



CLOSING THE POLLS – PART 1 - PRINT TAPES AND TRANSMIT RESULTS

1. GATHER NEEDED SUPPLIES and MATERIALS

- Precinct Statistics Worksheet
- Memory Device Transmittal Envelope
- Scissors (to cut wire seal on memory device)

2. CONFIRM ALL BALLOTS HAVE BEEN COUNTED

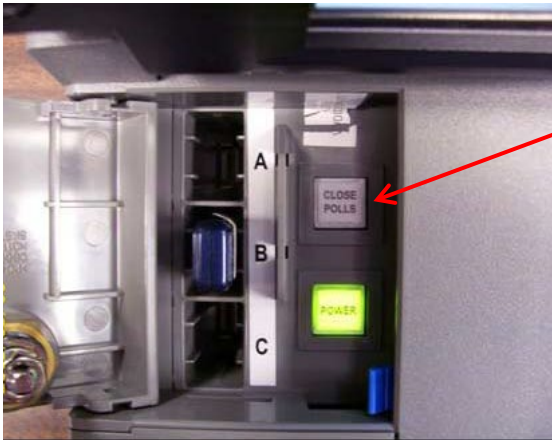
- Verify all voters have finished voting
- Open and remove any uncounted ballots from auxiliary compartment
- Feed uncounted auxiliary compartment ballots through the ballot counter
- Re-Lock auxiliary compartment

3. RECORD TOTAL NUMBER BALLOTS COUNTED ON PRECINCT STATISTICS WORKSHEET LINE

- Record “Public Count” number on Precinct Statistics Worksheet Line 7

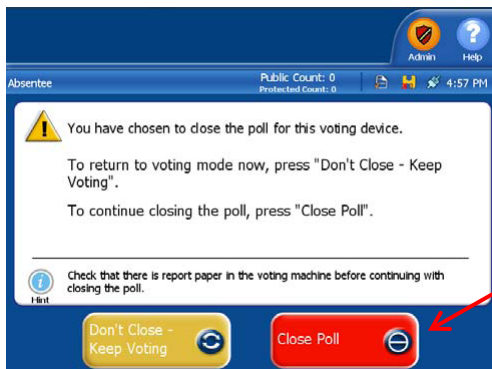
4. PRINT TAPES and TRANSMIT RESULTS

- Unlock Access Door (use “Barrel Key”)
- Open printer tape compartment (press blue latch inside Access Door)
- Unfurl “Zero Tape” – let it hang out – do not remove
- Close printer tape compartment (zero tape should be hanging out)
- Press the Close Poll button inside Access Door (will flash and then go dark)



CLOSE POLLS button

- Select “Close Poll”



Select CLOSE POLL

- All results tapes will automatically print

- Confirm there are at least two bars
- Select “Begin Modem Process”

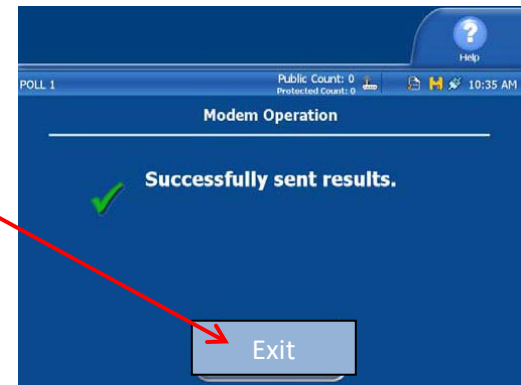
- **NOTE: Modeming can take from 5 to 30 minutes depending upon size of election**



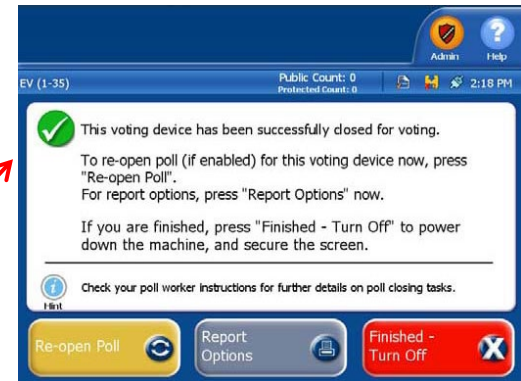
- If modem process is successful you will see this screen

HOORAY THAT’S IT! Select Exit!

IF SCREEN DISPLAYS ERROR MESSAGE GO TO DS200 TROUBLESHOOTING GUIDE (LOCATED IN EQUIPMENT SUPPLIES AND TROUBLESHOOTING BAG) Contact your clerk or the county if you are unable to modem after troubleshooting.



- After successful modem transmission and after you’ve selected “exit” you will see a “Successfully Closed for Voting” message



- Select “Finished Turn Off”

- “Power” button inside Access Door will change from green to red light

- Wait for red power button light to go off before proceeding to next step

4. PLACE COMPLETED AND SIGNED Machine Tapes and all Other Materials in Summary Statement Envelope(s) - PER INSTRUCTIONS ON TOP OF BROWN BOX

< DATE > < ELECTION NAME >
****After the Close of Polls**** Precinct: _____
Place ALL of the Following Items into this Box for Return to City Hall
 Checklist will be reviewed to ensure all items are included

Checklist			Item:	Includes:
Els	City	County		
			Summary Statement Envelope A	<input type="checkbox"/> Zero Tape & Attached First Signed Results Tape - Labeled "A" <input type="checkbox"/> Incidents Log(s) <input type="checkbox"/> Broken Seal(s)
			Summary Statement Envelope B **If no Envelope B - place items in Envelope A	<input type="checkbox"/> Signed Results Tape - Labeled "B" <input type="checkbox"/> Completed Precinct Statistics Worksheet <input type="checkbox"/> Ballot Tracking Form <input type="checkbox"/> Official Precinct Certification Sheet <input type="checkbox"/> Write-in Images Tape (for general election only)
			Summary Statement Envelope C (if included)	<input type="checkbox"/> Signed Results Tape - Labeled "C"
			Memory Device Transmittal Envelope	<input type="checkbox"/> Memory Device Removed from Ballot Counter
			Completed Forms Envelope	Any completed forms: <input type="checkbox"/> Complaint Forms <input type="checkbox"/> Feedback Forms <input type="checkbox"/> Challenger Forms <input type="checkbox"/> Precinct List of Persons Vouching Form <input type="checkbox"/> Other Misc. Documents
			"Short Slips" for Registered Voters Envelope	<input type="checkbox"/> Printed & Signed "Short Slips" from Registered Voters
			"Long Slips" for Election Day Registrants Envelope	<input type="checkbox"/> Printed & Signed "Long Slips" from Voters Registering on Election
			Used Voter Receipts Envelope	<input type="checkbox"/> Bundled Voter Receipts <input type="checkbox"/> Voter Receipt/Ballot Counter Audit Form
RETURN THE FOLLOWING ALONG WITH THIS BROWN BOX:				
			Sealed White Transfer Casels)	<input type="checkbox"/> All Voted Ballots Removed from DS200 <input type="checkbox"/> Spoiled Ballot Envelope <input type="checkbox"/> Duplicate Ballot Envelope (Only include if Ballots Were Duplicated)
			Election Judge Timesheet	
			Voting Equipment Keys	

5. SECURE BALLOTS

- Two judges of different parties unlock ballot box and remove voted ballots from compartment
- Place all voted ballots together in transfer case(s). Transfer cases should include:
 - Voted Ballots, Spoiled Ballot Envelope (if used), Duplicate Ballot Envelope (if used)
- Complete Transfer Case Certification (sticker seal) for each box. Fill in "Box number ____ of ____ total cases" on the sticker seal (**not the end of the box**)
- SEAL TRANSFER CASES – all judges present in precinct sign sticker seal; add the orange wire seal and note the number of the wire seal on the sticker seal.** Record the orange wire seal number(s) on the Precincts Statistics Worksheet

MARCH 19, 2024 LEGISLATIVE DISTRICT 27B GENERAL ELECTION
ANOKA COUNTY ELECTIONS PRECINCT STATISTICS WORKSHEET

Municipality St. Francis Ward _____ Precinct 1
 Head Judge _____

HEAD JUDGE - RECORD PRECINCT STATISTICS

1. MEMORY DEVICE SEAL NUMBER (Official Precinct Certification)	1. <u>464935</u>
2. NUMBER OF ELECTION JUDGES IN THE PRECINCT (Official Precinct Certification)	2. <u>6</u>
3. NUMBER OF VOTING BOOTHS (Count Voting Booths plus 1 OmniBallot)	3. <u>7</u>
4. NUMBER OF PERSONS REGISTERED AT 7 A.M. (Pollpad display - "Precinct Records" Upper Center of Home Screen)	4. <u>2725</u>
5. NUMBER OF ELECTION DAY REGISTRATIONS (Menu/Summary Report/Enter Password/Registrations)	5. <u>1</u>
6. TOTAL NUMBER OF VOTER SIGNATURES (Menu/Summary Report/Enter Password/Check-ins)	6. <u>114</u>
7. TOTAL NUMBER OF BALLOTS COUNTED (Ballot Counter Display - "Public Count" OR Results Tape - "Total Paper Sheets")	7. <u>114</u>
8. NUMBER OF SPOILED BALLOTS (Count Ballots in Spoiled Ballot Envelope)	8. <u>1</u>
9. NUMBER OF DUPLICATED BALLOTS (Count Ballots in Duplicate Ballot Envelope)	9. <u>0</u>

COMPARE NUMBER OF BALLOTS TO NUMBER OF VOTERS
 Do 6 and 7 above match? (circle one) YES NO (If NO contact City Clerk)

Enter NUMBERS from each ORANGE plastic transfer case seal used HERE:
0617382 # _____ # _____ # _____

RETURN COMPLETED WORKSHEET PER INSTRUCTIONS ON TOP OF BROWN BOX

OFFICE USE ONLY - CITY CLERK REVIEW

Time of Arrival 8:50 Election Judge Name _____
 Election Judge Name _____

INDICATE OUTCOME
 Line 6 (signatures) EQUALS Line 7 (ballots)
 Line 6 (signatures) MORE THAN Line 7 (ballots)
 Line 6 (signatures) LESS THAN Line 7 (ballots)

INSTRUCTIONS
 Submit form to County
 Submit form to County
 CONTACT COUNTY FOR INSTRUCTIONS

TRANSMIT COMPLETED FORM TO COUNTY ON ELECTION NIGHT
 Email all precincts as a single file to: elections@anokacountymn.gov

- Lock UNUSED ballots (shrink-wrapped/not issued) in ballot box compartment

6. PACK UP SUPPLIES, EQUIPMENT and MATERIALS

- [Please use the list on the top of the brown box](#) to ensure that all required materials are packed correctly.
- Once required materials are packed in the brown box, please use the list below to ensure that all other materials are properly secured and stored.

LEAVE IN PRECINCT – Unless provided alternate instructions by your Clerk	
Judge Station Supplies	Pack into plastic bags in which they came – place in Blue Supply Bin
Blue Supply Bins	With unused supplies and forms packed inside
Voting Booths	Take down and pack back into their cases
Vote Here signs and flags	Bring inside and set next to booths
Unused Ballots	Lock in main ballot box compartment
OmniBallot	Secured with gray case strapped to black case
Ballot Counter/Ballot Box	Close and lock all compartments
Pollbooks Secured in Cases	Seal cases shut with all cords, stand, stylus, packed in each case

7. TWO JUDGES RETURN MATERIALS - FOLLOW INSTRUCTIONS PROVIDED BY CLERK*

- White transfer cases containing ballots
- Brown Box