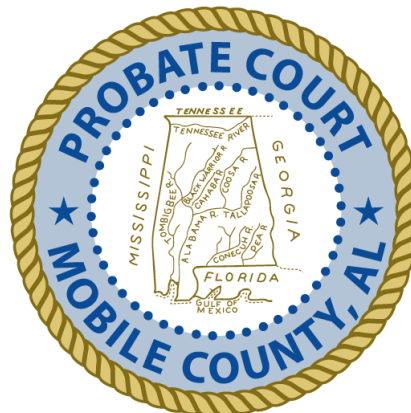


Election Poll Worker Guide

Probate Court Of Mobile County



Alabama Statewide Election

2026 Election Cycle



Power In Participation

Know the Process - Trust the Results



C. Mark Erwin

Judge of Probate



C. Mark Erwin
Judge of Probate

Melissa King
Chief Clerk

Russell Davidson
Chief of Staff

Renee Jerkins
Financial Administrator



Judicial Division – (251) 574-6018
Recording Division – (251) 574-6040
Records Division – (251) 574-6070
Elections Division – (251) 574-6080
Accounts Division – (251) 574-6001

PROBATE COURT OF MOBILE COUNTY, ALABAMA

A NOTE FROM JUDGE ERWIN

Welcome to the Mobile County 2026 election cycle and thank you for your service. According to Pew Research, nearly 650,000 Americans worked as Election Officials in 2024. This includes over 1,000 in Mobile County. Over 900 citizens in Mobile County will serve as election officials for the 2026 election cycle.

Every election, millions of Americans go to the polls to vote, including nearly 150,000 in Mobile County. These voters depend on local poll workers to run the process and protect their ballots. Across the country, many people and groups express concerns about the election process. However, despite these concerns, a 2024 Pew Research Center survey shows that 90% of registered voters trust their poll workers. [Nine out of ten voters trust and believe their neighbors are doing a great job on Election Day!](#)

My goal is to exceed that 90%. My team has worked hard to develop the training materials and Election Day supply packets for Mobile County poll workers. We've updated videos, printed materials, equipment, processes, and the in-person training experience. We hope these are comprehensive and helpful. Because we value your feedback, after Election Day, you will receive a survey from our Elections Department. Please take the time to share what you think we got right and what you think we can do better. Help us become the best we can be.

There is power in participation!

A sincere thank you for supporting our elections and for serving your neighbors. You are making democracy work. This wouldn't be possible without you.

About This Guide

This book is a comprehensive and practical guide for Election Day procedures and processes. Inside, you'll find detailed job descriptions for each position in the precinct, along with that position's duties from before the precinct opens at 7:00 A.M. until after it closes at 7:00 P.M.

Contained within are practical solutions, explanations, and answers to help each worker address many common questions and situations on a typical Election Day. *You'll find detailed step-by-step instructions to efficiently guide you through a smooth opening process and an organized closing.*

The following sections include:

- Job descriptions for each Poll Worker/Election official.
- General information every worker should know.
- How to set up and organize your Precinct.
- Useful information for the Inspector.
- Step-by-step guidelines on how to successfully close the election and prepare materials for return on Election Night.
- Step-by-step instructions for opening, closing, and operating the DS200 Ballot Counters and the ExpressVote machines.

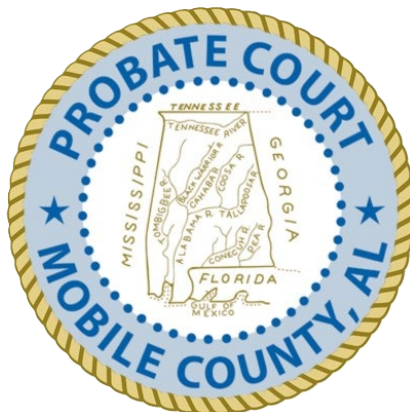


Table of Contents

<i>ELECTION OFFICIALS (Poll Workers)</i> _____	1
<i>INSPECTOR</i> _____	3
<i>CHIEF CLERK</i> _____	15
<i>PROVISIONAL BALLOT OFFICER</i> _____	25
<i>REGISTRATION CLERK</i> _____	31
<i>BALLOT TABLE CLERK</i> _____	37
<i>BALLOT COUNTER CLERK</i> _____	43
<i>COMPUTER TECHNICAL ASSISTANT</i> _____	49
<i>GENERAL INFORMATION (Things Everyone Should Know)</i> _____	53
<i>SETTING UP THE PRECINCT</i> _____	61
<i>INSPECTOR INFORMATION (Helpful Tips)</i> _____	65
<i>CLOSING PROCEDURES</i> _____	73
<i>DS200 BALLOT COUNTER</i> _____	83
<i>EXPRESSVOTE</i> _____	97

ELECTION OFFICIALS (Poll Workers)

Inspector

THE BOSS - The Inspector is the leader of the polling place.

Chief Clerk (CC)

THE DETECTIVE - The CC is the second-in-charge – their primary role is to resolve voter eligibility questions.

Provisional Ballot Officer (PBO)

THE PROCESSOR - The PBO assists voters in completing the paperwork for the Provisional Ballot Process.

Registration Clerk (RC)

THE VERIFIER - The RC ensures that voters are eligible to vote.

Ballot Table Clerk (BTC)

THE TICKET TAKER - The BTC protects the ballot and ensures that voters get the correct ballot.

Ballot Count Clerk (BCC)

THE CASUAL OBSERVER - The BCC monitors (from a safe distance) the ballot counter machines (DS-200 and ExpressVote) and assists voters if necessary.

Computer Technical Assistant (CTA)

THE EPB JEDI - The CTA is responsible for the setup, support, shutdown, and repacking of all EPB units and printers in the Precinct.

INSPECTOR

“The Boss”

Inspector – The Job _____	4
The Inspector’s Day _____	5
<i>Before the Precinct opens (6:00 – 7:00 A.M.):</i> _____	5
Immediately before opening (6:45 A.M – 6:55 A.M.) _____	7
OATH OF OFFICE _____	7
During the day, while the Precinct is open (7:00 A.M. – 7:00 P.M.): _____	8
Spoiled Ballots _____	8
Spoiled Ballot Envelope _____	9
When the Precinct closes (7:00 P.M.): _____	10
Are people allowed inside the Precinct to observe the closing? _____	10
Closing (Priority Items) _____	11
Step One – Envelope 10 _____	11
Step Two – Post Results _____	13
Step Three – Envelope 5 _____	13
Step Four – Envelopes 6 through 8 _____	13

Inspector – The Job



The Inspector is the precinct leader and the primary point of contact for the Probate Court Election Center. **The Inspector is the Boss!**

Responsibilities include:

- Communicating, as needed, with appointed poll workers before Election Day.
- Communicating with the building contact to arrange access to the Precinct.
- Precinct setup.
- Opening and closing the Precinct.
- Managing all poll operations and workers.
- Monitoring Poll Watcher(s) throughout the day.
- Packaging and returning election materials to the designated drop-off site.

Schedule a time on Monday before Election Day to set up tables, chairs, and signs. **Sort and organize the cage(s), but do NOT open ballot boxes, EPBs, Ballot Counters, or the ExpressVote unit until Election Day.**

ALABAMA LAW REQUIRES THAT THE PRECINCT BE OPEN FROM 7:00 A.M. TO 7:00 P.M. IF YOU EXPECT DELAYS IN OPENING OR CLOSING TIMES, CALL THE ELECTION CENTER IMMEDIATELY - (251) 574-6080.

All workers should arrive no later than 6:00 A.M. on Election Day

CTAs have been instructed to be on-site by 5:45 A.M

If your Computer Technical Assistant isn't there by 6:00 A.M., CALL THE ELECTION CENTER - (251) 574-6080.

EPB Training Guides are in the Record of Election Box. In an emergency, use these to begin the EPB setup, AFTER CALLING THE ELECTION CENTER.

The Inspector's Day

Before The Precinct Opens (6:00 – 7:00 A.M):

Locate the **Inspector Materials Envelope**.

*Inside is **Envelope 5** – the only envelope that includes items from before the poll opens and after the poll closes. Also, locate the **DS200 Ballot Counter Security Certificate**.*

- Ensure that all ballot counters are prepared to receive ballots. These instructions begin on [page 83](#) of this guidebook. *Verify that the Red Security Seals on the DS200 match the **Ballot Counter Security Certificate. Place in Envelope 5.***
- Confirm that the CTA has powered on all EPB units and printers. *The CTA will collect the Zero Totals Reports from each EPB and deliver them to the Inspector for placement in **Envelope 5.***
- Locate all ballots (**DO THIS ON MONDAY IF POSSIBLE**)
 - Ensure you have the correct ballots and that there are no missing boxes. Each box and ballot style is labeled Box 1 of 4, Box 2 of 4, etc.
 - Sort the boxes based on ballot style.
 - Arrange the ballot boxes by serial number so that the **lowest-numbered ballots are used first.**
 - Discuss your ballot management plan with the Chief Clerk and the Ballot Table Clerks. *Designate a Ballot Table Clerk to assist with ballot management throughout the day. The Inspector should handle the exchange each time the ballot table needs a fresh supply of ballots.*
- Ensure that the Precinct is set up and ready for voters. ([Page 61](#))
- Post all required signage – look for the 2 navy blue bags. ([Page 71](#))
- Ensure every poll worker and watcher has a name tag.
- Administer the [Oath of Office](#) to all poll workers. ([Page 7](#))
- Ensure poll workers have “clocked in” on the EPB (**CTA RESPONSIBILITY**).
- Ensure that the Chief Clerk and Provisional Ballot Officer have the Provisional Ballot supplies and that the Provisional Ballot Box is ready.
- Review the responsibilities of each poll worker with them.

ENVELOPE 5

<p><i>When opening the poll, PLACE THE FOLLOWING ITEMS IN THIS ENVELOPE:</i></p> <ol style="list-style-type: none">1. The completed BALLOT COUNTER SECURITY CERTIFICATE and RED SEALS from each DS200.2. The TENEX OPENING POLL REPORTS from each EPB. <p><i>When closing the poll, COMPLETE THE FOLLOWING:</i></p> <ol style="list-style-type: none">3. Place the OPENING THE POLLS PRINTOUT (ZEROS TAPE) and the first RESULTS TAPE from each DS200 in this envelope. Do not cut – the tapes MUST be a continuous roll.4. Place the completed BALLOT ACCOUNTING CERTIFICATE in this envelope.5. Place any “extra” RESULTS TAPES not needed to complete other envelopes in this envelope.6. Seal envelope.7. Sign on back lines provided.8. PLACE ENVELOPE IN CLEAR PLASTIC BAG.	PLACE LABEL HERE
<p>JUDGE OF PROBATE</p> <p>PLACE ENVELOPE IN CLEAR PLASTIC BAG.</p>	<p>5</p>

Before voting begins, these items should be in Envelope 5:

1. **Red Security Seals** (2) from each ballot counter.
2. *DS200 Ballot Counter Security Certificate.*
3. *Zero Totals Poll Opening Report* from each EPB. The Computer Technical Assistants have instructions to collect the reports from each EPB and give them to the Inspector.

DO NOT SEAL ENVELOPE 5. IT IS ALSO USED AT CLOSING

Immediately before opening (6:45 A.M – 6:55 A.M.)

Gather all poll workers and the Computer Technical Assistant for a meeting. Briefly discuss important details and reminders for the first few minutes of the day, and answer questions.

Conclude by administering the Oath of Office to the Poll Workers.

OATH OF OFFICE

FOR ALL ELECTION OFFICIALS

Any election official failing or refusing to take the oath and sign as required shall not be permitted to serve as a Precinct official.

We, the duly and lawfully appointed poll officials, do certify that we will conduct this election in accordance with the Constitution and laws of the State of Alabama and the United States of America; we further affirm that we will not discriminate in any manner against any voter because of race, sex, religion or political affiliation.



IMMEDIATELY AFTER THE OATH, ALL POLL WORKERS SHOULD CLOCK IN WITH THE COMPUTER TECHNICAL ASSISTANT.

All workers sign the oath when they clock in on the EPB.

During the day, while the Precinct is open (7:00 A.M. – 7:00 P.M.):

- AT 7:00 A.M., announce, **“THE POLL IS NOW OPEN!”**
- Manage all Precinct operations, carefully observing each station in the first several minutes of the day.
- Coordinate with the Ballot Table Clerk to maintain the supply of ballots. Immediately place the used/empty ballot pads (or stubs) into the **Record of Election Box** each time you resupply the BTC with new ballots.
- **Manage the spoiled ballot process.**
- Communicate as needed with the Probate Court Election Center.
- Identify the Sheriff Deputy assigned to your location and have that number at the ready. **DON'T BE SEARCHING FOR THAT NUMBER IN AN EMERGENCY.**
- Ensure poll workers get the necessary breaks for meals and other needs
- Generally, be aware of any Poll Greeter/Candidate activities outside the Precinct to ensure the 30-foot zone is not violated.
- Locate the large **AFTER THE POLLS CLOSE** Envelope. Sort the envelopes and other materials in preparation for closing.
- Discuss closing plans and assignments with other election workers. Identify who will box the voted ballots from the DS200.

Spoiled Ballots

Only the Inspector should spoil a ballot; do NOT delegate this task. Always follow the spoil ballot process on page 20 of the yellow EPB Training Guide.

ALL SPOILED BALLOTS MUST BE ACCOUNTED FOR.

To “spoil” a ballot:

1. Tear (and remove) any corner of the ballot. The DS200 will not accept a torn ballot.
2. Place the spoiled ballot into the designated “Spoiled Ballot” envelope. If the voter wishes to place their ballot into the envelope, let them.
3. **Use the voter’s photo ID and your EPB to find the voter’s check-in information.**
4. **Select the appropriate reason and if you will issue a replacement ballot.**
5. **If reissuing, print a Ballot ID Slip and direct the voter to the Ballot Table.**

Step-by-step instructions for spoiling a ballot are on page 20 of the yellow Inspector/Chief Clerk/PBO EPB Training Guide.

Use tally marks on the back of the Spoiled Ballot envelope to track the number. Also, make notes that could be helpful during closing.

When the Precinct closes (7:00 P.M.):

1. PUBLICLY ANNOUNCE, **“THE PRECINCT IS NOW CLOSED!”**
2. Ensure all voters in line by 7:00 P.M. are allowed to vote. If needed, mark the end of the line to prevent anyone arriving after 7:00 P.M. from voting.
3. Greet anyone who arrives to observe the closing and briefly explain the process and what they should expect.
4. Secure the Precinct entrance after the last voter leaves.
5. Begin closing procedures only after all voters have left.



**NEVER BEGIN CLOSING PROCEDURES
WHILE VOTERS ARE PRESENT.**

Are people allowed inside the Precinct to observe the closing?

Yes. When voting has ended, members of the public and media are permitted inside to observe the closing. Note that:

- ✓ No credentials are required
- ✓ Photography and video are permitted

Inspector, you are still in control of the Precinct. No observer should interfere or interrupt your closing process. Although they can stay for the entire closing process, most are only interested in reviewing the results tape. Typically, they will record the vote totals in a notebook or take a photo of the results, then leave.

Briefly meet with this group before starting your closing process. Take 2-3 minutes to explain what will happen in the next 15-20 minutes. Let them know:

Your first priority is to close the DS200 ballot counters and prepare the results (Envelope 10) for the waiting Officer. Politely ask any observers to refrain from interfering with that process and assure them that they will be your next priority.

Closing (Priority Items)

A law enforcement officer (Sheriff or local Police) has been assigned to every location. Their only responsibility is to retrieve **ENVELOPE 10** from the Inspector and transport it to the Probate Court Election Center. The officer should arrive before the Precinct closes. Call the Election Center if an officer is not there.

Your immediate priorities, in order:

1. Close DS200s ([pg. 92](#))
2. Prepare Envelope 10
3. Post public results
4. Prepare Envelope 5
5. Prepare Envelopes 6-8

After completing these steps, all **RESULTS TAPES** from the DS200 Ballot Counters should be accounted for and placed in their correct envelopes.

FULL CLOSING INSTRUCTIONS BEGIN ON PAGE 73. The steps in this section focus on Envelope 10 and all other return envelopes that include results tapes.

Step One – Envelope 10

PREPARE ENVELOPE 10

**IMMEDIATELY BEGIN THE CLOSING PROCEDURE ON EACH
BALLOT COUNTER AT YOUR LOCATION**

(SEE INSTRUCTIONS ON [PAGE 92](#) OF THIS GUIDEBOOK)

<p><small>When closing the poll, COMPLETE THE FOLLOWING:</small></p> <ol style="list-style-type: none">1. Turn each DS200 off and carefully remove the memory stick.2. Place one memory stick from each DS200 in this envelope.3. Place one printout (tape) from each DS200 in this envelope.4. Seal envelope.5. Sign on back lines provided.6. Give envelope to the AUTHORIZED LAW ENFORCEMENT OFFICER.	<p><small>PLACE LABEL HERE</small></p>
<p>JUDGE OF PROBATE C/O AUTHORIZED LAW ENFORCEMENT OFFICER</p>	
<p>GIVE to the AUTHORIZED LAW ENFORCEMENT OFFICER at your precinct.</p>	
<p>10</p>	

Step 1: Begin the closing procedure on each ballot counter machine. Each ballot counter will print 8 sets of results in the Primary Election. The number may vary in Runoff and General Elections. **The CTA should clock out Poll Workers during this time.**



Clock Out

**While the Inspector is closing out the ballot counters,
All workers should clock out with the CTA.**

Step 2: Place 2-3 (more if needed) folding tables together lengthwise. Do this while the result tapes are printing. (Printing may take 10 minutes or more)

Step 3: When the results tapes have finished printing, close the election and power down the DS200 ballot counter.

Step 4: When the ballot counter is fully powered off, remove the memory stick and place it inside **Envelope 10**. Take **Envelope 10**, and all the results tapes to the tables you set up in Step 2.

Open the collection bin on each ballot counter so the assigned poll worker can remove the voted ballots and place them in the designated boxes. Use the same boxes the ballots arrived in. An extra box is also provided for this purpose.

Step 5: Align the results tapes from each ballot counter side-by-side on the tables.

Step 6: Sign **ONLY** the **FINAL SET** of results from each ballot counter.

Step 7: Cut away the signed results and place them in **Envelope 10** with the memory sticks. **Verify that you have the memory stick and matching results tapes from each DS200.**

Step 8: Seal and sign Envelope 10. The deputy or officer assigned to your location should be waiting. (Complete the “Chain of Custody” form with the officer)

Step Two – Post Results

Post results for the observers at your Precinct. Remember, they may observe the entire process, but typically, they only care to see the voting results. *You can satisfy them by “posting” the results.*

1. Go back to the tables.
2. Sign the last set of results and cut them off.
3. Post these results tapes in a convenient location for observers inside the voting location. *Photography is allowed. Many observers will take photos of the results tapes and quickly move on.*
4. Once the observers have the information they need, move the same tapes to a location where the public can view them without entering the building.

You may choose to temporarily “post” the results on a separate table for the convenience of watchers or observers.

Step Three – Envelope 5

At this point, you have cut away two sets of results from the bottom of each long, continuous set of tapes. Now, move to the beginning of the tapes. Sign all remaining tapes before cutting away any more sections.

Envelope 5 should already include:

- Two **RED SECURITY SEALS** from each DS200 Ballot counter.
- The **DS200 BALLOT COUNTER SECURITY CERTIFICATE**.
- ZERO TOTALS REPORTS from each EPB at the Precinct.

Follow the instructions on the envelope and add the following:

- The **1ST RESULTS PRINTOUT** from each DS200. This is a long, single continuous strip that includes the *Configuration Report, Ballot Status Report, and the Zero Totals Report*, which all printed at opening, plus the first set of voting results, which are printed at **closing**.
- The completed **Ballot Accounting Certificate**. *If you have not completed the Ballot Accounting Certificate yet, set the envelope and the certificate aside for later.*
- Add any “extra” results tapes not used in envelopes 6, 7, 7CA, 7D, 7R, & 8.

Step Four – Envelopes 6 through 8

Follow the instructions printed on Envelopes 6, 7, 7CA, 7D, 7R, & 8. Each of these envelopes can be sealed and signed now.

ANY REMAINING “EXTRA” RESULTS TAPES CAN NOW BE PLACED IN ENVELOPE 5.

CHIEF CLERK

“The Detective”

Chief Clerk (CC) – The Job _____	16
Detective Duties – Confirm the Voter’s Registration Status _____	16
Provisional Ballot Duties _____	17
Reasons a voter must use the Provisional process: _____	17
The Chief Clerk’s Day _____	18
Before the Precinct opens (6:00 A.M. – 7:00 A.M.) _____	18
During the day, while the Precinct is open (7:00 A.M. – 7:00 P.M.) _____	18
When the Precinct closes (7:00 P.M.) _____	19
Why are voters referred to the Chief Clerk? _____	19
A voter’s name is not on the EPB roster of eligible voters. _____	19
A voter is at the correct precinct and on the roster, but has a new address? _____	19
A voter is on the roster, the information on their ID matches the EPB, but the voter tells the RC they have recently moved. _____	20
A voter is on the roster but listed as inactive. _____	22
The EPB shows that the voter requested an absentee ballot. _____	22
The EPB shows that the voter has already checked in. _____	22
Voter Redirect Slips _____	23
A Voter has no ID _____	23

Chief Clerk (CC) – The Job



THE JOB: The CC’s main responsibility is to investigate voter eligibility issues. **The Chief Clerk is the Precinct Detective!** The Chief Clerk is also the second-in-command and must be ready to assume the Inspector's duties in an emergency.

THE GOAL - ENSURE THAT VOTERS CAST THE CORRECT BALLOT IN THE CORRECT PRECINCT

THE PRECINCT WHERE THEY LIVE

WHY IT MATTERS: SO EVERY ELIGIBLE VOTE IS COUNTED

A VOTER IS OFF THE HAPPY PATH WHEN

1. The Registration Clerk cannot find their name in the EPB as a registered voter.
2. The address or other information on their ID doesn’t match the EPB.
3. They are identified as “inactive”, having “already checked in,” or having a “pending absentee ballot.”
4. They have no valid ID.
5. The Inspector challenges the voter’s eligibility.

Detective Duties – Confirm the Voter’s Registration Status

The CC EPB has access to the entire county’s voter database and can view information that the Registration Clerk cannot. If an individual is a registered voter, scanning their Alabama Driver License or manually searching for their details will display their correct precinct on the EPB. **The CC can then REDIRECT the voter to their proper precinct.**

If the CC’s investigation confirms that the voter is in the correct precinct, the CC can process the voter based on that information. In some cases, this may involve a voter update form followed by a regular precinct ballot; in others, the provisional process will be necessary.

Provisional Ballot Duties

When the CC confirms that a voter is in the correct precinct, but must vote provisionally, they will start the **PB-3 Form**. The CC should complete Sections 1 and 3 (marked in red) and instruct the voter to fill out Section 4 of the **PB-3 Form** (marked in green) along with the Reidentification/Update section at the bottom of the form.

- Determining the status of a voter who is not on the active voter roster or who has recently moved into the precinct may require contacting the Election Call Center to verify the voter's correct ballot style. THIS INFORMATION IS CRITICAL, DON'T GUESS – CALL 251-574-6080.

- Refer voters to the Provisional Ballot Officer as appropriate and provide the voter with the *Information For Provisional Voters In Alabama* sheet.

AFTER CC COMPLETES SECTIONS 1 AND 3

AFTER THE VOTER COMPLETES SECTION 4 AND THE REIDENTIFICATION/UPDATE SECTION

Reasons a voter must use the Provisional process:

Section 3 of the PB-3 Form

- Person's name does not appear on the list of registered voters.
- Person's registration status cannot be determined by the election official.
- Voter is unable to comply with the voter identification requirement.
- The voter has requested but claims not to have voted an absentee ballot.
- Voter objects to the political party identified on the list of registered voters for the primary runoff election. **Runoff Elections Only.**
- Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person. **Complete Inspector's Challenge.**
- Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.

The Chief Clerk's Day

Before the Precinct opens (6:00 A.M. – 7:00 A.M.)

Locate the Chief Clerk Materials Envelope.

Inside this large white envelope are the supplies (including Provisional Ballot supplies) you will use throughout the day.

- Ensure your EPB is set up and that you are **logged in as a Chief Clerk**.
- Locate the *Non-Provisional Voter Reidentification/Update Forms*.
- Locate **PB-3 Forms** and **Envelope 1-A**
- Locate large white **Envelope 14 - TENEX REDIRECT SLIPS**. Use it to collect the Redirect Slips that a voter brings from another Precinct.
- Locate the large brown **Chief Clerk Referral Slip Envelope**. Use it to collect *Voter Referral Slips* issued by Registration Clerks in your Precinct.
- Ensure that the Provisional Ballot Officer is prepared.
- Other duties as assigned by the Inspector.

During the day, while the Precinct is open (7:00 A.M. – 7:00 P.M.)

- Investigate voter eligibility questions.
 - ✓ *Resolve issues and issue Ballot ID Slip to voter.*
 - ✓ Use the *Non-Provisional Voter Reidentification/Update Forms* to update registration information.
 - ✓ Redirect voters to their correct precinct when necessary.
 - ✓ **Receive referred voters from other precincts.**
 - **These Tenex Redirect Slips go into Envelope 14.**
 - ✓ *Begin the provisional process when required.*
- Fill in for Inspector and PBO as required.

When the Precinct closes (7:00 P.M.)

- Assist the inspector in closing out the DS200 Ballot Counters and preparing the results tapes.
- Ensure that all completed, *Non-Provisional Voter Reidentification (Update) Forms* are placed in **Envelope 1A** for the Board of Registrar's Office.
- Work with the PBO to ensure that all Provisional rosters are signed and the Provisional Ballot box is secure.
- Verify with the PBO that the **PB-4 Envelope** is prepared. (Do not seal until Inspector reviews)
- Seal **Envelope 14 (TENEX REDIRECT SLIPS)** and place it with the other closing materials and envelopes.
- Assist the Inspector with other closing duties.

Why are voters referred to the Chief Clerk

A voter's name is not on the EPB roster of eligible voters.

Likely scenario: (1) The voter is at the wrong Precinct, (remember, a Registration Clerk can only see the roster of registered voters for that specific location), (2) The voter is not registered, (3) They registered after the deadline for this election, or (4) the Board of Registrars has determined they are disqualified from voting.

Solution: First, use your EPB to check their status (the CC EPB has access to the county's entire voter database). If they are a registered voter, direct them to their correct Precinct. If you are unable to determine their status, contact the Election Call Center.

A voter is at the correct precinct and on the roster, but has a new address?

Likely scenario: The voter recently moved. They updated their ID, but not their voter registration. The information on their new ID does not match what's in the EPB.

Solution: Confirm that the voter is at the correct Precinct. If so, ask them to fill out a *Voter Reidentification (Update) Form*. Once completed, check them in on your EPB, issue a Ballot ID Slip, and direct them to the Ballot Table Clerk. **If you are in a Split Precinct, verify the correct ballot style for the voter using their new address. See notes on the next page regarding the Ballot ID Slip. DON'T GUESS AT THE CORRECT BALLOT STYLE – CALL THE ELECTION CENTER IF THERE IS ANY QUESTION.**

ARE YOU IN A SPLIT PRECINCT?

MOVING WITHIN THE SAME PRECINCT MAY CHANGE THE BALLOT STYLE A VOTER RECEIVES. **IF YOU ARE IN A SPLIT PRECINCT**, BE SURE TO IDENTIFY THE CORRECT BALLOT STYLE FOR THE VOTER BASED ON THEIR NEW ADDRESS. THE EPB WILL PRINT A BALLOT ID SLIP BASED ON THE PREVIOUS ADDRESS. IF THE NEW ADDRESS QUALIFIES THE VOTER FOR A DIFFERENT BALLOT STYLE, THE CHIEF CLERK SHOULD NOTE THIS ON THE SLIP, INITIAL IT, AND WALK WITH THE VOTER TO THE BALLOT TABLE CLERK.



Mobile County Printed by: JENNIFER FULTON
2026-03-18 08:25

BALLOT ID SLIP

05/19/2026
Voting Location: MOCK POLL
Precinct: 01

PETER PARKER

~~Ballot Style: 1~~ **Updated Address Issue Ballot #2**

Ballot Type: Regular Ballot

RP

PLEASE DIRECT VOTER TO THE BALLOT TABLE.

A voter is on the roster, the information on their ID matches the EPB, but the voter tells the RC they have recently moved.

Likely scenario: The voter voluntarily informs the RC that they have moved and aren't sure if this is the correct location since moving. The RC will refer the voter to the CC.

Solution: Confirm the voter's correct Precinct based on their new address.

If they are in the correct Precinct, ask them to complete a Voter Reidentification (Update) Form. Once completed, check them in on your EPB, issue a Ballot ID Slip, and direct them to the Ballot Table Clerk.

REMEMBER TO VERIFY THE CORRECT BALLOT STYLE FOR THE VOTER'S NEW ADDRESS AND MANUALLY UPDATE THE BALLOT ID SLIP (SHOWN ABOVE) IF REQUIRED.

If the voter is in the wrong Precinct, redirect them to the correct one. They will vote provisionally there, and their ballot should be counted at the Provisional Canvass.

If a voter refuses to go to the correct precinct, NEVER deny them the opportunity to vote - allow them to vote provisionally at your Precinct. Alert the Inspector – this may require an Inspector Challenge**, as the voter has confirmed they no longer live within

the boundaries of your Precinct. The official Inspector's *Statement of Challenge of Eligibility to Vote* form is below.

Inspector's Statement of Challenge of Eligibility to Vote

State of Alabama _____ County _____

Date of Election: _____

Precinct: _____

As an inspector at the aforementioned precinct, I hereby challenge the eligibility of _____, who resides at (printed name of voter) _____, and was born on _____ (residence address of voter) _____, to vote in this precinct in the election held on this date. (date of birth of voter)

This individual is not qualified to vote in this precinct based on the following facts known to me:

I do solemnly swear (or affirm) that based on facts known to me at this time, the qualification of this individual to vote in this precinct during this election is hereby challenged. I understand that any person who falsely signs and verifies this form shall be guilty of perjury.

Signature of Inspector

Printed Name of Inspector

Date

White Copy: Place in Provisional Ballot Box.
Canary Copy: Place with the PB-3 (Provisional Verification Statement).
Pink Copy: Give to Voter whose eligibility has been challenged.

NOTE: THIS IS A 3-PART FORM. THE WHITE COPY GOES IN THE PROVISIONAL BALLOT BOX, AND THE CANARY (YELLOW) COPY STAYS WITH THE VOTER'S PB-3 FORM AND IS PLACED IN THE PB-4 ENVELOPE.

A voter is on the roster but listed as inactive.

Likely scenario: There are various reasons a voter may be designated as inactive. The reason isn't important. Quickly assure the voter that this is an easy problem to solve.

Solution: Have the voter complete a *Voter Reidentification (Update) Form*, check them in on your EPB, issue a Ballot ID Slip, direct them to the Ballot Table, and they will vote a regular ballot. The Registrar uses the form to update and reactivate the voter. The voter MUST fully complete the update form, or they will remain on the inactive list. **Place the Update Form in Envelope 1A.**

VOTER'S REIDENTIFICATION/UPDATE FORM		<input type="checkbox"/> UPDATE	<input type="checkbox"/> VERIFICATION	NVRA-20
FOR USE BY U.S. CITIZENS ONLY ♦ FILL IN ALL BOXES ON THIS FORM ♦ PLEASE USE INK ♦ PRINT LEGIBLY				
① Are you a citizen of the United States of America?		<input type="checkbox"/> Yes <input type="checkbox"/> No	⚠ ATTENTION! If you answer "No" to either of these questions, do not complete this application.	
② Will you be 18 years of age on or before election day?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
③ Print Your Name:		Alabama Driver's License or Non-Driver ID Number:		
First	Middle	Last	Suffix	STATE NUMBER
④ Print Maiden Name / Former Name (if reporting a change of name)		IF YOU HAVE NO ALABAMA DRIVER'S LICENSE OR ALABAMA NON-DRIVER ID NUMBER		
First	Middle	Last	Suffix	Last four digits of Social Security number:
⑤ Date of Birth (mm/dd/yyyy) ⑥ Primary Telephone ⑦ Email Address		<input type="checkbox"/> I do not have an Alabama driver's license or Alabama non-driver ID or a Social Security number.		
Addresses	Current	Address where you live: (Do not use post office box)		
	Current	Address where you receive your mail:		
	Old	Address where you were last registered to vote: (Do not use post office box)		
⑧ Race (check one)		⑨ Place of Birth		
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other		City County State Country I am a U.S. citizen I live in the State of Alabama I will be at least 18 years of age on or before election day I am not barred from voting by reason of a disqualifying felony conviction I have not been judged "mentally incompetent" in a court of law		
⑩ Sex (check one)		VOTER DECLARATION - READ AND SIGN		
<input type="checkbox"/> Female <input type="checkbox"/> Male		I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DISAVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, SO HELP ME GOD.		
WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.				
Your Signature: _____		Date: _____		

The EPB shows that the voter requested an absentee ballot.

Likely scenario: The voter requested an absentee ballot but claims they never received it, or if they did, they didn't return it.

Solution: If a voter requests and is sent an absentee ballot (even if it is never received), **they must vote provisionally in the precinct.** The Board of Registrars will determine if the voter's absentee ballot was received and if the Provisional ballot will count at the Provisional Canvass.

The EPB shows that the voter has already checked in.

If this occurs, ensure the voter isn't already holding a Ballot ID Slip. If not, contact the Election Call Center and prepare to begin the Provisional Process.

Voter Redirect Slips

When a voter arrives at your Precinct with a **Voter Redirect Slip** from a different Precinct, place the slip in **Envelope 14**, determine the voter's status, and process them accordingly.

A Voter has no ID

A voter with no valid ID, who is listed as an eligible voter in the EPB, may be issued a regular ballot if 2 poll workers (Election Officials) can positively identify the voter AND complete the *Election Officials' Affidavit For Identifying Qualified Elector* form. The completed form should be placed in **Envelope #6**.

When the form is completed, the voter can be processed as a regular voter.

ELECTION OFFICIALS' AFFIDAVIT FOR IDENTIFYING QUALIFIED ELECTOR		
County of Mobile State of Alabama		
I _____ (print name), and _____ (print name) who are both election officials in the above stated county, do hereby swear or affirm that _____ (print elector's name) does not have a valid Alabama photo identification in their possession at the polls. I further swear or affirm that said elector has been positively identified by me as a voter on the poll list who is eligible to vote.		
I further swear or affirm under penalty of perjury that all information provided in the affidavit above is true and correct.		
_____	_____	_____
(Date of Election)	(Signature of Election Official)	(Signature of Election Official)
	_____	_____
	(Printed Name of Election Official)	(Printed Name of Election Official)
FORM PVI.03		

PLACE THIS FORM IN ENVELOPE 6 AFTER CHECKING THE VOTER IN.

PROVISIONAL BALLOT OFFICER

“The Processor”

Provisional Ballot Officer (PBO) – The Job _____	26
Reasons a voter must use the Provisional process: _____	26
The PBO’s role: _____	26
The PBO’s Day _____	27
Before the Precinct opens (6:00 A.M. – 7:00 A.M.) _____	27
During the Day (7:00 A.M. – 7:00 P.M.) _____	27
After the Precinct closes (7:00 P.M.) _____	27
The Provisional Ballot Process (step-by-step) _____	28
The PBO’s closing responsibilities _____	28
Additional information and resources _____	29
Spoiled Ballots _____	29

Provisional Ballot Officer (PBO) – The Job

- THE JOB:**
- (1) Assist voters in the Provisional Ballot process after the Chief Clerk determines the voter must vote provisionally.
 - (2) Assist the Chief Clerk with other assigned duties and be ready to fill in for the Chief Clerk when required.

WHEN ELIGIBILITY ISN'T CLEAR, THE PROVISIONAL PROCESS ALLOWS VOTERS TO UPDATE THEIR REGISTRATION INFORMATION AND ENSURES THAT EVERY ELIGIBLE VOTER'S BALLOT IS COUNTED – PROVIDED THAT THEY VOTE IN THE PRECINCT WHERE THEY LIVE.

Reasons a voter must use the Provisional process:

Section 3 of the PB-3 Form

- Person's name does not appear on the list of registered voters.
- Person's registration status cannot be determined by the election official.
- Voter is unable to comply with the voter identification requirement.
- The voter has requested but claims to have not voted an absentee ballot.
- Voter objects to the political party identified on the list of registered voters for the primary runoff election. **Run-off Elections Only.**
- Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person. **Complete Inspector's Challenge.**
- Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.

THE CHIEF CLERK WILL DETERMINE THE REASON(S) AND COMPLETE SECTIONS 1 AND 3 OF THE PB-3 BEFORE REFERRING THE VOTER TO THE PBO.

THE VOTER SHOULD COMPLETE SECTION 4 AND THE UPDATE SECTION AT THE BOTTOM OF THE PB-3 FORM.

The PBO's role:

- Assist the voter with the required forms.
- Ensure that the forms and all Provisional Rosters are completed and signed.
- Provide the correct ballot and PB envelopes to the voter.
- Ensure the voter places the ballot in the Provisional Ballot Box.

Note: The PBO does **NOT** have an assigned EPB. The PBO is responsible for the paperwork associated with the Provisional Voting process.

The PBO's Day

Before the Precinct opens (6:00 A.M. – 7:00 A.M.)

- Locate the **PROVISIONAL BALLOT SUPPLY BOX**.
 - ✓ **Open it and organize the supplies found inside.**
 - ✓ **Prepare and seal the box so that it is ready to receive ballots.**



- ✓ **Be prepared as if the first voter in the Precinct will vote provisionally.**
- Other setup duties assigned by the Inspector.

During the Day (7:00 A.M. – 7:00 P.M.)

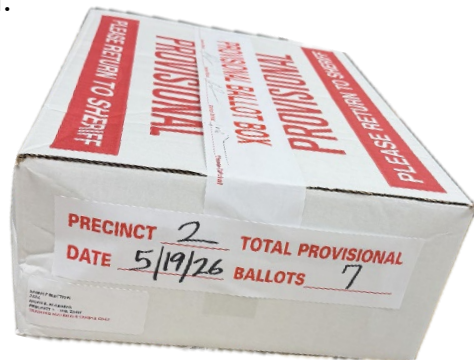
- Process Provisional voters.
- Fill in for Chief Clerk, or others, as required.

After the Precinct closes (7:00 P.M.)

- Ensure the proper Election Officials sign all Provisional rosters.
- Prepare the **PB-4 Envelope**.
- Seal the ballot slot in the Provisional Ballot Box.


PRECINCT _____	TOTAL PROVISIONAL
DATE _____	BALLOTS _____

- Pack unused Provisional supplies in the black plastic bag.
- Other duties as assigned by the Inspector.



The Provisional Ballot Process (step-by-step)

THE CHIEF CLERK WILL QUALIFY THE VOTER AND COMPLETE SECTIONS 1 AND 3 OF THE PB-3 FORM. THE VOTER SHOULD COMPLETE SECTION 4 AND THE UPDATE SECTION AT THE BOTTOM OF THE PB-3.

- Step 1: Confirm that sections 1,3, and 4, along with the update portion at the bottom of the **PB-3 Form** are complete. (**Note the ballot style**)
- Step 2: Add voter information to the correct Provisional Roster, note the roster line number, and enter it in section 2 of the **PB-3 Form**. In a Primary Election, each political party will have its own voter roster. In addition, there will also be a CA roster.
- Step 3: Locate the correct ballot style.
- Step 4: Neatly print (ALL CAPS) the voter's name and roster line number on the **PB-2 Envelope**.
- Step 5: Verify that the **PB-3 Form** is complete.
- Provide the voter with a ballot, **PB-1 Envelope, PB-2 Envelope**, PB Voter Information Sheet, and briefly explain each envelope.
 - Point out the Provisional Ballot Box and allow the voter time to mark their ballot.
 - Place the **PB-3 Form** inside the **PB-4 Envelope**.
- Step 6:  Have an *I Voted* sticker ready for the voter.

The PBO's Closing Responsibilities

- Seal the opening in the provisional ballot box using the sticker below and fill in each blank. The Provisional Ballot Box should contain PB-1 Envelopes (Ballots) and any Inspector Challenge Forms used during the day.

PRECINCT _____	TOTAL PROVISIONAL
DATE _____	BALLOTS _____

- Remove and count the **PB-3 Forms** from the **PB-4 Envelope**.
- Enter that number on the **PB-4 Envelope**.

- **Ensure that all Provisional Rosters are signed** by the proper Election Officials and place them in the **PB-4 Envelope**. (Failure to sign the roster(s) may invalidate every provisional ballot cast throughout the day)
- Place all completed *Inspector's Statement of Challenge Forms* (yellow copy) in the **PB-4 Envelope**.
- Wait for the CC and Inspector to seal and sign the **PB-4 Envelope**.
- Assist the Inspector with other closing duties.

Additional Information and Resources

Beginning with the 2026 election cycle, the PBO role is focused on managing the paperwork associated with the provisional voting process; however, the PBO must also be prepared to back up the Chief Clerk and other positions at the voting location.

The PBO must be ready to:

- Use the Chief Clerk's EPB to determine a voter's registration status and their correct Precinct.
- Determine a voter's status when they are not on the active voter roster
 - Contact the Election Call Center at (251) 574-6080
 - Use the EPB address lookup feature.
- Fill in for Registration Clerk or other election workers.

Spoiled Ballots

When it's necessary to spoil a Provisional Ballot, notify the Inspector. The Inspector will manually spoil the ballot by tearing the corner and placing it in the Spoiled Ballot Envelope; a replacement ballot can then be issued to the voter.

REGISTRATION CLERK

“The Verifier”

Registration Clerk – The Job _____	32
The Registration Clerk’s Day _____	32
Before the Precinct opens (6:00 A.M. – 7:00 A.M.) _____	32
During the day (7:00 A.M. – 7:00 P.M.) _____	32
After the Precinct closes (7:00 P.M.) _____	32
Common Scenarios at the Registration Table _____	33
The ID matches the information in the EPB. _____	33
The voter’s ID doesn’t match the information in the EPB. _____	33
The voter’s name is not on the roster of eligible voters. _____	33
Other reasons to refer a voter _____	34
Additional Information and Resources _____	34

Registration Clerk – The Job

THE JOB: ENSURE THE VOTER’S PHOTO ID IS VALID (NOT EXPIRED) AND MATCHES THE INFORMATION IN THE ELECTRONIC POLL BOOK (EPB).

What must match:

- ✓ Photo
- ✓ Name
- ✓ Address (if present)
- ✓ Date of Birth (if present)
- ✓ ID is valid and NOT expired
 - **EXCEPTION** – An Alabama Driver's License is considered valid for 60 days beyond its expiration date.

VERIFY WHAT’S THERE

(not what isn’t)

If the photo ID does not include an address and/or birth date – **DO NOT** ask for either. If it does – **THEY MUST MATCH WHAT’S IN THE EPB.**

The Registration Clerk’s Day

Before the Precinct opens (6:00 A.M. – 7:00 A.M.)

- Assist the Inspector with the preparation of the Precinct.
- Confirm with the Computer Technical Assistant (CTA) that your EPB is ready.
- NEVER perform a “test” check-in.
- NEVER check yourself or another poll worker in to vote before 7:00 AM.

During the day (7:00 A.M. – 7:00 P.M.)

- Check in voters.



GREET



SCAN



COMPARE



DIRECT

- ALWAYS log out of your EPB when going to lunch or breaks.
- Be aware of your EPB’s connection status. (If you see a Broken Heart, alert your Computer Technical Assistant)
- Allow the CTA to change printer paper and assist with all EPB or printer issues.
- Any voter in line at 7:00 PM is allowed to vote. Follow the Inspector’s instructions if there are line concerns at 7:00 P.M.

After the Precinct closes (7:00 P.M.)

- Log Out of your EPB. **DO NOT CLOCK OUT. The CTA in your Precinct will clock you out and shut down the EPBs.**
- Assist the Inspector with closing procedures as directed.

Common Scenarios at the Registration Table

The ID matches the information in the EPB.

Process the voter, issue a Ballot ID Slip, and direct them to the Ballot Table Clerk. **(The Happy Path)**

The voter's ID doesn't match the information in the EPB.

Print a Chief Clerk Referral Slip and direct the voter to the Chief Clerk.

YOU ARE NOT A DETECTIVE! DISCREPANCIES ARE NOT RESOLVED AT THE REGISTRATION TABLE.

The voter's name is not on the roster of eligible voters.

- The voter might be in the wrong precinct – remember, the Registration Clerk EPB only shows registered voters in that precinct. The Chief Clerk can view the county's entire voter list using their EPB.
- They are not registered to vote or missed the registration deadline.
- They may be disqualified from voting.

YOU ARE NOT A DETECTIVE! DISCREPANCIES ARE NOT RESOLVED AT THE REGISTRATION TABLE. IF A VOTER'S NAME ISN'T ON THE EPB, DO NOT (EVER) OFFER EXPLANATIONS OR POSSIBLE REASONS

REFER THE VOTER TO THE CHIEF CLERK

Other reasons to refer a voter

- Voter has no ID or one that is not listed as a valid option on the EPB.
- The EPB indicates that the voter has already checked-in, requested an Absentee Ballot, or is inactive.
- The voter alerts you that they have moved and have a new address.

**YOU ARE NOT A DETECTIVE! DISCREPANCIES
ARE NOT RESOLVED AT THE REGISTRATION TABLE.
PRINT A CHIEF CLERK REFERRAL SLIP AND DIRECT
THE VOTER TO THE CHIEF CLERK.**

Additional Information and Resources

- Over 90% of voters present an Alabama Driver license that can be scanned by the EPB camera.
- If you are unsure about any ID presented, check with your Inspector or Chief Clerk before issuing a Ballot ID Slip.
- There are many acceptable types of ID other than the AL Driver License– all of which are listed on the EPB and will require a manual voter lookup. *Remember the 3 and 3 method: use the first 3 letters of the voter's first and last names.*

IF IT'S NOT AN ALABAMA DRIVER LICENSE, A MANUAL LOOKUP IS REQUIRED

**ALL ACCEPTABLE FORMS OF ID ARE LISTED IN THE EPB.
WHEN CONDUCTING A MANUAL SEARCH, IT IS IMPERATIVE
THAT YOU SELECT THE ID TYPE YOU ARE USING. IF YOU ARE
UNSURE, CONSULT WITH THE INSPECTOR.**

BALLOT TABLE CLERK

“The Ticket Taker”

Ballot Table Clerk (BTC) – The Job _____	38
The Ballot Table Clerk’s Day _____	38
Before the Precinct opens (6:00 A.M. to 7:00 A.M.) _____	38
During the day (7:00 A.M. – 7:00 P.M) _____	39
After the Precinct closes (7:00 P.M.) _____	39
CAUTION – AVOID THESE COMMON MISTAKES: _____	40
Common Scenarios _____	40
The BTC damages a ballot while tearing it from the pad. _____	40
The BTC gives the voter the wrong ballot. _____	40
Additional Information _____	41

Ballot Table Clerk (BTC) – The Job

THE JOB: Protect the ballot and ensure that each voter receives the correct ballot.

THE STEPS:

1. Receive the Ballot ID Slip from the voter.
2. Tear the indicated ballot style from the ballot pad. **(NEVER PRE-TEAR)**
3. Place the ballot inside the secrecy folder and hand it and a pen to the voter.
4. Place the Ballot ID Slip into the provided envelope.

Is it important to collect the Ballot ID Slip from every voter?

YES! In cases of ballot accounting discrepancies, these can be used to reconstruct the election and identify mistakes that may have occurred during the day.



CONCERNS ABOUT DAMAGED BALLOTS OR ANY BALLOT IRREGULARITIES SHOULD BE **REPORTED IMMEDIATELY TO THE INSPECTOR**. NEVER GIVE A DAMAGED OR IRREGULAR BALLOT TO A VOTER.

The Ballot Table Clerk's Day

Before the Precinct opens (6:00 A.M. to 7:00 A.M.)

Locate the Ballot Table Clerk Materials Box

Ballot ID Envelopes, Secrecy Folders, Pens, and other supplies for the day are in this box.

- Prepare and organize your area.
- Locate pens, secrecy folders, and the **Ballot ID Envelopes**.
- **Discuss the ballot management plan with your Inspector.**
- Assist with other assigned duties.

During the day (7:00 A.M. – 7:00 P.M)

- Receive **Ballot ID Slips** from voters and exchange them for the indicated ballot.
- Place every *Ballot ID Slip* into the large brown **Ballot ID Slip envelope**.
- Stay aware – **NEVER** accept a *Chief Clerk Referral Slip* as a *Ballot ID Slip*.
- Arrange lunch and breaks with your Inspector and other BTCs.
- **Return empty ballot pad stubs to the Inspector throughout the day.**

NOTE: Ballot ID Slips include the Ballot Style in bold print. **Chief Clerk Referral Slips** include a large barcode.

Mobile County

Printed by: M P
2022-10-21 16:23

Voter ID Card

11/08/2022
Voting Location: MEMORIAL BAPTIST CHURCH
Precinct: 01

PETER PARKER

Ballot Style: #1
Ballot Type: Regular Ballot

PLEASE DIRECT VOTER TO
THE BALLOT TABLE.


Mobile County

Printed by: MIRANDA PHELPS
2022-05-10 19:47

Voter Referral Slip

May 24, 2022 Primary Election

WONDER WOMAN


* 1 0 8 5 8 3 8 4 7 7 *

Referral Reason: Already Checked-In

PLEASE DIRECT VOTER TO
CHIEF CLERK TABLE.

After the Precinct closes (7:00 P.M.)

- Secure all unused ballots and deliver them to the Inspector.
- Prepare the Ballot ID Slip envelope for the Inspector.
- Assist with other closing duties as assigned.

CAUTION – AVOID THESE COMMON MISTAKES:

The BTC role is repetitive, but very important. Stay aware.

- Most elections have multiple ballot styles at each precinct. Always check the ballot style on the *Ballot ID Slip* and give that ballot to the voter.
- Note the difference between a *Chief Clerk Referral Slip* and a *Ballot ID Slip*. Never accept a referral slip. A voter with a referral slip must see the Chief Clerk.
- Never pre-tear ballots from the ballot pad.
- Never give a voter more than one ballot. **1 BALLOT ID SLIP = 1 BALLOT**
- Never give a voter a damaged ballot. **A TORN BALLOT = A SPOILED BALLOT**



CONCERNS ABOUT DAMAGED BALLOTS OR ANY BALLOT IRREGULARITIES SHOULD BE **REPORTED IMMEDIATELY TO THE INSPECTOR**. NEVER GIVE A DAMAGED OR IRREGULAR BALLOT TO A VOTER.

Common Scenarios

The BTC damages a ballot while tearing it from the pad.

- Never give a voter a damaged ballot.
- Do NOT set a damaged ballot aside and tear another ballot for the voter.
- Every damaged ballot must be spoiled. The impacted voter must see the Inspector and go through the spoiled ballot process before receiving another ballot. **FAILURE TO REPORT THIS AND SPOIL THE BALLOT WILL CAUSE BALLOT ACCOUNTING ISSUES DURING THE CLOSING PROCEDURES.**

A TORN OR DAMAGED BALLOT = A SPOILED BALLOT

The BTC gives the voter the wrong ballot.

- If you realize the mistake before the voter leaves, call the voter back and immediately report this to the Inspector. The Inspector can decide the best way to account for that ballot and ensure that the voter receives the correct ballot.
- If a voter returns with a marked ballot, believing it may be the wrong ballot, **immediately refer the voter to the Inspector.**

Additional Information

Most Precincts have more than one ballot style. In a Primary election, every Precinct has at least three: Democratic, Republican, and Constitutional Amendment.

It is best to work from a single ballot pad for each ballot style. In a busy precinct, it may be necessary to use multiple ballot pads of the same style at the same time. As 7:00 P.M. approaches, and voter activity permits, switch to one ballot pad - preferably the one with the lowest numbers - and work exclusively from that pad. The goal is to avoid ending the day with multiple partial pads of the same style. This simplifies ballot accounting later in the night.

BALLOT COUNTER CLERK

“The Casual Observer”

Ballot Counter Clerk (BCC) – The Job _____	44
The Ballot Counter Clerk’s Day _____	44
Before the Precinct opens (6:00 A.M. – 7:00 A.M.) _____	44
During the day (7:00 A.M – 7:00 P.M.) _____	44
After the Precinct closes (7:00 P.M.) _____	45
Dos and Don’ts _____	45
Common Ballot Counter Scenarios and Voter Questions _____	46
Blank ballots – one with no selections _____	46
Overvoted ballots – a ballot with too many selections _____	46
A voter decides to return their ballot. _____	46
A voter leaves the precinct with their ballot still in the ballot counter, waiting for the voter's input. _____	46
What happens when an under-voted ballot is inserted into the ballot counter? _____	47
Unreadable Mark – what is it? _____	47
If I vote a straight party ticket, do I also have to select every candidate of that same party individually? _____	47
What if a voter selects the straight party Democratic option, but also votes for the Republican candidate in a particular contest? _____	47

Ballot Counter Clerk (BCC) – The Job

THE JOB: Monitor ballot counters and assist voters when requested.

Support the Voter: Close enough to help – Far enough to guarantee privacy – Be aware.



What to know:

1. BCCs are not problem solvers.
2. Identify and immediately refer any voter concerns, ballot issues, or irregularities to the Inspector.
3. A BCC must always be mindful and respectful of every voter's privacy.
4. A BCC should never look at or touch a voter's ballot without explicit permission.
5. If a voter believes they have "messed up" their ballot, refer them to the Inspector.
6. Be mindful and aware of the ExpressVote device and anyone using it.

Locate the Ballot Counter Clerk Box

It is the Secrecy Folder return box and includes the pen return containers and I Voted stickers.

The Ballot Counter Clerk's Day

Before the Precinct opens (6:00 A.M. – 7:00 A.M.)

- Prepare your area and plan where you will stand or sit.
- Locate the cardboard box you will use to collect secrecy folders and the pen return container. Place them near the ballot counters, preferably between the ballot counters and the Precinct exit.
- Locate the *I Voted* stickers.
- Discuss the plan to return pens and secrecy folders to the Ballot Table.
- Other duties as assigned.

During the day (7:00 A.M. – 7:00 P.M.)

- Monitor the DS200 Ballot Counters and ExpressVote machine.
- Assist voters as needed with ballot counter errors.
- Periodically return the secrecy folders and pens to the Ballot Table Clerk.
- Refer all questions about possible damaged or spoiled ballots to the Inspector.
- Immediately alert the Inspector to ballot jams or other unusual issues with the ballot counter.

- Generally, be aware of and monitor the “cardstock” taped to each ballot counter to safeguard the initial reports that are printed when the ballot counters are first powered on.
- **Do not direct voters to use one ballot counter over another to “keep numbers the same” on each ballot counter. There is no benefit to this, and it can cause unnecessary lines and confusion.**

NOTE: THE DS200 BALLOT BIN IS DESIGNED TO HOLD APPROXIMATELY 2400 BALLOTS. IF THE NUMBER OF VOTED BALLOTS IN ANY SINGLE DS200 BEGINS TO APPROACH 2400, ALERT THE INSPECTOR.



Hand out I Voted stickers

After the Precinct closes (7:00 P.M.)

- Collect any remaining pens, secrecy folders, and *I Voted* stickers and return them to the proper places.
- Assist with other closing duties as assigned.

Dos and Don'ts

- **Do** be available to the voter when requested.
- **Don't** be so close to a voter that you violate their right to ballot secrecy/privacy.
- **Do** give voters an I Voted sticker, or have one available, after they cast their ballot.
- **Don't** place the sticker on a voter.
- **Do** refer voters with concerns or improperly marked ballots to the Inspector.
- **Don't** examine or touch a voter's ballot unless the voter gives explicit permission. Play it safe, refer them to the Inspector.
- **Do** be alert for Ballot Counter error messages and alert the voter if necessary.
- **Don't** take action on behalf of a voter.
- **Do** stay alert for ballot jam alerts and messages.
- **Don't** attempt to clear a ballot jam without the Inspector being present.

Common Ballot Counter scenarios and voter questions

Blank ballots – one with no selections

When inserted, the ballot counter display will indicate that a blank ballot has been inserted. The voter will have the option to “*Cast Ballot*” or “*Return Ballot.*” Let the voter decide.

The “Blank Ballot” message can result from an improperly marked ballot. If a voter shows you an improperly marked ballot, refer them to the Inspector.

Overvoted ballots – a ballot with too many selections

When an overvoted ballot is inserted, the display shows the details of the overvoted contest(s). The voter must choose to “Cast Ballot” or “Return Ballot.” If the ballot is cast, all correctly cast votes will be counted. No voter credit is given in any contest(s) that were overvoted.

BLANK AND OVERVOTED BALLOTS WILL REMAIN IN THE UPPER PORTION OF THE BALLOT COUNTER UNTIL THE VOTER TAKES ACTION TO RETURN OR CAST THE BALLOT. **NOTE:** THE BALLOT COUNTER WILL NOT EMIT ANY AUDIBLE ALERTS UNTIL THE BALLOT IS RETURNED TO THE TRAY; THEN, IT WILL CONTINUE TO BEEP UNTIL THE BALLOT IS REMOVED FROM THE TRAY.

A voter decides to return their ballot.

Direct the voter to the Inspector, who can spoil the ballot if necessary. It is not the Ballot Counter Clerk’s role to examine the ballot or decide if it should be spoiled.

A voter leaves the precinct with their ballot in the ballot counter, waiting for the voter's input.

NEVER return the ballot if the voter who placed it in the ballot counter is not present to receive it. If the voter has left the precinct, alert the Inspector who will cast the ballot for them. It is advisable to do this with multiple witnesses and any Poll Watchers in the Precinct.

What happens when an under-voted ballot is inserted into the ballot counter?

The ballot is counted. No one is required to vote in every contest on the ballot. For privacy reasons, the ballot counter does not provide a visual or audible alert that a voter did not vote in every contest they could have.

Unreadable Mark – what is it?

The “Unreadable Mark” message is uncommon. It occurs when the ballot counter detects a “mark” inside an oval that does not meet the DS200's pixel threshold for a vote. The display will show the **“unreadable mark”** error message and automatically return the ballot. The ballot counter will beep until the ballot is removed from the tray. The DS200 will not accept ballots with unreadable marks. Direct this voter to the Inspector.

If I vote a straight party ticket, do I also have to select every candidate of that same party individually?

No. If a voter selects the straight party Democratic option, every Democrat on the ballot will receive credit for a vote. If a voter selects the straight party Republican option, every Republican on the ballot will receive credit for a vote.

What if a voter selects the straight party Democratic option, but also votes for the Republican candidate in a particular contest?

All Democratic candidates will receive credit for a vote, except for the contest where the Republican candidate was selected. In this case, the Republican selection will override the Democratic party option, only in that contest. The same is true if the parties in the example are reversed.

BE PREPARED TO ANSWER QUESTIONS ABOUT STRAIGHT-PARTY VOTING, BUT NEVER EXAMINE A VOTER’S BALLOT UNLESS THE VOTER GIVES EXPLICIT PERMISSION.

STRAIGHT PARTY VOTING IS ONLY AN OPTION IN A GENERAL ELECTION

COMPUTER TECHNICAL ASSISTANT

“The EPB Jedi”

Computer Technical Assistants (CTA) – The Job	50
What can CTAs do?	50
What can CTAs NOT do?	50

Computer Technical Assistants (CTA) – The Job

Each Precinct is assigned a CTA. Their responsibility is to set up, manage, and close out the EPBs and their printers. Every CTA has completed a specialized training course specific to their role in the Precinct.

What can CTAs do?

Work with any technical issues involving EPBs and printers.

Clock-in and Clock-out poll workers.

Pack up all EPBs at closing and transport the cases to the Inspector's car.

What can CTAs NOT do?

They are not trained to handle DS200 Ballot Counter or ExpressVote issues.

They are not trained to assist voters or perform any duties of a poll worker.

Do NOT ask or expect the CTA to handle issues unrelated to the technical aspects of the EPB and Printer units in the Precinct.

GENERAL INFORMATION

(Things Everyone Should Know)

Election Days & Other Important Dates	54
Primary Elections	54
Runoff Elections	54
General Elections	54
Hours Of Operation	55
What To Wear	55
What Not To Wear	55
How are staffing assignments set for each Precinct?	55
What is a Split Precinct?	56
Precinct Specific Ballots	56
Food, Breaks, & Personal Items	56
When Can Poll Workers Vote?	57
Loitering (Hanging Around/Lingering)	57
Cell Phones/Photos/Video	57
Technology in the Precinct	58
Power Failure	58
DS200 Ballot Counters	58
Counting the ballots in the Emergency Bin	58
ExpressVote Terminal	59
EPBs	59
Instructing a voter (answering questions)	59
Voters with disabilities (or age 70 and over)	59

Election Days & Other Important Dates

Election	Date	Last Day To Register	Absentee Deadline*
Primary	5/19/2026	5/4/2026	5/14/2026
Runoff	6/16/2026	6/1/2026	6/11/2026
General	11/3/2026	10/19/2026	10/29/2026

**Deadline to vote in-person at the Absentee Office*

Primary Elections

In a primary election, voters must choose either a Democratic or a Republican ballot. If they refuse, they can be issued a Constitutional Amendment (CA) ballot.

- **There are no candidate choices on a CA ballot.**
- **There are no write-in options in a Primary.**
- **Uncontested candidates do not appear on ballots in a Primary Election.**

Runoff Elections

In a Runoff Election, Cross-Over Voting Rules are in place. A voter who voted in the Primary may only vote in the Run-Off Election for the same political party they voted for in the Primary. **There are no write-in options in a Primary.**

- A voter who votes in the Democratic Primary Election may only vote in the Democratic Run-Off Election.
- A voter who votes in the Republican Primary Election may only vote in the Republican Run-Off Election.
- A voter who did not vote in the Primary or voted a CA ballot may choose either a Democratic or Republican ballot in a Runoff.

General Elections

In a General Election, a voter does not select their ballot style; it is assigned based on their registration. They may vote for any candidate, regardless of how they voted in the Primary or Runoff election. Write-in options are available in General Elections.

Hours Of Operation

Open at 7:00 A.M. and close at 7:00 P.M. Once the Precinct opens, you **CANNOT** leave.

All Workers should plan to arrive no later than 6:00 A.M. and remain until all closing procedures are complete, typically 60-90 minutes after the Precinct closes.

What To Wear

You should dress appropriately for the day. Smart casual to casual attire is suitable. Be comfortable and neat. The indoor temperature can be cold in some Precincts; come prepared.

What Not To Wear

- No shorts, slogan-based/branded t-shirts, ripped jeans, or other items that might be considered offensive.
- NOTHING THAT EXPLICITLY OR SUBTLY IDENTIFIES YOU AS SUPPORTING OR OPPOSING A SPECIFIC CANDIDATE OR POLITICAL PARTY. This includes buttons, ribbons, hats, and any apparel that features symbols, initials, or slogans associated with, or suggesting, support or opposition to, individual candidates or political parties.
- Election Officials must remain neutral and should never influence or intimidate voters, which includes the clothing they wear.

THESE RESTRICTIONS DO NOT APPLY TO VOTERS. VOTERS AND ANYONE ASSISTING A VOTER CAN WEAR CAMPAIGN BADGES, T-SHIRTS, HATS, OR OTHER CAMPAIGN MATERIALS INSIDE THE VOTING LOCATION WHILE CASTING THEIR BALLOTS. NEVER TURN A VOTER AWAY BECAUSE OF WHAT THEY ARE WEARING.

How are staffing assignments set for each Precinct?

Several factors are considered. These include the number of active registered voters in the precinct, the recommended EPB units per active voter, expected splits (the number of different ballot styles), the type of election (Primary, Run-off, General), and anticipated voter turnout.

What is a Split Precinct?

Some voting precincts are divided (split) by the boundary lines of congressional, house, and senate districts, school board seats, or county commission zones. When a precinct is split by a Congressional District line, School Board Seat, or County Commission Zone, it includes voters from both districts, creating a “split” precinct and multiple ballot styles. We commonly refer to these Precincts as a “multi-ballot” or “Split” precinct.

Precinct Specific Ballots

Each Precinct in Mobile County has its own specific ballots. This means that a ballot from Precinct One can only be processed on the DS200 Ballot Counters at that same Precinct. Ballot counters at other Precincts in Mobile County would reject the ballot and display a message indicating that the counter is not programmed to read it.

As an additional security measure, Provisional ballots and Absentee ballots each have unique timing marks that cause them to be rejected by any ballot counter in any Precinct on Election Day.

Food, Breaks, & Personal Items

Breaks will be provided during the day. Talk with your Inspector about food and drink arrangements and be prepared to bring anything you'll need for the entire day. Typically, there is a designated area for breaks and meals; however, do not expect a refrigerator or appliances for heating food to be available. Small, personal-sized ice chests and lunchboxes are acceptable.

Poll workers are not permitted (**NO EXCEPTIONS**) to leave the Precinct during the day for lunch or breaks, nor should they make trips to their cars during voting hours. Once inside, they must remain there until the Precinct closes.

Personal items should be kept in the designated break area, out of voters' sight.

When Can Poll Workers Vote?

Anytime between 7:00 A.M. and 7:00 P.M., like any other voter. Registration Clerks should never check in any voter before 7:00 A.M.

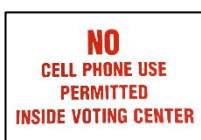
If you have been assigned to work a Precinct other than your “home” Precinct where you are registered to vote, you must vote absentee. The Absentee office is located at 151 Government Street (inside the Probate Court building) on the first floor. They can be reached at 251-574-6400.

Loitering (Hanging Around/Lingering)

No loitering is allowed within 30 feet of the Precinct entrance.

- Only voters, those assisting voters, election officials (watchers, Probate Court Staff, Voting Machine staff), and Sheriff's Deputies are allowed inside the Precinct during voting hours.
- Voters and those assisting them should leave the Precinct immediately after voting. They should NOT linger to talk with other voters, election workers, or family members after voting.
- Voters should be given a reasonable amount of time to mark their ballot and finish the voting process. However, they should not linger at the voting table longer than necessary. If, in your judgment, a voter has been there too long, it is appropriate to kindly approach them and ask if they need assistance.

Cell Phones/Photos/Video



- Poll workers and Poll Watchers should not use cell phones inside the Precinct.
- The Inspector and Chief Clerk can use cell phones to communicate with the Election Call Center and Sheriff's Deputy as needed.
- Voters are not permitted to use their cell phones, take photos, or record videos inside the Precinct.
- These restrictions also apply to candidates. **Candidates are voters when they are inside the Precinct.** They should not be photographed or videoed during the voting process by a staffer or member of their team.

Exception: The “Selfie Law” in Alabama allows a voter to photograph themselves and their ballot while voting. This limited exception does not give anyone the right or privilege to document the entire voting experience with photos and videos. **No voter should take photos or videos of another voter or Election Officials (workers) inside the Precinct.**

Technology in the Precinct

Every Precinct includes the same technology: DS200 Ballot Counters, an ExpressVote Terminal, and EPBs with matching printers.

Inspectors are responsible for the DS200 Ballot Counters and ExpressVote terminals.

Computer Technical Assistants are responsible for the EPBs and printers.

Power Failure

Continue voting operations and immediately contact the Election Call Center. **Do NOT call the Power company.** Protocols are in place to alert Alabama Power and restore service as quickly as possible. **Probate Court will call the power company. Never use an external or portable generator.**

Ballot counters, EPBs, and the ExpressVote terminal all include battery backups that are designed to power them for 2-3 hours during an extended power outage.

DS200 Ballot Counters

During a power outage, direct all voting traffic to a single ballot counter. When that battery is depleted, direct all voting to the next ballot counter, and continue this process until all ballot counters have drained their batteries. If all ballot counters are fully depleted of battery power, utilize the emergency ballot slot on the ballot counters. When power is restored and the DS200 is operational, close the Emergency Bin Ballot door.

Counting the ballots in the Emergency Bin

After the Precinct closes and all voters have left the voting area, The Inspector and another poll worker should remove any ballots in the Emergency Bin and process each one through the ballot scanner.

- The Inspector should announce and explain this process to everyone in the Precinct before beginning.
- Invite any Poll Watchers present to witness the scanning process.
- If the DS200 display indicates a ballot is overvoted or blank and requires a “RETURN” or “CAST” option, ALWAYS CAST THE BALLOT.
- If a scanned ballot produces an error message (Unreadable Mark or Timing Mark Error) that prevents it from being read by the scanner, that ballot should be “hand counted,” and those totals should be added to the totals of each contest ON ALL RESULTS TAPES. THIS SHOULD BE WITNESSED BY MULTIPLE WORKERS.

ExpressVote Terminal

The ExpressVote battery backup should power the device for 2-3 hours in the event of a power outage. The display may be turned off to conserve battery.

EPBs

The EPBs include batteries designed to power each device for several hours. In the event of a power outage, the Computer Technical Assistant will communicate with Probate Court to manage the situation and take steps to preserve the EPB's battery life.

Instructing a voter (answering questions)

A poll worker may answer general questions from a voter, but only before the voter starts marking their ballot. These questions and answers should be limited to the voting process. Discussions about candidates, political parties, or ballot amendments are not appropriate.

Some common questions include how to properly mark a ballot, how straight-party voting works, and how to cast write-in votes.

Voters with disabilities (or age 70 and over)

Federal and state laws give people with disabilities (regardless of type) the right to vote unless they have been ruled incompetent by a court of law. **Any voter listed as eligible in the EPB roster must be allowed to vote.**

Alabama law allows any voter who is mobility-disabled or over the age of 70, upon request, to move to the front of any line at the Precinct. *Ala. Code* § 17-9-13(c) (1975).

- Never assume a person is disabled or ask their age.
- Never ask if they would like to move to the front of the line.
- Offer assistance only if the person appears to need it, and always ask how you can best help them before you act.

Service animals should be admitted into a Precinct without question.

SETTING UP THE PRECINCT

The Ideal Setup

The Ideal Setup _____ 62

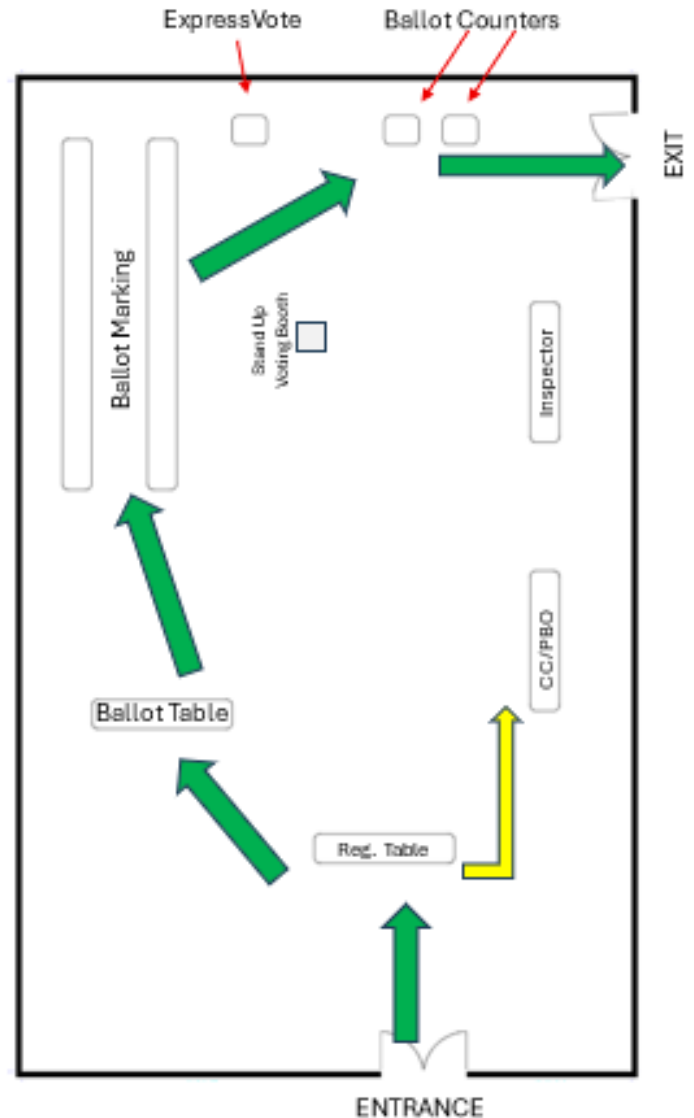
The Ideal Setup

Ideally, a voting Precinct functions like a one-way street and would have a separate door for entering and exiting; however, each site is different and presents its own unique setup challenges.

The perfect Precinct has comfortable spacing and clear paths between stations, with plenty of room for marking ballots. The Inspector, Chief Clerk, and Provisional Ballot Officer are positioned with a distinct separation from the non-referred voter's route. Issues arise when the Chief Clerk and Ballot Table Clerk areas are too close together, causing confusion when voters leave the Registration Clerk area with a Ballot ID Slip and go to the Chief Clerk table, or when a voter with a Chief Clerk Referral Slip ends up at the Ballot Table.

This image shows a simple but nearly perfect setup. Your Precinct layout won't match this exactly, but it can serve as a general guide. Note:

- **A clear path to the left, from the RC table to the BTC.**
- **A clear path to the right, from the RC table to the CC/PBO tables** for a referred voter.
- A clear path from the BTC table to the ballot marking area.
- A clear path from the ballot marking area to the ballot counters, with an easy path to the exit door.
- Alternatively, swapping the Inspector table with the Ballot Counters and ExpressVote would clearly separate the Inspector area from the CC/PBO if that is desirable.



Other consideration:

- Some areas are more spacious than others. Aim to establish a logical flow that avoids confusion and be mindful of any unavoidable limitations or challenges caused by the physical layout.
- Be mindful of how voter flow will be during busy times.
- Note the location of power sources for the RC table, CC area, Inspector area, Ballot Counters, and the Express Vote machine.
- Ensure voter privacy when using the ExpressVote machine by facing the display toward the wall whenever possible and keeping it out of public view at all times.

Ideally, coordinate with the building contact to schedule a time to set up the Precinct on the afternoon before Election Day. While there, verify that you have the correct ballots and organize them in the order you'll use them on Election Day. Never open the ballots before Election Day. Leave the ballots in the security cage and lock the cage before leaving.

LEAVE IT AS YOU FOUND IT

The Probate Election Team, along with the many schools, churches, and other venues that generously provide their facilities as Precinct locations, appreciates your efforts to restore the site to its pre-voting condition. Take pictures before the initial voting setup and return your site as close as possible to the original setup. If you have questions about trash or where other items should go, ask your building contact.

INSPECTOR INFORMATION

(Helpful Tips)

Poll Watchers _____	66
What CAN Poll Watchers do? _____	66
What Poll Watchers can NOT do? _____	66
How many Poll Watchers are allowed? _____	66
Inspector’s duties regarding Poll Watchers. _____	66
Poll Watcher’s Oath _____	67
Additional information: _____	67
Poll Greeters _____	68
The 30 Feet Rule _____	68
Media _____	69
Ballot Counter Jams _____	70
Ballots _____	70
Abandoned Ballots _____	70
Signs _____	71

Poll Watchers

Poll Watchers are observers appointed by a candidate or political party.

What CAN Poll Watchers do?

Generally, observe and monitor all election-day activities at the Precinct. They may also act as an assistant to any voter, but must follow all voter assistant requirements, and must be asked by the voter.

What Poll Watchers can NOT do?

They must not disturb or interfere with any voter or the voting process. They cannot influence voters, campaign, or display or wear campaign materials (hats, shirts, signs, buttons, stickers, printed materials) while inside the Precinct.

They may NOT use cell phones, take pictures or videos of the voting process, or do anything that might violate a voter's privacy.

How many Poll Watchers are allowed?

The number varies by election type.

In a **Primary or Runoff Election**, each qualified candidate on the ballot can have one watcher. Every Poll Watcher must present a written appointment letter signed by the candidate they represent.

In a **General Election**, each political party can have one watcher. Every Poll Watcher must present a written letter signed by the chairperson of the political party they represent.

Inspector's duties regarding Poll Watchers.

1. The watcher must present their appointment letter to the Inspector.
2. The Inspector should "hold" the letter while the watcher remains in the Precinct.
3. Administer the oath of office to the Poll Watcher, and have the watcher sign it.
4. Provide the Poll Watcher information sheet.
5. Give the Poll Watcher a "Poll Watcher" name badge.
6. Return the appointment letter to the watcher when they leave the Precinct.

If a Poll Watcher leaves and later returns, repeat these steps.

Poll Watcher's Oath

I, the undersigned, do solemnly swear or affirm (1) That I have been duly and lawfully appointed, in writing, to serve as a Watcher in Mobile County, in this Election to be held on TODAY'S DATE. (2) That I will faithfully observe all rules of law prescribed for the conduct of Elections.

Additional information:

Poll Watchers are there to observe. It's a good practice to invite them to observe some situations, for example:

- If you experience a ballot counter jam, invite the watcher to witness/observe the clearing process.
- If you need to empty or remove ballots from the DS200 during the day due to high volume, invite the watcher to observe you do so.
- If a voter leaves the voting location with their overvoted or blank ballot in the ballot counter, invite the watcher to observe you "cast" that ballot.
- Spoiling an abandoned ballot left in the marking area.

NOTE: Many Poll Watchers lack experience and training. The Inspector and Chief Clerk must observe the observer to ensure they don't interfere. Typically, they track ballot counter numbers and record them throughout the day. Watchers are also interested in the provisional and spoiled ballot processes. A watcher should never interfere or say anything that could make a voter uncomfortable.

Poll Greeters

Often, candidates have representatives stationed outside Precincts. They are there to greet voters and promote their candidate. They display campaign signs and hand out campaign materials. This is generally referred to as **Electioneering**.

Greeters must not create a disturbance, intimidate voters, or impede access to the Precinct. This includes setting up tents that block walkways or block access to designated handicap parking areas.

The 30 Foot Rule



POLL GREETERS CANNOT BE WITHIN 30 FEET OF THE PRECINCT'S ENTRANCE. ELECTIONEERING IS PROHIBITED IN THIS AREA.

Inspectors should generally be aware of activities outside the Precinct. If the greeters are violating the 30-foot buffer, it is your responsibility to enforce it. If they don't comply, contact the Sheriff's Deputy assigned to your location.

Voters often complain to the Inspector about Poll Greeters – where they are, what they are wearing, or that they simply spoke to them. When this happens, listen to the voter; explain the 30-foot rule and assure the voter that the signs, clothing, or other candidate materials are all appropriate outside the Precinct. You should also verify that the Poll Watchers are not in violation of the 30-foot rule.

Poll Watchers and candidates sometimes host large gatherings (parties) in the parking areas of the Precinct. These can become disturbances that require security. If you believe a gathering has become a disturbance or is interfering with voting activities, you should contact the Sheriff's Deputy assigned to your location.

Poll greeters are not permitted inside the Precinct. This includes visits to the restroom and water fountains. Nor is it appropriate for poll greeters to enter the Precinct to "escape" the outside heat

Poll greeters often distribute pre-filled sample ballots and other campaign materials to voters. These items are often left on the tables in the ballot marking area. Inspectors and Chief Clerks should stay vigilant throughout the day and remove and dispose of campaign materials in the voting area.

Media

It is common for the media to be present at a Precinct throughout the day. They are free to take photos or videos and conduct interviews with voters or candidates throughout the day. However, **they must always be at least 30 feet from the Precinct entrance.** Generally, this is measured from the building entrance where voting is taking place, not an interior door. If you are uncertain as to what the “Precinct entrance” is at your specific location, contact the Election Call Center.

THERE ARE NO EXCEPTIONS. Alabama law does NOT allow members of the media inside the Precinct during voting hours. This includes bathroom breaks or visits to a water fountain.

- They cannot be inside the Precinct, with or without a camera.
- They cannot be inside the Precinct with a pen and a notepad.
- They cannot be inside the Precinct to “check” voter numbers.
- They cannot be inside the Precinct to speak with the Inspector.

Media members covering elections often lack experience or are reporting on news outside their usual coverage areas. They may not be familiar with election laws and expect “special” access to “public” spaces that the media often enjoy. Others do know the law and attempt to pressure their way into the Precinct to “get a story.” Inspectors must stay alert. If media personnel enter or are attempting to enter your Precinct, you should courteously, professionally, and **CONFIDENTLY** inform them that they are not permitted inside. If they persist, ask for their identification and the organization they represent, and immediately contact the Election Call Center. If they create a disturbance, call the Sheriff assigned to your location.

Don’t be fooled by savvy or uninformed media.

No election official, including the inspector, is permitted to be interviewed or provide information to any media member, either inside or outside of the Precinct.

Ballot Counter Jams

When a ballot jam occurs in a DS200, it triggers an audible alert and displays one of two messages on the screen. The display will clearly show if the ballot **HAS BEEN COUNTED** or **HAS NOT BEEN COUNTED. DO NOT ATTEMPT TO CLEAR THE BALLOT JAM.** Note the ballot status (counted or not counted) and call the Election Center at 251-574-6080.

In some cases, you might be instructed to clear the jam, but do not do so until you've spoken with the Election Call Center. Always have at least one witness when clearing a jam and invite any Poll Watchers in the Precinct to observe the process.

Ballots

- Ballots are packaged in boxes of 500. Note: Some locations receive partially filled boxes. These are clearly labeled. Don't let these confuse you when you begin the Ballot Accounting Certificate.
- Each pad includes 50 ballots.
- Boxes are labeled with the precinct name and are numbered 1 of ___, 2 of ___, 3 of ___, etc...
- ExpressVote Ballots are packed in packs of 50.
- In Precincts with multiple ballot styles, each will be numbered separately.
- In a Primary Election, there are different ballots for each political party.

IT IS CRITICAL TO INVENTORY AND SORT THE BALLOTS AT YOUR PRECINCT WELL BEFORE THE POLL OPENS AND TO REPORT ANY CONCERNS TO THE ELECTION CENTER IMMEDIATELY.

INSPECTOR – KEEP BALLOTS LOCKED INSIDE THE CAGE AND WORK DIRECTLY WITH THE BALLOT TABLE CLERKS TO PROVIDE A NEW SUPPLY OF BALLOTS WHEN NEEDED. IMMEDIATELY PLACE THE EMPTY PAD IN THE RECORD OF ELECTION BOX.

Abandoned Ballots

If a ballot (marked or unmarked) is found “abandoned” or left behind, it should be spoiled. Since there isn't a voter to cancel the check-in associated with the ballot, it cannot be spoiled through the EPB. The Inspector should spoil the ballot and place it in the Spoiled Ballot Envelope. Make a note on the ballot and on the back of the envelope. An “abandoned” ballot will cause the total check-ins on the EPB units to exceed the number of ballots cast in the DS200.

Signs

Signs and wall maps are delivered to your Precinct in two navy blue canvas bags.



Each bag contains a Pak Flatt sign totem that unfolds and stands upright. When set up, it will look like the image on the right and include all necessary signage.

The canvas carrying bags also include wall maps, extra sample ballots, VOTE HERE, and other signs.

The bags will be delivered in the cage. When closing the poll, fold the signs, put them back in the canvas bag, and return the bags to the cage. (It may be helpful to use a table when unfolding and folding the sign totem.)

Outdoor plastic signs and stands are also packed inside the cage(s).



CLOSING PROCEDURES

Step-By-Step Guide

Closing the Election _____	74
Closing Steps _____	74
Part One – Close DS200 & Prepare Envelopes _____	74
Part Two (PB-4 and Envelope 1A) _____	77
Part Three (Ballot Accounting Certificate) _____	77
Part Four – The Clear Bag _____	78
Part Five – Record of Election Box _____	78
Part 6 – Review Provisional Ballot Box _____	79
Part 7 – Ballots _____	80
Part 8 – Pack Your Car -Items to Return _____	80
Items to leave at Precinct _____	81
EPB Units _____	81

Closing the Election


There are many steps involved in a successful closing. To prepare, take time during the day to locate and organize the envelopes, stickers, bags, forms, labels, and boxes you'll need. Breaking the closing into manageable parts and creating a plan is the first step.

Closing Steps

A law enforcement officer (Sheriff or local Police) has been assigned to every location. Their only responsibility is to retrieve **ENVELOPE 10** from the Inspector and transport it to the Probate Court Election Center. The officer should arrive well before the Precinct closes. Call the Election Center if an officer is not there by 7:00 P.M.

Your immediate priorities, in order:

1. Close DS200s
2. Prepare Envelope 10
3. Post public results
4. Prepare Envelope 5
5. Prepare Envelopes 6-8



After completing these steps, all **RESULTS TAPES** from the DS200 Ballot Counters should be accounted for and placed in their correct envelopes.

Part One – Close DS200 & Prepare Envelopes

1. Close the DS200s

As soon as all voters have left the Precinct, begin the closing procedure on each DS200 Ballot Counter. NOTE: Record the number of ballots cast (The Public Count) from each DS200. These numbers are needed to complete the Ballot Accounting Certificate.

The results tapes will be long and take several minutes to print. **Do NOT** cut any sections of the tape while it is printing.

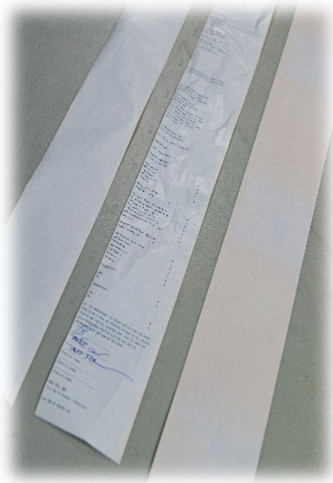
The DS200 closeout guide is found on page 92



While the results tapes are printing

- ✓ Place 2-3 folding tables together, lengthwise. Use these to organize the results tapes.
- ✓ Have all poll workers “Clock Out” on the EPB with the CTA.

When all DS200s are fully powered off, remove the memory sticks and place them inside **Envelope 10**.



Then remove the results tapes and align them (side-by-side) on the tables.

BOX THE VOTED BALLOTS

HAVE A POLL WORKER READY FOR THIS TASK

Open the collection bin on each DS200 and assign a poll worker to remove the ballots and place them in the designated boxes. Use the same boxes the ballots arrived in. An extra box is also provided for this purpose.

2. Prepare Envelope 10

- Sign **ONLY** the FINAL SET of results tapes from each DS200.
- Cut away the signed sets and place them in **ENVELOPE 10**.

When closing the poll, COMPLETE THE FOLLOWING: POLL LOG - 1 LINE

- Turn each DS200 off and carefully remove the memory stick.
- Place the memory stick from each DS200 in this envelope.
- Place one printed ballot from each CUB in this envelope.
- Seal envelope.
- Sign on back flap provided.
- Give envelope to the AUTHORIZED LAW ENFORCEMENT OFFICER.

JUDGE OF PROBATE
C/O AUTHORIZED LAW ENFORCEMENT OFFICER

GIVE to the AUTHORIZED LAW ENFORCEMENT OFFICER at your precinct. **10**

ENVELOPE 10 should now include memory sticks and results tapes from each DS200.

- Sign and seal ENVELOPE 10, hand it to the officer, and complete the “Chain of Custody.”**

3. Post public results

Post results for any observers at your Precinct. **Remember**, they are allowed to observe the entire process, but typically only care to see the voting results. You can satisfy them by “posting” the results.

- a. At the table, sign what is now the final set of results tapes from each DS200.
- b. Post these results for observers inside the voting location. Photography is allowed. Many will take photos and leave.
- c. **Before leaving the precinct, move these results to a location where the public can view them without entering the building.**

4. Prepare Envelope 5

*At this point, you have cut away two sets of results from the bottom of each long, continuous set of tapes. Now, move to the beginning (top) of the tapes. **Sign all remaining tapes before cutting away any more sections.***

Envelope 5 should already include:

- Two **RED SECURITY SEALS** from each DS200 Ballot counter.
- The **DS200 BALLOT COUNTER SECURITY CERTIFICATE**.
- ZERO TOTALS REPORTS from each EPB at the Precinct.

Follow the instructions on the envelope and add the following:

- The **1ST RESULTS PRINTOUT** from each DS200. This is a long, single continuous strip that includes the *Configuration Report, Ballot Status Report, and the Zero Totals Report*, which is printed at opening, plus the first set of voting results, which is printed at **closing**.
- The completed **Ballot Accounting Certificate**. If you have not completed the Ballot Accounting Certificate yet, set the envelope and the certificate aside for later.
- Add any “extra” results tapes not already used in envelopes 6, 7CA, 7D, 7R, & 8. (Not every election includes every envelope)

5. Prepare Envelopes 6-8

Follow the instructions printed on Envelopes 6, 7, 7CA, 7D, 7R, & 8. Each can be sealed and signed.

ANY "EXTRA" RESULTS TAPES CAN NOW BE PLACED IN ENVELOPE 5.

Part Two (PB-4 and Envelope 1A)

PB-4 Envelope (Red Board of Registrars)

The Chief Clerk and PBO should prepare this for inspection. *(If the PB-4 Envelope is missing, it is probably inside the Provisional Ballot box. If yours is missing, call the Election Center for instructions.)*

Envelope 1A (Green Board of Registrars)

The Chief Clerk should prepare this for inspection.

Part Three (Ballot Accounting Certificate)

Complete the Ballot Accounting Certificate (BAC)

The number of ballots you received, including the beginning and ending numbers of each, is prefilled for you. Please verify that these are correct before completing the BAC. Don't forget to account for ExpressVote Ballots.

The numbers you need:

- ✓ Total number of voter check-ins from the Inspector's EPB.
- ✓ Total number of spoiled ballots. (NOT INCLUDING PROVISIONAL)
- ✓ Number of unused ballots of each ballot style.
- ✓ Don't forget to account for the ExpressVote ballots.
- ✓ *No information from the Provisional Ballot is needed for the BAC.*

NOTE: Detailed instructions are on the back of the Ballot Accounting Certificate. A practice certificate is also included with your supplies.

Insert the completed BAC into Envelope 5

At this point, allow the CTA to complete all EPB shutdown processes.

Part Four – The Clear Bag

- ✓ Locate the **Return Check List**.
 - ✓ Ensure that all envelopes are sealed and signed.
 - ✓ Add all the listed items to the clear bag.
 - ✓ **WHITE ENVELOPES GO IN THE CLEAR BAG.**
-

Part Five – Record of Election Box

What goes in the box:

- ✓ All ballot stubs/empty pads and any partial pads of regular and provisional ballots.
- ✓ Envelope 6.
- ✓ Spoiled Ballot Envelope.
- ✓ All Ballot ID Slip Envelopes.
- ✓ Chief Clerk Referral Slip Envelope.
- ✓ **BROWN ENVELOPES GO IN THE RECORD OF ELECTION BOX.**



Follow the instructions located on the box flap and seal the box.

Do **NOT** put unused supplies in the Record of Election Box. If it is overly heavy or does not fully or easily close and seal, it has items that don't belong. **THIS BOX SHOULD NOT WEIGH 25 POUNDS!**

Part 6 – Review Provisional Ballot Box

It should be sealed on the bottom and top using the *Provisional Ballot Box Seals*. The ballot drop slot should be sealed with this sticker.

PRECINCT _____ **TOTAL PROVISIONAL**
DATE _____ **BALLOTS** _____

PROVISIONAL BALLOT BOX

Election Official

Election Official

Election Official

Election Official

The Provisional Ballot Box should contain only ballots and the white copies of any Inspector Challenge Forms used during the day. If you had no provisional voters during the day, the box should be sealed and returned empty.



Part 7 – Ballots

ALL BALLOTS MUST BE RETURNED TO YOUR DROP-OFF SITE.

Voted ballots

Box and seal with the black and white **Record of Election seals**. Also, place a white **Voted Ballot sticker** on one end of the box.

SEAL "RECORD OF ELECTION" CONTAINER WITH THIS TAPE

____ Election Official ____ Election Official ____ Election Official ____ Election Official

VOTED BALLOTS

Box ____ of ____



Unused ballots

All unused ballots (regular and provisional) should be returned to the drop-off site.

Part 8 – Pack Your Car – Items to Return

- ✓ Clear bag with envelopes
- ✓ Record of Election Box
- ✓ Provisional Ballot Box
- ✓ Voted ballot box(s)
- ✓ Unvoted ballots
- ✓ All EPB cases
- ✓ Black bag with extra supplies

Items to leave at Precinct

Return your Precinct to its pre-voting condition.

- ✓ Security cages – pack the privacy dividers, ExpressVote (in top of cage), stand-up voting booth, supply bins, power supply bins, blue cones, and blue sign bags. Lock the cages and return them to their original location.
- ✓ All DS200 Ballot Counters.
- ✓ Break down tables and chairs.
- ✓ Remove any signs from walls.
- ✓ Remove any outside signage that belongs to the county (not candidate signs).
- ✓ Place trash in the proper place.
- ✓ Any other necessary cleanup.

LEAVE IT LIKE YOU FOUND IT

EPB Units

- ✓ The CTA is responsible for powering down and closing out the EPB units. They are instructed to wait for the Inspector's directions before starting the process. Additionally, they should not power down the Inspector's EPB until given permission to do so.
- ✓ The CTA is also responsible for packing the EPBs and printers into their cases and transporting them to the Inspector's car.

DS200 BALLOT COUNTER

Open, Close, and Operate





Opening the DS200 _____	84
Using the DS200 _____	89
Successful (Properly Marked) Ballots _____	89
Problem Ballots (Overvoted & Blank Ballots) _____	90
Closing the DS200 _____	92


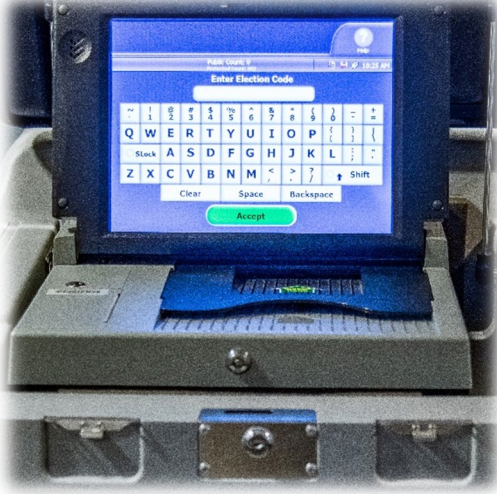
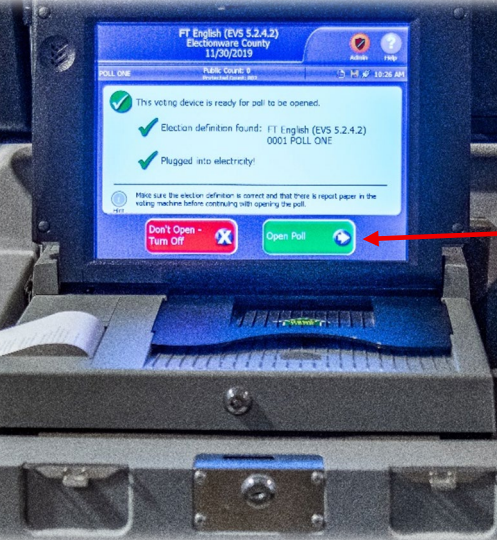

OPENING THE DS200 QUICK GUIDE



LOCATE ENVELOPE 5 BEFORE BEGINNING

1		<p>The DS200 comes wrapped and sealed. Move it into place, remove the plastic wrap, and lock the wheels.</p> <p>Verify the numbers on each red seal match the Ballot Security Certificate. If so, break them and place them in ENVELOPE 5.</p> <p>If the red seals are broken or the numbers do not match, call the Election Center: 251-574-6080.</p>
	<p>There are blue seals on each side of the ballot counter. These should NOT be removed. If either are broken, call the Election Center.</p>	

<p>2</p>		<p>Open the back door of the DS200 with the flat silver key. 6</p> <p>Pull out the power cord and connect it to power (may need extension cords). This door will stay open during the day.</p> <p>Extra extension cords and power adapters are inside the main ballot collection bin.</p>
<p>3</p>		<p>Open the emergency ballot door (top section). 3</p> <ul style="list-style-type: none"> a) Ensure it is empty and the silver flap is closed. b) Close and lock the emergency bin. <p>Open the main/bottom ballot bin. Remove any supplies, close and relock the ballot bin. 4 ENSURE IT IS EMPTY.</p>
<p>4</p>		<p>Unlock the top lid with the flat silver key, open the latches (where the red seals were), and raise the lid.</p> 

<p>5</p>		<p>Unlock the front of the monitor using the black barrel key. Raise the screen and remove the key. 11</p> <p>The DS200 will automatically power on. IT WILL TAKE SEVERAL MINUTES. At times, the screen may be blank or appear not to be moving.</p> <p>If it doesn't power on automatically, make sure it is plugged into power.</p> <p>If it doesn't load after five minutes, call the Election Center at 251-574-6080.</p>
<p>6</p>		<p>Enter Election Code:</p> <p>Tap "ACCEPT," and the election will begin loading.</p> <p>The Configuration Report will print first. Allow the report tape to fall freely to the floor.</p> <p>DO NOT REMOVE THE TAPE.</p> <p><i>If the code is entered incorrectly 3 times, the unit will power off. Close the display lid and reopen it to restart the DS200.</i></p>
<p>7</p>		<p>Confirm: (GREEN CHECKS)</p> <ul style="list-style-type: none"> ✓ The "Election Definition" and the Precinct name. ✓ The DS200 is "Plugged into Electricity!" <p>TAP THE OPEN POLL BUTTON</p> <p>If the first green check is not there, call the Election Center 251-574-6080.</p> <p>If you see this message, check that the DS200 is plugged into a working power outlet.</p> <div style="border: 1px solid #ccc; background-color: #e0f0ff; padding: 5px; display: inline-block;">  Plugged into electricity! </div>

8



After tapping **“Open Poll”** the **Ballot Status Report** and the **Zero Totals Report** will print.

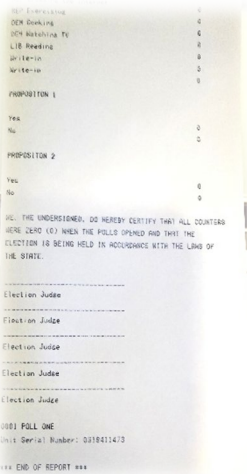
Verify that the Precinct name is printed on the report.

Verify that there are **NO (ZERO)** votes for any candidate or amendment.

THIS IS THE ZERO TOTALS REPORT – NO CANDIDATES SHOULD HAVE ANY VOTES

Call the Election Center at **251-574-6080** if the reports are not correct.

9



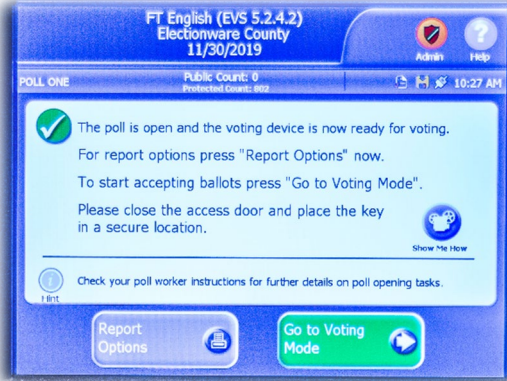
Sign the **ZERO TOTALS Report** (Inspector, Chief Clerk, and one other worker).

The report tapes should stay attached.

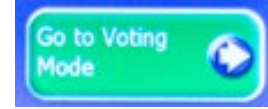
Roll the tape and tuck it into the sleeve on the underside of the **“DO NOT REMOVE CARD”** and securely tape it to the ballot counter, where it will stay during voting hours.



10



TAP THE GREEN "Go To Voting Mode



11



A moving ballot should show on the screen.

Verify that the "Public Count" on the display is 0 and that the Precinct name is correct.

THE DS200 IS NOW READY TO ACCEPT BALLOTS

USING THE DS200 BALLOT COUNTER

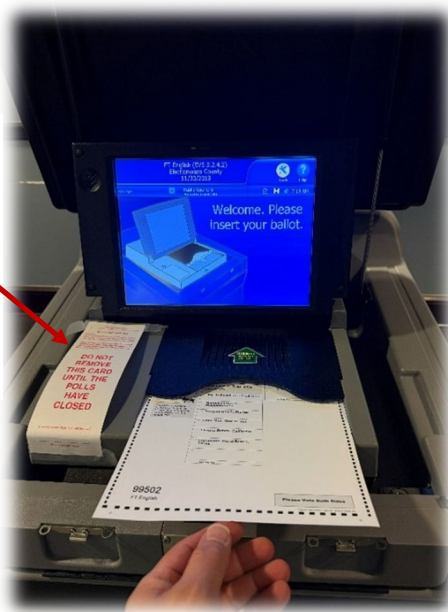


Successful (Properly Marked) Ballots

Ballots can be inserted into the DS200 in any direction or orientation.

STANDARD PAPER BALLOT

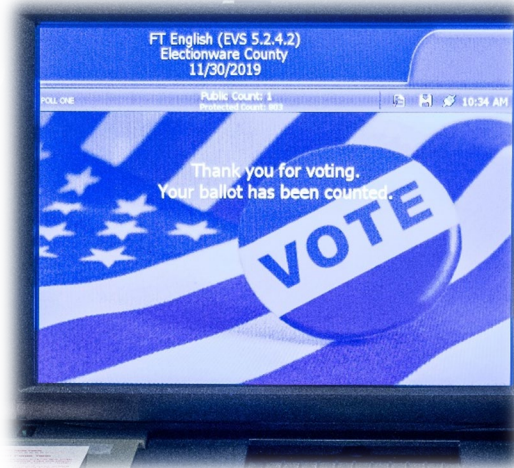
Note: The tape covering cardstock will differ slightly from this one.



EXPRESSVOTE CARD

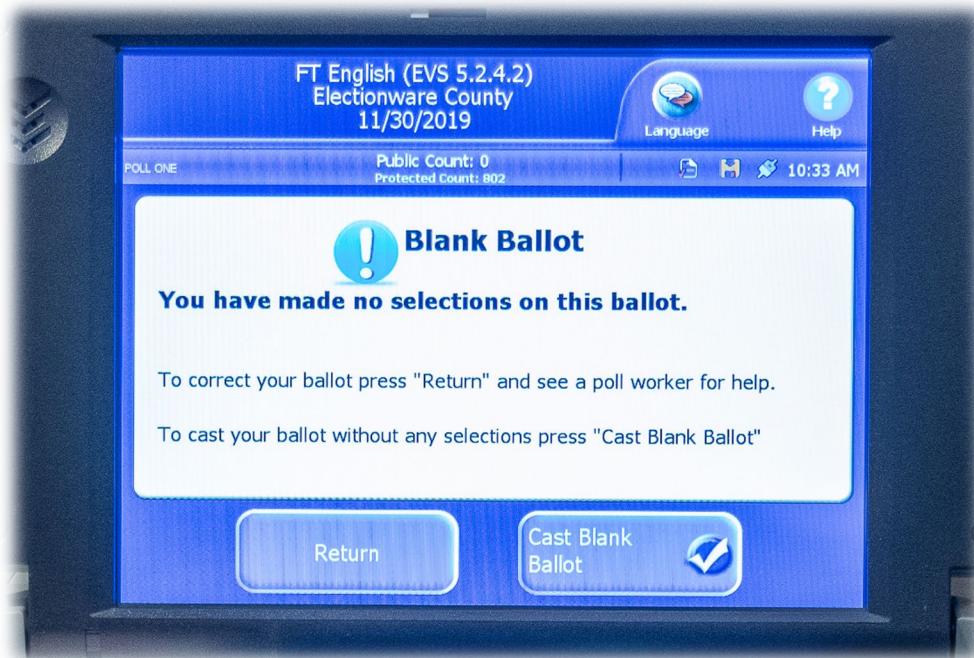
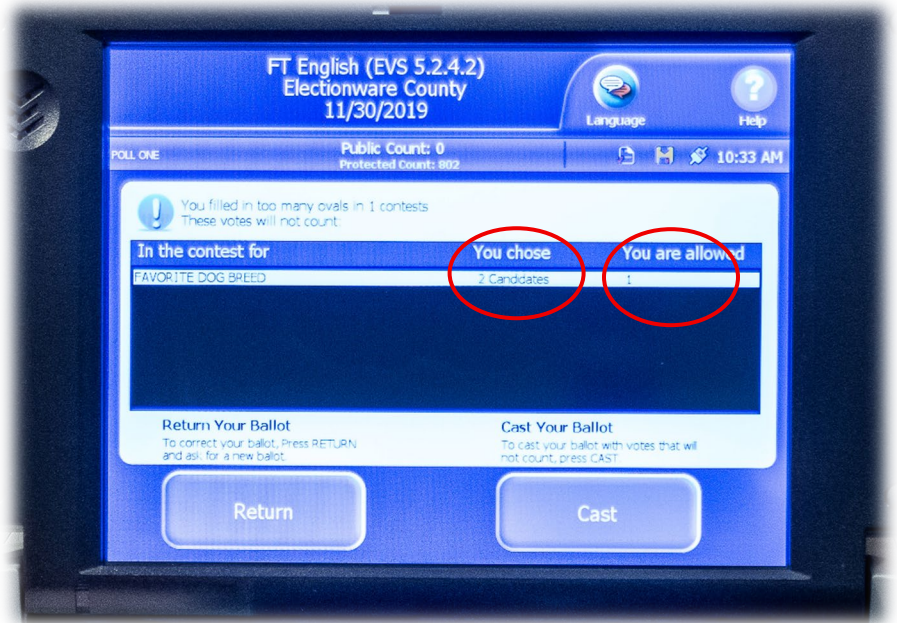


A SUCCESSFULLY CAST BALLOT



Problem Ballots (Overvoted & Blank Ballots)

When a voter selects more options than allowed, it results in an "overvote." The display will show an "overvote" message and detail the overvoted contests. In the example below, the voter selected two candidates in the Favorite Dog Breed contest, when only one is allowed per the ballot instructions.



When a ballot with no marks inside the voting ovals is inserted, the display will indicate that a "**Blank Ballot**" has been inserted.

The DS200 will **“hold” overvoted and blank ballots** in the scanner's upper section and wait for the voter's input. The voter will have two options: (1) “Return” or (2) “Cast” the ballot as marked.

- If the voter chooses to “Cast” an overvoted ballot, they will receive credit for their vote in any contest where they properly marked the ballot, but no credit in any overvoted contest.
- If the voter chooses to “Cast” a blank ballot, it is accepted.
- Any time a voter selects “Return,” the ballot is returned to the tray. The DS200 will alarm/beep until it is removed.


Common ballot counter issues are on [page 46](#).


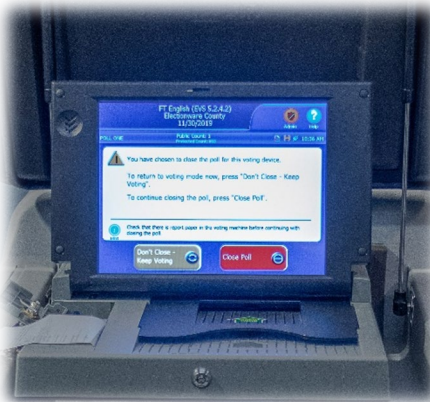
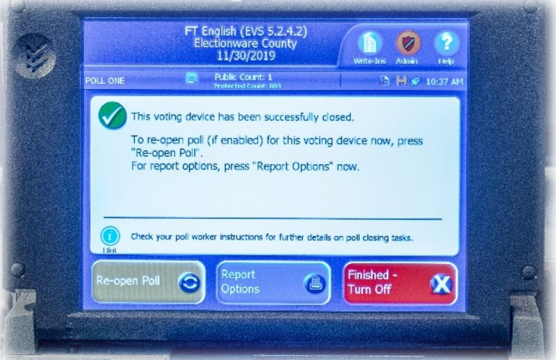
CLOSING

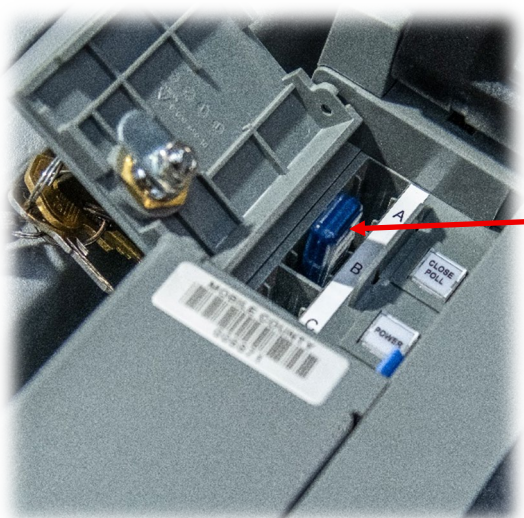
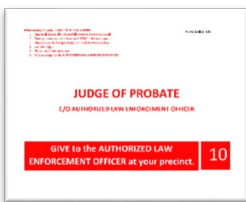
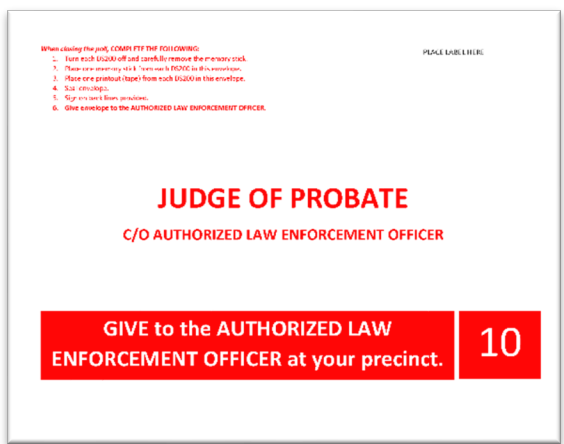
THE DS200 QUICK GUIDE



LOCATE ENVELOPE 10 BEFORE BEGINNING

<h1>1</h1>	<p><small>When closing the poll, COMPLETE THE FOLLOWING:</small></p> <ol style="list-style-type: none">1. Turn each DS200 off and carefully remove the emergency lock.2. Place one emergency lock in each DS200 in the emergency slot.3. Place one pre-printed label from each DS200 in the envelope.4. Sign envelope.5. Sign envelope from precinct.6. Give envelope to the AUTHORIZED LAW ENFORCEMENT OFFICER. <p>PLACE LABEL HERE</p> <p>JUDGE OF PROBATE C/O AUTHORIZED LAW ENFORCEMENT OFFICER</p> <p>GIVE to the AUTHORIZED LAW ENFORCEMENT OFFICER at your precinct. 10</p>	<ol style="list-style-type: none">1. Before starting the closing on the DS200s, locate Envelope 10.2. Record the number of ballots cast on each DS200. (For Ballot Accounting purposes later)3. Remove the “DO NOT REMOVE” card and allow the tape to fall freely toward the floor. 
------------	---	---

<p>2</p>		<p>Using the barrel key, open the top access door and press the “Close Poll” button. 7</p> <p>When the results tapes begin running, close and lock the door, remove the key and begin the process on the next DS200.</p>
<p>3</p>		<p>“Close Poll” will appear on the display. Tap the “Close Poll” on the screen.</p> <p>The results tapes will begin printing. Allow the results tapes to complete printing. This will take several minutes.</p>
<p>4</p>		<p>When the results tapes have completed printing, this screen appears.</p> <p>Tap “Finished – Turn Off” and the DS200 will begin the shutdown process.</p> <p>If you experience any issues with printing the results tapes, call the Election Center at 251-574-6080.</p>

<p>5</p>		<p>When the DS200 is fully powered down, and the screen is off:</p> <p>Tear the tapes from the printer area.</p> <p>8</p> <p>7 Remove the memory stick and place it in Envelope 10. Do not seal the envelope.</p>  <p>DO NOT REMOVE THE MEMORY STICK UNTIL THE DS200 IS FULLY POWERED OFF.</p>
<p>6</p>		<p>Prepare Envelope 10</p> <p>Add results tapes to the envelope.</p> <p>THE DS200 IS NOW SHUTDOWN.</p> <p>Open the ballot collection bin and have a poll worker begin boxing the voted ballots from each DS200.</p> <p>Later in the evening, prepare the ballot counter for pickup and move it to the location where it was delivered.</p>

EXPRESSVOTE



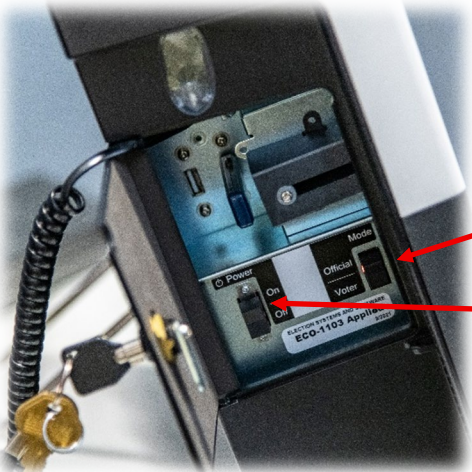
Open, Close, and Operate

Opening the ExpressVote _____	98
Using the ExpressVote _____	100
Closing the ExpressVote _____	102

OPENING

THE EXPRESSVOTE



1		<p>Remove the ExpressVote from the black carrying case and place it face down on the table where it will sit during Election Day.</p>
2		<p>Remove the power supply cord and headphones from the side pouch of the carrying case. Connect the power cord to the AC adapter that is plugged into the back of the ExpressVote.</p> <p>Plug it into a power outlet, unfold the metal stand on the back, and set the ExpressVote upright.</p> <p>Plug in the headphones and remove the ADA touch panel from the left side of the ExpressVote and place it on the table</p>
3		<p>Use the barrel key to open the access door on the left side.</p> <p>Verify the MODE switch is in the down position, set to VOTER.</p> <p>Flip the toggle switch up to the on position.</p> <p>Close and lock the door.</p>

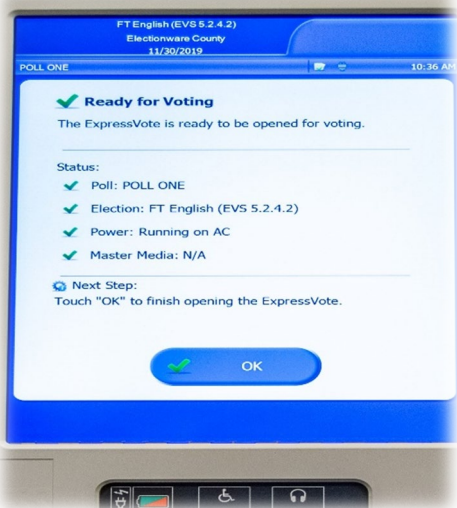
4



The Startup process will take several minutes.

ENTER THE ELECTION CODE

5



Check the Date and Time.

If you see 4 **GREEN CHECK MARKS**, tap the OK button.

If the name of the Precinct or Election is wrong, call the **Election Center at 251-574-6080**.

If the unit indicates it is not plugged into power, check the outlet.

If the final check mark is not there, call the Election Center.

6



THE EXPRESSVOTE IS READY FOR USE

USING THE EXPRESSVOTE



The ExpressVote Voter Assist Terminal allows voters with disabilities and other special needs to mark a ballot privately and independently. It does not tally or store votes, nor does it create or run reports at the beginning or end of the day. It is a ballot-marking system designed to provide privacy and accessibility to voters who are vision-impaired, or who have a disability or condition that makes it difficult or impossible to mark a ballot in the usual way.

There are three ways a voter can interact with the ExpressVote.

1. Directly on the touch screen.
2. The keypad, which includes Braille



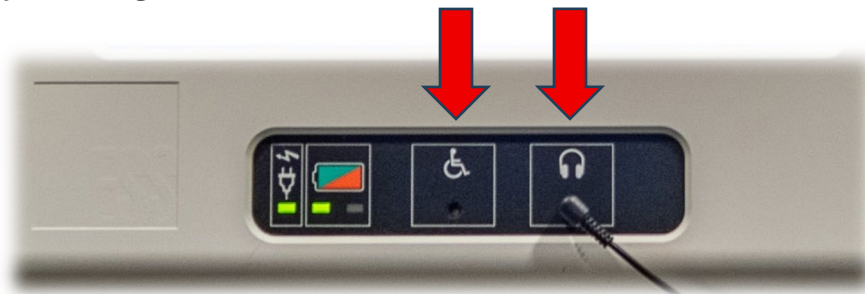
Repeat - repeat the most recently read text.

Tempo - Speed up or slow down the pace of the reading.

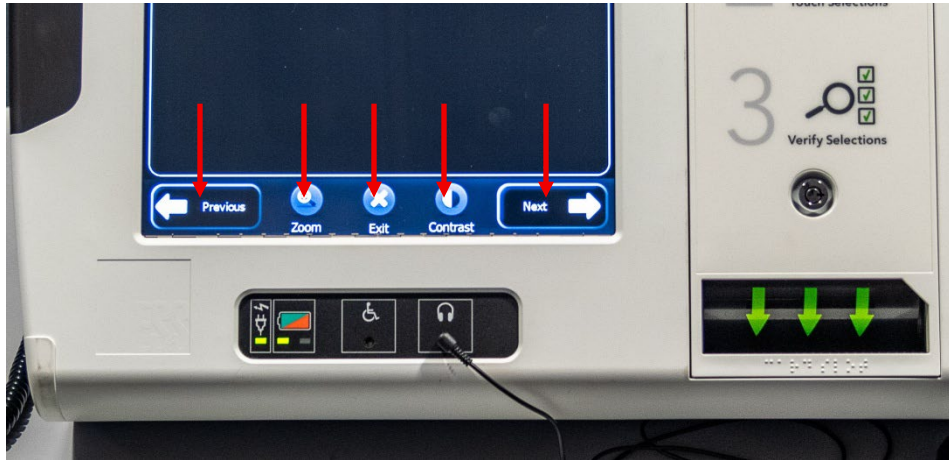
Volume - increase or decrease the volume of the voice

Screen - turn off the display when touched and back on when touched again.

3. The **Sip-N-Puff** is a personal ADA device that the voter owns. When **headphones** are plugged in, whatever is displayed on the screen will be played through them.



When an ExpressVote card is inserted, the “buttons” at the bottom of the display will change. These dynamic “buttons” change based on the ballot information and the available space on the display.



Zoom - this will slightly zoom and bolden the text on the screen. Note, zooming may cause some choices on the ballot to move to another screen and activate the Previous and Next buttons.

Previous Screen - this will move to the previous page section

Exit - take the voter back to the home screen

Next Screen - this will move to the next section of ballot choices

Contrast - this will change the display from black text on a white background to white text on a black background

The ExpressVote™ is designed for voters with disabilities. As such, it is intuitive and easy-to-use. Use these instructions as a guide.

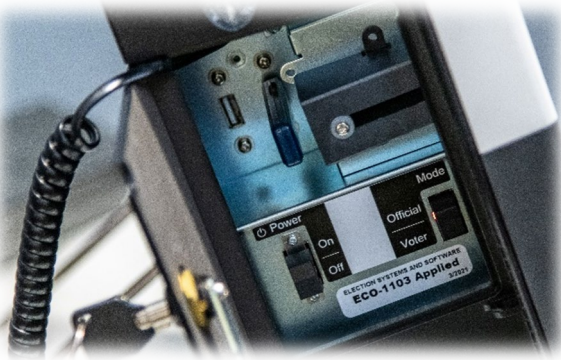


The best way to use the ExpressVote is to insert the ballot and follow the instructions on the display.

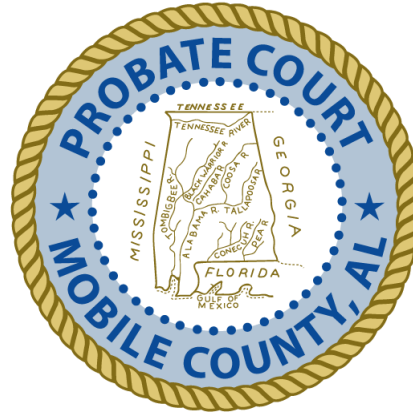
CLOSING

THE EXPRESSVOTE



The ExpressVote does not count or store votes. There are NO reports to generate or results to tally. Turn it off, unplug it, and pack it into its case.

1		<p>Use the black barrel key to Open the left side access door.</p> <p>Flip the toggle switch to the Off position.</p>
2		<p>Close and lock the access door.</p> <p>Unplug from power.</p> <p>Reattach (Velcro) the ADA Touch pad to the left side of the unit.</p>
3		<p>Place the ExpressVote, the headphones, and power cable back into the carrying case.</p> <p>Place the case near the top, in one of the security cages.</p>



Alabama Statewide Election

2026 Election Cycle



Election Day Call Center: 251-574-6080

Primary: 5/19/2026

Runoff: 6/16/2026

General: 11/3/2026



Power In Participation

Know the Process - *Trust the Results*

