



## BALLOT JUDGE DUTY CARD

### RESPONSIBILITIES:

- Manage ballot supply
- Maintain Ballot Reconciliation Incident Log
- Maintain Voter Receipt & Ballot Counter Audit
- Monitor voting booths for abandoned ballots

### TOOLS AND SUPPLIES:

- Duty Card
- Ballots
- Voter Receipt & Ballot Counter Audit Form
- Supplement Instructions
- Ballot Tracking Form
- Used Voter Receipt Envelope

### INSTRUCTIONS – BALLOT SUPPLY

1. Count individual blank ballots as packs are opened
  - a. Each pack should contain 50 ballots
2. **Only record discrepancies** (number more or less than 50) on Ballot Tracking Form
3. Two Judges initial ballots before issuing to voters (judges can be of the same political party)
4. Keep a sufficient supply of ballots on hand
5. Inform Head Judge if ballot supply is low
6. Monitor voting booths and other areas for abandoned ballots
  - a. If ballot is found, mark “found in booth (or floor, etc.)” at top of ballot
  - b. Note on Incident Log
  - c. Place in Spoiled Ballot Envelope

### INSTRUCTIONS - STATISTIC RECONCILIATION (voter receipts/ballots counted):

1. Paper clip Voter Receipts in bundles of 25
2. Secure bundles in **Used Voter Receipts Envelope**
3. Complete Voter Receipt and Ballot Counter Audit form HOURLY
  - a. Record total number of voter receipts
  - b. Check ballot counter for number of ballots cast
  - c. Record number of ballots cast on Audit form
4. Inform Head Judge of discrepancies – note on Incident Log – provide explanation if known

### AFTER THE LAST VOTER HAS COMPLETED VOTING

RETURN THE COMPLETED BALLOT TRACKING FORM PER INSTRUCTIONS ON TOP OF BROWN BOX

1. Place the completed Voter Receipt & Ballot Counter Audit Form in the **Used Voter Receipts Envelope**
2. After voted ballots are removed from the ballot compartment, place the UNUSED ballots (shrink-wrapped/not issued) in ballot box compartment and LOCK.

**DO NOT SEAL USED VOTER RECEIPT ENVELOPE UNTIL HEAD JUDGE HAS REVIEWED EVERYTHING**