CLOSING THE POLLS CHECK LIST

FIRST (Judge)

- 1. Announce “Polls Are Closed” at 8:00 PM. Only those currently in line may still vote.
- 2. Once voting ceases close the voting area to the public.
- 3. Have your General Returns of Votes Cast Sheet and Seal Bag ready to record seal numbers and replace seals where noted.

BALLOT SCANNER (Judge and Machine Operator) Repeat process for each scanner.

- 1. Place Security Key on Security Keypad for Administrative Menu. Select [CLOSE POLLS] and [YES] to confirm.
- 2. Enter Password from Index Card in Key Pouch and press [ENTER]. 3 copies of results tape print from each Scanner.
- 3. All staff must sign all copies of Results Tapes.
- 4. “Print more copies?” Press [NO].
- 5. On General Returns, under “End of Night Info,” record Protective Counter Number and Total Scanned found at top of Results Tape from each Scanner.
- 6. Unlock and open Side Door and place voted ballots from Scanner into Blue Canvas Ballot Bag(s).
- 7. Open white door to Write-in Ballot compartment and place those ballots into W Envelope (Write-ins). Place W Envelope in Blue Canvas Ballot Bag.
- 8. Check rear Auxiliary Bin and put all ballots there in V Envelope (Voted Not Scanned).

Note: You will finish closing the Scanner at “Paperwork and Closing Up” Steps 7-13.

BALLOT MARKING DEVICE CART (Machine Operator)

- 1. On General Returns line 2, record Ballots Cast on Ballot Marking Device (found in lower left of Tablet screen.)
- 2. Insert Poll Worker Card and enter Password from Index Card for Administrative Menu.
- 4. Press [POWER OFF] button in lower right, then [YES] to confirm.
- 5. Unplug extension cord from wall and wrap cord around push handle on back of rolling cart.
- 6. Lay down Tablet, close and latch privacy screens to top underside of lid.
- 7. Close top Lid and close latches on both sides.
- 8. Close Front Door and lock it with key. (No seals are required for BMD Cart).

PAPER WORK AND CLOSING UP (Judge)

- 1. On General Returns enter your FULL PRECINCT NAME; example Norristown 1-1.
- 2. On General Returns line b., record Number of Unused Ballots.
  - 2a. Unused Ballots and unused Blue Canvas Ballot Bags go in bottom of Scanner.
- 3. On General Returns line d., record number of Spoiled Ballots.
  - 3a. Make sure all Spoiled Ballots have “SPOILED” written across them and place in S Envelope (Spoiled Ballots). Place S Envelope in Blue Canvas Ballot Bag.
4. On **General Returns** line e., record any *Voted NOT Scanned Ballots*. Please explain circumstances for these ballots in margins of **General Returns**.

   4a. Place Voted Not Scanned ballots in Envelope V and place Envelope V in Blue Canvas Ballot Bag.

5. On **General Returns**, record number of Voted Provisional Ballots.

   5a. Place **Voted** Provisional Ballots in Green Nylon Bag and place Green Nylon bag in maroon Judge’s Box. (All **unused** provisional supplies go back in bottom of Scanner.)

6. Surrendered Mail in Ballots and paperwork go in 13x18” colored zipper bag. (Color varies by precinct.) This bag goes in maroon Judge’s Box.

7. Press [POWER DOWN] then [YES] to confirm. Unplug scanners and return cords to their compartments.

8. On top front of scanner next to “Poll Worker” label, break Green Results Card Seal. Record seal number on **General Returns** and put in Seal Bag.

9. Fold down Compact Flash Card compartment lid. Press square black button to eject Compact Flash Card.

10. Place Compact Flash Card from **EACH** Scanner into **Yellow Media Bag** (found in White Supply Box.)

11. Seal **Yellow Media Bag** with Yellow Card Return Seal. Record seal number on **General Returns**.

12. Close and lock sliding Side Door on Scanner. Repeat for each Scanner.

13. Place top Outer Lid on Scanner and lock both sides. Repeat for each Scanner.

14. Place one Green Seal on each Scanner’s sliding Side Door and Outer Lid, then record seal numbers on **General Returns**.

15. Complete **General Returns** and have staff sign.

16. Complete Envelopes A B D F from White Supply Box.

17. Envelope B is to be taken and kept by Minority Inspector (or Judge if none.)

18. Place all other Envelopes (A D F S V W) in Blue Ballot Bag(s) with Voted Ballots and seal Bag with blue seal(s). Record seal number(s) on General Returns.

19. Post Pink copy of **General Returns** and one copy of Results Tape at entrance to polling place for public to see from outside.

19. All other postings and supplies go back into maroon Judge’s Box for recycling/re-use.

**Judge of Election Must Return** the following supplies to Election Night Return Location noted on yellow index card on top of Judges Box.

- YELLOW MEDIA BAG containing **compact flash card(s)**
- PAY SHEET(S) including Student Pay Sheets
- **Blue Canvas Ballot Bag(s) with Voted Ballots and the A D F S V W Envelopes.**
- Maroon Judges Box Containing:
  - Poll Books on top
  - Canvas 13”x18” bag with surrendered Mail-In Ballots
  - **Voted** Provisional Ballots in Green Provisional Ballot Nylon Bag

**THANK YOU!**