

Chapter 6 - Check-in Judges

Election Morning Set-up.....	6.2
During Voting Hours	6.3
Important Reminders:	6.3
Voter Update Form	6.4
Issuing a Provisional Ballot	6.6
Voters Who Cannot Sign Any Form(s)	6.8
Closing the Polls	6.9

Election Morning Set-up

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet* found in the precinct binder.

In addition to the election judge manual, a checklist is provided for judges to follow to assist them with required duties. Please use the checklist provided.

1. Assist in setting up for the election as assigned by the chief judges, including:

- Distributing supplies;
- Posting signs; and
- Setting up tables.



Work together so that your polling place is ready to open by 7:00 a.m.

2. Using the *Electronic Pollbook Integrity Report* (located in the precinct binder), verify that the correct electronic pollbooks and printers have been sent to the correct precinct.
3. Set up the individual check-in stations so that each check-in judge has the following:
 - Electronic pollbooks
 - Stylus for the electronic pollbook
 - Printer for the electronic pollbook
 - Extra roll of paper for the printer
 - *Voter Update Forms*
 - *Voter Assistance Forms*
 - Pens
 - Paper

- Stapler (Shared by all Check-In judges and Chief Judges)
 - Election Day Log
4. Follow *Chapter 10 – Electronic Pollbook* to prepare the electronic pollbooks and printers for election day.

During Voting Hours

The check-in judges' responsibilities include:

1. Telling each voter that there is an accessible way to read or mark the ballot.
2. Using the electronic pollbook to look up and verify voter information.
3. Printing voter authority cards from the electronic pollbook.
4. Asking voters to verify the printed information on their voter authority card.
5. Instructing voters to sign their voter authority card.
6. Circling the ballot style and initialing the voter authority cards. Send voter to Ballot Issuance Table.
7. Having voters complete the *Voter Update Form*, if necessary.
8. Directing the voter that must vote a provisional ballot to the provisional/check-in judge.



Do not use the electronic pollbook to look up any person who is not the person you are checking in to vote unless directed by a chief judge. You may be removed and not paid.

Important Reminders:

1. DO NOT ask a voter to show ID unless the voter is marked as "Show ID" in the electronic pollbook.

2. If any voter offers their ID, you may accept it, but the voter must also state his or her name, address, and month and day of birth.
3. If a voter's identity is challenged, alert a chief judge immediately.
Do not process this voter any further.
 - If the challenged voter presents an acceptable ID to the chief judge, continue to check-in the voter.
 - If the challenged voter does not present an acceptable ID to the chief judge, the voter must vote by provisional ballot (use provisional code #8).
4. **If you are working outside of your home precinct, the electronic pollbook will not indicate if you voted early.**




If you have checked-in the wrong voter and have already printed a voter authority card, alert a chief judge immediately.

Voter Update Form

The *Voter Update Form* is used to update information about the voter for future elections. The following information about the voter may be updated using the *Voter Update Form*:

1. Address: If the voter moved within 21 days of election day, complete a *Voter Update Form*. The voter can vote a regular ballot.

 If the voter moved more than 21 days before election day, the voter must be issued a provisional ballot. The provisional ballot application will serve to update the voter's information and no *Voter Update Form* is needed.

“21 Day” dates for the 2018 elections:

Primary Election – If the voter moved prior to June 5, 2018, the voter must be issued a provisional ballot.

General Election – If the voter moved prior to October 16, 2018, the voter must be issued a provisional ballot.

2. Name: The voter's name may have changed (e.g., marriage) or be different (e.g., misspelled) from the information in the electronic pollbook.
3. Date of Birth: The date of birth for the voter may be incorrect in the electronic pollbook. Review the information on the electronic pollbook to make sure you are checking-in the correct voter before issuing a *Voter Update Form* to change a date of birth.
4. Party Affiliation: The voter's party affiliation may be changed for the **next** election.
5. Identification Information: This section of the *Voter Update Form* is completed by an election judge only when the electronic pollbook indicates “ID Required” for the voter. Issue the voter a regular ballot if the voter presents acceptable ID. See *Chapter 10-Electronic Pollbook* for a list of acceptable ID.
6. Death Notice: A voter may report the death of another voter and request that the voter's name be removed from voter registration records. This request will be investigated by the local board of elections before a change is made to voter registration records.

State of Maryland – Voter Update Form

Note: Have the voter fill out the applicable section and sign and date at the bottom.

Voter Information	Election Judges fill in this section: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Voter ID # _____ Last Name _____ First Name _____ Middle Name _____ Date of Birth _____ </div>
Change of Address	<div style="display: flex;"> <div style="flex: 1;"> <input type="checkbox"/> Check here if you moved within 21 days of the election. Provide your new address below: Residence Address: _____ Mailing Address (if different): _____ City, State ZIP: _____ Telephone Number: (Day) _____ (Evening) _____ </div> <div style="flex: 1; font-size: 0.8em;"> NOTE: If you moved more than 21 days before election day, you have two choices: Go to an early voting center in your county or your new precinct on election day, OR vote a provisional ballot here. If you vote a provisional ballot here, only those contests for which you are eligible to vote will be counted. </div> </div>
Change of Name/Date of Birth	<div style="display: flex; justify-content: space-between; margin-top: 5px;"> Last Name _____ First Name _____ Middle Name _____ Date of Birth _____ </div>
Change of Party Affiliation	For future elections, I want my party affiliation to be: <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Constitution Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other-Specify: _____
Identification Information	<div style="font-size: 0.8em;"> Election Judge Use Only – ✓ Indicate the type of ID provided only if “ID required” is specified on the VAC or precinct register. Photo ID – There is no requirement that the photo ID have an address or, if there is an address, that the address match the address on the VAC or this form. </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Maryland Driver's License or MVA ID Card - # _____ <input type="checkbox"/> Other Photo ID –Type _____ </div> <div style="width: 50%; font-size: 0.7em;"> Non Photo ID – The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form. <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check <input type="checkbox"/> Other Government Document – Type _____ </div> </div>
Death Notice	I, _____, Print Name _____, confirm that the voter listed above is deceased and therefore request that the voter's name be removed from the voter registration records. Relationship to the deceased: _____
Signature of Voter	I affirm under penalty of perjury that the information on this form is true and correct. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Signature of Voter _____ Date _____ </div>

Voter Update Form – Sample

Issuing a Provisional Ballot

Some situations require a voter to vote by using a provisional ballot. Examples include “pending” status voters and voters not in their registered precinct.

Check-in judges are required to send a provisional voter to the provisional judge to issue the voter authority card. **Check-in judges ARE NOT TO ISSUE VOTER AUTHORITY CARDS FOR PROVISIONAL VOTERS.**

There are also situations where the electronic pollbook will allow a voter to be issued a regular ballot, but the voter should be issued a provisional ballot instead. Examples include:

- Voters whose status is “Active (or Inactive)-Show ID” and are unable to present an acceptable ID;
- Voters who are challenged by a poll watcher and are unable to present an acceptable ID;
- Extended hours voters; and

- During a primary election, voters claiming a different party affiliation than what is shown in the electronic pollbook.



If a voter cannot be found in the electronic pollbook, alert a chief judge immediately. The chief judge will call the local board of elections office for further verification of a voter's status. Voters who are not found in the electronic pollbook may only be issued a provisional ballot. See *Chapter 10 – Electronic Pollbook* for more information.

If the voter must vote a provisional ballot, it is very important to enter the correct provisional ballot reason code number into the electronic pollbook. **Refer to the chart on the next page:**

Reason Code	Provisional Ballot Reason
1	Not listed on the precinct register
2	Listed but indicated a change of address (not applicable during Early Voting)
3	Listed but claims a different party affiliation (primary election only)
4	Listed as “ABS Issued,” “Reg Issued,” “PROV”, or “Voted Early”
5	Listed as “Active” or “Inactive” and “Show ID” and unable to provide sufficient ID
6	Listed as “Pend1” (“Show ID” on Voter Details screen)
7	Listed as “Pend2” (“Need DL#/SSN#” on Voter Details screen)
8	Identity challenged and cannot provide acceptable form of ID
9	Other
10	Voted during extended hours

Voters Who Cannot Sign Any Form(s)

1. If a voter is unable to sign his or her voter authority card, *Voter Update Form*, or any form(s), ask the voter to make an “X” or similar mark on the signature line. This mark is acceptable as that individual’s signature.
2. When voters are unable to make a mark, use the labels provided in the check-in judge folder to place on the back of the forms the voters are to sign:

6.8 Check-in Judges

- On the voter authority card: “This voter is qualified to vote but is unable to sign his or her name.”
- On all other forms except the voter authority card: “This voter is unable to sign his or her name.”
- Sign your name and write the date under the statement.



Always ask the voter before assisting. Do not assume a voter cannot sign his or her own name.

- Follow regular check-in procedures and inform the voter when a signature is required. Let the voter inform you if he or she cannot sign his or her name.
- If the voter is blind or has low vision, the voter may ask you to guide his or her hand to the location on the paper in order for the voter to sign. **Never grab the voter’s hand or pen, or attempt to guide the voter’s hand when not requested to do so by the voter.**

Closing the Polls

All voters who are in the check-in line by 8:00 p.m. are permitted to vote. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed.

1. Print and sign the *Consolidated Ballot Counts Report* and *Consolidated Voter Counts Report* and attach them to the *Electronic Pollbook Integrity Report*.
2. Assist voting judges with counting ballots and completing the *Ballot Closing Certificate*.
3. Upon the chief judges’ instructions, shut down and pack up the electronic pollbooks and printers. Follow all instructions

in pollbook step-by-step guide or *Chapter 10 – Electronic Pollbook Chapter* to properly close the polls. Election Field Support personnel will remove the compact flash cards (CF cards) before you pack away the pollbooks.

4. Complete the *Electronic Pollbook Integrity Report* and give it to the chief judges.
5. Pack all other check-in supplies.
6. Assist in closing the polls according to the chief judges' instructions.



Extended voting hours may be ordered. When this occurs, all election judges must continue to work. All voters who are in the check-in line at the time extended voting hours end are permitted to vote. See *Appendix 1 – Extended Hours* for additional information.