ELECTION MANUAL





TENESHIA HUDSPETH COUNTY CLERK

Recording the Major Events of Your Life

Welcome

The Harris County Clerk's Office Elections Department is committed to serving county residents by providing essential election services in an equitable, accessible, secure, and transparent manner in accordance with state and federal voting rights laws.

Mission Statement, Harris County Clerk's Elections Department

It takes thou sands of individuals to conduct an election in Harris County, the third largest and most diverse county in the nation. The duty of the County Clerk's Elections Department is to carry out the many tasks required to ensure the county's eligible voters have full access to the voting process and are able to cast a secure and confidential ballot.

The Election's Department's mission is to provide equitable and transparent election services to all eligible voters in accordance with the Voting Rights Act (VRA), including provisions related to minority language groups and Americans with disabilities. Harris County is committed to making sure that all eligible voters are treated equally no matter who they are, how they look, how they communicate, or what they believe.

There are nearly five million residents in the county. It is not an exaggeration to say that civic-minded citizens who volunteer their time to work at the polls are essential to creating the infrastructure needed to afford election services to 2.5 million registered voters. The service of these modest American heroes is greatly appreciated. We look forward to working alongside you for many more years to come.

Ten eshia Hudspeth

Harris County Clerk

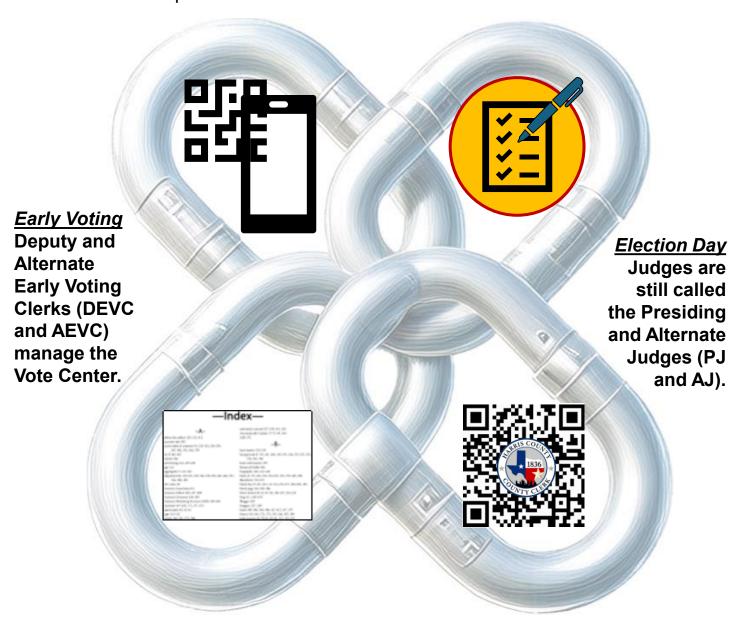
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About This Manual

This manual has step-by-step instructions for processes in the Vote Center. Please take this manual to the Vote Center as a handy reference.

QR codes are found throughout the manual. Scan them with a cell phone camera to view a helpful video. Captioning can be turned on for those who prefer it. Every two years, the Legislature meets and makes legal changes to the Texas Election Code. Legislative changes that occurred are included in the manual.



There is an index located in the back of the manual. This index helps find any item and its locations in the manual. To view the Secretary of State Handbook for Election Judges and Clerks, use your mobile device to scan the QR code.

Judges Resource Line

713-755-1617

Questions about:

Option 01 EV Recruitment

- Assigned Vote Center, training, staffing
- Personnel questions, issues, and complaints

Option 02 ED Recruitment

- Location assignment, training, staffing
- Help with scheduling Supply Handout
- Recruiting Election Workers; personnel questions

Option 03 EV & ED Payroll

- Help signing up with Election Worker agency
- Reporting issues if unpaid 5 weeks after an election

Option 04 Training

- Training or tech-related questions
- Clarity on voting procedures
- Assistance with filling out forms

Option 05 Supplies

- Running low on supplies (forms, envelopes, locks, etc.)
- Missing supplies

Option 06 EW Complaints

- Report any EW complaints or concerns
- Provide suggestions to improve EW experience

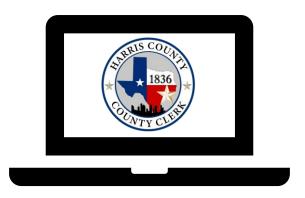
Option 07 Vote Centers

- Building access or issues
- Power outages

Option 08 Legal

- Reporting a legal violation in the Vote Center
- Electioneering

Preface



Early Voting Recruitment EVreports@vote.hctx.net

Election Day Recruitment Clerks
ElectionWorkers@vote.hctx.net

Election Day Recruitment Judges ElectionJudgeInfo@vote.hctx.net

General Training Related Questions

Training@vote.hctx.net

Payroll

Election.Payroll@vote.hctx.net

Types of Elections Defined

Primary Election

an election held by a political party to select its nominees for public office including a presidential primary election in advance of a general election (TEC 1.005 (14)).

General Election

an election, other than a primary election, that regularly recurs at fixed dates (TEC 1.005 (6)).

Special Election

an election that is not a general or primary election (TEC 1.005 (18)). For example, an election to fill a vacancy in the legislature (TEC 3.003(a)(3)).

Runoff Election

an election that occurs when one candidate does not receive enough votes to be elected in an election that requires a majority vote (TEC 2.021, 172.004).

Ballot Board & Signature Verification

An Early Voting Ballot Board serves as the authority that processes early voting ballots and provisional ballots. The board generally meets twice, at minimum, during an election.

A Signature Verification Committee (SVC) may also be created. The SVC meets to compare voter signatures on the *Applications* for Ballot by Mail to their corresponding carrier envelopes.

Secretary of State Handbook for Early Voting Ballot Board: https://www.sos.state.tx.us/elections/forms/ballot-boardhandbook.pdf





Scan the QR code to the right using your smartphone's camera to access the Secretary of State's Early Voting Ballot Board Handbook.

POLICIES & PROCEDURES



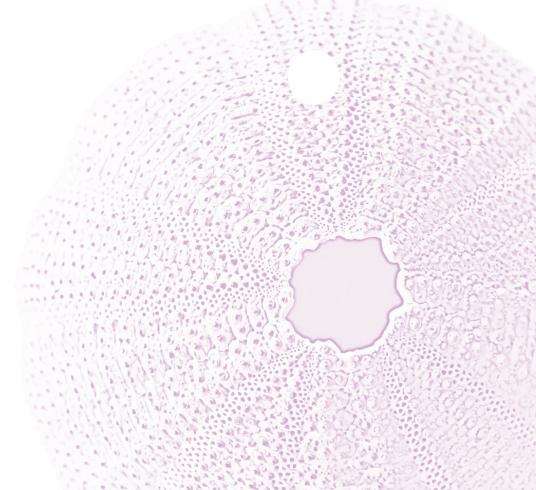
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Recruitment Policies

The Elections Recruitment team coordinates the placement of election workers at Vote Centers within Harris County according to Texas Election Code requirements. Recruitment coordinators provide support to election workers with placement related questions and details regarding assignment and placement requirements. The Elections Recruitment team is also responsible for receiving and investigating election worker personnel related complaints, when necessary.

The Elections Recruitment team provides support and clarity on essential standards and expectations related to work assignment.

- 1. Time Reporting
- 2. Training
- 3. Work Behavior
- 4. Following Procedures
- 5. Worker Disagreements



TIME REPORTING

Compensation Expectations



Signing up with the payroll agency is the responsibility of every election worker. Failure to sign-up or submit time by the deadlines may result in delays to payment. Payment may take approximately 4 to 6 weeks after the election. Compensation for training may be paid separately and may take longer to receive since election workers are only compensated for training if they work the election.

Accurate Time Reporting



Accurately reporting hours worked and submitting time promptly is required of every election worker. Rounding up or adding extra time not worked is not permitted and is illegal. In Early Voting, election workers must work all hours of their assigned shift. For Early Voting workers who are not available to work all hours of their shift, they must contact the Early Voting Recruitment coordinators to inform them. Early Voting workers may not work more hours than scheduled without prior approval from the Harris County Elections Recruitment team.

TRAINING

Training Requirements



Every election worker is required to schedule and attend training prior to each election. Those who participate in certification programs will have supplemental training requirements. Failure to attend training may result in removal from assignment.

WORK BEHAVIOR

Physical Contact



Avoid physical contact with other election workers unless they provide their explicit consent. This includes hugging, physically directing or shoulder massages. Physical contact with voters should also be avoided when on duty.

Cell Phone Use



Personal cell phone use is prohibited while working elections other than for official reasons. Personal cell phone use should be completed during break times and outside the voting room. Calls from the Harris County Elections Office are considered official and must be answered promptly as part of the worker's duties.

Professional Behavior



Professional behavior is expected of all election workers. At no time should a worker treat anyone unprofessionally, including yelling, screaming, harassing, or berating others.

Maintain Bipartisanship



Do not discuss politics while working at the Vote Center with anyone. Work well together and show respect toward all voters and election workers, regardless of their party affiliation.

FOLLOWING PROCEDURES

Voters with Disabilities



Modifications to some processes may be considered for voters with disabilities. Contact Harris County if clarity is needed on allowable modifications.

Election workers seeking modification to job requirements within an assignment must contact the Elections Recruitment team in advance to submit the request.

Texas Election Code



Procedures and election laws of this state are to be strictly followed in accordance with the Texas Election Code. Failure to adhere to Texas election laws or Harris County procedures may lead to serious consequences, including removal from assignment.

If someone draws attention to an improper procedure, workers should seek clarity from Harris County and comply with the procedure to ensure compliance.

Exceptions to voter processing laws are not permitted, regardless of whether the workers know the voters, except as approved by Harris County as a modification for a voter with a disability.

WORKER DISAGREEMENTS

Disagreements



If disagreements arise amongst any election worker or judge, first attempt to resolve the issue directly with the individual involved.

- Refer to the Training manual for specific direction on election activities.
- Election judges can be consulted for support in handling disagreements.
- If a conversation with the person does not resolve the issue, contact Harris
 County Elections Recruitment team with specific details of what occurred.
- Harris County will review the complaint and seek resolution to issues.

Some complaints may require an investigation to assess the validity and/or seriousness of the issue and may take time.

If there is insufficient evidence to support the claim or complaint, Harris County may not be able to take immediate action but will remind all workers involved of the expectations.

Performance and behavioral issues will be noted and considered prior to placement in future assignments. Frequent unfounded complaints may result in non-placement for future elections.

Dress Code



The following dress code policy is designed to provide a professional and welcoming space at the Vote Center for everyone. Election workers are expected to dress presentably with appropriately fitted clothing that is clean and wrinkle-free. Overly-tight or low-cut clothing is not permitted while on duty.

This dress code may not address all items of clothing and should be used as a guide. If there are subsequent questions after reading the dress code, workers may call the Elections Recruitment team to inquire at 713-755-1617, Options 01 or 02.

IMPORTANT: Per Texas Election Code – Persons may not wear political attire inside the 100-foot line. Political clothing of any kind, regardless of whether they are on the current ballot, is not permitted of election workers.

Each Early Voting and Election Day, the polling place must be organized with 100-foot distance markers posted at surrounding outside entrances to the building. During the voting period and inside this protected area, it is prohibited to electioneer, including expressing preference for or against any candidate, measure, political party, or relating to the conduct of an election. Tex. Elec. Code §§ 61.003, 85.036.

Acceptable Attire



- Plain t-shirts
- Button down shirts
- Jeans/Slacks (no rips or holes)
- Leggings
- Non-Athletic Shorts that are no higher than 3.5" above the knee
- Skirts/Dresses that are no higher than 3.5" above the knee
- · Clean sneakers or casual shows without holes
- Dress shoes
- Sandals



Unacceptable Attire



- Political clothing
- Low-cut shirts or Crop-tops
- Graphic t-shirts
- · Jeans or Slacks with holes or tears
- Athletic shorts
- Yoga attire
- Sweatpants
- Unclean shoes with holes or tears
- Flip flops

Election workers may be asked to leave the Vote Center and change into acceptable attire before returning to their assignment. Judges should monitor to ensure the proper dress code is followed.

Please work together to create a welcoming working environment for everyone.



Judge Specific Policies



The following outline specific policies related to judges. These same policies apply to Deputy Early Voting Clerks and Alternate Early Voting Clerks.

Planning

The Presiding Judge must:

- Contact assigned facility in advance to coordinate Vote Center setup time.
- Notify Harris County of Vote Center setup date and time.
- Obtain name and phone number of an emergency contact for facility.
- Coordinate setup, opening and closing of Vote Center with facility and the Alternate Judge and clerks.

Managing & Delegation

The Presiding Judge is responsible for assigning and rotating duties in an equitable manner to the Alternate Judge and clerks. Judges should ensure every election worker receives breaks and lunches. Both Judges should collaborate effectively, coordinating their efforts and working as a team as this partnership ultimately sets the tone for the rest of the election workers.

Absences

Judges are required to work their full shifts. Judges may not have unexcused periods of absence beyond standard break times without prior approval from the Elections Recruitment team. Leaving for extended periods of time may result in removal. Judges who leave or step out for standard breaks should advise the Alternate Judge so that they may provide the required coverage.

Early Voting Judges should not reassign Early Voting clerks to cover shifts from clerks who are not available without prior permission from Harris County Early Voting Recruitment Coordinators.

Avoid Discrimination Factors

Judges and workers should avoid discussing the following:

- race or national origin
- religion
- sex (including orientation or gender identity)
- age
- disability, medical condition or physical limitations

If an injury occurs at the Vote Center, the event should be documented with the Human Resources (HR) team. The election worker and/or voter's privacy should be protected by not discussing the details with anyone other than Harris County.

Correcting Election Worker Behavior

If election workers do something incorrectly, the judge should respectfully ask to speak with them privately, gently let them know the observed improper procedure and seek clarification. If election workers refuse to follow correct procedures, judges may inform the election worker that the issue will be reported to Harris County.

Managing Voter Disputes

If disputes occur with voters, Judges should intervene calmly and courteously to seek a peaceful resolution and bring order to the Vote Center.

- Assure voters their complaint has been heard and attempt to address the concern. Remain calm and speak in a gentle tone.
- Explain rules and procedures clearly ensuring the voter can understand.
- If their complaint cannot be resolved at the Vote Center, they may contact the Elections Office at 713-755-6965 (Voter Line).

If the voter intends to contact Harris County to file a complaint, judges should reach out to the elections office with details of the situation so that Harris County can have a more complete understanding when addressing it with the voter.

If the situation escalates or becomes unsafe, election workers should contact law enforcement immediately. For questions about the potential need of involvement of law enforcement, call 713-755-1617, Option 04.



The process for nominating, appointing and placing election workers at Vote Centers varies depending on the election type. These charts provide a more detailed explanation of the process.

GENERAL Elections for State or County Officers and Resulting Runoff (TEC Sec 32.002)

	Presiding Judge	Alternate Judge	Clerks
Early Voting	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections
Election Day	Nominated by party; appointed by Harris County Commissioners	Nominated by opposite party; appointed by Harris County Commissioners	Chosen by Presiding Judge

With countywide voting, any judge vacancy can be filled by any appointed judge. For general elections in which state or county officers are not being elected, Harris County conducts the nominating and placement of Early Voting workers. When possible, Harris County places historic judges where they historically work.

PRIMARY Elections and Resulting Runoff

ĺ		Presiding Judge	Alternate Judge	Clerks
E	Early Voting	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections
	Election Day	Nominated, appointed, and placed by party	Chosen by Presiding Judge	Chosen by Presiding Judge

OTHER POLITICAL SUBDIVISION Elections and Resulting Runoffs

	Presiding Judge	Alternate Judge	Clerks
Early Voting	Appointed by authority ordering election; Harris County is contracted to appoint election workers	Appointed by authority ordering election; Harris County is contracted to appoint election workers	Appointed by authority ordering election; Harris County is contracted to appoint election workers
Election Day	Appointed by authority ordering election; Harris County is contracted to appoint election workers	Appointed by authority ordering election; Harris County is contracted to appoint election workers. Opposite party not required but sought.	Chosen by Presiding Judge

This table is a summary of appointments/placements and does not include all possible situations. The Harris County Elections Recruitment Team coordinates the placements of all appointed election workers. Harris County cannot guarantee the placement of all appointed judges.

Even-Year: General

Nomination to Placement



Nominated by party

Appointed by Harris County

Placed by Harris County

Early Voting
DEVC / AEVC
Clerks

DEVCs, AEVCs and EV Clerks are nominated by political parties during elections for State or County Officer elections resulting from a Primary election.

Election Day

PJ / AJ Clerks

PJs are required to hire a minimum of 2 clerks (TEC 32.033). The maximum allotment is indicated in the PJs placement letter. In elections for Federal, State or County Officers after a Primary election, political parties may submit a list of 2 clerks to the opposite party PJ not later than the 25th day before the general election. PJs must hire 1 clerk from that list to work with them. The selection must be communicated within 5 days of receipt of the list.

PJ: Nominated by party

AJ: Nominated by opposite party

Appointed by HC Commissioners

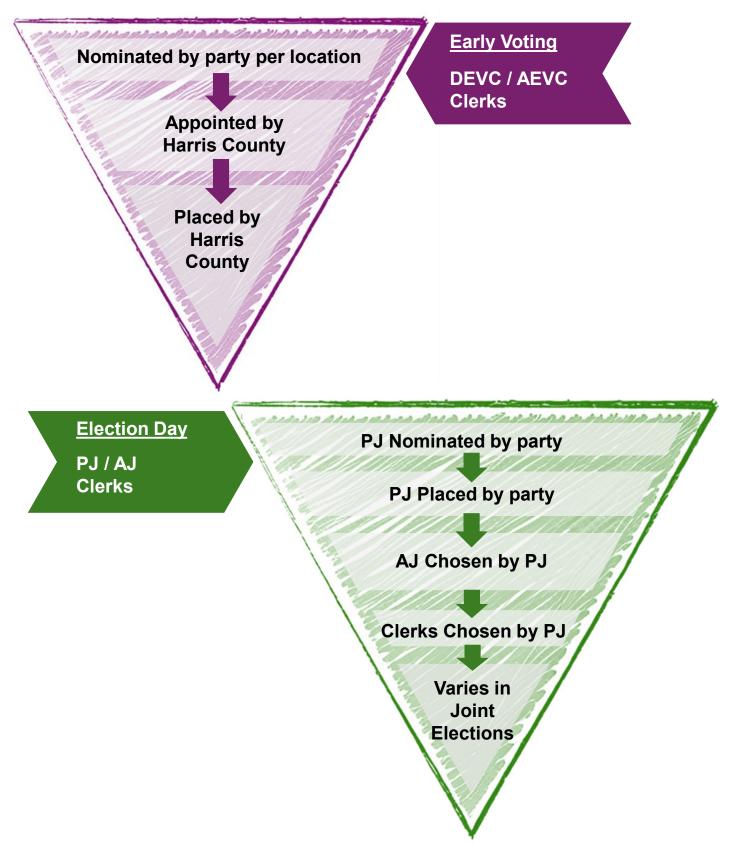
Placed by HC

Clerks chosen by PJ

Even-Year: Primaries

Nomination to Placement

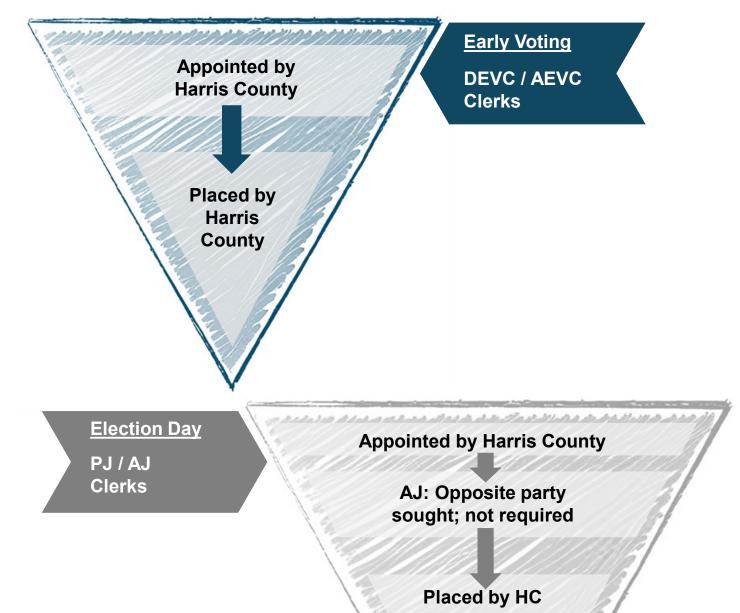




Odd-Year: Local / Other

Nomination to Placement





Clerks chosen by PJ

Relieving an Election Worker from Duty



The Harris County Elections Recruitment team tracks and investigates reports of misconduct or personnel related disputes in the Vote Center.



Misconduct is defined as unacceptable behavior of an Election Worker characterized by not following Harris County policy or state regulations, regardless of whether the behavior was intentional or unintentional.

Important Information



- During Early Voting, neither the DEVC nor the AEVC has the authority to remove any election worker. Harris County must be notified and consulted regarding any allegations of wrongdoing by an election worker. Harris County will determine the necessary course of action and will advise the caller of same.
- For Election Day, Presiding Judges hire election clerks and may relieve clerks without Harris County approval (Alternate Judges may not be relieved of duty by Presiding Judges).

Reported Misconduct Procedure



- 1. Misconduct is reported.
- 2. Nature of misconduct is considered.
- 3. Allegations are investigated fully by Harris County staff.
- 4. After investigation is concluded, if appropriate, actions are taken.

Complaints, warnings, and removals will be logged for review in future considerations for placement or appointment.

Possible Actions After Misconduct Investigation



If an investigation into misconduct concludes with findings in which misconduct did occur, whether intended or not, the following are possible actions taken by Harris County:

- Warning issued
- Immediate removal from placement
- Future appointments affected

Misconduct That May Result in Removal



- Intimidating, threatening or coercing Voters
- Influencing a Voter's vote
- Unlawfully assisting a Voter
- Unlawfully divulging the way, a Voter has voted
- Unlawfully revealing voter information
- Unlawfully permitting or preventing deposit of a Ballot
- Unlawfully revealing voter information
- Making terroristic threats
- Official oppression, including sexual harassment
- · Falsifying hours on a time sheet
- Failure to secure voting equipment properly
- Failure to treat Election Workers and Voters with respect, including using racist language or engaging in political commentary
- Failure to comply with voting procedures covered in training
- Failure to allow ESS (or whomever is assigned) to update the wait-time tool or providing false information in the tool
- Failure to follow guidance provided by election staff and/or being combative when assistance is offered
- Failure to follow the laws, rules, and procedures of the state of Texas and/or of Harris County
- Physical assault
- · Failure to return required items

Procedures for Removing Election Workers

- Harris County Staff member will seek confirmation of allegations.
- If the complaint is confirmed, a Harris County staff member may issue a warning or require removal (depending on the severity).
- If an election worker engages in conduct for which they have been warned a second time, the election worker may be released immediately.
- Election workers who exhibit threatening behavior or make derogatory, racist, sexist, or homophobic statements at the Vote Center may be immediately removed.
- Complaints, warnings, and removals will be logged for review regarding appointments.
- In elections where parties nominate Election Workers, Harris County will advise the appropriate political party of the warning or removal. For Election Day, Harris County will seek concurrence from appropriate political party.
- For issues occurring on Election Day, Harris County will consult with the political party who nominated them and will seek agreement on removal.

Appeal from Removal



Election workers who have been removed from duty may request an appeal by providing the following:

- 1. A written detailed explanation of the events for which the election worker was removed.
- 2. Include any evidence that counters the claims.
- 3. Submit the explanation and evidence to Recruitment@vote.hctx.net.

The Elections Recruitment team will review the appeal and provide a written response within 30 days of the appeal.

Payroll

Election Workers are paid at the following hourly rates:

- Deputy Early Voting Clerk (DEVC) / Presiding Judge (EV / ED): \$20 per hour
- Alternate Early Voting Clerk (AEVC) / Alternate Judge (EV / ED): \$17 per hour
- Clerks (EV and ED) / Student Clerks / Electronic Support Specialists (ESS):
 \$17 per hour

For Early Voting (EV), DEVCs receive a flat rate of \$70 for EV Setup, key pickup, and personal cell phone usage. AEVCs will receive a flat rate of \$54 for EV setup and personal cell phone usage.

For Election Day (ED), Presiding Judges receive a stipend of \$120 for hiring Clerks, setting up the Vote Center, picking up supplies, personal cell phone usage, and more during non-primary elections. Alternate Judges now receive a stipend of \$100 for setting up the Vote Center, personal cell phone usage, and providing support to the PJ.

NOTE: Election Worker pay may vary during primary and primary runoff elections.

Election Workers are considered temporary employees of the agency or agencies used by Harris County Elections and report directly to Harris County Elections. All Election Workers sign in and out using the ePollBook as well as the payroll system used by the agency. The Compensation Sheet must also be completed on Election Day.

Agencies Used by Harris County Elections



The agency used by Harris County Elections processes all Harris County Election Workers. Election Workers must complete the onboarding application with the agency for the first election they work. In subsequent elections, workers only must update information that has changed.

 To avoid significant payment delays, all Judges or Clerks who have not previously registered with the agency should do so before Election Day.

Harris County Payroll: 713-274-9977

Payment Policies

Early Voting Setup and Supply Pickup / Drop Off



- Attending and assisting with the set up of the Early Voting Vote Center is mandatory for all Early Voting Election Workers assigned to a location and should be completed within two hours. All Clerks are paid a flat rate of \$34 for setup.
- The DEVC and AEVC will receive their pay for setup in the flat rate mentioned previously in this section.

Election Day Setup and Supply Pickup / Drop Off



- The Presiding Judge, Alternate Judge, and two Clerks participate in setting up the Vote Center. Clerks are paid a flat rate of \$34 for setup.
- The Presiding Judge and Alternate Judge are not paid for any additional time to setup because they will both receive the stipend mentioned previously, which includes setup.
- The PJ, AJ, or Clerk that drops off supplies will need to notate the additional time on the compensation form.
- In situations where Early Voting equipment is left up between Early Voting and Election Day, there should not be any additional compensations for setting up for Election Day.

Early Voting Work Hours



 DEVCs & AEVCs work full shifts while Clerks work split shifts. Anyone working eight hours or more must take an unpaid 30-minute lunch break.

Election Day Work Hours



- Judges typically work full shifts from 5:30 AM to 8:30 PM (15 hours). Time reported over 15 hours must include justification. Any hours in excess of 15 hours without a verifiable reason may not be compensated.
- For Election Day, the Presiding Judge sets the shifts for all Clerks. They may work the full day or split shifts.

Training



- Election Workers are paid after they attend training, work the election, sign up with the agency used by Harris County Elections, and submit their time in a timely manner.
- Anyone who takes training but does not work the election will not be eligible to receive compensation for training. Workers must be registered with the agency and submit their time in order to be compensated.

Lunches / Breaks



- All Election Workers who work an eight-hour shift or more are required to take a 30-minute, unpaid lunch.
- For timekeeping purposes, lunch period must be recorded.
- When workload permits, Election Workers should be permitted to take two paid 15-minute breaks.

Recording Time



- Actual hours worked must be recorded for compensation.
- Indicate the closest quarter-hour to the actual time worked; do not round up.
- Harris County does not compensate for hours not worked.
- Election Day work hours generally should not exceed 15 hours.
- Please be advised: Technicians are not paid by the agency used by Harris County Elections, therefore their name and time should NOT be entered on a timesheet, comp form, or in an ePollBook.

For Questions about Payment



- Harris County submits time to the agency responsible for the submission of payment to each Election Worker. Questions about time entry go to Harris County Payroll.
- Payroll hours of operation: Monday Friday, 8:00 AM to 4:30 PM.

713-274-9977

Harris County Payroll: <u>Election.Payroll@vote.hct.net</u>

Entering Time in the ePollBook

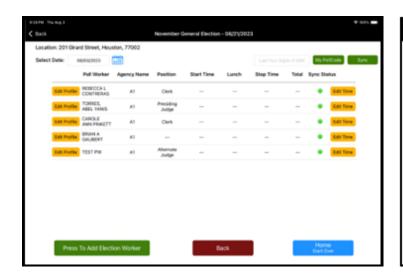
The same ePollBook should be used for all time entries. Early Voting will no longer use paper forms.

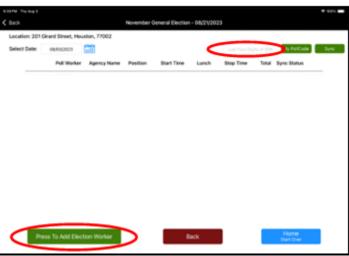
Each Election Worker is responsible for entering their own time on the ePollBook. If an Election Worker does not enter their time, the Judge should fill out the paper payroll forms (*Election Day only*) so the Election Worker can be compensated.

From the ePollBook main menu, tap "JUDGE/CLERK ATTENDANCE"



On the Election Worker listing screen, the Election Worker enters the last four digits of their Social Security number to populate the screen. If the Election Worker's name does not populate, they need to be added by tapping the "Press To Add Election Worker" button in the bottom left-hand corner of the screen.

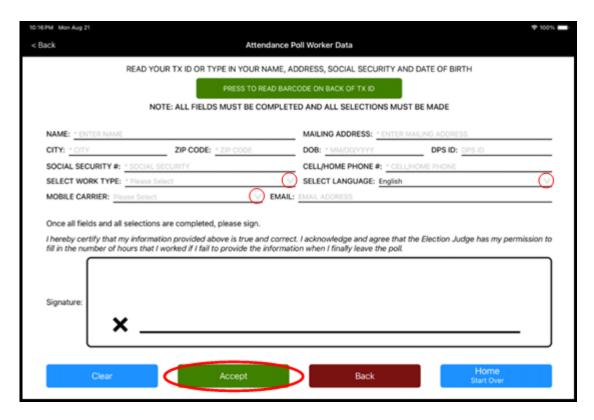




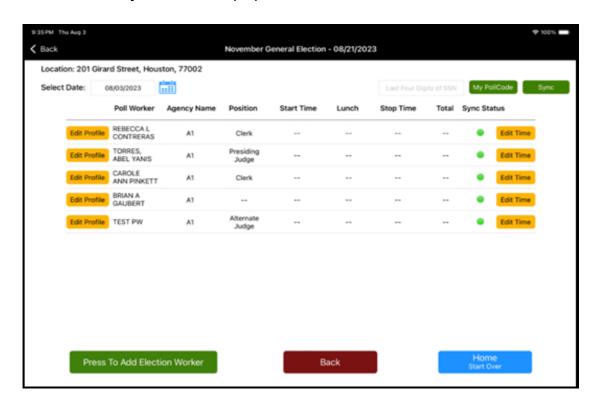
Populated Unpopulated

Policies & Procedures

Each Election Worker fills in their information. Some lines have a selection arrow indicating a pop-up list of items to choose from when tapped. After completing the form, tap "Accept."



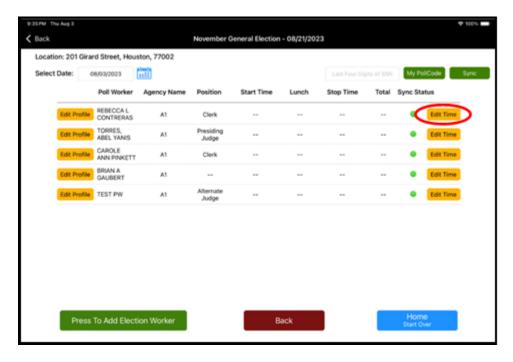
For any Election Worker recently added to the ePollBook, enter the last four digits of their Social Security number to populate their information on the screen.



Policies & Procedures

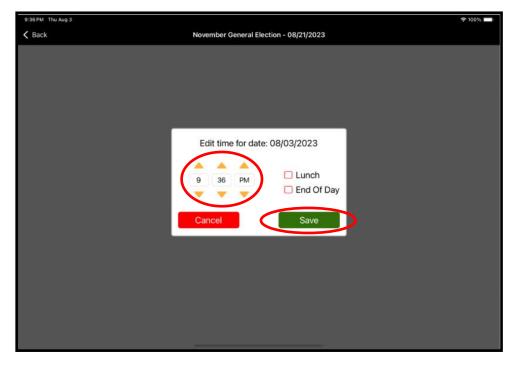
Once populated, the Election Worker selects their name if more than one appears.

Tap "Edit Time" on the right side of the screen.



Enter time with the yellow directional arrows. When leaving for lunch or at the end of the day, the Election Worker needs to check the appropriate box when entering time. Once entered, press "Save."

Judges should remind all Election Workers to enter their times throughout the day, including on the paper timesheets (paper forms for Election Day only).



Policies & Procedures

Relieving an Election Worker from Duty

During Early Voting, neither the DEVC nor the AEVC have authority to fire any Clerks. Harris County staff must be notified and consulted regarding any allegations of wrongdoing. Harris County Elections will determine the necessary course of action.

Election Workers may be relieved of duty for the following:

- Failing to treat Election Workers and Voters with respect, including using racist language or engaging in political commentary.
- Official oppression including sexual harassment, making terroristic threats, or intimidating, threatening, or coercing Voters and/or Election Workers.
- Unlawfully assisting a Voter, influencing a Voter's vote, unlawfully divulging the way a Voter has voted, or unlawfully revealing voter information.
- · Falsifying hours on a time sheet.
- Failure to follow the laws, rules, and procedures of the State of Texas and/or of Harris County.

Procedure for Removing Election Workers:

- A Harris County Staff member will investigate all allegations.
- If complaint is confirmed, a Harris County staff member may issue warning or removal. (Immediate removal may be necessary, depending on severity.)
- If Election Worker engages in conduct for which they have been warned a second time, the Election Worker may be removed immediately.
- Election Workers who exhibit threatening behavior or make derogatory, racist, sexist, or homophobic statements at the Vote Center may be immediately removed.

- In elections where parties nominate Election Workers, Harris County will advise the appropriate political party of the warning or removal.
- For Election Day in elections where parties nominate Election Workers, Harris
 County will discuss Election Worker issues with the political party who
 nominated them and will seek agreement on removal.

Important Reminders

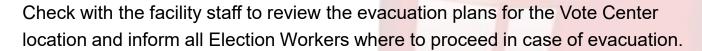
- Greet Voters in a friendly manner at the door.
- Provide information about required IDs and other nearby Vote Centers when lines are very long.
- Remain professional in all interactions and provide a positive atmosphere for Voters and other Election Workers.
- The Vote Center MUST open on time and be ready to process Voters by 7 AM. At least one line needs to be ready to receive Voters. Call the Judge Resource Line at 713-755-1617, Option 04, if a problem occurs that may affect opening on time.
- Qualifying Clerks must check a Voter's identification expiration date and confirm the photo reasonably resembles the Voter presenting the ID.
- Ensure Voters check their printed ballot to verify it printed correctly and deposit it into the Scan before they leave the Vote Center.
- All Provisional Affidavits, Surrendered Ballots by Mail, and Spoiled Ballots must be logged throughout the day as they occur. A Clerk can support the Judge by helping to enter information into the ePollBook.
- An additional Clerk can assist with any ballots that must be spoiled.

Emergencies in the Vote Center

Once preparations for voting have begun, the Deputy Early Voting Clerk or the Presiding Judge is responsible for the security of the Vote Center and must secure the location if it is left unattended (TEC 62.001).

- Keep cell phones charged and important phone numbers easily accessible.
- Have quick access to the full physical address of the Vote Center in case you need to share it with emergency personnel.
- Review the location's evacuation plan with all Election Workers.
- If a peace officer or off-duty police officer is on staff at your location, try to find out who they are and how to contact them, if needed.
- In the event of an emergency, please call 911.
- Calmly assess any situation and determine the best course of action.
- Follow the instructions of law enforcement and contact Harris County Elections immediately to notify them of an emergency.

Emergency Evacuation



If an evacuation is necessary, the priority is getting everyone out of the building safely and calmly. Follow the instructions below based on the seriousness of the situation:

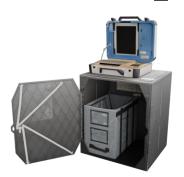
- In case of an emergency that is not dire, remain in the location. If electricity is lost, call **713-755-1617**, **Option 04** to report it.
- In a dire emergency where you must leave the location, the DEVC/PJ and AEVC/AJ take the Controller, Scan with Ballot Box, and ePollBooks (including charging cables and blocks) with them and leave.
- If any emergency causes a relocation of the Vote Center, take all equipment to the new room and continue processing Voters.
 Call 713-755-1617, Option 04 to report the need to move as promptly as possible.

Removing Voting Equipment



Scan/Ballot Box

- 1. Unplug the Scan.
- 2. Two Election Workers carry Scan/Ballot Box to the evacuation area.



ePollBook

 Take all ePollBooks and the charging cords and blocks that are attached.



Controller

Unplug Controllers and take them to the evacuation area.



Stay in contact with Harris County Elections regarding how long you are outside the Vote Center.

In any emergency scenario, prioritize Election Worker and voter safety before making plans to handle voting equipment if the case calls for it.

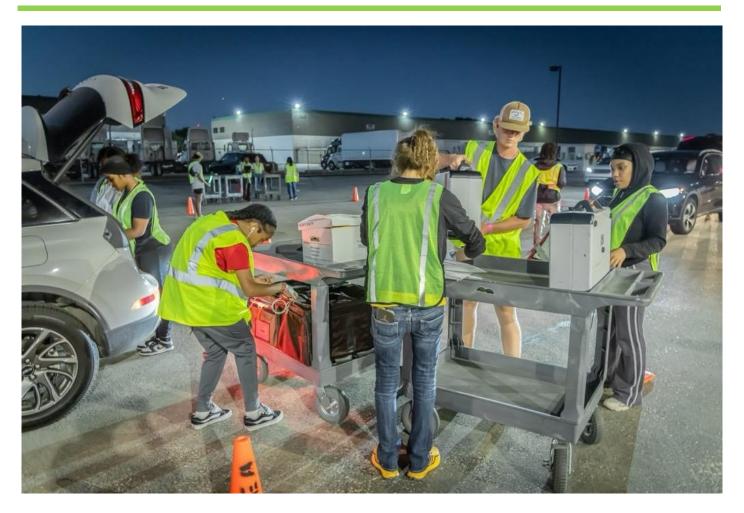
Reporting Vote Center Incidents

Harris County Elections Office staff must be notified and consulted regarding any allegation of wrongdoing. Judge's Resource Line: 713-755-1617, Option 04.

The Harris County Elections Office determines the necessary course of action and advises the caller accordingly.

The Recruitment department handles personnel-related issues. The DEVC and AEVC **may not** remove Election Workers from duty but should inform Harris County Recruitment of personnel issues so they can be investigated and resolved.

Rally Sites (Election Day Only)



IMPORTANT: Judges MUST go to the Rally Site assigned to them.

 Judges will have a pink paper placard in the white Judge's Envelope that must be placed on their car's dashboard as they arrive to their assigned rally site.



- 2. When returning items, it is important the Judge is accompanied by a second person. Once the Judge is in line to return the items, the person accompanying can leave.
- 3. If the Judge fails to bring one of the required Items to Return, they must return to the Vote Center to retrieve it.

PEOPLE IN THE VOTE CENTER



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Texas Election Code (TEC)

The TEC is the set of laws governing elections in Texas. The application of the code intends to create uniform and consistent conduct of elections throughout the state to reduce the likelihood of fraud, protect ballot secrecy, promote Voter access, and ensure the counting of all legally cast ballots (TEC 1.0015).

All Election Workers must follow state and federal election laws and the policies and procedures of the Harris County Clerk's Elections office.



Roles

Deputy Early Voting Clerk (DEVC)



The County Clerk is the Early Voting Clerk (EVC). The EVC oversees all Early Voting for Harris County. The EVC appoints a Deputy Early Voting Clerk (DEVC) and an Alternate Deputy Early Voting Clerk (AEVC) to oversee the Vote Center. These Election Workers represent the EVC and must follow their guidance in all matters concerning Early Voting.

The Deputy Early Voting Clerk (DEVC) provides the same services in Early Voting as a Presiding Judge on Election Day does, under the supervision of EVC. Please refer to pages 41 and 42 for general guidelines and responsibilities of the DEVC and AEVC.

Election Workers



"Election Worker" refers to Judges and Clerks, including Deputy & Alternate Early Voting Clerks. **Election Workers take an oath** and carry out all procedures in the Vote Center, ensuring all eligible Voters who come to the Vote Center can vote.

All Election Workers will must wear name-identifying badges in the Vote Center (TEC 61.010(b)).

DEVC / Presiding Judge Duties and Responsibilities



There are two types of Judges in the Vote Center on Election Day: the Presiding Judge (PJ) and the Alternate Judge (AJ). Judges collaborate to oversee the election processes in their assigned Vote Centers, upholding the Texas Election Code. However, the Presiding Judge is responsible for managing and conducting an election at the Vote Center on Election Day.



The Presiding Judge shall preserve order and prevent breaches of the peace and violations of election law in the polling place and in the area within which electioneering and loitering are prohibited from the time the Judge arrives at the polling place until the Judge leaves the polling place after the polls close (TEC 32.075).

Presiding Judges are responsible for the following:

- Early Voting: DEVC picks up keys.
 Election Day: PJ picks up supplies during Supply Handout.
- Hires Clerks to work at the Vote Center for Election Day.
- Confirms all Clerks attend training, sign up with A-1 Personnel, and meet Bilingual Clerk position requirements.
- Meets with their facility to arrange access to the Vote Center room for setup and gets two after-hours contact names and phone numbers.
- Ensures all Election Workers have taken their oaths prior to the start of voting.
- Assigns all Election Workers their duties. The Alternate Judge and all Clerks report to and take direction from the Presiding Judge, who monitors the Vote Center.

Presiding Judge (Continued)



- Ensures scheduled fire drills or disruptions do not impact voting.
- Ensures no recording of voting areas by video or audio equipment in the facility occurs (this includes any smart technology with a camera or microphone).
- Ensures the setup of the Vote Center before the start of voting.
- Sets up work schedules giving Alternate Judge and Clerks their positions and break times.
- Monitors all Election Workers are properly supporting Voters.
- Manages election-related activities, including all election forms and ePollBook information documentation.
- Ensures electioneering or loitering only occurs past the 100-ft line. Judges
 do not yell across the room, but rather go out and talk quietly to Voter with
 an electioneering or handgun situation, saying "You may not know this ..."
- Secures all equipment in the Vote Center at the end of the day.
- Early Voting: DEVCs prepare materials to return for the Constable.
 Election Day: PJ ensures prompt return of election equipment upon closing.
 Judges who have not finished paperwork within 1.5 hours of the last Voter leaving should take paperwork to Drop Off for assistance.

Alternate Judge



The Alternate Judge serves as a backup for the Presiding Judge. If the Presiding Judge is out or must leave for any amount of time, the Alternate Judge serves in their absence (TEC 32.001b).

- Reports to and performs duties assigned by the Presiding Judge.
- Assists the Presiding Judge in attaching or breaking Seals and logging information on forms such as Seal Logs, Scan Chain of Custody forms, reconciliation forms, et cetera.
- Can help Voters with any forms that a Judge can do.

Clerk

The authority that appoints the election Judges shall prescribe the maximum number of Clerks that each Presiding Judge may appoint for each election. The authority may prescribe different maximums for different types of elections (TEC 32.033(a)).

Clerks perform a wide variety of duties in the Vote Center. This section details their essential roles.

All Clerks must learn to perform all roles as situations may arise requiring them to change throughout the day. A minimum of three Election Workers is required to operate a Vote Center.

The roles Clerks fulfill are detailed below:



Greeter Role



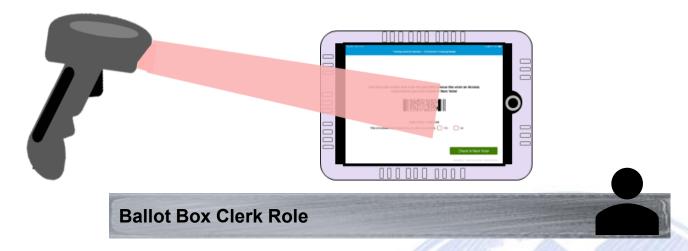
- Stationed at the entrance to welcome Voters in a friendly manner, making eye contact with a smile.
- Advises Voters, 5 or more at a time if warranted, to have photo ID or alternate ID ready.
- Informs Voters, 5 or more at a time if warranted, of prohibition of wireless communication and recording devices within the room where voting is taking place (TEC 61.014).
 - Monitors 100-ft line and reports violations of electioneering clothing or items to a Judge.
- Monitors parking lot and notifies Curbside Clerk when there are Curbside Voters.
- Walks along line of Voters and assists any Voters with mobility issues who may need voting order priority (TEC 63.0015).

People in the Vote Center

Qualifying Clerk Role



- Greets Voters politely at the Qualifying Table. Look Voters in the eye when speaking to them and use "please" and "thank you."
- Operates the ePollBook and Controller to qualify Voters.
- Knows when to send a Voter to the Judge because additional paperwork is needed to complete the qualification process.
- Utilizes Statement of Residence (SOR) forms as needed during the qualifying process.
- Explains the voting procedure when handing Ballot Paper and access codes to Voters.
- Directs Voters so they know what to do by asking for their List A ID, pointing to the line of Duos, and/or pointing them toward the Scans.



- Stationed near the Ballot Box, one Clerk per Ballot Box if staffing allows.
- Explains to Voters how to properly cast their ballots into the Scan.
- Ensures the Scan accepts all printed ballots and alerts Judges if they do not.
- Watches so no Voter leaves the Vote Center with their printed ballot.
- Offers Voters an "I Voted" sticker. Always says, "Thank you for voting."

Bilingual Clerk Role



- Communicates with Voters in a shared language if they don't speak English, specifically supporting Spanish, Vietnamese, and Chinese in Harris County (TEC Sec. 61.031).
- Reads the entire ballot to the Voter if requested.
- Fulfills the same duties as other Clerks.
- The DEVC/PJ is advised of the required languages for staffing bilingual positions, potentially using any Election Worker to help with bilingual communication.
- Provides English translations of communications if requested by any Election Worker or Poll Watcher (TEC Sec. 61.036).
- This role is required of most locations. The Recruitment team will advise Presiding Judges of which bilingual languages are required for each specific site.

Forms Clerk Role*



- Assigned, as needed, by the DEVC/PJ to support the monitoring, completion, or documentation on the ePollBook for forms and related procedures excluding the Provisional voting process.
- Any Clerk fulfilling the Forms Clerk role may NEVER assist in the provisional voting process on paper or ePollBook.
- When not assisting with forms, should help monitor Duo lines to ensure no unfinished voting sessions remain on-screen after Voters leave.
- Alerts the DEVC/PJ of any abandoned voting sessions on Duos.
- Helps ensure all printed ballots are inserted into the Scan by the Voter. Places any unattended, printed ballots in the Thrown Out Ballot Envelope.

Curbside Clerk Role*



- The DEVC/PJ assigns and rotates this role among several Clerks throughout the day.
- Processes Curbside Voters by bringing an ePollBook and Duo Go to the Voter's car.

- Transports Voter's printed ballot to the Scan and deposits it.
- Returns to the Voter with an "I Voted" sticker and confirms successful ballot casting.
- Curbside Voters that vote as provisional, RID, or need to cancel a Mail Ballot are processed only by the DEVC, AEVC, PJ, or AJ.
- Two Election Workers must be present when assisting a Curbside Voter per House Bill 521, as of September 1, 2025, if the Vote Center has four or more Election Workers.

NOTE: The following roles are assigned as needed – Spoiled Ballot Clerk, Curbside Clerk and Forms Clerk.

High School Students



High school students 16 years of age or older on or before Election Day can serve as Student Clerks. (TEC Sec. 32.0511)

Harris County also employs high school students as Electronic Support Specialists.

Student Clerks

- Presiding Judges hire Student Clerks and assign them a role for Election Day, just like other Election Day Clerks.
- Students must submit the Student Election Clerk Application and Permission Form with a signature from their high school principal or their parent/legal guardian if home-schooled (no form, cannot work).
- Student Clerks take the same training as other Election Workers.
- For assistance with the Student Election Clerk Application and Permission Form contact Recruitment at **713-755-1617**, **Option 02**.
- Up to four Student Clerks may serve at any Election Day Vote Center. Harris
 County does not typically place Student Clerks to work during Early Voting.

Find the printable version of the *Student Election Clerk Form* at: sos.state.tx.us/elections/forms/pol-sub/4-21f.pdf



Electronic Support Specialist (ESS)



Electronic Support Specialists are Election-Day-only Student Clerks specifically trained by Harris County to monitor and update wait times at the Vote Center through an application on their cell phones.

- Trained as Clerks; follows instructions given by Presiding Judge.
- Assigned to every Vote Center on Election Day; not during Early Voting.
- Supervised by the Presiding Judge but may receive requests from Harris County Elections.
- Updates wait times every 15 minutes using their personal cell phones.
- Trained to and can assist with clerk-related activities.
- Must continue monitoring wait times while doing other clerk activities.
- Communicates information about wait times to the Presiding Judge.
- **NOTE:** Not all Poll Watcher certificates of appointment look the same. The DEVC AEVC, PJ, or AJ should review carefully.

Each countywide polling place may have up to four Student Election Clerks working at any given time (TEC 32.0511(d)).

Techs

Cluster Tech



- Equipped with supplies (Ballot Paper, Provisional Affidavit forms, et cetera) and replacement equipment (Duos, cables, booth parts, et cetera).
- Assigned to remain in-the-field, responsible for a cluster of Vote Centers.
- Assists Election Workers with technical issues to ensure machines are operational throughout the day.
- The DEVC/PJ must sign a Cluster Tech's visitation log to record their visit.



At the request of the authority holding the election, a Voting System Technician may be present at a Vote Center, a meeting of the Early Voting Ballot Board, or a Central Counting station to repair, assemble, maintain, or operate voting system equipment (TEC Sec.125.010).

- Sent to Vote Centers as needed to assist in troubleshooting, repair, or replacement of voting lines and machines.
- Should be permitted to assist with all voting system equipment needs.

Site Tech



- · Stationed at Vote Centers and remain there all day.
- Can help with setting up, tearing down, and troubleshooting equipment.
- Not a Clerk and does not take the oath as Election Workers do.
- Follows all rules applied to Election Workers inside the Vote Center, including not using cell phones except for election work.

Harris County Election Staff

During elections, members of the Harris County Elections staff may be present in Vote Centers performing a variety of essential roles, such as:

- Tech support to repair or replace equipment
- Delivering additional equipment or supplies; picking up full ballot bags
- Checking ADA remedies
- Offering support for opening or closing the Vote Center or processing Voters

Poll Watchers

Poll Watchers receive appointments by candidates, political parties, or proponents/opponents of a ballot measure to observe the conduct of an election. There are specific rules related to their role to ensure that the integrity of the election is secure. As with everyone in the Vote Center, Poll Watchers must wear name identification issued by the DEVC or PJ (TEC 33.051(f)).



Poll Watcher General Guidelines

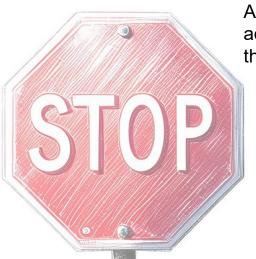


Early Voting: Poll Watchers may be present at any time after the Vote Center opens. They can remain until voting equipment is secure at the close of voting each day (TEC 33.053).

Election Day: Poll Watchers may be present when the Presiding Judge is in the building and can remain until election officials complete their duties (TEC 33.052).

Only two Poll Watchers from each appointing authority (political party, candidate, et cetera) may be on duty at any time at each Vote Center (TEC 33.007).

Poll Watchers do not have to serve five continuous hours at an Election Day Vote Center for the Poll Watcher to serve during the hours they choose.



A DEVC/PJ may not have a Poll Watcher who was accepted for service removed from the Vote Center unless the Poll Watcher:

- 1. violates the Texas Election Code in the presence of any Election Worker, or
- 2. the Poll Watcher violates the Penal Code in anyone's presence (TEC 32.075(g-h)).

People in the Vote Center

We recommend a DEVC/PJ call **713-755-1617**, **Option 04**, and Harris County Elections can facilitate contact with the County Attorney if clarification or support is required when managing Poll Watchers in the Vote Centers.

Poll Watcher Certificates



NOTE: Not all Poll Watcher certificates of appointment look the same. The DEVC AEVC, PJ, or AJ should review carefully.

V_V

Upon arrival at the Vote Center, Poll Watchers must present to the DEVC/PJ a Certificate of Appointment. This can be an appointment from:

- a candidate,
- a political party,
- a write-in candidate, or
- a proposition or measure.

Poll Watcher appointment certifications now include an affidavit confirming the Poll Watcher has not been convicted of a first or second-degree felony or any election related offense. The DEVC, AEVC, PJ or AJ needs to check to make sure the Certificate of Appointment presented has the new law information on it. The old forms will no longer be accepted.

The Poll Watcher must also present a Certificate of Completion of Poll Watcher Training issued by the Secretary of State.

Poll Watcher Qualifications



TEC 33.031-33.035:

- Is a registered Voter of the territory holding the election.
- Is not a candidate in the current election.
- Is not holding an elective public office.
- Is not an employee of the Presiding Judge, Alternate Judge, or Clerk of the polling location.
- Has not been finally convicted of an offense in connection with conduct directly attributable to an election.
- Is not related to a Presiding Judge, Alternate Judge, or Clerk of the Vote Center.
- May be related to the candidate the watcher is representing.

A Poll Watcher MUST	A Poll Watcher MAY	A Poll Watcher may NOT
Be a registered Voter of the territory covered by the election and complete the SOS Poll Watcher training program.	Observe all election activities at the Vote Center and may follow Constable to Drop Off for Early Voting or Judge on Election Day.	Challenge a Voter's right to be present in or vote at the Vote Center. Communicate with Voters.
Be appointed by a candidate, a political party, or a specific-purpose political committee.	Sit or stand near enough to see and hear the observed activities.	Converse with Election Workers, except to identify irregularities and violations of law.
Present a Certificate of Appointment and a Certificate of Completion of SOS Poll Watcher Training to the PJ upon arrival at the Vote Center.	Call attention to irregularities or law violations to a PJ, AJ, or Clerk, and, if referred to the PJ by a Clerk, must stop discussion with a Clerk unless the PJ invites further discussion.	Record images or sound inside the Vote Center. Reveal how a Voter has voted. Coerce Voters.
Display the name badge the PJ provides while in the Vote Center.	Take written notes and, if present, sign <i>Zero Tapes</i> and <i>Ballot Box Seal Logs</i> as processed (TEC 61.002).	Be denied free movement where election activity is occurring within the location where the Poll Watcher is serving.
Turn off any recording device while serving as a watcher or being in the Vote Center.	Observe an Election Worker assisting a Voter with voting.	Observe a Voter voting independently or with assistance from a person of their choice.

Accepting Poll Watchers Into the Vote Center

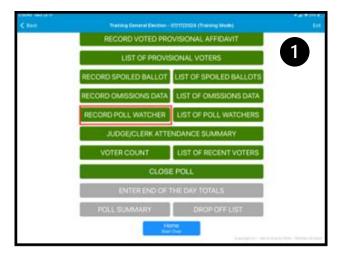


The DEVC / PJ must complete the following steps when a Poll Watcher arrives at the Vote Center:

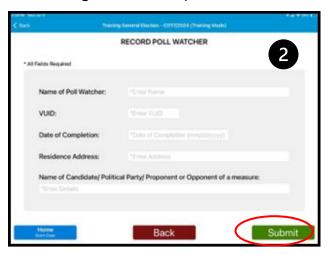
- Obtain Certificate of Appointment of Poll Watcher; confirm it is complete with new law information included and date in upper left corner reflects 9/25 or the form must be rejected. The old forms will no longer be accepted.
- Obtain *Certificate of Completion for Poll Watcher Training* for current election and confirm it is complete.
- Require Poll Watcher to countersign Certificate of Appointment with the DEVC/PJ; both sign; DEVC/PJ retains the certificate.
- Administer the oath located on the Certificate of Appointment.
- Keep certificates with the other election materials in the Work Folder.
- Enter the Poll Watcher's information into the ePollBook.

Entering Poll Watchers Into the ePollBook





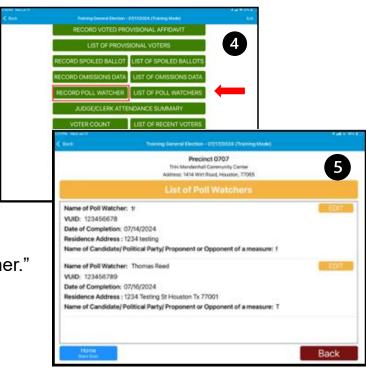
1. In Judge Admin: tap "Record Poll Watcher."



2. Record Poll Watcher's information on ePollBook; tap submit when finished.



3. Pop-up window appears to confirm data was saved. Add another Poll Watcher or go back to menu.



- 4. On Judge Admin, next to "Record Poll Watcher," is the "List of Poll Watchers." If confirmation of the addition of the Poll Watcher is necessary, tap this button.
- 5. If Poll Watcher's information does not appear right after entering them, back out of List of Poll Watchers. Check again after a few minutes. Do not reenter the information as this may cause duplicate entries.

Secretary of State



The Secretary of State or a member of their staff may make inspections in the same manner as State Inspectors as to whether a violation of election laws is suspected (TEC Sec. 34.004).

The Secretary of State is the chief election official of the State of Texas. The Secretary of State interprets the election code and state laws, writes administrative rules regarding the laws, and provides guidance to Texas counties.

State Inspectors



The Secretary of State appoints inspectors to ensure election integrity. These inspectors are responsible to the Secretary of State. They must be allowed to observe all election activities that Judges and Clerks perform. The State Inspector is the arm of the State. They ensure all laws are followed. They must carry identification and, like everyone in the Vote Center, must wear a name tag or badge. Like Poll Watchers, they can observe Election Workers assisting Voters, but not Voters being assisted by a person of the Voter's choice that come with the Voter.

People Assisting Voters



An eligible Voter is entitled to receive assistance from a person of their choosing, so long as that person is eligible to assist under Section 208 of the Voting Rights Act, and that assistance is not limited to marking or reading the ballot or otherwise limited to conduct that occurs in the Voting Booth (TEC 62.0115).



A Voter's chosen assistant may not be the Voter's employer, an agent of the Voter's employer, or an officer or agent of the labor union to which the Voter belongs. The assistant must take an oath, swearing or affirming, that they are eligible to be an assistant to the Voter.

- Only one person is required to help a Voter when they select someone who accompanied them to the Vote Center.
- The Voter needs to inform Election Workers that they want assistance and specify whom they want to assist them.
- The person accompanying the Voter to the Vote Center can only assist if the Voter tells Election Workers they want help from the person who accompanied them.
- An Election Worker appointed by an election officer to serve as an interpreter in the Vote Center must be a registered Voter of Harris County. Even with provided interpreters in the Vote Center, Voters may use an interpreter of their choosing (TEC 61.033).
- If a Voter cannot communicate in English, an election officer may communicate with the Voter in a language they both understand (TEC 61.031(b)).
- An interpreter may interpret for any number of Voters. For each Voter, the
 interpreter must take the Oath of Interpreter (TEC 61.035) and sign the
 form. Election Workers can find this oath in the Election Forms Box and
 the ePollBook. An interpreter may not indicate by sign, symbol, word, or
 writing to any Voter how they should or should not vote.



Early Voting: Only one Election Worker is required to be present to assist a Voter; however, Harris County recommends that two Election Workers assist whenever possible when the ballot is on the screen (TEC 85.035). Election Day: Two Election Workers are required to be present to assist a Voter when the ballot is on-screen. Helping insert Ballot Paper or enter an access code only requires one Election Worker.

Not Allowed in the Vote Center



No one may be permitted to be inside the Vote Center unless specifically authorized by law (TEC 61.001). Election officials (other than the precinct election Judge and Clerks), party officials, or members of the media are only permitted to be in the Vote Center if they are voting or belong to one of the allowed groups. Party Chairs are permissible in a Vote Center, but only during primary elections.

It is a Class C misdemeanor for a candidate to be present in a polling place during Early Voting or on Election Day unless the candidate is voting, assisting a Voter, or conducting official business within the building where the Vote Center operates. If the candidate is not in the building for one of these reasons, the candidate will not violate the section if they are not engaged in campaign activity and are not within plain view or hearing of persons waiting to vote or already voting (TEC 61.001(b)).

Members of the Media and Exit Polling



Members of the media are not allowed in the Vote Center. Media inquiries should be directed to the Harris County Clerk Communications Team.

After you have directed any media present at the Vote Center to the communications team, call **713-755-1617**, **Option 04** to report the incident.

Exit pollsters are acceptable within the 100-ft electioneering boundary. They should adhere to the following policies:



- No Voter should be interviewed while waiting to enter the Vote Center or building. Interviews should only occur after the Voter has voted and is away from other Voters so as not to cause a disruption or to offer views on the elections.
- The exit pollsters are not allowed inside the polling place; they should remain outside the building where the polling place operates.

People in the Vote Center

Electioneers



- Electioneering is not permissible during the voting period within 100 feet of the polling place or within 20 feet of a parking space designated for Curbside Voting.
- Electioneering includes posting, using, or distributing political signs or literature. Election Workers must set up 100-ft markers outside each location.
- Sound amplification is not permissible within 1,000 feet of a Vote Center (TEC 61.004).
- An entity that owns or controls a building in use as a Vote Center may not prohibit electioneering on the building's premises during the voting period and outside of the 100-ft distance marker, but they may enact reasonable regulations (TEC 61.003(a-1)).

A person commits an offense if, during the voting period and within 100 feet of an outside door through which a Voter may enter the building in which a polling place is located, the person electioneers for or against any candidate, measure, or political party. Electioneering includes the posting, use, or distribution of political signs or literature (TEC 61.003, 85.036).

For example, a person may not wear a badge, insignia, emblem, or other similar communicative device relating to a candidate, measure, or political party, **regardless of whether they are or are not on the ballot**, or to the conduct of the election, within the 100-foot zone. (TEC 61.010(a)). These rules also apply during Curbside Voting.

Vote Centers in a public building, such as a courthouse, cannot restrict use of its public restrooms. Candidate and campaign volunteers that are electioneering need to remove or cover any campaign clothing they are wearing before entering the building. They should not loiter in the building." (TEC 61.003).

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Early Voting Supply Cabinet & Equipment Caddy



Early Voting: The Vote Center receives a Supply Cabinet and Equipment Caddy.

Election Day: The Vote Center receives an Equipment Caddy.

Early Voting to Election Day: The Early Voting Supply Cabinet and Caddy stay at the Vote Center.

Each container is delivered in a neat and organized manner. When Early Voting and Election Day voting are complete, please put required items back into the units as they were received. Not all equipment and supplies are placed back inside these units; some items are returned to drop-off.



EV Supply Cabinet

Equipment Caddy

EV Supply Cabinet (interior):

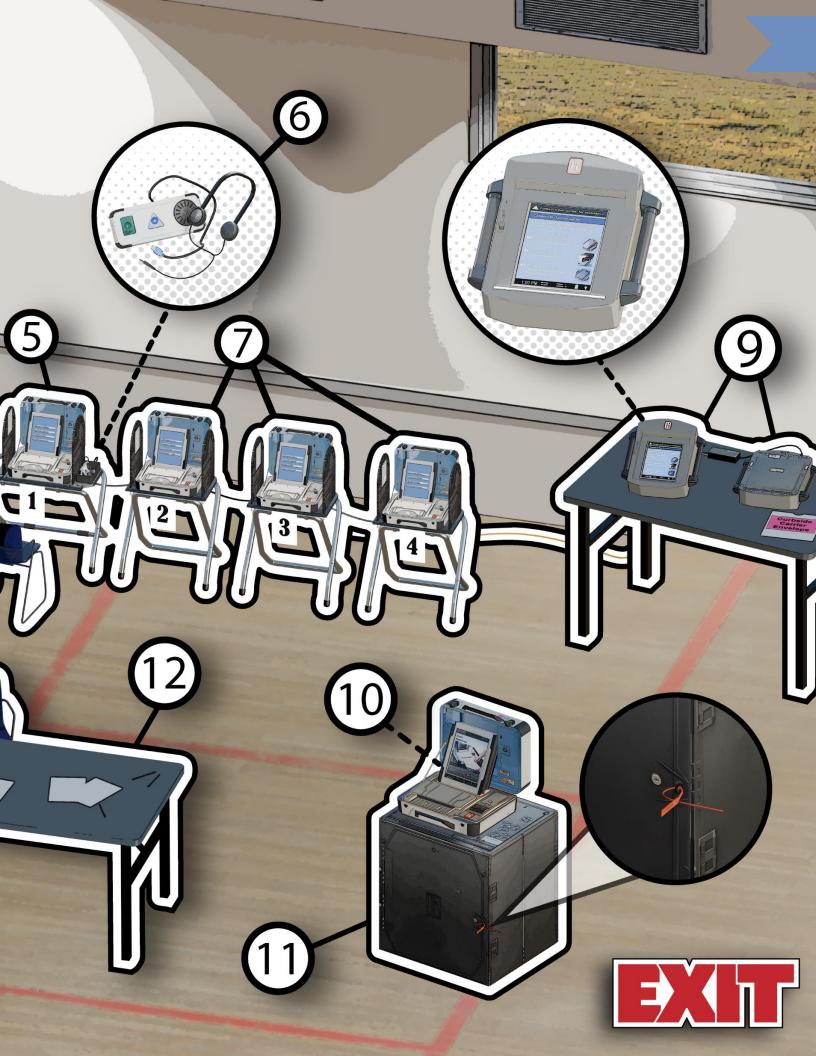
Here is an example of an organized Supply Cabinet. The content list on the right door indicates where each item goes when not in use.





- 2. Controller
- 3. ePollBook
- 4. Judges Table
- 6. ATI
- 7. Voting Booth
- 8. Surge Protector

- 10. Scan
- 11. Ballot Box
- 12. Greeter Table



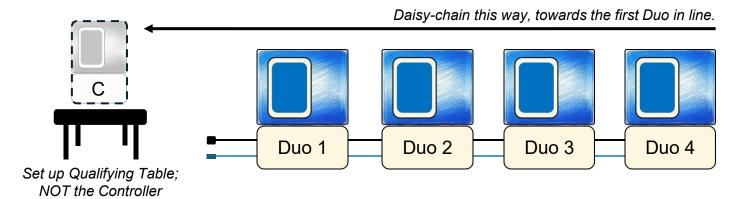
Daisy-Chaining Power & Verity Cables in Setup



The Presiding Judge assigns Election Workers to help set up equipment during the setup process and on the morning of opening the Vote Center.

Electrical outlets are essential to equipment setup. Judges are encouraged to visit their Vote Centers to determine how many electrical outlets they have available in the Vote Center room.

Power cords run via a daisy chain from the last Duo in a line to the first Duo (closest to the Controller), the Accessible Duo. All Duos and Controllers are plugged into a power strip and then into the wall. Scans are plugged directly into the wall each morning. During Early Voting, Election Workers must unplug them each night.



Yellow extension cords supplement outlet access where needed. All cords must be out of the path of voter traffic. Mats must not be used to cover cords under any circumstances. For help with identifying solutions when connecting equipment to power during setup, call: **713-755-1617**, **Option 04**.

Yellow extensions cords MUST be unplugged nightly.





REMINDER: Controllers, Scans, and Ballot Boxes must NOT be set up until the day of opening the Vote Center.

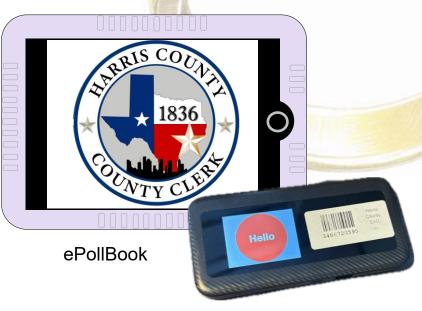
However, where to place these items must be considered during Vote Center setup. Space needs to be allowed for them when setting up the Qualifying Tables, Judge's Tables, Greeter's Table, Voting Booths, and Duo lines.

Connectivity & ePollBooks





When returning ePollBook cases, replace all items as shown in the image above.



MiFi

Early Voting: From the black ePollBook case found in the big black box, remove the following:

- MiFi
- all ePollBooks
- Translation iPad
- all stands
- all charging cables
- all charging blocks
- black extension cord if needed

Election Day: From the black ePollBook case that the Presiding Judge received at Supply Handout, remove the following:

- MiFi
- one ePollBook
- one stand
- one charging cable
- one charging block
- Only one ePollBook is needed before Election Day. The AJ and two Clerks record their setup time.
 PJs do not record their setup time.

The MiFi must be fully turned on before waking the ePollBooks, or they will not connect to the MiFi.

Call **713-755-1617, Option 04** if assistance is needed with the MiFi or MP70.



If the Early Voting or Election Day location received an MP-70, the MiFi will not be used.

MP70

Equipment

Do not plug ePollBook charging cables directly into USB slots on a surge protector.

The ePollBook will not stay fully charged. Keep ePollBooks plugged into charging blocks at all times.





Early Voting: Translation iPad is provided to all locations.

Election Day: Judges may request a Translation iPad if any Voters request one by calling **713-755-1617**, **Option 04**.

Translation iPads are in the field with Cluster Techs and may take up to 20 minutes to arrive depending upon traffic.

Duo Go Setup







Scan the QR code above using a smartphone's camera to access a YouTube video on how to set up and use the Duo Go.

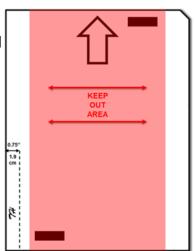
Prepare the Qualifying Table

The following items belong on the Qualifying Table:

- Controller with attached Barcode Reader
- Signed or stamped official Ballot Paper

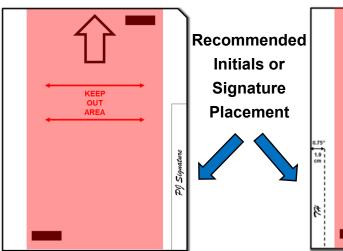
newer Ballot Paper with printed signature box (right) stamped for Election Day

older Ballot Paper with no signature box (left) stamped for Early Voting



Early Voting: Stamp Ballot Paper with the Early Voting Clerk's initials

Election Day: Sign or stamp Ballot Paper with the Presiding Judge's signature



with the Presidi Judge's signatu peforehand

IMPORTANT: **DO NOT** sign ANY paperwork beforehand (SORs, Provisional Affidavits, RID forms, et cetera). Also, do not highlight on any forms for the areas a Voter will fill out.

Statement of Residence (SOR) forms:

When a yellow "Select" button states "SOR Required" on the ePollBook, an SOR must be filled out by the Voter **before** an access code may be issued.

 Laminated Acceptable Forms of Identification for Voting (List A).

List B is on the reverse side and is only usable by a Judge. List B should not be shown to Voters by a Clerk.

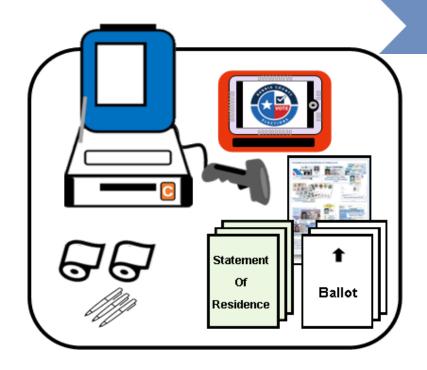


- Oath of Assistance and Interpreter form
- ePollBook, orange ePollBook stand, charger cable, and power block (plugged in all day using a surge protector)
- Extra roll of Controller tape in the color matching the Controller for that Duo line
- Pens for Voters



- Watch Duo availability when qualifying Voters.
- Slow down when no Duos are open.
- Speed up if Duos are available.
- Don't issue access codes when Duos are all full.





Proper Etiquette Speaking to Voters

- Say "Please".
- Look Voters in the eye when speaking to them.
- Help Voters feel welcome by smiling and saying, "Thank you for Voting."
- Direct them so they know what to do by asking for their List A ID, pointing to the line of Duos, or sending them to the Scans.



Processing Standard Voters

Begin With ePollBook



The ePollBook is the piece of equipment used in the qualification of all Voters in the Vote Center. No matter how a Voter is processed, they will be on the ePollBook at some point.

Checking a Voter's List A ID



- Check Controller screen to confirm a Duo is available before qualifying a Voter.
- Access Codes expire in 30 minutes and should not be issued unless Duos are available.

Identify the Voter's registration status:

- The Qualifying Clerk greets Voters and asks for their photo identification. Do NOT ask specifically for a TX Driver's License or TX ID card. This implies to the Voter that those are the only IDs accepted to vote.
- Check the Acceptable Forms of Identification (List A) form to confirm that the IDs the Voters present are acceptable. Be sure to compare the photo ID to the Voter's face.
- 3. Check the expiration date of the List A ID; it must not be more than four years expired unless the Voter is 70 years old or older, in which case the ID does not expire for voting purposes. Remember, some IDs have no expiration date.
- 4. If an ID is presented that you are unfamiliar with, ask the DEVC/PJ for assistance. They can call the Judge Resource Line for help with ID approval.

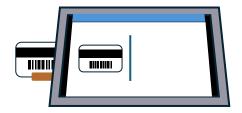
Remember, Voters will not appear exactly as they do in their ID photos for various reasons (age, weight loss/gain, clothing, hair style, makeup, facial hair, glasses, et cetera). If the Qualifying Clerk questions whether the person presenting the ID is the same as in the photo, ask the DEVC/PJ for assistance.

Is the Voter Registered?





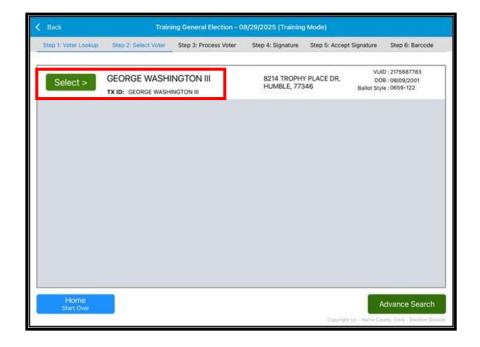
Standard processing occurs when a Voter shows a valid Texas Driver's License or Texas ID card. These are the only two forms of List A ID that the ePollBook camera can read.



1. Voter Lookup: Place the ID on the ePollBook stand with the barcode facing the Qualifying Clerk. In the lower-left corner, tap the button labeled "Read." The ePollBook reads the barcode to bring up the Voter.

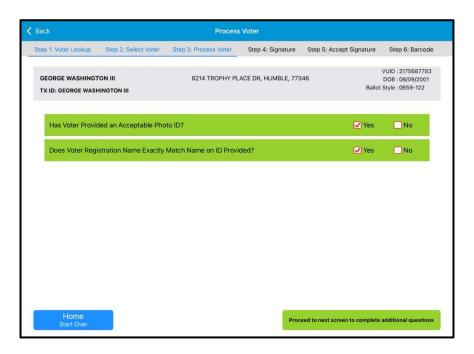
2. Select Voter: Voter information appears

- If more than one Voter displays, compare the name and birthdate on the ID to the list of Voters generated to find the correct voter information.
- Tap the green "Select" button for the correct Voter. The following screen appears.



If an ID does not scan after several attempts, try touching the "Read" button *first* and *then* placing the ID onto the ePollBook stand once the camera is on. If it still does not read, perform a manual search.

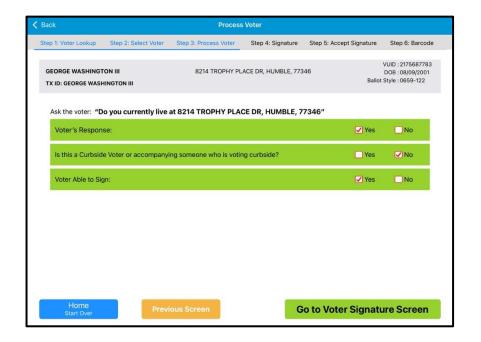
3. Process Voter: When qualifying a voter, the ePollBook displays questions for the Qualifying Clerk to ask. Since the ePollBook scans and reads the ID, some questions will appear automatically marked. For example, because the ID has been read successfully, the first question will display as "Yes."



For the next question, "Does Voter Registration name exactly match Photo ID?", this answer could be "No" and the line may turn yellow; the Harris County registered name and the TX ID do not precisely match. This means the Voter marks their initials on Step 4 when they sign. Do **not** change the answer to this question to get a green line.

Next, press the green button on the bottom right to proceed to the next screen to complete additional questions.

Ask the voter the address question on the ePollBook to confirm they still live at their registration address.



In the example to the left, the Voter answers, "Yes." Then, the Clerk will tap "Yes" in response to this question.

- Do NOT use the address on the Voter's ID. They are not required to match (TEC Sec. 63.0011). Per the Secretary of State, reading the full address aloud to the Voter is not required. You may use street number and name only.
- Read from the ePollBook the street name and apartment number, if there
 is one, using the address on the ePollBook screen. (TEC Sec. 63.0011).

The next question 'Is this a Curbside Voter or accompanying someone who is voting curbside?' will automatically populate as "NO."

The final question, 'Voter Able to Sign,' will automatically populate as "YES".

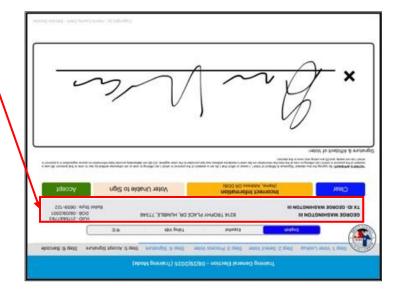




4. Signature: Flip the ePollBook toward the Voter and ask them to confirm their information in the gray field. If correct, have them sign on the line and press the green "Accept" button. The ePollBook beeps, indicating that the signature was accepted. Flip the ePollBook back toward the Qualifying Clerk.

The "Go to Voter Signature Screen" button turns green when ready to proceed to Step 4, the signature page. Press the green button. The Signature screen will appear upside down.

Although the last question, "Voter Able to Sign," is green by default, if a Voter cannot sign, click "No." The ePollBook automatically enters the Voter's typed name in the Voter's signature block when you get to the next page.





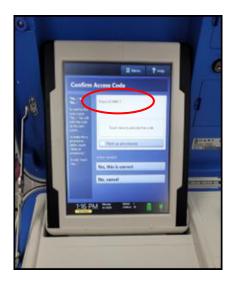
5. Accept Signature: Press the "Accept Signature" button.

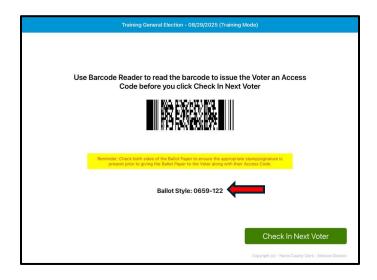
6. Barcode: The barcode screen appears. Use the Barcode Reader attached to the Controller to read the barcode.

Qualifying Clerks should only issue access codes using the Barcode reader and never create access codes manually.



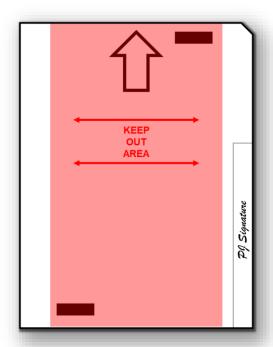
7. Confirm Access Code: verify that the Ballot Style Number under the barcode matches the Ballot Style Number on the Controller. If they are the same, click the box on the Controller that says "Yes, this is correct" and press "Issue Access Code." The Voter's access code prints.

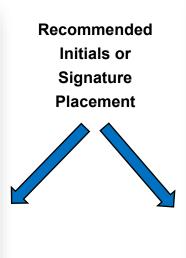


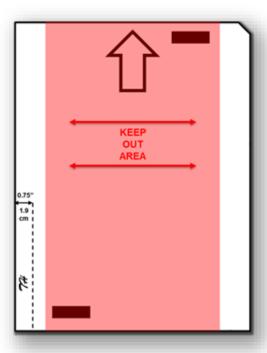


- **8.** Next, click the "Check in Next Voter" button.
 - After pressing the button, the ePollBook returns to Step 1: Voter Lookup to process the next Voter.

9. Ballot Paper: Give the Voter their access code and signed or stamped Ballot Paper. Direct them to an available Voting Booth numbered with the same color as their access code slip. Remind them to deposit their ballot into the Scan before they exit the Vote Center.







For ED, Ballot Paper printed with a Signature

62166

06/11/2022 9:09 AM

SRD001C - Hams County Attorney
Coeff Ctr

Put: 0163-48

For EV, County Clerk's initial stamp

The Qualifying Clerk provides the Voter the following directions:

- 1. Go to an open booth in the line of the same color as access code slip.
- 2. Follow the prompts on the screen.
- 3. Insert the Ballot Paper with both hands.
- 4. Wait to pull Ballot Paper out until instructed by the Duo.
- 5. Check printed ballot to confirm it is accurate and readable.
- 6. Insert the printed ballot into the Scan (indicate where the Scan is located).

Processing a Voter: Using a Manual Search



If the voter presents a List A ID that is not a TXDL or TX ID when qualifying, use the Search side of the ePollBook to complete Step 1: Scan/Search.

Manual Search on a List A ID

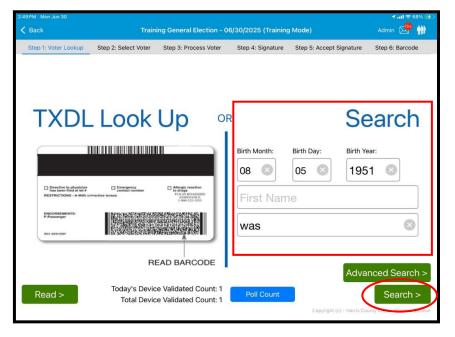


- 1. Voter Lookup: Use the Voter's ID to enter the following information:
 - The entire birth month, day, and year.
 - The first three letters of the last name.

Entering additional information may slow down the search process and potentially expand the list of Voters to sort through.



Once you have entered the information, select the **Search** button.





- 2. Select Voter: If more than one Voter's name appears, compare the name on their ID to the list of names generated by the ePollBook. Tap the "Select" button to select the correct Voter.
 - In some instances where several names appear to be the same, use the date of birth to identify the correct Voter.
- **3. Process Voter:** The Qualifying Clerk asks the questions that must be answered and records the Voter's responses manually.





Has the Voter provided an acceptable photo ID?



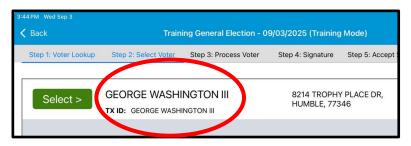
- Acceptable ID includes any of the List A IDs. Select "Yes" or "No."
- If the answer is "No," direct the Voter to the DEVC/PJ who determines if the Voter may need to vote using a Reasonable Impediment Declaration (RID) or an Affidavit of Provisional Voter.
- If the answer is "Yes," tap to check the "Yes" box.

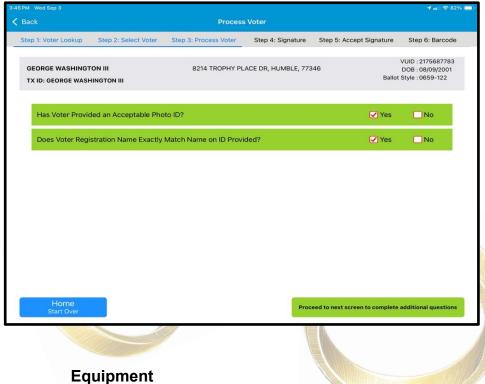
Does Voter Registration name exactly match Photo ID?

The Qualifying Clerk needs to look at the Voter's name on the ID the Voter provided. Compare it to the larger font name in the gray band of the "Voter Information" screen. This larger font name represents the Voter's Harris County registered name.

The smaller font name with "TX ID:" in front of it is not the Voter's registered name and may not match the Harris County registered name above it.

- Select "Yes" or "No." The line turns yellow upon selecting "No."
- Determine if the Voter Registration name is substantially similar to the ID name. Refer to the "Similar Name" section in this manual, which follows the Manual Search section for complete information on what a similar name is.
- If the names are substantially similar, the Voter needs to initial the "Similar Name Affidavit" box when going to Step 4: Signature.
- If the names are not substantially similar, direct the Voter to a DEVC/PJ who determines if the Voter needs to vote using an Affidavit of Provisional Voter.







Ask the Voter, "Do you currently live at ..."

The ID address does **not** have to match the Voter's registration address (TEC 63.0011).

Do not use the address on the Voter's ID when asking, "Do you currently live at ..."; use only the registration address provided on the ePollBook, reading the address (only street number and name is required) aloud to the Voter. Per the Secretary of State, reading the full address is no longer required.

- Select "Yes" or "No" based on the Voter's response. If they say "No,"
 they must fill out a Statement of Residence (SOR) form before they
 are qualified.
- Provide the Voter with an SOR form. Have them step away and return to the Qualifying Table with the completed SOR. The Qualifying Clerk must check the SOR form to see what county the Voter now lives in. The Voter must be sent to the Judge if it is not Harris County. A Voter who no longer lives in Harris County cannot vote in Harris County. The Judge or DEVC/AEVC talks to the Voter about voting a limited ballot in their new county during EV.

Voter able to sign?

Select "Yes" or "No."

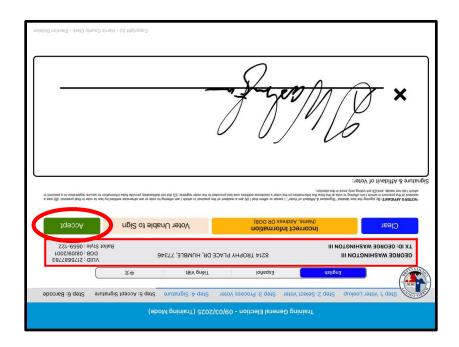


Equipment

Upon answering all questions, the "Go to Voter Signature Screen" button turns green. Press the green button, and the "Signature" screen appears upside down.



4. Signature: Flip the ePollBook toward the Voter and ask them to confirm their information in the gray field. If correct, have them sign on the line and press the green "Accept" button. The ePollBook beeps, indicating that the signature was accepted. Flip the ePollBook back toward the Qualifying Clerk.



5. Accept Signature: Press the "Accept Signature" button. Do not match the signature to the Voter's ID signature.



6. Barcode: Use the Barcode Reader attached to the Controller to read the barcode.



- Remember to confirm the Ballot Style Number under the barcode matches the Ballot Style Number on the Controller.
- Print the access code and give it to the Voter with Ballot Paper.
- Tap "Check In Next Voter," which returns the screen to Step 1:
 Voter Lookup.

Processing a Voter with Similar Name

During **Step 3: Processing Voter**, the line turns yellow if "No" is checked for the question "Does Voter registration name exactly match photo ID?" A "Similar Name Affidavit" box appears next to the Voter Signature box during **Step 4: Signature**.

The ePollBook does not allow the Voter to proceed without signing and initialing this box. Examples of similar names are below.

Initial, Middle, and Former Names: If a Voter has an initial, middle, or former name on their ID that does not appear on the *List of Registered Voters*, or vice versa, it is a substantially similar name.

List of Registered Voters	Name on ID	Note
Carole Keeton Rylander	Carole Keeton Strayhorn	Ms. Strayhorn's former name, "Rylander" appears on the list of Voters, but not the ID.
Lyndon Johnson	Lyndon Baines Johnson	President Johnson's middle name appears on the ID, but not the List of Registered Voters.

Names Appearing in Different Fields: If a Voter's names as they appear on the *List of Registered Voters* and their ID occupy different fields, the names are substantially similar.

List of Registered Voters	Name on ID	Note
Sandra Day	Sandra Day O'Connor	Justice O'Connor's maiden name "Day" occupies the last name field on the List of Registered Voters, but occupies the middle name field on the ID.

Customary Variation of Names: If a Voter's given name is a customary variation on either the *List of Registered Voters* or their ID, the names are substantially similar.

List of Registered Voters	Name on ID	Note
Esperanza Andrade	Hope Andrade	Secretary Andrade's given name is Esperanza, which is Spanish for Hope, and a customary variation of Esperanza.

Slightly Different Names: If a Voter's name on the *List of Registered Voters* is slightly different than their name as printed on their ID, or vice versa, the names are substantially similar.

List of Registered Voters	Name on ID	Note
Nanci Griffith	Nancy Griffith	Ms. Griffith's name is spelled "Nanci."

Registration Omissions List

Voters on the Registration Omissions List





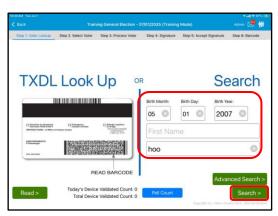
During **Step 1: Voter Lookup**, the ePollBook may not populate a Voter when reading an ID or performing a manual search. DEVC, AEVC, PJ or AJ will call **713-755-1617**, **Option 04** and request a Voter lookup. Please have the Voter's first and last name, date of birth, and Texas Drivers License number if they have one.

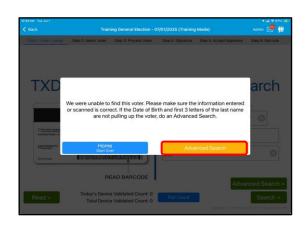
In some cases, Voter Registration will explain the Voter is registered and should be in the ePollBook. Only in this case will the DEVC, AEVC, PJ or AJ add this Voter to the *Omissions List* on the ePollBook. Adding a Voter to the *Omissions List* happens rarely and **only** after speaking to Voter Registration.

Omissions List ePollBook Process

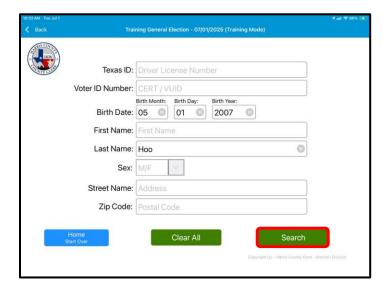


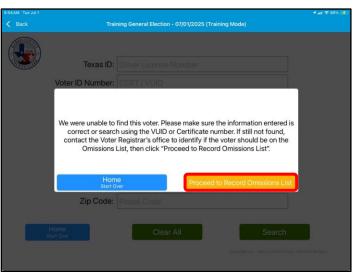
- Attempt to read the Voter's TXDL or TXID if they present one. Otherwise, use the "Search" area to attempt to find the Voter manually. Input the Voter's month, day, and year of birth and the first three letters of their last name and click "Search."
- If the Voter's name cannot be located in the registration database, then a pop-up message (pictured right) will appear to prompt an advanced search. Click "Advanced Search" to proceed.



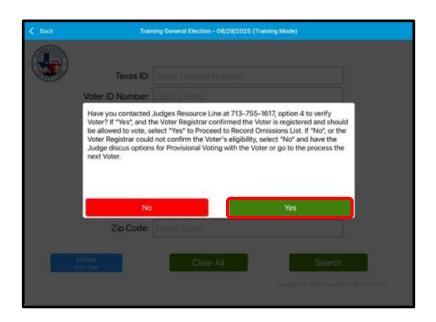


- Ask the Voter for more details (e.g., a VUID or address) that could help locate the voter record in the registration database. Then click "Search."
- 4. A pop-up notice (pictured below) appears if the Voter is not found using either method. At this point, Clerks should notify a DEVC, AEVC, or Judge. The Judge proceeds with the next steps, pressing "Proceed to Record Omissions List."

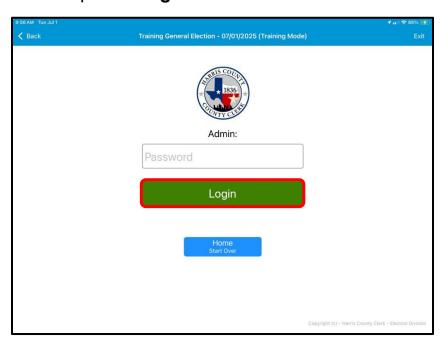




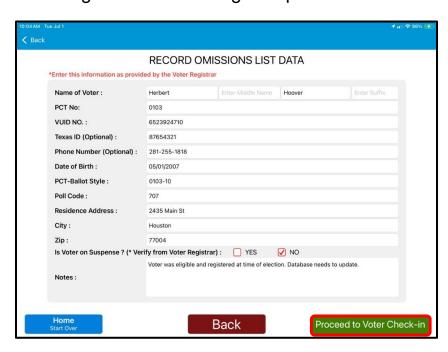
5. A pop-up notice appears asking the Judge, "Have you contacted the Voter Registrar at 713-755-1617, Option 04, to verify the Voter?" After Voter Registration has confirmed the Voter is eligible for the current election, click "Yes" to proceed to the next screen with Voter Registration still on the phone.



6. The following screen is the Judge Admin password screen. Enter the Judge Admin password and press "**Login**."

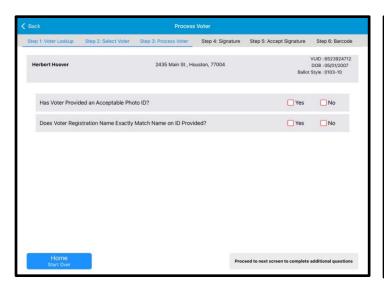


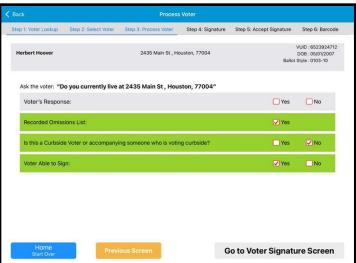
- 7. Ask Voter Registration for the information required to complete the *Record Omissions List Data* page.
 - After entering the data, have the Voter confirm all information is correct BEFORE pressing "Proceed to Voter Check-in." Any information entered in error cannot be corrected in the ePollBook once submitted.
 - · Voter Registration is no longer required for the rest of the process.



Equipment

- 8. On the "Process Voter" screen, the clerk will manually answer the first two qualifying questions before clicking the "Proceed to Next Screen" button.
 On the next screen, the "Recorded Omissions List" and "Voter Able to Sign" fields automatically appear checked "Yes." And the Curbside question is prepopulated to "No."
 - Complete the remaining qualifying questions with the Voter.
 - Press "Go to Voter Signature Screen" when all answers are complete and continue processing the Voter in the standard way.



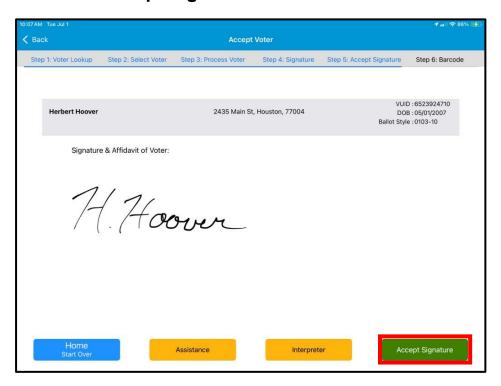


9. Flip the ePollBook toward the Voter and ask them to sign the *Voter Affidavit* and press the green "**Accept**" button. The ePollBook beeps, indicating that the signature was accepted. Flip the ePollBook back toward the Judge.



Equipment

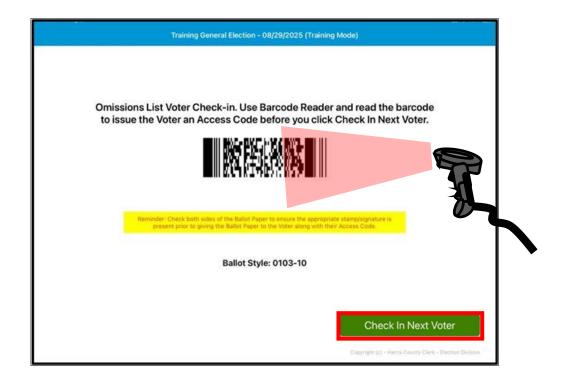
10. After the Voter signs the ePollBook, tap "Accept Signature" to move forward.



11. Use the Barcode Reader attached to the Controller to read the barcode.

After completing all steps as you would for a standard Voter, press

"Check In Next Voter."



Voter Assistance



An eligible Voter can receive assistance from a person of their choosing. The assistant will verify their eligibility to assist per Section 208 of the Voting Rights Act. That assistance is not limited to marking or reading the ballot or to conduct that occurs in the Voting Booth.

Assistance also includes, but is *not limited* to:

- Guiding the Voter through the line and to the voting machine.
- Helping the Voter insert Ballot Paper or enter an access code.
- Assisting with the ATI and headphones, language, or help buttons.

These buttons are at the top of the Duo screen. Voters can use them to change the font size and contrast, access four languages, and display instructions on ATI usage.



- 1. A Voter does not have to give a reason for requesting assistance from an Election Worker or someone they bring with them to the Vote Center.
- 2. A Voter needs to be the one to request assistance. If someone with the Voter says they will be assisting, we need to ask the Voter, "Do you want assistance?" If the answer is yes, then we need to ask, "Who would you like to have assist you?" They can then decide if it is the person with them or an Election Worker.

A Voter may be assisted by a person the Voter chooses, with no limitations other than those described below.

- **Early Voting:** A single Election Worker may assist in marking the ballot, though Harris County recommends that two assist whenever possible. (TEC Sec. 85.035)
- **Election Day:** Two Election Workers are required to assist in marking the ballot. (TEC Sec. 64.032(b))

TEXAS ELECTION CODE

People Assisting the Voter



The person assisting the Voter cannot:

- Try to influence the Voter's vote.
- Mark the Voter's ballot in a way other than the way the Voter directs.
- Tell anyone how the Voter votes (TEC 64.036).

A Voter may not be assisted by their employer, an agent of their employer, or an officer or agent of their union (TEC 64.032(c)).

Per TEC Sec. 64.032(c), a person must be permitted to serve as an assistant regardless of:

- A. The fact that person has already assisted another Voter
- B. The residence of that person
- C. The citizenship of that person
- D. The voter registration status of that person
- E. The age of that person

One Election Worker Needed to:

- Insert Ballot Paper.
- Help a Voter enter their access code.
- Early Voting: Read the entire ballot.
- **Early Voting:** Mark the ballot as instructed.

Two Election Workers Required to:

- Election Day: Read the entire ballot.
- Election Day: Mark the ballot as instructed.

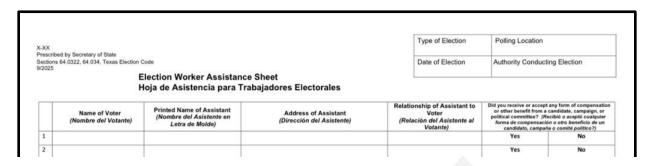
TEXAS ELECTION CODE

People Assisting the Voter (continued)



If the Voter needs assistance after being qualified, the Qualifying Clerk must hand the person assisting the Voter the *Oath of Assistance* to fill out. Either completing the paper form or using the ePollBook is acceptable. It is NOT required to do both.

After the Voter has indicated they require Assistance from a Poll Worker; the poll worker must complete the *Poll Worker Assistance Form* (the Election Worker does not have to take the Oath of Assistant).



The assistant must provide the following information:

- Signature of Poll Worker
- Printed Name of Poll Worker
- Address of Poll Worker
- Relationship of Assistant to Voter

The assistant should answer "yes" or "no" to the following question: Did you receive or accept any form of compensation or other benefit from a candidate, campaign or other political committee?

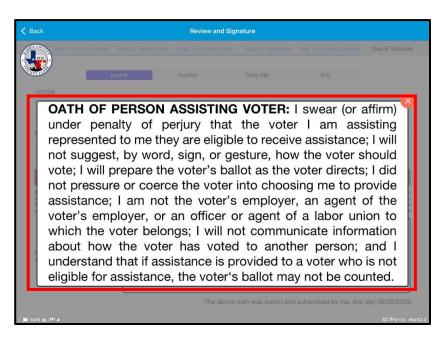
This information must also be entered into the ePollBook. First, complete the paper form. Then, navigate to the Judge Admin section in the ePollBook and open the *List of Recent Voters* to find the Voter's name. This list will be available throughout the day. Once you locate the Voter's name, press the three (3) dots to open the menu, then select the tab labeled "Add Election Worker Assistant Information" to proceed.



Voter Assistance Oath



Those assisting a Voter must take an oath not to influence the Voter's vote and must mark the ballot as the Voter directs. This oath is in the ePollBook at **Step 5**: **Signature**. A paper copy of the *Oath of Assistance* is in the Elections Forms Box. Election Workers do not take this oath as they took the oath before the polls opened.



Observing Assistance



If Election Workers assist, Poll Watchers and Election Inspectors may observe the voting process. If a person of the Voter's choosing assists, no one else may watch the Voter vote.



Equipment



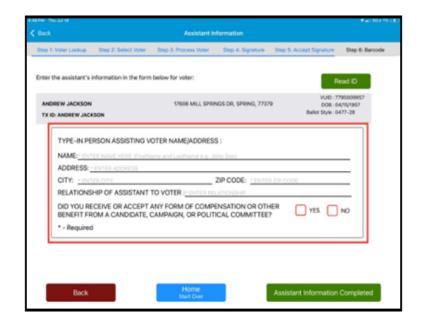
- 1. When a Voter requests assistance from someone who is not an Election Worker:
 - The assistant must take the Oath of Assistance.
 - If the Voter requests assistance reading the ballot, the Election Worker
 must ask if the Voter wants to have the entire ballot read. If so, the Election
 Worker must instruct the person rendering assistance to read the entire
 ballot to the Voter.
- 2. After the Voter signs on the ePollBook and the Qualifying Clerk tilts the screen back toward themselves, the screen will be on **Step 5: Accept Signature**.
- 3. A yellow button labeled "Assistant" is on the bottom of this screen. Tap the button to log the assistant's information on the ePollBook.

If this process is missed on the ePollBook, the Election Worker can use the paper log from the Elections Forms Box to capture the same information.

4. The assistant's information can be captured manually with the on-screen keyboard or by using the "Read ID" button.

While an ID can be used to gather the information, using an ID is not required by the Texas Election Code.



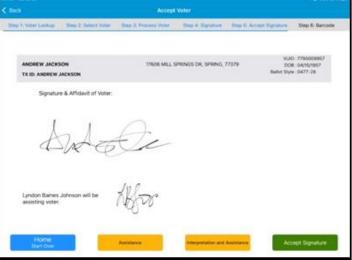


- 5. After recording their information, press the bottom green button labeled "Assistant Information Completed."
 - Before signing, the assistant must take the *Oath of Person Assisting Voter* and then give their signature.
 - The oath is found on the "Signature" screen and must be read aloud by the assisting person.



6. Once the assistant signs, press the green "Accept" button.

- 7. Finally, the signatures of both the Voter and assistant appear on the "Accept Signature" screen.
 - Now complete Voter Check-in.

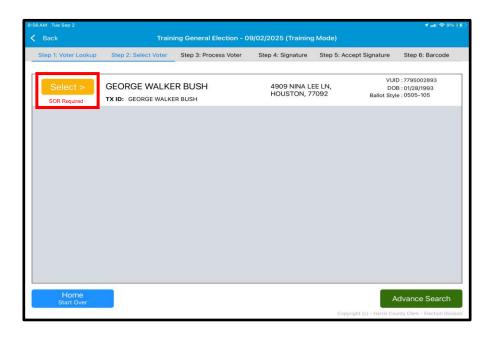


If the Voter does not alert Election Workers that they are requesting assistance from someone who is with them until after the barcode has appeared on the ePollBook, the Qualifying Clerk must use the paper version of the *Oath of Assistance*, found in the Elections Forms Box.

This form asks for the same information as the ePollBook does. The Election Worker instructs the assistant to take the *Oath of Assistance* before filling in the requested information on the form.

Statement of Residence (SOR)

Some Voters may be required to fill out an *SOR*. If "SOR Required" appears under a yellow "Select" button on the ePollBook, this Voter must complete an *SOR* form before they can be qualified to vote.



These Voters must fill out the *SOR* form (affidavit) even if their address information is correct in the ePollBook.



A voter is being asked to fill out the *SOR* to verify with Harris County Elections their correct address information.

The Clerk reviews the completed *SOR* form to confirm the Voter currently lives in Harris County.

SOR ePollBook Process

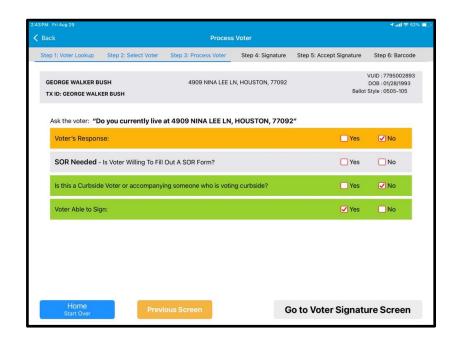


When processing a Voter with an *SOR*, the screen may vary depending on the Voter's answers and current address.

Clerks may complete the SOR process without involvement of a Judge.

When a Voter responds "No," to living at the address in the ePollBook, a second line appears beneath it stating SOR Needed.

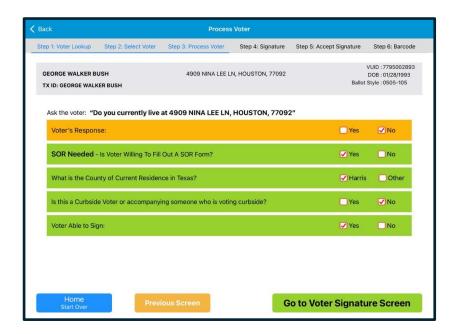
If the Voter is willing to fill out the SOR, then hand the Voter a green SOR form and allow them to step to the side to complete the form before moving forward.



After receiving the completed SOR form, press "Yes" to the 'Willing to fill out SOR' question.

A new question appears asking, "What is the County of Current Residence in Texas?"

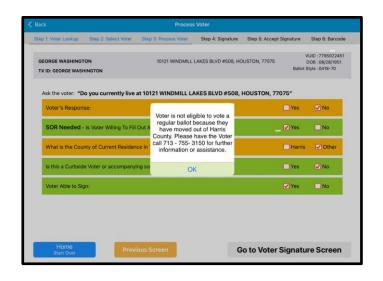
If the Voter selected Harris
County, the voter will be allowed
to vote the standard way.

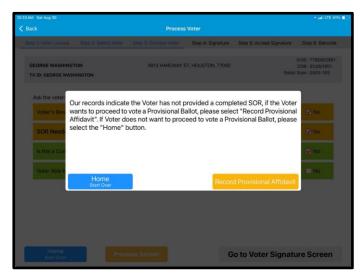


If the Voter's completed SOR states anything other than "Harris" under "County of Current Residence" the line turns yellow, and a pop-up window appears saying, "Voter is not eligible to vote a regular ballot because they have moved out of Harris County. Please have the Voter call **713-755-3150** for further information or assistance.

If the Voter's chooses not to fill out the SOR form, then the voter's remaining option would be to vote provisionally.

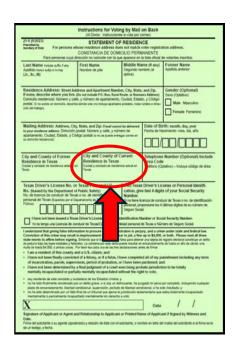
Once "No" is selected to the "Willing to Fill Out SOR" question, a new popup will appear with an option to Record a Provisional Affidavit.





If the Voter has moved **within** Harris County and still reside in the same political subdivision, the Voter votes using the address shown on the ePollBook.

If a Voter has moved into Harris County, but their registration is not yet effective, they may be eligible to vote a Limited Ballot by mail or in person. Limited Ballots are always voted in the new county of residence during the Early Voting in person period at the main Early Voting Vote Center. This ballot is not available on Election Day. The DEVC or PJ will have the Voter call **713-755-3150** for further information or assistance.



Redisplaying Barcodes

Two Common Reasons





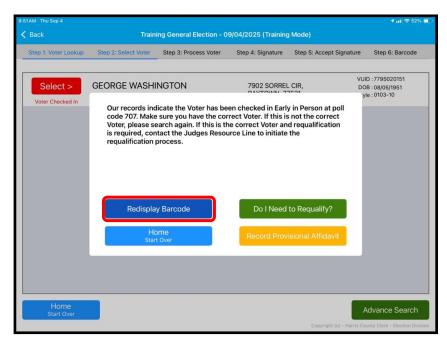
- When a Qualifying Clerk misses reading the barcode before pressing "Check in Next Voter."
- 2. When a Ballot is spoiled, a Voter is issued a new access code to remake selections.

Redisplaying Barcode ePollBook Process



1. The recommended way to redisplay the ballot style and barcode is to reread the Voter's Texas ID or perform a manual search. The ePollBook populates their information. Tap the red "Select" button and the ePollBook displays a pop-up window with the option to redisplay the barcode. **NOTE:** The barcode may only be redisplayed two times.

Remember, Qualifying
Clerks should leave the
barcode displayed on the
ePollBook until they have
handed the access code
and Ballot Paper to the
Voter, and the Voter has
walked away from the
Qualifying Table.



Judges should monitor Qualifying Clerks and voting lines to ensure the qualifying process is being followed correctly. Corrective training should be provided if errors in the process are noted.

2. The Qualifying Clerk will notify a DEVC/PJ to access the Judge Admin menu and recover the Voter's information from the *List of Recent Voters*.

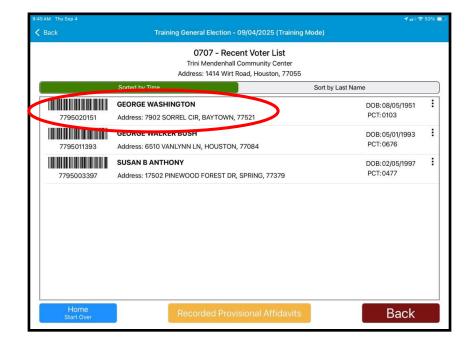
The *List of Recent Voters* now displays Voters for the entire day. To redisplay the barcode, the Judge will:

- A. Select the Judge
 Admin menu on the
 ePollBook and enter
 the admin password.
- B. Select the "List of Recent Voters" button.



C. Identify the correct name and click on the Voter.

Step 2: Select Voter
displays next. Click on
the red "Select" button
that now says "Voter
Checked In." A pop-up
window opens and
displays a green
"Redisplay Barcode"
button.



Requalifying a Voter



Requalifying a Voter is done only by the DEVC/AEVC or PJ/AJ. Once the Voter has deposited their ballot into the Scan, requalifying is not possible as the Voter has already cast their ballot.

Examples of a Voter that needs to be Requalified



- Voter leaves before depositing ballot in Scan but tells the Election Worker they will return to vote later. The Voter must be requalified so it will not appear as though they have already voted when they return.
- It is determined the Voter needs to vote provisionally, but has already been qualified in the ePollBook in the standard way. The Voter must be requalified so it will not appear as though the Voter has voted twice.
- Voter needs to change parties on the ePollBook in a primary election. The
 Voter must be requalified to select the correct party and be able to choose the
 desired candidates.

Requalifying is NOT needed when...



- The Qualifying Clerk misses reading the barcode.
- There is a need to reissue an access code due to a spoiling situation.
- There is a "fleeing" Voter, someone who leaves or abandons their ballot without notifying any Election Worker of their intent to return.

Process for a Voter that needs to be requalified



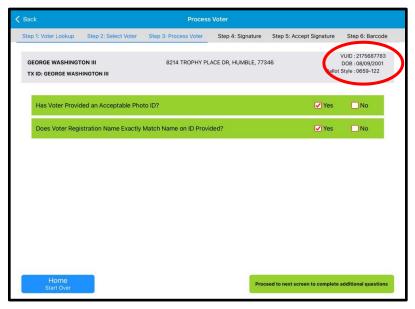
The requalifying process begins when a DEVC/AEVC or Judge calls Harris
County Elections at 713-755-1617, Option 04, and states they are requesting
assistance to requalify a Voter. They should also indicate whether the Voter is
present or has left the Vote Center.

The Judge is asked questions about the situation so the staff on the phone can receive approval from Harris County to allow a requalification. If approved, the Judge will follow the process below:

- 1. Get the following Information:
 - Voters Full Name
 - Voter's date of birth
 - Voter's VUID number
- 2. DEVC/AEVC or PJ/AJ calls 713-755-1617, Option 04.

- 3. Request to requalify a Voter.
- 4. State the Voter is waiting or has left and will return.
- 5. Answer questions from Help Desk agent.
- 6. Be transferred to a requalifier if one is needed.

NOTE: A VUID Number is the "Voter Unique Identifier." It is found on the ePollBook to the far right of the Voter's name in the List of Recent Voters.



Summary

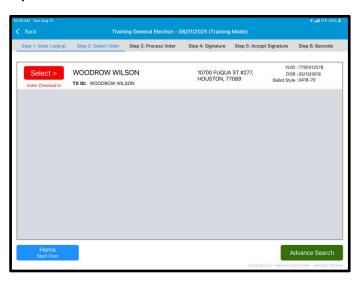
When to Redisplay	When to Requalify
 Election Worker skips reading the Voter's barcode on the ePollBook Voter's access code expires Voter wants to change selections after printing the ballot 	 Voter needs to leave before completing the voting process and desires to return later Voter needs to change parties on the ePollBook in a primary election Voter is qualified in the standard way but must vote provisionally

Provisional Voter

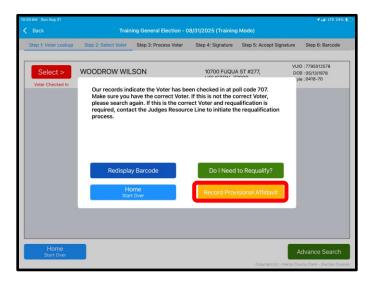
Provisional Voter ePollBook Process



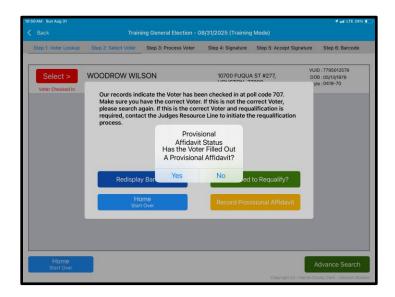
1. When a Voter's ID returns a red "Select" button, for example, "Voted Checked In," press the red "Select" button.



2. If a *Provisional Affidavit* is required, press the button for "Record Provisional Affidavit."

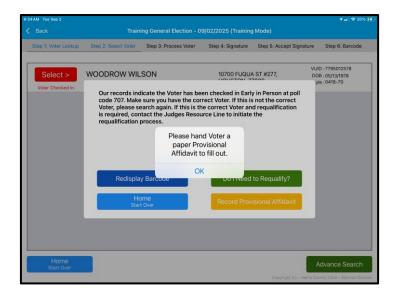


- 3. Depending on the reason for the provisional vote, follow the prompts on the ePollBook. This results in displaying this screen (pictured below).
 - Choose "Yes" or "No," depending on whether the Voter has filled out a Provisional Affidavit.



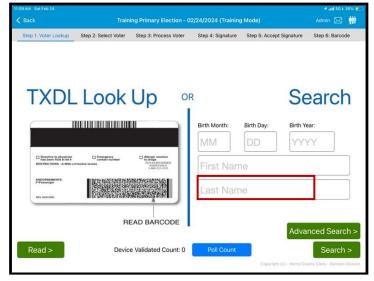
Instructions If you select "NO"

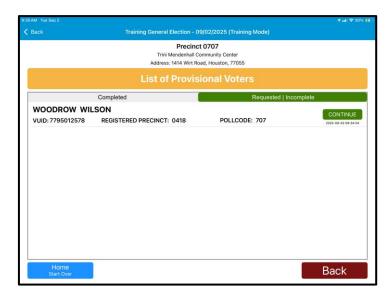




 If you press "No," a screen appears saying to give the Voter a Provisional Affidavit to fill out.

2. Pressing "OK" goes back to the "Voter Look Up" screen. This allows other Voters to be processed at the Qualifying Table while the Provisional Voter and Judge complete the Affidavit of Provisional Voter at the Judge's Table.





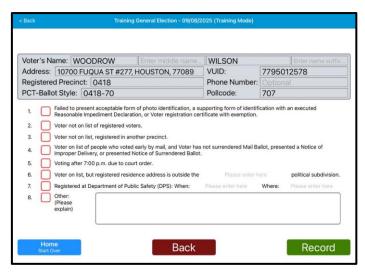
3. Next, navigate to "List of Provisional Voters" on the Judge Admin menu.

There, you can toggle to select the "Requested | Incomplete" column.

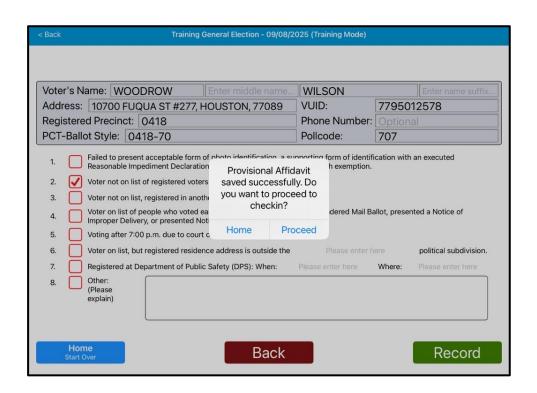
4. Find the Voter for whom the entry is being made. Press the green "Continue" button next to that Voter's name. This goes to the provisional information entry screen.



5. Using the *Affidavit of Provisional Voter*, indicate the reason for and any important details explaining the Voter's situation. Use "Other" to record the details.

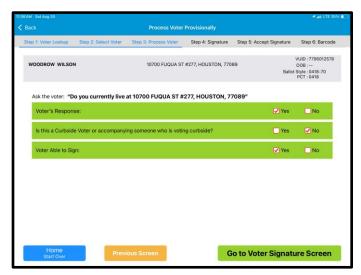


6. A pop-up message says, "Provisional Affidavit saved successfully. Do you want to proceed to check-in?" Follow the prompts to return "Home" and qualify other Voters.

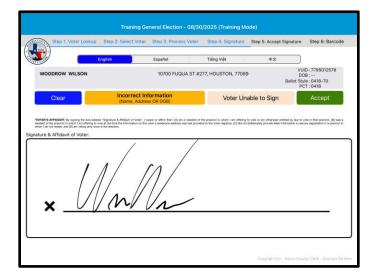


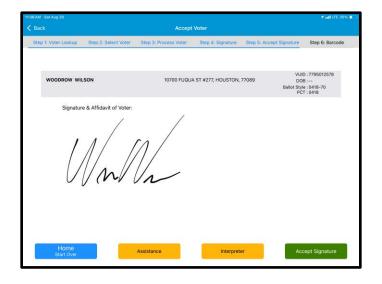
7. **Step 3: Process Voter:** All questions must be answered before tapping "Go to Voter Signature Screen."





8. **Step 4: Signature page**, the Voter signs in acknowledgment of the Voter's Affidavit then press the green "Accept" button.





9. **Step 5: Accept Signature:** Press the "Accept Signature" button. Do not match the signature to the Voter's ID signature.

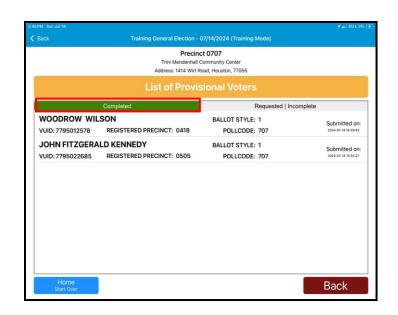
10. Barcode: Use the Barcode Reader attached to the Controller to read the barcode.

Remember to confirm the Ballot Style Number under the barcode matches the Ballot Style Number on the Controller.

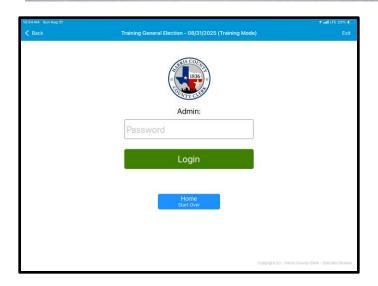
 Very Important: After reading the barcode, <u>be sure to select</u>
 <u>Provisional on the Controller</u>
 when issuing the access code.



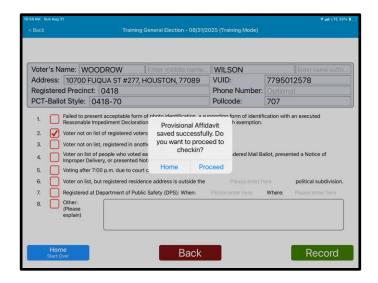
- 11. Click the "Check in Next Voter" button. After pressing the button, the ePollBook returns to **Step 1: Voter Lookup** to process the next Voter.
- After a provisional entry is completed in the ePollBook, the "List of Provisional Voters" screen defaults to the "Completed" tab.
- Be certain to check both tabs to find the Voter to avoid duplicate provisional entries.



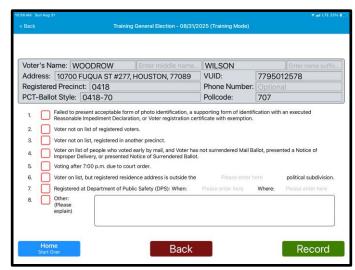
Instructions if "YES" (Voter Has Filled Out Provisional)



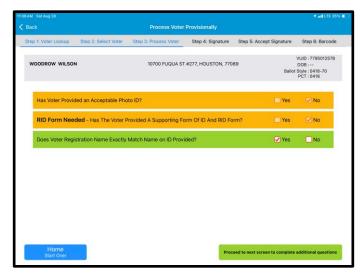
 Since Provisional Affidavits should be completed by the DEVC/AEVC or ED Judges, the admin password is required to move forward.



Press proceed then follow the prompts to qualify the Voter.



 Using the Affidavit of Provisional Voter, indicate the reason for and any important details explaining the Voter's situation. Use "Other" to record the details.



 All questions must be answered before tapping "Go to Voter Signature Screen."

Continue with ePollBook screens until the barcode screen is reached. Use the barcode reader to read the barcode on the Controller to issue the Voter an access code. Remember to confirm the Ballot Style Number under the barcode matches the Ballot Style Number on the Controller.

Judge Admin Menu



- 1. Record Voted Provisional Affidavit: Used to record Provisional Voters
- 2. List of Provisional Voters: Displays the Completed and Requested | Incomplete List of Provisional Voters
- 3. Record Spoiled Ballot: Used to record Spoiled Ballots
- 4. List of Spoiled Ballots: Shows the number of Spoiled Ballots recorded
- 5. Record Omissions Data: Used to record Omissions List Voters
- 6. List of Omissions Data: Shows the List of Omissions Voters recorded
- 7. Record Poll Watcher: Used to Record a Poll Watcher
- 8. List of Poll Watchers: Shows the number of Poll Watchers recorded
- 9. Judge/Clerk Attendance Summary: Used for Election Worker timekeeping
- 10. Supply Inventory Directory: Used to locate supplies in the Vote Center
- 11. Transportation Form: Used for drivers who have transported 7 or more Voters
- 12. Voter Count: Displays the total number of Voters who have voted
- 13. List of Recent Voters: Shows a List of Recent Voters sorted by time and last name
- 14. Close Poll: Will stop the processing of Voters
- **15.** Enter End of The Day Totals: Used to enter 'End of The Day Totals' from the Controllers, Scans, Provisional Affidavits and Spoiled Ballots totals
- 16. Poll Summary: Demonstrates the poll summary for the precincts
- 17. Drop Off List: The list that shows items needed to be returned on Election Night

Reasonable Impediment Declaration (RID)

ePollBook Instructions

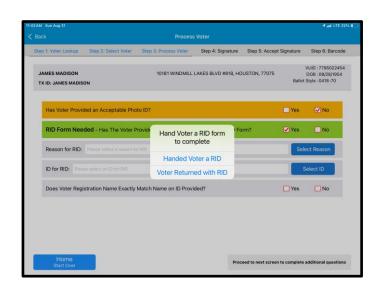




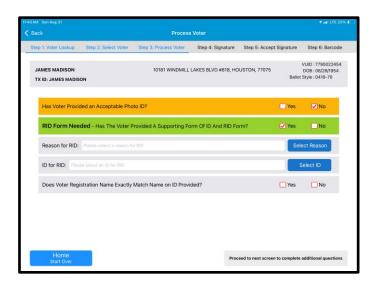
When a Registered Voter comes in without a List A ID and they are found with a manual search, select "No" for the question "Has Voter Provided an acceptable Photo ID?" and alert a Judge to assist.

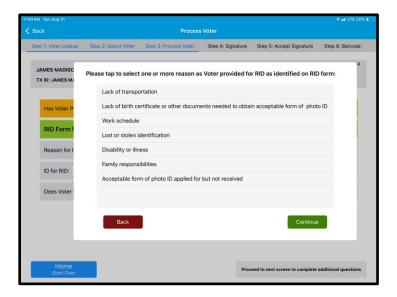
The ePollBook prompts the Judge to "Hand Voter a RID form to complete." Select "Hand Voter a RID" when a *RID* form is given to the Voter.

 This returns the ePollBook to the "Voter Lookup" screen, allowing other Voters to be qualified while the Voter and Judge complete the RID form.



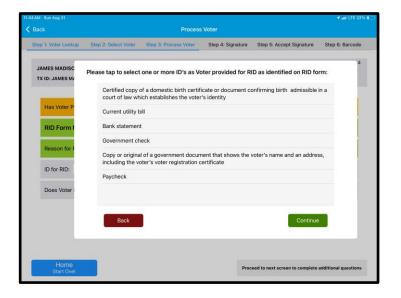
- When the form is complete, the Judge locates the Voter on the Judge's ePollBook. Select "Voter Returned with RID."
- Two new lines appear under the "RID form Needed" line.

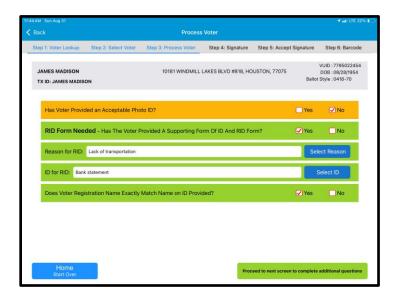




- Click "Reason for RID" and a new window pops up showing a list of reasonable impediments.
- Using the Voter's completed RID form, select the corresponding "Reason for RID".

 Next, click the "Select ID" button to open a new window that lists the acceptable List B IDs. Select the ID in which was verified while processing this RID form.





- Once all questions are complete for the Voter, the screen appears like the screen on the left.
- Ensure that all information is correct.
- Press "Proceed to next screen additional questions" and proceed to qualify the Voter in the standard way.

Request to Cancel Ballot By Mail

MLB Voter ePollBook Instructions





Voters **cannot** leave their Mail Ballot at any Vote Center to be counted. It must be mailed, hand delivered by the Voter to the main Harris County Elections office on Election Day (only between 7 AM and 7 PM) or surrendered and cancelled at the Vote Center.



 When qualifying a Voter, the Judge handles processing a Voter if the "Select" button to the left of the Voter's name is red and states any of the following:

"Mail Ballot Requested"

"Mail Ballot Sent to the Voter"

"Mail Ballot Received"

"Mail Ballot Requested"



Voter has requested a Mail Ballot be sent to them.

"Mail Ballot Sent to the Voter"



Mail Ballot has been sent to the Voter by Harris County Elections. This is the only situation where a Voter can surrender their physical Mail Ballot to be canceled and then vote regularly.

"Mail Ballot Received"



Harris County Elections is in possession of the Voter's Mail Ballot.

Cancelling a Ballot By Mail Voter



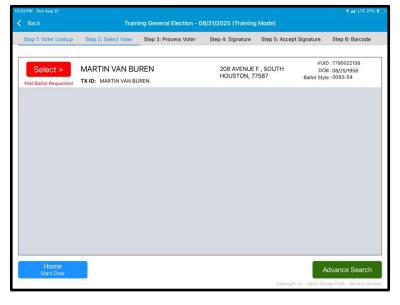




Scan the QR code above using a smartphone's camera to watch a video on Cancelling a Ballot By Mail Voter.

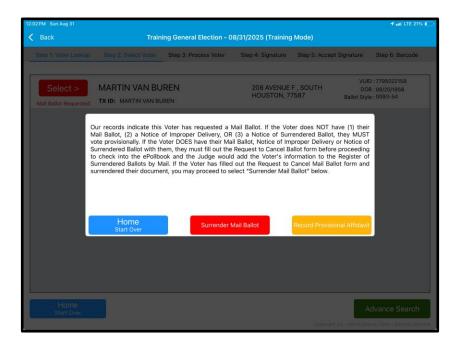
1. When a red "Select" button appears with "Mail Ballot Requested," "Mail Ballot Sent," or "Mail Ballot Received" beneath the button, press the red "Select"

button.

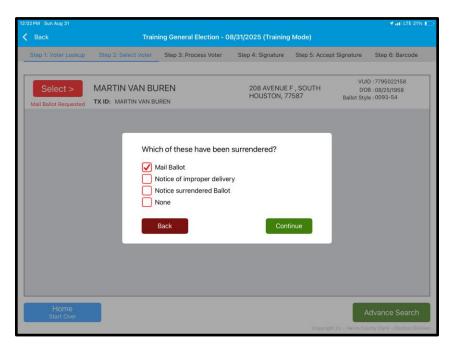


• The process which is described below, in this case using "Mail Ballot Requested," is similar for "Mail Ballot Sent to the Voter." The process for "Mail Ballot Received" varies in that there is not an option to surrender the ballot, therefore, a Voter must vote provisionally.

- 2. If the Voter wants to vote in-person at the Vote Center, and they have their Mail Ballot, a *Notice of Improper Delivery*, or a *Notice of Surrendered Ballot by Mail* to give the Judge, press "Surrender Mail Ballot" to proceed.
 - A pop-up box appears with detailed instructions on the next steps.



- If the Voter does not have one of these documents to surrender, press "Record Provisional Affidavit" and follow the steps to process a Provisional Voter.
- 3. If a document is surrendered, select the appropriate box. If "None" is selected, the ePollBook reverts to the Provisional Voter process.

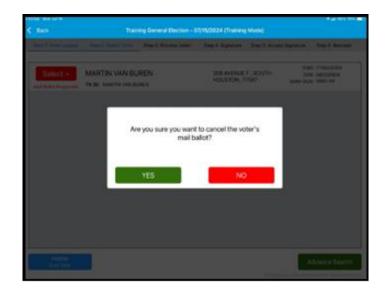


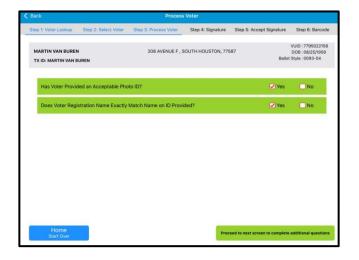
Equipment



- In every case, whether surrendering a document or voting provisionally, a "Request to Cancel Ballot by Mail for use in the Polling Place" must be completed.
 - When this is done, press "Yes."

- Next, a pop-up box appears asking the Judge to confirm the intent to cancel the Voter's Mail Ballot.
 - If this is the intent, press "Yes."





- 6. The next screen begins the process of voting in the standard way.
 - The Judge should make certain that every surrendered page of a Mail Ballot, if applicable, has "Canceled" written on it and ensure the Request to Cancel Ballot by Mail for Use in the Polling Place form is completed.

Curbside Voting



VOTER UNABLE TO ENTER POLLING LOCATION (TEC Sec. 64.009.)

A) If a Voter is physically unable to enter the Vote Center without personal assistance or likelihood of injuring the Voter's health, upon the Voter's request, an Election Officer shall deliver a ballot to the Voter at the Vote Center entrance or curb.

There are several changes to the Curbside Voting process based on recent legislation (HB 521, TEC Sections 61.003 & 64.009). Changes include:

- An oath (affidavit) is required to be taken by anyone using Curbside Voting to affirm their eligibility. Only one (1) person in the car needs to take the oath.
 Other Voters in the car can still vote curbside if they wish.
- Two (2) Election Workers must process a Curbside Voter if at least four (4) Election Workers are present at the polling place.
- Electioneering is prohibited within 20 feet of the curbside parking space.
- If anyone has transported seven (7) or more Voters throughout the election period (includes Early Voting <u>and</u> Election Day) to Curbside Voting, then that individual must complete and sign a form.

The following pages will outline more details about these changes and the updated process for how to administer Curbside Voting.

Let Curbside Voters know it will take time to vote via Curbside Voting. Provide the steps involved so Voters know what to expect and direct them to the Curbside





Scan this QR Code to watch a video on how to use the Duo Go.



Each polling place must designate a space not smaller than the size of one parking space for Curbside Voting. The space must be clearly marked with a sign that indicates the space is reserved for a Voter who is unable to enter the polling place (SB 477).

Duo Go

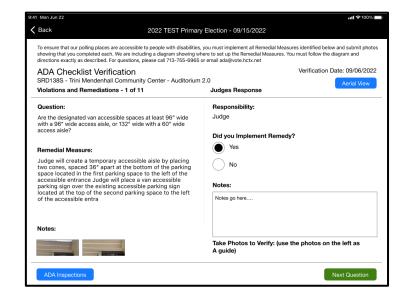


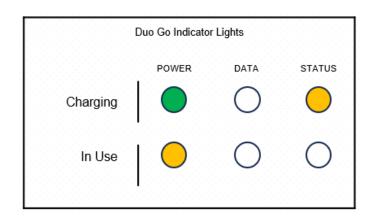
The ADA Checklist prompts Judges to verify a designated space for Curbside Voting exists.

- Each Vote Center has a Duo Go, a portable case, and printer for the Duo tablet.
- It is set up during Vote Center setup and remains charging at all times in the "on" state when not in use
- It will be powered down on the last day of Early Voting or at the end of day on Election Day.
- Don't use the Duo Go if a yellow light is blinking as it indicates the Duo Go is not charged enough to use.

The last two (2) Duo tablets in any of the Duo lines can be used for the Duo Go.

- If there is a high number of Curbside Voters in a row, then a different Duo tablet should be used for each Curbside Voter so that the tablets have time to recharge before being used again.
- The Duo tablet must be returned to the correct Duo case to recharge.





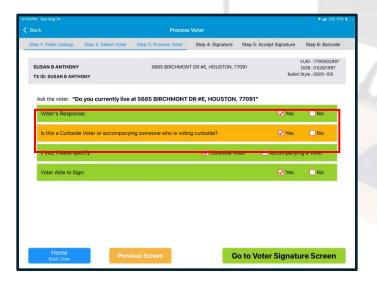


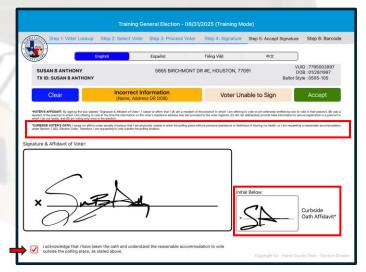
Curbside voting requires two (2) Election Workers for each Curbside Voter.

- Processing multiple cars via Curbside Voting at the same time pulls four (4) or more Elections Workers from the Vote Center, leaving the inside area short staffed.
- Be sure not to process too many Curbside Voters at once so the inside Vote Center can keep operating.

A Voter requests Curbside Voting by pressing the Curbside Buzzer or by notifying an Election Worker, who must be placed outside if the Curbside Buzzer is not functioning. There is now a new process that must be completed.

- When a Curbside Voter alerts Election Workers to their presence, the Curbside Clerk will respond immediately and, after advising them of the wait, direct them to the designated Curbside Voting area, which is a separate, accessible parking area marked off with cones, signage, and only used for Curbside Voters.
- 2. Curbside Clerk will confirm there is a Duo Go available to be used. (Half of the Duo Go devices are left charging and not in use to ensure they will be fully charged when it is time to swap with a Duo Go that has a low battery.)
- 3. Curbside Clerk will then take an ePollBook out to the car and administer the oath to the Curbside Voter during qualifying if the Voter asserts eligibility to continue (follow instructions on how to determine eligibility).



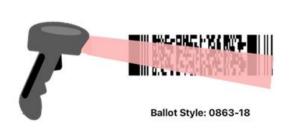


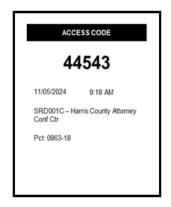
- 4. Once qualifying is complete, Curbside Clerk will ask the Voter if they will need an Audio Tactile Interface (ATI) device with headsets when voting.
- 5. Once the Voter is qualified, the barcode is displayed. Curbside Clerk will take the ePollBook into the Vote Center and read the barcode with the Barcode Reader attached to a Controller. (A Controller in a voting line with no Voter at the last or second-to-last Duo should be used. Harris County Elections recommends rotating the last two booths in two voting lines for Curbside Voting.)

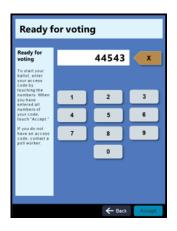




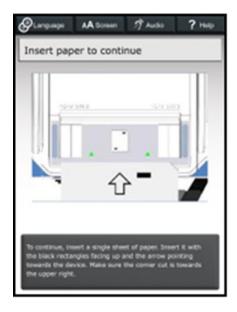
- 6. After the access code prints, they will return to the home screen and put the ePollBook back where it came from.
- 7. Next, the Curbside Clerk will tear off the access code from the Controller printer and take it to an open booth. The access code is entered on the Duo tablet screen. The Duo tablet is not unlocked and placed in the Duo Go until after the Duo Go instructions appear on screen.







8. When Duo tablet screen instructs "Insert paper to continue," unlock and remove Duo tablet to place in Duo Go. Duo Go instructions will appear.



DO NOT INSERT PAPER WHILE THE TABLET IS IN THE DUO. AT THIS POINT, UNLOCK THE TABLET WITH THE DUO GO KEY.

The instructions to the right are the steps to take when placing Duo tablet into the Duo Go.



Remove the tablet from the dock on the Duo and place it in the Duo Go carrier.

















- 9. Once the Duo tablet is connected and secured in the Duo Go, Ballot Paper is inserted into the black Duo Go printer marked "brother." The arrow on the Ballot Paper must be facing the printer slot. When the paper is inserted correctly, a green check mark displays. Follow the instructions on the tablet screen.
- 10. The Curbside Clerk may ask one other Election Worker (Judge or Clerk) to assist, but this is not required. The Duo Go, a Curbside Carrier Envelope, and a second sheet of Ballot Paper (when two sheets are required) are taken out to the Curbside Voter.
 - If the Voter needs an Audio Tactile Interface (ATI) and headphones, borrow them from one of the Accessible Booths not being used by a Voter at that time.
 - If a Voter is voting at the Accessible Booth, but not using the ATI and headphones, you still must wait until the Voter has left the booth before borrowing the equipment.

All rules of the Vote Center apply to the inside and outside of the Curbside Voter's vehicle. No one in the car should talk to the Voter while they vote.

The distance marker should extend around the car. A person commits an offense if, during the voting period and within 100 feet of an outside door **or within 20 feet of a parking space** designated for Curbside Voting under Section 64.009, the person:

- 1) loiters, or
- 2) electioneers for or against any candidate, measure, or political party.

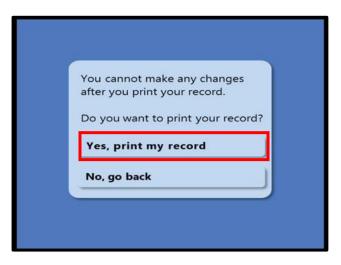
If the Voter requests assistance, the processes regarding voter assistance apply exactly as they do inside the Vote Center.

The Clerk should hand the Duo Go through the window to the Voter, or if the Voter desires, prop it against the windowsill and hold it while the Voter makes their selections.

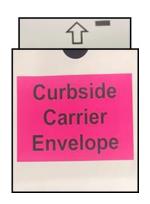
Voters can change text size and color to be better able to see screen in bright sunlight outside.



11. Once the Voter completes the selections for their ballot, they select "Yes, print my record."



12. Curbside Clerk will hand the Voter the Curbside Carrier Envelope and ask them to confirm their ballot is readable and that the two dashes printed correctly at the bottom of the page. Then, the Voter will place their printed ballot into the Curbside Carrier Envelope.



- 13. Curbside Clerk will direct the Voter to wait in their vehicle until the Clerk returns to confirm the ballot was accepted by the Scan and that spoiling and remaking selections is not necessary.
 - The Curbside Clerk takes the Duo Go and Curbside Carrier Envelope back inside the Vote Center.
 - If the Voter desires, someone from the car can go in and witness the Ballot being deposited into the Scan.
 - That person would not need to take the Oath of Assistance to witness this.
 - The Voter can also designate this chosen person to deposit the ballot in the Scan for them.
 - They would not need to take the Oath of Assistance to do this. The Voter is not allowed to deposit their ballot into the Scan themselves (TEC 64.009 (d)).
- 14. Once the ballot is deposited into the Scan, the Curbside Clerk returns to the Voter's car with an "I Voted" sticker.

NOTE: One Ballot Box and Scan should NOT be set up at the Vote Center to be used just for Curbside Voters (TEC 64.009 (c)).

15. The Curbside Clerk unlocks the Duo Go, re-docks the tablet into the Duo booth that it came from, locks the tablet in place in the Duo case, and then plugs in the Duo Go to charge. If there is uncertainty about which Duo base a Duo table goes into, match the Serial number on the back of the tablet to the serial number on the Duo base.







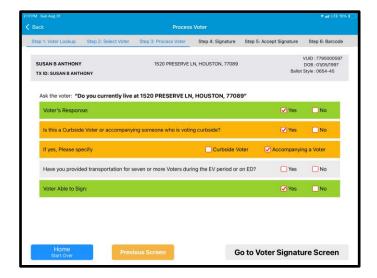


- The Curbside Clerk turns the Duo Go facedown and attaches the charging cable.
- Confirm that the orange status light inside the Duo Go at the top left of the printer bar is on.
- The Duo Go needs to charge for 3 hours to be fully-charged, so it should remain plugged into power whenever it is not in use.

A person who provides transportation to seven (7) or more Curbside Voters to the polling place throughout the entire election period must complete and sign a form entitled Information of Person That Provided Transportation to Seven or More Voters for Curbside Voting. Also, if they assist a Voter and/or translate during the voting process, they must also take the Oath of Assistance and/or Oath of Interpreter.

Accompanying a Curbside Voter



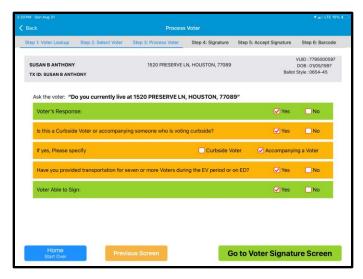


If the individual confirms that they have provided transportation to 7 or more voters to the polling place during that time, a new window will appear for the driver to complete the transportation form.

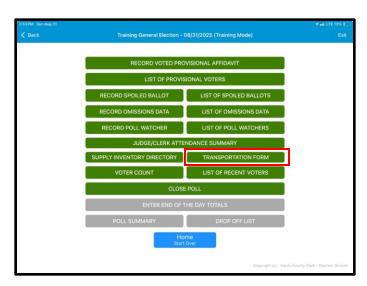


NOTE: The transportation form can also be accessed from the Judge Admin screen by pressing the green "Transportation Form" button. There is also a paper version located in the forms box.

When accepting a curbside voter who has been transported by another individual, the election officer must ask the driver whether they have provided transportation for seven or more voters during the early voting period and on election day.



The driver will complete the transportation form, then press "Add Transportation Assistance." Afterwards, continue qualifying the voter in the standard way.



Damaged Ballot Box

If a Scan is not accepting a ballot, first ask the Voter to attempt to Scan it all four ways: arrow side up, arrow pointing in and out, arrow side down, arrow pointing in and out.

If the Scan still does not accept the ballot, ask the Voter to inspect the printing to see if there are smudged or unreadable areas. The Election Worker should **NEVER** look at the ballot unless the Voter asks them to do so.





If the Voter identifies smudging or unreadable areas on the ballot:

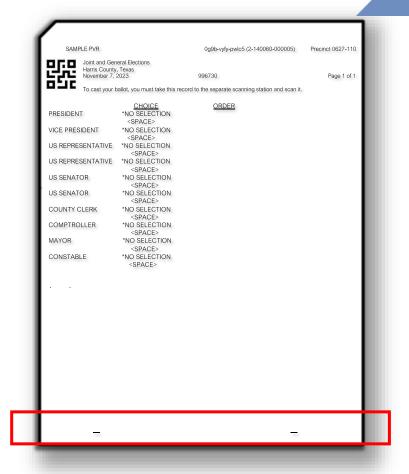
- A. Offer to spoil the ballot and allow Voter to remake their choices.
- B. Take ballot from Voter and spoil it.
- C. Remind Voter to wait until Duo screen instructs them to remove the printed ballot.
- D. Tell the Voter to place their new ballot in the Scan when they are finished remaking their choices.

NOTE:

Spoiled ballots are voided. They are returned to an Election Worker by the Voter themselves and put in green Ballot Box #4. Spoiled ballots are NEVER put in the red Damaged Ballot Box.

Damaged Ballots are ballots to be counted. If a Voter declines the option to remake their choices after a Scan does not accept the printed ballot, the Voter places their ballot in the red Damaged Ballot Box. If the Voter does NOT identify smudging or any hard-to-read areas on the ballot and there are two lines printed at the bottom:

- A. Ask them to insert ballot into another Scan (if available).
- B. If the ballot was still not accepted by another Scan or there is no other Scan, explain to the Voter it is suggested to spoil the ballot and remake their choices on new paper.
- C. If the Voter agrees, have the Spoiled Ballot Clerk spoil the ballot immediately.



- Issue a new access code and give new Ballot Paper to the Voter.
- Remind the Voter to follow the prompts on the Duo screen when making their selections and to not pull the paper out before the machine indicates to do so.
- Ask the Voter to inspect the newly printed ballot for smudging or hard-to-read areas and to be sure the two dashes are printed at the bottom of the page.
- If the ballot is legible, ask the Voter to scan their ballot (remind Voter to scan in all four directions if necessary).

If the issue persists and the newly printed ballot still will not be accepted by any of the Scans in the Vote Center, the Voter will deposit their ballot into the Damaged Ballot Box. If a Scan continues to reject ballots call 713-755-1617, Option 04 for technical support.

Spoiling Ballots



If a Voter mismarks, damages, or otherwise spoils the ballot in the process of voting, the Voter is entitled to receive a new ballot by returning the spoiled ballot to an election officer (TEC 64.007(b)).

A Clerk may serve as a Spoiled Ballot Clerk to ensure the logging of all spoils is accurate.

A Voter may spoil up to two ballots and vote a third ballot. A Voter is not entitled to receive more than three ballots unless ballots are spoiled due to equipment failures or Election Worker error (TEC Sec. 64.007(b)).

Electronic Spoiling

Occurs on the Duo. To spoil electronically, an Election Worker uses the blue Poll Worker button to spoil the ballot on the Duo screen. Electronic spoils are not logged on the Register of Spoiled Ballots or in the ePollBook.

Situation Requiring Electronic Spoiling

Voter decides to leave while voting, for any reason, and ballot is on screen.



Paper Spoiling

Occurs when Ballot Paper is retrieved from the Voter, and the spoil is logged on the *Register of Spoiled Ballots* and on the ePollBook. The spoiled ballot is placed in Ballot Box #4 (green).

Situations Requiring Paper Spoiling

- Ballot jams in Duo and the Duo menu displays a reprint option.
- 3. Ballot jams in Duo and the Duo menu does not display a reprint option.
- 2. Ballot prints, Voter requests to make selections again.
- 4. Ballot jams in Scan or Voter says ballot is not legible if Scan rejects it.

Processing Electronic Spoils

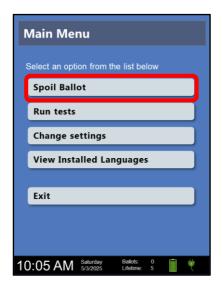


1. Press the blue "Poll Worker" button on the back of the Duo on which the electronic spoil is to occur. Enter the Poll Worker code. Then, tap "Accept." Unused Ballot Paper is collected from the Voter at this time.





On the "Poll Worker
 Tasks" menu, tap
 "Spoil Ballot." Next, tap
 "Yes, spoil the ballot."



Spoil Current Ballot

Choose from the menu
To spoil the current voting session and discard any voter selections.

This record will NOT be printed.

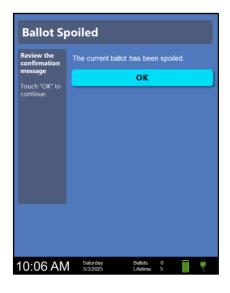
To return to Poll Worker Tasks without spoiling the ballot?

Yes, spoil the ballot?

Yes, spoil the ballot

No, cancel

3. The Duo screen will display the message, "The current ballot has been spoiled." This confirms the Ballot was successfully spoiled. Press "OK."



4. If an electronic spoil occurs and the voter leaves during their voting session after being qualified on the ePollBook, this is called a "fleeing voter." To vote later at any Vote Center, the voter must be requalified. The voter must state their intent to return in order to be requalified and allowed to vote.

Call **713-755-1617**, **Option 04**, and request to requalify the Voter. Have the following information available:

- Voter's name
- Voter's VUID number
- Voter's birthdate

Processing Paper Spoils



1. The printed Ballot Paper is taken from the Voter and will be used to fill out both the paper *Register of Spoiled Ballots* and the *Record Spoiled Ballots* form in the ePollBook. At the end of this process, place the Ballot Paper into Ballot Box #4.



Ballot Box #4

Equipment

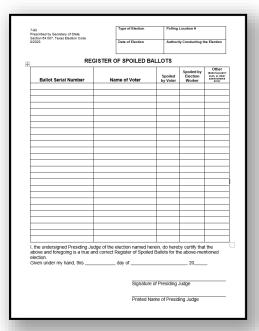
- 2. Redisplay the barcode (as described earlier in the manual) to issue a new access code. The Voter is given the new access code and new Ballot Paper to make their selections again.
- 3. Fill out both the paper Register of Spoiled Ballots form and the Record Spoiled Ballot form in the ePollBook. Do this with the Voter at the time of the event. Do not save the Voter's information to complete the register later. Remember to include the Ballot Serial Number.

To find the "Ballot Serial Number" look on the printed Ballot, near the Precinct Number and Ballot Style at

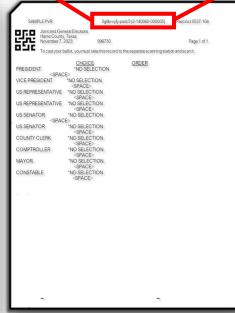
the top of the page:

The Ballot Serial Number is required in column 1.

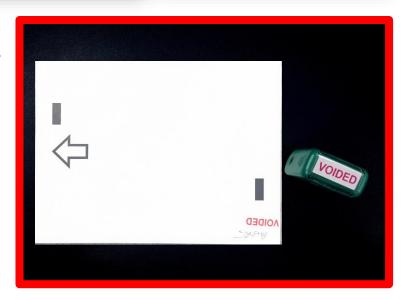
DO NOT write the Ballot Style in column 1.



<u>Ballot Serial Number:</u> 0g9b-vyfy-pwlc5 (2-140060-000005)



- 4. Stamp the spoiled ballot with the provided "VOIDED" stamp directly above the Presiding Judge's signature during Election Day or above the County Clerk's initials during Early Voting. Avoid placing the stamp in the middle.
- 5. Place the Voided Spoiled Ballot Paper into Ballot Box #4.



Equipment

Clearing Paper Jams in the Duos



1. If the Duo shows a printer issue, follow the on-screen instructions. Press the blue "Poll Worker" button on the back if prompted by Duo. Enter Poll Worker code and tap "Accept."







2. When prompted Select "Clear paper forwards" or "Clear paper backwards." Carefully remove the paper from the Duo.



If Ballot Paper jams in the Duo, and the option to reprint does not show on the Duo screen, a new access code must be issued to the Voter.

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List A Identification



- 1. Texas Driver's License issued by the Texas Department of Public Safety (DPS) [A paper temporary ID is okay only if the Voter's picture is on it.]
 - Out-of-state licenses aren't acceptable List A IDs.
 - Some military and Texas
 IDs for persons aged 60
 or older may also be
 marked as "INDEF"
 (indefinite) and function
 similarly to an ID with no
 expiration date for voting
 purposes.
 - 2. Texas Election Identification Certificate issued by DPS
 - Texas Personal Identification Card issued by DPS
 - Texas Handgun License issued by DPS



Limited Term IDs (formerly known as temporary visitor IDs) are **NOT** accepted.

List A IDs can be expired up to 4 years unless the Voter is 70 years or older, in which case the ID does not expire for voting purposes. If a Voter does not have List A ID, they may qualify to vote using a Reasonable Impediment Declaration (RID) and List B ID.

Forms

- 5. United States Military Identification Card containing the person's photograph
 - · There are multiple types of military IDs. Each military branch has different colors.
- 6. U.S. Certificate of Citizenship or Naturalization containing the Voter's photograph
 - · US Citizenship Certificates don't have an expiration date.
- 7. United States Passport (book or card)





NOTE: If a Voter provides a *Voter Registration Certificate* with a permanent exemption no additional photo ID is required to be shown. This looks like a standard *Voter Registration Certification* but there is a large capital "E" at the end of the VUID number. Only a handful of these are in circulation and it will be noted the Voter has this document when they are brought up on the ePollBook.

Revealing Information



Election Workers cannot reveal any of the following information while the polls are open or before the last Voter has voted (TEC Sec. 61.007):

- 1. The names of Voters who have or have not voted in the election.
- 2. The number of votes cast for individual candidates or for or against propositions.
- 3. A candidate's position relative to other candidates in the tabulation of the votes or whether a measure is passing or failing.

Processing a Provisional Voter

Voters who are not eligible to vote a regular ballot should be informed of the opportunity to vote provisionally.





The Secretary of State has specific scenarios and situations that may be referenced as examples for why a Voter may vote provisionally. Find a copy of this in your Elections Forms Box in the Qualifying Voters Handbook or scan this QR code to view it online at:

https://www.sos.state.tx.us/elections/forms/Judgesclerks-handbook.pdf.

How to Process a Provisional Voter







To watch a video on how to process a Provisional Voter, scan this QR code.

Forms

Reasons to Vote Provisionally





Before the Voter goes through the Provisional Process make sure to look over the reasons below. If you have any further questions about the process, call the Judge's Resource Line, 713-755-1617, Option 04.

The reasons a Voter may vote Provisionally are:

- 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.

Where:

6.	Voter on list, but registered residence address is outside the	
	political subdivision.	
7.	Registered at Department of Public Safety (DPS): When:	

8. Other:	(please explain)
	· '

If records do not show a Voter as registered, but the Voter indicates they did register, the Judge must ask the Voter if they registered at DPS. If the Voter states they did, the Judge asks for the issue date on the Voter's driver's license. The Judge then goes to #7 and puts the date in the "When:" line. If the Voter remembers where, that can be added also.

Affidavit of Provisional Voter



The *Affidavit of Provisional Voter* is required for a Voter to cast a Provisional Ballot in the Vote Center when eligibility for voting in the standard way is in question.

9-5, 9/2023 Prescribed by Secretary of State Election Code Sec. 63.011

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Declaración Jurada de Votante Provisional / Bản Chứng Thệ Của Cử Tri Tạm Thời / 臨時選民具結書									
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, pariole, supervision, period of probation, or I have been pardonned. 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 unless I am convicted of an attempt, in which event it is a state jail felony. PARA QUE EL VOTANTE LO LLENE: Estoy inscribe come votation en esta elección (en persona o 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 cumpildo 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 julcio final de una corte de la legalización de un testamento, la respensable en de legalización de un testamento para la que se que no soy elegible, a menos que me condenen por un intento, en cuyo es trotalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor, y entiendo que es un delito grave de 2º grado votar en una elección para la que se que no soy elegible, a menos que me condenen por un intento, en cuyo es trotalmente incapacitado mentalmente o parcialmente para la que se que no soy elegible, a menos que me condenen por un intento, en cuyo es trotalmente incapacitado mentalmente o parcialmente para la que se que no soy elegible, a menos que meno es un delito menor, y entiendo que es un delito grave de 2º grado votar en una elecció									
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Check appropriate box: ARE YOU A UNITED apropiado: (¿SOY CIUDADANO/A DE LOS ES		EN? Marque el cuadro	Signatur	e of Voter: (Firma del Votar	nte) (Chữ Ký	của Cử Tri) (選民簽名)			
國公民嗎? ☐ YES (Si) (C6) (是)	NO (No)		v						
TO BE COMPLETED Precinct Registered	3Y ELECTI	ON JUDGE Ballot Style	A			BY THE COUNTY IR FOR STATUS Precinct			
VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION YES									
TO BE COMPLETED BY									
☐ Ballot returned by ve.	eturned by USPS id not apply for a Mail	CTI			Date VOTING BALLOT E DARD IN TEXAS ELECTION CO E Rejected				
Х									

The sections outlined in purple are where the DEVC, AEVC, PJ, or AJ need to complete the required information. The section outlined in green is for the Voter to complete and the Judge to verify. The sections outlined in red are not for use in the Vote Center and will be completed later in processing. On the following pages is a detailed description of how to complete the Affidavit of Provisional Voter.

NOTE: DEVC, AEVC, PJ, or AJ may NOT pre-sign Affidavit of Provisional Voter, Reasonable Impediment Declaration, and Request to Cancel Ballot By Mail forms.

Signatures MUST only be added as paperwork is completed.

Type of Election

General

oll Code where voting 11134

Date of Election 5/3/2025

Authority Conducting Election **Harris County**



Affidavit of Provisional Voter

Declaración Jurada de Votante Provisional / Bản Chứng Thệ Của Cử Tri Tạm Thời / 臨時選民具結書

O BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already roted 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 rote in an election for which I know I am not eligible unless I am convicted of an attempt, in which event it is a state jail felony. ARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aún no he votado en esta elección (en persona o 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 ndultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente ncapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor, y entiendo que es un delito grave de 2º grado votar en una elección para la que sé que no soy elegible, a menos que me condenen por un intento, en cuyo caso es un delito grave de cárcel estatal. ĐƯỢC HOÀN TẤT BỞI CỬ TRI: Tôi là cử tri đã ghi danh của phân khu chính trị này và ở khu bầu cử mà tôi đang cố gắng bầu phiếu và chưa bầu phiếu trong cuộc vầu cử này (trực tiếp hoặc bầu qua thư). Tôi là cữ dân của phân khu chính trị này, cuối cùng chưa từng bị kết án trọng tội hoặc nếu bị trọng tội, tôi đã hoàn thành tất cả hình phạt của mình bao gồm bất kỳ thời gian bị giam giữ, tạm tha, giám sát, thời gian quần chế, hoặc tôi đã được ẩn xá. Tôi không bị xác định bởi phán quyết cuố cùng của tòa án thi hành thấm quyền là tôi bị mất khả năng tâm thần hoàn toàn hoặc mất một phần khả năng tâm thần và không có quyền bầu cử. Tôi hiếu rằng việc cung cấp thông tin sai lệch khi tuyến thệ là một tội nhẹ, và tôi hiểu rằng việc bầu phiếu trong một cuộc bầu cử mà tôi biết mình không hội đu điều kiện là phạm trong tội cấp độ 2 trừ khi tối bị kết án vi tội cố ý, trong trường hợp đó là phạm trong tội của nhà tủ tiểu bang. 由選民填寫:我是該政治選區的登記選民,我打算在該選區投票但尚未在本文選舉中投票(親自或通過郵遞)。 我是這個政治選區的居民,沒有最終被判犯有重罪,或 如果是重罪犯,我已經完成了所有的懲罰,包括任何監禁、假釋、監督、緩刑,或者我已被赦免。法院的最終判決並未宣布我在精神上無行為能力或部分精神上無行為能 力而喪失投票權。我瞭解在宜誓下作偽證是輕罪,並且我瞭解如果我知道自己沒有資格參加選舉投票卻仍然投票即屬於第2級重罪,在這種情況下,即是州監獄重罪。 Last Name (Include suffix if any) Apellido (Añade el sufijo, si lo hay) Họ (Kê c Middle Name (if any) (Segundo nombre (si tiene) Tên Đệm (nếu có) 中間名 (若有) Former Name (Nombre anterior) (Tên Cũ) (曾用 ứng sau nếu có) 姓氏 (包括後綴 6 Woodrow 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 local de su Phone Number (Optional) Teléfono (Optativo) Số Điện esidencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.) (Địa Chỉ Cư Ngụ: Số Nhà Tên Đường và Số Phòng, T Bang, và Số Vùng. Nếu không có, xin miêu tả nơi quý vị cư ngụ (Không được để địa chỉ Hộp Thư PO, Địa Chỉ Đường Làng hoặc địa chỉ thươ 地址: 街名地址和公寓號、市、州和郵遞區號。如果沒有,請詳細說明居住地點(請勿用郵局信箱號碼、郊外路線名稱或商號地址) Tiểu Thoại (Không bắt buộc) 電話 碼(可不填) 2431 Main St. Unit A Houston, TX 77002 (832) 876-5432 Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. Date of Birth: Month, Day, Year (Fecha Gender: (Optional) (Sexo (Optativo)) Dirección postal: Ciudad, Estado y Código Postal, si no es posible entregarle correspon domicilio). (Địa Chỉ Gửi Thư: Thành Phố, Tiểu Bang, và Số Vùng. Nếu không thể chuyển Giới tính:(Khôn de nacimiento: mes, día, año)(l ôc) 性別: (可填 Tháng Năm Sanh: Tháng, Ngà 或不填) ur ngu của quý vi.) 郵寄地址:市、州和郵遞區號。如果郵寄無法送達您的居住地址 Female (Mujer)(Nữ)(女) Male (Hombre) (Nam) (男) 05/13/1978 2431 Main St. Unit A Houston, TX 77002 X Driver's License No. or Personal I.D. No. (Issued by TX | Social Security No. (last 4 digits required if you do not have a I have not been issued a TX driver's DPS) Número de su licencia de conducir de Texas o de su driver's license or I.D. number) Número de Seguro Social. (Si no license/personal identification number or Social Cédula de Identidad expedida por el Departamento de Seguridad Publica de Texas). Só Bang Lái Xe cua tiêu bang tiene licencia de conducir ni identificación personal, se requiere los Security Number. (No me han expedido una licencia d últimos 4 números de su seguro social) Số An Sinh Xã Hội (4 số conducir de Texas/Cedúla de identidad personal de ΓX hoặc số ID Cá Nhân (do Sở An Toàn Công Cộng D cuối của số An Sinh Xã Hội cần phải có nếu quý vị không có Texas ni un Número de Seguro Social.) (Tôi c ap) TX 州駕駛執照號碼或個人身份證號碼(由 TX bằng lái xe hoặc số ID cá nhân) 社會安全號碼 (如果您沒 được cấp bằng lái xe của TX/số ID cá nhân h 照或個人身份證號碼,請提供社會安全卡最後的4位數字 Sinh Xã Hội.) 我沒有 TX 州駕駛執照號碼/個 9 6 4 8 6 XX-XXX-Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: (¿SOY CIUDADANO/A DE LOS ESTADOS UNIDOS?) 在適當方格内 Signature of Voter: (Firma del Votante) (Chữ Ký của Cừ Tri) (選民簽名) Noe Voter 國公民嗎?

1. Type of Election: Primary, General, Joint,

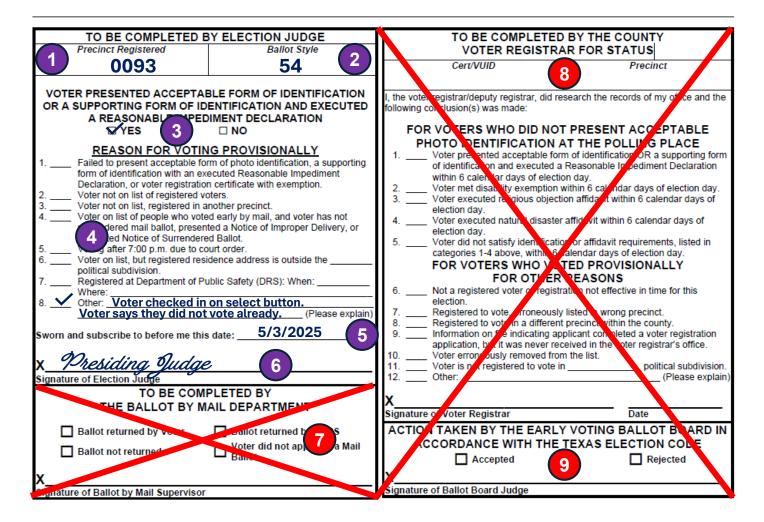
NO (No) (Không) (否)

YES (Si) (Có) (是)

- 2. Poll Code: SRD# (EV) or poll code (ED).
- 3. Date of Election: Write the date of Election Day (not the current date)
- 4. Authority Conducting Election: Harris County Elections.
- 5. Last Name: Voter writes last name.
- 6. First Name: Voter writes first name. Add middle and former name if applicable.
- 7. Residence Address: Voter writes address.
- 8. Phone Number: Voter writes their phone number. This is not required, but helpful in case it is necessary to contact them about their ballot.

- 9. Mailing Address: Voter writes mailing address, if different than their residence address.
- 10. Gender: (optional) Voter can indicate gender.
- 11. Date of Birth: Voter writes in date of birth.
- 12. Texas Driver's License Number or TX ID: Voter's Texas DL or ID number goes here.
- 13. Social Security Number: Voter writes ONLY last 4 digits of Social Security (ONLY if no TX ID).
- 14. Check this box ONLY if they have not been issued a TXDL, TX ID, or SSN: Voter checks box if appropriate.
- 15. Check appropriate box indicating if Voter is a **U.S. Citizen:** Voter checks appropriate box.
- 16. Signature of Voter: Voter MUST sign here.

Forms



- 1. Precinct Registered: Write the precinct in which the Voter is registered. The Precinct is on the ePollBook in voter information at the top, right-hand side. It is also available by calling 713-755-1617 option 04.
- 2. Ballot Style: The Ballot Style is also on the ePollBook in voter information at the top, right-hand side, after the dash.
- 3. Has the Voter presented an Acceptable Form of ID, or a Supporting Form of ID and executed a Reasonable Impediment Declaration: Judge selects the appropriate box.
- 4. Reason for Voting Provisionally: Mark the reason Voter is voting provisional, numbers 1 through 8. Add additional information when requested on 6 and 7. Number 8 can be used to add information pertaining to reasons 1-7. It is very important to add detailed information that can be used when processing an affidavit. Attach separate page if needed to include all information.
- 5. Sworn and subscribe to before me this date: Write in that day's date.
- **6. Signature of Election Judge:** ****IMPORTANT**** PJ, AJ, DEVC, or AEVC **MUST** sign or the affidavit cannot be processed and the ballot potentially counted.
- 7. Completed by Ballot By Mail Department: DO NOT write anything here.
- 8. Completed by Voter Registrar: DO NOT write anything here.
- **9. Completed by Early Voting Ballot Board:** DO NOT write anything here.

Instructions: Affidavit of Provisional Voter



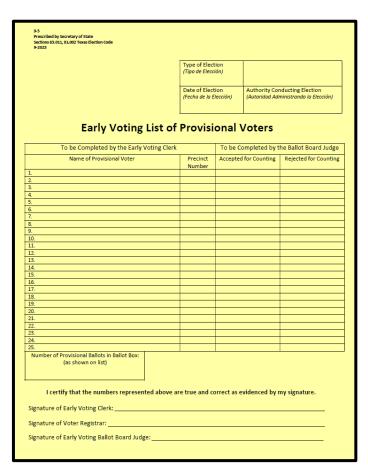


While Clerks can assist in the completion of many Voters' forms, **only Judges** may complete an *Affidavit of Provisional Voter* form.

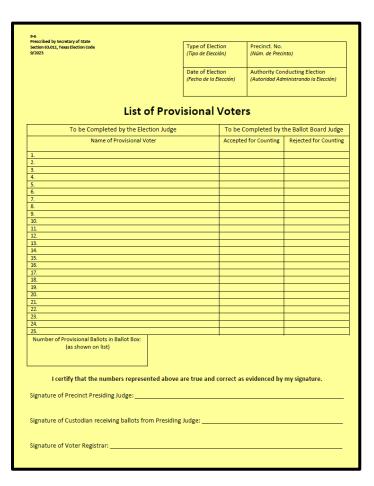
- 1. Instruct the Voter to read and complete the entire top portion of the *Affidavit* of *Provisional Voter* below the election information. When they are finished, they will return it to the Judge.
- 2. DEVC, AEVC, or a Judge completes the top section of the *Affidavit of Provisional Voter* above the Voter section. The "Type of Election" and the "Poll Code" are found on various forms in the Elections Forms Box. On Election Day, it is also on the Judge's Envelope received at Supply Handout.
 - Examples of types of elections include "Joint", "General", Special" and "Primary" elections.
 - The "Authority Conducting Election" is Harris County Elections.
 - Remember to review the voter section, ensuring the information is complete and readable.
 - Ensure that the Voter signs the affidavit.
 - 3. DEVC/AEVC & Judge Section (bottom left)
 - If the Voter is not in the ePollBook, call 713-755-1617, Option 04 to request the Precinct Number for the Voter's address and their Ballot Style number. Put this information on the Affidavit of Provisional Voter form under the section labeled "TO BE COMPLETED BY ELECTION JUDGE."
 - Select "Yes" or "No" to the question "Voter presented an acceptable form of ID." If the Judge does not do this, they will be asked to come in immediately after the election to complete the form.

- Select the reason the Voter is voting provisionally. If 1 through 7 is chosen, and the DEVC/AEVC or Judge needs to add any additional details or explanation to help when processing the affidavit, put this information in #8 - Other. If more space is needed to add information, put it on paper and attach it to the affidavit with a paper clip.
- The Judge MUST sign and date the form. If the Judge does not do this, they will be asked to come in immediately after the election to complete the form so the affidavit can be processed and the ballot potentially counted.
- Be certain to fill out all required fields in the Voter and Judge sections and ensure both the Judge and Voter sign.
- 4. After the Voter and Judge have filled out the form and the Judge has processed the Voter in the ePollBook, the Judge uses any available Controller on one of the Qualifying Tables to read the barcode from the ePollBook.
 - The Judge confirms that the Precinct and Ballot Style number on the Controller screen matches the Precinct and Ballot Style number on the *Affidavit of Provisional Voter*.
 - If they match, the Judge taps the box labeled, "Mark as Provisional" and then taps the button that indicates, "Yes, this is correct".
 - A long access code tape prints. It includes a provisional stub at the bottom the Voter will need to sign.
 - If the Judge is not able to issue an access code, immediately call the Judge Resource Line, **713-755-1617**, **Option 04**, for help.

- 5. The Voter both prints and signs their name at the bottom of the access code tape:
 - At the dotted line, tear off the access code at the top and give it to the Voter along with Ballot Paper.
 - Instruct the Voter to return to a Judge with their printed ballot. It is not put into the Scan.
 - The Scan does not accept Provisional Ballots.
- 6. While the Voter goes to vote, the Judge places the signed bottom portion of the access code tape in the pouch formed by the last page of the *Affidavit of Provisional Voter* form.
- 7. The Judge then puts the Voter's name on the yellow *List of Provisional Voters* form found in the Elections Forms Box.



Early Voting List of Provisional Voters form



Election Day List of Provisional Voters form

8. When the Voter returns with their printed ballot, the Judge gives them a small manila Secrecy Envelope. These are found in the Elections Forms Box. Instruct Voters to only fold Provisional Ballot in half once, bringing bottom edge up to meet top edge, before putting in the secrecy envelope. If a Voter folds it more than once, ask them to unfold the extra folds.

9. The Voter puts the brown Secrecy
Envelope into the pouch formed by the
last page of the Affidavit of *Provisional*Voter where the signed lower portion of
the access code tape has already been
placed.



- 10. The Voter seals the ballot inside the *Affidavit of Provisional Voter* pouch by removing the plastic strip of tape and pressing down the glue on the adhesive flap.
- 11. The Voter deposits their Affidavit of Provisional Voter in the brown Provisional Ballot Box. Remove seal if slot is needed to deposit an affidavit. Reseal at end of day. The Provisional Ballot Box arrives locked.
- 12. Before leaving the Vote Center, every Provisional Voter **must** be given one of the two styles of Notice to Provisional Voter forms.



NOTE: DO NOT remove the top page of the *Affidavit of Provisional Voter*. It needs to remain attached and placed in the Provisional Ballot Box to be used when the affidavit is processed.



Provisional Voter - Reason #1 (requires curing)

- Voters unable to show ID at the Vote Center will need to take their ID to
 one of the locations shown on the form Notice to Provisional Voter with ID
 Voter Cure Map to cure their provisional affidavit. This is a legal-size paper
 form in 4 languages.
- The Judge MUST place a date sticker at the top, which is the cure by date, before giving it to the Voter.
- The Judge MUST complete the bottom portion of the form before giving it to the Voter.
- This form has instructions the Voter will need to follow to cure their affidavit.
- Voters will need to take their List A or List B ID when curing.
- If a Voter does not cure their affidavit, it can not be processed.
- The Voter will be notified 30 days after the election whether their Provisional Ballot was accepted for counting.

Does Not Require Curing



Provisional Voter - Reasons #2 through #8 (does not require curing):

- If the reason for voting provisional was #2 through #8, the Judge gives the Voter a *Notice to Provisional Voter* form. This is a standard size paper form in 4 languages.
- The form tells the Voter they will be notified 30 days after the election whether their Provisional Ballot was accepted for counting.

Prohibition of Items in the Vote Center

Cell Phone and Electronic Device Usage



Voters may not use a wireless communication device, or any mechanical or electronic means of recording images or sound, within a room in which voting is taking place (TEC Sec. 61.014) or within 20 feet of a parking space designated for Curbside Voting (TEC Sec. 61.003).

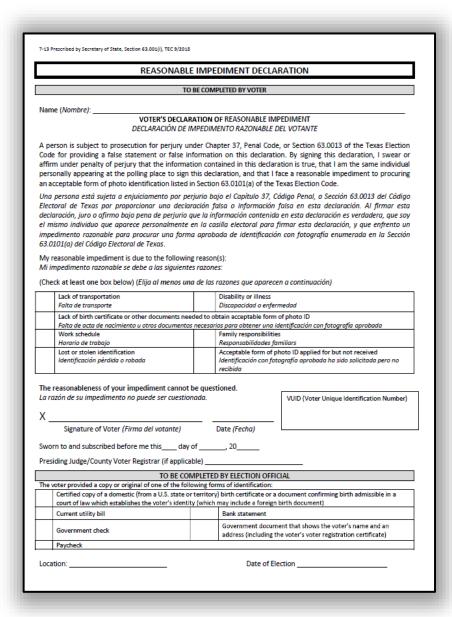


Printed Voter Guides



Voters may use printed voter guides in the Voting Booth, such as written notes, flyers from electioneers, or sample ballots. Election Workers must periodically check each Voting Booth and common areas of the Vote Center for written materials that Voters may have left or discarded (TEC Sec. 61.011(a)). An Election Worker must remove any printed guides left behind from the sight of other Voters (TEC Sec. 61.011(b)). Voters with notes in their phones must leave the Vote Center and transfer the information to paper which can be used in the Voting Booth.

Reasonable Impediment Declaration (RID)



- 1. If a Voter does not possess an ID from List A, the Election Worker sends the Voter to the DEVC, AEVC, PJ or AJ. They will provide the Voter with a Reasonable Impediment Declaration (RID) and ask the Voter if the information on the form would apply to their situation, explaining that the form will be used with a form of ID from List B (TEC Sec. 63.001(i)).
- 2. If the Voter says it does apply, they will qualify to vote using a RID form.

NOTE: If the Voter says it does not apply, they must vote a Provisional Ballot.

- 3. After the Voter completes the Reasonable Impediment Declaration form, they return it to the Judge and present one of the forms of supporting ID from List B.
- 4. The Judge should confirm the form is completely and accurately filled out, then sign and date it. They also indicate on the *RID* which supporting form of ID was presented to them.

Reasons a Voter may qualify for a RID:



- A. Lack of Transportation
- B. Disability or Illness
- C. Lack of birth certificate or other documents needed to obtain acceptable form of photo ID
- D. Work Schedule

- E. Lost or Stolen ID
- F. Family Responsibilities
- G. Accepted Form of ID applied for but not received
- The Election Worker may not question the Voter about their circumstances.
- The Election Worker may not question the reasonableness of the Voter's reasonable impediment.
- If the Voter has the List B ID, but does not have it with them, they can go home
 and get it. Once they return, they can fill out a RID form and show their List B ID.
 The Election Worker can check the Voter in on the ePollBook, and they will vote
 regularly.
- If the Voter has the List B ID, but does not have it with them, they can choose to vote a Provisional Ballot and cure their provisional by showing the List B ID within 6 days of Election Day at one of the locations on the Notice to Provisional Voter with Cure Map for ID Voter that the Election Worker gives to them. They fill out the RID form when curing their Provisional Ballot at one of the location on the map.



Examples of Reasonable Impediment Declaration IDs (List B)

Copy of or Original other government documents

- Must include Voter's name and address (address does not have to match voter's registration address)
- · It must be an original document if it contains a photograph
- If the Voter's name appears on the list of registered voters (ePollBook), but does not match exactly to the ID provided, the Similar Name box must be initialed by the Voter
- Must be issued by the federal government, a federally recognized tribal government, or a state or local
 government in the U.S.

Examples of other government documents:

- · Driver's licenses from other states
- ID cards issued by federally recognized Native American tribes
- DPS Receipts (without a photo)
- · Expired voter registration certificates
- Expired Texas DPS-issued drivers licenses or personal cards (over 4 years)

Examples of documents NOT included:

- Social Security Card
- · State College IDs (if no address)
- State/Federal Employee ID Card (if no address)
- Library Cards (if no address)



Copy of or Original Paycheck



Copy of or Original Government Check



Voter Registration Certificate



Copy of or Original Current Utility Bill



Copy of or Original of a Certified Domestic Birth Certificate

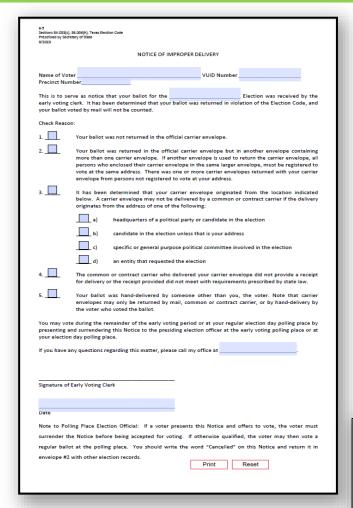


Copy of or Original Bank Statement

A laminated copy of List B examples is in the Elections Forms Box.

NOTE: DEVC, AEVC, PJ, or AJ may NOT pre-sign *Affidavit of Provisional Voter*, *Reasonable Impediment Declaration*, and *Request to Cancel Ballot By Mail* forms. Signatures MUST only be added as paperwork is completed.

Request to Cancel Ballot by Mail



If the Voter does not surrender a Mail Ballot, a Notice of Improper Delivery, or a Notice of Surrendered Ballot by Mail, the Judge must let the Voter know their only option is to vote provisionally. The Voter will need to complete an Affidavit of Provisional Voter. The Judge will mark reason number 4 on the affidavit. The Voter is checked into the ePollBook by the Judge to vote a Provisional ballot.

When an ePollBook select button for a Voter is red and indicates a Mail Ballot was "Requested," "Sent" or "Received" the Voter will be sent to the DEVC, AEVC, PJ or AJ. The Voter will need to fill out a Request to Cancel Ballot by Mail for Use in the Polling Place form.

If the Voter surrenders a Mail Ballot,

Notice of Improper Delivery, or Notice of

Surrendered Ballot by Mail, the Judge

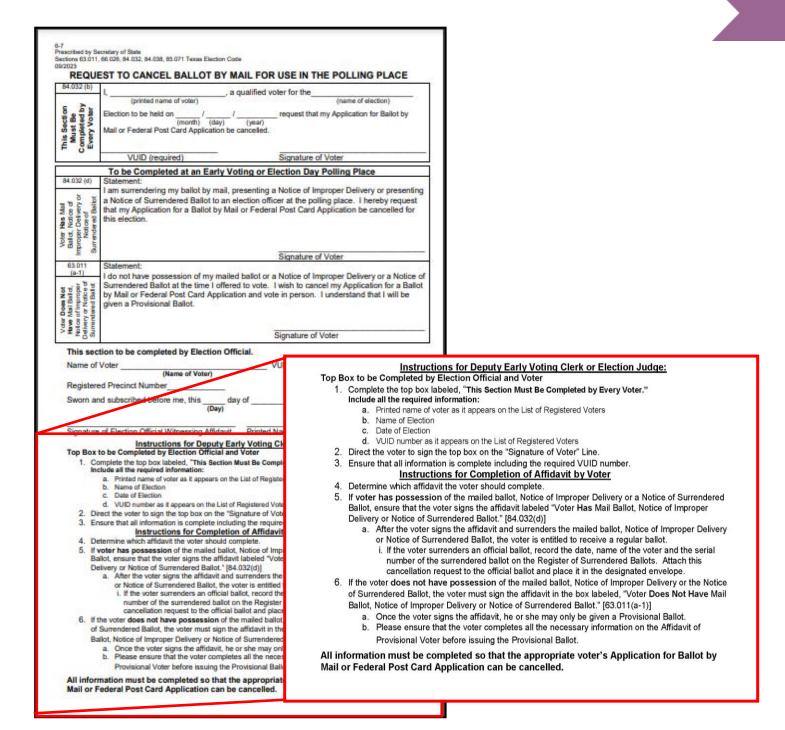
must review the document to confirm it is

for the current election before accepting it.

The Voter is checked in to the ePollBook

by the Judge to vote in the standard way.

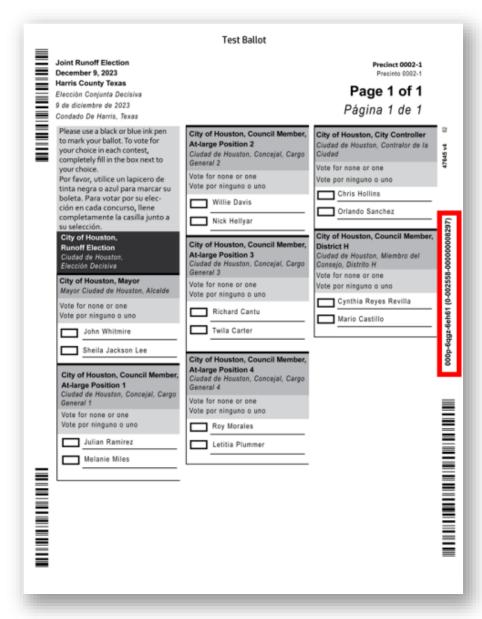
Section 84.031 Texas Élection Code 9/2023	Prescrito por el Secretario de Estado Sección 84.031, Código Electoral de Texas
	RENDERED BALLOT BY MAIL ETA POSTAL RENUNCIADA
To the Presiding Judge or Deputy Early Votin (Para el Juez Presidente o el Secretario Adju	
This is to certify that (Se certifica que)	
Name of voter (Nombre del votante) VUID # (N	lúmero del votante) Precinct Number (Número de precinto)
the Early Voting Clerk, and has not voted by r (ha renunciado a su Boleta Postal (ABBM)	or Federal Post Card Ballot by Mail (FPCA) at the Office of mail. The voter is eligible to vote a regular ballot. por sus siglas en inglés) o a su Boleta Postal de Tarjeta s) en la oficina del Secretario de Votación Adelantada y no para votar una boleta regular.)
Name of County (Nombre del Condado)	Signature of Early Voting Clerk (Firma del Secretario de Votación Adelantada)
	Prescrito por el Secretario de Estado Secolon 84.031, Código Electoral de Texas RENDERED BALLOT BY MAIL
To the Presiding Judge or Deputy Early Votin	
(Para el Juez Presidente o el Secretario Adju This is to certify that (Se certifica que)	nto de Votación Adelantada):
Name of voter (nombre del votante) VUID 9	# (número del votante) Precinct Number (número de precinto)
has surrendered their Ballot by Mail (ABBM) the Early Voting Clerk, and has not voted by in (ha entregado su Boleta por Correo o Tal	or Federal Post Card Ballot by Mail (FPCA) at the Office of mail. The voter is eligible to vote a regular ballot. rjeta Federal Postal Boleta por Correo en la oficina de votado por correo). El votante es elegible para votar una



- All Voters with a red "Select" button pertaining to a mail ballot issue need to fill
 out a Request to Cancel Ballot by Mail For Use In The Polling Place form. This
 form, with instructions, can be found in the Elections Forms Box.
- If the Voter has their Mail Ballot or other document eligible for surrender at home, they can retrieve it and return to the Vote Center, or they can elect to vote provisionally.
- This Request to Cancel Ballot by Mail For Use In The Polling Place form cancels the Mail Ballot for this election only.

Processing a Cancel Mail Ballot Voter





- A Voter with a red select button is sent to the DEVC/AEVC/PJ/AJ. The Judge looks the Voter up in their ePollBook
- The Voter is asked if they have one of the following documents to surrender.
- Mail Ballot
- Notice of Improper Delivery
- Notice of Surrendered
 Ballot
- If the Voter surrenders a document, confirm it is for this election.
- 4. The Voter and Judge fill out the Request to Cancel
 Ballot By Mail For Use In the Polling Place form.
- Only one page is needed if the Voter surrendered a Mail Ballot, but accept all if more pages are surrendered. Write "cancel" on all pages surrendered and paper clip to the form.
- 6. Check the Voter into the ePollBook. Once the red select button is tapped, there will be a choice to select "Surrender Mail Ballot" or "Record Provisional Affidavit." Select the button needed for this Voter depending if they surrendered documents or not.

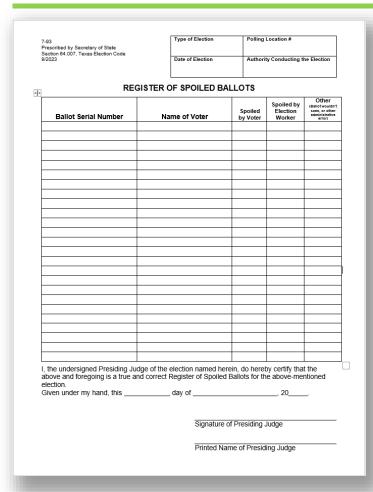
	tary of State	Type of Election	Pollir	g Location #
Sections 66.026, 66. Fexas Election Code 09/2023	.051(b), 84.032(d-1), 85.071	Date of Election	Autho	ority Conducting the Election
	REGISTER OF	SURRENDERED BAL	LOTS BY N	1AIL
Date Ballot by Mail was	Name	of Voter		ot Serial Number Not Ballot Style)
Surrendered	Ivairie	or voter	1	NOT Ballot Style)
			-	
			1	
			+	
			1	
	e used for Early Voting or nd the election official hav	el A Ballot by Mail for Use in Election Day. e completed the Request to	-	
Folling Place, ex Form Instruction 1. Write the date 2. Write the vote 3. Write the ser 4. Verify that the 5. Attach the Re Early Voting:	e that the ballot was surre er's name on the form. ial number of the official be e word "cancelled" was we equest to Cancel a Ballot Place the cancelled ballo	endered at the polling place. In allot that was surrendered. I ritten on all pages of the ball by Mail for Use in the Polling t and request in the designa	ot as well as bo Place to the ca	th sides. [TEC 84.033(c)] ancelled ballot.
Folling Place, ex Form Instruction. Write the date water. Write the vote. Write the vote. Write the ser. Attach the Rearry Voting: locked contain Election Day: Election Day:	ns: e that the ballot was surre er's name on the form. ial number of the official be eword "cancelled" was we equest to Cancel a Ballot Place the cancelled ballot iner. : Place the cancelled balk : Deposit the Envelope for	allot that was surrendered. I ritten on all pages of the ball by Mail for Use in the Polling t and request in the designa of and request in the Envelor Requests and Cancelled B	ot as well as bo p Place to the ca ted envelope an pe for Requests allots in Ballot E	th sides. [TEC 84.033(c)] ancelled ballot. and place in a separate and Cancelled Ballots. lox #4 at the end of day.
Polling Place, ex Form Instruction. Write the data. Write the vot. Write th	ns: e that the ballot was surre er's name on the form. ial number of the official be eword "cancelled" was wa squest to Cancel a Ballot Place the cancelled ballo iner. Place the cancelled ballo iner. Deposit the Envelope for ded Deputy Early Voting Cle and Deputy Early Voting Cle	allot that was surrendered. I ritten on all pages of the ball by Mail for Use in the Polling t and request in the designa bt and request in the Envelop Requests and Cancelled B: erk (Early Voting) or Presidin bove and foregoing is a true	ot as well as bo p Place to the co ted envelope and pe for Requests allots in Ballot E g Judge (Electi	th sides. [TEC 84.033(c)] ancelled ballot. Ind place in a separate and Cancelled Ballots. Iox #4 at the end of day. Ion Day) of the election
Polling Place, ex Form Instructio 1. Write the dat 2. Write the vot 3. Write the ser 4. Verify that the 5. Attach the Re Early Voting: locked contai Election Day: Lilection Day: 4, the undersigne the undersigne the undersigne the undersigne the undersigne the undersigne the undersigne the undersigne	ns: e that the ballot was surre er's name on the form. ial number of the official be e word "cancelled" was wa equest to Cancel a Ballot Place the cancelled ballo iner. Place the cancelled ballo iDeposit the Envelope for do Deputy Early Voting Clo to hereby certify that the a or the above-mentioned el	allot that was surrendered. I ritten on all pages of the ball by Mail for Use in the Polling t and request in the designa bt and request in the Envelop Requests and Cancelled B: erk (Early Voting) or Presidin bove and foregoing is a true	ot as well as bo place to the cated envelope as be for Requests allots in Ballot E g Judge (Electi and correct Re	th sides. [TEC 84.033(c)] ancelled ballot. do place in a separate and Cancelled Ballots. box #4 at the end of day. on Day) of the election gister of Surrendered
Polling Place, ex Form Instructio 1. Write the dat 2. Write the vot 3. Write the ser 4. Verify that the 5. Attach the Re Early Voting: locked contal Election Day: the undersigne named herein, de Ballots by Mail fo Given under my	ns: e that the ballot was surre er's name on the form. ial number of the official be eword "cancelled" was we equest to Cancel a Ballot Place the cancelled ballot iner. : Place the cancelled ballot iner. : Place the Envelope for id Deputy Early Voting Clo o hereby certify that the a or the above-mentioned el hand, this	pallot that was surrendered. It tritten on all pages of the ball by Mail for Use in the Polling t and request in the designa of and request in the Envelop r Requests and Cancelled Bi erk (Early Voting) or Presidin bove and foregoing is a true ection.	ot as well as bot place to the cited envelope at the for Requests allots in Ballot E g Judge (Electiand correct Re	th sides. [TEC 84.033(c)] ancelled ballot. do place in a separate and Cancelled Ballots. box #4 at the end of day. on Day) of the election gister of Surrendered

- 7. If the Voter surrendered a Mail Ballot, the Voter's name is added to the Register of Surrendered Ballots By Mail form. The mail ballot serial number and date it was surrendered are also added. The serial number is found in the middle on the right edge of the Mail Ballot.
- 8. Paper clip together the completed Request to Cancel Ballot By Mail For Use In the Polling Place form and any surrendered forms.
- Place into Ballot Box #4 (green).

NOTE: If a Voter's red select button says "Mail Ballot Received", this indicates Harris County is in possession of the Voters. The Voter is only able to cast a Provisional Ballot. They still need to fill out the *Request to Cancel Ballot By Mail for Use in the Polling Place* when voting provisionally.

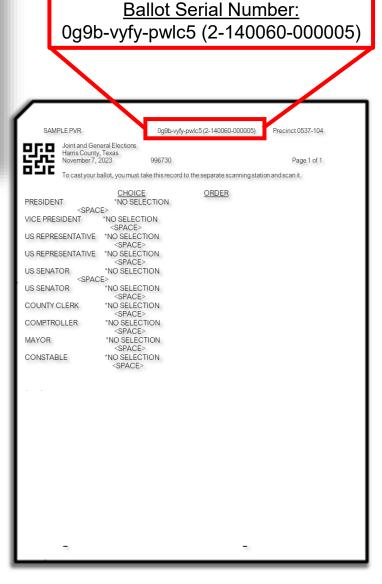
NOTE: DEVC, AEVC, PJ, or AJ may NOT pre-sign *Affidavit of Provisional Voter*, Reasonable Impediment Declaration, and Request to Cancel Ballot By Mail For Use in the Polling Place forms. Signatures MUST only be added as paperwork is completed.

Register of Spoiled Ballots

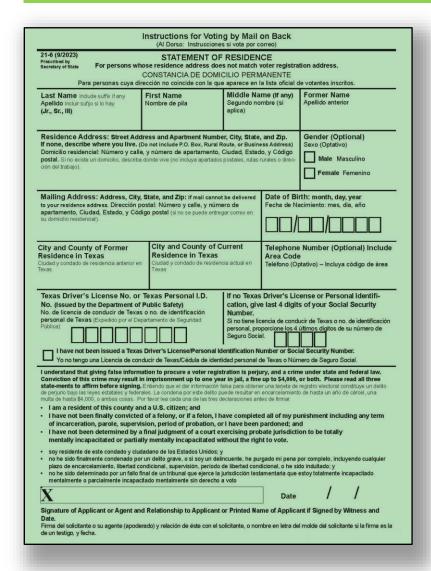


The Ballot Serial Number is required in column 1. DO NOT write the Precinct Number - Ballot Style in column 1.

To find the "Ballot Serial Number", look on the printed Ballot at the top center. It is to the left of the Precinct Number - Ballot Style.



Statement of Residence Form (SOR)



The need for a Voter to fill out a Statement of Residence (SOR) form is triggered by one of two things:

- Voter responds they no longer live at the address in the ePollBook where they are registered.
- Voter has a yellow select button that says "SOR Required."

These Voters MUST fill out an SOR before being qualified to vote. If they do not fill out the SOR, they will be required to vote a Provisional Ballot (63.0011(c)).

Voters who moved but still live in Harris County can still vote in Harris County. Voters who moved out of Harris County may be able to vote a limited ballot in their new county during Early Voting only.

The Qualifying Clerk gives the Voter a SOR form. Asks them to fill it out at the greeter table with their new address, then return with the completed form.

- While the Voter is filling out the *Statement of Residence* form, the Qualifying Clerk must process other Voters in line.
- Voters who fill out the form do not need go to the back of the line. They are
 qualified as soon as the Qualifying Clerk finishes with the current Voter.

Omissions List ePollBook Edit Form

			Type of Election (Tipo de Elección)	Precinct. No. (Núm.
			Date of Election (Fecha de la Elección)	Authority Conducting Election (Autoridad Administrando la Elección)
Fill out th	ne entire form below for		List ePollBook Edit	t Form correct in the ePollBook. Put a check mark
	ny item that was edited			At the bottom of the page explain the reas
	Examples: Misspe Wrong	led voter's name PCT-Ballot Style wa Birth was entered i		
Edited	Item		Voter Info	rmation
	Today's Date			
	Voter's Name			
	Street Address			
	City, State, Zip			
	Date of Birth			
	VUID#			
	Voter PCT-Ballot Style			
	Phone # (optional)			
	PCT # on Certificate			
	TX ID # (optional)			
	Voter in Suspense?	Yes or No		
What is t	he reason an edit was no	eeded?		
gnature	of Judge:Pla	ce completed form	in the green Voter Registra	ation Envelope

If a mistake occurs when entering data in the *Omissions List* in the ePollBook, this form will be the **only** course of action able to correct the error.

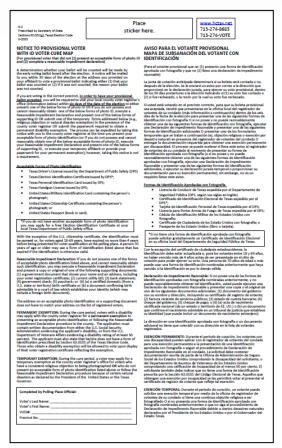
The person who entered the incorrect information into the ePollBook is responsible for submitting the *Omissions List ePollBook Edit Form*.

Once completed, the DEVC, AEVC, PJ, or AJ should submit a Handy Message. Choose the message informing the Voter Registrar there is a completed *Omissions List ePollBook Edit Form*.

Submit this form at the end of Early Voting or Election Day with the *Statement of Residence Forms*.



Notice to Provisional Voter with ID Voter Cure Map — This is a double-sided form given to Provisional Voters who have reason number one checked.





The DEVC/AEVC or PJ/AJ MUST:

- 1. Give form to any Voters who have reason #1 checked on provisional affidavit
- 2. Place the Cure Date Sticker on the front of the form at the center top.
- 3. Complete the required information on the bottom.
- 4. Explain to the Voter they have until the cure date to go to one of the locations and show their ID so their provisional affidavit can be cured.



	eted by BOTH the DEVC & AEVC s below according to the equipment ass	Today's Date:signed. Both DEVC & AEVC sign when completed.
	are logged, Controller & Scan tapes for	
SRD:	Election Title:	Election Date:
DEVC:		AEVC:
		day of Early Voting when opening polls. From the secon ould match the closing number from the night before.
Enter # of Scans	assigned to Vote Center:	
#1: purple tape		#2: purple tape
Serial #		Serial #
Opening Ballot C	Counter#	Opening Ballot Counter#
Closing Ballots C	Cast#	Closing Ballots Cast #
#3: purple tape		#4: purple tape
Serial #		Serial #
Opening Ballot C	Counter#	Opening Ballot Counter#
Closing Ballots C	Cast#	Closing Ballots Cast #
closing number f	R: From the second to the last day of from the night before.	f Early Voting the opening number should match the
Enter # of Contro #1: white tape	from the night before.	#2: pink tape
Enter # of Contro #1: white tape Serial #	offrom the night before.	#2: pink tape Serial #
Enter # of Contro #1: white tape Serial # Opening Ballot C	from the night before. Dillers assigned to Vote Center:	#2: pink tape Serial # Opening Ballot Counter #
Enter # of Contro #1: white tape Serial # Opening Ballot C Closing PVRs Pri	from the night before. Dillers assigned to Vote Center: Counter# inted Today #	#2: pink tape Serial # Opening Ballot Counter # Closing PVRs Printed Today #
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Early Voting Daily Reconciliation Envelope

- Must be completed by both the DEVC and AEVC daily.
- Be sure to complete all fields for each device assigned to the Vote Center.
- The tapes for each day should be stored inside of the envelope for that day.



	Must ONLY be comp	leted by BOTH Election Judges.
I - Please fill in the	boxes below according to the	e equipment assigned to you.
2 - Both Presiding	Judge (PJ) and Alternate Jud	ge (AJ) sign when form is completed at closing.
8 - After AM or PM	numbers are logged, Controll	er tapes go in the ENVELOPE FOR DEVICE
REPORTS/TAPES		
4 - After filling in op	ening numbers place this for	m in the Work Folder until needed for closing.
5 – After filling in cl	osing numbers separate the	pages of the form and file as listed at bottom.
Poll Code:	Election Title:	Election Date:
PJ:		A.J:
numbers posted in the correct number Enter total # of Co	nside the Supply Cabinet do	
numbers posted in the correct numbe	ed during Early Voting the one of the Supply Cabinet does not a second control of the Supply Cabinet does not be second control of the	oor. Call immediately if the numbers on the tapes are n
numbers posted in the correct number Enter total # of Co #1: white tape	sed during Early Voting the nside the Supply Cabinet do rs.	or. Call immediately if the numbers on the tapes are numbers
numbers posted in the correct number Enter total # of Co #1: white tape Serial #	ned during Early Voting the denside the Supply Cabinet dens. Introllers assigned to Vote Ce	oor. Call immediately if the numbers on the tapes are n nter: #2: pink tape Serial #
numbers posted in the correct number Enter total # of Co #1: white tape Serial # Opening Ballot Co	ned during Early Voting the denside the Supply Cabinet dens. Introllers assigned to Vote Ce	nter: #2: pink tape Serial # Opening Ballot Counter #
numbers posted in the correct number Enter total # of Co F1: white tape Serial # Opening Ballot Cc Closing Total PVR # of Provisionals #3: green tape	ned during Early Voting the denside the Supply Cabinet dens. Introllers assigned to Vote Ce	#2: pink tape #2: pink tape Senal # Opening Ballot Counter # Closing Total PVRs Printed # # of Provisionals #4: blue tape
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numbers posted in the correct number in the correct number. Enter total # of Co F1: white tape Serial # Opening Ballot Co Closing Total PVR # of Provisionals #3: green tape Serial # Opening Ballot Co Closing Total PVR # of Provisionals #4: yellow tape Serial # Serial # Opening Ballot Co Closing Total PVR # of Provisionals #5: yellow tape Serial #	sed during Early Voting the conside the Supply Cabinet dors. Introllers assigned to Vote Cestrollers a	#2: pink tape #2: pink tape Serial # Opening Ballot Counter # Closing Total PVRs Printed # # of Provisionals #4: blue tape Serial # Opening Ballot Counter # Closing Total PVRs Printed # # of Provisionals #4: blue tape Serial # Opening Ballot Counter # Closing Total PVRs Printed # # of Provisionals #6: second white tape Serial #
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numbers posted in the correct number in the correct number. Enter total # of Co F1: white tape Serial # Opening Ballot Co Closing Total PVR # of Provisionals #3: green tape Serial # Opening Ballot Co Closing Total PVR # of Provisionals #4: yellow tape Serial # Serial # Opening Ballot Co Closing Total PVR # of Provisionals #5: yellow tape Serial #	sed during Early Voting the conside the Supply Cabinet dors. Introllers assigned to Vote Ce Dounter # Dounter # Dounter # Dounter # Dounter #	#2: pink tape #2: pink tape Serial # Opening Ballot Counter # Closing Total PVRs Printed # # of Provisionals #4: blue tape Serial # Opening Ballot Counter # Closing Total PVRs Printed # # of Provisionals #4: blue tape Serial # Opening Ballot Counter # Closing Total PVRs Printed # # of Provisionals #6: second white tape Serial #

Election Day Multiple Controller Reconciliation Log

Must be completed and signed by both the Presiding Judge and Alternate Judge.

Be sure to complete all fields for each device assigned to the Vote Center.

After filling in end of day closing numbers separate the pages of the form:

- white copy goes in the Envelope For Device Reports/Tapes
- pink copy goes in pink Envelope 3



2 – Both Presiding. 3 - After AM or PM DEVICE REPORTS 4 – After filling in op 5 – After filling in cl	boxes below according to Judge (PJ) and Alternate numbers are logged on th S/TAPES. pening numbers place this	Judge (AJ) sign when his form the Scan tapes	
2 - Both Presiding. 3 - After AM or PM. DEVICE REPORTS 4 - After filling in op 5 - After filling in cl	Judge (PJ) and Alternate numbers are logged on th S/TAPES. bening numbers place this osing numbers separate t	Judge (AJ) sign when nis form the Scan tapes s form in the Work Folc the pages of the form a	form is completed at closing s go in the ENVELOPE FOR der until needed for closing. and file as listed at bottom.
3 - After AM or PM DEVICE REPORTS 1 - After filling in op 5 - After filling in cl I Code: SCAN: Call imme	numbers are logged on the STAPES. Dening numbers place this osing numbers separate the Election Title:	nis form the Scan tapes s form in the Work Folc the pages of the form a	s go in the ENVELOPE FOR der until needed for closing. and file as listed at bottom.
DEVICE REPORTS - After filling in op - After filling in cl Code: CCAN: Call imme	S/TAPES. Dening numbers place this osing numbers separate the Election Title:	s form in the <i>Work Folc</i> the pages of the form a	der until needed for closing. and file as listed at bottom.
- After filling in op - After filling in cle Code: CODE: C	pening numbers place this osing numbers separate t	the pages of the form a	and file as listed at bottom.
- After filling in cl	osing numbers separate t	the pages of the form a	and file as listed at bottom.
Code:	Election Title:		
SCAN: Call imme		AJ:	Election Date:
SCAN: Call imme		AJ:	Election Date:
	ediately if Scan is NOT zer	AJ:	
	ediately if Scan is NOT zer		
Opening Ballot Cou	inter#		
Closing Total Ballot			
BLUE COPY—Place in SC WHITE COPY—Place in with PINK COPY—Place in pink	rite ENVELOPE FOR DEVICE REPOR	RTS/TAPES	

Election Day Individual Scan Reconciliation Log

- Both Presiding and Alternate Judges will sign form once completed.
- Each Scan will have its own form.
- After filling in closing numbers, separate the pages of the form. The pink
 copy goes in pink Envelope 3, the white copy goes in the Envelope for
 Device Reports/Tapes, and the blue copy is placed inside the Scan with the
 Chain of Custody form.



67 rescribi	ed by Secretary of State			Type of Election	Polling Location	
ections 2025	64.0322, 64.034, Texas Election (Date of Election	Authority Conduc	ting Election
		Election Worker Assistance Hoja de Asistencia para Tral				8
	Name of Voter (Nombre del Votante)	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)	political committee? (F forms de compensac	t any form of compensat i candidate, campaign, oi tecibió o aceptó cualquie ión u otro beneficio de ur ña o comité político?)
1					Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
\rightarrow					Yes	No
9					Yes	No

Election Worker Assistance Sheet - Election Workers who assist Voters during the voting process must complete this assistance sheet on paper or in the ePollBook. This must be done for every Voter the election official assists.

When a Voter has their ballot on screen and requests assistance:

- One Election Worker helps during Early Voting and two help on Election Day.
- Election Workers must then go to the ePollBook and find the Voter they assisted under Recent Voters.
- · Log the information requested.
- If logging into the ePollBook is not possible, use the paper form.



CURBSIDE VOTER STATEMENT (DECLARACIÓN DE LOS VOTANTES QUE VOTAN DESDE LA ACERA) Oath: "I swear (or affirm) under penalty of perjury that I am physically unable to enter the polling place without personal assistance or likelihood of injuring my health, or I am requesting a reasonable accommodation under Section 1.022, Election Code. Therefore, I am requesting to vote outside the polling place." (Juramento: "Juro (o afirmo) bajo pena de perjurio que soy físicamente incapaz de entrar al lugar de votación sin asistencia personal o con riesgo de afectar mi salud, o que solicito una adaptación razonable en virtud bajo la Sección 1.022 del Código Electoral. Por lo tanto, solicito votar fuera del lugar de votación".) Printed Name of Voter (Nombre impreso del votante) Signature of Voter (Firma del Votante) Printed Name of Voter (Firma del Votante) Printed Name of Voter (Nombre impreso del votante) Printed Name of Voter (Nombre impreso del votante)	Form 7-66 Prescribed by Secretary of State		Type of Election	Polling Location
Oath: "I swear (or affirm) under penalty of perjury that I am physically unable to enter the polling place without personal assistance or likelihood of injuring my health, or I am requesting a reasonable accommodation under Section 1.022, Election Code. Therefore, I am requesting to vote outside the polling place." (Juramento: "Juro (o afirmo) bajo pena de perjurio que soy físicamente incapaz de entrar al lugar de votación sin asistencia personal o con riesgo de afectar mi salud, o que solicito una adaptación razonable en virtud bajo la Sección 1.022 del Código Electoral. Por lo tanto, solicito votar fuera del lugar de votación".) Printed Name of Voter (Nombre impreso del votante) (Printed Name of Voter (Nombre impreso del votante) (Signature of Voter (Firma del Votante) (Firma del Votante) (Printed Name of Voter (Nombre impreso del votante)			Date of Election	Authority Conducting Ele
Printed Name of Voter (Nombre impreso del votante)	Oath: "I swear (or affirm) under penalty of perjury that I a of injuring my health, or I am requesting a reasonable accoutside the polling place." (Juramento: "Juro (o afirmo) ba asistencia personal o con riesgo de afectar mi salud, o que	m physically unable to enter t ommodation under Section 1.0 ajo pena de perjurio que soy fí	the polling place without p 022, Election Code. Theref isicamente incapaz de entr	ersonal assistance or likelihood ore, I am requesting to vote ar al lugar de votación sin
Firma del Votante) (Firma del Votante)	Printed Name of Voter			
(Nombre impreso del votante) (Nombre impreso del votante)				
Signature of Voter				
(Firma del Votante) (Firma del Votante)	Signature of Voter (Firma del Votante)	Signature of Vota		
and the state of t	necesaria si el votante no puede firmar. Consulte las			

Curbside Voter Statement - A Voter who wishes to vote curbside must print and sign their name under the statement provided on the *Curbside Voter Statement*. This information can be completed on the paper form or in the ePollBook.

Instructions for the form are on the back of the paper form.

Signed by the Voter voting curbside or a witness if the curbside voter is unable to sign, make a mark, or is unable to make a mark.

The Election Worker viewing the Curbside Voter taking the oath will sign the form at Signature of Election Officer. This can be a Clerk.

Forms



-65 rescribed by Secretary of State ections 64.009, 64.034, Texas			Type of Election	Polling Location	
2025			Date of Election	Authority Conducting	Election
TO A TOTAL OF SEVEN	SON WHO PROVIDED TRANSP OR MORE CURBSIDE VOTER: . TRANSPORTE A UN TOTAL E CIONES	S DURING EA			
Signature of Person that Provided Transportation Firma de la persona que proporcionó el transporte	Printed Name of Person that Provided Transportation Nombre en letra de molde de la persona que proporcionó el transporte		ss of Person that Provided Transportation de la persona que proporcionó el transporte	Chapter 64, Subchapter is transportation to ¿La persona que proporcio asistente del vot. Capitulo 64, Subcapitulo E	led transportation function to the voter under B in addition to providing the polling place? nó el transporte actuó como ante en virtud del 3, además de proporcionar par de votación?
				Yes/Sí	No/No
				Yes/Sí	No/No
				Yes/Sí	No/No
				Yes/Sí	No/No
				Yes/Sí	No/No
				Yes/Sí	No/No
				Yes/Sí	No/No
				Yes/Sí	No/No
				Yes/Sí	No/No
				Yes/Sí	No/No
the person that provided to the person that provided to	sportation to 7 or more curbside vor ransportation also assists the vote ransportation translates for the vot A Misdemeanor if the person intent	r, the person m er, the person i	ust repeat the Oath of Assista must repeat the Oath of Interp	nce aloud and sign it prior	to rendering assistant

Information of Person Who Provided Transportation to a Total of Seven or More Curbside Voters During Early Voting and Election Day – A person that provides transportation to 7 or more Curbside Voters to the polling place during Early Voting and on Election Day must complete and sign this form.

When accepting a Curbside Voter who has been transported by another individual, the election officer must ask the driver whether they have provided transportation for seven or more Voters during Early Voting and Election Day.

A person commits a Class A Misdemeanor if the person intentionally fails to complete this form. This form can also be found in the ePollBook. It is not necessary to complete this in both the ePollBook and on the paper form.

CHECKLISTS



61
75
89
95
09
27
241
255

Checklists

delegated to the AEVC or any Clerk. thoroughly. Only the DEVC will initial each box once the items are completed. This checklist cannot be **Instructions:** The DEVC is responsible for confirming that all items on the list are completed accurately and

All items with green boxes are to be initialed by the Deputy (DEVC)

Bulleted, lettered, and numbered items are tasks the DEVC assigns to Clerks/AEVC





DEVC will use the following guidelines when determining & assigning room setup tasks.

DEVC Initials

Important: The Controllers, Ballot Boxes, and Scans must NOT be setup until the first day of Early Voting.

Vote Center Room Layout

- A. Determine the best layout for the vote center room utilizing available, working electrical outlets and doorways
- B. Refer to equipment allocations in the Judge's Letter when determining room layout.
- C. Arrange the vote center with clear flow of traffic; space each voting line and Duo to allow maximum ease of movement.
- Ensure voters' privacy; voters waiting in line should not be able to see Duo screens. (TEC Sec 51.032)
- Allow for a 60-inch (five-foot) circumference of space in front of the Qualifying Table and each Duo allowing room for mobility devices to maneuver; this is an ADA requirement.
- F. After tables and equipment have been setup walk the voter's route to ensure safety and efficiency

Vote Center Tables

- Place the Judge's Table where it allows a view of the entire Vote Center.
- Place the Greeter's Table as close to the entrance as possible. This is where Voters sit to complete forms.
- More than one Duo Go can be placed on the table to charge. line with a clear path to an exit leading to Curbside Voting. Place Duo Go Table (square card table) at the end of a voting
- Place Qualifying Tables to allow space for Duo lines and Voter

Vote Center Equipment

NOTE: CALL 713-755-1617, OPTION 04, IF ANY SEALS ARE MISSING OR BROKEN.

- Utilize extension cords as needed to reach electrical outlets.

 Remember to unplug extension cords every night.
- Keep all cords out of the voters' path.
- **Never** cover cords or cables with mats or tape.
- ⋗ Unlock the Supply Cabinet and GOAT using keys DEVC received at key pick-up
- $\overline{\omega}$ Break the green seal on the Equipment Caddy and Supply Cabinet.
- \mathcal{O} the Election Forms Box. Use the content list on the inside of the Remove the Supply Cabinet and Equipment Caddy Seal Logs from Supply Cabinet door to help find specific forms
- шÖ Record seal numbers on the Seal Log. Place log in Work Folder.
- E. Cut the "tail" of the seal off. Place the seal number in the appropriate seal log envelope.



Judge's Table





Equipment Caddy

Supply Cabinet







Equipment Caddy Seal Log and Green Seal

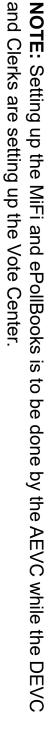


Setup MiFi and ePollBooks:



in the first 30 minutes regarding connectivity. Be prepared to receive a phone call from Harris County

DEVC assigns this task to the AEVC



- Set up the MiFi (or MP-70 if provided). Attach the power cord and plug it in. (Never set up both) – DEVCs will be notified ahead of time if they will be given an MP70
- Ņ Turn on the MiFi or MP-70 using the attached instructions

connect to the MiFi. **NOTE:** The MiFi **must** be fully turned on before waking the ePollBooks or they will not

- ယ Place all ePollBooks on stands
- 4. Set the ePollBooks on the Judges Table.
- Ġ Connect a charging cable to each ePollBook. Connect the opposite ends of the cables to charging blocks
- တ Connect the charging blocks to a surge protector. DO NOT plug cables into USB slots on surge protector
- .7 Confirm the MiFi is on. Then wake the ePollBooks by tapping the silver button on the corner of ePollBooks
- ∞ Log in to ePollBook. Passwords are in the Judge Folder of the Election Forms Box.
- 9 Look at the MiFi to confirm all ePollBooks connected
- <u>1</u>0. Wait for the call from Harris County to confirm ePollBook connectivity was successful. Froubleshoot as Harris County instructs if it was not.





MP-70



ePollBooks Connected



ePollBook



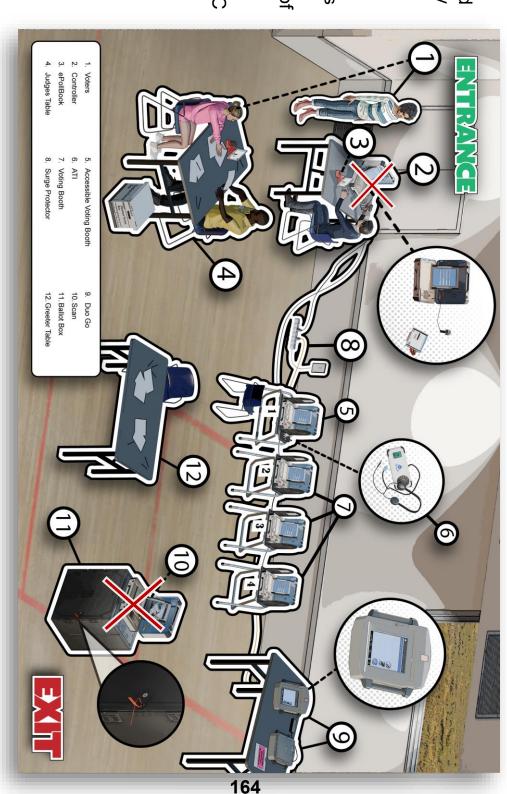


Set up and prepare the following equipment and resources on Setup Day before the first day of voting:

Create Duo lines with similar numbers of Duos while creating a good Voter flow into and out of the Vote Center.

Assign Clerks and AEVC to the following tasks.

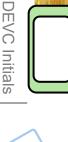
- Duo Lines
- Duo Go Table
- ADA
- Qualifying Tables
- Greeter Table
- Items to Post
- Judges Table



Anything with a Red X does not get setup until the first day of EV.



Setup Duo Lines:



Column 1: Complete Column 1 first.

- Assemble booths, check all connections to the booth power brick are secure.
- Daisy chain booth power cables starting with the last booth (done before Duos are on stands).
- Secure Duos to booths with the under-booth lock
- Plug round power cable from each booth into Duo sitting on it.
- Open Duos, remove data cable from compartment to right of tablet, close Duos.
- Daisy-chain verity data cables, start at last Duo and connect until qualifying table is reached.
- Open Duos; unlock, dock, then relock tablets.
- NOTE: When properly docked, a green light illuminates on the base of the case to the right of the tablet. This indicates that the tablet is securely docked; it does not indicate wall power is flowing to the Duo tablet.
- Connect ATIs/headsets to Duos on accessible booths, next to qualifying tables.



Column 2: Complete Column 2 second.

- Begin Duo Power Test by pushing red power button on the back of each Duo. It takes about 4 ½ minutes for Duos to power on, screen will go dark twice.
- If a Duo fails the power test turn it off and restart it; if it fails again tell the DEVC who will call tech support.
- After Power Test is complete, press the red Power Button to turn Duos off.
- Attach booth numbers to lower handle in each line using the clear plastic cable ties found in plastic bag in Election Forms Box.
- Match line is assigned one set of colored numbers.

 Match the tape color of the Controller for that line to the numbers in the following order: White, Pink,

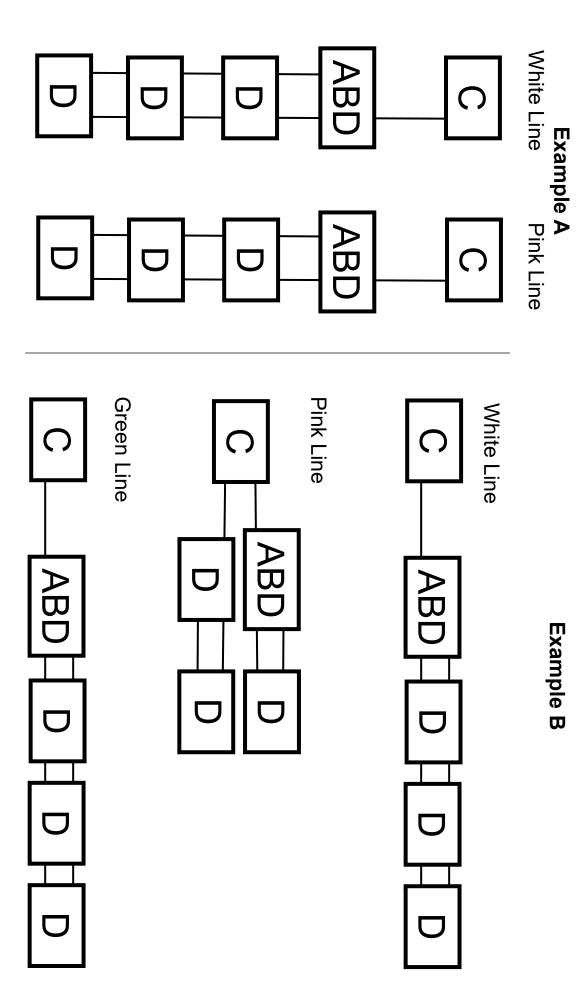
 Green, Blue, and Yellow. Start over with White if there are more than 5 lines. Duo cases remain open until election morning. DO NOT CLOSE LID CASES
- Attach Duo privacy screens
- Unplug extension cords from wall.
- Surge protectors can stay plugged in and turned on, so Duo batteries are charging.

Accessible Booths must be first in line, next to the Qualifying Table.

- Voting lines may contain no more than 12 Duos each.
- Booths and Duos should be divided as evenly as possible between each voting line.

KEY

ABD = Accessible Booth / Duo D = DuoC = Controller





Set Up the Duo Go Table:

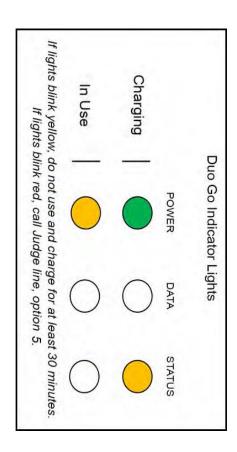


DEVC Initials

- Set up Duo Go Table; bring Duo Go boxes to table.
- Remove Duo Go's and charging cords from boxes and place on Duo Go table.
- Plug cords into back of Duo Go's and into surge protector or wall plug.
- Use blue key to open Duo Go and confirm the orange status light to left of brother logo is lit.
- Power Duo Go on and leave them to charge until election morning; Duo Go can take up to 3 hours to fully charge.
- Place several pink Curbside Carrier envelopes and laminated Curbside Voter Oaths on the table.



Check Red Indicator Light





NOTE: Ensure Duo Go are turned ON while they are charging



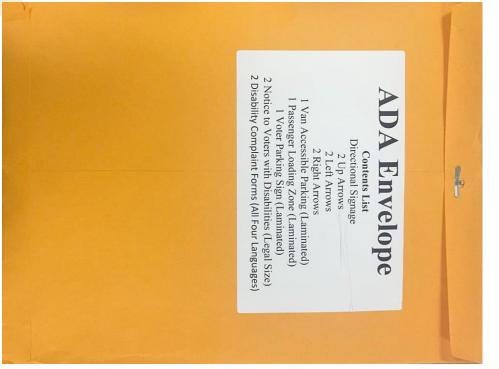
Set Up ADA:



- Assemble Curbside Buzzer.
- Check for ADA Signage envelope
- and the voting room area. ground, between the accessible entrance information page 48" to 58" above the Place Notice to Voters with Disabilities
- preparation for the first day of Early Voting. Organize directional signage for the Curbside Buzzer and set aside in
- path of travel from door to Vote Center Consider exterior door for ADA entry and

Directional Stepage

Aan Accessible Parking (Lanningkell) L Passenger Loading Tone (Laminated)









necessary forms will be in the Election Forms Box Place the following items on the appropriate tables. The

Qualifying Tables – Place needed items on qualifying tables

- List A ID form (laminated)
- Statement of Residence (SOR) forms
- Oath of Assistance/Oath of Interpreter form
- Pens
- Extra roll of tape in the color for that voting line

Greeter Table - Place needed items on greeter table

- List A ID and List B ID form (laminated)
- Statement of Residence (SOR) forms
- Pens
- Prohibition of Certain Devices form
- Green scratch pads for Voters who need to step out to copy their choices from their phones.



NOTICE Prohibition of Certain Devices Within a Room in Which Voting Is Taking Place Within a Room in Which Voting Is Taking Place Within a Room in Which Voting Is Taking Place Within a Room in Which Voting Is Taking Place Within a Room in Which Voting Is Taking Place Within a Room in Which Voting Is Taking Place Let Additionally, a person is not itseless communications device within a room in which voting is taking to the Additionally, a person is not itseless to the additional force of the Additi	The control of the 11.3 channel and selection for the control of the 11.3 channel and the 11.3 chan

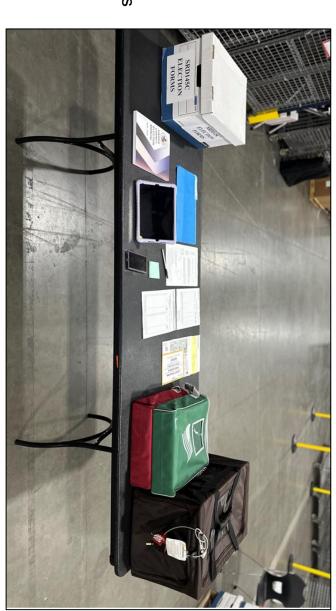




DEVC/AEVC should set up and organize the Judges Table. This can be done during setup or when opening the Vote Center on election day.

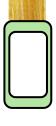
organization during the opening, suspending and processing of Voters. **NOTE:** A well-laid-out Judge's Table is critical to the successful operation of the Vote Center. It provides

- Election Forms Box
- Manual
- ePollBook
- Translation iPad
- DEVC/AEVC phones with chargers
- Forms for Provisional Voters
- Forms for Mail Ballot Voters
- Forms for Reasonable Impediment Voters
- Forms for Spoiled Ballots
- Envelope for Thrown Away Ballots
- Work Folder
- Locked Provisional Ballot Box (brown)
- Locked Damaged Ballot Box (red)
- Locked Ballot Box #4 (green)





Setup Items to Post:



DEVC Initials

NOTE: By law, only items approved by the Secretary of State, which are provided in the Election Forms Box, may be posted at the Vote Center (TEC 62.013).

NOTE: If the facility the Vote Center is in does not allow or have sufficient space to place the Items to Post on walls, display the items on the coroplast poster boards provided to you.

Items To Post- inside building section 1

- Using sticky tack, attach legally required items to Post to coroplast boards, or to walls ONLY if facility allows (do not use any type of tape on coroplast or on walls)
- Early Voting Polling Place (outside door to Vote Center room)
- Check in Here (set of 3 forms, Check In Here, Vote Here, Scan Here)
- Notice of Voting Order Priority
- Notice of Prohibition of Handguns in the Polling Place
- Notice of Prohibition of Certain Devices within 100 Feet of Voting Station
- Voter Instruction Poster
- Sample Ballots
- List of Declared Write in Candidates (Not used in all elections)

Items To Post- inside building section 2

- Voter information Poster (large size)
- Voter Complaint Information Poster
- Disabled Access Posting (path from the accessible entrance to Vote Center room)
- Notice of Debt Bond (if applicable)

Items To Post- inside booths

- Voter information Poster (long narrow form clips to privacy screen)
- List of Declared Write -in Candidates (small form taped to right of Duo screen)

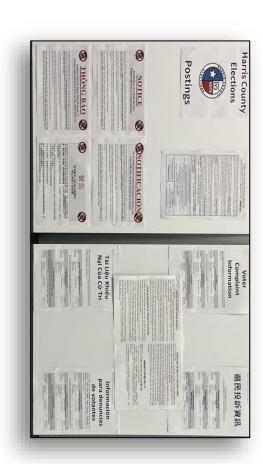
Items To Post- outside building

- Vote Here Signs (coroplast with legs)
- Distance Marker (coroplast with legs)
- Curbside Assistance Signs
- Disabled Access Postings

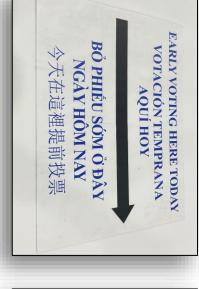
Important: Voter guides cannot be placed in the Vote Center by election officials. Voters can bring these items in but only use them in the voting booth. Any of these items left in the booth must be thrown away.



Items to Post- inside booths



Items to Post- inside building



DISTANCE MARKER
No Electioneering or Loitering Between this
Point and the Entrance to the Polling Place
MARCADOR DE DISTANCIA
So Prohibe Solicitar Votos o Vagar Entre Ear Purio y La Eurosia A N Silv De Votación
So Prohibe Solicitar Votos o Vagar Entre Ear Purio y La Eurosia A N Silv De Votación
Không duror Van Dông Bầu cơ Hoặc Lang Vang Từ Điểm Này đến Cân Vào Nơi Be Puillu
Không được Vạn Động Bầu cơ Hoặc Lang Văng Từ Điểm Này đến Cân Vào Nơi Be Puillu
Không được Vạn Động Bầu cơ Hoặc Lang Văng Từ Điểm Này đến Cân Vào Nơi Be Puillu
Không được Vận Động Bầu cơ Hoặc Lang Văng Từ Điểm Này đến Cân Vào Nơi Be Puillu
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Không được Vận Động Bầu cơ Hoặc Lang Văng Từ Điểm Này đến Cân Vào Nơi Be Puillu
Không được Vận Động Bầu cơ Hoặc Lang Văng Từ Điểm Này đến Cân Vào Nơi Be Puillu
Không được Vận Động Bầu Cơ Hoặc Lang Văng Từ Điểm Này đến Cân Vào Nơi Be Puillu
Không được Vận Động Bầu Cơ Hoặc Lang Văng Từ Điểm Này đến Cân Vào Nơi Be Puillu
Không được Vận Động Bầu Cơ Hoặc Lang Văng Từ Điểm Này Đếng Đống Từ Điểm Nà Viện Cân Vào Nơi Be Puillu
Không được Vận Đống Từ Điểm Nàu Vân Cân Vào Nơi Be Puillu
Không được Vận Đống Từ Điểm Nàu Vân Cân Vào Nơi Be Puillu
Không Đống Từ Điểm Nàu Vào Nơi Be Puillu
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Items to Post- outside building

- Have Clerks enter setup time in ePollBook using "Judge/Clerk Attendance" in menu. Everyone can work up to two hours for setup.
- 2 **ePollBook** After logging hours, put the ePollBook screen to sleep by tapping the power button on the upper left-side edge of the cover. Do Not hold the button down, tap it to make the screen go dark. NEVER " slide to power off" the
- ဣ Get green seal, record caddy seal number on seal log, both DEVC/AEVC sign seal log, put seal in work folder.
- 4. Put work folder in Supply Cabinet.
- Ġ Move the MiFi, or MP70, if provided, and all ePollBooks to the Supply Cabinet, putting them all on shelves. Leave the charging cables attached
- <u>ე</u> plugged into surge protector so they remain charging Run the charging cables for the MiFi and ePollBooks under the door gap at the bottom of the cabinet. Keep them
- Lock & seal Supply Cabinet.
- φ Secure Vote Center and leave, DEVC takes keys with them.

Deputy Early	Deputy Early Voting Clerk Printed Name:
SRD:	Setup Date:
Setup Start Time:	ime: Setup End Time:
DEVC Initials	l have confirmed no Controllers, Scans, Ballot Boxes, Ballot Bags have been set up.
DEVC Initials	I have completed all steps outlined in this checklist and contacted Harris County with any questions or concerns before leaving the facility.
Deputy Early	Deputy Early Voting Clerk Signature:

(Place this completed and signed checklist inside the Checklist Return Folder.)

delegated to the AEVC or any Clerk. thoroughly. Only the DEVC will initial each box once the items are completed. This checklist cannot be **Instructions:** The DEVC is responsible for confirming all items on the list are completed accurately and

All items with green boxes are to be initialed by the Deputy (DEVC) JM

Bulleted, lettered, and numbered items are tasks the DEVC assigns to Clerks/AEVC



Important: Cell Phone in Polling Place

- Turn on designated cell phone(s) to communicate with the authority conducting the election
- Keep a list of important contacts readily available; facility contact numbers, Judge resource line, etc. Cell phones in the polling place can ONLY be used for official election purposes
- A. Together DEVC/AEVC break the seal on Supply Cabinet, match seal number against seal log, remove tail put seal tag number inside envelope, put envelope in work folder
- B. Together DEVC/AEVC break seal on Equipment Caddy, match seal number against seal log, remove tail, Caddy. Equipment Caddy is now left unsealed until last night of Early Voting put seal tag number inside envelope. All Controllers and Scans should be removed from the Equipment
- C. DEVC assign Election Worker tasks before beginning to open polls on Controllers and Scans.



- A. Together DEVC/AEVC check there is a Seal on the Provisional Ballot Box and the box is locked.
- Ē Together DEVC/AEVC check there is a Seal on the Damaged Ballot Box and the box is locked.
- C. Together DEVC/AEVC check there is a Seal on the Ballot Box #4 and the box is locked.
- Important: Please Do Not Break the Yellow Seal that comes with Green Ballot Box



Provisional Ballot Box



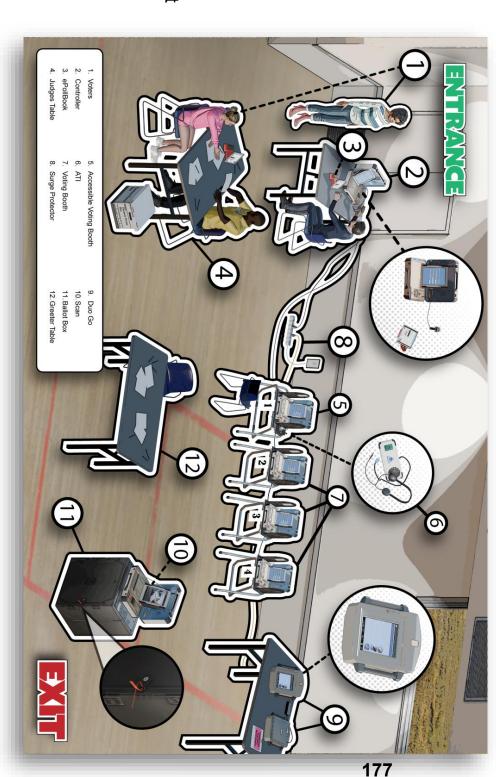
Damaged Ballot Box

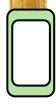


Ballot Box #4

NOTE: Set up and prepare the following equipment and resources

- Meet with staff, assign Election Workers their assignments and tasks. Plan to meet before 7 AM to discuss roles and assignments once voting begins
- Ņ Setup the Controllers, Ballot Boxes, Ballot Bags, and Scans. Open polls on the Controllers and Scans.
- Prepare MiFi & ePollbooks
- Prepare Controllers
- Prepare Duo Lines
- Prepare Scans
- Prepare ADA
- Prepare Qualifying & Greeter Tables
- Prepare Items to Post
- Prepare for Opening the Vote Center at 7 AM





DEVC Initials

DEVC will assign the AEVC to set up ePollBooks and translation iPad.

NOTE: All ePollBooks function the same. The ePollBook used by the DEVC is interchangeable with the ePollBooks used at Qualifying Tables.

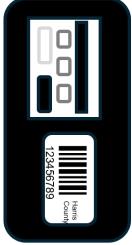
- The MiFi or MP70 must be fully powered on before the ePollBooks are woken up or they will no connect to each other.
- The Translation iPad is put on the Judge's table and should be kept charging when not in use. Each EV location will have one.

MiFi Setup

- Remove MiFi (or MP70 if provided) from Supply Cabinet, place on DEVC table or near a window if better signal is needed.
- Plug MiFi in.
- Use the black extension cord provided in the ePollBook case if the power outlet is too far away.
- Turn MiFi on and allow it to fully cycle on.

ePollBook Setup

- Set up all ePollBooks and Translation iPad on orange and blue stands.
- Place one ePollBook on each qualifying table and one on the DEVC's table along with the Translation iPad.
- Connect charging cables to the ePollBooks and Translation iPad. Connect the other end to the charging blocks, which must be used or the ePollBooks will not stay fully charged.
- Wake up all ePollBooks by hitting the silver button on the corner edge and enter the open polls password found in the forms box.
- Important: **DO NOT** begin to qualify any Voter or Election Worker on the ePollBooks before polls officially open at 7 AM.
- Confirm on the MiFi all ePollBooks and Translation iPad have connected.







Together DEVC/AEVC do the following to prepare Controllers:

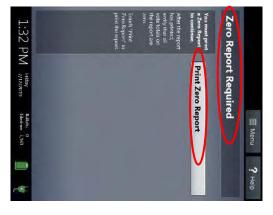
Set up Controllers on Qualifying Tables, plug in Barcode Reader, Verity Data Cable from Duo line

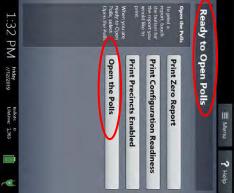
- 1. Power on Controllers, *Power-on Self-Test* will print after 4 ½ minutes
- Print all Controller's Zero Reports, verify reports are zero, log information from report tapes on Reconciliation Envelopes using instructions in Election Manual.
- 3. Open polls on all Controllers using the password found in the Election Forms Box in section 1 - Judge's Folder."
- 4. Open polls on all Controllers, Open Polls Report prints, log information from report tapes on Reconciliation Envelopes, file all tapes inside Reconciliation Envelope.

NOTE: It is important to open the polls as soon as Controllers are set up AM, when polls officially open. to confirm they are working properly. Voters cannot be processed until 7

Controllers:

- The passwords for the ePollBook, Scans, and Controllers are in the Election Forms Box in section #1, Judge's Folder.
- Ņ If the report indicates anything "Failed", call the Judge's Resource Line at: 713-755-1617, Option 04.
- ယ connect Do not turn the Duos on until the Controller has fully powered on. Turning Duos on before the Controller will cause them not to









Early Voting Daily Reconciliation Envelope:

DEVC Initials

- date on the label Retrieve SRD labels from the Election Forms Box and write the
- Attach to the Early Voting Daily in the work folder. Reconciliation Envelope and place it
- Reconciliation Envelope each day This will be done daily with a new

Envelope. **NOTE:** Place the Power – Voting Daily Reconciliation Reports into the Early Reports, and Open Poll On Self –Test Reports, Zero



SCAN: Call immediately if Scan is NOT zero on first day of Early Voting when opening polls. From the second to the last day of Early Voting the opening number should match the closing number from the night before. Please fill in boxes below according to the equipment assigned. Both DEVC & AEVC sign when completed. After all numbers are logged, Controller & Scan tapes for AM and PM go in this daily envelope. DEVC: Must be completed by BOTH the DEVC & AEVC Enter # of Scans assigned to Vote Center. EARLY VOTING DAILY RECONCILIATION ENVELOPE Election Date:

#3: purple tape Serial # #1: purple tape Serial # Closing Ballots Cast # Opening Ballot Counter # ening Ballot Counter# ng Ballots Cast # #2: purple tape Serial # #4: purple tape Serial # Opening Ballot Counter# Closing Ballots Cast# Closing Ballots Cast # Opening Ballot Counter#

CONTROLER: From the second to the last day of Early Voting the opening number should match the closing number from the night before.

#1: white tape Enter # of Controlle ssigned to Vote Center

#3: green tape Serial # Opening Ballot Counter# # of Provisionals

of Provisionals Closing PVRs Printed Today # Opening Ballot Counter

#5: yellow tape Closing PVRs Printed Today # Opening Ballot Counter #

> Closing PVRs Printed Today # Opening Ballot Counter#

#4: blue tape Serial # #2: pink tape Serial # # of Provisionals Closing PVRs Printed Today # Opening Ballot Counter #

#6: white tape Serial # Closing PVRs Printed Today # Opening Ballot Counter # # of Provisionals

- Reconciliation Envelopes go in the Work Folder at the end of each day of Early Voting
 On the last day rubber band all Reconciliation Envelopes together and place in the Return Banker Box
 The Constable or Harris County appointed representative will take the Return Banker Box to drop off with all
 other Items To Be Returned



Important: DEVC will assign Clerks opening tasks, prepare Duo Lines, and use Election Manual for instructions.

- Plug in extension cords and turn on any power strips that are off.
- Power on Duos, press the red Power Button, assign booths, attach booth numbers to handles of Duos using clear ties, matching color to color of controller tape (if it was not done during set-up).
- It will take about 4 ½ min for Duo tablets to power on), if a Duo fails to turn on, power it off and restart it.
 If it fails again tell the DEVC who will call for tech support.

NOTE: DO NOT power on the Duos until the DEVC and AEVC have fully completed the Controller set up process. Turning on the Duos before the Controller process has been completed will cause the Duos to not connect to the Controller.

Important: The tape in each Controller should match the Booth Numbers secured to each Duo handle during the Setup process.

5	4	ω	2		Voting Line
Yellow	Blue	Green	Pink	White	Controller Tape
Yellow	Blue	Green	Pink	White	Booth #





- Assign booth numbers once the Duos are powered on in each line.
- Have one person stand at Controller to confirm Duo assignments on the Controller tablet screen.
- Have another person stand at Duos to assign Duo booths, two Duos at a time.
- On Duo screen of the Accessible Booth closest to the Controller, select number "1."





Controller Screen



Together DEVC/AEVC do the following to prepare Scans:

- Set up ALL Ballot Boxes and Ballot Bags.
- Reach into gray Ballot Bags and remove cable locks, silver locks, and gold locks. Place in Judge's Box. Gold and Silver locks MUST remain unlocked. If they are locked, call Supplies on Judge line to report.
- Put gray Ballot Bag in Ballot Box SRD tag facing forward
- Set ALL Scans on Ballot Boxes, lock in place
- Plug in extension cords and turn on any power strips that are off.





Prepare the Scans:

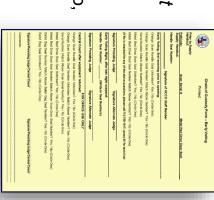


DEVC Initials

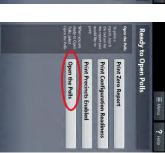
4.

DEVC/AEVC break seals and open Scans, verify seal numbers & Scan serial numbers match numbers on yellow *Chain of Custody* forms inside each Scan, (if numbers do not match, immediately call 713-755-1617 Option 04), put seal in Scan Seal Log Envelope.

- Fill out Chain of Custody forms, both DEVC/AEVC sign, place forms in work folder to use on last day of Early Voting.
- Plug in & power on all Scans, Power-on Self-Test will print in 4½ minutes.
- 3. Print Zero Report on all Scans, verify report is zero, if it is not immediately call 713-755-1617 Option 04, log report information on Reconciliation Envelope.

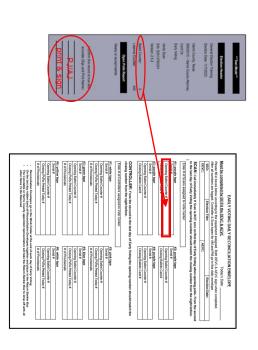








Open polls on all Scans, Open Polls Report prints, log report tape numbers on Reconciliation Envelope, file all report tapes in envelope.



- Check Scan clock, verify time is close to actual time, if it is off by a significant amount call the Tech line:713-755-1617, Option 04.
- 6. Constable and DEVC/AEVC confirm Ballot Bags are empty, put bags inside, lock front door. If Constable has not arrived by 6:30AM call 713-755-1617, Option 04.

Together DEVC/AEVC seal front door on Ballot Boxes, log the seal numbers on Ballot Box Seal Logs.

NOTE: At 7 AM, select a Scan that reads exactly 7 AM. Use the same Scan for opening and closing times for all of Early Voting.



Ensure all legally required signage and ADA remedies are set up inside and outside.

Buzzer is not working, the DEVC

NOTE: If the Curbside Voting

- Place Curbside Buzzer outside for Voter use.
- Complete ePollBook ADA Checklist—this is done daily before 9 AM.
- Measure for the 100 ft distance marker sign using the provided measuring tape. Place distance markers and all outdoor signage.
- Ensure Disabled Access Posting (path from the accessible entrance to Vote Center room) is still in place, between 48" and 58" off the ground.
- Place Curbside Assistance Signs and Disabled Access Postings in correct locations.

Double check all Items to Post are on the walls or coroplast boards.

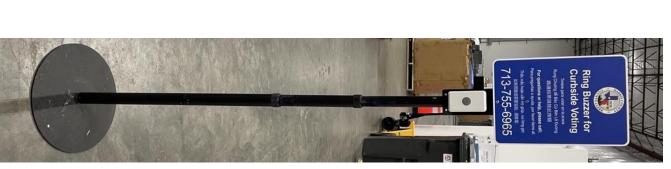
must contact the ADA
department to repair or place the buzzer.

An Election Worker must remain posted at the Curbside Voting area to watch for Curbside Voters until the buzzer issue is resolved.

Contact the ADA department using the Judge's Resource Line







at 713-755-1617, Option 04.

Place the following items on the Qualifying and Greeter's Table. The necessary forms will be in the Election Forms Box

Qualifying Tables:

Place needed items on Qualifying Tables.

- List A ID laminated form
- Statement of Residence (SOR) forms
- Fens
- Extra roll of tape in color for that qualifying line
- Green scratch paper
- Oath of Assistance form
- New Election Worker
 Assistance Sheet Ballot
 paper with Clerk Hudspeth's
 initials stamped on it

Greeter Table:

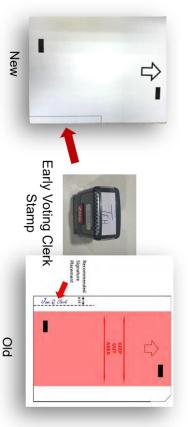
Place needed items on greeter table.

- List A ID laminated form
- Statement of Residence (SOR) forms
- Pens
- Prohibition of Certain Devices form
- Green scratch pads for Voters who need to step out to copy their choices from their phones.
- Sample Ballot



NOTE: Preparing Ballot Paper

- Open one package of Ballot Paper (200 sheets) found in Supply Cabinet.
- Stamp County Clerk's initials on 20 pieces of Ballot Paper ONLY in the space specified by the manufacturer. The stamp is in the Supply cabinet in a clear tub.
- Every Ballot Must have County Clerk's initials stamped during Early Voting. DO NOT use the DEVC or AEVC signatures or initials. (TEC 85.0311)
- Set some stamped ballot paper on the flat surface of each open Controller.
- Stamp more ballot paper as needed.





- 1. Administer the Oath of Officers of Election to the staff (TEC 62.003).
- The DEVC must say the Oath out loud, and the Election Workers will repeat it while raising their right hand. Afternoon workers should be given the Oath as soon as they arrive.
- \Box and Clerks form. The DEVC must ensure that all Election Workers take the Oath and then sign the Oath of Election Judges
- 0 The DEVC/AEVC must also take and then sign the Constitutional Oath For Presiding Judge, Alternate Judge and Early Voting Clerk form.
- D Place the completed oath forms in the white Return envelope
- 2. Name badges are required to be worn by all Election Workers (TEC 61.010).
- A. Print each worker's name clearly on a name tag.
- \Box Use clip-on name badges, with an additional tag for Bilingual Clerks
- \bigcirc Bilingual Clerk name tags must indicate secondary language they speak: Spanish, Vietnamese, or Chinese.
- 3. Have staff complete their compensation information.
- A. Enter personal information into ePollBook
- B. Enter arrival and departure times into ePollBook
- 4. Send Handy Message "Polls Open" once all equipment is set up.
- DO NOT accept Voters until 7 AM.



E

Deputy Early Voting Clerk Printed Name:
SRD:
I have NOT qualified any Election Workers or Voters prior to 7 AM. DEVC Initials
I have completed all steps outlined in this checklist and contacted Harris County with any questions or concerns when required.

Deputy Early Voting Clerk Signature:

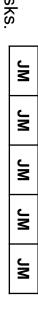
(Place this completed and signed checklist inside the Checklist Return Folder.)

Early Voting- Opening Vote Center Daily

be delegated to the AEVC or any Clerk. and thoroughly. Only the DEVC will initial each box once the items are completed. This checklist cannot Instructions: The DEVC is responsible for confirming that all items on the list are completed accurately

Bulleted, lettered, and numbered items are tasks the DEVC assigns to Clerks/AEVC All items with green boxes are to be initialed by the Deputy (DEVC) JM

by DEVC each day to indicate completion of associated tasks. All daily components, mini-check boxes, must be initialed





sign the Seal Log seal numbers should be recorded in the Seal Logs (cut off the tail first). Both the DEVC and AEVC must initial or The **DEVC/AEVC** will match seal numbers to those on the Seal Logs and confirm they are the same. Any removed

Together DEVO/AEVO Confirm Coall one	_		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31
Supply Cabinet—Remove the green seal											
Equipment Caddy— Left unsealed during EV after Controllers have been removed											
Ballot Boxes— Match orange seals to seal log call immediately if seals don't match											
Provisional Ballot Box –Match orange seals to seal log call immediately if seals don't match											
Damaged Ballot Box—Match orange seals to seal log call											
Ballot Box #4—check orange seals											
Controllers—remove and log green seals											
Scans—remove and log green seals											
	4		!	!)	:	1	<u> </u>	!	1
MiFi & ePollBooks	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31
Find MiFi in ePollBooks case, plug in & turn on MiFi (MP70 if provided)											
Place ePollBooks on qualifying and Judge Table											
Plug ePollBooks in to charge											
Tap Home button to wake up ePollBooks											
Open Polls on ePollBooks											
Judge verifies all ePollBooks signed in and connected to											
MiFi/MP70 before continuing.											

DEVC Assigns Clerks	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31
Set up Controllers on tables, open and plug in											
Plug in Barcode reader and Data cable											
Set up Ballot boxes and Ballot bags (Reach into gray Ballot Bags and remove cable locks, silver locks, and gold locks. Place in Judge's Box. Gold and Silver locks MUST remain unlocked. If they are locked, call Supplies on Judge line to report.)											
Place scans on Ballot Boxes and Lock in place											
Duo Go is plugged in, powered on and charging											
Turn on surge protectors											
ADA: DEVC can assign a Clerk to perform this task	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31
Confirm ePollBook accessibility remedies documented; send images to Harris County											
Post outdoor entrance signs: Disable access, curbside assistance											
Set up curbside buzzer											
Duo Go Plugged Charging & Powered On											
Post indoor/outdoor directional signs at entrances/exits and inside Vote Center											
ATI plugged in											
Verify ATI headsets functioning on all Duos											

DEVC/AEVC Open Polls on Controller	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31
Power on Controllers, power on Self-Test wait 4 ½ min											
Print Zero Report, Verify number, log on reconciliation log											
envelope											
Verify Poll code on tape is correct (if not, call resource line											
Open polls on Controllers											
Open Poll report prints, Log info on Reconciliation Log											
Place tapes in Envelope for Device Reports/Taps											
Place reconciliation log and Envelope in work Envelope											
DEVC/AEVC Open Polls on Scans	Tue	Wed	Thu	Fri 10/24	Sat 10/25	Sun	Mon 10/27	Tue	Wed	Thu	Fri 10/31
Break seals, verify seal and the serial numbers on Chain of Custody form											
If numbers do not match, Contact Judge resource line ASAP at 713-755-1617, Option 04											
Power on Scans, Power on Self-Test, wait 4 ½ min											
Print Zero report, Verify number, Log on reconciliation log											
If not Zero, contact Judge resource line											
Open polls on Scans											
Open polls report prints, log info on reconciliation log											

List A ID laminated Form											
Statement of Resident Forms (SOR)											
Oath of Assistance Form											
Ballot paper signed											
Roll of in line Controller Tape – 1 Roll											
Stamped Ballot Paper											
Items to Post (door, parking area & booth)	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31
Notice of Total Number of Voters who voted (Door)											
Notice of 4 nearest Countywide polling locations (Door)											
100 Foot Distance Marker for each entrance (Parking area)											
Vote Here Signs (Parking area)											
Wheelchair Access (Parking Area)											
Write in Candidates (Booth)											
Voter Information (Booth)											

Qualifying Table - Clerk

Tue 10/21

Wed 10/22

Thu 10/23

Fri 10/24

Sat 10/25

Sun 10/26

Mon 10/27

Tue 10/28

Wed 10/29

Thu 10/30

Fri 10/31

Deputy Early Voting Clerk Printed Name:	ame:
SRD:	Setup Date:
Setup Start Time:	Setup End Time:
I have completed all ste contacted Harris Count	I have completed all steps outlined in this checklist, completed tasks daily, and contacted Harris County with any questions or concerns when required.
Deputy Early Voting Clerk Signature:	

(Place this completed and signed checklist inside the Checklist Return Folder.)

the AEVC or any Clerk. thoroughly. Only the DEVC will initial each box once the items are completed. This checklist cannot be delegated to Instructions: The DEVC is responsible for confirming that all items on the list are completed accurately and

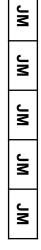
All items with green boxes are to be initialed by the Deputy (DEVC)





Bulleted, lettered, and numbered items are tasks the DEVC assigns to Clerks/AEVC

All daily components, mini-check boxes, must be initialed by DEVC each day to indicate completion of associated tasks.





Prepare Seals and Logs:



At the end of Early Voting each night, the DEVC and AEVC will together complete the following tasks:

- A. When the Scan used to determine 7:00 am for opening the vote center reads 7:00 pm, close the doors and allow all voters already in line to vote.
- B. If possible, bring the line of voters inside the building.
- Send the greeter to the end of the line so no more voters join the line after 7:00 pm
- D. Send one of these Handy messages through the ePollBook based on Vote Center status.
- E. Harris County will call after 7 PM to determine location status.

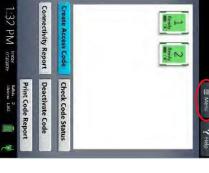
Follow order to Suspending the Vote Center:

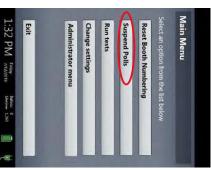
- Suspend Controllers
- 2. Close Duo Lines and Seal Ballot Boxes
- 3. Suspend Scans
- 4. Suspend ePollBooks
- 5. Remove ADA Signs and Cones
- Prepare to Suspend Vote Center

NOTE: Still have voters in line = cannot close Polls
Processed last voter = last voter has been
qualified on ePollBook



Record the seal Number on the Controller seal log, put seal in work Folder	Place a green seal around the handle	Power down Controllers, shut the controller case	Log reports on Reconciliation Envelope, file tapes in the envelope	Suspend Polls on Controllers, Suspend Polls Report prints, then print Access Code Report	Together DEVC/AEVC suspend Controllers one at a time. This cannot be done by a Clerk.
					TUE 10/21
					WED 10/22
					THU 10/23
					FRI 10/24
					SAT 10/25
					SUN 10/26
					MON 10/27
					TUE 10/28
					WED 10/29
					THU 10/30
					FRI 10/31

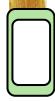








Green Seal



Closing Duo Lines	TUE 10/21	WED 10/22	THU 10/23	FRI 10/24	SAT 10/25	SUN 10/26	MON 10/27	TUE 10/28	WED 10/29	THU 10/30	FRI 10/31
As soon as the polls suspend on the Controller, Assign Clerks to begin turning off Duos											
Press red button on the back of the Duos for each line											
The tablets in the Duos are left docked overnight and lids are left open											

Together DEVC/AEVC Seal Ballot Boxes	TUE 10/21	WED 10/22	THU 10/23	FRI 10/24	SAT 10/25	SUN 10/26	MON 10/27	TUE 10/28	WED 10/29	THU 10/30	FRI 10/31
If Damaged Ballot Box was unsealed, reseal the flap, log seal number on Damaged Ballot Box Seal Log											
If Provisional Ballot Box was unsealed, reseal the flap, log seal number on Provisional Ballot Box Seal Log											
If Ballot Box #4 was unsealed, reseal the flap, log seal number on Ballot Box #4 Seal Log											
Put Seal logs in work Folder											



Damaged Ballot Box



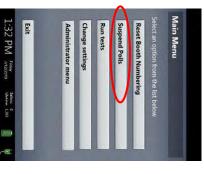
Provisional Ballot Box



Ballot Box #4

Together DEVC/AEVC Suspend Scans one at a time. This cannot be done by a Clerk. NOTE: Check the purple Scan tape. If it is low, change the roll before suspending the polls	TUE 10/21	WED 10/22	THU 10/23	FRI 10/24	SAT 10/25	SUN Oct 26	MON 10/27	TUE 10/28	WED 10/29	THU 10/30	FRI 10/31
Press the blue "Poll Worker" button on the back of the Scan Suspend polls on all Scans, the Suspend Polls Report prints											
Log numbers on Reconciliation Envelope, file tapes in envelope											
Power down Scans, unplug the Scan from the wall.											
Shut the Scan case, place a green seal around the handle											
Record the Seal Number on the Scan Seal Log											
Put seal log in work Folder											











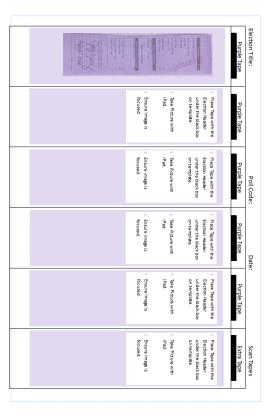
Suspend ePollBooks:

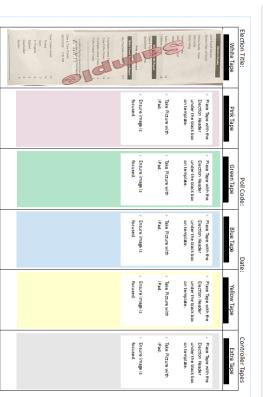


Instructions on suspending polls on the ePollBook immediately follow this page.

DEVC Initials

Together DEVC/AEVC Suspend polls on one ePollBook This cannot be done by Clerk.	TUE 10/21	WED 10/22	THU 10/23	FRI 10/24	SAT 10/25	SUN 10/26	MON 10/27	TUE 10/28	WED 10/29	THU 10/30	FRI 10/31
Go to the Judge Admin Menu and select "Suspend Poll."											
Answer the questions. When tapping "Yes" for damaged ballots, a new question pops up asking how many damaged ballots. Enter the number in the box.											
Tap the green "Next" button											
Enter estimated number of Damaged Ballot Box ballots on Judge ePollBook											
Sign all ePollBook pages in suspending process											
Take photos of all Scan and Controller tapes. Place each Scan tape on the labeled Scans Template and each Controller tape on the Controllers Template as instructed below.											

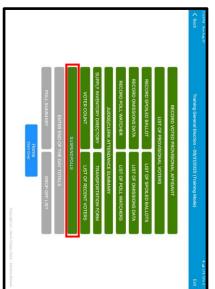




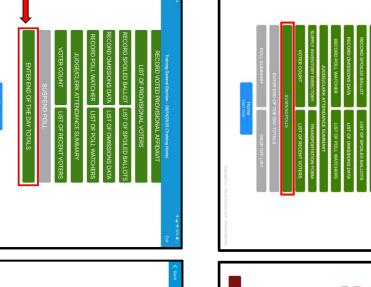


one ePollBook Together DEVC/AEVC Suspend Polls on

- Go to the Judge Admin Menu and select "Suspend Poll."
- Ņ the top of the page. Answer the two questions at
- ယ question pops up asking how damaged ballots, a new When tapping "Yes" for the number in the box. many damaged ballots. Enter
- Verify the Lists and suspend polls Tap the green "Next" button,
- Ö on menu Tap Enter End of the Day Totals
- တ be displayed: A new menu for end-of-totals will
- Enter Controller end-of-day totals
- Submit Controller tapes photo
- Enter Scan end-of-day totals
- Submit Scan tapes photo

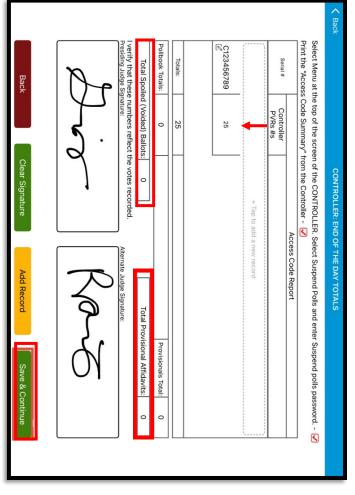


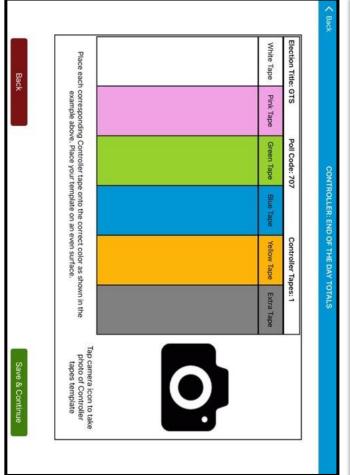
The following steps need be completed before suspending the poll.





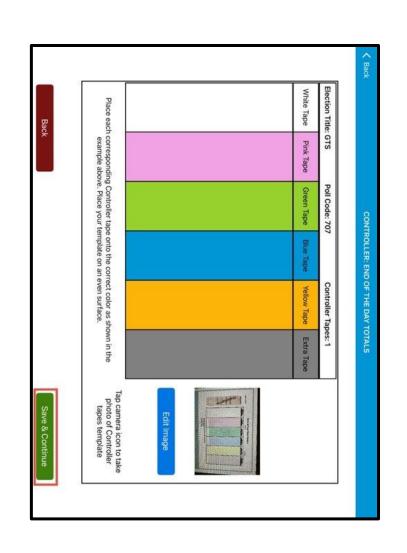
- Answer questions on screen and enter all Controller information.
- 8. Fill in Provisional and Spoil numbers
- 9. Use Controller Tapes Picture Template to take picture of ALL Controller tapes at once. First place the Suspend Polls Report on the template, then fold the Access Summary Report so that the PVR numbers are visible. Place the folded PVR numbers on top of the Signature lines to take the photo.
- 10. Place each corresponding Controller tape onto the correct color as shown in the example. Place your template on an even surface.
- Next tap camera icon to take photo of Controller tapes template.

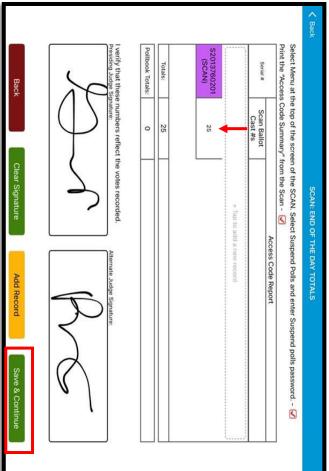




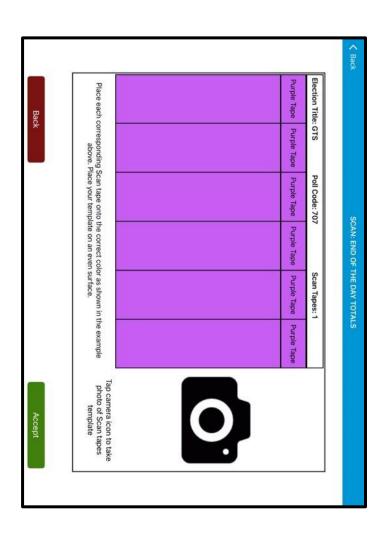
- 12. After taking the photo of the Controller tape template, you will see the image with an Option to **Edit Image** or retake the photo if needed.
- If the photo doesn't need editing, you can "Save & Continue."
- 13. Move on to next step, Enter Scan end-of-day totals.
 14. Once all Scan records have been added, both DEVC/PJ and AEVC/AJ will sign in the signature boxes and press

the green Save & Continue button.

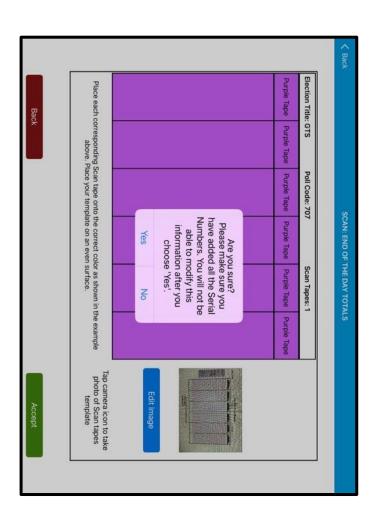


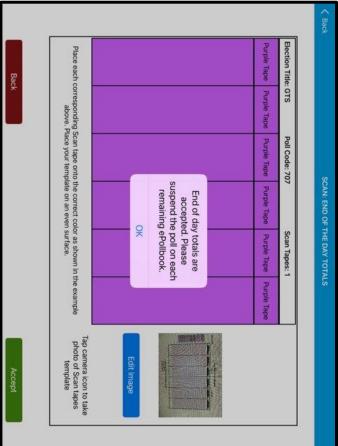


- 15. Use Scan Tapes Picture Template to take picture of ALL Scan tapes at once
- 16. Place each corresponding Scan tape onto the correct color as shown in the example. Place your template on an even surface.
- 17. Next tap camera icon to take photo of Scan tapes template
- 18. After taking the photo of the Scan tape template, you will see the image with an Option to **Edit Image** or retake the photo if needed.
- If the photo doesn't need editing, you can select "Accept".

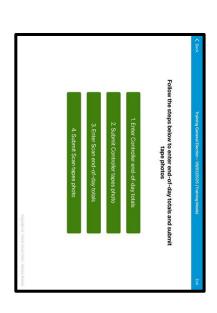


- 19. A pop-up will appear asking: Are you sure? Please make sure you have added all the <u>Serial Numbers</u>. You will not be able to modify this information after you choose 'Yes'.
- If everything is correct, select 'Yes'
- 20. A popup appear confirms the acceptance of the end of day totals. Press "OK"
- Please close the poll on each remaining ePollBook.

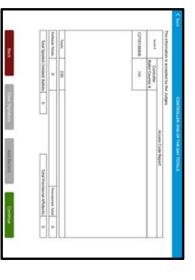


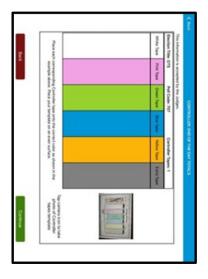


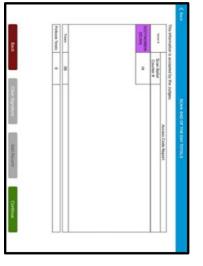
21. Once all steps are completed, you will see this menu highlighted finished. in green, indicating that all four steps have been successfully

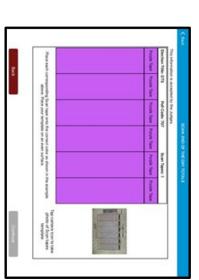


- 22. If you select the menu highlighted in green, you'll notice that all the tabs are greyed out, preventing any further
- You will only see the green 'Continue' tab, which allows you to review your submissions.
- At the end of Step 4, the green 'Continue' tab will also be greyed out.









Remove ADA signs and Cones:



DEVC Initials

Remove ADA items	TUE 10/21	WED 10/22	THU 10/23	FRI 10/24	SAT 10/25	SUN 10/26	MON 10/27	TUE 10/28	WED 10/29	THU 10/30	FRI 10/31
Collect and bring all outdoor supplies (cones, buzzer, mats, signs) inside.											
Remove any trash and clean up the location.											



BÂNG GHI KHOẢNG CÁCH Không được Vận Động Bầu cử hoặc Làng Văng Từ Điểm Này đến Của Vào Nói Bố Phiếu

MARCADOR DE DISTANCIA Se Prohibe Solicitar Votos o Vagar Entre Ente Punto y La Entrada Al Siño De Votación

DISTANCE MARKER
NO Electionsering or Loitering Between this
Point and the Entrance to the Polling Place

100 ft.



Assign Clerks to complete these tasks simultaneously, using	TUE 10/21	TUE WED THU 10/21 10/22 10/23	THU 10/23	FRI 10/24	SAT 10/25	SUN 10/26	MON 10/27	TUE 10/28	WED 10/29	THU 10/30	FRI 10/31
manual instructions											
Unplug extension cords, The surge protector will be powered ON so that the Duo tablets charge overnight											
Confirm Duo Go is kept charging											
Put MiFi in Supply Cabinet, keep charging											
Put ePollBooks in Supply Cabinet, keep charging											



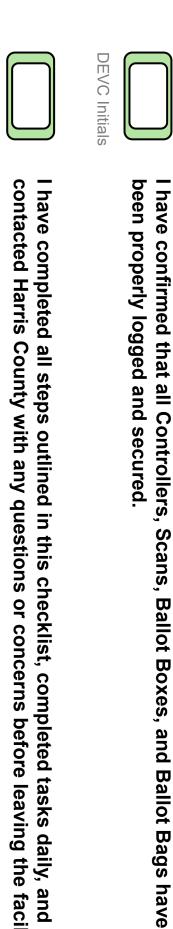


Prepare to Suspend the Vote Center	TUE 10/21	WED 10/22	THU 10/23	FRI 10/24	SAT 10/25	SUN 10/26	MON 10/27	TUE 10/28	WED 10/29	THU 10/30	FRI 10/31
Ensure ePollBook time sheets have been completed											
Suspend polls on remaining ePollBooks (DO NOT add closing numbers), tap the silver button to put to sleep, put in Supply Cabinet											
DO NOT turn ePollBook fully off, keep them all charging over night											
Dismiss Clerks once they have completed all their tasks and recorded their time											
Together DEVC/AEVC log Supply Cabinet seal number, put seal log in work folder, put work folder in Supply Cabinet											
Lock & seal Supply Cabinet											
Close and secure Vote Center, DEVC takes equipment keys home											



Supply Cabinet

Deputy Early Voting Clerk Printed Name:SRD:
D:



DEVC Initials contacted Harris County with any questions or concerns before leaving the facility. I have completed all steps outlined in this checklist, completed tasks daily, and

Deputy Early Voting Clerk Signature:

(Place this completed and signed checklist inside the Checklist Return Folder.)

Early Voting- Suspending the Vote Center Last Day

delegated to the AEVC or any Clerk. and thoroughly. Only the DEVC will initial each box once the items are completed. This checklist cannot be Instructions: The DEVC is responsible for confirming that all items on the list are completed accurately

All items with green boxes are to be initialed by the Deputy (DEVC)





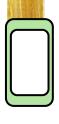
Bulleted, lettered, and numbered items are tasks the DEVC assigns to Clerks/AEVC

Election Day, even if Duo lines and qualifying tables remain in place Election Day. Ballot Boxes and Controllers must still be placed in the Equipment Caddies and sealed until **NOTE:** Certain items may remain set up if the facility has given permission for the Vote Center to remain until

Scans and ePollBooks DEVC assigns Clerks suspending tasks from checklist before working with AEVC to suspend polls on Controllers



Suspending Tasks Include



DEVC Initials

- Suspend Controllers
- Close Duo Lines
- Suspend Scans
- Seal Ballot Bag and all returned Ballot Boxes
- Remove ADA signs, cones, buzzer
- Remove all Items to Post, inside / outside
- Remove all items from Qualifying / Greeter Tables
- Suspend ePollBooks
- Remove all Items from Judge Table
- Confirm all Items to Return
- Prepare for Departure

At 7 PM - DEVC will do the following:

- Bring the line of voters inside the building if possible.
- Station the greeter at the end of the line so no more voters join after 7 PM
- Send a Handy Message through ePollBook: "Processed last voter" or "Voters are still voting."
- After last Voter has voted and left assign suspending tasks to Clerks and begin working with AEVC to suspend polls on Controllers and Scans.

Together DEVC/AEVC will Suspend all Controllers

- 1. Press "Menu" at top of screen.
- Ņ Suspend the polls on the Controller by entering the Suspend Poll Code. Once entered, the Suspend Polls Report will automatically print...
- 3. Print the Access Code Summary Report.





1:32 PM (1009)

Before 1363





Together DEVC/AEVC will Suspend all Controllers.

- Write the PVRs Printed Today number from the Suspend Polls Report tape onto the Early Voting Daily Reconciliation Envelope.
- 5. When Provisionals are listed on Suspend Polls Report tape, write the number on Early Voting Daily Reconciliation Envelope. If no provisional information appears, that Controller printed no provisional access codes that day and the number zero should be logged.
- 6. Both DEVC & AEVC print and sign their names at the bottom of the Suspend Polls Report tape.
- Place tapes into the envelope. The tapes will be used when entering the End of Day Totals on the ePollBook.
- Power down the Controller. The Clerks may now be assigned to close this line of Controller and Duos.

	Election Header			0	-		
			Must be completed by BOTH the DEVC & AEVC	the DEVC & AE	ରା	Today's Date:	
	Uniform and Special Elections Election Date: 5/4/2024		Please fill in boxes below accord After all numbers are logged, Cor	ing to the equipment introller & Scan tape	nt assigne is for AM	Please fill in boxes below according to the equipment assigned. Both DEVC & AEVC sign when completed. After all numbers are logged, Controller & Scan tapes for AM and PM go in this daily envelope.	
			SRD: Elec	Election Title:		Election Date:	
r on Early Voting	Harris County, Texas		DEVC:		A	AEVC:	
on Early voing	SRD002C- Harris County Attorney Conf Ctr		SCAN: Call immediately if Sc to the last day of Early Voting ti	an is NOT zero on he opening numbe	first day er should	SCAN: Call immediately if Scan is NOT zero on first day of Early Voting when opening polls. From the second to the last day of Early Voting the opening number should match the closing number from the night before.	
e. II IIO PIOVISIOIIAI	Early voung		Enter # of Scans assigned to Vote Center	ite Center:			
ntroller printed no	Verify Controller		#1: purple tape		J	#2: purple tape	
	S/N: C2115138906		Serial #			Serial #	
t day and the	Version: 2.5.3		Opening Ballot Counter#			Opening Ballot Counter #	
יי ממץ מווע נווכ			Closing Ballots Cast Today#			Closing Ballots Cast Today #	
<u></u>	Ballot Counter:		#3: purple tape			#4: purple tape	
·	Lifetime Counter: 270		Serial #			Serial #	
			Opening Ballot Counter#			Opening Ballot Counter#	
	Suspend Polls Report		Closing Ballots Cast Today #			Closing Ballots Cast Today #	1
d sign their names	Date & Time Permitted: 4/7/2024 7:08 PM		CONTROLLER: From the second to the last day of Early Voting the open closing number from the night before.	econd to the last of before.	lay of Ea	rly Voting the opening number should match the	21
Polls Report tape.	Polls are Suspended		Enter # of Controllers assigned to Vote Center	to Vote Center:			
	Ballot Count Summary Report		Serial #		_	Serial #	
			Opening Ballot Counter#		ш	Opening Ballot Counter#	
	Qty Pcts/Splits Included 1012		Closing PVRs Printed Today #			Closing PVRs Printed Today #	
<u>!</u>			# of Provisionals			# of Provisionals	
e. The tapes will	Total PVRs Printed: 44		green tape		_	#4: blue tape	
nd of Day Totals	Pots / Spiles Vieted Tedays 4	/	Opening Ballot Counter#		_	Opening Ballot Counter#	
ווע טו דמי וסימוט	PVRS Printed Today: 12		Closing PVRs Printed Today #		_	Closing PVRs Printed Today#	
	Report includes a total of 6		# of Provisionals			# of Provisionals	
	provisional ballot(s)		#5: yellow tape		J	#6: white tape	
			Serial#		_	Serial #	
	confirm that the record is true and		Opening Ballot Counter#			Opening Ballot Counter#	
	accurate (Sign and Print Name)		Closing PVRs Printed Today #			Closing PVRs Printed Today#	
ho Clorks may	フロンクションク		# of Provisionals			# of Provisionals	
s line of Controller	print & sign		 Reconciliation Envelopes go in the Work Folder at the end of each day of Ear On the last day rubber band all Reconciliation Envelopes together and place The Constable or Harris County appointed representative will take the Return other lense To Be Returned. 	o in the Work Folde d all Reconciliation unty appointed rep	r at the er Enveloper esentativ	Reconciliation Envelopes go in the <i>Work Folder</i> at the end of each day of Early Voting On the last day rubber band all <i>Reconciliation Envelopes</i> together and place in the <i>Return Banker Box</i> The Constable or Harris County appointed representative will take the <i>Return Banker Box pag</i> top off with all other flowers To Be Returned	
						ı	

This process needs to be done for every Controller.



Early Voting to Election Day Controller Transfer Log

- Fill out Early Voting to Election Day Controller Transfer Log found in the clear pouch inside Supply Cabinet door.
- Ņ Use Suspend Polls Report tape to get the needed numbers when filling it out.
- ယ After all **Controller** numbers have been added to it, place the report back in the clear pouch...

Controller	arly voting to	Controller Early voting to Election Day I ransier Form	er Form
Location		SRD #	Poll Code #
Last Day of	Early Voting - End	Last Day of Early Voting - End of Day Suspend Numbers	
Controller Serial Number	Ballot Count	Equipment Caddy	Seal Number
Controller (White):		Equipment Caddy	
Controller (Pink):		Equipment Caddy	
Controller (Green):		Equipment Caddy	
Controller (Blue):		Supply Cabinet	
Controller (Yellow):			
Signature of Early Voting		Signature of Early Voting	
Signature of Election Day Presiding Judge		Signature of Election Day Presiding Judge	





Controller

- Disconnect Barcode reader and place in Device Box
- Unlock/undock Controller tablet, store in Controller lid.
 lock in place with both key and latch, close lid.
- Disconnect Data cable
- Disconnect power cord, separate into 2 pieces, place brick end in lower part of Controller lid compartment, cable goes in upper part.
- Close and latch Controller lid and place on lower shelf in Equipment Caddy. No seal is needed on the handle.

Duos

- Power off each Duo by pressing the red button on the back.
- Wait for screen to power down completely, with no cursor or spinning circle.
- Unlock/undock Duo tablets, store in Duo lid, lock in place with both key and latch.
- Close lids before disconnecting cables to provide clear access to back panel. Removing cables while Duo case is open can damage cables.

- Disconnect the round power cord from the back of each Duo by pulling back on the black connector before removing from port.
- Disconnect data cables, open Duo lid and place one data cable in each Duo lid compartment.
- Remove booth numbers if they are still attached
- Close and latch Duos lids
- Remove privacy screens and set aside.
- Reach under booth and unlock Duos, remove from booth.
- Place Duos on the bottom shelf of the Equipment Caddy.





NOTE: Place equipment back in the Equipment caddy carefully so the equipment and the caddy are not damaged.

- Disassemble the booths.
- Place the booths and privacy screens in booth carry bags.
- Put the booth carry bags in the Equipment Caddy on the top shelf.









Duo Go

- Get Duo Go boxes from Equipment Caddy.
- Go box. Unplug Duo Gos and place one power cord in each Duo
- Turn off Duo Gos and place in boxes
- Close boxes and place in Equipment Caddy.
- Gather Carrier Envelopes, laminated Curbside Voter Statements; place in Election Forms Box.

ADA

- buzzer A-frame). Bring in all outdoor ADA items (cones, mats, signs, buzzer,
- Disassemble the Curbside Buzzer and put it in its case
- Remove legs from coroplast outdoor signs
- entrance to Vote Center room). Disabled Access Posting (path from the accessible
- **Curbside Assistance Signs**
- Disabled Access Postings
- they came from. Place all items in the Equipment Caddy or Supply Cabinet









Together DEVC/AEVC seal these Ballot Boxes

Any issues with sealing or logging any Ballot Boxes should be reported to 713 -755-1617, Option 04.

Damaged Ballot Box

- 1. Break seal on Damaged Ballot Box if it was not unsealed earlier that day.
- Get orange seal and write seal number on the EV Damaged Ballot Seal Log, both sign.
- 3. MUST place completed log inside the Damaged Ballot Box. This is a critical transfer Chain of Custody form for any uncounted ballots inside and serves as the official record. It must be placed inside even if there are no ballots in the box.
- Seal flap and set Damaged Ballot Box aside to go to drop off.

Provisional Ballot Box

- 1. If Provisional Ballot Box was unsealed earlier that day place inside any forms from Provisional Ballots that day.
- 2. Get orange seal and write seal number on *EV Provisional Ballot Box Seal Log*, both sign (if it was not unsealed that day log number of seal already on the box).

- Seal flap and set Provisional Ballot Box aside to go to drop off.
- 4. Place seal log in White Return Envelope.

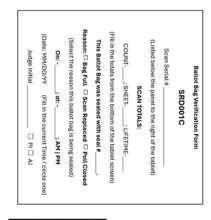
Ballot Box #4

- Break seal on Ballot Box #4 if it was not unsealed earlier that day.
- Place inside Thrown Away Ballots Envelope and any additional forms from Spoiling or Cancelling a Mail Ballot that day.
- Get orange seal and write seal number on EV Ballot Box #4 Seal Log, both sign.
- Seal flap and set Ballot Box #4 aside to go to drop off.
- 5. Place seal log in White Return Envelope.



Together DEVC/AEVC Suspend Polls on all Scans

process **NOTE:** Check purple Scan tape. Replace the tape if it is running low before beginning suspending



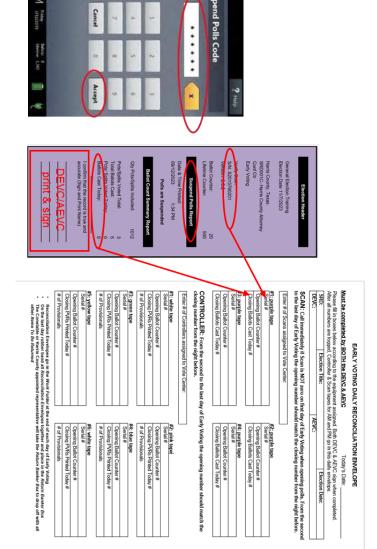
Scan. Be sure to relace form in Ballot Bag once form is filled out. Fill out Ballot Bag Verification Form before suspending polls on Once the constable has arrived and the Ballot Box is unlocked





Suspend Polls on Scan

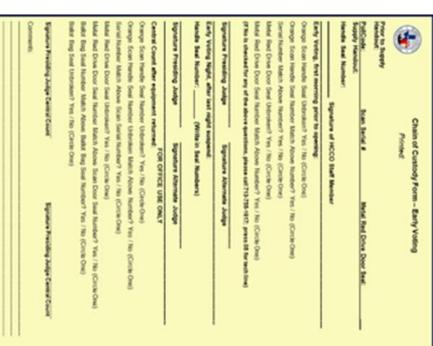
- Press the blue Poll Worker button on back of Scan.
- 2. Follow the on-screen prompts to suspend polls.
- Suspend Polls Report prints automatically and includes the Ballot Count Summary Report. Tear it off.
- 4. Write Ballots Cast Today number from the Suspend Polls Report tape onto the Early Voting Daily Reconciliation Envelope.



Together DEVC/AEVC Suspend Polls on all Scans/Secure Ballot Bags

- Place tapes into the envelope. You will need these tapes during the ePollBook closing process.
- Ņ Get the yellow Chain of Custody form from the Work Folder.
- 3. Get an orange seal, write the seal number on the Chain of Custody form in the Ballot Bag area.
- 4 Get cable lock and padlocks from Judge's Box in preparation to lock and seal gray Ballot Bag. Set it with Items to Return
- Ġ Power down Scan. Unlock/undock Scan tablet, store in Scan lid, lock in place with both the key and the latch, close lid
- တ Disconnect power cord, separate into 2 pieces, place brick end in lower part of Scan lid compartment, cable goes in upper
- Get an orange seal, write seal number on the Chain of Custody form in the Scan area
- 8. Both DEVC and AEVC sign Chain of Custody form.
- 9 Place Chain of Custody form in Scan. Close and latch Scan lid. Put seal on Scan handle
- 10. Set Scan with Items to Return.
- 11. This process needs to be done for every Scan and Ballot Bag.







Securing the Ballot Bag

Once the Constable has arrived and the Ballot Box is unlocked, complete the Ballot Bag Verification Form.

- Be sure to place the completed form back into the Ballot Bag.
- Lock and seal all gray Ballot Bags.



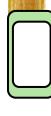




- Collapse Ballot Boxes, instructions are on back of the box.
- Place in the Ballot Box carry bag.
- Place carry bag in Equipment Caddy.
- Ballot Boxes are not returned, they will be used on Election Day.
- Put remaining "I Voted Stickers" in the Supply Cabinet.



Pack up Qualifying & Greeter Tables:



DEVC Initials

Qualifying Tables Put all items back in Elections Forms Box or Supply Cabinet.

- List A ID laminated form
- Statement of Residence (SOR) forms
- Oath of Assistance / Oath of Interpreter form
- New Election Worker Assistance Sheet
- Ballot paper with Clerk Hudspeth's initials stamped on it
- Extra roll of tape in color for that qualifying line
- Rens

Greeter Table - Put all items back in Elections Forms Box or Supply Cabinet.

- List A ID laminated form
- Statement of Residence (SOR) forms
- Prohibition of Certain Devices form
- Sample Ballot
- Green scratch pads, for Voters to copy choices from their phones.
- Pens

NOTE: Take down Tables and Chairs. Put them away as instructed by facility.



NOTE: Return white coroplast boards; they are reused every election. **NOTE:** Remove sticky tack from forms where you can; all forms are reused when possible

Items to Post- Inside Booth and Vote Center

Put all items back in Elections Forms Box or Supply Cabinet.

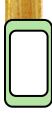
- List of Declared Write-in (in booth)
- Early Voting Polling Place (outside door to Vote Center room)
- Notice of Voter Eligibility
- Notice of Voting Order Priority
- Notice of Prohibition of Handguns in the Polling Place
- Notice of Prohibition of Certain Devices within 100 Feet of Voting Station
- Notice of Acceptable Identification Poster
- Voter Instruction Poster
- Sample Ballots
- List of Declared Write-in Candidates (Not used in all elections)
- Voter information Poster (large size)
- Voter Complaint Information Poster
- Disabled Access Posting (path from accessible entrance to Vote Center room avoiding any stairs)
- Notice of Debt Bond

Items to Post- Outside

Put all items back in Elections Forms Box or Supply Cabinet.

- ID Required for Texas Voters
- Vote Here Signs (coroplast, remove legs
- Distance Marker (coroplast, remove legs)
- Curbside Assistance Signs
- **Disabled Access Postings**





DEVC Initials

Together DEVC/AEVC Suspend Polls on one ePollBook

Use the instructions provided in the Suspending Daily Checklists for step-by-step guidance.



DEVC Initials

- Everyone enters payroll on designated ePollBook, close polls on remaining ePollBooks, (do not re-enter numbers)
- Ņ Put ePollBooks and Translation iPad to sleep by tapping silver button.
- ယ Pack ePollBooks in ePollBook case, screens face each other and lean forward inside case to protect in transit.
- 4. Set case with Items to Return.



shown in the image above. cases, replace all items as When returning ePollBook



ePollBook



Translation iPad



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DEVC or AEVC place following items in Return Banker Box:

- 1. Daily Reconciliation envelopes (rubber banded together)
- 2. All Purple RID Envelopes
- White Admin Envelope, (with required forms and all seal logs)
- All Green Voter Registrar Envelopes
- Checklist Return Envelope
- 6. All keys

Judge's Table:

- Put all items no longer needed into Election Forms Box and Supply Cabinet
- Collect all name badges and place in Supply Cabinet



Return Banker Box is on the top shelf of the Supply Cabinet under the wire baskets and will need to be built.

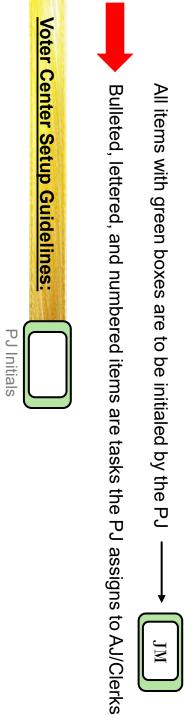
- DEVC Initials
- Report daily Damaged Ballot Bag number when Harris County Elections calls.
- 2. Dismiss Clerks.
- Confirm all Items to Return are ready for Constable to take to drop off, use Early Voting Equipment Receipt to be sure nothing is forgotten.
- DEVC/AEVC take green seals from Supply Cabinet.
- Record seal numbers for each Equipment Caddy on the EV Equipment Caddy Seal Log.
- Both DEVC & AEVC sign the log and place it in the White Return Envelope.
- Seal the Equipment Caddy when everything has been placed inside, (Controllers, Duos, Booths, Ballot Boxes.) DO NOT seal before confirming no Items to Return are inside.
- Record seal number on EV Supply Cabinet Seal Log.
- Both DEVC & AEVC sign the log and place it in the White Return Envelope.

- 10. Put White Return Envelope in Return Banker Box and place with Items to Return.
- 11. Lock both top locks and bottom padlock of the Supply Cabinet after everything has been placed inside, (Election Forms Box, supply tub, extension cords, any other equipment).
- Seal the Supply Cabinet.
- Put all equipment keys in the Return Bankers Box They must all be returned.
- 14. Fill out *Early Voting Equipment Receipt* with the Constable or other permissible authority. Confirm all items to be returned are put in vehicle.
- 15. DEVC/AEVC/Constable sign receipt, all copies go with Constable
- 16. Poll Watchers may follow constable car to drop-off.
- A. Call Harris County Elections to report when the Constable has left.
- B. Close and secure the Vote Center.

Deputy Early	Deputy Early Voting Clerk Printed Name:
SRD:	Last Voter Processed Time:
DEVC Initials	Both DEVC and AEVC have verified all items to return are given to the Constable.
DEVC Initials	I have completed all steps outlined in this checklist and contacted Harris County with any questions or concerns before leaving the facility.
Deputy Early	Deputy Early Voting Clerk Signature:

Election Day- Vote Center Setup

to the AJ or any Clerk. thoroughly. **Only** the PJ will initial each box once the items are completed. This checklist cannot be delegated Instructions: The PJ is responsible for confirming that all items on the list are completed accurately and



PJ will use the following guidelines when determining & assigning room setup tasks

Important: The Controllers, Ballot Boxes, and Scans must NOT be setup until Election Day.

Vote Center Room Layout

- A. Determine the best layout for the vote center room utilizing available, working electrical outlets and doorways
- B. Refer to equipment allocations in the Judge's Letter when determining room layout.
- C. Arrange the vote center with clear flow of traffic; space each voting line and Duo to allow maximum ease of movement
- D. Ensure voters' privacy; voters waiting in line should not be able to see Duo screens. (TEC Sec 51.032)
- E. Allow for a 60-inch (five-foot) circumference of space in front of the Qualifying Table and each Duo allowing room for mobility devices to maneuver; this is an ADA requirement
- F. After tables and equipment has been setup walk the voter's route to ensure safety and efficiency.

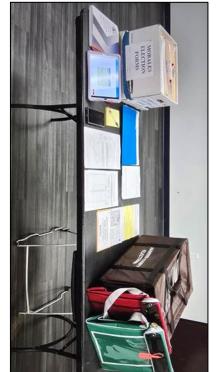
Vote Center Table

- Vote Center. Place the Judge's Table where it allows a view of the entire
- possible. This is where Voters sit to complete forms. Place the Greeter's Table as close to the entrance as
- More than one Duo Go can be placed on the table to charge Place Duo Go Table (square card table) at the end of a voting line with a clear path to an exit leading to Curbside Voting.
- Place Qualifying Tables to allow space for Duo lines and Voter flow.

Vote Center Equipment

NOTE: CALL 713-755-1617, OPTION 04, IF ANY SEALS ARE MISSING OR BROKEN

- Remember to unplug extension cords after setting up Utilize extension cords as needed to reach electrical outlets
- Keep all cords out of the voters' path.
- Never cover cords or cables with mats or tape
- PJ will have a set of keys picked up during Supply Handout.
- Break the green seal on the Equipment Caddy.
- $\ddot{\circ}$ $\ddot{\circ}$ \Rightarrow Box. Use the content list on the inside of the brown Accordion Remove the Equipment Caddy Seal Logs from the Election Forms Folder to help find specific forms
- Record the seal numbers on the initial Seal Log
- шÖ appropriate seal log envelope. Place log in Work Folder. Cut the "tail" of the seal off. Place the seal number in the
- П keys in the Judge Envelope picked up at Supply Handout. Early Voting to Election Day Vote Centers will have Supply Cabinet



Judge's Table



ePollBook Case

Equipment Caddy



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Equipment Caddy Seal Log and Green Seal



PJ assigns this task to the AJ

PJ Initials

NOTE: Setting up the MiFi and the ePollBook is to be done by the AJ while the PJ and Clerks are setting up the Vote Center.

- Set up the MiFi (or MP-70 if provided). Attach the power cord and plug it in. (Never set up both) – PJs will be notified ahead of time if they will be given an MP70.
- 2. Turn on the MiFi or MP-70 using the attached instructions.

connect to the MiFi. Note: The MiFi must be fully turned on before waking the ePollBook or it will not

- Place one ePollBook on a stand.
- Set the ePollBook on the Judges Table.
- Ö charging block. **DO NOT** plug cables into USB slots on surge protector. Connect a charging cable to ePollBook. Connect the opposite end of the cable to a
- 6. Connect the charging blocks to a surge protector.
- 7. Confirm the MiFi is fully powdered on.
- ∞ Wake the ePollBook by tapping the home button on the ePollBook screen.
- Log in to the ePollBook. Passwords are on the Judge Envelope received at Supply
- <u>1</u>0. Check the MiFi screen to confirm the ePollBook has connected
- Harris County Elections Information Technology department will confirm connectivity and call if an issue is noticed. A call should not be expected otherwise



<u>≤</u>



MP-70

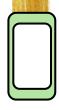
229



ePollBooks connected



ePollBook



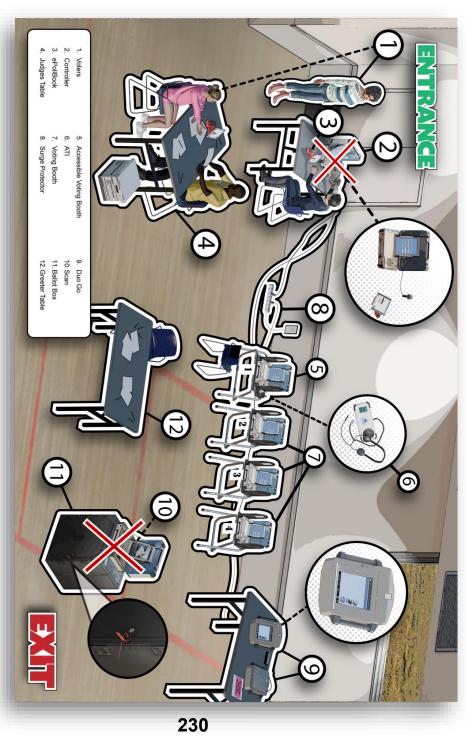
PJ Initials

Setup Day before Election Day: equipment and resources on Set up and prepare the following

numbers of Duos while ensuring smooth voter flow into and out of the Vote Center. Create Duo lines with similar

Assign Clerks and the AJ to the following tasks:

- Duo Lines Duo Go Table
- ADA
- **Qualifying Tables**
- Greeter Table Items to Post
- Judges Table



Anything with a Red X does not get setup until the first day of EV.



Setup Duo Lines:



Column 1: Complete Column 1 first

- Assemble booths, check all connections to the booth power brick are secure
- booth (done before Duos are on stands). Daisy chain booth power cables starting with the last
- Secure Duos to booths with the under-booth lock.
- sitting on it Plug round power cable from each booth into Duo
- Open Duos, remove data cable from compartment to right of tablet, close Duos
- connect until qualifying table is reached Daisy-chain verity data cables, start at last Duo and
- Open Duos; unlock, dock, then relock tablets
- tablet. This indicates that the tablet is securely docked; it does not indicate wall power is flowing to Note: When properly docked, a green light the Duo tablet illuminates on the base of the case to the right of the
- Connect ATIs/headsets to Duos on accessible booths, next to qualifying tables

Column 2: Complete Column 2 second

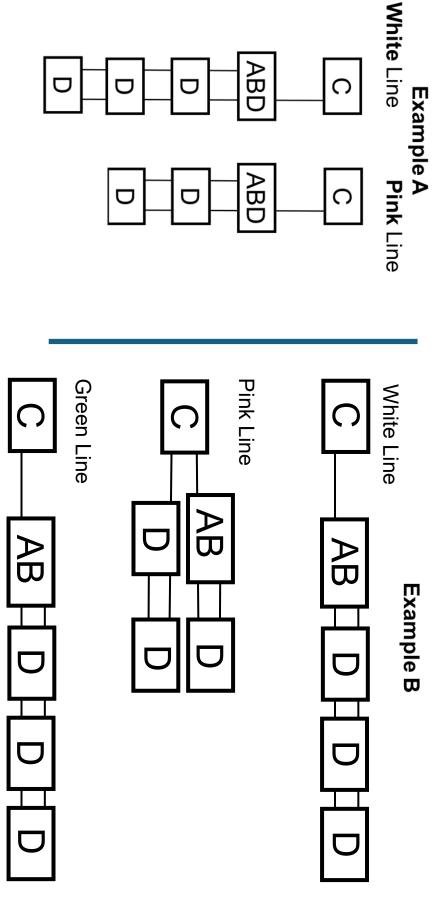
- Begin Duo Power Test by pushing red power button for Duos to power on, screen will go dark twice on the back of each Duo. It takes about 4 ½ minutes
- If a Duo fails the power test turn it off and restart it; if it fails again tell the PJ who will call tech support.
- After Power Test is complete, press the red Power Button to turn Duos off
- Attach booth numbers to lower handle using tape
- there are more than 5 lines Green, Blue, and Yellow. Start over with White if the numbers in the following order: White, Pink, Each line is assigned one set of colored numbers Match the tape color of the Controller for that line to
- Duo cases remain open until Election Day. DO NOT **CLOSE LID CASES**
- Attach Duo privacy screens
- Unplug extension cords from wall.
- so Duo batteries are charging. Surge protectors can stay plugged in and turned on,

Accessible and Standard Booths:

Accessible Booths must be first in line, next to the Qualifying

- Voting lines may contain up to 12 Duos each.
- between each voting line. Booths and Duos should be divided as evenly as possible







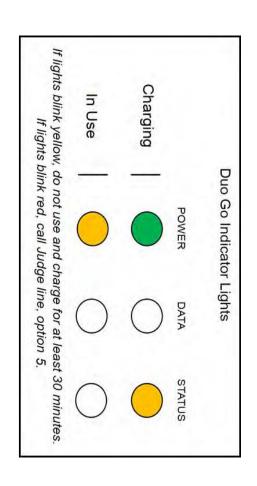
Set Up the Duo Go Table:



- Set up Duo Go Table; bring Duo Go boxes to table.
- Remove Duo Go's and charging cords from boxes and place on Duo Go table.
- Plug cords into back of Duo Go's and into surge protector or wall plug.
- Use blue key to open Duo Go and confirm the orange status light to left of brother logo is lit.
- Power Duo Go on and leave them to charge until
 Election Day; Duo Go can take up to 3 hours to fully
 charge.
- Place several pink Curbside Carrier envelopes and laminated Curbside Voter Oaths on the table.



Check Red Indicator Light





Note: Ensure Duo Go are turned ON while they are charging



- Check for ADA Signage envelope.

Assemble Curbside Buzzer.

- Place Notice to Voters with Disabilities information page between 48" and 58" above the ground, between the accessible entrance and voting room area.
- Organize directional signage for the Curbside Buzzer and set aside in preparation for Election Day.
- Consider exterior door for ADA entry and path of travel from door to Vote Center room







Place the following items on the Greeter's Table for the Greeter and Voters to use. The necessary forms will be in the Election Forms Box.

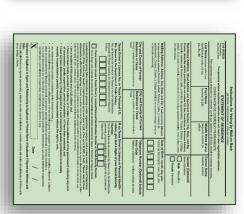
Qualifying Tables - Place needed items on qualifying tables

- List A ID laminated form
- Statement of Residence (SOR) forms
- Oath of Assistance / Oath of Interpreter form
- Pens
- Extra roll of Controller tape in color for that voting line

Greeter Table – Place needed items on greeter table

- List A ID and List B ID form (laminated)
- Statement of Residence (SOR) forms
- Pens
- Prohibition of Certain Devices form





Prescribed by Secretary of State
Secs. 33.051, 61.014, and 62.0111, Texas Election Code
9/2025

NOTICE

Prohibition of Certain Devices

A person is not allowed to use a wireless communications device within a room in which voting is taking place. Additionally, a person is not allowed to use a mechanic relectronic device to record sound or images within 100-feet of the voting stations. These devices include but are not limited to cell phones, digital phones, cameras, phone cameras and sound recorders. A voting station is the area where the voter marks the ballot.

Within a Room In Which Voting Is Taking Place

The election judge has the authority to require persons to deactivate any such device and the authority to require persons who do not comply to leave the polling place.

Poll watchers are subject to additional rules and must sign an oath stating they do not have in their possession devices capable of recording images or sound or that they will disable or deactivate the devices while serving as a watcher.

Questions or clarification should be directed to the election judge in your polling place

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary for the conduct of the election. Furthermore, this does not apply to persons employed at the location in which a polling place is located while the person is acting in the course of their employment.

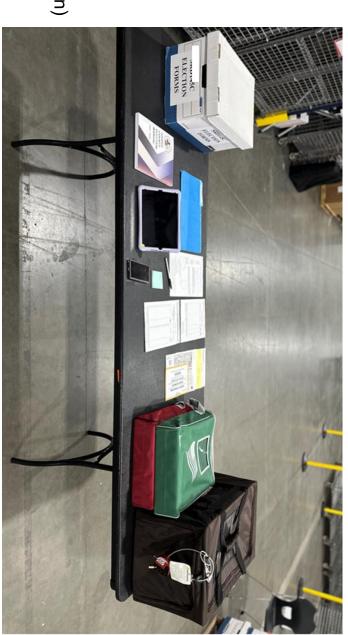




Center on Election Day. PJ/AJ should create and organize their Judges Table. This can be done during setup or when opening the Vote

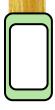
organization during opening, closing and processing of Voters. NOTE: A well-laid-out Judge's Table is critical to the successful operation of the Vote Center. It provides

- **Election Forms Box**
- Manual
- ePollBook
- PJ /AJ phones with chargers
- Forms for Provisional Voters
- Forms for Mail Ballot Voters
- Forms for Reasonable Impediment Voters
- Forms for Spoiled Ballots
- Envelope for Thrown Away Ballots
- Compensation Forms
- Work Folder
- Locked Provisional Ballot Box (brown)
- Locked Damaged Ballot Box (red)
- Locked Ballot Box #4 (green)





Setup Items to Post:



PJ Initials

Note: By law only items approved by the Secretary Of State and provided by Harris County Elections, may be posted at the Vote Center (TEC 62.013).

Note: If the Vote Center facility does not allow items to be posted on walls or does not have sufficient wall space, attach Items to Post on coroplast poster boards. Set on a tabletop and lean them against wall.

Items To Post- Inside Building Section 1

- Using sticky tack, attach legally required items to Post to coroplast boards, or to walls ONLY if facility allows (do not use any type of tape on coroplast or on walls)
- Early Voting Polling Place (outside door to Vote Center room)
- Check in Here (set of 3 forms, Check In Here, Vote Here, Scan Here)
- Notice of Voting Order Priority
- Notice of Prohibition of Handguns in the Polling Place
- Notice of Prohibition of Certain Devices within 100 Feet of Voting Station
- Voter Instruction Poster
- Sample Ballots
- List of Declared Write in Candidates (Not used in all elections)

Items To Post-Inside Building Section 2

- Voter information Poster (large size)
- Voter Complaint Information Poster
- Disabled Access Posting (path from the accessible entrance to Vote Center room)
- Notice of Debt Bond (only if applicable)

Items To Post-Inside Booths

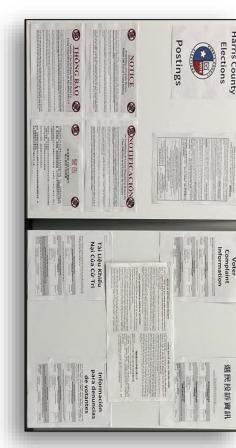
- Voter information Poster (long narrow form clips to privacy screen)
- List of Declared Write-in Candidates (small form taped to right of Duo screen)

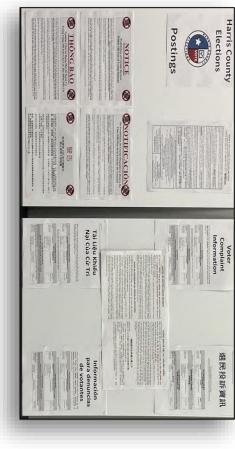
Items To Post- outside building

- Vote Here Signs (coroplast with legs)
- Distance Marker (coroplast with legs)
- Curbside Assistance Signs
- Disabled Access Postings

Important: Voter guides cannot be placed in the Vote Center by election officials. Voters can bring these items in but only use them in the voting booth. Any of these items left in the booth must be thrown away.

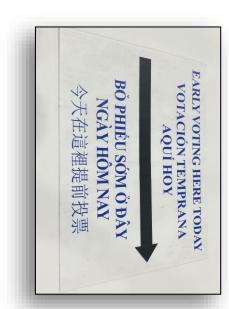
Items to Post-Inside Building



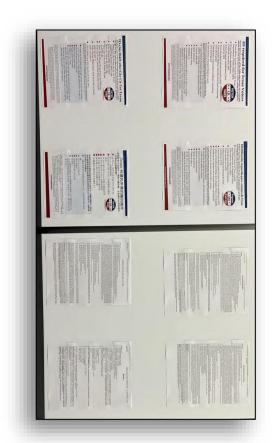


Items to Post- Outside Building

Items to Post-Inside Booths





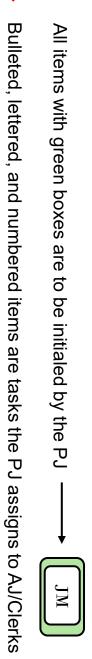




- Clerks enter setup time in ePollBook using Judge/Clerk Attendance and complete paper time sheets. (Election Workers may work up to 2 hours for setup.)
- Ņ Put ePollBook screens to sleep by tapping the silver button once. Do not hold down or power off — powering off makes the device unusable
- ယ Get green seal. PJ/AJ records serial number on Equipment Caddy Seal Log, both sign log, and place seal log in Work Folder
- 4. Seal Equipment Caddy.
- ĊΊ Place MiFi and all ePollBooks and charging cables (with blocks) back into Pelican box.
- တ Place Pelican Box and all Scans inside PJ's car to bring home.
- PJ confirms after-hours facility phone numbers for emergencies on election morning.
- φ Secure the Vote Center and PJ takes keys when leaving.

^o residing Ju	Presiding Judge Printed Name:	
oll Code:_	S	Setup Date:
Setup Start Time:		Setup End Time:
PJ Initials	I have confirmed no Controlle	have confirmed no Controllers, Scans, Ballot Boxes, Ballot Bags have been set up
PJ Initials	I have completed all steps outlined in this checklist and cowith any questions or concerns before leaving the facility.	have completed all steps outlined in this checklist and contacted Harris County with any questions or concerns before leaving the facility.
residing Ju	residing Judge Signature:	

to the AJ or any Clerk thoroughly. Only the PJ will initial each box once the items are completed. This checklist cannot be delegated Instructions: The PJ is responsible for confirming that all items on the list are completed accurately and



Controllers and Scans **NOTE:** PJ assigns Clerks opening tasks from checklist before working with AJ to open polls on ePollBooks,



Important: PJ/AJ Cell Phones in Polling Place:

- Turn on designated cell phones to communicate with Harris County Elections
- Keep a list of important contacts readily available: facility contact numbers, Judge resource line, etc
- Cell phones in the polling place can ONLY be used for official election purposes
- ⋗ Together PJ/AJ break the seal on Supply Cabinet, match seal number against Supply Cabinet Seal Center was used for Early Voting). Log, remove tail, put seal tag number inside envelope, put seal log in Work Folder (Only if your Vote
- $\overline{\omega}$ Together PJ/AJ break seal on Equipment Caddy, match seal number against Equipment Caddy Seal Log, remove tail, put seal tag number inside envelope. Put seal log in Work Folder.

- $\dot{\mathbb{C}}$ Together DEVC/AEVC check there is a Seal on the Provisional Ballot Box, and the box is locked.
- . U Together DEVC/AEVC check there is a Seal on the Damaged Ballot Box, and the box is locked.
- Ш Together DEVC/AEVC check there is a Seal on the Ballot Box #4, and the box is locked.

Important: Please Do Not Break the Yellow Seal that comes with Green Ballot Box



Provisional Ballot box



Damaged Ballot Box



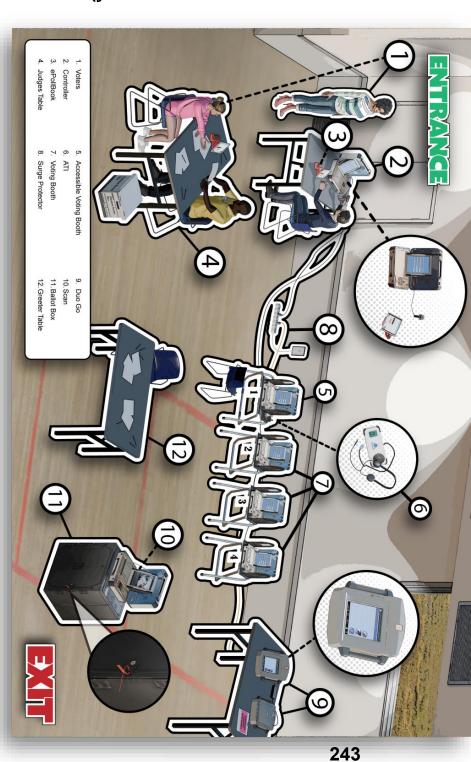
Ballot Box #4

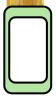


PJ Initials

NOTE: Set up and prepare the following equipment and resources

- Meet with staff, assign Election Workers their assignments and tasks. Plan to meet before 7AM to discuss roles and assignments once voting begins
- 2 Setup the Controllers, Ballot Boxes, Ballot Bags, and Scans. Open polls on the Controllers and Scans.
- Prepare MiFi & ePollBooks
- Prepare Controllers
- Prepare Duo Lines
- Prepare Scans
- Prepare ADA
- Prepare Qualifying & Greeter Tables
- Prepare Items to Post
- Prepare for Opening the Vote Center at 7 AM





DEVC Initials

PJ will assign the AJ to set up ePollBooks and translation iPad (if at Vote Center).

Note: All ePollBooks function the same. The ePollBook used by the PJ is interchangeable with the ePollBooks used at Qualifying Tables.

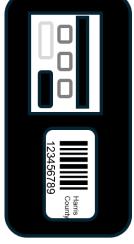
- The MiFi or MP70 must be fully powered on before the ePollBooks are woken up or they will no connect to each other.
- The Translation iPad (if one is at Vote Center) should be kept charging on the Judge's Table.

MiFi Setup

- Remove MiFi (or MP70 if provided) from Pelican Box, place on Judge's Table or near a window if better signal is needed.
- Plug MiFi in.
- Use the black extension cord provided in the ePollBook case if the power outlet is too far away.
- Turn MiFi on and allow it to fully cycle on.

ePollBook Setup

- Set up all ePollBooks and Translation iPad on orange and blue stands.
- Place one ePollBook on each qualifying table and one on the Judge's Table along with Translation iPad (if equipped).
- Connect charging cables to the ePollBooks and Translation iPad. Connect the other end to the charging blocks, which must be used or the ePollBooks will not stay fully charged.
- Wake up all ePollBooks by hitting the long rectangular button on the corner edge and enter the open polls password found in the forms box.
- **Important: DO NOT** begin to qualify any Voter or Election Worker on the ePollBooks before polls officially open at 7 AM.
- Confirm on the MiFi all ePollBooks and Translation iPad have connected.





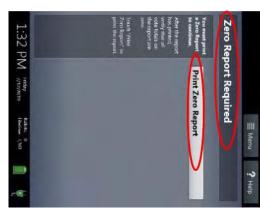
Together PJ/AJ do the following to prepare Controllers:

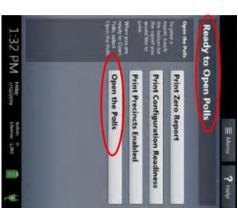
Set up Controllers on Qualifying Tables, plug in Barcode Reader, Verity Data Cable from Duo line

- Power on Controllers, Power-on Self-Test will print after 4 ½ minutes
- Ņ Print all Controller's Zero Reports, verify reports are zero, log information from report tapes on Reconciliation Envelopes using instructions in Election Manual
- ယ Open polls on all Controllers using the password found in the Election Forms Box in section 1 - Judge's Folder."
- 4 Open polls on all Controllers, Open Polls Report prints, log information from Envelope. **DO NOT** turn on Duos until the polls are open on Controllers report tapes on Reconciliation Envelopes, file all tapes inside Reconciliation
- . S The passwords for the ePollBook, Scans, and Controllers are in the Election Forms Box in section #1, Judge's Folder.
- <u>ე</u> 713-755-1617, Option 04. If the report indicates anything "Failed", call the Judge's Resource Line at:

polls officially open confirm they are working properly. Voters can not be processed until 7 AM when **NOTE**: It is important to open the polls as soon as the Controllers are set up to

Early Voting to Election Day Controller Transfer Log match those on the NOTE: If a Vote Center was used for Early Voting, ensure the numbers on the Controller. The form will be attached on the inside of Supply Cabinet doors







Election Day Multiple Controller Reconciliation Log





separately from Scans. Each Scan has its own Reconciliation Form. IMPORTANT UPDATE: Reconciliation forms for Election Day are NEW. Controllers are recorded

- Retrieve Election
 Day Multiple
 Controller
 Reconciliation Log
 from the Election
 Forms Box and
 both PJ/AJ fill out
 together.
- Attach to the Election Day Reconciliation Envelope and place it in the work folder.

Note: Place the Power – On Self –Test Reports, Zero Reports, and Open Poll Reports into the Election Day Reconciliation Envelope.

					accurate (Sign and Print Name)	I confirm that the record is true and			Ready to accept ballots	Polls are open.	03/04/2024 0.34 AW		Date & Time Permitted		Open Polls Report		Ballot Counter: 0	S/N: C2115138906 Version: 2.5.3	Verify Controller	Election Day	61602 – El Franco Lee Comm Ctr	Harris County, Texas	Election Date 5/4/2024	Uniform and Special Elections	Election Header		***Test Mode***	
WHITE COPY - Place in white ENVELORE FOR DEVICE REPORTS/TARES PMK COPY Place in pink ENVELORE \$\frac{1}{2}\$	# of Provisionals	Closing Total PVRs Printed #	Opening Ballot Counter#	Serial #	#5: yellow tape	# of Provisionals	Closing Total PVRs Printed #	Opening Ballot Counter#	Serial #	1133	# of Provisionals	Closing Total PVRs Printed#	Opening Ballot Counter#	Serial#	#1: white tape	Enter total # of Controllers assigned to Vote Center:	For Controllers used during Early Voting the opening numbers need to match the Early Voting closing numbers posted inside the Supply Cabinet door. Call immediately if the numbers on the tapes are not the correct numbers.	CONTROLLER: Call immediately if Controller is NOT zero when opening poll, unless Controller was used during Early Voting.	PJ:	Poll Code: Election Trile:	5 – After filling in closing numbers separate the pages of the form and file	4 - After filling in opening numbers place this form in the Work Folder until needed for closing	REPORTS/TAPES.	 Obust Freezening Joudge (FJ) and Americane Jouge (FJ) sign when form is compressed at closing. After AM or PM numbers are logged, Controller tapes go in the ENVELOPE FOR DEVICE 	1 - Please fill in the boxes below according to the equipment assigned to	Must ONLY be completed by BOTH Election Judges.	ELECTION DAY MULTIPLE CONTROLLER REC	
	# of Provisionals	Closing Total PVRs Printed #	Opening Ballot Counter#	Serial#	#6: second white tape	# of Provisionals	Closing Total PVRs Printed #	Opening Ballot Counter#	Serial #	## Plin tage	# of Provisionals	Closing Total PVRs Printed #	Opening Ballot Counter#	Senal#	#2: pink tape		anumbers need to match the Early Voting closing limmediately if the numbers on the tapes are not	r is NOT zero when opening poll, unless Controller	AJ:	Election Date:	of the form and file as listed at bottom.	Work Folder until needed for closing.		sign when form is completed at clossing. sign in the ENVELOPE FOR DEVICE	ment assigned to you.	y BOTH Election Judges.	ROLLER RECONCILIATION LOG	



Important: PJ will assign Clerks opening tasks, Prepare Duo Lines and use Election Manual for instructions.

- Plug in extension cords and turn on any power strips that are off.
- Power on Duos, press the red Power Button, assign booths, attach booth numbers to handles of Duos using clear ties, matching color to color of controller tape (if it was not done during setup)
- It will take about 4 ½ min for Duo tablets to power on), if a Duo fails to turn on, power it off and restart it. If it fails again tell the PJ who will call for tech support.

Note: DO NOT power on the Duos until the PJ and AJ have fully completed the Controller set up process. Turning on the Duos before the Controller process has been completed will cause the Duos to not connect to the Controller.

Important: The tape in each Controller should match the Booth Numbers secured to each Duo handle during the Setup process.

Ŋ	4	ω	2	_	Voting Line
Yellow	Blue	Green	Pink	White	Controller Tape
Yellow	Blue	Green	Pink	White	Booth#



- Assign booth numbers once the Duos are powered on in each line.
- Have one person stand at the Controller to confirm Duo assignments on the Controller tablet screen.
- Have another person stand at the Duos to assign Duo booths, two Duos at a time.
- On the Duo screen of the Accessible Booth closest to the Controller, select number "1."





Controller Screen

Duo Screen



Prepare the Ballot Boxes, Ballot Bags & Scans:



Together PJ/AJ do the following to prepare Scans:

PJ Initials

- Set up ALL Ballot Boxes and Ballot Bags.
- Put gray Ballot Bag in Ballot Box – Poll Code tag facing forward.
- Set ALL Scans on Ballot Boxes, lock in place.
- Plug in extension cords and turn on any power strips that are off.





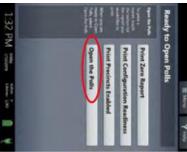
put seal in Scan Seal Log Envelope. Chain of Custody forms inside each scan, (if numbers do not match, immediately call 713-755-1617, Option 04), PJ/AJ break seals and open Scans, verify seal numbers & Scan serial numbers match numbers on orange



- Fill out Chain of Custody forms, both PJ/AJ sign, place forms in work folder to use on last day of Early Voting.
- Plug in & power on all Scans,
 Power-on Self-Test will print in
 4½ minutes.
- Print Zero Report on all Scans, verify report is zero, if it is not immediately call 713-755-1617, Option 04, log report information on Reconciliation Envelope.





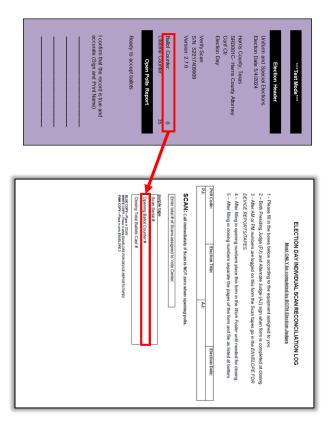




 Open polls on all Scans, Open Polls Report prints, log report tape numbers on each Scan's Reconciliation form, file all report tapes in envelope.



IMPORTANT UPDATE: Reconciliation forms for Election Day are NEW. Controllers are recorded separately from Scans. Each Scan has its own Reconciliation Form.



- 5. Check Scan clock, verify time is close to actual time, if it is off by a significant amount call the Tech line:713-755-1617, Option 04.
- PJ/AJ confirm Ballot Bags are empty, put bags inside, lock front door.

Together PJ/AJ seal front door on Ballot Boxes, log the seal numbers on Ballot Box Seal Logs.

Note: At 7 AM, select a Scan that reads exactly 7 AM.



Prepare ADA:



Ensure all legally required signage and ADA remedies are set up inside and outside.

- Place Curbside Buzzer outside for Voter use.
- Complete ePollBook ADA Checklist—this is done before 9 AM.
- Measure for the 100 ft distance marker sign using the provided measuring tape. Place distance markers and all outdoor signage.
- Ensure Disabled Access Posting (path from the accessible entrance to Vote Center room) is still in place, between 48" and 58" off the ground.
- Place Curbside Assistance Signs and Disabled
 Access Postings in correct locations.

Double check all of the Items to Post are on the walls or coroplast boards.

NOTE: If the Curbside Voting Buzzer is not working, the PJ must contact the ADA department to repair or place the buzzer.

An Election Worker must remain posted at the Curbside Voting area to watch for Curbside Voters until the buzzer issue is resolved.

Contact the ADA department using the Judge's Resource Line at 713-755-1617, Option 04.







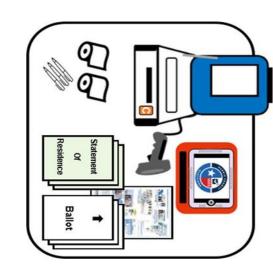


Place the following items on the Qualifying and Greeter's Table. The necessary forms will be in the Election Forms Box

Qualifying Tables:

Place needed items on Qualifying Tables

- List A ID laminated form
- Statement of Residence (SOR) forms
- Pens
- Extra roll of tape in color for that qualifying line
- Oath of Assistance form
- Ballot paper with PJ signature



Greeter Table:

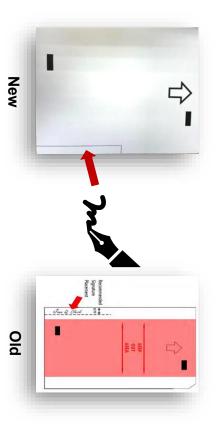
Place needed items on Greeter Table

- List A ID laminated form
- Statement of Residence (SOR) forms
- Pens
- Prohibition of Certain Devices form
- Green scratch pads for Voters who need to step out to copy their choices from their phones.
- Sample Ballot

Note: Preparing Ballot Paper

- Open one package of Ballot Paper
 (200 sheets) found in Election Form Box.
- PJ signature on about 20 pieces of Ballot Paper ONLY in the space specified by the manufacturer.
- Every Ballot Must have PJ signature or stamped. **DO NOT** use AJ signature. (TEC 62.008)
- Set some signed ballot paper on the flat surface of each open Controller.

Add signature on more ballot paper as needed



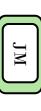
- Administer the Oath of Officers of Election to the staff (TEC 62.003)
- The PJ must say the Oath out loud, and the Election Workers will repeat it while raising their right hand. Afternoon workers should be given the Oath as soon as they arrive.
- W Clerks form. The PJ must ensure that all Election Workers take the Oath and then sign the Oath of Election Judges and
- 0 Election Day Clerk form. The PJ/AJ must also take and then sign the Constitutional Oath For Presiding Judge, Alternate Judge, and
- O Place the completed oath forms in the white Return envelope
- 2. Name badges are required to be worn by all Election Workers (TEC 61.010).
- A. Print each worker's name clearly on a name tag.
- \Box Use clip-on name badges, with an additional tag for Bilingual Clerks
- \bigcirc Bilingual Clerk name tags must indicate secondary language they speak: Spanish, Vietnamese, or Chinese.
- 3. Have staff complete their compensation information.
- A. Enter personal information into ePollBook
- B. Enter arrival and departure times into ePollBook
- 4 Send Handy Message "Polls Open" once all equipment is set up.
- DO NOT accept Voters until 7 AM.



Presiding Ju	Presiding Judge Printed Name:
Poll Code: _	
PJ Initials	I have NOT qualified any Election Workers or Voters prior to 7 AM.
PJ Initials	I have completed all steps outlined in this checklist and contacted Harris County with any questions or concerns when required.
Presiding Ju	Presiding Judge Signature:

the AJ or any Clerk. thoroughly. Only the PJ will initial each box once the items are completed. This checklist cannot be delegated to **Instructions:** The PJ is responsible for confirming that all items on the list are completed accurately and

All items with green boxes are to be initialed by the PJ





Bulleted, lettered, and numbered items are tasks the PJ assigns to AJ/Clerks



Prepare Seals and Logs:



PJ Initials

At the end of Voting on each night, PJ/AJ together do the following:

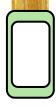
- ➣ When the Scan used to determine 7 AM for opening the vote already in line to vote center reads 7 PM, close the doors and allow all voters
- $\bar{\omega}$ If possible, bring the line of voters inside the building
- \mathcal{O} the line after 7 PM Send the greeter to the end of the line so no more voters join
- D Send one of these Handy messages through the ePollBook based on Vote Center status
- Ш status Expect phone calls from Harris County asking about location

Center: Follow the order to closing the Vote

- Close Polls on the Controllers
- Ņ Close Duo Lines and Seal Ballot Boxes
- ယ Close Scans
- 4 Close ePollBooks
- Ġ Remove ADA Signs and Cones
- တ Prepare to close the Vote Center

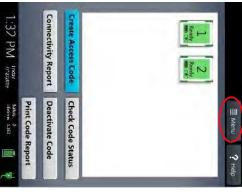
assistance as needed **NOTE:** Trainers are in-field election night to provide in-person

NOTE: Still have voters in line = cannot close Polls Processed last voter = last voter has been qualified on ePollBook



Together PJ/AJ close Controllers one at a time. This is not to be done by a Clerk.	Election Day 11/04
PJ and AJ must close Controllers one at a time (not Clerks)	
Close Polls on Controllers, print the Close Polls Report, then print the Access Code Report	
Log reports on NEW Reconciliation Controller form. Place white copy in white envelope; pink copy in pink envelope	
Power down Controllers and shut the Controller case	
Place a green seal securely around the handle	
Record the seal number on the Controller Seal Log and place the log in the work folder	

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HITE COPY - Place	# of Provisionals	Closing Total PVRs Printed #	Opening Ballot Counter #	Serial #	#5: yellow tape	# of Provisionals	Closing Total PVRs Printed	Opening Ballot Counter #	Serial #	#3: green tape	# of Provisionals	Closing Total PVRs Printed #	Opening Ballot Counter #	Senail #	#1: white tape	For Controllers used numbers posted insi the correct numbers	CONTROL was used durin	PJ:	Poll Code:	5 – After filling i	4 - After filling in	REPORTS/TAPES	3 - After AM or I	2 - Both Presidi	1 - Please fill in	
WHITE COPY - Place in white BAVELOPE FOR DEVICE REPORTS/TAPES PINK COPY - Place in one ENVELOPE 3	is	VRs Printed #	Counter#			ils	VRs Printed #	Counter #			ils	VRs Printed #	Counter#			used during Early Voting the op- id inside the Supply Cabinet door inbers.	CONTROLLER: Call immediately if Control was used during Early Voting.	3	Election Title:	n closing numbers separate the pay	opening numbers place this form i	ES	M numbers are logged, Controller	ng Judge (PJ) and Alternate Judge	1 - Please fill in the boxes below according to the equipment assigned to you	Must ONLY be complet
TAPES	# of Provisionals	Closing Total PVRs Printed #	Opening Ballot Counter#	Serial #	#6: second white tape	# of Provisionals	Closing Total PVRs Printed #	Opening Ballot Counter #	Senal #	#4: blue tape	# of Provisionals	Closing Total PVRs Printed #	Opening Ballot Counter#	Settli *	#2: pink tape	For Controllers used during Early Voting the opening numbers need to match the Early Voting closing numbers posted make the Supply Cabinet door. Call immediately if the numbers on the tapes are not the correct numbers.	CONTROLLER: Call immediately if Controller is NOT zero when opening poll, unless Controller was used during Early Voling.	AJ:	Election Date:	5 – After filing in closing numbers separate the pages of the form and file as listed at bottom.	4 - After filling in opening numbers place this form in the Work Folder until needed for closing.		3 - After AM or PM numbers are logged, Controller tapes go in the ENVELOPE FOR DEVICE	2 - Both Presiding Judge (PJ) and Alternate Judge (AJ) sign when form is completed at closing	quipment assigned to you.	Must ONLY be completed by BOTH Election Judges.

Closing the Duo Lines and Seal Ballot Boxes:



PJ Initials	

Closing Duo Lines	Election Day 11/04
As soon as the polls close on the Controller, assign Clerks to begin turning off Duos	
Press red button on the back of the Duos for each line to power off machines	

Together PJ/AJ Seal Ballot Boxes	Election Day 11/04
If Damaged Ballot Box was unsealed, reseal the flap, log seal number on Damaged Ballot Box Seal Log	
If Provisional Ballot Box was unsealed, reseal the flap, log seal number on Provisional Ballot Box Seal Log	
If Ballot Box #4 was unsealed, reseal the flap, log seal number on Ballot Box #4 Seal Log	
Put Seal logs in work Folder	



Damaged Ballot Box



Provisional Ballot Box

Ballot Box #4



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Together PJ/AJ close Scans one at a time.

Election Day

11/04

NOTE: Check the purple Scan tape. If it is low, change the roll before closing the polls

This is not to be done by a Clerk.

close polls on all Scans, the close Polls Report prints Press the blue "Poll Worker" button on the back of the Scan

Log numbers on each Scan's Reconciliation form; file Close Polls Report tapes in white envelope.

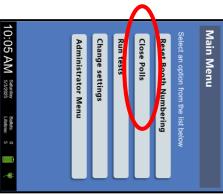
Print Tally Tape from Main Menu; **DO NOT TEAR OFF**; leave attached to each Scan

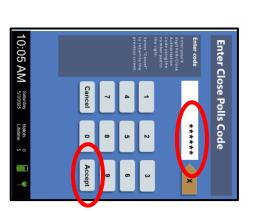
Power down Scans, unplug the Scan from wall

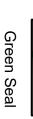
Custody inside Scans prior to shutting them Retrieve green seal, write seal number on orange Chain of Custody for each Scan; place Chain of

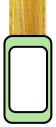
assigned drop-off location. Shut Scan cases, place green seals around handles. Important: bring all Scans back to









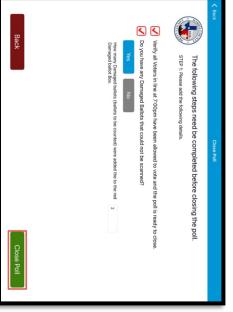


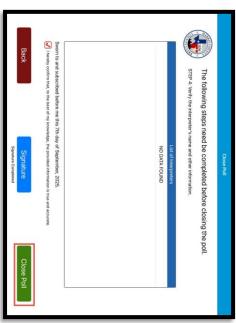
Together PJ/AJ close polls on one ePollBook This is not to be done by Clerk. (Step-by-step instructions on following page)	Election Day 11/04
Go to the Judge Admin Menu and select "close Poll."	
Answer the questions. When tapping "Yes" for damaged ballots, a new question pops up asking how many damaged ballots. Enter the number in the box.	
Tap the green "Close Poll" button	
Enter end-of-day Controller numbers; DO NOT enter any Scan numbers	
Sign all ePollBook pages in closing process	

Together PJ/AJ Close Polls on one ePollBook

- 1. Go to the Judge Admin Menu and select "Close Poll."
- 2. Answer the two questions at the top of the page
- ယ When tapping "Yes" for damaged ballots, a new question pops up asking: How many Damaged ballots (ballots to be counted) were added to the red Damaged ballot Box. Enter the number in the box.
- 4. Tap the green "Close Poll" button.
- Ġ select green "Close Poll" button. Verify the Lists of Recent Voters, List of Assistants, and List of Interpreters along with the signature before you

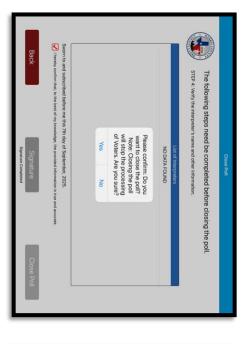


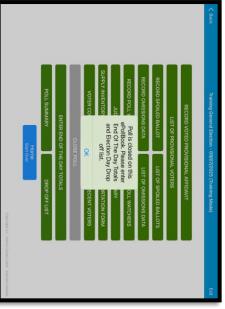


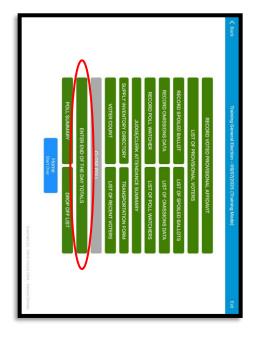




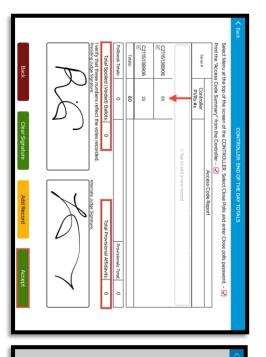
- <u>ნ</u> you sure? Answer: Yes or NO Please confirm: Do you want to close the poll? Note: Closing the poll will stop the processing of Voters. Are
- 7 End of Day Totals and complete the Election Day Drop-Off List. The ePollBook will display a new screen with the message: Poll is closed on this ePollBook. Please enter
- φ. From the Judge Admin menu, select the tab labeled 'Enter End of Day Totals.



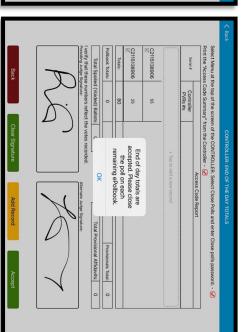




- ဖ Answer questions on screen and, using Controller Reconciliation form, enter all Controller information:
- Serial #
- PVRs
- 10. Fill in Total Spoiled (Voided) Ballots and Total Provisional Affidavits.
- 11. Select green Accept button.
- 12 The ePollBook will display a new pop-up message: Are you sure? Please make sure all serial numbers have been entered. You will not be able to modify this information after selecting "Yes"
- <u>.</u> End of day totals are accepted. Please close the poll on each remaining ePollBook





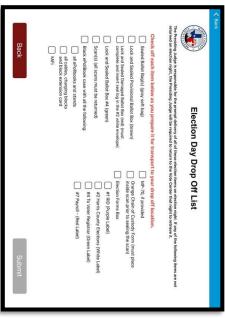




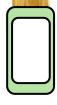
Together PJ/AJ will complete Election Day Drop Off List on one ePollBook

- Go to the Judge Admin Menu and select "Drop Off List"
- Ņ With AJ present, check off each item as you set it aside for drop-off.
- Once all items have been checked off, select 'Submit.
- 4. A pop-up will appear stating: 'Election Day Drop-Off List data has been submitted successfully.'
- Make sure ePollBook time entries are completed.
- တ ePollBooks are sleeping by tapping the long, rectangular button on the corner. Close polls on all other ePollBooks; **DO NOT** enter any end-of-day totals on other ePollBooks. Make sure









Remove ADA items	Election Day 11/04
Collect and bring all outdoor supplies (cones, buzzer, mats, signs) inside.	
Assign Clerks to complete these tasks simultaneously, using manual instructions	Election Day 11/04
Collect and pack away extension cords and surge protectors	
Put MiFi and ePollBooks whose polls have been closed in Pelican Box	
Organize voting room to match the requests of the facility	
Remove any trash and clean up the location.	

PJ Initials	
	Prepare to close the Vote Center:

Prepare to close the Vote Center	Election Day 11/04
Ensure paper time sheets have been completed and updated if necessary	
Dismiss Clerks once they have completed all their tasks and recorded their time	
Together PJ/AJ log Equipment Caddy seal number, put seal log in work folder.	
PJ and second Election Worker pack all Items to Return in PJ's car; secure facility, and drive to drop-off site.	

Presiding J	Presiding Judge Printed Name:
Poll Code:	
PJ Initials	Both PJ and AJ have verified all items to return are identified and set aside to be placed in PJ's car.
PJ Initials	I have completed all steps outlined in this checklist and contacted Harris County with any questions or concerns before leaving the facility.
Presiding J	Presiding Judge Signature: