

Forms and Signs **13**

- Samples of forms to be completed by Election Judges
- Samples of signs to be posted in the polling place

FORMS

The following pages contain samples of forms to be used in the conduct of the election as specified by the Board of Elections. Forms designated (SBE) are required by the State Board of Elections.

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Affidavit for Challenger and Challenged Voter (SBE) – used by Chief Judge to document the challenge of a voter’s identity. On Election Day, form is located in the Chief Judge Document Jacket in the Red Bag.

State of Maryland 

Affidavit for Challenger & Challenged Voter

Under § 10-312 of the Election Law Article, an individual may challenge another individual’s right to vote on the basis of the individual’s identity. If the challenged voter is unable to present one of the required forms of identification, the challenger must complete Part I of this form, and the challenged voter must complete Part II. A Chief Judge must witness the challenger and the challenged voter signing the affidavit and may provide additional information in Part III.

Part I: Affidavit by Challenger

Name of Challenger: _____

Street Address: _____

City _____ State _____ Zip _____

Telephone Number _____ Date of Birth _____

Name of voter whose identity is being challenged: _____

Why do you believe that the voter named above is not whom he or she claims to be? Be specific.:

I do solemnly swear or affirm under penalties of perjury that the information provided in this affidavit is true.

| | |
|---|-----------------------------------|
| _____ Signature of Challenger | _____ Date |
| Witnessed by: _____ Name of Chief Judge (please print) | _____ Signature of Chief Judge |

Part II: Affidavit of Challenged Voter

Name of Voter: _____ Date of Birth: _____

Provide any information that would help the Local Board of Canvasser in making a determination about this challenge:

I do solemnly swear or affirm under penalties of perjury that I am the voter whose name appears above.

| | |
|---|-----------------------------------|
| _____ Signature of Voter | _____ Date |
| Witnessed by: _____ Name of Chief Judge (please print) | _____ Signature of Chief Judge |

Part III: Chief Judge Section Only – If you have any information that would be helpful to the Local Board of Elections in making a determination about this challenge, please provide in the space below.

SBE 10-312 Rev. 5/06

Certificate of Participation (SBE) – to be issued to voters to verify appearance in the polling place on Election Day. On Election Day, form is located in the Chief Judge Document Jacket in the Red Bag.

STATE OF MARYLAND
CERTIFICATE OF PARTICIPATION

In the _____ Election
held on _____, _____

This is to certify that _____,
a registered voter in the _____ Election District (Ward) of _____ Precinct in the
_____ County (Baltimore City), voted at _____ A.M./P.M.
today.

Judge of Election Signature

Voter's Authority Card No. _____

The information contained in this certification may be verified by calling the Board of Elections.
Telephone Number _____

SBE-10-315-1 Rev. 1/04

ESTADO DE MARYLAND
CERTIFICADO DE PARTICIPACIÓN

En la elección _____
llevada a cabo el _____

El presente es para certificar que _____,
un votante registrado en el Distrito Electoral _____ del recinto _____
en el condado de _____ (Ciudad de Baltimore), votó a la(s) _____ A.M./P.M.
el día de hoy.


Firma del juez electoral

No. de verificación de votante _____

La información contenida en esta certificación puede ser verificada llamando a la Junta electoral.
Número de teléfono _____

SBE-10-315-1 Rev. 1/04

Chain of Custody Form – initiated by Chief Judges to account for all critical items. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

| | |
|---|---|
|  | Board of Elections - Presidential General Election Precinct Chain of Custody Form |
| District-Precinct: _____ | |
| Critical Materials | |
| <input type="checkbox"/> Total number of Voting Unit PC Memory Cards _____ and Modem Card <i>Note: If unable to retrieve a memory card from a Voting Unit, pack up Voting Unit with the memory card and give the entire unit to Closers to return to the BOE.</i> | |
| <input type="checkbox"/> Total number of Pollbooks _____ <i>Includes power bricks and cords</i> | |
| <input type="checkbox"/> Orange (locked) Provisional Voted Ballot Bag _____ | |
| <input type="checkbox"/> Black Case _____ (Containing all PC Memory Cards and the Modem Card) | |
| <input type="checkbox"/> Red Bag <i>Includes the items below</i> <ul style="list-style-type: none"> ▪ Voter Authority Envelopes from Voting Units with Voter Authority Cards (paper) inside ▪ Voter Access Cards ▪ Red Document Folder (includes <i>Payroll sheet, Electronic Pollbook Integrity Report, Voting System Integrity Report, Closing Totals Report, Provisional Ballot Certificate</i>) ▪ Document Jacket (Brown Accordion Folder) | |
| Non-Critical Materials | |
| <input type="checkbox"/> Orange Bag - Provisional Voting Supplies | <input type="checkbox"/> Printer Case(s) <i>Includes the items below</i> <ul style="list-style-type: none"> ▪ Printers ▪ Power bricks/cords ▪ Hubs and USB cables |
| <input type="checkbox"/> Green Bag - General Polling Place Supplies | |
| <input type="checkbox"/> Blue Bag - Signs | |
| Refer to "Closing the Polls" sections of the Red Bag, Orange Bag, Green Bag, Blue Bag and Document Jacket Checklists for complete list of contents. | |
| Relinquished By: | |
| _____ Democratic Chief Judge | _____ Republican/Other Chief Judge |
| Received By: | |
| _____ Democratic Closing Judge | _____ Republican/Other Closing Judge |
| Time Received by BOE: _____ Staff Initial: _____ | |
| Pink copy to Chiefs. Closers: Keep form easily accessible. Hand to BOE official. BOE will retain original and return yellow copy to you. | |

Chief Judge Election Day Log – used by Chief Judges to record polling place incidents and/or problems. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

| Chief Judge Election Day Log | | | |
|--|--|----------------------|------------------|
| Do NOT record re-issued, cancelled, or other problem VACS on this log. Record them in the Problem VAC Log. | | | |
| Time Incident Occurred | Description of Incident and Resolution | Chief Judge Initials | Staff or Witness |
| a.m. p.m. | | | |
| a.m. p.m. | | | |
| a.m. p.m. | | | |
| a.m. p.m. | | | |
| a.m. p.m. | | | |
| a.m. p.m. | | | |
| a.m. p.m. | | | |

SAMPLE

Forms and Signs

Chief Judge Problem VAC Log– used by the Chief Judges to record cancelled voter authority cards. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

Chief Judge Problem VAC Log - 2012

WRITE CANCELLED ON VAC. WRITE REASON BELOW – Place in Problem VAC Envelope

| Voter's Name (Please Print) | Voter ID # | Reason/Resolution - Ballot Cancelled or Wrong Voter | Original VAC | |
|-----------------------------|------------|---|--------------|-----------|
| | | | EPB # | TS Unit # |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Place VAC in Envelope Labeled "Problem VACs"

Chief Judge Report of Operations – used by Chief Judges to record polling place incidents and/or problems. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

| CHIEF JUDGE REPORT OF OPERATIONS | | | |
|---|--|---|---|
| Primary Election 2012 | | | |
| District/Precinct Number: _____ | | | |
| 1. | Were you able to get in at 6:00 AM? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If no, why not? _____ |
| 2. | Did Polls open on time at 7:00 AM? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If no, why not? _____ |
| 3. | Did Polls close on time at 8:00 PM? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If no, why not? _____ |
| 4. Equipment: | | | |
| | Was it there? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Condition: Good <input type="checkbox"/> Fair <input type="checkbox"/> Other: _____ |
| | Were there sufficient numbers and types of items? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If no, what was needed? _____ |
| | Number of AccuVote –TS Voting Units delivered? | <input type="checkbox"/> All used all day? Yes <input type="checkbox"/> No <input type="checkbox"/> | If no, how may shut down? <input type="checkbox"/> |
| | Number of Electronic Poll Books delivered? | <input type="checkbox"/> All used all day? Yes <input type="checkbox"/> No <input type="checkbox"/> | If no, how may shut down? <input type="checkbox"/> |
| 5. Polling Place: Was it | | | |
| | Staffed by a building service worker during Election Day? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | Clean? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | Sufficiently lighted? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | With ample parking? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | Spacious for proper set-up? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | Number/Type Electrical Outlets Sufficient? | Yes <input type="checkbox"/> No <input type="checkbox"/> | How many outlets? _____ |
| | Fax Line Available? Yes <input type="checkbox"/> No <input type="checkbox"/> | Easy Access? Yes <input type="checkbox"/> No <input type="checkbox"/> | Location? _____ |
| | Were there comments about vehicular traffic problems? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, what? _____ |
| | If you feel the current polling place is inadequate, suggest an alternative. _____ | | |
| 6. Voters: | | | |
| | Did you assist voters with voting? | Yes <input type="checkbox"/> No <input type="checkbox"/> | About how many? _____ |
| | Did you have voters who used the Visually Impaired Ballot Station? | Yes <input type="checkbox"/> No <input type="checkbox"/> | About how many? _____ |
| | Did you have requests for paper ballots? | Yes <input type="checkbox"/> No <input type="checkbox"/> | About how many? _____ |
| 7. | Did Voters call BOE for registration information? | Yes <input type="checkbox"/> No <input type="checkbox"/> | How much time did you spend on the phone? _____ |
| 8. | Were Challengers & Watchers present during the day? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 9. | Were any non-related election activities such as media present during the day? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | If so, describe: _____ | | |
| 10. | Did you have problems with unauthorized persons entering the polling room? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Who? _____ |
| 11. | Were there sellers present during the day? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |

Closing Totals Report – completed by Chief Judges at the end of the election to certify the election. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

Closing Totals Report

Precinct Integrity Report

Section I – Voter Authority Card Data

Use the Voter Authority Card (Paper) Worksheet and the Provisional Ballot Worksheet to complete this section. Refer to "Completing Closing Totals Report Section I – Pollbook Voter Authority Card Data" in the Quick Start Toolkit.

| Source | | | | | Totals |
|--|--|--|--|---|--------|
| Voting Units (from VAC Worksheet) | | | | | A |
| Provisionals (totals from Provisional Ballot Cert. Side 2) | | | | | B |
| Totals | | | | = | C |

Section II – Pollbook Data

Use the Consolidated Voter Counts Report printed from the Pollbook to complete this section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Print Voter Counts Report". Refer to "Completing Closing Totals Report Section II – Pollbook Data" in the Quick Start Toolkit.

| | Total Checked In (Total) | Regular Touchscreen (Reg-TS) | Provisional Voters | |
|---------------|--------------------------|------------------------------|--------------------|--|
| | | | | |
| | | | | |
| | | | | |
| Totals | D | E | F | |

Section III – Voting Unit Data

Use the Accumulated Results Report/Tape from the voting units to complete this section. Refer to "Completing Closing Totals Report Section III – Voting Unit Data" in the Quick Start Toolkit.

| | |
|--|---|
| Total "Ballots/Public Counter" ALL Voting Units (from Accumulated Results Report/Tape) | G |
|--|---|

Note: Totals in boxes A, E and G should be about the same. Explain differences, if any, in Chief's Log.

To the best of my knowledge, this information is true and correct.

 DEM Chief Judge

 REP/OTHER Chief Judge

Election Judge Sign-Up Sheet – used to sign up voters interested in serving as Election Judges. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

| Election Judge Sign-up Sheet | | |
|--|---------|-----------------------|
| 2012 Presidential General Election | | |
| If you are interested in serving as an Election Judge, please print your name, address, and email or phone number below. Note: This form will not update your information in voter registration files. Thank you. | | |
| Print Name | Address | Email or Phone Number |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Chief Judges: Please place this sign-up sheet on the Voter Information Table and invite voters who are interested to complete the information requested. Return this form in the Document Jacket.

Forms and Signs

Electronic Pollbook Integrity Report (front) – used to record opening information, changes to the Inner seal during Election Day and closing information for the electronic Pollbooks. On Election Day, form is located inside the printer case.

ELECTRONIC POLLBOOK INTEGRITY REPORT

Before: A bipartisan team of election judges must complete this form; print and sign the Zero Reports from each pollbook and attach them to this form BEFORE the polls open.
After: A bipartisan team of election judges must complete this form; print and sign the Totals Reports from one pollbook and attach it to this form AFTER the polls close.

County: Montgomery District/Precinct: — Primary/General Election —

| Part 1: Opening Information | | | | | Part 2: During | | Part 3: Closing | | | LBE ONLY | | |
|---|---|--|---|---------------------------------|----------------|---|------------------|---|---------------------------------|----------|---|-------------|
| 1 | 2 | 3 | 4 | 5 | | 1 | 2 | 1 | 2 | | | |
| Verify Luggage Tag Election District & Precinct Correct | Verify Storage Case Outer Red Seal is intact and matches. Remove and discard. | Verify State Asset Tag # (label on front of Pollbook) matches. | Verify Inner Red Seal is intact (on top lid of pollbook) and matches. DO NOT REMOVE. | Initials of BOTH judges. | | If Inner Seal was removed during the day please record reason here. If more room is needed use back of this form. | New Inner Seal # | To Secure Pollbook Case, Obtain NEW Red Plastic Outer Seal from Chief, record #. | Initials of BOTH judges. | | Receiving Official: Initial to confirm delivery to LBE. | |
| ED/P | Red Seal # | State Asset Tag # | Inner Seal # | DEM | REP/ OTH | Record | | Red Seal # | DEM | REP/ OTH | CF Card | E Poll book |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Report any discrepancy to Chief | | | | | | | | | | | | |

6. To the best of my knowledge, information at the time of opening IS TRUE and ACCURATE; and (after Pollbooks were turned on) ALL Statistics for "Ballots," "Cards," and "Voters" were Zero on each Pollbook before the polls opened.

_____ DEM Chief Judge _____ REP/OTH Chief Judge

3. To the best of my knowledge, the information at the time of closing IS TRUE and ACCURATE.

_____ DEM Chief Judge _____ REP Chief Judge

When COMPLETE, place in Chiefs' Red Document Folder.

 Authorized Local Board of Elections Personnel

 Authorized Local Board of Elections Personnel

Electronic Pollbook Integrity Report – During Voting Hours (back) – used to record reason why the Inner Seal of the Electronic Pollbook was removed, if additional room is needed for explanation.

Part 2
**During Voting Hours
 Changes to Inner Seal**
 (Only if Necessary)

County: Montgomery

General Election 2012

District/Precinct: _____

| Electronic Pollbook Serial # (label on pollbook) | Reason Inner Seal was removed |
|--|-------------------------------|
| Record | Record |
| | |
| | |
| | |
| | |
| | |
| | |

SAMPLE

To the best of my knowledge, the information on Part 2 of this Electronic Pollbook Integrity Report is true and accurate.

 DEM Chief Judge

 REP/OTH Chief Judge

Polling Room Sign-in (page 1) – used by Chief Judges to record expected Official Visitors to the polling place. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

District /Precinct ____
Polling Room Sign-in

Mandatory for all Persons Entering the Polling Room

**Presidential General Election
November 6, 2012**

Use reverse for other visitors:

| <u>Position</u> | <u>Name</u> | <u>Time</u> | | |
|--|-------------|----------------------|----------------|-----------------|
| Technical/BOE Staff | _____ | _____ | | |
| | _____ | _____ | | |
| | _____ | _____ | | |
| Board of Supervisor of Elections Board Members | _____ | _____ | | |
| | _____ | _____ | | |
| | _____ | _____ | | |
| Challengers/Watchers: | | | | |
| | <u>Name</u> | <u>Designated by</u> | <u>Time In</u> | <u>Time Out</u> |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Polling Room Sign-in (page 2) – used by Chief Judges to record Unofficial Visitors/Observers to the polling place. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

Polling Room Sign-in

Mandatory for all Persons Entering the Polling Room

**Presidential Primary Election
November 6, 2012**

Use this page (2) for Unofficial Election Day Visitors/Observers
(Candidates, Foreign Dignitaries, Media and all Others)

| <u>Name</u> | <u>Representing</u> | <u>Time</u> |
|-------------|---------------------|-------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SAMPLE

Precinct Unofficial Turnout Report - used by Chief Judges to record voter turnout statistics from electronic pollbook at 10:00 AM and 3:00 PM. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

Precinct Unofficial Turnout Report
REPORTAJE NO-OFICIAL DE VOTACIÓN

(Post for Public Viewing)

| | |
|--|--|
| Primary Election * Elecciones Primarias | General Election Elecciones Generales |
|--|--|

01-01
District/Precinct
Distrito/Precinto

At 10:00 AM and 3:00 PM

Print the
***Consolidated Voter's Count
Report*** from one pollbook and
attach here.

SAMPLE

Provisional Ballot Certificate – Side 2 (page 2) – used by Chief Judges and Provisional Judges to certify provisional balloting. Form is located in the Chief Judge Red Document Folder.

Provisional Ballot Certificate – Side 2

Chief Judges: sign AFTER the polls are closed.

We hereby certify that:

1. The provisional ballot bag has been locked and under the control of an election judge at all times during the day.
2. ALL provisional ballots have been under the control of an election judge at all times during the day.
3. ALL spoiled ballots were placed in the spoiled ballot envelope.
4. ALL unvoted provisional ballots were counted and secured.
5. The following Voter Authority Cards (VACs) data relates to Provisional Voting:

| | Regular Hours | | | Extended Hours | | | 7. Election Total (Column 3 + 6) |
|---------------------------------------|------------------------|------------------------------------|-------------|------------------------|------------------------------------|-------------|--|
| | 1. Pollbook VACs | 2. Orange Substitute VACs | 3. Total | 4. Pollbook VACs | 5. Orange Substitute VACs | 6. Total | |
| Total Provisional VACs | | + | = | | + | = | |

1. Enter data in columns 1 and 2. (If appropriate, enter data in columns 4 and 5.)
2. Add columns 1 and 2. Record in Column 3. (If appropriate, add Columns 4 and 5 and record in Column 6.)
3. Add totals in columns 3 and 6. Record in column 7.
4. Transfer total in column 7 to Closing Totals Report, Section 1.

Record New Seal Number on Provisional Ballot Transfer Bag: _____

To the best of my knowledge, the above information is true and correct.

DEM Chief Judge

REP/OTH Chief Judge

Complete BOTH sides of this Form.

Provisional Spoiled/Void Ballot Envelope – used to record spoiled/voided provisional ballots. On Election Day, form is located in the Spoiled Provisional Ballot Envelope in the Orange Bag.



Board of Elections
Montgomery County, Maryland

**PRESIDENTIAL GENERAL ELECTION
November 6, 2012**

SPOILED PROVISIONAL BALLOT ENVELOPE


Spoiled Ballot = Ballot spoiled, torn, marked in error by voter and returned to Provisional Judge for a replacement ballot.

DISTRICT / PRECINCT NO. _____ / _____

| SPOILED BALLOTS | |
|--------------------------------|----|
| LIST CARD STUB SEQUENCE NUMBER | |
| 1 | 19 |
| 2 | 20 |
| 3 | 21 |
| 4 | 22 |
| 5 | 23 |
| 6 | 24 |
| 7 | 25 |
| 8 | 26 |
| 9 | 27 |
| 10 | 28 |
| 11 | 29 |
| 12 | 30 |
| 13 | 31 |
| 14 | 32 |
| 15 | 33 |
| 16 | 34 |
| 17 | 35 |
| 18 | 36 |

SAMPLE

Rules for Security Behavior for All Election Judges (SBE) (page 1) – required certification for Election Judges. On Election Day, form is located in the Chief Judge Document Jacket in the Red Bag.

| | |
|--|--|
|  | RULES OF SECURITY BEHAVIOR FOR ALL TYPES OF ELECTION JUDGES |
| This form must be read and signed by all judges. | 2012 Presidential Election Cycle |
| County: _____ | Name: _____ |
| SECURITY RULES FOR ALL TYPES OF ELECTION JUDGES: | |
| <ol style="list-style-type: none">1. Always wear the name tag provided by the local board of elections and carry photo ID with you while performing your duties as an election judge.2. Do not deviate from the approved Election Judges Manual or training without the written approval of the State Administrator of Elections.3. Ensure that all required paperwork, including the Voting Systems Integrity Report, the Electronic Pollbook Integrity Report and the Election Day Log is accurate and complete.4. Immediately report any security practice anomalies (i.e., incomplete or missing paperwork, voided tamper tape, missing supervisors cards, or encoders (if used), unsecured facilities with election day voting equipment, etc.) Monitor and secure all Election Day materials throughout the duration of the day. Immediately report any suspicious activity to the local board of elections and record in the Election Day Log.5. Only use voter access cards provided by the local board of elections.6. Inspect and ensure ALL tamper tapes, seals and voting units are secure, intact and are accounted for through-out election day. Identify and do not use a voting unit that has missing or damaged tamper tape. Notify local election board immediately.7. Do not allow any unauthorized person to touch the electronic pollbooks. A voter shall only be permitted to handle his or her own voter access card, voter authority card and/or ballot.8. If you have a problem printing the Zero or Totals Reports, removing a memory card, or compact flash card contact the Help Desk or Election Field Support immediately and record it on the Election Day Log.9. Ensure ALL provisional ballots are returned to the local board of elections. Secure ALL unvoted and spoiled provisional ballots, voter authority cards, and the provisional ballot bag with voted ballots.10. Do not share confidential supervisors passwords with anyone and keep in sealed envelope until needed. Store separately from supervisors card. Do not leave supervisors card unattended or in a voting unit. Do not give to anyone other than the Election Director or a designated representative of the local board of elections.11. Ensure ALL supervisor cards, memory cards, voter access cards, and compact flash cards are placed in the Chief Judges' Portfolio and returned to the local board of elections with all materials as instructed by the local board of elections. | |
| I have read the Rules of Security Behavior for Election Judges and agree to follow the rules that are applicable to my duties. | |
| _____ Signature | _____ Date |
| Revised 9/6/11 | |

Rules for Security Behavior for Election Judges (SBE) (page 2) – required certification for Election Judges. Form is located in the Chief Judge Document Jacket in the Red Bag.

ELECTION JUDGE OATH. Please read, complete and sign.

I, _____, a registered voter residing in the State of
(PLEASE PRINT)
Maryland at the address given, under the penalty of perjury, do swear (or affirm) that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Election Judge for the State of Maryland, according to the Constitution and Laws of this State.


Signature Date

Signature of Witness Date

SAMPLE

Forms and Signs

State of Maryland Voter Authority Card (SBE) – used when printer is not functioning or there is no printer for the pollbook. *Note: this VAC is used for electronic and provisional voters found in the electronic pollbook.* This form is located in the Red Bag.

| State of Maryland  | |
|--|--|
| Voter Authority Card/Tarjeta de Autoridad del Votante | |
| <p>To be completed by voter/Para ser complete de votante:</p> <p>Voter Name: Nombre de Votante: _____ <small>Please print/Escribir en mayúsculas</small></p> <p>Date of Birth Fecha de Nacimiento: ____ / ____ / ____ <small>Month/Mes Day/Día Year/Año</small></p> <p><i>I am registered as/Yo estoy registrado como:</i></p> <p><input type="checkbox"/> Republican <input type="checkbox"/> Democrat <input type="checkbox"/> Other Republicano Demócrata Otro</p> <p>_____ Voter's Signature/Firma del Votante</p> | <p>To be completed by Election Judge:</p> <p><input type="checkbox"/> TS Voting Unit _____ <small>Enter Unit Number</small></p> <p><input type="checkbox"/> Provisional Ballot _____ <small>Reason Number</small></p> <p style="text-align: right;">Initial: _____</p> <hr/> <p>IMPORTANT: If any of your voter registration information has changed (i.e., name, address, phone number, or other), please request a supplemental form from the election judge.</p> <p>IMPORTANTE: Si su domicilio residencial, número de teléfono u otra información ha cambiado, por favor pida un Formulia Suplementario al Juez Electoral.</p> |

Voter Assistance Form (SBE) – used to record the name of person(s) assisting a voter to cast a ballot. On Election Day, form is located in the Chief Judge Document Jacket in the Red Bag. (Note: the Spanish version of the form will also be available at the precinct on Election Day.)

| State of Maryland | |
|---|------------------------------------|
| Voter Assistance Form | |
| <p>Instructions: Use this form if a voter has a disability or is unable to read or write English and requests assistance with voting or completing a provisional ballot application. Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting unit, or completing the provisional ballot application as directed by the voter.</p> | |
| <p>Part I – Completed by Election Judge</p> | |
| <p>Printed Name of Voter _____</p> | |
| <p>Street Address _____</p> | |
| <p>City _____</p> | <p>State _____ Zip _____</p> |
| <p>The voter named above has requested assistance in voting and is being assisted by:</p> | |
| <p><input type="checkbox"/> A person designated by the voter (Go to Part II) or <input type="checkbox"/> Two election judges (Go to Part III)</p> | |
| <p>Part II – Completed by Person Designated by Voter</p> | |
| <p>Printed Name: _____</p> | |
| <p>Street Address _____</p> | |
| <p>City _____</p> | <p>State _____ Zip _____</p> |
| <p>I affirm that:</p> | |
| <p>1. I am not the voter's employer or agent of the voter's employer;</p> | |
| <p>2. I am not an officer or agent of the voter's union;</p> | |
| <p>3. I have not been appointed as a challenger or watcher for this election;</p> | |
| <p>4. The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;</p> | |
| <p>5. I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting unit, or completing the provisional ballot application as directed by the voter; and</p> | |
| <p>6. I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.</p> | |
| <p>_____ Signature</p> | <p>_____ Date</p> |
| <p>Part III – Completed by Election Judges Assisting Voter</p> | |
| <p>_____ Signature – Election Judge</p> | <p>_____ Party Affiliation</p> |
| <p>_____ Signature – Election Judge</p> | <p>_____ Party Affiliation</p> |
| <p>SBE 10-10 (Rev. 4/10)</p> | |

Voter Authority Card Envelope – used to store voter’s completed Voter Authority Cards throughout Election Day. On Election Day, form is located in the Voting Unit Voter Authority Card (VAC) Envelopes inside the Green Bag.

XX-XX

TS Unit 0

Voter Authority Card (VAC) Envelope

Presidential General Election
November 6, 2012

Total VACs in Envelope _____

Ballots (from Voting Unit Screen) _____

When the election has ended and reports are complete, please return Unit Voter Authority Cards to this Envelope and place all Voter Authority Card Envelopes with the Critical Materials to return to the Board of Elections on Election Night.

Voter Authority Card (Paper) Worksheet – used to record the total number of Voter Authority Card (VACs) for each voting unit. This information is then used to complete the Closing Totals Report. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

Voter Authority Card (Paper) Worksheet

Use this worksheet to tally Voter Authority Cards and to complete the Election Certificate

1. Record the actual number of Voter Authority Cards (paper) from each Voting Unit Envelope.
2. Do not include provisional Voters in this count.
- 3a. During Primaries, add entries from Columns A, B and C across and then A-E down to compute Precinct Totals.
- 3b. During General elections, ignore columns A-C. Enter data in columns D & E; add down to compute Precinct Totals.
4. Transfer totals at bottom to Section 1 of the Closing Certificate.
5. Place in Chiefs' Red Document Folder when complete.

| Voting Unit | Use During Primary Elections Only | | | = | D Total VACs | E Total Ballots |
|-------------|-----------------------------------|-----------|------------|---|--------------------|-----------------------|
| | A Dems | B Reps | C Other | | | |
| 0 | | + | | + | | |
| 1 | | + | | + | | |
| 2 | | + | | + | | |
| 3 | | + | | + | | |
| 4 | | + | | + | | |
| 5 | | + | | + | | |
| 6 | | + | | + | | |
| 7 | | + | | + | | |
| 8 | | + | | + | | |
| 9 | | + | | + | | |
| 10 | | + | | + | | |
| 11 | | + | | + | | |
| 12 | | + | | + | | |
| 13 | | + | | + | | |
| 14 | | + | | + | | |
| 15 | | + | | + | | |
| 16 | | + | | + | | |
| 17 | | + | | + | | |
| 18 | ↓ | + | ↓ | + | ↓ | ↓ |
| 19 | | + | | + | | |
| 20 | | + | | + | | |

Total + + =

These must be the same.
 Transfer these totals to the first line of Section 1 of Closing Totals Report.

Place in Chiefs' Red Document Folder when complete

Forms and Signs

Voting System Integrity Report Part 1 – Opening the Polls (SBE) (page 1) – used to prepare the voting units for opening election morning. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

Voting System Integrity Report (Part 1 - Opening the Polls)

State of Maryland

County: Montgomery

Presidential Primary Election 2012 _____

District/Precinct: _____

Presidential General Election 2012 _____

INSTRUCTIONS:

1. A **bipartisan** team of election judges must complete all 3 parts of this Report.
2. A **bipartisan** team of election judges must initial showing that the tamper tape was intact before its removal.
3. Place on the back of Part 1 **ALL** tamper tape removed when opening the voting units.
4. If **ANY** tamper tape must be removed **DURING** voting hours; (a) check the last column of Part 1 for **EACH** voting unit from which tamper tape is being removed; (b) complete the "Part 2 -During Voting Hours" chart for **EACH** tamper tape removed **DURING** voting hours; and (c) place on the back of Part 2 **EACH** removed tamper tape.
5. **BOTH** chief judges and any other election judge who completed Part 1 **MUST** sign their names at the bottom.

| Opening Information (Part 1) | | | | | | | | | |
|------------------------------|----------------------|--------------------|-----------------------|---|---------|--|--|-------------------|---------------------------------------|
| Voting Unit # | Voting Unit Serial # | Outer Booth Seal # | Removed Tamper Tape # | Initials of election judges (See Instruction #2.) | | "Ballots"-touchscreen (must match "Public Counter" on Zero Report) | "Tot"-touchscreen (must match "System Counter on Zero Report") | New Tamper Tape # | Check if needed (See Instruction #4.) |
| | | | | DEM | REP/OTH | | | | |
| 0 | Verify | Verify | Verify | | | | | Record | Record |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |

The polling place opened at 7:00 AM. The voting units were turned on and readied according to instructions from the Board of Elections.
 Note: If the poll did not open on time, please record the time opened and explain in the Chief Judge Log why the poll opened after 7:00 AM.
 To the best of my knowledge, the information on this page is true and accurate.

 DEM Chief Judge

 Other DEM election judge completing report

 REP/OTH Chief Judge

 Other REP/OTH election judge completing report

Voting System Integrity Report Part 1 – Opening the Polls (back of page 1) – used to place removed tamper tape in the appropriate space. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

Place Removed Tamper Tape in Appropriate space

| | | |
|--|--|--|
| Voting Unit 0 <small>Voting Unit 0</small> | Voting Unit 6 <small>Voting Unit 6</small> | Voting Unit 12 <small>Voting Unit 12</small> |
| Voting Unit 1 <small>Voting Unit 1</small> | Voting Unit 7 <small>Voting Unit 7</small> | Voting Unit 13 <small>Voting Unit 13</small> |
| Voting Unit 2 <small>Voting Unit 2</small> | Voting Unit 8 <small>Voting Unit 8</small> | Voting Unit 14 <small>Voting Unit 14</small> |
| Voting Unit 3 <small>Voting Unit 3</small> | Voting Unit 9 <small>Voting Unit 9</small> | Voting Unit 15 <small>Voting Unit 15</small> |
| Voting Unit 4 <small>Voting Unit 4</small> | Voting Unit 10 <small>Voting Unit 10</small> | Voting Unit 16 <small>Voting Unit 16</small> |
| Voting Unit 5 <small>Voting Unit 5</small> | Voting Unit 11 <small>Voting Unit 11</small> | Voting Unit 17 <small>Voting Unit 17</small> |

Voting System Integrity Report Part 2 – During Voting Hours (back of page 2) – used to place removed tamper tape in the appropriate space. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

Place Removed Tamper Tape in Appropriate space

| | | |
|--|--|--|
| Voting Unit 0 <small>Voting Unit 0</small> | Voting Unit 6 <small>Voting Unit 6</small> | Voting Unit 12 <small>Voting Unit 12</small> |
| Voting Unit 1 <small>Voting Unit 1</small> | Voting Unit 7 <small>Voting Unit 7</small> | Voting Unit 13 <small>Voting Unit 13</small> |
| Voting Unit 2 <small>Voting Unit 2</small> | Voting Unit 8 <small>Voting Unit 8</small> | Voting Unit 14 <small>Voting Unit 14</small> |
| Voting Unit 3 <small>Voting Unit 3</small> | Voting Unit 9 <small>Voting Unit 9</small> | Voting Unit 15 <small>Voting Unit 15</small> |
| Voting Unit 4 <small>Voting Unit 4</small> | Voting Unit 10 <small>Voting Unit 10</small> | Voting Unit 16 <small>Voting Unit 16</small> |
| Voting Unit 5 <small>Voting Unit 5</small> | Voting Unit 11 <small>Voting Unit 11</small> | Voting Unit 17 <small>Voting Unit 17</small> |

Forms and Signs

Voting System Integrity Report Part 3 – Closing the Polls (SBE) (page 3) – used to close voting units at the end of the election. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

Voting System Integrity Report (Part 3 - Closing the Polls)

State of Maryland

County: Montgomery

Presidential Primary Election 2012 _____

District/Preinot: _____

Presidential General Election 2012 _____

INSTRUCTIONS:

1. A bipartisan team of election judges must complete Part 3 AFTER the polls close.
2. Place removed tamper tape on back of this page and initial showing that the tamper tape was intact before its removal.
3. BOTH chief judges and any other election judge who completed Part 3 MUST sign their names at the bottom.
4. An authorized representative of the local board of elections must verify the serial number of EACH memory card upon return to the local board of elections.

| Voting Unit # | Initials of election judges (See instruction #2.) | | Ballots*touchscreen must match "Public Counter" on Results Report | Tot*touchscreen must match System Counter on Results Report | Memory Card Serial # | New Tamper Tape # | New Outer Red Plastic Seal # | [See instruction #4.] Sign full name for at least one of the memory cards and sign initials for the rest. Signature/Initials |
|---------------|---|---------|---|---|----------------------|-------------------|------------------------------|---|
| | DEM | REP/OTH | Record | Record | Record | Record | Record | |
| 0 | | | | | | | | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
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| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |
| 20 | | | | | | | | |

Our preinot closed at _____ PM. If your preinot did not close at 8:00 PM, please indicate when the last voter left the preinot: _____ PM.

To the best of my knowledge, the information on this page is true and accurate.

DEM Chief Judge

Other DEM election judge completing report

REP/OTH Chief Judge

Other REP/OTH election judge completing report

Voting System Integrity Report Part 3 – Closing the Polls (back of page 3) – used to place removed tamper tape in the appropriate space. On Election Day, form is located in the Chief Judge Red Document Folder in the Red Bag.

Place Removed Tamper Tape in Appropriate space

| | | |
|--|--|--|
| Voting Unit 0 <small>Voting Unit 0</small> | Voting Unit 6 <small>Voting Unit 6</small> | Voting Unit 12 <small>Voting Unit 12</small> |
| Voting Unit 1 <small>Voting Unit 1</small> | Voting Unit 7 <small>Voting Unit 7</small> | Voting Unit 13 <small>Voting Unit 13</small> |
| Voting Unit 2 <small>Voting Unit 2</small> | Voting Unit 8 <small>Voting Unit 8</small> | Voting Unit 14 <small>Voting Unit 14</small> |
| Voting Unit 3 <small>Voting Unit 3</small> | Voting Unit 9 <small>Voting Unit 9</small> | Voting Unit 15 <small>Voting Unit 15</small> |
| Voting Unit 4 <small>Voting Unit 4</small> | Voting Unit 10 <small>Voting Unit 10</small> | Voting Unit 16 <small>Voting Unit 16</small> |
| Voting Unit 5 <small>Voting Unit 5</small> | Voting Unit 11 <small>Voting Unit 11</small> | Voting Unit 17 <small>Voting Unit 17</small> |

Forms and Signs

Voter Update Form (English/Spanish) – used to record change of name, address, or party affiliation; ID information or death of a voter. On Election Day, form is located in the Check-In Table Packet in the Green Bag. (Note: the Spanish version of the form is on the reverse side of the form.)

| State of Maryland – Voter Update Form | | | | |
|--|---|------------|-------------|---------------|
| <i>Note: Have the voter fill out the applicable section and sign and date at the bottom.</i> | | | | |
| 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: _____ Mailing Address (if different): _____ City, State ZIP: _____ Telephone Number: (Day) _____ (Evening) _____ | | | |
| | 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. | | | |
| 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"/> 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 | <i>Election Judge Use Only – ✓ Indicate the type of ID provided only if "ID required" is specified on the VAC or precinct register.</i> 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. <input type="checkbox"/> Maryland Driver's License or MVA ID Card - # _____ <input type="checkbox"/> Other Photo ID – Type _____ | | | |
| | 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 _____ | | | |
| Death Notice | I, _____, confirm that the voter listed above is deceased and therefore request that the voter's name be removed from the voter registration records. <small>Print Name</small> 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;"> Signature of Voter Date </div> | | | |

Polling Place Signs

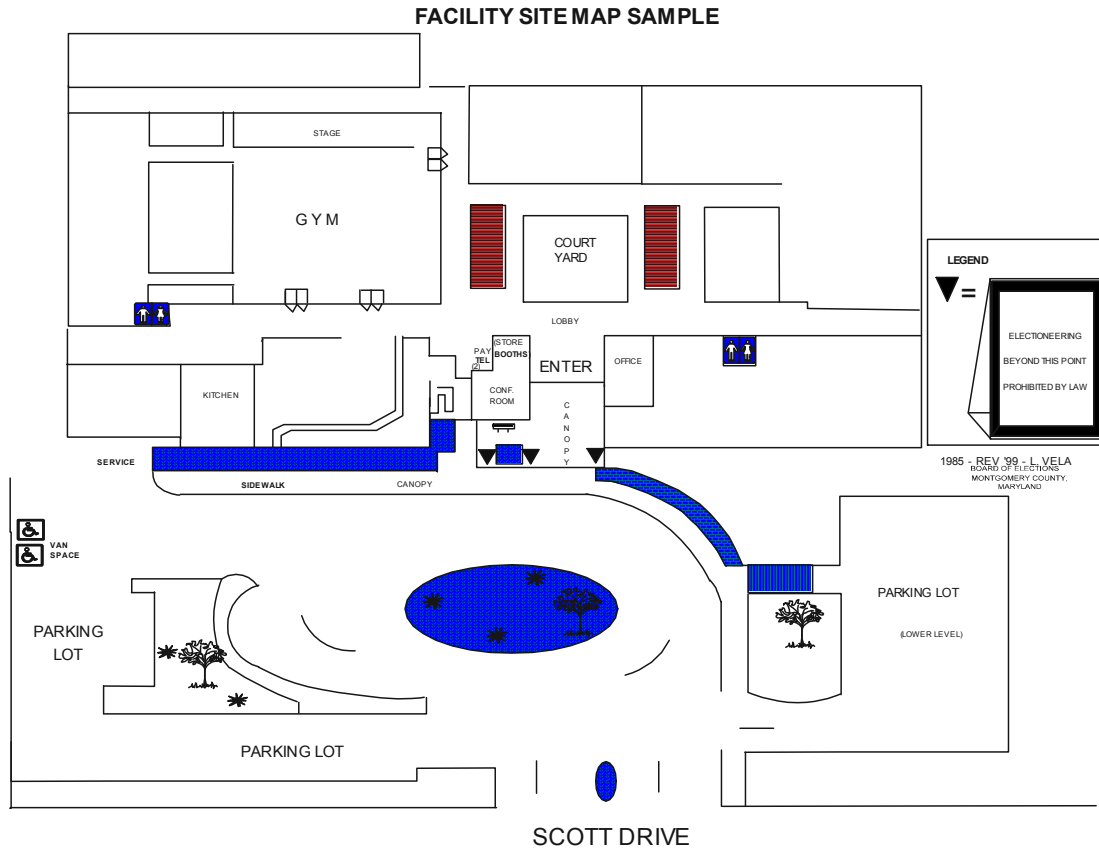
The following signs must be posted **inside the polling room for easy public viewing:**

- Specimen Ballot(s) - 3 ballot types for Primary Election; 1 ballot type for General Election & 1 copy of Text of Questions on the Ballot. Located in Blue Bag.
- Zero Report from each Voting Unit.
- Voter Turnout Record at 10:00 am and 3:00 pm. Located in Chief Judge Document folder.
- Identification Information & Provisional Voting. Located in Blue Bag.
- Important Notice (If eligible for electronic ballot, a voter is not eligible to vote a Provisional Ballot). Located in Blue Bag.
- Voters with Special Needs. Located in Blue Bag.
- Voting Rights in Maryland. Located in Blue Bag.
- Voting Rights Act, Subsection F. Located in Blue Bag.
- Warning (about tampering with voting equipment). Located in Blue Bag.
- Attention Voters (only children 17 & under and under may accompany voter into voting booth). Located in Blue Bag.
- Combination Sign (No smoking, No child over age of 17 in voting booth, No cell phone use and No photographs of Persons Voting). Located in Blue Bag.

The following signs **must be posted OUTSIDE** according to the **Site Map:**

- No Electioneering. Located in Blue Bag.
- Elderly and Disabled Parking (use as needed to designate temporary accessible parking spaces if permanently designated disabled parking spaces are not located near the entrance to the polling place). Located in Blue Bag.
- Van Accessible Sign. Located in Blue Bag.
- Alternate Accessible Entrance (universal symbol of person in wheelchair and an arrow - use as needed to direct voters to an alternate accessible entrance if the main entrance to the polling place is not accessible). Located in Blue Bag.
- Vote Here Sign (delivered by hauler with voting units). Place at the entrance from the street into the polling facility.

Sample – Facility Site Map



For the general election, also post the following signs as close as possible to the Specimen Ballot:

- Write-in Instructions. Located in Blue Bag.
- Write-in Candidate List. Located in Blue Bag.
- Text of Questions Appearing on the Ballot. Located in Blue Bag.

Discretionary Signs

- Voting Polls Directional Signs – place outdoors/indoors to direct voters to the polling room. Located in Blue Bag.
- Watch Your Step signs – place outdoors or indoors to caution voters about uneven pavement or electrical cords, etc. Located in Blue Bag.
- Voting Time Warning for Voters – place at Voting Unit Table to warn voters that the ballot will be automatically cancelled after a two minute interval of inactivity. Sign located in Voting Unit Judge packet.
- Voter Access Card Return Notice – place at Voting Unit Table to remind voters to place the *Voter Access Card* in a box or to give it to the Election Judge when finished. Sign located in Voting Judge packet.
- Election Judge Poster – place indoor to encourage voters to sign-up to become an Election Judge. Located in Blue Bag.
- Wait here (for escort to Voting Unit). Located in Blue Bag.