

# Head Judge Training

# Agenda

- Expectations and Responsibilities
- Overview
  - Election Judge Team*
  - Equipment and Poll Pads*
  - End of Day*
- Red Tub pick up and Election Night returns

## Head judge responsibilities & expectations



## Head Judge

- Lead official in the polling place
- Picks up the precinct supplies before the election
- Oversees polling place setup and takedown
- Administers the election judge oath
- Conducts the challenge process
- Completes election returns and other forms

*Polling places would not run successfully without your position. You go above and beyond to ensure the voters in your communities have access to the democratic process. Thank you for your dedication to this work and for all that you do for Ramsey County voters!*

## Head judge evaluations

- Ramsey County Election's expectation is that you will carry out required duties outlined in training and in the Polling Place Reference Guide.
- Head judge evaluations occur after every election and, if these requirements are not met, reassignment to another position may occur.
- All head judges and area judges are considered in this process, regardless of experience.

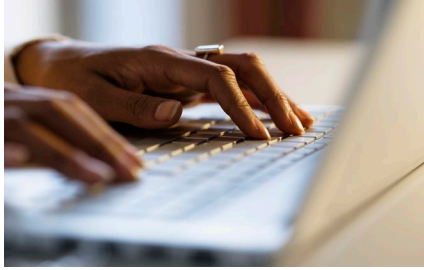
## 2025 Overview Email



- Information regarding:
  - Combined precincts
  - Shared polling places
  - Shared Touch Writer
  - EJ team list
- If you do not receive this email at least 10 days before Election Day, please contact our office.



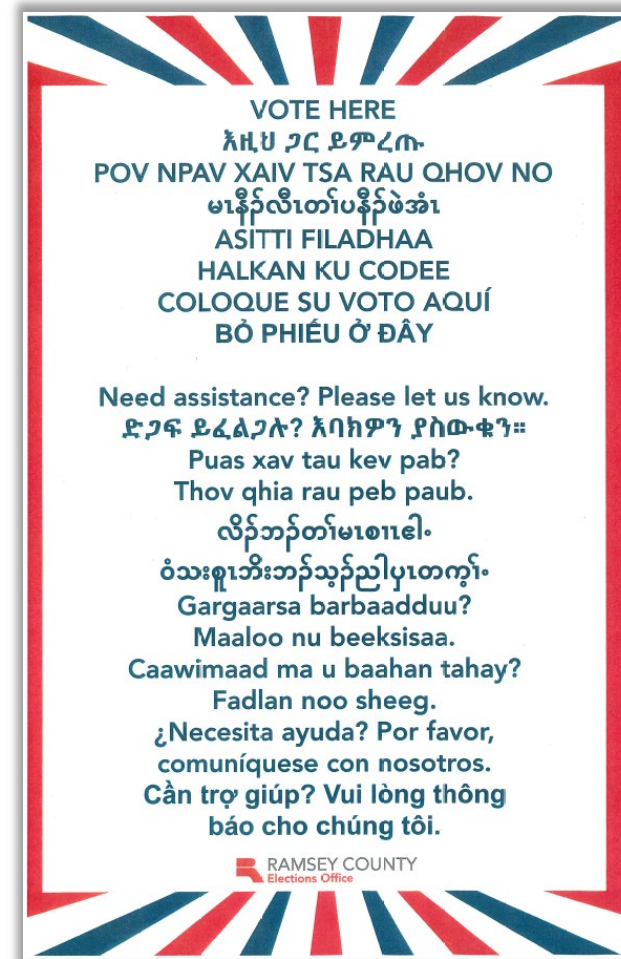
## Required Communication



- **Contact your election judge team promptly after receiving your election judge roster (use bcc: to email)**
- **Contact your polling place once information is received**
- **Follow up again with your election judge team with further information.**
- *Email [electionjudge@ramseycounty.us](mailto:electionjudge@ramseycounty.us) with any cancellations or other requests. Email is preferred to phone as this will ensure inquires are received.*

## Reminders

- All signs and other printed information must be displayed in the polling place when it opens at 7:00am.
- The multi-language Vote Here sign must be posted on the voter entrance to the building
- Translated signs will be in banner format and labeled by sign type and language interpretation provided.





# Overview



Election Judge Oath & Code of Conduct

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

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.

## Election Judge Team


- Read and swear to the Election Judge Oath and Election Judge Code of Conduct with team prior to the start of voting. Ensure everyone understands the expectations and requirements of election judge service. Polling place is for voting.
- Reference and revisit EJ Oath and Code of Conduct throughout the day if tensions arise, difficult communication is present amongst EJ team or between EJ team or voters.
- Greeter Judges should direct all voters to the poll pad judge to either check in or determine if they require election day registration
- No phone usage in the polling place to avoid distraction.

## Propio Interpreters

- Propio interpreters serve the whole day. Do not release them early as they are assigned in compliance with section 203 of the Voting Rights Act.
- Communicate with Ramsey County Elections if Propio Interpreters express a need to leave early. You are not authorized to dismiss any Propio Interpreters.
- May not serve in election judge roles, particularly any involving party affiliation (marking a ballot, curbside, etc.) In those cases, an interpreter must be accompanied by election judges of two different major political parties.

# Interpreter Duty Card and Language Line form


Please provide all interpreters assigned to your polling location the Duty Card and Language Assistance Log listed below. Interpreters must be seated at the greeter judge table and be available to offer interpretation to any voter who may request it.

Interpreting Assistance Duty Card

Note: Not all polling places will be assigned an interpreter judge. If an interpreter judge is assigned to the polling place, they should wear the appropriate provided language nametag, be seated at the greeter station and follow the instructions below. If an interpreter judge is not assigned, the greeter judge will follow the instructions below – and they may ask their head judge for support.

**Instructions**


- Voters may request assistance from any individual they choose when voting - except their employer, an agent of their employer, or an officer/agent of their union.
- If voters request language assistance, and you speak the language the voter requests, you can assist the voter through the entire voting process or only as they request it.
- If you do not speak the language the voter requests, call the language line for language assistance. Most languages are available through the language line:  
**Language line:** 651-266-2185
- If applicable, refer voters to the appropriate translated signs and ballots in their language (languages available are Hmong, Somali, and Spanish).
- To better understand language needs in regions of Ramsey County, record which languages voters requested on the *Language Assistance Log*.

Page 1 of 1

Language Assistance Log (Language Line)

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		

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## Equipment and Poll Pads



# TouchWriter Paper Orientation

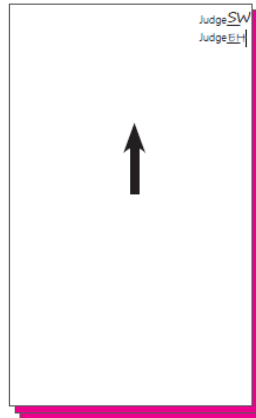
4

Confirm the voter's ballot-marking paper has been initiated by two election judges and insert it in the printer as shown below.

## 11- or 14-inch ballot

Open the main paper tray and insert the initialed ballot paper:

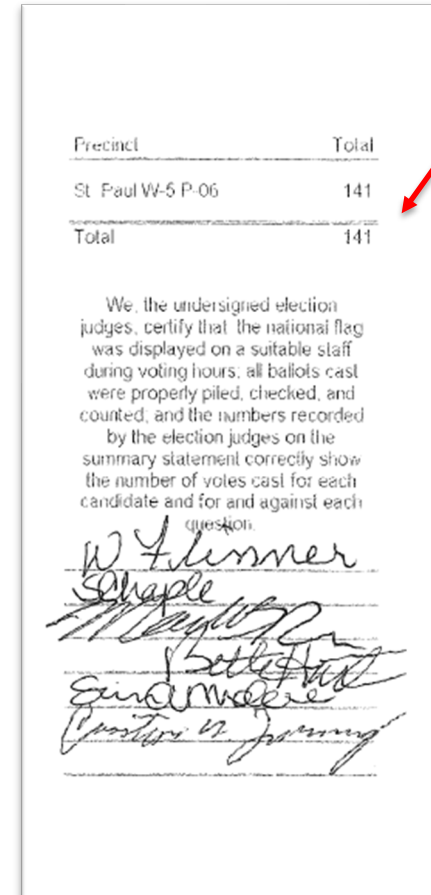
- face-up,
- top-first (judge lines first),
- on top of the paper already inside the tray.



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l.

## Equipment

- ALL EJs should sign summary statement/tapes
- Equipment codes are on the Certification for each piece of equipment
- Double check everything  
Zero tape is zero  
Ballots are for your precinct  
Poll pads are for your precinct



Precinct	Total
St. Paul W-5 P-06	141
Total	141

We, the undersigned election judges, certify that the national flag was displayed on a suitable staff during voting hours; all ballots cast were properly piled, checked, and counted; and the numbers recorded by the election judges on the summary statement correctly show the number of votes cast for each candidate and for and against each question.

*W. F. Linner*  
*Shaple*  
*W. F. Linner*  
*Betty H. H.*  
*Erin M. H.*  
*Quentin W. J.*

(Ideal tape fold shows the total) 😊

## Poll Pads

- Call before cancelling any check-ins—need confirmation from RCE before cancelling a check-in.

*Call Elections office for poll pad code if needed—call every time poll pad code is needed*

- Electronic signatures on the poll pad for voter oath and voter registration
  - if a voter is unable to sign, they can have another voter sign on their behalf OR they may authorize an election judge to assist with their signature.
  - if is unwilling to sign electronically, have the election judge assisting the voter mark the signature column with a small dot. This will allow the voter slip to print. Then, have the voter provide a wet signature with pen on the printed voter slip.

## Student Housing List

- A paper copy of the student housing list will be given to precincts with a university within their boundary, if the university has provided a student housing list.
- For any precinct without a physical list, call Ramsey County Elections for student housing list information if a student would like to try to use it for election day registration.

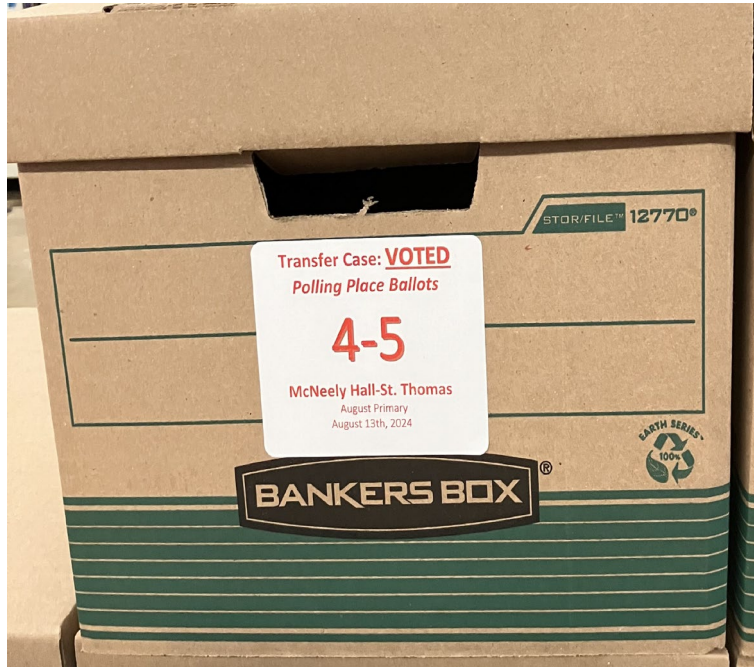


# End of Day



## Ballot Box

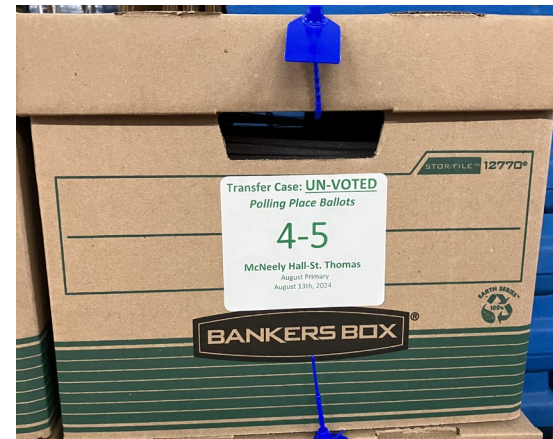
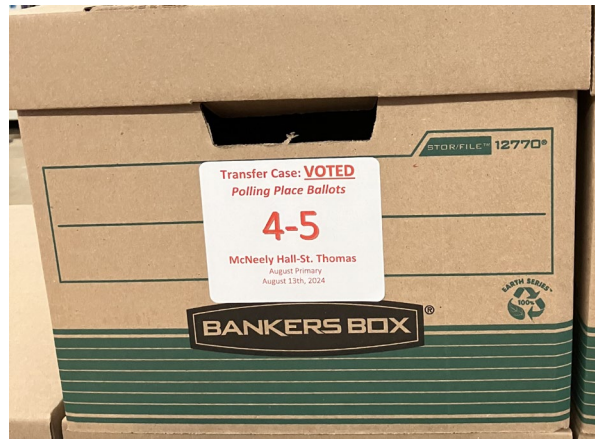
- Consider placing the empty ballot transfer case for VOTED ballots in the ballot box during set up.






## Ballots Audit and Return Update

- ALL ballots must be returned on election night:
  - **VOTED** ballots—Returned in box with red color lettering
  - Unopened packs/**UNVOTED** ballots—Returned in box with green color lettering



- Pre-initialed but unused ballots and Spoiled ballots (*not pictured*)—Returned in labeled envelope

# Polling Place Ballot Certification



Polling Place Ballots Certification

ARDEN HILLS P-1  
State General  
November 5, 2024

**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 \_\_\_\_\_  
Return Election Night in **VOTED** Ballots Transfer case

Number of spoiled ballots \_\_\_\_\_ **+** \_\_\_\_\_  
Return Election Night in Spoiled Ballots Env/Red Tub

Number of duplicated ballots, if any \_\_\_\_\_ **+** \_\_\_\_\_  
Return Election Night in Dupl. Ballots Env./Red Tub

Number of sealed ballots remaining assuming 50/pack \_\_\_\_\_ **+** \_\_\_\_\_  
Return Election Night in **UNVOTED** Ballots Transfer Case

Number of unsealed, loose ballots remaining (hand count) \_\_\_\_\_ **+** \_\_\_\_\_  
Return Election Night in Pre-initialed Ballots but Unused env/Red Tub

Total ballots at polling place at close of polls \_\_\_\_\_ **=** \_\_\_\_\_  
All Returned Election Night


**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

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# Polling Place Ballot Certification

## Election night ballot audit

Number of ballots cast through the ballot counter

Return Election Night in **VOTED** Ballots Transfer case

\_\_\_\_\_

Number of spoiled ballots

Return Election Night in Spoiled Ballots Env/Red Tub

+

\_\_\_\_\_

Number of duplicated ballots, if any

Return Election Night in Dupl. Ballots Env./Red Tub

+

\_\_\_\_\_

Number of sealed ballots remaining assuming 50/pack

Return Election Night in **UNVOTED** Ballots Transfer Case

+

\_\_\_\_\_

Number of unsealed, loose ballots remaining (hand count)

Return Election Night in Pre-initialed Ballots but Unused env/Red Tub

+

\_\_\_\_\_

Total ballots at polling place at close of polls

All Returned Election Night

=

\_\_\_\_\_



## Public viewing of closing the polls

- The public are allowed to:
  - Watch the closing activities inside the polling place. They are not required to show credentials.
  - Request a copy of the precinct's voting totals from the ballot counter. A public copy can be posted and left at the polling place.
- The public are *not* allowed to:
  - Interfere with the closing activities.
  - Review documents such as voted ballots, voter registrations, voter receipts, or the election judge roster.
  - Make a list of who has, or has not, voted.

## Payroll

- Mobile judges should be manually added to your timesheet if they arrive at your polling place; include the time they started the day.
- Be sure to sign the lower right corner of the timesheet.
- Provided direct deposit forms are for *non-volunteer EJs* only. Volunteers who wish to switch to paid for the future should contact our office.

# 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
<b>Paul Hardt</b> Head Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Paul Hardt	FOR OFFICE USE ONLY
<b>Donna Knop</b> Assistant Head Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Donna Knop	
<b>Anna Abruzzese</b> Precinct Judge	5:30am - 9pm	7:30A	2:00p	YES NO	x Anna Abruzzese	
<b>Karen Ackerman</b> Precinct Judge	5:30am - 9pm	—	—	YES NO	x NO SHOW	
<b>Susan Bludorn</b> Precinct Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Susan Bludorn	
<b>Robert Carlson Jr.</b> Precinct Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Robert Carlson	
<b>Joanne Fabel</b> Precinct Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Joanne Fabel	
<b>Vicki Henkel</b> Precinct Judge	5:30am - 9pm	1:00p	9:00p	YES NO	x Vicki Henkel	
<b>Mark Labine</b> Precinct Judge	5:30am - 9pm	<del>5:30A</del>	<del>9:00p</del>	YES NO	x MOVED	
<b>Elizabeth Zukowski</b> Precinct Judge	5:30am - 9pm	5:30A	9:00p	YES NO	x Elizabeth Zukowski	
<b>Jane Doe</b>	5:30A-9p	5:30A	9:00p	YES NO	x Jane Doe	
				YES NO		

## What If?





# What if...?





# What if...?

## Emergency Voting

CALL RAMSEY COUNTY ELECTIONS BEFORE PROCEEDING — 651-266-2173  
Use only if voters cannot check in on a poll pad.

Write precinct and election date information at the top of the Emergency Roster (enclosed).

Use the printed copy of the Greeter's List (Red Tub) only to search for the voter's name – voter signature goes on the Emergency Roster.

- If the voter is listed on the Greeter's List with current name and address with no challenge, the voter is registered.
  1. Voter completes one line on the Emergency Roster – voter signature is critical.
  2. Election judge writes REGISTERED in the final column and issues a blue registered voter ballot exchange slip (enclosed).
- If the voter is listed on the Greeter's List with a Challenge and current name and address, use the Polling Place Reference Guide section on Challenges to follow the "clearing" procedure. Then follow steps 1 & 2 above.
- If the voter is NOT on the Greeter's List or has an out-of-date name or address on the Greeter's List, the voter is non-registered.
  - First, confirm they are in the correct polling place using mnvotes.gov on a phone or precinct map (Red Tub) if a phone isn't available.
  - If the voter is in the correct precinct:
    1. Registration Judge determines if the voter has acceptable proof of residence using the yellow tear-off sheet (Red Tub).
    2. Voter completes a paper voter registration application (enclosed).
    3. Registration judge marks in one column at the bottom of the application in the *Election Judge Use only* section, indicating the proof of residence.
    4. Voter completes one line on the Emergency Roster – voter signature is critical.
    5. Registration judge writes NON-REGISTERED in the final column and issues a yellow non-registered voter ballot exchange slip. (enclosed)
- Voter gives the ballot exchange slip to the ballot judge in exchange for a ballot.

### NOTES:

The Emergency Roster should be **returned with** the *Voter Statistics Certification* (pink sheet).

Completed voter registration applications should be **returned in** the *Election Day Registration Documents envelope*.

Do NOT check in these voters on the poll pad at a later time. RCE staff will check them in after election night returns.

May2024

What if...?

# \_\_\_\_\_

**Emergency Registered Ballot Receipt**

Give one receipt to the voter after they have signed the registered roster.

The voter must give this receipt to the ballot judge in exchange for a ballot.

# \_\_\_\_\_

**Non-Registered Ballot Receipt**

Give one receipt to the voter after they have:

1. shown acceptable Election Day registration documents
2. completed a voter registration application
3. signed the non-registered roster

The voter must give this receipt to the ballot judge in exchange for a ballot.

### Emergency Roster

Use this form only if voters cannot check in on a poll pad.

Precinct \_\_\_\_\_  
Election \_\_\_\_\_  
Date \_\_\_\_\_

VOTER OATH: I swear or affirm that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not currently incarcerated for a felony sentence; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

#	Voter's Name	Voter's Signature	Voter's Address	Voter's Birthdate	Reg or NR
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

SECRETARY OF STATE

**Greeter's List**

April 09, 2024

03/22/2024 8:03 PM

04/09/2024 SPECIAL ELECTION CITY OF MOUNDS VIEW

MOUNDS VIEW P-1 PRECINCTS:0290

Voter ID #	Voter Name	Address	DOB	Pct # - Name	SD #	Notes
0006214809		2901 MOUNDS VIEW BLVD APT 213	1962	0290 MOUNDS VIEW P-1	621	
0004781790		2641 COUNTY HIGHWAY 10	1960	0290 MOUNDS VIEW P-1	621	
0005822350		2643 MOUNDS VIEW BLVD	2001	0290 MOUNDS VIEW P-1	621	
0006192873		2643 MOUNDS VIEW BLVD	2003	0290 MOUNDS VIEW P-1	621	
0005217015		2901 MOUNDS VIEW BLVD APT 107	1987	0290 MOUNDS VIEW P-1	621	
0006169625		2901 MOUNDS VIEW BLVD # 212	1991	0290 MOUNDS VIEW P-1	621	See ID, Challenged, Unverifiable
0006282681		2657 MOUNDS VIEW BLVD # 202	1967	0290 MOUNDS VIEW P-1	621	
0003738128		2901 MOUNDS VIEW BLVD # 117	1975	0290 MOUNDS VIEW P-1	621	
0005900529		2748 LAPORT DR	1987	0290 MOUNDS VIEW P-1	621	
0002285497		7767 GROVELAND RD	1973	0290 MOUNDS VIEW P-1	621	
0003828993		7767 GROVELAND RD	1969	0290 MOUNDS VIEW P-1	621	
0004251463		8305 SUNNYSIDE RD	1964	0290 MOUNDS VIEW P-1	621	
0003359344		8295 RED OAK DR	1957	0290 MOUNDS VIEW P-1	621	
0005082060		8295 RED OAK DR	1995	0290 MOUNDS VIEW P-1	621	
0006009333		8295 RED OAK DR	2002	0290 MOUNDS VIEW P-1	621	
0002117302		2673 ARDAN AVE	1956	0290 MOUNDS VIEW P-1	621	
0004861540		2673 ARDAN AVE	1993	0290 MOUNDS VIEW P-1	621	
0002117303		2673 ARDAN AVE	1955	0290 MOUNDS VIEW P-1	621	
0000386547		7735 SILVER LAKE RD # 202	1931	0290 MOUNDS VIEW P-1	621	
0005251282		2641 COUNTY HIGHWAY 10	1993	0290 MOUNDS VIEW P-1	621	
0004777290		2645 MOUNDS VIEW BLVD	1983	0290 MOUNDS VIEW P-1	621	
0004817708		2641 MOUNDS VIEW BLVD	1985	0290 MOUNDS VIEW P-1	621	
0005155193		2631 COUNTY HIGHWAY 10	1991	0290 MOUNDS VIEW P-1	621	
0006120413		8240 RED OAK DR	1982	0290 MOUNDS VIEW P-1	621	

SRS-GL1

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### MINNESOTA VOTER REGISTRATION APPLICATION

Complete lines 1 through 7. Please print clearly.

**Personal Information and Qualifications**

1 Are you a U.S. citizen? Yes ☐ No ☐

2 Are you at least 16 years old and will you be at least 18 years old on or before the day of the election in which you intend to vote? Yes ☐ No ☐

If you mark "NO" to either of these questions, DO NOT complete this form.

3 Last name or surname First name Middle name Suffix

4 Address where you live (residence) Apt. number City ZIP code

If mail cannot be delivered to the address above, provide P.O. Box City ZIP code

If you do not have a physical address, describe where you live, with sufficient detail that your voting precinct can be determined

5 Date of Birth (not today's date) School District (if known) County where you live

Phone number Email address

6 Mark one box and provide the number that applies to you:

☐ I have a MN-issued driver's license or MN ID card number:

☐ I do not have a MN-issued driver's license or MN ID card.

The last four digits of my Social Security Number are: XXX-XX-

☐ I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.

**Permanent Absentee Voter**

NOTE: this section is optional

I request to have an absentee ballot mailed to the address where I live (residence) before each election in which I am eligible to vote. Yes ☐

**Registration Update – Are you currently registered under a different name or address?**

Previous last name Previous first name Previous middle name

Previous address where you were last registered City State ZIP Code

**Read And Sign Only If All Parts Apply To You.**

7 I certify that I:

- am at least 16 years old and understand that I must be at least 18 years old to be eligible to vote;
- am a citizen of the United States;
- will have maintained residence in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address or location given on the registration form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- am not currently incarcerated for a conviction of a felony offense; and
- have read and understand this statement, that giving false information is a felony punishable by not more than 5 years imprisonment or a fine of not more than \$10,000, or both.

Sign Here X Date: \_\_\_\_\_ - 20\_\_\_\_

**Election Judge Official Use Only**

☐ IP ☐ W ☐ P ☐ M ☐ SD ☐ AS

Initials \_\_\_\_\_

ID with Current Name & Address ID Number: \_\_\_\_\_

☐ MN Driver's License, Learner's Permit, MN ID Card, or Receipt ☐ Tribal ID Card

Photo ID # Document with Current Name & Address Document Type: \_\_\_\_\_

Photo ID Number: \_\_\_\_\_

☐ Driver's License, Learner's Permit or State ID Card ☐ U.S. Passport ☐ U.S. Military ID ☐ Tribal ID ☐ Student ID

Other ☐ Vouched For ☐ Notice of Late Registration ☐ Valid Registration in Same Precinct ☐ ID with College List ☐ \*Record ID type and number using form to the left

## Emergency Procedure Guidance for Ballots

- In the event the polling place must be evacuated, please instruct voters to exit the location with their ballots, instructing them to return to the polling location with their ballot when the evacuation order is lifted.

# Exit Polling

## 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.
- not be in the room where voting occurs but can be on the premises. 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.
- Post a sign notifying voters that exit polling is occurring upon exit of the polling location

# Exit Polling

## Exit Polling Law Changes

[Minn. Stat. 204C.06](#) was changed this year to further define *Exit Polling* and who is authorized to do it.

- These changes, when properly applied, will increase security, and reduce voter interference, while allowing voters to safely participate in exit polling.
- The head election judge should notify all election judges at the location when exit polling is occurring.
- This should include the identification of all individuals authorized to poll voters and how they plan to approach voters.
- Voters and election judges should be encouraged to report any unauthorized individuals and behavior that is intimidating, interfering, suspicious, or illegal using locally defined reporting channels.
- Post a sign notifying voters that exit polling is occurring upon exit of the polling location. Voter participation is optional.



## What If...?

- Exit polling is allowed within 100 feet of the polling location but should be conducted outside of the polling room.
- News media, peace officers, teachers and students may be allowed with permission.
- No one besides voters should be within 6 ft of voting equipment during Election Day.



# Minnesota State Election Law Complaint Form

## MINNESOTA STATE ELECTION LAW COMPLAINT FORM

### Instructions

This form may be used when any person believes a violation of Minnesota election law has occurred, is occurring or is about to occur. This includes complaints related to *Minnesota Statutes* Chapters 200, 201, 203B, 204C and 206.

Minnesota Fair Campaign Practice & Finance Acts (*Minnesota Statutes* 211A and 211B) complaints are under the purview of the State of Minnesota's [Office of Administrative Hearings](#) and are not applicable to this complaint form.

After completing this form and getting it notarized, return it to your County Attorney for investigation. The Office of Secretary of State will forward any complaints it receives to your County Attorney as provided by state law.

### Your Contact Information

Name   
Address  County   
City  State  Zip Code   
Telephone  Email

### Complaint Information

Person or organization against whom the complaint is brought. Limit of one person or organization per complaint.

Name   
Address  County   
City  State  Zip Code   
Telephone  Email

Title of office or position held or sought by this person (if any):

### Violation

If you believe any violations of election law have been committed, state the alleged specific violations committed by the person or organization named in this complaint:

Revised 5/2024

### Statement of Facts

State in your own words the detailed facts that form the basis of your complaint. Identify any relevant person(s), include any relevant dates and times, and include the names and addresses of other persons who have knowledge of the facts. Give any reasons that you feel the alleged violation was committed by the person or organization against whom this complaint is brought. Attach supporting documentation, if any.

### Affirmation

By my signature I swear or affirm that, to the best of my knowledge, the information provided on this form is true.

Signature of complainant \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of notary public or other officer empowered to take and certify acknowledgements. Under Minnesota law, an election judge acting in his or her official capacity may notarize this form.

(Notary stamp)

Revised 5/2024

## Minnesota State Election Law Complaint Form

- You will receive Minnesota State Election Law Complaint forms in your red tubs. These Minnesota State Election Law Complaint forms will be used when a voter would like to file a complaint related to Minnesota election law and administration
- Area Judges have Help America Vote Act (HAVA) complaint forms in their yellow tubs. HAVA complaints apply only to the following criteria:
  - Voting machine standards
  - Posting of voting information
  - Voting registration
- If a voter insists on filing a HAVA complaint based on the aforementioned criteria, contact your Area Judge to provide the HAVA form for the voter to complete

## Challengers

- Detailed information is available in the Polling Place Reference Guide and on a one page “Rules for Challengers” sheet in the red tub.
- Minnesota law does not allow for poll watchers. The only role a challenger may play is contesting a voter’s eligibility based on personal knowledge. Suspicion is not a basis for making a challenge.
- Challengers may be election judges working in the precinct, an eligible voter in the precinct, or appointed.
- Make a challenge in writing using the official challengers' form.



# Restrictions on Campaign Apparel in the Polling Place



## Northstar Quick Notes

### Addressing Campaign Apparel and Materials at Minnesota Polling Places

Minnesota law prohibits displaying campaign materials or attempting to persuade voters inside and within 100 feet of a polling place.



#### Definition of Campaign Materials:

Anything during voting hours that is worn, exhibited, or distributed related to the name, likeness, logo, or slogan of a candidate, ballot question, or political party that appears on the ballot for that election.

#### Steps to Take:

- **Inform the Voter:** Politely explain that individuals are not allowed to display any campaign material or messages in or near polling places. This includes items such as pamphlets, advertisements, flyers, signs, banners, stickers, buttons, badges, pencils, pens, shirts, hats, or any similar item.
- **Request Compliance:** Ask the individual to cover or remove the item and/or stop attempting to influence others.
- **Explain Why:** Minnesotans have the right to vote without anyone trying to influence or intimidate them. This protection applies both inside and near the polling place, ensuring that everyone can make their choice freely.
- **Refusal to Comply:** If the person refuses, document the incident, including the individual's name, address, and a description of the item or behavior.
- **Allow Voting:** Eligible voters *must be allowed to vote* even if they refuse to comply.
- **Record-Keeping:** Note the refusal and circumstances for reporting to county elections officials.



City Offices
Mayor
City of Misty Pines
Vote for One
<input type="radio"/> Polly Tics
<input type="radio"/> Mark A Ballot

#### Special Considerations:

Election Judges and Official Challengers are also prohibited from displaying campaign materials or persuading voters. If they do not comply, they must be asked to leave the polling place.

Following these guidelines ensures a neutral and fair voting environment, maintaining the integrity of the electoral process. For more information, please consult *Minn. Stat. 211B.11*.

If it's on the ballot  
it's not on you

If it's on the ballot  
It's not on you

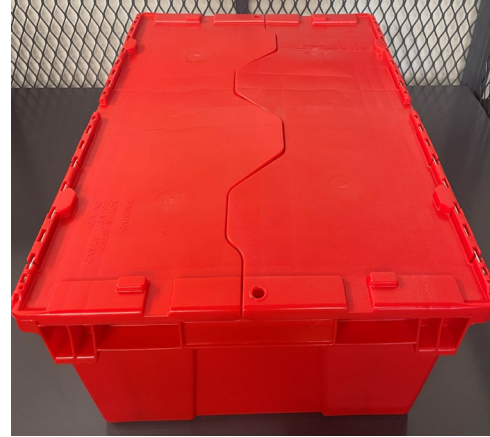


## Red Tub Pick-up and Election Night Returns

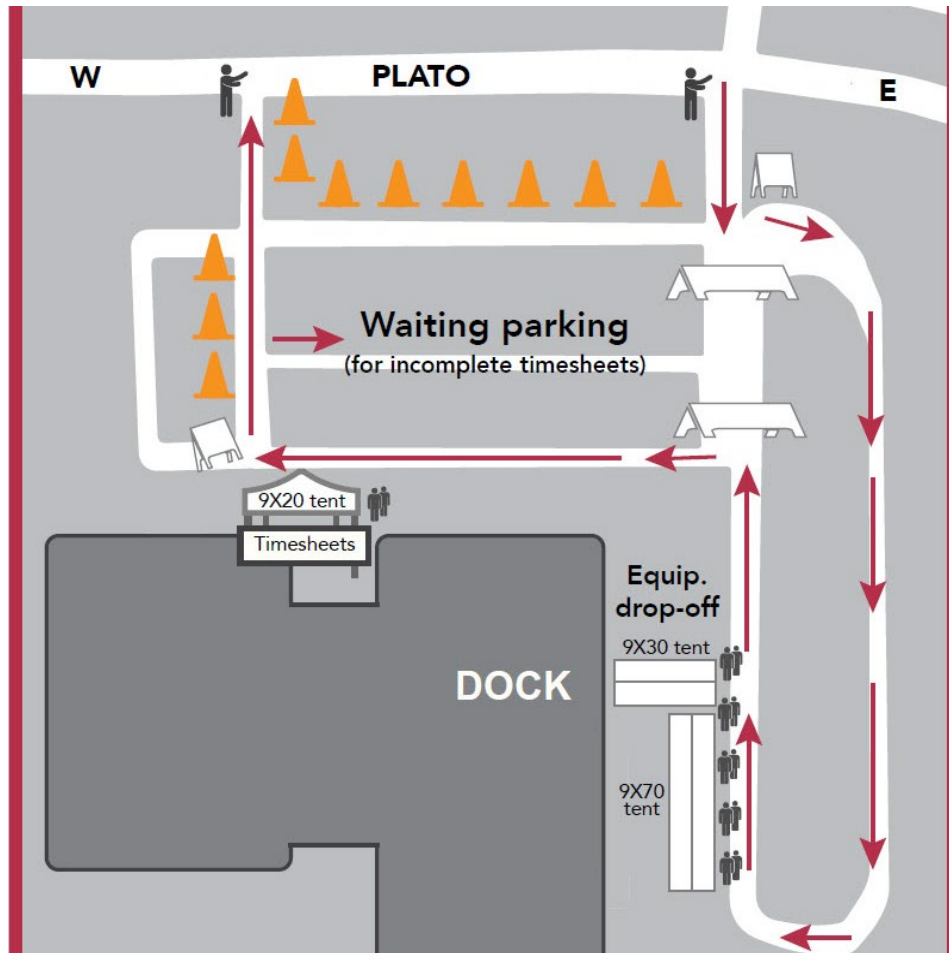


## Red tub pick-up

- The Saturday before Election Day  
9:00am– 3:00pm at east dock entrance of  
90 Plato Blvd W. in St. Paul.
  - Red tub
  - Poll pads in blue transfer case
- Other activities that day
  - Early voting



## Election Night Returns



- Review closing checklist before leaving your polling place.
- Drive slowly and watch for Elections staff.
- Remain in your vehicle.
- Have your timesheet separated from other materials.
- Follow directions.

## Election Night Returns

Use the Election Night Returns form to verify materials

- ALL ballots (in respective boxes and envelope)
- Scan ballot counter
- Poll pads
- Red Tub w/ envelopes and documents
- Timesheets (purple folder)



## Election Night Returns



Common items that get returned but don't need to be:

- Lime green poll pad cases
- TouchWriter

Follow instructions on the checklist.



## Thank you!

- Thank you again for serving as an election judge!
  - You are essential to the democratic process.
- Remember to complete the post-election survey for election judges.
  - Staff members read all submitted surveys.