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Lost ... ?

Confused ... ?

# How To Be a Good Judge

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This supplement is for use *with*  
the Judge of Election Handbook

It is meant as a quick reference, *not* a substitute for reading the manual.

Issued by the Board of Election Commissioners Room 308, City Hall, Chicago, Illinois 60602  
269-7900 TDD 269-0027 (For the hearing impaired only)

April 1991

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## **Before Election Day**

**(Handbook, page 3)**

1. Attend election day training session and read the handbook.
2. Verify polling place location.
3. Attempt to meet with other judges the night before election to check all election supplies using Form 21G.

**Before Election Day**

# **How to Check Supplies**

**(Handbook, page 4)**

1. Remove the supply list Form 21G from the Election Supply Carrier (ESC) door.
2. Refer to the picture of the ESC in the handbook if you can't find certain materials.
3. Check off (✓) each item on Form 21G as you locate it.
4. Locate all official white ballot cards.
5. Call 269-7914 if any items are missing.

# **How to Check Supplies**

# Setting Up the Polling Place

(Handbook, pages 4-12)

1. Position portable ramp, if provided.
2. Remove supplies from the ESC.
3. Open the ballot box and remove all official ballot cards.  
Complete the Statement of Ballots Form 82G.
4. Test Precinct Ballot Counter (PBC)—return to ESC after testing.
5. Post signs and notices.
6. Assemble all voting stations and check all ballot pages.
7. Open the slot on the top of the ballot box.
8. Close and seal the small ballot box door.
9. Decide on duty stations.
  - Station 1—Demonstrate
  - Station 2—Issue ballot applications
    - Verify signature; approve application
  - Station 3—Initial and issue ballot card and envelope to voter; spindle application
  - Station 4—Deposit ballot in ballot box
10. Open polling place and begin voting at 6 a.m.

**Setting up the Polling Place—5:15 A.M. to 6:00 A.M.**

# **During Voting Hours**

**(Handbook, pages 14-25)**

- Judge at Station 1** Offer voter demonstration; use beige cards and tabletop demonstrator unit. Do not allow voter to keep beige card.
- Judges at Station 2** Two judges, one from each political party, share the duties at Station 2. One judge issues ballot applications and compares voter's signature at precinct binder and the other judge also compares the voter's signature and approves the application. Review "Who May Vote" if questions arise on person's eligibility.
- Judge at Station 3** Initial one official ballot card and envelope and give to voter; spindle application; direct voter to vacant voting unit.
- Judge at Station 4** Deposit voted ballot card and envelope in ballot box.

**Note:** If all assigned judges are not present, attempt to swear-in a voter in the precinct to serve as a substitute judge. Share duty stations to ensure all responsibilities are followed.

If a substitute judge cannot be sworn in from the registered voters in the precinct, and there are less than three judges present, contact the Board at 269-7870, to see whether a stand-by judge is available.

**During Voting Hours—6:00 A.M. to 7:00 P.M.**

# Using the Consolidated Voter's Affidavit form 1

(Handbook, pages 18-22)

Depending upon the circumstances, the voter must complete form 1 and check the appropriate box. Both the voter and a judge of election must sign form 1.

- Box #2 Check if voter is challenged; supporting affidavit on reverse required.
- Box #3 Check if voter's name is on poll sheet but card not in binder; supporting affidavit on reverse required.
- Box #4 Check if person changed name within last 27 days and resides in same precinct and is registered under former name.
- Box #5 or  
Box #6 Check box #5 if voter has moved within the precinct within last 27 days; supporting affidavit on reverse required. Check box #6 if voter has moved outside precinct within last 30 days; supporting affidavit on reverse required.
- Box #7 Check if voter is member of the military or recent veteran; supporting affidavit on reverse required.
- Box #8 Check if voter's name appears on absentee voters list and voter states ballot was not received.
- Box #9 or  
Box #10 Check box #9 if voter requests assistance and cannot read or write English; supporting affidavit on reverse required. Check box #10 if voter requests assistance and is physically disabled; supporting affidavit on reverse required.
- Box #11 Check if voter was challenged during precinct canvass.

## After the Polls Close

(Handbook, pages 26-35)

1. Process absentee ballots first.
2. Open ballot box; remove all voted ballot cards.
3. Check ballot cards and envelopes for write-in votes, initials of issuing judge and identifying marks.
4. Tally votes using Precinct Ballot Counter (PBC).
5. Scotch tape PBC "TOTALS" tape to each Certificate of Results form 80.
6. Complete and sign all forms and envelopes.
7. Complete and sign pay voucher form 194 accurately.
8. Seal voted ballots in transfer case.
9. Put unused materials back in Election Supply Carrier (ESC).
10. Bring required items to receiving station.

## Canvassing Valid Write-in Votes

(Handbook, pages 28-29)

1. Check each ballot envelope for write-in votes before removing the ballot card.
2. Determine whether the write-in vote is valid and whether an overvote has occurred.
3. Record all valid write-in votes on each Certificate of Results form 80 where indicated. Remember—process a ballot card through the PBC for each valid write-in vote.
4. Return all valid write-in votes in the brown paper container with the voted ballot cards.

**Spelling:** The spelling of a candidate's name does not have to be exact as long as the intention of the voter can be determined. However, there should be some relation between the appearance or sound of the write-in and that of the candidate's name. A majority of the judges must agree on the intent of the voter and tally the write-in accordingly.



## **Lock in ESC at Polling Place**

**(Handbook, pages 34-35)**

### **Put in ballot box portion of ESC:**

1. Used ballot envelope (without write-in votes)
2. Extra (unused) ballot cards
3. Absentee ballot carrier and affidavit envelopes
4. Demonstrator unit
5. Cardboard supply box
6. Handi-hold stylus and display/holder
7. Economy vote recorders
8. Supply envelope 23E
9. Envelope 19E

### **Put in bottom compartment of ESC:**

1. Votomatics
2. Economy voting booths
3. PBC
4. Flag (attach to door)

## **Take to Receiving Station**

**(Handbook, pages 34-35)**

### **Place in transfer case first:**

1. Voted ballots taped in paper container
2. Ballot envelopes with valid write-in vote
3. Spoiled ballots in Envelope B
4. Defective and objected to ballots in Envelope C
5. Duplicated ballots in Envelope D
6. Morning and evening PBC "ZERO" tapes
7. Evening ballot "BLT" tape

### **Two judges (one from each party) bring to receiving station:**

1. PBC data pack in bubble pouch
2. Sealed transfer case
3. Precinct binder
4. Completed applications on spindle posts in Envelope 14E
5. Envelopes 65E, 66E, 68E, 71E and 72E each containing a completed Certificate of Results form 80
6. Envelope 47E containing all completed oaths, affidavits and credentials
7. ESC key
8. Pay voucher form 194
9. Receipt for election supplies

# **Returning Supplies**