Election Night Checklist

I. ITEMS BROUGHT TO CLERK OF COURT’S OFFICE

Clear Plastic Clerk of Court Bag – page 66

- All Machine Cartridges
- Original White Machine Certificate (MC-52) Note: 3 places on this form for recorded times
- 1 Election Results Report (tape) from each machine
- Clasped “C” key envelope (C-03) with keys from each machine (With the B-02 key envelope inside ONLY IF a machine was opened & documentation is on back of envelope)
- Completed Affidavit of Payroll and Non-Disclosure (AFF-PND)
- White Copy of the Notation of Irregularities form
- White Copy Challenge of Voter (CV-56)
- 1 Red cartridge seal that has been cut from each machine
- Completed Green “Tell Us About Your Day” form
- Completed Purple Safety Checklist
- Beige Incident Report (even if unused)
- Red Binder with stickers - Election Day Information
  - Federal Elections Only - Election Day Provisional Packet (ED-PP) with all provisional items

Precinct Specific Envelope (PSE)

- All posted signs and sample ballots (with tape folded over so papers do not stick together)
- Used A and B-02 key envelopes

II. ITEMS TO BE MAILED ELECTION NIGHT

Secretary of State Envelope (S-19) – page 64

- Signed Yellow Poll List (PL-53-Gold)
- 1 Election Results Report (tape) from each machine
- 1 Zero Proof Report (tape) from each machine
- Yellow Copy of Machine Certificate (MC-52)
- Yellow Copy Notation of Irregularities form
Election Night Checklist

III. ITEMS TO BE LOCKED IN VOTING MACHINE (cont.)
REGISTRAR OF VOTER’S GREEN NYLON BAG
(with PINK precinct index card) to include

Registrar of Voters Envelope (ROV) – page 63

☐ 1 Election Results Report (tape) from each machine
☐ Pink Copy of the Machine Certificate (MC-52)
☐ Pink Copy of the Notation of Irregularities form
☐ Signed Pink Poll List (PL-53-Pink)
☐ Completed Address Confirmation Card (ACC)
☐ Completed Voter Identification Affidavit (AV-34)
☐ Completed Pink Precinct Register Correction (PRC)
☐ Completed Pink Copy of the Challenge of Voter form (CV-56)
☐ Completed LA Voter Registration Application (LA-VRA)
☐ Completed Voter Assistance Form (VAF)
☐ Physician’s Certificate for Assistance
☐ Written, signed statements regarding voter’s inability to read

Additional items for the Registrar of Voter’s green nylon bag:
☐ Black precinct register binder
☐ Absentee supplemental list (L-SL) if any, along with envelope placed in the back of the precinct register binder
☐ ROV White Binder

SECRETARY OF STATE GREEN CANVAS SUPPLY BAG to include:

General Forms Clear Bag – page 65

☐ All clean, unused signs and forms
☐ Blue Painters Tape
☐ Informational Pamphlet for Election Day Voting (IP-ELECT DAY)
☐ Yellow Pad
☐ Morning’s broken red seal from ROV green nylon bag
☐ Pens (that still write)
☐ Laminated Audio Voting Keypad Quick Chart
☐ Page Magnifier and Magnifying Ruler
☐ Braille Book for Audio Voting Instructions (AVK-B)
☐ Federal Election Only - Braille Book for Federal Elections/Provisional Voting Information (CI-S1) in the Braille Book Envelope (BBE)
Election Night Checklist

Federal Elections Only

ADDITIONAL ITEMS THAT **MUST** BE BROUGHT TO THE CLERK’S OFFICE ON ELECTION NIGHT **IN THE ELECTION DAY PROVISIONAL PACKET (ED-PP) WITH THE CLEAR PLASTIC BAG**

- All voted (completed) provisional ballot affidavit envelopes (AFF-PB), each with its enclosed ballot(s)
- **Ballot stubs** from completed provisional ballots
- All unused provisional ballots and envelopes
- Spoiled provisional ballots and envelopes
- Pencils
- **If** you supplied another precinct with ballots, a list of ballot numbers given