

|                   |                                                           |
|-------------------|-----------------------------------------------------------|
| Type of Election  | SRD #                                                     |
| Election Day Date | Authority Conducting the Election<br><b>Harris County</b> |

# Early Voting - Opening Vote Center Daily

**Instructions:** The DEVC is responsible for assigning tasks to be completed from this checklist.

- Some tasks will be assigned to Clerks or the AEVC
- Some tasks the DEVC and AEVC must complete together
- Confirming all checklist items are completed is only done by the DEVC who initials each green box →
- Completed checklists are returned for review at the end of Early Voting in the blue #8 Checklist Envelope.



All daily grid check boxes must be initialed by DEVC each day to indicate completion of each task.

|    |    |    |    |    |
|----|----|----|----|----|
| JM | JM | JM | JM | JM |
|----|----|----|----|----|



## Confirm Seals and Logs:



DEVC Initials

## Each morning of Early Voting the DEVC and AEVC will together complete all seal tasks:

- The DEVC/AEVC will match seal numbers to those on the Seal Logs and confirm they are the same.
- Both the DEVC and AEVC must initial the Seal Log.
- Removed seal numbers need the tails cut off and the number portion put in the seal log envelope.

Last night of Early Voting place this completed log in Return White Envelope. Send with Constable. SRD label here 12/2026

| EV BALLOT BAG SEAL LOG |                     |                     |                     |                     |                                     |
|------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------------------|
| Date                   | Ballot Bag 1 Seal # | Ballot Bag 2 Seal # | Ballot Bag 3 Seal # | Ballot Bag 4 Seal # | Initials of DEVC / Initials of AEVC |
| Dec 01                 |                     |                     |                     |                     |                                     |
| Dec 02                 |                     |                     |                     |                     |                                     |
| Dec 03                 |                     |                     |                     |                     |                                     |
| Dec 04                 |                     |                     |                     |                     |                                     |
| Dec 05                 |                     |                     |                     |                     |                                     |
| Dec 06                 |                     |                     |                     |                     |                                     |
| Dec 07                 |                     |                     |                     |                     |                                     |
| Dec 08                 |                     |                     |                     |                     |                                     |
| Dec 09                 | Use                 | Chain               | of                  | Custody             |                                     |
|                        |                     |                     |                     |                     |                                     |
|                        |                     |                     |                     |                     |                                     |

This is a true list of seals used to seal Ballot Bags each night. Seal Ballot Bag cable lock with orange seal. Log seal #s and sign. In the morning together confirm seal #s are still the same before removing seals. Place removed seal #s in this envelope daily.

DEVC signature \_\_\_\_\_ AEVC signature \_\_\_\_\_

## Early Voting - Opening Vote Center Daily

|                                                                                                                                                                                                                                      |     |     |      |     |     |     |     |     |     |      |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|------|-----|-----|-----|-----|-----|-----|------|-----|
| <b>Together DEVC/AEVC Confirm all Seal Logs</b> – match seal numbers to seal logs, <u>call if seals don't match</u> , cut off tail, place seal numbers in seal log envelopes. Put all seal logs in <i>Work Folder</i> .              | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri |
| Supply Cabinet - unlock, remove green seal, match to seal log                                                                                                                                                                        |     |     |      |     |     |     |     |     |     |      |     |
| Equipment Caddy - unlock, remove green seal, match to seal log                                                                                                                                                                       |     |     |      |     |     |     |     |     |     |      |     |
| Gray Ballot Bags - Remove bags from Equipment Caddy, remove orange seals, match to seal log, <b>confirm Scan serial number on Ballot Bag Verification Form matches serial number of Scan before placing Ballot Bag in Ballot Box</b> |     |     |      |     |     |     |     |     |     |      |     |
| Ballot Boxes - Get orange seals, log on seal logs, seal Ballot Boxes, <b>lock right lock with Judge key, have constable lock top lock</b>                                                                                            |     |     |      |     |     |     |     |     |     |      |     |
| Provisional Ballot Box – Match orange seal to seal log                                                                                                                                                                               |     |     |      |     |     |     |     |     |     |      |     |
| Damaged Ballot Box - Match orange seal to seal log                                                                                                                                                                                   |     |     |      |     |     |     |     |     |     |      |     |
| Ballot Box #4 - Match orange seal to seal log                                                                                                                                                                                        |     |     |      |     |     |     |     |     |     |      |     |
| Controllers - Remove green seals, match to seal logs                                                                                                                                                                                 |     |     |      |     |     |     |     |     |     |      |     |
| Scans - Remove green seals, match to seal logs                                                                                                                                                                                       |     |     |      |     |     |     |     |     |     |      |     |
| Duos – Remove green seals, match to Duo Seal Log form                                                                                                                                                                                |     |     |      |     |     |     |     |     |     |      |     |

|                                                                                    |     |     |      |     |     |     |     |     |     |      |     |
|------------------------------------------------------------------------------------|-----|-----|------|-----|-----|-----|-----|-----|-----|------|-----|
| <b>PNK &amp; ePollBooks</b> – DEVC assigns AEVC                                    | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri |
| Remove PNK from Supply Cabinet, place near Judge table, plug in to remain charging |     |     |      |     |     |     |     |     |     |      |     |
| Place ePollBooks on qualifying and Judge tables                                    |     |     |      |     |     |     |     |     |     |      |     |
| Plug ePollBooks in to charge using power block                                     |     |     |      |     |     |     |     |     |     |      |     |
| Place Translation iPad on Judge table, plug in to charge                           |     |     |      |     |     |     |     |     |     |      |     |
| Wake up ePollBooks                                                                 |     |     |      |     |     |     |     |     |     |      |     |
| Open polls by 6:30am using open polls password                                     |     |     |      |     |     |     |     |     |     |      |     |

## Early Voting - Opening Vote Center Daily

[illegible]

3

[illegible]

## Early Voting - Opening Vote Center Daily

[illegible]

4

[illegible]

## Early Voting - Opening Vote Center Daily

| <b>Greeter and Qualifying Tables – DEVC assigns Clerks</b>                               | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri |
|------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|
| Confirm <i>List A ID</i> forms on greeter and qualifying tables                          |     |     |     |     |     |     |     |     |     |      |     |
| Confirm <i>Statement of Resident</i> (SOR) forms on greeter and qualifying tables        |     |     |     |     |     |     |     |     |     |      |     |
| Confirm <i>Oath of Assistance</i> Form on qualifying tables                              |     |     |     |     |     |     |     |     |     |      |     |
| Confirm pens are on greeter and qualifying tables                                        |     |     |     |     |     |     |     |     |     |      |     |
| Confirm extra roll of Controller Tape matching color of Duo numbers on qualifying tables |     |     |     |     |     |     |     |     |     |      |     |
| Confirm Ballot Paper stamped with Clerk Hudspeth's initials on qualifying tables         |     |     |     |     |     |     |     |     |     |      |     |

| <b>Items to Post - DEVC assigns Clerks</b>                                                                                                                                                 | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|
| Place outside signs in parking area (Vote Here, wheelchair access, 100 ft and curbside voting 20 ft distance markers)                                                                      |     |     |     |     |     |     |     |     |     |      |     |
| Confirm all inside wall/coroplast signage is in place, prohibited devices and sample ballot forms at greeter table (content list on Supply Cabinet door has list of <i>Items to Post</i> ) |     |     |     |     |     |     |     |     |     |      |     |
| Confirm inside Duo booths (Write-in Candidates for some elections, Voter Information clipped to privacy screens with black clips)                                                          |     |     |     |     |     |     |     |     |     |      |     |

| <b>Final opening steps – DEVC or AEVC can complete</b>       | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri |
|--------------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|
| Send ePollBook Handy Message "Polls Open" by 6:30am          |     |     |     |     |     |     |     |     |     |      |     |
| Have Clerks fill out ePollBook timesheet                     |     |     |     |     |     |     |     |     |     |      |     |
| Have Voters enter Vote Center at 7am based on ePollBook time |     |     |     |     |     |     |     |     |     |      |     |

## Early Voting - Opening Vote Center Daily

### Signature

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**I have confirmed all outside ADA and Items to Post have been put back in position each morning of Early Voting.**

DEVC Initials

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**I have completed all steps outlined in this checklist, completed tasks daily, and contacted Harris County with any questions or concerns when required.**

DEVC Initials

Deputy Early Voting Clerk Signature: \_\_\_\_\_

Deputy Early Voting Clerk Printed Name: \_\_\_\_\_

**Place this completed and signed checklist inside the blue #8 Checklist Envelope**