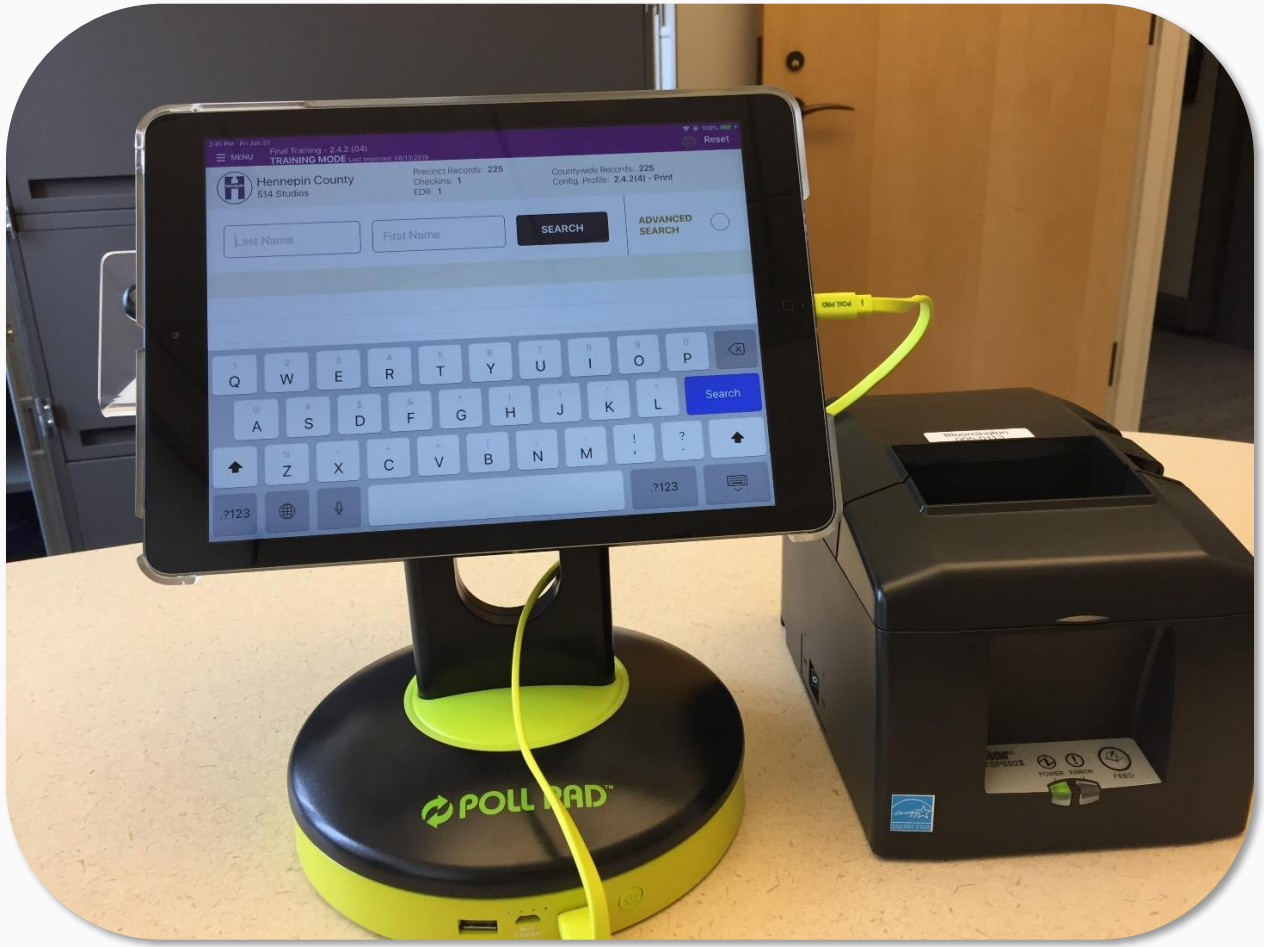
2020 Poll Book Training for Election Judges

City of Corcoran

Version 1.0
Revised 6/2/2020

OPENING

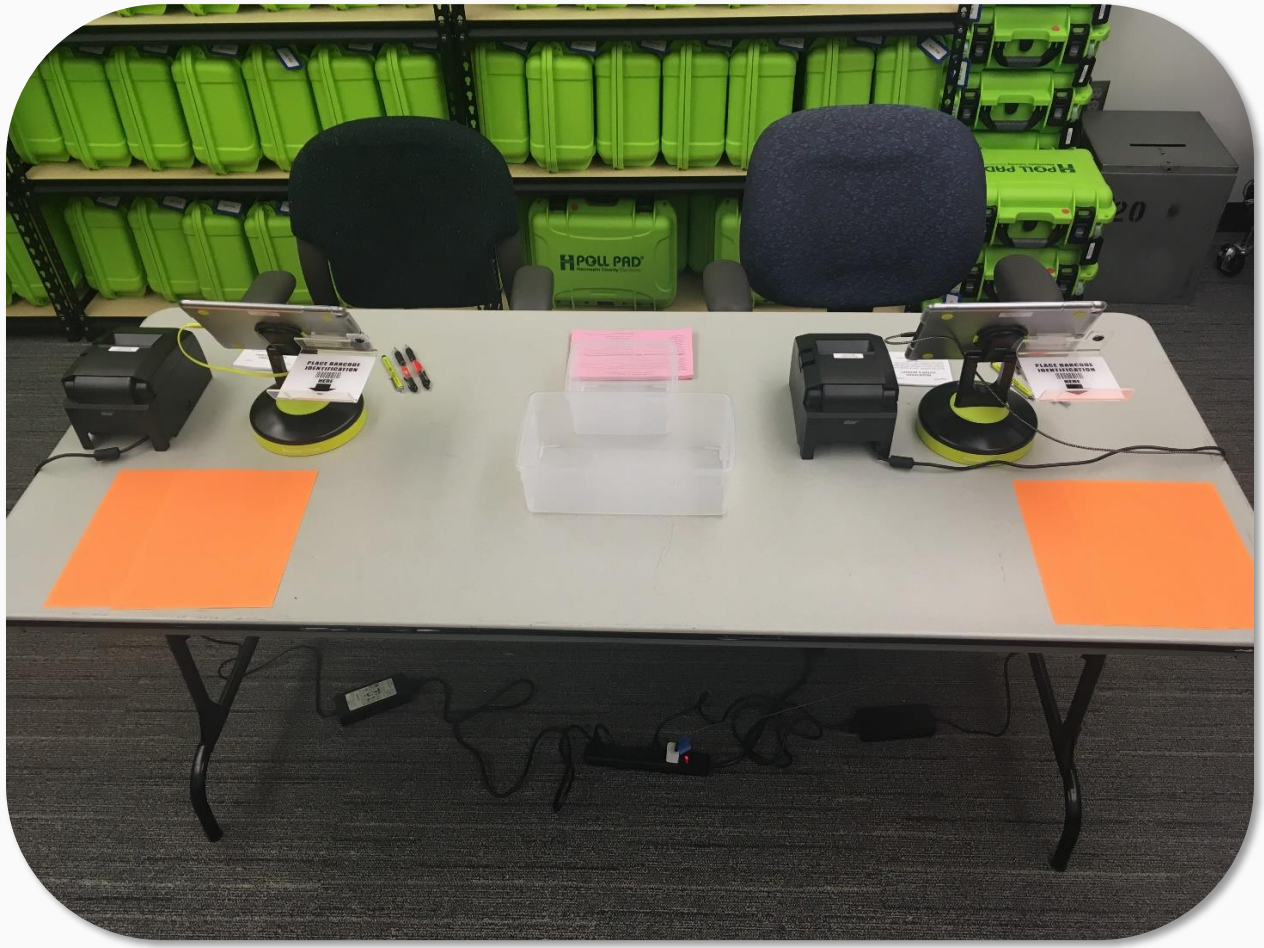
Introduction



Poll book setup

Poll book hot spot

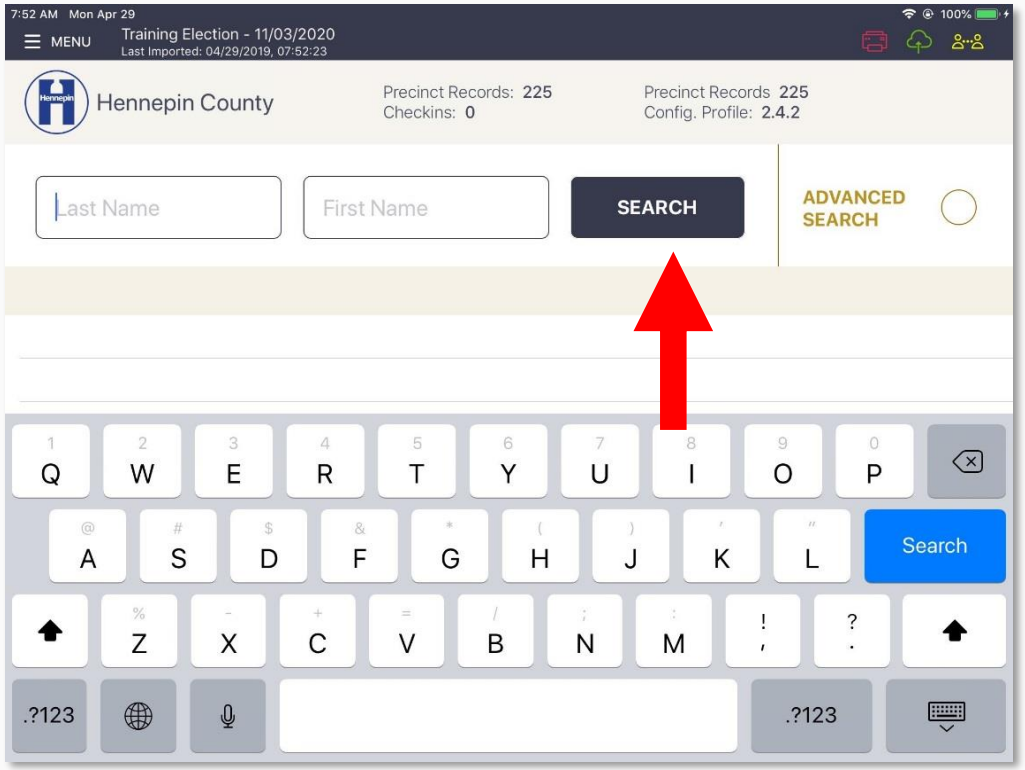
Setting up poll books



CHECKING IN REGISTERED VOTERS

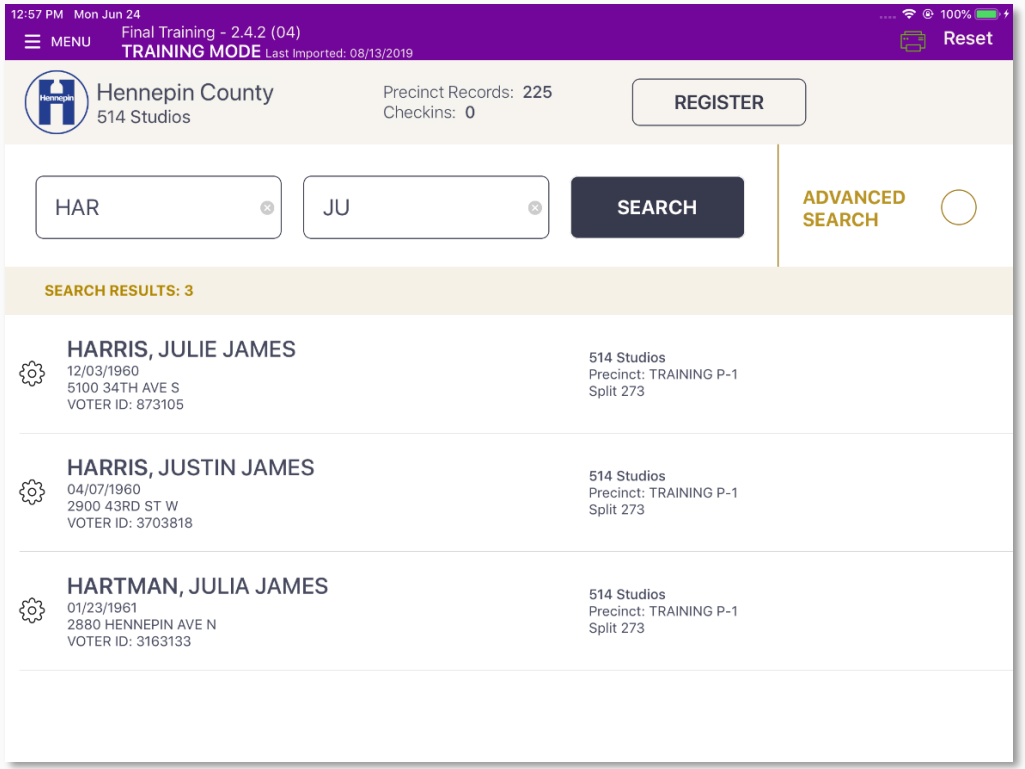
Checking in registered voters

- Ask voter's name.
- Enter the first three letters of the voter's last and first name.
- Select SEARCH



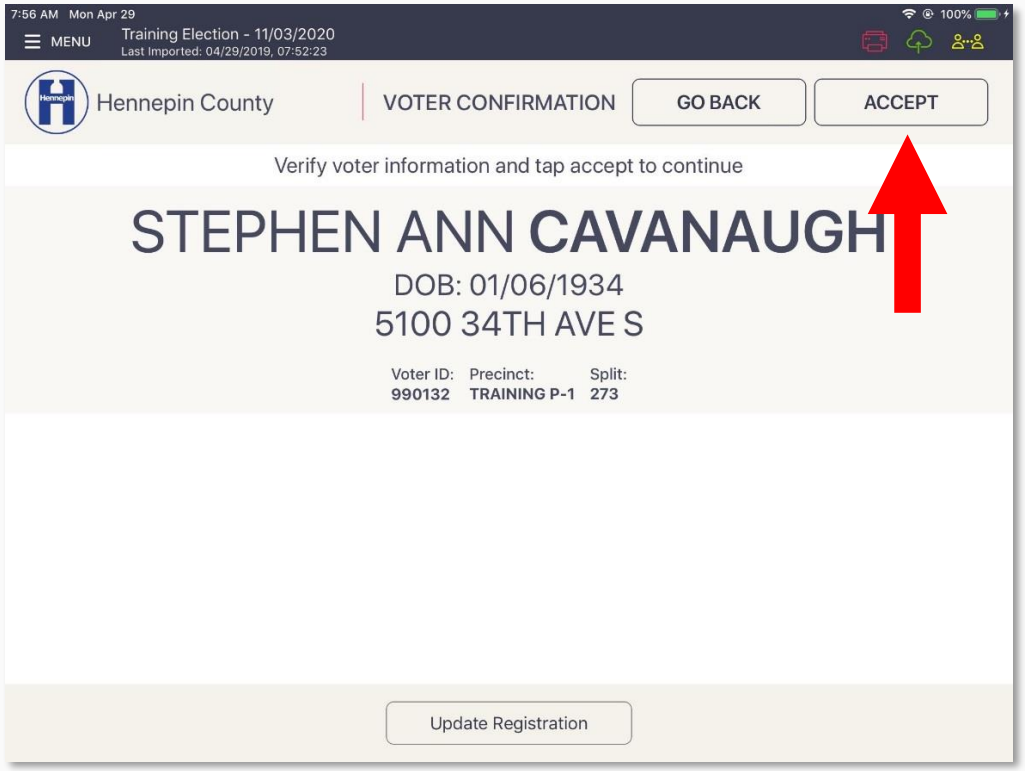
Checking in registered voters

- The poll book will display a list of names.
- Select the voter's name.



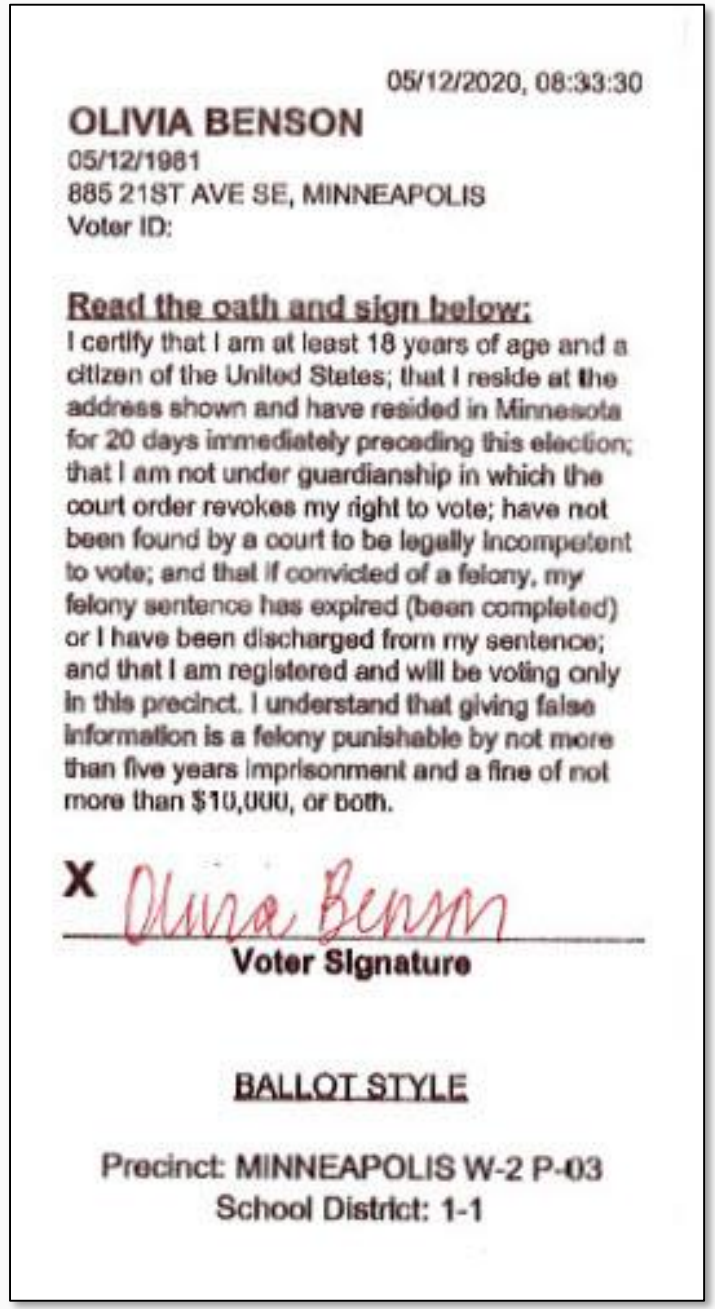
Checking in registered voters

- Pollbook displays “Voter Confirmation” screen
- Verify voter’s information and press “Accept”



Checking in registered voters

- Judge points to oath on the Certificate
- Voter affirms oath
- Voter verifies name and address
- Voter signs certificate
- Judge puts signed certificate into container



05/12/2020, 08:33:30

OLIVIA BENSON
05/12/1981
885 21ST AVE SE, MINNEAPOLIS
Voter ID:

Read the oath and sign below:
I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote; and that if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than $10,000, or both.

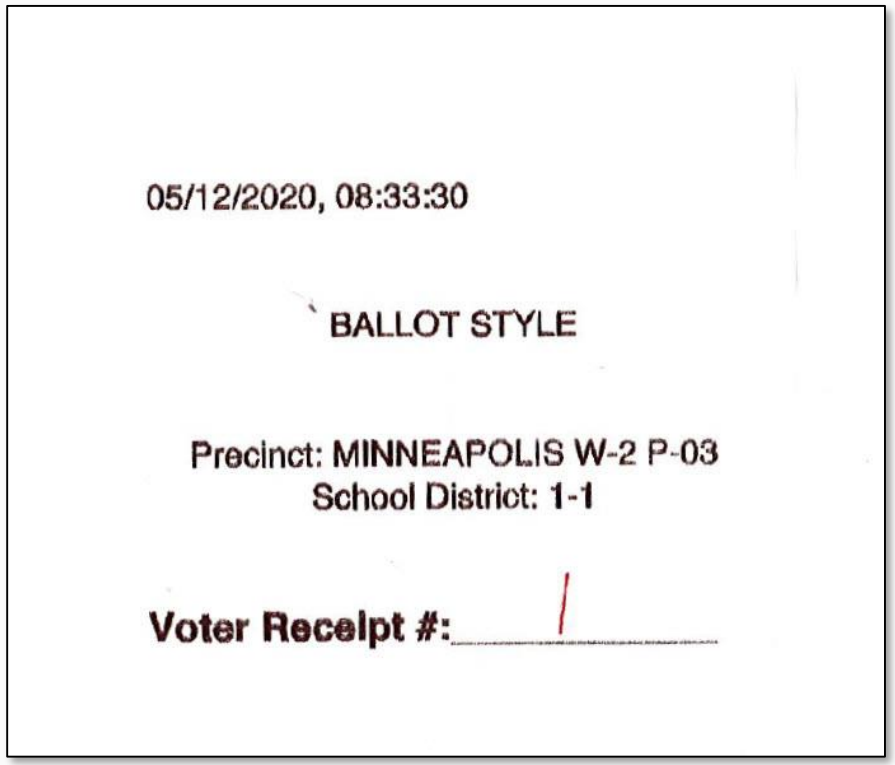
X Olivia Benson
Voter Signature

BALLOT STYLE

Precinct: MINNEAPOLIS W-2 P-03
School District: 1-1

Voter's Receipts

- Prints from poll book
- Give to voter
- Direct voter to Demonstration Judge



Check-in scenario

Scenario #1: registered voter

Cristina Saavedra Abasto

1010 11th Ave SE

05/27/1963

ABA - 1st three letters of last name

CRI - 1st three letters of first name

Check-in scenario

Scenario #2: registered voter

John Justin Glover

830 18th Ave SE

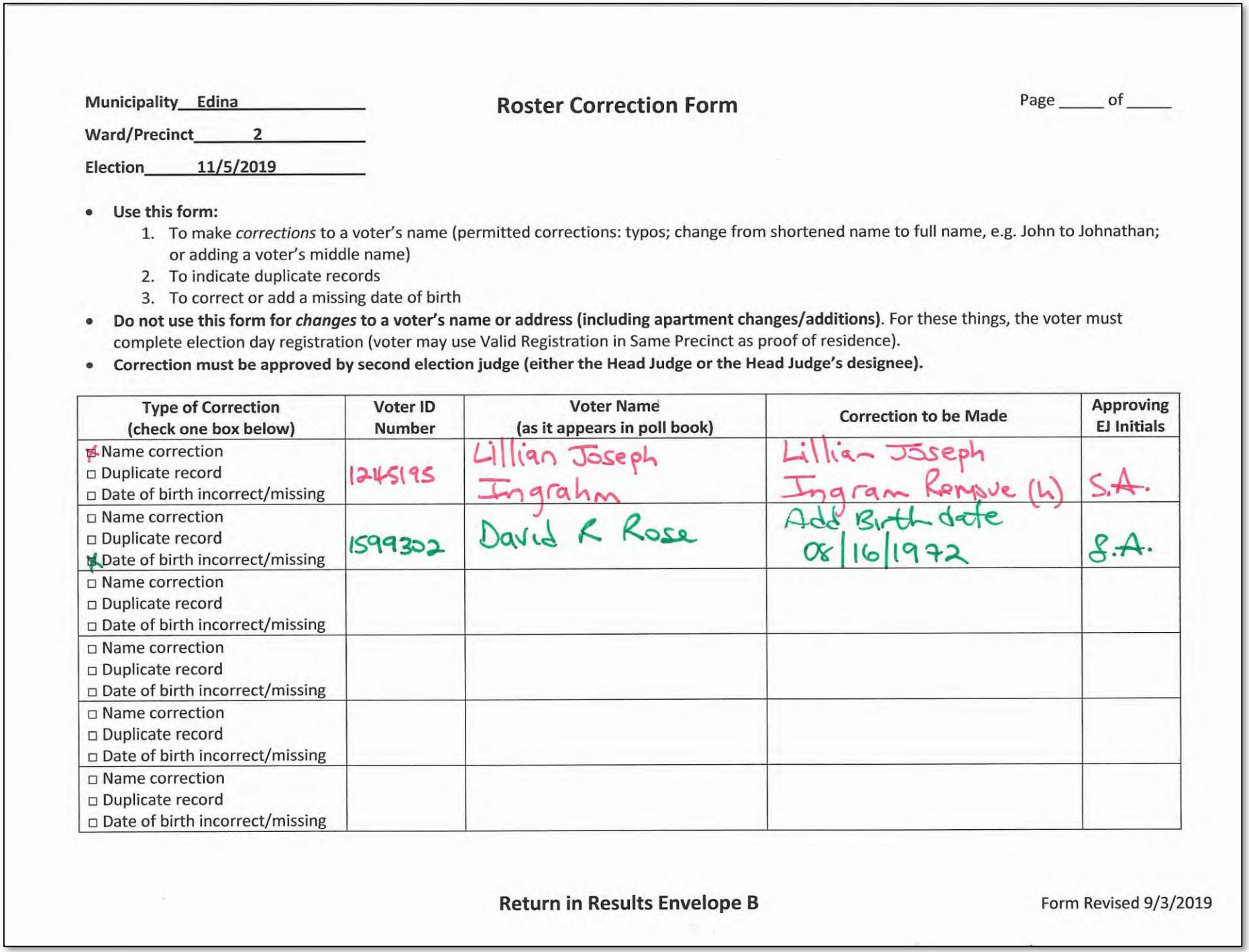
2/14/1985

GLO - 1st three letters of last name

JOH - 1st three letters of first name

Only for:

- Name correction
- Duplicate record
- Date of birth incorrect or missing



Municipality Edina

Ward/Precinct 2

Election 11/5/2019

Roster Correction Form

Page _____ of _____

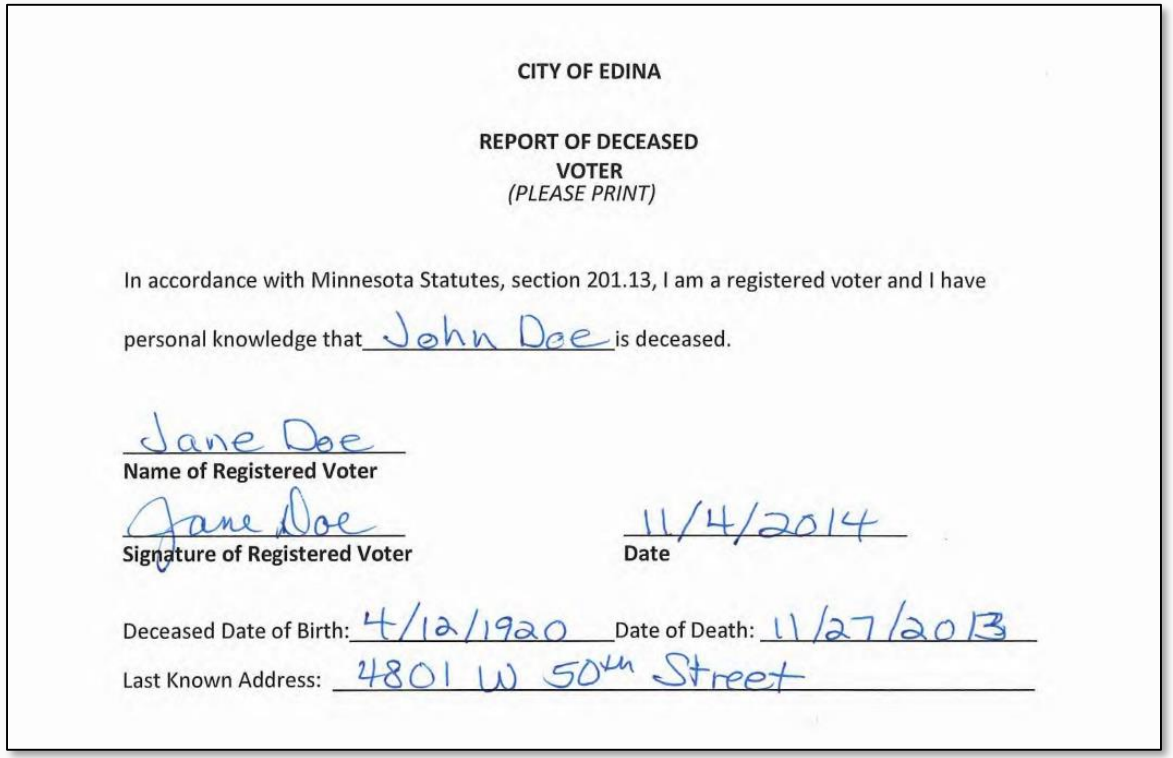
- **Use this form:**
  1. To make *corrections* to a voter's name (permitted corrections: typos; change from shortened name to full name, e.g. John to Johnathan; or adding a voter's middle name)
  2. To indicate duplicate records
  3. To correct or add a missing date of birth
- **Do not use this form for *changes* to a voter's name or address (including apartment changes/additions)**. For these things, the voter must complete election day registration (voter may use Valid Registration in Same Precinct as proof of residence).
- **Correction must be approved by second election judge (either the Head Judge or the Head Judge's designee).**

Type of Correction (check one box below)	Voter ID Number	Voter Name (as it appears in poll book)	Correction to be Made	Approving EJ Initials
☒ Name correction ☐ Duplicate record ☐ Date of birth incorrect/missing	1245195	Lillian Joseph Ingrahm	Lillian Joseph Ingram Remove (H)	S.A.
☐ Name correction ☐ Duplicate record ☒ Date of birth incorrect/missing	1599302	David K Rose	Add Birth date 08/16/1972	S.A.
☐ Name correction ☐ Duplicate record ☐ Date of birth incorrect/missing				
☐ Name correction ☐ Duplicate record ☐ Date of birth incorrect/missing				
☐ Name correction ☐ Duplicate record ☐ Date of birth incorrect/missing				
☐ Name correction ☐ Duplicate record ☐ Date of birth incorrect/missing				

Return in Results Envelope B

Form Revised 9/3/2019

Report of Deceased Voter



CITY OF EDINA

REPORT OF DECEASED VOTER
(PLEASE PRINT)

In accordance with Minnesota Statutes, section 201.13, I am a registered voter and I have personal knowledge that John Doe is deceased.

Jane Doe
Name of Registered Voter

Jane Doe
Signature of Registered Voter

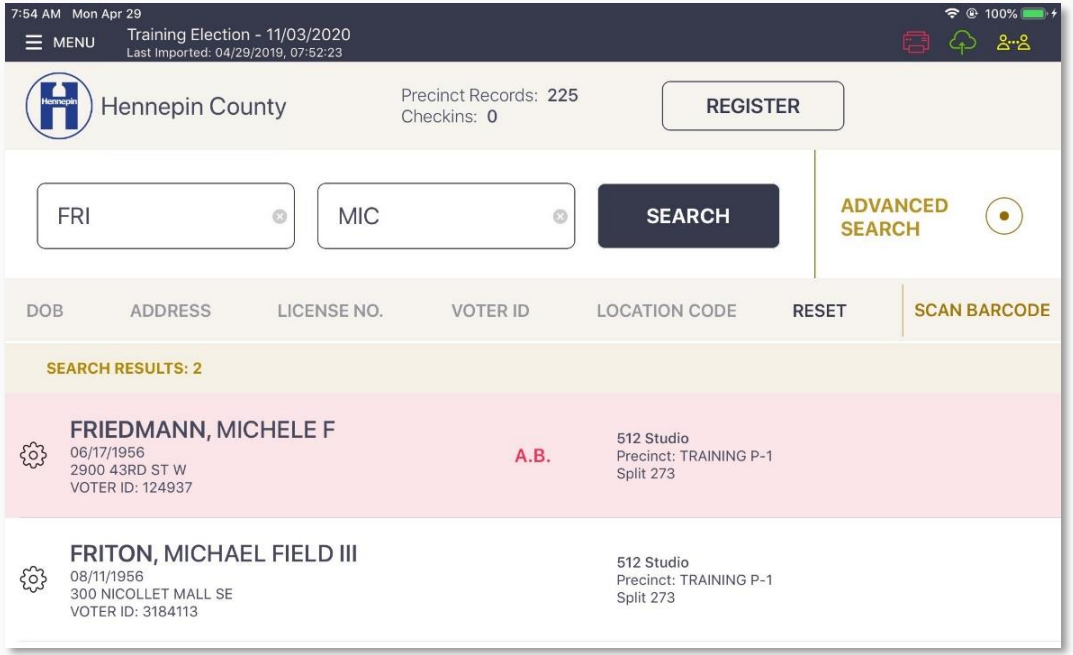
11/4/2014
Date

Deceased Date of Birth: 4/12/1920 Date of Death: 11/27/2013

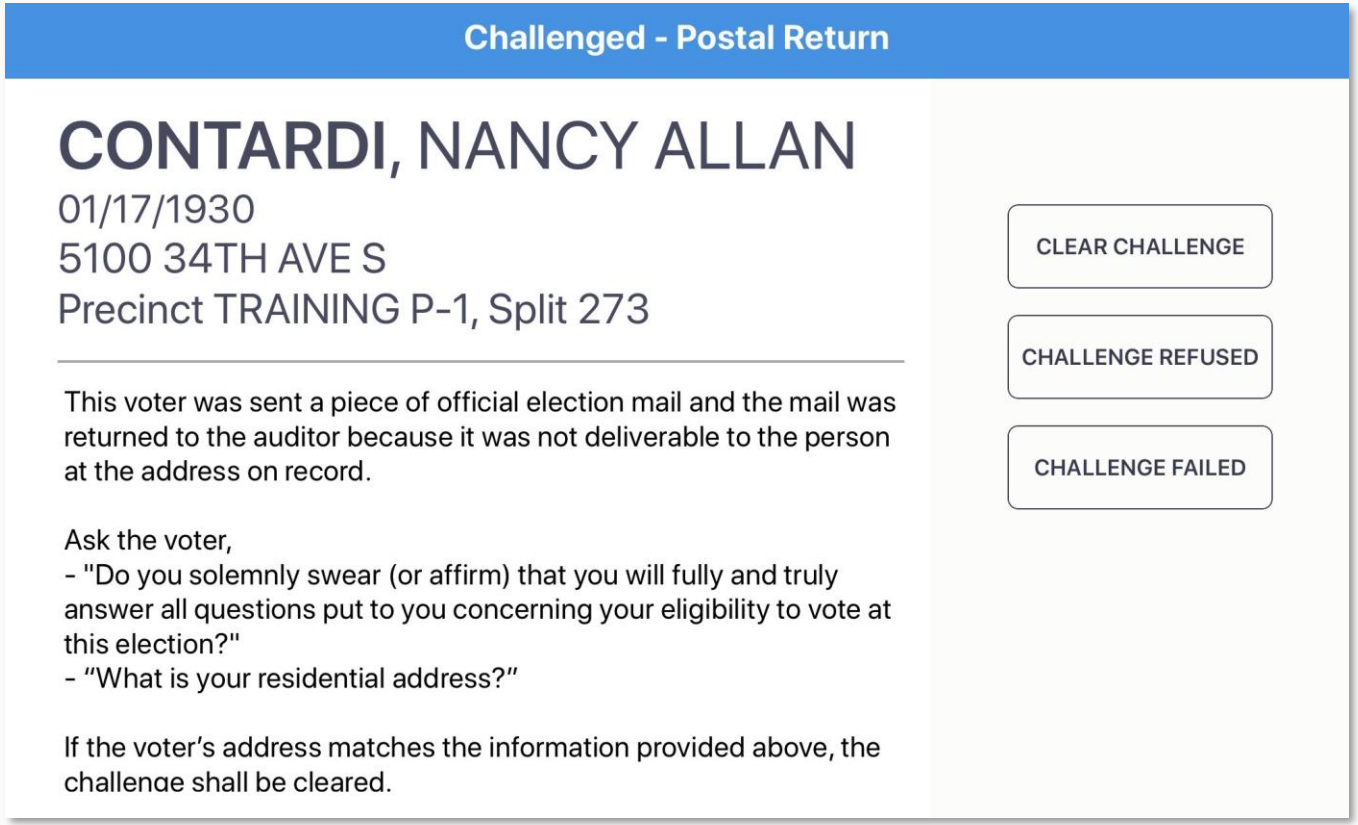
Last Known Address: 4801 W 50th Street

A.B. on voter record

- The voter already voted by absentee ballot and may not cast another ballot on election day.



Challenge on voter record

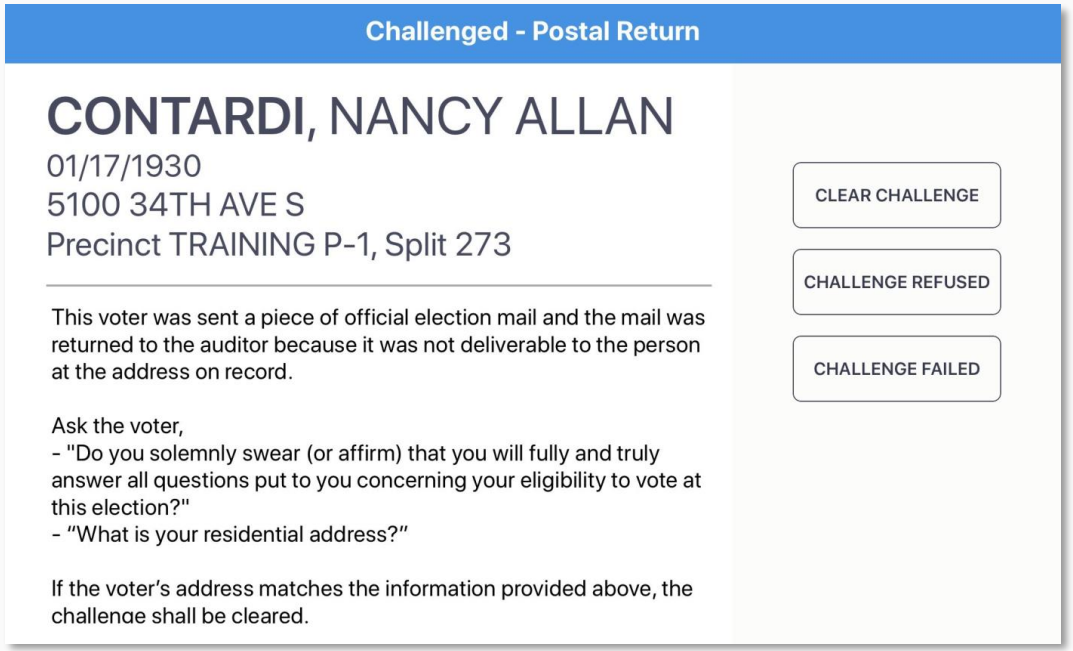


Challenge on voter record

- Follow directions on poll book
- Administer oath to the voter
- Ask questions to determine eligibility
- If eligible, judge selects “Clear Challenge” and prints Voter Signature Certificate
- Voter signs the Certificate and proceeds to the Demonstration Judge

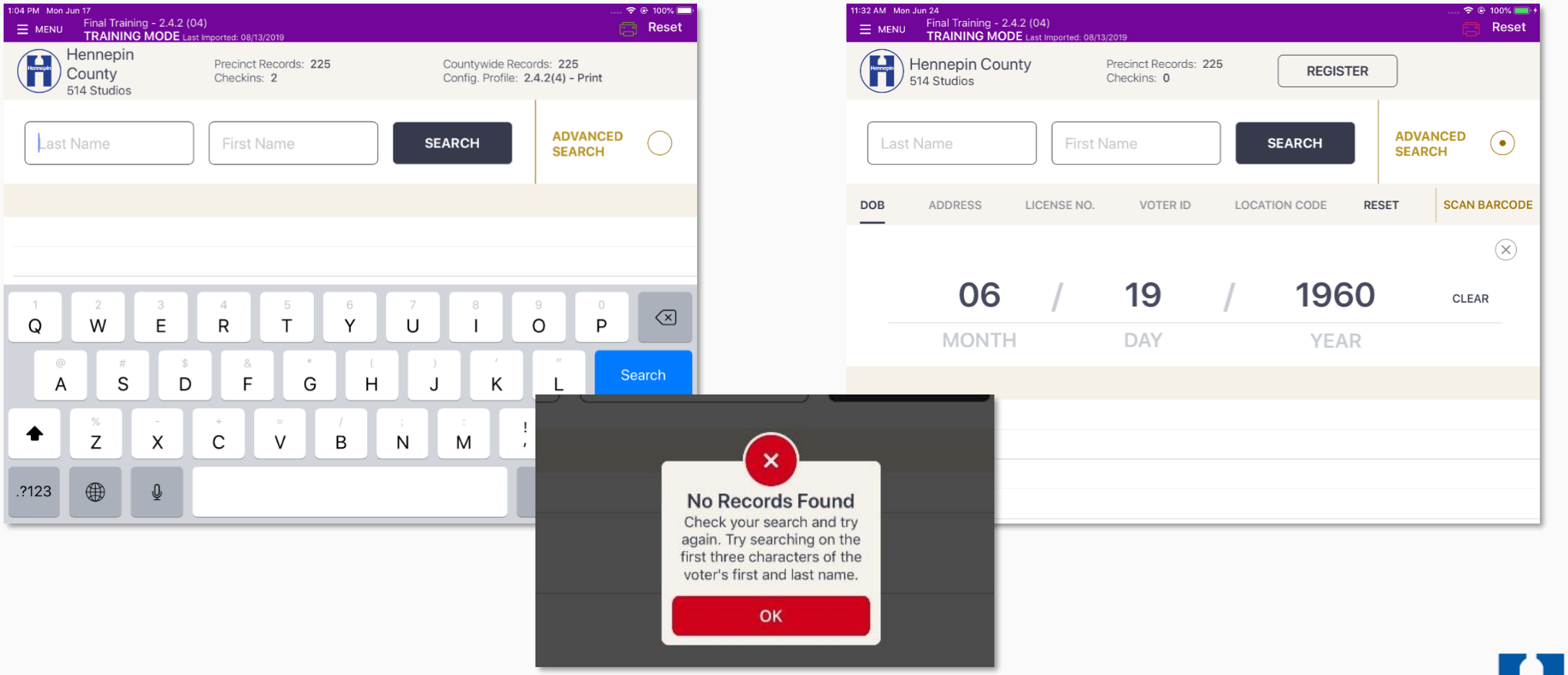
Challenge on voter record

- If voter refuses challenge, judge selects “Challenge Refused”
- If not eligible, judge selects “Challenge Failed”

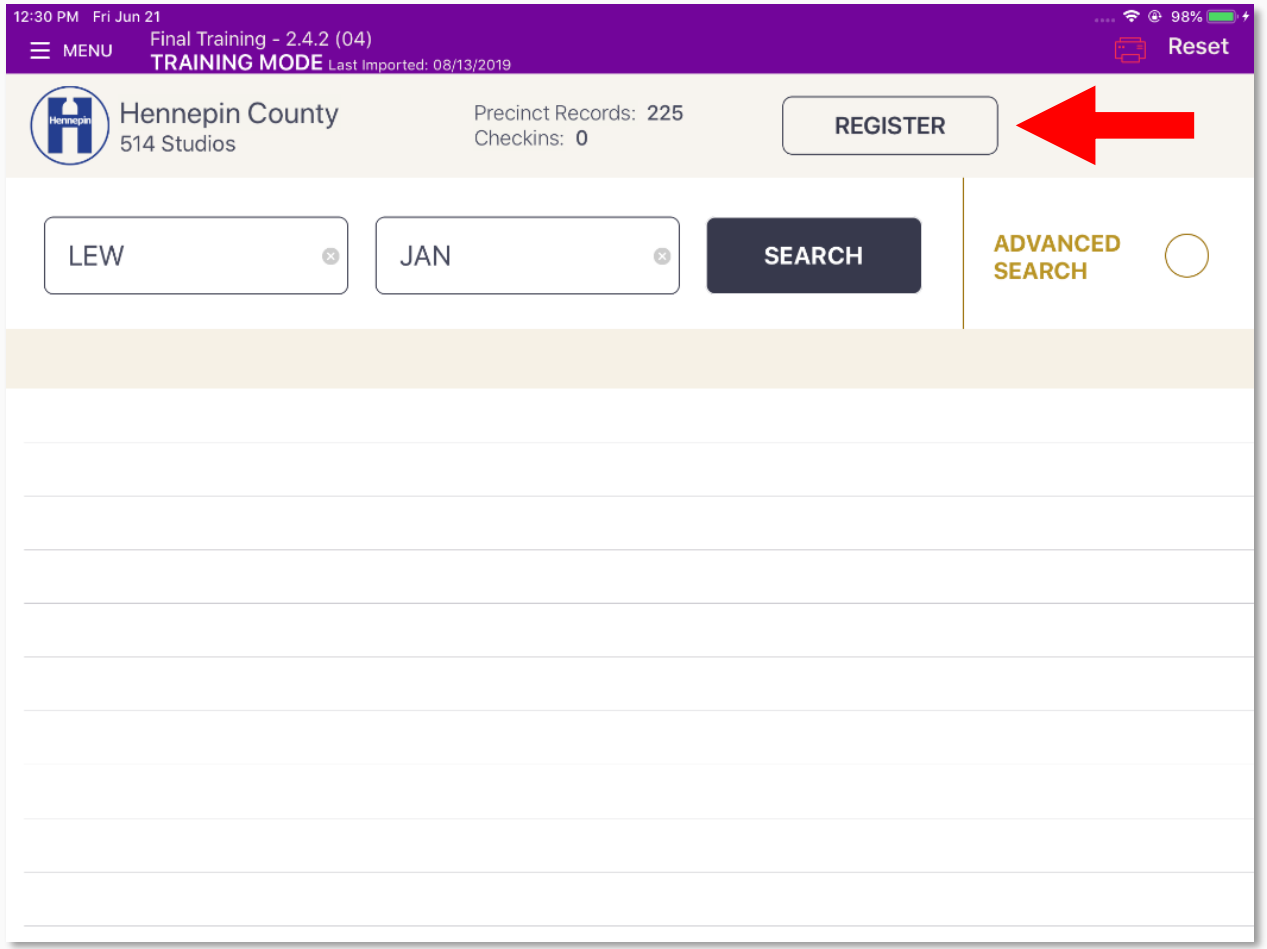


REGISTERING VOTERS

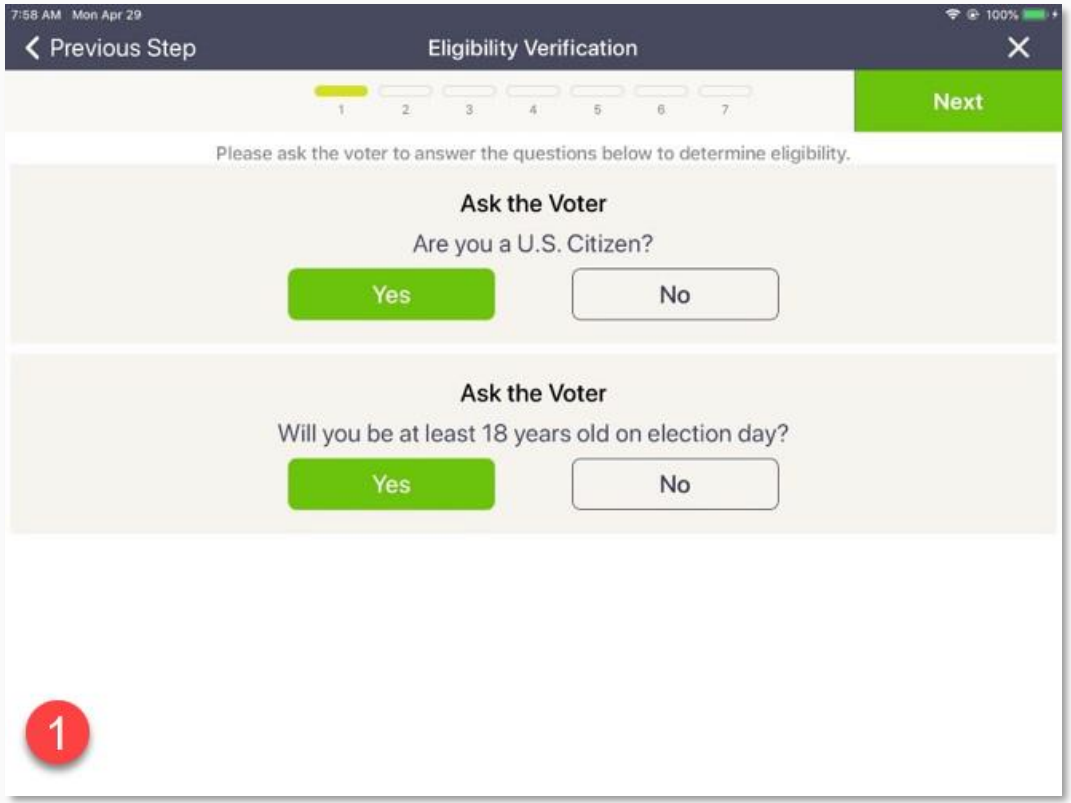
New registration

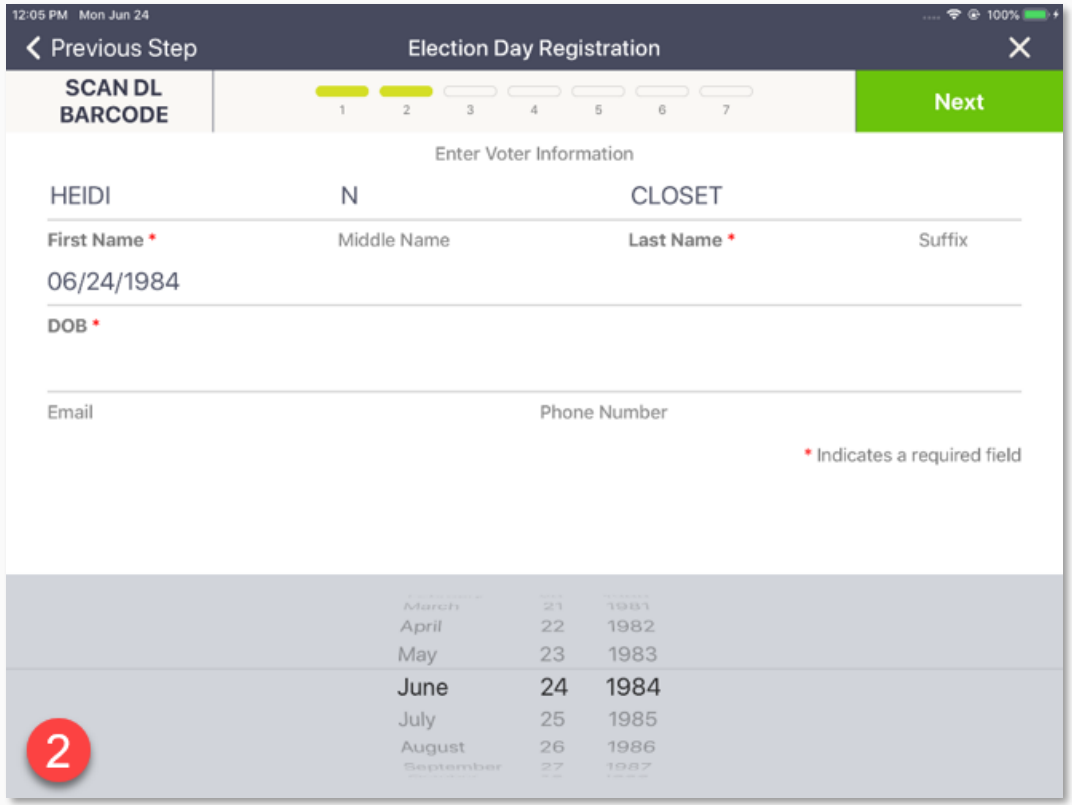


New registration

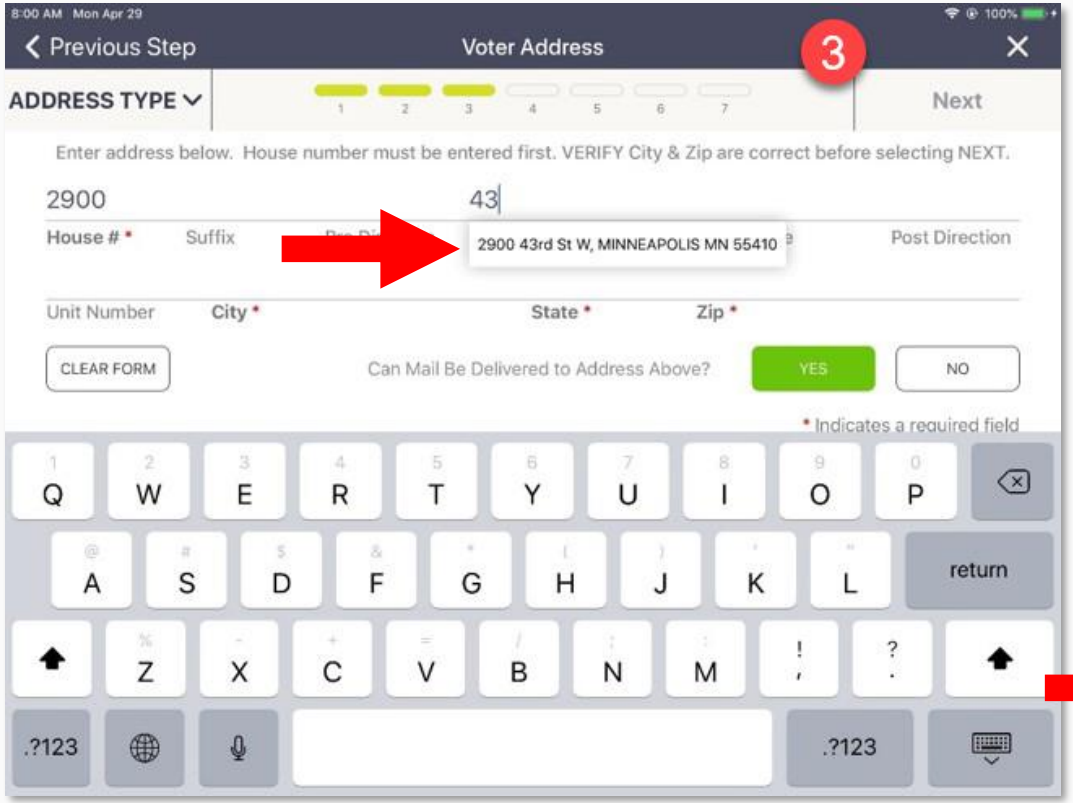


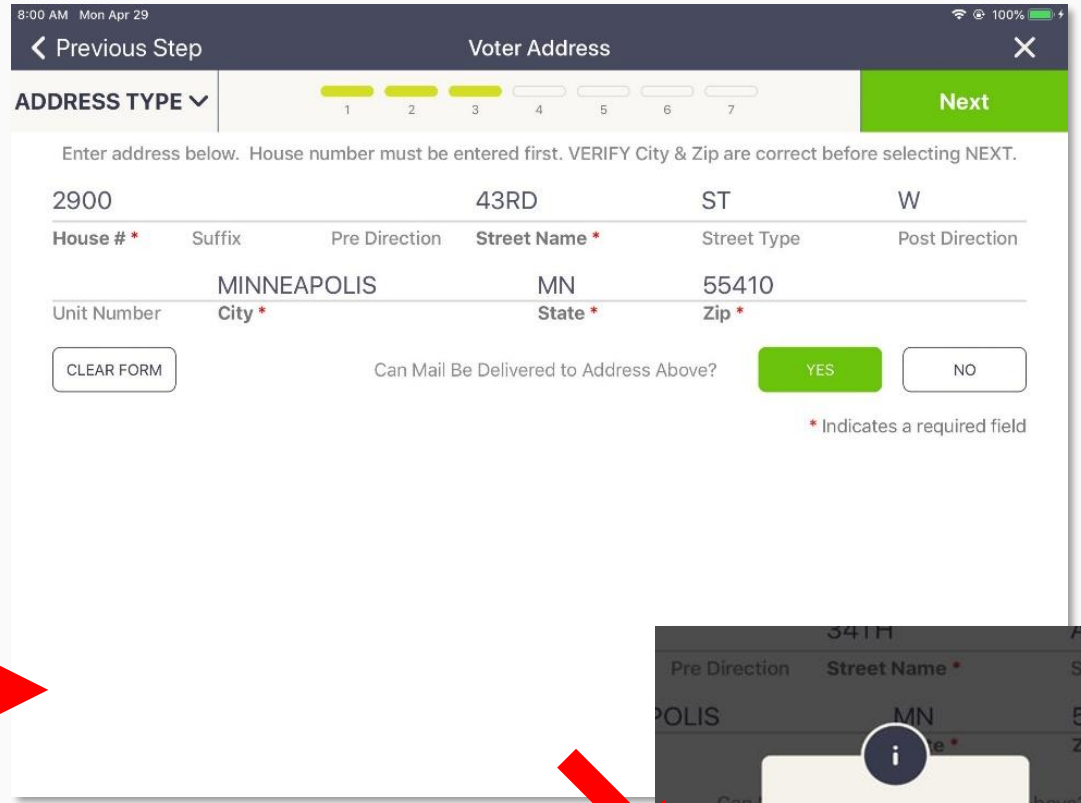
New registration – Steps 1 and 2

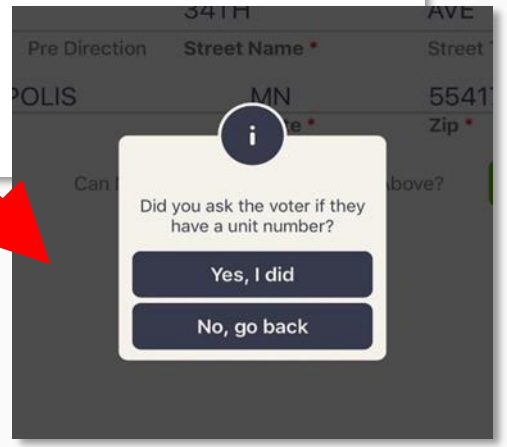




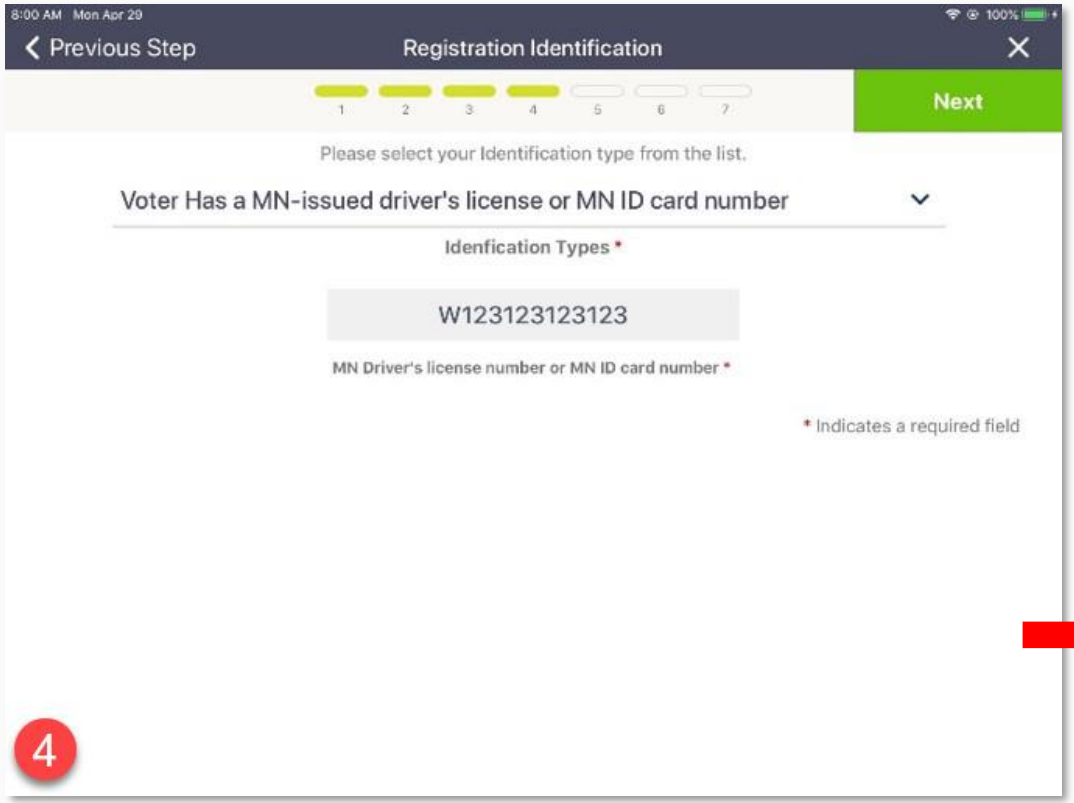
New registration – Step 3

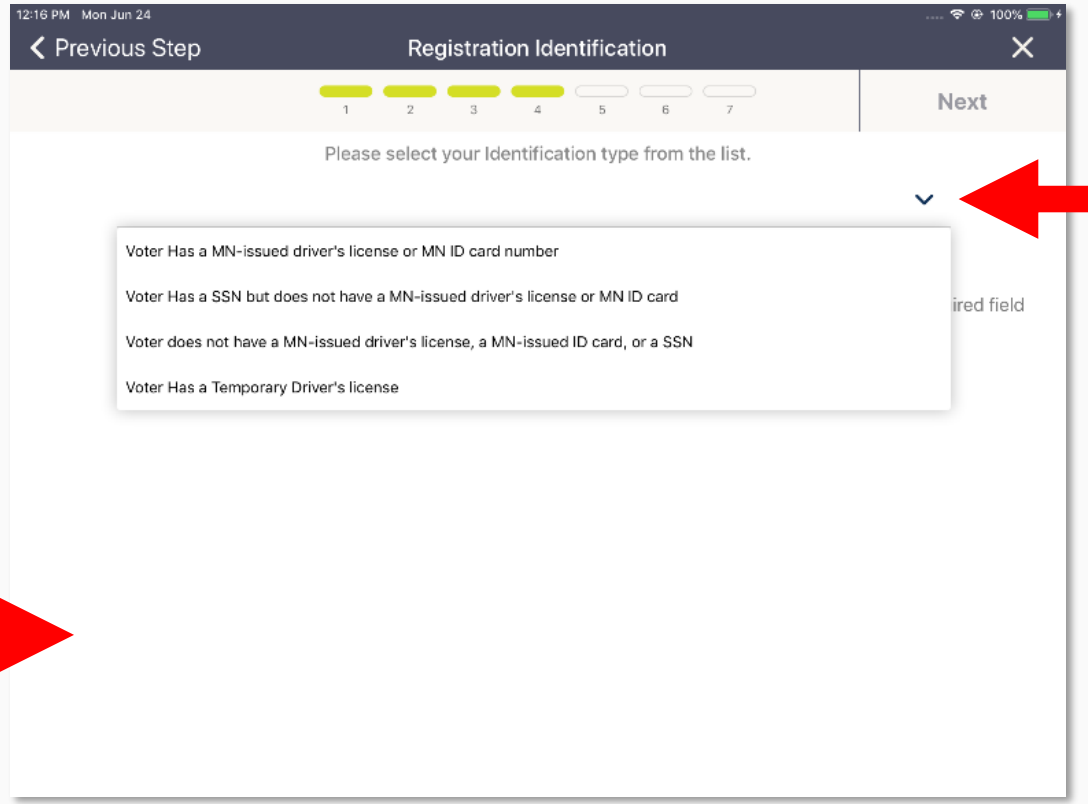




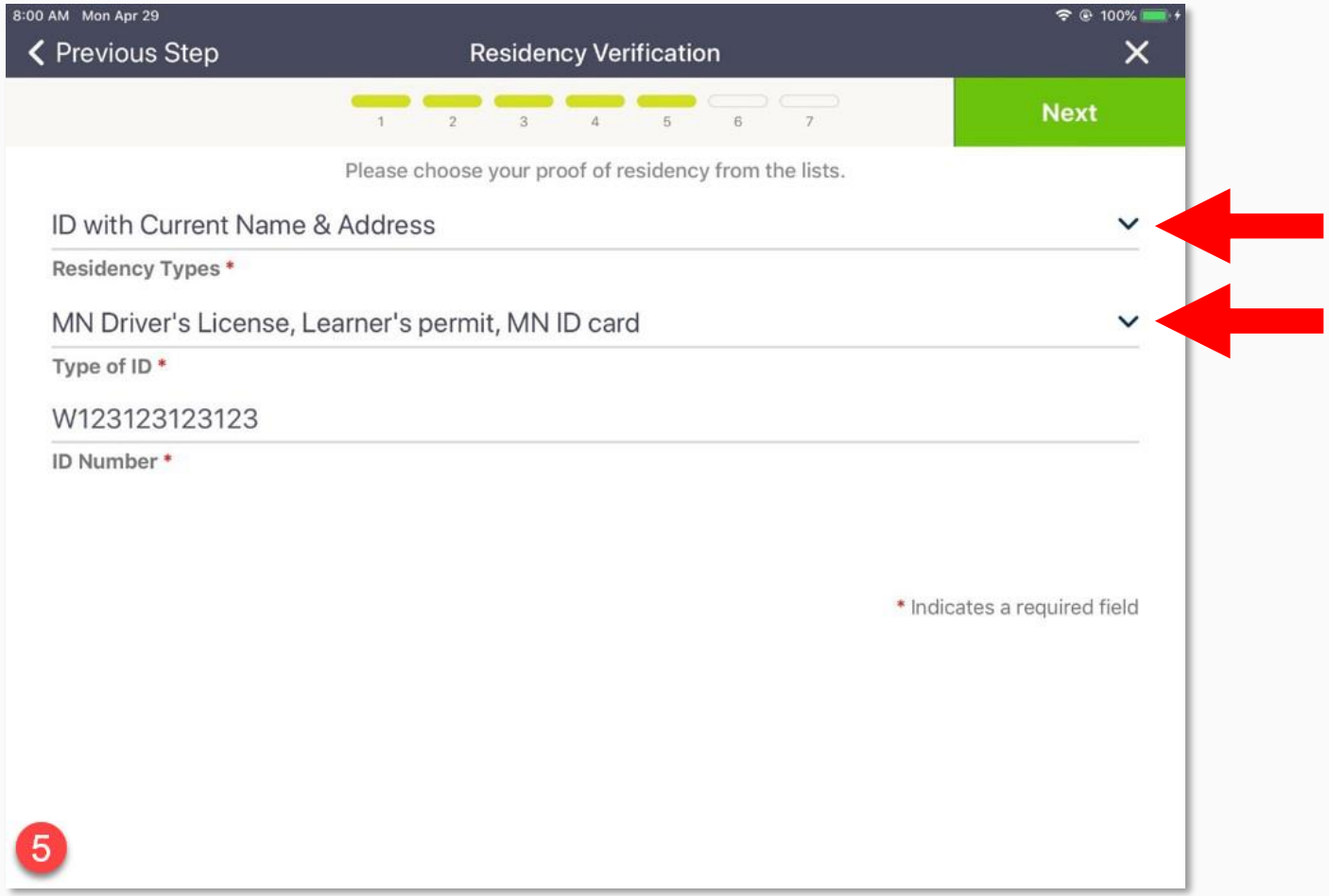


New registration – Step 4

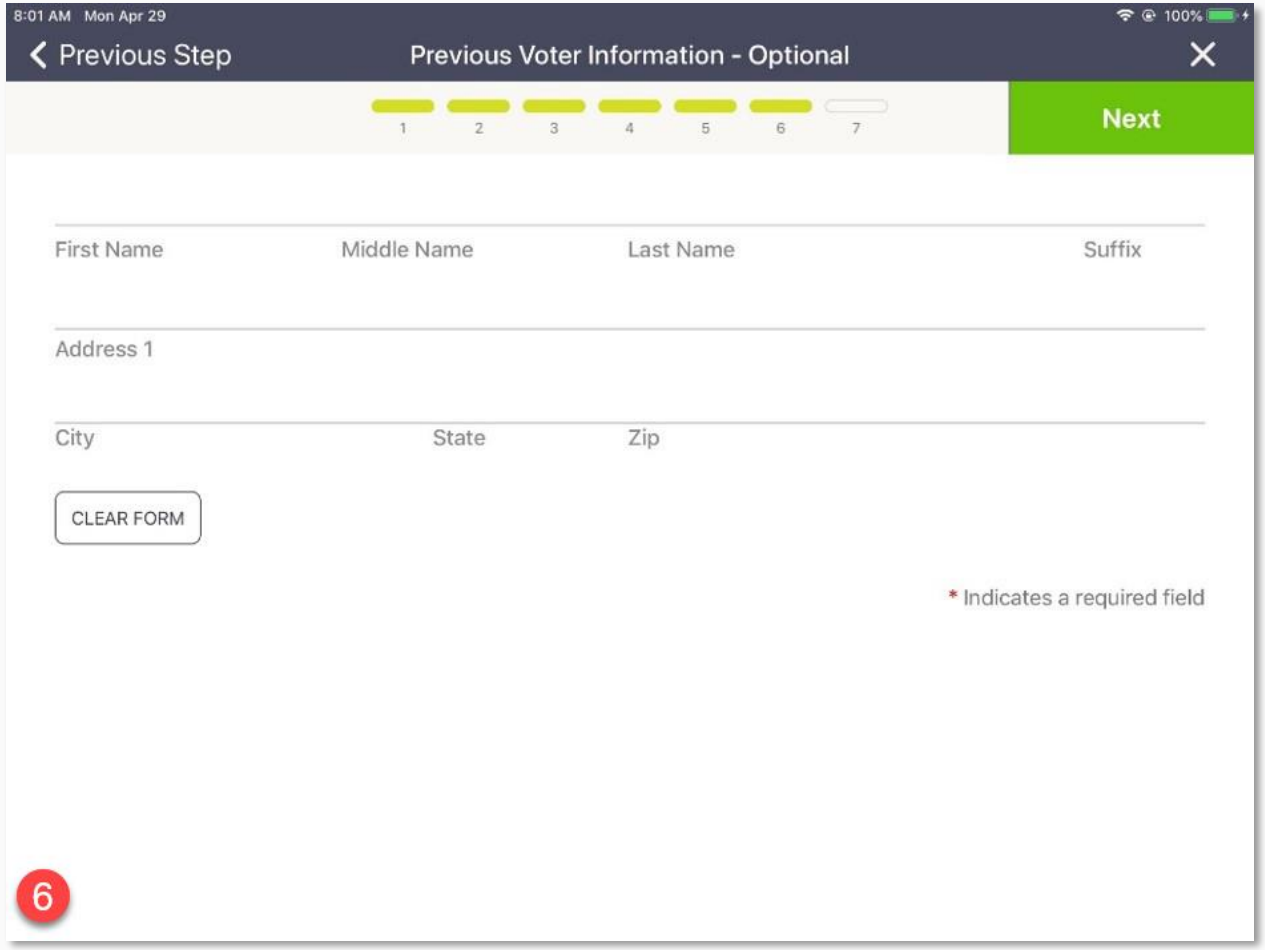




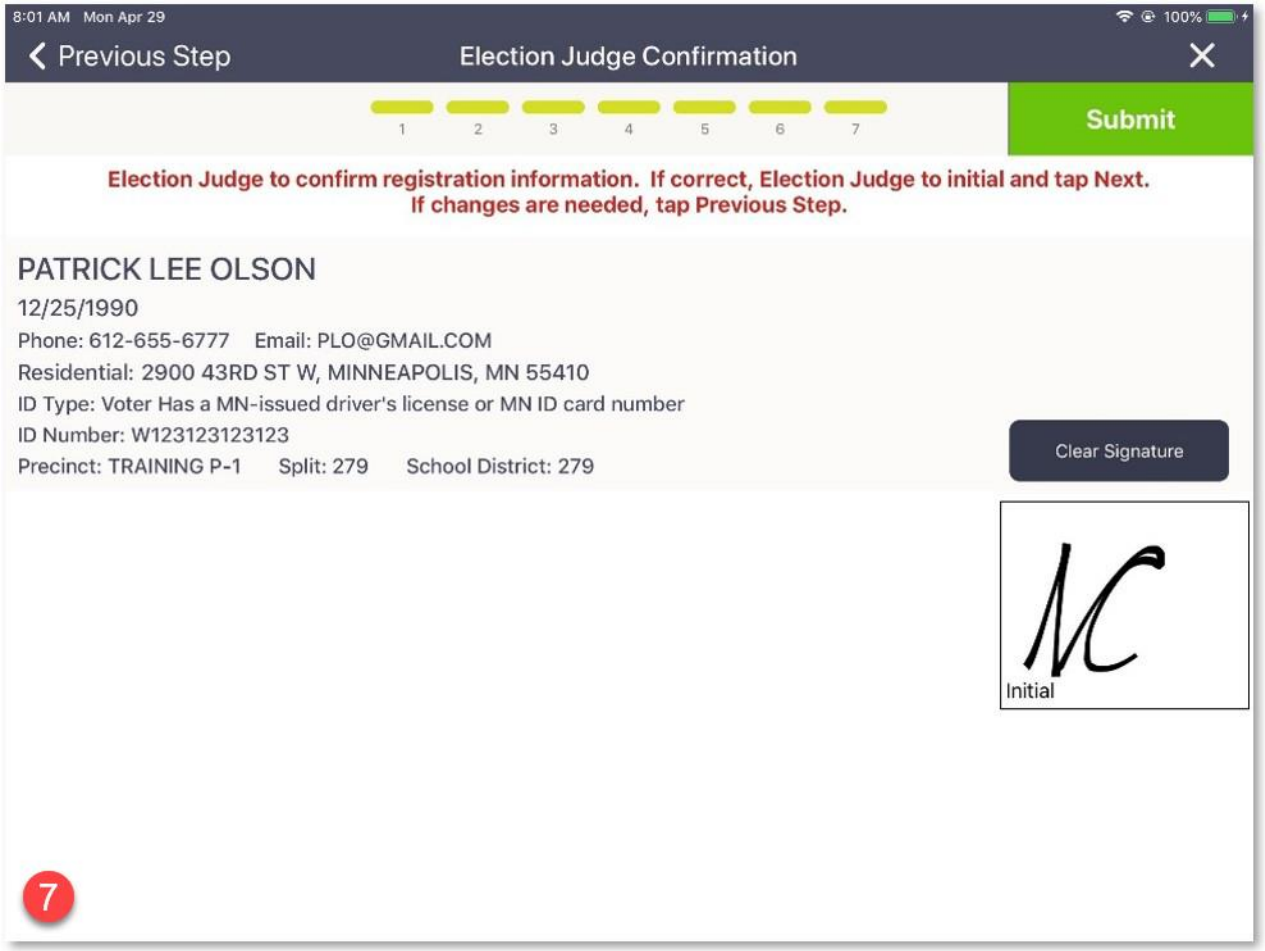
New registration – Step 5



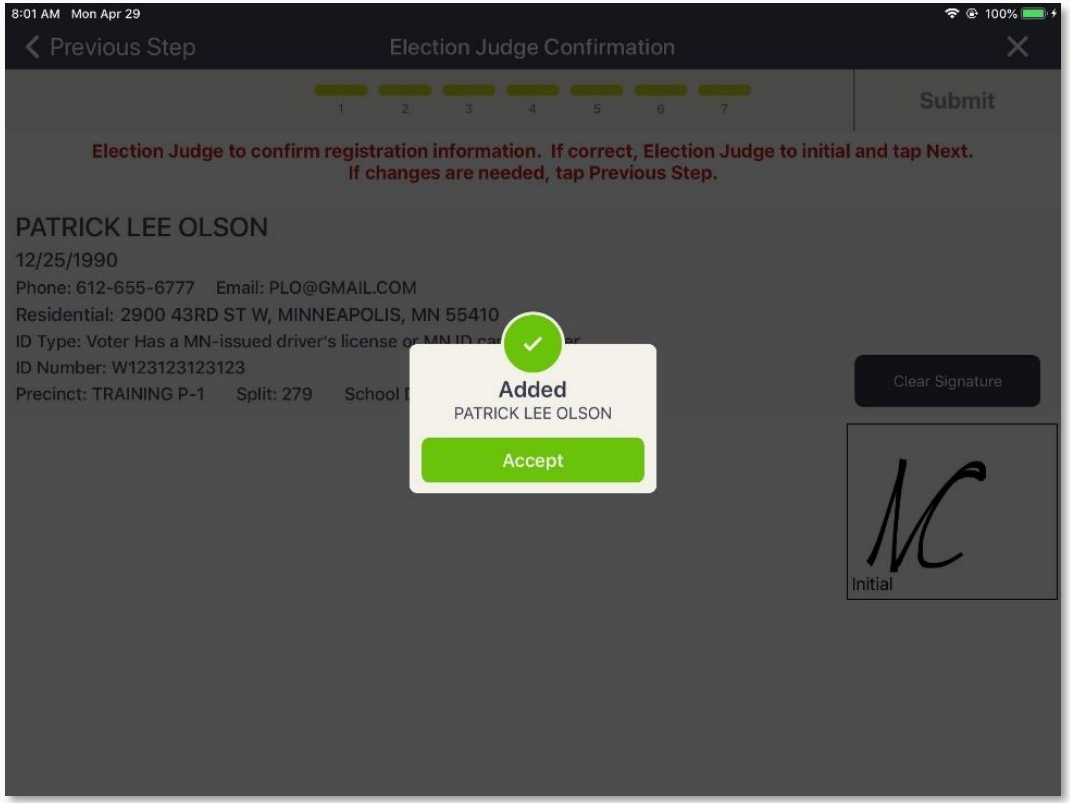
New registration – Step 6

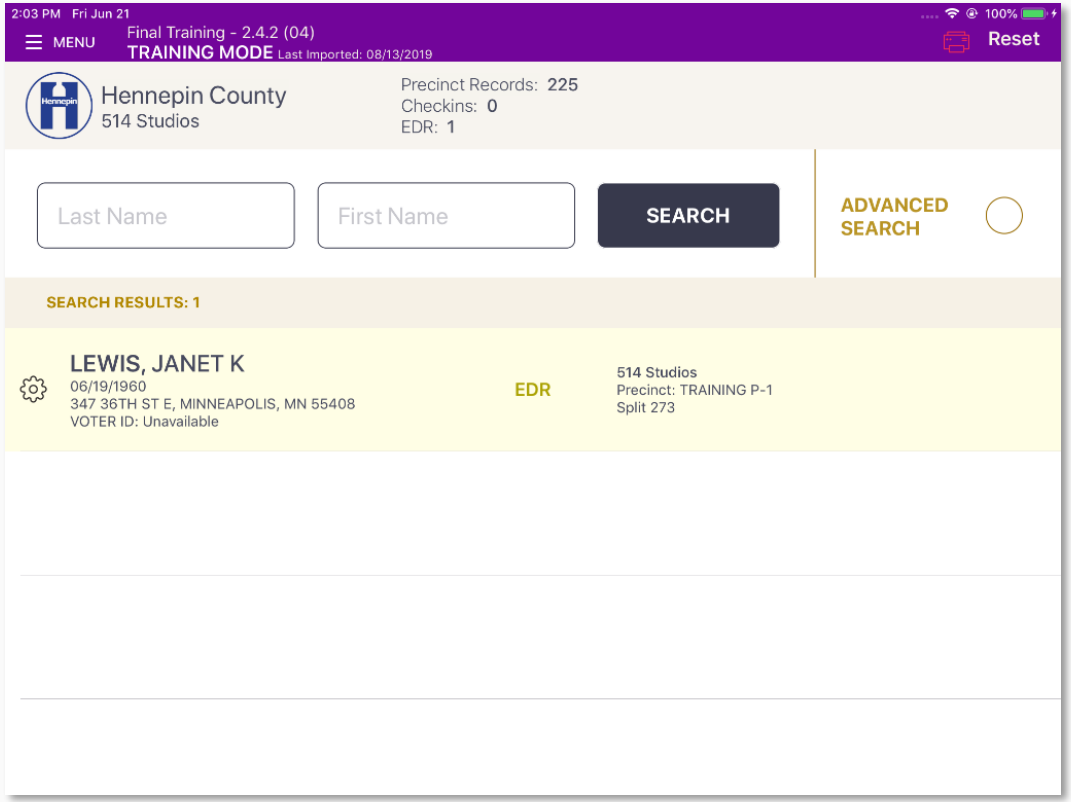


New registration – Step 7



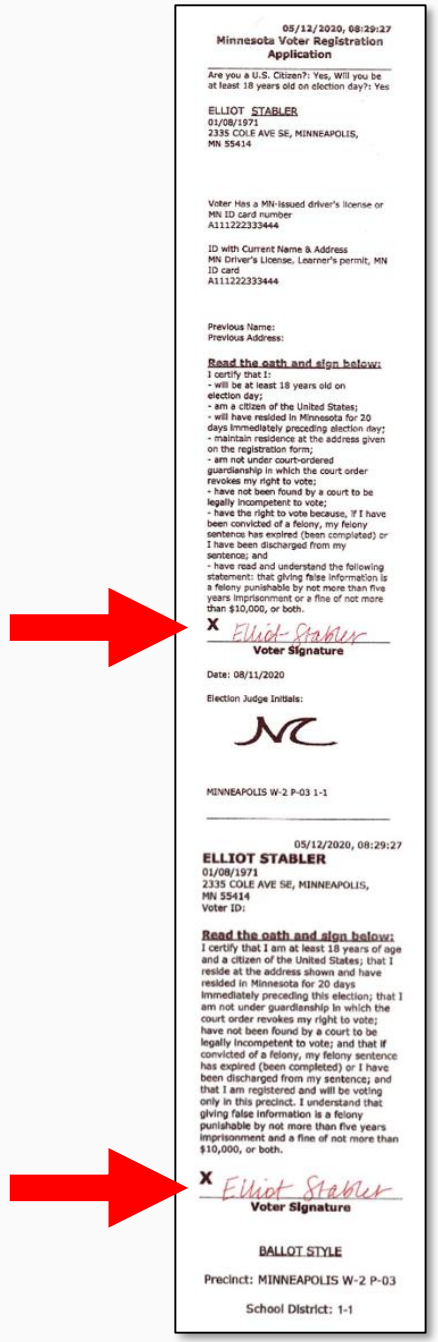
New registration





New registration

- Voter Signature Certificate and Election Day Registration Application print together
- Voter signs in two places



05/12/2020, 08:29:27
Minnesota Voter Registration Application

Are you a U.S. Citizen?: Yes, Will you be at least 18 years old on election day?: Yes

ELLIOT STABLER
01/08/1971
2335 COLE AVE SE, MINNEAPOLIS, MN 55414

Voter Has a MN-issued driver's license or MN ID card number
A111222333444

ID with Current Name & Address
MN Driver's License, Learner's permit, MN ID card
A111222333444

Previous Name:
Previous Address:

Read the oath and sign below:
I certify that I:
- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have resided in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address given on the registration form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and
- have read and understand the following statement: that giving false information is a felony punishable by not more than five years imprisonment or a fine of not more than $10,000, or both.

X Elliot Stabler
Voter Signature

Date: 08/11/2020

Election Judge Initials:

MINNEAPOLIS W-2 P-03 1-1

05/12/2020, 08:29:27
ELLIOT STABLER
01/08/1971
2335 COLE AVE SE, MINNEAPOLIS, MN 55414
Voter ID:

Read the oath and sign below:
I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote; and that if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than $10,000, or both.

X Elliot Stabler
Voter Signature

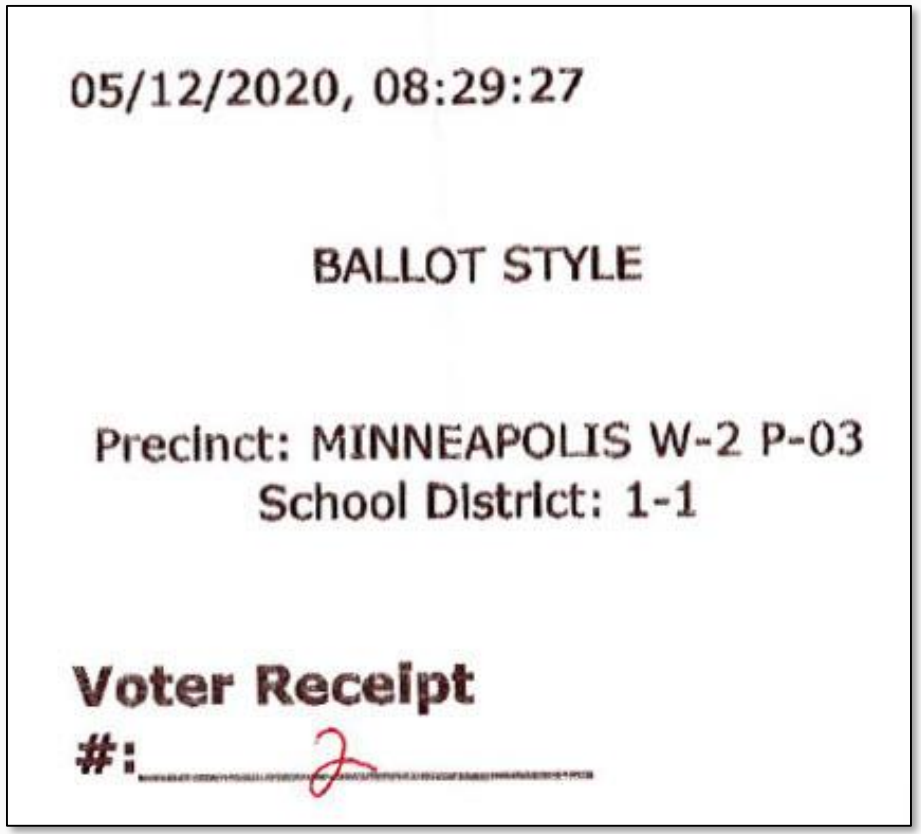
BALLOT STYLE

Precinct: MINNEAPOLIS W-2 P-03

School District: 1-1

Voter's Receipts

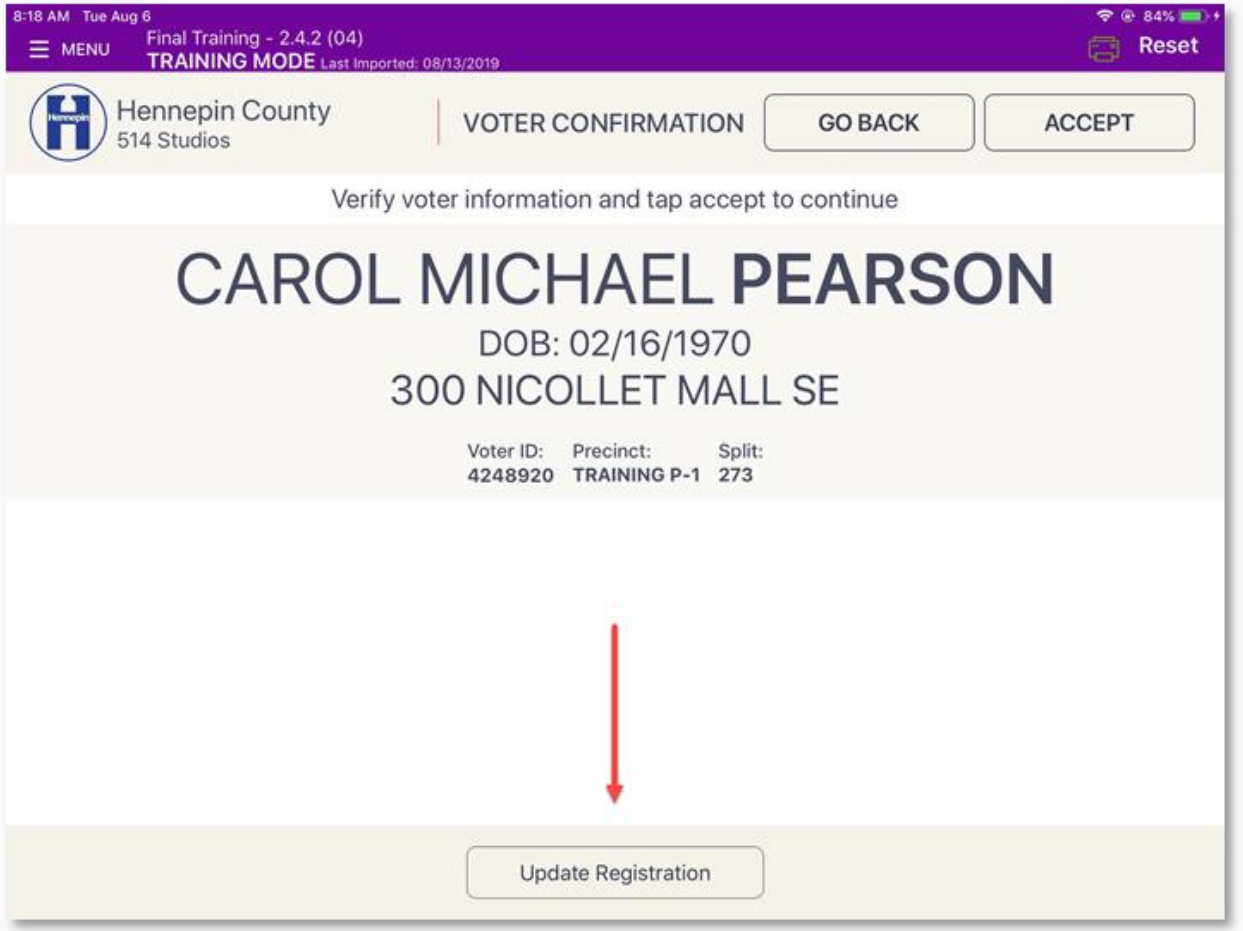
- Prints from poll book
- Give to voter
- Direct voter to Demonstration Judge



Updating registration

- Nearly identical to new registration process.
- Doesn’t ask about citizenship or age.
- When updating the name or address of a voter who has an active registration in the precinct.
- Easy option for proof: Valid registration in precinct

Updating registration



Registration scenario

Scenario #3: Create a new voter registration

Angela Reyes
04/24/2000
2633 Cole Ave SE

REY– 1st three letters of last name
ANG –1st three letters of first name

ID and proof of residence:
MN State DL #G123456789012

Registration scenario

Scenario #4: Create a new voter registration

Courtney Bollinger
04/16/1976
1045 13th Ave SE

BOL – 1st three letters of last name
COU – 1st three letters of first name

ID:
SSN (last 4 digits 1234)

Proof of residence:
U.S. Passport #123456789
Credit Card Bill

Registration scenario

Scenario #5: Create a new voter registration (voucher)

Voter Information:

Scott Smith
5/27/1976
809 Weeks Ave SE

ID: Voter does not have DL, ID, or SSN

Proof of residence: Vouched for

Voucher Information:

Tim Brandon Watson
821 Weeks Ave SE
555-555-5555

Pre-registered in this precinct
Voter ID: 1160681

CLOSING

Final sync

iPad
11:16 AM
50%
MENU
Training Election - 11/03/2020
Last Imported: 04/24/2019, 10:22:02
Hennepin County
512 Studio
Precinct Records: 225
Checkins: 0
ePulse Synchronization
Last Sync Time 04/24/2019, 11:16:38
Next Sync Time 00:01:55
SYNCHRONIZE NOW
Hennepin County
Training Election
11/03/2020
512 Studio

Closing the poll books

WRAP-UP

Review your training materials

- Be sure to review training materials for this class *and* any additional training materials you receive.

Thank you!

- **Review your training materials!**
- Questions before election day? Contact: Michelle Friedrich at 763-400-7031.
- Good luck!

CREDITS

Credits

- This presentation was produced by a workgroup made up of clerks from several cities in Hennepin County and Hennepin County Elections staff.
- Special thanks to the Cities of Edina and Bloomington