

Polling Place Reference Guide 2024

HIGHLIGHTED INFORMATION

Updates to elections laws and procedures impacting polling place procedures:

- » Election Day registration procedures:
 - Any voter not found in the poll pad will be sent to the registration judge who must confirm the voter's precinct.
 - Voters sign twice: first to confirm the registration oath, then to confirm the voting oath.
 - Voters have the option to indicate on registration slip that they want to automatically receive an absentee ballot at their residential address for any election in which they are eligible.
- » Election Day registration documentation: students may now use any valid form of ID along with their name on the student housing list.
- » Exit polling: individuals conducting exit polling must present a photo ID and credentials or a letter from news media.
- » Unvoted and uninitialed ballots will be placed in a specific transfer case and returned to the Elections office on election night.

HOTLINE *FOR* ELECTION DAY ONLY

651-266-2173

AVAILABLE ALL YEAR

651-266-2219

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DOCUMENTS AND SUPPLIES

*Disclaimer: Additional items may be added to your supplies after the printing of this manual. We will notify you of any items that are not listed here.

RED TUB

Blue Folder

- Opening the Polls Checklist
- Election Judge Oath, Code of Conduct, Flag Cert.
- Election Day Incident Log
- Hourly Tracking Form
- Sign-up to be an Election Judge Form
- Voucher Scoring Form
- Unable to Register Form
- Data Entry Corrections Form
- Language Line Form
- Closing the Polls Checklist
- Election Night Returns Reference Sheet
- Poll Pads Certification
- Ballot Counter Certification
- Ballot-Marking Device Certification
- Polling Place Ballots Certification
- Voter Statistics Certification (pink sheet)

Instructions

- Duty Cards
- Polling Place Reference Guide
- Ballot Counter, Ballot-Marking Device, Poll Pad Guides

Purple Folder - election judge documents

- Election judge timesheets
- Extra direct deposit forms
- Mileage reimbursement forms
- Polling place worker list
- Polling place information sheet
- Precinct map

Supply pouch

- Equipment keys
- Head judge ID badge
- Scissors

Envelopes

- Ballot Exchange Slips
- Scan Ballot Counter Reports (Summary Statements)
 - » Red Tub Copy #1
 - » Red Tub Copy #2
 - » Supply Box Copy

- Election Day Registration Documents
- Registered Voter Signature Slips
- Spoiled Ballots
- Touch Writer Ballot-Marking Device
- Miscellaneous Documents
- Pre-initialed Ballots but Unused

Miscellaneous

- Yellow tear-off sheet for EDR
- Oath of Challenger forms
- Notice of Death forms
- Ramsey County Elections contact sheet
- Ballot transfer case seals
- Envelope seals
- Emergency Voting Kit
- Greeter's List
- Sample ballots
- Role of Challenger instructions
- Student housing list
- Residential facility staff list (if applicable)
- Minnesota State Election Law Complaint Form

BLUE SUPPLIES BOX

- Clipboards
- Secrecy sleeves
- "I Voted" stickers
- Blue tape
- Extension cords and power cords
- Paper towels
- Disinfecting spray and sanitizing wipes
- Small flag, flag stand, and flag stand clips
- Blue seals
- Poll pad paper
- Voting equipment cords
- Name tag bag
- Sign bag
- Pen box:
 - » Pens and markers
 - » Scissors
 - » Rubber bands and paper clips
 - » Sort Kwick or finger covers
 - » Magnifying glass/paper, signature guide
 - » Calculator
 - » Measuring tape
 - » Flashlight
 - » Post-it notes
 - » Outlet converter
 - » Sign bag and language sign bag - required to post all language signs

SETTING UP BEFORE ELECTION DAY

OVERVIEW

Head judges may ask other judges to help set up the polling place before Election Day. Track your time setting up before Election Day and add it to your timesheet.

Please do NOT set up equipment before Election Day.

Refer to the Opening the Polls Checklist in the red tub for guidance with set-up. On Election Day, please set up equipment first (see the accompanying guides for equipment set-up) then follow the steps below.



Missing any supplies? Call 651-266-2173.

CONFIRM DELIVERY OF POLLING PLACE MATERIALS

The Polling Place Information Sheet lists the location of the delivered materials, which is not always in the voting room. If you cannot locate the materials, the head judge should work with the polling place contact person to search the building for any misplaced supplies.

- Ballot counter (white machine marked with the letter S) and black ballot box (collapsed and contained in a black carrying bag with black handles)
- Ballot-marking device (white machine marked with the letters AW), printer (black corrugated plastic box) & stand (contained in black carrying bag with red handles)
- Green poll pad cases
- Blue supplies box
- Transfer Case: Polling Place Ballots
- Voting booths
- VOTE HERE sign and U.S. flag
- Parking signs



SIGN BAG FROM THE SUPPLIES BOX

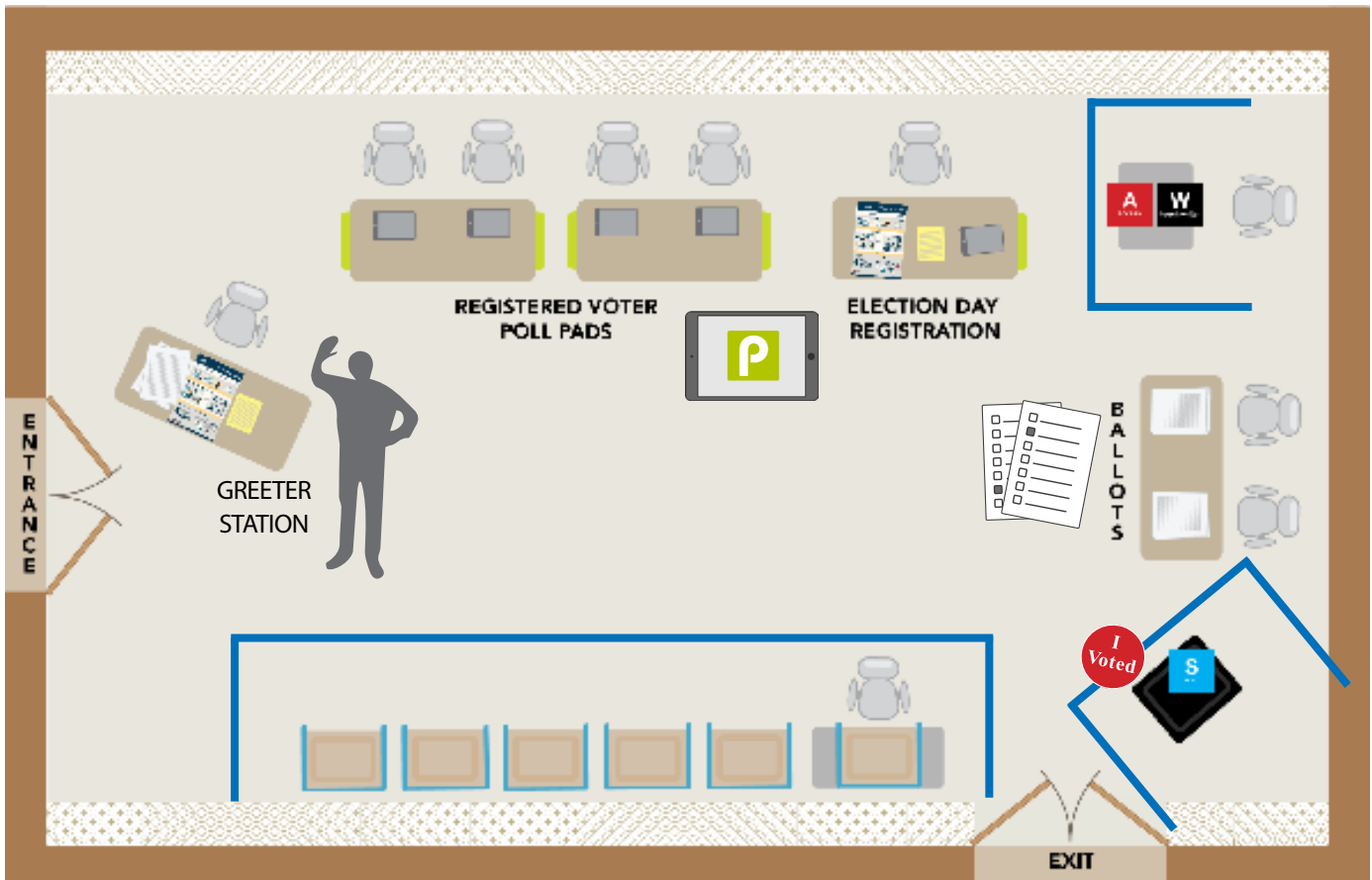
Note: Only post the following signs prior to Election Day if the room is not in use prior to Election Day. Be sure to post all Hmong, Somali, and Spanish language posters before polls open, too.

- Prohibited in the Polling Place - place inside entrance.
- Voter Bill of Rights - place inside entrance.
- Voter Oath - place near poll pad station.
- Voters Only Inside Blue Line - post near voting booth area and ballot counter.
- Any additional signs specific to the election.



POLLING PLACE LAYOUT

While setting up the polling place, consider the layout and flow of traffic, including entrances, hallways and exits. Plan your space to ensure privacy for voters when they are marking their ballots and casting them into the ballot counter.



VOTING BOOTHS

- The voting booths must be arranged so voters can mark their ballots privately.
- Each polling place must have at least one voting booth on a table with a chair for voters who cannot stand for extended periods of time. Be sure the chair can easily be moved out of the way for voters using a wheelchair.
- Mark off a six-foot perimeter around the voting area using blue tape.
- Voters may choose to mark their ballots using a clipboard. Have the clipboards available at a table near the voting booths. Voters may choose where to stand or sit with the clipboard.



SETTING UP ON ELECTION DAY



If you are not able to get into your polling place:

- 1 Call the emergency contact listed on the Polling Place Information Sheet.
- 2 Call 651-266-2173.
- 3 If you cannot enter the polling place, the head judge should call the area judge (cell number is listed on the Polling Place Worker List) who will bring an emergency voting kit to prepare for voting outside, if necessary.

If you are not able to operate your ballot counter, see the Reference section for instructions.

SETTING UP BY PRIORITY

Immediately on Election Day, the head judge will facilitate introductions, provide work assignments, and direct the set-up of the following in order of priority.



Set up the poll pads (see Poll Pad Guide for instructions).



Set up the ballot counter (Scan) and ballot-marking device (Touch Writer) (see equipment guides).



Set up the ballot judge station.



Set up the greeter station.



Set up parking, directional, and translated signs.

MAKING INTRODUCTIONS/SIGNING THE OATH & CODE OF CONDUCT

Election judges should arrive at their polling place at 5:30 a.m.

Each head judge will be given a Polling Place Worker List—a list of election judges assigned to work at that polling place. All judges must be trained and certified by Ramsey County Elections to work on Election Day. Call 651-266-2173 if a judge shows up who is not on your list, a student election judge does not arrive, or if you are short on judges. As a group, read, affirm, and sign the Election Judge Oath and Code of Conduct form.

Each judge serving in the polling place should wear a name tag that includes the judge's first name and any languages, other than English, which the judge is comfortable using with voters. By law, name tags cannot state a party affiliation.

ASSIGNING SET-UP TASKS

The head judge should use the Opening the Polls Checklist to assign duties for opening the polling place. The Polling Place Information Sheet contains any details for setting up the polling place.

While assigned judges are setting up the voting equipment, all other judges are responsible for setting up the rest of the polling place, including any set-up outside the voting room.



SETTING UP THE BALLOT STATION

Gather supplies

- Ballots
- Secrecy sleeves
- Paper clips
- Pens
- Sample ballots in Hmong, Somali, Spanish, and English
- "How to mark your ballot" sign
- Polling Place Ballots Certification
- Hourly Tracking Form
- Ballot Exchange Slips envelope
- Spoiled Ballots envelope



Confirm that all ballot packs are for the correct precinct. The number of ballot packs delivered to the precinct is pre-recorded on the Polling Place Ballots Certification. Count the number of packs received, including the pack of blank paper for the ballot-marking device, and record in the space provided on the certification form.

Ballots are shrink-wrapped in packs of approximately 50 ballots. Each time you open a pack, two judges should count the exact number of ballots then record it on the back of the Polling Place Ballots Certification.

Two judges may pre-initial a reasonable number of ballots in preparation for polls opening at 7 a.m. and continue to pre-initial ballots throughout the day as needed. Do not open the pack of blank ballots for the ballot-marking device until a voter arrives who requests to use the device.



SETTING UP THE GREETER STATION

Gather supplies

- Yellow tear-off sheet and illustrated poster with acceptable proof of residence
- Sign Up to be an Election Judge form
- Language Line Information
- Polling place map
- Pens
- Sample ballot pads

Note: Sample ballots are printed on colored paper. Verify that they contain the same offices, candidate names, and questions as the official ballots. Sample ballots are available in Hmong, Somali, Spanish, and English.



SETTING UP OUTSIDE

Voter parking area: Mark voter parking spots and clear area of obstacles.

Accessible parking spots: Mark several spots with "accessible parking only" signs.

On-street parking: Verify that on-street parking spaces listed on the Polling Place Information Sheet have Voter Parking Only signs placed by public works staff. If not, notify Ramsey County at 651-266-2173.

Additional parking signs: The Elections office will provide additional voter parking signs to some polling places.

Curbside voting: Mark a space where voters may park for curbside voting.

Accessible entrance: An accessible entrance/exit is not always in the same area as the main voting entrance/exit. Mark any alternative route and ensure the path is free of obstacles.

VOTE HERE sign and U.S. flag: Display at the main entrance at 7 a.m.



PREPARING TO OPEN TO THE PUBLIC

Review Election Day procedures

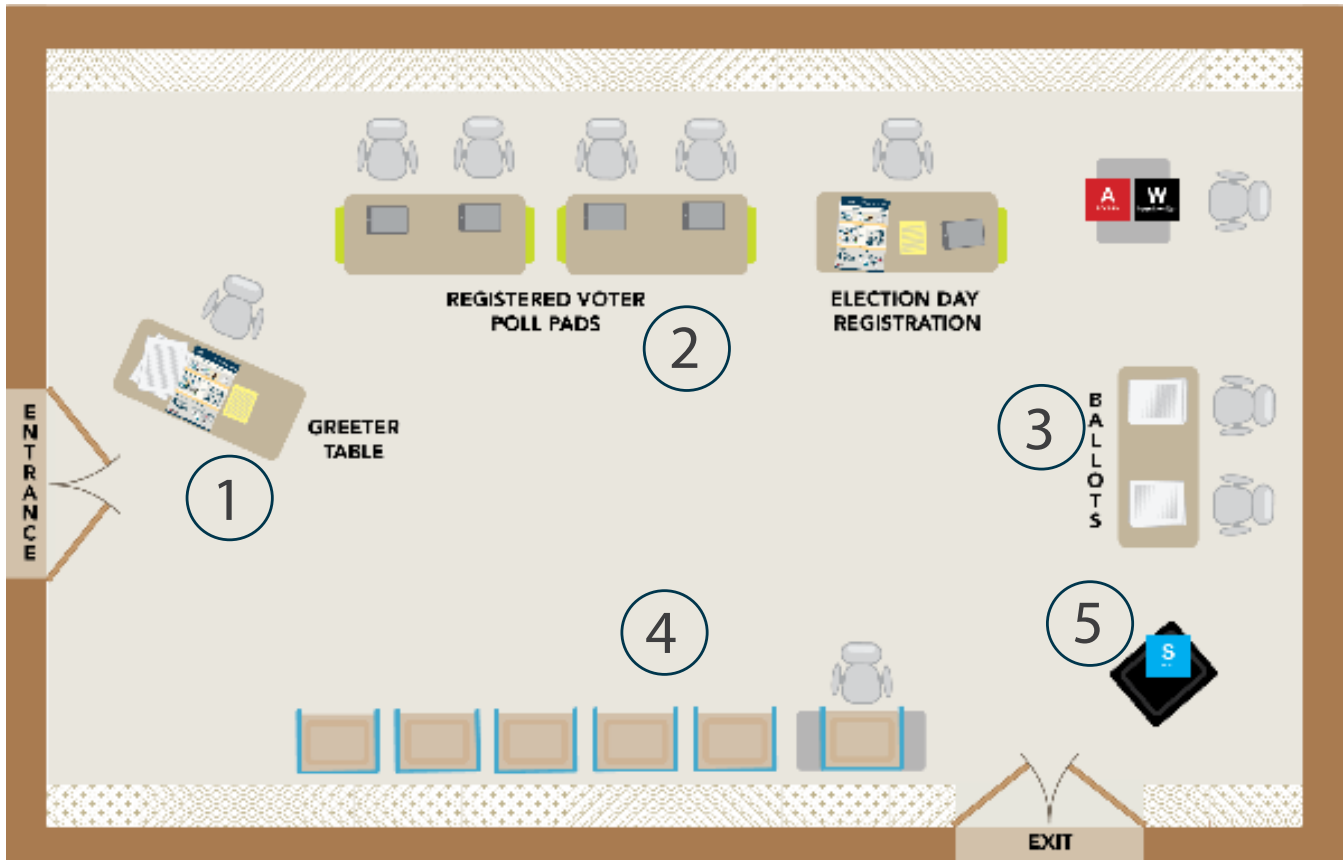
The head judge will distribute the duty cards, located in the red tub, to the appropriate stations and review assigned duties with each judge.

Open the polling place to the public at 7 a.m.

Verify that the flag and VOTE HERE sign are displayed outside the entrance. Verbally declare, "The polling place is open."

PROCEDURES THROUGHOUT ELECTION DAY

The map below shows the general path of each voter who visits the polling place and this section contains basic procedures throughout the day at the different work stations. See duty cards or the Reference section for more detailed procedures if situations arise in which they are needed.



1 GREETER STATION: GREETING VOTERS

When voters enter the polling place, they first visit the greeter station. Judges staffing the greeter station welcome voters into the polling place, answer any initial questions, and guide them through the voting process.

The greeter judge should send all voters to a poll pad station (labeled ② above) to check if they are registered in that precinct.

Greeter judge duties may include:

- Providing voters a sample ballot.
- Showing voters the yellow sheet listing Election Day registration documentation options or the Register to Vote Today poster if they need guidance finding acceptable proof of residence.
- Fielding requests for language translation. You may have an interpreter judge assigned to your polling place; they can facilitate assistance for voters through the Ramsey County language line even if they do not speak the same language.

2 POLL PAD STATION: SEARCHING ALL VOTERS AND CHECKING IN REGISTERED VOTERS

(See the Poll Pad Guide for more detailed instructions and visual examples.)

All information on the poll pad is confidential. Election judges should search names on the poll pad only as is necessary to check in voters. Voters should only see the poll pad screen to confirm their name, date of birth, and address; they are not allowed to scroll through the poll pad.

Remember that registered voters do not need to show identification to the poll pad judge unless "See ID" or "Voted out of Precinct" is listed on their record.

The poll pad judge searches the poll pad for every voter who enters the polling place. The judge will check in registered voters; if a voter's name / address are not current, or they are not found in the poll pad, the judge directs them to the registration station.

ABSENTEE VOTER NOTATION ON THE POLL PAD

If the voter appears on the poll pad with the notation AB next to their name, they voted absentee and their ballot was counted by Ramsey County; they cannot vote in the polling place.

The screenshot shows the poll pad interface for Ramsey County, Precinct: Falcon Heights City Hall (P-1). The interface includes fields for 'FO' (First Name) and 'DO' (Date of Birth), a 'Search' button, and an 'ADVANCED SEARCH' button. Below the search fields, it displays 'SEARCH RESULTS: 1' and a list of results for 'FORESTER, DONNA'. The results show her date of birth as 08/27/1928, address as 2281 HUYFONG AVE, and voter ID as 2230688. A red 'A.B.' notation is next to her name, indicating she is an absentee voter. The precinct name 'FALCON HEIGHTS CITY HALL (P-1)' and precinct number '344 873' are also visible.

- 1 Tap GET STARTED.
- 2 Ask the voter their name. Type the first three letters of their last name then the first three letters of their first name into the appropriate boxes. Tap SEARCH.
 - If a voter's name might contain an apostrophe, perform the search with the apostrophe and without it.
 - If a match is found, proceed to Step 3.
 - If no match is found, tap ADVANCED SEARCH to search the date of birth. If a match is still not found, clear the date of birth field by tapping RESET; then search the address. If a match is found, proceed to Step 3.
 - If the voter is not found in the poll pad, send the voter to the registration table.
- 3 Ask the voter for their address. If their response matches what is listed in a record, tap the correct record to advance to the voter confirmation screen.
- 4 Turn the device around and have the voter confirm their name, address, and date of birth. The voter should not touch the poll pad at this point. If all information is correct, proceed to Step 4.
 - If they have changed their name or address, send them to the registration station.
 - If there are typos in the name or date of birth, record them on the *Data Entry Corrections Form* and proceed to Step 4.
 - If the poll pad indicates the voter's record is challenged, follow the prompts on the screen to clear the challenge or consult your head judge to assist.

- 5 Turn the device back to you and tap ACCEPT.
- 6 Turn the device back to the voter and have them read the voter's oath and sign the signature line on the screen.

Note: A voter who will not or cannot provide an electronic signature may make a mark on the signature line so the device will print the signature slip. Once the slip has printed, have the voter sign it or provide their stamp.

A voter who is unable to sign their name may:

- mark an 'X' (the election judge certifies this mark by signing the voter's name and writing "witnessed by <judge's first initial and last name>").
- request that another person sign the voter's name in their presence (that person should sign their own name as well).

- 7 Turn the device back to you and tap DONE SIGNING on the voter's confirmation page.
- 8 Tap SUBMIT.
- 9 The voter signature slip and ballot exchange slip will print. Confirm the signature slip contains the signature.
 - Retain the voter signature slip in the Registered Voter Signature Slips envelope.
 - Issue the ballot exchange slip to the voter, directing them to the ballot station.

ADVANCED SEARCHING

If you do not find a voter in the poll pad under their current name and address, follow the directions below to search by date of birth (DOB) and address within the precinct.

Searching by date of birth or address:

- 1 Tap ADVANCED SEARCH. Additional search fields will appear beneath the name search fields. Tap RESET to clear the name fields before searching for DOB or address.
- 2 Search by date of birth:
 - a Tap DOB to open month/day/year entry fields.
 - b Enter information then tap SEARCH.
 - c If you see the correct voter's name, tap their line to open that entry and check them in.
- 3 If you do not find the voter by searching for date of birth, clear the DOB by tapping RESET.
- 4 Search by address:
 - a Enter the house number and the first few letters of the street name (e.g., 2160 BAY for 2160 Bayard St). Addresses of registered voters within the precinct will begin to populate as suggestions below the entry field.
 - b If you see the correct street address, tap the street address suggestion to see all voters registered at that street address in the precinct.
 - c Hide the keyboard by tapping the keyboard button in the lower-right corner of the screen.
 - d Select SEARCH to generate a result.
 - e If you see the correct voter's name, tap their line to open that entry and check them in.

Election Day registration vs. data entry correction

As you work with voters at the poll pad, you may be informed that the voter sees an error in their information. If a voter simply has a misspelling or data entry error in their name or date of birth, you should record this error as a data entry error correction as pictured in the example to the right. You should not send the voter to the registration station.

What is NOT a data entry error correction? And is instead Election Day registration...

- An updated address or apartment number.
- A changed last name.
- An added last name.

ARDEN HILLS P-1
Presidential Nomination Primary
March 5, 2024

Data Entry Corrections Form

Use this sheet to correct data entry errors that appear in a voter's record on the poll pad:

- Misspelled names
- Transposed or incorrect numbers in a date of birth or address

! Do not mark a voter who is new or re-registering on this sheet. A voter who has moved or changed their name MUST register before voting on Election Day.

Voter ID#	Voter's first and last name AND incorrect information as it appears on the poll pad	Correction needed
Examples:		
9876543	Christopher Hunt	Should be Christopher <u>Hunt</u>
9876541	Htoo Paw 10/11/1990	DOB should be 10/11/1996

RAMSLEY COUNTY
Elections Office
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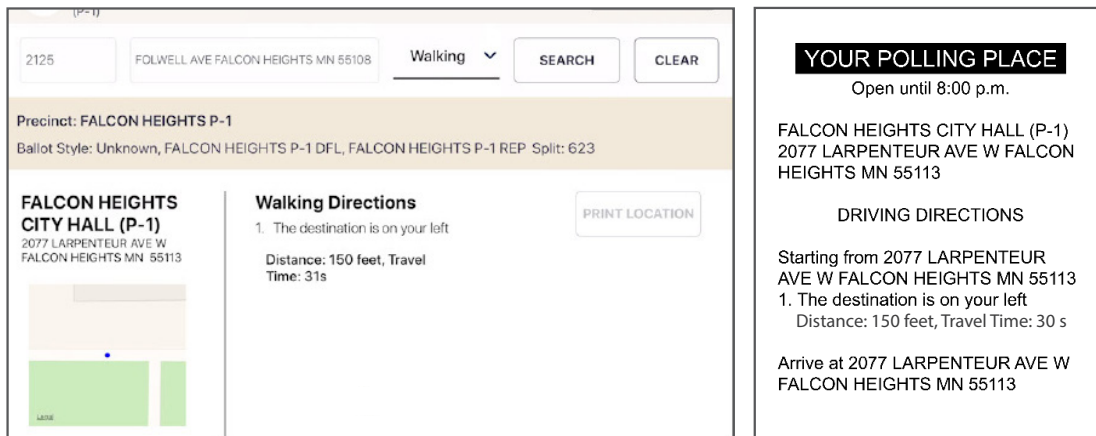
SEARCHING NON-REGISTERED VOTERS' ADDRESSES IN THE POLL PAD PRECINCT FINDER

The registration judge should use the poll pad's precinct finder tool to determine if the voter is in the correct precinct to register and vote.

- 1 Tap the MENU button on the upper-left side of the screen.
- 2 On the Menu screen, tap PRECINCT FINDER.
- 3 Type the house number in the first search field, then begin typing the street name in the next search field. Address suggestions will generate below.

Note: After entering the address, check your data entry for accuracy.

- 4 Tap on the correct street name, then tap the SEARCH button.
- 5 A search result will generate the correct precinct number and polling place name, including the address of the polling place.
 - If the voter is in the correct location, you will see your precinct name and polling place name. You may proceed with the registration process.
 - If the voter is not in the correct location, ask them if they would like a slip printed that contains directions to the correct polling place. In the drop-down menu to the right of the street address field, select the voter's transportation preference, then tap PRINT LOCATION to generate the slip (see below).



- If the voter's address is not in the precinct finder, first ask them if the address they provided is their residential address--individuals may NOT register at commercial addresses (e.g., UPS store, office building, etc.). If it is a residential address, call the Elections office at 651.266.2173 so staff can ensure the voter is in the correct precinct and provide instruction on entering a new address.

2 ELECTION DAY REGISTRATION STATION

(See the Poll Pad Guide for more detailed instructions and visual examples.)

The registration station will contain a poll pad to be used for Election Day registration and the following forms:

- Yellow tear-off sheets
- Election Day registration poster
- Unable to Register form
- Voucher Scoring Form
- Election Day Registration Documents envelope

Note: Indicate by a tally mark on the Unable to Register Form anytime a voter isn't able to register.

- 1 Confirm the voter is in the correct precinct by looking up their address in the poll pad precinct finder.
- 2 Review the voter's acceptable proof of residence, using the yellow tear-off sheet or poster for reference.
- 3 Enter the first three letters of the voter's last name and the first three letter's of the voter's first name on the search screen. If the voter is found, click the record and select REGISTRATION at the bottom. *Remember this voter can use Valid Registration in the Same Precinct as their Election Day Registration documentation.*
- 4 If the search returns no results, click REGISTER in the upper area of the screen.
- 5 Ask the eligibility questions and select the voter's responses.
- 6 If the voter is using a valid ID with current name and address, click SCAN DL in the upper left hand corner of the screen. Otherwise, enter last name, first name and date of birth using the calendar. Be sure to select the correct month, day and year -- not the default Election Day information.
- 7 Enter the voter's house number and the first three letters of the street name. Choose the correct address from the drop down menu. Let the information populate the rest of the address fields. Add apartment number, if applicable.
- 8 Choose ID type from the drop down menu. Enter ID number if it doesn't pre-fill.
- 9 Choose residency type from the drop down menu. Follow prompts that pertain to each type. *Note: Accurate data entry is critical. Take care to ensure the data is entered correctly. You may select BACK (in the upper left of every screen) at any point to revise before printing.*
- 10 Turn the poll pad for the voter to confirm that all information is correct.
- 11 If everything is correct, the voter reads the Voter Registration Oath and signs to confirm the voter registration information.

Note: A voter who will not provide an electronic signature may make a mark on the signature line so the device will print the signature slip. Once the slip has printed, have the voter sign it.

- If there are errors, tap PREVIOUS STEP in the upper left corner to go back to a previous screen to correct any information.

- 12 Press NEXT.

- 13 Sign your initials in the box on the right side. Tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.
- 14 The registration application with the signature prints.
- 15 Tap ACCEPT.
- 16 The voter reads the Voter Oath and signs to confirm the oath.
- 17 Tap DONE SIGNING.
- 18 Tap SUBMIT. The voter check-in slip and ballot exchange slip print.
- 19 NEW: Inform the voter of the option to choose to automatically receive an absentee ballot at their residential address for all future elections in their jurisdiction. The election judge may mark the selection if indicated by the voter.
- 20 Tear off the ballot exchange slip and provide to the voter. Leave the remaining slips attached to each other and place in the Election Day Registration Documents envelope.
- 21 Record any voucher information, if used, on the *Voucher Scoring Form*.

3 BALLOT JUDGE STATION: PROVIDING A BALLOT

Note: Each time you open a new pack of ballots, two judges must count the number of ballots in the pack and record on the Polling Place Ballots Certification. Only initial a reasonable number of ballots - if you have any initialed unused ballots at the end of the night, you must separate them from the voted ballots by returning them in the Pre-Initialed Ballots but Unused envelope placed in the red tub.

Issuing a ballot

After a voter receives a ballot exchange slip, they are directed to the ballot judge to exchange the slip for a ballot. Ballot exchange slips do not need to be numbered and will be collected into the Ballot Exchange Slips Envelope throughout the day.

Explaining the ballot

- 1 Explain the instructions listed on the top of the ballot to the voter.
- 2 Point to the "How to mark your ballot" sign to demonstrate how to mark a vote. Do not physically mark a ballot or point to any specific candidate or party on the ballot.

Note: See the Ballot Judge Duty Card for more information and instructions to share with voters based on special instructions for the election (e.g., primary, ranked voting, etc.).

- 3 Offer the voter a secrecy cover and issue a ballot to the voter.
- 4 Indicate the location of the voting booths. Explain that after completing the ballot, they will insert the ballot into the ballot counter—point to the location of the ballot counter.

Note: The voter may ask for a replacement ballot at any time and for any reason before they insert the ballot into the ballot counter. After the voter places their original ballot into the Spoiled Ballot envelope, issue them a new ballot.

Sample Ballot
State Primary
Primary Ballot
Precinct Arden Hills P 1
Ramsey County, Minnesota
August 11, 2020

Judge _____
Judge _____

Instructions to Voters: To vote, completely fill in the box(es) next to your choice(s) like this:
This ballot contains one side with partisan offices and one side with nonpartisan offices. On the partisan side of the ballot, you are permitted to vote for candidates of one political party only. Do not vote for candidates of more than one party.

Legal Marijuana Now Party	Grassroots-Localize Cannabis Party	Republican Party	Democratic Farmer Labor Party
Federal Offices U.S. Senator Vote for One <input type="checkbox"/> Candidate 1	Federal Offices U.S. Senator Vote for One <input type="checkbox"/> Candidate 1 U.S. Representative District 4 Vote for One <input type="checkbox"/> Candidate 1	Federal Offices U.S. Senator Vote for One <input type="checkbox"/> Candidate 1 <input type="checkbox"/> Candidate 2 <input type="checkbox"/> Candidate 3 <input type="checkbox"/> Candidate 4 <input type="checkbox"/> Candidate 5 U.S. Representative District 4 Vote for One <input type="checkbox"/> Candidate 1 <input type="checkbox"/> Candidate 2	Federal Offices U.S. Senator Vote for One <input type="checkbox"/> Candidate 1 <input type="checkbox"/> Candidate 2 <input type="checkbox"/> Candidate 3 <input type="checkbox"/> Candidate 4 <input type="checkbox"/> Candidate 5 U.S. Representative District 4 Vote for One <input type="checkbox"/> Candidate 1 <input type="checkbox"/> Candidate 2 <input type="checkbox"/> Candidate 3 <input type="checkbox"/> Candidate 4 <input type="checkbox"/> Candidate 5

4 VOTING STATION

The voter completes the voting process independently unless they request assistance marking their ballot. The only individuals allowed within the voting area are voters in the process of voting, two judges of different major political parties assisting a voter, or individuals assisting by the voter's request (e.g., an interpreter, a voter's family member, a staff member from a residential facility, etc.).

5 EQUIPMENT STATION: OPERATING THE BALLOT COUNTER THROUGHOUT THE DAY

The equipment judge instructs all voters that they may insert their ballot into the ballot counter in any direction and then wait for the U.S. flag to appear, indicating their ballot has been scanned and accepted.

If the ballot is not accepted, the equipment judge will ask the voter if they may approach the ballot counter to assist them, then they will read and explain the message on the screen to the voter. If the ballot counter does not accept the ballot, see the troubleshooting steps in the Reference section.



USING THE BALLOT-MARKING DEVICE

Two election judges of different major political parties must assist a voter who wishes to use the ballot-marking device (Minnesota Statutes 204C.15; Minnesota Statutes 206.57). The voter will give their ballot exchange slip to the ballot judge who will retrieve blank ballot paper for the two election judges assisting the voter, ensuring that the two judges initial the top-right of the ballot paper before the paper is inserted into the printer.

The election judges need the poll worker code from the head judge before preparing the ballot-marking device for a voter. Once the two judges have prepared the device, a voter may have an interpreter or another assistant of their choosing help with the voting process. The two judges should remain close to assist the voter as needed with using the device or retrieving their ballot.

General guidance for assisting the voter

- 1 Place the blank ballot paper into the printer according to the instructions in the Ballot-Marking Device Guide.
- 2 Press the blue poll worker button on the back of the device.
- 3 On the display screen, enter the poll worker code and select ACCEPT.
- 4 Select CREATE BALLOT ACCESS CODE.
- 5 Choose the correct precinct and select OK.
- 6 Select TOUCH HERE to preview the code.
- 7 Select YES, PRINT THE CODE.
- 8 When the code is printed, tear it off, enter the code, and explain to the voter how to use the device. Ask if the voter needs additional assistance. Allow the voter to mark the ballot when they indicate that no additional assistance is needed.
- 9 Place the printed access code in the Touch Writer Ballot-Marking Device envelope.

ASSISTING A CURBSIDE VOTER

- 1 Election judges in the polling place will be notified that a voter is requesting to vote curbside, either by someone accompanying the voter or by the Elections Office. All curbside voting should be recorded by the head judge on the Election Day Incident Log, noting time of day and the initials of the election judges who administered it.
- 2 Election judges of two different major political parties will take a poll pad out to the voter.
- 3 The judges will complete the check-in process for registered voters, including having the voter provide their signature on the poll pad screen for the voter's oath. IF the voter is not found in the poll pad or found at a different name or address, use the precinct finder to determine if they are at the correct polling place. If they need to register, see the next page for instructions.
- 4 Election judges will return inside and print the registered voter's signature slip and ballot exchange slip. The registered voter signature slip should be retained in the proper envelope.
- 5 The ballot exchange slip should be taken to the ballot judge by two election judges from different political parties to obtain a ballot for the voter.
- 6 Along with the ballot, a clipboard, pen, secrecy sleeve and an "I Voted" sticker should be taken back out to the voter for voting.
- 7 The judges will explain the ballot instructions to the voter then give them a clipboard and secrecy sleeve. Judges should step aside and allow the voter to mark their ballot in private; however, if requested, both judges may assist the voter in reading and marking the ballot.
- 8 When the voter is finished marking their ballot, they may insert it into the secrecy sleeve and signal to the election judges that they are finished voting.
- 9 The judges give the voter the "I Voted" sticker and explain they will cast the ballot into the counter and one judge will return to the voter to verify the ballot was successfully counted.
- 10 The head judge should record the curbside voting on the Election Day Incident Log, noting the time and the initials of the two election judges who performed the activity.



Curbside voting for non-registered voters

- 1** Election judges in the polling place will be notified that a voter is requesting to vote curbside, either by someone accompanying the voter or by the Elections Office. All curbside voting should be recorded by the head judge on the Election Day Incident Log, noting time of day and the initials of the election judges who administered it.
- 2** Election judges of two different major political parties will take a poll pad out to the voter.
- 3** They will search the poll pad for the voter by asking for their name and address. If the voter is not found in the poll pad or found at a different name or address, the precinct finder should be used to determine if they are at the correct polling place. If they are, proceed to step 4. If not, direct the voter to their correct polling place.
- 4** Election judges will return inside and request that the registration judge and a judge from a different political party go back outside with a poll pad to verify acceptable proof of residence and complete the registration process on the poll pad, including having the voter sign the poll pad to verify both registration information and the voter's oath.
- 5** Election judges will return inside and print the Election Day Registration voter's signature slip and ballot exchange slip. The voter signature slip should be retained in the Election Day Registration Documents envelope. The ballot exchange slip should be taken to the ballot judge by two election judges from different political parties to obtain a ballot for the voter.
- 6** Along with the ballot, a clipboard, pen, secrecy sleeve and an "I Voted" sticker should be taken back out to the voter for voting.
- 7** The judges will explain the ballot instructions to the voter then give them a clipboard and secrecy sleeve. Judges should step aside and allow the voter to mark their ballot in private; however, if requested, both judges may assist the voter in reading and marking the ballot.
- 8** When the voter is finished marking their ballot, they may insert it into the secrecy sleeve and signal to the election judges that they are finished voting.
- 9** The judges give the voter the "I Voted" sticker and explain they will cast the ballot into the counter and one judge will return to the voter to verify the ballot was successfully counted.
- 10** The head judge should record the curbside voting on the Election Day Incident Log, noting the time and the initials of the two election judges who performed the activity.

ELECTION DAY INCIDENT LOG

All judges should communicate with the head judge regarding the following types of incidents, which the head judge is responsible for recording on the Election Day Incident Log:

- Abandoned ballots are found in the polling place.
- The ballot counter jams.
- Citizenship, guardianship, and incarcerated (felony) challenges are cleared.
- A voter checks in on the poll pad but does not cast a ballot.
- A voter receives curbside voting services.

Do NOT use the Election Day Incident Log to record the number of ballots in a pack (record on reverse side of Polling Place Ballots Certification) or corrections to the poll pad (record on Data Entry Corrections Form).

Election Day Incident Log

Use this log to record noteworthy events from the polling place. The information provided here will be used to explain incidents and reconcile discrepancies in the voting statistics (e.g., jammed ballots, voter did not sign the voter signature slip, voter left with ballot, etc.). If more writing space is needed, attach a sheet of paper. Call your area judge or 651-266-2173 for any urgent issues.

*Voter ID# is collected to aide the Elections Office in identifying the correct voter record. Information will be redacted if data is requested.

Time	Incident and any relevant information	Voter name and *Voter ID# if needed

CLOSING THE POLLING PLACE

Use a cell phone to determine it is 8 p.m., then announce, “The polls are closed.” Anyone still in line is entitled to vote. No person arriving after 8:00 p.m. is allowed to vote. An election judge should stand at the end of the line to inform any late arrivals that voting has closed.

TAKING DOWN POLLING MATERIALS


Do not take down your polling materials or equipment until the last voter has completed voting. At 8 p.m., remove the U.S. flag and Vote Here sign from outside to indicate the polling place has closed. Proceed with the closing procedures listed on the closing checklist.

Do not lock the doors to the polling place once voting has ended. The public is welcome to watch the closing activities and to inquire about the vote totals. No one may interfere with election judges’ work.

Before starting the closing activities, retrieve the Closing the Polls Checklist and the Election Night Returns Reference Sheet.

AUDITING THE BALLOTS

Complete the Polling Place Ballots Certification. Record the number of ballots in the ballot box, spoiled ballots, duplicated ballots (if any), packs of sealed ballots remaining (which is then multiplied by 50), and the number of unused ballots not in packs (include the ballot-marking device paper in this count or in the previous count if the pack was never opened).



ARDEN HILLS P-1 Presidential Nomination Primary March 5, 2024

Polling Place Ballots Certification

Ballots received in the polling place

Recorded by the Elections Office: # of sealed packs distributed _____

Recorded by election judges: # of sealed packs received _____

Recorded by election judges: # of additional ballots received throughout day _____

Name of staff delivering additional ballots to polling place _____

Head judge signature _____


Election night ballot audit

Number of ballots cast through the ballot counter	_____
Number of spoiled ballots	+ _____
Number of duplicated ballots, if any	+ _____
Number of sealed ballots remaining assuming 50/pack	+ _____
Number of unsealed ballots remaining (hand count)	+ _____
Total ballots at polling place at close of polls	= _____

Oath of confirmation

We, the election judges, certify that the ballot quantity received in the transfer case, and throughout the day, matches the quantity delivered by the Ramsey County Elections Office.

Two election judges of major political parties must sign below

 [Return in the blue folder](#) Page 1 of 2

LOADING THE TRANSFER CASE: POLLING PLACE BALLOTS

Never leave anything in the black ballot box, including voted or unvoted ballots.

- 1 Locate the Polling Place Ballots Transfer Case labeled with the precinct and election on the outside. Place only the VOTED ballots inside.
- 2 Place the lid firmly on the transfer case.
- 3 Thread a plastic seal through the hole(s) in the transfer case lid and then through the handle or other openings in the box.
- 4 Pull the end of the plastic seal until it is tightly wrapped around the lid and box.
- 5 Locate two sticker seals (from the red tub) and have at least three election judges sign the seals.
- 6 Place the seals over the sides of the lid and the box, securing the lid on the box.

COMPLETING THE POLLING PLACE BALLOTS CERTIFICATION

Complete the 'election night ballot audit section' of the Polling Place Ballots Certification. Place the completed form in the blue folder which will be returned in the red tub.

SECURING UNUSED BUT PRE-INITIALED BALLOTS

All pre-initialed but unused ballots, including any ballot-marking device ballots that are pre-initialed, are to be returned in the Pre-Initialed Ballots but Unused envelope. Place this envelope in the red tub.

SECURING UNUSED BALLOTS WITH NO INITIALS

All unused ballots (sealed in plastic wrap or unsealed) that have NOT been pre-initialed, including the ballot-marking device ballots, are to be returned in the transfer case labeled [UN-VOTED Polling Place Ballots](#).

COMPLETING THE VOTER STATISTICS CERTIFICATION (PINK SHEET)

Follow the instructions on the Voter Statistics Certification and complete the information on the front of the form. Place the completed form in the blue folder which is to be returned in the red tub.

COMPLETING EQUIPMENT CERTIFICATIONS

Poll Pads Certification

The Poll Pads Certification was partially completed while opening the polls. To complete the form, record the blue seal number on the certification. Then confirm each of the poll pad ID numbers and initial in the space provided. Place the completed form in the blue folder which is to be returned in the red tub.

Ballot Counter Certification

The Ballot Counter Certification was partially completed while opening the polls. To complete the form, record the seal number on the ballot counter in the appropriate space. If the seal was broken during the day and you replaced it, provide an explanation of why the seal numbers are different. Place the completed form in the blue folder which is to be returned in the red tub.

Ballot-Marking Device Certification

The Ballot-Marking Device Certification was partially completed while opening the polls. To complete the remainder of the form, record the seal number from the ballot-marking device in the appropriate space. If the seal was broken during the day and you replaced it, provide an explanation of why the seal numbers are different. Place the completed form in the blue folder which is to be returned in the red tub.

CLOSING THE EQUIPMENT

To close the poll pads, see the Poll Pad Guide for closing and packing instructions.

To close the ballot counter and ballot-marking device, see the Ballot Counter Guide and Ballot-Marking Device Guide for closing instructions.

COMPLETING OTHER RED TUB FORMS

Place forms into the red tub to return to the Elections Office on election night. These forms will be turned in at the second tent at Plato.

Election judge documents:

- Timesheets—All election judges need to sign the timesheet. If an election judge does not show up on Election Day, please write "no show" on their line.
- Sign Up to be an Election Judge form.

Note: Head judges will be emailed a survey link in order to complete an evaluation for each election judge who served in their precinct on Election Day. The link will be sent in an email within a week after Election Day. Please email electionjudge@ramseycounty.us with any questions.

COMPLETING ELECTION DAY ENVELOPES

Using the checklist provided in the red tub, confirm that all of the following envelopes have been properly filled. Seal envelopes with an envelope sticker seal even if the envelope is empty.

- Scan Ballot Counter Reports (Summary Statements): Red Tub Copy #1, Red Tub Copy #2, and Supply Box Copy.
Place the first scan ballot counter report in the Red Tub Copy #1 envelope (the zero report slip should already be in the envelope from the morning procedures). Print an additional report for each remaining envelope provided. The Red Tub Copy #1 & #2 should be returned to Ramsey County on election night and the Supply Box Copy should be stored in the supplies box.
- Election Day Registration Documents envelope – Place the completed Election Day Registration Voter Signature Slips, Voucher Scoring Form, and Unable to Register Form in this envelope.
- Spoiled Ballots envelope – During Election Day, any spoiled ballot should have been placed in this envelope. Do not seal this envelope until the ballot audit and voter statistics form have been completed.
- Ballot Exchange Slips – Place all of the ballot exchange slips into this envelope.
- Registered Poll Pad Signature Slip envelope – This envelope contains all registered voter signature slips generated by the poll pad and signed by voters.
- Touch Writer Ballot-Marking Device envelope – This envelope contains the test ballot, access code slips, zero report slip, and close polls report slip.
- Pre-initialed Ballots but Unused envelope - This envelope contains the ballots that were pre-initialed by election judges but not issued to voters.

PACKING THE RED TUB FOR ELECTION NIGHT RETURNS

Using the Election Night Returns Reference Sheet, which will contain the most updated information, confirm that all forms have been completed. Upon return of materials to the Elections Office, the judge and a staff from RCE will sign a form certifying the return of the materials listed on the form.

Blue Folder Contents:

Certifications

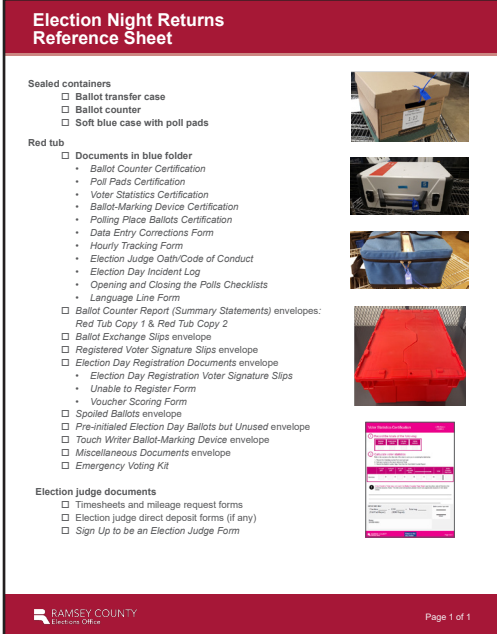
- Ballot Counter Certification
- Poll Pads Certification
- Voter Statistics Certification
- Ballot Marking Device Certification
- Polling Place Ballots Certification

Forms

- Data Entry Corrections Form
- Hourly Tracking Form
- Election Judge Oath/Code of Conduct
- Election Day Incident Log
- Opening & Closing the Polls Checklists
- Language Line Form

Envelopes

- Ballot Counter Report (Summary Statements) envelopes:
Red Tub Copy 1 & Red Tub Copy 2
- Ballot Exchange Slips envelope
- Registered Voter Signature Slips envelope
- Election Day Registration Documents envelope
 - Election Day Registration Voter Signature Slips
 - Unable to Register Form
 - Voucher Scoring Form
- Spoiled Ballots envelope
- Pre-initialed Election Day Ballots but Unused envelope
- Touch Writer Ballot-Marking Device envelope
- Miscellaneous Documents envelope
- Emergency Voting Kit



The reference sheet is a document with a red header and footer. The header contains the title "Election Night Returns Reference Sheet". The footer contains the Ramsey County Elections Office logo and the text "Page 1 of 1". The main body of the sheet is white and contains a checklist of items to be packed in the red tub. The items are organized into four main sections: "Sealed containers", "Red tub", "Election judge documents", and "Miscellaneous". Each section has a list of items with checkboxes. To the right of the text, there are four small images: a cardboard box, a ballot counter, a blue folder, and a red tub. The "Sealed containers" section includes: Ballot transfer case, Ballot counter, and Soft blue case with poll pads. The "Red tub" section includes: Documents in blue folder (Ballot Counter Certification, Poll Pads Certification, Voter Statistics Certification, Ballot-Marking Device Certification, Polling Place Ballots Certification, Data Entry Corrections Form, Hourly Tracking Form, Election Judge Oath/Code of Conduct, Election Day Incident Log, Opening and Closing the Polls Checklists, Language Line Form); Ballot Counter Report (Summary Statements) envelopes (Red Tub Copy 1 & Red Tub Copy 2); Ballot Exchange Slips envelope; Registered Voter Signature Slips envelope; Election Day Registration Documents envelope (Election Day Registration Voter Signature Slips, Unable to Register Form, Voucher Scoring Form); Spoiled Ballots envelope; Pre-initialed Election Day Ballots but Unused envelope; Touch Writer Ballot-Marking Device envelope; Miscellaneous Documents envelope; and Emergency Voting Kit. The "Election judge documents" section includes: Timesheets and mileage request forms; Election judge direct deposit forms (if any); and Sign Up to be an Election Judge Form.

CLEANING UP THE POLLING PLACE

Supplies to be left at the polling place

Follow the Election Night Returns Reference Sheet to confirm what supplies should remain at the polling place on election night. Place the remaining election supplies in the same location they were delivered.

- Black ballot box in black bag
- Blue supplies box: pack the supplies securely as most election supplies are reused from year to year. Seal the supply box with the plastic rat-tail seals. Do NOT use the sticker seals.
- Voting booths
- Black bag (with red handles) containing ballot-marking device stand and printer stand
- Printer and cords in box
- Flag (please re-wrap the flag if possible)
- VOTE HERE sign
- Table and chairs, if any
- Bright green poll pad cases
- Touch Writer ballot marking device

Secure the building as instructed

Review your Polling Place Information Sheet to determine if the building manager has provided any special instructions to Ramsey County Elections for closing the polling place building. It is a good idea for the head judge to speak to the building manager during the day to confirm procedures for locking up at the end of the night. Please be respectful of all requests from the building manager. Leave the polling place as it was found.

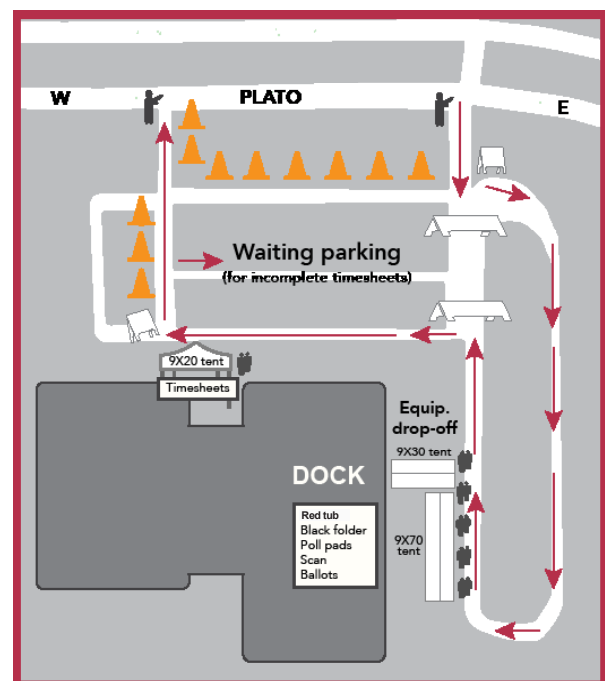
ELECTION NIGHT RETURNS

After the polling place has been closed and secured as instructed, the head judge will return items to Ramsey County Elections. The Election Night Returns Reference Sheet lists all materials that are to be returned to the Elections Office.

Return materials to:

90 W. Plato Blvd.
Saint Paul, MN

Head judges should drive to the east-end loading dock and stay in their cars during the election night returns process.



REFERENCE

This section contains reference instructions and materials to help with procedures or situations that may arise throughout Election Day. If your questions are not answered here, please call the Election Day Hotline: 651-266-2173.

EMERGENCY RESPONSE

In a situation that has become or may escalate into an emergency, election judges should perform the following items to the best of their ability:

- 1 Escort voters and other election judges out of the building or into a designated safe space.
- 2 If possible, attempt to secure the materials listed here. Bring the materials to a vehicle belonging to an election judge. Two judges of different major political parties should then stay in the vehicle until given further instructions. Move the vehicle for safety, if necessary.
 - Ballot counter
 - Ballot-marking device
 - Voted ballots (seal in a banker's box under supervision of two judges of different major political parties)
 - Unvoted ballots
 - Poll pads
 - Completed Election day voter registration applications
- 3 Identify the source and nature of emergency.

After election judges and voters are safe, the head judge should contact the Elections Office and share the following information:

- 1 General account of the situation, specifically:
 - Current safety status and location of staff, voters, and materials.
 - Status of the polling place - estimate of return to operations or need to close location to voting.
- 2 The polling location precinct and name.
- 3 Status of vital materials (listed above): If some materials are missed but the voting space will be accessible at a later time, Ramsey County Elections staff may ask that the election judges recover those items when possible and safe to do so.

Elections Office staff will make a determination whether reopening the precinct to voting is feasible. If Elections staff determine that continuing voting activities is possible, they will initiate an emergency polling place change, wherein Elections staff will coordinate the transition of election judges and vital materials to another polling location as well as use office resources and connections to redirect voters to this new location—with the goal to reestablish voting in full. If it is not possible to continue voting for the precinct, election judges will be asked to deliver materials back to the Elections Office.

EMERGENCY POLLING PLACE CHANGE

Once an emergency polling place change is announced, Elections Office staff will be working with the head judge and the Election Day site contacts to organize the transition to a new location. Elections Office staff will ask for an inventory of materials currently in election judge possession and any staffing needs the team may have in the wake of leaving the polling place. After Elections Office staff have accounted for the material and staffing needs at the new location, they will give the election judges clearance to transfer to the new location, as well as the address and contact information of its head judge.

Upon arrival at the contingency location, the election judges will be met by staff from the Elections Office bringing the following supplies:

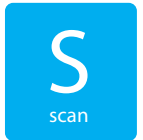
- Ballot counter
- Ballot-marking device
- Poll pads
- Head judge materials
- Ballots
- Equipment stands
- Voting booths
- Blue supply box
- Required documentation

If necessary, a team of mobile judges and Elections Office staff will also arrive at the new polling location to account for any staff shortages.

An Elections Office staff member will visit the site to support the head judge. They will serve as the main liaison between the new site and the Elections Office and will coordinate any further needs. Once the head judge determines that voting activities have stabilized and no further materials or staff are needed, the Elections Office staff member will collect the scanner and vDrive used at the unusable voting location and a delivery team will remove any extra materials.

The Office of the Minnesota Secretary of State may allow for additional time after 8 p.m. to offset any delay.

BALLOT COUNTER (SCAN) TROUBLESHOOTING



Issues when opening the polls

If you have trouble printing the Zero Report slip or Open Polls Report slip, call your area judge. Call Ramsey County (651-266-2173) if there are problems with the information on the zero tape slip (for example, if the precinct number on the Zero Report slip does NOT match the precinct number on the top of the ballots, or if there are already votes cast on the zero tape slip).

The head judge is primarily responsible for maintaining the ballot counter on Election Day. All problems with the ballot counter should be noted on the Election Day Incident Log because they may affect the voting statistics. The head judge should contact the area judge or the Election Day Hotline (651-266-2173) if the judges are unable to fix a problem.

If you are unable to use the ballot counter, open the emergency voting slot on the top of the ballot box, and allow voters to place their ballots in the slot. Do not keep voters waiting. However, voters may choose to wait for the ballot counter to be operational if they wish to do so. Once the ballot counter is operational, ballots that were placed in the slot should be removed and run through the ballot counter. This must be done by two judges of different major political parties (Minnesota Rules 8230.4365, subp. 5). Any ballot from the emergency slot rejected by the ballot counter can be either duplicated by two judges of different political parties or the head judge will override the ballot counter (see below).

Ballot(s) will not run through the ballot counter

When a ballot does not run through the ballot counter, it is important to read the message on the screen to determine if the ballot is over-voted (the number of candidates selected for an office is more than the 'vote for' number), jammed, or if there is another problem. If a voter would like you to view their ballot to see what may be the problem, you may.

ANY voter, for any reason, may spoil their ballot and complete a new one or choose to have their ballot counted as is through the override process.

Possible reasons for rejection include:

- **Overvote:** An office will not be counted if a voter selects more than the number of candidates specified in the 'vote for' number.

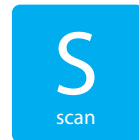
If the voter does not want to vote a new ballot, follow instructions to override the ballot counter and accept the ballot:

- a** Instruct the voter to reinsert their ballot. When the ballot is rejected, do not remove it from the ballot counter.
- b** Press the blue poll worker button on the back of the device.
- c** The ballot counter will fully pull the ballot back into the device and count all acceptable votes.
- d** The U.S. flag will appear if the ballot was successfully overridden and cast.

Note: The override process will not work if the barcode is damaged or marked.



Ballot(s) will not run through the ballot counter, continued...



- Crossover vote: If a voter marked votes in more than one party column in a primary, these votes will not be counted. All other offices will be counted.
- Damaged ballot: The voter may spoil their ballot and complete a new one or request two judges of different major political parties to complete the new ballot (Minnesota Rules 8230.4365).
- Jammed ballot, not counted: Ask the voter to gently pull the ballot from the ballot counter and inspect the ballot for damage. Attempt to run the ballot again and then follow steps for spoiling the ballot, if necessary.
- Jammed ballot, counted: Unlock and open the front door of the ballot box, reach inside and gently pull the ballot through the ballot counter, leaving the ballot in the ballot box.

Abandoned ballot in the polling place

If a voter abandons a ballot in the polling place—other than any rejected by the ballot counter and partially in the scan—spoil the ballot (see the Ballot Judge Duty Card). Write “found in [location]” on the ballot in the upper-right corner and place it in the Spoiled Ballots envelope. Document the incident in the Election Day Incident Log.

Duplicating ballots

If a ballot is left on or in the ballot counter, or if a voter asks election judges to duplicate their ballot, two judges of different major political parties must duplicate the ballot. (Minnesota Rules 8230.4365).

Duplication process

- 1 Each judge initials the top of the duplicate ballot.
- 2 At the top of the first original ballot, write “original #1.”
- 3 At the top of the first duplicate ballot, write “duplicate #1” and the reason for duplication (e.g., “torn ballot”).
- 4 One election judge reads the vote selections from the original ballot while the other judge marks the duplicate ballot.
- 5 Compare the duplicate ballot against the original ballot to confirm accurate duplication.
- 6 Place the original ballot in the Spoiled Ballots envelope and run the duplicate ballot through the ballot counter.
- 7 Number the remaining original and duplicate ballots sequentially (i.e., original #2-duplicate #2; original #3-duplicate #3).

Canceling a voter checkin

If you encounter a situation in which a voter should have their check-in canceled (e.g., a voter checks in on the poll pad and then tells you they moved), notify your head judge immediately. It is important that a voter not be checked in on the poll pad both as a registered voter and a non-registered voter as it will look like they voted twice and law enforcement will have to investigate.

The head just must call the 651.266.2173 as soon as possible and staff will guide them through the poll pad check in cancellation process.

ELECTION DAY REGISTRATION ELIGIBILITY REQUIREMENTS

To be eligible to register, an individual must:

- Reside in the precinct on Election Day.
- Be at least 18 years of age when they vote.
- Be a citizen of the United States.
- Have resided in Minnesota for 20 days immediately preceding Election Day (it is not necessary for the voter to have lived in the precinct for 20 days preceding Election Day).

A voter may NOT register to vote if they:

- Are under court-ordered guardianship in which the court has revoked their voting rights.
- Have been found by the court to be legally incompetent.
- Are currently incarcerated for a felony sentence.

You may NOT ask a voter if they are eligible to vote unless:

- There is a challenge on the poll pad.
- A challenger or any election judge challenges the voter based on personal knowledge that the voter does not meet the eligibility requirements to vote.

By completing and signing the voter signature slip and registration slip, the voter is attesting to the fact that they meet all the eligibility requirements listed on the Voter Oath.

Acceptable Election Day registration methods

Choose one of the following options to register when you vote

Valid ID or receipt with current name and address
MN driver's license, learner's permit, ID card, or tribal ID

OR

Photo ID and a document with your current name and address

Photo ID (can be expired)

- Driver's license, state ID or learner's permit issued by any state
- U.S. Passport, U.S. Military, or Veteran ID
- Tribal ID
- Minnesota university, college or technical college ID
- Minnesota high school ID

And one approved document

- Bill or statement due/dated within 30 days of the election: phone, TV, or internet; solid waste, sewer, electric, gas or water; banking or credit card; rent or mortgage
- Residential lease or rent agreement valid through Election Day
- Current student fee statement
- Student housing list

OR


Have none of the above? One of the options below may work

Vouching

- Voter in your precinct who can confirm your address—this individual can also register when they vote, but cannot vouch for you if they used a voucher
- Staff person of a residential facility in which you live, such as a shelter, assisted living facility, veteran's home, or group home

Other methods

- Registration in the same precinct—at a different address or with a different name
- Notice of late registration sent to you by Ramsey County

 rcelections.org
651-266-2171

Unacceptable documentation commonly offered

- Out-of-state student ID cards
- Tax forms
- Marriage licenses
- Medical bills
- Ordinary mail
- Anything not on the yellow tear-off sheet

ADDITIONAL GUIDELINES & ACTIVITIES

Polling place conduct

During voting hours, election judges, voters, assistants, and vouchers are part of the voting process and therefore allowed in the polling place.

Expectations for election judges

Ramsey County expects election judges to treat all voters with respect. The following behavior is prohibited and will be grounds for immediate dismissal if reported to Ramsey County.

- Disrespect for voters' safety.
- Teasing or harassment.
- Malicious humor regarding current events.

Authorized persons and activities in the polling place

- Voters and their children.
- Election judges and officials.
- Persons assisting voters.
- Vouchers.
- Authorized election observers (must have a letter from Ramsey County Elections or the Office of the Minnesota Secretary of State).
- Police officers (if requested by the head judge to keep order). Call the Elections office as soon as it is safe to do so to report the situation.
- Challengers (must have written authorization from a candidate or political party). See the Challenger section that follows for more information.
- Teachers and their students observing the election process.

Prohibited persons and activities in the polling place

- Disorderly persons.
- Smoking.
- Persons under the influence of drugs or alcohol.
- Campaign material for a candidate or ballot question that is on the current ballot - if you see any persons in the polling place wearing these items, ask them to cover and/or remove what they are wearing while in or within 100 feet of the polling place. If the voter refuses to cover or remove the campaign material, record the voter's name on the Election Day Incident Log and allow the voter to vote.
- People other than voters and election officials gathering or lingering in the polling place or within 100 feet of the building where the polling place is located.
- Persons who are campaigning and/or any campaign materials including literature or buttons. No one can campaign inside the polling place or within 100 feet of the building. If the polling place is on public property, no one can campaign anywhere on the property, even beyond 100 feet. However, the prohibition of signs and campaign materials within 100 feet does not apply to adjacent private property.
- Vehicles displaying campaign materials - if a vehicle is parked within 100 feet of the polling place and displaying campaign materials, locate the driver of the vehicle and politely ask the individual to move the vehicle or remove the campaign material.
- Leaving sample ballots or other materials in the voting booth. Immediately remove any materials left behind by a voter.

MEDIA IN THE POLLING PLACE, EXIT POLLING, AND OUTSIDE USE OF BUILDING

Guidelines for news media

A news media representative may enter a polling place during voting hours only to observe and document the voting process. Upon arrival at the polling place, a media representative must present photo identification to the head judge, along with either a recognized media credential or letter from the media organization. A media representative must not:

- approach within six feet of a voter;
- converse with a voter while in the polling place;
- make a list of persons voting or not voting; or
- interfere with the voting process.

Media photography and video recording is allowed in the polling place with limitations. Broad shots of the polling place containing multiple voters are allowed. Photographs cannot be taken of voted ballots. The media should ask permission to photograph an individual voter before doing so. Any interviews must occur outside the polling room.

Exit polling

The head election judge should notify all election judges at the location when exit polling is occurring, where it will be conducted, and identify the individuals authorized to conduct the polling.

Voters and election judges are encouraged to report any unauthorized individuals and behavior that is intimidating, interfering, suspicious, or illegal. The head judge and area judge should address the situation, calling the Elections office for assistance, if needed.

Using extra paper from the supply bin, create a sign designating the approved area for exit polling and one notifying voters that exit polling is occurring upon exit of the polling location.

Exit Polling Requirements:

Individuals conducting exit polling must:

- be authorized by a letter or credential from a news media outlet.
- present a photo identification and authorization to head election judge upon arrival.
- predetermine how they will approach voters.
- wait for voter to exit the polling place, after the voter has voted.
- can be on the premises, but not in the room where voting occurs. Depending on the building layout, this may mean the pollster must remain outdoors.
- may only speak with a voter to the extent necessary to ask the voter to take an anonymous written questionnaire.
- not unlawfully interfere with persons going to or from polling place.
- not allow any person to view another person's responses to the poll.

The polling method must be:

- in written format.
- anonymous.

Meetings at the polling place

Polling places are often multi-use buildings with a variety of activities planned. Meetings and other activities can be held at polling locations that have multiple rooms, but they cannot interfere with voting activities or violate the election laws governing activities in or near polling places.

VOTER'S RIGHT TO FILE A COMPLAINT

We hope that all issues can be resolved in the polling place; however, a voter has the right to file an official complaint form if they would like their concerns or experience investigated after Election Day. Election judges may serve as witnesses within the voter's complaint and named with their consent.

Area judges are supplied with state election complaint and federal HAVA complaint forms. If a voter would like to submit a formal complaint, the head judge must contact the area judge and request that they visit the polling place immediately to serve the voter. The area judge may speak to the voter about the incident to understand the complaint from all present parties, then they will retain the official forms and return them to the Elections Office.

ASSISTING VOTERS WITH VOTING & REGISTRATION

State and federal laws require assistance be available for voters. Certain guidelines must be followed.

Election judges assisting voters

Election judges should be prepared to provide assistance to voters when requested. An election judge can assist an unlimited number of voters when helping voters into or through the polling place, reading or translating voting materials such as registration applications or ballots, or completing forms. Two judges from different major political parties must be present when assisting a voter with marking a ballot, which can occur in a voting booth, at a table, or at a car (Minnesota Statutes 204C.15; Minnesota Statutes 206.57).

When assisting a voter with marking the ballot, follow these guidelines.

- Be impartial, courteous, and professional.
- Take necessary measures to protect the voter's privacy.
- Read the ballot exactly how it is written, including the instructions.
- Let the voter choose whether or not to vote in any section of the ballot.
- Avoid actions or instructions that might influence how a person votes.
- Make sure the ballot accurately reflects the voter's choices.

Members of the public assisting voters

A voter may choose anyone except their employer, an agent of their employer, or a union agent to assist them with the voting process.

Voters can be assisted by individuals under the age of 18 and assistants do not need to live in the precinct. Assistants must leave the polling room when the voters they accompanied have finished the voting process. If they are waiting for additional voters whom they will be assisting, they must wait outside the polling location, at least 100 feet from the building.

Assisting voters who have a visual impairment

If a voter with visual impairment asks for assistance, you may provide physical or descriptive support. As you are walking, you may be asked to describe the pathway and provide information about upcoming obstacles.

Tools available to aid voters who may request them:

- magnification card
- ballot-marking device
- speak button on the poll pad voter confirmation screen

Assisting voters who have a hearing impairment

People who are hard of hearing or unable to hear use many methods to communicate. Ask the voter what you can do to help the communication process.

Recommendations for effective communication:

- Communicate in a well lit area; avoid standing or sitting in front of bright lights or windows.
- Begin the conversation by getting the voter's attention.
- Make sure your face and mouth are clearly visible. Do not look away when communicating. Do not eat, chew gum, or in any way cover your mouth.
- Speak clearly, avoiding exaggerated lip movements.
- Maintain eye contact. If you have to turn away from the person, wait until you re-establish eye contact before continuing your conversation.
- Use gestures to help clarify your message. Pointing to appropriate objects or using visual aids can be very helpful (e.g., a sample ballot).
- Rephrase your message if the voter does not understand you.
- Do not assume the voter can hear or understand what you are saying if the voter is wearing a hearing aid.

Tips for assistance

Let the voter initiate the conversation and offer assistance only if it is requested.

- To allow voters the opportunity to ask if they need assistance, the greeter judge may tell all voters: "If you need assistance with any part of the voting process, please let us know."
- Never touch or move a walker, cane, or other equipment without the voter's permission.
- If the voter has a service dog, do not interact with the dog.
- Direct all questions to the voter, not to others who may also be helping the voter, such as an interpreter, companion, or assistant.
- Respect the voter's privacy and allow them to make all decisions on offices and ballot questions for which they would like to vote. Inform the voter that it is not necessary to cast a vote in every measure or race on the ballot.
- If you observe an assistant attempting to persuade a voter's decision, inform the assistant and the voter that this is not permitted and offer the voter the assistance of two election judges from different major political parties.
- A voter may use a mark (x) or stamp if unable to sign a document.
- If you marked a ballot for a voter, review it thoroughly with the voter to ensure it reflects their wishes and to correct any mistakes.

A voter may be accompanied by a support service provider/interpreter who will provide the voter with the necessary communication to allow the voter to vote in an unbiased and independent manner.

CHALLENGERS

Official challengers may be present in the polling place to challenge the eligibility of voters. Challengers will have an authorization letter from a political party or candidate. Only one challenger per party and candidate may be present in the polling place. The head judge assigns a seat to the challenger at a distance so they cannot read voter registration applications, the poll pads, and other documents with private data.

Challengers are not allowed to make lists of who has voted, as this is considered poll watching. Challengers may only talk to head judges, not voters.

A challenger may only challenge the eligibility of a voter based on the challenger's personal knowledge. Challenges must be stated in writing on the Oath of Challenger Form and this form must be completed by the challenger and the head judge.

In addition, election judges and voters may also challenge someone's eligibility to vote. They must follow the same challenge procedures as official challengers, but voters must leave the polling place after the challenge process and their own voting process is complete.

Conduct of official challengers

Challengers are limited in what they can do. They may NOT:

- Talk to any voter and must direct their questions to the head judge.
- Wander around the polling place.
- Handle or inspect any polling place materials or equipment.
- Make a list of voters who have or have not voted.
- Attempt to influence voting in any manner.
- Vouch for a voter's residence.
- Approach the ballot counter or any voting station.
- Obstruct the voting process by challenging every voter.
- Challenge the party affiliation of a voter.

It is a violation of Minnesota election law for a challenger to abuse the challenge process, to engage in a pattern of continuous challenges, or to challenge voters on any basis other than personal knowledge that a voter is not eligible to vote in the precinct. Violation of these provisions constitutes a gross misdemeanor.

The basis for all challenges must be stated in writing on the Oath of Challenger Form (see next page). This form must be filled out by the person making the challenge. These forms are located in the blue supplies box and the completed forms are to be returned on election night in the red tub.

The Elections Office also provides signs (and smaller copies of these signs) to inform voters and election judges of the legal limits of challengers' activities. If you have any questions about the activities of a challenger, call the Election Day Hotline (651-266-2173).

Challenge procedure

If a voter is challenged, the head judge or another designated election judge shall resolve the challenge following these procedures:

- 1 Have the challenger complete the Oath of Challenger form, located in the blue supplies box.
- 2 Have the challenged voter swear or affirm the following oath/affirmation:
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote in this election?"
- 3 You may then question the voter regarding the reason for the challenge. Reasons a voter may be challenged:
 - Residency: The voter does not reside in this precinct.
 - Age: The voter is not 18 years of age or older.
 - Citizenship: The voter is not a United States citizen.
 - Guardianship/legal competence: The voter is under legal guardianship with a court-ordered loss of voting rights.
- 4 If the voter's answers indicate the voter is eligible to vote in your precinct, allow them to vote. If the voter's answers do not indicate eligibility, the voter is not allowed to vote.
- 5 If a challenger persists with the challenge, and the voter's answers indicate eligibility, have the voter verbally repeat the voter's oath. After the voter signs the voter signature slip, allow the voter to vote.
- 6 If any of these challenges occur, note them on the Election Day Incident Log as well as on the Oath of Challenger Form.
- 7 Return the completed form(s) in the red tub.

Oath of Challenger

I, _____, do hereby state under oath,
(Name of person making challenge)

I am:
 an election judge.
 a challenger authorized by Minnesota Statutes, section 204C.07.
 a Minnesota voter.

I reside at _____,
(Street Address) (City or Township)

Telephone number: _____

E-mail address (optional): _____

I challenge the registration of _____ **whose registration**
(Name of challenged voter)

lists his/her residence as: _____
(Street Address) (City or Township)

This challenge is based on my personal knowledge. The grounds for my challenge are: _____

(Attach additional sheets of signed statement if necessary)

I swear or affirm that the information stated here is truthful.

(Signature of Challenger) (Date)

Signed and sworn to or affirmed before me

(Signature of Election Judge) (Date)

For Election Judge Use Only

Challenge was administered by: _____
(Name of election judge)

Time: _____

Voter refused to take challenge oath.
 Challenge was dismissed: Voter passed challenge and voted.
 Challenge was sustained: Voter failed challenge and did not vote.

Additional Comments: _____

VOTERS REQUESTING ADDRESS PRIVACY

Voters' names and addresses are public when they register to vote. However, if they have safety or privacy concerns, there are ways to register and vote that protects or limits the information available to the public.

Safe at Home Address Confidentiality Program - provide program phone number to individual

This is a *comprehensive* confidentiality program that protects an individual's address from *all* public and private entities; an individual is assigned a PO Box address that they use for their legal address. Individuals must request this before Election Day and will vote by absentee ballot.

To enroll in Safe at Home, visit www.sos.state.mn.us/safe-at-home/enroll-in-safe-at-home or call 1-866-723-3035 from 8:00 a.m. to 3:30 p.m.

Additional options

- Voters can keep their information private by sending a *Request to Withhold Voter Information from Public Information* form to Ramsey County Elections. Their name and address will still appear on the list of voters at the polling place but will not be available to the public.
- They can send a *Request to Inactivate Voter Record* form to Ramsey County Elections. This will prevent the public from seeing the information on the public information list. Once election officials inactivate a voter's record, the voter must re-register before voting again.
 - They can register again on Election Day, keeping their information private and inactivating their record in one step. Voters may bring copies of both the above mentioned forms to submit with their registration. These forms should be paperclipped to their signature and registration slip. Their information will be entered in the state's voter database after the election but will be marked as private. To confirm the address, Ramsey County Elections will send a verification postcard to verify that the voter can receive mail. If the card is not returned, the Elections Office will inactivate the voter's record as requested.

The forms are available at mnvotes.gov or by calling the Ramsey County Elections Office.

VOTING WHILE EXPERIENCING HOMELESSNESS

If individuals are experiencing homelessness, they can register to vote using the address of the location where they sleep; this could be a shelter, a friend's house, or outside somewhere.

Registering before Election Day

If voters sleep outside, they can write a description on their voter registration application; for example, "NW corner of Rice St. & University Ave." If they have a phone number or email, they can provide them in case elections administrators have questions about where they live.

If individuals register before Election Day at an outdoor location, their voter record will be marked "challenged" because the county could not mail them a postal verification card. They will still be able to vote at their polling place, but they will be asked to swear under oath that they are living at that location. If individuals are staying at a shelter or residence where they can receive mail, they may not receive a challenge on their voter record if the county can verify their address with a postal verification card.


Registering on Election Day

If individuals are not registered in the poll pad, they must complete the registration process. Individuals staying in shelter or at a friend's home may use any documentation options listed in the Election Day Registration section of this guide.

If individuals are unsheltered and not listed in the poll pad, they may register with use of a voucher who lives in the same precinct. They may also use prior registration if they are listed on the poll pad as previously registered in the same precinct.

Opening the Polls Checklist

Problems or questions? Call your area judge or 651-266-2173.
For emergency voting procedures, see the *Polling Place Reference Guide*.

Task	Election Judge	<input checked="" type="checkbox"/>
Locate your polling place supplies Use the <i>Polling Place Information Sheet</i> to locate your supplies.	Head judge	
Confirm ward and precinct numbers on these supplies: <ul style="list-style-type: none"> • Ballot counter • Ballot-marking device • Poll pads and lime-green cases • Blue supplies box • Ballots 	Head judge	
		
Introduce yourself to other election judges The head judge will take attendance using the timesheet. <i>If a judge arrives who is not on the list, call 651-266-2173.</i> The head judge will administer the <i>Election Judge Oath & Code of Conduct</i> and judges will sign.	All judges	
Arrange the tables and chairs Consider the flow of voting in your polling place. Place the following stations: <ul style="list-style-type: none"> • Greeter • Poll pads • Registration • Ballots • Voting area 	All judges	
Open and set up the poll pads <ol style="list-style-type: none"> 1. Follow the <i>Setting up the Poll Pad</i> instructions listed in the <i>Poll Pad Guide</i>. 2. Complete the <i>Poll Pads Certification</i>. 	Two judges	
Open and set up the ballot counter <ol style="list-style-type: none"> 1. Follow the <i>Opening the Ballot Counter</i> instructions listed in the <i>Ballot Counter Guide</i>. 2. Complete the <i>Ballot Counter Certification</i>. 	Head judge + two judges of different major political parties	
Open and set up the ballot-marking device <ol style="list-style-type: none"> 1. Follow the <i>Opening the Ballot-Marking Device</i> instructions listed in the <i>Ballot-Marking Device Guide</i>. 2. Complete the <i>Ballot-Marking Device Certification</i>. 3. Print a test ballot on the colored ballot paper, then place it in the <i>Touch Writer Ballot-Marking Device</i> envelope. 	Two judges	

Opening the Polls Checklist

Problems or questions? Call your area judge or 651-266-2173.
For emergency voting procedures, see the *Polling Place Reference Guide*.

Task	Election Judge	<input checked="" type="checkbox"/>
<p>Set up the Election Day registration station</p> <ul style="list-style-type: none"> • Yellow tear-off pad and <i>Register to Vote Today</i> poster • <i>Voucher Scoring Form</i> • <i>Unable to Register Form</i> • Poll pad for registrations 	Registration judge	
<p>Set up the ballot table Count the packs delivered to your polling place and record this number on the <i>Polling Place Ballots Certification</i> from the <i>Ballot Transfer Case</i>. <i>Note:</i> you may pre-initial ballots to prepare for voters.</p>	Two judges	
<p>Post signs, including translated signs, and mark a route to the polling place</p> <ol style="list-style-type: none"> 1. Use the sign bag to post signs throughout the polling place. 2. Use directional signs to mark a route from the building entrance to the voting room. 3. Refer to the <i>Polling Place Information Sheet</i> for guidance on signs specific to the polling place, translated signs, voter parking signs, and accessible parking signs. 	Any judge	
<p>Assemble the voting stations</p> <ul style="list-style-type: none"> • At least one station should be placed on a table. Have a chair ready, but place to the side to allow access for voters using wheelchairs. • Additional chairs can be stationed if voters would like to use a clipboard to mark their ballot. • Using blue tape, mark a 6-foot perimeter around the voting area, including the ballot counter. 	Any judge	
<p>Assign roles - the head judge may rotate roles throughout the day</p> <ul style="list-style-type: none"> • Greeter judge • Poll pad judges • Ballot judge • Equipment judge 	Head judge	
<p>Distribute duty cards to the appropriate stations All judges should read through the duty card instructing them on their role.</p>	All judges	
<p>Open the polls at 7:00 a.m.</p> <ol style="list-style-type: none"> 1. Voting must begin at 7:00 a.m. Announce “The polls have opened.” 2. Place <i>Vote Here</i> sign and U.S. flag outside the main entrance. <i>Wait to complete this step until exactly 7:00 a.m.</i> 	All judges	

Closing the Polls Checklist

Task	Election Judge	<input checked="" type="checkbox"/>
Close the polling place at 8:00 p.m. 1. Announce "The polls have closed; everyone in line can vote." <i>No person arriving after 8:00 p.m. is allowed to vote.</i> 2. Retrieve the <i>Vote Here</i> sign and U.S. flag.	Head judge	
Complete the Voter Statistics Certification Use the poll pad checkins total and the ballot counter total to calculate statistics.	Head judge	
Close the ballot counter 1. Check the emergency slot and all openings for ballots cast. 2. Follow the <i>Closing the Ballot Counter</i> instructions listed in the <i>Ballot Counter Guide</i> . 3. Complete the <i>Ballot Counter Certification</i> .	Head judge + two judges of different major political parties	
Secure the voted ballots 1. Place voted ballots in the ballot transfer case. 2. Using the <i>Ballot Transfer Case Certification Seals</i> , sign and seal the transfer case. Secure the lid with two blue rat-tail seals. <i>DO NOT place unused ballots in the ballot transfer case.</i>	Head judge + two judges of different major political parties	
Close the ballot-marking device 1. Follow the <i>Closing the Ballot-Marking Device</i> instructions listed in the <i>Ballot-Marking Device Guide</i> . 2. Complete the <i>Ballot-Marking Device Certification</i> .	Any two judges	
Close the poll pads 1. Follow the <i>Closing the Poll Pads</i> instructions listed in the <i>Poll Pad Guide</i> . 2. Complete the <i>Poll Pads Certification Form</i> .	Any two judges	
Pack up unused ballots 1. Place any PRE-INITIALED but UNUSED ballots in the <i>Pre-initialed Election Day Ballots but Unused</i> envelope. 2. Place any unused (and NOT initialed) blank ballots in the supplies box. 3. Complete the <i>Polling Place Ballots Certification</i> .	Any two judges	
Pack the red tub Use the <i>Election Night Returns Reference Sheet</i> to pack the red tub.	Head judge	
Take down the voting stations	Any judges	

Closing the Polls Checklist

ARDEN HILLS P-1
State Primary
August 13, 2024

Task	Election Judge	<input checked="" type="checkbox"/>
Remove all posted signs	Any judges	
Clean up other supplies Repack the sign bag, pen box, and blue supplies box.	Any judges	
Clean up the polling place The room should be left in the same condition as the start of the day.	Any judges	
Complete the timesheet(s) All judges need to sign on their respective line on the timesheet. Document "no-shows."	All judges	
Leave these items at the polling place <input type="checkbox"/> Voting stations <input type="checkbox"/> Ballot-marking device, stand, and printer <input type="checkbox"/> Lime green poll pad cases <input type="checkbox"/> Black ballot box <input type="checkbox"/> Blue supplies box <input type="checkbox"/> U.S. flag and <i>Vote Here</i> sign <input type="checkbox"/> Tables and chairs (if any were delivered)	All judges	
Required—Return these items on election night <input type="checkbox"/> Ballot transfer case containing voted ballots <input type="checkbox"/> Ballot counter <input type="checkbox"/> Red tub <input type="checkbox"/> Soft blue case with poll pads <input type="checkbox"/> Timesheet(s)	Head judge	
Lock the polling place	Head judge	

Problems or questions? Call your area judge or 651-266-2173

Election Night Returns Reference Sheet

ARDEN HILLS P-1
State Primary
August 13, 2024

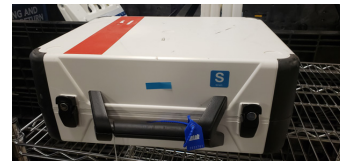
Sealed containers

- Ballot transfer case
- Ballot counter
- Soft blue case with poll pads



Red tub

- Documents in blue folder
 - Ballot Counter Certification
 - Poll Pads Certification
 - Voter Statistics Certification
 - Ballot-Marking Device Certification
 - Polling Place Ballots Certification
 - Data Entry Corrections Form
 - Hourly Tracking Form
 - Election Judge Oath/Code of Conduct
 - Election Day Incident Log
 - Opening and Closing the Polls Checklists
 - Language Line Form
- Ballot Counter Report (Summary Statements) envelopes: Red Tub Copy 1 & Red Tub Copy 2
- Ballot Exchange Slips envelope
- Registered Voter Signature Slips envelope
- Election Day Registration Documents envelope
 - Election Day Registration Voter Signature Slips
 - Unable to Register Form
 - Voucher Scoring Form
- Spoiled Ballots envelope
- Pre-initialed Election Day Ballots but Unused envelope
- Touch Writer Ballot-Marking Device envelope
- Miscellaneous Documents envelope
- Emergency Voting Kit



Election judge documents

- Timesheets and mileage request forms
- Election judge direct deposit forms (if any)
- Sign Up to be an Election Judge Form

