

Polling Place Manager Manual



Revised April 2026



MISSOULA COUNTY ELECTIONS OFFICE

POLLING PLACE MANAGER

TABLE OF CONTENTS

Role of the Polling Place Manager.....	3
Greeter Manual.....	5
Register Judge Manual.....	13
Poll Book Manual.....	24
Ballot Judge Manual.....	40
Provisional Judge Manual.....	52
Ballot Box Judge Manual.....	62
Polling Place Closing/Poll Book Reconciliation...	71

Polling Place Manager



Role:

The Polling Place Manager prepares the polling place for success, delegates tasks to each of the election judges, and maintains a welcoming, non-partisan polling location.

Expectations:

- Have a working knowledge of each Election Judge position, election material, and polling place procedures.
- Ensure a welcoming environment to the voters, workers, and members of the public.
- Follow all applicable laws and practices that you've been trained. If you do not know a process or disagree with the way it is implemented, reach out to our office for clarification.
- Ensure all judges follow the outlined operating and closing procedures.
- Guarantee ballots and materials are safely and securely delivered to the Elections Office in dual custody promptly after the close of polls.

Greeter Judge Manual



Revised April 2026



GREETER

TABLE OF CONTENTS

Overview.....2
Set Up.....2
Locating Correct Precinct Table.....3
What if.....5
Election Day Pickups.....6
Closing Duties.....6

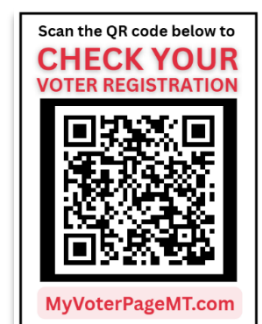
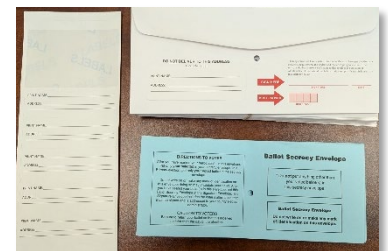
OVERVIEW

Thank you for serving as the Greeter. In this position, you will help:

- **polling place voters** find the correct precinct table to be issued their ballot and successfully vote at the polling place; and
- **absentee (mail) ballot voters** effectively drop their ballots off to be transported to the Elections Center for tabulation.

SETUP

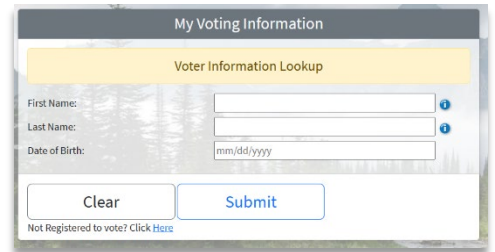
1. The Greeter supplies will be in the green bag in the large materials tote.
2. Set up the Absentee Ballot Box
 - a. The box will be locked.
 - b. Ask the Polling Place Manager for the key.
 - c. Open the box, verify it is empty and re-lock the box.
3. Place the signage for the signature and birth year on top of the box in the clear plastic stand.
4. Locate the secrecy envelopes, blank affirmation envelopes, and blank address labels.
5. Access www.MyVoterPageMT.com to ensure you can access the website.
6. Place additional signage in the entrance area:
 - a. My Voter Page MT QR code
 - b. Precinct Maps
 - c. Cell phone
 - d. No Electioneering
 - e. No Impediment



LOCATING CORRECT PRECINCT TABLE FOR THE VOTER

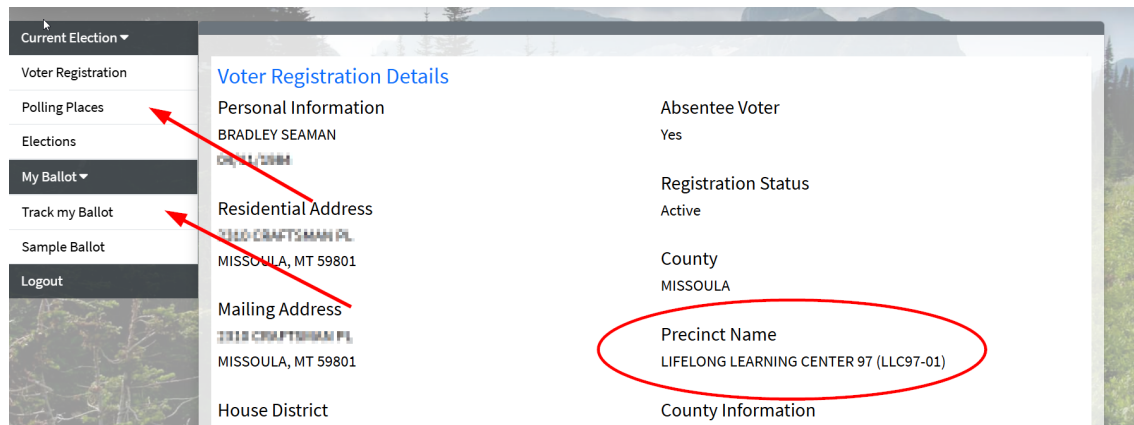
MY VOTER PAGE MT

www.MyVoterPageMT.com is the state's tool which can help you locate a voter. You will need their name and date of birth to look up the voter's information.



The screenshot shows a web form titled "My Voting Information" with a sub-header "Voter Information Lookup". It contains three input fields: "First Name:", "Last Name:", and "Date of Birth:". The "Date of Birth" field has a placeholder "mm/dd/yyyy". Below the fields are "Clear" and "Submit" buttons. At the bottom, there is a link: "Not Registered to vote? Click Here".

- **Data fields:** you must enter the data fields exactly as the voter wrote them on their voter registration form.
 - **Example:** if they go by Brad, but are registered as Bradley, they will need to enter Bradley for their first name.
- **Special Characters:** there are similar limitations on hyphens, spaces, and other special characteristics.
 - **Example:** a voter with the last name of St. Onge, will be found under STONGE.
- **Voter Registration** – provides an overview of the voter's status



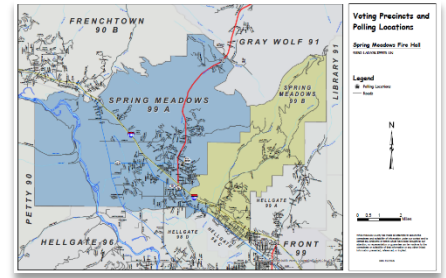
The screenshot shows the "Voter Registration Details" page for Bradley Seaman. The page is divided into several sections: Personal Information, Residential Address, Mailing Address, and House District. The "Precinct Name" field is circled in red. The "Polling Places" and "Track my Ballot" menu items are also highlighted with red arrows.

Section	Value
Personal Information	BRADLEY SEAMAN
Residential Address	2110 CRAFTSMAN PL MISSOULA, MT 59801
Mailing Address	2110 CRAFTSMAN PL MISSOULA, MT 59801
House District	
Absentee Voter	Yes
Registration Status	Active
County	MISSOULA
Precinct Name	LIFELONG LEARNING CENTER 97 (LLC97-01)
County Information	

- **Polling Places** – shows what polling place they can vote at.
- **Track my Ballot** – this will show the status of an absentee ballot

PRECINCT MAPS

Each polling location has precinct maps to hang on the wall, to help voters identify the precinct they live in.



- **Important note:** A voter might be registered to vote in a different precinct than they live in. If this is the case, verify their voter registration with **MyVoterPageMT.com**.

CALLING THE OFFICE

If you are unable to locate a voter’s precinct using one of the above options, call the Elections Office using a direct line for “Where is my polling place?” This number will be in the manager’s binder on the Election Day contact sheet.



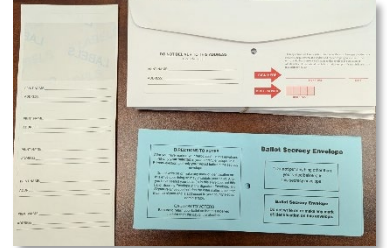
WHAT IF...

1. What if an absentee (mail) voter comes in without an envelope for their absentee ballot?

Provide the voter with a secrecy and signature envelope.

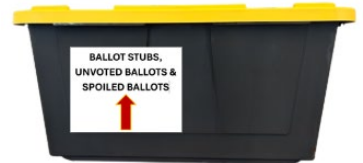
The voter needs to do the following:

- place their voted ballot in the secrecy envelope
- legibly write their name and address on an address label
- sign the envelope AND write their birth year on the envelope
 - Failure to include either of these will cause their ballot to be rejected!



2. What if someone comes in with their unvoted ballots?

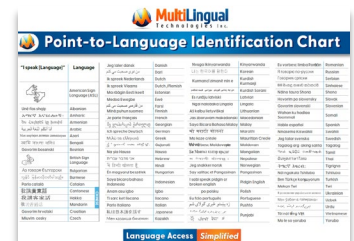
Assist the voter with depositing their unvoted ballots into the Unvoted Ballot and Stub Box.



3. What if someone does not speak the same language?

We can access interpretive services through the MultiLingual Technologies (MLT) program.

- Use the “Point-to-Language Identification Chart” (in your green bag of materials) to identify what language the community member speaks.
- Dial 1-833-632-0420, when prompted enter the following code: **92780365#**
- Select the language you need by either saying it or using the Interactive Voice Response (IVR). Once you are connected to an interpreter, proceed with the interaction.



4. What if someone requests additional assistance?


Contact your Polling Place Manager who can work with the voter and determine the best way to assist. We can assist via the ballot marking device (ExpressVote), offering assistance in marking the ballot, take a ballot to a vehicle for a voter, or assist with a replacement or provisional ballot. Contact your polling place manager who can work with them to provide the needed assistance.

ELECTION DAY PICKUPS

Drive Teams will come from the Elections Office with additional materials and will pick up any voted absentee (mail) ballots to process them for signature verification and tabulation.

- Work with the Polling Place Manager to unlock the absentee ballot box and remove any deposited ballots.
- Place the absentee ballots into the Tyvek envelope that the Drive Team brings with them.
- After securing the Tyvek envelope, place a blue seal over the adhered envelope flap.
- The Drive Team member will record the seal on their “Absentee Ballot Transport Log”.
- One person from the Drive Team and one election judge from the polling place will sign the log.

ABSENTEE BALLOT TRANSPORT LOG

<input type="checkbox"/> SEALED ABSENTEE BALLOTS (TO BE RETURNED TO ELECTIONS OFFICE)	
_____ Polling Place/Drop Location	
_____ Seal Number	
_____ Drive Team Signature	
_____ Election Judge Signature	
	Rec'd Initials <input type="text"/>

CLOSING DUTIES

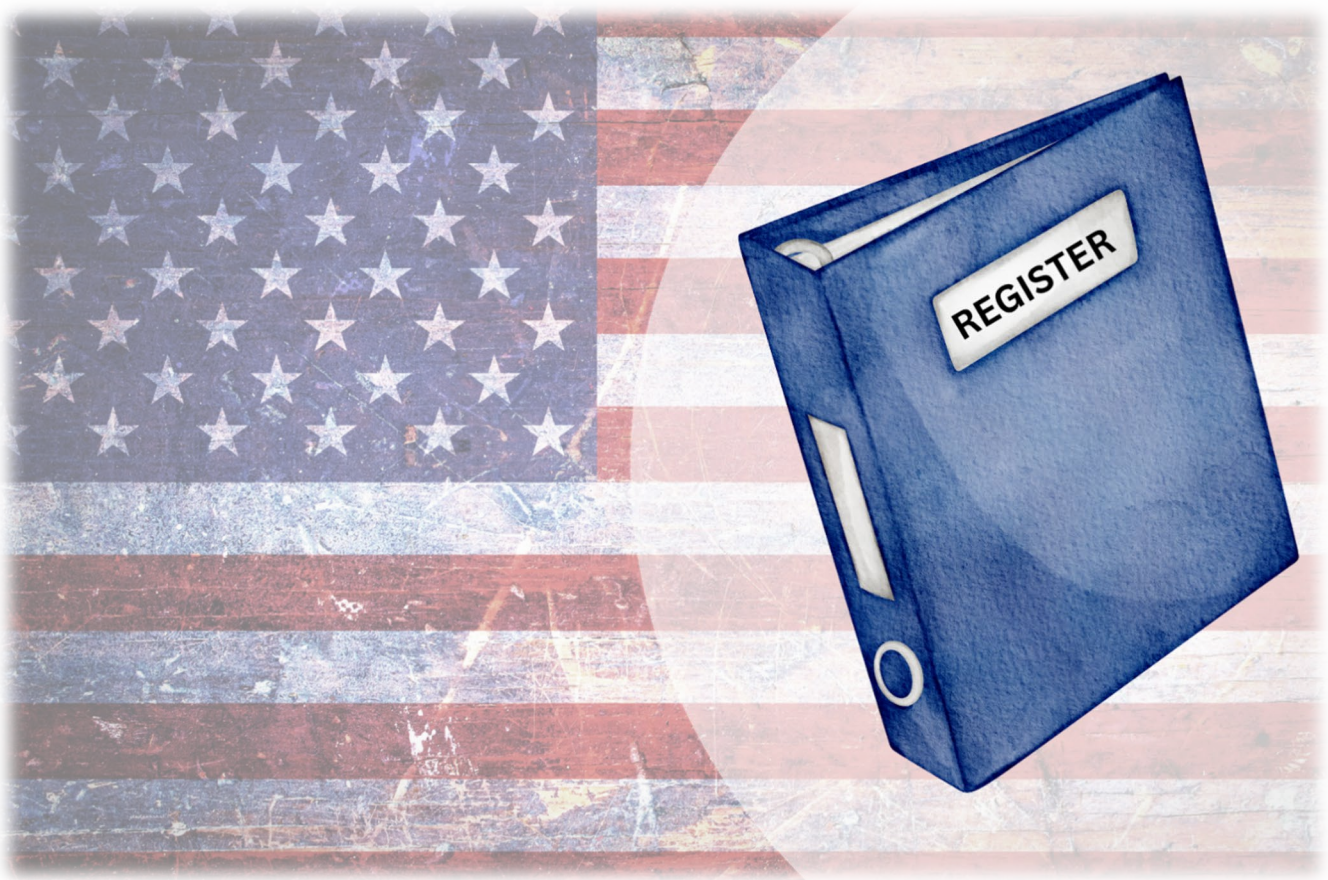
After the polls have closed and all voters have left the polling place, work with the Polling Place Manager to unlock the absentee ballot box.

- Remove all ballots in the box and place them into the Tyvek envelope.
- Complete the front of the envelope and work with the Polling Place Manager to seal the Tyvek.
- The manager will write the seal number on the End of Night Checklist and will be verified when delivered to the Elections Office.
- Help others with their closing responsibilities.
- Complete your time sheet and place it in back into the manager’s binder.

Thank You
MISSOULA
VOTES
MISSOULA COUNTY ELECTIONS OFFICE

2026 Greeter Judge | 6

Register Judge Manual



Revised April 2026



REGISTER JUDGE

TABLE OF CONTENTS

Set Up Procedures.....	2
Table Set Up.....	3
Voting Procedures for Register Judge.....	4
Identification Requirements for Voting.....	5
What if	6-7
Inactive Voters.....	7
Split or Combined Precincts.....	8
Close the Polls... ..	9

SET UP PROCEDURES

1. Check Register – make sure register is for the correct precinct. (Exhibit A - **RED**)
 - Confirm the precinct matches the ballot styles and location.
2. Make sure you have enough pens for the voters to sign the register.
3. Establish/set up the area where you would like poll watchers/observers to sit (if needed).
 - This should be behind the table close enough for them to hear voter information.
4. Have voter registration forms available.
 - These are located in Polling Place Manager black rolling cart.
5. Set up the precinct sign on your table – it can be placed in front of the Pollbook Judge.
6. If the voter’s name appears on the supplemental register report (delivered to you by your Polling Place Manager), enter “ABSENTEE” or “DELETE” by the voter’s name in the regular register. (Exhibit A – **GREEN**)

EXHIBIT A:



OFFICIAL-NOT ABSENTEE REGISTER - Ballot Style Voters				Election:	Primary	Date:	6/2/2026
Register ID: 389326				County:	MISSOULA	Ballot Style:	01-BONN92
List #	Registrant ID	Registrant Name	Status/DOB	Residence/Mailing Address	Pct Split Ballot Style	Signature	Credit
1	36926	ABELL, JESSICA R	Active 8/13/1976	(R) 110 LANCER MILLTOWN, MT 59851 (M) PO BOX 840 MILLTOWN, MT 59851	BONN92-03 01-BO		<input type="checkbox"/>
2	450229380	ACOSTA, MARTA E	Inactive 5/31/1953	(R) 975 1ST ST MISSOULA, MT 59802 (M)	BONN92-03 01-BO	Inactive	<input type="checkbox"/>
3	100077461	ADAM, BREEANN	Active 9/29/1989	(R) 8985 HWY 200 E BONNER, MT 59823 (M) PO BOX 516 BONNER, MT 59823	BONN92-03 01-BO		<input type="checkbox"/>
4	100086221	ADAM, TROY E	Active 3/13/1990	(R) 8985 HWY 200 E BONNER, MT 59823 (M) PO BOX 516 BONNER, MT 59823	BONN92-03 01-BO	ABSENTEE	<input type="checkbox"/>
5	50353	ADAMS, ANGELA	Active 6/8/1964	(R) 940 4TH ST MISSOULA, MT 59802 (M) BOX 293 MILLTOWN, MT 59851	BONN92-03 01-BO		<input type="checkbox"/>
6	450374794	ADAMS, CLAIRE S	Inactive 3/7/1999	(R) 105 LANCER MILLTOWN, MT 59851 (M) PO BOX 33 MILLTOWN, MT 59851	BONN92-03 01-BO	Inactive	<input type="checkbox"/>
7	100098127	ADAMS, JACQUELYNN	Active 1/18/1990	(R) 940 4TH ST MISSOULA, MT 59802 (M) BOX 293 MILLTOWN, MT 59831	BONN92-03 01-BO		<input type="checkbox"/>
8	450178504	ADAMS, JILLIAN A	Active 8/16/1995	(R) 940 4TH ST MISSOULA, MT 59802 (M) PO BOX 293 MILLTOWN, MT 59851	BONN92-03 01-BO		<input type="checkbox"/>
9	100118614	ADAMS, THOMAS J	Active 2/9/1963	(R) 940 4TH ST MISSOULA, MT 59802 (M)	BONN92-03 01-BO		<input type="checkbox"/>
10	450323276	AHRENS, RANDY CECIL	Inactive 7/1/1968	(R) 1326 GREENWOOD CT MISSOULA, MT 59802 (M)	BONN92-03 01-BO	Inactive	<input type="checkbox"/>

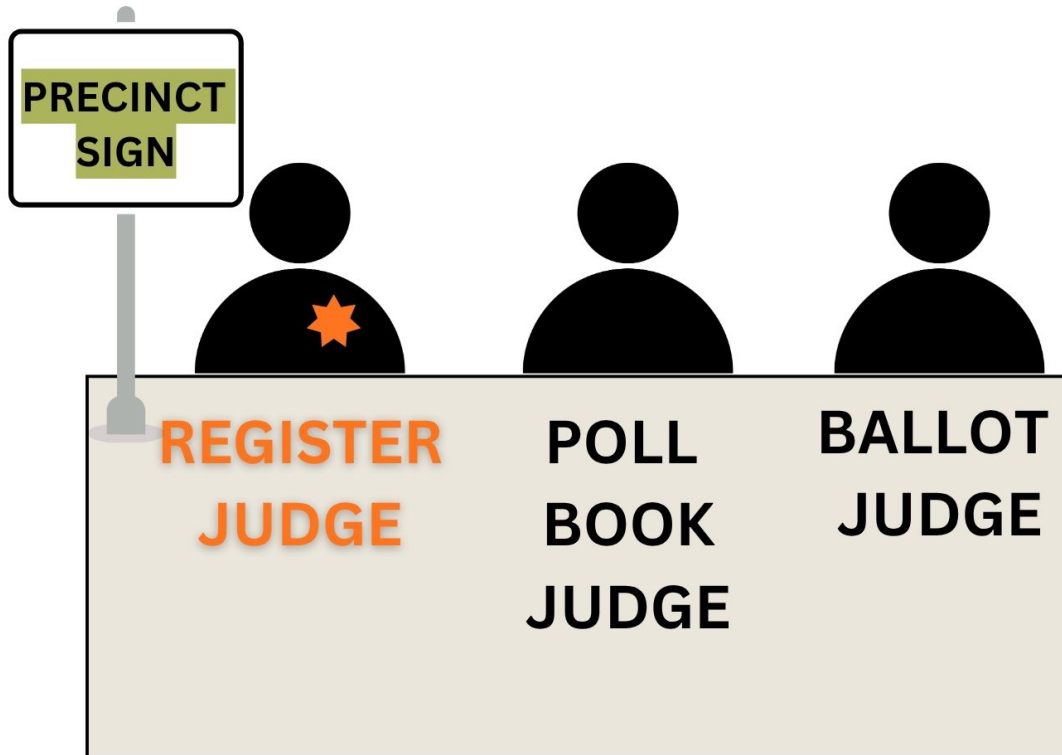
Date Created: 5/14/2026 1:14:24 PM

Page 1 of 113

J. ABELL - R. AHRENS A

TABLE SET UP

The **Register Judge** is always the first judge to interact with the voter at the precinct table, and the Poll Book Judge must always sit in the middle.



VOTING PROCEDURES FOR REGISTER JUDGE

1. Request the voters' identification. (See Page 5 – or reference the ID handout)
2. Have the voter state their name.
3. Locate their name in register. We have two types of registers.
 - **Regular Register** – located at the precinct table – includes all polling place voters registered at that precinct, these might be active or inactive voters.
 - **Provisional Register** – located with the Provisional Judge – includes voters who were issued an absentee ballot or who are provisionally registered due to ID verification issues.
4. Ask the voter what their current address is. **Do not read the address to the voter, have them tell you what it is.**
5. If the voter's address is different than what is in the register, the voter may vote one last time in their previous precinct. Have the voter complete a new Voter Registration form to update their information for the next election.
 - Have the voter complete the form before issuing them a ballot. They can step out of line and join again if needed.
 - Completed forms may be kept in the back of the register binder to hold them until the end of the night, when they will be placed in a white Tyvek envelope to be delivered to the Elections Office.
6. **The voter must sign the register before proceeding to the Poll Book Judge.**
7. Once the voter has signed the register, announce **out loud** the voter's name. (This is for the Poll Book Judge, poll watchers and any individual in the polling place who may wish to challenge the voter).
8. Hand the voter's ID to the Poll Book Judge to record their name in the Poll Book.

EXAMPLES OF IDENTIFICATION REQUIREMENTS FOR VOTING:

In your green supply bag, you will have a laminated card with the ID requirements. Use this throughout the day to guide your interactions with voters and to show them what IDs are acceptable.

Photo ID In-Person Voting Options

An election worker will request a copy of identification that is current, valid, and readable, which must be one of the following:

***Out of state driver's license or ID cards may only be used as an ID in conjunction with one of the alternatives on the other side.**

Current: The current date cannot be past the expiration date on the ID. If there is no expiration date on the ID, the ID is current.
Valid: the ID has not been punched as "VOID"
Digital versions of IDs (including photos) are acceptable.

For voters who do not have one of these ID options, view alternatives on the other side.

Alternatives for voters who do not have the ID options on reverse side of this document.

Photo ID, plus any one of the following...

All IDs must be current, valid, and readable. All documents must show voter's name and current address.

Current: The current date cannot be past the expiration date on the ID. If there is no expiration date on the ID, the ID is current.
Valid: the ID has not been punched as "VOID"
Digital versions of IDs (including photos) are acceptable.

If additional clarification is needed, after talking to your polling place manager, you may call the Missoula County legal team at 406-552-1406.

- CURRENT UTILITY BILL (Current = the last issued bill)
- GOVERNMENT DOCUMENT
- BANK STATEMENT
- PAY CHECK

Examples:

The examples provide ideas of acceptable combinations (of IDs and documents) and do not include every possible option.

If a picture ID is provided, verify that it is the person in the register. If it is not a picture ID, the document must have the name and address for the elector. The address does not need to match with the register.

Voters may also present their Voter Confirmation Card. This will work as a government document, but it must be accompanied by a photo ID.

YOU ARE HEREBY NOTIFIED THAT YOUR NAME AND ADDRESS APPEARS ON THE OFFICIAL VOTER REGISTRATION ROLLS OF THIS COUNTY AS SHOWN BELOW. PLEASE NOTIFY THIS OFFICE IMMEDIATELY IF YOU FIND AN ERROR. IF YOU CHANGE YOUR ADDRESS OR NAME AT ANY TIME, PLEASE UPDATE THIS INFORMATION BY FILLING OUT A NEW REGISTRATION FORM AND SUBMITTING IT TO THE COUNTY ELECTIONS OFFICE

VOTER CONFIRMATION CARD

NAME			
ADDRESS	2401 ASPEN GROVE		
C/S/Z	MISSOULA MT 59801		
POLL	ORCHARD HOMES COUNTRY LIFE CLUB		
ABSENTEE LIST	Yes		
PRECINCT	ORCHARD 07 A		
SENATE	SENATE DISTRICT	SCHOOL	SCHOOL DISTRICT
	40		0001 HIGH SCHOOL
HOUSE	HOUSE DISTRICT 07	WARD	WARD 0
COCOMM	COMMISSIONER DISTRICT 2		

WHAT IF...



1. What if the voter's name is not in the register?

- Ask if they could be registered under another name (Example: Roberta aka Bobbie; Robert aka Bob). If the voter has been recently married or divorced, they may have changed their name.
- Ask the voter to check MyVoterPageMt.com, or offer to look up on a cell phone, to verify their registration details. Confirm the spelling of their name and date of birth.
- If the voter's name cannot be found in the register, send them to the Provisional Judge to see if they are located in the register for voters who should be casting a provisional ballot.
- Erroneous omission: an administrative error occurred that caused a voter to be omitted from the register, when they should not have been. The Provisional Judge will assist a voter who has been erroneously omitted.

2. What if the voter did not bring their ID?

- Send them to the Provisional Judge.

3. What if the voter has the same name as another voter?

- Ask for the voter's birthdate. Verify their birthdate and have the voter sign the register in the correct place.

4. What if the voter's address is incorrect?




- The voter may vote one last time at their previous address (where they are listed in the register).
- Have the voter complete a new Voter Registration Form in blue or black pen. They can step out of line to complete this if needed.
- Have the voter sign the register.
 - Write **VRC** near their signature in the register.
- Issue a regular ballot.

5. What if the voter is challenged by another voter?

- Have the voter and challenger work with the Polling Place Manager and Elections Office.

6. What if the voter is unable to sign the register?

- Have the voter mark the spot with a fingerprint or another identifying mark like an “X”. Put a note in the register that you witnessed the voter mark the register.

County: Missoula Polling Places List		Official Register List				Date : 11/02/2018
Election : 04 Federal General Election 2018 Polling Place : CHIEF CHARLO SCHOOL						
Line Number	Registrant ID Status	Precinct Split	Ballot Style	Birth Date Voter Name Residential Mailing Address	Voter Signature	
Polling Place : CHIEF CHARLO SCHOOL						
1	51649 Active	CHIEF90 CHIEF90.3	CHIEF 90- CITY	02/26/1939 MURPHY, GARY J 115 SPOFFORD DR, MISSOULA MT 59803	Issue Provisional x Ballot-Absentee Received	 457645961
2	100183787 Active	CHIEF90 CHIEF90.2	CHIEF 90- CITY	06/21/1963 MORIN, STEPHANY L 2309 55TH ST MISSOULA MT 59803 (M) 512 HEDDENPORT DRIVE PONDHAYTON KS 66502	witnessed by <i>Jane Doe</i>	 457645962
3	450130512 Active	CHIEF90 CHIEF90.3	CHIEF 90- CITY	02/20/1948 MYLNECHUK, LARRY 3635 SHORECOTT ST MISSOULA MT 59803	Issue Provisional x Ballot-Absentee Received	 457645963

7. What if someone brings in an absentee (mail) ballot to be counted?

- Place in the Absentee Ballot box to be delivered to the counting center.
- Absentee ballots must be in a secrecy envelope and inside a signed affirmation envelope.
- Your PPM or Greeter will have access to additional envelopes.

8. Voter requests to use the ExpressVote machine?

- Work with the PPM and other judges to issue them an activation card.
- Do not make any marks/notations indicating their use of assistive voting technology in the register.

INACTIVE VOTERS

An inactive voter is someone who has not updated their address or had undeliverable ballots and communications. The Elections Office mails cards out to these individuals asking to confirm their information. They have not responded to our mailings.

- An inactive voter can vote in any polling place election in which they appear on the register, by appearing to vote. You need to verify their information and have them fill out a new voter registration card.
- If they refuse to fill out a new voter registration card, they may reactivate their voting status by signing the register.

SPLIT OR COMBINED PRECINCTS



Split Precinct

A split precinct is a precinct that has two different ballot styles for that precinct. (**Example:** part of the precinct receives a ballot **with** Rural Fire and part of the precinct receives a ballot **without** Rural Fire.)

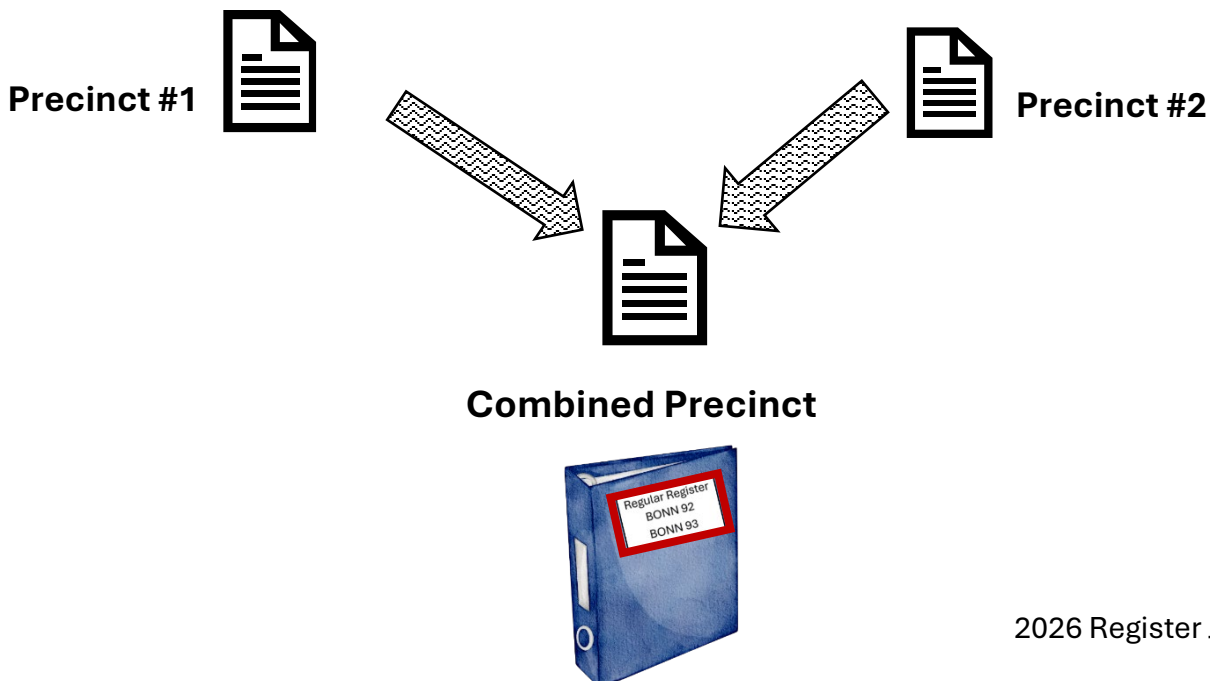
- If there are multiple ballot styles, there will be a divider in the register. Confirm the ballot style(s) in the register.

Combined Precincts

A combined precinct is two precincts that are placed at one precinct table for voting. We do this because one or both precincts are quite small, and it is not cost effective to have another table for a small precinct.

- There will be a divider between the two precincts or ballot styles. Make sure you share this information with the other judges and notify them of the precinct or ballot style when you announce the voter's name.
 - Register Judge: "Voter now voting in Precinct X."
 - Ballot Judge: "Ballot number ___ in Precinct X."
 - Poll Book Judge: "Recording ballot number ____ in Precinct X Poll Book."

If your register has more than one style or precinct – discuss this with your Polling Place Manager. They received special instruction on how to proceed.

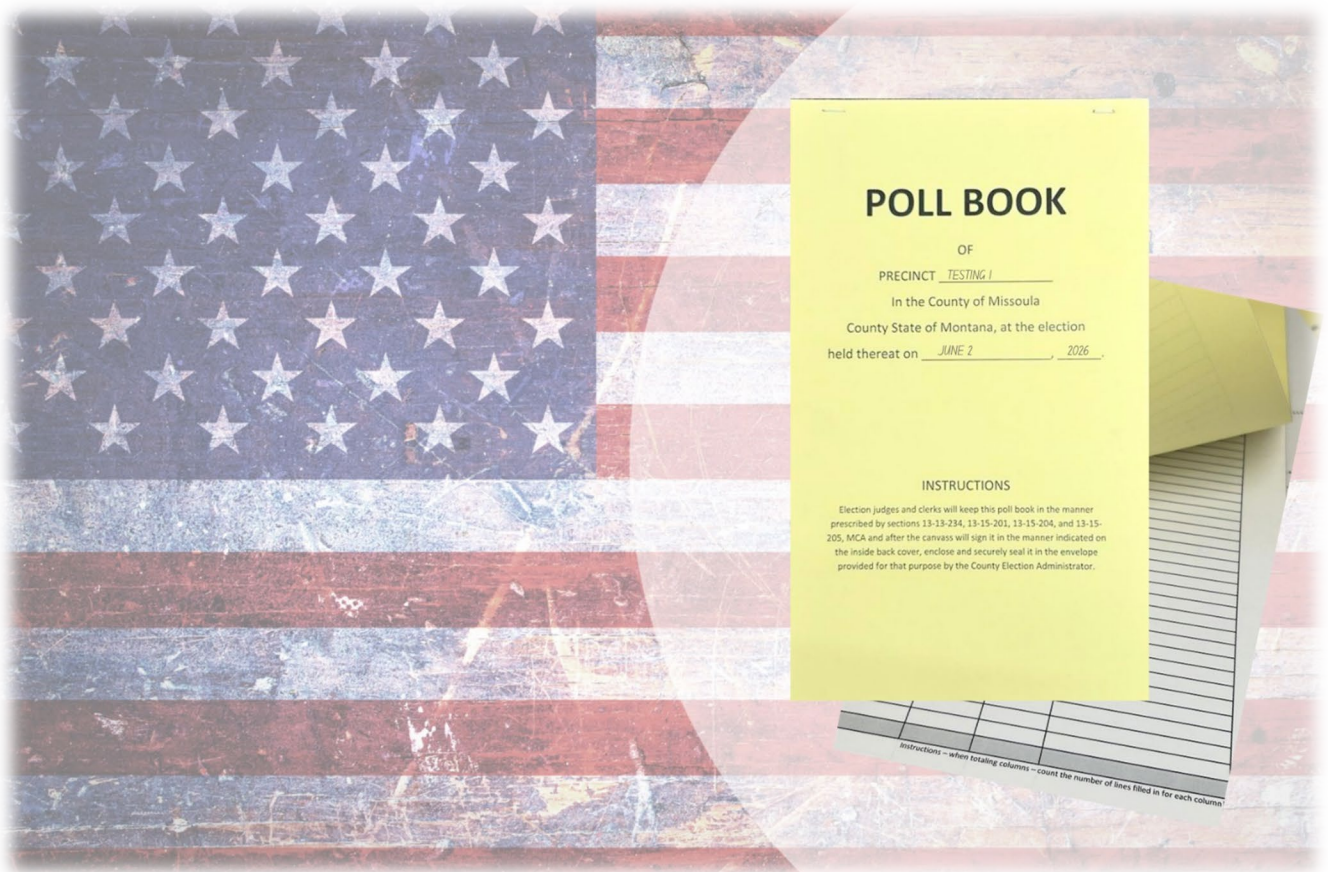


CLOSE THE POLLS

1. Anyone in line to vote at 8 p.m. must be allowed to cast a ballot.
2. Announce the polls are closed at 8 p.m.
3. After all voters have voted, begin to put away supplies.
4. **Follow instructions on envelopes provided for returned materials!** This is extremely important; we cannot open certain envelopes without a court order.
5. Place all forms that were signed and delivered to you (e.g. Voter Registration forms, Erroneously Omitted form or challenge forms) in the correct envelope.
6. Place your supplies in the bags that you received them in.
7. Fill out your timesheet and place back into the manager's binder.



Poll Book Judge Manual



Revised April 2026



POLL BOOK JUDGE

TABLE OF CONTENTS

Set Up Procedures.....	2
Table Set Up.....	3
Voting Procedures for Poll Book Judge.....	4
Voting on the Express Vote.....	6
Split or Combined Precincts.....	7
Processing a Resolved Provisional Ballot.....	8
Reconciling the Poll Book.....	9
What if	13
Close the Polls.....	14

SET UP PROCEDURE

1. Make sure the poll book(s) are for the correct precinct.
 1. If there are multiple tables for the same precinct, verify that you have split poll books (blue)
 2. If you are at a combined precinct table, more than one ballot style at the same table, verify that you have one poll book for each precinct (ballot style).
 3. Complete the front cover of the poll book for the table/ballots and label each page.
2. Have a supply of pens.
3. Assist with setting up the polling location.
 - You may need to assist with setting up tabletop voting areas.
4. Post polling place with yellow “Polling Place” signs and arrows directing voters to the voting area. (All signs should be hung with blue painter’s tape.) These signs are in the blue canvass sign tote.

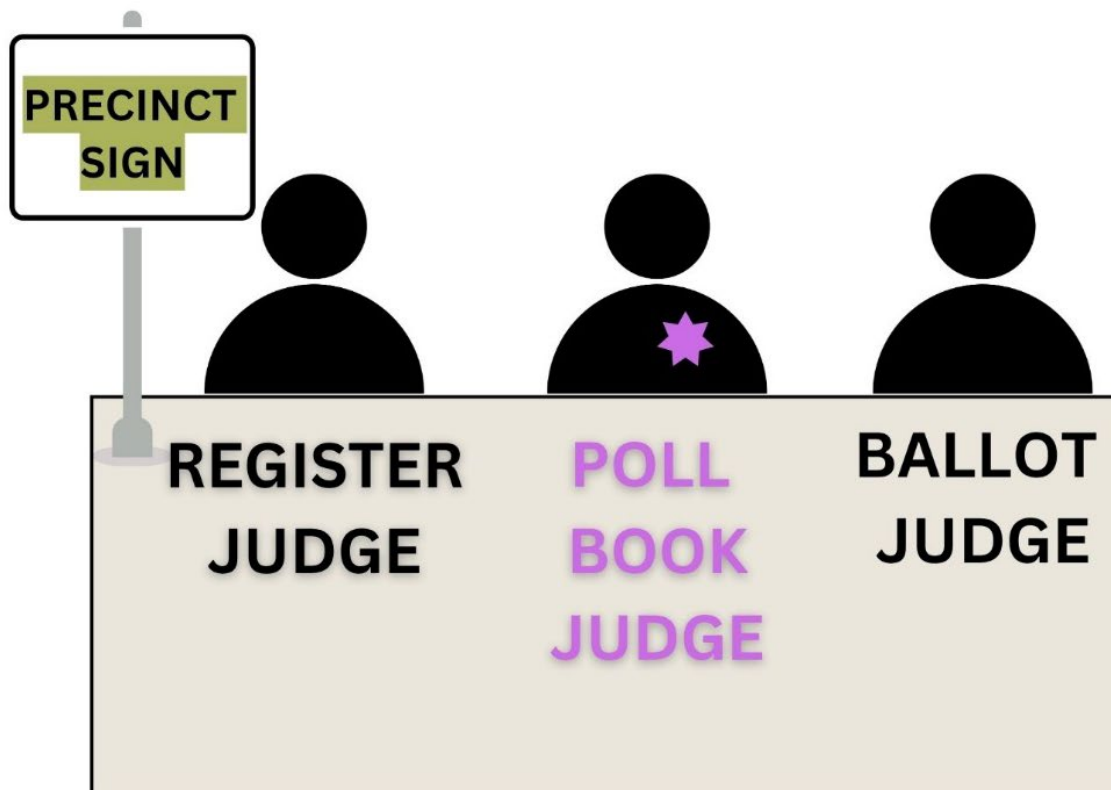


- If your accessible entrance is not in the same location, you will want to sign that entrance and confirm a plan to assist voters at that location.
5. Post voter instructions on a wall or door to the polling place area.
 - Instructions are not required in the voting booths, just in one central location. If the ballot is two-sided, make sure all sides of the ballot are facing outward.
 6. The Ballot Judge will give you the Ballot Certification Form after completing it. Store this form in the back of the poll book. You will use the form to reconcile the poll book at the close of the polls.

There is a yellow carbon copy of each poll book sheet, make sure to use the cardboard insert between pages.

TABLE SET UP

The **Poll Book Judge** must always sit in the middle of the precinct table. This helps ensure they receive accurate voter registration information from the Register Judge and the correct ballot style and stub number from the Ballot Judge.



VOTING PROCEDURES FOR POLL BOOK JUDGE

REGUAR BALLOT:

The Register Judge will pronounce the voter’s name out loud. Then, they will hand you the voter’s ID to help with the correct spelling when you enter the voter’s name on the line. **Enter the ballot number that the Ballot Judge calls out in the correct column. Double check that it is the correct ballot number for that voter.**

- Do not enter the voter’s name in the poll book until the Register Judge has handed you the voter’s ID. You may enter the first name or last name first. The order doesn’t matter. Just be consistent from start to finish.
- **IF YOU ARE AT A TABLE WITH MULTIPLE BALLOT STYLES VERBALLY CONFIRM THE STYLE AND BALLOT NUMBER**
 - Register Judge: “Voter now voting in Precinct X.”
 - Ballot Judge: “Ballot number ___ in Precinct X.”
 - Poll Book Judge: “Recording ballot number_____ in Precinct X Poll Book.”

	Name of Elector	# of Regular Ballot Issued	# of Provisional Ballot Issued	# of Missing/ Spoiled/Void Ballot	Notes
1	Addie, D. D.	76			
2					
3					
4					
5					

VOIDING A BALLOT:

If a ballot is missing or needs to be voided, enter the information in the poll book as shown below:

Add Header

	Name of Elector	# of Regular Ballot Issued	# of Provisional Ballot Issued	# of Missing/ Spoiled/Void Ballot	Notes
1	Addis, D.D.	76			
2	Addis, Marin	77			
3	Ahl, Robert	78			
4	Zeier, Scott	79			
5	Seeberger, Kim	80			
6	Zeier, Vickie	81 82		81	Void
7					

- The voter originally received ballot #81. They made a mistake and requested a new ballot. Enter the original ballot number in the ‘# of Missing/Spoiled/Void Ballot’ column. Enter ‘Void’ in the ‘Notes’ column. Cross out the original ballot number and enter the new ballot number in the ‘# of Regular Ballot Issued’ column.

PROVISIONAL BALLOT:

- Enter the ballot number issued into the ‘# of Provisional Ballot Issued’ column.

	Name of Elector	# of Regular Ballot Issued	# of Provisional Ballot Issued	# of Missing/ Spoiled/Void Ballot	Notes
1	Addis, D.D.	76			
2	Addis, Marin	77			
3	Ahl, Robert	78			
4	Zeier, Scott	79			
5	Seeberger, Kim	80			
6	Zeier, Vickie	81 82		81	Void
7	Albrecht, Florian	83			
8	Alexander, George		84		
9	Bott, Christopher		85		
10					

MISSING BALLOT:

- Enter the missing number in the next row. When the next voter is added, write the name in the same row.
- **Do NOT skip lines.** Each voter’s name should appear on one line, even if they spoil or void a ballot, continue using the same line for that voter. If this is unclear, speak to the Polling Place Manager.

	Name of Elector	# of Regular Ballot Issued	# of Provisional Ballot Issued	# of Missing/ Spoiled/Void Ballot	Notes
1	Addis, D.D.	76			
2	Addis, Marin	77			
3	Ahl, Robert	78			
4	Zeier, Scott	79			
5	Seeberger, Kim	80			
6	Zeier, Vickie	81 82		81	Void
7	Albrecht, Florian	83			
8	Alexander, George		84		
9	Bott, Christopher		85		
10	Bohman, John	86			
11	Lawlor, Vicki	87			
12	Harris, June	88			
13	Harris, Richard	89			
14	Noah, Gary	91		90	Missing
15	Brown, Graham	92			

TAKE GOOD NOTES WHENEVER THERE IS A CORRECTION, MISSING, OR SPOILED BALLOT.

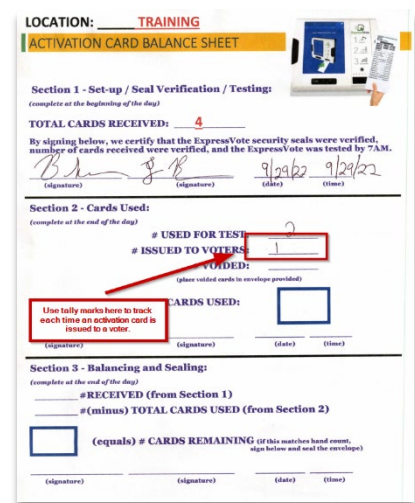
VOTING ON THE EXPRESSVOTE

The ExpressVote uses activation cards instead of standard ballots.

After the activation card is inserted into the ExpressVote, the election worker assisting the voter will select the correct ballot style and confirm if they need any assistance after that.

In a primary election, the party will need to be selected, and a voter may request assistance with selecting the correct party ballot if needed.

- There is an envelope provided with ExpressVote activation cards. The PPM will have set up and tested the ExpressVote before the polls open and will have access to the polling place's supply of activation cards.
- A ballot should be issued as normal by the register and poll book judge. **No special notation should be made in the register or poll book.** The Ballot Judge will read off the stub number of the next regular ballot to the Poll Book Judge.
- The regular ballot or set of ballots should be voided by writing "Voted by ExpressVote" across the face of the ballot and placed in a voided ballot sleeve and given to the PPM or ADA Judge. **To protect voter secrecy, do not write on the ballot stub.**
- The activation card should be removed from the folder provided to the PPM, tracked on the cover sheet as an issued card, and given to the judge assisting them.
- The Polling Place Manager should offer assistance to the voter in casting their ballot and depositing it into the ballot box.



The image shows a form titled "ACTIVATION CARD BALANCE SHEET" with a "LOCATION: TRAINING" header. It is divided into three sections:

- Section 1 - Set-up / Seal Verification / Testing:** Includes a field for "TOTAL CARDS RECEIVED" with the value "4". It contains a certification statement and two rows for signatures and dates.
- Section 2 - Cards Used:** Includes fields for "# USED FOR TEST" (value 0), "# ISSUED TO VOTERS" (value 1), and "# VOIDED" (value 0). It also has a "CARDS USED" section with a box for tally marks and a note: "Use tally marks here to track each time an activation card is issued to a voter." It includes signature and date lines.
- Section 3 - Balancing and Sealing:** Includes fields for "# RECEIVED (from Section 1)", "# (minus) TOTAL CARDS USED (from Section 2)", and "# CARDS REMAINING". It includes a note: "(if this matches hand count, sign below and seal the envelope)." and signature/date lines.

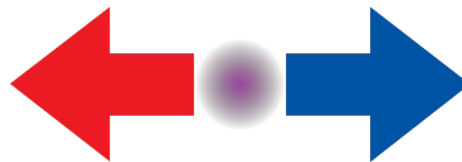
SPLIT OR COMBINED PRECINCTS

If you receive two or more poll books, this means you either have a split or combined precinct. Discuss this with the Polling Place Manager; they received special instruction on how to proceed.

A split precinct is a precinct that has two different ballot styles for that precinct. (Example: part of the precinct receives a ballot **with** Rural Fire and part of the precinct receives a ballot **without** Rural Fire.)

A split precinct will have a separate poll book for each ballot style.

1. Make sure to coordinate with the Register Judge as to which part of the precinct the voter is in. The Polling Place Manager will have specific instructions for this process.
2. Make sure you are passing the correct precinct and ballot information to the Ballot Judge.



Combined Precinct Table

A combined precinct table occurs when two or more precincts are placed at one table for voting. This is because one or both precincts are quite small, and it is not cost effective to have another table for a small precinct.

- You will have multiple poll books; one for each ballot style at the table.

IF YOU ARE AT A TABLE WITH MULTIPLE BALLOT STYLES, VERBALLY CONFIRM THE STYLE AND BALLOT NUMBER:

- Register Judge: “Voter now voting Ballot Style X.”
- Ballot Judge: “Ballot number ___ for Ballot Style X.”
- Poll Book Judge: “Recording ballot number _____ in Ballot Style X Poll Book.”

PROCESSING A RESOLVED PROVISIONAL BALLOT

If a voter returns with the Provisional Judge to resolve their Provisional Ballot, mark the poll book as follows:

	Name of Elector	# of Regular Ballot Issued	# of Provisional Ballot Issued	# of Missing/ Spoiled/Void Ballot	Notes
1	Addis, D.D.	76			
2	Addis, Marin	77			
3	Ahl, Robert	78			
4	Zeier, Scott	79			
5	Seeberger, Kim	80			
6	Zeier, Vickie	81 82		81	Void
7	Albrecht, Florian	83			
8	Alexander, George	84	84		Provisional Resolved
9	Bott, Christopher		85		

In the example above, George Alexander returned to resolve his Provisional Ballot. If the columns were already totaled because the page was completed, *subtract (1)* from the ‘# of Provisional Ballot Issued’ column and *add (1)* to the ‘# of Regular Ballots Issued’ column.



RECONCILING THE POLL BOOK

To reconcile the poll book, you will need the:

- poll book worksheet – at the back of your poll book
- ballot reconciliation report – at the back of your poll book
- ballot box count form – your polling place manager will confirm this information

Poll Book Subtotals: In the poll book, total each column to the last line, ‘Sub – Total’, after a page is completed when you are issuing ballots. This will make reconciliation go faster and easier.

- **If you did not skip any lines**, the ‘Regular Ballots’ column and the ‘Provisional Ballots’ column should total 50 on each page. You may also have spoiled or missing ballots, but they should have been replaced into the regular or provisional columns.

50	Seaman, Bradley	127			
	Sub - Total	49	1	2	
Page ____ Precinct # _____		<small>Instructions: when totaling columns – count the number of lines filled in for each column!</small>			

Poll Book Worksheet: use throughout the day. The worksheet will help speed up your reconciliation process at the close of polls.

POLL BOOK WORKSHEET

PRECINCT: _____

JUDGE NAME: _____

PAGE #	# OF VOTERS	# OF REGULAR BALLOTS	# OF PROVISIONAL BALLOTS	# OF MISSING/ SPOILED/VOID BALLOTS

COMPLETING THE BALLOT RECONCILIATION REPORT

PART ONE:

1. Enter the last ballot number issued (line one of Part 1).
2. Subtract any void, spoiled or missing ballots.
3. On line three, you will get the number of paper ballots issued.



Ballot Reconciliation Report

This form is included in the back of each poll book and is used to reconcile ballots on Election Day.

COUNTY Missoula PRECINCT Training 1

PART 1

- | | |
|---|------------|
| 1. Last ballot number issued | <u>200</u> |
| 2. Subtract Void and Spoiled Ballots | <u>-3</u> |
| 3. Total number of paper ballots issued | <u>197</u> |

Ballot Reconciliation Report – Find this form at the back of each poll book. **This form is carbon copy.** The white copy should remain in the poll book which is sealed and the yellow copy is returned unsealed with the other yellow pages from the poll book.

PART TWO:

4. Carry down the number from line three to line four.
5. Subtract the total number of unresolved provisional ballots.
6. Total number of ballots less the unresolved provisional ballots.

PART 2

- | | |
|---|------------|
| 4. Total number of paper ballots issued
(same as Part 1, #3) | <u>197</u> |
| 5. Subtract total number of unresolved
provisional ballots | <u>-17</u> |
| 6. Total number of ballots less
unresolved provisional ballots | <u>180</u> |

PART THREE:

7. Write the total number of ballots in the ballot box. This number is provided to you by the polling place manager and comes from the Ballot Box Count Form. The numbers on Part 2, line 6, and Part 3, line 7, should match.
- If you are unable to balance the reconciliation sheet, fill out a detailed reason on the lines provided.

PART 3
7. Total number of ballots in ballot box 180

This total should be the actual number of ballots counted – see Ballot Box Count form (use number from that form)

* #6 and #7 should match. If they do not, fill out the reason below.

If the number of ballots hand-counted does not reconcile with the number of ballots from the poll book ballot reconciliation, detail below how many ballots are short or in excess and the reason for the discrepancy (if known):

Signatures of Judges:

_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name

Ballot Box Count Form: this form is completed after the ballots have been sorted and counted by the ballot box judge.

Ballot Box Count Form – not for use tallying votes
This form is used to reconcile poll books at the end of the night at a polling place.

Polling Place TRAINING Ballot Style TRAINING 1

Elections Staff: Bob Smith Janet Cooper
Print Name Print Name

Date & Time Opened: 3/4/36 8:07 p.m.

Count: 180 Bob Smith
Enter Number Hand Counted Printed Name of Staff

Confirmation: 180 Janet Cooper
Enter Number Hand Counted Printed Name of Staff

TOTAL: 180

Date & Time Completed: 3/4/26 8:21 p.m.

Signature of Election Workers Who Performed Count:

Bob Smith Janet Cooper

By signing above, we confirm that the hand count was completed by both workers and cross-confirmed.

.....

Ballot Reconciliation Report Completed Example:



Ballot Reconciliation Report

This form is included in the back of each poll book and is used to reconcile ballots on Election Day.

COUNTY Missoula PRECINCT Training 1

PART 1

- 1. Last ballot number issued 200
- 2. Subtract Void and Spoiled Ballots -3
- 3. Total number of paper ballots issued 197

Ballot Reconciliation Report – Find this form at the back of each poll book. This form is carbon copy. The white copy should remain in the poll book which is sealed and the yellow copy is returned unsealed with the other yellow pages from the poll book.

PART 2

- 4. Total number of paper ballots issued (same as Part 1, #3) 197
- 5. Subtract total number of unresolved provisional ballots -17
- 6. Total number of ballots less unresolved provisional ballots 180

These 2 totals should match.

PART 3

- 7. Total number of ballots in ballot box 180

This total should be the actual number of ballots counted – see Ballot Box Count form (use number from that form)

* #6 and #7 should match. If they do not, fill out the reason below.

If the number of ballots hand-counted does not reconcile with the number of ballots from the poll book ballot reconciliation, detail below how many ballots are short or in excess and the reason for the discrepancy (if known):

Signatures of Judges:

Jane Smith

Martha Washington

Signature
Jane Smith

Signature
Martha Washington

Printed Name

Printed Name



WHAT IF...

○ **What if reconciliation does not balance?**

- Redo your math on the reconciliation form and work sheet.
- Check your provisional envelope to confirm number of provisional ballots is correct.
- Re-ad all the poll book columns. Each page should total 50.

2. What if you can't resolve the issue after double checking your math?

- Do NOT spend any more time on this issue. Sign the Reconciliation Form; the Elections staff will try to resolve the issue.
- Write a detailed note with what you have tried and the results.
 - For example, "We are off -2 ballots on BONN92, and we are +1 on BONN93. One was likely issued incorrectly, the other is unexplained."



CLOSE OF POLLS

After the last voter has voted, reconcile the Poll Book(s).

- **The poll book judge must do this first before helping with any other closing tasks.**
- If the poll book worksheet was used throughout the day, reconciliation should be easy. Follow the instructions on the Reconciliation Form (see page 6).

Place yellow copies (NCR paper) of the poll book pages and worksheet in the designated envelope. **DO NOT SEAL.** Give the envelope to the Polling Place Manger.

- Give the carbon copy of the Poll Book Reconciliation Report to the polling place manager. It will be sealed with the Ballot Box Count Form and the voted ballots for transport back to the elections office.

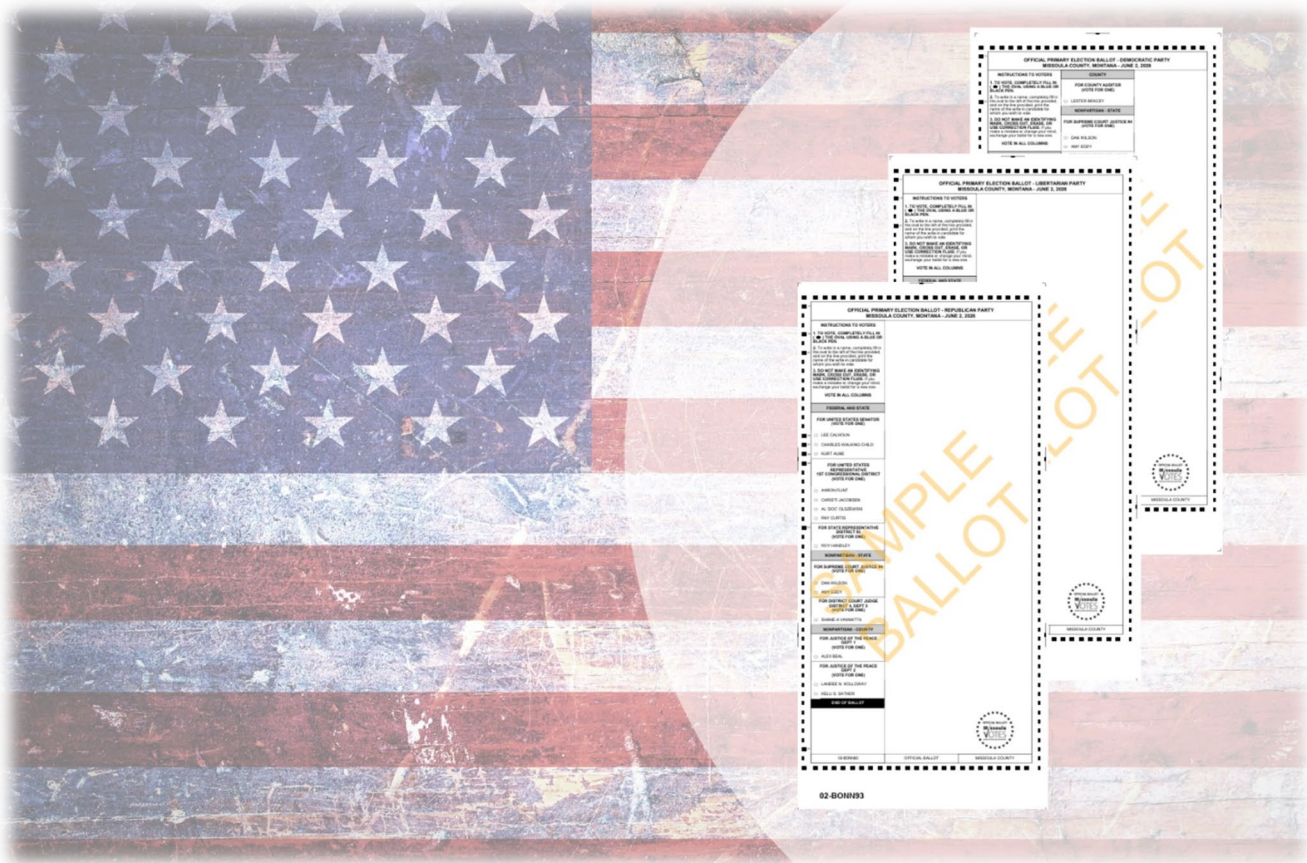
Place the original poll book(s) in the designated envelope. **Seal with a BLUE SEAL.** Give the envelope to the Polling Place Manger.

Housekeeping items:

- Place the Poll Book Judge Manual and the cardboard sheet in the green Poll Book Judge materials bag.
- Remove polling place signs and voter information instructions from the wall and entrance to the polling place. Put the signs back in the blue sign tote.
- Remove the sample ballots from the walls and throw them away. They are not needed.
- Help others with their closing responsibilities.
- Complete your time sheet and place it in back into the manager's binder.



Ballot Judge Manual



Revised April 2026



BALLOT JUDGE

TABLE OF CONTENTS

Set Up Procedure	2
Ballot Certification Report.....	2
Table Set Up	3-4
Voting Procedures for Ballot Judge	5
What If	6
Voting on the Express Vote	7
Split or Combined Precincts	8
Issuing a Provisional Ballot	9
Closing the Polls	10

SET UP PROCEDURES

1. Locate the sealed box of ballots delivered to the polling place.
2. With another judge present, break the seal and open the box. If the seal is already broken, notify the Elections Office.
3. The **Ballot Certification Report** form will be sealed in the box with the ballots.
 - Confirm that the seal number on the certification report matches the seal on the box of ballots.
 - Make sure the ballots are for the correct precinct(s).
 - Review the entire form to make sure everything is correct.
 - Set all ballots out on the table. Make sure the beginning and ending ballot numbers match the certification report.
 - If there are any discrepancies from the Ballot Certification Form, contact the Elections Office immediately.
 - Sign the Ballot Certification Report with the Polling Place Manager.
 - The signed Ballot Certification Report should be given to the Poll Book Judge. The report should be placed at the back of the poll book for end-of-night reconciliation.
4. Place the ballots on the correct table to be issued to voters.
 - It is best practice to only remove a small portion of ballots at a time and keep extras in the box at your table.
5. The Voter Information Pamphlets (VIPs), federal general elections only, should be near the ballots for the voter to use if they wish to do so.
6. Locate sample ballots. The Polling Place Manager will have these. Post the sample ballots in one location on the wall. Be sure to post all sides of the sample ballot.

Ballot Certification Report
 MADISON COUNTY, TENNESSEE
 Seal Date or Prefix: 7/16/2024
 Seal Number: 12195
 Total Number of Ballots Issued for Absentee Voting: 800
 Total Number of Ballots Issued to Polling Place: 800
 Total Number of Ballots Delivered to Polling Place: 800
 Signed this 22nd day of March, 2026
 Signed by: [Signature]
 Title: Polling Place Manager
 Witnessed by: [Signature]
 Title: Election Judge

OFFICIAL PRIMARY ELECTION BALLOT - DEMOCRATIC PARTY
 MADISON COUNTY, TENNESSEE - MARCH 22, 2026
 MAYOR: [Candidate Name]
 COUNTY JUDGE: [Candidate Name]
 SCHOOL BOARD: [Candidate Name]
 [Additional candidates and offices listed]

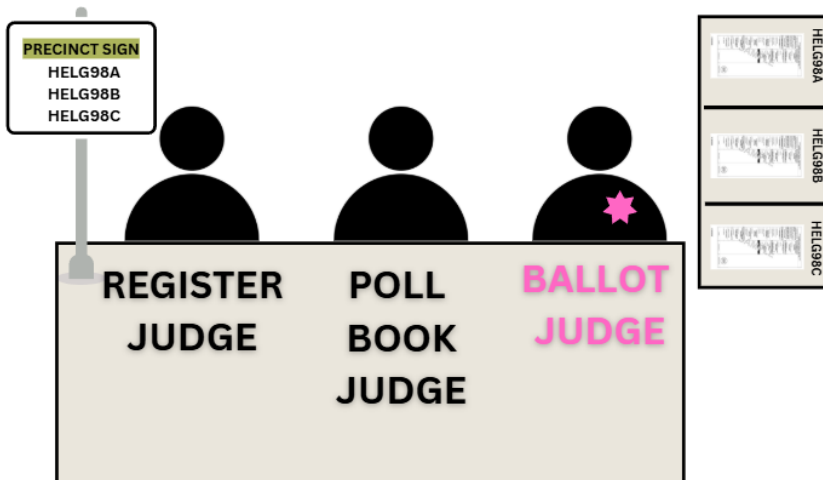
TABLE SET UP

If there are multiple ballot styles at one table, the Ballot Judge may need an additional table to set the ballots on. If there is more than one precinct at the table, the Ballot Judge will separate the ballots by precinct (ballot style) and make sure they are in sequence from smallest to largest.

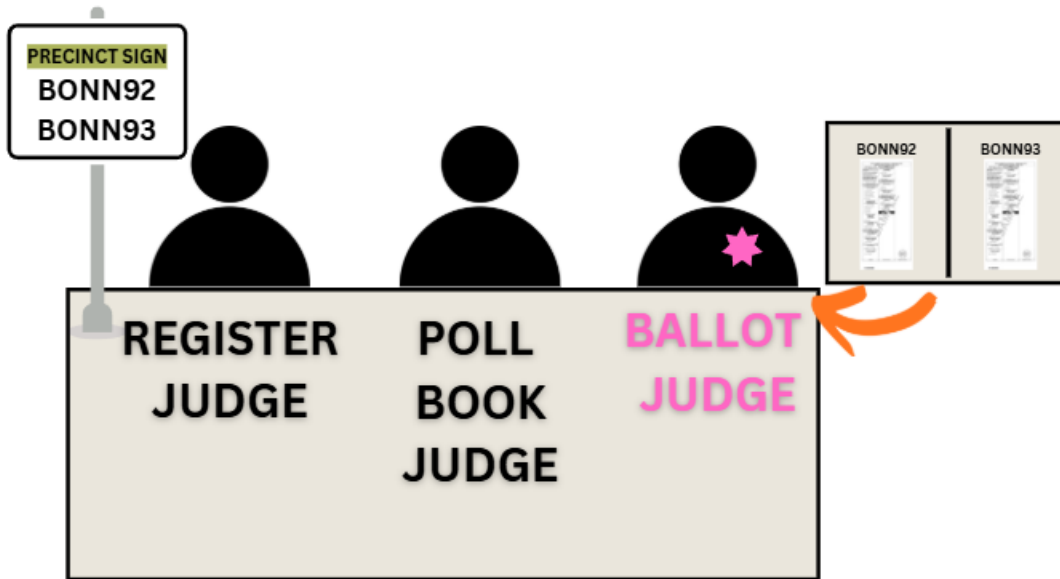
In a primary, the voter will receive one of each party ballot for their precinct (ballot style). Ballots will be collated, so all ballots will have the same stub number.

- For example, DEM 1, LIB 1, REP 1 will be grouped together. Then, the next ballot in sequence would be DEM2, LIB 2, REP 2)

An example of **three precincts** at the table:

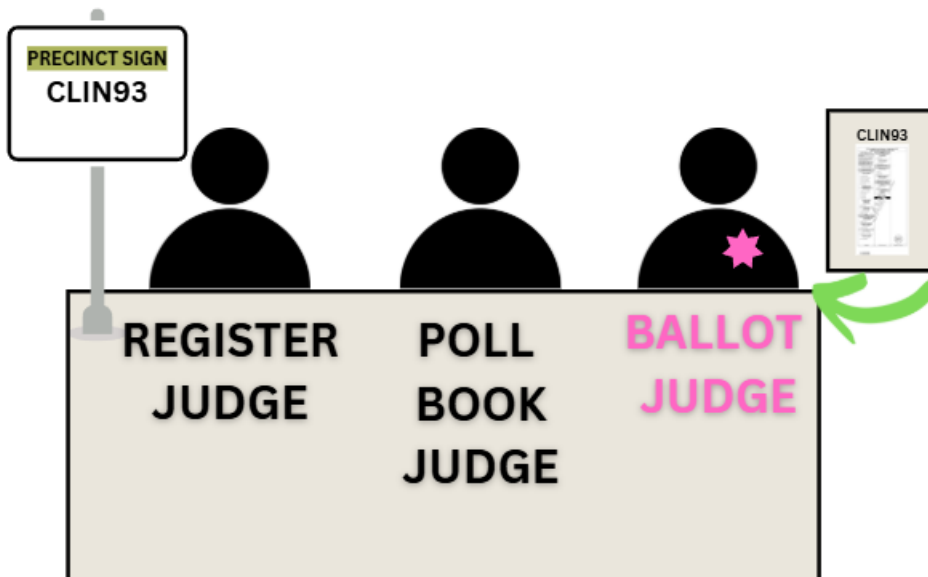


An example of **two precincts** at the table:



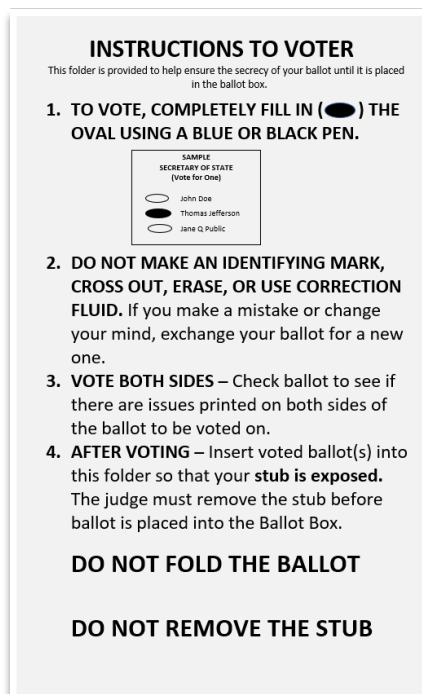
If there is only **one precinct** at the table, the ballot judge will have one stack of ballots. They need to be in sequence from smallest to largest.

An example of **one precinct** at the table:

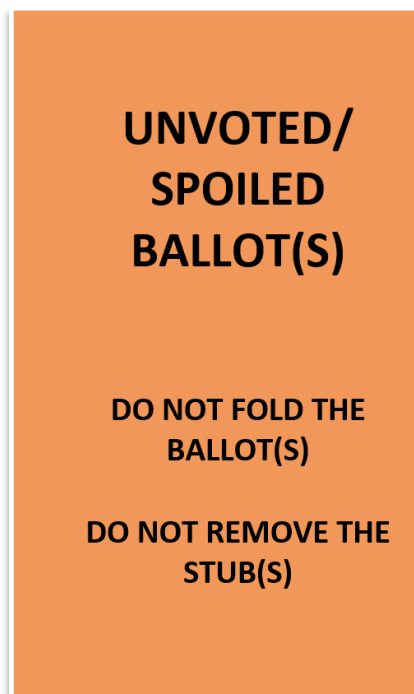


VOTING PROCEDURES FOR BALLOT JUDGE

1. Inform the Poll Book Judge the ballot number that will be issued to the voter. (“Issuing ballot number 1 of style 01-BONN92”.)
2. Instruct the voter how to mark and return their ballot:
 - “To vote, you must darken the oval completely using the pen provided. Follow the directions as stated on the ballot.”
 - If it is a primary election, instruct the voter that they can only vote one ballot. The unvoted ballot(s) are to be placed in the unvoted ballot sleeve (**ORANGE** sleeve -that you provide) with the stubs out so the Ballot Box Judge can remove them.
 - Instruct the voter to place their voted ballot into the voted ballot sleeve (**GRAY** sleeve) with the stub exposed for removal by the Ballot Box Judge.
 - Instruct the voter that they should keep their stub(s) attached to the ballot(s) until the Ballot Box Judge removes them.
 - Instruct the voter that the Ballot Box Judge will help them submit their ballot.



VOTED BALLOT



UNVOTED BALLOT(S) STUBS



WHAT IF...

1. What if the next ballot number is missing?

- Inform the Poll Book Judge the next number is missing. The Poll Book Judge must indicate the missing number in the poll book.

2. What if the voter makes a mistake on their ballot?

- Use the orange sleeve for any spoiled ballots.
- Have the voter write “Spoiled” across the face of their ballot (or set of ballots, if it is a primary election).
- Remove the ballot stub(s).
- Write spoiled on the ballot stubs and put both the spoiled ballot and stubs marked spoiled into the stub box.
- Inform the Poll Book Judge to mark the poll book accordingly for the spoiled ballot. They can locate the voter in the poll book based off the stub number of their spoiled ballot.
- Give the voter a new ballot, informing the Poll Book Judge what the new ballot number is.

3. What if you have a declaration of write-in candidate?

- The Elections Office will provide a copy of the declaration which may be used by the voter to write-in the candidate’s name upon request.

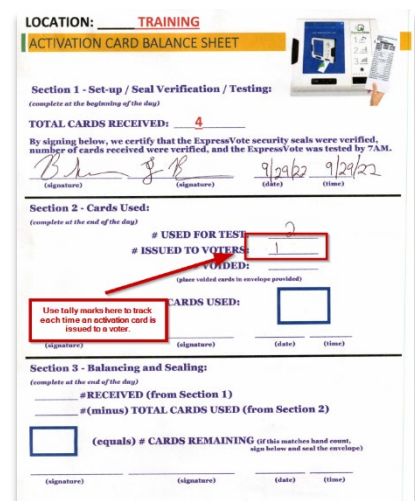
VOTING ON THE EXPRESSVOTE

The ExpressVote uses activation cards instead of standard ballots.

After the activation card is inserted into the ExpressVote, the election worker assisting the voter will select the correct ballot style and confirm if they need any assistance after that.

In a primary election, the party will need to be selected, and a voter may request assistance with selecting the correct party ballot if needed.

- There is an envelope provided with ExpressVote activation cards. The PPM will have set up and tested the ExpressVote before the polls open and will have access to the polling place's supply of activation cards.
- A ballot should be issued as normal by the register and poll book judge. **No special notation should be made in the register or poll book.** The Ballot Judge will read off the stub number of the next regular ballot to the Poll Book Judge.
- The regular ballot or set of ballots should be voided by writing "Voted by ExpressVote" across the face of the ballot and placed in a voided ballot sleeve and given to the PPM or ADA Judge. **To protect voter secrecy, do not write on the ballot stub.**
- The activation card should be removed from the folder provided to the PPM, tracked on the cover sheet as an issued card, and given to the judge assisting them.
- The Polling Place Manager should offer assistance to the voter in casting their ballot and depositing it into the ballot box.



The image shows a form titled "ACTIVATION CARD BALANCE SHEET" with a "LOCATION: TRAINING" header. It is divided into three sections:

- Section 1 - Set-up / Seal Verification / Testing:** Includes a field for "TOTAL CARDS RECEIVED: 4" and a certification statement: "By signing below, we certify that the ExpressVote security seals were verified, number of cards received were verified, and the ExpressVote was tested by 7AM." It has two signature lines and two date/time lines.
- Section 2 - Cards Used:** Includes fields for "# USED FOR TEST: 0", "# ISSUED TO VOTERS: 1", and "# VOIDED: 0". A red box highlights the "ISSUED TO VOTERS" field with the instruction: "Use tally marks here to track each time an activation card is issued to a voter." It also has a "CARDS USED" section with a box for the count and signature lines.
- Section 3 - Balancing and Sealing:** Includes fields for "# RECEIVED (from Section 1)", "# (minus) TOTAL CARDS USED (from Section 2)", and "# CARDS REMAINING (if this matches hand count, sign below and seal the envelope)".

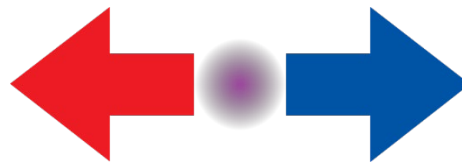
SPLIT OR COMBINED PRECINCTS

If you receive two or more poll books, this means you either have a split or combined precinct. Discuss this with the Polling Place Manager; they received special instruction on how to proceed.

A split precinct is a precinct that has two different ballot styles for that precinct. (Example: part of the precinct receives a ballot **with** Rural Fire and part of the precinct receives a ballot **without** Rural Fire.)

A split precinct will have a separate poll book for each ballot style.

1. Make sure to coordinate with the Register Judge as to which part of the precinct the voter is in. The Polling Place Manager will have specific instructions for this process.
2. Make sure you are passing the correct precinct and ballot information to the Ballot Judge.



Combined Precinct Table

A combined precinct table occurs when two or more precincts are placed at one table for voting. This is because one or both precincts are quite small, and it is not cost effective to have another table for a small precinct.

- You will have multiple poll books; one for each ballot style at the table.

IF YOU ARE AT A TABLE WITH MULTIPLE BALLOT STYLES, VERBALLY CONFIRM THE STYLE AND BALLOT NUMBER:

- Register Judge: “Voter now voting Ballot Style X.”
- Ballot Judge: “Ballot number ___ for Ballot Style X.”
- Poll Book Judge: “Recording ballot number_____ in Ballot Style X Poll Book.”

ISSUING A PROVISIONAL BALLOT

The Provisional Judge will accompany the voter to your table with a provisional envelope. Proceed with the following voter instructions:

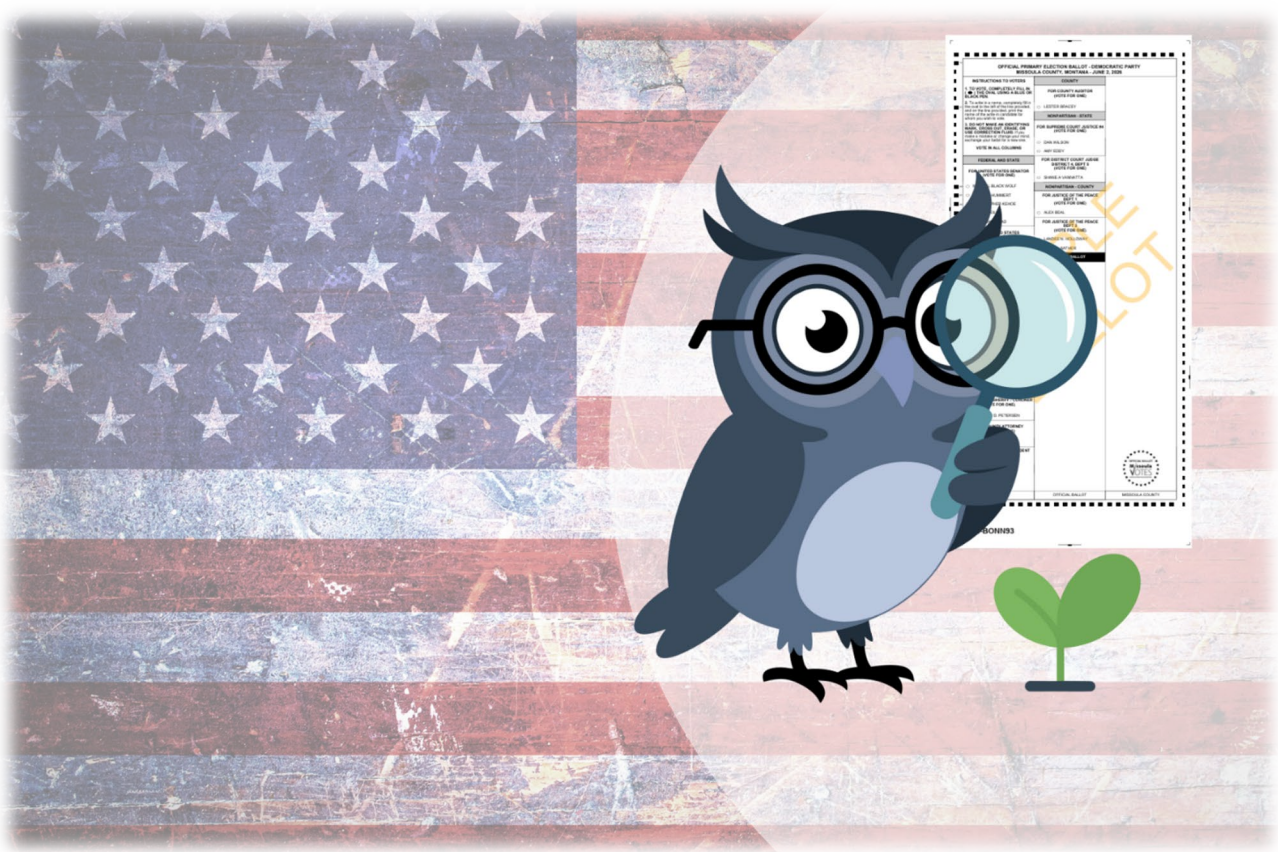
1. Inform the Poll Book Judge the ballot number you are issuing to the voter. (“Issuing ballot number 1, ballot style 01-BONN92, as a Provisional Ballot.”)
2. Remove the stub(s) from all ballots. Place the stub(s) into the provisional envelope (give the provisional envelope to the Provisional Judge to hold while the voter is in the booth voting).
3. Instruct the voter how to mark and return their ballot:
 - To vote you must darken the oval completely using the pen provided for you. Follow the directions as stated on the ballot.
 - If it is a Primary Election, instruct the voter that they can only vote one ballot. The unvoted ballot(s) are to be placed in the unvoted envelope that you provide.
 - Instruct the voter to place their voted ballot into the Secrecy Envelope.
 - The Provisional Judge will instruct the voter to bring back their Secrecy Envelope and unvoted envelope to them.
4. The Provisional Judge will hold the voter’s Provisional Envelope until the voter returns with the unvoted (if applicable, Primary only) and Secrecy Envelope. Insert the Secrecy and unvoted envelopes into the Provisional Envelope.
5. The Provisional Envelope will be placed in the Provisional Ballot container (Tyvek envelope) located at the Provisional Judge table.

CLOSING THE POLLS

1. Place the unused ballots into the container provided for unused ballots. This could be the container the ballots were in when opening. Seal the unused ballot boxes with the sticker seal. Track on the End-of-Night Checklist.
2. Put the Ballot Judge Manual and script in the Ballot Judge green bag.
3. Place extra Voter Information Pamphlets and sample ballots in the garbage.
4. Help others with their closing responsibilities.
5. Complete your time sheet and place it in back into the manager's binder.



Provisional Judge Manual



Revised April 2026

Missoula
VOTES

MISSOULA COUNTY ELECTIONS OFFICE

PROVISIONAL JUDGE

TABLE OF CONTENTS

Set Up Procedures 2

Reasons Voters will Appear at Table 3-5

Procedure for Provisional Judge 6

Resolving a Provisional Ballot on Election Day7

Closing the Polls8

SET UP PROCEDURES

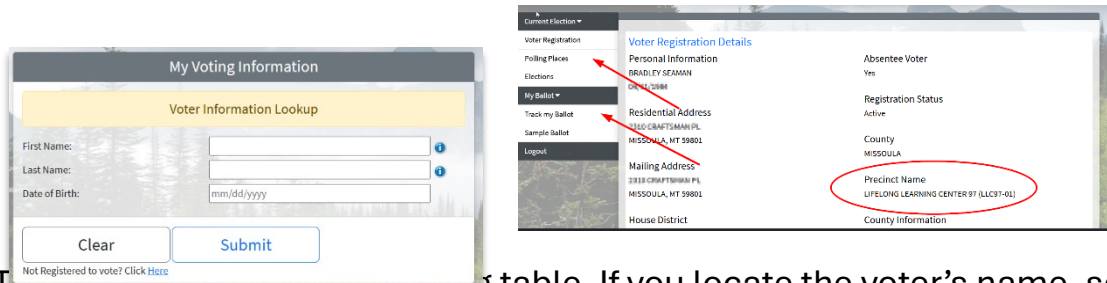
Make sure you have the following supplies:

- Provisional Register
- A list of contacts to call at the Elections Office to assist with provisional ballot questions. This will be in the Polling Place Manager's binder.
- Cell phone
- Erroneously Omitted Forms (yellow)
- Provisional Ballot Instructions (green pad)
- Provisional Ballot Affidavit Envelopes
- Secrecy Envelopes – (voted and unvoted)
- Pens

REASONS VOTERS WILL APPEAR AT YOUR TABLE

1. Voter's name is not in the register.

- Check your provisional register to see if the voter is in that register.
- Verify the voter's registration status at www.MyVoterPageMT.com



- The voter could be at the wrong table. If you locate the voter's name, send them to the correct table for their precinct.
- Call the Elections Office specific line dedicated to provisional voters. They will inform you on how to proceed.

2. Voter did not bring valid ID.

Stand Alone IDs

- Valid Driver's License Or Real Id
- Montana State Id Card
- Military Id
- Tribal Photo Id
- United States Passport
- Montana Concealed Carry Permit
- Montana University Photo Id Card

Any Photo ID + Documentation

- Current Utility Bill
- Paycheck Or Government Check
- Bank Statement
- Government Document

Photo ID In-Person Voting Options
An election worker will request a copy of identification that is current, valid, and readable, which must be one of the following:

***Out of state driver's license or ID cards may only be used as an ID in conjunction with one of the alternatives on the other side.**

Current: The current date cannot be past the expiration date on the ID. If there is no expiration date on the ID, the ID is current.
Valid: The ID has not been punched as "VOID".
Digital versions of IDs (including photos) are acceptable.

For voters who do not have one of these ID options, view alternatives on the other side.

Alternatives for voters who do not have the ID options on reverse side of this document.
Photo ID, plus any one of the following...

All IDs must be current, valid, and readable. All documents must show voter's name and current address.

Current: The current date cannot be past the expiration date on the ID. If there is no expiration date on the ID, the ID is current.
Valid: The ID has not been punched as "VOID".
Digital versions of IDs (including photos) are acceptable.

Examples:
The examples provide ideas of acceptable combinations (of IDs and documents) and do not include every possible option.

3. Voter states they did not receive the Absentee Ballot issued to them.

- Proceed with a provisional ballot (see voting procedures for Provisional Judge)

4. Voter is being challenged by another registered voter.

- Work directly with your Polling Place Manager for any challenged voters and call the Elections office when a voter is challenged.
- After you call the Elections office, proceed with a Provisional Ballot if requested by the office (see voting procedure for Provisional Judge).

5. The register indicates the voter is a provisionally registered voter.

- This means that the voter's identification they provided when they registered could not be verified by the Elections office; therefore, request that the voter provide a MT State ID, MT Driver's License number, or the last four digits of their Social Security number.
- Have the voter complete a voter registration application.
- Call Elections office to see if they can verify the voter's ID information that was provided to you. If the Elections Office can verify the voter information provided, accompany the voter back to the Registration Judge to vote a regular ballot.
- If the Elections Office cannot verify the voter's identity by the identification provided, the voter must vote a provisional ballot.

6. The voter states they registered with DMV.

- Check www.MyVoterPageMT.com for their voter registration to see where they are registered.
 - If there is still time for them to make it to the Elections Office, suggest they late register at the Elections Center
 - If that is not an option, ask the voter to complete a new voter registration form to update their information for the next election. They may vote one last time at their previous polling place.

7. The voter cannot be found in the register, but they are at the correct polling place.

- Contact the Elections Office to see if the voter was erroneously omitted. (This process takes time to confirm with multiple agencies. It may be the best customer service to encourage them to do one of the previous options).
- Follow the instructions from the Elections Office:
 - If directed to do so, complete an erroneous omission form and have them sign the back of the regular register and vote a regular ballot.
 - If not erroneously omitted, work with the Elections Office for the best solution for this voter.

8. If no other options are available, issue the voter a provisional ballot.

- If we our office can verify their registration, their ballot will be counted the Monday after Election Day.

PROCEDURE FOR PROVISIONAL JUDGE

If it is determined that a voter is to receive a Provisional Ballot, proceed as follows:

1. Have the elector sign the provisional register on their line and place a PB behind their name.
2. Read the provisional ballot Instructions to the voter. Ask them if they have any questions.
3. Mark the appropriate areas on the Instruction sheet (green) so the voter is clear why they are voting a provisional ballot. The information sheet also informs the voter how to resolve their provisional ballot.
4. Have the voter complete Part 1 of the provisional ballot outer envelope.
Ensure that the VOTER has signed. The ballot will be rejected without a signature.
5. You, the Provisional Judge, will complete Part 2 of the Provisional Ballot Outer Envelope. **Ensure that YOU have signed. The ballot will be rejected without a signature.**
6. Accompany the elector back to the precinct table to be issued a provisional ballot.
 - Bring the outer envelope, secrecy envelope, and if it is a primary election, the unvoted party ballots.
7. The Ballot Judge will give the voter the ballot and give them the same instructions as those given to a regular voter. The stub(s) should be removed from the ballot(s) and placed in the provisional ballot outer envelope. Instruct the voter to bring the secrecy envelope back to the Provisional Judge to be placed in their provisional ballot outer envelope.
8. When the voter is finished casting their ballot, the voter should return the voted ballot in the secrecy sleeve back to you (Provisional Judge). You will seal voted ballot (and unvoted ballot if a primary election) in the provisional ballot outer envelope. Put this in the provisional Tyvek envelope.

RESOLVING A PROVISIONAL BALLOT ON ELECTION DAY

If a voter returns to resolve their provisional ballot, proceed as follows:

1. Review the documentation provided. If you are unclear how to proceed, call the Elections Office.
2. Complete Part 3 of the voter's provisional ballot outer envelope.
3. Accompany the voter to the original precinct table with the secrecy envelope and (unvoted envelope, if applicable) and stub(s).
4. The Register Judge and Poll Book Judge will adjust their records to indicate that the provisional ballot was resolved.
5. The Ballot Box Judge will assist the voter with their ballot as they handle all other ballots.
6. The Provisional Judge will keep the Provisional Ballot Outer Envelope and place it into the resolved provisional ballot container (same as the unresolved).



CLOSING THE POLLS

1. Prepare the large provisional white envelope for the Polling Place Manager to deliver to the Elections Office. Seal the container and ensure that the manager tracks this on their End of Night Supply Checklist form.

Deliver to Building A – West Door

C

POLLING PLACE: _____
ELECTION: _____
DATE: _____

PLACE THE FOLLOWING ITEMS IN THIS ENVELOPE:

VOTED PROVISIONAL BALLOTS

INSTRUCTIONS:

1. Write the ballot drop location, election, and date on the blank lines above.
2. Place the voted provisional ballots inside this Tyvek.
3. Seal this Tyvek and secure the flap with a blue seal (located at the front of the manager's binder).
4. Sign the blue seal.
5. Record the blue seal number on the End of Night Supply Checklist.
6. Deliver, in **dual custody**, to Building A – west door.

MISSOULA VOTES

20260312

2. Place extra Provisional Judge supplies back in the bags they were delivered in.
3. Help other judges put away supplies.
4. Complete your time sheet and put it in the Polling Place Manager's binder.

Thank You
Missoula
VOTES
MISSOULA COUNTY ELECTIONS OFFICE

Ballot Box Judge Manual



Revised April 2026



BALLOT BOX JUDGE

TABLE OF CONTENTS

Set Up Procedure	2
Ballot Box Sealing Instructions.....	3
Voting Procedures for Ballot Box Judge	4
What If	5
Processing a Provisional Ballot	6
Closing the Polls	7
Ballot Box Unsealing Instructions.....	8
Polling Place Closing / Poll Book Reconciliation...	9-10

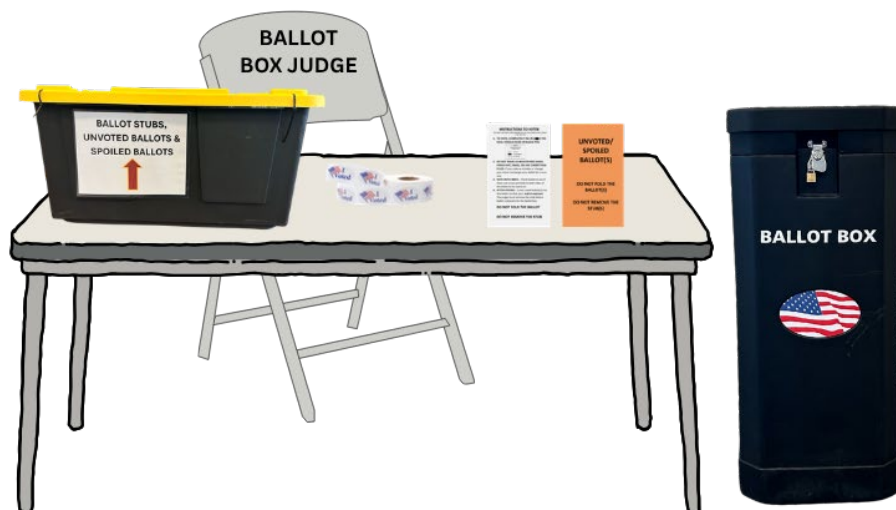
SET UP PROCEDURES

1. You will need a table for supplies, chair for the judge, a ballot box (black plastic box), and a stub box.
 - The stub box is also used for spoiled ballots and, during a primary election, unvoted party ballots.
2. Place the chair where you cannot see the ballot as the voter is placing it into the ballot box, but where you are able to help assist. Sit or stand approximately three feet in front of, or to the side of the ballot box.
3. Verify that the ballot stub box is empty and secure it with a zip tie on each corner.



4. Place the stub box on the table, to deposit stub(s) and unvoted ballot(s) (for primary elections).
5. Follow the ballot box sealing instructions to seal the ballot box (**next page**).

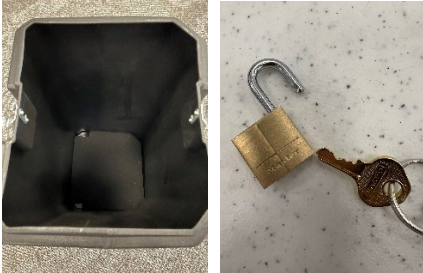
BALLOT BOX JUDGE TABLE SETUP



Ballot Box Sealing Instructions

Sealing:

1. Confirm the ballot box is **empty** - visually confirm this by looking inside of the box.



2. Close, lock, and seal **BOTH SIDES** of the Ballot Box with the small gold padlock provided.



- a. Clamp must be loosened by turning knob/handle, then moved into place.
- b. Knob/handle must be turned to tighten clamp down into locking position.
- c. Once securely clamped down, lock must be placed to secure box.

3. Use the blue tamper evident seal(s) to seal all Polling Place Ballot boxes.



- a. Complete the Ballot Box Seal Log for each ballot box!
- b. Box number label is located on the **BACK** of the box.
- c. Return the seal log to the PPM to be placed in the binder until the end of the day.
- d. All seals require two judges to sign off on placement or removal.

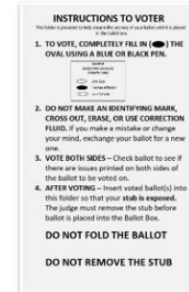
VOTING PROCEDURES FOR BALLOT BOX JUDGE

1. Always ensure the voter's privacy and maintain the confidentiality of their votes.

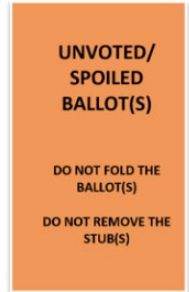
None of the following steps require you to look at the voted ballots.

- The voter will present their ballot(s). It should be in a secrecy sleeve with the stub(s) exposed for removal. Verify with the voter that their voted ballot is in the gray sleeve and their unvoted is in the orange sleeve.

- **GRAY** for voted ballots
- **ORANGE** for unvoted/spoiled ballots.



VOTED BALLOT



UNVOTED BALLOT(S) STUBS

2. There should be only one voted ballot.

3. If this is a primary election, confirm that the unvoted ballot(s) are all accounted for. There should only be one party ballot voted and any other ballots should be in the unvoted sleeve and you must confirm that the correct number of unvoted ballots are accounted for before depositing **any** ballots.

- If there are multiple party ballots, there should only be one voted ballot.

4. Remove the stubs from all ballots. Deposit the voted ballot into the ballot box. If the voter would prefer to do this, let them.

5. Place the ballot stubs into the stub box.

6. If it is a primary election, place the stub(s) and ballots from the unvoted ballot sleeve in the stub box.

7. Give the voter an "I Voted" sticker!

ALL STUBS MUST BE REMOVED BEFORE BALLOTS ARE PLACED INTO THE BALLOT BOX OR UNVOTED BALLOT / STUB BOX.

NO BALLOTS ARE PLACED INTO THE BALLOT BOX OR UNVOTED BALLOT / STUB BOX WITH THE STUBS ATTACHED.

WHAT IF



1. What if there is no stub(s) attached to the ballot(s)?

- This indicates the voter is a provisional voter, and they need to go back to the Ballot Judge. **DO NOT ALLOW PROVISIONAL VOTERS TO DEPOSIT THEIR BALLOT INTO THE BALLOT BOX. (Provisional voters should not have the stubs for their ballots.)**
- If a voter accidentally removed the stub from their ballot, confirm they are not a provisional voter, and confirm the correct ballots are accounted for and hold their stub(s) until their ballot has been deposited.

2. What if the voter cast a provisional ballot earlier in the day and they return to resolve their ballot?

- The voter will be accompanied by the Provisional Judge to the ballot box. Deposit the voted ballot in the ballot box and all unvoted ballots and stubs into the stub box.

3. What if the voter wants to see their ballot be counted?

- All ballots are counted at the counting center. All election processes are open to the public.
- A voter may see all ballots counted at the counting center. Due to secret ballot requirements in the Montana constitution, there is not the possibility to see their specific ballot counted, but they can see the process of all ballots being transported and counted at the end of the day.
- Have the voter work with the Polling Place Manager for details.

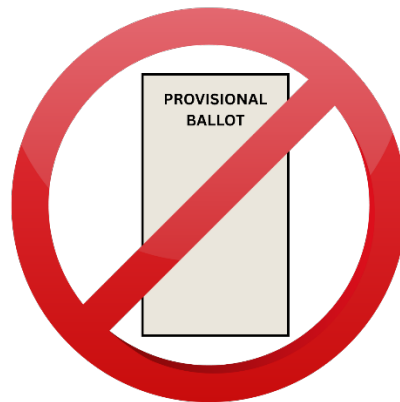
4. What if the voter requests their ballot to be counted by hand?

- Missoula County no longer offers to count ballots by hand if requested by a voter. This ensures all ballots are processed in a uniform manner and ensures voter secrecy and accuracy of tabulation. We apologize for any inconvenience this may cause.
- For more information, please contact Missoula County Elections Office at electioninfo@missoulacounty.us.



PROCESSING A PROVISIONAL BALLOT

1. The Ballot Box Judge should NOT have any provisional ballot(s) presented to them. If this scenario should happen, the provisional ballot(s) should be placed into a secrecy envelope and delivered back to the Provisional Judge.
2. If a provisional voter tries to deposit their ballot(s) and the stub(s) were removed by the Ballot Judge, it is a provisional ballot. Send the voter to the Provisional Judge. Do not allow the voter to deposit their ballot(s) without first confirming their stubs.



RESOLVED PROVISIONAL BALLOT

When a voter returns and resolves their provisional ballot(s), they may deposit their ballot(s) into the ballot box. The Provisional Judge should accompany the voter. The voter should present their ballot(s), stub(s) and unvoted ballot envelope (if applicable). If the voter does not have the stub(s), have them go to the Provisional Judge.



CLOSING THE POLLS

Assist the Polling Place Manager with closing the polling place.

1. Using the **Ballot Box Seal Log**, break the seal on the ballot box.
 - a. Retrieve the seal log from the PPM Binder and confirm the box and seal number.
 - b. Complete the seal removal portion of the Ballot Box Seal Log.
 - c. Remove the seal(s) and attach it to the lower portion of the form.
 - d. Unlock the Ballot Box and remove all contents.
 - i. Clamp must be loosened by turning knob/handle.
 - ii. Clamp can then be moved out of locking position.



- e. Complete the Ballot Box Seal Log for each ballot box.
- f. All seals require two judges to sign off on placement or removal.
- g. Be sure to place and record all seals on the log!

Seal #	Box ID	Printed Name	Signature	Witness Name	Signature
65477	4009	Susan Sunshine	<i>Susan Sunshine</i>	Katherine Helper	<i>Katherine Helper</i>
Unsealing Date & Time: 11 / 2 / 2022 8 : 05 AM / PM		By signing above, we confirm that the seal number(s) matches the number(s) listed on the box, that it was not tampered with, and was transported under the supervision of two judges.			
REMOVED SEAL			NOTES		
			Write notes here to explain anything you think might be important for the elections office to know about the ballots or the ballot box.		

2. You will have one envelope for each ballot style at the polling place.
 - a. Working in teams of two, using the **Ballot Box Count Form** (instructions on pages 9-10), sort by ballot style, and confirm the number of voted ballots.
 - b. Provide the number of voted ballots to the Polling Place Manager for ballot reconciliation.
 - c. Ensure that the poll book balances to the physical ballots.
 - d. Seal the voted ballots, Ballot Box Count Form, and the Poll Book Ballot Reconciliation Form in their envelope for transport to the counting center.
 - i. This seal will be tracked on the end of night checklist the Polling Place Manager has.

2. Remove the zip ties from the stub box. The Polling Place Manager will have a Tyvek bag for stubs and unvoted ballots. Seal the contents in the Tyvek, record the seal number and leave the Tyvek at the polling location.
3. Place supplies for the Ballot Box Judge back into the Ballot Box Judge green bag.
4. Remove any voter instructions and writing utensils from each voting booth and place them in the correct envelope/container.
5. Complete your time sheet and place it back in the manager's binder.



Polling Place Closing / Poll Book Reconciliation

1. At 8 p.m., proclaim loudly and clearly that the polls are closed.
2. Confirm that all voters have voted and deposited their ballot(s).
3. Poll book judges should complete their portion of the ballot reconciliation form (found in the back of their poll books) using the poll book worksheet.



Ballot Reconciliation Report (for Poll Book)

Form is included in the back of each poll book and is used to reconcile ballots on Election Day.

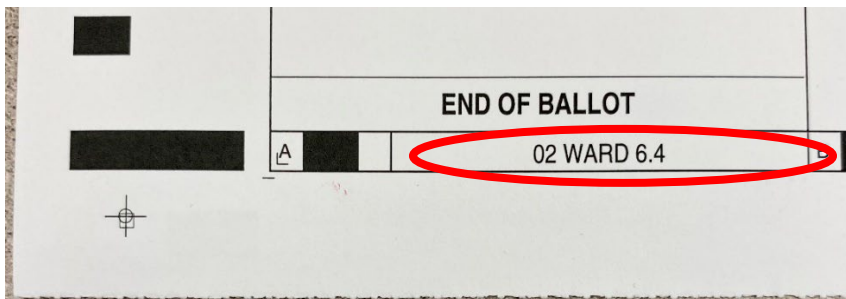
COUNTY _____ PRECINCT _____

4. Following the Ballot Box Sealing Instructions, unseal the ballot box.



REMOVED SEAL				NOTES		
PLACE REMOVED AND SIGNED SEALS HERE						
Date	Box ID	Printed Name	Signature	Witness Name	Signature	
11/2/2021	PB-01	Susan Sunshine	Susan Sunshine	Katherine Helper	Katherine Helper	

5. Working in teams of at least two judges, sort the ballots in the box based on the ballot style. Ballot style is printed in the bottom-left corner of the ballot, the leading number can help sort.



Deliver to Building A – West Door **B**

POLLING PLACE: _____
 ELECTION: _____
 DATE: _____

PLACE THE FOLLOWING ITEMS IN THIS ENVELOPE:

VOTED BALLOTS PRECINCT: _____
 BALLOT BOX COUNT FORM
 POLL BOOK RECONCILIATION FORM

INSTRUCTIONS:

1. Write the ballot drop location, election, and date on the blank lines above.
2. Write the precinct of the ballot style that you will place in this envelope on the provided line.
3. Place the voted ballots for that precinct, ballot box count form, poll book reconciliation form inside this Tyvek.
4. Seal this Tyvek and secure the flap with a blue seal (located at the front of the manager's binder).
5. Sign the blue seal.
6. Record the blue seal number on the End of Night Supply Check List.
7. Deliver, in dual custody, to Building A – west door.

- a. Each polling place will have a large Tyvek envelope prepared for each ballot style issued at that polling place.

- b. Lay out the envelopes and sort the ballots on top of them before beginning the count.
6. Have the judges confirm the count of the ballots by style using the Ballot Box Count Form.
- a. This form should be signed by the judges who performed the count.
 - b. At least two judges must confirm the count for each ballot style.



Polling Place _____ Ballot Style _____

7. Using the Ballot Box Count Form, complete part 3 of the Ballot Reconciliation Report with the poll book judges, who should have their total by this point in time.
- a. If the poll book judges do not have a total yet, wait for them to complete before providing them with the count total.
8. AFTER THE POLL BOOK HAS BEEN RECONCILED, place the voted ballots into the correct envelope for the ballot style and include a copy of the Ballot Box Count Form and the **yellow carbon copy** of the Ballot Reconciliation Report from the poll book - seal it with a blue sticker seal for transport to Elections Center.



9. When transporting ballots, ensure envelopes are sealed and transportation is done under the supervision of two sworn election judges.

When ballots arrive here, they will be checked in to the office.

The sealed ballots brought to our office from the polling place are then tracked on the Sealed Voted Ballots log (End of Night Checklist) for transport from the Elections Office over to the Counting Center.

B.) SEALED VOTED BALLOTS

Seal #	Ballot Style		
Election Judge Signature	Election Judge Signature	REC'D INITIALS	<input type="checkbox"/>
Seal #	Ballot Style		
Election Judge Signature	Election Judge Signature	REC'D INITIALS	<input type="checkbox"/>