



2026 Election Judge Guide

HENNEPIN COUNTY ELECTIONS

Credits

This guide was produced by a workgroup comprised of several cities and Hennepin County. The core of its content is sourced from guides produced by the Office of the Minnesota Secretary of State, and that content has been updated to include information that is specific to serving as an election judge in Hennepin County.

Special thanks to city staff in the Election Judge Training Workgroup who helped put this guide together.

Version notes
Version 1
Updated for 2026 election cycle

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Contact information

Your city is your primary point of contact for anything related to election judge service.

City of _____

City Contact 1 _____

Notes

Phone _____

Email _____

City Contact 2 _____

Notes

Phone _____

Email _____

Hennepin County
Hennepin County Government Center
300 South 6th Street
Minneapolis, MN 55487
612-348-5151
hc.vote@hennepin.us

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Veterans Service Building, Suite 210
20 West 12th Street
Saint Paul, MN 55155
651-215-1440
secretary.state@state.mn.us

Introduction

Thank you

As an election judge you join thousands of people in Minnesota and across the country who ensure a smooth and fair voting process. Your efforts help voters cast their ballots confidently and easily. Your contributions are invaluable and greatly appreciated.



Using this guide

This guide is for election judges serving in Hennepin County. Review it and other materials your city provides before Election Day, and bring it with you to your polling place.

Citations referencing election laws (Minnesota Statutes or M.S.) or election rules (Minnesota Rules or M.R.) will appear throughout the guide, usually as footnotes. Find the full text of election laws and rules on the Office of the Minnesota Secretary of State’s website.

Follow the instructions of your city

While all Minnesota jurisdictions follow the same election laws, some tasks can be accomplished in more than one way and may differ slightly from one jurisdiction to another. If unsure, follow your city’s instructions, or call your city for clarification.

Preparing for Election Day

Training

To serve as an election judge you must complete at minimum 2 hours of Basic Election Judge Training within 24 months of Election Day.

Head judges must complete an additional hour of training related to their duties within 24 months of Election Day.

Your city may have additional training requirements and election judge positions beyond the minimums listed here.

Studying your training materials

Review your training materials including this guide and any other resources from your city. If you have questions, contact your city.

Being a new election judge can feel overwhelming, but it’s okay if you don’t know everything after your first training. On Election Day, you’ll also have support from fellow election judges and your city to help ensure the day goes smoothly. Remember, you have many resources, like this guide, to help you on Election Day.



Polling place assignments

Your city will assign you to a polling place, usually near your home, but you might be asked to serve elsewhere.

Election judges can serve for all or part of Election Day. Head judges must serve for the whole day.

Number of election judges per precinct

A precinct must have 3 or 4 election judges, depending on the election but teams are often larger.

When serving as an election judge, you’ll tell your city whether you affiliate with a political party, or are unaffiliated. This information is used only for assigning you to a polling place, and for head judges to ensure party balance for certain tasks, as required by law.

Each precinct must have at least 2 judges who represent different major political parties. No more than half of the judges in a precinct may represent the same major political party unless there is an odd number of judges serving in a precinct.

Time off work to serve as an election judge

- You are permitted by law to take time off from work without penalty in order to serve as an election judge.
- You must give your employer at least 20 days written notice. Your city will provide you with the necessary documentation.
- Your employer can reduce your wages by the amount you earn as an election judge while you are away from work.
- Employers can limit the number of employees serving as judges to less than 20% from any single work site.

Getting ready for Election Day

- ☑ Dress comfortably and in layers.
- ☑ Ensure that clothing and other items you bring with you do not include any campaign messages.
- ☑ Clothing without printing or messages is recommended.
- ☑ Bring personal items (reading glasses, medications, etc.).
- ☑ Pack food, or make other arrangements for meals (you will get breaks).
- ☑ Be sure you have transportation to and from the polling place.

Remember to vote!

If you’re serving as an election judge in your own precinct, you may vote during regular voting hours. If you’re serving outside your own precinct, you should vote by absentee ballot before Election Day.

Opening the polls

On Election Day you will meet at the polling place and complete setup duties between 6 a.m. and 7 a.m. Since it is early in the morning and there are several tasks to take care of, this can be one of the more challenging parts of the day. Follow the instructions in this section and the directions from your head judge and you will get everything done.

Remember:

- Election Day mornings can be busy with many tasks
- All election judges for opening or all-day shifts must arrive by 6 a.m.
- By law, polls must be ready for voters at 7 a.m.

Opening the polls checklist

Head judge duties

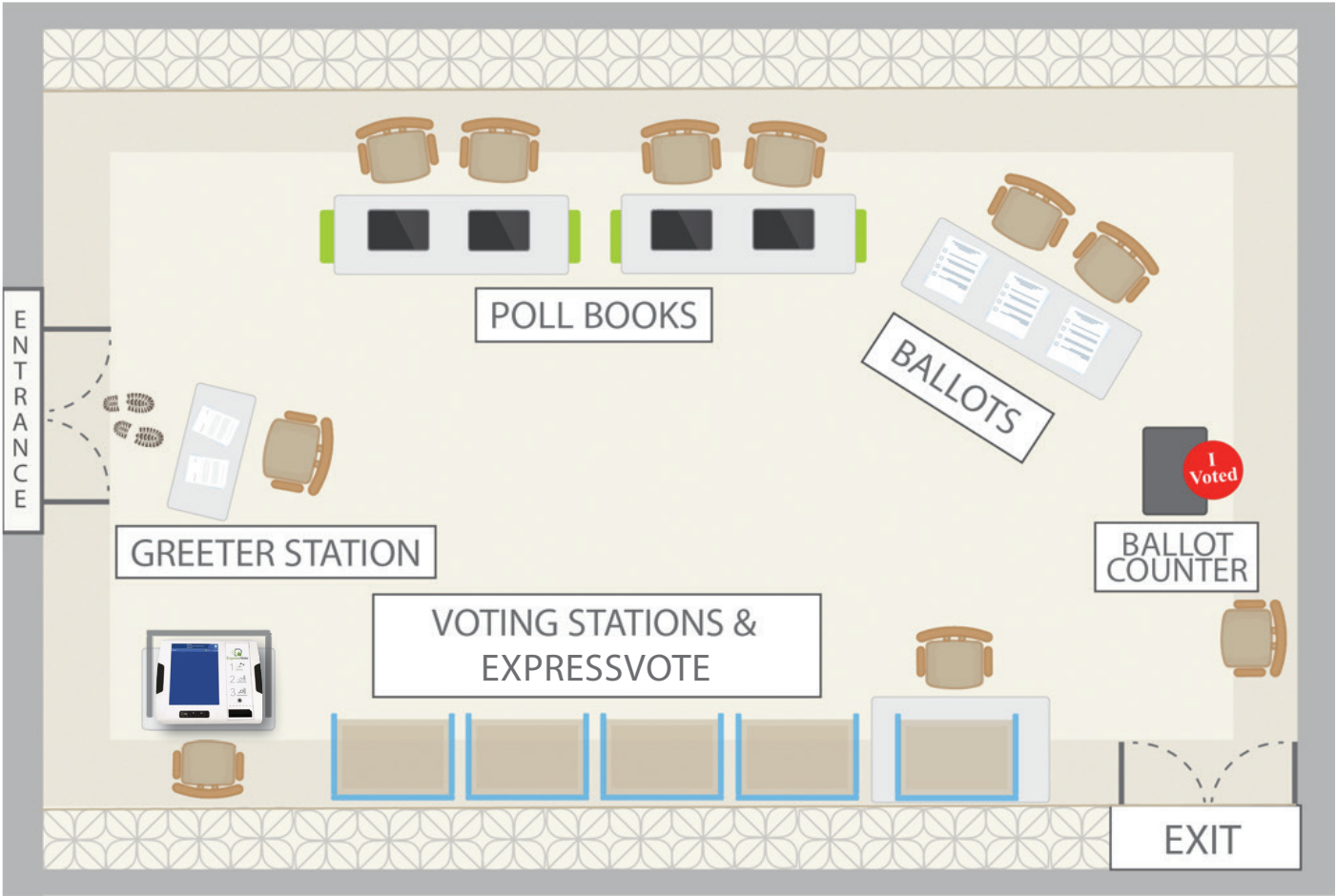
- ❑ Administer the Election Judge Oath and have all election judges sign this section on the Official Precinct Certification Form.
- ❑ Have election judges complete any payroll paperwork.
- ❑ Hand out nametags to election judges (first name; no party affiliation).
- ❑ Assign duties to election judges.
- ❑ Complete the Before Polls Open portion of the Ballot Tracking Form.
- ❑ Set up the ballot counter.
- ❑ Complete the Opening the Polls portion of the Official Precinct Certification Form.

Election judge duties

- ❑ Prepare ballots.
- ❑ Set up duty stations.
- ❑ Set up poll books.
- ❑ Set up ballot-marking device.
- ❑ Set up voting booths.
- ❑ Set up at least 1 accessible voting booth.
- ❑ Post signs and U.S. flag.
- ❑ Ensure that the path to the polling place room is clearly marked and accessible, and provide chairs for voters waiting in line.
- ❑ At 7 a.m. announce: "The polls are open!"



Setting up the polling place



Duty stations

- Set up stations for each of the election judge duties.
- The Greeter Judge and Ballot Counter Judge are not required to have a dedicated table.
- The Demonstration Judge and Ballot Judge station can be combined.
- A set of supplies for each station will be available.
- The layout of a typical polling place is shown above. Your layout will vary slightly depending on the polling place and the election. Always follow your city's specific layout instructions.

Accessibility

- The polling place must be accessible to voters.
- Place chairs near duty stations for voters.
- Provide chairs for voters to use waiting to get into the voting room.
- Make sure the pathway through the polling place is clear so wheelchair users can pass through easily.

Signs

Neatly post the following near the polling place entrance:

- Voter instruction posters.
- Sample ballots (one at chair height and one at standing height)
 - Compare the sample ballot with an official ballot to ensure they match. Report any discrepancy to your city immediately.
- All other signs provided.
- Post signs to clearly mark the accessible parking space(s) and accessible entrance(s).
- Place the U.S. flag at the exterior entrance to the polling place.
- Notice of closing time on main entrance used by voters.



Setting up voting booths

1. Unpack the voting booth components (legs, booth case), and assemble them.
2. Plug lighting cords from each booth into one another, then into an outlet.
3. Set up at least one accessible voting booth. These usually come with extenders allowing the front legs of the booth to be wide enough for wheelchair access.



Setting up the ballot counter

1. Move the ballot counter to the designated area in the voting room.
2. Lock the ballot counter wheels to hold it in place.
3. Turn the wheel sideways so the locking tab is accessible.
4. Push down on the wheel lock on at least one of the front wheels.
5. Use the flat silver key to open the two front doors of the ballot counter, and remove the contents of both compartments.
6. Check the supplies you removed, including ballots, and verify that they are correct for your precinct.
7. Verify both compartments are empty, then close and lock the doors.
8. When closing the auxiliary compartment door, ensure the silver flap is up to prevent ballots from being placed into it unless it is needed.
9. Use the silver key to unlock and open the door on the back side of the ballot counter and unravel the power cord.



10. Keep the power supply (brick) in its place.
11. Plug the power cord into a surge protector then into an outlet. Keep this door open and protected throughout Election Day.

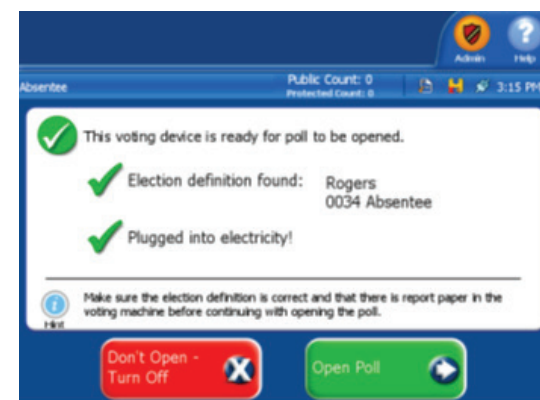
12. Use the flat silver key to unlock the front cover of the ballot counter (the “clam shell”).
13. Release and lift the two latches on the front cover of the ballot counter.
14. Once opened, the cover will lift automatically; there is no need to force it up.



15. Unlock the ballot counter screen using the barrel key.
16. Gently lift the ballot counter screen to a vertical position.



17. You will hear a beep indicating the machine is powering up. The screen will stay blank while the operating system loads (which may take several minutes).
18. Use the barrel key to unlock the memory stick compartment and lift the cover. Keep this cover open during the rest of the set up process.
19. Verify the seal number matches the one on the Official Precinct Certification Form.
20. If prompted for an election code, contact your city to obtain it, enter the code, and press accept.
21. The Configuration Report will print.
22. Press Open Poll on the touchscreen.
23. The Ballot Status Accounting Report and Zero Totals Report (Zero Tape) will print. DO NOT TEAR THIS TAPE OFF.



24. Compare a ballot with the Zero Totals Report to ensure all offices and candidates' names are listed with “0” vote totals. Return the ballot to your stock when finished.
25. Press the blue lever inside the memory stick compartment to release the printer compartment door and lift it open.
26. Carefully roll up the Zero Totals Report and place it inside the printer compartment.



27. Close the printer door firmly until it snaps into place, then close and lock the memory stick compartment door.
28. Press Go to Voting Mode.
29. When the ballot counter is ready for voters, the screen will say “Welcome. Please insert your ballot.”



30. Verify the Public Count = 0 and the ballot counter is receiving AC power.
31. Battery symbol will show if ballot counter not receiving AC power.
32. If you do not see the welcome message, the public count is not 0, or the ballot counter isn't receiving AC power, call Election Headquarters immediately.
33. The ballot counter is now ready to accept ballots when the polls open at 7 a.m.



Setting up the poll books

- 1. Open the green case by undoing the two latches on the front.
- 2. Remove each of the poll book components from the case.



- (a) Stand arm
- (b) Poll book
- (c) ID tray
- (d) Stylus (optional)
- (e) Charging block
- (f) Green charging cord
- (g) Stand base
- (h) Printer
- (i) Printer AC adapter
- (j) Printer cord



- 3. Plug the two parts of the printer AC adapter together, then connect the AC adapter to the printer.
- 4. Plug the other end of the AC adapter into an outlet or power strip.



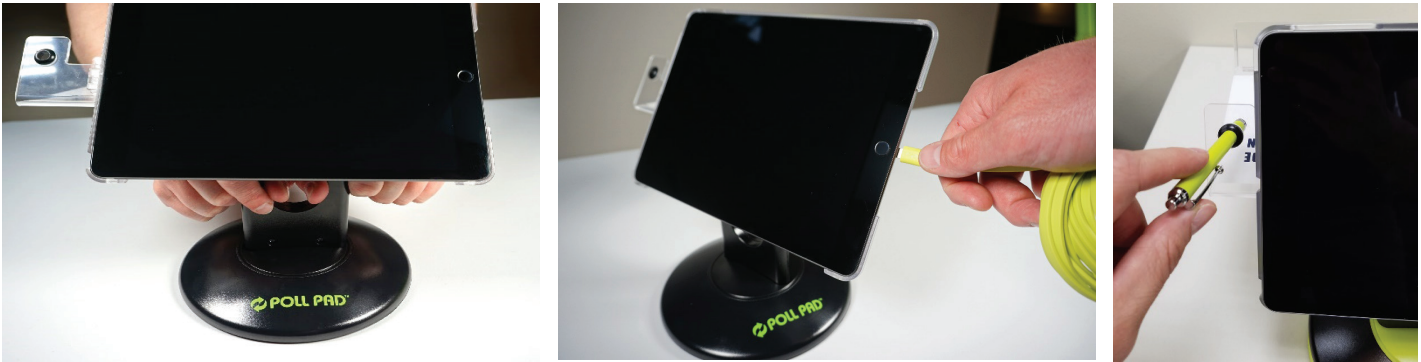
- 5. Turn the printer on using the switch on its left side.
- 6. A light on the front of the printer will turn green.



- 7. Attach the stand arm to the back of the poll book. Lay the poll book flat. Pinch in the green sides of the stand arm, connect it to the back and swivel until it clicks into place.
- 8. Attach the ID tray to the back of the poll book. Line up the clear plastic guides to slide it into place.

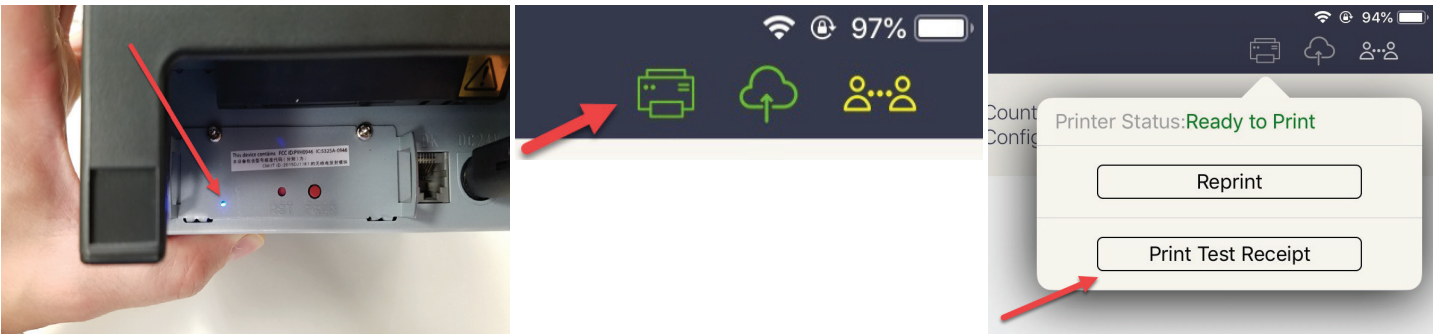
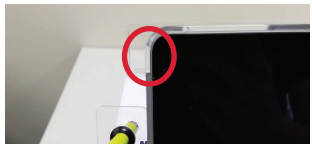


- 9. Place the stand arm into the poll book base.
- 10. Connect the power cord to the poll pad. Plug the cord into the charging block and into an outlet.
- 11. Place stylus into ID tray (optional).



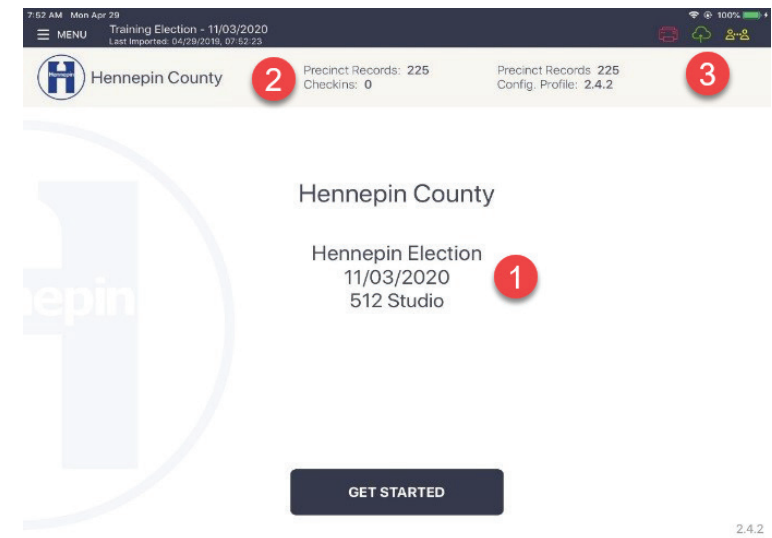
- 12. If the poll book is off, turn it on by pressing and holding the power button on the upper left-hand corner until the Apple icon appears.
- 13. The Poll Pad application should launch automatically. If not, contact your city.
- 14. Confirm that the printer is connected to the poll book: a blue light on the back of the printer, and a green printer icon on the Poll Pad app home screen indicate a connection.

If printer isn't connecting, refer to troubleshooting instructions in the appendix. Open polls even if cloud icon is red.
- 15. Tap the green printer icon and select "Print Test Receipt" to conduct print test.



16. On the Get Started screen, do a final check to make sure that:

- (1) Polling location, election name, and election date are correct.
- (2) Precinct Records # is correct (check back of Greeter’s List or other form provided by your city).
- (2) Checkins = 0
- (3) Battery life is close to full, and poll book is receiving a charge.
- (3) The printer icon is green (poll book is connected to printer), and the cloud icon is green.



17. Press Get Started. The poll book is now ready to process voters.

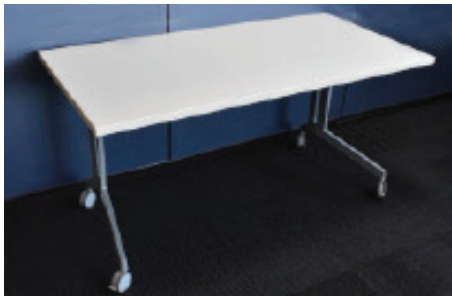
Setting up the ExpressVote

Setting Up the Table

When setting up an ExpressVote on a table, the table must:

- Have enough space for the ExpressVote and any accessories (e.g., audio-tactile keypad, two-button device).
- Be between 28 and 34” tall.
- Have a clear path for wheelchairs.

Consider voter privacy so the screen is not visible to others.



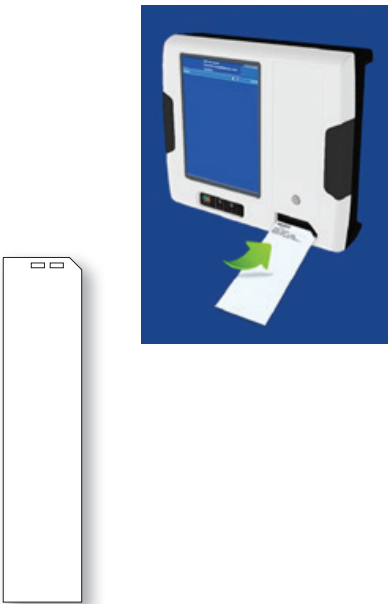
Setting Up the ExpressVote

1. Remove the ExpressVote from the carrying bag, set it on the table, and unfold the kickstand on the back of the unit.
2. Remove both parts of the power cord from the smaller pocket of the carrying bag and attach them to the power block.
3. Plug the four-pin connector into the back of the ExpressVote with the flat side facing up.
4. Plug the wall plug into an outlet, using a power strip if necessary. Ensure the power and battery indicators on the front auxiliary panel are green.
5. Plug the headphones into the headphone jack on the Front Auxiliary Panel.
6. Detach the navigation pad from the side of the ExpressVote and set it in front of unit.
7. Use the barrel key to open the Access Compartment on the left side of the ExpressVote.
8. Set the Mode Switch to Voter Mode.
9. Turn on the unit by pressing the power switch. It will beep when powering on.
10. Lock the Access Compartment and keep it locked during voting.
11. Enter the Election Code and touch Accept. Some cities may use the Access Code Bypass option, in which case, judges would not have to input the election code. The ExpressVote will just open to the “Insert your ballot” screen.
12. When you see the To begin voting, insert your card screen, it is ready for use.



Testing the ExpressVote

1. Insert a ballot card with the cut corner on the right side, inserted first.
2. Mark a ballot card with the ExpressVote. Test the headphones, touchscreen, audio-tactile keypad, and two-button device while marking.
3. Print the ballot card.
4. Re-insert the printed ballot card and confirm the accuracy of the selections (text and audio).
5. Write “test” on the ballot card and place it in the Spoiled Ballots Envelope.



Preparing ballots

1. Two election judges (any party or unaffiliated) complete this process.
2. Retrieve the blank ballots and ExpressVote ballot cards from storage.
3. Verify the precinct number on the ballots.
4. If incorrect, contact your city immediately.
5. Complete the Before Polls Open portion on the Ballot Tracking Form.
6. Count and record the number of sealed packs.
7. If the number of sealed packs does not match the number delivered, contact your city immediately.

Ballot Tracking Form

Municipality, ward, precinct: _____ Election date: _____

Before Election Day
Clerk confirms the number of sealed ballot packs prepared for delivery to the polling place

Sealed packs of ballots: _____ @ 100 ballots per pack
Sealed packs of Express/Vote Ballot cards: _____ @ 25 ballot cards per pack

Clerk Signature _____

Before polls open
Any two judges count sealed ballot packs delivered to polling place and confirm it matches the number above. If it doesn't, call headquarters immediately and record the resolution in the Incident Log.

Sealed packs of ballots: _____ @ 100 ballots per pack
Sealed packs of Express/Vote ballot cards: _____ @ 25 ballot cards per pack

Election Judge Signature _____

Election Judge Signature _____

Recording opened ballot packs
Each time a ballot pack is opened, any two judges must hand count ballots and record the number below.
Only open ballot packs as needed.

Package #	# of ballots
Package 1	
Package 2	
Package 3	
Package 4	
Package 5	
Package 6	
Package 7	
Package 8	
Package 9	
Package 10	

Express/Vote Ballot Cards

Package #	# of ballot cards
Package 1	
Package 2	
Package 3	

Please list additional ballot packs needed beyond these on the back of this form.

Turn for After Polls Close



H Hennepin County

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Return in **Envelope A**

8. Open a limited number of ballot packs to begin the day, the head judge will decide how many packs to open.
9. Open more packs as needed throughout the day.
10. Count the number of ballots in each pack (usually 100 for ballots and 25 for ballot cards, but this can vary) as they are opened and record the number on the Ballot Tracking Form.
11. Both judges initial the top of each of the ballots.

Official Ballot

**State General Election Ballot
Hennepin County, Minnesota
November 6, 2018**

Instructions to Voters:
To vote, completely fill in the oval(s) next to your choice(s) like this:

Judge LS Judge NT

- Put the prepared ballots at the Ballot Judge station.
- Store unopened ballot packs securely within the polling place, as directed by the head judge.

Election Judge Duties Overview

Polling place election judge roles

- Greeter Judge
- Poll Book Judge
- Demonstration Judge
- Ballot Judge
- Ballot Counter Judge
- Head Judge

Other election judge roles beyond Election Day

- Health Care Facility Judge
- Absentee Ballot Board Judges



Election judge conduct

- Stay impartial, courteous, and professional at all times.
- Do not influence voters or suggest how they should vote. This includes requesting, seeking to persuade, or inducing a voter to vote for or against a particular party, candidate or questions.
- Respect voter privacy by not giving advice, scrutinizing ballots, or revealing how people voted.
- Only discuss personal information from poll books (i.e. voter's birth date) with the voter it pertains to.
- Election judges can be removed at any time by the county auditor or municipal clerk for malfeasance, neglect, or misconduct.

Greeter Judge

Greeter Judges are the traffic managers of the polling place, ensuring lines into the voting room are orderly and preventing overcrowding. They direct voters to the appropriate locations and monitor activity near the polling place entrance.



Duties

- Greet voters as they arrive at the polling place.
- Help manage traffic flow into polling place.
- Monitor activity near the polling place entrance.
- Help voters confirm their registration status using the Greeter’s List.
- Inform voters who need to register about proof of residence requirements.
- Direct voters to the poll book judge.
- Use the precinct finder to direct voters to the correct polling place if they are in the wrong one.

Key tools

- Greeter’s List
- Precinct Finder

Using the Greeter’s List to check registration and direct voters

If voters ask you to verify their registration status, use the Greeter’s List to check.

1. Ask for their name and address.
2. Search for the voter’s name and address in columns 2 and 3 of the Greeter’s List.
 - If the voter is listed on the Greeter’s List, direct them to the Poll Book Judge. If any information is outdated they will need to register.
 - If the voter is not on the Greeter’s List, use the Precinct Finder to check if they are in the correct precinct.
 - If the voter is in the correct precinct, direct them to the Poll Book Judge.
 - If the voter is not in the correct precinct, direct them to the correct precinct.

SECRETARY OF STATE						
Greeter's List						
03/09/2010 2:14 PM						
SPRUCE TWP PRECINCTS:0030						
Voter Id #	Voter Name	Address	City	Pct # - Name	SD #	ID Req
0002381569	SMITH, BETH NANCY	11787 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0003984577	SMITH, BILL MICHAEL	11787 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0004564567	SMITH, BOB AARON	11717 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0004159630	SMITH, CHUCK BRAD	42903 KESTREL AVE	SPRUCE TWP	0030 SPRUCE TWP	004	
0002444482	SMITH, CHARLES JOHNATHAN	42302 KESTREL AVE	SPRUCE TWP	0030 SPRUCE TWP	004	

Using the paper Precinct Finder to confirm a voter’s precinct

1. Ask the voter for their address.
2. Find the voter’s street in column 1.
3. Find the voter’s house or building number within the correct range in column 2, and verify that designation in column 3 applies to the voter’s house number.

O = Odd: Range only applies to odd-numbered houses/buildings.

E = Even: Range only applies to even-numbered houses/buildings.

B = Both: Range applies to both even and odd-numbered houses/buildings.

4. Find the voter’s precinct in column 4.

For example, using the Precinct Finder to the right, we can see that a voter living at 1010 2nd St NE votes in W-3 P-05.

Precinct Finder										
County-Hennepin, Precinct-MINNEAPOLIS W-3 P-05_1480										
Street Address	House Range Unit Range	O E B	Precinct Code - Name	City	Zip Code	Cty	MCD	WD	SD	JD
2ND ST NE	304 to 336	E	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04
	400 to 1001	B	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04
	1002 to 1002	E	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04
	1010 to 1012	E	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04
	1016 to 1016	E	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04
4TH AVE NE	118 to 118	E	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04
	201 to 421	O	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04

Managing voter lines

Monitor traffic to prevent overcrowding in the voting room, which can overwhelm judges and compromise voter privacy. If lines get long at poll book stations, have voters wait near entrance until space is available.

Monitoring activity

As the election judge stationed nearest to the entrance to the voting room, one of your responsibilities is to monitor activity near the entrance and report any unauthorized conduct to the head judge.

Direct authorized visitors to the head judge.



Poll Book Judge

Poll Book Judges check in or register voters, and direct them to the Demonstration/Ballot Judge.

Duties

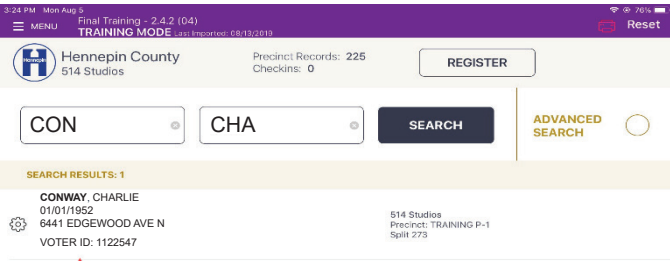
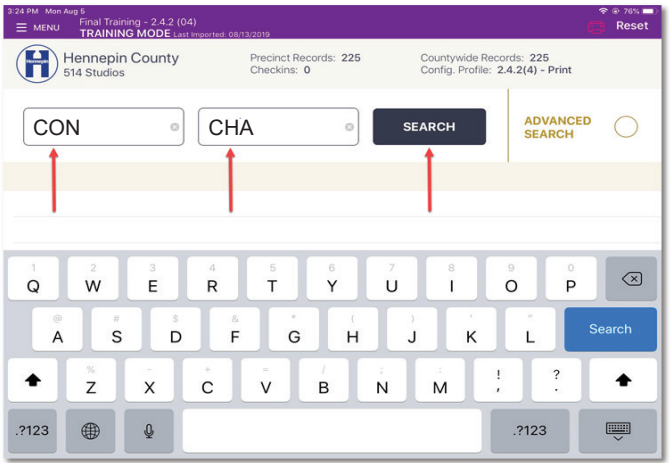
- Check in voters who are already registered.
- Register voters who are not registered or need to update their registration.

Key tools

- Poll books
- Precinct Finder
- Voter Information Corrections Form
- Voter Signature Certificate Envelope
- Election Day Registration Envelope
- Student Housing list

Searching for and checking in registered voters

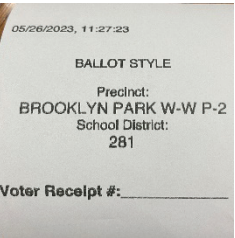
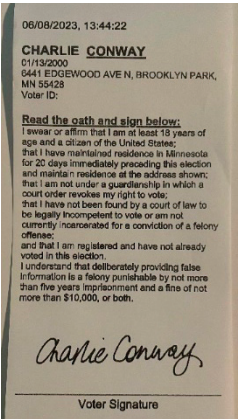
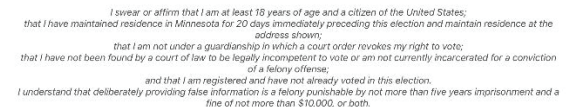
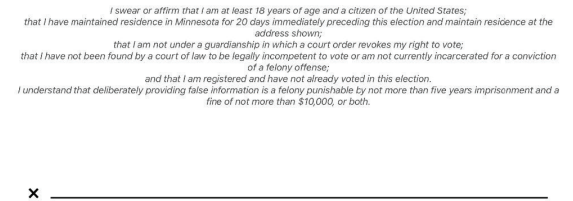
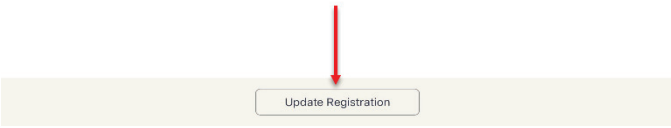
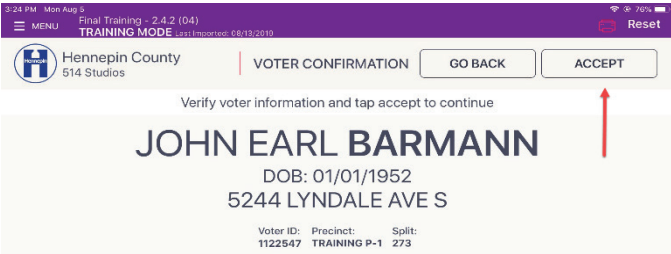
1. On the Get Started screen, select “Get Started”.
 2. Ask the voter for their name.
 3. On the Voter Lookup screen, enter the first three letters of the voter’s last name and the first three letters of the voter’s first name in the corresponding boxes and select “Search”.
 4. Ask the voter for their address.
 5. Find the voter’s name and address in the search results, and select that record by tapping on it.
- If you don’t see their record, try searching using fewer letters or alternate spellings of the voter’s name (e.g. Robert vs. Bob). If you still don’t see the voter’s record, try using advanced search (next section).
 - If the voter’s record doesn’t appear after all search options, verify they are in the correct precinct. If they are, they will need to register.



6. On the Voter Confirmation screen, turn the poll book to the voter, and have them confirm that the name, address and date of birth are correct. Turn the poll book back towards you when they are finished.
7. If everything is correct, select “ACCEPT.”
 - If the voter changed their name or moved, they need to update their registration.
 - If there is an error in the voter’s name or date of birth due to an obvious typo, or if their date of birth is missing, use the Voter Information Corrections Form, then select “ACCEPT.”
8. Turn the poll book to the voter, have them read the voter oath, and provide their signature. If they make an error, they can clear the signature by selecting CLEAR SIGNATURE and then sign again.

Turn poll book back towards you and select DONE SIGNING.
9. The voter cannot continue to the next page without signing something in the signature box.
 - If the voter has difficulty signing on the line they can sign over the text or use the whole screen.

10. The Voter Signature Certificate will print with the voter’s signature.
11. The voter’s receipt will also print.
12. Place the Voter Signature Certificate into the Voter Signature Certificate Envelope (or other container, if provided).
13. Give the voter the Voter’s Receipt and tell them to proceed to the Demonstration/Ballot Judge.



Using advanced search

Use this function if you are unable to find the voter by searching the voter’s name alone. This allows you to include date of birth or address in your search.

1. From the Voter Lookup screen, select ADVANCED SEARCH.

A screenshot of a mobile application interface for a training election. At the top, it says "Training Election - 08/11/2020" and "Last Imported: 05/12/2020, 09:02:10". Below this is a header for "Hennepin County VAN CLEVE PARK (2-3)" with "Precinct Records: 1771" and "Checks: 5". There is a "START OVER" button. Below the header are two input fields for "Last Name" and "First Name", a "Search" button, and an "ADVANCED SEARCH" button. At the bottom, there are tabs for "DOB", "ADDRESS", "VOTER ID", "RESET", and "SCAN BARCODE". A red arrow points to the "ADVANCED SEARCH" button.

2. Select RESET to clear any information that may be left over from a previous advanced search.

A screenshot of the same mobile application interface as above. A red arrow points to the "RESET" button located below the "VOTER ID" tab.

3. Select the field(s) you want to include in the search, then add the voter’s information.
4. You can search for any combination of first name, last name, date of birth, and address. (A common advanced search would be for a voter’s first name and date of birth, for example).

A screenshot of the mobile application interface showing the date of birth field. The "DOB" tab is selected and highlighted with a red arrow. Below the tab, the date "03 / 22 / 1942" is displayed, with "MONTH", "DAY", and "YEAR" labels underneath. There is a "CLEAR" button to the right of the date.

5. When you have entered all of your search terms, select SEARCH.
- If you find the voter’s record and their name and address are up to date, complete the voter check-in process.
 - If you find the voter, but their name or address are out of date, they need to update their registration. Verify the voter is in the correct precinct, then follow instructions for “updating registration.”
 - If after exhausting all search options the voter’s record still doesn’t appear, verify they are in the correct precinct. If the voter is in the correct precinct, follow instructions for a “new registration.”

Checking in a voter with a challenge on their record

If you see a message like this, while checking in a voter, they must answer additional questions before voting. This should only be done by the head judge or an experienced judge.

1. In a respectful and private manner, explain to the voter that you need to clarify something about their record and ask some questions.
2. Use the message on the poll book screen to explain to the voter the reason for the challenge.
3. Ask the voter the questions that appear on the screen.
4. If challenge relates to voter’s name or address and they need to update either or both, select CLEAR CHALLENGE and update the voter’s registration. If the challenge is due to an obvious typo, use the Voter Information Corrections Form and select CLEAR CHALLENGE.
 - If the voter’s answers indicate they are eligible to vote, select CLEAR CHALLENGE and complete check-in.
 - If the voter refuses to answer the questions or if their answers indicate they are not eligible to vote, select CHALLENGE REFUSED or CHALLENGE FAILED and make a note in the Incident Log. Inform the voter that they may not vote today, and that they must leave the polling place.

A.B. notation

If a voter has A.B. next to their record, it means they have already voted by absentee ballot. If the voter insists this is a mistake, contact your city for investigation. If an error occurred, and the A.B. notation needs to be removed, your city will provide instructions.

A screenshot of the mobile application interface showing search results. At the top, there are input fields for "CHR" and "PAT", a "SEARCH" button, and an "ADVANCED SEARCH" button. Below this is a section titled "SEARCH RESULTS: 1". It displays the name "CHRISTOPHER, PATRICE A" with a gear icon to the left. Below the name is the date "02/03/1926", the address "5100 34TH AVE S", and the voter ID "1160118". To the right of the name is a red circle containing the text "A.B.". Further right is the precinct information "514 Studios Precinct: TRAINING P-1 Split 273".

See ID message

When checking in a voter, if a message pops up that says “See ID,” the voter needs to show proof of residence before voting.

See ID

DRESSEN, PRIYA DOUGLAS

09/01/1948

2880 HENNEPIN AVE N

Precinct TRAINING P-1, Split 273

ID CONFIRMED

NO ID

The voter is a new Minnesota voter who registered by mail, but election officials could not verify their application information.

The voter may complete their registration and vote by showing any proof of residence used for Election Day Registration, with the exception of vouching.

If the only proof of residency the voter can provide is vouching, the voter must re-register.

Using the Voter Information Corrections Form

The Voter Information Corrections Form is used to:

- Correct typos in a voter’s name (e.g. voter’s last name is Smythe, but voter record says Smithe).
- Add a voter’s middle name.
- Indicate a potential duplicate record.
- Correct or add a missing date of birth.

If the voter changed their name or address, they must re-register.

Election Day Voter Information Corrections

Municipality, ward, precinct: Election date: Pg of

Use this form to:

- ✔ Edit a data entry error or spelling error to a voter’s name
- ✔ Add a hyphen, remove a hyphen, or correct inverted names
- ✔ Edit a date of birth (DOB) data entry error OR add a missing DOB
- ✔ Remove a unit # for an address that should not have a unit #
- ✔ Note that a duplicate voter record exists

Do not use this form for:

- ✗ Name changes
- ✗ New addresses (including unit # change)
- ✗ Adding unit #, if there should be one but it’s missing

Register on poll book!

Type of correction only these reasons allowed	Voter ID number(s) list both for duplicates	Full name of voter(s) list both for duplicates	Correction to be made	EJ Initials
☐ Name correction ☐ DOB correction or addition ☐ Remove unit # ☐ Duplicate voter record(s)				
☐ Name correction ☐ DOB correction or addition ☐ Remove unit # ☐ Duplicate voter record(s)				
☐ Name correction ☐ DOB correction or addition ☐ Remove unit # ☐ Duplicate voter record(s)				

Hennepin County

Return in Results B Envelope

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Registering voters (Election Day Registration)

If a voter’s name doesn’t appear on the poll book after all search options, they are either in the wrong precinct or need to register. If their name or address is not current they need to update their registration.

New registration

1. Confirm the voter lives within the precinct using the Precinct Finder (paper or poll book).

If the voter does not live in the precinct, direct them to the correct one.

2. Make sure the voter has proof of residence.
 - If a voter does not have proof of residence, they won’t be able to register right now, but can return with it later in the day and vote.
 - If you have to send a voter away because they don’t have proof of residence, record this on the Election Day Incident Log.
3. Select “REGISTER” from the Voter Lookup screen.

Hennepin County
514 Studios

Precinct Records: 225
Checkins: 1

REGISTER

THO

SEARCH

ADVANCED SEARCH

4. Have the voter answer the eligibility questions that appear.

If the answer to both questions is “Yes,’ select those options, then select “Next”.

1 2 3 4 5 6 7 8 Next

Please ask the voter to answer the questions below to determine eligibility.

Ask the Voter

Are you a U.S. Citizen?

Yes No

Ask the Voter

Will you be at least 18 years old on election day?

Yes No

5. Enter the voter’s full legal name and date of birth, and select “Next.”

- If a voter offers you their MN Driver’s License, Learner’s Permit, or State ID, you can use “SCAN DL BARCODE” to complete name and date of birth information.
- The DOB field works best when the voter’s date of birth is entered from right to left, starting with the year.

SCAN DL BARCODE

1 2 3 4 5 6 7 8 Next

Enter Voter Information

THOMAS PETER ROGERS

First Name * Middle Name Last Name * Suffix

01/23/1989

DOB *

27

6. Enter the voter’s address using the drop down menu and select “Next.”
Enter the voter’s house / building # in the “House #” field.
- In the “Street Name” field, enter the 1st character of the voter’s street (e.g., “3” for 36th street), and wait for a list of possible addresses to show up (this may take a couple of seconds).
 - If you see the voter’s full address appear, select the address.
 - If you do not see the voter’s full address, continue to add characters of the street until you do.

ADDRESS TYPE ▾ 1 2 3 4 5 6 7 8 Next

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

347 3

House # * Suffix Pre Direction 347 36TH ST E, MINNEAPOLIS MN 55408 Post Direction

Unit Number City * State * Zip *

CLEAR FORM Can Mail Be Delivered to Address Above? YES NO

7. Ask the voter if they need to add a unit number.
- If yes, then select “No, go back” and add this information.
 - If no, select, “Yes, I did.”

Did you ask the voter if they have a unit number?

Yes, I did

No, go back

8. Select the identification option that applies to the voter, then select “Next.”
- If you scanned the voter’s MN driver’s license or ID, the number will auto-populate.
 - A paper receipt for a new or recently renewed MN driver’s license can be used.
 - If a voter has a receipt for driver’s license with a new DL#, choose the last option on this list.
 - If a voter has a receipt for a driver’s license and it does not list a DL#, use the second or third options.
 - While this step is similar to the proof of residence steps (coming next), it is for a different purpose.

1 2 3 4 5 6 7 8 Next

Please select your Identification type from the list.

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

Voter Has a SSN but does not have a MN-issued driver's license or MN ID card

Voter does not have a MN-issued driver's license, a MN-issued ID card, or a SSN

9. Enter the voter’s proof of residence information and select “Next.”
If you already scanned the voter’s MN driver’s license or ID, the number will auto-populate.
See page 36 for scanning instructions.

1 2 3 4 5 6 7 8 Next

Please choose your proof of residency from the lists.

Photo ID + Document with Current Name & Address

Residency Types *

US Passport

Type of ID *

123456789

ID Number *

Water bill

Document Type *

10. Ask the voter if they have been previously registered under a different name or address and enter information and select “next”. You can enter partial information, like a former name or address.
- If the voter doesn’t have information to include, you can select “Next” without entering anything.

3:53 PM Mon Aug 5 Previous Step Previous Voter Information - Optional X

1 2 3 4 5 6 7 8 Next

First Name Middle Name Last Name Suffix

Address 1

City State Zip

CLEAR FORM

* Indicates a required field

11. Turn the poll book screen to the voter and have them review their information for accuracy.
- After the voter confirmation screen, the voter is asked to sign their name then select DONE SIGNING.
 - If they make an error, they can clear the signature by selecting CLEAR SIGNATURE and then sign again.

I swear or affirm that I am at least 18 years of age and a citizen of the United States; that I have maintained residence in Minnesota for 20 days immediately preceding this election and maintain residence at the address shown; that I am not under a guardianship in which a court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote or am not currently incarcerated for a conviction of a felony offense; and that I am registered and have not already voted in this election. I understand that deliberately providing 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 Charlie Conway

Clear Signature

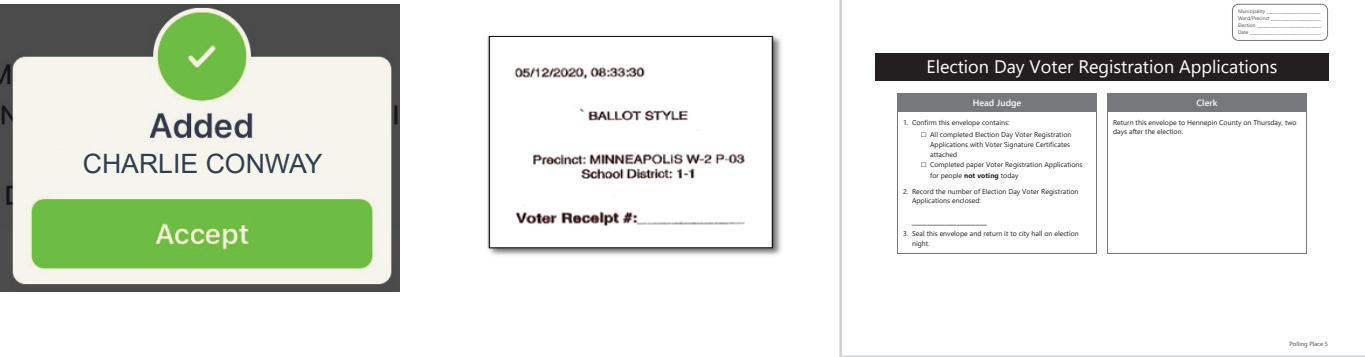
12. Sign your (election judge’s) initials in the “Initial” box and select “Submit”.

NC

Initial

Submit

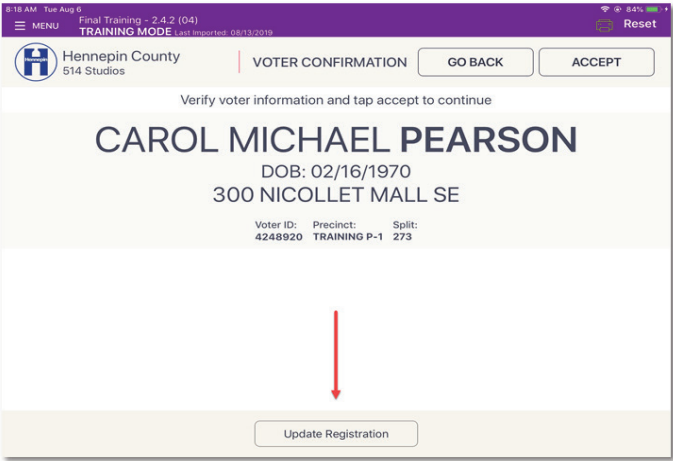
13. A pop up box will appear indicating the voter registration was registered successfully. Select “Accept”.
- The Voter Signature Certificate and Election Day Registration Application will print as one, long tape. DO NOT SEPARATE THESE.
 - The Voter’s Receipt will print separately.
14. Place the completed long tape into the Election Day Registration Envelope.
15. Give the Voter’s Receipt to the voter and direct them to the Demonstration/Ballot Judge.



Updating registration

If you find a voter’s record in the poll book, but their name or address needs to be updated, the voter needs to complete the registration process.

1. Use the Precinct Finder to confirm the voter lives in the precinct. If not, direct them to the correct precinct.
 2. If they do live in the precinct, search for the voter again, tap their name, and select “Update Registration.”
 3. Complete the registration process.
- Since the voter has a previous registration in the precinct, they can use “Valid Registration in Precinct” as their proof of residence.



Proofs of residence for Election Day registration

In order to register to vote on Election Day, a voter needs to provide proof of residence from one of the following three categories.

Category 1: ID with current name and address

Valid Minnesota driver’s license, learner’s permit or ID; or a receipt for any of these.
Tribal ID with name, address, photo and signature.

Category 2: Photo ID plus a document with current name and address

Approved photo IDs (choose one).
The ID can be expired.

- Driver’s license, state ID, or learner’s permit from any state
- U.S. Passport
- U.S. Military or Veteran ID
- Tribal ID with name, signature and photo
- Minnesota university, college, or tech college ID
- Minnesota high school ID



Approved documents (choose one).
Can be shown on electronic device.

- Bill, account, or start-of-service statement due or dated within 30 days of the election for:
- Phone, TV or internet
 - Solid waste, sewer, electric, gas or water
 - Banking or credit card
 - Rent or mortgage
 - Residential lease or rent agreement valid through Election Day
 - Current student fee statement
 - Student housing list

Category 3: Other (various options)

- Valid registration in the same precinct
If you are registered in the precinct but changed names or moved within the same precinct, you only need to tell the election judge your previous name or address.
- Notice of Late Registration
If voters registered to vote within 20 days of the election, they may get a Notice of Late Registration in the mail. This notice by itself serves as proof of residence. No additional documentation is needed.
- Registered voter who can confirm your address (voter voucher)
A registered voter from the precinct can sign an oath confirming the other voter’s address. A registered voter can vouch for up to 8 voters. A “voucher” can have registered on Election Day, too, but cannot have used a voucher.
- Staff person of a residential facility (employee voucher)
A staff person can go to the polling place to confirm residents’ address; they can vouch for all eligible voters living in the facility. The staff person must prove their employment at the facility. There are several ways to do this, including by showing an employee badge.

Updated in 2023: The list of who may vouch for another resident on election day is expanded. Residential facilities include:

- Adult foster care programs
- Assisted-living facilities
- Battered women’s shelters
- Homeless shelters
- Housing support settings
- Nursing homes
- Residential alcohol and chemical treatment programs
- Residential facilities for persons with developmental disabilities
- Residential facilities for treatment of mental illness
- Supervised-living facilities
- Transitional housing
- Veterans’ homes.

Vouching

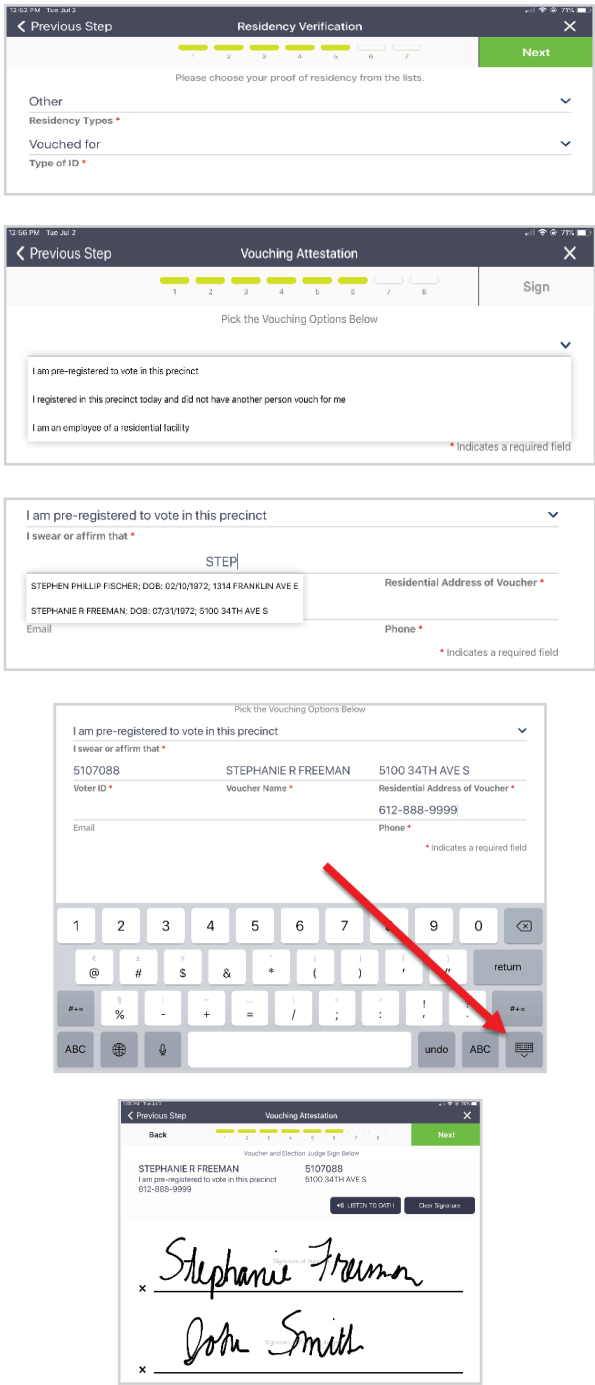
A voter can use a voucher as proof of residence. The voucher must either be a registered voter in the precinct or an employee of a residential facility. There are specific rules for vouching:

- ⦿ A voter who is vouched for may not vouch for another voter in the same election.
- ⦿ Appointed challengers in the polling location cannot vouch for a voter’s residency.
- ⦿ A voter may vouch for up to 8 people. An employee of a residential facility can vouch for an unlimited number of residents of that facility.
- ⦿ A voucher must leave the polling place as soon as the vouching process is complete.

Completing the voucher form on the poll pad

On the **Residency Verification** screen, select “Other” on the “Residency Type” line. On the “Type of ID” line, select “Vouched For.” Select “Next.”

1. Select type of voucher:
 - ⦿ “I am pre-registered to vote in this precinct.”
 - ⦿ “I registered to vote in this precinct today and did not have another person vouch for me.”
 - ⦿ “I am an employee of a residential facility.”
2. Enter the voucher’s information.
3. Touch the “Voucher Name” line and begin typing the voucher’s name. A list of pre-registered voters and voters who registered today will appear. Verify the voucher’s name and address and select from the list. The voucher’s name and address will auto-populate.
4. Enter the voucher’s phone number.
5. If voucher is an employee of a residential facility, enter the name of the facility.
6. Select the keyboard icon to move the keyboard out of the way.
7. Select “Sign.”
8. Sign your name and have the voucher sign their name in appropriate spaces.
9. Select “Next.”
10. Proceed with the remainder of the registration process.

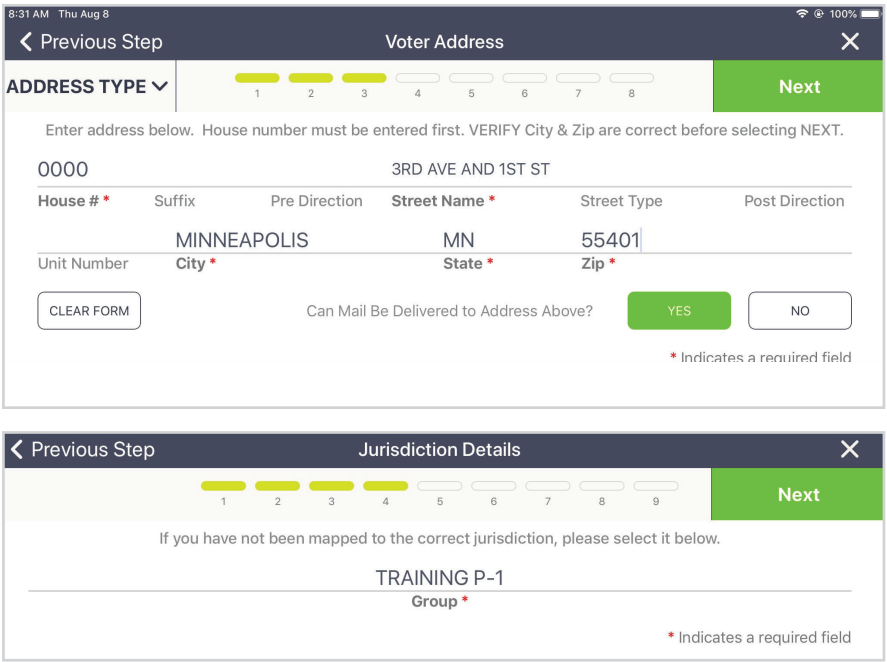


Registering a voter experiencing homelessness

Election Day Registration works the same for a person experiencing homelessness as it does for any other voter; however, in this case the voter may not have a physical address. If this is the case, the voter can provide a description of where they typically sleep as their residence.

Follow the registration process as usual until you reach the Voter Address screen.

1. Ask the voter for a description of where they usually sleep. Then, use the tools at your disposal to confirm the voter’s ward, precinct, and school district. (You may need to contact your city). If the voter typically sleeps in another precinct, guide them to the correct polling place.
2. Enter “0000” in the “House #” field, enter the description of where the voter typically sleeps in the Street Name field, then select “Next.”
3. Use the dropdown to find the voter’s ward, precinct, and school district information. Select “Next.”
4. Enter the password—you may need to contact your city or ask your head judge.
5. Proceed with the remainder of the registration process.
6. For proof of residence, a voter in this situation will most likely need a voucher.



Correcting a voter check-in or Election Day registration

You may need to correct a voter check-in or Election Day registration if:

- ⦿ you checked in the wrong voter by mistake,
- ⦿ after checking the voter in, you find out that they actually need to update their registration, or
- ⦿ you entered the voter’s information incorrectly when registering them.

For pre-registered voters, you can cancel and redo the check-in. However, you cannot cancel an Election Day Registration, so a different process is required for that.

Cancelling a pre-registered voter check-in

1. Write and highlight “VOID” at the top of the Voter Signature Certificate and Voter’s Receipt that need to be voided.

2. Place the voided Voter Signature Certificate and Voter’s Receipt in the Voided Voter Receipts and Certificates Envelope.

3. Note the cancellation on the Incident Log and include time, election judge involved, voter involved, and reason for cancellation.
4. Search in the poll book for the voter record that needs to be voided.

5. Select the gear button located to the left of the voter’s last name.

6. Enter password. You may ask your head judge.

7. Select “Cancel Voter Check-in.”

8. Print your name, select a reason for the cancellation, and add additional information as needed.

9. Sign and select “Submit.”



Correcting an Election Day registration error (minor)

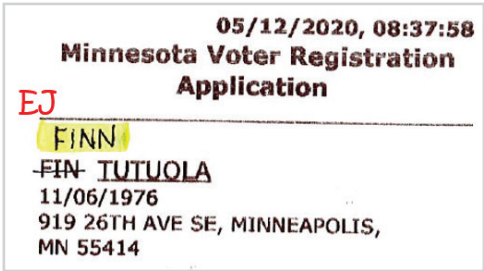
Minor errors include:

- Typo in a voter’s name (e.g. Fin rather than Finn).

• Typo in a voter’s date of birth.
1. Cross out the incorrect name on the Election Day Registration Application slip, then print the correct name or date of birth.

2. Highlight the correction then print your initials.

3. Note the correction in the Incident Log: include time, election judge involved, voter involved, and reason for correction.



Correcting an Election Day registration error (major)

Major errors include:

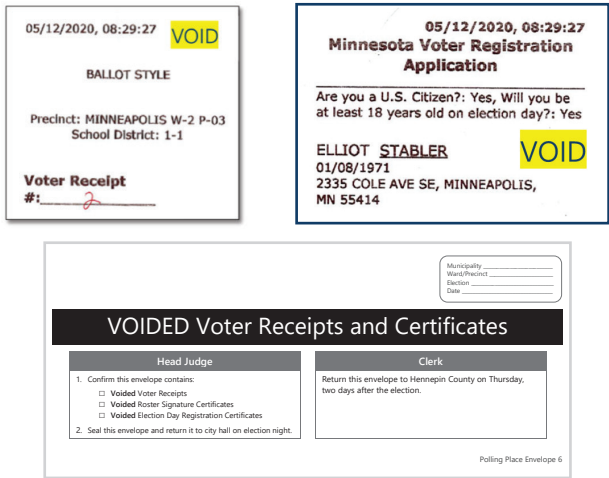
- Error in the voter’s address.

• Name change not entered (e.g. name was supposed to have been updated from Johnson to Lopez).
1. Write and highlight “VOID” at the top of the Election Day Registration Application and the Voter’s Receipt.

2. Place the voided Election Day Registration Application and Voter’s Receipt in the Voided Voter Receipts and Certificates Envelope.

3. Note about the voided Election Day Registration in the Incident Log (include the time, election judge involved, voter involved, and reason for void).

4. Re-register the voter.



What to do if you check in the wrong voter by mistake

If you are working with a voter and discover that you accidentally checked in a different voter under their name:

1. Cancel the erroneous voter check-in so that the correct voter may check in.

2. Find the Voter Signature Certificate that needs to be voided.

3. Place the voided Voter Signature Certificate in the Voided Signature Certificates envelope.

4. Have the voter check in again using the correct record.

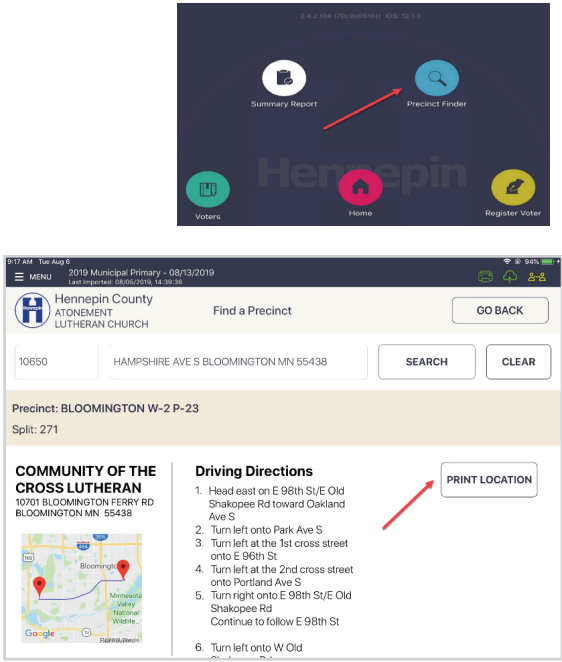
5. A new Voter’s Receipt will print.

6. Ensure the voter only ends up with one Voter’s Receipt. Place the extra Voter’s Receipt in the Voided Signature Certificates envelope.

The above scenario is the *only instance* where you may cancel a voter check-in on the Poll Pad. Do not cancel a voter check-in under any other circumstances, such as if a voter checks in and then decides they don't want to cast a ballot anymore. The voter check-in cancel function is only to be used for an error on the election judge’s part.

Using the electronic precinct finder to confirm a voter’s precinct

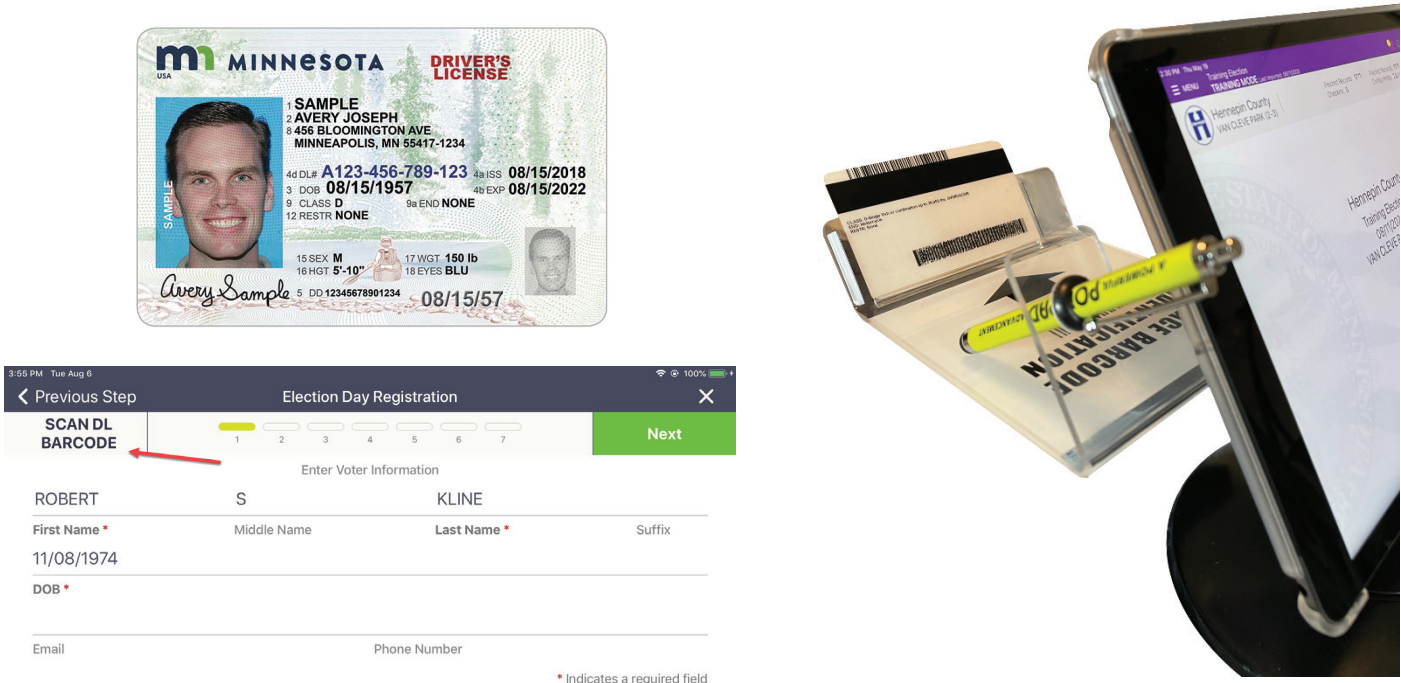
- 1. On the Get Started screen, select “Menu.”
- 2. Select “Precinct Finder.”
- 3. Enter the voter’s house number and start typing the street name.
- 4. Select the correct street name from the dropdown and press “SEARCH.”
- 5. The voter’s precinct and polling place information will display.
- 6. You may print directions from the current polling place to the voter’s correct polling place by pressing “Print Location.”



Scanning a MN Driver’s License, Learner’s Permit, or State ID

In both Advanced Search and the Election Day Registration Process, the option is available to scan a Minnesota Driver’s License, State ID, or Learner’s Permit. To do so, select “Scan DL Barcode,” and place the ID in the ID tray with the barcode facing upward.

A person’s name and date of birth are the pieces of information contained in the barcode that the poll book scans.



Demonstration Judge

Demonstration Judges help voters understand how to fill out their ballots. They can also offer a ballot card for the ballot marking device (ExpressVote). This role may be combined with the Ballot Judge.



Duties

- Provide option to use traditional paper ballot or ballot marking device.
- Give voter instructions for completing their ballot.
- Show the voter how to complete a ballot.

Key Tools

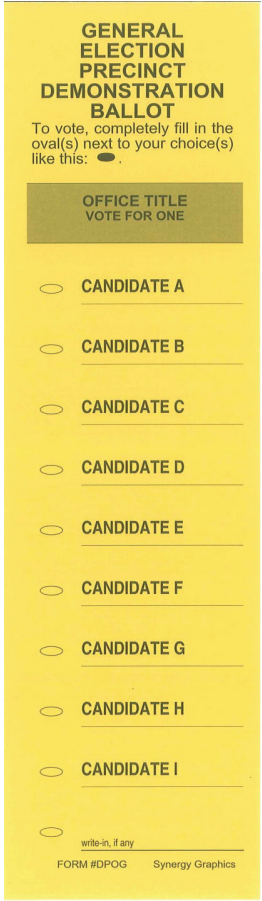
- Demonstration ballots – never use an official ballot for demonstration.
- Ballot cards.

Instructions for all elections using a traditional paper ballot

- Make your selection by filling in the oval next to the candidate or question on the ballot.
- Vote only with the pen provided. The ballot counter might not read marks made with some pens.
- If you make a mistake on your ballot, do not cross out votes or make any marks. Return to the Ballot Judge to get a replacement ballot.
- Do not place any stickers or identifiable marks on your ballot.
- Do not fold the ballot.
- When you are finished making your selections, place your ballot into the secrecy cover and go to the ballot counter to insert the ballot.
- Voters may have questions for you about ballot content. It is important to remain neutral while providing answers.
- Suggested language to use when voters ask questions about questions or candidates on the ballot:
“My role is to help you understand the voting process. State law prevents election judges from discussing ballot questions, candidates, and political party issues. I am required to keep the polling place fair and impartial for voters.”

Instructions for using an ExpressVote ballot card

- A ballot marking device assists in marking the ballot card and includes functions like audio, touchscreen, and a braille keypad.
- An election judge will help you load the ballot card into the device.
- For detailed instructions on using the ExpressVote, see page 39.



Instructions for general elections

- You can vote for candidates from different major political parties.
- You can vote for as many people as allowed for each office
- Blank spaces are provided on the ballot for write-ins. To cast a write-in vote, fill in the write-in oval and write in the name of a candidate who is not on the ballot.

Instructions for partisan primaries

- No write-in votes are allowed.
- Each major political party has its own column on the ballot. You can only vote for candidates from one party. Voting for more than one party will void your vote.
- Minnesota does not have political party registration. You are not required to publicly declare affiliation with a party. All voters receive the same ballot.

Instructions for non-partisan primaries

- No write-in votes are allowed.
- Choose any candidate.

Instructions for primaries with both partisan and non-partisan contests

- The ballot contains both partisan and non-partisan offices.
- No write-in votes are allowed.
- The partisan section of the ballot has a column for each major political party. You can only vote for candidates from one party. Voting for more than one party will void all your votes in this section.
- For nonpartisan offices, choose any candidate.

Instructions for special elections

- Your city may give you additional instructions to provide to voters in the event of a special election.

Ballot Judge

Ballot Judges distribute ballots to voters, manage voter receipts, and help maintain traffic flow in the voting area.

Duties

- Collect Voter’s Receipts and issue ballots to voters.
- Manage Voter’s Receipts.
- Monitor ballot supply and help the head judge prepare additional ballots as needed.
- Spoil ballots.

Key tools

- Traditional paper ballots and ExpressVote ballot cards
- Spoiled Ballot Envelope
- Used Voter Receipts Envelope

Issuing ballots to voters

1. Collect the Voter’s Receipt from the voter.
2. Number the Voter’s Receipt in consecutive order - 1, 2, 3, etc.
3. Place each numbered receipt onto a spindle (or into a container).
4. When the polls close, the number of Voter’s Receipts collected should match the number of ballots in the ballot counter (the Public Count).
5. Retrieve a traditional paper ballot or ExpressVote ballot card.
6. Show both sides of the ballot to the voter and insert the ballot into a secrecy cover.
7. Give the ballot in the secrecy cover to the voter.
8. Direct the voter to an unoccupied voting booth, the assistive ballot marking device (ExpressVote), or other writing surface as chosen by the voter.
9. If the voter chooses to use the ballot marking device, assist them as needed.

Managing Voter’s Receipts

Carefully managing Voter’s Receipts is essential to ensuring a quick and smooth closing of the polls.

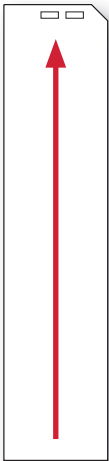
- For every 25 receipts you collect, bundle them with a paper clip or rubber band and place them into the Used Voter Receipts Envelope.
- When the polls close, the number of Voter’s Receipts collected should match the number of ballots in the ballot counter (the Public Count).

Assisting voters with the ballot marking device (ExpressVote)
Issuing a Ballot Card

When a voter uses the ExpressVote, issue them a ballot card instead of a traditional paper ballot. Two election judges should initial the boxes at the top of the ballot card before issuing.

Marking a Ballot Card

1. The voter selects a marking method: touchscreen, audio-tactile keypad, two-button device, or a personal accessible device (e.g., rocker switch, sip-and-puff device). If applicable, plug in the voter’s chosen device and/or headphones.
2. Insert the initialed ballot card. The card should be oriented with the cut corner on the right so that end is inserted first.
3. Optional: Adjust the Visual and Audio Settings.
4. Absentee voting only: Select the voter’s precinct.
5. Precincts with school district splits: Select the voter’s split.
6. The voter follows text and/or audio instructions to make their selections.
7. The voter reviews their selections.
8. The voter prints their ballot card.
9. Optional: The voter can re-insert their printed ballot card to review the printed selections.
10. The voter inserts their ballot card into the ballot counter.



Timeout alert
The ExpressVote will time out after five minutes of inactivity. To continue marking the ballot, touch Previous.

Canceling a Voting Session

- If the ExpressVote times out during a voting session, or the voter decides not to mark and cast their ballot card, you can cancel a voting session at any point.
1. Confirm the voter wants to end the voting session.
 2. Press the Exit button at the bottom center of any screen.
 3. When the Exit? screen is displayed, the voter can return to the voting session by selecting Previous or end the voting session by selecting Exit again.
 4. Touch Next to eject the ballot card and return to the home screen.

Monitoring ballot supply and preparing additional ballots

- Monitor your supply of prepared ballots and ballot cards, and let your head judge know if you need more. To prepare more ballots or ballot cards, two election judges do the following:
- Retrieve blank ballots and ballot cards from storage.
 - Open ballot packs as directed by the head judge.
 - Count the number of ballots in each pack (usually this is 100, but this can vary) and the number of ballot cards (in packs of 25) as they are opened and record the number from each pack on the back of the Ballot Tracking Form.
 - Both judges initial the top of each ballot.
 - Place prepared ballots at the ballot judge station.
 - Low ballot supply: if only two unopened ballot packs remain, contact your city immediately.

Spoiling ballots

If a voter makes any sort of error while marking their ballot, they can return it to the ballot judge to exchange it for a new one.

Some examples of spoiled ballots:

- Voted for more candidates in an office than permitted by law (overvote).
- Voted for candidates of more than one political party in state primary election (crossover vote).
- Crossed out or erased a mark to change a vote.
- Damaged a ballot.
- Attempted to cast a write-in vote in a primary election.

1. Have the voter place their spoiled ballot into the Spoiled Ballot Envelope. Do not make any additional markings on the ballot.
2. Issue a new ballot to the voter.

Found ballots

- Periodically check voting booths for abandoned materials. If abandoned ballots are found, do not insert into the ballot counter.
1. Write “Found in Voting Booth” on the top of the ballot and place it in the Spoiled Ballot Envelope.
 2. Make a note on the Incident Log.

Ballot Counter Judge

Ballot counter judges monitor the ballot counter and assist voters with ballot counter error messages.

Duties

- ⦿ Guide voters and monitor the ballot counter.
- ⦿ Assist voters with ballot counter error messages.
- ⦿ Alert the head judge if the ballot box becomes full.
- ⦿ Issue “I Voted” stickers to voters.

Key tools

- ⦿ “I Voted” stickers

Monitoring the ballot counter and guiding voters

- ⦿ No one except a voter casting their ballot, their assistant, children, or an election judge, is allowed within 6 feet of the ballot counter.
- ⦿ Stand close enough to the ballot counter to see an error message appear, but far enough to give the voter privacy.
- ⦿ If a line forms at the ballot counter, ensure voters remain at least 6 feet behind the voter currently using it.
- ⦿ Do not look at the voter’s ballot unless requested by them.
- ⦿ Let the voter know how to insert their ballot, if needed.
 - Remove the ballot from the secrecy cover.
 - The ballot may be inserted in any orientation.
 - Wait for the “Thank you for voting screen” to appear before leaving.
- ⦿ Help the voter spoil and get a replacement ballot, if needed.
- ⦿ Give the voter an “I Voted” sticker.

Assisting voters with ballot counter error messages

If an error message appears on the ballot counter screen, discreetly explain the error to the voter and assist them. If the voter wants you to review their ballot, two election judges of different major political parties are required.

If you encounter an error not listed here, contact your city for help.

The election judge operates the ballot counter. The voter handles their ballot.



Overvote

The voter selected too many candidates for one or more offices. If the ballot is cast, votes for any offices for which there is an overvote will not be counted.

The voter has the option to get a replacement ballot or cast their ballot as is.

Crossover vote (partisan primary only)

The voter selected more than one major political party of the partisan portion of the ballot. If the ballot is cast, none of the votes on the partisan portion of the ballot will be counted.

The voter has the option to get a replacement ballot or cast their ballot as is.

Blank ballot

The voter has a ballot with no votes for any of the candidates or questions. If the ballot is cast, no offices will be counted.

The voter has the option to complete their ballot or cast their ballot as is.

Troubleshooting a jammed ballot

If a ballot jams in the ballot counter, the machine will display an error message and beep loudly until the jam is cleared.

1. Read the error message to determine whether the ballot has been counted.
2. Retrieve the jammed ballot.

Generally, if a jam occurs and the ballot *has been counted*, the ballot got hung up on the ballot guides (silver tines in the upper back of the ballot box). The ballot guides can be bent back slightly to allow more clearance for the ballot. In most cases the ballot will need to be cleared by opening the ballot box and pulling the ballot down. Two election judges of different major parties must be present for this operation. A flashlight can help.

Generally, if a jam occurs and the ballot *has not been counted*, it must be removed from the front of the ballot counter. If it is visible, gently tug back. If it is not visible, remove the black plastic privacy guard on top of the ballot counter. If it is still not visible, unlock front panel securing the scanner and pull the scanner forward a few inches. The ballot will likely be visible out the back of the scanner. Remove it, being sure to not let it fall into the ballot box.

- ⦿ If the ballot has been counted, place it in the ballot box.
- ⦿ If it has not been counted and the ballot is not damaged, feed it through the scanner.
- ⦿ If the ballot is damaged, help the voter obtain a replacement ballot.
- ⦿ If jam occurs while running ballots from the auxiliary compartment, the ballot will need to be duplicated.
- ⦿ If ballot jams persist, begin using the auxiliary compartment and contact your city.

Troubleshooting a malfunctioning ballot counter

If the ballot counter stops working, work with the head judge to take immediate action. Ensure that voting continues and that the ballot counter becomes operational again as soon as possible.

If the ballot counter stops working

1. Do not stop the voting process.
2. Open the auxiliary compartment and have voters deposit their ballots into it.
3. Explain to voters that ballots deposited into the auxiliary compartment will be counted later in the day once the ballot counter is operational again.
4. Check the screen for any error messages.
5. Note the malfunction on the Incident Log, including:
 - ⦿ The Public Count from the ballot counter (if visible).
 - ⦿ The time the ballot counter stopped working.
 - ⦿ A description of the issue, including any message on the screen.
7. Contact your city to fix or replace the ballot counter.



Using the auxiliary compartment

Voters use this compartment to deposit their voted ballot while the ballot counter is not operational. These ballots will be counted when the ballot counter is working.

1. Use the flat, silver key to unlock the auxiliary compartment door.
2. Open the auxiliary compartment door, then carefully lower the silver flap.
3. Note on the Incident Log the time the ballot counter is operational again, along with the Public Count.
4. Close and lock the auxiliary compartment door when ballot counter is working again. Resume using the ballot counter as normal.
5. If jam occurs while running ballots from the auxiliary compartment, the ballot will need to be duplicated.

Emptying a full ballot box during voting hours

- ⦿ If the ballot box becomes full during voting hours (1000 ballots at most), notify your head judge.
- ⦿ Two election judges of different major political parties empty the ballot box and secure the voted ballots in a Ballot Transfer Case.
- ⦿ Head judge notes the time of this on Incident Log.

Head Judge

Head judges are the leaders of their polling place. They assign duties to their team of election judges, carry out advanced duties, troubleshoot issues, and ensure that the polling place runs smoothly on Election Day.

Duties

Before Election Day:

- ⦿ Pick up Election Day supplies from your city clerk.
- ⦿ Contact your election judge team.
- ⦿ Contact your polling place.
- ⦿ Visit your polling place.

On Election Day:

- ⦿ Lead polling place operations.
- ⦿ Complete head judge-specific opening and closing duties.
- ⦿ Assign election judge team to duty stations and delegate tasks.
- ⦿ Manage election judge schedules (shifts, breaks).
- ⦿ Troubleshoot polling place issues and document incidents on the Incident Log.
- ⦿ Communicate with city clerk as needed.
- ⦿ Complete an hourly audit of the Voter's Receipts and Public Count.
- ⦿ Conduct emergency election judge training, if needed.
- ⦿ Mentor election judge team.
- ⦿ Deliver ballots and other materials to the city clerk on election night.

Before Election Day

Picking up supplies from your city

The day before Election Day, you will pick up polling place supplies from your city and securely store at home. Bring them to the polling place on Election Day.

Verify that you have everything when you pick up the supplies. If you realize something is missing, contact your city immediately.

Contacting your election judge team

Your city will give you contact information for your election judge team. Before Election Day, reach out to each member to introduce yourself, learn about them, and plan for Election Day. This is an opportunity to become familiar with the strengths of your team to help assign duty stations.

Contacting your polling place

Contact the polling place's building staff to ensure the polling place will be opened by 6:00 a.m. on Election Day.

If severe weather is expected, know the location of the weather shelter in your building and have a plan.

Visiting your polling place

Your city may have you visit your polling place on the Monday before Election Day to get familiar with it and do some setup like arranging tables and chairs.

Opening and closing the polls on Election Day

The head judge leads opening and closing on Election Day and completes head judge-specific tasks.

Opening tasks

- ❑ Administer the election judge oath and have all election judges sign this section on the Official Precinct Certification Form.
- ❑ Have election judge team complete any needed payroll paperwork.
- ❑ Distribute nametags to election judges (first name; no party affiliation).
- ❑ Assign duties to election judges.
- ❑ Prepare ballots (two judges must do this; can be delegated).
- ❑ Complete the Before Polls Open portion of the Ballot Tracking Form.
- ❑ Set up the ballot counter.
- ❑ Complete the Opening the Polls portion of the Official Precinct Certification Form.

Closing tasks

- ❑ At 8 p.m. announce: “The polls are now closed.”
- ❑ Assign closing duties to election judges.
- ❑ Shut down the ballot counter.
- ❑ Count any ballots that are in the auxiliary compartment.
- ❑ Secure voted ballots in Ballot Transfer Cases.
- ❑ Secure unvoted ballots in ballot box.
- ❑ Complete forms.
 - Voter Statistics Worksheet
 - Ballot Tracking Form
 - Official Precinct Certification Form
- ❑ Complete all copies of Results Tape.
- ❑ Complete and pack Return Envelopes (even if empty).
- ❑ Have election judges complete payroll paperwork as needed.
- ❑ Use Election Night Materials Return Checklist to prepare items for delivery to your city and secure all other items in polling place.
- ❑ Deliver items on Election Night Materials Return Checklist to your city.

Mentoring election judges

As head judge, one of the most important duties you have is to serve as a mentor to newer election judges. Effectively mentoring not only helps ensure things get done correctly on Election Day, but will encourage newer judges to serve for years to come.

As you are preparing for Election Day, take note of judges who are brand new or who have less than one year of service as an election judge. Your city may provide you with information about newer judges, or you may need to ask your judges when you contact them before Election Day.

On Election Day:

- ⦿ Ensure that newer judges feel welcome and supported.
- ⦿ Ensure that newer judges are given the opportunity to engage in a variety of election judge duties.
- ⦿ Regularly check in with newer judges to see how they are doing and to see if they have any questions.

Using the Incident Log

The Incident Log is used throughout Election Day to document any noteworthy incidents or occurrences (e.g. the ballot counter malfunctioning or an injury). When documenting an incident, be sure to include a detailed description so election officials reviewing these will be able to understand what happened and follow up if needed.

Hourly audits of the Voter’s Receipts and Public Count

Once an hour, the head judge compares the number of Voter’s Receipts to the number of voters who have cast their ballot (the Public Count on the ballot counter). If these numbers do not match, the head judge investigates and notes the reason for the discrepancy on the Incident Log.

In-person challengers

An in-person challenger is an authorized polling place visitor whose only function is to issue challenges to voter eligibility based upon personal knowledge.

To remain in a polling place during voting hours, a challenger must check in with the head judge, and provide:

1. Proof that they are a Minnesota resident by presenting one of the proofs of residence accepted for Election Day registration.
2. A written certificate (letter of appointment) signed by one of the following:
 - ⦿ The chair of an authorized committee of a political party in a state election. Only one challenger from each major political party may be in the polling place at any one time.
 - ⦿ A non-partisan candidate. Only one challenger for each candidate may be in the polling place at any one time.
 - ⦿ The mayor of the city or school board chair of a jurisdiction where a question is to be voted on. One challenger appointed in this manner may be in the polling place at any one time.

Rules of conduct for challengers

- Can only challenge voter eligibility.
- Must not speak to voters, only the head judge, and file their challenge in writing.
- Must wear a nametag.
- Cannot make lists of who did and did not vote.
- Cannot take photos in the polling place.
- Cannot influence voting.
- Must stay at least six feet from the ballot counter.
- Must stand near the poll book table, but cannot look at the poll books.
- May not vouch for a voter’s residency.

Challenge process

The challenger informs the head judge in writing of the reason for the challenge. The challenger completes the Oath of Challenge to Voter’s Eligibility form stating the grounds of their challenge. Examples:

- Voter does not reside at the address given.
- Voter is not who they claim to be.
- Voter is not a citizen.
- Voter has already voted in this election.
- Voter is not yet 18 years old.
- Voter is incarcerated.
- Voter is under guardianship of a person in which a court order revokes their right to vote.
- Voter has been found by a court to be legally incompetent.

If a challenge is issued, the head judge discretely administers the following oath to the voter: “Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?”

The head judge asks the voter questions to verify their eligibility based upon the grounds of the challenge.

- What is your legal name?
- What is your legal residence?
- Are you at least 18 years of age?
- Are you a citizen of the United States?
- Have you resided in Minnesota at least 20 days?
- Are you under court ordered guardianship in which the court order revokes your right to vote?
- Have you been found by a court to be legally incompetent?
- Are you incarcerated for a felony conviction?

If the voter’s answers indicate the voter is eligible, allow the voter to vote in the same manner as unchallenged voters. If the challenger persists with the challenge, instruct them to contact Hennepin County.

If the voter’s answers indicate that they are not eligible to vote, do not permit them to vote. Inform the challenged voter that they will not be allowed to return later to vote if they leave the polling place after being found not eligible.

If the voter refuses the oath, the person shall not be allowed to vote. Inform the challenged voter that they will not be allowed to return later to vote if they leave the polling place after refusing the oath.

Emergency election judge training

You may need to conduct emergency election judge training on Election Day in the event of a vacancy on your election judge team. A vacancy occurs when an election judge:

- Fails to arrive by 6:30 a.m.
- Becomes unable to perform duties of an election judge.
- Fails or refuses to perform duties assigned by the head judge.

Individuals appointed in an emergency capacity must be eligible to serve.

- Administer the election judge oath to the new election judge and have them sign the oath section of the Official Precinct Certification Form.
- Have the new election judge sign in to complete payroll paperwork.
- Verify the new election judge’s party affiliation (or non-affiliation) and provide them with a nametag.
- Give the new election judge an overview of their assigned duties.
- Periodically check in with the new election judge throughout the day.

Voter feedback or complaints

Voters may have feedback or complaints that need documentation. There are two forms for this, each serving a different purpose. For each, follow the instructions on the form and help the voter to complete it. Place completed forms in the Feedback Form Envelope.

HAVA Elections Complaint Form

This form is only used for people reporting a violation of Title III of the Help America Vote Act (HAVA) relating to:

- Voting equipment standards.
- Required posting of voter information at polling place.
- Voter registration.
- Name of registered voter not on roster.
- Registered voter information was not accurate.
- Voter registration application was not processed properly.
- Other Title III provisions.

Election Day Feedback Form

This form is used for any non-HAVA related complaint or any other feedback. Election officials review these forms and follow up as needed after Election Day.

OFFICE OF THE MINNESOTA SECRETARY OF STATE

HAVA ELECTIONS COMPLAINT FORM

Instructions

This form may be used when any person believes a violation of the Help America Vote Act (HAVA) Title III (such as voting machine standards, posting of voting information, voter registration) has occurred, is occurring or is about to occur. (Minnesota Statutes 200.04)

It is not for the following complaints:

- Minnesota Fair Campaign Practice & Finance Acts complaints (Minnesota Statutes 211A and 211B) are under the purview of the State of Minnesota's Office of Administrative Hearings and are not applicable to this complaint form.
- Other Minnesota election law complaints are under the purview of the county attorney and are not applicable to this complaint form. Use the Minnesota State Election Law Complaint Form instead.

After completing this form and getting it notarized (or signed by an election judge at the polling place), return it to:

Office of the Minnesota Secretary of State
Elections Division
Veterans Service Building
120 W 12th St, Ste 210
St. Paul, MN 55155

Your Contact Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Complaint Information

My complaint pertains to the election held on (Month/Day/Year) _____

My complaint is regarding (select all that apply):

☐ Voting Machine Standards (Section 301)

☐ Required Posting of Voting Information at Polling Place (Section 302 (b))

☐ Voter Registration (Section 303)

- Name of registered voter was not on list.
- Registered voter information was not accurate.
- Voter registration application was not processed properly.

☐ Other Title III provision: _____

Revised 5/2024

Election Day Feedback Form

Instructions

Use this form to provide feedback to election officials regarding your experience voting. You may share something that went well, something that could have gone better, or an issue or concern that should be addressed.

Your contact information

Name: _____

Address: _____

Phone: _____

Email: _____

Feedback details (use reverse side or attach sheets, if necessary)

Affirmation

I swear or affirm that, to the best of my knowledge, the information provided on this form is true.

Signature of voter: _____ Date: _____

Signature of election judge: _____ Date: _____

Hennepin County

Return in **Results B Envelope**

Emergencies

- If you encounter a police, fire, or medical emergency on Election Day, use the following procedure.
1. Call 911 and identify yourself as an election judge. Provide the name and address of the polling place building and the location inside the building where the problem is.
 2. Relay the circumstances and describe the situation for the 911 dispatcher.
 3. After calling 911, call your city to explain the situation and follow further instruction.

- Note the following in the Incident Log:
- ⦿ Time of incident.
 - ⦿ Type of problem.
 - ⦿ Names of individual(s) involved, if known.
 - ⦿ Brief physical description of individual(s) involved.
 - ⦿ Brief description of the incident.
 - ⦿ Names and signatures of election judges witnessing the incident.
 - ⦿ The time and resolution of the situation.

Extreme emergencies, evacuations

- If polling place must be left unattended due to a catastrophic emergency, your highest priority is evacuating everyone in the polling location. If time permits, and safety is not jeopardized use the following procedures.
- ⦿ Record the Public Count number and the time on Incident Log.
 - ⦿ Unplug the ballot counter, unlock and open the memory stick access door, break the seal, and remove the memory stick. Seal it in an envelope.
 - ⦿ Secure blank ballots in a container and leave in a secure place.
 - ⦿ Keep voted ballots locked in the ballot box.

- Take these items with you, if possible:
- ⦿ Poll books.
 - ⦿ Completed Registration Applications (includes the Voter Signature Certificate).
 - ⦿ Voter Signature Certificates for pre-registered voters.
 - ⦿ Memory stick.
 - ⦿ Any uncounted ballots from the auxiliary compartment.

Meet outside, account for your team, and call your city. *If the polling place cannot be reopened*, consult your city about emergency voting instructions.

- If the polling place can be reopened:*
- ⦿ Resume voting by using the auxiliary compartment of the ballot box.
 - ⦿ Call your city and let them know that the polling place has reopened.
 - ⦿ City staff will be sent to re-install the memory card and assist in reestablishing normal operations.
 - ⦿ Record events on the Incident Log.

Polling Place Conduct

People allowed in the polling place

- ⦿ Election judges.
- ⦿ Minor children accompanying a parent who is voting.
- ⦿ People assisting voters.
- ⦿ Staff members of the Minnesota Secretary of State’s office, the County Auditor’s office (Hennepin County), the City Clerk’s office, and the School District Clerk’s office, for the purpose of observing election procedures.
- ⦿ Representatives of the news media—must have credentials.
- ⦿ Sergeant-at-arms that has been appointed by the election judges.
- ⦿ Vouchers who are attesting to the residency of another voter. Vouchers must leave the polling place as soon as the vouching process is complete.
- ⦿ Teachers and elementary/secondary school students participating in an activity authorized by the Minnesota Secretary of State’s office and your city.
- ⦿ Peace officers, if the election judges request their presence to help maintain order.
- ⦿ People making a written complaint.
- ⦿ The public is allowed in the polling place after the polls close and all voting has been completed to observe closing procedures.

Media

Members of the media may visit a polling place on Election Day to observe the voting process. When members of the media arrive, they must check in with the head judge and present photo ID along with a recognized media credential or written statement from a local election official attesting to their credentials.

- Record in the Incident Log:
- ⦿ The name of the media representative.
 - ⦿ The time they arrived and left.

Media conduct

- While in a polling place, representatives of the media may not:
- ⦿ Approach within 6 feet of a voter.
 - ⦿ Speak with a voter while in the polling place.
 - ⦿ Make a list of people voting or not voting.
 - ⦿ Interfere with the voting process.
 - ⦿ Approach within 6 feet of a voting booth, ballot counter, or electronic voting equipment.

- Media representatives may take photos, but must follow these rules:
- ⦿ No photos of a voted ballot.
 - ⦿ Media representatives should ask head judges before including any voters or election judges in photos.

Voters taking photos

There is no law that strictly prohibits voters taking photos or videos in the polling place to record their own voting experience. However, the Office of the Minnesota Secretary of State discourages this activity for the following reasons:

- ⦿ Voters have a right to privacy. Other voters’ objections to being photographed could lead to disruptions within the polling place.
- ⦿ When voter turnout is high there may be lines and polling places may be crowded. Voters have a right to take the time they need to vote, but should not take extra time to take pictures.
- ⦿ Minnesota Statutes [204C.17](#) and [204C.18](#) prohibit voters from showing their marked ballot to others. Taking photographs or video of your own marked ballot could violate this prohibition.

Exit polling

Exit polling may be conducted by any individual as long as the following criteria are met:

- ⦿ The voters are approached after they have voted and left the room being used as the polling place.
- ⦿ Voters are approached in a predetermined pattern.
- ⦿ Voters are asked to fill out an anonymous, written questionnaire.
- ⦿ Voters must be able to go to and from the polling place without unlawful interference.

Prohibited conduct

- ⦿ No lingering within 100 feet of the building where voting is occurring.
- ⦿ No campaigning inside the polling place or within 100 feet of the building in which a polling place is situated, or anywhere on the public property on which a polling place is located. This includes displaying campaign materials (including campaign buttons), or in any manner attempting to persuade a voter to vote for or against any candidate or question. *This prohibition only applies to candidates, parties, or questions that are on the ballot at the current election.*
- ⦿ No alcohol is allowed in voting location. The election judges shall not permit an obviously intoxicated individual to vote or remain in the polling place.
- ⦿ No one may ask or try to persuade a voter to vote for or against a candidate or questions.
- ⦿ No one, except for election judges and voters receiving, marking, or depositing ballots (and their assistant or children) may approach within 6 feet of a voting booth, ballot counter, or other electronic voting equipment unless otherwise lawfully authorized to do so by an election judge.
- ⦿ No one may tell another person how they voted while in the polling place.

Prohibited voter intimidation

Voter intimidation is defined as threatening or forcing a person to vote (or refrain from voting), register to vote, vote for or against a specific candidate, or engage (refrain) in any other election-related activities.

Providing Assistance to Voters

Voters have a right to receive assistance in the polling place: moving through the polling place, reading materials, completing forms, or marking ballots. An assistant is not required to be an eligible voter and can be younger than 18 years.

Assistance with ballot marking

If a voter needs assistance marking their ballot, they can have assistance from:

- ⦿ Two election judges of different major political parties.
- ⦿ Any other person the voter chooses (except an agent of their employer or their union).

Rules for assistants

- ⦿ Election judges or other individuals who assist the voter shall not reveal the name of any candidate for whom the voter has voted or anything that took place while assisting the voter.
- ⦿ After voting, the voter may show the ballot to election judges to be sure it has been marked correctly.
- ⦿ Don't make inappropriate remarks like, “You’re voting for him?”

Accessibility assistance

- ⦿ Try to set up a traffic pattern that avoids uneven surfaces.
- ⦿ Make chairs available for voters in long lines.
- ⦿ Have judges available to help with opening and closing heavy doors.
- ⦿ Ask all voters, “May I assist you?” Don't assume folks want help—and provide only the assistance requested.
- ⦿ Speak directly to the voter not their assistant. Give the ballot directly to the voter, not the assistant.
- ⦿ Voters can take as much time as they need to complete the voting process.

Assisting persons with visual impairment

- ⦿ Identify yourself and give your location.
- ⦿ Guide dogs are permitted in polling places, but should not be spoken to or petted.
- ⦿ Offer to lead the person, if they would like, or offer an arm for them to hold onto.
- ⦿ Do not assume a person who is blind or visually impaired is also hearing impaired.
- ⦿ Offer use of a magnifier if desired.
- ⦿ Read the “Oath” to ensure the voter knows what they are affirming.
- ⦿ Offer to place a piece of paper or signature guide so the voter may “feel where to sign.”

Assisting persons who are hearing impaired

- ⦿ Speak clearly. It is not necessary to shout.
- ⦿ Face the voter directly when speaking to them.
- ⦿ Do not exaggerate your words. This makes lip reading more difficult.
- ⦿ Use a pad of paper and pen if verbal communication fails.

Assisting people with mobility impairments

- ⦿ Make sure there is enough room for people in wheelchairs to turn around.
- ⦿ Do not lean or rest on a wheelchair.
- ⦿ Ask permission before pushing someone’s wheelchair.
- ⦿ If you are assisting a voter in a wheelchair, make sure you are able to control the chair.

Assistance with signature

A voter who cannot sign their name may alternatively:

- ⦿ Make a mark. In this case, an election judge certifies the mark by signing the voter’s name for them.
- ⦿ Ask someone to print the voter’s name in their presence. If an assistant signs, they should also sign their own name.
- ⦿ Use a signature stamp on the printed Voter’s Receipt (uncommon).

Curbside voting

The curbside voting process may be used when a voter is unable to leave their vehicle. *Two judges of different major political parties must be present at all times to assist the voter and manage the voter’s data between the voter’s vehicle and the polling place.*

1. Ask the voter for their name and address, and search for the voter in the poll book.
2. If the voter is pre-registered, check them in. If the voter is not registered, complete the registration process with the voter.
3. Enter the polling place again and have a poll book judge print the registered Voter Signature Certificate or the Voter Signature Certificate + Election Day Registration Application (if voter is registering) and obtain a Voter’s Receipt. The poll book judge will retain the Voter Signature Certificate and store in the proper envelope.
4. Take the Voter’s Receipt to the ballot judge and exchange it for a ballot.
5. Return to the voter and have them complete their ballot. Offer the voter a clipboard, secrecy folder, and privacy to mark their ballot. The two judges of major political parties may assist the voter with marking the ballot, if they request.
6. Tell the voter to wait for confirmation that the ballot has been counted before leaving.
7. Take materials back into the polling place and deposit the ballot into the ballot counter.
8. If necessary, troubleshoot any ballot counter error messages with the voter. If there are no errors to troubleshoot, confirm with the voter that their ballot has been counted.

Effective Voter Service

Election judge creed: “I will do everything I can within the law to help you vote today.”

- ⦿ Listen respectfully, making eye contact with the speaker.
- ⦿ Work as a team and use your training materials to overcome challenges.
- ⦿ Respond with words that are factual, not emotional or confrontational.
- ⦿ Be courteous and tactful.
- ⦿ Help the voters understand all of their options.
- ⦿ Explain how/when/where voters can update their driver’s license and use receipt to register.
- ⦿ Describe the exact precinct boundary so the potential voter can return with a pre-registered voter or someone who can register with proper ID from the same precinct.
- ⦿ Regarding the need to vote in specific voting locations:
“Voters must vote in the precinct where they live.”
“Voters vote only for the elected officials who represent the area in which they live.”
- ⦿ Refer to authority, posted signs, Oath on Voter Signature Certificate or Election Day Registration Application
- ⦿ Avoid negative words—speak of what CAN be done, rather than what CANNOT
- ⦿ “Minnesota law allows any one of the following documents”
- ⦿ Refer to individuals as “voters” or “people” rather than using gendered pronouns.
- ⦿ Avoid the words “You” or “I” :
 - “You” is perceived as confrontational when combined with negative words.
 - “I” can’t accept “your” ID makes it appear that the election judge is personally rejecting an individual voter rather than applying the law equally to all.
- ⦿ Respond positively and look for solutions
 - “That means I can’t vote today” → “We will do everything we can within the law to help you vote today”
 - “You are stopping me from voting” → “Let’s make sure we’ve covered all of our options”
 - “I can register in (another state) easier” → “Let’s make sure you’re set to go for the next election”

Closing the Polls

Polls close at 8 p.m. on Election Day, but any voter already in line at the time is still allowed to vote. Once all voters have finished voting, election judges complete closing procedures, including:

- ⦿ Taking down duty stations, signs, and the U.S. flag
- ⦿ Closing down voting equipment
- ⦿ Completing paperwork

Just like with the opening of the polls, closing can sometimes be stressful. You have just worked a long shift doing everything you can to help voters cast their ballot and, depending on turnout, this may have been nearly non-stop. That is exhausting! The good news is that you are in the home stretch.

If you encounter any difficulties while closing (very long lines of voters left, equipment issues, etc.), contact your city as soon as possible so they are aware of what is going on and can help troubleshoot if necessary.

Closing the polls checklist

Election judge duties

- ⦿ Give a “last voter” card to the last voter in line.
- ⦿ Allow any voters who were in line by 8 p.m. to vote.
- ⦿ Pack up duty station supplies.
- ⦿ Take down signs and U.S. flag.
- ⦿ Shut down and pack up the ballot-marking device.
- ⦿ Sync the poll books again after the last voter checks in, then shut down and pack up the poll books

Head judge closing duties - see page 46.

Counting auxiliary compartment ballots

- ⦿ Before closing down the ballot counter, if there are any ballots in the auxiliary compartment, these must be run through the counter. Two judges of different major political parties must complete this process.
- ⦿ Remove ballots from the auxiliary compartment.
- ⦿ Insert the ballots, one at a time, into the ballot counter.
- ⦿ If the ballot counter displays an error message, read the message and examine the ballot for voter intent. Cast or create a duplicate ballot based on the determination of voter intent. If the ballot is unreadable, create a duplicate ballot.



Securing ballots

Voted ballots

- ⦿ Unlock the ballot box using the flat, silver key.
- ⦿ Remove voted ballots.
- ⦿ Place voted ballots into Ballot Transfer Case(s).
- ⦿ Seal the Ballot Transfer Case with a Ballot Transfer Case Certification Seal (additional seal optional).
- ⦿ Place the sealed Ballot Transfer Case(s) with other materials to return to your city on election night.



Unvoted ballots

- ⦿ Count the number of unopened packages of ballots. Do not open the packages.
- ⦿ Count the number of ballots remaining from opened packages.
- ⦿ Record the number of unused ballots on the Ballot Tracking Form. Place unused ballots in the ballot box. Lock the ballot box.



Closing down the ballot counter

Before starting this process:

- Scan any ballots from the auxiliary compartment through the ballot counter.
- Remove voted ballots from the ballot box and seal them in transfer cases.

1. Unlock and lift open the door to the memory stick compartment. Verify the seal number for the memory stick matches the number on the Official Precinct Certification Form.

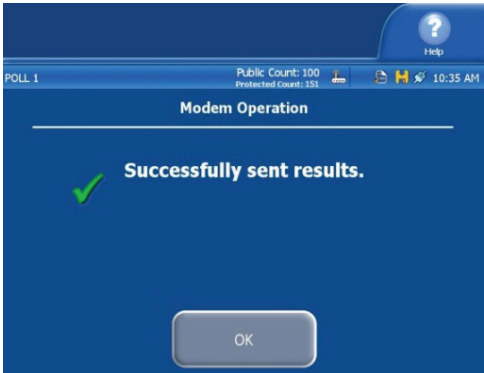
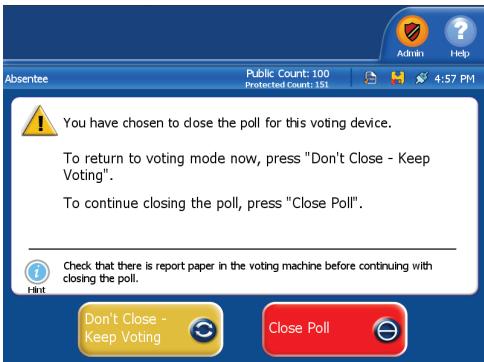


2. Press the blue lever inside the memory stick compartment to open the printer door. Lift the printer door. Unroll the Zero Tape from the compartment and close the printer door. DO NOT TEAR OFF THE TAPE.

3. Press the CLOSE POLL button inside the memory stick compartment. Hold for 5 seconds, then release.

4. Touch Close Poll button on the screen. Copies of the Results Tape will begin printing. If the printer door is not closed properly, printing will not begin.

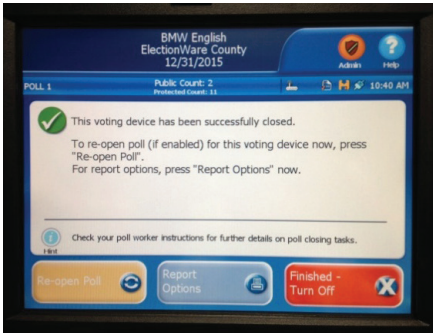
5. Touch Begin Modem Process button. Green bars indicate signal strength. More bars = better signal. If you are having trouble sending results, raise the antenna and/or unplug the machine and carefully roll the ballot box to an outside window or door for better signal strength. Take care so the machine does not tip over. When transmission is complete you will receive the message, "Successfully sent results." Press "Ok" to go back to the closing screen.



Print additional Results Tapes, if needed. Separate the copies of the Results Tape from one another. **Important!** The first copy must remain attached to the Zero Tape

6. Press Finished – Turn Off.

Do not remove the memory stick before the equipment is completely powered off. The machine is safely off if the power button is unlit.



7. Cut the seal from the memory stick with a wire cutter. Remove the memory stick. Place the memory stick in the Election Results Memory Stick Envelope provided. Put it with materials to return to your city on election night.



8. Close and lock the memory stick compartment.

9. Fold down the ballot counter screen and lock into place.



10. Close the cover of the clam shell case, relatch the latches and lock the front of the clam shell case

11. Carefully repack power cord and lock compartment.



Printing additional results tapes

If members of the public wish to see unofficial results for the polling place on election night, print and post an additional copy of the Results Tape.

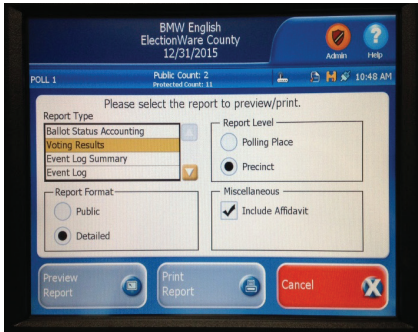
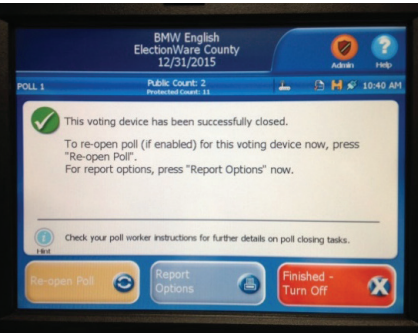
You will also need to print additional tapes manually if you are in a precinct that is split by school district (your precinct has a set of ballots for more than one school district). Place each extra tape in the Results Envelope C for each school district.

After results transmission, you'll be taken to a screen that allows you to select Report Options.

Choose:

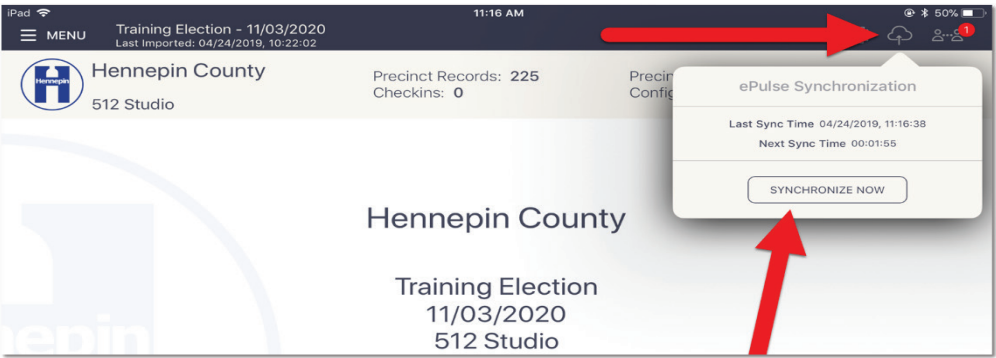
- ☒ Voting Results
- ☒ Detailed
- ☒ Precinct
- ☒ Include Affidavit

Press Print Report. Tear off tape. Press Cancel.



Closing down the poll books

- Each poll book must sync after the last voter has voted. Synchronize the poll book by selecting the cloud icon and then SYNCHRONIZE NOW.



- Confirm that the the Last Sync Time has updated to the current time.

- Turn the printer off using the switch on its left side.



- Unplug the printer power supply from the outlet and the back of the printer. Separate the two pieces of the printer power supply.



- Remove the ID tray from the back of the poll book

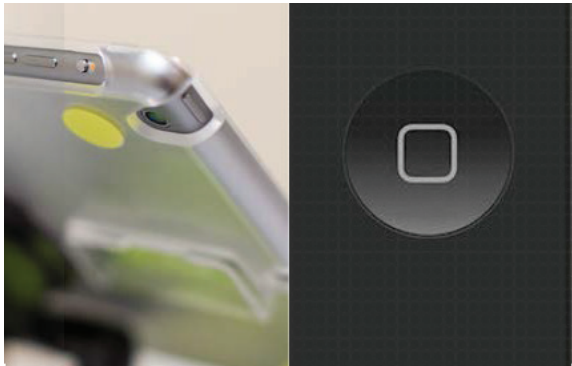
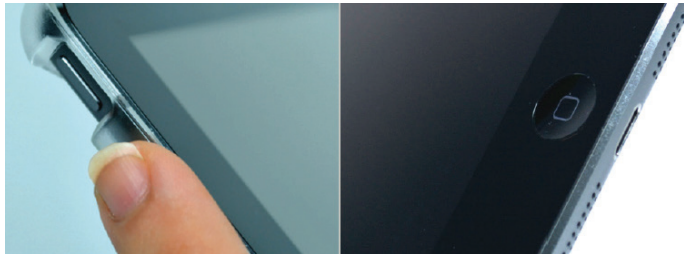


Turn the poll book off

6. Remove any cable plugged into the poll book.



7. Hold the power button (left side) down until the screen turns black, hold for 1 additional second, then release the button (think: blank screen—one Mississippi—release).



8. Tap the home button to verify that the poll book is off.

9. Remove the poll book from the stand arm.

10. Hold onto the poll book with one hand and pinch the green buttons on the stand arm with the other.

11. Remove the stand arm from the stand base.

12. Gently fold the stand arm in the direction that makes it most compact.



13. Place poll book, printer, and other components into the corresponding poll book case (look for the number labels on the poll book, printer, and case).

1. Printer power supply
2. Printer cable
3. Stand arm (folded)
4. ID tray
5. Apple power supply (if included)
6. Printer
7. Stand base
8. Poll book (Apple logo facing up)
9. Green charging cord



Closing down the ExpressVote

Do not close the ExpressVote until the polls are closed and all voters have left the polling place.

- 1. Use the key to open the Access Compartment.
- 2. Turn off the ExpressVote by pressing the Power Switch to Off.



- 3. Unplug the power cord from the wall (or power strip) and the back of the ExpressVote. Separate the two pieces of the power cord and store them in the smaller pocket of the ExpressVote carrying bag.



- 4. Attach the audio-tactile keypad to the side of the ExpressVote.



- 5. Place the ExpressVote in the main compartment of the carrying bag.



- 6. Store the headphones, two-button device, and keys according to city procedures.

Completing forms

The head judge is in charge of completing the following forms during closing:

- Ballot Tracking Form
- Official Precinct Certification Form
- Voter Statistics Worksheet
- Results Tapes

Completing the Ballot Tracking Form

Fill out the After Polls Close section of the Ballot Tracking Form. Two election judges sign.

Ballot Tracking Form

Municipality, ward, precinct: _____ Election date: _____

After polls close
Completed by two judges from any party (preferably head and/or assistant head judges)

Count ballots in the locations below and confirm that the total matches the amount you began with (shown on reverse page). Provide an explanation for any discrepancies in your Incident Log.

Ballot type	Amount
Unopened ballot packs you have left: _____ @ 100 per pack	
Unopened ExpressVote ballot card packs you have left: _____ @ 25 per pack	+
Unused ballots + ballot cards from opened packs:	+
Spoiled ballots (see Spoiled Ballot Envelope):	+
Ballots you had to duplicate (see Duplicate Ballot Envelope):	+
Ballots cast (the "Public Count" from ballot counter):	+
Total number of ballots	=

Election Judge Signature Election Judge Signature

List any additional ballot packs below, if needed. Indicate package # and count.

Addtl. Ballots	Package #	#of ballots	Addtl. Ballots	Package #	#of ballots
	Package _____			Package _____	
	Package _____			Package _____	
	Package _____			Package _____	

Completing the Official Precinct Certification Form

Two election judges verify that the seal numbers on the ballot counter at closing match what they were when the polls opened and sign the Closing the Polls section of the form.

Official Precinct Certification Form

Municipality, ward, precinct: Election date:

Precinct seal and ballot delivery certification (Clerk completes before Election Day)

I, , do hereby certify the memory devices for this precinct were secured with said seal numbers and the following ballots were delivered to this precinct:

Ballot counter seal #: Total number of ballots delivered:

Clerk signature: Witness signature:

Election Judge Oath (All election judges complete on Election Day before polls open)

"I, , solemnly swear (or affirm) that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or for any candidate. I will not share information about voting that I know to be materially false and will not intentionally hinder, interfere with, or prevent a person from voting, registering to vote, or aiding another person in casting a ballot or registering to vote, except as specifically required by law." (M.S. 204B.24, updated 2025)

Opening the polls (Two election judges complete before polls open)

I do hereby certify the seal numbers at the opening of the polls correspond to the precinct seal certification numbers at the time the memory devices were secured. I also hereby certify the above number of ballots was received for this election. (M.R. 8230.4365)

Election judge signature: Election judge signature:

If seal numbers do not match, explain:

Closing the polls (Two election judges complete after polls close)

I do hereby certify the seal numbers at the close of the polls correspond to the seal numbers at the time the poll was opened. (M.R. 8230.4365)

Election judge signature: Election judge signature:

If seal numbers do not match, explain:

Hennepin County

Return in Envelope A

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Completing the Results Tapes (Voting Results Reports)

For every election the ballot counter will print multiple Results Tapes (typically 3 for large elections). Complete all copies of the Results Tape.

1. Number of Voter Receipts

This is the total number of Voter Receipts

2. Number of Ballots Cast (Public Count)

This number is found on the Ballot Counter at the end of the day. (This number should be the same as the number of Voter's Receipts).

3. Number of Persons Registered at 7:00 a.m

This number is found at the bottom of the Manual Entry screen on the Poll book under "Precinct Count".

4. Number of New Registrations on Election Day: Count the number of Election Day Voter Registration Applications and enter on the tape.

5. Number of Spoiled Ballots

Count the number of spoiled ballots in the Spoiled Ballot Envelope and enter on the tape.

6. Number of Duplicated Ballots

Count the number of original ballots in the Duplicate Ballot Envelope and enter on the tape.

7. Number of Unused Ballots

This is the total of unopened ballot packs, unopened ballot card packs, and unused ballots from opened packs on the Ballot Tracking Form.

8. Record the number from the seal used to hold the memory stick in the ballot counter. The seal number should match the number recorded on the Official Precinct Certification Form.

9. At least four election judges sign.

NUMBER OF VOTER RECEIPTS: 1

TOTAL NUMBER OF BALLOTS CAST (PUBLIC COUNT): 2

NUMBER OF PERSONS REGISTERED AT 7AM: 3

NUMBER OF ELECTION DAY REGISTRANTS: 4

NUMBER OF SPOILED BALLOTS: 5

NUMBER OF DUPLICATED BALLOTS: 6

NUMBER OF UNUSED BALLOTS: 7

*** ELECTION JUDGE OATH OF OFFICE ***

ME,
THE UNDERSIGNED ELECTION JUDGES OF THIS PRECINCT DO HEREBY CERTIFY THAT:

THE PROPER BALLOTS FOR THE PRECINCT WERE USED FOR VOTING:

ALL OF THE BALLOTS CAST WERE PROPERLY CAST AND COUNTED:

THE NUMBERS ENTERED ON THIS SUMMARY STATEMENT SHOW THE NUMBER OF VOTES CAST FOR EACH CANDIDATE AND/OR QUESTION:

THE NATIONAL FLAG OF THE UNITED STATES WAS FLOWN DURING THE TIME THAT ELECTION JUDGES WERE SERVING:

THE TOTAL NUMBER OF COUNTED BALLOTS AGREES WITH THE NUMBER OF VOTERS

ALL BALLOTS REQUIRING DUPLICATION ARE IN THE PROPER ENVELOPES AND ALL WRITE-IN VOTES HAVE BEEN PROPERLY RECORDED: AND

ALL BALLOTS USED IN THE ELECTION HAVE BEEN SECURELY SEALED.

THE BALLOT COUNTER WAS EXAMINED BEFORE AND AFTER VOTING HOURS AND WAS FOUND TO BE SEALED BY THE SAME SEAL AS CERTIFIED BY THE CITY CLERK.

BALLOT COUNTER SEAL NUMBER 8

Election Judge 9

Election Judge

Election Judge

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Election Day Registration Envelope

- ⦿ All Election Day Registration Applications with Voter Signature Certificates attached.

Voided Signature Certificates Envelope

- ⦿ Voided Voter Signature Certificates.
- ⦿ Voided Election Day Registration Applications.

Spoiled Ballot Envelope

- ⦿ All spoiled ballots.
- ⦿ Write the # of spoiled ballots on the envelope.

Duplicate Ballot Envelope

- ⦿ All original ballots for which duplicates were made.
- ⦿ Write the # of original ballots for which duplicates were made on the envelope.

Used Voter Receipts Envelope

- ⦿ All used Voter's Receipts (collected by the Ballot Judge).
- ⦿ Write the # of used Voter's Receipts on the envelope.

Municipality _____
Ward/Precinct _____
Election _____
Date _____

Election Day Voter Registration Applications

Head Judge

1. Confirm this envelope contains:
⦿ All completed Election Day Voter Registration Applications with Voter Signature Certificates attached
⦿ Completed paper Voter Registration Applications for people **not** voting today
2. Record the number of Election Day Voter Registration Applications enclosed:

3. Seal this envelope and return it to city hall on election night.

Clerk

Return this envelope to Hennepin County on Thursday, two days after the election.

Polling Place 5

Municipality _____
Ward/Precinct _____
Election _____
Date _____

VOIDED Voter Receipts and Certificates

Head Judge

1. Confirm this envelope contains:
⦿ Voided Voter Receipts
⦿ Voided Voter Signature Certificates
⦿ Voided Election Day Registration Certificates
2. Seal this envelope and return it to city hall on election night.

Clerk

Return this envelope to Hennepin County on Thursday, two days after the election.

Polling Place Envelope 6

Municipality _____
Ward/Precinct _____
Election _____
Date _____

Spoiled Ballots

Head Judge

1. Confirm this envelope contains:
⦿ All spoiled ballots
2. Record the number of spoiled ballots enclosed:

3. Seal this envelope and return it to city hall on election night.

Clerk

Retain this envelope for 12 months.

Polling Place Envelope 7

Municipality _____
Ward/Precinct _____
Election _____
Date _____

Duplicate Ballots

Head Judge

1. Confirm this envelope contains:
⦿ Original ballots for which duplicates have been made
2. Record the number of duplicate ballots enclosed:

3. Seal this envelope and return it to city hall on election night.

Clerk

Retain this envelope for 12 months.

Polling Place Envelope 8

Municipality _____
Ward/Precinct _____
Election _____
Date _____

Used Voter Receipts

Head Judge

1. Confirm this envelope contains:
⦿ Used Voter Receipts
2. Record the number of used Voter Receipts enclosed:

3. Seal this envelope and return it to city hall on election night.

Clerk

Retain this envelope until the election is certified.

Polling Place Envelope 9

Closing the polling place and delivering required items to your city

1. Use the Election Night Materials Return Checklist (or other instructions provided by your city) to prepare required items for delivery to your city on election night.
2. Leave all remaining election items in a secure location in your polling place.
3. Before leaving, double-check to make sure that you have everything and that the polling place is secure.
4. Deliver required items directly to your city. It is recommended that two judges travel in the same vehicle to do this.
5. Celebrate—you completed your shift! Thank you for your service as an election judge!

Election Night Materials Return Checklist

Return to city headquarters on election night

☐ Voted ballots in sealed *Ballot Transfer Case(s)*
☐ Poll books
☐ **Election Results Memory Stick Envelope**

☐ Ballot counter memory stick

☐ **Results Envelope A**

☐ Opening Polls Checklist
☐ Closing Polls Checklist
☐ Election Night Materials Return Checklist
☐ 1st copy of *DS200 Results Tape* with *Zero Tape* attached
☐ *Voter Statistics Worksheet*
☐ *Official Precinct Certification Form*
☐ *Ballot Tracking Form*
☐ *Election Day Incident Log*
☐ All broken seals

☐ **Results Envelope B**

☐ 2nd copy of *DS200 Results Tape*
☐ *Voter Information Corrections Form*
☐ *Report of Deceased Voter Forms*

☐ **Results Envelope C**

☐ 3rd copy of *DS200 Results Tape*

☐ **Duplicate Ballot Envelope**
☐ **Spoiled Ballot Envelope**
☐ **Used Voter Receipts Envelope**
☐ **Feedback Form Envelope**

☐ **Other materials**
Securely store any materials not listed here in the polling place before leaving for the night.

Signatures
Must be signed by one or more election judges delivering materials from polling place to city headquarters

Election Judge

Election Judge

 Hennepin County

Return in **Envelope A**

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Glossary

Absentee ballot (A.B.) A ballot cast during the absentee voting period before Election Day. If a voter’s line in the poll book has the “A.B.” notation it means the voter already cast an absentee ballot for that election.

Ballot counter A machine that counts a voter’s completed ballot. Hennepin County uses the ES&S DS200 ballot counter.

Ballot Card A ballot used in ExpressVote ballot marking device.

City Clerk The chief elections official for a city, responsible for administering elections for that city.

Election official / administrator A person responsible for the administration of elections (includes City Clerks and school district clerks and their staff).

General election An election held at regular intervals on a day determined by law or charter at which the voters of the state or any of its subdivisions choose by ballot public officials or presidential electors.

Major political party A political party in Minnesota that has met certain conditions under state law: [M.S. 200.02 Subd. 7](#)

Ballot-marking device A machine that voters may use to assist them in marking their ballot.

Precinct A geographical area the boundaries of which are established for election purposes.

Primary An election at which the voters of the state or any of its subdivisions choose by ballot the nominees for the offices to be filled at a general election.

Results Tape (Voting Results Report, Summary Statement) A report that prints from the ballot counter as part of closing procedures on election night that includes unofficial voting results for the precinct.

School District Clerk The chief elections official for a school district, responsible for administering elections for that school district.

Spoiled ballot A ballot that a voter has returned to the ballot judge in exchange for a replacement due to a ballot marking error. A ballot found in a voting booth would also be spoiled.

Write-in An option that allows voters to write in the name of any person they would like to vote for.

Zero Tape (Zero Totals Report) A report that prints from the ballot counter as part of opening procedures, confirming that no votes have been counted by the machine before use by voters.

Appendix A: Forms

Many of the forms used on Election Day in the polling place are included elsewhere in this guide.

Head judge

- ⦿ Official Precinct Certification Form (pg. 66)
- ⦿ Voting Results Report (Results Tape) (pg. 67)
- ⦿ Incident Log (Appendix A)
- ⦿ Oath of Challenge to Voter’s Eligibility (Appendix A)
- ⦿ Ballot Transfer Case Certification Seal (Appendix A)
- ⦿ Election Day Feedback Form (Appendix A)
- ⦿ HAVA Elections Complaint Form (Appendix A)
- ⦿ Election Results Memory Stick Envelope (pg. 69)
- ⦿ Staying Safe on Election Day (Appendix A)

Poll Book Judge

- ⦿ Voter Information Corrections Form (pg. 26)
- ⦿ Voter Signature Certificate (pg. 23)
- ⦿ Voter’s Receipt (pg. 23)
- ⦿ Election Day Registration Application (Appendix A)
- ⦿ Report of Deceased Voter (Appendix A)

Ballot Judge

- ⦿ Ballot Transfer Case Certification Seal (Appendix A)
- ⦿ Ballot Tracking Form (pg. 65)
- ⦿ Voter’s Receipt and Ballot Counter Audit Log (Appendix A)

Election Day Incident Log

Municipality, ward, precinct: _____

Election date: _____

Pg _____ of _____

Use this form to record situations:

☒ Time of incident/problem

☒ Brief description of the incident

☒ Names of individuals involved, if known

☒ Steps taken to resolve

☒ Initials of election judges witnessing the incident

Please write legibly. Use more than one row if needed.

Time	Incident — record any unusual occurrences or problems	Steps taken to resolve	EJ Initials

Office of the Minnesota Secretary of State

Oath of Challenge to Voter’s Eligibility

I, _____, do hereby state under oath,

Name of person making challenge

I am:

☐ an election judge.

☐ a challenger authorized by Minnesota Statutes, section 204C.07.

☐ a Minnesota voter.

I reside at _____,

Street Address

City or Township

Telephone number: _____

E-mail address (optional): _____

I challenge the registration of _____,

Name of challenged voter

whose registration lists his or her residence as

_____,

Street Address

City or Township

This challenge is based on my personal knowledge. The grounds for my challenge are:

(attach additional sheets of signed statement if necessary)

I swear or affirm that the information stated here is truthful.

_____/_____/_____,

Date

_____,

Signature of Challenger

Signed and sworn to or affirmed before me

_____/_____/_____,

Date

_____,

Signature of Election Judge

For Election Judge Use Only:

Challenge was administered by Election Judge: _____

Time: _____

☐ Voter refused to take challenge oath.

☐ Challenge was dismissed. Voter passed challenge and voted.

☐ Challenge was sustained. Voter failed challenge and did not vote.

Additional Comments:

Office of the Minnesota Secretary of State, Veterans Service Building, 20 W 12th St, Ste 210, St. Paul, MN 55155

Rev. 5/24

Ballot Transfer Case Certification Seal

Ballot Transfer Case Certification Seal

Election: _____ Election Date: _____

City/School District: _____ Polling place: _____

Ward: _____ Precinct: _____ Case # _____ of _____ total cases

We, the election judges, hereby certify that the total number of voted ballots as provided by Minnesota statute and rules of the Secretary of State are contained herein and the case was sealed in accordance with law.

Signatures of election judges transporting ballots: _____

Additional seal #: _____

Affix this seal across the flap of the transfer case

Election Day Feedback Form

Election Day Feedback Form

Instructions

Use this form to provide feedback to election officials regarding your experience voting. You may share something that went well, something that could have gone better, or an issue or concern that should be addressed.

Your contact information

Name _____

Address _____

Phone _____

Email _____

Feedback details (use reverse side or attach sheets, if necessary)

[illegible]

Affirmation

I swear or affirm that, to the best of my knowledge, the information provided on this form is true.

Signature of voter	Date
--------------------	------

Signature of election judge	Date
-----------------------------	------

OFFICE OF THE MINNESOTA SECRETARY OF STATE

HAVA ELECTIONS COMPLAINT FORM

Instructions

This form may be used when any person believes a violation of the Help America Vote Act (HAVA) Title III (such as voting machine standards, posting of voting information, voter registration) has occurred, is occurring or is about to occur. (Minnesota Statutes 200.04)

It is not for the following complaints:

- Minnesota Fair Campaign Practice & Finance Acts complaints (Minnesota Statutes 211A and 211B) are under the purview of the State of Minnesota’s Office of Administrative Hearings and are not applicable to this complaint form.
- Other Minnesota election law complaints are under the purview of the county attorney and are not applicable to this complaint form. Use the Minnesota State Election Law Complaint Form instead.

After completing this form and getting it notarized (or signed by an election judge at the polling place), return it to:

Office of the Minnesota Secretary of State
Elections Division
Veterans Service Building
120 W 12th St, Ste 210
St. Paul, MN 55155

Your Contact Information

Name

Address

City

State

Zip Code

Telephone

Email

Complaint Information

My complaint pertains to the election held on (Month/Day/Year)

My complaint is regarding (select all that apply):

- ☐ Voting Machine Standards (Section 301)
- ☐ Required Posting of Voting Information at Polling Place (Section 302 (b))
- ☐ Voter Registration (Section 303)
 - Name of registered voter was not on list
 - Registered voter information was not accurate
 - Voter registration application was not processed properly

☐ Other Title III provision:

Revised 5/2024

Staying Safe on Election Day

Introduction

Thank you for choosing to serve as an Election Judge! Your work and willingness to serve are essential to our democracy, and we are incredibly grateful for your contributions. Hennepin County’s priority is to maintain the security of our election system and to ensure your safety as an Election Judge. This guidance provides concrete steps you can take to keep yourself safe today. As always, if you are in danger, call 911.

De-Escalation Tips

You may experience confrontations with voters, challengers, observers, and/or the public at the polling place. These incidents are stressful. Here are some steps you can take to de-escalate a tense interaction.

Remain Calm and Respectful – Breathe. Maintain a level tone of voice. Speak with kindness.

Change the Setting – If safe, ask to speak in a less disruptive area. Offer to connect them with the Head Judge.

Listen Actively – Give your full attention. Nod and ask questions. Try not to interrupt or change subjects.

Empathize – Express a genuine, non-judgmental attempt to understand. “I hear you” is a powerful phrase.

Election Day Safety Practices

Conduct a security check

Upon arrival, check in with other Election Judges. Before opening the polls, conduct security checks in pairs, making sure nothing seems out of place. Ensure secure areas are locked and review emergency exit locations and evacuation plans.

Assess your surroundings

Before leaving the polling place, assess the surrounding environment. Check parking lots and nearby streets for suspicious vehicles or individuals loitering nearby. If the environment seems unsafe, contact law enforcement.

Leave in pairs

When leaving the polling place, travel to your vehicles in pairs or larger groups. Do not leave alone. Travel directly home following your pre-planned route.

Communicate with others

Let your loved ones know when you have left the polling place. Check in again when arriving at home.

Trust your instincts

If anything seems suspicious, or you feel unsafe, call 911 right away.

Election Day
Registration Application
(signed on poll pad and printed)

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

Voter Signature

Date: 08/11/2020

Election Judge Initials:
MC

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

Voter Signature

BALLOT STYLE

Precinct: MINNEAPOLIS W-2 P-03

School District: 1-1

Report of Deceased Voter (Notification of Death Form)

A registered Minnesota voter may use this form to report to an election judge of someone they know who has passed away.

Office of the Minnesota Secretary of State

REPORT OF DECEASED VOTER

Instructions

Minnesota election officials get regular reports of deceased residents from the MN Department of Health and Social Security Administration, and use these to change voters' status to "deceased." If you believe a deceased voter was not included in these reports, you can use this form to notify the county elections office of the deceased voter.

To use this form, complete all fields below, including signature, and return it to the county election office from the county where the deceased voter resided. The [Find County Election Office](https://www.sos.mn.gov/elections-voting/find-county-election-office) webpage (https://www.sos.mn.gov/elections-voting/find-county-election-office) lists contact information for all counties. If you are unsure which county the Last Known Address is in, use the [Polling Place Finder](https://pollfinder.sos.mn.gov) (https://pollfinder.sos.mn.gov).

Deceased Voter Information

Deceased Voter Name:

Deceased Date of Birth:

Date of Death:

Last Known Address:

Statement

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

Registered Voter Name:

Registered Voter Signature: Date:

Rev. 5/2023

Voter's Receipt and Ballot Counter Audit Log

Voter Receipt and Ballot Counter Audit Log

Municipality, ward, precinct:

Election date:

Instructions

Once every hour, the Head Judge checks the statistics of their precinct, comparing the number of voters that have checked in and received a ballot with how many ballots are cast in the ballot counter.

1. (A) Record the total # of Voter Receipts (the slip voters give to the ballot judge in exchange for a ballot)

2. (B) Record the Public Count from the ballot counter

3. (C) If any voters are in voting booths (not yet cast their ballot) at the time the count occurs, record the number of voters to add to the Public Count for total voters

4. Add Column (B) and Column (C) to determine total voters (D).

If the numbers in Column (A) and Column (D) do not match, note the discrepancy on the Incident Log.

Audit time	(A) Voter Receipts	(B) Public Count	(C) # of voters in voting booths	(D) Total Voters (B) + (C) should = (A)	HJ Initials
8 a.m.			+	=	
9 a.m.			+	=	
10 a.m.			+	=	
11 a.m.			+	=	
12 p.m.			+	=	
1 p.m.			+	=	
2 p.m.			+	=	
3 p.m.			+	=	
4 p.m.			+	=	
5 p.m.			+	=	
6 p.m.			+	=	
7 p.m.			+	=	
8 p.m.			+	=	

Hennepin County

Return in Results Envelope A

Appendix B: Party Balance Activities

There are currently two major political parties in Minnesota:

- ⦿ Democratic-Farmer-Labor (DFL)
- ⦿ Republican (R)

Party balance activities

There are six polling place activities that must be carried out by two election judges that are members of different major political parties:

- ⦿ Curbside voting
- ⦿ Assisting a voter with the marking of their ballot (can alternatively be done by non-election judge assistant that the voter chooses)
- ⦿ Marking a voter’s ballot while assisting them
- ⦿ Reviewing a voter’s ballot to explain a ballot marking error to them
- ⦿ Opening the ballot box during voting hours (either to empty a full ballot box or troubleshoot a jammed ballot)
- ⦿ Duplicating ballots (Very rare in the polling place)

Election judge basic qualifications

To serve as an election judge in Minnesota, one must:

- ⦿ Be eligible to vote in the State of Minnesota
- ⦿ Be able to read, write and speak English
- ⦿ Not be a spouse, parent, step parent, child, sibling, step child or step sibling of a candidate
- ⦿ Not be a spouse, parent, step parent, child, sibling, step child or step sibling of an election judge in the same precinct
- ⦿ Not work in the precinct if living with a candidate on the ballot in that precinct
- ⦿ Not be a challenger appointed to contest voter eligibility
- ⦿ Not be a candidate at the election

Appendix C: Voter Registration Challenge Types

Challenged—AB Address: The voter submitted an absentee ballot application that lists a residential address different from the address currently listed on their voter record.

Challenged—Address: The voter’s residency at the address on the roster is in question.

Challenged—Incarcerated: The voter may have been incarcerated for a felony conviction. A voter with a previous felony conviction can vote if they are no longer incarcerated. At that point, their voting rights are automatically restored.

Challenged—Guardianship: The voter may be under court-ordered guardianship with their voting rights revoked. Voters under guardianship can vote unless their court order explicitly revoked that right.

Challenged—Name and Address: The voter’s true name and residency at the address on the roster are in question.

Challenged—Other: The voter’s eligibility is challenged, but the reason is not available.

Challenged—Postal Return: The voter was sent a postal verification card that was returned to the auditor because it was not deliverable to the person at the address on record.

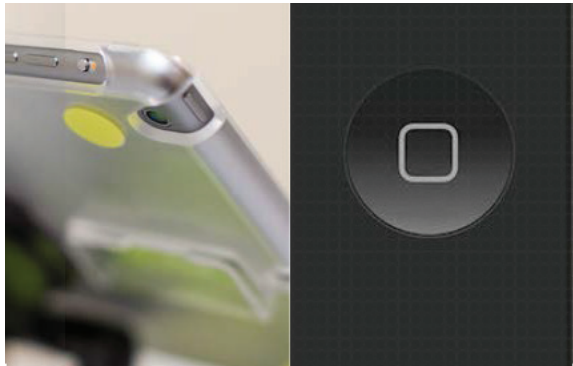
Challenged—Unverifiable: The identification number(s) that the voter has provided on their voter registration application was not verified.

Challenged—Voted Out of Precinct: The voter was recorded as having voted in the wrong precinct at the last election. The voter will need to provide proof of residence prior to voting.

Appendix D: Poll Book Troubleshooting

Poll book frozen

1. Tap the power button twice to refresh the screen. *If this doesn't resolve the issue, proceed to the next step.*
2. Record the check-in count for the frozen poll book.
3. Remove any cable plugged into the poll book.
4. Reboot by holding down the power (left) and home buttons (right) simultaneously until the screen turns black, the Apple icon appears, and the screen goes black once more. Wait for a couple of seconds, and then release once more.
5. Hold the power button to turn the iPad back on, then open the Poll Pad app (if not already open) and verify the Check-in Count is unchanged.
6. Note on Incident Log.



Printer not printing

1. Make sure the printer is switched on.
2. Make sure there is paper in the printer, and that the paper is oriented correctly (going under the roll).

If further troubleshooting is needed, contact your city.



One poll book stops working

If one poll book stops working completely, set it aside and continue checking in voters on the remaining poll book(s). Contact your city for further instructions.

All poll books stop working (paper backup process)

Contact your city before using the paper backup process.

In the rare event that all poll books in a polling place become inoperable, the polling place will need to switch over to the paper backup process; this involves checking in and registering voters in a manner similar to how it was done before poll books. Your city will provide you with more detailed instructions.

Appendix E: ExpressVote Settings and Accessories

Accessibility

Audio-Tactile Keypad Buttons

- Up:** Navigates to the previous choice or option.
- Down (dn):** Navigates to the next choice or option.
- Back (bk):** Return to the previous screen.
- Forward (fw):** Advances to the next screen.
- Select (s):** Selects a choice or option.
- Home (hm):** Returns to the home screen.
- Screen (scr):** Turns screen display off; turns screen display on.

Audio Settings:

- ⦿ **Pause (ps):** Pauses audio; resumes audio.
- ⦿ **Repeat (rep):** Repeats audio.
- ⦿ **Tempo (tpo):** Adjusts audio tempo (speed).
- ⦿ **Volume (vol):** Adjusts audio volume.

Visual Settings

Contrast

To adjust the contrast, select the Contrast button at the bottom of the screen. The options are black text on a white screen or white text on a black screen.

Zoom

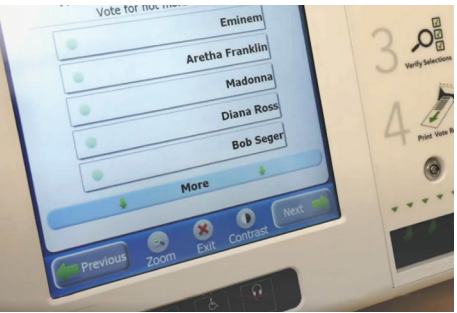
To increase or decrease font size, select the Zoom button at the bottom of the screen.

Screen On/Off

To turn off the screen display, press the Screen button on the audio-tactile keypad. To turn the screen back on, press the button again.

Personal Accessible Devices

A voter may use a personal accessible device, such as a sip-and-puff or rocker switch device, that is compatible with the ¼" ADA port. The voter's personal accessible device plugs into the ADA port on the Front Auxiliary Panel, like the two-button device.



Appendix F: Duplicating Ballots

A duplicate ballot is created by two election judges of different major political parties if, while processing ballots that have been placed in the auxiliary compartment after the polls close:

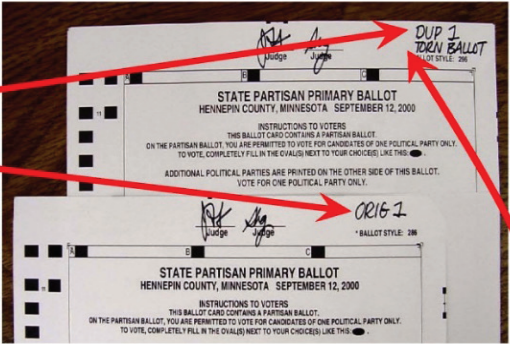
- ⦿ a voter's original ballot cannot be read by the ballot counter (torn, damaged, unreadable mark), or
- ⦿ a voter's original ballot has an error (overvote, cross party vote), and after examining the ballot for voter intent, it is determined the error can be corrected (e.g. obvious stray mark gets interpreted as overvote).

- Count the ballots to be duplicated.
In the upper right corner, consecutively number the original ballots, i.e. ORIG 1, ORIG 2, etc.
- Count out the same number of blank ballots.
In the upper right corner, consecutively number the blank ballots as duplicates, i.e. DUP 1, DUP 2, etc.
- Note the reason for duplicating the ballot on the duplicate ballot at the top of the ballot.
- Both election judges duplicating the ballots initial both the original and duplicated ballot below the number.
- Mark the duplicate ballots with the identical votes of the original ballots.
 - ⦿ Never alter the votes on the original ballots.
 - ⦿ One judge reads the votes on the original ballot and the other judge marks the corresponding votes on the duplicate ballot.
 - ⦿ Determine voter intent as necessary. See next section.
- Compare the duplicates to the originals to ensure that they are identical.
- Insert the duplicate ballots into the ballot counter.
- Place the original ballot (the one not counted by the Ballot Counter) into the Duplicated Ballot Envelope.

Duplicating Ballots

Ballots are labeled:

- Duplicate #1 & Original #1
- Duplicate #2 & Original #2, etc.
- Put reason on duplicate ballot



Appendix G: Determining Voter Intent

When duplicating a ballot, it may be necessary to examine a ballot and determine the intent of the voter in marking the ballot.

Use the following rules for determining the voter's intent in marking the ballot:

- ⦿ If a voter voted for too many candidates for the same office, none of the votes can be counted for that office, but the rest of the ballot must be counted.
- ⦿ If a ballot shows that an attempt has been made to erase or obliterate one of the marks, it must be counted for the candidate for whom it was evidently intended.
- ⦿ If a voter has written in the name of a person on the write-in line on a general election ballot, the vote is counted whether or not the oval next to the name is filled in.
- ⦿ For write-in votes, disregard misspellings or abbreviations of the names of candidates that do not prevent the intent of the voter from being determined.
- ⦿ In the state primary, if a ballot contains votes for candidates of more than one party, the entire party portion of the ballot is defective and no votes on it are counted.
- ⦿ If the voter intended to identify the ballot, the entire ballot is defective and no votes on it are counted.
- ⦿ If a voter uses some mark other than filling in the oval but the intention is clear, a vote must be counted for each candidate. If the voter used two or more different marks, the votes must be counted unless it is evident the voter intended to identify the ballot.
- ⦿ If a ballot has marks outside the ovals, count the ballot unless it is clear the voter intended to identify the ballot.
- ⦿ A ballot may be validly marked with either a pencil, a pen, or both.
- ⦿ If a mark is outside of the oval, but on or so near a name or space that it is clear the voter intended to mark the name, the vote must be counted for that name.
- ⦿ A ballot is completely defective if: a) you cannot decide the voter's intent for any of the offices or questions on the ballot; or b) the voter wrote a name on the ballot outside of a write-in space or made other identifying marks on the ballot. The ballot should be marked "completely defective".

A close-up, slightly blurred image of the American flag, showing the stars and stripes. The flag is draped, creating soft folds and shadows. The stars are white on a blue field, and the stripes are red and white. The overall tone is patriotic and respectful.

**Thank you for serving
your community!**