

HARRIS COUNTY ELECTION MANUAL 2023-2024

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TENESHIA HUDSPETH COUNTY CLERK

Recording the Major Events of Your Life

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.

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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.

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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.		
Se	tup		
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	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 & ePollBo go back into the black pelican case and be taken 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 Envelope #2 after completion.			
Processi	ng 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, 4 th 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

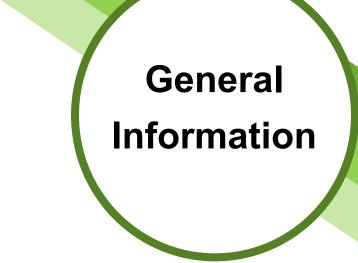
713-755-1617 Option 08 / Voter Registration

713-755-1617 Option 09 / ADA (Accessibility)

> 713-755-1617 Option 10 / Legal

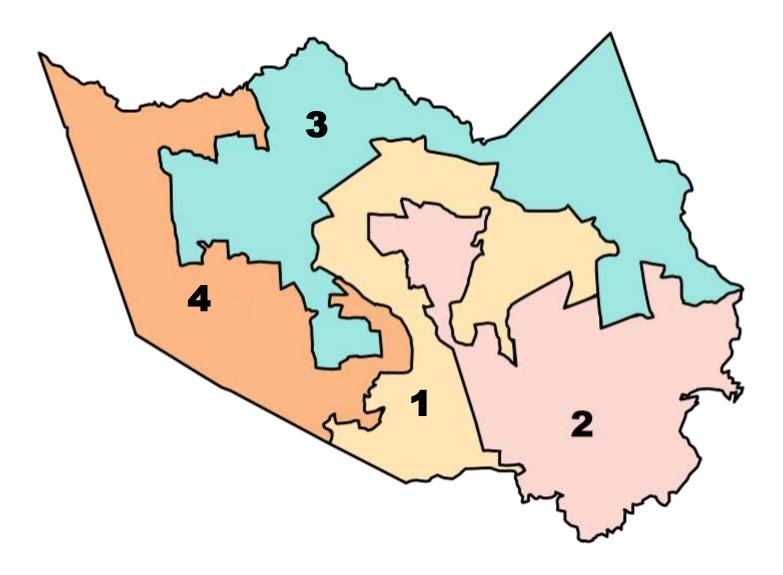
Voter Resource Line: 713-755-6965 (For Voters to reach ADA)

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Section Notes

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

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
7	the Voter.
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General Information

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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.

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.





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:

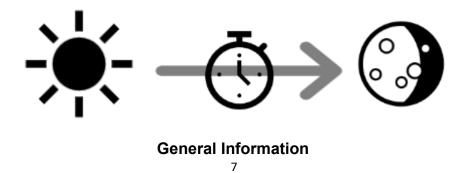
- The Presiding Judge, Alternate Judge, and two clerks will participate in setting up the Vote Center. The Alternate Judge and both clerks will be paid their normal rate for up to two hours for setup.
- The Presiding Judge will not be paid for any additional time to setup because the Presiding Judge 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.



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.

> ral Election - 08/21/2023 VOTER LOOKUP POLL VOTER COUNT JUDGE / CLERK ATTENDANCE HELP DOCUMENTS & VIDEOS JUDGE ADMIN TURN ON WAIT TIMES POP-UP ADA CHECKLISTS ×

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.

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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."

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ack	Attend	ance Poll Worker Data	
	READ YOUR TX ID OR TYPE IN YOUR NA	ME, ADDRESS, SOCIAL SECURITY	AND DATE OF BIRTH
	PRESS TO REA	D BARCODE ON BACK OF THE	
	NOTE: ALL FIELDS MUST BE COM	IPLETED AND ALL SELECTIONS M	UST BE MADE
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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.

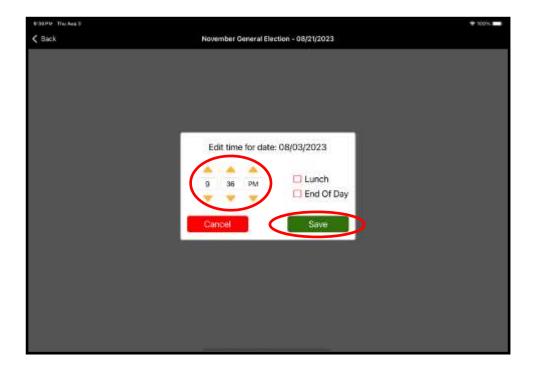
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Entering Time in the ePollBook

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

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	Poll Worker	Agency Name	Position	Start Time	Lunch	Stop Time	Total	Sync Status
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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.



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:

Not Allowed:

- Jeans (no rips)
- Flip flops
- (no holes)
- Plain t-shirts
- Polo shirts
- Non-athletic style, appropriate length shorts
- Leggings

- Comfortable, clean shoes
 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.

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

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)

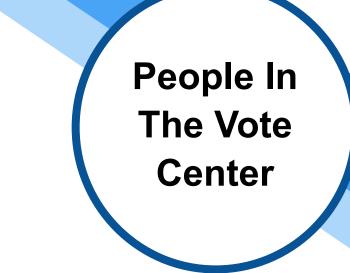
The Harris County Elections Office will determine the necessary course of action and will advise the caller accordingly.

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.

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.

	Capport Fornaca
713-755-1617 Option 01 / EV Recruitment	Answer questions about assignments or trainingRecruit 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-1Report 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 CenterReport 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 styleDetermine 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)



Section Notes

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.



People In The Vote Center

Presiding Judge

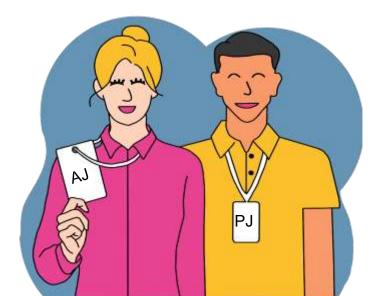
The Presiding Judge is in charge of and responsible for the management and conduct of the election at the Vote Center where the judge serves. They must be a qualified Harris County Voter (TEC 32.051). All clerks and the Alternate Judge report to and take direction from the Presiding Judge.

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 electionrelated 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.

People In The 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).

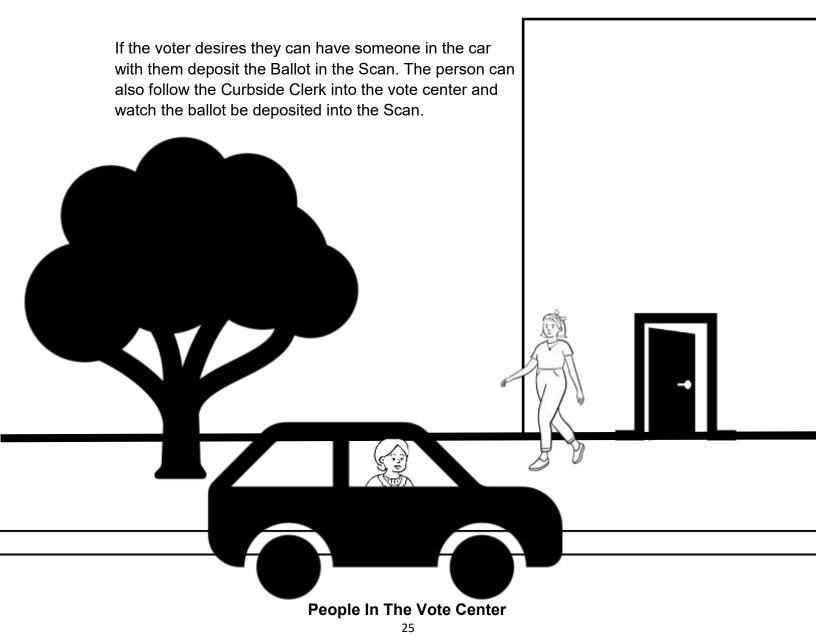


Curbside Clerk

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.



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

People In The Vote Center

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))."

People In The Vote Center

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 In The Vote Center

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



Section Notes

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 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)



V O T I N G

- Qualifying Table: the table at which the Qualifying Clerk qualifies the voter and provides the Access Code
- 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
- Chair: next to each Accessible Booth should be a chair for any Voter who would like to sit while voting
- 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



EQUIPMENT

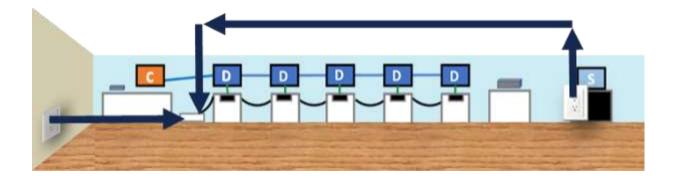
- 10. Voting Booth: the piece of Equipment that supports a Duo; it is tall enough to allow Voters to stand and vote easily; it is taller than an Accessible Booth
- 11. **Privacy Screens:** screens designed to attach to both sides of a Voting Booth. Ensuring Voters' right to Privacy
- 12. **Curbside Table:** 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.

Vote Center Setup

- 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.

Materials Preparation

TO COMPLETE SET-UP USE THE CHECKLISTS FOUND IN THE CLEAR ENVELOPE INSIDE THE ELECTIONS FORMS BOX

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.

	Seal Number Signature of ED Presiding Judge		Signature of ED Alternate Judge	
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Election Day Equipment Caddy Seal Log

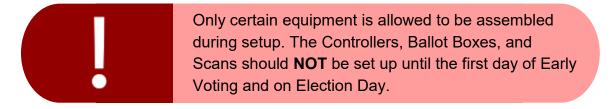


Green Seal

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.





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

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.



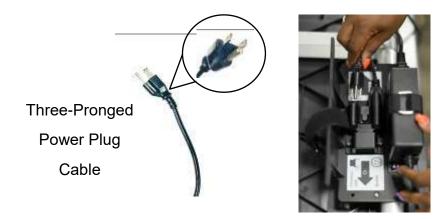


- 6. Once all the Booths have been built, undo the cables secured to the power brick on the underside of the Booth. Make sure all the connections to the power brick are tight.
- 7. Turn the Booth over and set it in place so the U-shaped leg of the Booth is in the back of the Booth, facing away from the 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.



Power Brick Daisy-chaining Power

Set Up Duos

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



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.

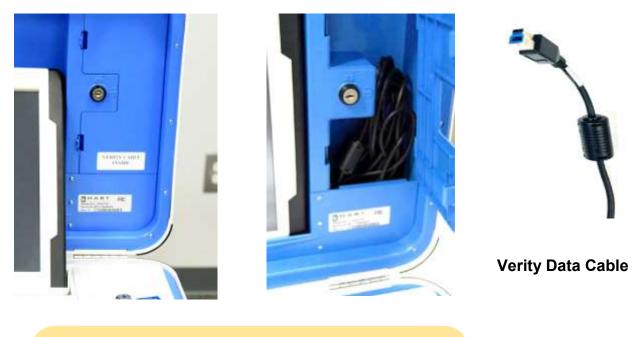


Daisy-Chaining Verity Data Cables

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.



Note: A key is not required to open the panel.

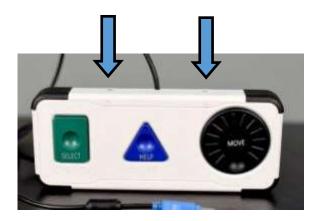
- 4. Once the Verity Data Cables are on top of the closed Duos, choose one line and stand behind the Duo farthest from the Qualifying Table.
- 5. Take the Verity Data Cable lying on top of the closed Duo and choose either end, both ends are identical. Insert it into either of the two blue Verity Data 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.





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:



 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.



- 1
- 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.

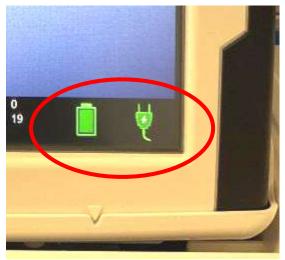


6. Turn the key back into the locked position and remove it from the keyhole.

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.

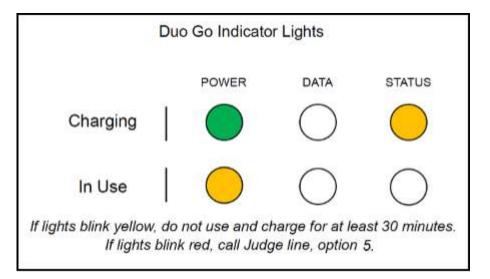
Set Up the Duo Go

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





Vote Center Setup

Set Up MiFi and ePollBooks



Early Voting: From the black ePollBook case in the Equipment Caddy, remove the following:

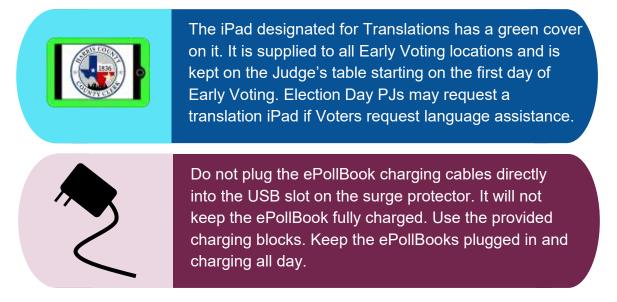
- MiFi
- all of the ePollBooks
- Translation iPad
- all stands
- all charging cables
- all charging blocks

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.



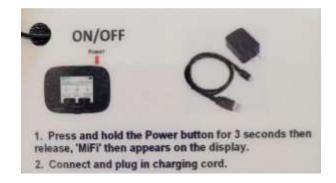
Vote Center Setup

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

- 14. Move MiFi, or MP70 if provided, and all ePollBooks to the supply cabinet, putting them all on shelves. Leave the charging cables attached.
- 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.

Election Day

- 14. Put the MiFi with charging cord, ePollBook, stand, charging cord, and charging block back into the ePollBook case.
- 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

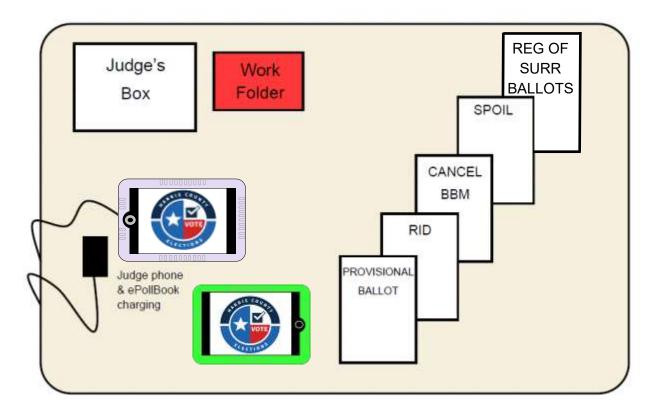
Each Supply Cabinet will receive an ADA Signage manila envelope containing:

- 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.

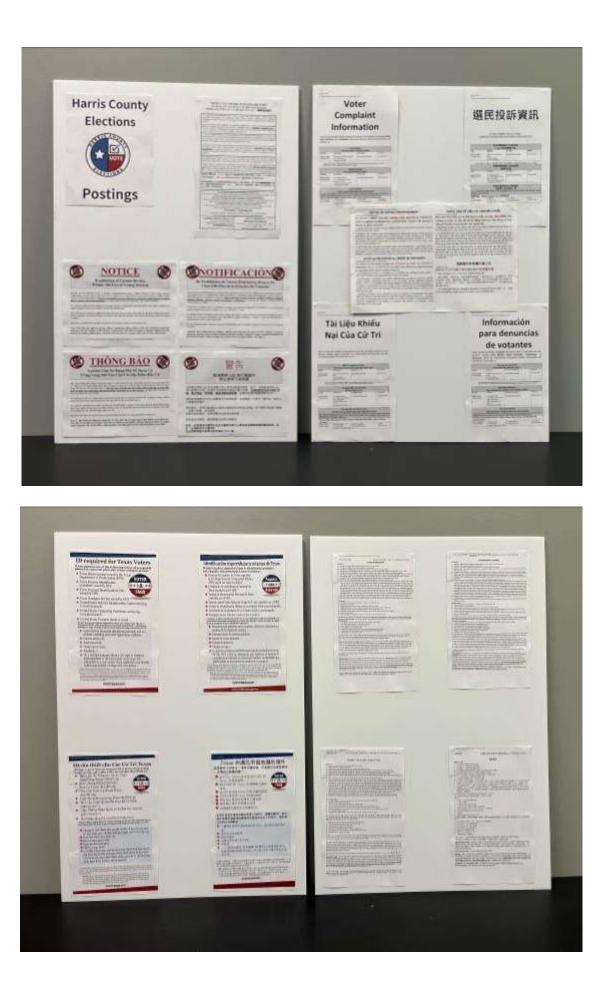
A well-laid-out Judge Table is critical to the successful operation of the Vote Center. It provides the Judge with efficient access to the primary forms, which will be used to assist in processing Voters. It also helps provide organization during the reconciliation, suspending, and closing process.



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.

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.





Section Notes

Key Terms

Barcode Reader

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

Controller

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

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 Bag

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

Ballot Box Carry Bag

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

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

TO COMPLETE OPENING USE THE CHECKLISTS FOUND IN THE

CLEAR ENVELOPE INSIDE THE ELECTIONS FORMS BOX

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.

Opening the Vote Center

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

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.

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- 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.

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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

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.

Opening the 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.

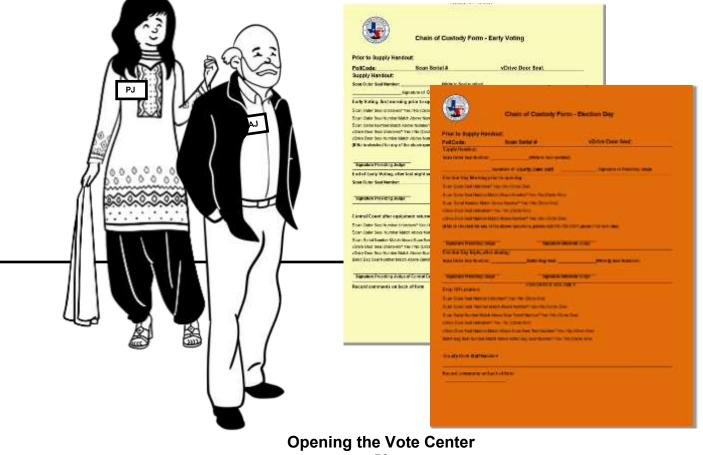
Election Day: Together the Presiding and Alternate Judges lock the front and back door locks. There is no top lock on the Election Day Ballot Boxes.

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**.



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.
- 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.
- 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.

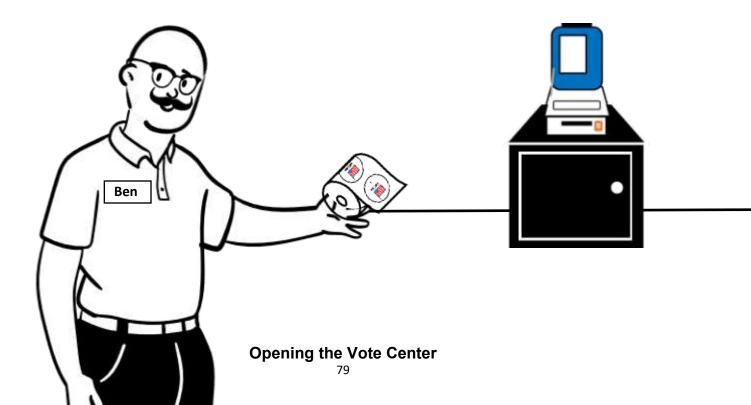
- 1. Open the Scan case by pulling the top of the latches toward you, then lift the bottom of the latch to raise the lid to the open position.
- 2. In the right section of the Scan case is a blue storage compartment, press the latches and remove the compartment cover. This compartment does not lock.
- 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.



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.







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:

- After the Scans are powered on, select "Print Zero Report" on the touchscreen.
- 2. The reports will print.



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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

- 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.



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

Opening the Vote Center

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.

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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

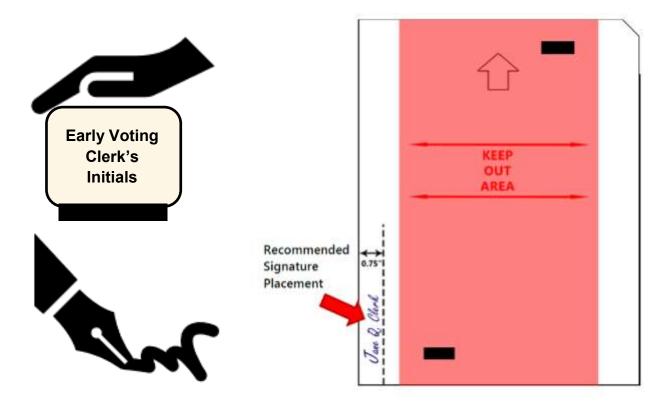
Election Day: found in the Equipment Caddy

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.



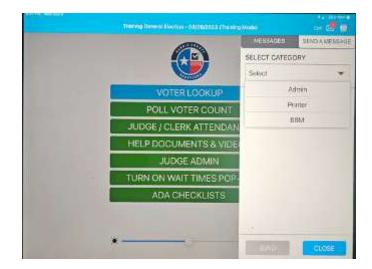
Opening the Vote Center

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

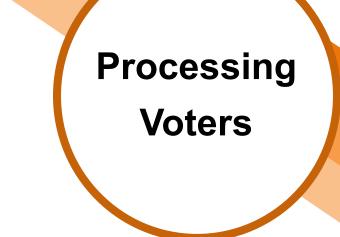
- 7. Provide name badges to staff (TEC 61.010)
 - A. Print each worker's name clearly on the name tag.

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



Section Notes

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.

 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.

Diegi 1: Veter Lookup - Sliep 2: Seeut Ve	ter Ittel It Process Voler	Step 4: Signature	Step 5: Accept Signature	Step 6: Barzode
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Has Voter Provided an accepta	ible Photo 107		🛛 ves	No
Does Voter Registration Name	Exactly Match Photo 877		(2) Ves	No
Ask the voter: "Do you current	tly live at 129 N KENDALL ST	HOUSTON, 77003"		
Voter's Response:			(2) m	- No
Voter Able to Sign			(Cites	- No

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.

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.

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Ask the voter: "Do you current?	y live at GO23 WARM SPRP	IGS RD, HOUSTON	77035*	
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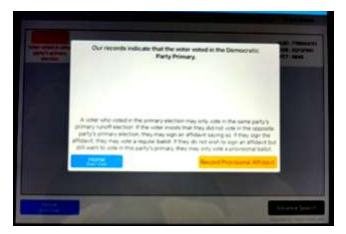
4. **Signature:** Flip the ePollBook toward the Voter, and ask them to confirm their information in the gray field. If it is correct, have them sign on the line and press the green "Accept" button. The ePollBook will beep, indicating that the signature was accepted. Flip the ePollBook back to the Qualifying 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

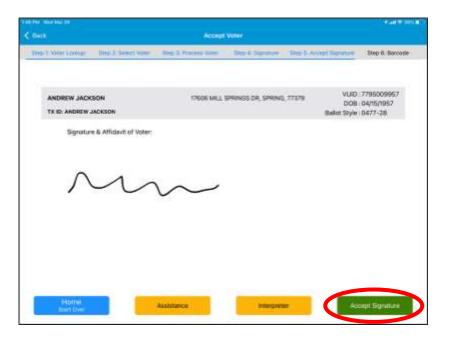
Voters who voted in one party's election for the Primary must vote in the same party's election for a Primary runoff.

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.

November General Election - 08/21/2023	- Access	
Curbiskde Voting Check-In Check In Voter		
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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.

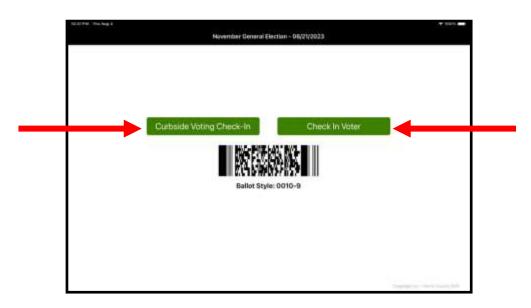


Hand the Voter their Access Code and Ballot Paper; direct them to an available Voting Booth. Remind them to deposit their Ballot into the Scan by the exit before they leave the room.

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 a Voter Using Manual Search

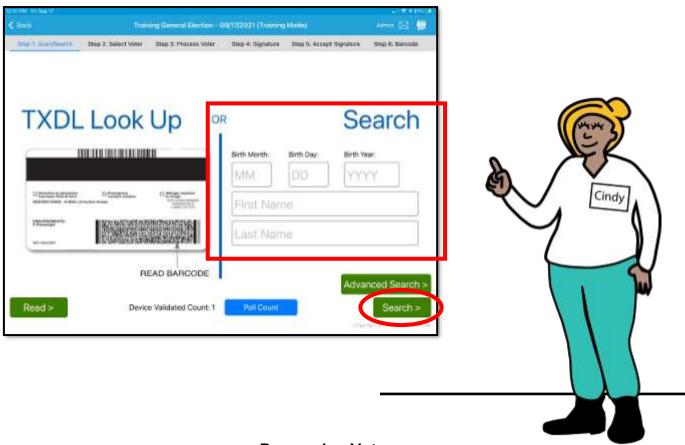


When qualifying a Voter, if they provided an ID from List A that is not a TXDL or TX ID, use the **Search** side of the ePollBook to complete Step 1: Scan/Search.

- 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

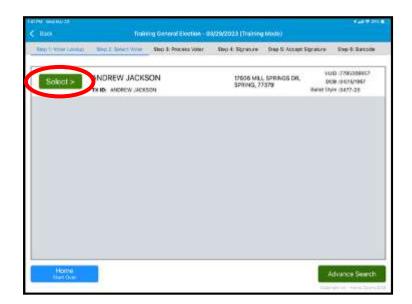
Entering additional information may slow down the search process and potentially expand the list of Voters from which to choose.

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.

Step 6: Barcode	Step 5: Accept Signature	Step 4: Signature	Step 3: Process Voter	Step 2, Select Votor	a 1. Voter Lookup
VUID :1217001425 DOB :01/09/1997 at Style :0010-9	Balo	USTON, 77003	129 N KENDALL ST, HO		RDAN KUMAR HARI ID: JORDAN KUMAR F
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No	Ves			ponse:	Voter's Resp
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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.

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- 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 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.

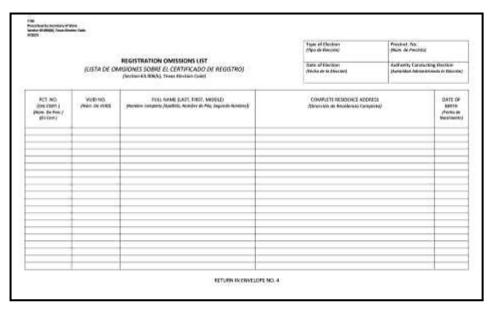
List of Registered Voters	Name on ID	Note
Nanci Griffith	5	Ms. Griffith's name is spelled "Nanci."

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.

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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"

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

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Bottom portion of the Early Voting Combination form

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

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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

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



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.

- 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."

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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.

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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.

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bor union to which the voter belongs; I will not	90950N X2207M0	C	
ommunicate information about how the voter has voted to	BOTCR SIGNATURE	×	
nother person; and I understand that if assistance is			

 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.

Step 1: Voter Lookup	Step 2: Select Voter	Step 2: Process Voter	Step 4: Signature	Step 5: Accept Signature	Step 6: Barcode
JOHN WESLEY JER		208 BRIARCLEN LN, LA	. PORTE, 77571	Balt	VUID : 2159000649 DOB : 06/13/2001 it Style : 0471-37
Has Voter	Provided an acceptable P	hoto ID?		Ves 🗹	No
Does Vote	r Registration Name Exact	ly Match Photo ID?		🖉 Yes	No
Ask the vote	a: "Do you currently liv				
Voter's Re	sponse:			Yes	(⊻) No
SOR Nee	ded – Has voter provided	a completed SOR form?		Vois V	No
What is the	e County of Current Resid	ence in Texas?		Harris	Other
Voter Able	to Sign:			⊘Yes	No
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		Date		

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.

2. Select Witer	Step 3. Process Voter	Step 4: Signa	ture S	teo 5: Accept Signature	Step 6: Barcoo
A	730 ROLLINGBROOK S	T 108, BAYTOWN	, 77521	Ball	VUID : 21253438 DOB : 07/04/193 ot Style : 0456-11
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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:

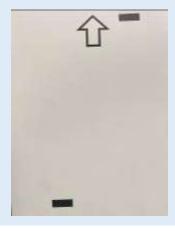
- 1. The Voter will Vote on the line of Duos that matches the color of the access code. The Qualifying Clerk indicates to which Duo line the Voter should go.
- 2. The Voter will enter the access code number into the Duo.
- 3. When the screen prompts, insert the Ballot Paper and follow the instructions 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.

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.

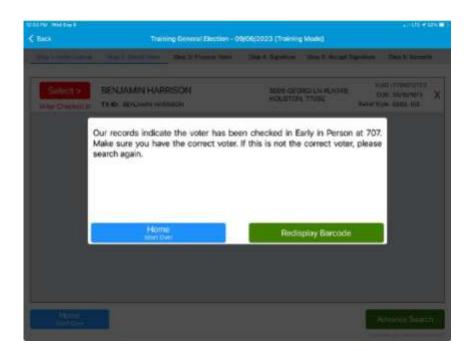
The List of Recent Voters displays Voters for 30 min from their check-in time. In order to Redisplay the Barcode the Judge will:

- 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.

	Second the Tanas	Sort by Last Name
1180406008	JORAM LANZAR Address: 1400 MCKINIEY ST 1505, HOUSTON, 77012	DDB-10/02/196 PCT:0016
1122507308	Address: 531809D457, HOUSTON, 77080	DOB-04/10/95 PCT-0780

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:	If a Voter must vote provisionally, but has already been qualified on the ePollBook in
 leaves before depositing ballot in Scan Indicates they will return at a later time The Voter must be requalified so it will not appear they have already voted. 	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.

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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"

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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.

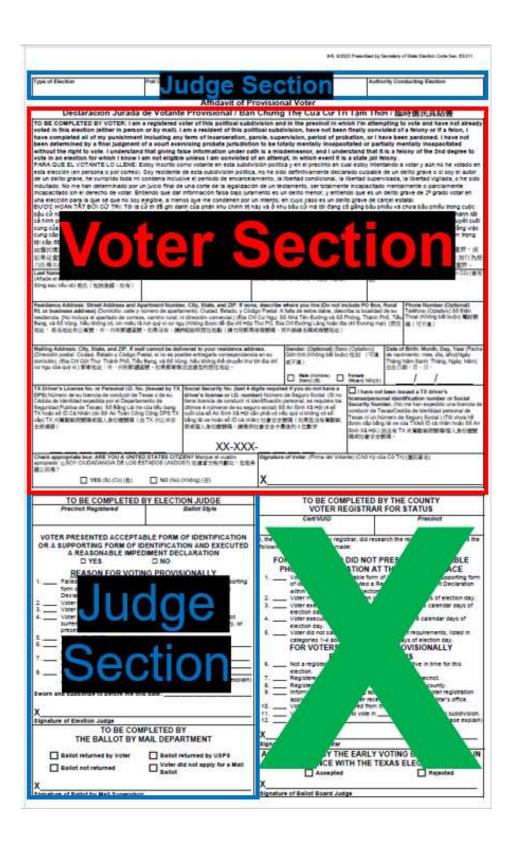
6.	Voter on list, but registered residence address is outside the _	
	political subdivision.	

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

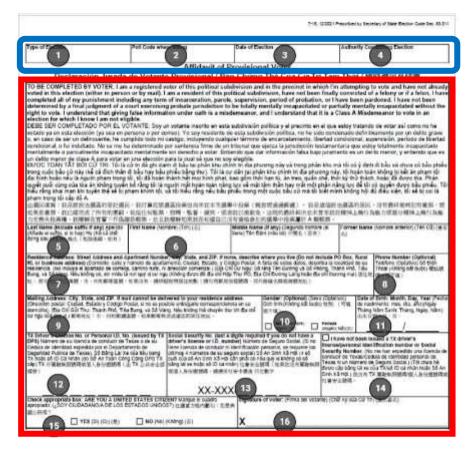
If our records do not show a Voter as registered, but the voter indicates they did register, the election officer must ask the Voter if they registered at DPS. If the Voter states they did, the Judge asks for the issue date on the voter's driver's license. The Judge then goes to #7 and puts the date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

TO BE COMPLETED BY ELECTION JUDGE: VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION Image:	Account of the second s	And Section 1. The section 2. T
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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

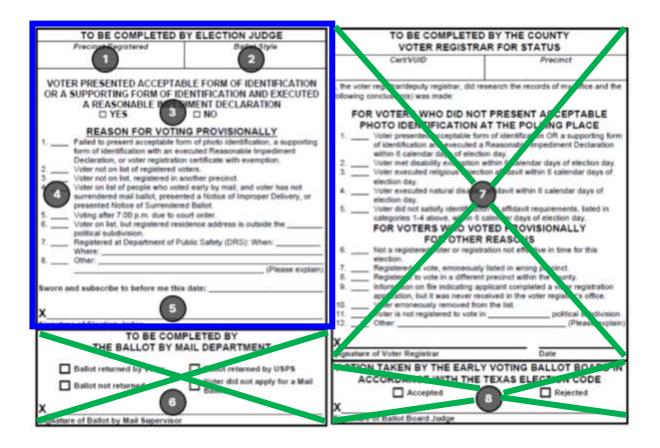


- 1. Type of Election: Primary, General, Special or Runoff
- 2. Poll Code: Write the Vote Center's Early Voting SRD or Election Day poll code numbers
- 3. Date of Election: Write the date for Election Day
- 4. Authority Conducting Election: Harris County Elections
- 5. Last Name: Voter writes their last 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



- 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.

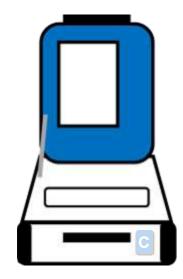
- 1. Instruct the Voter to complete entirely the top portion of the Affidavit of Provisional Voter below the election information. When they are finished, they will return it to the Judge.
- Judge's complete the top of the Affidavit of Provisional Voter above the Voter section. The "Type of Election" 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.

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.



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.

Provisional Voter with reasons #2 thru #8:

If the reason for voting provisional was #2 thru #8 the Judge will hand the Voter a copy of the following form:

 Notice to Provisional Voter, a standard sized piece of paper, which states the Voter will be notified 30 days after the election whether their provisional ballot was accepted for counting.

The Judge will then place the Affidavit of Provisional Voter in a secure location:

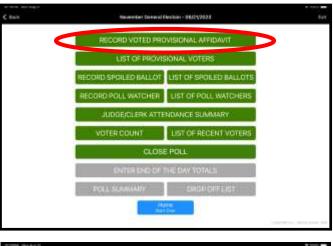
Early Voting: Affidavit is placed in the Provisional Tub. The Tub is now sealed and locked before polls open and can not be opened during Early Voting.

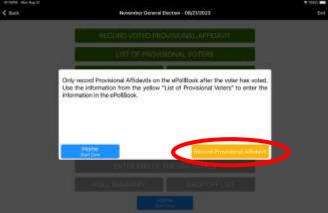
Election Day: Affidavit is placed in the #5 yellow Provisional Envelope, which is kept in the blue provisional bag at the Judge's table. This bag will be kept locked and only opened to add an additional Provisional Affidavit as Voters complete them.

- 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.

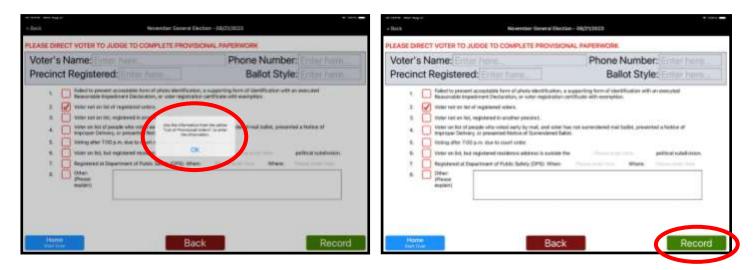


B. A pop-up box will appear reminding the Judge to record Provisional Affidavits after the Voter has voted. Tap the button labeled "Record Provisional Affidavit."





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.

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- 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)).
- 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.

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Voter's R	esponse			Yes	Stille
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5	TO BE COMPLETED BY VOTER		
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- 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.

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

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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

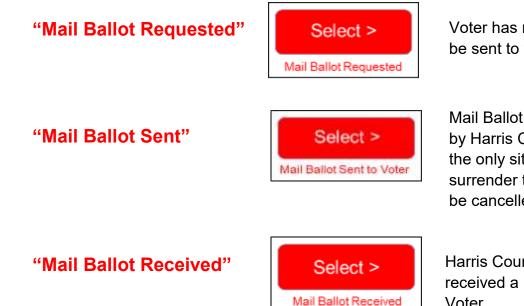
When qualifying a Voter, the Judge will usually handle processing any Voter processing if the "Select" button to the left of the Voter's name is red and states any of the following:

"Mail Ballot Requested"

"Mail Ballot Sent to Voter"

"Mail Ballot Received"

The University	Mag 2: Select states	Dag 2: Process Vowr	Slep 4: Styreture	Step 5 Accest Signal	ture 19ep 6: Barcode
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Select >	CHARLOTTE ANN J		7923 LOCKSLEV HD, HOUSTON, 77078		VUID : 1116507479 Date of Birth Ballet Style: 0680-4
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Select >	HAROLD JOLIVET J			S MEADOW WALK OUSTON, 77067	VUID - TTTHE MORT Date of Birth Benut Style : 1008-300
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Voter has requested a Mail Ballot be sent to them

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

Harris County Elections has received a Mail Ballot from the Voter

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.

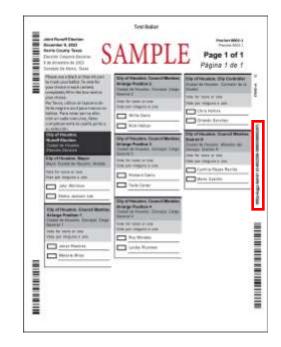
<form></form>	Instructions for Deputy Early Voling Clerk or Election Judge: Top Box to be Completed by Election Official and Voter 1. Complete the top box laboled, "This Section Must Be Completed by Every Voter." Include all the required information: 2. Proted name of voter as it appears on the Let of Registered Voters 3. Name of Bection 3. Other Official 3. Direct the voter to sign the top box on the "Signature of Voters" 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. Invoter has possession of the maled ballot, Notice of Improper Delivery or a Notice of Surrendered Beliot, ensure that the voter signs the affidavit labeled "Voter Has Mail Beliot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot. 4. 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. 4. If the voter signs the affidavit and surrenders the failed allot. Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot. 5. If woter have possession of the maled ballot and place it in the designated onvelops 6. If the voter signs the official ballot are record the date, name of the voter and the serial number of the surrendered ballot and place it in the designated onvelops 6. If the voter works gins the affidavit, he or she may only be given a Provisional Date. 4. Places ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot. 5. Places ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot. 5. Places ensure that the voter completed all the appropriate voter's Application for Ballot by Mall or Federa
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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.
- 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.

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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).

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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.

- 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.



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

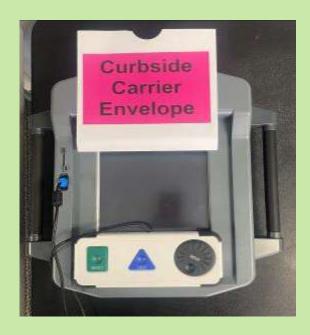


7. Once the Duo tablet is connected and secured in the Duo Go, insert Ballot Paper into the black Duo Go printer marked "Brother." The ballot paper arrow will be facing the printer slot. When the paper is inserted correctly there will be a green check mark. Follow the instructions on the tablet screen.

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.

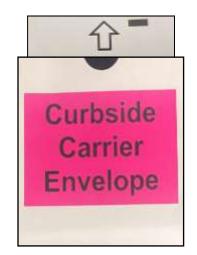


9. Once the Voter has completed making the selections for their Ballot, they will select Print the Record.

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)

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.

Processing Voters

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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).

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- 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.

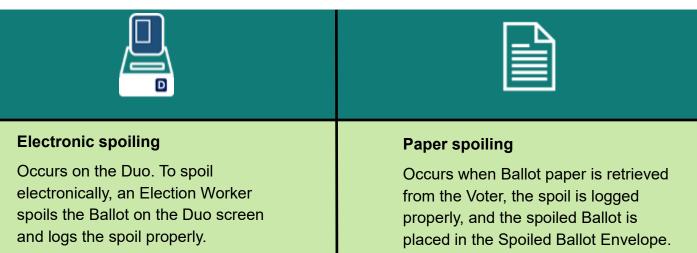
If the issue persists and the newly printed ballot still will not scan, the Judge will break the seal on the ballot box damaged ballot slot. The Voter will deposit their ballot. At the end of voting it will be given to the ballot board for counting. If the Scan continues to reject ballots call 713-755-1617, option 05, for technically support with the issue.

Spoiling Ballots

If a Voter Ballot in receive a Election

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.



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



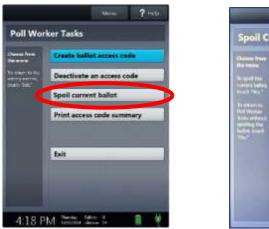
Ballot jams in Scan or Voter says Ballot is not legible if Scan rejects it

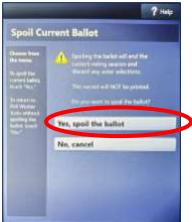
Processing Electronic Spoils

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.

7-93 Presoribed by Secretary of State Section 64.007, Texas Election Code 9/2023	Type of Election Date of Election	Polling Location #	the Election	
Ballot Serial Number Ballot Serial Number International Series S	Name of Voter	Spoiled by Election Worker	Other Basel reserved Setting of the set of the s	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.



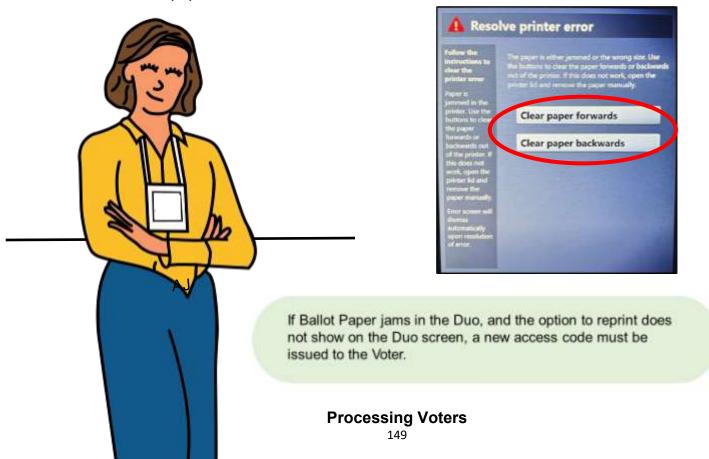
- 2. Redisplay the Barcode (as described earlier in this section) to issue a new Access Code. The Voter is given the new Access Code and new Ballot Paper to make their selections again.
- 3. Fill out both the Register of Spoiled Ballots (paper form) and the Record of Spoiled Ballots (ePollBook.) Remember 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.



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.



Section Notes

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

In This Section

- Early Voting Suspending: Daily
- Early Voting Suspending: Last Day
- Closing Polls: Election Day

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

Early Voting

Suspending Polls Daily

TO COMPLETE SUSPENDING DAILY USE THE DAILY CHECKLISTS FOUND IN THE CLEAR ENVELOPE INSIDE THE ELECTIONS FORMS BOX

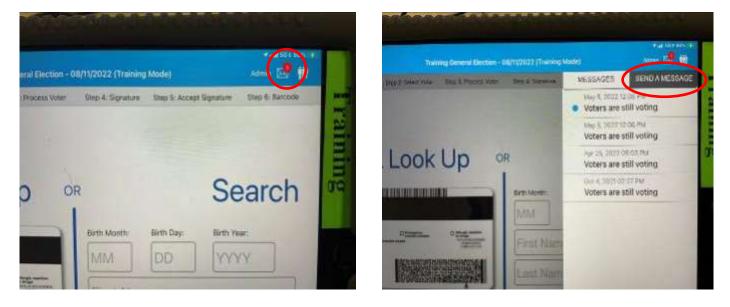
At the end of **Early Voting** on each night, except the last night, do the following:

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)

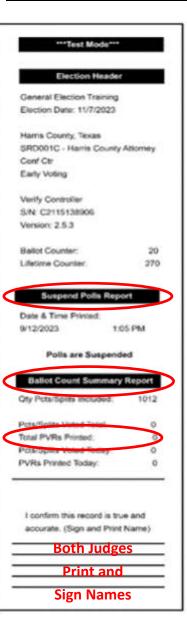
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Remove that day's Early Voting Reconciliation Envelope from the Work Folder.

- 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.





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.

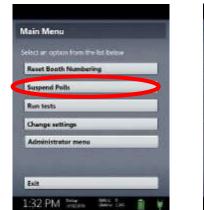
6. Judges take the Controller down

- 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 LogEnvelope. 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.





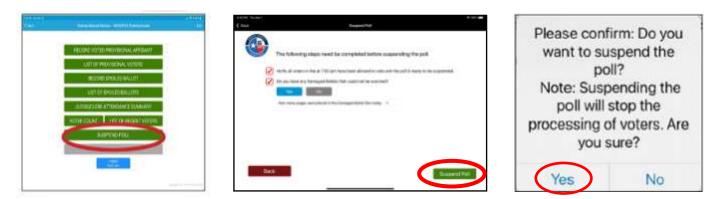
Scan the QR code above using your smartphone's camera to access a helpful YouTube video showing how to suspend the polls on the Controller and the Scan.

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

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.

		pripment you have. Both Judges sign when completed. Reconciliation Envelope each day of Early Voting
SRD	Election Title:	Date
^p residing Judge:		Atternate Judge:
CAN #1 (purple res)	orttape) Serial Number:	
Start of Day	Zero Report #	Scan will be 0 only on 1st day of Early Voling
Tape	Open Polls Report #	unless no ballots get deposited in the Scan
ind of Day Tape	Suspend Pulls Report #	and a rest of the set of the set of the set
CAN #2 (purple rep	ari tape) Serial Number:	
Start of Day	Zero Report #	Scan will be 0 only on 1st day of Early Voting
Tape	Open Polls Report #	unless no ballots get deposited in the Scan
Ind of Day Tape	Suspend Polls Report #	A story of Astrony Ast of Astrony of the order
AN #1 in mis une	nteps) Sorial Number:	
Start of Day	Zero Report #	Scan will be 0 only on 1st day of Early Voting
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End of Day Tape	Suspend Polls Report #:	Controller #1:
	eport tape) Serial Number:	
start of Day Tape	Open Polis Report #	# of Provisional
statis of play 1 april	Open Poes ruport #	Controller #2:
Ind of Day Tape	Suspend Palls Report #:	1.2014 (C. 1920) -
Controller #3 (greet	report tape) Serial Number:	
Start of Day Tape	Open Polls Report #	# of Provisionals Controller #3:
End of Day Tape	Suspend Polls Report #	Constronet ws:
controller #4 (tion a	eport tape) Serial Number:	1.5
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ontroller #5(while	seport tape) Serial Number:	
the one of the local data and the second	Open Polis Report #	# of Provisionals Controller #5:
Start of Dwy Tepe		

11. After selecting "OK" in the pop-up box, select "Enter End of the Day Totals."

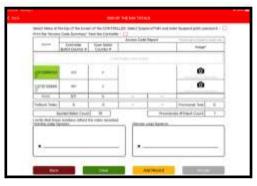
- A. Complete the two tasks at the top of the screen by selecting the red boxes.
- B. Starting with the Access Code Summary Report tape for the white Controller, select the yellow "Add Record" button at the bottom of the screen.
- C. In the pop-up window, enter the serial number of the equipment found 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

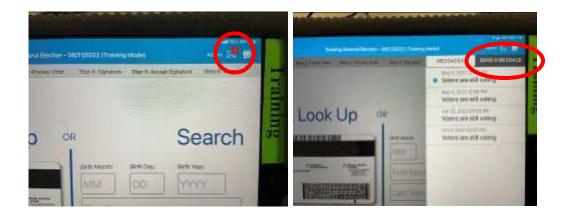
Include all daily Spoiled Ballot Envelopes, even if empty. If there is no paperwork for a given day, still include the empty envelope with the date and mark it as containing "0" so that Harris County Elections will know there were no Spoiled Ballots for that day.

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

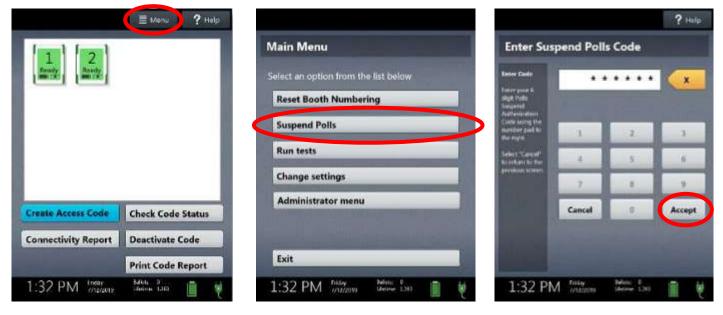
- A. Send a "Handy Message" through the ePollBook: "Voters are still voting" OR
 "Processed last Voter" (meaning the last Voter has been qualified on ePollBook) depending on your status.
- B. If you fail to send the Handy Message, the Elections Office will contact you.



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.

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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.

Early Voting: Suspending Last Day

- 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.

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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."





Yes

No

- 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

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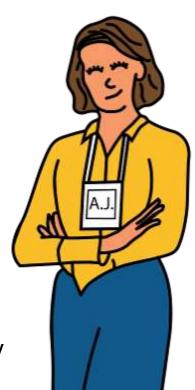
18. Pack up the Duos & Booths

- 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.

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

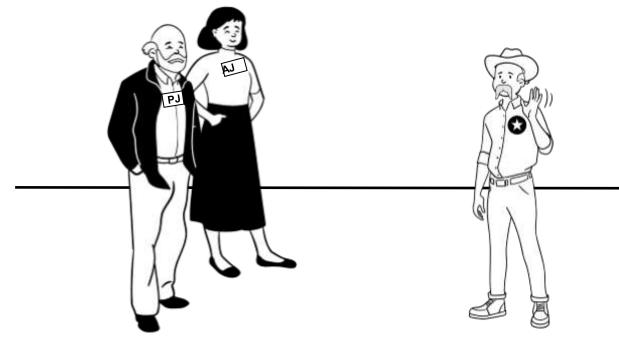
- A. Place all ePollBooks (including the Translation iPad) to sleep by clicking the button **once** on the top left corner.
- B. Pack the ePollBooks into the Black ePollBook case (or cases if more than one was provided).
- C. The black ePollBook Case(s) will go with the Constable, or other assigned person. 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



For Last Day of **Early Voting**, the Presiding Judge should set aside the items listed below while closing. They will be taken to drop off by a Constable or other permissible authority as instructed by Harris County

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

TO COMPLETE CLOSING THE POLLS USE THE CHECKLISTS FOUND IN THE

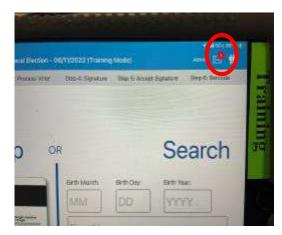
CLEAR ENVELOPE INSIDE THE ELECTIONS FORMS BOX

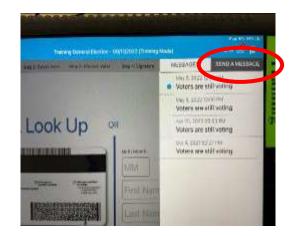
1. The Door

- 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.

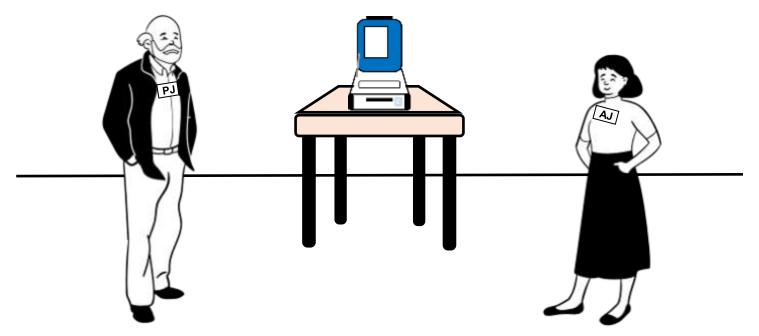
E Monu	? Help		? Help
[1][2]	Main Menu	Enter Close Polls	Code
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G. Insert all tapes into the White Envelope for Device Reports and Tapes. The tapes will be used when filling out the Daily Reconciliation form and Closing Polls on the ePollBook.

	REPORTS/TAPES	
	and an	
Poll Cod	e:	
Election	Title:	
Date of	Election:	
	THIS ENVELOPE IS TO CONTAIN THE FOLLOWING:	
	econciliation Logs—white copy ONLY (pink copy goes to Presiding Judge Id blue copy goes in the Scan with the Travel Seal Log)	
	orning Reports/Tapes: Printed from Controllers before first Voter votes:	
	Zero Report/Tape from all Controllers	
	Open Polls Report/Tape from <u>all</u> Controllers	
B.	Printed from Scan before first Voter votes:	
	Purple Zero Tape from Scans	
1.5	Purple Open Polls Report/Tape from Scans	
	vening Tapes/Reports:	
	Printed from Controllers after last Voter votes:	
	Suspend Polls Report/Tape from all Controllers	
•	Access Code Report/Tape from <u>all</u> 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	

 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.

Date	54418	Signature of Pressing Judge	Against of Alternate long
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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 Header	
Joint Election	
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Harry Voting	155.00
Venty Scan	위전체
S/N 52014450511	102
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Election Day: Closing

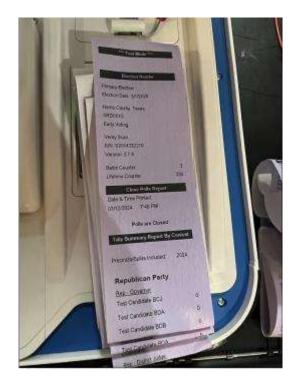
G. After it has printed, tear it off and use it and the Tally Report to fill out the Reconciliation form. It will also be used for closing polls on the ePollBook.

nstructions: This is Please	one of the most important form fill in the lines below for the equip	a. It must be completed by BOTH Element you have. Both Judges sign when	ction Judges. completed	
After all numbers a	e logged. Controller & Scan tapes	go in the white ENVELOPE FOR DEVIC	E REPORTS/TAPE	
Poll Code:	Election Title	Election	Date:	
Presiding Judge:	ie supervisi sono de	Alternate Judge:	460 V-3	
RECONCILIATION	INFORMATION:			
	ort 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 #		a a - soutier result.	
Scan #2 purple rep Start of Day	ort tape) Serial Number:		200	
Start of Day Tape		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 Zero Report #			Call immediately	
Tape	Open Polls Report #		If Scan is not 9	
End of Day Tape	Close Polls Report #		il scan is roll 9	
Controller #1 (whit Start of Day Tape	e report tape) Serial Number: Zero Report # Open Polls Report #	Controller will not be 0 if used during Early Voting	# of Provisionals Controller #1:	
End of Day Tape	Close Polls Report #	used during carry young	-	
			-	
Controller #2 (pink Start of Day	report tape) Serial Number:	Controller will not be 0 if	# of Provisionals	
Start of Day Tape	Zero Report #		# of Provisionals Controller #2:	
	Open Polls Report #	used during Early Voting	_	
End of Day Tape	Close Polls Report #			
	en report tape) Serial Number:		1	
Start of Day Tape	Zero Report #	Controller will not be 0 if	# of Provisionals Controller #3:	
	Open Polls Report #	used during Early Voting	Community in St.	
End of Day Tape	Close Polls Report #			
	report tape) Serial Number:		10	
Start of Day	Zero Report #	Controller will not be 0 if	# of Provisionals	
Tape	Open Polls Report #	used during Early Voting	Controller #4:	

- 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.

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TOTAL NUMBER OF BASIC *These two numbers should			-
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- 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.

< Back		
	Election Day D	rop Off List
	dge is responsible for the prompt delivery of all of these election it e Presiding Judge will be required to return to the Vote Center that	tents on election night. If any of the following items are not returned on t night to retrieve it.
Che	ck off each item below as you prepare it for transpor	rt to your drop off location.
	Sealed Ballot Bag(s) (gray soft bag)	MP-70, if provided
	Orange Chain of Custody Form	😾 Black Ballot Box in Carry Bag
2	(must place inside scan prior to sealing the scan)	Emergency Slot Bag (red) (must complete and insert seal log inside the sealed Emergency Slot bag)
	Scan(s) (all scans must be returned)	Damaged Ballots aper
	Sealed Provisional Bag (Blue with red handles. Provisional envelope #5 and seal log must be sealed inside the bag)	Judge Supply Box with completed envelopes:
	Black ePollBook case with all the following:	#1 RID (Purple Label)
	2 all ePollbooks	#2 To EA/elections office (White Label)
	ePollbook stands	#4 To Voter Registrar (Green Label)
	black extension cord	#6 Spoiled Ballots - (Tan Label)
	MiFi	#7 Payroll - (Red Labei)
	all cables and charging blocks	
Back		Last Submitted On: 2023-08-24 20206-48 Submit
Dack		2023-08-24 20:06:43

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.



Section Notes

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

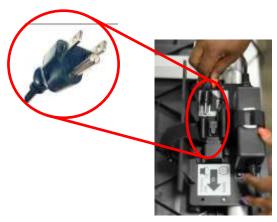
Trouble-Shooting

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.
- 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:

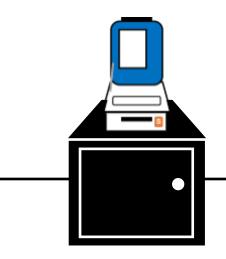
- Keep all Duo Go's turned off and charging whenever they are not in use
- Check the power lights inside the Duo Go <u>before</u> inserting a tablet, if any light is flashing, do not use that Duo Go, use another Duo Go if you have one
- If you don't have another Duo Go, ask the Voter to wait while the 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

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?

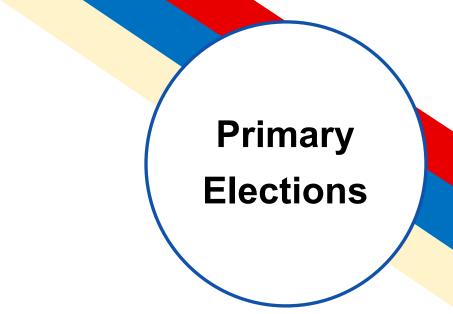
The Duo Go's yellow light, on the inside, will blink when power is 50% or less. When the light begins to blink, the device should be charged for at least 30 minutes before the processing of curbside Voters can continue.

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.



Section Notes

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.

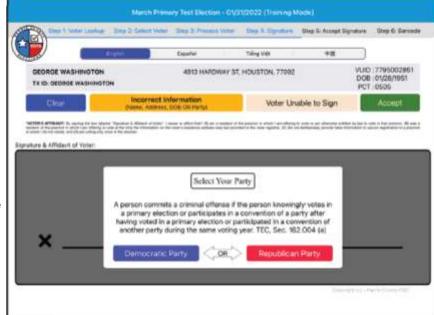
Judges

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

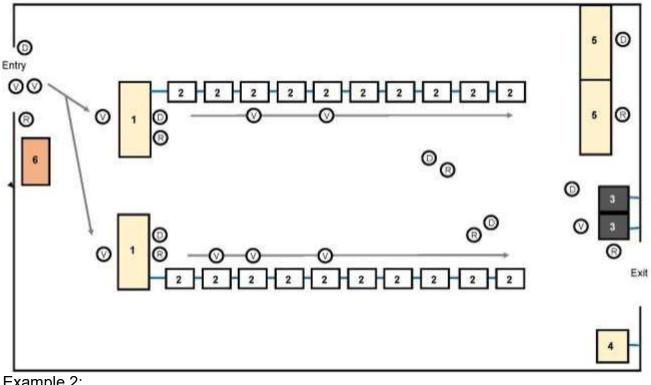
This section only refers to Election Day; it DOES NOT guide/direct Early Voting procedures.

Room Layout: the voting room must be set up and staffed according to the following guidelines.

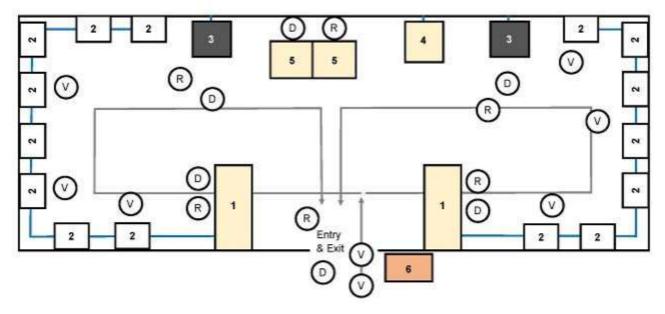
- 2 judge tables (one per party)
- 2 clerks for every 1 Controller (one clerk of each party, if available)
- 2 greeters (one per party, if available)
- 1 table for party convention handouts (to be placed near entrance or exit)

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 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 162.00	08, 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 PHẢI 沒有參與和不是從屬關係的宣誓書

(Name of voter) (Nombre del votante) (Tén của cử tri) (邁民姓名)

"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

"我宣誓·在這個投票年度· 	我沒有在初選中投票 · 也沒	有参加過另一堂的大會。我特此加入
		Signature of Voter Firma del Votante Chữ Kỳ của Cử Tri 選民簽名
VUID NUMBER NÚMERO VUID SŎ VUID 號碼	DATE FECHA NGÀY 日期	PCT # # PCTO PHÅN KHU# 遴區



Section Notes

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.

- $\hfill\square$ (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
 - \square (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
 - $\hfill\square$ (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
- $\hfill\square$ (J) Prepare for departure, log and seal Equipment Caddy
- $\hfill\square$ (J) Early Voting: Log and seal Supply Cabinet
- $\hfill\square$ (J) Close and confirm with facility voting room is secure before leaving

DO NOT SET UP CONTROLLERS, BALLOT BOX, BALLOT BAG OR SCAN DURING VOTE CENTER SET UP

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
 - \square (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)
- $\hfill\square$ (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
- \square (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
- \square (C) Power Off Duos, leave tablets docked and cases open
- $\hfill\square$ (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
- \square (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
- $\hfill\square$ (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
- $\hfill\square$ (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
- $\hfill\square$ (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)
 - \Box (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.
- \Box (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)

- Image: (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
- \square (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.
- $\hfill\square$ (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
- $\hfill\square$ (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

Set-Up and Opening Polls

- 211- Relieving an Election Worker From Duty
- 212 Early Voting Seal Logs: Supply Cabinet, Equipment Caddy and Controller
- 213 Early Voting Seal Logs: Scan, Ballot Box and Provisional Tub
- 214 Election Day Seal Logs: Equipment Caddy and Ballot Box
- 215 Early Voting Chain of Custody
- 216 Early Voting Chain of Custody Example
- 217 Election Day Chain of Custody
- 218 Election Day Chain of Custody Example
- 219 Oath of Officers of Election
- 220 Oath of Officer of Election Example
- 221 Constitutional Oath for PJ/AJ/EV Clerk
- 222 Constitutional Oath for PJ/AJ/EV Example
- 223 Ballot Paper Signature/Initials
- 224 Notice of Voting Order Priority
- 225 Curbside Voting Space

Processing Voters

- 226 Acceptable Forms of ID for Voting (List A)
- 227 Oath of Assistance and Interpreter
- 228 Instructions for Statement of Residence
- 229 Statement of Residence Form
- 230 Request to Cancel Ballot by Mail For Use in the Polling Place
- 231 Request to Cancel Ballot by Mail Example
- 232 Register of Surrendered Ballots by Mail
- 233 Register of Surr. Ballots by Mail Example
- 234 Acceptable Forms of ID for Reasonable Impediment Declaration (RID) Voting (List B)
- 235 Reasonable Impediment Declaration Instructions
- 236 Reasonable Impediment Declaration Form

- 237 Reasonable Impediment Declaration Example
- 238 List of RID Voters
- 239 Register of Spoiled Ballots
- 240 Register of Spoiled Ballots Example

Processing Voters (continued)

- 241 Provisional Voting Instructions
- 242 Affidavit of Provisional Voter
- 243 Affidavit of Provisional Voter Example
- 244 Notice of Provisional Voter (standard-size)
- 245 Notice to Provisional Voter (legal-size)
- 246 Voter Registration Cure Map
- 247 List of Provisional Voters
- 248 Registration Omissions List
- 249 Combination Lists (EV & ED)
- 250 Combination Form Example
- 251 Instructions for Combination Form
- 252 Notice of Total Number of Voters

End of Day

- 253 Damaged Ballot Slot Bag Seal Log
- 254 Damaged Ballot Slot Bag Log EV
- 255 Damaged Ballot Slot Bag Log ED
- 256 Early Voting Daily Reconciliation Envelope
- 257 EV Daily Reconciliation Envelope Example
- 258 Election Day Reconciliation Log
- 259 Election Day Reconciliation Log Example
- 260 Register of Official Ballots
- 261 Election Day Envelope for Device Reports/ Tapes
- 262 Early Voting Constable Travel Log
- 263 Early Voting Items to Give Constable
- 264 Election Day Items to Return

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.
- 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)

		EV S	OFFLI	CADINE	T SEAL	100			
		Seal N	umber	Signatur	e of EV Presi	ding Judge	Signature	of EV Alternate Ju	udge
	Set-up	,							
	Oct 24								
	Oct 25	;							
	Oct 26	;							
	Oct 27				101				
		ed log in Return V			istable.	SRD label h	ere	-	
Seal N	lumber	Signature	of EV Presidi	ng Judge	Signatur	e of EV Alterna	ite Judge		
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		al. Controllers/S						in:	
		al. Controllers/S til last day of EV						- - -	
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EARLY VOTING SCAN, PROVISIONAL TUB, AND BALLOT BOX SEAL LOGS

(place in Return White Envelope)

			Seal No	umber	Signature of I	V Presiding Judge	Signature	of EV Alternate Judge
		Oct 24	F.					
		Oct 25	i					
		Oct 26	5					
		Oct 27						
Date	Front Door Seal #	Back Door Seal #	Emergency Slot Seal #	Notes reg	arding need to seals, if any	Initials of Presiding Judge	Initials of Alternate Judge	
Oct 24		Searce	Side Star in	Di Can	and a strip	Treatening stronger		-
Oct 25								
Oct 26								-
Oct 27								
Oct 28								seal # is still the same
Oct 29								
Oct 30								_
Oct 31								
Nov 1								
Nov 2								
Nov 3								
	1 1							

(place in Provisional Tub)

	Left Side Seal #	Right Side Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Judge
et-up				
			~	
		-		The second second and the second s
			rs of the Provisional Tub during Early	
			rning to be sure the seal numbers on	the Provisional Tub match the numb the new seal numbers on the log and

ELECTION DAY EQUIPMENT CADDY AND BALLOT BOX SEAL LOGS

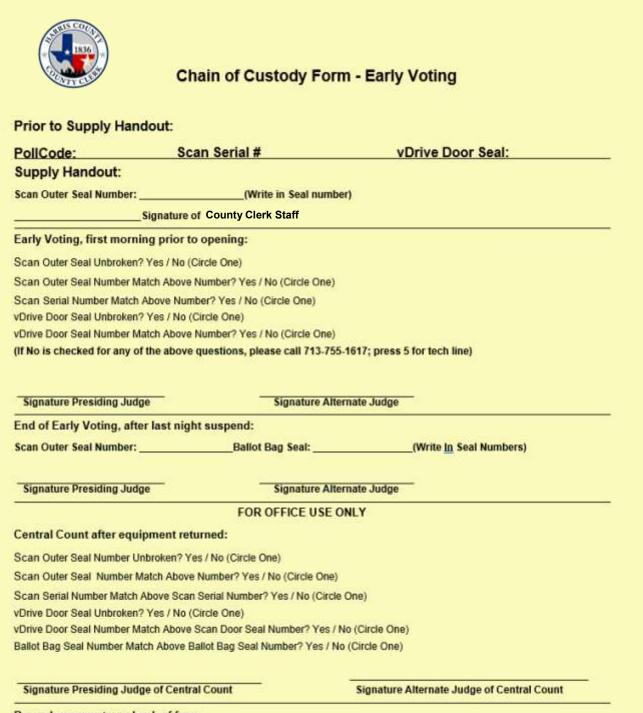
(place in Envelope 2—white)

	Seal Number	Signature of ED Presiding Judge	Signature of ED Alternate Judge
Set-up			
Nov 8			
		1	
-			
			2

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		1				1
			· · · · · ·			-
						-
					-	
						-
					-	-

EARLY VOTING CHAIN OF CUSTODY (Yellow)

(place in Scan)



Record comments on back of form

EARLY VOTING CHAIN OF CUSTODY (Yellow)

(place in Scan)

Example of filled out form, Pink ink indicates the Judge filled this out

Carcly Clark Step: 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 Senal Number Match Above Number? Yes? No (Circle One) Scan Senal Number Match Above Number? Yes? No (Circle One) Wolve Door Seal Unbroken? Yes? No (Circle One) Volve Door Seal Number Match Above Number? Yes? No (Circle One) Wolve 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)	c	hain of Custody Form - Early Voting
Supply Handout: 12345 (Write in Seal number) Cardy Chell Steff Stenature of County Clerk Staff Early Voting, first morning prior to opening: Scan Outer Seal Unbroken? Yes? No (Orcle One) Scan Senai Number Match Above Number? Yes? No (Orcle One) Scan Senai Number Match Above Number? Yes? No (Orcle One) Yolive Door Seal Unbroken? Yes? No (Orcle One) Yolive Door Seal Number Match Above Number? Yes? No (Orcle One) Yolive Door Seal Number Match Above Number? Yes? No (Orcle One) Yolive Door Seal Number Match Above Number? Yes? No (Orcle One) Yolive Door Seal Number Match Above Number? Yes? No (Orcle One) Yolive Door Seal Number Match Above Number? Yes? No (Orcle One) Yolive Door Seal Number Match Above Number? Yes? No (Orcle One) Yolive Door Seal Number: 54321 Baltor Bag Seal: 22334 Yolive Door Seal Number Inbroken? Yes / No (Orcle One) Signature Presiding Judge Yes / No (Orcle One) Scan Outer Seal Number Match Above Scan Deor Seal Number? Yes / No (Orcle One) Scan Outer Seal Number Match Above Scan Deor Seal Number? Yes / No (Orcle One) Scan Outer Seal Number Match Above Scan Deor Seal Number? Yes / No (Orcle One) Scan Outer Seal Number Match Above Scan Deor Seal Number? Yes / No (Orcle One) Scan		
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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	End of Early Voting, after last nig Scan Outer Seal Number:5432 	ght suspend: 21 Ballot Bag Seal: 22334 (Write In Seal Numbers) Alternate Judge FOR OFFICE USE ONLY eturned: Yes / No (Circle One) we Number? Yes / No (Circle One)
Signature Presiding Judge of Central Count Signature Alternate Judge of Central Count	End of Early Voting, after last nig Scan Outer Seal Number:5432 	ght suspend: 21 Ballot Bag Seal: 22334 (Write In Seal Numbers) Alternate Judge FOR OFFICE USE ONLY sturned: Yes / No (Circle One) ve Number? Yes / No (Circle One) an Senial Number? Yes / No (Circle One)
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Record comments on back of form	End of Early Voting, after last nig Scan Outer Seal Number:5432 	ght suspend: 21 Ballot Bag Seal: 22334 (Write In Seal Numbers) Alternate Undge Signature Alternate Judge FOR OFFICE USE ONLY sturned: Yes / No (Circle One) ve Number? Yes / No (Circle One) an Serial Number? Yes / No (Circle One) (Circle One) e Scan Door Seal Number? Yes / No (Circle One)
	End of Early Voting, after last nig Scan Outer Seal Number:5432 	ght suspend: 21 Ballot Bag Seal: 22334 (Write In Seal Numbers) Attennate Undge Signature Alternate Judge FOR OFFICE USE ONLY eturned: Yes / No (Circle One) ve Number? Yes / No (Circle One) an Senal Number? Yes / No (Circle One) (Circle One) e Scan Door Seal Number? Yes / No (Circle One) Ballot Bag Seal Number? Yes / No (Circle One)

ELECTION DAY CHAIN OF CUSTODY (Orange)

(place in Scan)

Conceptor .	Chain of Custody Form	Licculul Day
Prior to Supply Hando	out:	
PollCode:	Scan Serial #	vDrive Door Seal:
Supply Handout:		
Scan Outer Seal Number:	(Write in Seal number)	
51	gnature of Election Staff	Signature of Presiding Judge
Election Day Morning prio	r to opening:	
Scan Outer Seal Unbroken? Y	es / No (Circle One)	
Scan Outer Seal Number Mate	h Above Number? Yes / No (Circle One)	
Scan Senal Number Match Ab	ove Number? Yes / No (Circle One)	
	Autor (Yeshing and All Construction), and an end of the second state of the second sta	
vDrive Door Seal Unbroken? Y		
vDrive Door Seal Unbroken? Y vDrive Door Seal Number Mate		i17; press 5 for tech line)
vDrive Door Seal Unbroken? Y vDrive Door Seal Number Mate	es / No (Circle One) th Above Number? Yes / No (Circle One) te above questions, please call 713-755-16	
vDrive Door Seal Unbroken? Y vDrive Door Seal Number Mate (If No is checked for any of th	es / No (Circle One) ch Above Number? Yes / No (Circle One) ae above questions, please call 713-755-16 Signature Alterni	
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vDrive Door Seal Unbroken? Y vDrive Door Seal Number Mate (If No is checked for any of th Signature Presiding Judge Election Day Night, after c Scan Outer Seal Number: Signature Presiding Judge	es / No (Circle One) th Above Number? Yes / No (Circle One) te above questions, please call 713-755-10 Signature Alterni tosing: Ballot Bag Seal:	ate Judge(Write (<u>n</u> Seat Numbers) (Write (<u>n</u> Seat Numbers)
VDrive Door Seal Unbroken? Y vDrive Door Seal Number Mate (If No is checked for any of th Signature Presiding Judge Election Day Night, after c Scan Outer Seal Number: Signature Presiding Judge Drop Off Location:	es / No (Circle One) ch Above Number? Yes / No (Circle One) ne above questions, please call 713-755-10 Signature Alterni tosing: Ballot Bag Seal: Signature Alterni FOR OFFICE USE ONC	ate Judge(Write (<u>n</u> Seat Numbers) (Write (<u>n</u> Seat Numbers)
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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

	Chai	in of Custo	dy Form - Elec	tion Day	
Prior to Supply Har PollCode:		Serial #	9	vDrive Door Seal:	
Supply Handout: Scan Outer Seal Number	12345	Advite in S	eal pumber)		
Election Staff	-		Presiding Judge	Signature of Presiding Judge	
Election Day Morning	prior to openin	ig:			
Scan Outer Seal Unbroke	Tes No (Cat	te One)			
Scan Outer Seal Number	Match Above Nur	mber (es)No (0	(acle One)		
Scan Serial Number Matc	h Above Number	Ves No (Citcle	One)		
vDrive Door Seal Unbroke	nt Ves No (Circ	de One)			
vDrive Door Seal Number	Match Above Nu	mber (🐨 No (C	Circle One)		
vDrive Door Seal Number (If No is checked for any		~		s 5 for tech line)	
	of the above qu	estions, please c		s 5 for tech line) e	
(If No is checked for any <i>Preciding Judge</i>	of the above qu dge er closing:	estions, please c	all 713-755-1617; pres	s 5 for tech line) e	
(If No is checked for any Preciding Judge Signature Presiding Ju	of the above qu dge er closing:	estions, please c	all 713-755-1617; pres errette Jedge nature Alternate Judge	s 5 for tech line) e (Write in Seal Numbers)	
(If No is checked for any Presiding Judge Signature Presiding Ju Election Day Night, aft	of the above qu dge er closing: 54321	estions, please c 	all 713-755-1617; pres errette Jedge nature Alternate Judge		
(It No is checked for any <u>Preciding</u> Judge Signature Presiding Ju Election Day Night, aft Scan Outer Seal Number <u>Preciding</u> Judge	of the above qu dge er closing: 54321	estions, please c Afric Sig Ballot Bag 3 Afric Sig	all 713-755-1617; pres errette Jedge nature Alternate Judge		
It No is checked for any <u>Preciding</u> Judge Signature Presiding Ju Election Day Night, aft Scan Outer Seal Number <u>Preciding</u> Judge Signature Presiding Ju	of the above qu dge er closing: 54321 dge	estions, please c 	all 713-755-1617; pres invento <i>Tedgo</i> nature Alternate Judg seat:		
(If No is checked for any <u>Preciding Tedge</u> Signature Presiding Ju Election Day Night, aff Scan Outer Seal Number <u>Preciding Tedge</u> Signature Presiding Ju Drop Off Location:	of the above qu dge er closing: 54B21 : dge	estions, please c 	all 713-755-1617; pres invento <i>Tedgo</i> nature Alternate Judg Seat: <u>33225</u> invento <i>Tedgo</i> nature Alternate Judg CE USE ONLY		
(If No is checked for any <u>Preciding Judge</u> Signature Presiding Ju Election Day Night, aft Scan Outer Seal Number <u>Preciding Judge</u> Signature Presiding Ju Drop Off Location: Scan Outer Seal Number	of the above qua dge er closing: 54321 dge Unbroken? Yes / Match Above No	Bellons, please c Sig Bellot Beg 5 Add Sig FOR OFFIC No (Circle One) mber? Yes / No (C	all 713-755-1617; pres anetale Judge seat: 33225 anetare Alternate Judge mature Alternate Judge CE USE ONLY Cecte One)		
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OATH OF ELECTION JUDGES AND CLERKS

(Early Voting - place in Return White Envelope, Election Day - place in Envelope 2, white)

9/2023	
	Pct. No. Authority Conducting Election
	Date of Election Type of Election
OATH	OF ELECTION JUDGES AND CLERKS
to vote for or against any candi	any manner request or seek to persuade or induce any voter date or measure to be voted on, and that I will faithfully 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	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

	Pet. No. Au 45678	thority Conducting Election
	Date of Election Ty	Harris County Elections pe of Election Primary
	ELECTION JUDGES AND CLERKS	
"I swear or affirm that I will not in an to vote for or against any candidat perform my duty as officer of the elec	e or measure to be voted on, a	and that I will faithfully
Signature of Election Judge	Signature of Alternate	ludge
Signature of Election Clerk	Signature of Election Cl	erk
Signature of Election Clerk	Signature of Election Cl	erk
Signature of Election Clerk Signature of Election Clerk	Signature of Election Cl Signature of Election Cl	

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)

	10.1
10-2	
Prescribed by Secretary	of State
Article XVI, Section 1, Te Sections 1.016, Texas Ele	
9/2023	
CONSTITUTION	AL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK
Prior to entering ser	vice as an election judge, alternate judge, or early voting clerk, individuals must
complete the stater	nent of officer and take the constitutional oath. The Statement of Officer must be
completed prior to t	taking the constitutional oath of office.
	STATEMENT OF OFFICER
1	do solemnly swear (or affirm) that I have not directly or indirectly paid,
offered, promised to	p pay, contributed or promised to contribute any money or thing of value, or promised any
	loyment for the giving or withholding of a vote at the election at which I was elected or as
a reward to secure r	ny appointment or confirmation, whichever case may be, so help me God.
Title of Position to V	Vhich Appointed:
	Execution
Under penalties of p are true.	erjury, I declare that I have read the foregoing statement and the facts stated therein
Date:	Signature of Officer
	CONSTITUTIONAL OATH OF OFFICE
IN THE NAME AND E	BY THE AUTHORITY OF THE STATE OF TEXAS,
I,	do solemnly swear (or affirm), that I will faithfully execute
	ice of of the State of Texas, and will to the best
of my ability presen so help me God.	ve, protect, and defend the Constitution and laws of the United States and of this State,
Signature of Election	n Judge/Alternate Judge/Early Voting Clerk
Signature of Officer	Administering Oath

CONSTITUTIONAL OATH FOR PRESIDNG JUDGE, ALTERNATE JUDGE,

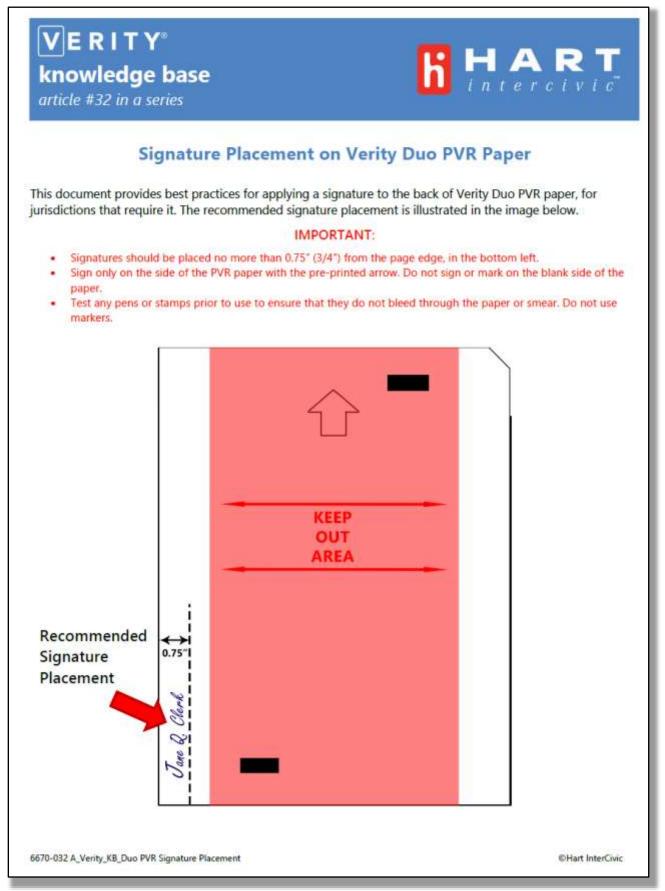
AND EARLY VOTING CLERK.

(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

Section 1.016, Texes Election Co. 9/2023	
CONSTITUTIONAL OAT	FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND BARLY VOTING CLERK
complete the statement of	an election judge, alternate judge, or early voting clerk, individuals must officer and take the constitutional oath. The Statement of Officer must be be constitutional oath of office.
And a second	STATEMENT OF OFFICER
Judy Judge	do solemnly swear (or affem) that i have not directly or indirectly pa
public office or employment	ontributed or promised to contribute any money or thing of value, or promised a t for the giving or withholding of a vote at the election at which I was elected or sintment or confirmation, whichever case may be, so help me God.
Title of Position to Which A	popinted. Presiding Judge
	Execution
Under panalities of parjury,	I declare that I have read the foregoing statement and the facts stated therein
are true. 3/5/2024 Date:	Judy Judge
	CONSTITUTIONAL OATH OF OFFICE
Judy Judge	
Ludy Judge the duties of the office of _	ds colemnly sever (or affirm), that I will faithfully execut Presiding judge of the State of Texas, and will to the bes
I Judy Judge the duties of the office of of my ability preserve, prot	do colemnly sever (or affirm), that I will faithfully execut-
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the duties of the office of of my ability preserve, prot so help me God Judy Judge	ds colemnly sever (ar affirm), that I will faithfully execut Presiding Judge of the State of Texas, and will to the bes ect, and defend the Constitution and laws of the United States and of this State (Alternate Judge/Early Voting Clens

PLACEMENT ON BALLOT PAPER

(EV - Election Administrator initials, ED - PJ signature)



7-38 Prescribed by Secretary of State Section 63 0015, Texas Election Code 09/2023

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)



OATH OF ASSISTANCE & INTERPRETER

(Early Voting - place in Return White Envelope, Election Day - place in Envelope 2, white)

-58				Type of Election: (Tips de Eleccon) (Loai Bilu Co)		Código de la votación)	107	
	bed by Secretary of State to 64.0322, 94.034, Texas Election	Code		(選拳優型) Date of Electors:		AB Số Phòng Phiếu) (竹東加編 uthority Conducting Electio	W.	
2022		OATH OF AS	REIGTANCE	(Fischa de la Elección) (Noisy Rise Cir) (遼寧市坡)	8	Autoridad que nealiza la elecció Inden Quyen Tién Hanh Bilu C ####0	100 · · · · · · · · · · · · · · · · · ·	
ers ann ann ann ann ann ann ann ann ann an	calice as the voter diverse. I did not pri- instale information about how the voter entro de la Persona Anabiendo al V ; preparate la boleta del votante neg o a cual el instante pertensos, no co tanta "el Tributo del control tento pertensos, no co tanta" el control del control tento pertensos, no co tanta "el control pertensos, no co tanta" el control del control tento pertensos el control del control tento del control del control del control del control del control del del della telen del corre relativa tento	or affirm under peralty of perjary that the voter resource or operators the voter viteo choosing me to rhost antibility persons, and i funderstand for rhost antibility of the strength of the perjary gin to indicate el votante, no presione ni coaso na under información sobre cómo el votante h qui to sindicate el votante, no presion ni votante na under tradiciona de la como el votante la qui to sei disten das la presiona como de votante niste nel espísito delas las como el votante de regio, la presiona como de tradiciona de tradiciona de el puipo. La presiona como de to the seign fuere	I am assisting representate to rea they are single provide assistance. I am not the voter's enquire that if assistance is provided to a voter who is no log et el votante al que relate situlento more conné al votante para que rise signero como a la votado a otra persona; y entrendo que el se ina prota de la tian man rileg où tri mà tit dan inar neu cale y malen cala où tri tit letteg gip, di sel tende trade dos tende tra ve con a tra rise."	yer, an agent of the voter's enopyon exclusion to a second the voter's interpose represents our est enopheador de proportiona asistencia a un vota en proportiona asistencia a un vota en galip 65 dã cho shi sivit a tho où ap lan hoão da cho shi sivit in to cho ap lan hoão da la cho shi sivit a cho ap lan hoão da la cho shi sivit a cho ap lan hoão da như thể nào cho ng	suggest, by word, si νer, or an officer or ballet may not be or rollor additation in other and the or side of the other officer of the distance makes prior kholo belt, và to the other officer officer prior kholo belt, và to	ign, or gesture, how the vote agent of a balor union to whi context." suggerise, con palatora, seña te del explesador del votante bble para rector asistencia, à tân su tor giúp: da sé không suu bro giúp: da sé không phái ở thêu rằng nếu sư trợ giúp.	ich the uster belongs; I will not il. o gesta, somo debe votar el a, o un oficial o agente de un a boleta del votante podría no g gor ý, trâng lêi nói, dáu tielu, la chú mia củ trì, đại diện của được oung cấp the một có trì	
書が在真市北陸人、本人不會再選加加州投展的信息構成的人、本人所口、和美尚干市会球的愛知提供提供、加速的 Signature of Assistant (Firms def Asistantex(Chù 水) oùa Nguời Trà (Nombre del Asistente en Letra (Diacolda def Asi (Nombre del Asistente en Letra (Diacolda def Asi Refolde) (In Tine mas Nguời Tra (Dia Chi của Nguội		中春迷惑言語、十形成動中雄建是別知可知業 上 国治資格的道田澄中提明、加速比の道面可能干着 Address of Assistant (Dirección daf Acalemone) (Dia Chi cui a Nguyói Troy Galp) (協動人地址)	人特拉斯書加約42年年編選初前書 描述事在小。 Relationship of Asi (Relación def Asia) (Má) Guan Mi ci Gáip dối và (武治・人展選)	sistant to Voter ente al Votante) la figudi Tro i Ce Trij	Votante) oli Trop 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			
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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 before 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 Uk., Sr., IB First Name Middle Name (Fary) Former Name Voter Middle Name Residence Address: Street Address and Apartment Number, City, State, and Zip Telephone Number (Optional) If none, describe where you live, (De not include P.O. Box or Rural Route) 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. Texas Driver's License No. or Texas Date of Birth: in If no Texas Driver's License or Personal te, dej, pesti Personal LD. No. des identification, give last 4 digits of your 926 ZZ Public Selected Social Security Number XXX-XX-0222 01234567 Gender (Ostional) Female 1 have not been issued a Texas Driver's License/Personal Identification Number or Male Social Security Number. ture a voter registration is perjury and a crime under state and federal law. Conviction of this crime I understand that giving false information to p 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 150 days, a fine up to \$2,000, or both. Please read all trops statements below to affirm before signing. . I am a resident of this county and a U.S. often, and · I have not been finally convided of a falory, or if a falory, I have completed all of my punishment including any term of incarceration, particle supervision, period of obation, or I have been particised, 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. Voter Name Date 02/01/2022 Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant # 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 confirm that the voter still lives in Harris County. 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])

Last Name Include suffix if any	First Name	Middle No.	mollEnni	Econor Mana	
Apellido Indoir sufijo si io hay (Jr., Sr., III)	Nombre de pila	Middle Na Segundo no aptica)		Apellido anterio	
Residence Address: Street Add If none, describe where you Ilve. (Domicilio residencial: Numero y calle postal. Si no existe un domicilo, describe con del trabajo).	Do not include P.O. Box, Rural F 8, y número de apartamento	Route, or Busine Cludad, Estad	es Address) o, y Código	Gender (Opti Sexo (Optativo) Male Mai Female F	sculino
Mailing Address: Address, City, o your residence address. Dirección p iparlamento, Ciudad, Estado, y Con a domicilio residencial)	iostal: Número y calle, y núm	ero de		rth: month, day acimiento' mes, d	
ity and County of Former esidence in Texas adad y condado de residencia anterior an xas	City and County of C Residence in Texas Cludad y unindado de residen Texas		Area Code		tional) Include
exas Driver's License No. or lo. (Issued by the Department of o de licencia de conducir de Texas	Public Safety)	cation, giv Number, Si no tiene lio	re last 4 digit cencia de cond aportione los 4	cense or Perso ts of your Socia ucir de Texas o re últimos dígitos de	al Security de identificación su número de
Ubica)	Driver's License/Personal k	l dentification N	lumber or Soc	ial Security Num	ber.
ublea)	ducir de Texas/Cedula de iden ation to procure a voter regis n'imprisonment up to one yc Entiendo que el dar información alas. La contena por este delto j or favor lea cada una de las tes d a U.S. citizen; and Lot a felony, or if a felon, H sion, period of probation, o final judgment of a court o ly mentally incapacitated w indexen de los Estados Unidos	tidad personal of tration is perji- ar in jail, a fine falsa para oblevi- ruede resultar en fectaraciones an nave complete r I have been xercising pro- rithout the rig	de Texas o Nu ury, and a crit a up to \$4,000 er una tarieta do 1 occarcetamient nes de firmar ed all of my p pardoned; a bate jurisdict ht to vote	mero de Seguro S ne under state ar or both. Please i lagistre electoral o to de hasta un año unishment inclu nd tion FARIX VARI	ocial Id federal law, read all three onstays un delto de carcet, una ading any term ing Envelope

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

REQU	EST TO CANCEL BALL	OT BY MAIL F	OR USE IN THE	POLLING PLACE
84.032 (b)	1		ed voter for the	
1000 BAN	(printed name of voter)	, a quaine	ad voter for the	(name of election)
This Section Must Be Completed by Every Voter	Election to be held on (month) Mail or Federal Post Card App		r)	Application for Ballot by
. 0	VUID (required)		Signature of Vo	ter
	To be Completed at an	Early Voting of	or Election Day Po	lling Place
84.032 (d)	Statement:			
votor Has Mair Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	I am surrendering my ballot a Notice of Surrendered Ba that my Application for a Ba this election.	llot to an election	officer at the polling	place. I hereby request
63.011	Statement:		Signature of Vo	ter
Voter Dees Not Have Mail Ballot, Notice of Improper Delivery or Natice of Surrendered Ballot	I do not have possession of Surrendered Ballot at the tir by Mail or Federal Post Car given a Provisional Ballot.	me I offered to vo	te. I wish to cancel i	my Application for a Ballot
This sec Name of	(Name of Vo		Signature of Vot	er (Required)
This sec Name of Register	Voter (Name of Vo ed Precinct Number	oter)		
This sec Name of Register	Voter(Name of Vo	oter)		
This sec Name of Register Sworn ar	Voter(Name of Vo ed Precinct Number nd subscribed before me, this e of Election Official Witnessing	oter) day of (Day) Affidavit Prin	VUID Number (Month)	(Required) , 20 (Year) Official Witnessing Affidavi
This sec Name of Registern Sworn ar Signature Top Box 1. Co Inc.	Voter	Affidavit Prin Deputy Early Vol Official and Voter is Section Must Be is pears on the List of n the List of Register on the "Signature	(Month) (Month) Ited Name of Election ting Clerk or Election Completed by Every V Registered Voters red Voters	(Required) , 20 (Year) Official Witnessing Affidavi n Judge: oter.*
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This sec Name of Register Sworn ar Signature Top Box 1. Cr In 3. Er 4. De 5. If Ba De 6. Iff of	Voter	Affidavit Prin Deputy Early Vol Official and Voter is Section Must Be is Section Must Be	(Month) (Month) Med Name of Election ting Clerk or Election ting Clerk or Election completed by Every V Registered Votors red Voter' Line. required VUID number fidavit by Voter of Improper Delivery of d'Voter Has Mail Ball bers the mailed ballot. I entitled to receive a reg cord the date, name of egister of Surrendered d place it in the design of ballot. Notice of Impr vit in the box labeled, " endered Ballot." (53.01	(Required) (Year) Official Witnessing Affidavil in Judge: oter." oter." oter." oter. dimproper Notice of Improper Notice of Improper Notice of Improper Notice of Improper Delivery ular ballot. the voter and the serial Ballots. Attach this nated envelope. oper Delivery or the Notice Voter Does Not Have Mail 1(a-1)]

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 https://www.endor.com/ 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)	John Appleseed	a qualified voter for the/ un votante calificado para la	
This Section Must Be Completed by Every Voter Esta sección Debe ser CompletadaporCada Votante	District same of votes? nondering Joint Primary (Name of elector/members at la elector) request that my Application for Ballot b	Election to be held on / Elección que se llevará a cabo el	24 _/ ^{Jy/X39} (yew also Solicitud de
ipn Must Every a secció tadapor	Boleta por Correo o Solicitud de Tarjeta 1234567890	John Appleseed	
This Sec Est Comple	VUED (required/ requerido)	Signature of Voter/ Firma del votente	
	To be Completed at an Early Votin Debe Completarse en un Lugar de	gor Election Day Polling Place /otación Anticipada o del Día de las Elecciones	
84.032 (d)	Statement: I am surrendering my ballot	y mail, presenting a Notice of Improper Delivery or presenting a Notice at the polling place. I hereby request that my Application for a Ballot b	e of w Mailler
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	Federal Post Card Application be cancell Declaración: Estoy entregando mi boleta	ed for this election. por correo, presentando un Aviso de Entrega Inadecuada o presentan oral en el Lugar de Votación. Por la presente solicito que mi Solicitud	do un Aviso d
මිති සි [_] 63.011 (a-1)	Statement: I do not have possession of r	ny mailed ballot or a Notice of Improper Delivery or a Notice of Surrend	ered Ballot a
Voter Does Not Have Mail Ballot, Notice of Improper Surrendered Ballot Surrendered Ballot El votante no tiene su Boleta por Correo, Aviso de Entrega Inadecuada o Aviso de Boleta Entregada	the time I offered to vote. I wish to cance person. I understand that I will be given Declaración: No tengo posesión de mi b Entregada en el momento en que me ofi	my Application for a Ballot by Mail or Federal Post Card Application a	nd vote in so de Boleta
> 8 8 9		Signature of Voter/ Firma dei votante	
Name of voter	ction Official. Appleseed (Name of Voter)	VUID Number 1234567890 (Required)	
Registered Precinct Number Sworn and subscribed before me, this	5 day of	March 24	
 Judy Judge	(Day)	(Month) (Year) Judy Judge	

Signature of Election Official Witnessing Affidavit

Printed Name of Election Official Witnessing Alfidavit

REGISTER OF SURRENDERED BALLOTS BY MAIL

Early Voting and Election Day - Place in Cancelled Mail Ballot Envelope

			0		
Date Ballatt	REGISTER OF	SURRENDERED	BALLOTS BY	MAIL	
Date Ballot by Mail was Surrendered	Nam	e of Voter	Ba	Ballot Serial Number (Not Ballot Style)	
			-		
	Т				
			20		
			1		
	1		1		
			3		
	14		<u>.</u>		
	e				
			-41		
			-		
This form shall b After the voter a	e used for Early Voting o			ace, lot by Mail for Use in the	
Form Instructio	10/02/01				
	e that the ballot was sum er's name on the form.	endered at the polling pla	ice.		
3. Write the ser	ial number of the official	ballot that was surrender			
		witten on all pages of the by Mail for Use in the Po		both sides. [TEC 84.033(c)] cancelled ballot	
Early Voting:	Place the cancelled ball	ot and request in the des			
locked conta	iner.			ts and Cancelled Ballots.	
A.S. 245 VERSION 2845 VM			DOUGHOS MORE PARAMETERS	Box #4 at the end of day.	
named herein, d		above and foregoing is a		ction Day) of the election Register of Surrendered	
Given under my	hand, this	_day of	, 20		
		arly Voting Clerk in Early	Voting		
or Presiding Jud					

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

		Date of Election 3/5/2024	Authority Conducting the Election Harris County Elections
	REGISTER OF	SURRENDERED BA	LLOTS BY MAIL
Date Saliot by Mail was Surrendered	Nam	e of Voter	Ballot Serial Number (Not Ballot Style)
3/5/202	John Applesee		000p-6pgz-6ch61
-			
-	-		
		I Ballot by Mail at the polling at A Ballot by Mail for Use in	place and receive a regular ballot once th the Polling Place.
voter has complet This form shall b After the voter air Polling Place, ex Form Instruction 1. Write the dat 2. Write the vot 3. Write the ser 4. Verify that the 5. Attach the Re Early Voting: locked conta Election Day Election Day Licetion Day	Ited the Request to Cance e used for Early Voting o additional content of the section official has ocute these stops:	el A Ballot by Mail for Use in r Election Day. ve completed the Request to endered at the polling place ballot that was surrendered, witten on all pages of the ball by Mail for Use in the Pollin of and request in the design at and request in the design st and request in the Envoic v Requests and Cancelled E lerk (Early Voting) or Presidi bove and foregoing is a true	a the Polling Place.
voter has complet This form shall b After the voter ar Polling Place, ex Eorm Instruction 1. Write the dat 2. Write the ser 4. Verify that the 5. Attach the Rr Early Voting: locked conta Election Day Election Day Election Day Unite undersigne named herein, d Ballots by Mail fo	Ited the Request to Cance e used for Early Voting o and the election official has ecute these steps:	el A Ballot by Mail for Use in r Election Day. ve completed the Request to endered at the polling place ballot that was surrendered, eithen on all pages of the ball by Mail for Use in the Pollin of and request in the design bt and request in the design bt and request in the Envoic r Requests and GanceTed E lerk (Early Voting) or Presid above and foregoing is a true lector.	a the Polling Place. Cancel a Ballot by Mail for Use in the DO NOT write the Ballot Style. Not as well as both sides. [TEC 84.033(c)] g Place to the cancelled ballot. ated envelope and place in a separate upe for Requests and Cancelled Ballots. ballots in Ballot Box #4 at the end of day. Ing Judge (Election Day) of the election
voter has complet This form shall b After the voter ar Colling Place, ex <u>Form Instruction</u> 1. Write the dat 2. Write the ser 4. Verify that the 5. Attach the Re Early Voting: locked conta Election Day Election Day Election Day the undersigne named herein, d Ballots by Mail for	e used for Early Voting o a used for Early Voting o and the election official has ocute these stops: The a that the ballot was sum or's name on the form. al number of the official (a word "cancelled" was we request to Cancel a Ballot Place the cancelled ballot ner. Place the cancelled ballot ner. Place the cancelled ballot ner. Place the cancelled ballot ner. Place the cancelled ballot ner. Stopposit the Envelope for o hereby certify that the a or the above-mentioned of hand, this <u>Sth</u>	el A Ballot by Mail for Use in r Election Day. ve completed the Request to endered at the polling place ballot that was surrendered, eithen on all pages of the ball by Mail for Use in the Pollin of and request in the design bt and request in the design bt and request in the Envoic r Requests and GanceTed E lerk (Early Voting) or Presid above and foregoing is a true lector.	a the Polling Place. Cancel a Ballot by Mail for Use in the DO NOT write the Ballot Style. Not as well as both sides. [TEC 84.033(c)] g Place to the cancelled ballot. ated envelope and place in a separate upe for Requests and Cancelled Ballots. Sallots in Ballot Box #4 at the end of day. Ing Judge (Election Day) of the election a and correct Register of Surrendered
voter has complet This form shall b After the voter ar Polling Place, ex Form Instruction 1. Write the dat 2. Write the vot 3. Write the vot 3. Write the ser 4. Verify that the 5. Attach the Re Early Voting: locked contal Election Day Election Day Election Day Election Day Cadg Judg Signature of Earl	Ited the Request to Cance e used for Early Voting of a difference of the election official has ocute these steps: Itel e that the ballot was sum or's name on the form. Itel number of the official to e word "cancelled" was we request to Cancel a Ballot Place the cancelled ballo mer. Place the cancelled ballo iner. Place the cancelled ballo iner. Place the cancelled ballo of Deputy Early Voting Cl on hereby certify that the a or the above-mentioned of hand, this <u>Sth</u>	el A Ballot by Mail for Use in r Election Day. ve completed the Request to endered at the polling place ballot that was surrendered, eithen on all pages of the ball by Mail for Use in the Pollin of and request in the design bt and request in the design bt and request in the Envoic r Requests and GanceTed E lerk (Early Voting) or Presid above and foregoing is a true lector.	a the Polling Place. a Cancel a Ballot by Mail for Use in the DO NOT write the Ballot Style. Not as well as both sides. [TEC 84.033(c)] g Place to the cancelled ballot. ated envelope and place in a separate upe for Requests and Cancelled Ballots. hallots in Ballot Box #4 at the end of day. ng Judge (Election Day) of the election a and correct Register of Surrendered 20_24

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

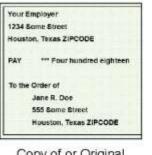
- Must include Voter's name and address (address does not have to match voter's registration address)
- It must be an original document if it contains a photograph
- If the Voter's name appears on the list of registered voters (ePoliBook), but does not match exactly to the ID provided, the Similar Name 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.

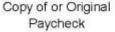
Examples of other government documents:

- 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

Current Utility Bill

ENERGY

e & Galerie Distantion



Copy of or Original Government Check





	2016 - 2017 Sample
	And Andrew Contraction of the second
Name and Address of the Address of t	All of the second secon

Voter Registration Certificate

Autor Internation	ank of Texas	- AND A
ine B. Cantonee 121 March Greek Autolo, Neses, 78	100.	
CHERNELLER	AAMS'	
	doar or	
CONTRACTOR AND	0.000	
wyachish	316m/#	

7-13 Prescribed by Secretary of State Section 63.001(), Texas Election Code 1/2018

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:

- 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.
 - 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
 - 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.

- 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

	REASONABLE	E IMPE	DIMENT DECLA	RATION
	TO	BECOM	PLETED BY VOTER	
Nan	ne (Nombre):			
Nan	VOTER'S DECLAR		OF REASONABLE IMP IENTO RAZONABLE D	
Code affin pers	erson is subject to prosecution for perjury ur e for providing a false statement or false in m under penalty of perjury that the informat onally appearing at the polling place to sign cceptable form of photo identification listed i	formatio tion cont this decl	on on this declaration tained in this declaration laration, and that I for	on. By signing this declaration, I swear or ation is true, that I am the same individual ace a reasonable impediment to procuring
Eleci decli el m impe	persona está sujeta a enjuiciamento por per toral de Texas por proporcionar una declar aración, juro o afirmo bajo pena de perjurio o ismo individuo que aparece personalmente edimento razonable para procurar una form 101(a) del Código Electoral de Texas.	ración fi que la inj en la ca	alsa o información j formación contenida silla electoral para f	falsa en esta declaración. Al firmar esta en esta declaración es verdadera, que soy irmar esta declaración, y que enfrento un
	reasonable impediment is due to the followin mpedimento razonable se debe a las siguiente			
(Che	ck at least one box below) (Elija al menos un	a de las	razones que aparece	n a continuación)
	Lack of transportation		Disability or illness	underf
	Falta de transporte		Discapacidad o enferr	
	Lack of birth certificate or other documents nee Falta de acta de nacimiento u otros documentos			•
	Work schedule		Family responsibilities	
	Horario de trabajo		Responsabilidades fai	miliars
	Lost or stolen identification Identificación pérdida o robada			hoto ID applied for but not received ografía aprobada ha sido solicitada pero no
	reasonableness of your impediment cannot azón de su impedimento no puede ser cuestio	-	tioned.	VUID (Voter Unique Identification Number)
Х				
· -	Signature of Voter (Firma del votante)		Date (Fecha)	
Swo	rn to and subscribed before me this day	of	, 20	
Pres	iding Judge/County Voter Registrar (if applica	ble)		
			D BY ELECTION OFFIC	TAL
The	voter provided a copy or original of one of the follo			
	Certified copy of a domestic (from a U.S. state or court of law which establishes the voter's identit			
	Current utility bill	, (minen	Bank statement	er er er bittinning
	Government check			ent that shows the voter's name and an e voter's voter registration certificate)
	Paycheck			-

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 IMP	EDIMENT DECLARATION
TO BE CON	IPLETED BY VOTER
Name:John Appleseed	
VOTER'S DECLARATION	OF REASONABLE IMPEDIMENT
providing a false statement or false information on this de penalty of perjury that the information contained in this de	er 37, Penal Code, or Section 63.0013 of the Texas Election Code for claration. By signing this declaration, I swear or affirm under eclaration is true, that I am the same individual personally appearing ace a reasonable impediment to procuring an acceptable form of as 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 need	ded 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 questi	loned.
X John Appleseed	3/5/24
Signature of Voter	Date
Sworn to and subscribed before me this	VUID (Voter Unique Identification Number)
5 day of March , 20 24	1234567890
Presiding Judge/ County Voter Registrar (if applicable)	A
naà nage	
TO BE COMPLET	ED BY ELECTION OFFICIAL
The voter provided a copy or original of one of the follo	owing forms of identification:
그 같은 것은 것은 것은 것은 것을 많은 것을 하는 것을 수 있는 것을 것 같아. 것을 것 같아. 것을 많은 것을 다 가지 않는 것을 다. 가지 않는 것을 다 가지 않는 것을 다 가지 않는 것을 다 가지 않는 것을 다. 가지 않는 것을 다 가지 않는 것을 다 가지 않는 것을 다. 가지 않는 것을	.5. state or territory) birth certificate or a document confirming es the voter's identity (which may include a foreign birth
Current utility bill	
Bank statement	
Government check	
Government document that shows to registration certificate)	he voter's name and an address (including the voter's voter
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)			f Election Election	Poll Code Authority Conducting Election		
	VOTERS					
	Name of Voter	VUID or Certificate Number		Name o	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			

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

REC	GISTER OF SPOILED B	ALLOTS		
Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn't scan, or other administrative error)
		+		
, the undersigned Presiding Ju	dae of the election named he	vrain de borel	w cortify the	t the
bove and foregoing is a true a	nd correct Register of Spoile	d Ballots for th	e above-me	ntioned
election. Given under my hand, this	day of		. 20	_
				_

REGISTER OF SPOILED BALLOTS

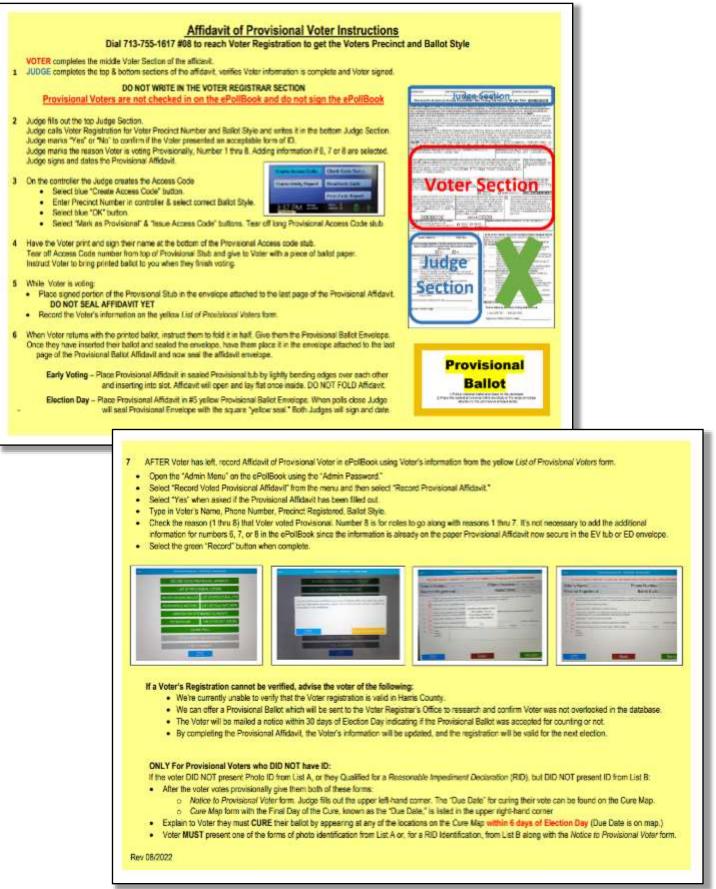
Early Voting - Place in Daily Spoiled Ballot envelope

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 Elec		Polling Location #		
	Primary		45678		
	Date of Elec	tion	Authority Conducting the Election		
	3/5/2024		Harris County Elections		
REGISTER OF SPOILED BALLOTS					
Ballot Serial Number	Name of Vot		poiled	Spoiled by Election	Other (Bellet wouldr seen, or othe administrativ
Og9b-vyfy-pwic5(2-140060-000005)	John Applesee	-	y Voter	Worker	errior)
					5.
I, the undersigned Presiding Jud above and foregoing is a true ar election. Given under my hand, this	d correct Register of	Spoiled Ballo	its for th	e above-me	ntioned
owen under my hand, das	uay or	Judy Judg		. 20 24	-
	Sic	nature of Pre		Judge	
		Judy Jud	ge		
	Pri	nted Name o	r Presid	ing Judge	

PROVISIONAL VOTING INSTRUCTIONS



AFFIDAVIT OF PROVISIONAL VOTER

Early Voting - Place in sealed Provisional Tub

Election Day - Place in yellow envelope #5 Provisional Ballots

				\$7,820	28 Presaritient by 2	Secondary .	el State Reaction Coste Sive (03.011
Type of Election	Poll Code who	re voting	Detc of El	ection	Auth	urity Cor	nducting Election
Declaración Jurada (TO EE COMPLETED BY VOTER: I am roled in this election (eliter in person have completed all of my punishment been determined by a tinal judgment is without the right to voto. I understand tota in an election for which i know i was QUE L VOTANE LO LLENE E stat alección (en persona o por comeo). le un delto grave, he completo tota min nuclador no ma han determinado por un respectado sin el derecho de vota. En ma elección por la que só que no say o purgo Hován TAT BOT QUT TRE Tá la c sin el risky (me side host of un no my). da hinh phat cla minh bao góm bát ký th chag da tob a n tin nám thán queña lá ung cáp thông in sai lech ki tuých thé si cés aó 3.2 trú ki nái ti ki ká án ví ti có a Liferensis - REDSPAND TATA HOMEN Liferensis - REDSPAND TATA HOMEN Lift ANDER HAMEN TATA HOMEN LIFERENSIS - REDSPAND TATA H	a registered v or by maith. I lincluding any of a court exter that giving fa am not eligible stoy inscribe or Soly residente sonder a indus nijuta final de aendo que dar slegible, a nean de tri då git da sondo que dar slegible, a nean de tri då git da sondo que da slegible, a nean de tri då git da sondo que da slegible, a nean de tri då git da son da son de tri då git da son de tri då git da son de tri då git da son de tri da son d	oter of this political sub am a resident of this po- tam of incorporting, increasing probate jurisdict like information under or is unless 1 am convicted mo votante en esta subdi- de esta subdivisión políti- re el periodo de encarce una conte de la legalana información talsa bajo, un se que me condenen por la que, na condenen por la garán talsa bajo, un se que me condenen por la garán talsa bajo, un se que me condenen por la garán talsa bajo, un se que me condenen por la garán talsa bajo, un se presente talsa bajo, un se que me condenen por la garán talsa bajo, un se presente talsa bajo, un se presente talsa bajo, un se por la la plana timo de se garán es de sua se se garán es de sua se	n Chúrn; division ar vituai subboni panie, supanie, sup panie, sup an to be h an atten of an atten of an atten of an atten of an atten of an atten transmitto es amento es amento es amento es amento es amento es atteneto, nalve a s bolo dun nu philo trong ofan thi no hor can the hor can be hor can be	g Thệ Của Cử Tr d in the precinct in white investor, have not been vision, pandod of pro- domennor, and i unde opt, in which even n tie ca y en el precisio en co is definitivamente deda liberad condictions, a sistemaro, ser totament un deito menor, y enter en cup case a sun dell nu bàu cù mà thí dang co prima thing aixe lià dang tan thu bàu cù mà thí đang tan thu bàn gian thin dang tan thu chi nhac thí đang tan thu chi nhac thí đang tan thu chi nhac tu chi nà thán hàng tan thu	ich i'm atten timuly conv balan, or i h balan, or i h tataet or part ra a state jail f al expection of the interfact super a longapation do que es un b grave de ci ó ging blu p ing tai hoise ne da na a Tai tu da và không choise minh kh da và không choise minh kh da và không choise minh kh	npting t incled of ave bas taily m tis a de clony. tisndo s de un o visada, a menta deito g krei es néu la to hông bi co quyá ông nôi ħ/問意 e 上無行 在這種目	to vote and have not alread in letting on it a lettin, I on participated. I have not entatily incapacitated licity of the 2nd diagree to it votary again no he withdo is ficility grave o al soy is autor to its incertain viploda, o he sol inserta o participated in the votary again no he withdo is inserta o participated in the vota bdu philu rong cube in the cit? grado votar en read chura bdu philu rong cube in the cit? Tol hilu, rhan tag cit cit di hilu, rhan tag cit cit cit di hilu, rhan tag cit cit cit cit cit hilu, rhan tag cit cit cit cit cit cit cit in the cit. Tol hilu, rhan tag cit
Mache et optig, si is happy lisp (46 cd cm) (ing sau néo co) bits. ((uhb)(k12 - br4)) ledidence Address: Street Address and Ap II. or bureness address) Street Address and Ap II. or bureness address (Street Address and Ap II. or bureness address) (Street address and Ap II. or bureness address) (Street address and Ap III. or bureness address) (Street address and Ap III. (Street address) (Street address address address (Street address) (Street address address) (Street address) (Street address address) (Street address) (Street address address) (Final (Street address) (Street address address) (Final (Street address) (Street address) (Street address) (Street address) (Street address) (Street address address) (Street add	direaro de aparta a, carrano rural, a noi que vi cur ng ,如果没有,指的	manto, Coutad, Estado, y Dá i desección consercial ((Cas) y (Không được để địa chỉ Hộ Hiệt (田奈) (西东田)()	ne, describe sigo Postal - Chi Cor Nga : p Thu PO, Đị Thu Độ tế -	A faille de solos delos, desp lo Mini-Tén Studing vil Só i a Chi Buding Làng hoặc địa	clude PO Box. nice is isocialed thicks. Think Fi a chi thuong mg	indersau Theo, Tainu Al. (1951):	Phone Humber (Optional) Indekara (Optional) Indekara (Opting bit buck) (USS) IS (FITMS) Paritic North, Day, Yaar Pro-
Treaction posts' Cauded Transition y Chickage Re- omitation (RE-OR Coff Trans Transmission) un rige colar que via y Extrema s' management X Driver la Licensee No. or Personnal I.D. No. PSI Número de su licencia de conducir de Tr écula de identifició expectión por el Departan- equantes Publicas de Transmis Joh Hang La X X Resia da El Cal Attain de Siñ An Trans Cher Gort X Halamente Relationad A al-batteriation (L) 19558)	Bang, và Số Vũ (Br. + 11846) triệ (Bosued by TX ervos pide sự tento đe chin hoai bang tiếng CIPS TX	 Něukhông thể thuyện th. 	a thi dia chi digits requir nbeni Numen identifuacion gara massi 5 can phù ca r	o de Seguro Social. (Si no personal, se regulere los o An Sinh Xii Hoi (A só éu que vi không có số 85% i số mistra fraimeth.	Forsek (Nder)(Nb)(t) I have not Icense/perso Security Norr conduct do Th Tonse ru en N chore cup bim	Tháng Hiệ Hi bean là nai iden ber. (Và chura Cea àmaro da giả sa c	Interest rows, dis, alke() flags, Nam Sant, Thing, Ngde, Nam 81 : A - D J - J Annel A TK driver's filteration number or Social me has expedies and isocial flag to be definished personal de Sispan Skeat () (Sie cham)- da i TV/of Die animitarius 264 X + Bilteratimitarius 264 X + Bilteratimitarius 264
		XX-XX		<u></u>	2.00 million		
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TO BE COMPLETED F Precinct Registered		DN JUDGE Ballot Style		TO BE COM VOTER RE Cert/VUID			
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Ballot not returned		d not apply for a Mail					
Contraction of Ballot by Mail Supervisor	51		Signatu	re of Ballot Board Jud	ge.	_	

Provisional Affidavit Example

Example form filled out, Pink ink indicates the Judge filled this out; blue ink indicates the Voter filled this out

			8-5, 4/2	020 Preactified by S	Secretary of State Decision Code Sec. 63.011
Type of Election Joint Primary	Foll Code where voting SRD-123	Date of Ma	tietton Irch 5, 2024		orty Conducting Election
Affidavit of Provisio		1,110	10110,202	. Lin	Sinis councy
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Voter Ballot not returned	U Voter did not apply for Ballot	a Mail	ACCORDANCE W		Rejected

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

9-1 Approved by Secretary of State Section 65.059, Texas Election Code 9/2023

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 là phiếu của quý vị có được tính hay không sẽ được thực hiện bởi ban phụ trách lá phiếu bầu cử sóm 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 là 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 bắt 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,請撥打州務揶辦公室免費電話 1-800-252-VOTE(8683)。

NOTICE OF PROVISIONAL VOTER

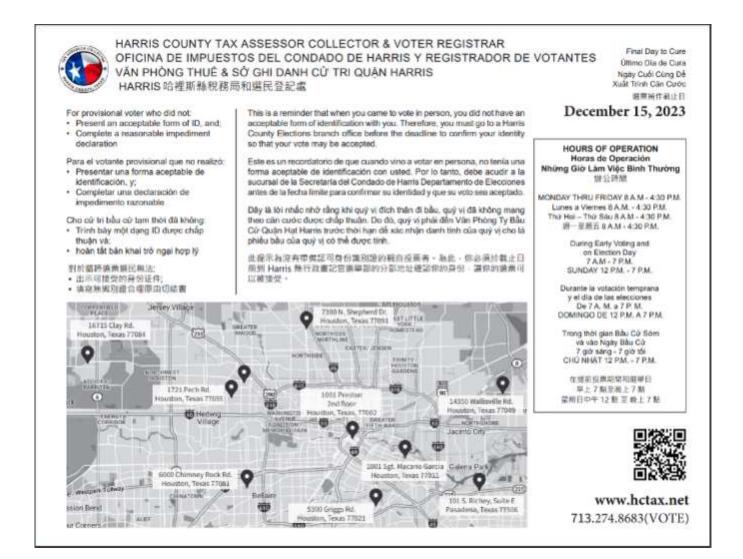
This form is given to every provisional voter who is voting using a Provisional Affidavit for reason 1

This Voter needs to cure their Provisional Ballot due to having no ID with them

Completed by Polling Place Offic	ial for Voter, who	needs to cure photo ID issues		
Victor's Lead Server	oter must appear befo	ore Voter Registrar by:		
No. of Control of Cont	UE DATE:			
water (I	Fecha / Ngày / 日期)			
Gerthuis i	l elector debe presentarse a	inte el funcionario de registro electoral antes		to o, para las votantes entre 18 y 60 años, no haber ventido
facilitat #		ăn Phảng Ghi Danh Cử Tri trước	sin sähtz.	sona de 19 años de edad o reás priede usar una forma de
To the Prescribed by Decembers of State Decision 43 (2012) 227128	PROVISIONAL V		in de Imped	mbades con firiografia nombradas anteriormente, y no Imento Bacantalde y presentar sina copia e el original de
(For provisional voter who did not (1) present an accept			enternic (5)	ción, incluyando se cartificado de registro de votante; (2) cheque de pago; o (1) del acta de nacimiento certificada o adminible en un tribunal de justicia que establece su
A determination whether your ballot will be counted will be made b of the election at the address you provided on your affidavit to vo sourced, the mason your bellot was not counted.			1.111	ne mittilfr can na tRecckin an la fista de volantes
Byou are voting in the correct presinct, in order to have your provi lare map below within do (3) days of the data of the election to it defense the bolies (e.g., religious objection or notheral distance withou submit the poperwork required to obtain a permanent disability ten registrer at the time you present your acceptable form of photo iden not a requirement.	ther present one of the below form t en acceptable form of photo ider mption. The process can be exped	is of photo ID OR submit one of the temporary affidavits dification) in the presence of the county voter registrar OR htd by taking this notice with you to the county voter	na identificae anacitis de p ento de Apus El solicitam	asse est ta utilida de registra electoral, sos electores con ción est el sondado por mesto de la oficina de registro parte de la Oticna de Administración de Seguro Social mos de Vetenano de las Catadas Unidos comprehendos ta también deberá declarar que no tieno uta de las por discapecidad, se les geomitiós volar al presentar el
			RI TAM Note chapt	thuận và (2) đã hoàn tất bản khai trở ngại hợp (ý) lụ cũ nhữn sau cuộc tiếu cũ, Trông tiêu sử được gồi đến cho ngh ở để bảo tả phiếu tạm thời cho thấy hoặc tả (1) (2 phiếu laga tiện:
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	Kalo-By	- Brand	10 10 10 10 10 10 10 10 10 10 10 10 10 1	millu quý vị không có lướt kỳ căn qurác có hình ảnh Nược chấp thuận, quý vị trí thế nặp đơn tây Giấy chong hiệp Căn Cuốc tâu Cử milên phí tại Sở An toán Công Cậng Texus địa phương của quý vị.
Acceptable Forms of Vater Identification Texas Driver's License issued by the Texas Department of Public Seh identification Certificate issued by DPS', Texas Personal Identification Texas Isolayer License issued by DPS; United States Military identifi the person's photograph; United States Othernihip Certificate costs photograph; or United States paragort.	on Card issued by DPS; Isation Card containing	"If you do not have another acceptable form of photo identification you may apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.	th thể đảng t thế chấp thuậ thến một thờ thế đơn đận	2 thi haili 12 1040, oile căn catle phải chân hài hạn quả 4 năm ngh trung các đản catle đã hất hạn được liệt sử ở trên vều cần in đã liệt hải thiên, về khiếng về lý có đã về dược cân các các đế, ng những những từ tế tran giữ những lới ở năm phải cách các các đế, hiện tác (t) tất tế thai ngữn hiệng lới ngữn phảic chính phả hược năm thiến tran té á thể các nhận thiến títh vớc ngộ ở
With the exception of the U.S. citizenship certificate, the identific vectors aged 18-55 years, have expired no more than 4 years before b may use a form of identification littled above that has expired if the i	eing presented for voter qualificat	ion at the polling place. A person 70 years of age or older	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	ri nia nyý vi dli gyl danti bla ni. 1 dia tví ni dli gyl danti bla ni.
Reasonable impediment Declaration: If you do not possess one such identification, you may execute a Reasonable impediment be government document that shows your name and an address; is government check; (5) paycheck; or (6) (a) a cartified domesti amissible in a court of law which extealizates your identity (which	claration and present a copy or o including your voter registration c (from a U.S. state or territor	riginal of one of the following supporting documents: (3) a certificate; (2) current utility bill; (3) bank statement; (4) y) birth certificate or (b) a document confirming birth	Base giber vie Bild mede talet Bigwysi (d. chi Biolong Gibi (chiến từ Lia An Sinh Xi mội Huô Kỳ ch đug tronh, người nàp đơn, Nhữ Xi Quốc Nguyễn xảng người nă người nhập đơn phải cho biết đug nhưng thiệt về được pháp biết phiết, bằng cách xuất trinh giớp Nguyễn Qâ Tri Quốc Namin đối có muốt trừ tạm thời cho các có tri Trinh anh như chiết phiết nhập quốt thời tri đã được công
This address on acceptable photo identification or a supporting doc	oment does not have to match you	address on the list of registered volum.		erennen er an er
PERMANENT EXEMPTION During the cure period, voters a exemption to presenting exceptable photo identification is the Socurity Administration orderecing appleant's disability, or from the applicant must also state that highle has no valid form of accept upon thighly of votor registration certificate/enforcing exemption.	county. The application must of WEUS. Department of Veterans Aft	ontain written documentation from either the U.S. Social lairs evidencing disability rating of at least 50 percent. The		第四十二人之子王 王王王王王王王王王王王王王王王王王王王王王王王王王王王王王王王王王王王
TEMPORARY EXEMPTION - During the cure period, a voter may app a considerit neligious objection to being photographed OR who disasters as declared by the President of the United States or the Te	do not precent an acceptable		101:77.00	一時後天皇公園林公室 (大衛音道京が不同首告の大勝) (第3時代天皇公前供片満四間引) 収り除水久身と厚純的 民紀御夜所先卒業) (大阪日本一定完勝使社会告。
AVISOPARA E	L ELECTOR PROV	ISIONAL		*先来意识有一副有效的新片输出器则,您可至意
(Para el elector provisional que no (1) presento una forma de ide razonable) La junta pora procesar votos tempranos, determinara s	i su boleta será contada si no, des	sués de la elección. Se le enviara un avise a la dirección	NET.	當地的 [21] 新公室免费中语一個總華國別證明
que proporciano en la declaración jucamentada, para ejercer su vor fue contesta o $\left(2\right)$ si fue rechazado, y la razón por la cual su volto fue	rechagado.			這己地震伝 が用紙通(年-
El cated está votando en el precimo connecto, para que su baleta pre que presentanse en la oficina del Registrador de Vatamies del Conta Preston, Houstin TTOO, consulte el mapa el reveno de esta páginal después del día de la elección para presentar una de las vigals un frotografía o entregar una de las declanaciones pranentadas	rolaionaí sea aceptada, tendrá do de Harna ("Aicada en 2002 en tos próximos seis (5) días retes fornias de identificación	"Si no tiene otra forma de identificación aprobada con fotografía puede solicitor granutamente un Certificado de identificación Electoral en su oficina local del Departamento de Seguridad Pública de Texas.	第34年1月23 第3年1月23日 第3年11月23日 第3年11月23日 第3年11月23日 第3年11月23日 第3年11月23日 第3年11月23日 第3年11月23日 第3年11月23日 第3年11月23日 第3年11月23日 第3年11月21 11月11日 11月111 11月11日 11月1111 11月11111 11月11111 11月11111 11月11111 11月11111 11月11111 11月11111 11月11111 11月11111 11月11111 11月11111 11月11111 111	20 國務·金索權軍要一份被關於國新合稱黨由其結實並且 數 ② 現行的述單規葉(3) 銀行的編表(4) 由政府單位規 身位的一項文件(可能上編外的出生編明文件) •
mensionedas a continuación lej, objeción religima o desastre natural registro electrarió de ra candado o entringar la documentación repareir este evito al funcionaria de registro electoral de su condado al momen declanación juramentada termonia o entreger su documentación de noro Esemas de Identificación Aprobedan con Folografía:	a para obtener ana occapción permiti da de presentar au forma de identifi spción permanentel; sin embargo , ne	nente por d'acapicidad. El proceso se paede acalerar al lieve cación aprobada con fotografía (o al momento de lienar une es un requisito fienar este avias.		之合极限问题出题。中游集品层也会以下端者其一作集 所示明25百百元文件33项则至少《从的爆破等级提问。
Licensia de Conducir de Texas expedida por el Departamento de Segurid expedido por el DPS", 1 argeta de identificación Personal de Texas expedi Identificación Militar de los Estados Unitos con fotografía, Certificado de	da por el DPS; Licencia para Portar A	mas de Fuego de Texas expedida por el DPS, Cédula de	12340.00	·國民從完產上集中運動先投降以及單。 和約61時以來而在這個的集法出來在何期只做的證明。先

TAX OFFICE CURE MAP

(give to Voter who needs to cure a Provisional Ballot due to having no ID with them)



LIST OF PROVISIONAL VOTERS

Early Voting - Place in sealed Provisional Tub

Election Day - Place in Envelope #5 Provisional Ballot, yellow

Texas Dection Code 10/13 Rev 08/2022		o de Elección Hinh Thức Bầo		Poli Code Códgodeta Mášá Die D H II II M ISTA	liêm Biku Cû	¢	
	Date of Election Fer	ha de la Elección Ngây Bilu O	9.249.3	Authority C AutoridadA Of Quan TP 2:4 8:518	deninistrary wim Quyim	Bection dola@ección i Trián Hánh Bilu	02
	List	of Provision	al Vote	ers			
	To be Comple	eted by Electron Audge				Bailot Bo	npleted by and Judge
Name of Provisio	inal Victor	Phone Number	Preciect	Ballot Style #	Belators	Accepted for Counting	Rejected for Counting
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20.							
21.							
22.			-	-			
23			-		-		
24.			-	-			-
26.		_		-			
Number of Provisional Ballots in (as shown on list)	Ballot Baic						
I certify that the numbe Signature of Precinct Presidi		bove are true and	correct a	s eviden	ced by	my signatu	ne.
Signature of Custodian receive	ing ballots from Pres	iding Judge:					

OMISSIONS LIST

Early Voting - Place in Return White Envelope

Election Day - Place in #2 white envelope

			Type of Election (Tipe de Elección)	Precinct. No. (Wilm. de Precinto)	
	(USTA DE ON	REGISTRATION OMISSIONS LIST AISIONES SOBRE EL CERTIFICADO DE REGISTRO) (Section 63.006(b), Texes Election Code)	Date of Election (Ferbir de la Eleccion)	Authority Conducts (Autoridad Administra	
PCT. NO. (ON CERT.) (Nem. De Prec.) (De Cent.)	VUID NO. (Ware, Dr. VOID)	FULL NAME (LAST, FIRST, MIDDLE) (Nombre completo)Apeñido, Nombre de Alte, Segundo Nombre/ji	COMPLETE RESIDENCE ADD (Dirección de Residencia Com		DATE OF BRTH (Fecho de Nocimiento)

	INSTRUCTIONS FOR REGISTRATION OMISSIONS LIST
supp Omi:	n a person is accepted for voting and his/her name is not on the list of registered voters or lemental list of registered voters, the election officer must add the voter's name to the Registration isions List. The following are explanations of the law which allows for accepting a voter to vote se 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.
	ired documentation" refers to acceptable voter ID. or documentation showing an acceptable exemption. A voter ut this documentation will vote provisionally (unless the voter chooses to return later with documentation).
	law at Section 63.007 (Voter Not on List, incorrect Certificate) is now (with minor revisions) one of two procedures in in 63.006.
Prior	aw 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

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Combination Form Example

Example form filled out, Pink ink indicates the Judge filled this out; blue ink indicates the Voter filled this out

Line 9	Voler: Assistant Ausonte d	(If additional voter assista e Votantes (si lineas adicional	Voter Assistant (if additional voter assistant flues are uneversory, controls on the form) hecket's Nature, Ad Automate de Vitanies (it lices advisantes son necenties para initiatio de vitante, controls en el revueo de care formulario) (Edicity Nature): Distorido	on the teack of this form). Include Name, Address otamies, contrato an el neuros de este formulario)	E.	COM urly Voi	BINA ing R	COMBINATION FORM and ty Voting Roster for Early Vot	FORM or Ear	COMBINATION FORM and Early Voting Roster for Early Voting	5eth 5eth 2115	Presented by Sourceary of Source Form - 41 \$1223 Sections 63.001, 63.0011, 63.002, 63.004, 63.004, 63.005, 63.005, 63.001 63.011, 64.003, 81.001, 85.001, 77.111 and 60.2004 Form Election Code	a line
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Jumo;	County Precinct No.	GUIA	Poll List (Lista de Votantes)	Voter Address (Domicilio del Votante)	Lanas .	kirori 110.Eb	190.63	800 10N 900.63	sted			Signature (Firma)	
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INSTRUCTIONS FOR COMBINATION FORM

7-60 Prescribed by Secretary of State Sections 63.001, 63.006, Texas Election Code 9/2023

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.

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)."

 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

Prescribed by Secretary of State Section 61.007@, Texas Secretary of State 3/07	POST AT AN OUTSIDE DOOR THROUGH WHICH A VOTER MAY
	ENTER THE BUILDING IN WHICH
Poll Code:	
Código de Lugar de Votación Mã Số Địa Điểm Bầu Cứ 投票所代碼	THE POLLING PLACE IS LOCATED.
NOTICE OF TOTAL NUMB	ER OF VOTERS WHO HAVE VOTED
(AVISO DEL NÚMERO DI	E VOTANTES QUE HAN VOTADO)
	NG SỐ CỬ TRI ĐÃ BỎ PHIẾU)
	没票選民累積總數)
	umber of Voters)
(Nu	mero de Votantes) (Ső Cử Tri)
9	澄 臣紫硫總數)
9:30am	
11:30am	
1.90pm	
3:30pm	
5:30pm	
Signature of Presiding Judg	e
(Firma del Juez Presidente)	
(Chữ Ký Của Thấm Phán Ch	ú Tịch)
(投票所選務官簽名)	
NOTE TO PRESIDING JUDGE:	
The total number of voters as shown on the poll list sh until the polls close. Return this form to Envelope 2 – 1	nall be posted at the times listed. The notice shall remain posted To County Clerk
NOTA AL JUEZ PRESIDENTE:	
	otantes se monstrará a las horas señaladas arriba. El aviso ión. Devuelva esta forma en el sobre número 2 a la persona
encargada de la custodia general de los archivos elect	orales.
THẨM PHĂN CHỦ TỊCH LƯU Ý:	
Tổng số cử tri theo danh sách cử tri sẽ được công bố v khi đóng cửa phỏng phiếu. Gứi lại mẫu này trong phor	rào những giờ đã nêu. Thông báo này vẫn được công bố cho đến ng 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點,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。	

DAMAGED BALLOT SLOT RED BALLOT BAG SEAL LOG

Date	Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Judge
ast Night of EV, Nov 3			

Date	Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Judge
ast Night of EV, Nov 3			
		-	

DAMAGED BALLOT SLOT LOGS

01/2024

Type of Election:	SRD #:
(Tipo de Elección)	(Código de la votación)
(Loại Bầu Cử)	(Mã Số Phòng Phiếu)
(選擧種類)	(投票站绳號)
Date of Election:	Authority Conducting Election:
(Fecha de la Elección)	(Autoridad que realiza la elección)
(Ngày Bầu Cử)	(Thẩm Quyển Tiến Hành Bầu Cử)
(選擧日期)	(選舉當局)

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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			

- 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.
- 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.
- If there were ballots placed in the Damaged Ballots Slot, it must be resealed each night. The new seal is <u>logged</u> 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

I	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			

- 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.
- 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

P	lease fill in the lines below for the e	forms. It must be completed by BOTH Election Judges. equipment you have. Both Judges sign when completed. e Reconciliation Envelope each day of Early Voting.
SRD:	Election Title:	Date:
	2 2 1 0 2 1 - ONTA DA CALON DO LA 27	Alternate Judge:
SCAN #1 (purple rep	ort tape) Serial Number:	
Start of Day	Zero Report #:	Scan will be 0 only on 1st day of Early Voting
Таре	Open Polls Report #:	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #:	
SCAN #2 (purple rep	ort tape) Serial Number:	
Start of Day	Zero Report #:	Scan will be 0 only on 1st day of Early Voting
Tape	Open Polls Report #:	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #.	
CCAN #2 /	Herman Statutes and	
SCAN #3 (purple repo Start of Day	ort tape) Serial Number: Zero Report #:	Scan will be 0 only on 1st day of Early Voting
Tape	Open Polls Report #:	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #:	Utiless no udilots get deposited in the oran
Start of Day Tape	Open Polls Report #:	# of Provisionals
274 6	Open Polls Report #: Suspend Polls Report #:	
End of Day Tape	Open Polls Report #: Suspend Polls Report #:	# of Provisionals
End of Day Tape Controller #2 (pink r	Open Polls Report #: Suspend Polls Report #: report tape) Serial Number:	# of Provisionals Controller #1:
End of Day Tape Controller #2 (pink r	Open Polls Report #: Suspend Polls Report #:	# of Provisionals Controller #1: # of Provisionals
End of Day Tape Controller #2 (pink r Start of Day Tape	Open Polls Report #: Suspend Polls Report #: report tape) Serial Number:	# of Provisionals Controller #1:
End of Day Tape Controller #2 (pink r Start of Day Tape End of Day Tape	Open Polls Report #: Suspend Polls Report #: report tape) Serial Number: Open Polls Report #: Suspend Polls Report #:	# of Provisionals Controller #1: # of Provisionals
End of Day Tape Controller #2 (pink r Start of Day Tape End of Day Tape Controller #3 (greer	Open Polls Report #: Suspend Polls Report #: report tape) Serial Number: Open Polls Report #: Suspend Polls Report #: n report tape) Serial Number:	# of Provisionals Controller #1: # of Provisionals Controller #2:
Start of Day Tape End of Day Tape	Open Polls Report #: Suspend Polls Report #: report tape) Serial Number: Open Polls Report #: Suspend Polls Report #:	# of Provisionals Controller #1: # of Provisionals Controller #2:
End of Day Tape Controller #2 (pink r Start of Day Tape End of Day Tape Controller #3 (greer	Open Polls Report #: Suspend Polls Report #: report tape) Serial Number: Open Polls Report #: Suspend Polls Report #: n report tape) Serial Number:	# of Provisionals Controller #1: # of Provisionals Controller #2: # of Provisionals
End of Day Tape Controller #2 (pink r Start of Day Tape End of Day Tape Controller #3 (green Start of Day Tape End of Day Tape	Open Polls Report #: Suspend Polls Report #: report tape) Serial Number: Open Polls Report #: Suspend Polls Report #: n report tape) Serial Number: Open Polls Report #: Suspend Polls Report #:	# of Provisionals Controller #1: # of Provisionals Controller #2: # of Provisionals
End of Day Tape Controller #2 (pink r Start of Day Tape End of Day Tape Controller #3 (greer Start of Day Tape End of Day Tape Controller #4 (blue n	Open Polls Report #: Suspend Polls Report #: Open Polls Report #: Suspend Polls Report #: Suspend Polls Report #: Open Polls Report #: Open Polls Report #: Suspend Polls Report #: Freport tape) Serial Number:	# of Provisionals Controller #1: # of Provisionals Controller #2: # of Provisionals Controller #3:
End of Day Tape Controller #2 (pink r Start of Day Tape End of Day Tape Controller #3 (green Start of Day Tape End of Day Tape	Open Polls Report #: Suspend Polls Report #: report tape) Serial Number: Open Polls Report #: Suspend Polls Report #: n report tape) Serial Number: Open Polls Report #: Suspend Polls Report #:	# of Provisionals Controller #1: # of Provisionals Controller #2: # of Provisionals
End of Day Tape Controller #2 (pink r Start of Day Tape End of Day Tape Controller #3 (greer Start of Day Tape End of Day Tape Controller #4 (blue n	Open Polls Report #: Suspend Polls Report #: Open Polls Report #: Suspend Polls Report #: Suspend Polls Report #: Open Polls Report #: Open Polls Report #: Suspend Polls Report #: Freport tape) Serial Number:	# of Provisionals Controller #1: # of Provisionals Controller #2: # of Provisionals Controller #3: # of Provisionals
End of Day Tape Controller #2 (pink r Start of Day Tape End of Day Tape Controller #3 (green Start of Day Tape End of Day Tape Controller #4 (blue n Start of Day Tape End of Day Tape End of Day Tape	Open Polls Report #: Suspend Polls Report #: report tape) Serial Number: Open Polls Report #: Suspend Polls Report #: n report tape) Serial Number: Open Polls Report #: Suspend Polls Report #: Suspend Polls Report #: Open Polls Report #: Open Polls Report #: Suspend Polls Report #: Suspend Polls Report #: Suspend Polls Report #:	# of Provisionals Controller #1: # of Provisionals Controller #2: # of Provisionals Controller #3: # of Provisionals
End of Day Tape Controller #2 (pink r Start of Day Tape End of Day Tape Controller #3 (green Start of Day Tape End of Day Tape Controller #4 (blue r Start of Day Tape End of Day Tape End of Day Tape	Open Polls Report #: Suspend Polls Report #: report tape) Serial Number: Open Polls Report #: Suspend Polls Report #: n report tape) Serial Number: Open Polls Report #: Suspend Polls Report #: Suspend Polls Report #: Open Polls Report #: Open Polls Report #: Suspend Polls Report #: Open Polls Report #: Open Polls Report #: Suspend Polls Report #: Suspend Polls Report #: Suspend Polls Report #:	# of Provisionals Controller #1: # of Provisionals Controller #2: # of Provisionals Controller #3: # of Provisionals Controller #4:
End of Day Tape Controller #2 (pink r Start of Day Tape End of Day Tape Controller #3 (green Start of Day Tape End of Day Tape Controller #4 (blue n Start of Day Tape End of Day Tape End of Day Tape	Open Polls Report #: Suspend Polls Report #: report tape) Serial Number: Open Polls Report #: Suspend Polls Report #: n report tape) Serial Number: Open Polls Report #: Suspend Polls Report #: Suspend Polls Report #: Open Polls Report #: Open Polls Report #: Suspend Polls Report #: Suspend Polls Report #: Suspend Polls Report #:	# of Provisionals Controller #1: # of Provisionals Controller #2: # of Provisionals Controller #3: # of Provisionals

 On the last day of Early Voting all Reconciliation Envelopes from each day of the Workfolder and rubber banded together. Place them in the Return Box.
 The Constable will take the Return Box to drop off. tiy v ung w

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

P	his is one of the most important forms. It n lease fill in the lines below for the equipment ontroller & Scan tapes go inside the Reconcil	nust be completed by BOTH Election Judges. you have. Both Judges sign when completed. iation Envelope each day of Early Voting.
SRD: SRD-144	Primary	Date: 3/5/2024
	Jady Jadge Altern	ate Judge: John Alternate Judge
	ort tape) Serial Number: 3456789	
Start of Day	Zero Report #: 0	Scan will be 0 only on 1st day of Early Voting
Tape	Open Polls Report #. 0	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #. 591	diffess to dators get deposited in the ordin
End or Day Tope	outpend to its report # 551	
	ort tape) Serial Number:	
Start of Day	Zero Report #:	Scan will be 0 only on 1st day of Early Voting
Tape	Open Polls Report #	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #.	
SCAN #3 (ourple rep	orttape) Serial Number:	
Start of Day	Zero Report #.	Scan will be 0 only on 1st day of Early Voting
Tape	Open Polls Report #.	unless no ballots get deposited in the Scan
End of Day Tape	Suspend Polls Report #:	
Start of Day Tape End of Day Tape	Open Polls Report #: Suspend Polls Report #: 337	Controller #1:
		~
	eport tape) Serial Number: 3344668	
Start of Day Tape	Open Polis Report #:	# of Provisional Controller #2:
End of Day Tape	Suspend Polls Report #: 264	2
Controller #3(gree	report tape) Serial Number:	
Start of Day Tape	Open Polls Report #:	# of Provisionals Controller #3:
End of Day Tape	Suspend Polls Report #.	
	report tape) Serial Number:	
Controller #4 (blue)	Open Polls Report #:	# of Provisional
Controller #4 (blue) Start of Day Tape	Open Polis Report #.	Controller #4:
a second s	Suspend Polis Report #.	Controller #4:
Start of Day Tape End of Day Tape	Suspend Polis Report #	Controller #4:
Start of Day Tape End of Day Tape Controller #5 (white	Suspend Polis Report #.	
Start of Day Tape End of Day Tape	Suspend Polis Report #	# of Provisionals Controller #4:

the Workfolder and rubber banded together. Place them in the Return Box. The Constable will take the Return Box to drop off.

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ELECTION DAY RECONCILIATION LOG

3 Part Carbonless

white (put in #2 white envelope), pink (put in PJ pink envelope), blue (put in Scan)

		rms. It must be completed by BOTH Electronic ipment you have. Both Judges sign when o	
After all numbers a	re logged, Controller & Scan tape	es go in the white ENVELOPE FOR DEVIC	E REPORTS/TAPE
Poll Code:	Election Title:	Election	Date:
		Alternate Judge:	
RECONCILIATION			
Scan #1 (purple rep	ort tape) Serial Number:		
Start of Day	Zero Report #.		Call immediately
Таре	Open Polls Report #:		if Scan is not 0
End of Day Tape	Close Polls Report #.		
			Call Image Fotol
Start of Day Tape	Zero Report #.		Call immediately
2	Open Polls Report #:		if Scan is not 0
End of Day Tape	Close Polls Report #:		
	oort 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 #:		
Start of Day Tape	e report tape) Serial Number: Zero Report #: Open Polis Report #:	Controller will not be 0 if used during Early Voting	# of Provisionals Controller #1:
End of Day Tape	Close Polls Report #:		
	report tape) Serial Number:		6
Start of Day Tape	Zero Report #	Controller will not be 0 if	# of Provisionals Controller #2:
	Open Polls Report #:	used during Early Voting	Controller #Z:
End of Day Tape	Close Polls Report #:		
Controller #3 (are	en report tape) Serial Number:		
Start of Day	Zero Report #	Controller will not be 0 if	# of Provisionals
Tape	Open Polls Report #:	used during Early Voting	- Controller #3:
End of Day Tape	Close Polls Report #:		1
Controller #4 (blue	report tape) Serial Number:		N.
Start of Day	Zero Report #	Controller will not be 0 if	# of Provisionals
	and the second se		Controller #4:
Таре	Open Polls Report #:	used during Early Voting	

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

	ELECTION DAY	RECONCILIATION LOG	
nstructions: <u>This is</u> Please	one of the most important form fill in the lines below for the equip	ns. It must be completed by BOTH Electronic for the second s	ztion Judges. completed
After all numbers ar	e logged, Controller & Scan tapes	s go in the white ENVELOPE FOR DEVIC	E REPORTS/TAPE
Poll Code: 1234	5 Election Title: Primar	Election	Date: 3/5/2024
Presiding Judge:	Presiding Judge	Alternate Judge: <u>Alternate Judge</u>	
RECONCILIATION	INFORMATION:		
Scan #1 (purple rep	oort tape) Serial Number: 5670	8901	
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		
	ort tape) Serial Number:		
Start of Day	Zero Report #.		Call immediately
Таре	Open Polls Report #.		if Scan is not 0
End of Day Tape	Close Polls Report #.		
	ort tape) Serial Number:		
Start of Day	Zero Report #.	Call immediately	
Таре	Open Polls Report #.		if Scan is not 0
End of Day Tape	Close Polls Report #:		
Controller #1 (white Start of Day Tape	e report tape) Serial Number: 80 Zero Report #: 0	Controller will not be 0 if	# of Provisionals Controller #1:
	Open Polls Report #. 0	used during Early Voting	
	Cartana and a second a second as a		
End of Day Tape	Close Polls Report #: 162		З
Controller #2 (pink	report tape) Serial Number: 2		
Controller #2 (pink Start of Day		345678 Controller will not be 0 if	# of Provisionals
Controller #2 (pink	report tape) Serial Number: 2		# of Provisionals Controller #2:
Controller #2 (pink Start of Day	report tape) Serial Number: 2: Zero Report # 0	Controller will not be 0 if	# of Provisionals
Controller #2 (pink Start of Day Tape End of Day Tape	Preport tape) Serial Number: 2: Zero Report # 0 Open Polls Report #. 0	Controller will not be 0 if	# of Provisionals Controller #2:
Controller #2 (pink Start of Day Tape End of Day Tape Controller #3 (gree Start of Day	report tape) Serial Number: 2 Zero Report # 0 Open Polls Report # 0 Close Polls Report #: 278	Controller will not be 0 if	# of Provisionals Controller #2: 7 # of Provisionals
Controller #2 (pink Start of Day Tape End of Day Tape Controller #3 (gree	report tape) Serial Number: 2: Zero Report # 0 Open Polls Report # 0 Close Polls Report # 278 en report tape) Serial Number:	Controller will not be 0 if used during Early Voting	# of Provisionals Controller #2: 7
Controller #2 (pink Start of Day Tape End of Day Tape Controller #3 (gree Start of Day	report tape) Serial Number: 2: Zero Report # 0 Open Polls Report # 0 Close Polls Report # 278 en report tape) Serial Number: Zero Report #	Controller will not be 0 if used during Early Voting Controller will not be 0 if	# of Provisionals Controller #2: 7 # of Provisionals
Controller #2 (pink Start of Day Tape End of Day Tape Controller #3 (gree Start of Day Tape End of Day Tape	report tape) Serial Number: 2: Zero Report # 0 Open Polls Report # 0 Close Polls Report # 278 en report tape) Serial Number: Zero Report # Open Polls Report #: Close Polls Report #:	Controller will not be 0 if used during Early Voting Controller will not be 0 if	# of Provisionals Controller #2: 7 # of Provisionals
Controller #2 (pink Start of Day Tape End of Day Tape Controller #3 (gree Start of Day Tape End of Day Tape	report tape) Serial Number: 2: Zero Report # 0 Open Polls Report # 0 Close Polls Report # 278 en report tape) Serial Number: Zero Report # Open Polls Report #:	Controller will not be 0 if used during Early Voting Controller will not be 0 if	# of Provisionals Controller #2: 7 # of Provisionals Controller #3: # of Provisionals
Controller #2 (pink Start of Day Tape End of Day Tape Controller #3 (gree Start of Day Tape End of Day Tape Controller #4 (blue	report tape) Serial Number: 2: Zero Report # 0 Open Polls Report # 0 Close Polls Report # 278 en report tape) Serial Number: Zero Report # Open Polls Report #: Close Polls Report #: report tape) Serial Number:	Controller will not be 0 if used during Early Voting Controller will not be 0 if used during Early Voting	# of Provisionals Controller #2: 7 # of Provisionals

REGISTER OF OFFICIAL BALLOTS

2 Part Carbonless

white copy (put in Ballot Box #4, pink copy (put in PJ pink envelope)

REGIS	TER OF OFFICIA	L BALLOTS
Number of ballots received		
Number of ballots defe	ctively printed	
Number of spoiled ballo	ots returned by voter	
Number of unused ball	ots	
Number of ballots vote (as shown by number o	d including provisional f voters on poll list)	
TOTAL NUMBER OF BA *These two numbers sh	LLOTS ACCOUNTED FOR	·•
Number of provisional ballots v (as shown by number o list of provisional voters		
I the undersigned, Presiding Ju	dge of the Election held on the	day of, 20,
at Election Precinct No.	in	, Texas, do hereby
		llots of said Election is true and n the appropriate ballot box as
WITNESS MY HAND this the _	day of	, 20
	-	siding Judge

ELECTION DAY ENVELOPE FOR DEVICE REPORTS/TAPES

(Place inside white #2 Envelope)

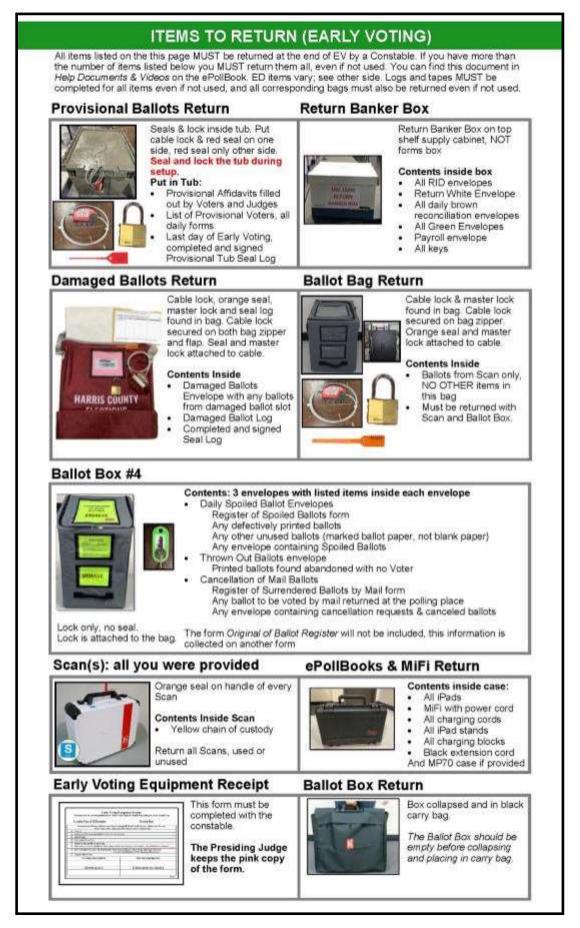
	REPORTS/TAPES
Poll Cod	le:
Election	1 Title:
Date of	Election:
	THIS ENVELOPE IS TO CONTAIN THE FOLLOWING:
	econciliation Logs—white copy ONLY (pink copy goes to Presiding Judge nd blue copy goes in the Scan with the Travel Seal Log)
Α	lorning Reports/Tapes: . Printed from Controllers <u>before first Voter votes</u> :
	Zero Report/Tape from <u>all</u> Controllers Open Polls Report/Tape from <u>all</u> Controllers
	Printed from Scan before first Voter votes:
	 Purple Zero Tape from Scans Purple Open Polls Report/Tape from Scans
3. E	vening Tapes/Reports:
	. Printed from Controllers after last Voter votes:
	Suspend Polls Report/Tape from all Controllers
•	Access Code Report/Tape from <u>all</u> Controllers
B.	Printed from Scans after last Voter votes:
	Purple Suspend Polls Report/Tape from Scans

EARLY VOTING EQUIPMENT RECEIPT

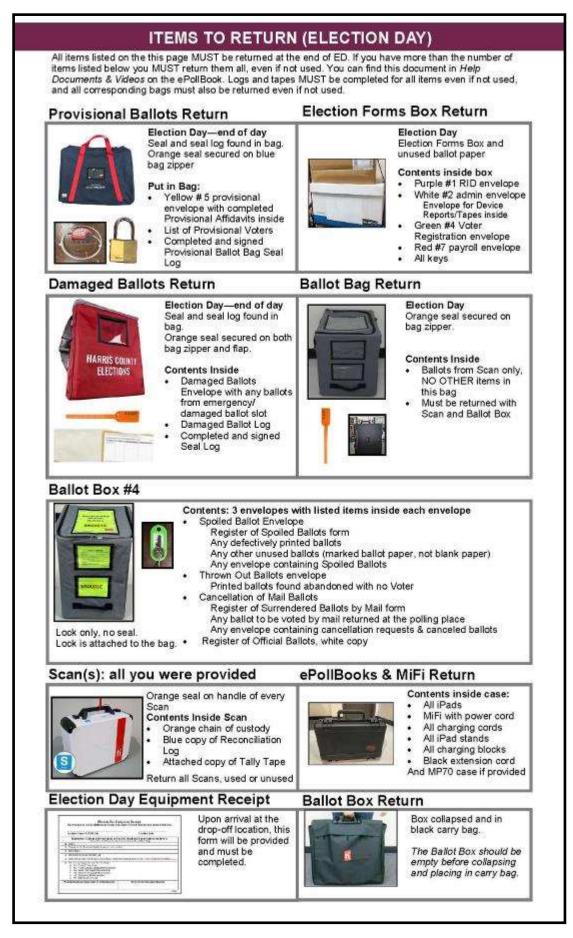
(Place on top inside Return Box)

	Location Name & SRD number	Election Date
1		ff. Check each box to confirm you have it to return.
	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 Rec	conciliation, White, Green, Daily Spoiled Ballots, RID, Timesheet
	Supply Cabinet Keys	
	Presiding Judge Signature	Alternate Judge Signature
Con	stable(or other permissible authority) Signature	Harris County Elections Receiving Attendant Signature

EARLY VOTING ITEMS TO RETURN



ELECTION DAY ITEMS TO RETURN





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