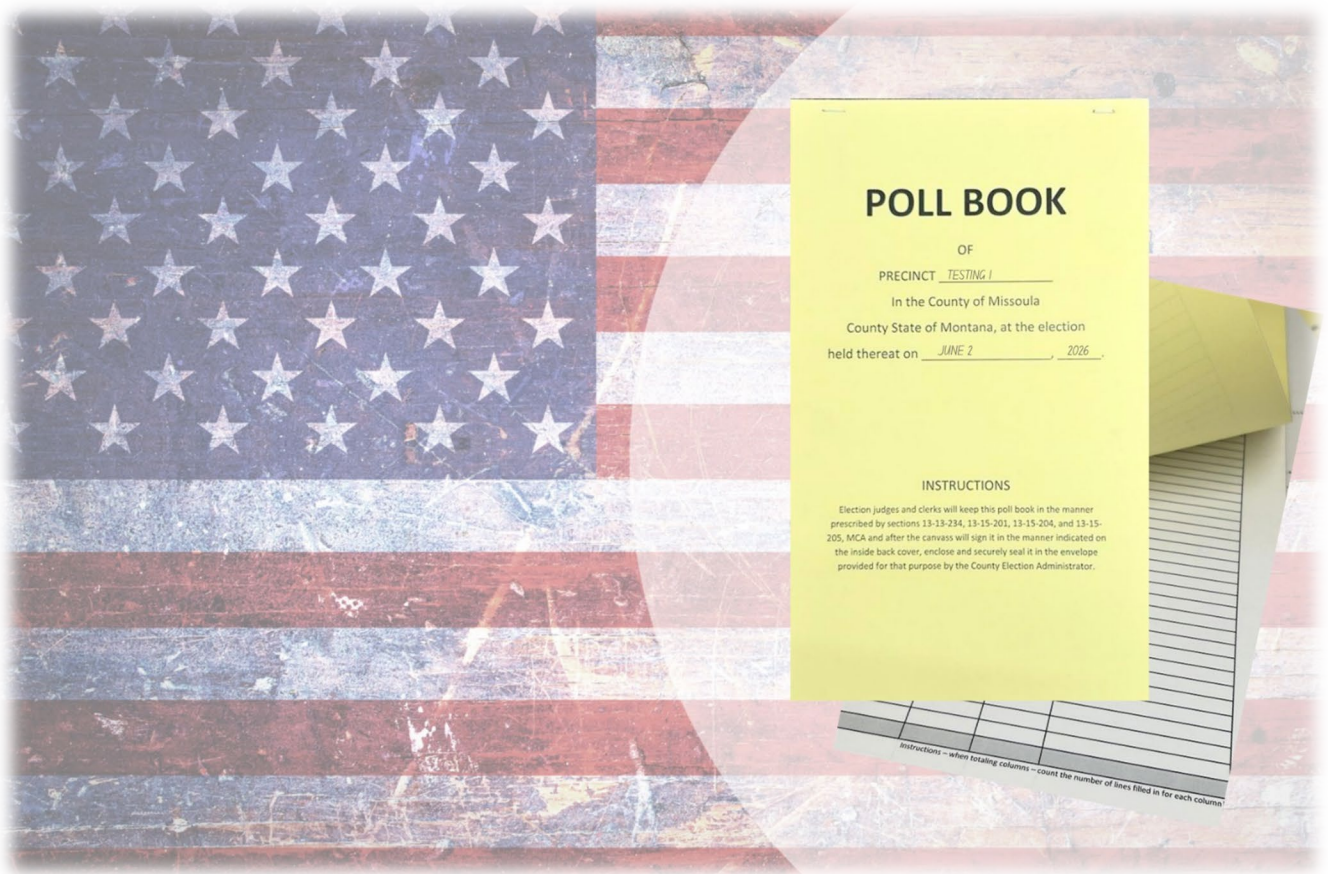


Poll Book Judge Manual



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.

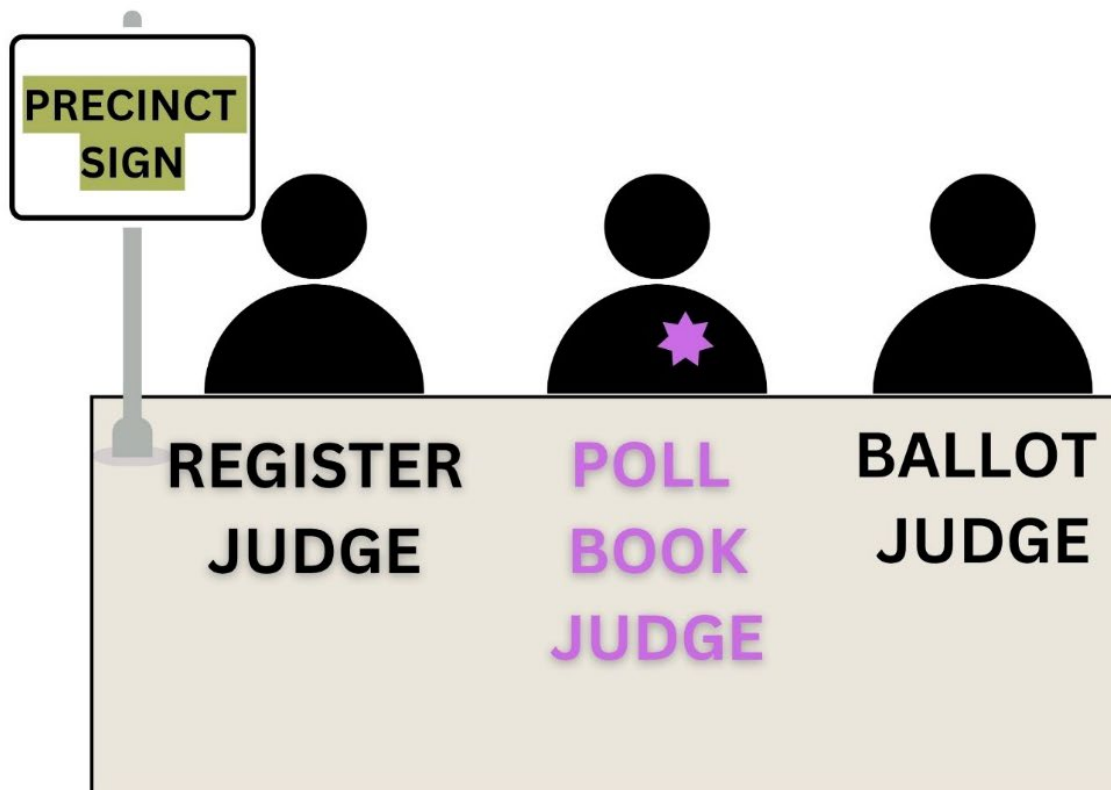


- If your accessible entrance is not in the same location, you will want to sign that entrance and confirm a plan to assist voters at that location.
5. Post voter instructions on a wall or door to the polling place area.
 - Instructions are not required in the voting booths, just in one central location. 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.

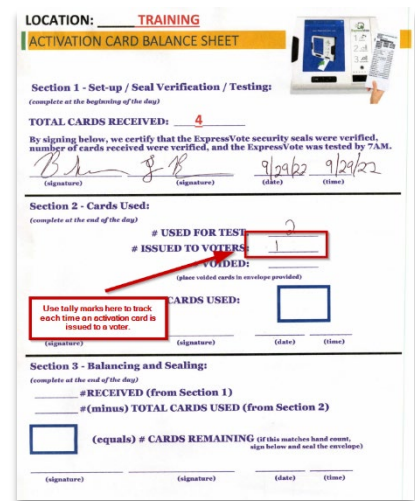
VOTING ON THE EXPRESSVOTE

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 the location "TRAINING". 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".
- Section 3 - Balancing and Sealing:** Includes fields for "# RECEIVED (from Section 1)", "# (minus) TOTAL CARDS USED (from Section 2)", and "# CARDS REMAINING".

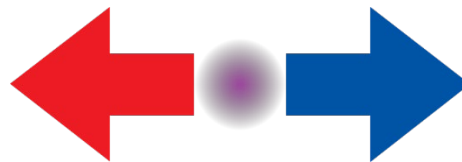
SPLIT OR COMBINED PRECINCTS

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 # _____		Instructions: when totaling columns – count the number of lines filled in for each column!		

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> |

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 | <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 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> |

These 2 totals should match.

PART 3

- | | |
|--|------------|
| 7. Total number of ballots in ballot box | <u>180</u> |
|--|------------|

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.



