



**St. Johns County
Supervisor of Elections**

EARLY VOTING MANUAL



Effective June 29, 2022

Public Service | Integrity | Transparency



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GLOSSARY

Activator (EViD)	EViD media which contains a database of St. Johns County voters
Ballot box	Holds/contains voted ballots once they are placed into the DS-200 and tabulated
Ballot Forwarding Affidavit (EVF9)	Form used daily to account for items returned to the Elections Office in the Records Transfer Case such as Provisional, Vote by Mail and unscanned ballots. Also includes all completed voter documents and paperwork for the EV Site. Located in the EVC Binder. Once all balancing is complete, items are placed in the Records Transfer Case for daily transport to the Elections Office by the courier.
Ballot style	The style/type of ballot unique to each precinct created by the districts, offices, and parties to appear on the ballot.
Ballot transfer case	Used when emptying the DS-200 ballot box to transfer & secure ballots between the voting location and Elections Office.
BOD	Ballot on Demand printer used at Early Voting sites and some Election Day precincts to print ballots.
Chain of Custody Form	Form used only on Election Day to record all seals placed on the voting equipment and to record the Public Count and Lifetime Printer Count numbers. Also provides the oath for election workers and their signatures. Upon opening, the form is located in the EVC Binder with the opening forms. Upon closing, the form is placed into the Envelope for the SOE after the departure time is recorded by the Clerk and before leaving the precinct.
Challenged Voter	A voter's right to vote may be challenged. The challenge must be made in writing. If the challenge is based only on the voter's address, the voter may make an address change and vote a regular ballot. Otherwise, a challenged voter must vote a Provisional Ballot.
Challenged Voter Forms	Located in the EVC Binder. Oath of Person Entering Challenge, a 2 part form must be completed by the person challenging the voter. The original form is to be kept with the voted Provisional Ballot. The yellow copy of the Oath is given to the challenged voter.
DS-200	Tabulator that counts ballots
DS-200/ ExpressVote Early Voting Log (EVF5)	Form used to record/verify seal numbers, Public Count & total votes for each day on the voting equipment. Form is located in the EVC Binder and completed daily by the Clerk.
DS-200 Totals Tape	Results totals tapes are printed when the EV Site closes on the last night. Closing procedure is handled by the Voting Technician who rolls the tape inward so no results are seen. The tape is placed in the Media Pouch along with all media and sealed. The pouch is placed in the Records Transfer Case & returned to the Elections Office and secured in the vault until it is time for the results to be processed.
Early Voting (EV)	A time period prior to Election Day which allows voters to cast their ballot in person. Each Supervisor of Elections sets the dates, times & locations for their county.
Early Voting Asst. Clerk	Provides support to the Clerk in their role as Supervisor of the Early Voting site.
Early Voting Ballot Accounting Form (EVF 8)	Daily reconciliation form of voters processed, ballots issued & tabulated at each EV site. Forms are in the EVC Binder. Provides for reconciliation at the end of the night and is placed in the Records Transfer Case for daily transport to the Elections Office by the courier.

Early Voting Ballot Transfer Certificate (EVF7)	Form used when emptying the ballot box to record seal numbers and account for the custody of voted ballots between an Early Voting site and the Elections Office. Form is located in the EVC Binder.
Early Voting Certificate	Printed by EViD for each voter processed. Shows ballot type and style. Voter exchanges for a ballot, then Early Voting Certificate is retained by ballot issuer. Also called EViD tape.
Early Voting Clerk Notes	Form for Early Voting Clerk notes regarding events of the day. Located in the EVC Binder. At the end of each day, place in the Records Transfer Case for daily transport to the Elections Office by the courier.
Early Voting Clerk Binder	Notebook for Clerk used during Early Voting. Contains keys, wire cutters, contact phone numbers, paperwork and forms for daily opening and closing the site.
Early Voting Clerk (EVC)	Supervisor of an Early Voting site
Election Board	Clerk, Asst. Clerk, and all Inspectors. Does not include the Poll Deputy
Election Central	The Supervisor of Elections Office
Equipment Transfer Certificate (EVF2)	Form used to record the transfer of custody of equipment for an Early Voting site from the Elections Office to Early Voting Clerk. The form is used only during initial set up of the Early Voting site and placed into the EVC Binder when completed.
Equipment Inspector (EI)	Worker trained to open and close all voting equipment, process voters, issue ballots, and troubleshoot when needed.
ExpressVote	ADA device that allows a voter with disabilities to vote unassisted. May be used by all voters.
ExpressVote cards	ExpressVote cards are packed in the Supply Tub. Blank card issued to a voter which is inserted into the ExpressVote & used as a printed ballot which records their votes. Once printed, the ballot is placed into the DS-200 for tabulation. Blank unused cards are returned election night in the Clerks Supply Tub.
EViD	Electronic Voter Identification or electronic poll book used to check in voters during Early Voting and on Election Day. Contains database of active, eligible St. Johns County voters.
EViD Tapes	Printed by EViD for each voter processed. Shows ballot type and style. Voter exchanges for a ballot, then EViD tape is retained by ballot issuer. Also called Early Voting Certificate.
EViD Totals Tapes	Printed daily upon closing of the site. After closing & balancing, place in the envelope for ALL EViD Early Voting Certificates then place into the Records Transfer Case.
Five (5) Section Form	Contains address change affirmation, voter registration application, voter assistance forms and the When Signature Differs form. Completed documents are placed in the Records Transfer Case and sent daily to the Elections Office with the courier.
Flash Drives	Same as media. All equipment has media; the DS-200s, ExpressVotes & EViDS. Upon closing on the last day of Early Voting all media is to be removed, placed in the Media Holder, and then into the Media Pouch, which is sealed and placed into the Records Transfer Case.
Lifetime Printer Count	Number of votes cast on an ExpressVote machine in its lifetime.
Media	Same as flash drives. All equipment has media. Upon closing the last day of Early Voting, all media is to be removed, placed in the Media Holder, and then into the Media Pouch, sealed and placed into the Records Transfer case.

Media Holder	Used at the close of Early Voting and Election Day to store all media once removed from the equipment. Media Holder is placed into the Media Pouch and sealed, then placed into the Records Transfer case.
Media Pouch	Used at the close of Early Voting to secure media for transport to the Elections Office. When sites close on the last day of Early Voting all media is removed and placed in the Media Holder, then into the Media Pouch along with the DS-200 tapes, and then sealed and secured in the Records Transfer Case for transport to Election Central.
Overvote	Occurs when a voter marks a ballot for more choices than the number allowed in any contest.
Poll Deputy (EVD)	Provides security at voting location. Marks and maintains the 150' solicitation zone. Places and retrieves all outdoor signage.
Poll Watcher	Designated by a candidate or party to watch and observe the elections process. May only address the Clerk. By law, not allowed to interact with voters or interfere with the voting process.
Precinct	Refers to geographic areas that local government has divided for election purposes. The boundaries then determine which issues and offices a voter can vote upon in an election, depending on the voter's residential address within a particular geographic area.
Precinct Register	Used only on Election Day. Printed books containing all eligible registered voters in any given precinct. Located in the emergency power failure bag. Used only when EVIDs are unavailable for voter check in.
Protected Count	Number of votes cast on a DS-200 machine in its lifetime.
Provisional Ballot	Cast by a person whose has no valid ID, registration is in question or challenged voter. A voted Provisional Ballot is placed into the Records Transfer Case and sent daily to the Elections Office.
Records Transfer Case	Used during Early Voting to secure & transport daily Provisional, Vote by Mail and unscanned ballots along with all completed voter documents and the site's paperwork to the Elections Office. After closing on the final day of Early Voting all media is removed from the equipment and placed into the Media Holder. The Media Holder is then placed in the Media Pouch along with the DS-200 tapes and sealed, then placed into the Case. All EV paperwork, Vote by Mail, Provisional and uncounted ballots are also placed into the Case and sealed. The Case is then taken to Election Central by Staff members where it is secured in the vault until it is time to process the materials.
Seals	Used to provide security for voting equipment, transfer cases and Media Pouch. Located in the Supply Tub.
Secrecy sleeve	Provided to each voter to assure privacy of their voted ballot
Secure Ballot Intake Station	A metal box which is available at each Early Voting Location during voting hours for voters to place their voted Vote by Mail ballots. Each station is securely locked and monitored by a poll worker. The station is opened and emptied daily. The total number of ballots received each day are recorded on the Secure Ballot Intake Station Log (EVF10). Voted ballots are returned in the sealed Records Transfer case to Elections Central daily.
Secure Ballot Intake Station Log (EVF10)	Log is located in the EVC Binder. This log is used to record daily the number of Vote by Mail ballots received from voters for each Early Voting site each day.
SOE	Supervisor of Elections: Chief elections official of the county
Solicitors	Representatives of a candidate or party passing out literature and asking for voter's support. Must stay outside of the 150' marked zone at all voting locations.

Split	Unique grouping of district within a precinct
Spoiled Ballot	Mismarked ballots. Voter is allowed up to three (3) replacement ballots. Place in Spoiled Ballot Envelope after logging voter information on the log. Test ballots at BOD printer sites are also considered Spoiled Ballots.
Spoiled Ballot Envelope	Envelope for Spoiled Ballots located in the Supply Tub. Placed in the Records Transfer Case at the end of the day and sent daily to the Elections Office with the courier.
Surrendered Vote by Mail ballots	Voters who have received a Vote by Mail ballot may choose to surrender their ballot and vote in person. Write "Cancelled" on the ballot envelope and give to the Clerk. Surrendered ballots are placed into the Records Transfer Case and sent daily to the Elections Office with the courier.
Uncounted/ Unscanned ballot	A ballot which has not been counted in the DS-200. Place into the Unscanned ballots envelope which is located in the Supply Tub.
Undervote	Occurs when a voter does not mark the ballot to indicate as many choices as are allowed in any race.
Unscanned Ballot Envelope	Located in the Supply Tub. Record the number on the Ballot Forwarding Affidavit (EVF9) and place into the Records Transfer Case and seal. The case is sent daily to Elections Central with the courier.
Voter Registration Application	Located on the front of the 5 Section Form. Other voter assistance & When Signature Differs forms are located on the back.
Voting Equipment Tech	Support staff who handle equipment issues during Early Voting and on Election Day.
Write-in	General election ballots only; when a candidate qualifies as a write-in, a blank line is provided for their name to be written in by the voter. The oval must also be completed in order for the vote to count.
Zero tape	DS-200 tape which prints when machine is opened for voting. Shows that all races and candidates have zero totals. Tape should not be removed from the DS-200 until polls close on the last day of Early Voting.

EMERGENCY PROCEDURES AND PHONE NUMBERS

Medical Emergency

1. In the event of a medical emergency, call 911.
2. When the medical emergency is under control, notify Election Central.
3. Complete the applicable Accident Report (located in the Early Voting Clerk Binder). Return the form(s) to the office at the end of the day in the Records Transfer Case for the Supervisor of Elections.

Evacuation of Your Early Voting Site

If you must leave the Early Voting Site due to any emergency (fire, tornado, or bomb threat):

1. DO NOT PANIC – Your safety and the safety of your co-workers is our first concern.
2. Staff should, if possible and depending on circumstances, take the following things with you:
 - DS200(s) and Ballot Boxes
 - ExpressVote
 - EViD(s)
 - Records Transfer Case
3. Go to a safe place, as instructed by your Early Voting Clerk.
4. As soon as you can, contact Election Central at (904) 823-2238 for further instructions.

When the Early Voting Site Can Be Reopened

1. Inspect your voting area.
2. Set up and reopen electronic voting equipment.
3. Continue processing voters.

EARLY VOTING OVERVIEW

Early voting may be conducted at any of the offices of the Supervisor of Elections in accordance with section 101.657, Florida Statutes. The Supervisor may also designate any city hall, permanent public library facility, fairground, civic center, courthouse, county commission building, stadium, convention center, government-owned senior center, or government-owned community center as Early Voting sites. In addition, a supervisor may designate one Early Voting site per election in an area of the county that does not have any of the eligible Early Voting locations. Such a site must be geographically located so as to provide all voters in that area with an equal opportunity to cast a ballot, insofar as is practicable.

Early Voting will be conducted using one or more DS200(s) and at least one ExpressVote at each voting location. All Early Voting sites will check in early voters using an EViD (Electronic Voter Identification Device). All paper ballots will be printed using Ballot on Demand Printers furnished at each Early Voting site, or by the ExpressVote when used.

Equipment delivery and set up: Prior to Early Voting, the equipment at each Early Voting site will be delivered by an independent moving company. Staff from the Supervisor of Elections Office, Voting Technicians, and the Early Voting Clerk will meet at a designated time at each site. All equipment seal numbers will be verified on the appropriate logs. The Early Voting Clerk will assume responsibility for all the equipment. The Clerk will then complete the Equipment Transfer Certificate (EVF 2). This completed certificate will be kept in the EVC Binder at the site until custody of the equipment is transferred back to the Supervisor of Elections Office.

During this initial meeting, the Early Voting Clerk, poll workers and staff member will set up the polling room, including placement of the voting booths, tables & chairs, extension cords, Secure Ballot Intake Station, etc. The Voting Technicians will perform the following tasks:

1. Placement and set up of the BOD Printers (power on and test)
2. Placement and set up of the EViD(s) (print test ballots)

The EVC will remain until the technicians have performed their tasks. Upon leaving the site, the EVC will obtain and retain the keys to the polling room and facility and will lock the doors and set any alarms as appropriate.

Early Voting Staff

Each EV site will be operated the same as an Election Day polling location. The EV site will be staffed with a Clerk, Assistant Clerk, Poll Deputy, and Equipment Inspectors. All Early Voting workers are under the supervision of the Early Voting Clerk.

EARLY VOTING CLERK (EVC)

The Early Voting Clerk is the supervisor of the Early Voting site, responsible for its efficient operation. The EVC should be knowledgeable of all aspects of the Early Voting process including all end of day balancing and reconciliation of Early Voting activities. The EVC will be responsible for organizing and sealing election supplies for transport to Election Central daily. The EVC will ensure that both Early Voting staff and Poll Watchers, if any, fulfill their duties.



EARLY VOTING ASSISTANT CLERK (EVAC)

The EVAC must be able to supervise the Early Voting staff in the EVC's absence. The EVAC is assigned to process all voter questions, issue Provisional Ballots and spoil ballots. The EVAC must also understand the daily balancing and reconciliation procedures and be able to perform all tasks of an EVC and an Equipment Inspector (EVEI).

EARLY VOTING EQUIPMENT INSPECTOR (EVEI)

The duties of an EV Equipment Inspector (EVEI) will include processing voters on the EViDs, printing ballots on the BOD printers, issuing ballots to voters, opening, and closing all equipment daily, initializing ballots on the ExpressVote, monitoring the DS200, and assisting with equipment problems that may arise.

EARLY VOTING POLL DEPUTY (EVD)

The EV Poll Deputy (EVD) is responsible for establishing a 150 foot No Solicitation Zone outside of the entrance to the facility that houses the Early Voting polling room. Marks the area with cones, signage, and ensures that all solicitors remain outside the No Solicitation Zone. Maintains order and provides security at voting location and prompts voters to have identification ready. Places and retrieves all outdoor signage.

HOURS OF WORK

Early Voting workers must arrive at a time established by Election Central. The workday will end when all balancing and accounting procedures are complete, all items are properly sealed, and transported to Election Central by courier.

The Early Voting Clerk will maintain a daily payroll sheet to record all hours worked by workers. All Early Voting workers may review their payroll sheet and must sign off on it before returning it to Election Central.

Poll workers are scheduled to work the entire day and may not leave the EV site for any reason. In the event of an emergency, the worker who leaves may not return to work that day. This rule does not apply to the overlapping poll workers from an earlier EV team assisting in the morning startup for the new EV team.

If you are unable to work, please notify Election Central immediately.

EARLY VOTING SUPPORT AND SOLUTIONS

Security at the Early Voting Site



The EVC and EVAC are responsible for the security of the voting equipment and other election materials and are trained on the acceptable standards for securing all items. The EVC will be given keys to the Early Voting Site. Alarm codes will also be provided to allow Early Voting Staff access to the buildings. The EVC will maintain possession of the keys until the close of Early Voting.

The EVC must keep the DS200 keys in his/her possession at all times. The keys are attached to an expandable wrist band which will fit on his/her arm. At the end of the day the DS200 keys will be placed in the BOD printer cabinet and the cabinet will be locked. The keys to the BOD printer cabinet will be stored in a secured location at the Early Voting site.

Requests for extra patrols and security checks at all Early Voting sites will be made to the County Sheriff's Department or City Police Department beginning with the delivery of Early Voting equipment through the retrieval of the voting equipment.

The Daily Courier

Each evening the courier will pick up the Records Transfer Case which contains the days Early Voting work including Early Voting Certificates, voted Vote by Mail ballots deposited in the secure ballot intake station, Provisional Ballots, uncounted ballots if any, Sealed Ballot Transfer Cases with voted ballots, and any other completed voter forms or applications. The Records Transfer Case must be sealed, and the Early Voting Ballot Transfer Certificate (EVF7), Early Voting Ballot Accounting Form (EVF8), and the Ballot Forwarding Affidavit (EVF9), and must be completed by the EVC prior to transport.

The courier will also be responsible for delivering miscellaneous election supplies to the EV site as needed.

Power Outages at Early Voting Sites

Early Voting is provided as a convenience to the voters of St. Johns County. If a power outage occurs, notify Election Central immediately. All Early Voting sites are equipped with a backup UPS (uninterrupted power supply) system. All equipment at your site should continue functioning normally with the UPS system. Continue processing voters as usual.

Notification of Wait Times

When necessary, Clerks will be notified to activate the Wait times and designate an EVEL to perform the following procedure on the EViD:

- A. ON EViD A only: on the main search screen, press the "Search for Voter" button.
- B. Place the cursor in the birth date box and type the 8-digit code given to you by Election Central, then press the "search" button.
- C. A Clerk Utilities window is displayed. Press the "Status and Wait Times" button.

- D. Using the pull-down menu, press the approximate wait time for your site.
- E. Press “OK” to return to the Clerk Utilities window.
- F. Press “Exit” to return to the main search screen.
- G. Perform this task throughout the day as requested by Election Central.

FIRST DAY OPENING PROCEDURES FOR CLERK AND EQUIPMENT INSPECTOR

Located in the EVC Binder is an Early Voting Opening & Closing Procedure Check off sheet to be used as a quick reference guide by the EVC.

Also in the EVC Binder is an Early Voting “Daily Open/Close” guide for all voting equipment to be used by the Equipment Inspectors.

Note: on the first day of Early Voting, a Voting Technician will be on hand at each site at start of day.

FIRST DAY OPENING OF THE EARLY VOTING EQUIPMENT

(First Day) Opening Ballot on Demand Printers

Prior to the first day of Early Voting, all voting equipment will have been delivered to the Early Voting Sites. The EViDs and Ballot on Demand printers will already be set up, operational, and connected. Each site will have several Ballot on Demand printers. The laptop for the printers is powered on and ready for the password. **The first day and daily opening of the BOD printers are identical.**

1. Start with Laptop on the BOD printer
2. Obtain keys from the EVC and unlock the printer cart cabinet and retrieve paper and load in the paper tray
3. On the screen, the “User Login” screen appears. Enter the password and click on “Sign In”
4. Double click on “Jobs”
5. Right click on “EV/Counter”
6. Left click on “Run Job.” The printers are ready to print ballots.

A test ballot must be processed through each EViD to ensure that communication is established between all EViDs and each BOD printer and to verify that the ballots are properly aligned.

1. Follow standard operating procedures for processing voters on the EViD, including regular and Provisional Ballot voters.
2. At the same time an Early Voting Certificate is printed on the EViD, the EViD will send a signal to the Ballot on Demand printer and the voters’ ballot will be printed.
3. Hand the Early Voting Certificate to the voter and direct the voter to the ballot issuing table.
4. The EVEI at the ballot issuing table will take the Early Voting Certificate to retrieve the ballot from the printer and issue to the voter.
5. Keep an eye on the paper level and load as needed.
6. Be aware of the toner levels as shown on the printer display screen; if the screen displays Near End of Life you may continue to print ballots – when the display screen changes to End of Life the printer will stop printing and you must replace the designated (black) toner cartridge.



Printer jams

- If the printer jams, you must clear the jam by following the instructions on the printer display screen. You may need to remove the 4 toner cartridges to clear the jam, ensure they are reinserted in their correct slots. When clearing a jam, do not touch the nylon transfer belt or let jewelry scrape it. Doing so will place marks on all future ballots.
- After clearing the jam – if the printer display screen says Data Present, then the ballot that jammed should automatically be reprinted. If the printer display screen doesn't say Data Present, the system assumes the ballot was printed and you must mark that ballot as Bad. Find the ballot style of the voter in the list that is “On Hold”, right click select change status, then select Reprint.
- Place the ballot that jammed into the Spoiled Ballots Envelope and log it as a jammed ballot
- If the printer jam is severe and unable to be easily cleared, call Election Central immediately.

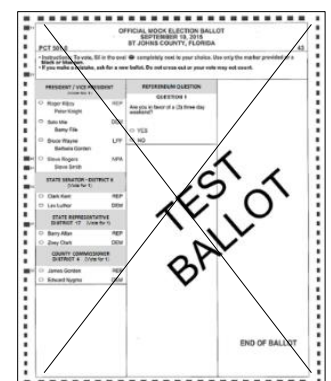
EViD Units Setup

A Verizon Jet Pack is used to establish wireless communications between the EViDs (voter processing) and Election Central. Once all testing is completed, the EViDS will be powered down and turned off.



The first day set up and daily opening of the EViD are identical.

1. Power on EViD A first. Once A is fully operational then power up B, C and D.
2. When facing the screen, power switch is on the middle right side (has a power symbol).
3. Power on the printer (power button)
4. The EViD startup ticket will now print. The Clerk will tear off the ticket, verify the date, time and location, and then sign it. Place this ticket in the Voting Certificate Box located on the ballot issuing table.
5. When prompted on the screen, have Clerk scan security card.
6. Next screen reads “Enter Initials.” A test ballot needs to be printed. The EI will now enter their initials and print a test ballot.
7. Select “Search for Voter”. Place the cursor in the birth date box and type the number “9” eight times (completely fill in the box), then press the “search” button.
8. Select “Ballot Printer”. Choose Print Regular Ballot.
 - a. Make Precinct selection (e.g. 101.0).
 - b. Select a Party (if Primary Election).
 - c. Print test ballot and reprint on each EViD.
9. Check to make sure the ballot prints and is properly aligned.
 - a. If the test ballot is properly aligned, spoil the test ballot by recording on the “Early Voting Spoiled Ballot Log” (EVF 6).



- b. If the test ballot is improperly aligned or does not print, call Election Central immediately and a Voting Technician will be sent to the Early Voting Site.

10. After the issue is resolved the test ballot must be spoiled. Repeat test ballot printing on all EViDs.

EVID: STATUS UPDATE – READY FOR VOTERS

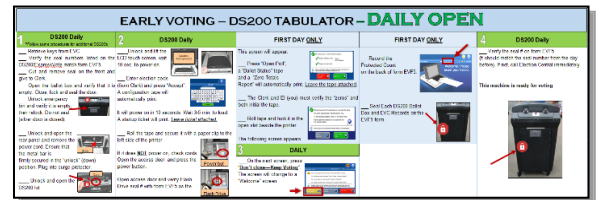
This will be done each morning of Early Voting.

When the DS200, ExpressVote and EViD A are operational, the Clerk performs a “Ready for Voters” Status procedure on EViD A only. This will notify Election Central that the Early Voting site is operational.

- On the main search screen, press the “Search for Voter” button.
- Place the cursor in the birth date box and type the number “9” eight times (completely fill in the box), then press the “search” button.
- A Clerk Utilities window is displayed. Press the “Status and Wait Times” button.
- Press the “Ready for Voters” button.
- Press “OK” to return to the Clerk Utilities window.
- Press “Exit” to return to the main search screen.
- The EViD is now ready to process voters.

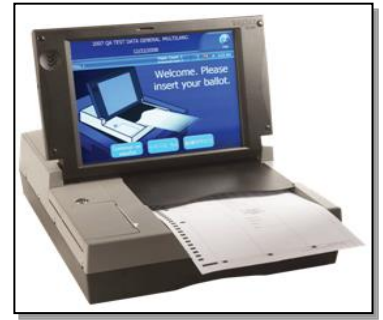
(First Day) DS200 Tabulator Setup and Opening

One or more DS200s will be delivered to each early voting site. The tabulators will be used to accept voted ballots for each day of Early Voting. For the first day of Early Voting, an EVEI will perform the steps below on the DS200 machines at your Early Voting Site.



- Retrieve the DS200 keys from the EVC (one set of keys for multiple DS200s).
- On the DS200, verify the seal numbers listed on the DS200/ExpressVote Early Voting Log EVF5 match, then cut and remove the seals. Give the seals to the Clerk where it will be placed in the used seal envelope. Unlock and unlatch the DS200 carrying case lid.
- Open the ballot box and verify that it is empty (**First Day Only**). Follow same procedures for additional DS200’s. The EVC will have a seal. Write the seal number on the DS200/ExpressVote Early Voting Log EVF5 as the morning seal for the first day of EV. Close, Lock, and Seal the door.
- Open the emergency bin and verify that it is empty, then relock. Do not seal. Verify silver door is closed.
- Position the DS200 near the exit door and lock the wheels.
- Unlock and open the rear panel and remove the power cord.
- Ensure that the metal bar is firmly secured in the “unlock” (down) position.
- Plug each DS200 into its own surge protector (provided).
- Plug the surge protector into an electrical outlet and turn on the surge protector.
- Open and lift the carrying case lid. Unlock and gently lift the LCD touch screen. The DS200 should “beep” and then power on automatically. A startup ticket will print. **Leave attached.**
- If the DS200 doesn’t come on automatically after lifting the LCD screen, unlock the access door and press the power button. If the power does not come on, recheck all power cord connections.
- Open the access door and verify the flash drive seal number on the DS200 Flash Drive with the DS200/ExpressVote Early Voting Log (EVF5).
- Close and lock the access door.

- On the LCD touch screen, enter the election code and press “accept.” A configuration tape will automatically print. **LEAVE ATTACHED.** On the next screen, press “Open Poll.” A ballot status tape and a zero tape will print. **DO NOT REMOVE THIS TAPE.** Roll tape and tuck it in the open slot besides the printer.
- Press **OPEN POLLS.** On the following screen press “Go to Voting Mode.” The screen will change to a “Welcome” page.
- The DS200 is ready to accept ballots. Language options are available, and voters may choose their preference: English or Spanish.
- Verify the “Protected Count” number on the screen matches the first day protected count number on the DS200/ExpressVote Early Voting Log (EVF5) If it does not match, contact Election Central at 823-2238 immediately.



Log (EVF5) If it does not match, contact Election Central at 823-2238 immediately.

(First Day) ExpressVote

During equipment set up and testing at the EV sites prior to the first day of Early Voting, the ExpressVote seal is recorded on EVF-5 Log.

1. Verify EV location on the case and seal number with the EVF-5 Log. If incorrect immediately call Election Central.
2. Cut and remove the seal from the ExpressVote case and give to EVC.
3. Remove the ExpressVote machine, power supply and laminated instructions sheet from the case and place on the designated table.
4. Lay machine face down on the table.
5. Pop out the stand.
6. Plug the power cord in the rear of the machine. The cord should feed through the stand.
7. Raise the ExpressVote.
8. Plug the power cord into the surge protector, plug surge protector into wall outlet, then turn on.
9. Verify the seal number on the left side panel door with the EVF-5 Log.
10. Cut and remove the seal.
11. Unlock and open the left side panel door.
12. Flip power switch to “On.” Do not close the side panel door at this time.
13. Allow approximately three minutes for the machine to power on.
14. **DO NOT** press the screen for calibration.
15. The screen will change to a keyboard layout. Enter the Election Code and press **Accept.**
16. The machine will load the election. A ready for voting status screen will appear. Press **OK.**
17. Inside left side panel door flip “**Voter**” switch to “**Official.**” Near the left bottom of the next screen, record the “**Lifetime Print Counter**” number on the EVF-5 Log.
18. Flip the switch back to “**Voter.**” Close and lock the side door.
19. This machine is ready for voting. Give key to the Clerk.
20. Place the 3-wall privacy screen around the ExpressVote and a chair nearby.
21. Place a headset and laminated instruction sheets near the ExpressVote. Headset is located in the Supply Tub and laminated instruction sheet is located in the ExpressVote case.
22. ExpressVote ballot paper is in the supply tub.



Language options are available. Voters may choose their preference: English or Spanish.

DAILY OPENING OF THE EARLY VOTING EQUIPMENT

Daily Opening of the Ballot on Demand Printers

The first day and daily opening procedures for the BOD printers are identical. Refer to the “First Day Opening Ballot on Demand Printers” in this manual on page 11.

Daily Opening of the EViD

The first day and daily opening procedures for the EViDs are identical. Refer to the First Day, EViD Units and Setup” in this manual on pages 12.

Daily Opening of the DS200 Tabulators

An EVEL must be with the tabulators until the last voter has inserted their ballot into the tabulator. Perform the following steps on the DS200 tabulators at your Early Voting site. It does not matter which DS200 is opened first.

Note: **NEVER** tear off or discard any of the tape printout. If torn, reattach torn edges with clear tape and sign with the EVC. If the tape starts to show red ink stains, insert new tape. Reattach old tape to new tape (with clear tape) and sign across attached edges with EVC. The tape will only print at the beginning of each day when the DS200 is opened and when the very first ballot is cast on the first day of Early Voting.



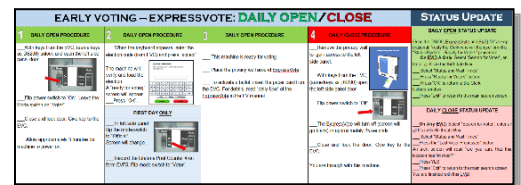
1. Retrieve the DS200 keys from the EVC.
2. Open the emergency bin and verify that it is empty, then relock. Do not seal. Verify silver door is closed.
3. Verify seal numbers on the lid of the DS200 match the Early Voting Log (EVF5). Cut and remove seals on lid only (**do not remove the seal on the ballot box door**), unlock the lid and unlatch both front latches. Open and lift the carrying case lid.
4. Verify the ballot box seal number matches what is on DS200/ExpressVote Early Voting Log (EVF5) as the beginning seal number. This should be the same seal number as the closing seal from the day before. If not, call Election Central immediately.
5. To power on, unlock and lift the LCD touch screen, wait 10 seconds. If the DS200 doesn't come on automatically, unlock and open the access door (near the printer) and then press the power button. Within 10 seconds a beep should sound and the DS200 should turn on and power up. A daily start-up tape will print. Do not remove this tape. If it does NOT power on, check cords.
6. Open the access door to verify the Flash Drive seal number with the DS200/ExpressVote Early Voting Log (EVF5) as the beginning seal number. This should be the same seal number as the closing seal from the day before. Close and lock the door.
7. On the LCD touch screen, enter the election code and press “Accept.” A configuration tape will automatically print. The next screen will give you options: choose “Don't Close – Keep Voting.” The screen will change to “Welcome. Please insert your ballot.”
8. Record the Public Count from the screen on the DS200/ExpressVote Early Voting Log (EVF5). The beginning Public Count should be the same as the ending Public Count from the prior day. If not, call Election Central immediately. The DS200 is now ready to accept ballots.
9. Repeat steps for additional DS200(s). Return keys to EVC.

Language options are available, and voters may choose their preference: English or Spanish.

Daily Opening of the ExpressVote

Remove the privacy wall to gain access to the ExpressVote.

1. Open the side panel with the key (from the EVC). This is the same key used for the DS200.
2. Flip power switch to “On.” Leave the second switch in the “Voter” mode.
3. Close and lock door. Make sure to pass cord through the notch in the door. Return key to EVC.
4. Allow approximately three minutes for the machine to power on. **DO NOT PRESS THE SCREEN** for calibration.



5. The screen will change to a keyboard layout. Enter the election code (from the EVC) and press “Accept.”
6. The machine will load the election. A “ready for voting” status screen will appear. Press “OK.”
7. This machine is ready for voting.
8. Place the 3-wall privacy screen around the ExpressVote and place a chair nearby.

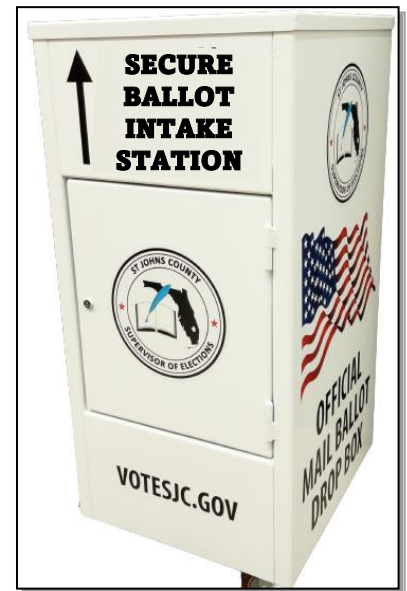
Clerk Note: The ExpressVote is available for persons with disabilities but may be used by any voter. It offers a touch screen with larger text and an audio ballot. Voters may choose English or Spanish.

Secure Ballot Intake Stations at Early Voting Sites

Voted Vote by Mail ballots may be accepted at each Early Voting site. Voters may drop off voted Vote by Mail ballots by placing their ballot into the Secure Ballot Intake Stations. Advise the voter that the ballot envelope must be signed by the voter.

The Secure Ballot Intake Stations are locked and secured inside each EV location. They must always be monitored by an election worker. The stations are emptied at the end of each day by the EVC and a worker of an opposite political party. They complete the Secure Ballot Intake Stations Log (EVF10) and record the number of ballots received each day.

At the end of the day the EVC will band the ballots together, place them into the Records Transfer Case and log the number of ballots received on the Ballot Forwarding Affidavit (EVF9). The EVC will then seal the ballots in the Records Transfer Case and forward to Election Central with the daily courier. Upon receipt at Election Central the seal number will be verified, the ballots will be processed as returned, then stored in the Secured Ballot Room until presentation to the Canvassing Board.



LANGUAGE ASSISTANCE

Some voters may need language assistance due to limited proficiency. A voter needing language assistance may:

- Bring along a person to interpret, as long as that person is not an employer, an agent of the employer, or union representative
- Request language assistance from a bilingual poll worker or translator services by phone from bilingual staff at the Elections Office who speak Spanish
- Request voting and registration information that is available in Spanish.



Additionally:

- All ballots and sample ballots are printed in English and Spanish.
- Bilingual poll workers wear ID stating they speak Spanish.
- Voting equipment displays are in English; however, displayed prominently is the option which allows a voter to choose Spanish if that is their language preference.
- Election Phrases at a Glance – English to Spanish is provided at all voting locations

PROCESSING VOTERS

Voters must provide current and valid picture and signature identification as follows F.S. 101.043(1)(a):

- a) Florida driver's license
- b) Florida ID card, issued by Dept. of Highway Safety and Motor Vehicles
- c) United States passport
- d) Debit or credit card
- a) Military ID
- b) Student ID
- g) Retirement Center ID
- h) Neighborhood Association ID
- i) Public Assistance ID
- j) Veteran Health ID card issued by U.S. Dept. of Veterans Affairs
- k) License to carry a concealed weapon or firearm issued pursuant to section 790.05, FS
- l) Employee ID card issued by any branch, department, agency, or entity of the Federal Government, the state, county or a municipality



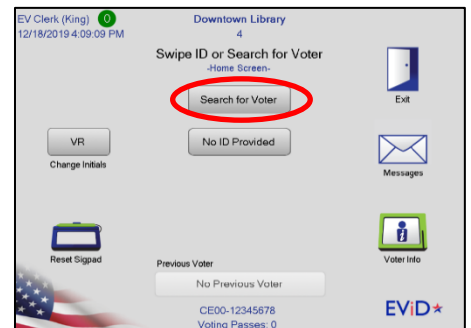
A list of acceptable forms of ID is available at each EViD station. Two forms may be provided for a photo and signature identification. Voters who do not have a valid picture and signature identification must vote a Provisional Ballot.

Signatures: If the picture identification does not contain the signature of the elector, an additional identification that provides the elector's signature shall be required and the signature does not need to come from the list of acceptable items listed above. All forms of ID with the voter's signature can be accepted. If the voter has provided the required ID, continue to process.

All voters will be processed through an EViD. **NO EXCEPTIONS.** Any poll worker may process name and/or address changes and issue an Early Voting Certificate for Provisional Ballot voters.

Searches for voters can be accomplished by searching the voter's date of birth and verifying the correct voters name is chosen.

Search for the voter in the EViD:



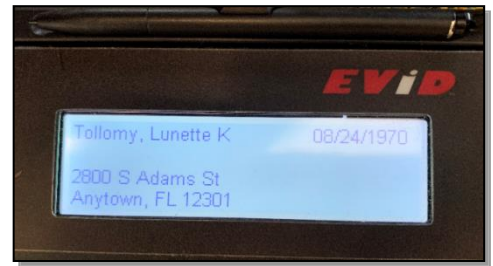
- a. Once a poll worker receives the ID from the voter, ask "Would you like to make any changes to your information today?" Continue to process the voter accordingly.



- b. Ask the voter for his or her current address.

1. Ask the voter to verify their information on the EViD signature pad and sign.
2. If the voter indicates their information does not match and needs to be updated, follow the steps in the next section Name and Address Changes within the County.
3. When the voter signs the signature pad compare the signature from the EViD signature pad to the signature on the voter's ID:

- If the signatures match touch the Accept Signature button. The EVID prints an Early Voting Certificate. Hand it to the voter and direct the voter to the ballot issuing table.
- If the signatures do not match clear the signature pad and ask the voter to re-sign after requesting to match the signature on the ID provided.
- If signature still does not match have the voter complete the When Signature Differs Section on the 5 Part form and the Florida Voter Registration application. **MAKE SURE THE FORM is COMPLETED PROPERLY AND SIGNED BY THE VOTER!**
- Once received, accept signature. An Early Voting Certificate will print.
- If the voter refuses to complete the When Signature is Different form they must vote a Provisional Ballot.



For voters who will be voting on an ExpressVote select **DO NOT PRINT BALLOT**. Send the voter to the Clerk to obtain their ExpressVote blank card.

Name & Address Change within the County

If voter affirms that their information needs to be changed the EVID must update the voter's address in the EVID. This ensures that the voter receives the correct ballot. If the voter wishes to make a Name or Address Change, have them complete a Florida Voter Registration Application.

- Update the voter in EVID.
- Hand the voter their Early Voting Certificate and direct them to the ballot issuing table to obtain their ballot.
- The Application is given to the Clerk to place in the Records Transfer Case with other daily paperwork at the end of the day.

County to County Address Change within Florida

EVIDs at all Early Voting sites contain voters who are registered in St. Johns County; however, a registered voter's record containing a Florida Driver license may be matched within the Statewide system.

When performing a driver's license search, if a voter record cannot be found in St. Johns County an alert appears which will allow for a statewide search. Follow the process to perform the search to locate the voter.

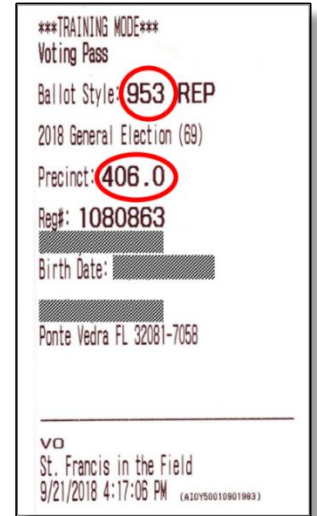
- If a voter advises they have moved to St. Johns County from another county in Florida and need to update their address, have the voter complete an Address Change Affirmation listing their St. Johns County address.
- If the statewide search confirmed they were registered in another county, print the statewide lookup ticket and hand it to the voter.
- Have the voter step to the side and notify the Clerk of the needed change and hand the application and statewide lookup ticket, if applicable, to the Clerk.
- The Clerk will then call Election Central so the voter's address may be updated to St. Johns County.
- The election staff member at Election Central will obtain the voter's information from the Clerk and update the address of the voter in the VR system.
- Within two to four minutes, the EVID at your location will receive the new address information and the voter may now be processed in the EVID to vote a regular ballot.

- The Clerk retains the affirmation to place in the Records Transfer Case with other daily paperwork at the end of the day.

How to Issue Ballots

An EVEI will process the voter on an EViD. An Early Voting Certificate will print and be given to the voter who is directed to the ballot issuing table to receive their ballot.

- The EVEI accepts the Early Voting Certificate and retrieves the proper ballot from the BOD Printer.
- Place the Early Voting Certificate in the Early Voting Certificate holder on the table.
 - Ballots are issued by ballot style. The ballot style number is shown on the Early Voting Certificate and is located on the corresponding ballot.
- The ballot is handed to the voter in a secrecy sleeve. The EVEI issuing ballots remind voters:
 - To verify that the ballot style matches the ballot style number on the Early Voting Certificate
 - To COMPLETELY FILL-IN-THE-OVAL next to each of their choices.
 - If the ballot is two sided, vote both sides of the ballot.
 - After marking the ballot, place their voted ballot into the DS200 Tabulator.
- If the voter decides to spoil the ballot, the EVEI will direct the voter to the Clerk to receive a replacement ballot. See Spoiled Ballots section for instructions page 24.



IMPORTANT: The voter is the only person allowed to touch the ballot or the DS200 screen.

If the voter has received the wrong ballot style the Clerk MUST verify party affiliation (in a Primary Election) and the precinct number from the Early Voting Certificate before issuing the correct ballot style. If the voter was issued the incorrect ballot it does not count as one of the voter's three ballots.

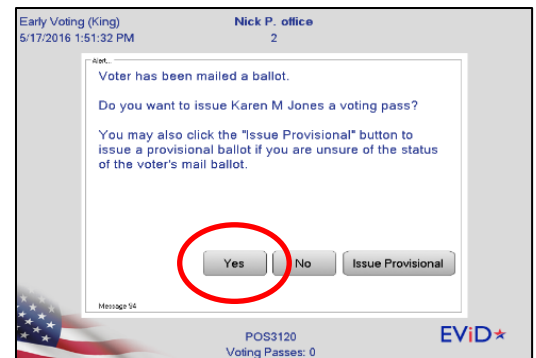
- After the EV site closes daily:** ALL EViD Early Voting Certificates (including the EViD total tapes) are packed in the EViD Early Voting Certificate Envelope. Pack the Records Transfer Case for transport to the Elections Office.

Processing a Vote by Mail Voter

A voter who has been mailed a Vote by Mail ballot will be coded in the EViD as a Vote by Mail voter.

These voters can be processed on any EViD. After verifying the voter in the EViD the following screen will appear:

- ✓ Select the **Yes** button on this screen and the electronic signature pad screen appears.
- ✓ Have the voter sign the signature pad.
- ✓ Give the voter the Early Voting Certificate and direct the voter to the ballot issuing table.



If a voter has a Vote by Mail ballot to surrender, accept it, write Cancelled on the envelope, and give it to the Clerk who will place in the Records Transfer case.

If the Vote by Mail voter has already returned their voted ballot to Election Central, the EViD will alert you that the voter has ALREADY VOTED. If the voter disputes this, then the voter must vote a Provisional Ballot.

Processing a Voter who needs Assistance

The image shows three forms stacked vertically. The top form is 'DECLARATION TO SECURE ASSISTANCE' with fields for permanent/temporary status, date, precinct, and voter registration number. The middle form is 'DECLARATION TO PROVIDE ASSISTANCE' with fields for date, precinct, and the name of the person being assisted. The bottom form is 'AFFIDAVIT OF ELECTOR WHEN SIGNATURE IS DIFFERENT' with fields for name, date of birth, and precinct number.

Process the voter in the EViD and hand the voter the Early Voting Certificate. Direct the voter to the Clerk.

If the voter is already coded as needing assistance no further action is required by the voter.

If the voter is not coded as needing assistance the voter must complete the Declaration to Secure Assistance section on the 5 Part Form.

If the voter brought someone to assist them, that person must complete the Declaration to Provide Assistance Section on the 5 Part Form.

If the voter did not bring a person to assist them the Clerk will ask for two election officials of different party affiliations to assist the voter. If election workers provide the assistance the Declaration to Provide Assistance form is NOT required.

The Clerk will then accept the completed form(s) and direct the voter to the ballot issuing table to receive his or her ballot. The voter and person assisting will then be directed to the voting booth area to vote.

The completed form will be placed in the Records Transfer Case.

Provisional Ballots

Voters who are entitled to vote a Provisional Ballot are:

- Voters whose name does not appear in the EViD and voter's eligibility cannot be determined.
- Voters who dispute the Supervisor's Office confirmation that he/she is not registered or eligible.
- There is an indication in the EViD that the voter has already voted, but the voter maintains that he/she has not voted, even after a call to Election Central.
- Voter did not provide valid and current picture and signature identification (No ID Provided).
- There is an indication in the EViD that the voter has been challenged in this election. If the challenge is based on residence address, the voter may update their address and vote a regular ballot.
- Voter is challenged while at the voting location.
- Voter's ID signature and signature provided do not match and voter refuses to sign affidavit.
- Indication in the EViD that the voter's FL DL#, FL ID card #, or SSN is not yet verified by the Department of State in conjunction with DHSMV.

CLERKS, IF YOU ARE UNABLE TO CONTACT ELECTION CENTRAL TO DETERMINE THE ELIGIBILITY OF A PERSON, ALLOW THE PERSON TO VOTE A PROVISIONAL BALLOT.

Issuing a Provisional Ballot

When a voter is required to vote a Provisional Ballot, the EVEI must see the Clerk before processing the voter in the EViD. It is the Clerk's discretion to call the Office prior to a Provisional Ballot being issued.

Not all circumstances require a call to the Office, such as a voter who has not provided ID.

When a voter's registration is in question, the voter cannot be found or other unusual circumstances, the Clerk should call the Office to have the voter's record checked or for clarification as needed.

If the Clerk determines a Provisional Ballot is required, the Clerk will issue the EVEI a 5 digit code from a Provisional Ballot envelope or Notice of Rights to Provisional Ballot Voters which will allow the voter to be processed in the EViD. After processing the voter, the EVEI will take the Early Voting Certificate and the voter to the Clerk to complete the Provisional Ballot paperwork.

Provisional ballot voters may be processed on any EViD by any poll worker.

1. Process the provisional voter in the EViD, no exceptions:

- Print the Early Voting Certificate with the 5-digit Provisional Ballot Code and take to the Clerk. Refer the voter to the Clerk station. The Clerk will retrieve the voter's correct ballot.
- A voter who will be using the ExpressVote will obtain their ExpressVote Ballot card from the Clerk. Direct voter and EVEI to the ExpressVote to cast their ballot at the appropriate time.
- When processing the voter, select **DO NOT PRINT** BALLOT. If you do not find out until after a voter was processed and the ballot was printed, the Clerk will spoil the ballot and place it into the Spoiled Ballot envelope.
- In the Clerk's presence the voter will complete all of the information on the Provisional Ballot Certificate and Affirmation envelope. The Clerk and voter must sign the envelope to be valid.
- **The voter also completes a Florida Voter Registration Application on the 5 section form.** Clerks - please review the registration application and confirm that items 1-7 have been completed **AND the voter has signed the application.**
 - a) The voter will take their ballot and the Provisional Ballot Secrecy Sleeve to the Provisional Ballot voting booth or the ExpressVote to mark their ballot.
 - b) The voter marks his or her choices on the ballot, places the ballot inside the secrecy sleeve, and returns to the Clerk.
 - c) The voter places the secrecy sleeve with the ballot enclosed into the Provisional Ballot Voter's Certificate and Affirmation Envelope, signs and seals the envelope.

CAUTION THE VOTER TO WRITE CLEARLY AND TO PROVIDE ENOUGH INFORMATION TO ASSIST IN VERIFYING THEIR ELIGIBILITY.

- d) The Clerk signs as witnessing the voter's signature, and then enters the precinct number and codes the reason for voting the Provisional Ballot. **Attach the completed Florida Voter Registration Application to the outside of the envelope with a paper clip.**
- e) The Clerk places the sealed and completed Provisional Ballot Voter's Certificate and Affirmation envelope into the orange Provisional Ballot Bag.

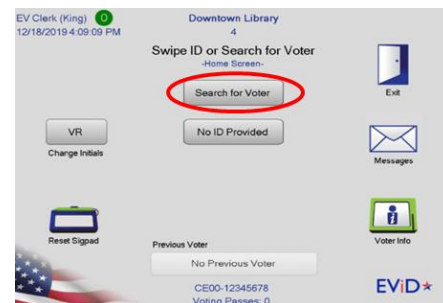
Give the voter the Notice of Rights to Provisional Ballot Voters to the voter.

Instruct the voter that he or she may provide written evidence to the Supervisor of Elections within two days supporting their eligibility to vote. They may also call the number on the slip to determine the status of their ballot F.S.101.048.

Cannot Find Voter

If the voter's name does not appear on the EViD screen, follow these procedures:

- Obtain voter ID and compare photo ID to voter
- Search for voter in the EViD by:
 - FL Driver's License or FL ID Card
 - Birth date search
 - Perform a name search by typing a partial last name, then select search



Note: Double check the correct birth date and/or spelling of the voter's name with the voter. The voter's ID may show an incorrect birth date.

- If voter cannot be found ask the EVC for help. The EVC will call Election Central to perform a local and state wide search for the voter.
- If Voter is found: Election staff member will give the EVC the voter's registration number. Process the voter in the EViD. If voter's address has changed, have the voter complete an Address Change Affirmation.
- If the Voter is not found OR if the EVC Could not make contact with Election Central, the voter must vote a Provisional Ballot.

To process in the EViD:

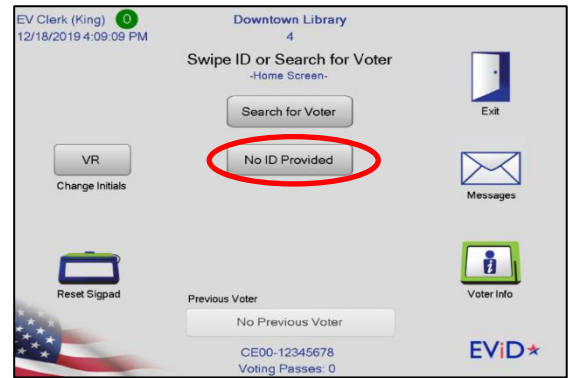
- Have the voter complete a Florida Voter Registration Application
- Select "Search" on the EViD screen and type in the name of the voter
- Select "Cannot Find Voter"
- Select "Yes" to issue a Provisional Ballot
- Type in the name and address of the voter from the registration application and select OK. The address must be valid.
- If the voter is at the incorrect precinct for his/her address the EViD will alert you. Inform the voter that they must go to their correct precinct to vote.
- **VERY IMPORTANT** *A Provisional Ballot must be cast in the correct precinct or it will not count!
- Give the completed registration application to the Clerk.
- Give the action ticket to the voter. It provides the correct precinct and directions.
- If the voter is in the correct precinct process the provisional voter by selecting "**OTHER**" on the EViD drop down menu as the reason for the Provisional Ballot.
- Process the provisional voter with the 5 digit code and by selecting "OTHER" on the EViD drop down menu as the reason for the Provisional Ballot, and follow the steps for issuing a Provisional Ballot.

Processing a Voter with “NO ID” or “INVALID ID”

Voters who cannot provide identification at the polls, or their photo and signature identification is not current and valid, must vote a Provisional Ballot.

To process these voters, the Inspector will select the **No ID Provided** button on the EViD search screen which will open a voter information page.

Obtain the 5 digit code from the Clerk which will allow the voter to be processed in the EViD. Type in the voter information and select OK.



Once you find the voter, the next screen will allow you to process a Provisional Ballot.

When finished, send the voter to the Clerk with their Early Voting Certificate.

Challenged Voters

1. Any voter’s ballot may be challenged by a voter or Poll Watcher from St. Johns County at any Early Voting site in accordance with F.S. 101.111.
2. A challenged voter must be sent to the Clerk for processing.
3. If the basis for the challenge is regarding the voter’s address, the voter shall first be given the opportunity to change their address. If the voter insists that they are registered to vote in the proper precinct, the voter shall be allowed to vote a Provisional Ballot.
4. The voter or Poll Watcher making the challenge must complete the Oath of Person Entering Challenge and state the reason they believe the person is attempting to vote illegally. The original copy of this oath shall be attached to the Provisional Ballot Voter’s Certificate Envelope. The yellow copy of the oath is given to the voter being challenged.
5. If the voter is challenged prior to Election Day, the EViD will display a challenged voter message. Copies of the challenge are available at the Elections Office.

A form titled 'OATH OF PERSON ENTERING CHALLENGE' with the Spanish translation 'JURAMENTO DE LA PERSONA QUE INICIA DUDA' and '(F.S. 101.111(1))'. It is for the 'STATE OF FLORIDA ST. JOHNS COUNTY' and 'ESTADO DE FLORIDA CONDADO DE ST. JOHNS'. The form contains several lines of text for the challenger to fill out, including: 'I do solemnly swear or affirm that my name is _____', 'that I am a member of the _____ Party; that I am a registered voter or poll watcher; that my residence address is _____', 'in the municipality of _____; and that I have reason to believe that _____ is attempting to vote illegally and the reasons for my belief are set forth herein to wit: _____'. There are also lines for 'Signature of Person Challenging Voter', 'Sworn and subscribed to before me this _____ day of _____, 20____', and 'Clerk of Election'.

Spoiled Ballots

Any voter who makes an error may return the ballot to the Clerk and obtain another ballot. A voter may not be furnished more than three ballots under any circumstances. If the DS200 alerts the voter their ballot is not being read, the voter is encouraged to spoil their ballot and receive a new ballot F.S.101.5608(2)(b).

1. A voter who requires a replacement ballot is directed to the Clerk for processing:
 - a. Have the voter fold the page to be spoiled in half and partially tear across the fold.
 - b. Place the Spoiled Ballot into the Spoiled Ballot Envelope.
 - c. Complete the information on the Spoiled Ballot Log.
 - d. Find the Early Voting Certificate for the voter in the Early Voting Certificate Holder and locate the ballot style on the pass.
 - e. Reprint the ballot with the correct style on any EViD.
 - f. Issue the replacement ballot to the voter.
2. Spoiled Ballots will be accounted for at the end of the day on the Early Voting Ballot Accounting Form (EVF 8).

DAILY CLOSING OF EARLY VOTING EQUIPMENT

Daily Closing of the Ballot on Demand Printers

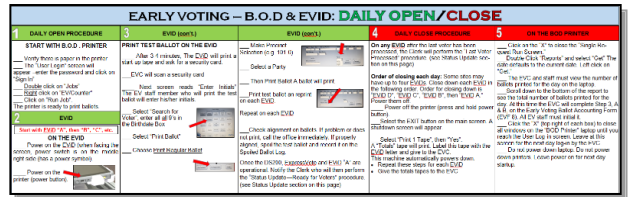
1. On the BOD Laptop click on the red “X” to close the “Single Request Run Screen.”
2. Right click “Reports” and select “EV Daily Totals.” The date defaults to the current date. Left click on “Get.”
3. The EVC and staff must view the number of ballots printed for the day on the laptop. Scroll down to the bottom of the report to see the total number of ballots printed for the day. At this time the EVC will complete Step 3-A on the Early Voting Ballot Accounting Form (EVF 8). All EV Staff must initial.
4. Click the red “X”s (top right of each box) to close all windows on the BOD Printer laptop until you reach the User Log-in screen. Leave at this screen for the next day log-in.
5. Do not power down laptop. Do not power down printer. Leave power on for next day startup.



Daily Closing of the EVID

Once the last voter has been processed the EVC will perform a “Last Voter Processed” Status Update on any EVID BEFORE closing down for the day.

- A. On the main search screen press the “Search for Voter” button.
- B. Place the cursor in the birth date box and type the number “9” eight times (completely fill in the box), then press the “search” button.
- C. A Clerk Utilities window is displayed. Press the “Status and Wait Times” button.
- D. Select last voter processed. An alert screen will read “Are you sure this location has finished”. Press Yes.
- E. Press “OK” to return to the Clerk Utilities window.
- F. Press “Exit” to return to the main search screen.



During Early Voting the EVID must be closed at the end of each day in order to print a totals tape for reconciliation purposes. Some sites may have up to four EVIDs.

1. Close down each EVID in the following order. Order for closing down is EVID D then EVID C then EVID B and then EVID A.
2. Beginning with EVID D or last EVID, press the Exit button on the screen. A shutdown screen will appear. Select “Yes” to shut down and a Voting Pass Totals tape will print. Label this tape with the corresponding EVID letter (D, C, B, or A) and give this tape to the EVC.
3. Select Exit, and turn off each EVID once it finishes the closing process. Turn off Printer.
4. Leave the EVID intact at its current location. It is ready for the next day’s operation.
5. Repeat these steps for EVID C and then EVID B and then EVID A to close down remaining units.
6. Give the EVC the totals tapes from each EVID.
7. At this time, the EVC will complete Step 2 of the EV Ballot Accounting Form (EVF8).

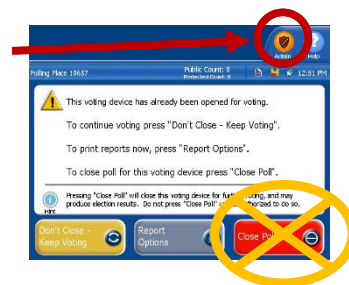
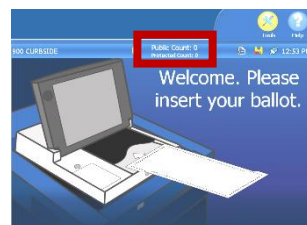
Daily Closing of the DS200 Tabulator

Note: Emergency Bin. If used during the day, the EVC will break the seal and unlock the emergency bin and remove all ballots that have been placed there. In full view of the Early Voting Staff, the EVC will feed these ballots into the DS200.

If the DS200 questions the ballot due to it being improperly marked, the EVC shall push the appropriate button on the DS200 display screen so that the ballot will be accepted. If the ballot is not readable by the DS200 due to a tear or improper markings by the voter, the EVC shall place the ballot in the Unscanned Ballot Envelope and record on the Ballot Accounting Form (EVF8) and on the Forwarding Affidavit (EVF9).

These unscanned ballots shall be forwarded to Election Central daily.

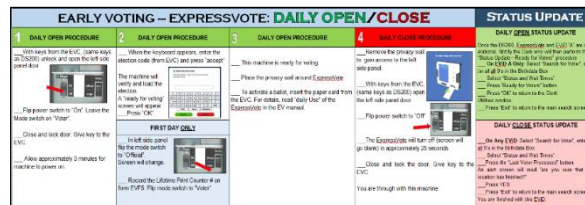
1. The EVEI will retrieve the DS200 keys and wire cutters from the EVC.
2. Record "Ending Public Count" on the DS200/ExpressVote Early Voting Log (EVF5).
3. Unlock and open the access door. Record the Flash Drive Seal # on Early Voting Log (EVF5).
4. Press "**Polls Close**" button.
5. On the screen press "**ADMIN**" icon. **DO NOT** push "CLOSE POLLS" on the touchscreen.
6. Then press "**Shut Down**" on the next screen. Once the screen goes blank close and lock the access door.
7. Gently lower the LCD touch screen and lock. Close, latch, then lock the carrying case lid.
8. Obtain two seals from the EVC and seal the carrying case lid. Record lid seal on Early Voting Log (EVF5).
9. Verify the Ballot Box seal number on the DS200/ExpressVote Early Voting Log (EVF5).
10. Cut, remove seal, and unlock the Ballot Box door.
11. Remove ballots from the ballot box. Keep separate for each DS200– do not mix the ballots.
12. Clearly label each ballot transfer case on both ends with provided labels marked as "DS200 A" and/or "DS200 B" accordingly.
13. Place security tape and seal the ballot transfer cases. Seal numbers recorded on the Ballot Transfer Certificate (EVF7).
14. EVC fills out EV Ballot Transfer Certificate (EVF7) and tapes it to the Ballot Transfer Case.
15. Set aside while other items are being prepared for transport to Election Central by the SOE Staff Member.
16. Obtain Seal from Clerk for the Ballot Box Door.
17. Close, Lock and Seal the ballot box door.
18. Record the ballot box door seal on the DS200/ExpressVote Early Voting Log (EVF5).
19. The DS200s is ready for next day Early Voting operations.
20. Do not unplug the DS200. Repeat these steps for the other DS200 in use.



Daily Closing of the ExpressVote

With the EVC's permission you may shut down the ExpressVote.

1. Obtain keys from EVC.
2. Unlock and open the side panel
3. Flip the power switch to "Off." The machine will power down.
4. Close and lock the left side panel door. Make sure to pass cord through the notch and the door.
5. Return the keys to the EVC.



DAILY ACCOUNTING OF EARLY VOTING ACTIVITY

At the close of voting each afternoon the Clerk at each Early Voting Site will balance and prepare their election materials and ballots sealed in transfer cases which will be picked up by daily courier and delivered to Election Central. Election Central will receive the materials and ballots sealed in transfer cases delivered by courier at the end of the day. Once at Election Central the DSOE will review all materials and verify all seals are intact. They will then be organized by site and stored in the appropriate secured areas.

All accounting and seal logs are kept in the EVC Binder at each Early Voting Site. Where applicable, as requested on each log, two election workers of different party affiliations must complete the logs. Early Voting Clerks are responsible for completing the following activities:

1. **Complete the DS200/ExpressVote Early Voting Log (EVF5).** This log will track how many ballots were cast on each DS200 for the day. Verify the seal number on the DS200/ExpressVote Early Voting Log (EVF5). Cut, remove seal, and unlock the Ballot Box door. Remove ballots from the ballot box. Keep separate for each DS200— do not mix the ballots. Clearly label each ballot transfer case on both ends with provided labels marked as “DS200 A” and/or “DS200 B” accordingly. Place security tape and seal the ballot transfer cases. Seal numbers recorded on the Ballot Transfer Certificate (EVF7). EVC fills out EV Ballot Transfer Certificate (EVF7) and tapes it to the Ballot Transfer Case.
2. **Record the EViD overall total for each EViD on the Early Voting Ballot Accounting Form (EVF8).** Band together the Early Voting Certificates and totals tapes. Place them in the Early Voting Certificate Envelope for all EViD Early Voting Certificates and return these to Election Central daily in the Records Transfer Case.
3. **Complete the EV Ballot Accounting Form (EVF8).**
4. **Empty the Secure Ballot Intake Station and complete the Secure Ballot Intake Station Log (EVF10).** Obtain key from EVC. Unlock, remove, and count the number of Vote by Mail ballots contained in the box. Record the number of ballots received for the day on the Log.

The EVC shall band the ballots together. Log the number of ballots received on the Ballot Forwarding Affidavit (EVF9). The EVC will then seal the ballots in the Records Transfer Case and forward to Election Central with the daily courier. Upon receipt at Election Central the seal number will be verified, and the ballots will be processed as returned and stored in the Secured Ballot Room until presentation to the Canvassing Board.

5. When finished place the keys inside the Ballot on Demand Printer cabinet and lock it.

6. **Call Election Central as soon as the daily voting activity is complete.** Report all totals from the Early Voting Ballot Accounting Form (EVF8) and the number of Vote by Mail ballots received in the Secure Ballot Intake Station for the day. If the numbers do not balance, the reason must be determined immediately. The reason will be noted on the EVC Note Sheet and attached to the Early Voting Ballot Accounting Form (EVF8).

PACKING THE RED BAG DAILY (RECORDS TRANSFER CASE)

Each Early Voting site will send the following items, to Election Central in the Records Transfer Case each day of Early Voting:

- a. Daily Ballot Accounting (Form EVF8)
- b. Ballot Forwarding Affidavit (Form EVF9)
- c. Early Voting Certificates Envelope (Early Voting Certificates) plus totals tape from each EVID
- d. Voted Vote by Mail ballots from the Secure Ballot Intake Station
- e. Spoiled Ballots Envelope with Spoiled Ballots enclosed (test ballots, voter ballots, etc.)
- f. Provisional Ballots with completed Florida Voter Registration Application attached
- g. Unscanned/uncounted ballots, if any: place in Unscanned/uncounted Ballots Envelope and explain reason
- h. Cancelled/Surrendered Vote by Mail ballots (loose in bag)
- i. Completed Florida Voter Registration Applications, address change affirmations, When Signature Differs forms, "request" and/or "provide" assistance forms
- j. Signed and completed challenged voter forms
- k. Clerk Notes sheet and list of supplies or materials needed at the site



The Records Transfer Case must be sealed, which contains forms EVF8, EVF9, voted Vote by Mail ballots, Provisional Ballots and/or unscanned/counted ballots and other forms that must be sent to Election Central.

The Ballot Forwarding Affidavit (EVF9) must be completed, and the Records Transfer Case seal number will be noted on this form. Place the completed Ballot Forwarding Affidavit (EVF9) into the Records Transfer Case prior to sealing it. Records Transfer Case is taken by courier to Election Central.

Assess all supplies at your site daily and notify Election Central if you need additional supplies. The courier will take them to your site at the end of the day or immediately, if necessary.

The DS200 ballot boxes will be emptied daily. When doing this, follow all procedures on the Early Voting Ballot Transfer Certificate (EVF7) and the Daily Open/Close EVEI check list.

FINAL DAY CLOSING OF THE EARLY VOTING SITE

Some Early Voting sites are also designated as Election Day polling locations. On the last day of Early Voting an SOE staff member will arrive during the last hour to assist in the closing of the Early Voting site and make the transitions necessary to prepare for Election Day.

Final Day Closing of the Ballot on Demand Printers

The Ballot on Demand Printers used during Early Voting will be left on site to be used for Election Day ballot printing for those sites that transition to Election Day polling places. The same procedure for closing daily will be applied to the last day of Early Voting, with one exception.

1. On the "BOD Printer" laptop, click on the red "X" to close the "Single Request Run Screen."

2. Right click “Reports” and select “EV Daily Totals.” The date defaults to the current date. Left click on “Get.”
3. The EVC and staff must view the number of ballots printed for the day on the laptop. Scroll down to the bottom of the report to see the total number of ballots printed for the day. At this time the EVC will complete Step 3-A on the Early Voting Ballot Accounting Form (EVF 8). All EV Staff must initial.
4. **The SOE staff member will process the next portion of the BOD laptop closing procedure.** This includes printing of test ballots from the EVIDs once restaging has been completed to verify they are functional and ready for Election Day.
5. When finished the SOE staff member will leave the laptop powered on for Election Day.

Final Day Closing of the EVID Units

Once the last voter has been processed, the EVC will perform the following “Last Voter Processed” status update procedure BEFORE closing down any EVID:

1. Perform this procedure on any EVID.
2. Place the cursor in the birth date box and type the number “9” eight times (completely fill in the box), then press the “search” button.
3. Press the “Status and Wait Times” button.
4. Press the “Last Voter Processed” button. This will notify Election Central that your polling location has processed its last voter.
5. Press “OK” and then “Exit” to return to the main search screen.

All EVIDs will be shut down by the EVEI and then restaged for Election Day by the SOE staff member. The EVEI will follow these procedures in restarting the EVIDs:

1. You must shut down one EVID at a time. If your site has 4 EVIDs, the order for shutting down is EVID D, C, B and then EVID A. Do not shut them down at the same time.
2. Beginning with EVID D (OR C), press Exit. A shutdown screen will appear. Select “yes” to shut down and a Voting Pass Totals Tape will print. Mark the tape with the EVID letter (D, C, B, A) and give this tape to the EVC.
3. Once the EVID powers off, the SOE staff member will re-stage the EVID for Election Day use. The SOE staff member will place the Early Voting EVID Flash drives into the Media Holder.
4. Repeat steps two and three for the remaining EVIDs, ending with EVID “A.”
5. After the re-staging process is complete, the SOE staff member will power down the EVIDs.
6. Once all media has been placed into the Media Pouch, it will be placed into the Records Transfer case and sealed by the EVC.

NOTE: Any test ballots printed during the EVID restaging process by the SOE staff member will be retained by the SOE staff member. Do not give to the EVC.

If you are a site that does not transition to an Election Day polling place turn off the power, pull the media, place it in the Media Holder, then into the Early Voting Media Pouch. Disconnect all cords and pack the EVIDs in their cases for transport to Election Central.

Final Day Closing of the DS200

The EVEI will perform the following procedures. If more than one DS200, perform the following procedures on each:

1. Retrieve the DS200 keys from the EVC.
2. If used, break the seal, unlock, and open the emergency bin. The EVC will remove any ballots and feed the uncounted ballots into the tabulator in full view of the Early Voting staff. If the DS200 questions the ballot due to it being improperly marked, the EVC shall push the appropriate button on the DS200 so that the ballot will be accepted. If the ballot is not readable by the DS200, due

to a tear or improper markings by the voter, the EVC shall place the ballot in the Uncounted Ballot Envelope and record on the Ballot Forwarding Affidavit (EVF9).

3. Open the access door. Record the DS200 Flash Drive seal number to the DS200/ExpressVote Early Voting Log (EVF5) as the day's ending seal number.
4. Record the Public Count on the DS200 screen to the DS200/ExpressVote Early Voting Log (EVF5) as the day's ending Public Count number.
5. Record the protected count on the DS200 screen to the DS200/ExpressVote Early Voting Log (EVF5) as the last day protected count number.

The SOE Staff member will process the next steps in the DS200 closing procedure

- Inside the access door, press and release the Close Polls button. When the button is released the screen message will change. Press the Close poll button on the screen. A voting results report tape will print. While the tape is printing it will be rolled inward by the SOE Staff member so the results cannot be seen.
- The next screen will show Modem options. **DO NOT** modem results. Press the Cancel modem button.
- On the next options screen, press the Finished-Turn Off button. The machine will power down.
- The SOE staff member will remove the printed totals tape and label as either DS200 A or B and give to the EVC to be placed in the EV Media Pouch for return to Election Central.

RESTAGING THE DS200 FOR ELECTION DAY (performed by the SOE staff member)

1. Open access door, break the seal and remove the Flash Drive and place into the Media Holder.
2. Insert the Precinct Specific Flash Drive and power on the DS200.
3. Verify Election Day information on the screen and the option to open the polls.
4. Obtain seal from EVC. The EVC will record the seal number on the DS200/ExpressVote Early Voting Log (EVF5) as "Last Day/Transition to Election Day" Flash Drive seal number. Power off the DS200 tabulator and place seal on the Flash Drive.
5. Check paper tape.
6. Close and lock the DS200 lid. Place two seals on the lid. The EVC will record the seal numbers on the DS200/ExpressVote Early Voting Log (EVF5) as "Last Day/Transition to Election Day" DS200 Lid (A or B) seal number.
7. The SOE staff member will perform the same task on DS200 "B", if applicable. Once all media has been placed into the Media Pouch, it will be placed into the Records Transfer Case and sealed by the EVC.

The EVEI will then continue the close down procedures on DS200 "A" and "B"

1. Leave the DS200s in place for Election Day. Leave the power cord attached.
2. Verify ballot box door seal on the DS200/ExpressVote Early Voting Log (EVF5).
3. Remove the ballot box door seal and open the ballot box.

Empty the ballot box

- An EV Ballot Transfer Certificate (EVF7) and ballot transfer case will be provided for each DS200.
- Follow the instructions listed on the EVF7 for each DS200.
- Remove the ballots from the ballot box and neatly stack them into the ballot transfer cases.
- Keep ballots separate for each DS200– do not mix the ballots.
- The DS200s will remain in the room for Election Day operations.
- Clearly label each ballot transfer case with provided labels marked as “DS200 A” and/or “DS200 B” accordingly.
- Seal the ballot transfer cases and record the seal numbers on the EVF7.
- Tape the EVF7 to the top of each ballot transfer case with its respective ballots.
- Set aside while other items are being prepared for transport to Election Central.

NOTE:

- SOE Staff member will bring a sealed plastic container with back-up ballots to all transitioning EV sites.
- The EVC will verify the seals on Early Voting Conversion Chain of Custody Log (EVF 11).
- The EVC will cut and remove the seals.
- Remove the ballots and verify they are in secure ballot transfer bag.
- Place ballots inside the DS200 Ballot Box.
- Close, lock, and seal the ballot box door.
- The EVC will document the ballot box door seal on the DS200/ExpressVote Early Voting Log (EVF5).

Final Day Closing of the ExpressVote

The ExpressVote will remain at the site to be used on Election Day. However, the SOE staff member shall restage the ExpressVote for Election Day and power it down. Leave it set up.

The EVEI shall:

1. Unlock and open the side panel with the key (from the EVC).
2. Flip the “Voter” switch to “Official.” The screen will change.
3. Write down the “Lifetime Print Counter” number and give to the Clerk to be recorded on the DS200/ExpressVote Early Voting Log (EVF5).

The SOE staff member will process the next portion of the ExpressVote closing procedure

4. Flip the “Official” switch to “Voter.”
5. Flip the power switch to “Off.” Let the machine power down.
6. Remove the Early Voting ExpressVote Flash Drive and place into the Media Holder.
7. Insert the Election Day ExpressVote Flash Drive.
8. Flip the power switch to “On.” The machine will power up.
9. Follow the tech procedures to restage for Election Day.
10. When completed, flip the left power switch to “Off.”
11. When completed, close and lock the left side panel door. Make sure to pass the cord through notch in door.
12. The SOE staff member shall give the key to the EVEI to finish the procedure.

The EVEI shall: (very important)

7. Retrieve a seal from the EVC and place it in the seal slot on the left side panel door.
8. Record the seal number on the DS200/ExpressVote Early Voting Log (EVF5) located in the EVC Binder as the ExpressVote last day seal number.
9. Return the keys to the EVC.
10. The machine is ready for Election Day.

Final Day Accounting Procedures

REMINDER: Voters in line at the close of the business day shall be allowed to vote.

1. Complete all daily logs as normal and call Election Central with the daily totals as soon as the daily voting activity is balanced and all logs are complete.
2. Pack and seal the Records Transfer Case for returning all items to Election Central.
3. Leave the BOD printers powered on and the laptops at the “enter password” screen. Leave paper in the paper tray.

Final Day Returning Items to Election Central

An SOE staff member and the Early Voting Clerk will transport materials back to Election Central.

The **SOE staff member** will return the following items to Election Central:

1. Voted Ballots in sealed and clearly labeled ballot transfer cases (attach the completed EV Ballot Transfer Certificate EVF7 to each case)
2. All Early Voting signage used at the EV site (not the “A” frame sign)

The **Early Voting Clerk** will return the following items to Election Central:

- **The Records Transfer Case** containing the day’s work as normal (listed on page 27).
- **Early Voting Media Pouch** which contains:
 - DS200(s) results tape(s)
 - Media Holder containing
 - Early Voting DS200 Flash Drives
 - Early Voting EViD Flash Drives
 - Early Voting ExpressVote Flash Drive



***Seal** the Early Voting Media Pouch and record the seal number on the Ballot Forwarding Affidavit Form (EVF9) on the Last Day Media Pouch Seal #. Place in the Records Transfer Case.

***Seal** the Records Transfer Case. **NOTE:** Before sealing, record the seal number on the Ballot Forwarding Affidavit Form (EVF9) and place the affidavit inside the Records Transfer Case.

Other items to be returned are:

1. **Early Voting Clerk Binder** containing payroll records and form.
2. **ExpressVote Blank Card Envelope**
3. **All keys and security code instructions** to the Early Voting facility

NOTE: The EViDs, BOD printers, ExpressVote, and all voting booths will remain at the EV site for use on Election Day.

If the EV Site does not transition to an Election Day polling place, the following items will be packed and placed in the center of the room for the movers:

1. DS200(s) & ExpressVote
2. EViDs
3. Large "A" frame Early Voting sign and all outdoor signage (retrieved by deputy)
4. Sign board for Early voting
5. Large storage tub, packed with all miscellaneous Early Voting supplies
6. Secure Ballot Intake Station

Once the EVC returns the required items to Election Central, the SOE staff member will break the seal on the Records Transfer Case in the presence of the EVC and retrieve the Ballot Forwarding Affidavit Form (EVF9). The staff member will verify the seal numbers on the Records Transfer Case and the Early Voting Media Pouch on the Ballot Forwarding Affidavit Form (EVF9) and then place the affidavit back inside the Records Transfer Case.

The Records Transfer Case with the following will be processed as normal.

1. Vote By Mail Ballots
2. Provisional Ballots
3. Unscanned Ballots
4. Paperwork

The Early Voting Media Pouch will be stored in the vault until it is time to process the items. Sealed Ballot Transfer Cases will be placed into a secure area.

EARLY VOTING FORMS
Equipment Transfer Certificate EVF 2

EQUIPMENT TRANSFER CERTIFICATE

Early Voting Site: _____ Election: _____

EQUIPMENT NOTE: All Equipment (DS200s, ExpressVote, EViDs, Vote-By-Mail Secured Ballot Intake Station and Ballot on Demand Printers) will remain at this site and will be restaged for use on Election Day.

DS200 "A": Lid seal # upon delivery to EV Site: # _____ / # _____
(Lid Seal #) (Lid Seal #)

DS200 "B": Lid seal # upon delivery to EV Site: # _____ / # _____
(Lid Seal #) (Lid Seal #)

DS200 "C": Lid seal # upon delivery to EV Site: # _____ / # _____
(Lid Seal #) (Lid Seal #)

ExpressVote Case seal # upon delivery to EV Site: Yes No # _____
(circle one) (Case #)

EViD "A": Received at Early Voting Site Yes No # _____ / # _____
(circle one) (Lid Seal #) (Lid Seal #)

EViD "B": Received at Early Voting Site Yes No # _____ / # _____
(circle one) (Lid Seal #) (Lid Seal #)

EViD "C": Received at Early Voting Site Yes No # _____ / # _____
(circle one) (Lid Seal #) (Lid Seal #)

EViD "D": Received at Early Voting Site Yes No # _____ / # _____
(circle one) (Lid Seal #) (Lid Seal #)

Secure Ballot Intake Station: Received at Early Voting Site Yes No
(circle one)

Ballot on Demand Printer "1": Received at Early Voting Site Yes No
(circle one)

Ballot on Demand Printer "2": Received at Early Voting Site Yes No
(circle one)

Ballot on Demand Printer "3": Received at Early Voting Site Yes No
(circle one)

ExpressVote Ballot Card Stock: _____ Bundle(s) of _____ ExpressVote Cards = _____

To be completed by the Early Voting Clerk accepting custody of equipment at EV site:

****All Equipment (DS200s, ExpressVote, EViDs, Vote-By-Mail Ballot Drop Box and Ballot on Demand Printers) will remain at this site and will be restaged for use on Election Day.**

Signature: _____ Date: _____ Time: _____

DS200 / ExpressVote Early Voting Log – EVF5

DS200 / ExpressVote Early Voting Log

EARLY VOTING SITE: _____

ELECTION: _____

Day	Today's Date	DS200 A Ballot Box Lid Seal # Begin / End		DS200 A Ballot Box Door Seal # Begin / End		DS200 A Flash Drive Seal # Begin / End		DS200 A Public Count # Begin / End		DS200 A Total Votes for the day		Initials Morning		Initials Afternoon	
		1		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM
2		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
3		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
4		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
5		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
6		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
7		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
8		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
9		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
10		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
11		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM

	ExpressVote A	ExpressVote B
Case Seal #:	_____	_____
1st Day Door Seal #:	_____	_____
1st Day Lifetime Print Counter #:	_____	_____
Last Day Door Seal #:	_____	_____
Last Day Lifetime Print Counter #:	_____	_____

DS200 A FIRST DAY Protected Count	DS200 A LAST DAY Protected Count	DS200 A LAST DAY / Transition to ELECTION DAY Flash Drive Seal #
	DS200 A Lid Seal #	DS200 A Lid Seal #

NOTE: DS200 LID: 2 seals. Every morning verify each seal with the previous days seal. Every evening add 2 seals on lid.
DS200 BALLOT BOX DOOR: 1 Seal, not to be removed.

DS200 / ExpressVote Early Voting Log

EARLY VOTING SITE: _____

ELECTION: _____

Day	Today's Date	DS200 B Ballot Box Lid Seal # Begin / End		DS200 B Ballot Box Door Seal # Begin / End		DS200 B Flash Drive Seal # Begin / End		DS200 B Public Count # Begin / End		DS200 B Total Votes for the day		Initials Morning		Initials Afternoon	
		1		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM
2		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
3		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
4		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
5		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
6		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
7		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
8		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
9		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
10		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM
11		Left Lid Seal →AM / Right Lid Seal →AM	Left Lid Seal →PM / Right Lid Seal →PM	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	AM Seal / PM Seal	Total Voters	AM	PM	AM	PM	AM	PM

***Two Election Officials of different party affiliations must record this information daily and initial in the appropriate boxes.**

Note: If any seals are broken or if the numbers don't match the previous day's ending seal number, call the Elections Office immediately at (904) 823-2238

DS200 B FIRST DAY Protected Count	DS200 B LAST DAY Protected Count	DS200 B LAST DAY / Transition to ELECTION DAY Flash Drive Seal #
	DS200 B Lid Seal #	DS200 B Lid Seal #

NOTE: DS200 Lid: 2 seals. Every morning verify each seal with the previous days seal. Every evening add 2 seals on lid.
DS200 Ballot Box Door: 1 Seal, not to be removed.

Early Voting Ballot Transfer Certificate – EVF7

EARLY VOTING BALLOT TRANSFER CERTIFICATE

(GIVEN TO THE TECH FOR TRANSPORTING BALLOTS)

NOTE: Complete one certificate for EACH DS200 (keep ballots separate). Workers of different party affiliations must complete this form together.

Early Voting Site: _____ Date: _____

STEP ONE: DS200s A B C (circle one)

STEP TWO: Record the DS200 Public Count #:

STEP THREE: Record the DS200 Ballot Box Door Seal #:

STEP FOUR: Cut seal, open the ballot box (place used seal in the Used Seals Envelope). *Poll worker removes voted ballots and places ballots in transfer case.

STEP FIVE: Place Voted Ballots into Ballot Transfer Case(s), place a seal, and add security tape on each case.

Ballot Transfer Case #1 Seal#: _____ (Seal #)
Ballot Transfer Case #2 Seal#: _____ (Seal #)
Ballot Transfer Case #3 Seal#: _____ (Seal #)
Ballot Transfer Case #4 Seal#: _____ (Seal #)
Ballot Transfer Case #5 Seal#: _____ (Seal #)
Ballot Transfer Case #6 Seal#: _____ (Seal #)

STEP SIX: Record number of Ballot Transfer Case(s): _____ (Total #)

STEP SEVEN: Re-seal the Ballot Box Door. Seal #: _____ (Seal #)

NOTE: DO NOT re-seal the DS200 ballot box door if it's the last day of Early Voting and polls are closed.

SIGNATURES REQUIRED:

To be completed by the Election Official Transporting Ballots:

Signature: _____

Date: _____

Departure Time: _____

To be completed by DSOE Accepting Ballots at the Main Office:

Signature: _____

Date: _____

Arrival Time: _____

All Ballot Transfer Cases have been received in Elections Office verify all Seal numbers are in tact: Yes No (circle one)

EARLY VOTING BALLOT ACCOUNTING FORM

Return to SOE Office in daily Records Transfer Case

Early Voting Site: _____ Date: _____

Election: _____

STEP 1: TOTALS FROM THE ELECTION EQUIPMENT FOR THE CURRENT DAY ONLY:

- A. Enter the number of voters who voted on DS200 A: A. _____
B. Enter the number of voters who voted on DS200 B: B. _____
C. Enter the number of voters who voted on DS200 C: (If Used) C. _____
D. Enter the number of Provisional Ballots: D. _____
E. Enter the number of Uncounted Ballots, if any: E. _____
F. Add A - E together: STEP 1 TOTAL: _____

STEP 2: EVID VOTING PASS TOTALS FOR THE CURRENT DAY ONLY:

(Use Voting Pass Totals tapes from end of day to complete this section)

- A. Enter the number of Regular Voters processed on EVID A: A. _____
B. Enter the number of Provisional Voters processed on EVID A: B. _____
C. Enter the number of Regular Voters processed on EVID B: C. _____
D. Enter the number of Provisional Voters processed on EVID B: D. _____
E. Enter the number of Regular Voters processed on EVID C: (If Used) E. _____
F. Enter the number of Provisional Voters processed on EVID C: (If Used) F. _____
G. Enter the number of Regular Voters processed on EVID D: (If Used) G. _____
H. Enter the number of Provisional Voters processed on EVID D: (If Used) H. _____
I. Add A - H together: STEP 2 TOTAL: _____

STEP 3: BALLOT ON DEMAND PRINTER LOG FOR THE CURRENT DAY ONLY:

- A. Enter the number of ballots printed on BOD (from BOD laptop): A. _____
B. Enter the Number of ExpressVote Ballots Cast B. _____
C. Add A and B together: C. _____
D. Enter the number of Spoiled Ballots (including ExpressVote) (minus) D. _____
E. Subtract D from C and enter total here: STEP 3 TOTAL: E. _____

STEP 1, STEP 2, AND STEP 3 TOTALS MUST ALL MATCH IN ORDER TO BALANCE

NOTE: If the totals for steps 1, 2, and 3 do not match, and you have rechecked your figures, please write the reason for the discrepancy below:

Four horizontal lines for writing the reason for discrepancy.

Clerk Signature: _____ Asst. Clerk Signature: _____

BALLOT FORWARDING AFFIDAVIT

To Be Completed at the Early Voting Site:

(return in Records Transfer Case)

Date of Election: _____

Early Voting Site: _____

Date: _____

Elections Official's Signature: _____

of V.B.M. Ballots in Secure Ballot Intake Station: _____

of Provisional Ballots: _____

of Uncounted Ballots: _____

Records Transfer Case Seal # (s): _____

Last Day Media Pouch Seal #:

To Be Completed at the Main SOE Office

Date Verified by Main Office: _____

Signature of Deputy SOE Verifying Ballots: _____

Records Transfer Case Seal # (s): _____

Secure Ballot Intake Station Log

EARLY VOTING SITE: _____ **ELECTION:** _____

Day	Date	Total # of Ballots Received	Initials	Initials
			Morning	Afternoon
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

***Two Election Officials of different party affiliations must record this information daily and initial in the appropriate boxes.**

Beginning of Day:

- Obtain key from EVC
- Unlock
- Initial to verify Box is empty and relock

End of Day:

- Obtain keys from EVC
- Unlock
- Open box, count and record total # of ballots received for the day on this log and initial.
- Close, relock
- Record # of ballots received on Ballot Forwarding Affidavit (EVF9).
- Rubber band the ballots together and place in records transfer case.

EARLY VOTING CONVERSION CHAIN OF CUSTODY
(Transitioning Sites Only)

To be verified at the Early Voting Site:

(delivered on last night of Early Voting)

Date of Election: _____

Early Voting Site: _____

Date: _____

Elections Official

BALLOTS ISSUED TO CLERK (LAST NIGHT OF EARLY VOTING)		
SEAL #	QTY # BOXES	BALLOT STYLE

Clerk

Assistant/Clerk/ Inspector

Elections Official