HARRIS COUNTY ELECTION MANUAL

2023-2024

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Welcome

The Harris County Clerk's Office Elections Department is committed to serving county residents by providing essential election services in an equitable, accessible, secure, and transparent manner in accordance with state and federal voting rights laws.

- Mission Statement, Harris County Clerk's Elections Department

It takes thousands of individuals to conduct an election in Harris County, the third largest and most diverse county in the nation. The duty of the County Clerk's Elections Department is to carry out the many tasks required to ensure the county's eligible voters have full access to the voting process and are able to cast a secure and confidential ballot.

The Elections Department's mission is to provide equitable and transparent election services to *all* eligible voters in accordance with the Voting Rights Act (VRA), including provisions related to minority language groups and Americans with disabilities. Harris County is committed to making sure that *all* eligible voters are treated equally no matter who they are, how they look, how they communicate, or what they believe.

There are nearly five million residents in the county. It is not an exaggeration to say that civic-minded citizens who volunteer their time to work at the polls are essential to creating the infrastructure needed to afford election services to 2.5 million registered voters. The service of these modest American heroes is greatly appreciated. We look forward to working alongside you for many more years to come.

Teneshia Hudspeth
Harris County Clerk

Using This Reference Manual

The Elections Reference Manual has been created to help election workers correctly implement the numerous tasks involved in conducting an election. It is designed to be easy to read and modern in style.

This Elections training manual has step-by-step instructions for processes that occur in the Vote Center. We recommend taking your manual with you while working at the Vote Center as a handy reference.

QR codes can be found throughout the manual that you can scan with your cell phone camera to take you to a captioned video describing that particular part of the voting process.

Every two years, the Legislature meets and makes legal changes to the Texas Election Code. Legislative changes that occurred in 2023 year will be noted throughout the manual.

An Appendix is located in the back of the manual. It includes images of documents and forms required to manage the Vote Center. Some of the forms have example filled-out versions. Various forms have recently changed, so pay special attention to the differences.

For additional training resources, see the Secretary of State Handbook for Election Judges and Clerks found at https://www.sos.state.tx.us/elections/forms/judges-clerks-handbook.pdf

Differences Between Early Voting & Election Day

This is not an exhaustive list.

Early Voting	Election Day
People in the Vote Center	
The Early Voting Judge may not appoint Special Peace Officers.	The Election Day Presiding Judge, only, may appoint one or more persons as Special Peace Officers for the Vote Center.
Early Voting will not typically have Student Clerks.	The Presiding Judge can hire Student Clerks to work in their Vote Center, pending permission from their school administrators.
Poll Watchers may be present only after the Vote Center is open for voting.	Poll Watchers may be present whenever the Presiding Judge is in the building.
Setup	
Vote Centers will receive Supply Cabinets in addition to the Equipment Caddies. Keys to the Supply Cabinet will be given to the Presiding Judge at Key Handout.	Vote Centers will only receive Equipment Caddies. For Election Day, the equipment caddy may be accessed by keys provided in the Election Forms Box, unless the location was also an Early Voting site. EV sites will get their keys in the white Judge's envelope picked up by Presiding Judges during Supply Pickup.
The PJ, AJ, and ALL Clerks complete setup and are paid for up to 2 hrs.	The PJ, AJ, and only TWO Clerks complete setup. The PJ will not log their hours; they are compensated with the $100 bonus. (Primary elections vary)
All Early Voting locations will receive a Translation iPad.	Translation iPads are available upon voter request.
When setting up, ALL chargers, and ePollBook's will be setup (left in the Supply Cabinet charging over night). One ePollBook will be used for payroll purposes.	When setting up, only One ePollBook, charger, and stand will be setup and used for payroll purposes.
After confirming ePollBook's are connected to the MiFi, the Judge will call 713-755-1617, option 05. Ask the Tech to confirm all ePollBooks have connectivity with Harris County Elections. Judges should not leave the facility until	When setting up the MiFi, check the ePollBook connects to the device. Election Day judges do not need to call to confirm connectivity.
During setup for Early Voting, MiFi & ePollBook's will be left in the supply cabinet to be charged until the start of Early Voting.	During setup for Election Day, the MiFi & ePollBook's will go back into the black pelican case and be taken home by the Presiding Judge until Election Day morning.
When preparing for departure after setting up, the Presiding Judge will lock the Supply Cabinet and seal both	When preparing to depart for set up, the Presiding Judge will seal the Equipment Caddy.
The Presiding Judge will have daily envelopes for each day which will need to be returned at the end of Early Voting. They will need to be dated and marked with 0 if empty.	The Presiding Judge will only have 6 Envelopes to return for drop-off, in addition to supplies. (Primary elections may vary)

Early Voting	Election Day
Envelopes & Forms	
All Early Voting equipment, including the Early Voting Elections Forms Box will have the locations SRD number on it.	All Election Day equipment, including the Election Day Elections Forms Box will have the five (5) digit poll code on it.
Early Voting will not use the "Notice of Total Number of Voters Who Have Voted (updated every 2 hrs)".	Election Day Items to Post will include the, "Notice of Total Number of Voters Who Have Voted (updated every 2hrs)" and the "Notice of Four Nearest Countywide Polling Place Locations."
Only Green single-page timesheets will be used to record time. (time is still recorded on the ePollBook)	Multi-copy carbonless compensation forms will be used to capture election worker time. (time is still recorded on the ePollBook)
The Presiding Judge will have daily envelopes for each day which will need to be returned at the end of Early Voting. They will need to be dated and marked with 0 if empty.	The Presiding Judge will only have 6 Envelopes to return for drop-off, along with the other supplies.
Opening the Vote Center	
A Constable or other permissible authority as instructed by Harris County will arrive at your Vote Center on the first day of Early Voting to lock the top lock on the Ballot Box door after the Presiding Judge & Alternate Judge lock the	No Constable will be present and there will be no top lock on the Election Day Ballot Box. The Presiding Judge & Alternate Judge will lock the 2 locks on the Ballot Box.
The Scan will be inside of the Equipment Caddy.	The Scan will be given to the Presiding Judge at Supply Handout and only brought to the Vote Center on Election Day from the judge's home.
Booth numbers will be laminated.	Booth numbers will not be laminated.
The tapes that print on the Controllers should all be zero.	The tapes that print on the Controllers will all be zero, UNLESS the Vote Center was used for Early Voting, then you will utilize the form inside the Supply Cabinet to indicate what the opening count on the Controllers should
During Early Voting, the Damaged Ballot Slot Ballot Bag will be cable locked and pad locked with a seal.	The Damaged Ballot Slot Ballot Bag will only be sealed, not pad locked.
Passwords for the ePollBook, Scans, & Controllers are found in the Elections Forms Box in Section #1, Judge Folder.	Passwords are found on the front of the Judge's Envelope, received at Supply Pickup.
The opening tapes from the Scans and Controllers will be placed into the Daily Reconciliation Envelope.	The opening tapes from the Scans and Controllers will be placed into the white Envelope for Device Reports/Tapes.
Yellow Chain of Custody Form is inside the Scan.	Orange Chain of Custody Form is inside the Scan.

Early Voting	Election Day
The "I Voted" sticker rolls are in a plastic bag on the third shelf of the Supply Cabinet.	The "I Voted" sticker rolls are in a plastic bag in the Elections Forms Box
Seal numbers on the Ballot Box are verified each morning during Early Voting.	There's only one day, so seal numbers are logged only, not verified.
The tapes that print on the Scans should all be zero.	The tapes that print on the Scans should all be zero.
Ballot Paper is located in the clear tub of the Supply Cabinet.	Ballot Paper will be found in the Equipment Caddy. ED locations used as EV sites will find their paper in the Supply Cabinet.
Have the Qualifying Clerk stamp the initials of the Early Voting Clerk on the ballot paper when preparing the location.	Have the Presiding Judge sign or stamp their full name on the ballot paper when preparing the location. (Primary elections will have both PJs sign ballot paper)
The Completed Oath forms will be placed inside the Return White Envelope.	The Completed Oath forms will be placed inside the White Envelope #2 after completion.
Processing Voters	
Only 1 Election Worker is required to assist a Voter when the voter requests help with marking or reading the ballot; although Harris County recommends 2, when possible.	2 Election Worker's should assist a Voter when the Voter requests help with marking or reading the ballot.
Limited Ballots are available by mail or in person at 1001 Preston St, 4th Floor, ONLY during Early Voting.	Limited ballots are NOT available on Election Day.
The Provisional Affidavits will be kept in the sealed and locked Provisional Tub at the Judge's table. (tub must be locked on day 1 of EV)	The Provisional Affidavits will be kept in the yellow #5 Provisional envelope locked inside the blue Provisional bag at the Judge's table.
Use Combination Form and Early Voting Roster for Early Voting form in conjunction with the Registration Omissions List form and all Provisional Voters.	Use Combination Form Poll List/Signature Roster, Affidavit for Election Day form in conjunction with the Registration Omissions List form and all Provisional Voters.
Suspending & Closing	
The Polls are Suspended DAILY during Early Voting.	The Polls are Closed on Election Day.
After Suspending polls on all but the last night of Early Voting, the Controllers are shut down and sealed each night. The seal number is written on the seal log. On the last night of Early Voting after Suspending polls the Controllers will be shut down and placed in the Equipment Caddy.	After closing polls the Controllers will be shut down and placed in the Equipment Caddy on Election Day.

Early Voting	Election Day
Scans are suspended, shut down, and sealed nightly during Early Voting. On the last day of Early Voting, they will be returned to the Elections Office with the Constable, or other permissible authority as instructed by Harris County.	The polls should be closed on the Scans at the end of Election Day and be returned that same night back to the Elections Office.
The Polls are Suspended nightly on the Judge's ePollBook. Pictures of tapes will be taken as well for electronic reconciliation.	Polls will be Closed on the ePollBook. No pictures or electronic reconciliation will be necessary.
Both Judges will complete the Daily Reconciliation Envelope using the corresponding report tapes.	Both Judges will complete the Reconciliation Log using the corresponding report tapes.
End of Day totals will be reported to Harris County daily during Early Voting.	Totals will not be reported at the end of Election Day.
Both Judges will complete the Yellow Chain of Custody form. The 2 page "Early Voting Equipment Receipt" will be signed by both Judges and the Constable, or other permissible authority as instructed by Harris County.	Both Judges will complete the orange chain of Custody form. The Equipment Receipt will be at drop-off rally sites.
The Last Day of Early Voting the Presiding Judge will set aside items for the Constable, or other permissible authority as instructed by Harris County, to take to Equipment Drop-Off.	The items for Drop-Off will be set aside and the Presiding or Alternate Judge will take the items from the Vote Center to Equipment Drop-Off.

Judge Resource Line

713-755-1617

Option 01 / EV Recruitment

713-755-1617

Option 02 / ED Recruitment

713-755-1617

Option 03 / Payroll

713-755-1617

Option 04 / Training

713-755-1617

Option 05 / Tech

713-755-1617

Option 06 / Supply

713-755-1617

Option 07 / Locations

713-755-1617
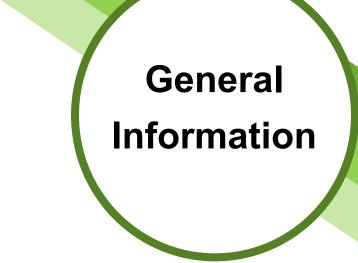
Option 08 / Voter Registration

713-755-1617

Option 09 / ADA (Accessibility)

713-755-1617

Option 10 / Legal
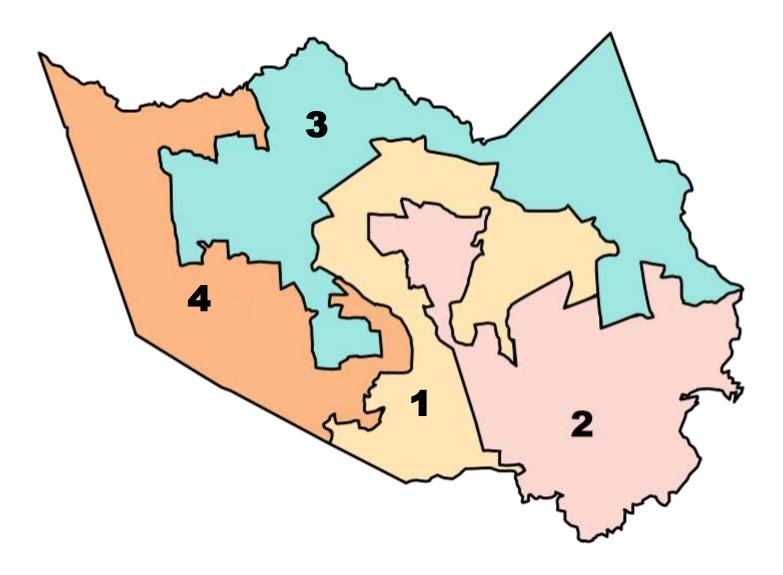
Voter Resource Line: 713-755-6965 (For Voters to reach ADA)

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General Information

Section Notes

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Harris County Commissioner Precinct Map

Harris County uses the Countywide Polling Place Program (TEC 43.007). This means all registered Voters of Harris County may choose to Vote at any Vote Center within Harris County.

Types of Elections Defined

General	an election, other than a primary election, that regularly recurs at fixed dates (TEC 1.005 (6))
Special	an election that is not a general or primary election (TEC 1.005 (18)). An example of a Special election would be an election to fill a vacancy in the legislature (TEC 3.003(a)(3)).
Runoff	an election that occurs when one candidate does not receive enough votes to be elected in an election which requires a majority vote (TEC 2.021, 172.004)
Primary	an election held by a political party to select its nominees for public office including a Presidential primary election in advance of a general election (TEC 1.005 (14))

Ballot Board & Signature Verification

An Early Voting Ballot Board (EVBB) is created in each election to process Early Voting results. It is comprised of persons from both major political parties. The EVBB reviews paper Ballots, Ballot Boxes, Ballots voted by mail, and more to ensure proper processing of Early Voting results.

A Signature Verification Committee (SVC) may also be created. The SVC meets to compare voter signatures on the Applications for Ballot by Mail to the corresponding Carrier Envelopes.

Generally, the purpose of the EVBB is to count the Ballots. The purpose of the SVC is to compare signatures.

Secretary of State Handbook for Early Voting Ballot Board:
https://www.sos.state.tx.us/elections/forms/ballot-board-handbook.pdf

General Information

Primary Election Highlights

Political parties are responsible to nominate, appoint, and place Presiding Judges for Election Day, except in Joint elections.

During Early Voting, there are not separate lines for each party; Voters will choose which party's election to vote in on the ePollBook when they are qualified.

Voters who voted in the Primary Election and wish to vote in the Primary Runoff are legally required to vote for the same party's runoff.

In Primary Runoff elections, if Voters attempt to vote a party's Ballot different than what the ePollBook indicates, and the Voter says it is an error, they may fill out the Affidavit of Non-Participation and Affiliation. Afterward, the Judge should call Harris County to process the Voter.

General Information

Who Hires Election Workers?

GENERAL Elections for State or County Officers and Resulting Runoff (TEC Sec 32.002 & 85.009)

	Presiding Judge	Alternate Judge	Clerks
Early Voting	Nominated by majority party; appointed by Harris County Elections	Nominated by minority party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections
Election Day	Nominated by party; appointed by Harris County Commissioners Court; placed by county	Nominated by opposite party; appointed by Harris County Commissioners Court; placed by county	Chosen by Presiding Judge

With countywide voting, any judge position can be filled by any eligible appointed judge. For General Elections in which state or county officers are not being elected, Harris County conducts the nominating and placement of Early Voting judges and clerks. Presiding Judges are from the party whose candidate for governor received the highest number of votes in the most recent gubernatorial while Alternate Judges are from the party that received the second highest votes..

PRIMARY Elections and Resulting Runoff

	Presiding Judge	Alternate Judge	Clerks
Early Voting	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections
Election Day	Nominated, appointed, and placed by party	Chosen by Presiding Judge	Chosen by Presiding Judge

OTHER POLITICAL SUBDIVISION Elections and Resulting Runoff

	Presiding Judge	Alternate Judge	Clerks
Early Voting	Appointed by authority ordering election; Harris County is contracted to appoint election workers	Appointed by authority ordering election; Harris County is contracted to appoint election workers	Appointed by authority ordering election; Harris County is contracted to appoint election workers
Election Day	Appointed by authority ordering election; Harris County is contracted to appoint election workers	Appointed by authority ordering election; Harris County is contracted to appoint. Opposite party typically not required, but sought.	Chosen by Presiding Judge

The above section is a summary of appointments/placements and does not include all possible situations. Harris County Recruitment Specialists coordinate the placements of all appointed election workers, except in Primary elections.

Early Voting judges and clerks are also called "Deputy Early Voting Clerks" in the Texas Election Code.

The presiding and alternate Judges must be affiliated or aligned with different political parties (TEC 32.002 2, (c)). There are exceptions to this under certain circumstances.

General Information

Payroll

Election workers are paid at the following hourly rates:

Presiding Judge (EV and ED): $20 per hour

Alternate Judge (EV and ED): $17 per hour

Clerks (EV and ED) / Student Clerks / Electronic Support Specialists (ESS): $17 per hour

For Election Day, Presiding Judges also receive a bonus of $100 for hiring clerks, setting up the Vote Center, picking up supplies and more during non-Primary elections.

Election Worker pay may vary during Primary and Primary Runoff elections.

Election workers are considered temporary employees of A1 Personnel and report directly to Harris County elections. All election workers will sign in and out using the ePollBook as well as complete the hard copy of the compensation sheet as a backup.

A-1 Personnel

All Harris County election workers are processed through A-1 Personnel. For the first election worked, paperwork with A-1 must be completed. In subsequent elections, you will only have to update information that has changed.

To avoid significant payment delays, any judges or clerks who have not registered with A-1 in a previous election must do so before Election Day.

Web address for A-1 Personnel Harris County registration:

https://a1personnel.securedportals.com/apply/acct_login.aspx?package_id=11

This process must be completed on a desktop computer or laptop.
It will not work on a cell phone.

General Information

Payment Policies

Early Voting Setup and Supply Pickup / Drop-off:

Attending and helping set up the Early Voting Vote Center is mandatory for all Early Voting election workers (Deputy Early Voting Clerks) assigned to a location. All workers will be paid at their hourly rate. Setup should be completed within two hours. In situations where Early Voting equipment is left up between Early Voting and Election Day, there should not be any additional compensation for setting up for Election Day.

Election Day Setup and Supply Pickup / Drop-off:
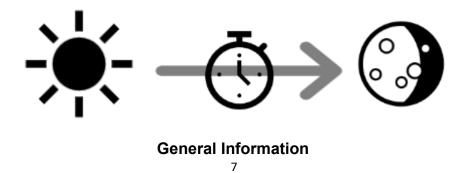
- The Presiding Judge, Alternate Judge, and two clerks will participate in setting up the Vote Center. The Alternate Judge and both clerks will be paid their normal rate for up to two hours for setup.

- The Presiding Judge will not be paid for any additional time to setup because the Presiding Judge receives an additional $100 for setup, hiring clerks, supply pickup, and drop-off.

Early Voting Work Hours

Judges work full shifts while clerks work split shifts. Anyone working 8 hours or more should take an unpaid 30 minute lunch break.

Election Day Work Hours

Judges typically work full shifts from 5:30 am to 8:30 pm (15 hours). Time reported over 15 hours should include a reason. Any hours in excess of 15 hours without a verifiable reason may not be compensated. For Election Day, the Presiding Judge sets the shifts for all clerks. They may work the full day or split shifts.

General Information

Training

Judges and clerks will be paid after they attend training, work the election, sign up with A-1 Personnel, and submit a timesheet when required. When signing up for a class on Eventbrite, the sign-up will function as the paysheet.

Persons who take training but do not work the election will not be paid for training. Workers must be registered with A-1 and submit a pay sheet to be compensated.

Lunches / Breaks

All judges and clerks working more than 8-hour shifts are required to take a 30-minute lunch break. Lunch breaks must be recorded and are not paid.

When workload permits, election workers should be given two paid 15-minute breaks.

Cell Phones

Presiding Judges and Alternate Judges will receive additional compensation for their use of personal cell phones during the voting period for election related, official purposes. Early Voting Judges will be paid an additional $20 and Election Day Judges will be paid an additional $5.

Recording Time

Actual hours worked must be recorded when recording time for compensation. Please do not round up to the next hour; indicate the closest quarter-hour to the actual time worked. Harris County does not pay for hours not worked. Election Day work hours generally should not exceed 15 hours.

For questions about payment

Harris County submits time to A-1 Personnel who is responsible for the submission of payment to each election worker. Questions about time entry go to Harris County Payroll. The best time to reach them is 8am to 4:30pm. Questions about how or when you are paid should go to A-1 Personnel.

A-1 Personnel:

electionhc@a1personnelinc.com

Harris County Payroll:

election.payroll@vote.hctx.net

Entering Time in the ePollBook

Each election worker is responsible for entering their own time on the ePollBook. If an election worker does not enter their time, the judge should still fill out the paper payroll forms so the worker can be compensated. The same ePollBook should be used for each time entry.

From the ePollBook main menu, tap "JUDGE / CLERK ATTENDANCE".

On the election worker listing screen, the election worker will enter the last four digits of their social security number in order to populate the screen. If the election worker's name does not populate, they will need to be added by tapping the "Press To Add Election Worker" button in the bottom left-hand corner of the screen.

Populated

Unpopulated

Each election worker fills in their information. Some lines have a select arrow indicating a pop-up list of items to choose from when tapped. After completing the form, tap "Accept."

For any election worker who was just added to the ePollBook, enter the last four digits of their social security number to populate their information on the screen.
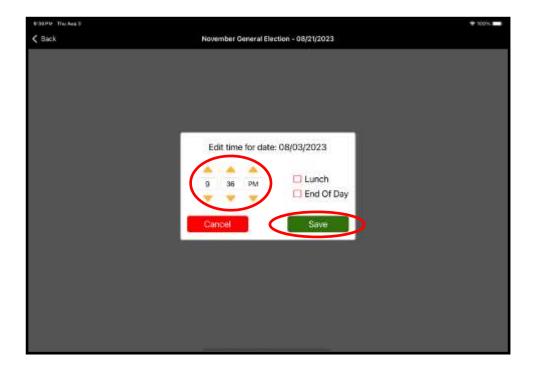
General Information

Entering Time in the ePollBook

Once populated, the election worker will select their name if more than one appears. Tap "Edit Time" on the far right.

Time will be entered by using the yellow directional arrows. When leaving for lunch or at the end of the day, the election worker will need to check the appropriate box when entering those times. Once entered, hit "Save". Judges should remind all election workers to enter their times throughout the day, including on the paper timesheets.

General Information

Dress Code

Harris County recommends election workers dress business casual at each Vote Center. Election workers will be interacting with hundreds of Voters and representing one of the largest counties in the nation. Election workers should maintain hygiene and cleanliness and should wear clean clothes free from wrinkles.

Allowed:

- Jeans (no rips)
- Comfortable, clean shoes (no holes)
- Plain t-shirts
- Polo shirts
- Non-athletic style, appropriate length shorts
- Leggings

Not Allowed:

- Flip flops
- Clothing with profane, political, partisan or candidate-related writing or images
- Athletic shorts
- Sweatpants
- Low-cut shirts
- Shorts or skirts

Important Reminders

Voters should be greeted in a friendly manner at the door and provided information about required IDs and/or other nearby Vote Centers, if lines are very long. Election workers should remain professional in all interactions and provide a positive atmosphere for Voters and other workers.

The Vote Center **MUST** open on time and be ready to process Voters by 7 AM. Call the Judge Resource Line at 713-755-1617, option 04 if a problem occurs that may affect opening time.

Qualifying Clerks must check a Voter's identification expiration date and confirm the photo reasonably resembles the Voter presenting the ID.

Ensure Voters check their printed Ballot to verify it prints correctly and that they deposit it into the Scan before they leave the Vote Center.

All Provisional Affidavits, Surrendered Ballots by Mail, and Spoiled Ballots must be logged throughout the day. Log these items as they occur. An additional clerk is being allowed to assist with any ballots that need to be spoiled.

General Information

Emergencies in the Vote Center

Once preparations for voting have begun, the Deputy Early Voting Clerk or the Presiding Judge is responsible for the security of the Vote Center and must secure the location if it is left unattended (TEC 62.001).

- Keep cell phones charged and important phone numbers easily accessible
- Have quick access to the full physical address of the Vote Center in case you need to share it with emergency personnel
- Review the location's evacuation plan with all election workers
- If a peace officer or off-duty police officer is on staff at your location, you can try to find out who they are and how to contact them, if needed
- In the event of an emergency, please call 911
- Calmly assess the situation and determine the best course of action
- Follow instructions of Law Enforcement and contact Harris County Elections immediately to notify of the emergency

Emergency Evacuation:

Check with the facility staff to review the evacuation plans for the Vote Center location and inform all election workers where to proceed in case of evacuation.

- If an evacuation is necessary, the priority is to get everyone out of the building safely and calmly. Follow the instructions below based on the seriousness of the situation:
    - ◊ In case of an emergency that is not dire, remain in the location. If electricity is lost, call 713-755-1617, Option 05 to report it
    - ◊ In a dire emergency where you must leave the location, the Presiding Judge and Alternate Judge take the Controller, Scan with the Ballot Box, and ePollBooks (including charging cables and bricks) with them and leave.
    - ◊ If any emergency causes a relocation of the Vote Center, take all equipment to the new room and continue processing Voters.
      Call 713-755-1617, Option 05 to report the need to move as promptly as possible

General Information

To remove voting equipment from the Vote Center during an emergency evacuation:

Scan/Ballot Box: 1. Unplug the Scan. 2. Two election workers carry Scan/Ballot Box to the evacuation area.

ePollBook: Take all ePollBooks and the block chargers/cords that are attached.

Controller: Unplug Controllers and take them to the evacuation area.

Stay in contact with Harris County Elections regarding how long you are outside the Vote Center.

Reporting Vote Center Incidents

Harris County Elections Office staff must be notified and consulted regarding any allegation of wrongdoing.

713-755-1617

(choose the most appropriate option for the situation)
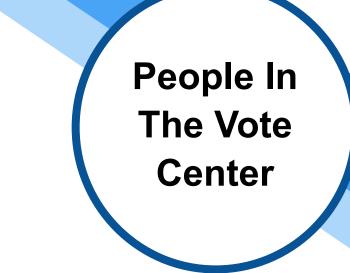
The Harris County Elections Office will determine the necessary course of action and will advise the caller accordingly.

Personnel related matters are handled by the Recruitment team. More information on the Harris County policy regarding relieving election workers from duty can be found in the appendix. Early Voting judges may not remove election workers from duty, but should advise Harris County Recruitment of personnel issues so they may be investigated and resolved.

General Information

Judge Resource Line

The Judge Resource Line opens before Early Voting to support election workers and answer any questions they may have. There are ten options from which to choose. The options are found below with examples of what type of support each line may support. Some options may not be available until voting begins.

Support Provided

713-755-1617 **Option 01 / EV Recruitment**	• Answer questions about assignments or training • Recruit election workers and answer personnel questions
713-755-1617 **Option 02 / ED Recruitment**	• Answer questions about assignments or training • Get assistance with scheduling Supply Pick-up • Recruit election workers and answer personnel questions
713-755-1617 **Option 03 / Payroll**	• Request help signing up with A-1 • Report issues with payment if unpaid 5 weeks after election
713-755-1617 **Option 04 / Training**	• Ask any training-related question (including attendance) • Ask any voting-related questions from election workers • Get clarity on voting procedures • Get assistance with filling out forms
713-755-1617 **Option 05 / Tech**	• Ask questions about equipment in the Vote Center • Report technical issues
713-755-1617 **Option 06 / Supply**	• Request more supply items (seals, forms, tapes, etc.) • Request more Ballot Paper
713-755-1617 **Option 07 / Locations**	• Request additional contact information for the facility • Get help with arrangements to access facility for setup • Get help with power/lighting issues
713-755-1617 **Option 08 / Voter Registration**	• Request help determining a Voter's precinct and Ballot style • Determine if a Voter is registered in Harris County
713-755-1617 **Option 09 / ADA (Accessibility)**	• Report a room change in the Vote Center facility • Request help with the ADA Checklist or remedies • Report issues with the Curbside Buzzer
713-755-1617 **Option 10 / Legal**	• Report a legal violation in the Vote Center (personnel related violations should go to the Recruitment line)

People In The Vote Center

Section Notes

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Key Terms

Judge

a role in the Vote Center charged with the legal and administrative processes pertaining to voting and for the security of the Vote Center. Early Voting judges are also known as Deputy Early Voting Clerks.

Clerk

a role in the Vote Center performing duties assigned by judges. Early Voting clerks are also known as Deputy Early Voting Clerks.

Cluster Tech

a voting system technician who assists with equipment issues on site and will have stock of items needed to operate the Vote Center

Site Tech

technician placed at each vote center on Election Day to assist with setting up, tearing down and trouble shooting equipment

State Inspectors

inspectors appointed by the Secretary of State to inspect for ensuring that state guidelines are being followed in the Vote Center

Poll Watchers

person entitled to observe any activity at the Vote Center or Central Count in conjunction with the election who must provide a copy of certification of attendance of training by the Secretary of State and a Poll Watcher Appointment form

In This Section

- Texas Election Code (TEC)
- Judges and Clerks
- Harris County Election Staff
- Poll Watchers
- State Officials
- Voter Assistants
- Persons not Allowed in Vote Center

Texas Election Code (TEC)

The Texas Election Code (TEC) are the laws that govern elections in Texas. The application of the Code is intended to create uniform and consistent conduct of elections throughout the state to reduce the likelihood of fraud, protect Ballot secrecy, promote Voter access and ensure that all legally cast Ballots are counted (TEC 1.0015).

County Election Officer

The County Clerk is the County Election Officer in Harris County (TEC 31.091).

Early Voting Clerk

Texas law dictates that the Early Voting Clerk is ultimately responsible for everything in Vote Centers across the county during Early Voting. Presiding Judges, Alternate Judges, and all clerks (all are also known as Deputy Early Voting Clerks) follow directions from the Early Voting Clerk during the Early Voting period. In Harris County, the role of Early Voting Clerk is fulfilled by the Harris County Clerk (TEC 83.002).

Deputy Early Voting Clerk

Early Voting Judges and Clerks are known as Deputy Early Voting Clerks. Throughout this manual, Deputy Early Voting Clerks may be referred to as Presiding Judges, Alternate Judges or Clerks for clarity on the role they take while on duty as a Deputy Early Voting Clerk. A deputy early voting clerk has the same authority as the early voting clerk in conducting early voting, subject to the early voting clerk's supervision. (TEC 83.031 (c)) Deputy early voting clerks have different statutory obligations.

Election Workers

The term "election worker" refers to both judges and clerks, including Deputy Early Voting Clerks. Election workers carry out all procedures in the Vote Center, ensuring all eligible Voters who show up at a Vote Center can Vote.

Election workers are required to wear name badges inside the Vote Center at all times. These badges must include the election worker's name and title or position in the Vote Center (TEC 61.010(b)). This ensures Voters know who to seek help from and offers clarity on who is permitted inside the Vote Center while they are not in the process of voting. Bilingual clerks should wear the name tags that indicate the language they speak; Spanish, Vietnamese, Chinese.

Judges

There are two types of judges in the Vote Center. There is a **Presiding Judge** and an **Alternate Judge**. Judges collaborate to oversee the election processes in their assigned Vote Centers. They are responsible for the organization of completed forms and resulting documentation, among other things. They must also attend training, ensure their clerks attend training, schedule the securing of required election materials, ensure their voting location is set up before the start of voting, uphold the Texas Election Code within the Vote Center and ensure the prompt return of election supplies and returns at the end of Early Voting and Election night. Judges, like everyone else, must wear a name tag in the Vote Center.

Early Voting judges are considered Deputy Early Voting Clerks and do not have the same power of District Court Judges like Election Day Judges do. They also cannot appoint special peace offers.

All election workers are expected to follow State and Federal laws related to Elections, as well as follow the policies and procedures of the Harris County Clerk's Elections office.

Presiding Judge
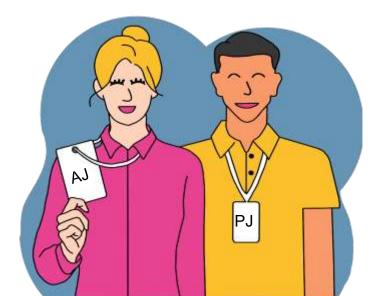
The Presiding Judge is in charge of and responsible for the management and conduct of the election at the Vote Center where the judge serves. They must be a qualified Harris County Voter (TEC 32.051). All clerks and the Alternate Judge report to and take direction from the Presiding Judge.

Presiding Judge Setup Duties

Before Early Voting and Election Day, the Presiding Judge arranges a setup time with the Vote Center facility, acquires facility contact information for on-site and after-hours personnel, (we recommend reaching out to the facility in advance and identifying at least two contacts who will be available as emergency contacts for opening the Vote Center.) Ensure any fire drills or other scheduled disruptions are rescheduled for after voting has ended and that voting areas will not be recorded by video or audio equipment.

Election Day Presiding Judges Duty to Hire Clerks

- The Presiding Judge hires Election Day clerks, helps ensure clerks for all elections are signed up with A-1 Personnel, and ensures that all clerks attend training.

- The Presiding Judge establishes work schedules and assignments with the clerks. Presiding Judges are encouraged to assign clerks to shifts, and to rotate the assignments given to clerks when possible.

- The Presiding Judge may permit temporary absences for meals or other necessary activities. Judges must treat clerks uniformly in designating their working hours, duties, and regulating their absences (TEC 32.072(c)). In **Early Voting**, tardiness, changes to assigned shifts or extended absences should be reported to the Recruitment team in advance.

Presiding Judge Duties for Early Voting & Election Day:

- Open the door to the Vote Center at 7:00 a.m. (TEC 41.031) and direct Voters to the Qualifying Table

- Manage the Vote Center, personnel, Voter support, and other election-related activities

- Set the tone for how the team interacts

- Ensure TEC and the policies set by Harris County are followed

- Ensure Voters can Vote with privacy and confidentiality

- Ensure all Voters and election workers are treated uniformly and respectfully

- Assign roles to election workers

- Monitor election worker performance throughout the voting period

- Ensure all equipment is secured inside the Vote Center at the end of each day

- Ensure Bilingual Clerk assignments are made

- Arrange the pickup of Early Voting keys or Election Day supplies before the election during the Supply Handout period

- Arrange the return of supplies promptly after the election

- **Election Day:** Post number of Voters on the outside door every two hours

People In The Vote Center

The Presiding Judge is charged with preserving order and preventing breaches of peace or violations of the Texas Election Code in the Vote Center (polling place) and in the area within which electioneering and loitering are prohibited from the time the judge arrives at the Vote Center until the judge leaves the Vote Center after the polls close (TEC Sec. 32.075) .

Election Day Presiding Judges only may appoint one or more persons as Special Peace Officers for the Vote Center only if those being appointed are licensed as Peace Officers by the Texas Commission on Law Enforcement (TEC 32.075). The Presiding Judge or Special Peace Officers may not prohibit electioneering or loitering outside the 100-ft line. Early Voting Presiding Judges cannot appoint Special Peace Officers.

A person who is arrested at a Vote Center while voting or waiting to vote shall be permitted to vote, if entitled to do so, before being removed from the Vote Center (TEC 32.075(d)).

A Presiding Judge may not have a Poll Watcher who was accepted for service be removed from the Vote Center for violating a provision of the Texas Election Code or any other law relating to elections, other than a violation of the Penal Code, unless the violation was observed by an election judge or clerk. If an election judge or clerks witness the violation, a Presiding Judge may call Law Enforcement to request that a Poll Watcher be removed if the Poll Watcher commits a breach of the peace or violation of law (TEC 32.075(g-h)). We recommend the Presiding Judge call the Legal Line to speak with a County attorney before taking this action.

Alternate Judge

The Alternate Judge serves as backup for the Presiding Judge. If the Presiding Judge is out or must leave for any amount of time, the Alternate Judge serves in their absence (TEC 32.001b). The Alternate Judge should be informed and prepared to step into this role, if needed.

Clerks

Clerks perform a wide variety of duties in the Vote Center. This section will detail their essential functions. All clerks must learn to perform all job functions as situations may arise that require clerks to change roles. All clerks must wear name-identifying badges in the Vote Center (TEC 61.010(b)). A minimum of 3 workers is required for operating any Vote Center.

The authority that appoints the election judges shall prescribe the maximum number of clerks that each Presiding Judge may appoint for each election. The authority may prescribe different maximums for different types of elections (TEC 32.033(a)).

Greeter

The Greeter is the first election worker a Voter will encounter. They are friendly individuals who welcome those coming to Vote. The Greeter monitors those in the voting line, advises them to have their photo ID or alternate ID ready, and that they may not use a wireless communication device or any mechanical or electronic means of recording images or sound within 100-ft of the voting station (TEC 61.014). Greeters will ensure the 100-ft line is secure and report any electioneering violations to a judge. The Greeter also monitors the parking lot and helps ensure the Curbside Clerk is aware of any curbside Voters. Greeters should be stationed near the entrance to the Vote Center.

It is recommended the Greeter walk to the end of the line to watch for Voters with mobility issues who may need Voting Order Priority. They can also pass out Statement of Residence forms to Voters who have moved so they can fill it out while waiting in line.

Qualifying Clerk

The Qualifying Clerk is stationed at the Qualifying Table and treats each Voter politely and respectfully. This clerk must be able to competently operate the ePollBook and Controller. They must know the proper order of steps in the qualifying process and closely adhere to them. The Qualifying Clerk should know which circumstances require a judge to support the Voter in the qualifying process, such as with Provisional voting, as well as in what cases the clerk may utilize certain forms. The Processing Voters section of this manual provides more information on the Qualifying Clerk's activities.

Ballot Box Clerk

The Ballot Box Clerk is stationed near the Ballot Box and assists Voters in properly casting their Votes into the Scan, ensuring all printed Ballots are properly inserted and that no Voter leaves the Vote Center with their Ballot. Whenever possible, place a clerk at each Ballot Box so that they can support Voters in remembering to scan their Ballot prior to leaving the Vote Center.

Bilingual Clerk

English is the primary language spoken at the Vote Center, however, if a Voter cannot communicate in English, an election worker may communicate with the Voter in a language the Voter and election worker both understand (TEC Sec. 61.031). Harris County provides bilingual language support in Chinese, Spanish, Vietnamese and other languages, as needed. Bilingual Clerks fulfill the same duties as all other clerks assigned to the location. Harris County will advise the Presiding Judge of any required language to be staffed at their Vote Center. The Presiding Judge must make every effort to staff these bilingual positions. Presiding or Alternate Judges may also fulfill the bilingual language requirement. If a Bilingual Clerk is requested to assist with voting, the bilingual clerk should read the entire Ballot to the Voter, unless specifically requested otherwise by the Voter. Any election worker or Poll Watcher may request an English translation of anything communicated in the other language (TEC Sec. 61.036).

People In The Vote Center
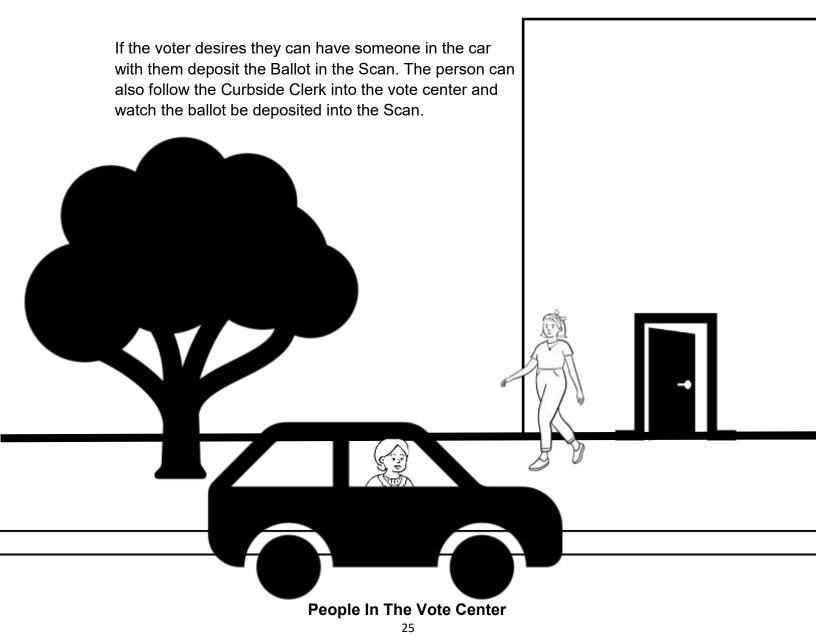
Curbside Clerk

The Curbside Clerk is assigned by the Presiding Judge to conduct Curbside Voting when requested. This function includes: qualifying Voters, preparing the Duo Go and Ballot paper, transporting the printed Ballot to the Scan after the Voter has voted and depositing it, then returning to the curbside Voter with an "I Voted" sticker and informing the Voter that their Ballot was successfully cast.

It is recommended this role be rotated amongst several clerks throughout the day. It is not necessary for the Curbside Clerk to be accompanied by a judge or another clerk when processing a standard curbside Voter. Two clerks will only be needed on Election Day if providing requested Assistance to the Voter.

Because Curbside Voting is required at all Vote Centers by law, all clerks must be prepared to work in the Curbside Clerk role.

If the voter desires they can have someone in the car with them deposit the Ballot in the Scan. The person can also follow the Curbside Clerk into the vote center and watch the ballot be deposited into the Scan.

People In The Vote Center

Spoiled Ballot Clerk

It is highly recommended that judges assign an available clerk to be the Spoiled Ballot Clerk. The Spoiled Ballot Clerk, under the supervision of the Presiding Judge, supports the judge in the process of spoiling and recording spoiled Ballots. They may perform any of the functions of Ballot spoiling including:

- Monitoring Duo lines to ensure that no unfinished voting sessions remain on screen after a Voter has left the Vote Center

- Alerting the Presiding Judge of an abandoned voting session

- Performing electronic and paper Ballot spoils

High School Students

High school students who are 16 years of age or older on or before Election Day can serve as a Student Clerk or Electronic Support Specialist (ESS) (TEC Sec. 32.0511).

Student Clerks

Student Clerks are hired by the Presiding Judge for Election Day and, as with any other clerk, fulfill whatever role they might be assigned by the Judge. Interested students must complete and submit the student election clerk application and permission form with a signature from their high school principal. If home schooled their parent/legal guardian will sign. Without this permission, a Student Clerk is not allowed to work. Student Clerks must be trained as other election workers should be. For assistance with the Student Election Clerk Application and Permission Form, please contact the Harris County Recruitment team at 713 -755-1617 option 02. Up to 4 Student Clerks may serve at any Election Day Vote Center. Harris County does not typically place Student Clerks to work during Early Voting.

A printable version of the form can be found at:
https://www.sos.state.tx.us/elections/forms/pol-sub/4-21f.pdf

Cluster Techs

Cluster Techs monitor election equipment at Vote Centers throughout Election Day. They are equipped with supplies and replacement equipment. Cluster Techs check to ensure that machines are operational and that supplies like printer paper, Ballot Paper, and Provisional Affidavit forms are stocked. Cluster Techs assist election workers with technical issues and therefore fulfill a very important function in each Vote Center that they visit. The Judge should sign the Cluster Tech's visitation log to track the visit by the Cluster Tech so that their work may be accounted for and recorded.

Area Techs

At the request of the authority holding the election, a Voting System Technician may be present at a Vote Center, a meeting of the Early Voting Ballot Board, or a Central Counting station to repair, assemble, maintain, or operate voting system equipment (TEC Sec.125.010). A Voting System Technician is similar to a Cluster Tech and will operate in much the same manner. Voting System Technicians will be sent to Vote Centers as needed to assist in troubleshooting, repair, or replacement of voting lines and machines.

When a Voting System Technician is present, they should be permitted to assist with all voting system equipment needs.

Site Techs

Site Techs will be stationed at Vote Centers and will remain there all day. The Site Tech can help with setting up, tearing down and troubleshooting equipment. They are not a clerk and do not take the oath as election workers do. They do follow all the rules applied to election workers while inside the vote center.

Poll Watchers

Poll Watchers are appointed by candidates, political parties, or proponents/opponents of a ballot measure to observe the conduct of an election. There are specific rules in place related to their role to ensure that the integrity of the election is secure. As with everyone in the Vote Center, Poll Watchers must wear name identification issued by the deputy Early Voting Clerk or Presiding Judge (TEC 33.051(f))."

Electronic Support Specialist (ESS)

Electronic Support Specialists are Student Clerks specifically trained by Harris County to monitor and update wait times at the Vote Center through an application on their cell phone.

They are also trained in the setup and support of election equipment. ESSs are assigned to every Vote Center. They are supervised by the Presiding Judge, however, they may receive requests from Harris County Elections staff specific to the task of updating wait times. They are trained in and can assist with clerk-related activities, but it is important that they continue monitoring wait times and communicating up-to-date information about the wait times to the Presiding Judge. ESS work as a clerk and will follow the instructions of the Presiding Judge.

Harris County Election Staff

During Elections, members of the Harris County Elections staff may be present in the Vote Center performing a variety of important roles, from tech support to delivering equipment or supplies. As with all other workers in the Vote Center, this staff must wear identifying badges stating their name and role.

Throughout the voting period, members of the Elections Office may visit your location to check ADA remedies, replace broken equipment, and support Vote Center processes. These individuals will have Harris County badges. Elections staff will also work the phone lines and support election workers throughout the entire election period. Elections staff will not be present in the Vote Center without prior Harris County authorization, other than to vote or conduct official business in the facility.

Poll Watchers

When arriving at the Vote Center Poll Watchers must present to the Presiding Judge a certificate of appointment and a certificate of completion of poll watcher training by the Secretary of State. The Presiding Judge will countersign the certificate of appointment and then retain both forms. They will be placed in the white envelope.

The poll watcher must be a registered Voter of the territory covered; not be a candidate in the current election, not hold elected public office; not be an employee of the Presiding Judge, Alternate Judge, or any clerk at their assigned Vote Center; not be convicted of an offense in connection with conduct directly attributable to an election; or be related to the Presiding Judge, Alternate Judge, or any clerk at their assigned Vote Center.

Early Voting: Poll Watchers may be present at any time after it opens for voting and can remain until voting equipment is secured on the close of voting each day (TEC 33.053).

Election Day: Poll Watchers may be present when the Presiding Judge is in the building and can remain until election officials complete their duties (TEC 33.052).

The Texas Secretary of State Poll Watcher's Guide can be found online at: https://www.sos.state.tx.us/elections/forms/pollwatchers-guide.pdf

A copy will also be in the Elections Forms Box for both Early Voting and Election Day.

Only two Poll Watchers from each appointing authority (political party, individual candidate, etc.) may be on duty at any one time at each Vote Center (TEC 33.007).

If a Poll Watcher violates the Texas Election Code in the presence of a Presiding Judge, Alternate Judge, or Clerk OR violates the Penal Code in anyone's presence at the Vote Center, they may be removed (TEC 32.075).

HB 1631 eliminates the requirement for Poll Watchers to serve for five continuous hours at an Election Day Vote Center, in order for the watcher to serve during the hours they choose.

A Presiding Judge must do the following when a Poll Watcher arrives at the polling location:

- Obtain Certificate of Appointment from the Poll Watcher. Confirm it is complete.
- Obtain their Certificate of Completion of Training and confirm it is complete.
- Require the Poll Watcher to countersign the Certificate of Appointment with the Presiding Judge (both the poll watcher and the judge will sign and the judge will retain the certificate).
- Administer the oath located on the Certificate of Appointment.
- Keep certificates with the other election materials in the work folder.

Qualifications of a Poll Watcher (TEC 33.031-33.035):

- Is a Registered Voter of the territory holding the election.
- Is NOT a candidate in the current election.
- Is NOT holding an elective public office.
- Is NOT an employee of the Presiding Judge, Alternate Judge, or Clerk of the polling location.
- Has NOT been finally convicted of an offense in connection with conduct directly attributable to an election.
- Is NOT related to a Presiding Judge, Alternate Judge, or Clerk of the Vote Center.
- May be related to the candidate the watcher is representing.

A Poll Watcher MUST	A Poll Watcher MAY	A Poll Watcher may NOT
Be a registered Voter of the territory covered by the election and complete the SOS Poll watcher training program	Observe all election activities at the Vote Center	Challenge a Voter's right to be present in or vote at the Vote Center.
Be appointed by a candidate, political party, or a specific-purpose political committee	Sit or stand near enough to see and hear the observed activities	Converse with Election Workers, except to identify irregularities and violations of law
Present a certificate of appointment and a certificate of completion of SOS Poll Watcher training to PJ upon arrival to Vote Center	Call attention to irregularities or violations of law to a PJ, AJ, or Clerk, and, if referred to the PJ by a Clerk, must stop discussion with Clerk unless further discussion is invited by the PJ	Record images or sound inside the Vote Center Reveal how a voter has voted Coercing voters
Display the name badge the PJ provides to be worn in the Vote Center	Take written notes and if present sign zero tapes and ballot box seal logs as processed	Be denied free movement where election activity is occurring within the location at which the Poll Watcher is serving
Disable any recording device while serving as a watcher or being in the Vote Center	Observe an election worker assisting a Voter with voting	Observe a Voter voting independently, or being assisted to vote, by a person of their

State Workers And Officials

On occasion, a state worker or official may enter the Vote Center to observe election proceedings. This section outlines their various roles and responsibilities.

Secretary of State

The Secretary of State or a member of their staff may make inspections in the same manner as state inspectors as to whether a violation of election laws is suspected (TEC Sec. 34.004). The Secretary of State is the Chief election official of the State of Texas. The Secretary of State interprets the election code and state laws, writes administrative rules regarding the laws and provides guidance to Texas counties.

State Inspector

The Secretary of State appoints inspectors to ensure election integrity. These inspectors are responsible to the Secretary of State and must be allowed to observe all election activities performed by Judges and Clerks. The state inspector is the arm of the State. They are there to ensure that all laws are being followed. They must carry identification and, like all persons in the Vote Center, must wear a name tag or badge. Like Poll Watchers, they are permitted to observe Voters being assisted by election workers, but not by persons of the Voter's choice.

Unlike other persons in the Vote Center, the Secretary of State and State Inspectors are not required to swear an oath administered by the Presiding Judge.

People Assisting Voters

An eligible Voter is entitled to receive assistance from a person of their choosing, so long as that person is eligible to assist under Section 208 of the Voting Rights Act, and that assistance is not limited to marking or reading the Ballot or otherwise limited to conduct that occurs in the voting booth (TEC 62.0115).

Voters may be assisted by any person the Voter chooses who is not an election worker with a few exceptions. A Voter's chosen assistant may not be the voter's employer, an agent of the voter's employer or an officer or agent of the labor union to which the voter belongs, except as noted above. For a more detailed description of the rules of Voter assistance, read the Processing Voters section.

Early Voting: Only 1 Election Worker is required to be present to assist a voter; however, Harris County recommends that 2 election workers assist whenever possible (TEC 85.035).

Election Day: 2 Election Workers are required to be present when assisting a voter. Only 1 person is required when the Voter is assisted by a person of the Voter's choosing, who is not an Election worker.

Assistants & Interpreters

- The Voter may select an assistant or interpreter who is not their employer, an agent of their employer, or an officer or agent of their labor union (TEC 61.033(1)).

- If a person is appointed to serve as an interpreter by an election officer, the interpreter must be a registered Voter of Harris County or an adjacent county. However, even if an interpreter is provided, a Voter may use an interpreter of their choosing (TEC 61.033).

- If a Voter cannot communicate in English, an election officer may communicate with the Voter in a language they both understand (TEC 61.031(b)).

- An interpreter may interpret for any number of Voters. For each Voter, the interpreter must take the oath of interpreter (TEC 61.035). This oath can be found in the Election Forms Box and on the ePollBook.

- An interpreter may not indicate by sign, symbol, word, or writing to any Voter how they should or should not Vote.

People In The Vote Center

Not Allowed In The Vote Center

No one may be permitted to be inside the Vote Center unless specifically authorized by law (TEC 61.001). Election officials (other than the precinct election judge and clerks), party officials, or members of the media are not permitted to be in the Vote Center unless they are voting or fall into one of the groups who are permitted to be in the Vote Center. Party Chairs may be permitted in a Vote Center during the Primary, but only during Primary elections.

Loitering within 100-ft of an outside door through which a Voter may enter during the voting period is prohibited (TEC 61.003). An offense under Section 61.003 is a Class C misdemeanor.

It is a Class C misdemeanor for a candidate to be present in a polling place during Early Voting or on Election Day, unless the candidate is voting, assisting a Voter, or conducting official business within the building in which the Vote Center is located. If the candidate is not in the building for one of these reasons, the candidate will not violate the section if he or she is not engaged in campaign activity and is not within plain view, or hearing, of persons waiting to vote or already voting (TEC 61.001(b)).

Members of the Media and Exit Polling

Members of the media are not allowed in the Vote Center. Media inquiries should be directed to the Harris County Clerk Elections Communications Team.

Exit pollsters are accepted within the 100 foot electioneering boundary. They should adhere to the following policies:

1. **No voter should be interviewed while standing in line waiting for entry into the polling room or building**. This should only be done after the voter has voted away from other voters, so as not to cause a disruption or to offer views on the elections.
2. The exit pollsters are not allowed inside the polling place; they should remain outside the building in which the polling place is located.

Electioneers

Electioneering is not permitted during the voting period within 100-ft of the polling place. This includes posting, using or distributing political signs or literature. A100-ft marker is set up outside each location. A person commits an offense if the person electioneers within the 100-ft boundary (TEC 61.003). Use of sound amplification may not be permitted within 1,000-ft of the Vote Center (TEC 61.004).

The entity that owns or controls the building being used as a Vote Center may not, during the voting period, prohibit electioneering on the building's premises (outside of the 100-ft), but they may enact reasonable regulations (TEC 61.003(a-1)).

These rules also apply when curbside voting.

Loitering

Loitering is not permitted within 100-ft of the Vote Center (TEC 61.003)

People In The Vote Center

Vote Center Set-up

Section Notes

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Key Terms

Daisy-Chaining

the process of connecting two or more pieces of equipment with cables to share power or data

Early Voting

the period of time in which voting occurs before Election Day

Election Day

the official voting day that follows the Early Voting period

Booth

the stand the Duo sits on, Standard Booth is taller and Voters will stand at it, Accessible Booth is wider and shorter so Voters can sit at it

Vote Center

a polling place; a location at which voting takes place

Duo

a ballot marking device Voters use to make their Ballot selections

ePollBook

an iPad containing the official list of registered Voters, used to check in Voters & run administrative functions at Vote Centers

In this Section

- Voting Equipment

- Materials Preparation

- Setting Up Prior to the Election

- Setting up Booths

- Daisy-Chaining Duos

Voting Equipment

**Early Voting
Supply Cabinet**

**Equipment
Caddy**

Early Voting Vote Centers will receive Supply Cabinets and Equipment Caddies.

Election Day Vote Centers will receive Equipment Caddies only.

Each container will be delivered in a neat and organized manner. When Early Voting and Election Day voting are complete, please put items back into the units as they were received. Not all equipment and supplies will be placed back inside these units; some items are returned at drop-off**.**

Early Voting Supply Cabinet (interior)

Vote Center Setup

V O T I N G

1. **Qualifying Table**: the table at which the Qualifying Clerk qualifies the voter and provides the Access Code

2. **ePollBook**: a digital tablet used to qualify voters; it reads certain ID types or is used to search using other ID types; produces the required barcode for the Barcode Reader to create an Access Code

3. **Controller:** the machine that connects and communicates with the Duos, prints the Access Code Slip and shows the available Voting Booths

4. **Barcode Reader:** the device that reads the barcode produced by the ePollBook; it is connected directly to the Controller

5. **Extension Cord:** a longer electrical cord that is provided, allowing the Voting Line to access electrical outlets nearby

6. **Accessible Booth:** a wider and shorter voting booth allowing for wheelchair and chair access; this booth will be placed nearest the Qualifying Table in each voting line

7. **Chair:** next to each Accessible Booth should be a chair for any Voter who would like to sit while voting

8. **Booth Signage:** all Booths should be labeled with a colored, numbered sign indicating its place in the Voting Line; the color of the sign for each Duo should match the color of the tape in the Controller

9. **Duo:** the machine on which a Voter will make their selections and print their Ballot

E Q U I P M E N T
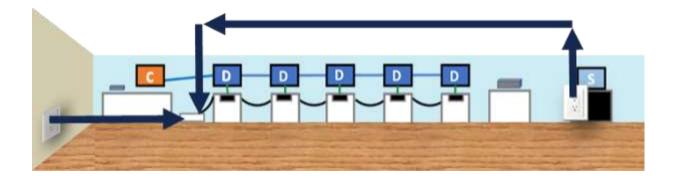
10. **Voting Booth:** the piece of Equipment that supports a Duo; it is tall enough to allow Voters to stand and vote easily; it is taller than an Accessible Booth

11. **Privacy Screens:** screens designed to attach to both sides of a Voting Booth. Ensuring Voters' right to Privacy

12. **Curbside Table:** the table on which the Duo Go sits charging while not in use; it should be located close to the door leading to Curbside Voting

13. **Duo Go:** piece of equipment that houses a Duo and allows Curbside Voters to Vote; an ATI and headphones can be attached

14. **Audio-Tactile Interface (ATI):** a device attached to the Accessible Duo and Duo Go (if needed) allowing Voters to move through the Ballot without touching the Duo screen

15. **Headphones:** the ATI will utilize headphones for those who wish to have audio guidance while using the Duo

16. **Scan:** the piece of Equipment on which the Voter casts their Ballot; they will feed their Ballot Paper into the machine and it will drop into the Ballot Box

17. **Ballot Box:** the Box that will house all cast Ballots feed into the Scan and Ballots fed into the Emergency/Damaged Ballot Slot; it is locked throughout Voting

18. **Seal:** a securing fastener utilized throughout the Vote Center to ensure equipment has not been tampered with; they are numbered and should be logged by the Judges

The Presiding Judge assigns Election Workers to help set up equipment during the setup process and the morning of opening the Vote Center.

Electrical outlets are important to equipment setup and Judges are encouraged to visit their Vote Centers to determine how many electrical outlets they have available to them.

Power runs from the last Duo in a line to the first Duo, closest to the Controller. All Duos and Controllers are plugged into a power strip which then is plugged into the wall. Scans can be plugged into the wall directly.

Extension cords are used to help supplement outlet access where needed. All cords must be out of the path of Voter traffic. No mats can be used to cover cords under any circumstances. For help in identifying solutions to connecting equipment to power during the setup process call 713-755-1617, Option 04.

REMINDER: Controllers, Scans, and Ballot Boxes are NOT set up until the day of opening the Vote Center. However, where you will place them the day of opening should be considered while setting up the Booths and Duos.

Vote Center Setup Guidelines

- Arrange your Vote Center with a clear flow of traffic; from the entrance to the Qualifying Table, then to the Duo booths, and finally to the Scan and Ballot Box. The Voter then exits after depositing their ballot.

- Provide a 60-inch (five-foot) circumference of space in front of the Qualifying Table and each Duo to allow room for mobility devices to maneuver. This is an ADA requirement.

- Space each voting line and Duo to allow maximum ease of movement and Voter privacy.

- The Voter must be allowed to cast their vote in a voting booth that provides privacy for them while marking their Ballot (TEC Sec. 51.032).

- Place the Judge's Table where it allows a view of the entire Vote Center.

- Place the Duo Go table (square card table) at the end of a voting line with a clear path to an exit towards Curbside Voting.

- All cords must be kept away from the Voter's path.

- Utilize extension cords as needed to reach electrical outlets.

- Never use mats or tape to cover cords or cables.

Vote Center Setup

Materials Preparation

Early Voting:

A. Unlock the Supply Cabinet using the keys the Presiding Judge received at Key Handout.

B. Break the green Seal on the Equipment Caddy.

C. Remove the Equipment Caddy Seal Log from the Elections Forms Box. Use the content list on the inside of the Supply Cabinet door to assist in finding specific forms.

D. Record the Seal Number on the Equipment Caddy Seal Log.

E. Cut off the Seal Number portion and put it in the Equipment Caddy Seal Log Envelope.

Election Day:

A. Break the green Seal on the Equipment Caddy.

B. Remove the Equipment Caddy Seal Log from the Election Forms Box. A content list is attached to the forms box to assist in finding specific forms.

C. Record the Seal Number on the Equipment Caddy Seal Log.

D. Cut off the Seal Number and put it in the Equipment Caddy Seal Log Envelope.

Election Day Equipment Caddy Seal Log
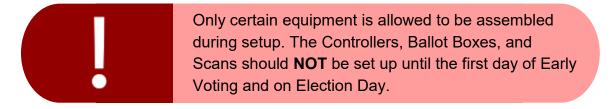
Green Seal

Setup Process

Early Voting: Presiding Judge, Alternate Judge, and all Clerks complete Setup and will be paid for up to 2 hours at their normal rate.

Election Day: Presiding Judge, Alternate Judge, and **TWO** Clerks (chosen by the Presiding Judge) complete Setup. The Presiding Judge does not receive extra pay for this because it is compensated from the $100 bonus. The Alternate Judge and 2 Clerks will be compensated for up to 2 hours at their normal rate. The quantity allowed may change during Primary elections.

Only certain equipment is allowed to be assembled during setup. The Controllers, Ballot Boxes, and Scans should **NOT** be set up until the first day of Early Voting and on Election Day.

Judges should refer to the allocations in their placement letter in conjunction with their room layout, to create daisy-chained lines of Duos as similar in number as possible, while creating a good voter flow.

Election Day Presiding Judges may now choose **TWO** clerks and their Alternate Judge to assist with Vote Center Setup prior to the election.

Set up and prepare the following equipment and resources on Setup Day before the first day of voting:

- **Accessible Booths**
- **Standard Booths**
- **ATIs**
- **Duos**
- **Duo Go Table**

- **Duo Go**
- **Judge's Table**
- **Qualifying Table**
- **Greeters Table**
- **Signage**

Vote Center Setup

Setting Up Booths

Remove the Duos and Booths from the Equipment Caddy.

- The Accessible Booth Bags have a red Handle

- Standard Booth Bags have a black handle

Items per Booth Setup

These items are inside the Booth Bag.

Scan the QR code above using your smartphone's camera to access a YouTube video on how to set up a booth.

Assembling the Booths

Standard & Accessible

1. Place the Booth on the floor, flat side down.

2. The legs of the Booth should be facing up. Slightly lift outside legs. This allows room to slide the short legs from the bracket by pulling them out sideways.

3. Unfold the attached legs on the Booth by pulling on the black fabric strap. Open the legs until they click into place.

4. Attach the U-shaped leg, matching the cut side of one tube to the uncut side on the other. Press the metal buttons to lock it in place.

5. Attach the front leg extensions by pressing the metal buttons. Lock each leg in place.
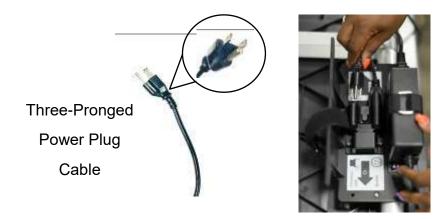
6. Once all the Booths have been built, undo the cables secured to the power brick on the underside of the Booth. Make sure all the connections to the power brick are tight.

7. Turn the Booth over and set it in place so the U-shaped leg of the Booth is in the back of the Booth, facing away from the Voter.

8. Set up both the accessible and standard booths.

Gently place the booths flat-side down on the floor. Putting them down too roughly can damage the booth.

9. Set up the booth lines so extension cords and power cords go behind the booths. All cords must be out of walkways. Plan for Voter flow depending on where the entrance and exit are.

10. Whenever possible, position the voting lines in a way that people waiting their turn cannot see how Voters at the booths are voting.

11. Place the Accessible Booth at the beginning of each line, closest to the Qualifying Table.

12. Place the square Duo Go table at the end of the voting line. Place the Duo Go on it and connect it to the charger provided with the Duo Go unit. Attach the charger to an electrical outlet so that it can charge overnight.

13. Daisy-chain the booth power cords. Up to 12 Duos with booths can be set up per Controller.

- Power is daisy-chained through a three-pronged power cable

- All daisy-chaining starts at the last Duo in a line and ends at the Controller

   A. Stand behind the last booth in a voting line. You will see two cables coming from the Power Brick under the booth.

   B. Take the Three-Pronged Power Cable and move over to the second to the last booth in the line.

   C. Plug the Three-Pronged Power Cable into the Power Brick's left side, where the electrical outlet is. Take the Three-Pronged Power Cable from the second to the last booth and repeat these steps, moving toward the Controller, until all of the booth's power in the line has been daisy-chained.

   D. After you get to the first Duo in line, the Accessible Booth, you will plug the Three-Pronged Power Cable for this booth into the surge protector set up for the Qualifying Table. If the process is done correctly all the booths are now able to receive power.

   E. The surge protector will be plugged into a wall outlet and turned on after the Duos have been installed onto the booths.

Three-Pronged
Power Plug
Cable

Power Brick

Daisy-chaining Power

Vote Center Setup

Set Up Duos

1. Stand in front of each Duo and reach under the booth for the latch. Pull forward to put the latch in the unlocked position.

2. Place the Duo onto the booth, handle facing away from the Power Brick on the rear of the booth. Shift the Duo front to back or side to side to line up the footpads with the circular indentations in the booth. Duos are heavy, over 30 pounds each. If needed, have two people lift the Duo into place.

3. Once the Duo is in place, reach under the booth and push the latch back to secure the Duo to the booth. Check the Duo to be sure it is secure by lifting up on the handle.

4. Repeat the steps until the Duos are all placed on the booths and secured.

Plug Power into Duos

- Stand behind each closed Duo and pick up the Round Plug Power Cable which is attached to the booth the Duo is sitting on.

- Plug it into the back of the Duo with the flat edge on top.

Round Plug Power Cable

The Round Plug Power Cable has a sleeve that must be slid back to unlock the connection whenever the power cable is unplugged from the Duo.

Scan the QR code above using your smartphone's camera to access a YouTube video on how to set up the Duos.
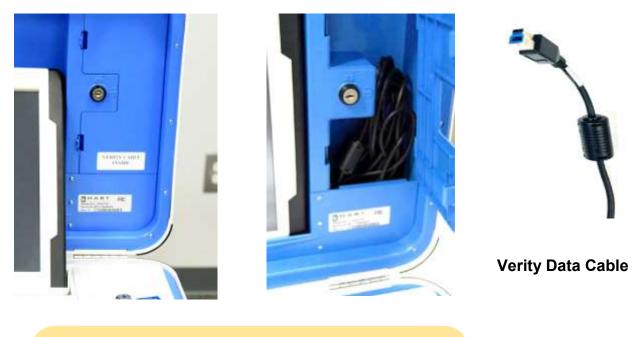
Daisy-Chaining Verity Data Cables

1. Stand in front of each Duo and open using the two latches on either side of the handle. Pull top of the latch forward and then release the bottom of each latch.

2. Once the Duo is opened, you will see the locked Tablet and a blue plastic panel with a locked keyhole. To the right of the locked keyhole is a removable panel. Open the panel using the 2 plastic tabs to release the panel. Remove the Verity Data Cable. Replace the panel.

3. Close the Duo cover and place the Verity Data Cable on top of the closed Duo.

Verity Data Cable

Note: *A key is not required to open the panel*.
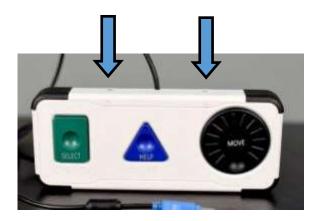
4. Once the Verity Data Cables are on top of the closed Duos, choose one line and stand behind the Duo farthest from the Qualifying Table.

5. Take the Verity Data Cable lying on top of the closed Duo and choose either end, both ends are identical. Insert it into either of the two blue Verity Data Cable ports on the Duo in front of you. The Verity Data Cable port has a dust cover which you may need to slide over to move it out of the way.

6. Take the free end of the Verity Data Cable and plug this end into the nearest Verity Data Cable port of the next Duo.

7. Repeat steps 5 and 6 until all Duos are Daisy-Chained together. You will have one free end of the Verity Data Cable coming from the Duo closest to the Qualifying Table, which will plug into the Controller on the first day of Early Voting or on Election Day.

Vote Center Setup
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Connect ATI Device

1. Remove the Audio Tactile Interface, also known as an ATI device, and a headphone set from the Tech Accessories Box.

    - Do this for each Accessible Booth that will be in use.

2. Plug a headphone set into each of the ATI headphone jacks. The outlet is found on the top left port of each ATI where you see the symbol for headphones.

3. Plug an ATI into the Accessible Booth Duo, which should be the first booth in the line, by connecting the blue USB plug into the corresponding USB port on the back of the Duo. It is next to the red power button. You may need to slide the port dust cover up to access the ATI port if it is not visible. Place the ATI in the booth cradle on the right of the Duo.

A Voter may plug their sip-and-puff, tactile switches, or other dual-switch input devices into the appropriate port on the top of the ATI.

Slide open the dust cover and plug the ATI into the Duo here.

If a curbside Voter requires the ATI to make their choices, unplug the ATI from the accessible Duo and plug it into the Duo Go where shown above. Once the Voter is finished Curbside Voting, the ATI will be plugged back into the Accessible Duo.

Duo Power Test

Open the Duo using the latches on either side of the handle. Open the lid and push the metal hinge back to secure it. Then:

1. Insert the blue key into the keyhole to the right of the secured tablet. Turn the key to the unlocked position; leave it in the keyhole.

2. In the unlocked position, move up the latch to the left of the tablet, freeing the tablet.

3. Remove the tablet by lifting it up and forward.

4. Dock the tablet in the cradle, securing the connection.

5. Tilt the tablet back.
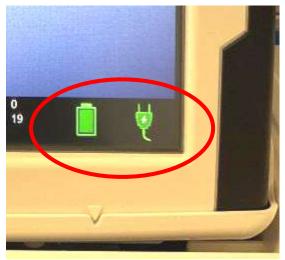
6. Turn the key back into the locked position and remove it from the keyhole.

When properly docked, a green light on the base of the Duo to the right of the tablet will illuminate. This only indicates the tablet is securely docked, it does not indicate wall power is flowing to the Duo.

7. All Duos should be open and Duo tablets docked and locked in place in preparation for the Duo power test. Plug the surge protectors into the electrical outlets. If the surge protector light is not on, use the toggle switch on the end of the surge protector to turn it on. Now all the Duos should be receiving power.

8. Press the red button on the back of each Duo. If the booths are power daisy-chained correctly, you will see an icon of a green electric plug in the bottom right-hand corner of the screen.

9. Duos take 4½ minutes to do the Power-On Self Test. The Duo screen will go dark twice during this process. This is normal.

10. For any Duos that have not powered on after the 4½ minute period, inspect all power cords. Ensure each cord and plug are securely seated. Frequently, some plugs connected to the power brick become loose in transport, check all connections to make sure they are secure.

11. Once you have correctly completed the Duo power test, power down all Duos by pressing and releasing the red button, undock them, secure them once again with the latch and the key. Close the lids. It is not necessary to unplug or turn off the surge protectors from the electrical outlets.

12. Attach the privacy screens to each booth on either side of the Duo and post the legally required postings on the privacy screens.

13. Double-check that all cords are organized and behind the equipment. Cords cannot be in any pathways. Priority must be given to Voter safety and Americans with Disability Act (ADA) compliance. Also, ensure that no cords have been taped down or covered by a mat.
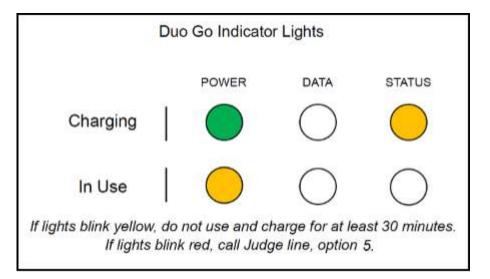
Set Up the Duo Go

1. Remove the Duo Go and charging cord from the box.

2. Place the Duo Go on the Duo Go table. This should be set up at the end of one of the Duo lines.

3. Turn the Duo Go face down and attach the charging cable.

4. Plug the cable into an electrical source. The Duo Go takes between 2 and 3 hours to fully charge. Keep it plugged in to charge over night and when not in use.

5. Using the blue key open the back of the Duo Go. Confirm the orange status light is on. The light is located at the top left of the "Brother" printer bar.

Duo Go Indicator Lights

	POWER	DATA	STATUS
Charging	green	white	yellow
In Use	yellow	white	white

If lights blink yellow, do not use and charge for at least 30 minutes.
If lights blink red, call Judge line, option 5.

Set Up MiFi and ePollBooks

Early Voting: From the black ePollBook case in the Equipment Caddy, remove the following:
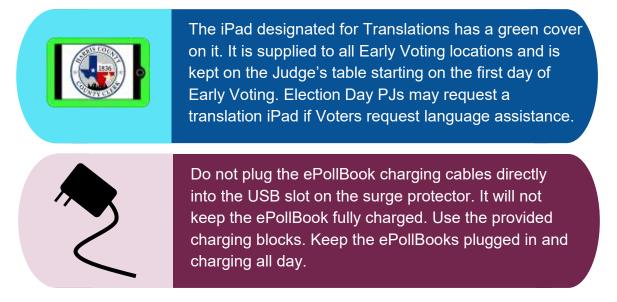
- MiFi
- all of the ePollBooks
- Translation iPad
- all stands
- all charging cables
- all charging blocks

Election Day: From the black ePollBook case that the Presiding Judge received at Supply Pickup, remove the following:

- MiFi
- one ePollBook
- one stand
- one charging cable
- one charging block

Only 1 ePollbook is needed prior to Election Day so that the AJ and 2 clerks may record their setup time. PJs will not record setup time.

If the Early Voting or Election Day location received an MP-70, the MiFi will not be used.
When returning the ePollBook case, please replace all items as shown in the image above.

The iPad designated for Translations has a green cover on it. It is supplied to all Early Voting locations and is kept on the Judge's table starting on the first day of Early Voting. Election Day PJs may request a translation iPad if Voters request language assistance.

Do not plug the ePollBook charging cables directly into the USB slot on the surge protector. It will not keep the ePollBook fully charged. Use the provided charging blocks. Keep the ePollBooks plugged in and charging all day.

Early Voting:

1. Set up MiFi or MP-70 if provided. Attach the power cord and plug it in.

2. Turn on the MiFi or MP-70 using the attached instructions.
   - MiFi must be turned on before ePollBooks or they will not connect.

MP70

3. Place all ePollBooks on stands.

4. Set ePollBooks on the Judge's Table.

5. Connect a charging cable to each ePollBook. Connect the other end of the charging cable to a charging block.

6. Connect the charging block to the surge protector.

7. Confirm the MiFi has been turned on.

8. Wake the ePollBook up by tapping the home button found on the screen on the middle right side.

9. Log in to the ePollBook. Passwords are in the Elections Forms Box in #1 Judges Folder.

10. Check the MiFi to make sure the ePollBook has been connected. "Primary" on the MiFi screen will show the number of devices as they connect.

11. **Early Voting Only:** Call 713-755-1617, Option 05, and ask for the Tech to confirm connectivity of all ePollBooks .

12. Use the ePollBook menu to access Judge/Clerk attendance (see General Information). Log up to two hours that the Deputy Early Voting Clerks (Presiding Judge, Alternate Judge, and all Clerks) worked during set up. If over 2 hours, indicate on green timesheet the reason why.

13. Once hours are logged, put the screen to sleep by tapping the power button on the upper left side edge of the cover. DO NOT hold down the button, just tap it to make the screen go dark. Never turn off the ePollBook, only put the screen to sleep.

Early Voting	Election Day
14. Move MiFi, or MP70 if provided, and all ePollBooks to the supply cabinet, putting them all on shelves. Leave the charging cables attached.	14. Put the MiFi with charging cord, ePollBook, stand, charging cord, and charging block back into the ePollBook case.
15. Run the charging cables for the MiFi and ePollBooks under the door gap at the bottom. Keep them plugged into a surge protector so they can remain charging.	15. The Presiding Judge will take the ePollBook case home and charge the ePollBooks, then bring it back to the Vote Center on Election Day.

Organize Materials

Place the following items on the Greeter's table easily accessible by the Greeter and Voters. The needed forms will be in the Election Forms Box.

- Acceptable forms of ID which are List A ID, and List B ID which must be accompanied with a Reasonable Impediment Declaration also known as a RID form.

- **Early Voting only:** Green scratch paper, to be used by Voters who need to copy their choices from their electronic device.

Place the following items on the Qualifying Table :

- Pens

- Acceptable Forms of ID List

- Statement of Residence Forms

- Extra roll of Controller tape in the color for that machine

Early Voting Elections Forms Box

Election Day Elections Forms Box
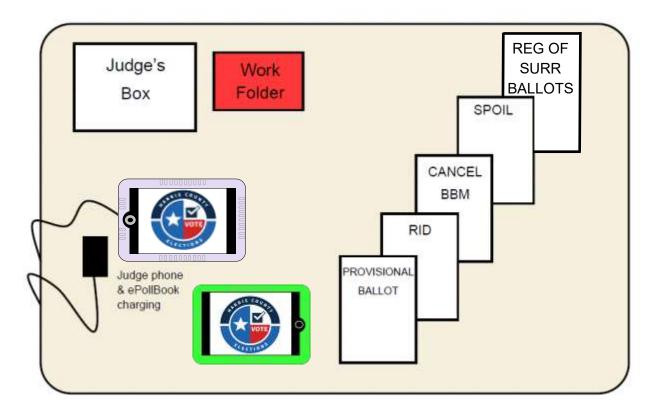
Each Supply Cabinet will receive an ADA Signage manila envelope containing:

- 2 Up Arrows
- 2 Right Arrows
- 2 Left Arrows
- 1 Passenger Loading Zone
- 1 Voter Parking
- 1 Van Accessible

Setting Up the Judge's Table

As clerks are setting up Duos and performing the power test, the Presiding Judge should create and organize their Judge Table.
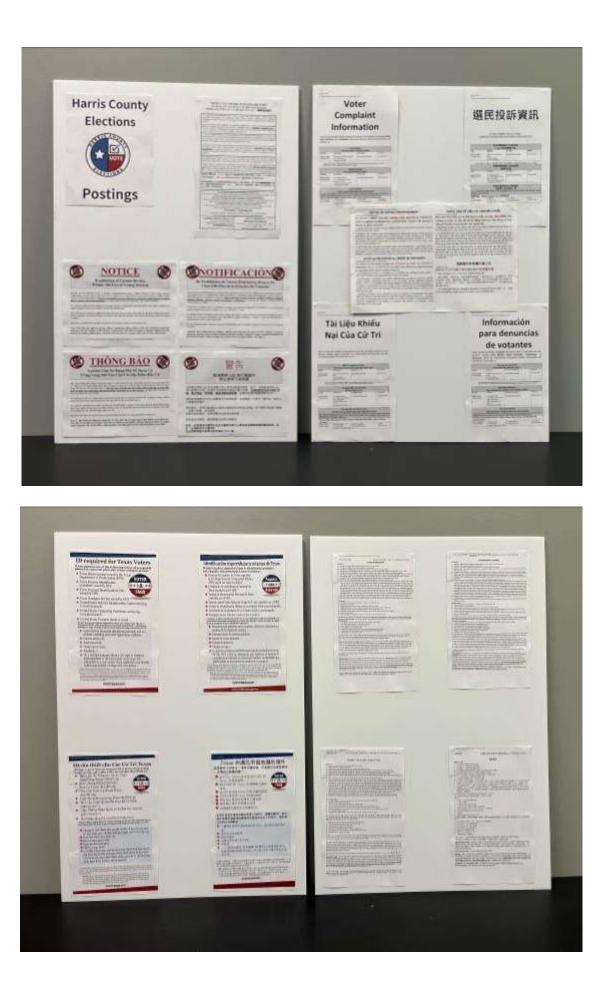
A well-laid-out Judge Table is critical to the successful operation of the Vote Center. It provides the Judge with efficient access to the primary forms, which will be used to assist in processing Voters. It also helps provide organization during the reconciliation, suspending, and closing process.

Items To Post

Blank coroplast boards will be delivered with the Equipment Caddy.

They are available to use if the location does not allow or have sufficient space to place the Items to Post on walls.

Vote Center Setup

If tables are present with enough room, place the poster boards on a table leaning against the wall. Sticky tack is provided for coroplast or wall placement. Four corners of adhesion are recommended. Use only a pea-sized ball of sticky tack each time. Use the examples above to lay out items on the coroplast.

The Poster Board Signs will hold the following required notices:

Voter's Information

Notice to Voters with Disabilities

Notice of Voting Order Priority

Voter's Complaint Information

Notice of Prohibited Devices

ID Required for Texas Voters

Posted on the wall will be the following required notices:

- Notice to Voters with Disabilities (the bottom of the board should be posted 4 feet from the ground so a Voter in a wheelchair can read it)

- Directional and/or ADA directional arrows where needed

- Notice of Prohibition of Handguns in the Polling Place

Posted on the wall or at the Greeter's Table will be the following sample Ballots

- Sample Ballots (English/Spanish, English/Vietnamese, English/Chinese)

Posted on the door of the building (**Election Day** only)

- Notice of Total Number of Voters Who Have Voted (update every 2 hours)

- Notice of Four Nearest Countywide Polling Place Locations

When applicable, "Write in Candidates" forms may be found in "Items to Post." When they are needed, do not forget to post the 1/2 page, "Write in Candidates" notice on the Duos over the cable compartment to the right of the tablet screens and a full page version on the wall with other postings.

Voters may use written communications, such as flyers from Electioneers or sample Ballots, inside the Vote Center. These voting aids may not be publicly displayed and should be removed after the voter has finished voting.

Vote Center Setup

Prepare for Departure

1. Organize all materials and put everything that is not being used back inside the equipment caddy, and for Early Voting locations, back in the supply cabinet.

2. Have all Poll Workers enter their setup time on the paper forms and in the ePollBook before the ePollbooks are put away .

    Early Voting: Green single-page time sheets

    Election Day: Multi-copy compensation form

3. Plug the Duo Go into an electrical outlet or a surge protector so that it can charge overnight.

4. Use green Seals from the Seal Envelope to seal Equipment Caddy and Supply Cabinet.

    Early Voting: Record the Seal Number on the Equipment Caddy Seal Log and place the log in the work folder. Seal the Equipment Caddy.

    Record the Seal Number on the Supply Cabinet Seal Log and place it in the work folder. Place the work folder in the Supply cabinet. Lock both locks on the   Supply cabinet and seal the Supply Cabinet.

    Election Day: Record the Seal Number on the Equipment Caddy Seal Log and place the log in the work folder. Place the work folder in the Equipment Caddy. Seal the caddy.

5. Ensure that you have phone numbers for two after-hours facilities contacts for Election Day morning. Close the room and make sure it is secure. Remember to take your equipment keys with you.

Vote Center Setup

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Opening The Vote Center

Section Notes

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Key Terms

Barcode Reader

the device that reads the barcode produced by the ePollBook; it is connected directly to the Controller

Ballot Bag

a gray bag that is placed inside the Ballot Box. It holds scanned Ballots only

Controller

the machine that holds all of the Ballot styles and prints the access codes

Ballot Box Carry Bag

a black bag the Ballot Box is placed inside when it is unassembled

Scan

the machine on which the Voter casts their Ballot; the Voter feeds their printed vote record into the Scan which records their choices and deposits their Ballot into the Ballot Bag

Ballot Box

the black box that holds the gray Ballot Bag and any Ballots fed into the Emergency/Damaged Ballot Slot. It is locked throughout voting.

In This Section

- Prepare Controllers & Duos
- Assigning Booths
- Opening Polls on Controllers
- Prepare Ballot Boxes and Scans
- Open Polls on Scans
- Clerk Tasks
- Send Open Polls Handy Message
- Judge Administrative Tasks

Overview and Preparations

Call the Judge Resource Line **immediately** if you cannot get into the building or the room, have electrical problems, or experience other major issues.

713-755-1617, Option 07

Early Voting Only: A Constable, or other permissible authority as instructed by Harris County, should arrive at your Vote Center on the first day of voting to assist in locking the Ballot Box. Call the Harris County Elections Office **immediately** if they do not arrive by 6:30 AM.

Election Day: In advance of Election Day, the Presiding Judge should arrange to get the after hours phone numbers for two facility contacts, in case help is needed to

Preparing the Vote Center

1. Together, the Presiding Judge and Alternate Judge will break the seal and open the Equipment Caddy for both Early Voting and Election Day Vote Centers. They will also open the Supply Cabinet for Early Voting.

2. Together they will record the seal number on the Equipment Caddy and Supply Cabinet Seal Logs found in the Election Forms Box. Then remove the following equipment:

    A. Controllers

    B. Ballot Box in carry bag

    C. Gray Ballot Bag

    D. **Early Voting:** Scans will be in the equipment caddy
       Election Day: Presiding Judge will bring the Scan, or Scans, from home

    E. **Early Voting:** ePollBook case will be in the equipment caddy
       Election Day: Presiding Judge will bring the ePollBook case from home.

Preparing Controllers

1. Set one Controller on each Qualifying Table.

2. Open the Controller case by pulling the top of the latches towards you, then lift the bottom of the latch and raise the lid to the open position.

3. Once the lid is open, push the metal brace on left side of the Controller to secure it.

4. In the upper right section of the case is a blue storage compartment; press the latches to remove the compartment cover. This compartment cover is not locked.

Always verify there is a different color tape in each Controller—for example, White Tape for the line with white numbered Duos, Pink Tape for the line with pink numbered Duos.

5. Once the Controller is open, remove the two-part power cord from the blue storage compartment to the right of the tablet.

6. Release the brace and close the Controller Lid.

Opening the Vote Center

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7. Connect the two parts of the power cord, then connect the cord to the back of the Controller using the round power plug. The flat side of the plug faces up.

8. Connect the Verity Data Cable coming from the Duo on the accessible booth located closest to the Controller, into one blue port on the back of the Controller.

Never tilt the Controller, Duo, or Scan by the handle when cables are connected. This can damage the cables where they connect or cause damage to the device itself.

9. Re-open the Controller and lift the latches on either side of the handle. Open the lid and push the metal hinge back to secure it. Then:

    A. Insert the blue key into the locked keyhole to the right of the secured tablet. Turn the key to the unlocked position, leave it in the keyhole.

    B. In the unlocked position, move the latch on the left of the tablet upward, freeing the tablet.

    C. Remove the tablet by lifting up and forward.

    D. Firmly dock the tablet in the cradle, securing the connection. The green light on the Controller will indicate the tablet is docked properly.

    E. Tilt the tablet back.

    F. Turn the key back to the locked position and remove it from the keyhole.

    G. Insert the Three Pronged Plug into the nearest surge protector.

A green light will illuminate on the Power Brick when the AC power is present.

10. Connect the Barcode Reader to the USB connection to the right of the tablet.

Opening the Vote Center

11. Press the Red Button on the back of the Controller to power it on.

Repeat for the remaining Controllers, as supplied for your Vote Center.

The power-on process for the Duos, Controllers, and Scans takes 4 ½ minutes for each machine. Do not be alarmed when the screen does not turn on immediately and goes dark twice during the power on self test.

Do not turn on the Duos until the Controller has fully powered on!

12. Once the Controller is Powered on, it will automatically print the Power-on Self Test report.

   A. If the report indicates anything "Failed," call the Judge's Resource Line at 713-755-1617, Option 05.

   B. Election Workers should continue with opening the Vote Center while a Judge is on the phone with tech support. The second Controller should continue to be opened so that voters can vote promptly at 7:00 AM.

Scan the QR code above using your smartphone's camera to access a YouTube video showing you how to set up a Controller.

Preparing the Duos

1. Clerks will open all the Duo cases.

2. Using the Judge's keys: unlock, remove, and dock the tablet into the cradle, tilt it back, and lock it in place. Make sure the Tablet is seated securely. If not secured, it may cause problems once the device is powered on.

3. Check that the light on the surge protector is on, which shows it is getting power. If the light is not on, check to see if the surge protector has been turned on and it was left plugged in during set up.

4. Verify that the green light on the back of the Duo is lit, as well as the green light to the right of the paper path slot.

5. After the controller has fully powered on, one person should power on all Duos by pressing the red button on the back of each machine. Each Duo will take 4 1/2 minutes to power on. The Duo screen will display a power-on self test screen during the process, and the screen will go dark twice as the power on test takes place.

6. Once the Duos are fully on, a green Duo icon will appear on the Controller screen.

Any issues will be highlighted in yellow. If any problems are noted, check connections and restart the Duo. If the problem is not resolved once the Duo comes back up, call the Judge Line (713) 755-1617, Option 05.

Assigning Booths

Once the Duos are powered on in each line, assign the booth numbers. Have one person standing at a Controller to confirm the Duo assignments, have another person assign booths in the line, two Duos at a time.

1. On the touchscreen of the first Duo closest to the Controller, select the number 1. While the Controller is connecting, move to the second Duo and select the number 2.

| Duo screen | Controller screen |

2. The person at the Controller will verbally confirm when Duo number one has connected to the Controller. Then they will confirm that Duo number two has connected.

3. Repeat this process for Duos number three and four. Then Duos five and six. Two Duos at a time. Always wait for the controller to confirm the Duos are connected, by showing the Duo icon on screen, before moving to the next two Duos.

Affixing Booth Numbers

For Early Voting use the clear ties and colored laminated booth numbers located in folder #8 Items to Post, in the Election Forms Box to attach the numbers to the Duo handles. For Election Day use tape and the paper booth numbers to attach the numbers. They are in the Elections Forms Box in the "Items to Post" folder.

Hang one laminated booth number on the front of each Duo, starting with the accessible booth. Match the color of the numbers to the color of the tape in the Controller. Start with number 1 and continue until you reach the last Duo in the line. A line can have up to 12 Duos.

The first Controller line should have white tape, the second has pink, the third green and the fourth will have blue. In busy locations that have a 5th line there will be yellow tape provided. Make sure all Duos on all lines have numbers, and confirm the tape and number colors match.

Print Controller Zero Reports

For each Controller:

1. After the Controllers are powered on, select "Print Zero Report" on the touchscreen.

2. The tape report will print.

Both Judges Print and Sign Names

3. Check the controller tapes to make sure they are at zero.

Early Voting: the tapes that print on the Controllers should all be zero

Election Day: the tapes that print on the Controllers should all be zero, unless the Vote Center was used as an Early Voting location. At these locations there will be a clear sleeve attached to the inside of the Supply Cabinet door with a form indicating the closing count on each Controller. The tapes that print should match this number.

If any Controller Zero Tapes do not read accurately, call the Judge Resource Line at 713-755-1617, Option 05.

4. Verify the Poll Code on the reports is correct. If it is not correct, call the Judge Line.

Open Polls on Controllers

1. Verify that the clocks in the bottom left corner of every Controller screen display the correct time. If it is not correct, call the Judge Resource Line at 713-755-1617, Option 05.

2. Select "Open the Polls" on the touchscreen menu.

3. Enter the Open Polls password:

    Early Voting: passwords for the ePollBook, Scans, and Controllers are found in the Elections Forms Box in section #1, Judge Folder.

    Election Day: passwords are found on the front of the Judge's Envelope which the PJ received at supply pickup.

4. Select "Accept"; the Open Polls Reports will automatically print.

This process should occur prior to 7 AM so Voters can be ready to be processed exactly at 7 AM, when polls officially open.

Early Voting: Place the Power-On Self Test Reports, Zero Reports, and Open Poll Reports into the Reconciliation Envelope.

Election Day: Place the Power-On Self Test Reports, Zero Reports, and Open Poll Reports into the white envelope for Device Reports/Tapes

Opening the Vote Center

Set Up Ballot Boxes

Set up each provided Ballot Box using the following steps (located on the side of the Ballot Box are full, illustrated setup instructions):

1. Take the Ballot Box out of the carry case. Position the folded Ballot Box with the nylon handles on the side, and the "Pull to Set Up" labels facing up.

2. Unlatch the four clips (two on each side) and pull open the Ballot Box.

3. Push side panels outwards until they are flat, being careful not to pinch your fingers.

4. Lower the bottom panel, but do not press down.

5. Release the lid by unhooking the 3 elastic straps at the bottom of the folded lid.

6. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended.

7. Close the lid on the top of the Ballot Box and then press it down; do not force it. If it will not easily close, repeat the process of lifting up and out to extend the double hinge.

8. Unlock the lock on the right side of the front door with the black Judge's Ballot Box key.

9. Press firmly on the bottom panel to lock it in place pressing on the marked spots.

10. Place all Ballot Boxes near the exit door so that Voters can easily access them to scan their Ballot before exiting the vote center. If possible set the Scan up near an outlet, but a power strip can be used if an outlet is not near by. The Scan may be plugged in once set up and locked on to the top of the Ballot Box.

Set Up Scan and Ballot Bag

Complete these steps for all scans at the Vote Center :

1. The Scan on top of the Ballot Box, fitting the five round foot pegs into the round foot peg holes. The handle on the Scan must face the front of the Ballot Box.

2. Reach inside the Ballot Box and pull the white string down and away from yourself to lock the Scan. Gently lift the handle of the Scan to confirm it is locked in place.

3. Retrieve the Gray Ballot Bag from the Supply Cabinet. The Ballot Bag must be unzipped, opened, and the metal legs inside folded down and secured under the Velcro flaps on the bottom.

4. Place the Ballot Bag tightly to the back left corner inside the Ballot Box with the plastic pouch showing your Vote Center's Poll Code information facing toward you. Confirm the Poll Code is for your Vote Center.

The Presiding Judge and Alternate Judge together complete the following:

5. **Early Voting:** Together the Presiding Judge, Alternate Judge, and Constable (or other permissible authority as instructed by Harris County) lock the front Ballot Box door. The Constable locks the top lock. The Judges locks the lower front door lock and the back door lock.
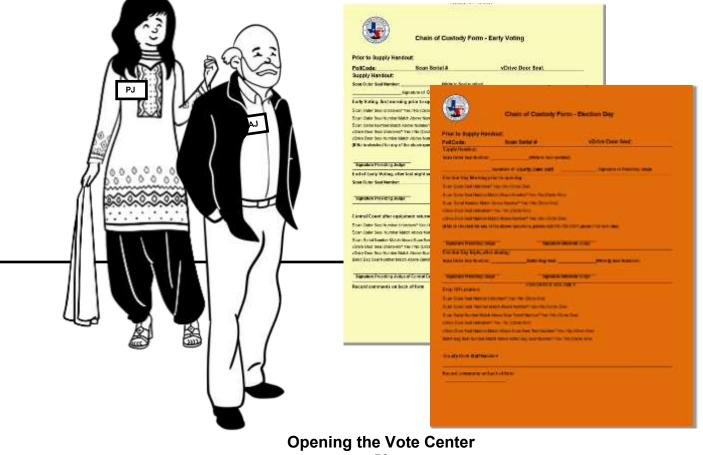
   Election Day: Together the Presiding and Alternate Judges lock the front and back door locks. There is no top lock on the Election Day Ballot Boxes.

6. Both Judges will break the seal on the Scan handle and open the case.

   Early Voting: A yellow Chain of Custody Form will be inside the Scan.

   Election Day: An orange Chain of Custody Form will be inside the Scan.

7. Fill out the Chain of Custody Form on the first day of EV and on ED. Remember to verify that the Scan's serial number and the number on the seal match the numbers on the Chain of Custody Form.

8. Once confirmed both Judges will sign the Chain of Custody Form and place it in the Work Folder along with the removed seal(s). It will remain in the Work Folder until the last day of **Early Voting**, or the end of **Election Day.**

Opening the Vote Center

Presiding Judge and Alternate Judge together complete the following:

1. Together the Presiding Judge and Alternate Judge will retrieve the Provisional ballot containers.

   Early Voting: Provisional Tub with cable lock, padlock and 2 red seals inside

   Election Day: Blue Provisional Ballot Bag with padlock inside

   Early Voting Provisional Tub   Election Day Provisional Bag

2. The Early Voting tub will be sealed and locked before polls open. The Election Day bag will only be locked election morning.

3. **Early Voting:** The Judges will retrieve the EV Provisional Tub Seal Log from the Elections Forms Box. Using the red seals in the tub put the seal numbers on the seal log and both Judges will sign. Place the seal log in the work folder. Then seal both ends of the tub and lock one end using the cable lock and padlock that were inside.
   Election Day: The Judges will retrieve the yellow #5 provisional Envelope from the Elections Forms Box. Remove the padlock from inside the bag and place the envelope inside. Lock the bag.

4. The Provisional containers will go on or next to the Judges table so they can be accessed by each provisional voter.
   Early Voting: Voter will deposit their provisional affidavit into the slot in the tub.
   Election Day: Judge will unlock the bag, allow the voter to deposit their provisional affidavit into the #5 yellow provisional envelope inside, then relock the bag.

5. **Early Voting:** Each night after all Voters have voted the Judge will place the yellow legal length List of Provisional Voters form into the provisional tub.

6. **Early Voting:** Each morning the Judges will check the seal numbers against the seal numbers written on the Provisional Tub seal log to be sure the seal numbers are still the same.

Preparing the Scans

At 7 AM, select a Scan that indicates 7 AM and use that same Scan for opening and closing times for the duration of Early Voting.
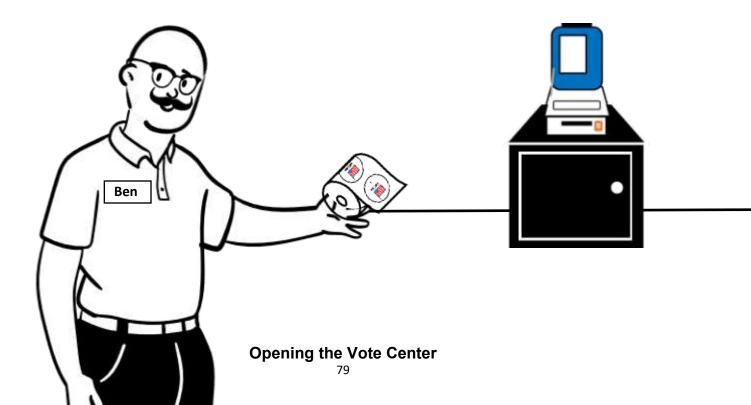
1. Open the Scan case by pulling the top of the latches toward you, then lift the bottom of the latch to raise the lid to the open position.

2. In the right section of the Scan case is a blue storage compartment, press the latches and remove the compartment cover. This compartment does not lock.

3. Once open, remove the two-part power cord from the storage compartment.

4. Close the compartment, and close the Scan case. The case should always be closed when connecting or disconnecting the power cord.

5. Connect the two-parts of the power cord, then connect the cord to the back of the Scan using the Round Power Plug (flat side of the plug facing up).

6. Open the Scan case and lock the lid brace in place.

7. Unlock, unlatch, and remove the tablet by lifting up and out.

8. Seat the tablet into the cradle, tilt it back, and lock it in place using the Judge's key.

9. Ensure the light purple tape has been loaded into the Scan printer.

10. Plug the power cable into AC Power; a green light should illuminate on the power brick when AC Power is present.

11. A green light should illuminate on the right side of the Scan when the tablet has been properly docked.

12. Press the red button on the back of the Scan to power it on. It will take 4 1/2 minutes for the Scan to do the power on self test. Remember the screen will go dark twice during this process. Do not press the red power button when the screen goes dark.

13. Once the Scan is powered-on, it will automatically print the Power-on Self-Test Report. If the Report indicates anything failed, call the Judge's Resource Line at phone number 713-755-1617, Option 05.

14. Cut apart and place some of the "I Voted" stickers on the Ballot Box to the right of the Scan.

   Early Voting: "I Voted" sticker rolls are in a plastic bag on the third shelf of the Supply Cabinet.

   Election Day: "I Voted" sticker rolls are in a plastic bag in the Elections Forms Box.

Opening the Vote Center

Judges: Seal the Ballot Box

1. Get three of the orange Seals from the Ballot Box Seal Envelope.

2. Seal the front door of the Ballot Box.

3. Seal the back door of the Ballot Box.

4. Seal the Emergency/Damaged Ballot Slot on the Ballot Box (previously known as the emergency slot)

5. Record the Seal numbers for all three Seals on the Ballot Box Seal Log envelope. Make sure both the Alternate Judge and Presiding Judge sign the Seal Log.

6. Put the Ballot Box Seal Log in the Work Envelope. You will verify the Seal numbers daily during **Early Voting**.

7. If the Damaged Ballot Slot or Ballot Box Seals need to be broken, be sure to log the new seal number on the seal log, along with the reason the seal needed to be broken. Both Judges again will sign the seal log showing they were both part of this process. If a poll watcher is present they may sign the log as well.

Opening the Vote Center

Scan the QR Code above using your smartphone's camera to access a helpful YouTube video showing how to set up a Ballot Box and Scan.

This is what a completed Scan and Ballot Box setup looks like.

Print Scan Zero Reports

For each Scan:

1. After the Scans are powered on, select "Print Zero Report" on the touchscreen.

2. The reports will print.

Both Judges Print & Sign Names

3. The Zero Report tapes that print on the Scans should all be zero.

> **If any of your Vote Center Scan tapes do NOT read zero, call the Judge Resource Line at 713-755-1617, Option 05.**

4. Verify the Poll Code on the reports is correct. If it is not correct, call the Judge Line.

Open the Polls on Scans

1. Verify the clocks in the bottom left corner of every Scan screen display the correct time. If it is not correct, call the judge's line at 713-755-1617, Option 05.

2. Select "Open the Polls" on the touchscreen menu.

   This should occur when ever the equipment is ready, but must happen before 7 AM so Voters can be processed exactly at 7 AM. Voters should never be qualified before 7AM.

Opening the Vote Center

3. Enter the Open Polls password:

> **Early Voting:** passwords for the ePollBook, Scans, and Controllers are found in the Elections Forms Box in section #1, Judge Folder.
>
> **Election Day:** passwords are found on the front of the Judge's Envelope which the PJ received at supply pickup.

4. Select "Accept"; the Open Polls Reports will automatically print.

Early Voting: Place the Power-On Self Test Reports, Zero Reports, and Open Poll Reports into the Reconciliation Envelope.

Election Day: Place the Power-On Self Test reports, Zero Reports, and Open Poll Reports into the white envelope for Device Reports/Tapes

Clerks: Prepare MiFis and ePollBooks

Remove the following items from the black ePollBook Case and setup in the same manner as was used during the Vote Center Setup

Early Voting: ePollBook case is in the Equipment Caddy

Election Day: ePollBook case will be brought to Vote Center by the Presiding Judge

- All ePollBooks and the translation iPad, if provided

  The translation iPad is supplied to all EV locations and by request for ED.

  The translation iPad is placed on the Judge's Table and like the ePollBooks is kept plugged in for charging.

- All orange and blue ePollBook stands

- Charging cables, charging blocks, and the black extension cord if needed

- MiFi and charging cable must be set up prior to turning ePollBooks on

- If the Vote Center was given an MP-70 it should be used instead of the MiFi

Clerks: Inside and Out

1. Place the Curbside Voting Buzzer outside and test the receiver inside.

2. Implement ADA Checklist remedies.

3. Inform the Presiding Judge immediately if the Curbside Voting Buzzer system is not working correctly.

4. Measure for the 100 ft. distance marker sign, using the measuring tapes provided. Place the distance marker signs.

5. Statement of Residence and Oath of Assistance forms should be at each Qualifying Table.

6. Each Controller should have an extra roll of tape in the color being used in that Controller.

7. If the Items to Post were not prepared during setup, ensure this step is completed now. Refer to instructions in Vote Center Setup section.

8. Power on the Duo Go by opening the back with the key and pressing the power button inside to the left of the printer.

If the curbside voting buzzer is not working, the Presiding Judge must contact the ADA Coordinator to repair or replace the buzzer. An Election Worker must remain posted at or near the curbside area to watch for curbside Voters until the buzzer issue is resolved. The contact number for the ADA Coordinator is 713-755-1617, Option 09.

Primary Note: Election Day - **Unless the Primary Election is conducted as a Joint** election, each party will have their own curbside voting area. Judges should coordinate where each party's curbside voting will occur. Curbside Buzzers will have a party-specific sign that must be attached to the buzzer so that Voters pulling up to vote can contact their party of choice.

Clerks: Prepare Ballot Paper

1. Open one package of Ballot Paper.

    Early Voting: found in a clear plastic tub in the supply cabinet. During a large election additional paper will also be put in the equipment caddy
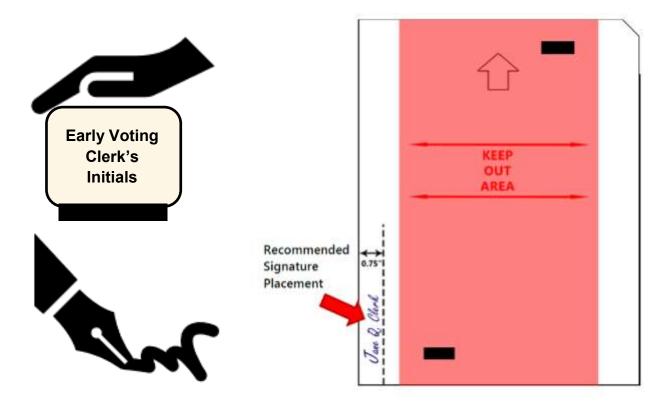
    Election Day: found in the Equipment Caddy

    Election Day that was Early Voting site: ballot paper is picked up by the Presiding Judge at supply pickup

2. Sign or stamp name of authorized representative

3. **Early Voting:** Stamp the initials of the Early Voting Clerk on 20 pieces of ballot paper. The stamp is in the clear supply tub found in the supply cabinet.

    Election Day: Presiding Judge signs or stamps their full name on 20 pieces of ballot paper.

3. Set the stamped or signed Ballot Paper on the flat surface of each open Controller so the Qualifying Clerk may provide it to Voters.

4. Every ballot must have the Early Voting Clerk initials during Early Voting or the Presiding Judge's signature on Election Day, at the bottom left edge of the Ballot Paper, on the side with the arrow pointing to the top.

Early Voting Clerk's Initials

Recommended Signature Placement

0.75"

KEEP OUT AREA
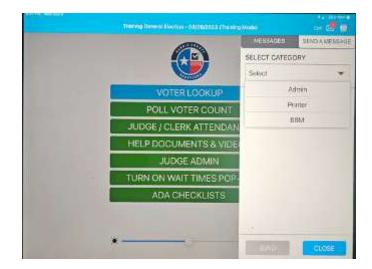
Send Polls Open Handy Message

1. Tap the envelope icon in the upper right corner of the ePollBook.

2. Choose the message indicating polls are now open (pre-composed for your convenience)

Remember to monitor the envelope icon. It will wiggle and a number will appear when there are messages. The Harris County Elections office may send notifications throughout the day.

Judges: Administrative

1. **Early Voting:** Retrieve SRD labels from the Elections Forms box and write the date on the label. Stick it to the Early Voting Daily Reconciliation Envelope and place it in the Work Folder. This will be done daily with a new Reconciliation Envelope each day.

   Election Day: Retrieve the Reconciliation Log and place it in the Work Folder.

2. Ensure all legally required signage and ADA remedies are in place, indoors and outside.

3. Make sure the ADA checklists have been completed and are entered in the ePollBook.

4. Confirm the 100-ft. line has been measured and marked with the distance marker.

5. Review the Judge's Table to ensure all forms are organized and ready for voting.

6. Administer the oath of officers of election to staff (TEC 62.003).

   A. The Judge must speak the oath and the Election Workers repeat after them with their right hand raised. Afternoon workers also need to be given the oath when they arrive for their shift.

   B. Have all election workers take and then sign the Oath of Election Judges and Clerks form. Have both Judges take and then sign the Constitutional Oath For Presiding Judge, Alternate Judge and Early Voting Clerk form.

   C. Place completed form in:

      Early Voting: Return White Envelope

      Election Day: White Envelope #2
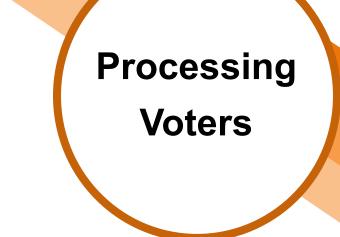
7. Provide name badges to staff (TEC 61.010)

   A. Print each worker's name clearly on the name tag.

      Early Voting: Clip on name badges with an additional tag for bilingual clerks

      Election Day: Stick on name badges

   B. Pass out name badges.

   C. Name badges are required for all election workers.

8. Have staff complete compensation information (see General Information).

9. Open the doors to the Vote Center at 7:00 AM and direct Voters to the Qualifying Tables.

Opening the Vote Center

Processing Voters

Section Notes

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Key Terms

List A ID

7 types of ID acceptable for voting

List B ID

forms of ID which can be used by a Voter who is voting with a Reasonable Impediment Declaration form also known as a RID.

VUID Number

Voter Unique Identifier number

Statement of Residence (SOR)

form used to update a Voter's registration address

Ballot Style

a set of numbers or letters that corresponds to a specific Ballot which will only show races the Voter is eligible to vote in

Provisional Ballot

a way to submit a Ballot if eligibility is uncertain at the time the voter is voting; Provisional Ballots are reviewed by the Ballot board to determin whether they can be counted

In This Section

- Qualifying Voters
- List A Identification
- Processing a Voter
- Statement of Residence (SOR)
- Processing a Provisional Voter
- Reasonable Impediment Declaration (RID)
- Request to Cancel Ballot by Mail
- Processing Curbside Voters
- Damaged Ballots

Prepare the Qualifying Table

The following items should be on the Qualifying Table:

- Controller with attached Barcode Reader

- Signed or stamped Official Ballot Paper

    Early Voting: Ballot Paper is stamped with the Early Voting Clerk's initials

    Election Day: Ballot Paper is signed or stamped with the Presiding Judge signature

- Statement of Residence forms (SORs)

    When a yellow select button states "SOR Required" on the ePollBook, an SOR must be filled out by the Voter BEFORE an access code may be issued

- Acceptable Forms of IDs—List A

- Oath of Assistance & Interpreter form

- ePollBook, orange ePollBook stand, charger cable and power block (kept plugged in all day using power block)

- Extra roll of controller tape in the color being used by the Controller for that Duo line.

- Pens for Voters

Primary Note

Other items may be needed at the Qualifying Table during a primary election, such as certificates of Party Affiliation or Affidavits of Non-Participation and Affiliation.

Early Voting only

- Vote Centers will use the same ePollBooks to check in all Voters.

- Each Voter will be able to select their party choice in the ePollBook at Step 4: Signature, before they sign their name. Once they make their party choice, only the candidates for that party will be available on their Ballot.

Election Day only

- Each party will have their own ePollBooks, Controllers, Duos and Scans as well as Election Workers, unless the parties have agreed to conduct a joint election.

- Each Voter would choose which party's election to vote in and head to the area where that party has it's Vote Center. Only candidates for that party will be available on their Ballot.

Cell phone and Electronic Device Usage

Voters may not use a wireless communication device or any mechanical or electronic means of recording images or sound within 100-ft of a voting station (TEC Sec. 61.014).

Written Communications

Voters may use written communications, such as flyers from electioneers or sample ballots while inside the voting booth. Election Workers must periodically check each voting booth and common areas of the Vote Center for written materials which may have been left or discarded by Voters (TEC Sec. 61.011 (a)). An Election Worker must remove any written communication left behind from the sight of other Voters (TEC Sec. 61.011(b)).

Processing Voters

List A Identification

List A IDs

- Texas Driver License issued by the Texas Department of Public Safety (DPS)

- Texas Election Identification Certificate issued by DPS

- Texas Personal Identification Card issued by DPS

- Texas Handgun License issued by DPS

- United States Military Identification Card containing the person's photograph

- United States Citizenship Certificate containing the person's photograph

- United States Passport (book or card)

Voters may provide a Permanent Exemption Voter Registration Certificate (no photo ID required) - *looks like a standard Voter Registration Certification with a large, capital "E" on it*

List A ID can not be expired more than 4 years, unless the Voter is 70 years or older, in which case the ID does not expire for voting purposes. If a Voter does not have List A ID, they may qualify to vote using a Reasonable Impediment Declaration and List B ID.

Revealing Information

Election Workers can not reveal any of the following information while the polls are open or before the last voter has voted:

1. The names of Voters who have or have not voted in the election.

2. The number of votes cast for individual candidates or for or against propositions.

3. A candidate's position relative to other candidates in the tabulation of the votes or whether a measure is passing or failing.

Checking a Voter's List A ID

Identify the Voter's registration status:

1. The Qualifying Clerk will greet the Voter and ask for their photo identification. Be mindful not to ask specifically for a Texas driver's license or Texas ID card. That can imply to the Voter that those are the only IDs accepted to vote.

2. Check the Acceptable Forms of Identification (List A) to confirm the ID you are shown is acceptable. Be sure to compare the photo ID to the face of the Voter.

3. Check the expiration date of the List A ID; it must not be more that 4 years expired unless the Voter is 70 years old or older, in which case the ID does not expire for voting purposes.

Keep in mind people may not appear exactly as they do in their ID photo for various reasons (age, gender, hair color or style, makeup, facial hair, glasses, etc.).

Processing a Standard Voter
Using TXDL Look Up

A Standard Voter is one who shows a valid Texas Driver's License or Texas ID card. These are the only forms of 'List A' ID which can be read by the ePollBook.

1. **Voter Lookup:** Place the ID on the ePollBook stand with the barcode facing the Qualifying Clerk. In the lower-left corner, tap the button labeled "Read." The ePollBook will read the information to bring the Voter up.

2. **Select Voter:** A Standard Voter will have a green 'Select' button.

   If more than one Voter name comes up, compare the name on the ID to the list of names generated by the ePollBook in order to select the correct Voter's name.

   Tap the green 'Select' button for the Voter, and the next screen will appear.

> If the ID will not scan after several attempts, try *first* touching the "Read" button and *then* placing the ID onto the ePollBook stand while the camera is already on. If it does not read, do a manual search.

3. **Process Voter:** Questions will appear for the Qualifying Clerk to ask the Voter. Since the ID was read by the ePollBook, some of the questions will automatically be answered. Because the ID was able to be read, the first question is answered "Yes."

   For the next question, "Does Voter Registration name exactly match Photo ID?" this answer could be "No" and the line may have turned yellow. The Harris County registered name and the TX ID name do not exactly match. This simply means the Voter will be asked to initial on Step 4, when they are asked to sign. **Do not** change the answer to this question in order to get a green line.

Ask the Voter the question on the screen to verify if they still live at the address on the ePollBook, reading the full address (street number and name, city and zip code) as it appears on the ePollBook screen.

- The address on the ID provided by the Voter does NOT have to match the Voter Registration address.
- Do not use the Voter's ID address when asking "Do you currently live at …" Use the registration address provided in the ePollBook .

In the example above, the voter answers, "Yes." then the clerk will tap "Yes'" in response to this question.

Although the last question, "Voter Able to Sign" is green by default, if your Voter is unable to sign, click "No." The ePollBook will have automatically entered the Voter's name in the Voter's signature block when you get to the next page.

Processing Voters

The "Go to Voter Signature Screen" button will turn green when ready to move on to Step 4, the signature page.

Press the green button, and the Signature Screen will appear, upside down.

4. **Signature:** Flip the ePollBook toward the Voter, and ask them to confirm their information in the gray field. If it is correct, have them sign on the line and press the green "Accept" button. The ePollBook will beep, indicating that the signature was accepted. Flip the ePollBook back to the Qualifying Clerk.

Primary Note

Early Voting: During a Primary election, the ePollBook will have a choice of party. On Step 4: Signature, the Voter will pick the party of their choice before signing. Voters should be allowed privacy, to the extent possible, when indicating the voter's choice for which party's primary the voter chooses to vote in. The voter may indicate without verbalizing by pointing to the party (TEC Sec. 172.126 (g-1)).

Election Day: The Judge of one party will work with the Judge of the other party at that Vote Center to help the Voter. The qualifying clerks for each party will complete the check-in process.

Primary Runoff
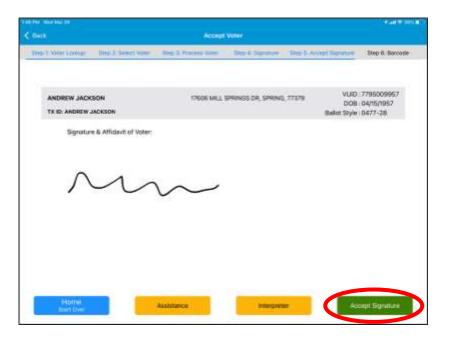
Voters who voted in one party's election for the Primary must vote in the same party's election for a Primary runoff.

The ePollBook will alert you if a Voter is attempting to vote in the incorrect party. A red select button will appear saying, "Voter voted in other party's primary election." If this appears, direct the voter to the party where they initially voted in the Primary.

If the voter believes the notation for the Primary Election to be incorrect, the voter may complete the Affidavit of Non-Participation and Affiliation form indicating the voter did not participate in that party's primary/convention and proceed to vote regularly. It is not necessary for the voter to vote provisionally (TEC Sec. 172.125).

A Voter who did not vote in the Primary, is able to choose which party they would like to vote for in the Primary Runoff. Once they have chosen a party, they will be given the runoff candidates for that party on their Ballot.

5. **Accept Signature:** Press the "Accept Signature" button.

6. **Barcode:** The Barcode Screen will appear. **DO NOT PRESS THE GREEN "Check In Voter" BUTTON!** Use the Barcode Reader attached to the Controller to read the barcode.

Confirm the Ballot Style Number under the barcode matches the Ballot Style Number on the Controller. If they are the same, click the box on the controller that says "Yes, this is correct" and then press "Next." The Voter's access code will print.
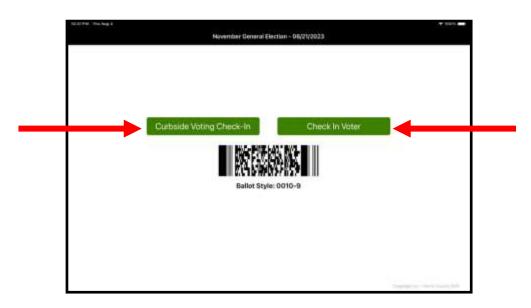
Hand the Voter their Access Code and Ballot Paper; direct them to an available Voting Booth. Remind them to deposit their Ballot into the Scan by the exit before they leave the room.

Only after the Voter has left for their voting booth, should the Qualifying Clerk press the "Check In Voter" button.

If a Curbside Voter was checked in, press the "Curbside Voting Check-in" button.

Once the button is pressed the ePollBook will return to **Step 1: Voter Lookup** so the next Voter can be processed.

Processing Voters

Processing a Voter

Using Manual Search
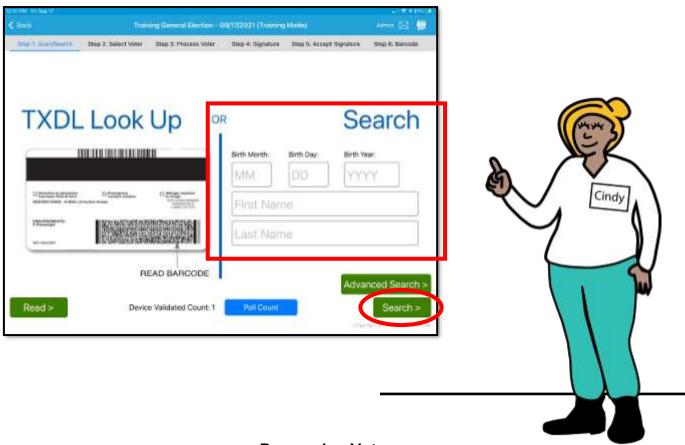
When qualifying a Voter, if they provided an ID from List A that is not a TXDL or TX ID, use the **Search** side of the ePollBook to complete Step 1: Scan/Search.

1. **Voter Lookup:** Use the Voter's ID to enter the following information:

- the full birth month, birth day, and birth year
- the first 3 letters of the last name
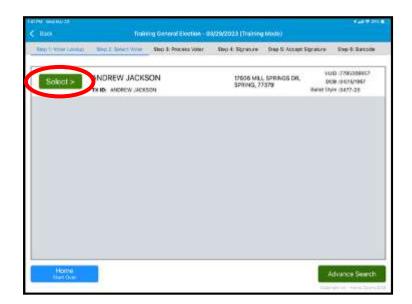
Entering additional information may slow down the search process and potentially expand the list of Voters from which to choose.

Once you have entered the information, select the Search button.

2. **Select Voter:** If more than one Voter name comes up, compare the name on the ID to the list of names generated by the ePollBook. Tap the Select button for the correct Voter.

   In some instances where there are several names that appear to be the same, you may need to use the date of birth to find the correct voter.

3. **Process Voter:** The Qualifying Clerk will answer the questions that need to be answered and will record the responses manually.

Processing Voters

Has the Voter provided an acceptable photo ID?

- One of the List A IDs. Select Yes or No.

- If the answer is "No," direct Voter to a Judge who will determine if the Voter may need to vote using a Reasonable Impediment Declaration or an Affidavit of Provisional Voter.

- If the answer is "yes" tap the yes box.

Does Voter Registration name exactly match Photo ID?

The Qualifying Clerk needs to look at the Voter's name on the ID the Voter provided. Compare it to the larger font name in the gray band of Voter information. This is the Harris County registered name.

The smaller font name with "TX ID:" in front of it, is not the Voters registered name, and may not match the Harris County registered name above it.

- Select Yes or No. If "No" the name was not an exact match, the line will turn yellow.

- Determine if the Voter Registration Name is substantially similar to the ID name. Refer to the Similar Name section in this manual, right after the Manual Search section, for complete information on what a similar name is.

- If the names are substantially similar, the Voter will need to initial the "Similar Name Affidavit" box when going to Step 4: Signature.

- If the names are not substantially similar, direct the Voter to a Judge who will determine if the Voter will need to vote using an Affidavit of Provisional Voter form.

Ask the Voter "Do you currently live at …"

The ID address does NOT have to match the Voter's Registration address.

Do not use the address on the voter's ID when asking "Do you currently live at …", use only the registration address provided in the ePollBook, reading the complete address (street number and name, city and zip code).

- Select Yes or No based on Voter's response. It they say "no" they must fill out a Statement of Residence (SOR) form before they can be qualified.

- Provide the Voter with the SOR form. Have them step away and return with the filled out SOR. The Qualifying Clerk must check the SOR form to see what county the Voter now lives in. If it is not Harris County, the Voter must be sent to the Judge.

Voter able to sign?

- Select Yes or No

Once all the questions have been answered the "Go to Voter Signature Screen" button will turn green.

Press the green button, and the Signature Screen will appear, upside down.

4. **Signature:** Flip the ePollBook towards the Voter, and ask them to confirm their information in the gray field. If it is correct, have them sign on the line and press the green 'Accept' button. The ePollBook will beep, indicating that the signature was accepted. Flip the ePollBook back to the Qualifying Clerk.

5. **Accept Signature:** Press the "Accept Signature" button. Do not match the signature to the Voter's ID signature.

6. **Barcode:** DO NOT PRESS THE GREEN "Check In Voter" BUTTON yet!

   - Use the Barcode Reader attached to the Controller to read the barcode.

   - Remember to confirm the Ballot Style Number under the barcode matches the Ballot Style Number on the Controller.

   - Print the Access Code and give it to the Voter with Ballot Paper.

   - Tap "Check In Voter" which returns the screen to Step 1: Voter Lookup. Tap "Curbside Voting Check-In" if processing a Curbside Voter.

Processing Voters

Processing a Voter
with Similar Name

During **Step 3: Processing Voter**, if "No" was checked for the question "Does Voter registration name exactly match photo ID?" the line will turn yellow. This means a "Similar Name Affidavit" box will appear next to the Voter Signature box during **Step 4: Signature**. The ePollBook will not allow the Voter to move forward without signing and then initialing this box. Examples of similar names are below.

Initial, Middle, and Former Names: If a voter has an initial, middle or former name on their ID that does not appear on the list of registered voters, or vice versa, it is a substantially similar name.

List of Registered Voters	Name on ID	Note
Carole Keeton Rylander	Carole Keeton Strayhorn	Ms. Strayhorn's former name, "Rylander" appears on the list of
Lyndon Johnson	Lyndon Baines Johnson	President Johnson's middle name appears on the ID, but not the list of

Names Appearing in Different Fields: If a voter's names as they appear on the list registered voters and ID occupy different fields, the names are substantially similar.

List of Registered Voters	Name on ID	Note
Sandra Day	Sandra Day O'Connor	Justice O'Connor's maiden name "Day" occupies the last name field on the list of registered voters, but occupies the middle name field on the ID.

Customary Variation of Names: If a voter has a customary variation of their given name on either the list of registered voters or their ID, the names are substantially similar.

List of Registered Voters	Name on ID	Note
Esperanza Andrade	Hope Andrade	Secretary Andrade's given name is Esperanza which is Spanish for Hope, and a customary variation of Esperanza.

Slightly Different Names: If a voter's name on the list registered voters is slightly different than their name as printed on their ID, or vice versa, the names are substantially similar.
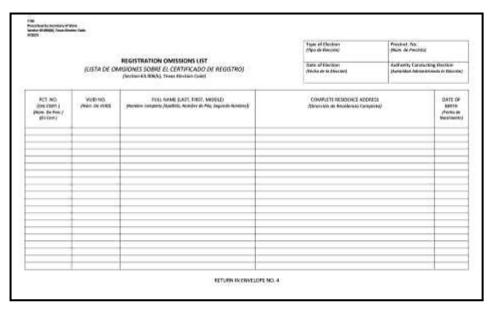
List of Registered Voters	Name on ID	Note
Nanci Griffith	Nancy Griffith	Ms. Griffith's name is spelled "Nanci."

Omissions List

Voters on the Omissions List

During **Step 1: Voter Lookup**, the ePollBook may not populate a specific Voter when an ID is read or a manual search is conducted. When this occurs, the Judge must call Voter Registration at 713-755-1617, Option 08, to investigate the Voter's registration status.

In some cases, Voter Registration will inform the Judge this is a registered Voter who should be in the ePollBook. This Voter will need to be added to the Omissions List.

This is an image of the Omissions List. A larger image can be found in the Appendix with form instructions.

The Judge will add the Voter's name to the Registration Omissions List along with the other requested information.

Voters on the omissions list must also be added to the Combination Form.

Combination Form

The Combination form is used to capture a Voter's signature in the same manner as the ePollBook; it combines the poll list and signature verification into one paper document. The form has a Voter-facing section as well as a Judge-facing section. So, both the Voter and Judge will see upside down portions. Each will complete the portion of the form facing them. The Judge should see the columns with the VUID, Poll List, and Voter Address as right-side up.

The paper Combination Form is only used with those Voters on the Omissions List and ALL Provisional Voters. All others are recorded on the ePollBook. For information on Provisional Voters refer to page 119 in this section.

This is an Early Voting Combination Form. Take note of the portion of the form that appears upside down. Both the Early Voting and Election Day Combination Forms are in the appendix along with instructions from the state on how to use the form.

Instructions for Combination Form

The pages include upside-down text in the areas where the Voter has to sign or fill out information. In this way the section the Voter reads will be right-side up for them.

Early Voting: Uses form called "COMBINATION FORM and Early Voting Roster for Early Voting"

Election Day: Uses form called "COMBINATION FORM Poll List/Signature Roster, Affidavit for Election Day"

Top portion of the **Early Voting** Combination form

Bottom portion of the **Early Voting** Combination form

Processing Voters

Top portion of the **Election Day** Combination form

Bottom portion of the **Election Day** Combination form

The top portion of the combination form is the view that is right-side up for the Judge. The bottom portion is the view that is right-side up for the Voter.

The Combination Form will be used for all Provisional Voters and any Voters who need to be added to the Omissions List. The Combination Form should be completed prior to the completion of all other forms.

This is a daily form, but only completed forms will be returned to Harris County at drop off in the white envelope. Blank forms will be returned in the forms box. The Judge will fill out all needed information as soon as the form is utilized: Location, Date and Type of Election, Authority Conducting Election, as well as signing the form.

The Judge will fill out the following information on the Combination Form with the Voter:

- Voter's precinct number
- Voter's VUID number
- Voter's name neatly printed in Poll List column
- Voter's address
- Check mark in column indicating reason for using this form; Provisional or Not on List
- Date
- If the Voter brings an assistant, use the Oath of Assistance form.

The Voter will fill out the following information on the Combination Form:

- Voter's signature
- Voter's initials if there is a Similar Name situation
- Voter's initials if there is an Omissions List situation

Processing Voters

Voter Assistance

An eligible Voter is entitled to receive assistance from a person of their choosing, so long as that person is eligible to provide assistance under Section 208 of the Voting Rights Act.

That assistance is *not limited* to marking or reading the Ballot, or otherwise limited to conduct that occurs in the voting booth. If the Voter requests assistance with the ballot, the election worker must ask he voter if he or she wants to have the entire ballot read, if the voter does, the election worker must instruct the person rendering assistance to read the entire ballot to the voter.

Assistance also includes, but is *not limited* to:

Guiding the Voter through the line and to the voting machine

Helping the Voter insert Ballot Paper or enter an Access Code

Assisting with the ATI and headphones, language or help buttons

> These buttons are at the top of the Duo screen, and can be used to change the font size, screen contrast, access 4 languages and provide instructions on ATI use.

A Voter may be assisted by:

- A person the Voter chooses, no limitations other than described below
- **Early Voting:** Only 1 Election Worker is required to assist in marking the ballot, though Harris County recommends that 2 assist when possible

  Election Day: 2 Election Workers are required to assist in marking the ballot

A Voter may not be assisted by:

> Their employer or an agent of their employer, or an officer or agent of their union

The person assisting the Voter cannot:

- Try to influence the Voter's Vote
- Mark the Voter's Ballot in a way other than the way the Voter directs
- Tell anyone how the Voter has voted

Processing Voters

Per TEC Sec. 64.032(c), such person must be permitted to serve as an assistant regardless of:

i. The fact that that person has already assisted another Voter
ii. The residence of that person
iii. The citizenship of that person
iv. The Voter registration status of that person
v. The age of that person

When an Election Worker assists a Voter, there may be situations in which only 1 Election Worker is needed or where 2 are required. If assisted by a person of the voter's choosing, not an election worker, then only 1 person is required.

Two Election Workers Required to:	One Election Worker Required to:
• **Election Day:** Read the entire ballot • **Election Day:** Mark ballot as instructed	• Clear paper jams • Insert ballot paper • Help a Voter enter their access code • **Early Voting:** Read the entire ballot • **Early Voting:** Mark ballot as instructed

Voter Assistance Oath

Those assisting a Voter must take an oath that they will not influence the Voter's vote and will mark the Ballot as the Voter directs. This oath is in the ePollBook at Step 5: Signature. A paper copy of the Oath of Assistance can be found in the Elections Forms box. Election Workers do not take this oath as they are already given the oath before the polls opened.

Observing Assistance:

If Election Workers assist, Poll Watchers and Election Inspectors may observe the voting process. If a person of the Voter's choosing assists, no one else may watch the Voter vote.

Processing Voters

1. When a Voter requests assistance from someone who is not an election worker:

   - The assistant must take the Oath of Assistance.
   - The Qualifying Clerk must ask the Voter if they want the entire Ballot read to them and if so should direct the assistant to read the entire ballot to the voter.

2. After the Voter has signed on the ePollBook and the Qualifying Clerk tilts the screen back toward themselves, the screen will be on Step 5: Accept Signature.

At the bottom of the page are two yellow buttons. One says "Assistance" and the other "Interpreter." The Qualifying clerk will tap the "Assistance" button which will take the screen to "Assistance Information."

Processing Voters

3. The assistant's information can be added by tapping the "Read ID" button in the upper right hand corner and reading the assistant's Texas Drivers License or TX state ID card to populate much of the information.

   The assistant does not have to have Identification. Identification is not required of the assistant. If they supply it, and it is a Texas Drivers License or TX state ID card, it can be read by the ePollBook. The Assistant's information can also be entered manually.

   The "Assistant Information Completed" button is tapped after the information has been completed and verified. The screen will go to "Review and Signature" page.

4. The assistant will now take the Oath of Assistance by tapping the small text right above the signature box. This will cause the oath to expand to large print so that the Assistant can raise their right hand and read the oath out loud. They then tap the red X to remove the oath from the screen and sign in the signature box after verifying their information.

5. After the Assistant signs on the ePollBook and selects accept, the Qualifying Clerk will tilt the screen back. The screen will now return back to **Step 5: Accept Signature**. The Voter's signature and the Assistant's signature will both be shown. The clerk will then tap the green Accept Signature button.

If the Voter does not alert Election Workers that they are requesting assistance from someone who is with them until after the barcode has appeared on the ePollBook, the Qualifying Clerk will use the paper version of the Oath of Assistance, found in the Election Forms Box. This form asks for the same information as the ePollBook does. The Election Worker would have the Assistant take the Oath of Assistance before filling in the requested information on the form.

Statement of Residence (SOR)

When a Voter no longer lives at the address shown in the ePollBook as their registration address, they will need to fill out a Statement of Residence form, also known as an SOR. The Qualifying Clerk will hand the Voter a form and a pen and ask the Voter to step away to fill out the form with their new address, then return with the completed form. They do not need go to the back of the line, but can he assisted as soon as the Qualifying Clerk is free.

Some voters may be required to fill out an SOR. If "SOR Required" appears under a yellow "select" button in the ePollBook, this Voter must complete an SOR form before they can be allowed to vote. They must fill out the SOR form even if they say their address information is correct in the ePollBook. They are being asked to fill out the SOR to verify for Harris County Elections what their correct address information is.

While the voter is filling out the SOR, the Qualifying Clerk may process other Voters in line.

The clerk must review the completed SOR form to confirm the Voter still lives in Harris County. Voter's who no longer live in Harris County are not eligible to vote in Harris County elections. During Early Voting, limited ballots may be an option for these voters, available at the main voting location. The Judge can assist the Voter with the location address.

If the Voter has **moved within** Harris County, the Voter would vote using the same address shown on the ePollBook, as long as they still reside in the same political subdivision holding the election.

If the Voter has **moved into** Harris County from another Texas county, but their registration is not yet effective, they may vote a Limited Ballot by mail or in person, **but only during the Early Voting period**. Limited Ballots are NOT available on Election Day. The Judge can call 713-755-1617, option 04 to request the address where limited ballots will be available during Early Voting.

If the Voter has **moved outside** Harris County, refer the Voter to the Judge who may review their options, such as voting a Provisional Ballot.

If the voter moved out of the county, but is voting during Early Voting, the voter may be eligible for a Limited Ballot in the new county.

It is recommended not to offer Provisional ballot in this situation unless the voter has moved into Harris County.

After a Voter has Been Qualified

The Qualifying Clerk will explain to the Voter the remaining voting process:
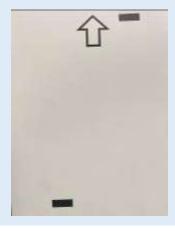
1. The Voter will Vote on the line of Duos that matches the color of the access code. The Qualifying Clerk indicates to which Duo line the Voter should go.

2. The Voter will enter the access code number into the Duo.

3. When the screen prompts, insert the Ballot Paper and follow the instructions on the Duo Screen. (The paper is inserted with the arrow facing up, pointing towards the Duo Tablet.) The voter should use both hands to insert the ballot paper.

4. Voter makes selections, reviews their final selections on the summary page, then prints the ballot when satisfied that the selections are recorded as desired.

5. The Duo screen will indicate when to remove the printed Ballot Paper. If there is a second page, the screen will tell the Voter when to insert it. Remind the voter not to pull the Ballot Paper out before the machine directs.

6. To cast a Ballot, the Voter must insert it into the Scan. The voter should first check all of their choices and contests on their ballot before depositing into the Scan. When there is more than one sheet of Ballot Paper, wait until the Scan accepts the first page, then insert the second page. A Ballot Box Clerk should be stationed with the scan to remind voters to deposit their Ballot before leaving the Vote Center. The ballot can be inserted in any direction.

Remind the Voter not to leave the room with a Ballot in hand

The following items should be given to the Voter before they leave the Qualifying table:

- The Printed Access Code

- The required number of stamped (EV) or signed (ED) sheets of Ballot paper.

Only once the Voter has left the Qualifying table to Vote will the Qualifying Clerk press the green "Check in Voter" button in order to process the next Voter.

Processing Voters

Redisplaying Ballot Style & Barcode

If the Qualifying Clerk misses reading the barcode with the Barcode Reader, they will need to notify the Presiding Judge in order to access the Judge Admin menu.
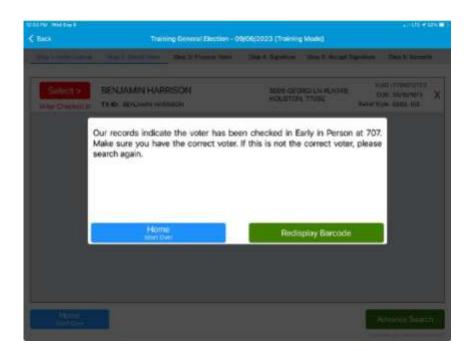
The List of Recent Voters displays Voters for 30 min from their check-in time. In order to Redisplay the Barcode the Judge will:

A. Select the Judge Admin menu on the ePollBook and enter the Admin password.

B. Select the List of Recent Voters button.

C. Identify the correct name and click on the Voter. Step two: Select Voter will come up. Click on the "red" select button that will now say "Voter Checked In." A pop up window will open and will offer a green "Redisplay Barcode" button.

Processing Voters

Another way to Redisplay the ballot style and barcode is to rescan the Voter's Texas ID or perform a manual search. The ePollBook will populate their information. Tap the red "select" button and the ePollBook will give you a pop-up window with the option to redisplay the barcode.

Remember, Qualifying Clerks should be leaving the Barcode displayed on the ePollBook until they have handed the Access Code and Ballot Paper to the Voter, and the Voter has walked away from the qualifying table.

If Qualifying Clerks are continually asking the Judge to redisplay the barcode for multiple Voters, monitor them to ensure they are following the proper procedures when checking Voters in to vote.

Judges and Clerks should never attempt to "requalify" Voters if the barcode is missed on the ePollBook. They should instead redisplay the barcode. Requalifying requires Harris County approval.

Requalifying a Voter

If a Voter has been qualified on the ePollBook and: 1. leaves before depositing ballot in Scan 2. Indicates they will return at a later time The Voter must be requalified so it will not appear they have already voted.	If a Voter must vote provisionally, but has already been qualified on the ePollBook in the standard way, the Voter will need to be requalified to prevent the appearance of double voting.

The requalifying process is completed when a Judge calls Harris County Elections at 713-755-1617, Option 04 and states they are requesting assistance to requalify a Voter.

The Judge will need to answer a few questions about the situation so the trainer on the phone can receive approval from Harris County to allow a requalification.

If approved, the Judge will need to provide the following information:

- Voter's full name
- Voter's date of birth
- Voter's VUID number

Missing the barcode or needing to reissue an access code due to a spoiling situation does NOT require requalifying the Voter. You would instead redisplay the ballot style.

A VUID Number is the "Voter Unique Identifier." It can be found on a Voter's Registration Certificate or in the ePollBook on the far right of the Voter's name.

Primary Note — *The Primary Election Date is Tuesday, March 5, 2024*

Election Day: During this Joint Primary Election, the ePollBook will have both party's ballots as it does during Early Voting. The Voter will be offered a choice of Democratic or Republic, which they will chose during Step 4: Signature. Once they make a choice they will be able to sign the ePollBook and will receive that party's ballot.

If a Voter has gone through the check-in process during Early Voting or Election Day, and realizes they chose the wrong political party, the Judge must follow these steps:

1. Call Judge Resource Line, 713-755-1617, Option 04; tell them you need help to requalify a Voter.

2. From the ePollBook, have the Voter's full name and their VUID number ready.

3. The Judge will be given steps over the phone to requalify the Voter.

4. After requalifying, for both Early Voting and Election Day, the Voter will be able to be checked into the ePollBook again so they can choose their correct party.

Processing a Provisional Voter

Voters who are not eligible to vote a regular Ballot should be informed of the opportunity to vote provisionally.

The Secretary of State has specific scenarios and situations that may be referenced as examples for why a voter may vote provisionally. You may find a copy of this in your elections forms box in the Qualifying Voters Handbook and online at https://www.sos.state.tx.us/elections/forms/judges-clerks-handbook.pdf.

All Provisional Voters will now sign the Combination Form TAC 81.173 (11)

- **Early Voting:** Form "Combination Form and Early Voting Roster for Early Voting"

- **Election Day:** "Combination Form Poll List/Signature Roster, Affidavits for Election Day"

Processing Voters

The reasons a voter may vote Provisionally are:

1. Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption.

2. Voter not on list of registered voters.

3. Voter not on list, registered in another precinct.

4. Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.
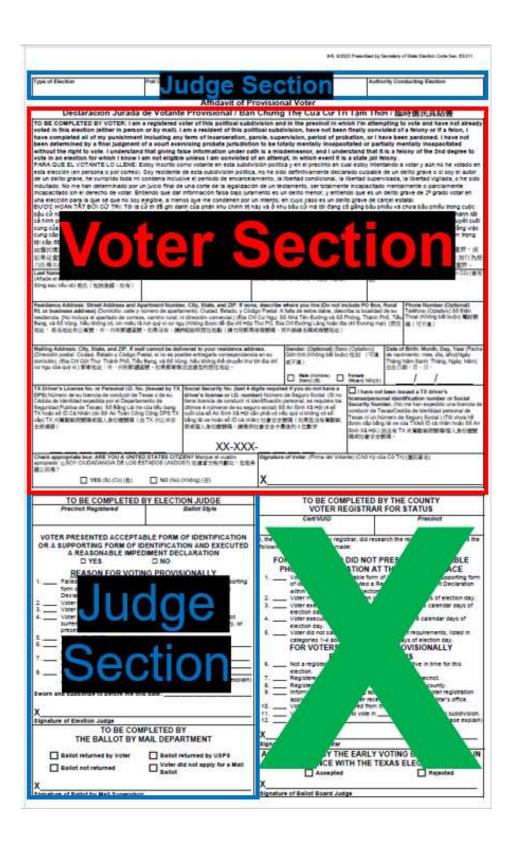
5. Voting after 7:00 p.m. due to court order.

6. Voter on list, but registered residence address is outside the _____ political subdivision.

7. Registered at Department of Public Safety (DPS): When: _____ Where: _____
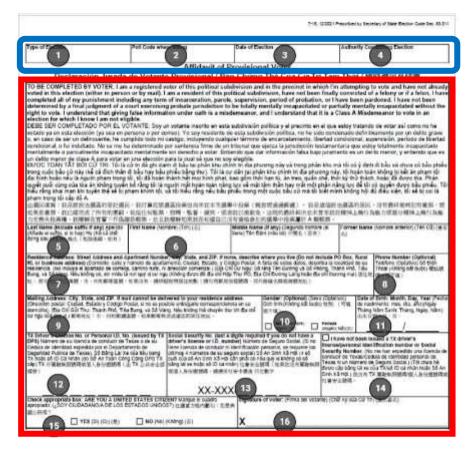
8. Other: _____ (please explain)

If our records do not show a Voter as registered, but the voter indicates they did register, the election officer must ask the Voter if they registered at DPS. If the Voter states they did, the Judge asks for the issue date on the voter's driver's license. The Judge then goes to #7 and puts the date on the "When:" line. If the Voter remembers where, that can be added also.

Instructions to process and record a Provisional Ballot are found in the Appendix. They are also in the Elections Forms Boxes for Early Voting and Election Day.
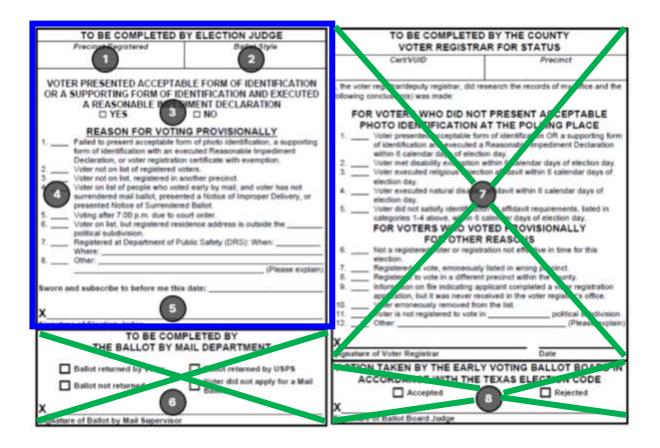
Affidavit of Provisional Voter

1. Type of Election: Primary, General, Special or Runoff

2. Poll Code: Write the Vote Center's Early Voting SRD or Election Day poll code numbers

3. Date of Election: Write the date for Election Day

4. Authority Conducting Election: Harris County Elections

5. Last Name: Voter writes their last name

6. First Name: Voter writes their first name, adding middle name and former name if applicable

7. Residence Address: Voter writes their address

8. Phone Number: Voter writes their phone number. This is not required but helpful in case the Ballot Board needs to contact them about their ballot

9. Mailing Address: Voter writes their mailing address, if different than their residence address

10. Gender: Optional for Voter to select their gender

11. Date of Birth: Voter writes in their Date of Birth

12. Texas Driver's License Number or TX ID: Voter writes their Texas Driver's License here.

13. Social Security Number: Voter writes only the last 4 digits of their social security number

14. Check this box if they have not been issued a TXDL or TX ID: Voter checks appropriate box

15. Check appropriate box indicating if Voter is a US Citizen: Voter checks appropriate box

16. Signature of Voter: Voter must sign here

Processing Voters

TO BE COMPLETED BY ELECTION JUDGE

Precinct Registered ① *Ballot Style* ②

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION
☐ YES ③ ☐ NO

REASON FOR VOTING PROVISIONALLY

1. ____ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption.
2. ____ Voter not on list of registered voters.
3. ____ Voter not on list, registered in another precinct.
4. ____ Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.
5. ____ Voting after 7:00 p.m. due to court order.
6. ____ Voter on list, but registered residence address is outside the _____ political subdivision.
7. ____ Registered at Department of Public Safety (DPS): When: _____ Where: _____
8. ____ Other: _____
_____ (Please explain)

Sworn and subscribe to before me this date: _____

X _____
Signature of Election Judge

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS

Cert/VUID *Precinct*

the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:

FOR VOTER WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE

1. ____ Voter presented acceptable form of identification OR a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.
2. ____ Voter met disability exemption within 6 calendar days of election day.
3. ____ Voter executed religious objection affidavit within 6 calendar days of election day.
4. ____ Voter executed natural disaster affidavit within 6 calendar days of election day.
5. ____ Voter did not satisfy identification/affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.

FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS

6. ____ Not a registered voter or registration not effective in time for this election.
7. ____ Registered to vote, erroneously listed in wrong precinct.
8. ____ Registered to vote in a different precinct within the county.
9. ____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.
10. ____ Voter erroneously removed from the list.
11. ____ Voter is not registered to vote in _____ political subdivision.
12. ____ Other: _____ (Please explain)

X _____
Signature of Voter Registrar Date

TO BE COMPLETED BY THE BALLOT BY MAIL DEPARTMENT

☐ Ballot returned by ___ ☐ Ballot returned by USPS
☐ Ballot not returned ☐ Voter did not apply for a Mail Ballot

X _____
Signature of Ballot by Mail Supervisor

ACTION TAKEN BY THE EARLY VOTING BALLOT BOARD IN ACCORDANCE WITH THE TEXAS ELECTION CODE

☐ Accepted ☐ Rejected

X _____
Signature of Ballot Board Judge

---

1. **Precinct Registered:** Write in the Precinct the Voter is registered in. This information comes from Voter Registration when the Judge calls them.

2. **Ballot Style:** Write the Voter's Ballot Style. This information comes from Voter Registration when the Judge calls them.

3. **Has the Voter presented an Acceptable Form of ID, or a Supporting Form of ID and executed a Reasonable Impediment Declaration:** Judge selects appropriate box

4. **Reason Voter is voting Provisionally:** Mark the reason the Voter is voting provisionally, numbers 1 thru 8. Add additional information where requested on 6 and 7. Number 8 can be used to add information pertaining to reasons 1—7. It is very important to add any detailed information which the Ballot Board can use when processing the affidavit.

5. **Sworn and subscribed to me on this date:** Write in that day's date

6. **Signature of Election Judge:** **Important** The Judge MUST sign here to ensure the Ballot Board can process the affidavit.

7. **Completed by Ballot By Mail Department:** Do not write anything here

8. **Completed by Voter Registrar:** Do not write anything here

9. **Completed by Ballot Board:** Do not write anything here

Instructions: Affidavit of Provisional Voter

While clerks can assist in the completion of many Voters' forms, ONLY Judges may complete an Affidavit of Provisional Voter form.
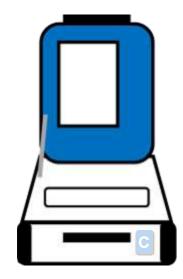
1. Instruct the Voter to complete entirely the top portion of the Affidavit of Provisional Voter below the election information. When they are finished, they will return it to the Judge.

2. Judge's complete the top of the Affidavit of Provisional Voter above the Voter section. The "Type of Election" and the "Poll Code" can be found on various forms in the Election Forms Box. On Election Day it is also on the Judge's Envelope they received at Supply Pickup.

   Example of types of elections include "Joint General and Special Elections" and "Primary Election." The "Authority Conducting Election" is Harris County Elections. Remember to review the Voter section, ensuring the information is complete and readable. Confirm the Voter has signed the affidavit.

3. Judge Section

   - Using the information provided by the Voter, call the Voter Registration Office to request both the Precinct number where the Voter is registered and the Ballot Style number. Put this information on the Affidavit of Provisional Voter form under the section labeled **"TO BE COMPLETED BY ELECTION JUDGE"**

   - Select "Yes" or "No" for the question "Voter presented an acceptable form of ID." If the Judge does not do this they will be asked to come in to do this after the election, in order to complete the form.

   - Select the reason the Voter is voting provisionally. If 1 thru 7 is chosen, but the Judge needs to add any additional details or explanation to help explain the situation to the Ballot Board, put this information in #8—Other. It is meant to be used with the other 7 reasons when ever needed.

   - The Judge MUST sign and date the form. If the Judge does not do this they will be asked to come in to do this after the election, in order to complete the form so that the Ballot Board can process the provisional ballot.

   - Please fill out all required fields in the Voter and Judge sections and ensure both the Judge and Voter signs.

Processing Voters

4. After the form is filled out by both the Voter and the Judge, the Judge will go to a Controller. Tap "Issue Access Code" button and enter the precinct and ballot style numbers received from Voter Registration. The Judge confirms that the numbers on screen match the numbers on the Affidavit of Provisional Voter. If they match, the Judge will tap "Mark as Provisional" box and then tap "Yes, this is correct" button. A long access code tape will print.

5. The Voter will both print and sign their name at the bottom of the access code tape. At the dotted line, tear off the Access Code at the top and give it to the Voter along with Ballot Paper. Instruct the Voter to return to the Judge with their printed Ballot. It will NOT be put into the Scan. The Scan will not accept a Provisional Ballot.

6. While the Voter goes to vote, the Judge will place the signed bottom portion of the access code tape in the pouch formed by the last page of the Provisional Affidavit.

7. The Judge will then fill out the Voter's information on the yellow "List of Provisional Voters" form found in the Elections Forms Box.

    Remember, Voters' phone numbers are optional.

Processing Voters

8. When the Voter returns with their printed Ballot, the Judge will give them a small brown Secrecy Envelope. These are found in the Elections Forms Box. The Voter will fold their ballot, put it into the envelope, and seal the envelope.

9. The Voter will put the brown Secrecy Envelope into the pouch formed by the last page of the provisional affidavit, where the signed lower portion of the access code tape has already been placed.

10. The Voter seals the Affidavit of Provisional Voter pouch by removing the plastic tape strip and sticking down the adhesive flap. Sealing their Ballot inside.

11. The voter will deposit their Affidavit of Provisional Voter in the blue Provisional Ballot Bag . The bag should remain locked until another provisional needs to be added.

12. Before leaving the Vote Center, every Provisional Voter MUST be given one of the two different Notices to Provisional Voter forms, as follows:

Provisional Voter with reason #1:

If the reason for voting provisional was #1, a Photo ID or supporting ID issue, the Judge will hand the Voter a copy of each of the following two forms. The Judge will explain that the Voter must cure their provisional ballot by going to one of the locations on the cure map and showing their ID. This needs to be done in order for the Ballot Board to be able to count the provisional ballot. The Voter only has 6 days after Election Day to complete this cure process. The cure date will be printed on the cure map.

- Cure Map - a standard sized piece of paper with a map of Harris County and the numerous locations where a Voter can cure their Provisional Ballot.

- Notice to Provisional Voter - a legal sized piece of paper, which the Judge needs to fill out at the bottom. The Cure Date can be found on the Cure Map. This form has instructions the Voter will need to follow for curing their provisional ballot by showing their ID at one of the offices listed on the form, within 6 days of Election Day. These are calendar days and will start the day after Election Day. Saturday and Sunday are included in the count of the 6 days.

The Judge will then place the Affidavit of Provisional Voter in a secure location:
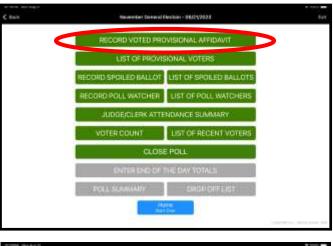
Early Voting: Affidavit is placed in the Provisional Tub. The Tub is now sealed and locked before polls open and can not be opened during Early Voting.
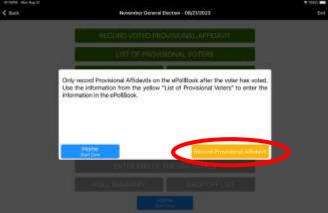
Election Day: Affidavit is placed in the #5 yellow Provisional Envelope, which is kept in the blue provisional bag at the Judge's table. This bag will be kept locked and only opened to add an additional Provisional Affidavit as Voters complete them.

12. The Provisional Affidavit must be recorded on the ePollBook using the yellow List of Provisional Voters form. This should be entered at the time the Affidavit of Provisional Voter is completed so that the ePollBook will record the order in which the voters appear to vote.

A. On the main menu of the ePollBook, the Judge will tap the "Judge Admin" button. A pop-up window will ask for the admin password to be entered. From the next menu choose "Record Voted Provisional Affidavit" button.
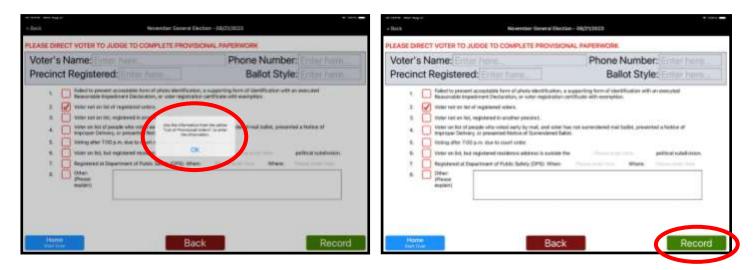
B. A pop-up box will appear reminding the Judge to record Provisional Affidavits after the Voter has voted. Tap the button labeled "Record Provisional Affidavit."

Processing Voters

C. Complete the form using the yellow List of Provisional Voters. A pop-up window will remind the Judge of this. Tap OK to remove the window. If detailed information was included in #8, be sure to include it on the ePollBook, as well as any information added to #6 or #7.

Once all information has been completed accurately, tap "Record."

Reasonable Impediment Declaration (RID)

A RID Voter is a registered Voter with an identification issue. If a Voter does not possess any of the List A photo IDs, and has a reasonable impediment to getting the ID, they may be eligible to vote using a Reasonable Impediment Declaration. This form and its instructions can be found in the Appendix and in the Elections Forms Box.

Processing Voters

1. If a Voter does not possess an ID from List A, the election worker then asks the voter if they cannot reasonably obtain an acceptable form of ID. When the Voter cannot, the election worker will provide a Reasonable Impediment Declaration (RID) form and explain it is used with a supporting form of ID from List B (TEC Sec. 63.001(i)).

2. After the voter completes the RID form, they return it to the election worker and present one of the forms of supporting ID from List B.

3. The election Judge should confirm the form is fully filled out, then sign and date. The election worker or Judge also indicates on the RID which supporting form of ID was presented.

4. In the ePollBook, Step 3: Process Voter, the questions are now answered. The voter has not provided acceptable photo ID so "No" is checked for the first question. A new question comes up, "RID form Needed." Check "Yes" once the RID form has been filled out by the Voter and they have provided an ID from List B. Answer all other questions to complete qualifying the Voter.

- If one of the reasonable impediments listed applies to the Voter, they will qualify for a Reasonable Impediment Declaration and will need to fill out the RID form. If none of the reasons apply, the Voter must vote a provisional ballot.

- If the Voter does not have List B ID with them, they will vote a provisional ballot and cure it within 6 days of Election Day using their List B ID. They will fill out the RID form when they go to cure their ballot.

Processing Voters

The reasons a Voter may qualify for a RID are:

A. Lack of Transportation

B. Disability or Illness

C. Lack of birth certificate or other documents needed to obtain acceptable form of photo ID

D. Work Schedule

E. Lost or Stolen ID

F. Family Responsibilities

G. Accepted Form of ID applied for but not received

- The election worker may not question the voter about their circumstances.

- The election worker may not question the reasonableness of the Voter's reasonable impediment.

- If the Voter has the List B ID, but does not have it with them, they can go home and get it. Once they return they can fill out a RID form and show their List B ID. The election worker can check the Voter in on the ePollBook and they will vote regularly.

- If the Voter has the List B ID, but does not have it with them, they can choose to vote a Provisional Ballot and cure their Provisional by showing the List B ID within 6 days of Election Day, at one of the locations on the cure map that the election worker will give to them. They will fill out the RID form when curing their provisional ballot.

Advances in technology have enabled tablets, cell phones, and other wireless devices to assist Voters with disabilities. For example, a Voter may use a program/application on a cell phone to translate verbal communication into sign language, allowing the voter to communicate with an Election Worker. While this situation is not expressly addressed in the election code, an election judge may use their authority to allow a Voter to utilize this as needed.

Wireless devices cannot be used to show Voter identification.

Examples of Reasonable Impediment Declaration IDs (List B)

Copy of or Original other government documents

- Must include Voter's name and address (address does not have to match voter's registration address)
- It must be an original document if it contains a photograph
- If the Voter's name appears on the list of registered voters (ePollBook), but does not match exactly to the ID provided, the Similar Name box must be initialed by the Voter
- Must be issued by the federal government, a federally recognized tribal government, or a state or local government in the U.S.

Examples of other government documents:

- Driver's licenses from other states
- ID cards issued by federally recognized Native American tribes
- DPS Receipts (without a photo)
- Expired voter registration certificates
- Expired Texas DPS-issued drivers licenses or personal cards (over 4 years)

Examples of documents NOT included:

- Social Security Card
- State College IDs (if no address)
- State/Federal Employee ID Card (if no address)
- Library Cards (if no address)

Copy of or Original Paycheck

Copy of or Original Government Check

Voter Registration Certificate

Copy of or Original Current Utility Bill

Copy of or Original of a Certified Domestic Birth Certificate

Copy of or Original Bank Statement

List B ID examples are also in the Appendix, a laminated copy is in the Elections Forms Box.

If the Voter does not have an impediment to getting a List A ID and/or does not have ID from List B, they will need to vote Provisionally.

Request to Cancel Ballot by Mail

Voters CANNOT leave their Mail Ballot at any Vote Center to be counted. It must be mailed, hand delivered by the Voter to the main Harris County Elections office on Election Day (only between 7 am and 7 pm), or surrendered and cancelled at the Vote Center.

Qualifying a Voter Step 2: Select Voter
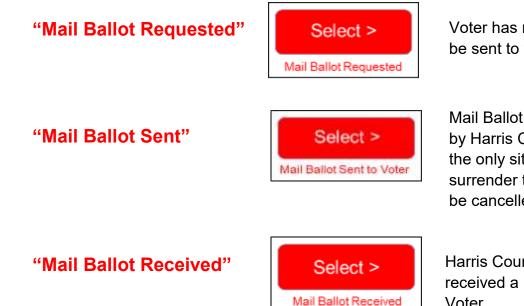
When qualifying a Voter, the Judge will usually handle processing any Voter processing if the "Select" button to the left of the Voter's name is red and states any of the following:

"Mail Ballot Requested"

"Mail Ballot Sent to Voter"

"Mail Ballot Received"

"Mail Ballot Requested"   Voter has requested a Mail Ballot be sent to them

"Mail Ballot Sent"   Mail Ballot has been sent to the Voter by Harris County Elections. This is the only situation where a Voter can surrender their physical Mail Ballot to be cancelled and then vote regularly

"Mail Ballot Received"   Harris County Elections has received a Mail Ballot from the Voter

Processing Voters

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When a Voter surrenders a Mail Ballot, presents a "Notice of Improper Delivery", or "Notice of Surrendered Ballot", the election worker should review the Mail Ballot to confirm it is for the current election and have the Voter complete the Request to Cancel Ballot by Mail form.

If the Voter does not surrender a Mail Ballot, a "Notice of Improper Delivery" or a "Notice of Surrendered Ballot", and the ePollBook indicates a Mail Ballot was "Requested," "Sent," or "Received," the only option is to have the Voter complete an Affidavit of Provisional Voter form, marking reason number 4. The Voter will vote a provisional ballot and must still fill out the Request to Cancel Ballot by Mail form.

- Before a Voter with a red select button pertaining to a mail ballot issue may vote, either regularly or provisionally, they must fill out a "Request to Cancel Ballot by Mail" form.

- This form, with instructions on it, is in the Appendix and can be found in the Elections Forms Box.

- This form cancels the Mail Ballot for this election only.

Processing a Cancel Mail Ballot Voter

1. If the select button is red in the ePollBook on **Step 2: Select Voter,** and indicates a Mail Ballot was "Requested," "Sent to Voter" or "Received," the Voter will be processed by the Judge who will provided the needed forms the Voter fills out.

2. The Judge asks the Voter if they have one of the following documents:

   - Their Mail Ballot

   - A Notice of Improper Delivery

   - A Notice of Surrendered Ballot

3. If the Voter has their Mail Ballot at home, they can retrieve it and return to the Vote Center with it, or they can vote provisionally.

4. If the Voter surrenders their Mail Ballot to the Judge, the Judge will confirm the date on the Mail Ballot is for the current election.

5. The Judge will then have the Voter fill out the "Request to Cancel Ballot by Mail" form and will add the Voter's name to the Register of Surrendered Ballots By Mail form, including the Voter's name and Ballot Serial Number found mid-page on the right side of the mail ballot. The official must write "cancelled" on the pages of the Mail Ballot being surrendered.

If a Voter's red select button indicates the Voter has "requested" a mail ballot, or Harris County has "received" the Voter's mail ballot, the Voter will only be able to cast a Provisional Ballot. They will still need to fill out the Request to Cancel Ballot By Mail form when voting provisionally.

6. The Judge will look the Voter up on the Judge ePollBook. The red "Select" button for this Voter, will say "Mail Ballot Sent to the Voter." Tap the select button and a pop up window will appear.

The Judge has the needed paper work completed by the Voter, so they tap the "Cancel Mail Ballot" button. The Voter can be checked in to vote regularly on the ePollBook.

7. The judge will write canceled on every page of the surrendered Mail Ballot. They will then put the completed form and surrendered Mail Ballot in the "Canceled Mail Ballot" envelope found in the Elections Forms box.

Processing Curbside Voters

TEC Sec. 64.009. VOTER UNABLE TO ENTER POLLING LOCATION PLACE,

a) If a Voter is physically unable to enter the Vote Center without personal assistance or likelihood of injuring the Voters health, on the Voters request, an Election Officer shall deliver a Ballot to the Voter at the Vote Center entrance or curb.

Each polling place must designate a space not smaller than the size of one parking space for curbside voting. The space must be clearly marked with a sign that indicates the space is reserved for a Voter who is unable to enter the polling place (SB 477).

The ADA Checklist will ask judges to verify a designated space for curbside voting exists.

If a Voter requests curbside voting (by pressing the Curbside Buzzer or by notifying an Election Worker who must be placed outside if the Curbside Buzzer is not functioning), they must be allowed to curbside vote.

Determination of a disability is not required to vote curbside and no Election Worker should ask the Curbside Voter any questions about disability or impairments.

Each Vote Center has a Duo Go—a portable case and printer for the Duo Tablet. It was set up during Vote Center Setup and remains charging at all times when not in use.

The last Duo tablet in any of the lines can be used for the Duo Go. If there are a number of curbside Voters in a row, then a different Duo tablet should be used for each curbside Voter so that the tablets have time to recharge before being used again. The Duo tablet must be replaced in the correct Duo when it is being returned to charge.

1. When a curbside Voter alerts Election Workers to their presence, the Curbside Clerk will respond immediately and direct them to the designated curbside voting area, which is a separate, accessible parking area marked off with cones, signage, and only used when a Voter is curbside voting.

Processing Voters

2. The Curbside Clerk will take an ePollBook out to the car, (preferably ePollBook used by Judge which is not at a qualifying table) and follow the steps to qualify the Voter. Ask the Voter if they will need an Audio Tactile Interface (ATI) device with headsets when voting.

3. Once the Voter is qualified, the Barcode will come up and the Curbside Clerk will take the ePollBook into the Vote Center. The Barcode will be read by the Barcode Reader attached to a Controller. Use a Controller with an open Duo at the end of the line.

4. Once the Access Code has printed, the Curbside Clerk will enter it into the Duo. The Duo tablet is not placed in the Duo Go until the access code had been entered and the Duo Go instructions appear on screen.

5. Only after the Access Code has printed should the "Curbside Voting Check-In" button be pressed, taking the ePollBook back to the home screen.

Processing Voters

6. When the Duo tablet screen instructs "Insert paper to continue," an Election Worker will unlock and remove the Duo tablet in order to place it in the Duo Go. Duo Go instructions will appear on screen.

DO NOT INSERT PAPER WHILE THE TABLET IS IN THE DUO. AT THIS POINT UNLOCK THE TABLET WITH THE DUO GO KEY.

Remove the tablet from it's dock on the Duo and place it in the Duo Go Carrier
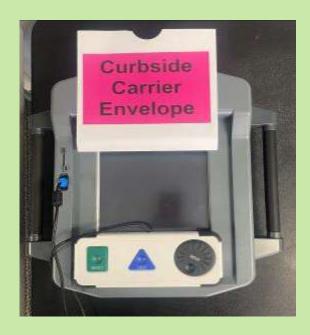
7. Once the Duo tablet is connected and secured in the Duo Go, insert Ballot Paper into the black Duo Go printer marked "Brother." The ballot paper arrow will be facing the printer slot. When the paper is inserted correctly there will be a green check mark. Follow the instructions on the tablet screen.

Processing Voters

8. The Curbside Clerk may ask one other Election Worker (Judge or Clerk) to assist, but this is not required. The Duo Go, a Curbside Carrier Envelope, and a second sheet of Ballot Paper (when two sheets are required) will be taken out to the curbside Voter.

   If the Voter needs an Audio Tactile Interface (ATI) and headphones, the devices will be borrowed from one of the accessible booths not being used by a Voter at that time.

   If a Voter is voting at the accessible booth, but not using the ATI and headphones, you must still wait until the Voter has left the booth before borrowing the equipment.

All rules of the vote center apply to the inside and outside of the curbside Voter's vehicle. The distance marker should extend around the car. No one in the car should talk to the Voter while they vote.

If the Voter requests assistance, the processes regarding Voter assistance will apply exactly as they do inside the Vote Center.

The Clerk should hand the Duo Go through the window to the Voter. Or if the Voter desires prop it against the window sill, holding it while the Voter makes their selections.

Processing Voters
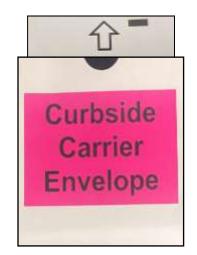
9. Once the Voter has completed making the selections for their Ballot, they will select Print the Record.

   If the Ballot requires a second piece of Ballot Paper to fully print the Voter's choices, the curbside clerk will need to add the second page into the Duo Go after the first page is printed. It can be helpful to have a second Election Worker hold the Duo Go while this is being done.

   One Election Worker will hold the Duo Go, while the other opens the back of the Duo Go and feeds the second piece of Ballot Paper into the printer. Close the Duo Go. The Duo tablet will have a print option if the paper was inserted correctly. The Election Worker needs to hold the Duo Go so that the Voter can press print for the second page. The Ballot Paper will print.

10. Hand the Voter the Curbside Carrier Envelope. Ask them to confirm their Ballot is readable and that the two dashes printed correctly at the bottom of the page. Then have the Voter place their printed Ballot into the carrier.

11. Direct the Voter to wait in their vehicle until the clerk returns to confirm the ballot was accepted by the Scan and a spoil and revote is not necessary. The Election Worker will take the Duo Go and Curbside Carrier Envelope back inside the Vote Center. If the Voter desires, someone from the car can come in and witness depositing the Ballot into the Scan. They would not need to take the Oath of Assistance to witness this. The voter can also designate this chosen person to deposit the ballot in the Scan for them.

12. One the ballot is deposited into the Scan the Election Worker will return to the Voter's car with an "I Voted" Sticker.

13. The curbside clerk will unlock the Duo Go, re-dock the tablet into the Duo Booth that it came from, and lock the tablet in place in the Duo case. Then plug the Duo Go in to charge.

Dock the Tablet in the Cradle, securing the connection.

Tilt the Tablet back.

Turn the key back into the locked position and remove it from keyhole.

The curbside clerk will turn the Duo Go facedown and attach the Charging Cable.

Confirm that the Orange Status Light inside the Duo Go at the top left of the Printer Bar is on.

The Duo Go needs to charged for at least 2 hours to be close to fully charged, so it should remain plugged into power whenever it is not in use.

A person who simultaneously provides transportation to 7 or more Curbside Voters to the polling place must complete and sign a form found in the Elections Forms Box. It is titled "Information of Person That Provided Transportation to Seven or More Voters for Curbside Voting." If they are assisting a Voter when the Voter votes, they must also take the Oath of Assistance.

An election officer shall give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around. Details can be found on Items to Post form "Notice of Voting Order Priority." (TEC 63.0015)

Processing Voters

Emergency/Damaged Ballot Slot

Emergency/Damaged Ballot Slot sealed with an orange Seal on front of Ballot Box

If a Scan is not accepting a Ballot, first ask the Voter to attempt to Scan it all four ways: arrow side up, arrow pointing in and out, arrow side down, arrow pointing in and out.

If the Scan still does not accept the Ballot, ask the Voter to inspect the printing on the Ballot and see if they can identify any smudging or unreadable areas.

If the Voter identifies smudging or unreadable areas on the Ballot:

A. Have the Spoiled Ballot Clerk spoil the Ballot immediately

B. Issue a new Access Code and give new Ballot Paper to the Voter

C. Remind the Voter to follow instructions on the Duo screen when making their selections again. The paper should not be removed until the Duo screen prompts to do so.

D. Ask the Voter to inspect the newly printed Ballot for smudging or unreadable areas and be sure 2 dashes have printed at the bottom of the page (see image on next page).

E. If the Ballot is legible, ask the Voter to place their new Ballot in the Scan. The Voter may need to be reminded to scan it in all four directions if necessary.

If the issue persists and the newly printed ballot still will not scan, the Judge will break the seal on the ballot box emergency/damaged ballot slot. The Voter will deposit their ballot. At the end of voting it will be given to the ballot board for counting. If the Scan continues to reject ballots call 713-755-1617, option 05, for technically support with the issue.

If the Voter does NOT identify smudging or any hard-to-read areas on the Ballot:

A. Ask them to insert Ballot into another Scan (if available) When using a 2 page Ballot, both pages should go into the same Scan.

B. If the Ballot was still not accepted by another Scan or there is no other Scan, explain to the Voter it is suggested to spoil the Ballot and remake their choices on new paper.

C. If the Voter agrees, have the Spoiled Ballot Clerk spoil the Ballot immediately.

- Issue a new Access Code and give new Ballot Paper to the Voter.

- Remind the Voter to follow the prompts on the Duo screen when making their selections and to not pull the paper out before the machine indicates to do so.

- Ask the Voter to inspect the newly printed Ballot for smudging or hard-to-read areas and to be sure the 2 dashes are printed at the bottom of the page.

- If the Ballot is legible, ask the Voter to scan their Ballot (remind Voter to scan in all four directions if necessary).

D. If the Voter does not agree to spoil the ballot and remake their choices:

- The Judge will break the seal on the Emergency/Damaged Ballot Slot and the Voter will deposit their ballot. The slot remains unsealed for the rest of the day. During Early Voting it is sealed at the end of the night and the new seal number logged on the Ballot Box Seal Log.
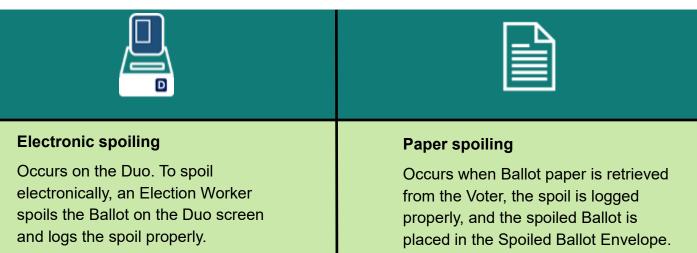
> *If the issue persists and the newly printed ballot still will not scan, the Judge will break the seal on the ballot box damaged ballot slot. The Voter will deposit their ballot. At the end of voting it will be given to the ballot board for counting. If the Scan continues to reject ballots call 713-755-1617, option 05, for technically support with the issue.*

Spoiling Ballots

If a Voter mismarks, damages, or otherwise spoils the Ballot in the process of voting, the Voter is entitled to receive a new Ballot by returning the spoiled Ballot to an Election Officer. (TEC 64.007 (a))

A Voter may spoil up to two Ballots and vote a third Ballot. A Voter is not entitled to receive more than three Ballots, not including ballots spoiled due to equipment failures or Election Worker error.

A Clerk may serve as a Spoiled Ballot Clerk to ensure the logging of all spoils is accurate.

Electronic spoiling	Paper spoiling
Occurs on the Duo. To spoil electronically, an Election Worker spoils the Ballot on the Duo screen and logs the spoil properly.	Occurs when Ballot paper is retrieved from the Voter, the spoil is logged properly, and the spoiled Ballot is placed in the Spoiled Ballot Envelope.

Situation Requiring Electronic Spoiling

Voter decides to leave while voting, for any reason, and Ballot is on screen

Situations Requiring Paper Spoiling

Ballot jams in Duo and the Duo menu displays a reprint option	Ballot prints, Voter requests to make selections again	Ballot jams in Duo and the Duo menu does not display a reprint option	Ballot jams in Scan or Voter says Ballot is not legible if Scan rejects it
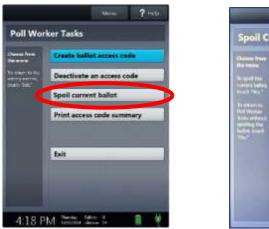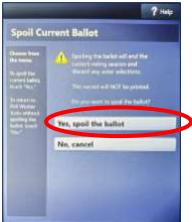
Processing Electronic Spoils

1. Press the Blue Poll Worker button on the back of the Duo on which the electronic spoil is to occur. Enter the Poll Worker code, then tap "Accept." You should collect any unused Ballot Paper from the Voter at this time.

2. On the Poll Worker Tasks menu, tap "Spoil current ballot." Next, tap "Yes, spoil the ballot."

3. The Duo screen will display the message, "The current ballot has been spoiled." This confirms the Ballot was successfully spoiled. Press "OK."

Processing Voters

4. Have the Judge or the Spoiled Ballot Clerk fill out the Register of Spoiled Ballots with the Voter at the time of the event. Do not save the voter's information to complete the register later. Voters are not entitled to receive more than 3 Ballots, except in cases caused by equipment issues. Electronic spoils should be indicated with an (E) next to the ballot serial number.

The Ballot Serial Number is required in column 1. DO NOT write the Ballot Style in column 1.

To find the "Ballot Serial Number" look on the printed Ballot, underneath the Ballot Style:

Precinct 0537 - 104

0g9b-vyfy-pwlc5 (2-140060-000005)

5. Record the spoiled electronic Ballot on the ePollBook.

On Judge's ePollBook, select "JUDGE ADMIN." Enter the password and select Login."

Next, select "RECORD SPOILED BALLOT."

Transfer Voter's information from Register of Spoiled Ballots form. Select "Submit."

6. When an electronic spoil is processed, the Voter leaves in the middle of their voting session, after they were qualified on the ePollBook. They will need to be requalified if they plan to return later to vote at any Vote Center of their choosing.

   Call 713-755-1617, Option 4, and request a requalify. Have the following information:

   - Voter's name
   - Voter's VUID number
   - Voter's birthdate

When processing an electronic spoil, if the Voter's Ballot Paper has been printed on, the Ballot will need to be spoiled by following the paper Ballot Spoiling process and then placed in the Spoiled Ballot Envelope.

Processing Paper Spoils

1. The printed Ballot Paper is taken from the Voter and placed in the Spoiled Ballot Envelope. There is a daily envelope during Early Voting.
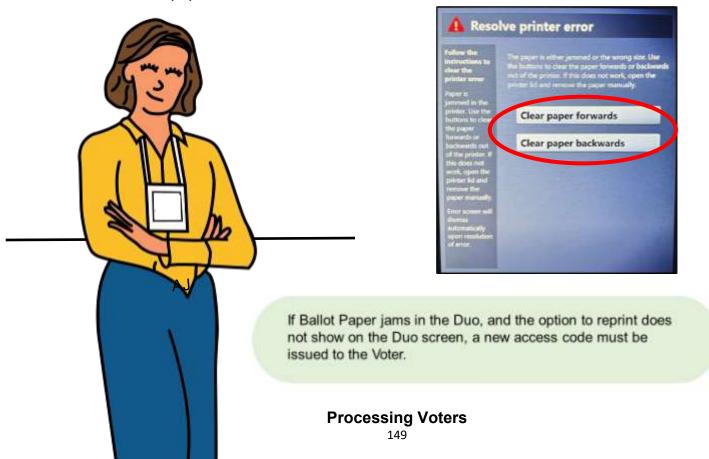
2. Redisplay the Barcode (as described earlier in this section) to issue a new Access Code. The Voter is given the new Access Code and new Ballot Paper to make their selections again.

3. Fill out both the Register of Spoiled Ballots (paper form) and the Record of Spoiled Ballots (ePollBook.) Remember to include the ballot serial number.

Clearing Paper Jams in the Duos When Spoiling Ballot Paper

1. If the Duo shows a printer issue, follow the on screen instructions. Press the Blue Poll Worker button on the back if prompted by Duo. Enter Poll Worker code and tap "Accept."

2. When prompted Select "Clear Paper Forward" or "Clear Paper Backward." Carefully remove the paper from the Duo.

If Ballot Paper jams in the Duo, and the option to reprint does not show on the Duo screen, a new access code must be issued to the Voter.

Two-Page Ballot
One Page Will Not Scan

In elections where the Ballot is two pages long, it can occur that one of the pages may not be accepted by the Scan. There are two options to handle this situation:

1. Instruct the Voter to attempt to scan the printed ballot in all four directions. Give the Voter space to do this so their vote remains confidential:

   - Ballot face down with arrow pointing toward Scan

   - Ballot face down with arrow pointing toward Voter

   - Ballot face up with arrow pointing toward Scan

   - Ballot face up with arrow pointing toward Voter

   If the ballot page is still not accepted by the Scan, suggest the Voter spoils the ballot page and remake their choices for this page. See below for details on this process.

   If they do not want to spoil the ballot, the Judge will unseal the Emergency/Damaged Ballot Slot on the Scan which is holding the first ballot page. The Voter will insert their ballot. Leave the slot unsealed. During Early Voting at the end of the day, the Judges will reseal and log the new seal number for the Emergency/Damaged Ballot Slot.

2. If the Voter wishes to remake their choices for the unscanned page the Judge will:

   A. Give the Voter a new Access Code, one new Ballot Paper, and the Ballot page that would not scan.

   B. While the Judge accompanies the Voter, standing far enough away, the Voter will make their selections again.

   C. The Judge reminds the Voter to use the already printed ballot paper to reprint the page that has already scanned. Check the page to see if it is page one or two. It will be double printed, then taken by the Judge and spoiled.

   D. The new ballot paper will be used to print the page that did not scan. After printing the Voter inserts it into the Scan which is holding the other ballot page.

If the Voter identifies any portion of a printed Ballot as not legible, suggest the Ballot be spoiled and the Voter remake their choices.

Suspending & Closing

Section Notes

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Key Terms

Reconciliation

the process of documenting voting activity at the Vote Center which provides a level of voting security by being "reconciled" with other voting data

Access Code Summary Report

a report printed on a Controller tape that indicates the number of access codes issued by that Controller along with other pertinent information

Closing the Polls

the process of closing the Vote Center at the end of voting on Election Day; tapes from both the Controllers and Scan(s) are printed in this process

Suspending the Polls

the process of halting voting activities at the end of each Early Voting day until the polls are opened on the next scheduled voting day; tapes from both the Controllers and Scan(s) are printed in this process

Chain of Custody Forms

forms used to record the movement of equipment from the custody of one person or entity to another

In This Section

- Early Voting Suspending: Daily
- Early Voting Suspending: Last Day
- Closing Polls: Election Day

Early Voting
Suspending Polls Daily
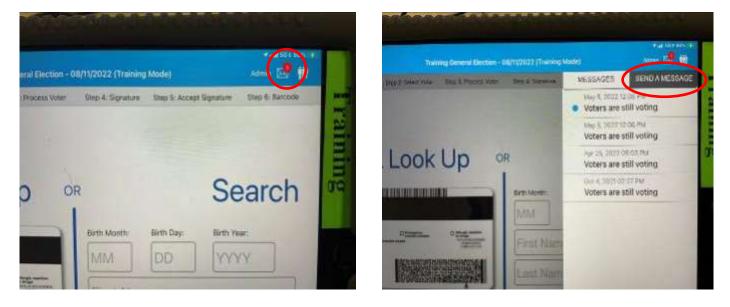
At the end of **Early Voting** on each night, except the last night, do the following:

1. **The Door**

   A. When the Scan used to determine opening time reads 7:00 PM, close the doors of the Vote Center and allow all Voters already in line to vote.

   B. Bring the line of Voters inside the building, if possible.

   C. Send the Greeter to stand at the end of the line so no additional Voters can enter through the door or join the line after 7:00 PM.

2. **Provide Location Status to Elections Office at 7:00 PM**

   A. Send a "Handy Message" through the ePollBook: "**Still have Voters in line**, **cannot close Polls"** OR "**Processed last Voter"** (meaning the last Voter has been qualified), depending on your status.

3. **After Last Voter has Voted**

   A. Collect and bring inside all outdoor supplies (cones, buzzer, mats, signs).

   B. Remove any trash and clean up the location.

   C. Any clerks being released now need to record their time on the ePollBook and paper timesheet.

4. Suspend Controllers (Both judges work together one Controller at a time)
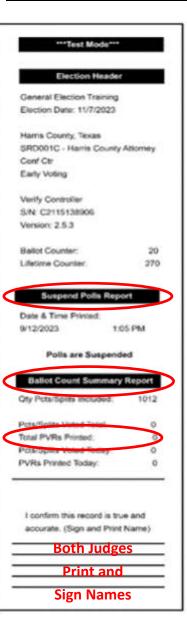
Remove that day's Early Voting Reconciliation Envelope from the Work Folder.

A. On the Controller, select "Menu" at the top of the screen.
B. Select "Suspend Polls" and enter suspend polls code from the passwords form.
C. Select "Accept." The Suspend Polls Report tape will print automatically, which includes the Ballot Count Summary Report.
D. After the report is finished printing, tear it off.
E. Print and tear off Access Code Summary Report tape.
F. Enter the **Ballot Counter** number from the Suspend Polls Report tape onto the Reconciliation form.
G. **Both** judges sign the Suspend Polls Report Tape where indicated by signature lines.
H. Insert the Suspend Polls Report tape into the Early Voting Reconciliation Envelope.
I. Document the "Total PVR's Printed" from the Ballot Count Summary Report on the Suspend Polls Report tape for end of day numbers.

OFF As soon as the polls have been suspended on the Controller, clerks may begin turning off Duos by pressing the red power button on the back of the Duo.

5. Press the red power button on the back of the Controller.

Wait for the Controller to completely power down and display a black screen. There will be a cursor and a spinning white circle while the machine closes. Once the screen is fully black you may start to take down the Controller.
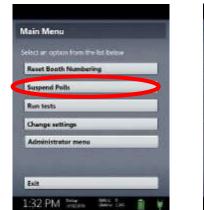
6. Judges take the Controller down

A. Once the tablet is fully dark, with no spinning white circle, unplug the Barcode Reader and put it in the equipment box.

B. Unlock the tablet using the blue key.

C. Undock the tablet by lifting it up.

D. Store the tablet in the compartment, located in the lid of the case.

E. Lock the tablet in place using the blue key.

F. Use the latch in the upper left-hand corner to further secure tablet.

G. Shut the Controller case.

H. Place green Seal around handle.

I. Record the Seal number on the Controller Seal Log.

J. Repeat on each additional Controller.

K. Place Controller Seal Log in Work Folder.

Early Voting: Suspending Daily

7. Suspend Scans (Both judges work together one Scan at a time)

A. Press the blue "Poll Worker" button on back of the Scan. Select "Suspend Polls" on the tablet screen when menu comes up.

B. Enter the Suspend Polls Code and select "Accept." The Suspend Polls Report purple tape prints.

C. Write the Ballot Counter number for the Scan on the Early Voting Reconciliation Envelope. Both judges print and sign their names on the Suspend Polls Report at the bottom of the tape where indicated by signature lines.

D. The Total Ballots Cast is under the Ballot Count Summary Report on the Suspend Polls Report tape. This may be used when providing end of day numbers.

E. Insert the tape into the Reconciliation Log Envelope. The tape will be used when completing "End of Day Totals" on the ePollBook.

F. Press the red power button on the back of the Scan.

G. Wait for the Scan to completely power down and display a black screen. The cursor and white spinning circle need to be off screen before the Scan tablet is totally off and ready to be closed.
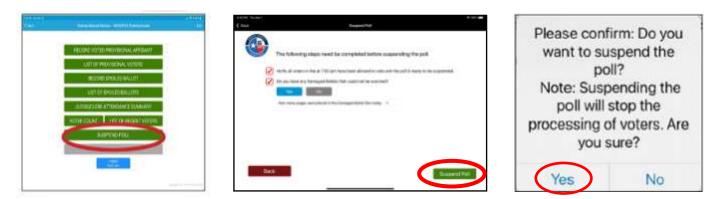
Scan the QR code above using your smartphone's camera to access a helpful YouTube video showing how to suspend the polls on the Controller and the Scan.

8. Judges take the Scan down

A. After the tablet is fully dark unlock the tablet using the blue key

B. Undock the tablet by lifting it up

C. Store the tablet in the compartment located in the lid of the case

D. Lock the tablet using the blue key

E. Use the latch in the upper left hand corner to further secure the tablet

F. Shut the Scan case

G. Place green Seal around handle

H. Record the Seal number on the Scan Seal Log

I. Repeat on each additional Scan

J. Place Scan Seal Log in Work Folder

9. Judges Suspend Polls on one ePollBook

A. Go to "Judge Admin Menu"

B. Select "Suspend Poll"

C. Answer the three questions

D. Select green "Suspend Poll" button. Pop-up window will open to confirm suspending polls. Once "Yes" is selected, Voters cannot be processed until polls reopen in the morning

Early Voting: Suspending Daily

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10. Complete Daily Reconciliation Envelope Using Corresponding Report Tapes:

A. Prepare to report the following information to Harris County for End of Day Reporting

From each Controller tape
- Tape color
- Full Serial Number
- Ballot Counter
- PVRs printed today

From each Scan tape
- Full Serial Number
- Ballot Counter
- Ballots Cast Today

From Daily Reconciliation Documentation and Forms Logs
- Number of Damaged Ballots
- Number of Spoiled Ballots
- Number of Provisional Ballots

B. Using the printed tapes from the Controllers and Scans, fill out the Early Voting Daily Reconciliation Envelope as shown to the right.

C. **Both** Judges must print and sign their names on the printed tapes and insert the tapes into the Daily Reconciliation Envelope, which also must be signed by both Judges.

D. ALWAYS make sure Suspend Polls Report tapes for Controllers and Scans, and the Access Code Summary for the Controllers are in the Early Voting Daily Reconciliation Envelope.

E. Harris County will call Judges to collect end of day totals.

EARLY VOTING DAILY RECONCILIATION ENVELOPE

INSTRUCTIONS: This is one of the most important forms. It must be completed by BOTH Election Judges. Please fill in the lines below for the equipment you have. Both Judges sign when completed. Controller & Scan tapes go inside the Reconciliation Envelope each day of Early Voting.

SRD: _____ Election Title: _____ Date: _____

Presiding Judge: _____ Alternate Judge: _____

SCAN #1 (purple report tape) Serial Number: _____

| Start of Day Tape | Zero Report # / Open Polls Report # | Scan will be 0 only on 1st day of Early Voting, unless no ballots get deposited in the Scan |
| End of Day Tape | Suspend Polls Report # | |

SCAN #2 (purple report tape) Serial Number: _____

| Start of Day Tape | Zero Report # / Open Polls Report # | Scan will be 0 only on 1st day of Early Voting, unless no ballots get deposited in the Scan |
| End of Day Tape | Suspend Polls Report # | |

SCAN #3 (purple report tape) Serial Number: _____

| Start of Day Tape | Zero Report # / Open Polls Report # | Scan will be 0 only on 1st day of Early Voting, unless no ballots get deposited in the Scan |
| End of Day Tape | Suspend Polls Report # | |

Controller #1 (white report tape) Serial Number: _____

| Start of Day Tape | Open Polls Report # | # of Provisionals Controller #1: |
| End of Day Tape | Suspend Polls Report # | |

Controller #2 (pink report tape) Serial Number: _____

| Start of Day Tape | Open Polls Report # | # of Provisionals Controller #2: |
| End of Day Tape | Suspend Polls Report # | |

Controller #3 (green report tape) Serial Number: _____

| Start of Day Tape | Open Polls Report # | # of Provisionals Controller #3: |
| End of Day Tape | Suspend Polls Report # | |

Controller #4 (blue report tape) Serial Number: _____

| Start of Day Tape | Open Polls Report # | # of Provisionals Controller #4: |
| End of Day Tape | Suspend Polls Report # | |

Controller #5 (white report tape) Serial Number: _____

| Start of Day Tape | Open Polls Report # | # of Provisionals Controller #5: |
| End of Day Tape | Suspend Polls Report # | |

- The Reconciliation Envelope will go into the Workfolder at the end of each day of Early Voting.
- On the last day of Early Voting all Reconciliation Envelopes from each day of Early Voting will be taken from the Workfolder and rubber banded together. Place them in the Return Box.
- The Constable will take the Return Box to drop off.

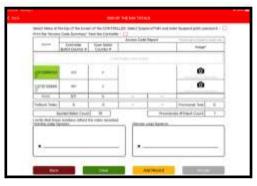11. **After selecting "OK" in the pop-up box, select "Enter End of the Day Totals."**

   A. Complete the two tasks at the top of the screen by selecting the red boxes.

   B. Starting with the Access Code Summary Report tape for the white Controller, select the yellow "Add Record" button at the bottom of the screen.

   C. In the pop-up window, enter the serial number of the equipment found on the handle area of each device.

   D. Choose tape color from the drop-down menu.

   E. Select "Submit".

   F. Take photo of chosen Controller color tape including the Access Code Summary Report by holding a finger on the picture of the camera until the camera opens. Select "Use Photo" when there is an in focus usable photo. Assure all numbers and signatures are visible. Repeat steps for other Controllers and Scans. Take a picture of the Ballot Count Summary tape for the Scan.

   G. When adding the information for a Scan remember to check the box at the top and choose purple tape.

   H. Enter the number of Provisional Affidavits and Spoiled Ballots for that day.

   Only after judges have entered the numbers and have taken photos of tapes from ALL of the machines, will BOTH judges then sign and tap the "ACCEPT" button. Once "accept" is tapped, the ePollBook will be frozen.

12. **Suspend Polls on all other ePollBooks**

   A. Go to "Judge Admin Menu".

   B. Select "Suspend Poll".

   C. Answer questions. Do not re-enter totals on the other ePollBooks.

   D. Any Clerks still remaining at the Vote Center will need to enter their time on the ePollBook and on paper time sheets before they leave for the day.

Early Voting: Suspending Daily

13. Judges Seal Controllers and Scans

A. For each Controller, complete the following steps:
- Take a new green Seal from the Supply Cabinet
- Secure the green Seal around the handle of each Controller
- Write the green Seal number on the Controller Seal Log Envelope
- **Both** judges sign next to the Seal number on envelope
- Place Controller Seal Log in the Work Folder after all the Controllers are sealed

B. For each Scan, complete the following:
- Take a new green Seal from the Supply Cabinet
- Secure the green Seal around the handle of the Scans
- Write the green Seal numbers on the Scan Seal Log Envelope
- **Both** judges sign next to the Seal number on envelope
- Place the Scan Seal Log in the Work Folder

14. Organize paperwork

A. Gather the Presiding Judge, Alternate Judge, and clerk timesheets.
B. Remove the Supply Cabinet Seal Log from the Work Folder and take a green Seal from the Supply Cabinet.
C. Write the Seal number on the Supply Cabinet Seal Log envelope. Both judges sign the log and place it inside the Work Folder.
D. Place Work Folder and all other paperwork in the Supply Cabinet.

15. Close and Lock Supply Cabinet

A. Move the MiFi to the Supply Cabinet. Keep it powered on and plugged in to charge (the cord will fit through a small space in the cabinet).
B. Move each ePollBook to the Supply Cabinet, keeping them plugged in to charge (the cords will fit through a small space in the cabinet).
C. Move the two Barcode Readers to the Supply Cabinet.
D. Do not place the Provisional Tub in the Supply Cabinet as it can damage the cabinet.

Early Voting: Suspending Daily

E. Place all ePollBooks and the Translator iPad in sleep mode by pressing the button on top left corner (once). Do NOT ever turn them fully off or they will not function.

F. Double check that the screens turn black.

G. Place Election Forms Box and clear plastic Supply Tub back in the Supply Cabinet.

H. Place the Return Box in the Supply Cabinet.

I. Lock and seal the Supply Cabinet with the green Seal that has been documented on the Supply Cabinet Seal Log.

- Lock top latches and bottom padlock.

- Place the green Seal through the lock's eyelet.

J. Presiding Judge will close and secure voting room taking keys home with them.

Repeat the above steps every night of Early Voting

EXCEPT THE LAST NIGHT

Early Voting

Suspending Polls Last Day

TO COMPLETE SUSPENDING ON LAST DAY USE THE CHECKLISTS FOUND IN THE CLEAR ENVELOPE INSIDE THE ELECTIONS FORMS BOX

1. A Constable, or other permissible authority as instructed by Harris County, should be at the Vote Center by approximately 6:30 PM. When they depart, notify Harris County Elections by phone and by sending a "Handy Message" on the ePollBook.

2. **Gather the Envelopes for each category below and put them in the Return Box**

- DAILY Reconciliation Envelopes

- Cancelled Mail Ballot Envelopes

- Statement of Residence Envelopes

- Reasonable Impediment Declaration Envelopes

- Time Sheets Envelope (usually 3)

- DAILY Spoiled Ballot Envelopes

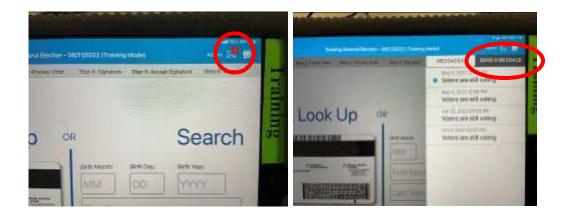- Leave the Chain of Custody Forms for each Scan in the work folder for now

Include all daily Spoiled Ballot Envelopes, even if empty. If there is no paperwork for a given day, still include the empty envelope with the date and mark it as containing "0" so that Harris County Elections will know there were no Spoiled Ballots for that day.

3. **The Door**

   A. Referring to the time on the Scan from which opening of the Vote Center was determined, close the door(s) of the Vote Center at 7:00 PM and continue to allow all Voters already in line to Vote.

   B. Bring the line of Voters inside the building, if possible.

   C. Send the Greeter to stand at the end of the line so no one else can join the line after 7:00 PM.

4. **Provide Location Status to Elections Office at 7:00 PM**
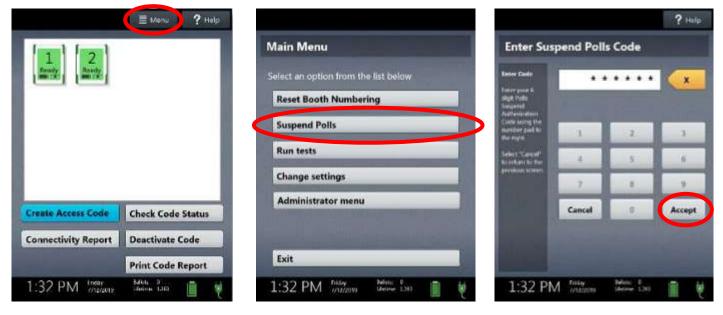
   A. Send a "Handy Message" through the ePollBook: "**Voters are still voting**" OR "**Processed last Voter**" (meaning the last Voter has been qualified on ePollBook) depending on your status.

   B. If you fail to send the Handy Message, the Elections Office will contact you.

5. **After last Voter has voted, Clerks will:**

   A. Remove any trash or debris from voting booths and voting room.

   B. Bring the ADA Curbside Voting Buzzer, cones, other remedies inside the voting room. Bring in outdoor signage.

   C. Remove any "Items To Post" forms from wall and gather white coroplast boards used to post forms.

   D. Disassemble Curbside Buzzer, put in it's case.

   E. Put all items back in the Supply Cabinet or Equipment Caddy they came in.

6. Suspend Controllers (Both Judges work together on one Controller at a time)

A. Select "Menu" at the top of the screen.

B. Select "Suspend Polls".

C. Enter the Suspend Polls Code found on the passwords form and select "Accept".

D. The Suspend Polls Report will print automatically.

E. After report is finished printing, then print the Access Code Summary report.

F. Enter the Ballot Counter number from the Ballot Count Summary report onto the Reconciliation form/envelope. Both judges print and sign where indicated.

G. Insert all tapes into the Reconciliation Log Envelope. The tapes will need to be photographed when completing "End of Day Totals" on the ePollBook.

H. Press the red power button on back of the Controller. Wait for the Controller tablet to completely power down to a black screen, white spinning circle will be gone.

I. The Total Ballots Cast is under the Ballot Count Summary Report on the Suspend Polls Report tape. This may be used when providing end of day numbers.

J. Gather the information needed for end-of-day reporting:

    From each Controller tape
- Tape color
- Full Serial Number
- Ballot Counter
- PVRs printed today

    From each Scan tape
- Full Serial Number
- Ballot Counter
- Ballots Cast Today

    From Daily Reconciliation Documentation and Forms Logs
- Number of Damaged Ballots
- Number of Spoiled Ballots
- Number of Provisional Ballots

7. **Take the Controller down**

   A. Unplug the Barcode Reader and put it in the equipment box.

   B. Use the blue key to unlock the tablet.

   C. Undock the tablet by lifting it up.

   D. Seat the tablet in the storage compartment located in the lid of the case.

   E. Use the blue key to lock the tablet in place.

   F. Turn the latch to the left to further secure the tablet.

   G. Shut the Controller case.

   H. Repeat on each Controller.

8. **Emergency/Damaged Ballot Slot**

   A. After all Voters have left, if any ballots were put in the slot during Early Voting, both Judges unseal and unlock the back door to access the Emergency/Damaged Ballot Slot Pouch. Remove tail of seal and place the seal number portion of the seal into the Ballot Box Seal Log Envelope.

   B. Remove any Ballots from the pouch and place into the Envelope for Damaged Ballots.

9. **Damaged Ballot Slot Ballot Bag (red)**

   Place the Envelope For Damaged Ballots into the Damaged Ballots Slot Ballot Bag and complete the following steps, **even if it holds no (0) Ballots:**

   A. Retrieve the orange seal, seal log envelope, cable lock and master lock from the inside of the red Damaged Ballot Slot Ballot Bag.

   B. Write the seal number on the EV Damaged Ballot Slot Red Ballot Bag Seal Log envelope. Both Judges sign where indicated.

   C. Complete the Early Voting Damaged Ballot Slot Log form, even if the number for all of Early Voting is 0. Both Judges sign where indicated.

   D. Once the damaged ballot slot seal envelope and the damaged ballot slot log are completed, insert them into the red Damaged Ballot Slot Ballot Bag along with the Envelope For Damaged Ballots.

E. Close the Damaged Ballot Slot Ballot Bag. Put the cable lock on the bag, then attach the master lock and the seal.

10. **Suspend Polls on Scan (both Judges work on each Scan together)**

A. Check the purple Scan Tape and replace if it is low.

B. Press the Blue Poll Worker button on the back of the Scan.

C. Select "Suspend Polls" on the tablet screen.

D. Enter the Suspend Polls Code and select "Accept".

E. The Suspend Polls Report will print automatically. Tear it off.

F. From "The Polls are Suspended" screen, tap "Print Ballot Count."

G. After it has printed, tear it off and use to fill out the Early Voting Daily Reconciliation Envelope. It will also be used for suspending poll on the ePollBook.

H. Press the red power button on the back of the Scan.

I. Wait for the tablet to go dark before breaking the Scan down.

11. **Take the Scan down**

A. Unlock tablet using the blue key.

B. Undock the tablet by lifting it up.

C. Store the tablet in the compartment inside the lid of the case.

D. Use the latch in the upper left hand corner to secure the tablet.

E. Lock the tablet in place using the blue key.

F. Shut the Scan case.

G. Repeat on each Scan.

12. Provisional Ballot Tub

A. Judges make sure all Voters listed on the yellow List of Provisional Voters form for that day have been entered into the ePollBook.

B. Place List of Provisional Voters form and EV Provisional Tub Seal Log into the Provisional Tub.

C. Set Provisional Tub aside for drop off.

13. Complete Daily Reconciliation Envelope (use the corresponding report tapes)

A. Retrieve the Early Voting Daily Reconciliation Envelope from the Work Folder.

B. For the Early Voting Daily Reconciliation Envelope, use the printed tapes to fill out the highlighted sections for the Controllers and Scan(s).

C. **Both** Judges must print and sign names on printed tapes and insert the tapes into the Daily Reconciliation Envelope.

D. ALWAYS make sure Suspend Polls Report tapes for Controllers and Scan(s) and the Access Code Summary for the Controllers are in the Early Voting Daily Reconciliation Envelope.

E. **Both** Judges MUST sign and date report tapes & the Daily Reconciliation Envelope.

F. Instructions for end-of-day numbers reporting will be provided before the polls close.

Early Voting: Suspending Last Day

14. Suspend Polls on ePollBook

> Judge suspends polls on the Judge's ePollBook. Using the report tapes in the Daily Reconciliation Envelope record the end of day totals for each Controller:

A. Go to "Judge Admin Menu."

B. Select "Suspend Poll."

C. Answer the three questions. Only answer "Yes" for Damaged Ballot Slot Ballots if you had Ballots deposited in the Damaged Ballot Slot on the day you are responding to the questions. If you did, put the number of Damaged Ballots that day in the box.

D. Select "Suspend Poll". A pop-up window will open to confirm you want to suspend the polls. Once you select "Yes" you will not be able to process any additional Voters.

15. After selecting "OK" in the pop-up box, select "Enter End Of The Day Totals."

A. Confirm you have completed the two tasks at the top of the screen by selecting the red boxes.

B. Starting with white tape Controller, Select the yellow "Add Record" button at the bottom.

C. In the pop-up window, enter the serial number of the controller found on the handle area of the machine.

D. Choose the tape color from the drop-down menu, then select "Submit."

E. Enter the totals in the boxes.

F. Take a photo of the Access Code Report by holding a finger on the picture of the camera until the camera opens. Select "Use Photo".

G. Repeat steps for other Controller(s) and Scan(s), one at a time. Take picture of Ballot Count for Scan.

H. When adding the information for the Scan, check the box at the top.

I. Put in the number of Provisional Affidavits and Spoiled Ballots logged that day.

J. Only after all numbers have been entered and all photos taken for all the machines will BOTH Judges sign and then tap the "ACCEPT" button. Tapping "ACCEPT" too soon will prevent you from adding anything further.

16. **Suspend Polls on other ePollBooks**

   A. Go to "Judge Admin Menu."

   B. Select "Suspend the Polls."

   C. Answer questions. Do not re-enter totals on the other ePollBooks.

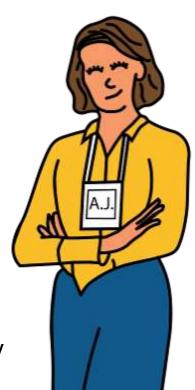17. **Secure Controller:** Place each Controller in the Equipment Caddy

18. Pack up the Duos & Booths

A. After the Controllers are powered down, power off each Duo by pressing the red power button on the back of the Duo.

B. Wait for the screen to go black before starting to take down the Duo.

C. Remove privacy screens.

D. Take down the Duos:

- Unlock the tablet using the blue key
- Undock the tablet by pulling forward and lifting up
- Place the tablet in the lid compartment
- Turn latch in upper left corner to secure the tablet
- Use blue key to lock tablet in place
- Unlock the hinge on the left side of the Duo
- Close and latch the Duo lid
- Remove the round plug power cord from the back of the Duo.

E. Unlatch the Duo from the Duo Booth.

F. Place the Duos in the Equipment Caddy.

G. Disassemble the Booths.

H. Place the disassembled Booths and Privacy Screens in the Booth Bags.

I. Put the Booth Bags in the Equipment Caddy.

> **Placing equipment back in the Equipment Caddy must be done carefully so as not to damage the equipment.**

Early Voting: Suspending Last Day

19. **Secure the Ballot Bag**

The Constable, or other permissible authority as instructed by Harris County, will need to be at the Vote Center to unlock the second lock on the Ballot Box before the next steps may be completed. **Both the Presiding Judge and Alternate Judge will work together on these tasks:**

A. Judge unlocks first Ballot Box Lock (right side of front door).

B. Ask Constable, or other permissible authority as instructed by Harris County, to unlock second Ballot Box Lock (top of the front door).

C. Open the Ballot Box.

D. Remove the gray Ballot Bag, gather any Ballots that may have slipped out and place them in the gray Ballot Bag.

E. Zip the gray Ballot Bag.

F. Using the red and black Cable Lock, secure the Ballot Bag through the zipper hole and grommet. Take the Master Lock, open it, and place it through one of the holes in the Cable Lock, and lock it in place. Take an orange Seal from the Ballot Box Seal Envelope and place it through another hole in the Cable Lock.

G. Document the orange Seal serial number on the yellow Chain of Custody Form.

H. **Both** Judges sign the Chain of Custody form.

I. The sealed Ballot Bag will be given to the Constable, or other assigned person.

J. Collapse the Ballot Box by following the detailed instructions on the back of the Ballot Box. Ensure nothing is inside the Ballot Box.

K. **Place the Ballot Box in the Ballot Box carrying bag to be given to Constable, or other assigned person. Do not place any items besides the Ballot Box in the Ballot Box carrying bag.**

Early Voting: Suspending Last Day

20. Secure the Scan

A. Retrieve the Chain of Custody form from the work folder.

B. Take a green seal from the Supply Cabinet.

C. Document the seal number on the Chain of Custody form and place the form inside the Scan.

D. Close the Scan and secure the seal around the handle of the Scan.

E. This will be given to the Constable along with other return items.

21. Prepare Return Box for Constable

A. Have everyone complete time sheets on both paper and the ePollBook (estimate end of day time as the Constable, or other assigned person, will probably be leaving with equipment/paperwork before the Vote Center has been fully closed.)

B. Continue to gather all envelopes and place in the Return Box.

22. Finish Cleaning Room

A. Place the name badges back in Supply Cabinet.

B. Ensure that all equipment has been put away and that all paper, forms, postings and signage have been returned to their proper location.

C. Bring in all outside signage, ADA cones, the call buzzer and ADA parking signs.
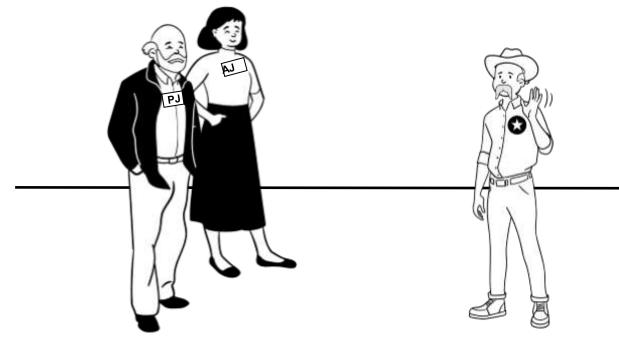
23. Pack up Black ePollBook Case

A. Place all ePollBooks (including the Translation iPad) to sleep by clicking the button **once** on the top left corner.

B. Pack the ePollBooks into the Black ePollBook case (or cases if more than one was provided).

C. The black ePollBook Case(s) will go with the Constable, or other assigned person. The large travel case stays at the Early Voting location.

24. Seal Equipment Caddy, Lock Supply Cabinet

A. Take two green seals from the Supply Cabinet.

B. Record one seal number on the Equipment Caddy Seal Log. **Both** Judges sign the log and place it in the White Return Envelope.

C. Seal the Equipment Caddy once all of the Controllers, Duos, Booths, and other equipment has been placed inside. Be sure not to seal it before ensuring that all items that must be returned have been set aside.

D. Record the second seal number on the Supply Cabinet Seal Log. Both Judges sign the log and place it in the White Return Envelope.

E. Lock both the top locks and the bottom padlock of the Supply Cabinet after all forms boxes, supply tub, extension cords and other equipment has been placed inside.

F. Seal the Supply Cabinet.

G. Put the equipment keys in the Return Box.

25. With Constable after Early Voting

A. **Both** Judges and the Constable, or other permissible authority as instructed by Harris County, complete the 2 page carbonless "Early Voting Equipment Receipt." The Judge may keep the pink copy, the Constable, or assigned person, will take the white copy to drop-off.

B. Call Harris County Elections to report the Constable has left.

C. Close and secure the Voting Room once all the clean up work has been completed.

Early Voting: Suspending Last Day

EARLY VOTING ITEMS TO RETURN

A. Sealed and locked Ballot Bag

B. Scan (s) - All Scans, even if not used

C. Inside the Scan(s): Chain of Custody

D. Damaged Ballot Slot Bag (sealed and locked) - place inside:

- Damaged Ballot Slot Envelope with any Damaged Ballots
- Damaged Ballot Log
- Damaged Ballot Slot Bag Seal Log (completed and signed)

E. Black ePollBook Case with all ePollBooks, black extension cord, MiFi, charging blocks and cables inside.

F. MP-70, if provided

G. Ballot Box in its carrying bag

H. Return Banker's Box

I. Completed Early Voting Envelopes:

- Daily Reconciliation Envelopes
- RID Envelope (s)
- Return White Envelope
- Green Envelope (s)
- Daily Spoiled Ballot Envelopes
- Payroll Envelopes

J. Sealed and Locked Provisional Tub

K. Judge's Keys

L. Unused Ballot Paper

M. Black Ballot Box in Carry Bag

N. Ballot Box #4 (green) with:

Spoiled Ballot Envelope

- Register of Spoiled Ballots
- Defectively printed Ballots
- Any marked, unused Ballots
- Any envelope with Spoiled Ballots
- Thrown Out Ballots Envelope

Cancellation of Mail Ballots

- Register of Surrendered Ballots by Mail
- Any Ballot by Mail Ballot returned
- Any envelope containing cancellation requests & canceled ballots

Please refer to the Appendix to view the "Items to Give Constable" form and the "Constable Travel Log" for more details.

All equipment and supplies not listed here are to be placed neatly back in the Supply Cabinet and remain at the polling location.

Election Day Closing Polls
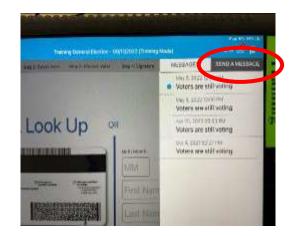
1. **The Door**

    A. Referring to the time on the Scan from which opening of the Vote Center was determined, close the door(s) of the Vote Center at 7:00 PM and allow all Voters already in line to vote.

    B. Bring the line of Voters inside the building, if possible.

    C. Send the Greeter to stand at the end of the line so no additional Voters can enter through the door or join the line after 7:00 PM.

2. **Provide Location Status to Elections Office at 7:00 PM**

    A. Send a "Handy Message" through the ePollBook: "**Still have Voters in line**, **cannot close Polls"** OR "**Processed last Voter"** (meaning the last Voter has been qualified), depending on your status.

3. **After the last Voter has voted, assign the Clerks to:**

    A. Remove all trash or debris from voting booths and the voting room.

    B. Place Curbside Voting buzzer, cones, and any other portable ADA remedies inside the voting room.

    C. Disassemble curbside buzzer. Place in its case and put case on top of the Equipment Caddy.

    D. Bring in all outdoor signage and place on top of the Equipment Caddy.

    E. Pack up all Items to Post paperwork. Be careful when removing sticky tack so paperwork can be reused whenever possible.

    F. Gather and dispose of election campaign signs outside the location.

4. Close Polls on Controllers (Both Judges work together on one Controller at a time)

A. Select "Menu" at the top of the screen.
B. Select "Close Polls."
C. Enter the Close Polls Code found on the passwords form and select "Accept"
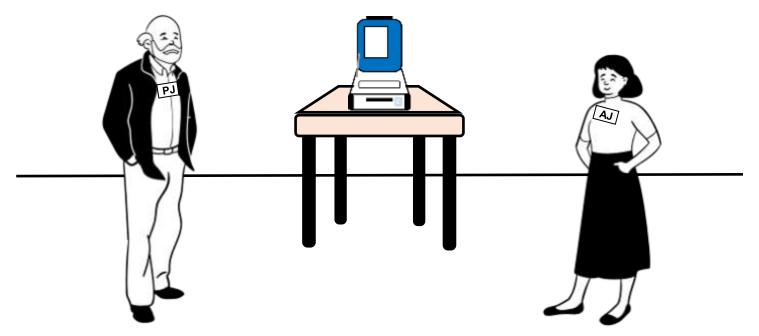D. The Close Polls Report will print automatically.

E. After the close polls report is finished printing, use the menu to print the Access Code Summary Report.

F. Tear the Access Code Summary Report off.

G. Insert all tapes into the White Envelope for Device Reports and Tapes. The tapes will be used when filling out the Daily Reconciliation form and Closing Polls on the ePollBook.

ENVELOPE FOR DEVICE REPORTS/TAPES

Poll Code: _____

Election Title: _____

Date of Election: _____

THIS ENVELOPE IS TO CONTAIN THE FOLLOWING:

1. **Reconciliation Logs**—white copy ONLY (pink copy goes to Presiding Judge and blue copy goes in the Scan with the Travel Seal Log)

2. **Morning Reports/Tapes:**
   A. Printed from Controllers <u>before first Voter votes</u>:
   - Zero Report/Tape from <u>all</u> Controllers
   - Open Polls Report/Tape from <u>all</u> Controllers

   B. Printed from Scan <u>before first Voter votes</u>:
   - Purple Zero Tape from Scans
   - Purple Open Polls Report/Tape from Scans

3. **Evening Tapes/Reports:**
   A. Printed from Controllers <u>after last Voter votes</u>:
   - Suspend Polls Report/Tape from <u>all</u> Controllers
   - Access Code Report/Tape from <u>all</u> Controllers

   B. Printed from Scans <u>after last Voter votes</u>:
   - Purple Suspend Polls Report/Tape from Scans

Place in white Envelope #2 TO: Harris County Elections

REV 1/2024

H. Press the red power button on the back of the Controller. Wait for the Controller to power down with no white spinning circle. It will display a completely black screen.

5. Disassemble the Controllers

A. Unplug the Barcode Reader.

B. Unlock the tablet using blue key.

C. Undock the tablet by tilting forward and lifting it up.

D. Place the tablet in the storage compartment located in the lid of the case.

E. Use the blue key to lock the tablet in place.

F. Turn the latch to the left to further secure the tablet.

G. Shut the Controller case.

H. Repeat on other Controllers.

I. Place the closed Controllers in the Equipment Caddy.

6. Emergency/Damaged Ballot Slot

A. After all Voters have left, IF THE SEAL WAS REMOVED, both Judges unseal and unlock the back door to access the Damaged Ballot Slot Pouch. The Judges remove any Ballots from the Damaged Ballot Slot Pouch. Record Seal Number in Ballot Box Seal Log Envelope.

B. Place all retrieved Ballots in the Damaged Ballot Slot Envelope.

7. Damaged Ballot Slot Ballot Bag (red)

Place the Envelope for Damaged Ballots into the Damaged Ballot Slot Ballot Bag and complete the following steps, **even if it holds no (0) Ballots:**

A. Retrieve the orange Seal from the inside holder of the Damaged Ballot Slot Ballot Bag.

B. Write the Seal number on the Election Day Damaged Ballot Slot Ballot Bag Seal Log and complete all requested information. Both Judges sign where indicated.

C. Complete the Election Day Damaged Ballot Slot Ballot Log, count the Damaged Ballots and include the total number of Damaged Ballot Slot Ballots that are in the Envelope for Damaged Ballots and complete the other requested information. Complete this even if the number is 0. Both Judges sign where indicated.

D. Once the Election Day Damaged Ballot Slot Ballot Bag Seal Log and the Election Day Damaged Ballot Slot Ballot Log is completed, insert them into the Damaged Ballot Slot Ballot Bag along with the Envelope for Damaged Ballots which contains all of the Emergency/ Damaged Ballot Slot Ballots.

E. Close the Damaged Ballot Slot Ballot Bag and put the orange Seal on the bag.

F. Log this Seal number on the Chain of Custody Form.

8. Close Polls on Scan (both Judges work on each Scan together)

A. Check the purple Scan Tape and replace if it is low.

B. Press the Blue Poll Worker button on the back of the Scan.

C. Select "Close Polls" on the tablet menu.

D. Enter the Close Polls Code and select "Accept".

E. The Tally Report will print automatically. Tear it off and keep.

F. Print the Ballot Count Report
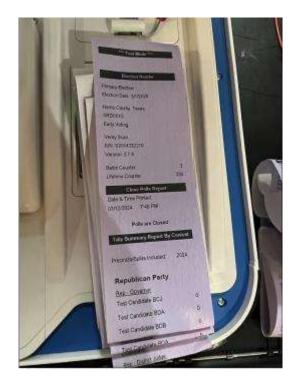

Election Day: Closing

G. After it has printed, tear it off and use it and the Tally Report to fill out the Reconciliation form. It will also be used for closing polls on the ePollBook.

ELECTION DAY RECONCILIATION LOG

Instructions: This is one of the most important forms. It must be completed by BOTH Election Judges. Please fill in the lines below for the equipment you have. Both Judges sign when completed.

After all numbers are logged, Controller & Scan tapes go in the white *ENVELOPE FOR DEVICE REPORTS/TAPES*

Poll Code: _____ Election Title: _____ Election Date: _____

Presiding Judge: _____ Alternate Judge: _____

RECONCILIATION INFORMATION:

Scan #1 (purple report tape) Serial Number:

Start of Day Tape	Zero Report #:	Call immediately
	Open Polls Report #:	# Scan is not 0
End of Day Tape	Close Polls Report #:	

Scan #2 (purple report tape) Serial Number:

Start of Day Tape	Zero Report #:	Call immediately
	Open Polls Report #:	# Scan is not 0
End of Day Tape	Close Polls Report #:	

Scan #3 (purple report tape) Serial Number:

Start of Day Tape	Zero Report #:	Call immediately
	Open Polls Report #:	If Scan is not 0
End of Day Tape	Close Polls Report #:	

Controller #1 (white report tape) Serial Number:

Start of Day Tape	Zero Report #	Controller will not be 0 if	# of Provisionals Controller #1:
	Open Polls Report #:	used during Early Voting	
End of Day Tape	Close Polls Report #:		

Controller #2 (pink report tape) Serial Number:

Start of Day Tape	Zero Report #	Controller will not be 0 if	# of Provisionals Controller #2:
	Open Polls Report #	used during Early Voting	
End of Day Tape	Close Polls Report #:		

Controller #3 (green report tape) Serial Number:

Start of Day Tape	Zero Report #	Controller will not be 0 if	# of Provisionals Controller #3:
	Open Polls Report #:	used during Early Voting	
End of Day Tape	Close Polls Report #:		

Controller #4 (blue report tape) Serial Number:

Start of Day Tape	Zero Report #	Controller will not be 0 if	# of Provisionals Controller #4:
	Open Polls Report #:	used during Early Voting	
End of Day Tape	Close Polls Report #:		

BLUE COPY—Place in SCAN
WHITE COPY – Place in ENVELOPE 2 – RETURN TO HARRIS COUNTY ELECTIONS (White)
PINK COPY—Place in ENVELOPE 2 (Pink)

H. **Print a second copy of the Tally Report by again tapping "Print Tally" and leave it on the Scan. DO NOT tear it off.**

I. Press the red power button on the back of the Scan.

J. Wait for the white spinning circle to be gone and screen to be totally dark before taking the Scan down.

9. Disassemble the Scan:

A. Unlock the tablet using the blue key.

B. Undock the tablet by lifting it up.

C. Store the tablet in the compartment inside the lid of the case using latch in upper left hand corner to secure the tablet.

D. Lock the tablet in place using the blue key and shut the Scan case.

E. Repeat on each Scan.

10. **Provisional Ballot Bag**

A. Unlock provisional ballot bag. Retrieve orange seal from Election Forms Box.

B. Using orange Seal, log Seal Number on Provisional Ballot Bag Seal Log found inside the blue Provisional Ballot Bag. After both Judges sign put envelope back into bag.

C. Close Provisional Ballot Bag, with yellow #5 provisional envelope and List of Provisional Voters inside. Attach cable lock. Seal with orange seal and relock. Set Provisional Ballot Bag aside for drop off.

11. **Reconciliation and Register of Official Ballots (utilize the corresponding report**

A. Retrieve the Reconciliation Log, Register of Official Ballots form the and the following:

- Controller tapes: Close Polls Report and Access Code Summary Report
- Scan tape: Close Polls Report

B. Fill out "End of Day" sections of the Reconciliation Log.

- Use the Ballot Counter portion of the Controller and Scan Close Poll report tapes.

C. **Both** judges sign **all** tapes and the Reconciliation Log.

D. The Reconciliation Log is a triplicate form. White copy goes in Envelope 2, Pink copy in Envelope 3, Blue copy inside the Scan.

E. Fill out all the Register of Official Ballots questions. This information had been collected on the old Reconciliation Log. It is now being collected on this new separate form.

F. Place report/tapes from all the Controllers and Scans in envelope For Device Reports/ Tapes.

Election Day: Closing

12. **Pack up the Duos & Booths :**

A. After the Controllers and the Scans are powered down, power off each Duo by pressing the red power button on the back of the Duo.

B. Remove privacy screens.

C. Take down the Duo Tablets:

- Use the blue key, turn the lock just right of the tablet.

- Undock the tablet by lifting up.

- Place the tablet in the lid compartment.

- Turn latch in upper left corner to secure the tablet.

- Use the blue key to lock tablet in place.

- Unlock the hinge on the left of Duo. Shut and latch the Duo.

D. Remove the Duos from the Booths.

E. Place the Duos in the Equipment Caddy.

F. Disassemble the Booths and place in Booth Bags with privacy screens.

G. Put the Booth Bags in the Equipment Caddy.

13. **Close polls on the ePollBook**

Before closing polls on the ePollBook, write the number of checked-in Voters from the Controller tapes.

A. Go to "Judge Admin Menu."

B. Select "Close Poll."

C. Answer the questions.

D. Select "Close Polls" in the lower right corner. A confirmation popup window will open. Select: "YES"

E. The Judge Admin Menu will reopen with "Close Polls" greyed out. Bypass instructions on pop up window asking for end of day totals. **DO NOT ENTER END-OF-DAY TOTALS.**

F. Select "OK"

G. Close Polls on all other ePollBooks.

H. Ensure paper and ePollBook time sheets are completed by all Election Workers.

Election Day: Closing

14. Secure the Ballot Bag (both Judges will work together on these tasks)

A. Judge unlocks Ballot Box Lock (right side of front door).

B. Open the Ballot Box

C. Remove the gray Ballot Bag, gather any Ballots that may have slipped out and place them in the gray Ballot Bag

D. Zip the gray Ballot Bag

E. Take an orange Seal from the Ballot Box Seal Envelope and place it through the closed zipper pull holes and grommet

F. Document the orange Seal serial number on the orange Chain of Custody Form.

G. **Both** Judges sign the Chain of Custody form.

H. The sealed Ballot Bag will set aside to be returned by the two election workers (TEC 127.066).

I. Collapse the Ballot Box by following the detailed instructions on the back of the Ballot Box. Ensure nothing is inside the Ballot Box.

J. **Place the Ballot Box in the Ballot Box carrying bag which will be returned by two Election Workers. Do not place any items besides the Ballot Box in the Ballot Box carrying bag.**

15. **Secure the Scan (both Judges must complete together)**

A. Retrieve the Chain of Custody form from the Work Folder.

B. Place the following forms in the Scan before sealing it:
    - Blue copy of Reconciliation Log
    - Chain of Custody Form

C. Take a green Seal, from the Seal envelope, in the Judge Supply Box.

D. Document the Seal number, on the Chain of Custody form, and place form inside the Scan.

E. **Both** judges sign the Chain of Custody form.

F. Secure the Seal around the handle of the Scan.

Election Day: Closing

16. Prepare envelopes and documents for Supply Return

Placed together in Elections Forms Box:

- Envelope 1—Reasonable Impediment Declaration (RID) envelope (purple)
- Envelope 2—To Harris County Elections envelope (white)
- Envelope 4—Voter Registration envelope (green)
- Envelope 7—Payroll envelope (red)

Placed in the blue Provisional Ballot Bag:

- Envelope 5—Provisional Ballot envelope (yellow)

Placed in Ballot Bag #4:

- Envelope 6—Spoiled Ballots envelope (tan)
- Cancelled Mail Ballots envelope
- Register of Official Ballots form (white copy)

17. Pack up the Black ePollBook Case

A. Place all ePollBooks to sleep by clicking on the left top corner button.
DO NOT ever fully turn off ePollBooks, only put the screen to sleep.

B. Pack up all ePollBooks and place in the black case, with screens facing each other to prevent screen damage. Lean them once in case.

C. Place charging cords and blocks in a black case.

D. Unplug MiFi (or MP-70 if provided), turn off the power, and place MiFi inside the Black case with charging cable.

18. Seal Equipment Caddy

A. Take a green Seal from the Judge Supply Box.

B. Record the Seal number on Equipment Caddy Seal Log.

C. **Both** judges sign the Equipment Caddy Seal Log.

D. Ensure that none of the items that are supposed to be returned to Harris County on Election night are in the Equipment Caddy.

E. Seal the Equipment Caddy.

F. Place Judge's keys in the Election Forms Box and bring to drop off.

Election Day: Closing

Complete the following check-list on the ePollBook to ensure you set aside all that is needed for drop off. Tap "Submit" once completed.

Once the Election Day Drop Off List has been submitted successfully, a pop-up box will appear confirming this.

- **Ballot Box #4 must be returned with all items listed above.**

- **All equipment and supplies listed here are to be returned to drop-off by two Election Workers. One can follow the other in a second car and leave for home once the car with the equipment arrives at the drop-off location**

Ballot Box #4

Equipment and supplies not listed should be placed neatly back in the Equipment Caddy, which will be sealed and remain at the Vote Center. Make sure to place the equipment keys in the Election Forms Box. After double checking all required items are in the caddy, seal it. Close and secure the Vote Center. Leave for Drop-off.

Election Day: Closing

Trouble-Shooting

Section Notes

_____

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Key Terms

Daisy-chaining

Connecting election machines, with cables, to one another so power and data flow from one to the next

Controller

The machine that holds all of the Ballot styles and prints access codes; it begins a line of daisy-chained Duos and sits on the Qualifying Table

Duo

The machine which displays a Voter's ballot, and on which the Voter makes their selections; Duos are daisy-chained to each other via power and Verity Data Cables

Verity Data Cable

Cables used in daisy-chaining Duos and Controllers; transmit data between the Duos and Controller

Duo Go

Election equipment in which a Duo tablet is placed to take outside the Vote Center to a Curbside Voter; contains a printer enabling it to print a Voter's ballot at the Voter's vehicle

In This Section

- Daisy-chaining Verity Data Cables
- Daisy-chaining power cables
- Trouble-shooting Duo Gos
- Voting line issues
- Key reminders

Daisy-Chaining Trouble-Shooting

If one or more Duo screens show a "No controller found" screen, it is possible the daisy-chaining is the source of the issue. Trouble-shooting should occur to help correct the problem.

REMEMBER: The Controller must be turned on before the Duos when opening the Vote Center.

1. Check connections to Controller and first Duo: Check the Verity Data Cable is completely inserted.

2. Remove Verity Data Cable from the Controller and first Duo in line; wait a few seconds and reinsert the cable into the Controller.

3. If connection was established, Duos will complete setup.

4. Still no connection: Remove and reinsert each Verity Data Cable in the Duo line.

5. If still no connection: exchange Verity Data Cable between Controller and 1st Duo with the Verity Data Cable connecting the last two Duos.

6. Wait to verify whether the Controller recognized the first Duo using the exchanged cable.

7. Proper connection can be verified by checking to see if a green Duo icon appears on the Controller screen for each Duo in the line.

8. If these solutions do not work, call the Tech Line at 713-755-1617, option 05.

Verity Data Cables properly inserted into the back of a Duo
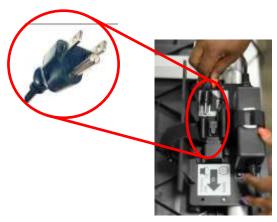
Trouble-Shooting

Daisy-Chaining Trouble-Shooting

If one or more Duo screens show a red indicator with a line through it on the bottom of the tablet, there is no wall power being supplied to the machine. Trouble-shooting must occur to help correct the problem.

1. Check Power Block on back of Duo booth - is a green light showing? If not, check all plugs are inserted securely.

2. Check power light on back of Duo next to red power button. If not on, check that the Round Power Cable plug is inserted securely.

3. Still no power: Check power light indicator on right side base of the Duo Case. Red indicates power is being received but the tablet is not properly docked. Re-dock and lock tablet.

4. Still no power: Check the surge protector is plugged into a power source (wall outlet); ensure the surge protector is turned on.

5. Still no power: Plug three-pronged Duo Power Cable into a different outlet on surge protector.

6. Still no power: Try plugging a different surge protector into the power source (wall outlet). If still no power, reconfigure the power cords to use different wall outlet.

7. Still no power: Ensure all power cables are inserted securely into the power kit on the back of the Duo booth. Especially check the "Next" daisy chain plug and the ports on the power kit.

8. Still no power: Check all round ends of power cables are inserted securely into the back all Duo machines.

9. If these solutions do not work, call the Tech Line at 713-755-1617, option 05.

Three-pronged end of Power Cable being inserted into the Power Kit on the back of the booth

Round end of Power Cable inserted into the back of the Duo

Duo Go Trouble-Shooting

If a Duo Go stops printing before a Ballot is completely printed:

Explain to the Curbside Voter the equipment has lost power, apologize, and;

- If you have another Duo Go available, say the voting process will need to be repeated using another Duo Go (then spoil the ballot, issue a new access code using the Voter's precinct and ballot style & repeat the curbside voting process) or;

- If you do not have another Duo Go available, explain the equipment needs to recharge for at least 30 minutes and the Voter is welcome to wait, come inside to vote, or go to a nearby Vote Center to which you can direct them. Be careful to communicate you are not encouraging the Voter to leave your Vote Center or discouraging curbside voting.

To help prevent Duo Go issues, do the following:
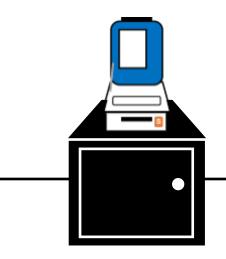
- Keep all Duo Go's turned off and charging whenever they are not in use

- Check the power lights inside the Duo Go <u>before</u> inserting a tablet, **if any light is flashing, do not use that Duo Go**, use another Duo Go if you have one

- If you don't have another Duo Go, ask the Voter to wait while the Duo Go charges and let them know they also have the option to go to any other Vote Center to vote should they choose not to wait

- **If you have multiple Duo Gos, keep one charging unused, so it gets to full charge before swapping it out with another Duo Go, which will then be left to fully charge**

- Alternate which Duo Tablets are used in Duo Gos; switch between the last two Duo Tablets in each voting line. If these solutions do not work, call Tech Line at 713-755-1617, option 05.

Ballot Box Capacity

Ballot Boxes may begin to reach capacity at some point before the end of Early Voting or Election Day.

For this reason, it is necessary to set up all Scans and Ballot Boxes provided to the Vote Center. All setup Ballot Boxes should be used evenly throughout the day to help avoid any Ballot Box from reaching capacity.

Harris County closely monitors the capacity of all Ballot Boxes and will alert any Vote Center of a Ballot Box reaching capacity.

If Harris County determines a Ballot Box should be replaced, they will contact the Vote Center and explain the process. A Harris County employee, or more than one, will deliver a new Ballot Bag(s) and Chain of Custody form. During Early Voting a Constable will be present as well to monitor the process. In the presence of both Judges, the at-capacity Ballot Bag will be removed and sealed (sealed and locked if EV). The new Ballot Bag will be inserted into the back of the Ballot Box. The completed Chain of Custody and secure Ballot Bag will be given to the Harris County employee(s) for return and voting will resume.

Sites with multiple Ballot Boxes will have ALL Ballot Bags replaced.

Important Notes

Trouble-shooting before calling the Judge Line when you are having issues with the voting equipment, can help you save valuable time.

Answer to the following general questions should they pertain to a problem you are having in the Vote Center prior to calling the Judge Line:

Was the Controller fully booted up before connecting it and turning on the Duos?

If not, disconnect the Verity Cable from the Controller, turn Controller off, then back on. After it has fully booted up, reconnect the Verity Cable

Did you only assign numbers to 2 booths at a time?

If not, and Controller is frozen, disconnect the Verity Cable from the Controller and reboot the Controller and all Duos. When Controller is fully booted up, reconnect the Verity Cable, and when prompted, assign booth numbers 2 booths at a time

Trouble-Shooting

Do wall outlets have power, are they working?

Before assuming the equipment does not work, check that wall outlets are working and supplying power to objects plugged into them. If the outlet does not work, connect to a different outlet

Are all cables plugged into the correct places?

Before assuming something is not working, check daisy-chain to the equipment, check to ensure all cables are plugged into their corresponding ports.

Are you letting shut-down process finish BEFORE undocking Duo tablets?

Not letting Duos shut down entirely before undocking tablets can drain the battery and render tablet inoperable. Make sure white spinning circle is off screen and it is totally dark before undocking.

Are you checking tape rolls before printing reports?

It can save a lot of time checking to ensure there is enough tape in a Controller or Scan before printing tapes for reconciliation.

Have you turned the Controller/Scan off then on again?

If your tape(s) will not print, turn the Controller or Scan off and on again and try again to print the tape(s) you need.

If you have multiple Duo Gos, is one ALWAYS charging with power off?

Reserving one Duo GO as a backup machine will help ensure curbside voting never ceases at the Vote Center.

Are you checking the yellow light on the inside of the Duo Go?
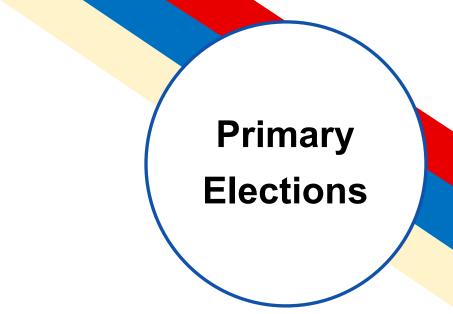
The Duo Go's yellow light, on the inside, will blink when power is 50% or less. When the light begins to blink, the device should be charged for at least 30 minutes before the processing of curbside Voters can continue.

Are you entering the Access Code into the Duo tablet while it is still docked?

The Access Code MUST be entered onto the Duo tablet while it is still docked and in a Duo on a booth.

Are you alternating the Duo tablets used in the Duo Go?

Do not use the same Duo tablet inside the Duo GO all the time. You MUST alternate which tablets are sued to avoid battery drain.

Trouble-Shooting

Primary Elections

Section Notes

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Key Terms

Joint Election

An election in which one set of election officers conduct voting at one location. Voters are processed on all the same machines.

Non-Joint Election

Two or more parties who hold their Primary election separately with two sets of staff, locations and equipment.

Primary Parties

Major political parties such as Democrats or Republicans that host these types of elections

Primary Election

An election in which voters determine which canddiates will be on the general election in November. In Primary elections, Voters choose from only their party's candidates.

Primary Runoff

A runoff election after the Primary that is needed when the Primary election did not reach the required majority of votes for any one candidate.

Affidavit of Non-Participation & Affiliation Declaration

An affidavit used in a Primary Runoff to allow Voters to make an oath that they did not participate in the other party's election when records indicate they did

In This Section

- Joint Elections
- Who Hires Election Workers in a Primary
- Processing Voters
- Runoff Elections

Joint Election

For 2024, Harris County will hold a Joint Primary Election for the Democratic and Republican parties. This means for both Early Voting and Election Day, both parties will utilize the same Vote Center and same voting equipment. On Election Day, there will be one set of staff and equipment at each Vote Center instead of two.

On Election Day in a Joint Primary:

- Each Co-Presiding Judge may appoint one clerk to be an Alternate Judge, if desired, for a total of two Co-Alternate Judges.

- Each Co-Presiding Judge will hire half of the quantity of clerks for the Vote Center. The quantity of clerks allowed to be hired will be provided in the placement letter.

- Each Vote Center will have a party designation. The Presiding Judge of that party will be responsible for picking up and dropping off election equipment; the designated PJ may appoint the opposite party PJ to pick up or drop off equipment for them (TEC 172.126). If the designated Presiding Judge or the opposite party judge do not wish to drop-off the equipment, they may designate one of the clerks to drop off the equipment for them.
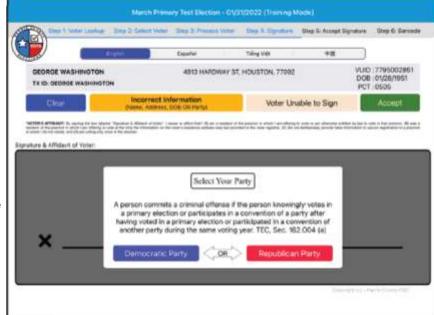
Judges

Early Voting: The Vote Center will operate as one location with one PJ and one AJ.

Election Day: The Vote Center will operate as one location with two Co-Presiding Judges, one from each party. Each Presiding Judge may appoint one clerk to be an Alternate Judge, if desired.

Processing Procedures

Vote Centers will use the same ePollBooks to check in either party Voters. Each Voter will be able to select their party choice in the ePollBook at Step 4:Signature, before signing their name. Once they make their party choice, only the candidates for that party will be available on their Ballot.

Voters should be allowed privacy, to the extent possible, when indicating the voter's choice for which party's primary the Voter chooses to vote in. The voter may indicate without verbalizing by pointing to the party (TEC Sec. 172.126(g-1)).

If a Voter has completed the check-in process and realizes they checked in under the wrong political party, the Judge must follow these steps:

1. Call Judge Resource Line, 713-755-1617, Option 04; and request help requalifying a Voter.

2. From the ePollBook, have the Voter's full name and their VUID number ready.

3. The Judge will be given steps over the phone to requalify the Voter in the ePollBook.

4. After requalifying, the Voter will be able to check into the ePollBook again, so they can choose their correct party.
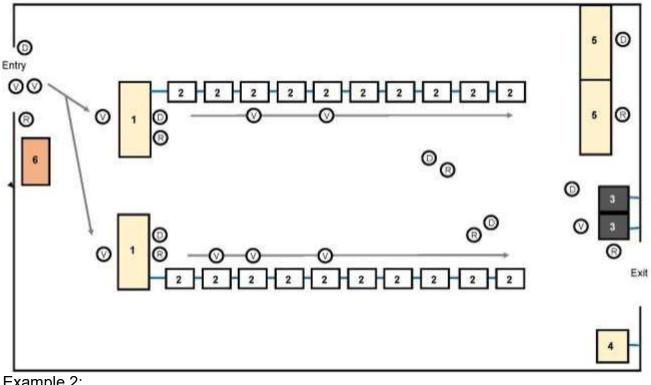
Election Day Joint Primary

This section only refers to Election Day; it DOES NOT guide/direct Early Voting procedures.

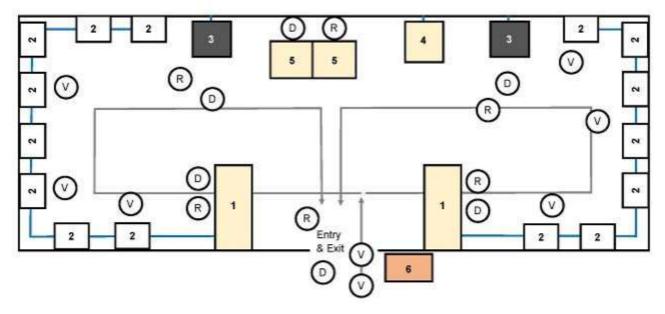**Room Layout:** the voting room must be set up and staffed according to the following guidelines.

2 judge tables (one per party)

2 clerks for every 1 Controller (one clerk of each party, if available)

2 greeters (one per party, if available)

1 table for party convention handouts (to be placed near entrance or exit)

The following room layouts are examples only and do not depict all voting rooms.
Use the following legend to identify each part of the diagram:

1 = Qualifying table with Controller and two clerks (one from each party)

2 = Duo machines on booths, cables behind the machines, away from all foot traffic

3 = Ballot Boxes with Scans (2, if equipped); ballots may go in any Ballot Box

4 = Duo Go table, Duo Go must be off and charging when not in use

5 = Judge tables, one for each party's Presiding Judge

6 = Table on which to place party convention handouts

R = Republican election worker

D = Democratic election worker

V = Voter

Example 1:

Example 2:

Example layouts are provided above to guide judges on setup options at their Vote Center. Setup may vary depending on room layout and equipment totals, but each qualifying station should have two clerks, one from each political party, in case a voter requests to be assisted by their own party clerk.

All equipment, staff and supplies are shared and all voters are processed within the same lines (no separate lines). Each party's Co-Presiding Judge will be responsible for managing their own clerks and any qualification issues for their party voters.

Questions about voting room setup/layout or election worker placement should be submitted to the Harris County Training team at 713-755-1617, Option 04.

On Election Day in a Joint Primary:

- Presiding Judges must ensure clerks are clearly communicating that any election worker can support any Voter

- Party convention flyers should be placed in a prominent location at the entry or exit where voters can easily find them.

- Each Vote Center must have at least 1 Presiding Judge and 1 clerk designated to work for each party (Democratic or Republican).

- If an equal amount of clerks from both political parties is not available at a Vote Center, one clerk may be placed at the Qualifying table instead of two; however, the designated opposite party Presiding Judge must be allowed to monitor the check-in process at that station.

- The County Clerk shall supervise the overall conduct of joint primary elections.

- Each Co-Presiding Judge has the exclusive authority to conduct challenges on the eligibility of voters, tabulation of votes, and delivery of election returns in the primary of the party with which the judge is affiliated (TEC 172.126 (c)).

- Party Chairs may be permitted within Vote Centers during Primary Elections.

Compensation Sheets during Primary Joint Elections:

- The Presiding Judge who is designated as the one responsible for pick-up and drop-off of equipment should be entered at the top of the compensation sheet under "Presiding Judge". The opposite party Presiding Judge should be entered under the "Alternate Judge" field.

- If Alternate Judges are selected, they should be entered in the clerk fields and add a note indicating "AJ-Rep" or "AJ-Dem", depending on the party for which they are serving as Alternate Judge.

- Each Presiding Judge will receive an $80 stipend.

- Co-Presiding Judges will not receive additional pay for setting up or picking up equipment. It is already calculated in the $80 stipend.

- The Presiding Judge that drops off the equipment may enter an additional hour on the compensation sheet for dropping off. If the opposite party Presiding Judge decides to follow, they may also get an additional hour added to their compensation sheet for the time it will take them to drop-off.

- For Election Day locations, only 3 people may assist with and be paid for setting up the Vote Center for up to two hours (the 2 Co-Alternate Judges and 1 clerk).

- The additional 2-hour setup pay is only paid to those who setup on a day prior to Election Day. Do not enter setup pay if setup is done on Election Day or if setup is already complete due to items being left up after Early Voting.

On Election Day in a Joint Primary (continued):

- The non-designated PJ must be given the opportunity to follow the designated PJ for equipment return. If they choose not to follow the other PJ, a clerk may do so.

- Each PJ will sign ballot paper with their signature; Voters will receive ballot paper according to the party they are making selections for (however, any voter may use any Presiding Judge's signed ballot paper)

- All election workers' nametags MUST indicate which of the two parties they represent.

- PJs must ensure clerks are not asking Voters which party they belong to; instead ask them if they have a preference on which party election worker should support them.

  Suggested Greeter script: "This is a Primary election, so we have workers from both the Democratic and Republican parties. If you wish to receive help from a specific party worker or judge, you may ask for that party. Each election worker's nametag indicates which party they represent. While any election worker can support any Voter, feel free to request help from any worker."

- Provisional Voters MUST be processed by the Presiding Judge of the voter's party.

- Presiding Judges each have the same rights and authority; however, they must be permitted to make decisions on behalf of voters of their respective parties.

When processing Voters on Election Day in a joint primary election, verify the correct party designation at the following four times:

1. When the Voter is making the selection on the ePollBook
2. On the Access Code after it has printed
3. On the Duo tablet screen after the access code has been entered (remind Voter to check)
4. On the printed Ballot (remind Voter to review this before depositing into the scan)

REMINDER: Do not hand ballot paper to a Voter until the Access Code is checked to see which party the Voter is making choices for.

Primary Election Runoff

A Voter who did not vote in the Primary, is able to choose whichever party they would like to vote for in the Primary Runoff. Once they have chosen a party, they will be given the runoff candidates for that party on their Ballot.

Voters who voted in the Primary Election and wish to vote in the Primary Runoff are legally required to vote for the same party's runoff. The ePollBook will indicate if the Voter has voted in the opposite party Primary.

If a Voter believes the notation for the Primary election to be incorrect, they may complete the Affidavit of Non-Participation and Affiliation form indicating they did not participate in that party's Primary/convention and proceed to vote in the standard way. If they complete and submit this form, it is not necessary for the voter to vote provisionally (TEC Sec. 172.125).

C30aW
Prescribed by Secretary of State
Section 162.008, Texas Election Code
02/12

AFFIDAVIT OF NON-PARTICIPATION AND AFFILIATION
DECLARACIÓN JURADA DE NO PARTICIPACIÓN Y AFILIACIÓN
BẢN TUYÊN THỆ VỀ VIỆC KHÔNG THAM GIA VÀ GIA NHẬP ĐẢNG PHÁI
沒有參與和不是從屬關係的宣誓書

_____
(Name of voter) (Nombre del votante) (Tên của cử tri) (選民姓名)

"I swear that I have not voted in a primary election or participated in a convention of another party during this voting year. I hereby affiliate myself with the _____ Party."

"Juro que no he votado en una elección primaria ni he participado en una convención de otro partido a lo largo de este año electoral. Por la presente me afilio con el Partido _____."

"Tôi thề rằng tôi đã không bầu phiếu trong cuộc bầu cử sơ bộ hoặc tham gia vào một hội nghị của một đảng khác trong năm bầu cử này. Do đó tôi tự gia nhập với Đảng _____."

"我宣誓，在這個投票年度，我沒有在初選中投票，也沒有參加過另一黨的大會，我特此加入 _____ 黨。"

Signature of Voter
Firma del Votante
Chữ Ký của Cử Tri
選民簽名

VUID NUMBER	DATE	PCT #
NÚMERO VUID	FECHA	# PCTO
SỐ VUID	NGÀY	PHÂN KHU#
號碼	日期	選區

Checklists

Section Notes

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EV & ED Vote Center Setup - Judge duty (J) / Clerk duty (C)

Tasks preceded with (C) are usually assigned to a Clerk. Tasks preceded with (J) are usually done by a Judge. (J,C) means the Judge and Clerks may each do parts of this process.

□ (J) Break and log seals on Equipment Caddy

□ (J) **Election Day:** Make sure you're using your party exclusive equipment by checking the Caddy labels

□ (J) **Early Voting:** Unlock Supply Cabinet

□ (J) Assign Clerks to perform setup items below so tasks are done simultaneously using the manual

    □ (C) Position Qualifying, Duo Go, Greeter and Judges Tables

    □ (C) Run power cords out of voter's path and place surge protectors as needed

    □ (C) Set up MiFi FIRST, or MP70 if provided, and then ePollBooks

    □ (J) **Check MiFi and confirm the amount of Devices Connected matches the number of ePollBook's given to your Vote Center**

    □ (C) Organize Qualifying and Greeter Tables with needed items. **For Election Day,** make sure to coordinate with the other Party Judge's to share the space accordingly.

    □ (C) Assemble Booths

    □ (C) Daisy Chain Booth Power Cables without Duos attached

    □ (C) Secure Duos to Booths, Plug Round Plug Power Cable into Duos

    □ (C) Daisy-chain Verity Data Cables

    □ (C) Connect ATIs

    □ (C) Perform Duo power test

    □ (C) Place Duo Go on Duo Go Table and plug in to charge

    □ (C) Attach Booth numbers to bottom half of Duo case carry handle

    □ (C) Power down Duos after power test, unlock and replace tablets, Close Duo cases

    □ (C) Unplug any extension cords from the wall. Only surge protectors may stay plugged in overnight.

    □ (C) Attach Duo privacy screens

    □ (C) Post all legally required *Items to Post* on coroplast boards, or walls if facility allows

□ (J,C) Perform payroll tasks

□ (J,C) **Early Voting:** ePollBooks charge inside Supply Cabinet

□ (J) **Election Day**: Presiding Judge takes ePollBooks home in case

□ (J) Prepare for departure, log and seal Equipment Caddy

□ (J) **Early Voting:** Log and seal Supply Cabinet

□ (J) Close and confirm with facility voting room is secure before leaving

<u>DO NOT SET UP CONTROLLERS, BALLOT BOX, BALLOT BAG OR SCAN DURING VOTE CENTER SET UP</u>

EV Opening Vote Center - Judge duty (J) / Clerk duty (C)

- □ (J) Both Judges remove and log seal from Equipment Caddy

- □ (J) **Remove** and log seal from Supply Cabinet

- □ (C) Plug in and turn on MiFi, or MP70 if provided

- □ (J,C) Place ePollBooks on tables, plug in, wake up and open polls

- □ (J,C) Prepare Controllers, Ballot Box, Scan and Duos

    - □ (C) Set up Controllers on qualifying tables, plug in Bar Code Reader

    - □ (J) Power on Controllers, *Power-on Self-Test* will print

    - □ (J) Print Controller's *Zero Report*, verify report is zero, log on *Reconciliation Envelope*

    - □ (J) Open Polls on Controller, *Open Polls Report* prints, log report tape on Reconciliation Envelope, file tape inside envelope

    - □ (C) Open and dock duo tablets, power them on

    - □ (C) Assign booth numbers on Duos

    - □ (C) Set up Ballot Box and Ballot Bag, Place scan on Ballot Box, lock in place

    - □ (J) Constable and Judges confirm Ballot Bag is empty, lock bag inside Ballot Box

    - □ (J) Judges together seal and then log seals for Ballot Box

    - □ (J) Open Scan, verify seal & Scan serial number using yellow *Chain of Custody* inside, Place in *Work Folder*

    - □ (J) Plug in & power on Scan, *Power-on Self-Test* will print

    - □ (J) Print Scan *Zero Report,* verify report is zero, log on *Reconciliation Envelope*

    - □ (J) Open Polls on Scan, *Open Polls Report* prints, log report tape on Reconciliation Envelope, file tapes in envelopes

    - □ (J) Check Scan clock, verify that they're close enough to the actual time. Call the Tech line: 713-755-1617 (Option 5) if they are off by a major amount of time.

- □ (J,C) Prepare Location -

    - □ (J) Organize materials and prepare Judges Table

    - □ (J) Prepare Ballot Paper

    - □ (C) Prepare Curbside Voting Buzzer & Receiver, place distance markers, outdoor signage

    - □ (J) Complete *ePollBook ADA Checklist* – do this daily before opening Vote Center

- □ (J) Prepare staff (oaths, name badges)

- □ (J) Ensure all indoor posted signage is in place

- □ (J) Send ePollBook *Handy Message* "Polls Open"

- □ (J) Do payroll once Vote Center is full ready to open. Opening polls is the priority

- □ (J) Allow Voters to enter Vote Center at 7:00am.

- □ (J) MANAGE PAPERWORK (logging, filing, signing) THROUGHOUT THE DAY

EV Suspending Polls Daily - Judge duty (J) / Clerk duty (C)

□ (C) At 7:00pm on Scan clock, stop admitting new Voters to line, put clerk at end of Voter line

□ (J) At 7:00pm send ePollBook *Handy Message* on status of poll

□ (J) After last voter in line by 7:00pm has voted, assign clerks to suspending tasks

□ (C) Bring in all outside signage, only the items given to your Vote Center

□ (C) Bring in all outside ADA remedies and Curbside Buzzer

□ (C) Ensure all trash and debris are picked up and discarded

□ (J) Both Judges suspend Controllers, *Suspend Polls Report* prints, print *Access Code Report*

□ (J) Both Judges log reports on *Reconciliation Envelope,* power down, seal Controllers

□ (C) Power Off Duos, leave tablets docked and cases open

□ (J) At the Scan, If Ballots were put in Damaged Ballot Slot, reseal the slot

□ (J) Log the seal on the Damaged Ballots Slot Seal Log envelope with reason seal was broken

□ (J) Log estimated number of ballots placed in Damaged Ballots slot on the Damaged Ballots Log

□ (J) Both Judges suspend polls on all Scans, *Suspend Polls Report* prints

□ (J) Both Judges log reports on *Reconciliation Envelope,* power down & seal Scans

□ (J) After Judges log report tapes on *Reconciliation Envelope*, file tapes in envelopes

□ (J) Ensure paper and ePollBook time sheets have been completed

□ (J) Dismiss Clerks once they have completed all their tasks and recorded their time on ePollBook

□ (J) Seal Controllers and Scan, Log seals on Controller and Scan logs

□ (J) Suspend polls on ePollBooks, entering number of Damaged Slot ballots in ePollBook

□ (J) Enter end of day totals on Judge ePollBook using process in manual

□ (J) Organize paperwork, place *Work Folder* and forms in Supply Cabinet

□ (J) Call 713-755-6965 to report daily vote totals

□ (J) Log Supply Cabinet seal number, place log in *Work Folder*, then in Supply Cabinet ,

□ (J) Lock & seal Supply Cabinet

□ (J) Close and secure Vote Center, taking Equipment Keys with you

EV Last Day Suspending Polls - Judge duty (J) / Clerk duty (C)

☐ (J) Send ePollBook *Handy Message* when Constable arrives

☐ (J) At 7:00pm on Scan clock, stop admitting new Voters to line, put Clerk at end of line

☐ (J) After last voter in line by 7:00pm has voted, assign clerks to suspending tasks

☐ (C) Gather and place all ADA remedies in Equipment Caddy, including Curbside Buzzer

☐ (C) Gather all outdoor signage, indoor *Items To Post* and return to Supply Cabinet

☐ (J) Both Judges suspend Controllers, *Suspend Polls Report* prints, print *Access Code* report

☐ (J) Both Judges log Controller reports on *Reconciliation Envelope,* file tapes in envelope

☐ (C) Break down Controllers and place in Equipment Caddy

☐ (J) At the Scan, If Ballots were put in *Damaged Ballots Slot*, remove from pouch

☐ (J) Count damaged ballots, log number on *Damaged Ballots Slot Log*, place ballots and log in
    Damaged Ballots Envelope, put envelope in NEW red *Damaged Ballots Slot Ballot Bag*

☐ (J) Log orange seal number on Damaged Ballots Bag Seal Log, place log in red Damaged Ballots Slot
    Ballot Bag, place lock and seal on closed bag, set bag aside to go to drop off

☐ (J) Place lock and seal on Provisional Ballot Tub. Set aside to go to drop off

☐ (J) Place *Cancellation of Mail Ballots* envelope and *Spoiled Ballots Envelopes* inside new green tagged ballot bag #4

☐ (J) Close Ballot Bag #4 and secure with lock; set aside to go to drop off

☐ (J) Both Judges suspend polls on all Scans, *Suspend Polls Report* prints, tear off

☐ (J) From menu print *Ballot Count* report, tear off

☐ (J) Both Judges log Scan report numbers on *Reconciliation Envelope*

☐ (J) Close Ballot Bag, get seal, log seal number on yellow *Chain of Custody*, Seal Ballot Bag

☐ (J) Break down Scans, get orange seal, log seal on yellow *Chain of Custody*, place form inside Scans, seal Scans;
    Set aside to go to drop off

☐ (C) Power off, dismantle, and place Duos and Duo Booths in Equipment Caddy

☐ (C) Break down and store tables and chairs (unless instructed otherwise by facility)

☐ (C) Ensure paper and ePollBook time sheets have been completed

☐ (J) Suspend polls on ePollBooks, enter number of *Damaged Ballot Slot* Ballots

☐ (J) Enter end of day totals on Judge ePollBook

☐ (J) Gather all daily envelopes and place in return box for Constable

☐ (J) Call 713-755-6965 to report daily vote totals

EV Last Day Suspending Polls, cont. – Judge duty (J) / Clerk duty (C)

□ (C) Collapse Ballot Box and place in carry tote; set aside to go to drop off

□ (J) Pack up ePollBook Case, set aside to go to drop off

□ (J) Ensure all trash is picked up, name tags turned in, Dismiss Clerks when duties completed

□ (J) Take 2 seals, Log seal numbers on Equipment Caddy and Supply Cabinet seal logs

□ (J) Put seal Logs in Supply Cabinet

□ (J) Open the Supply Cabinet, grab the Controller Early Voting to Election Day Transfer Form inside the clear bag on the door, complete the form with your end of day total information, return when done

□ (J) Lock Supply Cabinet and attach seal

□ (J) Seal Equipment Caddy

□ (J) Place all Equipment Keys in return box

□ (J) Gather everything for Constable including NEW red Damaged Ballots Slot Ballot Bag and Ballot Bag #4 with green tags

□ (J) Complete white *Early Voting Equipment Receipt* form with Constable making sure all items that need to be returned are taken

□ (J) Call 713-755-6965 to report Constable has left

□ (J) Close and secure the Vote Center

ED Opening Vote Center - Judge duty (J) / Clerk duty (C)

- □ (J) Both Judges remove and log seal from Equipment Caddy

- □ (C) Open ePollBook Case, plug in and turn on MiFi, or MP70 if provided

- □ (C) After Mi-Fi is fully on, plug in, wake up and Open Polls on ePollBooks

- □ (C) Prepare Controllers, Ballot Box, Scan and Duos

    - □ (C) Plug Bar Code Readers into Controllers, then Plug in and power on Controllers, *Power-on Self-Test* will print

    - □ (J) Print *Zero Report* on each Controller, verify report is zero, log on Reconciliation Log. If you are an EV location, that is now ED, your Controllers will show the closing number from EV.

    - □ (J) Open polls on Controllers, *Open Polls Report* prints, file all tapes in *Envelope for Device Reports/Tapes*

    - □ (C) Set up Ballot Box, place Ballot Bag inside

    - □ (J) Put Scan on Ballot Box, locking it in place

    - □ (J) Judges together will lock, seal, and log seal numbers for Ballot Box

    - □ (J) Open Scan, verify seal & Scan serial numbers on orange *Chain of Custody*, put in *Work Folder*

    - □ (C) Plug in and power on Scan, *Power-on Self-Test* will print, check clock is accurate time

    - □ (J) Print *Zero Report* on Scan, verify report is zero, log on *Reconciliation Log*

    - □ (J) Open polls on Scan, *Open Polls Report* prints, file all tapes in *Envelope for Device Reports/tapes*, (If your location has more than 1 scan be sure to set all Scans up)

    - □ (C) Open and set up Duos

    - □ (C) Turn on Duos

    - □ (C) Assign booth numbers on Duos two at a time

    - □ (J) **If your location was an Early Voting site**: Open the Supply Cabinet, grab the Controller Early Voting to Election Day Transfer Form inside the clear bag on the door, compare your opening numbers with the closing numbers from the form and return it when done. Make sure to log the seal as well and have both judge's complete this process together.

- □ (C) Prepare Location with all *Items to Post,* place booth numbers on all Duos if it has not been done

    - □ (J) Organize materials and prepare Judges Table

    - □ (J) Prepare Ballot Paper

    - □ (C) Prepare Curbside Voting Buzzer & Receiver, place distance markers, outdoor signs, Each Party will have their own set

- □ (J) Complete *ePollBook ADA checklist*

- □ (J) Prepare staff: give oaths, name badges, work assignments

- □ (J) Ensure all indoor posted signage is in place

- □ (J) Send ePollBook *Handy Message* "Polls Open"

- □ (J) Post form *Notice of Total Number of Voters Who Have Voted* at front outside door, at 9:30 AM running through 5:30 PM, log Voter numbers every two hours, numbers can be found in ePollBook

- □ (J) Do payroll once Vote Center is full ready to open. Opening polls is the priority.

- □ (J) Allow Voters to enter Vote Center at 7:00am.

- □ (J) **MANAGE PAPERWORK (logging, filing, signing) THROUGHOUT THE DAY**

ED Closing Vote Center - Judge duty (J) / Clerk duty (C)

□ (J) At 7:00pm on Scan clock, stop admitting new Voters to line, Put Clerk at end of line, send *Handy Message* on status of poll

□ (J) After last voter in line by 7:00pm has voted, assign clerks to closing tasks

□ (C) Gather and place all ADA remedies in Equipment Caddy, including Curbside Buzzer

□ (C) Gather all outdoor signage, indoor *Items To Post* and return to Equipment Caddy

□ (J) Both Judges close poll on Controllers, *Close Polls Report* prints, print *Access Code Summary*

□ (J) Both Judges log *Close Polls Report* on *Reconciliation Log*

□ (C) Break down Controllers and place in Equipment Caddy

□ (J) If Ballots were put in Damaged Ballots Slot, remove from Ballot Box pouch

□ (J) Count all unscanned ballots, log number on *Damaged Ballots Slot Log*, place ballots and log in
   Damaged Ballots Envelope,

□ (J) Put envelope in NEW red Damaged Ballot Slot Ballot Bag

□ (J) Get orange seal, Log seal number on *Damaged Ballot Slot Ballot Bag Seal Log*, Place seal log in
   NEW red Damaged Ballot Slot Ballot Bag, Place seal on closed bag, Set bag aside to go to drop off

□ (J) Both Judges close polls on all Scans, *Tally Report* prints, Tear it off

□ (J) Print Ballot count, tear it off

□ (J) Print second copy of the Tally tape by tapping "Print Tally" and leave it on the Scan. DO NOT tear it off

□ (J) Both Judges log Tally Report and Ballot count on *Reconciliation Log*

□ (J) Place *Provisional Ballot Envelope,* (with all provisional affidavits/ballots inside) into NEW blue *Provisional Ballot Bag*

□ (J) Get orange seal, Log seal number on *Provisional Ballot Bag Seal Log.* Place seal log in the NEW blue *Provisional Ballot Bag* with the ballots. Seal the bag and set aside to go to drop off

□ (J) Close Ballot Bag, get NEW lock and an orange seal, log seal number on orange *Chain of Custody*, Lock the ballot bag

□ (J) Put Seal through hole on lock and seal the Ballot Bag. Set aside to go to drop off

□ (J) Place *Envelope for completed Request to Cancel Applications* and *Spoiled Ballots* envelope inside new green tagged ballot bag #4

□ (J) Close Ballot Bag #4 and secure with lock; Set aside to go to drop off

□ (J) Break down Scan, get orange seal, log seal on orange *Chain of Custody*, place *Chain of Custody* in Scan once both Judges have filled it out and signed.

□ (J) Seal Scan and set aside to go to drop off

ED Closing Vote Center, cont. - Judge duty (J) / Clerk duty (C)

□ (C) Power off, dismantle, and place Duos and Duo Booths in Equipment Caddy

□ (C) Break down and store tables and chairs (unless instructed otherwise by the facility)

□ (C) Collapse Ballot Box and place in carry tote, Set aside to go to drop off

□ (C) Ensure paper and ePollBook time sheets have been completed

□ (J) Ensure all trash is picked up, Dismiss Clerks when duties completed

□ (J) Gather daily envelopes in Elections Forms Box and all other equipment for return, use return items list on Caddy and in ePollBook

□ (J) Close polls on ePollBooks, enter the number of Damaged Ballot Slot Ballots, Pack up ePollBook case. Set aside to go to drop off

□ (J) Seal Equipment Caddy, log seal number on *Equipment Caddy Seal Log*, put seal log in #2 white envelope.

□ (J) Place Equipment Keys in Elections Forms Box

□ (J) Call 713-755-6965 to report return items on their way to drop off

□ (J) Close and secure Vote Center

Please remember to return ALL items on the Return Items List posted on the Equipment Caddy.
You will need to return to the Vote Center to retrieve any items you forget.

Appendix

RELIEVING AN ELECTION WORKER FROM DUTY

Election Judges or Clerks may be relieved of duty for any of the following:

- Intimidating, threatening or coercing Voters

- Influencing a Voter's vote

- Unlawfully assisting a Voter

- Unlawfully divulging the way a Voter has voted

- Unlawfully revealing voter information

- Unlawfully permitting or preventing deposit of a Ballot

- Making terroristic threats

- Official oppression, including sexual harassment

- Falsifying hours on a time sheet

- Failure to secure voting equipment (Duos, Controllers, Scans, ePollBooks) properly

- Failure to treat Election Workers and Voters with respect, including using racist language or engaging in political commentary

- Repeated failure to comply with voting procedures covered in training

- Failure to allow high ESS (or whomever is assigned) to update the wait-time tool or providing false information in the tool

- Failure to follow the laws, rules, and procedures of the state of Texas and/or of Harris County

Procedure for removing Election Workers

1. Harris County Staff member will seek confirmation of allegations.

2. If complaint is confirmed, a Harris County staff member may issue warning or removal (depending on severity).

3. If worker engages in conduct for which they have been warned for a second time, the worker may be terminated.

4. Workers who exhibit threatening behavior or make derogatory, racist, sexist, or homophobic statements at the Vote Center may be immediately terminated.

5. Complaints, warnings, and terminations will be logged for review of future appointments.

6. In elections where parties nominate Election Workers, Harris County will advise the appropriate political party of the warning or termination.

7. For Election Day, Election Worker issues will be discussed with the political party who nominated them and will seek agreement on removal.

Note: During Early Voting, neither the PJ nor the AJ has the authority to fire any Clerk. The Harris County staff must be notified and consulted regarding any allegations of wrongdoing by a clerk. Harris County Elections will determine the necessary course of action will advise the caller of same.

EARLY VOTING SUPPLY CABINET, EQUIPMENT CADDY, & CONTROLLER SEAL LOGS

(place in Return White Envelope)

Last night of Early Voting place this completed log in Return White Envelope. Send with Constable.

SRD label here

EV SUPPLY CABINET SEAL LOG

	Seal Number	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Set-up			
Oct 24			
Oct 25			
Oct 26			
Oct 27			

Last night of Early Voting place this completed log in Return White Envelope. Send with Constable.

SRD label here

EV EQUIPMENT CADDY SEAL LOG

	Seal Number	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Set-up			
Nov 4			

Seal Caddy after set-up with green seal. Controllers/Scan inside. First day of voting Judges confirm seal #. Cut seal off, place in envelope. Caddy remains unsealed until last day of EV. Controllers are put inside. Caddy is sealed and seal # is logged.

Last night of Early Voting place this completed log in Return White Envelope. Send with Constable.

SRD label here

EV CONTROLLER SEAL LOG

	White Seal #	Pink Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Oct 24				
Oct 25				
Oct 26				
Oct 27				
Oct 28				
Oct 29				
Oct 30				
Oct 31				
Nov 1				
Nov 2				
Nov 3				
Nov 4				

Seal Controllers each night with green seal. Enter seal # on Log. In the morning Judges together confirm seal # is still the same, before removing seal. Cut seal # off and place in this envelope daily.

EARLY VOTING SCAN, PROVISIONAL TUB, AND BALLOT BOX SEAL LOGS

(place in Return White Envelope)

Last night of Early Voting place this completed log in Return White Envelope. Send with Constable.

SRD label here

EV SCAN SEAL LOG

	Seal Number	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Oct 24			
Oct 25			
Oct 26			
Oct 27			

Last night of Early Voting place this completed log in Return White Envelope. Send with Constable.

SRD label here

EV BALLOT BOX SEAL LOG

Date	Front Door Seal #	Back Door Seal #	Emergency Slot Seal #	Notes regarding need to break seals, if any	Initials of Presiding Judge	Initials of Alternate Judge
Oct 24						
Oct 25						
Oct 26						
Oct 27						
Oct 28						
Oct 29						
Oct 30						
Oct 31						
Nov 1						
Nov 2						
Nov 3						
Nov 4						

seal # is still the same,

This is a true list of seals used to seal doors/slot of Ballot Box. Match seal #s each morning. Write #s in each evening. #s only change if Judges need to break & reseal box. Reason is logged. **Poll Watcher signature (if present)**_____

Presiding Judge signature_____ **Alternate Judge signature** _____

(place in Provisional Tub)

Last night of Early Voting place this completed log in Provisional Tub. Send with Constable.

SRD label here

EV PROVISIONAL TUB SEAL LOG

	Left Side Seal #	Right Side Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Set-up				

This is a true list of the seals used to seal the doors of the Provisional Tub during Early Voting. The seals do not need to be changed, but both Judges should check each morning to be sure the seal numbers on the Provisional Tub match the numbers on the log from the day before. If the seals need to be changed for some reason, put the new seal numbers on the log and have both Judges sign for the new seals. Put the removed seal numbers inside this envelope.

Signature of Poll Watcher (if present) _____

ELECTION DAY EQUIPMENT CADDY AND BALLOT BOX SEAL LOGS

(place in Envelope 2—white)

End of Election Day place this completed log in #2 White Envelope.

Poll Code _____

ED EQUIPMENT CADDY SEAL LOG
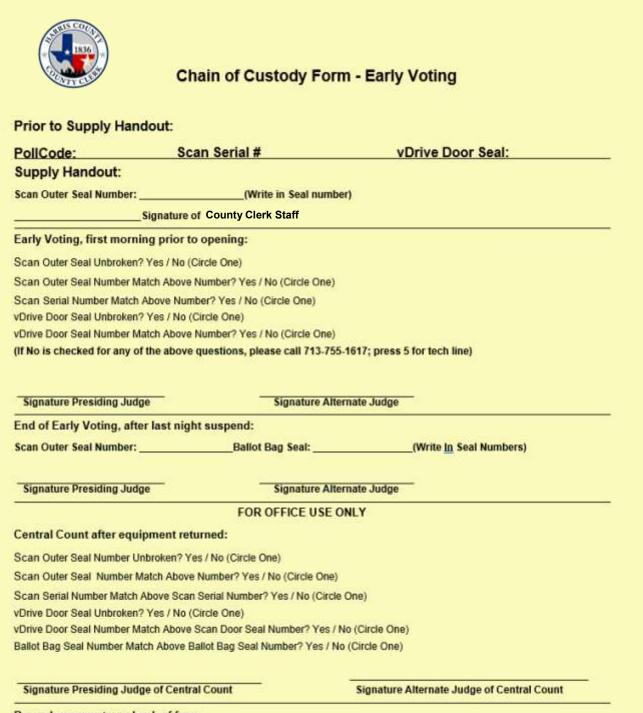
	Seal Number	Signature of ED Presiding Judge	Signature of ED Alternate Judge
Set-up			
Nov 8			

Seal Caddy after set-up with green seal. Controllers inside. Log seal. On Election Day Judges confirm seal #. Cut seal off, place in envelope. Caddy remains unsealed until end of day. Controllers are put inside. Caddy is resealed and seal # is logged.

End of Election Day place this completed log in #2 White Envelope.

Poll Code _____

ED BALLOT BOX SEAL LOG

Date	Front Door Seal #	Back Door Seal #	Emergency Slot Seal #	Notes regarding need to break seals, if any	Initials of Presiding Judge	Initials of Alternate Judge
Nov 8						

This is a true list of seals used to seal doors/slot of Ballot Box. Write seal #s on form in morning. #s only change if the Judge needs to break & reseal box. Reason will be logged.   Poll Watcher signature (if present)_____

Presiding Judge signature_____   Alternate Judge signature_____

214

Chain of Custody Form - Early Voting

Prior to Supply Handout:

PollCode: _____ **Scan Serial #** _____ **vDrive Door Seal:** _____

Supply Handout:

Scan Outer Seal Number: _____ (Write in Seal number)

_____ Signature of **County Clerk Staff**

Early Voting, first morning prior to opening:

Scan Outer Seal Unbroken? Yes / No (Circle One)

Scan Outer Seal Number Match Above Number? Yes / No (Circle One)

Scan Serial Number Match Above Number? Yes / No (Circle One)

vDrive Door Seal Unbroken? Yes / No (Circle One)

vDrive Door Seal Number Match Above Number? Yes / No (Circle One)

(If No is checked for any of the above questions, please call 713-755-1617; press 5 for tech line)

_____ _____
Signature Presiding Judge   Signature Alternate Judge

End of Early Voting, after last night suspend:

Scan Outer Seal Number: _____ Ballot Bag Seal: _____ (Write In Seal Numbers)

_____ _____
Signature Presiding Judge   Signature Alternate Judge

FOR OFFICE USE ONLY

Central Count after equipment returned:

Scan Outer Seal Number Unbroken? Yes / No (Circle One)

Scan Outer Seal Number Match Above Number? Yes / No (Circle One)

Scan Serial Number Match Above Scan Serial Number? Yes / No (Circle One)

vDrive Door Seal Unbroken? Yes / No (Circle One)

vDrive Door Seal Number Match Above Scan Door Seal Number? Yes / No (Circle One)

Ballot Bag Seal Number Match Above Ballot Bag Seal Number? Yes / No (Circle One)

_____ _____
Signature Presiding Judge of Central Count   Signature Alternate Judge of Central Count

Record comments on back of form

Chain of Custody Form - Early Voting

Prior to Supply Handout:

PollCode: _____ Scan Serial # _____ vDrive Door Seal: _____

Supply Handout:

Scan Outer Seal Number: _12345_ _____ (Write in Seal number)

County Clerk Staff Signature of County Clerk Staff

Early Voting, first morning prior to opening:

Scan Outer Seal Unbroken? (Yes) / No (Circle One)

Scan Outer Seal Number Match Above Number? (Yes) / No (Circle One)

Scan Serial Number Match Above Number? Yes / No (Circle One)

vDrive Door Seal Unbroken? (Yes) / No (Circle One)

vDrive Door Seal Number Match Above Number? (Yes) / No (Circle One)

(If No is checked for any of the above questions, please call 713-755-1617; press 5 for tech line)

Presiding Judge _____ _Alternate Judge_ _____
Signature Presiding Judge   Signature Alternate Judge

End of Early Voting, after last night suspend:

Scan Outer Seal Number: _54321_ Ballot Bag Seal: _22334_ (Write In Seal Numbers)

Presiding Judge _____ _Alternate Judge_ _____
Signature Presiding Judge   Signature Alternate Judge

FOR OFFICE USE ONLY

Central Count after equipment returned:

Scan Outer Seal Number Unbroken? Yes / No (Circle One)

Scan Outer Seal Number Match Above Number? Yes / No (Circle One)

Scan Serial Number Match Above Scan Serial Number? Yes / No (Circle One)

vDrive Door Seal Unbroken? Yes / No (Circle One)

vDrive Door Seal Number Match Above Scan Door Seal Number? Yes / No (Circle One)

Ballot Bag Seal Number Match Above Ballot Bag Seal Number? Yes / No (Circle One)

_____ _____
Signature Presiding Judge of Central Count   Signature Alternate Judge of Central Count

Record comments on back of form

Chain of Custody Form - Election Day

Prior to Supply Handout:

PollCode: _____ **Scan Serial #** _____ **vDrive Door Seal:** _____

Supply Handout:

Scan Outer Seal Number: _____ (Write in Seal number)

_____ Signature of **Election Staff** _____ Signature of Presiding Judge

Election Day Morning prior to opening:

Scan Outer Seal Unbroken? Yes / No (Circle One)

Scan Outer Seal Number Match Above Number? Yes / No (Circle One)

Scan Serial Number Match Above Number? Yes / No (Circle One)

vDrive Door Seal Unbroken? Yes / No (Circle One)

vDrive Door Seal Number Match Above Number? Yes / No (Circle One)

(If No is checked for any of the above questions, please call 713-755-1617; press 5 for tech line)

_____ Signature Presiding Judge _____ Signature Alternate Judge

Election Day Night, after closing:

Scan Outer Seal Number: _____ Ballot Bag Seal: _____ (Write In Seal Numbers)

_____ Signature Presiding Judge _____ Signature Alternate Judge

FOR OFFICE USE ONLY

Drop Off Location:

Scan Outer Seal Number Unbroken? Yes / No (Circle One)

Scan Outer Seal Number Match Above Number? Yes / No (Circle One)

Scan Serial Number Match Above Scan Serial Number? Yes / No (Circle One)

vDrive Door Seal Unbroken? Yes / No (Circle One)

vDrive Door Seal Number Match Above Scan Door Seal Number? Yes / No (Circle One)

Ballot Bag Seal Number Match Above Ballot Bag Seal Number? Yes / No (Circle One)

_____ EA Staff Member Signature

Record comments on back of form

_____

ELECTION DAY CHAIN OF CUSTODY (Orange)

(place in Scan)

Example of filled out form, White ink indicates the Judge filled this out

Chain of Custody Form - Election Day

Prior to Supply Handout:

PollCode: _____ Scan Serial # _____ vDrive Door Seal: _____

Supply Handout:

Scan Outer Seal Number: **12345** _____ (Write in Seal number)

Election Staff _____ Signature of Election Staff *Presiding Judge* _____ Signature of Presiding Judge

Election Day Morning prior to opening:

Scan Outer Seal Unbroken? (Yes) No (Circle One)

Scan Outer Seal Number Match Above Number? (Yes) No (Circle One)

Scan Serial Number Match Above Number? (Yes) No (Circle One)

vDrive Door Seal Unbroken? (Yes) No (Circle One)

vDrive Door Seal Number Match Above Number? (Yes) No (Circle One)

(If No is checked for any of the above questions, please call 713-755-1617; press 5 for tech line)

Presiding Judge _____   *Alternate Judge* _____
Signature Presiding Judge   Signature Alternate Judge

Election Day Night, after closing:

Scan Outer Seal Number: **54321** _____ Ballot Bag Seal: **33225** _____ (Write In Seal Numbers)

Presiding Judge _____   *Alternate Judge* _____
Signature Presiding Judge   Signature Alternate Judge

FOR OFFICE USE ONLY

Drop Off Location:

Scan Outer Seal Number Unbroken? Yes / No (Circle One)

Scan Outer Seal Number Match Above Number? Yes / No (Circle One)

Scan Serial Number Match Above Scan Serial Number? Yes / No (Circle One)

vDrive Door Seal Unbroken? Yes / No (Circle One)

vDrive Door Seal Number Match Above Scan Door Seal Number? Yes / No (Circle One)

Ballot Bag Seal Number Match Above Ballot Bag Seal Number? Yes / No (Circle One)

_____
EA Staff Member Signature

Record comments on back of form

_____

OATH OF ELECTION JUDGES AND CLERKS

(Early Voting - place in Return White Envelope, Election Day - place in Envelope 2, white)

7-1
Prescribed by Secretary of State
Section 62.003, Texas Election Code
9/2023

Pct. No.	Authority Conducting Election
Date of Election	Type of Election

OATH OF ELECTION JUDGES AND CLERKS

"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election."

_____
Signature of Election Judge

_____
Signature of Alternate Judge

_____
Signature of Election Clerk

_____
Signature of Election Clerk

_____
Signature of Election Clerk

_____
Signature of Election Clerk

_____
Signature of Election Clerk

_____
Signature of Election Clerk

OATH OF ELECTION JUDGES AND CLERKS

(Early Voting - place in Return White Envelope, Election Day - place in Envelope 2, white)

Example of top part of form filled out, Pink ink indicates the Judge filled this out

7-1
Prescribed by Secretary of State
Section 62.003, Texas Election Code
9/2023

Pct. No. 45678	Authority Conducting Election Harris County Elections
Date of Election 3/5/2024	Type of Election Primary

OATH OF ELECTION JUDGES AND CLERKS

"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election."

_____
Signature of Election Judge

_____
Signature of Alternate Judge

_____
Signature of Election Clerk

_____
Signature of Election Clerk

_____
Signature of Election Clerk

_____
Signature of Election Clerk

_____
Signature of Election Clerk

_____
Signature of Election Clerk

CONSTITUTIONAL OATH FOR PRESIDNG JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK.

(Early Voting - place in Return White Envelope, Election Day - place in Envelope 2, white)

10-2
Prescribed by Secretary of State
Article XVI, Section 1, Texas Constitution
Sections 1.016, Texas Election Code
9/2023

CONSTITUTIONAL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK

Prior to entering service as an election judge, alternate judge, or early voting clerk, individuals must complete the statement of officer and take the constitutional oath. The Statement of Officer must be completed prior to taking the constitutional oath of office.

STATEMENT OF OFFICER

I, _____ do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

Title of Position to Which Appointed:_____

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and the facts stated therein are true.

Date:_____   Signature of Officer _____

CONSTITUTIONAL OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I,_____ do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

_____

Signature of Election Judge/Alternate Judge/Early Voting Clerk

_____

Signature of Officer Administering Oath

CONSTITUTIONAL OATH FOR PRESIDNG JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK.
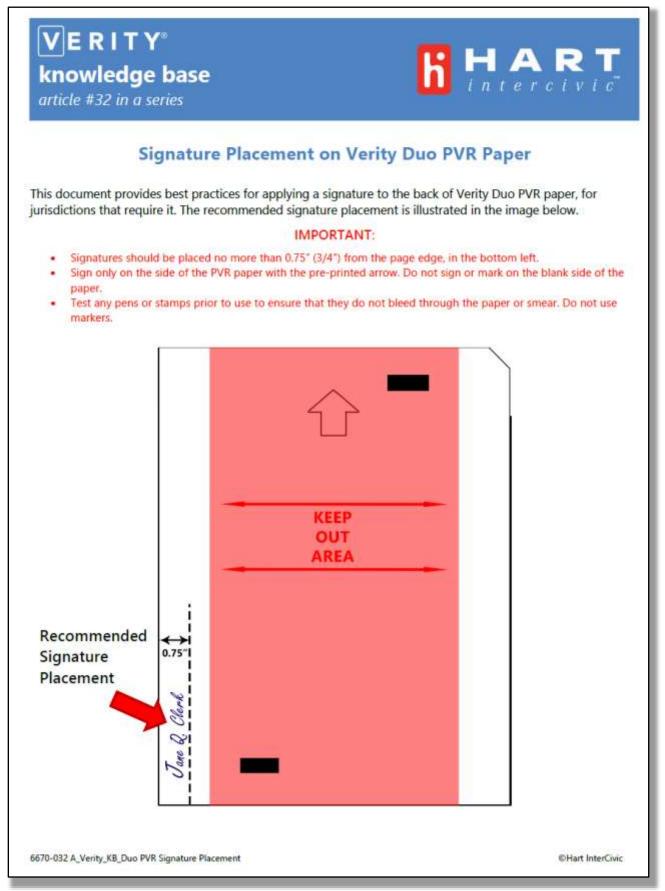
(Early Voting - place in Return White Envelope, Election Day - place in Envelope 2, white)
Example of form filled out, Pink ink indicates the Judge filled this out

10-2
Prescribed by Secretary of State
Article XVI, Section 1, Texas Constitution
Section 1.016, Texas Election Code
9/2023

CONSTITUTIONAL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK

Prior to entering service as an election judge, alternate judge, or early voting clerk, individuals must complete the statement of officer and take the constitutional oath. The Statement of Officer must be completed prior to taking the constitutional oath of office.

STATEMENT OF OFFICER

I, **Judy Judge** do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

Title of Position to Which Appointed: **Presiding Judge**

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and the facts stated therein are true.

Date: **3/5/2024**   Signature of Officer **Judy Judge**

CONSTITUTIONAL OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, **Judy Judge** do solemnly swear (or affirm), that I will faithfully execute the duties of the office of **Presiding Judge** of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Judy Judge

Signature of Election Judge/Alternate Judge/Early Voting Clerk

John Alternate Judge

Signature of Officer Administering Oath

PLACEMENT ON BALLOT PAPER

(EV - Election Administrator initials, ED - PJ signature)

NOTICE OF VOTING ORDER PRIORITY FOR VOTERS WITH CERTAIN DISABILITIES

Pursuant to Section 63.0015, Texas Election Code:

An election officer shall give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around.

- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.

- Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.

- Voters who wish to be given voting order priority, and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge shall bring the voter and the voter's assistant, if applicable, forward to the front of the line.

AVISO de PRIORIDAD de ORDEN de VOTACIÓN PARA VOTANTES CON CIERTAS DISCAPACIDADES

De conformidad con la Sección 63.0015, Código Electoral de Texas:

Un oficial de elecciones debe dar prioridad de orden de votación a individuos con un problema de movilidad que dificulta sustancialmente la capacidad de la persona para moverse.

- Una persona que asiste a un individuo con un problema de movilidad también puede, a petición del individuo, ser dado prioridad en el orden de votación.

- Discapacidades y condiciones que pueden calificarle para prioridad de orden de votación incluyen parálisis, enfermedad pulmonar, el uso de oxigeno portátil, deficiencia cardiaca, limitación severa en la habilidad para caminar debido a condiciones artríticas, neurológicas u ortopédicas, confinamiento de silla de ruedas, artritis, trastorno de pie, la incapacidad para caminar 200 pies sin parar para descansar, o el uso de una abrazadera, bastón, muleta u otro dispositivo de ayuda.

- Votantes que desean recibir prioridad de orden de votación, y ser aceptados para votar antes que otros en la fila para votar en el lugar de votación, pueden indicar esto a cualquier funcionario de elecciones que prestan servicios en el lugar de votación. El juez presidente de elecciones debe llevar al votante y el asistente del votante, si es aplicable, adelante al frente de la línea.

Form 7-44
Prescribed by Secretary of State
Sections 64.009, 104.004, Texas Election Code
09/2023

CURBSIDE VOTING SPACE
Espacio Para Votación en la Acera

ONLY available for voters physically unable to enter the polling place without the likelihood of needing personal assistance or injuring their health.

SÓLO disponible para los votantes físicamente incapaces de entrar en el lugar de votación sin la probabilidad de necesitar asistencia personal o de afectar su salud.

PRESS THE BUTTON OR INTERCOM TO REQUEST ASSISTANCE FROM AN ELECTION OFFICER AT THE POLLING PLACE

PULSE EL BOTÓN O EL INTERCOMUNICADOR PARA SOLICITAR ASISTENCIA DE UN FUNCIONARIO ELECTORAL EN EL LUGAR DE VOTACIÓN

ACCEPTABLE FORMS OF ID FOR VOTING (List A)

Acceptable Forms of Identification for Voting (List A)

Veteran Health and Identification Card

Texas issued Driver's License, Identification Card, Under 21 Driver's License and ID, Concealed or Handgun License

Uniformed Services or DOD Civilian/Dependent ID

Texas Issued Temporary ID or DL

U.S. Passport Book or Card

Election Identification Certificate

Permanent Exemption Voter Registration Certificate

U.S. Certificate of Citizenship or Naturalization

With the exception of the U.S. citizenship certificate, the identification must be current or, for voters aged 18-69, have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of identification listed above that has expired if the identification is otherwise valid.

OATH OF ASSISTANCE & INTERPRETER

(Early Voting - place in Return White Envelope, Election Day - place in Envelope 2, white)

7-56
Prescribed by Secretary of State
Sections 64.0322, 64.034, Texas Election Code
7/2022

Type of Election: (Tipo de Elección) (Loại Bầu Cử) (選舉種類)	Poll Code: (Código de la votación) (Mã Số Phòng Phiếu) (投票站編號)
Date of Election: (Fecha de la Elección) (Ngày Bầu Cử) (選舉日期)	Authority Conducting Election: (Autoridad que realiza la elección) (Thẩm Quyền Tiến Hành Bầu Cử) (選舉當局)

OATH OF ASSISTANCE

Oath of Person Assisting Voter: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted."

Juramento de la Persona Asistiendo al Votante: "Yo juro (o afirmo) bajo pena de perjurio que el votante al que estoy asistiendo me representó que es elegible para recibir asistencia; no sugeriré, con palabra, señal, o gesto, como debe votar el votante; prepararé la boleta del votante según lo indique el votante; no presioné ni coaccioné al votante para que me eligiera como asistente; no soy el empleador del votante, un agente del empleador del votante, o un oficial o agente de un sindicato al cual el votante pertenece; no comunicaré información sobre cómo el votante ha votado a otra persona; y entiendo que si se proporciona asistencia a un votante que no es elegible para recibir asistencia, la boleta del votante podría no ser contada."

Lời Tuyên Thề Của Người Đang Trợ Giúp Cử Tri: "Tôi xin thề (hoặc xác nhận) theo hình phạt về tội khai man rằng cử tri mà tôi đang giúp đỡ đã cho tôi biết là họ có đủ điều kiện để nhận sự trợ giúp; tôi sẽ không gợi ý, bằng lời nói, dấu hiệu, hoặc cử chỉ, cách cử tri nên bầu phiếu như nào; tôi sẽ đánh dấu lá phiếu của cử tri theo đúng như các ý muốn của cử tri; tôi không gây áp lực hoặc ép buộc cử tri lựa chọn tôi để được nhận sự trợ giúp; tôi không phải là chủ của cử tri, đại diện của chủ của cử tri, hoặc là viên chức hoặc đại diện một nghiệp đoàn lao động nào của cử tri; tôi sẽ không truyền thông báo thông tin về cách cử tri đã bầu phiếu như thế nào cho người khác biết; và tôi hiểu rằng nếu sự trợ giúp được cung cấp cho một cử tri không hội đủ điều kiện để được nhận sự trợ giúp, là phiếu của cử tri đó có thể không được tính."

協助選民人誓詞: "本人宣誓 (或確認) 本人所協助的選民向本人表示他們有資格獲得協助。本人不會建議發話，平點或動作暗示選民如何投票。本人將按照選民的指示準備選民的選票。本人沒有強迫選民選擇本人幫助。本人不是選民的雇主，代理人或選民所屬工會的官員或代理人。本人不會將選民如何投票的信息傳達給其他人。本人明白，如果向不符合資格的選民提供協助，該選民的選票可能不會計入。"

	Signature of Assistant (Firma del Asistente)/Chữ Ký của Người Trợ Giúp) (協助人簽名)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde) (In Tên của Người Trợ Giúp) (協助人姓名正楷簽名)	Address of Assistant (Dirección del Asistente) (Địa Chỉ của Người Trợ Giúp) (協助人地址)	Relationship of Assistant to Voter (Relación del Asistente al Votante) (Mối Quan Hệ của Người Trợ Giúp đối với Cử Tri) (協助人與選民的關係)	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (¿Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?) (Quý vị có nhận hoặc chấp nhận bất kỳ thứ gì như tiền hoặc lợi ích nào khác từ một ứng cử viên, chiến dịch tranh cử, hoặc ủy ban chính trị không?) (您是否收取或接受任何來自候選人、競選或政黨委員會提供的任何形式的報償或其他利益?)	
1					Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No

The above oaths were sworn and subscribed to before me this _____ day of _____, 20 _____

Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en este día _____ de _____, 20 _____

Những lời tuyên thề trên đã được tuyên thề và nộp lại cho tôi vào ngày _____ tháng _____, 20 _____

上述誓詞是在我面前宣誓及簽署於 _____ 年 ____ 月 ____ 日

_____   _____
Signature of Election Officer   Printed Name of Election Officer

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7-56
Prescribed by Secretary of State
Sections 61.033, 61.035 Texas Election Code
12/2021

Type of Election: (Tipo de Elección) (Loại Bầu Cử) (選舉種類)	Poll Code: (Código de la votación) (Mã Số Phòng Phiếu) (投票站編號)
Date of Election: (Fecha de la Elección) (Ngày Bầu Cử) (選舉日期)	Authority Conducting Election: (Autoridad que realiza la elección) (Thẩm Quyền Tiến Hành Bầu Cử) (選舉當局)

OATH OF INTERPRETER

Oath of Interpreter: "I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter." **Juramento del Intérprete:** "Yo juro (o afirmo) que, a mi mejor habilidad, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirige al votante o que el votante dirige a cualquier oficial electoral."

LỜI TUYÊN THỀ CỦA THÔNG DỊCH VIÊN: "Tôi xin thề (hoặc không đúng) rằng, với hết khả năng của mình, tôi sẽ diễn giải và thông dịch một cách chính xác từng câu hỏi, câu trả lời, hoặc tuyên bố mà bất kỳ viên chức bầu cử nào gửi đến cử tri hoặc từ cử tri gửi tại cho viên chức bầu cử."

翻譯員宣誓: "本人宣誓 (或確認) 盡本所能，就本人正確解釋和翻譯任何選舉官員向選民或選民向選舉官員提出的各類問題，將會正確進行。"

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

The above oaths were sworn and subscribed to before me this _____ day of _____, 20 _____.

Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.

Những lời tuyên thề trên đã được tuyên thề và nộp lại cho tôi vào ngày _____ 年 ____ 月 ____ 日

_____
Signature of Election Officer

_____
Printed Name of Election Officer

INSTRUCTIONS FOR STATEMENT OF RESIDENCE (SOR)

Statement of Residence (SOR) Instructions

If the voter needs to update their address, they will fill out this Statement of Residence form.

This form is completed by the voter <u>before</u> they are checked in on the ePollBook.

Step 1 – Voter fills in their name and address on the form.

STATEMENT OF RESIDENCE

For persons whose residence address does not match voter registration address.

Last Name Include Suffix if any (Jr., Sr., III)	First Name	Middle Name (if any)	Former Name
Name	*Voter*	*Middle*	
Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include P.O. Box or Rural Route)			Telephone Number (Optional) Include Area Code

Step 2 – Voter fills in the Date of Birth, TDL or Personal ID or the last 4 numbers of their Social Security Number.

Date of Birth: (month, day, year) *02/22/1926*

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) *01234567*

If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number XXX-XX-*0222*

Gender (Optional) ☐ Male ☒ Female

☒ I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.

I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime

If the voter has not been issued ID have them check this box

Make sure Voter fills in the "City and County of Former Residence in Texas" and the "City and County of Current Residence in Texas"

Step 3 – Voter Signs and dates form.

I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to $2,000, or both. Please read all <u>three</u> statements below to affirm before signing.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

X *Voter Name* Date *02/01/2022*

Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.

Step 4 –
- Voter gives filled out form to Qualifying Clerk and is checked in on the ePollBook.
- Qualifying Clerk MUST look at form and <u>confirm that the voter still lives in Harris County</u>.
- If the Voter has moved out of Harris County, the Qualifying Clerk needs to send the Voter to speak to the Judge and cannot check them in to vote.

The forms are filed in the *Statement of Residence Envelope* along with all other filled out SOR forms.

Rev 08/2022

STATEMENT OF RESIDENCE (SOR)

(Early Voting - place in Green Envelope, **Election Day** - Place in Envelope 4 [green])

STATEMENT OF RESIDENCE

17-5 (12/21)
Prescribed by
Secretary of State

For persons whose residence address does not match voter registration address.

CONSTANCIA DE DOMICILIO PERMANENTE

Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.

Last Name Include suffix if any Apellido Incluir sufijo si lo hay (Jr., Sr., III)	First Name Nombre de pila	Middle Name (If any) Segundo nombre (si aplica)	Former Name Apellido anterior

Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address) Domicilio residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal. Si no existe un domicilio, describa donde vive (no incluya apartados postales, rutas rurales o dirección del trabajo).

Gender (Optional) Sexo (Optativo)

☐ Male Masculino
☐ Female Femenino

Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address. Dirección postal: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal (si no se puede entregar correo en su domicilio residencial).

Date of Birth: month, day, year Fecha de Nacimiento: mes, día, año

☐☐/☐☐/☐☐☐☐

City and County of Former Residence in Texas Ciudad y condado de residencia anterior en Texas	City and County of Current Residence in Texas Ciudad y condado de residencia actual en Texas	Telephone Number (Optional) Include Area Code Teléfono (Optativo) – Incluya código de área

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) No. de licencia de conducir de Texas o no. de identificación personal de Texas (Expedido por el Departamento de Seguridad Pública)

☐☐☐☐☐☐☐☐

If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number. Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social.

☐ I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number. Yo no tengo una Licencia de conducir de Texas/Cédula de identidad personal de Texas o Número de Seguro Social.

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to $4,000, or both. Please read all three state-ments to affirm before signing. Entiendo que el dar información falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. La condena por este delito puede resultar en encarcelamiento de hasta un año de cárcel, una multa de hasta $4,000 o ambas cosas. Por favor lea cada una de las tres declaraciones antes de firmar.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

- soy residente de este condado y ciudadano de los Estados Unidos; y
- no he sido finalmente condenado por un delito grave, o si soy un delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, periodo de libertad condicional, o he sido indultado; y
- no he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que estoy totalmente incapacitado mentalmente o parcialmente incapacitado mentalmente sin derecho a voto

Early Voting Envelope

X _____ Date ___/___/___

Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date. Firma del solicitante o su agente (apoderado) y relación de éste con el solicitante, o nombre en letra del molde del solicitante si la firma es la de un testigo, y fecha.

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

Early Voting - Place in Cancellation of Mail Ballot envelope

Election Day - Place in Request to Cancel Application for a Ballot By Mail envelope

6-7
Prescribed by Secretary of State
Sections 63.011, 66.026, 84.032, 84.038, 85.071 Texas Election Code
09/2023

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

84.032 (b)

This Section Must Be Completed by Every Voter

I, _____, a qualified voter for the _____
(printed name of voter) (name of election)

Election to be held on _____ / _____ / _____ request that my Application for Ballot by
(month) (day) (year)
Mail or Federal Post Card Application be cancelled.

_____   _____
VUID (required)   Signature of Voter

To be Completed at an Early Voting or Election Day Polling Place

84.032 (d)

Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot

Statement:
I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.

_____
Signature of Voter

63.011 (a-1)

Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot

Statement:
I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.

_____
Signature of Voter

This section to be completed by Election Official.

Name of Voter _____   VUID Number _____
(Name of Voter)   (Required)

Registered Precinct Number _____

Sworn and subscribed before me, this _____ day of _____, 20 _____.
(Day)   (Month)   (Year)

_____   _____
Signature of Election Official Witnessing Affidavit   Printed Name of Election Official Witnessing Affidavit

Instructions for Deputy Early Voting Clerk or Election Judge:

Top Box to be Completed by Election Official and Voter

1. Complete the top box labeled, "This Section Must Be Completed by Every Voter."
   Include all the required information:
   a. Printed name of voter as it appears on the List of Registered Voters
   b. Name of Election
   c. Date of Election
   d. VUID number as it appears on the List of Registered Voters
2. Direct the voter to sign the top box on the "Signature of Voter" Line.
3. Ensure that all information is complete including the required VUID number.

Instructions for Completion of Affidavit by Voter

4. Determine which affidavit the voter should complete.
5. If **voter has possession** of the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, ensure that the voter signs the affidavit labeled "Voter **Has** Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [84.032(d)]
   a. After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot.
      i. If the voter surrenders an official ballot, record the date, name of the voter and the serial number of the surrendered ballot on the Register of Surrendered Ballots. Attach this cancellation request to the official ballot and place it in the designated envelope.
6. If the voter **does not have possession** of the mailed ballot, Notice of Improper Delivery or the Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter **Does Not Have** Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)]
   a. Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
   b. Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.

All information must be completed so that the appropriate voter's Application for Ballot by Mail or Federal Post Card Application can be cancelled.

Request to Cancel Ballot By Mail Example

When filling out the Request to Cancel Mail Ballot, there will never be an instance when both of the second boxes will be filled out by the Voter. The Voter will either fill out the first box, or second box, depending on their situation.

6-7
Approved by Secretary of State
Sections 63.011, 66.026, 84.032, 84.038, 85.071 Texas Election Code
09/2023

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

SOLICITUDDECANCELACIÓN DE LABOLETAPORCORREOPARASUUSOENELLUGAR DEVOTACIÓN

84.032 (b)	I, Yo, __John Appleseed__ (Printed name of voter/ nombre impreso del votante), a qualified voter for the/ un votante calificado para la __Joint Primary__ (Name of election/ nombre de la elección) Election to be held on / Elección que se llevará a cabo el __3__ / __5__ / __24__ (month /mes) (day /día) (year año) request that my Application for Ballot by Mail or Federal Post Card Application be cancelled. / solicito que mi Solicitud de Boleta por Correo o Solicitud de Tarjeta Postal Federal sea cancelada. __1234567890__ VUID (required/ requerido) __John Appleseed__ Signature of Voter/ Firma del votante

This Section Must Be Completed by Every Voter / Esta sección Debe ser CompletadaporCada Votante

To be Completed at an Early Voting or Election Day Polling Place
Debe Completarse en un Lugar de Votación Anticipada o del Día de las Elecciones

84.032 (d)	Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election. Declaración: Estoy entregando mi boleta por correo, presentando un Aviso de Entrega Inadecuada o presentando un Aviso de Boleta Entregada a un funcionario electoral en el Lugar de Votación. Por la presente solicito que mi Solicitud de Boleta por Correo o Solicitud de Tarjeta Postal Federal sea cancelada por estas elecciones. __John Appleseed__ SignatureofVoter/Firmadelvotante

Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot / El votante tiene su Boleta por Correo, Aviso de Entrega Inadecuada o Aviso de Boleta Entregada

63.011 (a-1)	Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot. Declaración: No tengo posesión de mi boleta enviada por correo ni de un Aviso de Entrega Inadecuada o un Aviso de Boleta Entregada en el momento en que me ofrecí para votar. Deseo cancelar mi solicitud de boleta por correo o Solicitud de Tarjeta Postal Federal y votar en persona. Entiendo que seré dado(a) una boleta provisional. Signature of Voter/ Firma del votante

Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot / El votante no tiene su Boleta por Correo, Aviso de Entrega Inadecuada o Aviso de Boleta Entregada

This section to be completed by Election Official.

Name of Voter __John Appleseed__ (Name of Voter)   VUID Number __1234567890__ (Required)

Registered Precinct Number __1234__

Sworn and subscribed before me, this __5__ (Day) day of __March__ (Month), 20 __24__ (Year).

__Judy Judge__
Signature of Election Official Witnessing Affidavit

__Judy Judge__
Printed Name of Election Official Witnessing Affidavit

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REGISTER OF SURRENDERED BALLOTS BY MAIL

Early Voting and Election Day - Place in Cancelled Mail Ballot Envelope

7-64
Prescribed by Secretary of State
Sections 66.026, 66.051(b), 84.032(d-1), 85.071
Texas Election Code
09/2023

Type of Election	Polling Location #
Date of Election	Authority Conducting the Election

REGISTER OF SURRENDERED BALLOTS BY MAIL

Date Ballot by Mail was Surrendered	Name of Voter	Ballot Serial Number (Not Ballot Style)

The voter may surrender his or her official Ballot by Mail at the polling place and receive a regular ballot once the voter has completed the Request to Cancel A Ballot by Mail for Use in the Polling Place.

This form shall be used for Early Voting or Election Day.

After the voter and the election official have completed the Request to Cancel a Ballot by Mail for Use in the Polling Place, execute these steps:

<u>Form Instructions:</u>

1. Write the date that the ballot was surrendered at the polling place.
2. Write the voter's name on the form.
3. Write the serial number of the official ballot that was surrendered. DO NOT write the Ballot Style.
4. Verify that the word "cancelled" was written on all pages of the ballot as well as both sides. [TEC 84.033(c)]
5. Attach the Request to Cancel a Ballot by Mail for Use in the Polling Place to the cancelled ballot.
   Early Voting: Place the cancelled ballot and request in the designated envelope and place in a separate locked container.
   Election Day: Place the cancelled ballot and request in the Envelope for Requests and Cancelled Ballots.
   Election Day: Deposit the Envelope for Requests and Cancelled Ballots in Ballot Box #4 at the end of day.

I, the undersigned Deputy Early Voting Clerk (Early Voting) or Presiding Judge (Election Day) of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Surrendered Ballots by Mail for the above-mentioned election.

Given under my hand, this _____ day of _____, 20_____.

_____
Signature of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting
or Presiding Judge on Election Day

_____
Printed Name of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting
or Presiding Judge on Election Day

REGISTER OF SURRENDERED BALLOTS BY MAIL

Early Voting and Election Day - Place in Cancelled Mail Ballot Envelope

Example form filled out, Pink ink indicates the Judge filled this out, though clerk can help with Mail Ballot Serial Number and Voter name information

| 7-84 Prescribed by Secretary of State Sections 66.026, 66.051(b), 84.032(a-1), 65.071 Texas Election Code 09/2023 | Type of Election **Primary** | Polling Location # **45678** |
| | Date of Election **3/5/2024** | Authority Conducting the Election **Harris County Elections** |

REGISTER OF SURRENDERED BALLOTS BY MAIL

Date Ballot by Mail was Surrendered	Name of Voter	Ballot Serial Number (Not Ballot Style)
3/5/202	John Appleseed	000p-6pgz-6ch61

The voter may surrender his or her official Ballot by Mail at the polling place and receive a regular ballot once the voter has completed the Request to Cancel A Ballot by Mail for Use in the Polling Place.

This form shall be used for Early Voting or Election Day.

After the voter and the election official have completed the Request to Cancel a Ballot by Mail for Use in the Polling Place, execute these steps:

Form Instructions:

1. Write the date that the ballot was surrendered at the polling place.
2. Write the voter's name on the form.
3. Write the serial number of the official ballot that was surrendered. DO NOT write the Ballot Style.
4. Verify that the word "cancelled" was written on all pages of the ballot as well as both sides. [TEC 84.033(c)]
5. Attach the Request to Cancel a Ballot by Mail for Use in the Polling Place to the cancelled ballot.
   Early Voting: Place the cancelled ballot and request in the designated envelope and place in a separate locked container.
   Election Day: Place the cancelled ballot and request in the Envelope for Requests and Cancelled Ballots.
   Election Day: Deposit the Envelope for Requests and Cancelled Ballots in Ballot Box #4 at the end of day.

I, the undersigned Deputy Early Voting Clerk (Early Voting) or Presiding Judge (Election Day) of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Surrendered Ballots by Mail for the above-mentioned election.

Given under my hand, this ___**5th**___ day of ___**March**___, 20__**24**__.

Judy Judge

Signature of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting
or Presiding Judge on Election Day

Presiding Judge

Printed Name of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting
or Presiding Judge on Election Day

ACCEPTABLE FORMS OF ID FOR REASONABLE IMPEDIMENT DECLARATION (RID) VOTERS

Examples of Reasonable Impediment Declaration IDs (List B)

Copy of or Original other government documents

- Must include Voter's name and address (address does not have to match voter's registration address)

- It must be an original document if it contains a photograph

- If the Voter's name appears on the list of registered voters (ePollBook), but does not match exactly to the ID provided, the Similar Name box must be initialed by the Voter

- Must be issued by the federal government, a federally recognized tribal government, or a state or local government in the U.S.

Examples of other government documents:

- Driver's licenses from other states

- ID cards issued by federally recognized Native American tribes

- DPS Receipts (without a photo)

- Expired voter registration certificates

- Expired Texas DPS-issued drivers licenses or personal cards (over 4 years)

Examples of documents NOT included:

- Social Security Card

- State College IDs (if no address)

- State/Federal Employee ID Card (if no address)

- Library Cards (if no address)

Copy of or Original Paycheck

Copy of or Original Government Check

Voter Registration Certificate

Copy of or Original Current Utility Bill

Copy of or Original of a Certified Domestic Birth Certificate

Copy of or Original Bank Statement

REASONABLE IMPEDIMENT DECLARATION (RID) INSTRUCTIONS

Instructions: If a voter appears on the official list of registered voters, but does not possess an acceptable form of photo identification under Section 63.0101 (a) of the Texas Election Code *Acceptable Photo ID*, also known as List A, and cannot reasonably obtain an Acceptable Photo ID, the following steps shall be taken by the election officer to allow the voter to cast a **regular ballot**:

1. The Judge will present the *Reasonable Impediment Declaration* form to the voter, and ask the voter to provide a copy or original of **one** of the following forms of identification listed in Section 63.0101(b) of the Texas Election Code, known as List B. This cannot be an electronic version of the ID.

    a. government document that shows the voter's name and an address (which includes the voter's voter registration certificate)
    b. a current utility bill
    c. a bank statement
    d. a government check
    e. a paycheck
    f. a certified domestic (from a U.S. state or territory) birth certificate **or** a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)

    > **NOTE:** *The address on the identification presented is not required to match the address recorded in the official list of registered voters.*

2. Ask the voter to complete this form by entering their name at the top. Ask them to review the "Voter's Declaration of Reasonable Impediment," indicating their impediment, and then sign their name.

3. When finished filling out the form the voter will return the completed form to the judge who may not question the voter concerning the reasonableness of any claimed impediment. The Election Judge should enter the day's date and then sign on the space provided on the declaration.

4. The Election Judge will fill in the voter's "Voter Unique Identification Number," also known as the "VUID," in the appropriate box. It can be found in the ePollBook when searching for voter or by calling the Voter Registration office. Then list the voter's name and VUID number on the *List Of Voters Who Voted Using A Reasonable Impediment Declaration (RID)* form.

5. The Election Judge will then fill in the lower portion of the *Reasonable Impediment Declaration* labeled, "To Be Completed By Election Official." Mark which type of List B identification the voter provided by checking the appropriate box. Fill in the "Date of Election" with the Election Day date, and the "Location" with the SRD or poll code number.

6. Allow the voter to cast a **regular ballot** by checking them in on the ePollBook.

NOTE: This form may also be used if a voter voted Provisionally and does not possess, and cannot reasonably obtain, an acceptable form of photo identification. The voter will need to appear at the county voter registrar's office within six (6) calendar days after Election Day to execute a *Reasonable Impediment Declaration* and present one of the supporting List B forms of identification, in accordance with Section 65.0541 of the Texas Election Code. In that instance, the county voter registrar would follow steps 1 through 4 above, but references to "election judge" would be substituted with "county voter registrar," including signing where the election judge would otherwise sign on the space provided on the RID form.

REASONABLE IMPEDIMENT DECLARATION (RID) FORM

Early Voting - Place in Reasonable Impediment Declaration (RID) envelope

7-13 Prescribed by Secretary of State, Section 63.001(i), TEC 9/2018

REASONABLE IMPEDIMENT DECLARATION

TO BE COMPLETED BY VOTER

Name (*Nombre*): _____

VOTER'S DECLARATION OF REASONABLE IMPEDIMENT
DECLARACIÓN DE IMPEDIMENTO RAZONABLE DEL VOTANTE

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

Una persona está sujeta a enjuiciamiento por perjurio bajo el Capítulo 37, Código Penal, o Sección 63.0013 del Código Electoral de Texas por proporcionar una declaración falsa o información falsa en esta declaración. Al firmar esta declaración, juro o afirmo bajo pena de perjurio que la información contenida en esta declaración es verdadera, que soy el mismo individuo que aparece personalmente en la casilla electoral para firmar esta declaración, y que enfrento un impedimento razonable para procurar una forma aprobada de identificación con fotografía enumerada en la Sección 63.0101(a) del Código Electoral de Texas.

My reasonable impediment is due to the following reason(s):
Mi impedimento razonable se debe a las siguientes razones:

(Check at least one box below) (*Elija al menos una de las razones que aparecen a continuación*)

Lack of transportation *Falta de transporte*	Disability or illness *Discapacidad o enfermedad*
Lack of birth certificate or other documents needed to obtain acceptable form of photo ID *Falta de acta de nacimiento u otros documentos necesarios para obtener una identificación con fotografía aprobada*	
Work schedule *Horario de trabajo*	Family responsibilities *Responsabilidades familiars*
Lost or stolen identification *Identificación pérdida o robada*	Acceptable form of photo ID applied for but not received *Identificación con fotografía aprobada ha sido solicitada pero no recibida*

The reasonableness of your impediment cannot be questioned.
La razón de su impedimento no puede ser cuestionada.

X _____ _____

     Signature of Voter (*Firma del votante*)   Date (*Fecha*)

VUID (Voter Unique Identification Number)

Sworn to and subscribed before me this____ day of _____, 20_____

Presiding Judge/County Voter Registrar (if applicable) _____

TO BE COMPLETED BY ELECTION OFFICIAL

The voter provided a copy or original of one of the following forms of identification:

Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)	
Current utility bill	Bank statement
Government check	Government document that shows the voter's name and an address (including the voter's voter registration certificate)
Paycheck	

Location: _____ Date of Election _____

Reasonable Impediment Declaration Example

Example form filled out, Pink ink indicates the Judge filled this out; blue ink indicates the Voter filled this out

REASONABLE IMPEDIMENT DECLARATION

TO BE COMPLETED BY VOTER

Name: **John Appleseed**

VOTER'S DECLARATION OF REASONABLE IMPEDIMENT

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

My reasonable impediment is due to the following reason(s):

(Check **at least one** box below)

[✓] Lack of transportation   [ ] Disability or illness

[ ] Lack of birth certificate or other documents needed to obtain acceptable form of photo ID

[ ] Work schedule   [ ] Family responsibilities

[ ] Lost or stolen identification   [ ] Acceptable form of photo ID applied for but not received

The reasonableness of your impediment cannot be questioned.

X **John Appleseed**   **3/5/24**

Signature of Voter   Date

Sworn to and subscribed before me this
5 day of **March**, 20 **24**

VUID (Voter Unique Identification Number)
1234567890

Presiding Judge/ County Voter Registrar (if applicable)
Judy Judge

TO BE COMPLETED BY ELECTION OFFICIAL

The voter provided a copy or original of one of the following forms of identification:

_____ Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)

_____ Current utility bill

[✓] Bank statement

_____ Government check

_____ Government document that shows the voter's name and an address (including the voter's voter registration certificate)

_____ Paycheck

Location: **SRD-123**   Date of Election: **March 5, 2024**

LIST OF RID VOTERS

Early Voting - Place in Reasonable Impediment Declaration (RID) envelope

Election Day - Place in purple Envelope #1, Reasonable Impediment Declaration (RID)

LIST OF REASONABLE IMPEDIMENT DECLARATION (RID) VOTERS

Type of Election	Poll Code
Date of Election	Authority Conducting Election

	Name of Voter	VUID or Certificate Number		Name of Voter	VUID or Certificate Number
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Note to Election Judge: If a voter has been qualified to vote by executing a Reasonable Impediment Declaration and presents a form of supporting identification from List B, write their name and VUID or Certificate Number on this form in addition to checking them in on the ePollBook.

RETURN IN REASONABLE IMPEDIMENT DECLARATION (RID) ENVELOPE

Rev 08/2022

REGISTER OF SPOILED BALLOTS

Early Voting - Place in Daily Spoiled Ballot envelope

Election Day - Place in Envelope #6 Spoiled Ballot, tan

7-93
Prescribed by Secretary of State
Section 64.007, Texas Election Code
9/2023

Type of Election	Polling Location #
Date of Election	Authority Conducting the Election

REGISTER OF SPOILED BALLOTS

Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn't scan, or other administrative error)

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

Given under my hand, this _____ day of _____, 20_____.

_____
Signature of Presiding Judge

_____
Printed Name of Presiding Judge

REGISTER OF SPOILED BALLOTS

Early Voting - Place in Daily Spoiled Ballot envelope

Election Day - Place in Envelope #6 Spoiled Ballot, tan

Example form filled out, Pink ink indicates the Judge filled this out, though clerk can help with Ballot Serial Number and Voter name information

7-93 Prescribed by Secretary of State Section 64.007, Texas Election Code 9/2023		**Type of Election** Primary	**Polling Location #** 45678	
		Date of Election 3/5/2024	**Authority Conducting the Election** Harris County Elections	

REGISTER OF SPOILED BALLOTS

Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn't scan, or other administrative error)
Og9b-vyfy-pwic5(2-140060-000005)	John Appleseed		X	

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

Given under my hand, this ___5th___ day of ___March___, 20_24_.

Judy Judge
Signature of Presiding Judge

Judy Judge
Printed Name of Presiding Judge

PROVISIONAL VOTING INSTRUCTIONS

Affidavit of Provisional Voter Instructions
Dial 713-755-1617 #08 to reach Voter Registration to get the Voters Precinct and Ballot Style

VOTER completes the middle Voter Section of the affidavit.

1 **JUDGE** completes the top & bottom sections of the affidavit, verifies Voter information is complete and Voter signed.

DO NOT WRITE IN THE VOTER REGISTRAR SECTION
Provisional Voters are not checked in on the ePollBook and do not sign the ePollBook

2 Judge fills out the top Judge Section.
Judge calls Voter Registration for Voter Precinct Number and Ballot Style and writes it in the bottom Judge Section.
Judge marks "Yes" or "No" to confirm if the Voter presented an acceptable form of ID.
Judge marks the reason Voter is voting Provisionally, Number 1 thru 8. Adding information if 6, 7 or 8 are selected.
Judge signs and dates the Provisional Affidavit.

3 On the controller the Judge creates the Access Code
   - Select blue "Create Access Code" button.
   - Enter Precinct Number in controller & select correct Ballot Style.
   - Select blue "OK" button.
   - Select "Mark as Provisional" & "Issue Access Code" buttons. Tear off long Provisional Access Code stub.

4 Have the Voter print and sign their name at the bottom of the Provisional Access code stub.
Tear off Access Code number from top of Provisional Stub and give to Voter with a piece of ballot paper.
Instruct Voter to bring printed ballot to you when they finish voting.

5 While Voter is voting:
   - Place signed portion of the Provisional Stub in the envelope attached to the last page of the Provisional Affidavit.
     DO NOT SEAL AFFIDAVIT YET
   - Record the Voter's information on the yellow List of Provisional Voters form.

6 When Voter returns with the printed ballot, instruct them to fold it in half. Give them the Provisional Ballot Envelope.
Once they have inserted their ballot and sealed the envelope, have them place it in the envelope attached to the last page of the Provisional Ballot Affidavit and now seal the affidavit envelope.

   Early Voting – Place Provisional Affidavit in sealed Provisional tub by lightly bending edges over each other and inserting into slot. Affidavit will open and lay flat once inside. DO NOT FOLD Affidavit.

   Election Day – Place Provisional Affidavit in #5 yellow Provisional Ballot Envelope. When polls close Judge will seal Provisional Envelope with the square "yellow seal." Both Judges will sign and date.

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7 AFTER Voter has left, record Affidavit of Provisional Voter in ePollBook using Voter's information from the yellow List of Provisional Voters form.
   - Open the "Admin Menu" on the ePollBook using the "Admin Password."
   - Select "Record Voted Provisional Affidavit" from the menu and then select "Record Provisional Affidavit."
   - Select "Yes" when asked if the Provisional Affidavit has been filled out.
   - Type in Voter's Name, Phone Number, Precinct Registered, Ballot Style.
   - Check the reason (1 thru 8) that Voter voted Provisional. Number 8 is for notes to go along with reasons 1 thru 7. It's not necessary to add the additional information for numbers 6, 7, or 8 in the ePollBook since the information is already on the paper Provisional Affidavit now secure in the EV tub or ED envelope.
   - Select the green "Record" button when complete.

If a Voter's Registration cannot be verified, advise the voter of the following:
   - We're currently unable to verify that the Voter registration is valid in Harris County.
   - We can offer a Provisional Ballot which will be sent to the Voter Registrar's Office to research and confirm Voter was not overlooked in the database.
   - The Voter will be mailed a notice within 30 days of Election Day indicating if the Provisional Ballot was accepted for counting or not.
   - By completing the Provisional Affidavit, the Voter's information will be updated, and the registration will be valid for the next election.

ONLY For Provisional Voters who DID NOT have ID:
If the voter DID NOT present Photo ID from List A, or they Qualified for a *Reasonable Impediment Declaration* (RID), but DID NOT present ID from List B:
   - After the voter votes provisionally give them both of these forms:
     - *Notice to Provisional Voter* form. Judge fills out the upper left-hand corner. The "Due Date" for curing their vote can be found on the Cure Map.
     - Cure Map form with the Final Day of the Cure, known as the "Due Date," is listed in the upper right-hand corner
   - Explain to Voter they must **CURE** their ballot by appearing at any of the locations on the Cure Map within 6 days of Election Day (Due Date is on map.)
   - Voter **MUST** present one of the forms of photo identification from List A or, for a RID Identification, from List B along with the *Notice to Provisional Voter* form.

Rev 08/2022

AFFIDAVIT OF PROVISIONAL VOTER

Early Voting - Place in sealed Provisional Tub

Election Day - Place in yellow envelope #5 Provisional Ballots

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Provisional Affidavit Example

Example form filled out, Pink ink indicates the Judge filled this out; blue ink indicates the Voter filled this out

9-5, 9/2023 Prescribed by Secretary of State Election Code Sec. 63.011

Type of Election	Poll Code where voting	Date of Election	Authority Conducting Election
Joint Primary	SRD-123	March 5, 2024	Harris County

Affidavit of Provisional Voter
Declaración Jurada de Votante Provisional / Bản Chứng Thệ Của Cử Tri Tạm Thời /臨時選民具結書

TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible unless I am convicted of an attempt, in which event it is a state jail felony.

PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aún no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el periodo de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor, y entiendo que es un delito grave de 2° grado votar en una elección para la que sé que no soy elegible, a menos que me condenen por un intento, en cuyo caso es un delito grave de cárcel estatal.

ĐƯỢC HOÀN TẤT BỞI CỬ TRI: Tôi là cử tri đã ghi danh của phân khu chính trị này và ở khu bầu cử mà tôi đang cố gắng bầu phiếu và chưa bầu phiếu trong cuộc bầu cử này (trực tiếp hoặc bầu qua thư). Tôi là cư dân của phân khu chính trị này, cuối cùng chưa từng bị kết án trong tội hoặc nếu bị trong tội, tôi đã hoàn thành tất cả hình phạt của mình bao gồm bất kỳ thời gian bị giam giữ, tạm tha, giám xát, thời gian quản chế, hoặc tôi đã được ân xá. Tôi không bị xác định bởi phán quyết cuối cùng của tòa án thi hành thẩm quyền là tôi bị mất khả năng tâm thần hoàn toàn hoặc mất một phần khả năng tâm thần và không có quyền bầu cử. Tôi hiểu rằng việc cung cấp thông tin sai lệch khi tuyên thệ là một tội nhẹ, và tôi hiểu rằng việc bầu phiếu trong một cuộc bầu cử mà tôi biết mình không hội đủ điều kiện là phạm trong tội cấp độ 2 trừ khi tôi bị kết án vì tội cố ý, trong trường hợp đó là phạm trọng tội của nhà tù tiểu bang.

由選民填寫：我是該政治細區的登記選民，我打算在該選區投票的本次選舉中投票（親自或通過郵寄），我是該州政治區的居民，沒有最終被判犯有重罪，或如果是重罪犯，我已經完成了所有的懲罰，包括任何監禁、假釋、監督、緩刑，或者我已被赦免。法院的最終判決並未宣布我在精神上能力方面或部分精神上無行為能力，喪失我的解放定宣下作偽造草刑罰，並且我瞭解如果我知道自己沒有資格參加選舉卻仍然投票即觸犯第2級重罪，在這種情況下，即是州監獄。

Last Name (Include suffix if any) Apellido	First Name (Nombre) (Tên)	Middle Name (if any)(Segundo nombre (Si sexo) Tên Đệm (nếu có) 中間名 (姓名)	Former Name(Nombre anterior) (Tên Cũ) (舊用名)
Appleseed	John	Cider	

Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include PO Box, Rural Rt. or business address)

123 Appleseed Lane, Houston, Texas 77123

Phone Number (Optional): 123-456-

Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address:

123 Appleseed Lane, Houston, Texas 77123

Gender: (Optional) ☑ Male ☐ Female

Date of Birth: Month, Day, Year: 12/ 31/ 1999

TX Driver's License No. or Personal I.D. No. Issued by TX:

0 9 8 7 6 5 4 3

Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number):

XX-XXX- 1234

☐ I have not been issued a TX driver's license/personal identification number or Social Security Number.

Check appropriate box: ARE YOU A UNITED STATES CITIZEN?

☑ YES ☐ NO

Signature of Voter:

X John Appleseed

TO BE COMPLETED BY ELECTION JUDGE

Precinct Registered	Ballot Style
0123	45

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION

☑ YES ☐ NO

REASON FOR VOTING PROVISIONALLY

1. ☑ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption.
2. ___ Voter not on list of registered voters.
3. ___ Voter not on list, registered in another precinct.
4. ___ Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.
5. ___ Voting after 7:00 p.m. due to court order.
6. ___ Voter on list, but registered residence address is outside the political subdivision.
7. ___ Registered at Department of Public Safety (DPS) When: ___
8. ___ Where: ___ Other: ___

(Please explain)

Sworn and subscribe to before me this date: March 5, 2024

X Judy Judge

Signature of Election Judge

TO BE COMPLETED BY THE BALLOT BY MAIL DEPARTMENT

☐ Ballot returned by ☐ Ballot returned by USPS
☐ Voter Ballot not returned ☐ Voter did not apply for a Mail Ballot

X ___
Signature of Ballot by Mail Supervisor

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS

Cert/VUID	Precinct

I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:

FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE

1. ___ Voter presented acceptable form of identification OR a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.
2. ___ Voter met disability exemption within 6 calendar days of election day.
3. ___ Voter executed religious objection affidavit within 6 calendar days of election day.
4. ___ Voter executed natural disaster affidavit within 6 calendar days of election day.
5. ___ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.

FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS

6. ___ Not a registered voter or registration not effective in time for this election.
7. ___ Registered to vote, erroneously listed in wrong precinct.
8. ___ Registered to vote in a different precinct within the county.
9. ___ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.
10. ___ Voter erroneously removed from the list.
11. ___ Voter is not registered to vote in political subdivision
12. ___ Other: (Please explain)

X ___
Signature of Voter Registrar   Date

ACTION TAKEN BY THE EARLY VOTING BALLOT BOARD IN ACCORDANCE WITH THE TEXAS ELECTION CODE

☐ Accepted ☐ Rejected

X ___
Signature of Ballot Board Judge

Notice To Provisional Voter—Standard size page

This form is given to every provisional voter who is voting using
a provisional affidavit for reasons 2 thru 8

NOTICE TO PROVISIONAL VOTER

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

Your affidavit will be retained by the voter registrar who will use the information on the affidavit to update your voter registration information or if you are not a registered voter, the affidavit will be submitted to the voter registrar as a new voter registration application.

If you have any questions, call the Secretary of State's Office toll free 1-800-252-VOTE(8683).

NOTIFICACIÓN AL VOTANTE PROVISIONAL

La junta de votación temprana tomará una determinación, después de la elección, sobre si su boleta se contará o no. Dentro de 30 días después de la elección, se le enviará una notificación a la dirección que usted proporcionó en su declaración jurada para votar en una boleta provisional. En dicha notificación se indicará si (1) su boleta se contó o (2) si no se contó y la razón por la cual no se contó.

El registrador de votantes guardará su declaración jurada y él usará la información de la misma para actualizar la información de su registro electoral o, si usted no estuviera inscrito como votante, la declaración jurada se le entregará al registrador de votantes como una nueva solicitud de registro electoral.

Si tiene alguna pregunta, llame gratis a la oficina del Secretario de Estado al 1-800-252-VOTE(8683).

THÔNG BÁO CHO CỬ TRI TẠM THỜI

Việc xác định xem lá phiếu của quý vị có được tính hay không sẽ được thực hiện bởi ban phụ trách lá phiếu bầu cử sớm sau cuộc bầu cử. Thông báo sẽ được gửi cho quý vị trong vòng 30 ngày của cuộc bầu cử theo địa chỉ mà quý vị đã cung cấp trên bản chứng thệ của quý vị để bầu lá phiếu tạm thời cho biết là (1) lá phiếu của quý vị được tính hoặc (2) nếu lá phiếu không được tính, lý do lá phiếu của quý vị không được tính.

Bản chứng thệ của quý vị sẽ được văn phòng ghi danh cử tri giữ lại và dùng thông tin trên bản khai chứng thệ đó để cập nhật thông tin ghi danh cử tri của quý vị hoặc nếu quý vị không phải là cử tri đã ghi danh, thì bản chứng thệ sẽ được nộp cho văn phòng ghi danh cử tri như là một đơn ghi danh cử tri mới.

Nếu quý vị có bất kỳ thắc mắc nào, gọi Văn Phòng Tổng Trưởng Tiểu Bang miễn phí tại số 1-800-252-VOTE(8683).

臨時選民通知

選舉後，提前投票選票委員會將決定是否計算您的選票。我們將在選舉後30天內按照您在宣誓書上提供的地址向您郵寄一份通知，以對臨時選票進行投票說明(1)您的選票已被計算或(2)如果未被計算，則說明您選票沒有被計算在內的原因。

您的宣誓書將由選民登記員保留並將使用宣誓書上的信息更新您的選民登記信息或者如果您不是登記選民，宣誓書將作為新的選民登記申請提交給選民登記員。

如果您有任何疑問，請撥打州務卿辦公室免費電話 1-800-252-VOTE(8683)。
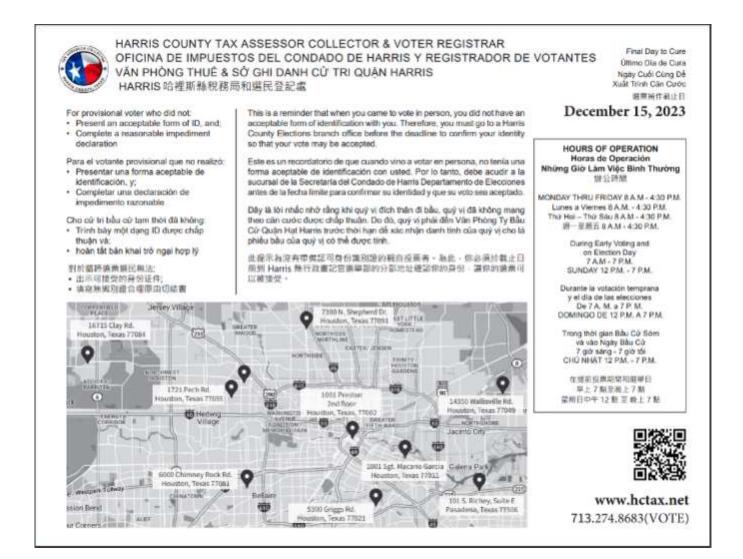
NOTICE OF PROVISIONAL VOTER

This form is given to every provisional voter who is voting using a Provisional Affidavit for reason 1

This Voter needs to cure their Provisional Ballot due to having no ID with them

TAX OFFICE CURE MAP

(give to Voter who needs to cure a Provisional Ballot due to having no ID with them)

HARRIS COUNTY TAX ASSESSOR COLLECTOR & VOTER REGISTRAR
OFICINA DE IMPUESTOS DEL CONDADO DE HARRIS Y REGISTRADOR DE VOTANTES
VĂN PHÒNG THUẾ & SỞ GHI DANH CỬ TRI QUẬN HARRIS
HARRIS 哈裡斯縣稅務局和選民登記處

Final Day to Cure
Último Día de Cura
Ngày Cuối Cùng Để
Xuất Trình Căn Cước
選票兌件截止日

December 15, 2023

For provisional voter who did not:
· Present an acceptable form of ID, and;
· Complete a reasonable impediment declaration

Para el votante provisional que no realizó:
· Presentar una forma aceptable de identificación, y;
· Completar una declaración de impedimento razonable

Cho cử tri bầu cử tạm thời đã không:
· Trình bày một dạng ID được chấp thuận và;
· hoàn tất bản khai trở ngại hợp lý

對於選跨填表領民用法:
· 出示可接受的身份证件;
· 填寫無幾別繼合理原由切结書

This is a reminder that when you came to vote in person, you did not have an acceptable form of identification with you. Therefore, you must go to a Harris County Elections branch office before the deadline to confirm your identity so that your vote may be accepted.

Este es un recordatorio de que cuando vino a votar en persona, no tenía una forma aceptable de identificación con usted. Por lo tanto, debe acudir a la sucursal de la Secretaría del Condado de Harris Departamento de Elecciones antes de la fecha limite para confirmar su identidad y que su voto sea aceptado.

Đây là lời nhắc nhở rằng khi quý vị đích thân đi bầu, quý vị đã không mang theo căn cước được chấp thuận. Do đó, quý vị phải đến Văn Phòng Ty Bầu Cử Quận Hạt Harris trước thời hạn để xác nhận danh tính của quý vị cho là phiếu bầu của quý vị có thể được tính.

此提示為沒有帶憑証可身份識別的相合投票者。為此,你必須於截止日前到 Harris 舉行政書記官選舉部的分部地址確認你的身分,選択的選票可以被接受。

HOURS OF OPERATION
Horas de Operación
Những Giờ Làm Việc Bình Thường
營公時間

MONDAY THRU FRIDAY 8 A.M - 4:30 P.M.
Lunes a Viernes 8 A.M. - 4:30 P.M.
Thứ Hai – Thứ Sáu 8 A.M - 4:30 P.M.
週一至週五 8 A.M - 4:30 P.M.

During Early Voting and
on Election Day
7 A.M - 7 P.M.
SUNDAY 12 P.M. - 7 P.M.

Durante la votación temprana
y el día de las elecciones
De 7 A. M. a 7 P. M.
DOMINGO DE 12 P.M. A 7 P.M.

Trong thời gian Bầu Cử Sớm
và vào Ngày Bầu Cử
7 giờ sáng - 7 giờ tối
CHỦ NHẬT 12 P.M. - 7 P.M.

在提前投票期間和選舉日
早上 7 點至晚上 7 點
星期日中午 12 點 至 晚上 7 點

www.hctax.net
713.274.8683(VOTE)

Map locations:
- 16715 Clay Rd. Houston, Texas 77084
- Jersey Village
- 7300 N. Shepherd Dr. Houston, Texas 77091
- 1721 Pech Rd. Houston, Texas 77055
- 1001 Preston 2nd floor Houston, Texas 77002
- 14350 Wallisville Rd. Houston, Texas 77049
- 6000 Chimney Rock Rd. Houston, Texas 77081
- 1001 Sgt. Macario Garcia Houston, Texas 77011
- 5300 Griggs Rd. Houston, Texas 77021
- 101 S. Richey, Suite E Pasadena, Texas 77506

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LIST OF PROVISIONAL VOTERS

Early Voting - Place in sealed Provisional Tub

Election Day - Place in Envelope #5 Provisional Ballot, yellow

AW7-26
Prescribed by Secretary of State
Section 63.011,
Texas Election Code 10/13

Rev 08/2022

| Type of Election Tipo de Elección Hình Thức Bầu Cử选举类型 | Poll Code
Código de Lugar de Votación
Mã Số Địa Điểm Bầu Cử
投票所代码 |
| Date of Election Fecha de la Elección Ngày Bầu Cử选举三语 | Authority Conducting Election
Autoridad Administrando la Elección
Cơ Quan Thẩm Quyền Tiến Hành Bầu Cử
主持選舉機構 |

List of Provisional Voters

Name of Provisional Voter	Phone Number	Precinct #	Ballot Style #	Reason #	Accepted for Counting	Rejected for Counting
	To be Completed by Election Judge				To be Completed by Ballot Board Judge	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

Number of Provisional Ballots in Ballot Box:
(as shown on list)

I certify that the number represented above are true and correct as evidenced by my signature.

Signature of Precinct Presiding Judge: _____

Signature of Custodian receiving ballots from Presiding Judge: _____

Signature of Voter Registrar: _____

OMISSIONS LIST

Early Voting - Place in Return White Envelope

Election Day - Place in #2 white envelope

7-54
Prescribed by Secretary of State
Section 63.006(b), Texas Election Code
3/2023

REGISTRATION OMISSIONS LIST
(LISTA DE OMISIONES SOBRE EL CERTIFICADO DE REGISTRO)
(Section 63.006(b), Texas Election Code)

Type of Election (Tipo de Elección)	Precinct. No. (Núm. de Precinto)
Date of Election (Fecha de la Elección)	Authority Conducting Election (Autoridad Administrando la Elección)

PCT. NO. (ON CERT.) (Núm. De Prec.) (En Cert.)	VUID NO. (Núm. De VUID)	FULL NAME (LAST, FIRST, MIDDLE) (Nombre completo (Apellido, Nombre de Pila, Segundo Nombre))	COMPLETE RESIDENCE ADDRESS (Dirección de Residencia Completa)	DATE OF BIRTH (Fecha de Nacimiento)

RETURN IN ENVELOPE NO. 4

INSTRUCTIONS FOR REGISTRATION OMISSIONS LIST

When a person is accepted for voting and his/her name is **not on the list** of registered voters or supplemental list of registered voters, the election officer must add the voter's name to the Registration Omissions List. The following are explanations of the law which allows for accepting a voter to vote whose name is not on the list.

1. **Voter (with required documentation) with Correct Certificate Who is Not on List:**
On the combination form, check the box labeled "Not on List 63.006" next to the voter's name. Add voter to Omissions List.

2. **Voter (with required documentation) with Incorrect Certificate Who is Not on List:**
On the combination form, have voter initial the Voter's Affidavit "Not On List 63.006" box (near the voter's signature), and check the box labeled "Not On List 63.006." It is also necessary to indicate on the Omissions List the precinct number as indicated on the voter's certificate. Add voter's name to the Omissions List and check the box labeled "Not On List 63.006.

NOTE ABOUT AMENDMENTS:

"Required documentation" refers to acceptable voter ID. or documentation showing an acceptable exemption. A voter without this documentation will vote provisionally (unless the voter chooses to return later with documentation).

Prior law at Section 63.007 (Voter Not on List, Incorrect Certificate) is now (with minor revisions) one of two procedures in Section 63.006.

Prior law at Section 63.009 (Voter Not on List, No Certificate) is no longer applicable; this voter will vote provisionally.

COMBINATION FORM (EARLY VOTING & ELECTION DAY)

Early Voting - Place in Return White Envelope

Election Day - Place in #2 white envelope

Combination Form Example

Example form filled out, Pink ink indicates the Judge filled this out; blue ink indicates the Voter filled this out

COMBINATION FORM and Early Voting Roster for Early Voting

Prescribed by Secretary of State - Form 7-61
Sections 63.001, 63.0011, 63.007, 63.003, 63.004, 63.006, 63.009, 63.0101, 63.011, 64.012, 81.001, 85.035, 87.121 and 162.004 Texas Election Code 9/2023

If a voter is unable to sign his or her name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign.

Si algún votante no puede firmar su nombre, un oficial electoral apuntará el nombre del votante en el registro de firmas y hará una anotación indicando la causa por la cual el votante no pudo firmar.

Voter Assistant (if additional voter assistant lines are necessary, continue on the back of this form) Include Name, Address
Asistente de Votantes (si fueran adicionales son necesarias para asistente de votante, continúe en el reverso de este formulario) Incluya Nombre, Dirección

| Line # | | |

Location (Sitio) **SRD 123A**

Date of Election (Fechas de elección)	Type of Election (Tipo de elección)
March 5, 2024	**Joint Primary**

County Precinct No. Núm. de Precinto	VUID	Poll List (Lista de Votantes)	Voter Address (Domicilio del Votante)
0123	**1234567890**	**John Appleseed**	**123 Appleseed Lane, Houston, Texas**

Check if Applicable/Marque si Corresponde:
- Reas. Imped. / Decl. 63.001 (f)
- Provisional 63.011
- Similar Name 63.001(c)
- Not on List 63.006
- Date

Row 1: **3.1.24** (checkmark under Not on List / Date)

Signature (Firma)

Row 1: **John Appleseed**

Voter's Initials (Iniciales del Votante)
Similar Name Affidavit Declaración Jurada de Nombre del Votante
Row 1: **J.A.**

For use in Primary Election – A person commits a criminal offense if the person knowingly votes in a primary election or participates in a convention of another party during the voter voting year.

Para Uso en la Elección Primaria "Una persona comete delito penal si, a sabiendas, vota en una elección primaria o participa con conocimiento en una convención de otro partido político durante el mismo año de votación."

"VOTER'S SIMILAR NAME AFFIDAVIT: If it is determined that the name on the form of identification provided under § 63.001 is substantially similar per § 63.0101, by initialing the square labeled "Similar Name Affidavit," I swear or affirm I am the person on the list of registered voters or the person on the voter registration certificate, and I am one and the same as the person named on the form of identification provided.

"DECLARACIÓN JURADA DE NOMBRE SIMILAR DEL VOTANTE: Si se determina que el nombre en el formulario de identificación provisto a § 63.001 es substancialmente similar previsto en §63.0101, al colocar mis iniciales en el cuadro rotulado "Acepta Declaración Jurada", juro o afirmo que soy la persona en la lista de votantes registrados o la persona en el certificado de registro de votante, y yo soy y la persona nombrada en la identificación.

"AFFIDAVIT FOR VOTER NOT ON LIST: By initialing the square labeled "Affidavit for Voter Not on List," I swear or affirm that I (A) am a resident of the precinct in which I am offering to vote and have not already voted in this election; (B) was a resident of the precinct in which I am offering to vote at the time my residence address was last provided to the voter registrar; (C) did not deliberately provide false information to secure registration in a precinct in which I do not reside; and (D) am voting only once in the election.

"TRAMENTO DE VOTANTE: Al firmar con mis iniciales el cuadro rotulado "Acepta Juramento", yo declaro o afirmo que (A) soy residente del precinto en el que ofrezco votar y que no he votado ya en esta elección; (B) era residente de este precinto cuando le di la dirección de votante la información proporcionada a mi dirección residencial; (C) no di información falsa premeditando a mi presente en este precinto; y (D) votaré solamente una vez en la elección.

Sign Below (Firme usted abajo)

Harris County

Sworn to and subscribed before me this
5 day of **March**, 20 **24**

Judy Judge
Early Voting Clerk

INSTRUCTIONS FOR COMBINATION FORM

All voters are required to have some form of acceptable identification. When a voter is accepted for voting under certain conditions of the law, the election official shall note the section of the Texas Election Code under which the voter was accepted. The following are explanations of those conditions and the section numbers of the laws that correspond with the explanations.

1. **Voter (with acceptable identification) with Correct Certificate Who is Not on List:**

    Check the box labeled "Not on List 63.006" next to the voter's name. Add voter's name to the Registration Omissions List.

2. **Voter (with acceptable identification) with Incorrect Certificate Who is Not on List:**

    Have voter initial the "Affidavit for Voter Not on List" box (near the voter's signature). Check the box labeled "Not on List 63.006." Add voter's name to the Registration Omissions List. It is also necessary to indicate on the Registration Omissions List the precinct number as indicated on the voter's registration certificate.

3. **Voter (with acceptable identification) whose Name on Identification is "Substantially Similar" to Name on the Official List of Registered Voters:**

    Have voter initial the "Similar Name Affidavit" box (near voter's signature). Check the box labeled "Similar Name 63.001(c)."

4. If a voter is unable to sign his or her name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign.

NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED

AW7-8
Prescribed by Secretary of State
Section 61.007(j), Texas Secretary of State
3/07

Poll Code: _____
Código de Lugar de Votación Mã Số Địa Điểm Bầu Cử 投票所代碼

POST AT AN OUTSIDE DOOR THROUGH WHICH A VOTER MAY ENTER THE BUILDING IN WHICH THE POLLING PLACE IS LOCATED.

NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED
(AVISO DEL NÚMERO DE VOTANTES QUE HAN VOTADO)
(THÔNG BÁO VỀ TỔNG SỐ CỬ TRI ĐÃ BỎ PHIẾU)
(公告：已投票選民累積總數)

(Number of Voters)
(Número de Votantes)
(Số Cử Tri)
(選民累積總數)

9:30am _____

11:30am _____

1:30pm _____

3:30pm _____

5:30pm _____

_____

Signature of Presiding Judge
(Firma del Juez Presidente)
(Chữ Ký Của Thẩm Phán Chủ Tịch)
(投票所選務官簽名)

NOTE TO PRESIDING JUDGE:

The total number of voters as shown on the poll list shall be posted at the times listed. The notice shall remain posted until the polls close. Return this form to Envelope 2 – To County Clerk

NOTA AL JUEZ PRESIDENTE:

El número de votantes como ilustrado en la lista de votantes se monstrará a las horas señaladas arriba. El aviso estará mostrado hasta que cierren los sitios de votación. Devuelva esta forma en el sobre número 2 a la persona encargada de la custodia general de los archivos electorales.

THẨM PHÁN CHỦ TỊCH LƯU Ý:

Tổng số cử tri theo danh sách cử tri sẽ được công bố vào những giờ đã nêu. Thông báo này vẫn được công bố cho đến khi đóng cửa phòng phiếu. Gửi lại mẫu này trong phong bì số 2 cho Thư Ký Quận.

致投票所選務官：

選民名單上的選民累積總數應在上列時間公布。此公告必須在投票所張貼，直到投票所關閉為止。請將此表格置入 2 號信封內，再交回行政書記官。

ED10 REV 08/2019

DAMAGED BALLOT SLOT RED BALLOT BAG SEAL LOG

Last night of Early Voting place completed log in Damaged Ballot Slot red Ballot Bag before attaching seal. Send with constable.

SRD: _____

EV DAMAGED BALLOT SLOT RED BALLOT BAG SEAL LOG

11/2023

Date	Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Last Night of EV, Nov 3			

This is a true list of the seal used to seal the Damaged Ballot Slot red Ballot Bag for Early Voting.

Last night of Early Voting place completed log in Damaged Ballot Slot red Ballot Bag before attaching seal. Send with constable.

SRD: _____

ED DAMAGED BALLOT SLOT RED BALLOT BAG SEAL LOG

11/2023

Date	Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Last Night of EV, Nov 3			

This is a true list of the seal used to seal the Damaged Ballot Slot red Ballot Bag for Early Voting.

DAMAGED BALLOT SLOT LOGS

Type of Election: (Tipo de Elección) (Loại Bầu Cử) (選舉種類)	SRD #: (Código de la votación) (Mã Số Phòng Phiếu) (投票站編號)
Date of Election: (Fecha de la Elección) (Ngày Bầu Cử) (選舉日期)	Authority Conducting Election: (Autoridad que realiza la elección) (Thẩm Quyền Tiến Hành Bầu Cử) (選舉當局)

01/2024

EARLY VOTING DAMAGED BALLOT SLOT LOG

Date	Presiding Judge signature	Alternate Judge signature	Estimated Number of Ballots In Damaged Ballot Slot
Feb 20			
Feb 21			
Feb 22			
Feb 23			
Feb 24			
Feb 25			
Feb 26			
Feb 27			
Feb 28			
Feb 29			
Mar 01			

1. Judges will fill this form out each night, after estimating how many new Damaged Ballots were placed in the Damaged Ballot Slot from that day. If the seal on the Damaged Ballot Slot was not broken, there will be no ballots for that day.

2. The number of ballots for that day is logged in the column above, even if it is 0, and both Judges will sign. This form is then put in the Work Folder.

3. If there were ballots placed in the Damaged Ballots Slot, it must be resealed each night. The new seal is logged and both Judges initial the log and list the reason the seal was replaced. The Ballot Box seal log is put in the Work Folder.

4. The number from this form will be entered daily into the ePollBook each night.

After polls have closed on the last night of Early Voting, place this filled out form in the red Damaged Ballot Slot Ballot Bag, with the Damaged Ballot Slot Ballot Bag Seal Log and the Damaged Ballot Slot Envelope. This filled out log and the envelope need to be placed in the bag even if the Emergency Slot Envelope in the bag has no ballots in it.

DAMAGED BALLOT SLOT LOGS

9/2023

Type of Election:	Poll Code #:
Date of Election:	Authority Conducting Election:

ELECTION DAY DAMAGED BALLOT SLOT LOG

Date	Presiding Judge signature	Alternate Judge signature	Number of Ballots In Damaged Ballot Slot
March 5,2024			

1. Judges will fill this form out after counting any Damaged Ballots from the Damaged Ballot Slot in the Ballot Box Pouch from that day. If the seal on the Damaged Ballot Slot was not broken, there will be no ballots for that day.

2. The number of ballots for that day is logged in the column above, even if it is 0, and both Judges will sign.

After polls have closed, place this filled out form in the red Damaged Ballot Slot Ballot Bag, with the Damaged Ballot Slot Ballot Bag Seal Log and the Damaged Ballot Slot Envelope. This filled out log and the seal envelope need to be placed in the bag, and the bag locked, even if the Damaged Ballot Slot Envelope in the bag has no ballots in it.

EARLY VOTING DAILY RECONCILIATION ENVELOPE

Put all daily envelopes together and place on top in white Return Box

EARLY VOTING DAILY RECONCILIATION ENVELOPE

INSTRUCTIONS: <u>This is one of the most important forms. It must be completed by BOTH Election Judges.</u>
Please fill in the lines below for the equipment you have. Both Judges sign when completed.
Controller & Scan tapes go inside the Reconciliation Envelope each day of Early Voting.

SRD: _____   Election Title: _____   Date: _____

Presiding Judge: _____   Alternate Judge: _____

SCAN #1 (purple report tape) **Serial Number:** _____

Start of Day Tape	Zero Report #:	Scan will be 0 only on 1st day of Early Voting,
	Open Polls Report #:	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #:	

SCAN #2 (purple report tape) **Serial Number:** _____

Start of Day Tape	Zero Report #:	Scan will be 0 only on 1st day of Early Voting,
	Open Polls Report #:	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #:	

SCAN #3 (purple report tape) **Serial Number:** _____

Start of Day Tape	Zero Report #:	Scan will be 0 only on 1st day of Early Voting,
	Open Polls Report #:	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #:	

Controller #1 (white report tape) **Serial Number:** _____

Start of Day Tape	Open Polls Report #:	# of Provisionals Controller #1:
End of Day Tape	Suspend Polls Report #:	

Controller #2 (pink report tape) **Serial Number:** _____

Start of Day Tape	Open Polls Report #:	# of Provisionals Controller #2:
End of Day Tape	Suspend Polls Report #:	

Controller #3 (green report tape) **Serial Number:** _____

Start of Day Tape	Open Polls Report #:	# of Provisionals Controller #3:
End of Day Tape	Suspend Polls Report #:	

Controller #4 (blue report tape) **Serial Number:** _____

Start of Day Tape	Open Polls Report #:	# of Provisionals Controller #4:
End of Day Tape	Suspend Polls Report #:	

Controller #5 (white report tape) **Serial Number:** _____

Start of Day Tape	Open Polls Report #:	# of Provisionals Controller #5:
End of Day Tape	Suspend Polls Report #:	

- The Reconciliation Envelope will go into the Workfolder at the end of each day of Early Voting.
- On the last day of Early Voting all Reconciliation Envelopes from each day of Early Voting will be taken from the Workfolder and rubber banded together. Place them in the Return Box.
- The Constable will take the Return Box to drop off.

EARLY VOTING DAILY RECONCILIATION ENVELOPE

Put all daily envelopes together and place on top in white Return Box

Example of filled out form, Pink ink indicates the Judge filled this out

EARLY VOTING DAILY RECONCILIATION ENVELOPE

INSTRUCTIONS: <u>This is one of the most important forms. It must be completed by BOTH Election Judges.</u>
Please fill in the lines below for the equipment you have. Both Judges sign when completed.
Controller & Scan tapes go inside the Reconciliation Envelope each day of Early Voting.

SRD: __SRD-144P__ Election Title: __Primary_____ Date: __3/5/2024__

Presiding Judge: __Judy Judge_____ Alternate Judge: __John Alternate Judge_____

SCAN #1 (purple report tape) **Serial Number:** __3456789_____

Start of Day Tape	Zero Report #: 0	Scan will be 0 only on 1st day of Early Voting,
	Open Polls Report #: 0	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #: 591	

SCAN #2 (purple report tape) **Serial Number:** _____

Start of Day Tape	Zero Report #:	Scan will be 0 only on 1st day of Early Voting,
	Open Polls Report #:	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #:	

SCAN #3 (purple report tape) **Serial Number:** _____

Start of Day Tape	Zero Report #:	Scan will be 0 only on 1st day of Early Voting,
	Open Polls Report #:	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #:	

Controller #1 (white report tape) **Serial Number:** __9876543_____

Start of Day Tape	Open Polls Report #: 0	# of Provisionals Controller #1:
End of Day Tape	Suspend Polls Report #: 337	5

Controller #2 (pink report tape) **Serial Number:** __3344668_____

Start of Day Tape	Open Polls Report #: 0	# of Provisionals Controller #2:
End of Day Tape	Suspend Polls Report #: 264	2

Controller #3 (green report tape) **Serial Number:** _____

Start of Day Tape	Open Polls Report #:	# of Provisionals Controller #3:
End of Day Tape	Suspend Polls Report #:	

Controller #4 (blue report tape) **Serial Number:** _____

Start of Day Tape	Open Polls Report #:	# of Provisionals Controller #4:
End of Day Tape	Suspend Polls Report #:	

Controller #5 (white report tape) **Serial Number:** _____

Start of Day Tape	Open Polls Report #:	# of Provisionals Controller #5:
End of Day Tape	Suspend Polls Report #:	

- The Reconciliation Envelope will go into the Workfolder at the end of each day of Early Voting.
- On the last day of Early Voting all Reconciliation Envelopes from each day of Early Voting will be taken from the Workfolder and rubber banded together. Place them in the Return Box.
- The Constable will take the Return Box to drop off.

ELECTION DAY RECONCILIATION LOG

3 Part Carbonless

white (put in #2 white envelope), pink (put in PJ pink envelope), blue (put in Scan)

ELECTION DAY RECONCILIATION LOG

Instructions: **This is one of the most important forms. It must be completed by BOTH Election Judges.**
Please fill in the lines below for the equipment you have. Both Judges sign when completed.

After all numbers are logged, Controller & Scan tapes go in the white *ENVELOPE FOR DEVICE REPORTS/TAPES*

Poll Code: _____ Election Title: _____ Election Date: _____

Presiding Judge: _____ Alternate Judge: _____

RECONCILIATION INFORMATION:

Scan #1 (purple report tape) **Serial Number:**

Start of Day Tape	Zero Report #:	Call immediately
	Open Polls Report #:	if Scan is not 0
End of Day Tape	Close Polls Report #:	

Scan #2 (purple report tape) **Serial Number:**

Start of Day Tape	Zero Report #:	Call immediately
	Open Polls Report #:	if Scan is not 0
End of Day Tape	Close Polls Report #:	

Scan #3 (purple report tape) **Serial Number:**

Start of Day Tape	Zero Report #:	Call immediately
	Open Polls Report #:	if Scan is not 0
End of Day Tape	Close Polls Report #:	

Controller #1 (white report tape) **Serial Number:**

Start of Day Tape	Zero Report #:	Controller will not be 0 if	# of Provisionals Controller #1:
	Open Polls Report #:	used during Early Voting	
End of Day Tape	Close Polls Report #:		

Controller #2 (pink report tape) **Serial Number:**

Start of Day Tape	Zero Report #	Controller will not be 0 if	# of Provisionals Controller #2:
	Open Polls Report #:	used during Early Voting	
End of Day Tape	Close Polls Report #:		

Controller #3 (green report tape) **Serial Number:**

Start of Day Tape	Zero Report #	Controller will not be 0 if	# of Provisionals Controller #3:
	Open Polls Report #:	used during Early Voting	
End of Day Tape	Close Polls Report #:		

Controller #4 (blue report tape) **Serial Number:**

Start of Day Tape	Zero Report #	Controller will not be 0 if	# of Provisionals Controller #4:
	Open Polls Report #:	used during Early Voting	
End of Day Tape	Close Polls Report #:		

BLUE COPY—Place in *SCAN*
WHITE COPY – Place in *ENVELOPE 2 – RETURN TO HARRIS COUNTY ELECTIONS* (White)
PINK COPY—Place in *ENVELOPE 3* (Pink)

ELECTION DAY RECONCILIATION LOG
3 Part Carbonless
white (put in #2 white envelope), pink (put in PJ pink envelope), blue (put in Scan)
Example of a filled out form, Pink ink indicates the Judge filled this out

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ELECTION DAY RECONCILIATION LOG

Instructions: **This is one of the most important forms. It must be completed by BOTH Election Judges.**
Please fill in the lines below for the equipment you have. Both Judges sign when completed.

After all numbers are logged, Controller & Scan tapes go in the white *ENVELOPE FOR DEVICE REPORTS/TAPES*

Poll Code: _12345_   Election Title: _Primary_   Election Date: _3/5/2024_

Presiding Judge: _Presiding Judge_   Alternate Judge: _Alternate Judge_

RECONCILIATION INFORMATION:

Scan #1 (purple report tape) Serial Number: _5678901_

Start of Day Tape	Zero Report # 0	Call immediately
	Open Polls Report # 0	if Scan is not 0
End of Day Tape	Close Polls Report # 437	

Scan #2 (purple report tape) Serial Number:

Start of Day Tape	Zero Report #:	Call immediately
	Open Polls Report #:	if Scan is not 0
End of Day Tape	Close Polls Report #:	

Scan #3 (purple report tape) Serial Number:

Start of Day Tape	Zero Report #:	Call immediately
	Open Polls Report #:	if Scan is not 0
End of Day Tape	Close Polls Report #:	

Controller #1 (white report tape) Serial Number: _8855442_

Start of Day Tape	Zero Report # 0	Controller will not be 0 if	# of Provisionals Controller #1:
	Open Polls Report # 0	used during Early Voting	3
End of Day Tape	Close Polls Report # 162		

Controller #2 (pink report tape) Serial Number: _2345678_

Start of Day Tape	Zero Report # 0	Controller will not be 0 if	# of Provisionals Controller #2:
	Open Polls Report # 0	used during Early Voting	7
End of Day Tape	Close Polls Report # 278		

Controller #3 (green report tape) Serial Number:

Start of Day Tape	Zero Report #	Controller will not be 0 if	# of Provisionals Controller #3:
	Open Polls Report #:	used during Early Voting	
End of Day Tape	Close Polls Report #:		

Controller #4 (blue report tape) Serial Number:

Start of Day Tape	Zero Report #	Controller will not be 0 if	# of Provisionals Controller #4:
	Open Polls Report #:	used during Early Voting	
End of Day Tape	Close Polls Report #:		

BLUE COPY—Place in SCAN
WHITE COPY – Place in ENVELOPE 2 – RETURN TO HARRIS COUNTY ELECTIONS (White)
PINK COPY—Place in ENVELOPE 3 (Pink)

7-23
Prescribed by Secretary of State
Section 65.013, Texas Election Code
9/2023

Beginning #_____ to _____

REGISTER OF OFFICIAL BALLOTS

_____

Number of ballots received.._____ *

Number of ballots defectively printed ...._____

Number of spoiled ballots returned by voter........._____

Number of unused ballots............................_____

Number of ballots voted including provisional
(as shown by number of voters on poll list)..........._____

TOTAL NUMBER OF BALLOTS ACCOUNTED FOR......_____ *
*These two numbers should be equal.

Number of provisional ballots voted
(as shown by number of voters on
list of provisional voters) ...._____

I the undersigned, Presiding Judge of the Election held on the _____ day of _____, 20___,

at Election Precinct No. _____ in _____, Texas, do hereby

certify that the above and foregoing statement of official ballots of said Election is true and

correct, and that all ballots returned by me were locked in the appropriate ballot box as

required by law.

WITNESS MY HAND this the _____ day of _____, 20_____.

_____
Presiding Judge

NOTE: RETURN ORIGINAL COPY IN BALLOT BOX NO. 4 WITH UNUSED BALLOTS. PLACE OTHER COPY IN ENVELOPE NO. 3 ADDRESSED TO PRESIDING JUDGE.

ENVELOPE FOR DEVICE REPORTS/TAPES

Poll Code: _____

Election Title: _____

Date of Election: _____

THIS ENVELOPE IS TO CONTAIN THE FOLLOWING:

1. **Reconciliation Logs**—white copy ONLY (pink copy goes to Presiding Judge and blue copy goes in the Scan with the Travel Seal Log)

2. **Morning Reports/Tapes:**
   A. Printed from Controllers before first Voter votes:
   - Zero Report/Tape from all Controllers
   - Open Polls Report/Tape from all Controllers

   B. Printed from Scan before first Voter votes:
   - Purple Zero Tape from Scans
   - Purple Open Polls Report/Tape from Scans

3. **Evening Tapes/Reports:**
   A. Printed from Controllers after last Voter votes:
   - Suspend Polls Report/Tape from all Controllers
   - Access Code Report/Tape from all Controllers

   B. Printed from Scans after last Voter votes:
   - Purple Suspend Polls Report/Tape from Scans

Place in white Envelope #2 TO: Harris County Elections

REV 1/2024

EARLY VOTING EQUIPMENT RECEIPT

(Place on top inside Return Box)

Early Voting Equipment Receipt

This form must be used *in addition to* the Yellow Scan Chain of Custody form that goes inside of each Scan

_____   _____
Location Name & SRD number   **Election Date**

Instruction: All items below are taken to Drop Off. Check each box to confirm you have it to return.
(Note: Location may only have one Scan and one Ballot Bag)

☐	Scan(s)
☐	Damaged Ballot Slot Ballot Bag (red)
☐	Ballot Bag(s)
☐	Ballot Bag #4 - Cancelled Mail Ballots (ballot bag with green tags & SRD numbers attached)
☐	Provisional Ballot Tub
☐	Ballot Box(s) inside the carry bag
☐	Black case(s) with all ePollBooks, MiFi, stands, cables and charging blocks inside / # of ePollBooks returned _____
☐	Early Voting Return Box with all Envelopes (Daily Reconciliation, White, Green, Daily Spoiled Ballots, RID, Timesheets)
☐	Supply Cabinet Keys

Presiding Judge Signature	Alternate Judge Signature

Constable(or other permissible authority) Signature	Harris County Elections Receiving Attendant Signature

9/2023

EARLY VOTING ITEMS TO RETURN

ITEMS TO RETURN (EARLY VOTING)

All items listed on the this page MUST be returned at the end of EV by a Constable. If you have more than the number of items listed below you MUST return them all, even if not used. You can find this document in *Help Documents & Videos* on the ePollBook. ED items vary; see other side. Logs and tapes MUST be completed for all items even if not used, and all corresponding bags must also be returned even if not used.

Provisional Ballots Return

Seals & lock inside tub. Put cable lock & red seal on one side, red seal only other side. **Seal and lock the tub during setup.**
Put in Tub:
- Provisional Affidavits filled out by Voters and Judges
- List of Provisional Voters, all daily forms
- Last day of Early Voting, completed and signed Provisional Tub Seal Log

Return Banker Box

Return Banker Box on top shelf supply cabinet, NOT forms box

Contents inside box
- All RID envelopes
- Return White Envelope
- All daily brown reconciliation envelopes
- All Green Envelopes
- Payroll envelope
- All keys

Damaged Ballots Return

Cable lock, orange seal, master lock and seal log found in bag. Cable lock secured on both bag zipper and flap. Seal and master lock attached to cable.

Contents Inside
- Damaged Ballots Envelope with any ballots from damaged ballot slot
- Damaged Ballot Log
- Completed and signed Seal Log

Ballot Bag Return

Cable lock & master lock found in bag. Cable lock secured on bag zipper. Orange seal and master lock attached to cable.

Contents Inside
- Ballots from Scan only, NO OTHER items in this bag
- Must be returned with Scan and Ballot Box.

Ballot Box #4

Contents: 3 envelopes with listed items inside each envelope
- Daily Spoiled Ballot Envelopes
  Register of Spoiled Ballots form
  Any defectively printed ballots
  Any other unused ballots (marked ballot paper, not blank paper)
  Any envelope containing Spoiled Ballots
- Thrown Out Ballots envelope
  Printed ballots found abandoned with no Voter
- Cancellation of Mail Ballots
  Register of Surrendered Ballots by Mail form
  Any ballot to be voted by mail returned at the polling place
  Any envelope containing cancellation requests & canceled ballots

Lock only, no seal. Lock is attached to the bag.

The form *Original of Ballot Register* will not be included, this information is collected on another form

Scan(s): all you were provided

Orange seal on handle of every Scan

Contents Inside Scan
- Yellow chain of custody

Return all Scans, used or unused

ePollBooks & MiFi Return

Contents inside case:
- All iPads
- MiFi with power cord
- All charging cords
- All iPad stands
- All charging blocks
- Black extension cord
And MP70 case if provided

Early Voting Equipment Receipt

This form must be completed with the constable.

The Presiding Judge keeps the pink copy of the form.

Ballot Box Return

Box collapsed and in black carry bag.

The Ballot Box should be empty before collapsing and placing in carry bag.

ITEMS TO RETURN (ELECTION DAY)

All items listed on the this page MUST be returned at the end of ED. If you have more than the number of items listed below you MUST return them all, even if not used. You can find this document in *Help Documents & Videos* on the ePollBook. Logs and tapes MUST be completed for all items even if not used, and all corresponding bags must also be returned even if not used.

Provisional Ballots Return

Election Day—end of day
Seal and seal log found in bag. Orange seal secured on blue bag zipper

Put in Bag:
- Yellow # 5 provisional envelope with completed Provisional Affidavits inside
- List of Provisional Voters
- Completed and signed Provisional Ballot Bag Seal Log

Election Forms Box Return

Election Day
Election Forms Box and unused ballot paper

Contents inside box
- Purple #1 RID envelope
- White #2 admin envelope
  Envelope for Device Reports/Tapes inside
- Green #4 Voter Registration envelope
- Red #7 payroll envelope
- All keys

Damaged Ballots Return

Election Day—end of day
Seal and seal log found in bag.
Orange seal secured on both bag zipper and flap.

Contents Inside
- Damaged Ballots Envelope with any ballots from emergency/ damaged ballot slot
- Damaged Ballot Log
- Completed and signed Seal Log

Ballot Bag Return

Election Day
Orange seal secured on bag zipper.

Contents Inside
- Ballots from Scan only, NO OTHER items in this bag
- Must be returned with Scan and Ballot Box

Ballot Box #4

Lock only, no seal.
Lock is attached to the bag.

Contents: 3 envelopes with listed items inside each envelope
- Spoiled Ballot Envelope
  - Register of Spoiled Ballots form
  - Any defectively printed ballots
  - Any other unused ballots (marked ballot paper, not blank paper)
  - Any envelope containing Spoiled Ballots
- Thrown Out Ballots envelope
  - Printed ballots found abandoned with no Voter
- Cancellation of Mail Ballots
  - Register of Surrendered Ballots by Mail form
  - Any ballot to be voted by mail returned at the polling place
  - Any envelope containing cancellation requests & canceled ballots
- Register of Official Ballots, white copy

Scan(s): all you were provided

Orange seal on handle of every Scan
Contents Inside Scan
- Orange chain of custody
- Blue copy of Reconciliation Log
- Attached copy of Tally Tape

Return all Scans, used or unused

ePollBooks & MiFi Return

Contents inside case:
- All iPads
- MiFi with power cord
- All charging cords
- All iPad stands
- All charging blocks
- Black extension cord

And MP70 case if provided

Election Day Equipment Receipt

Upon arrival at the drop-off location, this form will be provided and must be completed.

Ballot Box Return

Box collapsed and in black carry bag.

The Ballot Box should be empty before collapsing and placing in carry bag.

HarrisVotes.com

713.755.6965

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