

DEMONSTRATION JUDGE DUTY CARD

RESPONSIBILITIES:

- Accept voter receipts
- Issue ballots and secrecy covers
- Demonstrate how to mark ballot (including AutoMARK)
- Manage spoiled ballot process

TOOLS AND SUPPLIES:

- Ballots (Initialed)
- Spoiled Ballot Envelope
- Secrecy Covers
- Ballot Marking Pens

INSTRUCTIONS:

1. Collect voter receipt from voter
2. Look at school district number on receipt (split precincts only)
3. Issue correct ballot to voter (note school district splits)
4. Offer secrecy cover to voter (voter is not *required* to use secrecy cover)
5. Provide voter with ballot marking pen
6. Instruct Voter as follows:
7. ALL ELECTIONS –
 - Mark the ballot with pen provided
 - Persons needing assistance may use AutoMARK (see instructions on reverse)
 - Vote both sides of the ballot
 - Completely fill in the oval next to your choice(s)
 - Vote for up to the number of people allowed for each office
 - Write-in candidates - fill in the oval and write name in space provided
 - Do not erase or cross out votes on the ballot
 - If you make an error come back to exchange for a new ballot
 - After marking proceed to ballot counter
 - Remove ballot from secrecy cover
 - Insert ballot in ballot counter
 - Follow the prompts on the ballot counter message screen
 - Ask Ballot Counter Judge for assistance if needed
8. PRIMARY ELECTIONS –
 - For partisan offices vote in one party column only then proceed to non-partisan section of the ballot
9. Direct voter to voting booth or AutoMARK
10. Secure receipt in Used Voter Receipts Envelope

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INSTRUCTIONS – SPOILED BALLOTS

1. If voter spoils ballot they may request a new one
 - a. Reasons: Over-voted, crossed-out marks, erasures, voter makes error, damaged ballot, cross-over votes in Primary election, other reasons acceptable
2. Election Judge places spoiled ballot in Spoiled Ballot Envelope
3. Issue new ballot to voter

INSTRUCTIONS – DEMONSTRATING THE AUTOMARK

1. Escort voter to AutoMARK
2. Instruct Voter as follows:
 - Use the keypad or the touch screen to make selections
 - Insert the ballot straight into the AutoMARK.
 - Voter must wait approximately 30 seconds for the machine to scan the ballot
 - Voter must choose whether to listen through headphones or read the screen
 - Voter follow prompts displayed on screen or spoken through headphones
 - After voter has made their choices the machine will verify if they want the ballot marked as instructed.
 - After marking AutoMARK returns ballot to voter
 - Voter inserts ballot in ballot counter used by all voters in the precinct
3. NOTE: One judge may give instructions. Additional assistance requires two Election judges of different political parties (assisting a voter with marking a ballot)