

# ***End of Night Procedures***

*Pg. 55*

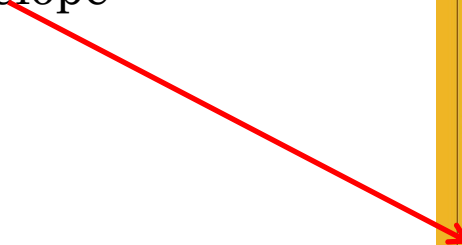


- At 8 p.m. commissioners must announce that voting is **OVER**
- If anyone is in line at 8:00 p.m. a commissioner should stand behind the last person in line

# 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	<u>Jon Snow</u>	COMMISSIONER	<u>John Doe</u>
COMMISSIONER	<u>Jane Doe</u>	COMMISSIONER	<u>Jon Snow</u>
COMMISSIONER-IN-CHARGE	<u>Laura Notall</u>		

**DURING** election, Commissioners keep this envelope sealed. →→→→ **KEYS SEALED DURING VOTING**

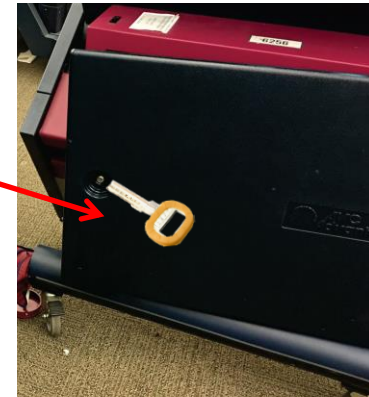
If keys to the voting machine are needed during the election by an election official for repair, execute certificate on back of envelope.

**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. 5/15)

Issued by SECRETARY OF STATE

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



# Closing Machines

*Pg. 55-56*

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!)**

**STOP** \*\*DO NOT POWER THE MACHINE OFF\*\* **STOP**



**\*\*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/District  
TEST PRECINCT  
Polling Place ID 555555  
Ballot Version  
Report Source Internal Machine Memory  
ST. TAMMANY PARISH  
SAMPLE BALLOT ELECTION

Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR	(3)	
D5 G. WASHINGTON	10	
D6 A. LINCOLN	10	
D5 T. JEFFERSON	5	
* LIEUTENANT GOVERNOR	(3)	
E3 LOUISE E. ANNA	10	
E4 MARTY DRAW	10	
E5 JIM BALAYVA	5	
* TREASURER	(3)	
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 board under the scrutiny  
of each member, 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 5 and the machine has been sealed  
with seal # \_\_\_\_\_

Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Printed 14830 v3.00d 05/03/02 21:45

-----  
OFFICIAL TRAINING RESULTS REPORT  
-----  
Date 05/03/2003 Time 21:45  
Serial Number 14821  
Protective Counter 725  
Public Counter 75  
Precinct/District  
TEST PRECINCT  
Polling Place ID 555555  
Ballot Version  
Report Source Internal Machine Memory  
ST. TAMMANY PARISH  
SAMPLE BALLOT ELECTION

Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR	(3)	
D5 G. WASHINGTON	10	
D6 A. LINCOLN	10	
D5 T. JEFFERSON	5	
* LIEUTENANT GOVERNOR	(3)	
E3 LOUISE E. ANNA	10	
E4 MARTY DRAW	10	
E5 JIM BALAYVA	5	
* TREASURER	(3)	
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 board under the scrutiny  
of each member, 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 5 and the machine has been sealed  
with seal # \_\_\_\_\_

Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Printed 14830 v3.00d 05/03/02 21:45

-----  
OFFICIAL TRAINING RESULTS REPORT  
-----  
Date 05/03/2003 Time 21:45  
Serial Number 14821  
Protective Counter 725  
Public Counter 75  
Precinct/District  
TEST PRECINCT  
Polling Place ID 555555  
Ballot Version  
Report Source Internal Machine Memory  
ST. TAMMANY PARISH  
SAMPLE BALLOT ELECTION

Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR	(3)	
D5 G. WASHINGTON	10	
D6 A. LINCOLN	10	
D5 T. JEFFERSON	5	
* LIEUTENANT GOVERNOR	(3)	
E3 LOUISE E. ANNA	10	
E4 MARTY DRAW	10	
E5 JIM BALAYVA	5	
* TREASURER	(3)	
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 board under the scrutiny  
of each member, 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 5 and the machine has been sealed  
with seal # \_\_\_\_\_

Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Printed 14830 v3.00d 05/03/02 21:45

-----  
OFFICIAL TRAINING RESULTS REPORT  
-----  
Date 05/03/2003 Time 21:45  
Serial Number 14821  
Protective Counter 725  
Public Counter 75  
Precinct/District  
TEST PRECINCT  
Polling Place ID 555555  
Ballot Version  
Report Source Internal Machine Memory  
ST. TAMMANY PARISH  
SAMPLE BALLOT ELECTION

Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR	(3)	
D5 G. WASHINGTON	10	
D6 A. LINCOLN	10	
D5 T. JEFFERSON	5	
* LIEUTENANT GOVERNOR	(3)	
E3 LOUISE E. ANNA	10	
E4 MARTY DRAW	10	
E5 JIM BALAYVA	5	
* TREASURER	(3)	
F3 DIAMOND JIM	10	
F4 DADDY WARBUCKS	10	
F5 JOHN DOUGH	5	

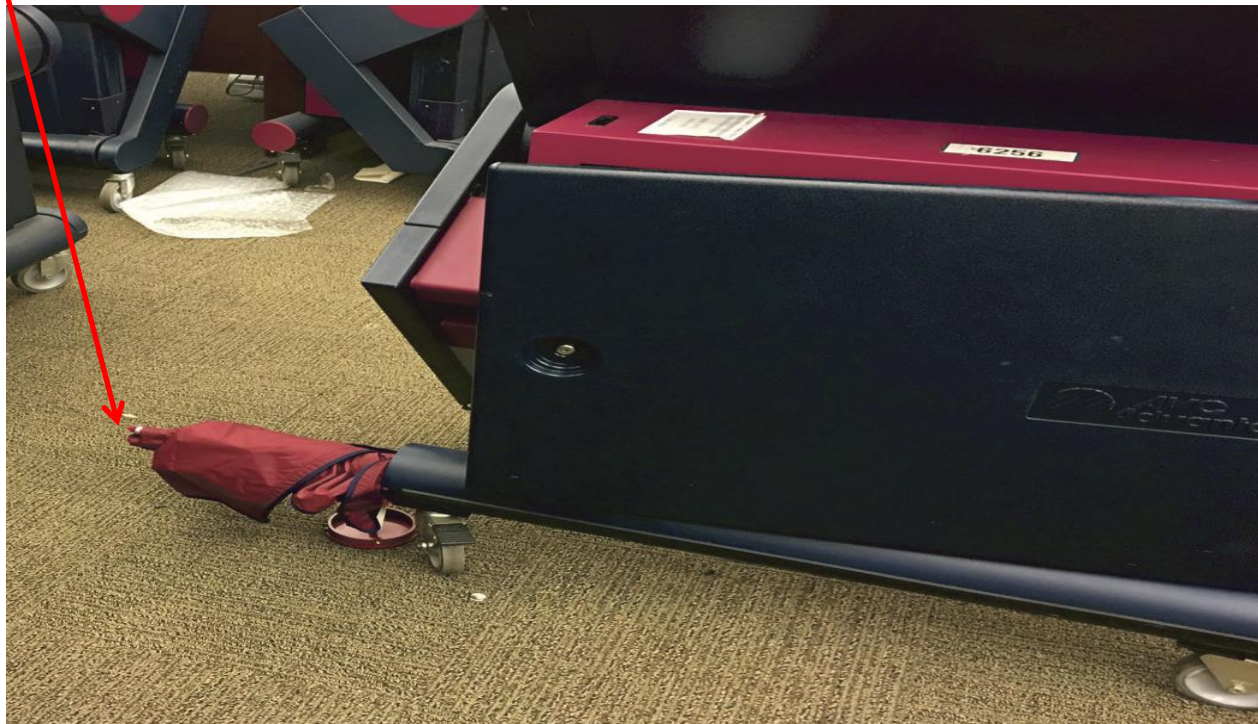
Write In Votes  
No Write In Votes In Memory  
Election Officers  
Please Complete After Closing The Polls  
We the undersigned Election Officers do hereby  
certify that on the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, this board under the scrutiny  
of each member, closed the polls from further  
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 5 and the machine has been sealed  
with seal # \_\_\_\_\_

Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Printed 14830 v3.00d 05/03/02 21:45

# ***Closing Machines***

***Pg. 56***

While the 4 Official Election Results Reports are printing, start closing 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 CAPPED** 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!



*Pg. 57*

\*\*\*Do not include the machine seal number, as the machine is not sealed after voting\*\*\*

-----  
OFFICIAL TRAINING RESULTS REPORT  
-----  
Date 05/03/2003 Time 21:45

Serial Number	14821
Protective Counter	725
Public Counter	725
Presence/Disrupt	TEST PRECINCT
Polling Place ID	5555555
Ballot Version	
Report Source	Internal Machine Memory

ST. TAMMANY PARISH  
SAMPLE BALLOT ELECTION

Candidate	Candidate Totals	Total
***	***	***
* GOVERNOR		(1
D1 Q. ANTONIO		10
D4 Q. WASHINGTON		10
D5 A. LINCOLN		10
F1 T. REPER		5
* LIEUTENANT GOVERNOR		
E3 LOUISE E. ANNA		10
E4 MARTY GRAY		10
E5 JIM BALEY A		10
* TREASURER		(1
F2		10
F3 DIAMOND HIN		10
F4 DADDY WARBURKS		10
F5 JOHN DOUGH		5

Write In Votes  
No Write in Votes In Memory

Election Count  
Please Sign/Stamp After Closing The Polls  
We are undersigned Election Officers that have  
that 05/03/2003. This board under the seal  
of each member. Closed the polls from the  
voting, obtained this printed record of votes cast  
the system and that after the polls closed.  
Protective Counter read 725 and the Public  
Counter read 3 and the Internal Machine has been seal  
with seal 5

Signature: \_\_\_\_\_

Printed: 05/03/2003 21:45



# ***Closing Machines***

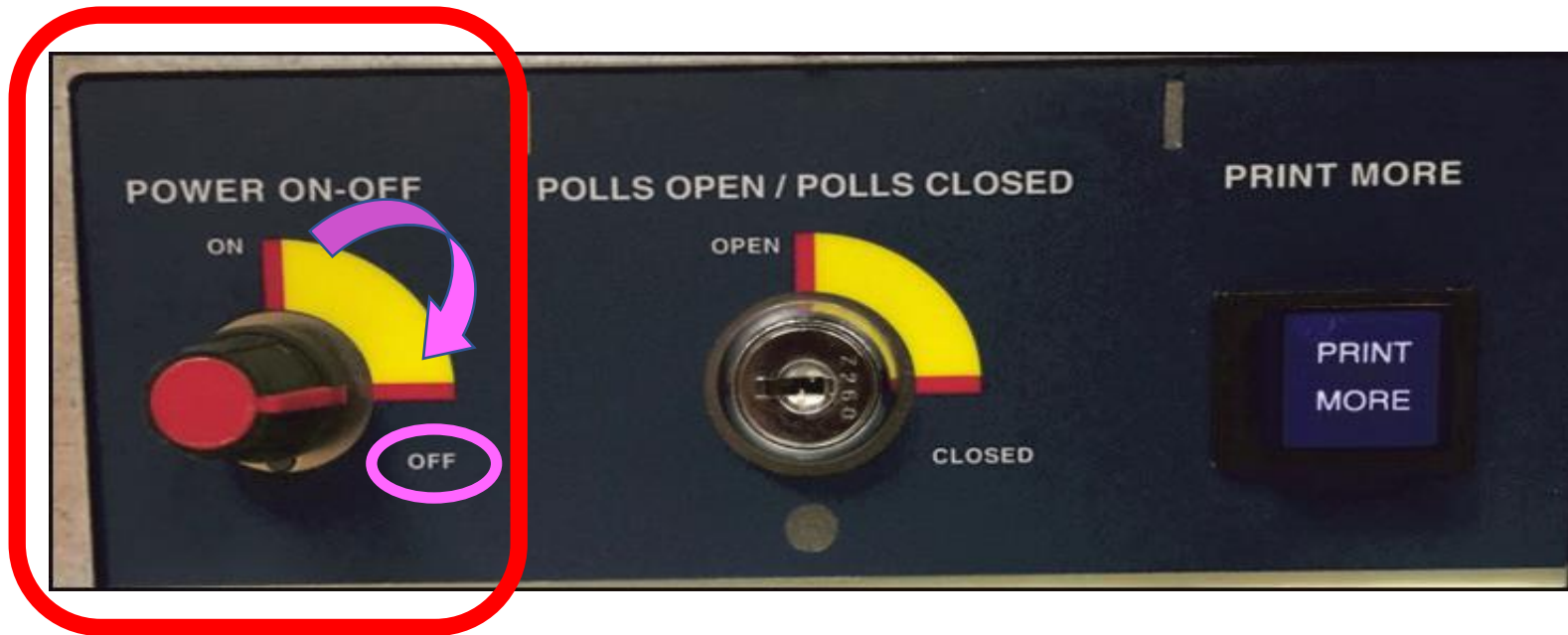
- Important! Be sure that 4 copies of your results reports are completely printed before removing the results cartridge. If not, your cartridges will not read & your results will need to be manually entered by election staff...VERY BAD!!!!
- It is imperative that a copy of the election results & the 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 THE MACHINE AFTER IT IS 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!**





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>OFFICE OF ELECTION MAIL</b>	
<b>PARISH</b>  East Baton Rouge	<b>PRECINCT</b>  01	<b>BOX</b>  002	<b>DATE</b>  01/01/02

**NO POSTAGE NECESSARY  
IF MAILED IN THE UNITED STATES**

**AFTER ELECTION, CONSIGNEES INCLUDE THE FOLLOWING IN THIS ENVELOPE.**

- ONE (1) POLL LIST (pt. 5a-gold)
- ONE (1) MACHINE CERTIFICATES (yellow copy) (MC-42)
- ONE (1) OFFICIAL ELECTION RESULT REPORT FROM EACH MACHINE

**SECRETARY OF STATE**  
**BATON ROUGE, LA 70804-9125**

**ATTESTALING: EXACTLY 30 MINUTES ON EACH  
OF ENVELOPE AND MAIL ON ELECTRONIC MATH 10.**

**State of Louisiana**  
**Notary Public**

**TAMPER - PROOF ENVELOPE - DO NOT OPEN SEALING**

**TAMPER - PROOF ENVELOPE - DO NOT OPEN SEALING**

<h2 style="margin: 0;">REGISTRAR OF VOTES</h2>	
<div style="border: 1px solid black; padding: 2px; text-align: center;">                 Period                  Word             </div>	Pretext
<p style="margin: 0;"><b>ATTENTION: COMMISSIONERS receive the following COMPLETED FORMS in this envelope</b></p> <ul style="list-style-type: none"> <li>• ACC - ADDRESS CONFIRMATION CARDS- ELECTION DAY, IF ANY</li> <li>• A-V-I - VOTER IDENTIFICATION AFFIDAVIT FORMS, IF ANY</li> <li>• C-V-S - CHALLENGES OF VOTER FORMS COPY, IF ANY</li> <li>• L-A-V-A - VOTER REGISTRATION APPLICATIONS, IF ANY</li> <li>• M-C-S-I - MACHINE CERTIFICATES (PINK COPY)</li> <li>• N-D - NOTATION OF IRREGULARITIES FORM (PINK COPY)</li> <li>• N-O - (1) OFFICIAL ELECTION RESULTS REPORT FROM EACH MACHINE</li> <li>• ONE (1) POLL LIST (P-I-S-I-PINK)</li> <li>• P-R-A - PHYSICAL DISABILITY AFFIDAVITS, IF ANY</li> <li>• P-R-C - PREC. PRESCRIPTION CORRECTION FORMS, IF ANY</li> <li>• P-H-C - PHYSICIANS CERTIFICATES OR DISABILITY DOCUMENTATION</li> <li>• ANY PHYSICIANS CERTIFICATES OR DISABILITY DOCUMENTATION</li> </ul> <p style="margin: 10px 0 0 0;"><b>**ALL UNUSED FORMS ARE TO BE RETURNED IN THE GREEN CANVAS BAG**</b></p>	
<p style="margin: 0;"><b>DISPOSITION: ATTACH TO PRETEXT REGISTER (FOR DELIVERY TO REGISTRAR OF VOTES)</b></p> <p style="margin: 0; font-size: small;">Prepared and Forwarded by the Secretary of State</p>	

[illegible][illegible]



# Closing Machines

- Lock the rear door using the “**YELLOW CAPPED** 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 Noitall</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