

HENNEPIN COUNTY
ELECTIONS

2024 ELECTION JUDGE GUIDE



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 State, 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 staff in the Election Judge Training Workgroup who have helped put this guide together.

Version notes

Version 1.2

Updated for 2024 election cycle

Contents

Contact information	5
Introduction	6
Preparing for Election Day	6
Opening the polls	8
Opening the polls checklist	8
Setting up the polling place	9
Setting up the ballot counter	11
Setting up the poll books	14
Setting up the ballot-marking device	16
Preparing ballots	21
Election Judge Duties Overview	22
Greeter Judge	23
Poll Book Judge	25
Demonstration Judge	40
Ballot Judge	42
Ballot Counter Judge	45
Troubleshooting a malfunctioning ballot counter	47
Head Judge	48
Polling Place Conduct	54
Providing Assistance to Voters	56
Effective Voter Service	58
Closing the Polls	59
Closing the polls checklist	59
Closing down the ballot counter	61
Closing down the poll books	64
Closing down the ballot-marking device	67
Completing forms	69
Glossary	76
Appendix A: Forms	77
Appendix B: Party Balance Activities	91
Appendix D: Voter Registration Challenge Types	92
Appendix E: Poll Book Troubleshooting	93
Appendix F: OmniBallot Settings and Accessories	94
Appendix G: Duplicating Ballots	105
Appendix H: Determining Voter Intent	106

Contact information

City of _____

Your city is your primary point of contact for anything related to election judge service.

City Contact 1 _____

Notes

Phone _____

Email _____

City Contact 2 _____

Notes

Phone _____

Email _____

Hennepin County

Hennepin County Government Center
300 South 6th 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

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.



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.^{1F} 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.

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.^{2F}

Your city may have additional training requirements and election judge positions 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.

If you're 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.

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. 3F

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. 4F

When serving as an election judge, you'll indicate to your city whether you affiliate with a political party, 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 head judges for the purposes of completing a limited number of duties that require party balance.

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). 5F

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.6F

Getting ready for Election Day

- Dress comfortably and appropriately.
- Dressing in layers may help to stay comfortable.
- Ensure that clothing and other items you bring with you do not 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.

Remember to vote!

If you're serving as an election judge in your own precinct, you may vote with the other voters during regular voting hours. If you're serving outside your own precinct, you should vote by absentee ballot before Election Day.7F

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. By law, polls must be ready to open for voters at 7 a.m.



Opening the polls checklist

Head judge duties

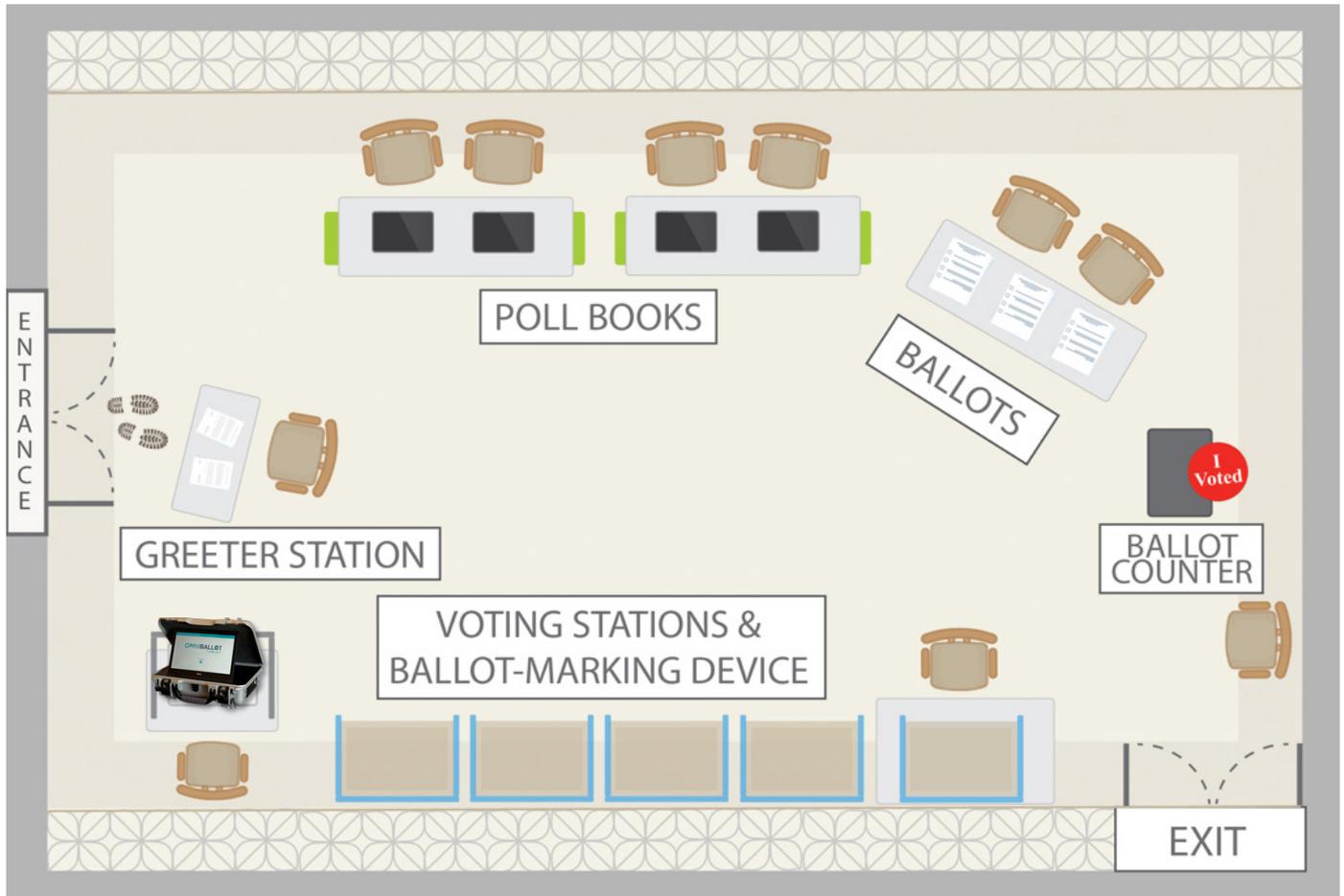
- Administer the election judge's Oath and have all election judges sign this section on the Official Precinct Certification Form
- Have the election judge team complete any needed payroll paperwork
- Distribute nametags to election judges (first name; no party affiliation)
- Assign duties to election judges
- Arrange two judges to prepare ballots
- Complete the Ballot Delivery Certification portion of the Ballot Tracking Form
- Set up the ballot counter
- Complete the Opening the Polls portion of the Official Precinct Certification Form



Election judge duties

- Set up duty stations
- Set up poll books
- Set up ballot-marking device
- Set up voting booths
- Set up at least 1 accessible voting booth
- Post signs and U.S. flag
- 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.^{8F1}
- Notice of closing time (post on main entrance used by voters)
- All other signs provided^{9F2}
- Post signs to clearly mark the accessible parking space(s) and accessible entrance(s)
- Place the U.S. flag at the exterior entrance to the polling place.^{10F3}



Setting up voting booths

1. Unpack the voting booth components (legs, booth case), and connect them together.
2. Plug lighting cords from each booth into one another, then into an outlet.
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.
3. Turn the wheel sideways so the locking tab is accessible.
4. Push down on the wheel lock on at least one of the front wheels.
5. Use the flat, silver key to open the two doors on the front of the ballot counter, then remove the contents of both compartments.
6. Check the supplies you removed from these compartments (which should include ballots) and verify that they are correct for your precinct.
7. Verify that both compartments are empty, and then close and lock the two compartment doors.
8. 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.
9. Use the silver key to unlock and open the door on the back side of the ballot counter and carefully unravel the power cord.



10. Keep the power supply (brick) in its place.
11. Plug the power cord into a surge protector (either a power strip or a single-plug surge protector), and plug that into an outlet. Leave this door open and protected throughout Election Day.

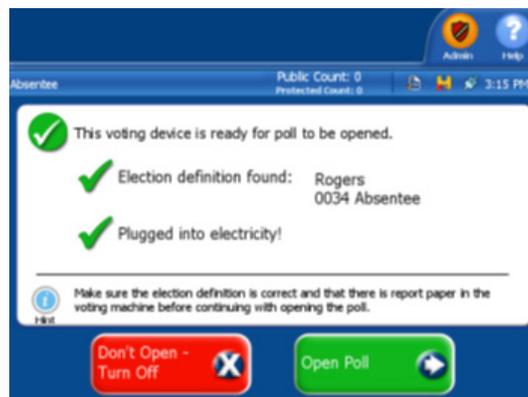
12. Use the silver key to unlock the front cover of the ballot counter (the “clam shell”).
13. Release and lift the two latches on the front cover of the ballot counter.
14. Once opened, the cover will lift automatically; there is no need to force it up.



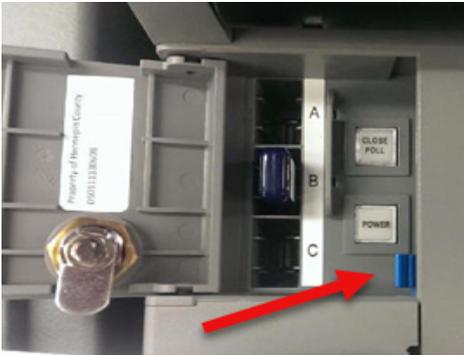
15. Unlock the ballot counter screen using the barrel key.
16. Gently lift the ballot counter screen to a vertical position.



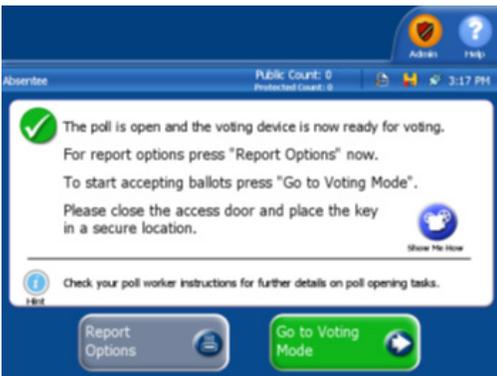
17. You will hear a beep that informs you the machine is beginning to power up. The screen will remain blank while the operating system is loading (this may take several minutes).
18. Use the barrel key to unlock the memory stick compartment and lift the cover. Leave this cover open during the rest of the set up process.
19. Verify the seal number matches the one on the Official Precinct Certification Form.
20. *If the ballot counter prompts you to enter an Election Code, contact your city to get this and then enter it. Press Accept.*
21. The Configuration Report will print.
22. Press Open Poll on the touch screen.
23. The Ballot Status Accounting Report and Zero Totals Report (Zero Tape) will print. **DO NOT TEAR THIS TAPE OFF.**



24. 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.
25. Press the blue lever inside the memory stick compartment to release the printer compartment door. Gently lift the door open.
26. Carefully roll up the Zero Totals Report and place it inside the printer compartment.



27. Close the printer door and press it firmly to snap into place, then close and lock the memory stick compartment door.
28. Press Go to Voting Mode.
29. When the ballot counter is ready for voters, the screen will say "Welcome. Please insert your ballot."



30. Verify the Public Count = 0 and the ballot counter is receiving AC power
31. Battery symbol will show if ballot counter not receiving AC power.
32. 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.
33. 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.



- (a) Stand arm
- (b) Poll book
- (c) ID tray
- (d) Stylus
- (e) Charging block
- (f) Green charging cord
- (g) Stand base
- (h) Printer
- (i) Printer AC adapter
- (j) Printer cord



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.



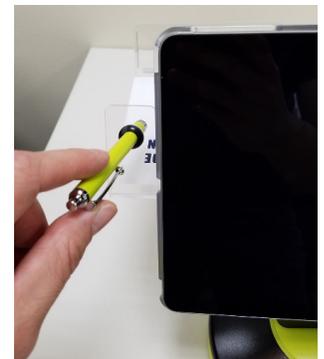
5. Turn the printer on using the switch on its left side
6. A light on the front of the printer will turn green.



- 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.
- Attach the ID tray to the back of the poll book. Line up the clear pastic guides to slide it into place.



- Place the stand arm into the poll book base.
- Connect the power cord to the poll pad. Plug the cord into the charging block and into an outlet.
- Place stylus into ID tray.



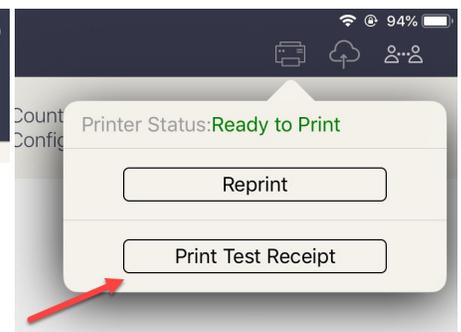
- If it is not already on, turn the poll book on by pressing and holding the power button on the upper left-hand corner of the poll pad until you see the Apple logo appear.
- The Poll Pad application should launch automatically.
If it does not, contact your city.



- 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.

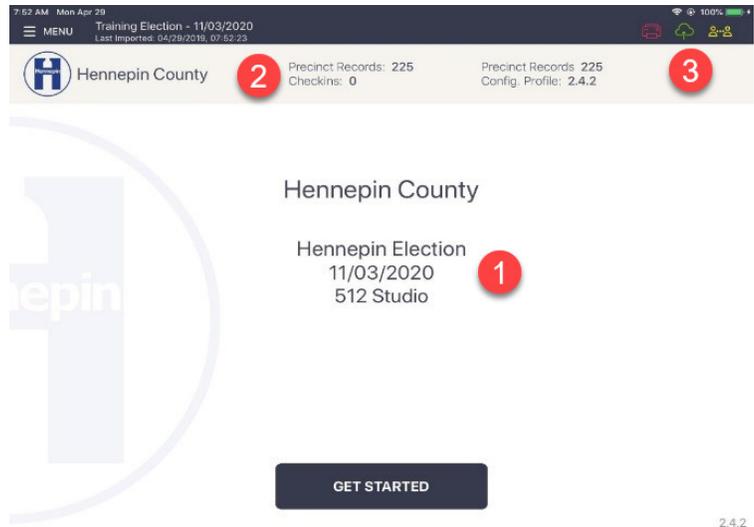
If printer isn't connecting, see troubleshooting instructions in the appendix. Even if the cloud icon is red, do not put off opening the polls.

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



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

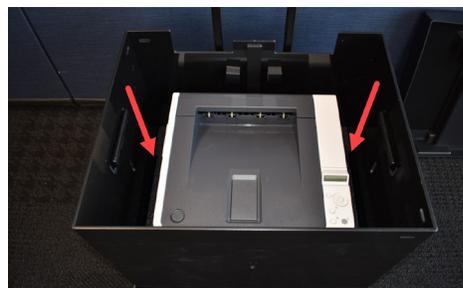
- (1) Polling location, election name, and election date are correct
- (2) Precinct Records # is correct (check back of Greeter's List or other form provided by your city)
- (2) Checkins = 0
- (3) Battery life is close to full, and poll book is receiving a charge.
- (3) The printer icon is green (poll book is connected to printer), and the cloud icon is green.



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

Setting up the ballot-marking device

1. Set up a table: the table must 1) have enough space for both the ballot-marking device and its printer, and 2) be wheelchair accessible with a clear path to the table. The table height should be no lower than 28 inches and no higher than 34 inches.
2. Unhook the bungee cords and separate the ballot-marking device (gray case) from the printer (black case).
3. Remove the printer from the black case and place on the table. There are handholds on the bottom of the printer on either side to make it easier to grip—use two people to lift to be careful.



4. Plug the printer into the three-plug extension cord, and then plug the extension cord into an outlet.



5. Place the ballot-marking device on the table next to the printer. Position the screen so others in the polling place cannot see it.



6. Open the ballot-marking device case and raise the screen. Rest the lid of the ballot-marking device case on top of the screen.



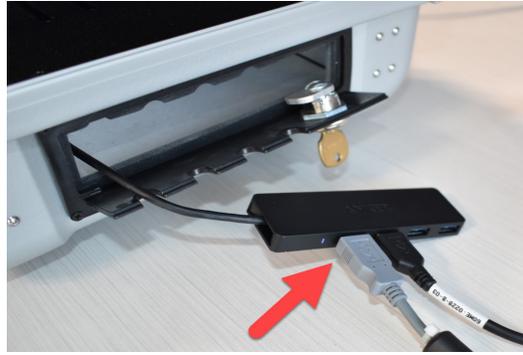
7. Unlock the access panel on the side of the gray case using the ballot-marking device keys.



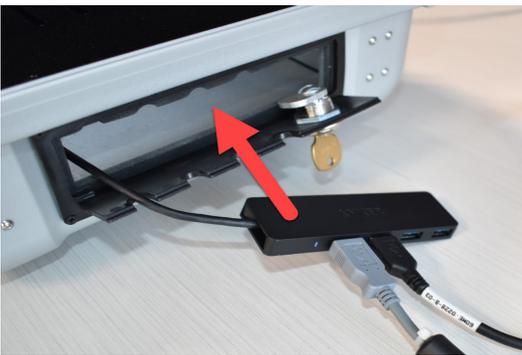
8. Plug the printer into the USB hub (top port on printer).



9. Plug the navigation pad into the USB hub and place the navigation pad on the table next to the ballot-marking device.



10. Place the USB hub into the compartment on the side of the gray case and lock the access panel.



11. Plug the headphones into the ballot-marking device.



12. Plug the ballot-marking device into the 3-plug extension cable and power it on.



13. 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 by holding 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.

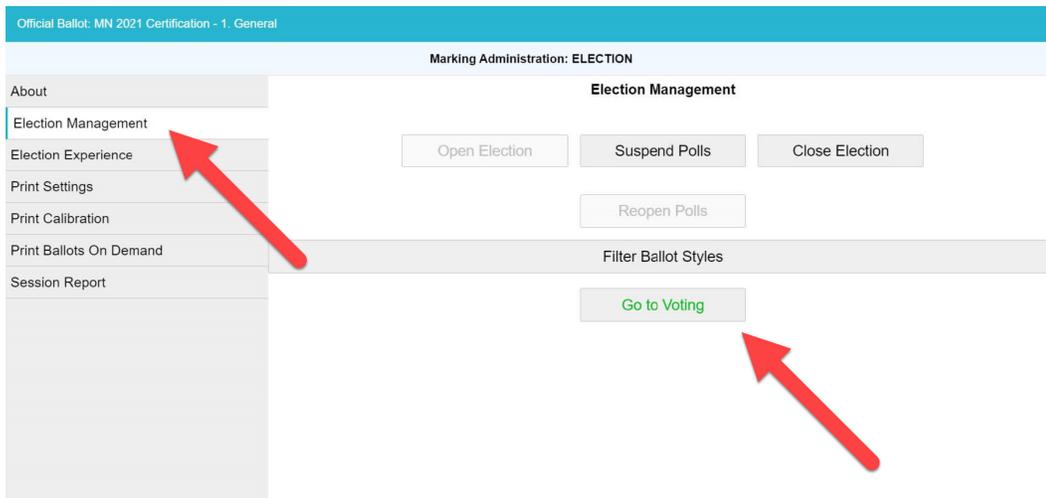
17. Verify the election information is correct. If it is not correct, contact your city or school district immediately.

Official Ballot: MN 2021 Certification - 1. General

Marking Administration: ELECTION

<ul style="list-style-type: none"> About <li style="background-color: #00a0c0; color: white; padding: 2px;">Election Management Election Experience Print Settings Print Calibration Print Ballots On Demand Session Report 	<div style="text-align: center; font-weight: bold; font-size: small;">Election Management</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input style="width: 100px; height: 25px;" type="button" value="Open Election"/> <input style="width: 100px; height: 25px;" type="button" value="Suspend Polls"/> <input style="width: 100px; height: 25px;" type="button" value="Close Election"/> </div> <div style="text-align: center; margin-top: 10px;"> <input style="width: 100px; height: 25px;" type="button" value="Reopen Polls"/> </div> <div style="text-align: center; margin-top: 10px;"> <input style="width: 100px; height: 25px;" type="button" value="Filter Ballot Styles"/> </div> <div style="text-align: center; margin-top: 10px;"> <input style="width: 100px; height: 25px; color: green;" type="button" value="Go to Voting"/> </div>
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18. From the Election Management Menu, select "Go to Voting" from the "Election Management" menu.



19. Double-check to make sure the ballot-marking device, navigation pad, and printer tray are easily accessible for a voter sitting at the table.

20. Place the 3-button device (below right) 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 ballot-marking device screen and heard through the headphones match those on the ballot.

Important: If these do not match, contact your city.

22. Refer to the **Using the Ballot-Marking Device** section of this guide, as needed.

23. 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**.

Preparing ballots

1. Two election judges (any party or unaffiliated) complete this process.
2. Retrieve the blank ballots from their storage location.
3. Verify the precinct number on the ballots is correct.
4. If they are not correct, contact your city immediately.
5. Complete the Ballot Delivery Certification part of the Ballot Tracking Form.

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.

Ballot Tracking Form

MUNICIPALITY:	WARD/PRECINCT:	ELECTION NAME:	DATE:
BALLOT DELIVERY CERTIFICATION			
Confirm and record the number of sealed ballot packs:			
Number of sealed ballot packs delivered: _____ @ 100 ballots per pack <small>Recorded by City Clerk/Election Official</small>			
Number of sealed packs received: _____ @ 100 ballots per pack <small>Recorded by Election Judges</small>			
Oath of Confirmation:			
We, the election judges, certify that the above number of ballots were received for this election.			
Two election judges must sign below:			
_____ Election Judge		_____ Election Judge	
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: _____			
B. Used Ballots:			
3) Number of spoiled ballots: _____	+		
4.) Number of ballots for which duplicates were made: _____	+		
5) Total ballots in ballot box: _____	=		
Total number of ballots: (Add totals from 1+2+3+4+5): _____			
Two election judges must sign below:			
_____ Election Judge		_____ Election Judge	

6. Open a limited number of ballot packs to begin the day.
7. The head judge will decide how many packs to open.
8. More packs can be opened throughout the day as needed.
9. 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.
10. Both judges initial the top of each of the ballots.

Official Ballot

State General Election Ballot Hennepin County, Minnesota November 6, 2018

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: ●

Judge LS Judge NT

11. Place the prepared ballots at the Ballot Judge station.
12. Place unopened ballot packs in a secure location within the polling place.
13. The head judge determines where this is.

Election Judge Duties Overview

Polling place election judge roles

- Greeter Judge
- Poll Book Judge
- Demonstration Judge
- Ballot Judge
- Ballot Counter Judge
- head judge

Other election judge roles

- Health Care Facility Judge
- Absentee Ballot Board Judges



Election judge conduct 11F4

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.

Update in 2023: election judge Conduct

Election judges can now be removed at any time by the county auditor or municipal clerk for malfeasance, neglect, or misconduct.

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.
- 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.

Key tools

- Greeter's List
- Precinct Finder

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.
 - 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	

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 to the right, 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 to the head judge.

If authorized visitors arrive at your polling place, direct them to the head judge.



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.
- Register voters who are not registered or need to update their registration.

Key tools

- Poll books
- Precinct Finder
- Roster Correction Form
- Precinct List of Person's Vouching
- Record of Attempted Registration
- Voter Signature Certificate Envelope
- Election Day Registration Envelope

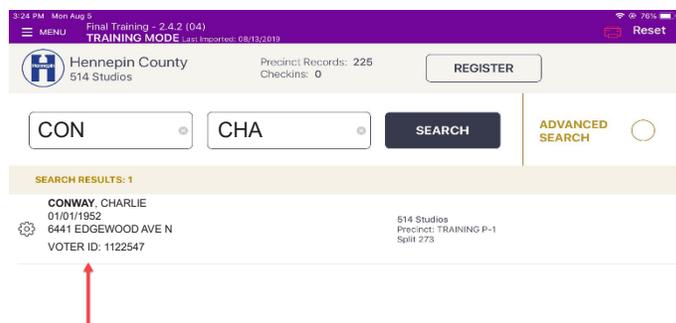
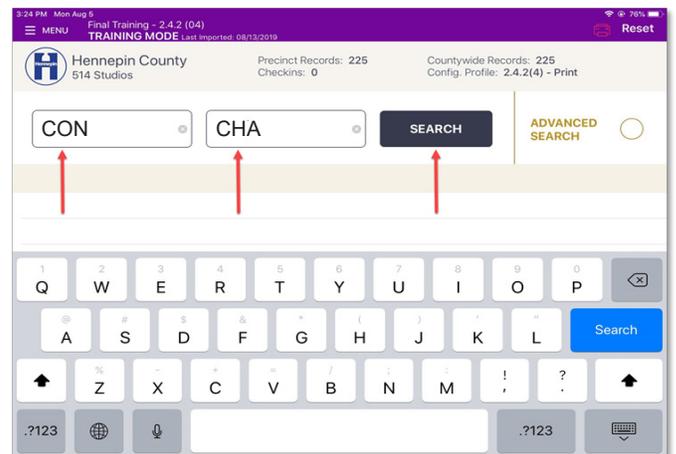


Searching for and checking in registered voters

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

If after exhausting all search options the voter's record still doesn't appear, verify the voter is in the correct precinct. If the voter is in the correct precinct, they will need to register.



- 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.
- 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, then select "ACCEPT".

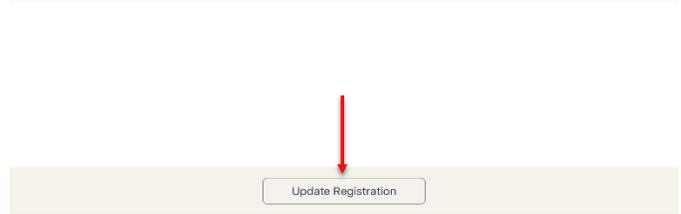
- After the voter confirmation screen, the voter is asked to capture their signature then select DONE SIGNING.

If they make an error, they can clear the signature by selecting CLEAR SIGNATURE and then sign again.

- The voter cannot continue to the next page without signing something in the signature box.

The voter is also allowed to sign over the text, if they have difficulty signing in the space on the line they can use the whole screen.

- The voter signature certificate will automatically print the voter's signature within the correct space.
- The voter's receipt will also print.
- Place the Voter Signature Certificate into the Voter Signature Certificate Envelope (or other container, if provided).
- Give the voter the Voter's Receipt and tell them to proceed to the Demonstration/Ballot Judge.



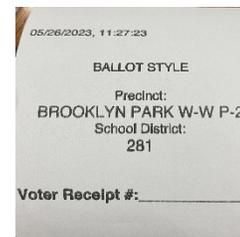
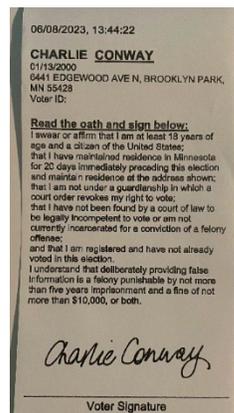
I swear or affirm that I am at least 18 years of age and a citizen of the United States; that I have maintained residence in Minnesota for 20 days immediately preceding this election and maintain residence at the address shown; that I am not under a guardianship in which a court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote or am not currently incarcerated for a conviction of a felony offense; and that I am registered and have not already voted in this election. I understand that deliberately providing 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 _____



I swear or affirm that I am at least 18 years of age and a citizen of the United States; that I have maintained residence in Minnesota for 20 days immediately preceding this election and maintain residence at the address shown; that I am not under a guardianship in which a court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote or am not currently incarcerated for a conviction of a felony offense; and that I am registered and have not already voted in this election. I understand that deliberately providing 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 *Charlie Conway* _____



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.

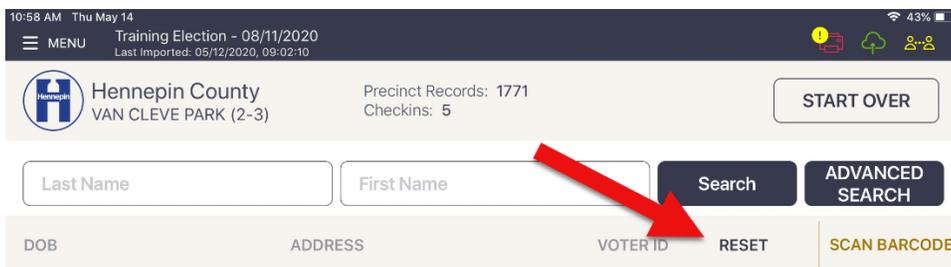
14. From the Voter Lookup screen, select **ADVANCED SEARCH**.

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



The screenshot shows the top of the application interface. At the top, it says "10:58 AM Thu May 14" and "Training Election - 08/11/2020". Below that, it says "Hennepin County VAN CLEVE PARK (2-3)" and "Precinct Records: 1771 Checkins: 5". There are two input fields for "Last Name" and "First Name". To the right of these fields are "Search" and "ADVANCED SEARCH" buttons. A red arrow points to the "ADVANCED SEARCH" button. Below the input fields are tabs for "DOB", "ADDRESS", "VOTER ID", "RESET", and "SCAN BARCODE".

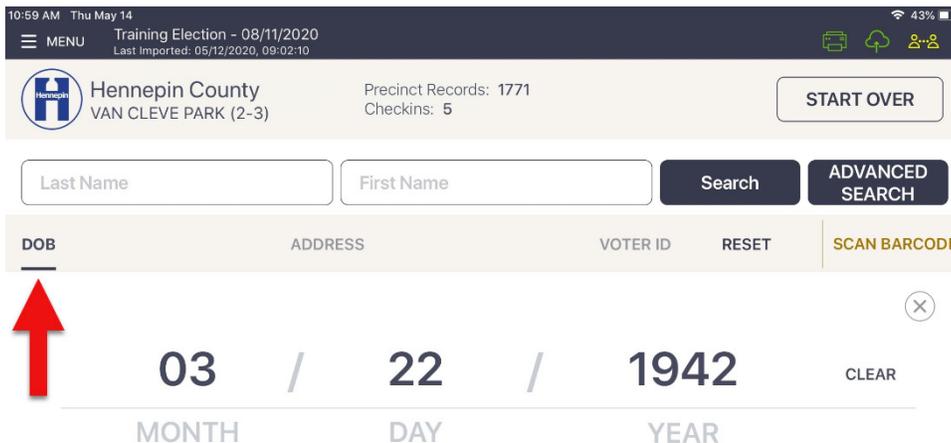
15. Select **RESET** to clear any information that may be left over from a previous advanced search.



This screenshot is identical to the previous one, but the red arrow now points to the "RESET" button located below the "VOTER ID" tab.

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

17. 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).



This screenshot shows the "DOB" tab selected. Below the tabs, a date picker is displayed with the date "03 / 22 / 1942". A red arrow points to the "DOB" tab. The date picker has "MONTH", "DAY", and "YEAR" labels below the numbers. There is a "CLEAR" button to the right of the date.

18. 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.
- If you find a record for a voter, but their name or address are out of date, they need to update their registration. Verify the voter is in the correct precinct, then follow instructions for "updating registration."
- If after exhausting all search options the voter's record still doesn't appear, verify the voter is in the correct precinct. If the voter is in the correct precinct, follow instructions for a "new registration."

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.

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.
3. Ask the voter the questions that appear on the screen.
4. 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. If the challenge is due to an obvious typo, use Roster Correction Form and select CLEAR CHALLENGE.
 - If the voter's answers indicate they are eligible to vote, select CLEAR CHALLENGE and complete check-in process.
 - 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

ADVANCED SEARCH

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

Challenged - Postal Return

CONTARDI, NANCY ALLAN

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

- CLEAR CHALLENGE
- CHALLENGE REFUSED
- CHALLENGE FAILED

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.

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 before voting.

See ID

DRESSEN, PRIYA DOUGLAS

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

ID CONFIRMED

NO ID

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.

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.

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).
- Correct or add a *missing date of birth* on a voter registration record.
- 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.)
- 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				

Registering voters (Election Day Registration)

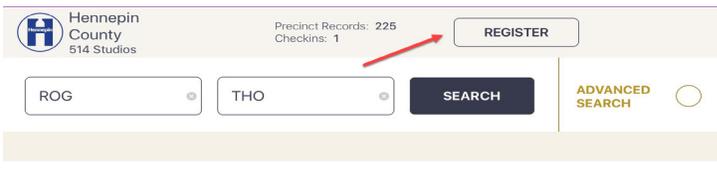
If after exhausting all options to search for a voter, their name still doesn't appear in the poll book, they are either in the wrong precinct or need to register (below). If you can find a voter, but their name or address is not up to date, they need to update their registration.

New registration

1. If you have not already done so, confirm the voter lives within the precinct using the Precinct Finder (paper or poll book).

If the voter does not live in the precinct, direct them to the correct one.

2. Make sure the voter has proof of residence.
 - 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.
3. Select "REGISTER" from the Voter Lookup screen.

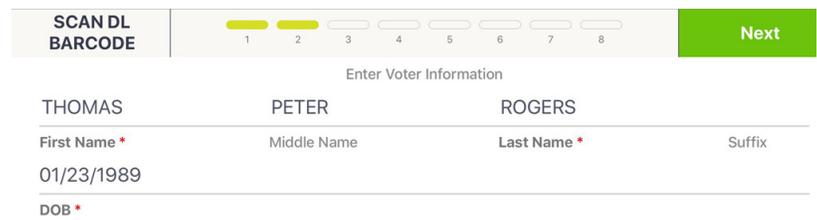


4. Have the voter answer the eligibility questions that appear.
If the answer to both questions is "Yes", select those options, then select "Next".



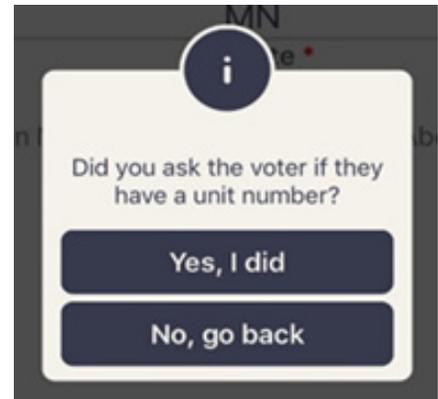
5. Enter the voter's full legal name and date of birth, and select "Next."

- 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.
- The DOB field works best when the voter's date of birth is entered from right to left, starting with the year.



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, continue to add characters of the voter's street until you do.

7. Confirm whether the voter needs to add a unit number.
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."



8. 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 for a different purpose.
 - If you already scanned the voter's MN driver's license or ID, the number will auto-populate here.
 - 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 with a new DL#, choose the first option on this list.
 - If a voter has a receipt for a driver's license and it does not list a DL#, use the second or third options.

9. Enter the voter's proof of residence information and select "Next".

If you already scanned the voter's MN driver's license or ID, the number will auto-populate here if that option is chosen.

Please choose your proof of residency from the lists.

Photo ID + Document with Current Name & Address

Residency Types *

US Passport

Type of ID *

123456789

ID Number *

Water bill

Document Type *

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.

3:53 PM Mon Aug 5

Previous Step Previous Voter Information - Optional

1 2 3 4 5 6 7 8 Next

First Name Middle Name Last Name Suffix

Address 1

City State Zip

CLEAR FORM

* Indicates a required field

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

- After the voter confirmation screen, the voter is asked to capture their signature then select DONE SIGNING.
- If they make an error, they can clear the signature by selecting CLEAR SIGNATURE and then sign again.

I swear or affirm that I am at least 18 years of age and a citizen of the United States; that I have maintained residence in Minnesota for 20 days immediately preceding this election and maintain residence at the address shown; that I am not under a guardianship in which a court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote or am not currently incarcerated for a conviction of a felony offense; and that I am registered and have not already voted in this election. I understand that deliberately providing 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 Charlie Conway

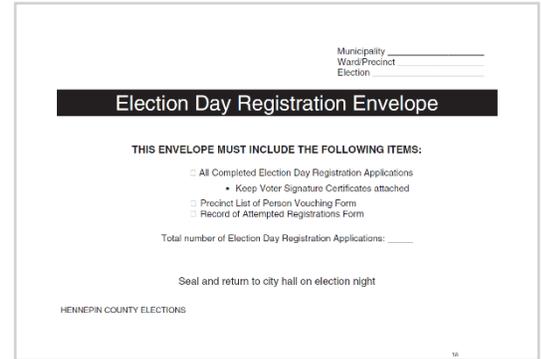
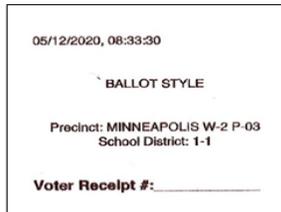
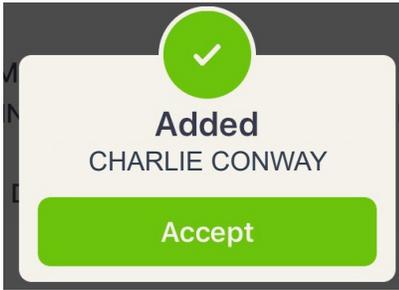
12. Print your (election judge's) initials in the "Initial" box and select "Submit".

Clear Signature

Initial

NC

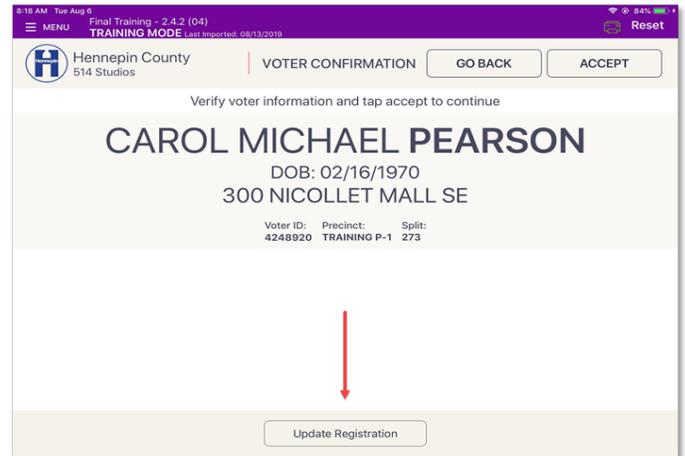
13. A pop up box will appear indicating the voter registration was registered successfully. Select “Accept”.
 - The Voter Signature Certificate, Election Day Registration Application, and Voter’s Receipt will print.
 - The Voter Signature Certificate and Election Day Registration Application will print as one, long tape. DO NOT SEPARATE THESE.
 - The Voter’s Receipt will print separately.
14. Place the completed long tape into the Election Day Registration Envelope.
15. Give the Voter’s Receipt to the voter and direct them to the Demonstration/Ballot Judge.



Updating registration

If you find a voter’s record in the poll book, but their name or address needs to be updated, the voter needs to complete the registration process.

1. Confirm the voter lives within the precinct using the Precinct Finder. If the voter does not live in the precinct, direct them to the correct one.
2. If they still live in the precinct, search the voter again, tap their name line, then select “Update Registration”.
3. Complete the registration process.
Since the voter has a previous registration in the precinct, 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 from any state
- Ⓒ U.S. Passport
- Ⓒ U.S. Military or Veteran ID
- Ⓒ Tribal ID with name, signature and photo
- Ⓒ Minnesota university, college, or tech 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
- Ⓒ Student housing list

Category 3: Other (various options)

○ 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 voters registered to vote within 20 days of the election, they may get a Notice of Late Registration in the mail. This notice by itself serves as proof of residence. No additional documentation is needed.

○ Registered voter who can confirm your address (voter voucher)

A registered voter from the precinct can sign an oath confirming the other voter's address. A registered voter can vouch for up to 8 voters. A "voucher" can have registered on Election Day, too, but cannot have used a voucher.

○ Staff person of a residential facility (Employee Voucher)

A staff person can go to the polling place to confirm residents' address; they 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.

Updated in 2023: The list of who may vouch for another resident on election day is expanded to include assisted living staff members. The definition of a residential facility is now expanded to include adult foster and residential treatment programs.

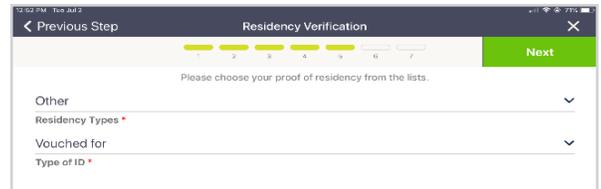
Vouching

One of the proofs of residence a voter may use to register is a voucher, who is either a voter registered in the precinct or an employee of a residential facility. There are specific rules for vouching:

- ⦿ 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. 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.

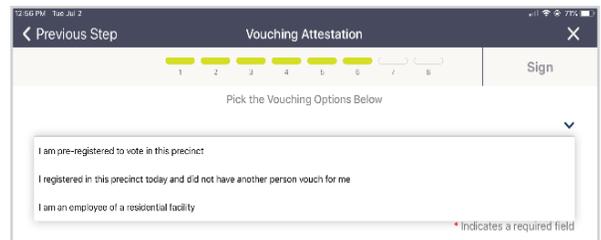
Completing the voucher form on the poll pad

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



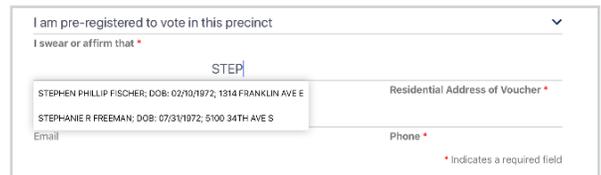
1. Select type of voucher:

- ⦿ "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."



2. Enter the voucher's information.

3. 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.



4. Enter the voucher's phone number.

5. If voucher is an employee of a residential facility, enter the name of the facility.

6. Track the number of times the voucher has vouched during this election on the **Precinct List of Persons Vouching Form** (does not apply to employee vouchers)

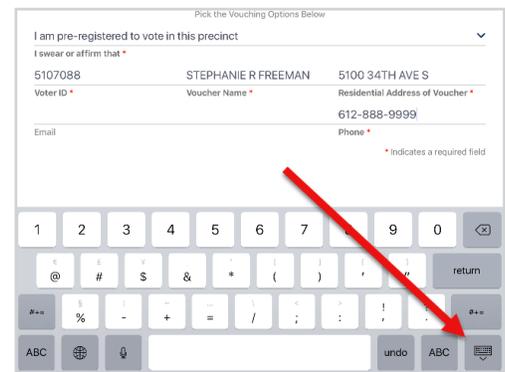
7. Select the keyboard icon to move the keyboard out of the way.

8. Select "Sign."

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

10. Select "Next."

11. Complete the registration process.



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.

Follow the registration process as usual until you reach the Voter Address screen.

1. 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.
2. Enter "0000" in the "House #" field, enter the description of where the voter typically sleeps in the Street Name field, then select "Next"
3. Use the dropdown to find the voter's ward, precinct, and school district information. Select "Next."
4. Enter the password—you may need to contact your city or ask your head judge.
5. Proceed with the remainder of the registration process.
6. For the proof of residence step, a voter in this situation is most likely to need a voucher.

The image shows two screenshots from an election registration application. The top screenshot is the "Voter Address" screen. It features a progress bar with 8 steps, where steps 1, 2, and 3 are highlighted in green. The "Next" button is also green. The form contains the following fields: "House #*" with the value "0000", "Street Name*" with "3RD AVE AND 1ST ST", "City*" with "MINNEAPOLIS", "State*" with "MN", and "Zip*" with "55401". There is a "CLEAR FORM" button and a "Can Mail Be Delivered to Address Above?" question with "YES" and "NO" buttons. A note at the bottom right states "* Indicates a required field".

The bottom screenshot is the "Jurisdiction Details" screen. It features a progress bar with 9 steps, where steps 1, 2, 3, and 4 are highlighted in green. The "Next" button is also green. The form contains the "Group*" field with the value "TRAINING P-1". A note at the bottom right states "* Indicates a required field".

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. However, it is currently not possible to cancel an Election Day registration, so there is a different process for that.

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

05/12/2020, 08:33:30
VOID
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

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

05/12/2020, 08:29:27 **VOID**
BALLOT STYLE
 Precinct: MINNEAPOLIS W-2 P-03
 School District: 1-1
Voter Receipt
 #: 2

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."

SEARCH RESULTS: 1

 **LAGERSTROM, CONST**
 09/09/1967
 2727 LAKE ST E
 VOTER ID: 1319512

LAGERSTROM, CONSTANC

SAME DAY REGISTRATION

CANCEL VOTER CHECKIN 

Step 1: Poll Worker Name and Reason

Cancel Voter Check-In **NEXT**

Nicole Conlin **WRONG VOTER PROCESSED**

Poll Worker Name

Chose incorrect voter by mistake.

Step 2: Review, Sign and Submit

Cancel Voter Check-In **SUBMIT**

Voter Information: Lagerstrom, 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 à Finn)
- ⦿ Typo in a voter's date of birth

1. Cross out the incorrect name on the Election Day Registration Application slip, then print the correct name.
2. Highlight the correction then print your initials.
3. Make a note about the correction in the Incident Log: include time, election judge involved, voter involved, and reason for 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

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.
2. Place the voided Election Day Registration Application and Voter's Receipt in the Voided Signature Certificates Envelope.
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.

The image shows three forms. The top left is a 'BALLOT STYLE' form for Precinct: MINNEAPOLIS W-2 P-03, School District: 1-1, with a 'VOID' stamp. The top right is a 'Minnesota Voter Registration Application' for ELLIOT STABLER, born 01/08/1971, with a 'VOID' stamp. The bottom form is a 'Voided Signature Certificates' envelope with instructions: '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.' It also includes fields for Municipality, Ward/Precinct, and Election, and is labeled 'HENNEPIN COUNTY ELECTIONS'.

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 under their name:

1. Cancel the erroneous voter check-in so that the correct voter may check in.
2. Retrieve the Voter Signature Certificate that needs to be voided.
3. Place the voided Voter Signature Certificate in the Voided Signature Certificates envelope.
4. Have the voter who you checked in under the wrong voter record check in under the correct record.
5. A new Voter's Receipt will print.
6. Ensure the voter only ends up with one Voter's Receipt. 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)

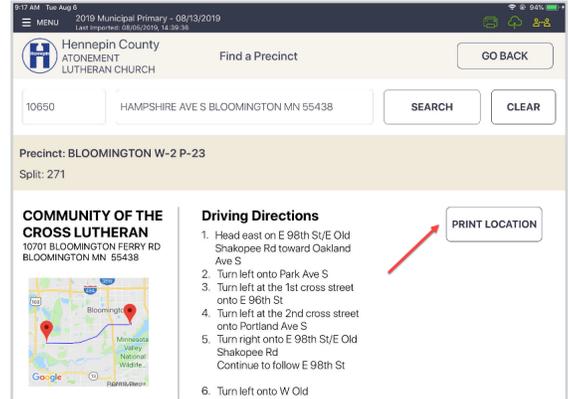
If you are working with a voter and discover that you accidentally checked a different voter in under their registration record, and that other voter has already voted and left the polling place:

1. Cancel the erroneous voter check in so that the voter you are currently working with may check in under the correct voter record.
2. Retrieve the Voter Signature Certificate that needs to be voided from the Voter Signature Certificates envelope (or other container being used).
3. Place the voided Voter Signature Certificate in the Voided Signature Certificates envelope.
4. Check in the voter you are currently working with.

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

You can use this or the paper Precinct Finder to confirm a voter's precinct.

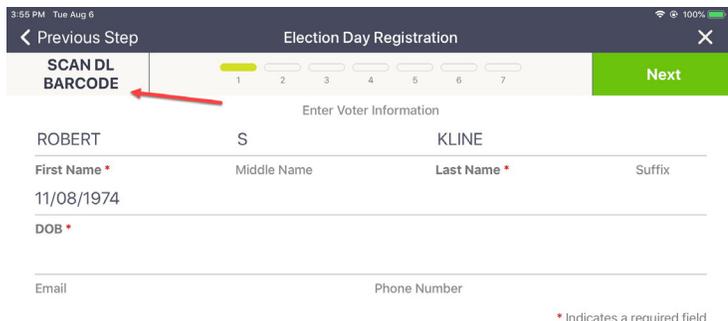
1. On the Get Started screen, select "Menu"
2. Select "Precinct Finder"
3. Enter the voter's house number and start typing the street name
4. Select the correct street name from the dropdown and press "SEARCH"
5. The voter's precinct and polling place information will be displayed
6. You may print directions 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 and the Election Day Registration Process, 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.



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.
- ⦿ Show the voter how to complete a ballot.
- ⦿ 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 elections

- ⦿ 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.
- ⦿ 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 publicly declare affiliation with a party. All voters receive the same ballot.

A yellow ballot form titled "GENERAL ELECTION PRECINCT DEMONSTRATION BALLOT". Below the title, it says "To vote, completely fill in the oval(s) next to your choice(s) like this: ●". There is a grey box labeled "OFFICE TITLE VOTE FOR ONE". Below that are nine rows, each with a radio button and a label: "CANDIDATE A", "CANDIDATE B", "CANDIDATE C", "CANDIDATE D", "CANDIDATE E", "CANDIDATE F", "CANDIDATE G", "CANDIDATE H", and "CANDIDATE I". At the bottom, there is a "write-in, if any" section with a radio button and a line for writing. The footer reads "FORM #DPOG Synergy Graphics".

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."

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.
- ⦿ Managing Voter's Receipt.
- ⦿ Monitoring ballot supply and helping the head judge prepare additional ballots as needed.
- ⦿ Spoiling ballots.

Key tools

- ⦿ Ballots
- ⦿ Spoiled Ballot Envelope
- ⦿ Used Voter Receipts Envelope

Official Ballot



Issuing ballots to voters

1. Collect the Voter's Receipt from the voter.
2. Number the Voter's Receipt.
3. Each receipt you collect must be numbered consecutively: 1, 2, 3, etc.
4. Keeping receipts numbered accurately will save time when closing the polls.
5. Retrieve a ballot.
6. Show both sides of the ballot to the voter and insert the ballot into a secrecy cover.
7. Give the ballot in the secrecy cover to the voter.
8. Direct the voter to an unoccupied voting booth, the assistive ballot marking device, or other writing surface as chosen by the voter.
9. If the voter chooses to use the assistive ballot marking device, assist them as needed.

Managing Voter's Receipts

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

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

5. 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:
6. Retrieve the blank ballots from their storage location.
7. Open ballot packs—the head judge will decide how many packs to open.
8. 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.
9. Both judges initial the top of each of the ballots.
10. Place the prepared ballots at the ballot judge station.
11. Place unopened ballot packs in a secure location within the polling place.
12. Low ballot supply: If you get to a point where there are only two unopened ballot packages left, contact your city immediately.

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.
2. Issue a new ballot to the voter.

Municipality _____
Ward/Precinct _____
Election _____

Spoiled Ballot Envelope

Total number of spoiled ballots enclosed: _____

Seal and return to city hall on election night

Found ballots

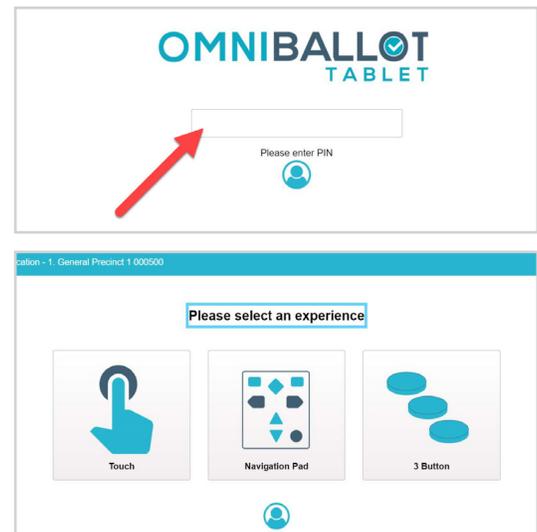
Periodically check voting booths for abandoned materials. If abandoned ballots are found, do not insert into the ballot counter.

1. Write “Found in Voting Booth” on the top of the ballot and place it in the Spoiled Ballot Envelope.
2. Make a note on the Incident Log.

Assisting voters with the ballot-marking device

If the voter wishes to use the ballot-marking device, 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 ballot-marking device.
2. Place the voter's ballot into the printer's multi-purpose tray.
3. 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).
4. Enter the election judge login—your city or school district will provide this code.
5. 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, or 3-button device.
 - ⦿ Ensure the voter has access to the appropriate accessories for the navigation option they've chosen.
 - ⦿ 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.



6. Let the voter know what to do after they've finished marking their ballot: the voter will retrieve their ballot from the printer and visit the ballot counter to deposit their ballot. Let the voter know to notify an election judge if they need assistance at any time—including escorting them to the ballot counter.
7. Allow the voter to proceed with the ballot marking process: the ballot-marking device will provide instructions to the voter about how to mark their ballot using the navigation device they have chosen.
8. 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 ballot-marking device station, but remain closeby in case the voter needs 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.

Ballot Counter Judge

Ballot counter judges monitor the ballot counter and assist voters with ballot counter error messages.

Duties

- ⦿ Guide voters and monitor the ballot counter.
- ⦿ Assist voters with ballot counter error messages.
- ⦿ Alert the head judge if the ballot box becomes full.
- ⦿ Issue “I Voted” stickers to voters.

Key tools

“I Voted” stickers



Monitoring the ballot counter and guiding voters

- ⦿ 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.
- ⦿ Stand close enough to the ballot counter that you can see an error message appears on the screen, but far enough away to afford the voter some privacy.
- ⦿ If a line forms at the ballot counter, ensure voters remain at least 6 feet behind the voter currently using it.
- ⦿ 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.
- ⦿ Assist the voter with ballot counter error message, if one appears.
- ⦿ Do not look at the voter’s ballot unless requested by them.
- ⦿ Help the voter spoil and get a replacement ballot, if needed.
- ⦿ Give the voter an “I Voted” sticker.



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.

If you encounter something not listed here, contact your city for help.

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 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 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.

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.

- ⦿ 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.
- ⦿ If jam occurs while running ballots from the auxiliary compartment, the ballot will need to be duplicated.
- ⦿ If ballot jams persist, begin using the auxiliary compartment and contact your city.

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. Do not stop the voting process.
2. Open the auxiliary compartment and allow voters to deposit their ballots into it.
3. Explain to voters that ballots deposited into the auxiliary compartment will be counted later in the day once the ballot counter is operational again.
4. Check the screen for any error messages.
5. Note the malfunction on the Incident Log.
6. 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
7. Contact your city.
8. 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
4. When the ballot counter is working again, close the silver flap on the auxiliary compartment door and resume using the ballot counter as normal.
5. Note on the Incident Log the time the ballot counter is 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 empty the ballot box and secure the voted ballots in a Ballot Transfer Case. When this occurs, the head judge makes a notation on the Incident Log and includes the time.

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.

Duties

Before Election Day:

- ⦿ 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.
- ⦿ 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.
- ⦿ Communicate with city clerk as needed.
- ⦿ Complete an hourly audit of the Voter's Receipts and Public Count.
- ⦿ Conduct emergency election judge training, if needed.
- ⦿ Mentor election judge team.
- ⦿ Deliver ballots and other important items to the city clerk on election night.

Before Election Day

Picking up supplies from your city

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.

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).

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.
- 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).
- Complete the Ballot Delivery Certification portion of the Ballot Tracking Form.
- Set up the ballot counter.
- Complete the Opening the Polls portion of the Official Precinct Certification Form.
- 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.
- Count any ballots that are in the auxiliary compartment.
- Secure voted ballots in Ballot Transfer Cases
- Secure unvoted ballots in ballot box.
- Complete forms.
 - All copies of Results Tape
 - Voter Statistics Worksheet
 - Ballot Tracking Form
 - Official Precinct Certification Form
- Pack and complete Return Envelopes (even if empty).
- 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.
- Deliver items on Election Night Materials Return Checklist to your city.

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 to 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.

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.

In-person challengers

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 presenting one of the proofs of residence accepted for Election Day registration, 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
- ⊙ Shall not speak to a voter, may only speak to the head judge, and file their challenge in writing
- ⊙ Must wear a nametag
- ⊙ 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
- ⊙ May not vouch for a voter's residency

Challenge process

The challenger informs the head judge in writing of the reason for the challenge. The challenger completes the Oath of Challenge to Voter's Eligibility form stating the grounds of their challenge in writing. 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 is incarcerated.
- ⊙ 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.

The head judge discretely administers 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?"

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 incarcerated for a felony conviction?

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.

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.

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. 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.
 - ⦿ 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.
 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.
 5. Direct them to the election judge Guide and other reference materials relevant to their duties. Have them review these, time permitting.
 6. 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.

HAVA Elections Complaint Form

Election Day Feedback Form

HAVA Elections Complaint Form

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

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.



OFFICE OF THE MINNESOTA SECRETARY OF STATE

HAVA ELECTIONS COMPLAINT FORM

Instructions

This form may be used when any person believes a violation of the Help America Vote Act (HAVA) Title III (such as voting machine standards, posting of voting information, voter registration) has occurred, is occurring or is about to occur. (Minnesota Statutes 200.04)

It is not for the following complaints:

- Minnesota Fair Campaign Practice & Finance Acts complaints (Minnesota Statutes 211A and 211B) are under the purview of the State of Minnesota's [Office of Administrative Hearings](#) and are not applicable to this complaint form.
- Other Minnesota election law complaints are under the purview of the county attorney and are not applicable to this complaint form. Use the [Minnesota State Election Law Complaint Form](#) instead.

After completing this form and getting it notarized (or signed by an election judge at the polling place), return it to:

Office of the Minnesota Secretary of State
Elections Division
180 State Office Building
100 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155-1299

Your Contact Information

Name			
Address			
City	State	Zip Code	
Telephone	Email		

Complaint information

My complaint pertains to the election held on (Month/Day/Year)

My complaint is regarding (select all that apply):

- Voting Machine Standards (Section 301)
- Required Posting of Voting Information at Polling Place (Section 302 (b))
- Voter Registration (Section 303)
 - Name of registered voter was not on list
 - Registered voter information was not accurate
 - Voter registration application was not processed properly
- Other Title III provision:

Revised 7/2017

Emergencies

If you encounter a police, fire, or medical response emergency on Election Day, use the following procedure.

1. Call 911 and identify yourself as an election judge. State the name and address of the polling place building and the location inside the building where the problem is located.
2. Relay the circumstances to the 911 operator and accurately describe the situation 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 to explain the situation and follow further instruction.

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
- ⊙ The time and resolution of the situation

Extreme emergencies, evacuations

If the polling place must be left unattended due to a catastrophic emergency, use the following procedures.

Your highest priorities are your safety, the safety of your team, and the safety of others in the polling place. If time permits, and safety is not jeopardized, follow the steps below before leaving the polling place:

- ⊙ Record public counter number and the time on Incident Log
- ⊙ Unplug ballot counter, unlock and open the memory stick access door. Break the seal on the memory stick. Remove the memory stick and seal it in an envelope.
- ⊙ Secure blank, non-voted ballots in a container and leave in polling place in a secure place, if possible.
- ⊙ Keep voted ballots locked in the ballot box.

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

Choose a location to meet outside and account for all members of your team, then call your city.

If the polling place cannot be reopened, consult with your city about emergency voting instructions.

If the polling place can be reopened:

- ⊙ Resume voting by using the auxiliary compartment of the ballot box.
- ⊙ Call your city and let them know that the polling place has reopened.
- ⊙ City staff will be sent to re-install the memory card and assist in reestablishing normal operations.
- ⊙ Record events on the Incident Log.

Polling Place Conduct

Persons allowed in the polling place

- ⊙ Election judges
- ⊙ Minor children accompanying a parent who is voting.
- ⊙ Persons assisting voters
- ⊙ 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 of the news media—must have credentials.
- ⊙ 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.
- ⊙ 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.

Media

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 head judges before including any voters or election judges in photos.

Voters taking photos

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 polling

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.

Prohibited conduct

- ⦿ 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. 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. *This prohibition only applies to candidates, parties, or questions that are on the ballot at the current election.*
- ⦿ 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.
- ⦿ 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 may tell another person how they voted while in the polling place.

Prohibited voter intimidation

Voter intimidation is defined as threatening or forcing a person to vote (or refrain from voting), register to vote, vote for or against a specific candidate, or engage (refrain) in any other election-related activities.

In addition, deceptive practices within 60 days of an election, which are intended to prevent someone from exercising their right to vote, are not allowed.

Providing Assistance to Voters

Voters have a right to receive assistance in the polling place: 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.

Assistance with ballot marking

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
- ⦿ any other person the voter chooses (except an agent of their employer or their union)
- ⦿ a voter may use the ballot-marking device independently or with two judges of different major political parties

Rules for assistants

- ⦿ Election judges or other individuals who assist the voter shall not reveal 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 election judges to be sure it has been marked correctly
- ⦿ Don't make inappropriate remarks like, "You're voting for him?"

Accessibility assistance

- ⦿ 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.
- ⦿ Make chairs available for voters in long lines.
- ⦿ Be available to help with opening and closing heavy doors.
- ⦿ Ask all voters, "May I assist you?" Don't assume folks want help—and provide only the assistance requested.
- ⦿ Speak directly to the voter not their assistant. Give the ballot directly to the voter, not the assistant.
- ⦿ Realize that it is perfectly fine for voters to take the time to complete the voting process.
- ⦿ One disability does not imply another disability.

Assisting persons with visual impairment

- ⦿ Identify yourself give your location.
- ⦿ Guide dogs are permitted in polling places, but should not be spoken to or petted.
- ⦿ Offer to lead the person, if they would like, or offer an arm for them to hold onto.
- ⦿ 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 signature

A voter who cannot sign their name may alternatively:

- ⦿ make a mark
- ⦿ use a stamp facsimile
- ⦿ 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.

Curbside voting

The curbside voting process may be used in the event a voter arrives at a polling place and is unable to leave their vehicle. *Two judges of different major political parties must be present at all times to assist the voter and manage the voter's data between the voter's vehicle and the polling place.*

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. If the voter is not registered, complete the registration process with the voter.
3. Enter the polling place again and have a poll pad judge print the registered Voter Signature Certificate or the Voter Signature Certificate + Election Day Registration Application (if voter is registering) and obtain a Voter's Receipt. The poll pad judge will retain the Voter Signature Certificate and store in the proper envelope.
4. Take the Voter's Receipt to the ballot judge and exchange it with the ballot judge for a ballot.
5. Return to the voter and have them complete their ballot. Offer the voter a clipboard, secrecy folder, and privacy to mark their ballot. The two judges of major political parties may assist the voter with marking the ballot, if they request.
6. Tell the voter to wait for confirmation that the ballot has been counted before leaving.
7. Take materials back into the polling place and deposit the ballot into the ballot counter.
8. If necessary, troubleshoot any ballot counter error messages with the voter. If there are no errors to troubleshoot, confirm with the voter that their ballot has been counted.

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
- ⦿ Regarding the need to vote in specific voting locations:
 - "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 CANNOT
- ⦿ "Minnesota law allows any one of the following documents"
- ⦿ Use pronouns cautiously. Refer to individuals as "voters" or "people" rather than using gendered pronouns.
- ⦿ Avoid the words "You" or "I" pronouns:
 - "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" → "We will do everything we can within the law to help you vote today"
 - "You are stopping me from voting" → "Let's make sure we've covered all of our options"
 - "I can register in (another state) easier" → "Let's make sure you're set to go for the next election"

Closing the Polls

Polls close at 8 p.m. on Election Day, but 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 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 ballot-marking device.
- ⦿ Sync the poll books again after the last voter checks in, then shut down and pack up the poll books

Head judge duties

- ⦿ At 8 p.m. announce: “The polls are now closed.”
- ⦿ Assign closing duties to election judges.
- ⦿ Shut down the ballot counter.
- ⦿ Count any ballots that are in the auxiliary compartment.
- ⦿ Secure voted ballots in Ballot Transfer Cases
- ⦿ Secure unvoted ballots in ballot box.
- ⦿ Complete forms:
 - All copies of Results Tape
 - Voter Statistics Worksheet
 - Ballot Tracking Form
 - Official Precinct Certification Form
- ⦿ Pack and complete Return Envelopes (even if empty).
- ⦿ 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.
- ⦿ Deliver items on Election Night Materials Return Checklist to your city.

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 must complete this process.

Remove ballots from the auxiliary compartment.

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. Cast or create a duplicate ballot based on the determination of voter intent. If the ballot is unreadable, create a duplicate ballot.



Securing ballots

Voted ballots

- ⦿ Unlock the ballot box using the flat, silver key.
- ⦿ Remove voted ballots.
- ⦿ Place voted ballots into Ballot Transfer Case(s).
- ⦿ Seal the Ballot Transfer Case with a Ballot Transfer Case Certification Seal.
- ⦿ Additional seal optional.



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



Unvoted ballots

Count the number of unopened packages of ballots. Do not open the packages.

Count the number of ballots remaining from opened packages.

Record the number of unused ballots on the Ballot Tracking Form. Place unused ballots in the ballot box. Lock the ballot box.



Closing down the ballot counter

Before starting this process:

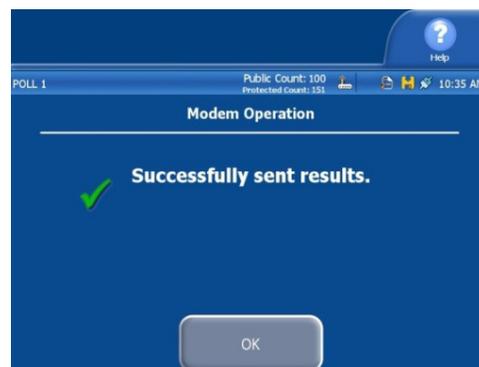
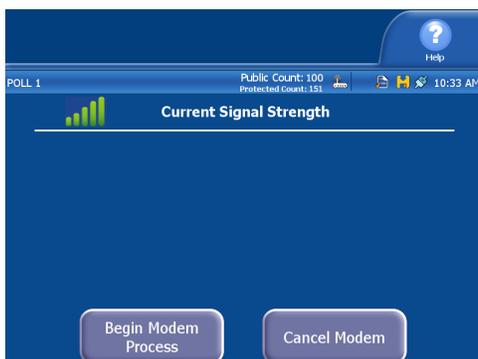
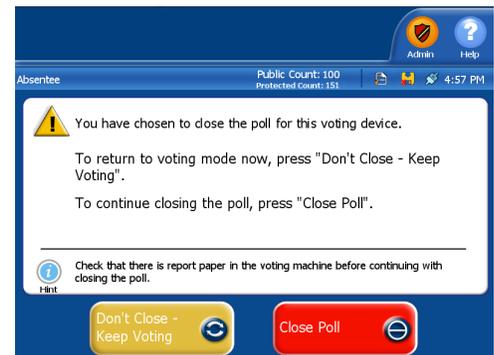
- ⦿ Count any ballots that have been stored in the auxiliary compartment.
- ⦿ Remove voted ballots from the ballot box and seal them in transfer cases.

1. Unlock and lift open the door to the memory stick compartment. Verify the seal number for the memory stick matches the number on the Official Precinct Certification Form.



2. Press the blue lever inside the memory stick compartment to open the printer door. Lift the printer door. Unroll the Zero Tape from the compartment and close the printer door. **DO NOT TEAR OFF THE TAPE.**

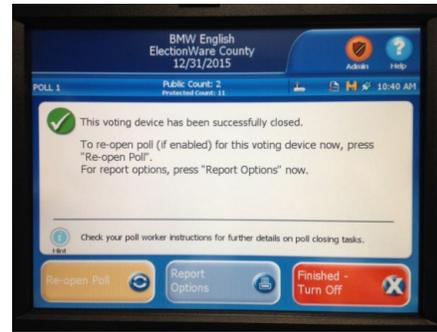
3. Press the CLOSE POLL button inside the memory stick compartment. Hold for 5 seconds, then release.
4. Touch Close Poll button on the screen. Copies of the Results Tape will begin printing. If the printer door is not closed properly, printing will not begin.
5. Touch Begin Modem Process button. Green 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. When transmission is complete you will receive the message, "Successfully sent results." Press "Ok" to go back to the closing screen.



Print additional Results Tapes, if needed. Separate the copies of the Results Tape from one another.
Important! The first copy must remain attached to the Zero Tape

6. 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.



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



8. Close and lock the memory stick compartment.



9. Fold down the ballot counter screen and lock into place.

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

11. Carefully repack power cord and lock compartment.



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.

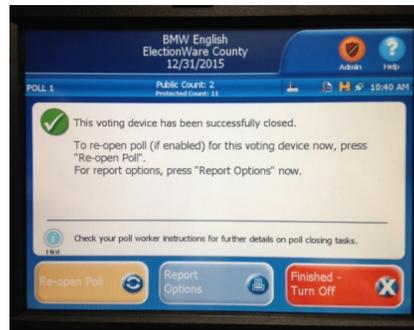
You will also need to print additional tapes manually if you are in a precinct that is split by school district (your precinct has a set of ballots for more than one school district). Place each extra tape in the Results Envelope C for each school district.

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

Choose:

- Voting Results
- Detailed
- Precinct
- Include Affidavit

Press Print Report. Tear off tape. Press Cancel.



Closing down the poll books

1. Each poll book must sync once after the last voter has voted. Synchronize the poll book by selecting the cloud icon and then SYNCHRONIZE NOW.



2. Confirm that the the Last Sync Time has updated to the current time.

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



4. Unplug the printer power supply from the outlet and the back of the printer. Separate the two pieces of the printer power supply.



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

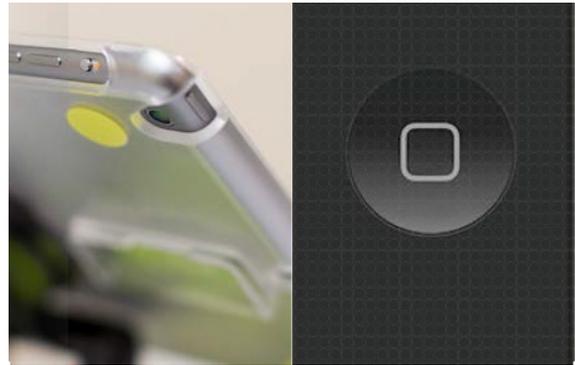


Turn the poll book off

6. Remove any cable plugged into the poll book.



7. 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).



8. Tap the home button to verify that the poll book is off.

9. Remove the poll book from the stand arm.

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

11. Remove the stand arm from the stand base.

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



13. 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 ballot-marking device

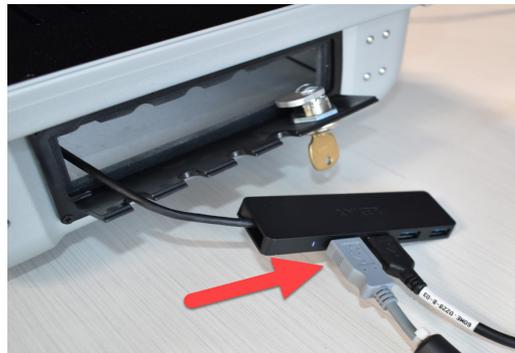
1. Press the ballot-marking device power button to turn it off.
The button is located on the underside of the tablet.



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.

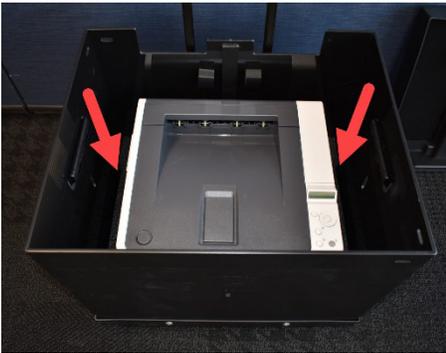
5. Gently fold the ballot-marking device screen down into the gray case, then shut and latch the lid.



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 ballot-marking device on top of the printer case and secure the two 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 *(Completed and signed by two Election Judges after the polls close on election day)*

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
		+
	Number of unused ballots not in packs	B
		+
Used ballots	Number of spoiled ballots <i>Found on the Spoiled Ballot Envelope.</i>	C
		+
	Number of duplicated ballots <i>Found on the Duplicate Ballot Envelope.</i>	D
		+
	Ballots cast (Public Count) <i>Found at the top of the screen on the ballot counter or at top of Results Tape.</i>	E
		=
Total ballots	Add totals from lines A + B + C + D + E	

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.

Municipality, ward, precinct:	Election:	Date:
PRECINCT SEAL AND BALLOT DELIVERY CERTIFICATION <i>(Clerk completes before election day)</i>		
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:		
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>		
"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)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
OPENING THE POLLS <i>(Two Election Judges complete on election day before polls open)</i>		
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)		
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>		
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)		
Election Judge signature: _____		Election Judge signature: _____
If seal numbers do not correspond, explain: _____		

Revised 9/17/2021
Return in Results Envelope A


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.
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 FLOWN 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 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 Number of voting booths used in the precinct		<input style="width: 80%; height: 25px;" type="text"/> <input style="width: 80%; height: 25px;" type="text"/>
New registrations	Number of Election Day Registrations <i>Found on the Election Day Registration Envelope.</i>		<input style="width: 80%; height: 25px;" type="text"/>
Voter Receipt count versus ballots cast	Number of Voter Receipts <i>Found on the Used Voter Receipts Envelope.</i> 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: 80%; height: 25px;" type="text" value="A"/> <input style="width: 80%; height: 25px;" type="text" value="B"/>
Ballots not in the ballot box	Number of spoiled ballots <i>Found on the Spoiled Ballot Envelope</i> Number of duplicated ballots <i>Found on the Duplicate Ballot Envelope.</i>		<input style="width: 80%; height: 25px;" type="text"/> <input style="width: 80%; height: 25px;" type="text"/>
Precinct statistics review	<p>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></p> <p>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></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
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: _____			

Revised 3/23/2022

Return in Results Envelope A



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
- ⊙ Official Precinct Certification Form
- ⊙ Ballot Tracking Form
- ⊙ Incident Log
- ⊙ 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
- ⊙ Notification of Death Form (Report of Deceased Voter)

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

Results Envelope C (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

Voter Signature Certificate Envelope

All Voter Signature Certificates

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

Election Day Registration Envelope

- ⊙ All Election Day Registration Applications.
- ⊙ Precinct List of Persons Vouching Form.
- ⊙ 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

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

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.
- ⦿ All HAVA Elections Complaint Forms.
- ⦿ 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

Challenger Form Envelope

- ⦿ All Oath of Challenge to Voter's Eligibility forms.
- ⦿ 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

1. 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.
2. Leave any items that do not need to be returned to your city on election night in a secure location in your polling place.
3. Before leaving, double-check to make sure that you have everything and that the polling place is secure.
4. Deliver required items directly to your city (it is recommended that two judges travel in the same vehicle to do this).
5. Celebrate—you completed your shift! Thank you for your service as an election judge!

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 

Glossary

Absentee ballot (A.B.) 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.

Ballot counter A machine that counts a voter's completed ballot. Hennepin County uses the ES&S DS200 ballot counter.

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

Election official / 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](#)

Ballot-marking device 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.

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.70)
- ⦿ Voting Results Report (Results Tape) (pg. 71)
- ⦿ Incident Log (Appendix A)
- ⦿ Oath of Challenge to Voter's Eligibility (Appendix A)
- ⦿ Ballot Transfer Case Certification Seal (Appendix A)
- ⦿ Election Day Feedback Form (Appendix A)
- ⦿ HAVA Elections Complaint Form (Appendix A)

Poll Book Judge

- ⦿ Roster Correction Form (pg. 29)
- ⦿ Voter Signature Certificate (Appendix A)
- ⦿ Voter's Receipt (Appendix A)
- ⦿ Election Day Registration Application (Appendix A)
- ⦿ Report of Deceased Voter (Appendix A)
- ⦿ Record of Attempted Registration (Appendix A)
- ⦿ Precinct List of Persons Vouching (Appendix A)

Ballot Judge

- ⦿ Ballot Transfer Case Certification Seal (Appendix A)
- ⦿ Ballot Tracking Form (Appendix A)
- ⦿ Voter's Receipt and Ballot Counter Audit Log (Appendix A)

Incident Log

Municipality _____

Ward/Precinct _____

Election _____

Incident Log

Page ____ of ____

Record the situation on the Incident Log noting:

- 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

Time	Incident – record any unusual occurrences or problems	Steps taken to resolve	Election Judge Initials

Return in Results Envelope A

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:

Ballot Transfer Case Certification Seal

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

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

OFFICE OF THE MINNESOTA SECRETARY OF STATE

HAVA ELECTIONS COMPLAINT FORM

Instructions

This form may be used when any person believes a violation of the Help America Vote Act (HAVA) Title III (such as voting machine standards, posting of voting information, voter registration) has occurred, is occurring or is about to occur. (*Minnesota Statutes 200.04*)

It is not for the following complaints:

- Minnesota Fair Campaign Practice & Finance Acts complaints (*Minnesota Statutes 211A and 211B*) are under the purview of the State of Minnesota's [Office of Administrative Hearings](#) and are not applicable to this complaint form.
- Other Minnesota election law complaints are under the purview of the county attorney and are not applicable to this complaint form. Use the [Minnesota State Election Law Complaint Form](#) instead.

After completing this form and getting it notarized (or signed by an election judge at the polling place), return it to:

Office of the Minnesota Secretary of State
Elections Division
Veterans Service Building
120 W 12th St, Ste 210
St. Paul, MN 55155

Your Contact Information

Name			
Address			
City	State	Zip Code	
Telephone	Email		

Complaint Information

My complaint pertains to the election held on (Month/Day/Year)

My complaint is regarding (select all that apply):

- Voting Machine Standards (Section 301)
- Required Posting of Voting Information at Polling Place (Section 302 (b))
- Voter Registration (Section 303)
 - Name of registered voter was not on list
 - Registered voter information was not accurate
 - Voter registration application was not processed properly

Other Title III provision:

Revised 5/2024

**Registered Voter
Signature Certificate**
(signed on poll pad and printed)

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**
(signed on poll pad and printed)

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:
MC

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

Report of Deceased Voter (Notification of Death Form)

A registered Minnesota voter may use this form to report to an election judge of someone they know who has passed away.

REPORT OF DECEASED VOTER (Notification of Death Form)

In accordance with Minnesota Statutes, section 201.13, I am a registered voter and I have personal knowledge that _____ is deceased.

Name of Registered Voter

Signature of Registered Voter

Date

Deceased Date of Birth: _____ Date of Death: _____

Last Known Address: _____

Return in Results Envelope B

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.

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

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: 100px; 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: 100px; 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: 60px; height: 25px;" type="text" value="A"/> +
	Number of unused ballots not in packs	<input style="width: 60px; height: 25px;" type="text" value="B"/> +
	Number of spoiled ballots <i>Found on the Spoiled Ballot Envelope.</i>	<input style="width: 60px; height: 25px;" type="text" value="C"/> +
Used ballots	Number of duplicated ballots <i>Found on the Duplicate Ballot Envelope.</i>	<input style="width: 60px; height: 25px;" type="text" value="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: 60px; height: 25px;" type="text" value="E"/> =
Total ballots	Add totals from lines A + B + C + D + E	<input style="width: 60px; 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's Receipt and Ballot Counter Audit Log (Appendix A)

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.)

<i>Column A should match Column D. No match? Note reason on Incident Log.</i>					
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



Appendix B: Party Balance Activities

There are currently two major political parties in Minnesota:

- ⦿ Democratic-Farmer-Labor (DFL)
- ⦿ Republican (R)

Party balance activities

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

- ⦿ Curbside voting
- ⦿ Assisting a voter with the marking of their ballot (can alternatively be done by non-election judge assistant that the voter chooses)
- ⦿ Marking a voter's ballot while assisting them
- ⦿ Reviewing a voter's ballot to explain a ballot marking error to them
- ⦿ Opening the ballot box during voting hours (either to empty a full ballot box or troubleshoot a jammed ballot)
- ⦿ Duplicating ballots (Very rare in the polling place)

Appendix C: 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 election

Appendix D: 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—Incarcerated: The voter may have been incarcerated for a felony conviction. A voter with a previous felony conviction can vote after they are no longer incarcerated. 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.

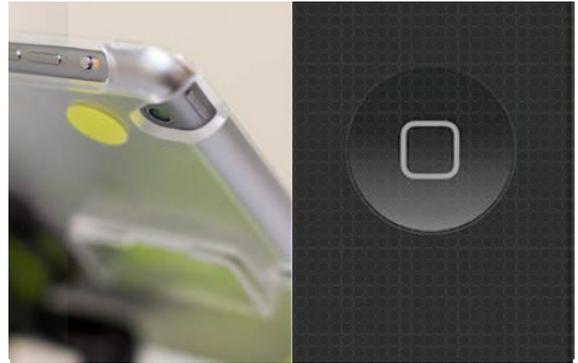
Appendix E: Poll Book Troubleshooting

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 power (left) and home buttons (right) down simultaneously until the screen turns black, the Apple icon appears, and the screen goes black once more. Wait for a couple of seconds, and then release once more.
5. Hold the power button to turn the iPad back on, then 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).

If further troubleshooting is needed, contact your city.



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 for further instructions.

All poll books stop working (paper backup process)

Contact your city 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; 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.

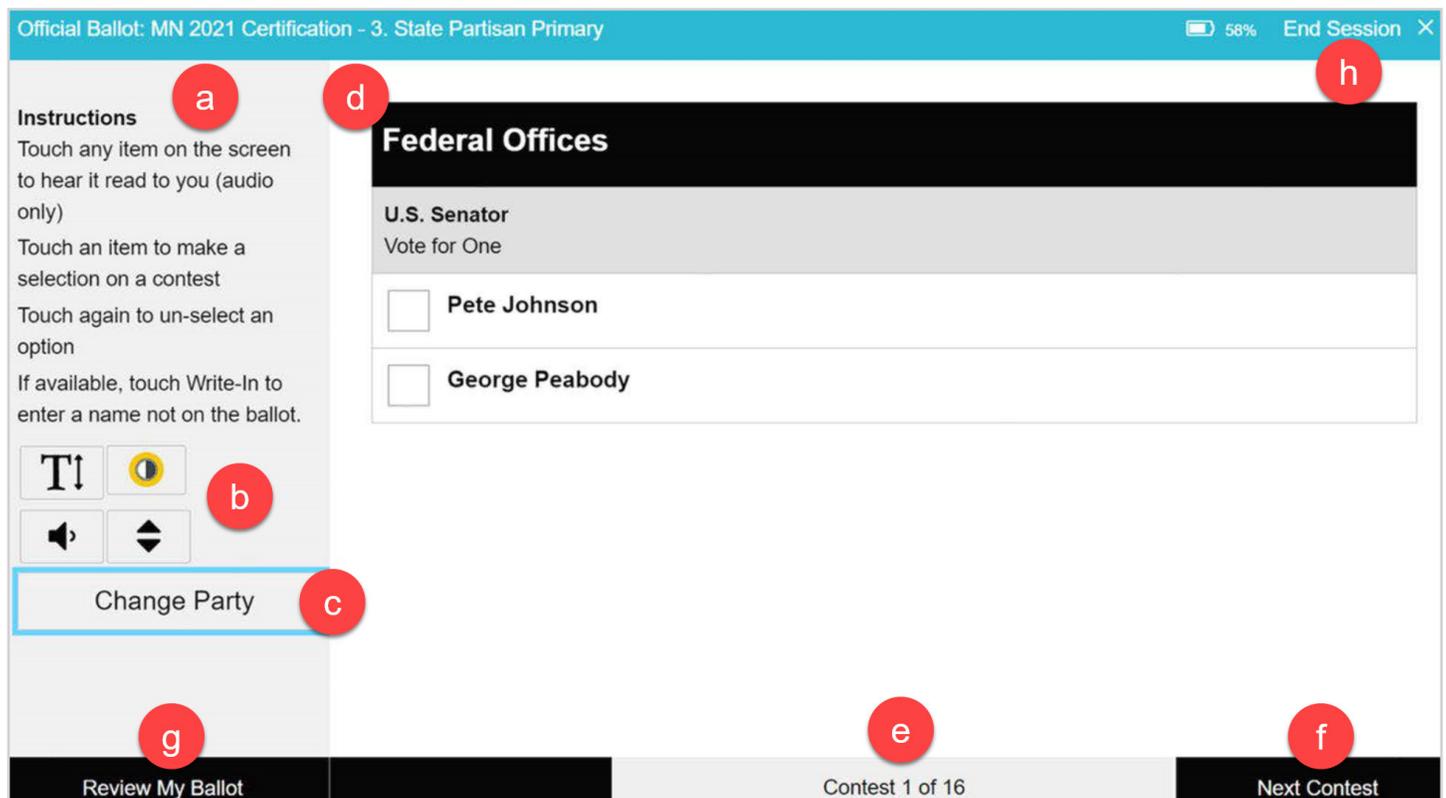
Appendix F: OmniBallot Settings and Accessories

Ballot marking process

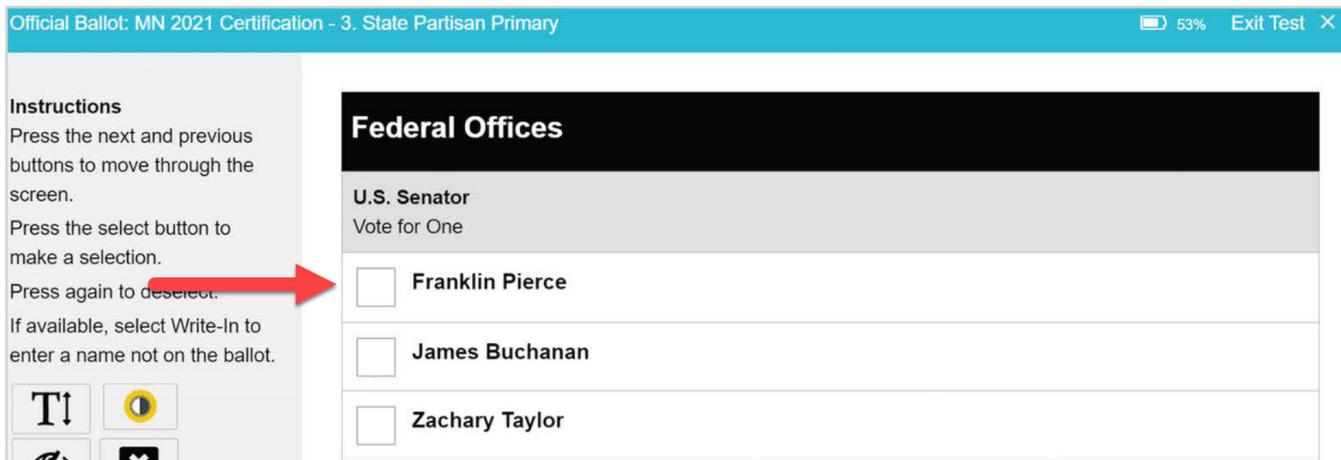
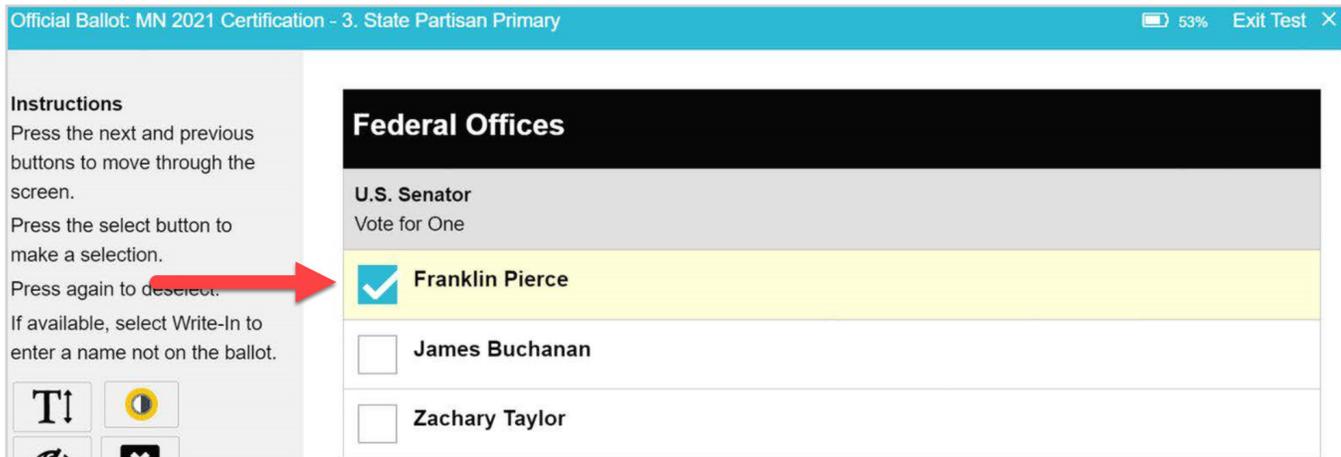
Once the voter is set up with the navigation option of their choice and given basic instructions, the ballot-marking device will guide them through voting for each contest on their ballot.

The page for each contest on a ballot will include:

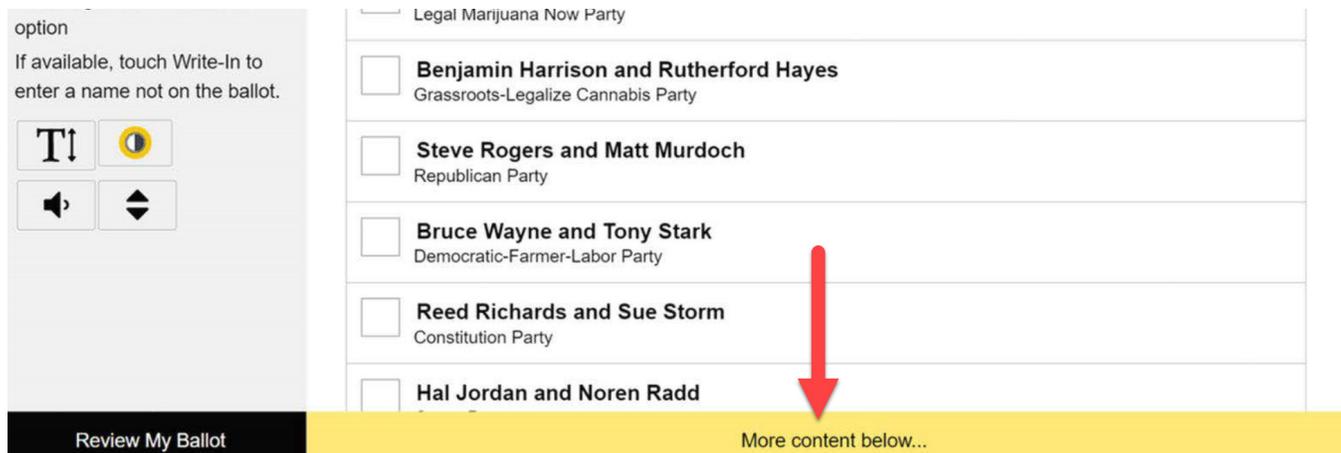
- Instructions
- Text size, volume, contrast, and volume controls (options to conceal selections and end session will also be present when using navigation pad).
- An option to change party selection (partisan primaries only).
- The contest currently being voted on.
- An indication of how many contests there are total on the ballot, and the voter's progress on marking the ballot.
- 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).
- 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).
- An option to end the session and return to the start screen.



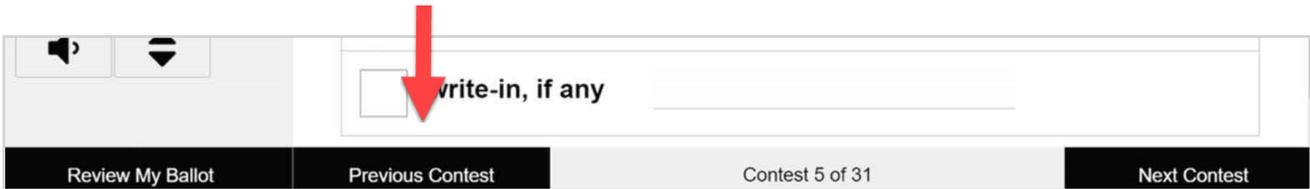
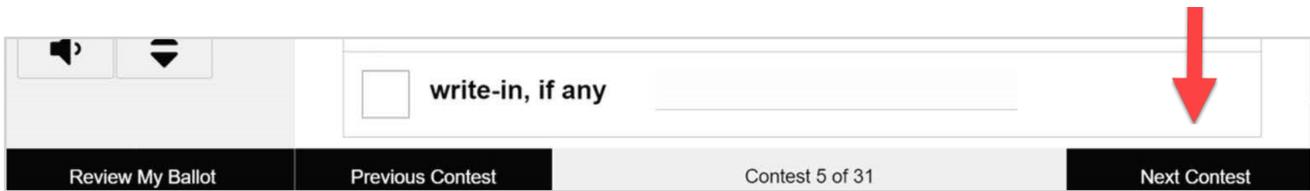
To mark a vote within each contest on the ballot, navigate to the desired choice and select it. To remove a marked vote, select it again.



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.

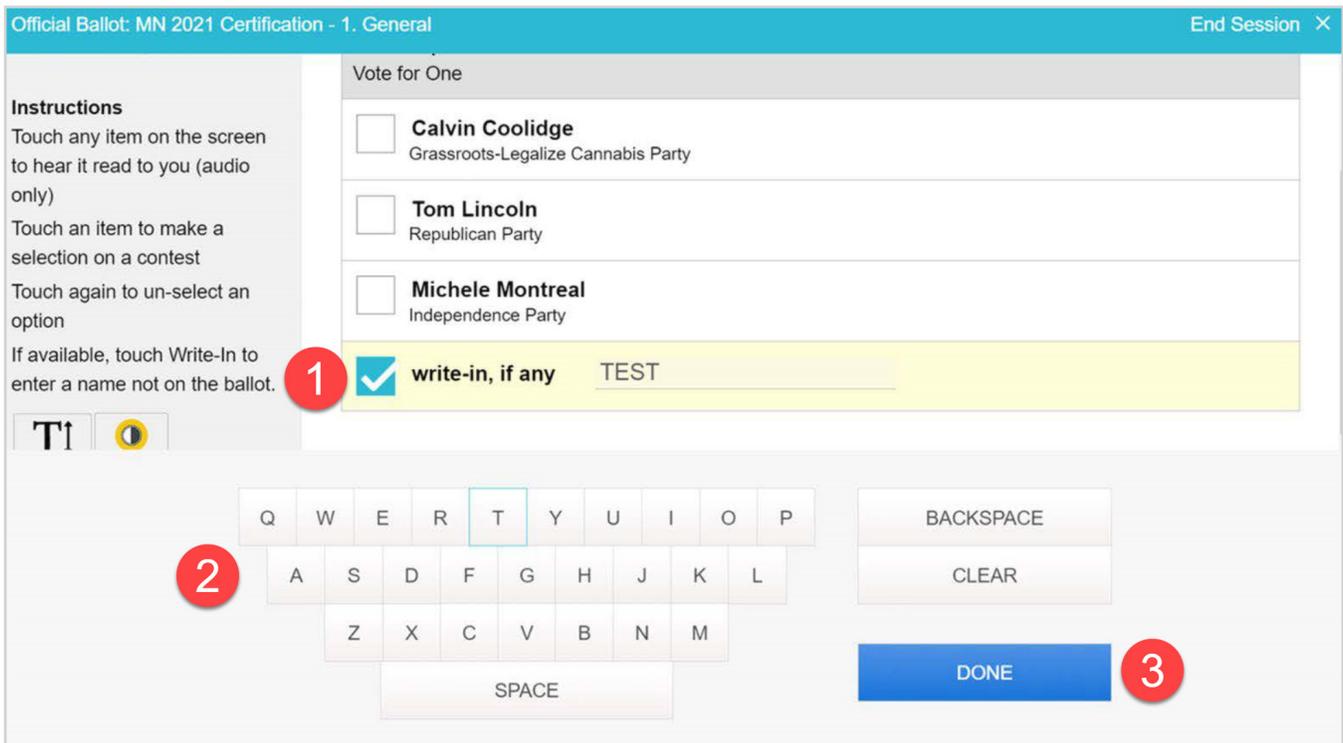


To move to the next contest on the ballot, select "Next Contest." To move to the previous contest, select "Previous Contest."



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.
3. 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.
4. Select "DONE"



If more than the number of choices for a contest (an overvote) are selected, the ballot-marking device will display an alert.

The screenshot shows a ballot-marking device interface for "Official Ballot: MN 2021 Certification - 1. General Precinct 1 000500". The top bar includes "End Session" and a close icon. A warning message is displayed: "Warning! You are only allowed to make 1 selection. Please deselect an option to make another choice." A red arrow points to the warning. The "State Offices" section is titled "State Auditor" with "Vote for One". Three candidates are listed: "John Wayne" (Republican Party) with a checked box, "Henry Fonda" (Democratic-Farmer-Labor Party) with an unchecked box, and "James Garner" (Independence Party) with an unchecked box. A "Back to Review" button is visible. The bottom navigation bar includes "Review My Ballot", "Previous Contest", "Contest 8 of 31", and "Continue".

If all choices for a contest haven't been used (an undervote), the ballot-marking device will also display an alert.

A warning dialog box with the title "Warning". The main text reads: "You have not made all possible selections for this contest. Are you sure you want to continue?". Below the text are two buttons: "No" (grey) and "Yes" (blue).

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.

The screenshot shows the bottom navigation bar of the ballot-marking device. The "Review My Ballot" button is highlighted in yellow, with a red arrow pointing down to it. The other buttons are "Previous Contest", "Contest 8 of 31", and "Next Contest".

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

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...

- Here the voter has the option to review their votes for each contest.
- The voter can change their vote for a contest by selecting “Change”.
- 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 3-button users can just navigate forward to get past this notification to reach these.
- Select “Accept and Print” to confirm votes and mark the ballot.

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 **a** 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 b
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

c 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 ballot-marking device will return to the login screen.



Your ballot is now printing

To complete voting, follow poll worker instructions for casting your printed ballot.

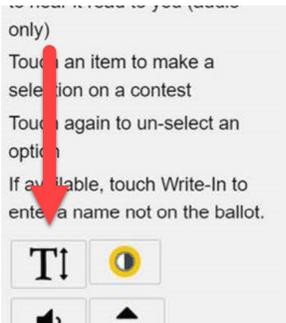
If ballot did not print, touch here or press select to lock the screen
Contact poll worker for assistance.



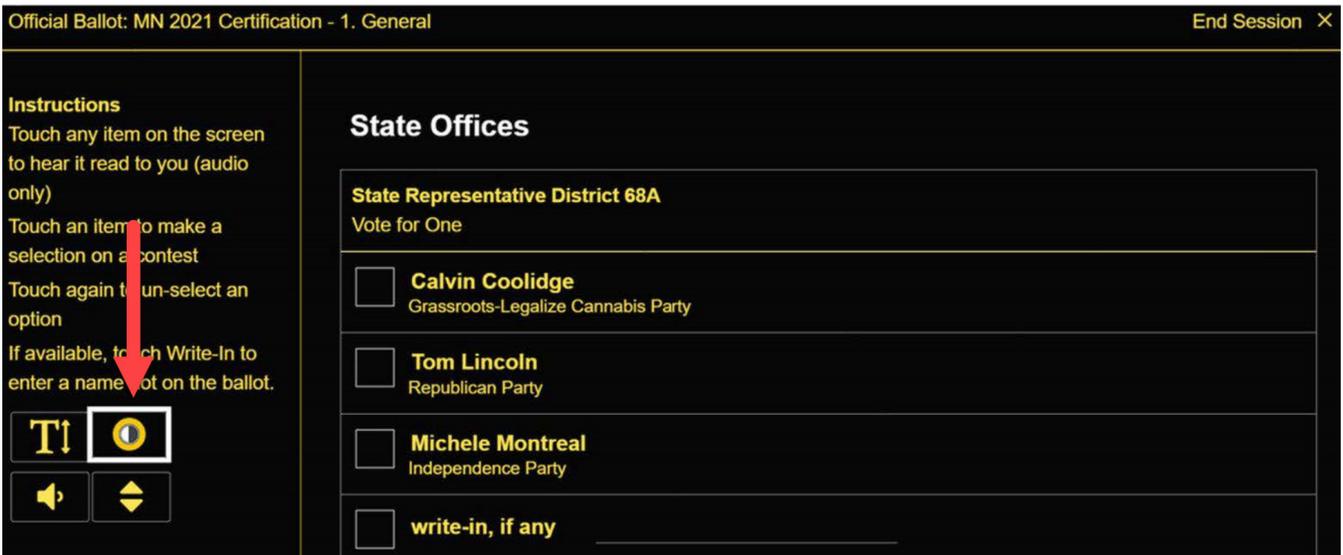
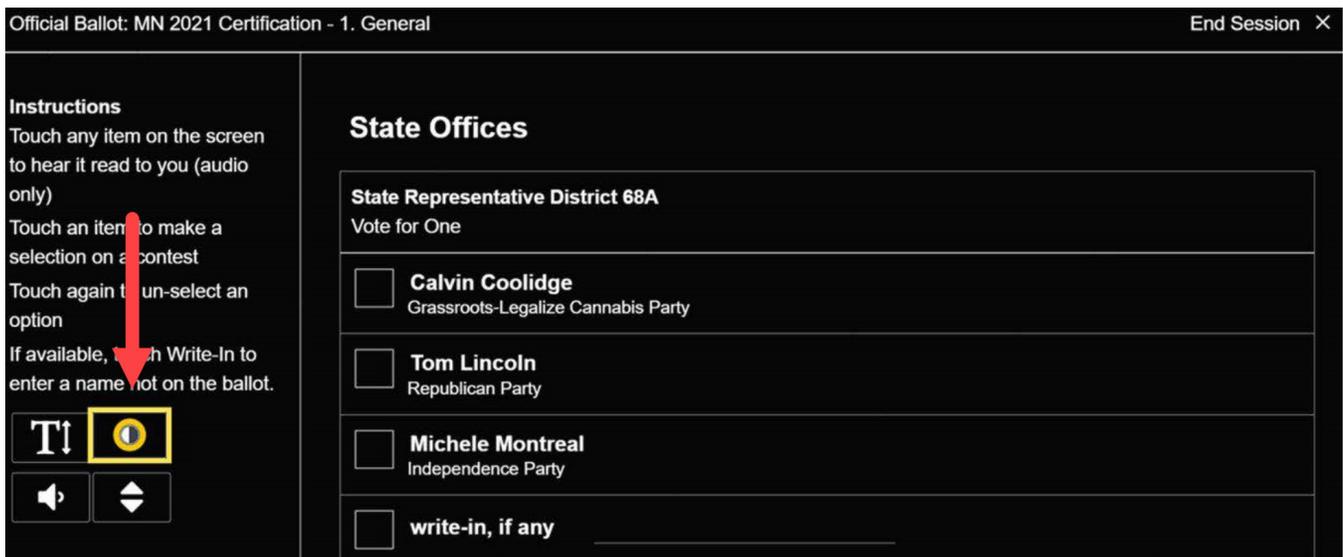
Ballot-marking device settings

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

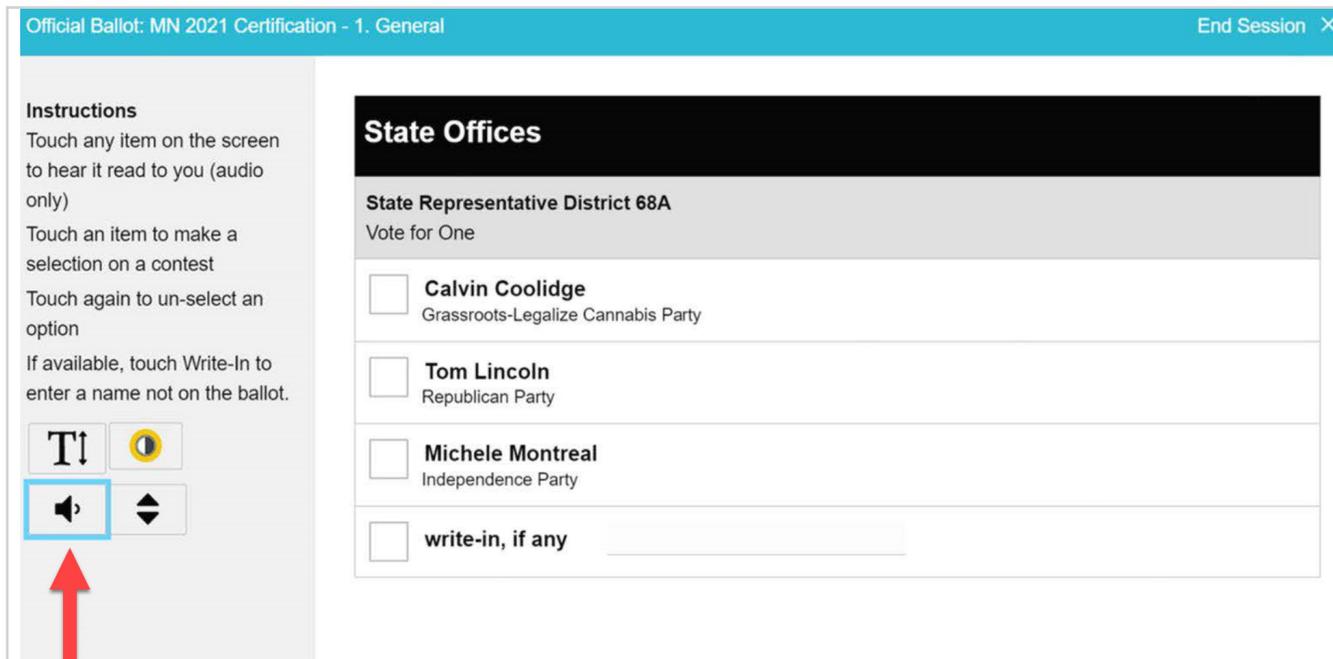
Use **T** to toggle between regular and large font.



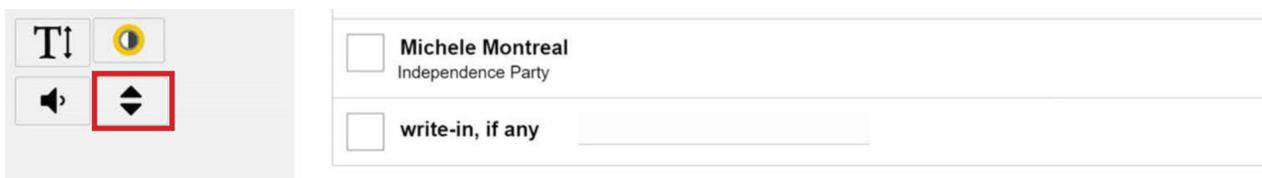
Use  to cycle through high contrast modes. Modes include: white text on black background and yellow text on black background.



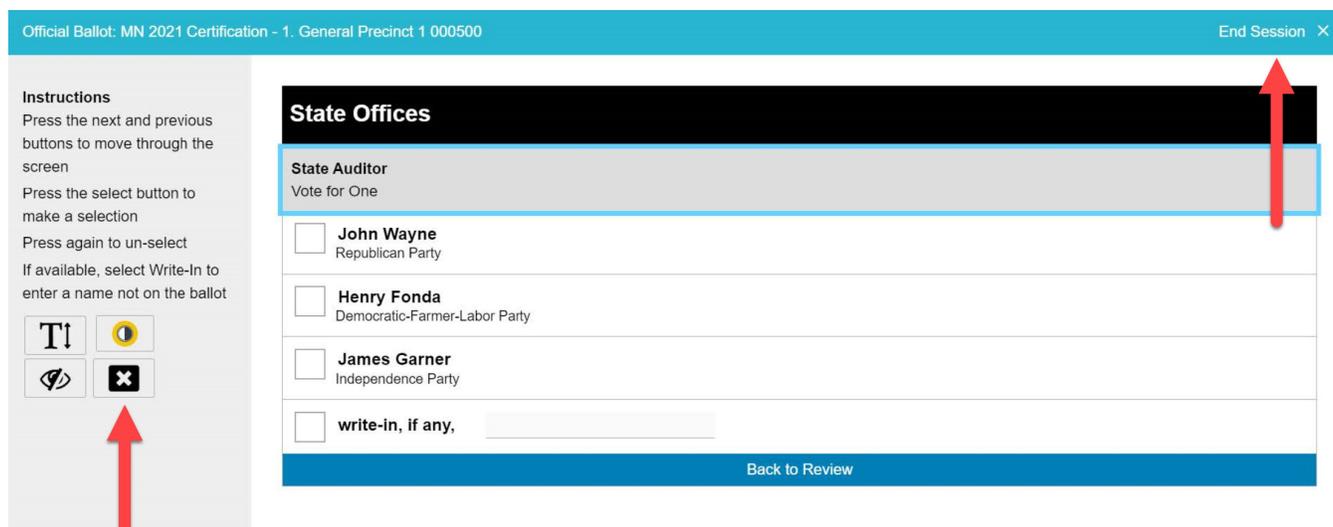
Use  to cycle through the different volume levels.



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



To end a ballot marking session without marking a ballot (if needed for any reason) select  (Navigation Pad or 3-button controls only), or select "End Session"



When using the navigation pad, toggle through different speech tempos by using the down arrow.

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

<input type="checkbox"/>	John Wayne Republican Party
<input type="checkbox"/>	Henry Fonda Democratic-Farmer-Labor Party
<input type="checkbox"/>	James Garner Independence Party
<input type="checkbox"/>	write-in, if any, <input type="text"/>

[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

<input type="checkbox"/>	

[Back to Review](#)

Review My BallotPrevious ContestContest 8 of 31Next Contest

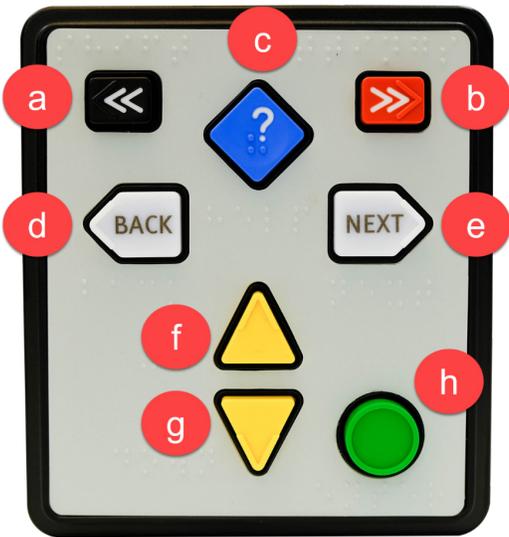
Navigational devices

Using the navigation pad

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.

- 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



Using the 3-button device

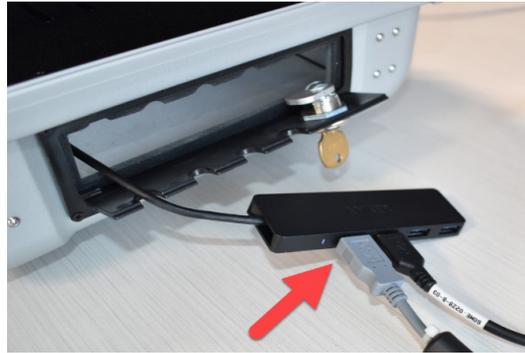
Connect the 3 Button Device buttons (a) to the 3-to-1 adapter (b) and the 3-to-1 adapter to the 3.5mm-to-USB adapter (c). These should be sent to the polling place already assembled.

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 ballot-marking device. 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:

Unlock the USB Hub compartment, remove the USB Hub, and unplug the navigation pad.



Plug in the navigation paddles into the USB Hub.

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



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.



Appendix G: Duplicating Ballots

A duplicate ballot is created by two election judges of different major political parties 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, 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.
 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.
 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.

Duplicating Ballots

Ballots Are Labeled

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



Appendix H: Determining Voter Intent

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.
- ⦿ 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".

*Thank you for
serving!*

HENNEPIN COUNTY
MINNESOTA