

AFFIDAVIT/TOUCH WRITER JUDGES QUICK REFERENCE

SUPPLIES

1. Station Specific Folder
2. Red Pens for Judges, Black Pens for Voters
3. 'I Voted' stickers
4. Secure Blue Ballot Bag

PROCEDURES FOR PROCESSING VOTERS NEEDING ASSISTANCE

1. **Complete the Affidavit:** The assistance affidavit is located on the back of the Applications to Vote. Complete in its entirety.
2. **Give completed affidavit to Pollpad Judge** to be numbered and spindled.

PROCEDURES FOR PROCESSING PROVISIONAL VOTERS (A PROVISIONAL BALLOT IS A FULL BALLOT!)

ALL PROVISIONAL VOTES ARE CAST ON THE TOUCH WRITER!!!

1. The pollpad has determined this voter needs a provisional ballot. At the Provisional Ballot Entry screen, you will need to enter a tracking number. This number is pre-printed on the blank Provisional Envelopes. Pull a blank Provisional Envelope from the yellow expandable folder. Enter the number printed in red and then again to confirm. Touch OK. The pollpad will print 3 labels, 1 voter label and 2 Provisional labels. The voter label is stapled to the voter's Application to Vote and spindled.
2. Staple one of the Provisional labels to the blank Provisional Envelope. Be sure to sign and have the voter sign as well.
3. Staple the remaining Provisional label to the back of a Provisional Voter Handout. This handout can be found in the yellow expandable folder. Give this to the voter. It explains why they are voting provisionally and gives them contact information to determine if their provisional ballot was counted.
4. Pass the Voter to the Affidavit Judge.
5. The Affidavit Judge will then walk the voter with completed Provisional Envelope to the Touch Writer.
6. At the Touch Writer, enter the Poll Worker Code and activate the voter's ballot (date of election). Select the correct ballot style for the voter. This can be found on Provisional label stapled to the Provisional Envelope. There will be a series of letters and numbers. This is the ballot style. (ex. PE02-1 Rep)
7. On the Confirm Selection screen, touch the 'Mark as Provisional' button and then 'Yes, Active this Ballot'.
8. The activation tape will print and needs to be put in the Provisional Envelope. No need to sign this tape.
9. Once the voter has finished voting and their ballot has printed, the election judge needs to initial the ballot and then have the voter seal the ballot in the Provisional Envelope.
10. Drop the sealed Provisional Envelope in the blue ballot bag. Be sure to put a tick mark in the Provisional column.

NOTE: At the end of the day, when completing the Close Polls Checklist, you will need to verify the number of Provisional Votes cast. Simply count the number of tick marks in the Provisional column on the blue ballot bag.

HOW TO ACTIVATE A BALLOT ON TOUCH WRITER

1. Press the **Ready for Use** button
2. Enter the Poll Worker Code (date of the election) and select **Accept**.
3. Select **Activate Ballot**.
4. On the voter's application or provisional envelope, find the ballot style. It is a series of letters and numbers printed on the label. (Ex. PE12-3 DEM)
5. Press the **ABC** button to pull up the alphabet. Type the first two letters of the ballot style.
6. Press the **123** button to pull up the numbers and press the appropriate numbers.
7. On the left-hand side of the screen, touch the correct ballot style for the voter.
8. Touch OK.
9. If a primary, select the party preference for the voter.
10. Confirm the selections you have made, and then select Yes, activate this ballot.
 - If the precinct and/or party are incorrect, select No, cancel to return to the main menu.
 - To activate a provisional ballot, select Mark as Provisional prior to activation.
11. Once the voter has finished voting and the ballot has been printed, the election judge initials in red pen before having the voter scan their ballot.
12. Return the Application to Vote to the Pollpad Judges to be numbered and spindled.
 - If this was a Provisional Voter, the ballot is sealed in the Provisional Envelope and dropped into the Secure Blue Ballot Bag.

WHAT TO DO IF...

If the voter mismarks or overvotes and needs a new ballot issued:

- The Scan will inform the voter of the error and give the voter the choice to pull the ballot and get a new one or 'cast ballot as is'.
 - If the voter chooses to 'cast ballot as is' just that one race will not be counted. All other voted races will be counted.
 - If the voter chooses to get a new ballot, take the voter to the pollpad station.
- On the Pollpad, touch Voter Lookup Search
- Search for the Voter
- Touch Reprint Ballot
- Give the voter a Spoiled Ballot Envelope from the Yellow Expandable Folder
- Once the voter has sealed the spoiled ballot in the envelope, file it in the Yellow Expandable Folder

If the voter wants a different party ballot issued, call the office at 309.324.2300 to have the voter reset.