

# ALLEN COUNTY INDIANA JUDGES CHECKLIST

## BEFORE ELECTION DAY

- Complete online training and quiz, vote early and plan for your meals.
- Judges are to attend Monday Night Set Up. If the Inspector has not called to confirm the meeting time for Monday night set up, contact the Inspector. Assistant Judges may be requested to assist, if there are 5 or more machines at the polling location.

## MONDAY NIGHT SET UP

More detailed information is available in the Infinity Technical section of the Inspector manual. References to specific pages are found throughout this document.

- Receive oath from Inspector (PRE-1)

### The following duties must be performed by bipartisan teams!

- Democratic Judge will assist Inspector to verify that the green seal matches on the Poll Pad case and initial the Poll Pad Seal and Count Log.
- Locate the following supplies: voting machines and bags (storage area), power strips, extension cords, red tape, scissors (supply tub), large red envelope, 3 small red envelopes, Polling Location Set Up Guide and white Sample Ballot envelope (Inspector cart).
- Cut the seal off of the voting machine case. Find the Voting Machine Seal Log inside the case. Record if the seal number matches, missing or broken on the log. Place the cut seal inside small red seals envelope. If seal is missing or broken, alert the Inspector immediately.
- Set up voting machine booth (p. 2-3). Use the extender legs from the carrying case labeled ADA to create at least one voting booth that is wheelchair accessible.
- Connect power strip into extension cord. Plug 2 voting machine cords into one power strip and turn on (p.3).
- With no card inserted in the panel, press the red Cast Vote button. A status screen appears (p.4)
  - a. Verify that panel is in MODE: LOCKED
  - b. Verify that VOTES RECORDED equals zero (0)
  - c. Verify correct election name and date
  - d. Verify correct date & time
  - e. Verify the Precinct Name is correct. If more than one precinct is programmed on the machine, the Precinct Name will indicate MULTIPLE
  - f. Verify jurisdiction is Allen County
- Locate one green Start Card from the small red cards envelope.
- Insert the green Start Card into the panel (p.4). Enter the security code which is printed on the white security code card from the red cards envelope. **LEAVE GREEN CARD INSERTED FOR THE NEXT STEPS.**
- Check each ballot on the panel against sample ballots in the white envelope (p.5).
  - a. Press the SHOW BALLOT button
  - b. If only one precinct is assigned, the screen will immediately display the ballot
  - c. If more than one precinct is assigned, select the button next to each precinct name. Continue through all precincts until all ballots are viewed
  - d. Alert Inspector if sample ballots do not match the ballots on the machines



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- Print a zero proof tape** (p.6-7). Connect printer. On the voting machine panel at the MODE: LOCKED screen, press the button next to PRINT ZERO PROOF. When printing is complete, press YES. Tear off paper from printer. Bipartisan team will verify that all vote total numbers next to the selections are **Zero**. Sign, fold and place tape in the small red tapes envelope. Return printer to carrying case.
- Once all steps are complete, remove green card from panel; turn off, unplug power cord from the back of the machine, lower panel into case. Close and latch case.
- Secure the case with new seal provided in red seals envelope. Write the machine number and seal number on the Voting Machine Seal Log on the second line. Place the log in the large red envelope.
- Move to the next machine and repeat all steps.
- When all the machines are completed, return the green Start card to the small red cards envelope.
- Sign the Certificate of Ballot Agreement in the Oath Book (PRE-1, Step 3).
- Return the large red envelope, 3 small red envelopes, white Sample Ballot envelope, blue envelope and Polling Location Set Up Guide to the Inspector cart.
- Democratic Judge will assist the Inspector to verify, complete and initial the Monday Night section on the Poll Pad Seal and Count Log. Place completed form inside Poll Pad case before sealing.

## MORNING DUTIES ON ELECTION DAY

Between 5:00 AM and 6:00 AM

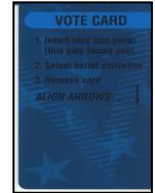
- At 5:00 AM**, meet with all workers at the polling location and receive the Oath from the Inspector if not received during Monday Night Set Up.
- Democratic Judge will assist Inspector to review the green seal on the Poll Pad case to verify the seal matches what was recorded on the Monday Night section of the Poll Pad Seal and Count Log and complete the blue PRE-1, Step 4 (Electronic Poll Book Certification).
- Locate the following supplies: large red envelope, 3 small red envelopes (Inspector cart) and scissors (supply tub).
- Locate the Voting Machine Seal Log in the large red envelope. Check the seal number on each machine and record the status. Alert the Inspector immediately if the seal numbers do not match or are broken.
- Cut the seals; place seals in the small seals red envelope and completed Voting Machine Seal Log in the large red envelope.
- Open the voting machine case. Attach the power cord to the panel and turn on.
- Push the Red Cast Vote Button on panel and ensure that the total “Votes Recorded” is still zero (0).



- Insert a **Green Start Card** from the small red cards envelope in each panel and enter the security code from the white security code card. **LEAVE GREEN CARD INSERTED!**
- PRINT A ZERO PROOF TAPE** (p.8). Connect printer. On the panel at the MODE: LOCKED screen, press the button next to PRINT ZERO PROOF. When printing is complete, press YES. Tear off paper from printer. Bipartisan team will verify that all vote total numbers next to the selection are ZERO. Sign, fold and place tape in the small red tapes envelope. Return printer to carrying case. **LEAVE GREEN CARD INSERTED!**
- START ELECTION** (p.8) At the MODE: LOCKED screen - Press the button next to **START ELECTION**. On the next screen, press **START** button.

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- Verify the screen says **MODE: VOTING ENABLED.** Now, remove the green Start Card and repeat these steps for each machine.
- When completed, remove and return the green Start Card to the red cards envelope and locate the blue Vote Cards in that envelope. Each Judge should have their own blue Vote Card to set the ballots for voters. Return the small red cards envelope to the Inspector cart.



## ELECTION DAY 6:00 AM to 6:00 PM

- Use the **Blue Vote Card** to set the voting machine panel for each voter (p.9).
- Review the voter's Poll Pad ticket and select the correct precinct (and party during Primary Elections only) on the machine panel. Use the Judge's script to assist voters. Have voter verify ballot on machine is correct.
- After setting the machine for the voter, place the voter's Poll Pad ticket in the ziploc bag labeled Election Day Voter Tickets.
- After the voter leaves, check the panel for a blank screen and that no materials have been left behind.
- If a voter walks away from the voting machine without pushing the red cast vote button, Bipartisan Judges will complete the casting of the voter's ballot and prepare and sign the PRE-9 form with the Inspector.
- If a voter needs assistance, an Affidavit of Voter Assistance (PRE-3) must be completed **BEFORE** entering the voting booth.
- If a voter requests assistance **AFTER** they enter the voting booth, **NO ONE** may enter behind the booth to assist. Bipartisan Judges can give instructions from **outside** the booth by holding up a sample ballot to guide the voter through the screens.
- Reasons to cancel a ballot: Incorrect ballot selected by Judge; Voter needs assistance and did not complete a form (PRE-3); or walks away without pressing ANY selections on the machine panel.
- For voters requiring use of the Double Talk, the equipment and instructional flyer are located in the carrying case (p.13-14).
- If a voter wants to change party selection, it is not allowed per State Law once a voter is checked into poll pad.

## AFTER THE POLLS CLOSE After 6:00 PM until completion of duties

- Do **not** tally the voting machines until the last voter has left the polling location. All eligible voters in line by 6:00 PM must be allowed to vote before closing the polling location. **A tallied machine cannot be reopened for additional votes.**
- Collect the supplies before you begin: large red envelope, 3 small red envelopes and the printer.
- Find the Red Tally Cards in the small red cards envelope. **Match** the machine number on the Tally Card to the machine number on the back of the panel and machine case; insert the Tally Card into the panel (p.15).
- Enter the security code from the white security card and press the button next to **DONE**. Then press the button to the left of the word **TALLY**.
- When the tally process is complete print a tape (p.15-16). Return Tally Card to the small red cards envelope.
- Repeat the process for each machine. **REMEMBER EACH MACHINE HAS ASSIGNED TALLY CARD.**

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- Close voting machines and seal each case. Place the printers back in the carrying cases (p.16).
- Log the seal number on the third line of the Voting Machine Seal Log. Both Judges and Inspector must initial the log. Return the log to the large red envelope and place in Inspector cart.
- Democratic Judge completes PRE-16 form with Inspector using tally tapes (p.16) and the numbers from the Poll Pad Seal and Count Log.
- Place the signed tapes in the small red tapes envelope and the cards in the small red cards envelope. Return to Inspector cart.
- Place the ziploc bag with Election Day voter tickets in Inspector cart.
- Remain at the polling location until all documentation is complete, the voting machines have been closed and sealed, all supplies have been returned to their original tubs/cart and the Inspector releases you. Democratic Judge returns downtown with the Inspector.