

# 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
- 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

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## III. ITEMS TO BE LOCKED IN LEAD VOTING MACHINE

### Secretary of State Green Canvas Supply Bag

- Blue Painters Tape
- Morning's broken red seal from ROV green nylon bag
- 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)

### General Forms Clear Bag (placed in Green Canvas Supply Bag) – page 65

- All clean, unused signs and forms
- Informational Pamphlet for Election Day Voting (IP-ELECT DAY)
- Yellow Pad
- Pens (that still write)

## IV. ITEMS TO BE LOCKED IN AUDIO VOTING MACHINE

### Registrar of Voters Green Nylon Bag (with PINK precinct index card)

- Black precinct register binder
- Absentee supplemental list (L-SL) if any, along with the envelope **placed** in the **back** of the precinct register binder

### 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

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## *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***

### ***FEDERAL ELECTIONS ONLY***

#### **Election Day Provisional Packet (ED-PP)**

with the front of the envelope completed with number of provisional voters from poll list and the number of executed ballots included

- 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