

CLOSING THE POLLS CHECKLIST



At 6:30 p.m. announce that the polls will be closing in 30 minutes.

At 7:00 p.m. announce that the polls are closed. If a line of voters exists at 7:00 p.m. positively identify the last voter in line.

1. Close Down Optical Scan and Touch Screen Units

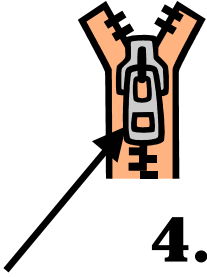
- See closing instructions for AccuVote Unit (Sleeve 17)
- See closing instructions for Touch Screen Unit (Sleeve 17)

2. Complete the Official Ballot Record

- Fill out Official Ballot Record. (Sleeve 20 in Binder)
- If there are any discrepancies in numbers write explanations on the back.
- Make certain all judges sign.
- Place in Sleeve 20 of your Binder.

3. Pack Up Voted Ballots

- Unlock the rear door of the ballot box and remove all voted ballots, keeping the write-in ballots separate.
- Process the valid write-in ballots by transferring the totals to the Write-In Tally Sheet (Sleeve 19 in the Binder). Remember to only record the valid write-ins from the sheet in Sleeve 10. There are detailed instructions regarding filling out this form on the front of Sleeve 19. Return completed form to Sleeve 19.
- Place all voted ballots into the red and blue bag.
- Place sealed security canister in red and blue bag



- Place envelope with voted Provisional ballots into green and yellow bag. **Note: this is a change.**
- Place the seal located in the red and blue bag through the holes in the zipper tabs to secure the ballots.
- Place label card (Sleeve 17) into slot on outside of red and blue bag.

4. Packing Your Supplies for Return to the Government Center

The following forms should be signed by all and placed in their appropriate sleeves in your binder:

- Pollwatcher Register and Pollwatcher Credentials (Sleeve 3)
 - Signed copy of Certificate of Inspection (Sleeve 4)
 - Election Judge “sign up” sheets (Sleeve 11)
 - Reports of Correction to Election Authority by Judges of Election (Sleeve 12)
 - Judges Suggestion Sheet (Sleeve 16)
 - Completed Write-In Tally Sheet – make sure it has the precinct name and ALL judges have signed. If there were no valid write-ins write “NONE” across the sheets and all judges sign. (Sleeve 19)
 - Completed Official Ballot Record (Sleeve 20)
 - Election Expense Bill – It is vitally important that this is filled out completely by ALL judges and that it is legible, **please print**, so you can get paid. (Sleeve 21) Note: You must give us your Social Security Number.
 - Signed Zero Tape from AccuVote unit and **two** signed Election Results Report tapes per machine (Pouch in front of binder) One of the other signed tapes should be hanging on the door or wall and the other signed tape should be placed in the red and blue bag.
 - Any other miscellaneous paperwork that has been filled out (front pockets of Binder)
- All **signs** should be placed back into the Before the Polls Open envelope. We try to reuse what we can so please try not to tear them when removing the tape.
- Unused spoiled ballot envelopes** and secrecy covers will go back into the During Voting Envelope which is returned to the black duffel.

- Voted spoiled ballots** will be placed in the red and blue bag with other voted ballots.
- Unused provisional** supplies should be placed back in the large provisional envelope and placed back into the black rolling duffel.
- Voted provisional ballots** should be placed in the yellow and green bag with the unvoted ballots.
- All **miscellaneous supplies** should be placed back into the plastic bag; the bag should be sealed and placed back into black rolling duffel.
- All** unused and spindled **applications** will be placed into the black rolling duffel.
- All other **envelopes** and **supplies** will be placed into the black rolling duffel.
- All **unvoted ballots** will be returned to the yellow and green bag.
- Place **printer housing** back into cardboard box and place box into black rolling duffel.
- Place the binder in the black rolling duffel and hand deliver to the tally table where your paperwork is checked upon arrival to the Government Center.
- One Republican and one Democratic Judge will ride together to take supplies back to the Government Center. You will find an Election Official sign to be placed in the passenger side of your windshield. There is also a map to the Government Center. (both Sleeve 22)
- Remember you will be returning the following:
 - AccuVote bag containing AccuVote Unit, power cord, and both sets of **KEYS**
 - Touch screen unit with keypad, headset, and power cord.
 - Sealed red and blue bag containing voted ballots and printer canister with tapes inside
 - Green and yellow bag containing unvoted ballots and voted provisional ballots
 - Black rolling duffel containing everything else

