

2026 Election Judge Manual

City of Duluth – City Clerk

Updated 7/20/2026

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Overview

Welcome, and thank you for serving as an Election Judge for the City of Duluth! Our community, and communities across Minnesota, depend on people like you to participate in the democratic process to ensure our elections are fair, secure, and trustworthy. Our neighbors trust us to provide accurate information when asked, be a friendly and non-partisan face at the polls, and build trust in the elections process in Duluth.

This guide serves as a general support manual for Election Day procedures. Inside, you'll find step-by-step instructions, helpful tips, and important reminders for the most common situations that come up on Election Day. Whether you are serving for your very first election or you have served a lifetime's worth of elections, this document has something for every Election Judge to feel prepared and supported.

We in the Clerk's Office appreciate your time and dedication to being an Election Judge. This is a very important job, and we have full faith that you will serve to the best of your ability. As always, do not hesitate to ask questions!

People You Should Know

City Clerk – Alyssa Denham

Deputy City Clerk – Kevin Haas

Clerk's Office Staff – Angelica Wagner, Cortnee Defoe, Dawn Anderson

Election Day Philosophies

"Provide the opportunity for every eligible voter to cast their ballot, prevent those who are not eligible to vote from voting, and safeguard the democratic process"

"Slow is smooth, smooth is fast"

"Document, document, document: If it is out of the ordinary, write it down"

Polling Place Setup

Because the City of Duluth uses a variety of spaces as polling places, there is not consistent setup across the city. The Polling Place should be setup in such a way that traffic can cycle through the space without crossing over itself and in a manner that is accessible. Judges are responsible for final setup of the Polling Place. Because the City of Duluth does not own all the

spaces we utilize, we should remain respectful of the spaces. Should an issue arise with a facility, whether due to maintenance/access or a campaigning issue, please contact the City Clerk's Office before taking action.

Arriving for your Shift

Please arrive at your polling place by 6:00 AM. Judges should check with your Head Judge on arrival for tasks and assignments. Judges should not wear anything remotely political or associated with the Duluth School District, we strongly recommend against wearing blue or red to avoid any perception of partisanship. Discussions throughout the day should be kept away from politics or political topics, again to avoid any perception of partisanship.

Equipment

Tabulator (DS200)

The DS200 Tabulator quickly and accurately counts ballots deposited into the machine. The machine is pre-programmed by the manufacturer for each election and never connected to the internet. Accuracy of tabulation is tested ahead of each election. The DS200 captures the marks on ballots and automatically tabulates the results, providing printouts of results. These result tapes are required to be returned to the Clerk's Office. The DS200 is to have a 6-foot perimeter for privacy of the voter depositing their ballot.

OmniBallot

The OmniBallot is a federally required piece of equipment for accessibility. Every polling place is required to have an accessible voting device set up and ready for immediate use. This device contains a touch screen interface to display a ballot and a printer. The device is pre-programmed with the correct ballots for the precinct and is never connected to the internet. Accuracy of the marks is tested ahead of each election. The device provides audio readouts and can be controlled by touchscreen, the included braille controller, foot pedals (available, but not required to be connected), and accessory plugins for air-puff activated controllers.

Poll Pads

New in 2026, certain precincts will have the Poll Pad, a tablet containing a "digital roster." These devices have been vetted and approved by the Secretary of State for use in Election. These devices are programmed by St. Louis County, and the data comes through a secure download directly out of the Statewide Voter Registration System by the County ahead of each election. These devices are not connected to the internet outside of the County's possession. These

devices allow for the check-in and registration of voters in one station, combining the Roster and Registration tables and eliminating the need for registration and roster paperwork.

For efficiency and logistical purposes, below are the configurations based on how many Poll Pads are deployed at a polling place:

3 Poll Pads – 1 Check-in Only, 1 Check-in Priority, 1 Registration Priority

4 Poll Pads – 1 Check-in Only, 2 Check-in Priority, 1 Registration Priority

5 Poll Pads – 1 Check-in Only, 3 Check-in Priority, 1 Registration Priority

6 Poll Pads – 2 Check-in Only, 2 Check-in Priority, 2 Registration Priority

- Check-in Only Poll Pads are for the processing of pre-registered voters only. **No** registrations may be performed on these Poll Pads.
- Check-in Priority Poll Pads focus on processing pre-registered voters but may process an Election Day Registration if no voters are in line to check-in.
- Registration Priority Poll Pads focus on processing of Election Day Registrations but may process a voter who only needs to check-in if no voters in line need to register.

Incident Logs

Incident logs are the documentation of what happened at the polling place. Incident logs provide a written record of what happened, how situations were handled, and who was involved. This is often used to determine inconsistencies in returns, answer questions during election reconciliation, or to investigate any complaint received by the City, County, or Secretary of State. Therefore, an incident log is a critical document and should be treated as such. For Election Administrators, a blank incident log is more troubling than returning a novel.

When documenting an incident, use as much space as you need, stick to the facts, and write legibly. Include what happened, who was involved (voter, judges, etc.), what time it happened, what the resolution was.

What to Document: Examples

- Spoiled ballots
- Voter leaves without voting
- Medical situation
- Challenged voter
- Voter submits complaint to EJ
- End of Night number mismatch and resolution/result
- Polls Open/Close

What NOT to Document: Examples

- Complaints about other EJs
- “This could have been better...”

Opening the Polls

Each polling place must open at 7:00 AM and be ready to process voters. The following tasks should be completed:

DS200

Step-by-Step instructions covered later in this document.

- Plug in DS200
- Turn on DS200 (should automatically turn on when lifting screen)
- Verify tamper evident sticker on access panel
- ensure zero totals report is run and shows zero totals
- Roll up the initial report (**do not** tear off this report)
- Ensure the primary and auxiliary bins on DS200 are empty
- Denote a 6-foot radius around DS200 for privacy
- Note: the rear door of the DS200 will remain open for the duration of Election Day

OmniBallot

Each polling place will have an OmniBallot accessible voting device. This is required by Federal Law to be immediately available to voters. Step-by-step instructions covered later in this document.

- Turn on OmniBallot (Power button located under the front left-hand side of screen base, inverted)
- Plug in all cables
- Turn on printer

Ballot Table

- Ensure the correct number of ballots are present
- Ensure the ballot style is correct (you may have multiple ballots styles at the same precinct)
- Unpack the ballots, only open sleeves as needed
- Place pens at each voting station

Registration Table (No Poll Pads)

- Unpack Registration paperwork
- Prepare Station

Roster Table (No Poll Pads)

- Unpack Roster (Remember: Roster must be returned in page order with all pages)
- Prepare Station

Poll Pad Station

Step-by-step instructions covered later in this document.

- Pickup Poll Pad from City Hall the morning of the Election (sign Chain of Custody)
- Setup Poll Pads
- Prepare Station

Greeter

- Post all signage
- Review polling place for accessibility concerns; notify Clerk's Office if any before acting
- Review polling place for political/campaign concerns; notify Clerk's Office if any before acting

Head Judge

- Ensure all Judges have completed an oath
- Review any last minute instructions

As the clock strikes 7:00 AM, the Head Judge shall announce the polls open and voters can begin processing through the polling place.

Judge Roles

There are various roles that Judges may be working during the day. While a Judge may not work all positions in a day, it is important that all Judges know the roles of those working around them.

Head Judge

Head Judges are the leaders and managers of the polling place. There are additional training requirements for Head Judges. They are responsible for reviewing the credentials of challengers, media, and election administration representatives to decide if they may remain in the polling

place. Head Judges are also responsible for returning results at the end of the night and ensuring the accuracy and completeness of return documentation. Head Judges may conduct challenge procedures.

Greeter Judge

Greeters are responsible for traffic flow and maintaining order in the polling place. Monitors and alerts other Judges to Curbside Voters. Provides information to voters about their correct polling place and registration requirements. At polling places with Poll Pads, Greeter Judges are to help sort voters who are already registered and those who are not.

Roster Judge

The Roster Judge is responsible for making sure every voter has a signature and issuing ballot tickets. A key role in the accuracy of the Election Day numbers. The Roster Judge is also responsible for communicating any notations on the roster to the voter such as Absentee status, challenges, or "See ID." New in 2026, some Precincts will be using "Poll Pads," the digital roster covered in an upcoming section that combines the Roster Judge and the Registration Judge roles. Roster judges are also responsible for updating their rosters with Absentee Ballot lists as they come in, this is a priority task to complete when the list arrives.

Registration Judge

The Registration Judge is responsible for registering any eligible voter who is not on the roster or directs the voter to the correct precinct. Is not allowed to handle that voter's ballot before the end of night procedures begin with the emptying of the tabulator (DS200). Registration Judges may also conduct challenge procedures. New in 2026, some Precincts will be using "Poll Pads," the digital roster covered in an upcoming section that combines the Roster Judge and the Registration Judge roles.

Demonstration Judge

The Demonstration Judge shows voters how to mark and cast a ballot. The City of Duluth combines this role with the Ballot Judge role.

Ballot Judge

Ballot Judges issue ballots to voters. They are responsible for ensuring that every voter issued a ballot is issued properly and are given the correct ballot. Ballot Judges also manage Spoiled Ballot procedures. Lastly, they monitor the supply of ballots and provide secrecy covers on request.

Ballot Counter Judge

The Ballot Counter Judge oversees the tabulator and hands out “I Voted” stickers. The Ballot Counter Judge is responsible for the security of the tabulator, ensuring the compartments and doors remain locked throughout the day. Clears jams in the tabulator.

Voter Registration, ID, and Proof of Residence

Voters that are not registered ahead of Election Day, have had a name change, have moved since the last time they voted, or haven’t voted in the last four years, will be required to register on Election Day. Voters must meet all the following qualifications to register on Election Day:

- 18 Years of Age
- Be a citizen of the United States
- Maintained residence in Minnesota for 20 days immediately preceding election day
- Maintain residence or location given on the registration form
- Are not under court-ordered guardianship in which the court order revokes their right to vote
- Have not been found legally incompetent to vote by a court
- Are not currently incarcerated for a conviction of a felony offense

To register, a voter must bring a valid ID and a form of Proof of Residence (ID may serve as Proof of Residence).

Remember: Registration Judges are not permitted to handle ballots for voters they’ve helped register until end of night procedures begin with the emptying of ballots from the DS200.

Valid Photo IDs (With Current Address)

- MN Driver’s License or ID (Including paper receipts)
- Tribal ID

Valid Proof of Residence (PoR)

- Above Valid ID with current address
- Photo ID with another document with name and address
 - Approved photo IDs: **Driver’s License, State ID, US Passport, US Military or Veteran ID, Tribal ID, MN College, Technical, or HS ID**
 - Residence Document: Lease, student fee statement, certified housing list, utility bill, bank/credit card statement, rent, or mortgage dated within 30 days of the election.

- Registered voter of same precinct who can vouch (One person may only vouch 8 times)
- Valid Registration in the same precinct
- Notice of Late Registration
- Staff of a residential facility

Paper Process

- 1) Verify the voter is at the correct polling place
- 2) Confirm the voter has not already voted by confirming on provided lists from Clerk's Office
- 3) Ask the voter to complete a registration application, review for completeness and legibility
- 4) Verify ID
- 5) Verify POR
- 6) Complete the "Election Judge Official Use Only" section
- 7) Point to the Oath and have them sign the Roster
- 8) Issue the voter a ballot receipt and direct them to the Ballot Judge

Poll Pad Process

- 1) Select "Get Started"
- 2) Select "Register" at the top of the screen
- 3) Ask to see the voter's ID and POR documentation
- 4) Fill in the voter's information on the screen, progressing through pages as they appear.
Prompt the voter for all items: Over 18, US Citizen, etc.
 - a. Enter data on the correct line/field using CAPS LOCK
 - b. Enter name and birth date information as it is on the ID, including any hyphens or spaces
 - c. Enter address information as it appears on the PoR
 - d. If there is an Apartment or Unit number, it must be entered

Note: Only Election Judges are authorized to operate the Poll Pads. Voters may not control or enter data into the Poll Pad other than signing their name after reviewing the data that was entered by the Election Judge.

- 5) There is a screen that asks for the verification of information from the voter and their signature. Turn the screen over and ask them to verify the accuracy of their information and sign (they can sign over the text).
- 6) Rotate the screen back to you and press "Done signing"
- 7) Verify all information is correct and place EJ initials in the box (large and legible)

- 8) The Poll Pad will proceed to Check-in the voter and display the voter's information, select "Accept"
- 9) When presented with a signature screen, rotate the screen over to the voter to sign (Voter may sign over the text displayed)
- 10) Rotate the screen back to you and press "Done signing"
- 11) Verify all information is correct and place EJ initials in the box (large and legible)
- 12) Poll Pad will print two documents: 1) Voter Oath 2) Ballot Receipt
- 13) Retain Voter Oath in the VOTER OATHS envelope
- 14) Voter has been checked-in, hand the ballot receipt to the voter and direct to the Ballot Judges.

Voter Check-in

All voters, regardless of registration status, are required to check-in to receive a ballot. The check-in process is completed when a voter signs the roster or completes the process on the Poll Pad and is issued a ballot receipt.

Paper Process

- 1) Ask for the voter's name
 - a. Locate the correct voter, ask clarifying questions if necessary (Address or Birth Date)

Note: Voters are not required to show an ID to receive a ballot under MN Statutes. Voters may voluntarily present their ID to help you locate their name on the roster, but this is not required and should not be requested.

- 2) Confirm the information on the roster. If the voter has moved or changed their name, they will need to re-register.
- 3) Check for notations on the roster such as: AB, See ID, etc.
- 4) Point to the Oath and have them sign next to their name
- 5) Issue the voter a ballot receipt and direct them to the Ballot Judge

Poll Pad Process

- 1) Select "Get Started"
- 2) Ask for the voter's name
 - a. Locate the correct voter, ask clarifying questions if necessary (Address or Birth Date)

Note: Registered voters are not required to show an ID to receive a ballot under MN Statutes. Voters may voluntarily present their ID to help you

locate their name on the roster, but this is not required and should not be requested.

- 3) Confirm the information on the Poll Pad. If the voter has moved or changed their name, they will need to re-register. If you are on a Check-in Only Poll Pad, the voter will need to go to the Registration Line.
- 4) When presented with a signature screen, rotate the screen over to the voter to sign (Voter may sign over the text displayed)
- 5) Rotate the screen back to you and press "Done signing"
- 6) Verify all information is correct and place EJ initials in the box (large and legible)
- 7) Poll Pad will print two documents: 1) Voter Oath 2) Ballot Receipt
- 8) Retain Voter Oath in the VOTER OATHS envelope
- 9) Voter has been checked-in, hand the ballot receipt to the voter and direct to the Ballot Judges.

Roster Challenge

Some voters may be required to show an ID due to the Secretary of State receiving information that differs from their voter record. On the roster, a "C" will be notated by their name and will complete a Voter Registration Application. On poll pads, it will display a red banner across the top with a description of what is required and will walk you through the process. Should a voter refuse or is unable to show their ID, they are not able to vote.

Absentee Notation

Any voter who has been issued an Absentee Ballot will have an absentee notation on the Roster and should be asked if they have returned their ballot. This includes dropping their ballot at the Clerk's Office, the SLC Auditor's Office, or mailing their ballot. If they answer "I have not" or something to that effect, ask if they are sure. If they have returned their ballot, they may not cast another ballot. Note in incident log.

Issuing Ballots

All ballots being issued on Election Day must follow a specific process. Ballots may ONLY be issued with the initials of two election judges actively working at the Ballot Table. The proper issuing of ballots is critical to the security and accuracy of our Elections. Therefore, it is critical that the correct ballot is issued to each voter, as an incorrectly issued ballot will lead to End of Night (EoN) reconciliation being inaccurate.

Procedure:

- 1) Voter must present their Ballot Receipt from the Check-in Process (Do **not** issue without)

- 2) Judge 1 will take the Ballot Receipt and identify the ballot style to be issued
- 3) Judge 2 will confirm the ballot style to be issued on the Ballot Ticket
- 4) Judge 2 will retrieve the correct ballot style, placing their initial on the ballot
- 5) Judge 1 will confirm the correct ballot style, placing their initial on the ballot
- 6) Judge 1 will turn the ballot over to the voter and direct them to the voting stations

Spoiling Ballots

In Minnesota, voters are allowed to correct errors they make while filling out their ballots and attempt an unlimited number of times. However, should a voter need multiple attempts exceeding three, Election Judges may suggest that the voter uses an OmniBallot machine to prevent voting in such a way that would invalidate their ballot or votes for a single race, and allows the voter to confirm their selections before finalizing their ballot.

Should a voter approach you with a ballot with errors on it, follow this process:

- 1) Direct the voter to the Ballot Table
- 2) Ballot Table Judge takes the ballot from the voter and identify the ballot used by the voter (if precinct is using multiple ballot styles)
- 3) Returned ballot is marked as a spoiled ballot, incident number notated on ballot
- 4) Returned ballot is placed in the Spoiled Ballot Envelope
- 5) Judge 1 locates the correct ballot and initials the replacement ballot
- 6) Judge 2 confirms the correct ballot and initials the replacement ballot
- 7) Replacement ballot is issued to the voter
- 8) Document on the Incident Log

Curbside Voters

Curbside voting is available for any voter who is unable to enter the polling place. Curbside Voting may only be done by Election Judges from different major political parties; non-affiliated Judges are not able to assist a curbside voter. Judges may not ask a voter why or if they are qualified to vote curbside.

Procedure:

- 1) When notified of a curbside voter, the appropriate Judges will proceed to the vehicle and ask the name and address of the voter, notating on the Certificate of Registered Voter form
- 2) Judges will return to the Polling Place and locate the voter on the Roster

- a. If voter is not on register, verify correct precinct and bring a Voter Registration application. All Registration requirements must be met.
- 3) Judges will return to the vehicle and complete the Certificate of Registered Voter form legibly, completing Voter Registration application if necessary
- 4) Judges will return to the Roster Judge (or Registration Judge) to process the forms
- 5) Roster or Registration Judges will issue a Ballot Ticket to the Curbside Judges
- 6) Curbside Judges will retrieve a ballot from the Ballot Table along with a privacy sleeve and return to the vehicle, announcing they are taking a ballot to a curbside voter before exiting the polling place
- 7) Allow the voter to complete the ballot, Judges may assist as needed
- 8) Inform the voter to remain in the parking space for confirmation of the DS200 accepting the ballot
- 9) Return to the DS200 and announce the depositing of a curbside voter ballot, then deposit into the DS200
- 10) Inform the voter their vote was successfully accepted
- 11) Document on Incident Log

Absentee Ballots

Under Minnesota State Law, polling places are not permitted to accept or use Absentee Ballots. If a voter enters the polling place with an Absentee Ballot they have two options:

- 1) Return the ballot to City Hall
- 2) Vote in-person at the Polling Place

Should the voter wish to vote in-person, they are not allowed to use the ballot provided to them through the absentee process. Instruct the voter to return the ballot and envelopes to their vehicle, tear them in half, and return to the polling place to go through the check-in process and vote normally. The issued Absentee Ballot and Envelope should not be thrown away in the polling place. Notify Clerk's Office immediately of the intent to vote in-person and note on Incident Log.

Absentee Ballots are required to be returned to City Hall by 5:00 PM. If using Agent Delivery, they must be returned by 8:00 PM.

Challenged Voters

A Challenged Voter is a voter whose eligibility is questioned at the polling place. Challenges may be brought by any eligible voter, an appointed Challenger, or Election Judge with **personal knowledge** of that voter's eligibility.

Challengers

A Challenger is not an Election Judge and is not appointed by the City of Duluth or St. Louis County. Challengers may only be appointed by a major political party or a non-partisan candidate. Challengers must present their written appointment and proof of MN residence to the Head Judge upon arriving at the polling place. Challengers must also abide by the Code of Conduct for Appointed Challengers:

- A Challenger can only challenge a voter's eligibility based upon their personal knowledge that the voter is not eligible to vote there
- A Challenger cannot speak to the voter and should only speak to the judge when initiating a challenge. All challenges must be made in writing.
- Challengers cannot be disruptive, handle or inspect voter registration applications, files, or lists
- They cannot make lists of who did or did not vote
- Challengers cannot take photos within the polling place
- Challengers cannot go within six feet of the ballot counter.
- Challengers cannot attempt to influence voting.

Challengers may only be removed from the polling place by the Head Judge if they have violated the Code of Conduct, were asked to cease their violating activities, and continued to violate the Code of Conduct. Should a Challenger be removed from the polling place, notify the Clerk's Office and note the violations on the Incident Log.

Challenge Procedure

When a Challenge is initiated, the designated Judge (Head Judge or Registration Judge) will follow the procedure below. The Voter may not proceed through the voting process until challenge is resolved.

- 1) Have the Challenger fill out the Oath of Challenge to Voter's Eligibility form
 - a. Challenges must be brought in writing
 - b. May only speak to the Election Judge handling the Challenge
- 2) Administer the oath to the voter:

“Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?”

- 3) Ask questions related to the challenge
 - a. What is your full name?
 - b. What is your residential address?
 - c. Are you at least 18 years of age?
 - d. Are you a citizen of the United States?
 - e. Are you under a court-ordered guardianship in which the court has revoked your right to vote, or found by a court to be legally incompetent?
 - f. Have you been recently released from incarceration for a felony sentence?
- 4) Consider the answers
 - a. If the voter’s answers indicate they are eligible, allow them to proceed with voting
 - i. If the Challenger persists, have the voter read the oath at the top of the roster aloud and sign the roster. If they sign, they must be allowed to vote.
 - b. If the voter’s answers indicate they are not eligible, they refuse to answer the questions, or refuse to sign the roster, they are not allowed to vote then or later in the day. Write in the roster “Not Eligible” or “Refused Oath.”
- 5) Record the outcome by making notations on the Oath of Challenge to Voter’s Eligibility applicable to the outcome. Note the Challenge and outcome on the Incident Log.
 - a. If the Challenger wishes to further pursue the challenge, they should be directed to the St. Louis County Attorney’s Office

Campaigning

Minnesota State Law prohibits campaigning inside the polling place and 100ft from and entrance a voter may reasonably use to access the polling place. Campaigning is an activity intended to influence voting at an election.

Inside the Polling Place

The following campaign materials are not allowed inside the polling place.

- Clothing, buttons, or stickers
- Signs or literature
- Any items that promotes or opposes:
 - A candidate on the ballot
 - A ballot question on the ballot

- A political party represented by a candidate on the ballot

If a person is wearing or displaying campaign material:

- 1) Ask them to remove or cover the item
- 2) If they refuse, they are still allowed to vote
- 3) Record their name and refusal in the Incident Log
- 4) Notify the Clerk's Office

Voters may bring materials or sample ballots to reference while they are voting, but they must not share, display, or leave them in the booth.

Outside the Polling Place

Campaigning is prohibited within 100 feet of any exterior door a voter may reasonably use to access the polling place. If the polling place is on public property, this extends to the entire property. The 100 feet does not apply to adjacent private property.

If campaigning is occurring within 100 feet:

- 1) Inform the campaigners of the 100-foot boundary
- 2) Ask them to move outside the restricted zone
- 3) Document on the Incident Log
- 4) Notify the Clerk's Office if the person refuses, do not engage further

Media

Members of the media are allowed in the polling place but are required to check-in with the Head Judge at that location. Proper check-in of media includes the following:

- Media must show ID
- Media must display credentials or written authorization from City Clerk or St. Louis County

If the person representing media does not meet both requirements, they are not allowed to remain in the polling place, even if they are recognized as a member of a media outlet.

Media are allowed to film/photograph the polling place so long as they follow these rules:

- Remain at least six feet from voters
- Not speak to voters inside the polling place
- Not interfere with the voting process
- Not create lists of those who are voting

- Not capture anything that reveals private voter information or voted ballots

Judges are allowed to speak with media; however, remember you may be speaking on behalf of the Clerk's Office, the City of Duluth, St. Louis County, and the Secretary of State. If you don't know the answer to a question, direct them to the Clerk's Office.

Closing the Polls

At 8:00 PM, the Head Judge will announce the closing of the polls and establish the end of the line should voters be waiting in line to check-in or register.

"The polls are now closed, any voters remaining in line may remain to cast their ballots."

Voters who arrive after this announcement is made are not allowed to check-in, register, or vote under any circumstances.

End of Night (EoN)

End of Night procedures are required to be done immediately following the depositing of the final voter's ballot.

Under Minnesota Statute, EoN is considered an Open Meeting and is the only time on Election Day that observers and candidates are allowed in the Polling Place outside of the act of voting. Those observing may not interfere with the procedures but must be able to view the process. Thus, the doors must remain unlocked and open.

All Election Judges are expected to sign EoN documentation. If you are unwilling to sign, please notify the Clerk's Office ahead of the election. You may be asked to step down as an Election Judge.

Immediately following the final voter processing through the stations, all documents should be secured and protected from viewing by observers, especially those containing private voter information.

Checklist:

- 1) Process ballots in auxiliary compartment of DS200, judges from different major parties remove and feed ballots through DS200. Confirm auxiliary compartment is empty, leave open until counts are verified.
- 2) Remove tamper-evident seal from the DS200 Access Panel
- 3) Press "Close Polls" after confirming all ballots have been processed. Reports will begin printing. (4 Copies)

- 4) Separate reports, sign, and retain for return to Clerk's Office, place in NEON Return Envelope in Black Binder.
- 5) After reports have printed, power down the DS200, do not remove USB stick until shutdown is complete. Remove USB and place in NEON Return Envelope in Black Binder.
- 6) Empty DS200, sort ballots, identify, and tally write-ins (if necessary)
 - a. Sort first by ballot styles (if appropriate)
 - b. Ballots with write-ins (oval must be filled) should be placed on top of each ballot style stack
 - c. Count total number of ballots**
- 7) Roster and Registration Judges should count number of signed voters on the roster
- 8) Compare DS200 printout total ballots, physical ballot count, and roster number of voters, numbers must match
 - a. If numbers do not match, you must investigate, follow instructions in Number Mismatch Procedure Section of this Manual
 - b. Poll Pad numbers are found in the Menu > Summary Report
 - i. Print the Summary Report
- 9) Complete Summary Statement, sign and place in NEON Return Envelope in Black Binder
- 10) Place voted ballots in the Voted Ballot Envelopes, seal, and sign
- 11) Gather Incident Logs and place in Black Binder
- 12) Pack Spoiled Ballot Envelope
- 13) Pack equipment (follow power off instructions)
 - a. DS200 Tabulation Unit
 - b. OmniBallot
 - c. Poll Pad
- 14) Ensure all documents are adequately signed and completed
- 15) Pack remaining supplies that were not at the polling place when you arrived
- 16) Lock the polling place
- 17) Return supplies and required documents to the Clerk's Office

Summary Statement

The Summary Statement is the primary reporting tool used by the Clerk's Office and the St. Louis County Auditor's Office. The accuracy of this statement is critical, and its completeness is required by State Law. The following information is needed:

- | | |
|-------------------------------------|--|
| 1. Precinct Number | 4. Number of registered voters at 7:00 |
| 2. Number of Election Judges worked | AM (on Roster) |
| 3. Number of Voting Booths | |

- | | |
|--|-----------------------------------|
| 5. Number of ballots delivered by City Clerk | 8. Number of unused ballots |
| 6. Number of ballot adjustments | 9. Number of signatures on Roster |
| 7. Number of spoiled ballots | 10. Number of signatures on EDR |
| | 11. Number of ballots in DS200 |

Packing Checklist

Return to Clerk's Office (Election Night)

When returning the following items to City Hall, a check-in process is to be followed. Clerk's Staff will check over all returns to ensure numbers match and everything is present. A Chain of Custody document will be signed by the delivering Judge and Clerk's Staff. Do not leave the polling place until all items are completed, balanced, and signed by all members of the polling place EJ staff.

- Black Binder
 - Summary Statement (signed)
 - Green Return Envelope with all USB sticks
 - Incident Logs
 - EJ Payroll Sheets and Oaths
- Voted Ballot Envelopes (sealed in Tyvek envelopes and signed)
- Spoiled Ballot Envelope (sealed)
- Rosters (in page order and with all sheets)/Poll Pad
- Completed Voter Registration Applications (EDRs)
- Facility Keys

Other Items

Remaining items to be picked up the next day should be organized in one place within the polling place, including signage. Replace furniture and other items that were moved for setup. Pick up any trash and dispose of it. Leave the polling place in as good or better condition as you arrived to.

Locked in DS200:

- Unvoted Ballots
- Unused Ballot Receipts/Registration Cards

Other items

- Signage

- Supply Bin (place on top of DS200)

Number Mismatch Procedures

At the end of the night, the total number of ballots in the DS200 **MUST** match the number of voters on the Roster/Poll Pad for each ballot style. Any mismatch in the numbers **MUST** be resolved before leaving the polling place.

If you have more **voters** than **ballots**:

- 1) Recount signatures (including Election Day Registrations)
- 2) If mismatch remains, examine Incident Logs for any explanation
Examples: Voter left without voting, voter left with ballot, etc.
- 3) Continue to Summary Statement, noting confirmed or possible reason for mismatch

If you have more **ballots** than **voters**:

- 1) Recount signatures (including Election Day Registrations)
- 2) If mismatch remains, begin counting ballots
 - a. Judges from different parties working in teams of two
 - b. While counting, check for ballots that are missing Election Judge initials (remove from count)
 - c. Count into stacks of 25 ballots
 - d. Recount other Judges stacks
 - e. Calculate number of ballots
- 3) If now more voters than ballots, continue to Summary Statement
- 4) If number of ballots and voters match, begin re-tabulating using backup DS200 stick
 - a. Power down DS200
 - b. Remove primary DS200 Memory Stick, place in NEON Return Envelope
 - c. Insert backup DS200 Memory Stick
 - d. Print Zero Totals Report
 - e. Re-tabulate ballots by inserting all ballots back into DS200
 - f. Once all ballots re-tabulated, press “close polls”, reprint results
 - g. Power down DS200
 - h. Remove backup DS200 Memory Stick, place in NEON Return Envelope
 - i. Continue to Summary Statement and document on Incident Log
 - j. Return to Step 9 of EoN Procedures
- 5) If more ballots than voters remain, determine number in excess
- 6) Begin Draw Down Procedures

Draw Down Procedure (More Ballots Than Voters)

Draw down procedures must be done by members of different major political parties

- 1) Note how many ballots need to be randomly removed
- 2) Randomly remove ballots missing Election Judge initials (if any)
- 3) If excess still exists, randomly select from voted ballots until numbers match
- 4) Place excess ballots in Excess Voted Ballots Pulled envelope
 - a. Power down DS200
 - b. Insert backup DS200 Memory Stick from NEON Return Envelope, DO NOT use primary stick
 - c. Print Zero Totals Report
 - d. Re-tabulate ballots by inserting all ballots back into DS200
 - e. Once all ballots re-tabulated, press “close polls”, reprint results
 - f. Power down DS200
 - g. Remove backup DS200 Memory Stick, place in NEON Return Envelope
 - h. Continue to Summary Statement and document on Incident Log
 - i. Return to Step 9 of EoN Procedures

Step-by-Step Setup Procedures

DS200

Power On and Setup

- 1) Open rear door to expose power cable
- 2) Place locking bar in the down position (inside power door)
- 3) Plug into wall, machine should beep
- 4) Unlock big lid with key, flip locking mechanisms
- 5) Unlock tabulation unit lid with barrel key, machine will turn on when you do this
- 6) Verify the tamper-evident seal
- 7) Enter the Election Code stored in Black Binder
- 8) A configuration report will print, save this report
- 9) Press “Open Polls” button on screen
- 10) Three copies of the zero totals report will print, save these reports

If the DS200 runs out of paper, open the access hatch sealed by the tamper-evident seal. There is a blue handle that opens the access panel to the paper roll. Remove the empty plastic roll and replace it with a fresh roll. Place new roll with the loose paper pulling from the right, coming from the bottom of the roll, should come out of the machine and fall to the left.

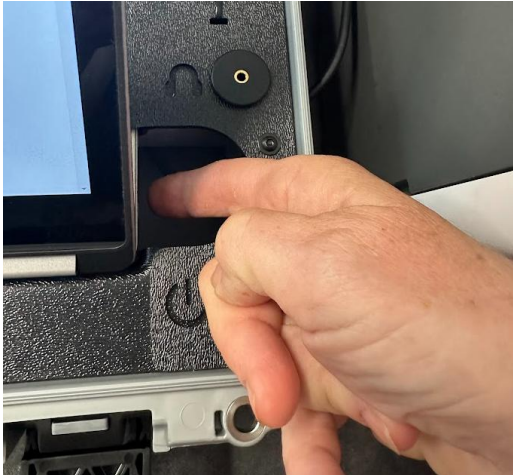
Power Off and Tear Down

- 1) Remove tamper-evident seal
- 2) Press "Close Polls" Button
- 3) Wait for reports to print (three copies)
- 4) Press "Power Off"
- 5) Wait for machine to complete shutdown (screen goes black)
- 6) Remove USB stick from the slot and place in the NEON Return Folder
- 7) Secure USB/Power Button access panel
- 8) Close screen lid and lock with barrel key (if reopened, DS200 will power on automatically)
- 9) Close top lid, secure clips on either side of the key, lock key
- 10) Unplug machine, place the power cable in the power access panel, close and lock
- 11) Secure keys for return to Clerk's Office in key bag

OmniBallot

Power On and Setup

- 1) Remove bungee straps restraining OmniBallot container to roller bin
- 2) Remove printer and cables from roller bin
- 3) Open OmniBallot container by pressing the center of the clips down, then opening the clips
- 4) Obtain the OmniBallot power cable (3-prong male to 3-prong female), plug into OmniBallot and outlet
- 5) Using the key, open the side panel on the right side of the OmniBallot case
- 6) Insert the OmniBallot Configuration USB, USB control pad, and printer USB (USB to square connector with two angled corners) cables into the USB
- 7) Close and lock the side panel, managing the cables through the pass-through slots
- 8) Plug the printer USB into the Printer (square connector with two angled corners)
- 9) Plug the printer power cable into the printer and outlet (3-prong male to angular shaped 3-prong female)
- 10) Turn on OmniBallot (Power button is located in the front-right corner access hole, under the screen, to the left of the hole, facing downward. Button has a rubber bump on it.)



Button is located through the hole, to the left, facing downward

- 11) Once booted up, press "Continue with Existing"
- 12) Enter the Administrator Login and Password
- 13) Press "Go to Voting" on the screen

Power Off and Tear Down

- 1) Tap "User Menu"
- 2) In the upper right, press the profile button 
- 3) Enter the Administrator Login and Password
- 4) Press "Shut Down"
- 5) Once screen goes black, fold down screen
- 6) Unplug power and data cable from printer
- 7) Unlock and unplug cables in the side access panel on the OmniBallot
- 8) Remove the USB from the OmniBallot and place in NEON return bag
- 9) Place printer in the transport box, followed by the cables neatly coiled up and the controllers for the Omniballot, closing the transport box.
- 10) Close the OmniBallot case and affix the case to the transport box using the bungee cables.

Poll Pad

Power On and Setup

- 1) Open the Poll Pad case
- 2) Unpack the tablet/printer stand
- 3) Place ID stand on back of metal stand
- 4) Plug in the white USB-C cable into the tablet (oval connector)
- 5) Connect the black power brick to the black power cable in the Poll Pad case

- 6) Plug in the black cable to a power outlet
- 7) When powered up, swipe up on tablet when presented with a lock screen
- 8) Touch the Poll Pad icon (bottom of the screen, black box with a green "P")
- 9) Confirm the correct location is on the screen (City of Duluth, Precinct Number)
- 10) Confirm the number matches the number of Poll Pads at your polling place 
 - a. All other Poll Pads will need to be powered on for this number to be accurate
- 11) Screen will display "Get Started" at the bottom of the screen

Power Off and Tear Down

- 1) Select "Menu"
- 2) Select "Summary Report"
- 3) Select "Print"
 - a. This will have your voter total for the precinct,
- 4) Press the power button on the printer
- 5) Unplug the black power cable from the outlet
- 6) Unplug the white USB-C cable to the Poll Pad (do not power down Poll Pad), disconnect from power brick, place cable in the Poll Pad case
- 7) Remove the ID stand and place it in the Poll Pad case
- 8) Place the Poll Pad tablet/printer stand in the Poll Pad case
- 9) Close and lock the Poll Pad case