

## **Exhibit 3**



CUYAHOGA COUNTY  
BOARD OF ELECTIONS

# Poll Worker Manual

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Poll Workers' Report Time  
5:30 a.m.

Polls Open  
6:30 a.m. to 7:30 p.m.

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2925 Euclid Avenue  
Cleveland, Ohio 44115-2497  
[www.boe.cuyahogacounty.us](http://www.boe.cuyahogacounty.us)



## IMPORTANT PHONE NUMBERS

## Poll Worker Department **1-216-443-3277**

Prior to the Monday Night Organizational Meeting:

- General questions
- Responsibilities
- To cancel your assignment

During the Monday Night Organizational Meeting and on Election Day:

The Polling Location Coordinator is the only individual who should call the Board of Elections during this time. If the Polling Location Coordinator is not present, the Alpha Precinct Presiding Judge is to make these calls.

Issues about staff and voting locations :

To request replacement for missing Presiding Judge & Judges

- To report location not open
- To report no heat/water/power
- To report missing election supplies
- To report receipt of wrong supplies (Alphabetical Poll Book, Ballots, etc.)
- For ADA (Americans with Disabilities Act) questions
- To report unfair campaign practices (100 foot line, etc.)
- To report Poll Worker misconduct
- To report Voter problems

Reasons to call the Voter Registration Hotline: [1-216-443-3298](tel:1-216-443-3298)

- Issues about Voter's Registration
- To help find a Voter's correct precinct
- To help find a Provisional Voter's correct precinct

Emergency Evacuation Policy for Polling Location

YOUR SAFETY IS PARAMOUNT....

In the event of an emergency and if it can be done safely, Poll Workers should take Ballot Boxes, Alphabetical Poll Books, Memory Card, Encoders, Voter Access Cards, and Supervisor Cards with them.

Note: The memory card is located in the memory door/slot, which is part of the tablet. The tablet should only be removed from the Electronic Voting Unit in an emergency situation only.

Fire, medical or other emergency evacuations, call 911 for assistance.

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### General Duties/Roles & Responsibilities

Four (4) Poll Workers work collectively as a team to run their Precinct in their Polling Location along with a Polling Location Coordinator. The Election Day Team, which includes four (4) Poll Workers and the Polling Location Coordinator, is hired by the Cuyahoga County Board of Elections to ensure the election is conducted lawfully.

A precinct is a designated area where voters reside and allows for easier management of voters. The four (4) Poll Workers as well as the Polling Location Coordinator have various roles and responsibilities during Election Day. The Election Day Team is expected to assist all voters in a courteous and respectful manner. The four (4) Poll Workers work collectively to run their precinct in the polling location.

Each precinct has a Presiding Judge and three (3) Precinct Judges. (Note: Poll Workers are referred to as Judges, Election Officials or Officers on some Election Day documents.)

Poll Workers will be notified by the Cuyahoga County Board of Elections via Notice-to-Serve Card, if designated as the Presiding Judge at the precinct. All Poll Workers should bring the Notice-to-Serve card with them to the Monday Night Organizational Meeting.

### Work Schedule

- Monday: Election Day Team begins working at 7:00 p.m. until work is complete.
- Tuesday: Election Day Team begins working at 5:30 a.m. until work is complete for prompt Polling Location opening.
- Polls are open to the voting public from 6:30 a.m. until 7:30 p.m.
- The Polling Location can officially close after the last voter has voted. The Election Day Team can go home after all administrative closing procedures are completed.

### Duties of All

- Conducts themselves in a positive, patient and professional manner
- Treats Judges, Polling Location Coordinators and the voting public with respect
- Displays a high-level of customer service
- Conducts the election properly and lawfully
- Assists voters as necessary in a courteous manner
- Ensures the security of the ballot and all associated materials
- Contacts the correct personnel if any questions or problems occur
- Record all unusual events on the Pink Memo Sheet

#### Duties of the Polling Location Coordinator

- Oversees the operation of the entire polling location
- Makes all telephone calls to the Board of Elections
- Assists each voter in finding the proper precinct to cast his/her ballot.
- Uses the diagram in the Black Binder for the placement of the Visually Impaired Ballot Station (VIBS Unit), Voting Booths and Precinct Tables
- Sets up and takes down the VIBS Unit
- Prints Zero Report
- Installs the memory card in the VIBS Unit
- Ensures the VIBS Unit is operating correctly throughout the Election
- Prints both long reports at the close of the polls
- Removes the memory card from the VIBS Unit once the polls are closed and AFTER long reports are printed
- Take down the VIBS Unit
- Ensures proper use and security of the ballots and VIBS Unit

#### Duties of the Presiding Judge

- Oversees all activities in their precinct on Election Day
- Ensures Poll Workers have arrived at the Polling Location on time and/or reports missing Poll Workers to the Polling Location Coordinator if needed
- Assists in the Polling Location Coordinator with setting up and taking down of all voting booths
- Ensures the polls are open for voting at 6:30 a.m.
- Assigns duties, rotations and break schedule to other Judges in the precinct
- Administers the Oath of Office
- Assists voters in the election process
- Issues and signs payroll card
- Closes the poll

#### Duties of Judges

- Fulfills duties assigned by the Presiding Judge
- Assists in the Polling Location Coordinator with setting up and taking down of all voting booths
- Verifies and signs forms as required
- Conducts processes and procedures as outlined in this Manual
- Keeps campaigners behind the 100 foot. line at the entrance of the polling location
- Records important information as necessary (tamper tapes and seals)

## Section 1: Monday Night Organizational Meeting

During the Monday Night Organizational Meeting, which begins promptly at 7:00 p.m. at the polling location, the Election Day Team's task is to get ready for Election Day. You will inventory the Precinct Supply Bag, report any missing supplies to the Polling Location Coordinator and assist with the set up of the Polling Location. The Polling Location Coordinator will begin set up of the VIBS Unit. Before ending the night, the entire Election Day Team will sign the payroll card.

### Equipment – Supplies - Important Forms

At the Monday Night Organizational Meeting you will need to inventory the Precinct Supply Bag to make sure you have all the supplies you will need for Election Day. Use the inventory checklist to identify the items in the bag (pages 9 and 10). If you are missing any of these items notify the Polling Location Coordinator and he or she will call the Board of Elections.

Poll Workers will set up materials inside the polling location and will assist the Polling Location Coordinator with completing the set up of all Voting Booths.

Note: Notes about your Election Day experience are important to the Board of Elections, please be sure to use the Pink Memo Sheet, **See example of Pink Memo Sheet IN THE BACK OF THIS MANUAL.**

- Pink Memo Sheet  
The **Pink Memo Sheet** records the events that occur throughout Election Day. It is located in the front of the Alphabetical Poll Book. This form is important because it informs the Board of Elections on what occurred at a precinct on Election Day. **Any Member of the Election Day Team can write on the pink memo.** Monday night, all Poll Workers are to sign the Pink Memo Sheet and state the meeting occurred and if there were any problems.
- Security Event Logs  
The **Security Event Logs** are used to record all the seals, tamper tape numbers, and the VIBS Unit serial number. These forms ensure that all materials are securely sealed and also ensures we are able to provide the ability to trace back to the correct precinct. The Security Event Logs are started Monday night and completed at the closing of the polling location. There are two security event logs. One is precinct specific and the responsibility of the Presiding Judge. The other one is location specific and is the responsibility of the Polling Location Coordinator.
- Certificate #1  
The **Certificate #1** records the number of optical ballots received, soiled or defaced and used during Election Day. Certificate #1 is to be started Tuesday Morning.



## SECTION

## 1

## Checklist 1.1

### Monday Night Preparation

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	Team members synchronize watches and exchange home telephone numbers, and phone number of voting location.
2	<input type="checkbox"/>	Check that all Poll Workers and Polling Location Coordinators are present. If a replacement worker is requested, he or she will work the entire day, even if the originally assigned worker arrives late. The originally assigned worker will go home. The Polling Location Coordinator has a list of everyone assigned to your location. (This list is located in the green supply bag.)
3	<input type="checkbox"/>	Break the seal on the side of the Precinct Supply Bag (make sure you are opening the correct bag!) Remove and check the supplies with the list in the Manual. <b>MAKE SURE THE BALLOTS ARE IN YOUR PRECINCT SUPPLY BAG AND ARE FOR YOUR PRECINCT!</b> If the seal on the precinct supply bag or the shrink wrap on the ballots is tampered with, notify the Polling Location Coordinator immediately. The Polling Location Coordinator must call the Board of Election right away.
4	<input type="checkbox"/>	The Polling Location Coordinator begins the set up of VIBS Unit according to the Opening Diagram and instructions in the Black Binder.
5	<input type="checkbox"/>	Make sure the Alphabetical Poll Book and Electors Worksheet are correct for your polling location. If any item is incorrect or missing notify the Polling Location Coordinator immediately.
6	<input type="checkbox"/>	Complete the Monday Night Organizational Meeting Minutes located inside the front cover of the Alphabetical Poll Book.
7	<input type="checkbox"/>	Each Judge will complete the Payroll Card from his/her precinct. (The Polling Location Coordinator will complete the payroll card from the Alpha Precinct).
8	<input type="checkbox"/>	Mark an "A" in the signature block of each person who is listed on the Absentee Voter List. Note: Anyone whose name appears on this list must vote provisionally.
9	<input type="checkbox"/>	Plug in the phone and make sure it is working.
10	<input type="checkbox"/>	Retrieve three (3) seals from the Precinct Supply Bag (one for the Precinct Supply Bag and two for the Ballot Boxes) and record the seal numbers on the Precinct Security Event Log.
11	<input type="checkbox"/>	Place all supplies back into the Precinct Supply Bag.
12	<input type="checkbox"/>	Open the Ballot Boxes and ensure that they are empty except for the Header Cards.
13	<input type="checkbox"/>	Reseal the Precinct Supply Bags and Ballot Boxes. Place them back on the Transport Cart, thread the cable lock through the handles of each and lock.

## Checklist 1.2 Precinct Supply Bag Contents

<input checked="" type="checkbox"/>	Supplies
<input type="checkbox"/>	Official Optical Scan Ballot (Ensure Correct Precinct)
<input type="checkbox"/>	Poll Worker Manual
<input type="checkbox"/>	Alphabetical Poll Book (2)
<input type="checkbox"/>	Change of Political Party Form (10-X)
<input type="checkbox"/>	Notice of Death Affidavits
<input type="checkbox"/>	Voter Registration Cards / change of address and change of name form
<input type="checkbox"/>	Precinct Signs (For Example: Cleveland 19 R) with stand
<input type="checkbox"/>	Alphabetical Signs (For Example: "A - M")
<input type="checkbox"/>	Various Other Signs (No Smoking, Arrows, "Election Today", etc.)
<input type="checkbox"/>	Provisional Envelopes
<input type="checkbox"/>	Judge #3 Tabs
<input type="checkbox"/>	Voter Assistance Tabs
<input type="checkbox"/>	Voter Ballot Instructions (2 laminated copies)
<input type="checkbox"/>	2007-06 Secretary of State Directive and Flow Chart
<input type="checkbox"/>	Marking Devices
<input type="checkbox"/>	Challenger Form (10 - U)
<input type="checkbox"/>	White Binder (Includes Drop Off Location Information, Board Phone #, Precinct Security Event Log, Precinct Check List)
<input type="checkbox"/>	Tamper Tape and Seals
<input type="checkbox"/>	17 Year Old Stamp
<input type="checkbox"/>	Provisional Hotline Form (Red Bag Only)
<input type="checkbox"/>	Microfiber Cloth (Red Bag Only)
<input type="checkbox"/>	Cell Phone for Polling Location Coordinator (Red Bag Only)
<input type="checkbox"/>	Visually Impaired Ballot Station (VIBS) Keypad and Headphones (Red Bag)
<input type="checkbox"/>	Telephone (Red Bag Only)
<input type="checkbox"/>	Surge Protector (Red Bag Only)
<input type="checkbox"/>	Precinct Map (Red Bag Only)
<input type="checkbox"/>	Provisional Book and Street Guide Listing (Red Bag Only)

## SECTION

## 1

<input checked="" type="checkbox"/>	Supplies
<b><input type="checkbox"/> BLACK BINDER - (Delivered in Green Bag) FOR POLLING LOCATION COORDINATOR</b>	
<input type="checkbox"/> Combination for Cable Lock <input type="checkbox"/> Opening and Closing Quick Reference Guides <input type="checkbox"/> (2) Encoders per precinct w/ Key, Lanyard & Instructions <input type="checkbox"/> (1) Supervisor Card and PIN <input type="checkbox"/> Voter Access Cards <input type="checkbox"/> Tamper Tape & Seals <input type="checkbox"/> Board of Elections Phone Number <input type="checkbox"/> Drop-off Location Assignment (address) <input type="checkbox"/> Location Specific Security Event Log <input type="checkbox"/> Troubleshooting Guide <input type="checkbox"/> Mandatory Call in Sheet <input type="checkbox"/> Set Up Diagram <input type="checkbox"/> 2 Location Specific Elector's Worksheets (1 to Polling Location Coordinator and 1 to the Voter Assistance Table) <input type="checkbox"/> Polling Location Coordinator Supplemental Guide <input type="checkbox"/> Midday Drop Off Chain of Custody Form	
<b><input type="checkbox"/> PRECINCT KIT ENVELOPE</b>	
<input type="checkbox"/> Soiled and defaced ballot envelope <input type="checkbox"/> Name badges <input type="checkbox"/> Seventeen Year Old Envelope <input type="checkbox"/> Large Envelope (for returning the Alphabetical Poll Book, Payroll envelope/cards) <input type="checkbox"/> Payroll cards (Monday Night Organizational meeting and Election Day) <input type="checkbox"/> Voter Assistance Tab Envelope <input type="checkbox"/> Judge #3 Tab Envelope <input type="checkbox"/> Stub "A" Envelope	



Tip: Check for Flags

## SECTION

## 1

<input checked="" type="checkbox"/>	Supplies
<input type="checkbox"/>	<b>GREEN BAG</b>
	<ul style="list-style-type: none"><li><input type="checkbox"/> 2 Precinct Electors Worksheet for each precinct</li><li><input type="checkbox"/> Observer Lists for each precinct</li><li><input type="checkbox"/> Additional List of Electors</li><li><input type="checkbox"/> Absentee List</li><li><input type="checkbox"/> Memory Card Bag (with Memory Card inside)</li><li><input type="checkbox"/> Withdraw Lists (If necessary)</li><li><input type="checkbox"/> List of Assigned Workers</li><li><input type="checkbox"/> Alerts</li><li><input type="checkbox"/> Black Precinct Binder</li><li><input type="checkbox"/> List of Assigned Workers</li></ul>



## Section 2: Tuesday Morning Preparation, Duties and Roles

This section introduces you to the roles and duties of the Judges during Election Day and the steps you take to prepare for opening of the polls.

### Equipment/Supplies

Tuesday morning you are to finish with the completion of the setup of the precinct table and Polling Location. This would entail unpacking the Precinct Supply Bag, setting out the flags, posters, and many other tasks, which will be covered in further detail in this section.

### Absentee Voter List

Absentee Voter List is a list of voters who requested an absentee ballot in each respective precinct. A poll worker places an "A" in the Alphabetical Poll Book by each name identified on the Absentee Voter List. This list is important because it informs the Poll Workers who requested an absentee ballot and will help to ensure voters do not cast more than one vote.

### Supplemental Voter List

Supplemental Voter List is a list of voters who voted on Monday at the Board of Elections. On Tuesday morning, a poll worker places an "S" in the Alphabetical Poll Book by each name identified on the Supplemental Voter List.

### Alphabetical Poll Book Official (Judge #1 and Judge #2)

There will be two Alphabetical Poll Books (APB) for each precinct split alphabetically by the voter's last name (A-M) and (N-Z). Judge #1 will be responsible for the book labeled (A-M) and Judge #2 will be responsible for the book labeled (N-Z). The APB lists all registered voters in the precinct and is used to confirm that a voter is eligible to vote in the Precinct. After a voter signs in the APB he/she will receive a tab with instructions where to proceed next. In addition, these Judges must obtain appropriate identification from every voter prior to signing the APB. The various forms of acceptable identification are clarified in Section 3 of this manual.

## Tuesday Morning Preparation, Duties and Roles (cont.)

### Additional List of Electors (Judge #1 and Judge #2)

Additional List of Electors is a list of those registered voters who are not in the Alphabetical Poll Book but who still receive a regular ballot. It is important to have the voter sign the Alphabetical Poll Book and the Additional List of Electors because it verifies all the information and also will account for everyone who voted.

### Electors Worksheet (Judge #1 and Judge #2)

Electors Worksheet is a list of all registered voters in the precinct. This list includes the Voter's name and address as well as reference numbers to assist in locating a voter's name in the APB. Each precinct receives 2 copies of the Precinct Electors Worksheet. Judge #1 and Judge #2 will mark the requested ballot style next to each voter's name once he/she has signed in the Alphabetical Poll Book. Post a blank copy of the Precinct Specific Electors Worksheet at 6:00 am by the entrance door. Mark the other copy with a "D", "R" or "I". At 11:00 am, post the marked Electors Worksheet at the entrance door and take the unmarked worksheet back to the table. Mark this worksheet until 4:00 p.m. At 4:00 pm, post both Electors Worksheets at the entrance door. Each Location receives 2 Location Electors Worksheets (one goes to the Voter Assistance Table, the other to the Polling Location Coordinator).

### Ballot Official (Judge #3)

Once a voter has signed the APB and been marked off the Elector's Worksheet, he/she will receive a tab indicating his/her chosen ballot type and proceed to Judge #3. This Judge must ensure that the voter receives the correct ballot. **CHECK THE BALLOT STYLE (DEM,REP, ISSUES ONLY).**

### Voter Assistance Official (Judge #4)

This Judge sits at the Voter Assistance Table and assists those voters whose name does not appear in the APB or Additional List of Electors or who does not have proper identification and therefore must vote provisionally.

## SECTION 2

### Checklist 2.1 Opening The Polls

Arrive at the voting location at 5:30 a.m. Only Poll Workers assigned by the Board of Elections are permitted to work. Check that all Poll Workers and Polling Location Coordinator are present. If a replacement worker is requested, he or she will work the entire day, even if the originally assigned worker arrives late. The originally assigned worker will go home.

The Presiding Judge will ensure all steps are completed.

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	Check that all Poll Workers and Polling Location Coordinators are present. The Polling Location Coordinator has a list of everyone assigned to your location. (This list is located in the green supply bag.) If someone is missing, notify the Polling Location Coordinator immediately. He/she will call the Board of Elections for a replacement.
2	<input type="checkbox"/>	Unlock and remove Precinct Supply Bag and Ballot Boxes, distribute to respective tables. Once distributed ensure the Precinct Supply Bag and Ballot Box belong to your precinct; open and reinspect all contents. Record the seal number on the Precinct Specific Security Event Log. <b>Tip: Do not break the top seal.</b>
3	<input type="checkbox"/>	Reseal the Ballot Boxes and record the new seal number on the Precinct Security Event Log.
4	<input type="checkbox"/>	Place one Ballot Box on the Precinct Table and the place the PM Ballot Box on the Transport Cart.
5	<input type="checkbox"/>	Complete the Payroll Card.
6	<input type="checkbox"/>	Complete the first line of the Certificate #1. (There are 50 ballots in each shrink wrapped packet).

(Continued on next page)



Tip: The Ballot Boxes should be empty at the beginning of Election Day (except for the Header Card).

SECTION  
2Checklist 2.1  
Opening The Polls (cont.)

Step	<input checked="" type="checkbox"/>	Task
7	<input type="checkbox"/>	Review the Supplemental Voter List (delivered on Tuesday Morning). Mark an "S" on the signature line in the Alphabetical Poll Book of each voter whose name appears on this list.
8	<input type="checkbox"/>	Plug in the telephone. (The Polling Location Coordinator must charge the cell phone and keep it his/her at all times, with the exception of taking a break/lunch outside of the Polling Location.)
9	<input type="checkbox"/>	Post all materials (including the blank Electors Worksheet) and place the flags 100 feet from the Polling Location Door. <b>ALL MAPS ARE POSTED AT THE ENTRANCE OF THE POLLING LOCATION IN VISIBLE SIGHT OF THE VOTER.</b>
10	<input type="checkbox"/>	The Polling Location Coordinator continues to set up VIBS Unit according to the Opening Diagram and instructions in the Black Binder.



Note: Do not accept a voted Absentee Ballot from a voter. Voters must return Absentee Ballots to the Board of Elections until 7:30 p.m. on Election Day.

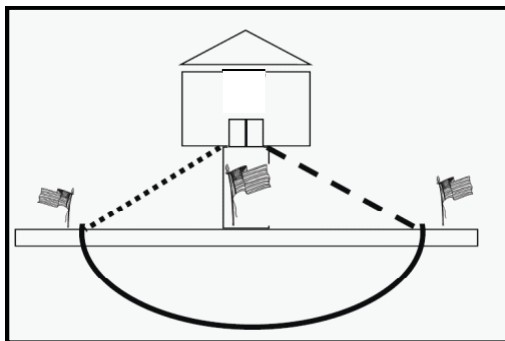


## SECTION 2

### 2.2 Flag Placement

The first precinct in each voting location is responsible for placing the flags correctly. Consult the diagram below for clarification as you follow the instructions:

1. Remember the flags should not touch the ground.
2. The large flag is placed outside the entrance.
3. Two or more small flags shall be placed at a distance of 100 feet from the polling place on the thoroughfares or walkways leading to the polling place.
4. Where flags cannot reasonably be placed 100 feet from the polling place, the Presiding Judge shall place the flags as near to 100 feet from the entrance to the polling place as is physically possible.
5. If your location does not have ground soft enough to place the flags properly, try to find a construction cone or coffee can with rocks in it to place the flag into.
6. This will mark the distance within which persons other than election officials and electors, shall not loiter, congregate, or engage in any kind of election campaigning.
7. All Poll Workers and Election Day Technicians shall see that this prohibition against loitering and congregating is enforced in accordance with the Ohio Revised Code 3501.30.



## Reference 2.3 Pink Memo Sheet

List the unusual issues having to do with Poll Workers, voters, or equipment and any action taken to remedy them, such as: (Print Neatly)

- Supply discrepancies
- Any calls to/from BOE, write down name of person you talk to
- Absences or extended breaks
- Any equipment, staff or voter issue:  
Example: A voter is upset over not being in the Alphabetical Poll Book
- Any VIBS Unit malfunction:  
Screen freeze  
Paper issues, etc.
- Ballots that are:  
Provisional (Mark on Provisional Book Pink Memo)  
Curbside  
Soiled and defaced  
Cancelled
- Poll Worker and voter errors
- Any observers questions or objections, and the Presiding Judge's response.  
Observers are only allowed to observe the election, they are not allowed to challenge voters and cannot interfere with the voting process.
- All votes cast on the VIBS Unit or if there are no votes cast on the VIBS Unit.
- Problems with Polling Locations  
Size  
Personnel  
Condition



Note: Notes about your Election Day experience are important to the Board of Elections, please be sure to use the Pink Memo Sheet, and be thorough.



## Section 3: Election Types of Voters and Duties of Judges

This section further details duties and responsibilities of the Presiding Judge and Judges. Checklists are provided to Poll Workers with the proper procedures to handle different types of voters and situations. The following pages describe specific scenarios on Election Day.

### House Bill 3 – Voter Identification (Refer to Secretary of State Directive)

#### VOTER IDENTIFICATION NOW REQUIRED FOR ALL OHIO REGISTERED VOTERS

Voters must now show identification at their Polling Location to vote!

#### Acceptable Forms of Identification At The Polling Locations

- Current and Valid Ohio Driver's License
- State-Issued Photo ID
- Military ID (with name and current address)
- Utility Bill (Bill must be from the past year)
- Bank Statement
- Government Issued Document

New Ohio laws have been passed that now require voters to show identification at the polling locations. Acceptable forms of ID include a current and valid photo identification, a military identification that shows a voter's name and current address, or a copy of a utility bill, bank statement, government check, paycheck or other government issued document that shows the voter's name and current address regardless of whether address conforms to the address in the Alphabetical Poll Book.

Voters who do not have one of these forms of acceptable, valid identification can still vote provisionally. See Section 3.4 for more information on Provisional Voters.

### Checklist 3.1

#### Judge #1 and Judge #2 – Alphabetical Poll Book Judges

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	Ask the voter for his/her name, current address and acceptable form of identification.
2	<input type="checkbox"/>	After verifying identification and finding the voter's name and address in the Alphabetical Poll Book, have the voter sign next to his/her signature in the book. If no signature is present, or if the signature is not his/hers, have him/her sign in both blocks. Mark the voters name off of the Precinct Electors Worksheet.
3	<input type="checkbox"/>	If the date of birth is missing under the address, ask the voter for his/her date of birth and record the information in the Alphabetical Poll Book and on the Pink Memo Sheet. If voter refuses, he/she may still vote.
4	<input type="checkbox"/>	Ask the voter what type of ballot he/she would like (Democrat, Republican or Issues Only). Check off the voter's requested ballot type in the Alphabetical Poll Book and circle the requested ballot type on a Judge #3 Tab. Tear of the tab and hand to the voter. Tell the voter to proceed to Judge #3 for his/her ballot.
5	<input type="checkbox"/>	If a voter is changing his or her Political Party (Democrat to Republican or Republican to Democrat) he/she must fill out the 10-X form before proceeding to Judge #3.
6	<input type="checkbox"/>	<b>In a live situation the follow could occur with Judge 1:</b> If the voter's signature block has an "A" in the Alphabetical Poll Book, remind the voter they had requested an Absentee Ballot. If the voter still desires to vote in the polls, give the voter a Voter Assistance Tab and refer to Voter Assistance Table where the Judge will provide them with a Provisional Envelope and an optical scan ballot.

(Continued on next page)



Note: It is the responsibility of Judge #1 to ensure that the voter is registered in your precinct.

## Checklist 3.1

## Judge #1 – Alphabetical Poll Book Judge (cont.)

Step	<input checked="" type="checkbox"/>	Task
7	<input type="checkbox"/>	If a voter's name does not appear in the Alphabetical Poll Book, do the following: Look on the "Additional List Of Electors" (Yellow sheet, originally delivered in the green supply bag.) If name is found on the Additional List of Electors, have the voter sign his/her name on the Additional List of Electors. Write the voters requested ballot type next to the voter's name and circle the requested ballot type on a Judge #3 Tab. Tear of the tab and hand to the voter. Tell the voter to proceed to Judge #3 for his/her ballot.
8	<input type="checkbox"/>	If his/her new address is within the same precinct, but does not match the APB and the elector presents acceptable ID, the voter may still vote a regular ballot, after filling out a change of address form (a registration card).  If "must vote provisional" is printed in the signature block the voter must vote provisionally. Refer this voter to the "Voter Assistance Table."
9	<input type="checkbox"/>	If you cannot find the name or address in the Alphabetical Poll Book, check to see if the name is on the Electors Worksheet. If it is, use the reference #'s next to the voters name to determine the page and line # in the APB. If the Voter's name is also not on the Electors Worksheet, send the voter to the Voter Assistance Table. Judge #4 will assist the voter in finding his/her proper precinct.
10	<input type="checkbox"/>	If the voter insists they live in the precinct, hand the voter a Voter Assistance Tab and refer the voter to the Voter Assistance Table.
11	<input type="checkbox"/>	Attorney-in-Fact: A registered voter who, by reason of disability, is unable to physically sign the APB, may designate a person who may sign for them as long as they have an Attorney-in-Fact pre-signed for that election. The person does not have to be an attorney. Voter must be present.



Tip: Check Electors Worksheet before attempting to locate name in Alphabetical Poll Book or additional List of Electors. (If the name does not appear on the additional list of electors, then, look at the Street Listing in the back of the Alphabetical Poll Book.)

## SECTION

## 3

## Checklist 3.2 Electors Worksheet

After Judge #1 or Judge #2 declares a voter eligible to vote in your precinct, his/her name is marked on the Precinct Electors Worksheet.

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	<b>ELECTORS WORKSHEET:</b>
	a. <input type="checkbox"/>	Post a blank copy at the entrance to the Polling Location at 6:00 a.m.
	b. <input type="checkbox"/>	At the table, mark the second copy with a "D" if the voter requested a Democrat ballot, an "R" if the voter requested a Republican Ballot, or an "I" if the voter requested an Issues Only Ballot.
	c. <input type="checkbox"/>	At 11:00 a.m., post the marked Electors Worksheet at the entrance to the Polling Location and take the unmarked worksheet back to the table.
	d. <input type="checkbox"/>	Mark the second worksheet until 4:00 p.m.
	e. <input type="checkbox"/>	At 4:00 p.m., post both Electors Worksheets at the entrance to the Polling Location.

\* Next to each Voter's name on the Electors Worksheet is a reference number to assist in finding the Voter's name in the Alphabetical Poll Book.



NOTE: The public may read and copy names from the worksheet as long as they do not disrupt the voting process.

## Checklist 3.3

### Judge #3 – Ballot Official

#### BALLOTS ARE PRECINCT SPECIFIC

After a voter has been declared eligible, signed the Alphabetical Poll Book, and is given a tab, the voter then proceeds to Judge #3 to receive his/her ballot.

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	Ask the voter for his/her tab that states “Please Proceed to Judge #3”.
2	<input type="checkbox"/>	Ask the voter which ballot style he/she would prefer. Make sure that that ballot style matches the ballot style circled on the tab. Hand the voter the requested ballot style (LEAVE STUB B ON THE BALLOT PACK, STUB A STAYS ATTACHED TO THE BALLOT AND IS GIVEN TO THE VOTER). Tear up the tab and place in the “Judge #3 Tab Envelope”. <b><u>MAKE SURE THE VOTER RECEIVES THE REQUESTED BALLOT STYLE!</u></b>
4	<input type="checkbox"/>	Read the laminated Judge # 3 Script to the voter. (This script must be read to every voter!) Refer the voter to the laminated script on the table to follow along.
5	<input type="checkbox"/>	Hand the voter a designated marking device. Secrecy sleeves are available upon request.
6	<input type="checkbox"/>	Show the voter to an open voting booth.
7	<input type="checkbox"/>	Make sure the voter removes Stub “A”, places the stub in the Stub “A” Envelope, inserts his/her ballot into the Ballot Box, (the voter must return his/her ballot to the correct precinct’s Ballot Box) returns the marking device and the secrecy sleeve.

#### Notes: Make Sure

- The voter receives the requested ballot type
- The voter is aware that ballots may be double sided and two pages
- Uses the marking device provided
- Double checks the ballot after finished voting
- Returns the ballot to the proper Ballot Box





## Provisional Voting (refer to Secretary of State directives)

Provisional voting allows registered voters who are not listed in the Alphabetical Poll Book or on the Additional List of Electors to cast a vote on Election Day.

Who Should Vote A Provisional Ballot? ELECTOR = VOTER

- Change of Address was not submitted 29 days prior to the Election.
- Change of Name was not submitted 29 days prior to the Election (whether they moved or not).
- The Elector's name does not appear in the Alphabetical Poll Book.
- Poll Worker either asserts that the Elector is not eligible to vote or is unable to determine the Elector's eligibility.
- The Elector is unable to provide acceptable identification with him or her at this time.
- The Elector does not have any acceptable identification. (Must complete Form 10-T on back of the Provisional Envelope).
- The Elector's name appears on the Absentee List as having requested an Absentee Ballot.
- The Electors name is marked in the Alphabetical Poll Book above the signature line "MUST VOTE PROVISIONAL".
- A hearing on a challenge to the Elector's eligibility has been postponed until after Election Day.
- The Elector's signature, in the opinion of the Poll Worker, does not match the signature in the Alphabetical Poll Book.
- The Elector's eligibility to cast a ballot has been challenged by the Poll Workers and the Elector refuses to make the required statement.
- If a Elector's name appears on the Supplemental List of Voters they must vote a provisional ballot.

### Checklist 3.4 Steps for Judges to Follow for a Voter Needing Assistance

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	Ask the voter for the "Voter Assistance Tab" and determine why the voter was referred to the Voter Assistance Table. <ol style="list-style-type: none"> <li>Name does not appear in the Alphabetical Poll Book or on the Additional List of Electors.</li> <li>Does not have proper identification.</li> <li>Name change</li> <li>Other reasons listed on page 24 of this manual</li> </ol>
2	<input type="checkbox"/>	Check the Elector's Worksheet for the voters name. If the voter's name appears on the Electors Worksheet, this means the voter's name <b>is</b> in the Alphabetical Poll Book or the Additional List of Electors. Escort the voter to the correct precinct and help the Alphabetical Poll Book Judge locate the voter's name in the APB or Additional List of Electors.
3	<input type="checkbox"/>	If the voter's name does not appear in the Alphabetical Poll Book or on the Additional List of Electors, use the location's Provisional Book Street Range to determine whether or not the voter is in the correct location.
4	<input type="checkbox"/>	If the voter's address is NOT listed in the Street Range in the back of the Provisional Book, check the precinct map. If the street is not listed on the map then call the Board of Elections. (Ballot will not be counted if voted in the wrong precinct.)
5	<input type="checkbox"/>	If the voter does not have the proper identification, review the acceptable list identification with the voter. If the voter is still unable to provide proper ID, proceed with the provisional process.
6	<input type="checkbox"/>	Once the voter is determined to be a provisional voter, determine which precinct the voter should cast his/her ballot. (Precinct of current residence.) Mark the voter's name and address on the Pink Memo Sheet located in the Provisional Book.
7	<input type="checkbox"/>	Write the City, Ward and Precinct on the top left corner of the Provisional Envelope and hand to the voter.



#### Note:

- A voter must vote in the precinct where they reside or the ballot will not be counted.

## SECTION

## 3

8	<input type="checkbox"/>	Walk to the proper precinct table and retrieve a ballot for the voter. (Make sure the ballot is the requested ballot style - Democrat, Republican or Issue Only).
9	<input type="checkbox"/>	The voter must completely fill out the information requested on the Provisional Envelope print his/her name and address and sign in on blank line twice located in the Provisional Statment Book prior to receiving an Optical Scan Ballot.
10	<input type="checkbox"/>	Judge #4 must complete Election Official Verification Statement located on Provisional Envelope. A change of address card must be filled out by the voter (Registration Card).
11	<input type="checkbox"/>	Ask the voter for the last 4 digits of his/her Social Security Number and record on the Provisional Envelope in the space provided.
12	<input type="checkbox"/>	If any voter is unable to provide proper Identification, he/she must also complete the Form 10-T located on the back of the Provisional Envelope.
13	<input type="checkbox"/>	Give the voter the ballot and marking device and inform the voter: <ul style="list-style-type: none"> <li>- Check the ballot to ensure it is the requested ballot style</li> <li>- Use the marking device provided</li> <li>- Fill in the oval completely</li> <li>- Verify the ballot after making selections</li> <li>- Request a new ballot if a mistake is made</li> <li>- Place ballot inside the Provisional Envelope and return</li> </ul>
14	<input type="checkbox"/>	Once the voter has returned with his/her ballot sealed inside the provisional envelope, assist him/her with inserting the envelope into the proper precinct's ballot box.



## Note:

- A voter must vote in the precinct where they reside or the ballot will not be counted.

## Example

**This notice is to be given to each provisional voter****PROVISIONAL VOTER HOTLINE**

To learn if your provisional ballot was counted in the August 8<sup>th</sup> special election, please call from August 23, 2006 to September 30, 2006:

Cuyahoga County Board of Elections  
8:30a.m. – 4:30p.m. (Monday – Friday)  
Provisional Ballot Hotline: **866-OHIO VOTE (866-644-6868)**

**PROVIDING PROOF OF IDENTITY WITHIN 10 DAYS AFTER THE ELECTION**

**If you cast a provisional ballot because you were unable or declined to provide proof of identity or your right to vote was challenged at the polling place, you may provide the proof of identity within 10 days after the election.**

Before a provisional ballot can be included in the official count of an election, the board of elections must confirm the voter's eligibility to cast the ballot, as well as the validity of the ballot that was cast. In some cases, a provisional voter can establish his or her eligibility to vote by appearing in person at the board of elections office within 10 days immediately after election day and completing the appropriate steps:

1. If you cast a provisional ballot because you had – but could not provide to election officials at the time you voted – acceptable proof of your identity or the last four digits of your social security number, you must provide to the board of the elections one of the following:
  - a. Acceptable proof of your identity in the form of a current and valid photo identification, or a military identification that shows your name and current address, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document (other than a notice mailed by a board of elections under R.C. 3501.19) that shows your name and current address; or
  - b. The last four digits of your social security number.
2. If you cast a provisional ballot because, at the time you voted, you had – but declined to provide – an acceptable form of identification or the last four digits of your social security number, and you declined to execute the written affirmation statement, you must provide to the board of the elections one of the following:
  - a. Acceptable proof of your identity in the form of a current and valid photo identification, or a military identification that shows your name and current address, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document (other than a notice mailed by a board of elections under R.C. 3501.19) that shows your name and current address; or
  - b. The last four digits of your social security number.
3. If you cast a provisional ballot because, at the time you voted, you did not have any acceptable form of identification or a social security number, and you declined to execute the written affirmation statement, you must do one of the following:
  - a. Provide to the board acceptable proof of your identity in the form of a current and valid photo identification, or a military identification that shows your name and current address, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document (other than a notice mailed by a board of elections under R.C. 3501.19) that shows your name and current address; or
  - b. Provide to the board the last four digits of your social security number; or
  - c. Execute the affirmation statement.
4. If you cast a provisional ballot because your right to vote was challenged at the polling place under R.C. 3505.20, and the election officials either determined that you were ineligible to vote or were unable to determine your eligibility, you must provide any identification or other documentation required to resolve the challenge.

## Checklist 3.5 Regular Curbside Voting

In the event a voter is identified as not being able to enter the voting location, you must give assistance by providing the voter an optical scan ballot. The following procedures apply:

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	Two Poll Workers from opposite political parties will take one optical scan ballot, Secrecy Sleeve, Alphabetical Poll Book and clipboard outside the Polling Location to the voter.
2	<input type="checkbox"/>	Ask the voter for proper identification.
3	<input type="checkbox"/>	Have the voter sign the Alphabetical Poll Book.
4	<input type="checkbox"/>	Have the voter place the ballot into the Secrecy Sleeve.
5	<input type="checkbox"/>	Return remaining election materials to the precinct tables.
6	<input type="checkbox"/>	Place the ballot into the proper precinct's Ballot Box.



Note: If curbside voter makes a mistake, please refer to Checklist 3.8 Optical Scan Ballot Error Curbside voters who make a mistake may request up to two additional Optical Scan Ballots from the Poll Workers prior to casting their ballot.

Tip: Have a third Judge to take the alphabetical Poll Book back inside to the table so they do not hold up the line.

## Checklist 3.6 -Curbside Provisional Voting

In the event a voter is identified as unable to enter the voting location, a Poll Worker must give assistance by providing the Voter an Optical Scan Ballot.

If this individual has been further identified as a Provisional Voter, the following procedures apply:

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	Two Poll Workers from opposite parties will take a complete Optical Scan Ballot, the Alphabetical Poll Book, the Provisional Book, the Additional List of Electors, a Provisional Envelope.
2	<input type="checkbox"/>	Once you have determined that the voter belongs in your precinct, have the voter complete the form on the Provisional Envelope and Provisional Statement Book.
3	<input type="checkbox"/>	Ask the voter to completely fill in the oval to the left of the candidate for whom or issue for which he/she desires to vote.
4	<input type="checkbox"/>	Have the voter fold the ballot and place it into the Provisional Envelope and seal it.
5	<input type="checkbox"/>	Return the sealed Provisional Envelope, Provisional Statement Book, Additional List of Electors and clipboard to the Voter Assistance Table.
6	<input type="checkbox"/>	Once a Curbside Provisional Voter has completed his/her Optical Scan Ballot and completed and sealed the Provisional Envelope, the two Judges are to place the sealed envelope into the proper precinct's Ballot Box.



**Note:**

- If curbside voter makes a mistake, please refer to Checklist 3.8 Optical Scan Ballot Error
- Curbside voters who make a mistake may request up to two additional Optical Scan Ballots from the Poll Workers prior to casting their ballot.

**Tip:** Have a third Judge take the Alphabetical Poll Book back inside as to not hold up the line.

## SECTION

## 3

### Checklist 3.7 "17-Year-Old Voting"

A 17-Year-Old who is registered to vote before a Primary Election, may vote a candidate ballot in the Primary Election if he/she will be 18 years old on or before the date of the General Election. They may NOT vote on any issues on Central or State Committee Members. The Alphabetical Poll Book will have "17-Year-Old Voter" above the signature line.

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	Process the 17 Year Old like a regular voter following steps 1 - 4 on page 21.
2	<input type="checkbox"/>	Judge #3, stamp the the top left corner of an optical scan ballot with the "17 Year Old Stamp". Do not place the stamp near any ovals.
3	<input type="checkbox"/>	Provide the 17-Year-Old Voter with that optical scan ballot and a 17-Year Old Envelope.

### Checklist 3.8 Optical Scan Voting Error

A Voter who make a mistake may request up to two additional Optical Scan Ballots from the Poll Worker before casting his/her ballot.

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	Voter will turn in the soiled and defaced Ballot to Judges.
2	<input type="checkbox"/>	The Judge will mark "Void" on it and place it in the Soiled and Defaced Envelope.
3	<input type="checkbox"/>	The Judge issues the next numbered Ballot and records the new stub number in the Alphabetical Poll Book.
4	<input type="checkbox"/>	The Judge will record voter errors on the Pink Memo Sheet.



Make sure 17 Year Old ballots are placed in a 17 Year Old Envelope.



## Section 4: MidDay Ballot Drop Off

This section covers the Mid Day Ballot Drop Off by the Polling Location Coordinator and a Judge of the opposite political party. At 1:30 p.m. the Polling Location Coordinator, with the assistance of a Judge from the opposite political party, removes the PM Ballot Boxes from the Transport Cart and replaces each precinct's AM Ballot Box with the empty PM Box.

The AM Ballot Boxes are taken to the Drop Off Location by the Polling Location Coordinator and a Judge of the opposite political party. The ballots will then be transported to the Board of Elections by a Sheriff's Deputy to begin the scanning process.

### Checklist 4.1 Mid Day Drop Off

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	At 1:30 p.m. the Polling Location Coordinator removes the PM Ballot Boxes from the Transport Cart.
2	<input type="checkbox"/>	With the assistance of the Judge from the opposite political party, go to the first precinct table and replace the AM Ballot Box (with voted ballots inside) with the PM Ballot Box (empty).
3	<input type="checkbox"/>	Fill out and sign the Mid Day Ballot Drop Off Chain of Custody form and have the Presiding Judge from that precinct sign on the appropriate line. Make sure to record the seal # for the AM Ballot Box in the space provided. Repeat steps 1-4 at each precinct table.
4	<input type="checkbox"/>	The Polling Location Coordinator must call the IVR Monitor System prior to leaving with the Midday Drop Off.
5	<input type="checkbox"/>	Load the AM Ballot Boxes into Polling Location Coordinators vehicle and transport them to the Drop Off Location (located in the Black Binder). POLLING LOCATION COORDINATOR AND JUDGE OF OPPOSITE POLITICAL PARTY MUST RIDE TO ASSIGNED DROP OFF LOCATION TOGETHER!
6	<input type="checkbox"/>	The Drop Off Captain will sign the Chain of Custody Form and provide the Polling Location Coordinator with one carbon copy of the form. This form must be taken back to the polling location and packed into the Large Envelope of the Alpha Precinct.
7	<input type="checkbox"/>	The Polling Location Coordinator must call the IVR Monitor System as soon as he/she returns from the Midday Drop Off.



## Checklist 5.1

### Closing the Polls - General Information

**Important: Do NOT close the Polling Location and  
Electronic Voting Units before 7:30 p.m.**

Step	<input checked="" type="checkbox"/>	Task
1	<input type="checkbox"/>	Any voter already in line at 7:30 p.m. must be permitted to vote. A Poll Worker should stand at the end of the line to ensure no one else enters the polling location.
2	<input type="checkbox"/>	The Polling Location Coordinator declares the polls closed at 7:30 p.m.
3	<input type="checkbox"/>	The Polling Location Coordinator shuts down the VIBS Unit according to the Closing Diagram and the instructions in the Black Binder. (The memory card from the VIBS Unit and the Long Report go into the memory card bag. The memory card bag is delivered to the Drop Off Location by the Alpha Precinct Presiding Judge with his/her other supplies. The canister goes into the Red Precinct Supply Bag.)
4	<input type="checkbox"/>	Remove all postings and flags.
5	<input type="checkbox"/>	Remove a seal from the Precinct Supply Bag for its final seal and record the seal number on the Precinct Security Event Log.
6	<input type="checkbox"/>	Pack all required forms and supplies into the Large Envelope. <ul style="list-style-type: none"> <li>- Alphabetical Poll Books</li> <li>- Provisional Book</li> <li>- Payroll Card Envelope</li> <li>- Security Event Logs</li> <li>- Mid Day Drop Off Chain of Custody Form</li> <li>- 10-X Form</li> <li>- Certificate #1</li> </ul>
7	<input type="checkbox"/>	Replace all supplies into the Precinct Supply Bags (including the Large Envelope and Green Supply Bag) and seal.
8	<input type="checkbox"/>	Presiding Judge and Accompanying Judge (Judge of the opposite political party) transport all supplies to the drop off location. <ul style="list-style-type: none"> <li>- Precinct Supply Bag</li> <li>- PM Ballot Box</li> <li>- Memory Card Bag (Alpha Precinct Only).</li> </ul>

## SECTION

## 5

## Checklist 5.2

### Completing Certificate #1

Step	<input checked="" type="checkbox"/>	Task
		<b>Completing Certificate #1</b>
1	<input type="checkbox"/>	After the polls close, record the number of all the voters who signed the Alphabetical Poll Book and mark on appropriate lines of Certificate #1..
2	<input type="checkbox"/>	Judge #4 must count the # of signatures for respective precinct in the Provisional Book and record on the appropriate line of Certificate #1.
3	<input type="checkbox"/>	Record the number of unused optical scan ballots.
4	<input type="checkbox"/>	Record the number of soiled and defaced ballots.
5	<input type="checkbox"/>	Add lines 2, 3, 4, and 5 together and record the total number on appropriate line.
6	<input type="checkbox"/>	Two Poll Workers of opposite parties must sign and record their phone numbers in the space provided.

SECTION

5

Example

Rev 3/6/2009

# CERTIFICATE NO. 1

Refer to the Booth Official Manual  
 We Herely Certify, that the following Accounting Chart of Voters' Signatures and the number of ball of cards being  
 delivered to the Board of Elections, is true and correct for ballots cast at this Station.

CERTIFICATE #1		DEMOCRATIC	REPUBLICAN	ISSUES
COMPLETE BOX 1 BEFORE POLLS OPEN				
1.	RECORD HIGHEST OPTICAL SCAN BALLOT STUB NUMBER RECEIVED →			
COMPLETE BOXES 2 THROUGH 6 AFTER THE POLLS CLOSE				
2.	SOILED & DEFACED (COUNT ALL OPTICAL SCAN BALLOTS IN THE "SOILED AND DEFACED" ENVELOPE) →			
3.	COUNT UNUSED OPTICAL SCAN BALLOT CARDS →			
4.	COUNT ALL VOTERS' SIGNATURES IN ALPHABETICAL POLL BOOK →			
5.	NUMBER OF SIGNATURES IN THE PROVISIONAL BOOK FOR YOUR PRECINCT →			
6.	ADD LINES 2, 3, 4 & 5 AND RECORD TOTAL HERE →			

Republican Booth Officials:

Name \_\_\_\_\_ Position \_\_\_\_\_  
 Name \_\_\_\_\_ Position \_\_\_\_\_

Democratic Booth Officials:

Name \_\_\_\_\_ Position \_\_\_\_\_  
 Name \_\_\_\_\_ Position \_\_\_\_\_

Presiding Judge Name Phone Number \_\_\_\_\_

Area Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Example

Form 10-U Prescribed by the Secretary of State (Modified) Revised Code Section 3566.10

**Affidavit-Oath-Examination of Person Challenged**  
 (Refusing or failing to answer any question fully or refusing to sign this form will result in the loss of your right to vote.)

The State of Ohio, Cuyahoga County,

I, \_\_\_\_\_ the undersigned, swear or affirm that I will fully and truly answer all of the following questions put to me, touching my place of residence and my qualifications as an elector at this election.

**TO BE COMPLETED BY VOTER WITH "VERIFY ADDRESS" IN SIGNATURE BOX OR IF CHALLENGER CHALLENGES AS TO RESIDENCY**

(Check all that apply) **Being challenged as unqualified on the ground(s) that:**

(A) \_\_\_\_\_ The person is not a resident of the County or Precinct where he/she offers to vote, the following questions shall be put:

(1) Do you now reside in this County? \_\_\_\_\_

(2) Do you now reside in the Precinct? \_\_\_\_\_

(3) When you came into this precinct, did you come for a temporary purpose merely or for the purpose of making it your home? \_\_\_\_\_

**(If voter is in Verify Address status, ask the voter to verify their address.)**

\_\_\_\_\_  
 (Signature of Voter) \_\_\_\_\_  
 (Signature of Presiding Judge)

**CHALLENGED AS TO CITIZENSHIP**

(B) \_\_\_\_\_ The person is not a citizen; the following questions shall be put:

(1) Are you a citizen of the United States? \_\_\_\_\_

(2) Are you a native or naturalized citizen? \_\_\_\_\_

(3) Where were you born? \_\_\_\_\_

If naturalized citizen, then  
 I am the identical person named in the certificate of my naturalization herewith produced for the inspection of the Judges of Election.  
**Or,**  
 I was naturalized on \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_.  
 I have had a certificate of my naturalization which is lost, destroyed or beyond my power to produce to the Judges.  
**Or,**  
 By reason of the naturalization of my parent(s) \_\_\_\_\_ I have become a citizen of the United States.  
 My parent(s) were naturalized on \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
 (Signature of Voter) \_\_\_\_\_  
 (Signature of Presiding Judge)

I \_\_\_\_\_  
 Cross out words not applicable so that statements and answers made shall be factual.

Example

\*\*\*\*\* ELECTORS WORKSHEET \*\*\*\*\*

As of: January 17, 2006

EAST CLEVELAND

Ward - 02                  Precinct - G

Cong. Dist. - 11

House Dist. - 9

Senate Dist. - 21

"ANY VOTER OF THE COUNTY ON OR BEFORE THE SEVENTH DAY PRIOR TO THE ELECTION MAY FILE WITH THE BOARD OF ELECTIONS AT THE BOARD'S OFFICE, LOCATED AT 2925 BUCKLE AVENUE, CLEVELAND, OHIO 44115, OBJECTIONS TO THE REGISTRATION OF ANY PERSON ON THIS LIST WHO, HE HAS REASON TO BELIEVE, IS NOT ELIGIBLE TO VOTE, OR A REQUEST FOR THE ADDITION TO THE LIST OF REGISTERED VOTERS WHOSE NAMES HAVE BEEN OMITTED OR WHO HAVE BEEN ERRONEOUSLY DROPPED FROM THE REGISTRATION LIST OF THE PRECINCT."

SEC. 3503.23

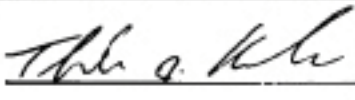
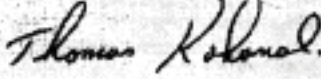
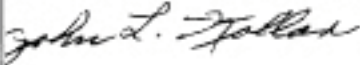
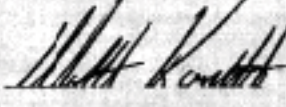
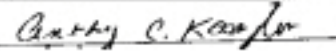
Example

## Alphabetical Poll Book

**KOH - KOS**

BOARD OF ELECTIONS ALPHABETICAL POLL BOOK — Primary Election — March 2, 2004  
 Ward: 01 Precinct: A

Page 53

- Select One	Stub#	Voter Signature Only	Pre-Printed Signature	Name & Address	Apt. No. If Required
OCRAT		↑ Please sign here ↑		KOHANSKI, THEODORE J 121 E 197TH ST 19701024	
REPUBLICAN					
DEMOCRATS ONLY					
OTHER					
OCRAT		↑ Please sign here ↑		KOHANSKI, THOMAS J 120 E 197TH ST 19400719	
REPUBLICAN					
DEMOCRATS ONLY					
OTHER					
OCRAT		<i>Verify Residence Address</i>		KOLLAR, JOHN L 19251 LOCHERIE AVE 19171029	
REPUBLICAN					
DEMOCRATS ONLY					
OTHER					
OCRAT		↑ Please sign here ↑		KOMOSA, MATTHEW K 18951 LOCHERIE AVE 19690929	
REPUBLICAN					
DEMOCRATS ONLY					
OTHER					
OCRAT		<i>Verify Residence Address</i>		KOSOGLOV, ANTHONY C 121 E 197TH ST 19750805	
REPUBLICAN					
DEMOCRATS ONLY					
OTHER					

A  
B  
C  
D  
E  
F  
G  
H  
I  
J  
**K**  
L  
M  
N  
O  
P  
Q  
R  
S  
T  
U  
V  
W  
X  
Y  
Z

Page Totals = D  R  X  Other

**KOH - KOS**



Example

Provisional Statement Book

**PLEASE BE IN THE CORRECT PRECINCT FOR THEIR BALLOT TO BE COUNTED. IF YOU ARE NOT SURE OF WHERE THE VOTER SHOULD VOTE, CALL 216-443-3298 FOR ASSISTANCE.**

Address & Ballot Requested		Voter's Signature		Poll worker must complete this section		
				ONLY ASSIGN A BALLOT FOR THE VOTER'S NEW / CURRENT ADDRESS AND LIST THAT BELOW		
Republican	Issues	↑	Voter Signature	City	Ward	Precinct
				ONLY ASSIGN A BALLOT FOR THE VOTER'S NEW / CURRENT ADDRESS AND LIST THAT BELOW		
Republican	Issues	↑	Voter Signature	City	Ward	Precinct
				ONLY ASSIGN A BALLOT FOR THE VOTER'S NEW / CURRENT ADDRESS AND LIST THAT BELOW		
Republican	Issues	↑	Voter Signature	City	Ward	Precinct
				ONLY ASSIGN A BALLOT FOR THE VOTER'S NEW / CURRENT ADDRESS AND LIST THAT BELOW		
Republican	Issues	↑	Voter Signature	City	Ward	Precinct
				ONLY ASSIGN A BALLOT FOR THE VOTER'S NEW / CURRENT ADDRESS AND LIST THAT BELOW		
Republican	Issues	↑	Voter Signature	City	Ward	Precinct






Elections Provisional Voter Poll Book – December 18, 2007 Recall Election

Example

**Additional List Of Registered Voters  
For The February 07, 2006 Election  
Allow These Voters To Vote A Regular Ballot**

**EAST CLEVELAND -02-A**  
ROZELLE ELEMENTARY SCHOOL

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FRANKLIN, BENJAMIN 2222 KEY DRIVE 	<i>Ben Franklin</i>	x _____
JEFFERSON, THOMAS 1111 WASHINGTON RD 	<i>Thomas Jefferson</i>	x _____
LINCOLN, ABRAHAM 4444 ILLINOIS AVE. 	<i>Abe Lincoln</i>	x _____
ROOSEVELT, THEODORE 1111 TEDDY BLVD. 	<i>Teddy Roosevelt</i>	x _____
WASHINGTON, GEORGE 2222 APPLE DR 	<i>George Washington</i>	x _____



Example:  
Absent Voter List

<b>BROADVIEW HEIGHTS -03-A</b>		
<b>ST. SAVA CHURCH HALL 2151 WEST WALLINGS ROAD BROADVIEW HEIGHTS OH</b>		
<u>Name</u>	<u>Residence Address</u>	<u>Return</u>
SMITH, JOHN Q THOMPSON, DIANE J	1234 MAIN ST 2488 N SOUTH ST	Returned Returned
Count: 2		

**Polling Location Security Event Log**

Location: \_\_\_\_\_

**MONDAY NIGHT RECORDINGS**

VIBS Unit Serial #  
(white sticker)

Memory Card Door Tamper Tape Serial #:

Modem Door Tamper Tape Serial #

Printer Cover Tamper Tape Serial #

Green Bag Seal #

Memory Card Bag Seal #

Replacements (if necessary)

**TUESDAY MORNING RECORDINGS**

Memory Card Door Tamper Tape Serial #

Canister Tamper Tape Serial #

Replacements (if necessary)

**TUESDAY NIGHT RECORDINGS**

Memory Card Door Tamper Tape Serial #

Did anyone vote on this unit today? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Polling Location Coordinator

\_\_\_\_\_  
Signature of Opposing Party

## Precinct Specific Security Event Log

City: _____	Ward: _____	Precinct: _____	Location: _____
<b>SUPPLY BAG:</b>			
<u>Top Seal#</u>	Beginning Seal <input style="width: 100px; height: 20px;" type="text"/>	Replacement Seal (if necessary) <input style="width: 100px; height: 20px;" type="text"/>	
<u>Side Seal #</u>	Beginning Seal <input style="width: 100px; height: 20px;" type="text"/>	Monday P.M. Closing Seal <input style="width: 100px; height: 20px;" type="text"/>	Tuesday P.M. Closing Seal <input style="width: 100px; height: 20px;" type="text"/>
		Monday Replacement Seal (if necessary) <input style="width: 100px; height: 20px;" type="text"/>	Tuesday Replacement Seal (if necessary) <input style="width: 100px; height: 20px;" type="text"/>
<b>BALLOT BOX #1</b>			
	Beginning Seal <input style="width: 100px; height: 20px;" type="text"/>	Monday P.M. Closing Seal <input style="width: 100px; height: 20px;" type="text"/>	Tuesday A.M. Closing Seal <input style="width: 100px; height: 20px;" type="text"/>
			Replacement Seal (if necessary) <input style="width: 100px; height: 20px;" type="text"/>
<b>BALLOT BOX #2</b>			
	Beginning Seal <input style="width: 100px; height: 20px;" type="text"/>	Monday P.M. Closing Seal <input style="width: 100px; height: 20px;" type="text"/>	Tuesday A.M. Closing Seal <input style="width: 100px; height: 20px;" type="text"/>
Signature of Judge: _____		Signature of Opposing Judge: _____	

Form No. 10-X Prescribed by Secretary of State (12-97)

**STATEMENTS OF PERSONS CHALLENGED AS TO PARTY AFFILIATION  
(R.C. 3513.19, .20)**

\_\_\_\_\_ (ward) \_\_\_\_\_ (precinct) \_\_\_\_\_ (city, village or township)

(fill in date, year, county, city, village or township, ward and precinct before electors sign)

At the Primary Election held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, each of the electors named below were challenged as being ineligible to vote on the basis that he or she was not affiliated with or was not a member of the political party whose ballot he or she requested.

State of Ohio, County of \_\_\_\_\_:

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE**

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the \_\_\_\_\_ Party and wish to cast a ballot in the party's primary election this year.

\_\_\_\_\_  
(Signature of Precinct Official) (Signature of Person Challenged)  
Right to Vote  
Approved Rejected

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the \_\_\_\_\_ Party and wish to cast a ballot in the party's primary election this year.

\_\_\_\_\_  
(Signature of Precinct Official) (Signature of Person Challenged)  
Right to Vote  
Approved Rejected

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the \_\_\_\_\_ Party and wish to cast a ballot in the party's primary election this year.

\_\_\_\_\_  
(Signature of Precinct Official) (Signature of Person Challenged)  
Right to Vote  
Approved Rejected

Polling Location Name: \_\_\_\_\_

**MIDDAY DROP OFF CHAIN OF CUSTODY FORM**

At 1:30 p.m. the Polling Location Coordinator, with the assistance of a Judge of the opposite political party, removes the PM Ballot Boxes from the Transport Cart and replaces each precinct's AM Ballot Box with the empty PM Ballot Box.

The Presiding Judge from each precinct table must sign off on this form to account for the chain of custody of the voted ballots.

City \_\_\_\_\_ Ward \_\_\_\_\_ Precinct \_\_\_\_ AM Seal # \_\_\_\_\_

By signing below, I attest to the fact that the AM Ballot Box was removed from my precinct table and replaced with the correct PM Ballot Box by the Polling Location Coordinator and a Judge of the opposite political Party.

Presiding Judge Signature: \_\_\_\_\_

Judge of Opposite Political Party Signature: \_\_\_\_\_

Polling Location Coordinator Signature: \_\_\_\_\_

City \_\_\_\_\_ Ward \_\_\_\_\_ Precinct \_\_\_\_ AM Seal # \_\_\_\_\_

By signing below, I attest to the fact that the AM Ballot Box was removed from my precinct table and replaced with the correct PM Ballot Box by the Polling Location Coordinator and a Judge of the opposite political Party.

Presiding Judge Signature: \_\_\_\_\_

Judge of Opposite Political Party Signature: \_\_\_\_\_

Polling Location Coordinator Signature: \_\_\_\_\_

City \_\_\_\_\_ Ward \_\_\_\_\_ Precinct \_\_\_\_ AM Seal # \_\_\_\_\_

By signing below, I attest to the fact that the AM Ballot Box was removed from my precinct table and replaced with the correct PM Ballot Box by the Polling Location Coordinator and a Judge of the opposite political Party.

Presiding Judge Signature: \_\_\_\_\_

Judge of Opposite Political Party Signature: \_\_\_\_\_

Polling Location Coordinator Signature: \_\_\_\_\_

**Voter Ballot Instructions**  
(Judge #3 – Ballot Judge)

- Is this your correct Ballot Style (Democrat, Republican, Issues Only?)
- Is this your correct Precinct?
- Use the Marking Device Provided
- Fill in the Oval completely
- Verify your Ballot after completing your selections
- Return the ballot and marking device to me, remove the stub and place ballot into the proper ballot box
- You may request a new Ballot if you make a mistake