POLL WORKER TRAINING GUIDE

WILLIAMSON COUNTY
ELECTIONS DEPARTMENT

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WELCOME

You are part of a select group of people who are gracious enough to service the elections process in Williamson County. Without you our election process would grind to a halt. We thank you for your help during Early Voting and/or on Election Day.

Working toward a successful election can be an exhilarating and exhausting experience with long hours and strict deadlines; it takes a serious commitment on your part. To ensure the integrity of each election, all election workers must be thorough, accurate, and attentive to the details involved in processing voters. Everyone makes mistakes, but please keep in mind that simple errors can undermine the election process. We are depending on you to be responsible and reliable.

The integrity of the election is a joint endeavor between you, as an election official, and our office. We are here to train you to the best of our ability and to serve as a resource during Early Voting and on Election Day. Your goal is to apply the knowledge that you learn from us and to protect the integrity of the election process. The integrity of the process relies on your ability to qualify voters, provide the correct ballot to each voter, assist voters as needed, maintain accurate records throughout the day, and complete all forms at the end of the day. Voting should be a pleasant experience, free from distractions and intimidation; it is a community act, a privilege that we share. Voters are welcome in the polling location and should be made to feel welcome by you.

This information that some may consider small or insignificant steps in our processing, is paramount to making sure that all elections are accurate and complete for all voters. In complying with the instructions, you will also be helping Elections Department personnel to rapidly and efficiently complete vote tabulations.

PLEASE READ THE TRAINING GUIDE CAREFULLY PRIOR TO THE ELECTION.

Always call the Judges' Hotline at 512-943-3555 if you are unsure of a procedure or if you have any questions.

Introduction – General Information and Procedures i-1

IMPORTANT PHONE NUMBERS – WILLIAMSON COUNTY

Judges´ Hotline	512-943-3555
Voter Lookup Line	512-943-3332
Elections Department	512-943-1630
Emergencies	911
Police Departments	311
Williamson County Sheriff	512-943-1300

IMPORTANT ADDRESSES – WILLIAMSON COUNTY ELECTIONS

Physical Address
301 SE Inner Loop, Suite 104
Georgetown, TX 78626

Mailing Address
P.O. Box 209
Georgetown, TX 78627

IMPORTANT INFORMATION – SURROUNDING COUNTIES

Travis County Elections Department   (512) 238-8683 / (512) 854-4996
5501 Airport Blvd
Austin, TX 78751
http://traviscountyclerk.org/eclerk/Content.do?code=Elections

Bell County Elections Department   (254) 933-5774
550 E 2nd Avenue
Belton, TX 76513
http://www.bellcountytx.com/departments/elections/index.php

Burnet County Elections Department   (512) 715-5288
220 South Pierce
Burnet, TX 78611
http://www.burnetcountytexas.org/page/elect.home

Milam County Elections Department   (254) 697-2664
107 West Main
Cameron, TX 76520
http://www.milamcounty.net/elections.html

DRESS CODE FOR WILLIAMSON COUNTY ELECTION WORKERS

As a Poll Worker, you are a representative of the Williamson County Elections Department. Please keep in mind you will be working long hours. We trust your judgment to know what is appropriate, but offer the following suggestions:

- You will want to dress comfortably yet be mindful of your position. As an election official, please put yourself in the place of a voter and ask whether your clothing represents a responsible election official.

- Business-casual attire, such as khaki pants and a polo shirt or blouse and skirt/slacks.

ELECTRONIC DEVICES IN THE POLLING LOCATION

Williamson County has provided postings for the polling location that state:

- "The Use of No Cell Phones in Polling Place"

- "Notice – Prohibition of Certain Devices Within 100 Feet of Voting Stations".

The postings were created for the following reasons:

- Any voter's use of a personal wireless communication and recording devices is prohibited within 100 feet of voting location including but not limited to cell phones, digital phones, cameras, phone cameras, and sound recorders, as prescribed by the Texas Election Code.

- Voters must put cell phones in silent mode.

- Cell phones are only allowed if used by election officials and/or by persons employed in the building where the polling location is located.

- Taking pictures inside a polling location is prohibited.

Please help us enforce this rule. If a voter has a concern about these rules, please call the Judges' Hotline so that he or she may talk with an Elections Official.

PEOPLE ALLOWED IN THE POLLING LOCATION

Election Inspectors – The Secretary of State (SOS) may appoint Election Inspectors to observe the conduct of an election. Inspectors must be permitted to observe all election poll workers' activities. Inspectors are not required to take the Oath of Election Judges and Clerks. Inspectors will have identification cards issued by the SOS. Supervisor/Judge must require inspectors to show their badges. The SOS inspector will be wearing a name tag that will also serve as their identification card. Anyone purporting to be an inspector who cannot produce identification as an inspector should not be permitted in the polling location.

Children – Texas election law allows children under 18 to accompany their parents into a polling location.

Field Techs – Field Techs are deputies of the Elections Administrator who are allowed in the polling location to assist election workers with equipment, to check polling locations, and to help workers bring the location into full compliance with the law. Field Techs are an extension of the Elections Department. Poll workers should comply with their requests/directives, respect their time, and treat them as you would any other Elections Official in your polling location. Field Techs are required to wear an identification badge.

Election Officials – Election Officials are allowed in the polling location to assist election workers with equipment, to check polling locations, and to help workers bring the location into full compliance with the law. Election Officials are required to wear an identification badge.

MEDIA IN THE POLLING LOCATION

Media coverage is not allowed in the polling location. They must stay outside the 100-foot distance marker.

PROTESTERS

Protesters may appear at your polling location. Protesters must stay outside the 100-foot distance marker.

If they refuse to abide by the electioneering laws of the Secretary of State, you may call the local police department if you are in the city limits or the Williamson County Sheriff's Department if you are outside city limits.

ELECTIONEERING

Electioneering Prohibited – During the time a polling location is open for the conduct of voting, a person may not electioneer for or against any candidate, measure, or political party in or within 100 feet of an outside door through which a voter may enter the building or structure in which the polling location is located.

Examples of Electioneering – Candidates and proponents of various viewpoints use campaigns to spread their messages to voters and urge people to vote for them or their issues. Some candidates hand out cards or pamphlets. Others park vehicles in parking lots with signs posted on them. Some people lobby for or against an issue.

Carrying signs and/or wearing political logo T-shirts, buttons or other campaign-related items within the 100-foot legal boundary is considered electioneering.

1. **Allowed within 100-feet (not considered electioneering):**

   Voters are permitted to bring written materials into the voting location to reference, but the voter must remove them from the voting station. Election workers should periodically check around each ExpressVote BMD and the voting location for any campaign materials left behind and dispose of them immediately.

   Exit surveyor, may be within the 100' marker if they only speak with willing voters exiting the location.

2. **Not allowed within 100 feet:**

   Electioneering is prohibited within 100 feet of the entrance to the building where either Early Voting or Election Day voting is being conducted.

   Supervisors/Judges, Clerks, State or Federal Inspectors, Peace Officers and Poll Watchers must wear name tags or official badges while on duty in the polling location to indicate the person's name and title.

   Except for the individuals listed above, a person may not wear a badge, insignia, emblem, or other similar communicative device relating to a candidate, measure, or political party.

3. **Not allowed within 1,000 feet of the building in which a polling location is located.**

   Any person using a prohibited sound amplification device, such as a megaphone or speaker system, for making a political speech, electioneering for or against any candidate, measure or political party.

ELECTIONEERING CONTINUED

4. **When someone is in violation of the electioneering law:**

   The Supervisor/Judge has the responsibility to ensure safe, confidential voting in the polling location and may ask a disruptive person to leave.

   Politely remind them of the Electioneering Law and ask them to conduct their electioneering beyond the 100-foot marker.

   If the person is a voter, he/she must be given the opportunity to vote before removal from the polling location.

   Call the Judges' Hotline at 512-943-3555 immediately with any concerns.

   If they refuse to abide by the electioneering laws of the Secretary of State, you may call the local police department if you are in the city limits or the Williamson County Sheriff's Department if you are outside city limits.

Electioneering is an offense if conducted within 100 feet of an outside door. A person commits a Class C misdemeanor if this prohibition against electioneering is violated.

POLLING LOCATION ACCESSIBILITY

Parking and Drop-Off Areas
- If parking is provided, at least one accessible parking spot that is nearest to the accessible entrance must be provided for every 25 regular parking spaces.
- The first accessible spot should be van accessible with an access aisle at least 8ft wide.
- Accessible parking spots should be relatively level and not have loose gravel or dirt.
- If drop-off area is provided, it should be level and have an access aisle that is at least 5ft deep and 20ft long where people can access entrance (near ramp if necessary).
- *Solutions*: Traffic cones can be used to mark accessible parking spaces and access aisles. Heavy duty mats can be used to level out uneven surfaces.

Paths of Travel
- There must be an accessible path from parking spot to entrance and voting area.
- Path must be at least 36 inches wide and free of steps or level changes more than ½ inch.
- If accessible path crosses traffic, a marked crosswalk should be used.
- Where path crosses curb, a curb cut or temporary ramp should be used.
- Ramps can't be steep. For every 1 inch high, a ramp must be at least 12 inches long.

Preventing Obstructions for Voters Who are Blind or Have Low Vision
- People who are blind can easily run into objects that hang from above (like tree limbs), are open beneath
- (like staircases), or protrude from the side (like trophy cases).
- *Solution:* Place a barrier within 27 inches of the floor so cane can detect the obstruction.

Entrance to Polling Location and Voting Area
- Doorways must be at least 32 inches wide.
- Threshold must not be more than ¾ inches high at door and must be beveled on each side.
- No heavy doors.
- No slick, round door handles.
- *Solutions*: If door is too heavy to open easily, adjust door closer, disconnect operating arm, or prop door open on Election Day. If smooth round handles are on door, use temporary hardware or prop door open. If threshold is two high, use temporary threshold ramp on each side that is too high.

Voting Area
- An accessible voting machine for those in a wheelchair

SERVING VOTERS WITH DISABILITIES

General tips
- Assume competence and treat every voter with respect.
- Be patient to those who need extra time to communicate or cast their ballot.
- Offer assistance, but don't begin to assist someone before asking if they want help.
- If you don't know what type of assistance someone needs, just ask.
- Inform people of right to use an accessible machine.
- Allow voters with disabilities to receive assistance from any person of their choice (besides their employer or union representative).
- Remember that some disabilities are invisible.
- Don't question a person about their disability.
- Offer curbside voting to someone having trouble getting into polling location.

Serving voters who use wheelchairs or have mobility limitations
- Don't start pushing a wheelchair without first asking if assistance is needed.
- Sit while talking to someone in a wheelchair, so they don't have to look up.
- Don't lean or hang on someone's wheelchair.
- Don't offer to carry someone upstairs or into an inaccessible space.
- Provide a place to sit or line preference for individuals who cannot stand for a long time.

Serving voters who are blind or have low vision
- Don't touch, pet or distract an assistive animal.
- Greet the person by telling them who and where you are.
- Provide a guiding device such as a ruler or card for signing forms.
- Offer to explain how the accessible machines work.
- If the voter needs assistance getting to the voting booth, guide them by voice or by offering your arm. Do not touch the individual without asking.
- Offer assistance but allow individuals to cast votes independently if they prefer.

Serving voters who are deaf or have hearing impairments
- Don't shout at a person who is deaf.
- Some voters read lips. Keep good eye contact and don't chew gum.
- Keep pen and paper for voters who may be able to communicate by passing notes.
- Understand that some voters will require a sign language interpreter.
- If voter is using a sign language interpreter, maintain eye contact with the voter directly, not their interpreter.

Serving voters with speech impairments
- Ask someone you don't understand to repeat what they said.
- Don't pretend to understand what someone says or complete someone's sentences.

EMERGENCIES IN THE POLLING LOCATION

The Williamson County Elections Department has established plans for potential disasters that could take place during the election.

If your polling location is inaccessible or has lost power, you must establish a polling location outside but on the establishment's property.

The minimal requirements for outside voting are:

- One ExpressVote BMD

- Touchpad

- DS200

- Cell Phone

The ExpressVote BMD, DS200 and Touchpads have battery resources in case of an emergency. If you have the time and resources, please use this equipment outside. An Elections Official will arrive as soon as possible to assist you and provide you with any additional support and supplies you need.

If you have a physical emergency (such as a fire alarm) in your polling location, your priority is to ensure the safety of the elections staff and voters present in the building.

If you have time to secure election-related materials, please take:

- Touchpad

- DS200

- Orange Provisional Ballot Bag

- Cell Phone

DO NOT RISK YOUR LIFE OR THE LIVES OF YOUR CREW FOR THE ITEMS ABOVE UNDER ANY CIRCUMSTANCE.

VOTING SECURITY CONCERNS

You may encounter voters who ask questions or express distrust about voting. Please remember the following things when addressing a voter with security concerns:

1. Stay positive and professional. Behaving defensively or in a confrontational manner will only focus more negative attention on the equipment. A voter with concerns is not criticizing you but rather questioning the equipment that Williamson County is utilizing for voting.

2. Listen to the voter's concerns, but do not let the voter delay others from voting. A concerned voter just wants to express an opinion, and you are the most logical outlet. If you have voters waiting to vote, ask the voter to step aside for your conversation so that others may continue.

3. Explain to the voter that:

   - Neither the ExpressVote BMDs or DS200s are networked.

   - They have only an AC power cord that connects them.

   - In addition, our election programming and tabulation computer system at the county is not networked. We have two stand-alone computers that are in a locked room. As the system is not on a network, no one can hack into the system from the outside.

   - The equipment is certified by the federal government, as well as the State of Texas. It is also run through a battery of tests at independent labs that are certified by the government.

4. If nothing satisfies the voter, you can offer the voter a chance to talk with the Elections Administrator by calling the Elections Department (512-943-1630).

5. If the voter becomes disruptive, the Supervisor/Judge has the authority to have that person removed from premises for causing disruption in the polling location.

SIMPLE SPANISH PHRASES

Welcome.   Bienvenido.

Do you speak English?   ¿Habla usted Inglés?

Do you need an interpreter?   ¿Necesita intérprete?

Please wait just a moment while I call the   Por favor espere un momento mientras llamo al
Elections Department for help.   Departamento de Elecciones para pedir ayuda.

What is your current address?   ¿Cuál es su dirección actual?

Please fill out this form.   Por favor llene este formulario.

Please sign here.   Por favor firme aquí.

This is your precinct and ballot style.   Este es su recinto y estilo de votación.

Please let me know if you have any questions.   Por favor dígame si tiene alguna pregunta.
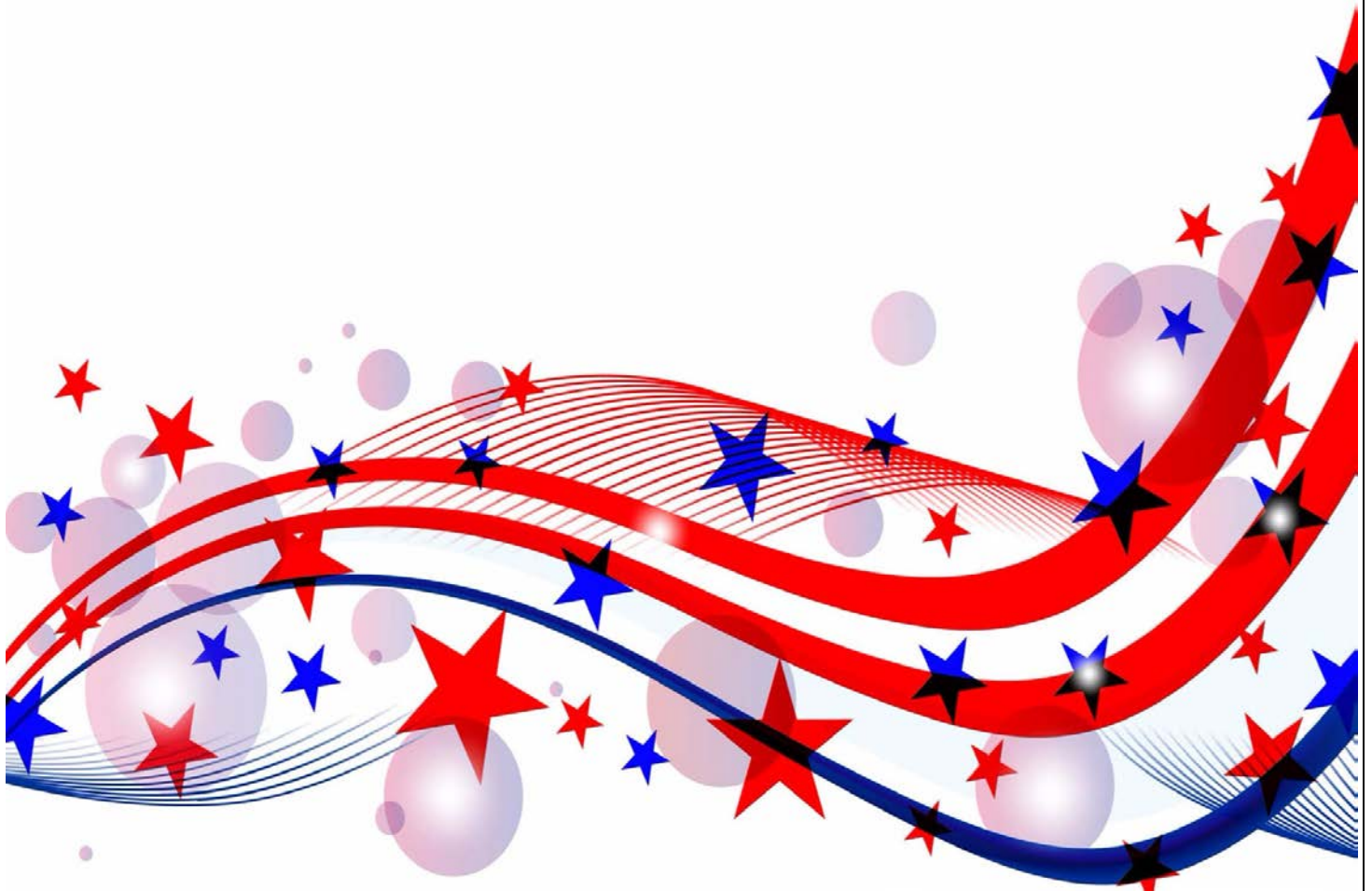
Do you need assistance?   ¿Necesita ayuda?

Would you like an "I VOTED" sticker?   ¿Quiere su etiqueta que dice "YO VOTÉ?"

OPENING THE POLLS

PRIOR TO THE FIRST DAY – SUPERVISOR/JUDGE DUTIES

1. Visit the polling location to accomplish the following:

   - Confirm that a representative of the polling location will open and close the facility each day or arrange to be provided with a key.

   - Locate the room to be used for the election, restrooms, tables, and chairs.

   - Locate the electrical outlets to be used for the voting equipment. You will need outlets for the DS200, ExpressVote BMD's, Touchpad charger, and ExpressVote printer. Check to be sure electrical outlets are functional.

   - Confirm that the location is accessible to voters with disabilities.

   - Confirm that your cell phone is receiving a signal inside the building.

2. Call and confirm with all your poll workers where you will be meeting.

3. Provide poll workers with the address of the polling location and the room where the election will be held.

4. Report any concerns to the Elections Department as soon as possible.

THE DAY BEFORE

1. Inventory all supplies:

   - Check ALL the items found in your assigned supply kit against the supply inventory to make sure all items are included.

   - If any items are missing, contact the Warehouse Supervisor or the Elections Department immediately so arrangements can be made to have the Field Tech get them to you.

2. Verify and record seal/serial numbers: The list of seal/serial numbers is on the seal log. It is a white, legal sized sheet located in the supply kit. The following equipment seals and serial numbers which must be verified/recorded are:

   - Blue USB bag

   - DS200

   - ExpressVote BMD

   - Orange provisional ballot bag

   - Touchpads

3. Prepare your paperwork and name badges. Name badges should state the poll worker's name and position, (i.e., Supervisor/Judge or Clerk).

4. If possible, set up tables and chairs. Arrange tables to facilitate an orderly and easy traffic flow for processing voters from check-in to the ExpressVote BMDs, and DS200.

5. If possible, set up totem sign display.

6. Post all required signs that are not in the totem sign display. All signs must be posted in both English and Spanish.

OPENING THE POLLS

1. Arrive at the polling location no later than one hour before the polls open.

2. Refer to the Opening Checklist. Designate a poll worker to begin opening the polls following the steps listed in the checklist.

3. The Supervisor/Judge will verbally administer the combined Oath of Election Judges & Clerks and Oath of Assistance and Interpreters to all poll workers, who will then each affirm and sign the oath. The oath is in the brown file pocket in the supply kit.

4. Set up the voter check-in table:

   - Touchpad, ExpressVote printer, and blank ballot cards.

5. Set up the auxiliary table:

   - Valid forms of ID list

   - Williamson County Poll Worker Training Guide

   - Secretary of State Handbook for Judges and Clerks

   - Statement of Residence Cards

   - Registration Omissions List

   - Sample ballot set and Composite ballots

   - Pens

6. Set up the ExpressVote BMDs:

   - Remove the seal from each ExpressVote BMD bag/booth.

   - Unlock and power on all ExpressVote BMD's even if you think you might not need to use them all.

7. If there is a Certified List of Write-ins, post this list by each ExpressVote BMD, and on a wall visible to voters.

8. Set up totem sign display. Post all required signs that are not in the totem sign display. All signs must be posted in both English and Spanish.

9. Organize all paperwork and complete all headers.

10. Designate a clock as the official time. A clock on the wall (if available) is ideal.

11. Poll workers are required to wear their official badges when the polls are open.

12. Open the polls at the designated times. No exceptions.
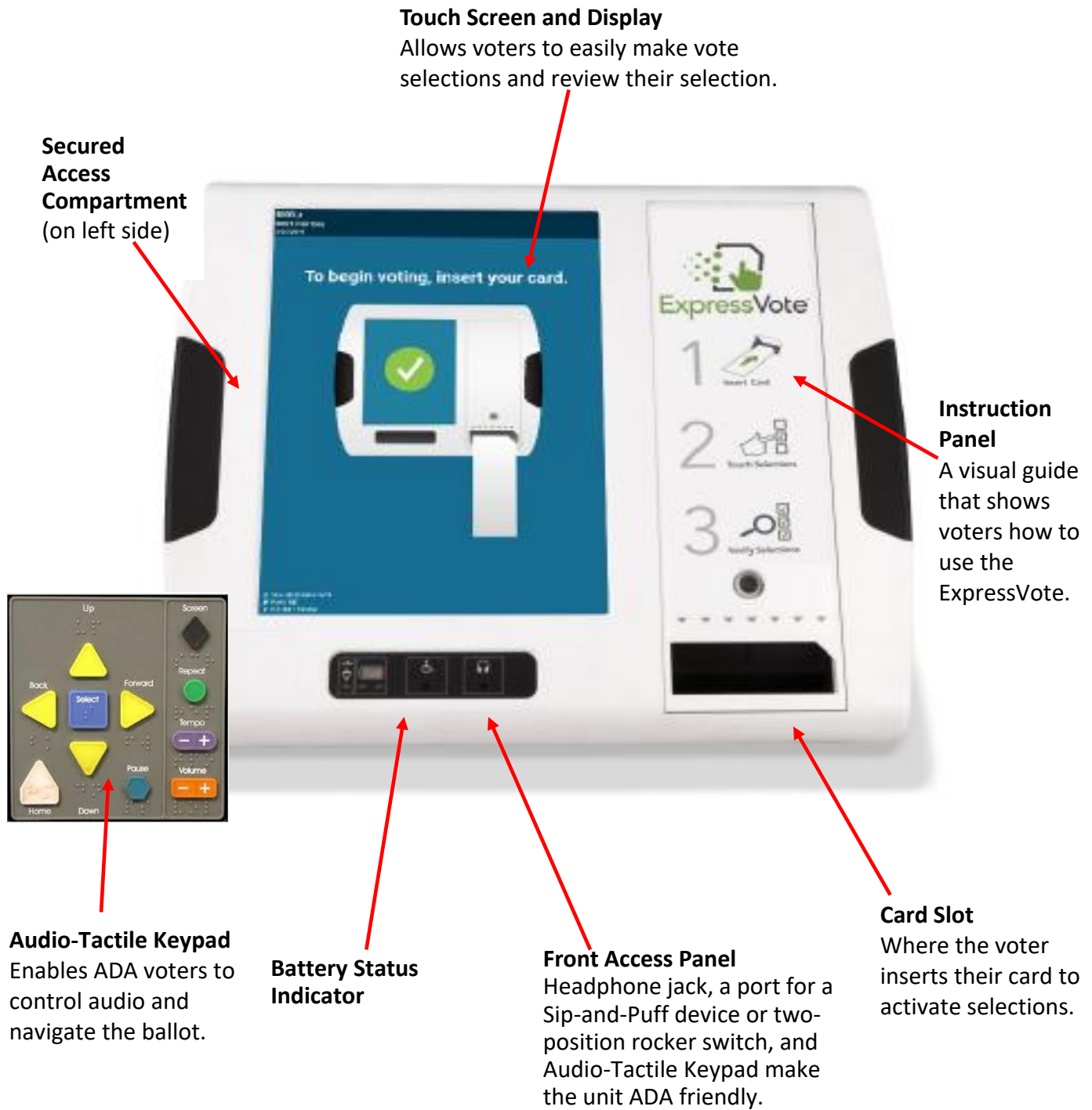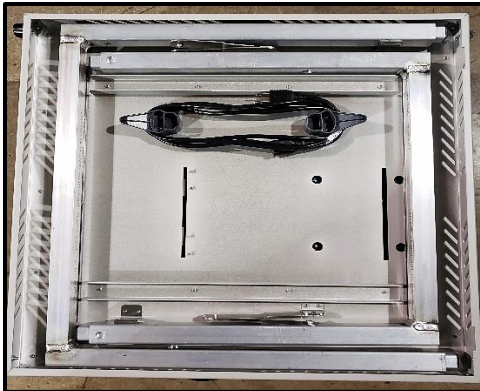
TOUCHPAD SET UP

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1. The Touchpad carrying case should be set on the check-in table.
2. Open the case by unlatching the two locks at the top of the case.
3. Once opened, you will see one Touchpad, an ExpressLink printer with an attached print server, and charging cords.
4. Remove the Touchpad, ExpressLink printer, and print server with cords from the case and place them on the table along with the additional item's underneath.
5. Plug in and power on the T-Mobile hotspot (press the silver button until the lights flash green, then release).
6. Open the Touchpad by inserting your finger under the tab opposite the hinge. Open the case as if opening a book, breaking the magnetic seal, and flipping it open.
7. Set the Touchpad on the table and connect the charging cable. Connect the cable to the power brick/adapter and plug into a power outlet. The Touchpad will turn on automatically
8. Plug in the ExpressLink printer and Print Server. Verify that both are powered on – you should see a steady red light when the print server is powered on. In addition, you will see a green light – wait until this light is steady – this means the printer is connected to the Hotspot.
9. Your hardware is now set up and you are ready to log in to the Touchpad.

EXPRESSVOTE BMD OPERATING GUIDE

Touch Screen and Display
Allows voters to easily make vote selections and review their selection.

Secured Access Compartment
(on left side)

To begin voting, insert your card.

ExpressVote

1 Insert Card

2 Touch Selections

3 Verify Selections

Instruction Panel
A visual guide that shows voters how to use the ExpressVote.

Audio-Tactile Keypad
Enables ADA voters to control audio and navigate the ballot.

Battery Status Indicator

Front Access Panel
Headphone jack, a port for a Sip-and-Puff device or two-position rocker switch, and Audio-Tactile Keypad make the unit ADA friendly.

Card Slot
Where the voter inserts their card to activate selections.

EXPRESSVOTE BOOTH SETUP PROCEDURES

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Note: 2 poll workers are needed for booth setup

1. Lay the booth with the door side down and remove the power cord from the hooks.
2. Pull both sets of legs from their security bracket.
3. Extend all four legs, ensuring each pin locks the leg into place.
4. Press the center of each hinge until straight and locked into place.
5. With one poll worker on either side, flip the booth on to its side.
6. Both poll workers lift the booth to its legs.
7. Unlatch both latches.
8. Poll worker one lifts the screen while poll worker two places the back kickstand into desired height slot.
9. Follow Expressvote Opening Procedures

EXPRESSVOTE OPENING PROCEDURES

#2

#4

#8

1. Retrieve the keys from the rolling supply bag.
2. Remove the seal from each ExpressVote booth. Verify the seal number against the number on the seal log. Place broken seal in the used seal bag.
3. Plug the ExpressVote booth into a power source. *Note: The booths may be daisy chained together.*
4. Using the barrel key, open the secured access compartment door and verify (do not remove) the seal inside, against the seal log.
5. Flip the Power switch to the "On" position. *The system startup can take several minutes.*
6. Close and lock the secured access compartment.
7. Using the booth flat key, unlock the doors to the booth and prop them open.
8. Enter the Election Code on the bootup screen.
9. On the "To begin for voting" screen: Confirm the unit is plugged into AC power and the date/time are accurate. Call the Elections Department if the date and time are not accurate.
10. Handicap accessible voting is set up on all ExpressVote BMD's. Confirm the keypad is plugged in and affixed to the left side Velcro.

CURBSIDE OPENING PROCEDURES

#4

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#6

1. Retrieve the keys from the rolling supply bag.
2. Remove the seal from the ExpressVote bag. Verify the seal number against the number on the seal log. Place broken seal in the used seal bag.
3. Lock all four wheels on the curbside rolling cart.
4. Confirm the adjustable column is in its lowest position.
5. Ensure the four white plastic screws are loosened to allow the ExpressVote BMD metal plate to slide into the bracket freely.
   Note: The following steps require two people:
6. Poll Worker One will pull out the metal locking mechanism.
7. Poll Worker Two holds the ExpressVote BMD and lines up the metal plate with the locking bracket.
8. Slide the ExpressVote BMD metal plate into the bracket.
9. Release the metal locking mechanism. *Note: Slight left or right adjustments may need to be made to ensure the ExpressVote BMD is locked into place. The locking mechanism should be completely down against the bracket.*
10. Turn the four white plastic screws till they are securely tightened against the bracket.
11. Unlock the wheels and roll the curbside ExpressVote BMD into place at the polling location.
12. Plug the power brick into the back of the curbside ExpressVote BMD. Plug the power cord into a power strip.
13. Open the ExpressVote BMD following the opening procedures outlined in the ExpressVote Opening Procedures.

DS200 SCANNER AND TABULATOR OPERATING GUIDE

DS200 Protective Cover
Cover has heavy-duty rubber seal to shelter DS200 from elements during transport.

Easy to Set Up
Lid-up, power-on approach allows poll workers to easily open polls.

Touch Screen and Display
Provides voters with instructions and immediate feedback.

Ballot/Card Slot
Voters cast ballots and can accommodate up to 19-inch ballots.

Rear Access Compartment
Contains back up USB drive and used to access jammed ballot cards.

Front Access Compartment
Contains power button, close polls button and USB drive.

Emergency Ballot Compartment.
If needed.

Main Ballot Compartment
Easy, hassle-free storage of up to 1,500 ballots.

DS200 - FIRST DAY OF EARLY VOTING AND ELECTION DAY


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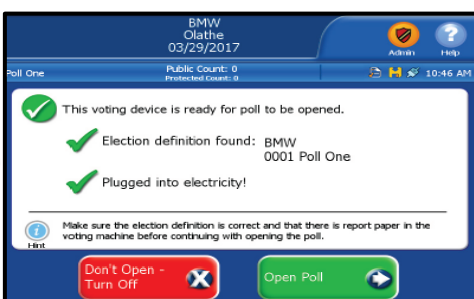
1. Retrieve the keys from rolling supply bag.
2. Verify all seals from the DS200 and check them against the seal log.
3. Unlock power plug door in rear with flat key & remove power cord. Plug into AC outlet and leave door open.
4. Unlock red Brinks padlock from the main ballot compartment door using small Brinks key. Unlock the main ballot compartment door with the flat key.
5. Open main ballot compartment door. Using the strap handle, pull out the blue ballot bin. Verify the ballot bin is empty. Place the ballot bin back in the DS200. Flip up both lids while the bin is inside the DS200. Leave the lids open. *Note: Both lids must be opened fully for the ballots to properly fall and stack inside the bin.*
6. Lock the main ballot compartment door.
7. Remove the seal from the protective lid and place in the used seal bag. Unlock the lid using the flat key. Open both latches and the lid will open.
8. Using the barrel key unlock the display screen. Flip up the display screen. The DS200 will power up automatically.
9. Enter the Election Code, then touch "Accept". The Configuration Report will automatically print. Place report in the blue USB bag. *Note: Use the shift button for capital letters.* **EV only-** the Field Tech will pick up the configuration report with previous day's combo forms.
10. Make sure the display screen shows a green check next to "Election definition found" and "Plugged into electricity".

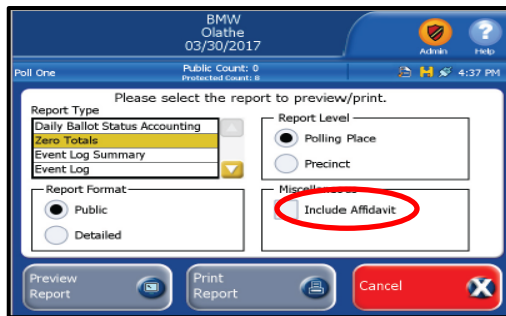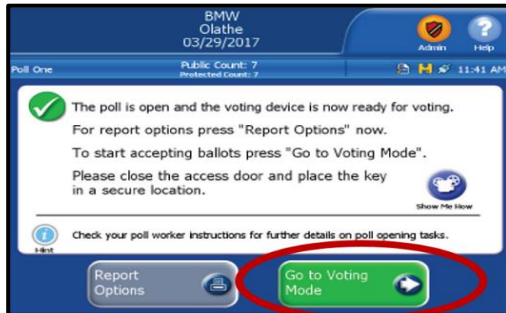Section 1 - Opening the Polls 1-10

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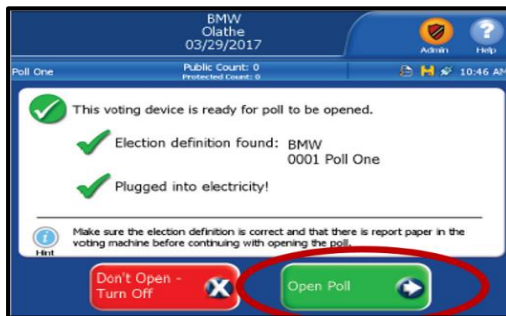
#12
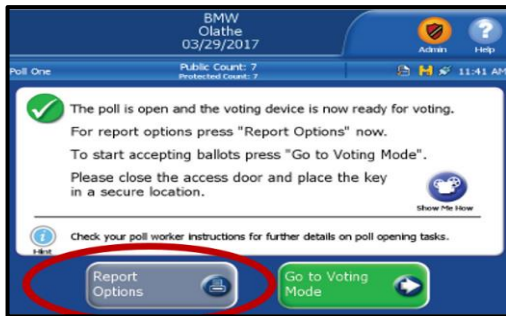
#12

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11. Touch "Open Poll". The Zero Totals report will automatically print. Verify it is zero, tear off, have Supervisor/Judge and Clerk sign, fold it accordion style and place in blue USB bag.

12. If you have any issues with the report not printing, press "Report Options" to print the report or call the Judges Hotline. *Note: when printing the report be sure to touch "Include Affidavit" before touching print report.*

13. Ensure that the Public Count is zero, the time, date and election name are correct. If it is not, call the Judges' Hotline.

14. Touch "Go to Voting Mode". The screen will now state "Insert Here".

15. Lock the front 2 wheels to keep the machine steady.

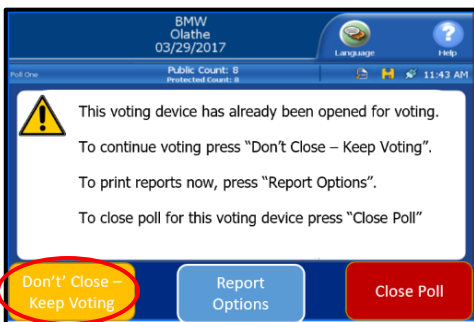## DS200 – DAILY OPENING PROCEDURES – EARLY VOTING ONLY
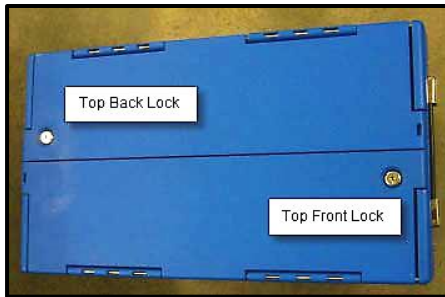

#6

#8

#9

#10

1. Retrieve keys from the rolling supply bag.
2. Verify all seals from the DS200 and check them against the seal log.
3. Unlock red Brinks padlock from the main ballot compartment door using small Brinks key. Unlock the main ballot compartment door with the flat key.
4. *Open main ballot compartment door. Using the strap handle pull out the blue ballot bin. Unlock with the flat key, break and verify the seals on the blue ballot bin against the seal log. Place broken seals in used seal bag. Place the blue ballot bin back in the DS200. Flip up both lids while the bin is inside the DS200. Leave the lids open.* *Note: Both Lids must be opened fully in order for ballots to properly fall and stack inside the bin.*
5. Lock the main ballot compartment door with red Brinks padlock.
6. Remove the seal from the protective lid and place in the used seal bag. Unlock the lid using the flat key. Open both latches and the lid will open.
7. Using the barrel key, unlock the display screen. Flip up the display screen. The DS200 will power up automatically.
8. Enter the Election Code, then touch "Accept". The Configuration Report will automatically print. Place it in blue USB bag. *Note: Use the shift button for capital letters.* The Field Tech will pick up the configuration report with previous day's combo forms.
9. Touch "Don't Close Keep Voting". The screen will now state "Insert Here".
10. Compare and confirm public count on previous days public count log to that of the DS200 to ensure the numbers are the same. If discrepancy, call the Judges' Hotline immediately.

FULL BLUE BALLOT BIN PROCEDURES

|		
#3	Top Back Lock / Top Front Lock	**When the Field Tech arrives at your location:** 1. Retrieve keys from the rolling supply bag. 2. Unlock red Brinks padlock from the main ballot compartment door using small Brinks key. Unlock the main ballot compartment door with the flat key. Pull out the full blue ballot bin. 3. Lock both sides of the ballot bin using the flat key. 4. Seal both ends of the bin with barcoded blue pull-tite seals. 5. Place a NEW empty blue ballot bin back in the main compartment on the DS200. Flip up both lids while the bin is inside the DS200. 6. On the full blue ballot bin, extent the handle out for rolling. Field Tech will take the full ballot bin, have you sign a Chain of Custody form, and return the full blue ballot bin back to the Elections Department.
#4		
#5		
#6		

VOTER PROCESSING
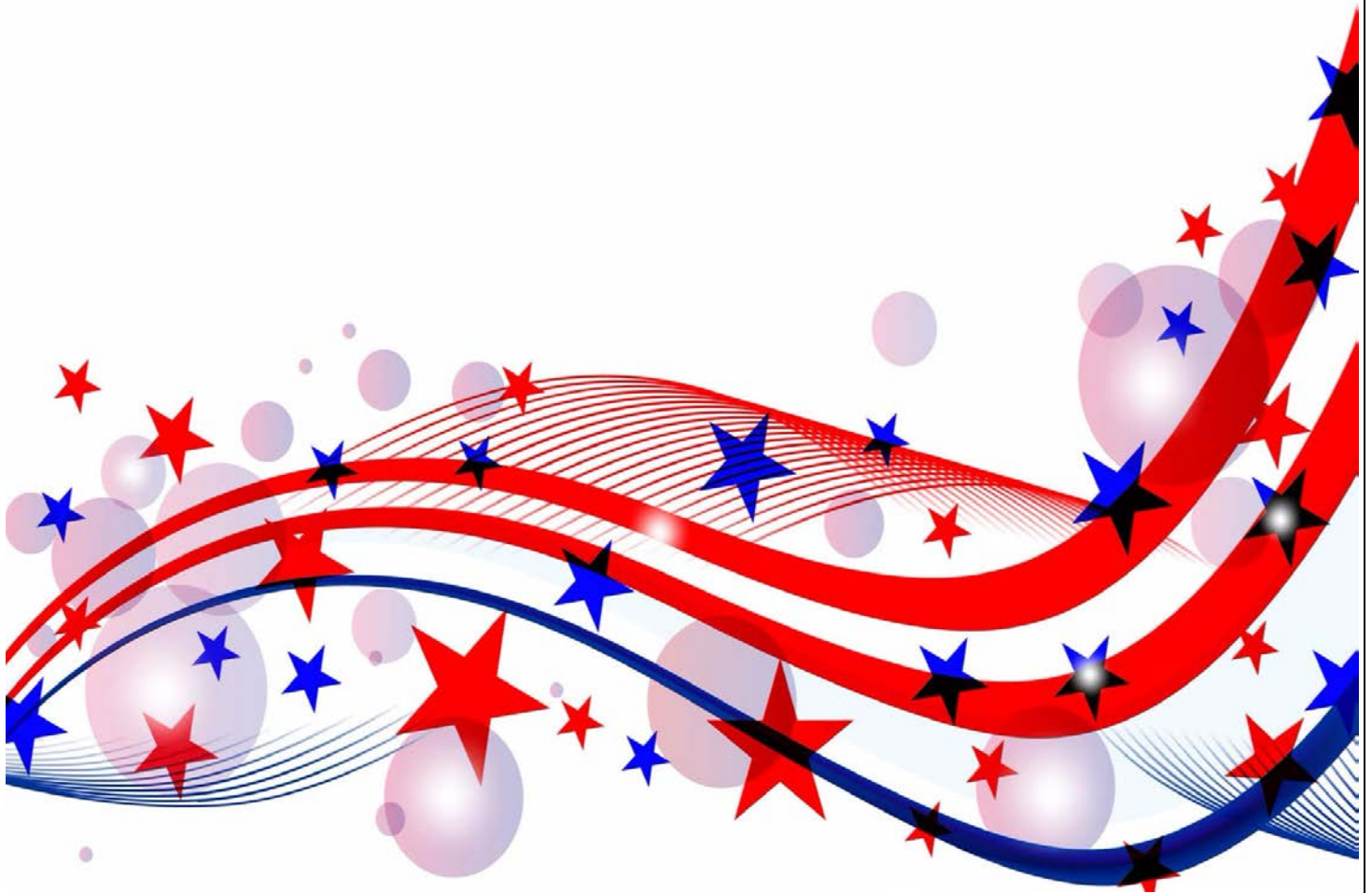
REQUIRED IDENTIFICATION FOR VOTING IN PERSON

Texas Law (SB 5) requires voters to show approved photo identification when voting in person. Texas Law allows voters with a reasonable impediment to obtaining photo ID to present an approved supporting identification. These voters must also complete a Reasonable Impediment Declaration.

The approved photo identification (List A) must be current or have expired no more than 4 years before being presented for voter qualification at the polling place (for voters aged 18-69 years). A voter aged 70 years or older may use approved List A photo identification, no matter how long it has been expired.

Early Voting – A list of ID expiration dates for each day of Early Voting is in the miscellaneous folder. Please refer to this list if you are unsure about the acceptability of a voter's expired ID. Remember: An Election Official MAY NOT swear to the personal knowledge of the voter's identity. Always call the Judges' Hotline if there are questions concerning the type of ID a voter is presenting at your poll site.

When an ID is presented, it must be determined by the poll worker if the names are identical, similar or different. Once this has been determined, follow procedures outlined in this Training Guide.

ACCEPTABLE FORMS OF ID

ACCEPTABLE PHOTO ID (LIST A)
- TX Driver License
- TX Personal Identification Card
- License to Carry a Handgun/Concealed Handgun Licenses
- Election Identification Certificate (EIC)
- US Passport or Passport Card
- US Certificate of Citizenship or Naturalization (does not expire)
- United States Military Identification Card containing the person's photograph (Multiple forms; acceptable forms must be federal, military, and contain a photo).

ACCEPTABLE SUPPORTING ID (LIST B) Must complete Reasonable Impediment Declaration
- Copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate.
- Copy of or original current utility bill
- Copy of or original bank statement
- Copy of or original government check
- Copy of or original paycheck
- Copy of or original of (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

Examples of other government documents showing voter's name and address that CAN be accepted *(Must be original if it contains a photo)*:
- Driver's licenses from other states
- ID cards issued by federally recognized Native American tribes
- DPS receipts not containing a photograph
- Texas DPS-issued driver licenses or personal ID cards more than 4 years expired (remains a List A ID if the voter is 70 or above).

Examples of other government document that can NOT be accepted:
- Social Security cards
- Public college or university IDs without an address
- State/Federal employee IDs without an address
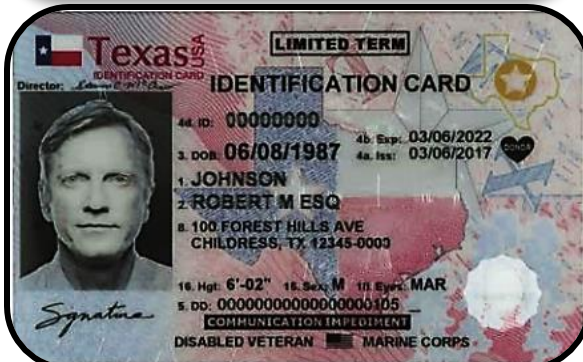- Library cards without an address

Address printed on ID does not have to match the address listed in Touchpad. A voter without a valid ID should be offered a provisional ballot. No voter should be turned away from the polls for failing to provide valid ID.
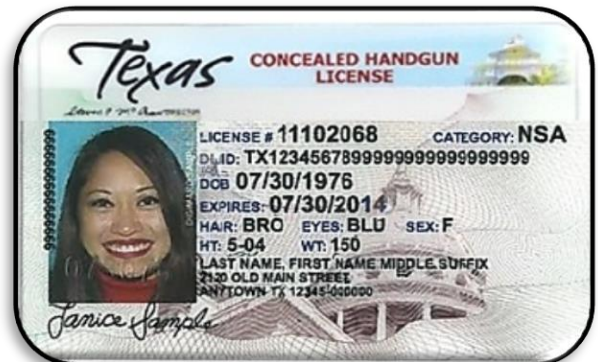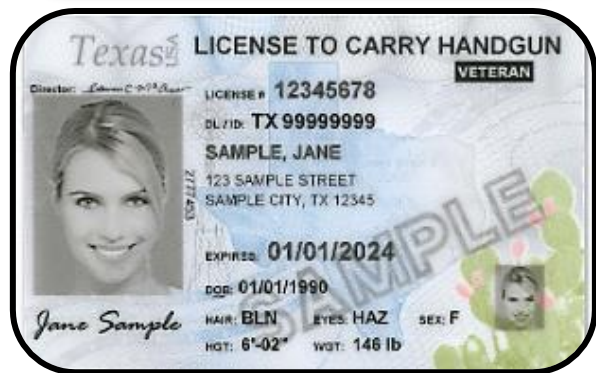
ACCEPTABLE FORMS OF ID EXAMPLES

TX DRIVER LICENSE

TX PERSONAL IDENTIFICATION

TX CONCEALED HANDGUN

TX HANDGUN LICENSE

ACCEPTABLE FORMS OF ID EXAMPLES – (CONTINUED)

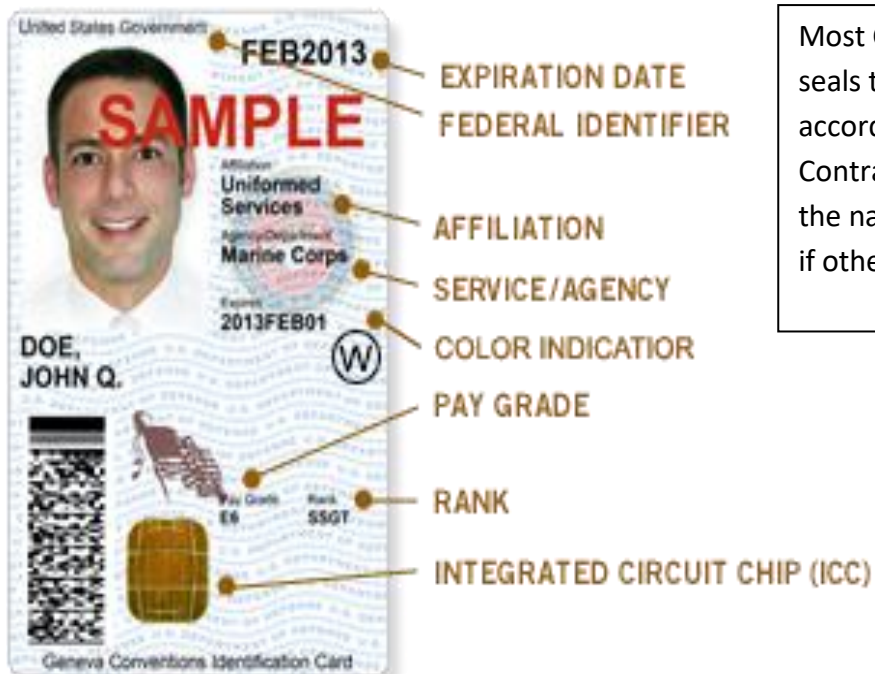### U.S. PASSPORT CARD AND BOOK

TX ELECTION IDENTIFICATION

U.S. CITIZENSHIP OR NATURALIZATION CERTIFICATE – Do not expire

A standardized size of 8 ½ by 11 inches

Digitized approval signature

Watermark within paper

Background featuring multi-color ink

ACCEPTABLE FORMS OF ID EXAMPLES – (CONTINUED)

DEPARTMENT OF DEFENSE (DOD) COMMON ACCESS CARD (CAC)

Most CACs are similar in appearance. The seals to the right of the picture will change according to branch of service.
Contractors will have a green bar across the name, which will be sufficient for use if other qualifications are met.

DEPARTMENT OF DEFENSE CIVILIAN RETIREE ID CARDS

ACCEPTABLE FORMS OF ID EXAMPLES – (CONTINUED)

Green – Generally for members of the Individual Ready Reserves and Inactive National Guard

Blue – Generally for retiree and members on Disability Retired Lists.

Pink – Generally for retired members of the Reserves and National Guard under the age of 60 and certain dependents.

Orange – Generally for certain dependents (active duty), Medal of Honor recipients, disabled veterans, and others.

VETERANS AFFAIRS OR VETERAN HEALTH IDENTIFICATION CARD – Do not expire
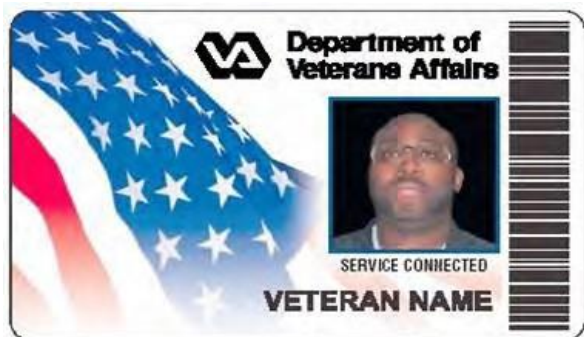
VOTER REGISTRATION CERTIFICATE

Although a Voter Registration Certificate alone is no longer a valid form of "List A" ID (unless it is marked with an "E" after the VUID), you may still use the certificate number to look up voters in Touchpad.

Use voter certificate numbers whenever possible. The voter certificate number is the 3-7-digit number shown below the government codes.

VOTER REGISTRATION CERTIFICATE W/DISABILITY EXEMPTION

Some voter registration certificates may indicate a disability exemption notation. These voters are exempt from the requirement to present a valid form of photo identification.

Voters with this notation have applied for this permanent exemption at the Elections Department offices in Georgetown and have provided the required documentation specified in SB5 from either the U.S. Social Security Administration or the U.S. Department of Veterans Affairs.

Voters who obtain this exemption can vote by presenting a voter registration certificate reflecting this exemption. The voter must present their Voter Registration Certificate with the (E) notation at the polls to claim this exemption.

DISABILITY EXEMPTION NOTATION

DUPLICATE CERTIFICATES

If a voter presents two voter registration certificates with all the same information but different certificate numbers, use the certificate with the lower registration number.

If possible, the Supervisor/Judge should write "Duplicate" on the certificate with the higher registration number, ask the voter to sign the back of the certificate, take the certificate from the voter, and return it to the Elections Department in the File Pocket.

If the voter refuses to surrender the duplicate card, the Supervisor/Judge should suggest that the voter contact the Elections Department to cancel the duplicate certificate.

TEMPORARY EXEMPTIONS

Voters who have a consistent religious objection to being photographed or voters who do not have a valid form of photo ID as a result of being a victim of a natural disaster as declared by the Governor of Texas or the President of the United States occurring not more than 45 days prior to appearing at polls, may vote a provisional ballot at the polling location. The voter must appear at the Elections Department office in Georgetown within six (6) calendar days after the election to sign an affidavit swearing to the religious objection or natural disaster, for the ballot to be counted.

SIX DAY CURE PERIOD

If a voter does not present a valid photo ID, he or she must be offered a provisional ballot. For the ballot to be counted, the voter must then appear at the Voter Registrar's office within six days following Election Day to show an acceptable ID or apply for an exemption.

All voters who cast a provisional ballot because they did not present a valid ID must be informed of the cure period and given the proper notices as described under provisional voting procedures.

NOTE: A voter that does not present a valid ID may also choose to leave the polling place to obtain a valid ID and return with the acceptable ID to cast his or her ballot.

LOGGING INTO THE TOUCHPAD

1. Begin by selecting the red, white, and blue EPB app icon at the bottom of the screen. This will launch the EPB application.

2. The EPB application will automatically launch. Select the START button to begin logging in.

3. Enter your full first and last name using the pop-up keyboard and select CONTINUE.

4. Enter the password given then select UNLOCK DEVICE.

   You will now be at the main Launchpad screen.

LAUNCHPAD HOME SCREEN

This is your Home Screen. After every check-in, you should arrive back at this screen.

At the top of the screen, you will see		At the bottom of the screen, you will see	
❶	Troubleshooting Menu	❹	Location you are logged into, your job title, and your name
❷	Jurisdiction Name	❺	Connectivity
❸	Launchpad Menu	❻	Battery status
❼	Instant Messaging		

Red, Yellow, and Green Buttons		
Touch the red **No Acceptable ID** button to process voters who have not provided a photo ID.	To manually search for a voter, touch the yellow **Manual Voter Search** button.	To scan a state ID, touch the green **Driver License / Voter Cert Scan** button.

LAUNCHPAD MENU
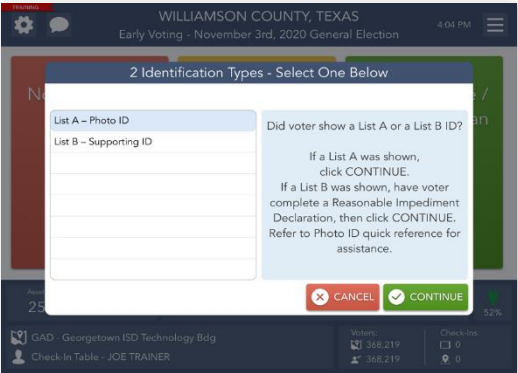
The Launchpad Menu provides menu options to access additional system functions.
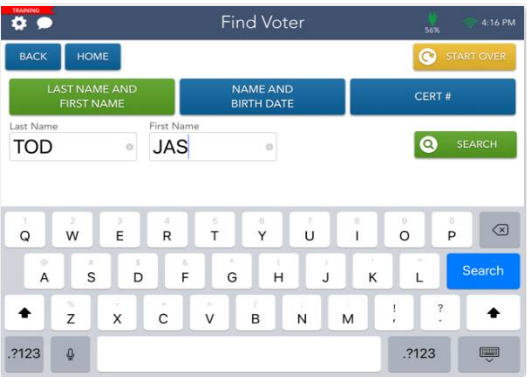
The Launchpad Menu provides further menu options:

❶	**POLL LIST** – Use this feature to view a running log of all check-ins.
❷	**CHECK-IN TOTALS** – View running totals of different ballot styles issued throughout the day.
❸	**REPORT AN INCIDENT** – Report an incident to Election Response.
❹	**SPOIL BALLOT** – Use this feature to cancel a check-in.
❺	**HELP MATERIALS** – View Touchpad training manuals and videos.
❻	**PHONE NUMBERS** – Provides poll workers with a quick reference to important phone numbers.
❼	**RE-PRINT** – Re-print voter ballots.
❽	**REQUEST ASSISTANCE** – Use this feature to complete the request assistance process for a voter who has already been checked-in.
❾	**LOGOUT** – Use this feature to temporarily logout for a break or to close the election at the end of the day.
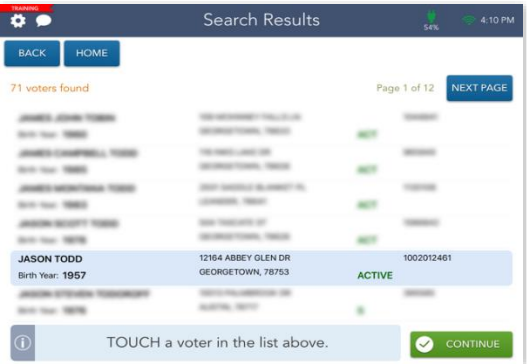
SEARCHING FOR A VOTER
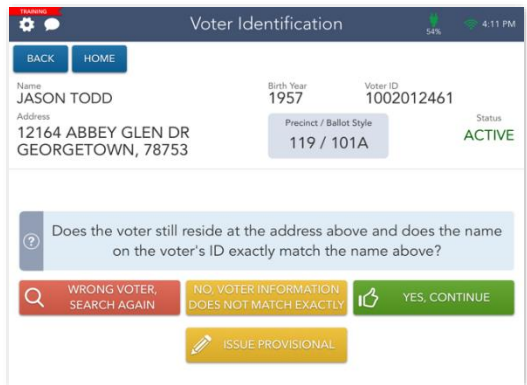
②

③

⑤

⑥
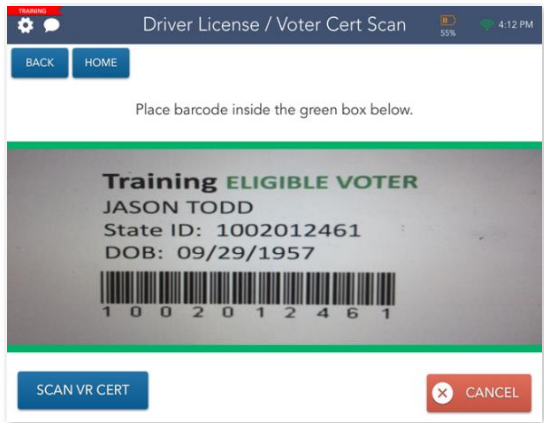
1. To search for a voter using a valid ID type, touch the yellow MANUAL VOTER SEARCH button on the Launchpad screen.

2. A pop-up will appear. Select the Identification Type provided to you by the voter then press CONTINUE.

3. Using information provided by the voter, use one of the three available search options to search for the voter's record. Enter the voter's information into the search fields chosen by using the on-screen keyboard and touch the green SEARCH button to continue.

4. If only one voter matches the search criteria, the Voter Identification screen will appear automatically. Continue checking in your voter.

5. If more than one voter matches the search criteria, your screen will look like the one on the left with a list of all possible matches. Touch the correct voter from the list and then touch the green CONTINUE button.

6. After you select a voter, you will be redirected to the Voter Identification screen. The voter's information will be displayed. Touch YES, CONTINUE to navigate to the Voter Eligibility screen.

DRIVER LICENSE / VOTER CERT SCAN
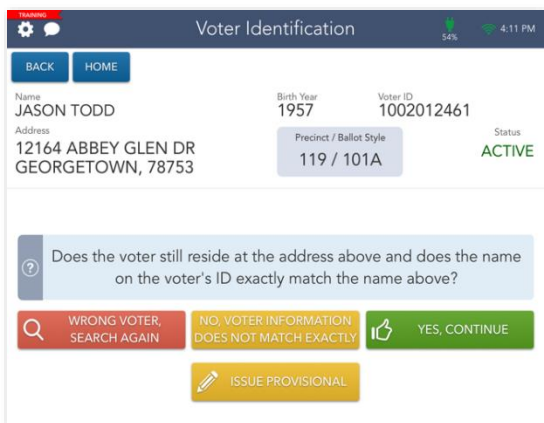
1. To search for a voter using a Driver License or Voter Registration Certificate, touch the green Driver License / Voter Cert Scan button on the Launchpad screen.

2. Place the voter's ID or voter certificate in front of the camera lens on the back of the Touchpad so that it can be seen in the green box on the screen. The Touchpad will begin scanning automatically.

3. After you've scanned the voter's identification, you will be redirected to the Voter Identification screen. The voter's information will be displayed. Touch YES, CONTINUE to navigate to the Voter Eligibility screen.

VOTER CHECK-IN

1. Once you have found the correct voter, their information will display on the Voter Eligibility screen.

2. Select YES, CONTINUE to begin processing them. If the voter is an eligible to vote via a regular ballot, the screen will display a green "Voter is eligible to vote" message.

   Select GET VOTER SIGNATURE to continue.

3. The Voter Signature screen will appear. Flip the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the I ACCEPT button.

4. Flip the screen back toward you and verify that a complete and valid signature has been captured. Select the ISSUE BALLOT button to continue.

VOTER CHECK-IN – CONTINUED

5. Review the procedures in the blue box then Stamp EA's (Elections Administrator) initials during Early Voting. On Election Day, Judge will sign the back lower right corner of the blank ballot card.

6. Insert a blank ballot card into the ExpressVote printer. Touch COMPLETE CHECK-IN to print a ballot card for the voter.

7. On the pop up ExpressVote Ballot screen the following message will appear. STOP: The ballot is printing. DO NOT touch CONTINUE until you have verified the voter's ballot has printed correctly. Once verified, touch CONTINUE. If the ballot does not print, touch REPRINT one time to print.

8. **IMPORTANT**: Always verify that the precinct and ballot style that is listed on the Processing Complete screen matches voter's printed ballot card.

9. Congratulations! The voter has been successfully checked in.

10. Verify any additional instructions in the blue box then select the PROCESS NEXT VOTER button and move on to the next voter.

PROCESSING VOTERS WITH SIMILAR NAMES — TOTALITY OF CIRCUMSTANCES

The Secretary of State recommends that a poll worker use the "Totality of Circumstances" when qualifying the voter by not just comparing a voter's name, but also his or her photograph, address, and date of birth in determining whether to accept the voter.

Use all information to assist in determination:

- Address
- Date of Birth
- Photograph

1. After you have found a voter in the Touchpad, you will be redirected to the Voter Identification screen and asked to confirm that the voter's information matches the information on the ID they've provided.
   If the voter's information does not match, select the yellow NO, VOTER INFORMATION DOES NOT MATCH EXACTLY button.
2. A prompt will appear, asking you if the name on the voter's ID matches the information in the Touchpad. If the names do not match, select NO, SIMILAR NAME.
3. If you have selected NO, SIMILAR NAME, you will be asked if the voter wants to update their name in the county voter registration system.
4. Select NO, DO NOT UPDATE to continue the check-in process as you normally would. If voter would like to update their name, have the voter complete a statement of residence.

Section 2 – Voter Processing 2-16

SIMILAR NAMES EXAMPLES

DETERMINING SIMILAR NAMES – SLIGHTLY DIFFERENT

- Minor misspellings of names

- Extra letters, minor typos

- Common different spellings

EXAMPLES: Marc Cuban vs. Mark Cuban

Lynn Miles vs. Lynn Myles

DETERMINING SIMILAR NAMES – CUSTOMARY VARIATION

- English vs. Spanish vs. French spellings

- Common abbreviations

EXAMPLES: William Clements vs. Bill Clements

Margaret Smith vs. Peggy Smith

DETERMINING SIMILAR NAMES – INITIAL, MIDDLE, OR FORMER NAME

- Initial

- Middle

- Former name
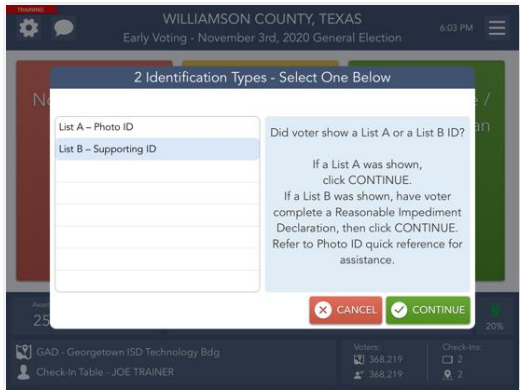
EXAMPLES: C. Everett Koop vs. Everett Koop

Jill Hill vs. Jill Hill-Foster

DETERMINING SIMILAR NAMES – DIFFERENT FIELD

- Maiden names

- Hyphenated names
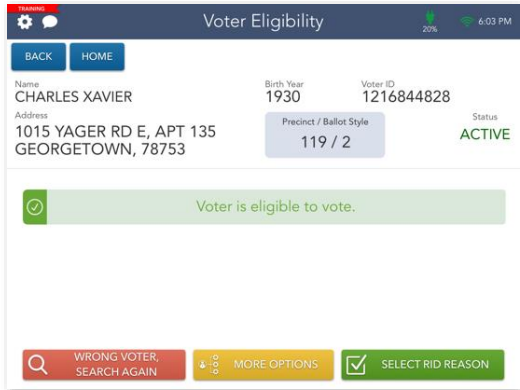
EXAMPLES: Earl Campbell vs. Earl C. Campbell

Amy Sue Roy vs. Amy Roy Jones

REASONABLE IMPEDIMENT VOTER

1. If a voter provides List B Supporting ID, they will need to complete a Reasonable Impediment Declaration before they can be checked in. Select List B – Supporting ID from the Identification Type list then press CONTINUE.
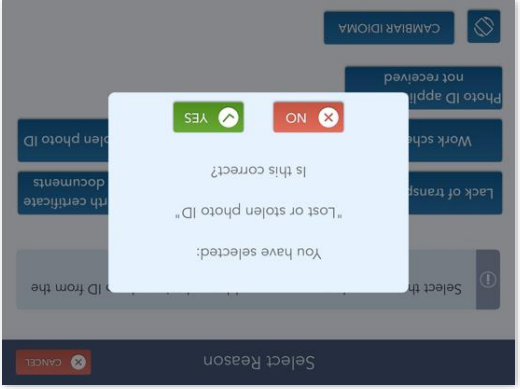
2. You will be redirected to the Voter Eligibility screen. Select the SELECT RID REASON button to continue.

3. You will be redirected to the Select Reason screen. Flip the Touchpad screen toward the voter and have them select the reason they cannot present a photo ID using the provided stylus.
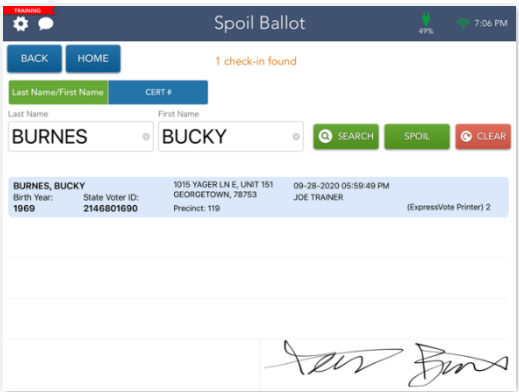
4. A prompt will appear after the voter has selected a reason, asking them to verify that they have chosen the correct reason. If the reason is correct, they will need to select YES.

5. Once the reason has been verified the voter will be redirected to the Voter Signature screen. Have them sign with the provided stylus and select the I ACCEPT button once they have finished.

6. Flip the screen back toward you and follow normal procedures for checking the voter in.

SPOILED BALLOT PROCEDURES
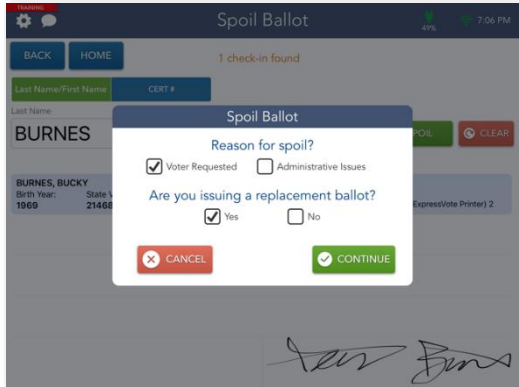
If a voter mismarks, damages, or otherwise spoils a ballot in the process of voting, the voter is entitled to receive a new ballot by returning the spoiled ballot to the Supervisor/Judge.

- Write "Spoiled" across the front of the ballot to be spoiled.
- Place the spoiled ballot in the Spoiled Ballot Envelope.
- Enter the date, time, serial number, and name of voter on the Spoiled Ballot Log.
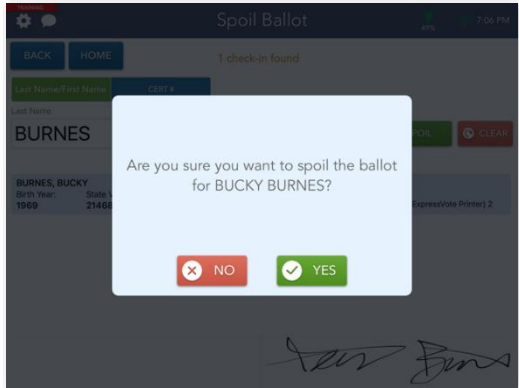
NOTE: If a voter spoils two (2) ballots, he/she may only receive one more ballot.

1. To spoil/cancel a check-in, open the Launchpad Menu and select the SPOIL BALLOT link.
2. Search for and select the voter check-in you would like to spoil, then click the green SPOIL button.
3. Select the reason the ballot is being spoiled and whether or not you will be issuing the voter a replacement ballot. After you've done so, select CONTINUE.
4. Select YES to confirm that you would like to spoil the ballot.

   If you are not issuing a replacement ballot, steps 5-6 will not apply to you. Instead, you will be redirected to the Processing Complete screen where you can begin processing the next voter.

5. The Voter Signature screen will appear. Flip the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the I ACCEPT button.

6. Once they have done so, flip the screen back toward you and continue the voter check-in process as you normally would.

SUSPENSE VOTER

Voter flagged as Suspense voters are eligible to vote, however they will need to complete a Statement of Residence prior to being checked in. After the voter has completed the Statement of Residence form, you may continue processing them as a normal, eligible voter.

PRIVACY VOTER

Privacy voters have their address information withheld and are indicated by an "Privacy Voter" message under the Address section of the Voter Eligibility screen. Ask the voter "Do you still live at your registered address" to confirm that you have pulled up the correct voter. Once this has been verified, select GET VOTER SIGNATURE to continue the check-in process.

Section 2 – Voter Processing 2-20

COMMON REASONS FOR VOTING A PROVISIONAL BALLOT

- Voter cannot be found in Touchpad and the poll worker has tried searching 3 different ways to find the voter.

- Voter has a "Voter Checked In" notation and insists on voting.

- Voter failed to present an acceptable form of identification.

- Voter claims the temporary exemption due to religious objection or natural disaster.

NOTE: This list is not all-inclusive. There may be any number of other reasons a voter may be required to cast a provisional ballot.

PROVISIONAL VOTING PROCEDURES – NO VOTER FOUND

1. Fill out the header on the front of Affidavit to Provisional Voter envelope.

2. Have voter fill out front of affidavit envelope. Check to be sure voter has legibly filled in all required fields.

3. Supervisor/Judge fills out AND signs back left side of envelope.

4. Use Provisional Ballot Lookup icon to determine which ballot style to give voter.

5. Record voter on List of Provisional Voters form.

6. Give voter appropriate Notice to Provisional Voter.

7. If a voter cannot be found in the Touchpad, you will need to enter their information into the Touchpad before issuing them a provisional ballot, use green provisional affidavit envelope to complete this information. Select ISSUE PROVISIONAL to continue.

8. Enter for the voter's name and date of birth. Then touch the green CONTINUE button.

9. Enter the voter's house number and street name in the provided fields, then press the SEARCH button. Select the voter's address then press CONTINUE.

10. If the voter's address includes an apartment number, select YES to add this information. Otherwise, select NO to continue.

11. Use the provided fields to enter the voter's TX ID/License number or the last four digits of their SSN then select CONTINUE.

12. If the voter has any name change information, enter their previous name using the provided fields. If not, select CONTINUE to move on to the next step.

13. Flip the screen toward the voter. If the information is correct, have the voter select CORRECT. If it is incorrect, have voter select NOT CORRECT. Once the voter has verified that their information is correct, flip the screen back toward you and select CONTINUE.

14. The screen will flip upside down. The Citizen question screen displays, the voter will need to confirm with YES or NO.

15. Flip the screen back toward you and follow normal procedures for checking in voter.

16. Hand the voter their completed affidavit envelope, secrecy envelope, and ballot card. Voter can vote in privacy on an ExpressVote BMD.

17. Once finished, voter will place the voted ballot into the secrecy envelope, place the secrecy envelope into the green affidavit envelope, and then the voter deposits the sealed affidavit envelope into the slot on the Provisional ballot bag**.**

MAIL BALLOT PROCEDURES – VOTER IS NOT SURRENDERING

1. If a voter has requested a Mail Ballot, they have the opportunity to surrender their ballot and vote normally. Voters who have <u>not</u> surrendered their Mail Ballot can still vote, however you will need to process them as a provisional voter. Select NO to begin the check-in process.

2. A voter who has not surrendered their Mail Ballot is not eligible to vote via a regular ballot and will need to be issued a provisional ballot. Select PROCESS PROVISIONAL to continue the check-in process.

3. A prompt will appear, asking the voter to verify that they are a US citizen. Flip the screen toward the voter and have them select YES if they are a US citizen.

4. Once the voter has verified that they are a US citizen, they will be redirected to the Voter Signature screen. Have them sign with the provided stylus and select the I ACCEPT button once they have finished.

5. Flip the screen back toward you and follow provisional procedures for checking the voter in.

MAIL BALLOT PROCEDURES – VOTER IS SURRENDERING

If a voter has requested a Mail Ballot, they have the opportunity to surrender their ballot and vote normally.

1. If a voter is identified as having requested a Mail Ballot but is surrendeing it, select YES.

2. Take the voter's Mail Ballot and have the voter complete the REQUEST TO CANCEL APPLICATION FOR BALLOT BY MAIL form.

3. You will be redireced to the Voter Eligibility screen. Select GET VOTER SIGNATURE to continue processing them as a regular, eligible voter.

ADDITIONAL PROVISIONAL VOTER SCENARIOS

There are a number of reasons why a someone may be flagged as a provisional voter in the Touchpad. We have covered a few scenarios throughout this guide, including what to do when a voter does not surrender their Mail Ballot. Below, we have listed additional provisional voter scenarios.

Mail Ballot Requested and **not** Surrendered	Mail Ballot Returned/Voted	No Acceptable ID
Voter Eligibility — Mail Ballot Requested. Name LOIS LANE, Birth Year 1971, Voter ID 2126094008. Address 12138 TROTWOOD DR GEORGETOWN, 78753. Precinct / Ballot Style 119 / 2. AC. Mail Ballot Requested. Voter is not eligible to vote. Read instructions below. Voter has requested a mail ballot. Offer the voter a provisional ballot if the mail ballot is not surrendered. WRONG VOTER, SEARCH AGAIN / MORE OPTIONS / PROCESS PROVISION	Voter Eligibility — Mail Ballot Returned. Name CLARK KENT, Birth Year 1934, Voter ID 1139598237. Address 1008 PEGGOTTY DR GEORGETOWN, 78753. Precinct / Ballot Style 119 / 2. AC. Mail Ballot Returned. Voter is not eligible to vote. Read instructions below. Voter has a returned mail ballot. WRONG VOTER, SEARCH AGAIN / MORE OPTIONS / PROCESS PROVISION	Voter Eligibility — No Acceptable ID. Name EDDIE BROCK, Birth Year 1955, Voter ID 1131208101. Address 12127 TROTWOOD DR GEORGETOWN, 78753. Precinct / Ballot Style 119 / 2. AC. No Acceptable ID. Voter is not eligible to vote. Read instructions below. Voter did not present any ACCEPTABLE ID. Offer the voter a provisional ballot. WRONG VOTER, SEARCH AGAIN / MORE OPTIONS / PROCESS PROVISION

Late EDR Voter (Registered Late)	Voter Already Voted	Voter Not Found
Voter Eligibility — Late EDR Voter. Name SUSAN STORM, Birth Year 1963, Voter ID 2147464005. Address 1015 YAGER LN E, UNIT 132 GEORGETOWN, 78753. Precinct / Ballot Style 119 / 2. AC. Late EDR Voter. Voter is not eligible to vote. Read instructions below. The record indicates the voter registered past the voter registration deadline. If voter is registered in another Texas county, may be eligible for a limited ballot during Early Voting only. WRONG VOTER, SEARCH AGAIN / MORE OPTIONS / PROCESS PROVISION	Voter Eligibility — Early Voted. Name CHARLES XAVIER, Birth Year 1930, Voter ID 1216844828. Address 1015 YAGER RD E, APT 135 GEORGETOWN, 78753. Precinct / Ballot Style 119 / 2. AC. Early Voted. Voter is not eligible to vote. Read instructions below. Voter has already early voted at GAD - Georgetown ISD Technology Bdg on September 28 at 06:04:39 PM. If the voter is insistent on voting, offer the voter a provisional ballot. WRONG VOTER, SEARCH AGAIN / MORE OPTIONS / PROCESS PROVISION	Voter Eligibility — Voter Not Found. Name CHUCKIE FINSTER, Birth Year 1993, Voter ID. Address 1 ACACIA WAY GEORGETOWN, 78633. Precinct / Ballot Style 393 / 30. N. Voter Not Found. Voter is not eligible to vote. Read instructions below. Voter was not found in the database. Voter may not be registered to vote. Offer a provisional ballot. WRONG VOTER, SEARCH AGAIN / MORE OPTIONS / PROCESS PROVISION

LIMITED BALLOT – EARLY VOTING ONLY

During Early Voting only, if a voter is a resident of Williamson County but currently registered in another Texas county, the voter may be eligible to vote a Limited Ballot.

A Limited Ballot is a ballot that limits the voter to only voting on the races that are common between the precinct in the county in which the voter is currently registered and the voter's new precinct in Williamson County.

Limited Ballot voting is only conducted at the Elections Department, 301 S.E. Inner Loop, in Georgetown during Early Voting.

Before sending a voter to the Elections Department, use TEAM to verify voter's registration in another Texas county. Contact the Judges' Hotline if you have questions or concerns about the voter's Limited Ballot eligibility.

WHEN A VOTER HAS MOVED OUT OF THE COUNTY

A voter who has moved from Williamson County to another county must contact their new county about options for voting. The voter is not eligible to vote in Williamson County. If the voter insists on voting, a provisional ballot must be offered.

WHEN A VOTER HAS MOVED WITHIN THE COUNTY

Voter must fill out a Statement of Residence card. Verify the new address is still in Williamson County using the Wilco Address Look up. Voter is given a Failsafe ballot containing the items on the ballot that are common between the address where the voter is registered and the new address.

FAILSAFE VOTING

If a voter has moved within Williamson County and did not notify the Elections Department prior to the voter registration deadline for the election, he/she must receive a ballot containing only the races and issues in common between the voter's old address and new address. After the voter has completed the Statement of Residence form, you may continue processing them as a normal, eligible voter.

DETERMINING FAILSAFE BALLOT STYLES

- Look up the voter in Touchpad and make note of the ballot style listed.

- Press the home screen on Touchpad and then touch "Failsafe Finder" icon.

- The Failsafe Finder window will pop-up.

- Enter the requested information and click "Find Failsafe Ballot Style".

- Make note of the new ballot style provided.

Enter the ballot style for the voter as currently listed in the Touchpad

Enter the new address of the voter (From Statement of Residence)

City	Street Number	Street Name
AUSTIN		

Find Failsafe Ballot Style   RESET

If you need assistance, please call the Judges' Hotline @ 512-943-3555

Enter the ballot style for the voter as currently listed in the Touchpad

2

Enter the new address of the voter (From Statement of Residence)

City	Street Number	Street Name
HUTTO	1006	HERRERA CT
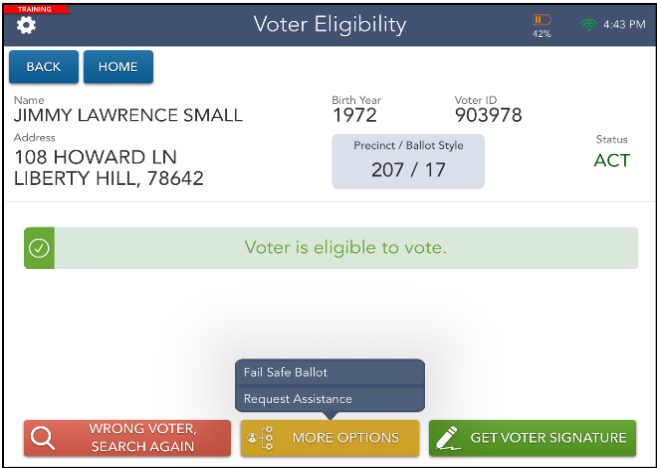
Find Failsafe Ballot Style   RESET

New Ballot Style Is 2
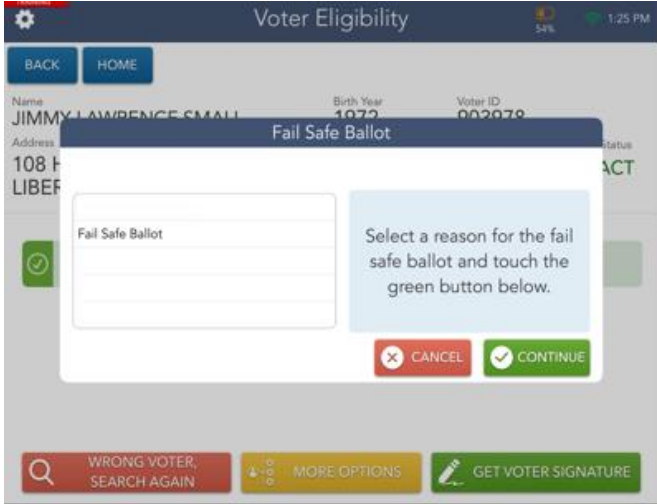
If you need assistance, please call the Judges' Hotline @ 512-943-3555

FAILSAFE VOTING PROCEDURES
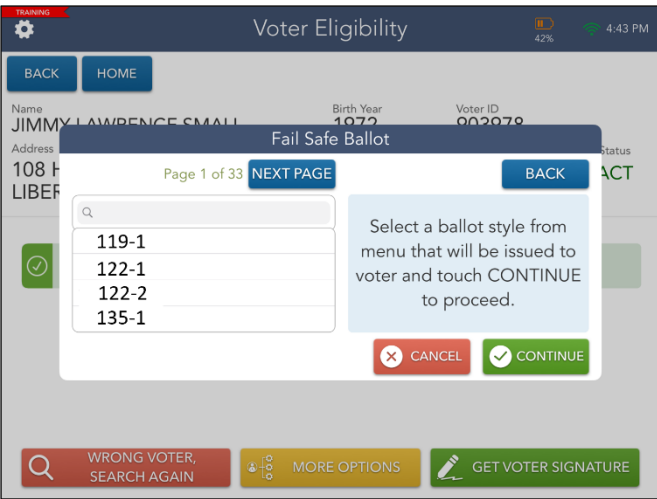
1. On the Voter Eligibility screen, Touch the yellow MORE OPTIONS button and choose FAILSAFE BALLOT.
2. Then click on Fail Safe Ballot and CONTINUE.
3. Select the Failsafe Ballot from the list and touch CONTINUE. Then continue the check-in process as you normally would.

ASSISTANCE TO VOTERS

HB 658 allows mobility impaired voters to ask to skip to front of line. Polling locations will have a sign to post informing voters of this option. Voter must request to skip line. Supervisor/Judge has discretion to allow. If allowed, person assisting voter may also skip line.
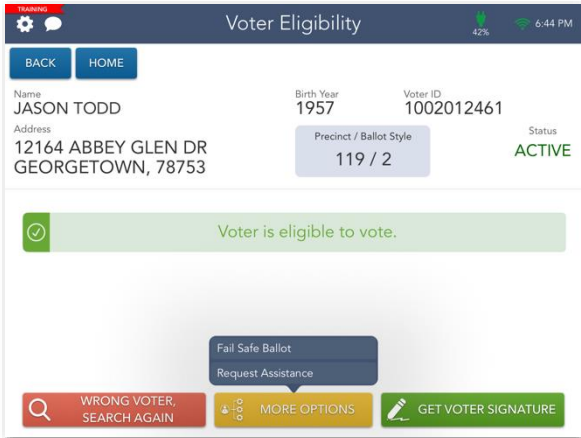
ASSISTANTS AND INTERPRETERS

Any voter who is physically unable to mark his or her ballot or who cannot read the languages on the ballot is eligible to receive assistance. Assisting a voter includes the following conduct by a person other than the voter that occurs while the person is in the presence of the voter's ballot or carrier envelope:
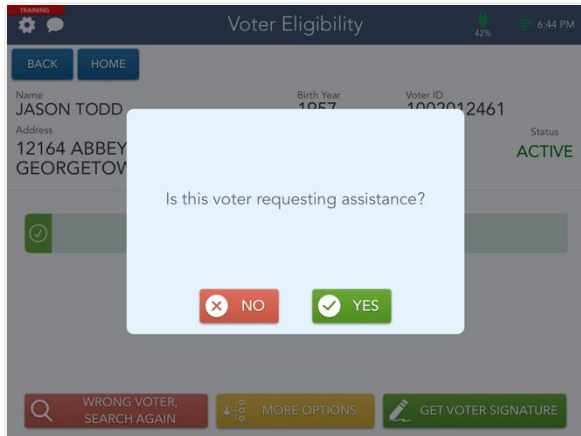
- Reading the ballot to the voter

- Marking the voter's ballot

- Directing the voter to read the ballot

- Directing the voter to mark the ballot

VOTER ASSISTANCE PROCEDURES
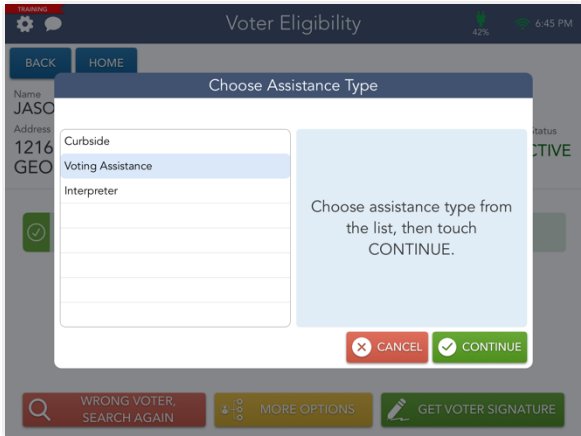
1. If a voter requires assistance while voting, you can process them as a Requires Assistance voter using the Touchpad. Select the yellow MORE OPTIONS button and choose Request Assistance from the menu options.

2. Select YES to confirm that the voter is requesting assistance.

3. A prompt will appear. Select the form of assistance requested by the voter from the Assistance Type list, then select CONTINUE.

4. A yellow Requires Assistance flag will display to indicate that the voter is now classified as a Requires Assistance voter. Select PROCESS ASSISTANCE to continue.

VOTER ASSISTANCE PROCEDURES CONTINUED

5. You will be redirected to the Provide Assistance screen. If the voter has brought someone to provide assistance, select YES to continue. If the voter hasn't brought somebody to provide assistance, select NO to display a message that will indicate how many election officials should assist the voter. Steps 6-8 do not apply to this scenario.

6. Enter the first and last name of the person who will be providing assistance to the voter then select CONTINUE.

7. The Provide Assistance screen will appear. Flip the Touchpad screen toward the person providing assistance and have them sign with the provided stylus. Once they have signed, they will need to select the DONE button.

8. Flip the screen back toward you, Select the CONTINUE button to continue. You will be redirected back to the Voter Eligibility screen. Select GET VOTER SIGNATURE to continue processing them as an eligible voter.

CURBSIDE VOTING

If the voter is physically unable to enter the polling location without assistance or possibility of injury, then the voter may request to be assisted curbside. Any voter that requests curbside voting must be accommodated.
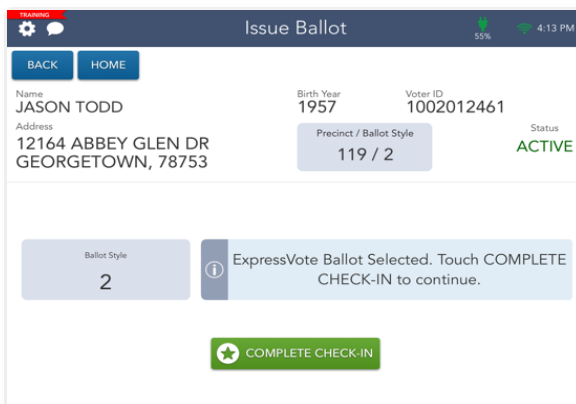
1. The voter must be qualified for voting. To qualify the voter, you will need to complete the following steps:

   a. Unplug the Touchpad and take it out to the curbside voter's vehicle. Once you have located the voter in the Touchpad, continue to process the voter until you get to the Issue Ballot screen and **STOP**.

   b. Take the Touchpad back inside and plug it in.

   c. Stamp EA's (Elections Administrator) initials during Early Voting. On Election Day, Judge will sign the back lower right corner of the blank ballot card.

   d. Slide the blank ballot card into the ExpressVote printer. Touch COMPLETE CHECK-IN to continue. The printer will return the ballot card with the barcode, precinct, ballot style and serial number printed across the top.

CURBSIDE VOTING CONTINUED

❸

❹

❺
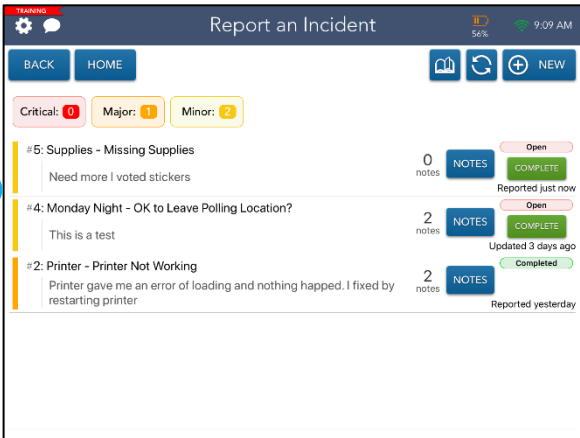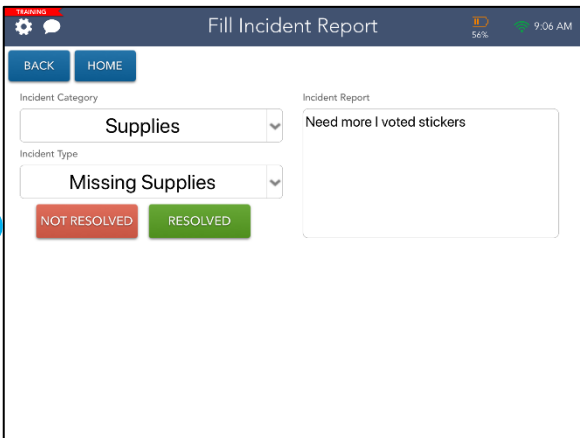
2. Place the clipboard containing the privacy folder, (Reasonable Impediment Declaration, Oath of Assistant and Interpreter forms if needed) and the voter's printed ballot card into the attached bin.

3. Using the handles, roll the curbside ExpressVote BMD out to the vehicle.

4. Once the voter has marked his/her ballot, have the voter place their completed ballot into the privacy envelope.

5. The assistant or the 2 poll workers will deposit the ballot into the DS200 back inside the polling location.

REPORTING AN INCIDENT

1. To report an issue, select the REPORT AND INCIDENT button from the blue Launchpad menu on your home screen.
2. On the Report and Incident screen, touch NEW in the upper right-hand corner.
3. On the Fill Incident Report screen, choose from the drop-down menus to select the correct category and type and add notes over in the Incident Report box. Then select NOT RESOLVED to create the ticket.
4. You are then taken back to the Report an Incident Screen. Touch HOME to check-in your next voter.

HELP MATERIALS

The Help Materials page can be accessed by opening the Launchpad Menu and selecting the HELP MATERIALS link. You will be redirected to the Help Materials page where a list of available videos and/or documents will appear. To view a document or video, select it from the list and select the OPEN DOCUMENT button. The selected content will appear on the screen.

POLL LIST

Select the POLL LIST link from the Launchpad Menu to view this screen. These logs allow you to account for all voters checked in as well as any spoiled and provisional ballots. To change from This Location to This Touchpad, select the appropriate button in the Include For section. Select a voter to view an image of their signature.
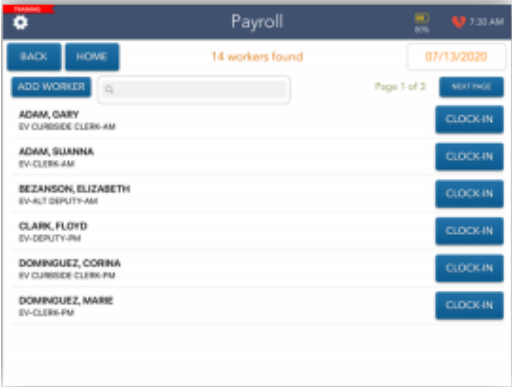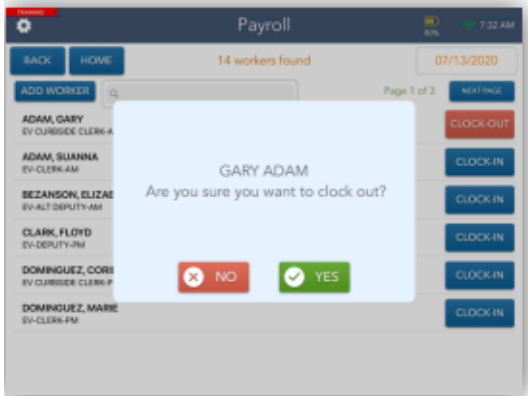
CHECK-IN TOTALS

From the Launchpad Menu, Select the CHECK-IN TOTALS link from the Launchpad Menu to view this screen. Here, you will be able to see a running total of all ballots issued throughout the day. These totals allow you to account for all ballots issued. To change from This Location to This Touchpad, select the appropriate button in the Include For section.

WAIT TIMES POP UP

The Elections Office will alert you to when a wait time needs to be updated. This will pop up and have three button options – Green, Yellow, and Red – all with their own wait time ranges. Select the button that closest matches the current wait time in your location. The wait time will be automatically sent.

POLL WORKER PAYROLL

CLOCK-IN
1. The EPB will keep track of your time for the day. To access this, select POLL WORKER PAYROLL from your menu.
2. Find your name on the list and touch CLOCK-IN.
3. Select the time you arrived at your location this morning in the drop down and touch CONTINUE.
4. Touch CONTINUE to verify your information.
5. Enter your birth date in the pop-up provided to confirm you are clocking in for the correct worker. Touch CONTINUE.
6. Read and sign the oath. Touch I ACCEPT. You are now clocked in.

CLOCK-OUT
1. Find your name in the list and select the red CLOCK OUT button. Confirm you would like to clock out by touching YES.
2. Select the time you are clocking out from the List provided and touch CONTINUE. You are now clocked out!

Section 2 – Voter Processing 2-37

TEAM (TEXAS ELECTION ADMINISTRATION MANAGEMENT) SYSTEM

TEAM is a statewide database of registered voters that can be used when you are unable to locate a voter in Touchpad. No login is required. Choose one search method from the Selection Criteria dropdown:

Type the voter's VUID and Date of Birth (slashes not needed), then click Submit.

OR

Type the voter's TX Driver License #, and Date of Birth (slashes not needed), then click Submit.

OR

Type the voter's First Name, and Last Name, select a County, type in Date of Birth (slashes not needed), and Zip Code then click Submit.

TEAM (TEXAS ELECTION ADMINISTRATION MANAGEMENT) SYSTEM — (CONTINUED)
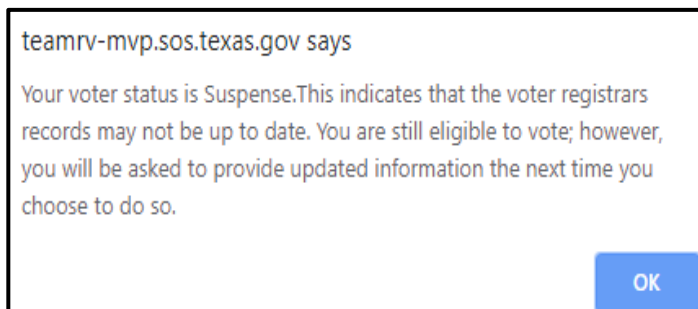
- If the voter is found, the Voter Information screen will indicate the county where the voter is registered, his/her registration status, and the voter's VUID (needed for Reasonable Impediment Declaration). Voters with a status of ACTIVE or SUSPENSE are registered to vote.

Voter Information

Name: DILLY GENT VOTER
Address: 7808 NOWHERE LANE
GEORGETOWN TX 78628
Gender: MALE
Valid From 01/01/2018
Effective Date of Registration:03/01/2016
Voter Status: ACTIVE
County: Williamson
Precinct: 371
VUID: 1234567891

- If the voter is in suspense, you will see the following message listed below: Click OK to get to the Voter Information screen. Follow standard procedures for how to process a suspense voter.

teamrv-mvp.sos.texas.gov says

Your voter status is Suspense.This indicates that the voter registrars records may not be up to date. You are still eligible to vote; however, you will be asked to provide updated information the next time you choose to do so.
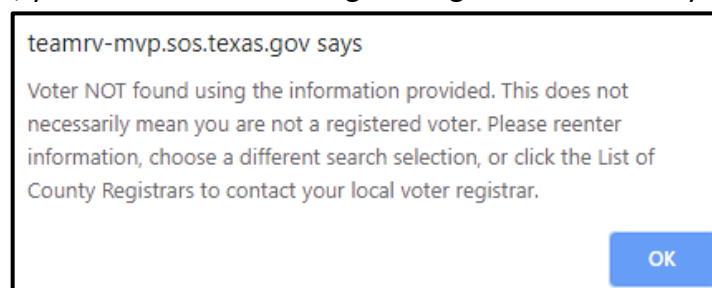
OK

Voter Information

Name: DILLY GENT VOTER
Address: 7808 NOWHERE LANE
PFLUGERVILLE TX 78660
Gender: MALE
Valid From 01/01/2018
Effective Date of Registration: 03/01/2016
Voter Status: SUSPENSE
County: Williamson
Precinct: 123
VUID: 1234567891

- If no voter is found, you will see the following message. Click OK and try one of the other search methods.

teamrv-mvp.sos.texas.gov says

Voter NOT found using the information provided. This does not necessarily mean you are not a registered voter. Please reenter information, choose a different search selection, or click the List of County Registrars to contact your local voter registrar.

OK

- If voter still not found, contact the Judges' Hotline or offer the voter a provisional ballot.

EXPRESSVOTE BMD VOTING FUNCTIONS

Text Size -In the voting screen toolbar, touch Text Size. In the Text Size window, to increase the displayed text size, touch Large text.

Display - A voter who has difficulty perceiving color or prefers a high-contrast display can change the display colors to white text on a black background, sometimes referred to as high contrast mode. In the Contrast window, touch Black on White

Language - During a voting session, the voter can touch the Language icon in the upper right corner of the contest selection screen to display a language window and change the language selection. The system saves the voter's place in the ballot. To resume voting, touch Return to Ballot.

Help - Enables the voter to display the Help screen

Quit - Enables a poll worker to quit the voting session.

Using Audio-Tactile Keypad:

If you are using the ExpressVote BMD for an accessible voting session, make sure the headphones are plugged into the Headphone Jack.

Button	Description
Up Arrow	Moves the cursor up the screen menu
Back Arrow	Moves to the previous screen
Select Square	Selects the voter's contest choices
Forward Arrow	Advances to the next screen
Down Arrow	Moves the cursor down the screen menu
Home	Return to the top of the ballot
Pause	Stops the audio message momentarily; press once to pause; press again to resume the audio.
Screen Diamond	Press once to darken the monitor for privacy viewing. Press again to return to normal display; the monitor returns to normal display automatically at the end of each session.
Repeat Round	Adjusts the audio speed
Tempo Oval	Adjusts the audio speed
Volume Rectangle	Adjusts the audio level

Section 2 – Voter Processing 2-40

EXPRESSVOTE BMD VOTING PROCEDURES

Editing Vote Selections & Casting a Ballot:
Once all selections have been entered, the Verify Selections screen will display a summary of ballot selections. If needed, touch the contest for which you wish to make changes. Make the desired changes and return to the Verify Selections screen.
When done verifying selections, the Print Ballot screen displays. Touch Print Ballot to print the completed ballot.

This is a summary of your vote selections. To make a change, touch a selection to return to the ballot.
To finish voting, you must print then cast your ballot.

BEST AUTOMOBILE MANUFACTURER	PROPOSITIONS PROPOSITION 2
Vote for One	
☑ BMW	☑ Yes

BEST VOCAL ARTIST
Vote for no more than Two
☑ BILLIE HOLIDAY
☑ Write-In
FREDDIE MERCURY

BEST ICE-CREAM FLAVOR
Vote for One
☑ VANILLA

PROPOSITIONS
PROPOSITION 1
☑ Yes

Print Ballot

Return to Ballot   1 of 1

Using Touch Screen:
On the voting screens, touch the candidate or other contest choice to select.
If there are more candidates than will fit on the screen, a yellow More bar appears at the bottom of the screen. Touch this to see remaining candidates.
To navigate between contests, touch the Next or Previous buttons in the Navigation Bar.
If you want to do a write-in vote, touch the Write-in option and use the on-screen keyboard to enter your write-in name. Touch Accept.

BEST AUTOMOBILE MANUFACTURER
Vote for One

☑ BMW	☐ FORD
☐ MERCEDES	☐ VOLVO
☐ GENERAL MOTORS	☐ Write-In
☐ HONDA	
☐ FERRARI	
☐ JAGUAR	
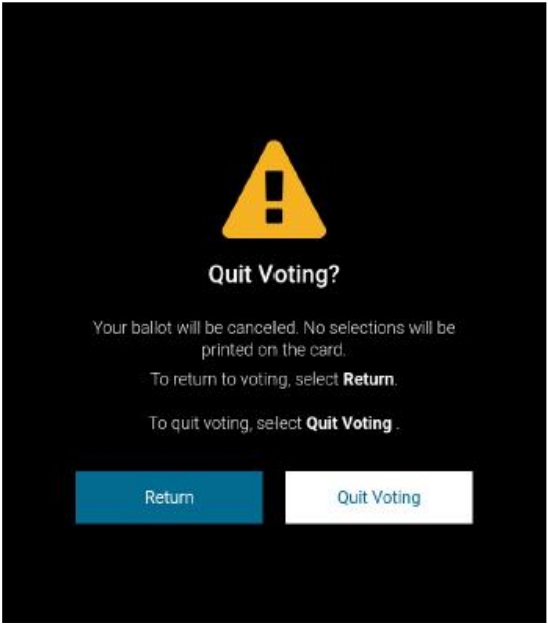
Contest 1 of 5   Next Contest →

Re-Inserting the marked ballot card:
The ExpressVote BMD allows a voter to re-insert their marked ballot card, with printed voting selections, into the card slot. This is used to verify and review the voter's choices.

Note: No Changes can be made from this verification step, the voter will only be able to view and hear the summary screen. If the voter wants to make changes, he/she will need to contact an election official to have the ballot card spoiled and begin the voting process over.

EXPRESSVOTE BMD VOTING PROCEDURES

Known Voter:	If a voter informs you that he/she does not wish to cast his/her ballot today, follow spoiled ballot procedures.
Unknown Voter:	If the voter leaves the threshold barrier of the poll room without having his/her ballot scanned into the DS200 Ballot Scanner, the voter is considered an unknown voter (even if you know the person). Follow spoiled ballot procedures. Because you are not able to determine which voter left before casting his/her ballot, no voter is cancelled from Touchpad.
Quit Voting Session: To cancel a vote session on a terminal that has not timed out due to inactivity, complete the following steps. In the title bar of the voting screen, touch Quit. 	1. In the confirmation window, touch Quit Voting. To resume voting without canceling this session, touch Return. 2. The system displays the Vote Session Canceled screen. 3. To expand the Vote Session Canceled window, touch the red minus (-) icon. 4. On the expanded Vote Session Canceled screen, touch Continue. The system displays the Confirm Ballot Cancel screen. 5. On the Confirm Ballot Cancel screen, touch the on-screen keypad to enter the election code, then touch Accept. The system displays the Vote Session Canceled reason screen. 6. On the reason screen, touch to select the check box corresponding to the reason for this cancellation. Touch Continue. The system ejects the card and displays a Vote Session Canceled screen instructing the poll worker to remove the ejected card. 7. Remove the ejected card. The system redisplays the Welcome screen and is ready for the next vote session.

EXPRESSVOTE BMD VOTING PROCEDURES – (CONTINUED)

Blank Ballot: A message will appear asking whether the voter wishes to cast his/her ballot as is or return to the ballot to make selections.
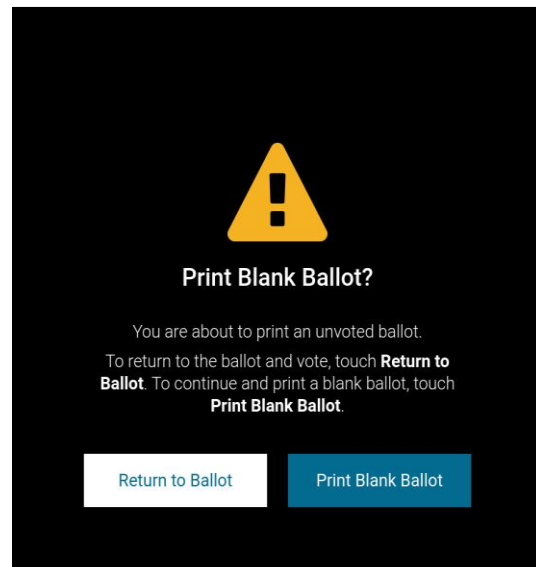
Vote Session Timed Out: To cancel a vote session on a terminal that has timed out due to inactivity, complete the following steps.
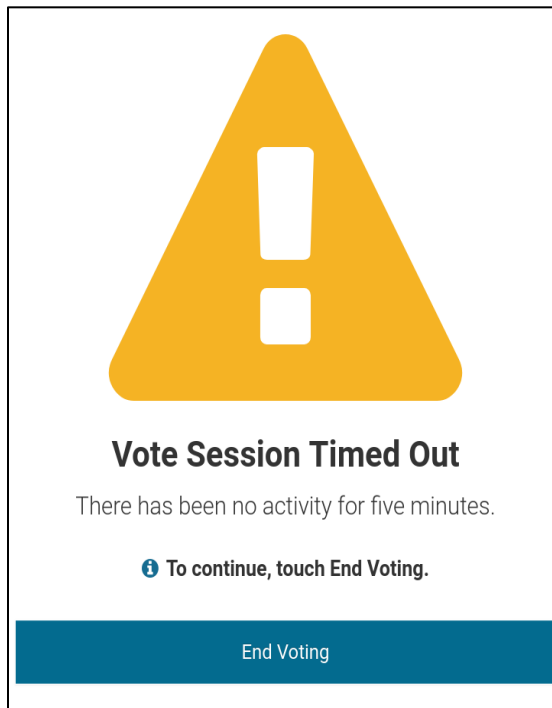
1. To cancel a vote session on a terminal that has timed out due to inactivity, complete the following steps.
2. On the timeout alert screen, touch End Voting.
3. The system displays the Enter Election Code screen.
4. On the Enter Election Code screen, touch the on-screen keypad to enter the election code, then touch Accept.
5. The system displays the Vote Session Canceled screen. Touch Continue.
6. On the reason screen, touch to select the check box corresponding to the reason for this cancellation. Touch Continue.
7. The system ejects the card and displays a Vote Session Canceled screen instructing the poll worker to remove the ejected card.
8. Remove the ejected card. The system redisplays the Welcome screen and is ready for the next vote session.

DS200 VOTING PROCEDURES

Ballot Not Authorized: For any ballot automatically returned, read the error message on the screen before removing the ballot. Once the ballot is removed from the tray, the error message disappears.	BMW Olathe 03/29/2017 Language Help Poll One Public Count: 8 Protected Count: 8 11:43 AM **Ballot Not Authorized** This ballot cannot be cast. A review box may be marked. This ballot was not counted. Remove the ballot and ask an election official for assistance.
Blank Ballot: A message will appear asking whether the voter wishes to cast his/her blank ballot or return it for corrections.	BMW Olathe 03/29/2017 Language Help Poll One Public Count: 8 Protected Count: 8 11:43 AM **Blank Ballot** **You have made no selection on this ballot.** To correct your ballot press "Return" and see a poll worker for help. To cast your ballot without any selections press 'Cast Blank Ballot". Return Cast Blank Ballot
Thank you for voting Screen: A message will appear advising the voter "Your ballot has been counted".	BMW Olathe 03/29/2017 Language Help Public Count: 8 Protected Count: 8 11:43 A Thank you for voting. Your ballot has been counted. VOTE
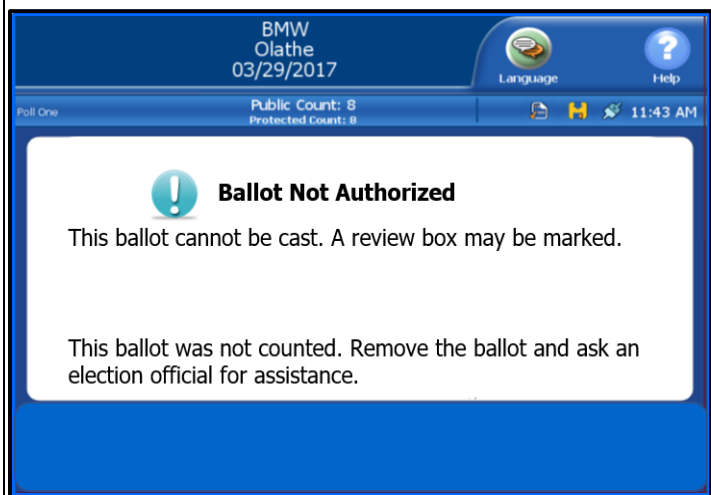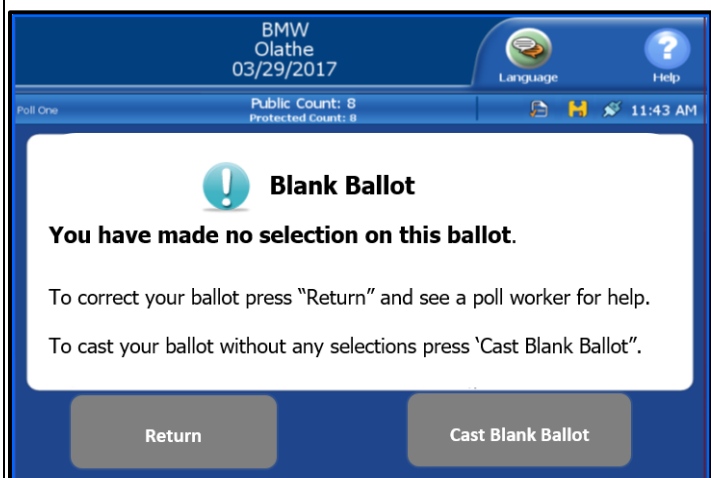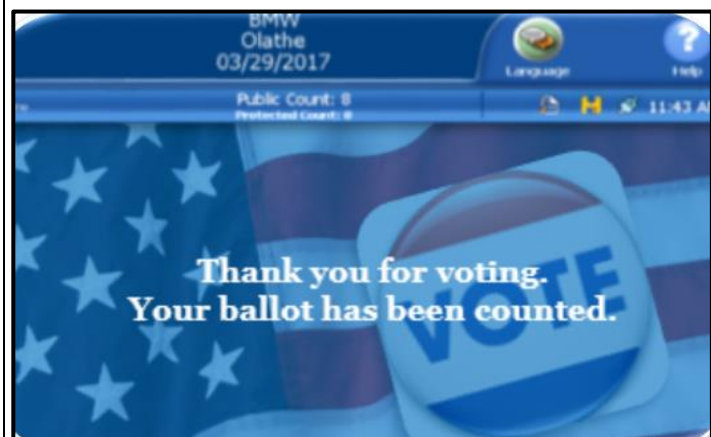
CLOSING THE POLLS

CLOSING THE POLLS

- If there is a line of voters at closing time, send a clerk to the back of the line. This will mark the official end of the line of eligible voters remaining to vote.

- After the last voter in line has been processed, officially close the polls.

- Locate the "Close the Polls Checklist" in the supply kit and complete it in order.

- If you expect to be delayed because of a long line, please call the Judges' Hotline.

EXPRESSVOTE CLOSING PROCEDURES
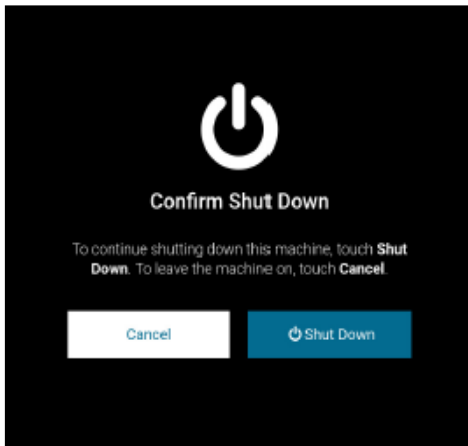
#2	1. Retrieve the barrel key, unlock and open the secured access compartment.
	2. Flip the Power switch to "Off". Note: The system shutdown may take several minutes.
	3. On the Confirm Shut Down screen, press "Shut Down".
	4. Lock the secured access compartment. Note: Make sure the ADA keypad cord allows you to close the door properly.
#3	5. Unplug and remove the power cord from the right side of the device. Note: EV Only – remove the last day of early voting.
	6. Close and lock booth doors using the booth flat key.
	7. Seal the doors for next use with a blue seal.
	8. Notate the new seal number on the seal log.
#7	

EXPRESSVOTE BOOTH TAKE DOWN PROCEDURES

#2

#4

#6

#8

Note: 2 Poll Workers are needed for booth take down

1. Poll Worker One slightly lifts the screen, while Poll Worker Two removes the kickstand from its slot.
2. Press the kickstand flat against the screen.
3. Lay the screen flat and lock both latches.
4. With a poll worker on either side of the booth, lift and lay the booth down on its doors.
5. Press in the pin locks and collapse each leg.
6. Lift up on the center of each hinge.
7. Fold both sets of legs down and press into their security brackets.
8. Wrap the power cord around the hooks
9. Using the top handle, stand the closed booth on its side.

CURBSIDE CLOSING PROCEDURES

#5

#6

#7

#10

1. Retrieve the barrel key, unlock and open the secured access compartment.
2. Flip the Power switch to Off. *Note: The system shutdown may take several minutes.*
3. Lock the secured access compartment.
   Note: Make sure the ADA keypad cord allows you to close the door properly.
4. Lock all four wheels on the curbside rolling cart.
5. Confirm the rolling cart's adjustable column is in its lowest position.
6. Ensure the four white plastic screws are loosened to allow the ExpressVote BMD metal plate to slide off the bracket freely.
   Note: The following steps require two poll workers.
7. Poll Worker One will pull out the metal locking mechanism.
8. Poll Worker Two slides the ExpressVote BMD off the mounting bracket.
9. Release the metal locking mechanism.
10. Unplug the unit and secure it in its bag. Be sure to include all cords and accessories.
11. Reseal ExpressVote bag for the next use.
12. Notate the new seal number on the seal log.

#2

#4
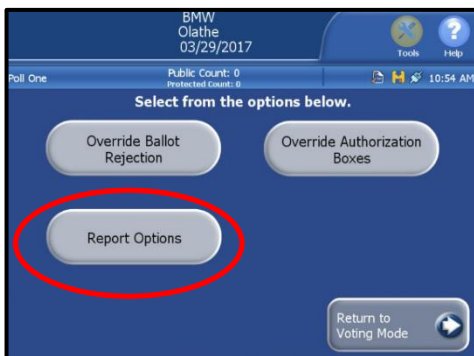
#5
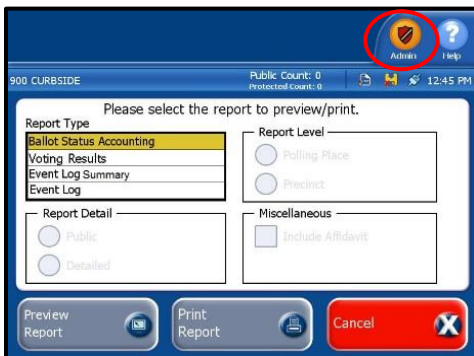
#6

1. Record the public count on the public count log.
2. Locate and touch the "Tools" button on the top right corner of DS200 screen.
3. Enter the Election Code and touch the green "Accept" button. *Note*: *Use the "Shift" button for capital letters*.
4. "Select from the options below" screen will appear. Touch the "Report Options" button. "Please select the report to preview/print" screen will appear.
5. Touch the "Admin" button located on the top right corner. "Voting Device Status" screen will appear.
6. Touch the red "Shutdown" button. Note: *This process usually takes about 30 seconds*.
7. Close DS200 screen once it has turned off and lock using the barrel key.
8. Close and lock the DS200 protective lid using the flat key.
9. Seal the DS200 lid with a blue pull-tite seal.
10. Unlock red Brinks padlock from the main ballot compartment door using small Brinks key. Unlock the main ballot compartment door with the flat key. Remove the blue ballot bin.
11. Lock the sides of the ballot bin using the flat key. Seal both ends of the bin with blue pull-tite seals.
12. Place the blue ballot bin back in the main compartment. Close and lock the main ballot compartment door using the flat key. Seal with a blue pull-tite seal.
13. Record the new seal numbers on the seal log.

DS200 – LAST DAY OF EARLY VOTING AND ELECTION DAY CLOSING PROCEDURES

#1
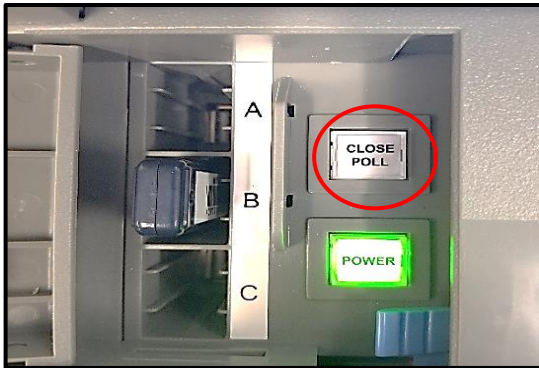
#2
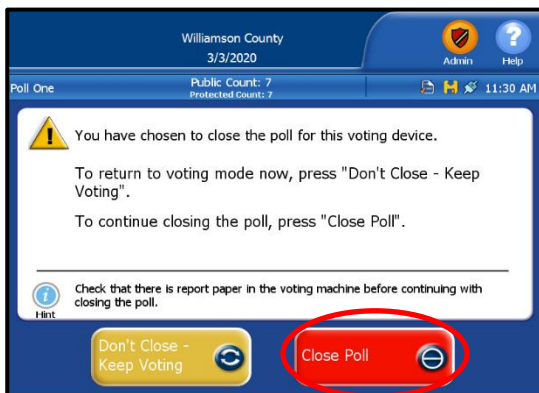
#3
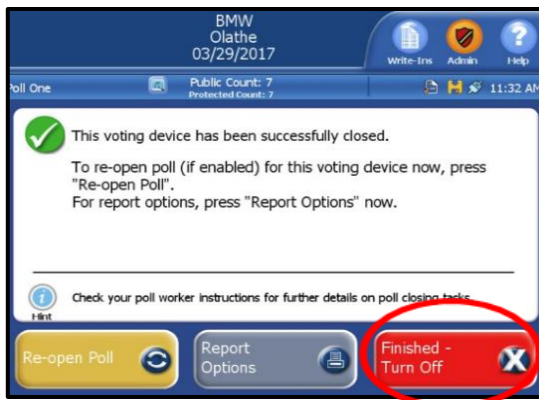
#5

IMPORTANT: Break the seal on the emergency ballot compartment door, place the seal in the used seal bag. Open and verify the ballot compartment is clear, before beginning the closing procedures. If any ballots are present, please contact the elections department.

1. Confirm the last voter has inserted their ballot. Unlock the front access compartment door, press the "CLOSE POLL" button (about 1-3 seconds). The "CLOSE POLL" button will quickly flash red and then turn off.

2. The display screen will ask you to confirm you are ready to close the poll. Touch "CLOSE POLL".

3. **LAST DAY OF EARLY VOTING ONLY**: Press "Finished – Turned Off" to shut down the DS200. WAIT until screen is black.

   ELECTION DAY ONLY: The DS200 will automatically print 2 Voting Results Reports. Both reports will print back-to-back, be sure to tear apart the 2 Voting Results Reports. On one report: sign, write the precinct number on the top, fold it accordion style and place in blue USB bag. The 2nd Voting Results Reports will be placed in pink envelope #3. Once the reports finish printing touch "Finish – Turn Off."
   Note: If you have any issues with the report not printing, press "Report Options" to print the report or call the Judges' Hotline. When printing the report be sure to touch "Include Affidavit" before touching print report.

4. AFTER the power button is no longer lit, remove the election definition USB drive from the front access compartment and the rear access compartment.
   Note: Removing the USB drive before shutdown is complete, could damage the equipment.

#6

#7

#8

Top Back Lock

Top Front Lock

#8

5. Place both USB drives into blue USB bag and seal with white prong seal. Close and lock the front access compartment using the barrel key.

6. Close the display screen and lock using the barrel key. Close, latch and lock DS200 protective lid using the flat key. Unplug power cord and place it back in the rear power plug door. Close and lock with the flat key.

7. Unlock red Brinks padlock. Remove the blue ballot bin.

8. Lock each side of the lids using the flat key. Seal both ends using barcoded blue pull-tite seals.

9. Close and lock the main ballot compartment door using the flat key and Brinks padlock key.

10. Verify the seal numbers on seal log.

Bring the BLUE BALLOT BIN and the BLUE USB BAG with you to the Elections Department.

LOGGING OUT OF TOUCHPAD

#2

#3
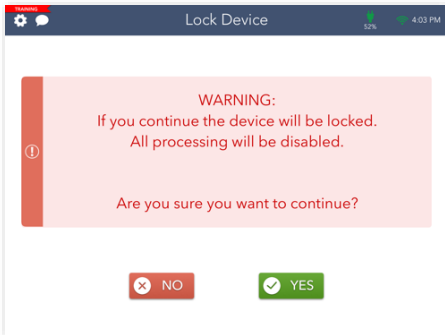
#4
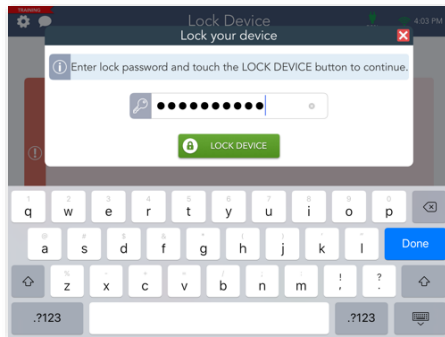
#5
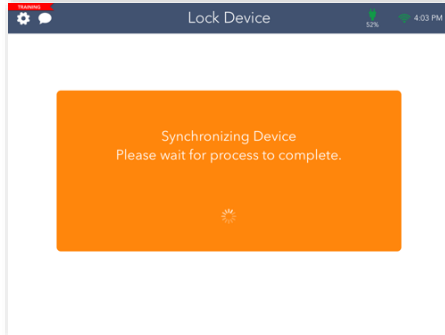
#6
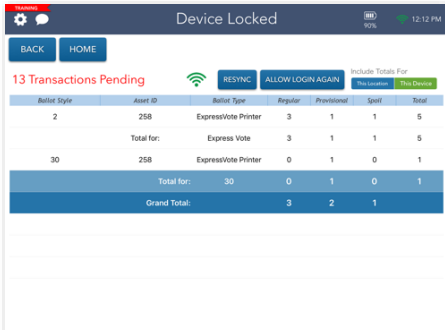
1. Once the election has ended, it is time to close the election on the Touchpads. From the Launchpad, open the Launchpad Menu and select LOGOUT.

2. A pop-up will appear. Select the yellow CLOSE FOR THE DAY button to begin the closing process.

3. A warning screen will appear. If you are ready to close the election, select YES.

4. Enter the same password you used to log into the Touchpad, then touch the green LOCK DEVICE button.

5. An orange screen will appear with a "Synchronizing Device" message. Wait for the message to disappear.

6. If your Device has not sent all of its transactions, PENDING will appear in the left-hand corner. Complete the rest of your end-of-night procedures. If items are still pending contact the Judges 'Hotline.

RETURNING PAPERWORK AND SUPPLIES

1. Use the "Returning Supplies Checklist" of items to return on the last day of Early Voting/Election Night. For any items not specifically listed, please return them in your supply kit.

2. DO NOT re-label any of the supplies you received during supply pick up, and DO NOT convert them to any other use.

3. Follow the instructions on Yellow Envelope #2, Pink Envelope #3 (used ED Only), and Gray Envelope #4. Be diligent about placing every form and every item on the checklist in the correct envelope.

4. ED only: Election Judge must keep all pink copies of Election Day forms and paperwork in Pink Envelope #3. The retention period is 22 months.

5. Place the used seals bag in the rolling supply bag.

6. Remove all personal items and trash before returning supplies.

7. Use the "Returning Supplies Checklist". Have all items ready to hand in to election workers when you arrive at the Elections Department.

8. Deliver all supplies directly to the Elections Department. Do not delay your return.

9. Make every effort to complete all forms at the polling location. If there is a problem with your paperwork, please drop off all supplies first, then park, and bring all paperwork into the building. An Elections Department staff member will assist you.

10. When you have dropped off your supplies and all have been accounted for, on the last night of EV: you will sign a check out sheet indicating you have returned your supplies. ED: you will receive a signed receipt for your records. If you do not have the materials listed on the "Returning Supplies Checklist" in hand when dropping off your supplies, you will be asked to park your vehicle and search for the item(s) before returning to the line.

TROUBLESHOOTING

TROUBLESHOOTING – EXPRESSVOTE BMD

Jammed Ballot Card - The card is jammed inside the ExpressVote BMD equipment. What steps do I take to retrieve the card?	**Cause**: The card was inserted incorrectly, or the ExpressVote BMD rollers are not functioning properly. **Solution:** Open the security panel on the right side of the machine. Locate the card and GENTLY pull the card out of the machine. (If the card is not removed gently the card may be torn causing the voter to have to spoil the card and be reissued another card.) Close and relock the security panel. Follow the procedures for spoiling and issuing a new ballot card if necessary.
Screen Calibration Issue - The voter pushes the oval for one candidate and another candidate is selected.	**Cause**: The alignment of the touch screen with the point of touch is not adjusted correctly. This alignment process is called calibration. **Solution:** If the ExpressVote is in Voter Mode, change it to Supervisor Mode by toggling the Mode switch. Press and hold the black diamond-shaped Screen key on the audio-tactile keypad until system beeps and launches screen calibration utility. The system enters screen calibration mode and displays a cross hair target symbol on a gray background. To calibrate the screen, touch the cross-hair target in each displayed location. The system registers each touch and moves the bullseye symbol to a new location on the screen until calibration is complete.
Not Accepting Ballot Card - When the voter feeds his/her card, the ExpressVote BMD is not accepting the card. What could be wrong?	**Cause**: There are many issues that could cause the card to not be accepted by the ExpressVote BMD, including feed path is obstructed and feeding the card incorrectly. These issues can cause many different error messages including "Card not recognized". **Solution:** Depending on the problem, one or more of these suggestions may help: Check the card to assure there is no damage. If damaged follow spoiled ballot procedures. Try re-feeding the card into the card tray, being careful to feed it as straight as possible.

TROUBLESHOOTING – DS200

Clearing a Ballot Jam
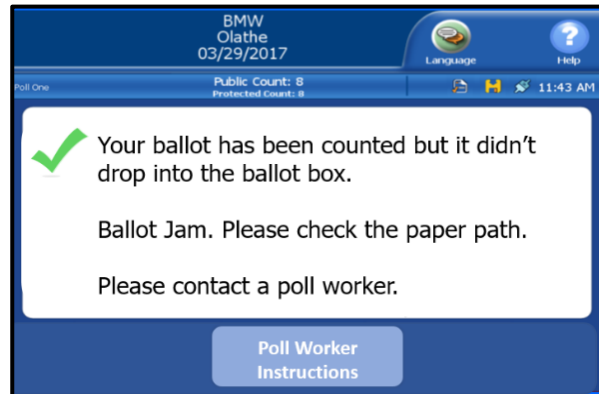
First READ the Display Screen!

If the ballot WAS counted but it didn't drop into the ballot box, clear the ballot jam and follow these steps:

1. Unlock and pull-down the front flap.
2. Slide the scanner towards you about 5 inches. If there is a jammed ballot card present as you pull the scanner towards you. Remove the ballot and skip to steps 8 & 9. If the jammed ballot card is in the scanner, follow steps 3 through 9.
3. Unlock and open the rear access compartment.
4. Lift tab on lower left corner & open.
5. Locate 2 light blue latches, pull forward & lift.

Note: Steps continue on the next page

Clearing a Ballot Jam— (continued)	6. Locate and pull out the jammed ballot.
	7. Close and lock the rear access compartment.
	8. Place the ballot into the back slot behind the machine. DO NOT run the ball through the regular slot, the ballot will be counted twice.
	9. Slide the scanner back and lock the machine in place
Ballot Jam	If there was a "Ballot Jam. The ballot has NOT been counted," message. Please clear the ballot jam. Try to re-scan the ballot (After the machine is returned and locked in proper place.) If ballot fails to scan, follow the spoiled ballot procedures.
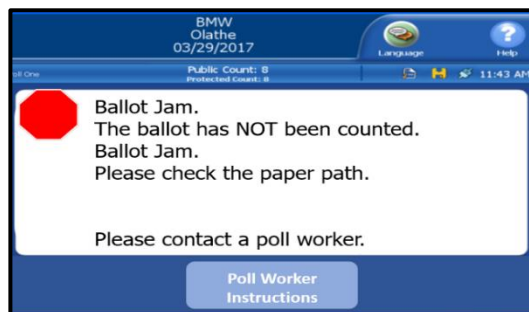
TROUBLESHOOTING – DS200
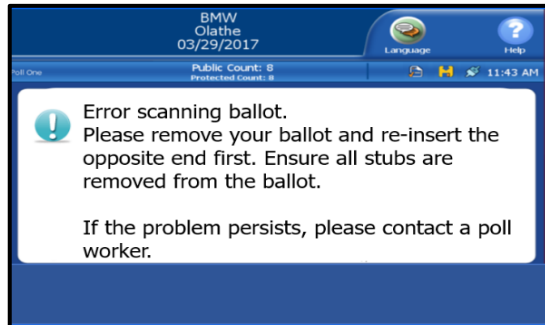
Error Scanning Ballot Error scanning ballot. Please remove your ballot and re-insert the opposite end first. Ensure all stubs are removed from the ballot. If the problem persists, please contact a poll worker.	If there was an "Error scanning ballot," message try to re-scan the ballot. If ballot fails to scan follow the spoiled ballot procedures.
Cleaning the Scanner Glass 	**Cause:** Ballots jamming or being rejected with no damage or fault of the ballot. **Solution:** The scanner strips need to be cleaned. Use the barrel key to open the rear access compartment. Press the blue lever to lift the scanner top. Use the cleaning supplies provided in the supply kit. Spray the alcohol solution on the microfiber cloth and wipe both top and bottom glass scanner strips. Allow the alcohol to dry. Close and lock the scanner.
Replacing Printer Paper & Not Printing 	1. Unlock and open the door to the paper roll using the barrel key. 2. Push down on light blue lever to open printer door. 3. Remove old printer paper roll and place new paper roll (underhand) in the slot. 4. Close and lock the doors.
Not Plugged into Power - After turning on the DS200 the display screen power icon on the top right of the screen shows a battery. What does this mean?	**Cause**: The DS200 is not plugged into the AC power cord or the wall outlet is defective. **Solution:** Ensure all power cords are plugged in securely. **Reminder:** There are two parts to the DS200 power supply; make sure the transformer is plugged into the cord. Ready and plugged into power. On battery backup, needs power.
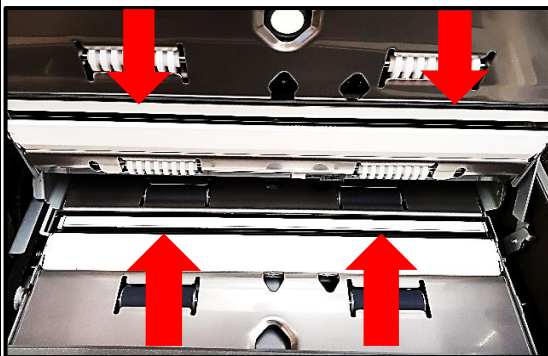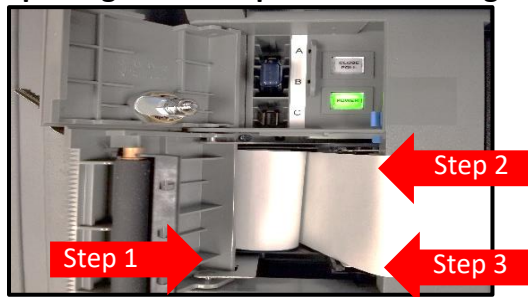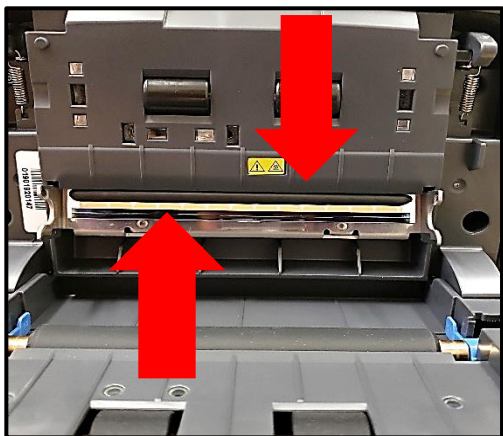
TROUBLESHOOTING – T-MOBILE HOT SPOT

Connectivity Issues	
	1. Press and hold the power button until all the icons light up green. 2. Release the power button. *Note: The battery icon will still be lit or flashing indicating the hotspot is plugged into power*. 3. Wait 60 seconds and power the hotspot back on. Press and hold the power button until all the icons light up green 4. When powered on, the service bars and Wi-Fi icons will be lit. *Note: the battery icon will be lit or flashing indicating the hotspot is plugged into power.*

TROUBLESHOOTING – EXPRESSVOTE PRINTER

Red Flash – X1 Flash	**Error**: Ballot jammed or not fully inserted. **Solution:** Remove ballot and reinsert
Red Flash – X2 Flash	**Error**: Ballot removed **Solution**: Reinsert ballot
Red Flash – X3 Flash	**Error**: ExpressVote printer head is up **Solution**: Latch printer head by pressing down till you hear a click.
Red Flash – X4 Flash	**Error**: Ballot upside-down **Solution**: Remove ballot, flip and reinsert.
Red Flash – X5 Flash	**Error**: Over Voltage **Solution**: Power down the printer by pressing and holding the power button till the blue light turns off. Wait 5 seconds then power printer back on. If the same error continues, contact the Judges' Hotline.
Red Flash – X6 Flash	**Error**: Over Temperature **Solution**: Recovers automatically when the print head cools. If the same error continues, contact the Judges' Hotline.
Cleaning Thermal Printer Head 	**Error:** Ballots are not being read in the ExpressVote BMD or the barcodes are printing damaged (smeared or smudged) **Solution:** The ExpressVote printer head needs to be cleaned. Lift the tab on the top of the printer to expose the printer head. Use only the cleaning supplies provided in the supply kit. Spray the alcohol solution on to the microfiber cloth. Wipe the glass printer head. Allow the alcohol to dry then close the printer.

FORMS INSTRUCTIONS
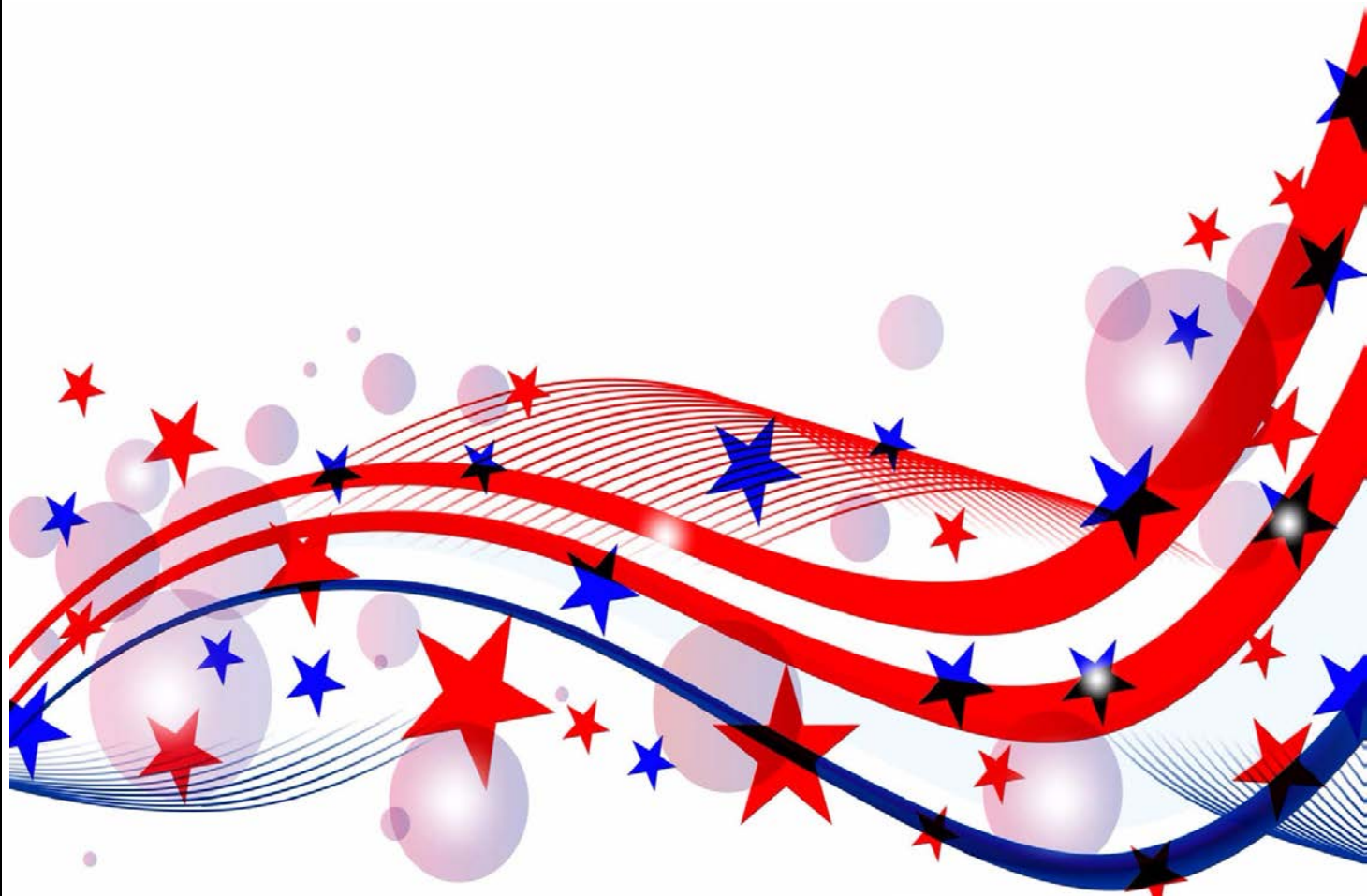
EARLY VOTING PUBLIC COUNT LOG

DESCRIPTION OF FORM:

White, legal size

WHEN IS IT USED?

Every day, to record the Public Count as shown on each DS200 when it is opened for voting and when it is shutdown each evening.

WHERE DOES IT GO?

Red File Pocket and returned to the Elections Department at the end of Early Voting.

FORM INSTRUCTIONS:

1. Fill in the name of the Location.

2. Fill in the Election name section.

3. Fill in the DS200 Serial Number.

4. Record the Public Count shown on DS200 every morning before opening and every evening when each machine is shutdown.

5. The Public Count at the beginning of each day should match the Public Count from the end of the previous day.

EARLY VOTING PUBLIC COUNT LOG

Location: **GIL**
Election: **11/2/2099**
DS200 Serial #: **08079**

Date	Public Count
10/13/2099 AM	
10/13/2099 PM	
10/14/2099 AM	
10/14/2099 PM	
10/15/2099 AM	
10/15/2099 PM	
10/16/2099 AM	
10/16/2099 PM	
10/17/2099 AM	
10/17/2099 PM	
10/18/2099 AM	
10/18/2099 PM	
10/19/2099 AM	
10/19/2099 PM	
10/20/2099 AM	
10/20/2099 PM	
10/21/2099 AM	
10/21/2099 PM	
10/22/2099 AM	
10/22/2099 PM	
10/23/2099 AM	
10/23/2099 PM	

Please return in the Red File Pocket to the Elections Office at the end of Early Voting.

EARLY VOTING SEAL LOG

Williamson County Elections				EV Polling Location Seal Log								
				Event ID: 1102								
		Precinct:	368	Polling Location:		GIL						
Items		10/18	10/19	10/20	10/21	10/22	10/23	10/25	10/26	10/27	10/28	10/29
EXPRESSVOTE SEAL# 0077010 ASSET# 06731												
USB DOOR SEAL# 200095												
EXPRESSVOTE SEAL# 0077011 ASSET# 06758												
USB DOOR SEAL# 200097												
EXPRESSVOTE SEAL# 0077009 ASSET# 06057												
USB DOOR SEAL# 200089												
EXPRESSVOTE SEAL# 0077005 ASSET# 06698												
USB DOOR SEAL# 200090												
EXPRESSVOTE SEAL# 0077008 ASSET# 06689												
USB DOOR SEAL# 200099												
EXPRESSVOTE SEAL# 0077007 ASSET# 06181												
USB DOOR SEAL# 200096												
EXPRESSVOTE SEAL# 0077006 ASSET# 06142												
USB DOOR SEAL# 200092												
EXPRESSVOTE SEAL# 0077004 ASSET# 06777												
USB DOOR SEAL# 200087												
DS200 LID SEAL# 1222305 ASSET# 08115												
BACK USB STICK SEAL# 192884 ASSET 09961												
FRONT USB STICK SEAL# 199956 ASSET 09567												
EMERGENCY DOOR SEAL# 20148911												
DS200 SIDE SEAL# 20148938 DS200 SIDE SEAL# 20148990												
BLUE BALLOT BOX DOOR SEAL# 1222036 ASSET# 08624												
LID SEAL# 1222073 LID SEAL# 1222074												

DESCRIPTION OF FORM:
White, legal size

WHEN IS IT USED?
Used to verify and record seal/serial numbers for Early Voting and Election Day equipment (DS200, ExpressVote BMD, Touchpad), all security bags (blue USB and Provisional).

WHERE DOES IT GO?
EV: Red File Pocket and returned to Elections Department.

ED: Green File Pocket and returned to Elections Department.

FORMS INSTRUCTIONS:
The Day Before:
The Election Day Seal Log will have all seal/serial numbers listed for the equipment and supplies provided for your polling location.
1.   Verify that you have received the equipment and bags assigned to your polling location.
2.   Verify that assigned seals/serial numbers are intact.
Opening the Polls:
1.   Verify and record seal/serial numbers and on the DS200.
2.   Verify and record seal/serial numbers on each ExpressVote BMD.
3.   Record the opening Public Count shown on the DS200.
Closing the Polls:
1.   Verify and record seal/serial numbers that were used to seal the DS200, ExpressVote BMDs, blue USB bag and the provisional ballot bag.

ELECTION DAY SEAL LOG

DESCRIPTION OF FORM:
White, legal size

WHEN IS IT USED?
Used to verify and record seal/serial numbers for Early Voting and Election Day equipment (DS200, ExpressVote BMD, Touchpad), all security bags (blue USB and Provisional).

WHERE DOES IT GO?
EV: Red File Pocket and returned to Elections Department.

ED: Green File Pocket and returned to Elections Department.

FORMS INSTRUCTIONS:
The Day Before:
The Election Day Seal Log will have all seal/serial numbers listed for the equipment and supplies provided for your polling location.
1. Verify that you have received the equipment and bags assigned to your polling location.
2. Verify that assigned seals/serial numbers are intact.

Opening the Polls:
1. Verify and record seal/serial numbers and on the DS200.
2. Verify and record seal/serial numbers on each ExpressVote BMD.
3. Record the opening Public Count shown on the DS200.

Closing the Polls:
1. Verify and record seal/serial numbers that were used to seal the DS200, ExpressVote BMDs, blue USB bag and the provisional ballot bag.

Williamson County Elections ED Polling Location Seal Log		
		Precinct: 186
Items		**11/2**
EXPRESSVOTE **SEAL#** 0077111 **ASSET#** 06163		
USB DOOR **SEAL#** 199909		
EXPRESSVOTE **SEAL#** 0077113 **ASSET#** 06126		
USB DOOR **SEAL#** 199925		
EXPRESSVOTE **SEAL#** 0077112 **ASSET#**06766		
USB DOOR **SEAL#** 199911		
EXPRESSVOTE **SEAL#** 0077115 **ASSET#** 06066		
USB DOOR **SEAL#** 199904		
EXPRESSVOTE **SEAL#** 0077114 **ASSET#** 06218		
USB DOOR **SEAL#** 199914		
EXPRESSVOTE **SEAL#** 0077116 **ASSET#** 06481		
USB DOOR **SEAL#** 199919		
EXPRESSVOTE **SEAL#** **ASSET#**		
USB DOOR **SEAL#**		
EXPRESSVOTE **SEAL#** **ASSET#**		
USB DOOR **SEAL#**		
DS200 **LID SEAL#** 1222220 **ASSET#** 08090		
BACK USB STICK **SEAL#** 292970 **ASSET# 09736**		
FRONT USB STICK **SEAL#** 200144 **ASSET# 10266**		
EMERGENCY DOOR **SEAL#** 0081399		
DS200 SIDE SEAL# 0081584 **DS200 SIDE SEAL#** 0081578		
BLUE BALLOT BOX **DOOR SEAL#** 1222382 **ASSET#** 08533		
LID SEAL# 1222379 **LID SEAL#** 1222380		
USB BAG **ASSET#** 01437 **SEAL#** 7090601		
ORANGE PRO. BAG **SEAL#** 7090646 **ASSET#** 05337		

NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED

DESCRIPTION OF FORM:

Yellow, letter size

WHEN IS IT USED?

Election day only. This form is placed on the door of the polling location to update, at specific times, the total number of voters who have voted at that location.

FORM INSTRUCTIONS:

1. The Judge will sign the form.

2. The Judge will fill in the total number of voters who have voted in the polling location every two hours beginning at 9:30AM.

The form will remain posted until the polls close.
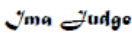
WHERE DOES IT GO?

Yellow envelope #2

AW7-8
Prescribed by Secretary of State
Section 61.007(c), Texas Secretary of State
3/07

NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED
(AVISO DEL NUMBERO DE VOTANTES QUE HAN VOTADO)

(Number of Voters)
(Número de Votantes)

9:30 a.m.	34
11:30 a.m.	87
1:30 p.m.	154
3:30 p.m.	280
5:30 p.m.	413

Ima Judge
Signature of Presiding Judge
(Firma del Juez Presidente)

NOTE TO PRESIDING JUDGE:

The total number of voters as shown on the poll list shall be posted at the times listed. The notice shall remain posted until the polls close. Return this form in envelope number 2 to the general custodian of the election records.

NOTA AL JUEZ PRESIDENTE:

El número de votantes establecido en la lista de votantes se mostrará a las horas señaladas arriba. El aviso quedará puesto hasta que cierren los sitios de votación. Devuelva esta forma en el sobre número 2 a la persona a cargo de los archivos electorales.

AFFIDAVIT OF CANCELLATION

<u>Affidavit of Cancellation</u>

Name of Voter _____ John Doe _____

Certification Number __ 345678 _____

I hearby swear that the voter registration of the above named Person should be:

[X]   Cancelled because they are deceased

[   ]   Confirmed due to address change

_____Jane Doe_____   _____Wife_____
Signature of Relative   Relationship to Voter

____Ima Judge____   123   11/3/2099
Signature of Election Official   Precinct   Date

DESCRIPTION OF FORM:

White, 4"x5.5"

WHEN IS IT USED?

When a voter requests that the registration of a relative who has died or moved be cancelled.

WHERE DOES IT GO?

EV: Completed Affidavits are placed in 'Cancelled ballots by mail envelope' and returned to the Elections Department in the Red File Pocket on the last day of Early Voting.

ED: Gray Envelope #4

FORM INSTRUCTIONS:

- Legibly print the name and certificate number of the voter to be cancelled where indicated.

- Check the reason for the cancellation.

- Relative must sign and indicate the relationship to voter he/she is requesting be cancelled where indicated.

- Supervisor/Judge signs and provides precinct and date at the bottom of form where indicated.

APPOINTMENT OF A POLL WATCHER BY A CANDIDATE

DESCRIPTION OF FORM:

White, letter size

The Appointment of Poll Watcher by Candidate on the Ballot or Declared Write-In Candidate is English on one side and Spanish on the reverse side.

WHEN IS IT USED?

A Poll Watcher must deliver a Certificate of Appointment to the Supervisor/Judge at the time the Watcher reports for service. The Appointment may be determined by a Candidate.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Yellow Envelope #2

FORM INSTRUCTIONS:

The Affidavit portion at the bottom half of the page must be countersigned in the presence of the Supervisor/Judge to ensure that the Watcher is the same person who signed the certificate. The certificate is retained at the Polling Location until the end of Early Voting.

AW4-16
Prescribed by Secretary of State
Sections 33.002, 33.006, Texas Election Code
5/12

APPOINTMENT OF POLL WATCHER BY CANDIDATE ON THE BALLOT OR DECLARED WRITE-IN CANDIDATE

To the Presiding Judge:

The following person has been appointed to serve as a poll watcher on my behalf.

Name of Poll Watcher	Name of Candidate
Polly Watcher	Candace Dayton
Residence Address of Poll Watcher	Name and Date of Election
567 Somewhere St, Somecity, TX	General - November 3, 2099
Voter Registration VUID Number of Poll Watcher	Precinct or other location Poll Watcher is to serve
1122334455	Brushy Creek

Candace Dayton
Signature of Candidate or Other Approving Authority

Candidate
Title of Approving Authority

Polly Watcher
Signature of the Watcher

AFFIDAVIT OF POLL WATCHER

I, _____Polly Watcher_____, a poll watcher for the above appointing authority, do hereby swear or affirm that I do not have in my possession any type of mechanical or electronic means of recording images or sound while serving as a watcher at this precinct or I will disable or deactivate the device while serving as a watcher.

Polly Watcher
Signature of Poll Watcher

Sworn to and subscribed before me this the ___27___ day of ___Oct___ _2099_.

Ima Judge
Signature of Election Judge

Ima Judge
Printed Name of Election Judge

INSTRUCTIONS

The following persons have the authority to appoint a poll watcher on behalf of a candidate whose name appears on the ballot.

a.   In an election for an office of the state government that is filled by voters of more than one county, by the candidate's campaign treasurer.

b.   In an election for an office of the federal government that is filled by voters of more than one county, by the chair or treasurer of the candidate's principal campaign committee or by a designated agent of the chair or treasurer.

CERTIFICATE OF APPOINTMENT FOR POLL WATCHER FOR PROPOSITIONS OR ISSUES

DESCRIPTION OF FORM:

White, letter size

The Appointment of Poll Watcher by a Proposition or Measure is English on top of the form and Spanish on the bottom of the form.

WHEN IS IT USED?

A Poll Watcher must deliver a Certificate of Appointment to the Supervisor/Judge at the time the Watcher reports for service. The Appointment may be determined by a Political Party.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Yellow Envelope #2

FORM INSTRUCTIONS:

The Affidavit portion of the page must be countersigned in the presence of the Supervisor/Judge to ensure that the Watcher is the same person who signed the certificate. The certificate is retained at the Polling Location until the end of Early Voting.

AW4-17
Prescribed by Secretary of State
Sections 33.005, 33.006, Texas Election Code
5/12

CERTIFICATE OF APPOINTMENT FOR POLL WATCHER FOR PROPOSITIONS OR ISSUES

To the Presiding Judge:

The following person has been appointed poll watcher in accordance with Sec. 33.005, Texas Election Code.

Name of Poll Watcher	Name or Number of Proposition on Ballot
Polly Watcher	**Willamson County Proposition 20**
Residence Address of Poll Watcher	Name and Date of Election
567 Somewhere St, Somecity TX 01234	**November 6, 2099**
Voter Registration VUID Number of Poll Watcher	Precinct Poll Watcher is to serve
1122334455	**Brushy Creek**

The appointee (check one) _____ favors the above named proposition on the ballot.
_____ opposes

Lotta People
Signature of Campaign Treasurer
or Asst. Campaign Treasurer

Some group commitee
Name of Specific Purpose Political Committee

Polly Watcher
Signature of the Watcher

AFFIDAVIT OF POLL WATCHER

I, **Polly Watcher** _____, a poll watcher for the above appointing authority, do hereby swear or affirm that I do not have in my possession any type of mechanical or electronic means of recording images or sound while serving as a watcher at this precinct or I will disable or deactivate the device while serving as a watcher.

Polly Watcher
Signature of Poll Watcher

Sworn to and subscribed before me this the _____**6**_____ day of **November**, 20**99**.

Ima Judge
Signature of Election Judge

Ima Judge
Printed Name of Election Judge

CERTIFICADO DE NOMBRAMIENTO PARA UN OBSERVADOR PARA PROPOSICIONES O PUNTOS EN CUESTIÓN

Al Juez Presidente:

La siguiente persona ha sido nombrada observador(a) de acuerdo con la Sec. 33.005, Código de Elecciones.

Nombre del/de la Observador(a)	Nombre o Número de la Proposición en la Boleta
Dirección Residencial del/de la Observador(a)	Tipo y Fecha de Elección
Núm. de VUID del/de la Observador(a)	Precinto en que servirá él/la Observador(a)

La persona nombrada (indique uno) _____ apoya la proposición mencionada arriba en la boleta.
_____ opone

Firma del Tesorero de la Campaña Electoral
o el Subtesorero de la Campaña Electoral

Nombre del Comité Político Con Un Propósito Específico

Firma del/de la Observador(a)

DECLARACIÓN JURADA DE OBSERVADOR(A)

Yo, _____, observador(a) de elección designado(a) por la autoridad citada, por el presente juro o protesto que no tendré en mi poder, durante mi gestión de observador(a) en este precinto electoral, ningún dispositivo mecánico o electrónico, de cualquier tipo, para la grabación de imágenes o de sonidos, o que inhabilitaré o desactivaré el dispositivo al servir como Observador(a).

Firma del/de la Observador(a)

Jurado y suscrito ante mí, a los _____ días del mes de _____ de 20____.

Firma del/de la Juez Electoral

Nombre del/de la Juez Electoral, en letras de molde

APPOINTMENT OF A POLL WATCHER BY A POLITICAL PARTY

DESCRIPTION OF FORM:

White, letter size

The Appointment of Poll Watcher by a Political Party is English on top of the form and Spanish on the bottom of the form.

WHEN IS IT USED?

A Poll Watcher must deliver a Certificate of Appointment to the Supervisor/Judge at the time the Watcher reports for service. The Appointment may be determined by a Political Party.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Yellow Envelope #2

FORM INSTRUCTIONS:

The Affidavit portion of the page must be countersigned in the presence of the Supervisor/Judge to ensure that the Watcher is the same person who signed the certificate. The certificate is retained at the Polling Location until the end of Early Voting.

AW4-18
Prescribed by Secretary of State
Sections 33.003, 33.006, Texas Election Code
8/17

APPOINTMENT OF POLL WATCHER BY POLITICAL PARTY

To the Presiding Judge:

The following person has been appointed poll watcher in accordance with Sec. 33.003, Texas Election Code.

Name of Poll Watcher	Name of Political Party
Polly Watcher	Purple Party
Residence Address of Poll Watcher	Name and Date of Election
567 Somewhere St, Somecity, TX 01234	General - November 6, 2099
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve
1122334455	Brushy Creek

Clara Chair
Signature of the County Chair

Sam Jones
Signature of Committee Member

Willy Wonamaker
Signature of Committee Member

Olivia Munn
Signature of Committee Member

If the County Chair does not make an authorized appointment, any three members of the county executive committee may make the appointment.

Polly Watcher
Signature of the Watcher

AFFIDAVIT OF POLL WATCHER

I, Polly Watcher, a poll watcher for the above appointing authority, do hereby swear or affirm that I do not have in my possession any type of mechanical or electronic means of recording images or sound while serving as a watcher at this precinct or I will disable or deactivate the device while serving as a watcher.

Polly Watcher
Signature of Poll Watcher

Ima Judge
Signature of Election Judge

Sworn to and subscribed before me this the 06 day of Nov, 20 99.

Ima Judge
Printed Name of Election Judge

NOMBRAMIENTO DE UN OBSERVADOR POR UN PARTIDO POLÍTICO

Al Juez Presidente:

La siguiente persona ha sido nombrada observador(a) de acuerdo con la Sec. 33.003, , Código de Elecciones.

Nombre del/de la Observador(a)	Nombre del Partido Político
Dirección Residencial del/de la Observador(a)	Tipo y Fecha de Elección
Núm. de VUID del/de la Observador(a)	Precinto en que servirá el/la Observador(a)

Firma del Secretario del Condado

Firma de un Miembro del Comité

Firma de un Miembro del Comité

Firma de un Miembro del Comité

Si el secretario del condado no hace un nombramiento autorizado, cualesquier tres miembros del comité ejecutivo del condado podrán hacer el nombramiento.

Firma del/de la Observador(a)

DECLARACIÓN JURADA DE OBSERVADOR

Yo,_____, observador(a) de elección designado/a por la autoridad citada, por el presente juro o protesto que no tendré en mi poder, durante mi gestión de observador(a) en este precinto electoral, ningún dispositivo mecánico o electrónico, de cualquier tipo, para la grabación de imágenes o de sonidos, o que inhabilitaré o desactivaré el dispositivo al servir como Observador(a).

Firma del/de la Observador(a)

Firma del/de la Juez Electoral

Jurado y suscrito ante mí, a los _____ días del mes de _____ de 20 _____.

Nombre del/de la Juez Electoral, en letras de molde

SPOILED BALLOT LOG

DESCRIPTION OF FORM:

White, letter size

WHEN IS IT USED?

Anytime a voter mismarks, damages, or otherwise spoils a ballot.

WHERE DOES IT GO?

EV: Spoiled Ballot Logs will be picked up by the Field Tech when full.

On the last day of Early Voting, the Supervisor will put this form in the Red File Pocket and return it to the Elections Department.

ED: Green File Pocket

FORM INSTRUCTIONS:

- Enter the serial number, name and indicate if this is spoiled by the voter or election worker in the labeled sections. If its an unknown voter, write "unknown" in the name section.

- The Supervisor/Judge must date the form and sign the bottom of the form where indicated.

7-80
Prescribed by Secretary of State
Section 64.007, Texas Election Code
1/2022

Type of Election	Polling Location #
JGSE	GIL
Date of Election	Authority Conducting the Election
11/02/99	Williamson County

REGISTER OF SPOILED BALLOTS

Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn't scan, or other administrative error)
12345689	Happy Voter	X		

I, the undersigned Presiding Judge of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-mentioned election.

Given under my hand, this _____2_____ day of ___November___, 20 99 .

Ima Judge
Signature of Presiding Judge

Ima Judge
Printed Name of Presiding Judge

REGISTER OF OFFICIAL BALLOTS

DESCRIPTION OF FORM:

Letter size duplicate form with white and yellow copies.

WHEN IS IT USED?

EV: Completed the last night of early voting.

WHERE DOES IT GO?

EV: Red file pocket folder

AW7-4
Prescribed by Secretary of State
Section 65.013, Texas Election Code
3/07

Polling Location ___Cedar Park Library___

REGISTER OF OFFICIAL BALLOTS

Number of ballots initially received.......................... 2000

Number of ballots replenished by Field Tech.......... 500

TOTAL NUMBER OF BALLOTS RECEIVED... 2500

Number of ballots defectively printed 0

Number of spoiled ballots returned by voter........... 20

Number of unused ballots.................................. 50

Number of ballots voted including provisional
(as shown by number of voters on poll list).............. 2430

TOTAL NUMBER OF BALLOTS ACCOUNTED FOR...................... 2500

　　* These two numbers should be equal.

Number of provisional ballots voted
(number of voters on list of provisional voters)..... 100

I the undersigned, Presiding Judge of the Election held on the __3__ day of __March__, 20_20_, at Election Precinct No. __254__ in __Cedar Park__, Texas, do hereby certify that the above and foregoing statement of official ballots of said Election is true and correct, and that all ballots returned by me were locked in the appropriate ballot box as required by law.

　　WITNESS MY HAND this the __3__ day of __March__, 20 _20_.

　　　　　　　　　　　　Jane Judge
　　　　　　　　　　　　Presiding Judge

NOTE: RETURN ORIGINAL COPY IN BROWN ENVELOPE NO. 4 WITH UNUSED BALLOTS.   PLACE OTHER COPY IN ENVELOPE NO. 3 ADDRESSED TO PRESIDING JUDGE.

FORM INSTRUCTIONS:

- Number of ballots initially received - The total number of ballots at the opening of EV or ED
- Number of ballots replenished by Field Tech - The total number ballots delivered by a Field Tech. Note: may include multiple deliveries
- TOTAL NUMBER OF BALLOTS RECEIVED - Total ballot stock initially received plus replenished.
- Number of ballots defectively printed - Used for full size paper ballots.
- Number of spoiled ballots returned by voter - Ballots that were mismarked or damaged by the voter. *Note: ED ballots with the judge's signature pre-signed will be counted on this line as well.*
- Number of unused ballots - The total number of unused blank ballot stock.
- Number of ballots voted including provisional - The total number taken from the Touchpad.
- TOTAL NUMBER OF BALLOTS ACCOUNTED FOR - When totaled, this number should match the TOTAL NUMBER OF BALLOTS RECEIVED.
- Number of provisional ballots voted – Total number of provisional voters as listed on the list of provisional voters.

REGISTER OF OFFICIAL BALLOTS/BALLOT AND SEAL CERTIFICATE

DESCRIPTION OF FORM:

Letter size duplicate form with white and yellow copies.

WHEN IS IT USED?

ED: Completed at the end of Election night.

WHERE DOES IT GO?

ED: White copy goes in brown envelope #4 and the other copy goes in pink envelope #3

FORM INSTRUCTIONS:

- At the top of the form fill out the Election Name, Date, Location Name, and DS200 ID#.
- Line A = Total number of blank ballots received
- Line B = Voting results from results tape
- Line C = Total number of provisional ballots
- Line D = Spoiled Ballots – (Unknow voters & pre-signed blank ballots)
- Line E = Unused ballots
- Line F = Total number of ballots accounted for (B + C + D + E)
  ### Lines A & F should match
- Line G = Number of unaccounted ballots (Line A – Line F)
- Line H = Total number of Regular check-ins (Touchpad Check-In totals)
- Line I = Number of ballots in the blue ballot bin (Line H – Line G)
- Record the both serial numbers from the blue ballot bin
- Judge writes the day, month and the year on the next line.
- The Judge and Alternate must sign the bottom of the form where indicated.
  If more than 4 ballots are unaccounted for notify the Elections Department.

AFFIDAVIT OF PROVISIONAL VOTER
GREEN ENVELOPE – FRONT

Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional)

Approved by Secretary of State	Type of Election / Tipo de Elección **JGSE**	Name of Candidate Voter / elección: **GEORGETOWN INNER LOOP (GIL)**	Date of Election / Fecha de la Elección **11-06-2099**	Authority Conducting Election / Autoridad Administrando la Elección **WILLIAMSON COUNTY**

TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and am registered in the precinct in which I am attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible.

PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y estoy registrado en el precinto el cual estoy intentando a votar y aún no he votado en esta elección (ni en persona ni por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o, si soy el autor de un delito grave, he cumplido toda mi condena inclusive el período de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final en una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y también entiendo que es un delito grave de 2º grado votar en una elección sabiendo que no cumplo con los requisitos necesarios.

Last Name /Apellido usual **Voter**	First Name / Su nombre de pila **Valerie**	Middle Name (if any) / Segundo nombre (si tiene)	Former Name / Nombre anterior

Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include PO Box, Rural Rt. Or Business Address) / Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal. A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial)
9874 Willow Way Apt. 3, Taylor, TX, 76574

Gender: (Optional) / Sexo (Optativo) ☐ Male (Hombre) ☒ Female (Mujer)

Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. / Dirección postal Ciudad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicilio)

Date of Birth: Month, Day, Year / Fecha de nacimiento: mes, día, año **09 / 08 / 1975**

TX Driver's License No. or Personal I.D. No. (Issued by Dept of Public Safety) / Número de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Seguridad Pública de Texas) **23202567**	Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number) / Número de Seguro Social. (Si no tiene licencia, de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social) **XXX -XX -☐☐☐☐**	☐ I have not been issued a TX driver's license/ personal identification number or Social Security Number. Yo no tengo una licencia de conducir de Texas/Cédula de identidad personal de Texas ni un Número de Seguro Social

Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado Soy ciudadano/a de los Estados Unidos — Yes Sí ☒ NO No ☐	Signature of Voter / Firma del votante X_____ *Valerie Voter*

DESCRIPTION OF FORM:

Green envelope, front side

WHEN IS IT USED?

For each voter casting provisional ballot

WHERE DOES IT GO?

Once the voter has completed the voting process, the voter places the sealed envelope into the provisional ballot bag.

FORM INSTRUCTIONS:

For Supervisor/Judge

- Legibly completes all fields on top portion of envelope

For the Provisional Voter

Legibly completes the front of the envelope.

The following fields are required:
- Last Name
- First Name
- Residence Address
- Date of Birth
- Signature
- Date
- Citizenship confirmation
- TX DL# or TX ID# or,
- Last four digits of SSN or,
- Checks box indicating absence of these items

The following fields are optional (though preferred):
- Middle Name
- Former Name (if any)
- Gender
- Mailing Address (required if voter cannot or does not wish to receive mail at Residence Address)

AFFIDAVIT OF PROVISIONAL VOTER
GREEN ENVELOPE – BACK

<table>
<tr><td>

TO BE COMPLETED BY ELECTION JUDGE:

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION

☐ Yes   ☐ No

REASON FOR VOTING PROVISIONALLY

1. _____ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption.
2. ☑ Voter not on list of registered voters.
3. _____ Voter not on list, registered in another precinct.
4. _____ Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.
5. _____ Voting after 7:00 p.m. due to court order.
6. _____ Voter on list, but registered residence address is outside the _____ political subdivision.
7. _____ Registered at Department of Public Safety (DPS): When: _____ Where: _____
8. _____ Other: _____ (Please explain)

Sworn and subscribed to before me this date: _____ **11/06/99** _____.

Ima Judge
Signature of Election Judge

</td><td>

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:

I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:

FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE

1. _____ Voter presented acceptable form of identification **OR** a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.
2. _____ Voter met disability exemption within 6 calendar days of election day.
3. _____ Voter executed religious objection affidavit within 6 calendar days of election day.
4. _____ Voter executed natural disaster affidavit within 6 calendar days of election day.
5. _____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.

FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS

6. _____ Not a registered voter or registration not effective in time for this election.
7. _____ Registered to vote, erroneously listed in wrong precinct.
8. _____ Registered to vote in a different precinct within the county.
9. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.
10. _____ Voter erroneously removed from the list.
11. _____ Voter is not registered to vote in _____ political subdivision.
12. _____ Other: _____ (Please explain)

_____ _____
Signature of Voter Registrar   Date

</td></tr>
</table>

Action taken by the Early Voting Ballot Board: ☐ ACCEPTED   ☐ REJECTED   Signature of Ballot Board Judge: _____

DESCRIPTION OF FORM:

Green envelope, back side

WHEN IS IT USED?

For each voter casting a provisional ballot

WHERE DOES IT GO?

Once the voter has completed the voting process, the voter places the sealed envelope into the provisional ballot bag.

FORM INSTRUCTIONS:

Supervisor/Judge will complete only the left side of the form.

- Check the reason the voter is casting a provisional ballot. If the reason is not listed, check line for "Other" and print the reason.
- Write in the current day's date.
- Sign the form where indicated.

LIST OF PROVISIONAL VOTERS

DESCRIPTION OF FORM:

Letter size in tri-color triplicate (white, yellow, pink)

WHEN IS IT USED?

Each time a provisional voter is processed.

WHERE DOES IT GO?

EV: All three copies are placed in the clear pocket in the front of the provisional ballot bag at the end of Early Voting.

ED:

- The white copy goes in the clear pocket of the provisional ballot bag.

- The yellow copy goes in Yellow Envelope #2.

- The pink copy goes in Judge's Pink Envelope #3.

AW7-26
Prescribed by Secretary of State
Section 63.011, Texas Election Code
10/13

Type of Election *(Tipo de Elección)*	Precinct. No. *(Núm. de Precinto)*
General	123
Date of Election *(Fecha de la Elección)*	Authority Conducting Election *(Autoridad Administrando la Elección)*
11/3/2099	Williamson County

List of Provisional Voters

	To be Completed by the Election Judge		To be Completed by the Ballot Board Judge	
	Name of Provisional Voter		Accepted for Counting	Rejected for Counting
1.	Valerie Voter	Pct 123		
2.	Benjamin Ballot	Pct 124		
3.	Charlie Chooses	Pct 481		
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

Number of Provisional Ballots in Ballot Box:
(as shown on list)
3

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Precinct Presiding Judge: *Ima Judge*

Signature of Custodian receiving ballots from Presiding Judge: *Victoria Registrar*

Signature of Voter Registrar: *Victoria Registrar*

FORM INSTRUCTIONS:

- Fill out the heading on the top right of the form.

- Supervisor/Judge signs as the "Precinct Presiding Judge" at bottom of form.

- For each provisional voter, clearly print the name of the voter and the precinct of his/her residence address.

- Enter the total number of provisional voters at the end of the lines for entry on the left side where indicated in the box.

NOTICE TO PROVISIONAL VOTER

VOTERS W/ PHOTO ID

AW7-15a, 9/09
Prescribed by Secretary of State
Section 65.059, Texas Election Code

Notice to Provisional Voter

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

Your affidavit will be retained by the voter registrar who will use the information on the affidavit to update your voter registration information or if you are not a registered voter, the affidavit will be submitted to the voter registrar as a new voter registration application.

If you have any questions, call the Secretary of State's Office toll free 1-800-252-VOTE(8683).

Notificación al Votante Provisional

La junta de votación temprana tomará una determinación, después de la elección, sobre si su boleta se contará o no. Dentro de 30 días después de la elección, se le enviará una notificación a la dirección que usted proporcionó en su declaración jurada para votar en una boleta provisional. En dicha notificación se indicará si (1) su boleta se contó o (2) si no se contó y la razón por la cual no se contó.

El registrador de votantes guardará su declaración jurada y él usará la información de la misma para actualizar la información de su registro electoral o, si usted no estuviera inscrito como votante, la declaración jurada se le entregará al registrador de votantes como una nueva solicitud de registro electoral.

Si tiene alguna pregunta, llame gratis a la oficina del Secretario de Estado al 1-800-252-VOTE(8683).

VOTERS W/ NO VALID ID

7-15c
Prescribed by Secretary of State
Sections 63.001(g), Texas Election Code
1/2018

NOTICE TO PROVISIONAL VOTER
(For provisional voter that did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

If you are voting in the correct precinct, **in order to have your provisional ballot accepted**, you will be required to visit your local county voter registrar's office (information below) within **six days of the date of the election** to either present one of the below forms of photo ID OR if you do not possess and cannot reasonably obtain one of the below forms of photo ID, execute a Reasonable Impediment Declaration and present one of the below forms of supporting ID OR submit one of the temporary forms addressed below (e.g., religious objection or natural disaster exemption) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or if you do not possess and cannot reasonably obtain one of the below acceptable forms of photo ID, execute your Reasonable Impediment Declaration and present one of the below forms of supporting ID, or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

Voter must appear before Voter Registrar by:

11/06/99

_____
Date

Acceptable Forms of Photo Identification
- Texas Driver's License issued by the Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS*;
- Texas Personal Identification Card issued by DPS;
- Texas Handgun License issued by DPS;
- United States Military Identification Card containing the person's photograph;
- United States Citizenship Certificate containing the person's photograph; or
- United States Passport (book or card).

*If you do not have another acceptable form of photo identification you may apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.

With the exception of the U.S. citizenship certificate, the identification must be current or, for voters aged 18-69 years, have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of identification listed above that has expired if the identification is otherwise valid.

Reasonable Impediment Declaration: If you do not possess one of the forms of acceptable photo identification listed above, and cannot reasonably obtain such identification, you may execute a Reasonable Impediment Declaration and present a copy or original of one of the following supporting documents: (1) a government document that shows your name and an address, including your voter registration certificate; (2) current utility bill; (3) bank statement; (4) government check; (5) paycheck; or (6) (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

The address on an acceptable photo identification or a supporting document does not have to match your address on the list of registered voters.

PERMANENT EXEMPTION

During the cure period, voters with a disability may apply with the county voter registrar for a **permanent exemption** to presenting o presenting acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state that he/she does not have a form of identification prescribed by Section 63.0101 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote upon display of their voter registration certificate reflecting the exemption.

TEMPORARY EXEMPTION

During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a consistent religious objection to being photographed OR who do not present an acceptable form of photo identification listed above or follow the Reasonable Impediment Declaration procedure because of certain natural disasters as declared by the President of the United States or the Texas Governor.

(Insert Map to Voter Registrar's office here.)

_____ County Voter Registrar's Office
(Insert Address of Voter Registrar's office here)

Completed by Polling Place Official:
Voter's Last Name: _____
Voter's First Name: _____
VUID #: _____
Precinct No. _____

Voters needing to "cure" their provisional ballots have until six (6) calendar days after Election Day to provide an acceptable form of identification to the Voter Registrar OR to request an exemption from the ID Requirement. Below are the dates and times that the Williamson County Elections Office will be open during the "cure" period. For additional information, please call 512-943-1630 or go to www.wilco.org/elections.

GEORGETOWN

ELECTIONS OFFICE
301 SE Inner Loop, Suite 104
Georgetown, TX 78626

ROUND ROCK

This box will contain the dates and times the Elections Office will be open during the cure period for each specific election.

1 of 1

DESCRIPTION OF FORMS:

Letter size, white

WHEN IS IT USED?

After the voter has finished voting, provide him/her the appropriate notice(s) as listed above.

Each voter who votes provisionally because he/she does not have an acceptable form of ID must also be given a map to the Elections Department with a list of the dates and times the department will be open during the six-day cure period.

OATH OF ELECTION JUDGES AND CLERKS

DESCRIPTION OF FORM:

White, legal size

WHEN IS IT USED?

Before the voting location opens on the first day of Early Voting or on Election Day. The Supervisor/Judge administers the oath to all clerks and to themselves, with each election worker reciting the oath.

Each election worker then signs the form on the appropriate line, affirming the oath.

Any workers who are not present the first morning of Early Voting must be sworn in on their first day of work.

WHERE DOES IT GO?

In the clear plastic payroll sleeve.

AW7-2
Prescribed by Secretary of State
Section 62.003, Texas Election Code
3/07

Pct. No. **180**	Authority Conducting Election **Williamson County**
Date of Election **11/2/2009**	Type of Election **JGSE**

OATH OF ELECTION JUDGES AND CLERKS

"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election."

Ima Judge
_____
Signature of Election Judge

Jim Alternate
_____
Signature of Alternate Judge

Happy Clerk
_____
Signature of Election Clerk

Smiles Clerk
_____
Signature of Election Clerk

_____
Signature of Election Clerk

_____
Signature of Election Clerk

_____
Signature of Election Clerk

_____
Signature of Election Clerk

OATH OF ASSISTANCE

	Type of Election	Polling Location
	JGSE	**GIL**
	Date of Election	Authority Conducting Election
	11/02/99	**Williamson County**

OATH OF ASSISTANCE

Oath of Person Assisting Voter: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will confine my assistance to reading the ballot to the voter, directing the voter to read the ballot, marking the voter's ballot, or directing the voter to mark the ballot; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted." **Juramento de la Persona Asistiendo al Votante:** "Yo juro (o afirmo) bajo pena de perjurio que el votante al que estoy asistiendo me representó que es elegible para recibir asistencia; no sugeriré, con palabra, señal, o gesto, como debe votar el votante; limitaré mi asistencia a leer la boleta al votante, dirigiendo al votante a que lea la boleta, marcando la boleta del votante o dirigiendo al votante a que marque la boleta; prepararé la boleta del votante según lo indique el votante; no presioné ni coaccioné al votante para que me eligiera como asistente; no soy el empleador del votante, un agente del empleador del votante, o un oficial o agente de un sindicato al cual el votante pertenece; no comunicaré información sobre cómo el votante ha votado a otra persona; y entiendo que si se proporciona asistencia a un votante que no es elegible para recibir asistencia, la boleta del votante podría no ser contada."

	Signature of Assistant (Firma del Asistente)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)	
1	*Ima Judge*	Ima Judge	1221 Somewhere Lane	Election Judge	Yes	No
2	*Happy Clerk*	Happy Clerk	8159 Anywhere Drive	Election Clerk	Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No

Instructions:
1. Administer the Oath of Assistance to the Assistant.
2. The Assistant must repeat the Oath aloud and complete the form for each voter assisted.
3. Instruct the Assistant to:
   a. Sign the form
   b. Print his or her name
   c. Provide his or her address
   d. Put his or her relationship to the voter in the column
   e. Indicate whether he or she received or accepted any form of compensation or other benefit from a candidate, campaign, or political committee for providing assistance to the voter.

The above oaths were sworn and subscribed to before me this __2__ day of November ____, 20 _99_. Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.

Ima Judge
Signature of Election Officer

Ima Judge
Printed Name of Election Officer

DESCRIPTION OF FORM:

White, legal size

WHEN IS IT USED?

Before the voting location opens on the first day of Early Voting or on Election Day. The Supervisor/Judge administers the oath to all clerks and to themselves, with each election worker reciting the oath.

Each election worker then signs the form on the appropriate line, affirming the oath.

Any workers who are not present the first morning of Early Voting must be sworn in on their first day of work.

WHERE DOES IT GO?

In the clear plastic payroll sleeve.

OATH OF INTERPRETER

Type of Election	Polling Location
JGSE	GIL
Date of Election	Authority Conducting Election
11/2/99	Williamson County

OATH OF INTERPRETER

Oath of Interpreter: "I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter." **Juramento del Interprete:** "Yo juro (o afirmo) que, a mi mejor habilidad, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirija al votante o que el votante dirija a cualquier oficial electoral."

Ima Judge

Happy Clerk

Instructions:
1. Administer the Oath of Interpreter to the Interpreter.
2. The Interpreter must repeat the Oath aloud.
3. Instruct the Interpreter to sign the form.

The above oaths were sworn and subscribed to before me this _2_ day of _November_, 20 _99_.
Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.

Ima Judge
Signature of Election Officer

Ima Judge
Printed Name of Election Officer

DESCRIPTION OF FORM:

White, legal size

WHEN IS IT USED?

Before the voting location opens on the first day of Early Voting or on Election Day. The Supervisor/Judge administers the oath to all clerks and to themselves, with each election worker reciting the oath.

Each election worker then signs the form on the appropriate line, affirming the oath.

Any workers who are not present the first morning of Early Voting must be sworn in on their first day of work.

WHERE DOES IT GO?

In the clear plastic payroll sleeve.

REASONABLE IMPEDIMENT DECLARATION

DESCRIPTION OF FORM:

White, letter size

WHEN IS IT USED?

For each voter using a supporting ID to vote.

WHERE DOES IT GO?

EV: Red File pocket

ED: Gray Envelope #4

FORM INSTRUCTIONS:

For the Voter

Voter will complete the portion of the form entitled, "TO BE COMPLETED BY VOTER" by printing name at top of form, placing a check mark in the applicable box indicating the reasonable impediment, and signing & dating on the bolded lines.

For Supervisor/Judge

The Supervisor/Judge attending to the voter will complete the portion of the form entitled, "TO BE COMPLETED BY ELECTION OFFICIAL" by placing a checkmark on the line beside the form/type of supporting ID shown to the official by the voter and writing in the polling location code and date of the election. Hand write the VUID on form. Supervisor/Judge must date and sign each form in the space provided towards the middle of the form where indicated.

7-13
Prescribed by Secretary of State
Section 63.001(i), Texas Election Code
1/2018

REASONABLE IMPEDIMENT DECLARATION

TO BE COMPLETED BY VOTER

Name: _Vera Voter_

VOTER'S DECLARATION OF REASONABLE IMPEDIMENT

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

My reasonable impediment is due to the following reason(s):

(Check **at least one** box below)

☐ Lack of transportation ☐ Disability or illness

☐ Lack of birth certificate or other documents needed to obtain acceptable form of photo ID

☐ Work schedule ☐ Family responsibilities

☐ Lost or stolen identification ☑ Acceptable form of photo ID applied for but not received

The reasonableness of your impediment cannot be questioned.

X _Vera Voter_ 05/05/2025
Signature of Voter | Date

Sworn to and subscribed before me this
_5th_ day of _May_, 20 _25_

Presiding Judge/ County Voter Registrar (if applicable)
Judy A. Judge

VUID (Voter Unique Identification Number)

9876543210

TO BE COMPLETED BY ELECTION OFFICIAL

The voter provided a copy or original of one of the following forms of identification:

_✓_ Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)

_____ Current utility bill

_____ Bank statement

_____ Government check

_____ Government document that shows the voter's name and an address (including the voter's voter registration certificate)

_____ Paycheck

Location: _GIL_ Date of Election: _05/05/2025_

REGISTRATION OMISSIONS LIST

REGISTRATION OMISSIONS LIST
(LISTA DE OMISIONES SOBRE EL CERTIFICADO DE REGISTRO)
(Section 63.006(b), Texas Election Code)

Type of Election *(Tipo de Elección)*	Precinct. No. *(Núm. de Precinto)*
JGSE	119

Date of Election *(Fecha de la Elección)*	Authority Conducting Election *(Autoridad Administrando la Elección)*
5/9/15	Williamson County

PCT. NO. (ON CERT.) *(Núm. De Prec.) (En Cert.)*	VUID NO. *(Núm. De VUID)*	FULL NAME (LAST, FIRST, MIDDLE) *(Nombre completo [Apellido, Nombre de Pila, Segundo Nombre])*	COMPLETE RESIDENCE ADDRESS *(Dirección de Residencia Completa)*	DATE OF BIRTH *(Fecha de Nacimiento)*
481	1122334455	Smith, Sally	789 Georgetown Rd, Wilco, TX 78555	4/5/67

RETURN IN ENVELOPE NO. 4

DESCRIPTION OF FORM:

Gray, legal size

WHEN IS IT USED?

Anytime a voter who is not listed in the Touchpad is permitted to cast a ballot at the direction of the Elections Department.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Gray Envelope #4

FORM INSTRUCTIONS:

Complete the heading on the top right of the form.

For each applicable voter, fill in one line of the form with the following five pieces of information:

1. Precinct number
2. VUID # (can also use Certificate No.)
3. Full name
4. Complete residence address
5. Date of birth

REQUEST TO CANCEL APPLICATION FOR BALLOT BY MAIL

DESCRIPTION OF FORM:

White, letter size

English on front side. Spanish on reverse side.

WHEN IS IT USED?

Anytime a voter is surrendering his/her mail ballot to vote in person at polling location or a has Notice of Improper Delivery of his/her mail ballot.

WHERE DOES IT GO?

EV: Red File Pocket on the last day of Early Voting.

ED: Brown Envelope #4.

6-7
Prescribed by Secretary of State
Sections 63.011, 84.032, 84.038 Texas Election Code
1/2022

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

84.032 (b)

This Section Must Be Completed by Every Voter

I, **Happy Voter** , a qualified voter for the **November Election**
(printed name of voter) (name of election)
Election to be held on **11** / **02** / **2099** request that my Application for Ballot by
(month) (day) (year)
Mail or Federal Post Card Application be cancelled.

123456789 **Happy Voter**
VUID (required) Signature of Voter

To be Completed at an Early Voting or Election Day Polling Place

84.032 (d)

Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot

Statement:
I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.

Happy Voter
Signature of Voter

63.011 (a-1)

Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot

Statement:
I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.

Signature of Voter

This section to be completed by Election Official.

Name of Voter **Happy Voter** VUID Number **123456789**
(Name of Voter) (Required)

Registered Precinct Number **201**

Sworn and subscribed before me, this **2** day of **November** , 20 **99** .
(Day) (Month) (Year)

Ima Judge
Signature of Election Official Witnessing Affidavit

FORM INSTRUCTIONS:
Top Box to be Completed by Supervisor/Judge and Voter

1. Complete the top box labeled, "**This Section Must Be Completed by Every Voter."**
   Include all the required information:
   a. Printed name of voter as it appears on the List of Registered Voters
   b. Name of Election
   c. Date of Election
   d. VUID number as it appears on the List of Registered Voters
2. Direct the voter to sign the top box on the "Signature of Voter" Line.
3. Ensure that all information is complete including the required VUID number.

Instructions for Completion of Affidavit by Voter

4. Determine which affidavit the voter should complete.
5. If **voter has possession** of the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, ensure that the voter signs the affidavit labeled "Voter **Has** Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [84.032(d)]
   a. After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot.
6. If the voter **does not have possession** of the mailed ballot, Notice of Improper Delivery or the Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter **Does Not Have** Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)]
   a. Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
   b. Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.

All information must be completed so that the appropriate voter's Application for Ballot by Mail or Federal Post Card Application can be cancelled.

STANDARD AFFIDAVIT

DESCRIPTION OF FORM:

Gray, letter size

WHEN IS IT USED?

Anytime you need to document an irregularity at the polling place (such as broken seals, procedural issues) or as a substitute for any other affidavit in an emergency situation.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Gray Envelope #4

Pct. #: 180 (No. de Pct.)	Location: GIL (Localidad)
Date: 11/2/2099 (Fecha)	Type of Election: JGSE (Tipo de Elección)

STANDARD AFFIDAVIT
(DECLARACION JURADA GENERAL)

I, Ima Judge
(Yo
solemnly swear that The Seal on the front of the DS200 was broken
juro solemnemente que)
upon arrival. The seal number is 69581245. The lid and screen
was locked and there are no sign of tammpering with device.

_____
Signature of Voter (Firma del votante)

Sworn and subscribed to before me, this 2 day of November , 20 99 .
(Jurada y firmada ante mi la fecha indicada arriba)

Ima Judge
_____
Signature of Presiding Judge (Firma del juez presidente)

PLACE THIS FORM IN ENVELOPE NO. 4 - GRAY

FORM INSTRUCTIONS:

Fill out the heading at the top of the form.

The person who is attesting should:

- Print his/her name in the line following "I"
- Print the situation on the lines following "solemnly swear that".
- Sign on the "Signature of Voter" line.

Supervisor/Judge writes the day, month and the year on the next line and signs on the "Signature of Presiding Judge" line.

STATEMENT OF RESIDENCE

DESCRIPTION OF FORM:
White, with black lettering

WHEN IS IT USED?

Anytime a voter has moved from the registered address shown in Touchpad or, anytime a voter's record indicates that they are in suspense.

Can also be used by voters to change name to match name on photo ID identically.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Gray Envelope #4

Instructions for Voting by Mail on Back
(Al Dorso: Instrucciones si vota por correo)

17-5 (12/21)
Prescribed by
Secretary of State

STATEMENT OF RESIDENCE
For persons whose residence address does not match voter registration address.

CONSTANCIA DE DOMICILIO PERMANENTE
Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.

Last Name Include suffix if any Apellido Incluir sufijo si lo hay (Jr., Sr., III)	First Name Nombre de pila	Middle Name (If any) Segundo nombre (si aplica)	Former Name Apellido anterior
Voter	Happy		

Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address) Domicilio residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal. Si no existe un domicilio, describa donde vive (no incluya apartados postales, rutas rurales o dirección del trabajo).

Gender (Optional) Sexo (Optativo)
[✓] Male Masculino
[ ] Female Femenino

300 Anywhere Lane Georgetown TX 78628

Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address. Dirección postal: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal (si no se puede entregar correo en su domicilio residencial).

Date of Birth: month, day, year
Fecha de Nacimiento: mes, día, año
1 2 / 0 1 / 1 9 8 6

City and County of Former Residence in Texas Ciudad y condado de residencia anterior en Texas	City and County of Current Residence in Texas Ciudad y condado de residencia actual en Texas	Telephone Number (Optional) Include Area Code Teléfono (Optativo) – Incluya código de área
	Williamson	

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) No. de licencia de conducir de Texas o no. de identificación personal de Texas (Expedido por el Departamento de Seguridad Pública)
1 2 3 4 5 6 7 8

If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number. Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social.

[ ] I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number. Yo no tengo una Licencia de conducir de Texas/Cédula de identidad personal de Texas o Número de Seguro Social.

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to $4,000, or both. Please read all three state-ments to affirm before signing. Entiendo que el dar información falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. La condena por este delito puede resultar en encarcelamiento de hasta un año de cárcel, una multa de hasta $4,000, o ambas cosas. Por favor lea cada una de las tres declaraciones antes de firmar.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

- soy residente de este condado y ciudadano de los Estados Unidos; y
- no he sido finalmente condenado por un delito grave, o si soy un delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de libertad condicional, o he sido indultado; y
- no he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que estoy totalmente mentalmente incapacitado o parcialmente incapacitado mentalmente sin derecho a voto

X _Happy Voter_   **Date** 1 1 / 0 9 / 2 0 9 9

Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date

---

FORM INSTRUCTIONS:

The following fields are required:
- Last Name
- First Name
- Residence Address
- Date of Birth
- Either TX DL#, TX ID#, last four #s of SSN or box checked indicating absence of these items
- Signature
- Date

The following fields are optional (though preferred):
- Middle Name
- Former Name
- Gender
- Mailing Address (However, it is required if voter cannot or does not wish to receive mail at Residence Address)