



**ELECTION NIGHT
CHECK-IN**

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- The Election Judge **AND** Alternate Judge from each location will be responsible for delivering and checking in ballots and supplies
- You will return **ONLY** the items you picked up
- Remember that facilities will be there the next day to pick up voting equipment and a few other miscellaneous supplies.
- Equipment left behind for facilities needs to be left neat and orderly. Equipment **ALWAYS** needs to be locked away

Early Voting Check-In

Deputy EV Clerks(EV Judges) will leave the following supplies behind for use on Election Day

- ExpressVote Ballot printer
- Kiosk Arm Extension
- Cradle Point Router
- Display Board
- 'Ballots Here' sign
- Surge Protectors
- Handheld Scanner
- Scanner Stand
- Cone Toppers



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Equipment you will turn in

Blue Supply Wagon – Be sure to store all electronics inside Supply Wagon for transport. This includes ExpressVote ballot printer and power cords and Cradle Point router. ED – combo forms will be returned in the Supply Wagon SEALED

Red 'Pizza' Bag – Kiosk arm extension, surge protectors, scanner stand, alcohol wipes and PPE supplies

Votec Voter Kiosk with all components

Election Judges will enter the front of the building with Blue Supply Wagon, Ballot Transfer Bag, and remaining supplies. **REMEMBER**, we can only allow one Election Judge per check-in station at a time. **THIS IS THE LAW not a request**

An election official will check-in the Votec Voter Kiosk, Display Board, the number of cone toppers and yard signs returned at arrival

The Alternate Judge will deliver the Ballot Transfer Case and Provisional Ballot Bag to the side door by the ramp at the front of the Annex Building. An Election Official will be there to check-in and sign off on the acceptance of the voted ballots

When Judge & Alternate are done, you will 'switch' rooms. We will need both signatures on Chain of Custody forms and other forms as well

EARLY VOTING - Deputy EV Clerks & Alternates will deliver all supplies and ballots (Ballot Transfer Case, Provisional Ballot Bag AND DS200 Thumb Drive Transport bag) to the side door by the ramp at the front of the Annex Building

All ballots will go directly into the Ballot Storage Room. Supply wagon, Ballot Transfer Bag, and other supplies will be taken to the Blue Wagon Supply Room

EARLY VOTING – You will leave your ExpressVote ballot printer, Cradle Point router, surge protectors, display board, cone toppers and yard signs for Election Day use!

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CHECKLIST FOR CLOSING THE POLLS

Refer to your Checklist for Closing the Polls!

This will tell you what form goes where. Your file bin and paperwork has also been color coded to help you.

Following the Checklist will make the check-in process fast and easy

Early Voting – The checklist will let you know what equipment and supplies to leave behind for Election Day use

CALL the office with any questions!

CHAIN OF CUSTODY

Chain of Custody forms will need to be signed to release custody of DS200 thumb drive, voted ballots, voted provisional ballots, supplies and equipment.

Deputy EV Clerks, Judges, and Alternates will complete and sign the top portion of the Chain of Custody forms for DS200 Thumb Drive, Ballot Transfer Case (voted ballots), and Provisional Ballot Bag.

Receipt for Transfer Case and Receipt for Election Supplies for release of ballots, supplies and equipment will be signed upon arrival

DO NOT REMOVE SEAL ON EMERGENCY BALLOT COMPARTMENT (TOP BIN OF DS200). The Early Voting Ballot Board is responsible for retrieving ballots placed in top bin