

Head Judge - Opening the Polling Place Checklist

Upon Arrival at 6:00 a.m.

- Locate DS200 Ballot Counter, AutoMARK, Poll Books (& Wireless Hot Spot), Ballots, and Supply Box
 - Polling Place Judge List shows equipment storage location in header
- Head Judge makes introductions
- All judges put on name tags
- Head Judge administers oath of office - judges sign Official Precinct Certification sheet
- All Judges record time of arrival on Timesheet (for payroll purposes)
- Head Judge discusses “what’s on the ballot”
 - NOTE SCHOOL DISTRICT SPLITS (explain procedures, how to use precinct finder, etc.)

Arrange Physical Layout of Polling Place

- Review:
 - Polling place traffic flow – from front door through end of voting
 - Placement of Election Judge work stations
 - Placement of Equipment
- Head Judge assigns teams to set up physical polling place layout:
 - Set up voting booths
 - Set up tables and chairs – work stations and for voters, as needed (state law)
 - Hang posters and sample ballots (poster packet)
 - Place Election Judge supply packets (plastic bags) on work station tables
 - Verify Flag is at main polling place entrance (or place flag as instructed by clerk)
 - Verify “Vote Here” signs are properly placed (or place as instructed by clerk)
 - Make or hang additional directional signs if needed

Prepare Equipment and Ballots

- Head Judge assigns team members to set up equipment:
 - Set up Poll Books (follow instructions in technology judge poll book guide)
 - Set up DS200 ballot counter (follow open instructions)
 - Set up AutoMARK ballot marker (follow open/close instructions)
- Head Judge assigns Ballot Judge (and others, as needed) to prepare ballot supply
 - Prepare ballots to last 2-3 hours of voting (don't work TOO far ahead)*
 - Verify ballots received are correct for your precinct
 - Count ballots in each pack - Record discrepancies on Ballot Tracking Form
 - Two judges initial ballots – DO NOT need to be of different political parties
- Ballot Judge will continue preparing ballots throughout the day (See Ballot Judge Duty Card)

CONTINUE ON REVERSE

Set Up Election Judge Work Stations

- Head Judge assigns team members to judge duties
 - Greeter, Poll Book, Ballot, Demonstration, Ballot Counter Judges
 - Inform team that all materials for each duty are in plastic bags
 - Inform team that Election Judge Guide is available for reference
 - Inform team that Incident Logs are available for use and important
- Judges assigned to each duty open supply packets (plastic bags at each station)
 - Read Duty Card – ask Head Judge for clarification if needed
 - Organize forms, supplies, and other materials

Post Required Signs and Posters

Head Judge VERIFY Polling Place Set-Up Complete

**AT 7 A.M.
ANNOUNCE “THE POLLS ARE OPEN.”**

Election Day Assistance Available from 5:45 a.m. until ALL precincts return