RAMSEY COUNTY

Head Judge Training

2025

Welcome!

- Responsibilities before Election Day
- Running your polling place
- Closing the polls
- Election Night Returns & after Election Day

Responsibilities Before Election Day

Contact your polling place

- Use the polling place information sheet
  - Confirm the Election Day contact person
  - Ask about break room, fridge, opening hours, entrance, etc.
  - Inquire about Monday set-up

Contact your election judge team

- Use the Polling Place Worker List for Workers
- Contact your team before Election Day
  - Email first, then call or text (sample available on request)

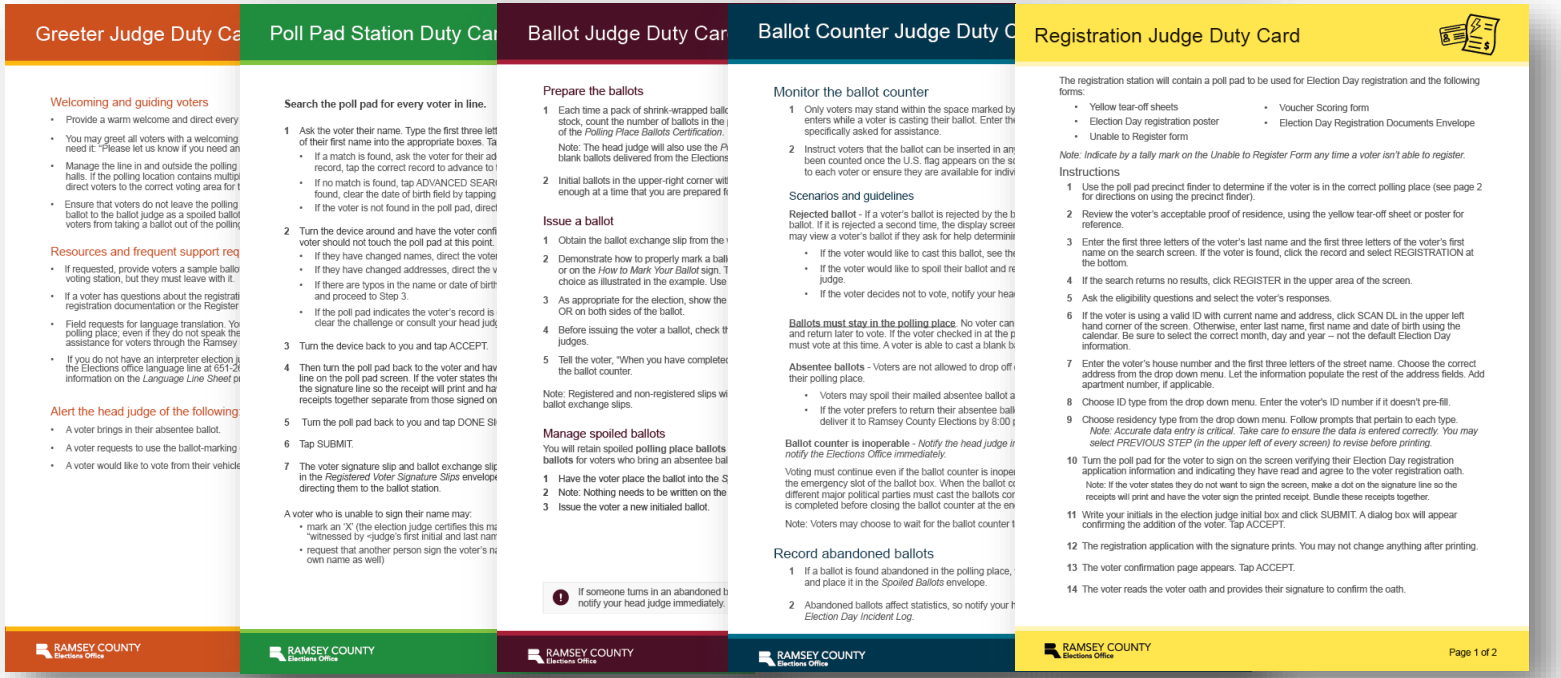
- Cover the following topics:
  - Arrival time and their schedule for the day
  - Polling place details i.e., parking, access to refrigerator, etc.
  - Bring meals and things to do during slow times. No laptops or phone use.
  - Do not wear or bring anything political
  - Monday set-up. All judges will be paid for their help
  - Absentee or Election Day voting plan

Election Judge Positions

- TJ = Trainee Judge (formerly “Student Judge”)
- NPJ = New Precinct Judge (equipment, greeter, poll pad, ballot)
- PJ = Precinct Judge (equipment, greeter, poll pad, ballot)
- NRJ = New Registration Judge
- RJ = Registration Judge
- IJ or INT = Interpreter Judge and/or INT
- AJ = Area Judge
- MJ = Mobile Judge
- HJ = Head Judge (You!)

Evaluate your team's skills

- Use the Duty Cards (Red Tub) to refresh yourself on polling place roles and responsibilities



Greeter Judge Duty Ca

Welcoming and guiding voters

- Provide a warm welcome and direct every
- You may greet all voters with a welcoming need it: "Please let us know if you need an
- Manage the line in and outside the polling halls. If the polling location contains multipl direct voters to the correct voting area for t
- Ensure that voters do not leave the polling ballot to the ballot judge as a spoiled ballot voters from taking a ballot out of the polling

Resources and frequent support req

- If requested, provide voters a sample ballo voting station, but they must leave with it.
- If a voter has questions about the registrati registration documentation or the Register
- Field requests for language translation. Yo polling place, even if they do not speak the assistance for voters through the Ramsey
- If you do not have an interpreter election j the Elections office language line at 651-2 information on the *Language Line Sheet* p

Alert the head judge of the following:

- A voter brings in their absentee ballot.
- A voter requests to use the ballot-marking
- A voter would like to vote from their vehicle

RAMSEY COUNTY Elections Office

Poll Pad Station Duty Car

Search the poll pad for every voter in line.

1 Ask the voter their name. Type the first three lett of their first name into the appropriate boxes. Ta
- If a match is found, ask the voter for their ad record, tap the correct record to advance to
- If no match is found, tap ADVANCED SEAR found, clear the date of birth field by tapping
- If the voter is not found in the poll pad, direct

2 Turn the device around and have the voter confi voter should not touch the poll pad at this point.
- If they have changed names, direct the voter
- If they have changed addresses, direct the v
- If there are typos in the name or date of birth and proceed to Step 3.
- If the poll pad indicates the voter's record is clear the challenge or consult your head judg

3 Turn the device back to you and tap ACCEPT.

4 Then turn the poll pad back to the voter and hav line on the poll pad screen. If the voter states th the signature line so the receipt will print and ha receipts together separate from those signed on

5 Turn the poll pad back to you and tap DONE SI

6 Tap SUBMIT.

7 The voter signature slip and ballot exchange slip in the *Registered Voter Signature Slips* envelope directing them to the ballot station.

A voter who is unable to sign their name may:
- mark an 'X' (the election judge certifies this ma "witnessed by <judge's first initial and last nam
- request that another person sign the voter's na own name as well)

RAMSEY COUNTY Elections Office

Ballot Judge Duty Car

Prepare the ballots

1 Each time a pack of shrink-wrapped ballo stock, count the number of ballots in the of the *Polling Place Ballots Certification*.

Note: The head judge will also use the *Pr* blank ballots delivered from the Elections

2 Initial ballots in the upper-right corner wit enough at a time that you are prepared f

Issue a ballot

1 Obtain the ballot exchange slip from the

2 Demonstrate how to properly mark a ball or on the *How to Mark Your Ballot* sign. T choice as illustrated in the example. Use

3 As appropriate for the election, show the OR on both sides of the ballot.

4 Before issuing the voter a ballot, check th judges.

5 Tell the voter, "When you have completed the ballot counter.

Note: Registered and non-registered slips wi ballot exchange slips.

Manage spoiled ballots

You will retain spoiled **polling place ballots ballots** for voters who bring an absentee bal

1 Have the voter place the ballot into the S
2 Note: Nothing needs to be written on the
3 Issue the voter a new initialed ballot.

If someone turns in an abandoned b notify your head judge immediately.

RAMSEY COUNTY Elections Office

Ballot Counter Judge Duty C

Monitor the ballot counter

1 Only voters may stand within the space marked by enters while a voter is casting their ballot. Enter th specifically asked for assistance.

2 Instruct voters that the ballot can be inserted in an been counted once the U.S. flag appears on the s to each voter or ensure they are available for indiv

Scenarios and guidelines

Rejected ballot - If a voter's ballot is rejected by the b ballot. If it is rejected a second time, the display screen may view a voter's ballot if they ask for help determini
- If the voter would like to cast this ballot, see th
- If the voter would like to spoil their ballot and re judge.
- If the voter decides not to vote, notify your hea

Ballots must stay in the polling place. No voter can and return later to vote. If the voter checked in at the p must vote at this time. A voter is able to cast a blank b

Absentee ballots - Voters are not allowed to drop off their polling place.
- Voters may spoil their mailed absentee ballot a
- If the voter prefers to return their absentee ball deliver it to Ramsey County Elections by 8:00

Ballot counter is inoperable - *Notify the head judge i notify the Elections Office immediately.*

Voting must continue even if the ballot counter is inoper the emergency slot of the ballot box. When the ballot c different major political parties must cast the ballots cor is completed before closing the ballot counter at the en

Note: Voters may choose to wait for the ballot counter t

Record abandoned ballots

1 If a ballot is found abandoned in the polling place, and place it in the *Spoiled Ballots* envelope.

2 Abandoned ballots affect statistics, so notify your h *Election Day Incident Log*.

RAMSEY COUNTY Elections Office

Registration Judge Duty Card

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 any time a voter isn't able to register.

Instructions

1 Use the poll pad precinct finder to determine if the voter is in the correct polling place (see page 2 for directions on using the 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 letters of the voter's first name on the search screen. If the voter is found, click the record and select REGISTRATION at the bottom.

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 the voter's 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 PREVIOUS STEP (in the upper left of every screen) to revise before printing.*

10 Turn the poll pad for the voter to sign on the screen verifying their Election Day registration application information and indicating they have read and agree to the voter registration oath. Note: If the voter states they do not want to sign the screen, make a dot on the signature line so the receipts will print and have the voter sign the printed receipt. Bundle these receipts together.

11 Write your initials in the election judge initial box and click SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.

12 The registration application with the signature prints. You may not change anything after printing.

13 The voter confirmation page appears. Tap ACCEPT.

14 The voter reads the voter oath and provides their signature to confirm the oath.

RAMSEY COUNTY Elections Office

Page 1 of 2

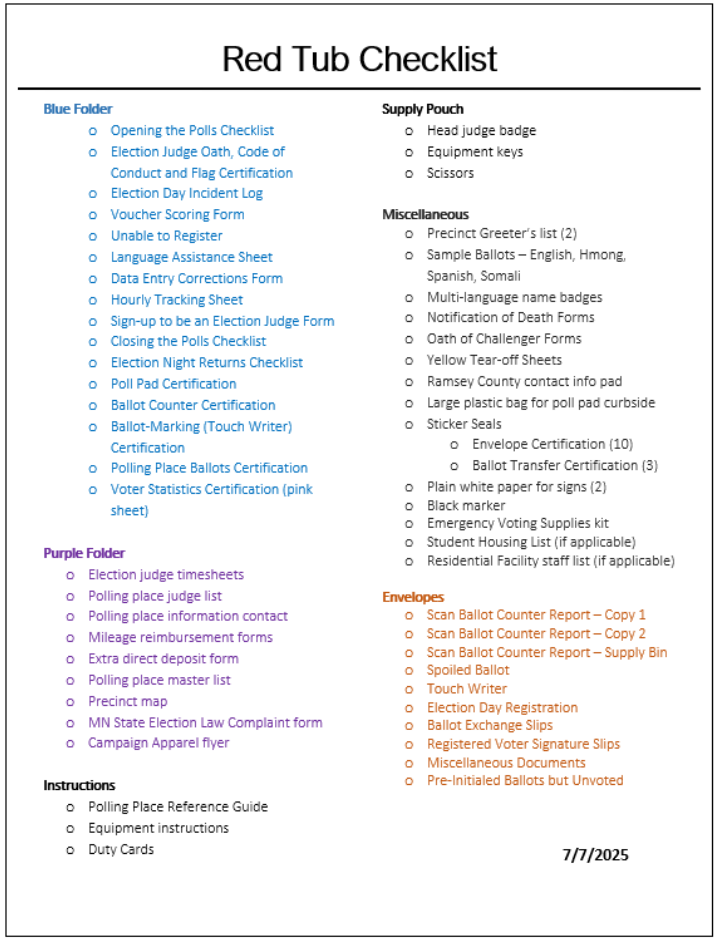
Evaluate your team's skills

- Assess their experience, strengths, and preferences
- Ask questions like:
  - "Have you worked as an election judge before?"
  - "Are you comfortable working with the poll pads?"
  - "Were you trained as a Registration Judge?"
  - "Are you able to work on your feet for long periods of time?"
  - "Do you have any other obligations besides serving?"
- Consider shadowing and promotion

Red tub pickup

- Saturday, August 9th from 9:00am – 3:00pm. (Sat. November 1st)
  - Contact our office for a different pickup time

- Review the red tub materials before Election Day by using the checklist
  - Confirm the materials are for your precinct
  - Contact our office if you are unable to locate an item



Red Tub Checklist

Blue Folder
- Opening the Polls Checklist
- Election Judge Oath, Code of Conduct and Flag Certification
- Election Day Incident Log
- Voucher Scoring Form
- Unable to Register
- Language Assistance Sheet
- Data Entry Corrections Form
- Hourly Tracking Sheet
- Sign-up to be an Election Judge Form
- Closing the Polls Checklist
- Election Night Returns Checklist
- Poll Pad Certification
- Ballot Counter Certification
- Ballot-Marking (Touch Writer) Certification
- Polling Place Ballots Certification
- Voter Statistics Certification (pink sheet)

Purple Folder
- Election judge timesheets
- Polling place judge list
- Polling place information contact
- Mileage reimbursement forms
- Extra direct deposit form
- Polling place master list
- Precinct map
- MN State Election Law Complaint form
- Campaign Apparel flyer

Instructions
- Polling Place Reference Guide
- Equipment instructions
- Duty Cards

Supply Pouch
- Head judge badge
- Equipment keys
- Scissors

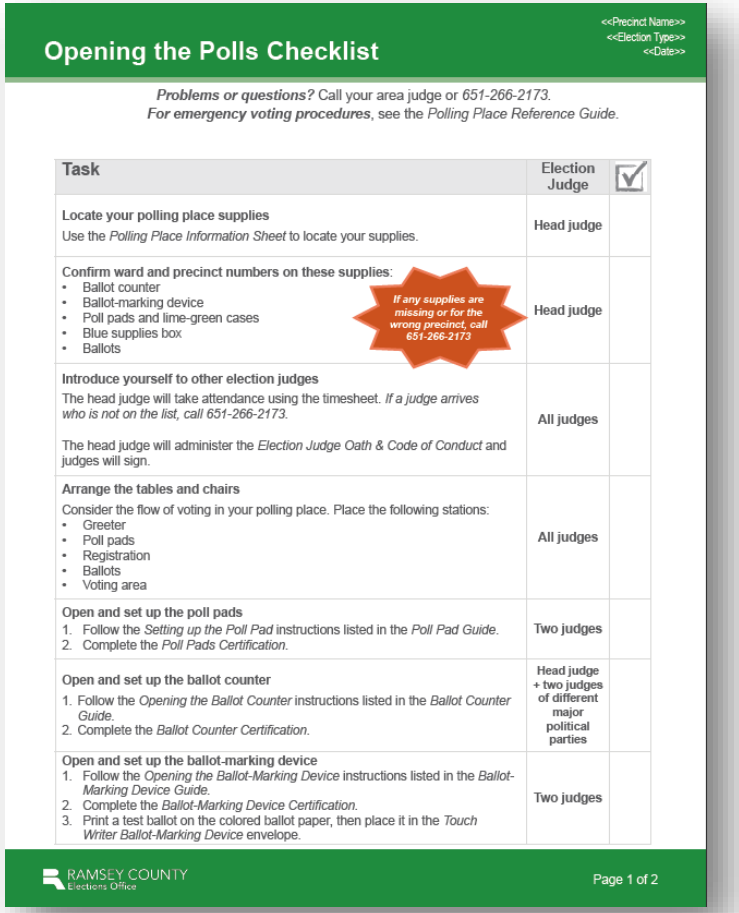
Miscellaneous
- Precinct Greeter's list (2)
- Sample Ballots – English, Hmong, Spanish, Somali
- Multi-language name badges
- Notification of Death Forms
- Oath of Challenger Forms
- Yellow Tear-off Sheets
- Ramsey County contact info pad
- Large plastic bag for poll pad curbside
- Sticker Seals
  - Envelope Certification (10)
  - Ballot Transfer Certification (3)
- Plain white paper for signs (2)
- Black marker
- Emergency Voting Supplies kit
- Student Housing List (if applicable)
- Residential Facility staff list (if applicable)

Envelopes
- Scan Ballot Counter Report – Copy 1
- Scan Ballot Counter Report – Copy 2
- Scan Ballot Counter Report – Supply Bin
- Spoiled Ballot
- Touch Writer
- Election Day Registration
- Ballot Exchange Slips
- Registered Voter Signature Slips
- Miscellaneous Documents
- Pre-Initialed Ballots but Unvoted

7/7/2025

Running Your Polling Place

Opening the polling place



Opening the Polls Checklist

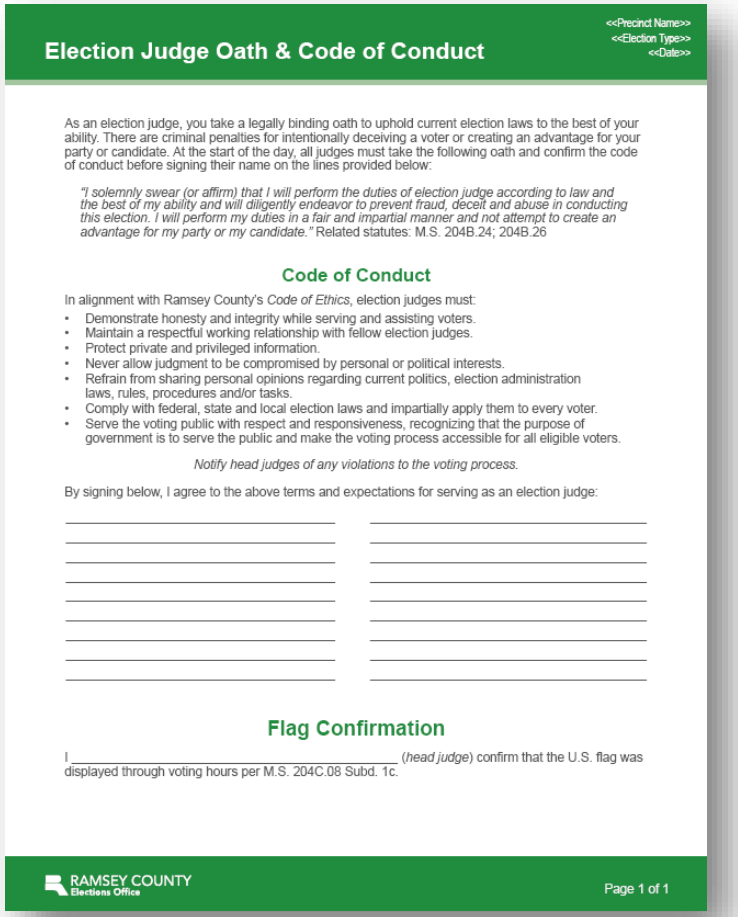
<<Precinct Name>>
<<Election Type>>
<<Date>>

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

Task	Election Judge	☑
Locate your polling place supplies Use the *Polling Place Information Sheet* to locate your supplies.	Head judge	
Confirm ward and precinct numbers on these supplies: • Ballot counter • Ballot-marking device • Poll pads and lime-green cases • Blue supplies box • Ballots *If any supplies are missing or for the wrong precinct, call 651-266-2173*	Head judge	
Introduce yourself to other election judges The head judge will take attendance using the timesheet. *If a judge arrives who is not on the list, call 651-266-2173.* The head judge will administer the *Election Judge Oath & Code of Conduct* and judges will sign.	All judges	
Arrange the tables and chairs Consider the flow of voting in your polling place. Place the following stations: • Greeter • Poll pads • Registration • Ballots • Voting area	All judges	
Open and set up the poll pads 1. Follow the *Setting up the Poll Pad* instructions listed in the *Poll Pad Guide.* 2. Complete the *Poll Pads Certification.*	Two judges	
Open and set up the ballot counter 1. Follow the *Opening the Ballot Counter* instructions listed in the *Ballot Counter Guide.* 2. Complete the *Ballot Counter Certification.*	Head judge + two judges of different major political parties	
Open and set up the ballot-marking device 1. Follow the *Opening the Ballot-Marking Device* instructions listed in the *Ballot-Marking Device Guide.* 2. Complete the *Ballot-Marking Device Certification.* 3. Print a test ballot on the colored ballot paper, then place it in the *Touch Writer Ballot-Marking Device* envelope.	Two judges	

RAMSEY COUNTY Elections Office — Page 1 of 2

- Follow the *Opening the Polls Checklist*
- Plan to assign setup tasks as judges arrive
- Administer the election judge oath and code of conduct
- Follow the list, fill in Certs



Election Judge Oath & Code of Conduct

<<Precinct Name>>
<<Election Type>>
<<Date>>

As an election judge, you take a legally binding oath to uphold current election laws to the best of your ability. There are criminal penalties for intentionally deceiving a voter or creating an advantage for your party or candidate. At the start of the day, all judges must take the following oath and confirm the code of conduct before signing their name on the lines provided below:

"I solemnly swear (or affirm) that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or my candidate." Related statutes: M.S. 204B.24; 204B.26

Code of Conduct

In alignment with Ramsey County's *Code of Ethics*, election judges must:

- Demonstrate honesty and integrity while serving and assisting voters.
- Maintain a respectful working relationship with fellow election judges.
- Protect private and privileged information.
- Never allow judgment to be compromised by personal or political interests.
- Refrain from sharing personal opinions regarding current politics, election administration laws, rules, procedures and/or tasks.
- Comply with federal, state and local election laws and impartially apply them to every voter.
- Serve the voting public with respect and responsiveness, recognizing that the purpose of government is to serve the public and make the voting process accessible for all eligible voters.

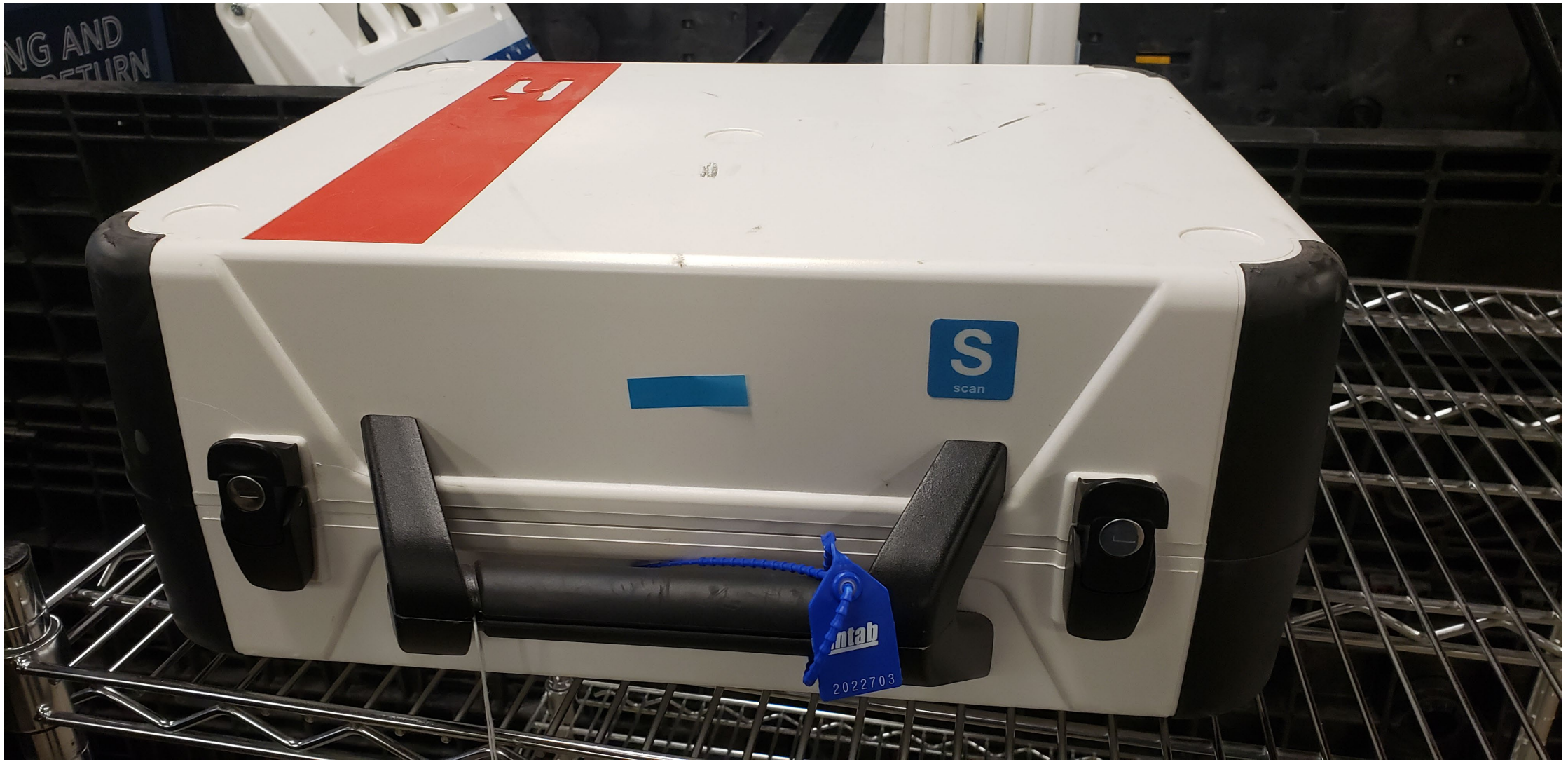
Notify head judges of any violations to the voting process.

By signing below, I agree to the above terms and expectations for serving as an election judge:

Flag Confirmation

I _____ (*head judge*) confirm that the U.S. flag was displayed through voting hours per M.S. 204C.08 Subd. 1c.

RAMSEY COUNTY Elections Office — Page 1 of 1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scan
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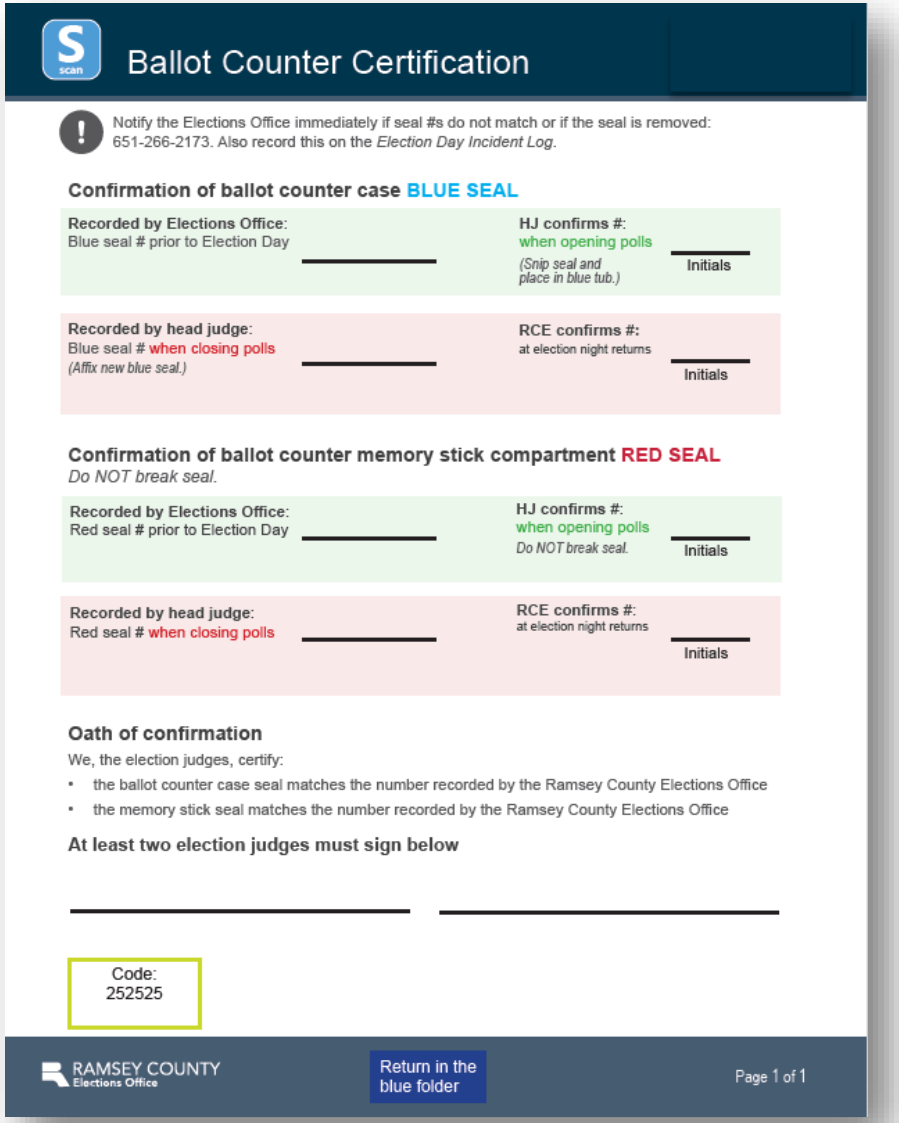
- Record the seal numbers on the *Ballot Counter Certification*
- Complete this form on Election Day, not before
- Use the provided instructions to setup
- Equipment code is in the lower left corner



Ballot Counter Certification

Notify the Elections Office immediately if seal #s do not match or if the seal is removed: 651-266-2173. Also record this on the *Election Day Incident Log*.

Confirmation of ballot counter case BLUE SEAL

Recorded by Elections Office: Blue seal # prior to Election Day	_____	**HJ confirms #:** when opening polls *(Snip seal and place in blue tub.)*	_____ Initials
Recorded by head judge: Blue seal # when closing polls *(Affix new blue seal.)*	_____	**RCE confirms #:** at election night returns	_____ Initials

Confirmation of ballot counter memory stick compartment RED SEAL

Do NOT break seal.

Recorded by Elections Office: Red seal # prior to Election Day	_____	**HJ confirms #:** when opening polls *Do NOT break seal.*	_____ Initials
Recorded by head judge: Red seal # when closing polls	_____	**RCE confirms #:** at election night returns	_____ Initials

Oath of confirmation

We, the election judges, certify:

- the ballot counter case seal matches the number recorded by the Ramsey County Elections Office
- the memory stick seal matches the number recorded by the Ramsey County Elections Office

At least two election judges must sign below

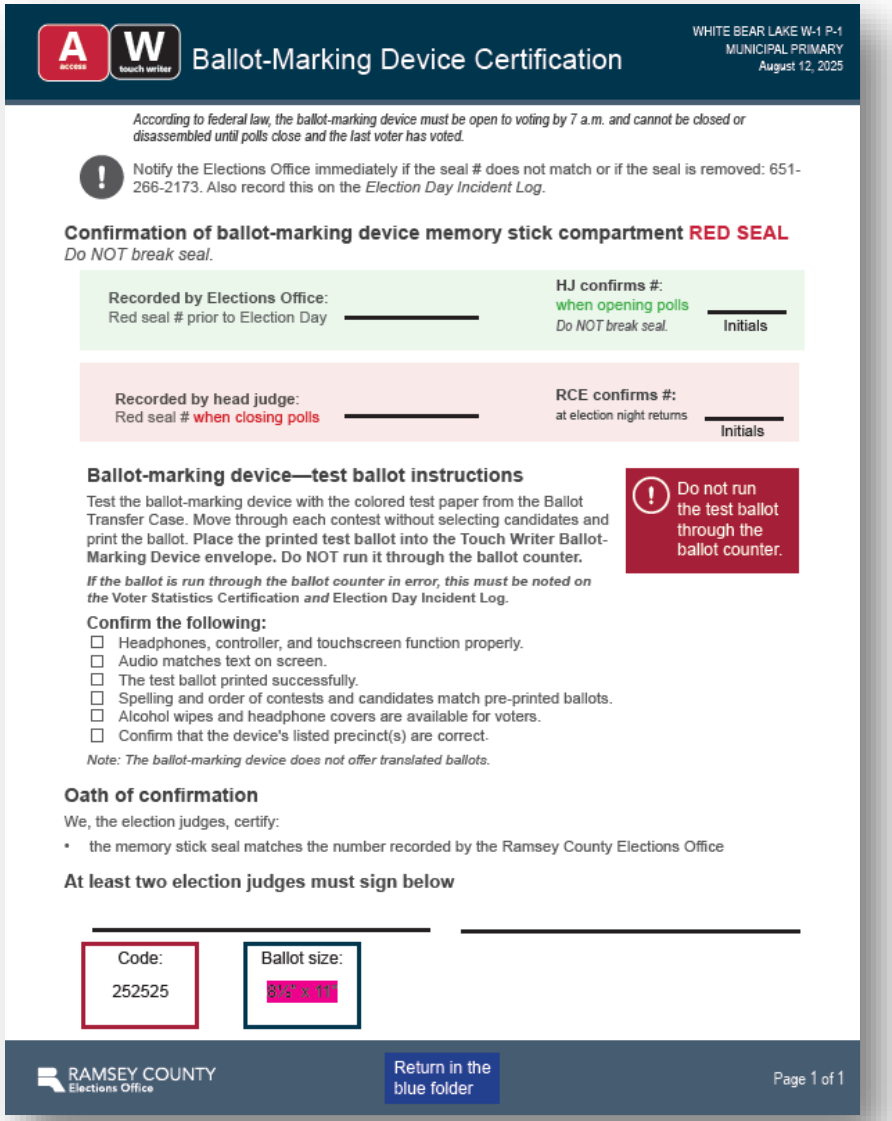
_____ _____

Code: 252525

RAMSEY COUNTY Elections Office | Return in the blue folder | Page 1 of 1

Don't snip RED seals

- Complete the *Ballot-Marking Device Certification*
- Power on the printer BEFORE the machine.
- Print a sample ballot using the sample ballot paper found in the printer
- Equipment code is in the lower left corner



Ballot-Marking Device Certification

WHITE BEAR LAKE W-1 P-1
MUNICIPAL PRIMARY
August 12, 2025

According to federal law, the ballot-marking device must be open to voting by 7 a.m. and cannot be closed or disassembled until polls close and the last voter has voted.

Notify the Elections Office immediately if the seal # does not match or if the seal is removed: 651-266-2173. Also record this on the *Election Day Incident Log.*

Confirmation of ballot-marking device memory stick compartment RED SEAL
Do NOT break seal.

Recorded by Elections Office:
Red seal # prior to Election Day _____

HJ confirms #:
when opening polls
Do NOT break seal. _____ Initials

Recorded by head judge:
Red seal # when closing polls _____

RCE confirms #:
at election night returns _____ Initials

Ballot-marking device—test ballot instructions

Test the ballot-marking device with the colored test paper from the Ballot Transfer Case. Move through each contest without selecting candidates and print the ballot. **Place the printed test ballot into the Touch Writer Ballot-Marking Device envelope. Do NOT run it through the ballot counter.**

Do not run the test ballot through the ballot counter.

If the ballot is run through the ballot counter in error, this must be noted on the Voter Statistics Certification and Election Day Incident Log.

Confirm the following:

- ☐ Headphones, controller, and touchscreen function properly.
- ☐ Audio matches text on screen.
- ☐ The test ballot printed successfully.
- ☐ Spelling and order of contests and candidates match pre-printed ballots.
- ☐ Alcohol wipes and headphone covers are available for voters.
- ☐ Confirm that the device's listed precinct(s) are correct.

Note: The ballot-marking device does not offer translated ballots.

Oath of confirmation

We, the election judges, certify:

- the memory stick seal matches the number recorded by the Ramsey County Elections Office

At least two election judges must sign below

_____ _____

Code: 252525

Ballot size: 8½" x 11"

RAMSEY COUNTY Elections Office

Return in the blue folder

Page 1 of 1

Don't snip RED seals

- Record the blue seal number on the *Poll Pads Certification*
- Verify poll pad numbers match (sticker on back of the device)
- Set up poll pads using the Poll Pad Equipment Guide
- Call hotline for the code

Poll Pads Certification

Reg. voter #: _____

Notify the Elections Office immediately if the blue seal # or poll pad ID#s do not match: 651-266-2173. Also record this on the *Election Day Incident Log*.

Confirmation of soft blue case seal number

Recorded by Elections Office: Blue seal # prior to Election Day	_____	**HJ confirms #:** when opening polls *(Snip seal and place in blue tub.)*	_____ Initials
Recorded by election judges: Blue seal # when closing polls *(Affix new blue seal after packing soft blue case.)*	_____	**RCE confirms #:** at election night returns	_____ Initials

Confirmation of Poll Pad ID numbers

(listed on back of device)

Recorded by Elections Office: Poll pad ID #s prior to Election Day	HJ confirms #s when opening polls	HJ confirms #s when closing polls	RCE confirms #s at election night returns
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____ Initials	_____ Initials	_____ Initials

Oath of confirmation

We, the election judges, certify:

- the security case seal matches the number recorded by the Ramsey County Elections Office
- the poll pad ID#s match the numbers recorded by the Ramsey County Elections Office

At least two election judges must sign below

_____ _____

RAMSEY COUNTY Elections Office | Return in the blue folder | Page 1 of 1

- Inventory the ballots using the *Polling Place Ballots Certification*
- Note all opened packages of ballots on the Certification throughout the day.
- You will use this form again at the end of the night.

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

_____ _____

RAMSEY COUNTY Elections Office

Return in the blue folder

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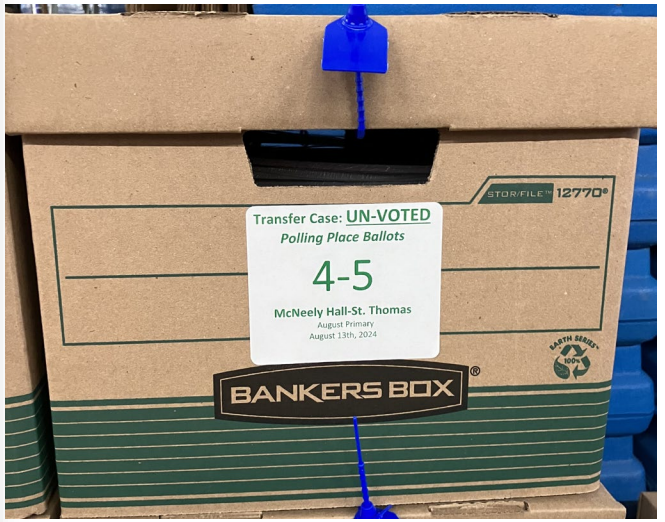
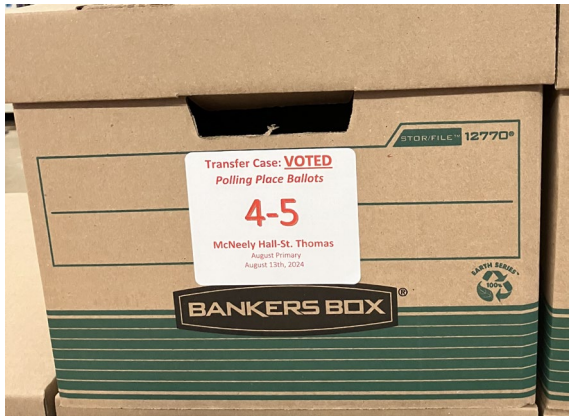




Small Group Discussion

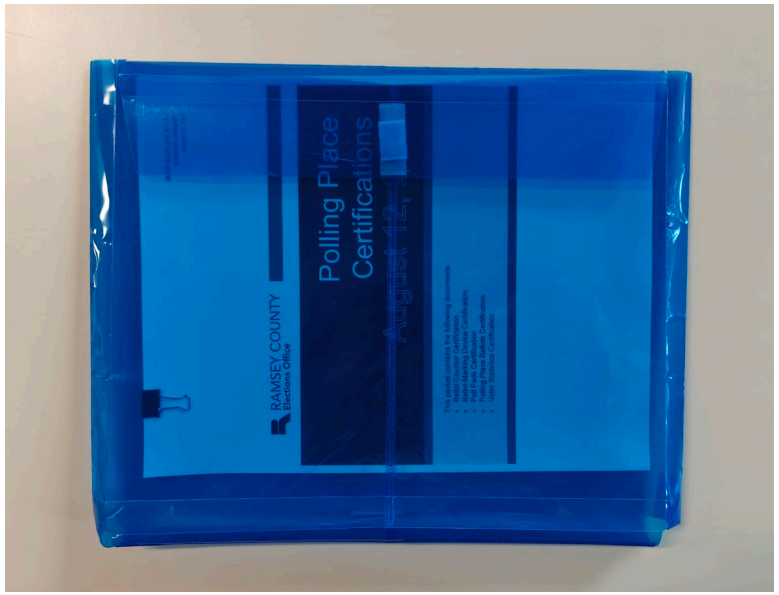
- Share strategies for a successful opening of the polls
  - Designating opening tasks
  - Voting booths and tape
  - Setting up equipment
  - Setting up poll pad
  - Signage (“Vote Here” on the front door)

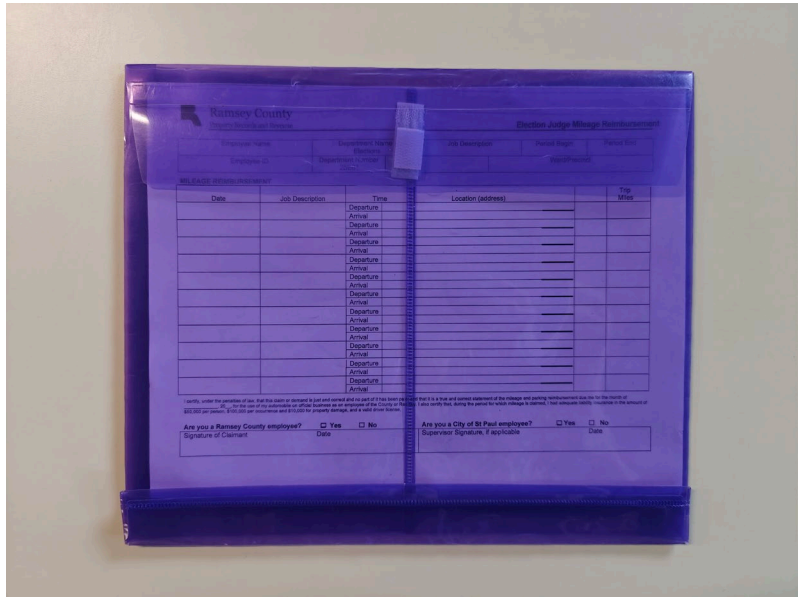
- No voting before 7:00am! (election judges or public)

Opening the polls tips

- Consider conducting an opening drill - role play as first voter!

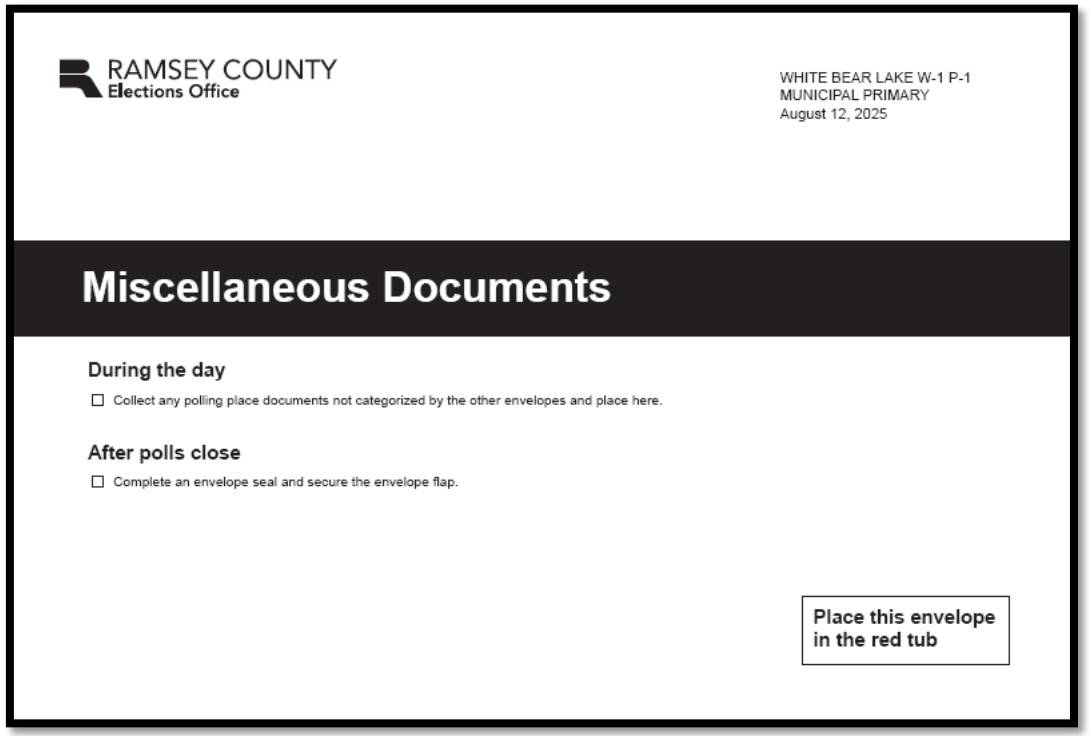
- If possible, sequester a head judge table to review the paperwork throughout the day





Envelopes and Seals

Envelopes and Seals



RAMSEY COUNTY
Elections Office

WHITE BEAR LAKE W-1 P-1
MUNICIPAL PRIMARY
August 12, 2025

Miscellaneous Documents

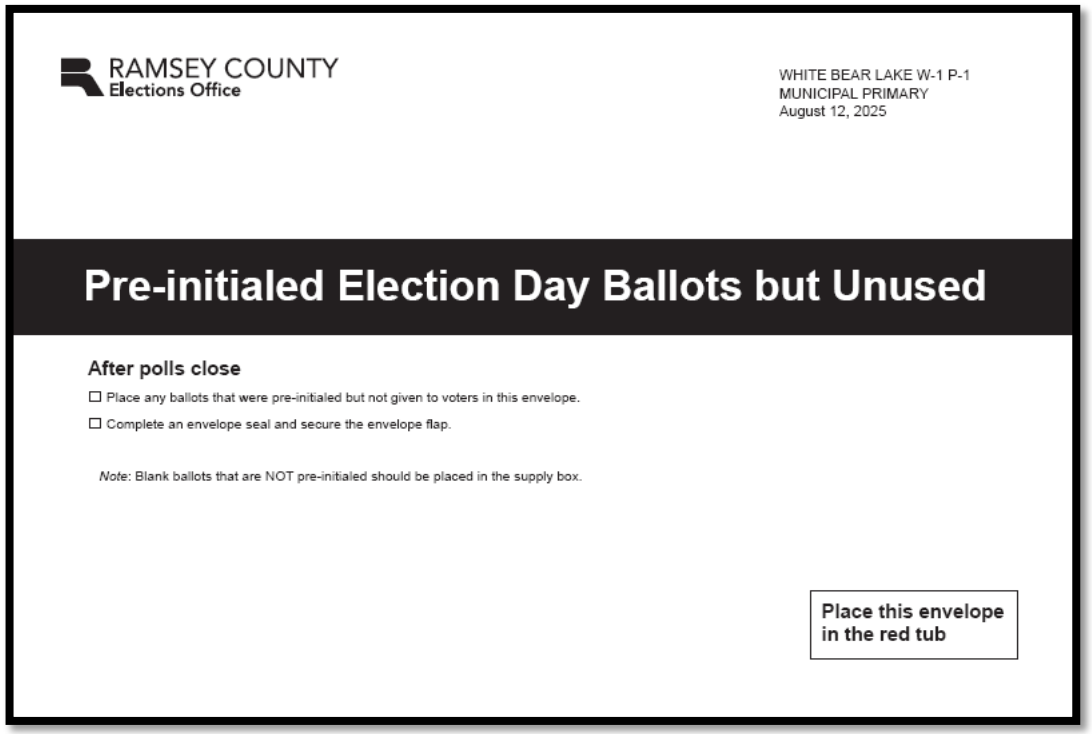
During the day

☐ Collect any polling place documents not categorized by the other envelopes and place here.

After polls close

☐ Complete an envelope seal and secure the envelope flap.

Place this envelope in the red tub



RAMSEY COUNTY
Elections Office

WHITE BEAR LAKE W-1 P-1
MUNICIPAL PRIMARY
August 12, 2025

Pre-initialed Election Day Ballots but Unused

After polls close

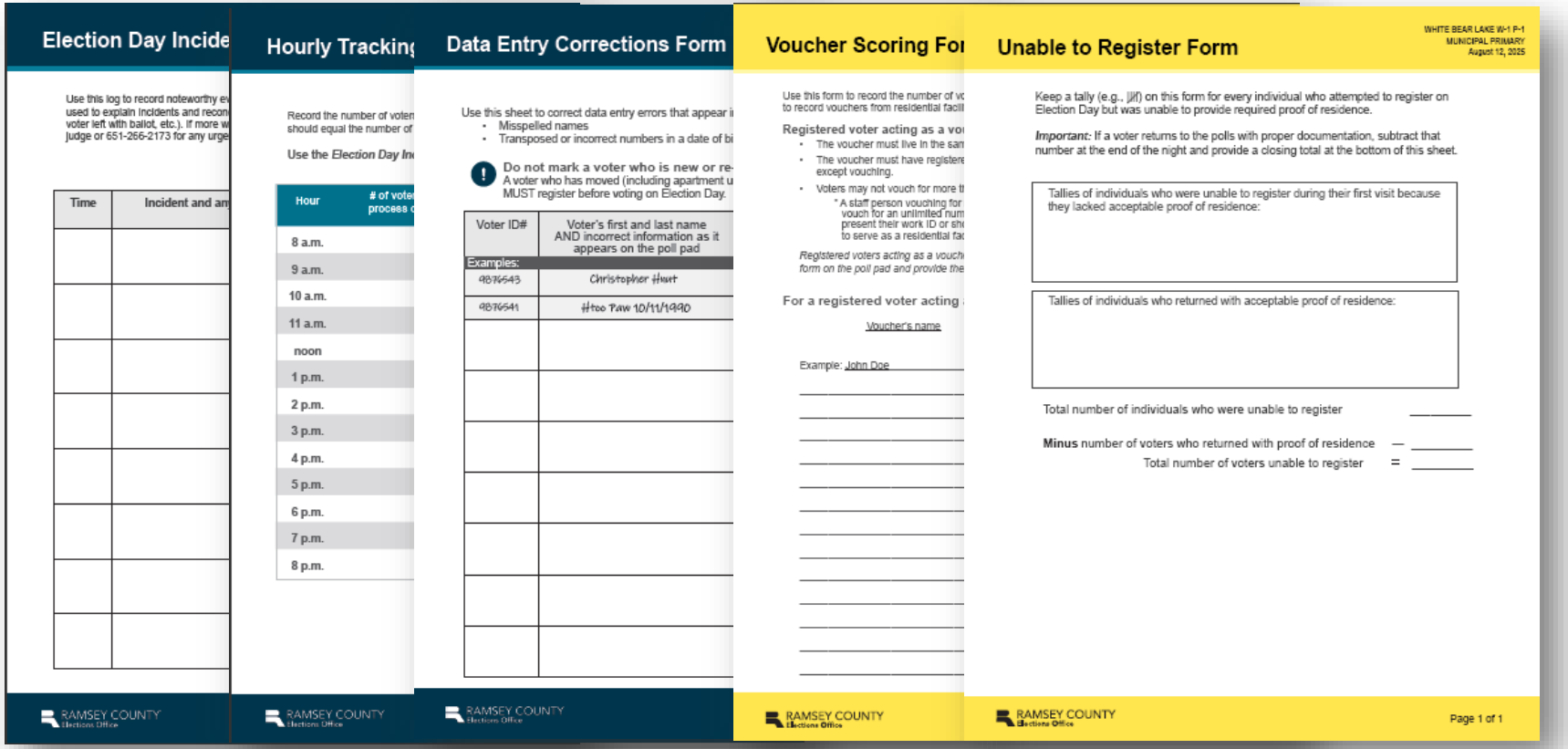
☐ Place any ballots that were pre-initialed but not given to voters in this envelope.

☐ Complete an envelope seal and secure the envelope flap.

Note: Blank ballots that are NOT pre-initialed should be placed in the supply box.

Place this envelope in the red tub

Election Day Forms



Election Day Incide

Use this log to record noteworthy ev
used to explain incidents and recon
voter left with ballot, etc.). If more w
judge or 651-266-2173 for any urge

Time	Incident and an

RAMSEY COUNTY Elections Office

Hourly Trackin

Record the number of voter
should equal the number of

Use the *Election Day In*

Hour	# of vote process
8 a.m.	
9 a.m.	
10 a.m.	
11 a.m.	
noon	
1 p.m.	
2 p.m.	
3 p.m.	
4 p.m.	
5 p.m.	
6 p.m.	
7 p.m.	
8 p.m.	

RAMSEY COUNTY Elections Office

Data Entry Corrections Form

Use this sheet to correct data entry errors that appear i

- Misspelled names
- Transposed or incorrect numbers in a date of bi

Do not mark a voter who is new or re-
A voter who has moved (including apartment u
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
Examples:	
9876543	Christopher Hunt
9876541	Htoo Paw 10/11/1990

RAMSEY COUNTY Elections Office

Voucher Scoring For

Use this form to record the number of v
to record vouchers from residential facil

Registered voter acting as a vo

- The voucher must live in the sam
- The voucher must have registere
except vouching.
- Voters may not vouch for more t
  - A staff person vouching for
vouch for an unlimited num
present their work ID or sh
to serve as a residential fa

*Registered voters acting as a vouch
form on the poll pad and provide the*

For a registered voter acting

Voucher's name

Example: John Doe

RAMSEY COUNTY Elections Office

Unable to Register Form

WHITE BEAR LAKE W-1 P-1
MUNICIPAL PRIMARY
August 12, 2025

Keep a tally (e.g., |||) on this form for every individual who attempted to register on Election Day but was unable to provide required proof of residence.

Important: If a voter returns to the polls with proper documentation, subtract that number at the end of the night and provide a closing total at the bottom of this sheet.

Tallies of individuals who were unable to register during their first visit because they lacked acceptable proof of residence:

Tallies of individuals who returned with acceptable proof of residence:

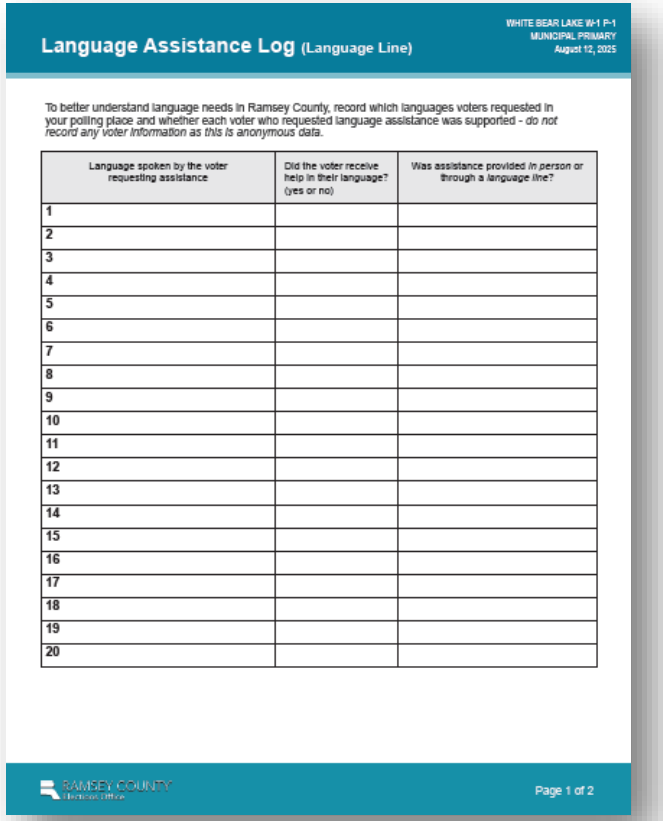
Total number of individuals who were unable to register _____

Minus number of voters who returned with proof of residence — _____

Total number of voters unable to register = _____

RAMSEY COUNTY Elections Office

Page 1 of 1



Language Assistance Log (Language Line)

WHITE BEAR LAKE W-1 P-1
MUNICIPAL PRIMARY
August 12, 2025

To better understand language needs in Ramsey County, record which languages voters requested in your polling place and whether each voter who requested language assistance was supported - *do not record any voter information as this is anonymous data.*

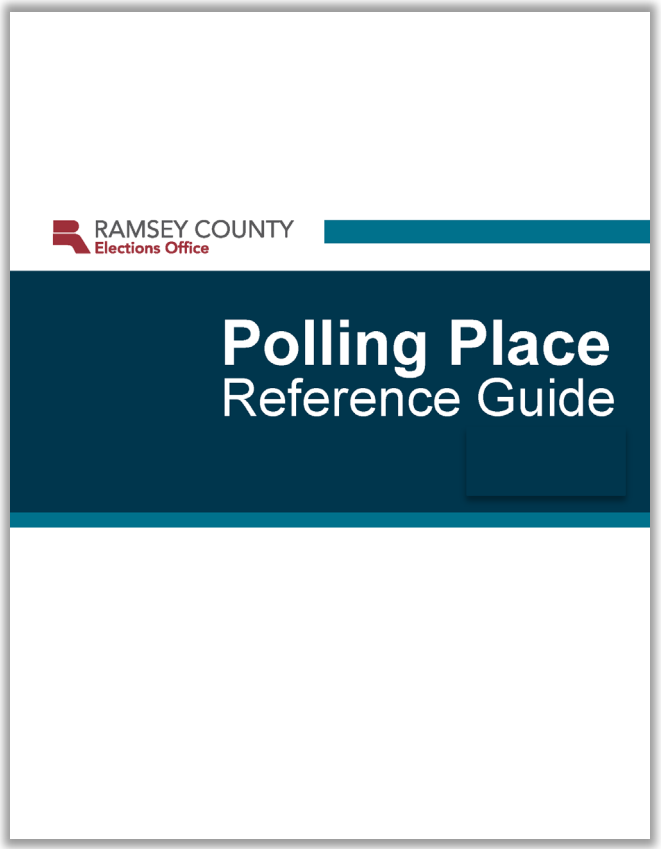
	Language spoken by the voter requesting assistance	Did the voter receive help in their language? (yes or no)	Was assistance provided *in person* or through a *language line*?
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

RAMSEY COUNTY Elections Office

Page 1 of 2

Managing your polling place

- Use the Polling Place Reference guide
- Call your area judge with questions
  - Area judges will have a direct line to contact our office if more help is needed
- Duty cards for each position as well as for Challengers and Exit Polling are available in your red tub



Supplemental duties for leadership roles (e.g. RJ)

- Set up equipment
- Curbside voters
- Split the RJ duties – one check proof of residence, one register on Poll Pad
- Cover other judges during breaks
- Complete the Hourly Tracking Sheet
- Calling Area Judge with questions
- Step in whenever you, as HJ, are unavailable

Managing your polling place

Rotating election judges to different positions

Pros:

- Gain experience and knowledge in all areas of the polling place
- Provides variety throughout a long day
- Election judges may prefer to rotate

Cons:

- Learning curve when starting a new task
- A task may not match a skill set of an election judge
- Election judges may prefer to remain in one role

Managing your polling place

Scenarios that "might" happen

- Voter cannot leave the polling place and come back after check-in (show "voted")
- "See ID," C-Unverifiable
- Unprecinctable
- Canceling a check in
- Emergency!

Closing Your Polling Place

Timesheets

SAMPLE

General Election, November 3, 2020
Presbyterian Church Of The Way
Arden Hills P-1

Time Sheet

Please enter ELECTION DAY HOURS ONLY. Your training is tracked by our staff separately and will be included in your paycheck. Thank you.

Judge Name	Scheduled	Start Time	End Time	Volunteer?	Judge Signature	Hours
Paul Hardt Head Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Paul Hardt	FOR OFFICE USE ONLY
Donna Knop Assistant Head Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Donna Knop	
Anna Abruzzese Precinct Judge	5:30am - 9pm	7:30A	2:00p	YES NO	x Anna Abruzzese	
Karen Ackerman Precinct Judge	5:30am - 9pm	—	—	YES NO	x NO SHOW	
Susan Bludorn Precinct Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Susan Bludorn	
Robert Carlson Jr. Precinct Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Robert Carlson	
Joanne Fabel Precinct Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Joanne Fabel	
Vicki Henkel Precinct Judge	5:30am - 9pm	1:00p	9:00p	YES NO	x VH	
Mark Labine Precinct Judge	5:30am - 9pm	~~5:30A~~	~~9:00p~~	YES NO	x MOVED	
Elizabeth Zukowski Precinct Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Elizabeth Zukowski	
Jane Doe	5:30A-9p	5:30A	9:00p	YES NO	x Jane Doe	
				YES NO		

Voter Statistics Cert – Pink Sheet

Voter Statistics Certification

<<Precinct Name>>
<<Election Type>>
<<Date>>

1 Record the totals of the following:

Spoiled ballots	Duplicated ballots	Full-day judges	Voting stations

2 Calculate voter statistics

Refer to the example on the other side of this sheet to assist you in completing the table below.

1. Record the **Checkins** number from each poll pad.
2. Add each number in the row to determine **Total.**
3. Record the **Ballot Counter Tape Total** from the *Scan Ballot Counter Report (Summary Statement).*

	1st poll pad	2nd poll pad	3rd poll pad	Addl. poll pads, if any	→	→	Total	Ballot Counter Tape Total
Checkins	+	+	+	+	+	=		

If the Checkins **Total** does not match the **Ballot Counter Tape Total**, see the other side of this form for possible reasons. *Note: This list is not exhaustive; please record any applicable reasons in full detail below.*

_____

_____

_____

OFFICE USE ONLY

Checkins _____ – EDR _____ = Total reg. _____
(Poll Pad Report) (SDR Report)

Ballot counter tape total _____

_____
Initials

Notes
(provide initials):

RAMSEY COUNTY Elections Office

Return in the blue folder

Page 1 of 2

Instructions for calculating voter statistics

Each poll pad has its own **Checkins** count (see Image 1) which is a total of all voters—registered and EDR (Election Day registration)—who were checked in on that poll pad.

Record the **Checkins** count from each poll pad in the **Checkins** boxes, then add these boxes together to determine the **Total.** This total is the number of voters who checked in at the polling place.

Record the **Ballot Counter Tape Total** from the *Scan Ballot Counter Report.* This number is the total ballots cast into the ballot counter. If this number does not equal the total number of voters who checked in at the polling place, see below for possible reasons.

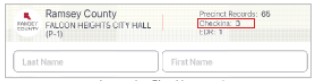


Image 1—Checkins count

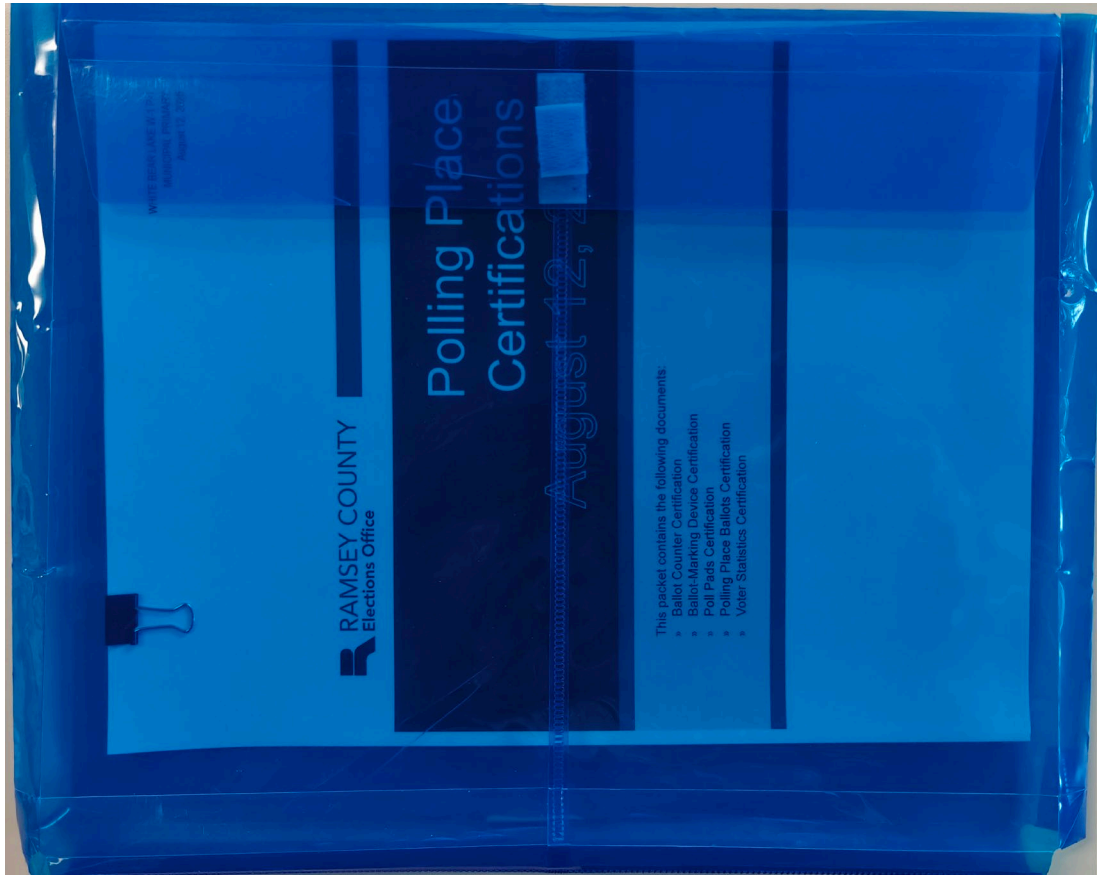
Possible discrepancies in polling place statistics

If the **Total** for **Checkins** does NOT match the **Ballot Counter Tape Total**, please investigate the discrepancy and record what you discover in the space provided on the other side of this sheet marked "❶"

More ballots cast than checkins on the poll pads	More checkins on the poll pads than ballots cast
• Did an election judge miss checking a voter in on the poll pad? • Was an absentee ballot cast in the ballot counter? (To determine which may be an absentee ballot, look for one with no judge initials in the upper-right corner—and it will likely have fold creases.) • Did you run a test ballot through the ballot counter? If any of these reasons apply, please provide it on the front of this sheet.	• Did an election judge forget to cancel a checkin on the poll pad? • Did a voter get checked in as both a registered voter and a non-registered voter on the poll pad? • Did a voter receive a ballot then decide not to vote? • Was the emergency slot used and the ballot(s) never run through the counter as required? If any of these reasons apply, please provide it on the front of this sheet.

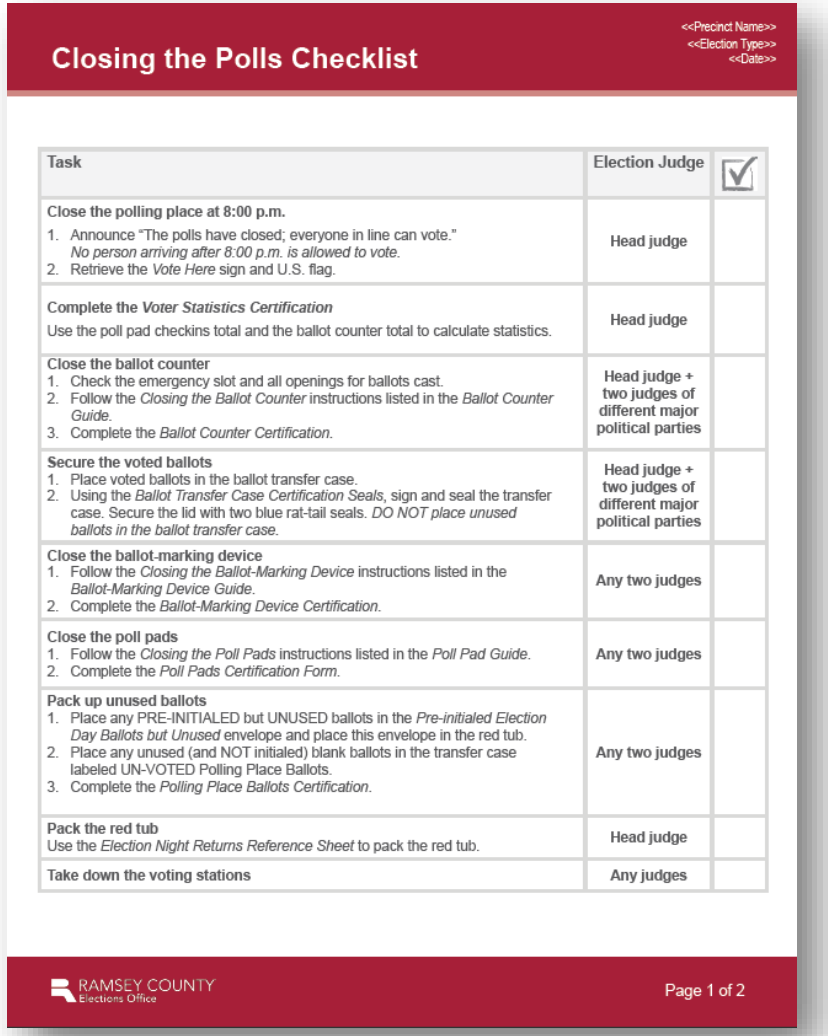
Page 2 of 2

Voter Statistics Cert – Pink Sheet



Closing your polling place tips

- Follow the *Closing the Polls Checklist* (you may review the closing procedure well before close of polls but don't start)
- Plan to assign closing tasks to your team of election judges. Consider writing names on the checklist.
- ALL Certifications have end-of-day information to complete.
- Leave Poll Pads on for 15 minutes after the last voter has checked-in.



Closing the Polls Checklist

<<Precinct Name>>
<<Election Type>>
<<Date>>

Task	Election Judge	☑
Close the polling place at 8:00 p.m. 1. Announce "The polls have closed; everyone in line can vote." *No person arriving after 8:00 p.m. is allowed to vote.* 2. Retrieve the *Vote Here* 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 *Closing the Ballot Counter* instructions listed in the *Ballot Counter Guide*. 3. Complete the *Ballot Counter Certification*.	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 *Ballot Transfer Case Certification Seals*, sign and seal the transfer case. Secure the lid with two blue rat-tail seals. *DO NOT place unused ballots in the ballot transfer case.*	Head judge + two judges of different major political parties	
Close the ballot-marking device 1. Follow the *Closing the Ballot-Marking Device* instructions listed in the *Ballot-Marking Device Guide*. 2. Complete the *Ballot-Marking Device Certification*.	Any two judges	
Close the poll pads 1. Follow the *Closing the Poll Pads* instructions listed in the *Poll Pad Guide*. 2. Complete the *Poll Pads Certification Form*.	Any two judges	
Pack up unused ballots 1. Place any PRE-INITIALED but UNUSED ballots in the *Pre-initialed Election Day Ballots but Unused* envelope and place this envelope in the red tub. 2. Place any unused (and NOT initialed) blank ballots in the transfer case labeled UN-VOTED Polling Place Ballots. 3. Complete the *Polling Place Ballots Certification*.	Any two judges	
Pack the red tub Use the *Election Night Returns Reference Sheet* to pack the red tub.	Head judge	
Take down the voting stations	Any judges	

RAMSEY COUNTY Elections Office

Page 1 of 2

Closing your polling place tips

Closing the Polls Checklist

<<Precinct Name>>
<<Election Type>>
<<Date>>

Task	Election Judge	☑
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 ☐ Voting stations ☐ Ballot-marking device, stand, and printer ☐ Lime green poll pad cases ☐ Black ballot box ☐ Blue supplies box ☐ U.S. flag and *Vote Here* sign ☐ Tables and chairs (if any were delivered)	All judges	
***Required*—Return these items on election night** ☐ Ballot transfer case containing voted ballots ☐ UN-VOTED Polling Place Ballots transfer case ☐ Ballot counter ☐ Red tub ☐ Soft blue case with poll pads ☐ Timesheet(s)	Head judge	
Lock the polling place	Head judge	

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

RAMSEY COUNTY Elections Office

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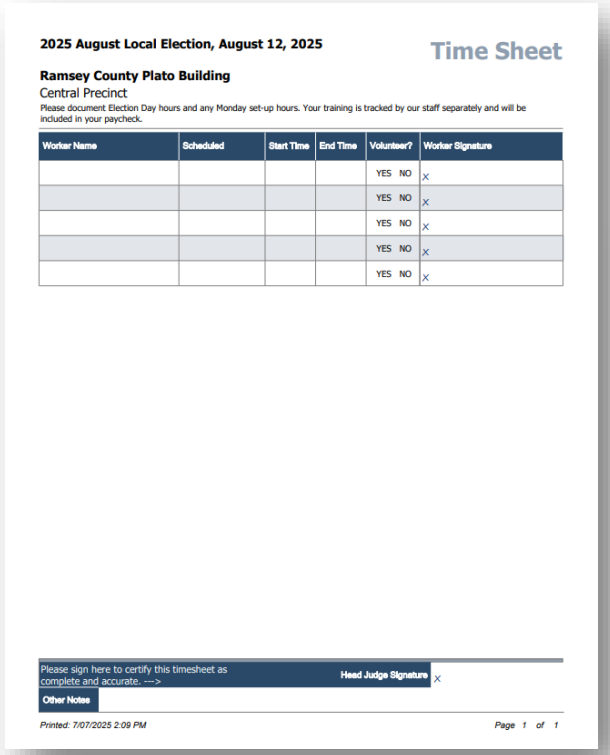
Closing your polling place tips

- Designate an area for materials to be returned to Ramsey County Elections, and a different area for materials to stay

- Materials that stay will be collected by a trucking company after Election Day



2025 August Local Election, August 12, 2025

Time Sheet

Ramsey County Plato Building

Central Precinct

Please document Election Day hours and any Monday set-up hours. Your training is tracked by our staff separately and will be included in your paycheck.

Worker Name	Scheduled	Start Time	End Time	Volunteer?	Worker Signature
				YES NO	x
				YES NO	x
				YES NO	x
				YES NO	x
				YES NO	x

Please sign here to certify this timesheet as complete and accurate. ---> Head Judge Signature x

Other Notes

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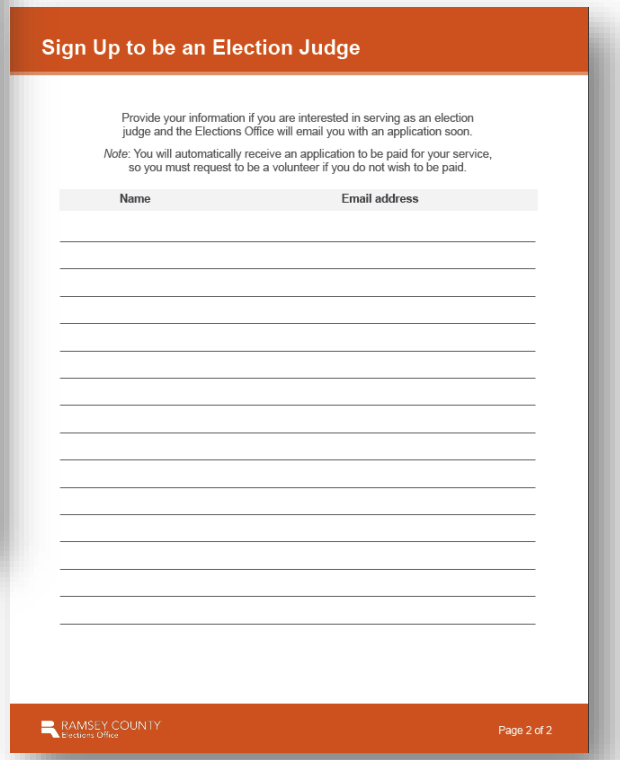


Sign Up to be an Election Judge

Provide your information if you are interested in serving as an election judge and the Elections Office will email you with an application soon.

Note: You will automatically receive an application to be paid for your service, so you must request to be a volunteer if you do not wish to be paid.

Name	Email address

RAMSEY COUNTY Elections Office

Page 2 of 2

End Election Day on a positive note!

- Acknowledge the good work of your election judge team
- Encourage them to write about their Election Day experience in the post-election survey
- Remember to review the timesheet before dismissing your election judges

Election Night Returns & After Election Day

Election Night Returns

Election Night Returns Reference Sheet

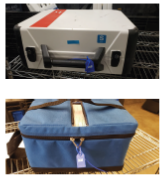
<<Precinct Name>>
<<Election Type>>
<<Date>>

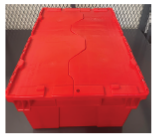
Sealed containers

- ☐ **Transfer case: VOTED Ballots**
- ☐ **Transfer case: UN-VOTED Ballots**
- ☐ **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*

RAMSEY COUNTY Elections Office

Page 1 of 1

Time Sheet

2025 August Local Election, August 12, 2025

Ramsey County Plato Building
Central Precinct

Please document Election Day hours and any Monday set-up hours. Your training is tracked by our staff separately and will be included in your paycheck.

Worker Name	Scheduled	Start Time	End Time	Volunteer?	Worker Signature
				YES NO	x
				YES NO	x
				YES NO	x
				YES NO	x
				YES NO	x

Please sign here to certify this timesheet as complete and accurate. ---> **Head Judge Signature** x

Other Notes

Printed: 7/07/2025 2:09 PM

Page 1 of 1

Sign Up to be an Election Judge

Provide your information if you are interested in serving as an election judge and the Elections Office will email you with an application soon.

Note: You will automatically receive an application to be paid for your service, so you must request to be a volunteer if you do not wish to be paid.

Name	Email address

RAMSEY COUNTY Elections Office

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Post-Election Survey

- All election judges are sent a post-election survey via email
- These responses shape future training and elections processes!
- Please let us know if you are interested, in a zoom debrief after the November election.

Thank you!

- New Head Judges – be sure we get your head judge badge photo. 📸
- Thank you again for serving as an election judge.
- Please contact our office with any questions. We are here to help!

Election Judge line 651-266-2219