

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 bi-partisan 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: machine cases and 2 printer bags (secure area), power strips, extension cords, red tape, scissors (supply tub), large red envelope, 3 small red envelopes, iPad in clear case (Inspector cart) and Polling Location Set Up Guide (Election Day Binder).
- TEAM LIFT** the machine cases. Place on side with handle up. Cut seal off the machine case.
- Set up machine cases (pg. 2-3).
- Find the VVPAT & Voting Machine Seal Log inside the case.
 - Record if the RED seal number matches machine case seal on the log
 - Record if the BLUE seal numbers matches on the VVPAT on the log (on side of machine)
 - Place the RED seal inside red seals envelope

If seal is missing or broken, alert the Inspector immediately!

- Feed panel power cord through back of case and connect into extension cord. One power strip can handle multiple machine cases. Turn on panel.
- With no card inserted in the panel, press the red Cast Vote button. A status screen appears (pg.3)
 - a. Verify correct date and time (top of panel)
 - b. MODE: LOCKED
 - c. Jurisdiction: Allen County, Indiana
 - d. Verify Election Date
 - e. Precinct Name: more than 1 precinct will say Multiple
 - f. VOTES RECORDED: 0

- Locate one green Start Card from the red cards envelope.
- Insert the green Start Card into the panel (pg.4). Enter the security code from 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 on iPad in clear case (pg.4).
 - a. Press 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 panel**



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- Print a Zero Proof tape (pg.5).**
 - Remove printer and cords from ADA carrying case
 - Connect to port in machine case
 - MODE: LOCKED screen - enter security code
 - Header prints on VVPAT, select **YES** if printed correctly
 - Tape will begin to print
 - When printing is complete, verify there are NO VOTES on tape
 - Completed correctly, select **YES**
 - Sign Zero Proof tapes and place red tapes envelope
- Once all steps are complete, remove green card from panel, turn off, and lower panel into case. Close and latch case.
- Place new seal on case from red seals envelope. Write the machine number and seal number on the VVPAT & Voting Machine Seal Log. Place the log in the large red envelope.
- Move to the next machine and repeat all steps.
- When all the steps are completed, return the green Start card to the red cards envelope. Return printer to ADA carrying case.
- Sign the Certificate of Ballot Agreement in the Oath Book (PRE-1, Step 3).
- Return large red envelope, 3 small red envelopes, iPad in clear case and Polling Location Set Up Guide to Inspector to be placed back inside 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) and ADA carrying case.
- Locate the VVPAT & Voting Machine Seal Log in the large red envelope. Check the seal number on each machine case and record the status. Alert the Inspector immediately if the seal numbers do not match or are broken.
- Cut the machine case seal (pg.7). Place red seal in the red seals envelope.
- Open the voting machine case.
- Using the VVPAT & Voting Machine Seal Log, verify that blue seal on VVPAT matches seal number and check mark "Match"
- Push the Red Cast Vote Button on panel and ensure that the total "Votes Recorded" is still zero (0).

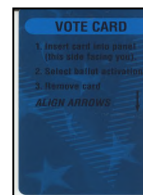
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- Insert **Green Start Card** from red cards envelope in each panel; enter the security code.
- LEAVE GREEN CARD INSERTED!**

- PRINT A ZERO PROOF TAPE** (pg.7).
- START ELECTION** (pg.7) MODE: LOCKED screen - Press button next to **START ELECTION**. Next screen, press **START**.
- Verify screen says MODE: VOTING ENABLED.**
- Remove green Start Card and repeat these steps for each panel. Return printer to ADA carrying case.
- When ALL panels have MODE: VOTING ENABLED, remove and return the green Start Card to the red cards envelope and take out blue Vote Cards. Each Judge should have their own blue Vote Card to set the ballots for voters. Return the red cards envelope to the Inspector cart.
- Set up privacy curtains in machine cases (pg.8).

ELECTION DAY 6:00 AM to 6:00 PM



- Insert the **Blue Vote Card** to set the panel for each voter (pg.8).
- Wait for screen to tell you to remove card
- Using voter's Poll Pad ticket, select precinct and party (primary election).
- Use the Judge's script to assist voters.
- Place 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 panel without pushing the red cast vote button, Bi-partisan Judges will complete the PRE-9 form with the Inspector.
- If a voter needs assistance, an Affidavit of Voter Assistance (PRE-3) must be completed **BEFORE** the panel is set up with the voter's ballot.
- If a voter requests assistance **AFTER** they enter the machine case area, **NO ONE** may enter behind the machine case to assist. Bi-partisan Judges can give instructions from **outside** the machine case 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 panel (pg.11).
- For voters requiring use of the Double Talk, the equipment and instructional flyer are located in the ADA carrying case (pg.12).
- If a voter wants to change party selection, it is not allowed per State Law once a voter is checked into Poll Pad.

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AFTER THE POLLS CLOSE

After 6:00 PM until completion of duties

- Do **not** tally the panels 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 panel cannot be reopened for additional votes.**
- Retrieve the supplies before you begin: large red envelope, 3 small red envelopes and printer from ADA carrying case.
- Find the red Tally Cards in the red cards envelope. **Match** the machine number on the Tally Card to the machine number on the front of the panel; insert the Tally Card into the panel (pg.13).
- Enter the security code and press the button next to **DONE**. Then press the **TALLY** button
- When the tally process is complete print a tally tape (pg.13). Return Tally Card to the red cards envelope.
- Repeat the process for each panel. **REMEMBER EACH PANEL HAS ASSIGNED TALLY CARD.**
- Turn off panel, unplug cord from power strip, close case, latch and seal each case. Place the printer back in the ADA carrying case (pg.14).
- Log the machine case seal number on the VVPAT & 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 and the numbers from the Poll Pad Seal and Count Log.
- Place the signed tapes in the red tapes envelope and the cards in the 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 machine cases 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.