

Signature Judge Instructions
Polls are open from 6:30 a.m. to 7:30 p.m.
All workers must be at their location by 5:45 a.m.

November 2, 2021 General Election

SUPPLIES

Black binder, one per polling location:

- Voter registration forms
- PEO sign up brochures
- Office, precinct support, and emergency telephone numbers
- Oath of office for poll workers
- Oath of office for observers
- Scanner seals to be confirmed
- Signature Judge poll pad log
- Verification that the ballot box has been checked
- Verification that the memory stick is in the clear pouch
- Check- List for returning electronic poll pad (lime green)
- Emergency procedures
- Voters flow chart (updated 8/2017)
- Form 10-Ls: notice of change of name
- Acceptable forms of ID & examples
- Sample of marriage license
- Voter ID requirements-SOS Directive 2008-80
- Curbside voter sign-in sheet (bright pink sheet) and instructions
- Ballot seal confirmation page (only for return to office)
- Ballot accounting page (only for return to office)
- Poll pad seal confirmation page (only for return to office)

Red canvas pouch, not sealed:

(Only one per polling location)

- Red folder: (one for each signature judge)
 - Signature judge instructions
 - Poll pad guide
 - Health and Safety Guidelines
 - Valid forms of Ohio voter identification examples
 - Quick reference guide
- Curbside voter envelope with instructions and privacy folder
- Envelope containing forms to challenge a voter
- 2 ADA pamphlets
- Notepads and blue pens
- Magnifying sheet
- Extra rolls of poll pad printer paper

Red canvas pouch, sealed:**(Only one per polling location)****Do not open this bag unless you have called the office and gotten permission!**

- Back up authority to vote slips
- Back up paper poll books
 - You only use these supplies if the iPad or iPad printer goes down. Again, you must call the office first and get permission to open this bag!

Green Know-Ink case**(One for each signature judge)**

- iPad
- Printer
- Printer power cord and adapter
- Poll pad stand arm
- Poll pad battery base
- ID tray
- Green cable
- Micro fiber cloth to wipe off finger prints
- 2 stylus pens
- White charging cable and wall adapter, lightning to USB cable & USB power adapter
- Seal to be confirmed before polls open form

Note:

If you need a power strip to plug in your iPad printer, that strip will no longer be in your red signature judge pouch. Instead, you will find it in a blue supply bag which contains cardboard privacy booths, plastic privacy sleeves, extension cords, and extra scanner paper. You can obtain this bag from your Voting Location Manager. We have labeled the bag so you know exactly what goes in there. If you are in a multi-precinct location, there will be one strip for each signature judge.

BEFORE THE POLLS OPEN

- Assist the Voting Location Manager (VLM) with bringing the supplies into the polling location. The supplies you will need to have are the black binder, the two red pouches, and the green poll pad case.
- Remove the white seal from the green poll pad case to open it. Inside the case, there will be a sheet titled “Seal to be Confirmed before Polls Open.” Confirm the seal number, sign the sheet, and have all poll workers in your precinct do the same. You can throw the white seal away after everyone verifies it. Then, place the seal confirmation page inside of your black binder. This page will be hole-punched for that purpose.
- Next, remove the contents of the case. **You will set up the printer first, then the iPad.** An acronym to remember this is “P.I.” (Printer, iPad.)
- Use the **black cord** to plug the printer in. The skinny end of the black cord will have a **lime green sticker** on it. Plug this end into the back of the printer, lining it up directly below the **lime green sticker**. Then, plug the other end of the black cord into an outlet. If the black cord is not long enough, you may use the power strip provided in the blue supply bag. You may also move the signature judge table closer to the wall outlet. However, keep in mind that the signature judge table **MUST** be the first table the voters come to when entering the room. Once the printer is plugged in, **flip the switch on the left side of the printer to “On.”**
- Next, open the top of the printer and verify that you have paper in your printer. If at any point during the day you run out of paper and need to change it, here is what you do:
 - Slide back the arrow on the top of the printer and pull back.
 - Take out the empty spool and throw it away. The spool is black and may blend in with the printer, so you will have to look carefully for it.
 - Take out a new roll of paper from your red pouch and remove the tape from it.
 - Place the roll in the printer. Think of the roll as a toilet paper roll. Some people place the toilet paper roll “over,” while others place it “under.” For the printer paper, we will be doing **UNDER**.
 - Make sure the roll is tight, then place the excess paper over the threshold. Close the lid, and rip the excess paper off.
- Next, you will set up the iPad. Take the **stand arm, straighten it out, and press in the lime green edges on the circle part of the stand arm**. Then, **attach the circle part of the stand arm into the circle on the back of the iPad**. You will then place the stand arm into the **battery base**. When you do this, you want to make sure that the **home button of the iPad is on the right**.
- Then, you will slide the **ID scanner tray into the opening on the back of the iPad**.
- Next, take the **lime green cord**, and **place the smaller end in the opening of the poll pad, right next to the home button**. Feed the lime green cord through **the opening of the stand arm, and plug the larger end of the lime green cord into the opening on the battery base that says “2.1 A.”** There are two openings that say “2.1 A”- it does not matter which one you use.
- Once you do this, the apple logo should appear and the iPad should turn on automatically. If it does NOT, then here is what you should do:
 - Press the **power button** in the **top left corner of the iPad**. Hold it in for a few seconds, and the iPad should power on.
 - If THAT does not work, remove the lime green cord, and use the white cord and white adapter. Plug the **smaller end of the white cord into the opening in the iPad by the home button**. Then, **plug the larger end of the white cord into the adapter**. Finally, **plug adapter into wall outlet**. This should turn the iPad on. Also, as a reminder, please **DO NOT** push the home button during the assembly of the iPad.

- Once the iPad is on, if you get a pop - up message asking about the microphone, the microphone needs to be set ON/Allow.
- Now, you must verify that the iPad is set up for the correct polling location, that it is set up for the correct election and date, and that the check-in count is at 0. Also verify that the printer icon in the top right corner of the iPad is green, and verify that the iPad battery in the top right corner of the iPad is close to full.
- After you are finished with the printer and iPad, assist the clerk with the posting of materials if they need help. For example, the two-sided totem, which is pre-packed with posting materials, will need to be set upright. Do not remove or add anything to this totem.
- Also, keep in mind that before the polls open, several forms will need to be signed.
 - The VLM will administer the oath of office and have **all poll workers** sign that. That form is in your black binder, and **stays in there.**
 - The VLM will also administer the oath to any observers, and have the observer(s) sign that. That form is in your black binder, and **stays in there.**
 - The VLM will also have **all poll workers** sign the sheet to verify the seal numbers on the scanner. Again, that form is in your black binder, and **stays in there.**
 - Finally, the ballot judge will have **all poll workers in your precinct** sign the sheet to verify the seal number on the ballot bag. Once that is finished, the ballot judge will give you that sheet, and you will **put it in your black binder.** This sheet will be hole-punched.
 - Throughout the day, if you notice any of these forms have NOT been signed, please take them to the appropriate people to sign.
- Early in the morning, shortly before or after the polls open, you will receive a visit from your precinct support person. They may come by with a little flash drive that they will quickly insert into your iPad. This flash drive contains the names of the voters in your location who voted early, in person the day before the election. That way, if a person who voted early the day before were to come up to your iPad to check in, your screen would inform you that this person has already voted.
- The precinct support person may also give you a paper list of the voters in your location who voted early, in person the day before the election. You will want to keep this list nearby; however, you will NOT need it unless the iPads and printers go down and you have to resort to using the paperbooks.

REMINDERS THROUGHOUT THE DAY

- Remember that if you are in a multi precinct location, the voters can go to ANY signature judge to check in. This is known as “any line, any time.”
- If there is a slow period throughout the day with no activity, the iPad may go black and “fall asleep.” If this happens, simply press the home button on the right hand side to wake it up.
- Check hourly that the battery on the iPad is close to full. If you have to plug in the iPad due to a low charge (0-20%), remove the lime green cord, and use the white cord and white adapter, instead. Once the iPad is charged, remove the white cord and go back to the lime green cord.
- If the battery indicator on the iPad is not green, move the lime green cord to the other “2.1 A” opening on the battery base. You should do this every hour to help maintain a charged iPad.
- **Please do NOT push the button on the battery base.** If you push it in for too long, the battery base will shut off. In past elections, too many batteries were being broken because people were either pushing too hard or pushing the button in completely, making the base no longer good.
- **Also, please do not touch the music app on the iPad.**
- **Do NOT** accept an absentee ballot dropped off at the precinct. **It will not be counted.**

- The instructions for handling a curbside voter are both in your black signature judge binder and in your red signature judge pouch. **However, YOU MUST CALL THE OFFICE PRIOR TO PROCESSING A CURBSIDE VOTER.**
- If your location has write-in candidate(s) people can vote for, the list of write-in candidates will be in your black signature judge binder. **DO NOT TAKE THIS OUT AND DO NOT POST IT ANYWHERE.** However, if a voter asks you who the write-in candidates are, you can show them the list and they can write down the names on a scrap paper.
- Please remember to silence all cell phones and not to wear any political paraphernalia. Also, you may not leave the precinct at any time, so make any necessary arrangements for your meals.
- Please keep food and drink away from the iPads and printers so there aren't any spills.
- There may be slow periods, especially during an odd year election. Feel free to bring a book, crossword puzzles, etc., for those slower times. However, please make sure that you don't bring anything political with you.
- For recommendations/requirements concerning PPE, Cleaning, and Social Distancing, please reference the Health Guidance Form. **Remember that cleaning throughout the day is not just one person's responsibility--- all poll workers should work together to ensure a clean and safe polling location.**

VOTER ID REQUIREMENTS

- Please refer to the ID section of your flip chart to determine what types of ids are acceptable. Remember, the flip chart is found in your red folder, which is in your red signature judge pouch.
- Examples of valid types of ID are as follows:
 - Ohio driver's license or state ID card
 - Military ID
 - Utility Bill
 - Bank Statement
 - Government Check
 - Paycheck
 - Other government document
- Remember that for utility bills, bank statements, government checks, paychecks, and other government documents, it must have the person's name and current address, and it must be current within the last 12 months.

PROCESSING A VOTER- SCANNING A DRIVER'S LICENSE OR STATE ID CARD

- When the voter comes to your table, you must ask them for a form of identification. Most voters will come in with a driver's license or state ID card. Remember, it must be an Ohio license or Ohio ID card.
- **IMPORTANT: The covid-related extension for renewing your driver's license or ID card has now passed. This means that driver's licenses and ID card CANNOT be expired! Be sure to check the expiration date!**
- On the iPad, press "Get Started," then press "Scan Barcode." Place the driver's license up against the back edge of the id tray so that the camera in the iPad captures an image of the barcode on the back of the license. **You do this, not the voter.** You will hear a "click" sound, and then the voter's name and address will pop up.

- Ask the voter their full name and current address, and make sure it matches with what is in the iPad. Also make sure that the name on the license matches what is in the iPad. However, **an Ohio driver's license or state ID card with an old address IS ACCEPTABLE as a valid form of identification to cast a regular ballot when the voter's current address is listed in the iPad.**
- Once you have verified the voter's name and address, press "Accept" in the top right corner. Then, turn the iPad around to face the voter, and ask the voter to sign their name on the line with either the stylus or their finger. When they are finished signing, turn the iPad around again, and press "Done Signing" in the top right corner.
- Next, press "Submit" in the top right corner. An authority to vote slip, or ATV slip, will print from the printer like a receipt. Hand the ATV slip to the voter, and instruct them to take it over to the ballot judge table to receive their ballot. Then, touch anywhere on the screen to go back to the main page. **Don't forget to give the license back to the voter!**
- Once the voter has been checked in, if you look them up again, their row will be in green to indicate they already voted.

PROCESSING A VOTER- DRIVER'S LICENSE, BUT MANUAL ENTRY

- There are several instances when you would have to process a voter manually. If they just renewed their driver's license but their new one hasn't come in the mail yet, their old one will have holes punched in it, which will make it difficult to scan. If this is the case, you will still accept the driver's license from the voter, but you will press "Manual Entry" instead of "Scan Barcode."
- Another instance when you would choose "Manual Entry" is if the name on the license has a hyphen or apostrophe. If you try to scan a license with a hyphen or apostrophe, the name will not show up in the iPad, which is why you have to do manual entry.
- Finally, if the barcode on the back of the license is worn off, or if a glare from a window is interfering with the camera capturing a picture of the barcode, then you would need to do manual entry.
- After choosing "Manual Entry," type in the first three letters of the voter's last name, the first three letters of the voter's first name, and then press "Search."
- Another way to get to the manual entry screen is to press "Menu" in the top left corner of the iPad. Then, press the "Voters" icon, and then search the name.
- Scroll down to the correct voter and tap on their name. Do not tap on the area with a "flower" off to the left. The row the voter appears in should be white.
- Once you tap on the voter's name, a screen will pop up that says "Choose an ID from the left." Since they provided you with a photo ID, press "Photo ID." Remember that the voter's address does NOT have to match the address on a Driver's License or State ID." Then, press "OK."
- Next, verify the voter's information just like you do when you scan a license, and click "Accept." Then, turn the iPad around to face the voter, and ask the voter to sign their name on the line with either the stylus or their finger. When they are finished signing, turn the iPad around again, and press "Done Signing" in the top right corner.
- Next, press "Submit" in the top right corner. An authority to vote slip, or ATV slip, will print from the printer like a receipt. Hand the ATV slip to the voter, and instruct them to take it over to the ballot judge table to receive their ballot. Then, touch anywhere on the screen to go back to the main page. **Don't forget to give the license back to the voter!**

PROCESSING A VOTER- OTHER IDs, MANUAL ENTRY

- If the voter provides another form of ID that is **not** a driver’s license or state ID card (example: utility bill), you will follow the steps on the previous page to do a manual entry, except that instead of “Photo ID,” you will choose “Utility Bill” (or whatever it is that they provide.) When you do this, a prompt will show up saying “Does the voter’s address match the identification?” and “Does the voter’s name match the identification?” If you choose “No” for either of these, the iPad will inform you that it is not a valid voter ID. The voter will either have to provide another form of id, or vote provisionally (more on that later.)
- If you choose “Yes” to both questions and then “Continue,” another prompt will come up saying “The utility bill must have the voter’s current name and address on it, and it must be within the last 12 months.” If this is the case, click “OK.”
- Turn the iPad around to face the voter, and ask the voter to sign their name on the line with the stylus or their finger. When they are finished signing, turn the iPad around again, and press “Done Signing” in the top right corner.
- Next, press “Submit” in the top right corner. An authority to vote slip, or ATV slip, will print from the printer like a receipt. Hand the ATV slip to the voter, and instruct them to take it over to the ballot judge table to receive their ballot. Then, touch anywhere on the screen to go back to the main page. **Don’t forget to give the utility bill back to the voter!**

A QUICK NOTE ABOUT SIGNATURES

- Part of being a signature judge is comparing the signature that the voter signs with the one that is on file in the iPad. However, things are a bit different now that we use iPads and not paperbooks. Some folks will have trouble signing the iPads; for example, if they are older or have a disability, it may be difficult for them. Please have patience with these voters. A few more things to keep in mind:
 - If a signature that a voter provides looks substantially different than the one on file in the iPad, I recommend looking at the signature on their driver’s license or state ID card. At the BMV, when people sign their name for their license, they also must sign electronically; therefore, it is likely that the signature on their license will look similar to the signature they provide on the iPad.
 - As an extra layer of “security” if the signatures look substantially different, you may also look at the picture on the driver’s license and verify that it matches with the face in front of you.
 - Bottom line: Be polite and kind to the voters, and understand that, for most people, signatures on iPads do look somewhat different than signatures on paper. Use your judgement and discretion to determine whether or not to ask a voter to please re-sign the iPad in order to better conform with their signature on file.

PROCESSING A VOTER- ADVANCED SEARCH

- If you are having trouble finding a voter in the iPad, click on “advanced search,” then “DOB.” Look the voter up by typing in their birthdate, and then tap “search.” For example, if the voter’s birthday is March 22, 1988, you would type 03 22 1988. This may be helpful in finding the voter. If you still cannot find them, you will have to direct the voter to the Voting Location Manager table to possibly vote provisionally (again, more on that later.)

PROCESSING A VOTER- WRONG LOCATION AND/OR DIFFERENT ADDRESS

- When checking in a voter, if they are in the wrong location, the bar with their name will be highlighted in gray and will say “wrong location.” Ask the voter their current address, and if it matches with what is in the iPad, do the following steps: tap on the gray bar, which will give you the voter’s correct polling location. Tap “Print Location” so that it prints out from the printer and you can give it to the voter.
- If the address that the voter gives you does **NOT** match what is in the iPad, follow these steps.
 - Tap “Menu” in the top left corner of the iPad, then touch “Precinct Finder.” Then, type in the address that the voter gives you, and tap “Search.” The correct location for that voter will come up. Press “print location,” and a receipt will print out with the name and address of the voter’s correct polling place.
 - If you type in the voter’s address, and their location doesn’t come up, try typing the address in a different way. For example, if you type “East Bayview Lane” and nothing comes up, type “E Bayview Ln” instead.
 - If the new address they give you is still within the same precinct as before, the voter can vote a regular ballot. **However, make sure they fill out a voter registration form so that the office can update their address after the election.** Once they have filled out the form, attach it to the front inside of the black binder, using the binder clip. Then, process the voter like normal.

PROCESSING A VOTER- NAME CHANGE

- If a voter’s name does not match with what is in the iPad, follow the instructions below.
- Ask the voter if they have proof of their name change. Proof would be a marriage license, or court order that shows both their former and new name. If they have that, the voter may cast a regular ballot, as long as the voter is registered to vote in that precinct and provides proper ID. The voter’s form of identification may or may not contain the voter’s new name. Before they vote, have them fill out form 10-L, which is the change of name form, and a new voter registration form. When they are done with that, you will clip those papers to the front of your black binder, and then process the voter like normal. Also, the voter will sign their new name on the iPad. **If the voter does not have proof of their name change and does not want to go home to get it, then you would send them to the Voting Location Manager to vote provisionally.**
- If the voter **has** updated their name with the Board of Elections but did not update their driver’s license, they would still need to present another form of valid ID that has their current name on it. It would not need to be a marriage license or court order, but it would need to be one of the valid ID types listed in your flipchart. Since this person has already updated their name with the Board of Elections, they would not need to fill out and sign the form 10L, or fill out a voter registration form. **If the voter does not have another form of ID with their new name and/or does not want to go home to get it, then you would send them to the Voting Location Manager to vote provisionally.**

PROVISIONAL VOTERS

- The following situations would require a voter to vote provisionally. If this is the case, you will need to send them to the Voting Location Manager. The VLM handles all provisional voters. **DO NOT ALLOW PROVISIONAL VOTERS TO SIGN THE IPAD.**
- **If you look a voter up in the iPad, and their name is highlighted in lavender and says “Provisional Only.”** If you tap on that voter’s name, it will say “This voter must vote a provisional ballot due to an undeliverable mailing by the Board of Elections. Please confirm the voter’s address; if it is the same as in the poll pad, please send this voter to the Voting Location Manager’s table to vote a provisional ballot. If the address the voter gives is different than the poll pad, please manually enter the address into the poll pad, and a receipt will print. This receipt will tell the voter where their new location is to go and vote.”
- **If you look a voter up in the iPad, and their name is highlighted in pink and says “Absentee.”** If you tap on that voter’s name, it will say “This voter was sent an absentee ballot and must vote a provisional ballot if they wish to vote. Please send this voter to the Voting Location Manager table to vote a provisional ballot.” If the voter wants, though, they can go home and retrieve their absentee ballot, and drop it off at the Board of Elections by 7:30 p.m. Election Night. Remember though, you CANNOT accept absentee ballots at the polling location!
- **If the voter does not provide a valid form of ID and does not want to go home to get a valid form of ID, or the voter refuses to provide ID altogether.**
- **If the voter’s name is not found in the iPad but the address the voter gives you indicates they are in the correct location.**
- **If the voter has a name change but cannot provide proof of their legal name change.**
- **If the voter moved into the precinct but failed to change their address with our office.** If this is the case, you will want to look up the voter’s address in the iPad to make sure the voter belongs in your precinct.
- **If the voter is challenged.** (See “Challenging Voter Instructions” at the end of this packet for how that works. This is very rare.)

11 AND 4 REPORTS

- At 11:00 AM and 4:00 PM, you will need to print a report of all the people in your location who have voted so far that day. If you are in a multi-precinct location, only one signature judge has to do this. Have one signature judge do it at 11, and have the other one do it at 4.
- To print the report, touch “Menu” in the top left corner of the iPad, then touch the “Summary Report” icon. Then, touch the “11 & 4” tab **at the top of the iPad**, and then press “Print.” Wait until the whole report prints before removing the printout from the printer. Then, give the report to the clerk to post.
- If the iPad and/or printer goes down and the office gives you permission to use the paper books, the clerk will pull the check off list that is posted so they can check off the names of the people who vote on the check off list. When the iPad and/or printer is fixed, you will resume printing only the required reports and give them to the clerk to post.

OTHER REMINDERS CONCERNING THE IPADS

- If you have any problems throughout the day with your iPad or printer, call the office, and record the situation on your “Signature Judge Poll Pad Log” found in your black binder.
- If you check a person in on the iPad and that person ends up not voting, you need to call the office and log that on the signature judge log sheet.
- If a voter signs in on the wrong person’s screen (ex: John Smith Jr. comes in to vote but you accidentally check him in on John Smith Sr.’s page), also call the office and log that on the signature judge log sheet.

AFTER THE POLLS CLOSE

- Go to the ballot box with the VLM and make sure the ballot box has been emptied. Also, check that all voted ballots are in the blue tote and that none of the ballots have fallen into the ballot box and are missed. Once you do this, sign the paper in your black binder titled “Verification that the Ballot Box has been Checked.” You will then have each worker in the polling location do the same. Every worker **MUST** sign this paper. This paper remains in the black Signature Judge Binder.
- There is a form in your black binder titled “Verification that the Memory Stick in in the Clear Plastic Pouch.” The VLM is in charge of completing this form, but please remind them if you see that it has not been completed. All workers at the polling location are to verify that the memory stick is removed from the scanner and placed in the clear pouch to be returned to the Board of Elections Office at the end of the night. This form is returned in the black binder.
- You are no longer responsible for filling out the ballot accounting page; the ballot judge is. The ballot accounting page is on a yellow sheet of paper. Once the ballot judge has finished with it, they will give it to all the workers in your precinct to sign. Once everyone has signed, the ballot judge will give the paper to you to place in the black Signature Judge Binder. Please verify that **ALL** workers in your precinct sign this page.
- To shut down the printer and poll pad, remember to shut off the printer **FIRST**. Shut off the printer by switching the power button on the left side of the printer to the off position.
- For the iPad, simply put it in “Sleep Mode.” To do this, you will tap the power button once. Remember, the power button is in the top left corner of the iPad.
- Once the printer and iPad are taken care of, disassemble the poll pad components, disconnect the printer cords, and pack all the components in the green Know Ink case just as you found them in the morning. Also, retrieve the lime green paper in your black binder titled “Check-List for Returning Electronic Poll Pad.” Check off each item as you pack it away, then sign and date at the bottom. This form will remain in the black binder.
- The VLM will place a **GREEN SEAL** in the hole on the side of the green poll pad case after you are done packing it up. **There is no paper to sign regarding the seal number on the green seal.**
- Make sure any returning forms such as notes, registrations, name changes, etc. are clipped inside the front of the Black Binder.
- If you opened the second sealed red pouch, you do not have to worry about resealing that red pouch for return because it will be returned inside the large supply bag and that bag is sealed by the VLM. If you used the backup paper book, that book is to be returned inside the front of the black binder.

PLEASE PLACE ONLY THE MATERIALS WHICH WERE ORGINALLY PACKED IN THE RED SIGNATURE JUDGE POUCH BACK IN THE POUCH WHEN PACKING UP AT THE END OF THE NIGHT!!!

USING THE PAPER BOOKS

- If the iPad and/or iPad printer goes down, then you would have to use the paper books to check in voters. If you are in a multi precinct location, **BOTH iPads and/or printers** would have to be down in order for you to use the paper books.
- If you need to use the paper books, you **MUST** call the office first and get permission! Once you get permission, then you can break the seal on the second red bag to get out the paper books and authority to vote slips.
- The paper book has the names of every registered voter in that location, in alphabetical order by last name. If you are in a multi-precinct location, there will only be one paper book, and voters from both precincts will be in there.
- The paperbook will indicate the names of voters who have already voted absentee. However, you will need to obtain from the clerk the list of last minute people who voted absentee and mark that in the paperbook. You will also need to get the list given to you by your precinct support person and mark those last-minute absentee voters in the book as well.
- The authority to vote slips, or ATV slips, have the name of the polling location on them and look like this:

Use this section only for a
 Primary Election:
 17-Year-Old _____
Circle One
 DEM
 REP
 LIB
 Issues Only

Erie County Board of Elections

AUTHORITY TO VOTE SLIP

Huron Library

(Precincts with Multiple School Districts)- School District _____

Name of Voter _____

Ballot Stub Number (To Be Recorded by the Ballot Judge) #1 _____
 #2 _____
 #3 _____

- To process a voter using the paper books, ask the voter for a form of ID. When they give it to you, examine it to make sure it is valid, then find them in the paper book.
- Ask the voter to please confirm their name and address. Make sure it matches with what is in the paper book, and make sure their name matches with what is on their ID.
- **Remember: An Ohio driver’s license or State ID card with an old address is acceptable as a valid form of identification to cast a regular ballot when the voter’s current address is printed in the Signature Book.**

- Once you have verified the voter's information, place a check mark in the box next to the word "ID" in the paper book. This signifies that the voter presented an ID and that you checked it. Then, give the voter their ID back, and instruct them to provide their signature in the box next to their name.
- Next, turn your attention to the authority to vote slips. Using a blue pen, legibly print the voter's name on the ATV slip.
- If you are in a multi-precinct location, be sure to write down what precinct the voter belongs to on the authority to vote slip. This will be indicated next to the voter's name in the paper book. Also, if you are in a precinct with multiple school districts, write down what school district the person is in. This will also be indicated in the paperbook.
- Once you are finished checking the voter in and filling out the ATV slip, give the ATV slip to the voter and instruct them to take it over to the ballot judge table to receive their ballot. **Don't forget to give the driver's license or form of ID back to the voter!**
- If at any point you determine that a voter needs to possibly vote a provisional ballot, please direct the voter to the Voting Location Manager table for assistance. Do NOT allow provisional voters to sign the paper book. If the voter is an automatic provisional due to an undeliverable mailing by the Board of Elections, that will be indicated in the paperbook.

CURBSIDE VOTING SUMMARY: YOU MUST CALL THE OFFICE PRIOR TO PROCESSING A CURBSIDE VOTER!!!

Curbside voting is the process followed when a person who is physically unable to enter a polling location can send another person into the polling location to inform precinct election officials (PEOs) of their desire to vote. When PEOs are made aware of the name of a voter who is physically outside of the polling location, but is physically unable to enter the polling location, the following should be done:

One of the PEOs checks the poll pad for the name of the voter.

If the voter is a qualified elector and in the correct precinct, the PEO records the voter's name and address on the pink curbside voter sheet located in the back of the black binder.

Two PEOs of different political parties take the pink sheet with the voter's name and address outside to the voter.

The voter confirms the name and address are correct.

The voter provides appropriate ID and the PEOs examine the ID to determine if it is valid.

The voter signs the pink sheet.

The two PEOs return the pink sheet to the polling location and verify the voter's signature against the signature in the poll pad.

After verifying the voter's signature, the PEOs write "curbside voter" in the poll pad on the signature line for that voter.

If at any point it's determined that this voter needs to vote a provisional ballot, follow the procedures for a provisional voter. **The voting location manager must assist in this process.**

Pull the appropriate ballot and record the stub number on the authority to vote slip.

Use the curbside ballot privacy screen located in your red pouch for voting a regular ballot. If the voter has to vote a provisional ballot, the ballot will be put in the completed yellow provisional ballot envelope.

The two PEOs take the appropriate ballot, privacy screen or envelope, and pen to the voter located outside the polling location.

The two PEOs provide instructions to the voter on marking the ballot.

The voter marks the ballot and places it in either the privacy screen or provisional envelope. If it's a provisional ballot, the voter must complete the entire provisional envelope.

The PEOs take the privacy screen containing the voted ballot back to the polling location for scanning or if it's a provisional, they place the provisional ballot envelope in the auxiliary bin in the ballot box.

Challenging Voters

On Election Day, voters may be challenged at the check-in table **ONLY** by a precinct election official or the voting location manager and only for the following reasons:

- The voter is not a resident of the precinct;
- The voter is not a resident of Ohio;
- The voter is not a U.S. citizen;
- The voter is not of legal voting age; or
- In Partisan Primary Election Only:

If a precinct election official has personal knowledge that the voter is not affiliated with or a member of the political party whose ballot he or she has requested, the precinct election official may challenge the voter and ask the voter to complete the Statement of Person Challenged as to Party Affiliation (Form 10-X).

Personal knowledge requires more than just a notation of party affiliation in a board record such as a poll book.

You must not rely on information contained in the poll book to challenge an elector's party affiliation.

Such challenges will be rare, and a voter is required to complete Form 10-X only if he or she is challenged.

If the challenged voter completes the Statement of Person Challenged as to Party Affiliation (Form 10-X), then the voter's choice of ballot is added in the Poll Book by marking the appropriate political party whose ballot was requested by the voter. The voter is then given a regular ballot or appropriate ballot permission slip or device for the political party ballot of his or her choice.

If the challenged voter refuses to complete the Statement of Person Challenged as to Party Affiliation (Form 10-X), then the voter is then given the provisional ballot for the voter's choice of political party.

If challenged by a precinct election official for one of the four reasons, above, the prospective voter should complete the Affidavit Oath Examination of Person Challenged (Form 10-U).

- If the voter completes the Form 10-U and a majority of the precinct election officials is able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot.
 - If the voter refuses to complete the Form 10-U, the voter must vote a provisional ballot, and the precinct election official will need to make a note on the Voting Location Manager Event Log Sheet.
 - If a majority of the precinct election officials is unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide a provisional ballot to the person.
- Forms 10-U & 10-X are in the Precinct Forms Envelope in the Red Signature Judge Pouch.
 - PLEASE CALL THE OFFICE PRIOR TO CHALLENGING A VOTER