



2022 Hennepin County Election Judge Guide

City of Excelsior

Hennepin County Elections, Election Judge Training Workgroup
Revised 5/20/2022
Version 1.1

Credits

This guide was produced by a workgroup comprised of several cities and Hennepin County. The core of its content is sourced from guides produced by the Office of the Minnesota Secretary of State¹, and that content has been updated to include information that is specific to serving as an election judge in Hennepin County.

Special thanks to city clerks in the Election Judge Training Workgroup who have helped put this guide together.

¹ <https://sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>

Version notes

Version 1.2

- Updated for 2022 election cycle.

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1.0 Contact information

City of Excelsior

Your city is your primary point of contact for anything related to Election Judge service.

| | | |
|------------------|------------|--|
| Nalisha Williams | City Clerk | 952-653-3675 nwilliams@excelsiormn.org |
|------------------|------------|--|

| | | |
|-------------|--------------------------|--|
| Deb Johnson | Administrative Assistant | 952-653-3671 frontdesk@excelsiormn.org |
|-------------|--------------------------|--|

Hennepin County

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|--|--|
| Hennepin County Government Center 300 South 6 th Street Minneapolis, MN 55487 | 612-348-5151 hc.vote@hennepin.us |
|--|--|

Office of the Minnesota Secretary of State

| | |
|--|--|
| 180 State Office Building 100 Rev. Dr. Martin Luther King Jr. Blvd. Saint Paul, MN 55155 | 651-215-1440 secretary.state@state.mn.us |
|--|--|

2.0 Introduction

Thank you

As an Election Judge you join thousands of people in Minnesota and across the country who work hard on election day to ensure the voting process is conducted with integrity and accuracy and to ensure voters are able to exercise their vote with confidence and ease.

Your contributions to your community are invaluable and greatly appreciated. *Thank you for serving as an election judge!*



Using this guide

This guide is a resource for Election Judges serving in Hennepin County. Be sure to review it and other materials your city provides to you before election day, and bring it with you to your polling place on election day.

Citations referencing relevant election laws (Minnesota Statutes or M.S.) or election rules (Minnesota Rules or M.R.) will appear throughout the guide, usually as footnotes. Find the full text of election laws and rules on the Office of the Minnesota Secretary of State's website.²

Follow the instructions of your city

While all jurisdictions in Minnesota follow the same set of election laws, some tasks can be accomplished in more than one way and may differ slightly from one jurisdiction to another. When in doubt, follow the instructions provided by your city, or call your city for clarification as needed.

² www.sos.state.mn.us/election-administration-campaigns/election-administration/election-laws/

3.0 Preparing for election day

Training

To serve as an election judge you must complete at minimum 2 hours of Basic Election Judge Training within 24 months of election day.

Head Judges must complete an additional 1 hour of training pertaining to their duties within 24 months of election day.³

Your city may have training requirements and election judge positions that go beyond the minimums listed here.



Studying your training materials

To the extent you are able, spend time reviewing your training materials (including this guide and any other materials your city gives you) before election day. As you have questions, contact your city (pg. 7).

If you are new to being an election judge, it can seem daunting the amount of things there are to know about election judge service. If you don't have everything figured out after your first training session, that's okay. Take your time to learn things little by little and keep in mind that you have many resources—like this guide—at your disposal to reference as you need them. On election day, you'll also have the support of your fellow election judges and your city to help ensure the day goes smoothly.

³ [M.R. 8240.1350](#); [M.R. 8240.1400](#); [M.R. 8240.1750](#); [M.R. 8240.1800](#)

Polling place assignments

Your city will assign you to a polling place where you will work on election day. This will typically be near where you live, though you may be asked to serve elsewhere.

Election judges are allowed to serve for all or part of election day. Head Judges must serve for the whole day.⁴



Number of election judges per precinct

The minimum number of election judges that may serve in a precinct is either 3 or 4 depending on the election, but oftentimes the team is larger than this.⁵

When serving as an election judge, you will indicate to your city whether you affiliate with a political party (pg. 168), or if you are unaffiliated. This information is used only by your city for the purposes of assigning you to a polling place, and by other election judges in your precinct for the purposes of completing a limited number of duties that require party balance (pg. 169).



Each precinct must have at least 2 judges who represent different major political parties. No more than half of the judges in a precinct may represent the same major political party (unless there is an odd number of judges serving in a precinct).⁶

⁴ [M.S. 204B.21](#); [204B.22, Subd. 1\(b\)](#)

⁵ [M.S. 204B.22](#)

⁶ [M.S. 204B.19, Subd. 5](#); [M.S. 204B.21](#); [M.S. 204B.22](#)

Time off work to serve as an election judge

You are permitted by law to take time off from work without penalty in order to serve as an election judge.

- You must give your employer at least 20 days written notice. (Your city clerk will provide you with the necessary documentation.)
- Your employer may reduce your wages by the amount you will be paid for serving as an election judge while you are away from work.
- An employer is allowed to restrict the number of employees serving as judges to less than 20 percent from any single work site.⁷

Getting ready for election day

- Dress comfortably and appropriately.
 - Dressing in layers may help to stay comfortable.
 - Ensure that clothing—or other personal items you bring with you to the polls—doesn't include any campaign messages.
 - Clothing without printing or messages is recommended.
- Ensure you have the personal items (reading glasses, medications, etc.) that you may need.
- Pack a lunch, snacks, dinner, or make other arrangements for food (you will get breaks on election day).
- Be sure you have a way to get to and from the polling place.

⁷ [M.S. 204B.195](#)

Remember to vote!

- If you are serving as an election judge in your own precinct you may vote with the other voters during regular voting hours.
- If you are serving outside your own precinct, you should vote by absentee ballot before Election Day.⁸

⁸ [M.S. 203B.02, subd. 1](#)

4.0 Opening the polls

On election day morning, election judges meet at the polling place and complete setup duties between 6 a.m. and 7 a.m.

Since it is early in the morning and there are several tasks to take care of, this can be one of the more challenging parts of the day. Follow the instructions in this section and the directions from your Head Judge and you will get everything done.



Remember:

- All election judges assigned to an opening or all-day shift must arrive at the polling place by 6 a.m.
- Polls must be ready to open for voters at 7 a.m.

Opening the Polls Checklist

Head Judge duties

- Administer the Election Judge’s Oath and have all election judges sign this section on the Official Precinct Certification Form (pg. 158)**
- Have election judge team complete any needed payroll paperwork**
- Distribute nametags to election judges (first name; no party affiliation)**
- Assign duties to election judges**
- Prepare ballots (two judges must do this; can be delegated) (pg. 39)**
 - Complete the Ballot Delivery Certification portion of the Ballot Tracking Form (pg. 159)
- Set up the ballot counter (pg. 18)**
 - Complete the Opening the Polls portion of the Official Precinct Certification Form (pg. 148)

Election Judge duties

- Set up duty stations (pg. 15)**
- Set up poll books (pg. 24)**
- Set up OmniBallot (pg. 30)**
- Set up voting booths (pg. 17)**
 - Set up at least 1 accessible voting booth
- Post signs and U.S. flag (pg. 16)**
- Ensure that the path to the polling place room is clearly marked and accessible, and that a few chairs are available for voters to use while waiting in line**
- At 7 a.m. announce: “The polls are open!”**

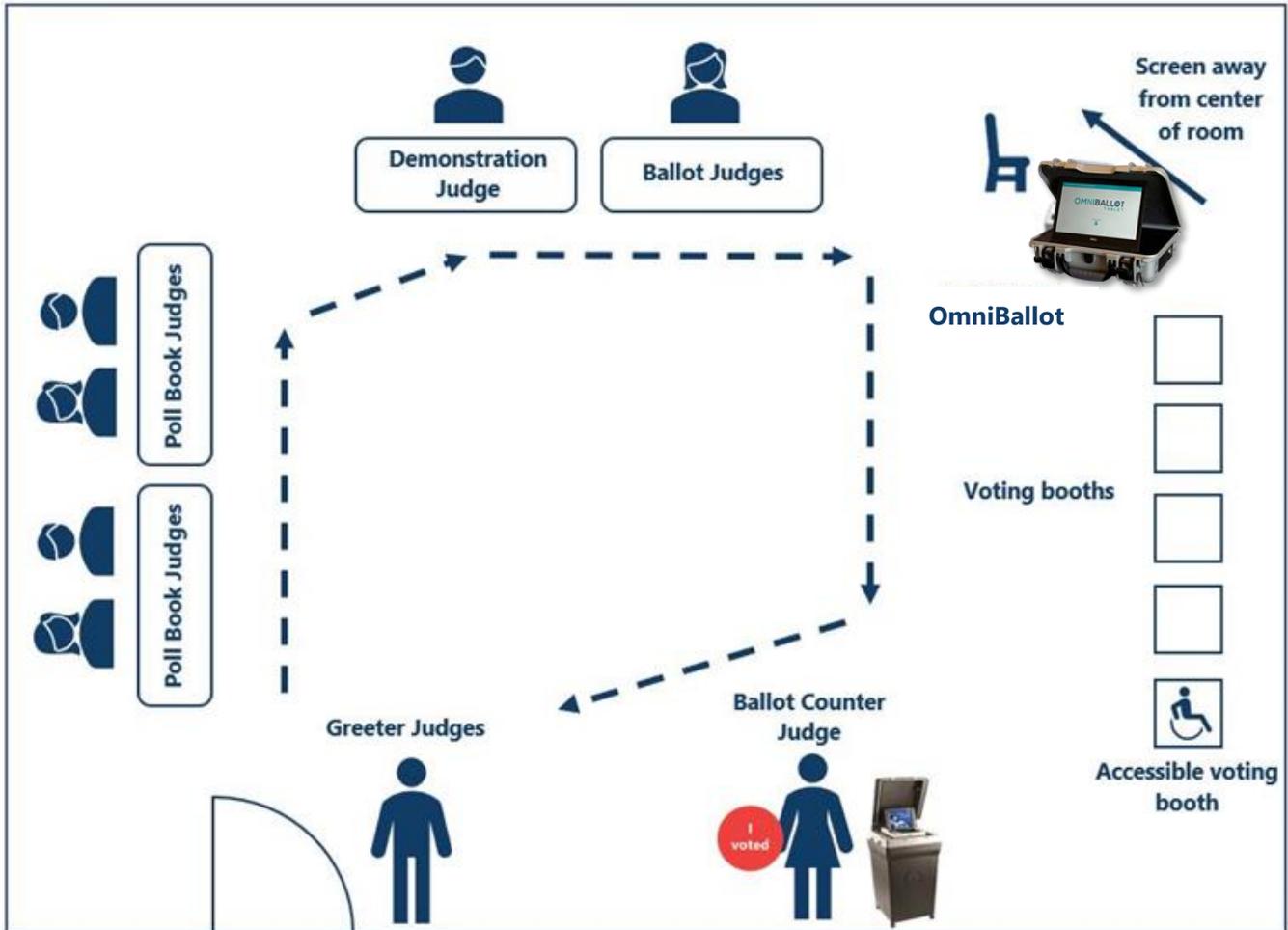
Setting up the polling place

Duty stations

Set up stations for each of the election judge duties.

- The Greeter Judge and Ballot Counter Judge are not required to have a dedicated table.
- The Demonstration Judge and Ballot Judge station can be combined.
- A set of supplies for each station will be available.

A generic polling place layout is below. Your layout will vary slightly depending on the polling place and the election. Always follow your city's specific layout instructions.



Accessibility

The polling place must be set up to ensure voter accessibility:

- Place chairs near duty stations for voters to use if needed.
- Have chairs ready for voters to use if needed while standing in line to get into the voting room.
- Ensure the pathway through the polling place is free of obstruction so that a voter using a wheelchair can pass through unimpeded.

Signs

Post the following neatly near the entrance to the polling place:

- Voter instruction posters
- Sample ballots (post one at chair height and one at standing height)
 - Compare the sample ballot with an official ballot to ensure that the two contain the same offices, candidates, and questions. Report any discrepancy to your city immediately.⁹
- Notice of closing time (post on main entrance used by voters)
- All other signs provided¹⁰



Post signs to clearly mark the accessible parking space(s) and accessible entrance(s).

U.S. flag

Place the U.S. flag at the exterior entrance to the polling place.¹¹

⁹ [M.S. 204C.08 subd. 2a](#)

¹⁰ [M.S. 204C.08 subd. 2, 2a](#); [M.S. 206.62](#)

¹¹ [M.S. 204C.08 subd. 1c](#)

Setting up voting booths

1

Unpack the voting booth components (legs, booth case), and connect them together.



2

Plug voting booths into one another, then into an outlet (common voting booths allow 10 to be plugged into one another).



3

Set up at least one accessible voting booth.

These usually come with extenders allowing the front legs of the booth to be wide enough for wheelchair access.



Setting up the ballot counter

1

Move the ballot counter to the designated area in the voting room.

2

Lock the ballot counter wheels to hold it in place.

- Turn the wheel sideways so the locking tab is accessible.
- Push down on the wheel lock on at least one of the front wheels.



3

Unlock and open the two doors on the front of the ballot counter and remove the contents of both compartments.

- Of the two ballot counter keys you have, use the flat, silver key to open these doors.



4

Check the supplies you removed from these compartments (which should include ballots) and verify that they are correct for your precinct.

5

Verify that both compartments are empty, and then close and lock the two compartment doors.

- When closing the auxiliary compartment door, ensure the silver flap on it is up so that no ballots can be placed into it unless it is needed.



6

Unlock and open the door on the back side of the ballot counter and carefully unravel the power cord.

- Use the silver key for this.
- Keep the power supply (brick) in its place.
- Leave this door open and protected while the ballot counter is being used on Election Day.



7

Plug the power cord into a surge protector (either a power strip or a single-plug surge protector), and plug that into an outlet.

8

Unlock the front cover of the ballot counter (the “clam shell”).

- Use the silver key for this.



9

Release and lift the two latches on the front cover of the ballot counter.

- Once opened, the cover will lift automatically. No need to force it up.



10

Unlock the ballot counter screen using the barrel key.



11

Gently lift the ballot counter screen to a vertical position.

- You will hear a beep that informs you the machine is beginning to power up. The screen will remain blank while the operating system is loading (this may take several minutes).



12

Unlock the memory stick compartment and lift the cover. Leave this cover open during the rest of the set up process.

- Use the barrel key for this.



13

Verify the seal number matches the one on the Official Precinct Certification Form (pg. 158).

14

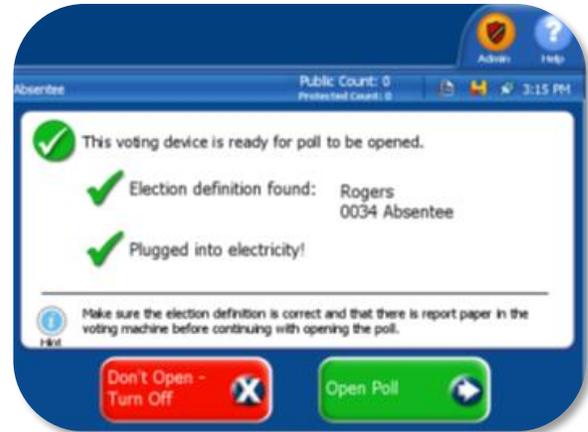
If the ballot counter prompts you to enter an Election Code, contact your city to get this and then enter it. Press Accept.

- The Configuration Report will print.

15

Press Open Poll on the touch screen.

- The Ballot Status Accounting Report and Zero Totals Report (Zero Tape) will print. *DO NOT tear the tape off.*



16

Compare one of your ballots with the Zero Totals Report. Verify that the offices and candidate names are all included and each has "0" for vote totals.

- Return this ballot to your ballot stock when finished.

17

Press the blue lever inside the memory stick compartment to release the printer compartment door. Gently lift the door open.



18

Carefully roll up the Zero Totals Report and place it inside the printer compartment.



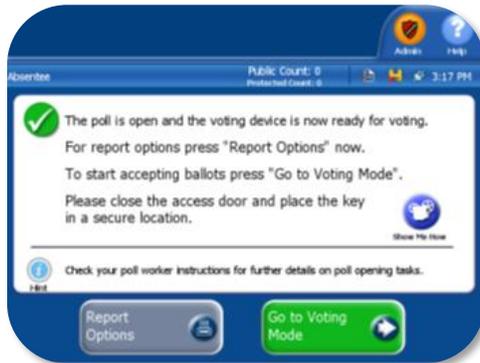
19

Close the printer door and press it firmly to snap into place, then close and lock the memory stick compartment door.

20

Press Go to Voting Mode.

- When the ballot counter is ready for voters, the screen will say "Welcome. Please insert your ballot."



21

Verify the Public Count = 0 and the ballot counter is receiving AC power.

- Battery symbol will show if ballot counter not receiving AC power.
- If you do not see the welcome message, if the public count is not 0, or if the ballot counter isn't receiving AC power, call Election Headquarters immediately.



22

The ballot counter is now ready to accept ballots when the polls open at 7 a.m.

Setting up the poll books

1

Open the green case by undoing the two latches on the front.



2

Remove each of the poll book components from the case.



- Stand arm (a)
- Poll book (b)
- ID tray (c)
- Stylus (d)
- Charging block (e)



- Green charging cord (f)
- Stand base (g)
- Printer (h)
- Printer AC adapter (i)
- Printer cord (j)

3

Plug the two parts of the printer AC adapter together, then connect the AC adapter to the printer.



4

Plug the other end of the ac adapter into an outlet or power strip.



5

Turn the printer on using the switch on its left side

- A light on the front of the printer will turn green.



6

Attach the stand arm to the back of the poll book.

Lay the poll book down on a flat surface. Pinch in the green sides of the stand arm to connect it to the back of poll book. Swivel the stand arm to click it into place.



7

Attach the ID tray to the back of the poll book

Line up the clear pastic guides to slide it into place.



8

Place the stand arm into the poll book base.



9

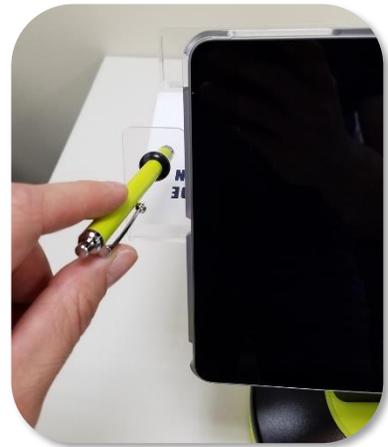
Plug the poll book into the stand base.

- Take the green cable, and run it through the opening in the stand. Plug the green cord into the charging block and into an outlet.



10

Place stylus into ID tray.



11

If it is not already on, turn the poll book on by pressing and holding the power button until you see the Apple logo appear.

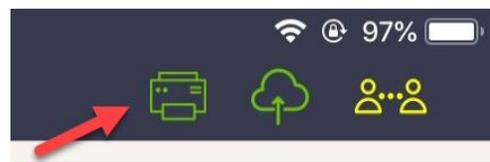
- The Poll Pad application should launch automatically. If it does not, contact your city.



12

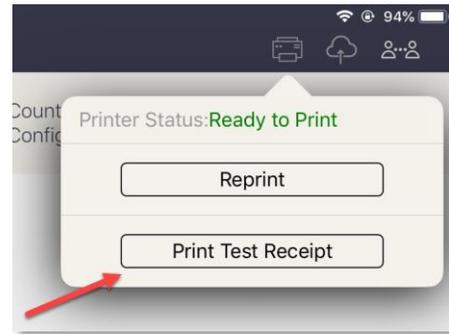
Confirm that the printer is connected to the poll book.

- It is connected if a blue light is visible on the back of the printer, and if the printer icon on the Poll Pad app home screen is green).
- If printer isn't connecting, see troubleshooting instructions on pg. 173).



13

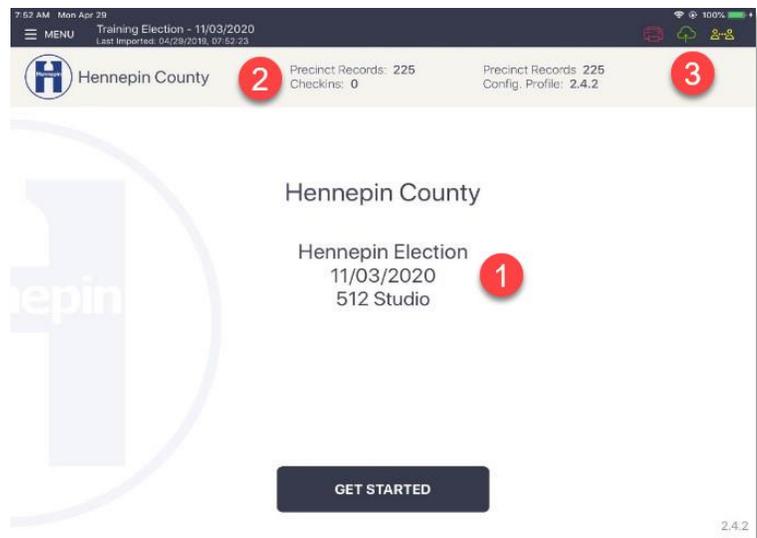
Conduct a test print by tapping on the green printer icon and selecting “Print Test Receipt”.



14

On the Get Started screen, do one final check to make sure that:

- (1) Polling location, election name, and election date are correct
- (2) Precinct Records # is correct (check back of Greeter’s List or other form provided by your city)
- (2) Checkins = 0
- (3) Battery life is close to full, and poll book is receiving a charge.
- (3) The printer icon is green (poll book is connected to printer), and the cloud icon is green.
 - **Even if the cloud icon is red, do not put off opening the polls.**
 - **For printer troubleshooting, see pg. 173.**



15

Press Get Started. The poll book is now ready to process voters.

Setting up the OmniBallot

1

Set up a table.

- The table must 1) have enough space for both the OmniBallot Tablet and printer, and 2) be wheelchair accessible (clear path to the table; table height no lower than 28" and no higher than 34").¹²
- Keep voter privacy in mind while setting this up. A voter should be able to sit in front of the OmniBallot Tablet and use it without others in the polling place seeing the screen.



2

Unhook the bungee cords and separate the OmniBallot Tablet (in the grey case) from the printer (in the black case).

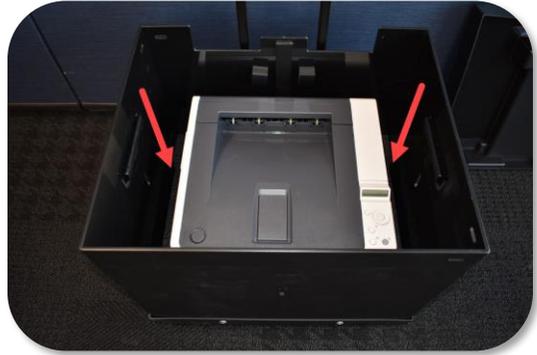


¹² 2020 County Auditor Guide (OSS), pg. 32; <https://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>; ADA Guide for Small Businesses; <https://www.ada.gov/reachingout/servingcustomers.html>

3

Remove the printer from the printer case and place the printer on the table.

- Take care not to rip any of the foam padding in the printer case.
- There are handholds on the bottom of the printer on either side to make it easy to hold onto and lift out of the case.
- Be careful when lifting this and use two people if necessary.



4

Plug the printer into the Three-plug Extension Cord, and then plug the extension cord into an outlet.



5

Place the OmniBallot Tablet (in the grey case) on the table next to the printer.



6

Open the OmniBallot Tablet case and raise the screen.



7

Rest the lid of the OmniBallot Tablet case on top of the screen.



8

Unlock the access panel on the side of the grey case using the OmniBallot Tablet Keys.

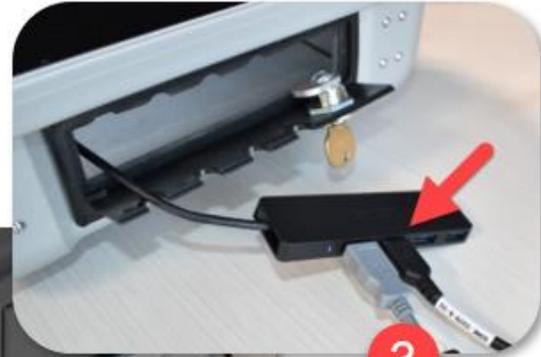


9

Plug the printer into the USB Hub (use top port on printer).



1



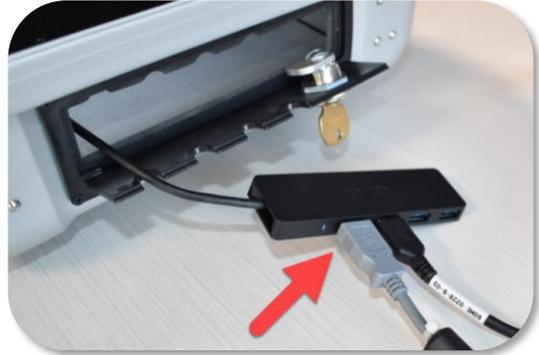
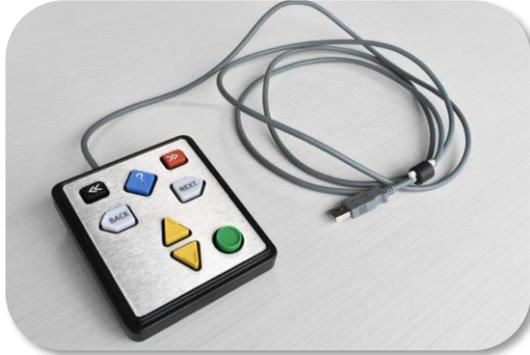
3



2

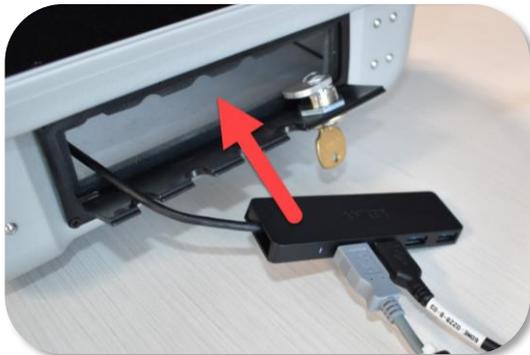
10

Plug the Navigation Pad into the USB hub and place the USB hub on the table next to the OmniBallot Tablet.



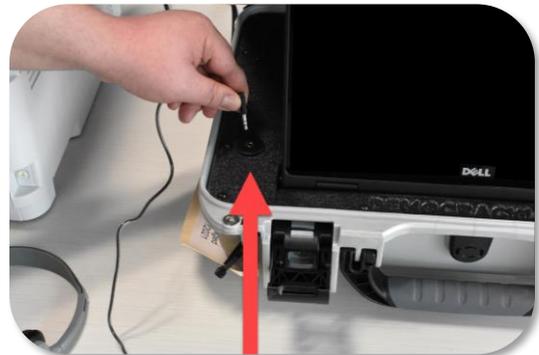
11

Place the USB Hub into the compartment on the side of the grey case and lock the access panel.



12

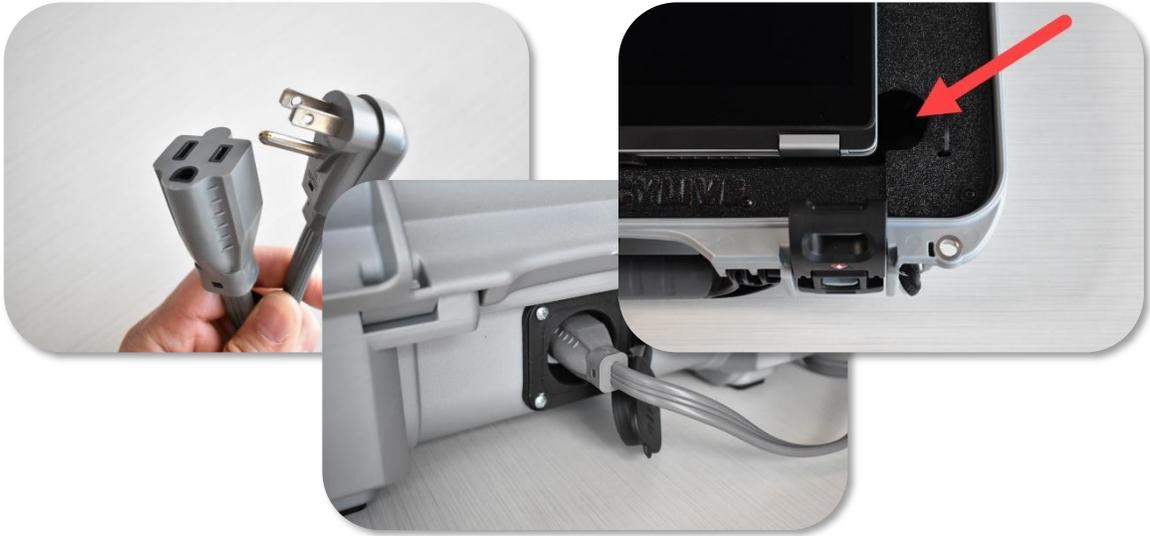
Plug the headphones into the OmniBallot Tablet.



13

Plug the OmniBallot Tablet into the 3-plug Extension cable and power it on.

- The unit should power on automatically. If it doesn't, press the power button to turn it on (in the hole to the right of the screen and below it).



14

Gently unfold the printer's multipurpose tray.



15

Turn the printer on (hold down the power button for 1-2 seconds).



16

Enter the Administrator Login username and password.

- The city or school district will provide this to Election Judges.

Official Ballot: MN 2021 Certification - 1. General

➡

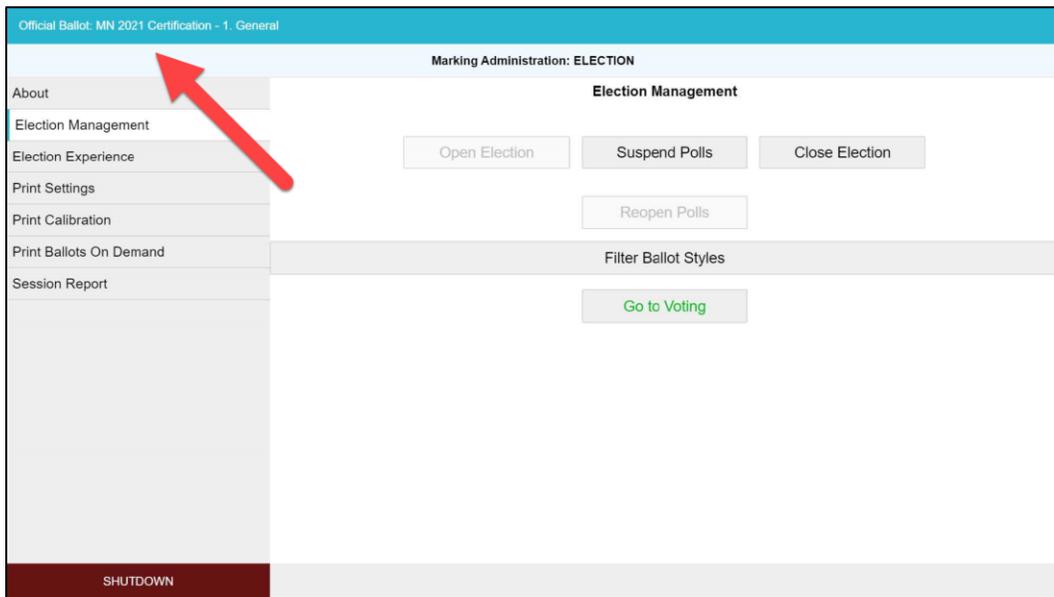
Administrator Login

Please enter your administrator credentials.

17

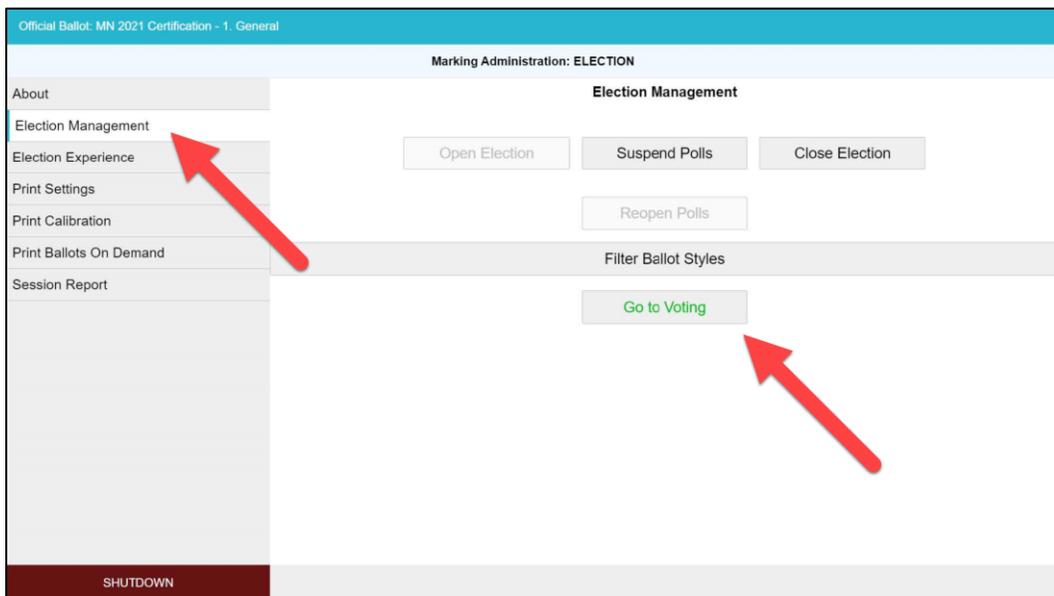
Verify the election information is correct.

- If it is not correct, contact your city or school district.



18

From the Election Management Menu, select "Go to Voting" from the "Election Management" menu.



19

Double-check to make sure the OmniBallot Tablet, Navigation Pad, and printer tray are easily accessible for a voter sitting at the table.



20

Place the 3 Button Device in a location that is easy for Election Judges to access quickly in the event a voter opts to use it.

- The Ballot Judge station or Head Judge station are good options).



21

Use a ballot to verify that the candidates and questions displayed on the OmniBallot Tablet screen and heard through the headphones match those on the ballot.¹³

- If these do not match, contact your city or school district.
- Refer to the Using the OmniBallot Tablet section of this guide as needed (pg. 92).
- *Do not* mark a ballot. If you do this by accident, write a note on the Incident Log about it and place the ballot in the Spoiled Ballot Envelope.

¹³ [M.S. 204C.08](#)

Preparing ballots

Two election judges (any party or unaffiliated) complete this process.

1

Retrieve the blank ballots from their storage location.

2

Verify the precinct number on the ballots is correct.

- If they are not correct, contact your city immediately (pg. 7).

3

Complete the Ballot Delivery Certification part of the Ballot Tracking Form (pg. 159).

- Count the number of sealed packs and record this number.
- If the number of sealed packs does not match the number delivered, contact your city immediately.

The image shows a 'Ballot Tracking Form' with two main sections. The first section is 'BALLOT DELIVERY CERTIFICATION'. It includes a header with fields for MUNICIPALITY, WARD/PRECINCT, ELECTION NAME, and DATE. Below this, it asks to 'Confirm and record the number of sealed ballot packs:'. There are two lines: 'Number of sealed ballot packs delivered: _____ @ 100 ballots per pack' (Recorded by City Clerk/Election Official) and 'Number of sealed packs received: _____ @ 100 ballots per pack' (Recorded by Election Judges). This is followed by an 'Oath of Confirmation' where two election judges certify the number of ballots received. The second section is 'ELECTION NIGHT BALLOT AUDIT'. It asks to 'Confirm ballot quantities delivered to the precinct match the ballot quantities at the end of the night:'. It is divided into 'A. Unused Ballots' and 'B. Used Ballots'. Under 'A', there are two items: '1) Number of sealed packs remaining: _____ @ 100 per pack = _____' and '2) Number of unused ballots not in packs: _____'. Under 'B', there are three items: '3) Number of spoiled ballots: _____', '4.) Number of ballots for which duplicates were made: _____', and '5) Total ballots in ballot box: _____'. A total line reads 'Total number of ballots: (Add totals from 1+2+3+4+5): _____'. At the bottom, it says 'Two election judges must sign below.' with two signature lines.

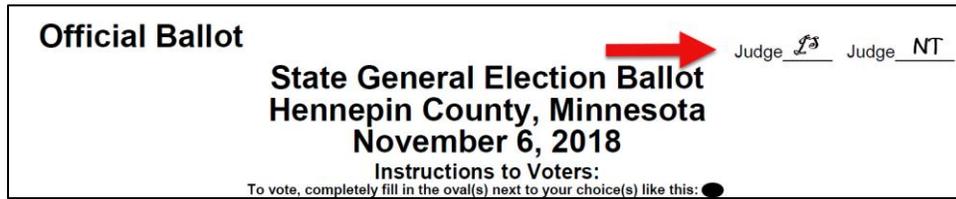
4

Open a limited number of ballot packs to begin the day.

- The Head Judge will decide how many packs to open.
- More packs can be opened throughout the day as needed.
- Count the number of ballots in each pack (usually this is 100, but this can vary) as they are opened and record the number from each pack on the back of the Ballot Tracking Form (pg. 159).

5

Both judges initial the top of each of the ballots.



6

Place the prepared ballots at the Ballot Judge station.

7

Place unopened ballot packs in a secure location within the polling place.

- The Head Judge determines where this is.

5.0 Election Judge duties overview

Polling place election judge roles

- Greeter Judge (pg. 42)
- Poll Book Judge (pg. 46)
- Demonstration Judge (pg. 83)
- Ballot Judge (pg. 87)
- Ballot Counter Judge (pg. 96)
- Head Judge (pg. 103)

Other election judge roles

- Health Care Facility Judge
- Absentee Ballot Board Judges



Election judge conduct¹⁴

- Remain impartial, courteous, and professional at all times while on duty.
- Avoid any action that may influence how a person votes. This includes requesting, seeking to persuade, or inducing a voter to vote for or against a particular party, candidate or questions.
- Respect the privacy of voters by not giving advice, scrutinizing ballots, or revealing how people voted.
- Do not discuss personal information contained in the poll books (i.e., a voter’s birth date) with anyone other than the voter to whom the information belongs.

¹⁴ [M.S. 211.B.11 subd. 1](#); [M.S. 204C.07, subd. 4](#); [M.S. 204C15, subd. 1](#); [M.S. 204C16](#); [M.S. 204C.17](#)

6.0 Greeter Judge

Greeter Judges are the traffic managers of the polling place. They help ensure that lines into the voting room are orderly and that the voting room doesn't become too crowded. They also help direct voters to where they need to go, and monitor activity near the entrance to the polling place.



Duties

- Greet voters as they arrive at the polling place.
- Help manage traffic flow into polling place.
- Monitor activity near the entrance to the polling place.
- Help voters confirm their registration status (if needed) using the Greeter's List (pg. 43).
 - Inform voters who need to register about proof of residence requirements.
- Direct voters to the poll book judge.
- Direct voters who are in the incorrect polling place to the correct polling place using the Precinct Finder (pg. 44).

Key tools

- Greeter's List (pg. 43)
- Precinct Finder (pg. 44)

Using the Greeter's List to check registration and direct voters

Voters may ask you to verify their registration status. If they do, you can use the Greeter's List to do so.

1

Ask the voter for their name and address.

2

Search for the voter's name and address in columns 2 and 3 in the Greeter's List (below).

3

Direct the voter depending on what you find.

- If the voter is listed in the Greeter's List, direct voter to the Poll Book Judge. (If any information is out of date, the voter will need to register).
- If the voter is not listed in the Greeter's List, verify the voter is in the correct precinct using the Precinct Finder (pg. 44).
 - If the voter is in the correct precinct, direct the voter to the Poll Book Judge.
 - If the voter is not in the correct precinct, direct the voter to the correct one.

| SECRETARY OF STATE | | Greeter's List | | | 03/09/2010 2:14 PM | |
|---|--------------------------|-------------------|------------|-----------------|-----------------------|--------|
|  | | | | | | |
| SPRUCE TWP PRECINCTS:0030 | | | | | | |
| Voter Id # | Voter Name | Address | City | Pct # - Name | SD # | ID Req |
| 0002381569 | SMITH, BETH NANCY | 11787 422ND ST | SPRUCE TWP | 0030 SPRUCE TWP | 004 | |
| 0003984577 | SMITH, BILL MICHAEL | 11787 422ND ST | SPRUCE TWP | 0030 SPRUCE TWP | 004 | |
| 0004564567 | SMITH, BOB AARON | 11717 422ND ST | SPRUCE TWP | 0030 SPRUCE TWP | 004 | |
| 0004159630 | SMITH, CHUCK BRAD | 42903 KESTREL AVE | SPRUCE TWP | 0030 SPRUCE TWP | 004 | |
| 0002444482 | SMITH, CHARLES JOHNATHAN | 42302 KESTREL AVE | SPRUCE TWP | 0030 SPRUCE TWP | 004 | |
| 0011173910 | SMITH, DARLENE CHRIS | 42302 KESTREL AVE | SPRUCE TWP | 0030 SPRUCE TWP | 004 | |

Using the paper Precinct Finder to confirm a voter's precinct

1

Ask the voter for their address.

2

Find the voter's street in column 1.

3

Find the voter's house or building number within the correct range in column 2, and verify that designation in column 3 applies to the voter's house number.

- O = Odd (Range only applies to odd-numbered houses/buildings)
- E = Even (Range only applies to even-numbered houses/buildings)
- B = Both (Range only applies to both even and odd-numbered houses/buildings)

4

Find the voter's precinct in column 4.

- For example, using the Precinct Finder Below, we can see that a voter living at 1010 2nd St NE votes in W-3 P-05.

|  Precinct Finder County-Hennepin, Precinct-MINNEAPOLIS W-3 P-05_1480 | | | | | | | | | | |
|---|---------------------------|-------------|---------------------------|-------------|-------------|-----|-----|------|---------|----|
| Street Address | House Range Unit Range | O E B | Precinct Code - Name | City | Zip Code | Cty | MCD | WD | SD | JD |
| 2ND ST NE | 304 to 336 | E | 1480 MINNEAPOLIS W-3 P-05 | MINNEAPOLIS | 55413 | 27 | 135 | W-03 | 0001-00 | 04 |
| | 400 to 1001 | B | 1480 MINNEAPOLIS W-3 P-05 | MINNEAPOLIS | 55413 | 27 | 135 | W-03 | 0001-00 | 04 |
| | 1002 to 1002 | E | 1480 MINNEAPOLIS W-3 P-05 | MINNEAPOLIS | 55413 | 27 | 135 | W-03 | 0001-00 | 04 |
| | 1010 to 1012 | E | 1480 MINNEAPOLIS W-3 P-05 | MINNEAPOLIS | 55413 | 27 | 135 | W-03 | 0001-00 | 04 |
| | 1016 to 1016 | E | 1480 MINNEAPOLIS W-3 P-05 | MINNEAPOLIS | 55413 | 27 | 135 | W-03 | 0001-00 | 04 |
| 4TH AVE NE | 118 to 118 | E | 1480 MINNEAPOLIS W-3 P-05 | MINNEAPOLIS | 55413 | 27 | 135 | W-03 | 0001-00 | 04 |
| | 201 to 421 | O | 1480 MINNEAPOLIS W-3 P-05 | MINNEAPOLIS | 55413 | 27 | 135 | W-03 | 0001-00 | 04 |

Managing lines

Be mindful of voter traffic flow into the voting room. Do not allow the room to become overcrowded as this can overwhelm election judges and risk infringing upon voter privacy. If lines are beginning to get long at the poll book stations, have voters wait near the entrance to the voting room (or other "initial" queue) until space becomes available.



Monitoring activity

As the election judge stationed nearest to the entrance to the voting room, one of your responsibilities is to monitor activity near the entrance and report any unauthorized conduct (pg. 122) to the Head Judge.

If authorized visitors (pg. 119) arrive at your polling place, direct them to the Head Judge.

7.0 Poll Book Judge

Poll Book Judges are responsible for checking in or registering voters, and directing them to the Demonstration/Ballot Judge.

Duties

- Check in voters who are already registered (pg. 47).
- Register voters who are not registered or need to update their registration. (pg. 56).

Key tools

- Poll books
- Precinct Finder (pg. 44 or pg. 81)
- Roster Correction Form (pg. 55)
- Precinct List of Person's Vouching (pg. 164)
- Record of Attempted Registration (pg. 165)
- Voter Signature Certificate Envelope (pg. 151)
- Election Day Registration Envelope (pg. 151)



Searching for and checking in registered voters

1

On the Get Started screen, select "Get Started".

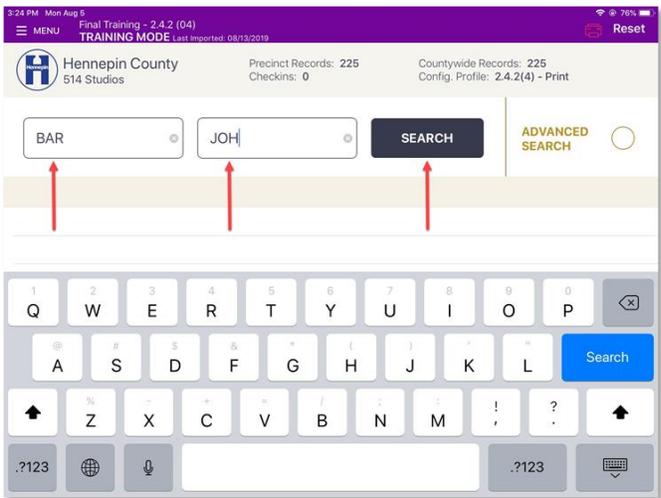


2

Ask the voter for their name.

3

On the Voter Lookup screen, enter the first three letters of the voter's last name and the first three letters of the voter's first name in the corresponding boxes and select "Search".



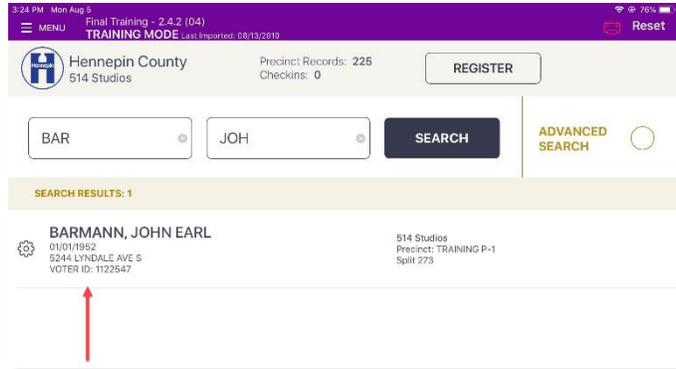
4

Ask for the voter for their address.

5

Find the voter's name and address in the search results, and select that record by tapping on it.

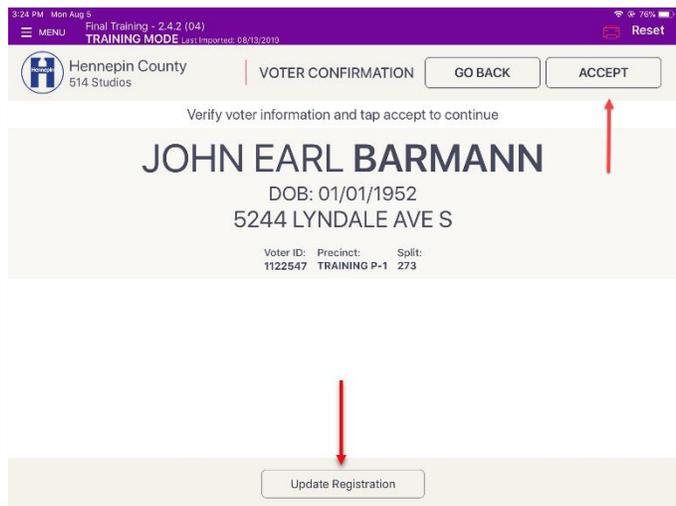
- If you don't see their record at first, try searching using fewer letters or alternate spellings of the voter's name (e.g. Robert vs. Bob). If you still don't see the voter's record, try using advanced search (pg. 51)
- If after exhausting all search options the voter's record still doesn't appear, verify the voter is in the correct precinct (pg. 44 or pg. 81). If the voter is in the correct precinct, they will need to register (pg. 56).



6

On the Voter Confirmation screen, turn the poll book to the voter, and have them confirm that the name, address and date of birth are correct. Turn the poll book back towards you when they are finished.

- If everything is correct, select "ACCEPT".
- If the voter changed their name or moved, they need to update their registration (see pg. 56).
- If there is an error in the voter's name or date of birth due to an obvious typo, or if their date of birth is missing, use the Roster Correction Form (pg. 55), then select "ACCEPT."



7

On the Poll Worker Confirmation screen, select "Submit".



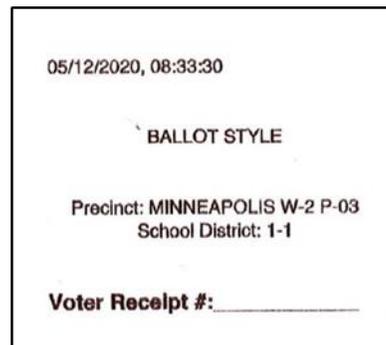
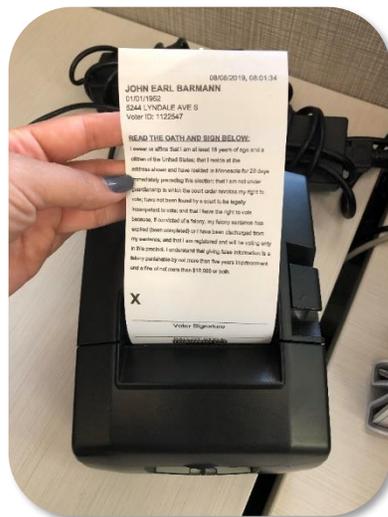
8

When the voter has been checked in successfully, you will see a confirmation screen.



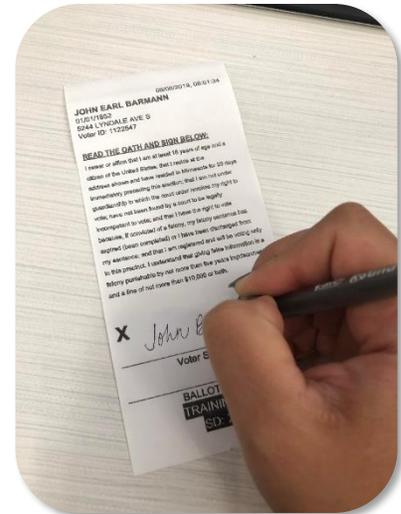
9

A Voter Signature Certificate and Voter's Receipt will print.



10

Have the voter read Voter Signature Certificate, confirm their name, address, and birthdate are correct, then sign, confirming the oath.



11

Place the Voter Signature Certificate into the Voter Signature Certificate Envelope (or other container, if provided).

Municipality _____
Ward/Precinct _____
Election _____

Voter Signature Certificate Envelope

THIS ENVELOPE MUST INCLUDE THE FOLLOWING ITEMS:

Pre-registered Voter Signature Certificates

Seal and return to city hall on election night

HENNEPIN COUNTY ELECTIONS

12

Give the voter the Voter's Receipt and tell them to proceed to the Demonstration/Ballot Judge.

Using advanced search

Use this function only if you are unable to find the voter by searching for the voter's name alone. This allows you to include date of birth or address in your search.

1

From the Voter Lookup screen, select ADVANCED SEARCH.

- This gives you access to additional fields to add to your search.



The screenshot shows the 'Voter Lookup' interface for Hennepin County, VAN CLEVE PARK (2-3). The top status bar indicates 'Training Election - 08/11/2020' and 'Last Imported: 05/12/2020, 09:02:10'. The main header displays the county name and precinct information, along with 'Precinct Records: 1771' and 'Checkins: 5'. Below this, there are input fields for 'Last Name' and 'First Name', a 'Search' button, and an 'ADVANCED SEARCH' button. A red arrow points to the 'ADVANCED SEARCH' button. At the bottom, there are tabs for 'DOB', 'ADDRESS', 'VOTER ID', 'RESET', and 'SCAN BARCODE'. A 'START OVER' button is also visible in the top right corner.

2

Select RESET to clear any information that may be left over from a previous advanced search.



This screenshot is identical to the one above, showing the 'Voter Lookup' interface. However, a red arrow now points to the 'RESET' button located in the bottom navigation bar, between the 'VOTER ID' and 'SCAN BARCODE' tabs.

3

Select the field(s) you want to include in the search, then add the voter's information.

- You can search for any combination of first name, last name, date of birth, and address. (A common advanced search would be for a voter's first name and date of birth, for example).

The screenshot shows a mobile application interface for Hennepin County. At the top, it displays 'Hennepin County VAN CLEVE PARK (2-3)' and 'Precinct Records: 1771 Checkins: 5'. Below this, there are input fields for 'Last Name' and 'First Name', followed by a 'Search' button and an 'ADVANCED SEARCH' button. A 'DOB' field is highlighted with a red arrow, showing the date '03 / 22 / 1942'. Below the date, the labels 'MONTH', 'DAY', and 'YEAR' are visible. There is also a 'SCAN BARCODE' button and a 'CLEAR' button next to the date field.

4

When you have entered all of your search terms, select SEARCH.

- If you find the voter's record and their name and address are up to date, complete the voter check-in process (pg. 47).
- If you find a record for a voter, but their name or address are out of date, they need to update their registration. First, verify the voter is in the correct precinct (pg. 44 or pg. 81). If the voter is in the correct precinct, complete the registration process (pg. 56).
- If after exhausting all search options the voter's record still doesn't appear, verify the voter is in the correct precinct (pg. 44 or pg. 81). If the voter is in the correct precinct, they will need to register (pg. 56).

Checking in a voter with a challenge on their record

While checking in a voter, if you see a message like this, the voter will have to answer additional questions before being allowed to vote. This should only be done by the Head Judge or an experienced election judge.

Challenged - Postal Return

CONTARDI, NANCY ALLAN
01/17/1930
5100 34TH AVE S
Precinct TRAINING P-1, Split 273

This voter was sent a piece of official election mail and the mail was returned to the auditor because it was not deliverable to the person at the address on record.

Ask the voter,
- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "What is your residential address?"

If the voter's address matches the information provided above, the challenge shall be cleared.

CLEAR CHALLENGE

CHALLENGE REFUSED

CHALLENGE FAILED

1

In as respectful and private a manner as possible, explain to the voter that you have something to clarify about their record and need to ask them some questions.

2

Use the message on the poll book screen to explain to the voter the reason for the challenge (full list of challenge reasons on pg. 171).

3

Ask the voter the questions that appear on the screen.

- *If challenge relates to voter's name or address and they need to update either or both, select CLEAR CHALLENGE and use the update the voter's registration (pg. 64). If the challenge is due to an obvious typo, use Roster Correction Form (pg. 55) and select CLEAR CHALLENGE.*
- If the voter's answers indicate they are eligible to vote, select CLEAR CHALLENGE and complete check-in process (pg. 47).
- If the voter refuses to answer the questions or if their answers indicate they are not eligible to vote, select CHALLENGE REFUSED or CHALLENGE FAILED and make a note in the Incident Log. Inform the voter that they may not vote now or later in the day, and that they must leave the polling place.

A.B. notation

If you look up a voter and see A.B. next to their record, it means the voter has already voted by absentee ballot.

If the voter insists that this is a mistake, contact your city for investigation. If an error has occurred, and the A.B. notation needs to be removed, your city will give you instructions for doing so.

SEARCH RESULTS: 1

 **CHRISTOPHER, PATRICE A**
02/03/1926
5100 34TH AVE S
VOTER ID: 1160118

A.B.

514 Studios
Precinct: TRAINING P-1
Split 273

See ID message

When checking in a voter, if after you select their name and a message pops up that says See ID, the voter needs to show proof of residence (pg. 65) before voting.

See ID

DRESSEN, PRIYA DOUGLAS
09/01/1948
2880 HENNEPIN AVE N
Precinct TRAINING P-1, Split 273

The voter is a new Minnesota voter who registered by mail, but election officials could not verify their application information.

The voter may complete their registration and vote by showing any proof of residence used for Election Day Registration, with the exception of vouching.

If the only proof of residency the voter can provide is vouching, the voter must re-register.

ID CONFIRMED

NO ID

Using the Roster Correction Form

The Roster Correction Form is used to correct certain *specific* things related to voter records:

- Typos in a voter’s name (e.g. voter’s last name is Smythe, but voter record says Smithe)
- Change from shortened voter’s name to their full name (e.g. John to Johnathan)
- Adding a voter’s middle name.
- To indicate a potential duplicate record.
- To correct or add a missing date of birth.

If the voter *changed* their name or address, they must re-register (pg. 64).

Roster Correction Form

| | | | |
|-------------------------------|-----------|-------|----------------------|
| Municipality, ward, precinct: | Election: | Date: | Page: _____ of _____ |
|-------------------------------|-----------|-------|----------------------|

Do not use this form if the voter changed their name, moved to a new address (including to a different unit in the same building), or needs to add a unit number to their registration record. In those situations the voter must complete Election Day Registration.

The form may *only* be used to:

- Make *specific kinds of corrections to a voter’s name* (permitted corrections: fixing a typo, e.g. Smth to Smith; changing from shortened name to full name, e.g. John to Johnathan; or adding a voter’s middle name).
- Make *specific corrections related to unit numbers*: (Permitted corrections: Removing a unit number for an address that shouldn’t have one; changing a unit type, e.g. Suite to Apt.)
- Correct or add a *missing date of birth* on a voter registration record.
- Indicate that a *duplicate voter registration record* may exist.

| Type of correction | Voter ID number(s) (List both for duplicates) | Full name of voter(s) (List both for duplicates) | Correction to be made | EJ initials |
|---|--|---|-----------------------|----------------|
| <input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record(s) <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type | | | | |
| <input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type | | | | |
| <input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type | | | | |
| <input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type | | | | |

Revised 3/23/2022
Return in Results Envelope B

Registering voters (Election Day Registration)

If after exhausting all options to search for a voter, their name still doesn't appear in the poll book, they are either in the wrong precinct or need to register (below). If you can find a voter, but their name or address is not up to date, they need to update their registration (pg. 64).

New registration

1

If you have not already done so, confirm the voter lives within the precinct.

- You can do this using the Precinct Finder (paper: pg. 44 or poll book: pg. 81).
- If the voter does not live in the precinct, direct them to the correct one.

2

Make sure the voter has proof of residence (pg. 65).

- If a voter cannot register and vote because they do not have proof of residence, they won't be able to register right now, but can return with it later in the day.
- If you have to send a voter away because they don't have proof of residence, record this on the Record of Attempted Registration (pg. 165).

3

Select "REGISTER" from the Voter Lookup screen.

Hennepin County
514 Studios

Precinct Records: 225
Checkins: 1

REGISTER

ROG THO SEARCH

ADVANCED SEARCH

4

Have the voter answer the eligibility questions that appear.

- If the answer to both questions is "Yes", select those options, then select "Next".

The screenshot shows a mobile application interface for an eligibility questionnaire. At the top, there is a progress bar with eight numbered steps (1-8). Step 1 is highlighted in green. To the right of the progress bar is a green button labeled "Next". Below the progress bar, the text reads "Please ask the voter to answer the questions below to determine eligibility." The first question is "Ask the Voter: Are you a U.S. Citizen?" with two buttons: "Yes" (green) and "No" (white). The second question is "Ask the Voter: Will you be at least 18 years old on election day?" with two buttons: "Yes" (green) and "No" (white).

5

Enter the voter's full legal name and date of birth, and select "Next."

- Touch the space above the name of a field to start typing in that field.
- *If a voter offers you their MN Driver's License, Learner's Permit, or State ID, you can use "SCAN DL BARCODE" to complete name and date of birth information; see pg. 82).*
- The DOB field works best when the voter's date of birth is entered from right to left, starting with the year.

The screenshot shows a mobile application interface for entering voter information. At the top, there is a progress bar with eight numbered steps (1-8). Steps 1 and 2 are highlighted in green. To the right of the progress bar is a green button labeled "Next". Below the progress bar, the text reads "Enter Voter Information". The form has several fields: "THOMAS" in the "First Name *" field, "PETER" in the "Middle Name" field, and "ROGERS" in the "Last Name *" field. There is a "Suffix" field to the right of the last name field. Below these fields is the "DOB *" field with the value "01/23/1989". Below the DOB field is the "Phone Number" field with the value "612-555-7777". Below the phone number field is the "Email" field. At the bottom right, there is a note: "* Indicates a required field".

6

Enter the voter's address using the drop down menu and select "Next".

- Enter the voter's house / building # in the "House #" field.
- In the "Street Name" field, enter the 1st character of the voter's street (e.g. "3" for 36th street), and wait for a list of possible addresses to show up (this may take a couple of seconds).
 - If you see the voter's full address appear, select the address.
 - If you do not see the voter's full address appear, continue to add characters of the voter's street until you do.

ADDRESS TYPE ▾ 1 2 3 4 5 6 7 8 Next

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

347 3

House # * Suffix Pre Direction 347 36TH ST E, MINNEAPOLIS MN 55408 Post Direction

Unit Number City * State * Zip *

CLEAR FORM Can Mail Be Delivered to Address Above? YES NO

7

Confirm whether the voter needs to add a unit number to their address.

- Ask the voter if this information needs to be added.
 - If it does, select "No, go back" and add this information.
 - If it does not, select, "Yes, I did."

Did you ask the voter if they have a unit number?

Yes, I did

No, go back

Select the identification option that applies to the voter, then select “Next”.

- While this step is similar to the proof of residence steps (coming next), it is used for a different purpose. It is possible the same information is captured in both places.
- If you already scanned the voter’s MN driver’s license or ID, the number will auto-populate here if that option is chosen.
- A paper receipt for a new or recently renewed MN driver’s license can be used.
 - If a voter has a receipt for driver’s license and it has a DL# associated with it, choose the first option on this list.
 - If a voter has a receipt for a driver’s license and it does not have a DL# associated with it, use the second or third options on this list.

1 2 3 4 5 6 7 8

Next

Please select your Identification type from the list.

▼

Voter Has a MN-issued driver's license or MN ID card number

Voter Has a SSN but does not have a MN-issued driver's license or MN ID card

Voter does not have a MN-issued driver's license, a MN-issued ID card, or a SSN

Required field

9

Enter the voter’s proof of residence information and select “Next”.

- For a list of proof of residence options, see pg. 65.
- If you already scanned the voter’s MN driver’s license or ID, the number will auto-populate here if that option is chosen.
- For instructions on how to complete the Voucher Form, see pg. 67.

10

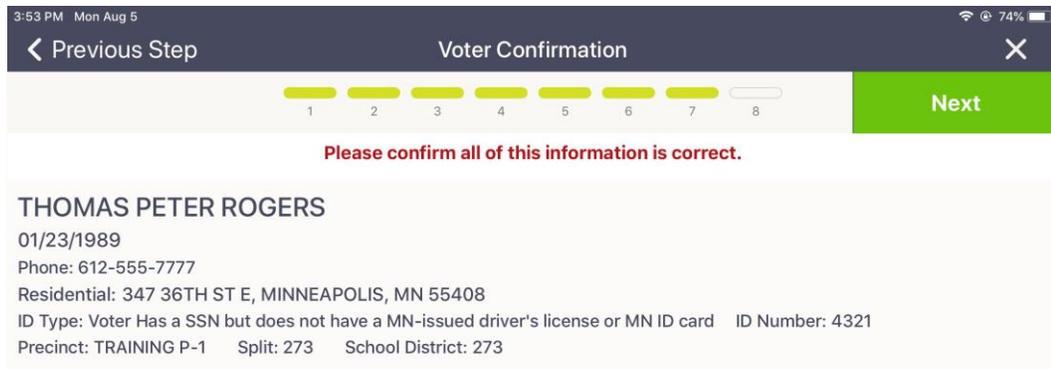
Ask the voter if they have been previously registered under a different name or address.

- Even just partial information, such as a former name or address, can be entered on this page.
- If they have, enter their previous name or address here. Select “Next”.
- If they have not, select “Next” without entering any information.

11

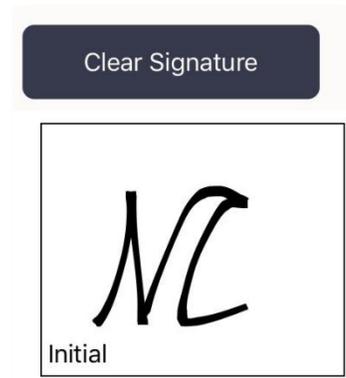
Turn the poll book screen towards the voter and have them review their information to make sure it is correct.

- If all looks correct, turn the poll book screen back towards you and select "Next".
- If something needs to be corrected, turn the poll book screen back towards you and select "Previous Step" to go back and make the correction.



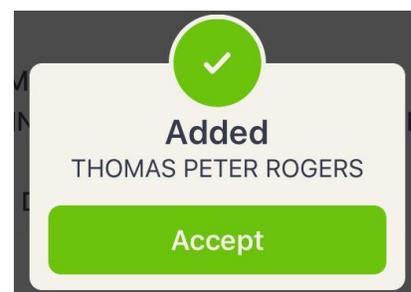
12

Print your (the election judge's) initials in the "Initial" box and select "Submit".



13

A pop up box will appear indicating the voter registration was registered successfully. Select "Accept".



14

The Voter Signature Certificate, Election Day Registration Application (Minnesota Voter Registration Application), and Voter’s Receipt will print.

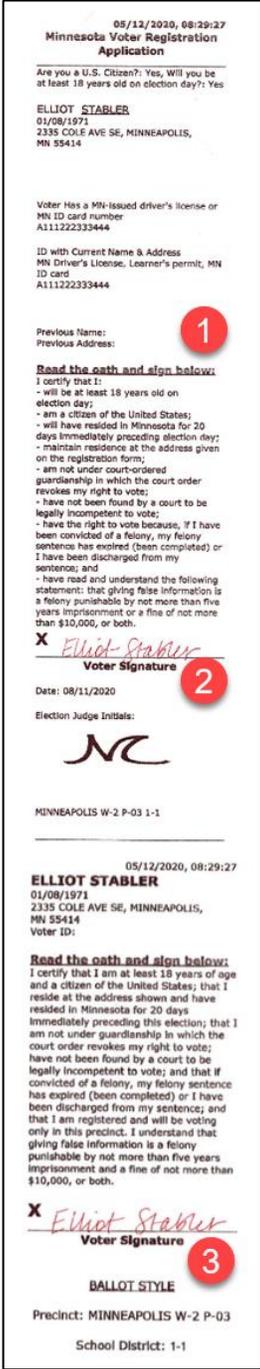
- The Voter Signature Certificate and Election Day Registration Application will print as one, long tape. DO NOT SEPARATE THESE.
• The Voter’s Receipt will print separately.

15

On the long tape, have the voter: read the oath/affirmation (1), sign the Voter Signature Certificate portion of the tape (2), and sign the Election Day Registration portion (3).

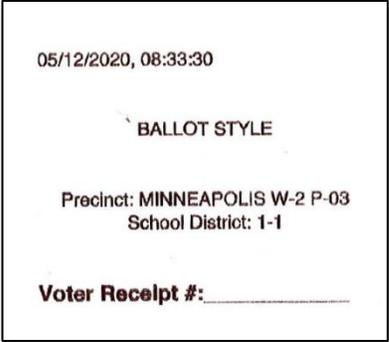
16

Place the completed long tape into the Election Day Registration Envelope (or other container, if provided).



17

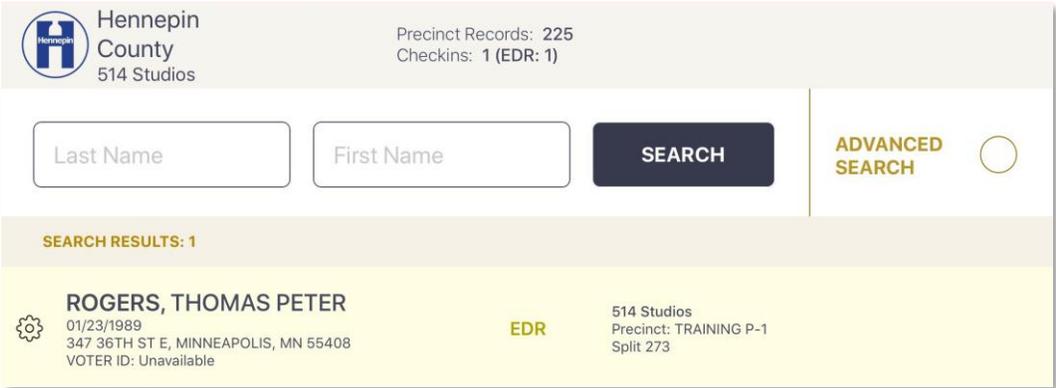
Give the Voter's Receipt to the voter and direct them to the Demonstration/Ballot Judge.



18

The voter will now show up in the poll book with an "EDR" notation on their record.

- To start searching for the next voter, select the Last Name field.



Updating registration

If after searching for a voter (pg. 47), you find a record for them in the poll book, but their information is incorrect because they either changed their name or moved, the voter needs to complete the registration process. If they still live in the precinct, use the “Update Registration” option.

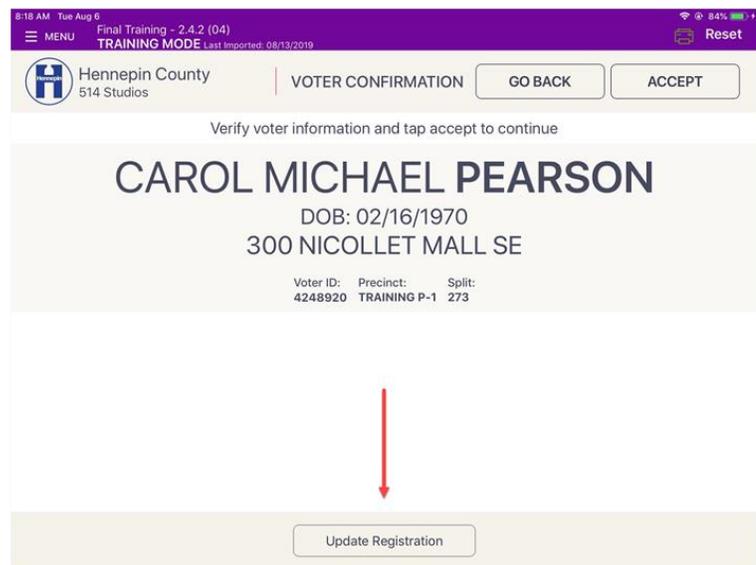
1

Confirm the voter lives within the precinct.

- You can do this using the Precinct Finder (pg. 44 or pg. 81).
- If the voter does not live in the precinct, direct them to the correct one.

2

Select “Update Registration”.



3

Complete the registration process (pg. 56).

- Since the voter has a previous registration in the precinct, and are simply updating their name and/or address, they can use “Valid Registration in Precinct” as their proof of residence.

Proofs of residence for election day registration

In order to register to vote on election day, a voter needs to provide proof of residence from one of the following three categories.

Category 1: ID with current name and address

- Valid Minnesota driver's license, learner's permit or ID; or a receipt for any of these.
- Tribal ID with name, address, photo and signature.

Category 2: Photo ID *plus* a document with current name and address

Approved photo IDs (choose one)

The ID can be expired.

- Driver's license, state ID, or learner's permit issued by any state
- U.S. Passport
- U.S. Military or Veteran ID
- Tribal ID with name, signature and photo
- Minnesota university, college, or technical college ID
- Minnesota high school ID



Approved documents (choose one)

Can be shown on electronic device.

- Bill, account, or start-of-service statement due or dated within 30 days of the election for:
 - Phone, TV or internet
 - Solid waste, sewer, electric, gas or water
 - Banking or credit card
 - Rent or mortgage
- Residential lease or rent agreement valid through Election Day
- Current student fee statement

Category 3: Other (various options)

Registered voter who can confirm your address (Voter Voucher)

A registered voter from your precinct can go with you to the polling place to sign an oath confirming your address. This is known as 'vouching.' A registered voter can vouch for up to 8 voters. You cannot vouch for others if someone vouched for you.

College student ID with housing list

Colleges and universities send election officials a student housing list. If you are on the list, show your college photo ID to complete your registration.

Valid registration in the same precinct

If you are registered in the precinct but changed names or moved within the same precinct, you only need to tell the election judge your previous name or address.

Notice of Late Registration

If you registered to vote within 20 days of the election, you may get a Notice of Late Registration in the mail. Bring it with you and use it as your proof of residence to register.

This notice by itself serves as proof of residence. No additional documentation is needed.

Staff person of a residential facility (Employee Voucher)

If you live in a residential facility, a staff person can go with you to the polling place to confirm your address. This is known as 'vouching.' A staff person can vouch for all eligible voters living in the facility.

The staff person must prove their employment at the facility. There are several ways to do this, including by showing an employee badge.

Vouching

One of the proofs of residence (pg. 65) a voter may use to register is a voucher (either a registered voter in the precinct—a Voter Voucher—or an employee of a residential facility—an Employee Voucher). If this option is selected, there are extra steps to complete as part of the registration process.

Rules for vouching¹⁵:

- A voter who is vouched for may not vouch for another voter in the same election.
- Challengers may not vouch for a voter’s residency.
- A voucher may vouch for no more than 8 persons seeking to register in the precinct (tracked on Precinct List of Persons Vouching Form, pg. 164). An employee of a residential facility can vouch for an unlimited number of residents of that facility.
- A voucher must leave the polling place as soon as the vouching process is complete.

Completing the Voucher Form

1

On the Residency Verification screen, select “Other” on the “Residency Type” line. On the “Type of ID” line, select “Vouched For. Select “Next.”

The screenshot shows a mobile application interface for 'Residency Verification'. At the top, there is a navigation bar with a back arrow labeled 'Previous Step', the title 'Residency Verification', and a close icon. Below the navigation bar is a progress indicator with seven steps, where the first step is highlighted in yellow. To the right of the progress indicator is a green 'Next' button. The main content area contains the instruction 'Please choose your proof of residency from the lists.' followed by two dropdown menus. The first dropdown menu is labeled 'Residency Types *' and has 'Other' selected. The second dropdown menu is labeled 'Type of ID *' and has 'Vouched for' selected.

¹⁵ [M.S. 201.061 subd. 4](#); [M.R. 8200.5200](#)

2

Select type of voucher:

- "I am pre-registered to vote in this precinct."
- "I registered to vote in this precinct today and did not have another person vouch for me."
- "I am an employee of a residential facility."

3

Enter the voucher's information.

- Touch the "Voucher Name" line and begin typing the voucher's name. A list of pre-registered voters and voters who registered today will appear. Verify the voucher's name and address and select from the list. The voucher's name and address will auto-populate.
- Enter the voucher's phone number.
- If voucher is an employee of a residential facility, enter the name of the facility.

4

Track the number of times the voucher has vouched during this election on the Precinct List of Persons Vouching form (pg. 164).

- Does not apply to employee vouchers.

Office of the Minnesota Secretary of State
PRECINCT LIST OF PERSONS VOUCHING

City/Town: _____ Ward: _____ Precinct: _____

To be completed by election judges:

- Use to track the number of people vouched for by each voucher.
- Limit one vouch per voter; each voter may only vouch for one person.
- Employees of residential care facilities may vouch for an unlimited number of facility residents who are registered to vote at the facility's address. Otherwise, vouchers may only vouch for one individual in right of voters.

| Voucher's Name | Voucher's Voter ID No. | Number Vouched for on Election Day |
|-------------------|------------------------|------------------------------------|
| Example: John Doe | 1234567 | 1 2 3 4 5 6 7 8 |
| 1. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 2. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 3. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 4. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 5. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 6. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 7. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 8. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 9. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 10. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 11. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 12. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 13. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 14. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 15. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 16. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 17. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 18. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 19. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 20. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 21. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 22. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 23. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 24. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 25. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 26. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 27. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 28. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 29. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 30. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 31. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 32. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 33. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 34. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 35. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 36. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 37. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 38. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 39. _____ | ----- | 1 2 3 4 5 6 7 8 |
| 40. _____ | ----- | 1 2 3 4 5 6 7 8 |

Certified by the Head Election Judge of the Precinct:

Printed Name: _____ Signature: _____ Date: _____

5

Select the keyboard icon to move the keyboard out of the way.

Select "Sign".

Pick the Vouching Options Below

I am pre-registered to vote in this precinct

I swear or affirm that *

5107088 STEPHANIE R FREEMAN 5100 34TH AVE S
 Voter ID * Voucher Name * Residential Address of Voucher *

Email 612-888-9999
 Phone *

* Indicates a required field

Keyboard overlay with a red arrow pointing to the keyboard icon in the bottom right corner.

6

Sign your name and have the voucher sign their name in appropriate spaces.

Select "Next."



7

Complete the registration process (pg. 56).

Registering a voter experiencing homelessness

Election Day Registration works the same for a person in this situation as it does for any other voter; however, in this case the voter may not have a physical address. If this is the case, the voter can provide a description of where they typically sleep as their residence for voting purposes.

1

Follow the registration process (pg. 56) as usual until you reach the Voter Address screen.

2

Ask the voter for a description of where they usually sleep. Then, use the tools at your disposal to confirm the voter's ward, precinct, and school district. (You may need to contact your city).

- If the voter typically sleeps in another precinct, guide them to the correct polling place. Otherwise, proceed.

3

Enter "0000" in the "House #" field, enter the description of where the voter typically sleeps in the Street Name field, then select "Next".

8:31 AM Thu Aug 8

< Previous Step Voter Address X

ADDRESS TYPE v 1 2 3 4 5 6 7 8 Next

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

| | | | | | |
|-------------|-------------|---------------|--------------------|-------------|----------------|
| 0000 | | | 3RD AVE AND 1ST ST | | |
| House # * | Suffix | Pre Direction | Street Name * | Street Type | Post Direction |
| | | | | | |
| | MINNEAPOLIS | | MN | 55401 | |
| Unit Number | City * | | State * | Zip * | |

CLEAR FORM Can Mail Be Delivered to Address Above? YES NO

* Indicates a required field

4

Use the dropdown to find the voter’s ward, precinct, and school district information. Select “Next.”

The screenshot shows a mobile application interface for 'Jurisdiction Details'. At the top, there is a status bar with the time '8:31 AM', date 'Thu Aug 8', and battery level '100%'. Below the status bar is a navigation bar with a back arrow and 'Previous Step' on the left, 'Jurisdiction Details' in the center, and a close 'X' icon on the right. A progress indicator below the navigation bar shows nine steps, with steps 1 through 4 highlighted in yellow. A green 'Next' button is located to the right of the progress indicator. The main content area contains the text 'If you have not been mapped to the correct jurisdiction, please select it below.' followed by a dropdown menu with the text 'TRAINING P-1' and 'Group *' below it. A red asterisk is next to 'Group'. At the bottom right of the form, there is a note: '* Indicates a required field'.

5

Enter password.

- You may need to contact your city or ask your Head Election Judge.

6

Proceed with the remainder of the registration process (pg. 56).

- For the proof of residence step, a voter in this situation is most likely to need a voucher.

Common residence questions

| Question | Answer |
|--|--|
| A person owns both a home and a cabin. Where is their residence? | A person can have only one voting residence. The voter must decide whether the home or the cabin is their residence. The voter should consider factors such as where the family lives, and where the voter sleeps most nights. |
| A person lives in one city, but works in another. Can they register in the city where they work? | No. A person may only register in the city where they live. |
| A person's home was damaged by a fire. Is it still their residence? | If the voter intends to return to the home after it is rebuilt or repaired, the voter does not lose residency in that location. ¹⁶ |

Eligibility to register and vote

A person is eligible to vote, if at the time of the election the person is:

- 18 years of age or older,
- a citizen of the United States, and
- has resided in Minnesota for 20 days.

A person is not eligible to vote if the person:

- has been convicted of a felony and their sentence has not expired or been discharged, or
- has been found legally incompetent or placed under court-ordered guardianship in which the court order revokes the ward's right to vote.

¹⁶ [M.S. 200.031](#); [M.S. 201.061](#)

Correcting a voter check-in or election day registration

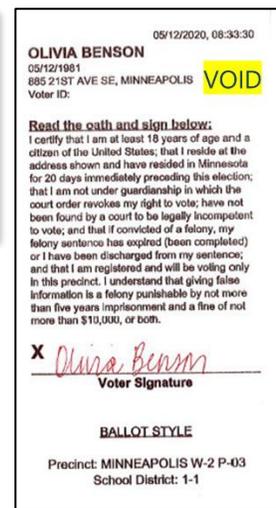
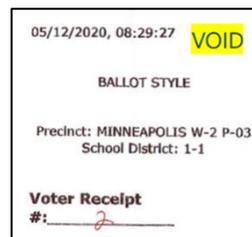
You may need to correct a voter check-in or election day registration if:

- you checked in the wrong voter by mistake,
- after checking the voter in, you find out that they actually need to update their registration, or
- you entered the voter’s information incorrectly when registering them.

For pre-registered voter check-ins, you can cancel and redo the check-in (pg. 74). However, it is currently not possible to cancel an election day registration, so there is a different process for that (pg. 77).

Canceling a pre-registered voter check-in

1 Print the word “VOID” at the top of the Voter Signature Certificate and Voter’s Receipt that need to be voided.



2 Place the voided Voter Signature Certificate and Voter’s Receipt in the Voided Signature Certificates Envelope (pg. 151).



3

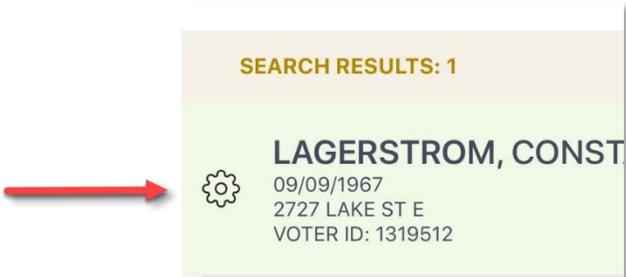
Make a note about the cancellation in the Incident Log (include time, election judge involved, voter involved, and reason for cancellation).

4

Search in the poll book for the voter record that needs to be voided.

5

Select the gear button located to the left of the voter's last name.



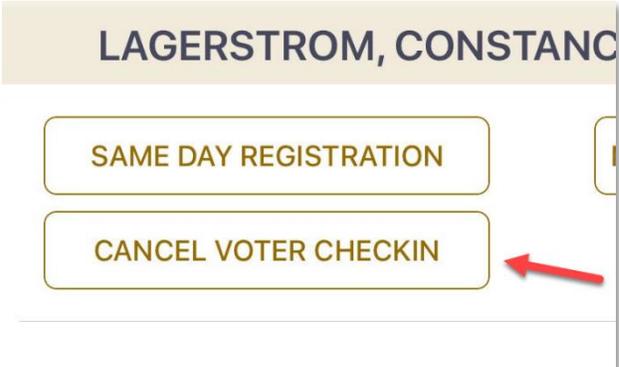
6

Enter password.

- If you need the password, talk to your Head Judge.

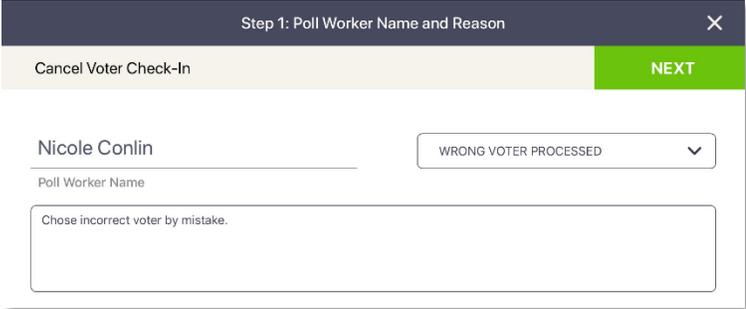
7

Select "Cancel Voter Check-in".



8

Print your name, select a reason for the cancellation, and add additional information as needed.



9

Sign and select "Submit."

BACK Step 2: Review, Sign and Submit

Cancel Voter Check-In SUBMIT

| | | |
|---|---|-----------------|
| Voter Information: Lagenstrom, Constance Lela - 09/09/1967 Cancellation Reason: Wrong Voter Processed | Details: Chose incorrect voter by mistake. | CLEAR SIGNATURE |
|---|---|-----------------|

x Nicole Conlin

Election Judge Signature

Correcting an election day registration error (minor)

Minor errors include:

- Typo in a voter's name (e.g. Fin → Finn)
- Typo in a voter's date of birth

1

Using a pen, cross out the incorrect name on the Election Day Registration Application, then print the correct name.

Highlight the correction, then print your initials next to the correction.

05/12/2020, 08:37:58
Minnesota Voter Registration
Application
EJ
FINN
~~FIN TUTUOLA~~
11/06/1976
919 26TH AVE SE, MINNEAPOLIS,
MN 55414

2

Make a note about the correction in the Incident Log (include time, election judge involved, voter involved, and reason for correction).

Correcting an election day registration error (major)

Major errors include:

- Error in the voter's address
- Name *change* not entered (e.g. name was supposed to have been updated from Johnson to Lopez)

1

Using a pen, print and highlight "VOID" on the top of the Election Day Registration Application and the Voter's Receipt.

05/12/2020, 08:29:27
Minnesota Voter Registration Application

Are you a U.S. Citizen?: Yes, Will you be at least 18 years old on election day?: Yes

ELLIOT STABLER **VOID**
01/08/1971
2335 COLE AVE SE, MINNEAPOLIS,
MN 55414

05/12/2020, 08:29:27 **VOID**

BALLOT STYLE

Precinct: MINNEAPOLIS W-2 P-03
School District: 1-1

Voter Receipt
#: 2

2

Place the voided Election Day Registration Application and Voter's Receipt in the Voided Signature Certificates Envelope (pg. 151).

Municipality _____
Ward/Precinct _____
Election _____

Voided Signature Certificates

THIS ENVELOPE MUST CONTAIN THE FOLLOWING ITEMS:

VOIDED Roster Signature Certificates
 VOIDED Election Day Registration Certificates

Seal and return to city hall on election night

HENNEPIN COUNTY ELECTIONS 19

3

Make a note about the voided Election Day Registration in the Incident Log (include time, election judge involved, voter involved, and reason for void).

4

Re-register the voter (pg. 56).

What do to if you check in the wrong voter by mistake (scenario 1)

If you are working with a voter and discover that you accidentally checked a different voter in under their registration record, *and that other voter is still in the polling place*:

1

Cancel the erroneous voter check in so that the voter you are currently working with may check in under the correct voter record (pg. 74).

- Retrieve the Voter Signature Certificate that needs to be voided from the Voter Signature Certificates envelope (or other container being used).
- Place the voided Voter Signature Certificate in the Voided Signature Certificates envelope.

2

Check in the voter you are currently working with (pg 47).

3

Have the voter who you previously checked in under the wrong voter record check in under the correct record (pg 47).

- This voter will be signing the correct Voter Signature Certificate this time.
- A new Voter's Receipt will print.
 - Ensure the voter only ends up with one Voter's Receipt (the voter may have already given the first one they got to the Ballot Judge). Place the extra Voter's Receipt in the Voided Signature Certificates envelope.

What do to if you check in the wrong voter by mistake (scenario 2)

If you are working with a voter and discover that you accidentally checked a different voter in under their registration record, *and that other voter has already voted and left the polling place*:

1

Cancel the erroneous voter check in so that the voter you are currently working with may check in under the correct voter record (pg. 74).

- Retrieve the Voter Signature Certificate that needs to be voided from the Voter Signature Certificates envelope (or other container being used).
- Place the voided Voter Signature Certificate in the Voided Signature Certificates envelope.

2

Check in the voter you are currently working with (pg. 47).

Using the electronic Precinct finder to confirm a voter's precinct

You can use this or the paper Precinct Finder (pg. 44 or pg. 81) to confirm a voter's precinct.

1

On the Get Started screen, select "Menu".

2

Select "Precinct Finder".



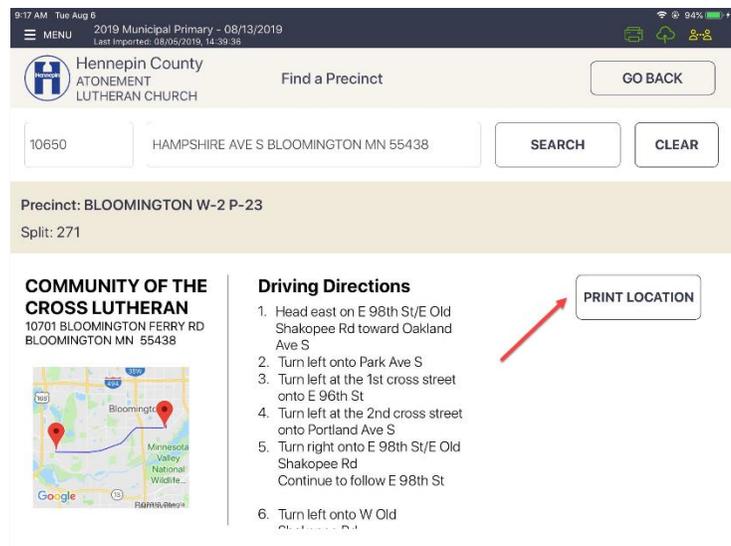
3

Enter the voter's house number and start typing the street name.

4

Select the correct street name from the dropdown and press "SEARCH."

- The voter's precinct and polling place information will be displayed.
- You may print directions from the current polling place to the voter's correct polling place by pressing "Print Location."



Scanning a MN Driver's License, Learner's Permit, or State ID

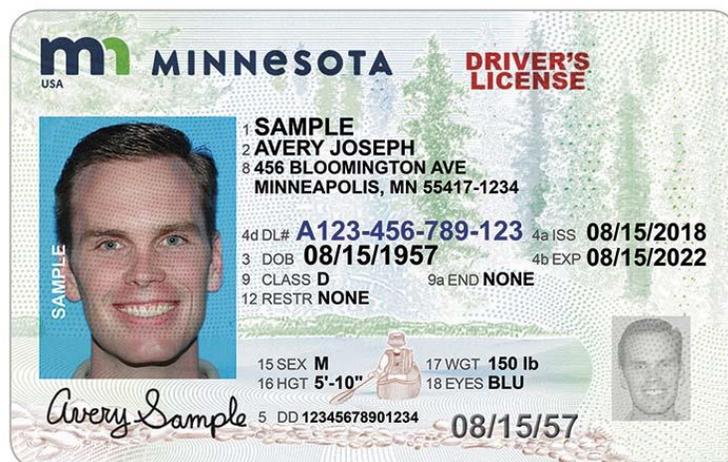
In both Advanced Search (pg. 51) and the Election Day Registration Process (pg. 56), the option is available to scan a Minnesota Driver's License, State ID, or Learner's Permit. To do so, select "Scan DL Barcode", and place the ID in the ID tray with the barcode facing upward.

A person's name and date of birth are the pieces of information contained in the barcode that the poll book scans.

3:55 PM Tue Aug 6
 < Previous Step Election Day Registration X
 SCAN DL BARCODE 1 2 3 4 5 6 7 Next
 Enter Voter Information
 ROBERT S KLINE
 First Name * Middle Name Last Name * Suffix
 11/08/1974
 DOB *
 Email Phone Number
 * Indicates a required field



On August 6, 2018, the Minnesota Department of Vehicle Services (DVS) began using a new format for Driver's Licenses, State IDs, and Learner's Permits. These are compatible with the poll book scanning function.



8.0 Demonstration Judge

Demonstration Judges ensure the voter understands the ballot and how to fill it out. This position may be combined with the Ballot Judge.

Duties

- Give voter instructions for completing their ballot depending on the type of election (pg. 84).
- Show the voter how to complete a ballot (pg. 86).

Key tools

- Demonstration ballot or and any other aids



Giving instructions to voters

Explain to the voter how to complete a ballot depending on the type of election.



Instructions for all elections¹⁷

- Make your selection by filling in the oval next to the candidate or question on the ballot.
- Vote only with the pen provided. The ballot counter may not detect marks made with certain pens.
- If you make a mistake on your ballot, do not cross out votes or make any marks. Return to the Ballot Judge to get a replacement ballot.
- Do not place any stickers on your ballot.
- Do not fold the ballot.
- When you are finished making your selections, place your ballot into the secrecy cover and go to the ballot counter. Insert your ballot into the ballot counter or ask for assistance.

Instructions for general elections

- You can vote for candidates from different major political parties (in contrast to partisan primaries).
- You can vote for up to the number of people allowed for each office.
- Blank spaces are provided on the ballot for write-ins for each office. To cast a write-in vote, fill in the write-in oval and write in the name of a candidate who is not on the ballot.

¹⁷ [M.S. 204C.13](#)

Instructions for partisan primaries

- No write-in votes are allowed.
- The ballot will have a column for each major political party. You can only vote for candidates from a single party. You cannot vote for candidates from more than one party. Voting for candidates from more than one party voids all votes on the partisan portion of the ballot.
- Minnesota does not have political party registration. You are not required to publically declare affiliation with a party. All voters receive the same ballot.

Instructions for non-partisan primaries

- No write-in votes are allowed.

Instructions for primaries with both partisan and non-partisan contests

- The ballot contains both partisan and non-partisan offices.
- No write-in votes are allowed.
- The partisan portion of the ballot will have a column for each major political party. You can only vote for candidates from a single party. You cannot vote for candidates from more than one party. Voting for candidates from more than one party voids all votes on the partisan portion of the ballot.
- For nonpartisan offices, choose any candidate.

Instructions for special elections

Your city may give you additional instructions to provide to voters in the event of a special election.

Instructions for ballot questions

Ballot questions have voter instructions printed directly on the ballot. If a voter asks questions as to what a yes or no vote means, direct them to the printed instructions for the ballot question.

Showing the voter how to complete a ballot

Use a demonstration ballot or other aid to show the voter how to complete a ballot. **Never use an official ballot for demonstration.**

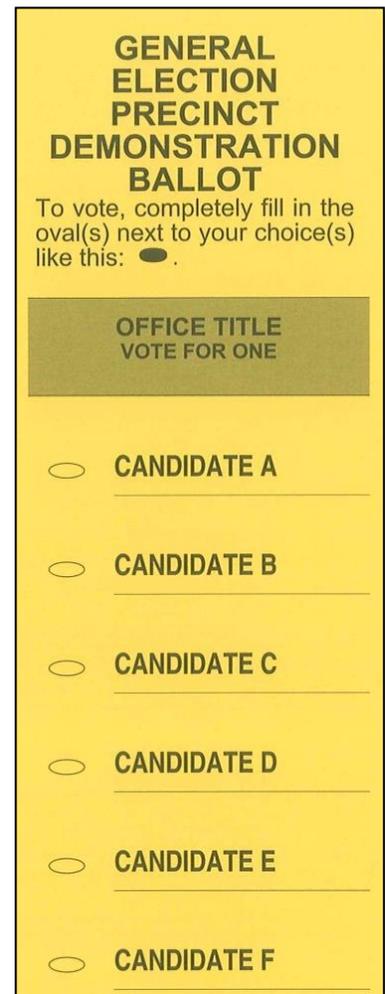
Show the voter how to use the secrecy cover, and ensure they know how to remove the ballot from the cover before inserting it into the ballot counter.

Neutrality when discussing the ballot

Voters may have questions for you about ballot content. It is important to remain neutral while providing answers.

Suggested language to use when voters ask questions regarding constitutional amendments and candidates on the ballot:

- "My job as an election judge is to assist you in understanding the voting process and procedures to cast your ballot. State law prohibits election judges from discussing ballot questions, candidates, and political party policy issues. I am required to maintain a fair and impartial atmosphere in the polling place for all voters."



9.0 Ballot Judge

Ballot Judges distribute ballots to voters and help maintain traffic flow in the voting area.

Duties

- Collecting Voter's Receipts and issuing ballots to voters. (pg. 88)
- Managing Voter's Receipt (pg. 89).
- Monitoring ballot supply and helping the Head Judge prepare additional ballots as needed (pg. 90).
- Spoiling ballots (pg. 91).

Key tools

- Ballots
- Spoiled Ballot Envelope
- Used Voter Receipts Envelope

Issuing ballots to voters¹⁸

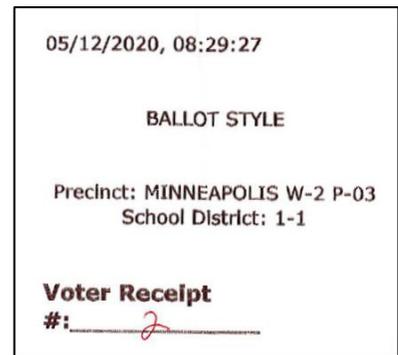
1

Collect the Voter's Receipt from the voter.

2

Number the Voter's Receipt.

- Each receipt you collect must be numbered consecutively: 1, 2, 3, etc.
- Keeping receipts numbered accurately will save time when closing the polls.



05/12/2020, 08:29:27

BALLOT STYLE

Precinct: MINNEAPOLIS W-2 P-03
School District: 1-1

Voter Receipt
#: 2

3

Retrieve a ballot.

- Only retrieve ballots that have been prepared using the procedure on pg 39 or 90.

4

Show both sides of the ballot to the voter and insert the ballot into a secrecy cover.



5

Give the ballot in the secrecy cover to the voter.

6

Direct the voter to an unoccupied voting booth, the assistive ballot marking device, or other writing surface as chosen by the voter.

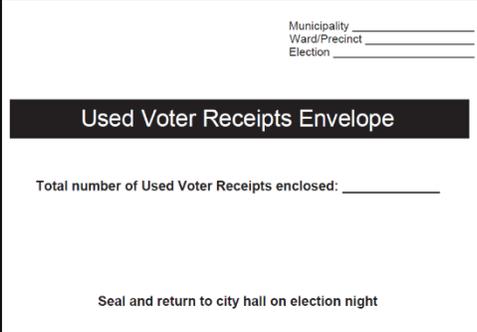
- If the voter chooses to use the assistive ballot marking device, assist them as needed (pg. 92).

¹⁸ [M.S. 204.C.09 subd. 2](#); [M.S. 204C.13 subd. 1](#)

Managing Voter's Receipts

Carefully managing Voter's Receipts is essential to ensuring a quick and smooth closing of the polls on election night.

- Number each Voter's Receipt you receive from a voter sequentially (1, 2, 3, etc.).
- Place each collected receipt onto a spindle (or into a container).
- For every 25 receipts you collect, bundle them with a paper clip or rubber band and place them into the Used Voter Receipts Envelope.



Municipality _____
Ward/Precinct _____
Election _____

Used Voter Receipts Envelope

Total number of Used Voter Receipts enclosed: _____

Seal and return to city hall on election night

When the polls close, the number of Voter's Receipts collected should match the number of ballots in the ballot counter (the Public Count).

Monitoring ballot supply and preparing additional ballots¹⁹

Keep an eye on your supply of prepared ballots, and let your Head Judge know if you are in need of more. To prepare more ballots, two election judges do the following:

1

Retrieve the blank ballots from their storage location.

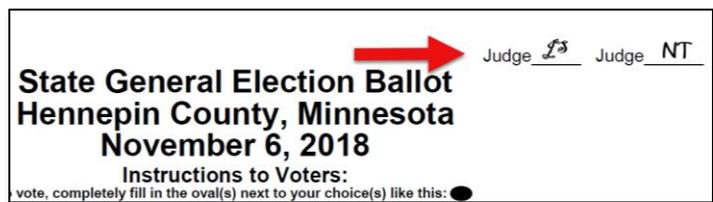
2

Open ballot packs.

- The Head Judge will decide how many packs to open.
- Count the number of ballots in each pack (usually this is 100, but this can vary) as they are opened and record the number from each pack on the back of the Ballot Tracking Form (pg. 159).

3

Both judges initial the top of each of the ballots.



4

Place the prepared ballots at the ballot judge station.

5

Place unopened ballot packs in a secure location within the polling place.

! Low ballot supply

If you get to a point where there are only two unopened ballot packages left, contact your city (pg. 7) immediately.

¹⁹ [M.S. 204C.09](#)

Spoiling ballots

If a voter makes any sort of error while marking their ballot, they can return it to the Ballot Judge to exchange it for a new one.

Some examples of spoiled ballots:

- Voted for more candidates in an office than permitted by law (overvote)
- Voted for candidates of more than one political party in state primary election (crossover vote)
- Crossed out or erased a mark to change a vote
- Damaged a ballot
- Attempted to cast a write-in vote in a primary election

1

Have the voter place their spoiled ballot into the Spoiled Ballot Envelope.

- Do not make any additional markings on the ballot.

The image shows a rectangular form for a "Spoiled Ballot Envelope". At the top right, there are three lines for "Municipality", "Ward/Precinct", and "Election". In the center, there is a dark horizontal bar with the text "Spoiled Ballot Envelope" in white. Below this bar, the text "Total number of spoiled ballots enclosed:" is followed by a blank line. At the bottom, the text "Seal and return to city hall on election night" is centered.

2

Issue a new ballot to the voter.

- Only issue ballots that have been prepared using the procedure on pgs. 39 or 90.

Found ballots

Periodically check voting booths for abandoned materials. If abandoned ballots are found, do not insert into the Ballot Counter. Write "Found in Voting Booth" on the top of the ballot and place it in the Spoiled Ballot Envelope. Make a note on the Incident Log.

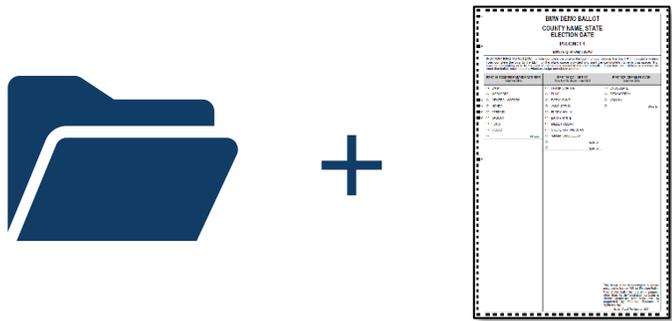
Assisting voters with the OmniBallot

Using the OmniBallot Tablet

When the Ballot Judge receives a Voter's Receipt from a voter and is preparing to issue them their ballot, the Ballot Judge will offer the OmniBallot Tablet (ballot marker) as an option (any voter may use the OmniBallot Tablet to mark their ballot if they choose). If the voter wishes to use it, the Ballot Judge will follow the steps in this section.

1

Retrieve a ballot and a secrecy cover and go with the voter to the OmniBallot Tablet.



2

Place the voter's ballot into the printer's multi-purpose tray.

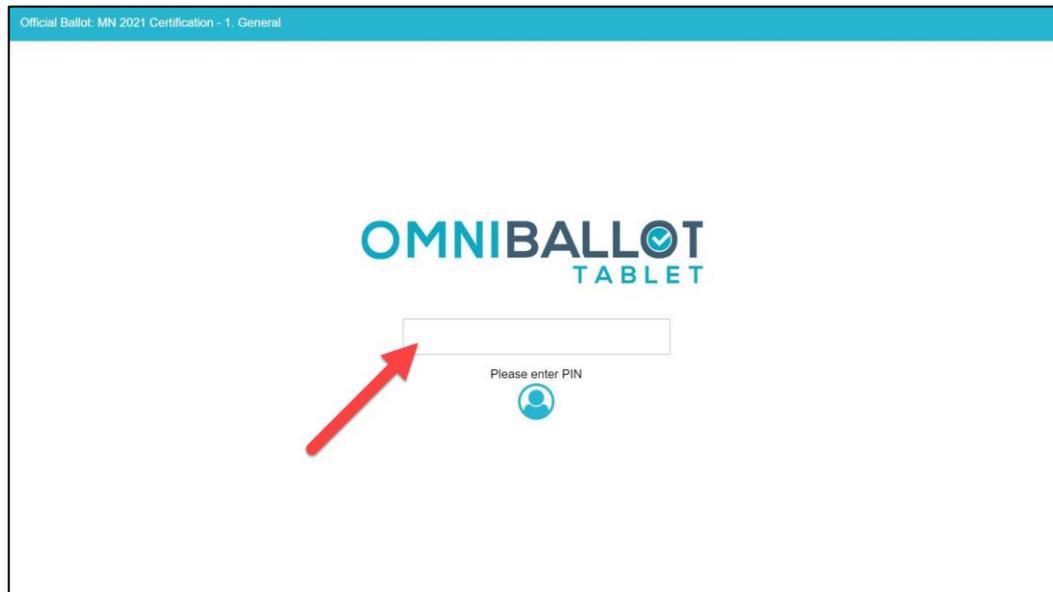
- Be sure to orient the ballot correctly (may change depending on election.)
 - If the ballot is **1-sided**, the Election Judge Initials spaces should **face up** and **towards** the printer (face up, top towards printer).
 - If the ballot is **2-sided**, the Election Judge Initials spaces should **face down** and **away from** the printer (face down, top away from printer).



3

Enter the Election Judge Login

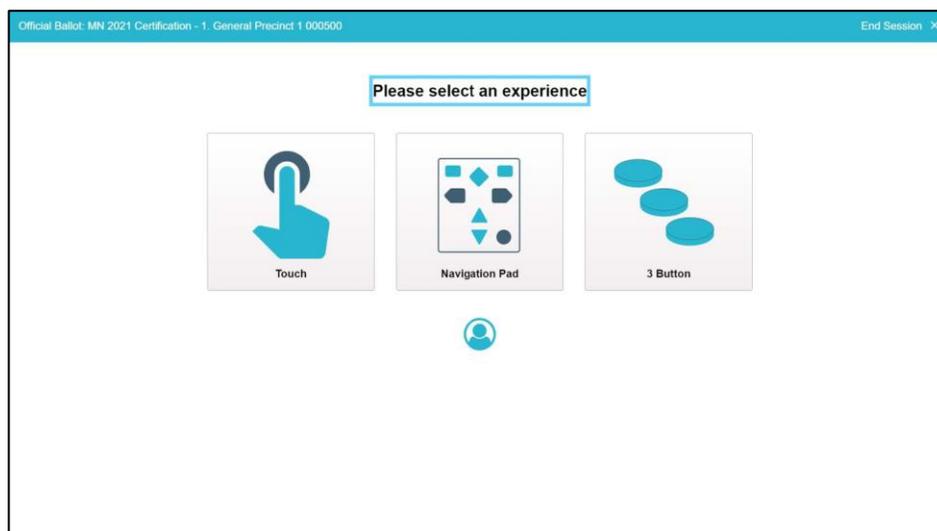
- Your city or school district will provide this code



4

Explain the ballot marking options available to the voter and select the option on the screen that matches what the voter chooses to use.

- Touch screen,
- Navigation Pad
- 3 Button Device



5

Ensure the voter has access to the appropriate accessories for the navigation option they've chosen (headphones, Navigation Pad, 3 Button Device).

- The voter may use headphones and listen to audio while using any of the navigation options.
- Since the 3 Button Device is not set up by default, you will need to set it up for the voter if they choose to use it.



6

Let the voter know what to do when they've finished marking their ballot.

- The voter will retrieve their ballot from the printer, place the ballot in the secrecy cover, and go to the ballot counter to deposit their ballot.

7

Let the voter know to notify an Election Judge if they need assistance at any time while using the OmniBallot Tablet.

8

Allow the voter to proceed with the ballot marking process.

- The OmniBallot Tablet will provide instructions to the voter about how to mark their ballot using the navigation device they have chosen.
- For polling places that have multiple ballot styles for voters who live in different districts (absentee polling places and some election day polling places), the Election Judge will help the voter select their ballot style.
- For partisan primaries, the voter will need to select their party.

9

Step away from the OmniBallot Tablet station, but maintain awareness of the station in case the voter indicates a need for assistance.

10

When the voter is finished marking their ballot, they will retrieve it from the printer (or request assistance from an Election Judge) and proceed with their ballot to the ballot counter.

10.0 Ballot Counter Judge

Ballot Counter Judges are responsible for monitoring the ballot counter and assisting voters with ballot counter error messages.

Duties

- Guide voters and monitor the ballot counter (pg 97).
- Assist voters with ballot counter error messages (pg. 98).
- Alert the Head Judge if the ballot box becomes full (pg. 102).
- Issue "I Voted" stickers to voters.

Key tools

- "I Voted" stickers



Monitoring the ballot counter and guiding voters

Stand close enough to the ballot counter so that you are able to see if an error message shows up on the screen, but far enough away to afford the voter some privacy.

As voters approach, assist as needed. If there is a line of voters waiting to use the ballot counter, ensure they remain at least 6 feet behind the voter currently using it.²⁰

No one, except a voter casting their ballot (and their assistant or children) or an election judge, is allowed within 6 feet of the ballot counter.

1

Let the voter know how to insert their ballot, if needed.

- Remove the ballot from the secrecy cover.
- The ballot may be inserted in any orientation.
- Wait for the “Thank you for voting screen” to appear before leaving.

2

Assist the voter with ballot counter error message, if one appears. (pg. 98).

- Do not look at the voter’s ballot unless requested by them.²¹
- Help the voter spoil and get a replacement ballot, if needed (pg. 91).

3

Give the voter an “I Voted” sticker.



²⁰ [M.S. 204C.06, subd. 2](#)

²¹ [M.R. 8230.4365, subp. 3](#)

Assisting voters with ballot counter error messages

If you see an error message appear on the ballot counter screen after the voter inserts their ballot, discreetly and gently explain the error to the voter and assist them as needed. If the voter would like you to review their ballot in order to explain the error, two election judges of different major political parties are required (pg. 168).

If you encounter something not listed here, contact your city for help (pg. 7).

The election judge operates the ballot counter. The voter handles their ballot.

Overvote

The voter voted for more than the allowed number of candidates for one for more of the offices on the ballot. If the ballot is cast as is, votes for any offices for which there is an overvote will not be counted.

- The voter has the option to obtain a replacement ballot (pg. 91) or cast their ballot as is.

Crossover vote (partisan primary only)

The voter voted for more than one major political party of the partisan portion of the ballot. If the ballot is cast, none of the votes on the partisan portion of the ballot will be counted.

- The voter has the option to obtain a replacement ballot (pg. 91) or cast their ballot as is.

Blank ballot

The voter deposited a ballot with no votes for any of the candidates or questions. If the ballot is cast, no votes for any of the offices will be counted.

- The voter has the option to complete their ballot or cast their ballot as is.

Jammed ballot

See pg. 99.

Troubleshooting a jammed ballot

If a ballot jams in the ballot counter, the machine will display an error message and beep loudly until the jam is cleared.

1

Read the error message to determine whether the ballot has been counted.

2

Retrieve the jammed ballot.

- Generally, if a jam occurs and the ballot has been counted, the ballot got hung up on the ballot guides. The ballot guides are silver tines that are located in the upper back portion of the ballot box. The ballot guides can be bent back slightly to allow more clearance for the ballot. In most cases the ballot will need to be cleared by opening the ballot box and pulling the ballot down. Two election judges of different major parties must be present for this operation. A flashlight is also helpful.
- Generally, if a jam occurs and the ballot has not been counted, it must be removed from the front of the ballot counter. If it is visible, gently tug back. If it is not visible, remove the black plastic privacy guard on top of the ballot counter. If it is still not visible, unlock front panel securing the scanner and pull the scanner forward a few inches. The ballot will likely be visible out the back of the scanner. Remove it, being sure to not let it fall into the ballot box.

3

If the ballot has been counted, place it in the ballot box. If it has not been counted and the ballot is not damaged, feed it through the scanner.

- If the ballot is damaged, help the voter obtain a replacement ballot (pg. 91).
- If jam occurs while running ballots from the auxiliary compartment (pg. 99), the ballot will need to be duplicated (pg. 194).

4

If ballot jams persist, begin using the auxiliary compartment (pg. 101) and contact your city (pg. 7).

Troubleshooting a malfunctioning ballot counter

If the ballot counter stops working on election day, work with the Head Judge to *take immediate action*. Ensure that voting continues and that the ballot counter becomes operational again as soon as possible.

If the ballot counter stops working

1

Open the auxiliary compartment (pg. 101) and allow voters to deposit their ballots into it.

- Do not stop the voting process.
- Explain to voters that ballots deposited into the auxiliary compartment will be counted later in the day once the ballot counter is operational again.

2

Check the screen for any error messages.

3

Note the malfunction on the Incident Log.

- Record:
 - The Public Count from the ballot counter (if visible)
 - The time the ballot counter stopped working
 - A description of the issue, including any message on the screen

4

Contact your city (pg. 7).

- Work with your city to fix or replace the ballot counter.

Using the auxiliary compartment

Voters use this compartment to deposit their voted ballot while the ballot counter is not operational. These ballots will be counted when the ballot counter is working and after the polls are closed.

1

Use the flat, silver key to unlock the auxiliary compartment door.



2

Open the auxiliary compartment door, then carefully lower the silver flap.



3

Close and lock the auxiliary compartment door.

When ballot counter is working again

When the ballot counter is working again, close the silver flap on the auxiliary compartment door and resume using the ballot counter as normal.

Note on the Incident Log the time the ballot counter becomes operational again, along with the Public Count.

Emptying a full ballot box during voting hours

If the ballot box becomes full during voting hours (1000 ballots *at most*), notify your Head Judge.

Two election judges of different major political parties (pg. 168) empty the ballot box and secure the voted ballots in a Ballot Transfer Case (pg. 138). When this occurs, the Head Judge makes a notation on the Incident Log and includes the time.

11.0 Head Judge

Head Judges are the leaders of their polling place. They assign duties to their team of election judges, carry out advanced duties, troubleshoot issues, and ensure that the polling place runs smoothly on election day.

Head Judges are required to complete at least 1 hour of Head Judge-specific training.



Duties

Before election day (pg. 104):

- Pick up election day supplies from your city clerk.
- Contact your election judge team.
- Contact your polling place.
- Visit your polling place.

On election day:

- Lead polling place operations.
- Complete Head Judge-specific opening and closing duties (pg. 105).
- Assign election judge team to duty stations and delegate tasks.
- Manage election judge schedules (shifts, breaks).
- Troubleshoot polling place issues and document incidents on the Incident Log (pg. 107).
- Communicate with city clerk as needed.
- Complete an hourly audit of the Voter's Receipts and Public Count (pg. 108).
- Conduct emergency election judge training, if needed (pg. 112).
- Mentor election judge team (pg. 106).
- Deliver ballots and other important items to the city clerk on election night (pg. 154).

Before election day

Picking up supplies from your city²²

On the day before election day, you will pick up certain polling place supplies from your city that you will need to securely store at home before election day, then bring with you to the polling place on election day.

When picking up these supplies, take time to verify that you have everything. If at any point you realize you are missing something, contact your city immediately (pg. 7).

Contacting your election judge team

Your city will provide you with contact information for your election judge team. Before election day, contact each member of your team to introduce yourself, learn a little bit about them, and begin election day planning. This is a good opportunity to become familiar with the strengths of your team in order to plan what duty stations each person should start the day at.

Contacting your polling place

Contact the polling place's building staff to ensure the polling place will be opened no later than 6:00 a.m. on Election Day.

If severe weather is forecasted, know the location of the weather shelter in your building and have a plan.

Visiting your polling place

Your city may have you visit your polling place on the Monday before election day in order to get acclimated with it and to complete a limited amount of setup (arranging tables and chairs, for example).

²² [M.S. 204B.29 Subd. 1 & 2](#)

Opening and closing the polls on election day

The Head Judge leads opening and closing on election day and completes Head Judge-specific tasks.

Head Judge-specific opening tasks

- Administer the Election Judge's Oath and have all election judges sign this section on the Official Precinct Certification Form (pg. 158).
- Have election judge team complete any needed payroll paperwork.
- Distribute nametags to election judges (first name; no party affiliation).
- Assign duties to election judges.
- Prepare ballots (two judges must do this; can be delegated) (pg. 39).
- Complete the Ballot Delivery Certification portion of the Ballot Tracking Form (pg. 159).
- Set up the ballot counter (pg. 18)
- Complete the Opening the Polls portion of the Official Precinct Certification Form (pg. 158).



Head Judge-specific closing tasks

- At 8 p.m. announce: "The polls are now closed."
- Assign closing duties to election judges.
- Shut down the ballot counter. (pg. 132)
- Count any ballots that are in the auxiliary compartment. (pg. 136)
- Secure voted ballots in Ballot Transfer Cases (pg. 138)



- Secure unvoted ballots in ballot box (pg. 139).
- Complete forms. (pg. 147)
 - All copies of Results Tape
 - Voter Statistics Worksheet
 - Ballot Tracking Form
 - Official Precinct Certification Form
- Pack and complete Return Envelopes (even if empty). (pg. 151)
- Have election judges complete payroll paperwork as needed.
- Use Election Night Materials Return Checklist to ready items to deliver to your city and secure all other items in polling place. (pg. 154)
- Deliver items on Election Night Materials Return Checklist to your city. (pg. 154)

Mentoring election judges

As Head Judge one of the most important duties you have is to serve as a mentor to newer Election Judges. If you are able effectively mentor newer judges on your team—and even experienced ones at times—not only will that help ensure things get done correctly on election day, but it will hopefully encourage newer judges to serve for years to come.

- As you are preparing for election day:
 - Take note of judges who are brand new or who have less than one year experience serving as an Election Judge. Your city may provide you with information about newer judges, or you may need to ask your judges when you contact them before election day.
- On election day:
 - Ensure that newer election judges feel welcome and supported.
 - Ensure that newer judges are given the opportunity to engage in a variety of election judge tasks.
 - Regularly check in with newer judges to see how they are doing and to see if they have any questions.

Using the Incident Log

The Incident Log is used throughout election day to document any noteworthy incidents or occurrences (e.g. the ballot counter malfunctioning or an injury). When documenting an incident, be sure to include a detailed description of what occurred so that election officials reviewing these after election day will be able to understand what occurred and follow up if needed.

| | | | |
|---|---|------------------------|-------------------------|
| Municipality _____ Ward/Precinct _____ Election _____ | <h3 style="margin: 0;">Incident Log</h3> <p style="margin: 0;">Record the situation on the Incident Log noting:</p> <ul style="list-style-type: none"> Time of incident/problem Brief description of the incident Names of individuals involved, if known Steps taken to resolve Initials of election judges witnessing the incident | Page ____ of ____ | |
| Time | Incident – record any unusual occurrences or problems | Steps taken to resolve | Election Judge Initials |
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |

Return in Results Envelope A

Hourly audits of the Voter's Receipts and Public Count

Once an hour, the Head Judge compares the number of Voter's Receipts to the number of voters who have cast their ballot (the Public Count on the ballot counter). If these numbers do not match, the Head Judge investigates and notes the reason for the discrepancy on the Incident Log.

Checking these numbers throughout the day and documenting the reason for any mismatches (e.g. ballot abandoned in a voting booth), helps make closing the polls go more smoothly.

Voter's Receipt and Ballot Counter Audit Log

Election: _____

Date: _____

City: _____

Precinct: _____

Instructions:

Once every hour, the Head Judge compares the # of Voter's Receipts to the Public Count on the ballot counter and notes the numbers on this form. If the numbers do not match, note the reason for the discrepancy on the Incident Log. (On election night, store this with other election supplies left in the polling place.)

Column A should match Column D. No match? Note reason on Incident Log.

| Audit Time | (A) # of Voter's Receipts | (B) Public Count | (C) # of Voters in Voting Booths | (D) Column B + Column C | Head Judge Initials |
|------------|------------------------------|---------------------|-------------------------------------|----------------------------|---------------------|
| 8 A.M. | | | | | |
| 9 A.M. | | | | | |
| 10 A.M. | | | | | |
| 11 A.M. | | | | | |
| 12 P.M. | | | | | |
| 1 P.M. | | | | | |
| 2 P.M. | | | | | |
| 3 P.M. | | | | | |
| 4 P.M. | | | | | |
| 5 P.M. | | | | | |
| 6 P.M. | | | | | |
| 7 P.M. | | | | | |
| 8 P.M. | | | | | |

5/25/2020

Hennepin County Elections



In-person challengers²³

An in-person challenger is an authorized polling place visitor whose only function is to issue challenges to voter eligibility based upon personal knowledge.

To be allowed to remain in a polling place during voting hours, a challenger must check in with the Head Judge, and provide 1) proof that they are a Minnesota resident by providing one of the proofs of residence accepted for election day registration (pg. 65), and 2) a written certificate (letter of appointment) signed by one of the following:

- **The Chair of an authorized committee of a political party in a state election.** Only one challenger from each major political party may be in the polling place at any one time.
- **A non-partisan candidate.** Only one challenger for each candidate may be in the polling place at any one time.
- **The mayor of the city or school board chair of a jurisdiction where a question is to be voted on.** One challenger appointed in this manner may be in the polling place at any one time.

Rules of conduct for challengers

- **Shall be present to challenge voter eligibility only.**
- Must wear a nametag
- May not vouch for a voter's residency
- May not make any kind of list of who did and did not vote
- May not take photos within the polling place
- Shall not attempt to influence voting in any manner
- May not approach within six feet of a ballot counter.
- Must stand near the poll book table, but may not look at the information on the poll books.
- Shall not speak to a voter, and may only speak to an Election Judge when initiating a challenge.

²³ [M.S. 204C.06](#); [M.S. 204C.07](#)

Challenge process²⁴

If a challenger wishes to make a challenge to a voter's eligibility based upon their personal knowledge of a voter's ineligibility to vote, they may do so according to this process.

1

The challenger informs the Head Judge of the reason for the challenge.

- Examples:
 - Voter does not reside at the address given.
 - Voter is not who they claim to be.
 - Voter is not a citizen.
 - Voter has already voted in this election.
 - Voter is not yet 18 years old.
 - Voter is convicted of a felony and has not had their civil rights restored.
 - Voter is under guardianship of a person in which the court order revokes the right to vote.
 - Voter has been found by a court to be legally incompetent.

2

The challenger completes the Oath of Challenge to Voter's Eligibility form (pg. 163) and states the grounds of their challenge in writing.

3

In a discrete manner, administer the following oath to the voter: "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"

²⁴ [M.S. 204C.12](#); [M.S. 200.031](#); [M.S. 201.014](#)

4

The Head Judge asks the voter questions to verify their eligibility based upon the grounds of the challenge.

- What is your legal name?
- What is your legal residence?
- Are you at least 18 years of age?
- Are you a citizen of the United States?
- Have you resided in Minnesota at least 20 days?
- Are you under court ordered guardianship in which the court order revokes your right to vote?
- Have you been found by a court to be legally incompetent?
- Are you on probation or parole for a felony conviction?
- Have you already voted today?

5

If the voter's answers indicate the voter is eligible, allow the voter to vote in the same manner as unchallenged voters.

- If the challenger persists with the challenge, instruct them to contact Hennepin County (pg. 7).

If the voter's answers indicate that they are not eligible to vote, do not permit them to vote.

- Inform the challenged voter that they will not be allowed to return later to vote if they leave the polling place after being found not eligible.

If the voter refuses the oath the person shall not be allowed to vote.

- Inform the challenged voter that they will not be allowed to return later to vote if they leave the polling place after refusing the oath.

6

Makes notations on the Oath of Challenge to Voter's Eligibility Form (pg. 163) and/or Incident Log (pg. 107) as appropriate.

Emergency Election Judge training

You may need to conduct emergency election Judge training on election day in the event of a vacancy on your Election Judge team.

Vacancies

A vacancy occurs when an Election Judge:

- Fails to arrive by 6:30 a.m.
- Becomes unable to perform duties of an Election Judge
- Fails or refuses to perform duties assigned by the Head Judge

Individuals appointed in an emergency capacity must be eligible to serve (pg. 170).

Emergency Election Judge training

1

Administer the Election Judge Oath to the new Election Judge and have them sign the oath section of the Official Precinct Certification Form (pg. 158).

2

Have the new Election Judge sign in on any payroll paperwork.

3

Verify the new Election Judge's party affiliation (or non-affiliation) and provide them with a nametag.

4

Give the new Election Judge a basic overview of their assigned duties.

- Direct them to the Election Judge Guide and other reference materials relevant to their duties. Have them review these, time permitting.

5

Periodically check in with the new Election Judge throughout the day.

Voter feedback or complaints

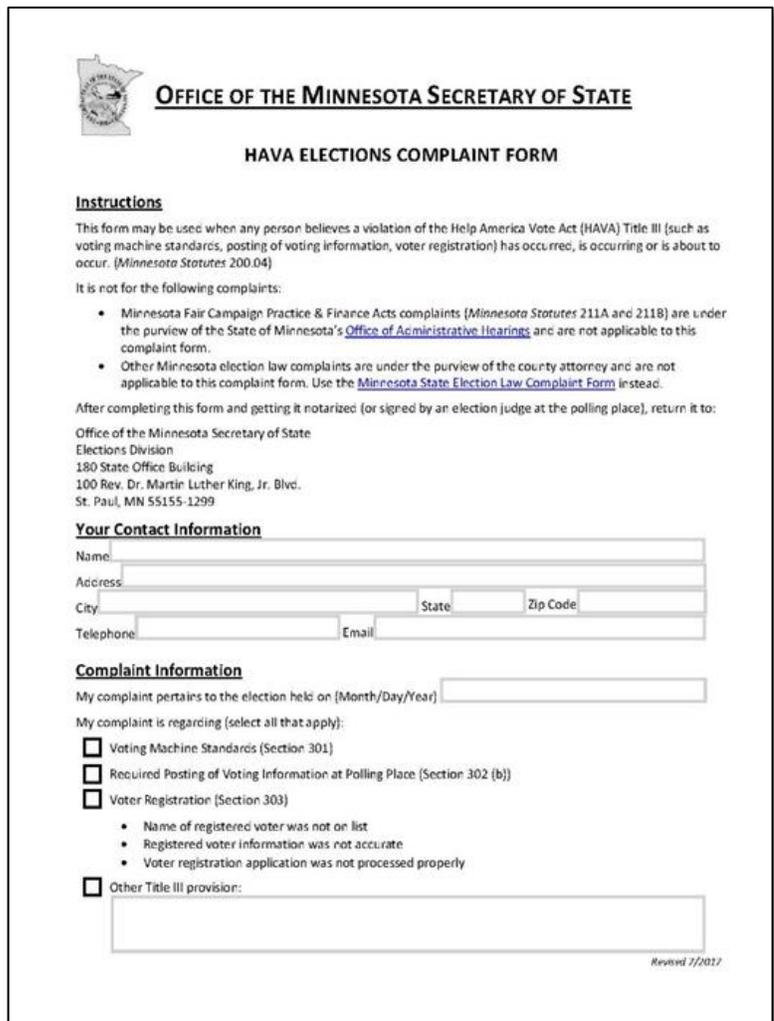
Voters may have feedback or a complaint that needs to be documented. Listed here are the two polling place forms for this that serve different purposes. For each, follow the instructions on the form and work with the voter to have it completed. Place completed forms in the Feedback Form Envelope (pg. 151).

- HAVA Elections Complaint Form
- Election Day Feedback Form

HAVA Elections Complaint Form²⁵

This form is only used for persons wishing to report a violation of Title III of the Help America Vote Act (HAVA) relating to:

- Voting equipment standards
- Required posting of voter information at polling place
- Voter registration
 - Name of registered voter not on roster
 - Registered voter information was not accurate
 - Voter registration application was not processed properly
- Other Title III provisions



The image shows a sample of the HAVA Elections Complaint Form. At the top left is the Minnesota state seal. To its right is the text "OFFICE OF THE MINNESOTA SECRETARY OF STATE" and "HAVA ELECTIONS COMPLAINT FORM". Below this is the "Instructions" section, which explains when the form should be used and provides contact information for the Elections Division. The form includes sections for "Your Contact Information" with fields for Name, Address, City, State, Zip Code, Telephone, and Email. The "Complaint Information" section asks for the election date and provides checkboxes for various types of complaints: Voting Machine Standards, Required Posting of Voting Information, Voter Registration, and Other Title III provisions. A large text box is provided for describing the complaint. The form is dated "Revised 7/2017".

²⁵ [M.S. 200.04](#)

Election Day Feedback Form

This form is used for any non-HAVA related complaint or any other feedback. Election officials review these forms and follow up as needed after election day.

Election Day Feedback Form

Instructions
Use this form to provide feedback to election officials regarding your experience voting (this could be something that went well, something that could have gone better, or to report an issue or concern that should be addressed).

Your contact information

Name: _____

Address: _____

Phone: _____

Email (optional): _____

Feedback details (include more on back of form or attach additional sheets, if necessary)

Affirmation
I swear or affirm that, to the best of my knowledge, the information provided on this form is true.

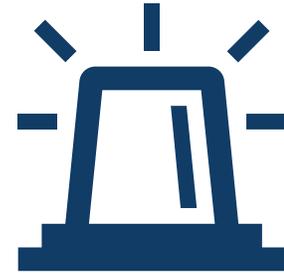
| | |
|-----------------------------|------|
| Signature of voter | Date |
| Signature of election judge | Date |

Revised 10/16/2019 Return in Feedback Form Envelope

Emergencies

Police, fire, and medical response: Calling 911

If you encounter an emergency on election day requiring a response from emergency personnel, use the following procedure.



1

Call 911.

2

Identify yourself as an Election Judge and give your ward and precinct number.

3

State the name and address of the polling place building and the specific location inside the building where the problem is located.

4

Relay the circumstances to the 911 operator and accurately describe the situation.

- The more accurately you can describe the situation, the better for the 911 dispatcher to be able to make a determination about what type of response is required.

5

After calling 911, call your city.

6

Explain the situation and the appropriate staff will be dispatched to assist you.

7

Note the following in the Incident Log:

- **Time of incident**
- **Type of problem**
- **Names of individual(s) involved, if known**
- **Brief physical description of individual(s) involved**
- **Brief description of the incident**
- **Names and signatures of Election Judges witnessing the incident**

8

Call your city when the situation is resolved.

9

Record the time and resolution of the situation on the Incident Log.

Extreme emergencies, evacuations

If the polling place must be left unattended due to a catastrophic emergency (tornado, fire, bomb threat, other situations when election judges may be ordered to leave the premises), use the following procedures.

- Keep in mind that your highest priorities are your safety, the safety of your team, and the safety of others in the polling place. Before doing anything else, ensure that everyone is safe.
- *If time permits, and your safety and the safety of others is not jeopardized, follow the steps below before you leave the polling place.*

1

Record public counter number and the time on Incident Log.

2

Unplug Ballot Counter, unlock and open the memory stick access door. Break the seal on the memory stick.

3

Remove the memory stick and seal it in an envelope.

4

Secure blank, non-voted ballots in a Ballot Transfer Case or other container and leave in polling place in a secure place, if possible.

5

Keep voted ballots locked in the ballot box.

6

Take the following with you, if possible:

- **Poll books**
- **Completed Registration Applications (includes the Voter Signature Certificate)**
- **Voter Signature Certificates for pre-registered voters**
- **Memory stick**
- **Any uncounted ballots from the auxiliary compartment**

7

Choose a location to meet outside and account for all members of your team.

8

As soon as you are in a secure location, call your city to receive further instructions about the voting process.

If the polling place cannot be reopened, contact your city for emergency voting instructions (pg. 7). If the polling place can be reopened:

1

Resume voting by using the auxiliary compartment of the ballot box.

2

Call your city and let them know that the polling place has reopened.

3

City staff will be sent to re-install the memory card and assist in reestablishing normal operations.

4

Record events on the Incident Log.

12.0 Polling place conduct

Persons allowed in the polling place²⁶

- Election Judges.
- Voters.
- Minor children accompanying a parent who is voting.
- Persons assisting disabled voters or voters unable to read English.
- Staff members of the Minnesota Secretary of State's office, the County Auditor's office (Hennepin County), the City Clerk's office, and the School District Clerk's office, for the purpose of observing election procedures.
 - Representatives must have credentials.
- Representatives of the news media (pg 120).
- Sergeant-at-arms that has been appointed by the Election Judges.
- Vouchers who are attesting to the residency of another voter.
 - Vouchers must leave the polling place as soon as the vouching process is complete.
- Challengers (pg. 109).
- Teachers and elementary/secondary school students participating in an activity authorized by the Minnesota Secretary of State's office and your city.
- Peace officers, if the Election Judges request their presence to help maintain order.
- Persons making a written complaint.
- The public is allowed in the polling place after the polls close and all voting has been completed to observe closing procedures.



²⁶ [M.S. 204B.27 subd. 7](#); [M.S. 204C.06](#); [M.S. 204C.08](#); [204C.19, subd. 1](#)

Media²⁷

Members of the media may visit a polling place on election day to observe the voting process.

Upon arrival at the polling place, members of the media must check in with the Head Judge and present photo ID along with a recognized media credential or written statement from a local election official attesting to their credentials.



Record in the Incident Log:

- The name of the media representative
- The time they arrived and left

Media conduct

While in a polling place, representatives of the media may not:

- Approach within 6 feet of a voter.
- Converse with a voter while in the polling place.
- Make a list of persons voting or not voting.
- Interfere with the voting process.
- Approach within 6 feet of a voting booth, ballot counter, or electronic voting equipment.

Media representatives may take photos, but must follow these rules:

- No photos of a voted ballot.
- Media representatives should ask voters before including them in any photos.

²⁷ [M.S. 204C.06](#)

Voters taking photos²⁸

There is no law that strictly prohibits voters taking photos or videos in the polling place to record their own voting experience. However, the Office of the Minnesota Secretary of State discourages this activity for the following reasons:

- Voters have a right to privacy, both as to how an individual has voted as well as whether or not an individual has voted. Either or both of these could be compromised by pictures or video. In addition, other voters' objections to being photographed could lead to disruptions within the polling place.
- When voter turnout is high there may be lines and polling places may be crowded. Voters have a right to take the time they need to vote, but should not take extra time to take pictures.
- In addition, Minnesota Statutes [204C.17](#) and Minnesota Statutes [204C.18](#) prohibit voters from showing their marked ballot to others. Taking photographs or video of your own marked ballot could violate this prohibition.

Exit polling²⁹

Exit polling may be conducted by any individual as long as the following criteria are met:

- The voters are approached after they have voted and left the room being used as the polling place.
- Voters are approached in a predetermined pattern.
- Voters are asked to fill out an anonymous, written questionnaire.
- Voters must be able to go to and from the polling place without unlawful interference.

²⁸ <https://www.sos.state.mn.us/elections-voting/election-day-voting/polling-place-rules/>

²⁹ [M.S. 204C.06](#)

Prohibited conduct³⁰

- **No lingering** within 100 feet of the building where voting is occurring.
- **No campaigning** inside the polling place or within 100 feet of the building in which a polling place is situated, or anywhere on the public property on which a polling place is located.³¹
 - This prohibition only applies to candidates, parties, or questions that are on the ballot at the current election.
 - This includes displaying campaign materials (including campaign buttons), or in any manner attempting to persuade a voter to vote for or against any candidate or question.
- **No drinking.** No one may bring intoxicating beverages into a polling place, drink them in the polling place, or be intoxicated in a polling place. The Election Judges shall not permit an obviously intoxicated individual to vote or remain in the polling place for any purpose.
- No one may ask or try to persuade a voter to vote for or against a candidate or questions, while transporting that voter to or from the polling place.
- No one, except for Election Judges and voters receiving, marking, or depositing ballots (and their assistant or children) may approach within 6 feet of a voting booth, ballot counter, or other electronic voting equipment unless otherwise lawfully authorized to do so by an Election Judge.
- No one, except for a voter casting their ballot or an election judge, is allowed within six feet of a ballot counter or voting booth
- No one may tell another person how they voted while in the polling place.



³⁰ [M.S. 204C.06](#); [M.S. 211B.11](#); [M.S. 204C.17](#)

³¹ <https://www.sos.state.mn.us/elections-voting/election-day-voting/polling-place-rules/>

13.0 Providing assistance to voters

Voters have a right to receive assistance in the polling place. This could include assistance moving through the polling place, reading materials, completing forms, or marking ballots. An assistant is not required to be an eligible voter and can be younger than 18 years of age.

Assistance with ballot marking³²

If a voter needs assistance marking their ballot, they have the option to obtain the assistance of either:

- two election judges of different major political parties (pg. 168), or
- any other person the voter chooses (except an agent of their employer or their union).³³

A voter may also use the assistive ballot marking device (pg. 92).

Rules for assistants

- Election Judges or other individuals who assist the voter shall not reveal to anyone the name of any candidate for whom the voter has voted or anything that took place while assisting the voter.
- After voting, the voter may show the ballot to one of the Election Judges to be sure it has been marked correctly.

³² [204C.15](#)

³³ 2 limits on non-election judge assistance (candidates assisting; limit of 3 assists per assistant per election) were removed in 2020 as a result of the outcome of the Dai Thao et al. v. Minnesota Secretary of State case: 62-CV-20-1044.

Accessibility assistance

General considerations

- On your walk through the polling place, check the parking area, sidewalk, entrance, and hallways.
- Try to set up a traffic pattern that avoids uneven surfaces.
- Ask, "May I be of assistance?" Take your cue from the person's response. Don't assume the person wants help. This question is appropriate to ask any person with disabilities.
- Make sure there are chairs available for resting if the line of voters is long.
- Realize that it might take more time and effort for a person with a disability to complete the voting process. This is perfectly acceptable.
- If a person with a disability has someone to provide assistance, speak directly to the voter, not the assistant. Give the ballot directly to the voter, not the assistant.
- One disability does not imply another disability.
- Be available to help with opening and closing heavy doors.
- If assisting with the actual voting, don't make inappropriate remarks like, "You're voting for him?"



Assisting persons with visual impairment

- Walk up to the voter, identify yourself, and give your location.
- Guide dogs are permitted in polling places, but should not be spoken to or petted.
- Offer to lead a person who is blind. The person who is blind should always be allowed to take a sighted person's arm to ease following. Be careful to not grab or push a blind voter.
- Do not assume a person who is blind or visually impaired is also hearing impaired.
- Offer use of a magnifier if desired.

- Read the “Oath” to ensure the voter knows what they are affirming.
- Offer to place a piece of paper or signature guide so the voter may “feel where to sign.”

Assisting persons who are hearing impaired

- Speak clearly. It is not necessary to shout.
- Face the voter directly when speaking to them.
- Do not exaggerate your words. This makes lip reading more difficult.
- Use a pad of paper and pen if verbal communication fails.

Assisting persons with mobility impairments

- Make sure there is enough room for persons in wheelchairs to turn around.
- Do not lean or rest on a wheelchair.
- Ask permission before pushing someone in a wheelchair.
- Make sure the person is seated securely in their wheelchair before pushing the chair.
- If you are assisting a voter in a wheelchair, make sure you are able to control the chair.

Assistance with signature³⁴

A voter who cannot sign their name may alternatively:

- make a mark,
- use a stamp facsimile, or
- request that another person print the voter’s name for them in their presence.

If an assistant prints the voter’s name for them, that assistant should sign their own name as well. If a voter signs with a mark, the election judge certifies the mark by signing the voter’s name for them.

³⁴ [M.S. 645.44](#); [2018 OSS Election Judge Guide, pg. 14](#); [M.S. 201.056](#); [M.S. 204C.10](#);

Curbside voting³⁵

This process is used in the event a voter arrives at a polling place and is unable to leave their vehicle. The Certificate of Registered Voter form³⁶ (not to be confused with the Voter Signature Certificate) is not used as part of this process due to the use of poll books.



Two election judges of different major political parties must complete this process. To reduce trips back and forth, *except when handling the voter's ballot*, the judges assisting the voter may communicate with one another via cell phone to gather the voter's information to complete poll book check in or registration steps.

Your city may have a city-specific form used as part of this process.

1

Ask the voter for their name and address, and search for the voter in the poll book.

2

If the voter is pre-registered, check them in (pg. 47). If the voter is not registered, complete the registration process with the voter (pg. 56). (When registering a voter, it may be helpful to write down the needed information and take it into the polling place for entry. When entry is finished, write "Curbside—entered into poll book" on the sheet used, and place it in the Election Day Registration Envelope.)

3

Print the Voter Signature Certificate (if voter already registered), or the Voter Signature Certificate combined with the Election Day Registration Application (if voter is registering) and obtain a Voter's Receipt.

³⁵ [204C.15 Subd. 2](#)

³⁶ <https://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-day-forms/>

4

Take Voter's Receipt to the Ballot Judge and exchange it with the Ballot Judge for a ballot.

5

Bring the Voter Signature Certificate (or Voter Signature Certificate combined with Election Day Registration Application) and ballot out to voter.

6

Have the voter sign the Voter Signature Certificate (or Voter Signature Certificate combined with Election Day Registration Application).

7

Have the voter complete their ballot. Assist the voter with marking the ballot, if they request.

8

Tell the voter to wait for confirmation the ballot has been counted before leaving.

9

Take materials back into the polling place. Place the Voter Signature Certificate in the Voter Signature Certificate Envelope (if voter already registered), or the Voter Signature Certificate combined with Election Day Registration Application into the Election Day Registration Envelope (if voter registered today) and place ballot into the ballot counter.

10

If necessary, troubleshoot any ballot counter error messages with the voter (pg. 98). If there are no errors to troubleshoot, confirm with the voter that their ballot has been counted.

14.0 Effective voter service

Election Judge Creed: "I will do everything I can within the law to help you vote today."

General advice

- Listen respectfully, making eye contact with the speaker.
- Work as a team and use your training materials to overcome challenges.
- Respond with words and voice that are factual, not emotional or confrontational.
- Be courteous, factual, and tactful.
- Help the voters understand all of their options. Use your whole toolkit.

State the options

- Explain how/when/where voters can update their driver's license and use receipt to register.
- Describe the exact precinct boundary so the potential voter can return with a pre-registered voter or someone who can register with proper ID from the same precinct.

Provide constructive reinforcement

- "Voters must vote in the precinct where they live."
- "Voters vote only for the elected officials who represent the area in which they live."

Refer to authority

- Posted signs
- Oath on Voter Signature Certificate or Election Day Registration Application

Choose powerful words carefully

Avoid negative words

- Speak of what CAN be done, rather than what CAN NOT.
- Minnesota law allows any one of the following documents. Describe acceptable documents for Election Day registration.

Use pronouns cautiously

- Avoid the words “You” or “I.” Pronouns are very powerful.
- “You” is perceived as confrontational when combined with negative words.
- “I” can’t accept “your” ID makes it appear that the election judge is personally rejecting an individual voter rather than applying the law equally to all.

Respond positively and look for solutions

“That means I can’t vote today.”

“You are stopping me from voting.”

“I can register in (another state) easier”.

“We will do everything we can within the law to help you vote today.”

“Let’s make sure we’ve covered all of our options.”

“Let’s make sure you’re set to go for the next election.”

15.0 Closing the polls

At 8 p.m. on election day the polls close. Any voter already in line at the time is still allowed to vote. Once all voters have finished voting, election judges complete closing procedures, including:

- Taking down duty stations, signs, and the U.S. flag
- Closing down voting equipment
- Completing paperwork



Just like with the opening of the polls, closing can sometimes be stressful. You have just worked a long shift doing everything you can to help voters cast their ballot and, depending on turnout, this may have been nearly non-stop. That is exhausting! The good news is that you are in the home stretch.

To close the polls smoothly, work closely with your fellow election judges, follow the instructions of your Head Judge, and refer to your guides.

If you encounter any difficulties while closing (very long lines of voters left, equipment issues, etc.), contact your city (pg. 7) as soon as possible so they are aware of what is going on and can help troubleshoot if necessary.

Closing the Polls Checklist

Election Judge duties

- Give a “last voter” card to the last voter in line.
- Allow any voters who were in line by 8 p.m. to vote.
- Pack up duty station supplies.
- Take down signs and U.S. flag.
- Shut down and pack up the OmniBallot. (pg. 144)
- Shut down and pack up the poll books (*do this last*). (pg. 140)
 - Poll books (*Must have synced after 8 p.m. before being shut down*).

Head Judge duties

- At 8 p.m. announce: “The polls are now closed.”
- Assign closing duties to election judges.
- Shut down the ballot counter. (pg. 132)
 - Count any ballots that are in the auxiliary compartment. (pg. 136)
- Secure voted ballots in Ballot Transfer Cases (pg. 138)
- Secure unvoted ballots in ballot box (pg. 139).
- Complete forms. (pg. 147)
 - All copies of Results Tape
 - Voter Statistics Worksheet
 - Ballot Tracking Form
 - Official Precinct Certification Form
- Pack and complete Return Envelopes (even if empty). (pg. 151)
- Have election judges complete payroll paperwork as needed.
- Use Election Night Materials Return Checklist to ready items to deliver to your city and secure all other items in polling place. (pg. 154)
- Deliver items on Election Night Materials Return Checklist to your city. (pg. 154)

Closing down the ballot counter

Before starting this process:

- Count any ballots that have been stored in the auxiliary compartment (pg. 136)
- Remove voted ballots from the ballot box and seal them in transfer cases (pg 138).

1

Unlock and lift open the door to the memory stick compartment.



2

Verify the seal number for the memory stick matches the number on the Official Precinct Certification Form (pg.148).



3

Press the blue lever inside the memory stick compartment to open the printer door. Lift the printer door.

4

Unroll the Zero Tape from the compartment and close the printer door. DO NOT TEAR OFF THE TAPE.



5

Press the CLOSE POLL button inside the memory stick compartment.

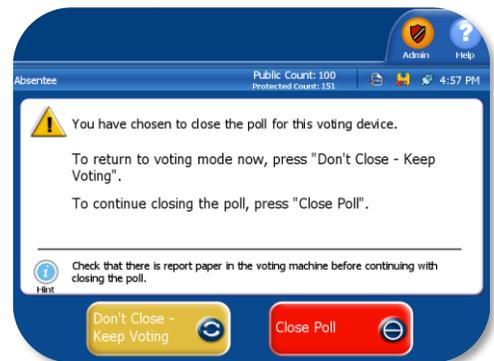
- Hold for 5 seconds, then release.



6

Touch Close Poll button on the screen.

- Copies of the Results Tape will begin printing.
- If the printer door is not closed properly, printing will not begin.



7

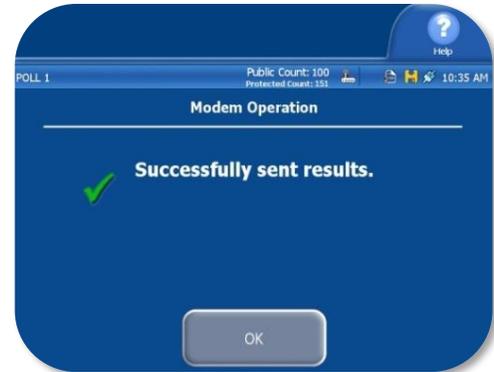
Touch Begin Modem Process button.

- Green bars indicate signal strength. More bars = better signal.
- If you are having trouble sending results, raise the antenna and/or unplug the machine and carefully roll the ballot box to an outside window or door for better signal strength. Take care so the machine does not tip over.



8

When transmission is complete you will receive the message, "Successfully sent results." Press Exit button to go back to the closing screen.



9

Print additional Results Tapes, if needed (pg 137.)

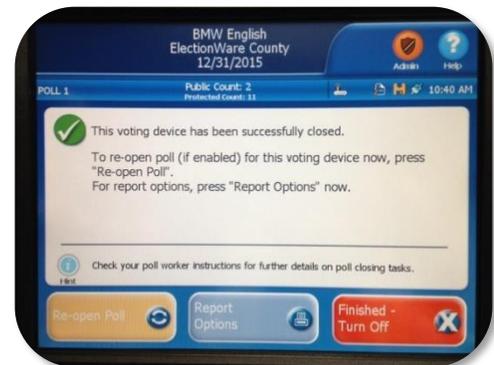
10

Separate the copies of the Results Tape from one another.
• (!) First copy must remain attached to the Zero Tape

11

Press Finished – Turn Off.

- Do not remove the memory stick before the equipment is completely powered off.
- The machine is safely off if the power button is unlit.



12

Cut the memory stick seal and remove the memory stick.

13

Place the memory stick in container provided by your city and put it with materials to return to your city on election night.

14

Close and lock the memory stick compartment.



15

Fold down the ballot counter screen and lock into place.



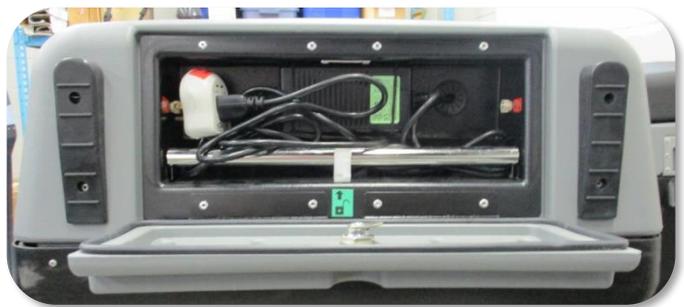
16

Close the cover of the clam shell case, relatch the latches and lock the front of the clam shell case.



17

Carefully repack power cord and lock compartment.



Counting auxiliary compartment ballots

Before closing down the ballot counter, if there are any ballots in the auxiliary compartment, these must be run through the counter. Two judges of different major political parties (pg. 168) must complete this process.

1

Remove ballots from the auxiliary compartment.



2

Insert the ballots, one at a time, into the ballot counter.

- If the ballot counter displays an error message, read the message and examine the ballot for voter intent (pg. 98). Cast or create a duplicate ballot (pg. 194) based on the determination of voter intent.
- If the ballot is unreadable, create a duplicate ballot (pg. 194).

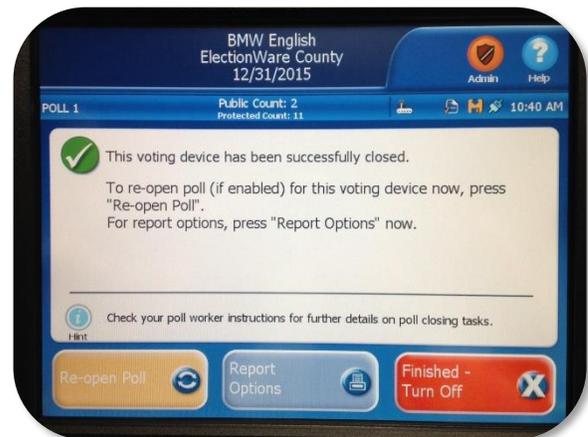
Printing additional Results Tapes

If members of the public wish to see unofficial results for the polling place on election night, print and post an additional copy of the Results Tape for them to view.

You will also need to print additional tapes manually if you are in a precinct that is split by school district (your precinct has a set of ballots for more than one school district). Place each extra tape in the Results Envelope C for each school district.

1

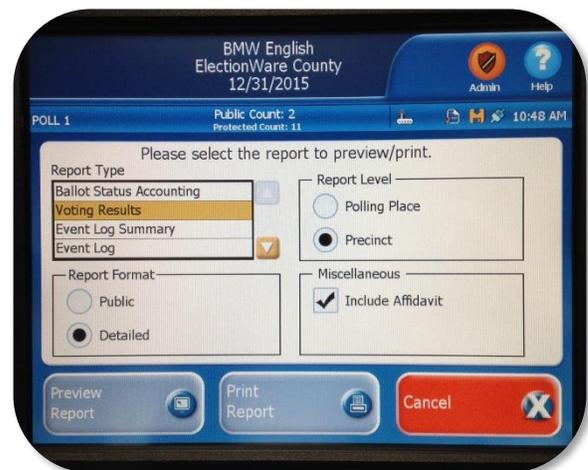
After results transmission, you'll be taken to a screen that allows you to select Report Options. Select Report Options print additional Results Tapes.



2

Choose:

- **Voting Results**
- **Detailed**
- **Precinct**
- **Include Affidavit**



3

Press Print Report. Tear off tape. Press Cancel.

Securing ballots

Voted ballots

1 Unlock the ballot box using the flat, silver key.



2 Remove voted ballots.

3 Place voted ballots into Ballot Transfer Case(s).

4 Seal the Ballot Transfer Case with a Ballot Transfer Case Certification Seal (pg. 166).³⁷

- Additional seal optional.



5 Place the sealed Ballot Transfer Case(s) with other materials to return to your city on election night.

³⁷ [M.R. 8230.4385](#)

Unvoted ballots

1

Count the number of unopened packages of ballots.

- Do not open the packages.

2

Count the number of ballots remaining from opened packages.

3

Record the number of unused ballots on the Ballot Tracking Form (pg. 159).³⁸

| ELECTION NIGHT BALLOT AUDIT | |
|--|-------|
| Confirm ballot quantities delivered to the precinct match the ballot quantities at the end of the night: | |
| A. Unused Ballots: | |
| 1) Number of sealed packs remaining: _____ @ 100 per pack = _____ | |
| | + |
| 2) Number of unused ballots not in packs: _____ | _____ |

4

Place unused ballots in the ballot box.



5

Lock the ballot box.

³⁸ [M.S. 204C.24](#)

Closing down the poll books

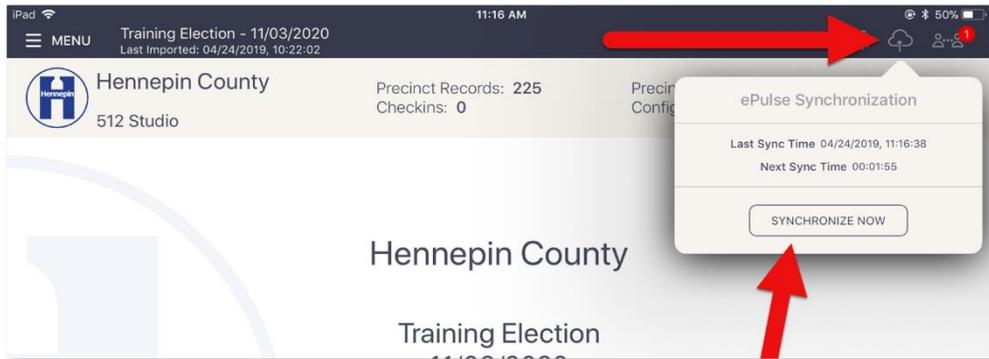


Each of the poll books must sync once after the last voter has voted.

1

(!) Synchronize the poll book by selecting the cloud icon and then SYNCHRONIZE NOW.

- This must be done with *each* poll book.
- Confirm that the the Last Sync Time has updated to the current time.



2

Turn the printer off using the switch on its left side.



3

Unplug the printer power supply from the outlet and the back of the printer.

4

Separate the two pieces of the printer power supply.



5

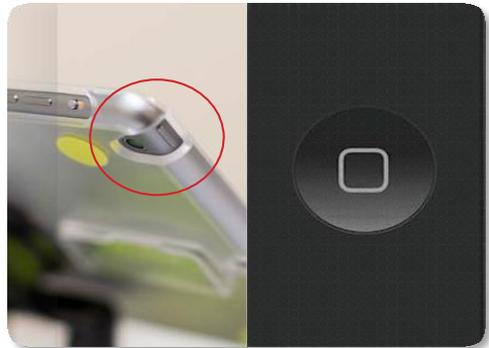
Remove the ID tray and stylus from the back of the poll book



6

Turn the poll book off.

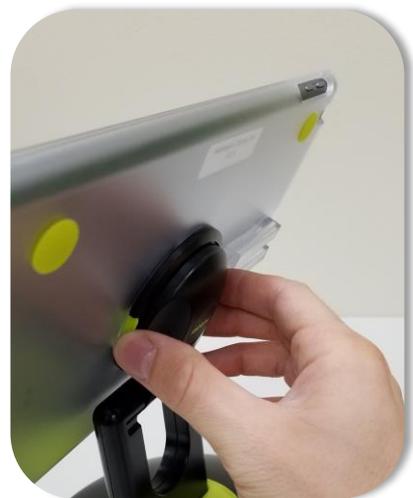
- Hold the power (left) and home buttons (right) down *simultaneously* until the screen turns black, hold for 1 additional second, then release both buttons (*think: blank screen—one Mississippi—release*).
- Tap the home button to verify that the poll book is off.



7

Remove the poll book from the stand arm.

- Hold onto the poll book with one hand and pinch the green buttons on the stand arm with the other.



8

Remove the stand arm from the stand base.

- Gently fold the stand arm in the direction that makes it most compact.



9

Place poll book, printer, and other components into the corresponding poll book case (look for the number labels on the poll book, printer, and case).



1. Printer power supply
2. Printer cable
3. Stand arm (folded)
4. ID tray
5. Apple power supply (if included)



6. Stylus
7. Printer
8. Stand base
9. Poll book (Apply logo facing up)
10. Green charging cord

Closing down the OmniBallot

1

Press the OmniBallot Tablet power button to turn it off.

- The button is located on the underside of the tablet.



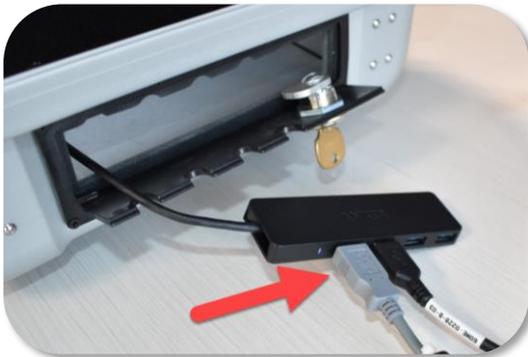
2

Press the printer power button to turn it off.



3

Unplug the power cords, headphones, printer USB cable, and navigation devices.



4

Close and lock the USB hub compartment.



5

Gently fold the OmniBallot Tablet screen down into the grey case, then shut and latch the lid.



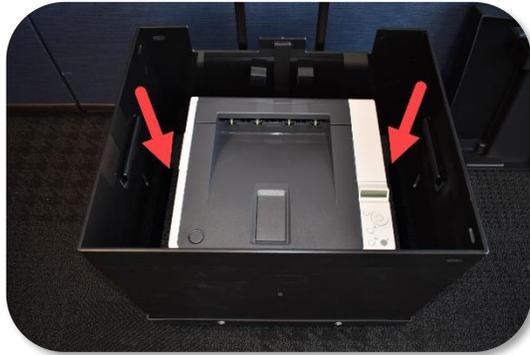
6

Shut the multi-purpose tray on the printer.



7

Gently place the printer into the printer case, and neatly place each of the accessories (power cords, USB cable, navigation devices) around it.



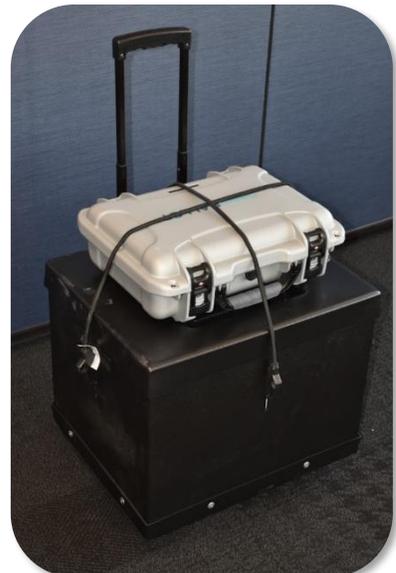
8

Place the foam padding on top of the printer. Place the lid on the printer case.



9

Place the OmniBallot Tablet on top of the printer case and secure the two together with the bungee cords.



Completing forms

The Head Judge is in charge of completing the following forms during closing:

- Ballot Tracking Form
- Official Precinct Certification Form
- Voter Statistics Worksheet
- Results Tapes

Completing the Ballot Tracking Form

Fill out the Election Night Ballot Audit section of the Ballot Tracking Form. Two election judges sign.

| Election night ballot audit <i>(Completed and signed by two Election Judges after the polls close on election day)</i> | | |
|--|--|--|
| Confirm the number of ballots delivered to the precinct match the number of ballots at the end of the night. | | |
| Unused ballots | Number of sealed packs remaining: _____ x 100 ballots per pack = | A <input style="width: 100px; height: 25px;" type="text"/> |
| | | + |
| | Number of unused ballots not in packs | B <input style="width: 100px; height: 25px;" type="text"/> |
| | | + |
| Used ballots | Number of spoiled ballots <i>Found on the Spoiled Ballot Envelope.</i> | C <input style="width: 100px; height: 25px;" type="text"/> |
| | | + |
| | Number of duplicated ballots <i>Found on the Duplicate Ballot Envelope.</i> | D <input style="width: 100px; height: 25px;" type="text"/> |
| | | + |
| | Ballots cast (Public Count) <i>Found at the top of the screen on the ballot counter or at top of Results Tape.</i> | E <input style="width: 100px; height: 25px;" type="text"/> |
| | | = |
| Total ballots | Add totals from lines A + B + C + D + E | <input style="width: 100px; height: 25px;" type="text"/> |
| Election Judge: _____ Election Judge: _____ | | |

Completing the Official Precinct Certification Form

Two election judges verify that the numbers on the ballot counter at closing match what they were when the polls opened and sign the Closing the Polls section of the form.

Official Precinct Certification Form

| | | |
|---|--|--------------------|
| Municipality, ward, precinct: _____ | Election: _____ | Date: _____ |
| PRECINCT SEAL AND BALLOT DELIVERY CERTIFICATION <i>(Clerk completes before election day)</i> | | |
| <p>I, _____, do hereby certify the memory devices for this precinct were secured with said seal numbers and the following ballots were delivered to this precinct:</p> | | |
| Ballot counter seal #: _____ | Total number of ballots delivered: _____ | |
| Clerk signature: _____ Witness signature: _____ | | |
| ELECTION JUDGE'S OATH <i>(All Election Judges complete on election day before polls open)</i> | | |
| <p>"I solemnly swear or affirm that I will perform the duties of Election Judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit, and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or for any candidate." (M.S. 204B.24)</p> | | |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| OPENING THE POLLS <i>(Two Election Judges complete on election day before polls open)</i> | | |
| <p>I do hereby certify the seal numbers at the opening of the polls correspond to the precinct seal certification numbers at the time the memory devices were secured. I also hereby certify the above number of ballots was received for this election. (M.R. 8230.4365)</p> | | |
| Election Judge signature : _____ Election Judge signature : _____ | | |
| If seal numbers do not correspond, explain: _____ | | |
| CLOSING THE POLLS <i>(Two Election Judges complete on election day after polls close)</i> | | |
| <p>I do hereby certify the seal numbers at the close of the polls corresponds to the seal numbers at the time the poll was opened. (M.R. 8230.4365)</p> | | |
| Election Judge signature: _____ Election Judge signature: _____ | | |
| If seal numbers do not correspond, explain: _____ | | |



Completing the Results Tapes (Voting Results Reports)

For every election the ballot counter will print multiple Results Tapes (typically 3 for large elections). *Complete all copies of the Results Tape.*

1. Number of Voter Receipts

This is the total number of Voter Receipts

2. Number of Ballots Cast (Public Count)

This number is found on the Ballot Counter at the end of the day. (This number should be the same as the number of Voter's Receipts).

3. Number of Persons Registered at 7:00 a.m

This number is found at the bottom of the Manual Entry screen on the Poll book under "Precinct Count".

4. Number of New Registrations on Election Day

Count the number of Election Day Voter Registration Applications and enter on the tape.

5. Number of Spoiled Ballots

Count the number of spoiled ballots in the Spoiled Ballot Envelope and enter on the tape.

6. Number of Duplicated Ballots

Count the number of original ballots in the Duplicate Ballot Envelope and enter on the tape.

7. Number of Unused Ballots

This is the total of (1) and (2) on the Ballot Tracking Form (pg 159).

8. Record the number from the seal used to hold the memory stick in the ballot counter. The seal number should match the number recorded on the Official Precinct Certification Form.

9. At least four election judges sign.

NUMBER OF VOTER RECEIPTS: _____ **1**
 TOTAL NUMBER OF BALLOTS CAST (PUBLIC COUNT): _____ **2**
 NUMBER OF PERSONS REGISTERED AT 7AM: _____ **3**
 NUMBER OF ELECTION DAY REGISTRANTS: _____ **4**
 NUMBER OF SPOILED BALLOTS: _____ **5**
 NUMBER OF DUPLICATED BALLOTS: _____ **6**
 NUMBER OF UNUSED BALLOTS: _____ **7**
 **** ELECTION JUDGE OATH OF OFFICE ****
 ME,
 THE UNDERSIGNED ELECTION JUDGES OF THIS PRECINCT DO HEREBY CERTIFY THAT:
 THE PROPER BALLOTS FOR THE PRECINCT WERE USED FOR VOTING:
 ALL OF THE BALLOTS CAST WERE PROPERLY CAST AND COUNTED:
 THE NUMBERS ENTERED ON THIS SUMMARY STATEMENT SHOW THE NUMBER OF VOTES CAST FOR EACH CANDIDATE AND/OR QUESTION:
 THE NATIONAL FLAG OF THE UNITED STATES WAS FLOUNN DURING THE TIME THAT ELECTION JUDGES WERE SERVING:
 THE TOTAL NUMBER OF COUNTED BALLOTS AGREES WITH THE NUMBER OF VOTERS
 ALL BALLOTS REQUIRING DUPLICATION ARE IN THE PROPER ENVELOPES AND ALL WRITE-IN VOTES HAVE BEEN PROPERLY RECORDED; AND
 ALL BALLOTS USED IN THE ELECTION HAVE BEEN SECURELY SEALED.
 THE BALLOT COUNTER WAS EXAMINED BEFORE AND AFTER VOTING HOURS AND WAS FOUND TO BE SEALED BY THE SAME SEAL AS CERTIFIED BY THE CITY CLERK.
 BALLOT COUNTER SEAL NUMBER _____ **8**
 _____ **9**
 Election Judge

 Election Judge

 Election Judge

Completing the Voter Statistics Worksheet

Nearly all of the information needed for this form is the same as what is needed for the Results Tapes. Refer to the "Completing the Results Tapes" section (pg. 149) for instructions on where to find each piece of information.

The "Precinct Statistics Review" section of this form asks you to compare the number of Voter's Receipts to the Public Count. If these numbers do not match, *contact your city immediately*. You will need to investigate the reason for the discrepancy and document it on this form.

| Municipality, ward, precinct: | | Election: | Date: |
|---|---|--|--|
| Election Judge section <i>(Completed & signed on election night by Head Election Judge and another Election Judge)</i> | | | |
| Election Judges and voting booths | Number of Election Judges who worked in the precinct | <input style="width: 100px; height: 20px;" type="text"/> | |
| | Number of voting booths used in the precinct | <input style="width: 100px; height: 20px;" type="text"/> | |
| New registrations | Number of Election Day Registrations <i>Found on the Election Day Registration Envelope.</i> | <input style="width: 100px; height: 20px;" type="text"/> | |
| | Voter Receipt count versus ballots cast | Number of Voter Receipts <i>Found on the Used Voter Receipts Envelope.</i> | <input style="width: 100px; height: 20px;" type="text" value="A"/> |
| Ballots cast (Public Count) <i>Found at top of the screen on the ballot counter or at top of Results Tape.</i> | | <input style="width: 100px; height: 20px;" type="text" value="B"/> | |
| Ballots not in the ballot box | Number of spoiled ballots <i>Found on the Spoiled Ballot Envelope</i> | <input style="width: 100px; height: 20px;" type="text"/> | |
| | Number of duplicated ballots <i>Found on the Duplicate Ballot Envelope.</i> | <input style="width: 100px; height: 20px;" type="text"/> | |
| Precinct statistics review | Is the Zero Tape attached to the 1st Results Tape? Yes ___ No ___ <i>If separated, re-attach the tapes and have two Election Judges sign across the point of separation.</i> | | |
| | Do the numbers in boxes A and B (above) match? Yes ___ No ___ <i>If you answered "No" to either of the questions above, contact your City or School District Clerk for further instructions and use the space below to briefly describe why these numbers do not match.</i> | | |
| | <hr/> | | |
| | <hr/> | | |
| Head Election Judge: _____ | | Election Judge: _____ | |
| Clerk section <i>(Completed & signed on election night by the City or School District Clerk)</i> | | | |
| Voter Statistics Worksheet has been reviewed. | | Yes ___ | No ___ |
| Voter Statistics Worksheet has been scanned and emailed to hc.vote@hennepin.us. | | Yes ___ | No ___ |
| City or School District Clerk: _____ | | | |



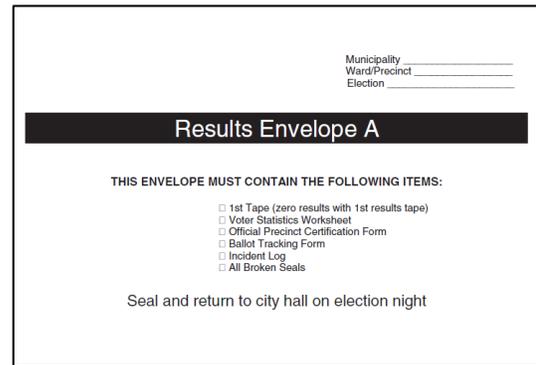
Completing Return Envelopes

Each of the Return Envelopes must have the required items enclosed (listed on each envelope), all information on the front of the envelope completed, and be sealed.

For some envelopes you may have no items to enclose. Even if this is the case, complete the information on the front of the envelope and seal it. This is an official record.

Results Envelope A

- 1st Results Tape (unbroken from Zero Tape)
- Voter Statistics Worksheet (pg. 150)
- Official Precinct Certification Form (pg. 158)
- Ballot Tracking Form (pg. 159)
- Incident Log (pg. 107)
- All broken seals



Municipality _____
Ward/Precinct _____
Election _____

Results Envelope A

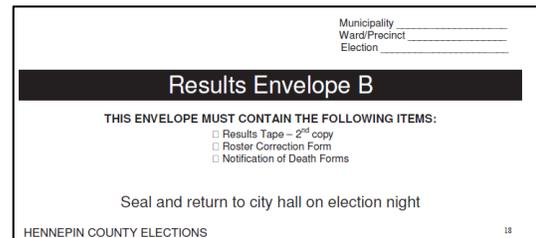
THIS ENVELOPE MUST CONTAIN THE FOLLOWING ITEMS:

- 1st Tape (zero results with 1st results tape)
- Voter Statistics Worksheet
- Official Precinct Certification Form
- Ballot Tracking Form
- Incident Log
- All Broken Seals

Seal and return to city hall on election night

Results Envelope B

- 2nd Results Tape
- Roster Correction Form (pg. 55)
- Notification of Death Form (Report of Deceased Voter) (pg. 167)



Municipality _____
Ward/Precinct _____
Election _____

Results Envelope B

THIS ENVELOPE MUST CONTAIN THE FOLLOWING ITEMS:

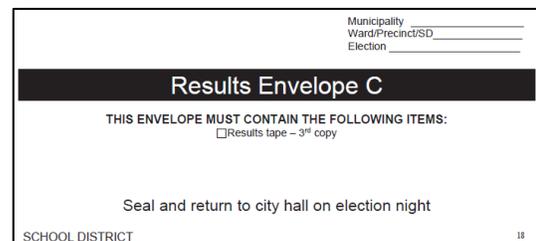
- Results Tape – 2nd copy
- Roster Correction Form
- Notification of Death Forms

Seal and return to city hall on election night

HENNEPIN COUNTY ELECTIONS 18

Results Envelope C (May or may not be included depending on the election)

- 3rd Results Tape



Municipality _____
Ward/Precinct/SD _____
Election _____

Results Envelope C

THIS ENVELOPE MUST CONTAIN THE FOLLOWING ITEMS:

- Results tape – 3rd copy

Seal and return to city hall on election night

SCHOOL DISTRICT 18

Voter Signature Certificate Envelope

- All Voter Signature Certificates (pg. 161)

Municipality _____
Ward/Precinct _____
Election _____

Voter Signature Certificate Envelope

THIS ENVELOPE MUST INCLUDE THE FOLLOWING ITEMS:

- Pre-registered Voter Signature Certificates

Seal and return to city hall on election night

HENNEPIN COUNTY ELECTIONS

Election Day Registration Envelope

- All Election Day Registration Applications (pg. 162)
- Precinct List of Persons Vouching Form (pg. 164)
- Write the # of Election Day Registrations on the envelope.

Municipality _____
Ward/Precinct _____
Election _____

Election Day Registration Envelope

THIS ENVELOPE MUST INCLUDE THE FOLLOWING ITEMS:

- All Completed Election Day Registration Applications
 - Keep Voter Signature Certificates attached
- Precinct List of Person Vouching Form

Total number of Election Day Registration Applications: _____

Seal and return to city hall on election night

HENNEPIN COUNTY ELECTIONS

Voided Signature Certificates Envelope

- Voided Voter Signature Certificates
- Voided Election Day Registration Applications

Municipality _____
Ward/Precinct _____
Election _____

Voided Signature Certificates

THIS ENVELOPE MUST CONTAIN THE FOLLOWING ITEMS:

- VOIDED Roster Signature Certificates
- VOIDED Election Day Registration Certificates

Seal and return to city hall on election night

HENNEPIN COUNTY ELECTIONS

Spoiled Ballot Envelope

- All spoiled ballots
- Write the # of spoiled ballots on the envelope.

Municipality _____
Ward/Precinct _____
Election _____

Spoiled Ballot Envelope

Total number of spoiled ballots enclosed: _____

Seal and return to city hall on election night

Duplicate Ballot Envelope

- All original ballots for which duplicates were made.
- Write the # of original ballots for which duplicates were made on the envelope.

Municipality _____
Ward/Precinct _____
Election _____

Duplicate Ballot Envelope

Total number of original ballots enclosed for which duplicates have been made: _____

Seal and return to city hall on election night

Used Voter Receipt's Envelope

- All used Voter's Receipts (collected by the Ballot Judge).
- Write the # of used Voter's Receipts on the envelope.

Municipality _____
Ward/Precinct _____
Election _____

Used Voter Receipts Envelope

Total number of Used Voter Receipts enclosed: _____

Seal and return to city hall on election night

Feedback Form Envelope

- All Election Day Feedback Forms (pg. 114).
- All HAVA Elections Complaint Forms (pg. 113).
- Write the # of forms enclosed on the envelope.

Municipality _____
Ward/Precinct _____
Election _____

Feedback Form Envelope

THIS ENVELOPE MUST CONTAIN THE FOLLOWING ITEMS:
Record the total number of forms enclosed:
 Election Day Feedback Forms: _____
 HAVA Complaint Forms: _____

Seal and return to city hall on election night

18

Challenger Form Envelope

- All Oath of Challenge to Voter's Eligibility forms (pg. 163).
- Write the # of forms enclosed on the envelope.

Municipality _____
Ward/Precinct _____
Election _____

Challenger Form Envelope

Total number of Oath of Challenge to Voter's Eligibility forms enclosed: _____

Seal and return to city hall on election night

Closing the polling place and delivering required items to your city

Use the Election Night Materials Return Checklist (or other instructions provided by your city) to prepare key items for delivery to your city on election night.

Leave any items that do not need to be returned to your city on election night in a secure location in your polling place.

Before leaving, double-check to make sure that you have everything and that the polling place is secure.

Deliver required items directly to your city (it is recommended that two judges travel in the same vehicle to do this).

Election Night Materials Return Checklist

City _____ Election _____
Precinct _____ Date _____

Deliver to the city clerk

Prepare these items for delivery to the city clerk after the polls close on election night.

- Voted ballots in Ballot Transfer Case(s)
- Ballot counter memory stick
- Poll books
- Results Envelope A
 - 1st copy of Voting Results Report with Zero Totals Report Attached
 - Voter Statistics Worksheet
 - Official Precinct Certification Form
 - Ballot Tracking Form
 - Incident Log
 - All broken seals
- Results Envelope B
 - 2nd copy of Voting Results Report
 - Roster Correction Form
 - Notification of Death Forms
- Results Envelope C
 - 3rd copy of Voting Results Report
- Duplicate Ballot Envelope
- Spoiled Ballot Envelope
- Used Voter Receipts Envelope

4/18/2020 Hennepin County Elections 

Celebrate

You completed your shift—time to celebrate! Thank you for your service as an election judge!



Glossary

Absentee ballot (A.B., AB)

A ballot cast as part of the absentee voting process, which allows voters to submit their ballot before election day.

If a voter’s line in the poll book has the “A.B.”, notation it means the voter already cast an absentee ballot for that election (pg. 54).

Ballot counter (Ballot tabulator)

A machine that counts a voter’s completed ballot. Hennepin County uses the DS200 ballot counter.

City Clerk

The chief elections official for a city, responsible for administering elections for that city.

Election official (Election administrator)

A person responsible for the administration of elections (includes City Clerks and School District Clerks).

General election

An election held at regular intervals on a day determined by law or charter at which the voters of the state or any of its subdivisions choose by ballot public officials or presidential electors.

Major political party

A political party in Minnesota that has met certain conditions under state law: [M.S. 200.02 Subd. 7](#)

For a list of these, see pg. 168.

OmniBallot

A machine that voters may use to assist them in the marking of their ballot. It provides a variety of accessibility functionality and marks the ballot for the voter once they have made their selections.

| | |
|--|---|
| Precinct | A geographical area the boundaries of which are established for election purposes. |
| Primary | An election at which the voters of the state or any of its subdivisions choose by ballot the nominees for the offices to be filled at a general election. |
| Results Tape (Voting Results Report, Summary Statement) | A report that prints from the ballot counter as part of closing procedures on election night that includes unofficial voting results for the precinct (pg. 149). |
| School District Clerk | The chief elections official for a school district, responsible for administering elections for that school district. |
| Spoiled ballot | A ballot that a voter has returned to the Ballot Judge in exchange for a replacement due to a ballot marking error. A ballot found in a voting booth would also be spoiled. |
| Write-in | An option that allows voters to write in the name of any person they would like to vote for. |
| Zero Tape (Zero Totals Report) | A report that prints from the ballot counter as part of opening procedures confirming that no votes have been counted by the machine before use by voters. |

Appendix A: Forms

Most of the forms used on election day in the polling place are either included in this section or elsewhere in this guide.

Head Judge

- Official Precinct Certification Form (pg. 148)

Poll Book Judge

- Voter Signature Certificate and Voter’s Receipt (pg. 161)

- Incident Log (pg. 107)
- Oath of Challenge to Voter's Eligibility (pg. 163)
- Voting Results Report (Results Tape) (pg. 149)
- Ballot Transfer Case Certification Seal (pg. 166)
- Election Day Feedback Form (pg. 114)
- HAVA Elections Complaint Form (pg. 113)

- Election Day Registration Application (pg. 162)
- Roster Correction Form (pg. 55)
- Report of Deceased Voter (pg. 167)

Ballot Judge

- Ballot Tracking Form (pg. 159)
- Voter's Receipt (pg. 161)
- Record of Attempted Registration (pg. 165)
- Precinct List of Persons Vouching (pg. 164)

Official Precinct Certification Form

| | | | |
|---|----------------|-----------|-------|
| MUNICIPALITY: | WARD/PRECINCT: | ELECTION: | DATE: |
| ELECTION JUDGE'S OATH TO BE COMPLETED BY ALL JUDGES | | | |
| <p>"I solemnly swear or affirm that I will perform the duties of Election Judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit, and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or for any candidate." (MS 204B.24)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | | | |
| PRECINCT SEAL AND BALLOT DELIVERY CERTIFICATION TO BE COMPLETED BY THE CITY CLERK | | | |
| <p>I, _____, do hereby certify the memory devices for this precinct were secured with said seal numbers and the following ballots were delivered to this precinct:</p> <p>Ballot Counter Seal #: _____ AutoMARK Seal #: _____</p> <p>Total number of ballots delivered: _____</p> <p>Clerk: _____ Witness: _____</p> | | | |
| OPENING THE POLLS TO BE COMPLETED BY TWO JUDGES | | | |
| <p>PRECINCT SEAL CERTIFICATION - Rule 8230.4365</p> <p>I do hereby certify the seal numbers at the opening of the poll correspond to the precinct seal certification numbers at the time the memory devices were secured. I also hereby certify the above number of ballots was received for this election.</p> <p>_____ <i>Election Judge</i> _____ <i>Election Judge</i></p> <p>If seal numbers do not correspond, explain: _____</p> | | | |
| CLOSING THE POLLS TO BE COMPLETED BY TWO JUDGES | | | |
| <p>PRECINCT SEAL CERTIFICATION - Rule 8230.4365</p> <p>I do hereby certify the seal numbers at the close of the poll corresponds to the seal numbers at the time the poll was opened.</p> <p>_____ <i>Election Judge</i> _____ <i>Election Judge</i></p> <p>If seal numbers do not correspond, explain: _____</p> | | | |
| Return in Results Envelope "A" | | | |

Ballot Tracking Form



Ballot Tracking Form

| | | |
|---|--|---|
| Municipality, ward, precinct: | Election: | Date: |
| Clerk ballot delivery certification <i>(Completed and signed by the City or School District Clerk before election day)</i> | | |
| Confirm the number of sealed ballot packs that were prepared for delivery to the polling place. | | |
| Number of sealed packs delivered (@100 ballots per pack) | <input style="width: 80px; height: 25px;" type="text"/> | |
| City or School District Clerk: _____ | | |
| Election Judge ballot delivery certification <i>(Completed and signed by Election Judges on election day morning)</i> | | |
| Confirm the number of sealed ballot packs that were delivered to the polling place. | | |
| Number of sealed packs received (@100 ballots per pack) | <input style="width: 80px; height: 25px;" type="text"/> | |
| Election Judge: _____ Election Judge: _____ | | |
| Election night ballot audit <i>(Completed and signed by two Election Judges after the polls close on election day)</i> | | |
| Confirm the number of ballots delivered to the precinct match the number of ballots at the end of the night. | | |
| Unused ballots | Number of sealed packs remaining: _____ x 100 ballots per pack = | <input style="width: 80px; height: 25px;" type="text"/> A + |
| | Number of unused ballots not in packs | <input style="width: 80px; height: 25px;" type="text"/> B + |
| | Number of spoiled ballots <i>Found on the Spoiled Ballot Envelope.</i> | <input style="width: 80px; height: 25px;" type="text"/> C + |
| Used ballots | Number of duplicated ballots <i>Found on the Duplicate Ballot Envelope.</i> | <input style="width: 80px; height: 25px;" type="text"/> D + |
| | Ballots cast (Public Count) <i>Found at the top of the screen on the ballot counter or at top of Results Tape.</i> | <input style="width: 80px; height: 25px;" type="text"/> E = |
| Total ballots | Add totals from lines A + B + C + D + E | <input style="width: 80px; height: 25px;" type="text"/> |
| Election Judge: _____ Election Judge: _____ | | |



Ballot Tracking Form

Opened ballot packs *(Completed by two Election Judges each time a sealed pack of ballots is opened)*

Hand-count ballots and record the total for each opened ballot package. Only open the number of packages that are needed.

| | | | |
|------------|-------|------------|-------|
| Package 1 | _____ | Package 26 | _____ |
| Package 2 | _____ | Package 27 | _____ |
| Package 3 | _____ | Package 28 | _____ |
| Package 4 | _____ | Package 29 | _____ |
| Package 5 | _____ | Package 30 | _____ |
| Package 6 | _____ | Package 31 | _____ |
| Package 7 | _____ | Package 32 | _____ |
| Package 8 | _____ | Package 33 | _____ |
| Package 9 | _____ | Package 34 | _____ |
| Package 10 | _____ | Package 35 | _____ |
| Package 11 | _____ | Package 36 | _____ |
| Package 12 | _____ | Package 37 | _____ |
| Package 13 | _____ | Package 38 | _____ |
| Package 14 | _____ | Package 39 | _____ |
| Package 15 | _____ | Package 40 | _____ |
| Package 16 | _____ | Package 41 | _____ |
| Package 17 | _____ | Package 42 | _____ |
| Package 18 | _____ | Package 43 | _____ |
| Package 19 | _____ | Package 44 | _____ |
| Package 20 | _____ | Package 45 | _____ |
| Package 21 | _____ | Package 46 | _____ |
| Package 22 | _____ | Package 47 | _____ |
| Package 23 | _____ | Package 48 | _____ |
| Package 24 | _____ | Package 49 | _____ |
| Package 25 | _____ | Package 50 | _____ |

Voter Signature Certificate and Voter's Receipt

Voter Signature Certificate

05/12/2020, 08:33:30

OLIVIA BENSON
05/12/1981
885 21ST AVE SE, MINNEAPOLIS
Voter ID:

Read the oath and sign below:
I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote; and that if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

X Olivia Benson
Voter Signature

BALLOT STYLE
Precinct: MINNEAPOLIS W-2 P-03
School District: 1-1

Voter's Receipt

05/12/2020, 08:29:27

BALLOT STYLE
Precinct: MINNEAPOLIS W-2 P-03
School District: 1-1

Voter Receipt
#: 2

Election Day Registration Application

05/12/2020, 08:29:27
Minnesota Voter Registration Application

Are you a U.S. Citizen? Yes, Will you be at least 18 years old on election day?: Yes

ELLIOT STABLER
01/08/1971
2335 COLE AVE SE, MINNEAPOLIS,
MN 55414

Voter Has a MN-issued driver's license or MN ID card number
A111222333444

ID with Current Name & Address
MN Driver's License, Learner's permit, MN ID card
A111222333444

Previous Name:
Previous Address:

Read the oath and sign below:
I certify that I:
- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have resided in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address given on the registration form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and
- have read and understand the following statement: that giving false information is a felony punishable by not more than five years imprisonment or a fine of not more than \$10,000, or both.

X Elliot Stabler
Voter Signature

Date: 08/11/2020

Election Judge Initials:


MINNEAPOLIS W-2 P-03 1-1

05/12/2020, 08:29:27
ELLIOT STABLER
01/08/1971
2335 COLE AVE SE, MINNEAPOLIS,
MN 55414
Voter ID:

Read the oath and sign below:
I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote; and that if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

X Elliot Stabler
Voter Signature

BALLOT STYLE

Precinct: MINNEAPOLIS W-2 P-03

School District: 1-1

Oath of Challenge to Voter's Eligibility



Office of the Minnesota Secretary of State

Oath of Challenge to Voter's Eligibility

I, _____, do hereby state under oath,
Name of person making challenge

I am:

- an election judge.
- a challenger authorized by Minnesota Statutes, section 204C.07.
- a Minnesota voter.

I reside at _____,
Street Address City or Township

Telephone number: _____

E-mail address (optional): _____

I challenge the registration of _____ whose registration lists his
Name of challenged voter
or her residence as

Street Address City of Township

This challenge is based on my personal knowledge. The grounds for my challenge are:

(attach additional sheets of signed statement if necessary).

I swear or affirm that the information stated here is truthful.

Date Signature of Challenger

Signed and sworn to or affirmed before me

Date Signature of Election Judge

For Election Judge Use Only:

Challenge was administered by Election Judge: _____

Time: _____

- Voter refused to take challenge oath.
- Challenge was dismissed. Voter passed challenge and voted.
- Challenge was sustained. Voter failed challenge and did not vote.

Additional Comments:

Precinct List of Persons Vouching



Office of the Minnesota Secretary of State

PRECINCT LIST OF PERSONS VOUCHING

City/Town _____ Ward _____ Precinct _____

- To be completed by election judges.
- Use to track the number of people vouched for by each voucher.
- Cross out the next number each time that person vouches for a registrant.
- Employees of residential facilities may vouch for an unlimited number of facility residents who are registering to vote at the facility's address. Otherwise, vouchers may only vouch for a maximum of eight registrants.

| Voucher's Name | Voucher's Voter ID No. | Number Vouched for on Election Day |
|--------------------------|------------------------|------------------------------------|
| Example: <i>John Doe</i> | <i>1234567</i> | 1 2 3 4 5 6 7 8 |
| 1. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 2. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 3. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 4. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 5. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 6. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 7. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 8. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 9. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 10. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 11. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 12. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 13. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 14. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 15. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 16. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 17. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 18. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 19. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 20. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 21. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 22. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 23. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 24. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 25. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 26. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 27. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 28. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 29. _____ | _____ | 1 2 3 4 5 6 7 8 |
| 30. _____ | _____ | 1 2 3 4 5 6 7 8 |

Certified by the Head Election Judge of the Precinct:

_____ Printed Name

_____ Signature

_____ Date

Record of Attempted Registration

Municipality: _____

Ward/Precinct: _____

Election: _____

Record of Attempted Registration

Record of the number of individuals who attempt to register on Election Day, but are unable to provide proof of residence.

| | | | | | | | | | | | |
|----|----|----|-----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
| 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 |
| 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 |
| 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 |
| 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 |
| 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 |
| 97 | 98 | 99 | 100 | | | | | | | | |

Record Total Number on front of Election Day Registration Envelope

Ballot Transfer Case Certification Seal

This certificate is used to seal Ballot Transfer Cases containing voted ballots.³⁹

Ballot Transfer Case Certification Seal

Election: _____ Election Date: _____

City/School District: _____ Polling place: _____

Ward: ____ Precinct: ____ Case # ____ of ____ total cases

We, the election judges, hereby certify that the total number of voted ballots as provided by Minnesota statute and rules of the Secretary of State are contained herein and the case was sealed in accordance with law.

Signatures of election judges transporting ballots: _____

Additional seal #: _____

Affix this seal across the flap of the transfer case

³⁹ [M.R. 8230.4385 Subp. 4](#)

Appendix B: Major political parties in Minnesota

There are currently four major political parties in Minnesota: ⁴⁰

- Democratic-Farmer-Labor (DFL)
- Grassroots-Legalize Cannabis (GLC)
- Legal Marijuana Now (LMN)
- Republican (R)

⁴⁰ [M.S. 200.02 Subd. 7](#)

Appendix C: Party balance activities

There are five polling place activities that must be carried out by two election judges that are members of different major political parties:



Curbside voting (pg. 126)⁴¹



Assisting a voter with the marking of their ballot (can alternatively be done by non-election judge assistant that the voter chooses) (pg. 123)⁴²



Opening the ballot box during voting hours (either to empty a full ballot box, pg. 102 or troubleshoot a jammed ballot, pg. 99)⁴³



Duplicating ballots (pg. 194) (Very rare)⁴⁴



Reviewing a voter's ballot to explain a ballot marking error to them (pg. 123).⁴⁵

⁴¹ [204C.15 Subd. 2](#)

⁴² [204C.15 Subd. 1](#)

⁴³ [M.R. 8230.4365, Subp. 5](#)

⁴⁴ [M.R. 8230.3850](#)

⁴⁵ [2018 OSS Election Judge Guide, pg. 31](#)

Appendix D: Election judge basic qualifications

To serve as an election judge in Minnesota, one must:

- Be eligible to vote in the State of Minnesota
- Be able to read, write and speak English
- Not be a spouse, parent, step parent, child, sibling, step child or step sibling of a candidate
- Not be a spouse, parent, step parent, child, sibling, step child or step sibling of an election judge in the same precinct
- Not work in the precinct if living with a candidate on the ballot in that precinct
- Not be a challenger appointed to contest voter eligibility
- Not be a candidate at the election⁴⁶

⁴⁶ [M.S. 204B.19, subd. 1, 2 & 5](#)

Appendix E: Voter registration challenge types

Challenged—AB Address: The voter submitted an absentee ballot application that lists a residential address different from the address currently listed on their voter record.

Challenged—Address: The voter’s residency at the address on the roster is in question.

Challenged—Felony: The voter may have had a previous felony conviction. A voter with a previous felony conviction can vote after they finish their entire sentence. This includes any probation and parole, commonly known as being ‘off-paper’. At that point, their voting rights are automatically restored.

Challenged—Guardianship: The voter may be under court-ordered guardianship with their voting rights revoked. Voters under guardianship can vote unless their court order explicitly revoked that right.

Challenged—Name and Address: The voter’s true name and residency at the address on the roster are in question.

Challenged—Other: The voter’s eligibility is challenged, but the reason is not available.

Challenged—Postal Return: The voter was sent a postal verification card that was returned to the auditor because it was not deliverable to the person at the address on record.

Challenged—Unverifiable: The identification number(s) that the voter has provided on their voter registration application was not verified.

Challenged—Voted Out of Precinct: The voter was recorded as having voted in the wrong precinct at the last election. The voter will need to provide proof of residence prior to voting.

Appendix F: Poll Book Troubleshooting

Poll book frozen

1

Tap the Power button twice to refresh the screen.

- If this doesn't resolve the issue, proceed to the next step.



2

Record the check-in count for the frozen poll book.

3

(!) Remove any cable plugged into the poll book.



4

Hold down the Sleep/Wake and Home buttons simultaneously. Release both once the Apple logo displays on the screen.



5

Open the Poll Pad app (if not already open) and verify the Check-in Count is unchanged.

Printer not printing

1

Make sure the printer is switched on.



2

Make sure there is paper in the printer, and that the paper is oriented correctly (going under the roll).



3

If further troubleshooting is needed, contact your city (pg. 7).

One poll book stops working

If a poll book in a polling place stops working completely, set that one aside and continue checking in voters on the remaining poll book(s). Contact your city (pg. 7) for further instructions.

All poll books stop working (paper backup process)



Contact your city (pg. 7) before using the paper backup process.

In the rare event that all poll books in a polling place become inoperable, the polling place will need to switch over to the paper backup process. Essentially, this involves checking in and registering voters in a manner similar to how it was done before poll books. Your city will provide you with more detailed instructions.

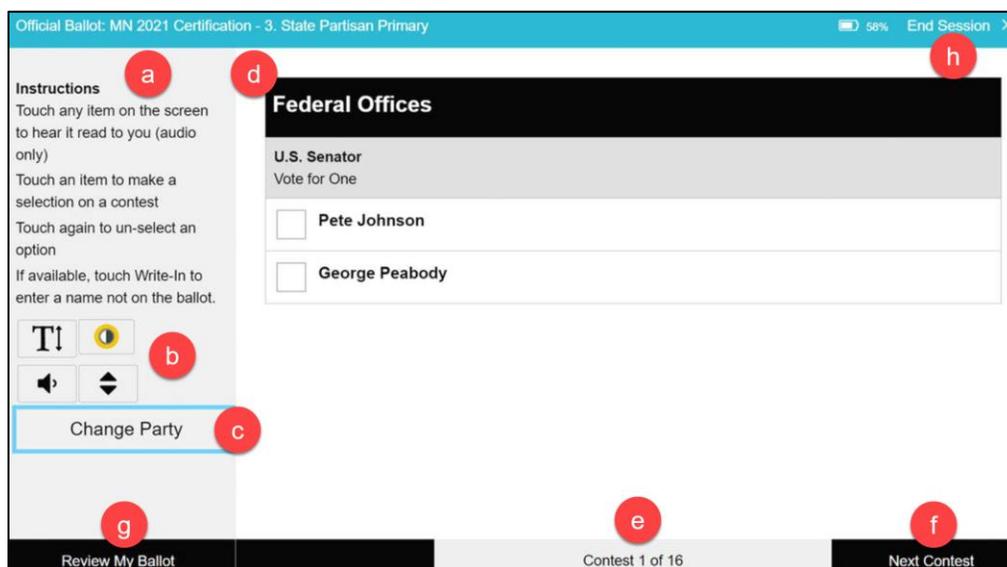
Appendix G: OmniBallot Ballot Marking Details, Settings, and Navigation Accessories

Ballot marking process

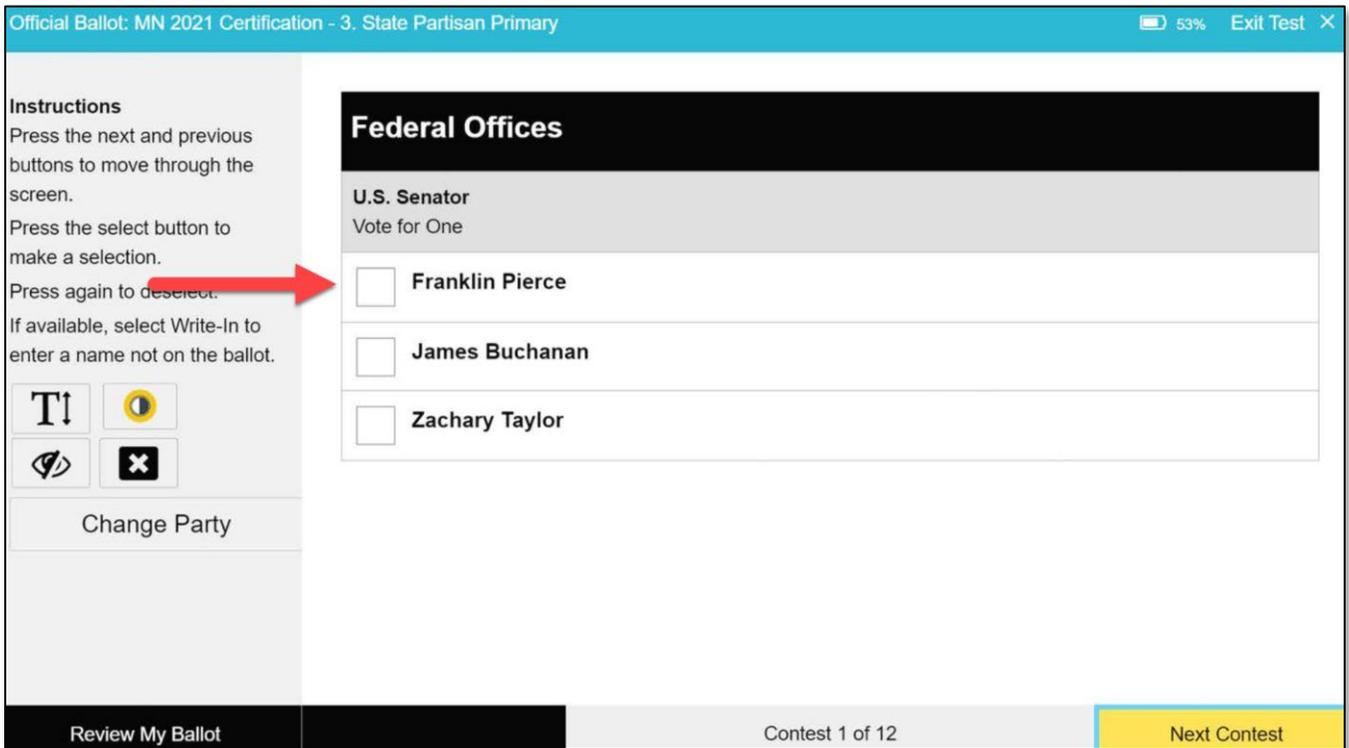
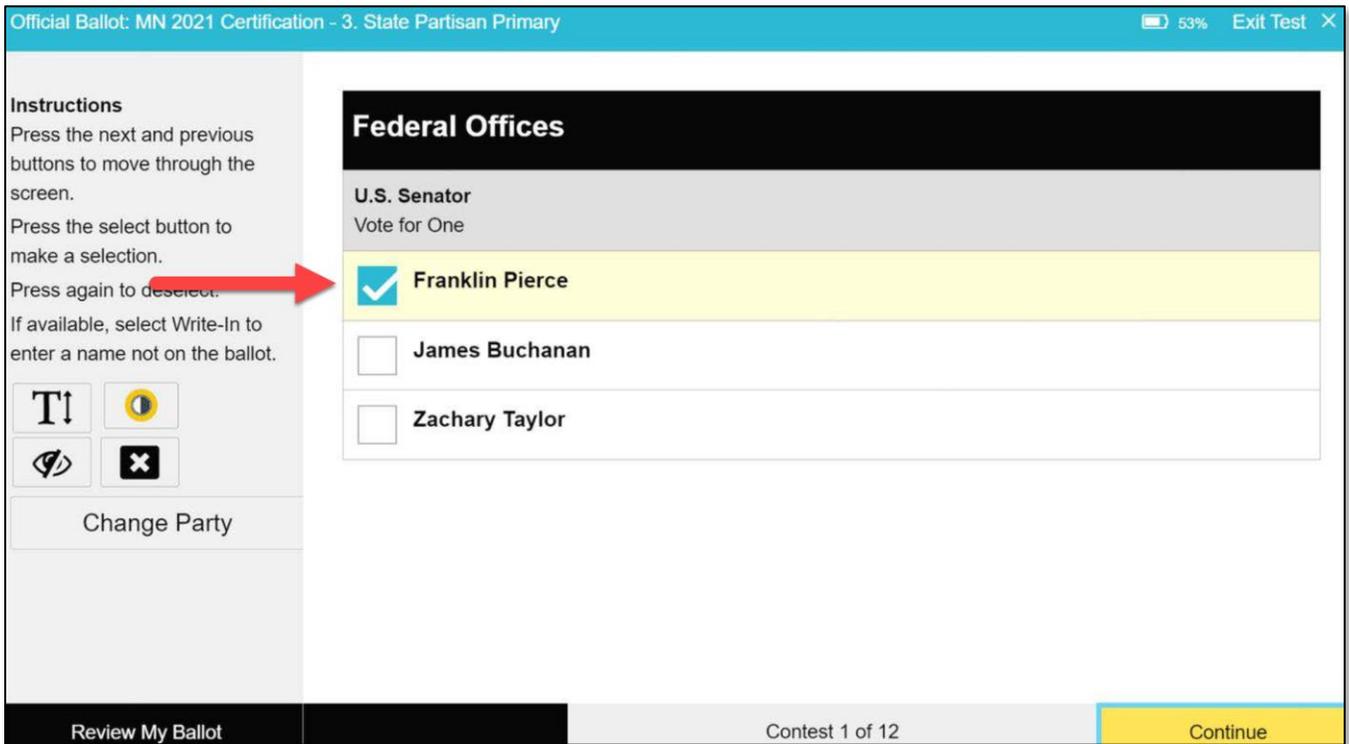
Once the voter is set up with the navigation option of their choice and given basic instructions, the OmniBallot Tablet will guide them through voting for each contest on their ballot.

The page for each contest on a ballot will include:

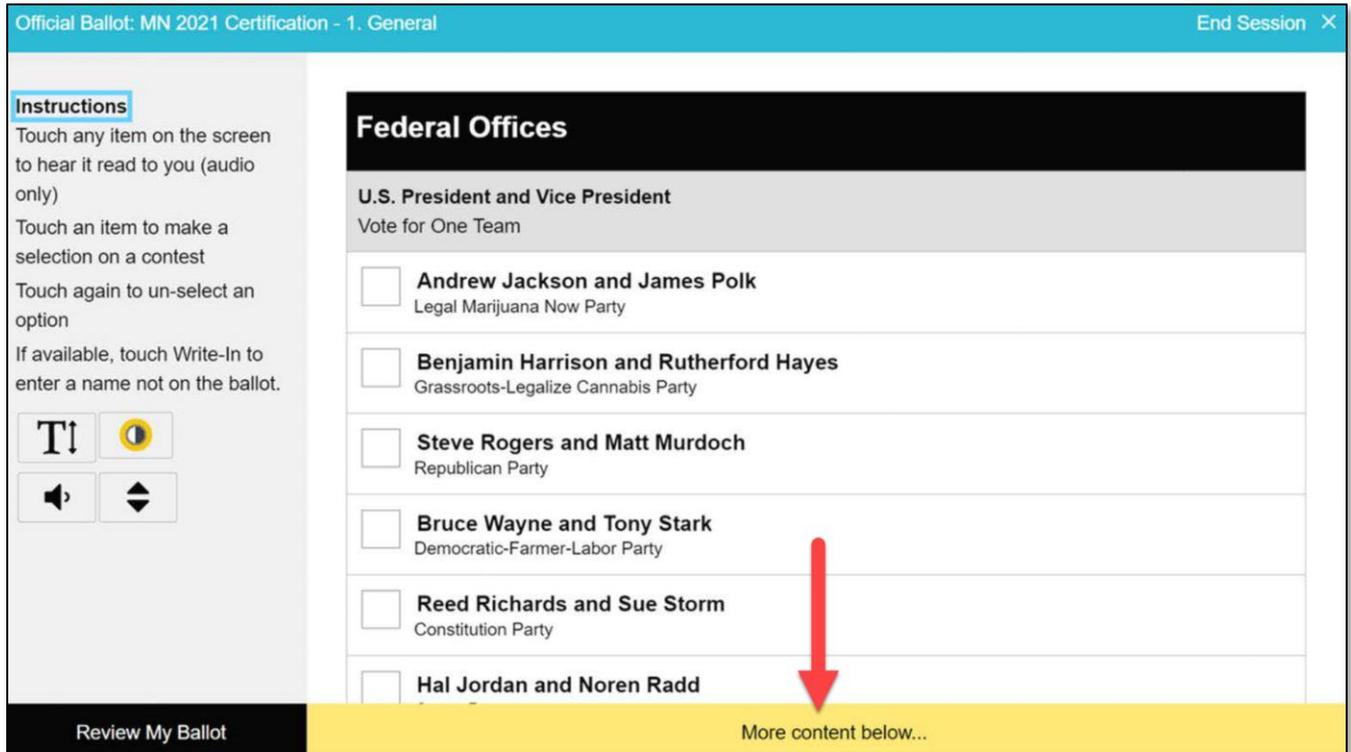
- a. Instructions
- b. Text size, volume, contrast, and volume controls (options to conceal selections and end session will also be present when using Navigation Pad).
- c. An option to change party selection (partisan primaries only).
- d. The contest currently being voted on.
- e. An indication of how many contests there are total on the ballot, and the voter's progress on marking the ballot.
- f. An option to advance to the next contest (a button to return to the previous contest will also appear in this bar when past the first contest).
- g. An option to jump to the end of the marking process, review all selections, and print ballot (voters can choose this option if they only want to vote for a few contests on their ballot).
- h. An option to end the session and return to the start screen.



To mark a vote within each contest on the ballot, navigate to the desired choice and select it. To remove a marked vote, select it again.



If there are more choices than fit on the screen at one time, a "More content below..." notification appears at the bottom of the screen. Touch screen users can either swipe up on the middle of the screen or tap this button to reveal the additional choices and the "Next Contest" button. Navigation Pad and Navigation Paddle users can simply navigate forward to get past this notification to reach additional choices and the "Next Contest" option.



To move to the next contest on the ballot, select "Next Contest". To move to the previous contest, select "Previous Contest".

Official Ballot: MN 2021 Certification - 1. General Precinct 1 000500 End Session X

Instructions
Press the next and previous buttons to move through the screen
Press the select button to make a selection
Press again to un-select
If available, select Write-In to enter a name not on the ballot

T🔍👁✖

State Offices

State Auditor
Vote for One

John Wayne
Republican Party

Henry Fonda
Democratic-Farmer-Labor Party

James Garner
Independence Party

write-in, if any,

Back to Review

Review My BallotPrevious ContestContest 8 of 31Next Contest



Official Ballot: MN 2021 Certification - 1. General Precinct 1 000500 End Session X

Instructions
Press the next and previous buttons to move through the screen
Press the select button to make a selection
Press again to un-select
If available, select Write-In to enter a name not on the ballot

T🔍👁✖

State Offices

State Auditor
Vote for One

John Wayne
Republican Party

Henry Fonda
Democratic-Farmer-Labor Party

James Garner
Independence Party

write-in, if any,

Back to Review

Review My BallotPrevious ContestContest 8 of 31Next Contest



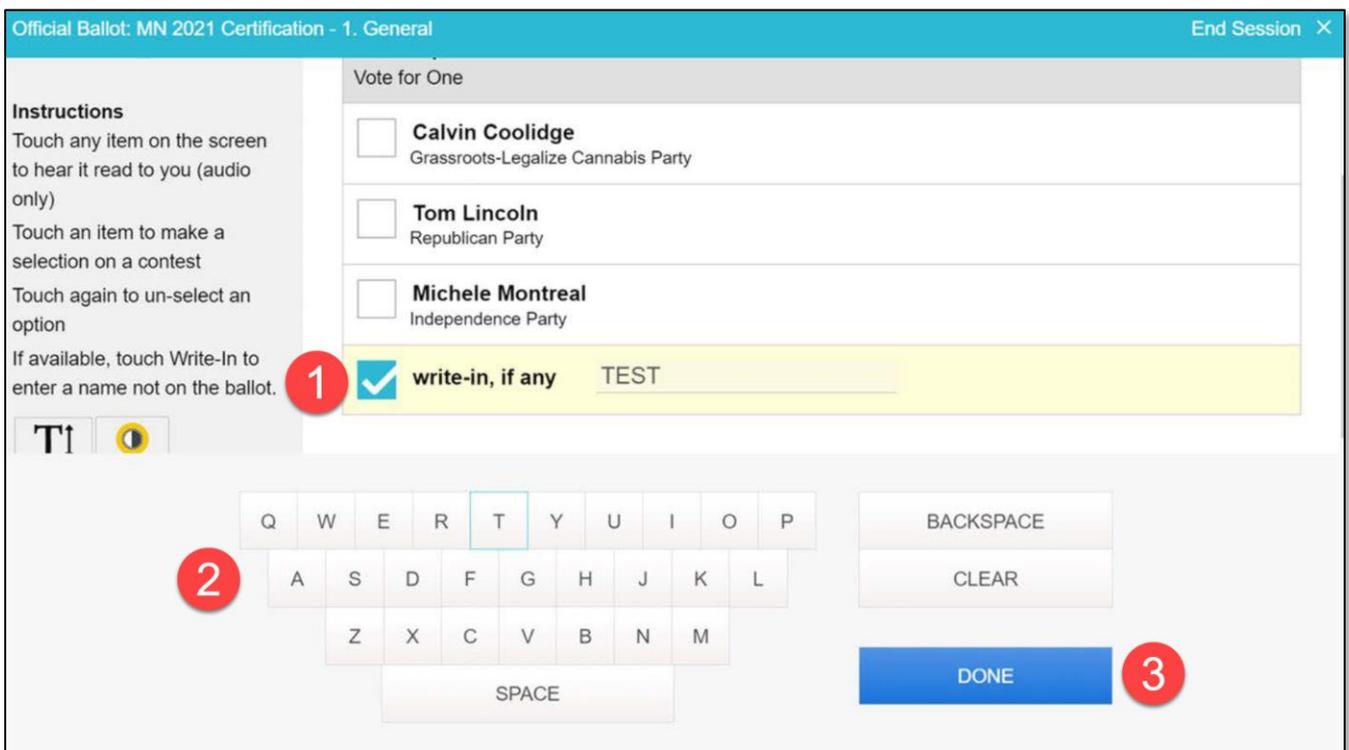
Some contests will include the option to write in the name of a candidate. To write in the name of a candidate:

1 Select the write-in option.

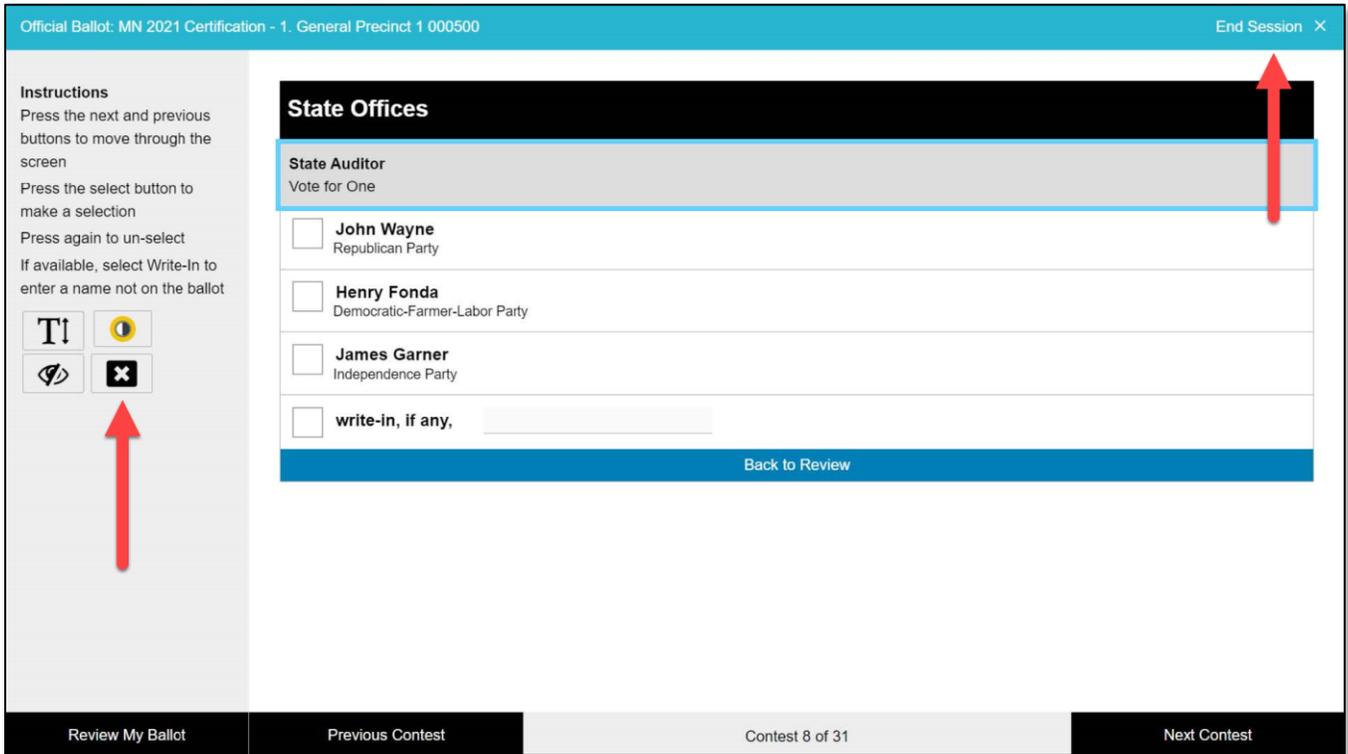
2 Enter the name of a candidate.

- a. The on-screen keyboard can be used by tapping the screen or by navigating through the letters and actions with the Navigation Pad or Navigation Paddles.

3 Select "DONE".



To end a ballot marking session without marking a ballot (if needed for any reason) select , (Navigation Pad or Navigation Paddles only), or select "End Session".



The screenshot shows the 'Official Ballot: MN 2021 Certification - 1. General Precinct 1 000500' interface. At the top right, there is an 'End Session' button with a close icon. On the left side, there is an 'Instructions' section with several lines of text and a set of navigation icons. A red arrow points to the close icon in the navigation icons. The main content area is titled 'State Offices' and shows the 'State Auditor' contest with the instruction 'Vote for One'. Below this, there are three candidates: John Wayne (Republican Party), Henry Fonda (Democratic-Farmer-Labor Party), and James Garner (Independence Party). There is also a 'write-in, if any,' field. At the bottom of the contest area, there is a 'Back to Review' button. The bottom navigation bar contains 'Review My Ballot', 'Previous Contest', 'Contest 8 of 31', and 'Next Contest'.

If more than the number of choices for a contest (an overvote) are selected, the OmniBallot Tablet will display an alert.

The screenshot shows the 'Official Ballot: MN 2021 Certification - 1. General Precinct 1 000500' interface. On the left, a red warning message reads: 'Warning! You are only allowed to make 1 selection. Please deselect an option to make another choice.' A red arrow points upwards from the bottom of this message. The main content area is titled 'State Offices' and lists candidates for 'State Auditor' (Vote for One): John Wayne (Republican Party, selected), Henry Fonda (Democratic-Farmer-Labor Party), James Garner (Independence Party), and a 'write-in, if any' field. A 'Back to Review' button is at the bottom of the list. At the bottom of the screen, there are buttons for 'Review My Ballot' and 'Previous Contest'. A separate callout box on the right contains the same warning message.

If all choices for a contest haven't been used (an undervote), the OmniBallot Tablet will also display an alert.

The dialog box has a title 'Warning' and a message: 'You have not made all possible selections for this contest. Are you sure you want to continue?'. Below the message are two buttons: 'No' and 'Yes'.

Select "Review My Ballot" to go directly to the "Review Your Selections" screen. This is useful for voters who only want to vote for some of the contests on the ballot.

Official Ballot: MN 2021 Certification - 1. General Precinct 1 000500 End Session X

Instructions

Press the next and previous buttons to move through the screen

Press the select button to make a selection

Press again to un-select

If available, select Write-In to enter a name not on the ballot

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State Offices

State Auditor
Vote for One

John Wayne
Republican Party

Henry Fonda
Democratic-Farmer-Labor Party

James Garner
Independence Party

write-in, if any,

Back to Review

Review My Ballot
Previous Contest
Contest 8 of 31
Next Contest

Official Ballot: MN 2021 Certification - 1. General Precinct 1 000500 End Session X

Review Your Selections

Your ballot selections are listed below

You may change any selection by clicking the Change link next to your selections

After you have reviewed your selections press the Accept and Print button

Please note that once you press Accept and Print your marked ballot will be printed and you cannot get back to your voting session

| | | |
|-----------------------------------|---------------------------------|--------|
| U.S. President and Vice President | ANDREW JACKSON AND JAMES POLK | Change |
| U.S. Senator | FRANKLIN PIERCE | Change |
| U.S. Representative District 7 | CHESTER A. ARTHUR | Change |
| State Senator District 68 | ⚠ No Selections | Change |
| State Representative District 68A | CALVIN COOLIDGE | Change |
| Governor and Lieutenant Governor | JAMES KIRK AND MONTGOMERY SCOTT | Change |
| Secretary of State | ⚠ No Selections | Change |
| State Auditor | ⚠ No Selections | Change |

More content below...

After all contests have been voted on, the "Review Your Selections" page will appear.

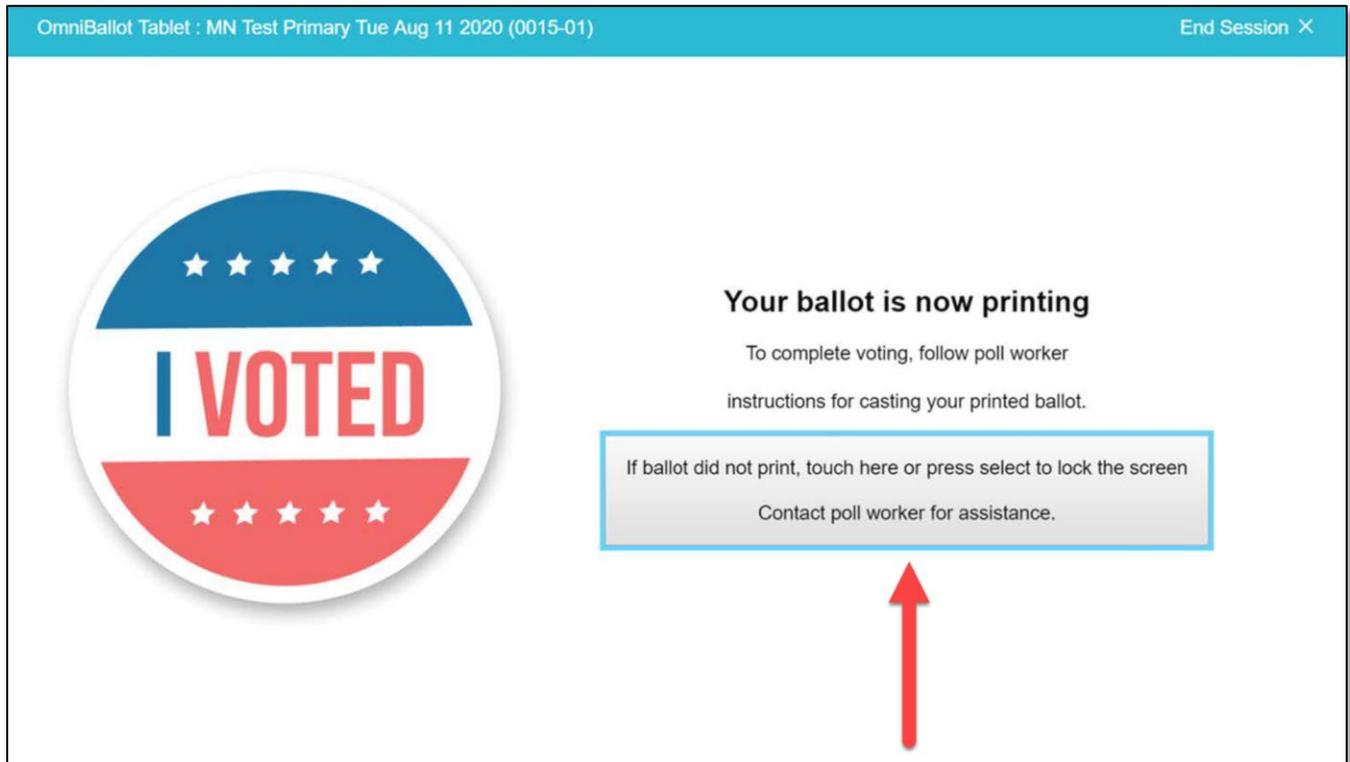
- a. Here the voter has the option to review their votes for each contest.
- b. The voter can change their vote for a contest by selecting "Change".
- c. If the "More content below..." notification appears, touch screen users can either swipe up on the middle of the screen or tap this button to reach the additional information and the "Accept and Print" button. Navigation Pad and Navigation Paddle users can simply navigate forward to get past this notification to reach these.
- d. Select "Accept and Print" to confirm votes and mark the ballot.

The screenshot shows the 'Review Your Selections' page for 'Official Ballot: MN 2021 Certification - 1. General Precinct 1 000500'. The page lists various contests with their respective candidates and a 'Change' link for each. A yellow bar at the bottom of the list contains a 'More content below...' button. Below this bar, three more contests are visible, each with a 'Change' link. At the bottom right of the page is a green 'Accept and Print' button. Red callouts 'a', 'b', 'c', and 'd' are placed on the page: 'a' is on the 'Accept and Print' button, 'b' is on the 'Change' link for the first contest, 'c' is on the 'More content below...' button, and 'd' is on the 'Accept and Print' button. A red arrow points from the 'More content below...' button to the 'Accept and Print' button.

| Contest | Candidate | Action |
|-----------------------------------|---------------------------------|------------------|
| U.S. President and Vice President | ANDREW JACKSON AND JAMES POLK | Change |
| U.S. Senator | FRANKLIN PIERCE | Change |
| U.S. Representative District 7 | CHESTER A. ARTHUR | Change |
| State Senator District 68 | ⚠ No Selections | Change |
| State Representative District 68A | CALVIN COOLIDGE | Change |
| Governor and Lieutenant Governor | JAMES KIRK AND MONTGOMERY SCOTT | Change |
| Secretary of State | ⚠ No Selections | Change |
| State Auditor | ⚠ No Selections | Change |
| More content below... | | |
| 12th District Court - Judge 15 | ⚠ No Selections | Change |
| 12th District Court - Judge 5 | ⚠ No Selections | Change |
| 12th District Court - Judge 11 | ⚠ No Selections | Change |
| | | Accept and Print |

A confirmation message will appear when the ballot is being marked. If the ballot did not print, the voter should notify an Election Judge who can contact the election office for troubleshooting tips.

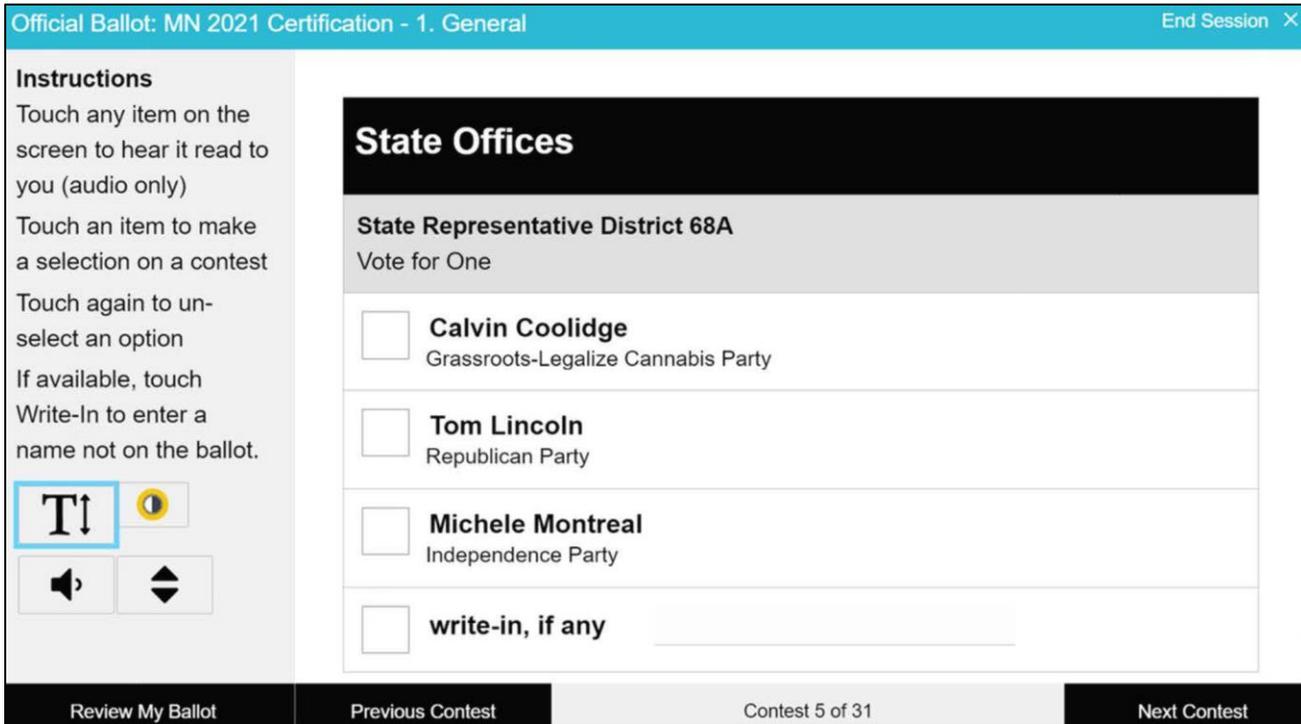
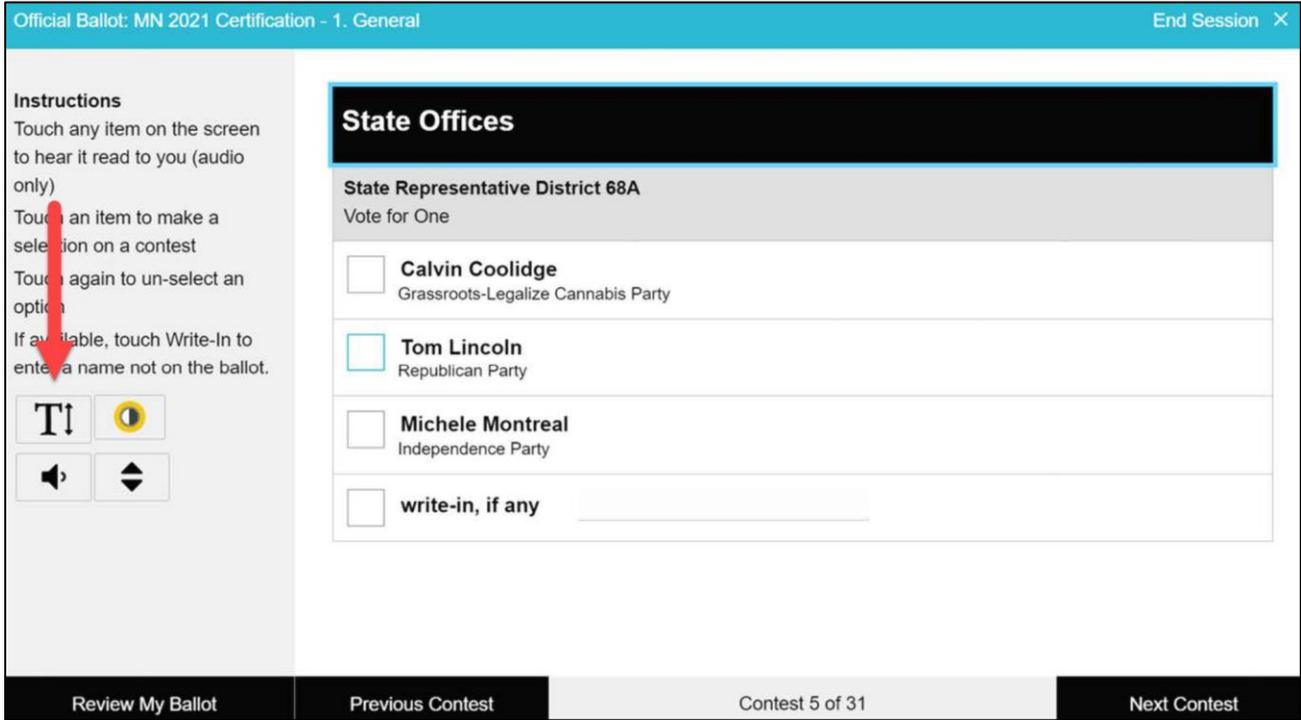
If the ballot did print, the voter can retrieve their ballot from the printer (or ask an Election Judge for assistance with this) and proceed to the ballot counter. The "If ballot did not print..." message will go away after a short period of time and the OmniBallot Tablet will return to the login screen.



OmniBallot Settings

Adjusting font size, contrast, volume, speech tempo, and screen privacy settings

Use **T** to toggle between regular and large font.





Use  to cycle through high contrast modes. Modes include: white text on black background and yellow text on black background.

Official Ballot: MN 2021 Certification - 1. General End Session X

Instructions

Touch any item on the screen to hear it read to you (audio only)

Touch an item to make a selection on a contest

Touch again to un-select an option

If available, touch Write-In to enter a name not on the ballot.

T



State Offices

State Representative District 68A
Vote for One

Calvin Coolidge
Grassroots-Legalize Cannabis Party

Tom Lincoln
Republican Party

Michele Montreal
Independence Party

write-in, if any _____

Review My BallotPrevious ContestContest 5 of 31Next Contest

Official Ballot: MN 2021 Certification - 1. General End Session X

Instructions

Touch any item on the screen to hear it read to you (audio only)

Touch an item to make a selection on a contest

Touch again to un-select an option

If available, touch Write-In to enter a name not on the ballot.

T



State Offices

State Representative District 68A
Vote for One

Calvin Coolidge
Grassroots-Legalize Cannabis Party

Tom Lincoln
Republican Party

Michele Montreal
Independence Party

write-in, if any _____

Review My BallotPrevious ContestContest 5 of 31Next Contest

Use  to cycle through the different volume levels.

Official Ballot: MN 2021 Certification - 1. General End Session X

Instructions

Touch any item on the screen to hear it read to you (audio only)

Touch an item to make a selection on a contest

Touch again to un-select an option

If available, touch Write-In to enter a name not on the ballot.







State Offices

State Representative District 68A
Vote for One

Calvin Coolidge
Grassroots-Legalize Cannabis Party

Tom Lincoln
Republican Party

Michele Montreal
Independence Party

write-in, if any

Review My BallotPrevious ContestContest 5 of 31Next Contest

When using the Navigation Pad or 3 Button Device, use  to conceal selections on the screen.

Official Ballot: MN 2021 Certification - 1. General Precinct 1 000500 End Session X

Instructions

Press the next and previous buttons to move through the screen

Press the select button to make a selection

Press again to un-select

If available, select Write-In to enter a name not on the ballot

T🔊👁️✖️



State Offices

State Auditor
Vote for One

John Wayne
Republican Party

Henry Fonda
Democratic-Farmer-Labor Party

James Garner
Independence Party

write-in, if any,

Back to Review

Review My BallotPrevious ContestContest 8 of 31Next Contest

Official Ballot: MN 2021 Certification - 1. General Precinct 1 000500 End Session X

Instructions

Press the next and previous buttons to move through the screen

Press the select button to make a selection

Press again to un-select

If available, select Write-In to enter a name not on the ballot

T🔊👁️✖️



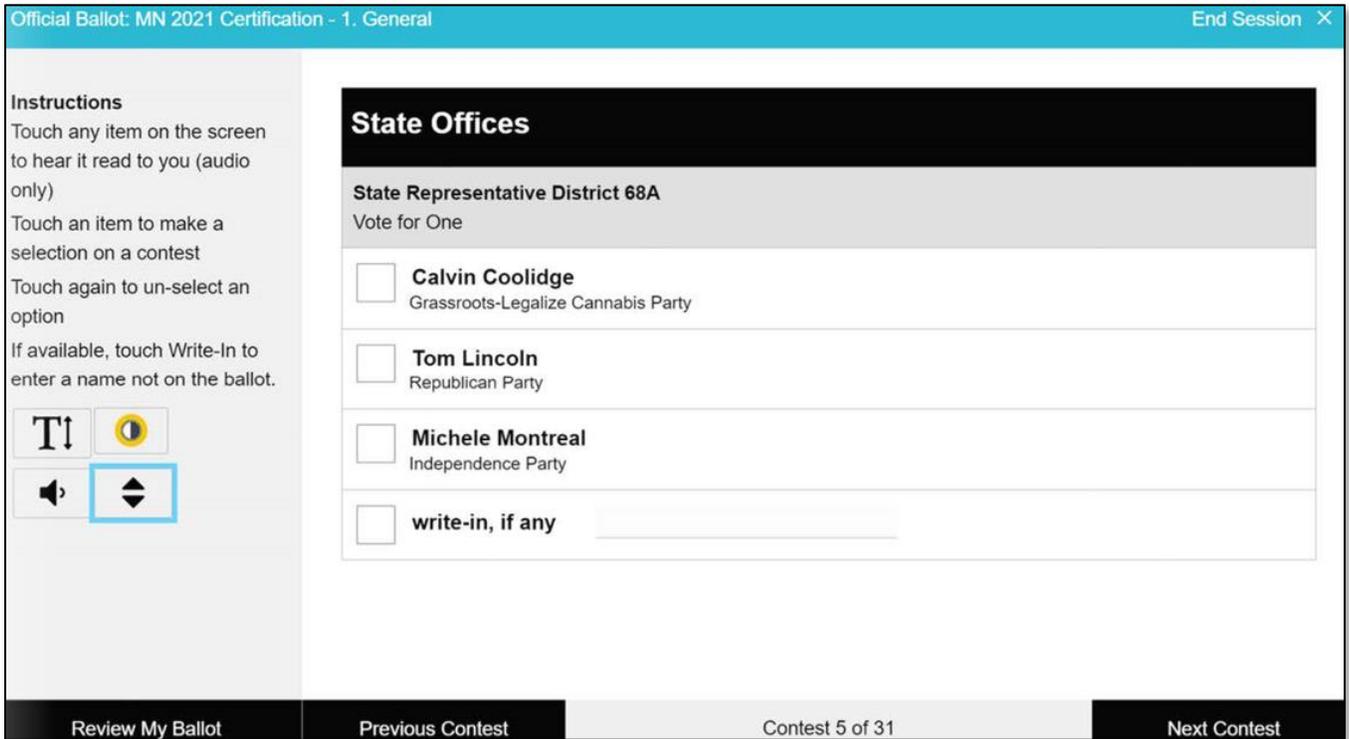
State Offices

State Auditor
Vote for One

Back to Review

Review My BallotPrevious ContestContest 8 of 31Next Contest

When using the touch screen to navigate, use  to adjust the speech tempo.



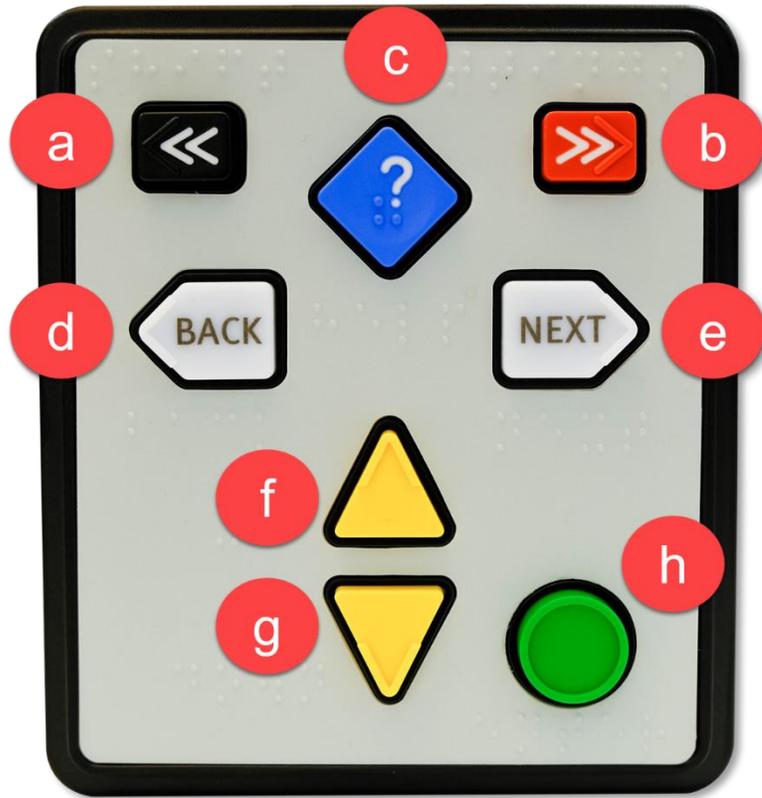
When using the Navigation Pad, toggle through different speech tempos by using the down arrow.



OmniBallot Navigational Devices

Using the Navigation Pad

- a. Home (moves to the first item on a page)
- b. End (moves to the last item on a page)
- c. Help
- d. Previous
- e. Next
- f. Volume (cycles through speech volume levels)
- g. Tempo (cycles through speech speed levels)
- h. Select



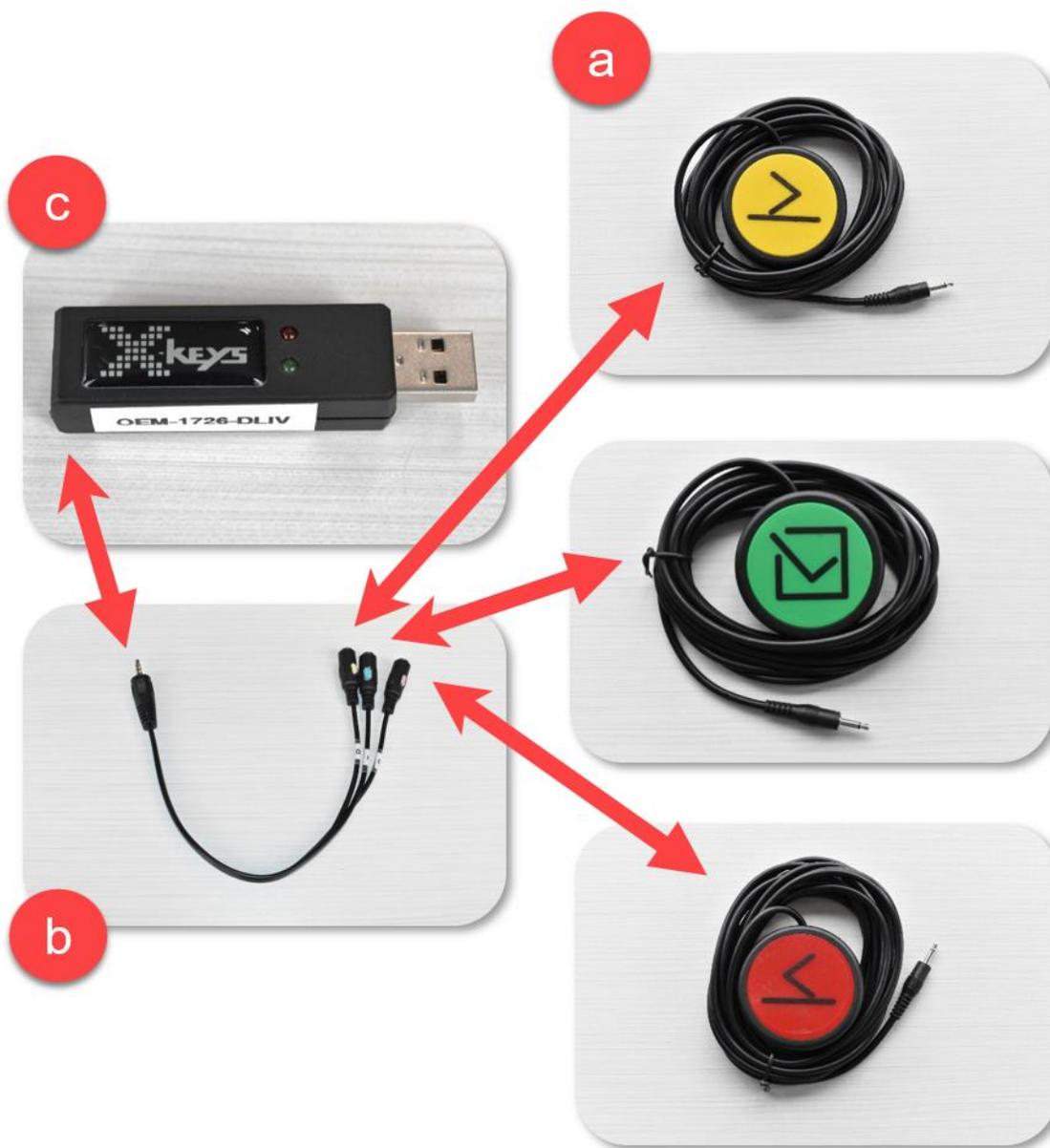
Text size can be adjusted and high contrast mode can be enabled or disabled by selecting the same options that are present when using the touch screen to navigate.

Volume and tempo can be adjusted using the yellow buttons on the Navigation Pad, or by selecting the on screen options also available when using the touch screen to navigate.

Using the 3 Button Device

Connect the 3 Button Device buttons (a) to the 3-to-1 adapter (b) and the 3-to-1 adapter to the 3.5mm-to-USB adapter (c). These should be sent to the polling place already assembled.

The cables for each of the buttons are several feet long. It is recommended that most of each cable remains bound when in use, leaving enough length for a voter to comfortably use them while seated in front of the OmniBallot Tablet. When deploying these to polling places, you may want to use something more robust to keep these cables bound than the twist-tie that they originally come with.



When a voter chooses to use the 3 Button Device:

1

Unlock the USB Hub compartment, remove the USB Hub, and unplug the Navigation Pad.



2

Plug in the Navigation Paddles into the USB Hub.



3

When the voter is finished using the 3 Button Device, remove it from the USB Hub, plug the Navigation Pad back in, lock the USB hub, and return the 3 Button Device to its storage location.

Navigation:

- a. Previous.
- b. Next.
- c. Select.



Appendix H: Duplicating ballots

A duplicate ballot is created by two election judges of different major political parties (pg. 168) if, while processing ballots that have been placed in the auxiliary compartment after the polls close:

- a voter's original ballot cannot be read by the ballot counter (torn, damaged, unreadable mark), or
- a voter's original ballot has an error (overvote, cross party vote), and after examining the ballot for voter intent (pg 196), it is determined the error can be corrected (e.g. obvious stray mark gets interpreted as overvote).

1

Count the ballots to be duplicated.

- In the upper right corner, consecutively number the original ballots, i.e. ORIG 1, ORIG 2, etc.

2

Count out the same number of blank ballots.

- In the upper right corner, consecutively number the blank ballots as duplicates, i.e. DUP 1, DUP 2, etc.

3

Note the reason for duplicating the ballot on the duplicate ballot at the top of the ballot.

4

Both Election Judges duplicating the ballots initial both the original and duplicated ballot below the number.

Ballots Are Labeled

- Duplicate #1 & Original #1,
- Duplicate #2 & Original #2, Etc.
- Put Reason On Duplicate Ballot



5

Mark the duplicate ballots with the identical votes of the original ballots.

- *Never alter the votes on the original ballots.*
- One judge reads the votes on the original ballot and the other judge marks the corresponding votes on the duplicate ballot.
- Determine voter intent as necessary (pg. 196).

6

Compare the duplicates to the originals to ensure that they are identical.

7

Insert the duplicate ballots into the ballot counter.

8

Place the original ballot (the one not counted by the Ballot Counter) into the Duplicated Ballot Envelope.

Determining voter intent⁴⁷

It may be necessary to manually examine a ballot and determine the intent of the voter in marking the ballot. The most common circumstances requiring the Election Judges to determine the voter's intent are duplicating ballots and manually counting ballots.

Use the following rules for determining the voter's intent in marking the ballot:

- If a voter voted for too many candidates for the same office, none of the votes can be counted for that office, but the rest of the ballot must be counted.
- If a ballot shows that an attempt has been made to erase or obliterate one of the marks, it must be counted for the candidate for whom it was evidently intended.
- If a voter has written in the name of a person on the write-in line on a general election ballot, the vote is counted whether or not the oval next to the name is filled in.
- For write-in votes, disregard misspellings or abbreviations of the names of candidates that do not prevent the intent of the voter from being determined.
- In the state primary, if a ballot contains votes for candidates of more than one party, the entire party portion of the ballot is defective and no votes on it are counted.
- When two or more persons are to be elected to an office and less than the number to be elected have been marked, only those marked must be counted.
- If no mark is made by a name, and a name is not written in, the ballot is blank for that office. A blank ballot is not a defective ballot.
- If the judges can decide from a ballot the voter's intent for only part of the offices, the ballot must be counted for that part only.
- If the voter intended to identify the ballot, the entire ballot is defective and no votes on it are counted.
- If a voter uses some mark other than filling in the oval but the intention is clear, a vote must be counted for each candidate. If the voter used two or more different marks, the votes must be counted unless it is evident the voter intended to identify the ballot.

⁴⁷ [M.S. 204C.22](#)

- If a ballot has marks outside the ovals, count the ballot unless it is clear the voter intended to identify the ballot.
- A ballot may be validly marked with either a pencil or a pen or both.
- If a mark is outside of the oval, but on or so near a name or space that it is clear the voter intended to mark the name, the vote must be counted for that name.
- A ballot is completely defective if: a) you cannot decide the voter's intent for any of the offices or questions on the ballot; or b) the voter wrote a name on the ballot outside of a write-in space or made other identifying marks on the ballot. The ballot should be marked "completely defective".