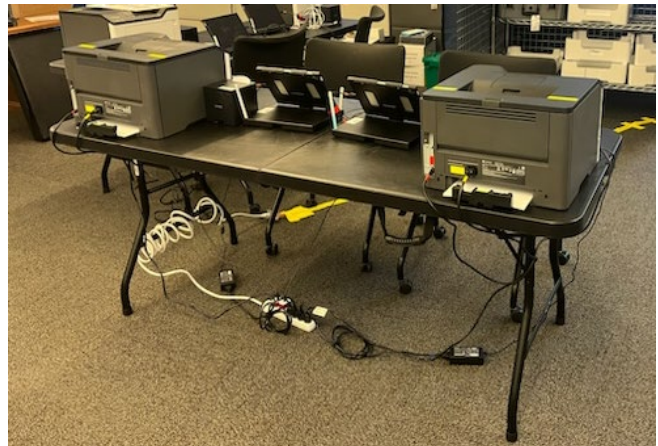
Log into Pollbook

The Pollbook is an iPad, so selections are made by pressing the button 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.
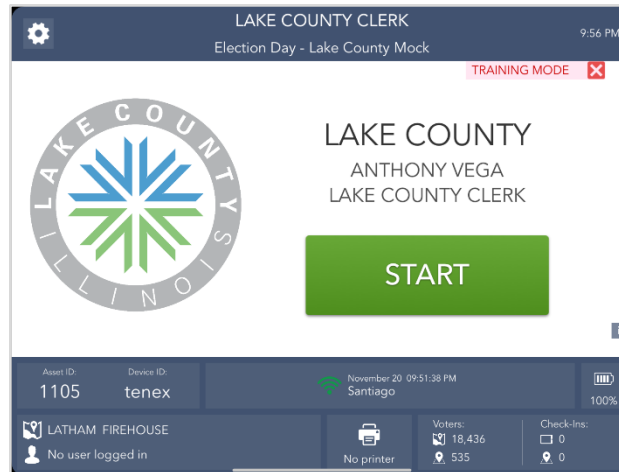
2. Enter your first and last name and touch the green CONTINUE button.
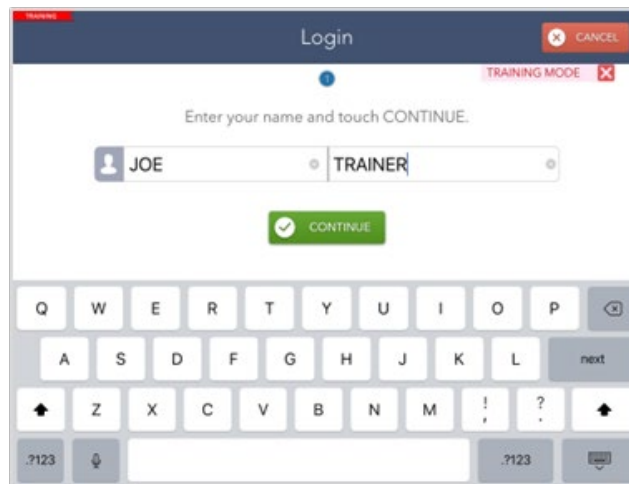
3. Enter the password from the Pollbook login information card which is packed in the red Ballot Box Judge supply bag, then touch continue.
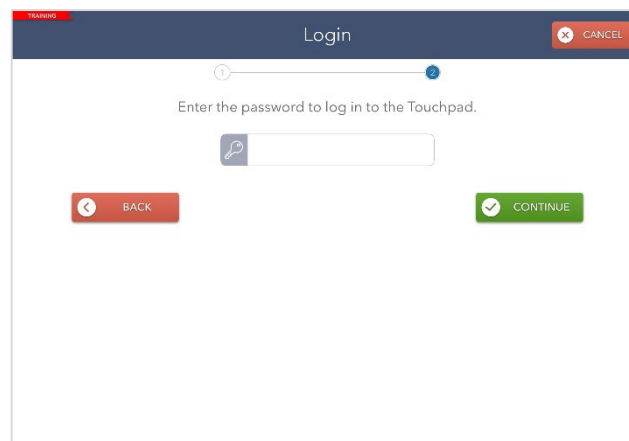
4. The Pollbook will connect to the Ballot on Demand ("Airballot Printer") first.

AIRBALLOT PRINTER FOUND

Touch 'TEST PRINTER' to verify the printer is working.

TEST PRINTER   ✓ CONTINUE

5. To test the Ballot on Demand printer, retrieve paper from the cage (please open one reem at a time). Then choose TEST PRINTER and click PRINT on the pop-up box. The printed test ballot can be stored in the red Ballot Box Judge bag.

PRINT

Dummy ballots
| 11" | 14" | 17" | 19" |

Live test ballots
🔍
379R_Prov.pdf
369D.pdf
154D_Prov.pdf
362D_Prov.pdf

Duplex
| OFF | LONG EDGE | SHORT EDGE |

Tray
| MP TRAY | TRAY 1 | TRAY 2 |
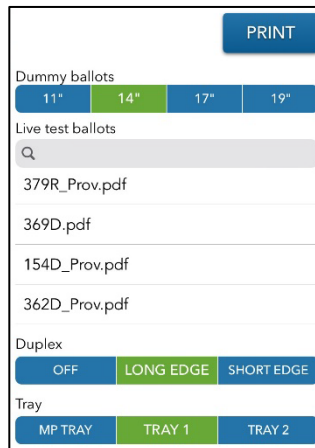
6. If you are not able to connect to the Ballot on Demand printer, then there are additional troubleshooting steps to take. First choose SELECT PRINTER.

AIRBALLOT PRINTER NOT FOUND

Confirm the steps below, then touch "SELECT PRINTER".

- Is the Air Ballot printer plugged in correctly?
- Is the Air Ballot printer turned on?
- Is there an error message on the screen of the Air Ballot printer?

CONTINUE WITHOUT PRINTER   SELECT PRINTER   TRY AGAIN
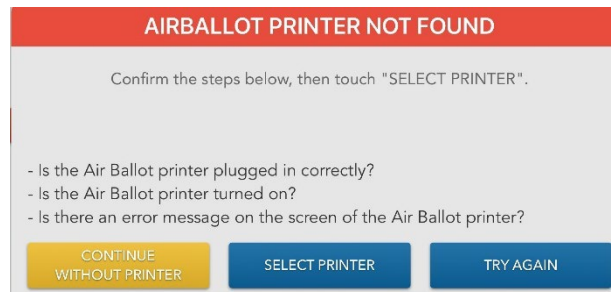
7. Choose FIND PRINTER and look for a printer labeled "Lexmark MS521dn…" Depending on your site, there may be other wireless printers available.

AIRBALLOT PRINTER NOT FOUND

Select Printer

Lexmark MS521dn
ET788C77415C0C.local.

Brother QL-820NWB
BRWBCF4D407DA25.local.

FIND PRINTE   CLEAR

Name
Lexmark N

Address
ET788C77

Cancel

NTINUE
T PRINTER   TRY AGA
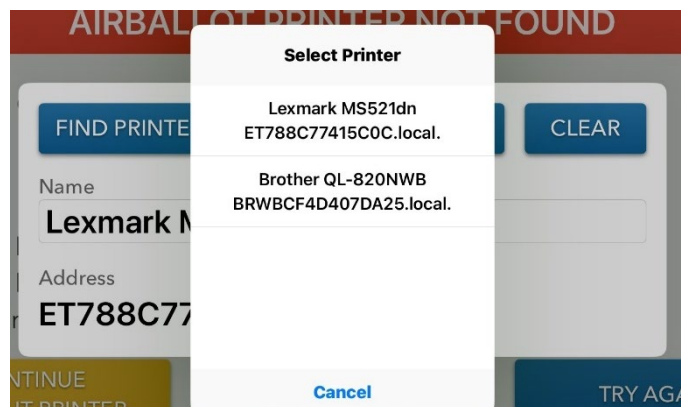
8. If the printer is available: select it and then choose TEST to print a test ballot. Then SAVE. Place printed test ballot in red Ballot Box Judge bag.

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. Plug the printer back in and power the printer back on.

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.

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.
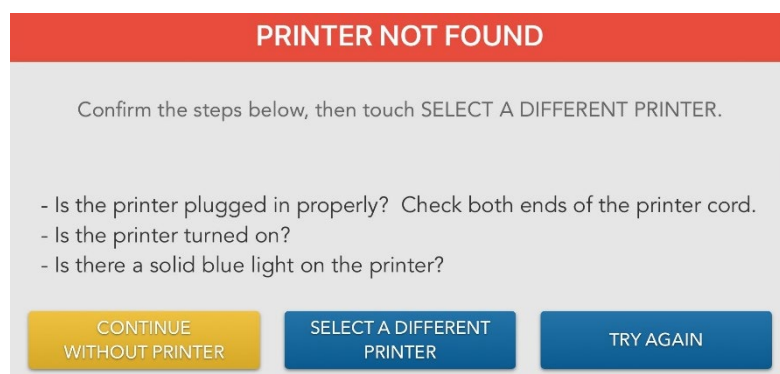
15. On the pop-up screen, choose FIND PRINTER. You will want to choose the printer that corresponds to the number listed on the base of the Pollbook.
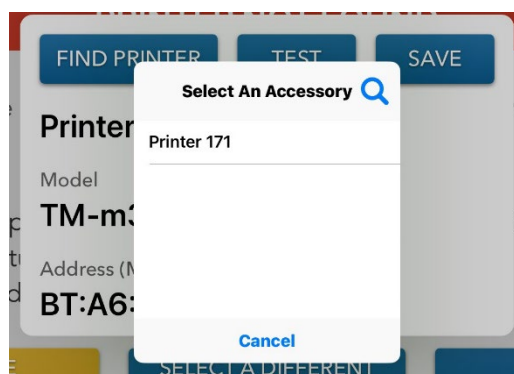
16. If you still cannot connect to the printer, choose "Cancel" then swipe your finger up on the screen so that you return to the desktop. Search for the "Tech Only" folder. If it is not on the current screen, you can change screens by swiping your finger to your left on the screen.
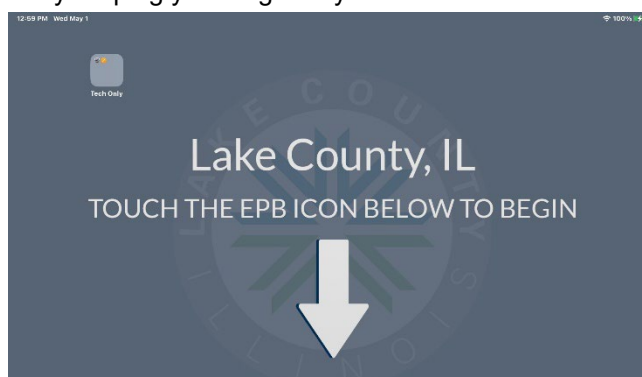
17. Click on the folder and choose "Settings" (which looks like a gear). On the left side of the screen, select the "Bluetooth" option. Give the Pollbook a few minutes to search for the printer.
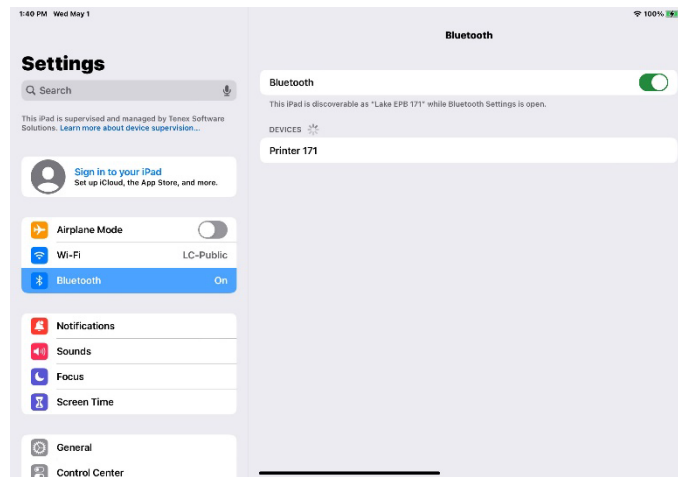
18. Click on the appropriate printer (the one that corresponds with the number on the base of the Pollbook) and allow it to connect. Then return to the EPB program and repeat steps 11 and 12. If you are still unable to connect, call the Lake County Clerk's Office.
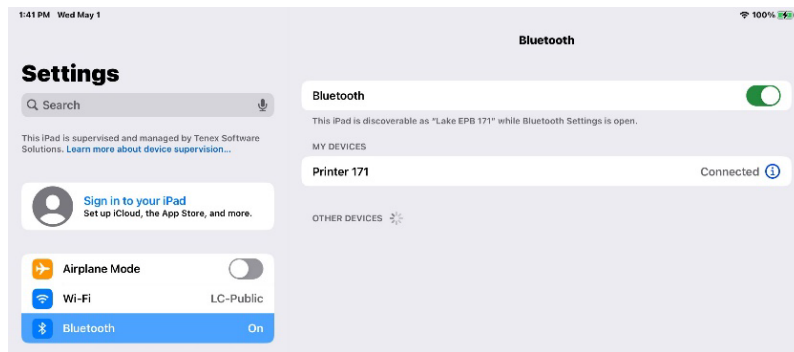
19. Once you log in, you will see the home screen. Make sure that the information looks correct and wait for the Pollbooks to download the pre-Election Day data.
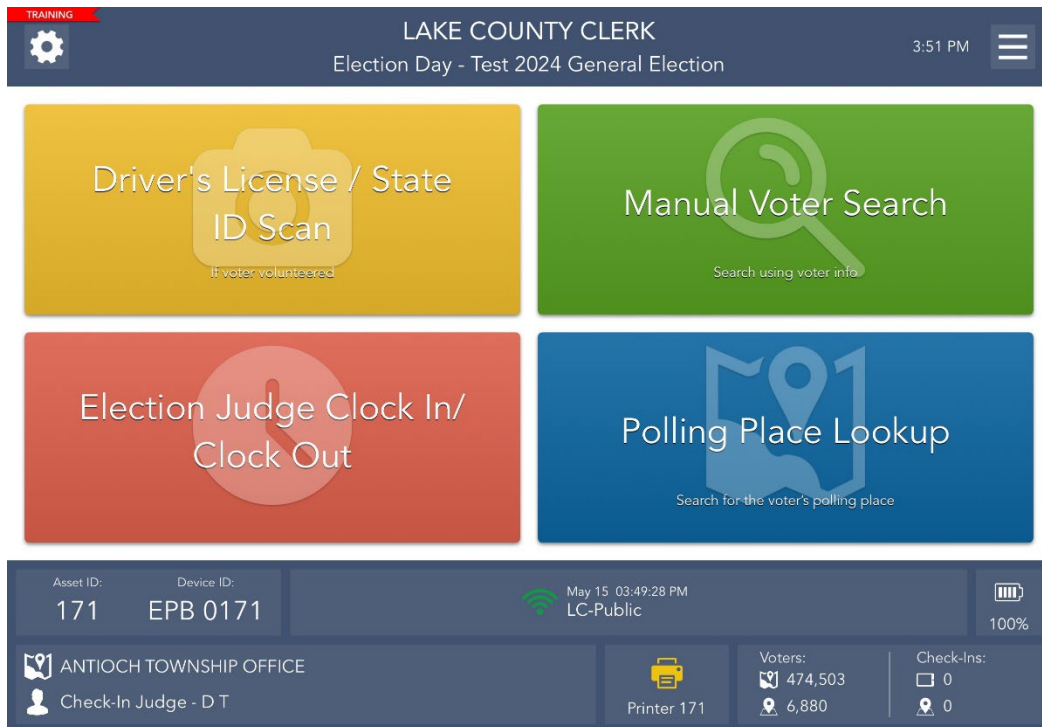
20. Clock in on Pollbooks. See Pollbook steps in next section.
21. Leave all Pollbooks turned on while you prepare the ballot bin and the voting site. This will allow for the data transfer from the Lake County Clerk's database to the individual Pollbooks.

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

Election Judge Clock-In

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

2 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 four.

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

3 If you are unable to find your name, select **ADD WORKER** then **I AM NOT ON THE LIST**. From this screen, you can manually add your information.

4

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

5

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 Setup

Prepare each ballot bin as described below. Please make sure to set up <u>all</u> ballot bins provided.

1. Locate security materials pouch in Ballot Box Judge red bag. Remove nightlight, lanyard with ballot bin/ExpressVote keys, gray security materials card, wire cutters, and scissors.

   a) Silver key will open the front access door and all other locks on ballot bin case.

   b) Black barrel key is used only on the ballot counter and memory stick compartment locks.

   c) Keys are also used for the ExpressVote terminal near the Voter Services table.

   d) Scissors will be used on Election Day morning, please leave them out on a table.
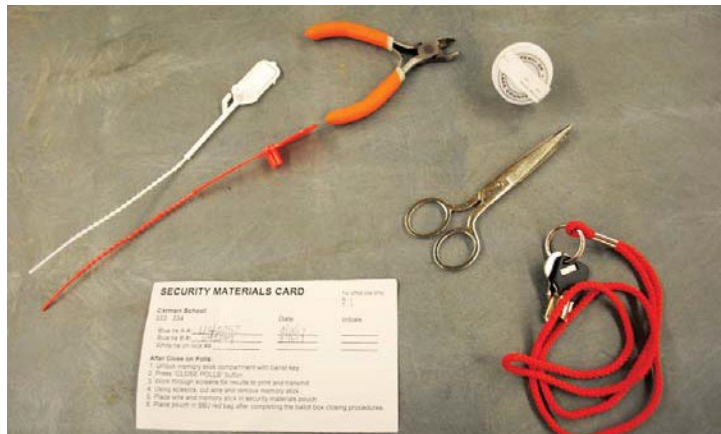
2. Confirm serial numbers on Side A and B match recorded numbers on gray security materials card and initial next to date. Return card to security materials pouch. If numbers do not match, call the Election Hotline at (847) 377-2328.

3. Position ballot bin according to layout diagram. Using the nightlight, test the outlet to make sure there is power. Return nightlight to security materials pouch.

4. Retrieve ballot bin/ExpressVote keys from security materials pouch. Unlock #4 on bin's front access door, open door, and locate the extension cord for ballot bins.

5. On back of ballot bin, unlock #1 with silver key and open door.

6. Extend the bin's power cord with surge protector already attached. Open Velcro strap and plug into designated power strip, extension cord, or outlet. Verify that silver bar is in the "down" position. Leave door open.

7. Moving to the front of the bin, unlock #2 with silver key. Open bin cover latches located on either side of #2 and lift cover to upright position.
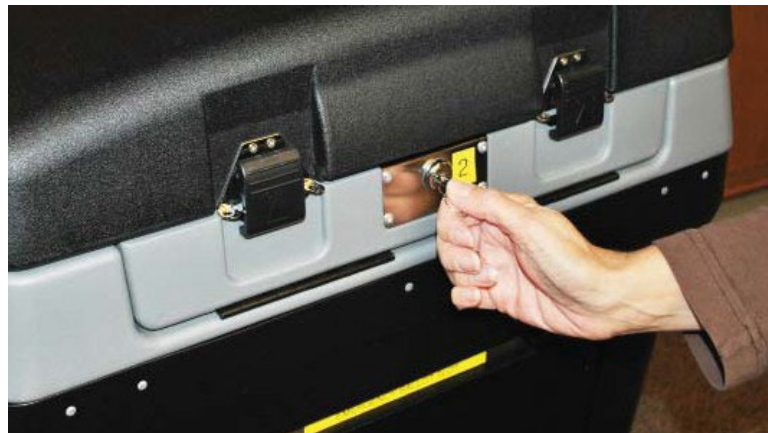
8. Use black barrel key to unlock #3.

9. Lift ballot counter screen. The ballot counter and screen will turn on automatically.
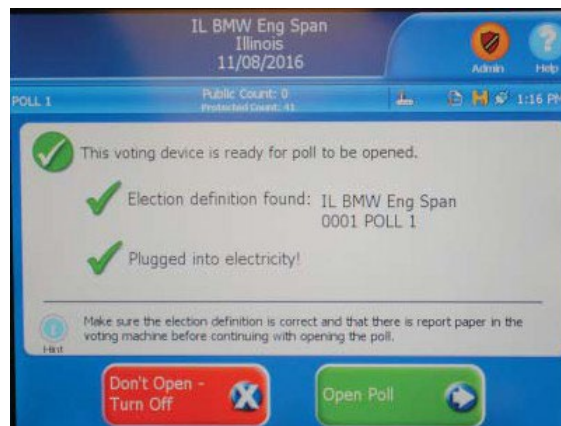

Problems? Call the Lake County Clerk's Office at (847) 377-2328.

Print *Zero Totals Report*

The DS200 logo screen will appear first when the ballot counter screen is lifted. The ballot counter screen then displays the configuration report screen and prints a report.

10. When screen displays "The voting device is ready for poll to be opened," select "Open Poll" on screen


11. 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.
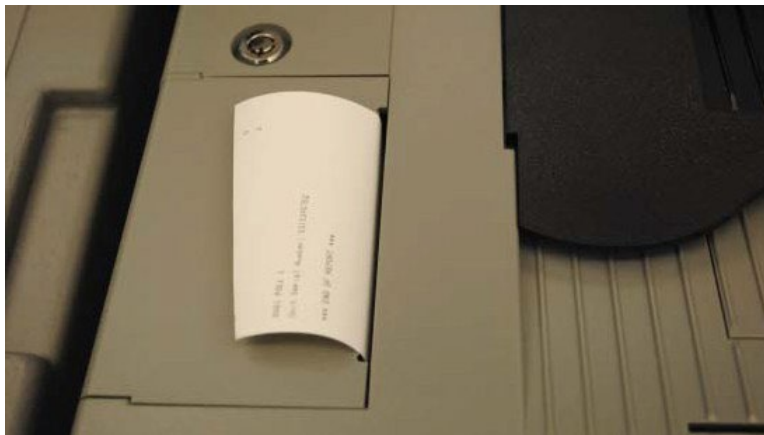
12. Wait for the display screen to show "The poll is open and the voting device is now ready for voting." Select "Go to Voting Mode."
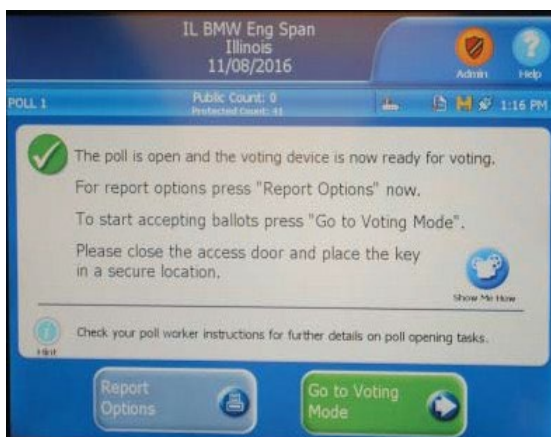
13. Confirm display reads: "Public Count: 0. Welcome. Please Insert Your Ballot." Ignore the protected count number. This is the lifetime total of ballots accepted by this counter. Be sure you have a *Zero Totals Report* tape for each ballot bin at the voting site.
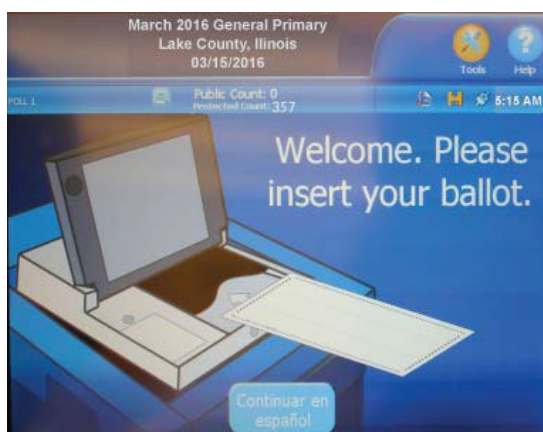
14. Locate the Ballot Box Judge Envelope delivered in the bin. Find the specimen ballots in the envelope. Work with one specimen ballot at a time and find each office, candidate, and public question on the *Zero Totals Report* tape. Please note that all offices on each specimen ballot should be on the tape, but all offices on the tape will not be on each specimen ballot. Repeat this process for each ballot until all specimen ballots have been reviewed. Set the specimen ballots aside for later posting.

15. Fold *Zero Totals Report* tape and place in case to the left of the ballot counter. Do not cut or tear tape.

ExpressVote Equipment

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

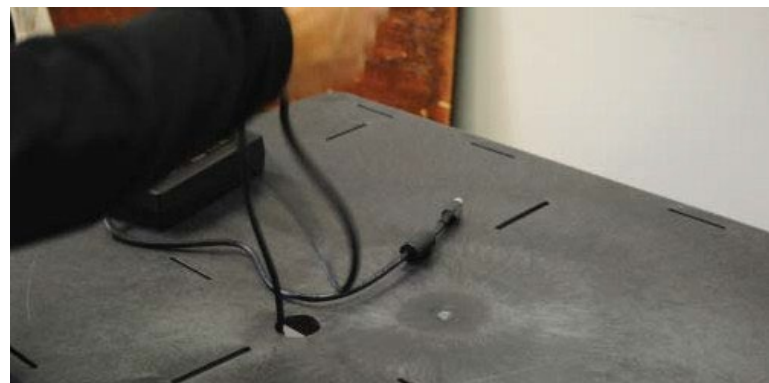2. Open ExpressVote cloth case. Remove the ExpressVote terminal

3. Power cord is in outside pocket of cloth case.

4. Place terminal on the table.

5. Drop the terminal's power cord through hole in table.

6. Add the privacy shield.

7. The tabs on the back side of the privacy shield tabs may go over the edge of table, not into the slots on the table, for certain privacy shield and table combinations. Try to fit the privacy shield tabs in as many slots as possible.

8. Plug power cord into outlet, but do not turn on the ExpressVote terminal until election morning.

Set up Voting Site

1. Set up chairs and voting booths as shown on the layout diagram.

   There will be at least one wheelchair accessible ADA booth to be setup near the Voter Services Table. The storage box for the booth is labeled. If a chair is available, place near the booth.


2. Retrieve chrome stands and supply box from the ballot bin on the Check-In and Voter Services Tables. Retrieve the flags and "I Voted" stickers from the banker box in the cage and place flags on the Check-In and Voter Services Tables and the stickers on the Pen and Privacy Sleeve Table.

Post Interior Signs

1. Locate the masking tape from a supply box.

2. Using tape, post specimen ballots on wall near entrance.

3. Post all common area signs (English/Spanish) from the Ballot Box Judge Envelope.
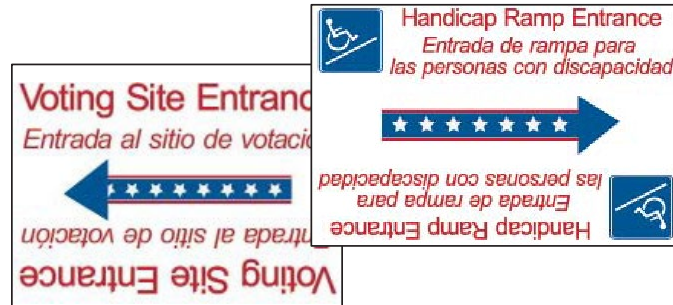
► Voting site entrance sign should be placed on the outside entrance door to clearly identify the voter's entrance. If this is not possible, the voting site sign should be placed to the left or to the right of the voting site entrance door.

► 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.

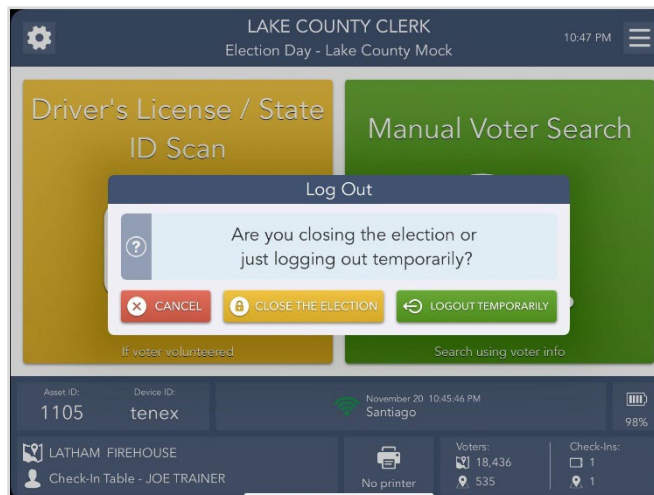## Secure Pollbooks after Voting Setup is Complete

1. Once the other election eve tasks have been complete, return to the Pollbooks to power them down. To do so, select the "hamburger" button at the top right of the Pollbook screen. Select LOGOUT from the menu.
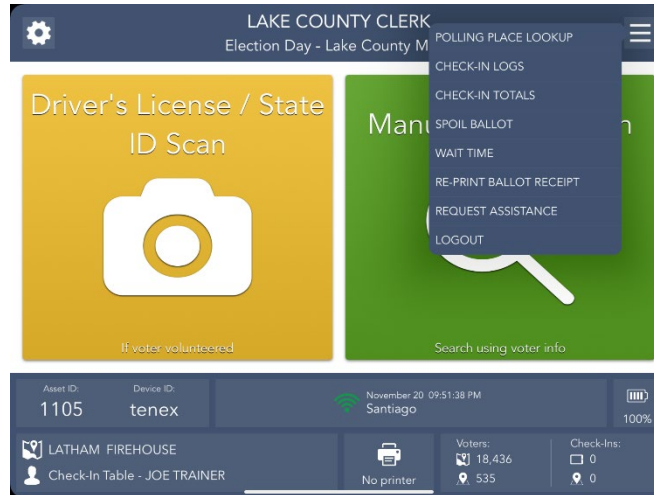
2. A pop-up screen will appear. Select the green LOGOUT TEMPORARILY button.
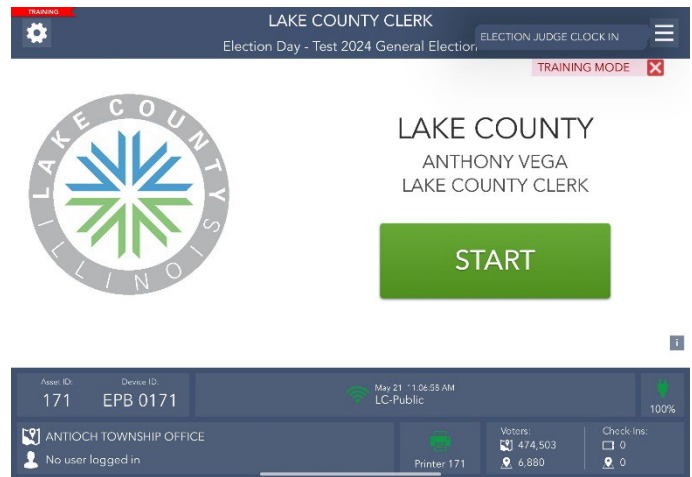

3. Clock out on Pollbooks, see next page for Pollbook instructions.

Election Judge Clock-Out

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

2   Select **CLOCK-OUT** next to your name.
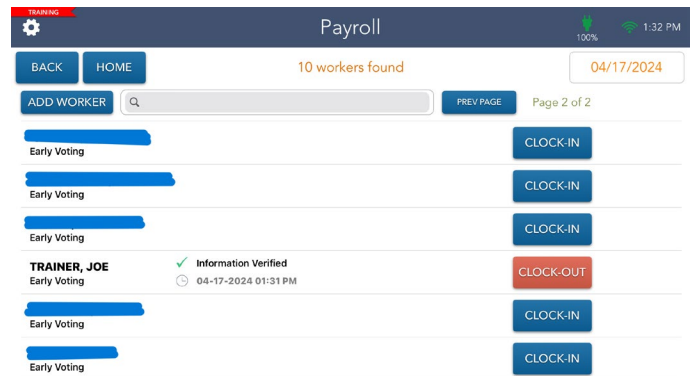
3   Confirm that you would like to clock out by selecting **YES**.
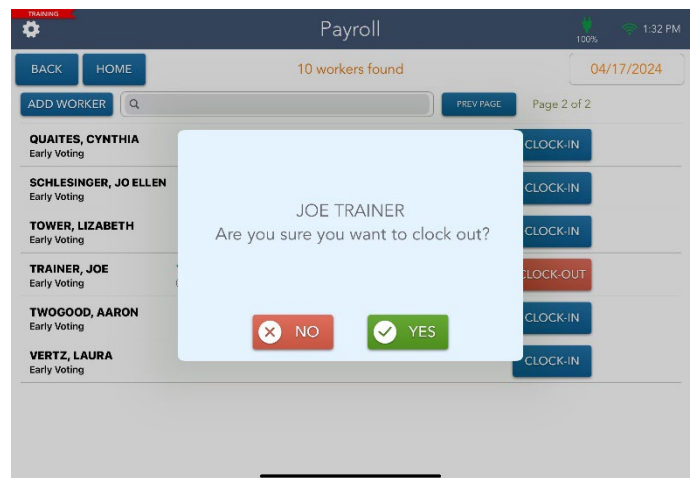
4. Press and hold the buttons on the upper left side and top left of the Pollbook to turn it off. A "Slide to Power Off" popup will appear. Slide with finger to power off.
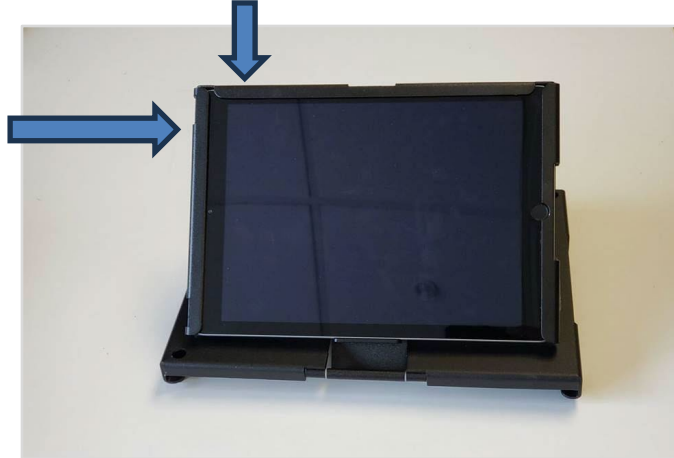
5. Close the Pollbooks and use the number on the device to return them to the proper case. Then close and latch the locks.

6. Return Pollbook cases to the cage.

7. Be sure to remove any paper that was left in any printer and return the loose paper to the cage to lock overnight. The printers and cords can be left as is.

8. Turn off all printers overnight.
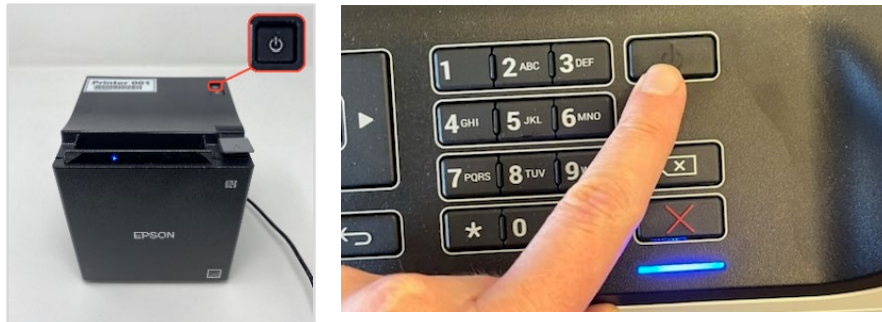
9. Lock the cage with the ExpressVote bag, banker box, and ADA equipment (if applicable) and place the cage key in the security materials pouch.

10. Leave the jetpack in place and turned on for the night.

Secure Ballot Bin for the Night

1. Carefully lower ballot counter screen and lock #3 with black barrel key. 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.

3. From the security materials pouch, remove the white security tie for securing the front access door and gray security materials card. Record white tie serial numbers on gray security materials card. Return gray security materials card to security materials pouch.

4. Return keys to security materials pouch. Remove scissors from security materials pouch and set scissors aside as they will be needed in the morning. Return security materials pouch to Ballot Box Judge red bag.

5. 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.

6. Place only the Ballot Box Judge red bag inside one of the bins.

7. Close front access door on each bin and secure by inserting white tie through metal loops. #4 will not be locked as keys are inside the Ballot Box Judge red bag.

Secure Voting Site

Turn off accessible lights and 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.

5:15 AM Election Morning Before the Polls Open

Final Setup Procedures

Distribute Final Supplies to:
Check-In Table Judges:
- ► Check-In Table black rolling case
- ► Empty White Ballot Transfer Cases

Voter Services Judge:
- ► Blue Provisional Ballot Case

Prepare Each Ballot Counter 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. Locate scissors that were set aside last night and cut off white tie from #4. Remove and open Ballot Box Judge red bag and locate security materials pouch. Verify number on security tie matches gray security materials card. Place broken white tie, scissors, and gray security materials card in pouch.

2. Retrieve keys from security materials pouch.

3. With all judges present, open front access door (#4) and unlock (#5) to confirm bin and emergency slot are EMPTY. **There should not be any supplies or materials left in the ballot bin**. Using the key, lock #4 and #5.

4. Remove cage key from security materials pouch and provide to Voter Services and Check In Judges. So they can begin to set up Pollbooks.

5. Remove red tie from security materials pouch. Secure front access door by inserting red tie through metal loops.
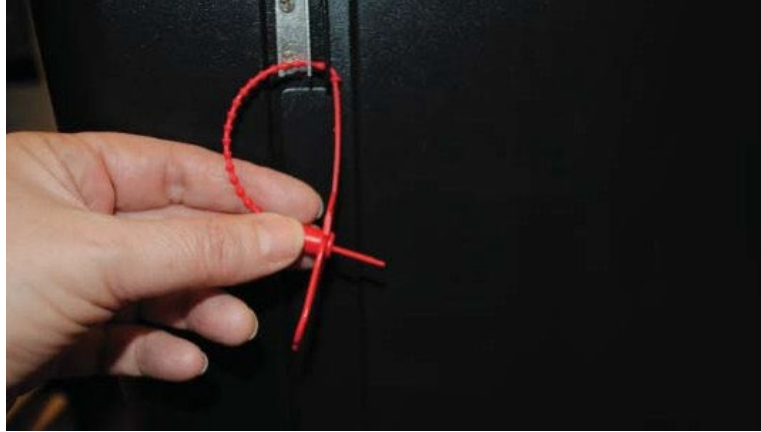
6. Unlock #2, open latches, and raise bin cover. Unlock #3 and raise ballot counter screen. Confirm lock tab for #3 is turned down into the case so it does not inhibit ballot insertion.

7. Display will cycle through logo, election loading, and configuration screens. Configuration report will print again. On landing screen, press "Don't Close - Keep Voting." Welcome screen will display. Confirm display shows no votes.
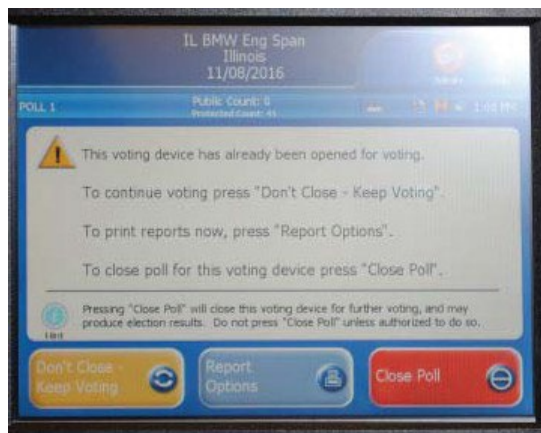
8. Unfold *Zero Totals Report* tape. Together, Ballot Box Judge and one Check-In Judge verify tape still reads "0" votes for each precinct.

9. Both judges sign tape. DO NOT CUT TAPE.

10. Refold signed *Zero Totals Report* tape and place to left of ballot counter.

11. Offer keys to Voter Services Judge to turn on ExpressVote terminal. Place keys in security pouch. Return pouch to Ballot Box Judge red bag and provide to Check In and Voter Services Judges so that they can place printed test ballots in bag.

12. Use the electioneering zone measuring wheel (delivered in ballot bin) to determine placement of the "Electioneering Zone" cone and sign. The sign for the orange cone is found in the Ballot Box Judge Envelope. The 100' measurement begins from the door of the room where voting occurs.

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.

13. Place the large outdoor "Vote Here" sign by the road so voters can see it as they approach from either direction.

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

15. Retrieve red Ballot Box Judge bag and store in a safe place during voting.

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

17. Take oath administered by Site Manager or Voter Services Judge. Obtain name tag and clock in on Pollbook. See Pollbook instructions on next page.

Election Judge Clock-In

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

2 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 four.

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

3 If you are unable to find your name, select **ADD WORKER** then **I AM NOT ON THE LIST**. From this screen, you can manually add your information.

4 Confirm your information. If it is correct, choose **YES, CONTINUE**. If it is incorrect, choose **NO, NEEDS CHANGES**, and make the necessary changes.
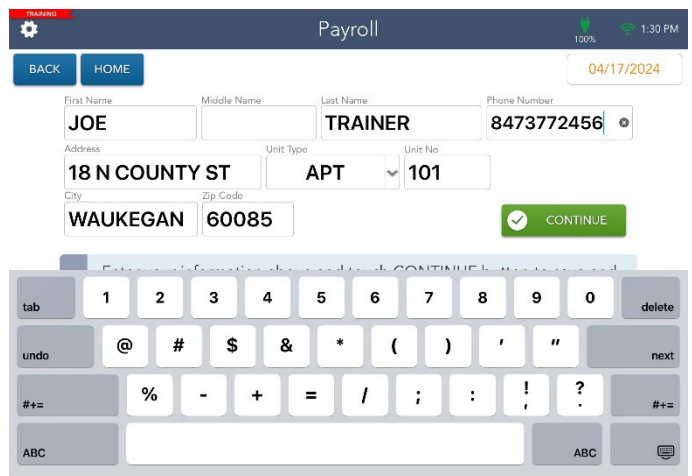
5 You will then be asked to swear the election judge oath. You can click on the + button at the bottom right to make the oath larger. Sign and touch **I ACCEPT** to finish signing in.

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

7

Confirm that you would like to clock out by selecting **YES**.
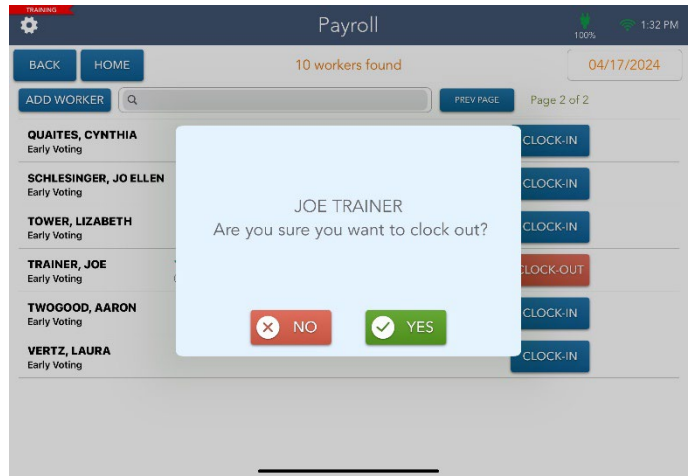
Polls are Open

Declare Polls are Open

The polls open promptly at 6:00 AM one Ballot Box Judge should announce, "The polls are open," and welcome voters into the voting site.

Procedures

Ballot Box Judges work at the ballot counter 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 voted ballot is initialed on the upper right corner on front of ballot. If the judge's initials are not visible, ask the voter to adjust the ballot in the privacy sleeve so that initials are easily seen. Let the voter know that you are checking that the ballot was properly initialed by an election judge, which is what makes the ballot valid.
- ► Ballot on Demand ballots will have initials in the upper right corner. The print-on-demand ballots issued for the voters using the ADA equipment will have initials in the lower right corner.
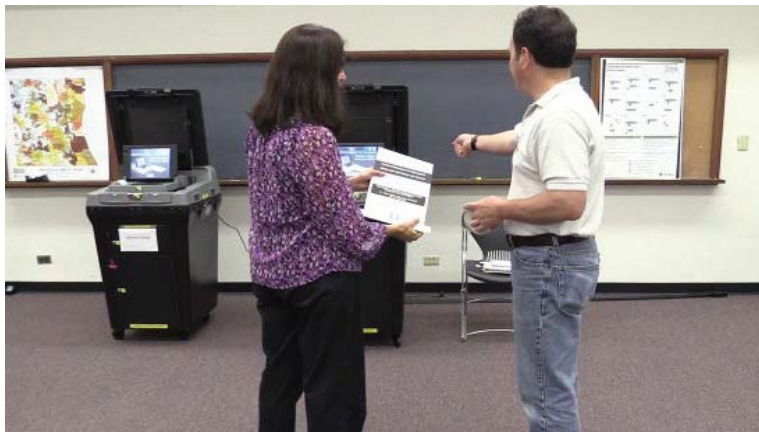
Voter Casts a Ballot

- ► Direct voter to available ballot bin, and
- ► Instruct voter to remove the ballot from the privacy sleeve before inserting ballot and once they are past the judge.
- ► The voter deposits the ballot in the ballot counter. **As the voter inserts their ballot, the ballot counter will tabulate the vote. The "Public Count" number will verify receipt of a ballot by increasing with each ballot inserted.**
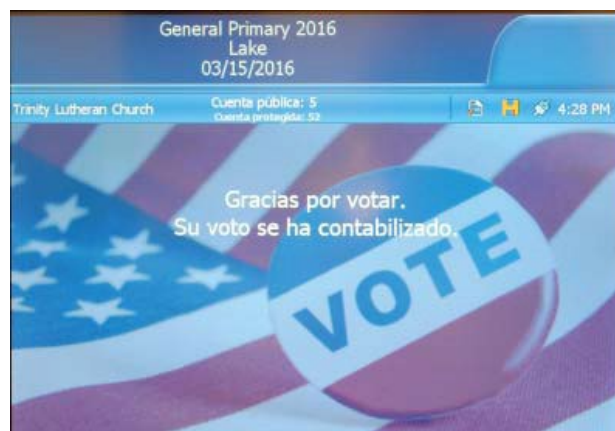
- ► Collect pen and privacy sleeve and return them to the Pen and Privacy Sleeve Table.
- ► Approach ballot bin only if ballot counter beeps or voter requests assistance. In the case of under- or over-votes, voter chooses either "Cast Ballot" or "Don't Cast Ballot" button on display screen. If "Cast Ballot" is chosen, the ballot will be passed into the ballot bin and tabulated as marked. When "Don't Cast Ballot" is chosen, the ballot is returned to voter.
- ► 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.
- ► 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.
- ► The voter may take a voting sticker as voter leaves the building. It is imperative that the floor stay clear of stray materials that could be a safety hazard.
- ► Should there be a long line of voters, the Site Manager may assist you.

Check Voting Booths

Each voting booth should be checked regularly for campaign literature, and pens. If writing or a stray mark is found on any booth, try to wipe it away with a paper towel dampened with water.

Announce Polls Closing

At 6:30 PM, announce polls will close in one-half hour.

Special Circumstances

Ballot not Returned

If the voter has left the booth without a ballot or refuses to return a voted ballot, request that the voter return the ballot, even if they decide not to vote as all ballots must be accounted for to maintain 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 counter. Once a voter has taken a ballot into the voting booth, election judges may not add to or alter ballots, including adding initials. The ballot is a spoiled ballot. Direct the voter to fold the ballot and return to election judge they checked in with for a Spoiled Ballot Security Envelope. The voter will be issued a new ballot.

Jammed ballot

When there is a jammed ballot in the bin, the display will tell you if the ballot had been counted or not.
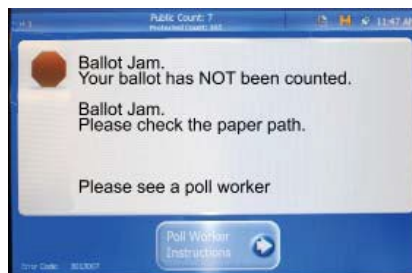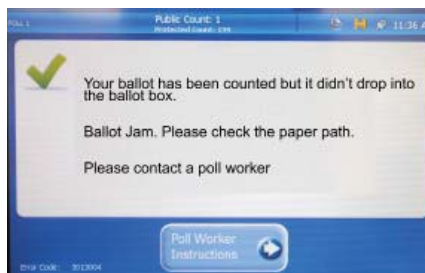
1. Walk around to the back of the ballot bin. Jammed ballot should be visible through window.
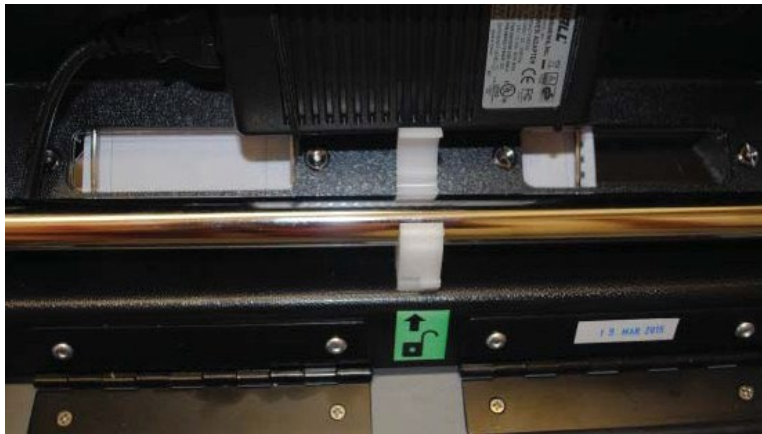
2. Return to the front of the bin. Read ballot counter display screen to see if ballot has been tabulated. Lower display screen and unlock #6. Ignore the ballot counter beeping.

3. Lower front flap.

4. Carefully slide ballot counter slightly forward.

5. Look for jammed ballot behind the tabulator. If the screen display showed that the ballot has already been counted, just tap it into the bin. If the screen showed that the ballot has **NOT** been counted, remove ballot and hand to voter for reinsertion in the ballot counter.

6. Slide ballot counter back into place.

When a voter marks a ballot for more candidates in a contest than are allowed, this creates an over-vote. The ballot counter screen will display an alert to the voter.

7. Raise flap on front of the bin and lock #6. Raise ballot counter screen and ballot counter is 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 counter and accept any on-screen alerts.

No Votes Detected on Ballot

The ballot counter'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 counter 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 Ballot Box Judge should approach the bin and assist the voter only when the voter asks or appears to need assistance.

Power Interrupted or Ballot Counter 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, prepare the emergency ballot slot by unlocking #5 and opening the emergency ballot slot door.
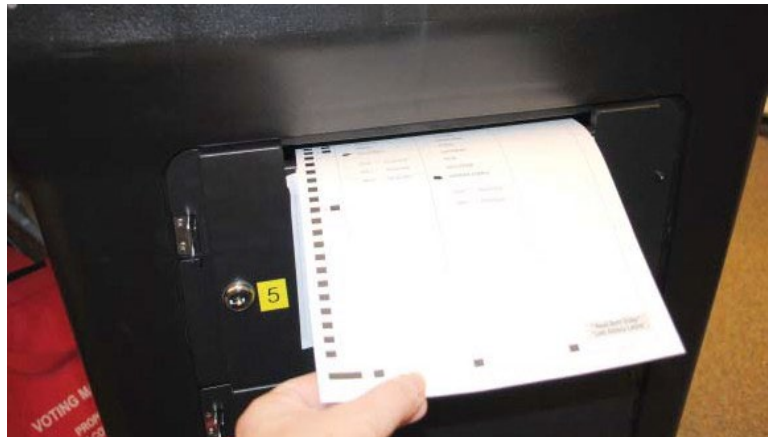

3. Lower the Emergency Ballot Slot flap.

4. Close door and lock #5.

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

6. When power is restored or counter is operable and voter flows allow, the Ballot Box Judges will unlock #5 and open emergency ballot slot door to remove ballots. When slot is empty: raise flap, close the door, and lock #5. Cast ballots that were in the emergency ballot slot and accept any voting alerts that may appear on the screen.

Provisional Ballots

IMPORTANT! Ensure that no ballot with "Provisional" printed on the header is placed in a ballot counter. Provisional ballots also 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 at the Voter Services Table.

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 counter containing an under-vote for a statewide constitutional office, the ballot counter'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.

A Voter Brings Their Vote by Mail Ballot to the Voting Site

A Vote by Mail ballot can only be surrendered at an Election Day voting site. If a voter would like to cast a ballot in the ballot bin, they may surrender their Vote by Mail ballot for a ballot from the voting site. The voter may not cast their Vote by Mail ballot in the ballot bin. Any voter who brings in a Vote by Mail ballot that does not want to surrender the ballot in exchange for a ballot from the voting site can mail their ballot in through the USPS, deliver the ballot to one of the remaining external drop boxes, or deliver their ballot personally to the Lake County Clerk's office (18 N County St Rm 101, Waukegan). No Vote by Mail ballots can be collected at an Election Day voting site, as there is no process to ensure proper chain of custody of the Vote by Mail ballots at voting sites on Election Day.

Polls Are Closed

Supplies Needed to Close Polls

- ► *Ballot Box Checklist*
- ► Ballot Box Judge red bag
- ► Security materials pouch

Announcing the Polls Closing

Closing procedures cannot be started until all voters who were in line at 7 PM are served, and all ballots are cast. Judges work as a team and remain until voters are served and each closing procedure is completed.

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

At 7 PM announce that the voting site is closed. **All persons in line at that time must be allowed to vote**. One election judge may stand at the end of the line at 7:00 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 building or room door, if possible.

If there is a long line of voters at 7:00 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.

Ballot Counter Procedures

These steps must be completed for <u>all</u> ballot bins in the voting site.

1. Locate Ballot Box Judge red bag. Remove keys from pouch. If you have two sets of ballot bin keys, one set can be provided to the Voter Services Judge to close the ExpressVote terminal.

2. Unlock #5. Inspect emergency ballot slot, even if you do not believe that it was used during the day. If ballots are in the slot, remove them and insert ballots into the ballot counter. Accept any on-screen alerts so the ballot is deposited in the bin.

3. In view of all Check-In Judges, use scissors to cut red security tie, unlock #4, and open the front access door. Place broken red tie in security materials pouch. Check-In Judges remove the ballots from the bin.

4. Unlock memory stick compartment with black barrel key. Open compartment door and press "CLOSE POLLS" button.

5. 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 Voter Services Judge, as they will need it to complete the *Statement of Ballots* (Ballot Accounting).

6. Select "Close Poll" on screen to initiate results tape printing and results transmission.
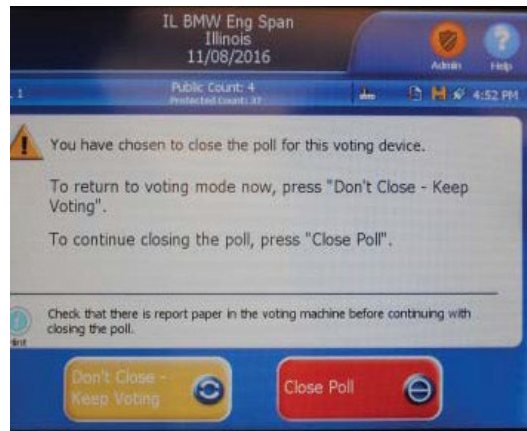
7. Closing poll, Ballot Status Accounting Report, and Voting Results Report screens will cycle on the display. From the landing screen select "Begin Modem Process."
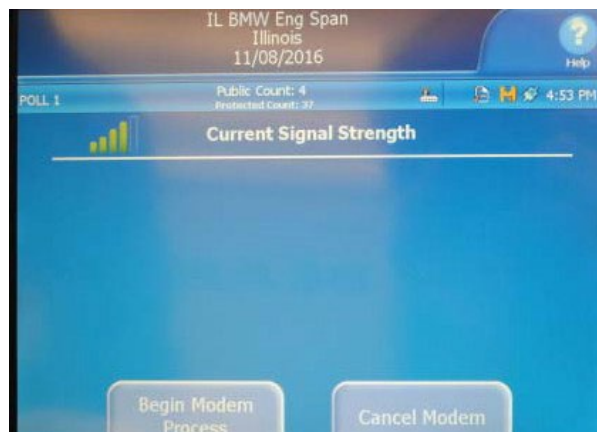
8. Select "Exit" after results are sent.
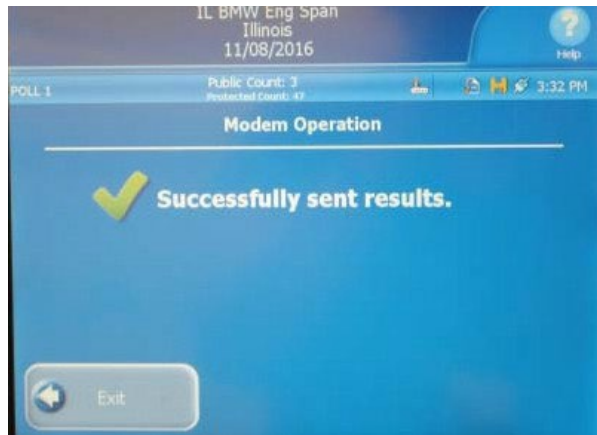
Transmission did not work?

The ballot counter's internal modem will automatically attempt transmission three times. If unsuccessful, display screen will read: "5123018: SFTP Error: Failure During Upload." Check the signal strength in the upper left corner of the display screen. If two bars or less, unplug ballot bin and move to another part of the room where signal is stronger and try transmitting again.

If that is still unsuccessful, do not attempt any further transmissions. Continue with the remaining closing procedures, and results will be transmitted from the Transfer Site.
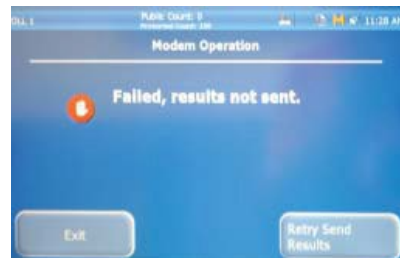
Voting Results Tape

1. Each ballot bin will automatically print two copies of the *Voting Results Report*

   (ballots cast on Election Day).

   The order of each ballot bin's tape will be:
   1st copy
   - ► *Configuration Report*
   - ► *Opening Polls Report*
   - ► *Ballot Status Accounting Report*
   - ► *Zero Totals Report*
   - ► Election judge signature lines (previously signed in the morning)
   - ► Second *Configuration Report*
   - ► *Voting Results Report* (ballots cast on Election Day)
   - ► Election judge signature lines
   - ► Cut with scissors the results tape at end of 1st copy
   - ► Check-In Judges sign on indicated signature lines
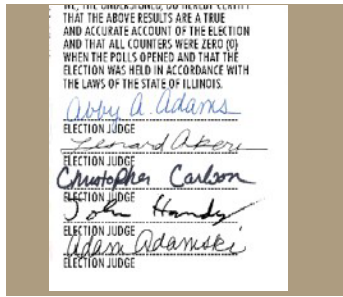
   2nd copy
   - ► *Voting Results Report*
   - ► Election judge signature lines
   - ► Cut with scissors and tape to voting site's door so it's visible to the public outside the building - no need for signatures.

Write-in Review Report

After the results have been transmitted and the 2nd copy of the results tape has been printed,   print a "Write-in Review" report.
   - Select "Report Options"
   - Select "Write-In Review" and
   - Click "Print Report."
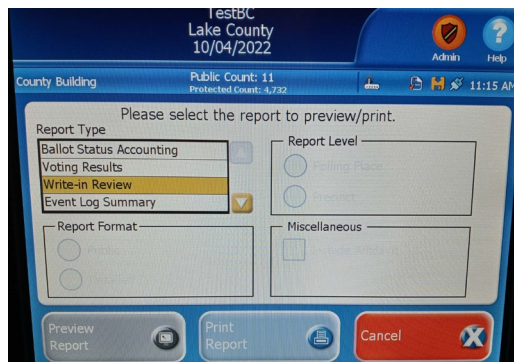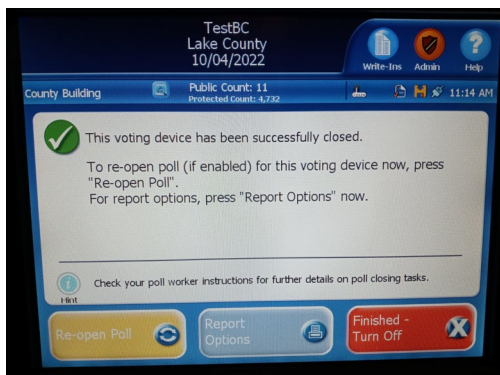
The printout will contain a set of write-in images, captured from the ballots, which are arranged by contest. The precinct number will be visible under the write-in line, to the right. Write-in Votes will now be tallied via the Write-in Review report printout.

- Give the Write-in Review Report to the Check-in Judges so they may tally the write-in votes.
- Once the write-in votes have been tallied, place the report in the security materials pouch with the Voting Results tape.

Write-in Review Report with write-in votes
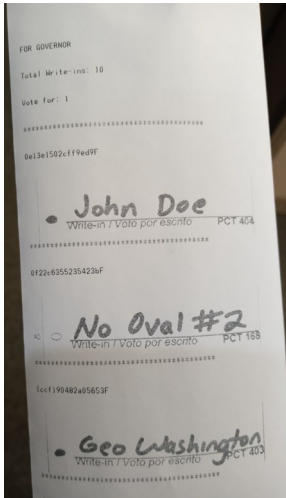
Write-in Review Report with no write-in votes
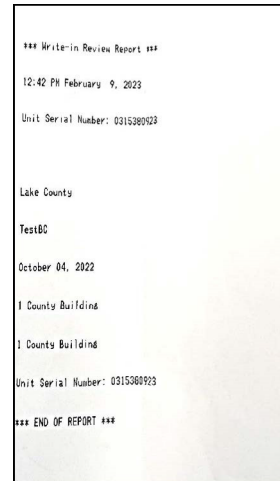
2. After all totals from the Voting Results Tape are found and reported, place signed results tape in security materials pouch.

3. Pollwatchers may request additional copies of the results tape.
   - On the display screen, select "Report Options."
   - Then from Report Type Screen, select › Voting Results › Polling Place › Public › Print Report.
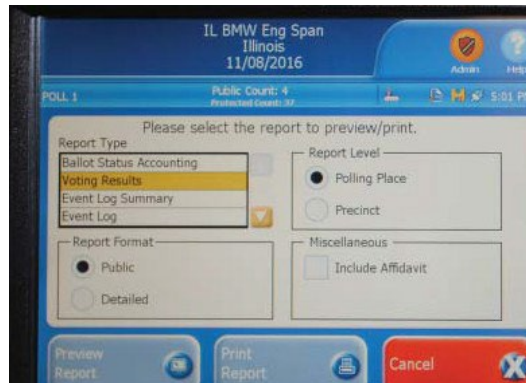
4. When printing is complete, select "Cancel."
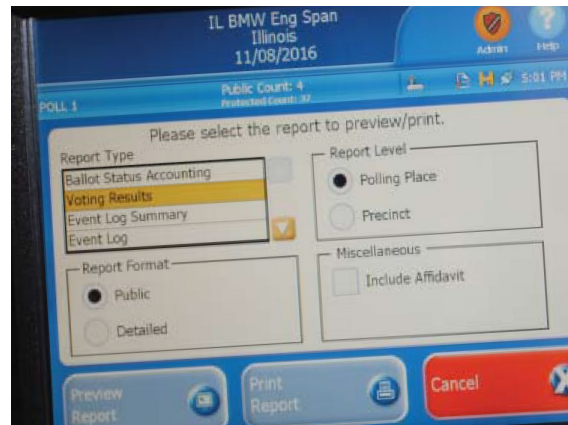
5. To power off the ballot bin, select "Finished - Turn off."
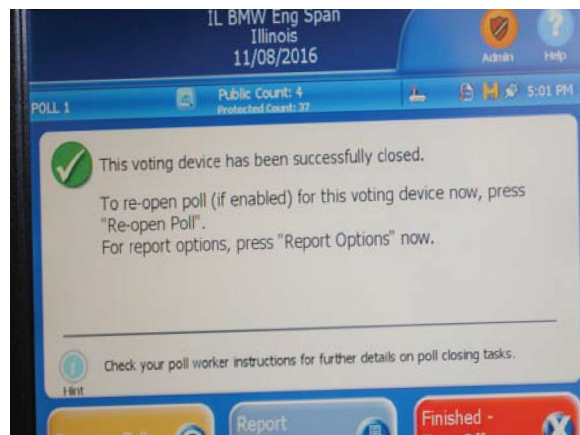
6. If the screen does not shut down within ten minutes, press and hold the "POWER" key in the memory stick compartment for thirty seconds or until the screen goes blank.

7. When the screen is blank, use wire cutters from security materials pouch to cut security wire in memory stick compartment. Remove memory stick and security wire from compartment.

8. After all bins have been properly shut down, place memory stick(s), cage key, security wire(s), and wire cutters in security materials pouch.

IMPORTANT!!!

9. Close memory stick compartment cover and lock with the key.
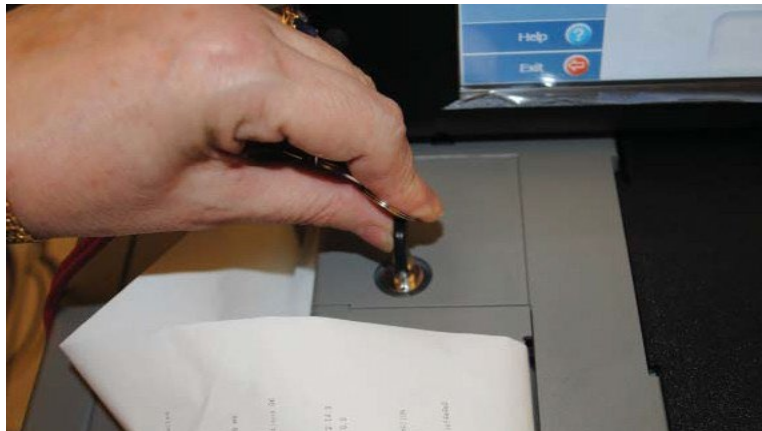
10. Carefully close ballot counter screen and lock #3 with barrel key.

11. Lower bin cover. Secure bin cover latches and lock #2 with silver key.

12. Unplug and wrap electrical cord with Velcro strap. Keep small gray surge protector attached to ballot counter cord. Return cord to storage compartment on back of ballot bin.

13. Close door and lock #1 with silver key.

14. Pack items inside ballot bin as listed on inside of front access door.

15. Lock #4 and #5. Verify that all doors are locked and secured.

16. Roll ballot bins near the other supplies that will be picked up by the movers.

17. If you did not note the "Public Count" from the ballot bins for the *Statement of Ballots* (Ballot Accounting) before shutting down the bins, you can still find the total number of ballots cast in the bin. Take each ballot bin's *Voting Results Reports* from the Security Materials pouch to the Voter Services Table and read every precinct's "Total Paper Sheets," or total ballots voted, to the judges preparing the *Statement of Ballots*

A double row of stars separates the precincts. Look just below the stars for the total of sheets.

To know which precincts are served at your voting site, refer to the precinct numbers listed on the top left corner of the gray security materials card. Return the *Voting Results Report* to the Security Materials pouch.

VOTING RESULTS REPORT

```
***********************************
***********************************

Unit Serial Number: 0315390762

Waukegan 333

Total Paper Sheets: 245

PRESIDENT/VICE PRESIDENT
Number to Vote For 1

Abraham Lincoln              110
George Washington            115
Thomas Jefferson              13
Write-in                       7
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***********************************
***********************************

Waukegan 334

Total Paper Sheets: 537

PRESIDENT/VICE PRESIDENT
Number to Vote For 1

Abraham Lincoln              310
George Washington            178
Thomas Jefferson              47
Write-in                       2
```

18. Give keys to Voter Services Judge to turn off ExpressVote terminal. Place keys in security materials pouch. Place pouch in Ballot Box Judge red bag.

Please ensure that you complete these steps, <u>including packing memory sticks</u>, for <u>all</u> ballot bins. Any Ballot Box Judge who does not return <u>all</u> memory sticks to the transfer site, even if the bin was not used during the day, will be required to return to their voting site to retrieve the memory sticks. Similar to the voted ballots, all memory sticks must be accounted for by the end of the night.

Final Packing of Voting Site

1. Clock out on Pollbook. See next page for Pollbook instructions.

2. Pack Ballot Box Judge Envelope with items listed on front of envelope. Place in ballot bin.

3. Before unplugging the Jetpack, the Voter Services Judge will verify that all voters have been uploaded through the Pollbook and the Statement of Ballots (Ballot Accounting) is complete.

4. Pack Ballot Box Judge red bag with items listed on front, including the Voter Services jetpack pouch, and seal with security tie.

    BE SURE TO INCLUDE EACH BALLOT BIN'S MEMORY STICK.

5. Turn off all lights. Confirm building doors are locked or will be locked by building security.

Missing Voting Booth Parts
Any booth missing parts or unusable should be marked as defective and brought to the transfer site.

Bring to the Transfer Site
- ▶ Ballot Box Judge red bag containing security materials pouch, jetpack pouch, and **each ballot bin's memory stick and wire**
- ▶ Check-In Table black rolling case
- ▶ White Ballot Transfer Cases with labels affixed designating voted ballots
- ▶ Blue Provisional Ballot Case
- ▶ Defective voting booths.

Election Judge Clock-Out

1 Begin by selecting ELECTION JUDGE CLOCK IN from the "hamburger menu" from the Main Menu screen.
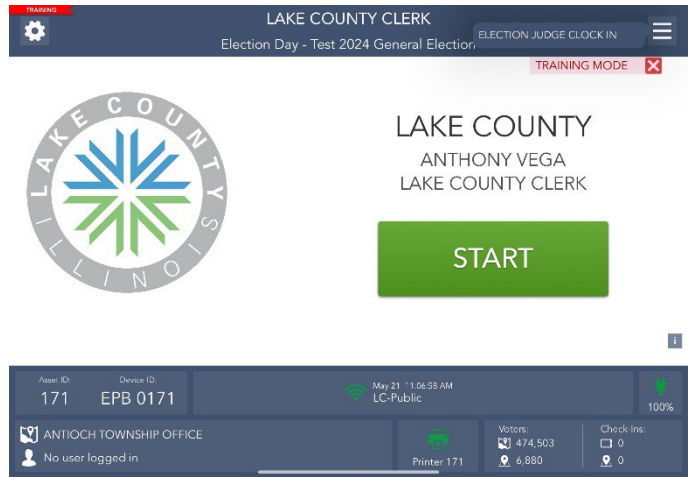
2 Select **CLOCK-OUT** next to your name.
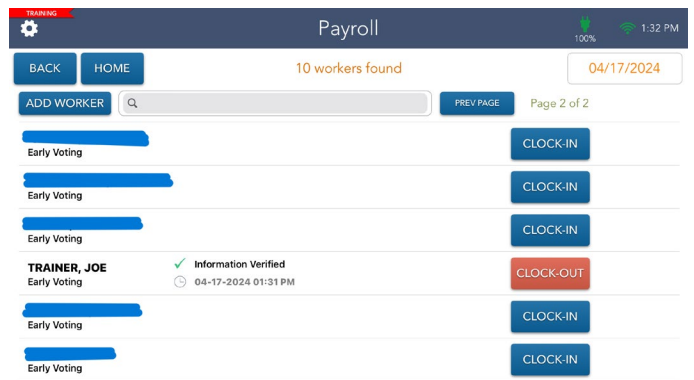
3 Confirm that you would like to clock out by selecting **YES**.
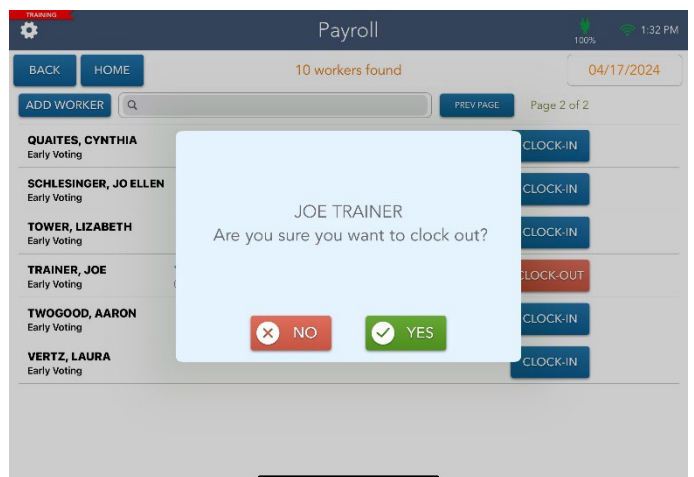
Appendix

Supplies Picked up by Judges

1) Empty White Ballot Transfer Cases
2) Check-In Table black rolling case
3) Ballot Box Judge red bag
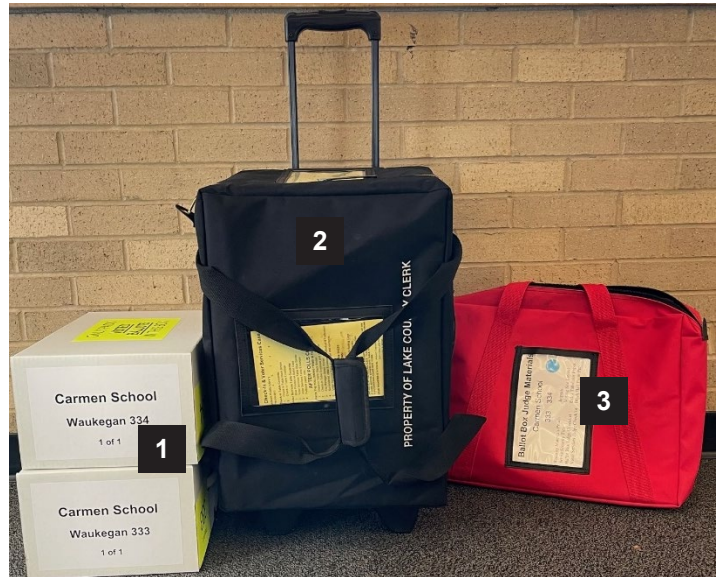
Ballot Box Judge Red Bag

1) Voting site layout diagram
2) Jetpack pouch
3) *Ballot Box Checklist*
4) *Voter Services Checklist*
5) Security ties for Pollbooks
6) Security materials pouch
7) 2 DS 200 paper rolls
8) 1 Black ball point pen
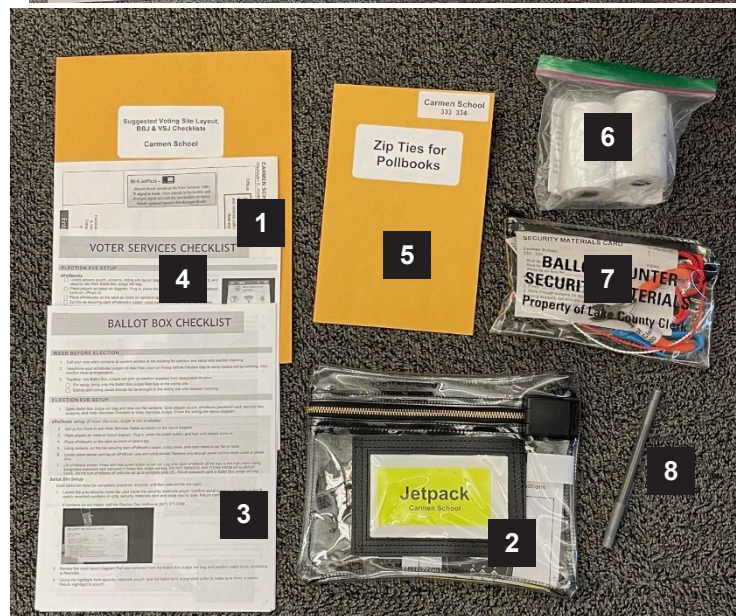
Jetpack Security Pouch

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

Security Materials Pouch and Contents

1) White security tie
2) Red security tie
3) Wire cutters
4) Nightlight
5) Scissors
6) Gray security materials card
7) Ballot bin/ExpressVote keys
8) Cage key
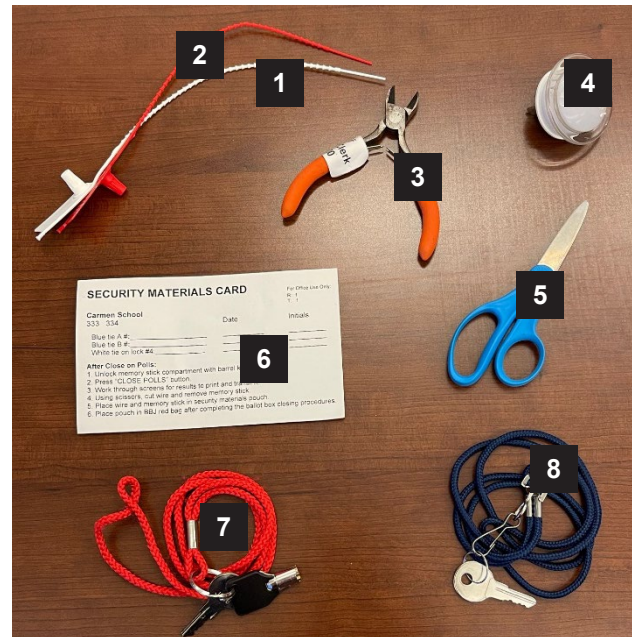
Voting Site Layout Diagram

To ensure voters' privacy, booths should not touch and must allow for movement between booths.

Election judges must be able to observe voting booths.
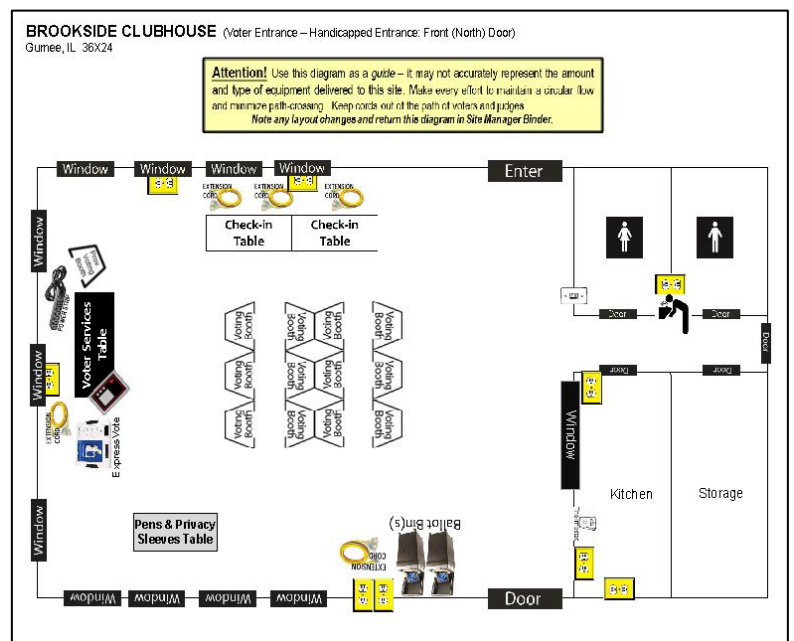
Items Delivered in Cage

1) Blank legal size paper for ballot stock
2) ExpressVote Terminal and blank ExpressVote ballot stock
3) Pollbooks
4) Banker box with pens, ExpressVote ballot stock, "I Voted" stickers, privacy sleeves, flags, and demonstration ballots.Ballot on Demand Printers
5) ADA Equipment, if necessary

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Other Supplies Delivered to Voting Site

1) 4-up voting booth
2) Ballot bins
3) Voting booths
4) Chrome stands
5) Electioneering zone cone
6) ExpressVote table
7) "Vote Here" sign
8) Cage

Additional ADA equipment, if needed

Items Arriving in Bin

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

NOTE: Flags and "I Voted "stickers are now delivered in banker box in cage.
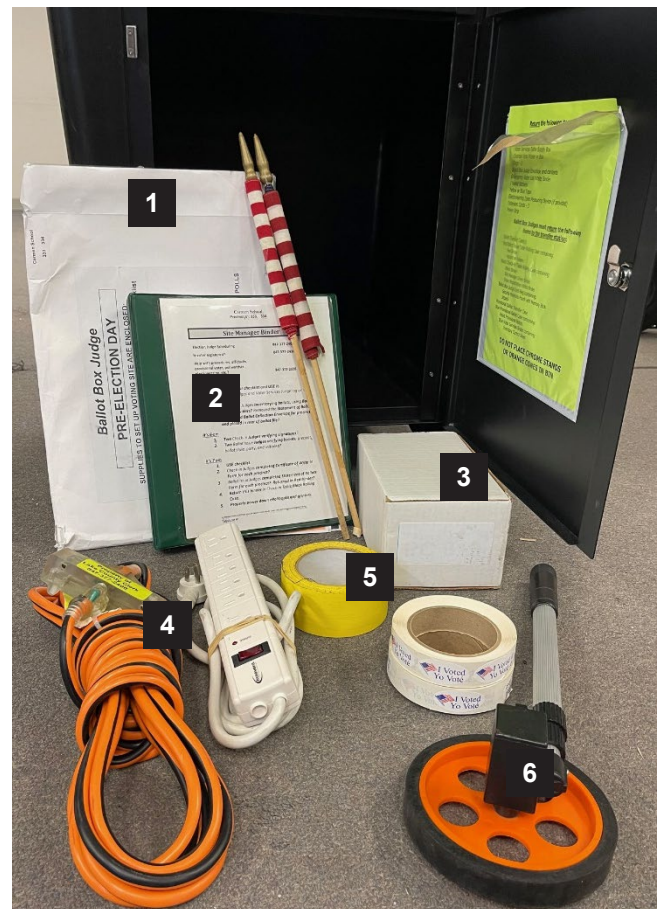
Ballot Box Checklist

Found in Ballot Box Judge red bag. Also in Ballot Box Judge envelope inside ballot bin.

BALLOT BOX CHECKLIST

WEEK BEFORE ELECTION

1. Call your vote site's contacts to confirm access to the building for election eve setup and election morning.
2. Telephone your scheduled judges no later than noon on Friday before Election Day to verify they will be working. If BBJ(s) and VSJ(s) are unable to lift printers during Election Eve setup, ensure that one judge capable of lifting the printers can assist.
3. Together, two Ballot Box Judges will pick up election supplies from designated location.
   - For setup, bring only the Ballot Box Judge red bag to the voting site.
   - Empty ballot transfer cases and the black rolling case should not be brought to the voting site until election morning.

ELECTION EVE SETUP

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. Internal Vote by Mail drop boxes should not be set up on Election Day.

1. Open Ballot Box Judge red 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.

Pollbook Setup

See Pollbook Setup instructions in red BBJ shoulder bag.

ExpressVote Setup

1. Set up table and ExpressVote terminal - see instruction card inside ExpressVote case. Do not turn on until Election morning. Set up ADA booth near VSJ table.

Ballot Bin Setup

Each ballot bin provided must be completely prepared, emptied, and then secured for the night.

1. Locate the gray security materials card inside the security materials pouch.
2. Confirm serial numbers on Sides A and B match recorded numbers on gray security materials card and initial next to date. Return card to pouch.

   If numbers do not match, call the Election Day Hotline at (847) 377-2328.

3. Review the room layout diagram that was removed from the Ballot Box Judge red 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. Unlock #4 on bin's front access door, open door, and locate the extension cord for ballot bins.

1

Ballot Bin Diagram

FRONT

Ballot bin cover
Lock #2

Voter display screen

Flap release - Lock #6

Display screen - Lock #3

Memory stick compartment

Tabulator tape

Plastic sleeve

Emergency ballot slot
Lock #5

Side A

Ballot bin door - Lock #4

Locking casters

BACK

Power cord compartment
Lock #1

Side B

Ballot Box Judge Envelope and Contents

1) General voting site signs
2) Federally mandated signs
3) Specimen ballots
4) Township Maps
5) *Ballot Box Checklist*
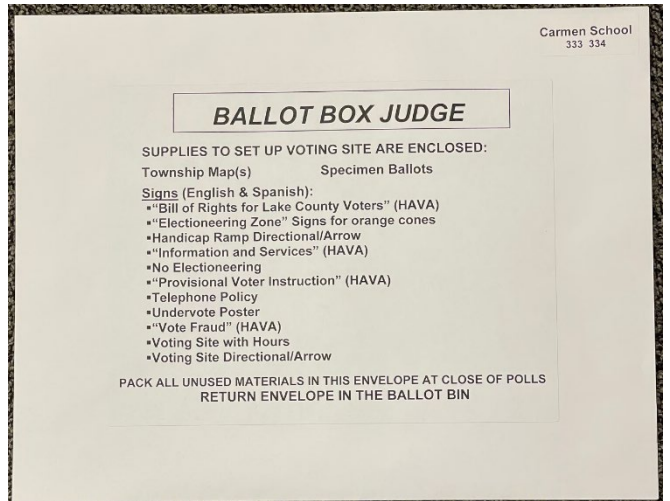
White Ballot Transfer Case

Federally Mandated Bilingual Signs

Delivered in Ballot Box Judge Envelope

1) Bill of Rights for Lake County Voter
2) Information and Services
3) Provisional Voting
4) Vote Fraud Information
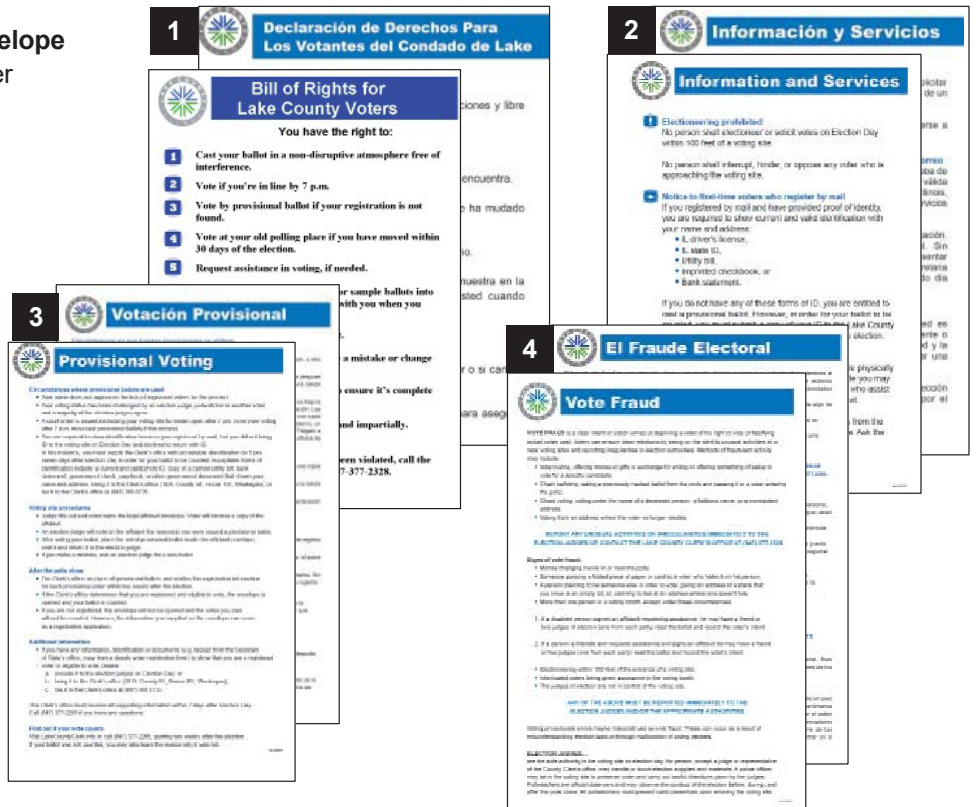
Other Materials

Delivered in Ballot Box Judge Envelope

1) Bilingual specimen ballots
2) *Ballot Box Checklist*
3) No Electioneering Sign for top of orange cone
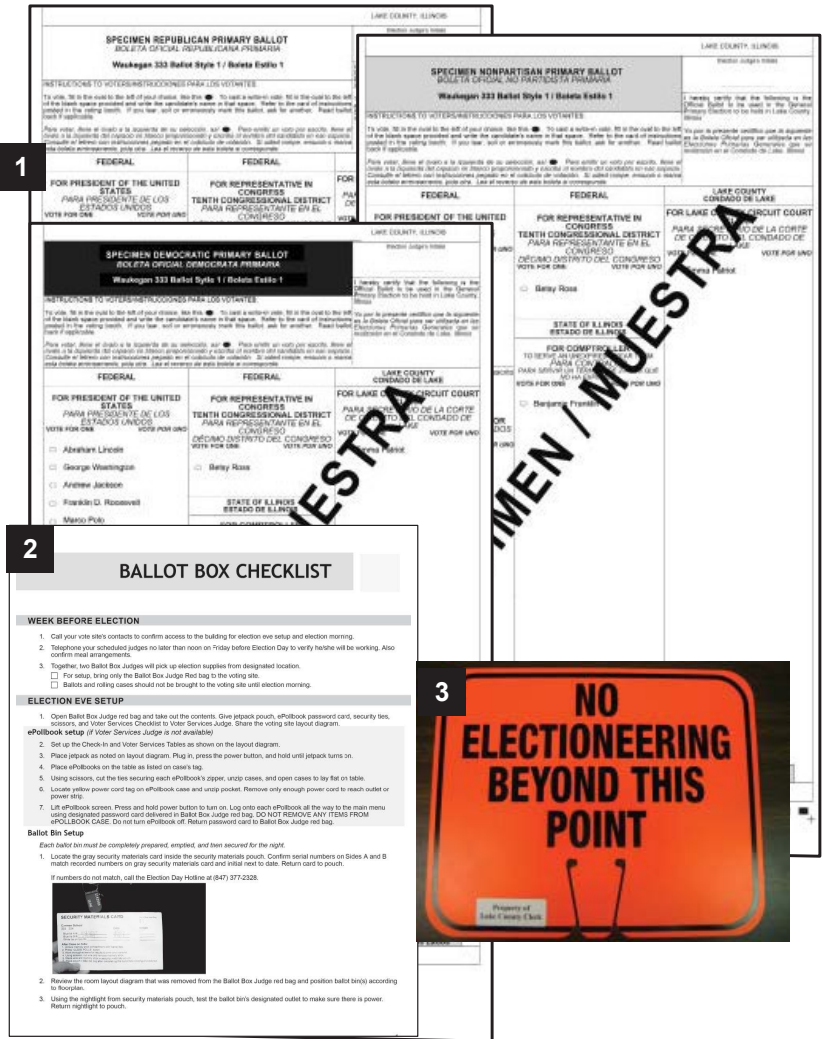
Items Returned in Ballot Bin

1. Ensure all items listed on ballot bin's access door are packed inside the bin.

2. Pack Yellow Tape, Extension Cords and Power Strips, Election Zone Measuring Wheel, and Supply Box.

3. Close front access door.

4. Confirm all doors are locked and latches are secured

Items Returned to Transfer Site after Polls Close

1) Ballot Box Judge red bag
2) White ballot transfer cases containing voted ballots
3) Check-In Table black rolling case
4) Blue provisional ballot case
*** Defective voting booths, if applicable

Items Left at Voting Site for Lake County Clerk

1) 4-up voting booth
2) Ballot bins
3) Voting booths
4) Chrome stands for flag/table signs
5) "Electioneering Zone" cone
6) ExpressVote table
7) ExpressVote terminal
8) "Vote Here" sign
9) Cage (see next picture)

Items Returned in Cage

1) Blank legal size paper for ballot stock
2) ExpressVote Terminal
3) Pollbooks
4) Banker box with pens, privacy sleeves, ExpressVote ballot stock, "I Voted" stickers, demonstration ballots, flags, and loose ballot stock.
5) Ballot on Demand Printers
6) ADA Equipment, if necessary

First Amendment Auditors and Pollwatchers

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 or (847) 377-2456 during Early Voting. 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 or pollwatcher 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.

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)

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)

Credentials Issued by the Lake County Clerk

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

Type of Pollwatcher: [X] Candidate Pollwatcher   [ ] Party Pollwatcher
(Check one)   [ ] 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 penalties 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

Credentials Issued by Illinois State Board of Elections

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.elections[...]
Form may be re[...]

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

Pollwatcher Register

Found in Site Manager green binder

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	Republican Party	7:30 am	8:30 am
Rose Dawes	Democratic Party	6:30 pm	7:30 pm

Pollwatchers Register.frm