

Chapter 6 - Check-in Judges

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6.1 Same Day Registration

Same day registration allows individuals to register and vote on election day. To register to vote a regular ballot on election day, an individual must:

- Register at the assigned polling place where he or she lives;
- Show a current Maryland driver's license or MVA ID card or an official document that meets the requirements established by the State Board of Elections; and
- Be a pre-qualified voter in the electronic pollbook.

The Carroll County Board of Elections will decide which election judges will be responsible for same day registration. Those election judges will be trained to follow the same day registration procedures.

6.2 Election Morning Set-up

All tasks are supervised by the chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

In addition to the *Election Judges' Manual*, a checklist is provided for judges to follow to assist you with required duties. Please use the checklist provided.

1. Help set up for the election as assigned by the chief judges, including:
 - Lay out supplies
 - Post signs
 - Set up tables



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

2. Check that the correct electronic pollbooks and printers have been sent to the right precinct using the *Electronic Pollbook Integrity Report* located in the check-in folder.

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3. Set up the individual check-in tables. Check-in judges should have the following:
 - Electronic pollbooks
 - Stylus for the electronic pollbook
 - Printer for the electronic pollbook
 - Extra roll of paper for the printer
 - *Voter Update Forms*
 - Envelope for completed *Voter Update Forms*
 - Qualified but unable to sign labels
 - Unable to sign the voter authority card labels
 - *Voter Assistance Forms*
 - Pens
 - Paper
 - Stapler – found in the pencil box will all the judge supplies
 - *Election Day Log*
4. Prepare the electronic pollbooks and printers for election day using the instructions in *Chapter 10 – Electronic Pollbook*.

6.3 During Voting Hours

The check-in judges must:

- Use the electronic pollbook to look up and check voter information.
- Print voter authority cards from the electronic pollbook.
- Ask voters to check the printed information on their voter authority card.
 - For voters who are unable to read the information on their voter authority card, read the printed information on the

voter authority card to the voter and ask the voter to confirm that the information is correct.

- Tell voters to sign their voter authority card. *See Section 6.6 - Blind/Low Vision Voters and Voters Who Cannot Sign Any Form(s)* below for information about how to assist voters who are unable to sign their voter authority cards.
- Circle the ballot style.
- Write your initials on each voter authority card.
- Send the voter to the ballot issuance table.
- Have voters fill out the *Voter Update Form*, if needed.
- Direct the voter who must vote a provisional ballot to the provisional ballot judge.



Only use the electronic pollbook to look up the voter you are checking in. You may not look up any other person unless you are directed by a chief judge. If you look up anyone else, you may be removed from being an election judge and not be paid.

6.3.1 Important Reminders

- **DO NOT** ask a voter to show ID **unless** the voter is marked as “Show ID” in the electronic pollbook.
- If any voter offers their ID, you may accept it. However, the voter **must** also say his or her name, address, and month and day of birth.
- If a voter’s identity is challenged, tell a chief judge right away. **Do not check-in this voter any further**, except as specified below:
 - If the challenged voter provides an acceptable ID to the chief judge, continue to check-in the voter.
 - If the challenged voter does not provide an acceptable ID to the chief judge, the voter must use a provisional ballot (use provisional code #8) *but should still be checked in*.

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- **If you are working outside of your home precinct, the electronic pollbook will not show if you voted during early voting.**



If you checked in the **wrong voter** and have already printed a voter authority card, **tell a chief judge right away.**

6.4 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* if the information on file for that voter is not correct:

1. **Address:** If the voter moved **less than 21 days before election day**, fill out a *Voter Update Form*. The voter can use a regular ballot.



If the voter moved more than 21 days before election day, the voter must use 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 2022 elections:

Primary Election – If the voter moved on or before June 28, 2022, the voter must vote a provisional ballot.

General Election – If the voter moved on or before October 18, 2022, the voter must vote a provisional ballot.

2. **Name:** The voter's name may have changed (perhaps due to marriage) or be different (perhaps it was misspelled) from the information in the electronic pollbook.
3. **Date of Birth:** The date of birth for the voter may not be right in the electronic pollbook. But, check the information on the electronic pollbook to **make sure** you are checking in the correct voter. For example, some parents and children may have the same name and live at the same address, but have different dates of birth. Then give the voter a *Voter Update Form* to change the date of birth.

4. **Party Affiliation:** The voter’s party affiliation may be changed for the **next** election. It cannot be changed for the current election.
5. **Identification Information:** If the electronic pollbook indicates “ID Required” for the voter, then fill out the “Identification Information” section of the *Voter Update Form*. Give 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 ask that the voter’s name be removed from voter registration records. This request will be investigated by the Carroll County Board of Elections before the voter registration record is changed.

Figure 1 - Voter Update Form

State of Maryland – Voter Update Form	
<small>Note: Have the voter fill out the applicable section and sign and date at the bottom.</small>	
Voter Information	Election Judges fill in this section: Voter ID # _____ Last Name _____ First Name _____ Middle Name _____ Date of Birth _____
Change of Address	<input type="checkbox"/> Check here if you moved within 21 days of the election. Provide your new address below: Residence Address: _____ NOTE: If you moved more than 21 days before election day, you have two choices: Mailing Address (if different): _____ 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. City, State ZIP: _____ Telephone Number: (Day) _____ (Evening) _____
Change of Name/Date of Birth	Last Name _____ First Name _____ Middle Name _____ Date of Birth _____
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"/> Working Class Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Green Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other-Specify: _____
Identification Information	Election Judge Use Only – ✓ Indicate the type of ID provided only if “ID required” is specified on the VAC or precinct register <small>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.</small> <input type="checkbox"/> Maryland Driver’s License or MVA ID Card - # _____ <input type="checkbox"/> Other Photo ID –Type _____ <small>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.</small> <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 _____
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. _____ Signature of Voter _____ Date _____

6.5 Issuing a Provisional Ballot

In some situations, a voter must use a provisional ballot. Examples include voters with a “pending” status and voters who are not in their registered precinct.

Check-in judges are required to send a provisional voter or a same day registration voter to the provisional judge to issue a voter authority card. **Check-in judges are NOT to issue voter authority cards for provisional voters or same day registration voters.**

Sometimes 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:

- A voter whose status is “Active (or Inactive)-Show ID”, but the voter is unable to show an acceptable ID.
- A voter who is challenged by a watcher, but the voter is unable to show an acceptable ID.
- A voter who voted during extended hours.
- During a primary election, a voter who claims a different party affiliation than what is shown in the electronic pollbook.



If a voter cannot be found in the electronic pollbook, tell a chief judge right away. The chief judge will call the Carroll County 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.

6.6 Blind/Low Vision Voters and Voters Who Cannot Sign Any Form(s)

Follow regular check-in procedures and tell the voter when a signature is needed. Let the voter tell you if he or she cannot sign his or her name. Magnifiers are available from the voting judges if a voter who is blind or has low vision needs assistance using a magnifier.

If the voter is **blind or has low vision**, on all forms requesting a voter signature, place the tip of a pen at the beginning of the signature line and inform the voter you have done so. Then allow the voter to take control of the pen, rather than guiding the voter’s hand to the signature line.

If a voter is **unable to sign** his or her voter authority card, *Voter Update Form*, or any other form(s), ask the voter to make an “X” or similar mark on the signature line. This mark is acceptable as that voter’s signature.

When voters are **unable to make a mark**, put one of the labels found in the check-in judge folder on the back of the form the voters are supposed to sign:

- **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.



If a voter cannot read the voter authority card because the print is too small, and insists on being able to read and sign the voter authority card, tell the chief judge. If the polling place has a copy machine, the chief judge can enlarge the voter authority card so that the voter is able to see it better. After the voter signs the copy of the voter authority card, the check-in judge will staple the original voter authority card printed from the electronic pollbook to the enlarged, signed copy.



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

6.7 Closing the Polls

All voters who are in the check-in line by 8:00 p.m. are allowed 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* from each electronic pollbook. Attach them to the *Electronic Pollbook Integrity Report*.
2. Assist voting judges with counting ballots and completing the *Ballot Security and Information Opening and Closing Certificates*.
3. When the chief judges tell you, shut down and pack up the electronic pollbooks and printers. Follow all instructions in the *Electronic Pollbook Step-by-Step Guide* or *Chapter 10 – Electronic Pollbook* to properly close the polls. The election field support

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personnel will remove the compact flash cards (CF cards) and may assist with packing the electronic pollbooks.

4. Fill out the *Electronic Pollbook Integrity Report*. Give it to the chief judges.
5. Pack all other check-in supplies.
6. Help close the polls by doing anything else the chief judges ask you to do.



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