



2024

Election Judge Manual

State Primary Election – August 13, 2024

State General Election – November 5, 2024

Local General Election – November 4, 2025



Dakota County, Minnesota

Dear Election Judge,

Thank you for your willingness to serve as an Election Judge. It cannot be overstated how important you are in the electoral process. Your participation provides the opportunity for citizens to exercise their right to vote.

The Dakota County Elections Department is continually working to improve procedures and training. Please read through the manual completely as it contains important information and serves as a reference guide that may be critical to your success on Election Day.

You are relied upon to administer the election process fairly and to protect the rights of voters according to federal and state election laws. Please remember to take notes in this manual and send questions to staff as soon as possible so you are fully prepared to assist voters on Election Day.

We thank you in advance for your diligence and hard work, and hope you enjoy both learning about current elections processes and helping Dakota County voters!

Sincerely,
Dakota County Elections

Important Contact Information

Dakota County

- Elections Voter/Public Assistance (651) 438-4305
- Elections Clerk/Election Judge Hotline (651) 438-4274
- Poll Pad Troubleshooting (651) 438-4320
- Tabulator Troubleshooting (651) 438-4936 or (651) 438-4291
- Elections@co.Dakota.mn.us

Local Election Official

- (Clerk) _____
- (Other) _____
- (Other) _____

DETAILS FOR MY POLLING PLACE

My Polling Place Location	
Address:	
Contact(s):	
Phone:	
Head Judge	
Name:	
Phone:	
Election Judge	Election Judge
Name	Name:
Phone:	Phone:
Election Judge	Election Judge
Name:	Name:
Phone:	Phone:
Election Judge	Election Judge
Name:	Name:
Phone:	Phone:
Election Judge	Election Judge
Name:	Name:
Phone:	Phone:
Election Judge	Election Judge
Name:	Name:
Phone:	Phone:
Election Judge	Election Judge
Name:	Name:
Phone:	Phone:
Election Judge	Election Judge
Name:	Name:
Phone:	Phone:
Trainee Judge	Other
Name:	Name:
Phone:	Phone:

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Chapter 1: Election Judge Information

Section 1.1: About this Guide

This guide is a reference for election judges on Election Day. Most sections have endnote citations in the back of the guide referencing election laws (Minnesota Statutes or M.S. citations) or election rules (Minnesota Rules or M.R. citations).

The election process involves a sequence of required tasks. For this reason, the guide's organization is arranged by specific tasks performed on Election Day.

Elections are administered by local jurisdictions. While all jurisdictions follow the same set of election laws, tasks can be accomplished in more than one way. You may find that the step-by-step instructions in this guide vary from those provided by your local election official. When in doubt, follow the instructions provided by your local official, or ask for clarification as needed.

You are not required to memorize all the details of election procedure, but you are expected to be knowledgeable. Review this guide before Election Day and bring it with you to the polls.

Section 1.2: Election Judges, Qualifications, And Training

Election judges are integral to the efficient and transparent conduct of elections by managing tasks at the polling place. Judges may have specific roles throughout the day or move between stations.

Election judges are expected to faithfully follow election laws, be courteous and professional, avoid partisan comments or discussions, and ensure the polling place is free from influence and intimidation. Election judges may serve all or a portion of Election Day (M.S. 204B.22).

Election judges must be:

- Trained and certified by Dakota County Elections or a designated municipal clerk; and
- Eligible to vote in Minnesota; and
- Able to read, write, and speak English; and
- Not domiciled with any candidate on the ballot at that election; and
- Not the spouse; parent including stepparent; child including stepchild; sibling including stepsibling; of any election judge serving at the same time in the precinct or of any candidate at that election, although election judges related in this way may serve different shifts in the same polling place; and
- Not a candidate on the ballot at that election. (M.S. 204B.19)

In the state general election, precincts with more than 500 registered voters must be assigned at least four election judges. Precincts with fewer than 500 registered voters must be assigned at least three election judges. A minimum of three election judges shall be appointed for each precinct for all other elections. (M.S. 204B.22)

Chapter 1: Election Judge Information

At least two judges must represent different major political parties. No more than one-half of the judges can be from the same major political party. The number of trainees cannot be more than one-third of the judges in each precinct. Partisan affiliation does not apply to student trainee judges, or to judges in school district or township elections not held in conjunction with a statewide election. (M.S. 204B.19; M.S. 204B.21; M.S. 204B.22; M.S. 205A.10; M.S. 205.075; M.R. 8240.1655)

Election judges must complete at least two hours of training to be certified to serve in a polling place. All judges must be trained prior to working a state election and the training is thereafter valid for 24 months. Head judges, judges assisting with healthcare facility voting, and judges assisting with the Absentee Ballot Board must also receive extra training (M.S. 204B.25; M.R. 8240.1300 – M.R. 8240.1750).

State law allows election judges to receive time off from work to serve as an election judge. Notify your employer in writing at least 20 days in advance and attach a copy of your schedule and pay rate form. Your employer can reduce your salary or wages by the amount you are paid for being a judge during the hours you are away from work. Otherwise, you can voluntarily take a vacation day to be fully paid by your employer and receive the judge salary you earn as extra income. An employer cannot force you to take vacation. (M.S. 204B.195).

Section 1.3: Election Judge Positions, Roles

Election judge positions include:

- **Head Judge:** In charge of the polling place. Additional training is required. Reviews credentials of challengers, media, election administration representatives to determine if they are able to remain in the polling place. May conduct challenge procedures.
- **Assistant Head Judge/Co-Head Judge:** assists with management of the polling place.
- **Trainee/Student Judge:** high school students between the age of 16 and 18 are permitted to serve in the county the student resides, or an adjacent county. Student judges serve without party affiliation. The student may be excused from school for the hours they will serve if the student submits a written request signed by the student's parent or guardian and a certificate from the appointing authority to the principal of the school at least ten days prior to the election (M.S. 204B.19 subd. 6).

Election judges may have one or more of the following roles throughout Election Day:

- **Greeter Judge:** Directs traffic flow and maintains order. Monitors curbside voting area (alerting election judges when a vehicle is present). Provides information regarding voter's correct poll location and Election Day registration documents. Answers questions regarding language and/or disability assistance in the polling place.
- **Roster/Registration Judge:** Signs in voters who registered in advance of Election Day. Alerts voters to their record notations such as "A.B.," "challenges," and "see I.D." Registers voters who did not register in advance. Refers voters to correct poll location if current location is incorrect. May conduct challenge procedures. A registration judge is prohibited from handling ballots of voters they have registered until the polls are closed (M.S. 201.061 subd. 4).
- **Ballot/Demo Judge:** Gives official ballots to voters. Explains spoiled ballot procedures. Monitors and maintains supply of official ballots and secrecy covers. Explains how to mark a ballot.
- **Ballot Counter Judge** – Oversees the ballot box area and distributes "I Voted" stickers. Maintains physical security of the ballot box; ensures the program card storage compartments and all doors remain locked throughout the voting period.

Chapter 1: Election Judge Information

Section 1.4: Election Judge Expectations

While serving, leave your own opinions at home. On Election Day, your job is to faithfully follow election laws to the best of your ability. You must:

- Follow all instructions and complete all assignments given to you by the head judge.
- Keep the head judge informed of all concerns and document details on Incident Logs.
- Refrain from partisan discussions and personal opinions of election laws, rules, procedures and/or tasks.
- Except to verify “party balance,” do not disclose or use for any other purpose the party affiliation or unaffiliated status of other election judges.
- Respect a voter’s right to use the lawful assistance of any eligible person of their choice.
- Provide respectful assistance to persons with language and/or disability barriers.
- **Respect the secret ballot and the privacy of voters. Never disclose personal information about voters found on the polling place roster. Conceal or hide a “challenge” status notation of voters from the view of other voters. Avoid any action that may influence how a person votes.**
- Be aware of emergency exits and emergency procedures.

Section 1.5: Appropriate Attire

Dress comfortably and casually. Like voters, you cannot wear political or campaign-related attire. You are welcome to bring your own personal protective equipment, such as masks or gloves.

Section 1.6: Breaks & Meals

You may bring breakfast, lunch, snacks, and dinner. The Head Judge will arrange breaks and mealtimes.

Section 1.7: Remember to Vote

If you are working in your own precinct, you may vote on a break during regular voting hours or before Election Day by absentee ballot. If you are serving elsewhere, vote absentee before Election Day. For information on how to vote absentee, visit the Minnesota voter information webpage at mnvotes.gov.

Section 1.8: Before Leaving Home

Election Day will be a long day. Before leaving home, do a quick inventory of your personal needs and obligations for the entire day, including:

- Do you have your reading glasses, medications, or medical supplies?
- Do you have emergency information that coworkers should be aware of?
- Have you arranged for the care of your loved ones or pets?
- It may be late when you are finished. The polls close at 8 p.m., but there are duties that need to be finished afterward. Do you have enough gas, or a ride, to return home?

Chapter 1: Election Judge Information

Section 1.9: Polling Place Materials

Each municipality/school district will have their own method for delivering materials or having materials ready for election judges to pick up. Head Judges are encouraged to be in communication with the clerk and ensure they have a complete set of materials. Supplies must be obtained before Election Day. (M.S. 204B.29).

Materials include:

- Tabulator with accessible voting equipment
- Poll Pads, including printers and spare paper rolls
- Emergency supplies (sealed rosters and paper forms)
- Ballots
- Signage and map of precinct
- Ballot marking pens – *note that special pens must be used as they dry quickly and do not leave residue on the tabulator image readers. Please ask your election official for a supply of these pens if they are not included in your supplies.*
- Tape, stickers, and other voting supplies
- Forms including summary statement, Incident Logs, etc.
- Election judge manuals

Head Judges should also have an appointment list and schedule with the names and contacts of the election judges assigned to the precinct. Head Judges are encouraged to communicate with the other election judges prior to Election Day.

If an election judge informs the Head Judge that they cannot work, the Head Judge should call the local election official prior to Election Day to inform the official of the cancellation. The local election official may have an alternate election judge to place in that precinct.

Judges are encouraged to regularly check their materials to ensure they have sufficient supplies on hand throughout the day. Contact the municipal clerk if there is anything missing.

Chapter 2: The Polling Place

Section 2.1: Starting Election Day

Election judges should arrive at the polling location at least one hour before polls open if they work a full day or morning shift. Head Judges will arrive with the materials provided by the municipal clerk. Afternoon shift election judges should arrive at their appointed start time.

Contact your local election official immediately if you cannot access the polling location. Polls must open at 7:00 A.M. for state, primary, and special elections. A township may choose to open their polls as late as 10:00 A.M. for a township election (M.S. 204C.05). The Head Judge will keep the official time.

Judges must wear nametags denoting Head Judge, Judge, or Trainee Judge. (M.S. 204C.06)

Before performing any other action, each election judge must take the oath and sign the Election Judge Oath per M.S. 204B.24. This form is in the Head Judge packet. As an election judge, you take a legally binding oath and there are criminal penalties for intentionally deceiving a voter or creating an advantage for a party or candidate. Remember, **you are hired to serve voters in the community.**

“I solemnly swear (or affirm) that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit, and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or any candidate.” (M.S. 204B.24; 204B.26)

Section 2.2: Access to Polling Place

You are required by law to make sure voters of differing physical abilities can get into and move about the polling place. As you set up, put yourself in the position of someone who has never been to the building and has difficulty with mobility. If the voting room is within a large building with many rooms, is not on the main floor, or is a considerable distance from entrances, ask yourself:

- Is there a clear path of travel through all parts of the voting room? Are there cords or rugs that could make mobility difficult?
- Is there a clear path of travel through all parts of the building? Are there signs directing voters from entrances to the voting room?
- If an elevator is required to access the voting room, is it working?
- What signs will voters need to direct them from the parking lot to the appropriate polling place entrance(s)?
- Are the polling place entrance(s) unlocked and free of any barriers?
- Is the national flag displayed at the entrance of the polling place?

If any problem with access to or within the building, polling place and/or voting room is discovered, it must be addressed and resolved as soon as possible. Document steps taken to address and resolve the problem on the Incident Log.

Traffic Flow within Voting Room: Voters move sequentially from one station to the next. Set up your space with this in mind. You — and the voters — will be grateful for an efficient layout if large crowds come at once.

Chapter 2: The Polling Place

Section 2.3: Voting Privacy

Arrange the voting stations with privacy in mind. Others nearby should not be able to see how someone is marking their ballots. Provide voters using a table-height booth or a ballot-marking device with the same level of privacy as others. (M.S. 204C.17; M.R. 8230.0250)

Note: Voters are not required to use a voting station/booth to vote their ballot. If they do not want to wait for a voting station to become available, offer them other areas within the voting room (i.e., a built-in countertop) that offer some level of privacy. It is the voter's choice of where they would like to vote the ballot within the voting room. (M.S. 204B.13)

Minnesota law requires that you provide chairs for voters with limited mobility to use while waiting in line, receiving instructions, or while voting a ballot. Depending on local health and safety ordinances/special laws, space may need to be devoted allowing voters to social distance themselves while waiting in line.

Section 2.4: Setting up the Polling Place

Voting occurs in all types of buildings. You might arrive to find a space that needs substantial rearranging to make it usable. You may have only one hour to set up, so work efficiently. **When setting up, focus on access, traffic flow, and privacy to ensure voters have a positive experience.** There are several steps to setting up the polling place to have it run in a smooth and efficient manner.

Confirm delivery of polling place supplies. The following items should be delivered prior to election day:

- Tabulator, both bottom bin and the tabulator that sits atop the bin complete with external monitor, ATI, and cords
- Voting booths, assembly may be required
- Flag of the United States and proper polling place signage
- Tables and chairs

Other supplies will arrive with Head Judge:

- Tabulator, if not already delivered
- Poll Pads in green cases
- Ballots (may be in bottom of tabulator)
- Supplies – pens, tape, “I Voted” stickers, station packets of forms and resources, etc.
- Transfer case(s) for voted ballots, may be part of Head Judge packet

Exterior

For the exterior of the polling location:

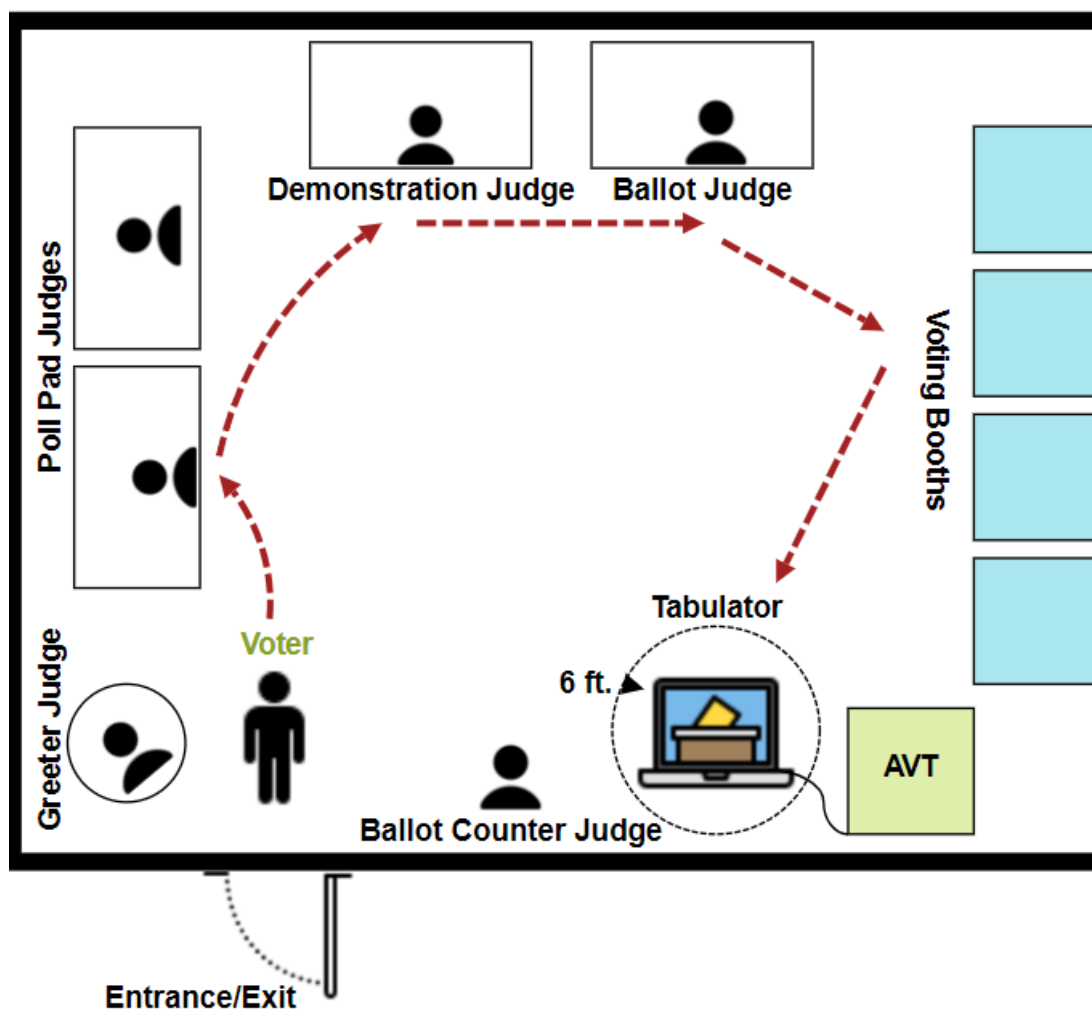
- Use the directional arrows to direct voters to the best entrance to the polling room, especially if it is not the main entrance to the building.
- Designate voter parking spaces, if needed.
- Ensure disability accessible parking space is available and properly marked.
- Display “Vote Here” sign and the United States flag at entrance (M.S. 204C.08 subd. 1c).

Interior

Consider the following when setting up the interior space for voting:

- Tables for voter check-ins and voting
- Movement of voters – try to avoid crossed paths
 - If a Greeter Judge is assigned, voters will interact with this person at the entrance
 - Voters will then move on to a Roster/Registration station with Poll Pads
 - Their next stop is the Ballot/Demo Judge before moving to a voting booth or table
 - Voting booths must be arranged for voter privacy (M.S. 204B.18)
 - At least one voting booth must be table height
 - The external monitor for accessible voting sessions should be placed in a way that ensures secrecy of the voter
 - A voter's final stop is the tabulator
 - Then they will exit the polling place
- **There must be a 6-foot perimeter around the tabulator free from obstructions**
- Post signage with voting hours, Proof of Residence: Election Day Registration, and Voter's Bill of Rights (M.S. 204C.08 subd. 1d). Other signage may be necessary.

An example of interior polling place setup follows:



Chapter 2: The Polling Place

Tabulator

Ensure the tabulator and bin are assigned for the correct precinct. See Chapter 3 for more details on how to set up the tabulator.

Once the polls are open and a zero tape is printed, check the zero tape to ensure the precinct listed on it is correct and that the candidates are in the same order as the ballot. If you received a tabulator for another precinct, call your local election official immediately. Once all accessories are set up and compartments are emptied, lock all doors and compartments on the tabulator.

Accessible voting device

While setting up the tabulator and voting booths, place the external monitor on an accessible table. The cord for the monitor and ATI can reach outside the six-foot perimeter around the tabulator. The monitor must be positioned to ensure voter privacy, as the ballot appears on the screen.

Poll Pads

When setting up the Poll Pads, be sure they are located near adequate power outlets. See Chapter 4 for more details on Poll Pad setup.

Section 2.6: Preparing Ballots and Rosters

Rosters

All Dakota County precincts use electronic Poll Pads (also called ePollbooks) as the primary roster for the precinct. **Confirm that ballot packs, sample ballots, the tabulator and zero tape, and the Poll Pads all show the same precinct.** Paper rosters are located in the “In Case of Emergency” bag, which may only be used after consultation with your local election official and a Dakota County official.

Ballots

Confirm the number of packs of ballots that the clerk certified that were being sent to the precinct. Each pack contains 50 ballots.

After the number of ballot packs has been confirmed, the Ballot/Demo Judge and another election judge should open a pack, count it, and prepare it for voters. After certifying that ballots are clean of marks, two judges must each initial the ballots. Packs should be opened throughout the day as needed. Unvoted ballots will need to be counted after polls close, so it may be cumbersome to have a large number of opened packets. (M.S. 204C.09)

Every time a ballot pack is opened, it must be counted to determine if it has 50, more than 50, or fewer than 50 ballots. This is recorded on the grid at the top of Incident Log. In each box of the grid, indicate the number of ballots missing or added (e.g., -2 is used if there are 48 ballots in a pack, or +1 if there are 51.) Noting the difference like this will make balancing at the close of polls faster and easier.

Sample Ballots

Included in your precinct kit are two sets of sample ballots. Sample ballots are on colored paper and unreadable by the tabulator. Ensure these sample ballots match the official ballots and the zero tape. These should be posted near the entrance for voters to examine as they enter. One should be posted at standing level and the other posted at seated level.

Chapter 2: The Polling Place

Section 2.7: Problems at Start of Voting

The polling place must be open at 7:00 a.m. (during township elections, the polls may open as late as 10:00 a.m.; M.S. 204C.05). The following are solutions to common problems:

Issues with polling place supplies

Contact your local election official as soon as possible if you encounter issues with your polling place supplies. They may dispatch someone to your location. You may also need to contact the building attendant.

Issues with the tabulator

If the tabulator is not reading ballots, utilize the auxiliary compartment at the back of the tabulator and turn it around to make it accessible for voters. Call your local election official and they will contact the county. Explain to voters that two election judges will transfer the ballots from the auxiliary bin to the tabulator once it is operational again to ensure each ballot is properly counted.

Section 2.8: Posting Signs and Directions

Your materials will include several informational posters. Display all signs in clear view.

- Post voting hours sign on the main entrance where voters will enter.
- Verify that the sample ballot posters match the offices and questions listed on the official precinct ballots. Post at least two sample ballots that voters can study while in line. One of the sample ballots should be placed at a height that can be easily read by a person seated.
- Prominently display the Voter's Bill of Rights.
- If voters must walk through the building to enter the voting location, put up signs pointing the way. If the exit is different from the entrance, clearly label the exit.
- Ensure parking spots for disabled voters are marked and available. Use signs found in supplies for marking new or additional accessible parking spots near the polling place entrance during voting hours.
- If signs are available, use signs to mark parking spots reserved for curbside voting.
- Mark the entrance that voters with disabilities can use. If it is not the main door, post easily visible signs pointing the way to the accessible entrance. If it is necessary for voters with disabilities to take a different route, to avoid stairs for instance, post signs for that accessible route.
- Place a U.S. flag at the entrance of the polling place during voting hours.

At various times during voting hours, double check that all posters and signs are in place and not damaged or defaced. If needed, replace or repair posters and signs and document the incident(s) on the Incident Log. (M.S. 204B.27, subd. 3; 204C.06; 204C.08; M.R. 8200.5800)

Chapter 3: Tabulator Setup and the Accessible Test Ballot

Section 3.1: Opening the Tabulator

Unwind the power cable from the back of the tabulator and plug it in to an outlet. The tabulator should make a sound when it is connected to the outlet.

Have the following items ready:

- Key with black fob attached to blue lanyard
- Accessible Test Ballot Envelope
- Accessible booth or table
- Audio Tactile Interface (ATI) found on back of tabulator
- The following items from the auxiliary compartment
 - External monitor
 - Data cord
 - Monitor cord
 - Headphones



Audio Tactile Interface (ATI)

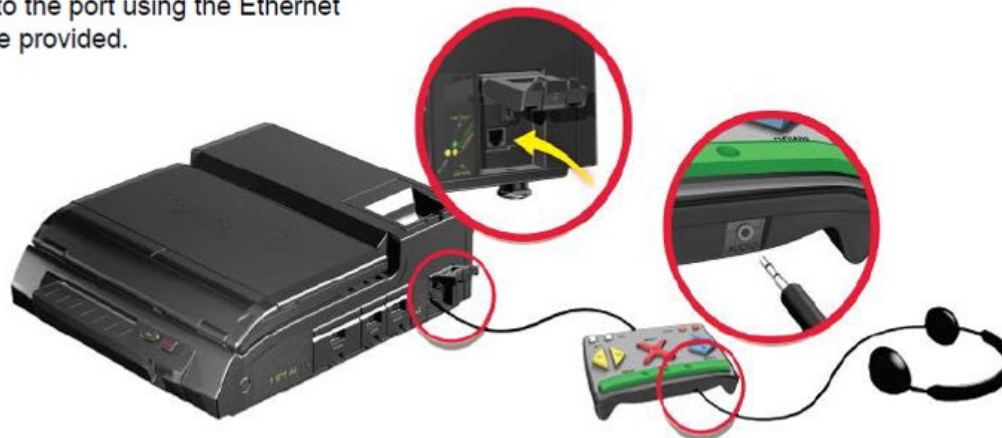
Connect the ATI with the tabulator using the data cord, and the external monitor to the tabulator using the monitor cord. Connect the headphones to the ATI using the port on the bottom of the ATI labeled “AUDIO.” The following images will show port locations.

Note: To avoid error messages, do not power on the unit until all peripherals, including monitor and ATI, have been plugged in to the tabulator.

SETTING UP THE UNIT

DOMINION VOTING  IMAGECAST EVOLUTION

1. Before Powering On, lift the AVS door to expose the ATI port. Connect the ATI to the port using the Ethernet cable provided.



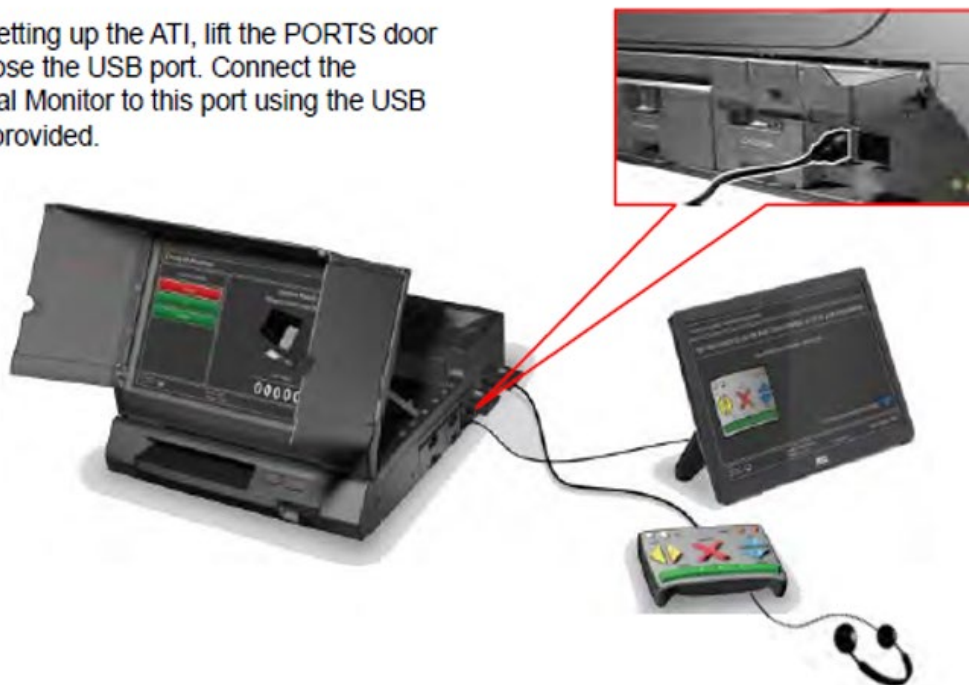
2. Connect the Headphones provided to the Audio port on the ATI

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SETTING UP THE UNIT

DOMINION VOTING  IMAGECAST EVOLUTION

3. After setting up the ATI, lift the PORTS door to expose the USB port. Connect the External Monitor to this port using the USB cable provided.



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SETTING UP THE UNIT

DOMINION VOTING IMAGECAST EVOLUTION



4. After connecting the ATI, Headphones and External Monitor to the ICE unit, position all three devices on the accessible voting booth as shown in the picture.

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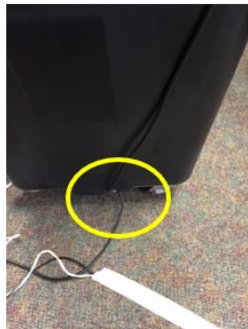
Reminder: the external monitor must be positioned in a way that protects the privacy of the person using it. The voting booth should be facing in the opposite direction or sideways for privacy. Passersby must not be able to read what is on the screen.



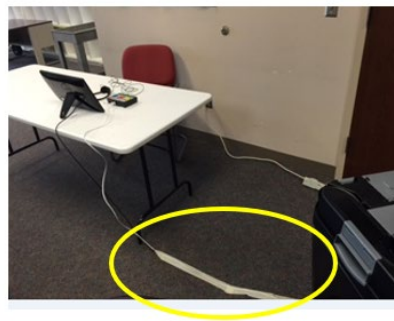
Accessible cords plugged in



Back of accessible equipment



Power cord secured in hook



Properly set up equipment

Chapter 3: Tabulator Setup and the Accessible Test Ballot

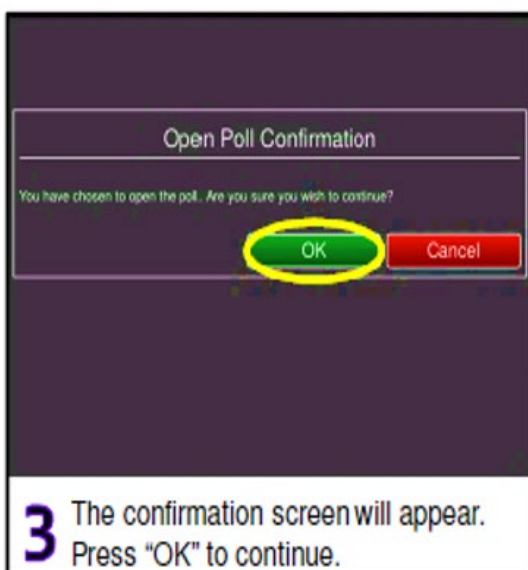
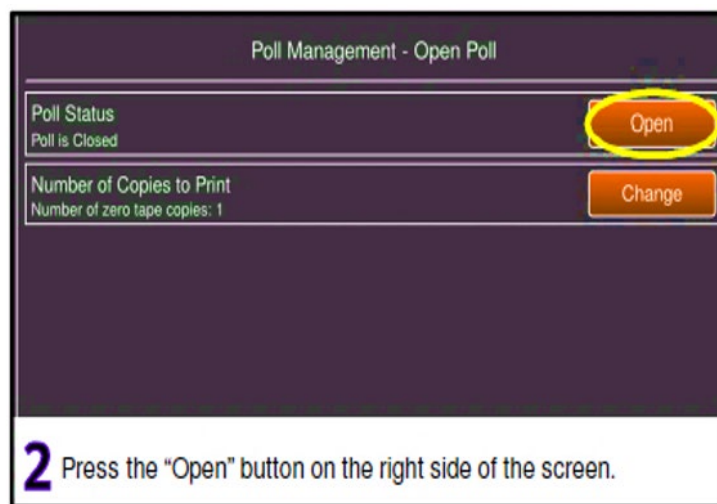
After everything has been plugged in and the cords are secured, power on the tabulator by pulling up on the monitor using two hands. It will load and then ask for the security token. Press the black fob against the silver indentation on the right side of the tabulator.

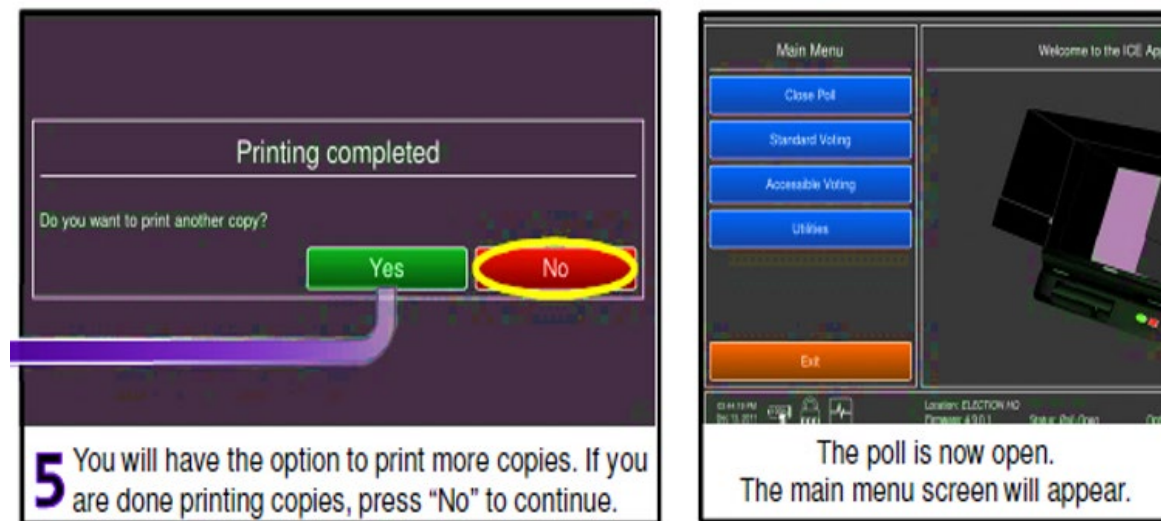


Enter the username and password provided by your local election official.

Section 3.2: Opening the Poll on the Tabulator

Once the tabulator is on, the main menu will be displayed. Follow the instructions below to open the poll.





Zero Tape

Once the poll is open and the zero tape has printed, follow these steps:

- **DO NOT TEAR IT OFF.** Ensure that the precinct name and candidate order match the official ballots and sample ballots. (Note the zero tape may print two sections where the bottom section is for totals and may revert to the base candidate order.) The precinct name should also match on the poll pads.
- Judges must sign the zero tape
- Leave the zero tape attached to the tabulator

Section 3.3: Setting up the Internal Printer

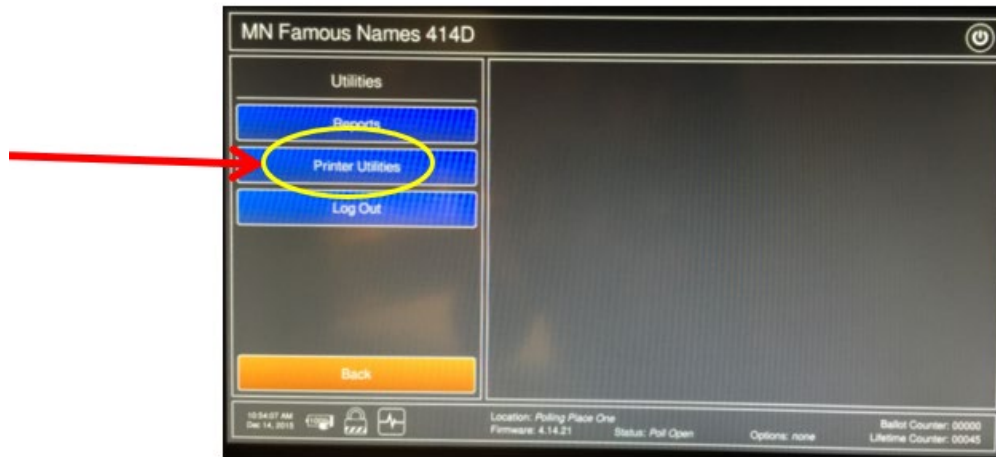
Note: Your local election official will determine if this step is to be completed. Skip to Section 3.4 if directed to omit this step.

From the main menu, go to "Utilities."



Chapter 3: Tabulator Setup and the Accessible Test Ballot

Press “Printer Utilities.”



Press “Cartridge Maintenance”

At “Install Already Used Cartridge” screen prompt, press “Install” on the right-hand side. You will hear the ink cartridge automatically move to the center where it can then be accessed. **If the cartridge is manually pulled to the center, it will break the track and the tabulator will be unusable.** Unscrew the panel at the back of the tabulator. Loosen the screws and open the door to reveal another door.

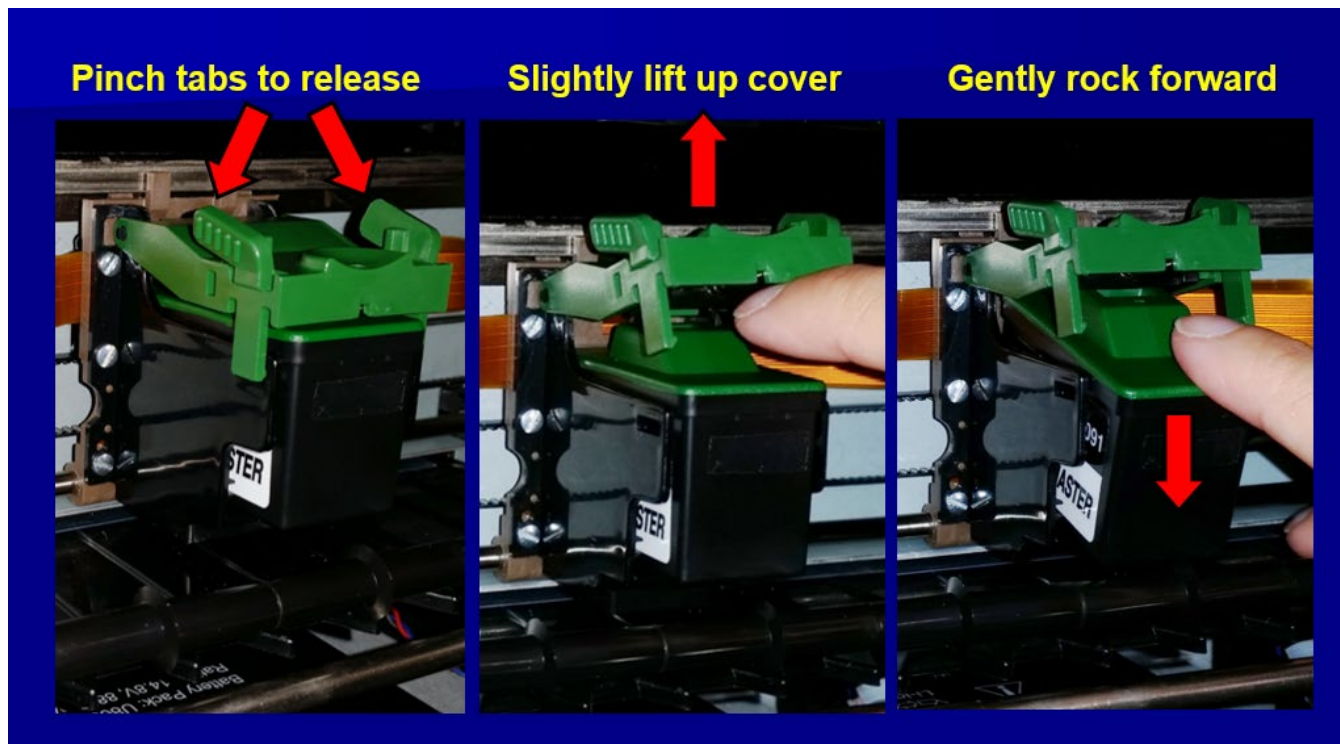


Pinch the metal tabs at the top of the interior door to open it.



Chapter 3: Tabulator Setup and the Accessible Test Ballot

Inside the compartment, the ink cartridge should be ready for removal. Locate the top of the green cover and pinch the tabs to release the cover and tip the ink cartridge towards you to release it.



Shake the ink cartridge and use the supplied alcohol swab to wipe the bottom of the ink cartridge until ink comes out. Place the ink cartridge back into the holder. It is easiest to rock it back in, the reverse of how it was removed. Click the green cover back down to secure the cartridge.

Pinch the metal tabs to close the interior door. Close the exterior door and tighten the screws to secure it.

On the main screen press the green “Okay.” You will hear the ink cartridge move back in to place.

Press “Back” twice to return to the main menu.

Section 3.4: Accessible Voting Test Ballot

Two election judges will need to create an accessible test ballot to ensure the tabulator will mark a blank ballot as instructed using the ATI.

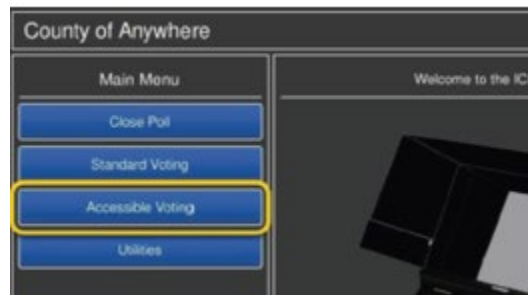
It is important that the test ballot is not cast into the tabulator after it is printed. Doing so would result in an excess of votes cast.

The following steps describe the process of creating an accessible test ballot:

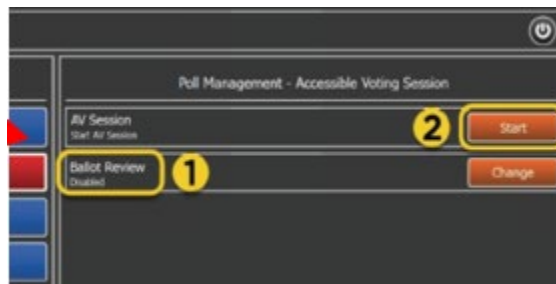
1. Obtain a blank ballot from the Ballot/Demo Judge. **Do not initial the lines in the top left corner,** and in the header area write “TEST.”



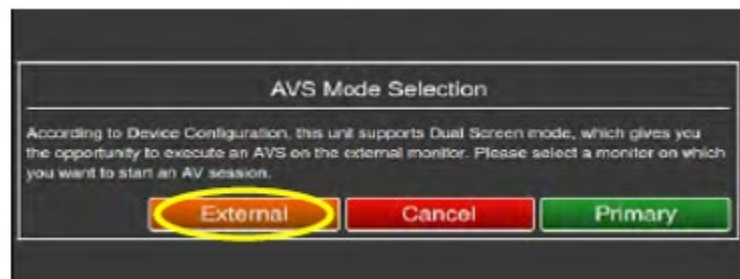
2. Select “Accessible Voting” from the menu.



3. Ensure that Ballot Review (1) is disabled and press “Start” (2).



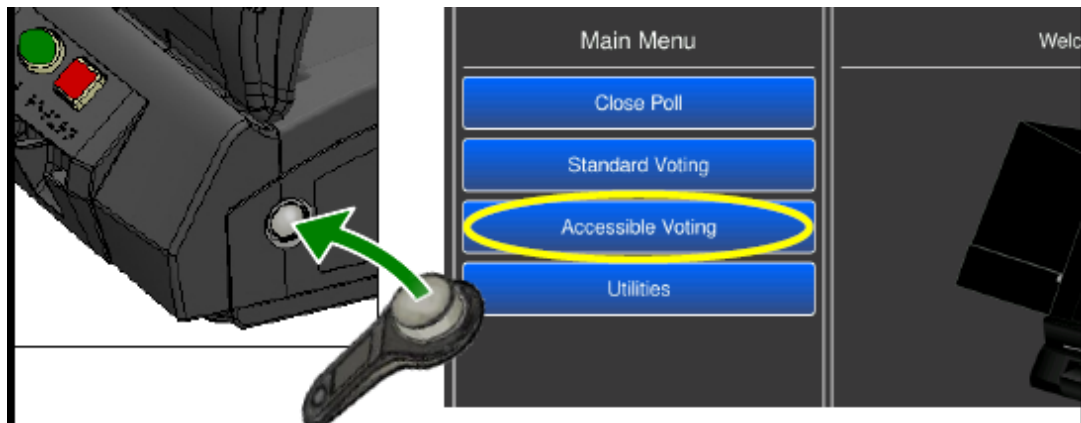
4. The AVS Mode Selection screen will appear. Select “External.”



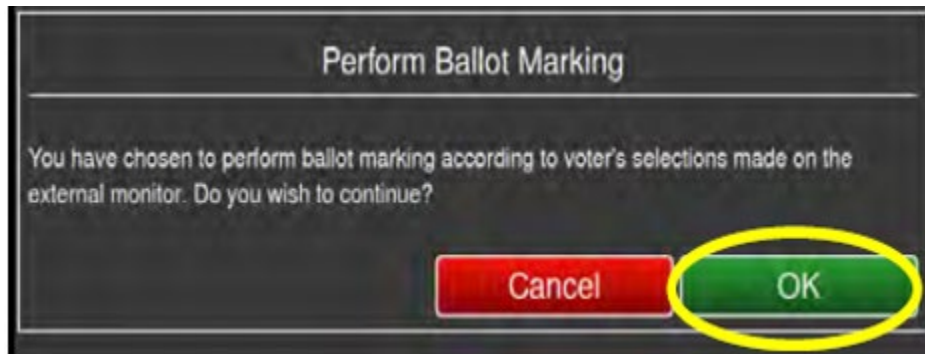
5. The tabulator will ask for the Ballot ID number so it will display the proper ballot. The Ballot ID is found on the top right corner of the ballot. If there are multiple ballots, test one of each style.



6. A confirmation screen will appear. Press “OK” to progress. The accessible session will load after a few moments and instructions will begin.
7. Listen to the audio instructions to become familiar with how accessible sessions function and follow the prompts. Do not skip through the audio instructions as this may cause the process to fail or freeze. Make your selections; at least one should be a write-in if that option is available.
8. When the session is completed, use the black fob to return to the main menu and select “Accessible Voting.”



9. The Accessible Voting menu expands on the right side of the screen to include options to cancel the accessible session and to mark the ballot. To mark the ballot, select “Start” next to Ballot Marking.
10. During testing, you are validating the following:
 - Accessible equipment is functioning properly
 - Races and candidate names seen on the monitor are spelled correctly and appear in the same order as ballot
 - Races and candidate names heard through the headphones also match the ballot
 - Targets/oval are correctly marked based on your selections
 - Ink marks are dark, indicating ink cartridge was properly wiped
11. Confirm that you want to print the test ballot.



12. Insert the blank ballot into the tabulator.



13. The tabulator will print the choices selected during the accessible voting session. Once it returns the ballot, verify that it reflects the choices made during the accessible voting session.

DO NOT REINSERT THE BALLOT

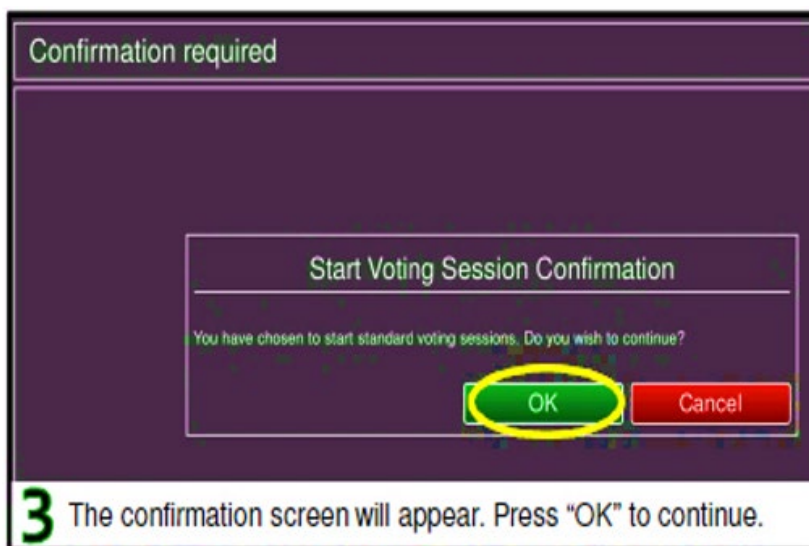
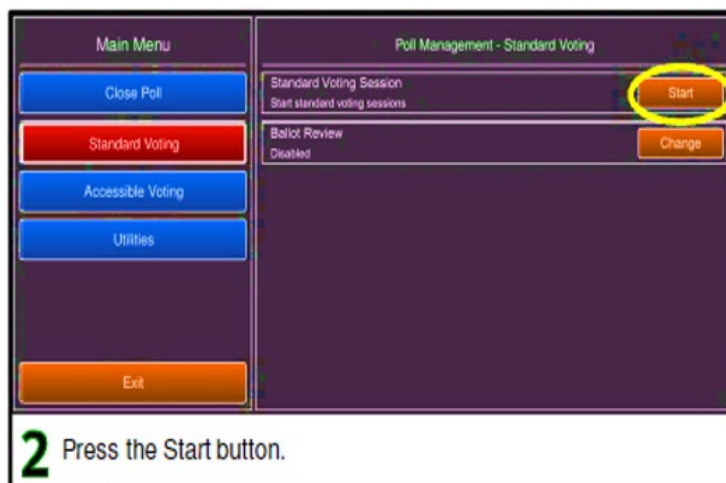
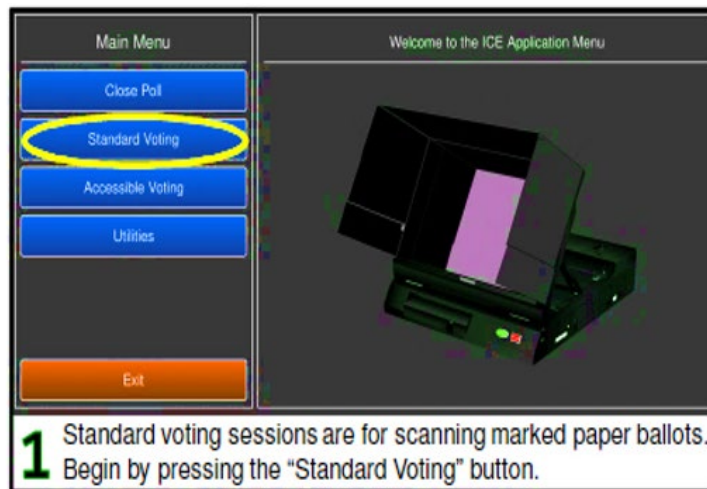
14. Place the test ballot into the red Accessible Test Ballot Envelope and press the black fob to the side of the tabulator to return to the main menu. This will cancel the accessible voting session. Create an accessible test ballot for each style present at the precinct and indicate the quantity of test ballots in the envelope by putting the number on the front of the envelope.

A form for an "Accessible Test Ballot Envelope". The form is divided into several sections. The top left section is labeled "Polling Place" and "Accessible Test Ballot Envelope". The top right section contains fields for "Election:", "Date:", "Municipality:", and "Ward: _____ Precinct: _____". The bottom section contains a line for "This envelope contains ____ tested ballots." and a line for "Dakota County, MN". A red arrow points from the left towards the "This envelope contains" line.

Chapter 3: Tabulator Setup and the Accessible Test Ballot

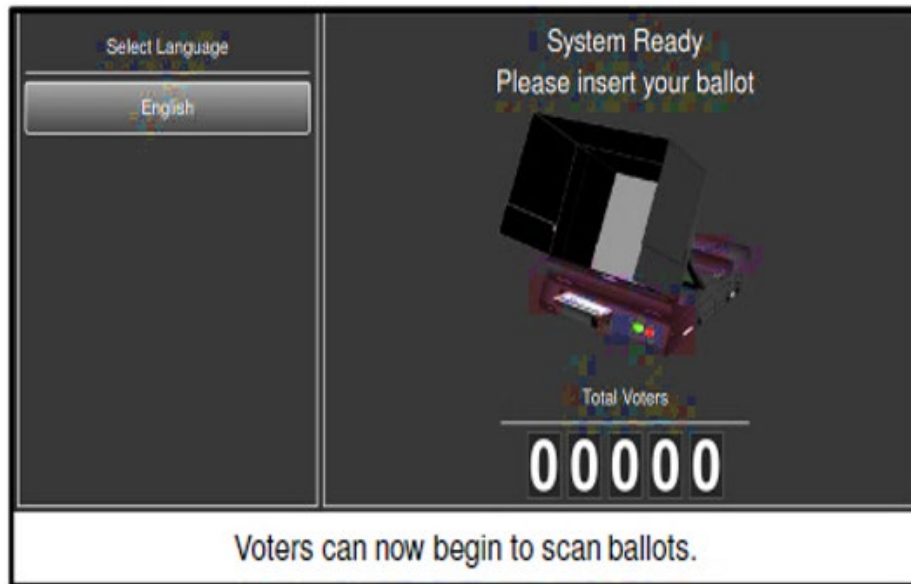
Section 3.5: Starting a Standard Voting Session

To complete setup for the tabulator, initiate a standard voting session; the mode for voters to deposit their ballots into the tabulator. Follow the instructions in the images below to initiate a standard voting session.



Chapter 3: Tabulator Setup and the Accessible Test Ballot

When the following screen is displayed, the tabulator is ready to start scanning and depositing ballots. If a voter requests an accessible voting session, restart a standard session as soon as the accessible voter is set up. This way, the accessible voter can vote at their own pace while other voters can still deposit their ballots.



To set up an accessible voting session during Election Day, see Section 11.3 in this manual.

Chapter 4: Poll Pads

Section 4.1: Introduction to the Poll Pads

The Poll Pads (also known as ePollbooks) replace paper rosters. Election judges use Poll Pads to check in registered voters and to register voters.

The Poll Pads also replace paper precinct finders. The Poll Pads have a precinct finder to look up a voter's polling place.

Voters use a stylus to sign on the Poll Pad screen. Voter Receipts, Voter Certificates and, if the voter is registering, Voter Registration Applications are printed by the Poll Pad printer.



- 1 Power Button 2 Home Button 3 ePollbook & Plastic Shell**
4 Stand Arm 5 ePollbook Base 6 Camera 7 ID Tray

Poll pad Components in Case



- ① Green Case
- ② ePollbook
- ③ ePollbook Base
(printer cords & stand arm
located under base)
- ④ Lightning to USB
Cable & USB
Power Adapter
- ⑤ (2) Stylus
- ⑥ ID Tray
- ⑦ Printer
- ⑧ Screen Cloth

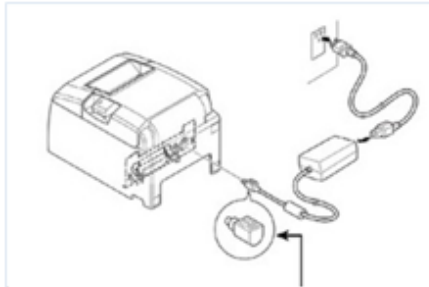
There may be different or additional power cords in your Poll Pad case.

Chapter 4: Poll Pads

Section 4.2: Printer Setup

Each Poll Pad has an assigned printer that will print the Voter Signature Certificate, Voter Registration Application (if applicable), and Voter Receipt. Follow the instructions and images below to set it up. Compare the number on the Poll Pad case, Poll Pad, and printer to ensure they are the same. All three must match.

1. Find and remove the printer, power adapter, and power cord.



2. Connect the power cord to the adapter. Ensure a secure connection.



3. Connect the adapter cord to the port on the back of printer. The flat part of the plug faces up.



4. Plug the printer cord into a power strip, outlet, or extension cord.



Chapter 4: Poll Pads

5. Turn the printer on using the switch on the side of the printer. If there is no green light on the front of the printer, check the power connections and ensure the power strip and outlet have power.



Section 4.3: Poll Pad Setup

1. Attach the stand arm. The circular piece attaches to the back of the Poll Pad. Gently place the Poll Pad face-down on a table, with the camera on the top right. Pinch and hold the buttons on the side of the circle and put it in the circular opening on the back of the Poll Pad, with the arm in the 9 o'clock position. Release the buttons and rotate the arm to the 6 o'clock position. The arm will click into place. Once attached, verify that the Poll Pad is in a horizontal orientation with the camera on top.

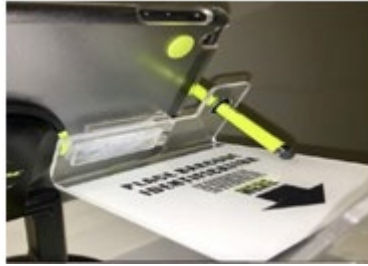


2. Connect the arm to the base.



Chapter 4: Poll Pads

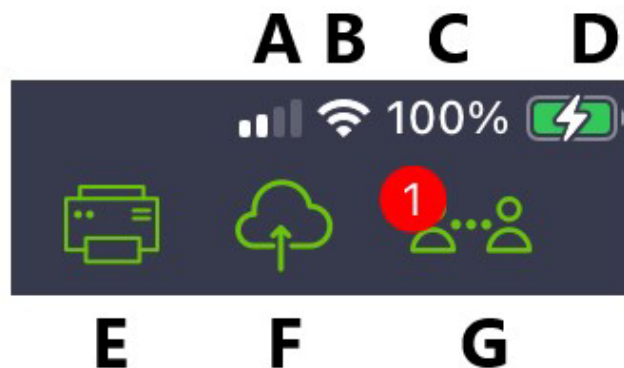
3. Attach the photo ID tray by inserting it into the mounting slide on the back of the Poll Pad.



4. Plug the Poll Pad into a power source. The USB end of the power cord attaches the power block and the Lightning end of the power cord to connects to the Poll Pad. It is helpful to feed the power cord through the hole in the stand arm so that the cord is not hindered when turning the Poll Pad to face the voter.
5. The Poll Pad should turn on automatically when connected to power. If it doesn't turn on, press the power button on the left edge of the pad until you see the Apple icon on the screen, then release the button. The Poll Pad will power on. Tap the "P" icon on the home screen to launch the app.

Poll Pad Icons

The icons are located on the upper right corner of screen.



- A. Cellular signal strength
- B. Wi-Fi signal strength (may not be used if connected to cellular network)
- C. Battery charge percentage
- D. Battery charge icon and lightning bolt indicating pad is connected to power
- E. Printer icon - printer pairing status - green icon means pad is paired with printer. Tap green printer icon to print test receipt from dropdown. If the icon is red, the printer isn't connected - see troubleshooting section.

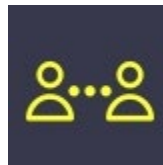


Chapter 4: Poll Pads

- F. Cloud sync icon - cloud synchronization status – green icon means pad is synchronizing correctly. Tap cloud icon to manually sync pad from dropdown. If the icon is red, the pad isn't syncing – see troubleshooting section.

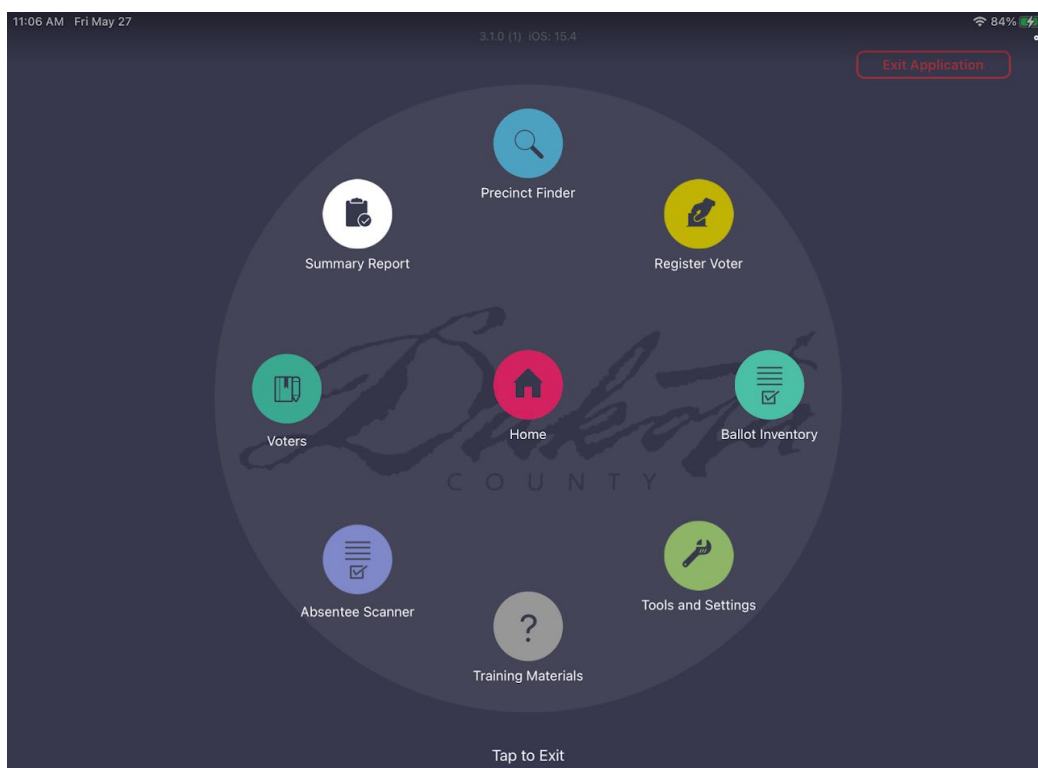


- G. Multi-Peer icon - status of connection to other Poll Pads in the polling place – green icon means pad is connected to the other pads. The number in the red circle indicates how many other pads are connected. If the icon is yellow, the pad isn't connecting to the other pads – see troubleshooting section.



Main Menu – the “circle Menu”

To access the main menu, tap ‘MENU’ in the upper left corner of the screen.



Home – exits the main menu and return to the ‘GET STARTED’ page to process voters.

Register Voter – to register a new voter. This is only for an entirely new registration. If a voter has an existing record and has moved within the precinct or changed their name, tap ‘Registration’ at the bottom of the voter confirmation screen to re-register that voter. Use the precinct finder to confirm a voter lives in the precinct before starting the registration process.

Ballot inventory— not used.

Chapter 4: Poll Pads

Tools and Settings – not used in the polling place.

Training Materials – this guide.

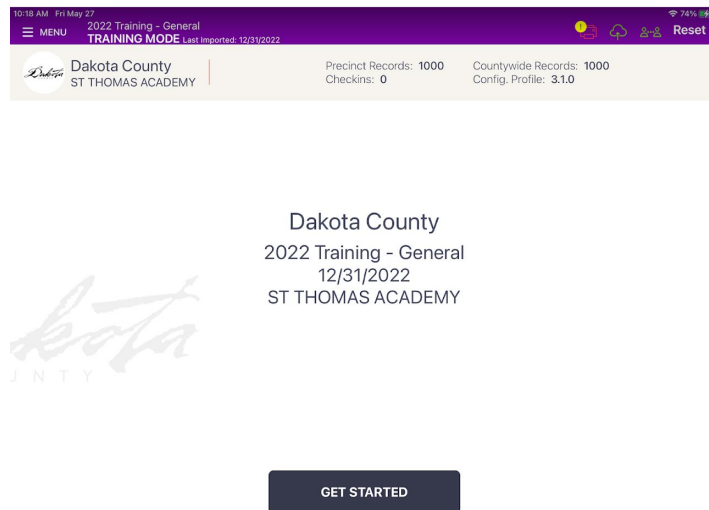
Voters—same as home button.

Summary Report – a summary report -- printed when closing the polling place.

Precinct Finder- used to look up the polling place for any residential address in Dakota County.

Section 4.4: Verify Functionality

1. Once the application opens, verify the following information on the home screen. Note that some design aspects may change with application and iOS updates.
 - Election name and date
 - Polling place location
 - Check-in count = 0
 - Battery life is close to full (90% or greater. A lightning bolt will appear if plugged in)

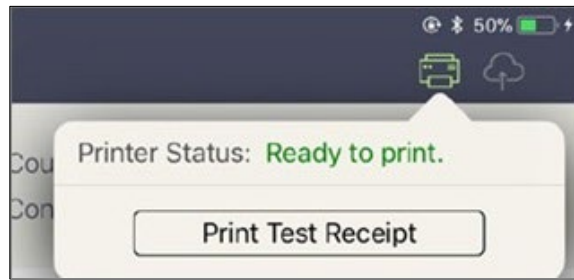


2. Confirm connection to printer. Look for the blue light on the back of the printer to confirm the wireless printing connection is successful.



Chapter 4: Poll Pads

3. A green printer icon in the top right corner of the screen shows the pad is connected to the printer. Tap the green printer icon and then tap “Print Test Receipt” on the dropdown. A test receipt will print.



4. You are now ready to check in and process voters. See the Poll Pad Judge chapters (chapters 7 and 8) regarding processing voters.

Section 4.5: Poll Pad Tips and Troubleshooting

Turning on a Poll Pad

Hold down the power button until a white apple appears on the screen. Release the power button and wait for the Poll Pad to turn on.

Launching the Poll Pad App

To launch the Poll Pad app after restarting or turning on the Poll Pad, tap the “P” app icon on the home screen. Note that on Election Day the app may launch automatically when a pad is restarted.



Turning off a Poll Pad

Hold down the power button until “slide to power off” appears on the screen. Slide the circle to the right to power off the Poll Pad.

Restarting a Poll Pad

Hold down the power and home buttons until the screen goes dark and wait for the Apple logo to appear. Release the buttons when the Apple logo appears. The app may restart automatically or you may have to launch the app by tapping the “P” app icon.

Use a Stylus

Use a stylus, not your fingers, on the screen—it keeps the screen clean and a stylus is easier to use.

Hiding the Keyboard

As you check in and register voters, on some of the screens you will need to hide the keyboard to see the “next” button. Tap the keyboard icon on the lower right of the keyboard and the keyboard will slide down. When the keyboard is hidden, you will be able to tap the “next” button and move to the next screen. To show the keyboard, tap in any text field.

Synchronizing

The Poll Pads automatically and securely synchronize with each other and the official roster during Election Day.

Occasionally a pad will stop syncing – the cloud icon on the screen may be yellow or red.

You may also get a phone call from Dakota County or your election official asking you to check a pad that isn’t syncing.

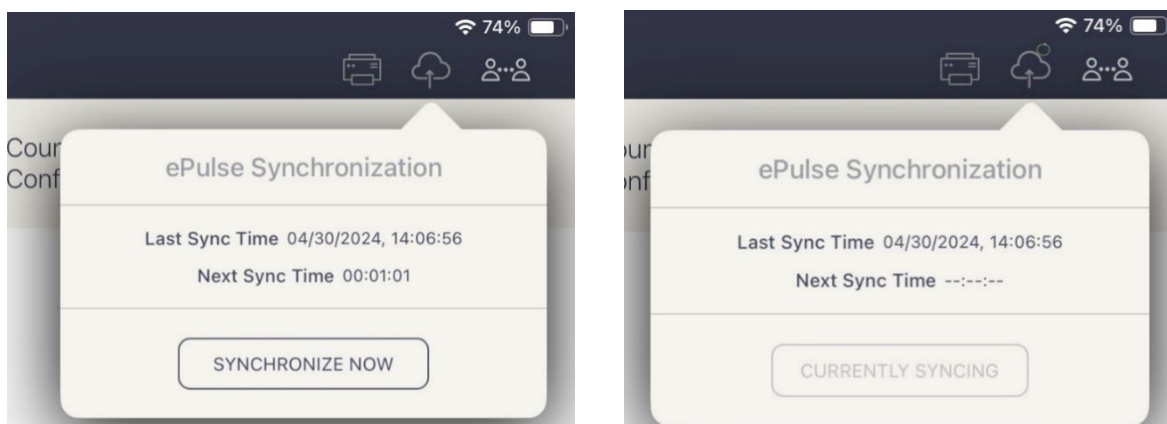
To synchronize a pad, tap the cloud icon and select “synchronize now” from the dropdown.

There will be a small spinning circle on the cloud icon as the pad synchronizes, and the “Last Sync Time” will update when synchronization is complete. Tap on the screen to close the dropdown. The cloud icon should now be green.

When closing the polling place, election judges should be sure to synchronize the pads before they are shut off and packed up.

Multi-peer Networking Troubleshooting

If the multi-peer (two people) icon isn’t green with a red circle indicating the number of other pads in the polling place, restart the pads to correct the issue.



Unresponsive Poll Pad

If a Poll Pad screen is unresponsive, first try tapping the power button twice. If that doesn't work:

1. Unplug the pad from the power source.
2. Hold down the power and home buttons at the same time. Release them when the screen is black. The Poll Pad will then restart.
3. After application launches, return to previous activity. If application doesn't launch — tap “P” app icon to launch.
4. Plug in the power cord.

Printer Not Working

If the printer isn't working, first confirm all power cords are securely connected and the printer is powered on.

Confirm the printer icon in the upper right of the Poll Pad screen is green. Tap the printer icon to print a test receipt.

Look for the blue light on the back of the printer which indicates the printer is paired with the Poll Pad.

Unlatch the printer lid (as described below under “Replacing Poll Pad Printer Paper”) and make sure it isn't out of paper.

Turning off the printer and turning it on again may enable the connection. You can also restart the Poll Pad to reconnect with the printer.

If the printer still isn't working, call your local election official or Dakota County Elections for assistance.

Replacing Poll Pad Printer Paper

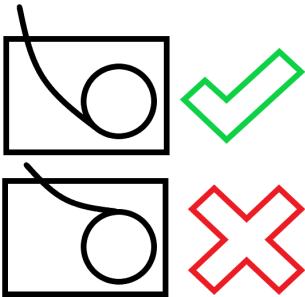
Each roll of paper will print receipts for roughly 250 voters.

You can open the printer lid to check the paper roll. If the printer runs out of paper while printing receipts, you can reprint the receipts after replacing the paper.

1. Unlatch the printer lid by pressing the lid latch toward the back of the printer and open the lid.
2. Remove any remaining paper and/or roll core.
3. Unroll about a foot of paper from the new roll and tear it off.
4. Unroll about eight inches of paper and place the paper roll in the printer with the paper feeding from the bottom of the roll—see diagrams. The printer will not print if the paper is loaded incorrectly.
5. Gently but firmly close the printer lid with a flap of paper hanging over the front of the printer as shown. The lid will latch and the printer will cut the flap of paper.
6. Tap the green printer icon on the Poll Pad screen and then tap “Print Test Receipt.” The printer will print a test receipt. Tap anywhere on the screen to close the dropdown.
7. If the test receipt doesn't print, confirm the paper is loaded correctly.



Paper roll installed correctly and ready for lid to be closed.



Decline iOS Updates

IMPORTANT! -- DO NOT perform an iPad OS software update on the Poll Pad. If an iOS update notification displays on the device, decline the update by selecting “Remind me later” at the prompt.

Chapter 4: Poll Pads

Section 4.6: Poll Pad Receipts

Below are images of the three receipts printed by the Poll Pads: Minnesota Voter Registration Application, Voter Signature Certificate (Registered Voter), and Voter Receipt.

Minnesota Voter Registration Application
Dakota County

Are you a U.S. Citizen?: Yes, Will you be at least 18 years old on election day?: Yes

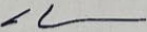
AAA BBB CCC
DOB: 10/01/2004
Voter ID:
Voters Address:
2550 VOYAGEUR PKWY, HASTINGS, MN 55033
Mailing Address:
2550 VOYAGEUR PKWY, HASTINGS, MN 55033
Phone Number:
Email Address:

ID Type: Voter Has a MN-issued driver's license or MN ID card number
ID Number: A123456789012

Residency ID Type: ID with Current Name & Address
Residency ID Number: A12356689012
Residency ID Type: MN Driver's License, Learner's permit, MN ID card
Residency ID Number:
Residency ID Type:

Previous Name:
Previous Address:

Read and sign only if all parts apply to you:
I certify that I:
(1) will be at least 18 years old on Election Day;
(2) am a citizen of the United States;
(3) will have maintained residence in Minnesota for 20 days immediately preceding Election Day;
(4) maintain residence at the address given on the registration form;
(5) am not under court-ordered guardianship in which the court order revokes my right to vote;
(6) have not been found by a court to be legally incompetent to vote;
(7) am not currently incarcerated for a conviction of a felony offense; and
(8) have read and understand this statement, that giving false information is a felony punishable by not more than five years imprisonment or a fine of not more than \$10,000, or both.



Voter Signature

Date: 06/01/2024

Precinct: HASTINGS W-1 P-1
School District: 200

Election Judge Initials:


VOTER SIGNATURE CERTIFICATE

05/06/2024, 14:46:45

AAA BBB CCC
DOB: 10/01/2004
2550 VOYAGEUR PKWY, HASTINGS, MN 55033
Voter ID:

READ THE OATH AND SIGN BELOW:
I certify that I:
- am at least 18 years old;
- am a citizen of the United States;
- have maintained residence in Minnesota for 20 days immediately preceding the election;
- maintain residence at the address shown;
- am not under a guardianship in which the court order revokes my right to vote;
- have not been found by a court of law to be legally incompetent to vote;
- have the right to vote because, if convicted of a felony, I am not currently incarcerated for that conviction;
- am registered and have not already voted in the election; and
- I understand that deliberately providing false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.



Voter Signature

Precinct: HASTINGS W-1 P-1
School District: 200

Voter Receipt

05/06/2024, 14:46:45

Precinct: HASTINGS W-1 P-1
School District: 200

Take this receipt to the election judge giving out ballots.

Chapter 5: Head Judge

Section 5.1: Duties

The Head Judge is the lead election official in a polling place and has completed an additional hour of training for handling some of the more complex duties. This judge will oversee the polling place and work with other judges on specific tasks and provide direction. This judge will:

- Pick up precinct supplies from the clerk before the election
- Ensure supplies are present and ready before the polls open
- Administer the Election Judge Oath (Section 2.1)
- Oversee polling place setup (Section 2.2)
- Conduct emergency election judge training for replacement judges
- Announce when polls are open and when polls are closed
- Resolve questions and problems throughout Election Day
- Complete forms before polls open and after polls close including the Precinct Summary Statement
- Close the polling place and return supplies to the clerk

Emergency preparedness

If a fire, weather emergency, or another type of emergency occurs during voting hours, take steps to protect yourself and others in the polling place. Familiarize yourself with evacuation plans for the polling place. The priority is the safety of the people in the polling place, then election equipment and supplies.

Change of polling place

Contact your local election official if your polling place is unusable and you must move to a new polling place. Only upon approval of your local election official, may a new location be used which is as near as possible to the original polling place. Publicly announce the changes to voters present and post a notice in a location visible to voters from their motor vehicles at the closed polling place. Post a similar notice of the change in the new polling place (M.S. 204B.175).

Emergency judge training

Head Judges are responsible for training replacement election judges appointed on Election Day and should be in communication with the local election official if this is needed (M.S. 204B.23; M.R. 8240.1900).

Section 5.2: Incident Log

It is vital to record things that may affect the operation of a polling place or that would account for balancing discrepancies. An Incident Log is used to record any oddities or problems that occur over the course of the day. Note the time, a short description, and the resolution. Common entries include:

- Error when registering voter (name of voter). Reregistered voter with no errors.
- Agitated voter (name of voter). Spoke with head judge, voted, and left.
- Challenged Voter (name of voter). Cleared challenge process.
- Mistakenly cast test ballot. Two judges of different parties opened ballot box, re-zeroed tabulator, and recast all ballots.

Incident Logs are returned to Dakota County.

Chapter 5: Head Judge

If the following occurs, there must be an entry on the Incident Log:

- Discrepancies in ballot counts (M.S. 204C.09)
- Ballots found at voting stations (M.R. 8230.1050)
- Facts surrounding excess ballots (M.R. 8230.2030)
- Opening the ballot box during voting hours (M.R. 8230.4365)
- Irregularities or discrepancies in seal numbers on ballot box/tabulator (M.R. 8230.4365)
- Number of voters unable to register to vote (M.S. 201.061, subd. 7)
- Any and all failed/refused challenges, and cleared challenges for Citizenship, Felony, or Guardianship

Section 5.3: Absentee Ballots (M.S. 203B.121)

When looking up a voter, there may be a notation that reads AB next to their name. This indicates that the voter has an accepted absentee ballot and the voter cannot vote at the polling place. Call Dakota County if a voter comes in to vote and they disagree with the AB status on the Poll Pad.

Polling place election judges cannot accept absentee ballots from voters. Absentee ballots need to be returned by 8:00 P.M. on Election Day. For absentee ballot return locations, please contact your local election official.

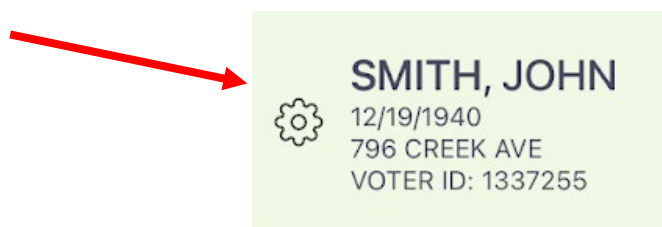
Section 5.4: Advanced Poll Pad Function - Cancel a Voter Check-In

1. Look up the voter whose check-in needs to be cancelled. Enter the first three letters of the last and first names.

The screenshot shows the Dakota County Poll Pad interface. At the top, it displays '2022 Training - General' and 'TRAINING MODE'. Below this, the location is 'Dakota County ST THOMAS ACADEMY'. Search filters are set to 'SMI' and 'JOH'. The search results show two entries for 'SMITH, JOHN'. The first entry is marked 'Voted' and has a settings gear icon to its left. The second entry is not marked 'Voted' and also has a settings gear icon to its left. The settings gear icon is highlighted with a red arrow in the subsequent image.

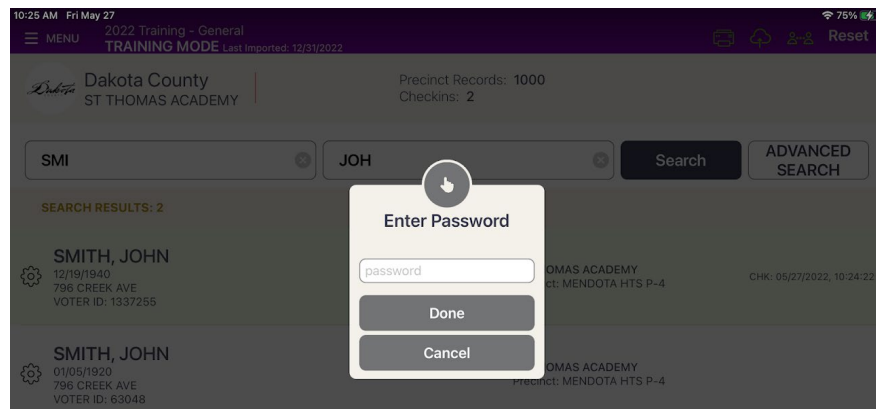
Voter Name	Status	Address	Voter ID	Precinct
SMITH, JOHN	Voted	12/19/1940 796 CREEK AVE VOTER ID: 1337255	1337255	ST THOMAS ACADEMY Precinct: MENDOTA HTS P-4
SMITH, JOHN		01/05/1920 796 CREEK AVE VOTER ID: 63048	63048	ST THOMAS ACADEMY Precinct: MENDOTA HTS P-4

2. Press the settings icon (the gear shape to the left of the voter record).

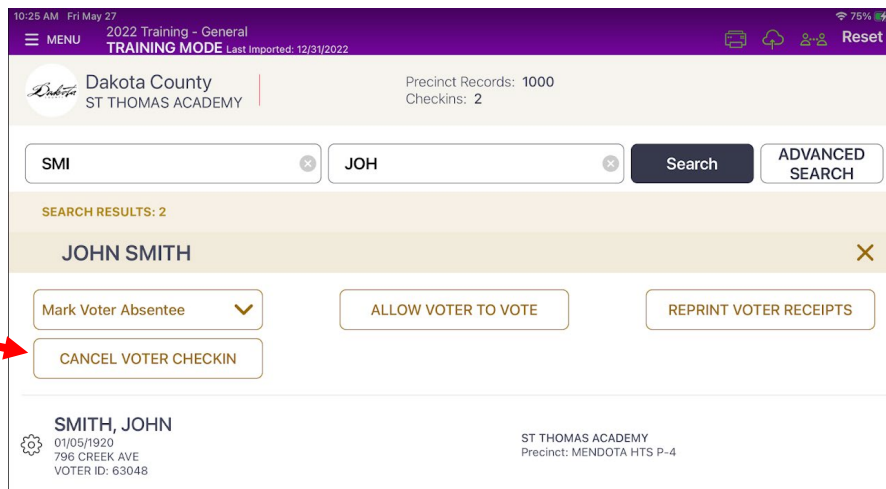


Chapter 5: Head Judge

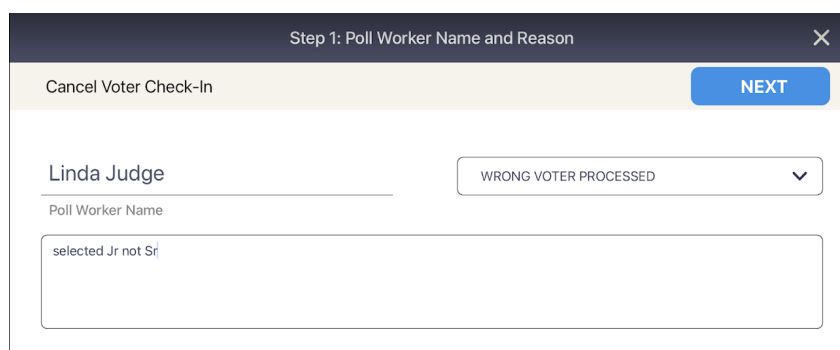
3. Enter the extra functions password (will be provided to the Head Judge).



4. Press “Cancel Voter Check-in.”



5. The election judge cancelling the check-in must enter their name. From the drop-down menu, select the reason for the cancellation. Note: if you choose “Other” you must provide details to proceed. Press “Next.”



6. Review, sign, and submit. The election judge must sign their full name and press the blue “Submit” button. The voter will then be cleared from the check-in count.

BACK

Step 2: Review, Sign and Submit

X

Cancel Voter Check-In

SUBMIT

Voter Information:

Smith, John - 12/19/1940

796 CREEK AVE

Cancellation Reason:

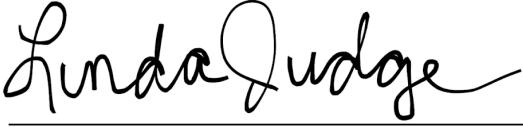
Wrong Voter Processed

Details:

selected Jr not Sr

CLEAR SIGNATURE

x



Election Judge Signature

Note: Write “CANCELLED” on the Voter Signature Certificate. Indicate that a check-in was cancelled on the Incident Log and staple the Voter Signature Certificate and Voter Receipt to the Incident Log.

Section 5.5: Advanced Poll Pad Function - Enter an Absentee Record Manually

1. Look up the voter whose absentee record needs to be added. Enter the first three letters of the last and first names, and press search.

10:28 AM Fri May 27

2022 Training - General

TRAINING MODE Last Imported: 12/31/2022

Reset

Dakota County

ST THOMAS ACADEMY

Precinct Records: 1000

Checkins: 1

ROS

CAM

Search

ADVANCED SEARCH

SEARCH RESULTS: 1

ROSS, CAMERON

11/13/1962

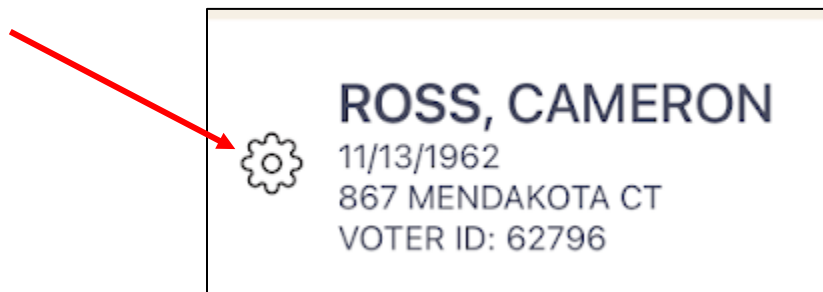
867 MENDAKOTA CT

VOTER ID: 62796

ST THOMAS ACADEMY

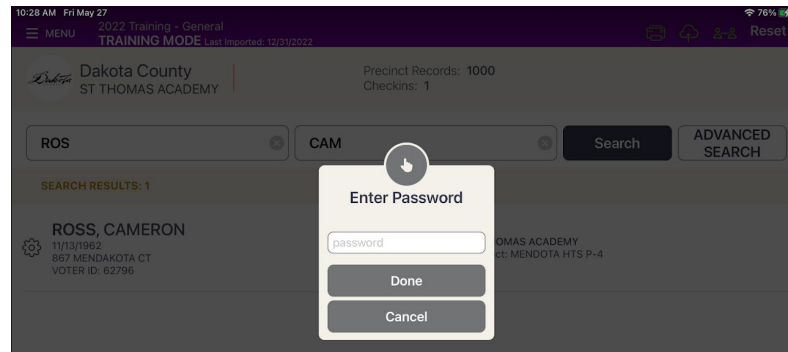
Precinct: MENDOTA HTS P-4

2. Press the settings icon (the gear shape to the left of the record).

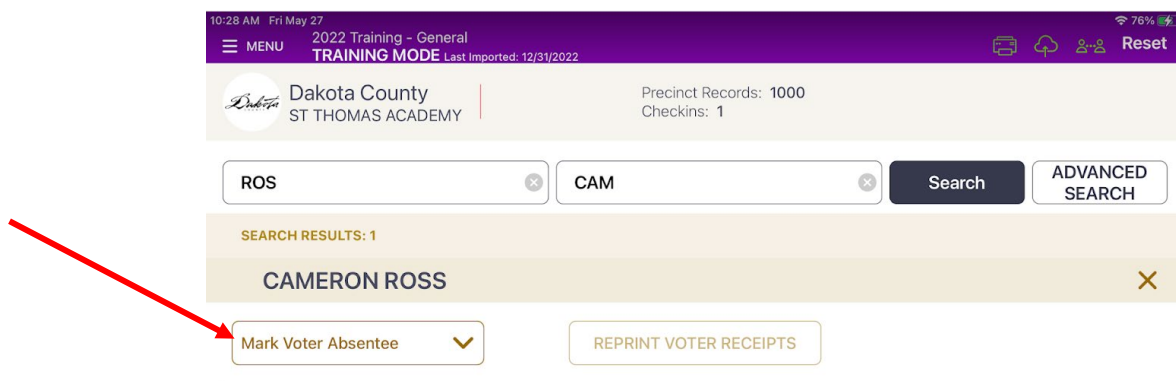


Chapter 5: Head Judge

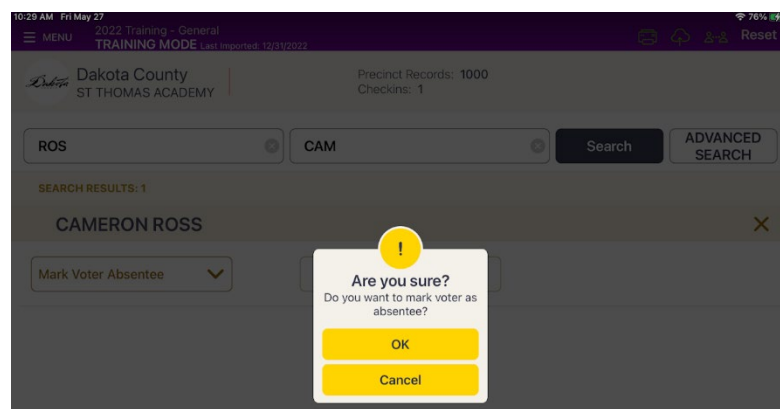
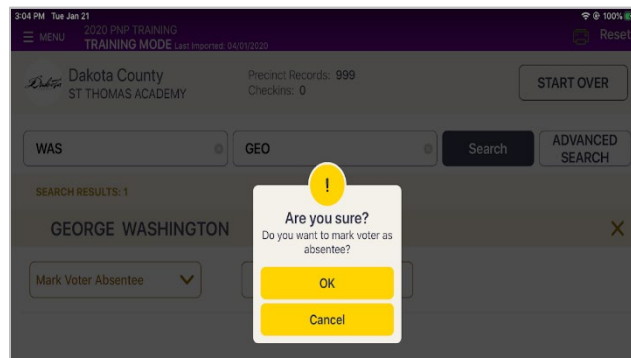
3. Enter the Extra Functions password (will be provided to the Head Judge), and press “Done.”



4. Press “Mark Voter Absentee” and select “A.B.” from the pop-up list.



5. Confirm that you want to mark the voter as having voted absentee. Press “OK.”



Chapter 5: Head Judge

- Voter is now marked (A.B.) and the profile should appear pink. Press “Start Over” to resume regular functions.

10:29 AM Fri May 27
2022 Training - General
TRAINING MODE Last Imported: 12/31/2022

Dakota County
ST THOMAS ACADEMY

Precinct Records: 1000
Checkins: 1

ROS CAM Search ADVANCED SEARCH

SEARCH RESULTS: 1

ROSS, CAMERON
11/13/1962
867 MENDAKOTA CT
VOTER ID: 62796

A.B.

ST THOMAS ACADEMY
Precinct: MENDOTA HTS P-4

Section 5.6: Reprint Voter Signature Certificates

- Look up the voter whose Voter Signature Certificate needs to be reprinted. Enter the first three letters of their first and last names and press “Search.”

10:29 AM Fri May 27
2022 Training - General
TRAINING MODE Last Imported: 12/31/2022

Dakota County
ST THOMAS ACADEMY

Precinct Records: 1000
Checkins: 1

WAS GEO Search ADVANCED SEARCH

SEARCH RESULTS: 1

WASHINGTON, GEORGE
12/31/1969
2300 LEXINGTON AVE APT 303
VOTER ID: 5216445

Voted

ST THOMAS ACADEMY
Precinct: MENDOTA HTS P-4

CHK: 05/27/2022, 10:23:26

- Press the settings icon (the gear shape to the left of the record).

10:29 AM Fri May 27
2022 Training - General
TRAINING MODE Last Imported: 12/31/2022

Dakota County
ST THOMAS ACADEMY

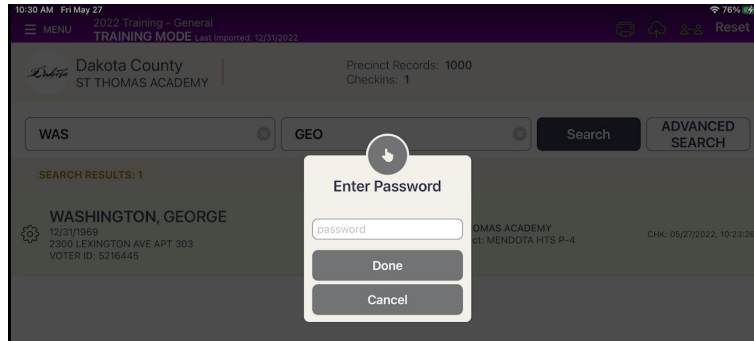
WAS

SEARCH RESULTS: 1

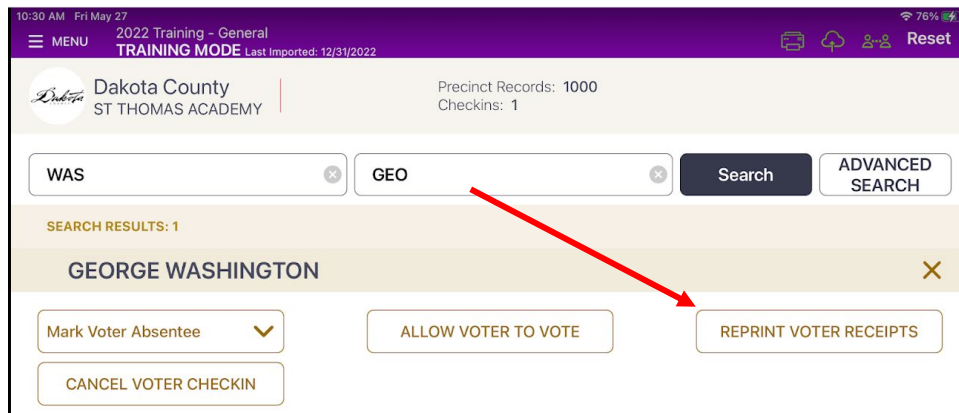
WASHINGTON, GEORGE
12/31/1969
2300 LEXINGTON AVE APT 303
VOTER ID: 5216445

Chapter 5: Head Judge

3. Enter the Extra Functions password (will be provided to the Head Judge), and press “Done.”



4. Press “Reprint Voter Receipts” and a duplicate Voter Registration Application (VRA), if registered on Election Day, Voter Signature Certificate, and Voter Receipt will automatically print. Note the reason for the reprint on the Incident Log. If one or both of the original certificate or receipt are intact, attach them to the Incident Log and place the duplicates with the appropriate piles.



Chapter 6: Greeter Judge

Section 6.1: Duties

Greeter judges serve an important role in directing voters and ensuring voters are in the correct precinct. **Greeter judges also monitor activity near the polling place entrance to ensure unauthorized individuals are not lingering and to ensure campaigning is not taking place.** Duties include:

- Welcome and guide voters
- Direct voters to Poll Pad station. A Poll Pad may be used in place of the paper greeter list to look up voters. If a voter is searchable, they are registered. Use the advanced search and ask the voter if they recently moved or changed their name. If a voter is not found using the advanced search on the Poll Pad, they will need to register. It is recommended that the greeter judge become familiar with materials needed for registration so as best to inform voters of their options.
- Direct voters to proper polling place. A precinct finder is also loaded onto the Poll Pad and the location should be given to guide the voter to their polling place.
- Direct voters to chairs, tables and flat surfaces for voters to complete forms (M.S. 204B.18 subd. 1(d)).
- Greet other individuals authorized to be in the polling place and direct them to the head judge.

Paper Greeter List

Paper greeter lists are included in the precinct kit materials. Below is an example of greeter list.



SECRETARY OF STATE

Greeter's List

03/09/2010
2:14 PM

SPRUCE TWP PRECINCTS:0030

Voter Id #	Voter Name	Address	City	Pct # - Name		SD #	ID Req
0002381560	SMITH, BETH NANCY	11787 422ND ST	SPRUCE TWP	0030	SPRUCE TWP	004	
0003984577	SMITH, BILL MICHAEL	11787 422ND ST	SPRUCE TWP	0030	SPRUCE TWP	004	
0004564567	SMITH, BOB AARON	11717 422ND ST	SPRUCE TWP	0030	SPRUCE TWP	004	
0004159630	SMITH, CHUCK BRAD	42903 KESTREL AVE	SPRUCE TWP	0030	SPRUCE TWP	004	
0002444482	SMITH, CHARLES JOHNATHAN	42302 KESTREL AVE	SPRUCE TWP	0030	SPRUCE TWP	004	
0011173910	SMITH, DARLENE CHRIS	42302 KESTREL AVE	SPRUCE TWP	0030	SPRUCE TWP	004	

The Poll Pad contains the official precinct roster and can print a Voter Signature Certificate and a Voter Receipt. The Poll Pad can also perform functions such as registering a voter and marking a voter as having voted absentee. It can also print locations of a different polling place if a voter should be at a different precinct.

If Poll Pads are unusable for any reason, the Head Judge will contact your local election official and county election officials. Precincts are supplied with paper rosters for registered and non-registered voters in the “In Case of Emergency” bag. DO NOT open the paper rosters without the expressed permission of your local and county election officials. For paper procedures, refer to Appendix B.

Section 7.1: Forms

Roster Correction/Notification of Death Form: This form, from the Poll Pad Judge station, is for small (e.g. typo) errors in a voter's registration information. This does not include a whole new address or a name change. If the voter has a new address or name, a new registration is required. Errors such as transposed digits in date of birth, and/or missing apostrophes/letters in names can be corrected this way. Include the voter ID number in the notes. The Roster Correction/Notification of Death form will be returned to Dakota County. The notification of death section should include information about the deceased voter and be signed by the person reporting the death.

ROSTER CORRECTION & NOTICE OF DECEASED FORM



This form is for updates only. Registrants with name address changes, including apartment(s), or a name change must fill out a new voter registration application.

- Please record any typos, errors or duplicate records on this form.
- Do not use for name or address changes, including apartment changes.
- Voter must complete an application registration to change their name or address.

2014 Township General Election
Township: «Township»
March 11, 2013

PLEASE PRINT!

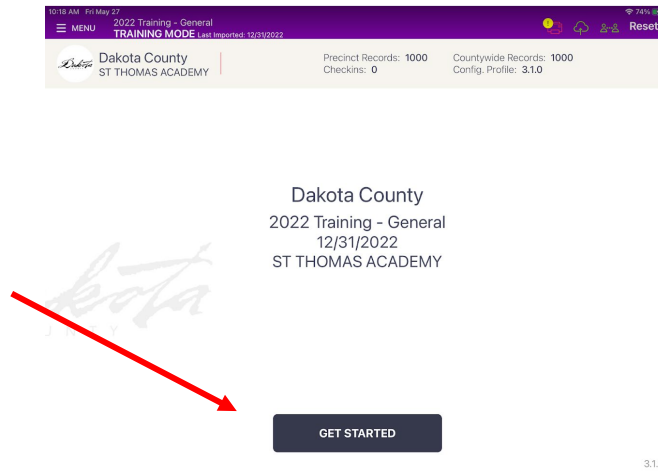
Voter ID #	Name (As it appears on roster)	Birth Date (As it appears on roster)	Correction Spelling errors, Incorrect Birthday, Duplicate Record, etc.
000 _____		__/__/__	
000 _____		__/__/__	
000 _____		__/__/__	
000 _____		__/__/__	
000 _____		__/__/__	
000 _____		__/__/__	
000 _____		__/__/__	
000 _____		__/__/__	
	Name of Deceased	Date of Death Of Deceased	I personally know that the voter listed below has died.
	Address of Deceased		Signature of Registered Voter
	__/__/__	__/__/__	

Chapter 7: Poll Pad Judge: Voter Check-in

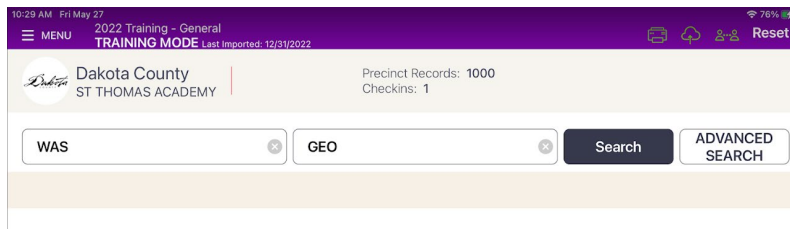
Section 7.2: Checking in Voters

Follow the steps below for checking in a registered voter:

1. From the Main screen select “Get Started.”



2. Ask the voter for their full name, birthdate, and address.
3. Use the on-screen keyboard to enter the first three letters of the voter’s last name. Then enter the first three letters of the voter’s first name. Then press “Search.”



4. Records matching the search criteria will appear below the search bar. Ask the voter for their full name and address, and if necessary, their birthdate. Locate the voter’s record. The judge **must** verify that the information matches what was given before tapping the record.

Chapter 7: Poll Pad Judge: Voter Check-in

5. Select the record by tapping on that line. The screen will display the voter's information.

The screenshot shows the Poll Pad Judge interface. At the top, it says "10:22 AM Fri May 27" and "2022 Training - General TRAINING MODE Last imported: 12/31/2022". Below this, it says "Dakota County ST THOMAS ACADEMY" and "Precinct Records: 1000 Checkins: 0". There are two input fields: "WAS" and "GEO", both with a close button (X). To the right of these fields are "Search" and "ADVANCED SEARCH" buttons. Below the input fields, it says "SEARCH RESULTS: 1". The search result is for "WASHINGTON, GEORGE" with details: "12/31/1969", "2300 LEXINGTON AVE APT 303", "VOTER ID: 5216445", "ST THOMAS ACADEMY", and "Precinct: MENDOTA HTS P-4".

6. **After confirmation from the voter, turn the screen to the voter and ask them to verify the information.** If all information is correct, press “Accept.” If any of the information is incorrect, press “Go Back,” fill out a roster correction for typographical errors, or follow the instructions for “Process Voter – Registration.”

The screenshot shows the Poll Pad Judge interface in the "VOTER CONFIRMATION" screen. At the top, it says "10:22 AM Fri May 27" and "2022 Training - General TRAINING MODE Last imported: 12/31/2022". Below this, it says "Dakota County ST THOMAS ACADEMY" and "VOTER CONFIRMATION". There are two buttons: "GO BACK" and "ACCEPT". Below these buttons, it says "Verify voter information and tap accept to continue". There is a "SPEAK" button with a speaker icon. The voter's name "GEORGE WASHINGTON" is displayed in large letters. Below the name, it says "DOB: 12/31/1969" and "2300 LEXINGTON AVE APT 303". Below this, it says "Voter ID: 5216445", "Status: Active", and "Precinct: MENDOTA HTS P-4". At the bottom, there is a "Registration" button.

7. An oath screen containing a place for the voter to sign will appear. The voter should sign using a stylus. Select “done signing” after the voter has signed.
8. The election judge will use the stylus to initial the box before pressing “Submit.” If something is not correct, use the “Start Over” button and restart the process.

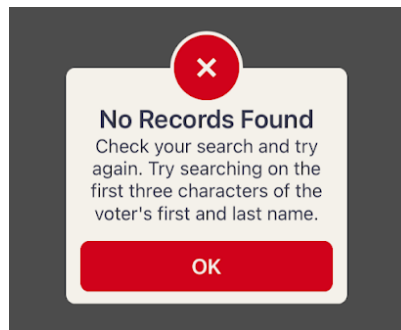
The screenshot shows the Poll Pad Judge interface in the "POLL WORKER CONFIRMATION" screen. At the top, it says "10:22 AM Fri May 27" and "2022 Training - General TRAINING MODE Last imported: 12/31/2022". Below this, it says "Dakota County ST THOMAS ACADEMY" and "POLL WORKER CONFIRMATION". There are two buttons: "START OVER" and "SUBMIT". Below these buttons, it says "CONFIRM THE VOTER'S INFORMATION". The voter's name "GEORGE WASHINGTON" is displayed. Below the name, it says "2300 LEXINGTON AVE APT 303", "Precinct: MENDOTA HTS P-4", "DOB: 12/31/1969", "Status: Active", and "Voter ID: 5216445". Below this, it says "Ballot Style: Unknown". At the bottom, there is a box for the election judge's initials, which contains the handwritten initials "EJ".

Chapter 7: Poll Pad Judge: Voter Check-in

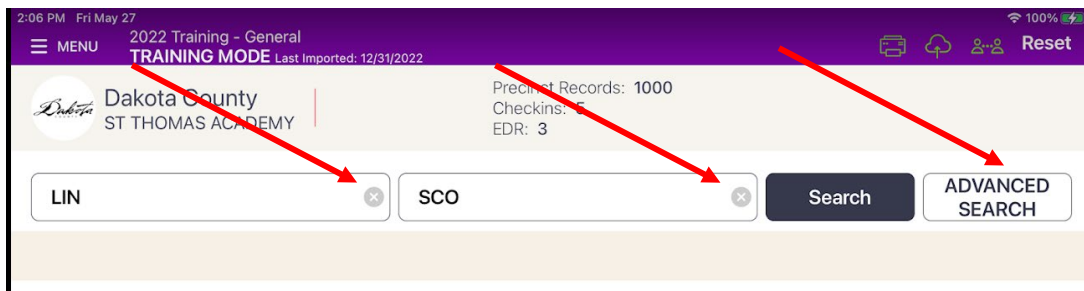
- After the voter has been checked in on the Poll Pad, a Voter Signature Certificate and a Voter Receipt will print. Detach the receipts. The signed Voter Signature Certificate is filed by last name in the expandable file, and the voter receives the Voter Receipt to bring to the Ballot/Demo Judge.

Section 7.3: Advanced Search Function

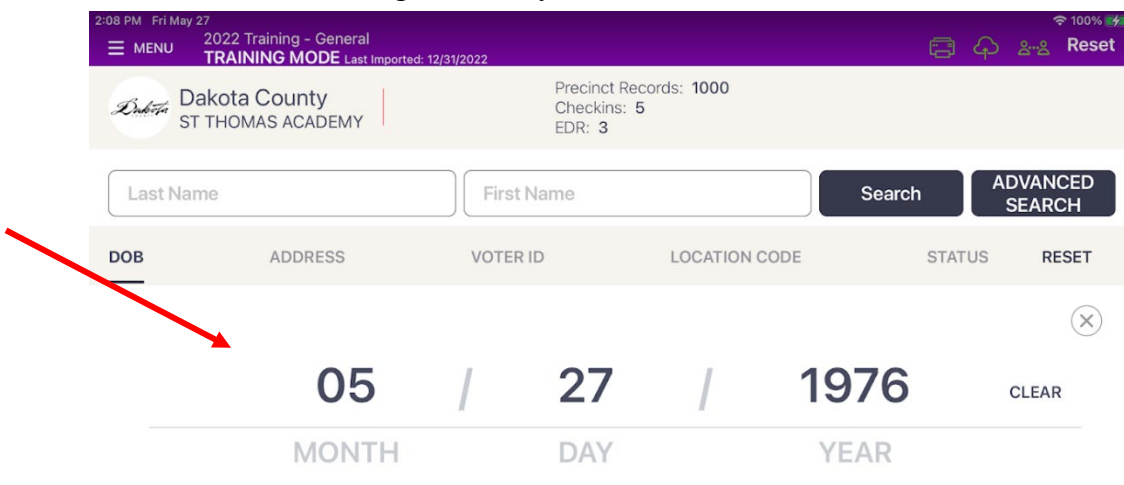
- If a voter's record is not found using manual entry, a pop-up will appear stating "No Records Found." Press "OK" to return to the Voter Lookup screen.



- Press the "Advanced Search" button on the right side of the screen and touch reset or clear the entries in the name fields by using the small "X" on the side of the search field.



- Voters may now be searched by date of birth (DOB), address, etc. Enter the relevant information in the appropriate field. Search multiple ways for a voter if needed. Remember to use the "reset" button to clear the search fields if starting a new way to search.



Chapter 7: Poll Pad Judge: Voter Check-in

Section 7.4: Challenges (M.S. 204C.12)

Exceptions, also called challenges, may be present on a voter's record within the roster. To resolve these challenges, a judge must question the voter. The Poll Pad and the Head Judge will guide the judge through the question(s) to ask, and a complete table of challenges and how to clear them are present in Appendix B if you are using the emergency paper roster.

Note: Consider the voter's privacy when working with the voter to resolve a challenge on a voter's record. The challenge will not appear until the record is selected.

Use the following procedure when working through a challenge:

1. Select the voter's record after performing a search for that voter.

The screenshot shows the Poll Pad interface in 'TRAINING MODE'. At the top, it says '2022 Training - General' and 'Last Imported: 12/31/2022'. Below this, it displays 'Dakota County' and 'ST THOMAS ACADEMY'. To the right, it shows 'Precinct Records: 1000' and 'Checkins: 1'. There are two input fields: 'MON' and 'JAM'. A 'Search' button is next to them, and an 'ADVANCED SEARCH' button is to the right. Below the search bar, it says 'SEARCH RESULTS: 1'. The result is for 'MONROE, JAMES' with a gear icon, 'DOB: 12/24/1985', '2180 HIGHWAY 13', and 'VOTER ID: 4953083'. To the right of this, it says 'ST THOMAS ACADEMY' and 'Precinct: MENDOTA HTS P-4'.

2. If the voter record contains an exception, a prompt will appear describing the nature of the challenge. Ask the Head Judge to assist you with this process.

The screenshot shows the 'Felony Challenge' screen for 'MONROE, JAMES'. It displays 'DOB: 12/24/1985', '2180 HIGHWAY 13', and 'Precinct MENDOTA HTS P-4'. There are two buttons: 'GO BACK' and 'CLEAR CHALLENGE'. Below the buttons, there is a section titled 'Ask the Voter: "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"'. This is followed by a paragraph: 'The Voter must verbally confirm they have been cleared of all felony charges and have completed their felony sentence, including probation or parole'. Then, another section titled 'Ask the Voter, "Are you on probation or parole for a felony conviction?" If the voter answers "no" the challenge shall be cleared.' At the bottom, it says 'Record on incident log.' There is also a button labeled 'CHALLENGE FAILED/REFUSED'.

3. If an oath is required to clear the challenge, administer the following oath to the voter. Have the voter swear or affirm the following oath: "Do you solemnly swear or affirm that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
4. The voter must verbally affirm or deny.
5. Ask the designated question(s) provided by the Poll Pad to determine if the voter is eligible to vote in that election and select the appropriate response on the screen.

Chapter 7: Poll Pad Judge: Voter Check-in

- a. “Clear Challenge” should be selected if the voter has met the stated requirements or if they need to update their voter registration.
- b. “Challenge Failed/Refused” should be selected if the voter refuses to provide the requested information.

The voter should be warned that refusal to take the oath or provide the requested information will prevent the voter from voting. The voter cannot return later to take the oath or answer questions to the challenge. (M.S. 204C.12)

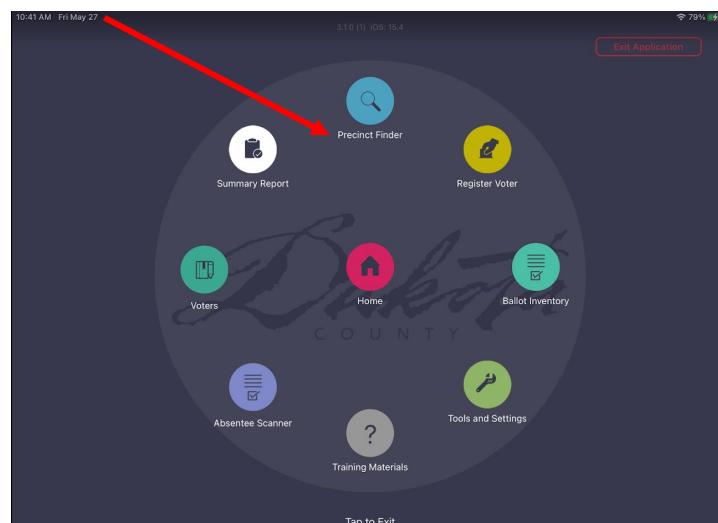


6. Finish the check-in process if the voter has cleared the challenge.
7. Note the challenge and the resolution of the challenge in the Incident Log if specified in the challenge instructions.

Section 7.5: Precinct Finder

The precinct finder will determine the appropriate polling place for a voter based on the voter’s address. The Poll Pad will print the name and address of the correct polling place.

1. Access the Main Menu and press “Precinct Finder”



Chapter 7: Poll Pad Judge: Voter Check-in

2. Enter the voter's house number and 2-3 characters of the street name in the residential address. Select the proper street from the drop-down if there are options. Press "Search."

The screenshot shows the Poll Pad interface with the following elements:

- Input fields: "796" and "cr".
- Dropdown menu: Shows "CREEK AVE, MENDOTA HEIGHTS MN 55120" and "CRYSTAL LAKE RD E, BURNSVILLE MN 55306". A red arrow points to this menu.
- Mode: "Driving" with a dropdown arrow.
- Buttons: "SEARCH" and "CLEAR".
- Header: "2:34 PM Fri May 27", "2022 Training - General", "TRAINING MODE Last Imported: 12/31/2022", "Dakota County ST THOMAS ACADEMY", "Find a Precinct", "GO BACK", "Reset".

3. Press "Print Location" to provide voter the name and address of the polling place for their precinct. The driving directions provided may vary due to local traffic conditions so voters are encouraged to seek driving directions independently.

The screenshot shows the Poll Pad interface with the following elements:

- Input fields: "796" and "CREEK AVE, MENDOTA HEIGHTS MN 55120".
- Mode: "Driving" with a dropdown arrow.
- Buttons: "SEARCH" and "CLEAR".
- Results section: "Precinct: MENDOTA HTS P-4", "Ballot Style: Unknown".
- Address section: "ST THOMAS ACADEMY", "949 MENDOTA HEIGHTS RD", "MENDOTA HEIGHTS MN 55120".
- Driving Directions section: "1. Arrive at the destination", "Distance: 0 feet, Travel Time: 0s".
- Map section: "Apple Maps" logo.
- Buttons: "GO BACK", "PRINT LOCATION". A red arrow points to the "PRINT LOCATION" button.
- Header: "2:34 PM Fri May 27", "2022 Training - General", "TRAINING MODE Last Imported: 12/31/2022", "Dakota County ST THOMAS ACADEMY", "Find a Precinct", "GO BACK", "Reset".

Chapter 8: Poll Pad Judge: Voter Registration

Section 8.1: Voter Registration Eligibility Requirements (M.S. 201)

Minnesota law allows voters to register to vote on election day at the correct polling location as determined by their residence. A non-registered voter is someone who is not on the registered roster or is on the registered roster with an outdated name or address.

In order to be eligible to vote in their given polling place, a person must:

- Reside in the precinct on election day
- Be at least 18 years of age on election day
- Be a citizen of the United States
- Have resided in Minnesota for 20 days immediately preceding election day (it is not necessary for the voter to have lived in the precinct for the 20 days preceding election day)

A person may not register to vote if they:

- Are under court-ordered guardianship in which a court has revoked their voting rights
- Have been found by a court to be legally incompetent to vote
- Are currently incarcerated for a felony conviction

As an election judge, you may not ask a voter if they meet the eligibility requirements listed above unless there is a documented challenge in the roster; you may only ask if the voter has questions of any of the above factors. **By completing and signing the voter registration application, the voter is attesting to the fact that they meet the eligibility requirements.**

Section 8.2: Determination of Residence (M.S. 200.031)

Residence shall be determined in accordance with the following principles, so far as they may be applicable:

- The residence of an individual is in the precinct where the individual's home is located, from which the individual has no present intention of moving, and to which, whenever the individual is absent, the individual intends to return;
- An individual does not lose residence if the individual leaves home to live temporarily in another state or precinct;
- An individual does not acquire a residence in any precinct of this state if the individual is living there only temporarily, without the intention of making that precinct home;
- If an individual goes into another state or precinct with the intention of making it home or files an affidavit of residence there for election purposes, the individual loses residence in the former precinct;
- If an individual moves to another state with the intention of living there for an indefinite period, the individual loses residence in this state, notwithstanding any intention to return at some indefinite future time;
- Except as otherwise provided, an individual's residence is located in the precinct where the individual's family lives, unless the individual's family is living in that precinct only temporarily;
- If an individual's family lives in one precinct and the individual lives or does business in another, the individual's residence is located in the precinct where the individual's family lives, unless the individual establishes a home in the other precinct and intends to remain there, with or without the individual's family;
- The residence of a single individual is in the precinct where the individual lives and usually sleeps;

Chapter 8: Poll Pad Judge: Voter Registration

- The mere intention to acquire a new residence is not sufficient to acquire a new residence, unless the individual moves to that location; moving to a new location is not sufficient to acquire a new residence, unless the individual intends to remain there;
- The residence of an individual who is working temporarily in any precinct of this state is in the precinct where the individual's permanent home is located;
- The residence of an individual who is living permanently in a soldiers' home or nursing home is in the precinct where the home is located;
- If an individual's home lies in more than one precinct or political subdivision, the residence of the individual is in the precinct in which a majority of the room in which the individual usually sleeps is located;
- If an individual's home is destroyed or rendered uninhabitable by fire or natural disaster, the individual does not lose residence in the precinct where the home is located if the individual intends to return to the home when it is reconstructed or made habitable.

This information is also included in the precinct kit materials for display at the Poll Pad station.

Section 8.3: Voter Identification and Proof of Residence (M.S. 201.061)

An individual who is eligible to vote may register on election day by appearing in person at the polling place for the precinct in which the individual maintains residence, by completing a registration application and the corresponding oath, and providing proof of residence. An individual may prove residence for purposes of registering by providing one of the proofs of residence listed below. Only proofs authorized by law may be used. A voter is allowed to leave the polling place in order to get what they need to register and return later.

1. ID with voter's current name & address

Voters may use the following IDs with their current name and address in the precinct:

- Valid Minnesota driver's license, Minnesota learner's permit or Minnesota ID card.
- The receipt for a Minnesota driver's license, learner's permit, or ID card.
- Tribal ID card with name, current address, signature, and picture issued by the tribal government of a tribe recognized by the Bureau of Indian Affairs. Tribal band members are not required to live on an Indian reservation to use a tribal identification card to prove residence.

2. Photo ID plus a document with name & current address

Voters must show both one photo ID and one document. The ID must contain the voter's name and photo and can be expired. The document must have the voter's name and current address in the precinct and can be shown electronically or on paper.

Approved Photo IDs (choose one)

- Driver's license, state ID or learner's permit issued by any state
- United States passport
- United States Military or Veteran ID
- Tribal ID with the name, signature, and photo of the voter
- Minnesota university, college, or technical college ID
- Minnesota high school ID

Approved Documents (choose one)

- Residential lease or rental agreement (must be valid through Election Day)
- Current student fee statement
- Bill, account or start of service statement due or dated within 30 days before or after the election or dated within 30 days before Election Day:
 - Phone (landline, cell, etc.)
 - TV or Internet (cable, satellite, etc.)
 - Utilities (waste, sewer, electricity, gas, or water)
 - Bank or credit card
 - Rent or mortgage

3. Registered voter who can confirm the registrant's name & address

A voter registered in the same precinct can sign an oath attesting to a new registrant's residence. This is called 'vouching.' A registered voter can vouch for up to eight voters whom they personally know live in the precinct. The person who does the vouching can also have registered on Election Day by using any proof of residence option, except for vouching. Once a voter registers by being vouched for, that person cannot in turn vouch for others. Note: Residential facility vouchers do not have a vouching limit—see Option 7 below.

Here are the steps for processing a voucher:

- Have voucher complete the Voucher Form on the back side of the registration application, if using a paper application.
- Review what the voucher has written, ensure that all items are complete and then sign the form.
- Each pre-registered voter has a unique identification number assigned them. Find the voucher's identification number on either the Pre-Registered Roster or the Greeter's List and record it on the Precinct List of Persons Vouching form. If the voucher registered on Election Day, an identification number may not be available.
- For precincts using poll pads, the voucher process is handled on the electronic roster.
- Record the number of persons the voter vouched for on the same form.

4. Photo ID — if a student housing list was provided

You may be provided with a list of students housed at a Minnesota postsecondary educational institution. If so, a student named on that list can register by showing a current ID with their photo.

5. Valid registration in the same precinct

If a voter is currently registered in the precinct but changed names or moved within the same precinct, their registration serves as proof of residence — no additional documentation is needed.

6. Notice of Late Registration

The voter can show a Notice of Late Registration from the county auditor or city clerk. A voter may be sent a Notice of Late Registration if they register less than 21 days before the election.

7. Staff person of a residential facility

If the voter lives in a residential facility, a staff person from the facility can vouch for their residency with a signed oath. Unlike registered voter vouchers (see Option 3 above), residential facility staff may vouch for any number of voters living in the facility.

- Residential facilities include nursing homes, veterans' homes, developmental disability care facilities, shelters, or temporary living facilities for homeless persons, battered women's shelters and other types of licensed facilities.

Chapter 8: Poll Pad Judge: Voter Registration

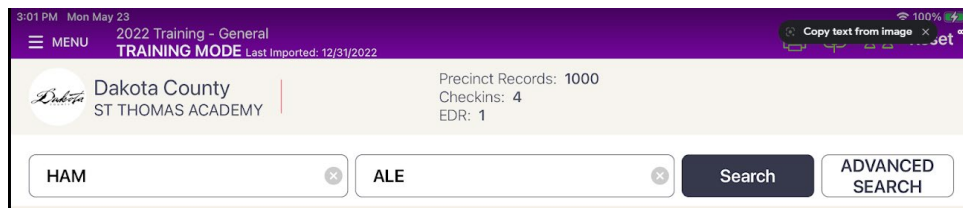
- If a list of facility staff is provided prior to the election, it will be included in your supplies. If no list is provided, a staff person can demonstrate their employment at that facility another way, such as providing an employee badge or a letter from the employer.
- Have the voucher complete the voucher form on the back side of the registration application or on a separate form. Do not record this type of voucher on Precinct List of Persons Vouching form.

The Poll Pad judge shall record the number of individuals who attempt to register to vote but cannot produce the required proof of residence as required by law. This tally is found on the Incident Log.

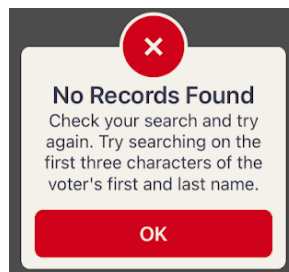
Section 8.4: Voter Registration: ID With Current Name and Address

The following process should be followed when registering a new voter.

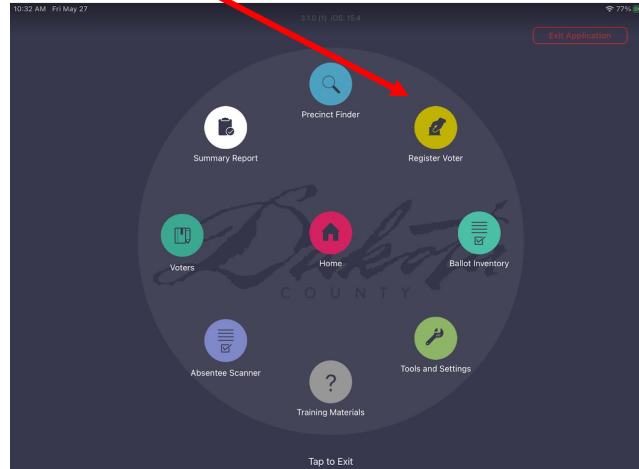
1. Search for the voter by using the on-screen keyboard and entering the first three letters of the voter's last name and the first three letters of the voter's first name and pressing "Search."



2. If a voter is not found, use the Advanced Search function. Always ask the voter if they have recently moved or changed their name.



3. If the voter is still not found, use the "Menu" button in the top left corner to go to the main menu. Select Precinct Finder and enter voter's address to be sure the voter is in the proper precinct. If the voter is in the correct precinct, select "Register Voter." The following sequence will mirror the election day registration form, including the information required to be filled out by the election judge.



4. Ask the voter: “Are you a U.S. citizen?” Ask the voter: “Will you be at least 18 years old on election day?” Press “Yes” as appropriate, and then “Next” in the top right corner. If the voter answers, “No,” to either question they are not eligible to register to vote.

5. If the voter has a Minnesota issued driver’s license, you may use the “Scan Driver’s License Barcode” (DL) function in the top left corner to auto-populate the name and date of birth. If not, manually enter the voter’s name and date of birth and select “Next.” Carefully enter the name into the correct fields, you are completing the voter registration application.

10:35 AM Fri May 27

Previous Step Election Day Registration X

SCAN DL BARCODE 1 2 3 4 5 6 7 8 Next

Enter Voter Information 0/255

ALEXANDER HAMILTON

First Name * Middle Name Last Name * Suffix

04/16/1976

DOB *

Email Phone Number

* Indicates a required field

On the following screen, enter the voter's house number and the first three characters of the street. If you scanned the MN DL, the address may auto-populate; press the "Clear Form" to remove the address information, if necessary. The Poll Pad is loaded with all residential addresses in the county and will complete the address. Enter the house number, tap on the street name field, and enter only the first 3 characters then STOP. Allow the Poll Pad to return a list of possible streets and select the proper street from the drop-down menu. The precinct finder will auto-populate the remainder of the address for you.

Note: If the proper address does not come up press "Clear Form" and try again. If it still does not appear, contact your local election official. Never manually precinct a voter without consulting your local election official.

10:36 AM Fri May 27

Previous Step Voter Address X

Address Type 1 2 3 4 5 6 7 8 Next

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT. 3/255

2160 HIG

House # * Suffix Pre Direction Street Name * Street Type Post Direction

Unit Type Unit Number City State Zip *

CLEAR FORM

2160 HIGHLAND DR, BURNSVILLE MN 55337

2160 HIGHLAND DR, HASTINGS MN 55033

2160 HIGHLAND VIEW AVE, BURNSVILLE MN 55337

2160 HIGHWAY 13, MENDOTA HEIGHTS MN 55120

2160 HIGHWAY 13 E, BURNSVILLE MN 55337

YES NO

* Indicates a required field

10:36 AM Fri May 27

Previous Step Voter Address X

Address Type 1 2 3 4 5 6 7 8 Next

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

2160 HIGHWAY 13

House # * Suffix Pre Direction Street Name * Street Type Post Direction

Unit Type Unit Number City * State * Zip *

CLEAR FORM

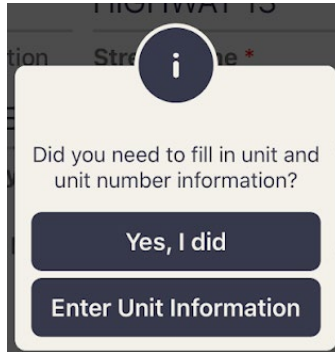
MENDOTA HEIGHTS MN 55120

Can Mail Be Delivered to Address Above? YES NO

* Indicates a required field

Chapter 8: Poll Pad Judge: Voter Registration

6. Ask the voter if their address includes a unit number. If so, select the unit type and enter the unit number. A pop-up will appear to ensure there is not a unit as a part of the address. Ask the voter if there is an apartment or unit number. If there is not a unit number, press “Yes, I did.” If they do have a unit number, press “Enter Unit Information” to return to the address screen and enter the unit type and unit number. Press “Next.”



If the voter uses a Post Office Box, press “No” for the question “Can Mail Be Delivered to Address Above?” The Mailing Address screen will appear. Enter the words PO Box and then the number all in the Address 1 line, complete the name of the city, state, and zip code. Press “Next.”

7. The following screens provide for registration identification, residency verification and proof of residency. There are many ways a voter can register and the Poll Pad is programmed with all of them. Refer to the previous section or the handouts in the precinct kit for acceptable documentation for identity and residency.

Choose the appropriate response from the following options:

- Voter has a MN-issued driver’s license or MN ID card number.
- Voter has a SSN but does not have a MN-issued driver’s license or MN ID card.
- Voter does not have a MN-issued driver’s license, a MN-issued ID card, or a SSN.
- If the voter has a number, enter it on this screen and select “Next.”

8. Choose the form of ID provided by the voter that confirms their residency from the drop-down menu options:
 - ID with current name and address
 - Photo ID + document with current name and address
 - Other

Chapter 8: Poll Pad Judge: Voter Registration

9. Select the appropriate option from the next drop-down menu. Enter the type of identity, enter number and press “Next.”

10:38 AM Fri May 27

< Previous Step

Residency Verification

1 2 3 4 5 6 7 8

Next

Please choose your proof of residency from the lists.

ID with Current Name & Address

Residency Types *

MN Driver's License, Learner's permit, MN ID card

Tribal ID card

Driver's License Receipt

10:38 AM Fri May 27

< Previous Step

Residency Verification

1 2 3 4 5 6 7 8

Next

Please choose your proof of residency from the lists.

ID with Current Name & Address

Residency Types *

MN Driver's License, Learner's permit, MN ID card

Type of ID *

A123456789012

ID Number *

* Indicates a required field

10. The following screen includes spaces for the voter's previous registration information. This screen is optional but is useful to the county to link voter records. Enter if voter provides it, and press “Next.” Use postal standards when entering this address, street type and street directions are abbreviated, state is 2 characters, zip code is 5 characters.

10:38 AM Fri May 27

< Previous Step

Previous Voter Information - Optional

1 2 3 4 5 6 7 8

Next

First Name

Middle Name

Last Name

Suffix

Address 1

Suffix

Pre Direction

Street Name

Street Type

Post Direction

Unit Type

Unit Number

City

State

Zip

CLEAR FORM

* Indicates a required field

11. The next screen is the Voter Signature of Confirmation and Registration Oath; turn the screen around and have voter confirm information that has been entered. Ask the voter to verify the information and sign the oath. If all information is correct, press “Next.” If there is incorrect information, press “Previous Step” and edit any information that needs to be corrected.

10:39 AM Fri May 27 78%

< Previous Step Voter Signature of Confirmation X

1 2 3 4 5 6 7 8

Next

Please confirm all of this.

ALEXANDER HAMILTON
 04/16/1976
 Residential: 2160 HIGHWAY 13, MENDOTA HEIGHTS, MN 55120
 ID Type: Voter Has a MN-issued driver's license or MN ID card number
 ID Number: A123456789123
 Precinct: MENDOTA HTS P-4 Split: 197
 School District: 197

12. The Election Judge Confirmation screen is the final screen; the election judge will initial the box in the lower right side of the screen. Press “Submit” if everything is correct.
13. If there are errors, use the “X” in the top right corner or select “Previous Step”. If a mistake is made, call the Head Judge over and record the transaction in the Incident Log. Attach all printouts to the Incident Log.

10:39 AM Fri May 27 78%

< Previous Step Election Judge Confirmation X

1 2 3 4 5 6 7 8

Submit

Election Judge to confirm registration information. If correct, Election Judge to initial and tap Next. If changes are needed, tap Previous Step.

ALEXANDER HAMILTON
 04/16/1976
 Residential: 2160 HIGHWAY 13, MENDOTA HEIGHTS, MN 55120
 ID Type: Voter Has a MN-issued driver's license or MN ID card number
 ID Number: A123456789123
 Residency Verification: MN Driver's License, Learner's permit, MN ID card
 Precinct: MENDOTA HTS P-4 Split: 197
 School District: 197

Clear Signature

EJ Initials

14. Once the information has been submitted, you will receive a pop-up confirming the addition of the voter. File it in the appropriate expandable file folder by last name. Press “Accept.”

her

Added
 ALEXANDER HAMILTON

Accept

DOB: 04/16/1976
 13, MENDOTA HEIGH

Printing ...
 Please Wait

Chapter 8: Poll Pad Judge: Voter Registration

15. The voter confirmation screen will appear with the voter information as it would when checking in a pre-registered voter. Press “Accept” to check in the voter.

10:39 AM Fri May 27 2022 Training - General TRAINING MODE Last Imported: 12/31/2022

Dakota County ST THOMAS ACADEMY VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

SPEAK ALEXANDER HAMILTON

DOB: 04/16/1976

2160 HIGHWAY 13, MENDOTA HEIGHTS, MN 55120

Status: EDR Precinct: MENDOTA HTS P-4

16. The Voter Confirmation screen with oath appears. Turn the screen to the voter and ask them to verify the information and sign. Click “Done Signing.” Initial the bottom right box on the poll worker confirmation page and click “Submit.”

10:40 AM Fri May 27 2022 Training - General TRAINING MODE Last Imported: 12/31/2022

Dakota County ST THOMAS ACADEMY POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

ALEXANDER HAMILTON

2160 HIGHWAY 13, MENDOTA HEIGHTS, MN 55120

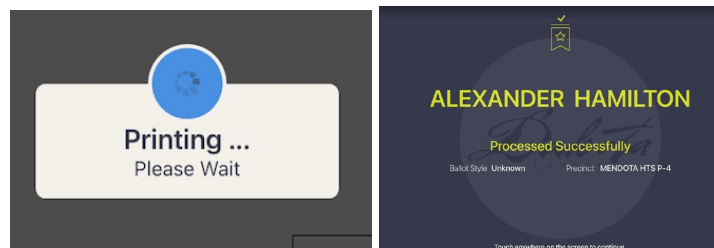
Precinct: MENDOTA HTS P-4 DOB: 04/16/1976

Status: EDR

Ballot Style: Unknown

Signature

17. After the voter is successfully processed, a Voter Signature Certificate and Voter Receipt will print. Detach Voter Signature Certificate and file it in the expandable file folder. Hand the voter the Voter Receipt to bring to the Demo/Ballot Judge.



Chapter 8: Poll Pad Judge: Voter Registration

Section 8.5: Voter Registration: Vouching

This section describes the vouching process for a voter registration using the Poll Pad. Use these steps:

1. On the page titled Registration Identification, select “Voter Does Not Have a MN-issued Driver’s License,” a MN-issued ID card, or a SSN. On the Residency Verification page, select “Other” from the residency types drop-down menu. Then select “Vouched for” from the Type of ID field. Press “Next.”

10:45 AM Fri May 27

< Previous Step

Residency Verification

1 2 3 4 5 6 7 8

Next

Please choose your proof of residency from the lists.

Other

Residency Types *

Vouched for

Type of ID *

* Indicates a required field

2. On the subsequent screen, the person who is vouching for the registrant will define their role:
 - I am pre-registered in this precinct
 - I registered in this precinct today and did not have another person vouch for me
 - I am an employee of a residential facility (they will then name that facility)

10:45 AM Fri May 27

< Previous Step

Vouching Attestation

1 2 3 4 5 6 7 8 9

Sign

Pick the Vouching Options Below

I swear or affirm that *

I am pre-registered to vote in this precinct

I registered in this precinct today and did not have another person vouch for me

I am an employee of a residential facility

Email

* Indicates a required field

3. After the person who is vouching for the registrant has defined their role, enter the first three letters of the vouching person’s name in the voucher name field and wait for the dropdown to appear with the matching voters, if the voucher is a registered voter in the precinct. If the voucher is an employee of a residential facility, you will need to manually type in all information requested. Enter more letters of the voucher’s name to narrow the results. Tap the voucher’s name to select it and the address field will populate. Then, enter the voucher’s phone number and tap “Sign”. To tap “Sign”, you will have to hide the keyboard by tapping the keyboard icon on the lower right corner of the keyboard.

- The election judge and the person vouching will both sign their names. If needed, a signature can be rewritten by pressing “Clear Signature.” Once complete, press “Next” to finish the process.

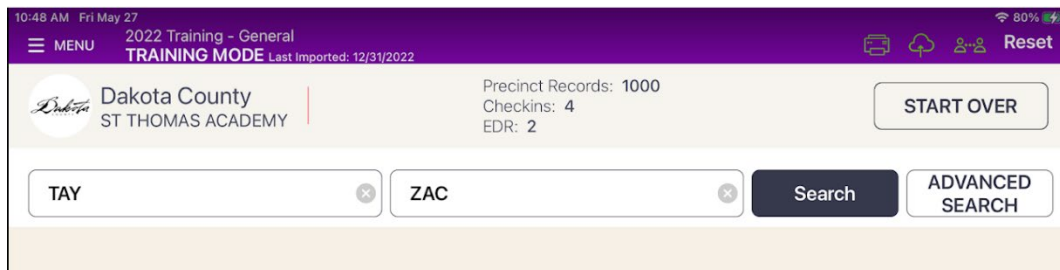
- On the Precinct List of Persons Vouching form, complete a line for each person vouching for a new registrant. Each person vouching can only vouch for up to eight people, except when the voucher is an employee of a residential facility.

Chapter 8: Poll Pad Judge: Voter Registration

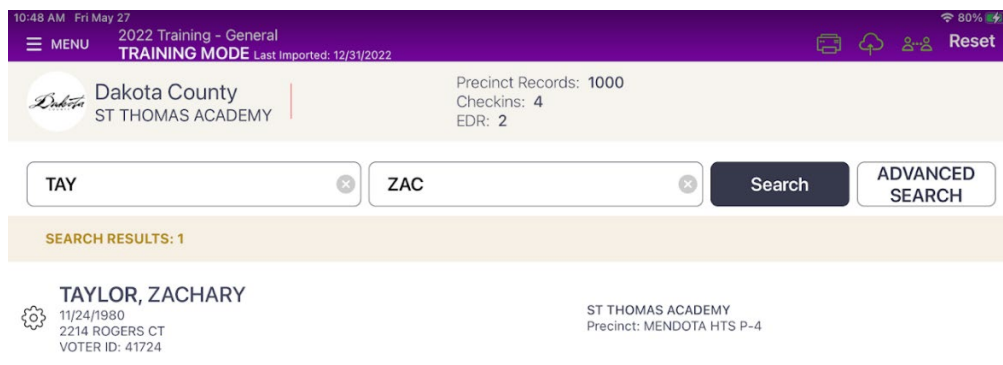
Section 8.6: Registration Update

This process is used when the voter is already registered within the precinct, but they need to change their voter registration due to a change in name or address. If the voter's address is changed, use the precinct finder to confirm the voter has moved within the precinct. If the voter has moved outside of the precinct, they will have to go to the polling place for that precinct.

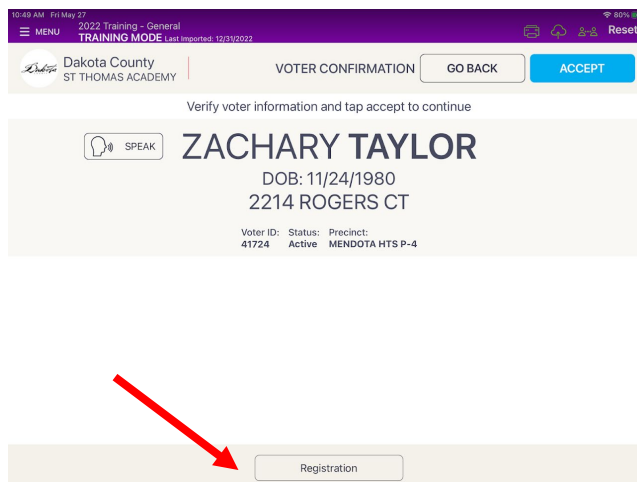
1. Search for the voter. Use the on-screen keyboard to enter the first three letters of a voter's last name, then first name. Press "Search."



2. Records matching the search criteria display on the screen. Locate the voter's record, then select the voter by tapping their record using the stylus.



3. If the voter has had a legal name change or change of address, select "Registration" at the bottom of the screen. Always search and ask the voter if they have had a name change before creating a new voter registration record.



Chapter 8: Poll Pad Judge: Voter Registration

4. Confirm citizenship and age.
 - Ask the voter: “Are you a U.S. citizen?” If yes, press “Yes” to proceed.
 - Ask the voter: “Will you be at least 18 years of age on election day?” If yes, press “Yes” to proceed.
 - Press “Next.”

10:49 AM Fri May 27

< Previous Step Eligibility Verification X

1 2 3 4 5 6 7

Next

Please ask the voter to answer the questions below to determine eligibility.

Ask the Voter

Are you a U.S. Citizen?

Yes No

Ask the Voter

Will you be at least 18 years old on election day?

Yes No

5. The voter’s name and date of birth will populate. If changes are needed, tap in the corresponding field to update. Once you have finished updating information, press “Next.”

10:49 AM Fri May 27

< Previous Step Election Day Registration X

1 2 3 4 5 6 7

Next

Enter Voter Information

Zachary Taylor

First Name * Middle Name Last Name * Suffix

11/24/1980

DOB *

Email Phone Number

* Indicates a required field

6. The address fields will populate. If the address needs to be changed, press “Clear Form” to remove the information that is already there. Enter the house number and the first three letters of the street. **Allow the street name to populate and select the proper street from the drop-down menu.** Press “Next” to progress.

Note: If the proper address does not come up press “Clear Form” and try again. Use the Poll Pad precinct finder to ensure the voter is in the correct precinct. If the address does not automatically populate, contact your local election official. Never manually precinct a voter without consulting your local election official.

10:53 AM Fri May 27 81%

< Previous Step Voter Address X

Address Type ▾ 1 2 3 4 5 6 7 Next

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT. 3/255

720 SOU

House # * Suffix Pre Direction Type Post Direction

Unit Type Unit Number City Zip *

CLEAR FORM YES NO

* Indicates a required field

720 SOUTH ST W, SOUTH ST PAUL MN 55075

720 SOUTH OAKS DR, HASTINGS MN 55033

720 SOUTH PARK DR, HASTINGS MN 55033

720 SOUTH PLAZA WAY, MENDOTA HEIGHTS MN 55120

720 SOUTHVIEW BLVD, SOUTH ST PAUL MN 55075

7. A unit number verification message will appear if the unit number was not filled in on the address screen. Ask the voter if they have a unit or apartment number. If they do not have a unit number, press “Yes, I did.” If they have a unit number press “Enter Unit Information” to return to the address screen. Once there, select the appropriate unit type.

Did you need to fill in unit and unit number information?

Yes, I did

Enter Unit Information

10:53 AM Fri May 27 81%

< Previous Step Voter Address X

Address Type ▾ 1 2 3 4 5 6 7 Next

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

720 SOUTH PLAZA WAY

House # * Suffix Pre Direction Street Name * Street Type Post Direction

APT BSMT BLDG

Unit Type Unit Number City * State * Zip *

Can Mail Be Delivered to Address Above? YES NO

* Indicates a required field

720 SOUTH PLAZA WAY

House # * Suffix Pre Direction Street Name * Street Type Post Direction

APT BSMT BLDG

Unit Type Unit Number City * State * Zip *

Can Mail Be Delivered to Address Above? YES NO

* Indicates a required field

10:53 AM Fri May 27 81%

< Previous Step Voter Address X

Address Type ▾ 1 2 3 4 5 6 7 Next

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

720 SOUTH PLAZA WAY

House # * Suffix Pre Direction Street Name * Street Type Post Direction

APT 12 MENDOTA HEIGHTS MN 55120

Unit Type Unit Number City * State * Zip *

CLEAR FORM YES NO

* Indicates a required field

720 SOUTH PLAZA WAY

House # * Suffix Pre Direction Street Name * Street Type Post Direction

APT 12 MENDOTA HEIGHTS MN 55120

Unit Type Unit Number City * State * Zip *

Can Mail Be Delivered to Address Above? YES NO

* Indicates a required field

8. If the voter uses a Post Office Box, press “No” for the question “Can Mail Be Delivered to Address Above?”. The Mailing Address screen will appear. Enter the words PO Box and then the number all in the Address 1 line, complete the name of the city, state, and zip code. Press “Next.”

10:51 AM Fri May 27 81%

< Previous Step Mailing Address X

1 2 3 4 5 6 7 8 Next

If your mailing address is different than your physical address, enter it below.

PO BOX 234

Address 1 Address 2 Address 3

MENDOTA MN 55118

City State Zip

CLEAR FORM

* Indicates a required field

9. On the following screen select what type of registration identification is provided by the voter from the drop-down menu and then press “Next.”
- Voter has a MN-issued driver’s license or MN ID card number, OR
 - Voter has a Social Security Number (SSN) but does not have a MN-issued driver’s license or MN ID card, OR
 - Voter does not have a MN-issued driver’s license, a MN -issued ID card, or a SSN.

10:52 AM Fri May 27 81%

< Previous Step Registration Identification X

1 2 3 4 5 6 7 8 Next

Please select your Identification type from the list.

Voter Has a MN-issued driver’s license or MN ID card number

Voter Has a SSN but does not have a MN-issued driver’s license or MN ID card

Voter does not have a MN-issued driver’s license, a MN-issued ID card, or a SSN

* Indicates a required field

10:54 AM Fri May 27 81%

< Previous Step Registration Identification X

1 2 3 4 5 6 7 8 Next

Please select your Identification type from the list.

Voter Has a SSN but does not have a MN-issued driver’s license or MN ID card

Identification Types *

1234

Last four digits of voter’s Social Security Number *

* Indicates a required field

Chapter 8: Poll Pad Judge: Voter Registration

10. The next screen is the residency verification and proof of residency. Use the drop-down menu to select the appropriate option. Press that option to select it and press “Next.”

- ID with current name and address
- Photo ID + document with current name and address (DL, Learner’s permit or State ID card, US Passport, US Military ID, Veteran’s ID, Tribal ID, Student ID)
- Other – Valid Registration in Same Precinct
- Note: to complete a voucher form, see Section 8.5

The screenshot shows the 'Residency Verification' screen. At the top, there is a progress bar with 8 steps, where steps 1 through 6 are highlighted in yellow. A 'Next' button is visible on the right. Below the progress bar, the text 'Please choose your proof of residency from the lists.' is displayed. A dropdown menu for 'Residency Types *' is open, showing three options: 'ID with Current Name & Address', 'Photo ID + Document with Current Name & Address', and 'Other'. A red asterisk indicates a required field.

The screenshot shows the 'Residency Verification' screen after selecting 'Photo ID + Document with Current Name & Address'. The 'Next' button is now green. Below the selection, there are several fields: 'Residency Types *' (selected), 'US Passport' (selected), 'Type of ID *' (with the value '123456789'), 'ID Number *', 'Rent statement' (selected), and 'Document Type *'. A red asterisk indicates a required field.

11. The following screen displays the voter’s information and registration oath. Turn the screen and ask them to verify the information and sign. If the information is not correct, press the “X” in the top right corner or “Previous Step” to correct any mistakenly entered information.

The screenshot shows the 'Voter Signature of Confirmation' screen. At the top, there is a progress bar with 8 steps, where steps 1 through 7 are highlighted in yellow. A 'Next' button is visible on the right. Below the progress bar, the text 'Please confirm all of this.' is displayed. The screen shows the following voter information: 'Zachary Taylor', '11/24/1980', 'Residential: 720 SOUTH PLAZA WAY APT 12, MENDOTA HEIGHTS, MN 55120', 'Mailing: PO BOX 234, MENDOTA, MN 55118', 'ID Type: Voter Has a SSN but does not have a MN-issued driver's license or MN ID card', 'ID Number: 1234', 'Precinct: MENDOTA HTS P-4 Split: 197', and 'School District: 197'.

Chapter 8: Poll Pad Judge: Voter Registration

12. Once the voter has signed, click “submit.”
13. Confirm all information is correct and initial the box in the lower right corner. Note: Changes cannot be made past this point, so it is imperative all information is accurate and correct.

10:56 AM Fri May 27

< Previous Step Election Judge Confirmation X

1 2 3 4 5 6 7 8 Submit

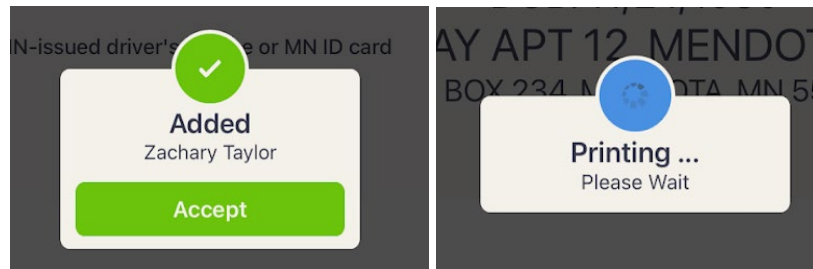
Election Judge to confirm registration information. If correct, Election Judge to initial and tap Next. If changes are needed, tap Previous Step.

Zachary Taylor
11/24/1980
Residential: 720 SOUTH PLAZA WAY APT 12, MENDOTA HEIGHTS, MN 55120
Mailing: PO BOX 234, MENDOTA, MN 55118
ID Type: Voter Has a SSN but does not have a MN-issued driver's license or MN ID card
ID Number: 1234
Residency Verification: US Passport
Precinct: MENDOTA HTS P-4 Split: 197
School District: 197

Clear Signature

EJ Initials
ZT

14. Once the information has been submitted, a pop-up will appear confirming the update to the voter's registration. Press “Accept.” The Voter Registration Application will print. Detach the Voter Registration Application and place the Voter Registration Application in the expandable file for registrations.



15. Continue to check in the voter. The following screen will display the voter information similar to a regular check-in. Have the voter confirm the information and press “Accept.”

10:56 AM Fri May 27

MENU 2022 Training - General TRAINING MODE Last Reported: 10/31/2022

Dakota County ST THOMAS ACADEMY VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

SPEAK

ZACHARY TAYLOR
DOB: 11/24/1980
720 SOUTH PLAZA WAY APT 12, MENDOTA HEIGHTS, MN 55120
PO BOX 234, MENDOTA, MN 55118
Status: EDR Precinct: MENDOTA HTS P-4

Registration

Chapter 8: Poll Pad Judge: Voter Registration

16. The voter information screen will appear, turn the Poll Pad towards the voter and ask them to verify their information and sign under the oath. Click “Done Signing” and initial in the box in the lower right part of the screen. Press “Submit.”

The screenshot shows a mobile application interface for a poll pad judge. At the top, there is a purple header bar with the text "10:57 AM 101 May 27 2022 Training - General TRAINING MODE Last Imported: 10/21/2022" and a "Reset" button. Below the header, there is a white bar with the Dakota County logo, "Dakota County ST THOMAS ACADEMY", and the text "POLL WORKER CONFIRMATION" with "START OVER" and "SUBMIT" buttons. The main content area has a red header "CONFIRM THE VOTER'S INFORMATION". Below this, the voter's name "ZACHARY TAYLOR" is displayed, followed by their address: "720 SOUTH PLAZA WAY APT 12, MENDOTA HEIGHTS, MN 55120", "PO BOX 234, MENDOTA, MN 55118", "Precinct: MENDOTA HTS P-4", "DOB: 11/24/1980", and "Status: EDR". Below the address, it says "Ballot Style: Unknown". At the bottom right, there is a signature box with a handwritten signature and the text "EJ Initials" below it.

17. The Voter Signature Certificate and a Voter Receipt will print. Hand the voter the Voter Receipt to bring to the Ballot/Demo judge. Place the Voter Signature Certificate in the expandable file marked for certificates by last name.

Note: If there are any errors, inform the Head Judge. The transaction cannot be undone. The Head Judge will process the voter as a new registration. Record the error in the Incident Log and write “Cancelled” on the Voter Registration Application, Voter Signature Certificate, and Voter Receipt. Attach all three to the Incident Log, do not file them with the completed forms. Record the transaction on the Incident Log. The Head Judge will need to cancel the check-in for the incorrect registration.

Chapter 9: Demonstration Judge

Section 9.1: Duties

The Demonstration (or Demo) Judge's role is to instruct voters how to completely fill in the oval for the choice(s) for the given contests. This role may be combined with the Ballot Judge. It is paramount that the Demonstration Judge be impartial. Never demonstrate using an official ballot and do not point to a specific candidate or party when demonstrating how to mark a ballot. Demonstration ballots have been provided.

Section 9.2: Instructions to Voters

Provide these instructions to voters:

- **Use only the pen provided.** Unapproved pens may smear ink and that may damage the tabulator.
- Make your selection by completely filling in the oval next to the candidate or question on the ballot.
- Place ballot in the secrecy cover (optional). Insert ballot into the tabulator or ask for assistance.
- You may ask for a replacement ballot if you make a mistake and need a new one (M.S. 204C.13).
- **Voters cannot leave the polling place with a ballot.**

Section 9.3: Additional Instructions During a Primary Election

Write-in votes are not allowed during primaries. For partisan primaries:

- The ballot will have a column for each major political party. Voting for candidates from more than one political party is not allowed and voids all votes on the partisan portion of the ballot.
- Voters are not required to publicly declare affiliation with a party; all voters receive the same ballot.

Combined partisan and nonpartisan primaries:

- For partisan offices, voters choose candidates from a single political party.
- For nonpartisan offices, voters may choose any candidate.

Section 9.4: Additional Instructions During a General Election

- You may vote for candidates from different major political parties (in contrast to partisan primaries).
- You may vote for up to the number of people allowed for each office.
- Blank spaces are provided on the ballot for write-ins for each office. To cast a write-in vote, fill in the write-in oval and write in the name of a candidate who is not listed on the ballot. The oval must be filled in order for the write-in vote to be counted. (M.S. 206.90)
- A sticker may not be placed on the ballot for any reason.

Section 9.5: Constitutional Amendment Instructions

Constitutional amendments have voter instructions printed directly on the ballot. Election judges should not tell voters that not voting on a constitutional amendment has the same effect as voting no. This may influence how people vote, which election judges are not permitted to do. If a voter asks, direct the voter to the printed instructions on the ballot.

Section 10.1: Duties

The Ballot Judge counts and tracks packs of ballots, collects voter receipts, and issues ballots. **It is paramount to track the ballot counts carefully.** After the polls close, you will be required to reconcile the number of ballots originally sent to the precinct with the number of ballots being returned. Errors in counting can take a bit of time to correct. Call your local election official if you do not understand one of the steps.

Section 10.2: Counting and Initialing Ballots (M.S. 204C.09)

1. Open ballot packs as needed. This may mean multiple packs at once if there are multiple school districts and ballot styles in the precinct. Count the number of ballots in each pack and record on the Incident Log the difference from 50. Use the grid at the top of the Incident Log page for the difference from 50. For example, if a pack contained 51 ballots, the judge would write +1. For 50 ballots, the judge would write 0. For 49 ballots, the judge would write -1 (M.S. 204C.09 subd. 1a).

INCIDENT LOG Dakota County Ballot Count	«Election» «Date» «Precinct»																																																																																																																																																																					
																																																																																																																																																																						
Record the number of ballots +, - or 0 from 50 in each packet opened.																																																																																																																																																																						
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RETURN ALL PAGES TO DAKOTA COUNTY ENVELOPE

Time of Incident	Voter ID if applicable	• Please record any unusual events or problems. • PLEASE PRINT! If the information line is insufficient, use a blank sheet of paper and attach.	Resolution

2. After counting the ballots, two election judges will initial the ballots. Do not make any other marks on the ballot. This function of election judges may be performed by any election judge (M.S. 204C subd. 1b).
3. Supply secrecy covers. Polling places must offer a folder into which voters can place their ballots when moving about the polling place to protect voter privacy. Use of a cover is at the voter's discretion.

Chapter 10: Ballot Judge

Section 10.3: Issuing Ballots

The following requirements are to be met when issuing ballots to voters:

- Each ballot must bear the initials of two election judges.
- **Only issue a ballot after collecting a valid Voter Receipt. If there are multiple ballot styles, confirm which style based on the voter receipt.**
- Organize voter receipts in stacks of 25. If there is an imbalance between check-ins and ballots in the box, the first step is to count the voter receipts.
- Offer the use of a secrecy cover (M.R. 8230.0570).
- If this role is combined with the Demonstration Judge, instruct the voter on how to properly fill in the oval for the voter's choice(s). Do not use an official ballot; use a demonstration ballot that is provided in the precinct kit.
- Direct the voter to an unoccupied table space or voting booth. To ensure privacy, only one voter is allowed in a booth at a time unless the voter requests help or has brought someone with them for assistance.
- Voters may take a reasonable amount of time to complete their ballot. If someone is taking an unusually long time, remind them that others are waiting and ask if they need assistance. If they do need help, two election judges must be with different major party affiliations. A single election judge may not assist a voter alone.
- No one may remove an official ballot from the polling place. An exception is made when two election judges of different major party affiliations are helping a voter curbside. In that instance, those judges will make trips with the appropriate materials (M.S.204C.15 subd.2).

Section 10.4: Found and Spoiled Ballots

Minnesota Rules provide for the discovery of ballots left in voting booths or other voting spaces (M.R. 8230.1050):

- Write on the ballot: "found in voting station."
- Place this ballot in the Spoiled Ballot Envelope provided in the Ballot/Demo Judge precinct kit.
- Record what happened on the Incident Log. This is vital, as the number of voter signature certificates, as well as voter receipts, will be greater than the number of ballots in the tabulator. The Incident Log is the first place to look to find explanations for such imbalances.

As stated in M.S. 204C.13, a voter may spoil a ballot by returning it to the Ballot Judge.

- A spoiled ballot is one that a voter returns to a judge because they made an error while marking it.
- Do not examine the spoiled ballot unless the voter requests help or you need to determine what style of replacement ballot to give the voter.
- The Ballot Judge should take the spoiled ballot and deposit that ballot into the Spoiled Ballot Envelope provided in the precinct kit.
- The Ballot Judge should then hand a new, blank official ballot to the voter. The voter should never have two ballots in their possession at once.
- Spoiling and reissuing a ballot does not need an entry in the Incident Log if a voter simply made a mistake and needs a new ballot.

Chapter 10: Ballot Judge

Section 10.5: Ballot Duplication Process

In the rare occurrence that a ballot is damaged while being read by the tabulator and the voter has left, the ballot duplication process is to be followed:

1. Two election judges of different party affiliation obtain an official ballot from the Ballot Judge and initial.
2. On the ballot, the judges will write “Duplicate #X” and on the original, damaged ballot they will write “Original #X.” It is important to keep track of the numbers so there is only one Duplicate #1 paired with an Original #1, Duplicate #2 paired with Original #2, and so on.
 - a. Include reason for duplication, e.g. “Torn Ballot”

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OFFICIAL BALLOT

SCHOOL DISTRICT BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 196
(ROSEMOUNT-APPLE VALLEY-EAGAN)

NOVEMBER 3, 2015

Audio Voting
Ballot ID: 1915

196 196-196 5

INSTRUCTIONS TO VOTERS:
To vote, completely fill in the oval(s) next to your choice(s) like this: ●

SCHOOL DISTRICT OFFICES

SCHOOL DISTRICT QUESTIONS
To vote for a question, fill in the oval next to the word "YES" on that question. To vote against a question, fill in the oval next to the word "NO" on that question.

Judge [Signature]
Judge [Signature]

ORIGINAL #1

Torn Ballot

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OFFICIAL BALLOT

SCHOOL DISTRICT BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 196
(ROSEMOUNT-APPLE VALLEY-EAGAN)

NOVEMBER 3, 2015

Audio Voting
Ballot ID: 1915

196 196-196 5

INSTRUCTIONS TO VOTERS:
To vote, completely fill in the oval(s) next to your choice(s) like this: ●

SCHOOL DISTRICT OFFICES

SCHOOL DISTRICT QUESTIONS
To vote for a question, fill in the oval next to the word "YES" on that question. To vote against a question, fill in the oval next to the word "NO" on that question.

SCHOOL BOARD MEMBER
VOTE FOR UP TO FOUR

DUPLICATE #1

Torn Ballot

3. If voter intent is in question, follow state law to determine voter intent. Statutes may be found online through the Office of Revisor of Statutes, M.S. 204C.22: www.revisor.mn.gov/statutes/cite/204c.22
4. Both judges initial both the original and duplicate ballots.
5. When finished, both judges compare the ballots to be sure the duplicate is correct and matches the original.
6. Insert the duplicate into the ballot counter.
7. Place the original in the envelope labeled ‘Original ballots for which duplicates have been made.’
8. After polls are closed, record the number of original ballots in the envelope and seal the envelope.

Chapter 11: Ballot Counter Judge

Section 11.1: Duties

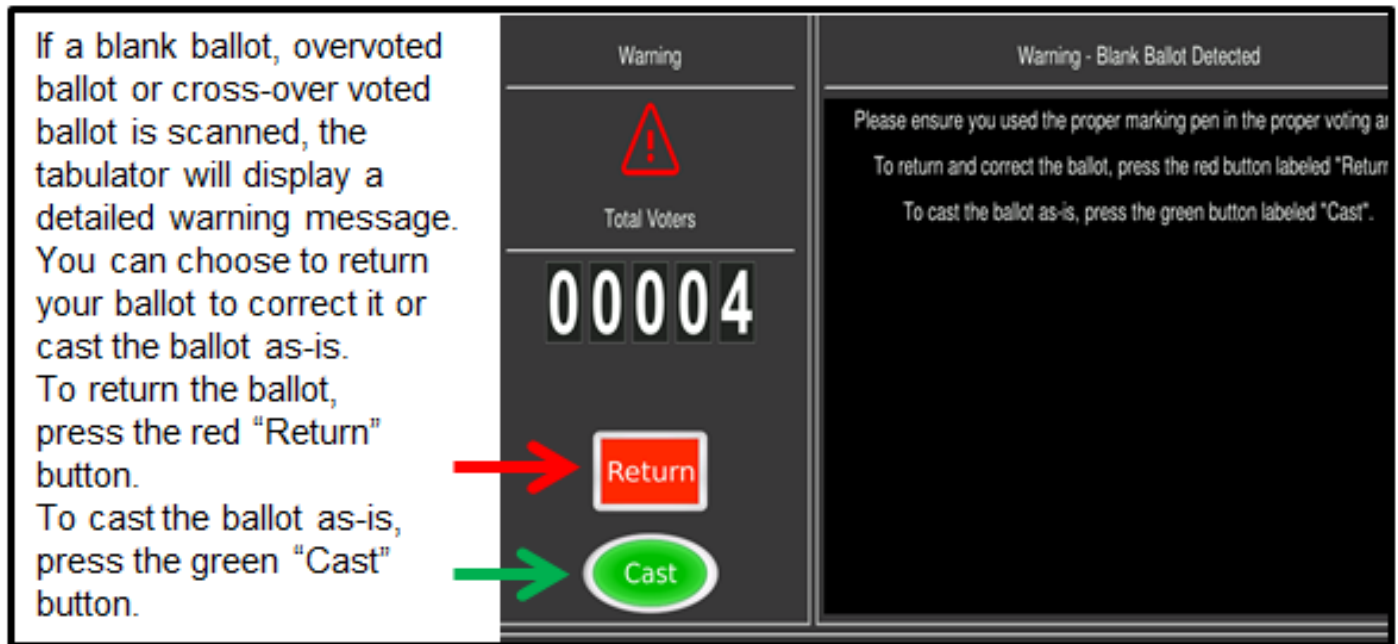
The Ballot Counter Judge is responsible for maintaining the tabulator, initiating any accessible voting sessions, and maintaining the six-foot zone around the tabulator. The Ballot Counter Judge may also have a supply of “I Voted” stickers. The tabulator may put up a warning message after a voter feeds their ballot in. The Ballot Counter Judge should be ready to assist a voter if there are questions.

The voter inserts their own ballot into the tabulator. The Ballot Counter Judge may need to assist to make sure the secrecy sleeve does not get pulled into the tabulator.

Section 11.2: Ballot Warnings

The tabulator will scan ballots for errors. If an error exists, a warning message will be presented and voters will be allowed to correct any errors. Common errors include:

- Overvoting errors appear when more candidates are selected than allowed for the contest. For example, if a voter selects four candidates when the contest only allows voting for up to three candidates, the tabulator will illuminate a “Cast” and “Return” button.
 - For the tabulator to take the ballot as-is, use the “Cast” function. Any overvoted contests will not be counted. Other contests will be counted.
 - For the tabulator to return the ballot to the voter, use the “Return” function. The voter can go to the Ballot Judge and spoil the current ballot to receive a new ballot.
- Cross-party voting errors occur at partisan primary elections when a voter selects candidates from more than one political party. The tabulator will identify the contest error and illuminate a “Cast” and “Return” function.
 - For the tabulator to take the ballot as-is, use the “Cast” function. The partisan ballot will be defective and those contests will not be counted. Any voters in the nonpartisan ballot will be counted.
 - For the tabulator to return the ballot to the voter, use the “Return” function. The voter can go to the Ballot Judge and spoil the current ballot to receive a new ballot.
- Blank ballots will generate a warning message.
 - For the tabulator to take the ballot as-is, use the “Cast” function.
 - For the tabulator to return the ballot to the voter, use the “Return” function.
- Misread ballots occur when the tabulator cannot read the ballot. It may be skewed or have an issue with the timing marks. Have the voter examine the timing marks to make sure all are present and unobscured. The voter should spoil a defective ballot and recast.
- If all ballots are showing a misread error, there may be an ink stain on the ballot reader from a voter using the incorrect pen. Call your local election official who has cleaning supplies and instructions. Turn the tabulator around and use the auxiliary bin until the tabulator is cleaned. Once it is clean and operational, two judges of different major party affiliations can run the ballots from the auxiliary bin through the tabulator to be counted.

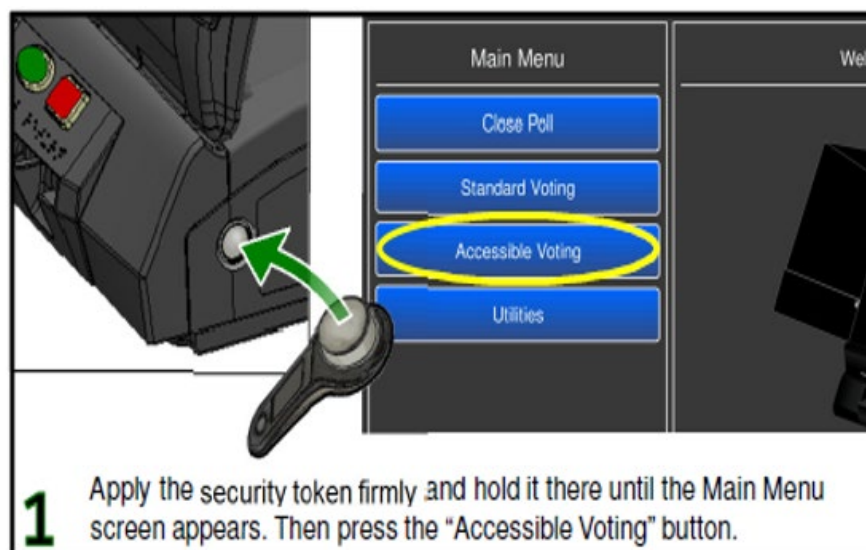


Section 11.3: Accessible Voting Sessions

All polling places must be equipped with an accessible voting device. The tabulators can provide an audio ballot, high contrast, and an enlarged view of the ballot. The external monitor should be connected to the tabulator and on a table. **The external monitor should be positioned at least six feet away from the tabulator and such that passersby cannot see the screen and how the voter is voting.**

The Ballot Counter Judge must be familiar with the operations of the accessible voting capabilities. Voters using the accessible functions will have their blank ballot with them. Use this ballot for printing the voter's choices at the end of the accessible voting session. Once the ballot is printed and cast, the tabulator will automatically return to a standard voting session.

Follow the instructions below for initiating, printing, and casting a ballot in an accessible voting session.



Poll Management - Accessible Voting Session

AV Session Start AV Session	Start
Ballot Review Disabled	Change

2 Ensure "Ballot Review" is set to "Disabled". Accessible voters will have a chance to review their choices before their ballot is marked and cast. Press the Start button.

AVS Mode Selection

According to Device Configuration, this unit supports Dual Screen mode, which gives you the opportunity to execute an AVS on the external monitor. Please select a monitor on which you want to start an AV session.

External Cancel Primary

3 The AVS Mode Selection screen will appear. Press "External" to continue.

Enter Ballot ID

Ballot ID:

1 2 3 4 5 6 7 8 9 0 Backspace

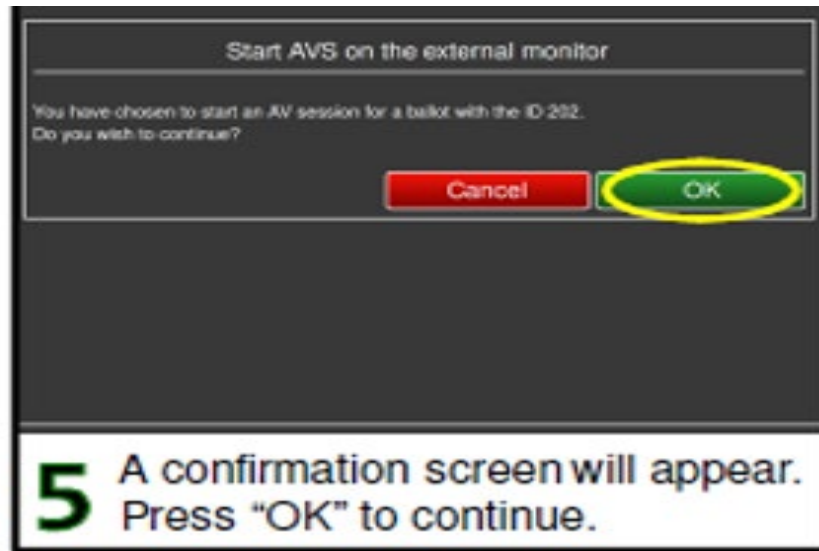
q w e r t y u i o p Symbols

a s d f g h j k l Caps Shift

z x c v b n m Space < >

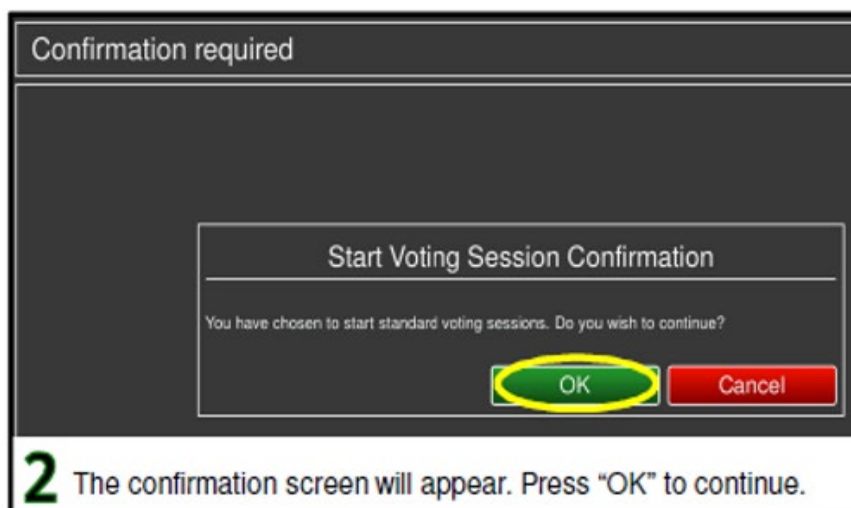
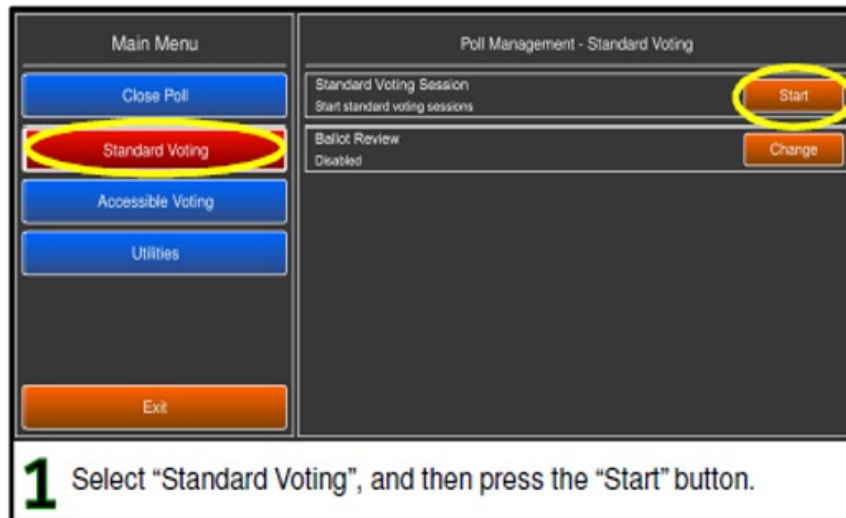
Cancel OK

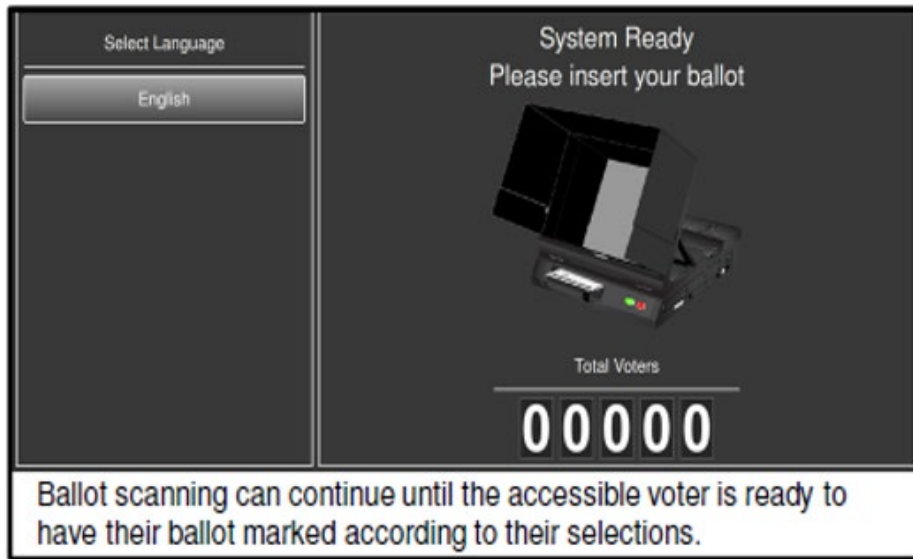
4 Enter the "Ballot ID" or "Ballot Style" number located on the top right hand corner of the ballot.



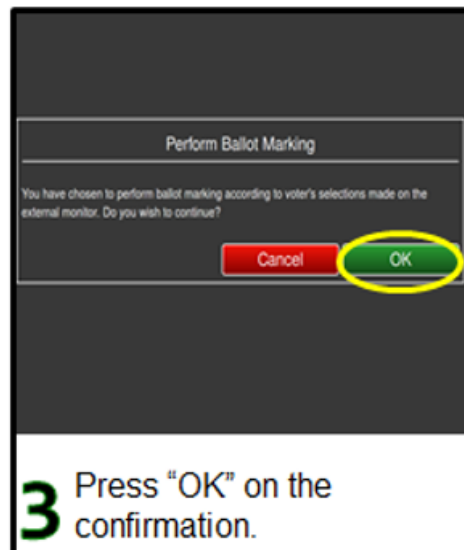
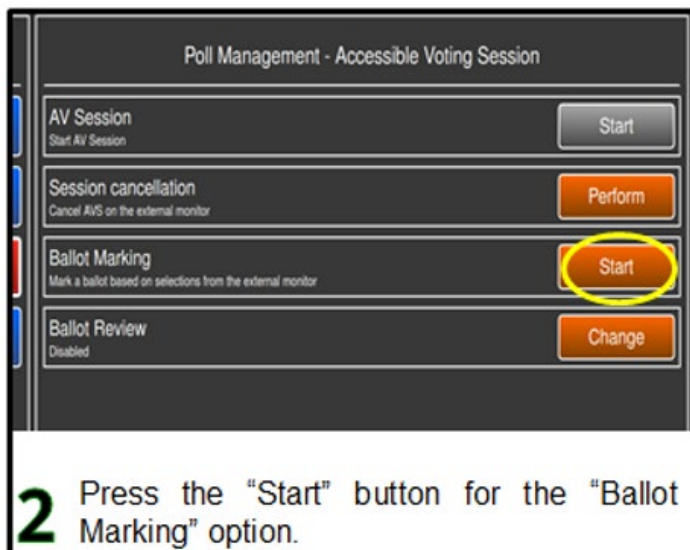
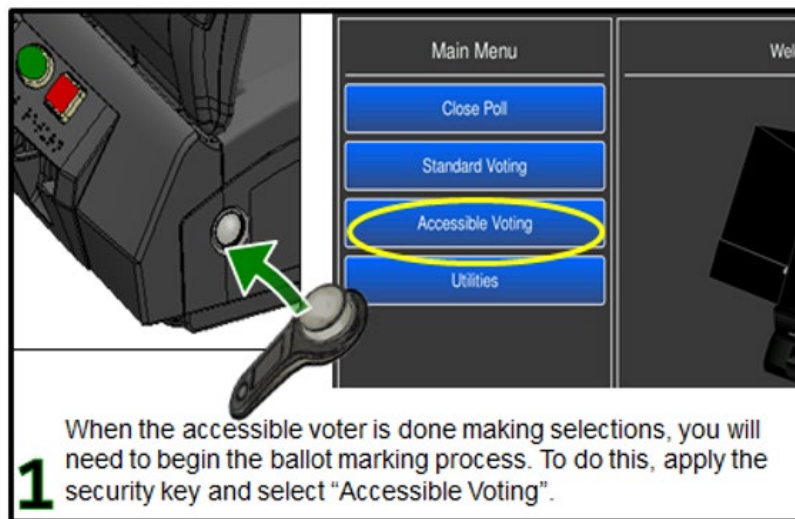
It will take a moment for the tabulator to process the request, and a session will begin on the external monitor. The Ballot Counter Judge should return the tabulator to a standard voting session, so other voters may cast their ballot while the voter continues to work on the external monitor.

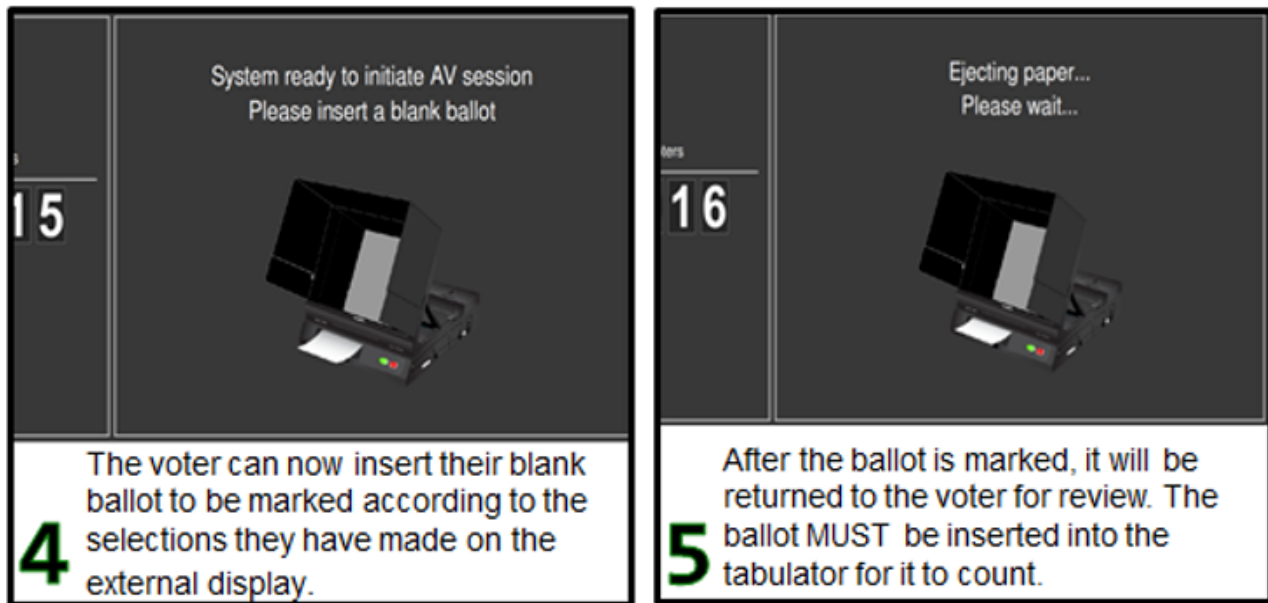
To return to a standard voting session, follow the instructions below:





Once the voter has completed voting and confirmed their choices on the external monitor, the Ballot Counter Judge will be needed to help print the voter's choices on the blank ballot.



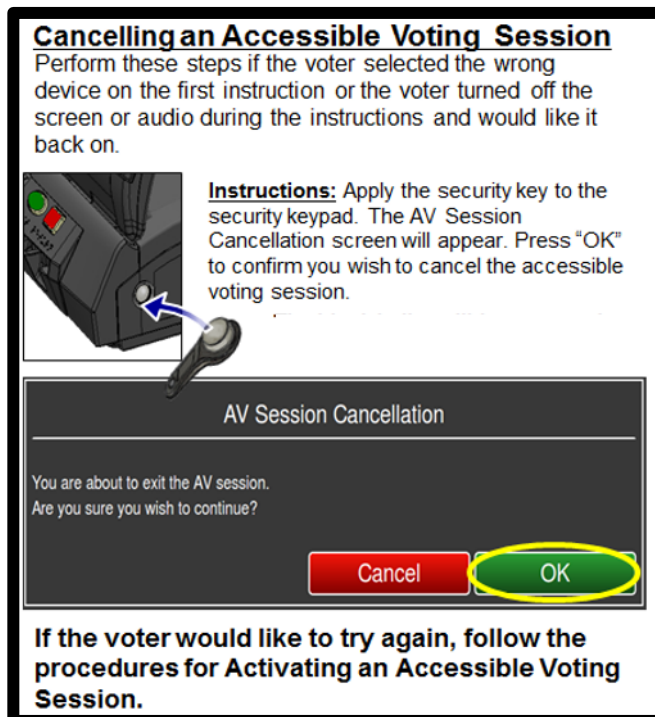


After reviewing the ballot and inserting it back into the tabulator to be counted, standard voting automatically resumes.

Section 11.4: Troubleshooting the Accessible Voting Session

Below are some common errors when working with an accessible voting session:

- Warning message regarding the ATI - Ensure the ethernet cord is plugged into the port behind the door labeled "AVS Door." This is the last door on the right side of the tabulator when looking from the front.
- Instructions on the screen show red and blue paddles instead of blue and yellow arrows - This means that during the first screens, the paddle option was chosen instead of the ATI controller. Paddles, as well as a sip and puff apparatus, would be provided by the voter. Follow the instructions below for how to cancel and restart the session.



Section 11.5: Troubleshooting the Tabulator

Below are some common issues with the tabulators and how to solve the issues.

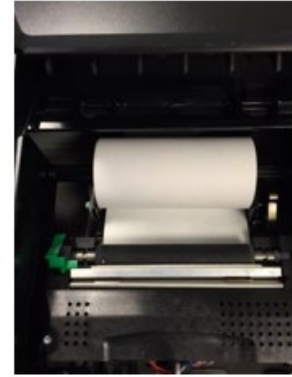
- The thermal printer runs out of paper when printing the zero tape or the results tape: All precinct kits include a plastic baggie that contains extra seals, alcohol swabs for ink cartridges, extra ink, and extra paper. Follow the instructions below to install a new roll of thermal paper. This compartment is located on the right side of the top of the tabulator. When replacing the paper roll, transfer the spindle (black plastic rod in center of roll) from the old roll to the new roll.



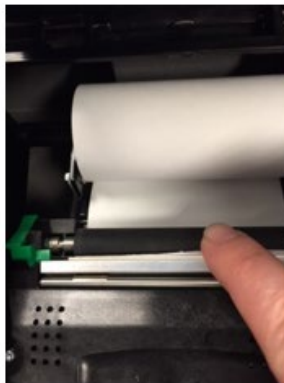
View of compartment



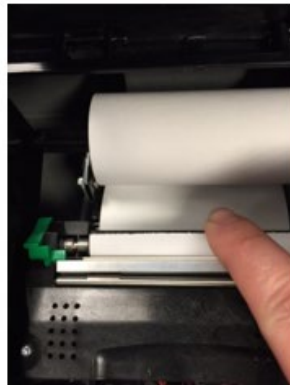
1. Press green lever back



2. Remove paper roll



3. Insert paper behind roller



4. Roll rubber away from you
(This will thread paper)



5. Press green lever toward you (level position)

- Zero tape or results are not legible: This may be caused by paper bunching or scrolling around the roller. Check the paper status and ensure the curve of the paper is turning up and back away from the printer. Only one side of thermal paper will print, so be sure the correct side is up.

- Power is out: This may be caused by power surges within the outlet, the outlet not being powered, or the tabulator is not plugged in. Check the connection between the tabulator and power strip. Power strips or surge protectors are encouraged, as they mitigate power issues from a surge in the outlet. Check the power status on the main screen of the tabulator often to ensure it is charging. If power fails, the tabulator can operate for a few hours before running out of power. **If the tabulator is running on battery, call your local election official.**
- Jammed or damaged ballot: If a ballot or ballot with secrecy sleeve is jammed in the tabulator, using the black security fob on the side of the tabulator should clear the jam. If that does not work, call your local election official and use the auxiliary compartment for ballots until the tabulator is cleared and operational. Two judges of different party affiliations must move ballots from the auxiliary compartment through the tabulator to be counted.

Section 11.6: Removal of Ballots from Bin

Guidelines for removing or straightening ballots from the bin to allow more is provided in M.R. 8230.4365 subd. 5:

1. Two judges with different major party affiliations may open the box to straighten or remove ballots to allow for more but they shall not count or inspect the ballots. If removing ballots, keep the write-in ballots separate, and seal them in different containers.
2. The judges shall note on the Incident Log the fact that the ballot box was opened, the time the box was opened, and, if applicable, the numbers of any seals used to seal the ballot containers.

Chapter 12: Additional Polling Place Guidelines and Activities

Section 12.1: Authorized Persons and Activities in the Polling Place

This section contains guidance on acceptable persons in the polling place, campaigning, and complaints. During voting hours, **Minnesota state law only allows persons voting, election judges, and other authorized people in the polling place.**

Authorized people include:

- Persons helping a voter.
- Children accompanying voters.
- Vouchers.
- Observers with written authorization from the office of the secretary of state, county auditor or clerk.
- Peace officers if judges request their presence to keep order.
- Challengers appointed in writing by a political party or nonpartisan candidate.
- Teachers & elementary & high school students, if participating in a mock election that has been authorized by the secretary of state.
- Persons making a written complaint.

Prohibited conduct includes:

People may not gather or linger in the polling place or within 100 feet of the building. Intoxicated persons and/or liquor are not allowed. Ask individuals to leave if they will not or cannot cease the following:

- Disorderly conduct
- Smoking
- Linger

M.S. 204C.06

Section 12.2: Campaigning Prohibitions

- Campaigning is not allowed in the polling place or within 100 feet of the building during voting hours. If the polling place is on public property, campaigning is not allowed anywhere on the property, even beyond 100 feet.
- The prohibition of signs and campaign materials within 100 feet does not apply to adjacent private property.
- The prohibition includes displaying campaign materials in the polling place, including literature or buttons.
- Ask the individual to either cover up or remove the campaign material while in the polling place. If they refuse, explain that eligible voters will be allowed to vote, but any refusal will be recorded and referred to appropriate authorities. Record in the Incident Log the names of those who refuse to cover or remove campaign materials.
- Campaign materials include anything that persuades a voter to vote for or refrain from voting for a candidate or ballot question on the ballot in that polling location. Anything means:
 - The name, likeness, logo, or slogan of a candidate who appears on the ballot.
 - The number, title, subject, slogan, or logo of a ballot question that appears on the ballot.
 - The name, logo, or slogan of a political party represented by a candidate on the ballot.

Chapter 12: Additional Polling Place Guidelines and Activities

- Voters may take sample ballots or campaign flyers into the voting booth, but they should not display these materials outside the booth. Judges should regularly check the polling place to ensure the space is neat, and such materials are not left behind.
See M.S. 211B.11.

Section 12.3: Media Presence in the Polling Place

Media may enter the polling place to observe the voting process so long as they:

- Show photo identification to the Head Judge upon arrival along with either a recognized media credential or written statement from a local election official attesting to their credentials.
- Stay at least six feet from voters.
- Do not converse with voters or interfere with the voting process.
- Do not make a list of those voting or not voting.

Section 12.4: Voter's Bill of Rights and Complaints

M.S. 204C.08 states that the polling place must have on display the Voter's Bill of Rights poster prior to polls opening in a conspicuous place.

There are two mechanisms for voters to lodge complaints: the HAVA Election Complaint form and the state election law complaint form.

The HAVA Complaint Form must be available to voters upon request. This form may be used when any person believes a violation of the Help America Vote Act (HAVA) Title III (such as voting machine standards, posting of voting information, voter registration) has occurred, is occurring or is about to occur. It is not for the following complaints:

- Minnesota Fair Campaign Practice & Finance Acts complaints (Minnesota Statutes 211A & 211B). Those complaints are referred to the Minnesota's Office of Administrative Hearings and are not applicable to this complaint form.
- Other Minnesota election law complaints. Those complaints are referred to the county attorney. Use the Minnesota State Election Law Complaint Form instead.

Instruct the voter of the need to complete the form, including their signature and the requirement that an election judge or notary sign and witness it. Voters may complete it at the polling place or take it with them. On Election Day, you are authorized to sign as a notary on the HAVA Complaint Form. Your signature does not indicate agreement with the voter's statement but indicates that you witnessed the voter complete the form. Make a note in the Incident Log with details of the event. Instruct the voter to deliver the form to the address provided on the form. M.S. 200.04

The State Election Law Complaint Form may be found with other Election Day administration forms. This form may be used when any person believes a violation of Minnesota election law has occurred, is occurring or is about to occur. This includes complaints related to Minnesota Statutes Chapters 200, 201, 203B, 204C & 206. It is not to be used for Minnesota Fair Campaign Practice & Finance Acts (Minnesota Statutes 211A & 211B) complaints. Those complaints are referred to the Minnesota's Office of Administrative Hearings. After completing this form and having it notarized, it is returned to the county attorney for investigation. Make a note in the Incident Log with details of the event.

Section 12.5: Voter Assistance

Voters have a right to receive assistance from election judges or a person of their choice, except an agent of their employer or union. This may include assistance moving through the polling place, reading materials, completing forms, or marking ballots. An assistant is not required to be an eligible voter and may be younger than 18 years of age.

Assistance by Election Judges

- One election judge may provide assistance to voters, upon request, for many polling place activities (mobility, providing ballot instructions at the demonstration station, etc.).
- Two election judges of different major parties may assist a voter with marking their ballot for an unlimited number of voters in one election.
- **Be sensitive to the specific needs of the voter. Avoid any action that may influence how they vote.** Do not give advice or reveal how they voted. Direct questions to the voter, not to others with them. Help only as much as requested.

Assistance from Others

- The voter is not required to use election judges for assistance. An assistant of the voter's choice, except an agent of their employer or union, may help the voter in all areas of the polling place, including in the voting booth.
- There are no limits on the "number of voters" a person may assist with marking ballots.
- If an assistant has marked a ballot on behalf of a voter, the voter may show it privately to an election judge or use the ballot marking device to confirm that it is correctly marked before placing it in the tabulator.

Serving Voters Who Have a Disability

- Voters who have a disability continue to face barriers at polling places. These include architectural and physical barrier, as well as barriers from election personnel who have not been properly trained. Over half of respondents in a recent national survey reported encountering barriers, including attitudinal, inside the polling place.
- **As an election judge, it is your responsibility to do everything within your ability to help each voter participate equally in the process.** Polling place setup is the area where election judges most often fail to meet their obligations to voters who have a disability. Carefully review setup principles for accessibility in this guide and thoughtfully apply them to your polling place space.
- If you see a voter with a disability experiencing problems, ask before helping – do not touch the voter or their equipment without permission. Most voters with mobility impairments do not need assistance.

Voters Who Are Blind or Have Low-Vision

- If asked to help a blind or low-vision voter navigate the polling place, offer your arm for them to hold, then paint a verbal picture of the pathway- give specific information about upcoming obstacles. Tell the voter when you are leaving or when another judge will be taking over to assist them.
- When a blind voter with a guide dog approaches, do not interact with the dog. The dog has a job to do. By distracting the dog, you might endanger the voter.
- Have a magnifying glass at the roster table for voters with partial vision.

Chapter 12: Additional Polling Place Guidelines and Activities

Voters Who Are Deaf or Hard of Hearing

Be alert for deaf voters, voters who are hard of hearing, and voters with speech disabilities. If possible, find a well-lit and quiet environment within the polling place to communicate. Speak calmly and directly to the voter. Avoid the common impulse to talk louder to people with hearing impairments. If the voter does not understand you, try rephrasing — rather than just repeating yourself. Pointing to appropriate objects or using visual aids can be very helpful. Sometimes written communications work best. If the voter has a combined vision and hearing loss and you are writing notes, use a bold black marker. Some voters may use assistive technology to aid with the communication process. **Remember, the goal is to provide effective assistance to these voters, while protecting their privacy and respecting their dignity.**

Voters with Cognitive Impairments

- Only a court can decide if someone is not competent to vote. No one can make this decision on someone's behalf, including a spouse, children, caregivers, doctors, or nurses. Election judges cannot challenge the eligibility of a voter on account of that person's perceived cognitive capability.
- Persons have the right to vote when they are under guardianship, conservatorship or if someone else has power of attorney, if a court order did not explicitly restrict the right to vote.

Section 12.6: Language Interpretation Services

If you need the assistance of a language interpreter to communicate with a voter, follow the steps below:

1. Dial 1-800-367-9559
2. Enter on the keypad or provide to the representative the Client ID: 509-052
3. Press 1 for Spanish
4. Press 2 for all other languages – speak the name of the language after the prompt
5. Enter on the keypad or provide to the representative the secure access code: 566-558
6. An interpreter will be connected to the call. Brief the interpreter: summarize what you wish to accomplish and give any special instructions
7. Hand the phone back and forth between you and the voter to communicate
8. Say “end of call” to the interpreter when the call is completed

Section 12.7: Curbside Voting Procedure (M.S. 204C.15)

There may be instances where a voter is unable to enter the polling place. In this case, the voter can request that you bring a ballot out to their vehicle. Follow these procedures. (The procedures are the same if a paper roster or electronic roster is being used.)

Note: You cannot ask questions of a voter to determine if they are eligible to use curbside voting.

The procedure is the same as inside the polling place for both registered voters and election day registrants. The only difference is that the election judges are required to return to the polling place to print the voter registration application (if the voter is registering), signature certificate and voter receipt.

1. Two Election Judges from different major parties should carefully take the pad and a stylus outside and start by searching for the voter.

Chapter 12: Additional Polling Place Guidelines and Activities

2. If the voter is found, follow the prompts. Confirm the voter's information on the screen with the voter, tap 'accept' and have the voter sign the oath with the stylus. After the voter selects 'done signing', the next screen ('poll worker confirmation') will prompt a Judge to initial.
3. After the Judge has initialed, tap the blue 'submit' button. A 'printer error' dialog box will appear. Bring the pad back into the polling place and wait for it to reconnect to the printer. The green printer icon in the upper right corner of the screen will turn green when the printer is connected to the pad. Tap 'retry' to print.
4. The signature certificate and voter receipt will print. File the signature certificate and the judges can then take the receipt to the ballot judge and bring a ballot, inside a secrecy sleeve, out to the voter. After the voter has marked their ballot, the two election judges bring the ballot, inside the secrecy sleeve, back into the polling place and insert the ballot into the tabulator. They can also bring an 'I voted' sticker and offer it to the voter.
5. Registering a voter curbside: If the voter is not found after a thorough search, register the voter by tapping 'menu' in the upper left corner of the screen to get to the 'circle menu'. Select 'register voter' from the circle menu.
6. The Judges can complete the registration process outside. The registration process finishes on the 'Election Judge Confirmation' screen. The EJ will confirm the voter's information, initial, and tap 'submit'. A 'printer error' dialog box will appear. Bring the pad back into the polling place and wait for it to reconnect to the printer. The green printer icon in the upper right corner of the screen will turn green when the printer is connected to the pad. Tap 'retry' to print.
7. The voter registration application will print. File the application and return to the voter to complete the check-in and voting process- starting with Step 2 above.

Section 12.8: Challenges (M.S. 204C.07 and M.S. 204C.12)

An election judge, any eligible voter in the precinct, or an appointed challenger may contest a voter's eligibility if they have personal knowledge that the person is not eligible to vote. Suspicion is not a basis for making a challenge; the challenger must personally know that a specific person is not eligible to vote for a specific reason.

Appointed Challengers

Major political parties and/or nonpartisan candidates can appoint only one challenger to be at the precinct at a time. A challenger may remain in the polling place for the day. Challengers are not poll watchers; the only action a challenger may take is to contest a voter's eligibility, if and only if they have personal knowledge of that voter's ineligibility. If this happens, a judge will follow the procedure below. If you have doubts whether the challenger should be present, ask to see their credentials or check with your local election official. You have a right to eject a challenger who violates these provisions after being asked to cease any prohibited activity.

All challengers must:

- Present the Head Judge their written appointment from a political party or a nonpartisan candidate (appointments cannot be made by partisan candidates). Appointments must be made in writing.
- Prove Minnesota residence by presenting one of the proofs of residence accepted for Election Day registration. They are not required to reside in the precinct where they are appointed. M.S. 204C.07

Code of Conduct for Appointed Challengers (M.S 204C.07)

- A challenger can only challenge a voter's eligibility based upon their personal knowledge that the voter is not eligible to vote there.
- A challenger cannot speak to the voter and should only speak to the judge when initiating a challenge. All challenges must be made in writing.
- Challengers cannot be disruptive, handle or inspect voter registration applications, files, or lists. They cannot make lists of who did or did not vote.
- Challengers cannot take photos within the polling place.
- Challengers cannot go within six feet of the ballot counter.
- Challengers cannot attempt to influence voting.
- Challengers cannot compile lists of voters to challenge based on mail sent by a political party that was returned as undeliverable or if receipt by the intended recipient was not acknowledged in the case of registered mail.

Section 12.9: Challenger Process

Minnesota state statute 204C.12 describes the process for a challenger to challenge the eligibility of a voter. The challenge should be resolved in the following process:

1. Have the challenger complete the Oath of Challenge to Voter's Eligibility form (see Appendix H). On the form, the challenger states the basis of their challenge in writing. A challenger should speak to the election judge and cannot speak to voters.
2. Have the challenged voter swear or affirm the following oath: 'Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?'
3. Question the voter regarding the reason for the challenge. Questions will differ depending on the challenge being made. Examples may be:
 - 'What is your full name?'
 - 'What is your residential address?'
 - 'Are you at least 18 years of age?'
 - 'Are you a citizen of the United States?'
 - 'Are you under court-ordered guardianship in which the court order revokes your right to vote; or found by a court to be legally incompetent?'
 - 'Are you currently incarcerated for a felony conviction?'
4. If the voter's answers indicate that they are eligible to vote in the precinct, they can sign the roster and vote.
5. If a challenger persists with the challenge and the voter continues to say they are eligible to vote, have the voter verbally repeat the oath (affirmation) on the voter certificate; after the voter signs the roster, you must allow them to vote.
6. Make notations on the Oath of Challenge to Voter's Eligibility Form and Incident Log as appropriate. Inform the challenger they may contact the county attorney to pursue the matter further.

Refusing or Failing a Challenge

If a voter refuses to answer questions, is not eligible, or refuses to sign the roster, inform them that they cannot vote now or later in the day. Write 'Refused Oath' or 'Not Eligible' along with voter details on the Incident Log. If a paper roster is being used, this information should be written on the appropriate signature line.

Chapter 13: Closing the Polls

Section 13.1: Closing Overview

At 8:00 P.M. the Head Judge will announce: “The polls are closed.” **Anyone in line at 8:00 P.M. is entitled to vote.** It is helpful to have an election judge stand at the end of the line to mark who is entitled to vote. Anyone who arrives after 8:00 P.M. may not vote.

Do not begin closing procedures until the last voter has completed voting. The public is welcome to watch the closing activities. An additional results tape may be run and posted for the public to view during closing procedures. The public may not interfere with the work of the election judges; Challengers and observers must remain arm’s length (three feet) away from the table where work is being performed.

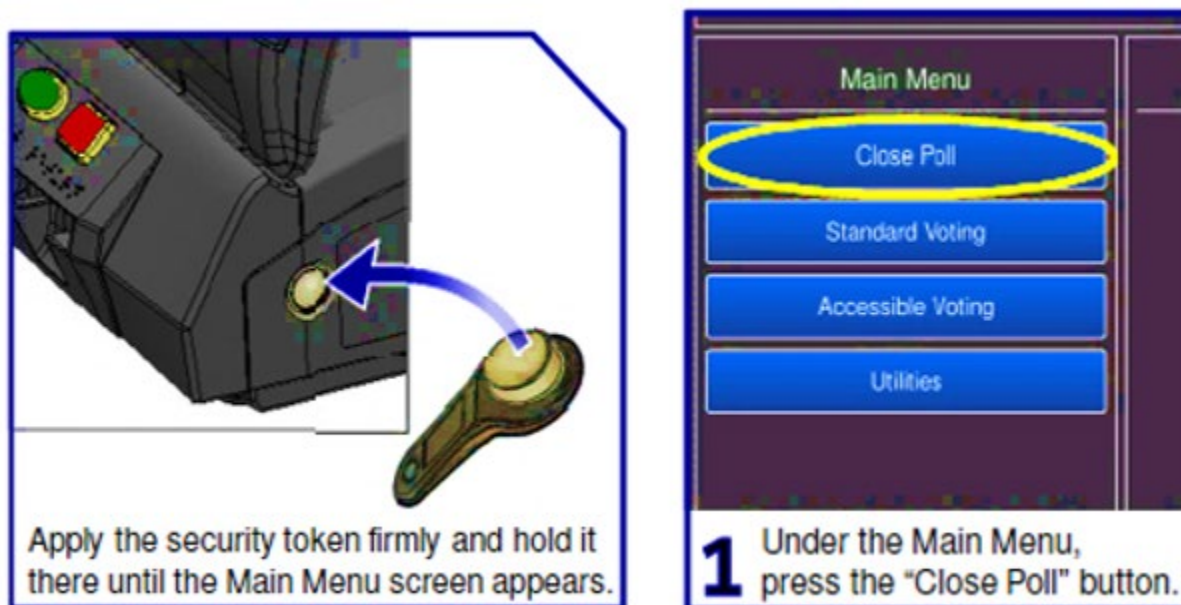
It is helpful to follow the closing steps in the order of this chapter’s sections, as information from earlier sections will be needed in later sections. A general outline is as follows:

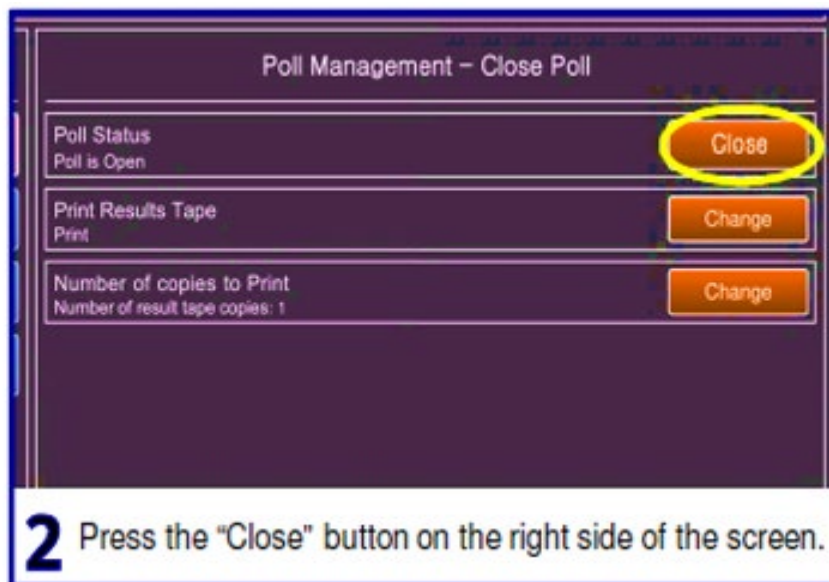
- Perform the balance procedure.
- Close the poll on the tabulator and transmit the results.
- Sync all Poll Pads and run summary statement.
- Complete precinct summary statement.
- Complete write-in tally forms, if done at precinct, and package ballots.
- Complete other forms and envelopes, sealing and signing the flap for each red and blue envelope.
- Close the tabulator and remove memory cards.
- Secure all equipment.
- Pack materials for return.

Section 13.2: Close the Poll and Transmit Results

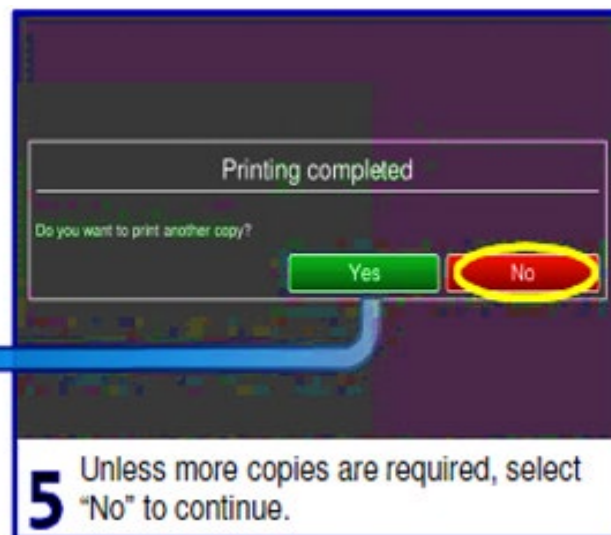
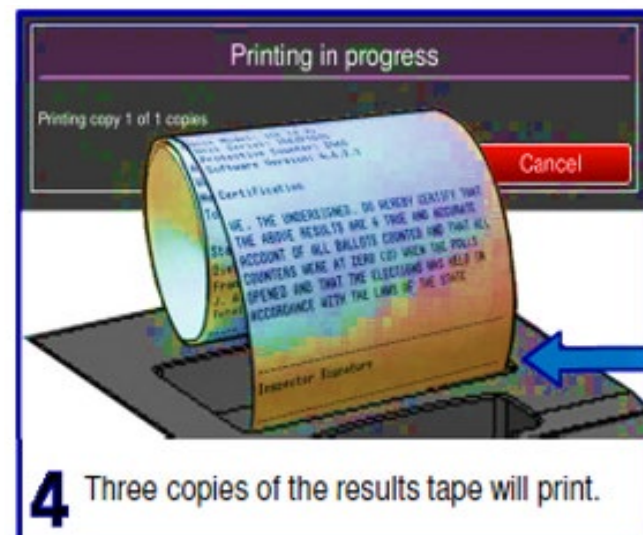
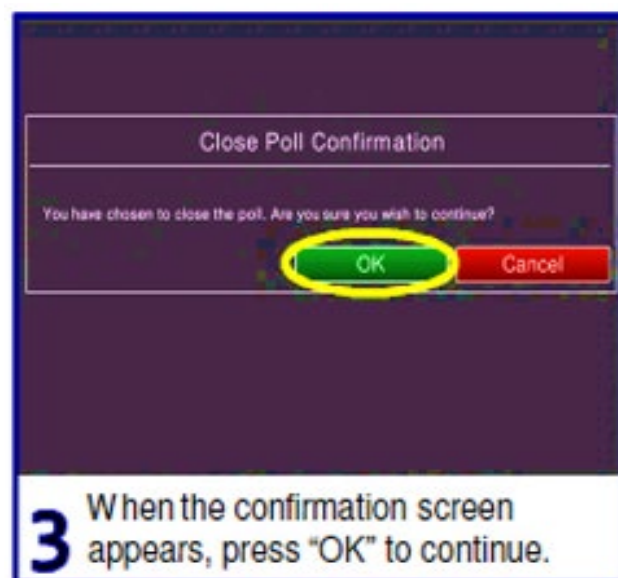
Ensure the auxiliary bin of the tabulator is empty. If it was used for any reason, the act of running those ballots through the tabulator requires two judges of different major political party affiliations.

Follow the below procedure to close the tabulator, which will generate the required results tapes:





Enter password and press "OK."



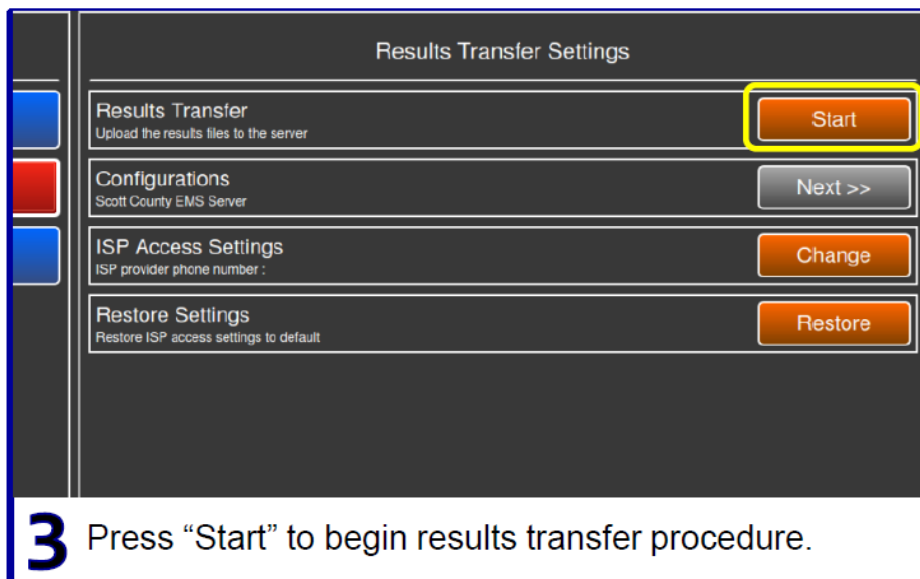
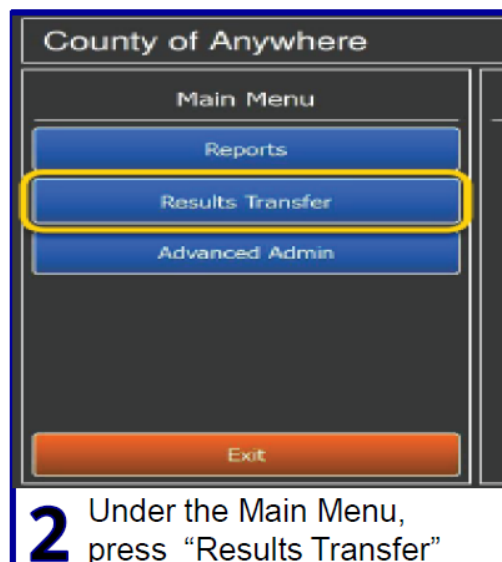
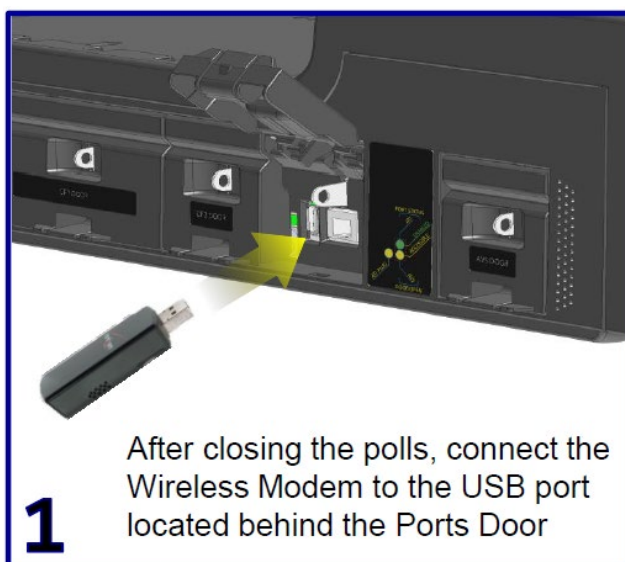
Chapter 13: Closing the Polls

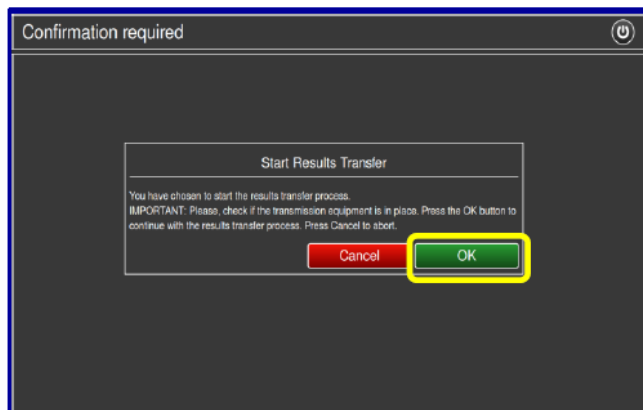
Three copies of the results tape will print. Election judges will sign each copy of the results tape. Election judges may ignore summary statistics present on the tape as the Precinct Summary Statement contains the same information.

Separate the three from each other, leaving the zero report attached to the first set of results. Ensure there is a results tape for each school district envelope (if applicable) and each city/township envelope (if applicable) that is present. For example, a general election in Castle Rock Township will need 5 results tapes: one for the red Dakota County Envelope, one for the blue Township envelope, and one for each of the three blue School District envelopes (ISD 192, ISD 195, and ISD 659).

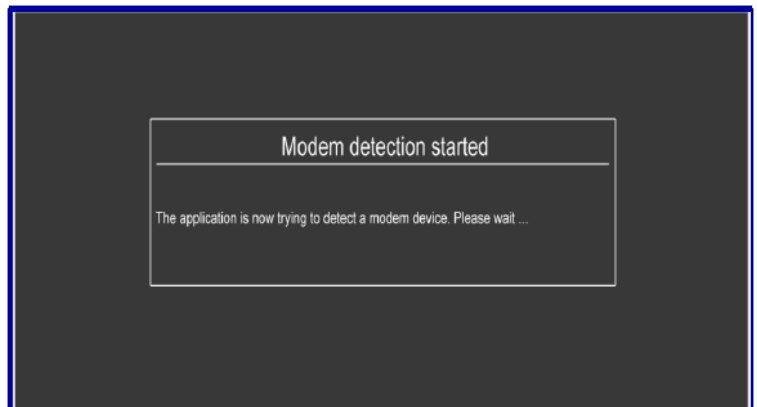
Place the first copy with the zero report in the red Dakota County Envelope or as directed by your local election official.

To transmit results, follow the instructions below. The modem plugs into the same port as the external monitor.

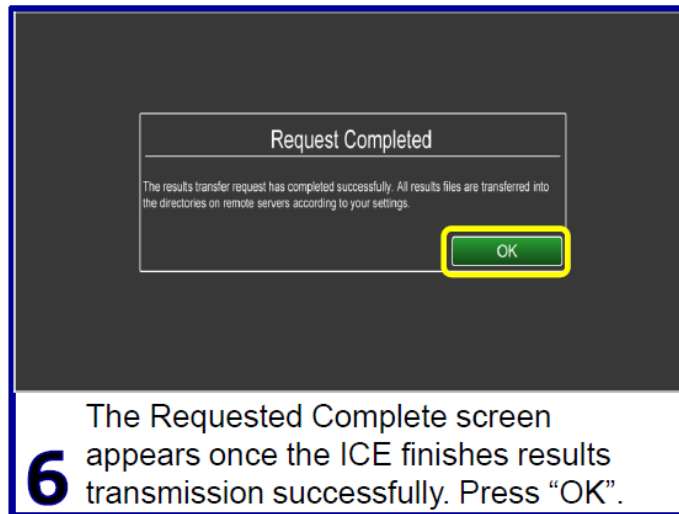




4 The Start Results Transfer confirmation screen appears. Press “OK” to continue



5 The ICE displays a series of messages as it performs the results transmission procedure.



6 The Requested Complete screen appears once the ICE finishes results transmission successfully. Press “OK”.

Press No or Yes depending on whether or not you need another copy.

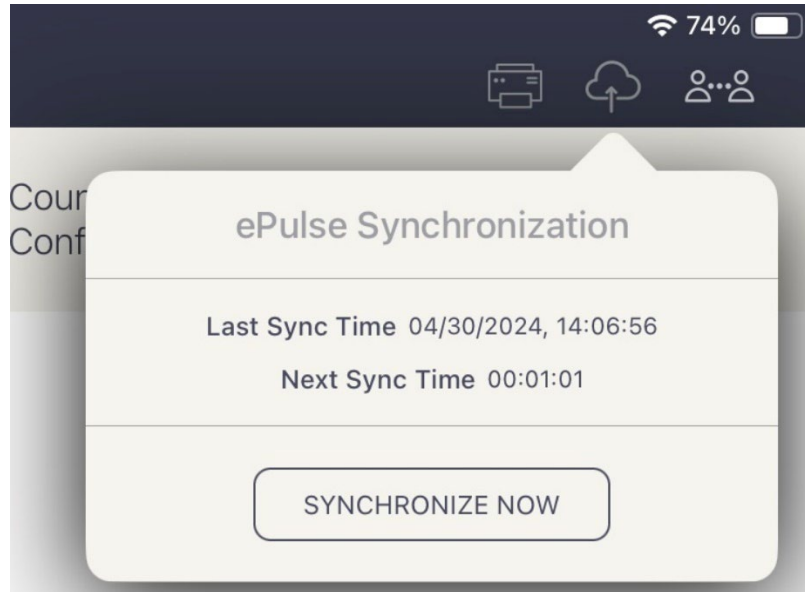
Attach any printout confirmation report to the Incident Log.

Section 13:3: Closing the Poll Pad: Summary Report

After all voters have completed voting after 8:00 P.M., sync the Poll Pads and run a summary report. By using the sync function, the Poll Pads share data for who has checked in so each Poll Pad has the total for the precinct.

To sync the Poll Pads, tap the cloud icon in the top right corner of each Poll Pad. A drop down will appear. Tap “Synchronize Now” and wait for the pad to sync.



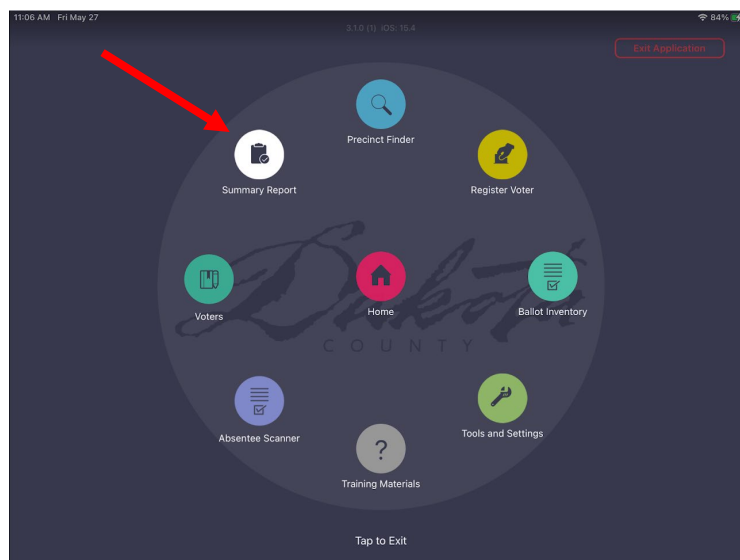


Once all the Poll Pads have been synced, the summary statement may be printed.

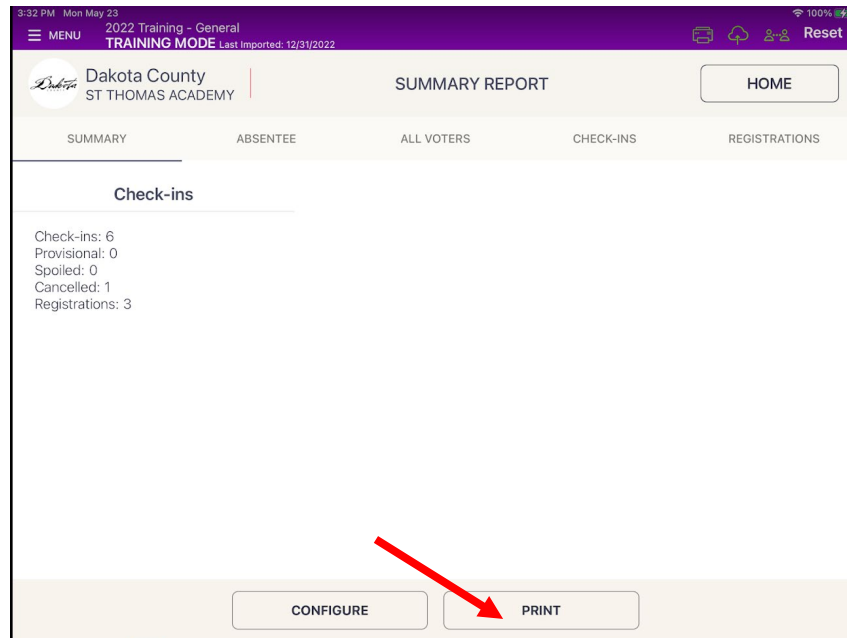
1. Go to the Main Menu of the Poll Pad by pressing the “Menu” button in the top left corner of the screen.



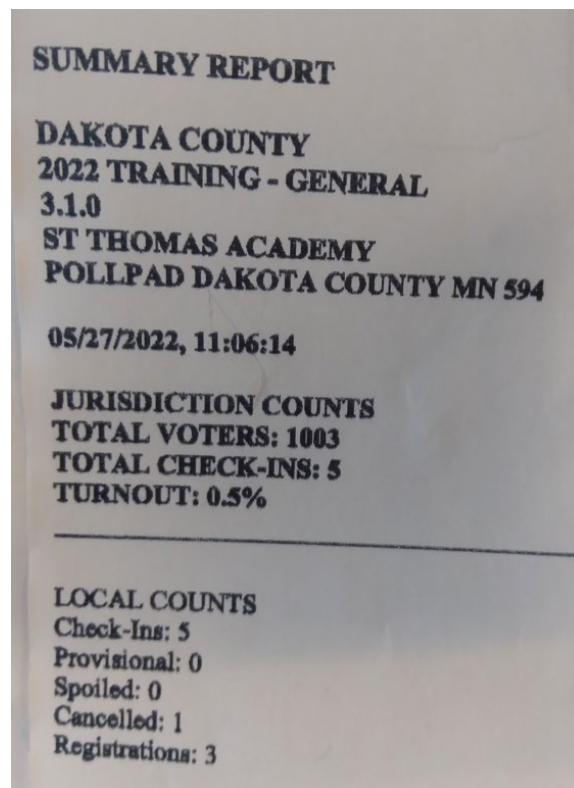
2. Press “Summary Report” from the menu.



3. Press “Print” at the bottom of the screen.



4. Use this report in the balancing procedure.



Section 13.4: Balancing Procedure

The balancing procedure outlined below is designed to ensure the number of voters who checked in to the polling place matches the number of ballots in the tabulator.

Chapter 13: Closing the Polls

1. Count the number of voter receipts. These should have been bundled in groups of 25 throughout the day to make counting easier. It is also recommended that a second judge double-check the counts.
2. Get the number of ballots cast from the tabulator screen
3. From the Poll Pad Summary Statement use the total check-ins, which includes the new registrations.

All three numbers should be the same. If they do not match, review the Incident Log to see if there were any circumstances that would account for the discrepancy (found ballots, etc.). If they do not match, follow these additional steps:

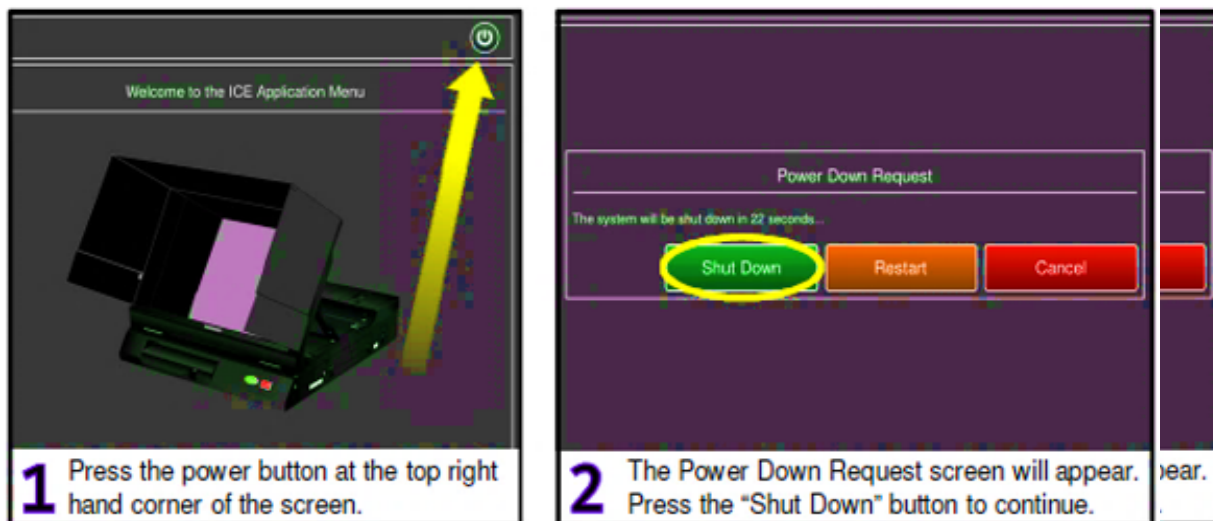
4. Count the Voter Signature Certificates.
5. Recount the Voter Receipts.
6. Sync all Poll Pads again and run a summary statement from each to ensure the check-in number is correct.
7. Check the Accessible Test Ballot Envelope to make sure that the test ballot was not cast.
8. Call your local election official.

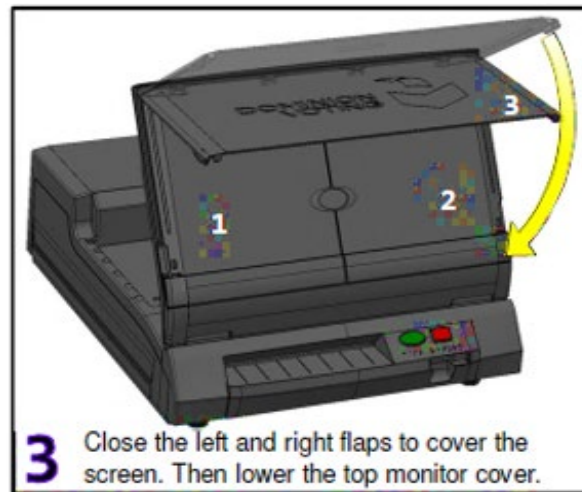
If the number of ballots exceeds the number of check-ins, send two election judges of different major political party affiliations with the materials to the local election official to balance any excess ballots.

Section 13.5: Closing the Tabulator

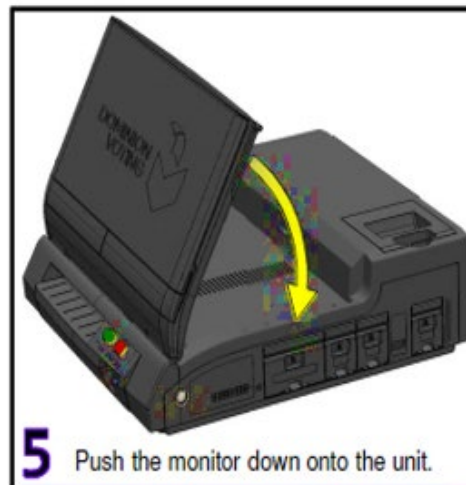
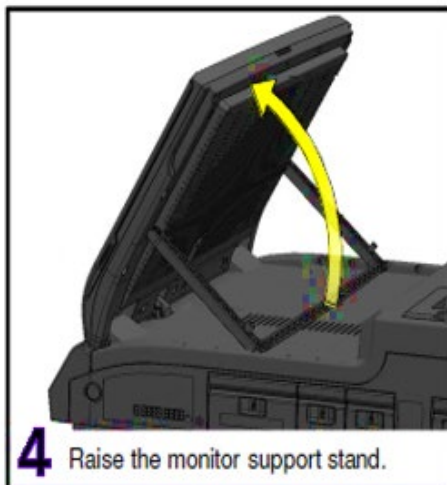
Continue with the instructions below to power down the tabulator and remove the memory cards to be sealed.

Failure to carefully follow these instructions may result in the corruption of the memory cards.





Wait for a power down sound before advancing to Step 4.



There will be a separate “beep” after Step 5. Only remove memory cards after you hear this final “beep.”

Package all components of the ATI and external monitor, including the cords and headphones in an orderly fashion as instructed.



The tabulator must be fully powered down before removing the cards. Remove the seals and record the seal numbers. Push the small square plungers next to the cards to release them. Put the memory cards into the clear tamper-evident bag provided and seal.



Section 13.6: Completing the Precinct Summary Statement

The Precinct Summary Statement is a part of the Head Judge kit and is an account of every ballot that was delivered to and from a polling place. A copy of the Precinct Summary Statement may be found in Appendix J. It is important to ensure the balancing procedure in Section 13.3 is completed. Some fields will already be filled out, such as the 7 A.M. totals, while other sections the judges will need to complete and total.

To complete the Precinct Summary Statement, find the appropriate information for each line as described below.

Header: If not already completed, fill in the municipality/school district, ward (if applicable) and precinct, election type, and date. The election type is one of the following: Township, Presidential Nomination Primary (PNP), Special, Primary, or General.

	<u>Precinct</u> <u>Summary Statement Worksheet</u>		
Certificate of Election Judges We the undersigned election judges hereby certify the following:			
Municipality:	Ward / Precinct:	Election Type:	Date:

General information: These statistics are required for the state reporting system. Use the total number of election judges who worked, regardless of half or full shifts. This number needs to equal the number of signatures on the Election Judge Oath form. Also include the number of voting booths, including table spaces.

Number of Election Judges who worked this precinct	*	
Number of Voting Booths in this precinct	*	
<i>*entered into ERS stats by Dakota County</i>		

Registration Statistics:

Line 1: The number of persons registered at 7:00 A.M. should be provided to you by your municipal clerk.

Line 2: The number of new registrants can be found by counting the number of Voter Registration Applications at the Poll Pad Judge station. The summary statement number will include any incorrect registrations, such as if an error was made in the process and it had to be redone. Only include accurate registrations.

Registration Statistics:	
1. Number of persons registered at 7 a.m.:	*1
2. Number of new registrants on election day (excluding absentee)	*2
<i>* entered into ERS by Dakota County</i>	

Box A – Ballots delivered to the precinct

Line 3: The number of ballots as supplied by the clerk. Each pack is assumed to have 50 ballots – any corrections to that number are accounted for later in the form.

Line 4: Ballot count adjustments are found on page 1 of the Incident Log. The Ballot/Demo Judge should have been indicating if the ballot counts in a pack were over, under, or exactly 50 by using the grid at the top of the page. Use the sum of those adjustments (e.g. if the grid has a +2, 0, 0, -1, the sum of the adjustments is +1).

Line 5: Unofficial ballots are photocopies of official ballots and are made due to a lack of official ballots. If this occurred, indicate the number here. Election judges should have contacted their local election official if the precinct was low on ballots before a shortage actually happens.

Add lines 3-5 to arrive at the number for Box A.

Ballots delivered to the precinct:	
3. Ballots delivered as certified by the clerk	3 _____
4. Ballot count adjustments from Incident Log (+/-)	4 _____
5. Number of unofficial ballots made (due to ballot shortage)	5 _____
A Total number of ballots delivered to precinct (3 +/- 4 + 5 = A)	A

Box B – Ballots not in the box

Line 6: The number of spoiled ballots is found at the Ballot/Demo Judge station. After polls close, the Ballot/Demo Judge should count (and possibly recount) the number of ballots in the blue Spoiled Ballot envelope and write the total on the front. This number is used for Line 6.

Line 7: The number of Accessible Test Ballots is found on the red Accessible Test Ballot envelope. During opening, judges should have done at least one test for each ballot style in the precinct. The total number of ballots tested should be on the front of the envelope.

Line 8: This number should be on the front of the blue Originals for which Duplicates have been Made envelope at the Ballot/Demo Judge station.

Line 9: The number of unused ballots is divided into two sections: unopened ballot packs and loose unused ballots. Count the number of unopened packs and multiply by 50. To this number, add the number of loose unused ballots at the Ballot/Demo Judge station to get the total for line 9.

Ballots not in the ballot box:	
6. Number of spoiled ballots	*6 _____
7. Number of ballots used to test the Accessible Device	7 _____
8. Number of originals for which duplicates were made	*8 _____
9. Number of unused ballots	9 _____
a. Number of unopened ballot packages = _____ x 50 = _____ b. Number of opened or "loose" ballots = _____ (a + b = 9)	
B Total number of ballots <u>not</u> in the ballot box (6 + 7 + 8 + 9 = B)	B
<i>* entered into ERS by Dakota County</i>	

Box C – Ballots in the box

Line 10: The number of signatures on the roster is the number of check-ins from the Poll Pad summary report. Judges may also count the Voter Signature Certificates to ensure a proper count.

Line C: The total number of ballots in the ballot box is from the screen of the tabulator and the number of ballots cast on the results tape. If these numbers do not match, call your local election official.

<u>Ballots cast in the ballot box (Number of Persons Voting):</u>	
10. Number of signatures on roster <i>DO NOT COUNT "A.B."</i> (preregistered plus new registrants)	*1 _____
C Total number of ballots in the ballot box (10 and C <u>must</u> match)	*C
<i>* entered into ERS by Dakota County</i>	

Chapter 13: Closing the Polls

Boxes D and E – Totals

Line D is the total number of ballots at the polling place to be returned to the clerk: those in the ballot box and those not. The difference, Line E, between ballots delivered to the polling place and returned from the polling place, should be 0. If it is not, consult with your local election official.

Ballots returned to Clerk or Auditor:	
D	Ballots returned from the precinct ($B + C = D$)
E	Ballot quantity difference ($A - D = E$)

Once complete, the election judges need to sign the bottom of the form. Make enough copies for each of the following: the county envelope, municipal envelope, and as many school district envelopes as are present.

Signatures of Election Judges	Signatures of Election Judges	Signatures of Election Judges
Copy #1 – Dakota County Envelope	Copy #2 – Municipal Envelope	Copy #3 – School District Envelope

Section 13.7: Completing Envelopes and Forms

Timecards: All election judges should ensure they have completed their timecards and other forms required by their municipality to be paid for their time working as an election judge. Return these to your clerk.

Incident Log: Completed Incident Logs are returned in the red Dakota County envelope or as directed by your local election official. Bring all pages from the judge stations together. The grid on page 1 of the Incident Log will be needed for completing the Precinct Summary Statement.

INCIDENT LOG FORM Dakota County			2014 Township Election March 11, 2014 Township: «Township»
Time of Incident	• Please record any unusual events or problems. • Be as specific as possible - Include Voter I.D. if applicable. PLEASE PRINT!	Resolution	
Ballot Count	Record the number of ballots +, -, or 0 from sum in each packet opened.		

Chapter 13: Closing the Polls

Roster Correction/Notification of Death Form: This form, from the Poll Pad Judge station, is for small spelling errors in voter's registration information. This does not include a whole new address, or a name change. If the voter has a new address or a new name, a new registration is required. Include the voter ID number in the notes. Return the Roster Correction/Notification of Death form in the red Dakota County Envelope or as directed by your local election official. The notification of death section should include information about the deceased voter and be signed by the person reporting the death.

**ROSTER CORRECTION
& NOTICE OF DECEASED FORM**

Dakota

2014 Township General Election
Township: «Township»
March 11, 2013

This form is for **ROSTER CORRECTION** only. Registrants with the same address who go, including apartment, or name of age must fill out a new voter registration applied to.

- Please record any typos, errors or duplicate records on this form.
- Do not use for name or address changes, including apartment changes.
- Voter must complete an application for registration to change their name or address.

PLEASE PRINT!

Voter ID #	Name (As it appears on roster)	Birth Date (As it appears on roster)	Correction Spelling errors, Incorrect Birthday, Duplicate Record, etc.
000 _____		__/__/__	
000 _____		__/__/__	
000 _____		__/__/__	
000 _____		__/__/__	
000 _____		__/__/__	
000 _____		__/__/__	
000 _____		__/__/__	
Name of Deceased	Birth Date Of Deceased	Date of Death Of Deceased	I personally know that the voter listed below has died. Signature of Registered Voter
	__/__/__	__/__/__	

HAVA Complaint/MN State Election Law Complaint Forms: These forms are included in the Head Judge precinct kit and should be returned in the red Dakota County Envelope or as directed by your local election official, or mailed by the voter to the Office of the Secretary of State.

MINNESOTA STATE ELECTION LAW COMPLAINT FORM

Instructions

This form may be used when any person believes a violation of Minnesota Election Law has occurred, is occurring or is about to occur. This includes complaints related to Minnesota Statutes Chapters 206, 201, 203B, 204C and 205. Minnesota Fair Campaign Practice & Finance Acts (Minnesota Statutes 211A and 211B) complaints are under the purview of the State of Minnesota's [Office of Administrative Hearings](#) and are not applicable to this complaint form. After completing this form and getting it notarized, return it to your County Attorney for investigation. The Office of Secretary of State will forward any complaints it receives to your County Attorney as provided by state law.

Your Contact Information

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Complaint Information

Person or organization against whom the complaint is brought. Limit of one person or organization per complaint.

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Title of office or position held or sought by this person (if any): _____

HAVA Elections Complaint Form
Office of the Minnesota Secretary of State

This form may be used when any person believes a violation of the Help America Vote Act of 2002 for federal elections (Title 52) such as voting machine standards, posting of voting information, voter registration (see concerns) is occurring or is about to occur. (SOS 200-006)

- Minnesota Fair Campaign Practice & Finance Acts complaints are under the purview of the State of MN Office of Administrative Hearings and are not applicable to this complaint form.
- Other Minnesota Election Law complaints are under the purview of the county attorney and are not applicable to this complaint form.

Name _____

Address _____

Phone _____

Email _____

My complaint pertains to the Minnesota field on _____

My complaint is regarding:

(1) Voting Machine Standards (See HAVA)

(2) Required Posting of Voting Information at Polling Place (See HAVA 3(c))

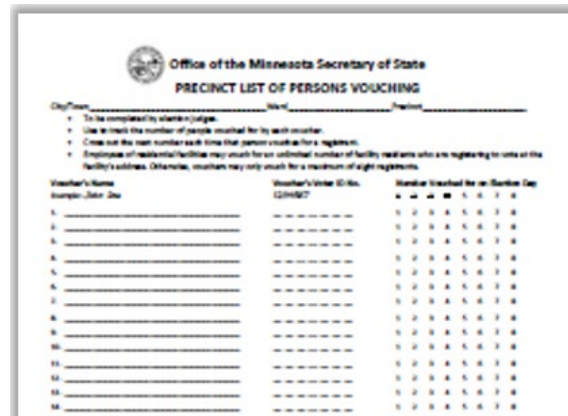
(3) Voter Registration (See HAVA)

- Number of registered voter was not correct
- Registered voter information was not accurate
- Voter registration application was not processed properly

(4) Other Title 52 provisions _____

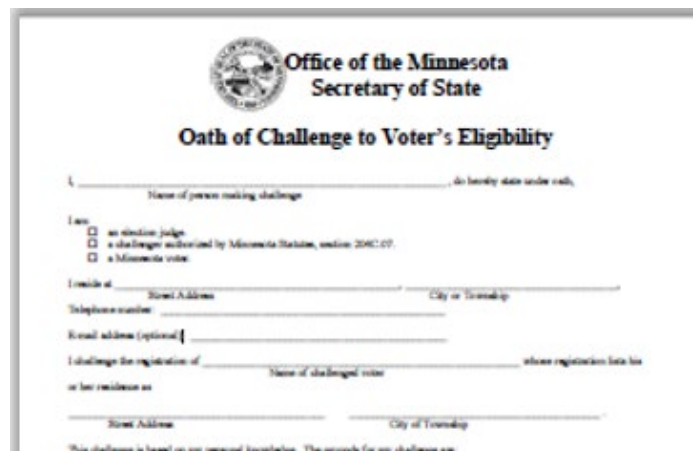
Chapter 13: Closing the Polls

Precinct List of Persons Voting: This form records the number of people for whom a voter has vouched. Minnesota statute limits the number of persons a voter can vouch for to eight. The form has a space to record the voucher's voter ID number and the number of registrants for whom that person has vouched. This form is returned in the red Dakota County Envelope or as directed by your local election official.



The form is titled "Office of the Minnesota Secretary of State" and "PRECINCT LIST OF PERSONS VOUCHING". It includes instructions for use, such as "To be completed by election judges" and "Use to track the number of people vouched for by each voter". The form has a table with columns for "Voucher's Name", "Voucher's Voter ID No.", and "Number Vouched for on Election Day". The table has 10 rows for listing vouchers.

Challenge to Voter's Eligibility Form: Used in the challenge process, this form is for the challenger to complete. Return this form in the red Dakota County Envelope or as directed by your local election official.



The form is titled "Office of the Minnesota Secretary of State" and "Oath of Challenge to Voter's Eligibility". It includes a section for the challenger to state their name and residence, and a section for the challenged voter to state their name and residence. The form also includes a section for the challenger to state the grounds for the challenge.

Chapter 13: Closing the Polls

Election Judge Oath Form: This is a form that election judges need to sign with the oath upon arrival to the polling place. A judge may not serve until they have taken the oath and signed. Return this form in the red Dakota County Envelope or as directed by your local election official.

Election Judge Oath			
Municipality / School District:	Ward / Precinct:	Election Type:	Date:
Opening the Polls			
Election Judge Oath – (Minn. Stat. § 204B.24) Each election judge must sign the following oath before assuming the duties of the office. Then place this signed original oath inside the Dakota County Envelope. If there is no individual present who is authorized to administer oaths, the election judges may administer the oath to each other. <i>"I solemnly swear (or affirm) that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or for any candidate."</i>			

The following red envelopes are returned to the County:

Red Dakota County Envelope: Color-coded as an item to be returned to the County. The sticker on the front of the envelope lists each item that needs to be returned. Judges are asked to check items off as the items go into the envelope. Seal the envelope and sign over the flap when completed.

Polling Place Dakota County Envelope	Election: _____ Date: _____ Municipality: _____ Ward: _____ Precinct: _____
Dakota County, MN	

Voter Certificate Envelope: Place all Voter Signature Certificates from the expandable file into this envelope, in alphabetical order. Write the number of certificates on the front of the envelope. Seal and sign over the flap.

Polling Place Voter Certificate Envelope	Election: _____ Date: _____ Municipality: _____ Ward: _____ Precinct: _____
This envelope contains _____ completed voter certificates.	
Dakota County, MN	

Chapter 13: Closing the Polls

Completed Voter Registration Application Envelope: Place all completed Voter Registration Applications from the expandable file, preserving alphabetical order as much as possible. Write the number of the registrations on the front of the envelope. Seal and sign over the flap.

Polling Place Completed Voter Registration Applications Envelope	Election: _____ Date: _____ Municipality: _____ Ward: _____ Precinct: _____
This envelope contains _____ completed voter registration applications.	
Dakota County, MN	

Accessible Test Ballot Envelope: Once there has been a successful test of the accessible voting session and printing of each ballot style present, the printed accessible test ballots should be placed in the red Accessible Test Ballot Envelope. Indicate the number of test ballots on the front of the envelope. Seal and sign over the flap.

Polling Place Accessible Test Ballot Envelope	Election: _____ Date: _____ Municipality: _____ Ward: _____ Precinct: _____
This envelope contains _____ tested ballots.	
Dakota County, MN	

Chapter 13: Closing the Polls

The following blue envelopes are retained by the municipality/school district.

Municipal Envelope: This envelope gets the copies of the carbonless forms. Use the checklist on the front of the envelope to ensure that the envelope contains all necessary forms.

Polling Place City/Township Envelope	Election: _____ Date: _____ Municipality: _____ Ward: _____ Precinct: _____
Dakota County, MN	
Rev. 02/2018	

Original Ballots from Which Duplicates have been Made: This envelope is the destination for ballots that are too damaged to go through the tabulator and have been duplicated. Record the number on the front, even if it is zero. Seal and sign over the flap.

Polling Place Original Ballots for Which Duplicates Have Been Made Envelope	Election: _____ Date: _____ Municipality: _____ Ward: _____ Precinct: _____
This envelope contains _____ original ballots.	
Dakota County, MN	
Rev. 02/2018	

Chapter 13: Closing the Polls

Spoiled Ballots: This envelope, from the Ballot/Demo Judge station, contains all ballots spoiled in any of the ways covered in this guide (voter mistake, found ballots). Count the number of spoiled ballots and indicate the number on the front of the envelope. Seal and sign over the flap.

Polling Place Spoiled or Defective Ballots Envelope	Election: _____ Date: _____ Municipality: _____ Ward: _____ Precinct: _____
This envelope contains _____ spoiled or defective ballots.	
Dakota County, MN	

Voter Receipt Envelope: This envelope will hold all Voter Receipts from the day. Receipts should be stapled in groups of 25 for easy counting. This envelope is provided in the Ballot/Demo Judge kit. Write the number of receipts on the front of the envelope. Seal and sign on the flap.

Polling Place Used Voter Receipts Envelope	Election: _____ Date: _____ Municipality: _____ Ward: _____ Precinct: _____
Dakota County, MN	

Section 13.8: Write-in Votes and Ballots

The tabulator will separate write-in choices into a separate bin inside the ballot box. It is recommended judges also check the main compartment to ensure all write-ins are accounted for. Recording write-in votes requires two judges of different major political party affiliations where party balance requirements apply.

Write-in candidates who request their votes be counted for federal, state, or county offices will have registered and will be listed on a form provided in the precinct kits. For those offices, check the write-in form to see if the write-in candidate is listed. If yes, use a tally system to count the vote. If the name is not listed, the write-in vote does not count.

Chapter 13: Closing the Polls

Municipalities and school districts can now determine if individual write-in votes are tabulated for their respective local contests. You will receive guidance from your local election official on this matter. If write-in votes are to be recorded, utilize the provided Precinct Write-in Tally Form, as seen below. Sign the bottom of the form and return the original in the red Dakota County Envelope. Make enough copies to include in the blue municipal and blue school district envelopes, as appropriate.

[illegible]

Note: for precincts with ballots based on school district, use one form per school district.

Section 13.9: Securing Equipment

Poll Pads:

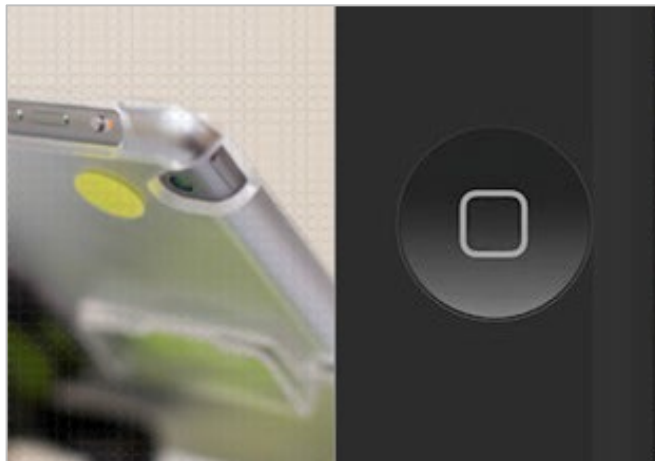
1. Locate the green Poll Pad case and match the number on the luggage tag on the case to the Poll Pad and printer. Please ensure the following items are packed in each case:
 - Poll Pad
 - Stand arm
 - Base
 - Power cube and cord to Poll Pad
 - Stylus (2)
 - Photo ID tray
 - Cleaning cloth
 - Printer
 - Printer power cords

Chapter 13: Closing the Polls

2. Power off printer and unplug from the wall
 - Disconnect power cord from printer transformer box and place printer in the Poll Pad case
 - Wrap the power cords around transformer box and place in the round compartment of the Poll Pad case.
3. Disassemble the Poll Pad and Poll Pad stand.
 - Fold the stand arm backwards to fit into the case.



4. Hold down the power button until “slide to power off” appears on the screen. Slide the circle to the right to power off the Poll Pad.



Chapter 13: Closing the Polls

5. Place the Poll Pad in the lid with the Apple logo facing out. There are two Velcro straps to hold the pad in place:



6. The round Poll Pad base covers the printer battery cords and arm in the round compartment.
7. The stylus fits in the small hole in the foam between the base and the printer.
8. The photo ID tray fits in the front-right compartment of the case in front of the base.
9. The power cord and cube for the Poll Pad will fit in either compartment at the front of the case.

Return all Poll Pads to your local election official the night of the election, along with the other supplies.

Section 13.10: Packaging Returns

To ensure that all materials are properly returned to the local election official, the Head Judge is provided a Return/Retain sheet to use as a checklist when preparing to leave the polling place. Use the form provided by the County (example shown on the following page) or your local election official as a checklist, as it contains the placement of all forms in the proper envelopes.

Organize all materials neatly to be returned to the local election official.

Some supplies may be left at the polling place to be retrieved later, such as the flag, voting booths, and tabulator. Your local election official will have instructions on what is to be kept for later retrieval.

**Custody Chain
for Dakota County
Post-Election**



2020 General Election
November 3, 2020
«PRECINCT_NAME_»
«PRECINCT_NUMBER»

Please Return the Following Polling Place Items to Dakota County Along with this Form

ENVELOPES (All envelopes must be returned with flaps sealed and signed, unless empty):

- ☐ Accessible Test Ballot Envelope with marked test ballots
- ☐ Dakota County Envelope: the following **COMPLETED** forms (unused forms can be returned with supplies):
 - o Emergency Voting Cards
 - o HAVA Complaint Forms
 - o Incident Log Forms (stapled packet)
 - o MN Election Complaint Forms
 - o Oath of Challenge to Voter's Eligibility Forms
 - o Polling Place Roster Correction/ Notice of Deceased Persons Forms (stapled packet)
 - o Precinct Equipment & Ballot Certification Form
 - o Precinct List of Persons Vouching
 - o Precinct Official Certification/Election Judge Oath Form
 - o Precinct Summary Statement Worksheet
 - o Precinct Write-in Tally Form (DC copy)
 - o Zero/Final Results tape
- ☐ Completed Voter Registration Applications Envelope (with EDR's)
- ☐ Original Ballots from Which Duplicates Have Been Made Envelope
- ☐ Spoiled or Defective Ballots Envelope (with ballots)

ROSTER:

- ☐ Signed ePollbook Voter Receipts (sorted and bound)
- ☐ Non-Registered Polling Place Roster (with Precinct List of Persons Vouching Form)
- ☐ Registered Polling Place Roster

EQUIPMENT / OTHER:

- ☐ ImageCast Evolution (ICE) tabulator & Memory Cards 1 & 2 and Spare 1 & 2 _____
- ☐ Greeter's List
- ☐ Polling Place Reference Guide
- ☐ Precinct Demonstration Ballots
- ☐ Precinct Finder (or shred locally)
- ☐ Sample Ballots (or shred locally)
- ☐ Transfer case with voted ballots
- ☐ Unused Supplies: Ballots, I Voted Stickers, Voter Receipts, VRA's, Voter Courtesy Cards
- ☐ Secrecy Sleeves (Townships and Small Cities Only)

Please Retain the Following Polling Place Items at Your Municipality

ENVELOPES:

- ☐ City/Township Envelope
 - Results Tape
 - Precinct Official Certification & Oath Form
 - Precinct Equipment and Ballot Certification Form
 - Precinct Summary Statement Worksheet
 - Municipality/School District Write-in Tally Forms Envelope
- ☐ Used Voter Receipts Envelope

MISCELLANEOUS:

- ☐ Poster Bag with Posters
- ☐ A-Z ePollbook Voter Receipt Accordion File Folder

Chapter 14: Security Practices

Election judges represent the first line of defense for the physical and cyber security of Minnesota’s elections. All election judges must keep a watchful eye on all voting equipment, removable memory devices, ballots, and supplies. Individuals observed inspecting, accessing, or attempting to access or connect a device to voting equipment input/output data ports should be addressed by the head judge (and additional election judges or sergeants-at-arms if needed), with the incident communicated to the local election official immediately.

Further, it is good practice to view and inspect the seals and any port plugs on voting equipment and ballot storage containers throughout the day, with concerns again being reported immediately.

If a voter reports to election judges that they observe any of the above, or of email, text, social media, phone, or other communications attempting to disrupt or influence the elections process, it must similarly be reported immediately.

Minnesota statute 204C.06, Subd. 2 specifies that election judges and sergeants-at-arms may be present at the polling place on Election Day.

A sergeant-at-arms assists the head election judge in maintaining order and security within the polling place and supervises the entering and exiting of voters. They are not registered peace officers, and therefore not subject to statutory restrictions placed on the presence of peace officers at polling places. Despite what the title suggests, today’s sergeants-at-arms are not generally “armed.” Rather, the title originates in medieval England where these individuals carried a ceremonial mace – originally a type of weapon.

Sergeants-at-arms should be friendly and assistive in demeanor, but sufficiently assertive as required to maintain order and security. For ease in identifying them within this role, it is recommended that they wear an easily visible nametag with first name and “Sergeant-at-Arms” title, or other similarly recognizable official attire (vest, ballcap, etc.).

A sergeant-at-arms may be required to direct the departure from the polling place of any individual who, despite a warning to desist, engages in disorderly conduct, or attempts to tamper with voting equipment. If additional assistance is required, a peace officer may be called to the polling place to remove or arrest such individuals. A sergeant-at-arms or a peace officer shall not otherwise interfere in any manner with voters. While the sergeant-at-arms is permitted to remain in the polling place throughout the voting period on Election Day, a peace officer cannot remain in or within 50 feet of the entrance of the polling place once peace has been restored.

Note the details of all security concerns and how they were addressed on the Incident Log.

See M.S. 204C.06

Chapter 15: Absentee Voting

State law provides that voters can vote early by absentee ballot at any election. There are two separate absentee voting processes:

- the typical absentee process found under M.S. 203B.04 to M.S. 203B.15; and
- the process for military and overseas voters (those covered by UOCAVA – the Uniformed and Overseas Citizens Absentee Voting Act) found under M.S. 203B.16 to M.S. 203B.27.

Section 15.1: Ballots and Materials Needed

An adequate supply of the following materials is necessary to issue absentees:

- ballots
- pens (for marking the ballot)
- regular absentee ballot application forms
- request for agent delivery of absentee ballot forms
- Instructions
 - for registered voters
 - for unregistered voters
- voter registration applications (which include the voucher form)
- Envelopes
 - transmittal (mailing) envelopes
 - for regular AB voters
 - signature envelopes
 - for registered voters
 - for unregistered voters
 - for agent delivery (for both registered and unregistered voters)
 - ballot secrecy envelopes
 - return envelopes
 - for registered voters
 - for unregistered voters

Each absentee voting location must have a voting booth(s) available for voters to use. Absentee voting locations must also be equipped with at least one electronic ballot marker for accessible voting.

Section 15.2: Administrative Supplies

The following administrative materials are also necessary to issue absentees:

- master list of registered voters in the jurisdiction
- precinct finder – to precinct nonregistered absentee voters
- agent return record – to log the individuals other than the voter themselves who return ballots
- Incident Log – as with the precinct polling place log, to make note of any occurrences in the absentee voting location

Section 15.3: Absentee Voting Period

All elections have a 46-day absentee voting period. The one exception is March town elections. Town elections held in March have a 30-day absentee voting period. Provide ballots to voters beginning at 46 (or 30 for March towns) days before the election. (M.S. 203B.081) Without exception, absentee voting must begin as scheduled.

Section 15.4: Absentee Ballot Applications

An application is required before an absentee ballot can be issued. There are separate application forms for regular, military and overseas (UOCAVA) as well as presidential-only absentee voters. This section focuses on regular absentee ballot applications. (Those voters using the Minnesota process.)

Any eligible voter may apply for an absentee ballot using the Minnesota process. If an applicant is not registered to vote, they will register as part of the absentee voting process. (M.S. 203B.02; 203B.04, subds.1 & 4) There is not a specific date that voters can start applying for absentee ballots in advance of an election. A voter may submit an absentee ballot application at any time not less than one day before the date of the election for which they are applying. (However, under certain circumstances, voters may apply for and receive an absentee ballot on election day.).

Applications can be submitted in person, through the mail, by email, as well as via fax. Applications can also be submitted through the online absentee application form, for all elections except March Township elections (M.S. 203B.04, subd.1; M.S. 203B.17, subd. 1)

Section 15.5: Issuing an Absentee Ballot

After an absentee ballot application is received, an absentee ballot may be issued:

- Directly to the voter for them to complete in person.
- To the voter through the mail.
- To an agent if during the 7 days before an election the voter is one of the following (special procedures apply)
 - a patient of a health care facility or assisted living facility
 - a participant in a residential program for adults
 - a resident of a battered women's shelter
 - a voter who would have difficulty getting to the polls because of incapacitating health reasons or a disability

An absentee ballot cannot be issued to another person who will then provide it to the voter (unless that individual is the voter's agent and the special procedures have been completed.)

Chapter 15: Absentee Voting

Section 15.6: Registration Check

To vote, an individual must be registered. An AB applicant not already registered can register as part of the absentee voting process. The type of ballot materials (e.g., instructions and envelopes) issued depends upon whether the applicant is registered or not. Before issuing the absentee ballot and accompanying materials, check the registration status (voter status) of the absentee applicant using SVRS or a master list. (M.S. 203B.06)

- “A” denotes an active registered voter
- “C” denotes a registered voter with a challenge to their record

If the applicant is registered and active, issue the ballot with registered materials.

If the applicant is *not* listed in SVRS or the master list, or is listed as “challenged,” issue non-registered materials. The voter must complete a voter registration application (VRA) and show proof of residence to a witness. An explanatory notice may be included with the non-registered ballot materials issued to “challenged” voters.

Section 15.7: Ballot and Materials Review

Before providing the ballot and any accompanying materials to the voter in person or through the mail, it is recommended that a second staff person verify the right ballot has been pulled (e.g., correct precinct, ward, and school district, if applicable) and the materials have been properly assembled.

Materials for registered voters:

- instructions
- secrecy envelope
- signature envelope (registered)
- addressed and postage paid return registered envelope (if ballot delivery is mail)

Materials for nonregistered voters:

- election day voter registration application
- nonregistered voting instructions
- secrecy envelope
- signature envelope (nonregistered)
- addressed and postage paid non-registered return envelope (if ballot delivery is mail)

Section 15.8: Issuing In-Person Absentees

If complete, fulfill the application of those applying in person immediately.

If the voter wants to take the ballot with them, ensure that the correct postage is on the return envelope, put all the needed materials, including instructions, into a large transmittal envelope and hand it to the voter.

Chapter 15: Absentee Voting

If the voter wants to vote at that time, they may take their ballot to a voting booth or to the assistive voting device in the office and vote. Once completed, they may seal the ballot in the secrecy envelope, secure the secrecy envelope in the signature envelope, and return the envelope to the administrator. Confirm that the envelope is properly completed and signed. For a non-registered voter, they must also have completed the voter registration application, and presented proof of identity and residence to their witness in the same manner as would be done before an election judge on election day. The completed voter registration application should be enclosed in the signature envelope with (not inside of) the secrecy envelope.

Complete the witness section of the signature envelope. An absentee witness can be:

- anyone registered to vote in Minnesota, or
- a notary public, or
- a person with the authority to administer oaths.

Note: For elections conducted in 2024, the witness must be a registered Minnesota voter. Beginning in 2025, an absentee ballot witness must be “at least 18 years old on or before the day of the election and a citizen of the United States” and no longer needs to be registered to vote in Minnesota.

An election judge can also serve as a witness, as they can administer oaths. They should include their title in the witness section of the signature envelope. In most cases, county, municipal or school election administrators meet at least one of the criteria listed above. County staff, even if they reside in a different state, may serve as a witness if they are a deputy auditor. They should include their title in the witness section. (M.S. 8210.2450).

Section 15.9: Absentee Voting Without Envelope or “Direct Balloting”

If permitted, an alternative in-person absentee voting procedure can be offered beginning 18 days before the election. With this alternative procedure, voters can choose to cast their ballot directly into the ballot counter made available at the absentee voting location. To directly deposit their ballot, a voter must complete the absentee application form and sign a voter’s certificate. (MS. 203B.081)

The voter’s certificate must include the voter’s name, identification number, and the certification required by law.

Per M.S. 203B.081, “direct balloting” is only permitted for regular absentee ballots. Registered voters in a mail ballot precinct are not eligible to use the direct balloting process using the ballot mailed to them. If a registered voter from a mail ballot precinct comes into the office during the 18 days before the election, they can:

- return their sealed voted mail ballot envelope or
- ask to have their mail ballot spoiled and complete an absentee ballot application in which case they can use the direct balloting process.

Section 15.10: Issuing Absentee Ballots When SVRS is Unavailable

During elections where SVRS is used to administer absentee ballots, there could be times when the system is unavailable. When this occurs, absentee administration continues despite technical difficulties. To prepare for such situations, have the following materials available as a backup to allow you to continue issuing ballots without pause:

- master list
 - digital copy saved to a computer hard drive (do not keep solely in SVRS Saved Reports); or
 - paper copy
- precinct finder (to precinct nonregistered absentee voters)
- pre-addressed return labels (to apply to the envelope to be mailed back to the AB board)
- separate set of precinct labels (to specify voter's precinct on the signature envelope)

Before issuing the ballot and materials, apply a precinct label to the signature envelope and, in place of the voter name/address label, complete the voter name/address section on the signature envelope by hand.

When the system is once again available, enter the applications filled manually and print the labels. Update ballot sent dates as needed to reflect the true date materials were distributed. As voted ballots are returned, apply the labels to the signature envelopes if desire to use barcodes when processing in the system.

Section 15.11: Return of Absentee Ballots

All Absentee voters may return their completed absentee ballots:

- by mail
- by package delivery service
- in-person
- through an agent

Voted ballots cannot be returned electronically through email or fax.

Before accepting an AB signature envelope that is hand delivered, the clerk should inquire as to whether the ballot was voted by the individual returning it. If the answer is “No,” the clerk must make a record of the agent delivering the ballot. If the answer is “Yes, this is my voted ballot,” the auditor or clerk shall inspect the signature envelope and verify that it is sealed and properly completed. If the envelope is unsealed or not properly completed, the voter is allowed to seal it and correct or complete the certification portion. (M.R. 8210.2200.)

Chapter 16: Health Care Facilities (HCFs)

Section 16.1: Health Care Facility Judges

Health care facility (HCF) judges are designated by local election officials or the county election office. Certified election judges are required to attend an additional hour of training to be able to conduct health care facility absentee voting. Health care facility outreach voting occurs during the 35 days preceding an election.

Ballots are delivered only to an eligible voter who is a temporary or permanent resident or patient in a health care facility or hospital located in the municipality in which the voter maintains residence and has completed an absentee ballot application.

The ballots are delivered by two election judges affiliated with different major political parties. When the election judges deliver or return ballots, they are required to travel together in the same vehicle. **Both election judges shall be present when an applicant completes the certificate of eligibility and marks the absentee ballots.**

The health care facility voter has a choice to:

- Mark their own ballot
- Use the assistance of the health care facility judges in marking their ballot
- Request the assistance of another person who is not an agent of their employer or union to mark their ballot
- There is no limit on how many voters a health care election judge team can assist to mark ballots

The voter must provide consent to allow for the health care facility judges to provide ballot marking assistance.

Section 16.2: Election Day Health Care Facility Judges

On a rare occasion, election judges might provide health care facility voting on Election Day. They only deliver absentee ballots to an eligible voter who became a resident or patient in a health care facility or hospital one day before the election in the municipality of their residence. The voter is required to have requested an absentee ballot application from the local election official or the county election's office by 5:00 p.m. the day before the election. Most voters who become a resident or patient of a health care facility or hospital the day before the election choose to use agent (not election judge) delivery procedures for absentee voting on Election Day. M.S. 203B.11; M.S. 203B.04

Appendix A: Glossary of Elections Terms

M.S. 204B.14: An example of a statutory reference; the general form used to reference a law.

M.R. 8240.2700: An example of a rules reference; the general form used to reference state rules.

AB: Absentee ballot.

Absentee Ballot Board: A special board of election judges that processes and counts the absentee ballots.

Agent Delivery: A process by which, during the seven days preceding an election, and up to 8:00 P.M. on election day, specific eligible voters designate someone to serve as an agent to pick up and return absentee ballots on the voter's behalf (M.S. 203B.11, subd 4).

Assistive Voting Technology (AVT): An electronic ballot marker with a screen, keypad, keyboard, earphones, or any electronic ballot marker that assists voters to use an audio or electronic ballot display in order to cast votes (M.S. 206.56).

ATI: Audio Tactile Interface. Device used by disabled individuals to assist in the voting process.

Automatic Tabulating Equipment: Includes machines, resident firmware, and programmable memory units necessary to automatically examine and count votes designated on a ballot. See also **Ballot Counter**.

Ballot:

- **Defective:** A ballot is defective if the voter over-voted, the voter's intent cannot be determined during counting, or if the voter has written in their name, ID number, or signature on the ballot. A ballot may be defective in whole (as in cross-party voting in a partisan primary) or as to a single office or ballot question (as in voting for too many candidates for one office).
- **Duplicate:** A ballot created by an election judge team to replace a ballot that cannot be scanned by an optical scan system.
- **Found:** A ballot discovered abandoned in a voting station (M.R. 8230.1050).
- **Spoiled:** A ballot returned to an election judge due to an error made by the voter. The voter can exchange this for a new blank ballot.

Ballot Box: A secure box used to hold voted ballots. The ballot counter sits atop the ballot box.

Ballot Counter: Electronic optical scan device that counts paper ballots. Ballot Counters may be either Precinct Ballot Counters or Central Ballot Counters.

Ballot Secrecy Cover: A cover to be used by the voter to conceal the votes marked on the ballot.

Ballot Style: A unique ballot format prepared for use in one or more precincts in which all ballot information is identical.

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Bond Referendum: A referendum held to determine if the jurisdiction should be authorized to sell bonds to obtain the funds to finance a project, such as a new building.

Central Counting Center: A place selected by the governing body of an election jurisdiction where ballots from multiple precincts are tabulated by a central count voting system (M.R. 8220.0250, subd. 5b).

Central Counting Voting System: An electronic voting system designed for and certified by the secretary of state for the use in a central counting center (M.R. 8220.0250, subd. 5b).

Challenger: An individual with written authorization to be present in a polling place to question the eligibility of voters. Challengers must prove they are a resident of Minnesota by providing the Head Judge with one of the proofs of residence acceptable for election day registration and complete an Oath of Challenge to Voters Eligibility form to challenge a voter's eligibility.

City: A home rule charter or statutory city (M.S. 200.02, subd. 8).

City Class (M.S. 410.01):

- First-class city: A city with more than 100,000 inhabitants
- Second-class city: A city with 20,000 to 100,000 inhabitants
- Third-class city: A city with 10,000 to 20,000 inhabitants
- Fourth-class city: A city with less than 10,000 inhabitants

Clerk: Statutes refer to “municipal” clerks meaning either the city clerk, township clerk, school district clerk, or a designee.

Cross-Party Voting: Voting for candidates of more than one party when candidates appear on the ballot under political party designations. “Cross-party” voting is not allowed in a partisan primary.

Demonstration Ballot: A ballot with an example of a contest to instruct voters in the use of the voting system.

DOB: Date of Birth.

Duplicate Ballot: A ballot on which the word “DUPLICATE” is printed, stamped, or written, to which election judges transfer a voter's selections from the original ballot when necessary.

EDR: Election Day Registration.

Electronic Ballot Marker: Equipment that is part of an electronic voting system that uses an electronic ballot display or audio ballot reader to mark a non-electronic ballot with votes selected by a voter (M.S. 206.56 subd. 7b).

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Election Cycle: A two-year period from January 1 of an even-numbered year until December 31 of an odd-numbered year.

Election Judge: Individuals appointed to administer voting processes on Election Day or during the absentee voting period.

Election Jurisdiction: Any municipality, school district, county or special election district having responsibility for conducting an election.

Eligible voter: An individual who is eligible to vote under M.S. 201.014.

Employee of a Residential Facility: An individual who proves that they are an employee of a residential facility in the precinct and attests to know a new registrant's residence at the facility. The employee voucher may vouch for an unlimited number of residents of the facility.

ENR: Election Night Reporting—the public website that displays the election results input into the Election Reporting System (ERS).

ePollbook: An electronic roster and voter registration system used in place of traditional paper rosters. Also called Poll Pad.

ERS: Election Reporting System—the election management system includes candidate filing, election night reporting, abstract and canvas report generation.

E/O/B: Stands for even, odd, or both. Used in addressing and precinct boundaries to determine in which precinct a voter lives.

Example Ballot (also known as Demonstration Ballot): A generic ballot that shows the shape of a contest or question and examples of filled ovals. It does not contain contests or choices for that precinct.

Exit polling: People conducting exit polls can be on the premises, but not in the room where voting occurs. Depending on the building layout, this may mean the pollster must remain outdoors. An individual conducting an exit poll may only approach voters after they have voted and may only speak with a voter to the extent necessary to ask the voter to take an anonymous written questionnaire.

General Election: An election held at regular intervals on a day set by law at which voters of the state or any of its subdivisions chosen by ballot public officials or presidential electors (M.S. 200.02, subd. 2).

Governing Body: The board of commissioners of a county, the elected council of a city, or the board of supervisors of a township (M.S. 200.02, subd. 10).

HAVA: Help America Vote Act. A federal law enacted after the 2000 Presidential election which modified election administration.

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Home County: The County where the administrative offices of a multi-county municipality or school district are located.

ICE: ImageCast Evolution—the tabulators used in this county.

Incident Log: A record made by election judges in the polling place of unusual events that occurred related to voting.

LEO: Local Election Official. The county, municipal or school clerk or principal officer charged with duties relating to elections.

Levy Referendum: A referendum held to determine if the jurisdiction should be authorized to levy additional property taxes to fund general operational expenses.

March Township Election: Except for townships who have opted by ordinance or resolution to hold their town’s elections in November, the regularly scheduled election for townships is in March of each year.

Manual Marking Device: Any approved device for directly marking a ballot by hand with ink, pencil, or other substance which will enable the ballot to be counted by a ballot counter.

MDL: Minnesota Driver’s License.

Metropolitan Area: For Minnesota election law, the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright (M.S. 200.02, subd. 24).

Metro Towns: Towns located in the “metropolitan area” as defined above.

Municipal Clerk: The person authorized, or required, to administer elections in a municipality.

Municipality: A county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law.

Non-partisan: In a non-partisan election, individual candidates are listed without party designation, unless a local city charter creates other options.

Oath, Swear, Sworn: An oath or affirmation, as the conscience of the individual dictates. If an affirmation is given instead of an oath, “swear” means to affirm, and “sworn” means affirmed.

OSS: Office of the Secretary of State.

Overvote: A condition of a voted ballot in which more votes have been cast for a question or office than the number of votes that the voter is lawfully entitled to cast.

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Partisan: In a partisan primary, voters may only vote for candidates within one major political party. In a partisan general election, voters may vote for any candidates regardless of party affiliation of the candidates. Individual candidates are listed with party designation.

Political Party: An organization of individuals under whose name a candidate files for partisan office.

Poll pad: An electronic roster and voter registration system used in place of traditional paper rosters. Also called epollbook.

Polling Place: The place of voting.

Polling Place Finder. The public website where individuals can input an address into an electronic precinct finder to determine their proper polling place. www.mnvotes.gov

Precinct: The basic geographical unit for organizing and administering elections.

Precinct Count Voting System: A ballot counter, at a precinct, designed to store ballot configurations and vote totals on a removable memory unit. Voters insert their voted ballots into the ballot counter during voting hours on election day and the ballot counter counts the ballots after 8 P.M. (M.R. 8200.0250, subd. 22b).

Precinct Count: A precinct where a precinct count voting system is used to count votes on ballots at the precinct polling place as voters deposit the ballots into the ballot box (M.R. 8220.0250, subd. 22a).

Precinct Finder: An electronic or paper listing of street names and address ranges in each precinct. The OSS has an electronic precinct finder on its web site called the Polling Place Finder (PPF).

Primary Election: An election at which voters choose the nominees for the offices to be filled at a general election (M.S. 200.02, subd. 3).

Prior Registration: The registration record of an individual with the individual's most recent prior name or residence address.

PVC: Postal Verification Card. A postcard notice mailed to individuals whose voter registration application has been input into SVRS.

Question: A statement of any constitutional amendment, local ordinance, charter amendment, or other proposition being submitted to the voters at an election.

Registered Voter in the Precinct: A pre-registered voter in the precinct, as opposed to a voter who registers on election day. This voter can "vouch" to a new registrant's residence allowing them to register in the same precinct on election day. Registered voters may check in and vote without showing ID.

Roster: The document provided to each precinct listing the voters registered in that precinct and containing additional information about each voter, such as current residence address and date of birth.

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Sample Ballot: A printed copy of a precinct ballot, to be posted at standing and sitting heights. Sample ballots contain the contests and choices for that precinct.

School District Clerk: The person authorized or required to administer a school district election.

Special Election: An election held at any time for a special purpose, such as a ballot question, to fill vacancies in public offices, or recall an elected official.

Special Primary Election: A special election at which voters choose nominees for the offices to be filled at a special election.

Spoiled Ballot: A ballot returned to an election judge, due to an error made by the voter (M.S. 204C.13).

State Primary Election: The State Primary is held on the second Tuesday in August in even-numbered years to select the nominees of the major political parties for partisan offices and the nominees for nonpartisan offices.

State General: The state general election is held on the first Tuesday after the first Monday in November in each even-numbered year.

SVRS: Statewide Voter Registration System. A statewide, central database containing voter registration information and used to facilitate election administration.

Summary Statement: The official record of the number of voters and vote totals for the precinct. In precincts using an electronic ballot counter, the machine tape is the summary statement.

Town: An organized township. The governing body is the elected board of town supervisors (township board).

Undervote: A condition of a voted ballot in which fewer votes have been cast for an issue or office than permitted by law.

Voter Receipt: A receipt produced by the Poll Pad that contains the voters precinct and, if applicable, the school district. The voter receipt is surrendered to the Demo/Ballot Judge for the appropriate ballot.

Voter Signature Certificate: A certificate that contains the voter oath and signature of the voter.

Voting Booth: A unit that, when assembled, creates a private space enclosed on three sides and with adequate lighting in which a voter marks a ballot.

Vouching: An election day procedure that permits an individual to register to vote and to cast a ballot if another authorized individual swears an oath that the individual resides in that precinct.

VRA: Voter Registration Application. This form is used to register to vote or to update an existing registration.

Ward: A ward is for electing a city council member by a subset of people living within a city.

Appendix B: Paper Procedures

The information in this appendix is a guide for when the Poll Pads are unusable in the election and the polling place converts to using the paper roster and registration materials. These materials are provided in the emergency kit. The kit contains the paper rosters, pads of Voter Receipts, pads of Voter Registration Applications, and secrecy shields so voters can only see their line of information in the roster.

Note: Do not open the emergency kits unless under the direction of the local election official and the county.

Section B1: Paper Rosters

Rosters contain confidential information. Election judges should not examine roster data other than what is necessary to assist the voter before them. The only time a voter can see the roster is at the time when they must mark it to obtain a voter receipt.

Election judges must conceal roster challenges of voters from the view of other voters. Use a secrecy shield to cover others' voter data including challenges, date of birth, and other information.

A registered voter does not need to show identification to sign the roster and vote.

To check-in registered voters, follow the procedure below:

1. Ask the voter's name and address
 - In the case of a senior, junior, or III, verify the date of birth to ensure the correct record
 - If the voter has two last names, a hyphenated last name, or an apostrophe, check all variations to find their record
2. Check for challenges on the signature line
3. Resolve any challenges
4. Voter should read the voter oath either at the top of the roster page or the larger copy provided in the Poll Pad Judge kit
5. The voter signs the roster. Use the secrecy shield to ensure the voter signs on the correct line
6. Give the voter a Voter Receipt to exchange for a ballot at the Demo/Ballot Judge station

An example of the roster is below:

Note: If a voter has an "A.B." on the signature line, there is an accepted absentee ballot for that voter. The voter has already voted and may not vote at the polling place on election day.

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STATE OF MINNESOTA

Dakota

ELECTION ROSTER MARSHAN TOWNSHIP

03/09/2010 TOWNSHIP GENERAL ELECTION

I certify that I am at least 18 years of age and a citizen of the United States; that I maintain residence at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person where I have not retained the right to vote, have not been found by a court to be legally incompetent to vote, and have not been convicted of a felony without having my civil rights restored; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

	Voter Name and Address	Voter Signature	District/Precinct	ID Number	DOB
1.	VOTER, ANN 19990 JOAN AVE	Challenged: Felony	20000 HASTINGS 3210 MARSHAN TWP	0000165225 	01/01/1985
2.	VOTER, BEN 19990 JOAN AVE		20000 HASTINGS 3210 MARSHAN TWP	0000165226 	02/01/1975
3.	VOTER, CATHERINE 20567 NICOLAI AVE		20000 HASTINGS 3210 MARSHAN TWP	0000165225 	03/01/1965
4.	VOTER, DAVID 10234 180TH ST E	See ID	20000 HASTINGS 3210 MARSHAN TWP	0000165225 	04/01/1955
5.	VOTER, ELIZABETH 98756 LEDUC AVE		20000 HASTINGS 3210 MARSHAN TWP	0000165225 	05/01/1945
6.	VOTER, FRANCIS 97657 205TH ST E	A.B.	20000 HASTINGS 3210 MARSHAN TWP	0000165225 	06/01/1935
7.	VOTER, GEORGE 17655 KENDEL AVE		20000 HASTINGS 3210 MARSHAN TWP	0000165225 	07/01/1936
8.	VOTER, HELEN 13456 190TH ST E		20000 HASTINGS 3210 MARSHAN TWP	0000165225 	08/01/1941
9.	VOTER, INGRID 13456 190TH ST E	Challenged: Postal Return	20000 HASTINGS 3210 MARSHAN TWP	0000165225 	09/01/1951
10.	VOTER, JOHN 12345 LILLEHEI AVE		20000 HASTINGS 3210 MARSHAN TWP	0000165225 	10/01/1961
11.	VOTER, KELLY MARIE 12345 LILLEHEI AVE	A.B.	20000 HASTINGS 3210 MARSHAN TWP	0000165225 	11/01/1971
12.	VOTER, LAWRENCE 12345 LILLEHEI AVE	Challenged: Voted Out of Precinct	20000 HASTINGS 3210 MARSHAN TWP	0000165225 	12/01/1981

Marks on the roster

Acceptable marks include:

- Voters may make an “X” mark as a signature
- Initials
- First or last names alone or in combination
- Anything the voter determines to be their legal signature
- A voter may designate someone to sign for them

Unacceptable marks include:

- The election judge using an “X” to indicate where the voter should sign.
- Tally marks counting the number of signatures in the roster at the bottom of the page.
- Writing “Deceased” on a line for a voter. This is problematic because a voter should never see another voter’s information and this is not the correct method to communicate a voter has died. Use the Roster Correction/Notification of Death form provided in the Poll Pad Judge kit.

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Errors in the roster

Should there be incorrect information in the roster, do not make corrections to the roster. Use the Roster Correction/Notification of Death form provided in the Poll Pad-Roster/Registration Judge kit. If a voter makes correction marks in the roster, use a red pen to make a single strike-through line. Transfer any marks the voter makes to the Roster Correction/Notification of Death form. If a voter indicates a name or address change, that would require a new voter registration.

10.	VOTER, JOHN 12345 LILLEHEI AVE	20000 HASTINGS	0000166225	10/01/1961
11.	VOTER, KELLY MARIE 12345 LILLEHEI AVE	3210 MARSHAN TWP	0000166225	11/01/1971
12.	VOTER, LAWRENCE <i>LARRY</i> 12345 LILLEHEI AVE	20000 HASTINGS	0000166225	12/01/1981

If a voter signs on the incorrect line, use a red pen to draw a single arrow to the correct line.

STATE OF MINNESOTA		ELECTION ROSTER MARSHAN TOWNSHIP	
Dakota		TOWNSHIP GENERAL ELECTION	
I certify that I am at least 18 years of age and a citizen of the United States; that I maintain residence at the address shown and have resided in Minnesota for 25 days immediately preceding this election; that I am not under guardianship of the person where I have not retained the right to vote, have not been found by a court to be legally incompetent to vote, and have not been convicted of a felony without having my civil rights restored; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.			
Voter Name and Address	Voter Signature	District/Precinct	ID Number
1. VOTER, ANN 19990 JOAN AVE	<i>Ann Voter</i>	20000 HASTINGS	0000166225
2. VOTER, BEN 19990 JOAN AVE	<i>Ann Voter</i>	3210 MARSHAN TWP	0000166225
3. VOTER, CATHERINE 20567 NICOLA AVE		20000 HASTINGS	0000166225

Remember: The roster is a legal document that indicates that a voter received and cast a ballot. This document must only reflect voter's signatures, 'AB' stamps, notations to indicate a mistake was made (arrows and strike-throughs), and notations if a voter refused a challenge oath.

Voter is not present in roster

A voter may think they are registered to vote at the polling place, but may not be because of one of the following reasons:

- Voter did not submit a voter registration application in time (at least 20 days before the election)
- Voter has not voted in the past four years
- Voter is at the wrong polling place
- Voter did not properly complete a Voter Registration Application
- Voter record was 'inactivated' or changed to 'deceased' in error
- Voter changed his/her name and is not found under the new name

If the voter is not found in the registered roster, or the voter is found, but with a different name or address, the voter must re-register at the registration table. See Section B2.

If the voter is in the wrong polling place, direct voter to the correct polling place using the precinct finder. If a voter's address is not in the precinct finder, call your local election official for assistance with finding the voter's precinct. Fill out a voter courtesy card for the voter to take to the correct polling place.

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Emergency voting procedure (M.R. 8200.3800)

If a voter's name was erroneously left off the roster, and the person refuses or is unable to complete the election day registration procedure, contact Dakota County Elections for further guidance.

Challenge procedure with paper roster

If a voter has a notation on the roster indicating a challenge, the Roster Judge or Head Judge must question the voter to resolve the challenge. Out of respect and using discretion, consider questioning the voter away from the roster table in a more private area. Use the following procedure:

1. Have the voter swear or affirm the following: "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
2. Ask the designated question(s) to determine if the voter is eligible. The question depends on the nature of the challenge. See the following Roster Challenge Chart for a description of the roster challenges and suggested questions.

Challenge	What this means
AB Address Ask: 'What is your residential address? Did you submit an application for an absentee ballot using another address? Have you returned your voted absentee ballot?'	This indicates that this voter has applied for an absentee ballot at an address different from their currently registered address. Ask if this voter has voted absentee in this election. If the voter indicates that they have not, they may vote. The voter then reads the oath at the top of the page and signs the roster. If the voter states that they have already voted absentee in this election, they may not vote in the polling place.
Citizenship Ask: 'Are you a citizen of the United States of America?'	A voter may clear this challenge by stating that they are a United States Citizen, reading the oath, and signing the roster. Note this cleared challenge on the Incident Log by recording the voter's name, voter ID number, and writing "citizenship challenge cleared."
Felony Ask: 'Are you on currently incarcerated for a felony conviction?'	If a felony challenge is cleared, record the voter's name, voter ID number, and "felony challenge cleared" in the Incident Log.

Challenge	What this means
Name/Address Ask: ‘What is your full name? What is your residential address?’	Indicates that the Dakota County Elections has received notice that this voter may have changed his/her name and/or address. Verify that the name and address of the voter are correct. After the voter states this information, and it matches what is on the roster, ask the voter to read the oath and sign the roster. If the voter’s name and/or address are different, the voter must re-register in the correct precinct.
Postal Return Ask: ‘What is your residential address?’	Indicates that the Dakota County Elections has attempted to send this voter a piece of mail and it was returned to the office by the postal service. A voter may clear the challenge by stating voter’s address, which must match the address on the roster, reading the oath, and signing the roster. If voter’s current address is different, the voter must re-register in the correct precinct.
See ID Ask: ‘May I see your identification?’ (Driver’s License, MN ID card)	If a voter has a ‘See ID’ challenge, the individual is a first-time voter in a federal election and MUST show acceptable election day registration documentation to the roster judge to clear this challenge. Review the voter’s identification, and if it matches the information in the roster, the voter may read the oath and sign the roster. If any information is different, the voter must re-register in the correct precinct.
Voted Out of Precinct Ask: ‘What is your residential address?’	A voter may clear this challenge by stating voter’s address, which must match the address in the roster, reading the oath, and signing the roster. If the voter’s current address is different, the voter must re-register in the correct precinct.
Guardianship with loss of voting rights Ask: ‘Are you under a court-ordered guardianship in which the court revoked your right to vote?’ ‘Were you found by a court to be legally incompetent?’	A voter may clear this challenge by stating they are eligible to vote, reading the oath, and signing the roster. Note this cleared challenge on the Incident Log by recording the voter’s name, voter ID number, and writing “guardianship challenge cleared.”

Refusing or failing a challenge

If a voter refuses to answer questions, is not eligible, or refuses to sign the roster, inform the voter that they may not vote now nor later in the day. Print “REFUSED OATH” or “NOT ELIGIBLE” with the red pen on the signature line of the roster and make a note on the Incident Log.

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After roster has been signed

Once the voter has signed the roster, issue a voter receipt. For precincts with different school district ballots, write the school district number on the receipt so that the Ballot Judge knows which ballot to issue to the voter.


Voter Receipt

- **AFTER** the voter signs roster, give the voter this receipt.
- Voter takes this receipt to the Ballot Judge to receive a ballot.
- Staple in groups of 25 – Do not number
- School District # _____

Section B2: Paper Registration Procedures

Below are the instructions for the voter registration process if the Poll Pads are inoperable. All information in Sections 8.1, 8.2, and 8.3 are still relevant to the paper process. These sections cover eligibility, determination of residence, and appropriate proofs of identity and residence. The format of voter registration remains the same though the steps are now manual instead of automated in the Poll Pad:

1. Election judge verifies via Precinct Finder that the voter is in the correct precinct.
2. Election judge checks the roster and the report of Absentee Registrants to ensure a ballot has not already been cast by the voter.
3. Voter completes registration form.
4. Voter provides proof of identity and residence (or voucher provides).
5. Election Judge completes bottom of registration form verifying proof of identity, residence, and precinct.
6. Voter acknowledges Voter Oath at top of roster and signs.
7. Voter receives Voter Receipt to bring to Ballot/Demo Judge to receive a ballot.

Step 1: Section 7.4 contains directions on how to use the Poll Pad as a precinct finder. To use the paper version, ask the voter the street on which they reside. Once the page with the appropriate street is found, ask the building number and locate the E/O/B column to find the appropriate line. E/O/B stands for even, odd, or both. If a precinct boundary follows a street, the even side is in a different precinct than the odd side. If the street is not a precinct boundary both sides are in the same precinct, hence “B.” The appropriate precinct for that voter is the next column.

Precinct Finder County-Dakota, MCD-SOUTH ST					
Street Address	House Range Unit Range	O E B	Precinct	City	ZIP Code
1ST AVE S	200 to 358	B	4440 SOUTH ST PAUL P-4	SOUTH ST PAUL	55075
	359 to 599	O	4440 SOUTH ST PAUL P-4	SOUTH ST PAUL	55075
	400 to 600	E	4450 SOUTH ST PAUL P-5	SOUTH ST PAUL	55075
	601 to 1499	B	4450 SOUTH ST PAUL P-5	SOUTH ST PAUL	55075

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Step 2: Polling Places will receive a report of absentee voters. This is for voters who have already cast an accepted ballot in this election after the rosters were generated, and, as such, are not eligible to vote in the polling place, but not marked in the paper roster. There is a report for registered voters and a list for non-registered voters. Do not skip this step. You may get updates throughout the day of newly accepted ballots.

Roster Supplement: Accepted Absentee Ballots for Registered Voters 03/09/2015 2:28 PM						
Roster Supplement: Accepted Absentee Ballots for Registered Voters - 03/10/2015 TOWNSHIP ELECTION, Dakota County, Start Date-03/03/2015, End Date-03/09/2015, , CASTLE ROCK TWP						
The following individuals have already voted by absentee ballot and must not be allowed to vote again at the polling place. Print or stamp "A.B." or "M.B." on the signature line of the precinct roster for the voters listed below. Note: If the voter has already signed the precinct roster, print "SIGNED" in the space next to the voter's name below.						
If voter has signed roster print "SIGNED" by name.	Voter Name and Address	Voter ID	DOB	Precinct	Ballot ID	Accepted
A.B.	Voter, Jane 22090 BERRING AVE	206486	08/29/1950	1410 CASTLE ROCK TWP	1486234	3/9/2015 1:18:45 PM
A.B.	Voter, Joe 22030 BERRING AVE	3316384	05/22/1954	1410 CASTLE ROCK TWP	1486281	3/9/2015 1:18:45 PM
						Total Voters: 2

Step 3: Have the voter complete the Voter Registration Application. Boxes 1-8 are shaded and are required: eligibility affirmation, name, date of birth, residential address, identification digits (from state issued ID or last four digits of their Social Security Number) and signature acknowledging the oath.

MINNESOTA VOTER REGISTRATION APPLICATION Complete lines 1 through 7. Please print clearly.			
Personal Information and Qualifications		Permanent Absentee Voter	
1 Are you a U.S. citizen? Yes ☐ No ☐	2 Are you at least 16 years old and will you be at least 18 years old on or before the day of the election in which you intend to vote? Yes ☐ No ☐ If you mark "NO" to either of these questions, DO NOT complete this form.		
3 Last name or surname First name Middle name Suffix			
4 Address where you live (residence) Apt. number City ZIP code If mail cannot be delivered to the address above, provide P.O. Box City ZIP code If you do not have a physical address, describe where you live, with sufficient detail that your voting precinct can be determined 			
5 Date of Birth (not today's date)	School District (if known)		County where you live
Phone number Email address			
6 Mark one box and provide the number that applies to you: ☐ I have a MN-issued driver's license or MN ID card number: ☐ I do not have a MN-issued driver's license or MN ID card. The last four digits of my Social Security Number are: XXX-XX- ☐ I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.			
Registration Update – Are you currently registered under a different name or address? Previous last name Previous first name Previous middle name Previous address where you were last registered City State ZIP Code			
Read And Sign Only If All Parts Apply To You. 7 I certify that I: - am at least 16 years old and understand that I must be at least 18 years old to be eligible to vote; - am a citizen of the United States; - will have maintained residence in Minnesota for 20 days immediately preceding election day; - maintain residence at the address or location given on the registration form; - am not under court-ordered guardianship in which the court order revokes my right to vote; - have not been found by a court to be legally incompetent to vote; - am not currently incarcerated for a conviction of a felony offense; and - have read and understand this statement, that giving false information is a felony punishable by not more than 5 years imprisonment or a fine of not more than \$10,000, or both.			
Sign Here Date: - - 20			
Election Judge Official Use Only			
☐ IP ☐ M ☐ SD ☐ AB	ID with Current Name & Address ID Number: ☐ MN Driver's License, Learner's Permit, MN ID Card, or Receipt ☐ Tribal ID Card	Photo ID + Document with Current Name & Address Document Type: Photo ID Number: ☐ Driver's License, Learner's Permit or State ID Card ☐ U.S. Passport ☐ U.S. Military ID ☐ Tribal ID ☐ Student ID	Other ☐ Vouched For ☐ Notice of Late Registration ☐ Valid Registration in Same Precinct ☐ ID with College List *Record ID type and number using form to the left

Appendices

Step 4: The voter provides proof of identity and residence through any of the means covered in Section 8.3.

The vouching process takes place on the other side of the Voter Registration Application. The person vouching provides:

- Their name. The election judges add the voter ID number from the roster or writes “Registered today” if the person vouching is a new registrant.
- That they are:
 - Already registered;
 - A new registrant who was not vouched for themselves; or
 - An employee of a residential health facility
- The voucher’s residential address or address of the residential health facility
- An affirmation that they know the person they are vouching for is a resident of the precinct
- A signature

Fill out precinct list of persons vouching if the voucher is not an employee of a residential health facility.

For more information on voting or state election results go to the Minnesota Secretary of State web site at www.sos.state.mn.us or call toll free 1-877-460-VOTE (1-877-460-8683) or use Minnesota Relay Service at 1-800-421-1522 or 711. Special assistance is available to those who are elderly, have disabilities, or are in health care facilities. Contact the Secretary of State or your County Auditor for more information.

Confidentiality Notice: Your exact date of birth, email address, and any ID number you give (Minnesota driver's license, state ID or last four digits of social security number) are private. Only election officials and other authorized government agencies may access this information. Election officials use your exact date of birth and ID number to confirm your identity with the Minnesota Department of Public Safety or Social Security Administration. If you have an ID number but refuse to give it, your application may be incomplete and you may have to apply again or show proof of residence before you can vote. Election officials ask for your email so they can contact you about your application. Also, the Office of the Secretary of State may email you for contact you another way about voting and elections, or ask for public input on voting or election-related issues. The rest of the data on your application is public when used for elections, parties, law enforcement or jury selection purposes. If you need to keep your contact data private because of personal safety concerns, call 1-877-460-8683.

Voucher Form

I, _____, vouch for or affirm that (check one)

☐ I am pre-registered to vote in this precinct. Voter ID # 000558135

☐ I registered in this precinct today and did not have another person vouch for me.

☐ I am an employee of a residential facility. (Name of residential facility) _____

Residential Address of Voucher or Address of Residential Facility

Street Address: _____ City: _____

Telephone number: _____ Email address (optional): _____

I personally know that _____ is a resident of this precinct.

Signature of Voucher: _____

Election Judge Official Use Only

Subscribed and sworn to before me

Date: _____ Signature of Election Judge: _____

Voter's identification number of voucher if he/she is registered (found on registered roster/greeter roster). This number will also be recorded in the Election Judge Official Use Only section on the voter registration application (see above for example). If voucher registered on election day, write "registered today."

Step 5: Election judges must complete the bottom area of the form. They must provide:

- Ward, precinct, and school district of the voter
- How the voter proved their identity and residence. Check only what is required:
 - Current ID with current name and address
 - Photo ID with document with current address (e.g., expired/out-of-state ID + utility bill)
 - Include document type
 - Include number from photo ID
 - Registrant is being vouched
 - Notice of Late Registration
 - Valid Registration in the same precinct
 - Photo ID when a housing list is provided by the college

Appendices

Reminder: a new registrant only needs to show one of the above in order to register. As an example, if they bring a Notice of Late Registration letter, they do not need to bring any utility bill or a current ID. Below are two examples, one from a current ID, and one with an out-of-state ID with a utility bill. Note the completed ward, precinct, and school district section on the left.

Election Judge Official Use Only			
W _____	ID with Current Name & Address ID Number: _____	Photo ID + Document with Current Name & Address Document Type: _____ Photo ID Number: _____ ☐ Driver's License, Learner's Permit or State ID Card ☐ U.S. Passport ☐ U.S. Military ☐ Tribal ID ☐ Student ID	Other ☐ Vouched For ☐ Notice of Late Registration ☐ Valid Registration in Same Precinct ☐ Student ID with College List ID Number: _____
P <u>10</u>	<u>WRITE IN DL NUMBER</u>		
SD <u>194</u>	• MN Driver's License, Learner's Permit, MN ID Card, or Receipt • Tribal ID Card		
Initials <u>RLK</u>			

Do NOT write "See above" or copy from the above listed driver's license. Copy the driver's license number from the actual license

Election Judge Official Use Only			
W _____	ID with Current Name & Address ID Number: _____	Photo ID + Document with Current Name & Address Document Type: <u>Bank Statement, Utility Bill, etc.</u> Photo ID Number: <u>WI 56089521532121</u> ☒ Driver's License, Learner's Permit or State ID Card ☐ U.S. Passport ☐ U.S. Military ID ☐ Tribal ID ☐ Student ID	Other ☐ Vouched For ☐ Notice of Late Registration ☐ Valid Registration in Same Precinct ☐ Student ID with College List ID Number: _____
P <u>10</u>			
SD <u>194</u>	• MN Driver's License, Learner's Permit, MN ID Card, or Receipt • Tribal ID Card		
Initials <u>RLK</u>			

Record the identification number from the photo identification used to establish identity. In this example, an out-of-state identification number is recorded with the

Step 6: Once the voter has completed the VRA, and the judge has seen and marked the proof of identity and residence, the voter then signs the new registrant roster. It is found at the back of the roster.

The voter is to read the oath at the top of the roster page, print and sign their name, then fill in their address and date of birth, and sign. An example is shown below:

11/05/2013 SCHOOL DISTRICT GENERAL ELECTION		11/05/2013	
ISD 197 P1			
I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.			
Voter Name	Voter Signature	Voter Address	DOB
1. <u>Burton, Paul J</u>	<u>Paul J. Burton</u>	<u>1234 Blue Lake Blvd #5</u>	<u>9/1/1986</u>
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

Appendices

Step 7: After completing their line on the new registrant roster, the voter receives a Voter Receipt. Use the information from the precinct finder to indicate the school district on the receipt if there are multiple ballot styles.



Voter Receipt

- **AFTER** the voter signs roster, give the voter this receipt.
- Voter takes this receipt to the Ballot Judge to receive a ballot.
- Staple in groups of 25 – Do not number
- School District # _____

The voter brings this to the Demo/Ballot Judge to exchange for a ballot.

Appendix C: Head Judge Duties Checklist

Opening

- ☐ All judges report to assigned precinct one hour prior to start of voting hours. Generally, polls open at 7 a.m., but may differ in certain circumstances. Call local election official if all judges have not arrived.
- ☐ All judges take the judge oath, sign the Judge Oath Form, and receive badges.
- ☐ Assign judges to set up the polling place, post posters and signs, and post the U.S. flag outside where the polling place is located.
- ☐ Assign judge roles/duties and give them directions.
- ☐ Set up roster/ registration area.

Ballot Box Opening

- ☐ Two judges check ballots against the official certification form to ensure they are the correct precinct.
- ☐ Certify the correct number of ballots were delivered to the precinct, count ballot packs.
- ☐ Two judges begin opening ballot packs, counting number of ballots in each pack, recording any discrepancies on Incident Log, and initialing ballots.
- ☐ Place ballots in view of judges in a secure area.

Ballot Counter & Ballot Marking Station Setup

- ☐ Set up AVT equipment.
- ☐ Two judges check seal number of the ballot counter and plug ballot counter into electric outlet.
- ☐ Run the 'zero' tape and check precinct number indicated on the 'zero tape' to confirm it is your precinct.
- ☐ Check an actual ballot against the tape output – must be in same rotation.
- ☐ Confirm vote total column reads 0000 – all zeroes.
- ☐ After tape stops, do not tear off tape but secure it as one continuous tape and the ballot counter is ready for voting.
- ☐ Set up ballot marking station in accessible area where it will not be confused for the ballot counter.
- ☐ Verify ballot marking device displays correct information for the precinct.

Open Polls

- ☐ Judges begin their assigned duties, announce that the poll is open. If the ballot counter is not operating, use the auxiliary ballot box for deposit of ballots until the ballot counter is operating.

Close Polls

- ☐ Announce that the poll is closed at 8 p.m. Voters waiting in line at 8 p.m. are allowed to vote. After last voter has voted and polls are closed, the public is allowed to view the counting process. Inspect seals on ballot counter and to confirm seals are still intact.

Closing with a Ballot Counter

- ☐ Confirm that the total number of voters equals the number of votes cast. If it does not, contact your local election official.
- ☐ Transmit results.
- ☐ Complete all blank lines on the Summary Statement on the ballot counter tapes and complete any additional forms provided by your local election official.
- ☐ Print required number of sets of tapes (local election official will instruct).
- ☐ Remove memory cards and place in protective bag. Judges sign tapes and place all tapes with memory cards and election materials for return.

Appendix D: Voter's Bill of Rights

From Minnesota Statutes 204C.08

"VOTER'S BILL OF RIGHTS

For all persons residing in this state who meet federal voting eligibility requirements:

- (1) You have the right to be absent from work for the purpose of voting in a state, federal, or regularly scheduled election without reduction to your pay, personal leave, or vacation time on election day for the time necessary to appear at your polling place, cast a ballot, and return to work.
- (2) If you are in line at your polling place any time before 8:00 p.m., you have the right to vote.
- (3) If you can provide the required proof of residence, you have the right to register to vote and to vote on election day.
- (4) If you are unable to sign your name, you have the right to orally confirm your identity with an election judge and to direct another person to sign your name for you.
- (5) You have the right to request special assistance when voting.
- (6) If you need assistance, you may be accompanied into the voting booth by a person of your choice, except by an agent of your employer or union or a candidate.
- (7) You have the right to bring your minor children into the polling place and into the voting booth with you.
- (8) You have the right to vote if you are not currently incarcerated for conviction of a felony offense.
- (9) If you are under a guardianship, you have the right to vote, unless the court order revokes your right to vote.
- (10) You have the right to vote without anyone in the polling place trying to influence your vote.
- (11) If you make a mistake or spoil your ballot before it is submitted, you have the right to receive a replacement ballot and vote.
- (12) You have the right to file a written complaint at your polling place if you are dissatisfied with the way an election is being run.
- (13) You have the right to take a sample ballot into the voting booth with you.
- (14) You have the right to take a copy of this Voter's Bill of Rights into the voting booth with you."

Appendix E: Voter Registration Application

MINNESOTA VOTER REGISTRATION APPLICATION

Complete lines 1 through 7. Please print clearly.

Personal Information and Qualifications

Permanent Absentee Voter

1 Are you a U.S. citizen? Yes ☐ No ☐

2 Are you at least 16 years old and will you be at least 18 years old on or before the day of the election in which you intend to vote? Yes ☐ No ☐

If you mark "NO" to either of these questions, DO NOT complete this form.

NOTE: this section is optional
I request to have an absentee ballot mailed to the address where I live (residence) before each election in which I am eligible to vote. Yes ☐

3 Last name or surname First name Middle name Suffix

4 Address where you live (residence) Apt. number City ZIP code

If mail cannot be delivered to the address above, provide P.O. Box City ZIP code

If you do not have a physical address, describe where you live, with sufficient detail that your voting precinct can be determined

5 Date of Birth (not today's date) School District (if known) County where you live

Phone number Email address

6 Mark one box and provide the number that applies to you:

☐ I have a MN-issued driver's license or MN ID card number:

☐ I do not have a MN-issued driver's license or MN ID card.

The last four digits of my Social Security Number are: XXX-XX-

☐ I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.

Registration Update – Are you currently registered under a different name or address?

Previous last name Previous first name Previous middle name

Previous address where you were last registered City State ZIP Code

Read And Sign Only If All Parts Apply To You.

7 I certify that I:

- am at least 16 years old and understand that I must be at least 18 years old to be eligible to vote;
- am a citizen of the United States;
- will have maintained residence in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address or location given on the registration form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- am not currently incarcerated for a conviction of a felony offense; and
- have read and understand this statement, that giving false information is a felony punishable by not more than 5 years imprisonment or a fine of not more than \$10,000, or both.

Sign Here X _____ Date: _____ – _____ – 20_____

Election Judge Official Use Only

☐ IP ☐ M ☐ AB	W _____ P _____ SD _____ Initials _____	ID with Current Name & Address ID Number: _____ ☐ MN Driver's License, Learner's Permit, MN ID Card, or Receipt ☐ Tribal ID Card	Photo ID + Document with Current Name & Address Document Type: _____ Photo ID Number: _____ ☐ Driver's License, Learner's Permit or State ID Card ☐ U.S. Passport ☐ U.S. Military ID ☐ Tribal ID ☐ Student ID	Other ☐ Vouched For ☐ Notice of Late Registration ☐ Valid Registration in Same Precinct ☐ ID with College List *Record ID type and number using form to the left
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For more information on voting or state election results go to the Minnesota Secretary of State web site at sos.mn.gov or call toll free 1-877-600-VOTE (1-877-600-8683) or use Minnesota Relay Service at 1-800-627-3529 or 711. Special assistance is available to those who are elderly, have disabilities, or are in health care facilities. Contact the Secretary of State or your County Auditor for more information.

(For administrative label)

Confidentiality Notice: Your exact date of birth, email address, and any ID number you give (Minnesota driver's license, state ID or last four digits of social security number) are private. Only election officials and other authorized government agencies may access this information. Election officials use your exact date of birth and ID number to confirm your identity with the Minnesota Department of Public Safety or Social Security Administration. If you have an ID number but refuse to give it, your application may be incomplete and you may have to apply again or show proof of residence before you can vote. Election officials ask for your email so they can contact you about your application. Also, the Office of the Secretary of State may email you (or contact you another way) about voting and elections, or ask for public input on voting or election-related issues. The rest of the data on your application is public when used for elections, political, law enforcement or jury selection purposes. If you need to keep your contact data private because of personal safety concerns, call 1-877-600-8683.

Voucher Form

Use this form only if you are registering to vote with a voucher as your proof of residence

I, _____ swear or affirm that (Check one):
(Name of Voucher)

- ☐ I am pre-registered to vote in this precinct Voter ID # : _____
(to be completed by the election judge)
- ☐ I registered in this precinct today and did not have another person vouch for me
- ☐ I am an employee of a residential facility _____
(Name of residential facility)

Residential Address of Voucher or Address of Residential Facility

Street Address	City
----------------	------

Telephone number:	E-mail address (optional)
-------------------	---------------------------

I personally know that _____ is a resident of this precinct.
(Name of person registering)

Signature of Voucher

Election Judge Official Use Only

Subscribed and sworn to before me

_____/_____/_____
Date

Signature of Election Judge

Appendix F: Election Judge Oath

Election Judge Oath

Municipality / School District:	Ward / Precinct:	Election Type:	Date:
---------------------------------	------------------	----------------	-------

Opening the Polls

Election Judge Oath – (Minn. Stat. § 204B.24)

Each election judge must sign the following oath before assuming the duties of the office. Then place this signed original oath inside the Dakota County Envelope.

If there is no individual present who is authorized to administer oaths, the election judges may administer the oath to each other.

“I solemnly swear (or affirm) that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit, and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or for any candidate.”

_____	_____	_____
Election Judge Signature	Election Judge Signature	Election Judge Signature
_____	_____	_____
Election Judge Signature	Election Judge Signature	Election Judge Signature
_____	_____	_____
Election Judge Signature	Election Judge Signature	Election Judge Signature
_____	_____	_____
Election Judge Signature	Election Judge Signature	Election Judge Signature
_____	_____	_____
Election Judge Signature	Election Judge Signature	Election Judge Signature
_____	_____	_____
Election Judge Signature	Election Judge Signature	Election Judge Signature

Appendix G: Precinct List of Persons Vouching



Office of the Minnesota Secretary of State

PRECINCT LIST OF PERSONS VOUCHING

City/Town _____ Ward _____ Precinct _____

- To be completed by election judges.
- Use to track the number of people vouched for by each voucher.
- Cross out the next number each time that person vouches for a registrant.
- Employees of residential facilities may vouch for an unlimited number of facility residents who are registering to vote at the facility's address. Otherwise, vouchers may only vouch for a maximum of eight registrants.

Voucher's Name	Voucher's Voter ID No.	Number Vouched for on Election Day
Example: <i>John Doe</i>	<i>1234567</i>	1 2 3 4 5 6 7 8
1. _____	_____	1 2 3 4 5 6 7 8
2. _____	_____	1 2 3 4 5 6 7 8
3. _____	_____	1 2 3 4 5 6 7 8
4. _____	_____	1 2 3 4 5 6 7 8
5. _____	_____	1 2 3 4 5 6 7 8
6. _____	_____	1 2 3 4 5 6 7 8
7. _____	_____	1 2 3 4 5 6 7 8
8. _____	_____	1 2 3 4 5 6 7 8
9. _____	_____	1 2 3 4 5 6 7 8
10. _____	_____	1 2 3 4 5 6 7 8
11. _____	_____	1 2 3 4 5 6 7 8
12. _____	_____	1 2 3 4 5 6 7 8
13. _____	_____	1 2 3 4 5 6 7 8
14. _____	_____	1 2 3 4 5 6 7 8
15. _____	_____	1 2 3 4 5 6 7 8
16. _____	_____	1 2 3 4 5 6 7 8
17. _____	_____	1 2 3 4 5 6 7 8
18. _____	_____	1 2 3 4 5 6 7 8
19. _____	_____	1 2 3 4 5 6 7 8
20. _____	_____	1 2 3 4 5 6 7 8
21. _____	_____	1 2 3 4 5 6 7 8
22. _____	_____	1 2 3 4 5 6 7 8
23. _____	_____	1 2 3 4 5 6 7 8
24. _____	_____	1 2 3 4 5 6 7 8
25. _____	_____	1 2 3 4 5 6 7 8
26. _____	_____	1 2 3 4 5 6 7 8
27. _____	_____	1 2 3 4 5 6 7 8
28. _____	_____	1 2 3 4 5 6 7 8
29. _____	_____	1 2 3 4 5 6 7 8
30. _____	_____	1 2 3 4 5 6 7 8

Certified by the Head Election Judge of the Precinct:

_____ Printed Name
 _____ Signature
 _____ Date

Appendix H: Oath of Challenge to Eligibility



Office of the Minnesota Secretary of State

Oath of Challenge to Voter's Eligibility

I, _____, do hereby state under oath,
Name of person making challenge

I am:

- ☐ an election judge.
- ☐ a challenger authorized by Minnesota Statutes, section 204C.07.
- ☐ a Minnesota voter.

I reside at _____,
Street Address City or Township

Telephone number: _____

E-mail address (optional): _____

I challenge the registration of _____ whose registration lists his
Name of challenged voter
or her residence as

Street Address City of Township

This challenge is based on my personal knowledge. The grounds for my challenge are:

(attach additional sheets of signed statement if necessary).

I swear or affirm that the information stated here is truthful.

Date Signature of Challenger

Signed and sworn to or affirmed before me

Date Signature of Election Judge

For Election Judge Use Only:

Challenge was administered by Election Judge: _____

Time: _____

- ☐ Voter refused to take challenge oath.
- ☐ Challenge was dismissed. Voter passed challenge and voted.
- ☐ Challenge was sustained. Voter failed challenge and did not vote.

Additional Comments:

Appendix I: Certificate of Registered Voter for Curbside Voting

Office of the Minnesota Secretary of State

CERTIFICATE OF REGISTERED VOTER

Instructions

For election judges to use in lieu of having a voter who is unable to enter the polling place sign the polling place roster (curbside voting.) Two election judges who are members of different major political parties shall assist the voter in completion of the voter's certificate. (Minn. Stat. section 204C.15).

After the curbside voter signs the certificate, election judges sign and attach the certificate to the page where the voter's name appears on the roster.

Voter Information

Last Name					
First Name					
Middle Name					
Street Address					
City or Township		State		Zip Code	
Date of Birth		Phone Number			

Verification of Registration

I certify that I am at least 18 years of age and a citizen of the United States; that I have maintained residence in Minnesota for 20 days immediately preceding this election and maintain residence at the address shown; that I am not under a guardianship in which a court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote or am not currently incarcerated for a conviction of a felony offense; and that I am registered and have not already voted in this election. I understand that deliberately providing false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

Signature of Voter		Date	
--------------------	--	------	--

Election Judge

Notice to Election Judges: do not sign this certificate until after the voter has signed it, and you have found that the voter is entitled to vote at this election. Attach this certificate to the voter's name in the precinct roster or non-registered roster.

Signature of Election Judge		Date	
-----------------------------	--	------	--

Signature of Election Judge		Date	
-----------------------------	--	------	--

Appendix J: Precinct Summary Statement

		Precinct Summary Statement Worksheet	
Municipality:	Ward / Precinct:	Election Type:	Date:
Number of Election Judges who worked this precinct		* _____	
Number of Voting Booths in this precinct		* _____	
<i>*entered into ERS stats by Dakota County</i>			
Registration Statistics:			
1. Number of persons registered at 7 a.m.:		*1 _____	
2. Number of new registrants on election day (excluding absentee)		*2 _____	
<i>* entered into ERS by Dakota County</i>			
Ballots delivered to the precinct:			
3. Ballots delivered as certified by the clerk		3 _____	
4. Ballot count adjustments from Incident Log (+/-)		4 _____	
5. Number of unofficial ballots made (due to ballot shortage)		5 _____	
A Total number of ballots delivered to precinct (3 +/- 4 + 5 = A)		A	
Ballots not in the ballot box:			
6. Number of spoiled ballots		*6 _____	
7. Number of ballots used to test the Accessible Device		7 _____	
8. Number of originals for which duplicates were made		*8 _____	
9. Number of unused ballots		9 _____	
a. Number of unopened ballot packages = _____ x 50 = _____			
b. Number of opened or "loose" ballots = _____			
(a + b = 9)			
B Total number of ballots <u>not</u> in the ballot box (6 + 7 + 8 + 9 = B)		B	
<i>* entered into ERS by Dakota County</i>			
Ballots cast in the ballot box (Number of Persons Voting):			
10. Number of signatures on roster <i>DO NOT COUNT "A.B."</i>		*10 _____	
(preregistered plus new registrants)			
C Total number of ballots in the ballot box (10 and C <u>must</u> match)		*C	
<i>* entered into ERS by Dakota County</i>			
Ballots returned to Clerk or Auditor:			
D Ballots returned from the precinct (B + C = D)		D	
E Ballot quantity difference (A - D = E)		E	
Number of excess ballots, if any (To be filled out by Clerk)			
Signatures of Election Judges		Signatures of Election Judges	
_____ _____ _____		_____ _____ _____	
Signatures of Election Judges		Signatures of Election Judges	
_____ _____ _____		_____ _____ _____	
Signatures of Election Judges		Signatures of Election Judges	
_____ _____ _____		_____ _____ _____	
Copy #1 – Dakota County Envelope		Copy #2 – Municipal Envelope	
Copy #3 – School District Envelope			

Rev. 05.12.2014

Appendix K: Write-in Tally Sheet

PRESS HARD

Municipality/School District: _____
Ward/Precinct: _____
Election Type: _____
Date: _____

PRECINCT WRITE-IN TALLY FORM

NOTE: Please remember that write-in candidates for federal, state, and county offices must request in writing to have their write-in votes counted. Your municipal clerk has been provided with a list of candidates for federal, state, and county offices that have requested that their write-in votes be counted. M.S. 204B.09, subd. 3

Office	Name	Number of Votes

Election Judge Signature

Election Judge Signature

Election Judge Signature

Election Judge Signature

Election Judge Signature

Election Judge Signature

Election Judge Signature

Election Judge Signature

Election Judge Signature

Revised: 05.24.2010

Appendix L: HAVA Elections Complaint Form



OFFICE OF THE MINNESOTA SECRETARY OF STATE

HAVA ELECTIONS COMPLAINT FORM

Instructions

This form may be used when any person believes a violation of the Help America Vote Act (HAVA) Title III (such as voting machine standards, posting of voting information, voter registration) has occurred, is occurring or is about to occur. (*Minnesota Statutes 200.04*)

It is not for the following complaints:

- Minnesota Fair Campaign Practice & Finance Acts complaints (*Minnesota Statutes 211A and 211B*) are under the purview of the State of Minnesota's [Office of Administrative Hearings](#) and are not applicable to this complaint form.
- Other Minnesota election law complaints are under the purview of the county attorney and are not applicable to this complaint form. Use the [Minnesota State Election Law Complaint Form](#) instead.

After completing this form and getting it notarized (or signed by an election judge at the polling place), return it to:

Office of the Minnesota Secretary of State
Elections Division
180 State Office Building
100 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155-1299

Your Contact Information

Name

Address

City State Zip Code

Telephone Email

Complaint Information

My complaint pertains to the election held on (Month/Day/Year)

My complaint is regarding (select all that apply):

- ☐ Voting Machine Standards (Section 301)
- ☐ Required Posting of Voting Information at Polling Place (Section 302 (b))
- ☐ Voter Registration (Section 303)
- Name of registered voter was not on list
 - Registered voter information was not accurate
 - Voter registration application was not processed properly

☐ Other Title III provision:

Revised 7/2017

Statement of Facts

State the facts of the alleged violation, including the date, time, place and relevant actions of individuals involved. Attach supporting documentation, if any.

Affirmation

By my signature I swear or affirm that, to the best of my knowledge, the information provided on this form is true.

Signature of complainant _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Signature of notary public or other officer empowered to take and certify
acknowledgements. Under Minnesota law, an election judge acting in his or
her official capacity may notarize this form.

(Notary stamp)

Appendix M: State Election Law Complaint Form

MINNESOTA STATE ELECTION LAW COMPLAINT FORM

Instructions

This form may be used when any person believes a violation of Minnesota election law has occurred, is occurring or is about to occur. This includes complaints related to *Minnesota Statutes* Chapters 200, 201, 203B, 204C and 206.

Minnesota Fair Campaign Practice & Finance Acts (*Minnesota Statutes* 211A and 211B) complaints are under the purview of the State of Minnesota's [Office of Administrative Hearings](#) and are not applicable to this complaint form.

After completing this form and getting it notarized, return it to your County Attorney for investigation. The Office of Secretary of State will forward any complaints it receives to your County Attorney as provided by state law.

Your Contact Information

Name			
Address		County	
City	State	Zip Code	
Telephone	Email		

Complaint Information

Person or organization against whom the complaint is brought. Limit of one person or organization per complaint.

Name			
Address		County	
City	State	Zip Code	
Telephone	Email		

Title of office or position held or sought by this person (if any):

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Violation

If you believe any violations of election law have been committed, state the alleged specific violations committed by the person or organization named in this complaint:

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Revised 7/2017

Statement of Facts

State in your own words the detailed facts that form the basis of your complaint. Identify any relevant person(s), include any relevant dates and times, and include the names and addresses of other persons who have knowledge of the facts. Give any reasons that you feel the alleged violation was committed by the person or organization against whom this complaint is brought. Attach supporting documentation, if any.

Affirmation

By my signature I swear or affirm that, to the best of my knowledge, the information provided on this form is true.

Signature of complainant _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature of notary public or other officer empowered to take and certify
acknowledgements. Under Minnesota law, an election judge acting in his or
her official capacity may notarize this form.

(Notary stamp)

Revised 7/2017

[illegible]

Appendices

[illegible]

Dakota
COUNTY