

# ***End of Night Procedures***

***Pg. 55***



- At 8 p.m. commissioners must announce that voting is **OVER**
- If anyone is in line at 8:00 p.m. a commissioner should stand behind the last person in line

# Closing Machines

Pg. 55

- Remove the voting machine keys from the “B” Envelope

VOTING MACHINE KEY ENVELOPE (DURING ELECTION)

PARISH	WARD	PRECINCT
East Baton Rouge	01	21C

BEFORE election, Commissioners fill in voting machine number in blanks and sign below.

11667	11668	11669

We hereby certify we have sealed in this envelope the keys which belong to the VOTING MACHINES NUMBERED ABOVE:

COMMISSIONER Jon Snow COMMISSIONER John Doe  
COMMISSIONER Jane Doe COMMISSIONER Jen Snow  
COMMISSIONER IN CHARGE Laura Notall

**DURING** election, Commissioners keep this envelope sealed. ➡➡➡➡ **KEYS SEALED DURING VOTING**  
If keys to the voting machine are needed during the election by an election official for repair, execute certificate on back of envelope.

**AFTER** election, Commissioners remove keys to close voting machines. Put this envelope in the C-03 envelope if any machine was opened for repair. If no machine was opened for repair, please discard this envelope.

**B-02** (Rev. 6/15) Issued by SECRETARY OF STATE

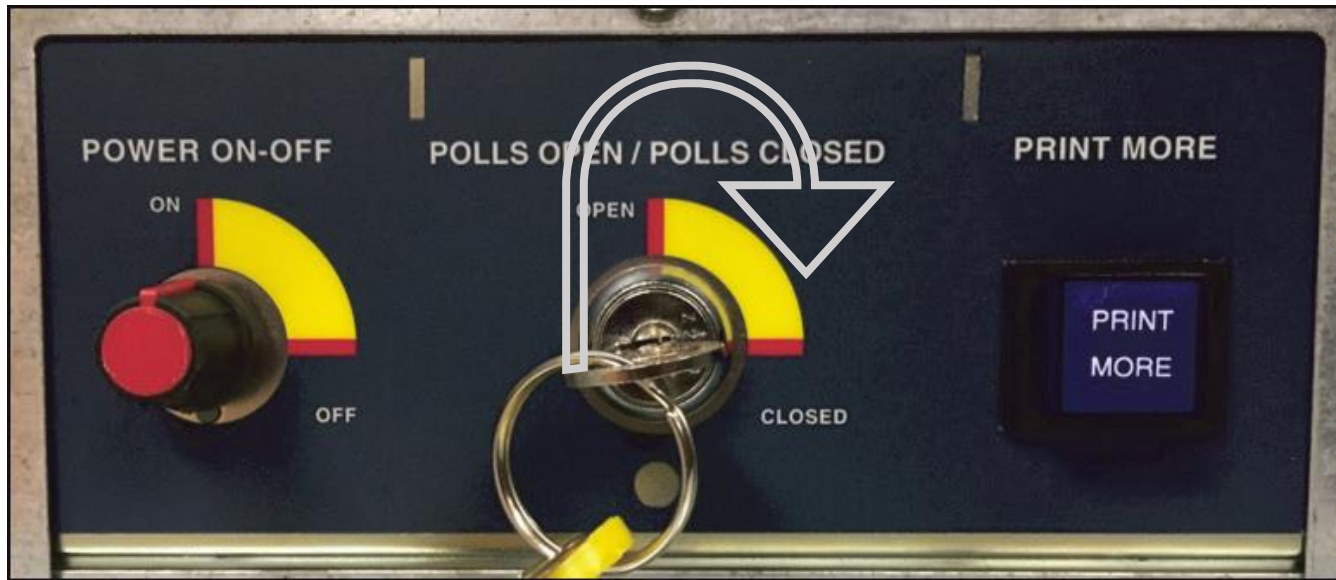
- Open the back door of the voting machine using the “**YELLOW BONDED** key”



# ***Closing Machines***

***Pg. 55***

Using the “**SILVER** key”, put key into poll switch and turn the key  $\frac{1}{4}$  turn to the right to the “**CLOSED**” position, then remove the key  
**(DO NOT TURN THE KEY BACK TO OPEN!)**



**\*\*Repeat this step for each machine at your precinct\*\***

# Closing Machines

Pg. 56

The AVC will automatically begin printing 4 Official Election Results Reports on the printer inside the machine

OFFICIAL TRAINING RESULTS REPORT		
Date 05/03/2003	Time 21:45	
Serial Number	14821	
Protective Counter	725	
Public Counter	75	
Precinct/Dispers	TEST PRECINCT	
Polling Place ID	555555	
Ballot Version		
Report Source	Internal Machine Memory	
ST. TAMMANY PARISH SAMPLE BALLOT ELECTION		
Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR	(1)	
D1		
D3 G. WASHINGTON	10	
D4 A. LINCOLN	10	
D5 T. JEFFERSON	5	
* LIEUTENANT GOVERNOR	(1)	
E1		
E3 LOUISE E. ANNA	10	
E4 MARTY GRAY	10	
E5 JIM BALAYA	5	
* TREASURER	(1)	
F1		
F3 DIAMOND JIM	10	
F4 DADDY WARBUCKS	10	
F5 JOHN DOUGH	5	
Write In Votes No Write In Votes In Memory		
Election Officers Please Complete After Closing The Polls We the undersigned Election Officers do hereby certify that on the _____ day of _____, 20____, this bound under the scrutiny of each machine. Closed the polls from further voting, obtained this printed record of votes cast on this machine and that after the polls closed, the Protective Counter read 73 and the Public Counter read 3 and the machine has been sealed with seal # _____		
Signed: _____ _____ _____ _____		
Printed 14830 v3.0ld 09/03/02 21:45		

OFFICIAL TRAINING RESULTS REPORT		
Date 05/03/2003	Time 21:45	
Serial Number	14821	
Protective Counter	725	
Public Counter	75	
Precinct/Dispers	TEST PRECINCT	
Polling Place ID	555555	
Ballot Version		
Report Source	Internal Machine Memory	
ST. TAMMANY PARISH SAMPLE BALLOT ELECTION		
Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR	(1)	
D1		
D3 G. WASHINGTON	10	
D4 A. LINCOLN	10	
D5 T. JEFFERSON	5	
* LIEUTENANT GOVERNOR	(1)	
E1		
E3 LOUISE E. ANNA	10	
E4 MARTY GRAY	10	
E5 JIM BALAYA	5	
* TREASURER	(1)	
F1		
F3 DIAMOND JIM	10	
F4 DADDY WARBUCKS	10	
F5 JOHN DOUGH	5	
Write In Votes No Write In Votes In Memory		
Election Officers Please Complete After Closing The Polls We the undersigned Election Officers do hereby certify that on the _____ day of _____, 20____, this bound under the scrutiny of each machine. Closed the polls from further voting, obtained this printed record of votes cast on this machine and that after the polls closed, the Protective Counter read 73 and the Public Counter read 3 and the machine has been sealed with seal # _____		
Signed: _____ _____ _____ _____		
Printed 14830 v3.0ld 09/03/02 21:45		

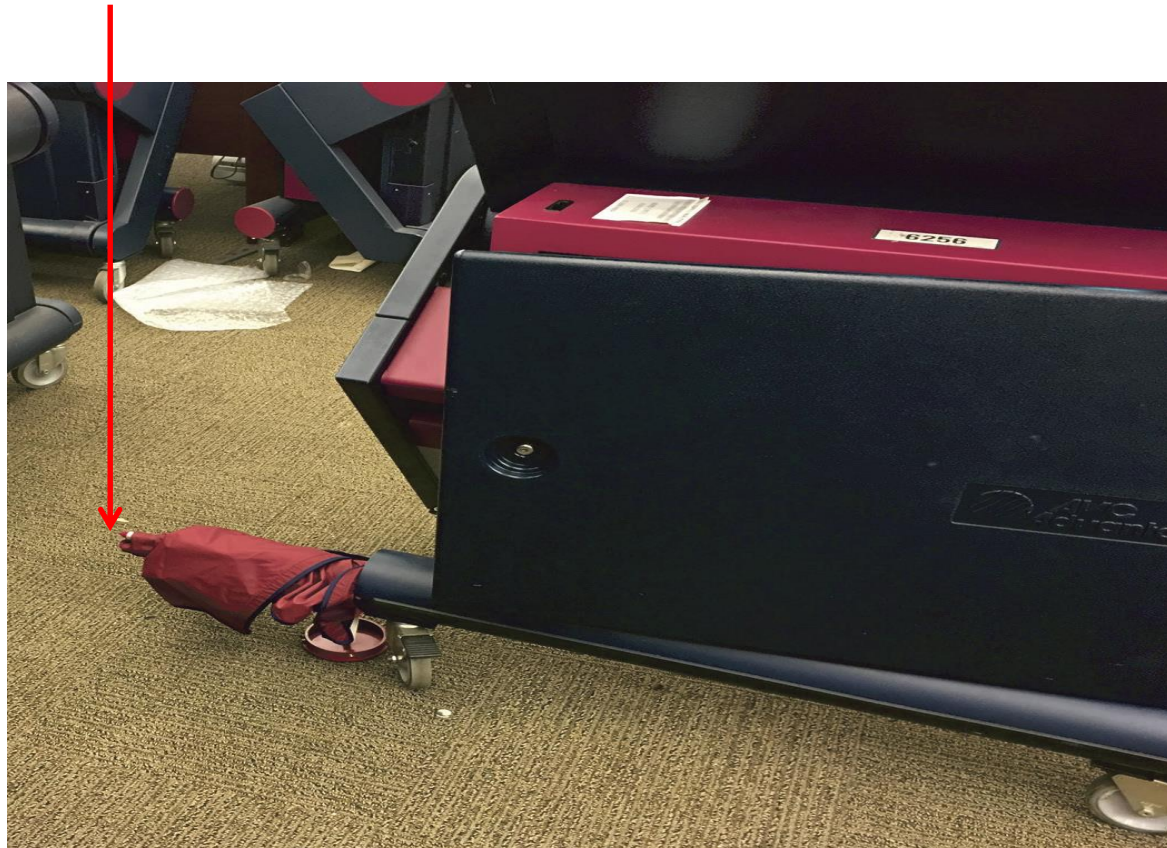
OFFICIAL TRAINING RESULTS REPORT		
Date 05/03/2003	Time 21:45	
Serial Number	14821	
Protective Counter	725	
Public Counter	75	
Precinct/Dispers	TEST PRECINCT	
Polling Place ID	555555	
Ballot Version		
Report Source	Internal Machine Memory	
ST. TAMMANY PARISH SAMPLE BALLOT ELECTION		
Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR	(1)	
D1		
D3 G. WASHINGTON	10	
D4 A. LINCOLN	10	
D5 T. JEFFERSON	5	
* LIEUTENANT GOVERNOR	(1)	
E1		
E3 LOUISE E. ANNA	10	
E4 MARTY GRAY	10	
E5 JIM BALAYA	5	
* TREASURER	(1)	
F1		
F3 DIAMOND JIM	10	
F4 DADDY WARBUCKS	10	
F5 JOHN DOUGH	5	
Write In Votes No Write In Votes In Memory		
Election Officers Please Complete After Closing The Polls We the undersigned Election Officers do hereby certify that on the _____ day of _____, 20____, this bound under the scrutiny of each machine. Closed the polls from further voting, obtained this printed record of votes cast on this machine and that after the polls closed, the Protective Counter read 73 and the Public Counter read 3 and the machine has been sealed with seal # _____		
Signed: _____ _____ _____ _____		
Printed 14830 v3.0ld 09/03/02 21:45		

OFFICIAL TRAINING RESULTS REPORT		
Date 05/03/2003	Time 21:45	
Serial Number	14821	
Protective Counter	725	
Public Counter	75	
Precinct/Dispers	TEST PRECINCT	
Polling Place ID	555555	
Ballot Version		
Report Source	Internal Machine Memory	
ST. TAMMANY PARISH SAMPLE BALLOT ELECTION		
Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR	(1)	
D1		
D3 G. WASHINGTON	10	
D4 A. LINCOLN	10	
D5 T. JEFFERSON	5	
* LIEUTENANT GOVERNOR	(1)	
E1		
E3 LOUISE E. ANNA	10	
E4 MARTY GRAY	10	
E5 JIM BALAYA	5	
* TREASURER	(1)	
F1		
F3 DIAMOND JIM	10	
F4 DADDY WARBUCKS	10	
F5 JOHN DOUGH	5	
Write In Votes No Write In Votes In Memory		
Election Officers Please Complete After Closing The Polls We the undersigned Election Officers do hereby certify that on the _____ day of _____, 20____, this bound under the scrutiny of each machine. Closed the polls from further voting, obtained this printed record of votes cast on this machine and that after the polls closed, the Protective Counter read 73 and the Public Counter read 3 and the machine has been sealed with seal # _____		
Signed: _____ _____ _____ _____		
Printed 14830 v3.0ld 09/03/02 21:45		

# *Closing Machines*

*Pg. 56*

While the 4 Official Election Results Reports are printing, start closing up the front of the machine by removing the privacy curtain. Roll them up neatly, place in the curtain storage tube, and replace the lid.





# *Closing Machines*

*Pg. 57*

Unlatch the top privacy panel from both sides and lower it to the voter panel. Fold the side privacy panels in place and lock using the “**YELLOW BONDED** key.” Remove the key.



# *Closing Machines*

*Pg. 57*

Lower the voter panel to the DOWN position. Do this by pulling the **maroon** latch release. DO NOT FORCE THE VOTER PANEL DOWN!



# ***Closing Machines***

- Important! Be sure that 4 copies of your results reports are completely printed before removing the results cartridge. If not, your cartridges will not read & your results will need to be manually entered by election staff...VERY BAD!!!!
- It is imperative that a copy of the election results & the results cartridge from each machine are brought in election night. If you forget an election results report, you will need to wait until your cartridge is read. If you forget a results cartridge, you'll have to go back to the precinct to retrieve it.





# *Closing Machines*

*Pg. 57*

Turn the **RED** POWER SWITCH  $\frac{1}{4}$  turn to the right to the “OFF” position



# *Closing Machines*

*Pg. 58*

Break the seal attached to the results cartridge lid cover. Place the results cartridge and the broken seal in the clear COC bag

**\*\*\*NEVER TRY AND PUT THE CARTRIDGE BACK IN AFTER REMOVED\*\*\***



# *Closing Machines*

*Pg. 58*

- Place the operator panel in its storage location in the back of the machine. Put the black audio equipment bag in the storage location.
- Unplug the AC power cord and walk it into the machine. **DO NOT UNPLUG THE POWER CORD AND LET IT GO. IT COULD CAUSE INJURY!**



*Pg. 59*

Distribute all 4 Official Election Results reports as follows:

- One in the Gold S-19 Secretary of State Envelope
- One in the Pink ROV envelope
- One in the Clear Plastic Bag
- One posted on the outside wall or inside on glass so that they public may view from the outside of the location

<b>FACSIMILE</b>	<b>POSTNET</b>	<b>DATE</b>
WASH DC	01	2001

**ELECTION MAIL**

NO POSTAGE NECESSARY  
IF MAILED IN THE UNITED STATES

---

AFTER ELECTION, COMMISSIONERS ENCLOSE THE FOLLOWING IN THIS ENVELOPE:  
 • ONE (1) POLL LIST (PL-4-jud)  
 • ONE (1) MACHINE CERTIFICATES (yellow copy) (MC-52)  
 • ONE (1) OFFICIAL ELECTION RESULTS REPORT FROM each machine

AFTER BALLOT - CHECK THE DIVISION SET ON BACK.  
OF THE ELECTION AND MAIL ON SEPARATE DAY TO:

**SECRETARY OF STATE**  
**P.O. BOX 504225**  
**BAYTON ROULEAU LA 70004-0125**

S is Secretary of State's Envelope  
Do Not Seal

Parish	Ward	Precinct	
<p><b>REGISTRAR OF VOTERS ENVELOPE</b></p> <p>           AFTER this election, COMMISSIONERS receive the following COMPLETED FORMS in this envelope:         </p> <ul style="list-style-type: none"> <li>• ACC - ADDRESS CONFIRMATION CARDS - ELECTION DAY, IF ANY</li> <li>• N-34 - VOTER IDENTIFICATION AFFIDAVIT FORMS, IF ANY</li> <li>• C-56 - CHALLENGES OF VOTER FORMS (PNC CUP), IF ANY</li> <li>• M-54 - VOTER REGISTRATION APPLICATIONS, IF ANY</li> <li>• M-52 - MACHINE CERTIFICATES (PNC COPS)</li> <li>• NOI - NOTATION OF PRECINCT RESULTS FORM (PNC COPS)</li> <li>• ONE (1) OFFICIAL ELECTION RESULTS REPORT FROM EACH MACHINE</li> <li>• ONE (1) POLL LIST (PI-54)NHS</li> <li>• PDA - PHYSICAL DISABILITY AFFIDAVITS, IF ANY</li> <li>• PRC - PRECINCT REGISTER CORRECTION FORMS, IF ANY</li> <li>• PNC - PRECINCT CERTIFICATE OR DISABILITY DOCUMENTATION</li> <li>• ANY PHYSICIANS CERTIFICATES OR DISABILITY DOCUMENTATION</li> </ul> <p style="text-align: center; font-weight: bold; margin-top: 20px;">** ALL UNUSED FORMS ARE TO BE RETURNED IN THE GREEN CANVAS BAG **</p> <p>           DISPOSITION: ATTACH TO REGISTRAR REGISTER (FOR DELIVERY TO REGISTRAR OF VOTERS)            DESTROYED AND RECYCLED BY THE SECRETARY OF STATE         </p>			

[illegible][illegible]

# Closing Machines

**Pg. 59**

- Lock the rear door using the “**YELLOW BONDED** key”
- Place the keys in the “C” key envelope

VOTING MACHINE RETURN KEY ENVELOPE (AFTER ELECTION)

PARISH	WARD	PRECINCT
East Baton Rouge	01	26C

AFTER election, Commissioners fill in voting machine number in blanks and sign below.

11667	11668	

We hereby certify the enclosed keys belong to VOTING MACHINES NUMBERED ABOVE:

COMMISSIONER <u>Jon Snow</u>	COMMISSIONER <u>John Doe</u>
COMMISSIONER <u>Jane Doe</u>	COMMISSIONER <u>Jen Snow</u>
COMMISSIONER-IN-CHARGE <u>Laura Nottall</u>	

**AFTER** election, Commissioner-in-Charge place all keys and ANY B-02 ENVELOPES WHICH WERE OPENED FOR MACHINE REPAIR IN THIS ENVELOPE. Seal envelope in presence of Commissioners, and deliver on election night to your CLERK OF COURT.

**C-03** (Rev. 6/15) Issued by SECRETARY OF STATE