



**Election
Office** 
SANGAMON COUNTY ★ ILLINOIS

DON GRAY – SANGAMON COUNTY CLERK

(217) 753-6740 ★ countyclerk.sangamonil.gov

ELECTION JUDGE ★★ MANUAL

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BALLOT ENTITLEMENT CHART ON BACK COVER OF THIS MANUAL

Step 1 Check Supplies

The first thing you should do when you arrive at your polling place is to check your supplies to be sure everything has been delivered. Make certain you have the following items:

NOTE: If anything is missing call the election office immediately at (217) 753-6740.

A. Voting Booths, Ballot Box / Tabulator(s) and ExpressVote

The voting booths, tabulator with ballot box and ExpressVote should already be set up in the polling place.

B. Gray Plastic Supply Case containing:

❶ JUDGES' BINDER OF ELECTION DAY MATERIALS:

INSIDE FRONT COVER

- Judges' Manual
- Colored pens for initialing ballots (Only polling places with 2 or more precincts)

BEFORE THE POLLS OPEN

Pocket #1

- Election Official Badges, Judges' Oath/Expense Sheet (2-sided form)

Key and Memory Stick Pouch

- BARRELL KEY for the Tabulator and ExpressVote, BALLOT BOX KEY for Ballot Box Compartments, Election Code and Stylus to use to enter Election Code
(*Note: Only 1 precinct per polling place will have a key and memory stick pouch in their binder. Exception-Polls with multiple tabulators will have 1 pouch per tabulator*)

Pocket #2

- Instructions for preparing the Tabulator and ExpressVote, Certificate of Inspection, Specimen Ballots

Pocket #3

- Envelope #1 (utilized for oath, expense sheet, certificate of inspection, zero report tape, voter correction/deceased sheet and poll watcher credential forms)

DURING VOTING HOURS

Pocket #4

- List of Persons Who Filed Declaration of Intent to be a Write-In Candidate, Early Voter List (including Early, Grace and Vote by Mail Voters), "Voted Early" stickers, Active Voter List, Inactive Voter List

Pocket #5

- Ballot Entitlement Chart, Affidavits: C-2 Military, C-3 Affidavit of Voter, C-4A Moved within 30 Days, C-6 Fail-Safe (Note: Only if Federal Election)

Pocket #6

- Spoiled Envelope #2, Voter Correction Sheet/Deceased Voter List (2-sided form), Polling Place Lists

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AFTER THE POLLS CLOSE

Pocket #7

- Defective Ballot Envelope #3, Duplicated Ballot Envelope #5

Pocket #8

- Write-in Tally Sheet, Instructions for Printing Election Results, Closing Tabulator and Removing Memory Stick and Closing ExpressVote

Pocket #9

- #4 Bag for Unused Ballots, Pre-Printed Applications Envelope #6

Pocket #10

- Green Parking Pass, Pink OR Green Election Night Return Envelope (Note: the precinct with key and memory stick pouch in their binder will have a PINK Election Night Return Envelope and will be responsible for returning the MEMORY STICK at the end of the night), Returning Supplies Instructions

Other items inside the Gray Plastic Supply Case:

- ② Privacy Covers
- ③ Cardboard Ballot Return Box (Ballots, ExpressVote Ballot Paper-in Supply Envelope, Ballot Box Return Seal, Certificate of Ballots Form) **Note: Before opening verify the security seal is intact. Contact Election Office if you believe it has been tampered.**
- ④ Pre-printed Applications with Spindle(s)
- ⑤ Provisional Ballot Materials
- ⑥ Supply Baggie (I Voted Stickers, Magnifier Lens, Pens, Rubber Finger Tips, Signature Guide and Tape)
- ⑦ Markers for Campaign Free Zone (orange cones)
- ⑧ Signage for polling place (instructions on where to place on back of sign)

Other items delivered:

- Any Special Signage

NOTE: All ballots cast early (including vote by mail, grace period and early ballots) will be counted at the Election Office the evening of the election. You will not receive these ballots on Election Day.

**Call Election Office immediately
if any materials are missing at (217) 753-6740**

INTRODUCTION

The Sangamon County Election Office will be open on Election Day at 5:00 a.m. Please call our office as soon as possible if you are missing supplies or if you have any questions or concerns throughout the day.

Our telephone number is (217) 753-6740

LAWS GOVERNING ELECTIONS

In the polling place, the judges are responsible for ensuring that the electoral process is administered fairly and in accordance with federal and state election laws. Election judges serve as officers of the circuit court and swear to uphold the constitution of the United States and the State of Illinois in performing their duties.

Equal Authority

All judges in the polling place have equal authority and responsibility regardless of their length of service. There is no “head” judge. All decisions must be made in accordance with the election laws and a majority vote of all the judges. However, each judge may act alone to enforce election laws.

Obligation to Serve

Once an individual is selected to serve as an election judge, that person is obligated to serve at each election during the two-year period. If an emergency arises that prevents a judge from serving, the judge must notify the election authority as soon as possible.

Replacement Judge

If a judge fails to appear at the polls, one of the remaining judges should contact the election authority for a replacement. If the election authority cannot provide a replacement, the judges present may appoint a replacement judge. The replacement judge cannot be appointed until **after 6:15 a.m.** The replacement must be a registered voter who has the same political affiliation as the judge being replaced. A precinct committeeperson or a candidate **cannot** serve as an election judge. One of the regular judges administers the oath to the replacement judge.

If the regularly appointed judge arrives at any time, the regular judge will assume the duties and the replacement judge will cease to serve. Both the replacement judge and the regular judge signs the expense form indicating the hours each served.

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Handling Election Materials

Only the election judges can handle the election materials, supplies and ballots.

Working Hours

Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. Once the polls are open, there is to be no adjournment or recess until all forms have been completed and the ballots have been delivered to the Election Night Ballot Check-In Station.

All judges should arrive at the polls no later than 5:00 a.m. to check supplies and set up the polling place. After the polls close, all judges must remain until all forms, certificates, and **affidavits are completed and signed**, and all election materials are packaged for return to the Election Night Ballot Check-In Station. Two judges (one from each political party) must return all materials at the end of the night. ***Note: Due to election law, High School Student election judges not 18 years of age and/or registered to vote are prohibited from returning supplies.***

Control of the Polling Place

The election judges are required to maintain order in the polling place throughout Election Day. All persons present in the polling place, or within the campaign free zone (within 100 horizontal feet of any such room), must obey any lawful order of the judges. **All serious problems should be reported to the election authority** and the judges do have the authority to evict any person creating a disturbance. Individuals violating the law may be arrested by appropriate law enforcement personnel.

People in the Polling Place

Illinois election law requires that only authorized individuals be allowed in the polling place: election judges, qualified pollwatchers, voters while voting, representatives of the election authority, the State Board of Elections, the Attorney General's Office, the State's Attorney's Office, and local, state and federal law enforcement officials acting in their official capacities. Pollwatchers must have proper credentials issued by the election authority or the IL State Board of Elections.

Precinct committee persons, "checkers" and candidates have no official function in the polling place. To remain in the polling place, these individuals must have valid pollwatcher credentials. Local election officials (municipal clerks, township clerks, etc.) must also have valid pollwatcher credentials in order to remain in the polling place.

Rotate Positions

Each judge needs to learn the various duties associated with each position and the judges should rotate among these positions during the day. This helps prevent errors and also helps prohibit certain types of fraudulent activity. **When rotating positions, remember that two judges, one from each party, must be at the signature verification records at all times to verify each voter's signature and address.**

The duties of instruction shall be discharged by a judge from each of the political parties represented. Parties shall alternate serving as instructor so that each party shall serve an equal amount of time giving instruction during the day.

Electioneering Prohibited

Electioneering is defined as working for, against, or in the interest of a candidate, party, or proposition. Electioneering is not allowed in the polling place or within the campaign free zone (a distance of within 100 horizontal feet of the room). No one is permitted to wear a campaign button, display political literature, or engage in any political discussion within the restricted area.

The State Board of Elections has advised that groups circulating petitions on Election Day for ballot measures or candidates not on the ballot for the current election, but for future elections, is an acceptable practice, but must be performed in the area 100 feet from the polling place entrance (past the orange cones).

Campaign Free Zone

A campaign free zone is that area in which no advertising pertaining to any candidate or proposition to be voted upon shall be displayed. No one is permitted to wear a campaign button, display political literature, or engage in any political discussion within the restricted area. The campaign free zone is made up of the polling room and the distance within 100 horizontal feet of any such room. Any person who violates this section may be punished as for contempt of court.

Election officers shall place two (2) or more cones, small United States national flags, or some other marker a distance of 100 horizontal feet from each entrance to the room used by voters to engage in voting, which shall be known as the polling room.

If the polling room is located within a private business, school or church building and the distance of 100 horizontal feet ends within the interior of the building, then the markers shall be placed outside of the building at each entrance used by voters to enter that building. **A church or a private school may choose to apply the campaign free zone to its entire property**, and if so, the markers shall be placed near the boundaries on the grounds adjacent to the thoroughfares or walkways leading to the entrances used by the voters. Note: If the distance of 100 horizontal feet from the entrance to the polling place ends beyond the polling place property, no marker is required.

NOTE: Although a church or school can choose to be a campaign free zone for its entire property, please be advised electioneering on property adjacent to the church or school is considered an acceptable practice by the State Board of Elections.

If the polling room is located within a building with two or more floors and the polling room is located on the ground floor, then the markers shall be placed 100 horizontal feet from each entrance to the polling room. If the polling room is located in a building with two or more floors and the polling room is located on a floor above or below the ground floor, then the markers shall be placed a distance of 100 horizontal feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling room is located.

The area within the markers shall be known as a campaign free zone, and within these boundaries, electioneering is prohibited. The area on polling place property **beyond** the campaign free zone, whether publicly or privately owned, is a public forum for the time that the polls are open on Election Day. Persons shall have the right to congregate and

engage in electioneering on any polling place property, beyond the campaign free zone, while the polls are open. Electioneering includes, but is not limited to, the placement of temporary signs.

Step 2 Collect Pollwatcher Credentials

Before the polls open and throughout the day, judges must accept and check the credentials of each pollwatcher who enters the polling place. These credentials should be placed in Envelope #1, located in **Pocket #3 of the Judges' Binder of Election Day Materials**, and is hand delivered to the Election Night Ballot Check-In Station at the end of the night.

Pollwatchers

Candidates, political parties, civic organizations and organized groups of proponents for and opponents to a proposition on the ballot may appoint pollwatchers. The role of the pollwatcher is established by law. Pollwatchers may be present to observe the conduct of the election before the polls open, during the day and after the polls close.

Pollwatcher Qualifications

All pollwatchers must be registered voters in the State of Illinois (not just Sangamon County). All pollwatchers must have valid pollwatcher credentials issued by the election authority or the IL State Board of Elections. Each pollwatcher must have separate pollwatcher credentials for each precinct he or she enters.

Candidate Credentials

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. All pollwatchers must be registered voters in the State of Illinois. **All candidates must have proper candidate or pollwatcher credentials.**

Pollwatcher Credentials

Each pollwatcher must surrender his or her credentials to the judges when he or she enters the polling place. If an individual refuses to surrender his or her credentials, or if the credentials are not valid, the individual must leave. All credentials remain in the possession of the judges and are returned to the election authority after the polls close.

In order to be valid, pollwatcher credentials must contain the following information:

1. The real or facsimile signature of the election authority or IL State Board of Elections;
2. The real or facsimile signature of the candidate, state or local party chairman, the presiding officer of a civic organization, the chairman of a group of proponents for or opponents to a proposition;
3. The signature and address of the pollwatcher; and
4. A statement that the pollwatcher is registered from the address shown.

Number of Pollwatchers

The number of pollwatchers allowed in the polling place at any given time is limited by law. Individuals acting as pollwatchers may come and go throughout the day as long as they do not interfere with the election process. In addition, pollwatchers may be substituted for during the course of the day as long as the number of pollwatchers in the polling place does not exceed the number allowed by law. (Refer to chart below for the number of pollwatchers allowed in the polling place for both Primary and General Elections.)

If the polling place becomes overcrowded with pollwatchers and the situation interferes with the conduct of the election, a majority of the judges may decide to limit the number of pollwatchers by drawing lots. However, at least one pollwatcher for candidates, political parties, civic organizations and organized groups of proponents for and opponents to a proposition must be allowed to remain in the polling place.

NUMBER OF POLLWATCHERS ALLOWED IN THE POLLING PLACE AT ANY GIVEN TIME

<u>Appointing Authority</u>	<u>Primary Election</u>	<u>General Election</u>
Candidate	2	2
Political Party	1	2
Qualified Civic Organization	1	1
Proponents/Opponents of Propositions	1	1

Rights of Pollwatchers

All pollwatchers are allowed to be present in the polling place before the polls open, during the day, and after the polls close. They may leave and re-enter the polling place during voting hours unless such continuing action disrupts the conduct of the election. After the polls close, pollwatchers may leave and re-enter ONLY in case of necessity.

Before the polls open, pollwatchers may observe the set-up procedures and check that the ballot box is empty.

During the day, pollwatchers have a right to be near the judges so that they may visually examine the voters pre-printed application to vote, to compare the signature and address on the application with that of the voter, to watch the voter feed the ballot into the tabulator (while maintaining voter's privacy), and to observe the general conduct of the election.

Pollwatchers also may observe as the judges periodically inspect the voting stations and booths to see that they are in proper position and have not been marked on or damaged in any way. They may also watch as the judges make sure that the booths are clear of campaign materials.

After the polls close, pollwatchers may observe the procedures for tallying the write-in votes. Pollwatchers may remain in the polling place until all other procedures and processes are completed.

At no time may any pollwatcher be so close to the judges that he/she interferes with the orderly conduct of the election. Pollwatchers are not allowed to touch any of the election

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supplies or materials. The pollwatcher may courteously call the judges' attention to any incorrect procedures or apparent violations of election laws.

A pollwatcher has a right to challenge a person's right to vote during voting hours. See page 47 for more information on the procedures for challenging a person's right to vote.

Step 3 Judge's Oaths and Badges

Before opening the polls, the judges must be sworn in. The Judge's Oath is located in **Pocket #1 of the Judges' Binder of Election Day Materials**. The judges administer the oath of affirmation to each other and then place the signed oath in Envelope #1, located in **Pocket #3 of the Judges' Binder of Election Day Materials**. At the end of the night, Envelope #1 is to be delivered by hand to the Election Night Ballot Check-In Station. Please note the Expense Sheet is located on the reverse side and must also be filled out by the Judges. The judges badges, also found in **Pocket #1 of the Judges' Binder of Election Day Materials**, must be worn during the entire day by the election judges.

Any replacement judge that is appointed to work in your precinct must also complete the Judge's Oath. If the regular judge arrives at any time, the regular judge will assume the duties and the replacement judge will cease to serve. Both the replacement judge and the regular judge must sign the expense form indicating the hours each served.

Step 4 Arrange the Polling Place

The voting booths will already be in place. They are arranged to allow for an orderly flow of voters. The voting booths and ballot box tabulator are in view of the judges at all times and the booths are placed in a manner that allows for the greatest amount of voter privacy. A "Cast Ballot Here" sign will be placed on the wall above the tabulation machine to help voters identify the correct machine to cast their ballot.

Every poll will also have one ExpressVote machine delivered and set up on a table within the polling place. Be sure a chair is provided and the table is placed to allow for voter privacy. This machine will assist voters with disabilities in marking their ballot. An "ADA Ballot Marking Device" sign will be placed on the wall above the ExpressVote machine to better distinguish this machine's use to voters.

Display the **POLLING PLACE** sign so it can be seen from the street and all other signage located in **the gray plastic supply case of the Judges' Binder of Election Day Materials**, so it is clearly visible in the polling place. Set up the **MARKERS** provided to mark the campaign free zone (see page 5). The specimen ballots must also be posted in the polling place after they have been verified with the zero tape produced from the tabulator.

ORGANIZE JUDGES TABLE AS FOLLOWS

Position #1 - Application Judge

- Pre-printed applications to vote
- Pens / Signature Guide
- Early Voter List (including Early, Grace and Vote by Mail Voters)
- Instruction materials

Position #2 - Verification Judges (2 Judges – one from each party)

- Share pre-printed applications book with judge #1
- Affidavits (voter assistance, challenged, provisional)
- Pens

It is VERY IMPORTANT that all affidavits are fully completed and contain all required signatures. SEE ILLUSTRATIONS OF COMPLETED AFFIDAVITS ON PAGE 46, 50 AND PAGES 53-54. Call the Election Office at (217) 753-6740 if you have any questions as to how to properly complete an affidavit.

Position #3 - Ballot Distribution Judge

- Ballots, ExpressVote Ballot Paper and privacy covers
- Pens for initialing ballots

BE SURE TO PLACE INITIALS IN THE JUDGE'S INITIAL BOX LOCATED AT THE TOP LEFT OF THE BALLOT. INITIAL THE EXPRESSVOTE BALLOT PAPER IN THE JUDGE'S INITIAL BOX LOCATED ON THE BOTTOM OF THE BACK SIDE. SEE ILLUSTRATION ON PAGE 24 ON HOW TO PROPERLY INITIAL THE BALLOT.

(Note: Polling places shared with 2 or more precincts will be delivered different colored pens for initialing ballots. This will assist in separating ballots by precinct after the polls close).

- Spindle (for applications to vote)

Position #4 - Ballot Box/Tabulator Judge

- Positioned a few feet away from the Ballot Box/Tabulator
- “I Voted” Stickers

Step 5 Record the number of ballots received on “Certificate of Ballots” form

The ballots are located in the box labeled “Cardboard Ballot Return Box.” The ExpressVote Ballot Paper will be in a labeled envelope. **Before opening, verify the security seal is intact, if not, contact the Election Office immediately.** Record the total number of Official Ballots, Federal Ballots (if applicable) and ExpressVote Ballots delivered on line 1 of the CERTIFICATE OF BALLOTS form, which is also located in the “Cardboard Ballot Return Box.” (The CERTIFICATE OF BALLOTS form is a two-part form. See pages 34 and 35 for detailed instructions for completing the rest of this form after the polls close.) **The total number of ballots delivered is listed on a special instruction sheet also located in the “Cardboard Ballot Return Box.” Only open ballot packages as needed.**

Check the official ballots to make sure the precinct designation and the date are correct. Carefully examine the ballots and make note of the **Ballot Type** number printed on the ballot. This ballot type number will correspond to the ballot type information on the each voter's pre-printed application. At the General Primary Election, different colored stripes are used for each party's ballot.

Step 6 Preparing the tabulator

(If multiple precincts are using the same tabulator, the judges in these precincts must work together in preparing the equipment Election Day.)

Note: In most cases, only 1 precinct per polling place will have a key and memory stick pouch in their binder and that precinct will be responsible for returning the Keys and Memory Stick (in the Key and Memory Stick Pouch) within the PINK Election Night Return Envelope.

USE BALLOT BOX KEY AND BARREL KEY

1. Using the BALLOT BOX KEY, unlock and confirm the EMERGENCY BIN (Top Compartment) and MAIN BALLOT COMPARTMENT (Lower Compartment) are empty. Confirm the silver EMERGENCY BIN SLOT is closed. Close and lock both the compartments after verifying that it is empty.
2. Using the BALLOT BOX KEY, unlock the top lid of the ballot box and then press down on the 2 tabs to unlatch the lid and lift up to expose the DS200 tabulator unit inside.



3. Using the BARREL KEY, unlock the tabulator screen by turning counter-clockwise (located in the front/center of unit). Gently lift the screen and the tabulator will power up automatically. It usually takes 10 – 15 seconds for the machine to turn on.

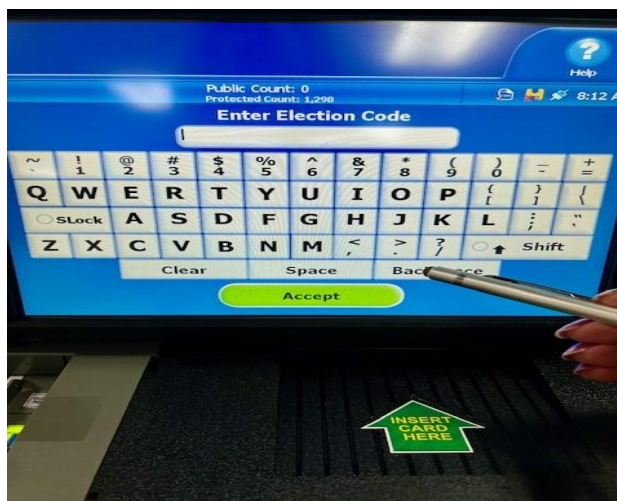


4. Inspect that the Seal is intact on the Memory Stick Compartment (located on top left side of unit). RECORD seal number on Certificate of Inspection.

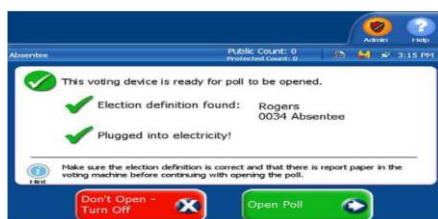


Note: If the tabulator does not power up upon lifting the screen OR the Seal is missing or broken, call the Election Office at (217) 753-6740.

5. The screen will display a keyboard and will prompt you to enter an Election Code. The Election Code will be found in the Key and Memory Stick Pouch, along with a stylus to assist in entering the code.



6. The Configuration Report will automatically print once the code has been entered. Green check marks will confirm that the Election Definition is found and that the unit is connected to power. Then touch **OPEN POLL** on the screen.



Note: If the Election Definition shows “not found” and doesn’t have a green check mark, call Election Office at (217) 753-6740.

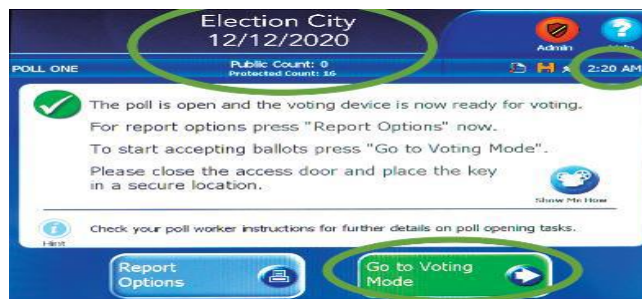
7. The tabulator will then automatically print a Ballot Status Accounting Report, then a Zero Report by precinct showing zero vote totals for each candidate and referendum.

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8. Judges should then tear off the Configuration and Ballot Status Accounting Report and place in the Key and Memory Stick Pouch for return at the end of the night. The Zero Report tape should be separated by precinct. If multiple precincts are using the same tabulator, carefully separate the tape **by precinct** and make certain that the precinct judges get the correct zero report for their precinct. The judges must check their own tape as follows:
9. **Check that all vote totals show “0”.**
10. Check that the correct precinct(s) and the date of the election on the zero tape are correct.
11. Check the candidate names on the zero tape with the Specimen Ballots. If any information is incorrect, CALL THE ELECTION OFFICE at (217) 753-6740.
12. Judges for each precinct must sign their own precinct zero tape verifying that the information is correct. Note: If multiple precincts are using the same tabulator, only the last precinct printed will have signature lines. The other precincts can sign on the back of their zero tape.
13. Judges must confirm that the tabulator screen displays the correct Polling Place name.
14. Judges must confirm **PUBLIC COUNT** on the tabulator screen is Zero.

The Public Count is the number of ballots that have been inserted and counted by the tabulator for ONE specific election. Note: There is a Protected Count shown below the Public Count. The Protected Count is a count of ALL ballots that have EVER been counted by the tabulator, including test ballots, as well as every election for which that tabulator was used. It is similar to an odometer reading and is used for maintenance purposes.

15. Judges should then verify that they have completed all the items on the Certificate of Inspection form and place both the signed zero report tape and signed Certificate of Inspection in Envelope #1. (Envelope #1 can be found in Pocket #3 of the Judge's Binder.)
16. Touch **GO TO VOTING MODE**.



17. **The tabulator is now ready for voting.** The screen will display:
“WELCOME. PLEASE INSERT YOUR BALLOT.”

Step 7 Preparing the ExpressVote

USE BARREL KEY FOR THE EXPRESSVOTE

1. Using the BARREL KEY, open the left side access door.



2. Press the POWER switch to ON. Make sure it is in VOTER Mode. Then, close and lock the access compartment.

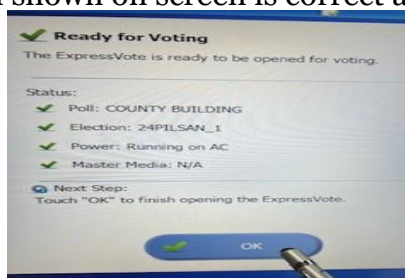


Note: Startup can take several minutes.

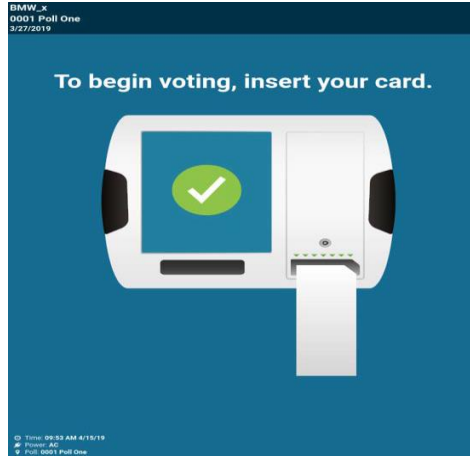
3. The screen will display a keyboard and will prompt you to enter an Election Code. The Election Code will be found in the Key and Memory Stick Pouch, along with a stylus to assist in entering the code.



4. Next, verify information shown on screen is correct and Touch OK.



5. The voter welcome screen appears and voters can insert their ExpressVote ballot.



BE SURE TO PLACE KEYS BACK IN THE KEY AND MEMORY STICK POUCH WHEN NOT IN USE

Step 8 Complete the “Certificate of Inspection” form

The “Certificate of Inspection” form will be located in **Pocket #2 of the Judges’ Binder of Election Day Materials**. Before the opening of the polls the election judges will certify that the following inspections and duties were performed.

- ___1. Verified ballot compartment and emergency bin are empty and have been locked.
- ___2. Verified the seal is intact on the memory stick compartment of the tabulator. Record Seal Number Here: _____
- ___3. Zero tape has been printed, precinct and date information are accurate and matches both specimen ballots and Official ballots.
- ___4. Judges have signed the Zero tape for their precinct and placed in Envelope #1.
(Note: if multiple precincts are using the same tabulator, only the last precinct printed will have signature lines. The other precincts can sign on the back of their zero tape.)
- ___5. Judges have verified the tabulator screen displays correct Polling Place, Public Count is Zero, it is set in VOTING MODE and memory stick compartment is locked and key removed.
- ___6. ExpressVote has been powered on, information on screen is correct, access compartment is locked and key removed.
- ___7. Before opening, verified seal on Cardboard Ballot Return Box was intact.

All judges must sign the “Certificate of Inspection” form upon the successful completion of these inspection procedures. The signed form along with the Zero Tape is to be placed in Envelope #1 and must be delivered by hand to the Election Night Ballot Check-In Station at the end of the night.

JUDGES TABLE ARRANGEMENT AND DUTIES (Recommended)

POSITION 1 (Application Judge)

- Ask voter to state his/her name, address, and in a Primary Election the party affiliation.
- Check that voter was not issued an early/grace period/vote by mail ballot.
(Judges should place the yellow “Voted Early” sticker on the pre-printed application for every voter that appears on the early voter list)
- Locate voter’s application – In a Partisan Primary Election mark application indicating party affiliation if voter is voting a party ballot or mark “Nonpartisan” if voter is voting a nonpartisan/proposition ballot.
- Remove application from booklet and hand to voter.
- Instruct voter to verify information and then sign application and return.
- Announce voter’s name, address, and if it’s a primary election, the party affiliation.
- Pass signed application to “verification judges”.

POSITION 2 (Verification Judges – 2 judges, one from each party)

- Compare signature made by voter with scanned signature on application.
- Have voter sign any required affidavits (assistance, challenged, provisional)

NOTE: It is VERY IMPORTANT that all affidavits are fully completed and contain all required signatures. See pages 46, 50 and pages 53-54 for illustrations of properly completed affidavits. Please call the Election Office at (217) 753-6740 if you have any questions as to how to properly complete an affidavit.

- Check ID **ONLY** for those who registered to vote by mail and did not provide “sufficient proof of identity”. The application will indicate if ID is required.
- Initial application to show that the record was verified.
- Return application to voter.

POSITION 3 (Ballot Distribution Judge)

- Receive application.
- Check for judge’s initials on application and find Ballot Type and for a primary, the party on the application.
- Number the application (consecutively) and spindle each application.
- Determine the CORRECT BALLOT TYPE (and Party if Primary Election) to issue to the voter.
- Initial an unused official ballot that has the **SAME BALLOT TYPE NUMBER** as on the voter’s application. ***(NOTE: IT IS VERY IMPORTANT TO PLACE INITIALS IN THE JUDGE’S INITIALS BOX LOCATED AT THE TOP LEFT OF THE OFFICIAL BALLOT (next to County Seal) or ON THE BACK SIDE OF THE EXPRESSVOTE BALLOT PAPER– SEE ILLUSTRATION ON PAGE 24 ON HOW TO PROPERLY INITIAL THE BALLOT)***
- Hand voter the initialed ballot, a privacy cover and black ink pen.
- Offer instruction.

- Direct voter to an available booth and instruct voter where to return the ballot when done voting.
- If assisting a voter using the ExpressVote, ensure correct Precinct and Ballot Style have been selected (and Party for Primary Elections).

POSITION 4 (Ballot Box/Tabulator Judge)

- Make sure no one interferes with the voter.
- Look for judge's initials on each ballot (without removing the ballot from the privacy cover) or on the back side of the ExpressVote Ballot. ***(NOTE: IT IS VERY IMPORTANT EVERY BALLOT IS CHECKED FOR INITIALS)***
- Supervise voters feeding ballots into the tabulator from few feet away.
- Assist voters whose ballots have been returned by the tabulator, in a manner that DOES NOT violate their privacy.
- Offer "I Voted" stickers to voters.

**DO NOT ALLOW ANY VOTER TO LEAVE THE POLLING PLACE
WITH THEIR BALLOT.**

Step 9 Open the polling place

Promptly at 6:00 a.m., one judge must state aloud that the polls are open.

On Election Day, if a judge assigned to the precinct fails to appear, one of the remaining judges should contact the office at (217) 753-6740 for a replacement. In the event the office cannot provide a replacement, the judges present may appoint a replacement judge.

The replacement must be a registered voter and should be of the same political affiliation as the judge being replaced. A precinct committeeperson or a candidate may NOT serve as an election judge. The substitute may not be appointed until 6:15 a.m. One of the regular judges shall administer the same oath as was required of the originally appointed judge.

APPLICATION JUDGE

(1st position at the judges table)

- 1 ASK THE VOTER TO STATE HIS OR HER NAME, ADDRESS, AND (IN A PRIMARY ELECTION) THE PARTY AFFILIATION. NEXT, LOCATE THE VOTER'S APPLICATION. IF IT IS A PRIMARY ELECTION, MARK THE VOTER'S PARTY AFFILIATION ON THE APPLICATION.**

The judge at the first position marks the application to indicate the voter's party affiliation (if it is a Primary Election). In a Primary Election, a voter who wishes to vote on a nonpartisan office or proposition ONLY may do so without declaring his or her party and should be issued only the NONPARTISAN Ballot. Voters who declare a party affiliation in a Primary Election, will have any propositions on their party ballot (if applicable) and ***SHOULD NOT BE ISSUED A NONPARTISAN BALLOT IN ADDITION TO THEIR PARTY BALLOT.*** Each voter shall have a pre-printed application that includes his or her name, address, and ballot type.

If you have no application for a voter; the voter resides at a different address; the voter has had a name change and moved to a different precinct or the voter is in the inactive application booklet (blue) and has moved, they should be directed to the Election Day Registration table in the polling place.

Note: if the voter has had a name change and is still in the same precinct or if the voter is in the suspended application booklet and still resides at the same address, they can vote after completing the proper affidavit (Orange – C3 form).

It is VERY IMPORTANT that all affidavits are fully completed and contain all required signatures. See pages 46, 50 and pages 53-54 for illustrations of properly completed affidavits.

Election judges should not hesitate to call the County Election Office, (217) 753-6740, if unsure as to whether someone is qualified to vote or if you have questions how to properly complete an affidavit. The office will assist you in making a decision.

***NOTE: VOTERS NOW HAVE THE OPTION TO REGISTER AND VOTE ON ELECTION DAY IN THE POLLING PLACE OR AT THE ELECTION OFFICE. SEE ELECTION DAY REGISTRATION AND VOTING ON PAGE 55 FOR MORE INFORMATION.**

Note that if a voter's challenge is upheld, and the voter still insists that he or she is a qualified voter, he or she MUST be notified of his or her right to vote PROVISIONALLY. All voters, including Provisional Voters, MUST fill out an application to vote, which is placed on the spindle. (See pages 47-50 for more information on Challenging a Person's Right to Vote and Provisional Voting.)

② HAVE THE VOTER COMPLETE THE APPLICATION.

The voter signs his/her name on the signature line on the pre-printed application after verifying the printed information. If the voter is unable to sign his/her name, he/she must make his/her mark. A signature guide, delivered in the supply baggie, has been included to assist visually impaired voters with signing the application to vote and other documents.

The ExpressVote machine will assist visually and physically challenged voters to vote without the assistance of another person. It uses touch screen, keypad and audio technology to provide voters who require assistance the ability to mark their ballot unaided. A Voter Assistance Affidavit is not required when using these features.

If an illiterate or physically disabled voter requests assistance from another person(s) in voting, ***the voter and the person(s) giving assistance must read and sign the Assisted Voter Affidavit***, (C-3), located in **Pocket #5 of the Judges' Binder of Election Day Materials**, before the voter is allowed to vote. If assistance is to be provided by someone other than two election judges, **the person giving assistance must first read and sign the oath of assistance** (which includes written instructions on how to legally assist a voter). This affidavit should then be spindled with the voter's pre-printed application to vote.

See illustrations on how to properly complete an assisted voter affidavit on pages 53-54 and for more information about assisting a voter see pages 51-52.

③ CHECK TO SEE IF THE VOTER WAS ISSUED AN EARLY, GRACE PERIOD OR VOTE BY MAIL BALLOT

The early voter list for your precinct is located in **Pocket #4 of the Judges' Binder of Election Day Materials** and includes the names of all voters who have voted an early, grace period or vote by mail ballot. The listing designates which type of ballot each voter received. Voters whose names are on the list as voting an EARLY or GRACE PERIOD ballot are prohibited from voting in person on Election Day. However, if a voter whose name is on the list (as an early or grace period voter) insists that he/she did not vote an early or grace period ballot, allow the voter to vote a Provisional Ballot. See pages 47 - 50 for information about Provisional Voting.

A voter who was mailed a ballot may vote in the precinct on Election Day **ONLY** if he/she does the following: The voter must submit to the election judges the ballot they were mailed, or a portion of such ballot (if it is torn or mutilated). The mail ballot is then marked **SPOILED** and is placed in Envelope #2, located in Pocket #6 of the Judges' Binder of Election Day Materials. However, if the voter is unable to submit the ballot or a portion of such ballot, the voter must complete the proper affidavit specifying that the voter never received such ballot (Affidavit C-3, #4) or the voter completed and returned the mailed ballot and was informed that the election office did not receive that ballot (Affidavit C-3, #5).

If the voter received their mail ballot BUT does not have the mail ballot to surrender to the judges, the voter *MUST VOTE A PROVISIONAL BALLOT* (see pages 47-50 for more information on Provisional Voting).

It is VERY IMPORTANT that all affidavits are fully completed and contain all required signatures. See pages 46, 50 and 53-54 for illustrations of properly completed affidavits. Please call the Election Office at (217) 753-6740 if you have any questions as to how to properly complete an affidavit.

To help ensure you do not allow an early, grace period or vote by mail voter to vote at the polling place, please place a yellow "Voted Early" sticker on the pre-printed application for every voter that appears on the early voter list.

IMPORTANT: You will not receive early voted ballots from the Election Office. All early, grace period and vote by mail ballots will be counted at the Election Office's central counting location.

④ ANNOUNCE THE VOTER'S NAME, ADDRESS, AND, IF IT IS A PRIMARY ELECTION, THE PARTY AFFILIATION.

The judge at the first position accepts the voter's signed application, and then announces the voter's name, address and party affiliation (Primary Elections only), in a loud clear voice.

⑤ PASS APPLICATION TO JUDGES CHECKING THE SIGNATURE VERIFICATION RECORD.

The judge at the first position passes the voter's signed application to the two judges serving as verification judges at the second position.

VERIFICATION JUDGES

**(Two judges, one Democrat and one Republican)
(2nd position at the judges table)**

SEE PAGES 41 - 50 FOR DETAILED INSTRUCTIONS AS TO **WHO MAY/MAY NOT** VOTE; AFFIDAVITS; CHALLENGING PROCEDURES AND PROVISIONAL VOTING.

See pages 46, 50 and 53-54 for illustrations of properly completed affidavits.

① Locate voter's signature verification record

The two verification judges, one from each political party, locate the voter's scanned signature on the application.

② Compare signatures

The two verification judges carefully compare the voter's signature (handwriting) on the ballot application to the scanned signature below on the verification record. Both signatures must be the same.

③ If required -- ask for identification

Due to election laws, voters who register by mail and do not submit identification are required to show identification at the polling place in the first election in which they participate. PLEASE NOTE: ONLY voters within the above category are required to provide identification.

Identification is ONLY required if it is indicated on the voter's pre-printed application and on the poll list. If these forms state "Identification Required," explain to the voter that because they did not include ID with their mail-in voter registration form, they are required to produce identification at the polling place the first time they vote in person.

Ask to see one of the following forms of identification from the voter:

1. Copy of current and valid photo identification.
2. Copy of current utility bill or bank statement.
3. Copy of a government check, paycheck or other government document that shows the voter's name and address.

If the voter does not have proper identification, they should be given a provisional ballot. (See pages 47 - 50 for more information.)

④ Initial application

One of the verification judges initials the voter's application. Initial the application **only after** determining that the voter is qualified to vote. **If there are any questions regarding the qualifications of the person applying to vote, refer to "Who May Vote" on page 41, "Voters Requiring Affidavits or Other Documentation" on page 43 and "Challenging a Person's Right to Vote" on page 47.**

Judges should mark the appropriate square on the application, under the voter's scanned signature, if the voter used an **affidavit***, spoiled their ballot, was assisted in voting, ID was required, or if the voter was issued a Provisional Ballot.

***It is VERY IMPORTANT that all affidavits are fully completed and contain all required signatures. See page 46, 50 and pages 53-54 for illustrations of properly completed affidavits.** Please call the Election Office at (217) 753-6740 if you have any questions as to how to properly complete an affidavit.

If it is a partisan primary election, the judges should verify that the correct party affiliation has been marked on the application.

⑤ Return application to voter

BALLOT DISTRIBUTION JUDGE (3rd position at the judges table)

(If the voter is to be issued a Provisional Ballot, see pages 47-50)

The judge at this station will provide each voter a ballot, privacy cover and black ink pen.

The procedure is as follows:

- ①** Receive voter's application and make certain that it is initialed by a verification judge. Number the applications consecutively as you process the voters. It is **NOT** necessary to separate the applications by ballot type and/or party.
- ②** **IMPORTANT:** From the voter's application, find the voter's **BALLOT TYPE NUMBER**. If this is a Primary Election, determine from the voter's application which PARTY ballot the voter is to receive.
- ③** Using the information contained on the voter's application, determine the correct ballot to give the voter. **If you have more than one BALLOT TYPE, be sure to give the voter the CORRECT ballot.** The BALLOT TYPE number on the voter's application **MUST MATCH** the BALLOT TYPE number on the ballot issued to the voter (and Party if applicable).

For **FEDERAL OFFICES ONLY ballots, see page 56 for more information on how to select the proper ballot.*
- ④** If you haven't already done so, spindle the application and any required affidavits.
(NOTE: Affidavits for provisional ballots are NOT spindled, but are sealed with the Provisional Ballots. Provisional Ballots are handled separately. The provisional voter's Application is spindled. (See pages 47-50 for information on handling Provisional Ballots.)

It is VERY IMPORTANT that all affidavits are fully completed and contain all required signatures. See page 46, 50 and pages 53-54 for illustrations of properly completed affidavits. Please call the Election Office at (217) 753-6740 if you have any questions as to how to properly complete an affidavit.

- ⑤ **INITIAL** a CORRECT unused official ballot. (In a Primary Election, the ballots are color-coded by party.)

IT IS VERY IMPORTANT TO BE SURE TO PLACE INITIALS IN THE JUDGE'S INITIALS BOX LOCATED AT THE TOP LEFT OF THE BALLOT (next to County Seal) OR ON THE BACK OF THE EXPRESSVOTE BALLOT PAPER. DO NOT WRITE NUMBERS OR ANYTHING ELSE IN THIS BOX EXCEPT THE JUDGE'S INITIALS. DO NOT PRE-INITIAL THE BALLOTS. See illustration on page 24 of how to properly initial the ballot.

- ⑥ Before giving the ballot to the voter, show the voter how to place the ballot in the privacy cover so that the **judge's initials** can be seen by the ballot box/tabulator judge without removing the ballot from the cover. Then hand the initialed ballot to the voter with a privacy cover and black ink pen. Do not initial the privacy cover, since it can be reused. **BE SURE TO INITIAL THE BALLOT PROPERLY IN THE JUDGE'S INITIALS BOX. See illustration on page 24 of how to properly initial the ballot.**

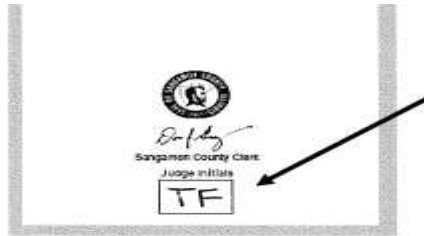
- ⑦ OFFER INSTRUCTION. Some other key items of instruction include:
- Explain to the voter to only use the pen you have provided.
 - Tell the voter that smudges and stray marks may interfere with the proper counting of the ballot.
 - Tell the voter that they do not have to vote for every office. If they choose to undervote one or more offices, all other validly cast votes will be counted.
 - Tell the voter not to vote for more candidates than the number indicated for each office on the ballot.
 - LET THE VOTER KNOW IF THERE ARE CANDIDATES/QUESTIONS ON BOTH SIDES OF THE BALLOT.
 - Tell the voter that if he/she makes a mistake, a stray mark or damages the ballot, he/she can return the ballot to the judges and receive a new ballot. (See SPOILED BALLOTS on Page 25)
 - Remind the voter to insert the ballot in the privacy cover so that the judge's initials can be seen and show them where the ballot box/tabulator judge is located. **(BE SURE A JUDGE HAS INITIALED THE BALLOT PROPERLY IN THE JUDGE'S INITIALS BOX AT THE TOP LEFT OF THE BALLOT – SEE ILLUSTRATION ON PAGE 24.)**
 - Explain to the voter after the ballot box/tabulator judge has verified their ballot for initials, the voter will insert it into the tabulator. **(BE SURE TO CHECK FOR INITIALS – IF NO INITIALS THE BALLOT SHOULD BE SPOILED AND A NEW BALLOT SHOULD BE ISSUED.)** See page 25, step 3 under Ballot Box/Tabulator Judge procedures for more information.

All judges should work together to answer voters' questions and instruct the voters as needed.

ExpressVote – Preparing Ballot for Voter

Voters using the ExpressVote machine will be issued an ExpressVote ballot paper, which will be delivered in its own supply envelope within the Cardboard Ballot Return Box.

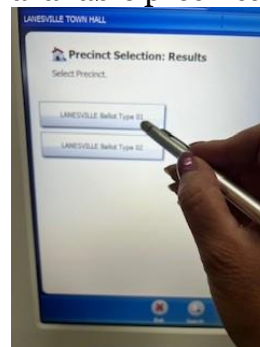
1. Initial blank ExpressVote Ballot Paper in the Judge's Initial Box located on the bottom back side and issue to voter.



2. Make note of the voter's **PRECINCT AND BALLOT TYPE** (and Party if Primary Election) found on their Application to Vote, then escort the voter to the ExpressVote machine. Make the voter aware of where the headphones and keypad are located.
3. The voter then inserts their ExpressVote Ballot Paper in the machine with the ***notch on the top right side.***



4. Once the ballot paper is inserted, the screen will display "Precinct Selection: Search." Touch SEARCH to display a list of all available precincts.

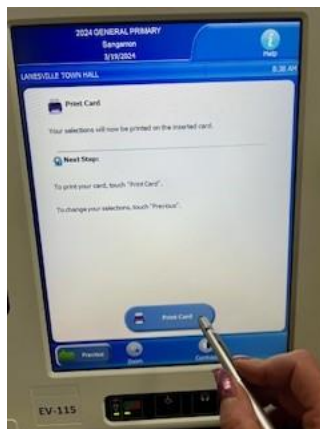


5. Using the information that was on the voter's Application to Vote, touch the **CORRECT Precinct and Ballot Type** (and Party if Primary Election) for that voter.

6. Once the selections are made, touch **ACTIVATE** to initiate the voting session.



7. At this point, the Judge should let the voter vote privately.
8. Instruct the voter that once they have made their selections, they will have to select **PRINT CARD** on the screen and then the ballot will print. Also, make sure the voter is aware the ballot **MUST** then be inserted into the DS200 Tabulator. The smaller sized ballot will be inserted in the top slot where the "Insert Card Here" Green Arrow is located.



Below is a Guide to Keypad Functions:

Remote Keypad	
Button	Description
Up Arrow	Moves the cursor up the screen menu.
Back Arrow	Moves to the previous screen.
Select	Selects the voter's contest choices.
Forward Arrow	Advances to the next screen.
Down Arrow	Moves the cursor down the screen menu.
Home	Opens screen with voting instructions.
Pause	Stops the audio message momentarily; press to pause and press again to resume the audio.
Screen	Darkens the monitor for privacy viewing; press again to return to normal display.
Repeat	Repeats the last spoken phrase of the audio.
Tempo	Adjusts the audio speed.
Volume	Adjusts the audio level.

Illustration of ballot initialed CORRECTLY by Election Judge

Election Judge Ted Fair placed his initials in the Judge's Initials Box

MARCH 19, 2024	SANGAMON COUNTY, ILLINOIS	OFFICIAL PRIMARY BALLOT
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OFFICIAL NONPARTISAN BALLOT

FANCY CREEK 003
BALLOT TYPE 01

Judge's Initials
TF

Instructions to Voters: To vote, completely darken the OVAL (●) to the left of your choice. To cast a write-in vote, complete the oval to the left of the blank space provided and write the candidate's name in that space. For specific information, refer to the card of instruction posted in the voting booth. If you tear, soil, deface or erroneously mark this ballot, return it to the Election Judge and obtain another. **USE A BLACK INK PEN ONLY.** Vote both sides of ballot if applicable.

Don Gray, Sangamon County Clerk

Don Gray

Illustration of ballot NOT initialed CORRECTLY by Election Judge

DO NOT put initials anywhere **BUT** IN THE JUDGE'S INITIALS BOX

MARCH 19, 2024	SANGAMON COUNTY, ILLINOIS	OFFICIAL PRIMARY BALLOT
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OFFICIAL NONPARTISAN BALLOT

FANCY CREEK 001
BALLOT TYPE 03

Judge's Initials
[Blank box]

Instructions to Voters: To vote, completely darken the OVAL (●) to the left of your choice. To cast a write-in vote, complete the oval to the left of the blank space provided and write the candidate's name in that space. For specific information, refer to the card of instruction posted in the voting booth. If you tear, soil, deface or erroneously mark this ballot, return it to the Election Judge and obtain another. **USE A BLACK INK PEN ONLY.** Vote both sides of ballot if applicable.

Don Gray, Sangamon County Clerk

Don Gray

Illustration of ballot NOT initialed CORRECTLY by Election Judge

DO NOT put a number or any other markings in the Judge's Initials Box **BUT** the Judge's Initials

MARCH 19, 2024	SANGAMON COUNTY, ILLINOIS	OFFICIAL PRIMARY BALLOT
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OFFICIAL NONPARTISAN BALLOT

FANCY CREEK 002
BALLOT TYPE 01

Judge's Initials
42

Instructions to Voters: To vote, completely darken the OVAL (●) to the left of your choice. To cast a write-in vote, complete the oval to the left of the blank space provided and write the candidate's name in that space. For specific information, refer to the card of instruction posted in the voting booth. If you tear, soil, deface or erroneously mark this ballot, return it to the Election Judge and obtain another. **USE A BLACK INK PEN ONLY.** Vote both sides of ballot if applicable.

Don Gray, Sangamon County Clerk

Don Gray

How to Handle SPOILED BALLOTS

Occasionally, a voter might spoil a ballot. In most instances, a spoiled ballot is one that is returned to the judges by the voter because the voter made a mistake **or is a mail ballot being surrendered to the judges because the voter now wishes to vote in person**. On very rare occasions a voter's ballot will fail to tabulate, even after repeated attempts. When this happens you should spoil the ballot and issue the voter a new ballot. Under no circumstances should a voter be allowed to vote after his/her ballot is successfully tabulated.

If a voter spoils his/her ballot, the voter may return the ballot and receive a new ballot. The word "spoiled" should be written in ink diagonally across the entire face of the returned ballot. The spoiled ballot should be placed in Envelope #2 for spoiled ballots, located in **Pocket #6 of the Judges' Binder of Election Day Materials**. A judge must also mark the "Spoiled Ballot" square on the pre-printed application.

REMEMBER:

**DO NOT ALLOW ANY VOTER TO LEAVE
THE POLLING PLACE WITH A BALLOT**

BALLOT BOX/TABULATOR JUDGE

(Note: Some precincts may share a tabulator and therefore should rotate filling this position)

- ❶ Make sure no one interferes with the voter and that the voting booths remain clear of campaign literature. If no other voters are waiting to vote, the voter may remain in the booth ten minutes. If other voters are waiting, the voter may remain in the booth for only five minutes.
- ❷ This judge should be positioned 2-5 feet from the tabulator and should only approach if the voter asks for assistance. Election Judges should not stand or sit right next to the tabulator as that may compromise the secrecy of the ballot. Voters should come to you after marking their ballot, at which time you should ask the voter if they have finished voting and if applicable, that they remembered to vote both sides of the ballot.
- ❸ Before the voter deposits their ballot into the tabulator, it is **VERY IMPORTANT that the judge verify the ballot for initials in the Judge's Initial Box**. DO NOT remove the ballot from the privacy cover. If the voter put the ballot in the cover in such a way initials can not be seen, instruct the voter to return to the booth and put the ballot in the cover in the proper manner. **A voted ballot that is not initialed must not be deposited. The uninitialed ballot is marked "SPOILED" and a new ballot should be issued.**
- ❹ Instruct the voter to feed the ballot into the tabulator by allowing it to be pulled from its privacy cover into the entry slot on the tabulator. The privacy covers and pens should be periodically returned to the ballot distribution judge.
- ❺ Offer the voter an "I Voted" sticker.

IMPORTANT: PROVISIONAL BALLOTS MUST NOT BE TABULATED.
See pages 47-50 for instructions on how to process Provisional Ballots.

BALLOTS RETURNED BY TABULATOR

Occasionally, the tabulator may not accept a ballot. This will happen when the voter has undervoted (not cast a vote for) 1 or more State Constitutional Offices, overvoted an office, left the ballot completely blank or when the tabulator cannot properly read the ballot. The tabulator will display a message indicating the reason why the ballot was returned and the voter may need assistance from the ballot box/tabulator judge. This should be done in a discreet manner – only the voter needs to know why the ballot was returned and the judge must NOT look at the ballot.

The procedures to follow for a returned ballot depends on what reason is indicated on the tabulator. Following are the most common messages displayed and how to correct the issue.

① UNDERVOTES

If a voter UNDERVOTES one or more State Constitutional Offices (Governor/Lt. Governor, Attorney General, Secretary of State, Comptroller or Treasurer), the tabulator will display a message alerting the voter the specific office(s) that were undervoted.

If the voter needs assistance, explain to the voter that they have not cast a vote for one or more State Constitutional Offices and if they wish the ballot to be counted this way (explain to the voter all other validly cast votes will be counted), they should press CAST. If the voter did not intend to undervote one or more of these offices, they should press RETURN, put the ballot back in the privacy cover and return to an available booth and complete voting on any of the undervoted offices.

② OVERVOTES

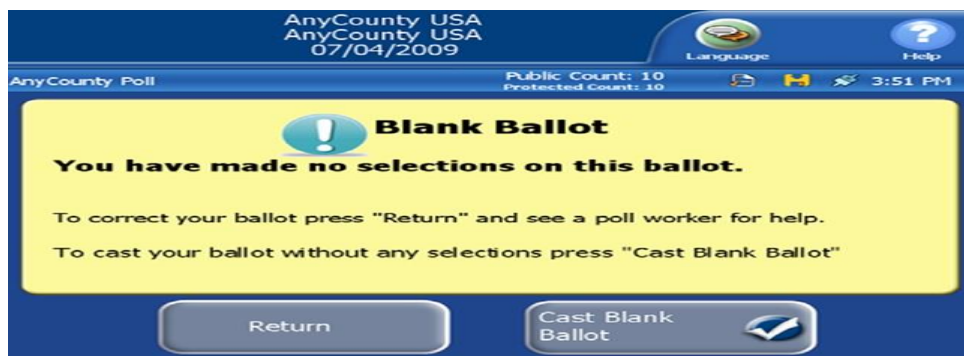
If a voter OVERVOTES one or more offices on their ballot, the tabulator will display:



If the voter needs assistance, explain to the voter that they have overvoted an office and if they wish the ballot to be counted this way (explain no vote will be cast for the overvoted office), they should press CAST. If the voter did not intend to overvote the office, they should press RETURN, put ballot back in privacy cover and return to election judge to have the overvoted ballot spoiled and have a new ballot issued. (See page 25 on How to Handle Spoiled Ballots).

③ BLANK BALLOT

If a blank ballot is detected, the tabulator will display:



If the voter needs assistance, explain to the voter that no votes were detected on the ballot and determine if that was the voter's intent. If the voter wanted to cast a blank ballot they should press CAST BLANK BALLOT. If the voter did not intend to cast a blank ballot they should press RETURN. Confirm with the voter that they marked their ballot by filling in the oval. If they marked it in some other manner (check marks/circles), treat the ballot as spoiled, issue the voter a new ballot and instruct the voter on the proper way to mark the ballot. If the voter made no marks on the ballot and did not intend to, instruct the voter to go back to the booth and mark the ballot correctly.

④ ANY OTHER MESSAGE

If at any time the tabulator displays a message other than those that have been addressed or the tabulator returns the ballot:

- First have the voter try to reinsert the ballot again.
- If still issue, then have the voter turn the ballot over and reinsert into the tabulator
- If the above does not work, spoil the ballot and give the voter a new ballot. Confirm the voter knows to mark their ballot by completely filling in the ovals. If they did not properly mark their ballot, they may see an error message **“UNREADABLE MARKS”**



If the error continues or the ballot becomes jammed or stuck in the tabulator, contact the Election Office IMMEDIATELY at (217) 753-6740.

You may then be instructed to use the EMERGENCY BIN until the problem is resolved.

EMERGENCY BIN INSTRUCTIONS

IF the tabulator stops working, the emergency bin is used. Voting can continue even if the tabulator is not operating. When the tabulator is not operating, ballots are stored in the emergency bin and will be removed and counted AFTER the polls close and once the tabulator is repaired or replaced.

1. Notify Election Office IMMEDIATELY that the tabulator is not working by calling (217) 753-6740.
2. Using the Ballot Box Key, unlock and open the Emergency Bin Door (Top Compartment).
3. Push down the silver Emergency Bin Slot from inside the door.
4. Close the door and lock it in place. (Be sure to put keys back in pouch.)
5. Instruct voters to place their ballots through the emergency bin slot. Remember that you will **ONLY** use this bin whenever the tabulator is not working.

Step 10 Closing the polls

At 6:30 p.m., one of the election judges shall announce in a clear, loud voice that the polls will close in one-half hour. At 7:00 p.m., announce that the polling place is closed. All persons in line at that time must be allowed to vote. Anyone arriving after 7:00 p.m. must not be allowed to vote. Be sure to remove the polling place signs and lock the door if possible.

No one is allowed to remain in the polling place without pollwatcher credentials. The election judges and **only** the election judges are to handle the ballots. Pollwatchers are there as observers **ONLY**. All decisions are to be made by the judges and these decisions are final. After the last vote has been cast, allow only the following individuals to remain in the polling place:

- 1) Judges assigned to the polling place.
- 2) Law enforcement officers acting in their official capacity.
- 3) Authorized pollwatchers upon submission of valid credentials.
- 4) Representatives of the election authority.
- 5) Representatives of the State Board of Elections.
- 6) Representatives of the State's Attorney and the Attorney General's Office.

Step 11 Check emergency bin

Open the emergency bin (Top Compartment), using the BALLOT BOX KEY. If there are ballots in the bin, insert the ballots into the tabulator.

Step 12 Count and record number of spoiled ballots

1. **COUNT** the number of spoiled ballots that are in Envelope #2, "SPOILED AND NOT VOTED BALLOTS."

2. **RECORD** the number of spoiled ballots on Envelope #2, “SPOILED AND NOT VOTED BALLOTS.” This envelope is to be sealed and each judge is to sign their name across the sealed flap in such a way that if the flap is opened, the signatures will be disturbed. **RECORD** the number of spoiled ballots on the “Certificate of Ballots” form.

Step 13 Record the number of applications to vote

Determine the number of applications to vote that are on the spindle and record the total on the “Certificate of Ballots” form.

Step 14 Record number of provisional ballots on “Certificate of Ballots” form

The Provisional Ballots are sealed and delivered separately to the Election Night Ballot Check-In Station. Count the number of Provisional Ballots cast and record this number on the “Certificate of Ballots” form.

Step 15 Open the ballot box, count ballots and record the number (separate by precinct if applicable)

Unlock the Main Ballot Compartment (Lower Compartment) with the BALLOT BOX KEY to open the ballot box and access the voted ballots. All judges (or all judges from each precinct if two or more precincts used the same ballot box) and pollwatchers shall witness the unlocking of the ballot box. All the ballots should be removed from the tub. Be sure to look inside the ballot box to make sure no ballots are stuck somewhere in the box. **Be sure to place the emptied tub back in the compartment and lock the door.**

If two or more precincts used the same ballot box, the first step is to separate the ballots for each precinct. Each precinct should have different colored Judge’s Initials to help separate.

Count the number of ballots. The number of ballots cast (regular plus provisional) should be the same as the last number on your pre-printed application spindle. If the numbers are not the same, count the ballots again and make sure the spindled pre-printed applications have been numbered correctly. Record the Number of Ballots Tabulated on the “Certificate of Ballots” form.

If there are more ballots than applications, place all the ballots in the ballot box and mix. A blindfolded judge draws the excess ballots out of the box. Each excess ballot is marked “Excess – Not Counted” and is signed by the judges. Place the excess ballots in Envelope #3 “Defective and Excess Ballot Cards,” located in **Pocket #7 of the Judges’ Binder of Election Day Materials**. Write the number of excess ballots on the outside of the envelope and enter this number on the “Certificate of Ballots” form.

YOU MUST CONTACT THE ELECTION OFFICE (217) 753-6740 FOR FURTHER INSTRUCTION ON RE-TABULATION IF YOU HAVE EXCESS BALLOTS

Step 16 Defective ballots

1. NO JUDGE'S INITIALS – IDENTIFYING MARKS

It is **VERY IMPORTANT** to check each ballot to make sure it has the ***judge's initials in the Judge's Initials Box*** and NO identifying marks. An identifying mark is one which could distinguish a ballot from the other ballots and identify the person who voted the ballot. Unintentional stray marks and smudges should not be considered identifying marks.

VALID MARKS

A valid mark is one which simply fills in a pre-printed oval on the ballot. Voting instructions should be provided by the judges to the voter on the proper way to mark a ballot.

For any ballot that does not register a vote for one or more ballot positions on the ballot, the following shall constitute a vote on the ballot sheet.

- The area for casting a vote for a particular ballot position on the ballot is fully darkened or shaded in.
- The area for casting a vote for a particular ballot position on the ballot is partially darkened or shaded in.
- The area for casting a vote for a particular ballot position on the ballot sheet contains a dot or “.”, a check “√” a plus “+”, or an “x”.
- The area for casting a vote for a particular ballot position on the ballot contains some other type of mark that indicates the clear intent of the voter, such as circling a candidate's name.

IDENTIFYING MARKS

Any mark placed anywhere on the ballot which serves to identify it from other ballots or furnishes a means of evasion of the law relative to secrecy, is an “identifying mark.” After removing the ballots from the ballot box and separating them by precinct, check each ballot for marks anywhere on the ballot that could be recognized as identifying marks. If a majority of the judges feel that a ballot has an identifying mark, the ballot must not be counted. Also, if a ballot is marked with an “X,” a check mark, a letter, a number, a symbol, or any other mark outside the designated area, which could be recognized as an identifying mark, the ballot is not counted. These ballots must be replaced with blank ballots.

YOU MUST CONTACT THE ELECTION OFFICE AT (217) 753-6740 FOR FURTHER INSTRUCTION ON RE-TABULATION

2. If a judge's initials are missing from the ballot or if the sheet has identifying marks, write on the **back of the ballot** the words “Defective – No Initials – Not Counted” or “Defective – Identifying Marks – Not Counted.” All judges then initial **on the back of the ballot** under the Defective words described above.

Replace any “defective” ballot with a properly initialed blank ballot of the same ballot type (and party if applicable) and number each blank ballot and corresponding defective ballot with the same number beginning with the number 1.

For example, if you found 2 defective ballots with no initials, the first un-initialed ballot you find will be marked on the back with all the judge's initials underneath the words "Defective – No Initials – Not Counted #1" and the blank ballot you use to replace it will be marked on the back "Remade – Defective – No Initials – Not Counted #1".

The second un-initialed ballot you find will be marked on the back with all the judge's initials underneath the words "Defective – No Initials – Not Counted #2" and the blank ballot you use to replace it will be marked on the back "Remade – Defective – No Initials – Not Counted #2".

Be sure to have 1 of the judge's properly initial the blank ballot on the front side in the **Judge's Initials Box**. The defective ballots are then to be placed in Envelope #3 "Defective and Excess Ballot Cards," located in **Pocket #7 of the Judges' Binder of Election Day Materials**. Write the number of defective ballots on the outside of the envelope and enter this number on the "Certificate of Ballots" form.

3. After you have prepared the blank ballots you must RE-TABULATE. This will require clearing the memory stick and running all the ballots through the tabulator, but replacing the defective ballots with the blank ballots.

YOU MUST CONTACT THE ELECTION OFFICE AT (217) 753-6740 FOR FURTHER INSTRUCTION ON RE-TABULATION

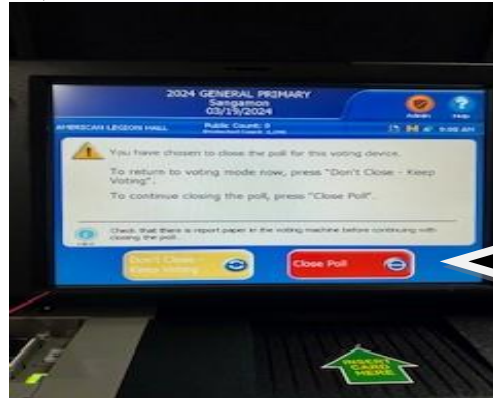
Step 17 Printing election results

***BEFORE PRINTING RESULTS MAKE SURE YOU HAVE
TABULATED ANY BALLOTS THAT WERE IN THE
EMERGENCY BIN IF IT WAS USED***

- ❶ Remove seal on memory stick compartment and place in the Key and Memory Stick Pouch to return.
- ❷ Using the BARREL KEY, unlock and open the left side access door (turning counter-clockwise), then GENTLY press the **CLOSE POLL** button holding for a few seconds. **NOTE:** The **Close Poll** button will become red when you first press it. When the red light turns off, you can release the **Close Poll** button.



- ③ Press **CLOSE POLL** on the screen to confirm the tabulator should be closed. A Ballot Status Accounting Report will automatically print and then the Election Results and Write-in Reports will print next. Each individual precinct that used the tabulator will receive 2 copies of the election results and 1 copy of the Write-in Report. If you need to print additional reports, touch **REPORT OPTIONS**.



Note: If pollwatchers request a copy of the results – additional copies may be printed at this time.

- ④ Carefully separate the report copies by precinct. All judges should then sign all copies of the election results report for their precinct. Note: If multiple precincts are using the same tabulator, only the last precinct printed will have signature lines. The other precincts can sign on the back of their tape.

A Write-In Results report will also print by precinct. This report should be reviewed to assist in verifying valid write-in votes. Judges will still need to separate ballots with write-in votes and visually review them and record valid write-in votes on the Write-In Tally Sheet. Refer to Step 18 – Process Write-In Votes for more detailed information.

NOTE: The Total Ballots on the election results tape (ballots tabulated) should equal the number of valid ballots that were hand counted and were recorded on Line 12 of the “Certificate of Ballots” form and the number of applications on the spindle (excluding applications for provisional voters).

⑤ Return the 2 copies of the election results tape as follows:

Copy 1 - Return in the Cardboard Ballot Return Box with the voted ballots.

Copy 2 - Return in the KEY and MEMORY STICK POUCH (which will then be put in the Pink Election Night Return Envelope). Note: There is only 1 Key and Memory Stick Pouch per Polling Place (not per precinct). Exception - if there are multiple tabulators at 1 Polling Place, there will be multiple pouches.

NOTE: The Write-In Results Report is returned in your PINK or GREEN Election Night Return Envelope with your white (top) copy of the completed Write-In Tally Sheet. If your precinct shared a tabulator with other precincts, the precinct that was delivered the Key and Memory Stick Pouch is responsible for returning this pouch (containing result tapes from ALL the precincts that shared the tabulator) IN THEIR PINK ELECTION NIGHT RETURN ENVELOPE.

If your precinct was not delivered the Key and Memory Stick Pouch, you will have a GREEN ELECTION NIGHT RETURN ENVELOPE.

Step 18 Process write-in votes

If your WRITE-IN RESULTS REPORT reflected write-in votes, you will need to follow the instructions below to process write-ins. IF NO WRITE-IN VOTES were cast, skip to the next step. The Write-In Results REPORT should be referred to aid in verifying all valid write-in votes have been recorded on the Write-In Tally sheet.

- ① Check each ballot for write-in votes. **The judges must carefully look at each ballot to determine if there are write-in votes on the ballot.** Set any ballots that have write-in votes aside.

EXAMPLE OF WRITE-IN VOTE:

 John Doe
Write-in

- ② In order for a write-in to be valid an “Intent to be a Write-In Candidate” form must be filed by the write-in candidate. A list of persons who filed such intent form will be found in **Pocket #4 of the Judges’ Binder of Election Day Materials**, if any have been filed for your precinct.

If there are no write-in candidates filed for your precinct, then there will be no need to check for write-in votes. (Caution: Before deciding not to check for any write-in votes, you will want to make absolutely certain that there is no listing of write-in candidates in your binder.)

- ③ **SPELLING**
In determining the validity of a write-in vote, the spelling of the candidate’s name need not be exact as long as the intent of the voter can be determined. There should be some relationship between the appearance or the sound of the write-in name entered and that of the candidate’s actual name. In the event of a misspelled name, a majority of the judges must agree as to the intent of the voter and whether or not the write-in vote is to be counted.
- ④ Go through the write-in ballots and record all VALID write-in votes on the Write-in Tally Sheet. The Write-in Tally Sheet can be found in **Pocket #8 of the Judges’ Binder of Election Day Materials**. Simply follow the instructions on the tally sheet for recording the write-in votes.
- ⑤ After completing the tallying of all valid write-in votes, all judges must sign the tally sheet. If no valid write-in votes are tallied, write “NONE” across the tally sheet and be sure to sign it.
- ⑥ Place the white copy of the Write-in Tally Sheet and the Write-In Results Report in the Election Night Return Envelope, found in **Pocket #10 of the Judges’ Binder of Election Day Materials**, and the yellow copy in the cardboard ballot return box to be delivered by hand to the Election Night Ballot Check-In Station.

Step 19 Complete the “Certificate of Ballots” form

LOCATE THE “CERTIFICATE OF BALLOTS” FORM You may have already completed some of the form. Now is the time to make certain that all items are completed.

1. Line 1 should already have the number of blank ballots received (This should have already been recorded on the form before you opened the polls.) This includes Official Ballots, Federal Ballots and the ExpressVote Ballot Paper)
2. Record the number of vote by mail ballots returned by voters, if any, on line 2.
3. Add lines 1 and 2 and record the total ballots received on line 3.
4. Record the number of “Spoiled Ballots” (if any) on line 4 (From Envelope #2)
5. Record the number of signed voter applications (from the spindle) on line 5.
6. Record the number of Provisional Ballots on line 6 (The provisional ballots will be processed in the County election office)
7. Record the number of Excess Ballots on line 7 (From Envelope #3)
8. Record the number of Defective Ballots on line 8 (From Envelope #3)
9. Record the number of Duplicated Ballots on line 9 (From Envelope #5)
10. Record the number of Unused Ballots on line 10 (#4 Bag)
11. Record the number of valid Write-in Votes cast on line 11 (From Write-in Tally Sheet)
12. Record the number of Ballots Tabulated (hand count) on line 12.

Complete the rest of the “Certificate of Ballots” form and all election judges MUST sign the form upon completion. The top (white) copy will be returned in the Election Night Return Envelope and the bottom (pink) copy will be returned in the Cardboard Ballot Return Box.

(See following page for sample Certificate of Ballots form)

CERTIFICATE OF BALLOTS

Top (white) copy to be returned in Election Night Return Envelope
Bottom (pink) copy to be returned in Cardboard Ballot Return Box

Township_____

Precinct_____

1. Number of official Blank Ballot Cards Received _____
2. Number of Vote by Mail Ballots Returned by voters
(Returned by voters during voting hours for a new ballot) _____
3. TOTAL Number of Ballots Received (Add lines 1 & 2) _____
4. Number of SPOILED Ballots - Envelope #2
(Returned by voters during voting hours for a new ballot) _____
5. Number of signed APPLICATIONS to Vote
(From the application spindle) _____
6. Number of PROVISIONAL BALLOTS
(Sealed separately – to be counted at County election office) _____
7. EXCESS Ballots - Envelope #3
(If there are more ballots than applications) _____
8. Number of DEFECTIVE Ballots - Envelope #3
(Ballots with identifying marks or no judge's initials) _____
9. Number of DUPLICATED Ballots - Envelope #5
(Ballots that were DAMAGED and needed to be duplicated) _____
10. Number of UNUSED Ballots - Envelope #4 (white bag)
(Blank ballots not voted on) _____
11. Total number of **valid** WRITE-IN VOTES Cast _____
12. Number **BALLOTS TABULATED** – Must be hand counted _____
(Ballots and pink copy of this form are to be returned in cardboard ballot return box)

We, the undersigned, certify that we served as Judges of Election at the _____ Election held on the _____ day of _____ in _____ Township, Precinct No. _____, County of Sangamon, Illinois; the polls were open at 6:00 a.m. and closed at 7:00 p.m.; and the above is a true and correct accounting of the ballots.

Election Judge_____

Election Judge_____

Election Judge_____

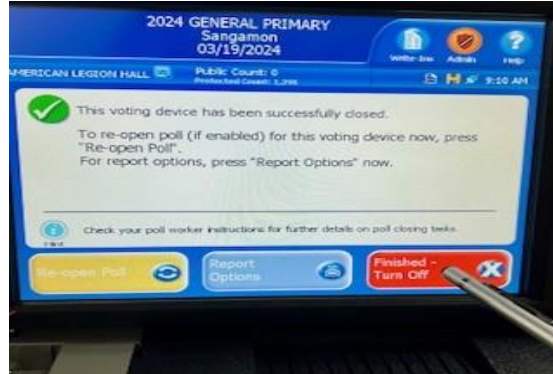
Election Judge_____

Election Judge_____

Step 20 Close tabulator and remove memory stick

After all the required copies of results have been printed, follow these instructions to close the tabulator and remove the MEMORY STICK. For precincts that share a tabulator, one precinct will be assigned to return the MEMORY STICK. This will be the same precinct that had the Key and Memory Stick Pouch and PINK Election Night Return Envelope delivered in their Judges' Binder.

- ① After all copies of results have printed – Touch **FINISHED – TURN OFF**.



- ② The power button will change from GREEN to RED. When the BUTTON IS NO LONGER LIT and the SCREEN IS COMPLETELY BLACK, **THEN** remove the MEMORY STICK.



Power Button Green



Power Button Red



***Power Button NOT Lit-
NOW OK to Remove Stick***

IMPORTANT: DO NOT REMOVE THE MEMORY STICK WHEN THE POWER BUTTON AND TABULATOR SCREEN IS STILL LIT

- ③ PLACE THE MEMORY STICK AND SEAL (that you removed from the compartment cover before printing results) IN THE KEY and MEMORY STICK POUCH WITH ONE COPY OF RESULTS FOR ALL PRECINCTS THAT USED THE TABULATOR. THE KEY and MEMORY STICK POUCH SHOULD THEN BE RETURNED IN THE PINK ELECTION NIGHT RETURN ENVELOPE. Refer to Step 17- Printing Election Results for more information on returning the election results tape.



- ④ Close and lock the Memory Stick Compartment.
- ⑤ GENTLY close the tabulator screen and lock using the BARREL KEY.
- ⑥ Unplug the power cord from outlet.
- ⑦ Close, latch and lock the Ballot Box lid, using the BALLOT BOX KEY.

Step 21 Closing the ExpressVote

- ① Using the BARREL KEY, unlock the side access compartment.
- ② Press and release the **Power** switch to **OFF**.
- ③ After the unit is powered off, close and lock the side access compartment.
- ④ Unplug the power cord from outlet.
- ⑤ **RETURN KEYS IN THE KEY and MEMORY STICK POUCH**

NOTE: YOU DO NOT REMOVE ANY MEMORY STICK FROM THE EXPRESSVOTE MACHINE

PLEASE MAKE SURE KEYPAD AND HEADPHONES ARE LEFT BY THE ExpressVote MACHINE

Step 22 Preparing supplies for return

Envelope #1:

- Signed Judge's Oath/Judge's Expense Sheet (reverse side of Judge's Oath)
- Certificate of Inspection
- Zero Report Tape
- Pollwatcher Credentials
- Voter Correction Sheet/Deceased Voter List (reverse side of Voter Correction)

ENVELOPE #1 IS TO BE HAND DELIVERED TO ELECTION NIGHT BALLOT CHECK-IN STATION.

Envelope #2: Spoiled Ballots (returned by voters during voting hours for new ballot)

ENVELOPE #2 IS TO BE PUT IN CARDBOARD BALLOT RETURN BOX AND IS HAND DELIVERED TO THE ELECTION NIGHT BALLOT CHECK-IN STATION.

Envelope #3:

- Defective Ballots
- Excess Ballots

ENVELOPE #3 IS TO BE PUT IN CARDBOARD BALLOT RETURN BOX AND IS HAND DELIVERED TO THE ELECTION NIGHT BALLOT CHECK-IN STATION.

#4 Bag: (plastic bag) Unused Ballots

#4 BAG CAN BE PLACED INSIDE THE GRAY SUPPLY CASE (IF ROOM) OR JUST IN YOUR VEHICLE. IT WILL BE UNLOADED BY ELECTION STAFF AT THE ELECTION NIGHT BALLOT CHECK-IN STATION.

Envelope #5: Duplicated/Damaged Ballots

ENVELOPE #5 IS TO BE PUT IN CARDBOARD BALLOT RETURN BOX AND IS HAND DELIVERED TO THE ELECTION NIGHT BALLOT CHECK-IN STATION.

Envelope #6 - Used and Unused Pre-Printed Applications (and any extra spindles)

DO NOT PUT YOUR SPINDLED/USED APPLICATIONS TO VOTE IN THE CARDBOARD BALLOT RETURN BOX

ENVELOPE #6 IS TO BE HAND DELIVERED TO THE ELECTION NIGHT BALLOT CHECK-IN STATION.

PROVISIONAL BALLOTS CARRIER POUCH– includes voted provisional ballots sealed separately.

THIS ENVELOPE IS TO BE HAND DELIVERED TO THE ELECTION NIGHT BALLOT CHECK-IN STATION.

(PLEASE ALSO REFER TO RETURNING SUPPLIES SUMMARY IN POCKET #10 OF YOUR JUDGES' BINDER)

ELECTION NIGHT RETURN ENVELOPE

(See STEPS 17 and 20 for more detailed information)

Precincts that were delivered the Key and Memory Stick Pouch will have a PINK Election Night Return Envelope. All other precincts will have a GREEN Election Night Return Envelope.

PINK Election Night Return Envelope **MUST** have:

1. KEY and MEMORY STICK POUCH which contains:
 - **MEMORY STICK – THIS IS VITAL!!**
 - BALLOT BOX AND BARREL KEY
 - Signed Election Results from ALL precincts that shared the tabulator
 - Seal from Memory Stick Compartment
 - Configuration and Ballot Status Accounting Report Tapes
2. Certificate of Ballots Form (top/white copy)
3. Write-In Tally Sheet (top/white copy)
4. Write-In Results Report Tape

GREEN Election Night Return Envelope **MUST** have:

1. Certificate of Ballots Form (top/white copy)
2. Write-In Tally Sheet (top/white copy)
3. Write-In Results Report Tape

**ELECTION NIGHT RETURN ENVELOPE IS TO BE HAND DELIVERED
TO THE ELECTION NIGHT BALLOT CHECK-IN STATION**

DO NOT put the Election Night Return Envelope inside the Cardboard Box

CARDBOARD BALLOT RETURN BOX must include the following material:

- ❶ Voted ballots with write-ins on top
- ❷ 1 Signed Copy of Election Results Tape
- ❸ **PINK copy** of “Certificate of Ballots” form
- ❹ **YELLOW copy** of “Write-in Tally Sheet”
- ❺ Envelopes #2, 3, & 5

When all items are in the ballot return box, the judges must sign the ballot box return seal and affix it firmly to the cardboard ballot return box.

**THE CARDBOARD BALLOT RETURN BOX IS TO BE HAND DELIVERED TO
THE ELECTION NIGHT BALLOT CHECK-IN STATION**

**THE FOLLOWING MATERIAL IS TO BE HAND DELIVERED TO THE
ELECTION NIGHT BALLOT CHECK-IN STATION**

- ① Election night return envelope (Pink or Green)
- ② Envelope #1
- ③ Envelope #6 -MUST HAVE SPINDLED APPLICATIONS TO VOTE
- ④ Provisional ballots carrier pouch
- ⑤ Cardboard ballot return box

***The following material will be unloaded by election office
personnel from your vehicle***

GRAY SUPPLY CASE - Includes the Judges' Binder of Election Day Materials, Privacy Covers, Supply Baggie, Polling Place Signage, #4 bag containing unused ballots (if room) and any other miscellaneous supplies that can fit inside.

IMPORTANT:

Do NOT pack up the Tabulator, ExpressVote or Voting Booths. These items will be packed and picked up later. Also, do not remove the voting instruction signs that are in the Voting Booths. Leave the instruction signs in place.

**IT IS VERY IMPORTANT THAT THE
MATERIALS ARE RETURNED AS
INSTRUCTED IN THIS MANUAL**

**Be sure the MEMORY STICK from the TABULATOR and
ALL KEYS have been returned in the key and memory stick
pouch in the **PINK** Election Night Return Envelope.**

**IF YOU HAVE ANY QUESTIONS WHEN
PREPARING YOUR SUPPLIES CALL THE
ELECTION OFFICE AT (217) 753-6740**

DO NOT THROW ANYTHING AWAY!!

Step 23 Returning to Election Night Ballot Check-In Station

On Election Day personnel from the Election Office will hand deliver to the judges a Returning Supplies Summary Sheet with Map detailing the specific route back to the Election Night Ballot Check –In Station.

At the end of the night, 2 Judges (one from each party) will be responsible for returning all items as instructed. ***Note: Due to election law, High School Student election judges not 18 years of age and/or registered to vote are prohibited from returning supplies.***

Please be sure to place the Green Parking Pass on your rearview mirror to alert staff you are an Election Judge.

SPECIAL INSTRUCTIONS

WHO MAY VOTE

There should be a pre-printed application containing the voter's signature for every voter in the precinct. **If the application is present and the person currently resides at the address on the application, the person is considered qualified to vote.**

If the **voter application is NOT present**, there is a problem with the status of the person's voter registration. More than likely they have moved, are currently inactive or have never been registered before.

NOTE (Very Important): Illinois Election law now allows for in-polling place registration on Election Day in order to correct registration problems or fully register new voters. See page 55 for more information on Election Day Registration.

If you have no application for a voter; the voter resides at a different address; the voter has had a name change and moved to a different precinct or the voter is in the inactive application booklet (blue) and has moved, they should be directed to the Election Day Registration table in the polling place.

Note: if the voter has had a name change and is still in the same precinct or if the voter is in the inactive application booklet (blue) and still resides at the same address, they can vote after completing the proper affidavit (Orange – C-3 form).

It is VERY IMPORTANT that all affidavits are fully completed and contain all required signatures. Election judges should not hesitate to call the County Election Office, (217) 753-6740, if unsure how to properly complete an affidavit or for questions as to whether someone is qualified to vote. The office will assist you in making a decision.

WHO MAY NOT VOTE

(With Certain Exceptions)

The following individuals may NOT vote at the polling place, except as noted:

- ① Individuals who are not registered and not willing or unable to provide valid forms of identification to fully register to vote on Election Day in the polling place. (Exceptions: Nonregistered Military Personnel, Nonregistered Veterans separated within 60 days of election.)
- ② Individuals who have moved more than 30 days OUTSIDE of Sangamon County and did not transfer their registration to their new county of residence.
- ③ Individuals who moved within Sangamon County more than 30 days prior to the election and did not transfer their registration to the new address. In addition, they are not willing or unable to provide valid forms of identification to change their registration in the polling place on Election Day.

NOTE: Voters in this category ARE still eligible to vote for Federal Offices Only in their old precinct. See page 56 for more information.

- ④ Individuals who have moved **within the precinct** more than 27 days prior to the election and have not transferred their registration. In addition, they are not willing or unable to provide valid forms of identification to change their registration in the polling place on Election Day.

NOTE: Voters in this category ARE still eligible to vote for Federal Offices Only in their old precinct. See page 56 for more information.

- ⑤ Individuals who have changed their name more than 27 days prior to the election and moved outside the precinct, and did not re-register. In addition, they are not willing or unable to provide valid forms of identification to change their registration to the correct name in the polling place on Election Day.

Note: Voters who change their name but still live in the same precinct can vote after completing the proper affidavit.

- ⑥ Non-registered veterans discharged from active duty more than 60 days before the election and not willing or unable to provide valid forms of identification to fully register to vote on Election Day in the polling place.
- ⑦ A voter whose name appears on the list as having been issued an early, grace period or vote by mail ballot shall not be permitted to vote in the precinct. **A voter who was sent a mail ballot and has not yet voted and returned it to the Election Office, may surrender the mail ballot to the judges, which is then marked Spoiled, and the voter can then be issued a ballot in the polling place and vote in person.**

NOTE: If the voter claims not to have voted or does not have their mail ballot to surrender to the judges, they may vote Provisionally, see pages 47 - 50)

VOTERS REQUIRING AFFIDAVITS OR OTHER DOCUMENTATION

(Please refer to the **BALLOT ENTITLEMENT CHART** on the back cover for more specific information or in **Pocket #5** of the **Judges' Binder of Election Day Materials**)

Affidavit: a sworn statement made in writing before an election judge. Under certain circumstances, a person may be required to sign one or more affidavits in addition to their application for ballot before being permitted to vote. All affidavits and supporting affidavits are spindled with the voter's application EXCEPT for the Provisional Voter Affidavit, which is sealed separately with the provisional ballot.

Supporting Affidavits: The necessary supporting affidavits are usually found at the bottom or on the reverse side of the affidavit being used. On a supporting affidavit, the supporting witness swears that he/she is a registered and qualified voter of the precinct in which the challenged voter is attempting to vote, that he/she personally knows the challenged voter and that the challenged voter meets the legal requirements of voting and is entitled to vote. The challenged voter may provide two forms of identification showing the address of his/her current residence in lieu of a supporting affidavit.

It is VERY IMPORTANT that all affidavits are fully completed and contain all required signatures. See illustrations on page 46, 50 and 53-54 of a properly completed affidavit. Election judges should not hesitate to call the County Election Office, (217) 753-6740, if unsure how to properly complete an affidavit.

The following individuals may vote ONLY after completing the appropriate affidavit:

NOTE: Although the following affidavits are acceptable for use, please be reminded that most of the following scenarios can be corrected through in-polling place registration on Election Day. If you are unsure whether someone is qualified to vote or which affidavit to use, please contact the Election Office at (217) 753-6740.

VOTER MOVED WITHIN THE PRECINCT

If a registered voter moved within the precinct within 27 days prior to the election, he/she may vote after completing the appropriate affidavit (C-3), which must be accompanied by a supporting affidavit. The C-3 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

VOTER MOVED OUTSIDE THE PRECINCT

If a registered voter moved within 30 days preceding the election to a residence outside the precinct (but within the State of Illinois), he/she may vote a full ballot after completing the appropriate affidavit (C-4A), which must be accompanied by a supporting affidavit. This person may vote only in person and only at the precinct where he/she was previously registered. The C-4A affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

NAME CHANGE

A person who has a name change (occurring anytime) and still **resides in the same precinct** may vote after completing the appropriate affidavit (C-3), accompanied by a supporting affidavit, at the polling place on Election Day. The affidavit will then be used to register the person under their new name after the election. The C-3 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

NAME ON PRECINCT LIST OF REGISTERED VOTERS

A person whose name is on the poll sheet but does not have a pre-printed application may vote after completing the appropriate affidavit (C-3), which must be accompanied by a supporting affidavit. The C-3 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

NON-REGISTERED MILITARY PERSONNEL

Non-registered military personnel who have maintained a legal residence in the precinct for at least 30 days may vote after completing the appropriate affidavit (C-2), which must be accompanied by a supporting affidavit. This category does not include spouses and dependents of military personnel. Spouses and dependents must be registered in order to vote in person. The C-2 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

NON-REGISTERED VETERANS SEPARATED WITHIN 60 DAYS OF ELECTION

Non-registered veterans who have left active military service within 60 days of the election may vote after completing the appropriate affidavit (C-2) and providing satisfactory evidence of discharge. This affidavit must be accompanied by a supporting affidavit. This category does not include spouses or dependents. Spouses and dependents must be registered in order to vote in person. The C-2 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

CHALLENGED VOTER

A challenged voter is a person whose right to vote is challenged on a specific qualification. If the judges overrule the challenge, the voter is allowed to vote as though there was no challenge issued. If the judges uphold the challenge, the voter **MUST** be notified that he or she may be entitled to vote a provisional ballot. (See pages 47-50)

NO RECORD OF REGISTRATION IN THE POLLING PLACE

A person for whom the election judges have no record of registration in the polling place (i.e., there is no pre-printed application and the person's name is not listed on the poll list of registered voters) should be directed to the ***Election Day Registration table. After completing a registration form, they will then be entitled to vote. See page 55 for more information on Election Day Registration***

VOTER MOVED MORE THAN 30 DAYS BEFORE THE ELECTION

If a voter has changed their residence to an address within Sangamon County more than 30 days before the election, but is still registered to vote from their former address, the voter may vote a ballot for Federal Offices Only in the precinct of their former residence. The voter completes an Address Correction for Fail-Safe Voter (C-6) form. Place this form on the spindle behind the voter's application. The C-6 form is located in **Pocket #5 of**

the Judges' Binder of Election Day Materials. Please see page 56 for more information on Federal Offices Only Ballot. **Note: Voter should first be given the option to register and vote in the polling place on Election Day. See ELECTION DAY REGISTRATION AND VOTING on page 55.**

CHANGE OF ADDRESS DUE TO 9-1-1 SYSTEM

If a voter's address has changed due to the implementation of a 9-1-1 emergency system, the voter may vote after completing the appropriate affidavit (C-3). The C-3 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials.**

VOTER REQUESTING TO REVOKE OR CANCEL VOTE BY MAIL BALLOT

If a voter wishes to cancel or revoke their vote by mail ballot (which has not yet been counted by the Election Office), but does not have the mail ballot to surrender to the judges, they can complete the appropriate affidavit (C-3), located in **Pocket #5 of the Judges' Binder of Election Day Materials,** specifying that they never received such ballot, or it was not received by the Election Office. They would then be eligible to vote in the polling place. If the voter turns in the mailed ballot, or a portion of any damaged ballot, the voter does not need to complete an affidavit.

If the voter received their mail ballot BUT does not have the mail ballot to surrender to the judges, the voter *MUST VOTE A PROVISIONAL BALLOT* (see page 47-50 for more information on Provisional Voting).

**SEE FOLLOWING
PAGE
FOR ILLUSTRATION
OF
PROPERLY
COMPLETED
VOTER AFFIDAVIT**

**Illustration of completed C-3 Affidavit
(showing examples for all categories)**

VOTER AFFIDAVIT

Fill in the voter's township and precinct here

TWP. Capital PCT. 50

**Change of Name/Address
(Please Print)**

**MUST BE COMPLETED BY VOTER &
CHECK APPLICABLE BOX 1 - 6 BELOW**

(THIS FORM WILL BE USED TO UPDATE YOUR REGISTRATION)

Fill in the name, phone and address of voter here

Fill in D/O/B and EITHER DL#, SS# or State ID# of voter

Email is optional - BUT you must date the form here

Last Name (circle one) JR SR I II III IV V Smith		First Name Mary		Middle Initial E	Telephone Number 217-123-4567
RESIDENCE (DO NOT GIVE P.O. BOX) 500 Main Street		Apt. Number Apt. 2	City or Village Springfield		Zip Code 62703
Date of Birth (MM/DD/YY) 5 / 20 / 1950	Drivers License Number S100 - 1234 - 5678	Social Security Number (or last four digits) 123 - 45 - 6789		State I.D. Card Number 2001 - 2345 - 6785	

I do solemnly swear (or affirm) that: I am a citizen of the United States; I am 18 years of age or older (or for a General Primary, that I am 17 years of age or older and will be 18 by the General Election); I have resided in the State of Illinois and in this election precinct 30 days preceding this election; I have not voted in this election; I am a duly qualified voter in every respect; that I now reside at the address above in this election district.

VOTER MUST sign here

Mary E. Smith

Email address (optional) maryes@gmail.com
(for purposes of e-mail notification only)

17th day of March, 20 20

SIGNATURE OF VOTER

MARK APPLICABLE STATEMENT AND FILL IN ANY BLANKS IN THAT STATEMENT:

- ☒ 1. I have changed my residence to the above address within the past (35 days if precinct registration was held, 27 days if no precinct registration was held) from 200 Main Street both of which are in this election district (precinct). Supporting affidavit required or two forms of I.D. required (10 ILCS 5/4-16). Identification: If used, both must show current residence address.
- ☒ 2. I have changed my name from Mary Brown to the name signed above. I am the same person now registered from the above address in this election district (precinct). Supporting affidavit or two forms of I.D. required (10 ILCS 5/4-16). Identification: If used, both must show current residence address.
- ☒ 3. My name appears on the printed pollsheet of voters and my name has not been erased or withdrawn from the register of voters, however my card is not in the precinct binder and I do possess a valid voter's I.D. (in counties under 500,000 population). Supporting affidavit or two forms of I.D. required (10 ILCS 5/4-15, 4-22). Identification: If used, both must show current residence address.
- ☒ 4. I applied for but never received an absentee ballot (10 ILCS 17-9, 18-5). No supporting affidavit required.
- ☒ 5. I completed and returned an absentee ballot and was informed that the election authority did not receive my absentee ballot. No supporting affidavit required.
- ☒ 6. I have not changed by residence, but my address has changed as a result of implementation of a 9-1-1 emergency telephone system.

Check the correct Box (1 - 6) for the reason the affidavit is being completed

If Box 1 is checked - fill in former address (New Address is above)

If Box 2 is checked - fill in former name (New Name is above)

If Box 1, 2 or 3 is checked - YOU MUST have the supporting affidavit section completed OR see and record 2 forms of I.D. with the voter's address

Supporting Affidavit (Witness acquainted with Voter)
I do solemnly swear (or affirm) that I am a resident of this election precinct (or district) and entitled to vote at this election; and that I have been a resident of the State for 30 days, and am well acquainted with the person whose vote is now offered; that he/she is an actual and bona fide resident of this election precinct (or district) and has resided herein 30 days, and as I verily believe, in this State, 30 days preceding this election.

Subscribed and sworn to (or affirmed) by Jean Williams before me, on 3 / 17 / 2020
Witness (print name) Month, Day, Year

-OR- Jean Williams
Signature of Witness

Supporting Forms of I.D. (Voter's Identification: Both must show current residence address)
1. Driver's License 2. Utility Bill

(ELECTION JUDGE TO COMPLETE)

Fill in the date the form is being completed here

Signed and sworn to (or affirmed) by Mary E. Smith before me, on 17th day of March, 20 20

Fill in the name of voter requiring affidavit here

Bill D. Lach
Signature of Judge of Election

Election Judge MUST sign here

CHALLENGING A PERSON'S RIGHT TO VOTE

WHO MAY CHALLENGE

An election judge is obligated to challenge a person's right to vote if the judge believes that person is not a qualified voter. A pollwatcher or any legal voter may also issue a challenge.

REASONS FOR CHALLENGE

The challenger must state a specific reason for challenging a person's right to vote. Some reasons for challenging include:

1. The voter no longer resides at the given address.
2. The person attempting to vote is not the same person as registered.
3. The voter has already voted.
4. There is no record that the person is registered.

DECIDING A CHALLENGE

The judges act as a board in deciding a challenge. A majority of the judges determine whether to sustain or overrule a challenge. If a majority of the judges sustain the challenge (agree with the challenger), the voter must be notified of their right to cast a provisional ballot. If a majority of the judges overrule the challenge (do not agree with the challenger), the voter is permitted to vote as though a challenge has not been issued. See pages 47 – 50 for additional information on provisional voting.

**IT IS BEST TO CALL THE
ELECTION OFFICE (217) 753-6740
IF YOU ARE UNSURE IF A VOTER IS
ELIGIBLE TO VOTE OR IF YOU ARE
UNSURE WHAT AFFIDAVIT SHOULD BE
COMPLETED**

PROVISIONAL VOTING

A Provisional Ballot is a voter's ballot that **IS NOT PUT INTO THE TABULATOR**, but is sealed in a separate container. Due to several reasons as explained on the next page, the eligibility of a voter given a provisional ballot is in question. Therefore, these ballots will be sealed individually and separated from the ballots placed in the ballot box.

After the election, the Election Authority will investigate each provisional ballot cast and determine if it should be counted. The provisional voter will be given instruction on how to determine if their ballot was counted. As stated in more detail following, the provisional voter will also be required to complete a **"Provisional Voter Affidavit,"** which will be used as a voter registration form following the election.

**SEE ILLUSTRATION ON PAGE 50 OF PROPERLY COMPLETED
PROVISIONAL VOTER AFFIDAVIT**

It is VERY IMPORTANT that all affidavits are fully completed and contain all required signatures. See illustration on page 50 of properly completed Provisional Voter Affidavit. Election Judges should not hesitate to call the County Election Office, (217) 753-6740, if unsure how to properly complete an affidavit.

WHO MAY VOTE A PROVISIONAL BALLOT

A person who claims to be a legally qualified registered voter in the precinct in which he/she seeks to vote, is entitled to cast a Provisional Ballot under one of the following seven circumstances.

- ❶ The person's name does not appear on the official list of eligible voters for the precinct in which the person seeks to vote and the person has refused an opportunity to register at the polling place or Election Office.
- ❷ The person's voting status has been challenged by an election judge, a pollwatcher, or any legal voter and that challenge has been sustained by a majority of the election judges.
- ❸ The voter did not provide identification when he/she registered and cannot provide identification on Election Day. (See page 19 for more information)
- ❹ A Federal or State court order extends the time for closing the polls beyond the time period established by state law and the person votes during the extended time period.
- ❺ The person's name appears on the list of voters who voted during the early voting period, but voter claims not to have voted during the early voting period.
- ❻ The person received a vote by mail ballot but did not return the ballot to the election authority or surrender it to the Election Judges at the polling place.
- ❼ The voter attempted to register to vote on Election Day, but failed to provide the necessary documentation.

PROCEDURES FOR CASTING A PROVISIONAL BALLOT

An Election Judge shall notify a person that he/she is entitled to vote a Provisional Ballot and refer to the following procedures. **To ensure the voter receives the correct ballot type – YOU MUST CALL THE ELECTION OFFICE (217) 753-6740 BEFORE ISSUING A PROVISIONAL BALLOT.**

The person shall be provided an Application to Vote,* **Provisional Voter Affidavit/Envelope**, a ballot and a privacy cover. The provisional voter's application is numbered and should be put on the spindle and the "Provisional" box should be marked.

***Note:** If there is no pre-printed application for the provisional voter (in the active or inactive booklets), complete a blank application found at the end of the application booklet. If a person's residence address is outside the precinct boundaries, the election judge shall direct the voter to the Election Day Registration table in order to locate the polling place assigned to serve that address, and instruct the person to go to the proper polling place to vote.

- ① The **Election Judge will complete the information on top of the Provisional Affidavit/Envelope:** Election Date, Provisional Voter Code, Precinct Name and Number. Note: for the Provisional Voter Code – Write your “Precinct Name – 1” for the 1st provisional ballot cast. For the 2nd provisional cast, it would then be “Precinct Name – 2”, and then continue numbering consecutively for any other provisional ballots cast.
- ② Instruct the voter to complete the information in the Affidavit section. Be sure the voter signs the envelope and provides a Driver’s License #, Last 4 Digits of Social Security # or State ID #.
- ③ The Election Judge checks the correct reason box and signs and prints their name on the bottom.
- ④ Voter should also complete an Application to Vote, which is then numbered and placed on the spindle.
- ⑤ The Election Judge issues “receipt” to voter, which is the white carbon copy in the Affidavit Envelope.
- ⑥ Issue the voter the correct ballot and instruct them when done voting to seal it in the Provisional Ballot Envelope and return to the Judge’s table.
THE VOTED PROVISIONAL BALLOT IS NOT INSERTED INTO THE TABULATOR AND IS NOT DEPOSITED INTO THE BALLOT BOX. THE PROVISIONAL BALLOT IS SEALED IN THE PROVISIONAL BALLOT ENVELOPE BY THE VOTER.
- ⑦ The Election Judge should place the sealed Provisional Ballot/Affidavit Envelope in the Provisional Ballots Carrier Pouch which is hand delivered at the end of the night.

The Election Judge must accept and place in the clear packing area of the provisional ballot envelope any information (provided by the person who casts a Provisional Ballot) that the person believes supports his or her claim that he or she is a duly registered voter and qualified to vote in the election. Additionally, the voter has seven calendar days after the election to supply the Election Authority with any additional information that may prove they are qualified. (This is stated in the instructions on their affidavit copy given to the provisional voter.)

**SEE ILLUSTRATION ON PAGE 50 OF PROPERLY COMPLETED
PROVISIONAL VOTER AFFIDAVIT**

**PLEASE be sure the Affidavit is fully completed and the ballot is
sealed within the Provisional Envelope.**

**YOU MUST CALL THE ELECTION OFFICE (217-753-6740)
BEFORE ISSUING A PROVISIONAL BALLOT.**

Illustration of completed Affidavit of Provisional Voter

PROVISIONAL VOTER'S BALLOT

Date of Election 6/28/22
 Provisional Voter Code Capital 2-1
 Township or Ward Capital Precinct Number 2

VOTER: SEAL BALLOT IN THIS ENVELOPE
 (DO NOT OPEN THIS ENVELOPE ON ELECTION NIGHT)

AFFIDAVIT

State of Illinois, County of Sangamon
 Precinct/Township Capital 2 Ward _____

I, Sally Smith, do solemnly swear (or affirm) that I am a citizen of the United States, that I am 18 years of age or older (or for a General Primary, that I am 17 years of age, or older and will be 18 by the General Election), I have resided in this State and in this precinct for 30 days, I have not voted in this election, I am a duly registered voter in every respect, and I am eligible to vote at this election.

Election date 6/28/22
 Voter Signature Sally Smith
 Printed name of Voter Sally Smith
 Printed Residence Address 200 Brown St.
 City Springfield State IL Zip 62701
 Date of Birth 5 20 1960
 Phone # (optional) 217-123-4567
 Email SallyS123@gmail.com
(Optional, for verification purposes only)

Complete one of the following:
 Illinois Driver's License # _____
 Last 4 Digits of Social Security # 1234
 or Illinois Secretary of State ID Card # _____

PROVISIONAL BALLOT DECLARATION

TO BE COMPLETED BY ELECTION JUDGE:
 Check reason the voter has been given a provisional ballot:

☐ Not on List ☐ Voter Challenged ☐ Voting Time Extended
☐ Required ID Not Presented ☒ Vote By Mail Ballot Not Returned
☐ Early Voter Who Claims Not To Have Voted Early But On List
☐ Failed to provide documentation for Election Day Registration
☐ Other _____

Facts that support or oppose the allegation that the person is not qualified to vote:

 (Election Judge Signature)
 Mary Green
 (Printed Name of Election Judge)

Rev. 5/15

DID YOUR VOTE COUNT?
 You may submit additional information to the Election Authority (county clerk or board of election commissioners) to verify your voting status. The information must be received by the election authority within 14 days of Election Day, to determine if your vote counted. If it was not counted, the reason for rejection will be provided.
 The election authority has two weeks following the election to verify the registration for provisional voters. If the election authority determines that you are a registered voter at the address you provided on the affidavit, the vote will be counted. If the election authority determines you are not registered at the address you provided on the affidavit, the affidavit will be used as a registration application and you will be sent a registration card.
 If the election authority determines you are not registered at the address you provided on the affidavit, the envelope will not be opened and your ballot will not be counted. The affidavit completed by mail and were required to submit ID but failed to do so, your voter registration remains incomplete and the provisional vote will not be counted.

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VOTER ASSISTANCE

Even though the ExpressVote allows voters to use a keypad and/or headphones to vote privately, voters still have the option of asking to be assisted by a person of the voter's choice as described in this section.

ASSISTANCE - the actual marking of the ballot by selected individuals in the privacy of the voting booth. Assistance is given only upon the voter's request and **after the voter has completed the Affidavit of Assisted Voter section and those giving assistance have completed the Oath of Assistance section of the (C-3) Affidavit of Voter.** The C-3 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials.**

It is VERY IMPORTANT that the Affidavit of Assisted Voter is fully completed and contains all required signatures. See illustrations on pages 53-54 on how to properly complete an assisted voter affidavit.

PLEASE NOTE: *the voter and the person(s) giving assistance must read and sign the Assisted Voter Affidavit.* If assistance is to be provided by someone other than two election judges, **the person giving assistance must first read and sign the oath of assistance** (which includes written instructions on how to legally assist a voter). This affidavit should then be spindled with the voter's pre-printed application to vote.

Only two groups of voters may receive assistance:

1. The disabled or blind voter
2. The illiterate voter

ASSISTING THE VOTER

Assistance is always given in the privacy of the voting booth. Anyone giving assistance must cast the vote as directed by the voter and shall not give information afterward as to how the vote was cast.

WHO MAY GIVE ASSISTANCE

Any voter who requires assistance to vote by reason of blindness, disability or inability to read or write may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of the voter's union.

The previously mentioned information must be provided to all voters requesting assistance. Should the voter not specify an individual to assist in voting, two judges shall assist him/her, one from each political party. The two judges who will be giving assistance to voters are selected when the polls open.

ASSISTING THE ILLITERATE VOTER

An illiterate voter is a qualified voter who cannot read or write English sufficiently to cast his/her ballot. Before receiving assistance, the voter either signs his/her name or makes his/her mark on an affidavit (C-3). Before giving assistance, the individual(s) giving assistance signs the affidavit. If the person giving assistance is someone other than two election judges, the person giving assistance should complete the Oath of Assistance. (Reverse side of affidavit C-3) By signing the oath, the person giving the assistance swears that he/she will not influence the voter's choice in any way and will vote as directed by the voter.

ASSISTING A PHYSICALLY DISABLED VOTER

A physically disabled voter is a voter who is physically unable to mark his/her ballot or is blind. However, a person who is intoxicated does not qualify as physically disabled and cannot receive assistance. Before receiving assistance, the physically disabled voter must complete the Affidavit of Assisted Voter. Before giving assistance, the individual(s) providing the assistance must also sign the affidavit. If the person giving assistance is someone other than two election judges, the person giving the assistance receives written instructions and an oath of assistance from the judge at Station A. (Reverse side of C-3). By signing the oath, the person giving assistance swears that he/she will not influence the voter's choice in any way and will mark the ballot as directed by the voter.

LISTED BELOW ARE SUGGESTIONS FOR COMMON COURTESIES AND GUIDLELINES WHEN OFFERING ASSISTANCE:

- Be considerate of the extra time it might take for a person who has a disability to get things done, and give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than to a companion who may be along.
- Speak calmly, slowly and directly to a person that you believe to be hearing impaired. Your facial expressions, gestures and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, write a note to the person.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is visually impaired by verbally letting the person know who and where you are. You may wish to verbally explain the procedures as well. Utilize the signature guide delivered with your supplies for signing forms. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines.
- Be aware that dogs that assist people with disabilities should be admitted into all buildings. Such dogs are highly trained and need no special care other than that provided by the owner. Never distract, pet or feed the dog.
- Be aware that federal law allows voters with disabilities to be accompanied by and to receive the assistance of another person in the voting booth.
- **MOST OF ALL** – Remember that ALL voters deserve courteous attention when exercising their right, as citizens, to vote.

**SEE FOLLOWING PAGES FOR
ILLUSTRATIONS ON PROPERLY
COMPLETED AFFIDAVIT OF ASSISTED
VOTER**

**Illustration of completed Affidavit of Assisted Voter
(when voter is assisted by person of their choice – NOT 2 Election Judges)**

AFFIDAVIT OF ASSISTED VOTER

FOLLOWING MUST BE COMPLETED – PLEASE PRINT

Fill in the voter's township and precinct here TWP. Capital PCT. 87

Fill in the name and address of voter RECEIVING assistance here

Last Name (circle one) J I SR T E IV V Smith	First Name Charlie	Middle Initial A
House Number & Street Name 2960 Stanton	Apt. Number Apt 132	City or Village Springfield
		Zip Code 62703

☒ 1. By reason of a physical disability of blindness/visual impairment I am unable to mark my ballot and hereby request assistance (10 ILCS 5/7-48, 17-14). Supporting affidavit required below.

☐ 2. I cannot read or write the English language and hereby request assistance (10 ILCS 5/7-48, 17-14). Supporting affidavit required below.

Check Box 1 or Box 2. If 1, you MUST fill in nature of disability on the line

I hereby request that I be assisted in voting by Rose Smith
Name of Person(s) Assisting Voter

Fill in the name of the person GIVING assistance here

I do solemnly swear that I am a citizen of the United States, that I now reside in the township and precinct of Sangamon County, Illinois, as stated above; that I am a duly qualified voter in said precinct.

So help me God (or "This I do solemnly and sincerely affirm" as the case may be).

Fill in the name of voter RECEIVING assistance here Charlie Smith
Signature (Mark) of Voter

Voter RECEIVING assistance MUST sign or make mark here

Subscribed and sworn to (or affirmed) by Charlie Smith before me, on 17th day of March, 2020.

Election Judge MUST sign here John Green
Signature of Judge of Election

Fill in the date the form is being completed here

TO THE PERSON PROVIDING ASSISTANCE TO VOTERS

YOU HAVE BEEN SELECTED BY A VOTER TO PROVIDE VOTING ASSISTANCE. UNDER ILLINOIS LAW, ONLY VOTERS WHO ARE BLIND, PHYSICALLY DISABLED OR UNABLE TO READ OR WRITE THE ENGLISH LANGUAGE MAY BE ASSISTED BY A RELATIVE OR FRIEND. INDIVIDUALS WHO CANNOT ASSIST VOTERS INCLUDE THE VOTER'S EMPLOYER, AGENT OF THAT EMPLOYER, OFFICER OR AGENT OF THE VOTER'S UNION.

YOU MUST MARK THE BALLOT AS DIRECTED BY THE VOTER. INDIVIDUALS WHO MAKE ANY ATTEMPT TO INFLUENCE THE VOTER'S CHOICE OF CANDIDATES, PARTY OR VOTES IN RELATION TO A PUBLIC QUESTION, OR TO MARK THE BALLOT OTHER THAN AS DIRECTED BY THE VOTER MAY BE GUILTY OF A CLASS 3 FELONY. IF YOU CANNOT TELL THE VOTER'S INTENT, YOU MUST NOT MARK THE BALLOT IN ANY WAY. YOU MAY NOT SUBSEQUENTLY DIVULGE THE VOTER'S INSTRUCTED SELECTION OF CANDIDATE(S) OR PUBLIC QUESTION(S).

Fill in the name of voter RECEIVING assistance here

OATH OF ASSISTANCE
(Complete when statement 1 or 2 is marked)

I state that I am/we are qualified and gave assistance to Charlie Smith whose sworn statement appears above. I further state that I did not attempt to influence the voter's choice of candidates, party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

Rose Smith
Signature of Individual Rendering Assistance

Person GIVING assistance MUST sign here

OR

Election Judge MUST sign here John Green
Signature of Democratic Judge

John Green
Signature of Republican Judge

Election Judge Administering Oath

Illustration of completed Affidavit of Assisted Voter
(when voter is assisted by 2 Election Judges from each political party)

AFFIDAVIT OF ASSISTED VOTER

FOLLOWING MUST BE COMPLETED – PLEASE PRINT

Fill in the name and address of voter RECEIVING assistance here →

Fill in the voter's township and precinct here → TWP. Capital PCT. 87

Last Name (circle one) JR SR I II III IV V Smith	First Name Charlie	Middle Initial A
House Number & Street Name 2960 Stanton	Apt. Number Apt 132	City or Village Springfield
		Zip Code 62703

☒ 1. By reason of a physical disability of blindness/visual impairment I am unable to mark my ballot and hereby request assistance (10 ILCS 5/7-48, 17-14). Supporting affidavit required below.

☐ 2. I cannot read or write the English language and hereby request assistance (10 ILCS 5/7-48, 17-14). Supporting affidavit required below.

Check Box 1 or Box 2. If 1, you MUST fill in nature of disability on the line →

I hereby request that I be assisted in voting by Natalie Kane and Roger Williams
Name of Person(s) Assisting Voter

Fill in the name of the 2 Election Judges GIVING assistance here (MUST be 1 from each political party) →

I do solemnly swear that I am a citizen of the United States, that I now reside in the township and precinct of Sangamon County, Illinois, as stated above; that I am a duly qualified voter in said precinct.

So help me God (or "This I do solemnly and sincerely affirm" as the case may be).

Fill in the name of voter RECEIVING assistance here → Charlie Smith
Signature (Mark) of Voter

Voter RECEIVING assistance MUST sign or make mark here →

Subscribed and sworn to (or affirmed) by Charlie Smith before me, on 17th day of March, 2020.

Election Judge NOT giving assistance MUST sign → John Green
Signature of Judge of Election

Fill in the date the form is being completed here →

TO THE PERSON PROVIDING ASSISTANCE TO VOTERS

YOU HAVE BEEN SELECTED BY A VOTER TO PROVIDE VOTING ASSISTANCE. UNDER ILLINOIS LAW, ONLY VOTERS WHO ARE BLIND, PHYSICALLY DISABLED OR UNABLE TO READ OR WRITE THE ENGLISH LANGUAGE MAY BE ASSISTED BY A RELATIVE OR FRIEND. INDIVIDUALS WHO CANNOT ASSIST VOTERS INCLUDE THE VOTER'S EMPLOYER, AGENT OF THAT EMPLOYER, OFFICER OR AGENT OF THE VOTER'S UNION.

YOU MUST MARK THE BALLOT AS DIRECTED BY THE VOTER. INDIVIDUALS WHO MAKE ANY ATTEMPT TO INFLUENCE THE VOTER'S CHOICE OF CANDIDATES, PARTY OR VOTES IN RELATION TO A PUBLIC QUESTION, OR TO MARK THE BALLOT OTHER THAN AS DIRECTED BY THE VOTER MAY BE GUILTY OF A CLASS 3 FELONY. IF YOU CANNOT TELL THE VOTER'S INTENT, YOU MUST NOT MARK THE BALLOT IN ANY WAY. YOU MAY NOT SUBSEQUENTLY DIVULGE THE VOTER'S INSTRUCTED SELECTION OF CANDIDATE(S) OR PUBLIC QUESTION(S).

Fill in the name of voter RECEIVING assistance here →

OATH OF ASSISTANCE
(Complete when statement 1 or 2 is marked)

I state that I am/we are qualified and gave assistance to Charlie Smith whose sworn statement appears above. I further state that I did not attempt to influence the voter's choice of candidates, party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

2 Election Judges GIVING assistance MUST sign here →

Natalie Kane Roger Williams
Signature of Democratic Judge Signature of Republican Judge

Election Judge NOT giving assistance MUST sign here → John Green
Election Judge Administering Oath

EARLY VOTING

EARLY VOTING is a procedure that allows for voters to cast their ballot in person at the Election Office prior to Election Day. No excuse is needed for a voter to vote early. Early voting is available from the 40th day through the day prior to the election. **Early ballots cast will not be delivered to the polling place.** It is required that early ballots be tabulated at the Election Office, not at the polls. Once a voter casts an early ballot, the voter is not permitted to revoke that ballot or vote another ballot at the polling place on Election Day.

NOTE: As an Election Judge, it is VERY IMPORTANT that before issuing a ballot to any voter in the polling place, you verify that the voter has not already voted Early by checking the early voter list located in Pocket #4 (see page 18 for further instruction).

GRACE PERIOD REGISTRATION AND VOTING

GRACE PERIOD REGISTRATION and VOTING refers to the registration of voters and for address or name changes during the period from the close of registration in Illinois through Election Day. This service can only be done in person at the Election Office prior to Election Day. On Election Day, this service is offered in the Election Office and at every polling place location (See Election Day Registration and Voting below.) Once the registration is processed, the person immediately casts their ballot. It is required that ballots cast through Grace Registration prior to Election Day, be tabulated at the Election Office, not at the polls. Once a voter casts a Grace Registration ballot, the voter is not permitted to revoke that ballot or vote another ballot at the polling place on Election Day.

NOTE: As an Election Judge, it is VERY IMPORTANT that before issuing a ballot to any voter in the polling place, you verify that the voter has not already voted through Grace Registration by checking the early voter list located in Pocket #4 (see page 18 for further instruction).

ELECTION DAY REGISTRATION AND VOTING

On Election Day, in person voter registration is available at both the polling place and the Election Office. Two forms of identification with at least one showing the voter's current address is required.

If you have no application for a voter; the voter resides at a different address; the voter has had a name change and moved to a different precinct or the voter is in the inactive application booklet (blue) and has moved, they should be directed to the Election Day Registration table in the polling place.

After completing their registration, the voter will be given a YELLOW copy of their Certificate of Election Day Registered Voter, which shall be submitted to the Judges in the precinct in which they are now registered. The Judges will then have the voter sign and date the application on the bottom (Signature of Voter to Receive Ballot) and for Primary Elections, **will mark their party**. The Judges will then number and initial the form in the top right corner and place on the application spindle. ***If a voter refuses the opportunity to register on Election Day or does not have the necessary identification to register, the voter must be offered a Provisional Ballot*** (See pages 47-50 for more information on Provisional Voting)

FEDERAL OFFICES ONLY BALLOT

(Applies to Federal Elections Only - those elections with offices for either President/Vice President; US Senator; US Congress; Delegates and Alternate Delegates)

IMPORTANT NOTE: Since ELECTION DAY REGISTRATION AND VOTING is available, Election Judges should notify the voter that they have the option to REGISTER IN THE POLLING PLACE and then vote a ballot for all offices. (See Election Day Registration and Voting on Page 55)

Individuals who have moved within Sangamon County MORE than 30 days prior to the election and have not transferred their registration address are eligible to vote for **FEDERAL OFFICES ONLY** in their precinct of former residence.

Individuals who have moved within the precinct MORE than 27 days prior to the election and have not transferred their registration are eligible to vote for **FEDERAL OFFICES ONLY** in their precinct of former residence.

Voters in this category may be Active or Inactive

Inactive voters will have a pre-printed application in the book of applications with the blue cover. These voters who have moved will vote a **Federal Offices ONLY** ballot for the Congressional District in which they reside. A voter's Congressional District number is shown on their pre-printed application. Also, these voters **MUST complete the "Address Correction for Fail-Safe Voter" (C-6) form.** It is important to note that some precincts may have multiple Congressional Districts within their precinct, so it is important to pay close attention to this Congressional District number.

Active voters who have moved should also complete the "Address Correction for Fail-Safe Voter," (C-6) form, in addition to signing their pre-printed application. Their Congressional District number is shown on their pre-printed application. The "Address Correction for Fail-Safe Voter" (C-6) form is located in **Pocket #5 of the Judges' Binder of Election Day Materials.**

PROCEDURES FOR ISSUING BALLOTS

Voters who are only eligible to vote for Federal Offices should be issued a ballot with the **BALLOT TYPE FED 13** or **FED 15**, depending on which Congressional District the voter resides in. (For Primary Elections, the ballot should be of the party the voter has requested.) The Judge issuing the ballot will look at the voter's pre-printed application to determine the Congressional District (either 13th or 15th) the voter resides in and then initial the ballot that has the corresponding **BALLOT TYPE FED 13** or **FED 15**.

(NOTE: IT IS VERY IMPORTANT TO PLACE INITIALS IN THE JUDGE'S INITIAL BOX LOCATED AT THE TOP OF THE BALLOT)

The Federal Ballots are delivered in a white envelope and should be kept separate from the other ballots, so they are not issued in error.

NO BALLOT SHOULD BE ISSUED TO A VOTER FOR WHICH YOU DO NOT HAVE A PRE-PRINTED APPLICATION, UNLESS YOU HAVE RECEIVED APPROVAL FROM THE ELECTION OFFICE.
CALL (217) 753-6740.

GLOSSARY OF TERMS

#4 bag (#4 envelope)

Large blue plastic bag to put unused ballots in at the end of the night and returned in gray plastic supply case. Located in Pocket #9 of Judge's Binder.

affidavit

A sworn statement made in writing before an election judge. Voter may be required to sign before being permitted to vote. Should be spindled with the voters' application (exception: Provisional Voter Affidavit - sealed separately with provisional ballot)

assistance

The act of helping a voter cast a ballot. Only physically disabled voters and individuals unable to read English may be assisted. An *Affidavit of Assisted Voter* must be completed for all assisted voters.

ballot entitlement chart

A reference chart to aid in determining who is/is not eligible to vote and what affidavit may be required. Delivered in Pocket #5 of Judge's Binder and on back cover of Judge's Manual of Instruction.

ballot type number

Based on where the voter lives, the ballot type number determines the specific office(s) and referendum(s) for that voter. It is located on the ballot and on the voter's pre-printed application.

blank ballot

Ballot with no votes detected on it. The tabulator will display a message and return the ballot. The voter can either have the ballot count as marked or have it returned so voting can be completed. Judges should confirm the voter knows the proper way to mark the ballot.

C-2 military affidavit

Affidavit used in the following circumstances; non-registered military personnel who have maintained a legal residence in the precinct for at least 30 days or who have left active military service within 60 days of the election. This affidavit is located in Pocket #5 of the Judge's Binder.

C-3 affidavit

Affidavit used in the following circumstances; voter moved within 27 days prior to the election, person who has had a name change, name is on the list of registered voters but a pre-printed application can't be found, voter's address changed due to 911 system, voter wishes to cancel or revoke their vote by mail ballot because the voter or Election Office never received it and they do not have ballot to turn in. The C-3 affidavit is located in Pocket #5 of the Judge's Binder.

C-4A affidavit

Affidavit used if a registered voter moved within 30 days preceding the election to a residence outside the precinct but within the State of Illinois. The C-4A is located in Pocket #5 of the Judge's Binder.

C-6 affidavit

Affidavit used in Federal Elections only. Used if a voter has changed their residence to an address within Sangamon County more than 30 days before the election, but is still registered to vote from their former address. The C-6 affidavit is located in Pocket #5 of the Judge's Binder.

campaign free zone

Area in which no advertising pertaining to any candidate or proposition to be voted on shall be displayed. Comprises the area from the polling room

to 100 feet from the entrance to the room where the voting occurs.

cardboard ballot return box

Located inside the gray plastic supply case. Contains the ballots, ballot box return seal and the Certificate of Ballots form. Hand carried to the check-in station at the end of the night and will have inside; voted ballots with write-ins on top, one signed copy of election results tape, pink copy of "Certificate of Ballots" form, yellow copy of "Write-In Tally Sheet" and envelopes #2, #3 and #5.

certificate of ballot

Two part form which details the number of ballots cast. It is located inside the "Cardboard Ballot Return Box." White copy returned in Election Night Envelope and pink copy returned in Cardboard Ballot Return Box.

certificate of Election Day registered voter

Form given to voter who registers in the polling place Election Day. Judges receive Yellow copy from the voter, which is then signed by voter, initialed by judges, numbered and placed on spindle, like other applications. Voter keeps pink copy as receipt.

certificate of inspection

Form signed by all election judges certifying that certain inspections were performed on the election equipment. Located in Pocket #2 of the Judge's Binder. Returned in Envelope #1.

challenged voter

A voter whose right to vote is challenged on a specific qualification i.e. the voter no longer resides at the given address. A majority of the judges determine whether to

sustain or overrule a challenge.

credential

An official document presented by a pollwatcher or another official election observer to gain entry into a polling place. Returned in Envelope #1.

curbside voting

Requested by an individual who has difficulty entering or is unable to enter the polling place. Election judges bring voting supplies to the voter outside of the polling place.

damaged ballot

Ballot that is bent or torn and cannot be counted by tabulating equipment.

deceased voter list

Sheet used by judges to record any voters believed to be deceased. Located in Pocket #6, on the reverse side of the voter correction sheet

defective ballots

A ballot missing judge's initials or has identifying marks on it. Ballot should be marked "Defective – No Initials - not counted" or "Defective - identifying marks - not counted". Ballot is then initialed and placed in Envelope #3 located in Pocket #7 of Judge's Binder. Ballot should then be replaced with initialed blank ballot of same type.

duplicated ballot

Ballot re-made as the original damaged ballot.

early voter list

Listing of voters who have requested/voted an early, grace period or vote by mail ballot. Voters on this list are not allowed to vote election day unless proper affidavit is completed. Delivered in Pocket #4 of Judge's Binder

early voting

Time period from the 40th day through the day prior to the election that any registered voter can vote without needing a reason. Early voting must be done in person at the election office. Early voters will not be allowed to vote at the polls on Election Day.

election day registration/voting

Procedure that allows for the registration of voters on Election Day at either the polling place or the election office. Voter then casts their ballot after their registration is processed.

electioneering

Working for, against, or in the interest of a candidate, party or proposition. Includes displaying or handing out buttons, posters, logos or campaign literature. Prohibited inside the polling place or within 100 feet of the voting room.

election night return envelope

Pink or Green envelope that is hand delivered to the Election Night Ballot Check-In Station containing: key and memory stick pouch (Pink ONLY), certificate of ballot (white copy) and write-in tally sheet (white copy). Located in Pocket #10 of Judge's Binder.

envelope #1

Hand delivered to the Election Night Ballot Check-In Station at the end of the night and contains; signed judge's oath/judge's expense sheet (2-sided form), zero report tape, pollwatcher credentials, certificate of inspection, voter correction sheet/deceased voter list (2-sided form). Located in Pocket #3 of Judge's Binder.

envelope #2

Goes in cardboard ballot return box at the end of the night and contains; spoiled ballots (those returned by voters for new ballot during the day). Located in Pocket #6 of Judge's Binder.

envelope #3

Goes in cardboard ballot return box at the end of the night and contains; defective and excess ballots. Located in Pocket #7 of Judge's Binder.

envelope #4 (#4 bag)

Large blue plastic bag to put unused ballots in at the end of the night and returned in gray plastic supply case. Located in Pocket #9 of Judge's Binder.

envelope #5

Goes in cardboard ballot return box at the end of the night and contains; damaged ballots (duplicated ballots). Located in Pocket #7 of Judge's Binder.

envelope #6

Hand delivered to the Election night Ballot Check-In Station at the end of the night and contains; used (spindled) and unused pre-printed applications. Located in Pocket #9 of Judge's Binder.

emergency bin

Bin located on the ballot box just below the front of the tabulator. Only used if tabulator is not working.

excess ballots

Occurs when there are more ballots than applications. All ballots are placed in ballot box and mixed. A blindfolded judge then draws the excess ballots out of the box. Each excess ballot is marked "Excess – not counted", signed by judges and placed in Envelope #3 which is located in Pocket #7 of the Judge's Binder.

ExpressVote Machine

Voting machine that visually, physically or hearing impaired voters may use to vote. Voters make selections by using the touch screen or the keypad. The ExpressVote will then print a marked ballot which is put in the tabulator.

ExpressVote ballot paper

Blank ballot paper that is used only for the ExpressVote

federal election

An election in which federal offices are being voted. Those offices include; President/Vice President, US Senator, US Representatives in Congress, Delegates and Alternate Delegates.

federal only voter

A voter who has moved within Sangamon County MORE than 30 days prior to the election and has not transferred their registration. This voter can vote for federal offices only in their former precinct. Voter should fill out a C-6 Affidavit located in Pocket #5 of the Judge's Binder.

grace period registration/voting

Procedure that allows for the registration of voters from the close of registration through Election Day. Prior to Election Day, an unregistered elector may register to vote or submit a change of address only in person at the election office. On Election Day, the voter may register at the polling place or at the Election Office. If they wish to vote in the upcoming election, they must do so after their registration is processed.

identifying marks

A mark which could distinguish a ballot from other ballots and identify the person who voted the ballot.

inactive voter

A voter who has been removed from the active voter list. Will have a pre-printed application in the book of applications with the blue cover. May still be able to vote after filling out a C-6 affidavit.

judges' binder

Located inside the gray plastic supply case. The binder contains instructions and supplies for use during the day and after the polls close.

judge's expense sheet

Sheet judges must sign in order to get paid. It is located on the reverse side of the Judge's Oath and is found in Pocket #1 of the Judge's Binder. Should be returned in Envelope #1 election night.

judge's oath

Oath judges swear to before the polls open stating they will abide by all laws while serving as a judge. Located in Pocket #1 of the Judge's Binder, on the reverse side of the Judge's Expense sheet. Should be returned in Envelope #1 at the end of the night.

key and memory stick pouch

Zippered pouch in the Judge's Binder (between Pocket #1 and #2) that contain keys, election code and stylus; this pouch is returned in the Pink Election Night Return Envelope with the Memory Stick, result report and keys at the end of the night. Note: 1 precinct per poll will have a pouch

memory stick

USB memory stick inserted in tabulator which stores election results. Should be returned in Key and Memory Stick pouch at the end of the night.

overvote

Occurs when too many candidates are selected in a

particular race. No vote is recorded for that office. The tabulator will display a message to the voter of either "Cast" or "Return".

pollwatcher

An individual who represents a candidate, political party, civic organization or a proponent or opponent of a referendum who may be present in the polling place to observe the conduct of the election. A pollwatcher must have proper credentials and surrender them to the judges of election upon entry. Pollwatcher credentials should be returned in Envelope #1.

pre-printed application

An application that contains the voter's name, address, voter id # and ballot type. The voter signs this before receiving his/her ballot. Signed applications are numbered consecutively, spindled and returned in Envelope #6.

provisional voting

A provisional ballot is issued to a voter if there is a question regarding his or her registration status or eligibility to vote. The voter will need to fill out a provisional affidavit and will then vote a ballot which will be sealed separately from the other ballots. Returned by hand in provisional ballot envelope.

referendum

Ballot initiatives or questions of public policy that voters are asked to decide by voting Yes or No. Also referred to as Propositions.

replacement judge

Judge used to replace an assigned judge that failed to appear. Replacement should be a registered voter and of the same political affiliation as the judge being replaced.

specimen ballot

True copy of the official ballot printed on different colored paper. Delivered in Pocket #2 of Election Judge Binder and is to be displayed in polling place and used before polls open to verify official ballot and zero tape are correct.

split precincts

(precincts with multiple ballot types) Precincts that have more than one combination of districts or jurisdictions for the same office. For example, a precinct may have two different congressional districts.

spoiled ballot

In most instances, a spoiled ballot is one that is returned to the judges because the voter made a mistake or is a mail ballot surrendered to the Judges by the voter, who now wishes to vote in person and not the mail ballot they received. In rare occasions, a ballot will fail to tabulate which will entitle the voter to another ballot. Spoiled ballots are marked "spoiled" in ink diagonally across the face of the ballot and placed in Envelope #2 which is located in Pocket #6 of the Judge's Binder.

tabulator (DS200)

Optical scan voting equipment that voted ballots are deposited into during voting hours and in-precinct results are printed from at the end of the night.

undervote

Occurs when no (or not enough) candidates are selected in a particular race. The tabulator will display a message to the voter of either "Cast" or "Return" if a State Constitutional Office is undervoted.

vote by mail ballot

Ballot mailed to a voter upon request, to be voted by the voter prior to Election Day.

voted early stickers

Yellow stickers delivered in Pocket #4 with the early voter list. These stickers are to be placed on the pre-printed application for every voter that appears on the early voter list.

voter assistance

The marking of the ballot by selected individuals in the privacy of the voting booth. Given upon request of the voter and after both the voter and those giving assistance have completed the C-3 Affidavit located in Pocket #5 of the Judge's Binder.

voter correction sheet

Sheet used by judges to indicate any corrections that need to be made to voter registration files including; spelling of names, error in district, signature on application does not match the voter's name or signature needs updated. Located in Pocket #6, on the reverse side of the deceased voter list.

write-in candidate

Candidates whose names do not appear on the ballot. Voters can vote for a write-in candidate by writing the candidate's name in the provided section under a race for a particular office. An "Intent to be a Write-In Candidate" must be filed with the Sangamon County Clerk's Office in order to be valid and is located in Pocket #4 of the Judge's Binder.

write-in results report tape

This report is printed after the election results and is used to help the judges verify they have tallied all valid write-in votes

write-in tally sheet

Sheet used by judges to tally the votes for any valid write-in candidate. If no valid write-in votes cast, judges should write "NONE" on tally sheet. Sheet is located in Pocket #8 of the Judge's Binder. The white copy is returned in the Election Night Return Envelope and the yellow copy is returned in the cardboard ballot return box.

zero report tape

Tape that judges print in the morning that displays zero totals for all candidates and any referenda for each precinct in the polling place. Judges must sign and then place in Envelope #1 which is located in Pocket #3 of the Judge's Binder.

NOTES

**IMPORTANT NOTICE REGARDING
ELECTION DAY REGISTRATION
AND THE
BALLOT ENTITLEMENT CHART**

Although the affidavits and procedures listed on Ballot Entitlement Chart (on outside back cover and in Pocket #5) are acceptable, please be reminded that most of the scenarios can now be corrected through in-polling place registration on Election Day. Election Judges should not hesitate to call the Election Office at (217) 753-6740 if unsure with the use of any affidavits or issuing Provisional Ballots.

BALLOT ENTITLEMENT CHART

Registration Status	Special Circumstances	Required Form(s)	Action
Registered Voter	None – Voter registered at correct address	Pre-printed Application	Vote Full Ballot
Registered Voter	Moved <u>more</u> than 30 days prior to the election, within Sangamon County, and did not transfer registration Go to Pocket #5 in your Judge's Binder for date specific ballot entitlement chart.	To vote FULL ballot: (Preferred Method) After completing registration form, voter will submit YELLOW copy to Judges, which will also serve as Application to Vote To Vote FEDERAL OFFICES ONLY ballot: Pre-Printed Application Address Correction for Fail-Safe Voter (C-6: Gray Form)	To vote FULL ballot - Voter can register on Election Day and then vote in their new polling place. (Preferred Method) If voter chooses not to re-register, they can vote Federal Offices Only ballot in Old Polling Place
Registered Voter	Moved <u>more</u> than 30 days prior to the election, outside of Sangamon County, and did not transfer registration Go to Pocket #5 in your Judge's Binder for date specific ballot entitlement chart.	NONE	CANNOT VOTE IN SANGAMON COUNTY NOTE: Voter can go to County Clerk's Office where they now reside and register on Election Day and then vote.
Registered Voter	Moved <u>within</u> 30 days prior to the election, outside the precinct but within Illinois, and did not transfer registration Go to Pocket #5 in your Judge's Binder for date specific ballot entitlement chart.	Pre-Printed Application Affidavit of Voter Having Changed Residence within 30 Days of Election (C-4A: Pink Form)	Vote Full Ballot in Old Polling Place
Registered Voter	Moved <u>within</u> 27 days prior to the election within same precinct Go to Pocket #5 in your Judge's Binder for date specific ballot entitlement chart.	Pre-Printed Application Voter Affidavit (C-3: Orange Form)	Vote Full Ballot
Registered Voter	Changed name before the election, still resides <u>in</u> the same precinct, is otherwise qualified , and did not re-register	Pre-Printed Application Voter Affidavit (C-3: Orange Form)	Vote Full Ballot
Registered Voter	Changed name before the election, moved <u>outside</u> the precinct <u>more</u> than 27 days prior to the election, but still within Sangamon County, and did not re-register	After completing registration form, voter will submit YELLOW copy to Judges, which will also serve as Application to Vote	Voter can register on Election Day and then vote in their new polling place.
Not Registered	Person has resided at current address 30 days or more preceding election and is otherwise qualified to register to vote	After completing registration form, voter will submit YELLOW copy to Judges, which will also serve as Application to Vote	Voter can register on Election Day and then vote in their new polling place.
PROVISIONAL VOTER	Claims to be a registered voter and 1 of these 7 reasons apply: 1. Name does not appear on official list of eligible voters for the precinct and person has refused to register Election Day. 2. Person's voting status has been challenged by an election judge, a poll watcher, or any legal voter and that challenge has been sustained by a majority of the election judges 3. A federal or State court order extends the time for closing the polls beyond the time period established by State law and the person votes during the extended time period 4. The voter registered by mail, and cannot provide identification on Election Day 5. Name appears on the list of early voters, but voter claims has not voted early 6. Voter received a vote by mail ballot but did not return it to election office 7. The voter attempted to register on Election Day, but failed to provide the necessary documentation	Pre-Printed Application Provisional Voter Affidavit Provisional Ballot Envelope Written Instructions (Voter is given Full Ballot) NOTE: If the voter mistakenly casts a Provisional Ballot in the wrong precinct, <u>and was not directed to the correct precinct by the election judges</u> , votes on referenda and some (or all) offices will not be tallied.	Can vote Provisional Ballot Voted ballot is NOT placed in tabulator - Voter seals ballot in Secrecy Provisional Ballot Envelope and returns to Election Judges See pages 47 - 50 in your Judge's Manual for complete instructions on Provisional Voting