

2012 ELECTION NIGHT CHECKLIST (Revised 1/05/2012)

The four machine **Results Reports** are **dated** and **signed by the Commissioner in Charge** and **all precinct commissioners**, then put in the following envelopes and/or locations:

- | | |
|---|---|
| <input type="checkbox"/> Blue P-16 Envelope
<input type="checkbox"/> Yellow S-19 Secretary of State Envelope
<input type="checkbox"/> Clear Plastic Clerk of Court Pouch | <input type="checkbox"/> Posted on glass or door,
viewable from outside the precinct |
|---|---|

AUDIO VOTING EQUIPMENT Leave it in the machine at night's end.

ROV GREEN NYLON BAG Seal with new plastic seal and lock inside machine.

- | | |
|--|--|
| <input type="checkbox"/> ROV precinct register
<input type="checkbox"/> Absentee supplemental list (L-SL) if any, along with envelope placed in back of precinct register | <input type="checkbox"/> ROV memo and their supplies
<input type="checkbox"/> Empty Register seal pouch |
| <input type="checkbox"/> ROV precinct map | <input type="checkbox"/> ROV supply envelope |
| <input type="checkbox"/> Sealed, ROV envelope After including the contents listed below, seal envelope and place in ROV bag. | |
| <input type="checkbox"/> Completed Address Confirmation Card (ACC) | <input type="checkbox"/> Completed Duplicate Challenge of Voter (CV-56) |
| <input type="checkbox"/> Completed Voter Identification Affidavit (AV-34) | <input type="checkbox"/> Signed, written statements regarding Voter's Inability to Read |
| <input type="checkbox"/> Completed Duplicate Payroll Affidavit (LC-01) | <input type="checkbox"/> Physician's Certificate for Assistance |
| <input type="checkbox"/> Completed Duplicate Precinct Correction (PRC) | <input type="checkbox"/> Complete La. Mail Voter Registration Applications |

BLUE P-16 ENVELOPE Sign, seal, and lock in back of machine. **NOT in green bags!**

- | | |
|---|---|
| <input type="checkbox"/> Morning's broken RED SEAL from ROV green bag | <input type="checkbox"/> Signed blue Poll List (PL-53) |
| <input type="checkbox"/> Cut RED CARTRIDGE SEAL from each machine | <input type="checkbox"/> Original Challenge of Voter (CV-56) |
| <input type="checkbox"/> 1 Zero Proof tape from each machine | <input type="checkbox"/> Used Original Precinct Register Correction (PRC) |
| <input type="checkbox"/> 1 Results Report tape from each machine | <input type="checkbox"/> Duplicate Notice to Leave Premises (NT-LP) |
| <input type="checkbox"/> Duplicate Machine Certificate (MC-52) | <i>Absentee supplemental list - see ROV register above</i> |

SOS GREEN CANVAS SUPPLY BAG - INSIDE MACHINE, SEPARATE FROM OTHER ROV GREEN NYLON BAG!

Do NOT tape or glue these envelopes shut. Use the clasp so they can be reused, too!

- GENERAL FORMS ENVELOPE:** Clean, unused signs, forms, pens & pencils that still write, SOS white book, leftover duct tape, and laminated Audio Voting Keypad Quick Chart
- FEDERAL SUPPLY ENVELOPE (For federal elections only)**
Any unused federal election instructions
- Page Magnifier & Magnifying Ruler**
- Braille Book for Audio Voting Instructions** and
- Braille Book for Federal Elections/ Provisional Voting Information**, if this was a federal election

MORE CHECKLIST ON REVERSE SIDE

SECRETARY OF STATE ENVELOPE

Sign, seal, and give to CIC to mail before midnight on election night.

Signed Yellow Poll List (PL-53)

1 Results Report from each machine

Yellow copy of Machine Certificate (MC-52)

CIC BRINGS BACK TO THE CLERK'S OFFICE ON ELECTION NIGHT EVERYTHING BELOW:

CLEAR PLASTIC POUCH

Original Machine Certificate (MC-52)

Original Payroll Affidavit (LC-01)

All machine cartridges

Green "Tell Us about Your Day" form

1 Results Report (tape) from each machine

Purple Safety Checklist

Clasped "C" key envelope (C-03) with keys from each machine

Beige Incident Report (return even if unused)

ONLY IF the B Key envelope required documentation that a voting machine was opened for repair, place B key envelope inside C Key envelope which goes in clear plastic pouch.

PRECINCT SUPPLY ENVELOPE with all **USED** signs, sample ballots and notices, A & B key envelopes

PROVISIONAL VOTING MATERIALS (if a federal election)

For Regular Provisional Voting: Place ALL OF THE FOLLOWING in the white PROVISIONAL BALLOT (PB) envelope and give to the CIC to bring to the Clerk:

Completed provisional ballot affidavit envelopes (AFF-PB), each with its enclosed ballot

Ballot stubs from used provisional ballots

All unused provisional ballots-If you supplied another precinct, a list of ballot numbers given.

Unused provisional ballot affidavit envelopes (AFF-PB)

Unused provisional ballot - extended poll hours envelope (PB-EX)

For Court-Ordered Extended Voting Hours: Place ALL OF THE FOLLOWING in the white Provisional Ballot-Extended Poll Hours Envelope (PB-EX) and give to the CIC to bring to the Clerk election night:

Completed provisional ballot affidavit envelopes (AFF-PB) if used during court-ordered-extended voting hours, each with enclosed ballot

Ballot stubs from used provisional ballots

All unused provisional ballots- If you supplied another precinct, a list of ballot numbers given.

All unused provisional ballot affidavit envelopes (AFF-PB).

Unused provisional ballot envelope (PB).