ELECTION MANUAL

2025

—

2026

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 thousands 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 Elections 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.
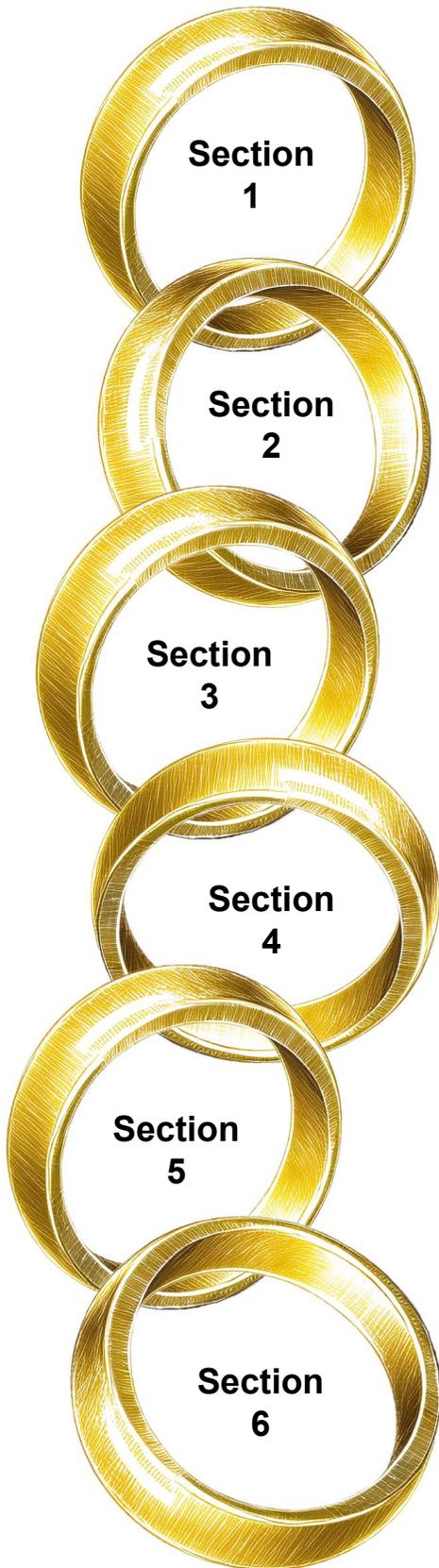
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Harris County Clerk

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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.

Early Voting **Deputy and Alternate Early Voting Clerks (DEVC and AEVC) manage the Vote Center.**

Election Day **Judges are still called the Presiding and Alternate Judges (PJ and AJ).**

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

Contact Us
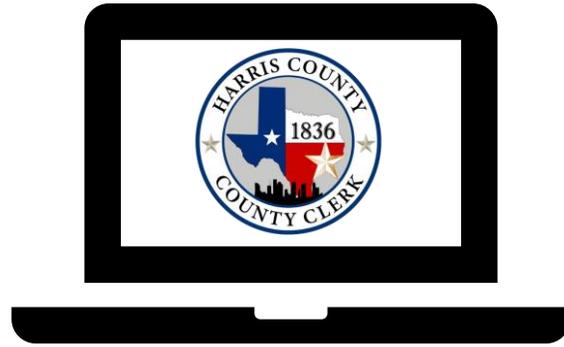
Early Voting Recruitment
EVreports@vote.hctx.net

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-board-handbook.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

Section 2

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 personnel-related complaints regarding Election Workers, when necessary.

The Elections Recruitment Team provides support and clarity on essential standards and expectations related to work assignments.

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

TECHNICAL

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 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.

TECHNICAL

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.

TEXAS ELECTION CODE

Following Procedures

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, Election 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 Election Workers know the Voters, except as approved by Harris County as a modification for a Voter with a disability.

TEXAS ELECTION CODE

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.

PROFESSIONAL

Professional Behavior

Professional behavior is expected of all Election Workers. At no time should an Election Worker treat anyone unprofessionally, including yelling, screaming, harassing, or berating others.

PROFESSIONAL

Physical Contact

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

PROFESSIONAL

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 Election Worker's duties.

PROFESSIONAL

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 Election 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.

PROFESSIONAL

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.

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

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

Election 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 & 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.

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 for involvement of law enforcement, call **713-755-1617, Option 04**.

Planning

The Presiding Judge must:

- Contact the 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 the facility and with Alternate Judge and Clerks.

Dresscode

Dress Code

The following dress code policy is designed to ensure the Vote Center is a professional and welcoming space for Voters. The expectation is Election Workers are to be dressed presentably and comfortably. All clothing should be clean and wrinkle-free.

No overly-tight clothing is permitted.

This dress code does not address all items of clothing and should be used as a guide. If there are subsequent questions after reading this section, Judges may call a recruiter to inquire: **713-755-1617, Options 01 or 02**.

IMPORTANT: Per Secretary of State – **No person may wear political attire of any kind inside the 100-foot line.**

Each early voting and election day 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, or political party, regardless of whether they are or are not on the ballot, or relating to the conduct of an election. Tex. Elec. Code §§ 61.003, 85.036.

Top Attire

Acceptable Top Attire

- Polo shirts
- Plain t-shirts
- Button down shirts

Unacceptable Top Attire

- Low-cut shirts
- Crop-top shirts
- Graphic t-shirts

Bottom Attire

Acceptable Bottom Attire

- Jeans (no rips / holes)
- Leggings
- Slacks
- Non-athletic shorts (less than 3.5" above the knee)
- Skirts (less than 3.5" above the knee)
- Dresses (less than 3.5" above the knee)

Unacceptable Bottom Attire

- Jeans & Slacks with rips
- Yoga attire
- Sweatpants
- Athletic shorts
- Bottom attire higher than 3.5" above the knee
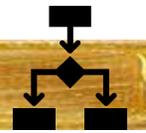
Shoes

Acceptable Shoes

- Sneakers
- Dress shoes
- High heels
- Casual shoes (no holes)
- Sandals (no flip flops)

Unacceptable Shoes

- Flip flops
- Shoes with holes

Election Worker Placement Process

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

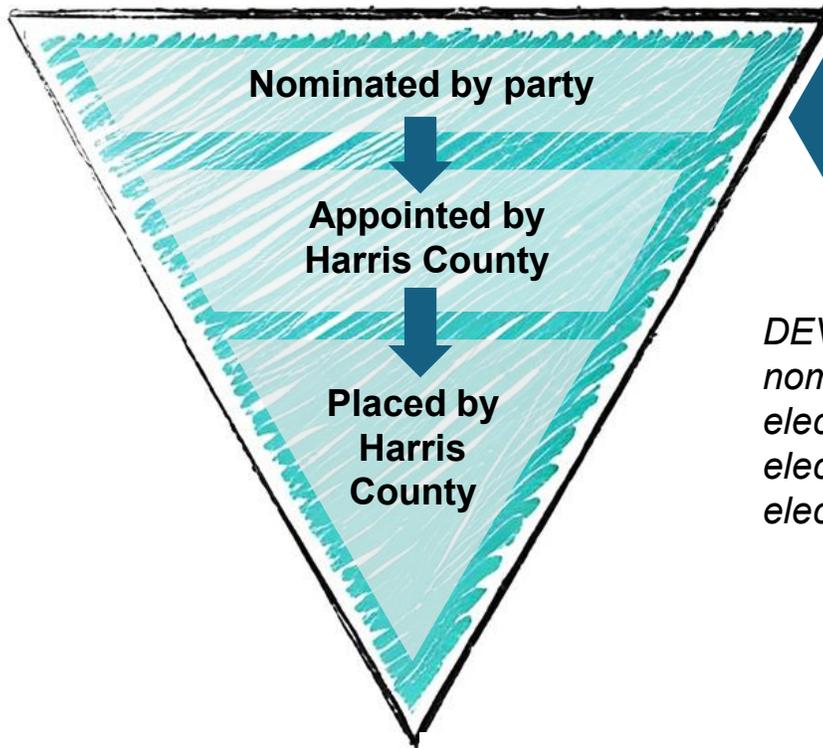|	Presiding Judge	Alternate Judge	Clerks
Early Voting	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections
Election Day	Nominated, appointed, and placed by party	Chosen by Presiding Judge	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.
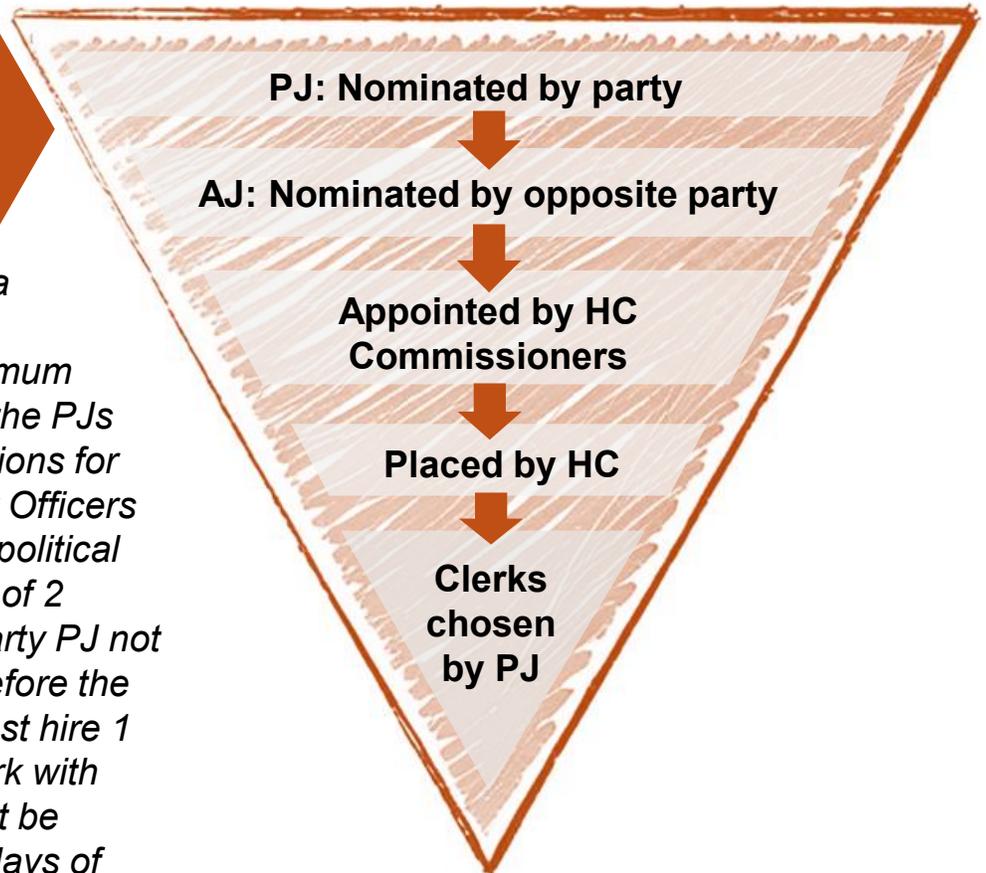
Even-Year: General

Nominated by party

↓

Appointed by Harris County

↓

Placed by Harris County

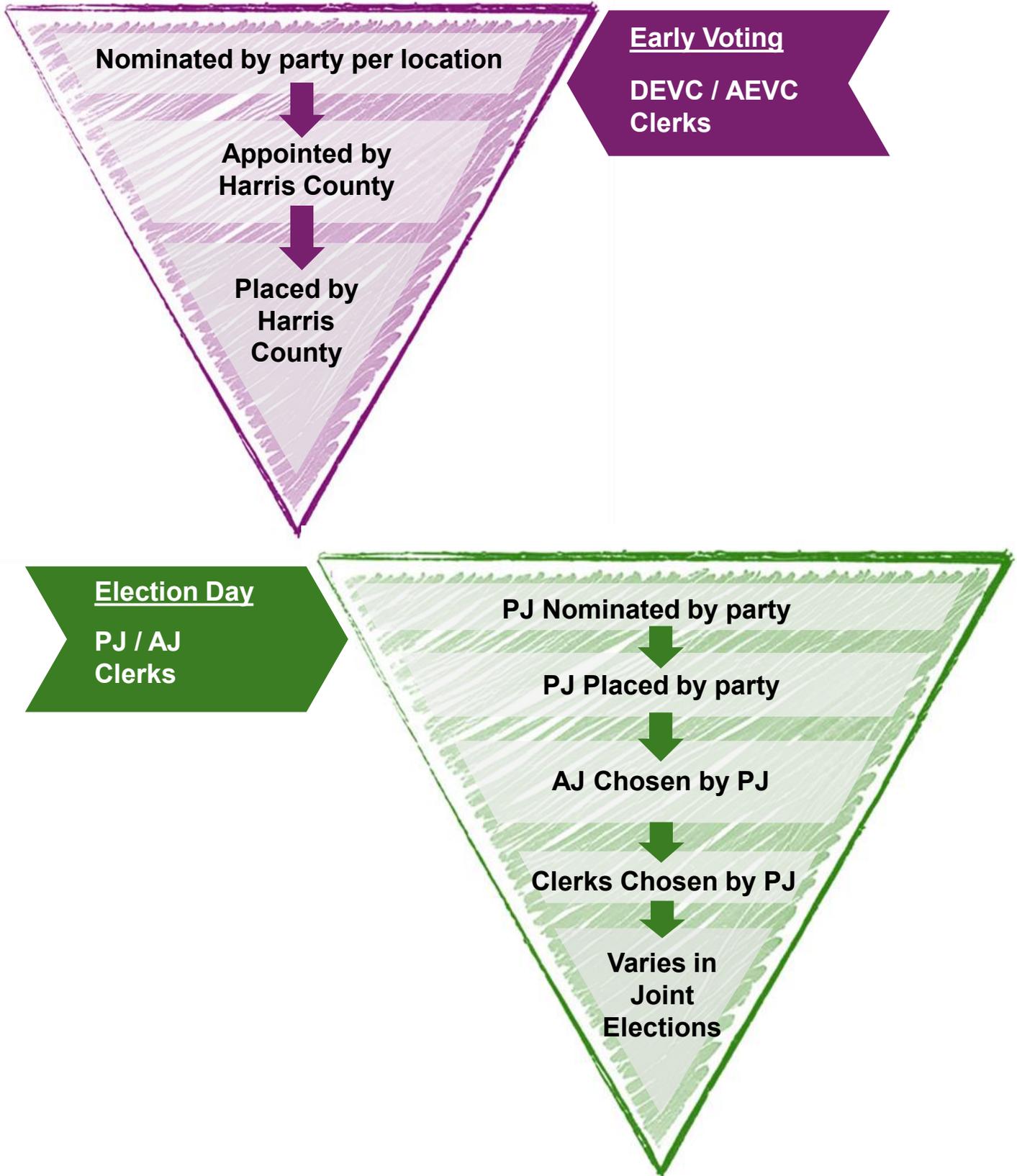**Early Voting**

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.
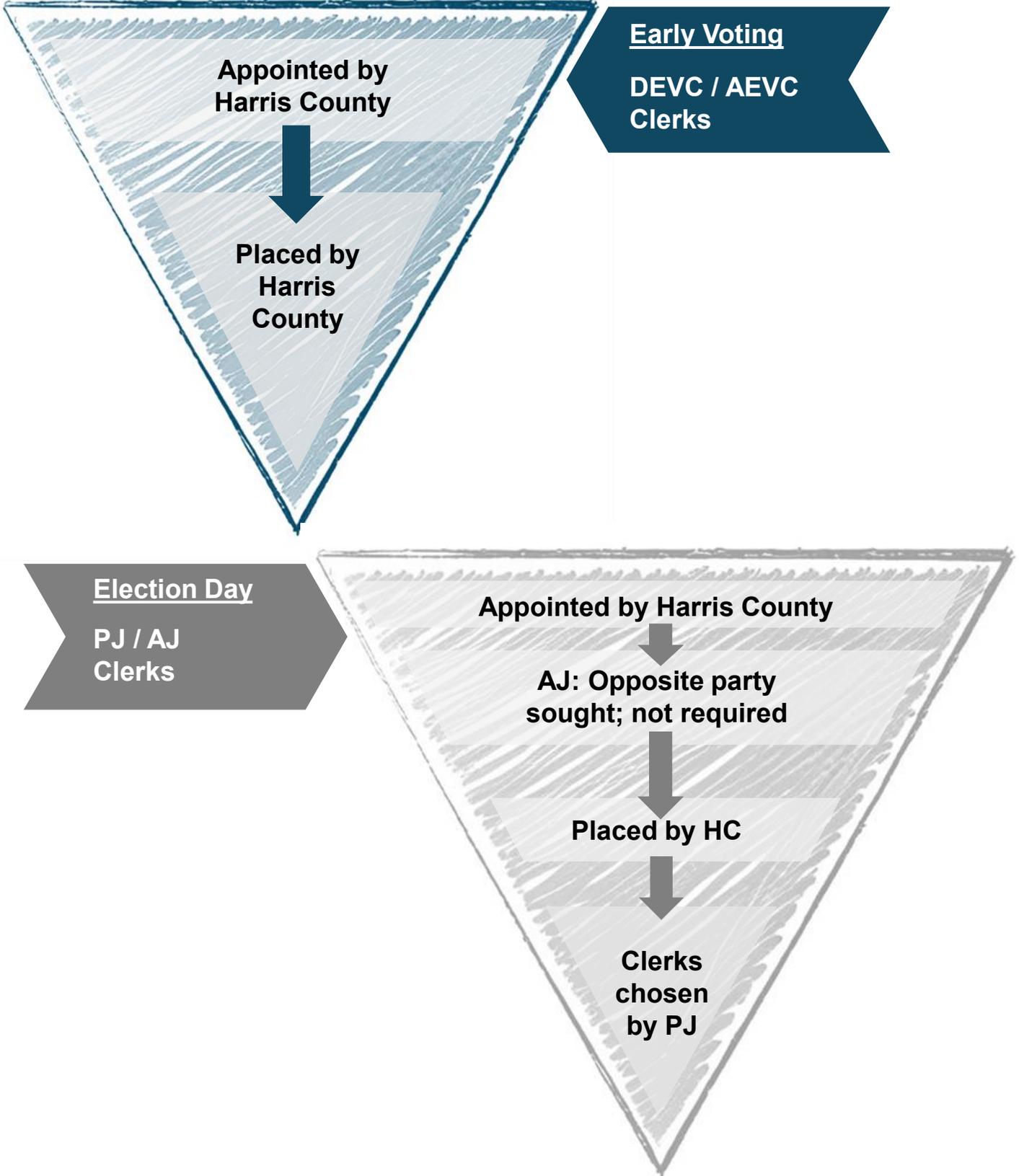
PJ: Nominated by party

↓

AJ: Nominated by opposite party

↓

Appointed by HC Commissioners

↓

Placed by HC

↓

Clerks chosen by PJ

Even-Year: Primaries

Nominated by party per location

↓

Appointed by Harris County

↓

Placed by Harris County

Early Voting

DEVC / AEVC Clerks

Election Day

PJ / AJ Clerks

PJ Nominated by party

↓

PJ Placed by party

↓

AJ Chosen by PJ

↓

Clerks Chosen by PJ

↓

Varies in Joint Elections

Nomination to Placement

Appointed by Harris County

↓

Placed by Harris County

Early Voting

DEVC / AEVC Clerks

Election Day

PJ / AJ Clerks

Appointed by Harris County

↓

AJ: Opposite party sought; not required

↓

Placed by HC

↓

Clerks chosen by PJ

Policies & Procedures

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 the 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

- 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 the 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.

- **Harris County Payroll:** Election.Payroll@vote.hct.net
  713-274-9977

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.
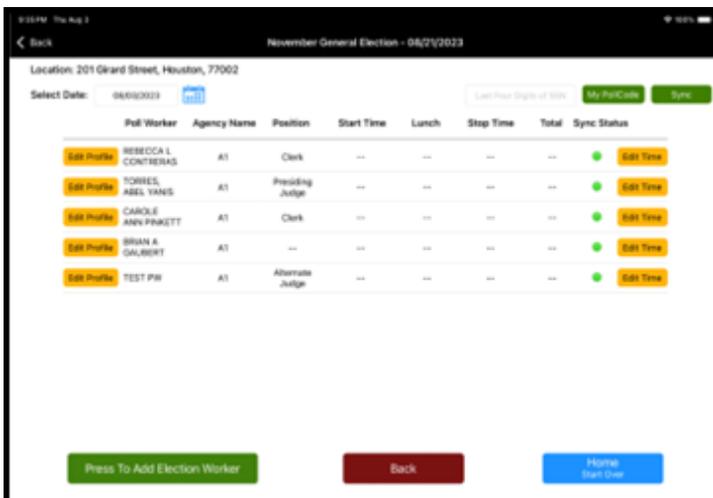
Populated

Unpopulated

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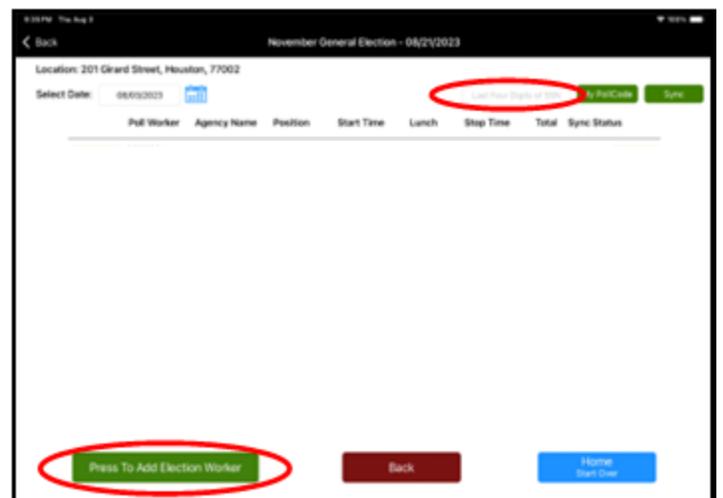
Each Election Worker fills in their information. Some lines have a selection arrow indicating a pop-up list of items to choose from when tapped. After completing the form, tap "Accept."

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.

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

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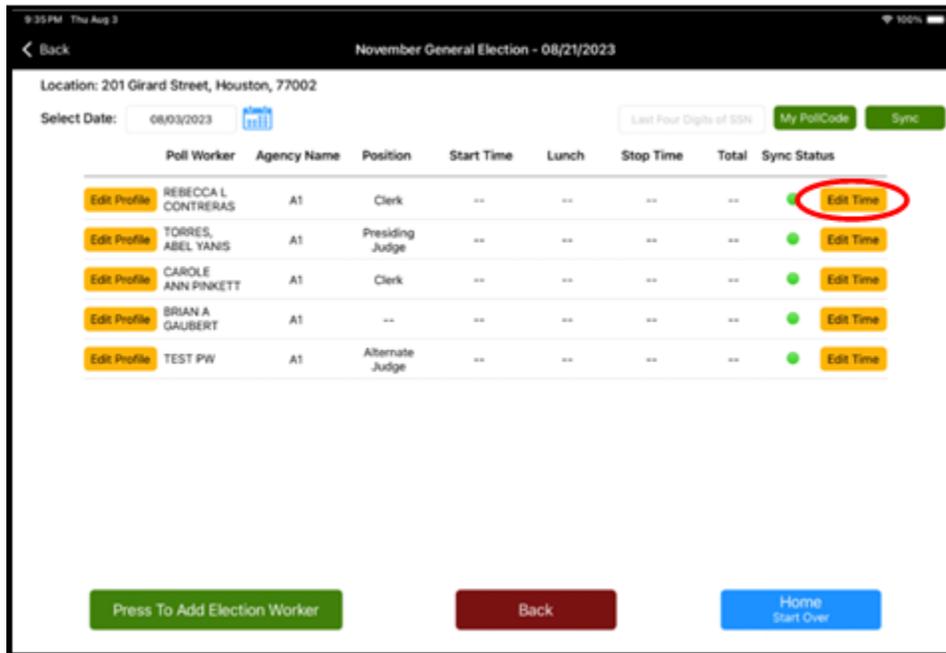
Enter time with the yellow directional arrows. When leaving for lunch or at the end of the day, the Election Worker needs to check the appropriate box when entering time. Once entered, press "Save."

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

34
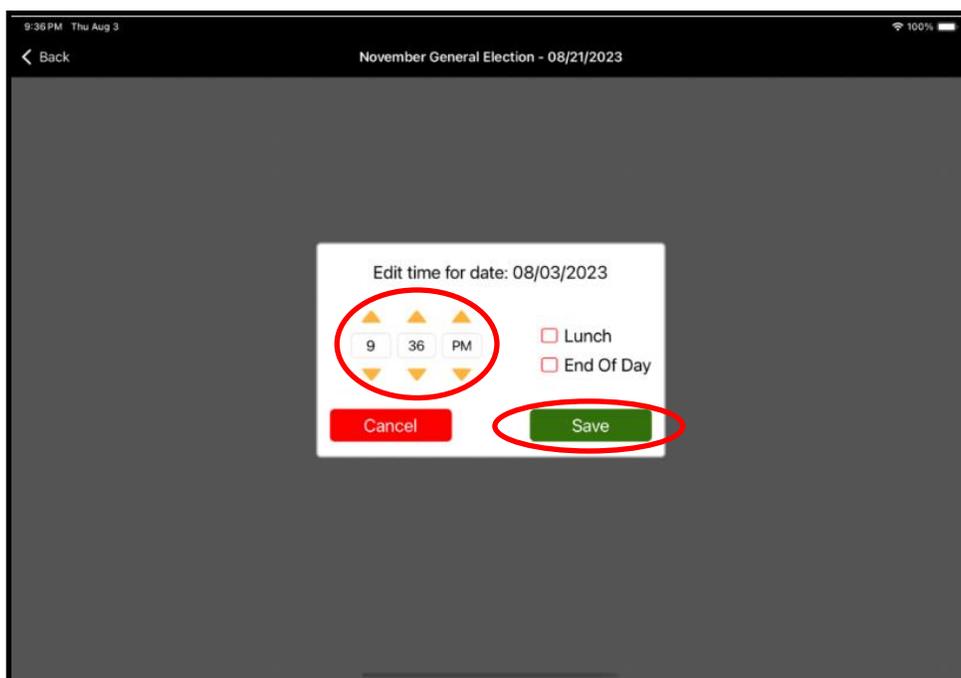
Relieving an Election Worker from Duty

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

Check with the facility staff to review the evacuation plans for the Vote Center location and inform all Election Workers where to proceed in case of 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
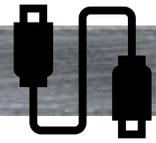
Scan/Ballot Box

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.

1. 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

Section 3

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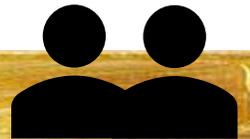
"Election Worker" refers to Judges and Clerks, including Deputy & Alternate Early Voting Clerks. **Election Workers take an oath** and carry out all procedures in the Vote Center, ensuring all eligible Voters who come to the Vote Center can vote.

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

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.

- 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:
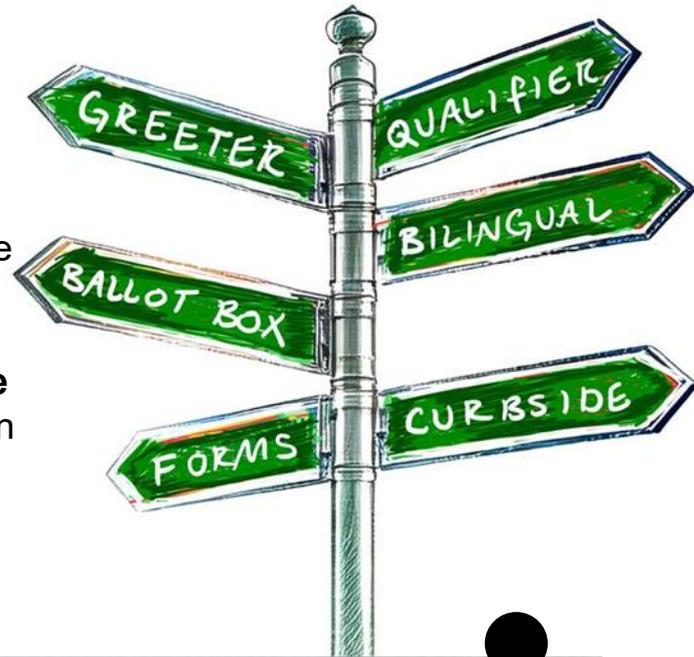
Greeter Role

- 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).

Qualifying Clerk Role
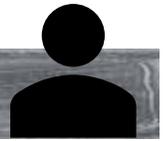
- Greets Voters politely at the Qualifying Table. Look Voters in the eye when speaking to them and use "please" and "thank you."

- 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.
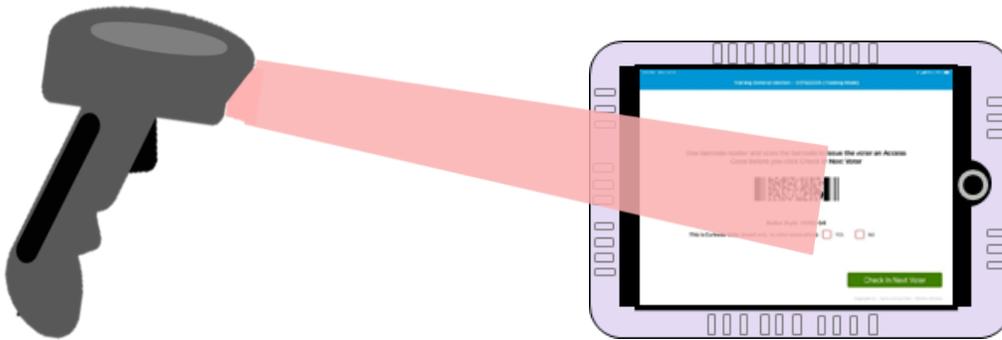
Ballot Box Clerk Role
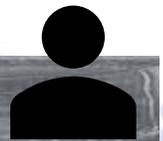
- Stationed near the Ballot Box, one Clerk per Ballot Box if staffing allows.

- 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."
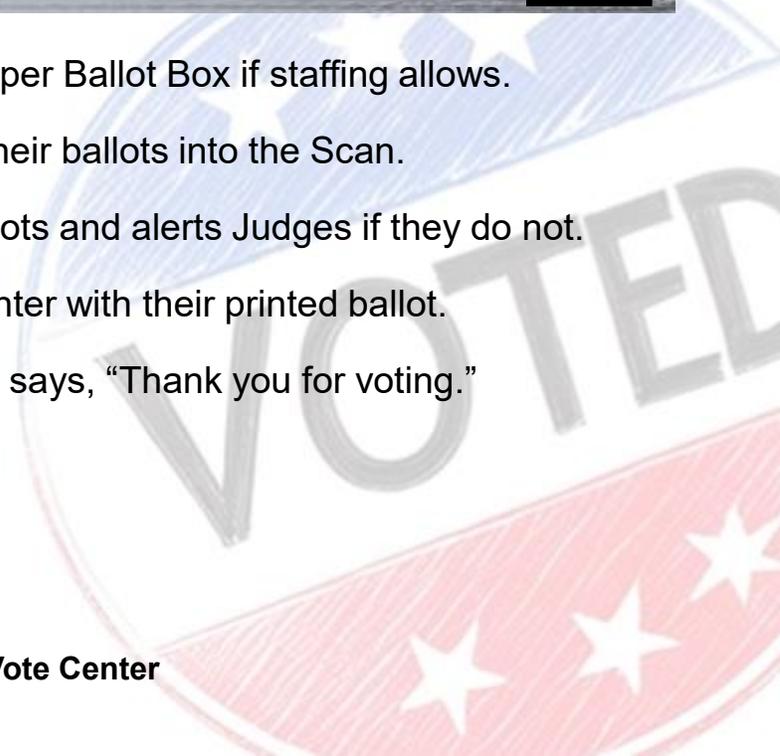
Bilingual Clerk Role
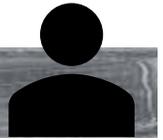
- Communicates with Voters in a shared language if they don't speak English, specifically supporting Spanish, Vietnamese, and Chinese in Harris County (TEC Sec. 61.031).

- 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
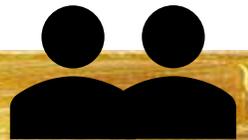
- Presiding Judges hire Student Clerks and assign them a role for Election Day, just like other Election Day Clerks.

- 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.

Area Tech

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)).

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

When a DEVC or Judge receives this form, they must verify it shows 9/2025. If it does not, reject the form.

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

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 *Zero Tapes* and *Ballot Box Seal Logs* 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.

1. In Judge Admin: tap "Record Poll Watcher."
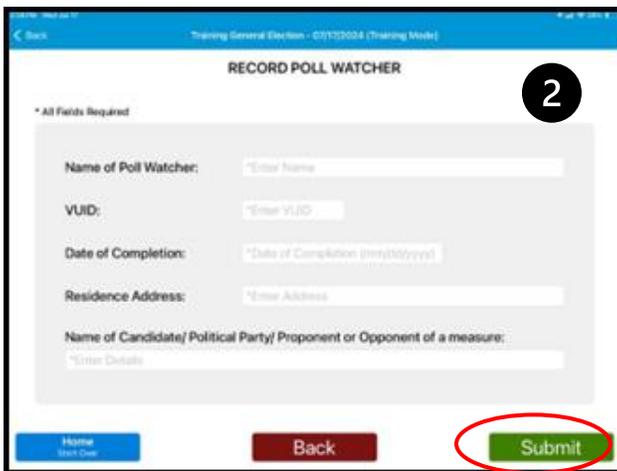
2. Record Poll Watcher's information on ePollBook; tap submit when finished.
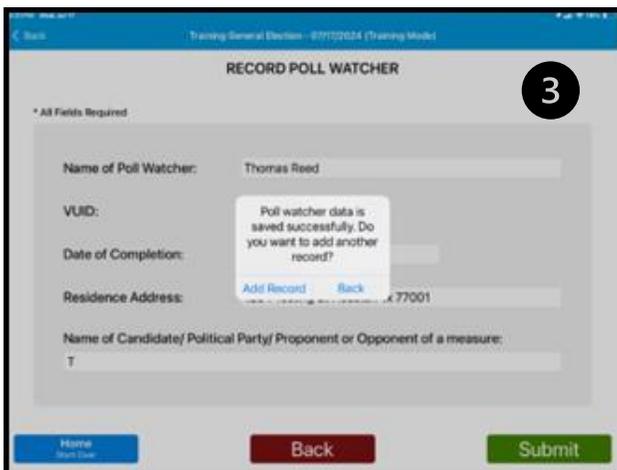
3. Pop-up window appears to confirm data was saved. Add another Poll Watcher or go back to menu.

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.
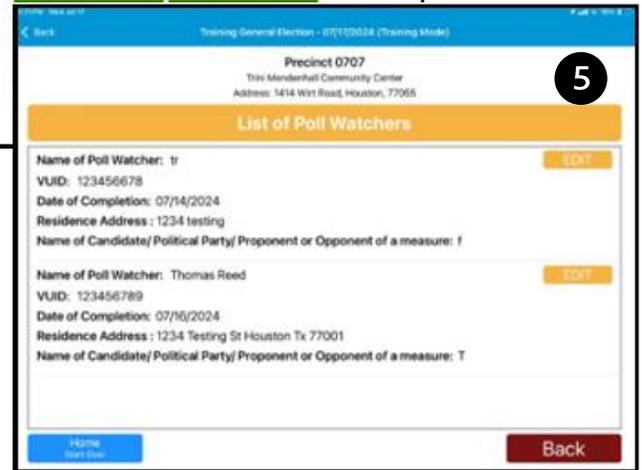
5. If Poll Watcher's information does not appear right after entering them, back out of List of Poll Watchers. Check again after a few minutes. Do not re-enter the information as this may cause duplicate entries.

People in the Vote Center

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.

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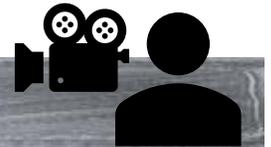
Members of the media are not allowed in the Vote Center. Media inquiries should be directed to the Harris County Clerk Communications Team.

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
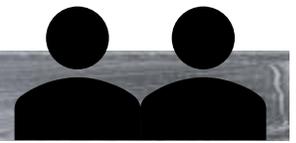
- Electioneering is not permissible during the voting period within 100 feet of the polling place or within 20 feet of a parking space designated for Curbside Voting.

- 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).

EQUIPMENT

Section 4

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.

Equipment
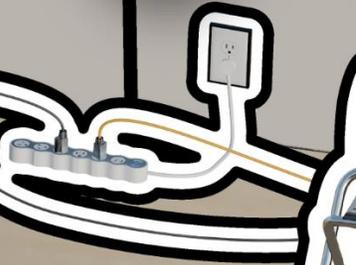
1. Voters
2. Controller
3. ePollBook
4. Judges Table
5. Accessible Voting Booth
6. ATI
7. Voting Booth
8. Surge Protector
9. Duo Go
10. Scan
11. Ballot Box
12. Greeter Table

6

5

7

9

12

10

11

Curbside
Carrier
Envelope

EXIT

1

2

3

4
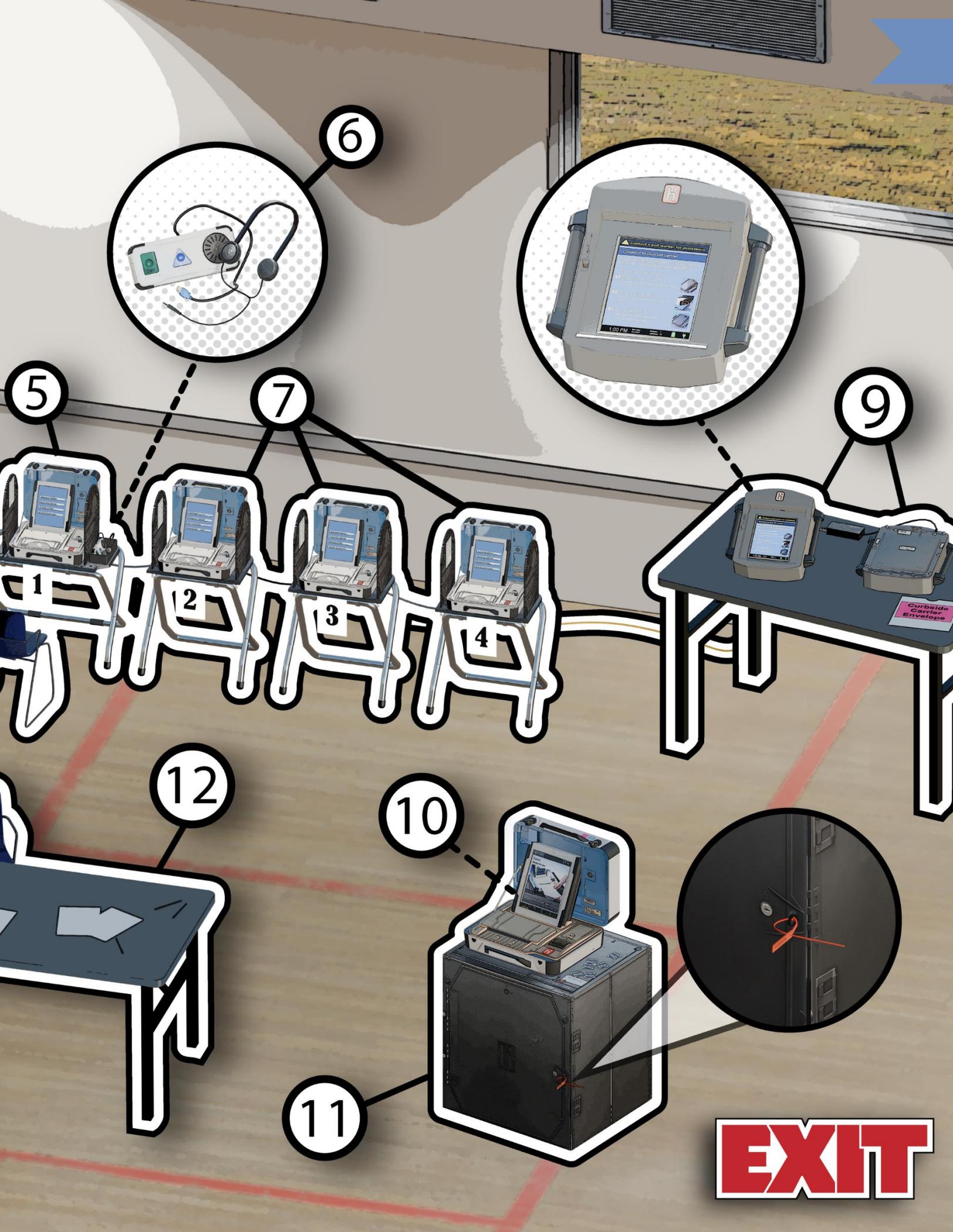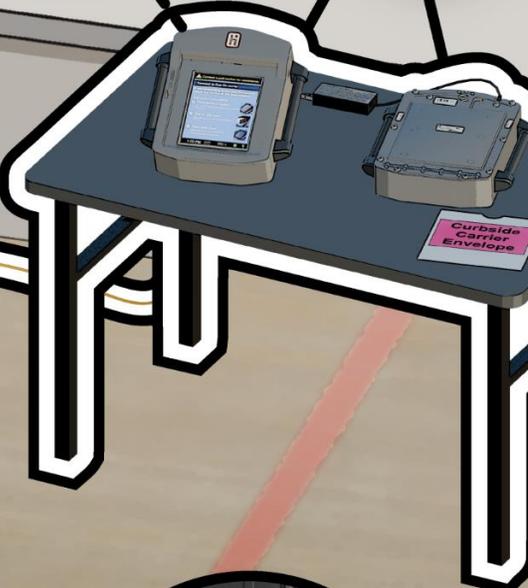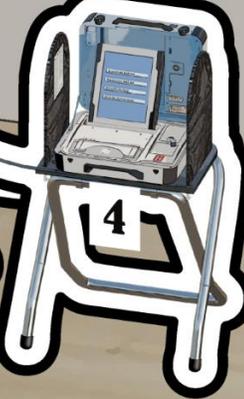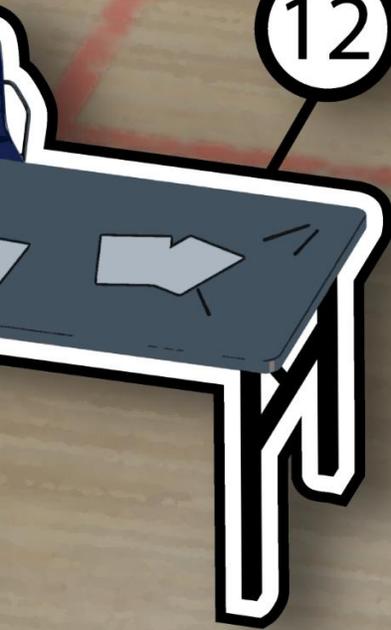
The Presiding Judge assigns Election Workers to help set up equipment during the setup process and on the morning of opening the Vote Center.

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.

Daisy-chain this way, towards the first Duo in line.

C

*Set up Qualifying Table;
NOT the Controller*

| Duo 1 | Duo 2 | Duo 3 | Duo 4 |
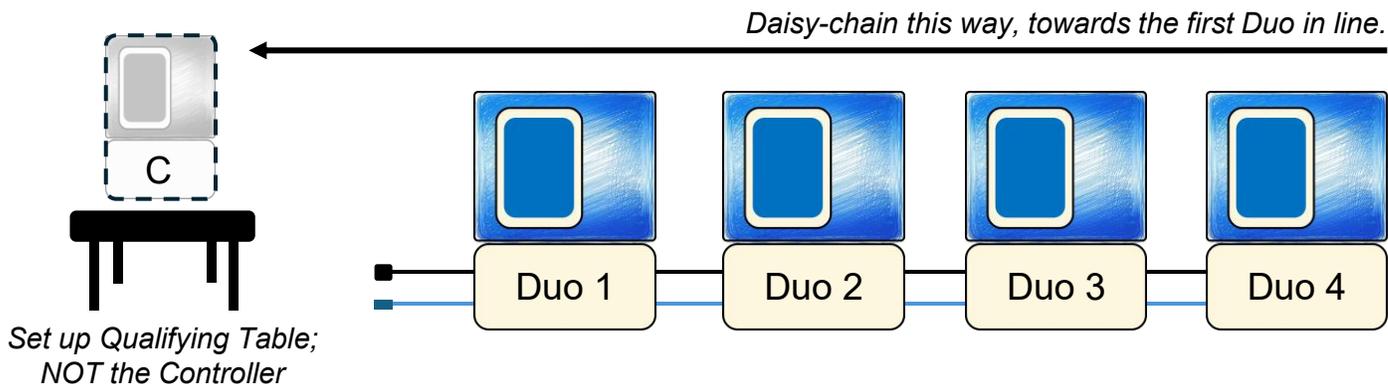
Yellow extension cords supplement outlet access where needed. All cords must be out of the path of voter traffic. Mats must not be used to cover cords under any circumstances. For help with identifying solutions when connecting equipment to power during setup, call: **713-755-1617, Option 04**.

- Yellow extensions cords MUST be unplugged nightly.

- Surge protectors may remain plugged in and powered on.

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.

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

ePollBook

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.*

MP70

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

Equipment

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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.

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

Recommended Initials or Signature Placement

KEEP OUT AREA

PJ Signature

KEEP OUT AREA

0.75"
1.9 cm

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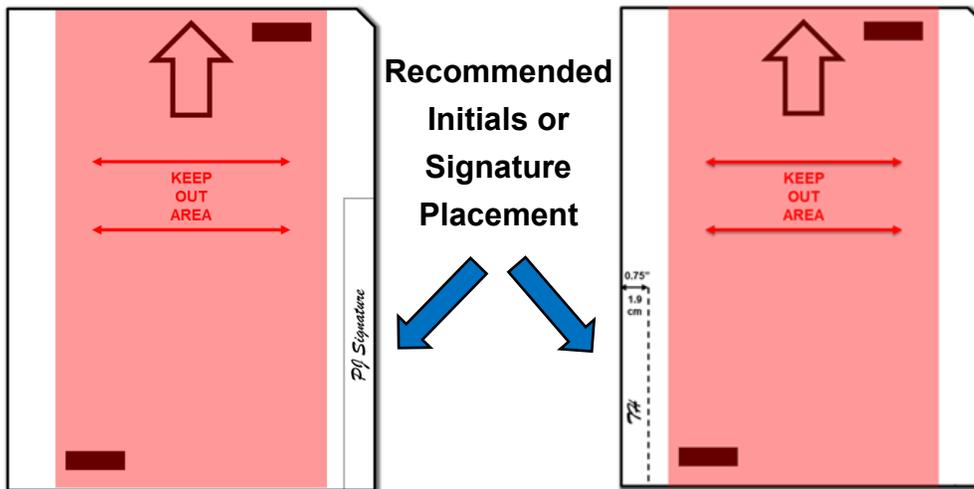
Early Voting: Stamp Ballot Paper with the Early Voting Clerk's initials

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

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.

Equipment

- *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
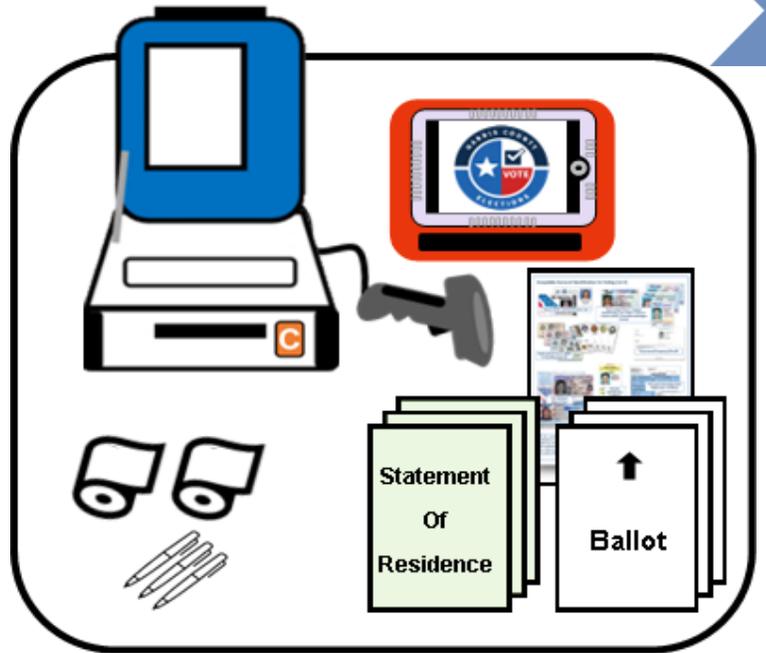
Tips for Qualifying Voters

- 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:

1. 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.

2. 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.

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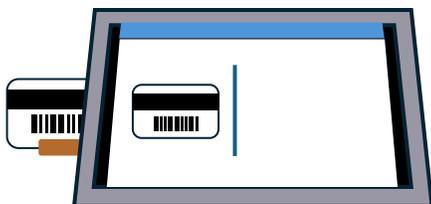
1. Voter Lookup: Place the ID on the ePollBook stand with the barcode facing the Qualifying Clerk. In the lower-left corner, tap the button labeled "Read." The ePollBook reads the barcode to bring up the Voter.

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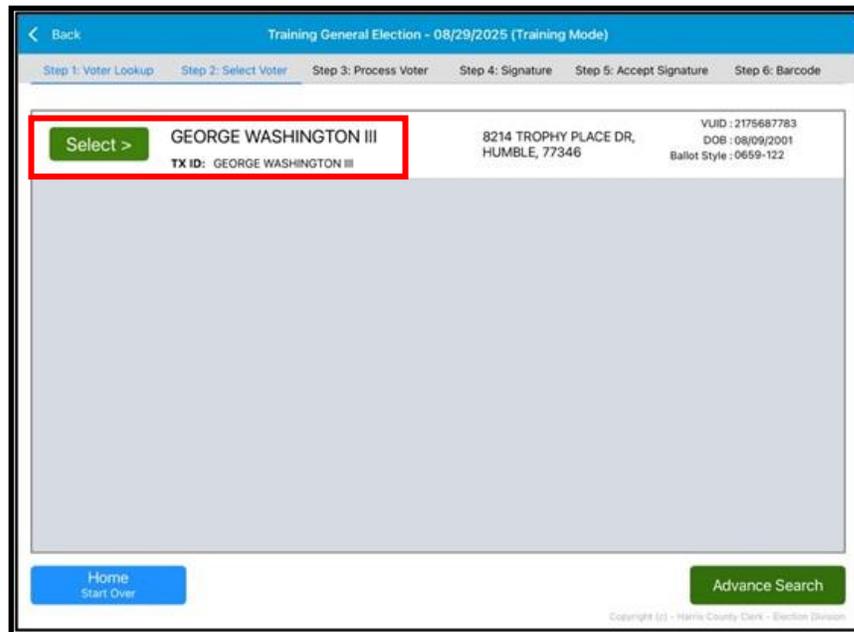
If an ID does not scan after several attempts, try touching the "Read" button *first* and *then* placing the ID onto the ePollBook stand once the camera is on. If it still does not read, perform a manual search.

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.


```
< Back                                   Process Voter

Step 1: Voter Lookup    Step 2: Select Voter    Step 3: Process Voter    Step 4: Signature    Step 5: Accept Signature    Step 6: Barcode

  GEORGE WASHINGTON III              8214 TROPHY PLACE DR, HUMBLE, 77346        VUID : 2175687783
                                                                                DOB : 08/09/2001
  TX ID: GEORGE WASHINGTON III                                                  Ballot Style : 0659-122

  Ask the voter:  "Do you currently live at 8214 TROPHY PLACE DR, HUMBLE, 77346"

  Voter's Response:                                                    ☑ Yes    ☐ No

  Is this a Curbside Voter or accompanying someone who is voting curbside?   ☐ Yes    ☑ No

  Voter Able to Sign:                                                  ☑ Yes    ☐ No



     Home                    Previous Screen              Go to Voter Signature Screen
   Start Over
```

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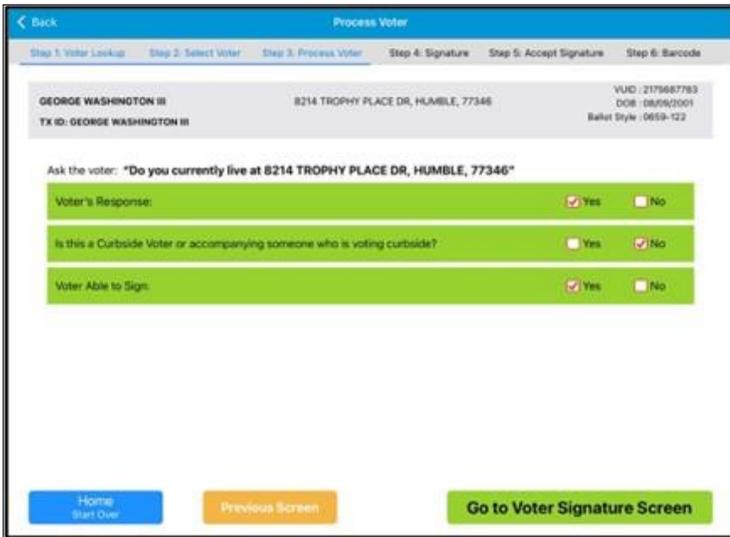
The "Go to Voter Signature Screen" button turns green when ready to proceed to Step 4, the signature page. Press the green button. The Signature screen will appear upside down.

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.

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.
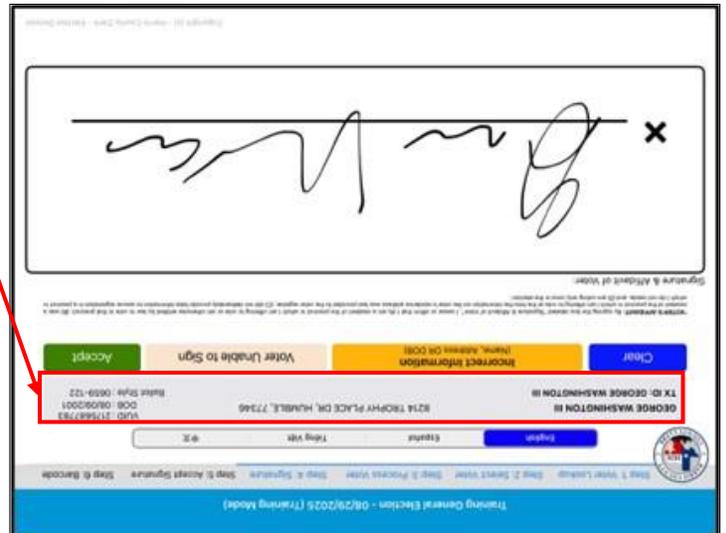
5. **Accept Signature:** Press the "Accept Signature" button.
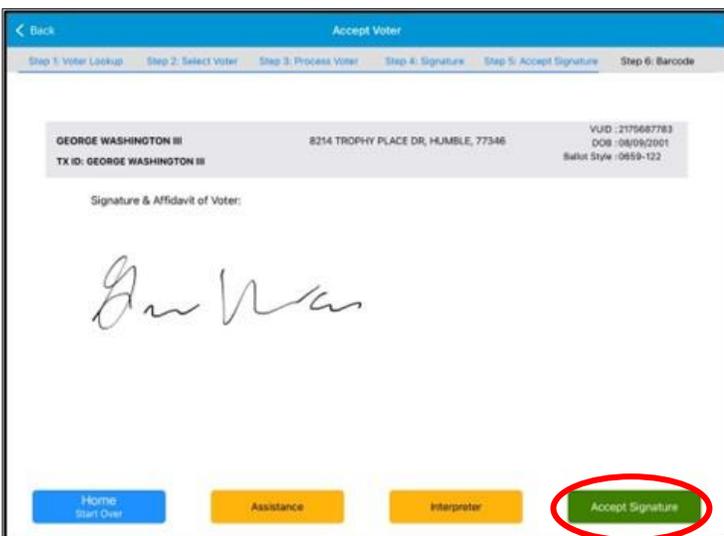
6. **Barcode:** The barcode screen appears. Use the Barcode Reader attached to the Controller to read the barcode.

Qualifying Clerks should only issue access codes using the Barcode reader and never create access codes manually.
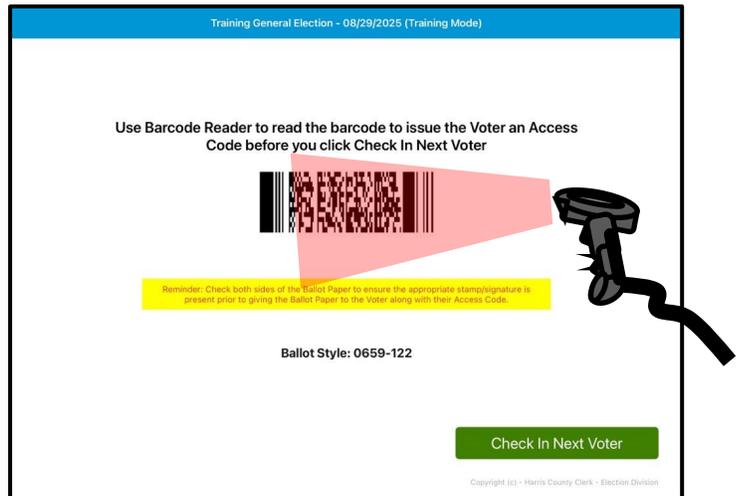
7. **Confirm Access Code:** verify that the Ballot Style Number under the barcode matches the Ballot Style Number on the Controller. If they are the same, click the box on the Controller that says "Yes, this is correct" and press "Issue Access Code." The Voter's access code prints.
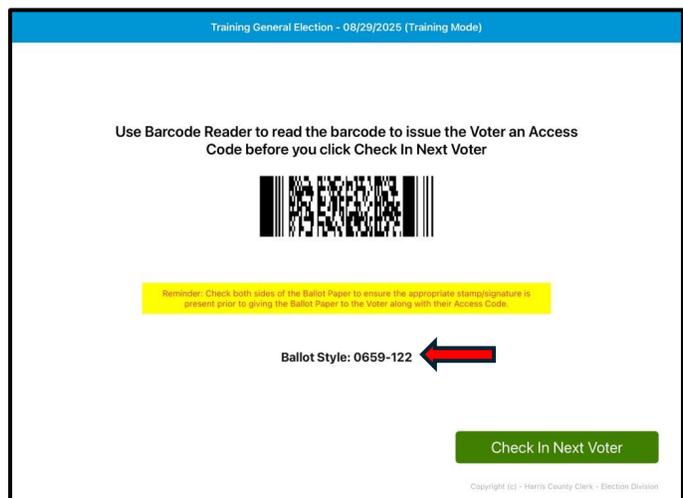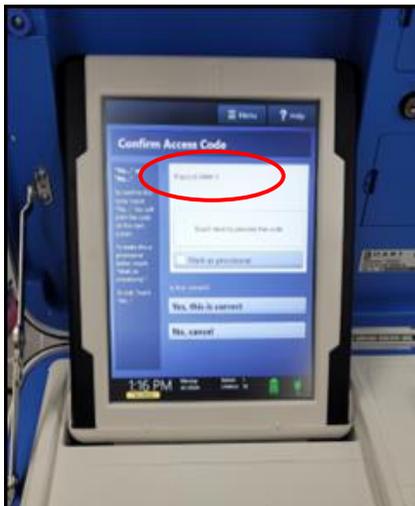
8. Next, click the "Check in Next Voter" button. ·

   • 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.

Recommended Initials or Signature Placement

KEEP OUT AREA

PJ Signature

KEEP OUT AREA

0.75"
1.9 cm
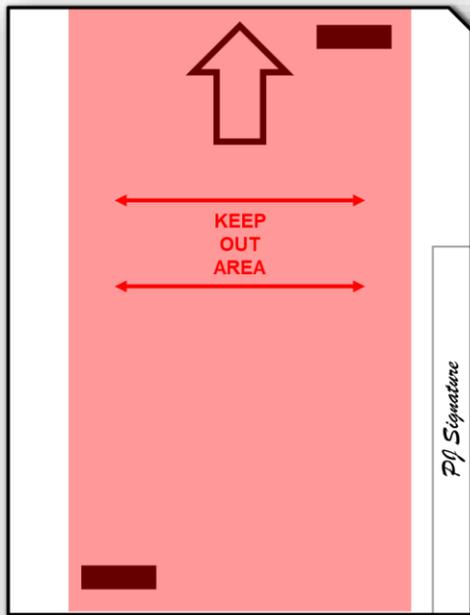
For ED, Ballot Paper printed with a Signature
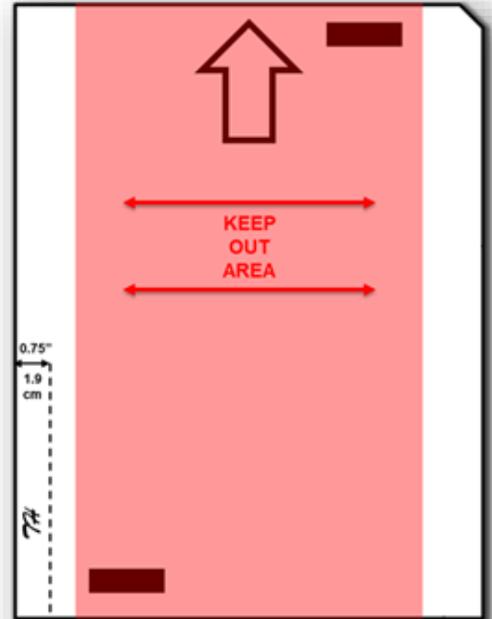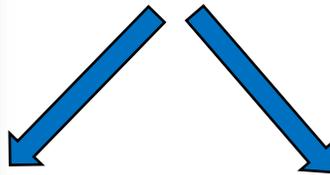
For EV, County Clerk's initial stamp

ACCESS CODE
62166
06/11/2022   9.09 AM
SRD001C - Harris County Attorney Conf Ctr
Pct   0163-48
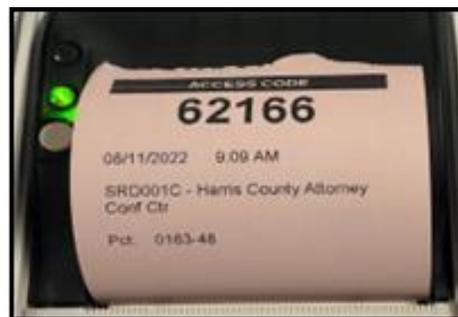
The Qualifying Clerk provides the Voter the following directions:

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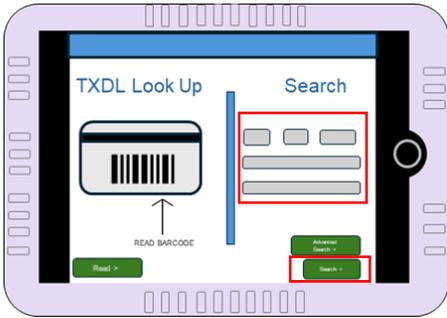
If the voter presents a List A ID that is not a TXDL or TX ID when qualifying, use the Search side of the ePollBook to complete Step 1: Scan/Search.

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.
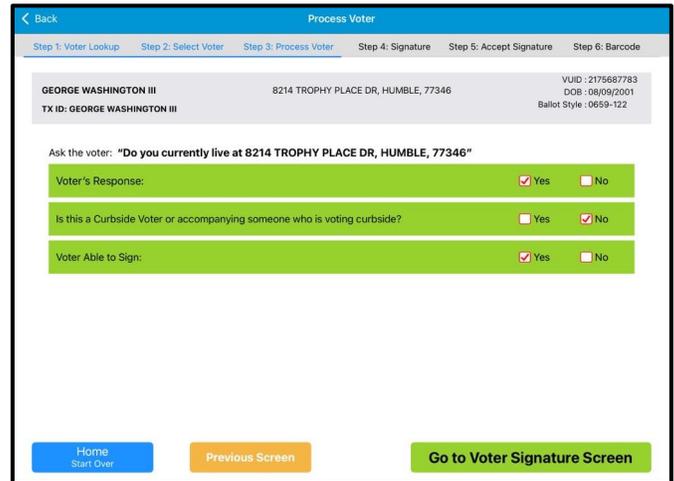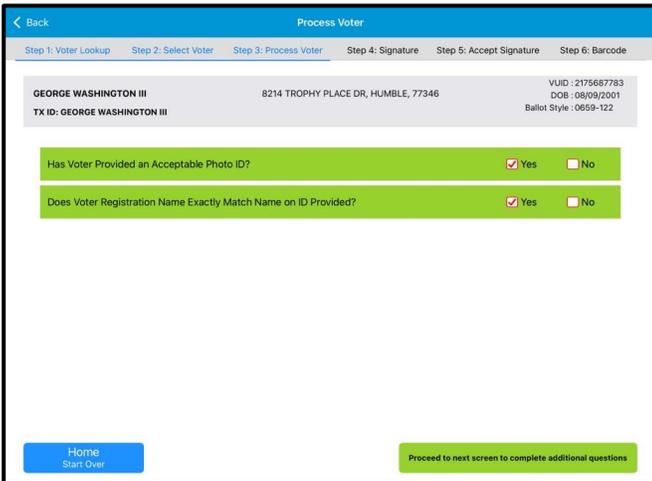
Has the Voter provided an acceptable photo ID?

• 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*.

Equipment

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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.
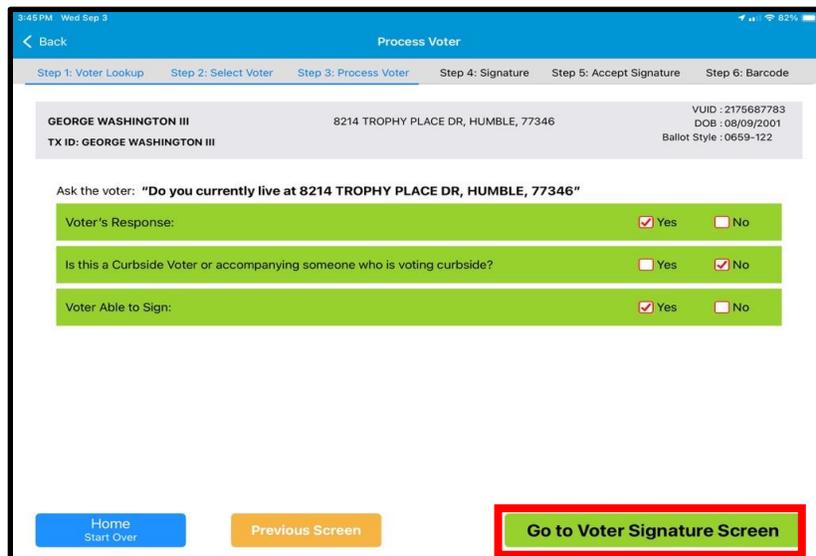
4. **Signature:** Flip the ePollBook toward the Voter and ask them to confirm their information in the gray field. If correct, have them sign on the line and press the green "Accept" button. The ePollBook beeps, indicating that the signature was accepted. Flip the ePollBook back toward the Qualifying Clerk.
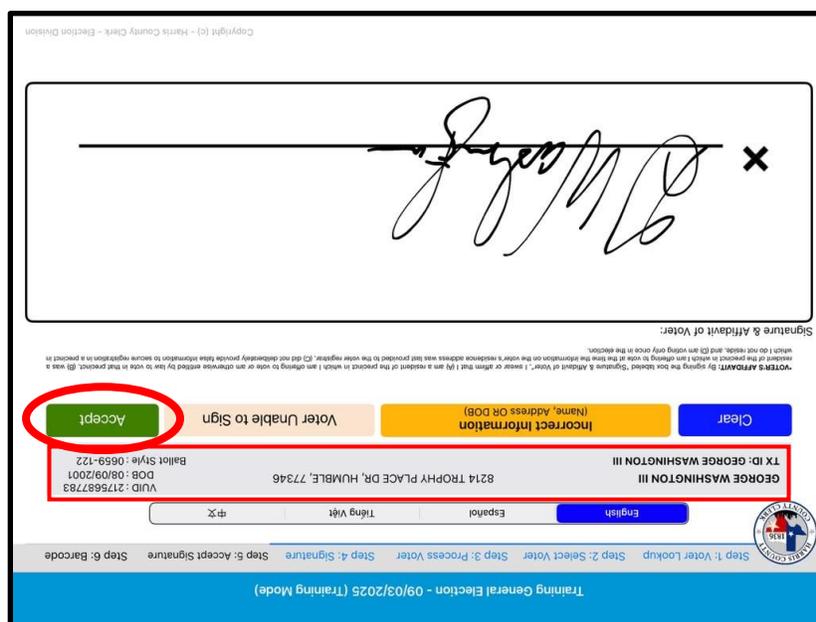
5. Accept Signature: Press the "Accept Signature" button. Do not match the signature to the Voter's ID signature.
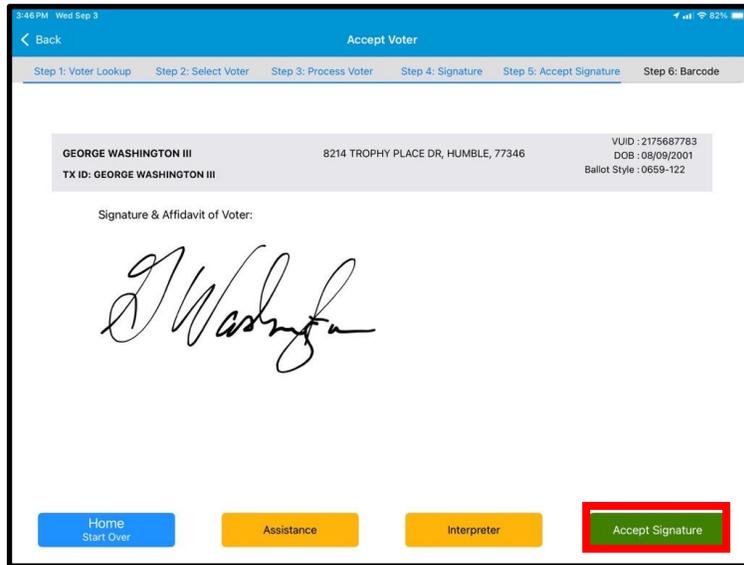
6. **Barcode:** Use the Barcode Reader attached to the Controller to read the barcode.
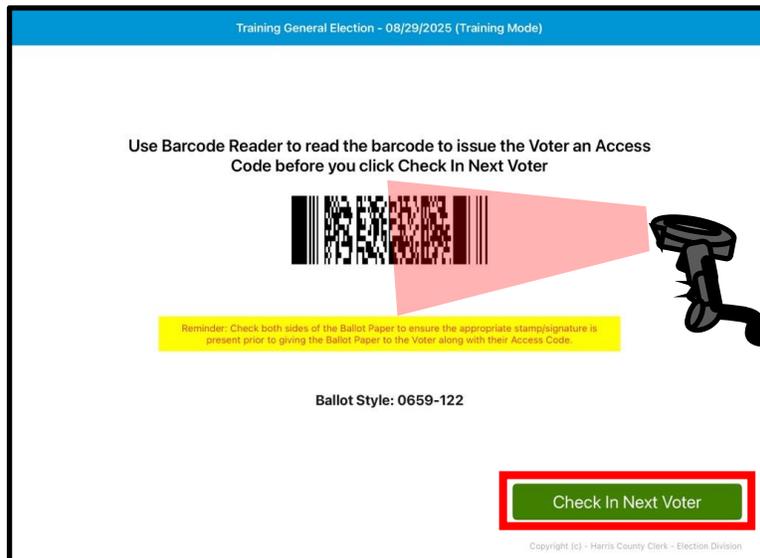
- Remember to confirm the Ballot Style Number under the barcode matches the Ballot Style Number on the Controller.

- 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

1. 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**."

2. 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.

3. 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.

Equipment

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.
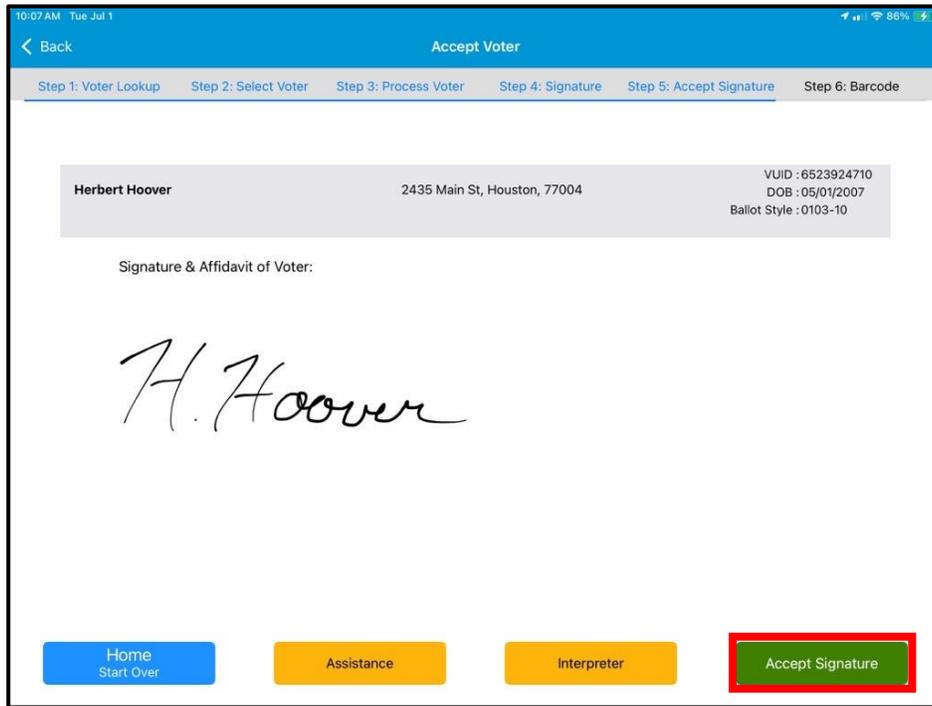
11. Use the Barcode Reader attached to the Controller to read the barcode.
After completing all steps as you would for a standard Voter, press
"**Check In Next Voter**."
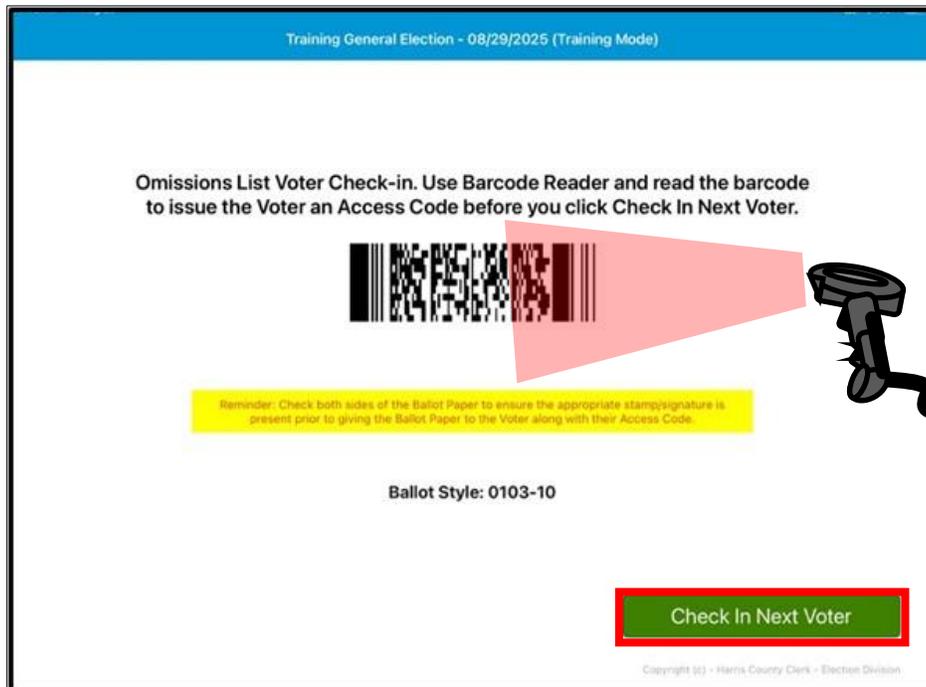
Voter Assistance

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.
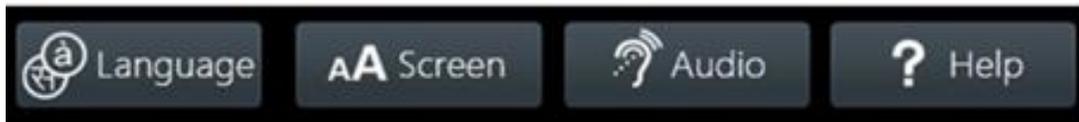
1. A Voter does not have to give a reason for requesting assistance from an Election Worker or someone they bring with them to the Vote Center.

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.

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.

Equipment

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.
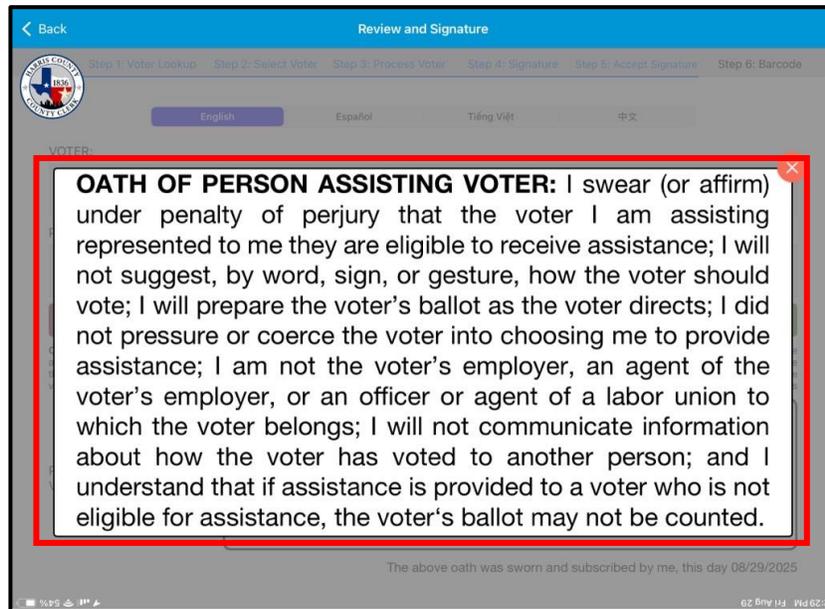
Observing Assistance

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

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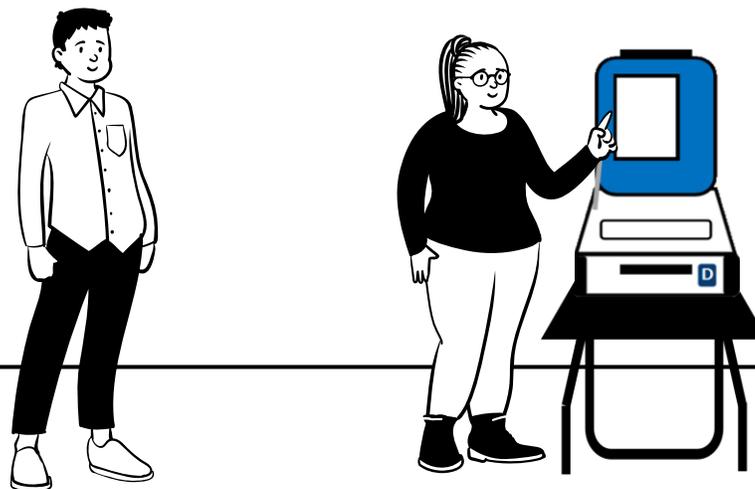
1. When a Voter requests assistance from someone who is not an Election Worker:

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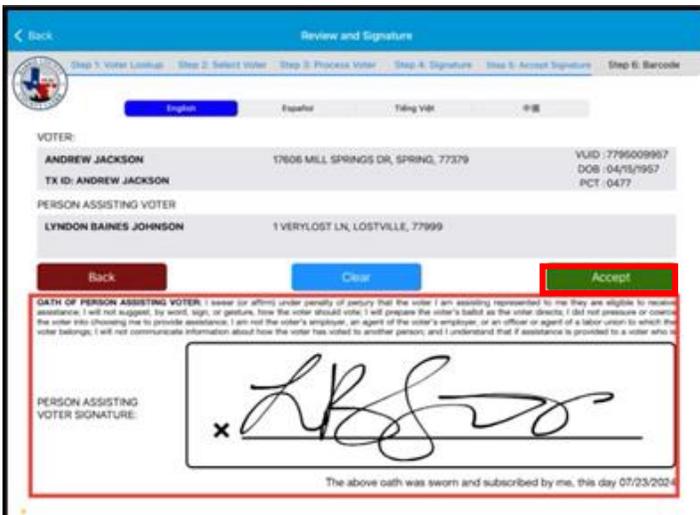
6. Once the assistant signs, press the green "Accept" button.

7. Finally, the signatures of both the Voter and assistant appear on the "Accept Signature" screen.

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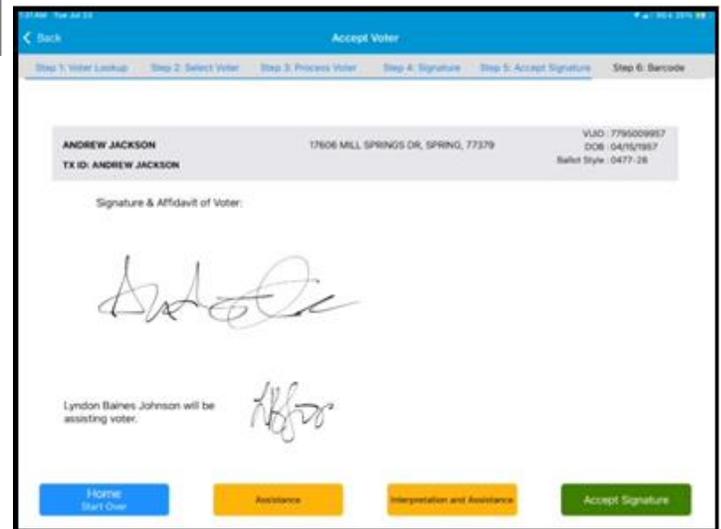
If the Voter does not alert Election Workers that they are requesting assistance from someone who is with them until after the barcode has appeared on the ePollBook, the Qualifying Clerk must use the paper version of the *Oath of Assistance*, found in the Elections Forms Box.

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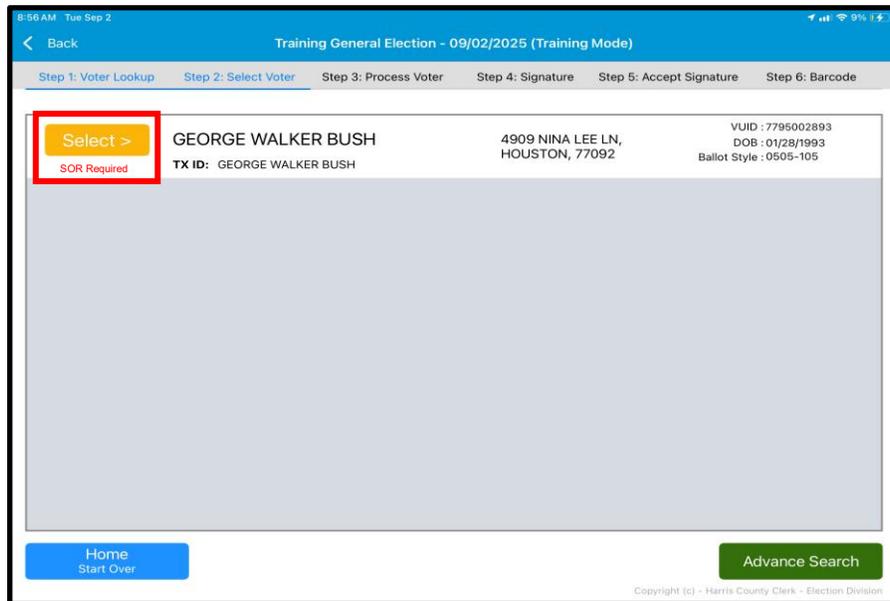
These Voters must fill out the *SOR* form (affidavit) even if their address information is correct in the ePollBook.

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.

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.

Equipment

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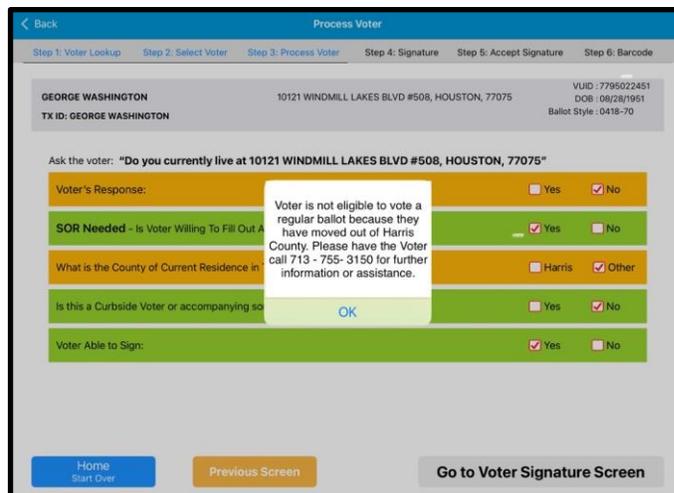
If the Voter's chooses not to fill out the SOR form, then the voter's remaining option would be to vote provisionally.

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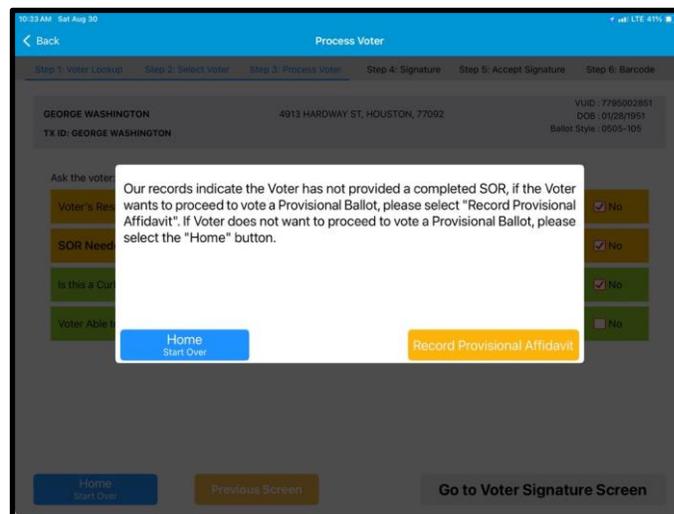
If the Voter has moved **within** Harris County and still reside in the same political subdivision, the Voter votes using the address shown on the ePollBook.

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.

Equipment

Redisplaying Barcodes

ACCESS CODE

62166

11/05/2024   9:18 AM

SRD001C – Harris County Attorney
Conf Ctr

Pct: 0163-48
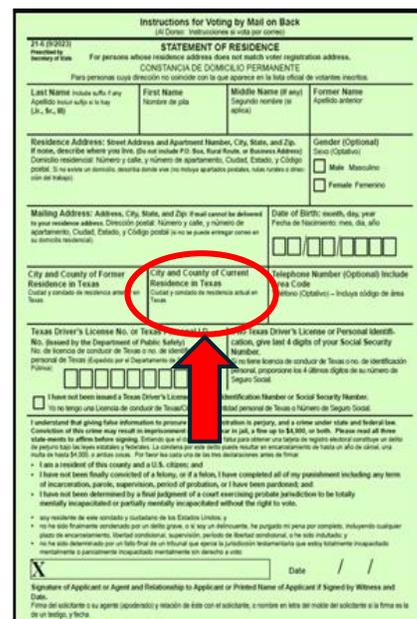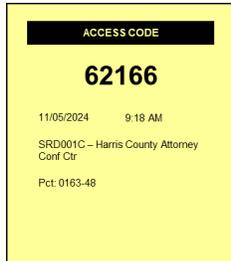
1. When a Qualifying Clerk misses reading the barcode before pressing "Check in Next Voter."

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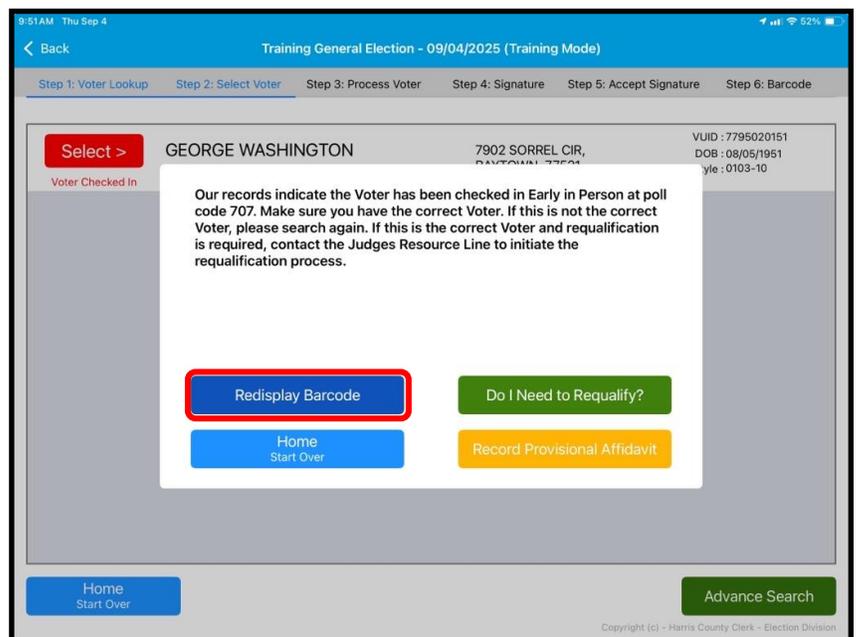
Judges should monitor Qualifying Clerks and voting lines to ensure the qualifying process is being followed correctly. Corrective training should be provided if errors in the process are noted.

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.
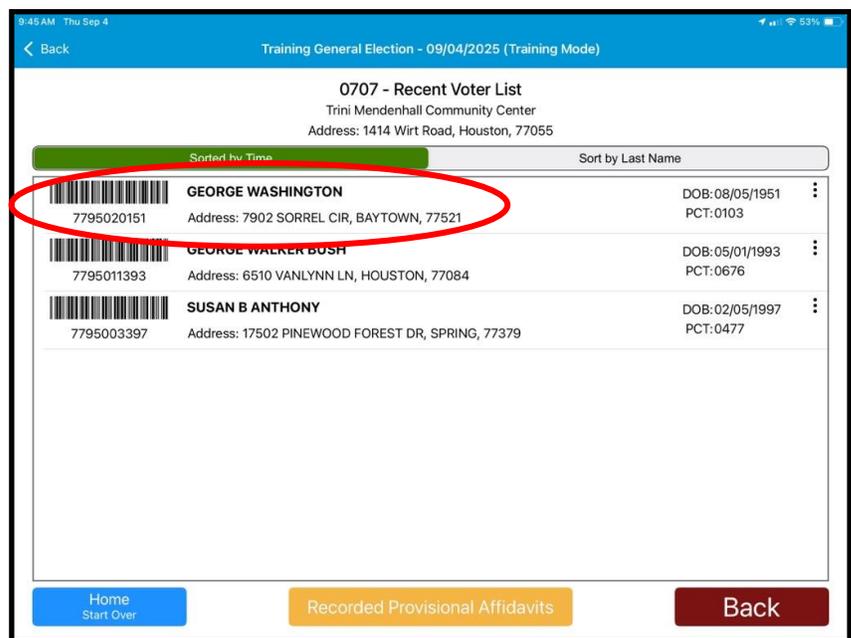
Requalifying a Voter

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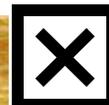
- The Qualifying Clerk misses reading the barcode.
- There is a need to reissue an access code due to a spoiling situation.
- There is a "fleeing" Voter, someone who leaves or abandons their ballot without notifying any Election Worker of their intent to return.

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.

Equipment

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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.
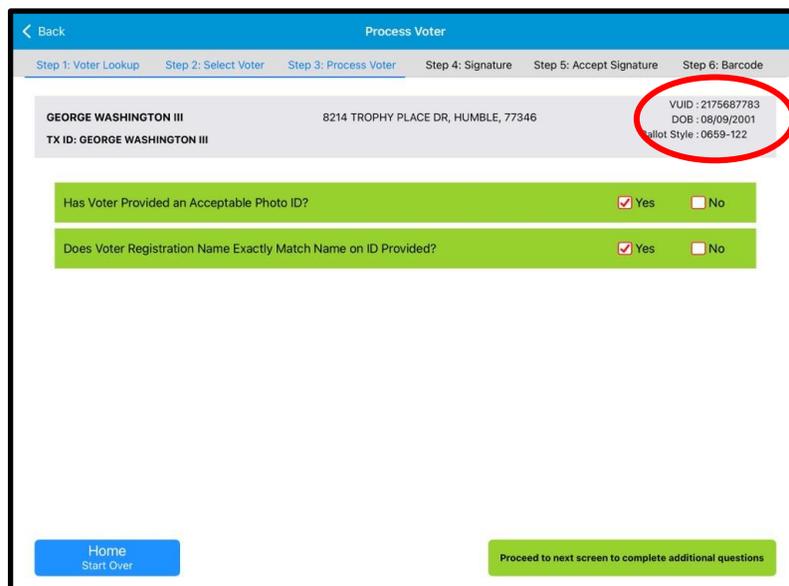
Summary

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.
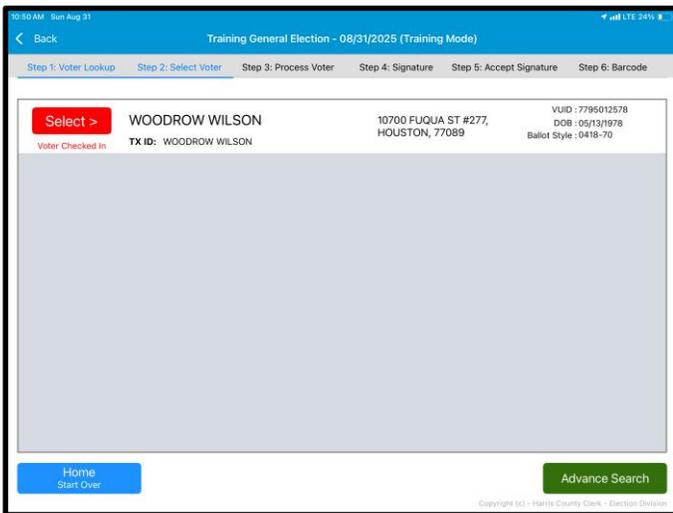
2. If a *Provisional Affidavit* is required, press the button for "Record Provisional Affidavit."
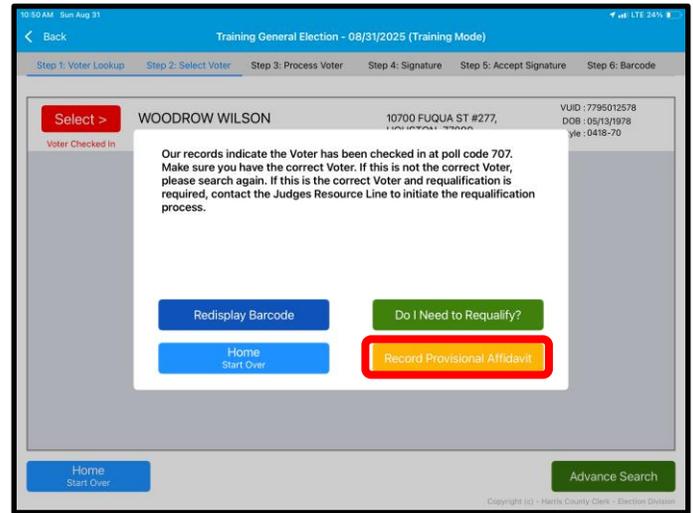
3. Depending on the reason for the provisional vote, follow the prompts on the ePollBook. This results in displaying this screen (pictured below).

   • Choose "Yes" or "No," depending on whether the Voter has filled out a *Provisional Affidavit*.

Equipment

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1. 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.
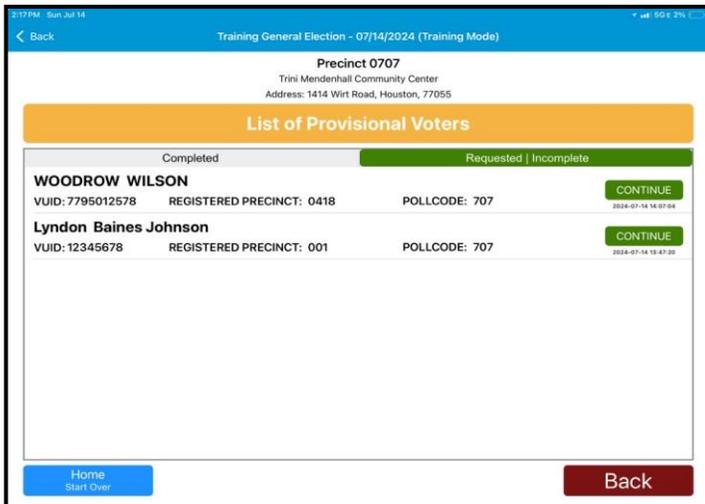
5. Using the *Affidavit of Provisional Voter*, indicate the reason for and any important details explaining the Voter's situation. Use "Other" to record the details.
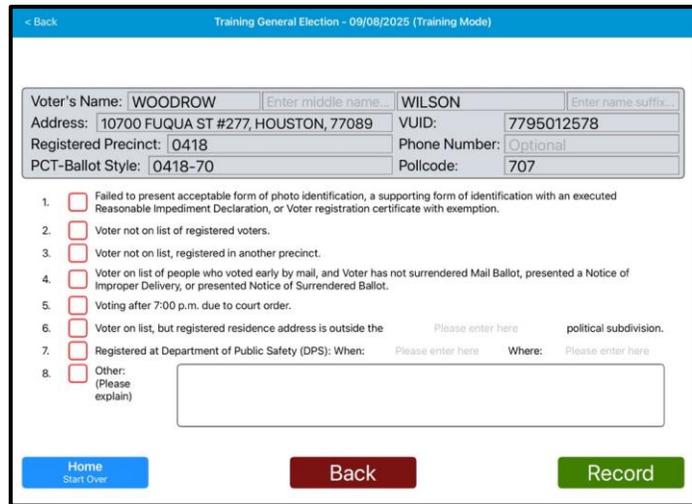
6. A pop-up message says, "Provisional Affidavit saved successfully. Do you want to proceed to check-in?" Follow the prompts to return "Home" and qualify other Voters.
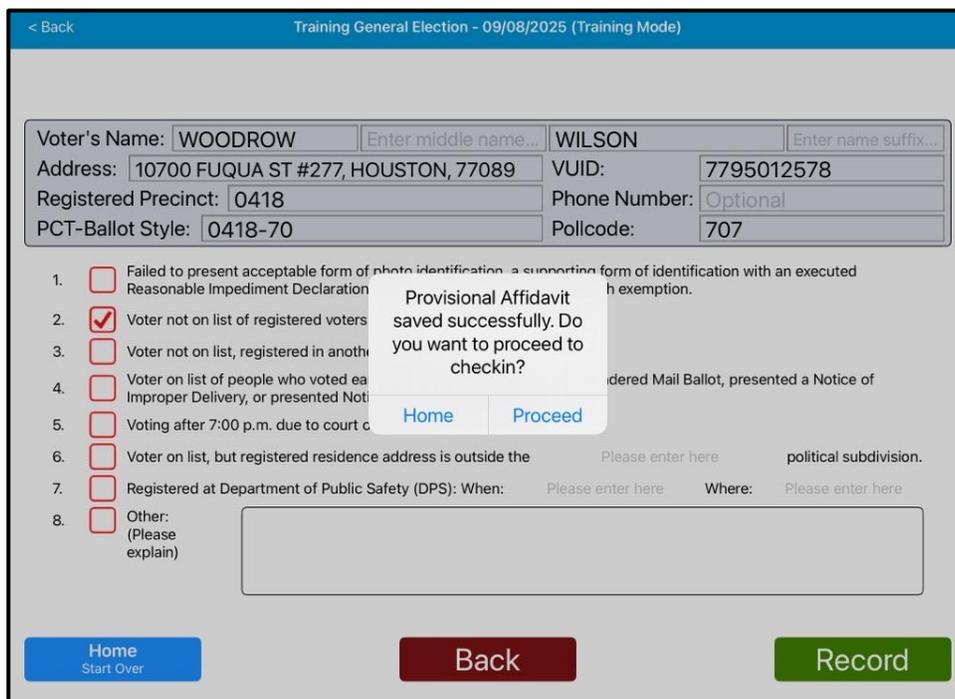
7. **Step 3: Process Voter:** All questions must be answered before tapping "Go to Voter Signature Screen."
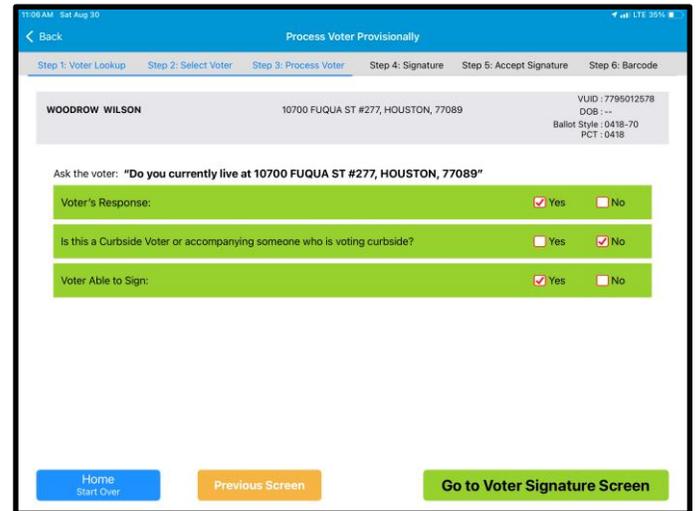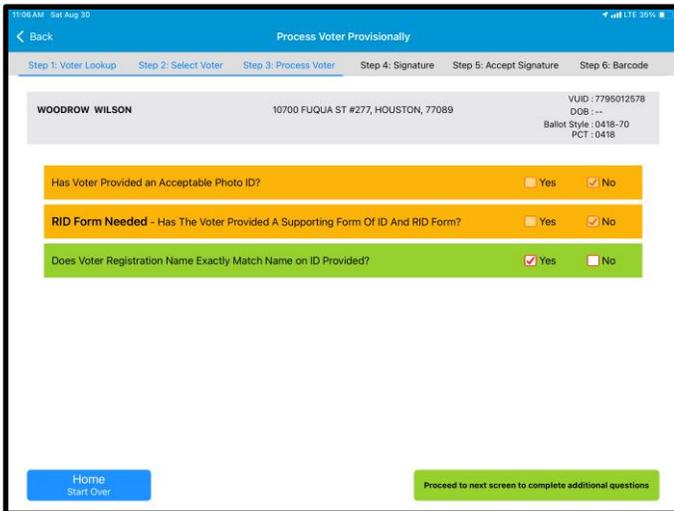
8. **Step 4: Signature page**, the Voter signs in acknowledgment of the Voter's Affidavit then press the green "Accept" button.
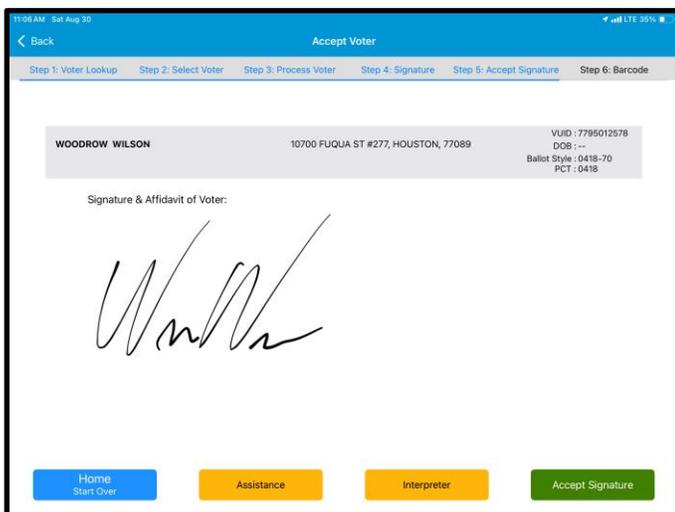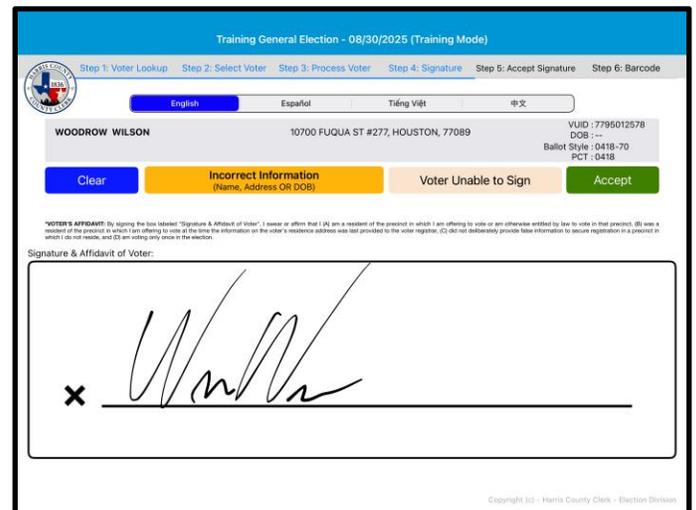
9. **Step 5: Accept Signature:** Press the "Accept Signature" button. Do not match the signature to the Voter's ID signature.

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, **be sure to select Provisional on the Controller** when issuing the access code.
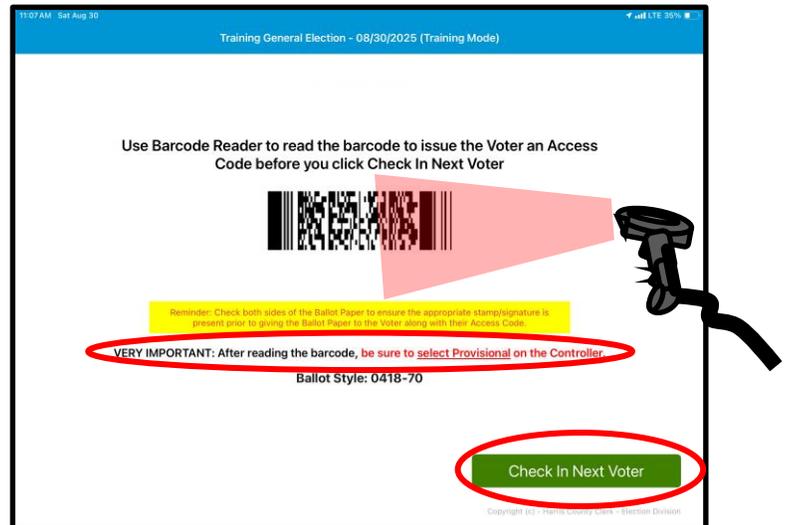
11. Click the "Check in Next Voter" button. After pressing the button, the ePollBook returns to **Step 1: Voter Lookup** to process the next Voter.

- 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.
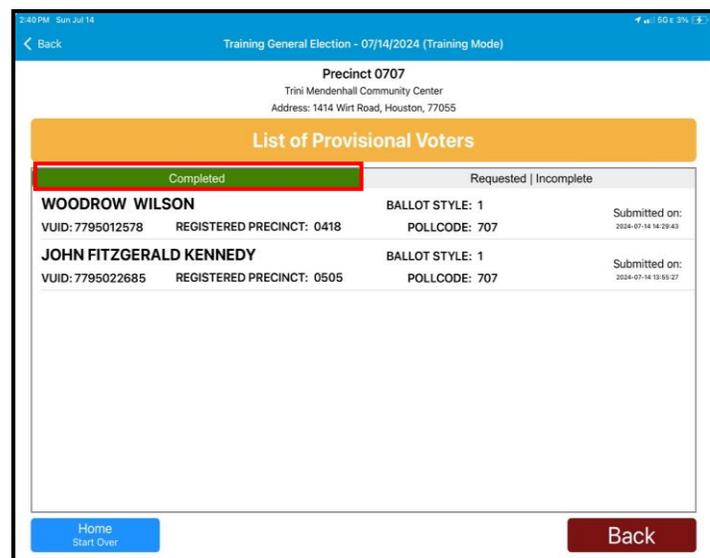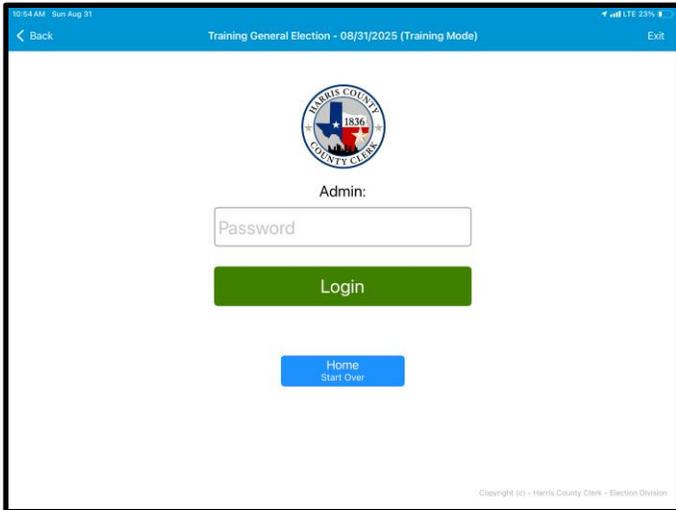
1. Since Provisional Affidavits should be completed by the DEVC/AEVC or ED Judges, the admin password is required to move forward.
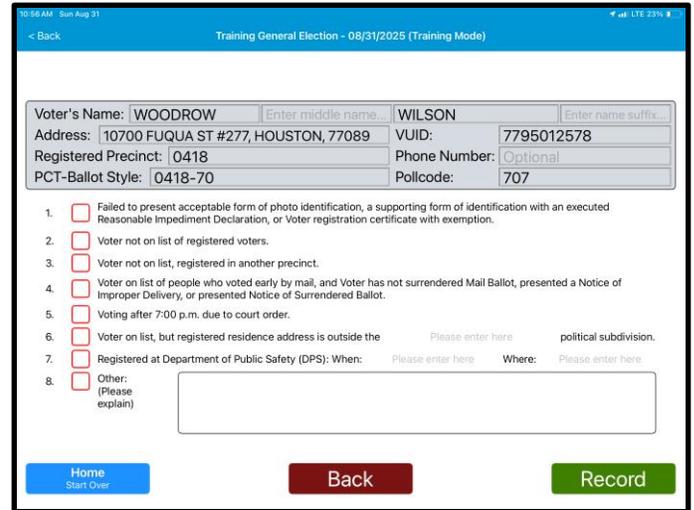
2. Using the *Affidavit of Provisional Voter*, indicate the reason for and any important details explaining the Voter's situation. Use "Other" to record the details.
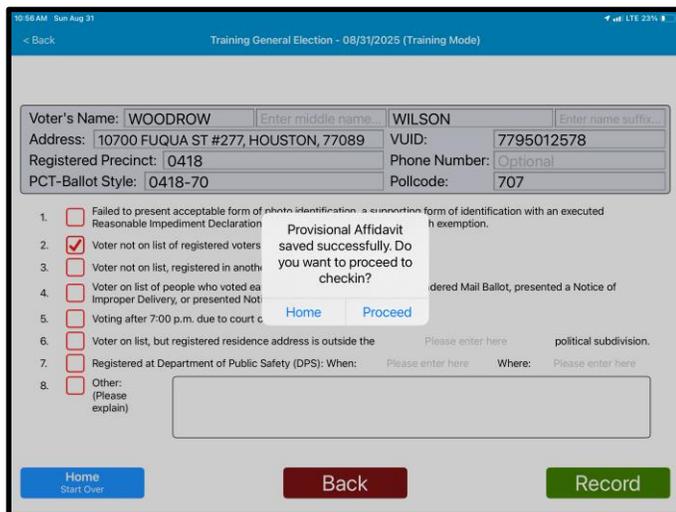
3. Press proceed then follow the prompts to qualify the Voter.
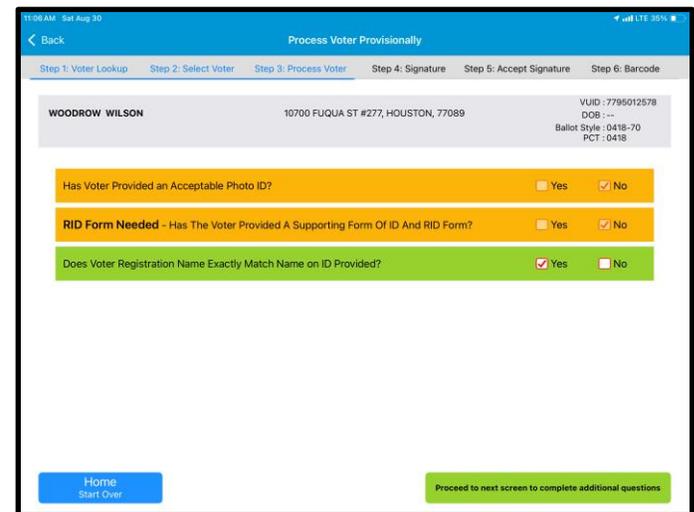
4. All questions must be answered before tapping "Go to Voter Signature Screen."

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
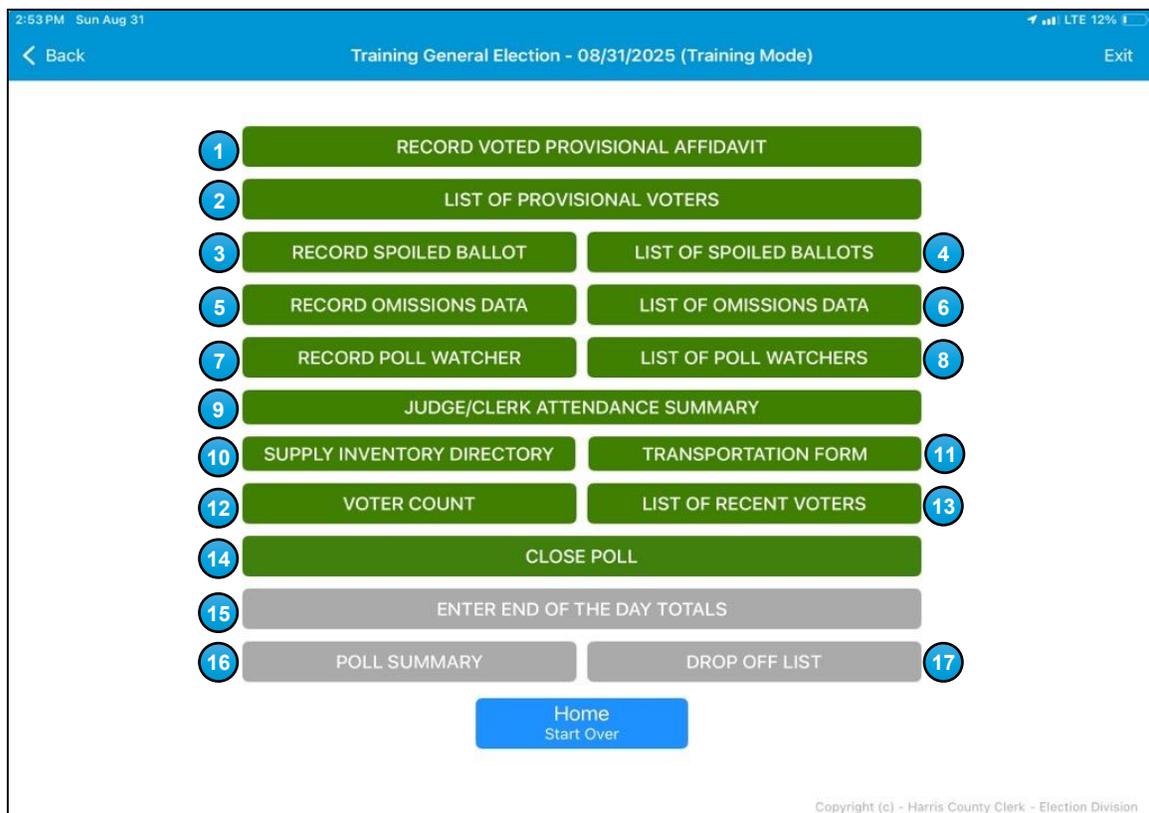
1. **Record Voted Provisional Affidavit:** Used to record Provisional Voters
2. **List of Provisional Voters:** Displays the Completed and Requested | Incomplete *List of Provisional Voters*
3. **Record Spoiled Ballot**: Used to record Spoiled Ballots
4. **List of Spoiled Ballots:** Shows the number 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)

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.
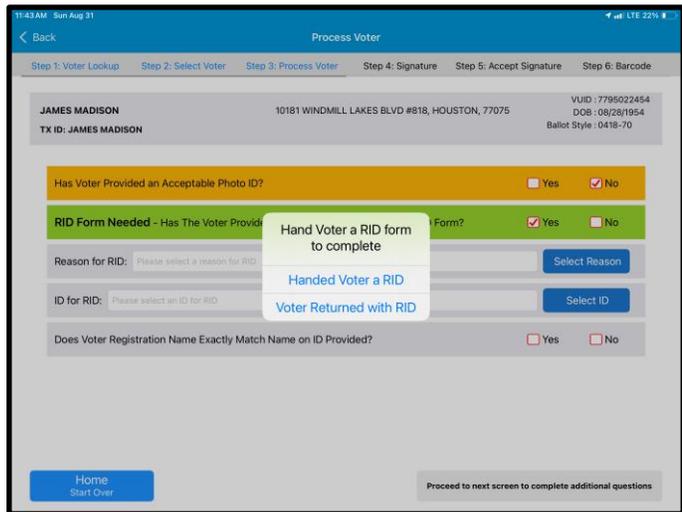
- When the form is complete, the Judge locates the Voter on the Judge's ePollBook. Select "Voter Returned with RID."

- Two new lines appear under the "RID form Needed" line.
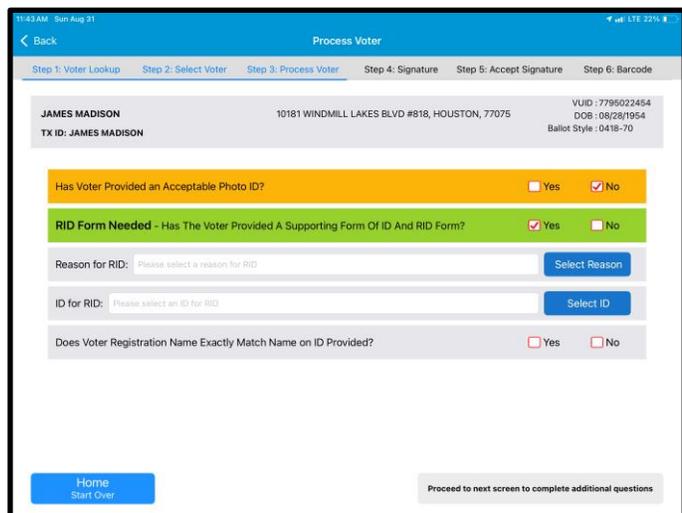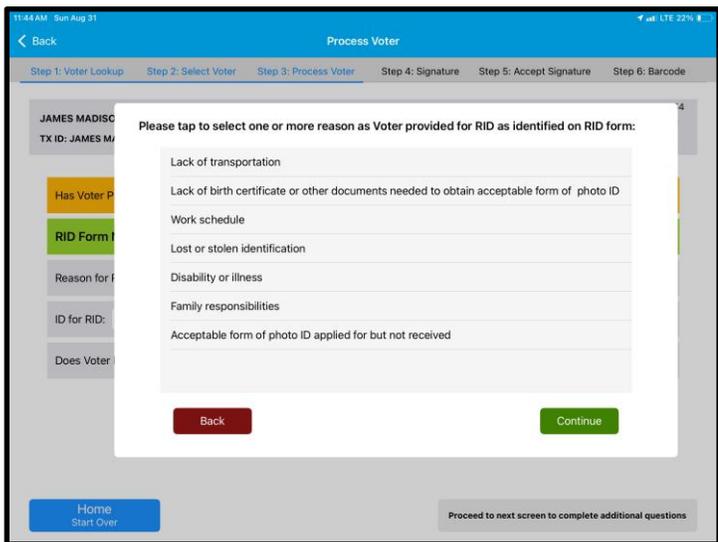
- Click "Reason for RID" and a new window pops up showing a list of reasonable impediments.

- 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.
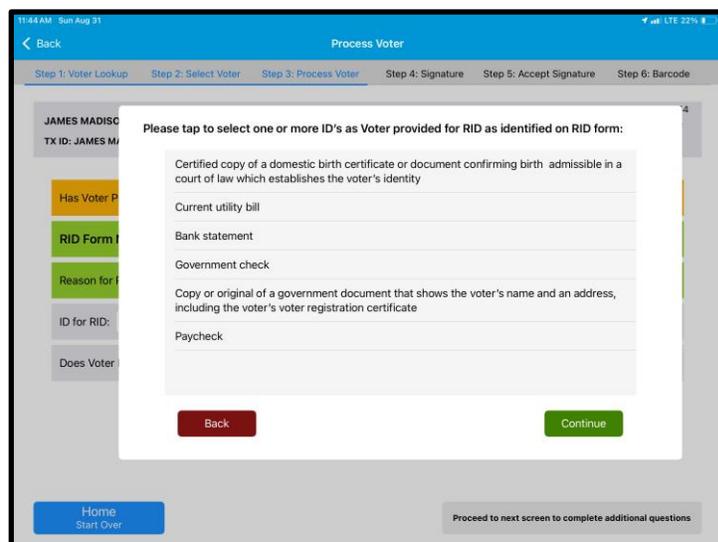
- Once all questions are complete for the Voter, the screen appears like the screen on the left.

- Ensure that all information is correct.

- Press "Proceed to next screen additional questions" and proceed to qualify the Voter in the standard way.
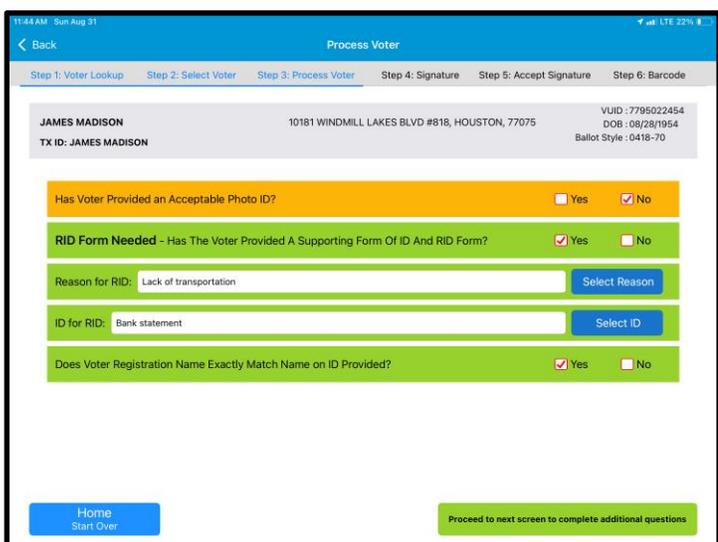
Request to Cancel Ballot By Mail

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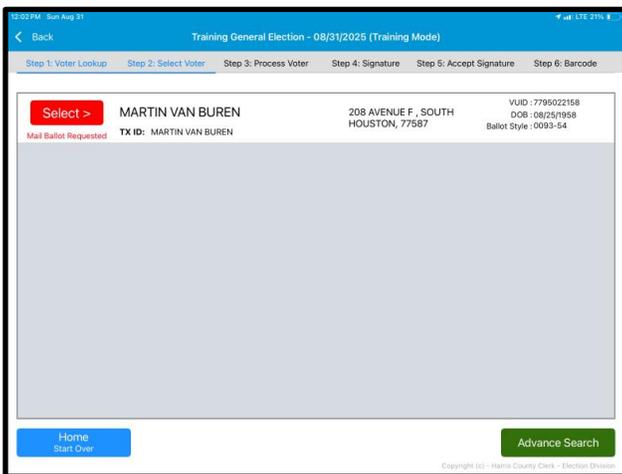
1. When qualifying a Voter, the Judge handles processing a Voter if the "Select" button to the left of the Voter's name is red and states any of the following:

   "Mail Ballot Requested"

   "Mail Ballot Sent to the Voter"

   "Mail Ballot Received"

"Mail Ballot Requested"
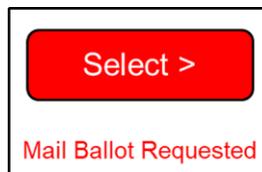
Voter has requested a Mail Ballot be sent to them.

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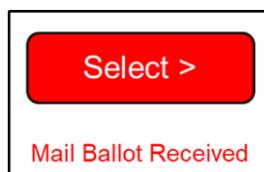
Harris County Elections is in possession of the Voter's Mail Ballot.

Equipment

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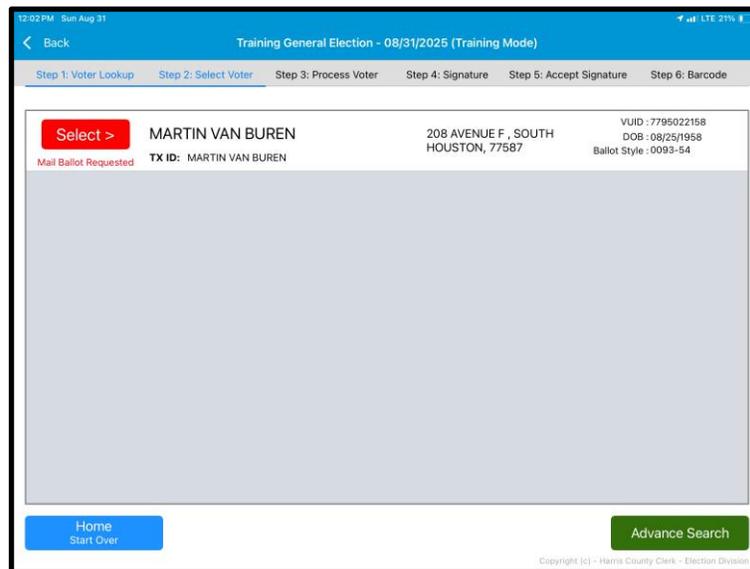
- The process which is described below, in this case using "Mail Ballot Requested," is similar for "Mail Ballot Sent to the Voter." The process for "Mail Ballot Received" varies in that there is not an option to surrender the ballot, therefore, a Voter must vote provisionally.

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.
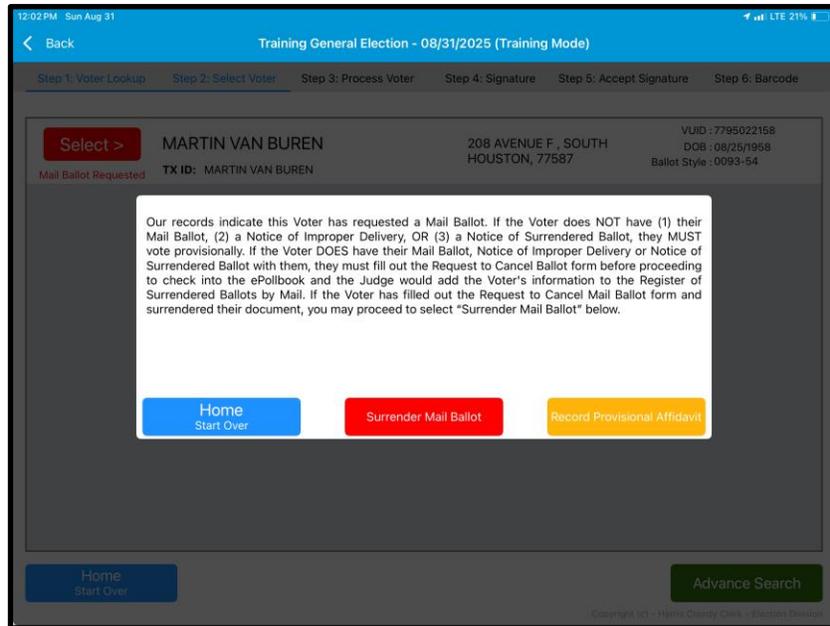
   • If the Voter does not have one of these documents to surrender, press "Record Provisional Affidavit" and follow the steps to process a Provisional Voter.

3. If a document is surrendered, select the appropriate box. If "None" is selected, the ePollBook reverts to the Provisional Voter process.

Equipment
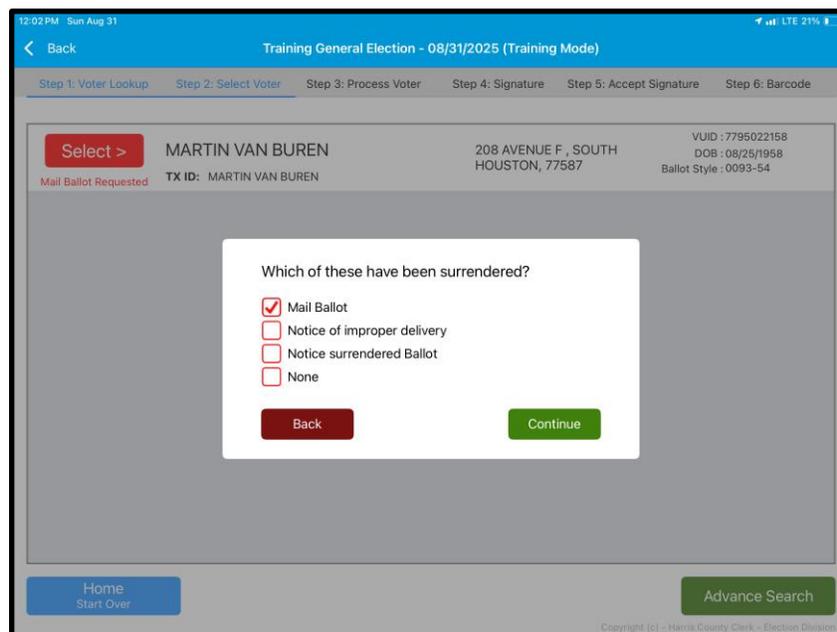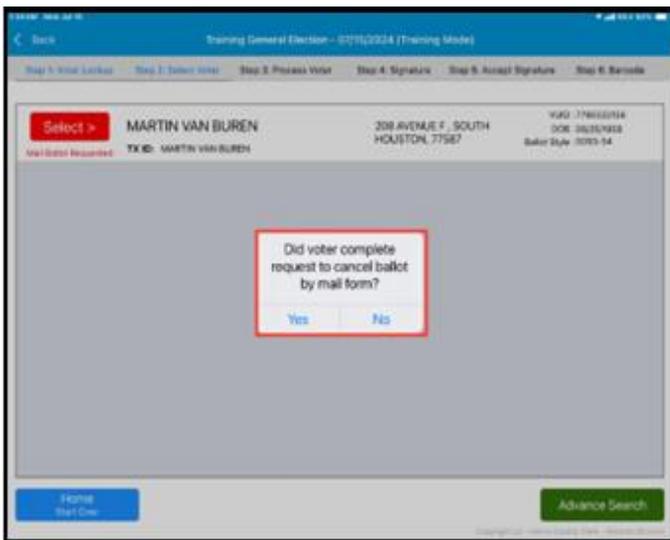
4. In **every** case, whether surrendering a document or voting provisionally, a "Request to Cancel Ballot by Mail for use in the Polling Place" must be completed.

   • When this is done, press "Yes."

5. 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."
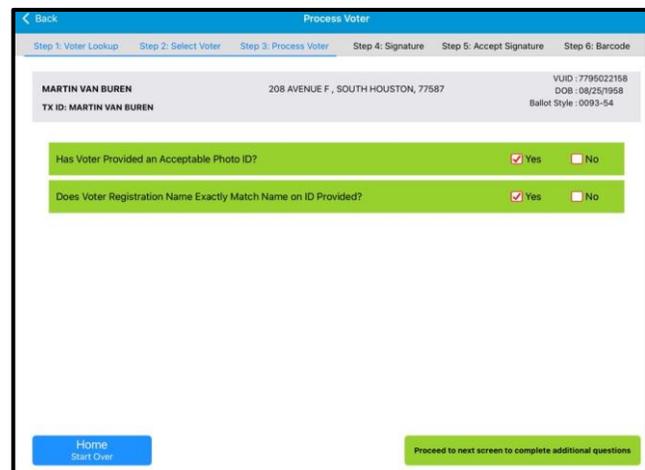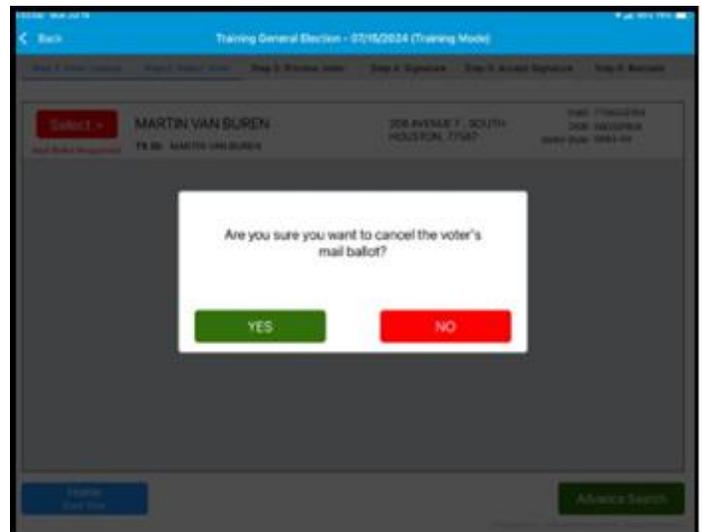
6. The next screen begins the process of voting in the standard way.

   • 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 Voting area.

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

Equipment

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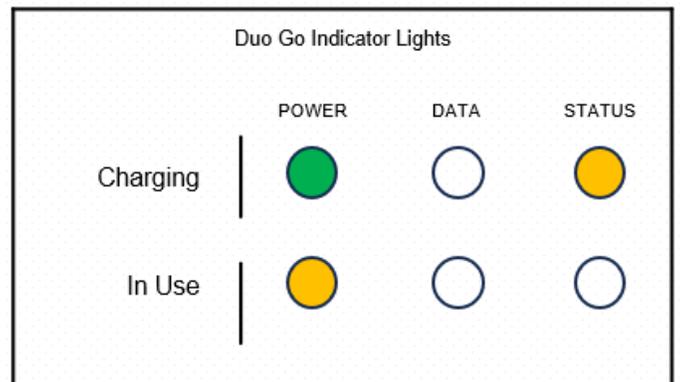
Curbside voting requires two (2) Election Workers for each Curbside Voter.

- 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.

1. 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).

Equipment

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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.)
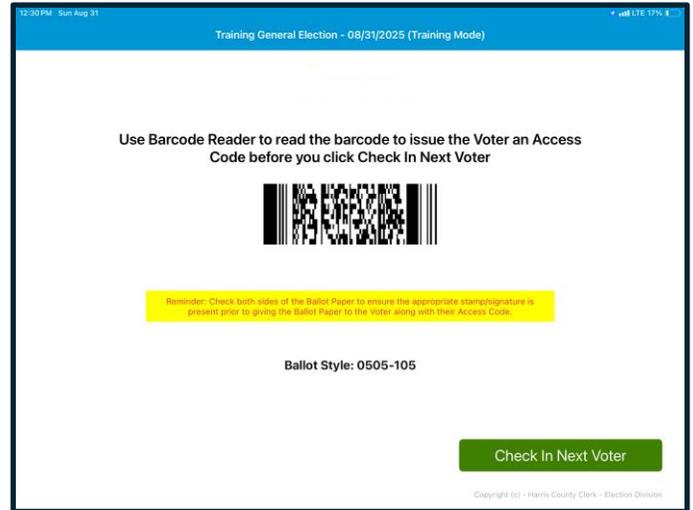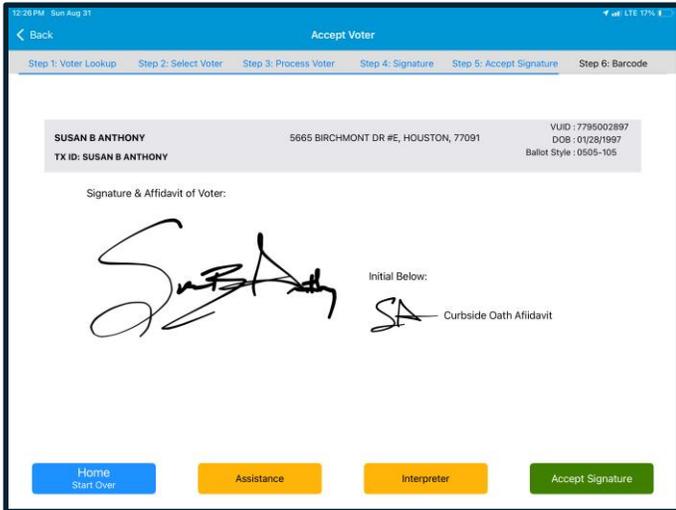
6. After the access code prints, they will return to the home screen and put the ePollBook back where it came from.

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.
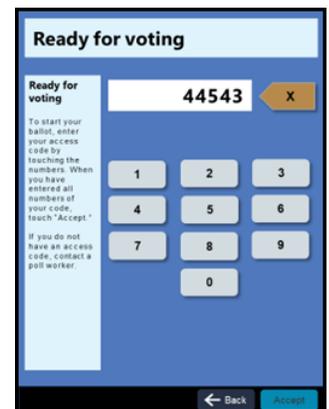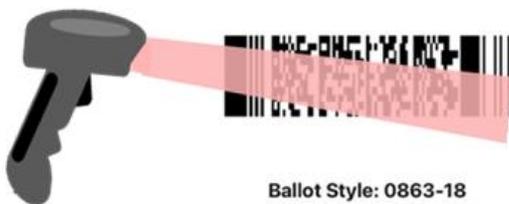
8. When Duo tablet screen instructs "Insert paper to continue," unlock and remove Duo tablet to place in Duo Go. Duo Go instructions will appear.
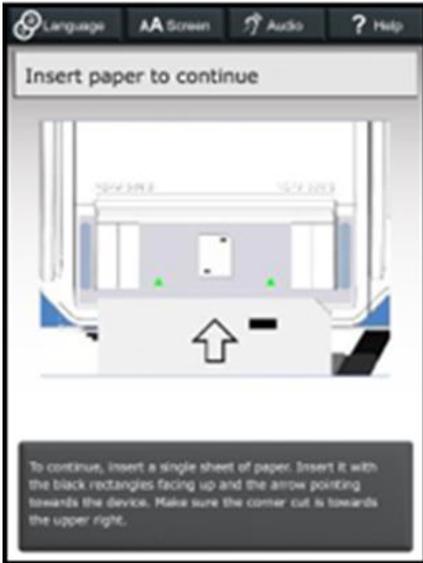
DO NOT INSERT PAPER WHILE THE TABLET IS IN THE DUO. AT THIS POINT, UNLOCK THE TABLET WITH THE DUO GO KEY.

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.
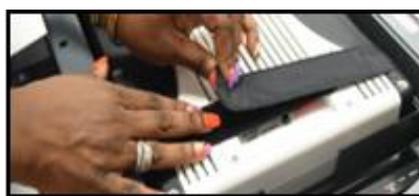
9. Once the Duo tablet is connected and secured in the Duo Go, Ballot Paper is inserted into the black Duo Go printer marked "brother." The arrow on the Ballot Paper must be facing the printer slot. When the paper is inserted correctly, a green check mark displays. Follow the instructions on the tablet 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.

Equipment

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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.
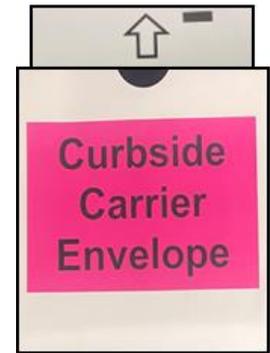
13. Curbside Clerk will direct the Voter to wait in their vehicle until the Clerk returns to confirm the ballot was accepted by the Scan and that spoiling and remaking selections is not necessary.

   • 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)).*

Equipment

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

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.

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.

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

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.

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.
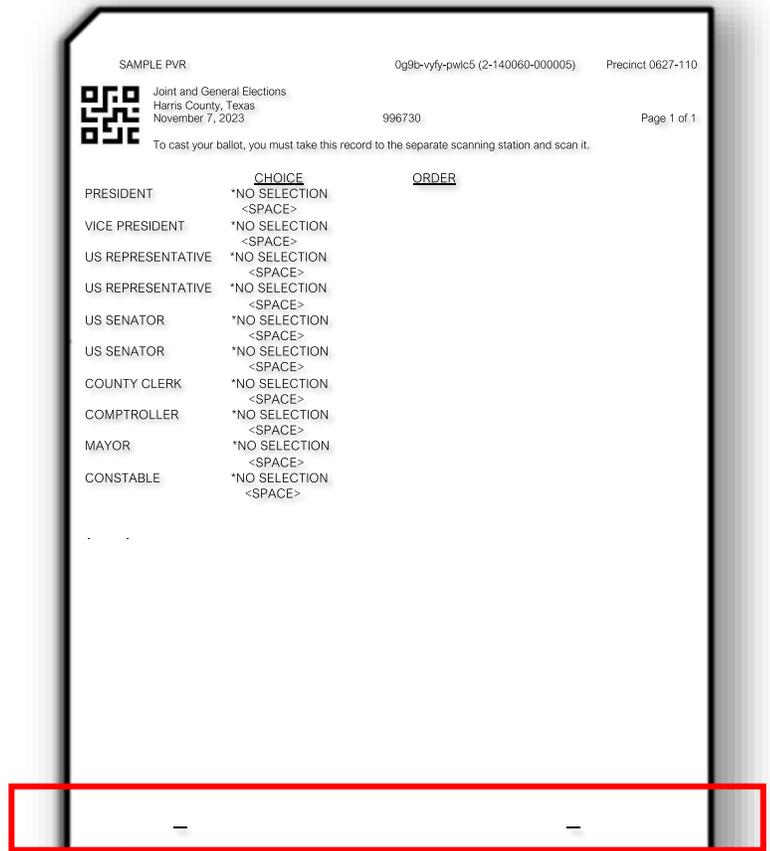
- Issue a new access code and give new Ballot Paper to the Voter.

- 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

1. Ballot jams in Duo and the Duo menu displays a reprint option.

2. Ballot prints, Voter requests to make selections again.

3. Ballot jams in Duo and the Duo menu does not display a reprint option.

4. Ballot jams in Scan or Voter says ballot is not legible if Scan rejects it.

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.
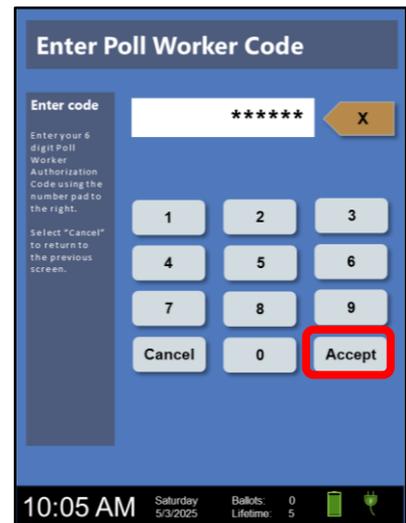
2. On the "Poll Worker Tasks" menu, tap "Spoil Ballot." Next, tap "Yes, spoil the ballot."
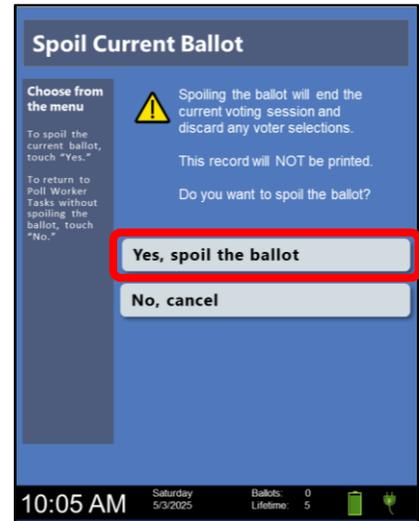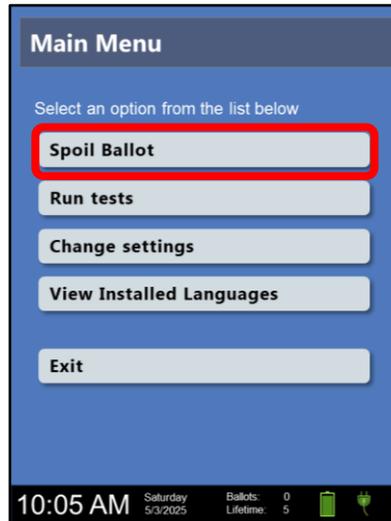
3. The Duo screen will display the message, "The current ballot has been spoiled." This confirms the Ballot was successfully spoiled. Press "OK."
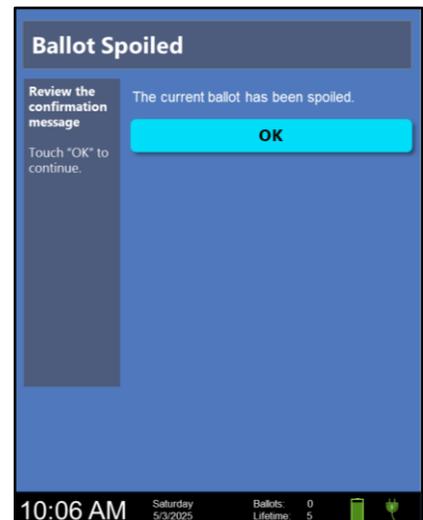
4. If an electronic spoil occurs and the voter leaves during their voting session after being qualified on the ePollBook, this is called a "fleeing voter." To vote later at any Vote Center, the voter must be requalified. The voter must state their intent to return in order to be requalified and allowed 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

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:

Ballot Serial Number:
0g9b-vyfy-pwlc5 (2-140060-000005)

The Ballot Serial Number is required in column 1.

DO NOT write the Ballot Style in column 1.

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

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."
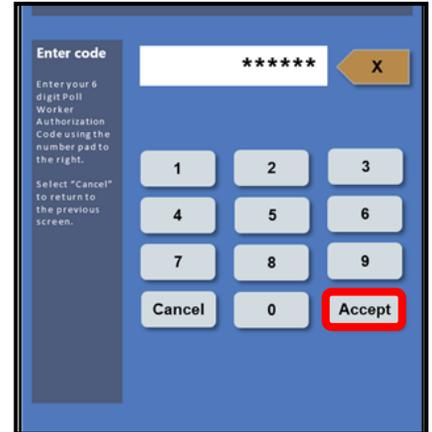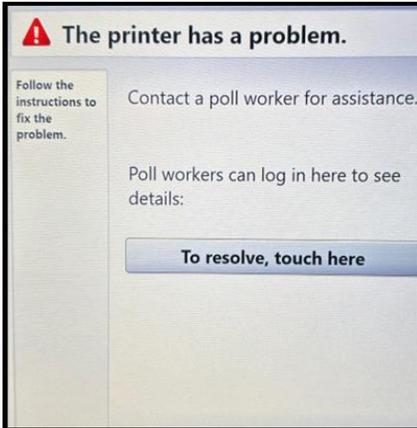
2. When prompted Select "Clear paper forwards" or "Clear paper backwards." Carefully remove the paper from the Duo.
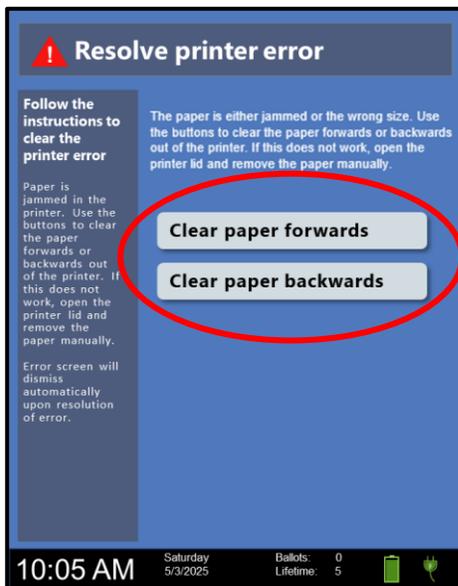
If Ballot Paper jams in the Duo, and the option to reprint does not show on the Duo screen, a new access code must be issued to the Voter.

FORMS

Section 5

List A Identification

Acceptable Forms of Identification for Voting (List A)

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

ED42 REV 05/2019

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

3. Texas Personal Identification Card issued by DPS

4. 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.

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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/Judges-clerks-handbook.pdf.

How to Process a Provisional Voter

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

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:

1. Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or Voter registration certificate with exemption.

2. Voter not on List of Registered Voters.

3. Voter not on list, registered in another precinct.

4. Voter on list of people who voted early by mail, and Voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.

5. Voting after 7:00 p.m. due to court order.

6. Voter on list, but registered residence address is outside the _____ political subdivision.

7. Registered at Department of Public Safety (DPS): When: _____
   Where: _____

8. Other: _____ (please explain)

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.

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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

Type of Election	Poll Code where voting	Date of Election	Authority Conducting Election

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

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

PARA 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 indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor, y entiendo que es un delito grave de 2° 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 trong cuộc bầu cử này (trực tiếp hoặc bầu qua thư). Tôi là cư dân của phân khu chính trị này, cuối cùng chưa từng bị kết án trong tội hoặc nếu bị trong 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 quản chế, hoặc tôi đã được ân xá. Tôi không bị xác định bởi phán quyết cuối cùng của tòa án thi hành thẩm 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 hiểu rằng việc cung cấp thông tin sai lệch khi tuyên thệ là một tội nhẹ, và tôi hiểu rằng việc bầu phiếu trong một cuộc bầu cử mà tôi biết mình không đủ điều kiện là phạm trong tội cấp độ 2 trừ khi tôi bị kết án vì tội cố ý, trong trường hợp đó là phạm trọng tội của nhà tù 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次選舉中投票（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。我瞭解在宣誓下作偽證是輕罪，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 (Kể cả chữ đứng sau nếu có) 姓氏（包括後綴，如有）	First Name (Nombre) (Tên) (名)	Middle Name (if any) (Segundo nombre (si tiene) Tên Đệm (nếu có) 中間名（若有）	Former Name (Nombre anterior) (Tên Cũ) (曾用名）

Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include PO Box, Rural Rt. or business address) (Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal: A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.) Địa Chỉ Cư Ngụ: Số Nhà Tên Đường và Số Phòng, Thành Phố, Tiểu 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 thương mại). (居住地址：街區地址和公寓號、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）			Phone Number (Optional) Teléfono (Optativo) Số Điện Thoại (Không bắt buộc) 電話號碼（可不填）

Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. (Dirección postal: Ciudad, Estado y Código Postal, si no es posible entregarle correspondencia en su domicilio). (Địa Chỉ Gửi Thư: Thành Phố, Tiểu Bang, và Số Vùng. Nếu không thể chuyển thư tới địa chỉ cư ngụ của quý vị.) 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。	Gender: (Optional) (Sexo (Optativo) Giới tính:(Không bắt buộc) 性別：（可填或不填） ☐ Male (Hombre) (Nam) (男) ☐ Female (Mujer) (Nữ)(女)	Date of Birth: Month, Day, Year (Fecha de nacimiento: mes, día, año)(Ngày Tháng Năm Sanh: Tháng, Ngày, Năm) 出生日期：月、日、

TX Driver's License No. or Personal I.D. No. (Issued by TX DPS) Número de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Seguridad Publica de Texas). Số Bằng Lái Xe của tiểu bang TX hoặc số ID Cá Nhân (do Sở An Toàn Công Cộng DPS TX cấp) TX 州駕駛執照號碼或個人身份證號碼（由 TX 州公共安全部頒發）	Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number) Número de Seguro Social. (Si no tiene licencia de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social) Số An Sinh Xã Hội (4 số cuối của số An Sinh Xã Hội cần phải có nếu quý vị không có số bằng lái xe hoặc số ID cá nhân) 社會安全號碼（如果您沒有駕駛執照或個人身份證號碼，請提供社會安全卡最後的 4 位數字	☐ I have not been issued a TX driver's license/personal identification number or Social Security Number. (No me han expedido una licencia de conducir de Texas/Cédula de identidad personal de Texas ni un Número de Seguro Social.) (Tôi chưa hề được cấp bằng lái xe của TX/số ID cá nhân hoặc Số An Sinh Xã Hội.) 我沒有 TX 州駕駛執照號碼/個人身份證號碼或社會安全號碼。
	XX-XXX-_ _ _ _	

Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: (¿SOY CIUDADANO/A DE LOS ESTADOS UNIDOS?) 在適當方格內劃勾：您是美國公民嗎？ ☐ YES (Sí) (Có) (是) ☐ NO (No) (Không) (否)	Signature of Voter: (Firma del Votante) (Chữ Ký của Cử Tri) (選民簽名) X

TO BE COMPLETED BY ELECTION JUDGE	
Precinct Registered	Ballot Style

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION
☐ YES   ☐ NO

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

Sworn and subscribe to before me this date: _____

X

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS

Cert/VUID	Precinct

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

FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE
1. ____ Voter presented acceptable form of identification OR a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.
2. ____ Voter met disability exemption within 6 calendar days of election day.
3. ____ Voter executed religious objection affidavit within 6 calendar days of election day.
4. ____ Voter executed natural disaster affidavit within 6 calendar days of election day.
5. ____ Voter did not satisfy identification of affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.

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

Signature of Voter Registrar _____ Date _____

ACTION TAKEN BY THE EARLY VOTING BALLOT BOARD IN ACCORDANCE WITH THE TEXAS ELECTION CODE
☐ Accepted   ☐ Rejected

Signature of Ballot Board Judge _____

TO BE COMPLETED BY THE BALLOT BY MAIL DEPARTMENT
☐ Ballot returned by voter   ☐ Ballot returned by USPS
☐ Ballot not returned   ☐ Voter did not apply for a Mail Ballot

X

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 ①	Poll Code where voting ②	Date of Election ③	Authority Conducting Election ④
General	**11134**	**5/3/2025**	**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

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

PARA 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 indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor, y entiendo que es un delito grave de 2° 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 bầu cử này (trực tiếp hoặc bầu qua thư). Tôi là cư 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 quản chế, hoặc tôi đã được ân xá. Tôi không bị xác định bởi phán quyết cuối cùng của tòa án thi hành thẩm 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 hiểu rằng việc cung cấp thông tin sai lệch khi tuyên thệ là một tội nhẹ, và tôi hiểu rằng việc bầu phiếu trong một cuộc bầu cử mà tôi biết mình không hội đủ điều kiện là phạm trọng tội cấp độ 2 trừ khi tôi bị kết án vì tội cố ý, trong trường hợp đó là phạm trọng tội của nhà tù 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次選舉中投票（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。我瞭解在宣誓下作偽證是輕罪，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 (Kế có đứng sau nếu có) 姓氏（包括後綴） ⑤	First Name (Nombre) (Tên) (名) ⑥	Middle Name (if any) (Segundo nombre (si tiene) Tên Đệm (nếu có) 中間名（若有）	Former Name (Nombre anterior) (Tên Cũ) (曾用名)
Wilson	**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 localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.) (Địa Chỉ Cư Ngụ: Số Nhà Tên Đường và Số Phòng, Tiểu 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 thương mại) 居住地址：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） ⑦	Phone Number (Optional) Teléfono (Optativo) Số Điện Thoại (Không bắt buộc) 電話號碼（可不填） ⑧
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. (Dirección postal: Ciudad, Estado y Código Postal, si no es posible entregarle correspondencia a su domicilio). (Địa Chỉ Gửi Thư: Thành Phố, Tiểu Bang, và Số Vùng. Nếu không thể chuyển thư đến địa chỉ cư ngụ của quý vị.) 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。 ⑨	Gender: (Optional) (Sexo (Optativo)) Giới tính:(Không bắt buộc) 性別：（可填或不填）⑩	Date of Birth: Month, Day, Year (Fecha de nacimiento: mes, día, año)(Ngày Tháng Năm Sanh: Tháng, Ngày) 出生日期：月、日、⑪
2431 Main St. Unit A Houston, TX 77002	☑ Male (Hombre) (Nam) (男) ☐ Female (Mujer)(Nữ)(女)	**05** / **13** / **1978**

TX Driver's License No. or Personal I.D. No. (Issued by TX DPS) Número de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Seguridad Publica de Texas). Số Bằng Lái Xe của tiểu bang TX hoặc số ID Cá Nhân (do Sở An Toàn Công Cộng DPS TX cấp) TX 州駕駛執照號碼或個人身份證號碼（由 TX 州全部頒發）⑫	Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number) Número de Seguro Social. (Si no tiene licencia de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social) Số An Sinh Xã Hội (4 số cuối của số An Sinh Xã Hội cần phải có nếu quý vị không có số bằng lái xe hoặc số ID cá nhân) 社會安全號碼（如果您沒有駕駛執照或個人身份證號碼，請提供社會安全卡最後的 4 位數字）⑬	☐ I have not been issued a TX driver's license/personal identification number or Social Security Number. (No me han expedido una licencia de conducir de Texas/Cédula de identidad personal de Texas ni un Número de Seguro Social.) (Tôi chưa được cấp bằng lái xe của TX/số ID cá nhân hoặc Số An Sinh Xã Hội.) 我沒有 TX 州駕駛執照號碼/個人身份證號碼或社會安全號碼。⑭
5 6 4 3 9 8 7 6	XX-XXX-___ ___ ___ ___	

Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: (¿SOY CIUDADANO/A DE LOS ESTADOS UNIDOS?) 在適當方格內勾句；您是美國公民嗎？⑮	Signature of Voter: (Firma del Votante) (Chữ Ký của Cử Tri) (選民簽名) ⑯
☑ YES (Si) (Có) (是) ☐ NO (No) (Không) (否)	X *Joe Voter*

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

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

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TO BE COMPLETED BY ELECTION JUDGE

Precinct Registered
0093

Ballot Style
54

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

☑ YES   ☐ NO

REASON FOR VOTING PROVISIONALLY

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

Sworn and subscribe to before me this date: **5/3/2025**

X *Presiding Judge*
Signature of Election Judge

TO BE COMPLETED BY THE BALLOT BY MAIL DEPARTMENT

☐ Ballot returned by voter   ☐ Ballot returned by DPS
☐ Ballot not returned   ☐ Voter did not apply for a Mail Ballot

X _____
Signature of Ballot by Mail Supervisor

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS

Cert/VUID _____   Precinct

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

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

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

FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS

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

X _____   _____
Signature of Voter Registrar   Date

ACTION TAKEN BY THE EARLY VOTING BALLOT BOARD IN ACCORDANCE WITH THE TEXAS ELECTION CODE

☐ Accepted   ☐ Rejected

X _____
Signature of Ballot Board Judge

---

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.

Forms

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.

Forms

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- 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.

Curing the Provisional Ballot

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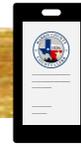
Voters may not use a wireless communication device, or any mechanical or electronic means of recording images or sound, within a room in which voting is taking place (TEC Sec. 61.014) or within 20 feet of a parking space designated for Curbside Voting (TEC Sec. 61.003).

7-39
Prescribed by Secretary of State
Secs. 33.051, 61.014, and 62.0111, Texas Election Code
9/2025

NOTICE

**Prohibition of Certain Devices
Within a Room In Which Voting Is Taking Place**

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 mechanical or electronic 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.

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.

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.

Forms

Reasonable Impediment Declaration (RID)

7-13 Prescribed by Secretary of State, Section 63.001(i), TEC 9/2018

REASONABLE IMPEDIMENT DECLARATION

TO BE COMPLETED BY VOTER

Name (Nombre): _____

VOTER'S DECLARATION OF REASONABLE IMPEDIMENT
DECLARACIÓN DE IMPEDIMENTO RAZONABLE DEL VOTANTE

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

Una persona está sujeta a enjuiciamiento por perjurio bajo el Capítulo 37, Código Penal, o Sección 63.0013 del Código Electoral de Texas por proporcionar una declaración falsa o información falsa en esta declaración. Al firmar esta declaración, juro o afirmo bajo pena de perjurio que la información contenida en esta declaración es verdadera, que soy el mismo individuo que aparece personalmente en la casilla electoral para firmar esta declaración, y que enfrento un impedimento razonable para procurar una forma aprobada de identificación con fotografía enumerada en la Sección 63.0101(a) del Código Electoral de Texas.

My reasonable impediment is due to the following reason(s):
Mi impedimento razonable se debe a las siguientes razones:

(Check at least one box below) *(Elija al menos una de las razones que aparecen a continuación)*

Lack of transportation / *Falta de transporte*	Disability or illness / *Discapacidad o enfermedad*
Lack of birth certificate or other documents needed to obtain acceptable form of photo ID / *Falta de acta de nacimiento u otros documentos necesarios para obtener una identificación con fotografía aprobada*	
Work schedule / *Horario de trabajo*	Family responsibilities / *Responsabilidades familiares*
Lost or stolen identification / *Identificación pérdida o robada*	Acceptable form of photo ID applied for but not received / *Identificación con fotografía aprobada ha sido solicitada pero no recibida*

The reasonableness of your impediment cannot be questioned.
La razón de su impedimento no puede ser cuestionada.

VUID (Voter Unique Identification Number)

X _____ _____
Signature of Voter *(Firma del votante)*   Date *(Fecha)*

Sworn to and subscribed before me this____ day of _____, 20_____

Presiding Judge/County Voter Registrar (if applicable) _____

TO BE COMPLETED BY ELECTION OFFICIAL

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

Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)	
Current utility bill	Bank statement
Government check	Government document that shows the voter's name and an address (including the voter's voter registration certificate)
Paycheck	

Location: _____   Date of Election _____

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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)
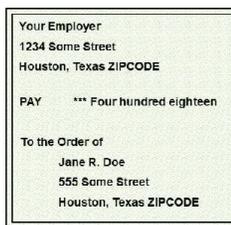
Copy of or Original Paycheck
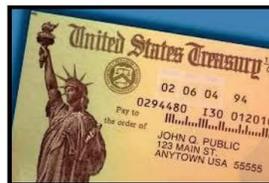
Copy of or Original Government Check

Voter Registration Certificate
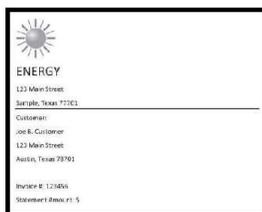
Copy of or Original Current Utility Bill

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

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.

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.

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

6-7
Prescribed by Secretary of State
Sections 63.011, 66.026, 84.032, 84.038, 85.071 Texas Election Code
09/2023

84.032 (b)

This Section Must Be Completed by Every Voter

I, _____, a qualified voter for the _____ (printed name of voter) (name of election)
Election to be held on ___/___/___ request that my Application for Ballot by (month) (day) (year)
Mail or Federal Post Card Application be cancelled.

_____ _____
VUID (required) Signature of Voter

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

84.032 (d)

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

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

_____
Signature of Voter

63.011 (a-1)

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

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

_____
Signature of Voter

This section to be completed by Election Official.

Name of Voter _____ VUID ___
(Name of Voter)

Registered Precinct Number _____

Sworn and subscribed before me, this ___ day of _____
(Day)

Signature of Election Official Witnessing Affidavit   Printed Na...

Instructions for Deputy Early Voting Clerk or Election Judge:

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

Instructions for Completion of Affidavit by Voter

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

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

- 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.

Forms

1. A Voter with a red select button is sent to the DEVC/AEVC/PJ/AJ. The Judge looks the Voter up in their ePollBook

2. The Voter is asked if they have one of the following documents to surrender.

- Mail Ballot

- Notice of Improper Delivery

- Notice of Surrendered Ballot

3. 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.

5. 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.

Type of Election	Polling Location #
Date of Election	Authority Conducting the Election

REGISTER OF SURRENDERED BALLOTS BY MAIL

Date Ballot by Mail was Surrendered	Name of Voter	Ballot Serial Number (Not Ballot Style)

The voter may surrender his or her official Ballot by Mail at the polling place and receive a regular ballot once the voter has completed the Request to Cancel A Ballot by Mail for Use in the Polling Place.

This form shall be used for Early Voting or Election Day.

After the voter and the election official have completed the Request to Cancel a Ballot by Mail for Use in the Polling Place, execute these steps:

Form Instructions:
1. Write the date that the ballot was surrendered at the polling place.
2. Write the voter's name on the form.
3. Write the serial number of the official ballot that was surrendered. DO NOT write the Ballot Style.
4. Verify that the word "cancelled" was written on all pages of the ballot as well as both sides. [TEC 84.033(c)]
5. Attach the Request to Cancel a Ballot by Mail for Use in the Polling Place to the cancelled ballot.
   Early Voting: Place the cancelled ballot and request in the designated envelope and place in a separate locked container.
   Election Day: Place the cancelled ballot and request in the Envelope for Requests and Cancelled Ballots.
   Election Day: Deposit the Envelope for Requests and Cancelled Ballots in Ballot Box #4 at the end of day.

I, the undersigned Deputy Early Voting Clerk (Early Voting) or Presiding Judge (Election Day) of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Surrendered Ballots by Mail for the above-mentioned election.

Given under my hand, this _____ day of _____, 20_____.

_____
Signature of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

_____
Printed Name of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

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.

9. 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

7-93
Prescribed by Secretary of State
Section 64.007, Texas Election Code
9/2023

Type of Election	Polling Location #
Date of Election	Authority Conducting the Election

REGISTER OF SPOILED BALLOTS

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

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

Given under my hand, this _____ day of _____, 20_____.

_____
Signature of Presiding Judge

_____
Printed Name of Presiding Judge

Ballot Serial Number:
0g9b-vyfy-pwlc5 (2-140060-000005)

SAMPLE PVR   0g9b-vyfy-pwlc5 (2-140060-000005)   Precinct 0537-104

Joint and General Elections
Harris County, Texas
November 7, 2023   996730   Page 1 of 1

To cast your ballot, you must take this record to the separate scanning station and scan it.

	CHOICE	ORDER
PRESIDENT	*NO SELECTION	
	<SPACE>	
VICE PRESIDENT	*NO SELECTION	
	<SPACE>	
US REPRESENTATIVE	*NO SELECTION	
	<SPACE>	
US REPRESENTATIVE	*NO SELECTION	
	<SPACE>	
US SENATOR	*NO SELECTION	
	<SPACE>	
US SENATOR	*NO SELECTION	
	<SPACE>	
COUNTY CLERK	*NO SELECTION	
	<SPACE>	
COMPTROLLER	*NO SELECTION	
	<SPACE>	
MAYOR	*NO SELECTION	
	<SPACE>	
CONSTABLE	*NO SELECTION	
	<SPACE>	

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.

Forms

150

Statement of Residence Form (SOR)

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

21-6 (9/2023)
Prescribed by
Secretary of State

STATEMENT OF RESIDENCE
For persons whose residence address does not match voter registration address.
CONSTANCIA DE DOMICILIO PERMANENTE
Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.

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

1. Voter responds they no longer live at the address in the ePollBook where they are registered.

2. 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

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.

2025 New Forms

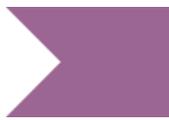**EARLY VOTING DAILY RECONCILIATION ENVELOPE**

Must be completed by BOTH the DEVC & AEVC   Today's Date: _____

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: | Election Title: | | Election Date: |
| DEVC: | | AEVC: | |

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.

Enter # of Scans assigned to Vote Center: _____

#1: purple tape
Serial #	
Opening Ballot Counter #	
Closing Ballots Cast #	

#2: purple tape
Serial #	
Opening Ballot Counter #	
Closing Ballots Cast #	

#3: purple tape
Serial #	
Opening Ballot Counter #	
Closing Ballots Cast #	

#4: purple tape
Serial #	
Opening Ballot Counter #	
Closing Ballots Cast #	

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

Enter # of Controllers assigned to Vote Center: _____

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

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

#3: green tape
Serial #	
Opening Ballot Counter #	
Closing PVRs Printed Today #	
# of Provisionals	

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

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

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

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.

2025 New Forms

ELECTION DAY MULTIPLE CONTROLLER RECONCILIATION LOG

Must ONLY be completed by BOTH Election Judges.

1 - Please fill in the boxes below according to the equipment assigned to you.
2 - Both Presiding Judge (PJ) and Alternate Judge (AJ) sign when form is completed at closing.
3 - After AM or PM numbers are logged, Controller tapes go in the *ENVELOPE FOR DEVICE REPORTS/TAPES.*
4 - After filling in opening numbers place this form in the *Work Folder* until needed for closing.
5 – After filling in closing numbers separate the pages of the form and file as listed at bottom.

Poll Code:	Election Title:		Election Date:
PJ:		AJ:	

CONTROLLER: Call immediately if Controller is NOT zero when opening poll, unless Controller was used during Early Voting.

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.

Enter total # of Controllers assigned to Vote Center:

#1: white tape		#2: pink tape	
Serial #		Serial #	
Opening Ballot Counter #		Opening Ballot Counter #	
Closing Total PVRs Printed #		Closing Total PVRs Printed #	
# of Provisionals		# of Provisionals	

#3: green tape		#4: blue tape	
Serial #		Serial #	
Opening Ballot Counter #		Opening Ballot Counter #	
Closing Total PVRs Printed #		Closing Total PVRs Printed #	
# of Provisionals		# of Provisionals	

#5: yellow tape		#6: second white tape	
Serial #		Serial #	
Opening Ballot Counter #		Opening Ballot Counter #	
Closing Total PVRs Printed #		Closing Total PVRs Printed #	
# of Provisionals		# of Provisionals	

WHITE COPY – Place in white *ENVELOPE FOR DEVICE REPORTS/TAPES*
PINK COPY—Place in pink *ENVELOPE 3*

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*

Forms

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2025 New Forms

ELECTION DAY INDIVIDUAL SCAN RECONCILIATION LOG

Must ONLY be completed by BOTH Election Judges

1 - Please fill in the boxes below according to the equipment assigned to you.
2 – Both Presiding Judge (PJ) and Alternate Judge (AJ) sign when form is completed at closing.
3 - After AM or PM numbers are logged on this form the Scan tapes go in the _ENVELOPE FOR DEVICE REPORTS/TAPES._
4 – After filling in opening numbers place this form in the _Work Folder_ until needed for closing.
5 – After filling in closing numbers separate the pages of the form and file as listed at bottom.

Poll Code:	Election Title:		Election Date:
PJ:		AJ:	

SCAN: Call immediately if Scan is NOT zero when opening polls.

Enter total # of Scans assigned to Vote Center:

purple tape

Scan Serial #
Opening Ballot Counter #
Closing Total Ballots Cast #

BLUE COPY—Place in SCAN
WHITE COPY – Place in white _ENVELOPE FOR DEVICE REPORTS/TAPES_
PINK COPY—Place in pink _ENVELOPE 3_

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.

2025 New Forms

Type of Election	Polling Location
Date of Election	Authority Conducting Election

7-67
Prescribed by Secretary of State
Sections 64.0322, 64.034, Texas Election Code
9/2025

Election Worker Assistance Sheet
Hoja de Asistencia para Trabajadores Electorales

	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)	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)	
1					Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No

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.

2025 New Forms

Form 7-66
Prescribed by Secretary of State
Section 64.009 Texas Election Code
09/2025

Type of Election	Polling Location
Date of Election	Authority Conducting Election

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 (Nombre impreso del votante) _____

Signature of Voter (Firma del Votante) _____

The above oaths were sworn and subscribed to before me this _____ day of _____, 20 _____.
Los juramentos anteriores fueron jurados y suscritos ante mí en la fecha arriba.

*Witness Information only required if voter is unable to sign. See back for instructions. (La información del testigo solo es necesaria si el votante no puede firmar. Consulte las instrucciones en el reverso.)

Signature of Election Officer _____

Printed Name of Election Officer _____

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.

2025 New Forms

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

Section 6

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

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

Voter Center Setup Guidelines:
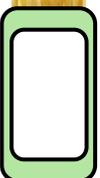
DEVC Initials

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

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.

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 have been setup walk the voter's route to ensure safety and efficiency.

- 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.
- 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. More than one Duo Go can be placed on the table to charge.
- Place Qualifying Tables to allow space for Duo lines and Voter flow.

Vote Center Equipment

- 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.

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

A. Unlock the Supply Cabinet and GOAT using keys DEVC received at key pick-up.
B. Break the green seal on the Equipment Caddy and Supply Cabinet.
C. Remove the Supply Cabinet and Equipment Caddy Seal Logs from the Election Forms Box. Use the content list on the inside of the Supply Cabinet door to help find specific forms.
D. 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.
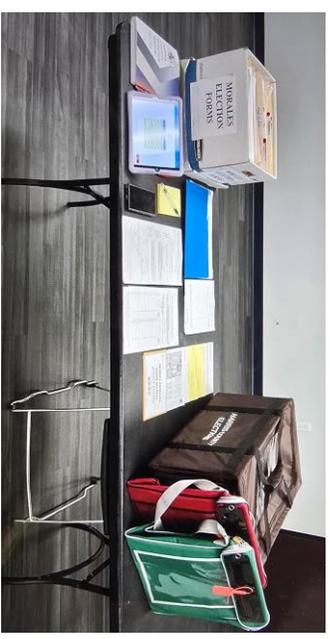
Judge's Table

Supply Cabinet

Equipment Caddy

GOAT

Equipment Caddy Seal Log and Green Seal

Be prepared to receive a phone call from Harris County in the first 30 minutes regarding connectivity.
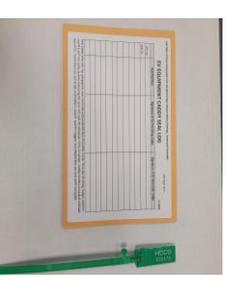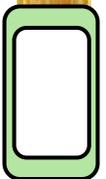
DEVC assigns this task to the AEVC

DEVC Initials

NOTE: Setting up the MiFi and ePollBooks is to be done by the AEVC while the DEVC and Clerks are setting up the Vote Center.

1. 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.

2. Turn on the MiFi or MP-70 using the attached instructions.

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

3. Place all ePollBooks on stands.

4. Set the ePollBooks on the Judges Table.

5. Connect a charging cable to each ePollBook. Connect the opposite ends of the cables to charging blocks.

6. 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.

8. 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.

10. Wait for the call from Harris County to confirm ePollBook connectivity was successful. Troubleshoot as Harris County instructs if it was not.

MiFi

MP-70

ePollBooks Connected

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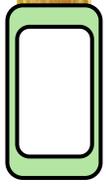
Set up and prepare the following equipment and resources on Setup Day before the first day of voting:

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

ENTRANCE

1. Voters
2. Controller
3. ePollBook
4. Judges Table
5. Accessible Voting Booth
6. ATI
7. Voting Booth
8. Surge Protector
9. Duo Go
10. Scan
11. Ballot Box
12. Greeter Table

EXIT

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

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.

- Each 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.

Example A

White Line

C — ABD — D — D — D

Pink Line

C — ABD — D — D — D

Example B

White Line

C — ABD — D — D — D

Pink Line

C — ABD — D
      D — D

Green Line

C — ABD — D — D — D

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- 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

Duo Go Indicator Lights			
	POWER	DATA	STATUS
Charging	🟢	⚪	🟠
In Use	🟠	⚪	⚪

If lights blink yellow, do not use and charge for at least 30 minutes.
If lights blink red, call Judge line, option 5.

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

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☐

- Assemble Curbside Buzzer.

- Check for ADA Signage envelope.

- Place Notice to Voters with Disabilities information page 48" to 58" above the ground, between the accessible entrance and the voting room area.

- Organize directional signage for the Curbside Buzzer and set aside in preparation for the first day of Early Voting.

- Consider exterior door for ADA entry and path of travel from door to Vote Center room.

ADA Envelope

Contents List
Directional Signage
2 Up Arrows
2 Left Arrows
2 Right Arrows
1 Van Accessible Parking (Laminated)
1 Passenger Loading Zone (Laminated)
1 Voter Parking Sign (Laminated)
1 Notice to Voters with Disabilities (Legal Size)
2 Disability Complaint Forms (All Four Languages)

ADA Envelope

Contents List
Directional Signage
2 Up Arrows
2 Left Arrows
2 Right Arrows
1 Van Accessible Parking (Laminated)
1 Passenger Loading Zone (Laminated)
1 Voter Parking Sign (Laminated)
2 Notice to Voters with Disabilities (Legal Size)
2 Disability Complaint Forms (All Four Languages)

Ring Buzzer for
Curbside Voting

713-755-6965

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

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.

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.

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

- 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)

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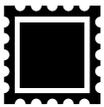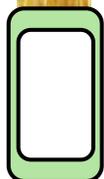
NOTE: By law, only items approved by the Secretary of State, which are provided in the Election Forms Box, may be posted at the Vote Center (TEC 62.013).

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
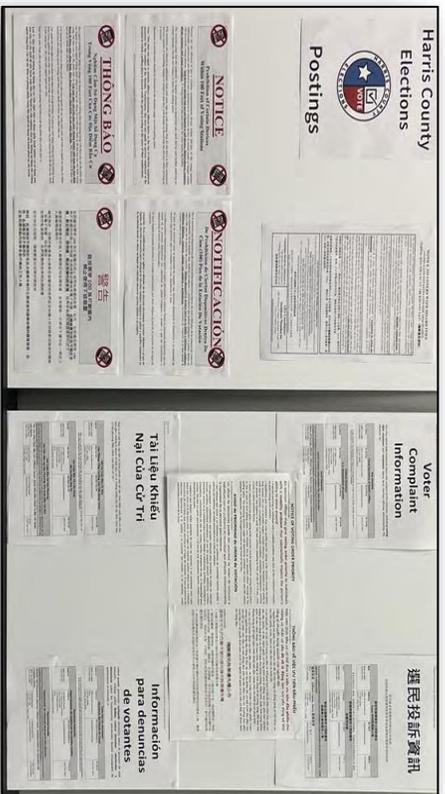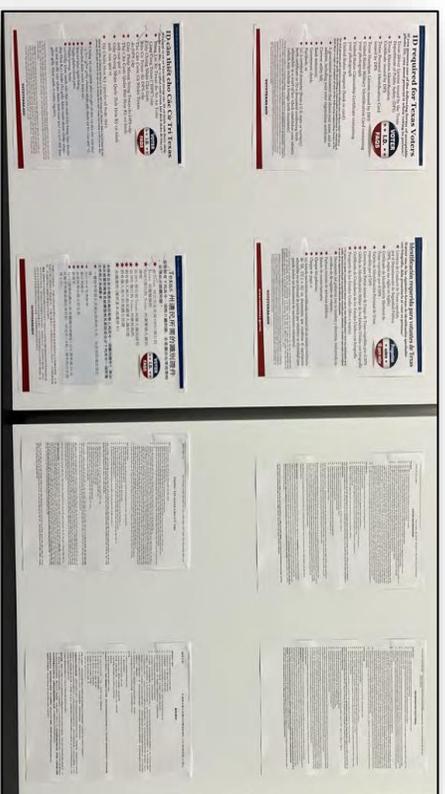
Items to Post- inside building

Items to Post- outside building

EARLY VOTING HERE TODAY
VOTACIÓN TEMPRANA
AQUÍ HOY
BỎ PHIẾU SỚM Ở ĐÂY
NGÀY HÔM NAY
今天在這裡提前投票

Per TEC Sec. 62.010 & 61.003

🚫 DISTANCE MARKER
No Electioneering or Loitering Between this
Point and the Entrance to the Polling Place

MARCADOR DE DISTANCIA
Se Prohíbe Solicitar Votos o Vagar Entre Este Punto y La Entrada Al Sitio De Votación

警告
BẢNG GHI KHOẢNG CÁCH
Không được Vận Động Bầu cử hoặc Lảng Vảng Từ Điểm Này đến Cửa Vào Nơi Bỏ Phiếu

不得在此點與投票所入口間進行任何選舉活動或逗留

100 ft.

HarrisVotes.com
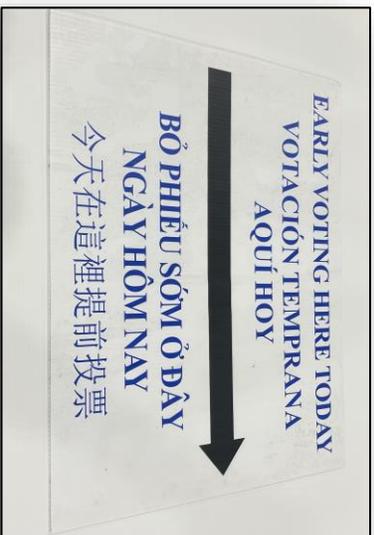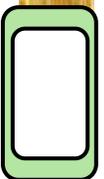
DEVC Initials

1. Have Clerks enter setup time in ePollBook using " Judge/Clerk Attendance" in menu. Everyone can work up to two hours for setup.

2. 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 ePollBook.**

3. 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.

5. Move the MiFi, or MP70, if provided, and all ePollBooks to the Supply Cabinet, putting them all on shelves. Leave the charging cables attached.

6. Run the charging cables for the MiFi and ePollBooks under the door gap at the bottom of the cabinet. Keep them plugged into surge protector so they remain charging.

7. Lock & seal Supply Cabinet.

8. Secure Vote Center and leave, DEVC takes keys with them.

Deputy Early Voting Clerk Printed Name: _____

SRD: _____   Setup Date: _____

Setup Start Time: _____   Setup End Time: _____
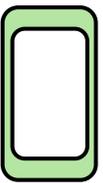
☐ **I have confirmed no Controllers, Scans, Ballot Boxes, Ballot Bags have been set up.**

DEVC Initials

☐ **I have completed all steps outlined in this checklist and contacted Harris County with any questions or concerns before leaving the facility.**

DEVC Initials

Deputy Early Voting Clerk Signature: _____

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

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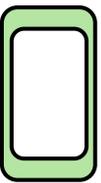
Instructions: The DEVC is responsible for confirming all items on the list are completed accurately and thoroughly. Only the DEVC will initial each box once the items are completed. This checklist cannot be delegated to the AEVC or any Clerk.

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

DEVC Initials

[   ]
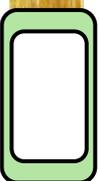
Prepare Seals and Logs:

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, put seal tag number inside envelope. All Controllers and Scans should be removed from the Equipment Caddy. Equipment Caddy is now left unsealed until last night of Early Voting .

C. DEVC assign Election Worker tasks before beginning to open polls on Controllers and Scans.
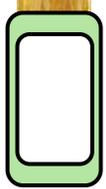
A. Together DEVC/AEVC check there is a Seal on the Provisional Ballot Box and the box is locked.

B. 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.

1. Meet with staff, assign Election Workers their assignments and tasks. Plan to meet before 7 AM 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

ENTRANCE

EXIT

1. Voters	5. Accessible Voting Booth	9. Duo Go
2. Controller	6. ATI	10. Scan
3. ePollBook	7. Voting Booth	11. Ballot Box
4. Judges Table	8. Surge Protector	12. Greeter Table

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.

1. The MiFi or MP70 must be fully powered on before the ePollBooks are woken up or they will no connect to each other.

2. 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.

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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.

2. 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 to confirm they are working properly. Voters cannot be processed until 7 AM, when polls officially open.

Controllers:

1. The passwords for the ePollBook, Scans, and Controllers are in the Election Forms Box in section #1, Judge's Folder.

2. If the report indicates anything "Failed", call the Judge's Resource Line at: 713-755-1617, Option 04.

3. Do not turn the Duos on until the Controller has fully powered on. Turning Duos on before the Controller will cause them not to connect.

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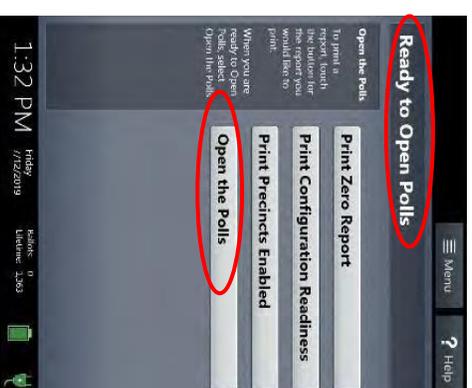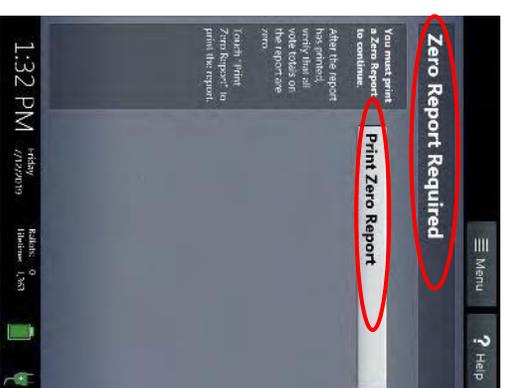
DEVC Initials

- Retrieve SRD labels from the Election Forms Box and write the date on the label.

- Attach to the Early Voting Daily Reconciliation Envelope and place it in the work folder.

- This will be done daily with a new Reconciliation Envelope each day.

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

Election Header

General Election Training
Harris County, Texas

SRD002C - Harris County Attorney
Conf Ctr

Early Voting
Verify Controller
S/N: C2115139806
Version: 2.5.3

Open Polls Report

Date & Time Printed:
09/12/2023   1:04 PM

Polls are open.
Ready to accept ballots

I confirm this record is true and accurate. (Sign and Print Name)

Ballot Counter: 0

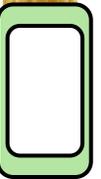**EARLY VOTING DAILY RECONCILIATION ENVELOPE**

Today's Date: _____

Must be completed by BOTH the DEVC & AEVC

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:	Election Title:	Election Date:
DEVC:	AEVC:	

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.

Enter # of Scans assigned to Vote Center:

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

Enter # of Controllers assigned to Vote Center.

#1: white tape
Serial #
Opening Ballot Counter #
Closing Ballot Counter #
# of Provisionals

#2: pink tape
Serial #
Opening Ballot Counter #
Closing Ballot Counter #
# of Provisionals

#3: green tape
Serial #
Opening Ballot Counter #
Closing PVRs Printed Today #
# of Provisionals

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

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

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

#1: purple tape
Serial #
Opening Ballot Counter #
Closing Ballots Cast #

#2: purple tape
Serial #
Opening Ballot Counter #
Closing Ballots Cast #

#3: purple tape
Serial #
Opening Ballot Counter #
Closing Ballots Cast #

#4: purple tape
Serial #
Opening Ballot Counter #
Closing Ballots Cast #

- Reconciliation Envelopes go in the Work Folder at the end of each day of Early Voting
- On the last day number band and 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

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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.

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

Assigning Booths:

DEVC Initials
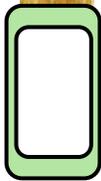
- Assign booth numbers once the Duos are powered on in each line.

- 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."
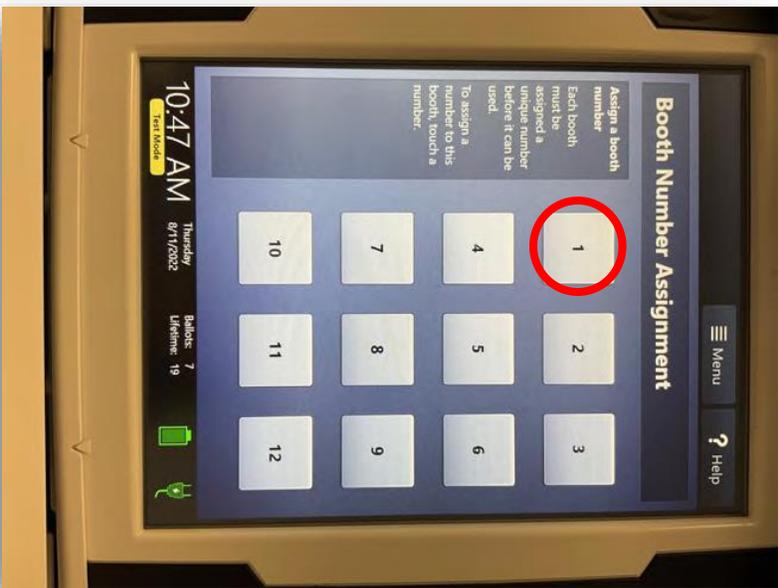
Duo Screen
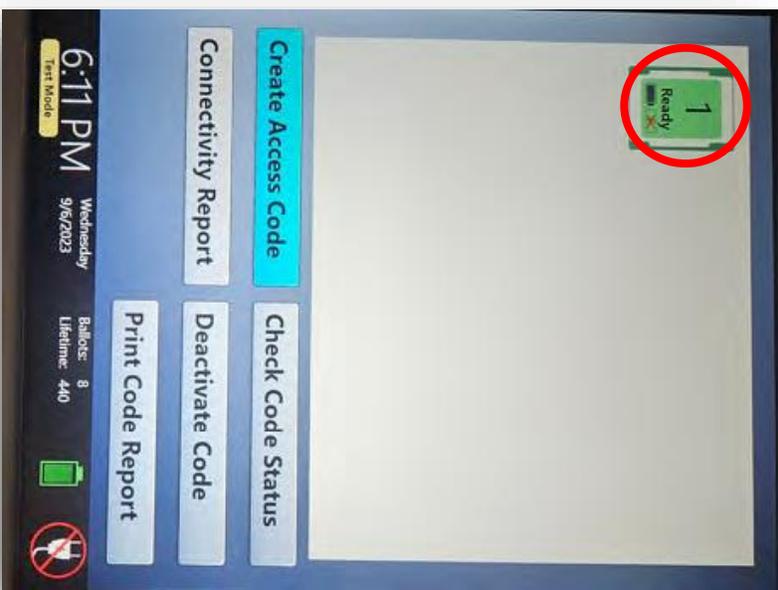
Controller Screen

182
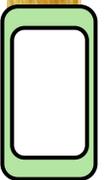
Together DEVC/AEVC do the following to prepare Scans:

- 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.

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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.

1. Fill out *Chain of Custody* forms, both DEVC/AEVC sign, place forms in work folder to use on last day of Early Voting.

2. 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*.

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

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.

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.

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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 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.

NOTE: If the Curbside Voting Buzzer is not working, the DEVC must contact the ADA department to repair or place the buzzer.
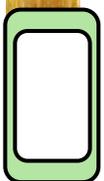
An Election Worker must remain posted at the Curbside Voting area to watch for Curbside Voters until the buzzer issue is resolved.

Contact the ADA department using the Judge's Resource Line at 713-755-1617, Option 04.
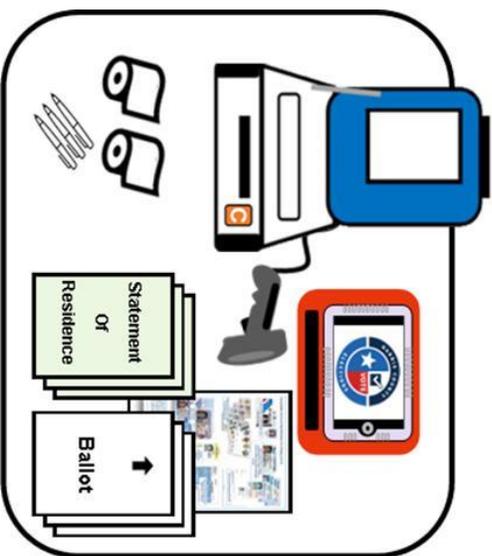
Place the following items on the Qualifying and Greeter's Table. The necessary forms will be in the Election Forms Box.

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
- 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

1. Open one package of Ballot Paper (200 sheets) found in Supply Cabinet.
2. 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.
3. 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)
4. Set some stamped ballot paper on the flat surface of each open Controller.
5. Stamp more ballot paper as needed.
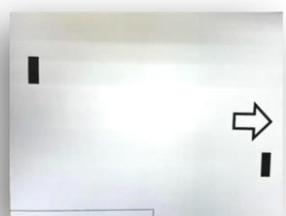
Early Voting Clerk Stamp
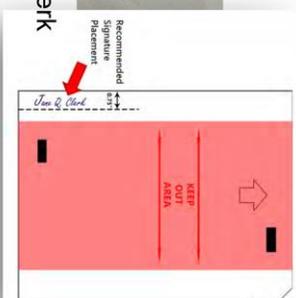
New

Old
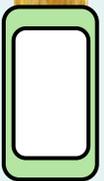
1. Administer the Oath of Officers of Election to the staff (TEC 62.003).

   A. 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.

   B. The DEVC must ensure that all Election Workers take the Oath and then sign the *Oath of Election Judges and Clerks* form.

   C. 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.

   B. Use clip-on name badges, with an additional tag for Bilingual Clerks.

   C. 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.

5. DO NOT accept Voters until 7 AM.

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Signature

Deputy Early Voting Clerk Printed Name: _____

SRD: _____

DEVC Initials ☐

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.)

EV

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

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

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

JM	JM	JM	JM
JM	JM	JM

Confirm Seals and Logs:

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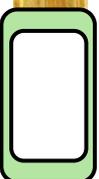
The **DEVC/AEVC** will match seal numbers to those on the Seal Logs and confirm they are the same. Any removed seal numbers should be recorded in the Seal Logs (cut off the tail first). Both the DEVC and AEVC must initial or sign the Seal Log.

Seal Log Picture

Together DEVC/AEVC Confirm Seal Logs	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
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 immediately if seals don't match											
Ballot Box #4—check orange seals											
Controllers—remove and log green seals											
Scans—remove and log green seals											

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

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
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.**)											
Duo Go is plugged in, powered on and charging											
Place scans on Ballot Boxes and Lock in place											
Turn on surge protectors											

ADA: DEVC can assign a Clerk to perform this task

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 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
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											

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
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)

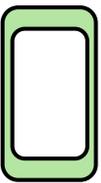|	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31
Notice of Total Number of Voters who voted (Door)											
Notice of 4 nearest Countywide polling locations (Door)											
100 Foot Distance Marker for each entrance (Parking area)											
Vote Here Signs (Parking area)											
Wheelchair Access (Parking Area)											
Write in Candidates (Booth)											
Voter Information (Booth)											

Signature

Deputy Early Voting Clerk Printed Name: _____

SRD: _____   Setup Date: _____

Setup Start Time: _____   Setup End Time: _____

[ ] **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.)

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

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

JM

JM	JM	JM
JM	JM	JM
JM	JM	JM

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:

DEVC Initials

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.

C. 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:

1. Suspend Controllers

2. Close Duo Lines and Seal Ballot Boxes

3. Suspend Scans

4. Suspend ePollBooks

5. Remove ADA Signs and Cones

6. Prepare to Suspend Vote Center

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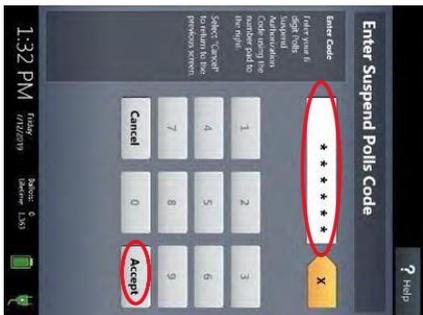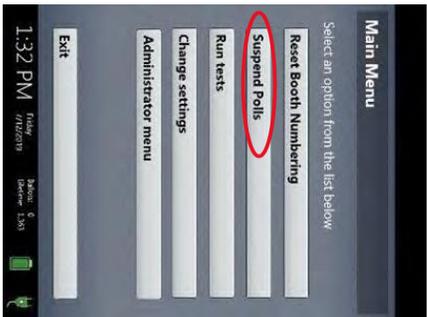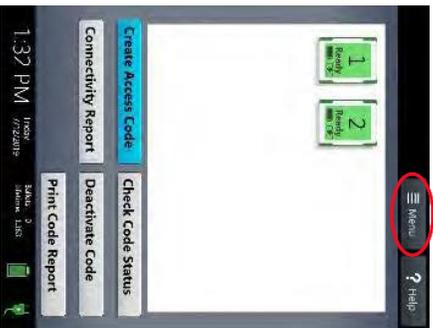Processed last voter = last voter has been qualified on ePollBook

DEVC Initials

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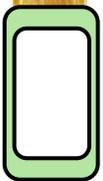
	TUE 10/21	WED 10/22	THU 10/23	FRI 10/24	SAT 10/25	SUN 10/26	MON 10/27	TUE 10/28	WED 10/29	THU 10/30	FRI 10/31
Together DEVC/AEVC suspend Controllers one at a time. This cannot be done by a Clerk.											
Suspend Polls on Controllers, Suspend Polls Report prints, then print Access Code Report					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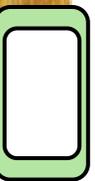
DEVC Initials [ ]

Closing Duo Lines

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

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

197
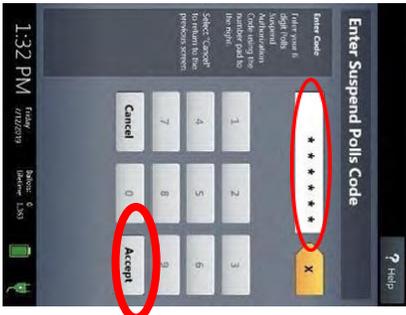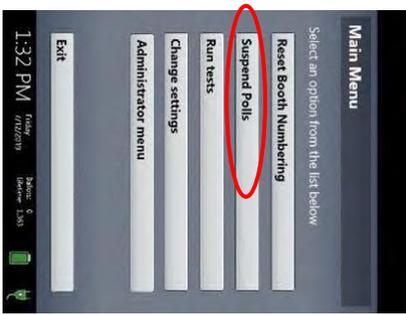
DEVC Initials

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
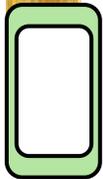
Task	TUE 10/21	WED 10/22	THU 10/23	FRI 10/24	SAT 10/25	SUN Oct 26	MON 10/27	TUE 10/28	WED 10/29	THU 10/30	FRI 10/31
Press the blue "Poll Worker" button on the back of the Scan Suspend polls on all Scans, the Suspend Polls Report prints											
Log numbers on Reconciliation Envelope, file tapes in 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											

POLL WORKER
24VDC/2.4A

Main Menu
Select an option from the list below
Reset Booth Numbering
Suspend Polls
Run tests
Change settings
Administrator menu
Exit
1:32 PM

Enter Suspend Polls Code
Enter Code
* * * * *
Cancel
Accept
1:32 PM

Green Seal

198

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

DEVC Initials

	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
Together DEVC/AEVC Suspend polls on one ePollBook. This cannot be done by Clerk.											
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.											

Election Title: _____

Poll Code: _____   Date: _____

| Purple Tape	Purple Tape	Purple Tape	Purple Tape	Purple Tape	Extra Tape
	○ Place Tape with the Election Header under the black box on template. ○ Take Picture with iPad. ○ Ensure image is focused.	○ Place Tape with the Election Header under the black box on template. ○ Take Picture with iPad. ○ Ensure image is focused.	○ Place Tape with the Election Header under the black box on template. ○ Take Picture with iPad. ○ Ensure image is focused.	○ Place Tape with the Election Header under the black box on template. ○ Take Picture with iPad. ○ Ensure image is focused.	○ Place Tape with the Election Header under the black box on template. ○ Take Picture with iPad. ○ Ensure image is focused.

Scan Tapes

Election Title: _____

Poll Code: _____   Date: _____

White Tape	Pink Tape	Green Tape	Blue Tape	Yellow Tape	Extra Tape
	○ Place Tape with the Election Header under the black box on template. ○ Take Picture with iPad. ○ Ensure image is focused.	○ Place Tape with the Election Header under the black box on template. ○ Take Picture with iPad. ○ Ensure image is focused.	○ Place Tape with the Election Header under the black box on template. ○ Take Picture with iPad. ○ Ensure image is focused.	○ Place Tape with the Election Header under the black box on template. ○ Take Picture with iPad. ○ Ensure image is focused.	○ Place Tape with the Election Header under the black box on template. ○ Take Picture with iPad. ○ Ensure image is focused.

Controller Tapes

SUSPEND

Together DEVC/AEVC Suspend Polls on one ePollBook

1. Go to the Judge Admin Menu and select **"Suspend Poll."**

2. Answer the two questions at the top of the page.

3. When tapping "Yes" for damaged ballots, a new question pops up asking how many damaged ballots. Enter the number in the box.

4. Tap the green **"Next"** button, Verify the Lists and suspend polls.

5. Tap Enter End of the Day Totals on menu

6. A new menu for end-of-totals will be displayed:

   - Enter Controller end-of-day totals
   - Submit Controller tapes photo
   - Enter Scan end-of-day totals
   - Submit Scan tapes photo

200
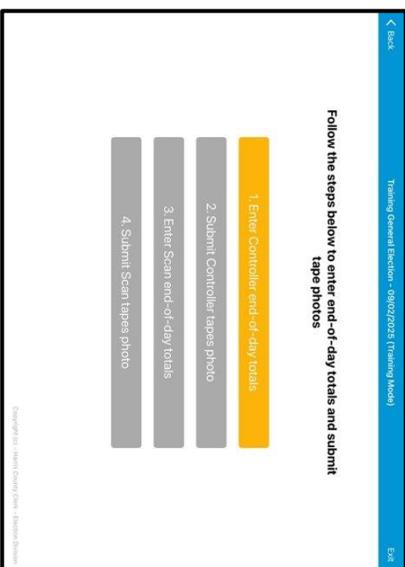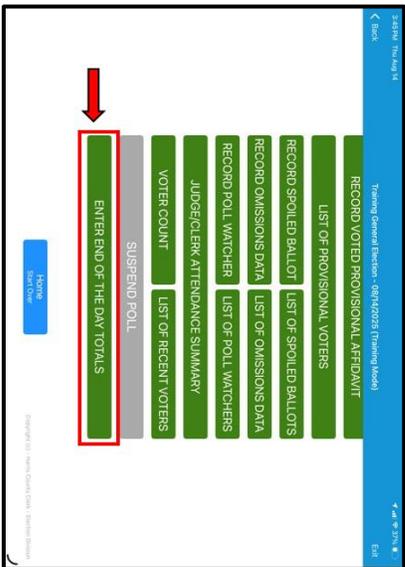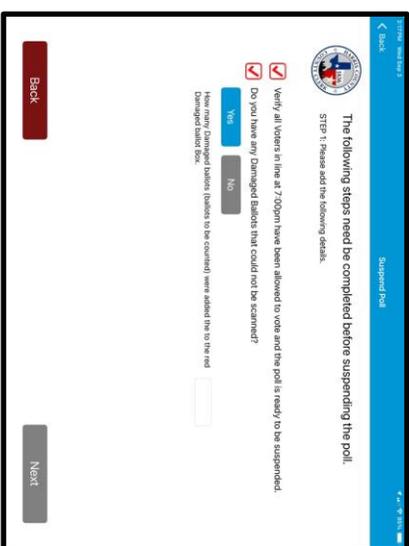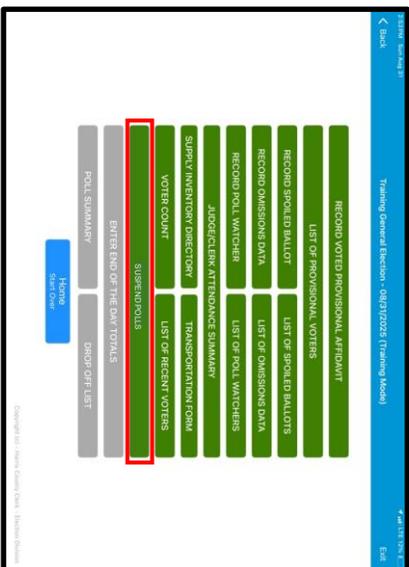
7. Answer questions on screen and enter all Controller information.

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.
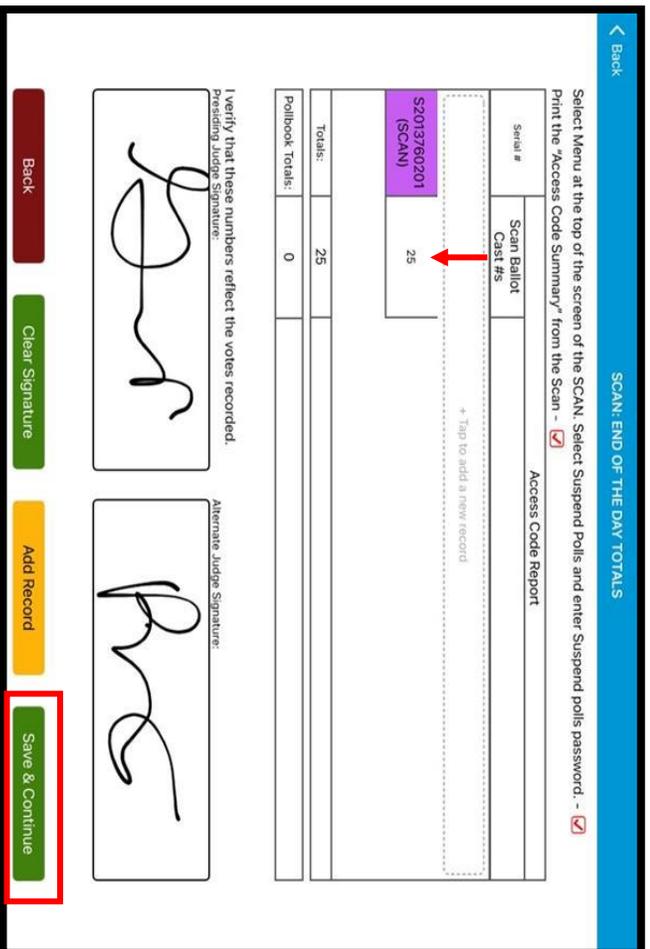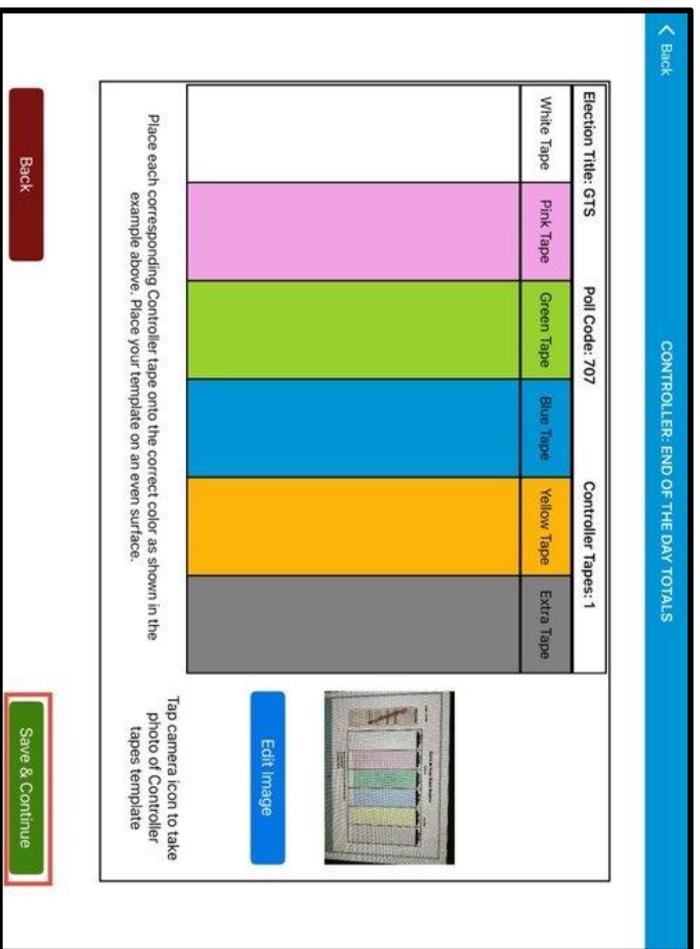
10. Place each corresponding Controller tape onto the correct color as shown in the example. Place your template on an even surface.

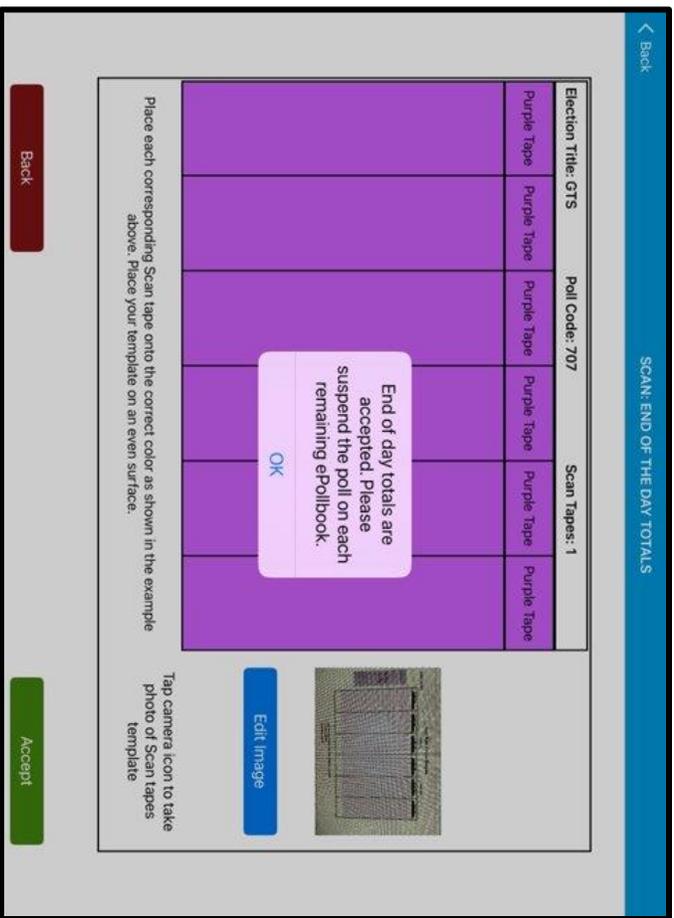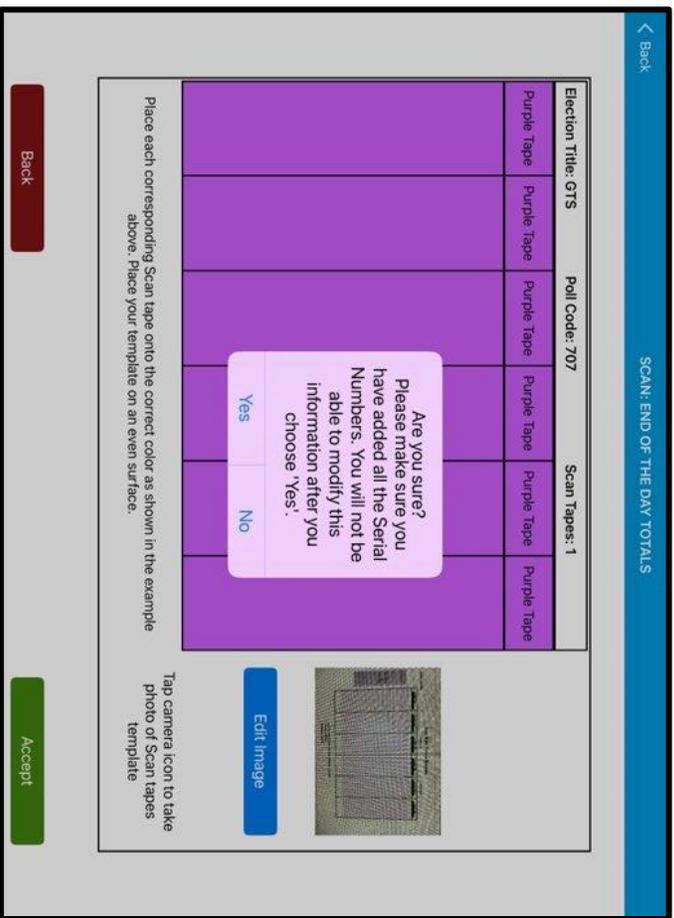11. Next tap camera icon to take photo of Controller tapes template.

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".
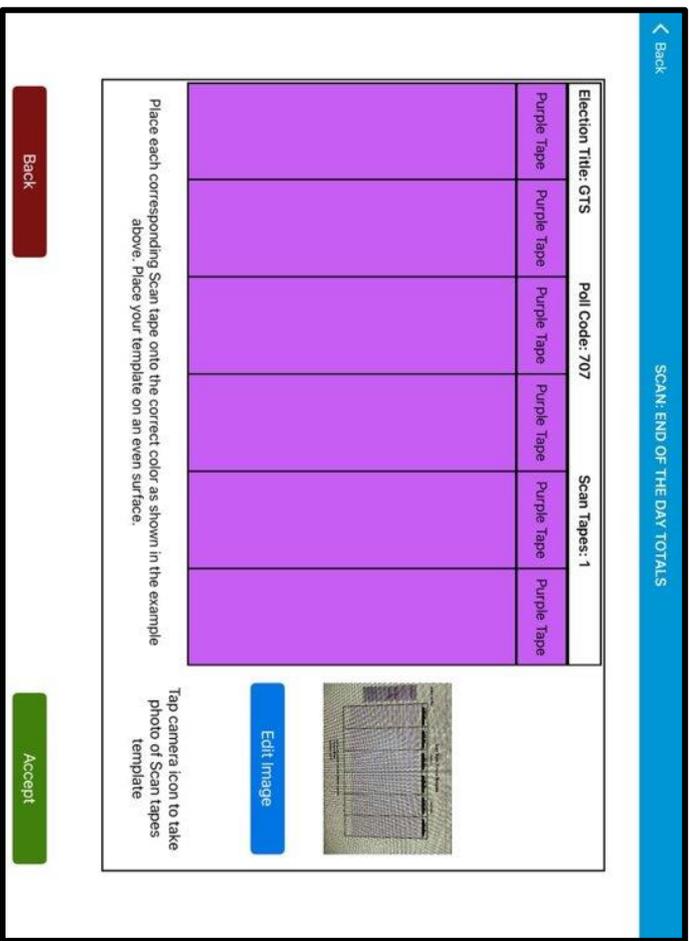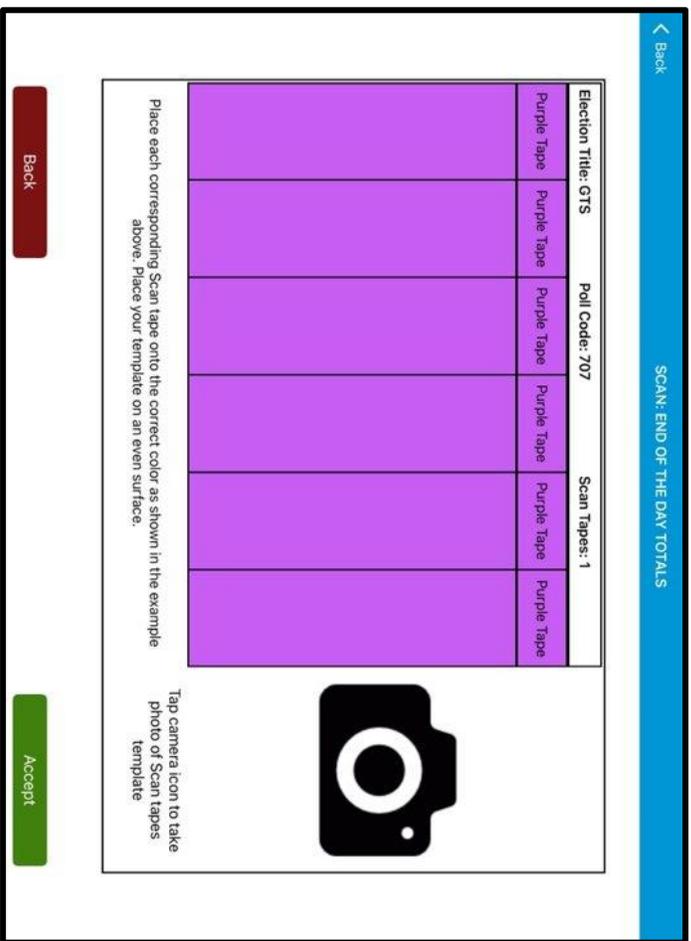
19. A pop-up will appear asking : Are you sure? Please make sure you have added all the Serial Numbers. You will not be able to modify this information after you choose **'Yes'**.

- 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.

Screen 1 (right):

< Back   SCAN: END OF THE DAY TOTALS

Election Title: GTS   Poll Code: 707   Scan Tapes: 1

| Purple Tape | Purple Tape | Purple Tape | Purple Tape | Purple Tape | Purple Tape |

Are you sure? Please make sure you have added all the Serial Numbers. You will not be able to modify this information after you choose 'Yes'.

Yes   No

Place each corresponding Scan tape onto the correct color as shown in the example above. Place your template on an even surface.

Edit Image

Tap camera icon to take photo of Scan tapes template

Back   Accept

Screen 2 (left):

< Back   SCAN: END OF THE DAY TOTALS

Election Title: GTS   Poll Code: 707   Scan Tapes: 1

| Purple Tape | Purple Tape | Purple Tape | Purple Tape | Purple Tape | Purple Tape |

End of day totals are accepted. Please suspend the poll on each remaining ePollbook.

OK

Place each corresponding Scan tape onto the correct color as shown in the example above. Place your template on an even surface.

Edit Image

Tap camera icon to take photo of Scan tapes template

Back   Accept

21. Once all steps are completed, you will see this menu highlighted in green, indicating that all four steps have been successfully finished.
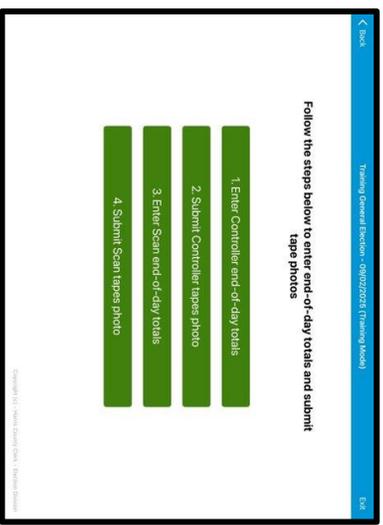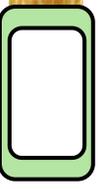
22. If you select the menu highlighted in green, you'll notice that all the tabs are greyed out, preventing any further edits.

- 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.
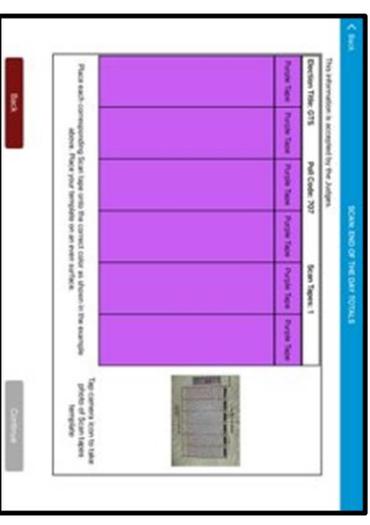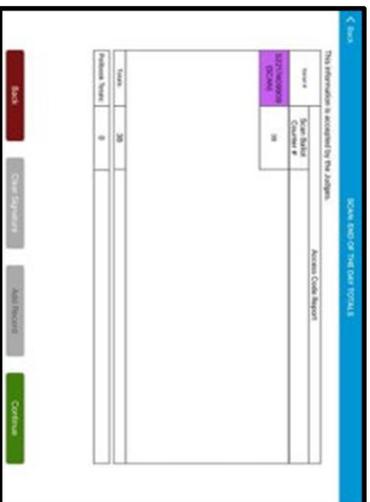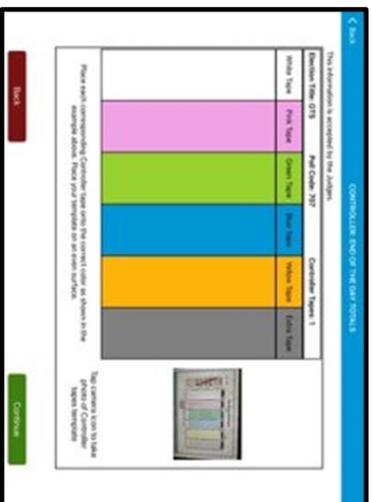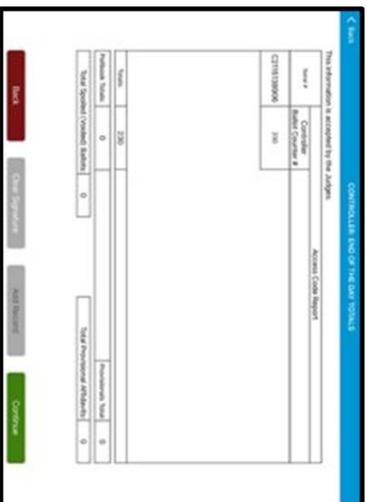
DEVC Initials ☐

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.											

Assign Clerks to complete these tasks simultaneously, using manual instructions

	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
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											

206

DEVC Initials ☐

# Prepare to Suspend the Vote Center

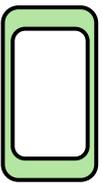| Prepare to Suspend the Vote Center	TUE 10/21	WED 10/22	THU 10/23	FRI 10/24	SAT 10/25	SUN 10/26	MON 10/27	TUE 10/28	WED 10/29	THU 10/30	FRI 10/31
Ensure ePollBook time sheets have been completed											
Suspend polls on remaining ePollBooks (DO NOT add closing numbers), tap the silver button to put 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: _____
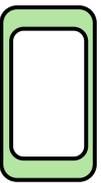
DEVC Initials

I have confirmed that all Controllers, Scans, Ballot Boxes, and Ballot Bags have been properly logged and secured.

DEVC Initials

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

Deputy Early Voting Clerk Signature: _____

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

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

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

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

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

Suspending Tasks Include
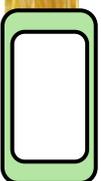
DEVC Initials

- 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:

1. Bring the line of voters inside the building if possible.

2. Station the greeter at the end of the line so no more voters join after 7 PM

3. Send a Handy Message through ePollBook: "Processed last voter" or "Voters are still voting."

4. After last Voter has voted and left assign suspending tasks to Clerks and begin working with AEVC to suspend polls on Controllers and Scans.
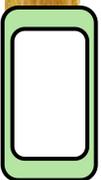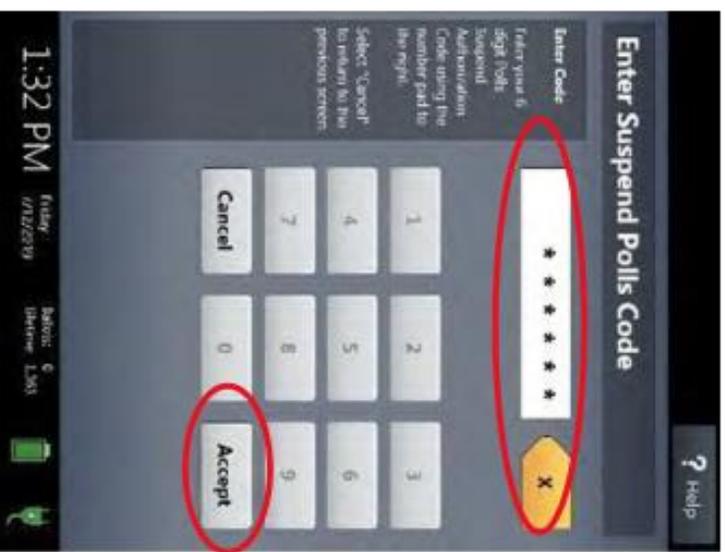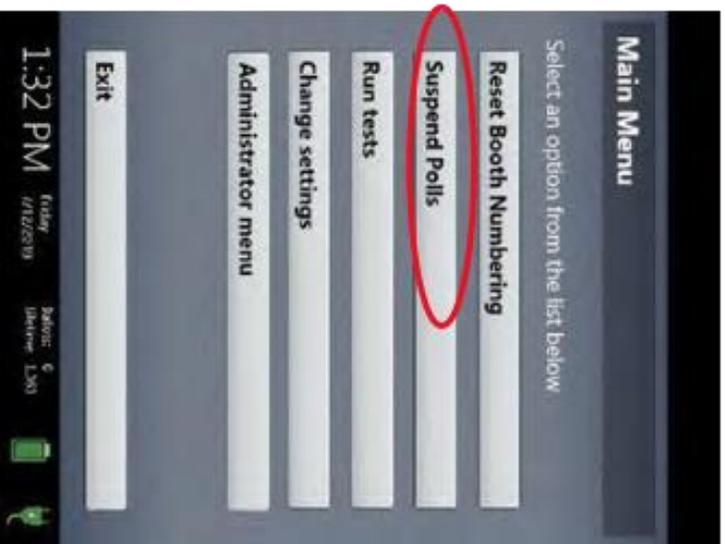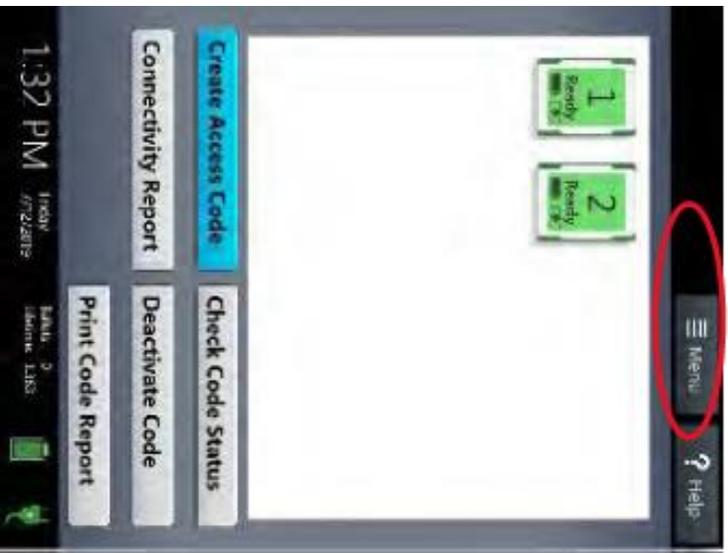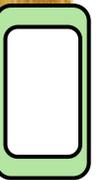
DEVC Initials

Together DEVC/AEVC will Suspend all Controllers

1. Press **"Menu"** at top of screen.

2. 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.**

DEVC

Together DEVC/AEVC will Suspend all Controllers.

4. 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.

7. Place tapes into the envelope. The tapes will be used when entering the End of Day Totals on the ePollBook.

8. Power down the Controller. The Clerks may now be assigned to close this line of Controller and Duos.

9. This process needs to be done for every Controller.

Election Header

Uniform and Special Elections
Election Date: 5/4/2024

Harris County, Texas
SRD002C- Harris County Attorney
Conf Ctr
Early Voting

Verify Controller
S/N: C211513906
Version: 2.5.3

Ballot Counter:
Lifetime Counter: 270.
    44

Suspend Polls Report

Date & Time Permitted:
4/7/2024   7:08 PM

Polls are Suspended

Ballot Count Summary Report

Qty Pcts/Splits Included   1012

Pcts/Splits Voted Total: 4
Total PVRs Printed: 44
Pcts/Splits Voted Today:
PVRs Printed Today: 12

Report includes a total of 6 provisional ballot(s)

I confirm that the record is true and accurate (Sign and Print Name)

DEVC/AEVC
print & sign

EARLY VOTING DAILY RECONCILIATION ENVELOPE

Today's Date: _____

Must be completed by BOTH the DEVC & AEVC
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: | Election Title: | | |
| DEVC: | | AEVC: | Election Date: |

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.

Enter # of Scans assigned to Vote Center:

#1: purple tape
Serial #
Opening Ballot Counter #
Closing Ballots Cast Today #

#3: purple tape
Serial #
Opening Ballot Counter #
Closing Ballots Cast Today #

#2: purple tape
Serial #
Opening Ballot Counter #
Closing Ballots Cast Today #

#4: purple tape
Serial #
Opening Ballot Counter #
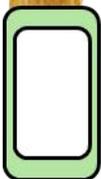Closing Ballots Cast Today #

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

Enter # of Controllers assigned to Vote Center:

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

#3: green tape
Serial #
Opening Ballot Counter #
Closing PVRs Printed Today #
# of Provisionals

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

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

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

#6: white tape
Serial #
Opening Ballot Counter #
Closing PVRs Printed Today #
# 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* (laptop on top with all other items *To Be Returned*)

2

Early Voting to Election Day Controller Transfer Log

1. Fill out **Early Voting to Election Day Controller Transfer Log** found in the clear pouch inside **Supply Cabinet door.**

2. Use **Suspend Polls Report tape** to get the needed numbers when filling it out.

3. After all **Controller** numbers have been added to it, place the report back in the clear pouch..

Controller Early Voting to Election Day Transfer Form

Location _____

Last Day of Early Voting - End of Day Suspend Numbers

SRD # _____   Poll Code # _____

Controller Serial Number	Ballot Count	Seal Number
Controller (White):	Equipment Caddy	
Controller (Pink):	Equipment Caddy	
Controller (Green):	Equipment Caddy	
Controller (Blue):	Equipment Caddy	
Controller (Yellow):	Supply Cabinet	

Signature of Early Voting Presiding Judge _____   Signature of Early Voting Alternate Judge _____

Signature of Election Day Presiding Judge _____   Signature of Election Day Presiding Judge _____
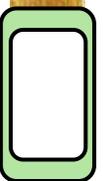
Controller

- 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.
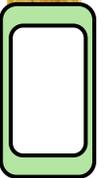- Place Duos on the bottom shelf of the Equipment Caddy.
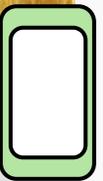
NOTE: Place equipment back in the Equipment caddy carefully so the equipment and the caddy are not damaged.

- 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.
- Unplug Duo Gos and place one power cord in each Duo Go box.
- 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

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

CURBSIDE VOTING
VOTACIÓN EN LA ACERA
路邊投票
BẦU CỬ BÊN ĐƯỜNG

Ring Buzzer for Curbside Voting
713-755-6965

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.

2. 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.

4. 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).

3. Seal flap and set Provisional Ballot Box aside to go to drop off.

4. Place seal log in *White Return Envelope*.

Ballot Box #4

1. Break seal on Ballot Box #4 if it was not unsealed earlier that day.

2. Place inside *Thrown Away Ballots Envelope* and any additional forms from Spoiling or Cancelling a Mail Ballot that day.

3. Get orange seal and write seal number on *EV Ballot Box #4 Seal Log*, both sign.

4. Seal flap and set Ballot Box #4 aside to go to drop off.

5. Place seal log in *White Return Envelope*.
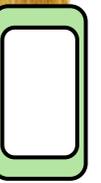
Together DEVC/AEVC Suspend Polls on all Scans

NOTE: Check purple Scan tape. Replace the tape if it is running low before beginning suspending process.
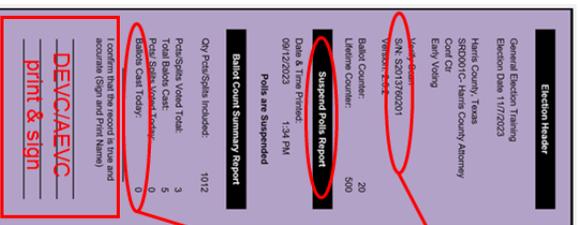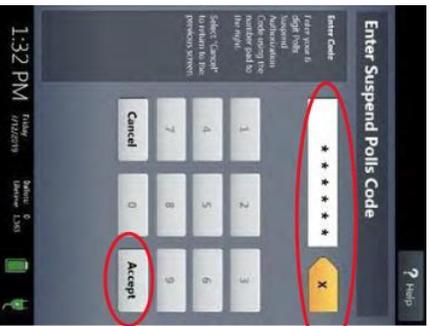
Once the constable has arrived and the Ballot Box is unlocked. Fill out Ballot Bag Verification Form before suspending polls on Scan. Be sure to relace form in Ballot Bag once form is filled out.

Ballot Bag Verification Form

Scan Serial #   SRD001C
(Listed below the panel to the right of the tablet)

COUNT:____ : SHEET:____ : LIFETIME:____

SCAN TOTALS:

(Fill in the totals from the bottom of the tablet screen)

This Ballot Bag was sealed with seal # ____ .

Reason: ☐ Bag Full ☐ Scan Replaced ☐ Poll Closed
(Select the reason this ballot bag is being sealed)

On: ____ : at: ____ : ____ ☐ AM | PM

(Date: MM/DD/YY)   (Fill in the current Time / circle one)

Judge Initial ____   ☐ PJ ☐ AJ

Suspend Polls on Scan

1. Press the blue Poll Worker button on back of Scan.

2. Follow the on-screen prompts to suspend polls.

3. 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*.

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DEVC Initials

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

1. Place tapes into the envelope. You will need these tapes during the ePollBook closing process.

2. 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.

5. Power down Scan. Unlock/undock Scan tablet, store in Scan lid, lock in place with both the key and the latch, close lid.

6. Disconnect power cord, separate into 2 pieces, place brick end in lower part of Scan lid compartment, cable goes in upper part.

7. 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.

DEVC Initials

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.

Ballot Bag Verification Form

SRD001C

Scan Serial # _____

(Listed below the panel to the right of the tablet)

SCAN TOTALS:

COUNT-_____:SHEET-_____: LIFETIME-_____:

(Fill in the totals from the bottom of the tablet screen)

This Ballot Bag was sealed with seal # _____.

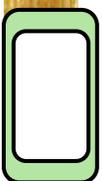**Reason:** ☐ Bag Full ☐ Scan Replaced ☐ Poll Closed

(Select the reason this ballot bag is being sealed)

On: - _____ : - _____ ; **AM | PM**

(Date: MM/DD/YY   (Fill in the current Time / circle one)

Judge Initial _____   ☐ PJ ☐ AJ

H A R T
Interclvic
FC

Assembly: 2005800
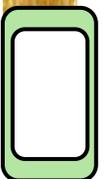Serial No:S2014444411
Rev: A

H000000009150
HARRIS COUNTY TEXAS

DEVC Initials

- 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:

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
- Pens

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.

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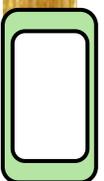
NOTE: Remove sticky tack from forms where you can; all forms are reused when possible.
NOTE: Return white coroplast boards; they are reused every election.

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
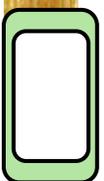
Items to Post- Outside

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
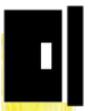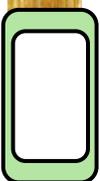- Disabled Access Postings

Suspend Polls on one ePollBook:

DEVC Initials [ ]

Together DEVC/AEVC Suspend Polls on one ePollBook

Use the instructions provided in the Suspending Daily Checklists for step-by-step guidance.
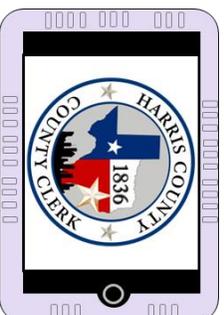
Items to Return:

DEVC Initials [ ]

1. Everyone enters payroll on designated ePollBook, close polls on remaining ePollBooks, (do not re-enter numbers).

2. Put ePollBooks and Translation iPad to sleep by tapping silver button.

3. Pack ePollBooks in ePollBook case, screens face each other and lean forward inside case to protect in transit .
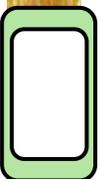
4. Set case with Items to Return.

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

ePollBook

Translation iPad

MiFi

DEVC or AEVC place following items in *Return Banker Box*:

1. Daily Reconciliation envelopes (rubber banded together)

2. All Purple RID Envelopes

3. White Admin Envelope, (with required forms and all seal logs)

4. All Green Voter Registrar Envelopes

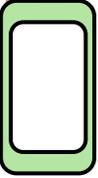5. Checklist Return Envelope

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.

1. Report daily Damaged Ballot Bag number when Harris County Elections calls.

2. Dismiss Clerks.

3. 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.

4. DEVC/AEVC take green seals from Supply Cabinet.

5. Record seal numbers for each Equipment Caddy on the *EV Equipment Caddy Seal Log*.

6. Both DEVC & AEVC sign the log and place it in the *White Return Envelope*.

7. 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.

8. Record seal number on *EV Supply Cabinet Seal Log.*

9. 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).

12. Seal the Supply Cabinet.

13. 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.
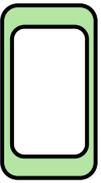   B. Close and secure the Vote Center.

Deputy Early Voting Clerk Printed Name: _____

SRD: _____   Last Voter Processed Time: _____

DEVC Initials
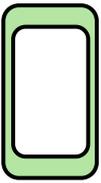
Both DEVC and AEVC have verified all items to return are given to the Constable.

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 Voting Clerk Signature: _____

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

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Instructions: The PJ is responsible for confirming that all items on the list are completed accurately and thoroughly. **Only** the PJ will initial each box once the items are completed. This checklist cannot be delegated to the AJ or any Clerk.
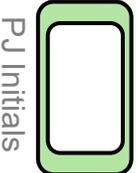
All items with green boxes are to be initialed by the PJ ⟶ [JM]

Bulleted, lettered, and numbered items are tasks the PJ assigns to AJ/Clerks

Voter Center Setup Guidelines:

[ ] PJ Initials

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.

- 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.

- 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. More than one Duo Go can be placed on the table to charge.

- Place Qualifying Tables to allow space for Duo lines and Voter flow.

.

Vote Center Equipment

- Utilize extension cords as needed to reach electrical outlets. Remember to unplug extension cords after setting up.

- Keep all cords out of the voters' path.

- Never cover cords or cables with mats or tape.

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

A. PJ will have a set of keys picked up during Supply Handout.

B. Break the green seal on the Equipment Caddy.

C. Remove the Equipment Caddy Seal Logs from the Election Forms Box. Use the content list on the inside of the brown Accordion Folder to help find specific forms.

D. Record the seal numbers on the initial Seal Log.

E. Cut the "tail" of the seal off. Place the seal number in the appropriate seal log envelope. Place log in Work Folder.

F. Early Voting to Election Day Vote Centers will have Supply Cabinet keys in the Judge Envelope picked up at Supply Handout.
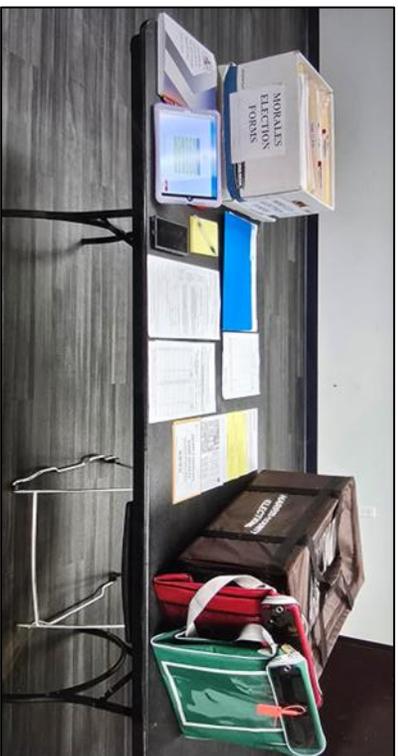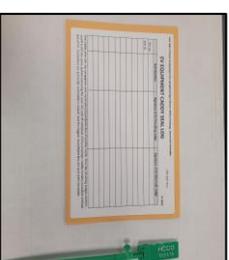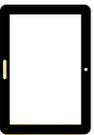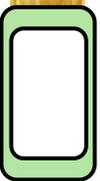

Judge's Table
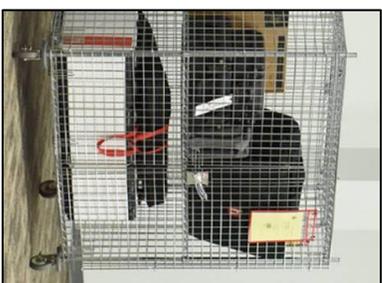
Equipment Caddy

ePollBook Case

Equipment Caddy Seal Log and Green Seal

Setup MiFi and ePollBooks:

PJ Initials

PJ assigns this task to the AJ

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.

1. 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.

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

3. Place one ePollBook on a stand.

4. Set the ePollBook on the Judges Table.

5. Connect a charging cable to ePollBook. Connect the opposite end of the cable to a charging block. **DO NOT** plug cables into USB slots on surge protector.

6. Connect the charging blocks to a surge protector.

7. Confirm the MiFi is fully powdered on.

8. Wake the ePollBook by tapping the home button on the ePollBook screen.

9. Log in to the ePollBook. Passwords are on the Judge Envelope received at Supply Handout.

10. Check the MiFi screen to confirm the ePollBook has connected.

11. Harris County Elections Information Technology department will confirm connectivity and call if an issue is noticed. A call should not be expected otherwise.
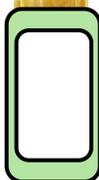
MiFi

MP-70

ePollBooks connected
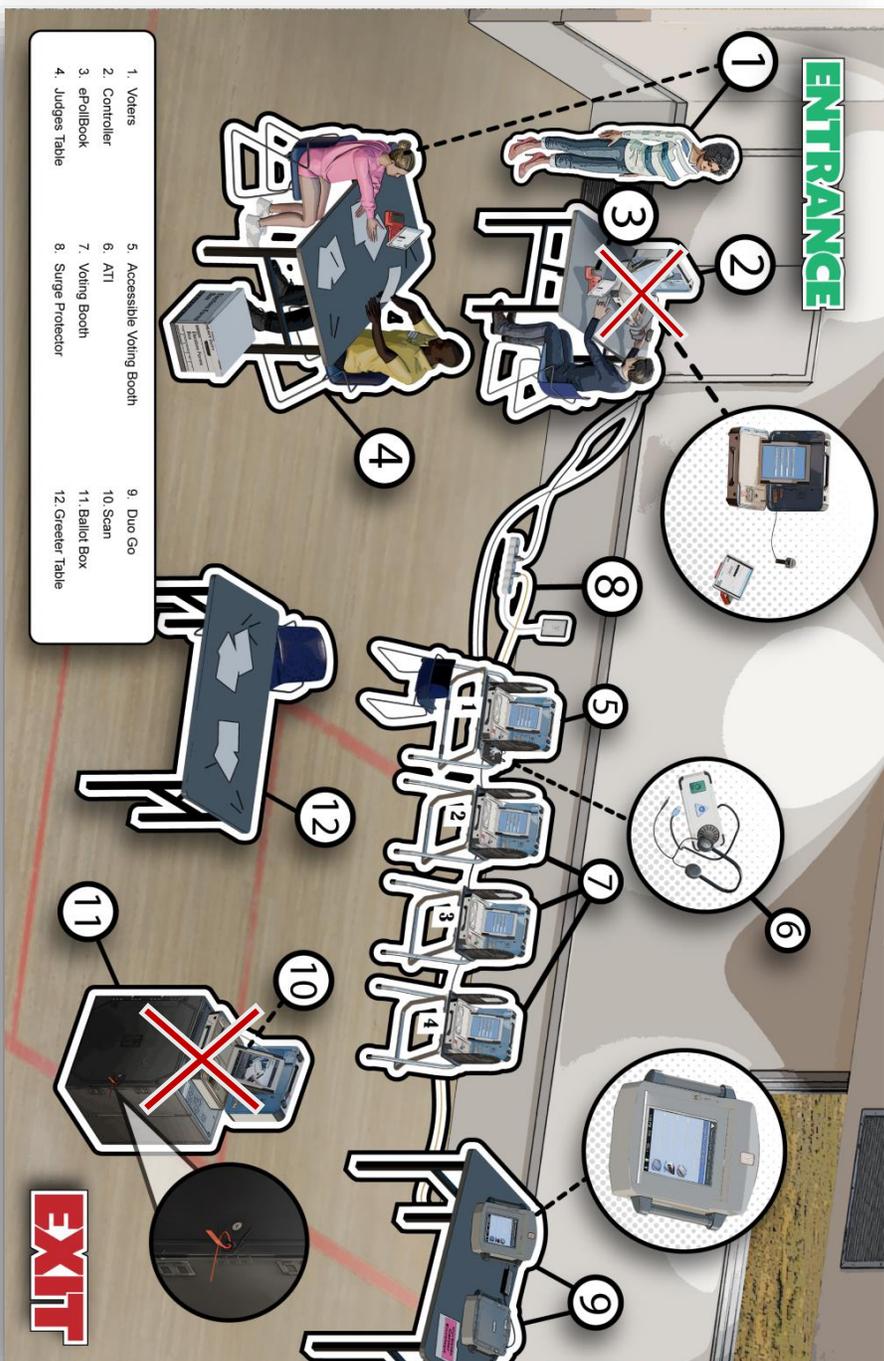

ePollBook

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PJ Initials

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

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

Assign Clerks and the AJ to the following tasks:

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

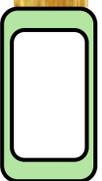
1. Voters
2. Controller
3. ePollBook
4. Judges Table
5. Accessible Voting Booth
6. ATI
7. Voting Booth
8. Surge Protector
9. Duo Go
10. Scan
11. Ballot Box
12. Greeter Table

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

PJ Initials

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 verify 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 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.

- Each 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 Day. 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.

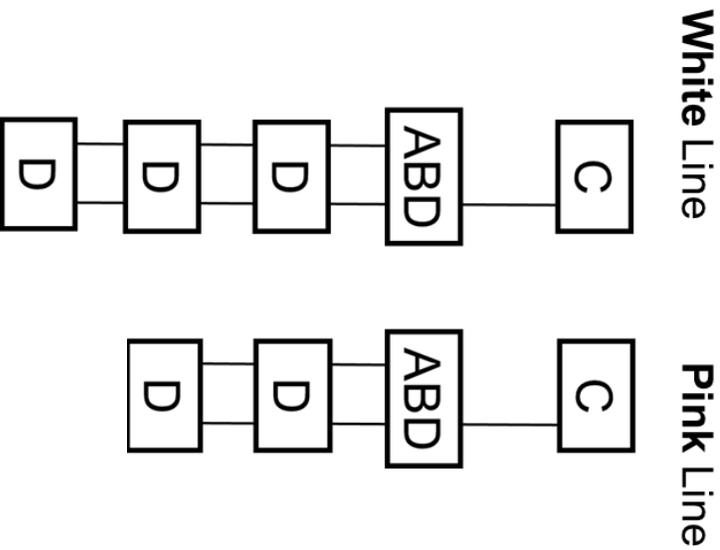**231**

Accessible and Standard Booths:

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

- Voting lines may contain up to 12 Duos each.

- Booths and Duos should be divided as evenly as possible between each voting line.
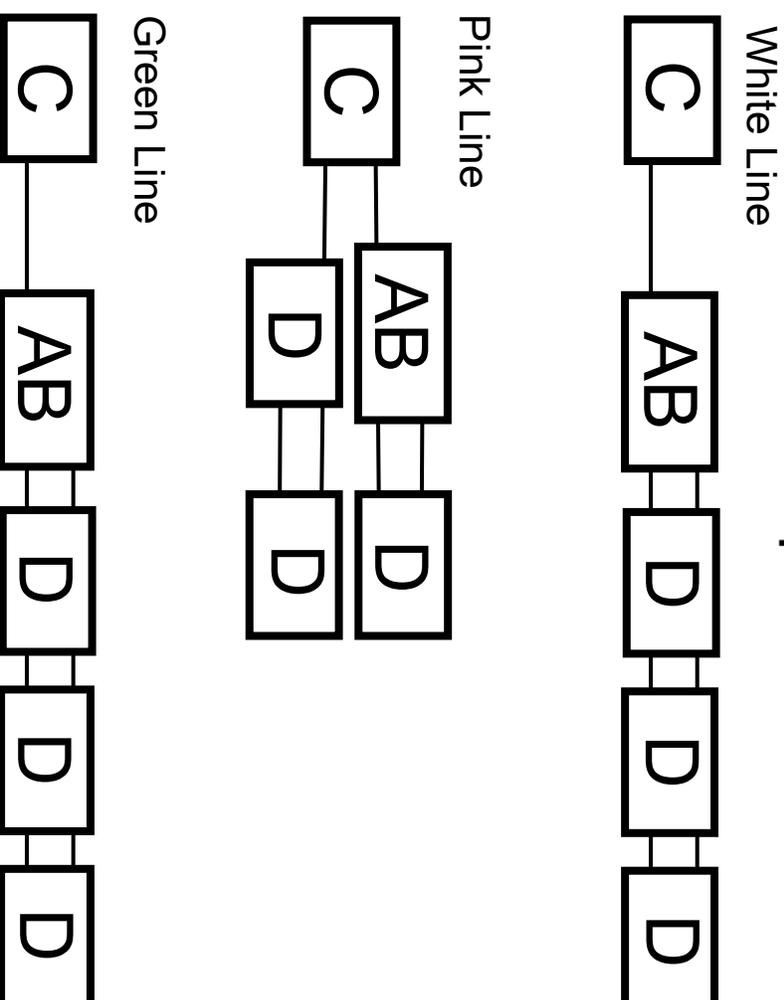
Example A

White Line

C — ABD — D — D — D

Pink Line

C — ABD — D — D

KEY

C = Controller
ABD = Accessible Booth / Duo
D = Duo

Example B
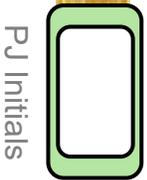
White Line

C — AB — D — D — D

Pink Line

C — AB — D
         AB — D

Green Line

C — AB — D — D — D — D

- 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

Duo Go Indicator Lights

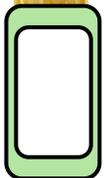|	POWER	DATA	STATUS
Charging	🟢	⚪	⚪
In Use	🟠	⚪	🟠

If lights blink yellow, do not use and charge for at least 30 minutes.
If lights blink red, call Judge line, option 5.
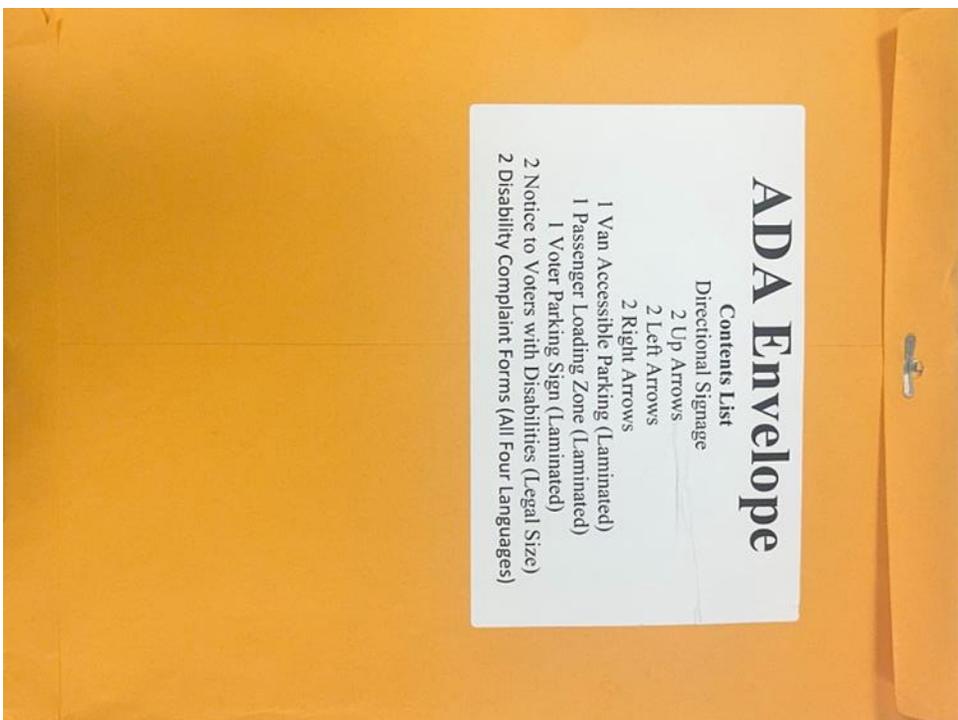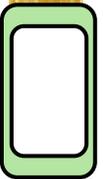
- Assemble Curbside Buzzer.

- Check for ADA Signage envelope.

- 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

ADA Envelope

Contents List

Directional Signage
2 Up Arrows
2 Left Arrows
2 Right Arrows
1 Van Accessible Parking (Laminated)
1 Passenger Loading Zone (Laminated)
1 Voter Parking Sign (Laminated)
2 Notice to Voters with Disabilities (Legal Size)
2 Disability Complaint Forms (All Four Languages)

Ring Buzzer for
Curbside Voting

713-755-6965

Setup Qualifying and Greeter Table:

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

NOTICE

Prohibition of Certain Devices
Within a Room In Which Voting Is Taking Place

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 mechanical or electronic 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.

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.

7-39
Prescribed by Secretary of State
Secs. 33.051, 61.014, and 62.0111, Texas Election Code
9/2025

Setup the Judge's table:

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

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

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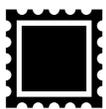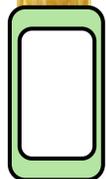
Note: By law only items approved by the Secretary Of State and provided by Harris County Elections, may be posted at the Vote Center (TEC 62.013).

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.

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**Items to Post- Inside Booths**

Items to Post- Inside Building

EARLY VOTING HERE TODAY
VOTACIÓN TEMPRANA
AQUÍ HOY
BỎ PHIẾU SỚM Ở ĐÂY
NGAY HÔM NAY
今天在這裡提前投票

Items to Post- Outside Building

DISTANCE MARKER
100 ft.
No Electioneering or Loitering Between this
Point and the Entrance to the Polling Place
MARCADOR DE DISTANCIA
Se Prohíbe Solicitar Votos o Vagar Entre Este Punto y La Entrada Al Sitio De Votación
BẢNG GHI KHOẢNG CÁCH
Không được Vận Động Bầu cử hoặc Lảng Vảng Từ Điểm Này đến Cửa Vào Nơi Bỏ Phiếu
警告
不得在此點頭投票票入口之間進行任何競選活動或閒逛

238
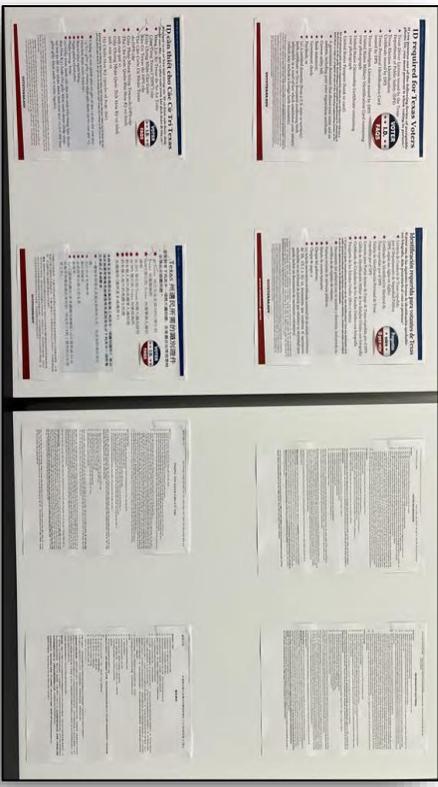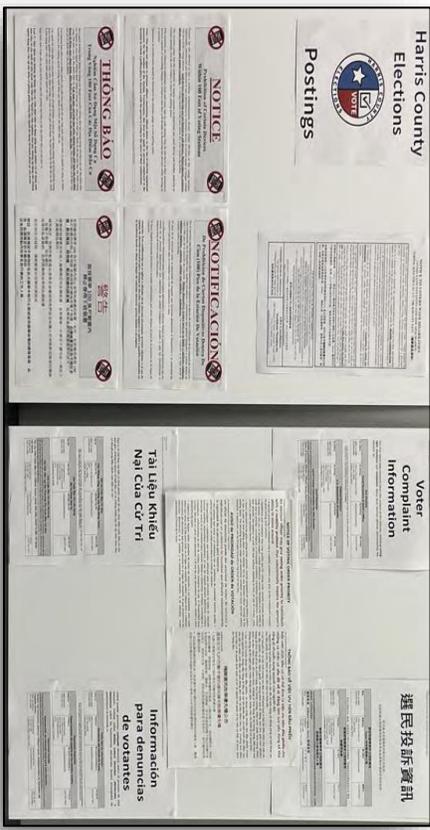
PJ Initials

1. 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.)

2. Put ePollBook screens to sleep by tapping the silver button once. Do not hold down or power off — powering off makes the device unusable.

3. 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.

5. Place MiFi and all ePollBooks and charging cables (with blocks) back into Pelican box.

6. Place Pelican Box and all Scans inside PJ's car to bring home.

7. PJ confirms after-hours facility phone numbers for emergencies on election morning.

8. Secure the Vote Center and PJ takes keys when leaving.

ED
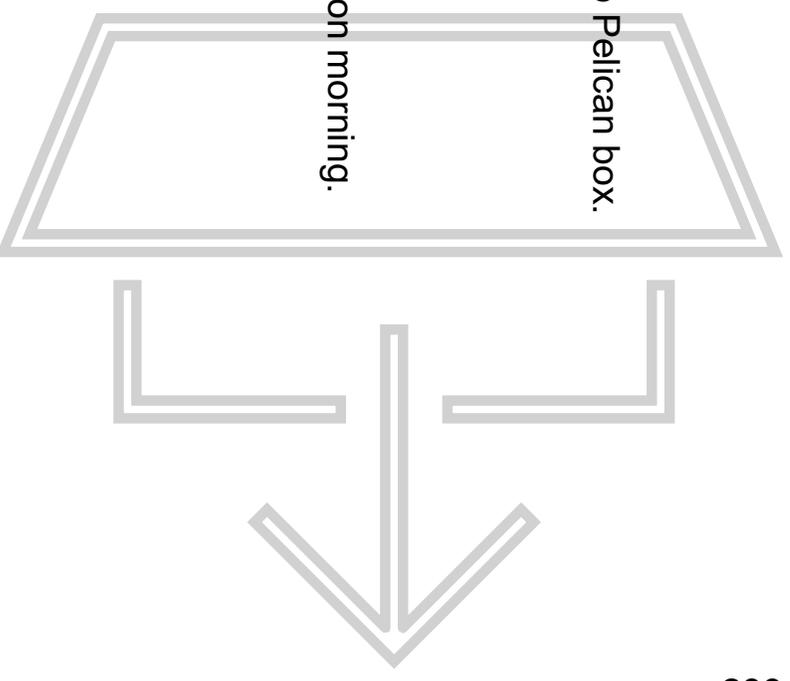
Presiding Judge Printed Name: _____

Poll Code: _____   Setup Date: _____

Setup Start Time: _____   Setup End Time: _____
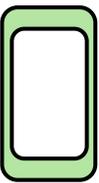
☐
PJ Initials

I have confirmed no Controllers, Scans, Ballot Boxes, Ballot Bags have been set up.
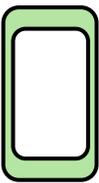
☐
PJ Initials

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

Presiding Judge Signature: _____

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

All items with green boxes are to be initialed by the PJ ⟶

| JM |

NOTE: PJ assigns Clerks opening tasks from checklist before working with AJ to open polls on ePollBooks, Controllers and Scans.

Bulleted, lettered, and numbered items are tasks the PJ assigns to AJ/Clerks

Prepare Seals and Logs:
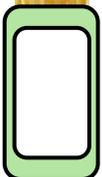
PJ Initials

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.

A. Together PJ/AJ break the seal on Supply Cabinet, match seal number against *Supply Cabinet Seal Log*, remove tail, put seal tag number inside envelope, put seal log in *Work Folder* (Only if your Vote Center was used for Early Voting).

B. 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*.
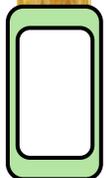
C. Together DEVC/AEVC check there is a Seal on the Provisional Ballot Box, and the box is locked.

D. Together DEVC/AEVC check there is a Seal on the Damaged Ballot Box, and the box is locked.

E. 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.

1. 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

ENTRANCE

EXIT

1. Voters	5. Accessible Voting Booth	9. Duo Go
2. Controller	6. ATI	10. Scan
3. ePollBook	7. Voting Booth	11. Ballot Box
4. Judges Table	8. Surge Protector	12. Greeter Table

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.

1. The MiFi or MP70 must be fully powered on before the ePollBooks are woken up or they will no connect to each other.

2. 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.

244
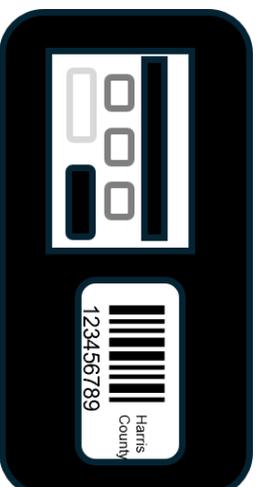
Controllers: _____

PJ Initials

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.

1. Power on Controllers, Power-on Self-Test will print after 4 ½ minutes.

2. 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. **DO NOT** turn on Duos until the polls are open on Controllers.

5. The passwords for the ePollBook, Scans, and Controllers are in the Election Forms Box in section #1, Judge's Folder.

6. If the report indicates anything "Failed", call the Judge's Resource Line at: 713-755-1617, Option 04.

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

NOTE: If a Vote Center was used for Early Voting, ensure the numbers on the Early Voting to Election Day Controller Transfer Log match those on the Controller. The form will be attached on the inside of Supply Cabinet doors.
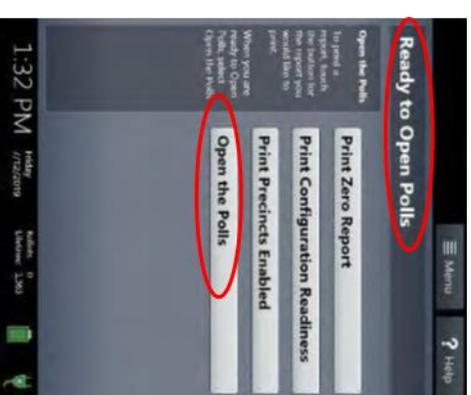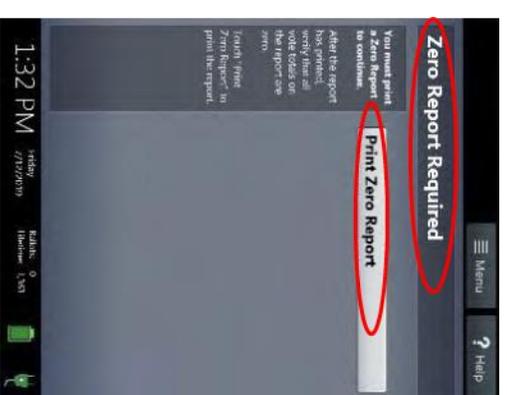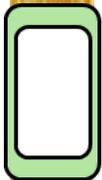
IMPORTANT UPDATE: Reconciliation forms for Election Day are NEW. Controllers are recorded separately from Scans. Each Scan has its own Reconciliation Form.

- 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.

Test Mode

Election Header

Uniform and Special Elections
Election Date 5/4/2024
Harris County, Texas
61602 – El Franco Lee Comm Ctr

Election Day
Verify Controller
S/N: C211513890 6
Version: 2.5.3

Ballot Counter: 0

Electronic Counter: 230

Open Polls Report

Date & Time Permitted:
05/04/2024   6:54 AM
Polls are open.
Ready to accept ballots

I confirm that the record is true and accurate (Sign and Print Name)

_____

_____

_____

ELECTION DAY MULTIPLE CONTROLLER RECONCILIATION LOG

Must ONLY be completed by BOTH Election Judges.

1 - Please fill in the boxes below according to the equipment assigned to you.
2 - Both Presiding Judge (PJ) and Alternate Judge (AJ) sign when form is completed at closing.
3 - After AM or PM numbers are logged, Controller tapes go in the ENVELOPE FOR DEVICE REPORTS/TAPES.
4 - After filling in opening numbers place this form in the Work Folder until needed for closing.
5 – After filling in closing numbers separate the pages of the form and file as listed at bottom.

| Poll Code: | Election Title: | | Election Date: |
| PJ: | | AJ: | |

Enter total # of Controllers assigned to Vote Center:

CONTROLLER: Call immediately if Controller is NOT zero when opening poll, unless Controller was used during Early Voting.

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.

#1: white tape
Serial #
Opening Ballot Counter #
Closing Total PVRs Printed #
# of Provisionals

#2: pink tape
Serial #
Opening Ballot Counter #
Closing Total PVRs Printed #
# of Provisionals

#3: green tape
Serial #
Opening Ballot Counter #
Closing Total PVRs Printed #
# of Provisionals

#4: blue tape
Serial #
Opening Ballot Counter #
Closing Total PVRs Printed #
# of Provisionals

#5: yellow tape
Serial #
Opening Ballot Counter #
Closing Total PVRs Printed #
# of Provisionals

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

WHITE COPY – Place in white ENVELOPE FOR DEVICE REPORTS/TAPES
PINK COPY – Place in pink ENVELOPE af
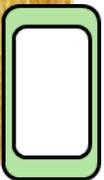
Prepare Duo Lines:

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 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 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.

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

Assigning Booths:
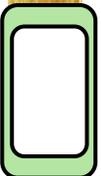
- Assign booth numbers once the Duos are powered on in each line.

- 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
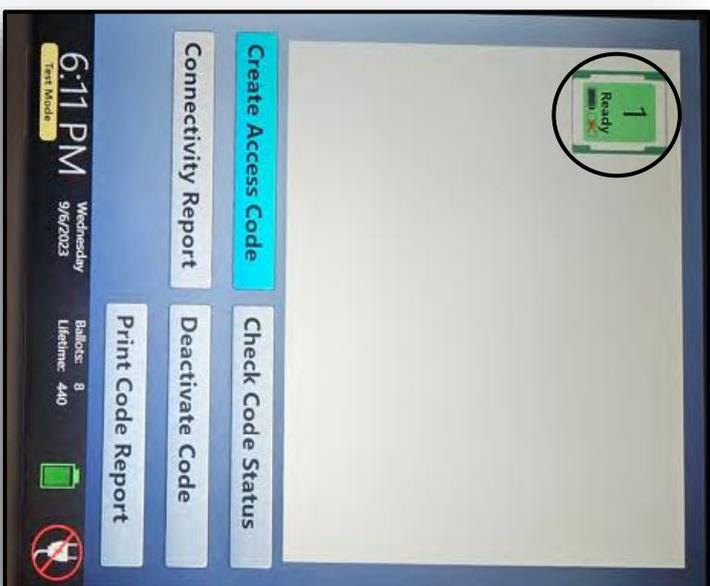
Duo Screen

PJ Initials
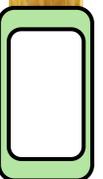
Together PJ/AJ do the following to prepare Scans:

1. Set up ALL Ballot Boxes and Ballot Bags.

2. Put gray Ballot Bag in Ballot Box – Poll Code tag facing forward.

3. Set ALL Scans on Ballot Boxes, lock in place.

4. Plug in extension cords and turn on any power strips that are off.

Prepare the Scans:
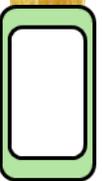
PJ Initials

PJ/AJ break seals and open Scans, verify seal numbers & Scan serial numbers match numbers on orange 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.
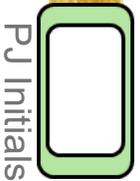
1. Fill out Chain of Custody forms, both PJ/AJ sign, place forms in work folder to use on last day of Early Voting.

2. 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.

Zero Report Required — Print Zero Report

Ready to Open Polls — Open the Polls / Print Zero Report / Print Configuration Readiness / Print Precincts Enabled

Enter Open Polls Code — Accept / Cancel
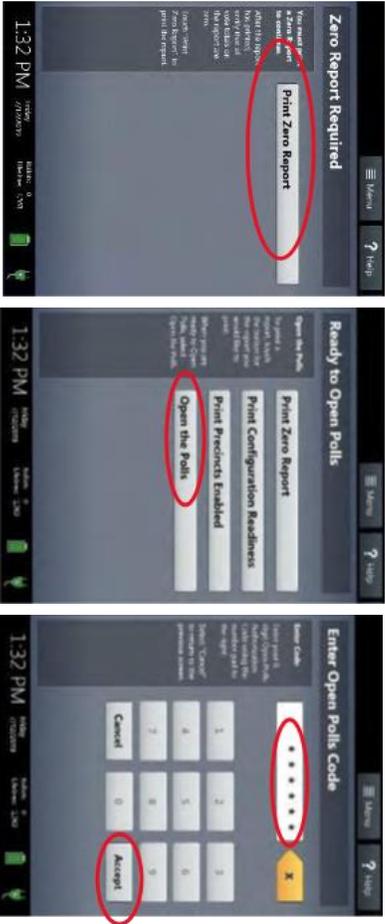
4. Open polls on all Scans, Open Polls Report prints, log report tape numbers on each Scan's Reconciliation form, file all report tapes in envelope.

IMPORTANT UPDATE: Reconciliation forms for Election Day are NEW. Controllers are recorded separately from Scans. Each Scan has its own Reconciliation Form.

****Test Mode****

Election Header
Uniform and Special Elections
Election Date 5/4/2024
Harris County, Texas
SRD001C- Harris County Attorney
Conf Ctr
Election Day
Verify Scan
S/N: S2217409909
Version 2.7.6

Ballot Counter: 0
Lifetime Counter: 35

Open Polls Report
Ready to accept ballots

I confirm that the record is true and accurate (Sign and Print Name)

ELECTION DAY INDIVIDUAL SCAN RECONCILIATION LOG

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.

6. 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.

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.
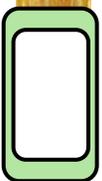
PJ Initials

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

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

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

1. Open one package of Ballot Paper (200 sheets) found in Election Form Box.

2. PJ signature on about 20 pieces of Ballot Paper ONLY in the space specified by the manufacturer.

3. Every Ballot Must have PJ signature or stamped. **DO NOT** use AJ signature. (TEC 62.008)

4. Set some signed ballot paper on the flat surface of each open Controller.

Add signature on more ballot paper as needed

New

Old

252
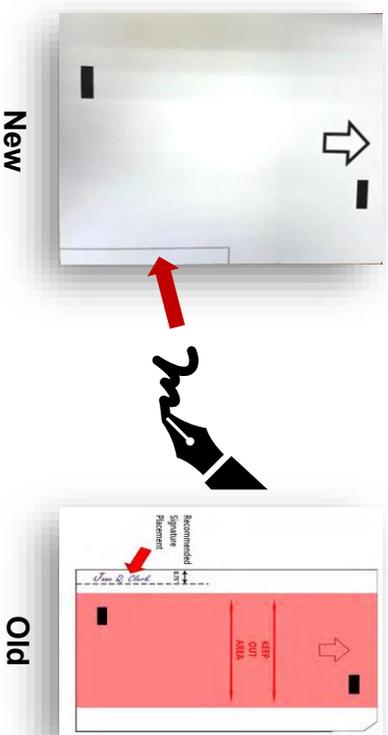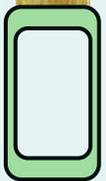
PJ Initials

1. Administer the Oath of Officers of Election to the staff (TEC 62.003).

   A. 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.

   B. The PJ must ensure that all Election Workers take the Oath and then sign the Oath of Election Judges and Clerks form.

   C. The PJ/AJ must also take and then sign the Constitutional Oath For Presiding Judge, Alternate Judge, and Election Day 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.

   B. Use clip-on name badges, with an additional tag for Bilingual Clerks.

   C. 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.

5. DO NOT accept Voters until 7 AM.

253

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 Judge Signature: _____

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

All items with green boxes are to be initialed by the PJ ⟶ [JM]

Bulleted, lettered, and numbered items are tasks the PJ assigns to AJ/Clerks

Prepare Seals and Logs:
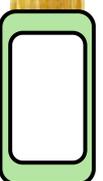
PJ Initials [ ]

At the end of **Voting** on each night, PJ/AJ together do the following:

A. When the Scan used to determine 7 PM, close the vote center reads 7 PM, close the doors and allow all voters already in line to vote.

B. If possible, bring the line of voters inside the building.

C. Send the greeter to the end of the line so no more voters join the line after 7 PM

D. Send one of these Handy messages through the ePollBook based on Vote Center status.

E. Expect phone calls from Harris County asking about location status.

NOTE: Trainers are in-field election night to provide in-person assistance as needed.

Follow the order to closing the Vote Center:

1. Close Polls on the Controllers
2. Close Duo Lines and Seal Ballot Boxes
3. Close Scans
4. Close ePollBooks
5. Remove ADA Signs and Cones
6. Prepare to close the Vote Center

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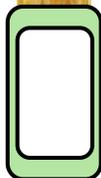
PJ Initials

	Election Day 11/04
Together PJ/AJ close Controllers one at a time. This is not to be done by a Clerk.	
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	

Green Seal

New Controller Reconciliation form

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

257
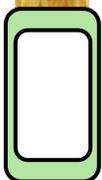
PJ Initials

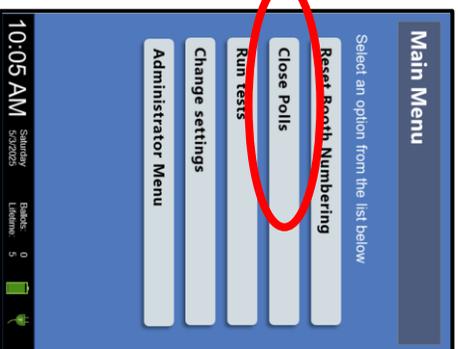|	Election Day 11/04
Together PJ/AJ close Scans one at a time. This is not to be done by a Clerk. **NOTE:** Check the purple Scan tape. If it is low, change the roll before closing the polls	
Press the blue "Poll Worker" button on the back of the Scan close polls on all Scans, the close Polls Report prints	
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	
Retrieve green seal, write seal number on orange Chain of Custody for each Scan; place Chain of Custody inside Scans prior to shutting them	
Shut Scan cases, place green seals around handles. **Important: bring all Scans back to assigned drop-off location.**	

Main Menu

Select an option from the list below

Reset Booth Numbering
Close Polls
Run tests
Change settings
Administrator Menu

10:05 AM   Saturday 5/3/2025

Enter Close Polls Code

Enter code
Enter your 6 digit/click Close Polls Authorization Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

******

1 4 7
2 5 8
3 6 9
0
Cancel
Accept

10:05 AM   Saturday 5/3/2025
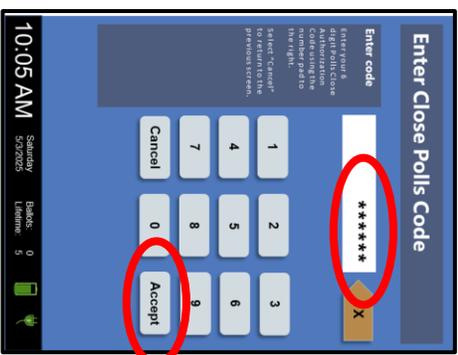
Green Seal
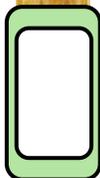
PJ Initials

Election Day 11/04
Together PJ/AJ close polls on one ePollBook   This is not to be done by Clerk. (Step-by-step instructions on following page)
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

SUSPEND

Close Polls on one ePollBook
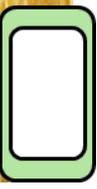
PJ Initials

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.

3. 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.

5. Verify the Lists of Recent Voters, List of Assistants, and List of Interpreters along with the signature before you select green "Close Poll" button.

SUSPEND
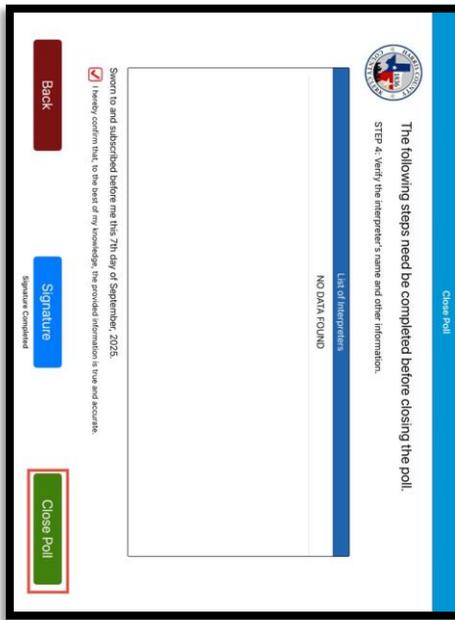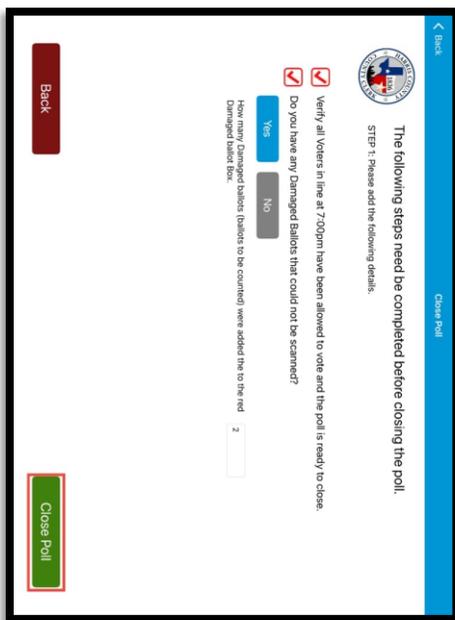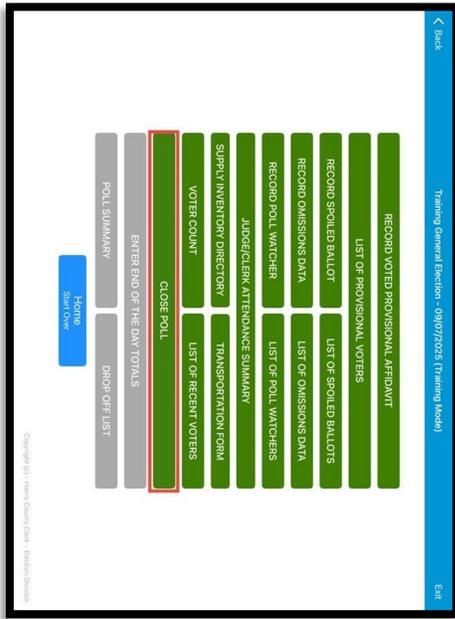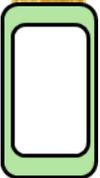
6. **Please confirm:** Do you want to close the poll? Note: Closing the poll will stop the processing of Voters. Are you sure ? Answer: Yes or NO

7. The ePollBook will display a new screen with the message: **Poll is closed on this ePollBook. Please enter End of Day Totals and complete the Election Day Drop-Off List.**

8. From the Judge Admin menu, select the tab labeled 'Enter End of Day Totals.

SUSPEND
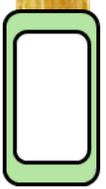
9. Answer questions on screen and, using Controller Reconciliation form, enter all Controller information:
   - Serial #
   - PVRs

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".

13. End of day totals are accepted. Please close the poll on each remaining ePollBook
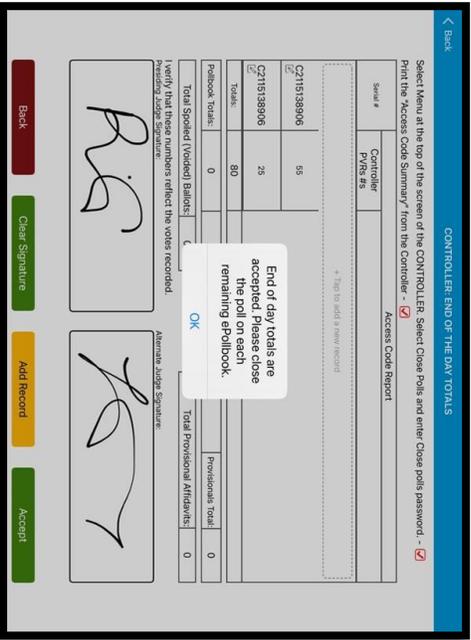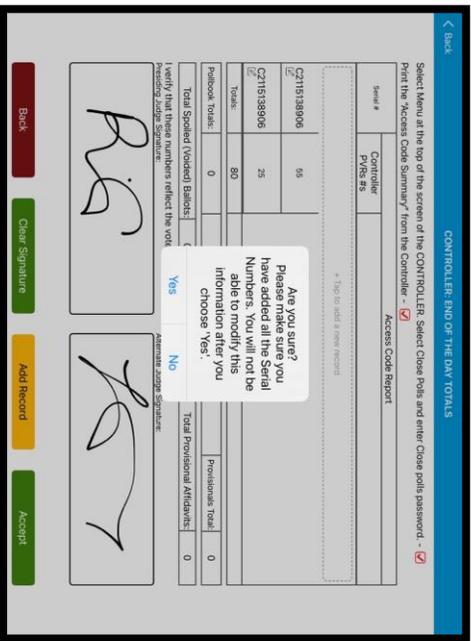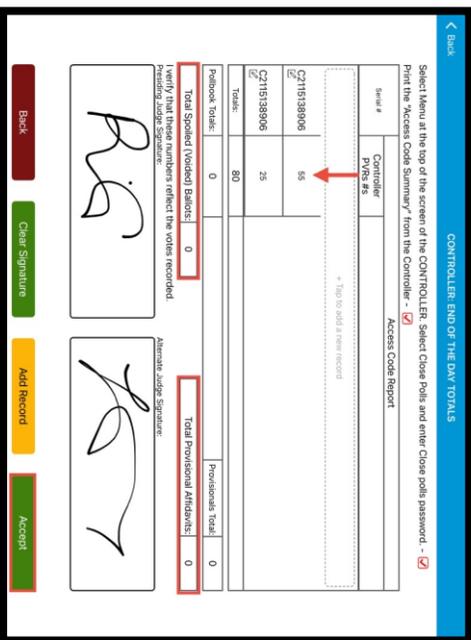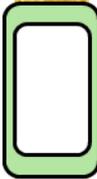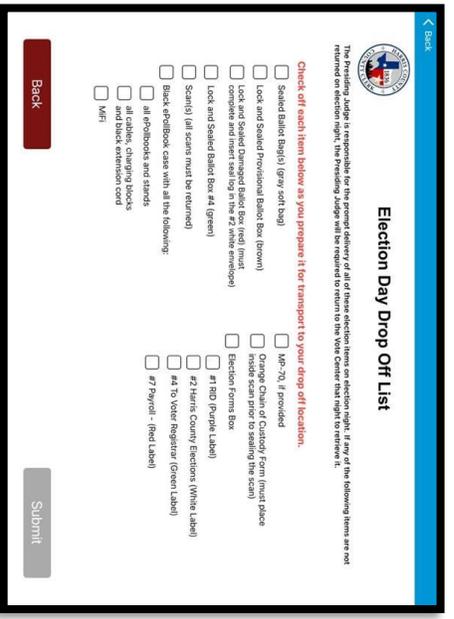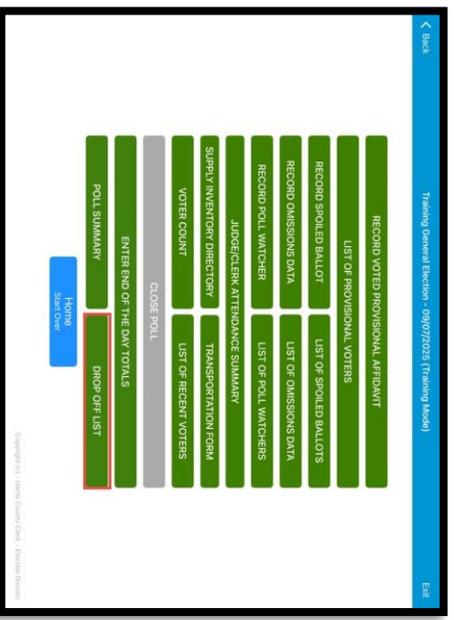
PJ Initials

Together PJ/AJ will complete Election Day Drop Off List on one ePollBook

1. Go to the Judge Admin Menu and select "Drop Off List"

2. **With AJ present**, check off each item as you set it aside for drop-off.

3. 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.'

5. Make sure ePollBook time entries are completed.

6. Close polls on all other ePollBooks; **DO NOT** enter any end-of-day totals on other ePollBooks. Make sure ePollBooks are sleeping by tapping the long, rectangular button on the corner.

Remove ADA Signs and Cones:

PJ Initials ☐

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.	

Prepare to close the Vote Center:

PJ Initials ☐

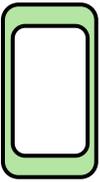| Prepare to close the Vote Center	Election Day 11/04
Ensure paper time sheets have been completed and updated if necessary	
Dismiss Clerks once they have completed all their tasks and recorded their time	
Together PJ/AJ log Equipment Caddy seal number, put seal log in work folder.	
PJ and second Election Worker pack all Items to Return in PJ's car; secure facility, and drive to drop-off site.	

ED

Presiding Judge Printed Name: _____

Poll Code: _____
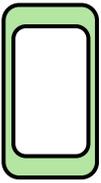
PJ Initials

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 Judge Signature: _____