

End of Night Paperwork



INCIDENT REPORT
(For Elections ONLY)

Please call us during the day if you experience or produce a situation that requires attention. Please report any incident to the Clerk of Court's Election Department at 985-809-8700.

POLLING FACILITY SAFETY CHECK LIST

PLEASE REPORT ANY UNREASONABLE DANGEROUS HAZARD AS SOON AS POSSIBLE TO THE CLERK OF COURT ELECTIONS DEPARTMENT AT 985-809-8700

Polling Facility:

Question	Yes	No	N/A
Firearms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsanitary conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This checklist survey was completed by _____, Commissioner.

Please place this form in the Clear Pouch and return to the Clerk of Court.

Thank you for your cooperation.



REGISTRAR OF VOTERS ENVELOPE

After the election, COMMISSIONERS enclose the following **COMPLETED FORMS** in this envelope:

- ACC - ADDRESS CONFIRMATION CARDS - ELECTION DAY, IF ANY
- AV-34 - VOTER IDENTIFICATION CARDS - ELECTION DAY, IF ANY
- CV-36 - CHALLENGES OF VOTER FORMS (PINK COPY), IF ANY
- LA-VRA - VOTER REGISTRATION AFFIDAVITS, IF ANY
- MC-32 - MACHINE REGISTRATION APPLICATIONS, IF ANY
- NO-1 - NOTIFICATION OF IRREGULARITIES FORM (PINK COPY)
- ONE (1) OFFICIAL ELECTION RESULTS REPORT FROM EACH MACHINE
- PDA - PHYSICAL DISABILITY AFFIDAVITS, IF ANY
- PRC - PRECINCT REGISTER CORRECTION FORMS, IF ANY
- ANY PHYSICIANS CERTIFICATES OR DISABILITY DOCUMENTATION

****ALL UNUSED FORMS ARE TO BE RETURNED IN THE GREEN CANVAS BAG****

DISPOSITION: ATTACH TO PRECINCT REGISTER FOR DELIVERY TO REGISTRAR OF VOTERS

Prepared and Published by the Secretary of State

Rev. (Bureau of Voter Registration) 3/18

Election Night Checklist

- ☐ 1 Election Results Report (tape) from each machine posted on the door of the precinct

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
- ☐ Clasp "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

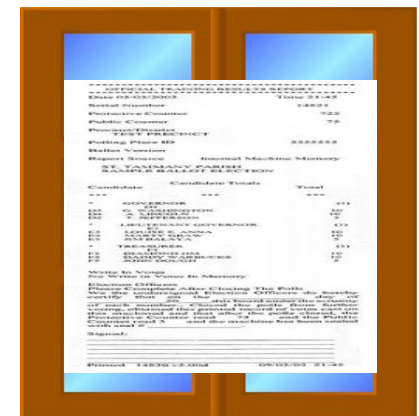
SECRETARY OF STATE GREEN CANVAS SUPPLY BAG to include:

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)

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- 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

[illegible]

Machine Certificate #2

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1. Time the machines were closed
2. Public Counter Numbers (found on machine's operator panel)
3. Protective Counter Numbers (found on machine's operator panel)
4. Any visible damage to the machines
5. Precinct Register Seal (ROV Bag Seal)

III. All Commissioners sign and list the time and date of signatures

II. CERTIFICATE NO. 2 - FILLED IN AT THE CLOSING OF POLLS

		MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE
1. At <u>8:10</u> p.m., voting machines were closed against further voting. Serial numbers on machines closed were the following:	Serial #	1167	1168	1169	1170			
2. PUBLIC COUNTER NUMBERS (right side of the operator panel) shown were the following:	Public Counter #	62	30	5	5			
3. PROTECTIVE COUNTER NUMBERS (left side of the operator panel) were the following:	Protective Counter #	1187	1030	1105	1205			
4. List any visible damage at the close of the election to a voting machine by serial number that occurred during the election:	Visible Damage	None	None	None	None			

5. The Precinct Register was resealed by the commissioners at the end of the election with seal number(s): 746511

6. After locking machines, place voting machine keys into the C-03 Envelope, sign, and deliver to the clerk of court in the Clear Plastic Zipper Bag.

III. COMMISSIONER CERTIFICATION - SIGNED AFTER COMPLETION OF BOTH CERTIFICATES

IN WITNESS WHEREOF, we have signed our names at 8:25 p.m., on the 5th day of April, 20 18

Commissioner-in-Charge Signature: Jon Williams

Commissioner's Signature: Wilma Farrar

Commissioner's Signature: Jon White

Commissioner's Signature: Justin Hillman

Commissioner's Signature: Jared Gray

DISTRIBUTION: Original (white) is delivered to the Clerk of Court in the Clear Plastic Zipper Bag, the yellow is put into the S-19 (Secretary of State Envelope), and the pink is put in the ROV Envelope (Registrar of Voters Envelope).

Prepared and Furnished by Secretary of State

Machine Certificates (MC-52) Rev. 1/19



**End of Night
ROV Bag Seal**

**Found attached to the
inside of the front cover
on the Precinct Register**

AFFIDAVIT OF PAYROLL AND NON-DISCLOSURE FOR ELECTION DAY COMMISSIONERS

Use Ballpoint Pen – Press Hard

St Tammany Parish 52 Ward 422 Precinct Date 01/01/year

Each commissioner shall complete his or her payroll information below and sign. By signing this affidavit, each commissioner swears that the payroll information herein is true and correct to the best of his or her knowledge and acknowledges that he or she is prohibited by law from disclosing any confidential voter information listed in the precinct register.

NAME (Please Print)	MAILING ADDRESS (Please Print)	SIGNATURE (of Commissioners)	INITIALS	HOURS WORKED (Ex. 5:30am - 8:30pm)
John Doe Commissioner Last four SSN's <u>0001</u>	123 my street, my city, La 70000	<i>John Doe Junior</i>	JD m	6:30a 8:17pm
Johnny S. Doe III Commissioner Last four SSN's <u>0000</u>	789 1st street, my city, La 70000	<i>John Doe</i>	JSD	6:30am 8:17pm
Jane Marie Little Commissioner Last four SSN's <u>0002</u>	456 same street, same city, La 70000	<i>Jane M Little</i>	JWL	6:30am 8:18pm
Commissioner Last four SSN's _____				
Sally Note Me Commissioner-in-Charge Last four SSN's <u>0003</u>	789 Any street, same city, La 70000	<i>Sally N Me</i>	SNM m	6:30a 8:18pm

Sign at the END of the night

Disposition:

Place in the clear plastic zipper bag which is to be delivered to the Clerk of Court.

Rev. 6-15

Affidavit of Payroll & Non-Disclosure (AFF-PND)

Prepared & Furnished By Secretary of State

No one can sign for you!

AFFIDAVIT OF PAYROLL AND NON-DISCLOSURE FOR ELECTION DAY COMMISSIONERS

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Use Ballpoint Pen – Press Hard

St Tammany Parish 52 Ward 422 Precinct Date 01/01/year

Each commissioner shall complete his or her payroll information below and sign. By signing this affidavit, each commissioner swears that the payroll information herein is true and correct to the best of his or her knowledge and acknowledges that he or she is prohibited by law from disclosing any confidential voter information listed in the precinct register.

NAME (Please Print)	MAILING ADDRESS (Please Print)	SIGNATURE (of Commissioners)	INITIALS	HOURS WORKED (Ex. 5:30am-8:30pm)
<u>John Doe</u> Commissioner Last four SSN's <u>0001</u>	<u>123 my street, my city, La 70000</u>	<u>John Doe Junior</u>	<u>JD</u>	<u>6:30a</u> <u>8:17pm</u> m
<u>Johnny S. Doe III</u> Commissioner Last four SSN's <u>0000</u>	<u>789 1st street, my city, La 70000</u>	<u>John Doe</u>	<u>JSD</u>	<u>6:30am</u> <u>8:17pm</u>
<u>Jane Marie Little</u> Commissioner Last four SSN's <u>0002</u>	<u>456 same street, same city, La 70000</u>	<u>Jane M Little</u>	<u>JML</u>	<u>6:30am</u> <u>8:18pm</u>
Commissioner Last four SSN's				
<u>Sally Note Me</u> Commissioner-in-Charge Last four SSN's <u>0003</u>	<u>789 Any street, same city, La 70000</u>	<u>Sally N Me</u>	<u>SNM</u>	<u>6:30a</u> <u>8:18pm</u> m

Disposition:
Place in the clear plastic zipper bag which is to be delivered to the Clerk of Court.
Rev. 6-15

Affidavit of Payroll & Non-Disclosure (AFF-PND)
Prepared & Furnished By Secretary of State

The Commissioner-in-Charge should ensure that all documentation is complete, prior to signing.

Incomplete or inaccurate information slows processing your paycheck.

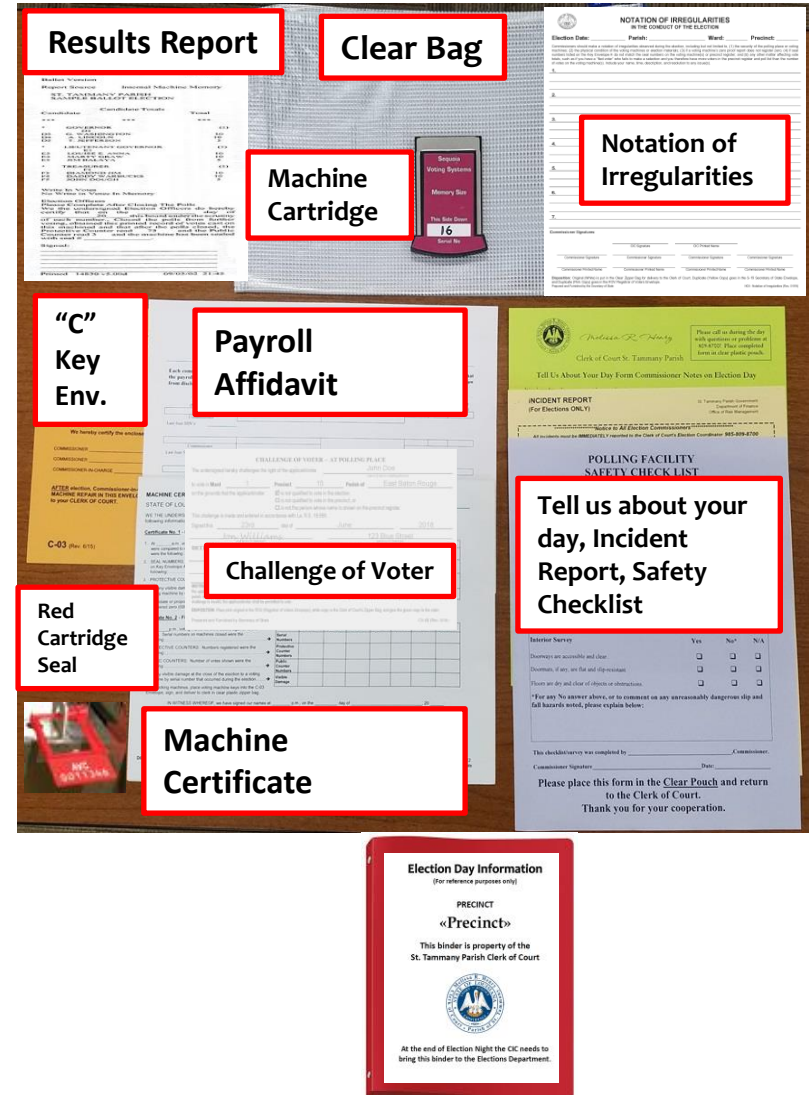
Inside the Clear bag

see pages 66-67

This is the clear bag the CIC brings to the COC at the end of Election Night

This would include the following:

- All Machine Cartridges
 - Original White Machine Certificate
 - 1 Election Results Report (tape) from each machine
 - Clasped “C” key envelope with keys from each machine
 - Completed Affidavit of Payroll and Non-Disclosure
 - White Copy of the Notation of Irregularities form
 - White Copy Challenge of Voter
 - 1 Red cartridge seal 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
- ***In addition to the Clear bag bring the PSE envelope with all your used supplies & posted signage & S-19 SOS envelope (to be mailed)***
 - ***For Federal Elections only you need to include the “Provisional Ballot Envelope”***

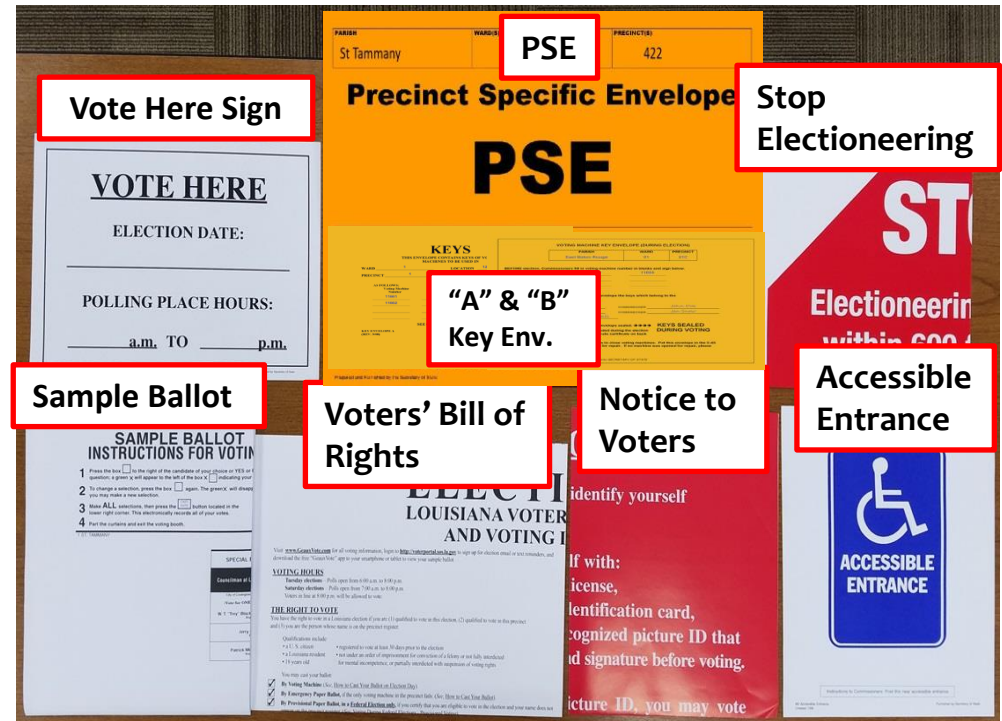


Inside the PSE

You will place all the **informational signs** that were posted around your precinct walls. **This envelope is brought back to the COC at the end of the night**

This would include the following:

- Vote Here Sign
- Sample Ballot Poster
- Election Day Voters' Bill of Rights Poster
- Notice to Voters Sign
- Accessible Entrance Sign
- STOP Electioneering Sign



The “A” key envelope is to be placed in the PSE envelope. If you didn’t have to open the “B” key envelope for a warehouse technician and only opened it at the end of the night to unlock the machines, you will need to place the “B” key envelope inside the PSE envelope.

Inside the S-19 Envelope *see page 64*

The CIC will need to **mail** this envelope to the Secretary of State office at the end of the night

This would include the following:

- Signed Yellow Poll List
- 1 Election Results Report (tape) from **each** machine
- 1 Zero Proof Report (tape) from **each** machine
- Yellow Copy of Machine Certificate
- Yellow Copy of Notation of Irregularities



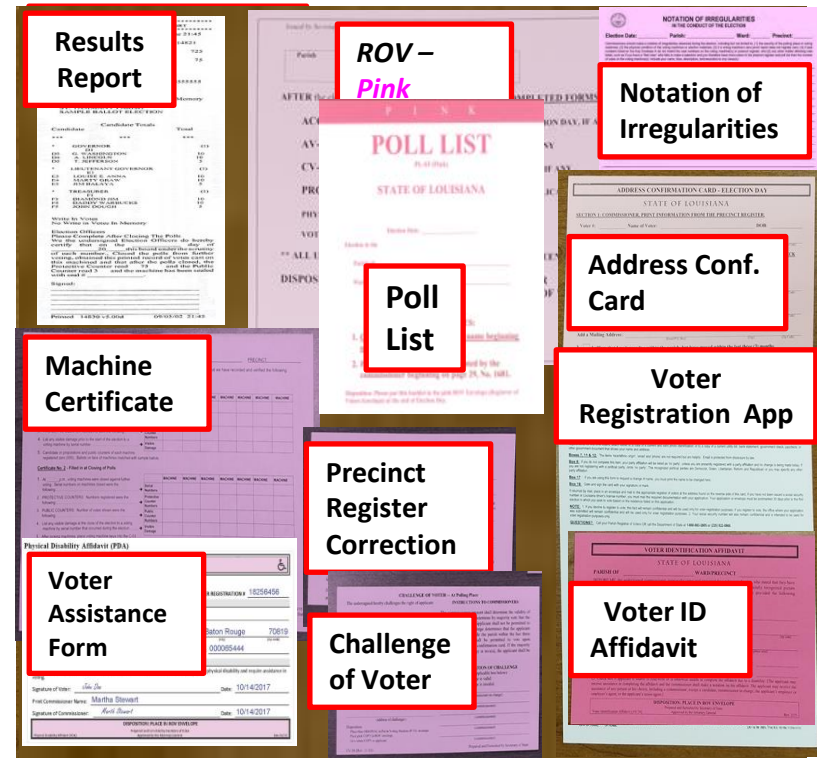
Inside the ROV *Pink* Envelope

see page 63 -64

This envelope goes inside the ROV bag (green nylon bag with pink tag) in the audio machine, at the end of the night

This would include the following:

- 1 Election Results Report (tape) from each machine
- *Pink* Copy of the Machine Certificate
- *Pink* Copy of the Notation of Irregularities form
- Signed *Pink* Poll List
- Completed Address Confirmation Card
- Completed Voter Identification Affidavit
- Completed *Pink* Precinct Register Correction
- Completed *Pink* Copy of the Challenge of Voter form
- Completed LA Voter Registration Application
- Completed Voter Assistance Form
- 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

Inside the General Forms Clear Bag

see page 65

This bag needs to go inside the **green canvas bag** (SOS bag) and stays in the **lead machine** at the end of the night

In the clear bag:

- All clean and unused signs and forms

In the **green canvas bag**:

- Blue Painters Tape
- Informational Pamphlet for Election Day Voting (IP-ELECT DAY)
- Yellow Pad
- Stickers for voters provided by the SOS office
- 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)



Locking Up the Machines

Use the “Election Night Checklist” provided

Items to be locked in the machines at the end of the night are:

Supply Machine

- **Green canvas bag** with the magnifying ruler, page magnifier, braille booklet, tape and the clear general forms bag containing all your recyclable forms.

Audio Machine

- **Sealed Green nylon** ROV bag containing: Precinct Register and the ROV envelope (Your blue seal for this bag is found attached to the inside of the precinct register).

If you have any questions regarding the blue seal or any ROV forms please contact the ROV office:

Covington (985) 809-5500
Slidell (985) 646-4125

