



THE JUDGE BOX: CHECKING IN VOTERS



THE JUDGE BOX: CHECKING IN VOTERS AGENDA

Welcome & Introductions

1. Review the Judge Box supplies and forms you need when checking in voters
2. Q&A

SUPPLIES FOR CHECKING IN VOTERS

- Poll Books
- Numbered List of Voters tablet
- Declaration of the Need of Assistance to Vote
- Record of Assisted Voters
- Declaration a voter signs when surrendering an absentee/mail-in ballot
- Colored canvas bag that surrendered ballots go into
- Affirmation of Elector (for use when a voter has changed addresses)
- A guide for using Provisional Ballots
- Provisional Ballot Return Envelope
- Statements of complaint that a voter can file
- Spoiled Ballot Log

THE POLL BOOK

- The poll book contains the names of registered voters in the precinct and you will be issued to different types of Poll Books:
 - a. One poll book will include a list of registered voters who are assigned to your precinct who either **DID NOT** apply to vote by mail or applied to vote by mail but **DID NOT return their ballot**.
 - b. The second poll book will list registered voters who are assigned to your precinct whose mail-in or absentee ballot was received by Voter Services. These voters cannot vote at your polling location.

There are designations that will appear in the poll book next to voter's names that will determine what documents or procedure you should follow when checking in voters

Voter # _____ Insp. Init _____	VOTER, SAMPLE	096/1/1	VOTER, SAMPLE	XXXXXXXXXX
<i>Sample Voter</i>	100 BROAD ST ANYTOWN, PA 00000	REP	X	
1/1/1960				10-00000000-01

I hereby certify that I am qualified to vote in this election

SIGNING THE POLL BOOK

- A voter should only sign the Poll Book if they are going to vote using the machines.
- Voter Records are updated to indicate that a person participated in the Election based on the signatures in the Poll Book.
- The number of signatures in the Poll Book should be equal to the number on the numbered list of voters and the number of ballots scanned.

NUMBERED LIST OF VOTERS TABLET

- Once the voter's name is located and their status has been verified, check the following steps:
- Confirm the voter's address
- Announce the voter's name & party (primary only)
- Direct the voter to sign, they may use their own pen
- Write the voter's name on the Numbered List of Voters tablet.
 - In the Number List of Voters, write the number that corresponds with the voter's name on the space marked
- Issue a ballot and a sharpie pen; and instruct the voter to go to a privacy booth to make their selections.



WHY DO WE USE SHARPIES?

- We use sharpies because:
 - The ink does not smudge or smear
 - It does not leave a residue on the scanner
 - Write-Ins are crystal clear
 - The ink holds up to archiving
- Ballots are formatted so that bleed-through is not an issue
- If a voter does not want to use a Sharpie they can use the Ballot Marking Device to mark their ballot

DECLARATION OF THE NEED OF ASSISTANCE TO VOTE

- If the letters “**ATV**” DO NOT appear in the poll book and assistance is required, the voter must fill out a Declaration for Assistance form
- The Judge of Election and the voter must sign this form.
- Anyone may help the voter EXCEPT the Judge of Election, a union rep or the voter’s employer

Declaration
Of the need of Assistance to Vote

I _____
(Print name and residential address of elector requiring assistance)

by reason of _____ am unable to vote without the
(Print reason for need of assistance)

assistance of _____
(Print name and address of person rendering assistance)

Signature or mark of elector _____ Date: _____

WITNESSED BY:

Signature of Witness _____

Signature of Judge of Elections _____

DECLARATION A VOTER SIGNS WHEN SURRENDERING AN ABSENTEE/MAIL IN BALLOT

- Voter MUST SURRENDER:
 - Ballot
 - Outer envelope with the barcode & voters declaration]
- Sign Declaration Statement
- The Judge of Election writes VOID on the Ballot & Envelope
 - Goes in the colored canvas bag
- Once this is complete, the voter can sign the poll book, be added to the list of numbered voters and proceed with an in-person ballot to a voting station.

COLORED CANVAS BAG FOR SURRENDERED BALLOTS



Bags can be red, purple, blue, green, yellow or tan and are made from canvas.

PROVISIONAL BALLOT GUIDE

- If a voter was issued an absentee or mail-in ballot and cannot produce it, they should be directed to complete a Provisional Ballot with the Judge of Election.
- If a voter cannot be found in the Poll Book, they are likely at the wrong polling location. If they cannot make it to their correct polling location before polls close, they can also be directed to complete a Provisional Ballot.
- We will address Provisional Ballots in great detail during another workshop on March 24th at 10:00 AM & March 28th at 6:30 PM.
- We also have a 5 page Provisional Ballot Guide on the website in the Poll Worker Portal.

AFFIRMATION OF ELECTOR

If 'Inactive Voter Affirmation Required' is listed in the pollbook next to a voter's name; they may be inactive for several reasons.

- Do not announce out loud that they are Inactive
- Provide them with an Affirmation of Elector form to complete
- Instruct them to sign their name in the poll book before they vote

9876543210 * Inactive: Fill out in the polling place when an elector has changed addresses and has failed to notify the commission or when registration records incorrectly indicate that an elector has changed addresses.

AFFIRMATION OF ELECTOR
Montgomery County Board of Elections
Election Date _____
City, Borough or Township _____ Ward _____ Precinct _____

Please complete either Part A or Part B of this form, whichever is applicable, and sign and date Part C of this form before the election official.

A. Change of address:
If you have changed addresses, please check one of the following boxes and fill your new address:

I will reside in the same county and in the area covered by this polling place and wish to vote here.

I will reside in the same county but in an area covered by a different polling place and wish to vote at this polling place for the next time.

I now reside in a different county and wish to vote here for the next time. Please cancel my registration in the county, and transfer my registration to my new county of residence.

My previous residence address is: _____ My new residence address is: _____

PREVIOUS NAME: _____ NEW NAME: _____
STREET: _____ STREET: _____
CITY, STATE: _____ CITY, STATE: _____

B. If you have not changed your address please check the following box:

I have not changed my residence and wish to remain registered to vote in this county.

C. Affirmation

I solemnly swear or affirm that the information that appears above is true and correct to the best of my knowledge under penalty of perjury.

Signature of Elector _____ Date _____
Print Name _____ Date of Birth _____

On the above date, the above elector came before me and affirmed the information contained herein to be true and correct.

Signature of Election Official _____

Return in Affirmation of Electors Envelope - Form 93 F

NEED CURRENT SIGNATURE

- Need Current Signature- The voter completes the yellow Current Signature Required form when the poll book indicates “NEED CURRENT SIGNATURE” in the signature box.
- The current signature form can be found in the Judge's box.

Current Signature Required

Will be flagged in the book, also can be used for a new signature if their name changed

CURRENT SIGNATURE REQUIRED

IF THIS IS INDICATED IN YOUR SIGNATURE BLOCK IN THE POLL BOOK, PLEASE HELL OUT THE BOTTOM AND RETURN TO THE VOTER REGISTRATION DEPT FOR SCANNING

PRINTED NAME _____ VOTER ID NO. _____

PRINTED ADDRESS: _____

SIGNATURE _____



REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY: APPLIED BUT DID NOT RETURN

- 'Remit Absentee Ballot or Vote Provisionally': You will see this status in the poll book indicating that a voter applied for an absentee or mail-in ballot and did NOT return it to Voter Services; one of two things must occur:
 1. The voters must remit their ballot AND the return envelope to be voided in order to vote in person.
 2. If the voter does not surrender their ballot AND return envelope, they must complete a provisional ballot.

Voter # _____ Insp. Init _____ DOE, JANE
100 BROAD ST
ANYTOWN, PA 00000
1/1/1990

066T/1/1
DOE, JANE
1/1/1990

R REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY X

BALLOT REMITTED?

00000000-01

I hereby certify that I am qualified to vote in this election.

ABSENTEE BALLOT CAST/NOT ELIGIBLE TO VOTE IN PERSON- APPLIED AND RETURNED

- Absentee Ballot Cast/Not Eligible- This status indicates that a voter applied for an absentee or mail in ballot, completed and returned it. These voter names are listed in a separate book and are NOT eligible to vote in person.
- If the name does NOT appear in any of the Poll Books or the List of Absentee and Mail In Voters Ballot Cast/Not Eligible to Cast Regular Ballot listing, call the Voter Registration office immediately at 610-278-3280.
- If the voter is registered

VOTER, SAMPLE JR 100 BROAD ST ANYTOWN, PA 00000 1/1/1990	REP ABSENTEE - BALLOT CAST/NOT ELIGIBLE	000000000-02
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ABSENTEE/MAIL IN BALLOT RECEIVED- CAST/NOT ELIGIBLE

- Absentee ballot cast/not eligible'- indicates that the voter appears in the book who completed the mail in voting process, no further action is required.
- If they insist on voting again, they can vote using a provisional ballot that will only be counted if their mail-in ballot is invalidated.
- An individual voting by provisional ballot does NOT sign the poll book and their name is NOT entered on the Numbered List of Voters.

VOTER, SAMPLE JR 100 BROAD ST ANYTOWN, PA 00000 1/1/1990	REP ABSENTEE - BALLOT CAST/NOT ELIGIBLE	000000000-02
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SPOILED BALLOTS

- If, after handing a ballot to a voter, the voter realizes they cannot read the ballot; the voter may return the ballot to the clerk and vote on the Ballot Marking Device (ADA machine). The voter's returned ballot must be spoiled.
- If a voter walks out and leaves their ballot behind on the table, this ballot must be spoiled.
- If a voter makes a mistake on their ballot, the original must be spoiled before a fresh ballot can be issued
- After 3 chances with a paper ballot, direct the voter to the ballot marking device to vote.
- For each spoiled ballot, the voter will return to the clerk working the Numbered List of Voters tablet, the clerk must write "SPOILED" on the ballot, record the information on the Spoiled Ballot Log table immediately and place the spoiled ballot in Envelope S - ALL Spoiled Ballots.
- If the voter is concerned with the secrecy of their ballot, please have the voter fill in all the ovals before handing in the ballot to be marked spoiled.

SPOILED BALLOT LOG

- If you must spoil a ballot, write “SPOILED” on the ballot, use the log to record the date, polling place, time spoiled, who spoiled the ballot and the party; particularly in a Primary Election.
- The Judge of Election must sign the log, insert the spoiled ballot into
- Envelope S – ALL Spoiled Ballots.
- Once those steps are done provide the voter with a replacement ballot.

SPOILED BALLOT LOG

SPOILED BALLOT LOG

Date of Election: _____ Polling Place: _____

Directions for Spoiled Ballots: If you must spoil a ballot, write "**SPOILED**" on the ballot, use this log to record the time spoiled, who spoiled the ballot and the party in a Primary Election. Insert the spoiled ballot into *Envelope S – ALL Spoiled Ballots* and provide the voter with a replacement ballot.

Time (AM/PM)	Spoiled by: (Print Polling Official's Name)	Party (IN a Primary Election)

I, the undersigned, official of the election named herein, do hereby certify that the above and foregoing is a true and correct log of Spoiled Ballots for the above-mentioned election.

Judge of Election's Signature: _____

(This log should be placed in *Envelope S – ALL Spoiled Ballots* and placed in the BLUE BALLOT BAG)

JUDGE BOX: CHECKING IN VOTERS SUMMARY

- Poll Books-one list includes all registered voters in your precinct and the second list includes all voters who Voter Services received their Absentee or Mail In Ballots.
- Review status of voters and when to apply the forms; all found in the Judge's box
- Remit absentee ballot or vote provisionally (Applied but did not return)
- Absentee ballot cast/ not eligible to vote in person (Applied and returned ballot)
- Absentee/Mail in ballot received (Cast- not eligible)

VOTER SERVICES CONTACT INFORMATION

- Dori Sawyer, Director of Elections
 - Karley Sisler, Director of In-Person Elections
 - Matt Macekura, Administrator of In-Person Elections
 - Mila Hayes, Poll Worker Communications Manager
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- Voter Services (Poll Worker General Questions)
 - (610)278-3280, Option 5 pollworkers@montcopa.org
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- FOR MACHINE QUESTIONS & ISSUES CALL:
 - Warehouse: (610) 278-3820
 - Warehouse: (610) 292-4925 Election Day Only
 - Warehouse: (610) 292-4926 – Election Day Only