

McHenry County

Election Manual



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McHenry County Clerk

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ELECTION JUDGE DUTIES AND RESPONSIBILITIES

ELECTION JUDGES

The Election Judges are responsible for the proper and legal conduct of the election. They serve as officers of the Circuit Court and swear or affirm to uphold the constitution of the United States and the State of Illinois.

OBLIGATION TO SERVE

Commissioned judges are obligated to serve at all elections in their precincts for the two years subsequent to their appointment, or reappointment, as a commissioned judge. If an emergency arises that prevents a judge from serving, the judge must notify the election authority as soon as possible.

REPLACEMENT JUDGE

If a judge fails to appear, one of the attending judges must contact the election authority for a replacement. If the election authority cannot provide a replacement, the attending judges present may appoint a replacement judge. The replacement judge cannot be appointed until **AFTER** 6:15 a.m. The replacement judge must be a registered voter who has the same political affiliation as the appointed judge. A precinct, township or ward committeeman or candidate cannot serve as an election judge. An attending judge administers the Oath to the replacement judge. If at any time the initially appointed judge arrives, he/she will assume the duties of the replacement judge and the replacement judge will cease to serve. Both the replacement judge and initial judge will sign the payroll sheet indicating the hours each has served.

WORKING HOURS

Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. All judges must arrive at the polls no later than 5:00 a.m. to check supplies and set up the polling place. Once the polls are open, there is no adjournment or recess until the polls close. All judges must remain until all forms, certificates and affidavits are complete and signed, and all election materials are packaged for return to the election authority. *It is strongly suggested that judges Early Vote or Vote by Mail before Election Day as it is possible the judge will not be placed in their respective voting precinct.*

HANDLING ELECTION MATERIALS

Only the election and technical judges are allowed to handle the election materials, supplies and ballot sheets.

ROTATING POSITIONS

Each judge should learn the various duties associated with each position by rotation among the positions during the day. Rotating duties helps prevent errors and also helps prohibit certain types of fraudulent activity. When rotating duties, two judges, one from each political party, must be at the application judge station at all times to verify each voter's signature and address.

CAMPAIGN FREE ZONE

A “Campaign Free Zone” is the area in which no advertising pertaining to any candidate or proposition on the ballot shall be displayed. No one is permitted to wear a campaign button, display political literature or engage in any political discussion within the restricted area. This includes election judges! The Campaign Free Zone is made up of the polling room and within the distance of 100 feet of any such room. Any person who violates this statute, may be punished for contempt of court.

The area within the markers shall be known as a “Campaign Free Zone,” and within these boundaries electioneering is prohibited. The area on polling place property beyond the campaign free zone whether publicly or privately owned is a public forum for the time the polls are open on Election Day. Persons shall have the right to congregate and engage in electioneering on any polling place property beyond the Campaign Free Zone while the polls are open. Electioneering includes, but is not limited to, the placement of temporary signs.

Election Judges shall place, markers 100 horizontal feet from each entrance to the room used by voters to engage in voting, known as the polling room. If the polling room is located within a private business, school or church building and the distance of 100 horizontal feet ends within the interior of the building, then the markers shall be placed outside of the building at each entrance used by voters to enter the building.

When churches and private schools designate their entire property as campaign free zones, the election authority is required to post the name and address of every polling place where the entire property is a campaign free zone to their website (if they maintain a website) at least 5 days before the election. This list shall also be immediately provided to anyone who requests it. [10 ILCS 5/17-29(b)]

If the polling room is located within a building with two or more floors and the polling room is located on the ground floor, then the markers shall be placed 100 horizontal feet from each entrance to the polling room. [10 ILCS 5/7-29(b)]

If the polling room is located in a building with 2 or more floors and the polling room is located on a floor above or below the ground floor, then the markers shall be placed a distance of 100 horizontal feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling room is located. [10 ILCS 5/7-29(b)].

CONTROL OF THE POLLING PLACE

Election judges are required to maintain lawful order in the polling place throughout Election Day. All persons in the polling location or within the Campaign Free Zone must obey a lawful order of the judges. The election judges have the authority to evict any person who is creating a disturbance. Individuals violating the law may be arrested by the appropriate law enforcement personnel. All serious problems should be reported to the election authority immediately.

WHEN TO CALL THE CLERK'S OFFICE

- If any seals or tags show signs of tampering
- If you have an equipment malfunction or failure
- If you encounter a voter situation not familiar to you

**ELECTION JUDGE
HELP DESK
815-334-0235**

If there are any emergencies please call one of the following numbers

EMERGENCY NUMBERS: 911

State's Attorney's Office: 815-334-4159

Sheriff Non-Emergency: 815-338-2144

GENERAL INFORMATION

- **ELECTION AUTHORITY**

All elections are conducted by the County Clerk. Contact the County Clerk's office, if you have questions or issues on Election Day.

- **SIGNATURE VERIFICATION RECORD**

McHenry County uses paper ballot applications with the voter's signature and address to validate with a digital signature and address of qualified voters. Two "Verification Judges", one from each political party verify the voter's application.

- **Ballot Style**

The term "ballot style" is used throughout this manual and the term is interchangeable with "ballot type", "ballot code", or "ballot configuration". For a Primary Election each party ballot is considered a *separate ballot style*. Additional ballot styles are added in precincts where all voters do not vote on the same offices and/or referenda.

- **PEOPLE IN THE POLLING PLACE**

Illinois election law requires only authorized individual(s) be allowed in the polling place: Election Judges and qualified Pollwatchers; Voters while voting; Representatives of the Election Authority, the State Board of Elections, the Attorney General's Office and the State's Attorney's office; and local, state and federal law enforcement officials acting in their official capacities. Pollwatchers must have proper credentials authorized by the election authority.

GENERAL *PRIMARY* ELECTION

At a Primary Election, voters will select nominees for office to be filed at the November General Election. Voters elect specific party Officials in the Primary Election.

In order to participate in a Primary Election, the voter must declare his or her party affiliation to the election judges. The qualified voter receives the ballot of the affiliated party of the voter's choice. The voter may declare affiliation with any party regardless of how he/she voted in the past.

Nonpartisan candidates or referenda may also appear on a ballot. A voter does not declare a party affiliation when voting for nonpartisan candidates or on referenda where there are no candidates. Candidates and referenda will appear on the appropriate primary ballots as well as on separate ballots for voters not wanting to vote in the partisan elections.

Since precinct boundaries do not necessarily correspond to local governmental unit boundaries all voters voting a primary ballot may not be voting on a referenda. The election authority codes each voter in the precinct to indicate upon which offices and referenda the voter is entitled to vote. The voter's declared party affiliation and/or the voter code will determine the type of ballot the voter will receive. The voter may vote for only those candidates or referenda for which the voter is qualified. For more information, see the section entitled "Who May Vote" (pg. 39).

In the General Election a voter does not declare party affiliation. The voter is given a ballot containing the names of all candidates and all referenda upon which the voter is qualified to vote.

PRE-ELECTION PREPARATION

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

- Attend a training session.
- Review your Election Judge Manual.
- Be sure to Early Vote or Vote by Mail. Last minute cancellations by scheduled election judges can create urgent shortages. You may need to travel to a different voting site with very short notice.
- Plan a test drive prior to Election Day to help gauge travel time and to get familiar with your assigned voting site and parking options.

TWO WEEKS PRIOR TO THE ELECTION

All judges selected to work will receive their assignment letter in the mail.

- The Technical Judge for each location will call judges to discuss set-up time for the Monday prior to the day of election.
- Technical Judge will confirm Election Judge is able to work and verify with the judge the address of their voting site.
- Food arrangements-potluck, brown bag, order in, etc. Judges are not permitted to leave their voting site. Have food and drink for entire day.

ONE WEEK PRIOR TO THE ELECTION

All Technical Judges will call or visit the voting site to confirm:

- Location of room for voting
- Building access on election eve for setting up the voting site
- Building access on Election Day prior to 5 am
- Tables and chairs will be available or already set up

DAY BEFORE THE ELECTION

Technical Judge will meet the delivery crew to receive and verify all materials and equipment have been delivered and are correct. If the Technical Judge is unable, another judge from the same location can fill in.

AFTERNOON OR EVENING OF DAY BEFORE THE ELECTION

All judges will meet at voting site at a designated time to set up equipment, signs and voting booths as a team.

PROCEDURES BEFORE THE POLLS OPEN

NIGHT BEFORE ELECTION:

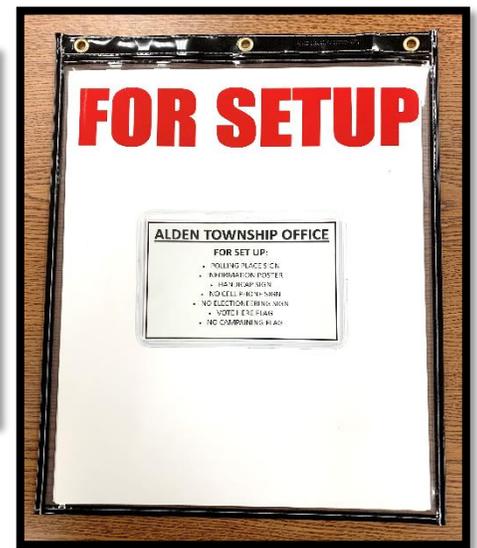
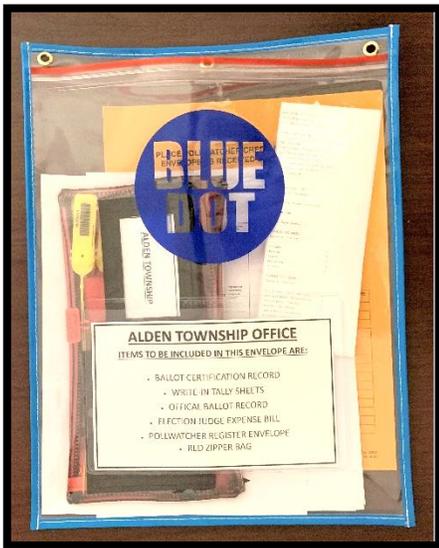
1. ARRANGE THE POLLING PLACE

It is strongly advised to set up the polling place the night before the Election. Issues that may arise are better handled at that time instead of the first thing Election Morning. Arrange the polling place to allow for an orderly flow of voters. The voting booths and the DS200 must be within view of the judges at all times.

2. PREPARE THE ePOLLBOOK

3. CHECK ENVELOPES

You will have two large envelopes marked: *“For Setup,”* and *“While Polls Are Open.”* Take out the materials needed for setting up the polling place and become familiar with the forms. Also included is a large orange envelope bag with be applications for Provisional Voting.



4. SET UP THREE WORK STATIONS

Station 1 - Application Judges

- ePOLLBOOKs
- Blank Applications – White and Yellow
- Black Pens
- ExpressPass Printer
- Blank ExpressVote Ballots
- Extra Application Labels
- Table Top “Start Here” Sign
- Spindle for all ExpressVote Applications
- Provisional Ballot Packets

Station 2 - Ballot Distribution Judge

- Spindle for Applications (In a Primary Election there will be one spindle for each party, one for new voter yellow applicaiton, and one for Nonpartisan if there is a nonpartisan issue on the ballot.)
- Official Ballots
- Accordion folder with dividers
- Official Ballot Privacy Cover
- “Spoiled Ballot” Envelopes
- Black Ballot Marking Pens (For Voters & Judges)

Station 3 – DS200 / Technical Judge

- “I Voted” stickers

5. DISPLAY SIGNS

Display signs, instruction cards, and specimen ballots in the following manner:

The Polling Place Entrance Sign should be placed on the outside entrance door of the building where the polling place is located. If this is not possible, the polling place sign should be placed to the left or the right of the polling place entrance door. The sign must be placed in a manner that clearly identifies the entrance. **The Public Roadway Polling Place Sign** should be placed on a public parkway adjacent to the nearest entrance to the polling place. The sign(s) should be visible to traffic from all directions. The sign(s) must clearly identify the polling place.

- For the **General Primary Election** display one specimen ballot of each ballot style and ‘referenda only’ ballots inside the polling place.
- For the **General Election** display two specimen ballots of each type as well as ‘referenda only’ ballots inside the polling place.
- Place the multiple signs in and around the polling place to inform the voters.

ELECTION MORNING:

1. CHECK BALLOT SHEETS; SEPARATE DIFFERENT BALLOT STYLES

Check the ballot sheets to verify the precinct designation and the date is correct. The various ballot styles used in the precinct will be coded either by color, color-stripping or numerical code. Make note of the coding system to determine which ballot style may be voted. At a Primary Election different colors are used for each party’s ballot. There are also “Referenda” ballots. Place ballots in the accordion folder. Use dividers to keep ballots organized.

2. COMPARE OFFICIAL PAPER BALLOTS WITH THE SPECIMEN BALLOTS OF EACH BALLOT STYLE (Located in the blue ballot box)

Compare the official ballot sheets to the corresponding specimen ballot for each ballot style or grouping. Make sure the appropriate ballot styles are available for each voter code in the precinct.

3. COUNT THE BALLOT SHEETS OF EACH BALLOT STYLE

Do not open the sealed packages of ballot sheets until they are needed. Judges must verify the totals given in the groupings the ballots arrived in. Note on the ballot receipt any differences between the *actual number* of ballot sheets received and the *number recorded* on the receipt.

4. RECORD THE NUMBER OF BALLOT SHEETS OF EACH BALLOT STYLE ON THE “OFFICIAL BALLOT RECORD” FORM

Unless already provided on the certificate, write the quantity of ballot sheets of each ballot style on the “Statement of Ballots” form. Complete the information on the “Statement of Ballots” for this election concerning your precinct (i.e., fill in the blanks at the top of the page), then place the “Statement of Ballots” form in the blue dot envelope. **The form will be used again after the polls close.**

5. PRINT AND SIGN ZERO TAPES

The election judges must make an operational check of the tabulating equipment before the polls open. All judges must ensure all totals are *Zeros* in the count column on the DS200. All judge must sign the zero tape(s) certifying the ballot sheets are correct and that the tabulating equipment has the vote total set to zero.

6. MAKE SURE THE DS200 BLUE BALLOT BIN IS EMPTY

The Technical Judge will publicly open and display the empty ballot box and the auxiliary bin to all present. The ballot box and auxiliary bin must be closed and locked and remain locked until after the polls close.

7. ADMINISTER JUDGE’S OATH AND PUT ON BADGES

An election judge will administer the Oath of Office to each election judge. Each judge signs the oath. The signed oath is returned to the election authority on election night in the blue dot envelope. A badge must be worn by each judge during the entire day.

8. COLLECT POLLWATCHER CREDENTIALS

Request, check, and collect the credentials of any Pollwatcher who enters the polling place before the polls open, throughout Election Day, and after the polls close. Pollwatcher credentials are placed in the appropriate envelope and returned to the election authority at the end of the day. Pollwatchers are allowed to observe the election process, but are not allowed to go through any election materials. If they challenge a voter, you must follow the directions as provided in the ePOLLBOOK.

9. DECLARE THE POLLS ARE OPEN

Promptly at 6:00 a.m., one judge will unlock the doors and state in a loud, clear voice “The polls are open” to the polling place.

Blue Dot Envelope Paper Work

During set up the night before and Election morning there are portions of each report that need to be filled out.

SETTING UP THE EQUIPMENT

ePOLLBOOK AND Wi-Fi SET UP

Setting up the ePOLLBOOKs for Station One.

1. Open the All-in-One bag. Position the lid (thick side up) with the handles facing the judge. Unzip, open and lay thick side flat.
2. Unzip the small zipper on the left side of the bag to find the 10' power cord. Make sure the power cord is plugged in, and out of the way of voters' and judges' feet. (Use blue tape if necessary for safety.)
3. When power has been connected, the blue light on the DYMO label printer should be lit.
4. Remove the scanner, and place it face down on the table so that the laser does not shine in anyone's eyes.
5. Last, open the laptop lid. Press the silver **power button** at the top right of the keyboard.
6. Take the Jet Pack out of the box for the Wi-Fi. Plug into the power strip and turn on. The ePOLLBOOK will automatically connect to Wi-Fi.



SETTING UP THE EXPRESSPASS PRINTER—TECHNICAL JUDGE

1. Pull the power cord out of the black case and plug into power source.
2. Pull the USB plug out of the crease of ePOLLBOOK with red tape on end.
3. Plug USB plug into printer switch
 - The ePOLLBOOK on the Left - USB plugs into #1 spot
 - The ePOLLBOOK on the Right - USB plugs into # 2 spot



OPEN THE EXPRESSLINK PROGRAM—ELECTION JUDGE

1. Click the ExpressLink 1.3.0.0 icon on the desktop to launch ExpressLink
2. Select "Monitor Mode" (if not already selected)
3. Select "Start". Status should change to "Waiting"
4. Leave program up and minimize. *If program is closed out printer will not work*
5. If your program says "Printer Offline" that is because the toggle switch is turned on for the other ePOLLBOOK



OPEN THE ePOLLBOOK PROGRAM – ELECTION JUDGE

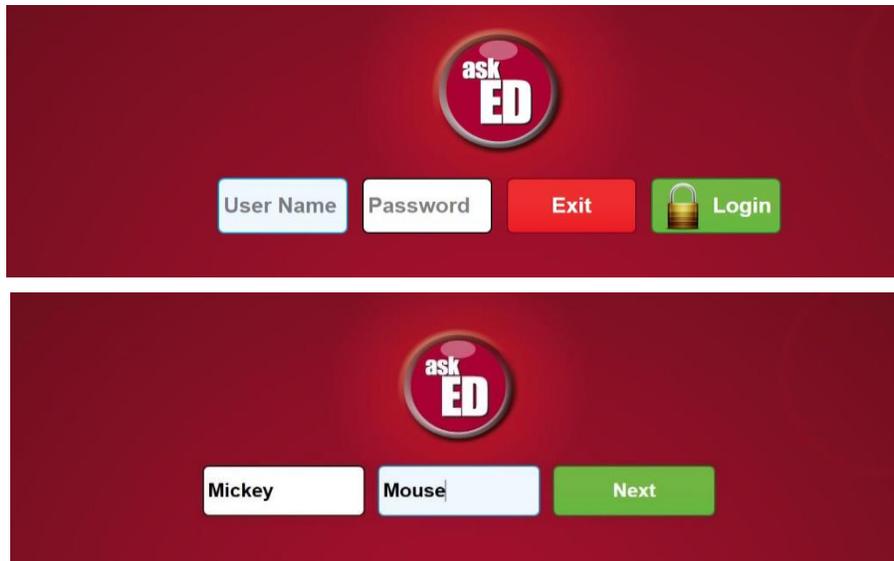
1. When the laptop boots up the Start Page. This will have three tiles:
 - a. Asked ePOLLBOOK
 - b. Power Menu
 - c. ExpressLink



2. Double Click on the **Asked ePOLLBOOK** icon. You may need to use the mousepad on the keyboard for more precision.
3. It may take the program up to 30 seconds to launch. **BE PATIENT.** If you wait more than one minute and the program has not opened, double click the Asked ePOLLBOOK icon again.

LOGGING INTO THE ePOLLBOOK:

1. When the ePOLLBOOK launches, enter the username and password that is supplied and can be found in the Technical Judge Husky Bag in the red supervisor bag.
2. Press the **Enter** button on the keyboard, or touch the **Login** button on the screen.
3. The next page will have two boxes: **First Name** and **Last Name**. The Election Judge enters their full name on this screen.



4. Press the **Enter** button on the keyboard, or touch the **Next** button on the screen.

VERIFYING WI-FI CONNECTION:

Once you are logged into the ePOLLBOOK. Verify the ePOLLBOOK is connected to the Wi-Fi.

1. Select the **Advance** button from the main menu.
2. Select **Configuration**.
3. If the first THREE declarations in the top right corner will be **GREEN** and say **ONLINE**, then you have successfully connected to the Wi-Fi. If any are in **RED**, other than the bottom line, turn the Wi-Fi off and then back on. The ePOLLBOOK will try to connect on its own again. If a connection is still not made, call the election judge help line.

MAIN MENU:

1. You will see the **Election Name**. If this is not correct, please contact the election judge help line.
2. The location has been set. Please ensure the location displayed is correct. If it is not, please contact the election judge help line.
3. There are three buttons on this screen:
 - a. Voter Check-in
 - b. Advanced
 - c. Help
4. Select **Voter Check-in**
5. Ensure your name is what appears at the top of the page.

PLEASE NOTE: It SHOULD NOT say election judge. The County Clerk's office needs to know who is in control of the ePOLLBOOK at all times.

SETTING UP THE DS200

The DS200 scans the voted ballots and deposits them directly into the Main Blue Ballot Bin



Pictured above:

MAIN BALLOT BIN: Stores counted ballots

AUXILIARY BIN: Backup bin for uncounted ballots in case of a jam or other issue.

WHEEL LOCKS: Additional stabilization. Located on the front of the DS200, left and right hand sides.

TECHNICAL JUDGE HUSKY SUPPLY BAG: Will hold extra voter labels, DS200 paper rolls, opening and closing procedure quick reference, clean wipes red zipper bag with paddle keys and seals and Wi-Fi unit.

Pictured below:

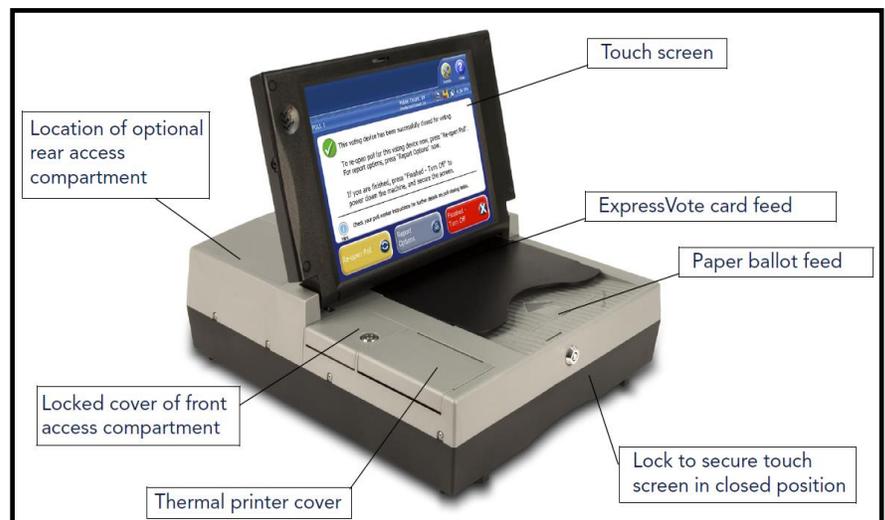
FRONT ACCESS COMPARTMENT: Contains USB ports that can be used for the Media, as well as power and close poll buttons.

THERMAL PRINTER COVER: Paper for report printing.

TOUCH SCREEN LOCK: Locks in closed position when not in use and during transport.

PAPER BALLOT FEED: Voters will insert their paper ballot for tabulation. (Lower gray space)

EXPRESSVOTE CARD FEED: Voters will insert their ExpressVote cards.



POWER CORD DOOR

The Power Cord Door holds the power adapter along with a locking bar.

Un-Velcro power cord and unwind to plug into power source.

Battery backup provides approximately 2 hours of scanning activity. Depends on intensity of use.



OPENING THE BLUE BALLOT BOX

1. Before inserting the *blue ballot box* into the main ballot box, unlock both locks on the top front and the top back of the tote bin. Take out all the supplies and ballots and place on table.
2. Align the back side of the *blue ballot box* so the back alignment feet are between the inside guard rails of the ballot box.
3. Use the strap handle on the front of the *blue ballot box* to lift up and slide the ballot box completely into the main ballot box.
4. Once the ballot box is completely inside the ballot box, open both lids to expose the inside of the ballot box. The lids should rest against the inner sides of the ballot box.

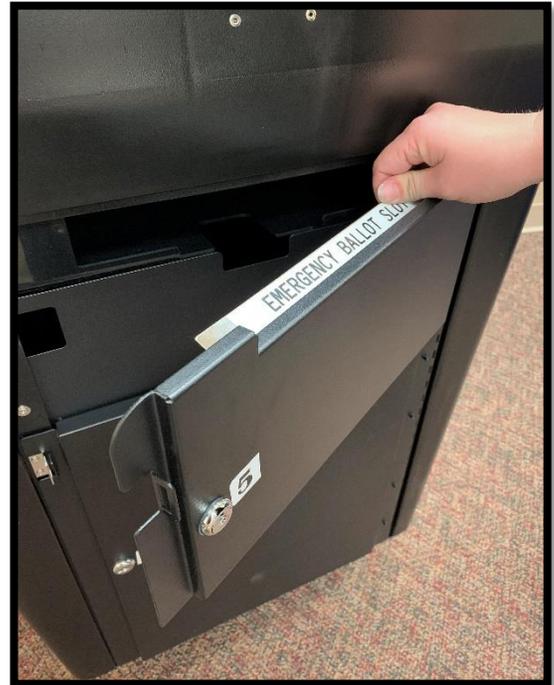


NOTE:

Both lids must be open fully for ballots to fall and stack properly inside the blue ballot box.

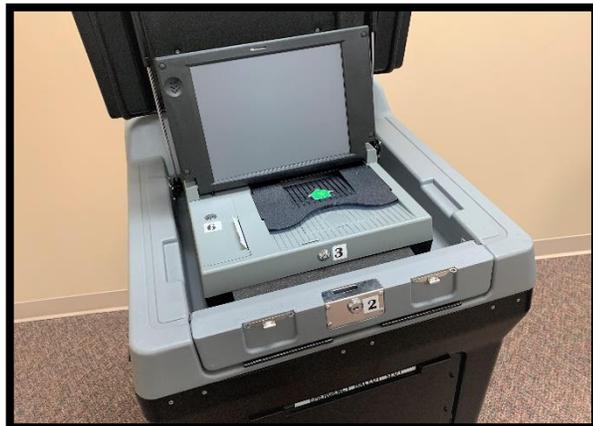
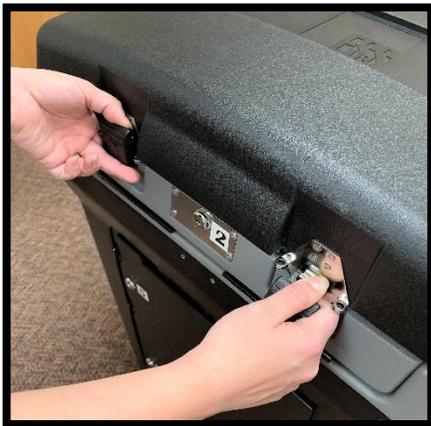
HOW TO SET UP THE AUXILIARY SLOT

1. Unlock door #5 on the lower section of DS200.
2. Push down the silver bar at top from inside door.
3. Close door and lock, Auxiliary slot is now ready.



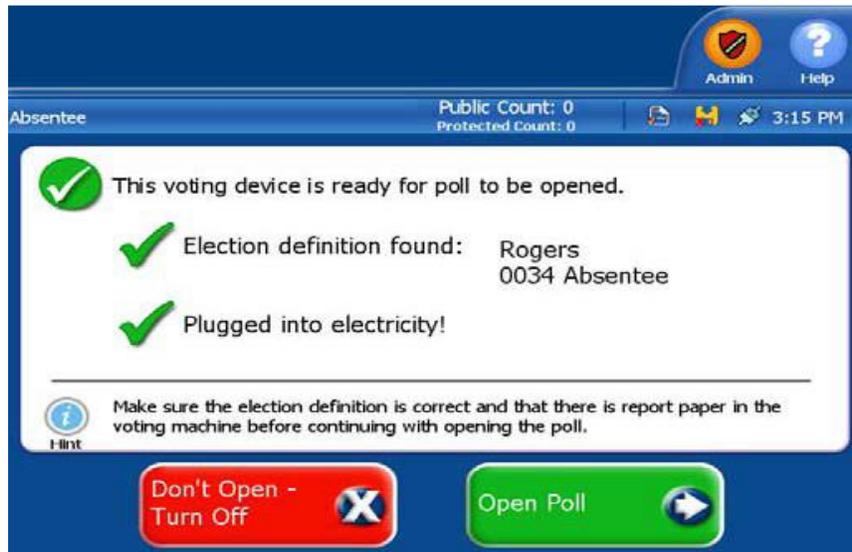
OPENING AND STARTING THE DS200

1. Use the silver key on the blue paddle to unlock #2.
2. Press down on the two tabs to unlatch the carrying case.



3. Lift the "clam shell" case lid up to expose the DS200.
4. Using the Barrel Key, unlock #3 and open the DS200 touch screen.
5. The DS200 is in sleep mode. Wait 10-15 seconds for machine to turn on, on its own.

6. The following screen will appear. Press the green



7. **OPEN POLL** button.

8. The DS200 is programmed to automatically print the *Configuration Report* first which validates the Election information.



9. The DS200 will then start printing the Zero Report.

10. The next screen displays the types of reports that can be printed.

- Select the following: *Zero Totals*, *Public*, *Polling Place* and *Include Affidavit* (Pictured above right)

11. Select Print Report. The DS200 will begin to print a short version of the Zero Report

12. Select Go to Voting Mode to continue opening the polls.

NEW ZERO REPORT

Have all judges' sign for the location. Please place in Blue Dot Envelope.

Zero tapes can be run and verified Monday night, but not signed until Election morning.

*** ZERO TOTALS REPORT ***
09:24 AM August 22, 2018
Unit Serial Number: 0318320403

McHenry
2018 MOCK ELECTION
142 ALDEN TOWNSHIP OFFICES
Election Date: August 04, 2018
Poll Opened Date: August 22, 2018
Poll Opened Time: 09:24 AM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0

Protected Count: 46
Poll Voting Report

Total Standard Ballot Sheets: 0
Total ExpressVote Cards: 0

Total Sheets Processed: 0

GOVERNOR AND LIEUTENANT GOVERNOR
Number to Vote For 1

REP BLAKE SHELTON 0
DEM JOHNNY CASH 0
Blank Votes 0

ATTORNEY GENERAL
Number to Vote For 1

DEM LUKE BRYAN 0
REP DOLLY PARDON 0
Blank Votes 0

SECRETARY OF STATE
Number to Vote For 1

REP HANK WILLIAMS, JR 0
DEM TAYLOR SWIFT 0
Blank Votes 0

COMPTROLLER
Number to Vote For 1

DEM KEITH URBAN 0
REP MIRANDA LAMBERT 0
Blank Votes 0

JUDGE OF THE CIRCUIT COURT TWENTY-SECOND JUDICIAL CIRCUIT
FIRST SUBCIRCUIT JUDICIAL SUBCIRCUIT 1
Number to Vote For 1

DEM TOM FOOLERY 0
REP TINY TIM 0
Blank Votes 0

JUDGE OF THE CIRCUIT COURT TWENTY-SECOND JUDICIAL CIRCUIT
22ND JUDICIAL CIRCUIT
Number to Vote For 1

REP GOLDIE HAHN 0
DEM KURT RUSSEL 0
Blank Votes 0

ME, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT ALL COUNTERS WERE ZERO (0) WHEN THE
POLLS OPENED AND THAT THE ELECTION IS
BEING HELD IN ACCORDANCE WITH THE LAWS
OF THE STATE.

Election Judge

Election Judge

Election Judge

Election Judge

Election Judge

142 ALDEN TOWNSHIP OFFICES
Unit Serial Number: 0318320403

*** END OF REPORT ***

PRINTING THE ZERO TAPE AFTER THE POLLS ARE OPEN

CALL THE COUNTY CLERK'S OFFICE BEFORE STARTING THE BELOW STEPS

1. This action can only be done if NO BALLOTS have been scanned through the DS200.
2. The Public Count MUST be at ZERO 0.
3. In the upper right corner of the screen: Touch the **Tools** icon.
4. Then, touch the **Report Options** icon.
5. The next screen displays the types of reports that can be printed.
6. Select the following: Zero Totals, Public, Polling Place and Include Affidavit
7. After the printing is complete, touch **Cancel** and then **Return to Voting Mode** in the lower right hand corner of the screen.

(Space Intentionally Left Blank)

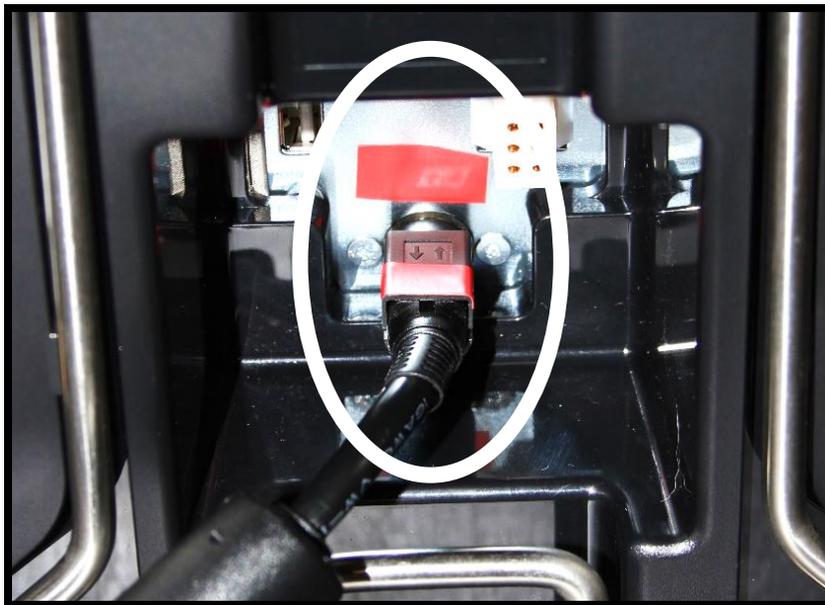
SETTING UP THE EXPRESSVOTE

ExpressVote will have two portions to set up. The table and ExpressVote.

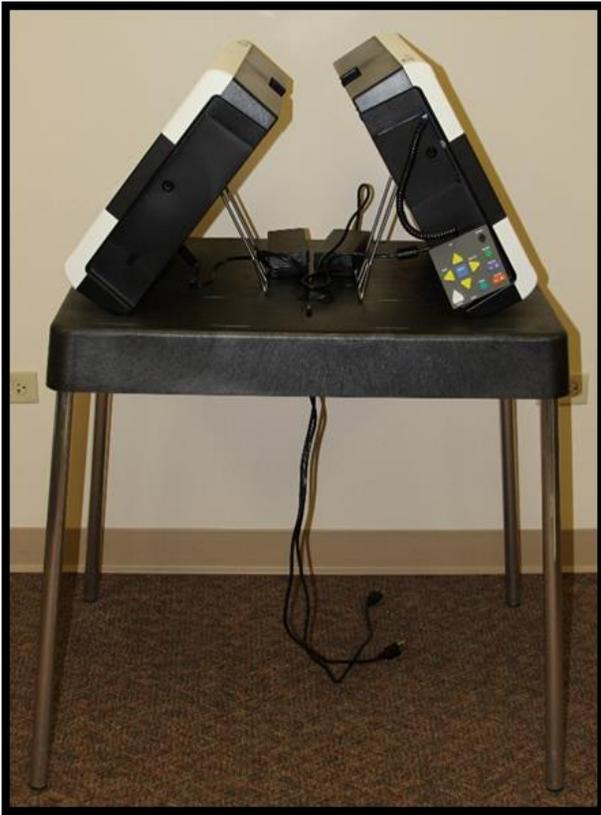
1. Remove table parts from black box, insert legs into holes on bottom portion.
2. Remove ExpressVote from Black Bag carefully and set on table.



3. Plug power cord into back of ExpressVote and feed through middle hole in table. Line up the two RED tapes.



- Place two ExpressVote units on one table. Back to back.



- Unlock door # 1. This is where the power modes are as well as the pad for ADA voting.
- Push the **On** button. The ExpressVote will be set in Voter Mode. Lock the door after feeding the cord through top slot for ADA tool.
- Insert white privacy board into slots shown below.



- The ExpressVote is now ready for use. Remember the unit is a marking device only. The machine will hold no record of how the voter voted their ballot. (Keep headphones at check-in table until needed.)

PROCEDURES DURING THE ELECTION

****DO NOT ASK VOTERS FOR ID****

When a qualified voter comes in to vote they are **NOT REQUIRED** to present an ID if they are registered in McHenry County. If they **DO** present an ID, use the scanner to scan the large barcode on the back. (ID can be a Driver's License, State ID or Voter Registration Card)

STATION 1 PROCEDURES:

PLEASE NOTE: At no time is food and/or drink permitted at your work station.

1. Greet the voter
2. Ask the voter for their FIRST and LAST name and enter it into the search fields.
3. Have the voter verify address

In a General Primary Election have the voter choose the party

4. Ask the voter to choose their voting method:
 - a. ExpressVote
 - b. Paper Ballot
5. ePOLLBOOK will automatically print Voter Detail Label. Place the label on a blank application.
6. Have the voter verify the information is correct, then sign application.
7. Verify the voter's signature with the judge of the opposite party.
8. Record Check-In.

If Voter Requested an ExpressVote Ballot

1. Create ballot (See page 32 for full directions)
2. Hand Initialed ballot to voter and direct to open booth
3. Take application, initial, number and put on spindle.

If Voter Requested a Paper Ballot

1. Initial Application, hand to voter and direct them to station two

STATION 2 PROCEDURES:

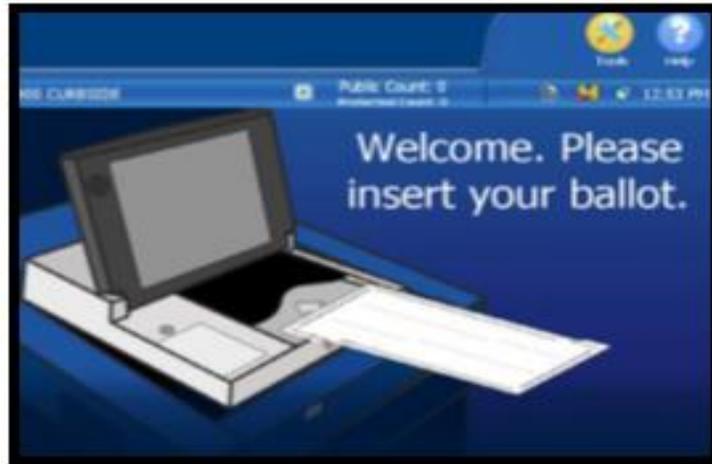
1. Accept the application from Station One
2. Select the correct ballot style for the voter
3. Verify the ballot style on application with the ballot.
4. Initial Ballot - **ONLY INITIAL A BALLOT PRIOR TO ISSUING. DO NOT EVER PRE INITIAL BALLOTS!**

 Joseph J. Tirio McHenry County Clerk	OFFICIAL BALLOT CONSOLIDATED ELECTION APRIL 2, 2019 McHENRY COUNTY, ILLINOIS ALDEN 1 - BALLOT STYLE 2	 Initials
<p>To vote, darken the oval to the LEFT of your choice, like this . To cast a write-in vote, darken the oval to the LEFT of the blank space provided and write the candidate's name in that space. If you tear, spoil, deface or erroneously mark this ballot, return to the election judge and obtain another.</p>		
SCHOOL	COLLEGE	

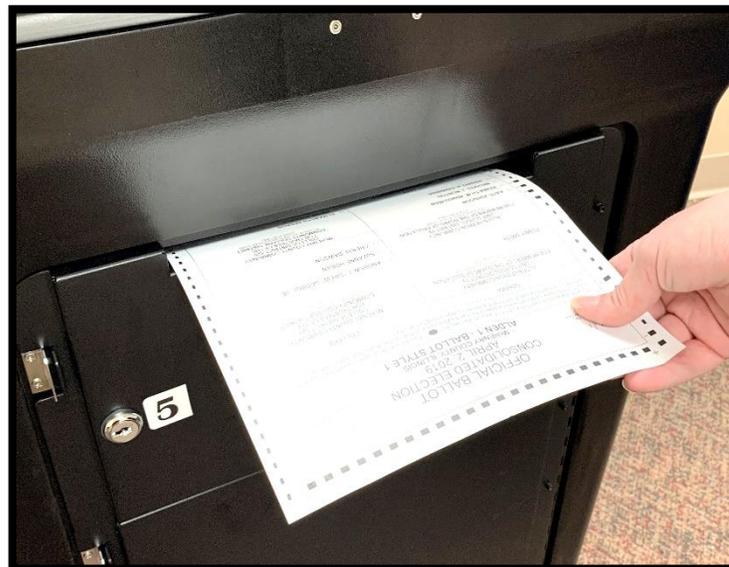
5. Consecutively number each application, initial, and place on the spindle. (In a Primary Election, the applications for each party are to be placed on a separate spindle beginning with #1.
6. Give the voter the initialed paper ballot, along with a black marking pen and privacy cover.
7. Direct the voter to an empty voting booth
8. Instruct the voter to cover his/her ballot with the privacy cover after voting as they go to the DS200 to deposit their voted ballot.

STATION 3 PROCEDURES:

1. The voter deposits their ballot into the DS200.

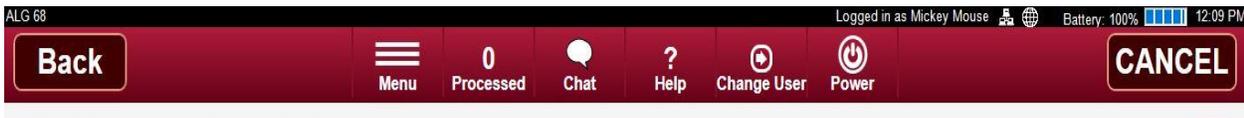


2. The voter will return the ballot privacy cover and marking pen to the Ballot Distribution Judge.
3. Be sure the voter's ballot was properly scanned and counted in the ballot box.
4. Assist voters if the DS200 does not accept their ballot. A message will display describing the issue on the screen.
5. Periodically verify the number count shown on the DS200 matches the total number of completed applications. This is the grand total for location of all spindles added together.
6. In an emergency, if the DS200 will not accept a ballot, place the voted ballot in the Auxiliary/Emergency Slot.



ePOLLBOOK TOOLS AND ICONS

1. Select the **Voter Check-in** button from the Main Menu.
2. This opens the **Voter Search** page.
3. The **BLACK** title bar displays the following:
 - a. **Left:** The set location
 - b. **Center:** The name of the judge who signed in. *It should **not** say Election Judge*
 - c. **Right:** Battery Status, Time Stamp, Wi-Fi Connection, ePOLLBOOK Pairing Status



4. Next is the Red User Ribbon:

LEFT SIDE:

Back Button: Takes you to the previous screen during check-in.

CENTER:

Menu Button: Takes you to the Main Menu.

Processed Button: Displays the number of voters checked in at the Set Location.

Chat Button: Gives the ability for the County to talk with all ePOLLBOOKs during the election process. As well as individual judges to talk to the County.

Help Button: Displays the County's Election Judge Manual.

Change User Button: Use this to change the name of the judge who is operating the ePOLLBOOK throughout Election Day.

Power Button: Select this at the end of the day to shut down the ePOLLBOOK. Select Power, and then Shutdown.

RIGHT SIDE:

Cancel Button: This will end the current voter check-in and return the user to reset voter search screen, nothing will be saved.

VOTER INFORMATION

1. The ePOLLBOOK holds the data for voters in McHenry County only. It indicates if a voter has applied for a Vote by Mail Ballot, Early Voted, or registered by mail. Voter may need to show additional ID at the polling place.

2. Possible voter scenarios:

- An **active** voter – has not voted during early voting or on Election Day.



- An **inactive** voter—Voters become inactive when they no longer reside at their registration address, and the clerk’s office has been informed of the change. Notification comes from the U.S. Post Office or by returned mail that was sent by the clerk’s office to the voter’s registration address.



A Voter who VOTED EARLY

- Verify voter’s address
- ePOLLBOOK displays the voter has already cast a ballot
- If the voter insists on voting, process as a Provisional Vote



A Voter who has applied for, but **NOT** returned, a Vote by Mail Ballot.

- This voter has the option of surrendering their Vote by Mail ballot on Election Day in exchange for a precinct ballot. The surrendered ballot will then be considered a Spoiled ballot. (See page 38 for full instructions on Spoiling ballots)



A Voter who has applied for, AND returned their Vote by Mail Ballot (therefore considered voted).

- If the voter arrives at the polling location on Election Day. The **only** voting option they have is to vote a Provisional Ballot.



A VOTER CANNOT “DROP OFF” A VOTED VOTE BY MAIL BALLOT TO ANY POLLING LOCATION. MUST BE RETURNED TO ELECTION AUTHORITY DIRECTLY OR THROUGH THE US POSTAL SERVICE.

A Voter who has registered by Mail and the Clerk’s office is not able to verify.

- Some voters who register to vote by mail will have an “Identification Required” alert displayed on the ePOLLBOOK screen. This occurs when a voter registered by mail and their identity cannot be confirmed. The applicant did not include a copy of an Illinois driver’s license, State Identification, or Social Security number with their application.

A Voter has moved **within** their precinct within 27 days. Two options:

- Process with an affidavit or witness, or update record for the future elections.

A Voter has moved **outside** their precinct within 30 days

- Process with affidavit or witness to update record for future elections.
- Voting site and ballot must be for OLD address, OR
- If no ID or witness, Voter may be processed as a provisional voter and then has 7 days to provide the required identification to the Clerk’s Office.

A Voter has moved **outside** the precinct for more than 30 days and less than 4 years

- If a voter’s new address is serviced at this voting site, register here
- If a voter’s new address is serviced at a different voting site, give the voter the option of staying at the location and voting on the ExpressVote or give them the print out with the correct precincts address printed on it.

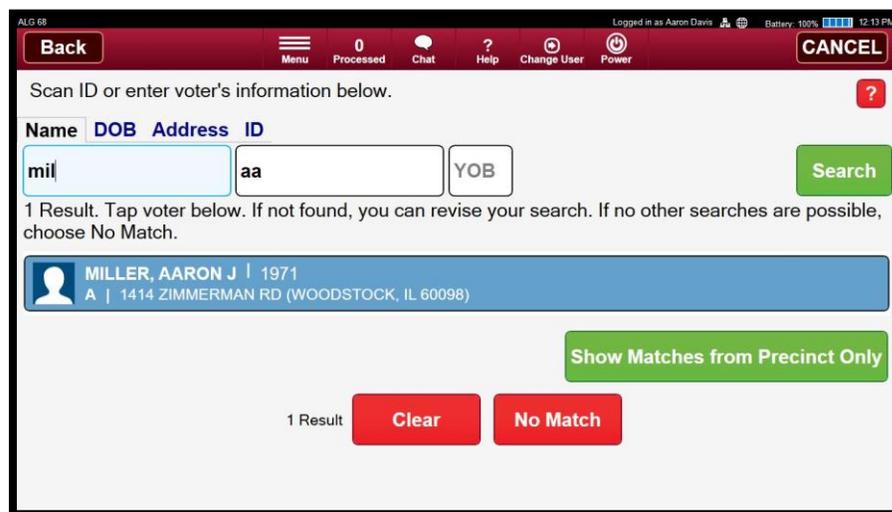
CHECKING IN A REGISTERED VOTER

NOTE: NEVER TURN A VOTER AWAY WITHOUT FIRST CALLING THE ELECTION JUDGE HELP LINE 815-334-0235

In the State of Illinois, a previously registered voter Does **NOT** have to provide an ID to vote in an Election.

VOTER SEARCH ePOLLBOOK

1. Enter the first two or three letters of the voter's LAST NAME.
2. Press tab, in the second search field, enter the first two or three letters of the FIRST NAME.



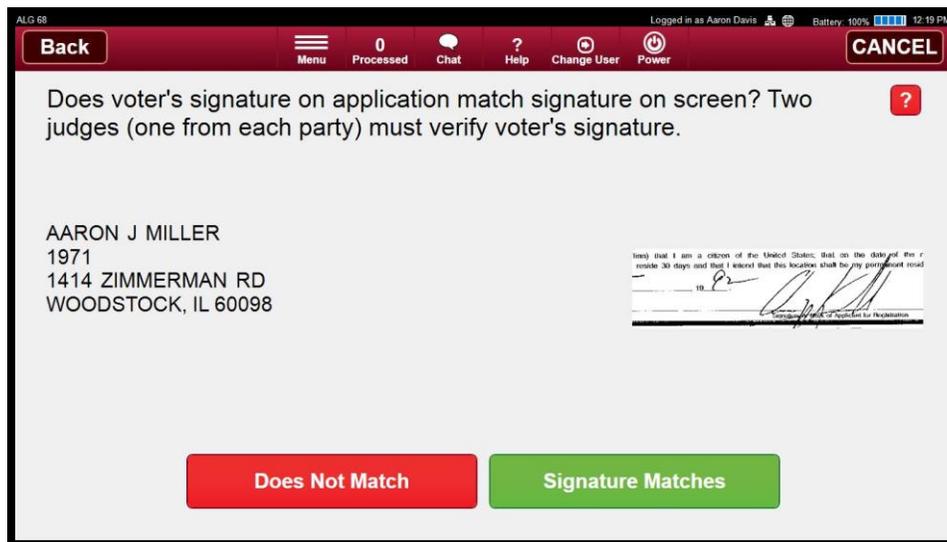
NOTE: If the voter's entire name is entered, and is misspelled, the ePOLLBOOK will not find the voter.

3. Press **Enter** on the keyboard, or touch the **Search** button on the screen.
4. If there is more than one voter with the same name (Junior, Senior, I, II for instance) verify the voter's year of birth, discreetly please.
5. If the voter's name does not appear using the above criteria, enter a few more letters of the voter's name.
6. Once the correct voter is found, click on the name using the mouse, or touching the name on the screen. Line will turn dark blue once selected.
7. Ask the voter to verify their current address.

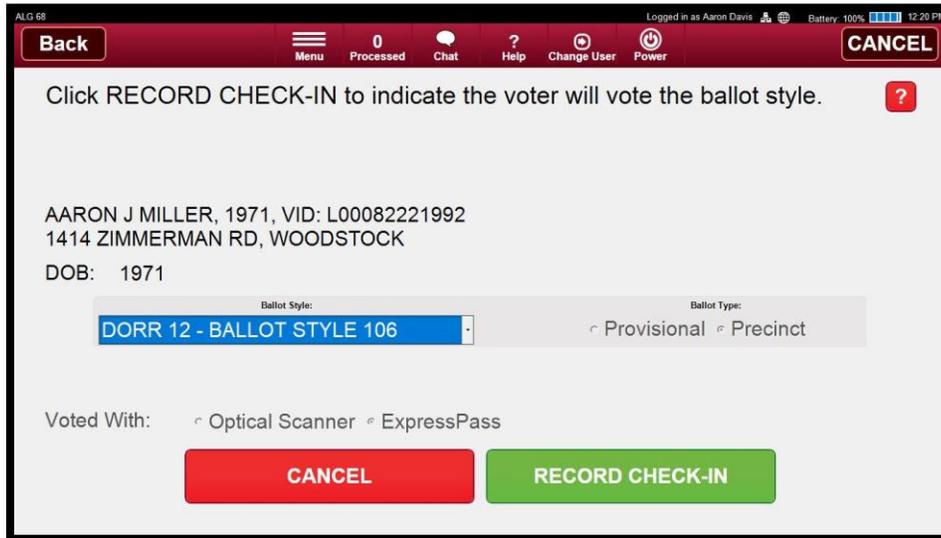
PRIMARY ELECTION ONLY

The voter must choose a Party affiliation. On the ePOLLBOOK screen, the Party selected **MUST** turn dark blue. Select **CONTINUE**

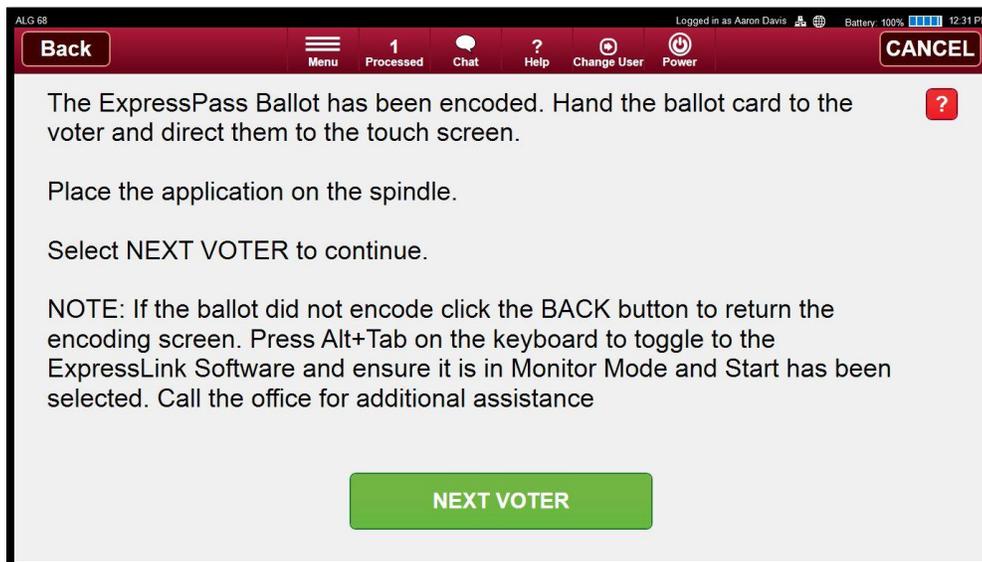
8. Ask voter what style ballot they would like to vote, PAPER BALLOT or EXPRESSVOTE BALLOT. Select the button on the screen.
9. Label will print. Place label on white application. Have the voter verify and sign the application.
10. **TELL THE VOTER THE SIGNATURES ARE COMPARED TO THE VOTER'S DIGITALLY SCANNED REGISTRATION SIGNATURE WHICH APPEARS ON THE ePOLLBOOK SCREEN.**



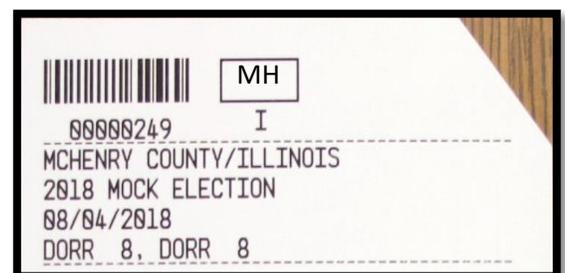
11. Two judges (one from each party) must verify the voter's signature. Select Signature Matches
12. Final Screen: Verify the information on the screen is correct. Select RECORD CHECK-IN to officially check the voter in as voted.



- 13. Paper Ballot Voter: Initial application, hand to voter and direct to Ballot Distribution Table.
- 14. ExpressVote Voter: Select Encode Blank Ballot, select #1 or #2 on toggle switch and insert ballot paper.



- 15. Once ExpressPass printer release ballot, initial ballot in top right corner then hand ballot to voter and direct them to ExpressVote Unit.
- 16. Place the ExpressVote application on spindle, after initialing top right corner, shared with the second ePOLLBOOK judge and number consecutively.



SAME DAY REGISTRATION – NEW VOTER

Integrated within the normal paths of the Voter Check-In.

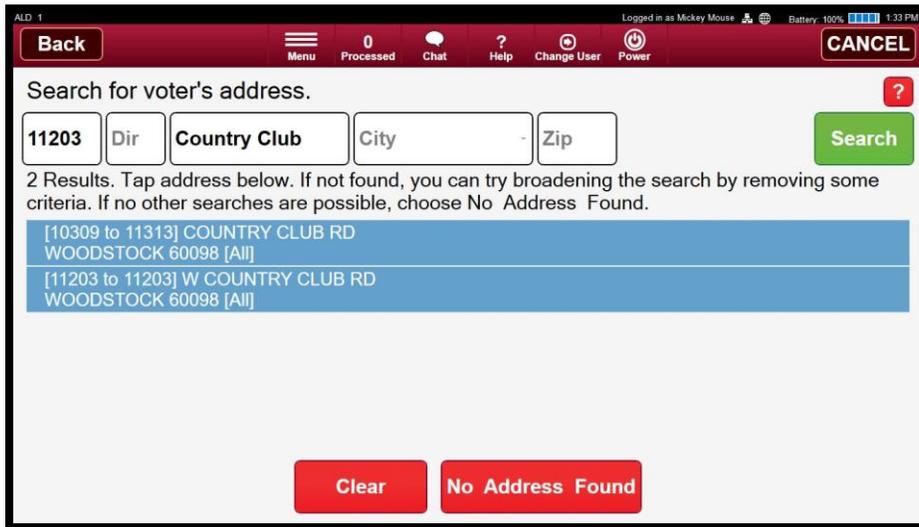
SEARCHING FOR A NEW VOTER:

Search by LAST and FIRST NAME as described in the “Checking in Registered Voter” section. Want to check they are not already registered.

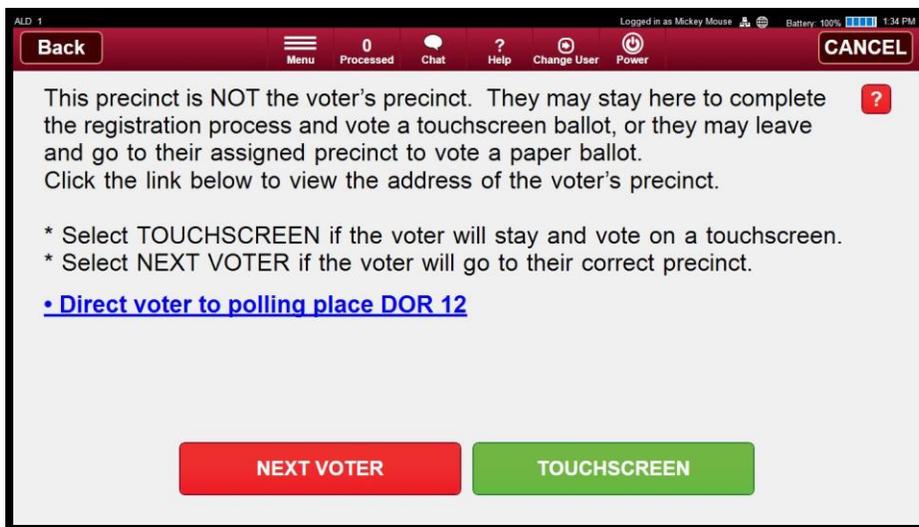
1. Ask the new applicant for their two forms of *approved* ID. Click the RED QUESTION MARK (?), upper right, under the **CANCEL** button, for questions regarding acceptable IDs.
2. Scan Driver’s License or State ID with scan gun, ePOLLBOOK will automatically search for a name.

The screenshot shows a mobile application interface for voter search. At the top, there is a navigation bar with a 'Back' button, a menu icon, and several utility icons (Processed, Chat, Help, Change User, Power) along with a 'CANCEL' button. Below the navigation bar, the text 'Scan ID or enter voter's information below.' is displayed. There are four tabs: 'Name', 'DOB', 'Address', and 'ID'. The 'Name' tab is active, and the input fields contain 'Mouse' and 'Mickey'. A 'YOB' (Year of Birth) field is also present but empty. A green 'Search' button is to the right of the input fields. Below the input fields, a message reads: 'Not enough information to find a unique group of voters. Please add some search terms, such as first name, last name, or year of birth.' A green button labeled 'Show Matches from Entire Jurisdiction' is positioned below the message. At the bottom, there are two red buttons: 'Clear' and 'No Match'.

3. If screen says “**NO MATCH FOUND**”, click on **Show Matches for the Entire Jurisdiction**. This will search the entire county data base, not just the set location.
4. If still **NO MATCHES** Found - Select **NO MATCH**
5. Search using the voter’s address as it appears on the voter’s ID, press **SEARCH**. *Leave out “Street, Trail, Drive, Court” etc.*
6. Find the **RANGE** where the house address is located. Click that range. The selected range will turn dark blue and advances automatically to the next screen. Remember, there are **EVEN** and **ODD** numbers to a street. You will **NOT** find the exact house address. Also, keep in mind there could be a direction to the street.



- The voter could be at the wrong precinct. If the voter wants to vote a PAPER BALLOT they MUST GO TO THE CORRECT VOTING PRECINCT (blue link). If they agree to vote using the ExpressVote, they may stay, register and vote. If the voter is in the correct precinct you will not get the below screen.



- If the voter chooses to vote at their assigned polling precinct; select the blue link "Direct voter to precinct DOR 12". Give the voter the address verbally or print a label. To print, click the blue link on the next screen, click print.

9. If the voter chooses to stay at your polling location, the voter must complete the registration process and vote using the ExpressVote. Select TOUCHSCREEN to continue the registration process. The judge completes all the RED outlined required boxes. All boxes must be completely filled out. The voter's name will auto fill, however if the entire name was not typed you must complete that now. How it shows on the below screen is how to transfers into the County Clerk's Voter System. **Critical for information to be complete and accurate.**

DOR 10 Logged in as Aaron Davis Battery 100% 11:32 AM

Back Menu Processed Chat Help Change User Power CANCEL

SCAN voters state ID card, or enter the info below ?

Mickey Middle Name Mouse Suffix M

9 24 1985

1408 COMMONS DR Apartment

WOODSTOCK 60098

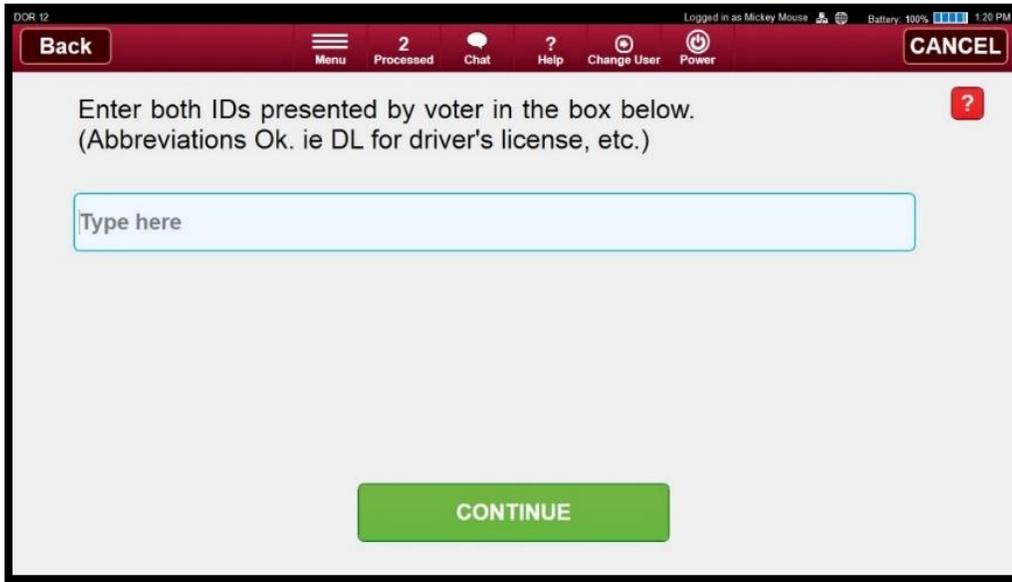
SSN: last 4 digits M1205555555

CANCEL CONTINUE

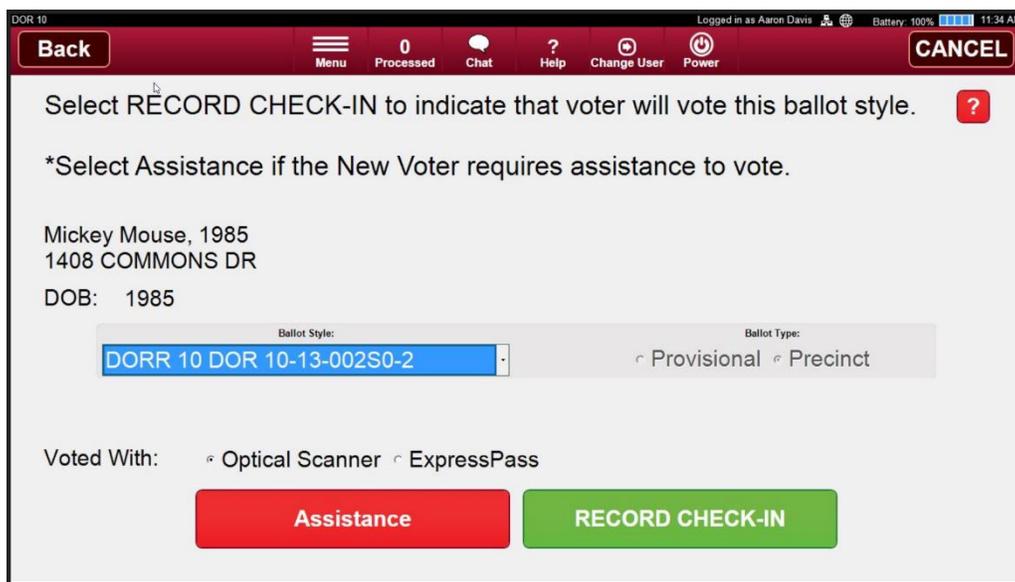
If the voter is at the Polling site serving their OLD address, the voter may:

- Receive a federal ballot (elections in even years)
- Update current address

10. If the voter's registration status has been inactive for more than 4 years; Voters must register, ExpressVote if the voter is NOT at the correct polling site, Paper Ballot if the voter is at the correct Polling Site.
11. If the voter has a name change and an address change the voter must do SAME DAY REGISTRATION. Use the voters ID to fill in their information on the above screen.
12. If the voter does not have a valid ID, the voter can vote a Provisional Ballot.
13. On the next screen, enter the two types of ID the voter presented to you. Example: Driver's License and FOID card.

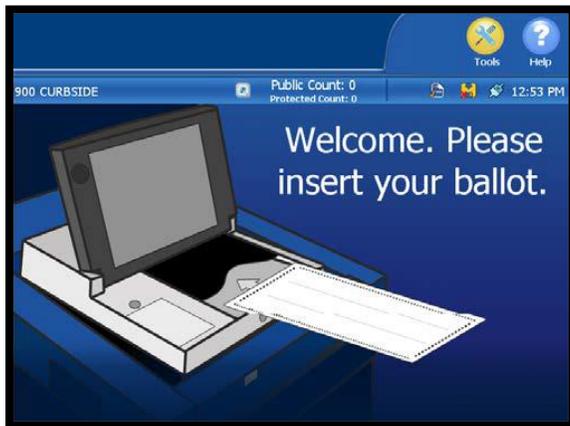


14. The Election Judge must read an oath out loud to the new voter. Make sure they understand and swear that the information they have given is true and that they are a citizen of the United States of America. If they say “**YES**” and they understand, have them sign the application.
15. On the last screen before entering the new voter on the ePOLLBOOK, verify all the information is correct – including the Party and the Precinct.
16. If the voter is in the correct precinct: voter can choose a Paper Ballot or ExpressVote.
17. Select **RECORD CHECK-IN** to indicate the voter will vote this ballot style.
18. Launch the program and encode ExpressVote Ballot if that is what the voter requested.



DS200 DURING VOTING HOURS

The DS200 can accept and scan ballots inserted in any four (4) orientations. The ballot insertion screen animation shows voters where to insert the paper ballot or ExpressVote cards.

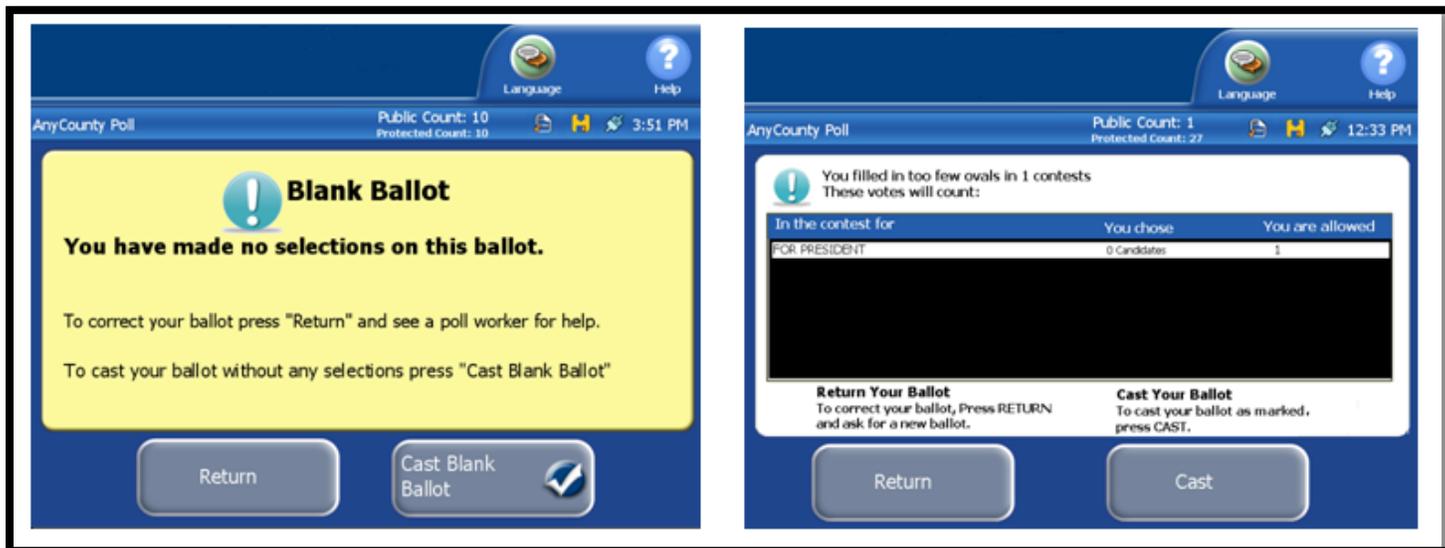


BLANK AND UNDERVOTED BALLOTS

The DS200 can be programmed to notify the Election Judge and Voter of a detected blank or under voted contests. The display will indicate if the ballot is blank or has under voted contest(s) and offers two choices: **Cast Blank Ballot** or **Return**.

- If the intent of the voter is to cast a blank or under voted ballot/contest, select **Cast Blank Ballot** or **Cast**. The ballot will be counted, however the affected contest(s) will NOT be counted.
- If the intent was not to cast a blank or under voted ballot/contest, select **Return**. The ballot will be returned uncounted. The ballot can be remarked and reinserted.

OVERVOTED BALLOTS



The DS200 is programmed to notify the Election Judge and the voter of detected overvoted contest(s) on the ballot. An overvote is when more than the allowed number of selections in a contest have been marked. The display will indicate that one or more contest have too many votes marked and offers two choices, **Return** or **Cast**.

- If **Cast** is selected the ballot will be counted. All properly marked contests will receive the appropriate votes, and the overvoted contest(s) will not be counted.
- If **Return** is selected, the ballot will be returned uncounted. The ballot may then be spoiled and reissued.

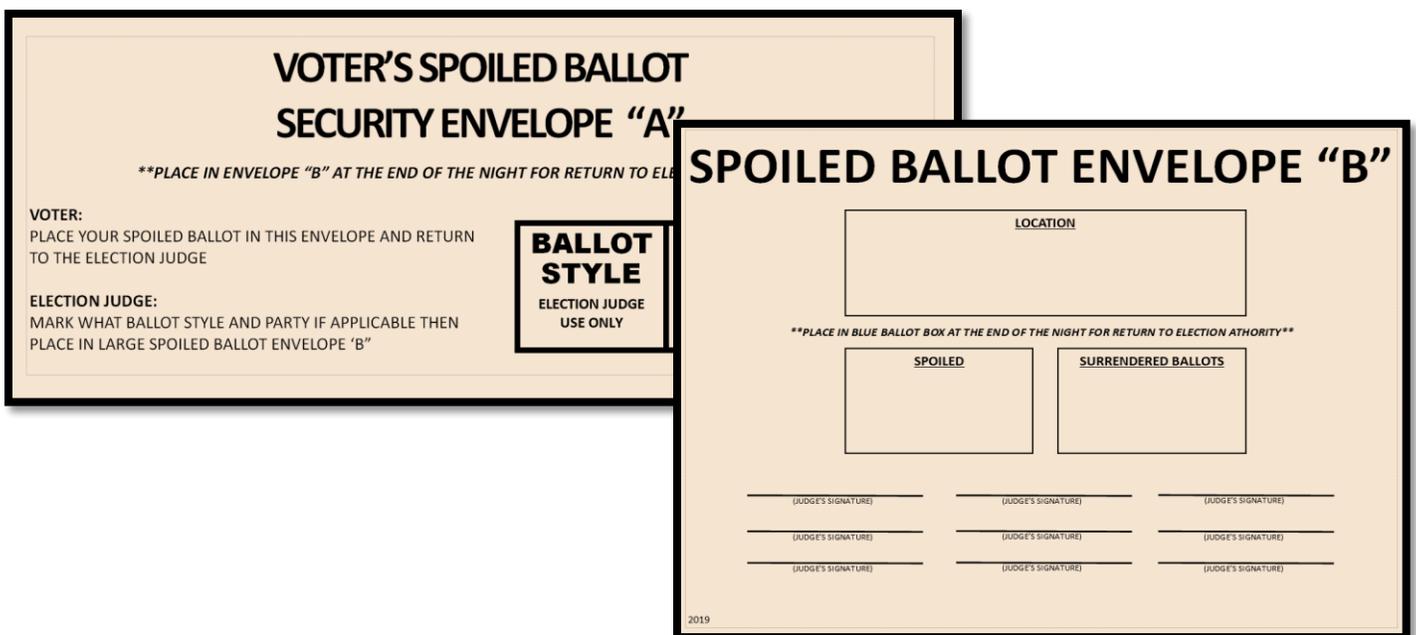
SPOILED BALLOTS

If the voter is changing the method of voting (ex. EXPRESSVOTE to Paper Ballot) or if changing the Party affiliation (Republican to Democrat):

Enter the voter’s information in the ePOLLBOOK, instructions on the screen will prompt you how to cancel original check-in. Once the ballot has been “spoiled” repeat the process of checking-in the voter. A new label will be produced, place over original label on application. *DO NOT PREPARE ANOTHER APPLICATION TO VOTE.*

- Have the voter return the spoiled ballot to the judge issuing the ballots.
- Have the voter place their spoiled ballot in the “Voter’s Spoiled Ballot Security Envelope A”
- Issue the voter a new initialed ballot.
- Place “Envelope A” into “Envelope B” for return to the County Clerk

If the voter simply over-voted or mismarked their ballot and would like to correct it, issue the same ballot and party. *DO NOT PREPARE ANOTHER APPLICATION TO VOTE.*



Who Can Vote

WHO MAY VOTE

- **QUALIFIED VOTERS**

There should be a signature verification record for every voter in the precinct. This record is a scanned signature. If the verification record exists and the person currently resides at the address on the record, the person is a qualified voter.

- **AFFIDAVITS**

According to election law, an affidavit is a sworn statement made in writing before an election judge. Under certain circumstances a person may be required to sign one or more affidavits in addition to his/her application for ballot before being permitted to vote. These affidavits may also require supporting affidavits. All affidavits print from the ePOLLBOOK as directed by the options selected by the Election Judge.

- **SUPPORTING AFFIDAVITS**

On a supporting affidavit a witness must swear that they know the challenged voter personally, knows the voter in question to be registered in the precinct in which they are attempting to vote, and knows that the challenged voter meets the legal requirements for voting and is entitled to vote. In lieu of a supporting affidavit, the voter may provide two forms of identification showing the address of their current residence.

WHO MAY NOT VOTE

- **THE FOLLOWING PERSONS MAY NOT VOTE AT THE POLLING PLACE EXCEPT AS NOTED:**

Persons who have not registered prior to Election Day **AND** do not have the proper identification to register at the polling place on Election Day with the Election Judge.

CHALLENGING A PERSON'S RIGHT TO VOTE

- **WHO MAY CHALLENGE?**

An election judge is obligated to challenge a person's right to vote if the judge believes that the person is not a qualified voter. A pollwatcher or any legal voter may also issue a challenge.

- **REASON FOR CHALLENGE**

The challenger must state a specific reason for challenging a person's right to vote. Some reasons for challenging include:

1. The voter attempting to vote is not the same person as registered
2. The voter has already voted

DECIDING A CHALLENGE/VOTER'S RIGHT TO APPEAL

The Judges act as a board in deciding a challenge. A majority vote from the judges determine whether to overrule or sustain a challenge. If a majority of the judges overrule the challenge (do not agree with the challenger), the voter is permitted to vote as though a challenge had not been issued. If a majority of the judges sustain the challenge (agree with the challenger) the voter must be notified of his/her right to receive a Provisional Ballot.

VOTER AT THE BALLOT BOX

1. The Technical Judge will be approximately 5 feet from the **DS200** during voting hours. If the Technical Judge is needed elsewhere it is not necessary to have a judge watch the ballots being inserted into the DS200.
2. The Voter will place the ballot on the flat area of the DS200, slide the ballot forward until the DS200 pulls it inside. Ask the voter to remain at the unit until their ballot disappears, then return the privacy cover and marking pen to the ballots distribution table.
3. If the ballot is rejected, instruct the voter to flip it over and feed it into the unit again. If the ballot is still rejected, tell the voter to cover his ballot with the privacy cover and proceed to the display to read the message. If the message has disappeared, have the voter feed the ballot again and cover it when it comes back out. The message will reappear.
4. As the voter is leaving, offer them an "I Voted" sticker.
5. If a voter accidentally or purposely leaves his or her ballot in the voting booth, whether voted or not, the ballot is to be fed into the DS200. If you are unable to feed it into the DS200, call the Election Authority for further directions.
6. In the event of a power outage, the DS200 has a battery powered back-up which will last for approximately two (2) hours. Call the Election Authority immediately if the power goes out.
7. Remember that no matter what happens you should **NEVER STOP ACCEPTING VOTES!** Use the auxiliary slot to deposit ballots should you be unable to feed them into the DS200 and call the Technical Judge and Election Authority immediately.

ASSISTANCE WITH VOTING

PROVIDING INSTRUCTION

Instruction means demonstrating to the voter, in full view of everyone in the polling place, how to properly mark the ballot sheet. Instruct the voter in the following manner:

1. Explain to the voter the ballot marking pen provided is used for voting. Explain that the votes will not record accurately unless the ballot marking pen is used to mark the ballot sheet. Inform the voter that smudges and stray marks may interfere with the proper counting of the ballot.
UNDER NO CIRCUMSTANCES MAY A JUDGE INDICATE HOW TO VOTE FOR A PARTICULAR CANDIDATE OR INFLUENCE THE VOTER IN ANY WAY.
2. Instruct the voter not to vote for more candidates than the maximum number allowed for each office on the ballot sheet. Let them know they may vote for fewer candidates or no candidates for any particular office. **ALSO**, let the voter know if there are any candidates or additional questions on both sides of the ballot.
3. Instruct the voter that if they make a mistake, to return the ballot sheet to the judge and to receive a new one.
4. Tell the voter to cover their ballot with the privacy cover and place it in the DS200.
5. A voter may request instruction on how to complete a write-in vote. In this case, show the voter the space on the ballot sheet provided for write-in votes and explain what is required for a write-in vote to be valid.

GIVING ASSISTANCE

Assistance is the actual marking of the ballot sheet by selected individuals in the privacy of the voting booth. Assistance is given only upon the voter's request and after both the voter and those giving assistance have completed the appropriate Affidavit. Anyone giving assistance must cast the vote as directed by the voter and shall not give information afterward as to how the vote was cast.

Only two groups of voters may receive assistance:

1. A person with disabilities or a visually impaired voter, and
2. The illiterate voter. On the Affidavit the ePOLLBOOK prints, mark the corresponding square to an illiterate voter.

Be aware that federal law allows voters with disabilities to be accompanied by and to receive the assistance of another person in the voting booth.

WHO MAY ASSIST

Any voter who requires assistance to vote by reason of blindness, disability or inability to read or write may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of the voter's union. If a voter so chooses, a candidate or precinct committee person may provide assistance on Election Day. The above information must be provided to all voters requesting assistance. Should the voter not specify a person to assist in voting, two judges shall assist the voter, one from each political party.

ASSISTING THE ILLITERATE VOTER

An illiterate voter is a qualified voter who cannot read or write English sufficiently to cast their ballot. Before receiving assistance the voter either signs their name or makes their mark on the Assisted Voter Affidavit. Before giving assistance, the individual(s) giving assistance must also sign the Affidavit.

ASSISTING VOTERS WITH DISABILITIES

- A person with disabilities is a voter who is either physically unable to mark their ballot or who is visually impaired. However, a person who is intoxicated does not qualify as physically disabled and cannot receive assistance.
- Before receiving assistance, a person with disabilities must complete and sign an Assisted Voter Affidavit stating their specific disability. Before giving assistance, the individual(s) providing the assistance must also sign the Assisted Voter Affidavit.

SUGGESTIONS FOR COMMON COURTESIES AND GUIDELINES:

1. Be considerate of the extra time it might take for a person who has a disability to get things completed, and give unhurried attention to a person who has difficulty speaking.
2. Speak directly to the person who has a disability rather than to a companion who may be with them.
3. Speak calmly, slowly and directly to a person that you believe to be hearing impaired. Your facial expressions, gestures and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, write a note to the person.
4. Before pushing someone in a wheel chair, ask if you may do so and how you should proceed.
5. Greet a person who is visually impaired by verbally letting the person know who and where you are. You may wish to verbally explain the procedures as well. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and tell them if you are approaching steps or inclines.

6. Be aware dogs that assist people with disabilities should be admitted into all buildings. Such dogs are highly trained and need no special care other than that provided by the owner. Never distract, pet, or feed the dog.
7. Remember that all voters deserve courteous attention when exercising their right, as citizens, to vote.
8. Take the appropriate precautions to ensure that the privacy of the voter and the secrecy of the ballot are not compromised.

SPECIAL CIRCUMSTANCES

BALLOT LEFT IN BOOTH

If the voter has left the booth without a ballot, request that the voter return to the booth and retrieve the ballot. A voter must return the ballot, even if they decided not to vote. Should a voter refuse to cast the ballot, direct the voter to the application judge to spoil their check-in and ballot.

CHECKING VOTING BOOTHS

Voting booths should be checked regularly for campaign literature, pens and other papers. Make certain that no one interferes with a voter while he/she is voting and that no assistance is given in a voting booth unless the voter qualifies to receive assistance and the *Assisted Voter Affidavit* is completed.

INACCESSIBLE POLLING PLACES

CURB SIDE VOTING

- A voter with a disability or an elderly voter, who cannot enter a polling place due to the structural features of the building, may request to vote outside the polling place.
 - The request must be made to the election authority no later than the close of business on the day before the election. The election authority must notify the appropriate election judges of the names of those individuals making such a request.
- Voters cannot vote outside the polling place unless the election judges receive prior notification from the election authority. If notification is given, the voter completes the entire voting process outside the polling place. Two judges, one from each political party, deliver an application to the voter. The completed application is brought back into the polling place to the verification

judges. After the signature and address are verified and it is determined that the individual is qualified to vote, a ballot and a portable voting booth (or enclosure) are provided to allow the voter to mark his or her ballot in secrecy. A ballot should NEVER be delivered to a voter beyond 50 feet of the entrance to the building in which the polling place is located. After the voter has voted, the two judges take the voted ballot --- keeping it under the privacy cover --- back into the polling place and deposit it in the DS200.

WRITE-IN CANDIDATES

VALID WRITE-IN VOTES

If the voter wishes to vote for a declared write-in candidate, they may write the name of the candidate in the space provided on the ballot sheet. In order for the write-in vote to be valid on the ExpressVote, the voter must type the name of the candidate in the space provided on the screen.

WRITE-IN VOTES ARE COUNTED ONLY FOR CANDIDATES WHO FILED A “DECLARATION OF INTENT TO BE A WRITE-IN CANDIDATE”

The election judges are required to count write-in votes only for those candidates who had filed a “Declaration of Intent to be a Write-in Candidate.” In the blue dot envelope is the official list of candidates that have properly filled with the County Clerk’s Office their “Declaration of Intent to be a Write-in Candidate.”

SPELLING

In determining the validity of a write-in vote, the spelling of the candidate’s name need not be exact as long as the intent of the voter can be determined. There should be some relationship between the appearance or the sound of the name written in and that of the candidate’s actual name. In the case of a misspelled name, a majority of the judges must agree as to the intent of the voter and whether or not the write-in vote will be counted.

PRINTING OR WRITING THE CANDIDATE’S NAME

Printing the name of the write-in candidate is just as valid as writing the name in script. However, the use of stickers or a rubber stamp by a voter does not constitute a valid write-in vote.

PEOPLE IN THE POLLING PLACE

AUTHORIZED INDIVIDUALS IN THE POLLING PLACE

It is the responsibility of the election judges to permit only the following authorized individuals to remain in the polling place:

1. Election judges assigned to the polling place
2. Voters while voting
3. Minor children accompanying their parent or guardian into the voting booth
4. Authorized pollwatchers upon submission of valid credentials
5. Law enforcement officers acting in their official capacities
6. Representatives of the election authority
7. Representatives of the State Board of Elections
8. Representatives of the offices of the State's Attorney and Attorney General.

Precinct, ward and township committeemen, precinct captains, "checkers" and candidates have no official function in the polling place. To remain in the polling place, these individuals must have valid pollwatcher credentials. Local election officials (municipal clerks, township clerks, etc.) must also have valid pollwatcher credentials in order to remain in the polling place.

POLLWATCHERS

Candidates, established or new political parties, qualified organizations of citizens, state nonpartisan civic organizations and organized groups of proponents for and opponents to a proposition on the ballot may appoint pollwatchers. The role of the pollwatcher is established by law. Pollwatchers may be present to observe the conduct of the election before the polls open, during the day and after the polls close. All pollwatchers shall be permitted to view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged.

POLLWATCHER QUALIFICATIONS

All pollwatchers must be registered voters in the State of Illinois. All pollwatchers must have valid pollwatcher credentials issued by the election authority or the Illinois State Board of Elections. Each pollwatcher must have separate pollwatcher credentials for each location he/she enters.

CANDIDATE QUALIFICATIONS TO BE IN THE POLLING PLACE

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. All candidates must be registered voters in the State of Illinois.

ALL CANDIDATES MUST HAVE PROPER POLLWATCHER CREDENTIALS

NUMBER OF POLLWATCHERS ALLOWED AT A POLLING PLACE

The number of pollwatchers allowed in the precinct/polling place at any given time is limited by law. Individuals acting as pollwatchers may come and go throughout the day as long as they do not interfere with the election process.

<u>NUMBER OF POLLWATCHERS ALLOWED IN EACH PRECINCT/POLLING PLACE AT ANY GIVEN TIME</u> <u>(10 ILCS 5/7-34,17-23,18-6)</u>			
APPOINTING AUTHORITY	PRIMARY ELECTION	GENERAL ELECTION	EARLY VOTING SITES
CANDIDATE	TWO	TWO	ONE
ESTABLISHED OR NEW POLITICAL PARTY	ONE	TWO	ONE
*QUALIFIED ORGANIZATION OF CITIZENS	ONE	ONE	ONE
PROponents AND OPponents OF A BALLOT PROPOSITION	ONE	ONE	ONE
**STATE NONPARTISAN CIVIC ORGANIZATIONS	ONE	ONE	ONE

* Each organization of citizens within the county or political subdivision, which has among its purposes or interests the investigation or prosecution of election frauds, and which shall have registered its name and address and the name and address of its principal officers with the proper election authority at least 40 days before the election.

** Each State nonpartisan civic organization within the county or political subdivision shall be entitled to appoint one pollwatcher per precinct, provided that no more than 2 pollwatchers appointed by State nonpartisan civic organizations shall be present in a polling place at the same time.

PROVISIONAL VOTING

WHO MAY VOTE A PROVISIONAL BALLOT?

A person who claims to be a legally qualified registered voter in the precinct in which they seek to vote, is entitled to cast a Provisional Ballot under one of the following circumstances:

1. The person's name does not appear in the ePOLLBOOK of eligible voters for the precinct in which they seek to vote and they have refused an opportunity to register at the polling location.
2. The person's voting status has been challenged by an election judge, a pollwatcher, or any legal voter and that challenge has been sustained by a majority vote of the election judge.
3. A Federal or State Court Order extends the time for closing the polls beyond the time period established by State law and the person votes during the extended time period.
4. The voter registered to vote through mail and is required by law to present identification when voting the first time. The voter fails to show ID.
5. The voter's name shows them either Early Voted or voted on Election Day, but the voter claims not to have voted at all.
6. The voter received a Vote by Mail ballot but did not return the ballot to the election authority; and cannot surrender the mail ballot at the polling place.
7. The voter attempted to register to vote on Election Day, but failed to provide the necessary documentation.

FRONT: INSERT ANY INFORMATION OR PROOF THE VOTER HAS INTO CLEAR ENVELOPE

BACK: PLACE LABEL IN DESIGNATED AREA. FILL IN ALL REQUIRED SECTIONS AND CARBON VOTER RECEIPT INSIDE ENVELOPE

PROVISIONAL BALLOT ENVELOPE
FOR ELECTION AUTHORITY USE

CHECK WHICH INFORMATION WAS AVAILABLE

Info from voter
 Info from election judge
 Statewide database
 Election authority data base
 Illinois Sec. of State records

ELECTION JUDGES:
*Before you give the voter a ballot, place in this clear pouch:
any supporting information provided by the voter.*

INSERT VOTER INFORMATION AND REMOVE SELF ADHESIVE STRIP

PROVISIONAL VOTER'S BALLOT

Date of Election _____

PROVISIONAL ID (PRE-PRINTED 6 DIGIT NUMBER)

PLACE AFFIDAVIT LABEL HERE

I, _____ do solemnly swear (or affirm) that I am a citizen of the United States; that I am 18 years of age or older (or for a General Primary, that I am 17 years of age, or older and will be 18 by the General Election), I have resided in this State and in this precinct for 30 days; I have not voted in this election; I am duly registered voter in every respect; and I am eligible to vote at this election.

Voter Signature _____

Phone # _____

Email _____

Complete one of the following:

Illinois Driver's License # _____

Last 4 Digits of Social Security # _____

Or Illinois Secretary of State I.D. Card # _____

PROVISIONAL BALLOT DECLARATION

TO BE COMPLETED BY ELECTION JUDGE

Check reason the voter has been given a provisional ballot:

Not on List Voting Time Extended

Voter Challenged Required ID Not Presented

Vote By Mail Ballot Not Returned

Early Voter Who Claims Not To Have Voted Early But On List

Failed to provide documentation for Election Day Registration

Other _____

Facts that support or oppose the allegation that the person is not qualified to vote:

(Election Judge Signature)

(Printed Name of Election Judge)

MAKE SURE PROVISIONAL BALLOTS ARE NOT INSERTED INTO THE TABULATOR

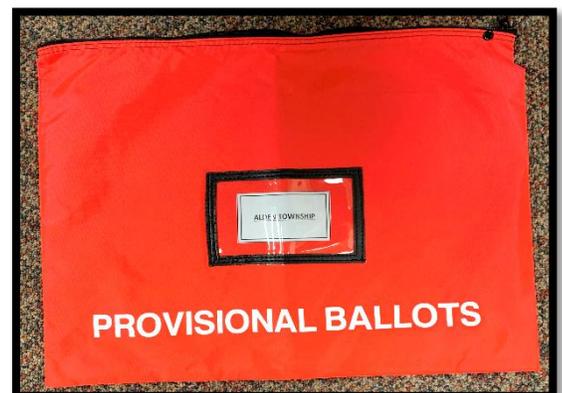
PROCEDURES FOR CASTING A PROVISIONAL BALLOT

CAUTION: *Incorrectly issuing a provisional ballot may disenfranchise a voter. Enter the voter into the ePOLLBOOK and follow the screen instructions.*

**If assistance is needed please call the
Election Judge Help Line 815-334-0235.**

- An individual who is eligible must be informed of their right to vote provisionally.
- The election judge must verify - the person's address is within the given precinct's boundaries. If the person's residence address is outside the precinct boundaries, the election judge shall inform the person and provide the address of their correct polling.
- The person shall be provided a "Provisional Voter Envelope". The voter *must* complete this form in front of an election judge.
- The election judge will sign and check a box on the affidavit envelope that states which of the reasons the person was given a Provisional Ballot. The carbon copy inside the affidavit envelope is given to the voter.
- The election judge must accept and place in the clear packing area of the envelope any information (provided by a person who casts a Provisional Ballot) that the person believes supports his/her claim that he/she is a duly registered voter and qualified to vote in the election.
- If the provisional voter does not have the necessary documentation, he/she must provide the election authority with the documentation within seven days of the election.
- The voter will vote the EXPRESSPASS ballot, place it in the "Provisional Ballot Envelope," seal the envelope, and return it to the election judges. All Provisional Ballot Envelopes will be placed in the *ORANGE* Provisional bag.
- All Provisional Ballots cast after 7:00 p.m. by court order shall be kept separate from other provisional ballots.
- The written instructions provided on the affidavit for the voter shall state how, after the election, the voter may determine if his or her ballot was counted or not and the reason that it was not counted.

**Upon the closing of the polls,
place all Provisional ballots in the
ORANGE PROVISIONAL BAG,
and return to the election
authority along with the
Blue Dot Envelope.**

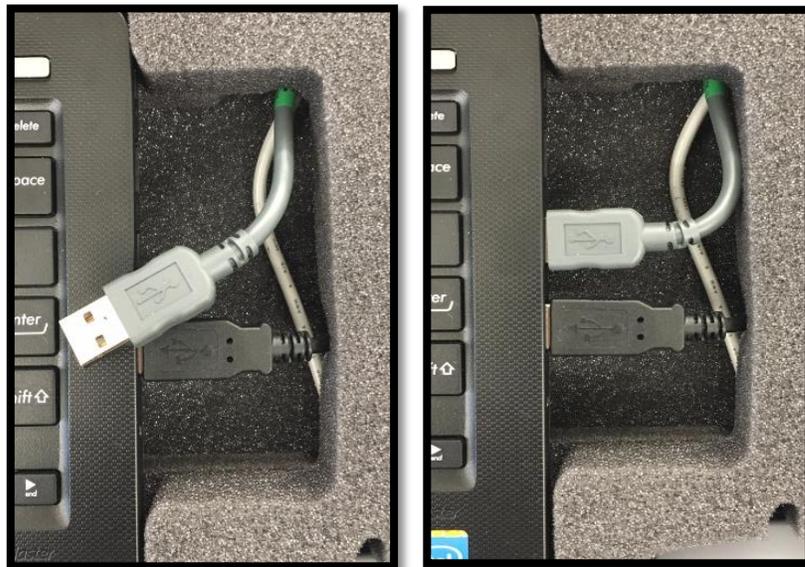


EQUIPMENT TROUBLESHOOTING

ePOLLBOOK TROUBLESHOOTING

SCANNER NOT WORKING

- Check that the unit is plugged into a power outlet
- Make sure the scanner is plugged in. The scanner is the light gray cord that is plugged into the right side of the laptop.
- If the scanner is plugged in, first unplug the scanner, then re-plug it in.
- When the scanner is functioning there will be a red laser light. The user must hold the yellow trigger button while aiming the scanning laser at a barcode.
- For best results place ID on flat surface to scan. Hold the scanner 6 inches away from the barcode on the ID.



PRINTER NOT PRINTING – BLUE LIGHT NOT ON

If the printer is not printing:

1. First, check to see if the printer has power. There is a BLUE light on the front of the printer that will be lit. If there is no light, make sure the power cord coming from the e POLLBOOK case is plugged into the outlet, or power strip and the outlet or power strip has power.
3. Check the two plugs in the back of the printer. You will need to pull the printer away from the foam (CAREFULLY). There is Velcro holding it in place so gently pull it forward until you have access to the rear of the printer. Make sure both cables are secure.

NO BLUE LIGHT
MEANS NO
POWER



BLUE LIGHT MEANS
POWER ON



4. Make sure the power cord is plugged in the back of the ePOLLBOOK case which is beneath the foam in the back of the case. Call Technical Judge over to gently remove the foam, make sure the power cord is plugged in.

PLEASE NOTE: The DYMO printer has to have power to function. If the power goes out at the polling place, or the power cord becomes unplugged from the outlet the printer **WILL NOT WORK**.

PRINTER NOT PRINTING – NO LABELS:

- If the printer runs out of labels the BLUE light on the front of the printer will begin to flash.
- Find the Velcro on the left side of the printer and remove the connecting piece.

NOTE: Set it aside where you will remember it because you will need to replace this when finished.

- Open the lid of the printer. Identify the empty roll of labels. Remove the spindle from the shelf in the back of the printer.
- Grip the large circle of the spindle and pull until the two pieces come apart.
- Remove the spent label roll and prepare the new label roll.
- Slide the labels on the spindle and press the second circle back on the spindle.

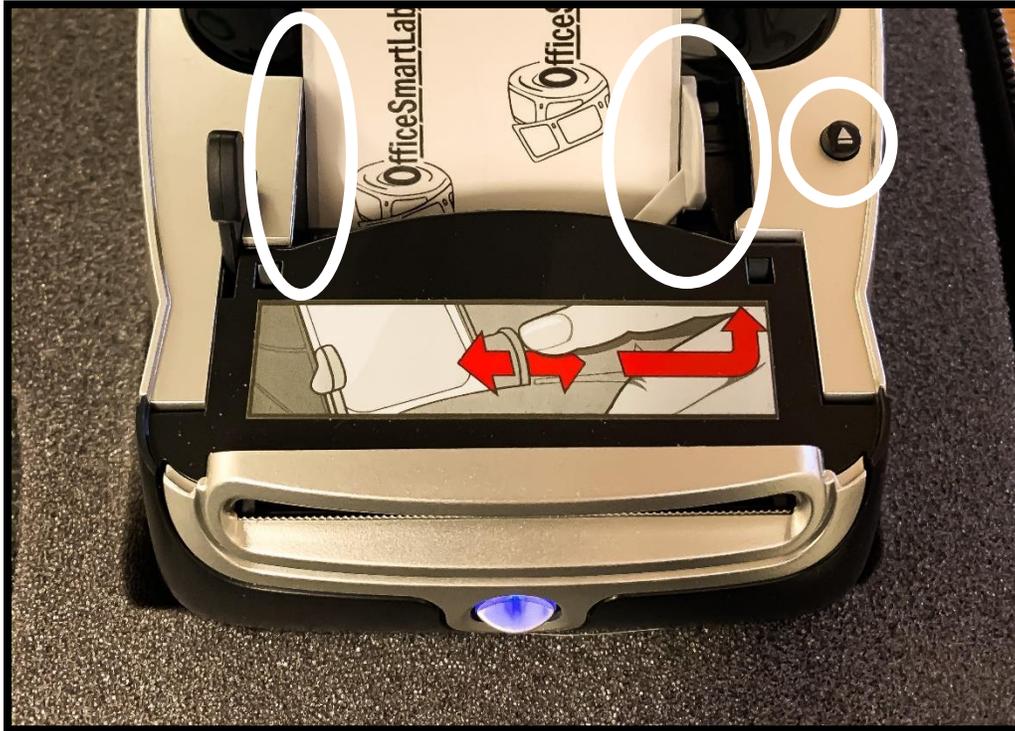
NOTE: Make sure the two discs hug the roll of labels securely.

- Replace the newly loaded spindle back into the brackets on the lid of the printer. Make sure the loose end of the labels is coming from the **BOTTOM** of the roll.
- Next feed the end of the labels into the printer. Make sure the labels are all the way to the left of the feeder. Push the gray guide snugly against the roll of labels so it does not move away from the left side during printing.

Left Circle: The labels are next to the left edge

Middle Circle: This is the guide bar. Move so it's snug to the right edge of labels

Right Circle: Button that will eject labels backwards if needed.



NOTE: The all-in-one ePOLLBOOKs are married to their Printers and Scanners.

NEVER SWAP OUT A PRINTER FROM ONE BAG TO ANOTHER

Simply close the bag that has the problem printer and replace THE WHOLE BAG for that station.

DS200 TROUBLESHOOTING

REPLACING THE PRINTER PAPER ON THE DS200

1. **Call Help Line first.** Seals will need to be removed and saved. New seal will be brought to recorded and replaced.
2. Using barrel key, open access compartment.
3. Press blue lever to unlock/open printer door.
4. Take out used paper roll and replace new roll of paper.
5. Close printer door, press firmly until clicks.
6. Close and lock access compartment.
7. Place new seal and record seal number with county.

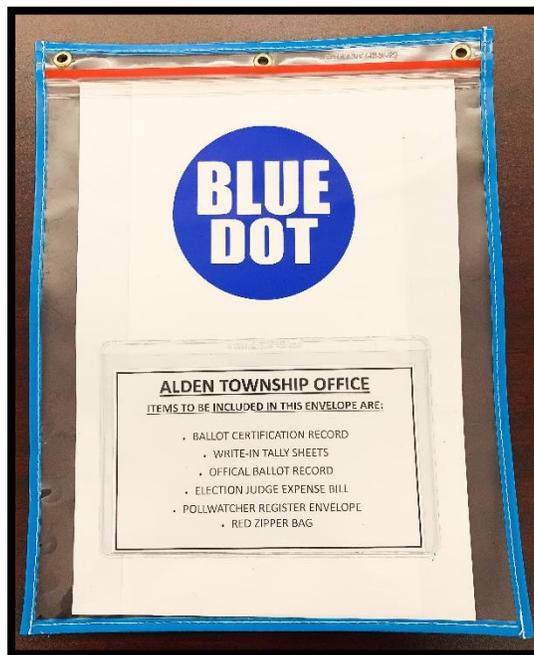


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PROCEDURES AFTER THE POLLS CLOSE

The Blue Dot Envelope ***MUST*** contain all the items (if applicable)

- BALLOT CERTIFICATION RECORD
- OFFICIAL BALLOT RECORD
- WRITE-IN TALLY SHEET
- POLLWATCHER REGISTRATION ENVELOPE
- ELECTION JUDGE EXPENSE BILL
- RED ZIPPER BAG
- DS200 TAPES



1. Immediately after announcing that the polls are closed, remove the “**Polling Place**” sign. Then close and lock the door. If the closing process is expected to be delayed more than 30 minutes after the close of the polls, please call the election judge help line. Every effort will be made to send assistance and avoid delayed tabulation.
2. After the last vote has been cast, only the following people are allowed to remain in the polling place:
 - Election Judges assigned to the polling place
 - Law enforcement officers acting in their official capacities
 - Authorized pollwatchers upon submission of valid credentials
 - Representatives of the election authority
 - Representatives of the State Board of Elections
 - Representatives of the office of the State’s Attorney and the Attorney General’s office
3. Check the auxiliary/emergency bin to see if there are ballot sheets in the bin, insert the ballot sheets into the tabulator.
4. The Technical Judge will print “Results Tape”. If multiple precincts at one polling location, ALL JUDGES MUST SIGN RESULTS TAPE and then place in Blue Dot Envelope.
5. Locate the “**Official Ballot Record**” form.

a. Record the number of opened packets of ballots, unopened packets, valid voted ballot, spoiled ballots, and provisional ballots as well as number of voters check-in on the ePOLLBOOK on the “Official Ballot Record” form.

6. Count the spoiled ballot sheets and mark on outside of main envelope. Seal the Spoiled Ballot envelope. Each judge then signs their name on front of envelope.

7. EXCESS BALLOTS

If there are more ballot sheets than applications, place all the ballot sheets of that ballot style in the ballot box. A Blindfolded judge draws the excess ballot sheets out of the box. Each excess ballot sheet is marked “**Excess – Not Counted**” and initialed by the judges. Place the excess ballot sheets in the “DURING ELECTION” Envelope for excess ballots. Write the number of excess ballot sheets, by ballot style, on the outside of the envelope and enter this number on the “Officials Ballot Record” form.

OFFICIAL BALLOT RECORD
ALDEN 1
April 2, 2019 CONSOLIDATED ELECTION
McHenry County, IL

A statement of Ballot form must be completed for each precinct.
AFTER POLLS CLOSE, ADD THESE QUANTITIES FOR THIS PRECINCT ONLY

A. TOTAL NUMBER OF BALLOTS FROM OPEN PACKETS (ADD NUMBERS FROM STICKERS ON THE BACK) _____

B. TOTAL NUMBER OF BALLOTS FROM UNOPENED PACKETS (ADD NUMBERS FROM STICKERS ON UNOPENED PACKS) _____

C. SPOILED BALLOTS _____

D. VOTED PROVISIONAL BALLOTS _____

E. PROCESSED NUMBER OF VOTERS ON ePOLLBOOK _____

F. VOTED BALLOTS (FOUND ON RESULTS TAPE FROM EACH BALLOT BIN)

BALLOT BOX #1 _____	BALLOT BOX #2 _____
BALLOT BOX #3 _____	BALLOT BOX #4 _____
BALLOT BOX #5 _____	BALLOT BOX #6 _____
BALLOT BOX #7 _____	BALLOT BOX #8 _____
BALLOT BOX #9 _____	BALLOT BOX #10 _____

If the number of ePOLLBOOK processed voters differs from voted ballots on results tape, tell us why.

WE CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT ACCOUNTING OF ALL BALLOTS ISSUED AND TO BE COUNTED BY THE ELECTION AUTHORITY. WE FURTHER CERTIFY THAT THE UNDERSIGNED ACTUALLY SERVED AS ELECTION JUDGES IN THE SPECIFIED ELECTION AND POLLING LOCATION AND THE POLLS WERE OPENED FROM 6:00 A.M. AND CLOSED AT 7:00 P.M.

_____	TIME: _____

SC-2019

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8. WRITE IN CANDIDATES

CLOSING OUT THE EQUIPMENT

SHUTTING DOWN THE EPOLLBOOK:

1. Verify the PENDING number is at ZERO before going forward with the following steps
 - a. FROM MAIN MENU – CONFIGURATION, ADVANCED
2. Press the **POWER** button at the top of the screen on the RED tool bar.
2. Select **SHUTDOWN** from the Power Menu.
3. **DO NOT CLOSE THE LID OF THE LAPTOP YET.**
4. Unplug the power cord and fold up the power cord and replace in its pocket.
5. Wait for all the lights at the bottom right side of the keyboard to go out.
6. When the lights are out, close the laptop.
7. Replace the scanner, zip the bag.
8. Turn Wi-Fi off
9. Unplug Wi-Fi from power strip
10. Unplug power cord from jet pack
11. Pack up in original box

SHUTTING DOWN THE EXPRESSVOTE

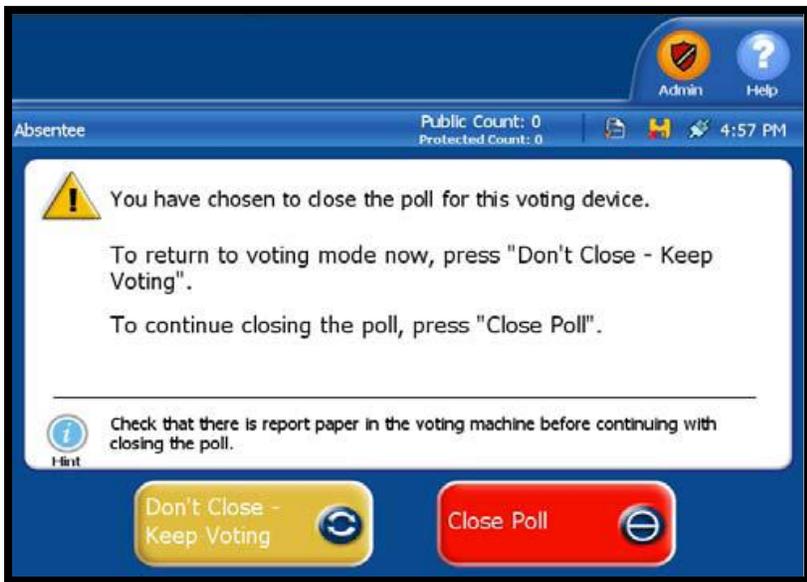
1. Unlock the Left side compartment
2. Push the **POWER** button to **OFF** mode. Machine will beep.
3. Once screen is black, unplug and pack away.
4. Take ExpressVote table apart. Pack in black box.



CLOSING THE DS200

AFTER ALL THE VOTING IS COMPLETED THE DS200 CAN BE CLOSED.

1. After the ballots are scanned, check the Auxiliary/Emergency Slot for unprocessed ballots. If there are any ballots, insert them into the DS200 at this time with two judges, one from each party.
2. Break the seal to the power compartment to start the Close Poll process. Place seal on the top of the Results Total print out.
3. Press the CLOSE POLLS button.
4. The following screen opens.



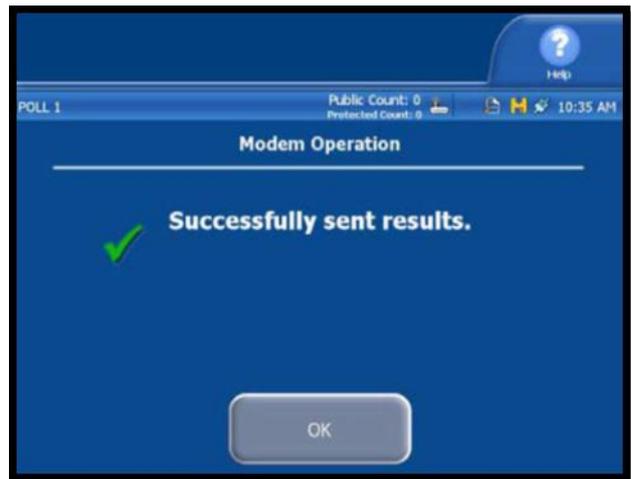
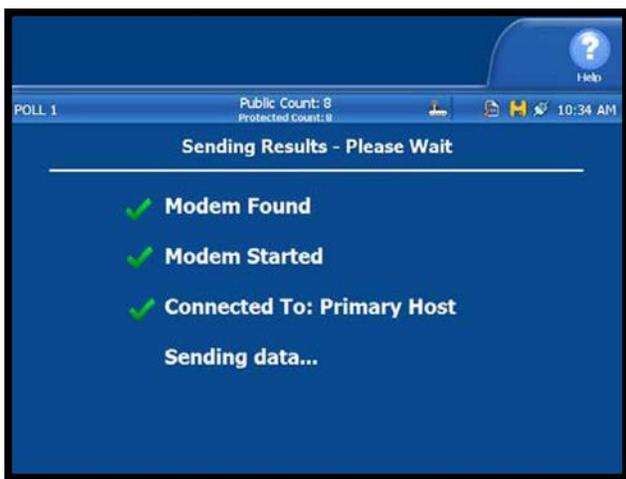
5. Select **Close Poll**. The DS200 will automatically start printing the Results Tape.
6. **Cancel** printing immediately to avoid printing the long report.
7. After cancelling the DS200 will automatically start printing the write-ins. **CANCEL** printing immediately.

8. The following screen opens:



9. Select **Begin Modem Process**. The scanner will attempt to connect to the server.

IMPORTANT: if after THREE attempts to automatically transmit the election results.
DO NOT CONTINUE TO TRY.



10. Please continue to close the polls.

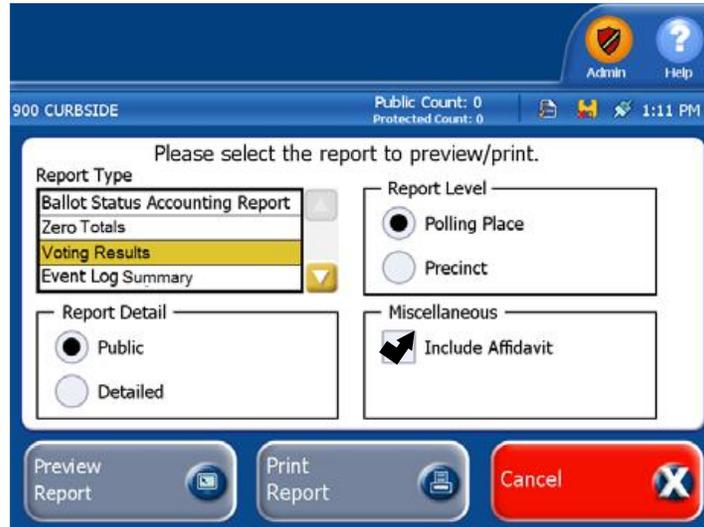
11. Once connected, the following screen (above left) opens: Sending Results – Please Wait. Indicating the results are being sent to the Election Authority.

12. Press **OK** after the message on the screen opens: Modem Operation - Successfully sent results.

13. The DS200 will return to the Report Option screen.

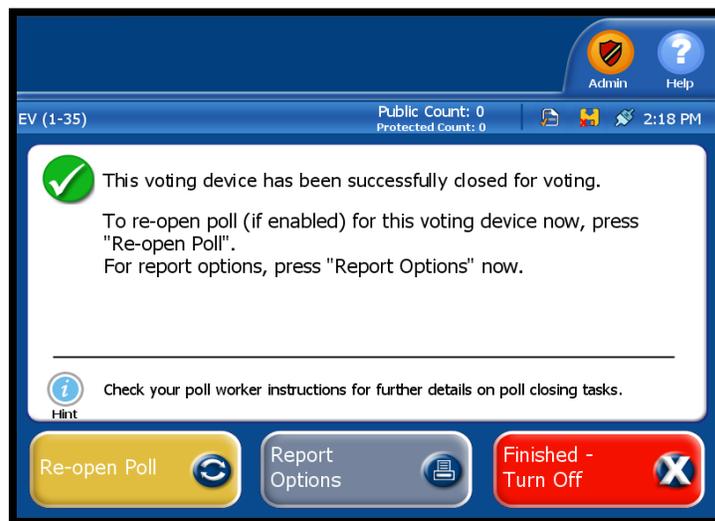
14. Select the following report(s) to be printed:

- Report Type – **VOTING RESULTS**
- Report Detail – **PUBLIC**
- Report Level – **POLLING PLACE**
- Miscellaneous – **INCLUDE AFFIDAVIT**



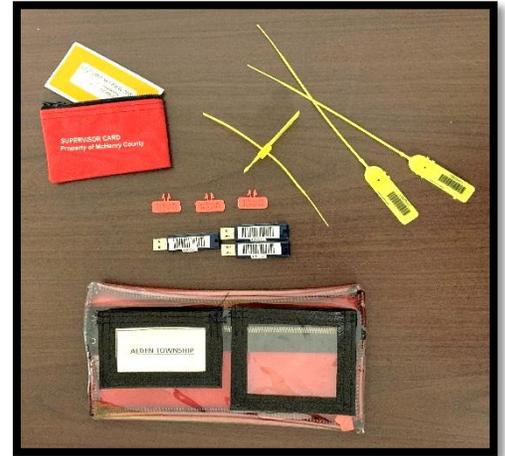
15. The report will print by candidate for the entire location, not by precinct. The Write-In Candidate will print at the bottom of the tape. Two Report Tapes need to be printed: One for the Blue Dot Envelope and One for Public Display.

16. Select **Cancel** after the results reports have printed. The following screen will appear:



17. Select the **Finish-Turn OFF** button.

18. Once the DS200 has completely shut down, remove the **Election Jump Stick** from the front compartment and place in the Red Zipper Bag and seal. Lock the compartment once the jump stick has been removed.
19. Unplug power cord from outlet and put neatly back into the back side of the DS200. Close, Lock the power cord door.
20. Close the screen lid and lock. Close the outer black clam shell and lock.



IMPORTANT: DO NOT remove the **Election Jump Stick** before the equipment is completely powered down. (The Power button will not be illuminated)

Prematurely removing the Election Jump Stick COULD Result in corruption of the election results.

SAMPLE OF RESULTS TAPE

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*** VOTING RESULTS REPORT ***
09:44 AM August 22, 2018
Unit Serial Number: 0318320403

2018 HOOK ELECTION
142 ALDEN TOWNSHIP OFFICES
Election Date: August 04, 2018
Poll Opened Date: August 02, 2018
Poll Opened Time: 09:08 AM
Poll Closed Date: August 22, 2018
Poll Closed Time: 08:24 AM
Public Count: 22

Protected Count: 46
Poll Votes: 0

Total Standard Ballot Sheets: 1
Total ExpressVote Cards: 21
-----
Total Sheets Processed: 22

GOVERNOR AND LIEUTENANT GOVERNOR
Number to Vote For          1

REP BLAKE SHELTON           16
DEM JOHNNY CASH             4
Blank Votes                 2

ATTORNEY GENERAL
Number to Vote For          1

DEM LUKE BRYAN              8
REP DOLLY PARDON           10
Blank Votes                 4

SECRETARY OF STATE
Number to Vote For          1

REP HANK WILLIAMS, JR      10
DEM TAYLOR SHIFT           8
Blank Votes                 4

COMPTROLLER
Number to Vote For          1

DEM KEITH URBAN            11
REP MIRANDA LAMBERT        8
Blank Votes                 3

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JUDGE OF THE CIRCUIT COURT TWENTY-SECOND JUDICIAL CIRCUIT
FIRST SUBCIRCUIT JUDICIAL SUBCIRCUIT 1
Number to Vote For          1

DEM TOM FOOLERY             5
REP TINY TIN                5
Blank Votes                 4

JUDGE OF THE CIRCUIT COURT TWENTY-SECOND JUDICIAL CIRCUIT
22ND JUDICIAL CIRCUIT
Number to Vote For          1

REP GOLDIE HAWN             9
DEM KURT RUSSEL            8
Blank Votes                 5

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE AND
ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
AND THAT ALL COUNTERS WERE ZERO (0) WHEN
THE POLLS OPENED AND THAT THE ELECTION
WAS HELD IN ACCORDANCE WITH THE LAWS OF
THE STATE.

-----
Election Judge

142 ALDEN TOWNSHIP OFFICES
Unit Serial Number: 0318320403

*** END OF REPORT ***

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3. Use the arrow buttons at the right side of the screen to page through an individual ballot image.
 - The Up and Down arrow slowly scroll through the current displayed.
 - The Up and Down arrow with a line, jumps to the top and bottom of the current displayed ballot.
4. To exit the Write-in review section, select the Exit button at the top of the screen. The write-in votes are reported by contest, in the order in which those contest appear on the ballot. Only the write-in portion of the ballot will appear on this report. This report is not accessible from the reports menu; however, it is viewable as a printed report.

CLOSING AND REMOVING THE BLUE BALLOT BIN

1. Close the blue ballot bin before removing it from the black ballot box.
 - a. The lid halves have an inner and outer lip and a metal lip that mesh together.
 - b. The bin is designed this way to prevent uncounted ballots from sliding between the lids halves once closed.
2. Close the blue ballot bin by starting from the right side and then the left side, place the inner lip between the outer lip and metal lip, then close the lid and lock it. Place spoiled and unvoted ballots in bin as well.



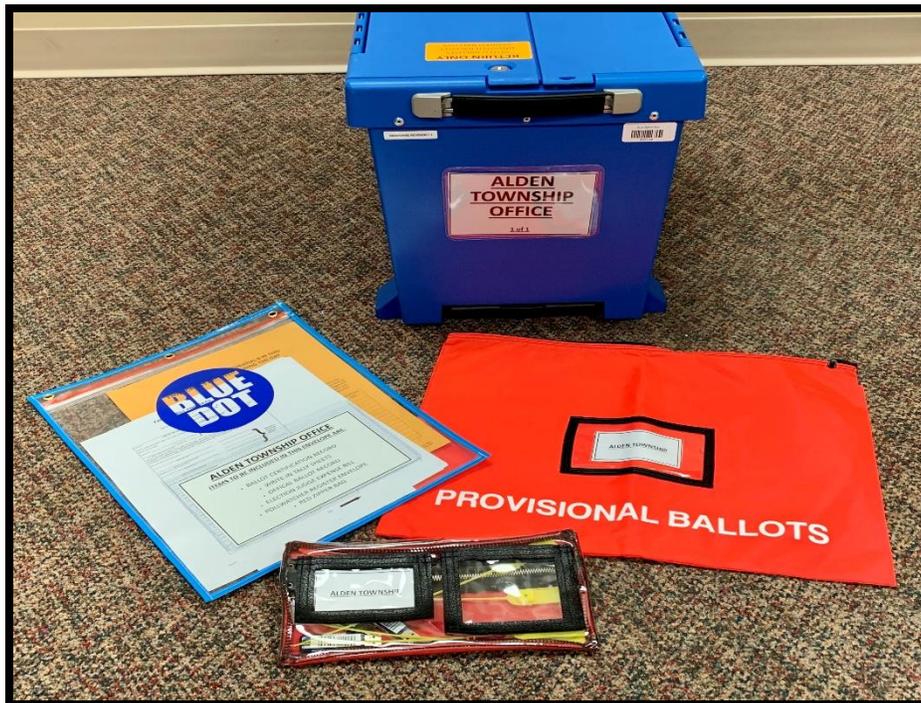
END OF NIGHT PACKING LIST

Please make sure your polling place is left clean.
All the equipment and supplies remaining at the location are packed and organized for the pickup crew the next morning.

TO RETURN TO THE ELECTION AUTHORITY

- **BLUE BALLOT BIN**
 1. ALL VOTED BALLOTS
 2. ALL UNVOTED BALLOTS
 3. SPOILED BALLOTS

- **BLUE DOT ENVELOPE**
 1. RED ZIPPER BAG – WITH ELECTION RESULT JUMP STICK(S) SEALED
 2. ORANGE PROVISIONAL BALLOT BAG (IF APPLICABLE)
 3. BALLOT CERTIFICATION RECORD
 4. OFFICIAL BALLOT RECORD
 5. WRITE-IN TALLY SHEET
 6. POLLWATCHER REGISTER ENVELOPE
 7. ELECTION JUDGE EXPENSE BILL
 8. RESULTS TAPE



TO STAY AT VOTING LOCATION

- **ELECTION SUPPLIES**

1. SIGN WIRES
2. RED BAG WITH LEGS FOR DISABILITY BOOTH (IF RECEIVED)
3. ePOLLBOOKs
4. BOX FOR WI-FI UNIT WITH BLACK POWER CORD
5. EXPRESSVOTE & TABLE
6. DS200
7. HUSKY TECHNICAL BAG

- **BLUE SUPPLY TRANSFER BAG**

1. ALL SIGNED APPLICATIONS FOR BALLOTS ON SPINDALS
2. ALL MATERIALS THAT WERE POSTED AT THE POLLING SITE
3. ALL PENCILS, PENS, TAPE, DISABILITY SUPPLIES, STICKERS, ETC.
4. UNUSED PROVISIONAL BALLOT SUPPLIES
5. OUTSIDE SIGNAGE THAT WAS PLACED OVER WIRES

*Election Judge Checks will be sent out approximately four (4) weeks after the election.
Checks will encompass all assigned responsibilities.*



WHERE TO RETURN SUPPLIES

*Two Election Judges of opposite parties for the entire location must return the ballots and materials together in the **SAME VEHICLE**.*

At these locations someone will be there to assist you with unloading the BLUE BALLOT BIN. You will then be directed where to take the **BLUE DOT ENVELOPE, Red Zipper Bag** and Provisional Ballots, if any. Once inside an Election Technician will take your materials and log your return. Once confirmed receipt of all materials is correct, you have completed your Election responsibilities.

McHenry County Administration Building – 667 Ware Rd. Woodstock, IL

- ALDEN TOWNSHIP OFFICES
- CHEMUNG TOWNSHIP BUILDING
- DORR TOWNSHIP
- DUNHAM TOWNSHIP GARAGE
- FIRST UNITED METHODIST CHURCH
- GREENWOOD TWP MUNICIPAL BLDG
- HARTLAND TOWNSHIP GARAGE
- HARVARD MOOSE LODGE #1289
- HEBRON LIBRARY
- HEBRON VILLAGE HALL
- HIGHLAND SHORES COMM BLDG
- MARENGO CITY HALL
- MARENGO PARK DISTRICT
- MARENGO TOWNSHIP TOWN HALL
- MCHENRY CO ADMINISTRATION BLDG
- MCHENRY COUNTY FAIRGROUNDS
- NEW WONDER LAKE COMMUNITY BLDG
- REDEEMER LUTHERAN CHURCH
- RIDGEFIELD PRESBYTERIAN CHURCH
- SENECA TOWNSHIP HIGHWAY GARAGE
- VALLEY HI NURSING HOME
- WOODSTOCK COUNTRY CLUB
- WOODSTOCK FREE METHODIST CHURCH

Nunda Township – 3510 Bay Rd. Crystal Lake, IL

- CALVARY ASSEMBLY OF GOD CHURCH
- FAITH COMMUNITY UNITED CHURCH OF CHRIST
- FOUNTAINS AT CRYSTAL LAKE
- HICKORY HALL
- HOLIDAY HILLS VILLAGE HALL
- MCHENRY CITY HALL
- NUNDA TOWNSHIP HALL
- OAKWOOD HILLS VILLAGE HALL
- SALVATION ARMY
- ST JOHNS LUTHERAN CHURCH
- VETERANS ACRES - NATURE CENTER
- VETERANS ACRES - ROTARY BUILDING
- VILLAGE OF PORT BARRINGTON

Huntley Park District – 12015 Mill St. Huntley, IL

- AMERICAN LEGION OF HUNTLEY
- CORAL TOWNSHIP HALL
- GREEN TREES OF HUNTLEY
- FIRST CONGREGATIONAL CHURCH OF HUNTLEY
- HUNTLEY PARK DISTRICT
- HUNTLEY VILLAGE HALL
- LIVING WATERS LUTHERAN CHURCH
- MARENGO-UNION LIBRARY
- THE ORCHARD EVANGELICAL CHURCH
- REDTAIL GOLF CLUB
- SPRINGBROOK COMMUNITY CHURCH
- TOMS FARM MARKET
- TRINITY LUTHERAN CHURCH
- WEST BEACH CENTER

Algonquin Township Office - 3702 Rte. 14 Crystal Lake, IL

- AVANTE BANQUET
- ALGONQUIN AREA LIBRARY
- AUGUST KRAUS SENIOR CENTER
- BETHANY LUTHERAN CHURCH
- BRIGHT OAKS COMMUNITY CENTER
- CARY AREA PUBLIC LIBRARY
- CARY FIRE HEADQUARTERS
- CARY FIRE STATION #2
- CONGREGATIONAL CHURCH OF ALGONQUIN
- CRYSTAL LAKE PARK DISTRICT-MAIN BEACH
- EVANGELICAL FREE CHURCH
- EASTGATE MANOR - TOWN SQUARE
- FOX RIVER GROVE FIRE DEPT
- FOX RIVER GROVE VILLAGE HALL
- GANEK MUNICIPAL CENTER
- HOLY CROSS CHURCH
- HOME STATE BANK
- HOPE COVENANT CHURCH
- ILLINOIS STATE BANK- OAK STREET PROFFESIONAL BLDG
- LIGHT OF CHRIST LUTHERAN CHURCH
- LITH PROPERTY OWNERS ASSOC.
- OLD ALGONQUIN VILLAGE HALL
- PRINCE OF PEACE LUTHERAN CHURCH
- S.S. PETER & PAUL CHURCH
- ST BARNABAS LUTHERAN CHURCH
- ST MARGARET MARY
- ST MARYS EPISCOPAL CHURCH
- VILLAGE OF LAKE IN THE HILLS

McHenry Township – 3703 N. Richmond Rd Johnsburg, IL

- CHRIST THE KING CHURCH SCHOOL
- CHURCH OF HOLY APOSTLES
- EVANGELICAL FREE CHURCH OF MCHENRY
- FAITH PRESBYTERIAN CHURCH
- GRACE LUTHERAN CHURCH
- HERITAGE WOODS OF MCHENRY
- JOHNSBURG COMMUNITY CLUB
- JOHNSBURG LIBRARY
- JOYFUL HARVEST CHURCH
- LAKEMOOR PUBLIC WORKS BLDG
- MCCULLOM LAKE VILLAGE HALL
- MCHENRY PUBLIC LIBRARY
- NATIVITY LUTHERAN CHURCH
- NIPPERSINK DIST LIBRARY
- SHEPHERD OF THE HILLS LUTHERAN CHURCH
- SPRING GROVE FIRE HOUSE
- SPRING GROVE VILLAGE HALL
- VFW CLUBHOUSE
- VILLAGE OF RINGWOOD
- WHISPERING HILLS COMMUNITY CENTER
- WONDER LAKE BIBLE CHURCH

