

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

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

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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II. ITEMS TO BE LOCKED IN LEAD VOTING MACHINE

Secretary of State Green Canvas Supply Bag

- Tape to secure signs and electrical cords
- Morning's broken red seal from ROV green nylon bag
- Laminated Audio Voting Keypad Quick Chart
- Page Magnifier and Magnifying Ruler

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)

III. ITEMS TO BE LOCKED IN AUDIO VOTING MACHINE

Registrar of Voters Green Nylon Bag (with precinct number 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
- Declaration of Ballot Choice Forms (DBC) (*Closed Party Primary Only*)

Election Night Checklist

Federal Elections and Closed Party Primary Elections

**ADDITIONAL ITEMS THAT MUST BE BROUGHT TO THE
CLERK'S OFFICE ON ELECTION NIGHT *IN THE PROVISIONAL
PACKET WITH THE CLEAR PLASTIC BAG***

Provisional Packet

the front of the envelope must be completed with total 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
- Declaration of Ballot Choice Forms (*Closed Party Primary Only*)
- 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