

# 7 CLOSING THE POLLS

## Election Day 7:00 pm

Chapter 7 gives step-by-step instructions on closing the polls, reporting the voting, and completing end of night procedures.

### CLOSING THE POLLING PLACE – STEP BY STEP

First, read the quick overview of all the procedures to close the polls. Then, see the detailed instructions that follow for each of the steps, #1-16.

#### Quick Overview: Closing the Polls

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- ☐ 1. Close the polls.
- ☐ 2. Find the Certificate of Results (Form 80) and a set of envelopes. You will fill it in as you work through all closing procedures.
- ☐ 3. Process any defective or damaged ballots.
- ☐ 4. Count and record the provisional ballots, spoiled provisional ballots, and spoiled affidavits.
- ☐ 5. Close the e-poll books.
- ☐ 6. Close the polls on the touchscreen.
- ☐ 7. Close polls on the ballot scanner and print all copies of the Official Results Tape
- ☐ 8. Transmit the results and remove the memory cards from the ballot scanner.
- ☐ 9. Process voted ballots with valid write-in votes.
- ☐ 10. Separately count and record all spoiled, damaged, and unused ballots.
- ☐ 11. Complete, hand-copy, and sign the Certificate of Results (Form 80).
- ☐ 12. Put ballots, reports, and related items into the Transfer Case, to go back to the Receiving Station.
- ☐ 13. Put required equipment, envelopes, and other items in the Black Return Bag to go back to the Receiving Station.
- ☐ 14. Lock specified equipment and supplies back into the ESC.
- ☐ 15. Leave the polling place neat and clean.
- ☐ 16. Return all required equipment and materials to the Receiving Station; leave the rest locked in the polling place.

## DETAILED INSTRUCTIONS: CLOSING THE POLLS

To close the polls and complete all closing procedures, carefully follow these detailed directions. Each step is numbered (#1-16) and printed in **bold type**.

### 1 Close the polls.

At 6:30 pm:

- Make this announcement: “The polls will close at 7:00 pm. But if you’re in line now, you’ll get to vote.”

At 7:00 pm:

- Make this announcement: “*The polls are now closed. But if you’re in line now, you can stay until you finish voting.*”
- Bring in the American flag.
- Lock the polling place door.



**IMPORTANT:** If there’s a line of voters out the door, at least one Judge must stand at the end of the line to stop additional people from getting in line.

- Continue to process any voters who remain in line and let them vote.

**NOTE:** Know which people may stay or re-enter after the polls close:

- Let all voters stay in line to finish voting as long as they got in line by 7:00 pm.
- Let poll watchers with proper credentials remain inside the polling place after the polls close. However, if they leave after 7:00 pm, inform them that they aren’t permitted to come back in.
- Let the following people remain in, enter, or re-enter the polling place before and after the polls close: Field Investigators, Stand-by Judges, Stand-by Election Coordinators, and any federal, state, county, or city law enforcement official on Election Day assignment.

### EMERGENCY INSTRUCTIONS - AFTER POLLS CLOSE

The auxiliary ballot box inside the ESC holds any ballots that didn’t go through the ballot scanner. If the scanner stopped working during voting hours, the voters had to put their ballots into the auxiliary ballot box. After the polls close, **you must process these ballots**. Here’s how:

- Break the orange seal on the auxiliary ballot box, and place it inside the Broken/Used Seal Bag.
- Remove voted ballots from the auxiliary ballot box in the ESC.
- Insert each ballot into the scanner.
- If the scanner rejects a ballot, press the **Cast** button on the front of the scanner.
- If the scanner rejects a ballot because there are no Judge’s initials, check to see if the ballot was issued properly. If the ballot was issued properly, initial the ballot with the ballot marker, and re-insert it into the scanner.
- If a ballot is defective or damaged, see page 75 for *Processing Defective or Damaged Ballots*.

**NOTE:** Make sure there are no provisional ballots in the auxiliary ballot box in the ESC. If there are provisional ballots in the auxiliary ballot box, see Section 4 on page 76 for further instructions. **Never try to insert provisional ballots into the ballot scanner.**

**IMPORTANT:** If the ballot scanner isn’t working and ballots cannot be processed, use the Orange Sticker, included in the Transfer Case. Place the Orange Sticker on the outside of the Transfer Case lid over the Board logo. The Orange Sticker will let the staff at the Receiving Station know that there are unprocessed ballots in the Transfer Case.

**Please refer to pages 102-103 for more information about these procedures.**

## 2 Find the Certificate of Results (Form 80) and a set of envelopes. You will fill it in as you work through all closing procedures.

As you proceed with closing the polls, you'll need to record information on the Certificate of Results (Form 80) and on a set of envelopes.

- A. Find Envelope 4, and remove all items, including the Certificate of Results (Form 80).
- B. Find 3 copies of the Certificate of Results (Form 80). Keep one copy of Form 80 with you as you go through the closing procedures; we'll call this the **master** copy of Form 80.



**IMPORTANT:** You must record information on **ALL** lines of Form 80.

- C. Set aside the other 2 copies of Form 80; you'll need these later. Once you finish all the closing procedures and have completely filled in the master copy of Form 80, you'll hand copy the information onto the other 2 copies. At the end, you'll have 3 identical copies of Form 80, completely filled in.
- D. Gather the other items that you removed from Envelope 4 (Envelope W, Envelope D, Envelope 14E, Envelopes 71E and 72E). You'll take these items with you and record information on them as you move from step to step.



### NOTE:

- If you prefer, you can take all 3 copies of Form 80 with you as you work through all the closing procedures.
- Record information on each copy of Form 80 as you go from step to step. Make sure you fill in all lines on each copy.
- At the end, you'll have 3 identical copies of Form 80, completely filled in.

## 3 Process any defective or damaged ballots.

- If there are *no defective or damaged ballots*, skip to Step 4.
- If there are defective or damaged ballots, see the text below for instructions.

### If the Ballot Scanner Stopped Working: How Do We Process Defective Or Damaged Ballots in the ESC?

Remember that some ballots didn't go through the scanner during voting hours. The voters had to put them in the auxiliary ballot box in the ESC because the scanner stopped working.

If the scanner is currently working, try to insert the ballots one more time. If the scanner is now working but some ballots still won't go through, then consider these ballots to be defective or damaged.

For every defective or damaged ballot, two Judges (one from each political party), must make a duplicate ballot. For each ballot that can't be read by the ballot scanner, complete the following tasks:

- A. Use a pen to write *Damaged Ballot* on the ballot, and add a number, starting with 1. For example, you'll write *Damaged Ballot 1*, *Damaged Ballot 2*, etc.
- B. Choose a blank ballot of the same ballot style as the damaged or defective ballot.
- C. At the top of the new ballot, write the words *Duplicated Damaged Ballot*, and give it the same number as the damaged ballot. For example, you'll write *Duplicated Damaged Ballot 1*, *Duplicated Damaged Ballot 2*, etc. **NOTE:** Don't cover up or write over the area showing the candidates' names or any referenda.
- D. Initial the duplicated damaged ballot, fill in the precinct and ward, and mark the same choices as on the damaged ballot. **IMPORTANT:** Both Judges must initial the ballot.
- E. Insert the duplicated damaged ballot into the ballot scanner.
- F. Place the damaged ballot inside Envelope D – Damaged Ballots.

**IMPORTANT:** If the ballot scanner is still broken after the polls close and ballots can't be processed, use the Orange Sticker from the Transfer Case to notify the Receiving Station of unprocessed ballots. See pages 102-103 for more information about these procedures.

#### 4 Count and record the provisional ballots, spoiled provisional ballots, and spoiled affidavits.

You'll find detailed instructions in steps A-H below, but first look at this overview. You will:

- A. Gather any completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P) that were used by voters.
- B. Count the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P).
- C. Record the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P). If you had no provisional voters in your precinct, you'll write 0. Then record on Form 80.
- D. Gather and count the spoiled provisional ballots, if any. Then record the information on Form 80.
- E. Gather any spoiled affidavits, but don't count them.
- F. On the front of Envelope P, write the precinct, ward, and date of election.
- G. Put the Provisional Voter Affidavit Ballot Envelopes (Form 276P) into Envelope P. (They should have the provisional ballots inside of them already.)
- H. Place all UNUSED provisional voter materials inside the ESC.

Now read the detailed instructions. To count and record the provisional ballots, spoiled provisional ballots, and spoiled affidavits, follow the steps below.



**NOTE:** If you had no provisional voters in your precinct, start with Step C.

- A. Gather any completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P) that were used by voters. Make sure the following are inside the plastic sleeve on the affidavit:
  - The voter's completed Application for Ballot (Form 14 or 14Reg)
  - The voter's supporting documentation (if any)

- B. Count the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P). Right now, count only completed provisional ballots, not spoiled ones.

- C. Record the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P). You'll write this number in two places:
  - On Envelope P\*
  - On the master copy of the Certificate of Results (Form 80)\*

\*If you had no provisional voters in your precinct, you'll write 0.

**REMEMBER:** Right now, just record the number on the master copy of Form 80. Once you've fully filled in the master copy of Form 80, you'll copy all the information onto the other 2 copies of Form 80.

- D. Gather and count the spoiled provisional ballots, if any. Then record the information.
  - Write the number of spoiled provisional ballots on the front of Envelope P.
  - If there are no spoiled provisional ballots, write 0 on Envelope P.



**NOTE:** Spoiled ballots don't go in Provisional Voter Affidavit/Ballot Envelopes (Form 276P).

- E. Gather any spoiled affidavits, but don't count them. **NOTE:** A spoiled affidavit happens if a voter or Judge makes a mistake on a Provisional Voter Affidavit (Form 276P). Place in Envelope P.

- F. On the front of Envelope P, write the precinct, ward, and date of election.

- G. Put the Provisional Voter Affidavit Ballot Envelopes (Form 276P) into Envelope P. (They should have the provisional ballots inside of them already.) Specifically put the following into Envelope P:

- All completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P)
- All spoiled provisional ballots
- All spoiled affidavits

- H. Place all UNUSED provisional voter materials inside the ESC.

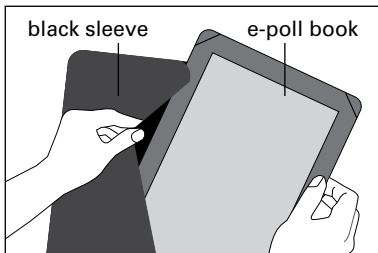


**NOTE:** You'll return Envelope P, inside the Black Return Bag, to the Receiving Station.

## 5 Close the e-poll books.

Follow these steps to close each e-poll book.

- A.** On the voter search screen, tap the **Return to Main** button. Sign out by tapping the **Poll Workers** tab and then **End Time**.
- B.** Tap the **Manage Polls** tab at the top of the screen. Tap the **Close the Polls** button at the bottom of the screen.
- C.** Tap **OK** when the notice screen appears.
- D.** Verify that **Poll Status** has changed to “CLOSED.”
- E.** Now turn off the e-poll book. Push on the power button on the top of the e-poll book, and immediately swipe down on the screen to fully power it off.
- F.** Put e-poll books in their black sleeves, and gently place them in the Black Return Bag to be returned to the Receiving Station.



- G.** Turn off the Verizon Jetpack, and place it in the White Return Box (without the cord). You still need to add other items to the White Return Box later on during closing.

## 6 Close the polls on the touchscreen.

### A. Close polls and turn off the touchscreen.

1. Find the poll worker card and insert into the card slot with the chip facing down.
2. Enter the password located in the red ballot scanner box and press login.
3. Select admin menu.
4. Select close poll and press yes on the close poll confirmation screen.
5. Now that polls are closed, press the power off button on the bottom right corner of the screen and select yes.
6. Wait for screen to go completely blank.

### B. Turn off the touchscreen printer.

1. Press and release the power button on the front of the printer.

## Sample – Form 80

Form 80

Precinct: \_\_\_\_\_ Ward: \_\_\_\_\_

**BOARD OF ELECTION COMMISSIONERS FOR THE CITY OF CHICAGO**  
**CERTIFICATE OF RESULTS**  
 GENERAL ELECTION - TUESDAY, NOVEMBER 3, 2020

**INSTRUCTIONS**

1. Fill in all requested information on each copy of Form 80 (3 copies total). Fill in both the shaded and unshaded parts. Complete both sides of each copy.
2. Each Judge must sign their name and write their address on the back of each copy of Form 80 (3 copies total).
3. Print out 3 copies of the Official Results Tape (results tape printed from the Ballot Scanner).
4. Print two copies of the Write-In Tape.
5. Each Judge must sign their name on each copy of the Official Results Tape at the bottom (3 copies) and sign on the back at the bottom of this form.
6. Place the following required items in the envelopes below:
  - Envelope 71E
    - one signed Official Election Results Report
    - one copy of a completed and signed Form 80
    - one copy of the Write-In Tape
  - Envelope 72
    - one signed Official Election Results Report
    - one copy of a completed and signed Form 80
7. Place the following required items in the Transfer Case:
  - Envelope 71E
    - one signed Official Election Results Report
    - one copy of a completed and signed Form 80
  - Envelope W
    - one copy of the Write-In Tape
    - Ballots with valid write-in votes

STATE OF ILLINOIS )  
 COUNTY OF COOK ) ss.

We, the judges of the General Election, do hereby certify that the polls were open from 6:00 a.m. to 7:00 p.m. on this 3rd day of November, 2020. We further certify:

**Number of Official Ballots (Paper) Received from the Board of Election Commissioners:**  
 (To find the number of Official Ballots you received, look at Ballot Packing List in Envelope 1.)

1. Total number of Official A Ballots: \_\_\_\_\_
2. Total number of Official B Ballots: \_\_\_\_\_

**Number of Voters, Regular or Provisional**  
 (To find this number, look at the last number on the Used Applications for Ballot Spindle.)

3. Total number of voters who cast a ballot (NOT including Provisional): \_\_\_\_\_
4. Total number of voters who voted a Provisional Ballot: \_\_\_\_\_  
 (To find this number, count the total completed Provisional Voter Affidavits, Form 276P.)

**Number of Unused Ballots Returned in the ESC**

5. Total Unused Ballots left in the ESC: \_\_\_\_\_

**Number of Spoiled/Damaged Ballots Returned in the Transfer Case**

6. Total Spoiled Ballots (in Envelope S): \_\_\_\_\_
7. Total Damaged Ballots (in Envelope D): \_\_\_\_\_
8. Total Spoiled Provisional Ballots (in Envelope P): \_\_\_\_\_

**Number of Ballots Cast from the Official Results Tape (from Ballot Scanner)**  
 For #9-11, use the numbers on the Official Results Tape from Ballot Scanner.

9. Total Cast: \_\_\_\_\_  
 (Find number on results tape from Ballot Scanner.)
10. Total Regular Cast: \_\_\_\_\_  
 (Find number on results tape from Ballot Scanner.)
11. Total Provisional Cast: \_\_\_\_\_  
 (Find number on results tape from Ballot Scanner.)

Fill in all the boxes in the shaded and unshaded areas.  
 Do not add the lines together.  
 Turn over for Write-In Ballot instructions.

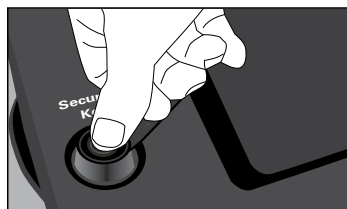
## 7 Close polls on the ballot scanner and print all copies of the Official Results Tape.

1. Make sure that there are no voters left in the precinct before you close the polls on the ballot scanner.
2. Check that all voted ballots have been inserted into the scanner. If not, run any remaining ballots through the ballot scanner. **Don't run provisional ballots through the scanner.**
3. Make sure there aren't any voted ballots inside the auxiliary ballot box in the ESC. If there are, refer to page 75.
4. Remove the Morning Zero Tape and place inside the Transfer Case. The Morning Zero Tape should be signed by all Judges.

Now follow these steps to close the scanner.

### A. Locate security key inside the red ballot scanner box.

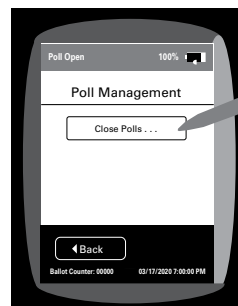
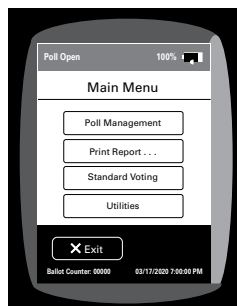
1. Place the security key on the security key port found on the left side of the scanner and hold for at least two seconds.



2. Once the password screen appears, remove the security key from the security key port. Enter the password located in red ballot scanner box and press enter.



3. From the main menu screen select poll management, press close poll button, enter password, press enter and press next.



4. On the close poll confirmation screen press confirm.



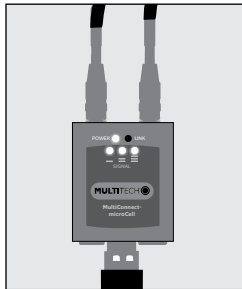
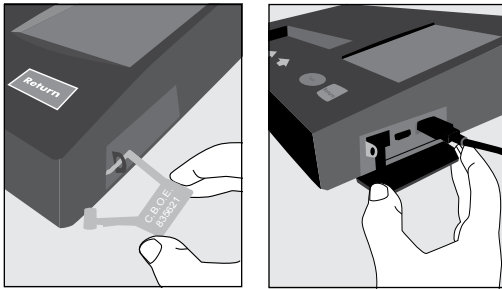
5. The ballot scanner will print 8 copies of the Official Results Tape. Once the 8 tapes are printed, you may select print again for additional tapes.

### B. Press continue to print the Write-In Tapes.



## 8 Transmit the results, complete paperwork and remove the memory cards.

- A.** Break the red seal on the modem port door on the right side of the scanner. Place the broken seal in the Broken/Used Seal Bag. Open door and plug modem into USB port.



- B.** From the main menu screen select transmit results and press confirm.



- C.** If the screen says “Results transfer completed successfully”:
1. Press continue.
  2. Wait for transmission report to print.
  3. Go to Step E.
- D.** If the screen says “Transfer Failed”:
1. Move the antenna closer to a window or a door.
  2. On the Transfer Failed screen press Retry.
  3. Attempt transmission again.
  4. If the transmission has failed once more, DON'T TRY to transmit again. Tear off Results Transmission Tape and place inside White Return Box along with the first Official Results Tape.
- E.** Now sign all copies of the Official Results Tape. Each Judge must sign at the bottom of each copy of the tape. Once ALL the Judges have signed, here's what to do with each copy:
- Copy #1: You'll place this first copy of the Official Results Tape inside the White Return Box.
  - Copy #2: Tape the second copy to a wall where all poll watchers can view it.
  - Copy #3 – 5: Place one of the copies of the Official Results Tape with each of the three Certificates of Results (Form 80).
  - Copies #6 – 8: Issue the remaining copies of the tape to the poll watchers, as needed.

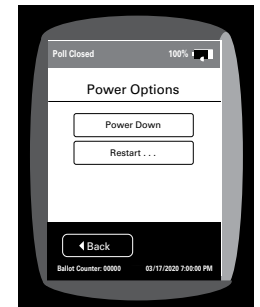
- F.** Place one copy of the Write-In Tape in Envelope W, place the other copy of the Write-In Tape in Envelope 71E.

- G.** Place the Results Transmission Tape in the White Return Box with the first Official Results Tape.

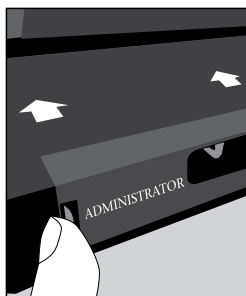
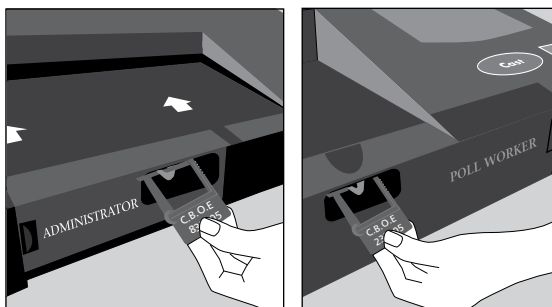
- H.** Turn off the ballot scanner and remove the memory cards.

You must TURN OFF the scanner before you remove the memory cards. To remove the memory cards:

1. From the main menu screen select utilities, then select power options, press power down and confirm. Wait until scanner is completely off. The unit will beep before shutting down.



2. Break the red seals on the administrator and poll worker doors, and open doors by pressing on the latches on the side of each door.



3. Place the used/broken seals in the Broken/Used Seal Bag.
4. Remove the memory cards by lightly pressing and releasing each memory card.



**IMPORTANT:** DON'T LEAVE the memory cards on a table, unattended. The Judges must place memory cards in the White Return Box immediately upon removal. While in the polling place, a Judge or Judges must maintain custody of the White Return Box at all times.

1. Put the following items into the White Return Box:

- Memory Cards (2)
- First copy of the Official Results Tape
- Results Transmission Tape
- Poll Worker Card
- Modem & Modem Antenna
- Verizon Jetpack (without the cord)
- Ballot Scanner Security Key

**IMPORTANT:** Before returning it to the Receiving Station, you'll put the White Return Box into the Black Return Bag.



White Return Box

## 9 Process voted ballots with valid write-in votes.

### A. Process valid write-in votes

1. Find the list of valid write-in candidates in the Judges' key envelope. It lists the offices and the candidates' names of anyone who filed a Declaration of Intent to be a Write-In Candidate.

**REMINDER:** Write-in votes count **ONLY** for candidates who filed a Declaration of Intent with the Board of Elections.

2. Locate a copy of the Write-In Tape that printed from the Ballot Scanner.
3. Look at any names that appear on the Write-In Tape. Compare those names against the list of valid write-in candidates. If there are no valid write-in votes on the write-in tape proceed to step B.
  - You'll accept a write-in candidate **ONLY** if that name appears on the list of **VALID** write-in candidates.
  - If the voter misspelled the name of a valid write-in candidate, you, as a Judge, can accept it as long as you can clearly tell who the voter meant.
4. Record the **VALID** write-in votes:
  - If you see that one or more names are **VALID** write-in candidates, then record the requested information on the back page of Certificate of Results (Form 80).
  - If a write-in name is **NOT VALID**, don't record it on Form 80.
  - If there are no valid write-ins or no write-ins at all, leave that section on Form 80 blank.



- B.** Break the seals on the ballot scanner and all four sides of the ballot box. Remove the ballot scanner from the ballot box and place it in the red ballot scanner box and place it in the ESC.
1. If there are any valid write-in votes, fold ballots and place in Envelope W. Write the number of ballots on the outside of the envelope. If there are none, write 0.
  2. Place the Write-In Tape that printed from the ballot scanner into Envelope W.
  3. All Election Judges must sign across the sealed flap of Envelope W.
  4. Place Envelope W into the Transfer Case.
- C.** Remove voted ballots from the ballot box.
1. Take the plastic bag from the Transfer Case.
  2. Place the voted ballots with no write-in candidates inside the plastic bag. In addition to the ballots with no write-in candidates, this may include ballots with invalid write-in candidates.
  3. Write the precinct and ward on the label of the plastic bag.
  4. Place the Voted Ballots Security Seal over the reclosable seal.
  5. Now write the precinct and ward on the seal.
  6. Sign the Voted Ballots Security Seal. ALL Judges must sign it.
  7. Place the plastic bag with voted ballots inside the Transfer Case.

## 10 Separately count and record all spoiled, damaged, and unused ballots.

- A.** Count and record all spoiled ballots.
1. Remove the ballots marked *Spoiled* from Envelope S and count them.
  2. Enter the number of spoiled ballots on the master copy of the Certificate of Results (Form 80).
  3. Return the ballots to Envelope S and seal the envelope. Write the number of ballots on the outside of the envelope. If there are none, write 0.
  4. All Election Judges must sign across the sealed flap of Envelope S.
  5. Place Envelope S into the Transfer Case.

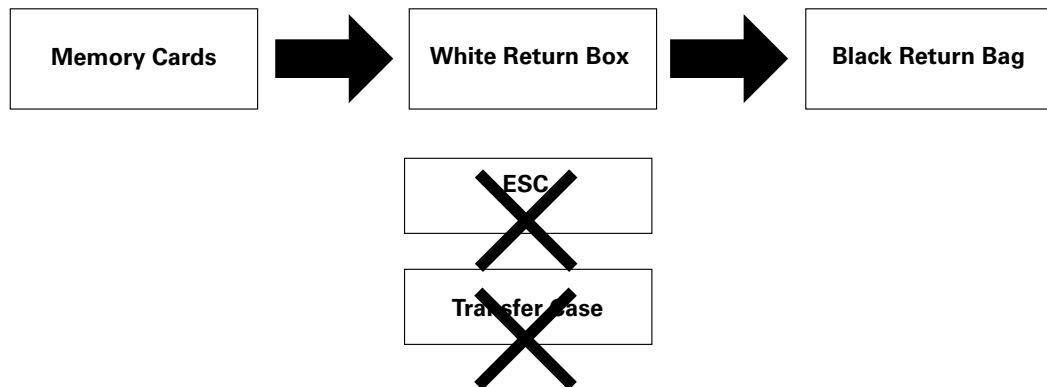


**NOTE:** Spoiled provisional ballots go inside Envelope P.

- B.** Count and record all damaged ballots.
1. Remove the ballots marked *Damaged Ballot* from Envelope D and count them.
  2. Enter the number of damaged ballots on the master copy of the Certificate of Results (Form 80).
  3. Return the ballots to Envelope D and seal the envelope. Write the number of ballots on the outside of the envelope. If there are none, write 0.
  4. All Election Judges must sign across the sealed flap.
  5. Place Envelope D into the Transfer Case.
- C.** Count and record all UNUSED ballots.
1. Count the number of unused official ballots (but don't include the orange demonstration ballots). There are 50 ballots to a bundle.
  2. Enter the number of unused official ballots on the master copy of the Certificate of Results (Form 80).
  3. Place unused ballots inside the ESC.

## IMPORTANT

The memory cards from the ballot scanner go into the White Return Box, then into the Black Return Bag. **DON'T PUT them in the ESC or Transfer Case.**



## 11 Complete, hand-copy, and sign the Certificate of Results (Form 80).

- A. Make sure the master copy of the Certificate of Results (Form 80) is completed. Don't leave any lines blank. **Remember:** If you don't have any spoiled, provisional, or damaged ballots, write 0 on those lines.
- B. Copy all the information from the completed master copy of Form 80 onto the other 2 copies of Form 80. You'll end up with a total of 3 identical copies of Form 80: the master copy plus the 2 you've copied by hand. **Make sure all 3 copies of Form 80 are completely filled in with no blanks.**
- C. Sign each of the 3 copies of the Certificate of Results (Form 80) where indicated. All Judges must sign all copies.
- D. Place a copy of the Certificate of Results (Form 80) in each of these 2 envelopes: Envelopes 71E and 72E. Make sure that a copy of the Official Results Tape from the ballot scanner is also in each envelope. Also place a copy of the Write-In Tape in Envelope 71E.
- E. Seal the envelopes and sign across each flap. All Judges must sign all the envelopes.
- F. Put the last copy of the completed Certificate of Results (Form 80) inside the Transfer Case. Make sure that a copy of the Official Results Tape is also in the Transfer Case.

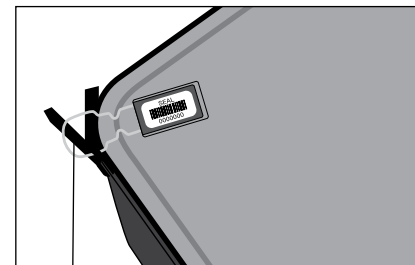
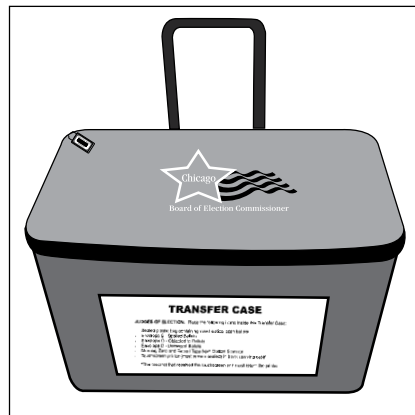
## 12 Put ballots, reports, and related items into the Transfer Case to go back to the Receiving Station.

- A. Place the specified ballots, reports, and related items into the Transfer Case. See the list in the box on the right. See also the List of Items to Be Returned to the Receiving Station in the plastic sleeve on the outside of the Transfer Case.
- B. Check again that all required items are in the Transfer Case.
- C. Zip the Transfer Case closed.
- D. Remove a **black** seal from the Unused Seal Bag, and record the seal number on the Seal Accountability Form.
- E. Seal the Transfer Case by connecting the two zippers on the case. See image below.

### Items to Put in the Transfer Case

- ☐ Certificate of Results (Form 80) with Official Results Tape
- ☐ Envelope D - Damaged Ballots
- ☐ Envelope S - Spoiled Ballots
- ☐ Envelope W - Write-In Ballots and Write-In Tape
- ☐ Sealed plastic bag containing voted ballots
- ☐ Morning Zero Tape from the ballot scanner

Transfer Case



Transfer Case Seal

### Items to Put in the Black Return Bag

- ☐ **E-Poll Books (2)** in their black sleeves (no hard case)
- ☐ **White Return Box** containing
  - Ballot Scanner Memory Cards (2)
  - First copy of the Official Results Tape
  - Results Transmission Tape
  - Verizon Jetpack (without cord)
  - Modem (from the Ballot Scanner) & Modem antenna
  - Poll Worker Card
  - Ballot Scanner Security Key
- ☐ **Envelope 14E** containing completed Applications for Ballot **Form 14** and Correction Report **Form 15** on spindle
- ☐ **Envelope 71E** containing Certificate of Results **Form 80**, **Write-In Tape** and **Official Results Tape**
- ☐ **Envelope 72E** containing Certificate of Results **Form 80** and **Official Results Tape**
- ☐ **Envelope 47E** containing completed oaths, affidavits, pollwatcher credentials, **cancelled Vote By Mail ballots**, Election Judge Signup, **Form 118** and Election Coordinator Accessibility Checklist (**Form 21 ADA**)
- ☐ **Envelope 48E** containing registration forms
- ☐ **Envelope P** containing completed Provisional Voter Affidavits/Ballot Envelopes **Form 276P** and spoiled **Provisional Voter Affidavits/Ballot Envelopes**
- ☐ **Election Judge/Election Coordinator Pay Vouchers Forms 194 & 194 EC** (pink and blue)
- ☐ **Investigator Sign-In Sheet Form 202** (yellow)
- ☐ **ESC Keys** from Key Judge and EC
- ☐ **Seal Cutters** from Key Judge and EC
- ☐ **Broken/Used Seal Bag** and **Seal Accountability Form (Form 3)**

### 13 Put required equipment, envelopes, and other items in the Black Return Bag to go back to the Receiving Station.

- A. Place the White Return Box, e-poll books, specified envelopes, and other items in the Black Return Bag. See the full list to the left.
- B. Remove a gray seal from the Unused Seal Bag and record the seal number on the Seal Accountability Form (Form 3).
- C. Remove the Seal Accountability Form (Form 3) and the Broken/Used Seal Bag from the plastic sleeve on the ESC door. Remove a new green seal for the ESC and record the seal number on the Seal Accountability Form (Form 3). Once you finish packing you'll use the green seal to secure ESC doors. The Seal Accountability Form (Form 3) and the Broken/Used Seal Bag go in the Black Return Bag.

Black Return Bag



- D. Check again that all required items are in the Black Return Bag.
- E. Zip the Black Return Bag closed.

- F. Place the gray seal on the Black Return Bag.



### 14 Lock specified equipment and supplies back into the ESC.

- A. Place the voting booths, unused supplies, and other specified items back into the ESC. See page 84 for a full list.

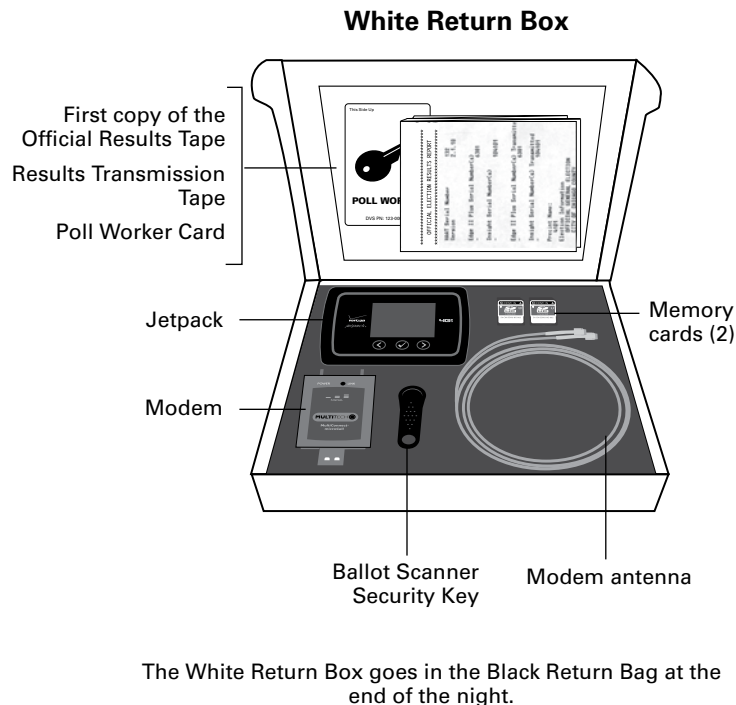


#### NOTES:

- You'll need to take apart the equipment you assembled before you put it back.
  - Try to arrange all items back in the same location inside the ESC as when you received the ESC in the morning (check the Supply List, Form 21 or page 19).
- B. Check again that all required items are in the ESC.
  - C. Close the auxiliary ballot box portion of the ESC. Latch this portion by turning the knob.
  - D. Close and lock the doors of the ESC with the ESC key.
  - E. Securely seal the ESC by threading the green seal through the handles of the locked ESC door.

### Items to Put in the ESC

- ☐ All clipboards
- ☐ All extension cords
- ☐ All orange demonstration ballots
- ☐ All unused official ballots
- ☐ All unused provisional materials
- ☐ All unused supplies
- ☐ American flag (on door)
- ☐ Ballot Box (top, bottom and collapsible body)
- ☐ Ballot Scanner
- ☐ Ballot privacy sleeves and curbside voter privacy sleeve
- ☐ Blue Supply Box
- ☐ Blue cones and measuring string
- ☐ Unused Seal Bag
- ☐ E-Poll Book case containing keyboards, swivel stands, and all cords
- ☐ Gray Supply Box
- ☐ Metal, economy, and lowered voting booths
- ☐ Registration Table
- ☐ Touchscreen Printer
- ☐ Touchscreen Voting Booth
- ☐ Touchscreen Voting Unit
- ☐ Voting aids
- ☐ All accessibility supplies as noted on the Election Coordinator Accessibility Checklist (Form 21-ADA).



**15** Leave the polling place neat and clean.

**16** Return all required equipment and materials to the Receiving Station; leave the rest locked in the polling place.

- Return all required equipment and materials to the Receiving Station but leave the ESC and other items locked in the polling place.
- See the reminder below about what to deliver to the Receiving Station and what to leave in the locked polling place.
- Let the polling place staff person know you are all done at the polling place site. They will need to lock up the facility after you are done.

**THANK YOU FOR SERVING!**

### End of Day Recap

#### What do we return to the Receiving Station?

- Transfer Case (see list on page 82 for all items that go in Transfer Case)
- Black Return Bag (see list on page 83 for all items that go in Black Return Bag)

#### What do we leave inside the locked polling place?

- ESC (see list on the left for all items that go in the ESC)
- Any furniture or equipment that belongs to the polling place site

Let the polling place staff person know you are all done at the polling place site. They will need to lock up the facility after you are done.