Ballot Team: Two Election Officials from opposite political parties. The following steps must be completed on ALL **RED** and **GRAY** Ballot Boxes in your location. **NO EXCEPTIONS!**
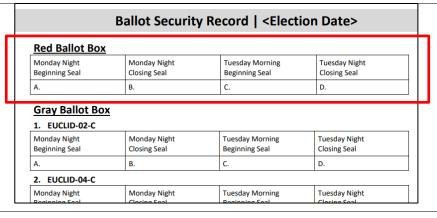
Inventory the Ballots in the Red Ballot Box

	Retrieve the **RED** and **GRAY** Ballot Boxes from the Transport Cart for all precincts and place on Ballot Table(s).
	Retrieve the Ballot Security Record from the **GREEN** Update Folder in the **GREEN** Supply Bag.
	Verify the City/Ward/Precinct printed on the **RED** Ballot Box label.
	Record the serial numbers from the plastic seal located on the zipper of the **RED** Ballot Box in the designated box labeled under the <u>Red Ballot Box</u> section of the Ballot Security Record.

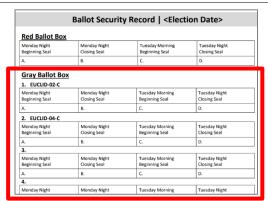|	
	Break the side seal and open the **RED** Ballot Box.
	Remove the Ballot Containment Folder with the first ballot pack and verify the City/Ward/Precinct/Party on the folder label and on the cover sheet.
	Remove the remaining Precinct Ballot Packs and verify the City/Ward/Precinct/Party printed on each cover sheet.
(!)	**DO NOT** open the Ballot Packs.
	Return all Ballot Packs to the **RED** Ballot Box.
	Retrieve plastic seal from the Clear Plastic Envelope and record the serial number in Box C labeled "Monday Night Closing Seal" under the <u>Red Ballot Box</u> section of the Ballot Security Record.
	Close and seal the **RED** Ballot Box.

Inventory the Ballots in the Gray Ballot Box

	Verify the City/Ward/Precinct printed on the **GRAY** Ballot Box label.
	Record the serial numbers from the plastic seal located on the **GRAY** Ballot Box in the designated box labeled under the <u>Gray Ballot Box</u> section of the Ballot Security Record for that precinct.

	Break the side seal (A) and open the **GRAY** Ballot Box.
	Remove the Ballot Containment Folder with the first ballot pack and verify the City/Ward/Precinct/Party on the folder label and on the cover sheet.
	Remove the remaining Precinct Ballot Packs and verify the City/Ward/Precinct/Party printed on each cover sheet.
(!)	**DO NOT** open the Ballot Packs.
	Return all Ballot Packs to the **GRAY** Ballot Box. Ensure the Ballot Packs are placed in numeric order.
	Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in Box B, labeled "Monday Night Closing Seal," under the <u>Gray Ballot Box</u> section of the Ballot Security Record for that precinct.
	Close and seal the **GRAY** Ballot Box.
(!)	This process must be completed for EACH **GRAY** Ballot Box in the Polling Location.
	Place the Ballot Security Record into the Clear Plastic Envelope.

Unpack the Ballot Boxes

	Retrieve the Ballot Security Record from the Clear Plastic Envelope.
	Compare all serial numbers on the **RED** and **GRAY** Ballot Boxes with the numbers recorded on the Ballot Security Record on Monday Night.
	Remove the plastic side seal and open the first Ballot Box.

Remove the **BLUE** EPB & Ballot Scanner Reports Envelope and place it on the Check-in Table.

The Zero Reports from each EPB and each Ballot Scanner are packed inside and this folder REMAINS at the Check-In Table until polls are closed.

EPB & Ballot Scanner Reports Envelope

Place the following reports printed from the Electronic Pollbooks and the Ballot Scanners in this envelope:

☐ Initial "Zero Report" printed from **EACH** Electronic Pollbook
☐ Final "Check-In Totals" Report printed from **EACH** Electronic Pollbook
☐ Initial "Zero Totals Report" printed from **EACH** Ballot Scanner
☐ Final "Voting Results Report" printed from **EACH** Ballot Scanner

Remove the Authority to Vote Slip Envelope(s), Curbside Envelopes and Soiled/Voided Envelope and place on the Check-In Table(s).

Authority to Vote Slip Envelope

During Voting Hours

☐ Place this envelope at each Check-In Table.
☐ Place the Authority to Vote Slips printed from **ALL** Electronic Pollbooks at your Check-In Table in this envelope.

PLEASE NOTE: Refer to the **BLUE** EPB & Ballot Scanner Reports Envelope for instructions on all other reports.

After the Polls Close

☐ Seal this envelope.
☐ Deposit this envelope in any Gray Ballot Box.

Soiled/Voided Ballot Envelope

During Voting Hours

☐ Place ALL Soiled/Voided Ballot Sheets in this envelope. Reasons include:
  • Voter made an error in marking the ballot and a new ballot had to be issued;
  • Extra ballot sheets that are not needed (if only part of a ballot was reissued to a voter);
  • Ballot is torn or otherwise damaged; or
  • Voter abandoned the ballot without completing the scanning process in the DS200.

NOTE: These ballot sheets must clearly be marked with the word "Void."

After the Polls Close

☐ Count the page 1's in this envelope and record the total here: ☐
☐ Hand this pouch to the EPB Team to complete the Ballot Accounting Process.

Curbside Ballot Envelope

☐ You must **ONLY** use this envelope if you were unable to scan the Curbside Ballot in the Ballot Scanner!
☐ Write in the Polling Location, City, Ward, and Precinct of the Curbside Voter you are processing on this envelope.
☐ Place the voted ballot from the Curbside Voter in this envelope.
☐ Seal this envelope and sign on the signature lines below.
☐ Deposit this envelope into the RED Ballot Bag.

NOTE: Use **ONE** envelope for each Curbside Ballot.

Polling Location: _____
City, Ward, Precinct: _____

	Remove the Stub A Envelopes and hand them to the Scanner Officials.
	Remove the Ballot Containment Folder with the first pack of ballots for that precinct.
	Remove the plastic shrink wrap from this ballot pack and place the ballots back inside the Ballot Containment Folder.
	Place the Ballot Containment Folder onto the Ballot Table.

Cleveland 04-Q

Nonpartisan

Sheet 1

❗	All unopened ballot packs will remain in the Ballot Box until needed. The Ballot Boxes will remain behind the Ballot Table(s).
	Repeat these steps for all **RED** and **GRAY** Ballot Boxes in the Polling Location.
❗	Remember ballots are precinct specific and must be issued to the voter based on the information printed on the Authority to Vote Slip. ALL Ballot Containment Folders must be placed on the Ballot Table(s).

Election Officials should sit between the Check-In and Ballot Tables.

Ballot Table

Check-In Table