



2024 General Primary Election Judge Training

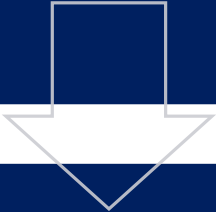
The Illinois State Board of Elections



Timeframes Prior to Election Day

Grace Period Registration & Voting:

February 21st-March 19th



Early Voting:

Feb 8th (in office of EA)-March 18th



Vote by Mail:

Feb 8th-March 14th



Close of Registration:

Feb 20/Mar 3rd

Voters that Require ID

VOTERS WHO'VE REGISTERED & HAVE PROVIDED INADEQUATE PROOF OF IDENTITY,
ALONG WITH NEWLY REGISTERED VOTERS.
ID REQUIRED PRIOR TO VOTING!

- ✓ Driver's license or State ID
- ✓ Utility Bill
- ✓ Student ID & mail addressed to address of residence
- ✓ Government Check
- ✓ Paycheck
- ✓ Lease or contract for residence
- ✓ Bank Statement
- ✓ Other government document

They must show name and address documentation that match the records.

BEFORE THE POLLS OPEN:

- Arrive at your designated time
- If judges do not show up – call!
- Can replace missing judges AFTER 6:15 A.M.
- Check supplies – is anything missing?
- Set up or reconfigure voting area

CALL YOUR ELECTION AUTHORITY IF YOU DISCOVER ANY PROBLEMS!

SBE No. J-10
10 ILCS 5/13-8
Revised July 2006

OATH OR AFFIRMATION OF JUDGE OF ELECTION

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

STATE OF ILLINOIS

County of _____

Precinct No. _____
(City, Village, Township, District, Ward, etc.)

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, that I will faithfully discharge the duties of the office of Judge of Election, according to the best of my ability. I further affirm that I am a registered voter and that I am entitled to vote at this Election (strike this statement if you are a high school senior acting as an election judge under the provisions of Public Act 91-352).

Subscribed and sworn to before me this _____ day of _____, A.D. _____

(Signature of Judge Administering Oath)

TO FILL VACANCY OF JUDGE OF ELECTION

Subscribed and sworn to before me this _____ day of _____, A.D. _____

(Signature of Judge Administering Oath)

(Signature of Judge filling vacancy)

(Signature of Judge filling vacancy)

(Signature of Judge filling vacancy)

JUDGES OF ELECTION TIME SHEET

ADJOURNMENT OR RECESS PROHIBITED

After the opening of the polls, no adjournment shall be had nor shall any recess be taken, until all the votes cast at such election shall have been counted and the result publicly announced, except that when necessary one judge at a time may leave the polling place for a reasonable time during the casting of ballots. When a judge leaves and returns such judge will sign a time sheet indicating the length of the period such judge is absent from his/her duties. When absent the judge shall authorize someone of the same political party as himself/herself to act for him/her until he/she returns.

SIGNATURE OF JUDGE LEAVING	TIME LEAVING	TIME RETURNING	SIGNATURE OF SUBSTITUTE JUDGE

ELECTION JUDGE EXPENSE SHEET ON REVERSE SIDE

B-25
LIBERTY SYSTEMS LLC
WHEATON, IL

You are Officers of the Circuit Court!

- ✓ Uphold the U.S. and Illinois Constitutions.
- ✓ You are the sole authority in the polling place.
- ✓ You are the sole authority in the Campaign Free Zone.
- ✓ You are responsible for the proper conduct of the Election

Remember to...

- ✓ Rotate positions – it reduces fraud & it's law
 - ✓ Act as a board – majority rules
- ✓ Have equal authority – No head judge

Stay Organized!

Match your supplies with the checklist in
your supply kit.

If anything is missing, call your election
authority.

Set up voting area

- ✓ Arrange voting booths for privacy – give the voter as much privacy as possible.
- ✓ Allow for orderly flow of voter traffic in the polling place.
- ✓ Reminder: Tabulator(s) must be in full view of election judges!

Make sure the voter is given the correct ballot sheet!

- ✓ Ballot sheets are designated by code, color, or number.
- ✓ The ballot sheet code, color, or number should match what is on the voter's application.

Compare each ballot style to each specimen ballot to verify that the following is listed correctly:

- ✓ Each office
- ✓ The “vote for” on each office
- ✓ Each candidate

Then ALL judges sign the
“Certificate of Inspection”

- ✓ There will only be valid write-in candidates on this list (candidates filing 61 days prior to election day*).
- ✓ This list should NOT be posted anywhere in the polling place.
- ✓ Write-in list can be shown to the voter if they have requested to see it.

Valid Write-In Candidates

(list will be provided in your precinct kits)

LIST OF PERSONS WHO FILED A DECLARATION		
OF		
INTENT TO BE A WRITE-IN CANDIDATE		
To the Election Judges, Precinct No. _____		
From: _____ Date: _____		
(Election Authority)		
The following is a list of persons who have filed a Statement of Declaration of Intent to be a Write-in		
Candidate:		
NAME	ADDRESS	OFFICE FOR WHICH THE PERSON SEEKS

Polling Place Entrance Sign & ADA Compliant Sign



- ✓ Should clearly identify the entrance
- ✓ ADA sign may not be on the main entrance used by most voters

Public Roadway Polling Place Sign



- ✓ Should be placed on the public roadway nearest to the entrance of the polling place
- ✓ Must clearly identify polling place

Two Forms of Equipment DS200 & Express Vote



DS200 PREPARATION



Instructions will be provided to you!



Verify that all compartments of the ballot box are empty.



CLOSE AND LOCK ALL COMPARTMENTS!

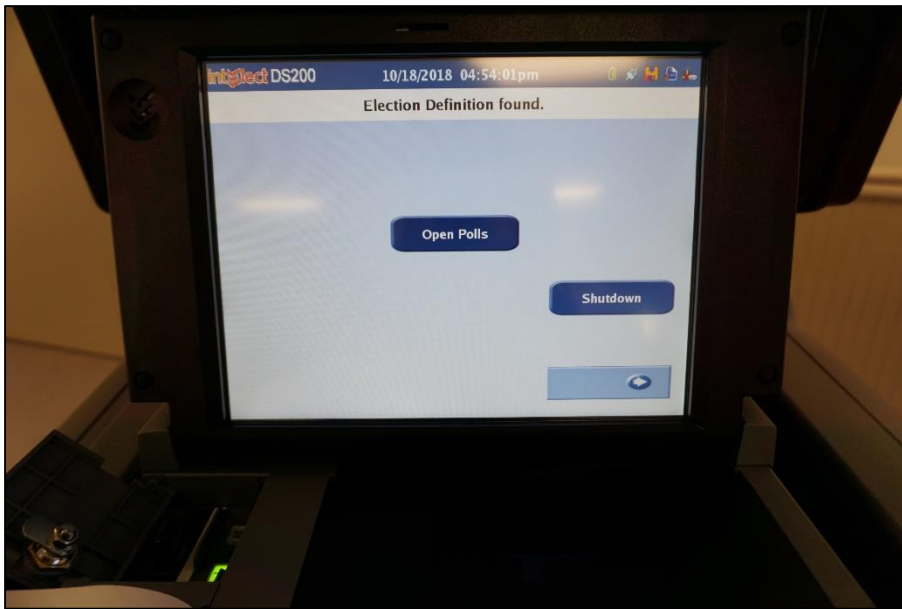


**ALL COMPARTMENTS SHOULD REMAIN LOCKED UNTIL
AFTER 7:00 P.M.**

MEMORY STICK



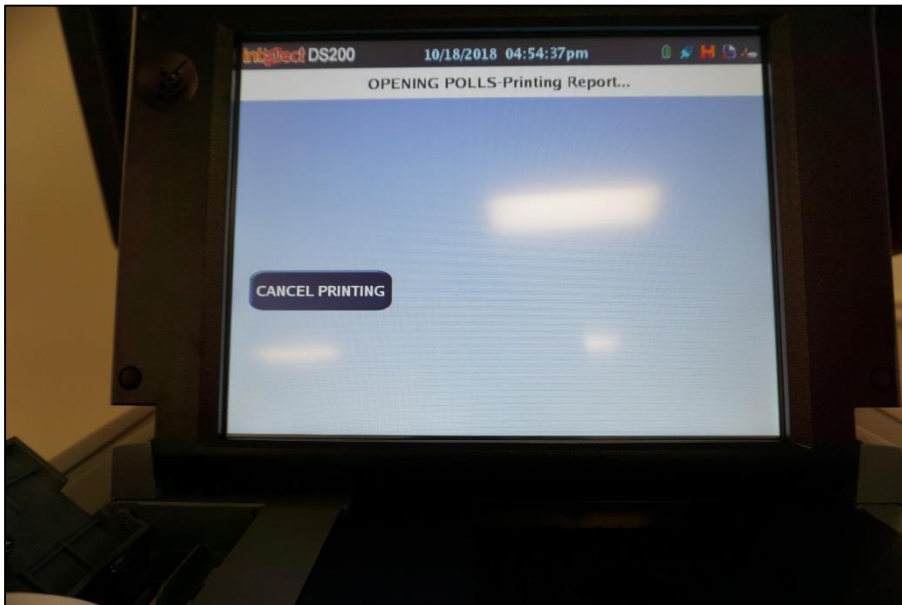
Verify that the
memory stick is
inside.



✓ Type in election code

✓ Press “Open Polls”

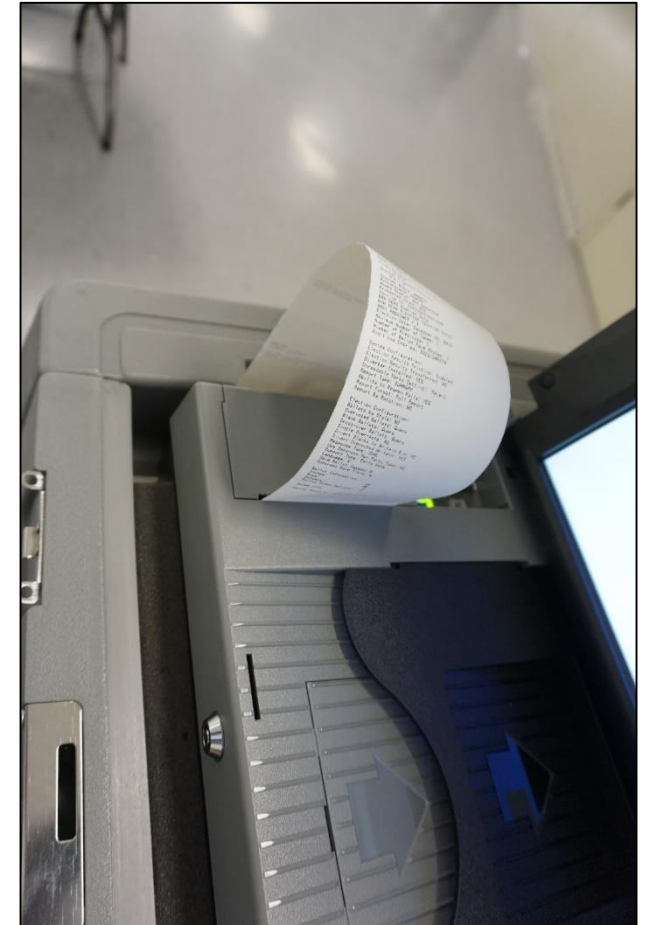
✓ Print zero report

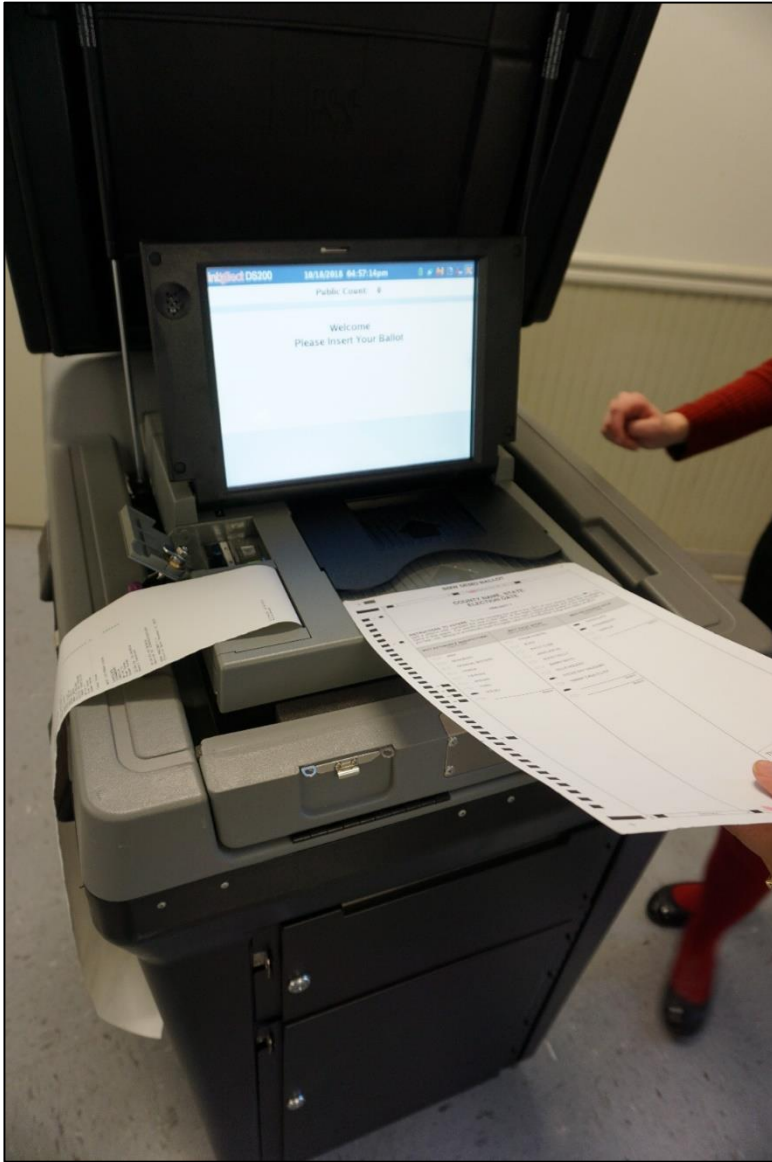


Zero Tape

CHECK DATE AND TIME ON TAPE

- ✓ Verify that the zero tape has no votes cast.
- ✓ Check for correct precinct name and number.
- ✓ Compare the tape to the specimen ballot.
- ✓ Each judge must sign the zero tape.





The DS2000 is Ready!



EXPRESS VOTE PREPARATION



Instructions will be provided to you!

Accessibility Features



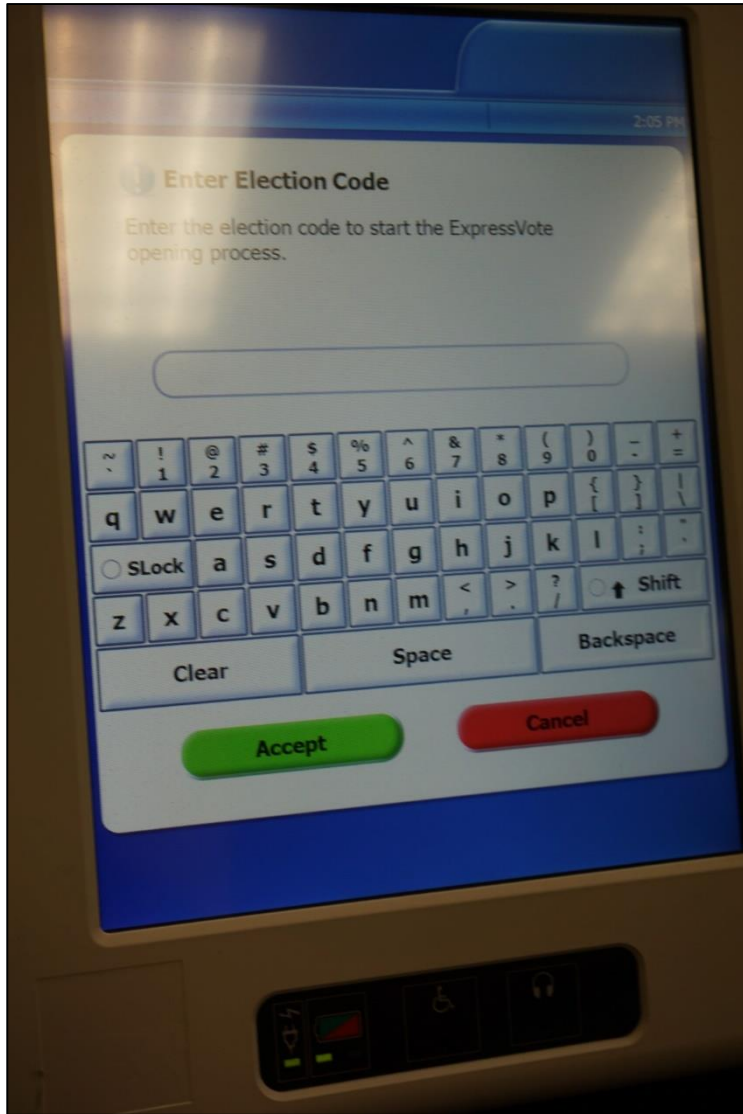
**KEYPAD WITH
BRAILLE**



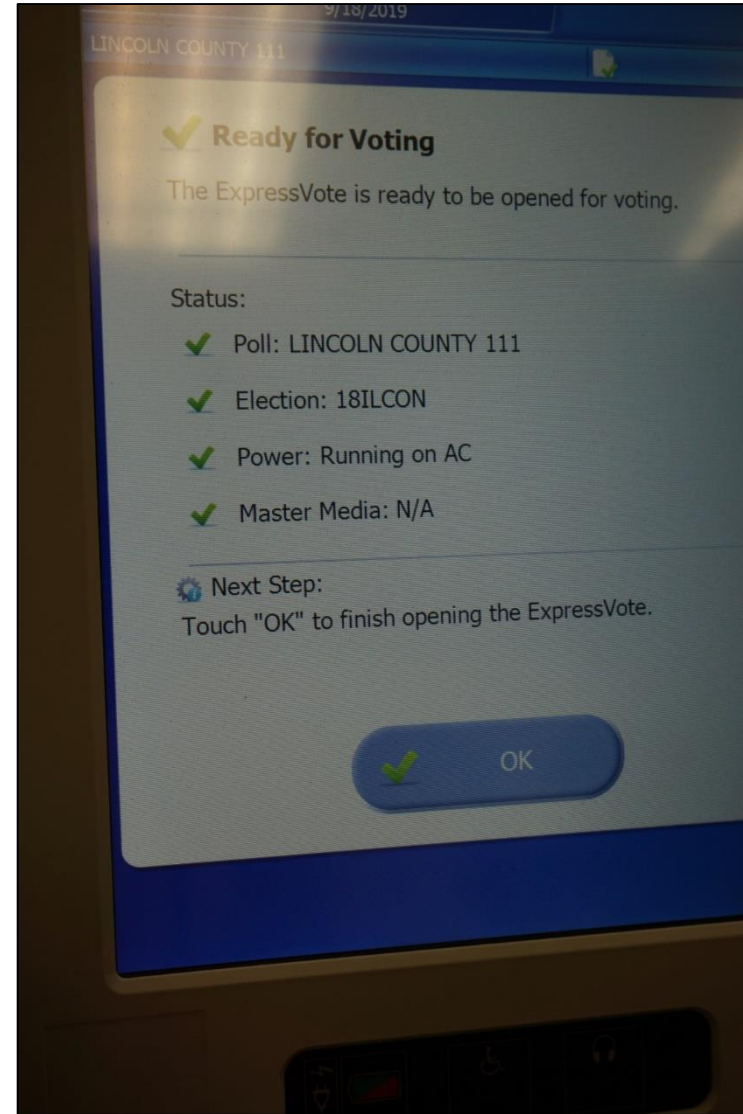
HEADPHONES



- ✓ Unlock power compartment
- ✓ Turn machine on
- ✓ Verify memory stick is in the machine
- ✓ Make sure the machine is in “voter” mode
- ✓ Lock compartment up securely



✓ Enter
election
code



✓ Press “ok”
after the
machine is
finished
setting up



The Express Vote is Ready!



Post Instructions in Voting Booths and around Polling Place!

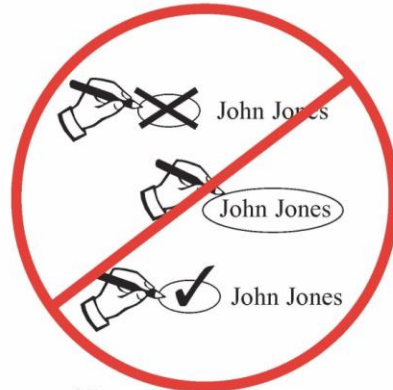
HOW TO VOTE

Fill in the oval next to the candidate's name



DO NOT MARK YOUR BALLOT IN THE FOLLOWING MANNER

NO

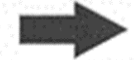


A-51

LIBERTY SYSTEMS, LLC WHEATON, IL

How To Cast A Write-In Vote

1. On your ballot, find the office for which the candidate is running



FOR MAYOR
(VOTE FOR ONE)

☐ JOHN ADAMS

☐ MARTHA WASHINGTON

☐ Write-In

2. Print the candidate's name on the Write-In line for that office



☐ Ben Franklin

Write-In

3. Fill in the oval next to the candidate's name



☒ Ben Franklin

Write-In

Who else may be present in the polls on Election Day?

- Law Enforcement Officials
- Representatives of:
 - Attorney General
 - State's Attorney
 - Election Authority
 - State Board of Elections
- Qualified Pollwatchers (with proper credentials)

Pollwatcher Qualifications

- ✓ Registered voter in Illinois
- ✓ Must have credentials issued by the State Board of Elections or Election Authority
 - ✓ Are appointed by: Candidates, political parties, qualified civic organizations, state civic organizations, or are proponents and opponents to a proposition
- ✓ Must have separate credentials for each precinct they enter, even if there are two precincts in one polling place!
 - ✓ Candidates CAN be pollwatchers

Pollwatcher Credentials

STATE BOARD OF ELECTIONS
STATE OF ILLINOIS

2326 S. MacArthur Blvd.
Springfield, Illinois 62794
217/792-6141
Fax: 217/792-0829

66 W. Washington St., Peotony IL-98
Chicago, Illinois 60682
212/914-6660
Fax: 212/914-6485

EXECUTIVE DIRECTOR
Bernadette H. Matthews

POLLWATCHER CREDENTIAL

TO THE JUDGES OF ELECTION:

Pollwatcher Information		Authorized to act as a pollwatcher in:	
Name		Name of Precinct	
Street Address		Ward (if applicable)	
County of Residence		Township or Municipality	
Township or Municipality of Residence		Election	2024 General Primary Election
		Date of Election	March 18, 2024

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

Appointing Party or Candidate Name	
Title of Appointing Officer	

Signature of Appointing Authority

Date – month and day of election

Vote Date – month and day of election

Under penalties of law pursuant to 10 ILCS 5/29-10, the undersigned pollwatcher certifies that they reside and are duly registered to vote in:

Address

Township or Municipality

County

Illinois

Precinct and Ward in which Pollwatcher serves

Signature of Pollwatcher

www.elections.il.gov

✓ Collect when they first enter polling place – YOU keep

✓ Use sign in/sign out sheet when coming and going

✓ Return credentials to election authority

Pollwatcher Rights

- May observe all proceedings and records relating to the conduct of the election, but cannot touch or handle any of the material.
- May come and go throughout the day as long as their behavior is not disruptive.
 - May call attention to incorrect procedure.
 - May challenge the qualifications of a voter.

Reminder: The secrecy of the ballot must be maintained.

Campaign Free Zone

100 HORIZONTAL FEET FROM THE ENTRANCE TO THE
POLLING PLACE/ROOM

✓ No campaign signs ✓ No campaign buttons ✓ No electioneering

YOU ARE THE SOLE AUTHORITY OF THE
CAMPAIGN FREE ZONE!

DURING VOTING HOURS:

At 6:00 A.M...

- ✓ Announce out loud “Polls are Open!”
- ✓ Unlock the door
- ✓ Replace missing judges if approved by EA
- ✓ Collect any pollwatcher credentials

A list will be provided for **Early, Vote by Mail, and Grace Period** Voters.

A voter cannot revoke or cancel a ballot that has already been voted!

- ✓ If a voter is marked as already voted and claims they have not, call the Election Authority's office!
- ✓ If a voter was issued a Vote by Mail ballot, has not voted it, and surrenders the ballot to you on election day, he/she may vote as normal.
- ✓ If a voter claims he/she never received their Vote by Mail ballot, he/she may sign an affidavit and vote on election day.

Voters may be challenged by Pollwatchers, Election Judges, or another voter.

REASONS FOR THE CHALLENGE:

- ✓ Voter has moved
- ✓ Voter has already voted
- ✓ Voter has changed name
- ✓ No record of registration
- ✓ Not the same person as registered voter

AFFIDAVIT OF VOTERS

STATE OF ILLINOIS)

SS.

COUNTY OF _____)

_____ TOWNSHIP _____ PRECINCT _____ WARD

I, _____, do solemnly swear (or affirm) that I am a citizen of the United States; that I am 18 years of age or older (or for a General Primary, that I am 17 years of age or older and will be 18 by the General Election); that I have resided in this State and in this election district 30 days next preceding this election; that I have not voted at this election; that I am a duly qualified voter in every respect; that I now reside at _____, town, city or village of _____, in this election district. Email address (optional) _____
(for purposes of e-mail notification only)

MARK APPLICABLE STATEMENT AND FILL IN ANY BLANKS IN THAT STATEMENT:

☐ 1.
Address Change

I have changed my residence to the above address within the past (35 days if precinct registration was held, 27 days if no precinct registration was held) from

_____ both of which are in this election district (precinct). Supporting affidavit required or two forms of I.D. required (10 ILCS 5/4-16).
Identification: If used, both must show current residence address.

1. _____ 2. _____
Supporting affidavit required only in counties over 500,000 population and Boards of Election Commissioners (10 ILCS 5/5-23, 6-53).

☐ 2.
below.
Name Change

I have changed my name from _____ to the name signed

I am the same person now registered from the above address in this election district (precinct).
Supporting affidavit or two forms of I.D. required (10 ILCS 5/4-16).
Identification: If used, both must show current residence address.

1. _____ 2. _____

☐ 3.
Card not in Binder*
Name on List

My name appears on the printed pollsheet of voters and my name has not been erased or withdrawn from the register of voters, however my card is not in the precinct binder, and I do possess a valid voter's I.D. (in counties under 500,000 population.) Supporting affidavit or two forms of I.D. required (10 ILCS 5/4-15, 4-22).

Identification: If used, both must show current residence address.

1. _____ 2. _____
Two supporting affidavits required only in counties over 500,000 population and Boards of Election Commissioners (10 ILCS 5/5-29, 6-66).

☐ 4.
5/7-
Assisted Voter

I cannot read or write the English language and hereby request assistance (10 ILCS 48, 17-14). Complete assisted voter affidavit.

Voter Affidavit

Change of Residence

Name change (same precinct)

Name on list, no digitized signature to compare

Vote by Mail ballot not received

Ballot Entitlement Chart



General Primary Election-March 19th, 2024

BALLOT ENTITLEMENT CHART- A GUIDE FOR ILLINOIS ELECTION JUDGES

Close of Regular Registration is February 20th, 2024

Close of Paperless Online Voter Registration is March 3rd, 2024

Grace Period Registration and Voting – February 21st through Election Day, March 19th, 2024 in the EA's Office, polling place, or other designated locations

Grace Period Registration and Voting in the EA's Office, polling place, or other designated locations require the voter to provide 2 forms of identification

Circumstance of Voter	Required Forms or Action	Ballot Type the Voter is Qualified to Vote
(1) Registered voter who is registered at the correct provided address listed on your verification forms (poll book or application)	Application	Voter is qualified for a full ballot at their polling place or any designated early voting site
(2) Registered voter who moved <u>more</u> than 30 days (prior to February 18 th) <u>within</u> the jurisdiction and did not transfer their registration	Application and Address Correction Form for Fail Safe Voter	Federal Offices Only Ballot in their old polling place; OR, if the voter prefers to vote a full ballot, the voter must update their registration to vote through Grace Period Registration and Voting at one of the designated locations* (52 U.S.C. 20507(e)(2)(A)(i), 10 ILCS 5/4-50, 5/5-50, 5/6-100)
(3) Registered voter who moved <u>more</u> than 30 days (prior to February 18 th) <u>out</u> of the jurisdiction and did not transfer their registration	Registration is required through Grace Period Registration and Voting*	Voter is <u>not</u> qualified for a ballot; <u>UNTIL</u> the voter registers to vote through Grace Period Registration and Voting at one of the designated locations* (10 ILCS 5/3-1, 5/17-10, 5/4-50, 5/ 5-50, 5/6-100)
(4) Registered voter who moved <u>within</u> 30 days (February 18 th – March 19 th) <u>out</u> of their precinct, <u>but still resides in the State</u> , and did not transfer their registration	Application and Voter Affidavit	Voter is qualified to vote a full ballot in their old polling place; <u>OR</u> the voter may update their registration through Grace Period Registration and Voting at one of the designated locations and cast a ballot for the districts and offices designated for their new address* (10 ILCS 5/3-1, 5/17-10, 5/4-50, 5/5-50, 5/ 6-100)
(5) Registered voter who moved <u>during</u> the 27-day period (February 21 st – March 19 th) prior to the election in the same precinct	Application and Voter Affidavit	Voter is qualified to vote a full ballot; <u>OR</u> the voter may update their registration through Grace Period Registration and Voting at one of the designated locations and cast a ballot for the districts and offices designated for their new address* (10 ILCS 5/4-16, 5/5-23, 5/6-53, 5/17-10, 5/4-50, 5/5-50, 5/6-100)
(6) Registered voter who changed their name before the election, still resides in the same precinct, is otherwise qualified, and did not update their registration information	Application and Voter Affidavit	Voter is qualified to vote a full ballot at their polling place or designated early voting site (10 ILCS 5/4-16, 5/5-23, 5/ 6-54, 5/17-10)
(7) Registered voter who changed their name before the election, <u>moved outside of their precinct</u> prior to February 21 st , and did not transfer or update their registration information	Registration is required through Grace Period Registration and Voting*	Voter is <u>not</u> qualified for a ballot; <u>UNTIL</u> the voter registers to vote through Grace Period Registration and Voting at one of the designated locations* (10 ILCS 5/4-16, 5-23, 5/ 6-54, 5/4-50, 5/5-50, 5/6-100)

Grace Period Registration and Voting in the EA's Office, polling place, or other designated locations require the voter to provide 2 forms of identification

What if...

- Voter's registration cannot be found
- Voter is challenged by a pollwatcher
- Voter insists he or she is eligible to vote
- Voter applied for registration at drivers license facility or on-line

**CONTACT YOUR ELECTION AUTHORITY'S
OFFICE FOR ADDITIONAL INFORMATION AND
INSTRUCTION!**

STATE OF ILLINOIS
County of _____ } SS.

Mandated
Revised, Aug 2006
SBE No. C-5
10 ILCS 5/7-48, 17-14
Form B-2

AFFIDAVIT OF ASSISTED VOTER

FOLLOWING MUST BE COMPLETED - PLEASE PRINT:

TWP.
PCT.

Last Name (circle one) JR SR I II III IV V	First Name	Middle Initial
House Number & Street Name	Apt. Number	City or Village
		Zip Code

☐ 1. Assisted Voter By reason of a physical disability of _____ I am unable to mark my ballot and hereby request assistance (10 ILCS 5/7-48, 17-14). Supporting affidavit required below.

☐ 2. Assisted Voter I cannot read or write the English language and hereby request assistance (10 ILCS 5/7-48, 17-14). Supporting affidavit required below.

I hereby request that I be assisted in voting by _____
Name of Person(s) Assisting Voter

I do solemnly swear that I am a citizen of the United States, that I now reside in the township and precinct of DuPage County, Illinois, as stated above; that I am a duly qualified voter in said precinct.
So help me God (or "This I do solemnly and sincerely affirm" as the case may be).

Signature (Mark) of Voter

Subscribed and sworn to (or affirmed) by _____ before me, on ____ day of _____, 20____

Signature of Judge of Election

TO THE PERSON PROVIDING ASSISTANCE TO VOTERS

YOU HAVE BEEN SELECTED BY A VOTER TO PROVIDE VOTING ASSISTANCE. UNDER ILLINOIS LAW, ONLY VOTERS WHO ARE BLIND, PHYSICALLY DISABLED OR UNABLE TO READ OR WRITE THE ENGLISH LANGUAGE MAY BE ASSISTED BY A RELATIVE OR FRIEND. INDIVIDUALS WHO CANNOT ASSIST VOTERS INCLUDE THE VOTER'S EMPLOYER, AGENT OF THAT EMPLOYER, OFFICER OR AGENT OF THE VOTER'S UNION.

YOU MUST MARK THE BALLOT AS DIRECTED BY THE VOTER. INDIVIDUALS WHO MAKE ANY ATTEMPT TO INFLUENCE THE VOTER'S CHOICE OF CANDIDATES, PARTY OR VOTES IN RELATION TO A PUBLIC QUESTION, OR TO MARK THE BALLOT OTHER THAN AS DIRECTED BY THE VOTER MAY BE GUILTY OF A CLASS 3 FELONY. IF YOU CANNOT TELL THE VOTER'S INTENT, YOU MUST NOT MARK THE BALLOT IN ANY WAY. YOU MAY NOT SUBSEQUENTLY DIVULGE THE VOTER'S INSTRUCTED SELECTION OF CANDIDATE(S) OR PUBLIC QUESTION(S).

OATH OF ASSISTANCE

(Complete when statement 1 or 2 is marked)

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

Signature of Individual Rendering Assistance

OR

Signature of Democratic Judge
Signature of Republican Judge

Election Judge Administering Oath

Voter Assistance: for Voters with Disabilities or Voters who can't Read or Write the English Language.

- Affidavit of Assisted Voter must be filled out every time a voter receives assistance in the voting booth!
- This affidavit must be spindled along with the voters application.

**INTOXICATED VOTERS CANNOT
RECEIVE ASSISTANCE IN THE
VOTING BOOTHS!**

Who can and can't give assistance?

WHO CAN GIVE ASSISTANCE?

- ✓ Friend
- ✓ Relative
- ✓ Two Election Judges (one from each political party)

WHO CAN'T GIVE ASSISTANCE?

- ✓ Voter's employer
- ✓ Agent of the voter's employer
- ✓ Officer of the voter's union
- ✓ Agent of the voter's union

REMEMBER: FILL OUT AFFIDAVIT!

Judge's Station #1 – Application Judge

- ✓ Voter states his or her name and address – verify it matches your records
- ✓ Verify voter has not already voted – check your list!
- ✓ Complete application

(cont.) Judge's Station #1 – Application Judge

OFFICIAL BALLOT
DEMONSTRATION ELECTION

Precinct 1
COUNTY, ILLINOIS

FEDERAL	SPORTS
PRESIDENT (Vote for ONE)	COMMISSIONERS FOR NATIONAL PASTIMES (Vote for ONE)
☐ THOMAS JEFFERSON	☐ JIM THORPE
☐ ABRAHAM LINCOLN	☐ BILL RUSSELL
☐ JOHN F. KENNEDY	☐ JOE DIMAGGIO
☐ DWIGHT D. EISENHOWER	☐ PEGGY FLEMING
☐ FRANKLIN D. ROOSEVELT	☐ Write in
☐ Write in	
	LITERATURE
	COMMISSIONER OF AMERICAN LITERATURE (Vote for ONE)
	☐ ERNEST HEMINGWAY
	☐ WILLIAM FAULKNER
	☐ JOHN STEINBECK
	☐ SINCLAIR LEWIS
	☐ Write in

Turn Ballot Over To Continue Voting

FRONT 0 and 1 Ballot 10 *Demo Precinct 1 *English only

- ✓ Offer voter instructions on Demonstrator Ballot Sheet and remind voter to turn the ballot over to vote for issues on the back (if applicable).
- ✓ Announce voter's name and address out loud.
- ✓ Pass the application to the verification judges at station #2.

Judge's Station #2 – Verification Judges

- ✓ Locate voter's verification record
- ✓ Compare/verify signature and address on the application matches the voter's record
- ✓ Determine the correct ballot style
 - ✓ Initial the application

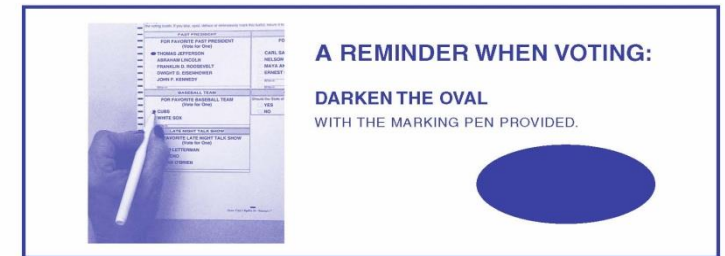
Judge's Station #3 – Ballot Distribution

- ✓ Check application for judge's initials and ballot style
- ✓ Spindle applications and number consecutively
- ✓ Determine/locate correct ballot sheet

(cont.) Judge's Station #3 – Ballot Distribution

- ✓ Initial ballot sheet
- ✓ Provide voter with correct ballot style
- ✓ **OFFER** secrecy sleeve and instruction reminders on voting and use of sleeve
- ✓ Direct voter to voting booth

BALLOT PRIVACY COVER



AFTER VOTING:

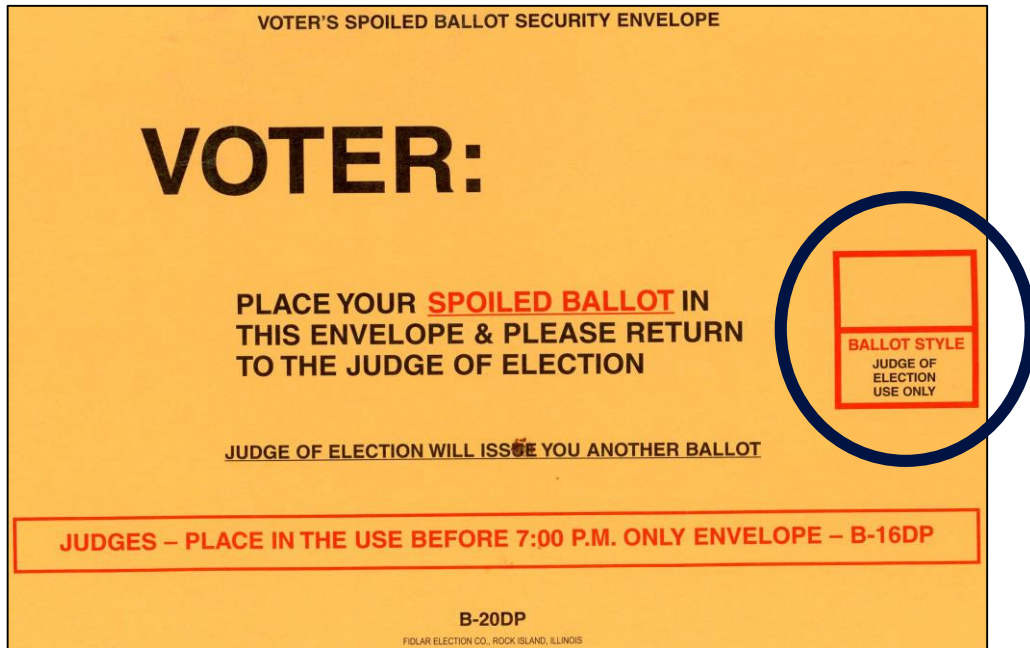
1. Place Privacy Cover over ballot, for privacy.
2. Proceed to Judge of Election near the ballot box, to verify the top corner of your ballot has been initialed.
3. Insert ballot into the AccuVote Tabulator.



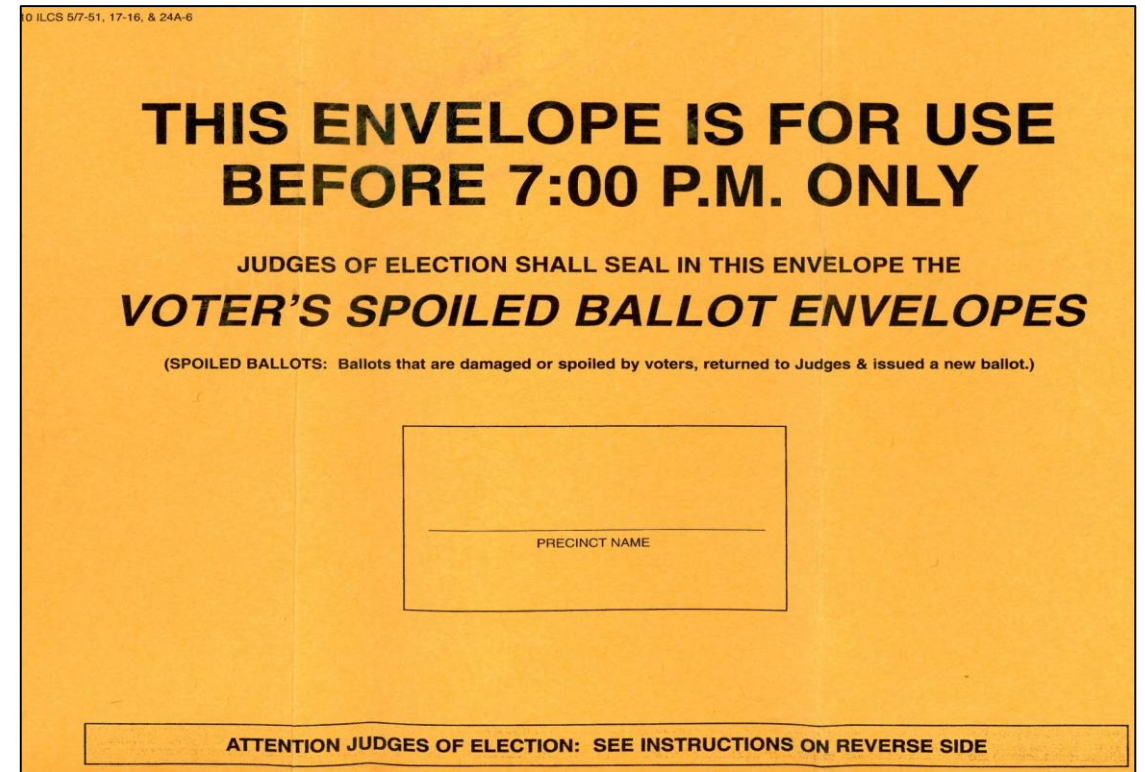
Return Ballot Privacy Cover to Ballot Box Judge.

Spoiled Ballots

- ✓ Voter should request a new ballot
- ✓ Judge will mark the voter's application
- ✓ Ballot envelopes will be placed in the “Before 7:00 P.M.”
envelope for spoiled ballots
- ✓ Voter will process and tabulate the corrected ballot as normal



Voter places ballot in this envelope and seals envelope.



Election judge puts voter envelope into above envelope.

THIS ENVELOPE IS FOR USE BEFORE 7:00 P.M. ONLY

JUDGES OF ELECTION SHALL SEAL IN THIS ENVELOPE THE
VOTER'S SPOILED BALLOT ENVELOPES

(SPOILED BALLOTS: Ballots that are damaged or spoiled by voters, returned to Judges & issued a new ballot.)

PRECINCT NAME

ATTENTION JUDGES OF ELECTION: SEE INSTRUCTIONS ON REVERSE SIDE

Place all spoiled
ballots in this
envelope together.

Provisional Voting? Call your Election Authority!

WHY DO WE HAVE PROVISIONAL VOTING?

- Reduces confrontation
- Corrects mistakes in the registration process
- Updates voter records

WHEN SHOULD YOU USE PROVISIONAL VOTING?

- Judge's have no record of registration and they refuse to register
- Voter did not provide ID when registering by mail and cannot provide it on election day
- Voter's voting status has been challenged
- Voter's name appears on list of people voting early

Provisional Voting Procedures

- ✓ Verify voter name and address
 - ✓ Fill out application to vote
 - ✓ Fill out Provisional Voter Affidavit
- ✓ Mark why voter was given a provisional ballot
- ✓ Issue voter the provisional ballot and envelope
- ✓ Deposit ballot and envelope in separate securable container

Instructions for Provisional Voting

1. Voter must complete the affidavit and sign in the space provided.
2. In the **"TO BE COMPLETED BY JUDGE OF ELECTION"** box:
 - Judge must check the appropriate boxes
 - Judge must sign their name in the space provided.
3. Issue the voter the appropriate Provisional Ballot.
4. After voting, the voter must seal the ballot in the Secrecy Provisional Ballot Envelope and return it to a Judge of Election.
5. Give the voter the second copy of this affidavit (Voter Copy).
6. Follow the directions from the Election Authority as to placement of the sealed Secrecy Provisional Ballot Envelope containing the voted ballot.

PR 09140		AFFIDAVIT of PROVISIONAL VOTER		PRECINCT																
TO BE COMPLETED BY VOTER: (Please Print)																				
Last name (circle one) JR SR I II III IV V		First Name		Middle Initial																
Telephone Number		Legal RESIDENCE (DO NOT GIVE P.O. BOX)		House Number & Street Name																
Apt. Number		City or Village		Zip Code																
Date of Birth (MM/DD/YY)		Last four digits of Social Security Number		Drivers License Number																
-OR-		State I.D. Card Number																		
State of Illinois, County Of _____: I do solemnly swear (or affirm) that: I am a citizen of the United States; I am 18 years of age or older; I have resided in the State of Illinois and in the election precinct in which I reside for 30 days preceding this election; I have not voted in this election; I am a duly registered voter in every respect; and I am eligible to vote in this election. To expedite the verification of your voter registration status, the Election Authority requests that you include your Phone Number and both the last 4 digits of your Social Security Number and your Driver's License Number or State I.D. Card Number issued to you by the Secretary of State. At minimum, you are required to include either: (A) the last 4 digits of your Social Security Number or (B) your Driver's License Number or State I.D. Card Number _____ Date _____ Signature of Voter																				
TO BE COMPLETED BY JUDGE OF ELECTION																				
Reason for Provisional Ballot (Check All that Apply) 1. ☐ The voter's name does not appear on either the active or inactive list for the precinct. 2. ☐ The voter's status has been challenged and sustained by a majority of the judges. 3. ☐ A Federal or State court order has extended the voting hours beyond 7 p.m. and the voter cast his or her ballot after 7 p.m. 4. ☐ The voter was required to provide ID at the polling place, and was unable to do so. 5. ☐ The voters name appears on list of who voted during the early voting period but voter claims not to have voted during the early voting period. 6. ☐ Received absentee ballot but did not bring proper Ballot with.			Party Ballot Given to Voter (Check ONE if Primary) 1. ☐ Republican 2. ☐ Democratic 3. ☐ Green 4. ☐ Libertarian (if applicable) 5. ☐ Nonpartisan 6. ☐ Other _____ SIGNATURE OF JUDGE OF ELECTION																	
Supporting Facts or Comments of the Judge of Election or Voter: _____ _____ _____ (VOTER COPY)			COUNTY CLERK USE ONLY <table border="1"><tr><td>VALID</td><td>INVALID</td><td>CLERK INITIAL</td></tr><tr><td>E.C. ☐</td><td>☐</td><td>_____</td></tr><tr><td>S.B.E. ☐</td><td>☐</td><td>_____</td></tr><tr><td>S.O.S ☐</td><td>☐</td><td>_____</td></tr><tr><td colspan="2">DETERMINATION CATEGORY</td><td>_____</td></tr></table> PVB-101 PLATINUM RESOURCE, INC. GENEVA, IL			VALID	INVALID	CLERK INITIAL	E.C. ☐	☐	_____	S.B.E. ☐	☐	_____	S.O.S ☐	☐	_____	DETERMINATION CATEGORY		_____
VALID	INVALID	CLERK INITIAL																		
E.C. ☐	☐	_____																		
S.B.E. ☐	☐	_____																		
S.O.S ☐	☐	_____																		
DETERMINATION CATEGORY		_____																		

Provisional Voter Affidavit

- ✓ Voter and election judge both have sections to fill out on the affidavit.
- ✓ Election judge keeps this sheet while the voter votes the ballot.
- ✓ There is a yellow carbon copy behind this sheet for the voter after they vote.

Secrecy Envelope

- ✓ Voter takes this into the voting booth with them.
- ✓ Voter inserts their completed ballot into this envelope and seals it before leaving the booth.

SECRECY PROVISIONAL BALLOT ENVELOPE

DATE OF ELECTION

PROVISIONAL BALLOT STYLE

PRECINCT NAME

Party Ballot Given to Voter (Check ONE if Primary)

- ☐ Republican
- ☐ Democratic
- ☐ Libertarian (if applicable)
- ☐ Non Partisan

Why Your Ballot is Provisional

- Your name does not appear on the list of registered voters for this precinct.
- Your registration status has been challenged and a majority of the judges agree. (A challenge may be made by an election judge, pollwatcher, or another voter)
- A court order has extended voting hours beyond 7:00 p.m.
- You registered to vote by mail and are required to show identification at the polling place, but you do not have ID with you on Election Day.

You may submit additional information to the Election Authority (County Clerk or Board of Election Commissioners) to verify your voting status. The information must be **received** by the Election Authority no later than the close of business on the *Thursday following Election Day*.

What must be completed at the polling place?

- Fill out the affidavit you receive from the election judge. You will receive a copy.
- An election judge will mark the affidavit to indicate the reason your vote is provisional. The judge will place the original affidavit and any documentation you provide in the clear plastic pouch on the front of the envelope.
- An election judge will issue a ballot to you. The judge will also give you the provisional ballot envelope.
- After you have completed voting, place the provisional ballot inside the affidavit envelope, seal it and return to the election judge. **If you spoil your ballot, ask a judge for a new ballot. Do not seal the spoiled ballot in the envelope.**

PROVISIONAL VOTER'S BALLOT

VOTER: SEAL BALLOT IN THIS ENVELOPE

TO BE OPENED ONLY BY THE ELECTION AUTHORITY

RETURN THIS SEALED SECRECY PROVISIONAL BALLOT ENVELOPE TO THE JUDGES OF ELECTION

PBV - 1020S
FIJLAR ELECTION CO., ROCK ISLAND, ILLINOIS

Ballot & Affidavit Envelope

- ✓ Affidavit should show through the window of the envelope.
- ✓ Insert the sealed Provisional Ballot Envelope behind the affidavit.
 - ✓ Give the voter the yellow Provisional Ballot receipt.
- ✓ Return to the counting center in a separate sealable container.

PROVISIONAL BALLOT & AFFIDAVIT ENVELOPE

PRECINCT NAME _____

Party Ballot Given to Voter
(Check ONE if Primary)

☐ Republican

☐ Democratic

☐ Libertarian (if applicable)

☐ Non Partisan

1) Voter must fill out and sign the affidavit on the reverse side.

2) An election judge must fill out and sign the bottom portion of the affidavit.

3) Give one copy of the completed affidavit to the voter. The other two copies must remain attached to the envelope.

4) Voter must insert voted provisional ballot and seal the envelope.

5) Election judges must place this completed envelope in the carrier pouch.

PBV - 1030S
Revised November, 2003

PROVISIONAL BALLOTS

DO NOT

GO INTO THE

TABULATOR!

Track Your Numbers!

VERIFY THE NUMBER OF
APPLICATIONS = THE
NUMBER OF BALLOTS
CAST!

Check your numbers every hour. If you are “in balance” every hour, you will be “in balance” when the polls close!

Judge's Station #4 – Ballot Box Judge

- ✓ Checks ballot for judge's initials
- ✓ Voter inserts ballot into the tabulator
- ✓ Check voting booths

Over/Under Voted Ballot

- ✓ The machine will identify the ballot.
- ✓ Voter can either spoil that ballot and request a new one, cast the ballot “as-is”, or return to the voting booth and add votes to the SAME ballot.

Auxiliary/ Emergency Bin



Voting should never stop!

- Use emergency bin for ballots when machine isn't working properly
- **AFTER** polls close, insert these ballots into tabulator

Curbside Voting

- ✓ Notify election authority the day before
- ✓ Two election judges (one from each party)
- ✓ Complete the process as if voter was in polling place:
 - 1) Voter completes application
 - 2) Judges do the verification
 - 3) Two judges deliver the ballot out with secrecy sleeve
 - 4) Voter will vote in secrecy
 - 5) Two judges will bring the ballot back inside and insert it into tabulator
 - 6) Notify voter when complete

Curbside Voting

- ✓ Counties can elect to establish curbside voting for any individuals who would like to utilize it during early voting or on election day
- ✓ 2 election judges from opposite parties must be designated to each vehicle
- ✓ Individuals must be allowed to mark their ballots without interference.

AT 6:30 PM...

- ✓ Announce the polls will close in one-half hour.
- ✓ Don't forget to vote if you are in your voting precinct!

At 7:00 PM...

- ✓ Announce out loud “Polls are Closed!”
- ✓ All voters in line at 7:00 PM are allowed to vote
- ✓ Close and lock door
- ✓ Remove polling place signs

AFTER THE POLLS CLOSE:

Who is Authorized to Remain in the Polls?

- ✓ Election Judges
- ✓ Pollwatchers
- ✓ Law Enforcement Officials
- ✓ Representatives of:
 - State Board of Elections
 - Attorney General
 - State's Attorney
 - Election Authority

Check the Auxiliary/Emergency Bin

Before closing out the machine:

- Remove ballots from emergency bin
 - Insert ballots into tabulator

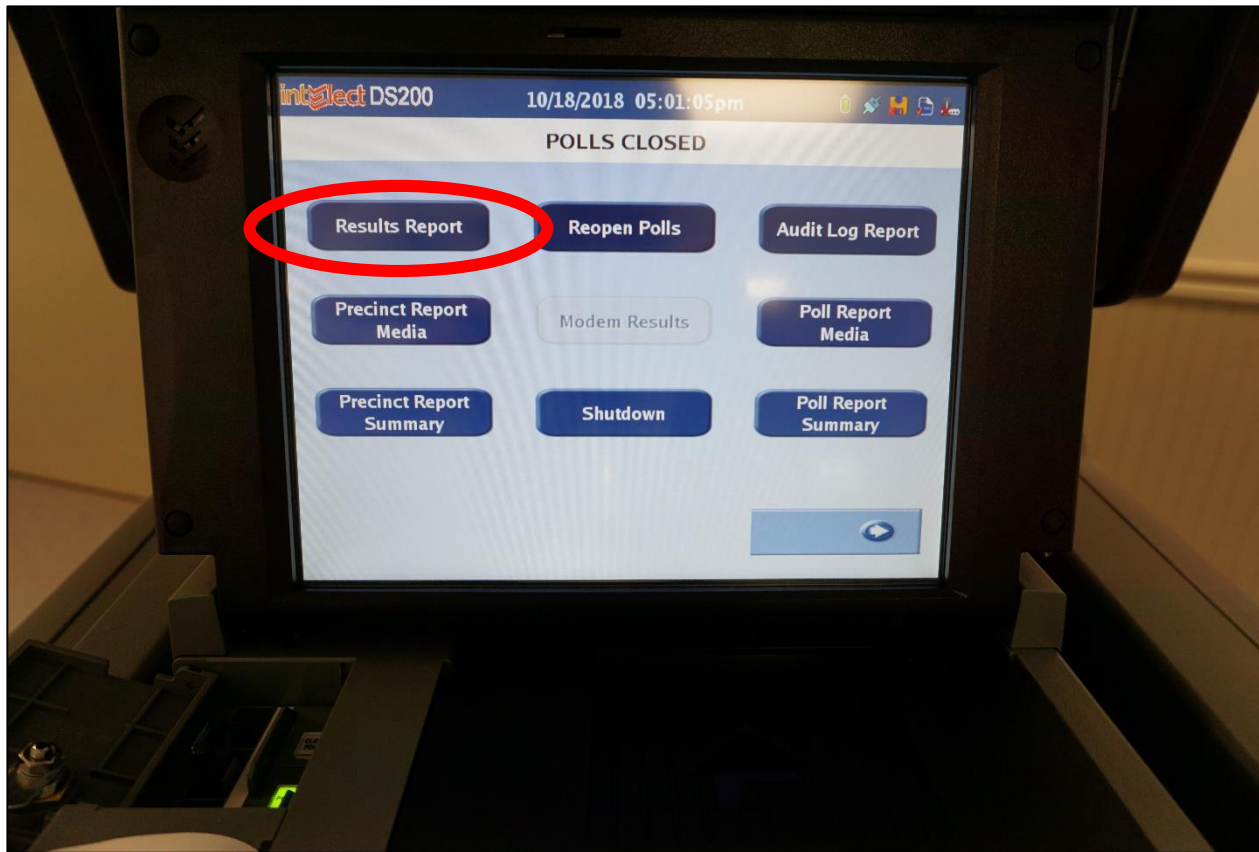
DS200 TABULATOR SHUTDOWN



Instructions will be provided to you!

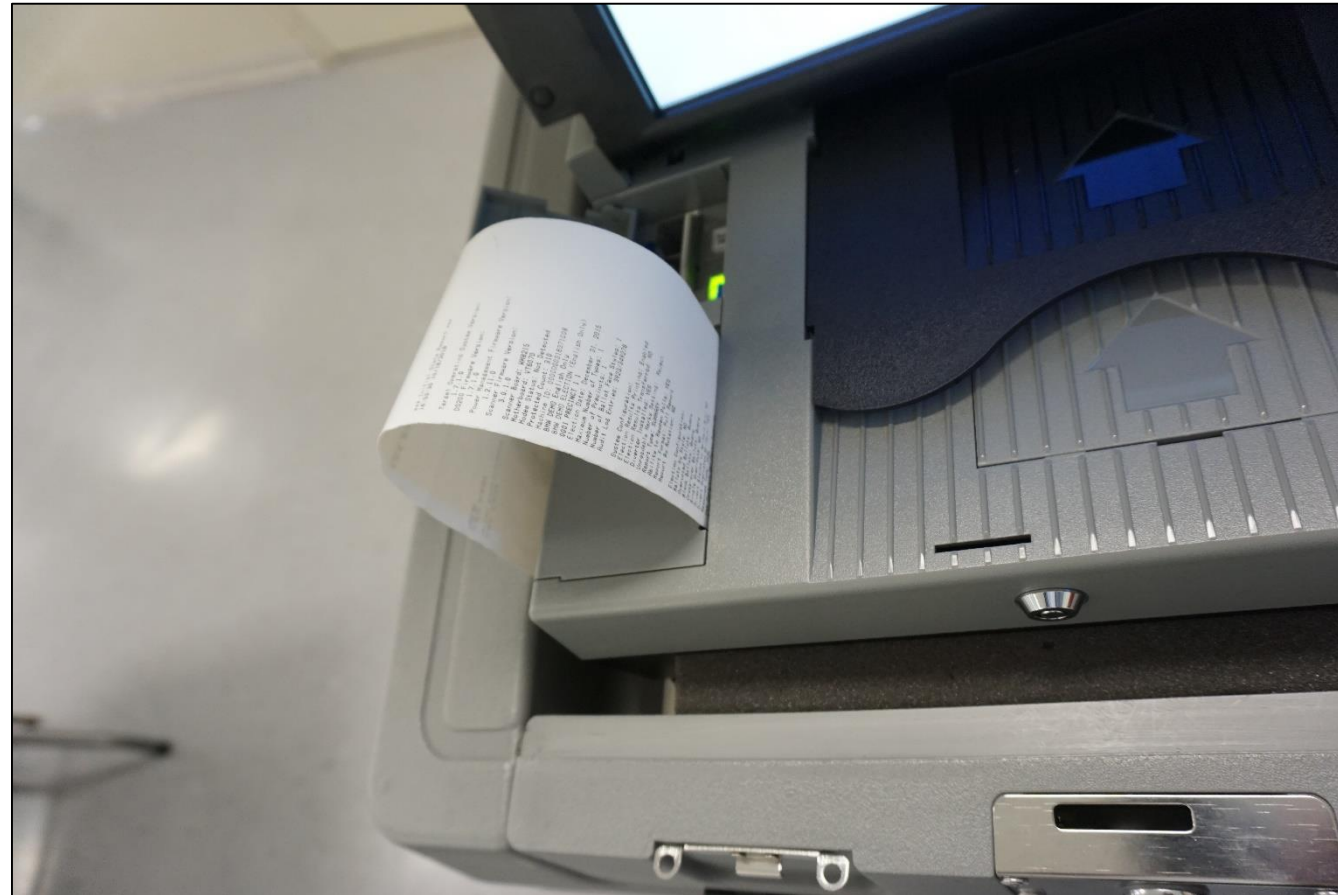


- ✓ Press the “Close Polls” button next to the locked compartment by the screen.
- ✓ Hit “Close Polls” on the screen.

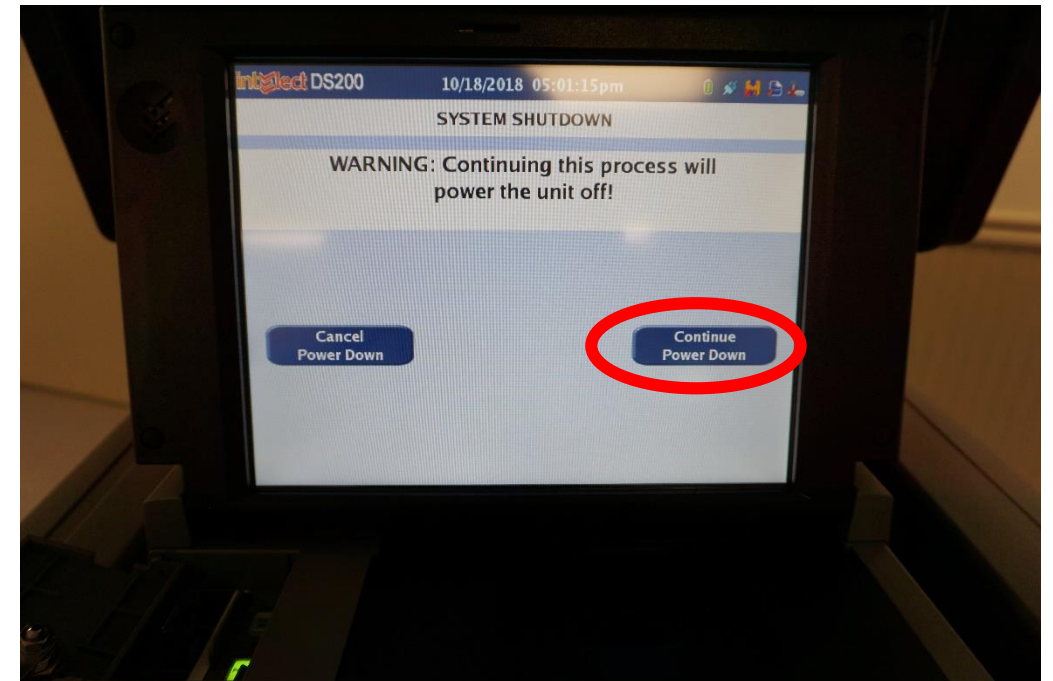
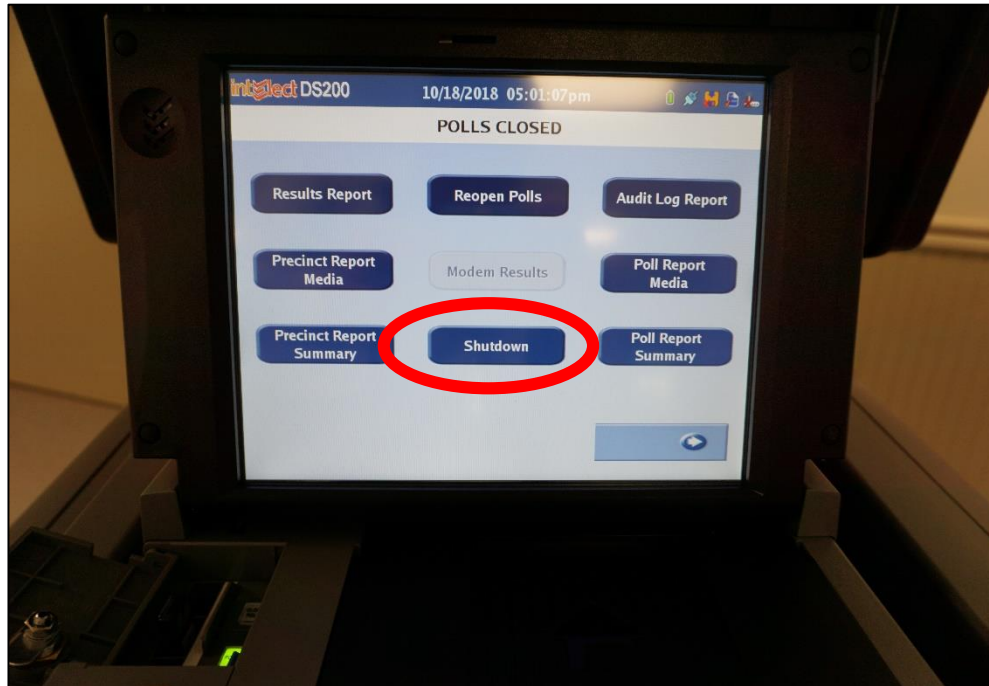


- ✓ Press “Results Report”
- ✓ Print as many copies as requested
- ✓ Print copies for pollwatchers if requested

ALL JUDGES MUST SIGN EACH TAPE!



Press the “Shutdown” button and “Continue”



FOLLOW YOUR ELECTION AUTHORITY'S INSTRUCTIONS!



Remove **memory stick** and return to counting center.



Unlock **entire tabulator** and return to counting center.

EXPRESS VOTE SHUTDOWN



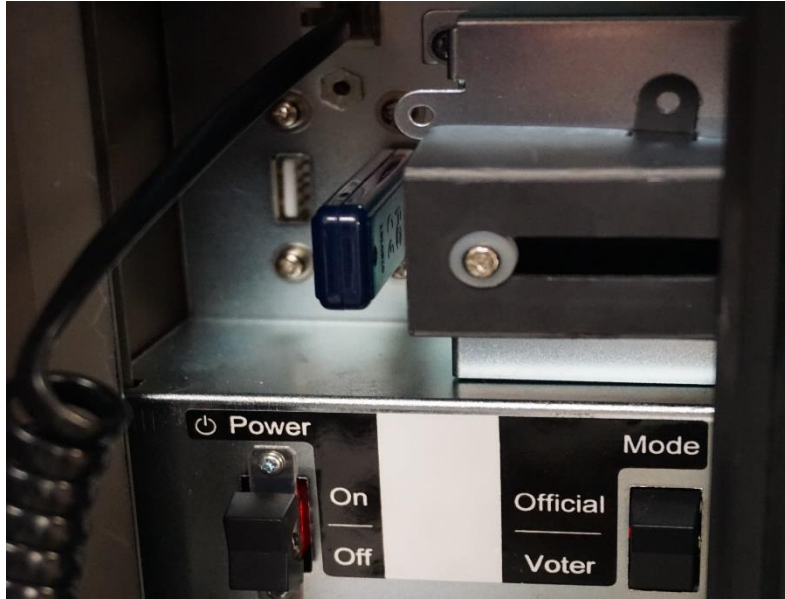
Instructions will be provided to you!



✓ Unlock power compartment

✓ Turn machine off

FOLLOW YOUR ELECTION AUTHORITY'S INSTRUCTIONS!



Remove **memory stick** and return to counting center.



Lock up **entire machine** and return to counting center.

Open the Ballot Box

- ✓ Remove ballots from the tabulator
- ✓ Compare number of ballots to number of applications
- ✓ Process write-in votes

Processing Valid Write-In Votes

FOR STATES ATTORNEY
(Vote for one)

☐ Mack Weaver

☐ Branden Pope

☐ Louie Watson

☒ Write-in Jon Smith

MUST BE ON VALID WRITE-IN SHEET!

- ✓ Determine the voter's intent
- ✓ Must be printed or written on ballot line
 - ✓ **No stamps**
 - ✓ **No stickers**
- ✓ Oval must be darkened

Tallying Valid Write-In Votes

NOTICE

The election judges are required to record write-in votes only for those Candidates who have filed a Declaration of Intent to be a Write-In Candidate. The County will supply the judges with a list of all Candidates Who have filed a Declaration of Intent to be a Write-In Candidate.

NAME OF OFFICE	NAME OF CANDIDATE	PARTY AFFILIATION	VOTES CAST	5	10	15	20	25	30	35	40	45	50	TOTAL	TOTAL CAST
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
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			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												

At the _____ election held _____ 20____

in the City or Township of _____ Precinct No. _____

County of _____ State of Illinois

We hereby certify that the following is a true and correct tally of votes cast for write-in candidates at the aforesaid election.

SIGNATURE OF JUDGES OF ELECTION

Judge's Signature

Judge's Signature

Judge's Signature

Judge's Signature

Judge's Signature

JUDGES OF ELECTION NOTE!

TALLY SHEET MUST BE SIGNED BY ALL JUDGES AND RETURNED IN THE ENVELOPE PROVIDED. IF NO WRITE-IN VOTES HAVE BEEN TALLIED, WRITE "NONE" ACROSS THE TALLY SHEET

PRECINCT _____

C-1605TS

GOVERNMENTAL BUSINESS SYSTEMS

If there is a valid write-in
vote, tally it appropriately
on this sheet.

NOTICE

The election judges are required to record write-in votes only for those Candidates who have filed a Declaration of Intent to be a Write-In Candidate. The County will supply the judges with a list of all candidates. Write-In voters must file a Declaration of Intent to be a Write-In Candidate.

**TALLY SHEET OF VOTES CAST FOR
WRITE-IN CANDIDATES**

At the _____ election held _____ 20____

In the City or Township of _____ Precinct No. _____

County of _____ State of Illinois _____

We hereby certify that the following is a true and correct tally of votes cast for write-in candidates at the abovesaid election.

SIGNATURE OF JUDGES OF ELECTION

Judge's Signature

Judge's Signature

Judge's Signature

Judge's Signature

Judge's Signature

NAME OF OFFICE	NAME OF CANDIDATE	PARTY AFFILIATION	VOTES CAST	5	10	15	20	25	30	35	40	45	50	TOTAL	TOTAL CAST
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	Touch Screen														

JUDGES OF ELECTION NOTE!

TALLY SHEET MUST BE SIGNED BY ALL JUDGES AND RETURNED IN THE ENVELOPE PROVIDED. IF NO WRITE-IN VOTES HAVE BEEN TALLIED, WRITE "NONE" ACROSS THE TALLY SHEET.

PRECINCT _____

C-1605TS

GOVERNMENTAL BUSINESS SYSTEMS

If there are no write-in votes, write **NONE** across this sheet.

Review checklist provided by your Election Authority and return proper materials

- ✓ Tabulator Memory Card/Ballot Sheets/Tape
- ✓ Touch Screen Memory Card/Canister/Tape
- ✓ Envelope with Write-In Tally Sheets
- ✓ Spindled Applications to Vote
- ✓ Statement of Ballots
- ✓ Signature Roster or Pollbooks
- ✓ Voted Provisional Ballots
- ✓ Completed Expense Sheets

**FOLLOW YOUR ELECTION
AUTHORITY'S INSTRUCTIONS
ON MATERIALS TO RETURN!**

✓ COMPLETE AND SIGN
ALL FORMS

✓ LEAVE YOUR POLLING
PLACE CLEAN AND TIDY

Returning Materials

Two eligible judges, one from each political party, will deliver the materials **DIRECTLY** to the Election Authority's office when everything is done so the EA can close out the election.

Your Election Authority certifies the official election results!

- ✓ Missing Vote by Mail ballots
- ✓ Missing Early Vote counts
- ✓ Missing possible Provisional Ballot counts

