

## 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.

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. Election worker feedback was instrumental in the design of this manual.



Our 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. A limited quantity of tabbed manuals will be made available to judges for quick section access at the Vote Center.



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 part of the voting process.



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



The Appendix can found in the back of the manual. It includes images of documents and forms required to manage the Vote Center. Various forms have changed this year, so pay special attention to the differences.

## **Judge Resource Line**

713-755-1617
Option 1 / EV Recruitment

713-755-1617 Option 2 / ED Recruitment

> 713-755-1617 Option 3 / Payroll

713-755-1617 Option 4 / Training

713-755-1617 Option 5 / Tech

713-755-1617 Option 6 / Supply

713-755-1617 Option 7 / Locations

713-755-1617
Option 8 / Voter Registration

713-755-1617
Option 9 / ADA (Accessibility)

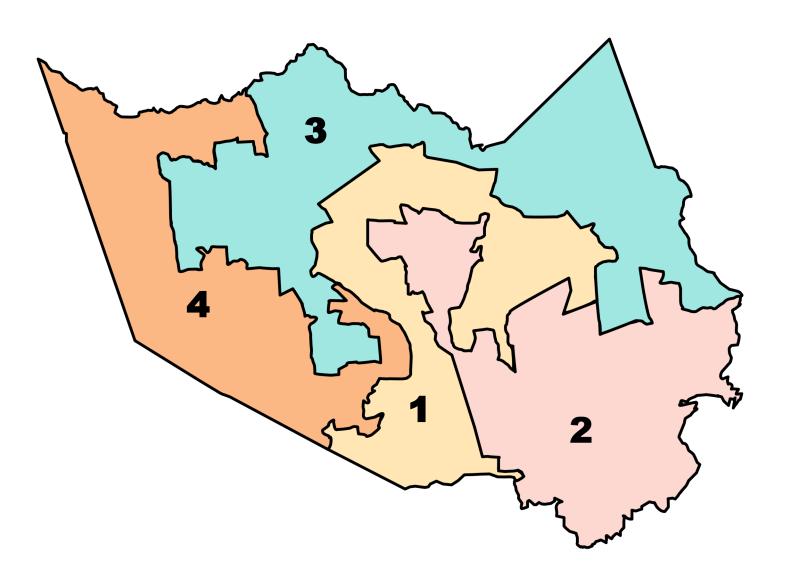
713-755-1617 Option 10 / Legal

Voter Resource Line: 713-755-6965 (public ADA Coordinator access)

## General Information

## Section Notes

## Harris County Commissioner Precinct Map



Harris County uses countywide voting (TEC Sec. 43.007). This means all registered Voters of Harris County may choose to Vote in any Vote Center within Harris County.

## **Types of Elections**

Uniform General	an election, other than a primary election, that regularly recurs at fixed dates (TEC Sec. 1.005 (7))
Special	an election that is not general or primary (TEC Sec. 1.005 (18)) can be called to fill a vacancy in the legislature or congress (TEC Sec. 3.003 (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 Sec. 2.021)
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 Sec. 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 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 Handook for EVBB and SVC: 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.

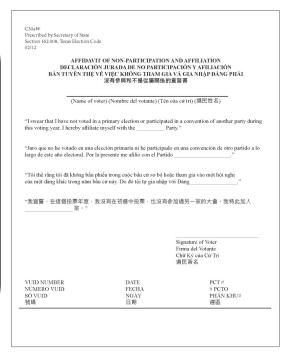
During Early Voting, there are not separate party lines; Voters will choose which party's election to Vote in on the ePollBook when they Qualify.

On Election Day, both political parties hold their elections in the same facility, operating as individual Vote Centers, except in Joint elections.

On Election Day, Presiding Judges should use the equipment labeled for their party's election, except in Joint elections when equipment is shared.

Voters who voted in the Primary Election and wish to Vote in the Primary Runoff will be legally required to Vote for the same party.

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 713-755-1617, Option 5 to process the Voter.





## **Who Hires Election Workers?**

## **GENERAL Elections for State or County Officers and Resulting Runoff (TEC Sec 32.002)**

	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 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 vacancy can be filled by any 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.

## **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

This table 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.



## **Election workers are paid as follows:**

Presiding Judge: \$20 per hour Alternate Judge: \$17 per hour

Clerks / Student Clerks / Electronic Support Specialists (ESS): \$17 per hour

Election workers are considered temporary employees of Harris County. 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

## **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 assigned to the location. All will be paid their hourly rate. Setup should be completed within two hours.

## Election Day Setup and Supply Pickup / Drop-off:

- The Presiding Judge, Alternate Judge, and one clerk will participate in setting up the Vote Center. The Alternate Judge and one clerk 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). Clerks may work full or split shifts as assigned by the Presiding Judge.



## **Training**

Judges and clerks will be paid if they attend training, work the election, sign up with A-1 Personnel, and submit a timesheet, when required. 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 paysheet 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. Judges will be paid an additional \$20 for Early Voting and \$5 for Election Day.

## **Recording Time**

Record actual hours worked 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 typically do not exceed 15 hours.

## For questions about payment

Harris County submits time to A-1 Personnel and A-1 Personnel is responsible for the submission of payment to each election worker. Questions about time entry go to Harris County Payroll and questions about how or when you are paid should go to A-1 Personnel.

A-1 Personnel:

electionhc@a1personnelinc.com

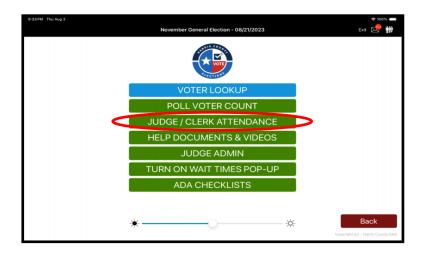
Harris County Payroll:

election.payroll@vote.hctx.net

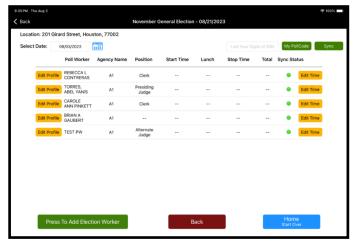
## **Entering Time in the ePollBook**

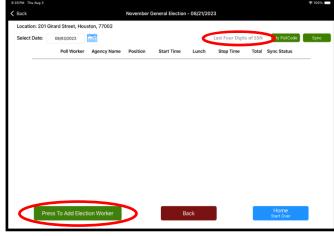
Each election worker is responsible for entering their own time in the ePollBook. If an election worker does not enter their time, the judge should still advise Harris County so the worker can be compensated.

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



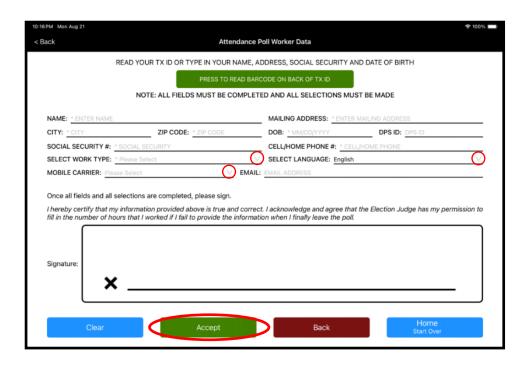
On the election worker listing screen, the election worker will enter the last four digits of their social security number in order to populate the screen. If the election worker's name does not populate, they will need to be added by tapping the "Press To Add Election Worker" button in the bottom left-hand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



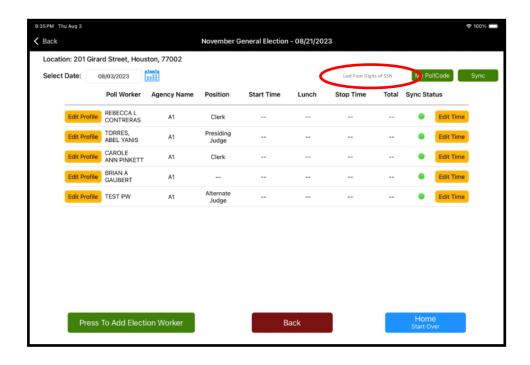


Populated Unpopulated

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

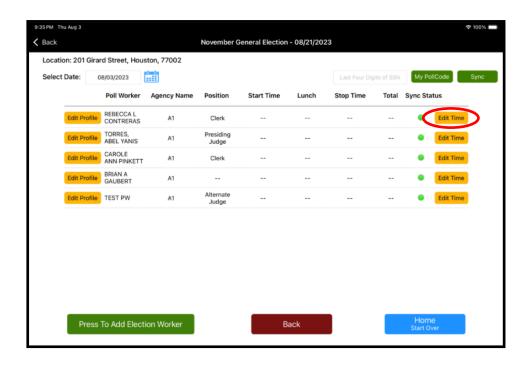


For any election worker who was just added to the ePollBook, they will need to enter the last four digits of their social security number to populate themselves on the screen.



## **Entering Time in the ePollBook**

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



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



## **Dress Code**

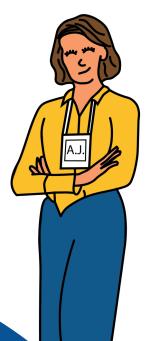
Harris County recommends election workers dress business casual at each Vote Center. Election workers will be interacting with hundreds of Voters and representing one of the largest counties in the nation.

## Allowed:

- Jeans (no rips)
- Comfortable shoes
- Plain t-shirts
- Polo shirts
- Nonathletic style shorts
- Leggings

## Not Allowed:

- Flip flops
- T-shirts with profane or political writing/images
- Any partisan or candidate-related items
- Athletic shorts
- Sweatpants



## **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 extremely long.

Election workers should remain professional in all interactions and provide a positive atmosphere for Voters.

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 as soon as a problem occurs that may affect the 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 ensure it prints correctly and that they know to deposit it into the Scan before they leave the Vote Center.

All Provisional Affidavits or Spoiled Ballots must be logged according to procedures outlined in the manual throughout the day. Log Spoiled Ballots as they occur. An additional clerk is being provided to assist with any ballots that need to be spoiled.

## **Emergencies in the Vote Center**

Once preparations for voting have begun, 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:**

The Presiding Judge should 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 an 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 5 to report
  - In a dire emergency where you must leave the location, the Presiding Judge and Alternate Judge take the Controller, Scan, 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 5 to report 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 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 by an election worker or staff member.

## 713-755-1617

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

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.

## **Judge Resource Line**

The Judge Resource Line opens before Early Voting to support judges and answer any questions they may have. There are ten options from which to choose. The following guide provides clarity on choosing the correct option. Some options may not be available until voting begins.

## **Support Provided**

713-755-1617 Option 1 / EV Recruitment	<ul> <li>Answer questions about assignments or training</li> <li>Recruit election workers and answer personnel questions</li> </ul>
713-755-1617 Option 2 / ED Recruitment	<ul> <li>Answer questions about assignments or training</li> <li>Get assistance with scheduling Supply Pick-up</li> <li>Recruit election workers and answer personnel questions</li> </ul>
713-755-1617 Option 3 / Payroll	<ul> <li>Request help signing up with A-1</li> <li>Report issues with payment if unpaid 5 weeks after election</li> </ul>
713-755-1617 Option 4 / Training	<ul> <li>Ask any training-related question (including attendance)</li> <li>Ask any voting-related questions from election workers</li> <li>Get clarity on voting procedures</li> <li>Get assistance with filling out forms</li> </ul>
713-755-1617 Option 5 / Tech	<ul><li>Ask questions about equipment in the Vote Center</li><li>Report technical issues</li></ul>
713-755-1617 Option 6 / Supply	<ul><li>Request more supply items (seals, forms, tapes, etc.)</li><li>Request more Ballot Paper</li></ul>
713-755-1617 Option 7 / Locations	<ul> <li>Request additional contact information for the facility</li> <li>Get help with arrangements to access facility for setup</li> <li>Get help with power/lighting issues</li> </ul>
713-755-1617 Option 8 / Voter Registration	<ul> <li>Request help determining a Voter's precinct and Ballot style</li> <li>Determine if a Voter is registered in Harris County</li> </ul>
713-755-1617 Option 9 / ADA (Accessibility)	<ul> <li>Report a room change in the Vote Center facility</li> <li>Request help with the ADA Checklist or remedies</li> <li>Report issues with the Curbside Buzzer</li> </ul>
713-755-1617 Option 10 / Legal	Report a law violation in the Vote Center

## People In The Vote Center

# **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.

## Clerk

a role in the Vote Center performing duties assigned by judges

## **Poll Watchers**

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

## **Cluster Tech**

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

## **State Inspectors**

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

## In This Section

- Texas Election Code (TEC)
- Judges
- Clerks
- Harris County Election Staff
- Poll Watchers
- State Officials
- Voter Assistants
- Persons not Allowed in the 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 a 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 Sec. 1.0015).

## **County Election Officer**

The County Election Officer is the county Elections Administrator in counties having that position, the county Tax Assessor-Collector in counties in which the County Clerk's election duties and functions have been transferred to the Tax Assessor-Collector, and the County Clerk in other counties. (TEC Sec. 83.002)

In Harris County, the County election officer is the Harris County Clerk.

## 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 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 Sec. 83.002).

## **Election Workers**

The term "election worker" refers to both judges and 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-identifying 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 Sec. 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 indicate their language skill as their title on the name tag (Spanish Bilingual Clerk).

## **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 their 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.

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



## **Presiding Judge**

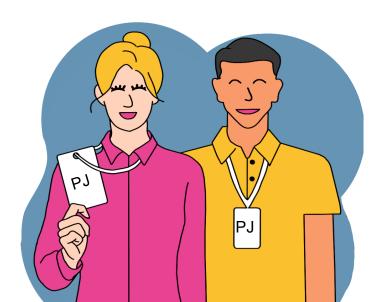
The Presiding Judge is in charge of and responsible for the management and conduct of the election at the Vote Center where the judge serves. They must be a registered Harris County Voter (TEC Sec. 32.051). All clerks and the Alternate Judge report to and take direction from the Presiding Judge.

## **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 at least two contacts who will be available to open the Vote Center), ensures any fire drills or other scheduled disruptions are rescheduled, and ensures voting areas will not be recorded by video or audio equipment.

## **Presiding Judge Clerk-Related Duties**

- 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 Sec. 32.072(c)). In Early Voting, shift changes 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. and direct Voters to the Qualifying Table (TEC Sec. 41.031)
- Manage the Vote Center, personnel, Voter support, and other election-related activities
- Set the tone for how the team interacts
- Ensure TEC and the policies set by Harris County are followed
- Ensure Voters can Vote with privacy and confidentiality
- Ensure all Voters and election workers are treated uniformly and respectfully
- Assign roles to election workers
- Monitor election worker performance throughout the voting period
- Ensure all equipment is secured inside the Vote Center at the end of each day
- Ensure Bilingual Clerk assignments are made
- Arrange the pickup of supplies before the election during the Supply
   Handout period
- Arrange the return of supplies promptly after the election
- Election Day: Post the number of Voters on the door every two hours

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 Sec. 32.075). The Presiding Judge or Special Peace Officers may not prohibit electioneering or loitering outside the 100-ft line. 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 Sec. 32.075(d)). Early Voting Presiding Judges cannot appoint Special Peace Officers.

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 Sec. 32.075(g-h)). We recommend the Presiding Judge call the Judge Resource 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 Sec. 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 Sec. 61.010(b)).

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 Sec. 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 Sec. 61.014). Greeters will ensure the 100-ft line is secure and report any electioneering violations to a the 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 Vote into the Scan, ensures that all printed Ballots are properly inserted into the Scan 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).

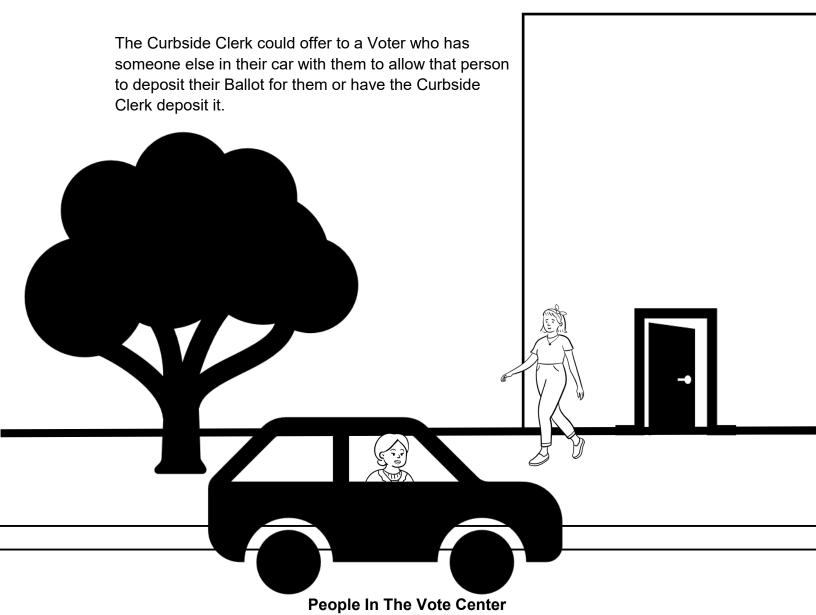


## **Curbside Clerk**

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 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 parent/legal guardian. For elections during/on a school day, a signature is also required from the student's high school principal (or parent/legal guardian in charge of their home school). Without these permissions, a Student Clerk is not allowed to work. Not every Vote Center will have a high school Student Clerk as they are not required by the Harris County Elections Administration. 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.

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

## **Electronic Support Specialists (ESSs)**

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.

### **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.

## **Voting System Technicians**

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.

## **Poll Watchers**

Poll Watchers are appointed by candidates, political parties, or proponents/opponents of a measure committee 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 Sec. 33.051(f))."

Poll Watchers must present to the Presiding Judge upon their arrival at the Vote Center a certificate of appointment, and a certificate of completion of Poll Watcher training by the Secretary of State training. They 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:** The Poll Watcher may be present only after the Voter Center is open for voting.

**Election Day:** The Poll Watcher may be present whenever the Presiding Judge is in the building.

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

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 Sec. 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 Sec. 32.075).



HB 1631 eliminates the requirement for Poll Watchers to serve for five continuous hours at a Vote Center in order for the watcher to serve 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.
- Obtain their Certificate of Completion of Training (must be a new training for each election, except a runoff).
- Make sure their Certificate of Appointment is completed (see below chart for requirements).
- Require the Poll Watcher to countersign the Certificate of Appointment.
- Administer the oath located on the Certificate of Appointment.
- Keep certificates with the other election materials.

# Qualifications of a Poll Watcher (TEC Sec. 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 training program	Observe all election activities at the Vote Center	Challenge a Voter's right to be at or vote at the Vote Center.			
		Communicate with Voters			
Be appointed by a candidate, political party, or a specific-purpose political committee	Sit or stand near enough to see and hear the election 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 training to PJ upon arrival to Vote Center	Identify irregularities and 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 Indicate by sign, symbol, word, or writing to any Voter how he or she should or should not vote			
Display the ID the PJ provides to be worn in the Vote Center	Take written notes	Be denied free movement where election activity is occurring within the location at which the Poll Watcher is serving			
Disable any recording device while in the Vote Center	Observe an election worker assisting a Voter with voting	Observe a Voter voting, or being helped to vote, by a person of their choice			

# **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 primary enforcer of the Texas Election Code. The Secretary of State interprets the election code and state laws then passes down guidance to the various 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 not permitted to observe Voters not being assisted by election workers.

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 (TEC Sec. 34.001).



# **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 Sec. 62.0115).

Voters may be assisted by any person the Voter chooses who is not an election worker with a few exceptions. For a more detailed description of the rules of Voter assistance, read the Processing Voters section.

**Early Voting:** Only 1 person is required to be present to assist a voter (TEC Sec. 85.053).

**Election Day:** 2 persons are required to be present when assisting a voter.

### **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 Sec. 61.0331).
- 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 Sec. 61.032).
- If a Voter cannot communicate in English, an election officer may communicate with the Voter in a language they both understand (TEC Sec. 61.031(b)).
- An interpreter may interpret for any number of Voters. For each Voter, the
  interpreter must take the oath of interpreter (TEC Sec. 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.

# **Not Allowed In The Vote Center**

No one may be permitted to be inside the Vote Center unless specifically authorized by law (TEC Sec. 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 Sec. 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 persons voting (TEC Sec. 61.001(b)).

### **Members of the Media**

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

An exception to this is Exit Polling. Members of the media or other organizations, may perform Exit Polling at the exit of the Vote Center after Voters have voted.

### **Electioneers**

Electioneering/Election campaigning is not permitted during the voting period within 100-ft of polling place. Electioneering includes posting, using or distributing political signs or literature. A100-ft marker is set up outside each location as a line of demarcation. A person commits an offense if the person electioneers within the 100-ft boundary (TEC Sec. 32.075(a)). Use of amplification may not be permitted within 1,000-ft of the Vote Center (TEC Sec. 61.004).

The entity that owns or controls the public 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 concerning the time, place and manner of electioneering (TEC Sec. 61.003(a-1)).

When curbside voting, the vehicle becomes the Vote Center and electioneering rules apply.

### **Persons Loitering**

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



**People In The Vote Center** 

Vote Center Set-up

# **Section Notes**

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# **Key Terms**

### **Daisy-Chaining**

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

### **Vote Center**

a polling place; a location at which voting takes place

### **Early Voting**

the period of time in which voting occurs before Election Day

### Duo

a device Voters use to make their Ballot selections

### **Election Day**

the official voting day that follows the Early Voting period

### **ePollBook**

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

### **Booth**

the stand the Duo sits on. There is a Standard Booth that Voters stand at and an Accessible Booth that Voters can sit at which is wider and shorter

# In this Section

- Voting Equipment
- Materials Preparation
- Setting Up Prior to the Election
- Setting up Booths
- Daisy-Chaining Duos

# **Voting Equipment**



Early Voting Supply Cabinet

Equipment Caddy

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

Election Day Vote Centers will receive Equipment Caddies only.

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



**Early Voting Supply Cabinet (interior)** 

**Vote Center Setup** 



# V O T I N G

- 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 can read certain ID types and produces the required barcode for the Barcode Reader to create an Access Code
- Controller: the machine that connects and communicates with the Duos, prints the Access Code Slip and shows the available Voting Booths
- 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 cannot stand while voting
- 8. **Booth Signage:** all Booths should be labeled with a colored, numbered sign indicating its place in the Voting Line; the number of the sign for each Duo should match the tape in the Controller
- 9. **Duo:** the machine on which a Voter will make their selections and print their Ballot



# EQUIPMENT

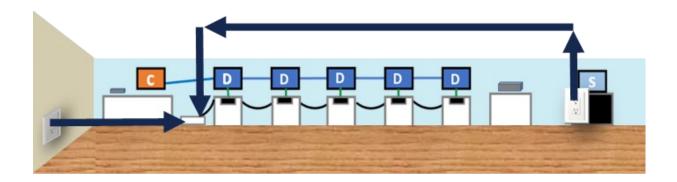
- 10. **Voting Booth:** the piece of Equipment that supports a Duo; it is tall enough to allow Voters to stand and vote easily; it is taller than an Accessible Booth
- 11. **Privacy Screens:** screens designed to attach to both sides of a Voting Booth. Ensuring Voters' right to Privacy
- 12. Curbside 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: the piece of equipment that houses a Duo and allows for Curbside Voters to Vote; it should have an ATI and
- 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 and Ballots fed into the 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 an extension cord which then is plugged into the wall. All Scans are plugged into the wall directly, when possible.



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 4.

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, Ballot Box and exit.
- Ensure there is a 60-inch (five-foot) circumference of space in front of the Qualifying Table and each Duo to allow room for mobility devices to maneuver. This is an ADA requirement.
- Space each voting line and Duo to allow maximum ease of movement and Voter privacy.
- The Voter must be allowed to cast their vote in a voting booth that provides privacy for them while marking their Ballot (TEC Sec. 51.032).
- Place the Judge's Table where it allows a view of the entire Vote Center.
- Place the Duo Go table (square card table) at the end of a voting line with a clear path to an exit towards Curbside Voting.
- All cords must be kept away from the Voter's path.
- Utilize extension cords as needed to reach electrical outlets.

# **Materials Preparation**

### **Early Voting:**

- A. Unlock the Supply Cabinet using the keys the Presiding Judge received at Key Handout.
- B. Break the green Seal on the Equipment Caddy.
- C. Remove the Equipment Caddy Seal Log from the Forms Box. Use the Elections Forms Box content list on the Supply Cabinet door to find things in the Forms box.
- 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 Day Supply Box. An Elections Forms Box 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 portion and put it in the Equipment Caddy Seal Log Envelope.

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

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.





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



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



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

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

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

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

# **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.



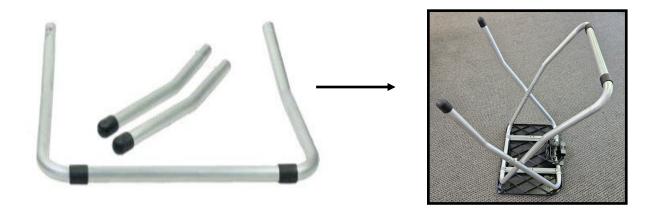
Scan the QR code above using your smartphone's camera to access a YouTube video on how to set up a booth.

### 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.

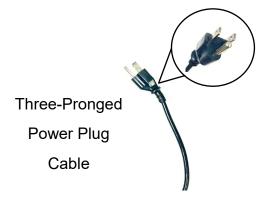


- 6. Once all of the Booths have been built, undo the cables secured to the power brick on the underside of the Booth. Make sure all of the connections to the power brick are tight.
- 7. Turn the Booth over and set it in place so the U-shaped leg of the Booth is in the back of the Booth, facing away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



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



- 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 an unlocked removable panel. Open the panel using the 2 plastic tabs to release the panel. Remove the Verity Data Cable. Replace the panel.
- 3. Close the Duo cover and place the Verity Data Cable on top of the closed Duo.







**Verity Data Cable** 

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

- 4. Once the Verity Data Cables are on top of the closed Duos, choose one line and stand behind the Duo farthest from the Qualifying Table.
- 5. Take the Verity Data Cable lying on top of the closed Duo and choose either end, both ends are identical. Insert it into either of the two blue Verity Data Cable ports on the Duo in front of you. The Verity Data Cable port has a dust cover which you may need to slide over to move it out of the way.
- 6. Take the free end of the Verity Data Cable and plug this end into the nearest Verity Data Cable port of the next Duo.
- 7. Repeat steps 5 and 6 until all Duos are Daisy-Chained together. You will have one free end of the Verity Data Cable coming from the Duo closest to the Qualifying Table, which will plug into the Controller on the first day of Early Voting or on Election Day.





# **Connect ATI Device**

- 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.



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.

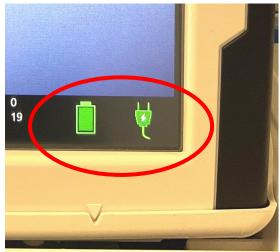


6. Turn the key back into the locked position and remove it from the keyhole.

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 going 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 and unplug the surge protectors from the electrical outlets.
- 12. Attach the privacy screens to each booth on either side of the Duo.
- 13. Double-check that all cords are organized and behind the equipment. Cords can not be in any pathways. Priority must be given to Voter safety and Americans with Disability Act (ADA) compliance. Also, ensure that no cords have been taped down or covered by a mat.

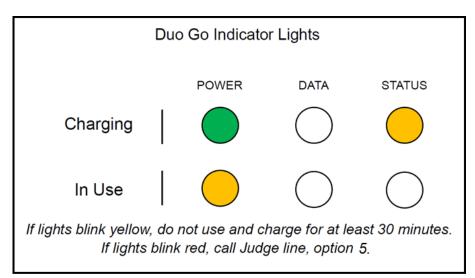
# Set Up the Duo Go

- 1. Remove the Duo Go and charging cord from the box.
- 2. Place the Duo Go on the Duo Go table. This should be set up at the end of one of the Duo lines.
- 3. Turn the Duo Go face down and attach the charging cable.



- 4. Plug the cable into an electrical source. The Duo Go takes between 2 and 3 hours to fully charge. Keep it plugged in to charge 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.





# 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
- black extension cord if needed

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

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

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

If the Early Voting or Election Day location received an MP-70, the MiFi will not be used.

When returning the ePollBook case, please replace all items as shown in the image above.



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



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

### **Early Voting:**

- 1. Set up MiFi or MP-70 if provided. Attach the power cord and plug it in.
- 2. Turn on the MiFi or MP-70 using the attached instructions.
  - MiFi must be turned on before ePollBook 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 5, for Tech to confirm connectivity.
- 12. Use the ePollBook menu to access Judge/Clerk attendance (see General Information). Log up to two hours that the Presiding Judge, Alternate Judge, and all Clerks worked during set up.
- 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.

### **Early Voting**

- 14. Move MiFi, of 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 Greeters table easily accessible by the Greeter and Voters. The needed forms will be in the Election Forms Box.

- Acceptable Forms of ID, List A
- **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 color for that machine



Early Voting Elections Forms Box



Election Day Elections Forms Box

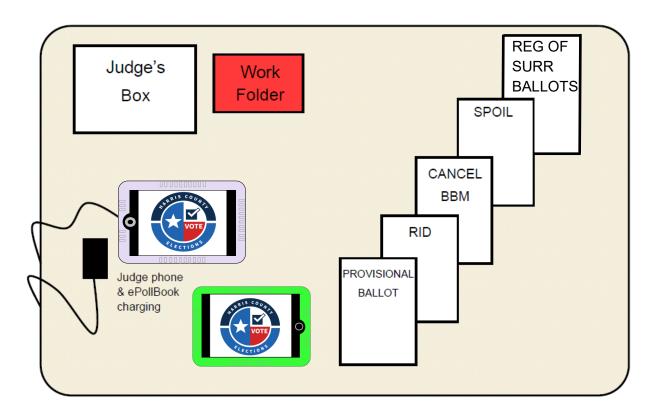
Each Supply Cabinet will receive an ADA Signage manila envelope containing:

- 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.

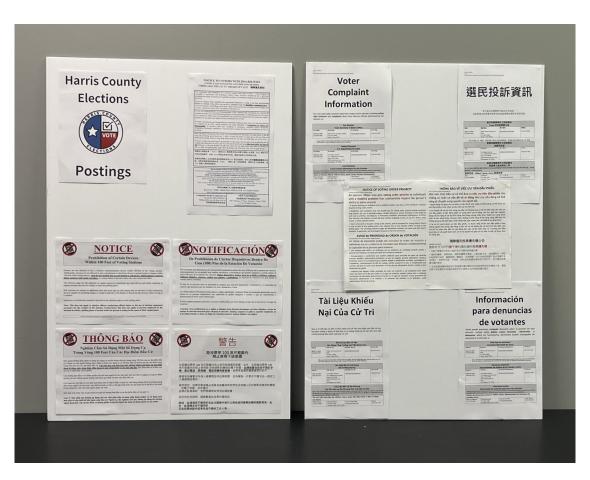
A well-laid-out Judge Table is critical to the successful operation of the Vote Center. It provides the Judge with efficient access to the primary forms, which will be used to assist in processing Voters. It also helps provide organization during the reconciliation, suspending, and closing process.

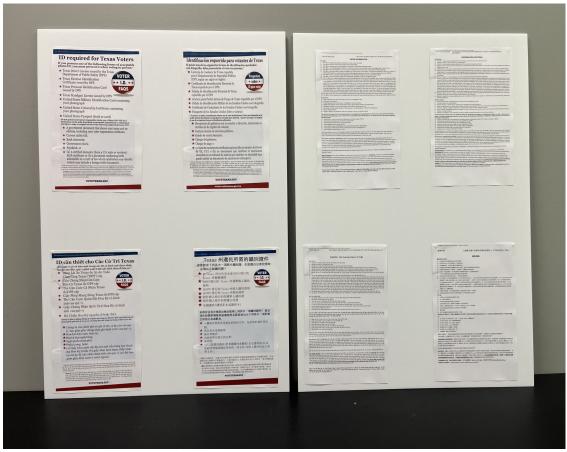


# **Items To Post**

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.





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" may be found in the "Items to Post". 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. Unplug Duo surge protectors from the electrical outlets.
- 4. Plug in the Duo Go into an electrical outlet or a surge protector that is not connected to the Duo booths so that it can charge overnight.
- 5. 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 brown work folder. Seal the Equipment Caddy.

Record the Seal Number on the Supply Cabinet Seal Log and place it in the brown 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 blue work folder. Place the work folder in the Equipment Caddy. Seal the caddy.

6. Ensure that you have an after-hours facilities contact for Election Day morning. Close the room and make sure it is secure. Take your equipment keys with you.



# Opening The Vote Center

Section Notes

# **Key Terms**

### **Barcode Reader**

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

### **Ballot Bag**

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

### Controller

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

### **Ballot Box Carry Bag**

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

### Scan

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

### **Ballot Box**

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

# In This Section

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

# **Overview and Preparations**

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

# 713-755-1617, Option 7

**Early Voting Only**: A Constable 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 the Constable does not arrive by 6:30 AM.

**Election Day**: The Presiding Judge should arrange to get the contact information of two persons prior to Election Day who could assist with opening the facility on time.

# **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. Then they will remove the following equipment:
  - A. Controllers
  - B. Ballot Box in carry bag
  - C. Gray Ballot Bag
  - D. Scan if **Early Voting**On **Election Day** the Presiding Judge will bring the Scan from home.
  - E. ePollBooks For Early Voting, the ePollbook case will be delivered to the facility. On Election Day the Presiding Judge will bring the ePollBook case from home.

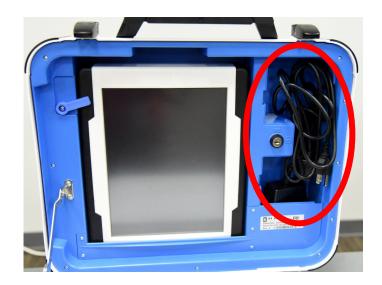
# **Preparing Controllers**

- 1. Set one Controller on each Qualifying Table.
- 2. Open the Controller case by pulling the top of the latches towards you, then lift the bottom of the latch and raise the lid to the open position.
- 3. Once the lid is open, push the metal brace on the 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.



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 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.



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 5.
  - 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 will be able to be promptly supported 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. Plug the surge protector into an electrical outlet. Check that the light on the surge protector lights up to show it is getting power. If the light is not on, check to see if the surge protector has been turned on.
- 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. 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.

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 5.

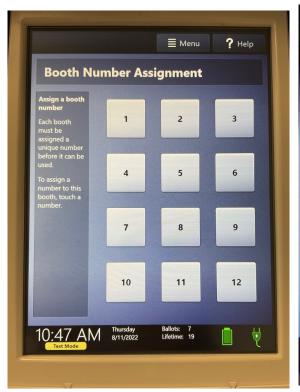


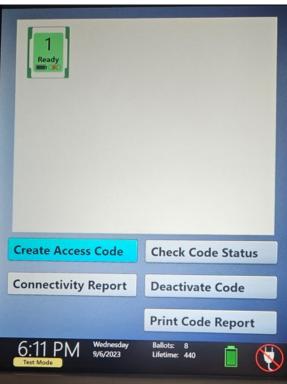


# **Assigning Booths**

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





- 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. Waiting for the controller to confirm the Duos are connected 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. For Election Day, the booth numbers are not laminated and can be attached to the duo handles with tape. 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 to the color of the tape in the Controller and number each Duo 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, in the second, use pink, in the third, use green and in the fourth, use blue. Make sure all Duos on all lines have numbers and confirm the tape and number colors match.



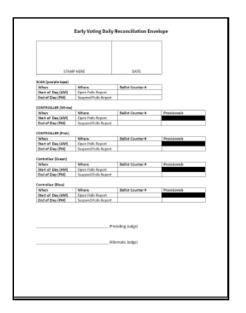
# **Print Controller Zero Reports**

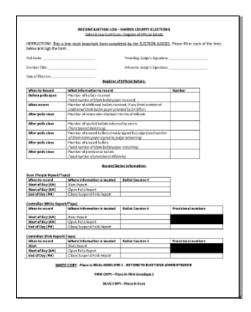
### For each Controller:

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









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

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

**Election Day:** the Controllers will all be zero unless the Vote Center was used as an Early Voting location; at those locations, a form inside the Supply Cabinet in a clear folder on the door, will indicate what count should be on all Controllers

If any Controller Zero Tapes do not read accurately, call the Judge Resource Line at 713-755-1617, Option 5.

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 5.
- 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).
- Pull open the Ballot Box.
- 4. Push side panels outwards until they are flat, being careful not to pinch your fingers or hands.
- 5. Lower the bottom panel, but do not press down.
- 6. Release the lid by unhooking the 3 elastic straps at the bottom of the folded lid.
- 7. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended.
- 8. 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.
- 9. Unlock the lock on the right side of the front door with the black Judge's Ballot Box key.
- 10. Press firmly on the bottom panel to lock it in place pressing on the marked spots.
- 11. Place all Ballot Boxes near the exit door so that Voters can easily access them to scan their Ballot before exiting the vote center. Make sure there is an outlet within six feet of the Ballot Box so that the Scan may be plugged in once set up on top of the Ballot Box.

# Set Up Scan and Ballot Bag

### Complete these steps for all scans at the Vote Center:

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





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



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





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

### The Presiding Judge and Alternate Judge together complete the following:

5. **Early Voting:** Together the Presiding Judge, Alternate Judge, and Constable lock the front Ballot Box door. The Constable locks the top lock. The Presiding Judge and the Alternate Judge lock the lower front door lock and the back door lock.

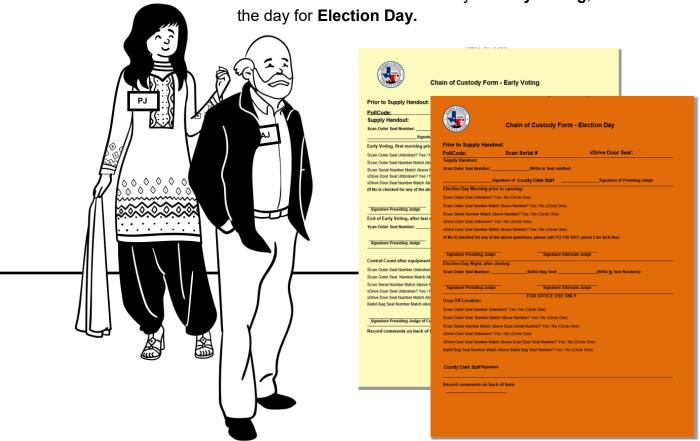
**Election Day:** Together the Presiding and Alternate Judges lock the front and back door locks. There is no top lock on the Election Day Ballot Boxes.

6. The Presiding Judge and Alternate Judge 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 with the numbers on the Chain of Custody Form.
- 8. Once confirmed the numbers all match, the Presiding Judge and the Alternate Judge will sign the Chain of Custody Form and place it in the Work Folder. It will remain in the Work Folder until the last day of **Early Voting**, or the end of



# **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.

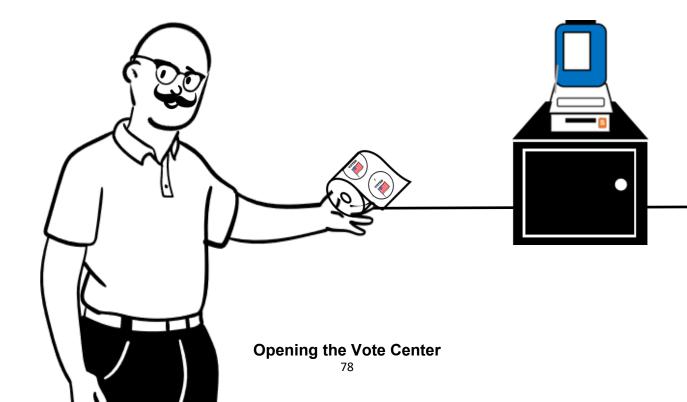
- 1. Open the Scan case by pulling the top of the latches toward you, then lift the bottom of the latch to raise the lid to the open position.
- 2. In the right section of the Scan case is a blue storage compartment, press the latches and remove the compartment cover. This compartment is not locked.
- 3. Once open, remove the two-part power cord from the storage compartment.
- 4. Close the compartment, and close the Scan case. The Scan case should be closed when connecting the cords.
- 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 already 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 it's 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 5.
- 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 Damaged Ballot Slot on the Ballot Box.
- 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.







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.

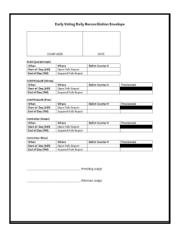
# **Print Scan Zero Reports**

### For each Scan:

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









3. **Early Voting**: The tapes that print on the Scans should all be zero.

Election Day: The Scans should all be zero

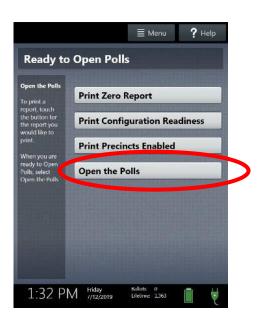
If any of your Vote Center Scan tapes do NOT read zero, call the Judge Resource Line at 713-755-1617, Option 5.

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 5.
- 2. Select "Open the Polls" on the touchscreen menu.

This process should occur shortly before 7 AM so Voters can be processed exactly at 7 AM, when polls officially open.



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 Vote Center Setup (for **Early Voting** it is in the Equipment Caddy; for **Election Day** the Presiding Judge will bring it from home)

- 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
- All orange and blue ePollBook stands

kept plugged in for charging.

- Charging cables, charging blocks, and the black extension cord if needed
- MiFi and charging cable (must be set up prior to turning ePollBooks on)

## 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 Items to Post was not prepared during setup, ensure this step is completed. Refer to instructions in Vote Center Setup.
- 8. Power on the Duo Go by opening the back with the key and pressing the power button inside to the left of the printer.



If the curbside voting buzzer is not working, the Presiding Judge must contact the ADA Coordinator to repair or replace the buzzer. An Election Worker must remain posted at or near the curbside area to watch for curbside Voters until the buzzer issue is resolved. The contact number for the ADA Coordinator is 713-755-1617, Option 9.

**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

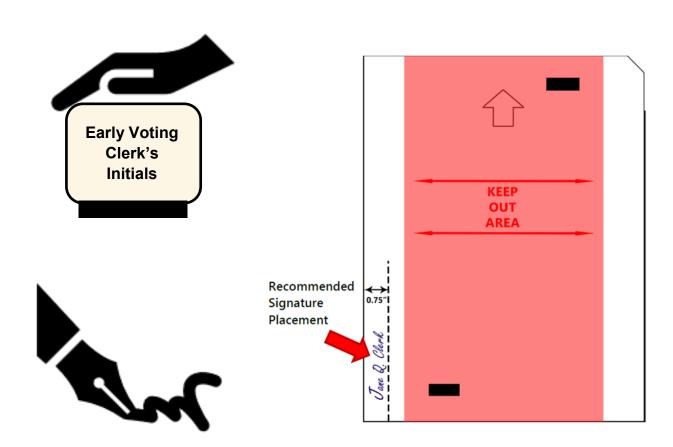
Election Day: found in the Equipment Caddy

Election Day that was Early Voting site: found in the Supply Cabinet

2. **Early Voting:** Stamp the initials of the Early Voting Clerk on 20 pieces of Ballot paper.

**Election Day:** Have Presiding Judge sign 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. The Initials Stamp for Early Voting is in the clear Supply Box.

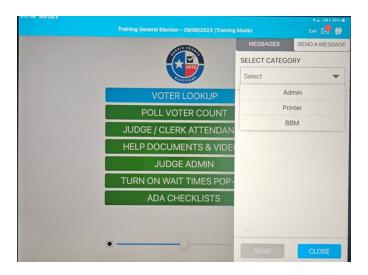


# Send Polls Open handy Message

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



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





Remember to monitor the envelope icon. The Harris County Elections office may send notifications throughout the day.

# **Judges: Administrative**

- Early Voting only: Retrieve the 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.
- 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 have been entered into the ePollBook.
- 4. Make sure the 100-ft. line has been properly measured and marked with signage.
- 5. Review the Judge's Table to ensure all necessary forms are organized and ready for voting.
- 6. Administer the Oath of Officers of Election to staff (TEC Sec. 62.003).
  - A. The Judge must speak the Oath and the Election Workers repeat after them with their right hand raised.
  - B. Have all election workers sign the Oath of Officers of Election form.
  - C. Place completed form in:

Early Voting: Return White Envelope

Election Day: White Envelope #2

- 7. Provide name badges to staff (TEC Sec. 61.010)
  - A. Print each worker's name clearly on the name tag.
  - B. Pass out name badges.
  - C. Name badges are required for all election workers.
- 8. Have staff complete compensation information (see General Information).
- Open the doors to the Vote Center at 7:00 AM and direct Voters to the Qualifying Table.

# Processing Voters

# **Section Notes**

# **Key Terms**

### **List A ID**

7 types of ID acceptable for voting

### List B ID

forms of ID which may be acceptable due to an impediment with additional a declaration

### **VUID Number**

<u>V</u>oter's <u>U</u>nique <u>ID</u>entifier number

### **Statement of Residence (SOR)**

form used to change/correct a Voter's 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

### **Provisional Ballot**

a way to submit a Ballot if eligibility is uncertain at the time they vote; Provisional Ballots are reviewed for determination on whether it can be counted by the Early Voting Ballot Board

# 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

# **Check 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 by the Presiding Judge

Statement of Residence forms (SORs)

When required, an SOR must be filled out BEFORE an access code may be issued

- Acceptable Forms of IDs—List A
- Reasonable Impediment Declaration
- Provisional ballot Affidavit Envelopes and Notice to Provisional Voter (handled by PJ)
- ePollBook, orange ePollBook stand, charger cable and power block (plugged in all day through its cable and power block
- Extra roll of Controller printing tape in the color being used by the controller at that table.
- Registration Omissions list with Combination Forms (separate forms for Early Voting and Election Day)
- Register of spoiled ballots
- Request to Cancel Ballot by Mail for use in the Polling Place
- Pens for Voters

### **Primary Note**

Other items may be needed at the Qualifying table, such as a party affiliation stamp.

### **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 signing 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, unless conducting a Joint election.
- Each Voter would choose which party's election to vote in and head to the area where that party is voting in the same 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, inside the Vote Center. 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. 61.001 (a)). An Election Worker must remove any written communication left behind from the sight of other Voters (TEC Sec. 61.001(b)).



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



List A ID must not be more than 4 years expired unless the Voter is 70 years old or older, in which case the ID does not expire for voting purposes.

# **Revealing Information**

No one connected with the conduct of the election may reveal any of the following information while the polls are open:

- 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.
- 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 that if you only ask specifically for a Texas driver's license or Texas ID card, it might imply that they 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.

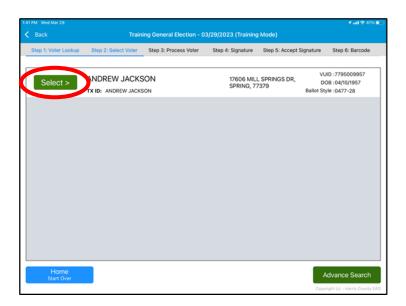
 Voter Lookup: Place the ID on the ePollBook stand with the barcode facing the Qualifying Clerk. In the lower-left corner, tap the button labeled "Read." The ePollBook will read the information to bring the Voter up.



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

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

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





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

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

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



Ask the Voter the question on the screen to verify if they still live at the address on the ePollBook.

- 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 when asking "Do you currently live on ..." Use the address provided in the ePollBook .

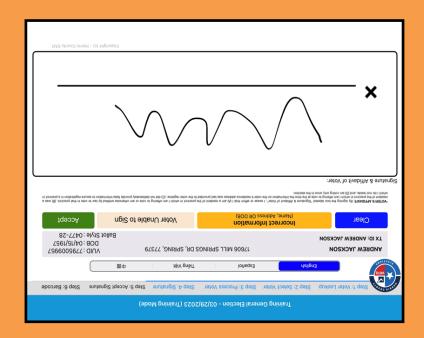
In the example above, the voter answers, "Yes." then the clerk will tap "Yes" in response to this question.

Although the fourth 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 the signature page.

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





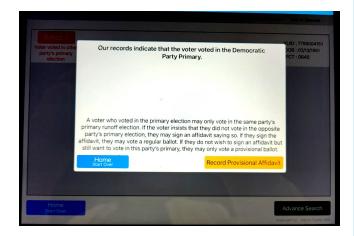
4. **Signature:** Flip the ePollBook towards the Voter, and ask them to confirm their information in the gray field. If it is correct, have them sign on the line and press the green "Accept" button. The ePollBook will beep, indicating that the signature was accepted. Flip the ePollBook back to the Qualifying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

### **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 facility to help the Voter get in the line for the party of their choice, unless conducting a Joint election. The qualifying clerk will complete the check-in process.





### **Primary Runoff**

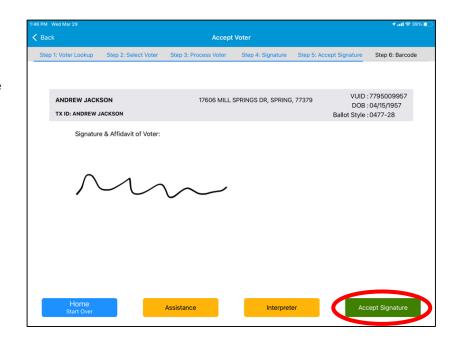
Voters who voted in one party's election for the Primary must vote in the same party's election for a Primary runoff.

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.

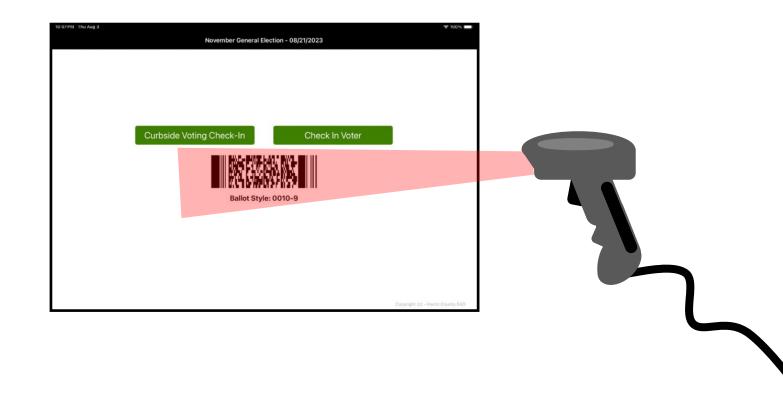
If the voter believes the notation for the Primary election to be incorrect, the voter may complete the Affidavit of Non-Participation and Affiliation form indicating that the voter did not participate in that party's Primary/convention and proceed to vote regularly. It is not necessary for the voter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

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

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



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



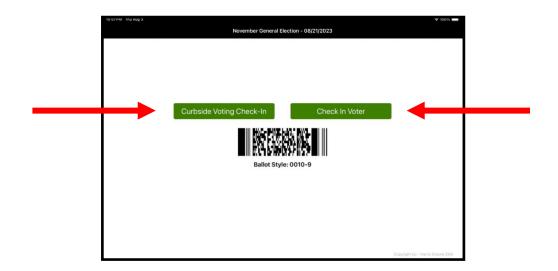
Confirm the Ballot Style Number under the barcode matches the Ballot Style Number on the Controller. If they are the same, click the box on the controller next to "Yes, this is correct" and then press "Next." The Voter's access code will print.



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

If a Curbside Voter is being processed, tap the "Curbside Voting Check-In" button instead.



# **Processing a Voter**

# **Using Manual Search**

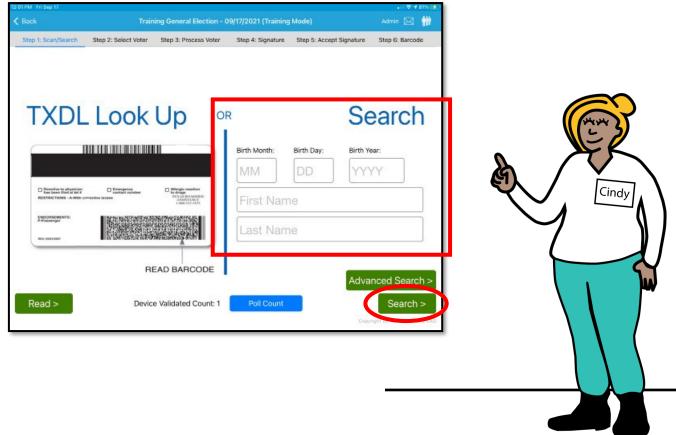


If the Voter provided an ID from List A that is not a TXDL or TX ID, use the **Search** side of the ePollBook to complete Step 1 of the processing a Voter procedure.

- 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

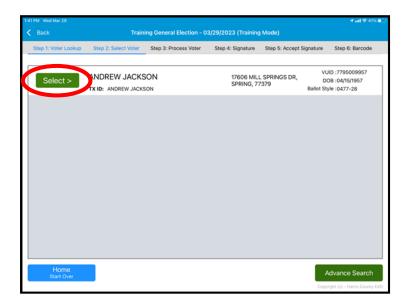
Entering additional information may slow down the search process and potentially expand the list of Voters from which to choose.

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

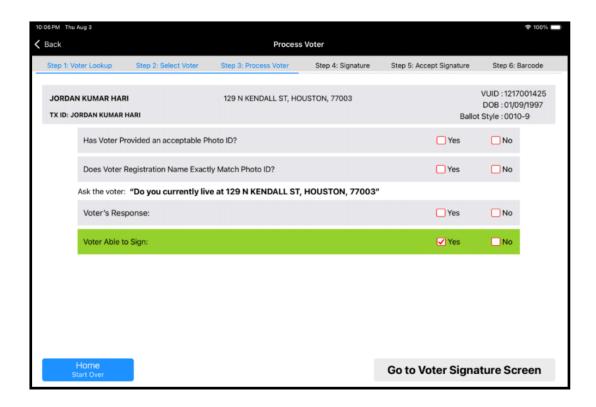


2. **Select Voter:** If more than one Voter name comes up, compare the name on the ID to the list of names generated by the ePollBook. Tap the Select button for the correct Voter.

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 ask questions that need to be answered by the voter and will record the responses manually.



#### Has the Voter provided an acceptable photo ID?

- 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 Voters name on the ID the Voter provided. Compare it to the larger font name on 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 the name was not an exact match, the line will turn yellow.
- Is the Voter Registration Name substantially similar to ID name? Refer to the Similar Name section, 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 the Signature Screen appears.
- 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 address on the ID provided by the Voter does NOT have to match the Voter Registration address.

Do not use the address on the voter's ID when asking "Do you currently live at ...", use only the address provided in the ePollBook.

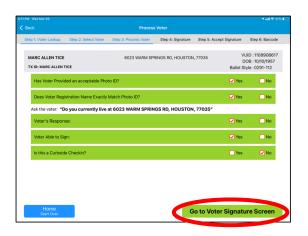
• Select Yes or No. It they say no they do not live at that address, have them fill out a statement of residence form. They must step away and return with the filled out form before they can be fully checked in.

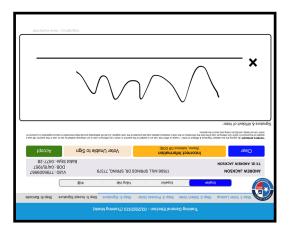
### Voter able to sign?

Select Yes or No.

Once all of the questions are answered the 'Go to Voter Signature Screen' button will turn green.

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





- 4. **Signature:** Flip the ePollBook towards the Voter, and ask them to confirm their information in the gray field. If it is correct, have them sign on the line and press the green 'Accept' button. The ePollBook will beep, indicating that the signature was accepted. Flip the ePollBook back to the Qualifying Clerk.
- 5. **Accept Signature:** Press the "Accept Signature" button. Do not match the signature to the Voter's ID signature.
- 6. Barcode: DO NOT PRESS THE GREEN "Check In Voter" BUTTON yet!
  - Use the Barcode Reader attached to the Controller to read the barcode.



- Print the Access Code and give it to the Voter with Ballot Paper.
- Now you may tap "Check In Voter" which will return the screen to Step 1: Voter Lookup, so that the next Voter can be processed. 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 voters, but not the ID.
Lyndon Johnson	Lyndon Baines Johnson	President Johnson's middle name appears on the ID, but not the list of registered voters.

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

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

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

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

**Slightly Different Names:** If a voter's name on the list registered voters is slightly different than their name as printed on their ID, or vice versa, the names are substantially similar.

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

## **Voter Name Not Appearing**

During **Step 1: Voter Lookup**, it can occur that a Voter will not populate when a State ID is read or a manual search is conducted.

When this occurs the Judge must call Voter Registration at 713-755-1617, Option 8, to investigate the Voter's registration status.

In some cases, Voter Registration will instruct the Judge to add the voter to the Omissions list. You will then document the voter's information on the Combination form and collect their signature in order to vote.

These forms should not be used until advised by the Voter Registrar that the person is indeed registered but is not showing up in the ePollbook. Full copies of these forms can be found in the appendix.

#### Instructions for Combination Form

Combination forms include upside down writing similar to an ePollBook in areas that the Voter has to sign or fill out.

**Early Voting:** The name of the form is COMBINATION FORM and Early Voting Roster for Early Voting

**Election Day:** The name of the form is COMBINATION FORM Poll List/Signature Roster, Affidavit for Election Day

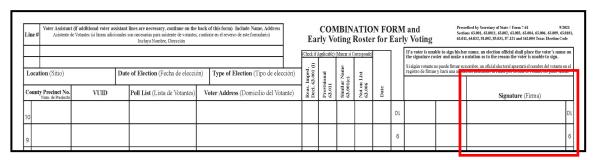
	to and subscribed before me this day of			false i *JUR en este	v to vote in nformation AMENTO I	that precing to secure DE VOTAN (B) era resid	nct, (B) wa registratio ITE: Al fim lente de est	s a residen n in a prec nar con mis te precinto	t of the pr inct in wh iniciales of uando le	the square labeled "Affidavit for Voter Not on List," I swear or exinct in which I am offering to vote at the time the Informati th I do not reside, and (D) am vottag only once in the election (casho marcado "Acepto Jarmanio", yo declaro a dimino que (A' ai ai registrador de votantes la información perteneciendo a mi di ción.	on on my residence address was last p	revided to the voter registrar, (C) decreased to the voter registrar, (C)	<b>id not deliberately provide</b> autorizado por ley para votar
	wogsəsp Янцэприоэ Адиоциу <b>Sign Below</b> (Firme usted abajo)	Ini	ter's tials del Votante)  Affidavit For Voter Not on List* Declaración Jurada del Votante No en la Lista*	"Simi "DEC. el cuae propor For us Para U	lar Name A LARACIÓN dro marcado cionada. se in Prima	Affidavit," I N JURADA O "Aceptar I Bergion Printer Printer Printer I Marchant Printer I	Swear or DE NOME eclaración	affirm I an BRE SIMIL. Jurada", jur	the personal VIII VIII VIII VIII VIII VIII VIII VI	termined that the name on the form of Identification pro- on on the list of registered voters or the person on the Vester registered voters or the person on the voter reg- OTASTE. Si se determina que el nombre un d'formulario de identi- que soy la persona en la lista de votantes registrados o la persona en la fifense if the person knowingly votes in a primary election en de una ofensa erminal si tal persona vota con conoccimiento un	dstration certificate, and I am one and ficación previsto en § 63.01.01 es substane el certificado de registro de votantes, y yo participates in a convention of anothe	the same as the person named on fi- inlmente similar previsto en §63.001( soy uno y el mismo como la persona party during the same voting yea	he identification provided. c), al colocurmis iniciales en nombrada en la identificación
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### Bottom portion of the Early Voting Combination form

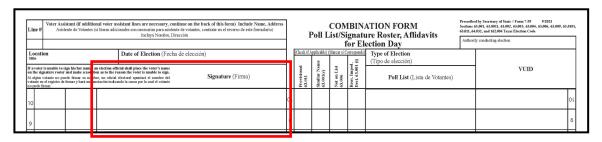


Bottom portion of the **Election Day** Combination form

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.

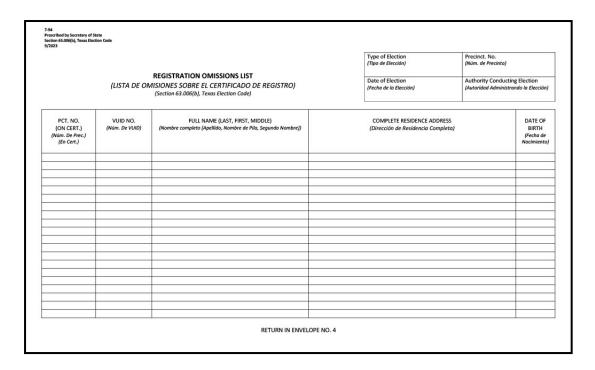


Top portion of the Early Voting Combination form



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

Add the Voter's name to the Registration Omissions List. Instructions can be found in the Appendix.



### **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
- Early Voting: Only 1 person is required to assist in marking the ballot.

**Election Day:** 2 people should 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. 64.034, 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 one Election Worker is needed or where two are required.

Two	<b>Election Workers</b>
	Required to:

### Election Day: Read the entire Ballot

Election Day: Mark Ballot as Instructed

### One Election Worker Required to:

- 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**

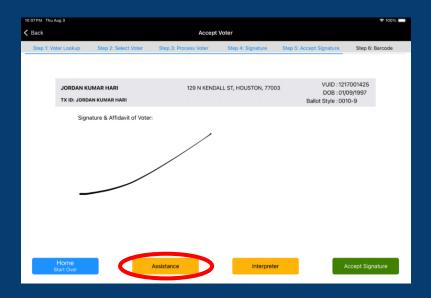
A non-Election Worker assisting the Voter must take an oath that he or she will not influence the Voter's vote and will mark the Ballot as the Voter directs. This oath is in the EPollBook and a paper copy of the Oath of Assistance can be found in the Elections Forms box.

### **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 will need to 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.

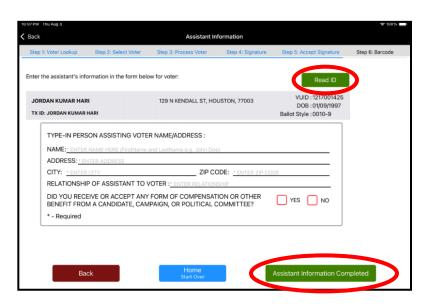
At the bottom of the page are two yellow buttons. Once says "Assistance" and the other "Interpreter." The Qualifying clerk will tap the "Assistance" button which will take the screen to "Assistance Information."



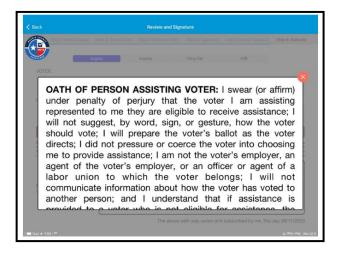
 The assistant's information can be added by tapping the "Read ID" button in the upper right hand corner and reading the assistance's Texas Drivers License or TX state ID card to populate much of the information.

The assistant does not have to have Identification. Identification is not required of the assistant. If they supply it, you can read it by the ePollBook. If they do not supply it, it should be entered manually."

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

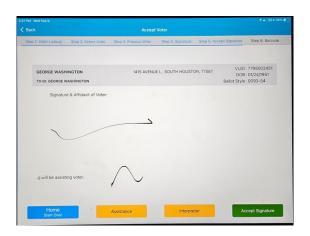


4. The assistant will now take the Oath of Assistance by tapping the small writing right above the signature box. This will cause the oath to expand to large print so that the Assistant can raise their right hand and read the oath out loud.





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



If the Voter does not indicate their request for assistance from someone other than an election worker until after the barcode has appeared on the ePollBook, the Qualifying Clerk or other Election Worker can have the assistant 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.

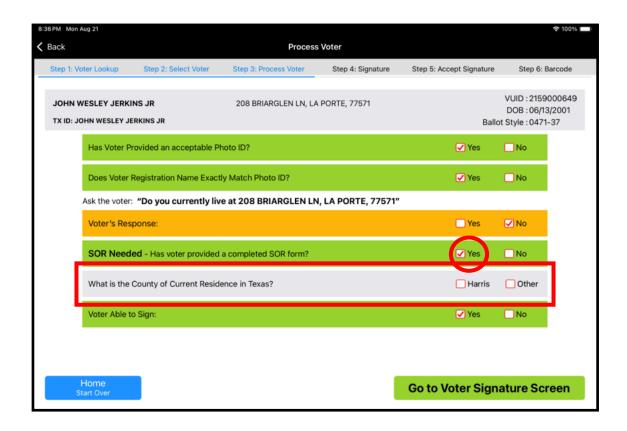
# Statement of Residence (SOR)

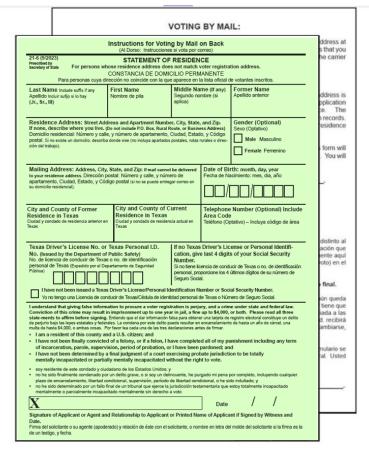
When a Voter no longer lives at the address shown in the ePollBook as their registration address, they will need to fill out a Statement of Residence form. The Qualifying Clerk will hand the Voter a form and a pen and ask the Voter to step away to fill out the form with their new address, then return with the completed form. Some voters may be required to fill out an SOR, even if their address appears to be correct. If SOR Required is indicated by their name in the ePollBook, ensure the voter completes the SOR prior to voting.

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

Once the Voter has completed the Statement of Residence form, they will return with it to the Qualifying table. They would not need to wait in line again.

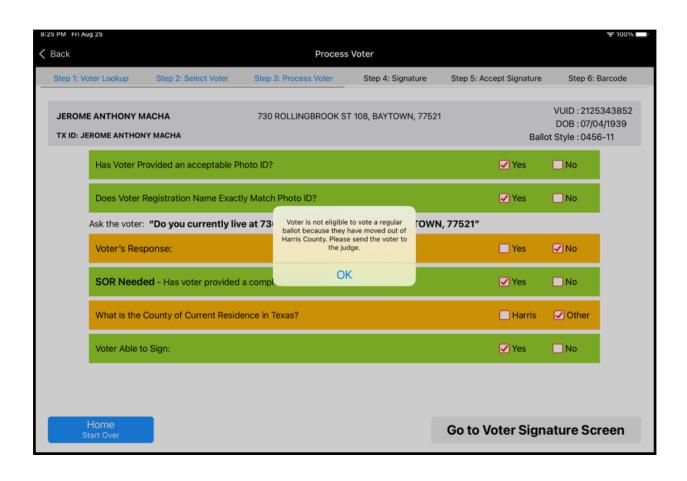
The clerk must review the completed form to confirm whether the Voter still lives in Harris County. Voter's who move outside of Harris County are not eligible to vote in Harris County elections. During Early Voting, Limited Ballots may be an option for these voters at the Main Voting location.





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 at 1001 Preston Street, 4th floor, **but only during the Early Voting period** only. Limited Ballots are NOT available on Election Day.



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.

### After a Voter has Been Qualified

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, 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. 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.

Remind the Voter to not leave to the room with a Ballot in hand, if they are wanting to cast a Ballot.

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.







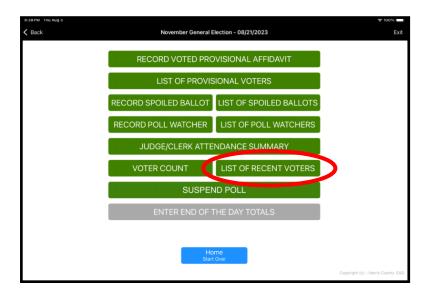
Only once the Voter has left the Qualifying table to Vote will the Qualifying Clerk press the green "Check in Voter" button to prepare to process the next Voter.

## Redisplaying Ballot Style & Barcode

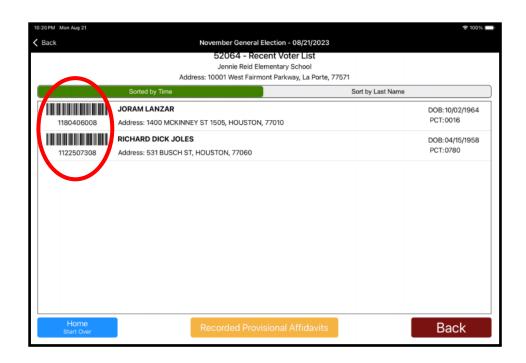
If the Qualifying Clerk misses reading the barcode with the Barcode Reader, they will need to notify the Presiding Judge in order to access the Judge Admin menu.

There is a short time limit to access the List of Recent Voters in order to Redisplay the Barcode.

- A. Select the Judge Admin menu on the ePollBook and enter the Admin password.
- B. Select the List of Recent Voters button.



A. Identify the correct name and the Barcode will be to the left of the Voter's name.



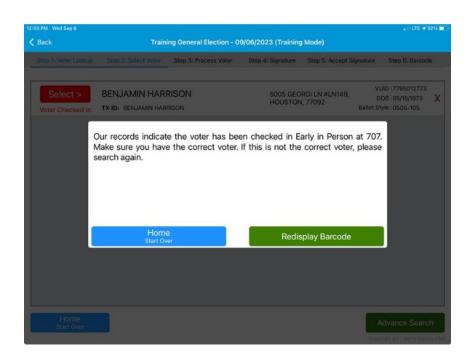


Another way to Redisplay the Ballot Style and Barcode is to rescan the Voter's Texas ID or perform a manual search. The ePollBook will populate their information for you and allow you to tap the red select button and will give you the option to redisplay the barcode.

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.

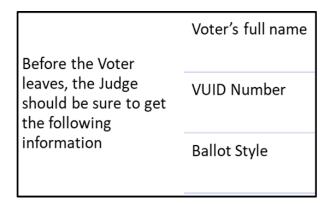
If Qualifying Clerks are continually asking the Judge to redisplay the Barcode for multiple Voters, monitor them to ensure they are following the proper procedures for checking Voters in.

Judges and clerks should not attempt to "requalify" Voters if the Barcode is missed on the ePollBook. The "requalifying" process is reserved for Voters who are checked into the ePollBook, but choose to leave before Voting.



## Requalifying a Voter

If a Voter has been checked in on the ePollBook, their select button will turn red and say "Voter checked in". When a Voter has to leave before casting their Ballot, the Voter must be "requalified" so the Voter's select button becomes green again, allowing the Voter to return to Vote at a later time.

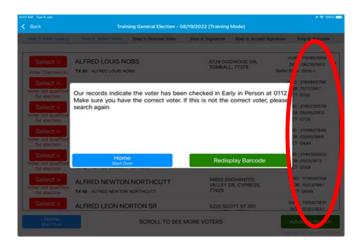


This process must be done by the Judge who should call Harris County elections at 713-755-1617, Option 4. When calling, the Judge will ask to requalify a Voter. They should have the Voter's full name and VUID number ready to provide.

Once Harris County Elections has confirmed the Voter has been requalified, the Voter will be able to return to Vote at any Harris County Vote Center.



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



### **Primary Note**

The Primary Election Date is Tuesday, March 5, 2024

**Election Day:** During a Primary election, in non-joint elections, the ePollBook will only have the party for the Vote Center the Voter is currently at. If the Voter wants to vote for races in the opposite party, they will need to go to that party's Vote Center, which should be in the same facility, but may be in a different room or area.

If a Voter has gone through the check-in process during Early Voting or Election Day, 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 4; 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 in the ePollBook.
- 4. After requalifying, the Voter will be able to check into the ePollBook again, so they can choose their correct party or, if on **Election Day**, the Voter can then go to the Vote Center of their choice.

## **Processing a Provisional Voter**

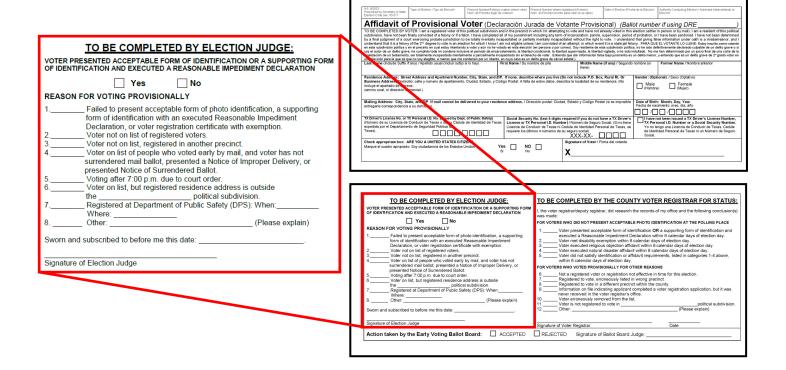
Voters who are not eligible to vote a regular Ballot should be informed of the opportunity to vote provisionally.



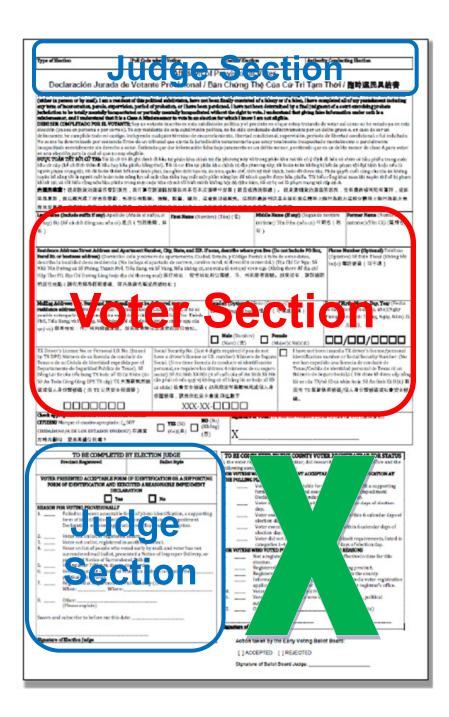
If the provisional voter has to vote Provisionally because our records do not show they are registered and the voter indicates they are registered, the election officer must ask the person if they registered at DPS. If person states they registered at DPS, the election officer must ask the person if the person knows the approximate date that the person went to DPS. The election officer must then note that the voter went to DPS and, if the person knows, the approximate date of the DPS visit, on the Provisional Ballot Affidavit Envelope in the "Other" line.

#### There reasons a voter may vote Provisionally are:

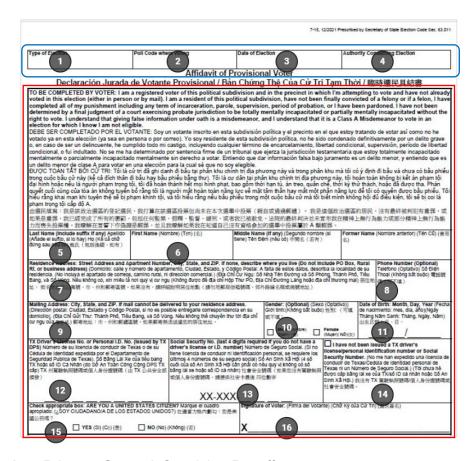
- 1. Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption. Voter not on list of registered Voters;
- 2. Voter not on list of registered voters.
- 3. Voter not on list, registered in another precinct.
- 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).



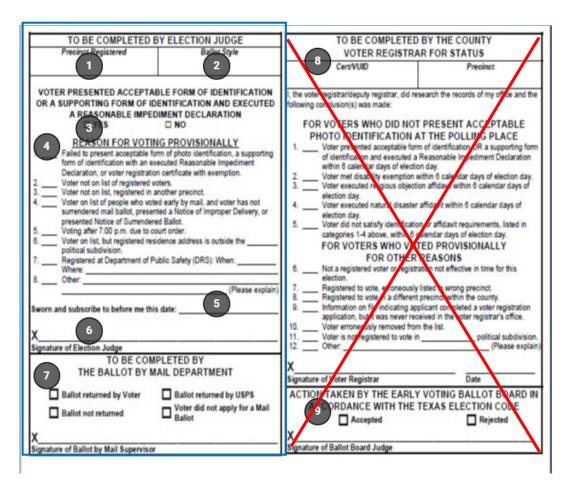
Instructions to process and record a Provisional Ballot are found in the Appendix. They are also in the Elections Forms Boxes for Early Voting and Election Day.



#### **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 the Voter showed up to vote
- 4. Authority Conducting Election: Harris County Elections
- 5. Last Name: Voter writes their last name
- 6. First Name: Voter writes their first name
- 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's number goes here
- 13. Social Security Number: Voter writes last 4 digits only 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: Select 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 helpful to provide important information to the Ballot Board when the situation warrants.
- 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 with a Voter.

- 1. Instruct the Voter to complete entirely the top portion of the Affidavit of Provisional Voter below the election information. When they are finished, they will return it to the Judge.
- 2. 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 Form Box, and for Election Day on the Judge's Envelope received at Supply Pickup.

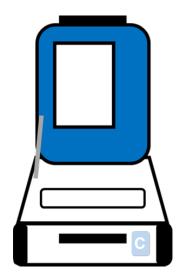
Example of types of elections include "Joint General and Special Elections" and "Primary Election." The "Authority Conducting Election" is Harris County Elections. Remember to review the Voter section, ensuring the information is complete and readable. Confirm the Voter has signed the affidavit.

### 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."

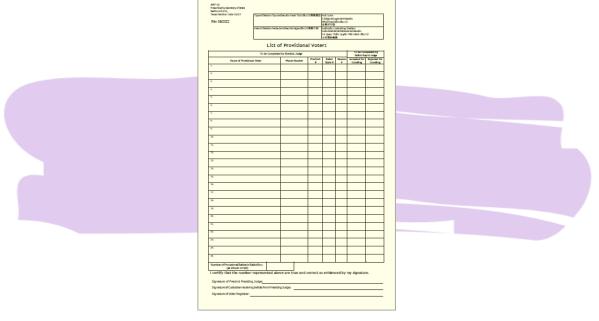
  If the Judge does not do this they will be asked to come in to do this after the election to complete the form.
  - Select the reason the Voter is voting provisionally. If 1 thru 7 is chosen, but the Judge needs to add any additional details or explanation to help explain the situation to the Ballot 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 to complete the form.
  - Please fill out all required fields in the Voter and Judge sections and ensure both the Judge and voter signs.

5. After the form is filled out by both the Voter and the Judge, the Judge will go to a Controller. 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 the "Mark as Provisional" box and then tap "Yes, this is correct." Lastly press the "Issue Access Code" button and a long Access Code will print.



- 6. The Voter will both print and sign their name at the bottom of the Access Code. 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.
- 7. While the Voter is making their choices, the Judge will place the signed bottom portion within the last page of the affidavit.
- 8. While the Voter is voting, the Judge will fill out the Voter's information on the yellow "List of Provisional Voters" form found in the Elections Forms Box.

Remember, Voters' phone numbers are optional.



**Processing Voters** 

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



- 10. The Voter will put the brown Provisional envelope within the last page of the affidavit, where the signed lower portion of the Access Code has already been placed.
- 11. The Voter seals the Affidavit of Provisional Voter envelope by removing the plastic tape strip and sticking down the adhesive flap. Sealing their Ballot inside.
- 12. Before leaving EVERY Provisional Voter must be given one of the two different Notice to Provisional Voter forms, as follows:

Provisional reason 1— If the reason for voting provisional was 1, a Photo ID issue, hand the Voter a copy of the following forms and explain why they must go and cure their Provisional Ballot, by showing their ID, in order for the Ballot Board to be able to count their Ballot. Be sure to explain that they only have 6 days after election day:

- Cure Map, regular sized paper, which shows a larger map of the locations where a Voter can cure their Provisional Ballot.
- Notice to Provisional Voter, legal length paper, which the Judge needs to fill
  out in the upper left hand corner. The Cure Date to be written in can be found
  on the Cure Map. This form has instructions the Voter will need to follow for
  curing their 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 start the day
  after the election. It includes Saturday and Sunday in the count of the 6 days.

Provisional reasons 2 thru 8— If the reason for voting provisional was 2—8 hand the Voter a copy of the following form:

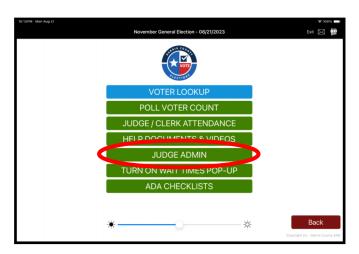
 Notice to Provisional Voter, regular sized paper, which states the Voter will be notified in 30 days after the election whether their Provisional Ballot is accepted for counting.

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

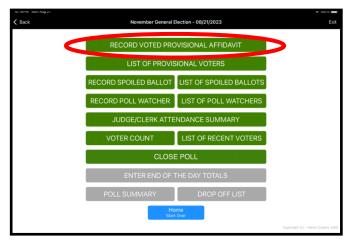
**Early Voting:** Affidavit is placed in a sealed Provisional Tub which will be locked before transport back to the Elections office.

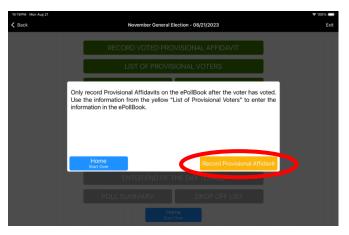
**Election Day:** Affidavit is placed in the Provisional Envelope which is kept on the Judge's table, inside the work folder.

- 13. The Provisional Affidavit must be recorded on the ePollBook using the information on the yellow List of Provisional Voters form. The Judge does not have to do it immediately, but can do it throughout the day when they have a few to do at one time. The Judge should not wait until the end of the day to enter these.
  - A. On the main menu of the ePollBook, the Judge will tap the "Judge Admin" button. This will ask the Judge to enter the admin password. Then tap "RECORD VOTED PROVISIONAL AFFIDAVIT."



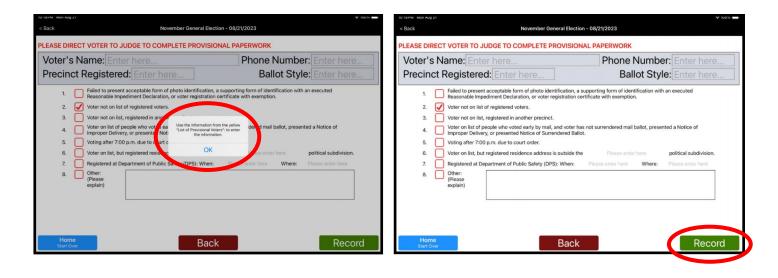
B. A pop-up box will appear reminding the Judge to record Provisional Affidavits after the Voter has voted. Tap the "Record Provisional Affidavit" with the yellow List of Provisional Voters in hand.





C. Complete the form using the yellow List of Provisional Voters; a pop-up box will remind the Judge of this. If detailed information was included in #8, be sure to include it on the ePollBook.

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



### Reasonable Impediment Declaration (RID)

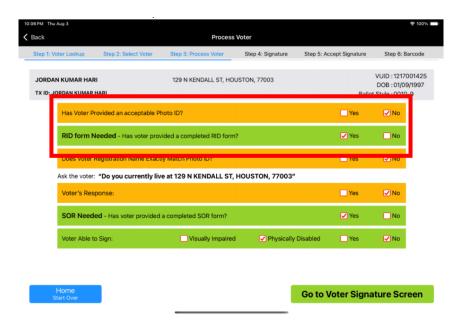


A RID Voter is a registered Voter with an identification issue. If a Voter does not possess any of the List A photo IDs, and has a reasonable impediment to getting the ID, they may be eligible to Vote using a Reasonable Impediment Declaration. This form and its instructions can be found in the Appendix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



- 1. When a Voter says they do not possess an ID from List A, the election worker should ask the voter if they cannot reasonably obtain an acceptable for of ID. If they voter says they cannot, the election worker should inform the voter that they may show a supporting form of ID and execute a Reasonable Impediment Declaration (TEC Sec. 63.001(d)).
- After the voter completes the declaration, the voter should return it to the election worker and present one of forms of supporting ID.
- The election Judge should enter the date and sign on the space the RID. The election worker or Judge should indicate on the RID which supporting form of ID was presented.

REASONABLE IN	IPEDIMENT DECLARATION
TO BE CO	OMPLETED BY VOTER
Name:	
VOTER'S DECLARATI	ON OF REASONABLE IMPEDIMENT
providing a false statement or false information on this penalty of perjury that the information contained in this	ppter 37, Penal Code, or Section 63.0013 of the Texas Election Code for declaration. By signing this declaration, I swear or affirm under s declaration is true, that I am the same individual personally appearing I face a reasonable impediment to procuring an acceptable form of fexas Election Code.
My reasonable impediment is due to the following reasonable	on(s):
(Check at least one box below)	
Lack of transportation	☐ Disability or illness
Lack of birth certificate or other documents ne	eeded 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 que  X Signature of Voter	Date
Sworn to and subscribed before me this	VUID (Voter Unique Identification Number)
day of, 20	
Presiding Judge/ County Voter Registrar (if applicable)	
	ETED BY ELECTION OFFICIAL
The voter provided a copy or original of one of the fo	ollowing forms of identification:
	a U.S. state or territory) birth certificate or a document confirming ishes the voter's identity (which may include a foreign birth
Current utility bill	
Bank statement	
Government check	
Government document that show: registration certificate)	s the voter's name and an address (including the voter's voter
Paycheck	



4. In the ePollBook, select that the voter has not provided acceptable photo ID and instead, select "Yes" under "RID form Needed" to signify that the voter has provided an ID from List B and a Reasonable Impediment Declaration.

If one of the reasons listed applies to the Voter, they will qualify for a Reasonable Impediment Declaration and will need to fill out the form. If none of the reasons apply, the Voter must vote a Provisional Ballot.

The reasons a Voter may qualify for a RID are:

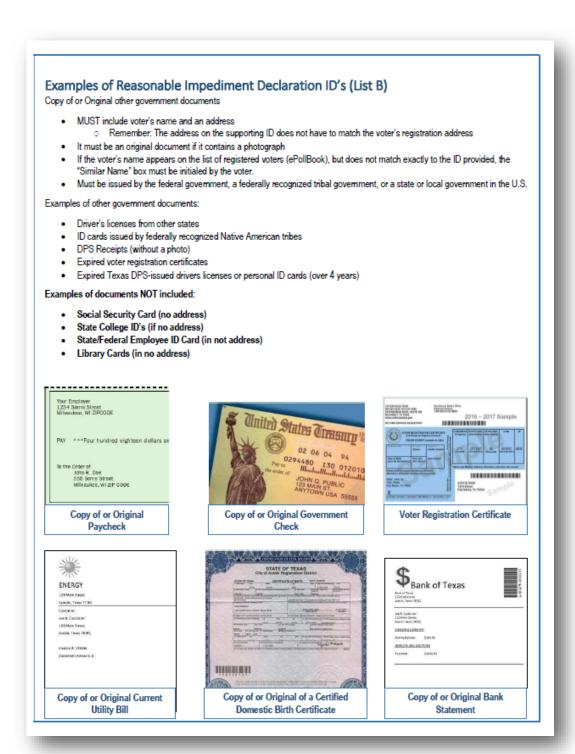
- A. Lack of Transportation
- B. Disability or Illness
- C. Lack of birth certificate or other documents needed to obtain acceptable form of photo ID
- E. Lost or Stolen ID
- F. Family Responsibilities
- G. Accepted Form of ID applied for but not yet received

#### D. Work Schedule

- 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 with ID 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 them.



In recent years, advances in technology have enabled cell phones, tablets, and other wireless communications devices to assist Voters with disabilities. As an example, a Voter may use a program/application on a cell phone to translate verbal communication into sign language, allowing the voter to understand communication by an election official. While this situation is not expressly addressed in the Election Code, an election judge or early voting clerk may use their authority to allow a Voter to utilize these programs/applications at their discretion.



List B ID examples are also in the Appendix, A laminated copy is in 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 cancelled at the Vote Center.

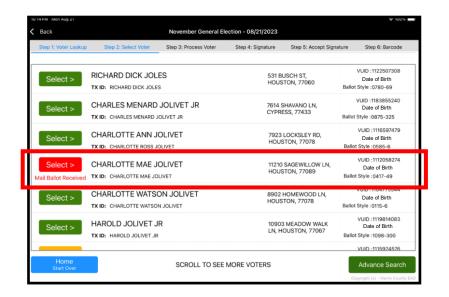
### Qualifying a Voter Step 2: Select Voter

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

"Mail Ballot Requested"

"Mail Ballot Sent to Voter"

"Mail Ballot Received"



"Mail Ballot Requested"



Voter has requested a Mail Ballot be sent to them

"Mail Ballot Sent"



Mail Ballot has been sent to the Voter by Harris County Elections. Only in this case may a Voter surrender their Mail Ballot to be cancelled and vote regularly

"Mail Ballot Received"

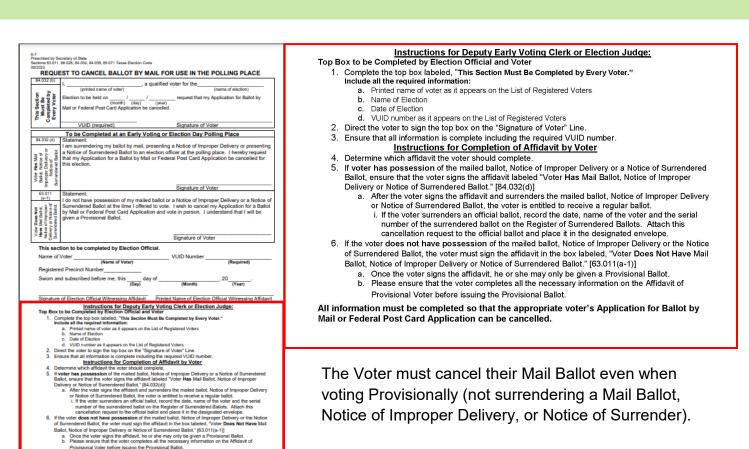


Harris County Elections has received a Mail Ballot from the

When a Voter surrenders a Mail Ballot, the election worker should review the Mail Ballot to check it is for the current election and have the Voter complete the Cancel Mail Ballot 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, marking reason number 4. The Voter will vote a Provisional Ballot. If the Voter votes provisionally, they should still fill out the request to cancel their Mail Ballot. Alternatively, the Voter might be able to go to the Harris County elections office to cancel their Ballot if it has not been received.

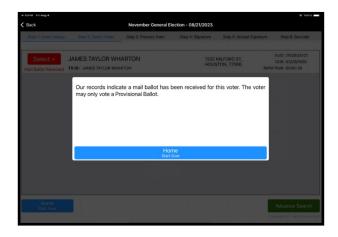
- A Voter must surrender their Mail Ballot before they can vote in person and must complete
  the "Request to Cancel Ballot by Mail for use in the Polling Place" form, unless they
  choose to vote Provisionally.
- This form, with instructions, is in the Appendix. The form for the Voter to fill out and instructions are in the Elections Forms box.
- This form Cancels the Mail Ballot for this election only.



### **Processing a Cancel Mail Ballot Voter**

1. If a Voter's name on the ePollBook Select Voter screen indicates a Mail Ballot was Requested, Sent to Voter, or Received, the Judge is called over.

If a Voter's select button indicates Harris County received their Mail Ballot, they will only be able to cast a Provisional Ballot.

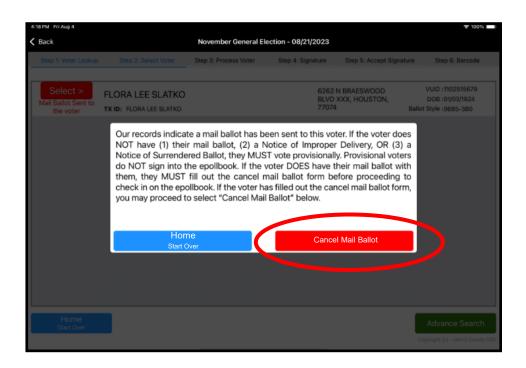


- 2. The Judge inquires about whether or not the Voter has one of the following:
  - their Mail Ballot
  - A Notice of Improper Delivery
  - A Notice of Surrendered Ballot
- 3. If the Voter has their Mail Ballot at home, they can retrieve it and return to the Vote Center with it or they can vote provisionally.
- 4. If the Voter surrenders their Mail Ballot to the Judge, the Judge will confirm the date on the Mail Ballot is for the current election.
- 5. The Judge will then have the Voter fill out the "Request to Cancel Ballot by Mail for use in the Polling Place," form and will add the Voter's name to the register, which should include the Voter's name and Ballot Serial Number.

7-64		Type of Election		Polling Location #
Prescribed by Secre	etary of State :051(b), 84.032(d-1), 85.071	12.		
Texas Election Cod 09/2023	e	Date of Election		Authority Conducting the Election
	REGISTER OF	SURRENDERED BALI	OTS	BY MAII
Date Ballot by Mail was				Ballot Serial Number
Surrendered	Name	of Voter		(Not Ballot Style)
oter has compl		el A Ballot by Mail for Use in the		receive a regular ballot once the g Place.
After the voter a Polling Place, ex Form Instructic 1. Write the dat 2. Write the vot 3. Write the set 4. Verify that th 5. Attach the R Early Voting locked conta Election Day Election Day and the voter that the R Early was a lection Day and the voter that the R Early Woting locked conta Election Day Election Day Bloom that the voter	mes; te that the ballot was surrerer's name on the form. It is a name on the form of the official be word "cancelled" was we equest to Cancel a Ballot Place the cancelled ballotiner. It is a name of the form of the above-mentioned elements.	e completed the Request to C undered at the polling place. valid that was surrendered. Di titten on all pages of the ballo by Mall for Use in the Polling is and request in the designate at and request in the Envelope Requests and Cancelled Bal ark (Early Voting) or Presiding by control or Providing is a true a	O NOT version of the second control of the second correct of the s	write the Ballot Style. as both sides. [TEC 84 033(o)] the cancelled ballot, ope and place in a separate quests and Cancelled Ballots, allot Box #4 at the end of day. Election Day) of the election ct Register of Surrendered
After the voter a Polling Place, es Form Instructic  1. Write the dal  2. Write the vot  3. Write the vot  4. Verify that the Rearly Voting locked conta Election Day Grand Herein, de Ballots by Mail fig.	nd the election official have ecute these steps:  "BE!  te that the ballot was surrer's name on the form.  ial number of the official be word "cancelled" was we equest to Cancel a Ballot  Place the cancelled ballot:  Deposit the Envelope for do Deputy Early Voting CL on breby certify that the a or the above-mentioned el hand, this	e completed the Request to C andered at the polling place. valid that was surrendered. Di tritten on all pages of the ballo by Mali for Use in the Polling is at and request in the designat at and request in the Envelope Requests and Cancelled Bal srk (Early Voting) or Presiding bove and foregoing is a true a ection.	O NOT vit as well Place to ed envelored envelored for Recollots in B i Judge (and corre	write the Ballot Style. as both sides. [TEC 84 033(o)] the cancelled ballot, ope and place in a separate quests and Cancelled Ballots, allot Box #4 at the end of day. Election Day) of the election ct Register of Surrendered
After the voter a Polling Place, es Form Instructic  1. Write the dal  2. Write the vot  3. Write the vot  4. Verify that the Rearly Voting locked conta Election Day Grand Herein, de Ballots by Mail fig.	nd the election official haveceute these steps:  ms:  te that the ballot was surre er's name on the form.  all number of the official b e word "cancelled" was w equest to Cancel a Ballot . Place the cancelled ballot iner Place the cancelled ballot companies to be considered	e completed the Request to C  andered at the polling place.  sallot that was surrendered. Di  ritten on all pages of the ballo  yill wall for Use in the Polling it  and request in the designate  of and request in the Envelope  Requests and Cancelled Bal  srk (Early Voting) or Presiding  bove and foregoing is a true a  etchor.  day of	O NOT vit as well Place to ed envelored envelored for Recollots in B i Judge (and corre	write the Ballot Style. as both sides. [TEC 84 033(o)] the cancelled ballot, ope and place in a separate quests and Cancelled Ballots, allot Box #4 at the end of day. Election Day) of the election ct Register of Surrendered

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 so they can tap the "Cancel Mail Ballot" button and the Voter can now be checked in regularly on the ePollBook, able to Vote.



7. The judge will write canceled on every page surrendered of the Mail Ballot and 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**

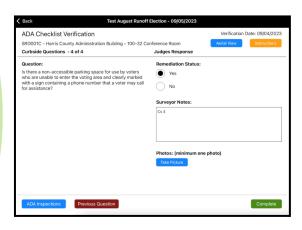


TEC Sec. 64.009. VOTER UNABLE TO ENTER POLLING LOCATION PLACE,

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, and Election Officer shall deliver a Ballot to the Voter at the Vote Center entrance or curb.



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



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

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

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

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

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

 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 the Judge's ePollBook out to the car and follow the steps to qualify the Curbside Voter.
- 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 unused Duo. Once the Access Code has printed, the Curbside Clerk will enter it into an available Duo in the line. It is not yet placed in the Dup Go. Only after the Access Code has printed should the Curbside Voter be checked in.









4. When the Duo tablet screen instructs to "Insert Ballot Paper", an Election Worker will unlock and remove the Duo tablet to place it in the Duo go.



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

Remove the tablet from it's dock on the Duo and place it in the DUO Go Carrier













Once prepared, insert Ballot Paper into the Duo go.

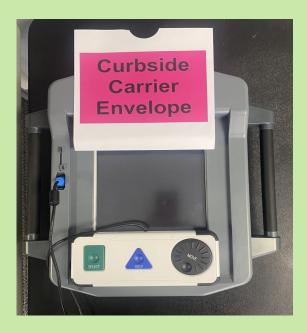
Follow the instructions on the tablet screen.

5. The Curbside Clerk will ask one other Election Worker (Judge or Clerk) to assist.

Together they will take the Duo Go, the Curbside Carrier Envelope, and a second sheet of Ballot Paper if two sheets are required, 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 voting place apply to the inside and outside of the curbside Voters vehicle. The distance marker should extend around the car and no one in the car should talk to the Voter while they vote.

If the Voter requests assistance, the processes regarding Voter assistance applies exactly as it would inside the polling place.

The Clerk should hand the Duo Go through the window to the Voter or prop it against the window sill if the Voter desires while the Voter makes their selections.



**Processing Voters** 

6. 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 Voters choices, the curbside clerk and second election worker will need to add the second page into the Duo Go after the first page is printed.

One Election Worker will hold the Duo Go while the second Election Worker 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 for the Ballot Paper to print.

7. Hand the Voter the Curbside Carrier Envelope. Ask them to confirm the Ballot is readable and that the two dashes printed correctly at the bottom of the page, and then place their printed Ballot into the carrier.



- 8. Direct the Voter to wait in their vehicle. Ask the Curbside voter to wait for the clerk to return in case there is an issue with the Scan accepting the printed Ballot, and a spoil and revote is necessary. The two Election Workers 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.
- 9. Deposit the printed record into the Scan. Once the flag is displayed on the screen, the Election Worker would return to the Voter with an "I Voted" Sticker.

10. The curbside clerk will unlock the Duo Go, redock the tablet in the Duo Booth that it came from and lock the tablet in place.



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 assists 7 or more Curbside Voters by providing the curbside Voters transportation to the Vote Center, 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.

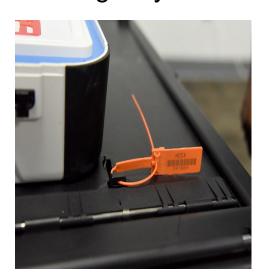


An election officer shall accept a person with a mobility problem that substantially impairs a person's ability to ambulate who is offering to vote before accepting others offering to vote at the polling place who arrived before the person (SB 477).

# **Damaged Ballot Slot**

# Formerly Known as Emergency Slot





"Damaged Ballot" Slot sealed with 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 hard-to-read areas.

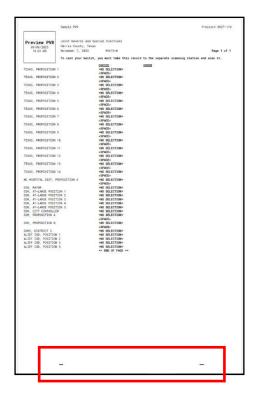
# If the Voter identifies smudging or hard-to-read areas on the Ballot:

- 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 the prompts on the Duo screen when making their selections again and to not pull the paper out before being told to do so.
- D. Ask the Voter to inspect the newly printed Ballot for smudging or hard-to-read areas and be sure the 2 dashes printed at the bottom of the page (see image).
- E. If the Ballot is legible, ask the Voter to scan their Ballot (the Voter may need to be reminded to scan it all four directions).

If the issue persists and the newly printed Ballot still will not scan, call 713-755-1617, Option 5 for troubleshooting instructions.

# 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.
- D. Issue a new Access Code and give new Ballot Paper to the Voter.
- E. 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.
- F. 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 (see image).
- G. If the Ballot is legible, ask the Voter to scan their Ballot (the Voter may need to be reminded to scan it in all four directions).



If the issue persists and the newly printed Ballot still will not scan, call 713-755-1617, Option 5 for troubleshooting instructions.

## If the Voter refuses to remark a replacement Ballot:

- A. Cut the orange seal on the Damaged Ballot Slot
- B. Record the seal number and leave the slot unsealed the rest of the day
- C. Insert the unscannable Ballot in the Damaged Ballot Slot

# **Spoiling Ballots**



If a Voter mismarks, damages, or otherwise spoils the Ballot in the process of voting, the Voter is entitled to receive a new Ballot by returning the spoiled Ballot to an Election Officer. (TEC 64.007)

A 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 equipment fails or Election Worker error.

A Clerk may serve as a Spoiling Ballot Clerk to ensure the logging of all spoils is accurate.





# **Electronic spoiling**

Occurs on the Duo. To spoil electronically, an Election Worker spoils the Ballot on the Duo screen and logs the spoil properly.

# Paper spoiling

Occurs when Ballot paper is retrieved from the Voter, the spoil is logged properly, and the spoiled Ballot is placed in the Spoiled Ballot Envelope.

# **Situation Requiring Electronic Spoiling**



Voter decides to leave while voting for any reason and Ballot is on screen

# **Situations Requiring Paper Spoiling**



Ballot jams in Duo and the Duo menu displays a reprint option



Ballot prints, Voter requests to make selections again



Ballot jams in Duo and the Duo menu does not display a reprint option



Ballot jams in Scan or Voter says Ballot is not legible

# **Processing Electronic Spoils**

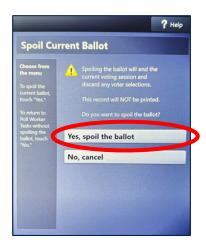
1. Press the Blue Poll Worker button on the back of the Duo on which the electronic spoil is to occur. Enter the Poll Worker code, then tap "Accept." You may collect Ballot Paper from the Voter at this time.





2. On the Poll Worker Tasks menu, tap "Spoil current ballot." Next, tap "Yes, spoil the ballot."

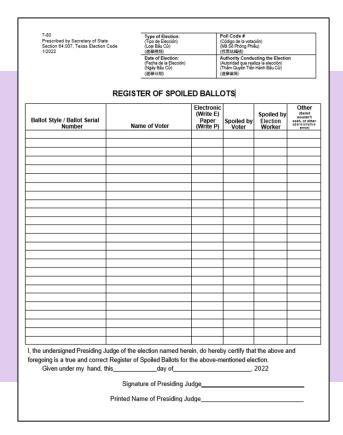




3. The Duo screen will display the message, "The current ballot has been spoiled." This confirms the Ballot was successfully spoiled. Press "OK."

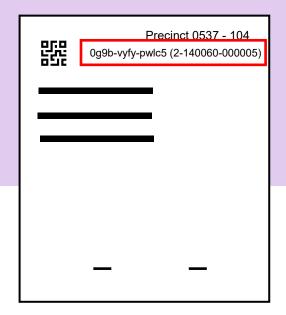


4. Have the Spoiled Ballot Clerk fill out the Register of Spoiled Ballots with the Voter at the time of the event. Do not save the voter's information to complete the register later. Voters are not entitled to receive more than 3 Ballots, except in cases caused by equipment issues

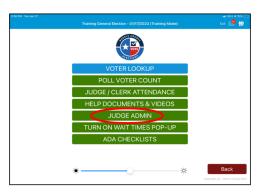


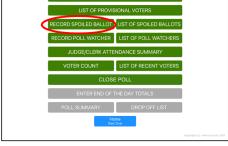
The Ballot Serial Number is required in column 1. DO NOT write the Ballot Style in column 1.

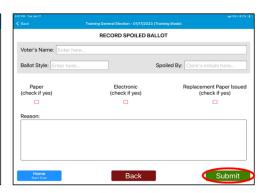
To find the Ballot <u>Serial</u> Number look on the printed Ballot, underneath the Ballot Style:



5. Record the spoiled electronic Ballot on the ePollBook.







On the Judge's ePollBook, select "JUDGE ADMIN."
Enter the password and

Next, select "RECORD SPOILED BALLOT."

Transfer Voter's information from Register of Spoiled Ballots Log. Select "Submit"

6. When an electronic spoil is processed, the Voter leaves in the middle of their voting session, after they were qualified, so they will need to be requalified in the ePollbook, so if they choose, they can return later to vote at any Vote Center of their choosing.

Call 713-755-1617, Option 4, with the following information:

- Voter's name
- VUID
- Ballot Style

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.



- 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 the Register of Spoiled Ballots (paper form) and the Record of Spoiled Ballots on the ePollBook.

# **Clearing Paper Jams in the Duos**

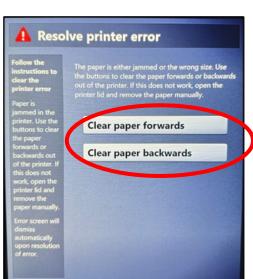
1. Press the Blue Poll Worker button on the back of the Duo on which the electronic spoil is to occur. Enter the Poll Worker code, then tap "Accept."





2. Select "Clear Paper Forward" or "Clear Paper Backward." Carefully remove the paper from the Duo.





**Processing Voters** 

# **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 unscannable sheet 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 unscannable page still is not accepted by the Scan, instruct the Voter to place the unscannable sheet in the Damaged Ballot Slot (follow Damaged Ballot Slot instructions discussed previously in this section).

- 2. If the Voter wishes to make their choices again to recreate the Ballot page that will not scan (typically when one of the pages prints illegibly), a Judge may:
  - 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 makes their selections again.
  - C. the Judge reminds the Voter to use the already printed Ballot Paper to reprint the page that previously scan. It will be double printed, taken by the Judge, then spoiled.
  - D. the new Ballot Paper will be used to print the page that would not scan and finally inserted into the Scan by the Voter.

If any page of the Damaged Ballot is unreadable, the paper Ballot should be spoiled and reissued.

# Suspending & Closing

# **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

# Suspending

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

# **Access Code Summary Report**

a report printed on a Controller tape that indicates the number of access codes issued by that Controller

# **Ballot Count Summary Report**

a report printed on the Controller's and Scan's "Suspend Polls Report" tapes which indicates the number of Ballots issued by the Controller and the number read by the Scan

# Closing

the process of closing the Vote Center at the end of voting on Election Day

# **Chain of Custody Forms**

forms used to record the movement of equipment from the custody of one person or entity to another

# In This Section

Early Voting Suspending: Daily

Early Voting Suspending: Last Day

Closing Polls: Election Day

# **Early Voting**

# Suspending Polls Daily

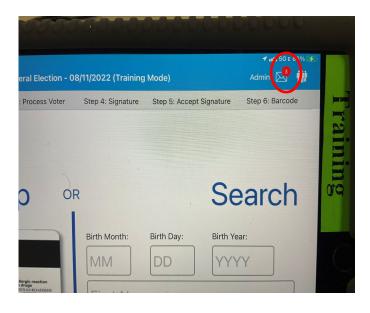
At the end of **Early Voting** on each night, except the last night, do the following:

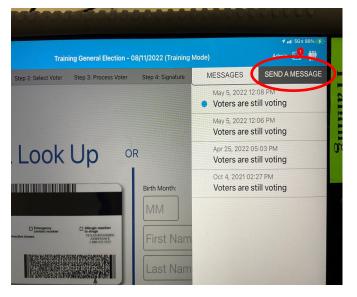
#### 1. The Door

- A. 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.





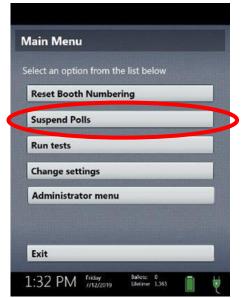
## 3. After Last Voter has Voted

- A. Collect and bring inside all outdoor ADA supplies (cones, buzzer, etc.).
- B. Remove any trash and clean up the location.
- C. Clerks record their time on ePollBook.
- D. Each night of Early Voting, pack up the Provisional tub and lock it into the Supply Cabinet.

**Early Voting: Suspending Daily** 

# 4. Suspend Controllers (Both judges work together on each Controller, one at a time)







Remove that day's Early Voting Reconciliation Envelope from 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 the Access Code Summary Report tape and tear it off.
- 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.
- Document the "Total PVR's Printed" from the Ballot Count Summary Report on the Suspend Polls Report tape for use when calling in 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.



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.

## 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 before starting to take down the Controller.

#### 6. Take the Controller down

- A. 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 on each Scan together)

A. Press the blue "Poll Worker" button on back of the Scan. Select "Suspend Polls" on the tablet screen.



B. Enter the Suspend Polls Code and select "Accept". The Suspend Polls Report tape prints.





- C. Write the Ballot Count number for the Scan on the Early Voting Reconciliation Envelope. Both judges print and sign the their names on the Suspend Polls Report at the bottom of the tape where indicated by signature lines.
- D. Document the "Total PVR's Printed" from the Ballot Count Summary Report on the Suspend Polls Report tape for use when calling in end of day numbers.
- E. Insert the tape into the Reconciliation Log Envelope. The tape will need to be photographed when completing "End of Day Totals" on the ePollBook. Please make sure the photo of this tape is submitted every night and is not blurry.
- F. Press the red power button on the back of the Scan.

Wait for the Scan to completely power down and display a black screen before moving on to the next step.

Call the Elections Office at 713-755-6965 nightly to report total Printed Voter Records (PVRs) printed.



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. Take the Scan down

- A. 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. Suspend Polls on ePollBook

The judge suspends the polls on the Judge's ePollBook. Using the information from the Controller tapes, record the end of the day totals for each Controller:

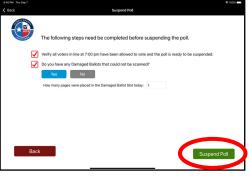
**Early Voting: Suspending Daily** 

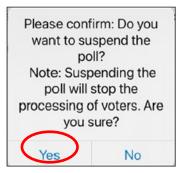
- A. Go to "Judge Admin Menu."
- B. Select "Suspend Poll".
- C. Answer the two questions.
- D. Select the green "Suspend Poll" button. A pop-up window will open to confirm suspending the polls. Once "Yes" is selected, no more Voters can be processed until polls are reopened.

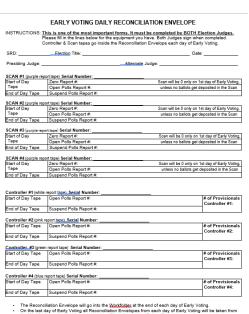
# 10. Complete Daily Reconciliation Envelope (use the corresponding report tapes):

- 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 Scans as shown to the right.
- 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 Scans 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. Call 713-755-6965 to report end of day totals every night.









# 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" to enter totals.
- 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 a usable photo. Assure all numbers and signatures are visible. Repeat steps for other Controllers and Scans. Take a picture of the Ballot Count tape for the Scan.
- G. When adding the information for a Scan, check the box at the top.
- H. Put in 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.









# 12. Suspend Polls on other ePollBooks

- A. Go to "Judge Admin Menu".
- B. Select "Suspend Poll".
- C. Answer questions. Do not reenter totals on the other ePollBooks.

#### 13. Seal Controllers and Scan

- 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
  - Both judges sign next to the Seal number on the form
  - 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 Seal numbers on the Scan Seal Log
  - Both judges sign next to the Seal number on the form
  - Place the Scan Seal Log in the brown 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. Both judges sign the log and place the log 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. Place all ePollBooks and the Translator iPad in sleep mode by pressing the button on top left corner (once). Do NOT turn them off.
- E. Double check that the screens turn black.
- F. Place Election Forms Box and clear plastic Supply Tub back in the Supply Cabinet.
- G. Place the Return Box in the Supply Cabinet.
- H. Lock and seal the Supply Cabinet with the green Seal that has been documented on the Supply Cabinet Log. **Both** judges must sign the log.
  - Lock top latches and bottom padlock.
  - Place the green Seal through the lock's eyelet.
- I. Close and lock the voting room and take keys home. Judge should have keys.

Repeat the above steps every night of Early Voting

EXCEPT THE LAST NIGHT

# Early Voting Suspending Polls Last Day

- A Constable should be at the Vote Center by approximately 6:30 PM. When the Constable arrives, notify Harris County Elections by calling 713-755-6965, and 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
  - Anything remaining in the Work Folder EXCEPT for the Chain of Custody Form

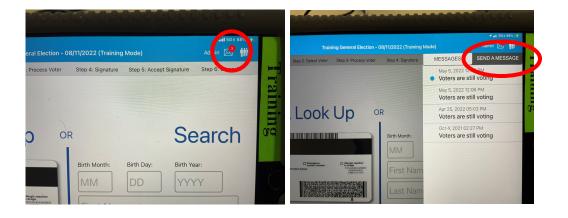
Include all daily Spoiled Ballot Envelopes, even if empty. If there is no paperwork for a given day, still include the empty envelope with the date and mark it as containing "0".

## 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) depending on your status.
- B. If you fail to send the Handy Message, the Elections Office will contact you.

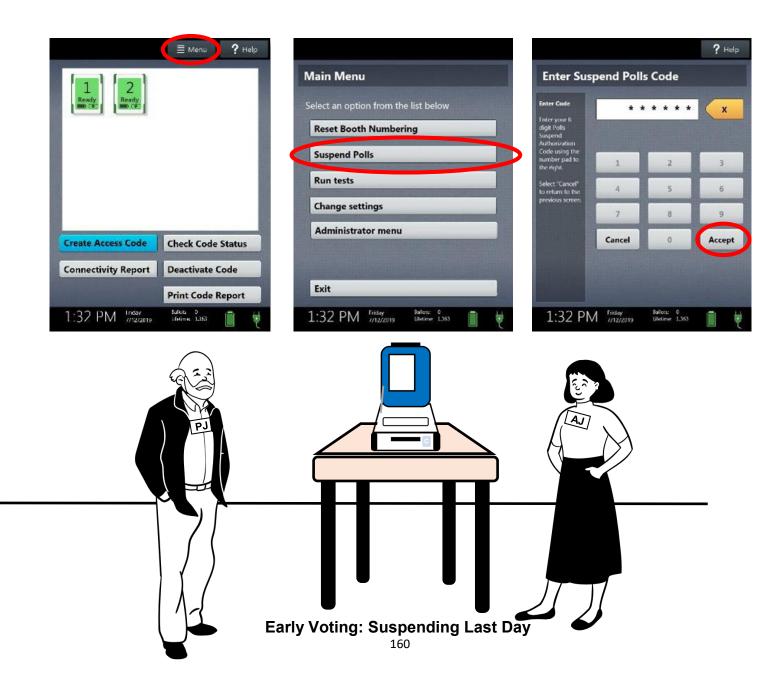


## 5. After last Voter has voted, Clerks will:

- A. Remove any trash or debris from voting booths and voting room.
- B. Bring the Curbside Voting Buzzer, cones, and any other portable ADA remedies inside the voting room.
- C. Bring in outdoor signage and remove any "Items To Post" forms from wall.
- D. Disassemble Curbside Buzzer and replace in its case.
- E. Place Curbside Buzzer case on top of the Equipment Caddy.

# 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 the back of the Controller. Wait for the Controller to completely power down and display a black screen.
- I. Document the "Total PVR's Printed" from the Ballot Count Summary Report on the Suspend Polls Report tape for use when calling numbers in end of day numbers.



## 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. Damaged Ballot Slot

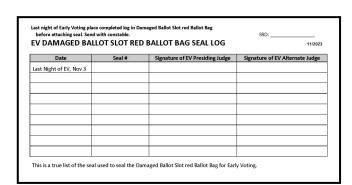
- A. After all Voters have left, IF THE SEAL WAS REMOVED, both Judges unseal and unlock the back door to access the Damaged Ballot Slot Pouch. The Judges remove any Ballots from the Damaged Ballot Slot Pouch. Place Seal Number in Ballot Box Seal Log Envelope.
- B. Place all retrieved Ballots in the Damaged Ballot Slot Envelope.

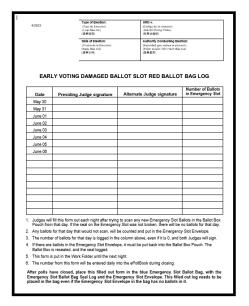
## 9. Damaged Ballot Slot Ballot Bag (red)

Place the Damaged Ballots Slot Envelope into the Damaged Ballots 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 Early Voting Damaged Ballot Slot Ballot Bag Seal Log and complete **all** requested information. Both Judges sign where indicated.
- C. Complete the EV Damaged Ballot Slot Ballot Log including the total number of Damaged Ballot Slot Ballots that are in the Damaged Ballot Slot Envelope and all requested information. Complete this even if the number is 0. Both Judges sign where indicated.
- D. Once the Early Voting Damaged Ballot Slot Ballot Bag Seal Log and the Early Voting Damaged Ballot Slot Ballot Log is completed, insert them into the Damaged Ballot Slot Ballot Bag along with the Damaged Ballot Slot Envelope which contains all of the Damaged Ballot Slot Ballots.

- E. Close the Damaged Ballot Slot Ballot Bag and put the orange Seal AND new cable lock on the bag.
- F. Log this Seal number on the Chain of Custody Form.





# 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. Print an additional copy to leave on the Scan.
- I. Press the red power button on the back of the Scan.
- J. Wait for the tablet to go dark before breaking the Scan down.

#### 11. Take the Scan down

- A. Unlock tablet using the blue key.
- B. Undock the tablet by lifting it up.
- C. Store the tablet in the compartment inside the lid of the case.

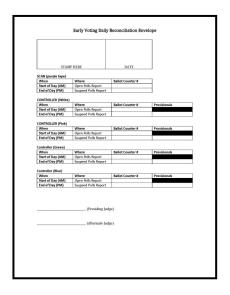
- D. Use the latch in the upper left hand corner to secure the tablet.
- E. Lock the tablet in place using the blue key.
- F. Shut the Scan case.
- G. Repeat on each Scan.

# 12. Provisional Ballot Bag

- A. Place Provisional Ballot Envelope (with all Provisional Affidavits/Ballots) into NEW blue Provisional Ballot Bag.
- B. With orange Seal in hand, log Seal Number on Provisional Ballot Bag Seal Log. Place Seal Log in NEW blue Provisional Ballot Bag.
- C. Close Provisional Ballot Bag, seal with orange Seal and lock with NEW cable lock. Log Seal on orange Chain of Custody. Set Provisional Ballot Bag 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) as shown to the right.
- 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. Call 713-755-6965 to report your end of day totals.

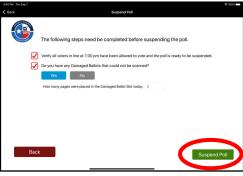


# 14. Suspend Polls on ePollBook

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:

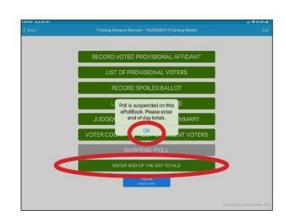
- A. Go to "Judge Admin Menu."
- B. Select "Suspend Poll."
- C. Answer the three questions. Only check the box for Damaged Ballot Slot Ballots if you had Ballots deposited in the Damaged Ballot Slot on the day you are responding to the questions.
- D. Select "Suspend Poll". A pop-up window will open to confirm you want to suspend the polls. Once you select "Yes" you will not be able to process any additional Voters.







15. After selecting "OK" in the pop-up box, select "Enter End Of The Day Totals."



- A. Confirm you have completed the two tasks at the top of the screen by selecting the red boxes.
- B. Starting with white tape Controller, Select the yellow "Add Record" button at the bottom.
- C. In the pop-up window, enter the serial number of the controller found on the handle area of the machine.
- D. Choose the tape color from the drop-down menu, then select "Submit."
- E. Enter the totals in the boxes.
- F. Take a photo of the Access Code Report by holding a finger on the picture of the camera until the camera opens. Select "Use Photo".
- G. Repeat steps for other Controller(s) and Scan(s), one at a time. Take picture of Ballot Count for Scan.
- H. When adding the information for the Scan, check the box at the top.
- I. Put in the number of Provisional Affidavits and Spoiled Ballots logged that day.
- J. Only after all numbers have been entered and all photos taken for all the machines will BOTH Judges sign and then tap the "ACCEPT" button.







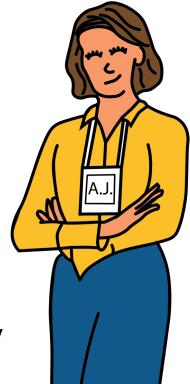
# 16. Suspend Polls on other ePollBooks

- A. Go to "Judge Admin Menu."
- B. Select "Suspend the Polls."
- C. Answer questions. Do not re-enter totals on the other ePollBooks.
- **17. Secure Controller:** Place each Controller in the Equipment Caddy

# 18. Pack up the Duos & Booths

- A. After the Controllers and the Scan 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 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
  - · Shut the Duo lid
- E. Unlock the Booths and remove the Duos.
- 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.



## 19. Secure the Ballot Bag

The Constable 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 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.
- 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. 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 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 with the Damaged Ballot Slot Envelope.
- D. 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 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. 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 complete the Yellow Chain of Custody form and the White Early Voting Travel Log Chain of Custody.
- B. Call to report that the Constable has left at 713-755-6965.
- C. Close and lock the Voting Room once all the clean up work had been completed.





For Last Day of **Early Voting**, the Presiding Judge should set aside the items listed below while closing. They will be taken by the Constable.

## **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
  - Damaged Ballot Slot Bag Seal Log (completed)
- 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 Box
- I. Completed Early Voting Envelopes:
  - Daily Reconciliation Envelopes
  - RID Envelope (s)
  - Return White Envelope
  - Green Envelope (s)
  - Cancellation of Mail Ballot Envelope
  - Daily Spoiled Ballot Envelopes
- I. Sealed and Locked Provisional Tub
- J. Judge's Keys
- K. Unused Ballot Paper
- L. Black Ballot Box in Carry Bag

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.

Early Voting: Suspending Last Day

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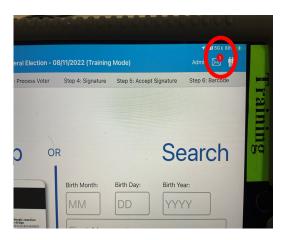
# **Election Day Closing Polls**

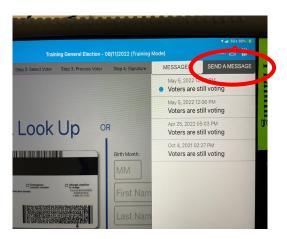
## 1. The Door

- A. Referring to the time on the Scan from which opening of the Vote Center was determined, close the door(s) of the Vote Center at 7:00 PM and allow all Voters already in line to vote.
- B. Bring the line of Voters inside the building, if possible.
- C. Send the Greeter to stand at the end of the line so no additional Voters can enter through the door or join the line after 7:00 PM.

## 2. Provide Location Status to Elections Office at 7:00 PM

A. Send a "Handy Message" through the ePollBook: "Still have Voters in line, cannot close Polls" OR "Processed last Voter" (meaning the last Voter has been qualified), depending on your status.



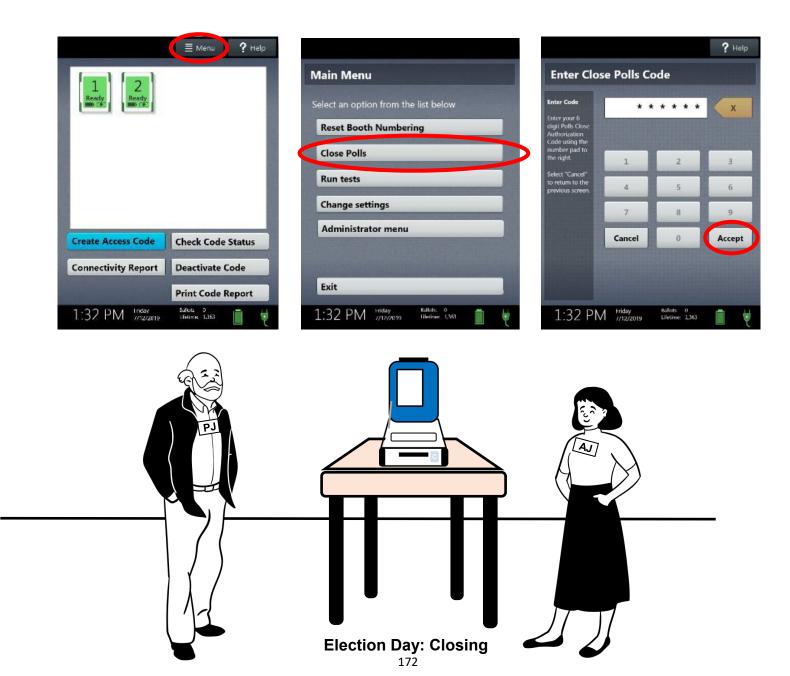


# 3. After the last Voter has voted, assign the Clerks to:

- A. Remove all trash or debris from voting booths and the voting room.
- B. Place Curbside Voting buzzer, cones, and any other portable ADA remedies inside the voting room.
- C. Disassemble curbside buzzer. Place in its case and put case on top of the Equipment Caddy.
- D. Bring in all outdoor signage and place on top of the Equipment Caddy.
- E. Pack up all Items to Post paperwork. Be careful when removing sticky tack so paperwork can be reused whenever possible.
- F. Gather and dispose of election campaign signs outside the location.

## 4. Close Polls on Controllers (Both Judges work together on one Controller at a time)

- A. Select "Menu" at the top of the screen.
- B. Select "Close Polls."
- C. Enter the Close Polls Code found on the passwords form and select "Accept"
- D. The Close Polls Report will print automatically.
- E. After 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 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
- H. Press the red power button on the back of the Controller. Wait for the Controller to completely power down and display a 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. Damaged Ballot Slot

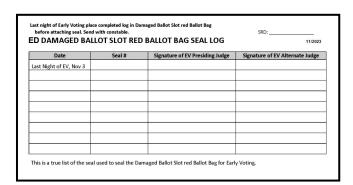
- A. After all Voters have left, IF THE SEAL WAS REMOVED, both Judges unseal and unlock the back door to access the Damaged Ballot Slot Pouch. The Judges remove any Ballots from the Damaged Ballot Slot Pouch. Place Seal Number in Ballot Box Seal Log Envelope.
- B. Place all retrieved Ballots in the Damaged Ballot Slot Envelope.

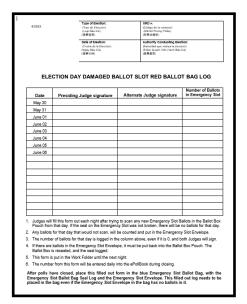
#### 7. Damaged Ballot Slot Ballot Bag (red)

Place the Damaged Ballot Slot Envelope 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 including the total number of Damaged Ballot Slot Ballots that are in the Damaged Ballot Slot Envelope and all 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 Damaged Ballot Slot Envelope which contains all of the Damaged Ballot Slot Ballots.

- E. Close the Damaged Ballot Slot Ballot Bag and put the orange Seal on the bag.
- F. Log this Seal number on the Chain of Custody Form.





## 8. Close Polls on Scan (both Judges work on each Scan together)

- A. Check the purple Scan Tape and replace if it is low.
- B. Press the Blue Poll Worker button on the back of the Scan.
- C. Select "Close Polls" on the tablet screen.
- D. Enter the Close Polls Code and select "Accept".
- E. The Tally Report will print automatically. Tear it off.
- F. Print the Ballot Count Report
- 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.
- 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 tablet to go 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.
- 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 and seal.
- G. Repeat on each Scan.

## 10. Provisional Ballot Bag

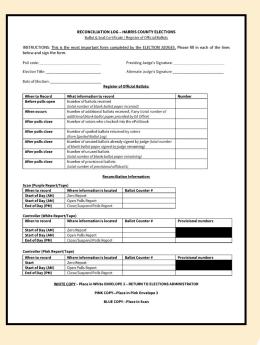
- A. Place Provisional Ballot Envelope (with all Provisional Affidavits/Ballots) into NEW blue Provisional Ballot Bag.
- B. With orange Seal in hand, log Seal Number on Provisional Ballot Bag Seal Log. Place Seal Log in NEW blue Provisional Ballot Bag.
- C. Close Provisional Ballot Bag, seal with orange Seal. Set Provisional Ballot Bag aside for drop off.

## 11. Reconciliation (utilize the corresponding report tapes)

- A. Retrieve the Reconciliation Log and the following:
  - Controller tapes: Close Polls Report and Access Code Summary Report
  - Scan tape: Close Polls Report
- B. Fill out all "End of Day" sections of the Reconciliation Log.
  - Use the Ballot Counter portion of the Controller and Scan Close Poll reports.
- C. **Both** judges need to sign the **all** tapes and the Reconciliation Log.
- D. The Reconciliation Log is a triplicate form:
  - Place the white copy into Envelope 2
  - Place the pink copy into Envelope 3.
  - Place the blue copy in the Scan.
- E. Place report/tapes from all the Controllers and Scans in envelope For Device Reports/ Tapes.

## 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.
- G. Place the disassembled Booths and privacy screens in the Booth Bags.
- H. 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 the 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 the paper and ePollBook time sheets have been completed by all Election Workers.







- 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. 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.

## 14. Secure the Ballot Bag (both Judges will work together on these tasks)



**Election Day: Closing** 

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 Sec. 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** 

F. Document the a orange Seal serial number on the yellow Chain of Custody Form.

## 16. Prepare envelopes and documents for Supply Return

- Envelope 1—Reasonable Impediment Declaration (RID) Envelope
- Envelope 2—To Harris County Elections Envelope
- Envelope 4—Voter Registration Envelope
- Envelope 5—Provisional Ballot Envelope
  - Provisional Ballot Envelope will be placed in new blue bag with red handles. Inside the bag will be the seal and Provisional Ballot Bag Seal Log.
  - Record the seal on the log. Both Judges sign.
  - Place seal log in bag with Provisional Ballot Envelope and secure the bag with seal

Envelope 6—Spoiled Ballots Envelope

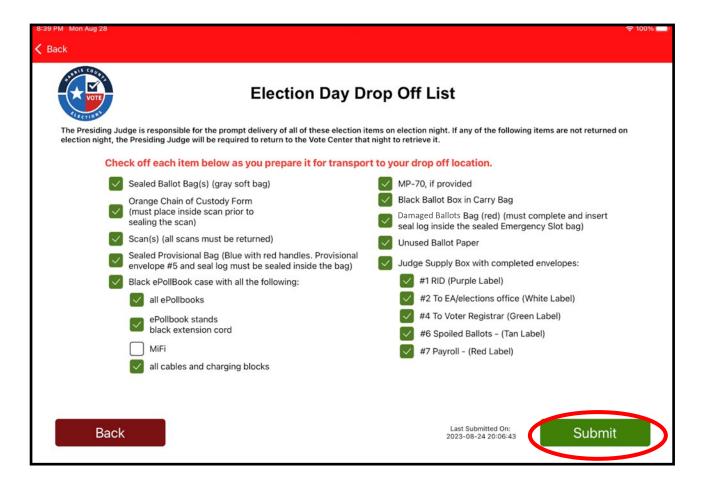
#### 17. Pack up the Black ePollBook Case

- A. Place all ePollBooks to sleep by clicking on the left top corner. DO NOT ever 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.
- 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.

Complete the following check-list on the ePollBook to ensure you set aside all that is needed for drop off. Tap "Submit" once completed.



Once the Election Day Drop Off List has been submitted successfully, a pop-up box will appear indicating so.

All equipment and supplies listed here are to be returned to drop-off by two Election Workers.



Equipment and supplies not listed should be placed neatly back in the Equipment Caddy, which will be sealed and remain at the Vote Center. Place the equipment keys in the plastic pouch hanging on the Equipment Caddy. After double checking you have all required items, close and Lock the Vote Center.



Early Voting & Election Day Vote Center Setup

Early Voting Opening the Vote Center

Early Voting Suspending Polls Daily

Early Voting Suspending Polls Last Day

Election Day Opening the Vote Center

**Election Day Closing Polls** 

## EV & ED Vote Center Setup - Judge duty (J) / Clerk duty (C)

(J,C) means the Judge and Clerks may each do parts of this process. ☐ (J) Break and log seals on Equipment Caddy (J) Early Voting: Unlock supply cabinet ☐ (J) Assign Clerks to perform setup items below so tasks are done simultaneously using the manual ☐ (C) Position Qualifying, Duo Go, Greeter and Judges Tables (C) Run power cords out of voter's path and place surge protectors as needed ☐ (C) Set up MiFi FIRST, and then ePollBooks ☐ (J) Early Voting: Call Tech (713-755-1617, Option 5) to confirm ePollBooks have connectivity ☐ (C) Organize Qualifying and Greeter Tables with needed items ☐ (C) Assemble Booths ☐ (C) Daisy Chain Booth Power Cables without Duos attached ☐ (C) Secure Duos to Booths, Plug Round Plug Power Cable into Duos (C) Daisy-chain Verity Data Cables ☐ (C) Connect ATIs □ (C) Perform Duo power test ☐ (C) Place Duo Go on Duo Go Table and plug in to charge ☐ (C) Attach Booth numbers to bottom half of Duo case carry handle (C) Power down Duos after power test, unlock and replace tablets, Close Duo cases ☐ (C) Unplug Duo surge protector from wall power ☐ (C) Attach Duo privacy screens ☐ (C) Post all legally required *Items to Post* on coreplast 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 ePollBook case home ☐ (J) Prepare for departure, log and seal equipment caddy ☐ (J) Early Voting: Log and seal supply cabinet

Tasks preceded with (C) are usually assigned to a Clerk. Tasks preceded with (J) are usually done by a Judge.

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

☐ (J) Close and confirm with facility voting room is secure

## **EV Opening Vote Center** - Judge duty (J) / Clerk duty (C)

	(J) Both Judges remove and log seal from equipment caddy
	(J) Early Voting: 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, <i>Power-on Self Test</i> will print
	☐ (J) Print Controller's Zero Report, verify report is zero, log on Reconciliation Envelope
	□ (C) Set up Ballot Box and Ballot Bag, Place scan on Ballot Box, lock in place
	□ (J) Constable and Judges confirm Ballot Bag is empty, lock bag inside Ballot Box
	□ (J) Judges together seal and then log seals for Ballot Box
	☐ (J) Open Scan, verify seal & Scan serial number using yellow <i>Chain of Custody</i> inside, Place in <i>Work Folder</i>
	□ (J) Plug in & power on Scan, <i>Power-on Self Test</i> will print
	☐ (J) Print Scan Zero Report, verify report is zero, log on Reconciliation Envelope
	□ (C) Open and dock duo tablets, power them on
	□ (C) Assign booth numbers on Duos
	☐ (J) Check time on Scans, Open Polls on Controllers & Scans, <i>Open Polls Report</i> prints
	☐ (J) Judges log report tapes on <i>Reconciliation Envelopes</i> , file tapes in envelopes
(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
	(C) Complete ePollBook ADA Checklist – do this daily before opening Vote Center
	(C) Ensure there is clearly marked Curbside Voting space
	(J) Prepare staff (oaths, name badges)
	(J) Ensure all indoor posted signage is in place
	(J) Send ePollBook <i>Handy Message</i> "Polls Open"
	(J) Do payroll once Vote Center is fully ready to open, opening polls is priority
	(J) Allow Voters to enter Vote Center at 7:00am
	(J) MANAGE PAPERWORK (logging, filing, signing) THROUGHGOUT 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 (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 (J) If Ballots were put in Damaged Ballot Slot, remove from Ballot Box pouch (J) Count that day's unscanned ballots, log number on Damaged Ballot Log, place ballots in Damaged Ballot Envelope, put envelope in Ballot Box Pouch (J) Seal Damaged Ballot Slot and log seal number & reason seal was broken (J) Both Judges suspend polls on all Scans, Suspend Polls Report prints ☐ (J) Both Judges log reports on *Reconciliation Envelope*, power down & seal Scans (C) Power Off Duos, leave tables docked and cases open (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) After Judges log report tapes on *Reconciliation Envelope*, file tapes in envelopes (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, lock & seal ☐ (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* ☐ (C) Break down Controllers and place in Equipment Caddy ☐ (J) If Ballots were put in *Damaged Ballot Slot*, remove from pouch (J) Count that day's Damaged Ballots, log number on *Damaged Ballot Slot Log*, place Ballots and log in Damaged Ballot Envelope, put envelope in NEW red Damaged Ballot Slot Ballot Bag (J) Log orange seal number on *Damaged Ballot Seal Log*, place log in red Damaged Ballot Slot Ballot Bag, place seal and lock on closed bag, set aside to go to drop off (J) Log orange seal number on Early Voting Provisional Tub Seal Log, place log inside tub, place seals and lock on tub, set aside for 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 Scan, get orange seal, log seal on yellow *Chain of Custody*, place form inside Scan, seal Scan ☐ (C) Power off, dismantle, and place Duos and Duo Booths in Equipment Caddy ☐ (C) Break down and store tables and chairs (unless instructed otherwise by facility) ☐ (C) Ensure paper and ePollBook time sheets have been completed ☐ (J) Suspend polls on ePollBooks, enter number of *Damaged Ballot Slot* Ballots ☐ (J) Enter end of day totals on Judge ePollBook ☐ (J) Gather all daily envelopes and place in return box for Constable ☐ (J) Call 713-755-6965 to report daily vote total ☐ (C) Collapse Ballot Box and place in carry tote, Pack up ePollBook Case ☐ (J) Ensure all trash is picked up, Name tags turned in, Dismiss Clerks when duties completed ☐ (J) Take 2 seals, Log seal numbers, Seal Equipment Caddy, lock and seal Supply Cabinet ☐ (J) Place both Equipment Keys in return box ☐ (J) Gather everything for Constable including NEW red Damage Ballot Slot Ballot Bag and complete white Early Voting Equipment Receipt form with Constable ☐ (J) Call 713-755-6965 to report Constable has left ☐ (J) Close and secure the Vote Center Checklists

## **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, <i>Power-on Self Test</i> will print
		(J) Print <i>Zero Report</i> 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, <i>Open Polls Report</i> prints, file all tapes in <i>Envelope for Device Reports/Tapes</i>
		(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 <i>Chain of Custody</i> , put in <i>Work Folder</i>
		(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, <i>Open Polls Report</i> prints, file all tapes in <i>Envelope for Device Reports/tapes</i> , (If your location has more than 1 scan be sure to set all Scans up)
		(C) Open and set up Duos
		(C) Turn on Duos
		(C) Assign booth numbers on Duos two at a time
(C)	) Pre	epare 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
(C)	) Co	mplete ePollBook ADA checklist
(J)	Pre	pare staff: give oaths, name badges, work assignments
(J)	Ens	sure all indoor posted signage is in place
(J)	Sei	nd ePollBook <i>Handy Message</i> "Polls Open"
(J)		st form <i>Notice of Total Number of Voters Who Have Voted</i> at front outside door, at 9:30 AM nning through 5:30 PM, log Voter numbers every two hours, numbers can be found in ePollBook
(J)	Do	payroll once Vote Center is full ready to open. Opening polls is the priority.
(J)	Allo	ow Voters to enter Vote Center at 7:00am.
(J)	MA	NAGE PAPERWORK (logging, filing, signing) THROUGHOUT THE DAY

## **ED Closing Vote Center** - Judge duty (J) / Clerk duty (C) ☐ (J) At 7:00pm on Scan clock, stop admitting new Voters to line, Put Clerk at end of line, send *Handy* Message on status of poll ☐ (J) After last voter in line by 7:00pm has voted, assign clerks to closing tasks (C) Gather and place all ADA remedies in Equipment Caddy, including Curbside Buzzer ☐ (C) Gather all outdoor signage, indoor *Items To Post* and return to Equipment Caddy ☐ (J) Both Judges close poll on Controllers, Close Polls Report prints, print Access Code Summary ☐ (J) Both Judges log Close Polls Report on Reconciliation Log □ (C) Break down Controllers and place in Equipment Caddy ☐ (J) If Ballots were put in Damaged Ballot Slot, remove from Ballot Box pouch ☐ (J) Count all unscanned ballots, log number on *Damaged Ballot Slot Log*, place ballots and log in Damaged Ballot Envelope. ☐ (J) Put envelope in NEW red Damaged Ballot 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 a 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 ☐ 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) Break down Scan, get orange seal, log seal on orange Chain of Custody, place Chain of Custody in Scan once both Judges have filled it out and signed. ☐ (J) Seal Scan and set aside to go to drop off (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 ☐ Gather daily envelopes in Elections Forms Box and all other equipment for return, use return items list on Caddy and in ePollBook

## ED Closing Vote Center, cont. - Judge duty (J) / Clerk duty (C)

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 <i>Equipment Caddy Seal Log</i> , put seal log in Elections Forms Box
(J) Place Equipment Keys in Elections Forms Box
(J) Call 713-755-6965 to report return items on their way to drop off
(J) Close and secure Vote Center

Please remember to return ALL items on the Return Items List posted on the Equipment Caddy.

You will need to return to the Vote Center to retrieve any items you forget.

## **Appendix**

#### **Set-Up and Opening Polls**

- 190- Relieving an Election Worker From Duty
- 191 Early Voting Seal Logs: Supply Cabinet,
   Equipment Caddy and Controller
- 192 Early Voting Seal Logs: Scan, Ballot Box and Provisional Tub
- 193 Election Day Seal Logs: Equipment Caddy and Ballot Box
- 194 Early Voting Chain of Custody
- 195 Election Day Chain of Custody
- 196 Oath of Officers of Election
- 197 Constitutional Oath for PJ/AJ/EV Clerk
- 198 Ballot Paper Signature/Initials
- 199 Notice of Voting Order Priority
- 200 Curbside Voting Space

## **Processing Voters**

- 201 Acceptable Forms of ID for Voting (List A)
- 202 Oath of Assistance and Interpreter
- 203 Instructions for Statement of Residence
- 204 Statement of Residence Form
- 205 Request to Cancel Ballot by Mail For Use in the Polling Place
- 206 Acceptable Forms of ID for Reasonable Impediment Declaration (RID) Voting (List B)
- 207 Reasonable Impediment Declaration Instructions
- 208 Reasonable Impediment Declaration Form
- 209 List of Reasonable Impediment Declaration (RID) Voters
- 210 Register of Spoiled Ballots
- 211 Register of Surrendered Ballots By Mail
- 212 Provisional Voting Instructions
- 213 Affidavit of Provisional Voter
- 214 Notice of Provisional Voter

#### **Processing Voters (continued)**

- 215 Voter Registration Cure Map
- 216 List of Provisional Voters
- 217 Registration Omissions List
- 218 Combination Lists (Early Voting & Election Day)
- 219 Instructions for Combination Form
- 220 Notice of Total Number of Voters

#### **End of Day**

- 221 Damaged Ballot Slot Bag Seal Log
- 222 Damaged Ballot Slot Bag Log
- 223 Early Voting Daily Reconciliation Envelope
- 224 Election Day Reconciliation Log
- 225 Election Day Envelope for Device Reports/ Tapes
- 226 Early Voting Constable Travel Log
- 227 Early Voting Items to Give Constable
- 228 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**

- 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.
- 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)

			Seal Number	Signatur	e of EV Presiding Judge	Signature of EV Alter	nate Judge
		Set-up					
		Oct 24					
		Oct 25					
		Oct 26					
		Oct 27	og in Return White Envelop				
	Seal Numbe		CADDY SEAL Signature of EV President		Signature of EV Altern	ate Judge	
et-up							
lov 4							
						nen cu	t off seal # and
						_	
- 1					l g Judges confirm seal #. Cu		

Last night of Early Voting place this completed log in Return White Envelope. Send with Constable.

SRD label here

#### **EV CONTROLLER SEAL LOG**

	White Seal #	Pink Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Oct 24				
Oct 25				
Oct 26				
Oct 27				
Oct 28				
Oct 29				
Oct 30				
Oct 31				
Nov 1				
Nov 2				
Nov 3				
Nov 4				

Seal Controllers each night with green seal. Enter seal # on Log. In the morning Judges together confirm seal # is still the same, before removing seal. Cut seal # off and place in this envelope daily.

## EARLY VOTING SCAN, PROVISIONAL TUB, AND BALLOT BOX SEAL LOGS

(place in Return White Envelope)

		Las	t night o	of Early Voting p	lace this cor	npleted log in Return White	e Envelope. Send wit	n Constable.	SRD label here
					EV S	CAN SEAL LO	G		
				Seal	Number	Signature of E	V Presiding Judge	Signature	of EV Alternate Judge
			Oct 2	4					
			Oct 2	5					
			Oct 20	6					
			Oct 2	7					
ight of	Early Voting pla	ce this			n White Env	elope. Send with Constable.		· ·	
	E) / B		<b>о</b> т	DOV 65			SRD labe	l here	
	EVE	ALI	LOI	BOX SEA	AL LOG	)			
Date	Front Door		Door	Emergency		es regarding need to	Initials of	Initials of	
ct 24	Seal #	56	al#	Slot Seal #		oreak seals, if any	Presiding Judge	Alternate Judge	
oct 25									
oct 26									
oct 27									
oct 28									seal # is still the same
ct 29									
ct 30									_
oct 31									
Nov 1									
Nov 2									
Nov 3									
Nov 4									
						Vlatch seal #s each morni . <b>Poll Watcher signature</b>		n evening. #s only	
_	_					. Poli Watcher signature .lternate Judge signature	• •		
acidina		E				iterriate juuge signature			

## (place in Provisional Tub)

	Left Side Seal #	Diebe Side Seel #	Cincature of EV Bracidina Inde	Cianatura of EV Altaurata lord
	Lett Side Seal #	Right Side Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Jud
et-up				

have both Judges sign for the new seals. Put the removed seal numbers inside this envelope.

Signature of Poll Watcher (if present)

## **ELECTION DAY EQUIPMENT CADDY AND BALLOT BOX SEAL LOGS**

(place in Envelope 2—white)

	ED EQ	UIPME	NT CADD	Y SEAL LOG		
	Seal I	Number	Signature	of ED Presiding Judge	Signature of ED Alte	ernate Judge
	-					
Set-up	+					
Nov 8						
			- 1			
envelop	e. Caddy rem	nains unsealed		side. Log seal. On Election D . Controllers are put inside.		
envelop	oe. Caddy rem	nains unsealed	d until end of day.	. Controllers are put inside.	Caddy is resealed and se	
envelop	oe. Caddy rem	nains unsealed	d until end of day.	elope.  L LOG  Notes regarding need t	Poll Code	eal # is logged.
envelop of Election	on Day place th	nains unsealect nis completed lo BALLOT Back Door	og in #2 White Enve	controllers are put inside.	Poll Code	eal # is logged.
of Election	on Day place th	nains unsealect nis completed lo BALLOT Back Door	og in #2 White Enve	elope.  L LOG  Notes regarding need t	Poll Code	eal # is logged.
of Election	on Day place th	nains unsealect nis completed lo BALLOT Back Door	og in #2 White Enve	elope.  L LOG  Notes regarding need t	Poll Code	eal # is logged.
of Election	on Day place th	nains unsealect nis completed lo BALLOT Back Door	og in #2 White Enve	elope.  L LOG  Notes regarding need t	Poll Code	eal # is logged.
of Election	on Day place th	nains unsealect nis completed lo BALLOT Back Door	og in #2 White Enve	elope.  L LOG  Notes regarding need t	Poll Code	eal # is logged.
of Election	on Day place th	nains unsealect nis completed lo BALLOT Back Door	og in #2 White Enve	elope.  L LOG  Notes regarding need t	Poll Code	eal # is logged.
of Election	on Day place th	nains unsealect nis completed lo BALLOT Back Door	og in #2 White Enve	elope.  L LOG  Notes regarding need t	Poll Code	eal # is logged.
of Election	on Day place th	nains unsealect nis completed lo BALLOT Back Door	og in #2 White Enve	elope.  L LOG  Notes regarding need t	Poll Code	eal # is logged.
of Election	on Day place th	nains unsealect nis completed lo BALLOT Back Door	og in #2 White Enve	elope.  L LOG  Notes regarding need t	Poll Code	eal # is logged.

## **EARLY VOTING CHAIN OF CUSTODY (Yellow)**

(place in Scan)



## Chain of Custody Form - Early Voting

	Scan Serial #	vDrive Door Seal:
Supply Handout:		
Scan Outer Seal Number:	(Write in Seal nur	mber)
Si	gnature of County Clerk Staff	
Early Voting, first morning	g prior to opening:	
Scan Outer Seal Unbroken? Y	/es / No (Circle One)	
Scan Outer Seal Number Mate	ch Above Number? Yes / No (Circle One	e)
Scan Serial Number Match At	bove Number? Yes / No (Circle One)	
vDrive Door Seal Unbroken? Y		
vDrive Door Seal Number Mate	ch Above Number? Yes / No (Circle On	e)
(If No is checked for any of t	he above questions, please call 713-7	755-1617; press 5 for tech line)
Signature Presiding Judge	Signature A	Alternate Judge
End of Early Voting, after	last night suspend:	
	Pallot Dag Soals	(Write In Seal Numbers)
Scan Outer Seal Number:	Dallot Day 3eal	(vviite <u>m</u> Seal (validers)
Scan Outer Seal Number:	Ballot Bay Seal	(Wile in Seal Numbers)
Scan Outer Seal Number:		Alternate Judge
		Alternate Judge
Signature Presiding Judge	Signature A FOR OFFICE USI	Alternate Judge
Signature Presiding Judge	Signature A FOR OFFICE USI ment returned:	Alternate Judge
Signature Presiding Judge  Central Count after equipous Scan Outer Seal Number Unb	Signature A FOR OFFICE USI ment returned:	Alternate Judge E ONLY
Signature Presiding Judge  Central Count after equipous Scan Outer Seal Number Unb	FOR OFFICE USI ment returned: proken? Yes / No (Circle One)	Alternate Judge E ONLY
Signature Presiding Judge  Central Count after equipous Scan Outer Seal Number Unb Scan Outer Seal Number Match Ab	FOR OFFICE USI ment returned: proken? Yes / No (Circle One) tch Above Number? Yes / No (Circle Ore) prove Scan Serial Number? Yes / No (Circle Ore)	Alternate Judge E ONLY
Signature Presiding Judge  Central Count after equipe Scan Outer Seal Number Unb Scan Outer Seal Number Match Ab Scan Serial Number Match Ab vDrive Door Seal Unbroken?	FOR OFFICE USI ment returned: proken? Yes / No (Circle One) tch Above Number? Yes / No (Circle Ore) prove Scan Serial Number? Yes / No (Circle Ore)	E ONLY  ne)
Signature Presiding Judge  Central Count after equiporation  Scan Outer Seal Number Unb  Scan Outer Seal Number Match Ab  vDrive Door Seal Unbroken? Y  vDrive Door Seal Number Match	FOR OFFICE USI ment returned: proken? Yes / No (Circle One) tch Above Number? Yes / No (Circle Ore) prove Scan Serial Number? Yes / No (Circle Ore)	Alternate Judge E ONLY  ne) rcle One) s / No (Circle One)

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## **ELECTION DAY CHAIN OF CUSTODY (Orange)**

(place in Scan)



PollCode:	Scan Serial #	v	Drive Door Seal:
Supply Handout:			
Scan Outer Seal Number:	(Write in	n Seal number)	
	Signature of Election Staff	· <u> </u>	Signature of Presiding Judg
lection Day Morning p	rior to opening:		
can Outer Seal Unbroken	? Yes / No (Circle One)		
can Outer Seal Number M	Natch Above Number? Yes / No	(Circle One)	
Scan Serial Number Match	Above Number? Yes / No (Cir	rcle One)	
Drive Door Seal Unbroken	? Yes / No (Circle One)		
Drive Door Seal Number M	fatch Above Number? Yes / No	o (Circle One)	
If No is checked for any o	f the above questions, pleas	e call 713-755-1617; press	5 for tech line)
Signature Presiding Jud	-	Signature Alternate Judge	_
		Signature Alternate Judge	
Election Day Night, afte	-		
Scan Outer Seal Number:	Ballot Ba	ng Seal:	(Write In Seal Numbers)
Signature Presiding Jud	ge	Signature Alternate Judge	_
Signature Presiding Jud		Signature Alternate Judge	
		Signature Alternate Judge FICE USE ONLY	
rop Off Location:		FICE USE ONLY	
rop Off Location: ican Outer Seal Number U	FOR OF	FICE USE ONLY	
Orop Off Location: Scan Outer Seal Number U Scan Outer Seal Number M	FOR OF	FICE USE ONLY  b)  c)  (c) (Circle One)	
Orop Off Location: Scan Outer Seal Number U Scan Outer Seal Number M Scan Serial Number Match	FOR OFI Inbroken? Yes / No (Circle One Match Above Number? Yes / N Above Scan Serial Number? Y	FICE USE ONLY  b)  c)  (c) (Circle One)	
Orop Off Location: Scan Outer Seal Number U Scan Outer Seal Number M Scan Serial Number Match Orive Door Seal Unbroken	FOR OFI Inbroken? Yes / No (Circle One Match Above Number? Yes / N Above Scan Serial Number? Y	PICE USE ONLY  (a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	
Drop Off Location: Scan Outer Seal Number U Scan Outer Seal Number N Scan Serial Number Match (Drive Door Seal Number M	FOR OFI Inbroken? Yes / No (Circle One Match Above Number? Yes / N Above Scan Serial Number? Y ? Yes / No (Circle One)	FICE USE ONLY  io (Circle One)  /es / No (Circle One)	<b>)</b>
Drop Off Location: Scan Outer Seal Number U Scan Outer Seal Number M Scan Serial Number Match vDrive Door Seal Number M Ballot Bag Seal Number Ma	FOR OFI Inbroken? Yes / No (Circle One Match Above Number? Yes / No Above Scan Serial Number? Y ? Yes / No (Circle One) Match Above Scan Door Seal No oth Above Ballot Bag Seal Nur	FICE USE ONLY  io (Circle One)  /es / No (Circle One)  lumber? Yes / No (Circle One)	<b>)</b>
Orop Off Location: Scan Outer Seal Number U Scan Outer Seal Number M Scan Serial Number Match Drive Door Seal Number M	FOR OFI Inbroken? Yes / No (Circle One Match Above Number? Yes / No Above Scan Serial Number? Y ? Yes / No (Circle One) Match Above Scan Door Seal No oth Above Ballot Bag Seal Nur	FICE USE ONLY  io (Circle One)  /es / No (Circle One)  lumber? Yes / No (Circle One)	<b>)</b>
Orop Off Location: Scan Outer Seal Number M Scan Outer Seal Number M Scan Serial Number Match Drive Door Seal Number M Sallot Bag Seal Number Ma	FOR OFI Inbroken? Yes / No (Circle One Match Above Number? Yes / No Above Scan Serial Number? Y ? Yes / No (Circle One) Match Above Scan Door Seal Number witch Above Ballot Bag Seal Number	FICE USE ONLY  io (Circle One)  /es / No (Circle One)  lumber? Yes / No (Circle One)	<b>)</b>

## OATH OF ELECTION JUDGES AND CLERKS

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

	Pct. No. Authority Conducting Election
	Date of Election Type of Election
OATH	OF ELECTION JUDGES AND CLERKS
"I swear or affirm that I will not in	any manner request or seek to persuade or induce any vote
	idate or measure to be voted on, and that I will faithfull
perform my duty as officer of the	election and guard the purity of the election."
Signature of Election Judge	Signature of Alternate Judge
Signature of Election Clerk	Signature of Election Clerk
Signature of Election Clerk	Signature of Election Clerk
Signature of Election Clerk Signature of Election Clerk	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	Signature of Election Clerk
Signature of Election Clerk	Signature of Election Clerk

## OCONSTITUTIONAL OATH FOR PRESIDNG JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK.

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

	10.2
10-2 Prescribed by Secretary	of State
Article XVI, Section 1, Te	
Sections 1.016, Texas Ele 9/2023	ection Code
CONSTITUTION	AL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK
Prior to entering ser	rvice as an election judge, alternate judge, or early voting clerk, individuals must
complete the staten	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
l,	
	o pay, contributed or promised to contribute any money or thing of value, or promised any
	ployment for the giving or withholding of a vote at the election at which I was elected or as my appointment or confirmation, whichever case may be, so help me God.
Title of Position to V	Which Appointed:
	Execution
Under penalties of p	perjury, I declare that I have read the foregoing statement and the facts stated therein
are true.	
Date:	Signature of Officer
	CONSTITUTIONAL OATH OF OFFICE
IN THE NAME AND E	BY THE AUTHORITY OF THE STATE OF TEXAS,
l,	do solemnly swear (or affirm), that I will faithfully execute
	fice 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

#### PLACEMENT ON BALLOT PAPER

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



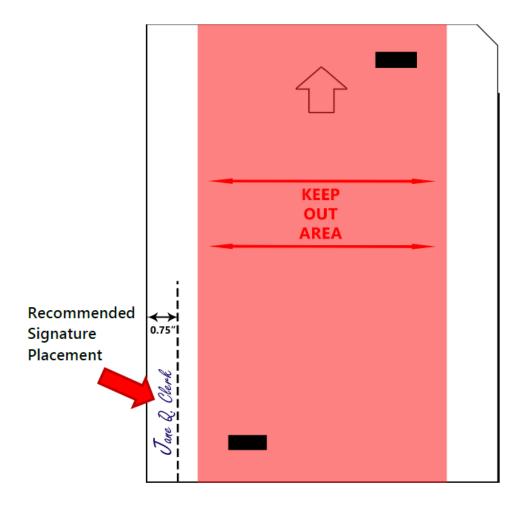


## Signature Placement on Verity Duo PVR Paper

This document provides best practices for applying a signature to the back of Verity Duo PVR paper, for jurisdictions that require it. The recommended signature placement is illustrated in the image below.

#### IMPORTANT:

- Signatures should be placed no more than 0.75" (3/4") from the page edge, in the bottom left.
- Sign only on the side of the PVR paper with the pre-printed arrow. Do not sign or mark on the blank side of the paper.
- Test any pens or stamps prior to use to ensure that they do not bleed through the paper or smear. Do not use markers



6670-032 A\_Verity\_KB\_Duo PVR Signature Placement

©Hart InterCivic

## 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.

#### **CURBSIDE VOTING SPACE**

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**

	bed by Secretary of State s 64.0322, 64.034, Texas Election	Code	0	ype of Election: Tipo de Elección) Loại Bầu Cử) 選舉種類) Date of Election:	(	Poll Code: (Código de la votación) (Mã Số Phòng Phiếu) (投票站線 Authority Conducting Electio	
2022				(Fecha de la Elección (Ngày Bầu Cử) (選舉	n) (	(Autoridad que realiza la elecci (Thám Quyển Tiến Hành Bầu ( (選集常局)	ión) Cử)
ter's b	callot as the voter directs; I did not pr	or affirm) under penalty of perjury that the vot ressure or coerce the voter into choosing me	ter I am assisting represented to me they are eligible to to provide assistance; I am not the voter's employer, a	n agent of the voter	's employer, or an officer o	sign, or gesture, how the vote r agent of a labor union to wh	er should vote; I will prepare the hich the voter belongs; I will not
mmun Irame	nicate information about how the voter ento de la Persona Asistiendo al V	has voted to another person; and I understar otante: "Yo juro (o afirmo) bajo pena de pe	nd that if assistance is provided to a voter who is not eligil rjurio que el votante al que estoy asistiendo me repres	ble for assistance, th sentó que es elegible	e voter's ballot may not be o e para recibir asistencia; n	counted." o sugeriré, con palabra, señ:	al, o gesto, como debe votar el
	o al cual el votante pertenece; no co		paccioné al votante para que me eligiera como asister te ha votado a otra persona; y entiendo que si se prop				
ời Tuy bặc cử nữ của	yên Thệ Của Người Đang Trợ Giúj r chỉ, cách cử tri nên bầu phiếu như l cử tri, hoặc là viện chức hoặc đại d	nào; tôi sẽ đánh dâu lá phiêu của cử tri theo	o hình phạt về tội khai man rằng cử tri mà tôi đang giú o đúng như các ý muốn của cử tri; tôi không gây áp lực ri; tối sẽ không thông báo thông tin về cách cử tri đã bá	hoặc ép buộc cử tr	i lựa chọn tôi để được nhậ	in sự trợ giúp; tối không phả	ii là chủ của cử tri, đại diện của
民協助	h人警詢: "本人宣誓(或保證) 本人所信	a助的選民向本人表示他們有資格獲得援助,本.	・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・	g照選民的指示準備選 「在內。"	民的選票;本人沒有強迫選別	民選擇本人提供幫助;本人不是	是選民的雇主、代理人或選民所屬
	gnature of Assistant (Firma del istente)(Chữ Ký của Người Trợ Giúp) (協助人養名)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde) (In Tên của Người Trợ Giúp) (協助人正楷姓名)	Address of Assistant (Dirección del Asistente) (Địa Chi của Người Trợ Giúp) (館駒人地祉)	(Relación d (Mối Qua Giú)	ip of Assistant to Voter lel Asistente al Votante) an Hệ của Người Trợ phụ với Cử Tri) b 人與選長的關係)	other benefit from a cannomittee? (Reci forma de compensac candidato, campaña o cor hoặc chập nhận bắt kỳ th khác từ một ứng cử viễn, ban chính trị khôn, ga thờ bắt	t any form of compensation or didate, campaign, or political bis o acepto cualquier iton u otro beneficio de un mité político?) (Qu'y vi có nhân ur gi như tiện hoặc lợi ích nào, chiến dịch tranh cử, hoặc ủy 2?) (您是否從親選人, 顧
L						形式的補值 Yes	東成其他利益?) No
!						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
_							
e abo s <i>jurar</i> űrng l			ny of, 20 ante mí en este día de, 20 tháng, 20		Signature of Electio	yes on Officer Prin	No ted Name of Election Of
os juran nững l 走警詞是	mentos señalados arriba fueron iời tuyên thệ trên đã được tuy と在我面前宝漢及賽薯於 <u>年</u>	declarados bajo juramento y suscritos a	ante mí en este día de, 20			on Officer Prin	
ne abo ps jurar nững l 赤誓詞是	mentos señalados arriba fueron Iời tuyên thệ trên đã được tuy	declarados bajo juramento y suscritos a rên thệ và nộp lại cho tôi vào ngày_ _RB	ante mí en este día de, 20		Type of Election: (Tipo de Election) (Loai Bâu Cử)	Poll Code:	ted Name of Election Of
ne abo ps jurar nững l 赤誓詞是	mentos señalados amiba fueron i iòni tuyện thệ trên đã được tuy fiệt表面前宣寶及賽薯於年 d by Secretary of State	declarados bajo juramento y suscritos a rên thệ và nộp lại cho tôi vào ngày_ _RB	ante mí en este día de, 20		Type of Election: (Tipo de Elección)	Poll Code: (Obdgo de la vot (Må Só Phóng P) Authority Cond	ted Name of Election Of tación) tación) (沒無結編號) ucting Election:
ne abo ne jurar fring l 能響詞是 8 scriber	mentos señalados amiba fueron i iòni tuyện thệ trên đã được tuy fiệt表面前宣寶及賽薯於年 d by Secretary of State	declarados bajo juramento y suscritos a rên thệ và nộp lại cho tôi vào ngày_ _ЯB	unte mí en este día de, 20, 20		Type of Election: (Tipo de Elección) (Los) Blu Cir) (選挙程類)	Poll Code: (Código de la vor (Ma Sô Phòng Pi Authority Cond (Autoridad que r	ted Name of Election Of tación) tación) tación)
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Printed Name of Election Officer

## **INSTRUCTIONS FOR STATEMENT OF RESIDENCE (SOR)**

## Statement of Residence (SOR) Instructions

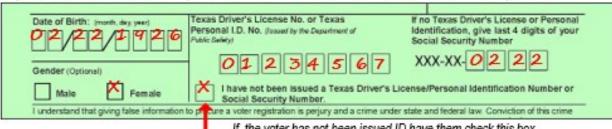
If the voter needs to update their address, they will fill out this Statement of Residence form.

This form is completed by the voter before they are checked in on the ePollBook.

Step 1 - Voter fills in their name and address on the form.

	STAT	EMENT OF RESIDENCE	
For persons	whose residence	address does not match voter r	registration address.
Last Name Include Suffix (Farry (Jr., Sr., III)	First Name	Middle Name (Fary)	Former Name
Name	Voter	Middle	
Residence Address: Street Address a If none, describe where you live, (Do not include	nd Apartment Numb	CONTRACTOR OF THE PROPERTY OF	Telephone Number (Optional) Include Area Code

Step 2 - Voter fills in the Date of Birth, TDL or Personal ID or the last 4 numbers of their Social Security Number.



If the voter has not been issued ID have them check this box

Make sure Voter fills in the "City and County of Former Residence in Texas" and the "City and County of Current Residence in Texas"

#### Step 3 - Voter Signs and dates form.

I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to \$2,000, or both. Please read all three statements below to affirm before signing.

- . I am a resident of this county and a U.S. citizen; and
- . I have not been finally convided of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of
- 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.



#### 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] )

	STATEMENT OF lose residence address does CONSTANCIA DE DOMIC rección no coincide con la que	s not match v	oter registral		O THE STATE OF THE
Last Name Include suffix if any Apellido Incluir suffio si lo hay (Jr., Sr., III)	First Name Nombre de pila	Middle Nai Segundo no aplica)		Former Name Apellido anterior	
Residence Address: Street Add If none, describe where you live. ( Domicilio residencial: Número y calle postal. Si no existe un domicilio, describa ción del trabajo)	Do not include P.O. Box, Rural R e, y número de apartamento,	oute, or Busine Cludad, Estad	o, y Código	Gender (Option Sexo (Optativo)  Male Maso  Female Fen	ulino
Mailing Address: Address, City, to your residence address. Dirección p apartamento, Ciudad, Estado, y Cód su domicilio residencial).	ostal: Número y calle, y núme	ero de		rth: month, day, y acimiento: mes, dia	
ity and County of Former esidence in Texas udad y condado de residencia anterior en xas	City and County of C Residence in Texas Cludad y condado de residen Texas		Area Code	e Number (Optio e ptativo) – Incluya co	
Texas Driver's License No. or No. (Issued by the Department of No. (Issued by the Department of No. de licencia de conducir de Texas (Expedido por el Depublica)  I have not been issued a Texas Yo no tengo una Licencia de con-	Public Safety) o no, de identificación partamento de Seguridad  Driver's License/Personal Identificación	cation, giv Number. Si no tiene lic personal, pro Seguro Social lentification N	e last 4 digit cencia de cond oporcione los 4 al. lumber or Soc		Security de identificación u número de
understand that giving false information of this crime may result in tate-ments to affirm before signing, e perjurio bajo las leyes estatales y federa utita de hasta \$4,000, o ambas cosas. Por I am a resident of this county an I have not been finally convicted of incarceration, parole, supervil I have not been determined by a mentally incapacitated or partial	ation to procure a voter regis in imprisonment up to one yes Entiendo que el dar información f ales. La condena por este delto p or favor lea cada una de las tres d d a U.S. citizen; and l of a felony, or if a felon, I h sion, period of probation, o final judgment of a court es	tration is perju ar in jail, a fine alsa para obter- uede resultar er eclaraciones an ave complete r I have been ecrcising pro	ury, and a crime up to \$4,000 er una tarjeta de nencarcelamien des de firmar.  ed all of my pardoned; a bate jurisdict	ne under state and , or both. Please re registro electoral con to de hasta un año de punishment includ	federal law. ad all three stituye un delito carcet, una ing any term
soy residente de este condado y ciud no he sido finalmente condenado por	adano de los Estados Unidos; y un delito grave, o si soy un deli ndicional, supervisión, período nal de un tribunal que ejerce la	ncuente, he pu de libertad con jurisdicción tes	rgado mi pena dicional, o he s	ido indultado; y	
no he sido determinado por un fallo fil mentalmente o parcialmente incapaci					

## 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

KEQ	JEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE
84.032 (b)	I, , a qualified voter for the
- >.	(printed name of voter) (name of election)
This Section Must Be Completed by Every Voter	Election to be held on / month / (day) (year)  Mail or Federal Post Card Application be cancelled.
This Section Must Be Completed by	
	VUID (required) Signature of Voter
84.032 (d)	To be Completed at an Early Voting or Election Day Polling Place
	I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.
63.011	Signature of Voter
Voter Does Not Have Mail Balot, Notice of Improper To Delivery or Notice of	Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.
오 <b>로</b> 질 중,	
	Signature of Voter ection to be completed by Election Official.
This se	ection to be completed by Election Official.
This se	of Voter (Name of Voter) VUID Number (Required)
This so Name	of Voter VUID Number (Required)
This so Name	of Voter (Name of Voter) VUID Number (Required)
This se Name Registe Sworn	ortion to be completed by Election Official.  of Voter
This se Name Registe Sworn	cotion to be completed by Election Official.  of Voter
This se Name Registe Sworn	cotion to be completed by Election Official.  of Voter
This so Name Registe Sworn Signatu	re of Election Official Witnessing Affidavit Printed Name of Election Official Witnessing Affidavit Instructions for Deputy Early Voting Clerk or Election Judge:  x to be Completed by Election Official and Voter  Complete the top box labeled, "This Section Must Be Completed by Every Voter."
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## ACCEPTABLE FORMS OF ID FOR REASONABLE IMPEDIMENT DECLARATION (RID) VOTERS

## Examples of Reasonable Impediment Declaration ID's (List B)

Copy of or Original other government documents

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

#### Examples of other government documents:

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

#### Examples of documents NOT included:

- Social Security Card (no address)
- State College ID's (if no address)
- State/Federal Employee ID Card (in not address)
- · Library Cards (in no address)



Copy of or Origina Paycheck



Copy of or Original Government Check



Voter Registration Certificate



Copy of or Original Current Utility Bill



Copy of or Original of a Certified Domestic Birth Certificate



Copy of or Original Bank Statement

### REASONABLE IMPEDIMENT DECLARATION (RID) INSTRUCTIONS

7-13 Prescribed by Secretary of State Section 63.001(i), 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.
  - a. government document that shows the voter's name and an address (which includes the voter's voter registration certificate)
  - a current utility bill
  - c. a bank statement
  - d. a government check
  - e. a paycheck
  - f. a certified domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)

NOTE: The address on the identification presented is not required to match the address recorded in the official list of registered voters.

- 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 Election Day - Place in Envelope #1, purple, Reasonable Impediment Declaration (RID)

7-13 Prescribed by Secretary of State, Section 63.001(i), TEC 9/2018 REASONABLE IMPEDIMENT DECLARATION TO BE COMPLETED BY VOTER Name (Nombre): \_\_\_ VOTER'S DECLARATION OF REASONABLE IMPEDIMENT DECLARACIÓN DE IMPEDIMENTO RAZONABLE DEL VOTANTE A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code. Una persona está sujeta a enjuiciamento por perjurio bajo el Capítulo 37, Código Penal, o Sección 63.0013 del Código Electoral de Texas por proporcionar una declaración falsa o información falsa en esta declaración. Al firmar esta declaración, juro o afirmo bajo pena de perjurio que la información contenida en esta declaración es verdadera, que soy el mismo individuo que aparece personalmente en la casilla electoral para firmar esta declaración, y que enfrento un impedimento razonable para procurar una forma aprobada de identificación con fotografía enumerada en la Sección 63.0101(a) del Código Electoral de Texas. My reasonable impediment is due to the following reason(s): Mi impedimento razonable se debe a las siguientes razones: (Check at least one box below) (Elija al menos una de las razones que aparecen a continuación) Lack of transportation Disability or illness Falta de transporte Discapacidad o enfermedad Lack of birth certificate or other documents needed to obtain acceptable form of photo ID Falta de acta de nacimiento u otros documentos necesarios para obtener una identificación con fotografía aprobada Work schedule Family responsibilities Responsabilidades familiars Horario de trabajo Acceptable form of photo ID applied for but not received Lost or stolen identification Identificación pérdida o robada Identificación con fotografía aprobada ha sido solicitada pero no The reasonableness of your impediment cannot be questioned. La razón de su impedimento no puede ser cuestionada. VUID (Voter Unique Identification Number) Signature of Voter (Firma del votante) Date (Fecha) Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_, 20\_\_\_\_\_ Presiding Judge/County Voter Registrar (if applicable) \_\_\_ TO BE COMPLETED BY ELECTION OFFICIAL The voter provided a copy or original of one of the following forms of identification: Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document) Current utility bill Bank statement Government document that shows the voter's name and an Government check address (including the voter's voter registration certificate) Paycheck Location: \_\_\_ Date of Election \_\_\_\_

## **LIST OF RID VOTERS**

Early Voting - Place in Reasonable Impediment Declaration (RID) envelope Early Declaration - Place in Envelope #1, purple, Reasonable Impediment Declaration (RID)

LIST OF REASONABLE IMPEDIMENT	Type of Election	Poll Code
DECLARATION (RID) VOTERS	Date of Election	Authority Conducting Election

	Name of Voter	VUID or Certificate Number		Name of Voter	VUID or Certificate Number
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Note to Election Judge: If a voter has been qualified to vote by executing a Reasonable Impediment Declaration and presents a form of supporting identification from List B, write their name and VUID or Certificate Number on this form in addition to checking them in on the epollbook.

RETURN IN REASONABLE IMPEDIMENT DECLARATION (RID) ENVELOPE

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## **REGISTER OF SPOILED BALLOTS**

## Early Voting - Place in Daily Spoiled Ballot envelope Election Day - Place in Envelope #6 Spoiled Ballot, tan

7-80 Prescribed by Secretary of State Section 64.007, Texas Election Code 1/2022

Type of Election:	Poll Code #
(Tipo de Elección)	(Código de la votación)
(Loại Bầu Cử)	(Mã Sổ Phòng Phiều)
(選舉種類)	(投票站編號)
Date of Election:	Authority Conducting the Election
(Fecha de la Elección)	(Autoridad que realiza la elección)
(Ngày Bầu Cử)	(Thâm Quyển Tiền Hành Bầu Cử)
(選舉日期)	(選舉當局)

	REGISTER OF SPOIL	ED BALLO	OTS		
Ballot Serial Number	Name of Voter	Electronic (Write E) Paper (Write P)	Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn't scan, or other administrative error)
	udge of the election named he t Register of Spoiled Ballots for				nd
	hisday of				
-	Signature of Presiding J				
	Printed Name of Presiding J	uuge			

## REGISTER OF SURRENDERED BALLOTS BY MAIL

Type of Election Polling Location # Prescribed by Secretary of State Sections 66.026, 66.051(b), 84.032(d-1), 85.071 Date of Election Authority Conducting the Election Texas Election Code 09/2023 REGISTER OF SURRENDERED BALLOTS BY MAIL Date Ballot by **Ballot Serial Number** Mail was Surrendered Name of Voter (Not Ballot Style) The voter may surrender his or her official Ballot by Mail at the polling place and receive a regular ballot once the voter has completed the Request to Cancel A Ballot by Mail for Use in the Polling Place. This form shall be used for Early Voting or Election Day. After the voter and the election official have completed the Request to Cancel a Ballot by Mail for Use in the Polling Place, execute these steps: Form Instructions: 1. Write the date that the ballot was surrendered at the polling place. 2. Write the voter's name on the form. 3. Write the serial number of the official ballot that was surrendered. DO NOT write the Ballot Style. 4. Verify that the word "cancelled" was written on all pages of the ballot as well as both sides. [TEC 84.033(c)] 5. Attach the Request to Cancel a Ballot by Mail for Use in the Polling Place to the cancelled ballot. Early Voting: Place the cancelled ballot and request in the designated envelope and place in a separate locked container. Election Day: Place the cancelled ballot and request in the Envelope for Requests and Cancelled Ballots. Election Day: Deposit the Envelope for Requests and Cancelled Ballots in Ballot Box #4 at the end of day. I, the undersigned Deputy Early Voting Clerk (Early Voting) or Presiding Judge (Election Day) of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Surrendered Ballots by Mail for the above-mentioned election. \_\_\_\_\_, 20\_\_\_\_ Given under my hand, this \_\_\_\_\_ day of \_\_\_ Signature of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day Printed Name of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

## PROVISIONAL VOTING INSTRUCTIONS

rt De

#### Affidavit of Provisional Voter Instructions

Dial 713-755-1617 #08 to reach Voter Registration to get the Voters Precinct and Ballot Style

VOTER completes the middle Voter Section of the affidavit.

1 JUDGE completes the top & bottom sections of the affidavit, verifies Voter information is complete and Voter signed.

#### DO NOT WRITE IN THE VOTER REGISTRAR SECTION

Provisional Voters are not checked in on the ePollBook and do not sign the ePollBook

Judge fills out the top Judge Section.

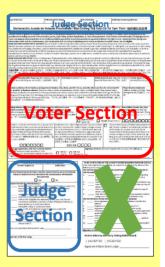
Judge calls Voter Registration for Voter Precinct Number and Ballot Style and writes it in the bottom Judge Section. Judge marks "Yes" or "No" to confirm if the Voter presented an acceptable form of ID. Judge marks the reason Voter is voting Provisionally, Number 1 thru 8. Adding information if 6, 7 or 8 are selected.

Judge signs and dates the Provisional Affidavit.

- 3 On the controller the Judge creates the Access Code
  - Select blue "Create Access Code" button
  - Enter Precinct Number in controller & select correct Ballot Style.
  - Select blue "OK" button.
  - Select "Mark as Provisional" & "Issue Access Code" buttons. Tear off long Provisional Access Code stub.
- Have the Voter print and sign their name at the bottom of the Provisional Access code stub. Tear off Access Code number from top of Provisional Stub and give to Voter with a piece of ballot paper. Instruct Voter to bring printed ballot to you when they finish voting.
- - Place signed portion of the Provisional Stub in the envelope attached to the last page of the Provisional Affidavit. DO NOT SEAL AFFIDAVIT YET
  - Record the Voter's information on the yellow List of Provisional Voters form
- When Voter returns with the printed ballot, instruct them to fold it in half. Give them the Provisional Ballot Envelope. Once they have inserted their ballot and sealed the envelope, have them place it in the envelope attached to the last page of the Provisional Ballot Affidavit and now seal the affidavit envelope.

Early Voting - Place Provisional Affidavit in sealed Provisional tub by lightly bending edges over each other and inserting into slot. Affidavit will open and lay flat once inside. DO NOT FOLD Affidavit.

Election Day - Place Provisional Affidavit in #5 yellow Provisional Ballot Envelope. When polls close Judge will seal Provisional Envelope with the square "yellow seal." Both Judges will sign and date.





- AFTER Voter has left, record Affidavit of Provisional Voter in ePollBook using Voter's information from the yellow List of Provisional Voters form.
  - Open the "Admin Menu" on the ePollBook using the "Admin Password."
  - Select "Record Voted Provisional Affidavit" from the menu and then select "Record Provisional Affidavit."
- Select "Yes" when asked if the Provisional Affidavit has been filled out.
- Type in Voter's Name, Phone Number, Precinct Registered, Ballot Style.
- Check the reason (1 thru 8) that Voter voted Provisional. Number 8 is for notes to go along with reasons 1 thru 7. It's not necessary to add the additional information for numbers 6, 7, or 8 in the ePollBook since the information is already on the paper Provisional Affidavit now secure in the EV tub or ED envelope.
- Select the green "Record" button when complete.









#### If a Voter's Registration cannot be verified, advise the voter of the following:

- We're currently unable to verify that the Voter registration is valid in Harris County.
- . We can offer a Provisional Ballot which will be sent to the Voter Registrar's Office to research and confirm Voter was not overlooked in the database.
- . The Voter will be mailed a notice within 30 days of Election Day indicating if the Provisional Ballot was accepted for counting or not
- . By completing the Provisional Affidavit, the Voter's information will be updated, and the registration will be valid for the next election.

## ONLY For Provisional Voters who DID NOT have ID:

If the voter DID NOT present Photo ID from List A, or they Qualified for a Reasonable Impediment Declaration (RID), but DID NOT present ID from List B:

- After the voter votes provisionally give them both of these forms
  - Notice to Provisional Voter form. Judge fills out the upper left-hand corner. The "Due Date" for curing their vote can be found on the Cure Map.
  - o Cure Map form with the Final Day of the Cure, known as the "Due Date," is listed in the upper right-hand corner
- Explain to Voter they must CURE their ballot by appearing at any of the locations on the Cure Map within 6 days of Election Day (Due Date is on map.)
- Voter MUST present one of the forms of photo identification from List A or, for a RID Identification, from List B along with the Notice to Provisional Voter form.

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## **AFFIDAVIT OF PROVISIONAL VOTER**

## Early Voting - Place in sealed Provisional Tub

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

	Poll Code where Voting	Date of I		Authority (	Conducting Election
Dealers II I		lavit of Provisio		CATHE T	
Declaración Jurada					
TO BE COMPLETED BY VOTES It sens are either in person or by mail) I am a residing in the person or by mail). I am a residing in the person or by mail) I am a residing by barn of locarceration, parole, supervi undeliction to be totally mentally locapa indidenseanor, and I understand that it is believed in the person of por combination (ya sea en persona o por combined included by the cumpilied todo mi castig vio se me ha determinado por sentencia vio se me ha determinado por sentencia proportion of the persona o por comparation of mentalmente sin derecho o in una elección para la cual sé que no se una elección para la cual sé que no se una elección para la cual sé que no se una elección para la cual sé que no se una elección para la cual sé que no se una elección para la cual sé que no se una elección para la cual sé que no se una porte plant proportion para la cual sé que no se una pueda de la participa de la cual se de la cu	gistered voter of this political an lent of this political and lent of this political subdivision, she had probestion, or I defend probestion, or I clusted or partially mentally increased the probestion of the	bidivision and in the preci- have not been finally com- we been pardomed. I have save been pardomed. I have specifished without the right sets subdivisión politica, on be sid- of- de encarcelamiento, libe jurisdicción testament hac chinh tri dia phurong in ha tri, in treo, quan che mit möt phinn ning live di mit han tri, dia phurong in ha tri, in treo, quan ch mit möt phinn ning live di mit minh khole phin di di mit minh khole phin di mit minh khole phin di mit minh khole phin di mit minh khole me (Nombre) (Ten) (②)  me (Nombre) (Ten) (②)  md ZIP. If none, describe w to, Ciudal, Estado, y Códji s, camino rural, ni direcci	uct in which I'm atticted of a follony or not been determine to me the meter and to be the to the t	empting to vote and ha if a felon, I have code de by a final judgment and that giving false in is.  ue estoy tratando de w titvamente por un deli upervisión, período de mente incapacitado m or, y entiendo que es u hu mà tôi có ý định đi hoàn toàn không bị kể h, hoặc đã đưyc tha. Ph bầu phiểu. Tôi hiểu rì tà phạm trong vò cấp tự định và từ	we not already voted in this election letted all off my punishment including of a court exercising probate formation under eath is a lot as a constant of the court of the co
lőp Thu PO, Dịa Chí Dường Làng hoặc ở 月座住地點(譯勿用蘇局信物陰傳、炸 sulfing Address: City, State, and ZIP, Bru seldence address: (Dirección postal: Cit comble entregaric correspondencia en s hó, Tiếu Bang, và Số Vùng, Nếu không t uý vì.) 郭希地址:市、州和郭道茂號。	外路線名稱或商號地址) sail cannot be delivered to your udad, Estado y Código Postal, si su domicilio), (Pja Chi Gór Thu: thể chuyển thư tới địa chí cư ngi	no es Thành ụ của	<b>al)</b> (Sexo (Optativ buộc) 性別:(可 <sup>‡</sup>	o)) Giéi De 東或不填 ) de Th	to of Birth: Month, Day, Year (Fecha nacimiento: mes, dia, año)(Ngày áng Nam Sanh: Tháng, Ngày, Nam) i 日初: 月、日、年
Texas o de su Cédula de Identidad expec Departamento de Seguridad Publica de ' Bằng Lái Xe của tiểu bang TX hoặc số ID Sở An Toàn Công Cộng DPS TX cấp) TX s	Texas). Số personal, se requi Cá Nhân (do 州梨酸執照號 cần phải có nếu c	ne licencia de conducir ni uiere los últimos 4 número dh Xã Hội (4 số cuối của số quý vị không có số bằng lá	s de su seguro An Sinh Xã Hội	Texas/Cedúla de Número de Segur	una licencia de conducir de identidad personal de Texas ni un o Social.) ( Tôi chưa hề được cấp bắ
Check appropriate box ARE YOU A UNIT CTIZEN? Marque el cuadro apropiado: (CIUDADANO/A DE LOS ESTADOS UNID	か歴後端、情提 ング TED STATES (¿SOY YES (SI)	全號碼(如果您沒有駕駛 供社安卡最後 四位數字 XX-XX- □ □ □ □	執照或個人身	沒有 TX 駕駛執照 碼。	D cá nhân hoặc Số An Sinh Xã Hội.) 3 Mgc /但人身份證據碼或社會安全整 (ý của Cử Trí) (濯民赘名)
Check appropriate box ARE YOU A UNIT CITIZEN? Marque el cuadro apropiado: ( CIUDADANO/A DE LOS ESTADOS UNID	か歴後端、精提 ング TED STATES (¿SOY YES (SI)	全號碼(如果您沒有駕駛 供社安卡最後四位數字 XX-XX-□□□ NO (No) (Không)	執照或個人身	沒有 TX 駕駛執照 碼。	號碼/個人身份證號碼或社會安全報
Check appropriate box ARE YOU A UNIT CITIZEN? Marque el cuadro apropiado: CIUDADANO/A DE LOS ESTADOS UNID 方格內劃句: 您是美國公民嗎?	か歴後端、精提 ング TED STATES (¿SOY YES (SI)	全號導(如果您沒有駕駛 供社安卡最後四位數字 (X-XX-□□□[ NO (No) (Không) (否)   TO BE C  , the vote	動原或個人身  are of Voter: (Firm  OMPLETED BY T  r registrar/deputy	沒有 TX 報酬執照 確。 na del Votante ) (Chữ N HE COUNTY VOTER registrar, did research	號碼/個人身份證號碼或社會安全報
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#### NOTICE OF PROVISIONAL VOTER

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

## Completed by Polling Place Official for Voter, who needs to cure photo ID issues

bed by Secretary of State Section 63.001(g) 2/2018

Voter must appear before Voter Registrar by:

DUE DATE: (Fecha / Ngày / 日期)

El elector debe presentarse ante el funcionario de registro electoral antes de Cử tri phải trình diên tại Văn Phòng Ghi Danh Cử Tri trước

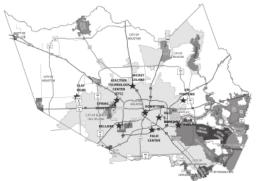
選民須在下列指定日期前親至選民登記官處

#### NOTICE TO PROVISIONAL VOTER

(For provisional voter who did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

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.

If you are voting in the correct precinct, in order to have your provisional ballot accepted, you will be required to visit the Harris County Voter Registrar's office (see map below) within six (6) days of the date of the election to either present one of the below forms of photo ID OR submit one of the temporary affidavits addressed below (e.g., religious objection or natural disaster without an acceptable form of photo identification) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or execute your temporary affidavit or exemption); however, taking this notice is not a requirement.



Acceptable Forms of Voter Identification
Texas Driver's 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; or United States passport.

\*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.

With the exception of the U.S. citizenship certificate, the identification must be current or, for voters aged 18-69 years, have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of identification listed above that has expired if the identification is otherwise.

Reasonable Impediment Declaration: If you do not possess one of the forms of acceptable photo identification listed above, and cannot reasonably obtain such identification, you may execute a Reasonable Impediment Declaration and present a copy or original of one of the following supporting documents: (1) a government document that shows your name and an address, including your voter registration certificate; (2) current utility bill; (3) bank statement; (4) government check; (5) paycheck; or (6) (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

The address on acceptable photo identification or a supporting document does not have to match your address on the list of registered voters.

PERMANENT EXEMPTION - During the cure period, voters with a disability may apply with the Harris County Voter Registrar for a permanent exemption to presenting ecceptable photo identification in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing applicant's disability, or from the U.S. Department of Veterans Affairs evidencing disability rating of at least 50 percent. The applicant must also state that he/she has no valid form of acceptable photo identification. Those who obtain a disability exemption will be allowed to vote upon display of voter registration certificate reflecting exemption.

TEMPORARY EXEMPTION - During the cure period, a voter may apply for a temporary exemption at the Harris County Voter Registrar's office for voters who have objection to being photographed OR who do not present an acceptable form of photo identification because of certain natural disasters as declared by the President of the United States or the Texas Govern

## AVISOPARA EL ELECTOR PROVISIONAL

(Para el elector provisional que no (1) presento una forma de identificación aprobada con fotografía y que no (2) lleno una declaración de impedimento razonable) La junta para procesar votos tempranos, determinara si su boleta será contada o no, después de la elección. Se le enviara un aviso a la dirección que proporciono en la declaración juramentada, para ejercer su voto provisional, en los próximos 30 días después del día de la elección indicando si (1) su voto fue contado o (2) si fue rechazado, y la razón por la cual su voto fue rechazado.

Si usted está votando en el precinto correcto, para que su boleta provisional sea aceptada, tendrá que presentarse en la oficina del Registrador de Votantes del Condado de Harris (ubicada en 1001 Preston, Houston 77002, consulte el mapa al reverso de esta página) en los próximos seis (6) disa después del dia de la elección para presentar una de las siguientes formas de identificación con fotografía o entregar una de las declaraciones juramentadas temporales

\*Si no tiene otra forma de identificación aprobada con fotografía puede solicitor gratuitamente un Certificado de Identificación Electoral en su oficina local del Departamento de Seguridad Pública de

mencionedas a continuación (ej. objeción religiosa o desastre natural sin alguna forma de identificación aprobada con fotografía) directamente al funcionario de registro electoral de su condado o entregar la documentación requerida para obtener una excepción permanente por discapacidad. El proceso se puede acelerar si lleva este aviso al funcionario de registro electora de su condado al momento de presentar su forma de identificación aprobada con fotografía (o al momento de presentar su forma de identificación aprobada con fotografía (o al momento de illenar una declaración juramentada temporal o entreger su documentación de excepción permanente); sin embergo, no es un requisito llevar este aviso.

Formas de Identificación Aprobadas con Fotografía:
Licencia de Conducir de Texas expedida por el Departamento de Seguridad Pública (DPS, según sus siglas en inglés); Certificado de Identificación Electoral de Texas expedido por el DPS; Tajeta de Identificación Personal de Texas expedida por el DPS, Local de Identificación Electoral de Texas expedida por el DPS, Cédula de Identificación Militar de los Estados Unidos con fotografía; Certificado de Ciudadanía de los Estado Unidos con fotografía; o Pasaporte de los Estado Unidos.

Una persona de 70 años de edad o más puede usar una forma de

cación aprobadas con fotografía nombradas anteriormente, y no de Impedimento Razonable y presentar una copia o el original de ore y dirección, incluyendo su certificado de registro de votante; (2) no; (5) cheque de pago; o (6) (a) acta de nacimiento certificada cimiento admisible en un tribunal de justicia que establece su

o tiene que coincidir con su dirección en la lista de votantes

e presentarse en la oficina de registro electoral, los electores con identificación en el condado por medio de la oficina de registro scrito de parte de la Oficina de Administración de Seguro Social o de Asuntos de Veteranos de los Estados Unidos comprobando El solicitante también deberá declarar que no tiene una de las excepción por discapacidad, se les permitirá votar al presentar el

oe presentarse en la oficina de registro electoral, el elector puede do si tiene una continua objeción religiosa a ser fotografiado o si no naturales declarados por el Presidente de los Estados Unidos o por

#### RI TAM THỜI

ợc chấp thuận và (2) đã hoàn tất bản khai trở ngại hợp lý) ụ trách bầu cử sớm sau cuộc bầu cử. Thông báo sẽ được gửi đến cho thể của quý vị để bầu lá phiếu tam thời cho thấy hoặc là (1) lá phiếu

quý vị sẽ được yêu cầu đến văn phòng Ghị Danh Cử Tri Quận Harris trình một trong các thể ID có hình ảnh HOÁC nộp một trong các bản ai mà không có ID có hình ảnh hợp lệ) với sự hiện diện của nhân viên ng thức này có thể được tiến hành bằng cách quý vị mang thông báo ược chấp thuận của quý vị (hoặc ký kết bản chứng thệ tạm thời của

\*Nếu quý vị không có bất kỳ căn cước có hình ảnh được chấp thuận, quý vị có thể nộp đơn lấy Giấy Chứng Nhận Căn Cước Bầu Cử miễn phí tại Sở An Toàn Công Cộng Texas địa phương của quý vị.

cho các cử trí tuổi từ 19-69, các căn cước phải chưa hết hạn quá 4 năm thể dùng một trong các căn cước đã hết hạn được liệt kê ở trên nếu căn

chấp thuận đã liệt kệ ở trên, và không có lý do để có được căn cước đó. chấp thuận da nột ne d tiến, và những số ý số số bố bố vật của chính phủ sã đơn điện hiện tại; (3) bán kế khai ngàn hàng; (4) ngặn phiếu chính phủ; ấy khai sanh được chấp nhận tại toà án để xác nhận danh tính của quý vị

nộp đơn cho Văn Phòng Ghi Danh Cử Trí Quận Harris để xin **miễn trử vĩnh** bao gồm văn bán từ Số An Sinh Xã Hồi Hoa Kỳ chứng minh người nộp đơn pi t ở mức tối thiểu Số phân trấn. Ngoài ra, người nộp đơn phái cho biết ông ngoại lệ do khuyết lật sẽ được phép bộ phiếu bằng cách xuất trình giấy

ồng Ghi Danh Cử Tri Quân Harris để xin miễn trừ tạm thời cho các cử tri ấn cước có hình ảnh được chấp thuận do hậu quả thiên tại đã được công

(音樂識別選件單由具結響)
份頭知書將郵寄至您在投下聲時選票的具結書上所提供的地址,指

之内至 Hamis 縣國民登記處辦公室 (地點請查閱於本頁背面的地圖) : 宗教異議或因天災而無照片議別證明)或申請永久身心障礙整 時投票具結書或豁免申請);但並非一定要獲帶此公告。

"如果您沒有一個有效的照片識別證明,您可至您 當地的 DPS 辦公室免費申請一個選舉識別證明

必需是现行或已逾期但不得超過 4 年。

原由而無法取得,您有權簽署一份無識別證明合理原由具結會並出 2種民登記證。(2) 現行的水電視單;(3) 銀行明編表;(4) 由政府單位開 是理確認您身份的一項文件(可附上國外的出生證明文件)。

為在此縣之合格照片識別證。申請書必須包含以下兩者其一的書 五軍人事務部所開立的書面文件以證明至少 50%的傷殘等級證明。 允許以出示選民登記證上顯示其豁免而得以投票。

州長宣佈的自然災害而造成國民無法出示任何照片識別證明。此

## **TAX OFFICE CURE MAP**

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



HARRIS COUNTY CLERK'S ELECTIONS DEPARTMENT LOCATIONS
LA SECRETARÍA DEL CONDADO DE HARRIS DEPARTAMENTO DE ELECCIONES
CÁC ĐỊA ĐIỂM TY BẦU CỬ CỦA NHA HÀNH CHÁNH QUẬN HARRIS
HARRIS 縣行政書記官選舉部地址

Final Day to Cure Último Día de Cura Ngày Cuối Cùng Để Xuất Trình Căn Cước 羅票補件截止日

For provisional voter who did not:

- · Present an acceptable form of ID, and;
- Complete a reasonable impediment

Para el votante provisional que no realizó:

- Presentar una forma aceptable de identificación, y;
- Completar una declaración de impedimento razonable

Cho cử tri bầu cử tam thời đã không:

- Xuất trình một loại căn cước được chấp thuận và:
- · Hoàn tất bản khai trở ngại hợp lý

對於臨時選票選民無法:

- 出示可接受的身份证件:
- 填寫無識別證合理原由切結書

This is a reminder that when you came to vote in person, you did not have an acceptable form of identification with you. Therefore, you must go to a Harris County Elections branch office before the deadline to confirm your identity so that your vote may be accepted.

Este es un recordatorio de que cuando vino a votar en persona, no tenía una forma aceptable de identificación con usted. Por lo tanto, debe acudir a la sucursal de la Secretaria del Condado de Harris Depar'amen!

o de Elecciones  $\,$  antes de la fecha límite para confirmar su identidad y que su voto sea aceptado.

Đây là lời nhắc nhở rằng khi quý vị đích thân đi bầu, quý vị đã không mang theo căn cước được chấp thuận. Do đó, quý vị phải đến Văn Phòng Ty Bầu Cử Quận Hạt Harris trước thời hạn để xác nhận danh tính của quý vị cho lá phiếu bầu của quý vị có thể được tính.

此提示為沒有帶備認可身份識別證的親自投票者。為此、你必須於截止日前到 Harris 縣行政書記官選舉部的分部地址確認你的身份、讓你的選票可以被接受。



## November 13, 2023

HOURS OF OPERATION Horas de Operación Những Giờ Làm Việc Bình Thường 辦公時間

MONDAY THRU FRIDAY 8 A.M - 4:30 P.M. LUNES A VIERNES 8 A.M. - 4:30 P.M. THỨ HAI ĐẾN THỨ SẤU 8 A.M - 4:30 P.M. 週一至週五 8 A.M - 4:30 P.M.

> During Early Voting and on Election Day 7 A.M - 7 P.M. SUNDAY 12 P.M. - 7 P.M.

Durante la votación temprana y el día de las elecciones De 7 A. M. a 7 P. M. DOMINGO DE 12 P.M. A 7 P.M.

Trong thời gian Bầu Cử Sớm và vào Ngày Bầu Cử 7 giờ sáng - 7 giờ tối CHỦ NHẠT 12 giờ trưa - 7 giờ tối

在提前投票期間和選舉日 早上7點至晚上7點 星期日中午12點至晚上7點



HarrisVotes.com 713.755.6965

## LIST OF PROVISIONAL VOTERS

# Early Voting - Place in sealed Provisional Tub Election Day - Place in Envelope #5 Provisional Ballot, yellow

Rev 08/2022  Date of Election Fech	a de la Elección Ngày Bầu C	<b>了</b> 選舉日期	Código de Lu Mã Số Địa Đ 投票所代碼 Authority Co Autoridad Ao Cơ Quan Th 主持選務機	iểm Bầu Củ onducting I dministran iấm Quyền		Cử
List	of Provisiona	al Vote	ers			
To be Complet	ed by Election Judge				To be Cor Ballot Bo	npleted by ard Judge
Name of Provisional Voter	Phone Number	Precinct #	Ballot Style #	Reason #	Accepted for Counting	Rejected fo Counting
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
Number of Provisional Ballots in Ballot Box:						
(as shown on list)  I certify that the number represented ab	ove are true and	correct a	ıs eviden	ced by	mv signatuı	re.
Signature of Precinct Presiding Judge:				,	,	
Signature of Custodian receiving ballots from President	ling Judge:					

## **OMISSIONS LIST**

## Early Voting - Place in Daily Reconciliation Envelope Election Day - Place in #2 white envelope

			Type of Election (Tipo de Elección)	Precinct. No. (Núm. de Precinto)	
	(LISTA DE ON	REGISTRATION OMISSIONS LIST  MISIONES SOBRE EL CERTIFICADO DE REGISTRO)  (Section 63.006(b), Texas Election Code)	Date of Election (Fecha de la Elección)	Authority Conducting (Autoridad Administrand	
PCT. NO. (ON CERT.) (Núm. De Prec.) (En Cert.)	VUID NO. (Núm. De VUID)	FULL NAME (LAST, FIRST, MIDDLE) (Nombre completo [Apellido, Nombre de Pila, Segundo Nombre])	COMPLETE RESIDENCE ADDRI (Dirección de Residencia Comp		DATE OF BIRTH (Fecha de Nacimiento)

#### INSTRUCTIONS FOR REGISTRATION OMISSIONS LIST

When a person is accepted for voting and his/her name is **not** on the list of registered voters or supplemental list of registered voters, the election officer must add the voter's name to the Registration Omissions List. The following are explanations of the law which allows for accepting a voter to vote whose name is not on the list.

- Voter (with required documentation) with Correct Certificate Who is Not on List:
   On the combination form, check the box labeled "Not on List 63.006" next to the voter's name.
   Add voter to Omissions List.
- 2. Voter (with required documentation) with Incorrect Certificate Who is Not on List: On the combination form, have voter initial the Voter's Affidavit "Not On List 63.006" box (near the voter's signature), and check the box labeled "Not On List 63.006." It is also necessary to indicate on the Omissions List the precinct number as indicated on the voter's certificate. Add voter's name to the Omissions List and check the box labeled "Not On List 63.006.

## NOTE ABOUT AMENDMENTS:

"Required documentation" refers to acceptable voter ID. or documentation showing an acceptable exemption. A voter without this documentation will vote provisionally (unless the voter chooses to return later with documentation).

Prior law at Section 63.007 (Voter Not on List, Incorrect Certificate) is now (with minor revisions) one of two procedures in Section 63.006.

Prior law at Section 63.009 (Voter Not on List, No Certificate) is no longer applicable; this voter will vote provisionally.

## COMBINATION FORM (EARLY VOTING & ELECTION DAY)

		Incluy a Nombre, Dirección			(Applicable)	-			1	ly Voting	ble to sign his/he	r name, an election official shall place the voter's name
				-	_	Ì				the signature ro Si algún votante r	ster and make a i no puede firmar su i	notation as to the reason the voter is unable to sign. nombre, un oficial electoral apuntará el nombre del votante e
Location (Sitio)	Da	ate of Election (Fecha de elección	Type of Election (Tipo de eleccion	Reas. Imped. Dect. 63.001 (i)	Provisional 63.011	Similar Name 63.001(c)	Not on List 63.006			registro de firma	s y hará una anota	ción indicando la causa por la cual el votante no pudo firm
County Precinct No. Num. de Precincto	VUID	Poll List (Lista de Votantes)	Voter Address (Domicilio del Votan	Reas.	Provi 63.01	Simil 63.00	Not o 63.00	Date				Signature (Firma)
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d on the identification provided 3.001(c), al colocar mis iniciales e	same samilar previsto en 🎘	registration certificate, and 1 am one and the s entificación previsto en § 63.0101 es substancialm	id that the name on the form of identification polytering or the personne or the person of the personne of the	DEL VOTANTI	E SIMILAR	E NOVIBE	Hdavit," I	O Marcado Ar Name Al	*DEGF	gr's zini (d Yotante) Antidavit for Yoter		Authority conducting election
ssegurar mi registro en un precint	a premedifiadamente para	duvection residencial, (C) no di información falsi	grandor de votantes la información perteneciendo a mi drador de votantes la información perteneciendo a mi	ndo le di al regii n la elección.	ыеспио спе	9189 9D 91U	opisal Bla (s	baccinto" (r	9189 Up		Swon	n to and subscribed before me this day of, 20

Jine #					inue on the back of this form) Include Name, Addr de votantes, continúe en el reverso de este formulario) eción	ess	]		ist/Si	ignati	ATION FORM ure Roster, Affidavits	Sections 6 63.011, 64	ed by Secretary of State // Form 7-59 9/2023 63,001, 63,0011, 63,002, 63,003, 63,004, 63,006, 63,009, 6 1,032, and 162,004 Texas Election Code ty conducting election	63.0
											ection Day	Admon	ty conducting electron	
Location Sitio				Date of Election (Fecha	de elección)			Applicable)			Type of Election (Tipo de elección)			
n the signatur i alonn votant	re roster an te no puede gistro de fin	d make a notation firmer su nombre	as to the rease	shall place the voter's name in the voter is unable to sign. ctoral apuntará el nombre del pla causa por la cual el votante	Signature (Firma)		Provisional 63.011	Similar Name 63.001(c)	Not on List 63.006	Reas. Imped. Dect. 63,001 (f)	Poll List (Lista de Votantes)		VUID	
0						0								
9						6								
3						8								
7														
5						9								
5						S								
1						t								
3						٤								_
2						7								
1						ı								
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ratoV vot 10	s's sitilities of the site of	(Imiciale Shullar Name			person named on the identification provided.  previsto en §63.001(c), al colocar mis iniciales en	ne as un	stancialmen	one ma i i	meate, and to en § 63.	scion previs	bivorq notheraltimsbil to arroll sett no omner off the training of the received to the result of the	cermined in on the li-	TVEVCION INEVDY DE NOVUBEE SIMILYE DET A JSL NSIME VIJIGSKE, I ZAGSE, OL SIJLILYE DET A EES, SIMILYE NVME VALIDVALIE: IL IK IS 96	TTC slin CL CL
Sworn to an		ed before me this		20	de otro modo estoy autorizado por ley para votar	qsr. o dn	ov oozanio s	ito en el que	e del preci	soy resident	hitch I am offering to vote at the time of in hormation treade, and (D) am voting only once in the election. weale "Acepto Juramento", yo declare o affirme que (A) J ator de votantes la información perfeneciendo a mi duce	em on a nor I cuadro ma in al registra	AMENTO DE VOTANTE: Al firmar con mis miciales e	RAJ Ste j

## 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)."

4. If a voter is unable to sign his or her name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign.

## NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED

Prescribed by Secretary of State
Section 61.007©, Texas Secretary of State
3/07

Poll Code: \_\_\_\_\_ Código de Lugar de Votación Mã Số Địa Điểm Bầu Cử 投票所代碼 POST AT AN OUTSIDE DOOR THROUGH WHICH A VOTER MAY ENTER THE BUILDING IN WHICH THE POLLING PLACE IS LOCATED.

#### NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED

(AVISO DEL NÚMERO DE VOTANTES QUE HAN VOTADO) (THÔNG BÁO VỀ TỔNG SỐ CỬ TRI ĐÃ BỎ PHIẾU)

(公告:已投票選民累積總數)

(Number of Voters) (Número de Votantes) (Số Cử Tri) (選民累積總數)

9:30am	
1:30am	
1:30pm	
3:30pm	
5:30pm	

Signature of Presiding Judge (Firma del Juez Presidente) (Chữ Ký Của Thẩm Phán Chủ Tịch) (投票所選務官簽名)

## NOTE TO PRESIDING JUDGE:

The total number of voters as shown on the poll list shall be posted at the times listed. The notice shall remain posted until the polls close. Return this form to Envelope 2 – To County Clerk

#### NOTA AL JUEZ PRESIDENTE:

El número de votantes como ilustrado en la lista de votantes se monstrará a las horas señaladas arriba. El aviso estará mostrado hasta que cierren los sitios de votación. Devuelva esta forma en el sobre número 2 a la persona encargada de la custodia general de los archivos electorales.

## THẨM PHÁN CHỦ TỊCH LƯU Ý:

Tổng số cử tri theo danh sách cử tri sẽ được công bố vào những giờ đã nêu. Thông báo này vẫn được công bố cho đến khi đóng cửa phòng phiếu. Gửi lại mẫu này trong phong bì số 2 cho Thư Ký Quận.

#### 致投票所選務官:

選民名單上的選民累積總數應在上列時間公布。此公告必須在投票所張貼,直到投票所關閉為止。請將此表格置入 2 號信封內,再交回行政書記官。

ED10 REV 08/2019

## DAMAGED BALLOT SLOT RED BALLOT BAG SEAL LOG

Deta	C1#	Cit	Ci
Date	Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Judge
ast Night of EV, Nov 3			
ast night of Early Voting place	e completed log in Da	amaged Ballot Slot red Ballot Bag for Earl	
ast night of Early Voting place before attaching seal. Send v	e completed log in Da with constable.	amaged Ballot Slot red Ballot Bag  D BALLOT BAG SEAL LOG	SRD:11/202:
ast night of Early Voting place before attaching seal. Send v	e completed log in Da with constable.	amaged Ballot Slot red Ballot Bag	
ast night of Early Voting place before attaching seal. Send v	e completed log in Da with constable. LOT SLOT REI	amaged Ballot Slot red Ballot Bag  D BALLOT BAG SEAL LOG	SRD:11/2023
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ast night of Early Voting place before attaching seal. Send v D DAMAGED BALL Date	e completed log in Di with constable. LOT SLOT REI	amaged Ballot Slot red Ballot Bag  D BALLOT BAG SEAL LOG	SRD:11/2023
ast night of Early Voting place before attaching seal. Send v D DAMAGED BALL Date	e completed log in Di with constable. LOT SLOT REI	amaged Ballot Slot red Ballot Bag  D BALLOT BAG SEAL LOG	SRD:11/2023

## DAMAGED BALLOT SLOT RED BALLOT BAG LOG

4/2023	Type of Election: (Tipe the Elección) (Lossi Biku Gū) (選舉種類)	SRD #: (Codigo de la vollación) (MA SA Phidnap Phidu) (投棄結業绩)
	Date of Election: (Fachs de la Elección) (Ngley Blu CG) (医學日間)	Authority Condusting Election: (Authoritied que realiza la elección) (Thâm Guyễn Tân Hánh Shu Gộ) (医學文章)

#### EARLY VOTING EMERGENCY SLOT BALLOT LOG

Date	Presiding Judge signature	Alternate Judge signature	Number of Ballots in Emergency Slot
May 30			
May 31			
June 01			
June 02			
June 03			
June 04			
June 05			
June 06			

- Judges will fill this form out each night after trying to scan any new Emergency Slot Ballots in the Ballot Box Pouch from that day. If the seal on the Emergency Slot was not broken, there will be no ballots for that day.
- 2. Any ballots for that day that would not scan, will be counted and put in the Emergency Slot Envelope.
- 3. The number of ballots for that day is logged in the column above, even if it is 0, and both Judges will sign.
- If there are ballots in the Emergency Slot Envelope, it must be put back into the Ballot Box Pouch. The Ballot Box is resealed, and the seal logged.
- 5. This form is put in the Work Folder until the next night.
- The number from this form will be entered daily into the ePollBook during closing.

After polls have closed, place this filled out form in the blue Emergency Slot Ballot Bag, with the Emergency Slot Ballot Bag Seal Log and the Emergency Slot Envelope. This filled out log needs to be placed in the bag even if the Emergency Slot Envelope in the bag has no ballots in it.

4/2023	Type of Election: (Tipe de Elección) (Loại Bầu Cử) (这學祖預)	BRD #: (Codigo de la volación) (MA SÓ Pháng Phillu) (投票軌解節)
	Date of Election: (Fachs de la Elección) (Ngày Bàu Cử) (選舉日期)	Authority Condusting Election: (Authorided que maliza la alección) (Thám Cuyến Tán Hành Bầu Cử) (医學室際)

#### **ELECTION DAY: EMERGENCY SLOT BALLOT LOG**

Date	Presiding Judge signature	Alternate Judge signature	Number of Ballots in Emergency Slot
May 30			
May 31			
June 01			
June 02			
June 03			
June 04			
June 05			
June 06			

- Judges will fill this form out each night after trying to scan any new Emergency Slot Ballots in the Ballot Box Pouch from that day. If the seal on the Emergency Slot was not broken, there will be no ballots for that day.
- 2. Any ballots for that day that would not scan, will be counted and put in the Emergency Slot Envelope.
- 3. The number of ballots for that day is logged in the column above, even if it is 0, and both Judges will sign.
- If there are ballots in the Emergency Slot Envelope, it must be put back into the Ballot Box Pouch. The Ballot Box is resealed, and the seal logged.
- 5. This form is put in the Work Folder until the next night.
- 6. The number from this form will be entered daily into the ePollBook during closing.

After polls have closed, place this filled out form in the blue Emergency Slot Ballot Bag, with the Emergency Slot Ballot Bag Seal Log and the Emergency Slot Envelope. This filled out log needs to be placed in the bag even if the Emergency 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

STAMI SCAN (purple tape) When Start of Day (AM) End of Day (PM)	P HERE Where	DATE	
SCAN (purple tape) When Start of Day (AM)		DITTE	
When Start of Day (AM)	Where		
Start of Day (AM)	Where	T	
	O D-II- D	Ballot Counter #	
LIN OI Day (FIVI)	Open Polls Report Suspend Polls Report		—
	Suspend Folis Report		
CONTROLLER (White)			
When	Where	Ballot Counter #	Provisionals
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspend Polls Report		
CONTROLLED (Diala)			
CONTROLLER (Pink) When	Where	Ballot Counter #	Provisionals
Start of Day (AM)	Open Polls Report	Ballot Counter #	Provisionals
End of Day (PM)	Suspend Polls Report		
zna or zay (r m)	ouspend Folis Report		
Controller (Green)			
When	Where	Ballot Counter #	Provisionals
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspend Polls Report		
Combuelles (Diss)			
Controller (Blue) When	Where	Ballot Counter #	Provisionals
Start of Day (AM)	Open Polls Report	Danot Counter #	FTOVISIONAIS
End of Day (PM)	Suspend Polls Report		
	(Presiding Jud	lge)	
	(Alternate Jud	lge)	

## **ELECTION DAY RECONCILIATION LOG**

## **3 Part Carbonless**

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

	s the most important form compl	eted by the ELECTION JUDGES	<u>.</u> Please fill in each of the lin
pelow and sign the fo	rm.		
Poll code:	x 22.000 00.000		
Election Title:		Alternate Judge's Signature _	
Date of Election:		f Official Ballots:	
	110 110 110 110 110 110 110 110 110 110	TOTTICION BOTTONS	
When to Record	What information to record		Number
Before polls open	Number of ballots received		
Todoor -	(total number of blank ballot pape		
When occurs	Number of additional ballots rec		
Table 1	additional blank ballot paper pro		
After polls close	Number of voters who checked in	nto the ePollbook	
After polls close	Number of spoiled ballots return	ed by voters	
******	(from Spoiled Ballot Log)		
After polls close	Number of unused ballots alread	y signed by judge (total number	
*****	of blank ballot paper signed by judge remaining)		
After polls close	Number of unused ballots		
	(total number of blank ballot pape	er remaining)	
After polls close	Number of provisional ballots		
	(total number of provisional affidavits)		
	Reconcilia	tion Information:	
Scan (Purple Report/T			-
When to record	Where information is located	Ballot Counter #	
Start of Day (AM)	Zero Report		
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Close/Suspend Polls Report		
Cambrallan (1911-14 - 15	aut/Taua)		
Controller (White Rep When to record	ort/ ( ape) Where information is located	Ballot Counter#	Provisional numbers
whien to record	whiere information is tocated	pattot Counter #	riovisional numbers
Start of Day (AM)	Zero Report		
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Close/Suspend Polls Report		
and the same of the same of			1
	rt/Tape)		
Controller (Pink Repo	Where information is located	Ballot Counter#	Provisional numbers
Controller (Pink Repo When to record			
	Zero Report		
	Zero Report Open Polls Report		

BLUE COPY—Place in Scan

## **ELECTION DAY ENVELOPE FOR DEVICE REPORTS/TAPES**

(Place inside #2 Envelope, white)

# ENVELOPE FOR DEVICE REPORTS/TAPES

Poll Code:	
Election Title:	
Date of Election:	-

## THIS ENVELOPE IS TO CONTAIN THE FOLLOWING:

- Reconciliation Log—white copy ONLY (pink copy goes to Presiding Judge and blue copy goes in the Scan with the Travel Seal Log)
- 2. Morning Reports/Tapes:
  - A. Printed from Controllers before first voter votes:
  - Zero Report/Tape from <u>all</u> Controller
  - Open Polls Report/Tape from <u>all</u> Controller
  - B. Printed from Scan before first voter votes:
    - Purple Zero Tape from Scan
    - Purple Open Polls Report/Tape from Scan
- 3. Evening Tapes/Reports:
  - A. Printed from Controllers after last voter votes:
  - Suspend Polls Report/Tape from <u>all</u> Controller
  - Access Code Report/Tape from <u>all</u> Controller
  - •
  - Purple Suspend Polls Report/Tape from Scan REV 8/11/2021 Return to Envelope #2 TO: Election Administrator

## **EARLY VOTING CONSTABLE TRAVEL LOG**

(Place on top inside Return Box)

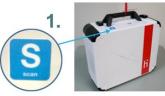
	quipment Receipt an Chain of Custody form that goes inside of each Scan	
Location Name & SRD number	Election Date	
	op Off. Check each box to confirm you have it. ve one Scan and one Ballot Bag)	
□ Scan(s)		
☐ Damaged Ballot Bag (red)		
☐ Ballot Bag(s)		
□ Provisional Ballot Tub		
☐ Ballot Box(es) inside the carry bag		
<ul> <li>Black case(s) with all ePollBooks, MiFi, stands, cables</li> </ul>	and charging blocks inside / # of ePollBooks returned	
☐ Early Voting Return Box with all envelopes (Daily Reco		
□ Supply Cabinet Keys	on of Mail Ballot, RID, Timesheet Envelopes)	
a supply cabillet keys		
Presiding Judge Signature	Alternate Judge Signature	
Constable Signature	EA Receiving Attendant Signature	
	3/2023	

Location Name & SRD number		Election Date
	Instruction: All items below are taken to D (Note: Location may only h	rop Off. Check each box to confirm you have it. ave one Scan and one Ballot Bag)
	Scan(s)	
	Damaged Ballot Bag (red)	
	Ballot Bag(s)	
Provisional Ballot Tub		
	Ballot Box(es) inside the carry bag	
		s and charging blocks inside / # of ePollBooks returned
<ul> <li>Early Voting Return Box with all envelopes (Daily Reconciliation, White, Green, Daily Spoiled Cancelation of Mail Ballot, RID, Timesheet Enve</li> </ul>		
	Supply Cabinet Keys	tion of Plati Ballot, KID, Timesneet Envelopes
	Presiding Judge Signature	Alternate Judge Signature
	Constable Signature	EA Receiving Attendant Signature

## EARLY VOTING ITEMS TO GIVE TO CONSTABLE

# Early Voting - Before sealing Equipment Caddy, be sure you have all these items for the driver:

- 1. All Scans with orange seal (must return all Scans)
- 2. Ballot Bag with orange seal
- Damaged Ballot Envelope inside red Damaged Ballot Bag (sealed and locked) with seal log. Seal with orange seal (even if there are no Ballots in the envelope)
- 4. Provisional Tub with seal and lock
- 5. Return Banker Box with return envelopes inside
- 6. Ballot Box in Carrier Bag
- 7. ePollBook Case (with 4 iPads and MiFi) or MP70
- 8. Completed white Early Voting Equipment Receipt form







7.











\*All returning items marked with pink band or label\*

## **ELECTION DAY ITEMS TO RETURN**

# Election Day - Before you seal Equipment Caddy, have all these materials ready to take to drop-off.



- 1. All Scans (all must be returned) with orange *Chain of Custody* form inside
- Damaged Ballot Envelope (put inside red Damaged Ballot Bag with seal log; seal the bag, even if no damaged ballots are in the envelope)
- 3. Ballot Bag with seal
- Judge's Supply Box with unused Ballot Paper
- 5. Envelopes (Numbers 1, 2, 4, 5, 6, 7)
- 6. Ballot Box in Carrier Bag
- ePollBook case (with all iPads and <u>Mifi</u>) or MP70
- Provisional Envelope (put inside blue Provisional Ballot Bag with seal log; Seal the bag even if no provisional ballots are in the envelope)

















\*All returning items will be marked with a pink label or band.





HarrisVotes.com 713.755.6965

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