



## BALLOT COUNTER JUDGE DUTY CARD

**RESPONSIBILITIES:**

- Assist Voters at DS200 Machine
- Respond to Error Messages
- Collect pens and secrecy sleeves
- Distribute “I Voted” Stickers

**TOOLS AND SUPPLIES:**

- Duty Card
- “I Voted” stickers

**INSTRUCTIONS**

1. Stand or sit at least 6 feet away from DS200 ballot counter machine
2. KEEP DS200 SCREEN IN VIEW TO MONITOR FOR ERROR MESSAGES
3. Respond to error messages
4. Assist voters as necessary
5. Return pens and secrecy sleeves to ballot/demonstration judge station

### DS200 ERROR MESSAGES

**VOTER ERROR** - The following situations will result in an error message for the voter.  
 Voters can respond to the message themselves, or ask the Ballot Counter Judge for assistance

MESSAGE	POSSIBLE CAUSE	ACTION
<b>Blank Ballot</b>	<ul style="list-style-type: none"> <li>• Voter did not mark any votes</li> <li>• Voter did not mark ballot correctly</li> <li>• Voter used incorrect marking device</li> </ul>	“Cast Blank Ballot” OR “Return Ballot”
<b>Overvote</b>	Voter voted for more candidates than allowed in one or more races	“Cast Ballot” OR “Return Ballot”

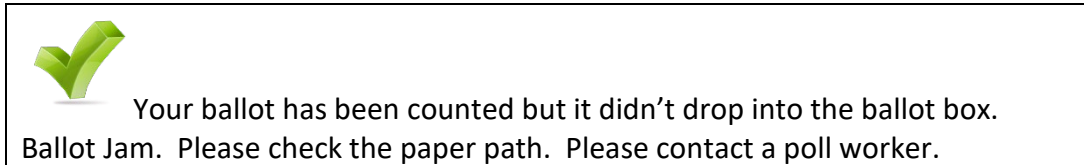
**MACHINE ERROR** - Follow machine prompts

MESSAGE	POSSIBLE CAUSE	ACTION
<b>Error Scanning Ballot</b> OR <b>Ballot Cannot Be Read</b>	<ul style="list-style-type: none"> <li>• Wrong ballot for precinct</li> <li>• Ballot is damaged</li> <li>• Stray marks in timing track</li> <li>• Ballot path obstructed</li> </ul>	1. Reinsert ballot in different orientation 2. If ballot still cannot be read send voter to Ballot Judge for new ballot 3. Clean ballot path (alert Head Judge and see Troubleshooting Instructions in DS-200 Voting Equipment Bag)
<b>Jammed Ballot</b>	See procedures on reverse of this card	

# JAMMED BALLOT PROCEDURES

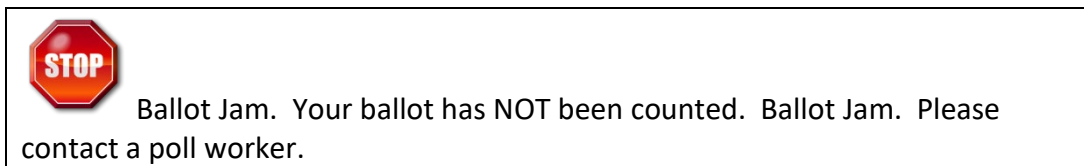
**\*In partisan elections, two judges of different major political parties must be present when opening the ballot box\***

1. If ballot **HAS been counted** this message will appear:



- Show Voter the message saying Ballot HAS BEEN COUNTED
- Call Head Judge to assist
- Locate the jammed ballot and place inside ballot box
  - Look at “ballot path window” on back of ballot box.
    - If ballot is visible, TWO JUDGES unlock the panel housing the ballot counter computer unit and slide it partially towards the front of the machine, exposing the ballot feed path. Push the ballot further along the path until it drops into the box.
    - If ballot is not visible, TWO JUDGES unlock the panel housing the ballot counter computer unit and slide it partially towards the front of the machine, exposing the ballot feed path to locate the ballot. If ballot is found, feed ballot into ballot path opening until it drops in the box.
  - **DO NOT feed ballot through the ballot counter again! It's already been counted!**

2. If the ballot **HAS NOT been counted** this message will appear:



- Call Head Judge to Assist
- Election Judges must remove the ballot from the machine
- Voter re-insert ballot OR go to ballot judge for new ballot if ballot is damaged
  - Call Election Judge Hotline for assistance if ballot cannot be located or cannot be removed