



POLL BOOK JUDGE DUTY CARD

RESPONSIBILITIES:

- Search voter records
- Process Registered Voters
- Process Election Day Registrations
- Collect voter signature certificates
 - Registered (short slips)
 - Election Day Registrants (long slips)
- Issue voter receipts
- Conduct roster challenges

TOOLS AND SUPPLIES:

- Electronic Poll Books
- Wireless Hot Spot
- Duty Card
- Poll Book Setup & Adv. Functions Guide
- Poll Book User Guide
- List of Approved IDs – Qty: 2
- List of Students for EDR (in manila folder) *if applicable*
- Voter Signature Certificate Boxes
 - Registered (short slip)
 - Election Day Registrants (long slip)
- “Short Slips” for Registered Voters Envelope
- “Long Slips” for Election Day Registrants Envelope
- Voter Oath (large print)

INSTRUCTIONS:

1. Ask voter’s name – enter first three letters of last name and first three letters of first name

<p>If Name FOUND – Proceed to #2 below</p>	<p>If Name NOT FOUND</p> <ul style="list-style-type: none"> ○ Verify spelling, try name combinations ○ Select “advanced search,” delete name from FN and LN fields, enter DOB ○ If still not found – proceed to “Non-Registered Voters” on reverse
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2. Ask voter’s address; If multiple voters with same name, ask voter’s date of birth to identify voter

***** IF VOTER HAS A NAME OR ADDRESS CHANGE – go to “Registration Updates” on the back of this sheet**

3. Select correct voter’s name

- If challenge notation appears - follow prompts on poll book display

4. Turn the Poll Pad screen towards the voter. Ask the voter to confirm correct record is selected

5. Once voter confirms their info, turn the screen back and press “accept” in upper right-hand corner

6. The voter oath will appear, turn the screen toward the voter to have them sign on the screen where space is provided

7. Turn the screen back to Election Judge and select “DONE SIGNING” on the top right corner

8. Poll Worker Confirmation page will then appear to reconfirm voter information then select “SUBMIT” on the top right corner

9. The voter signature certificate and voter receipt will print individually
10. Issue the voter receipt to the voter and direct them to proceed to the ballot judge
11. File the Voter Signature Certificate in the Registered Voters storage container
***** When traffic slows and/or the container is filled, you can move the certificates to the envelope labeled "SHORT SLIPS" FOR REGISTERED VOTERS *****

REGISTRATION UPDATES

Used when voter record is found on poll book but needs name or address change

1. If voter's record exists in pollbook, but needs a name or address change
 - Select the voter's information
 - Pick "Registration" (bottom center of screen)
 - Complete process following steps 2-6 below

NON-REGISTERED VOTERS

Used when no record exists for voter on the poll book – voter is new to the system

1. If after performing "Advanced Search" the poll book returns a "No Records Found" screen, press the "Register" button above the search records. Alternatively, you can do the following:
 - Select "Menu" (upper left of screen)
 - Select "Register Voter"
2. Follow prompts on pollbook display
 - Information required is identical to Minnesota Voter Registration Application
 - DO NOT register anyone who's address is not in that precinct (a pop up will notify you)
 - Consult Poll Book User Guide or ask Head Judge for assistance, if necessary
3. After registration steps are complete, Voter Signature of Confirmation page will appear
 - Turn Poll Pad toward voter to confirm information and sign on Poll Pad in the space provided, then turn back to judge and select "NEXT"
 - Election Judge Confirmation page will appear, Election Judge after confirming will need to initial the bottom right, then select "Submit"
 - Added "Voter Name" will pop up, Election Judge to select "Accept"
4. The "long slip" will print which includes both the voter registration application (VRA) and voter signature certificate. The voter receipt will print individually.
5. Issue the voter receipt to the voter and direct them to proceed to the ballot judge
6. File the "long slip" in the Election Day Registration storage container
***** When traffic slows and/or the container is filled, you can move the long slips to the envelope labeled "LONG SLIPS" FOR ELECTION DAY REGISTRANTS *****