



DEMONSTRATION JUDGE DUTY CARD

RESPONSIBILITIES:

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

TOOLS AND SUPPLIES:

- Demonstration Guide – Marking the Ballot
- 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. **FOR GENERAL / SPECIAL ELECTIONS –**
 - Mark the ballot with pen provided
 - Persons needing assistance may use the OmniBallot (instructions in light blue bag)
 - Vote both sides of the ballot (when applicable)
 - Completely fill in the oval next to your choice(s) – ***Use Demonstration Guide – Marking the Ballot***
 - 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. **FOR PRIMARY ELECTIONS –**
 - For partisan offices vote in one party column only; proceed to non-partisan section of the ballot
9. Direct voter to voting booth or OmniBallot
10. Secure receipt in Used Voter Receipts Envelope

SPOILED BALLOT INSTRUCTIONS SEE REVERSE SIDE

INSTRUCTIONS – SPOILED BALLOTS

1. If a 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
4. Spoiled ballots do NOT need to be recorded on the incident log.

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