

Appendix 1 – Extended Voting Hours

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Extended Voting Hours Generally

If a court has ordered extended voting hours, the local board of elections will notify the chief judges. Do not open the extended hours envelope unless you have been instructed to do so by the local board.

1. All voters in line at 8:00 p.m. are not affected by the extended hours order and must be allowed to vote using regular voting procedures.
2. Upon notification of extended hours, the chief judges open the extended hours envelope and follow the instructions.
3. When the last voter in line at 8:00 p.m. votes, **stop** using the scanning units. **Scanning units cannot be used during extended voting hours.**
 - Voters who would have voted a regular ballot (i.e., not provisional) put their ballots in an extended hours envelope.
 - Voters who would have voted a provisional ballot during normal voting hours still vote a provisional ballot and complete a provisional ballot application (marked with an “E”).

During Extended Voting Hours

1. Allow voters to enter the polling place to vote.
2. Keep all signs posted during extended voting hours.
3. Continue to use the electronic pollbook to check in voters who arrive after 8:00 p.m.



All voters must be checked-in as provisional voters.

4. Voters may request to use the ballot marking device during extended voting hours.
5. All voters in line when extended hours end must be allowed to vote. Voters arriving after extended voting hours cannot vote.

Checking-in Extended Hours Voters

1. Issue a provisional ballot on the electronic pollbook using provisional reason code **10**.
 - A. **Change of Address:** If the voter indicates that his or her address has changed, issue the voter a *Voter Update Form* and direct the voter to complete the change of address section of the *Voter Update Form*.
 - If the voter signs the *Voter Update Form*, use provisional reason code **10**.
 - If the voter does not sign the *Voter Update Form*, use provisional reason code **2**.
2. When the voter authority card prints, the **check-in judge** writes “**E**” on the voter authority card.

Issuing Regular Ballots to Voters

An election judge:

1. Gets an extended hours envelope and ballot;
2. Writes on the envelope the voter’s name, birth date, and voter ID number;
3. Checks the envelope to see if the oath for the voter’s signature is present on the outside of the envelope. If the oath is not on the envelope, affix a pre-printed oath sticker to the outside of the envelope (or follow instructions issued by your local board of elections);

4. Gives the voter the completed extended hours envelope and ballot;
5. Takes the voter authority card, checks for the “E,” and puts it in the extended hours voter authority card envelope;
6. Instructs the voter to vote the ballot, place the voted ballot into the extended hours envelope, seal the envelope, sign the oath located on the envelope, and insert the sealed extended hours envelope into the orange provisional ballot transfer bag; and
7. Directs the voter to a designated area to complete the ballot.

Provisional Ballot Voters

If the voter would have been required to vote a provisional ballot during regular voting hours, follow normal procedures to issue a provisional ballot on the electronic pollbook. Enter the applicable provisional reason code (codes 1 through 9). **Do not use code 10 for these voters.**

If the voter would have voted a provisional ballot during regular voting hours, the provisional judge:

1. Takes the voter authority card, checks for the “E,” and puts it in the extended hours voter authority card envelope;
2. Gives the voter a provisional ballot application (marked with an “E”) and instructs the voter to complete the front of the application;
3. Checks the application for the voter’s signature;
4. Completes the “Election Judge” section on the back of the provisional ballot application;

5. Instructs the voter to vote the ballot, place the voted ballot into the provisional ballot envelope, seal the envelope, and return to the provisional judge;
6. Gives the voter a provisional ballot and directs the voter to a designated area to vote; and
7. Instructs the voter to insert the sealed provisional ballot envelope into the orange provisional ballot transfer bag.

Other Duties During Extended Voting Hours

If time permits and doing so does not interfere with extended hours voting:

1. The chief judge may end the election on the scanning units. See *Chapter 11 – Scanning Unit* for more information.
 - Totals reports with the results must be signed, grouped together, and placed in a secure location. Once extended voting hours are complete, post the reports from the scanning units so that the results are visible.
 - Challengers and watchers may observe the ending of the election process on the scanning units. If any observers watch the printing of the totals reports, ask the observers to respect that voters are still voting during extended hours.
2. Other judges may begin to pack miscellaneous supplies that are not needed during extended voting hours.

After Extended Voting Hours

1. Follow normal ending the election and closing procedures for the scanning units, ballot marking devices, and electronic pollbooks.
2. All election judges perform the normal closing procedures.