

CLOSING DUTY CARD CHECKLIST INSPECTOR'S DUTY - BALLOT REPORT

VA _____

- _____ Every line of the Ballot Report has been filled out correctly and double checked by the JOP. _____
JOP Initials
- _____ The Ballot Report has been signed by the Inspector, JOP, JSP(s), and Marshal.
- _____ Give the white (first) copy of the Ballot Report to the JSP to place in the Unofficial Envelope.
- _____ Give the yellow (second) copy of the Ballot Report to the JOP to place in the Metal Ballot Box.
- _____ Sign the Inspector's Certificate as called for by the Recorder's Office in the Signature Roster.
- _____ Initial the JSP's closing duty card after placing ALL closing duty cards in the Unofficial Envelope.

Signature of Inspector	Printed Name	Telephone
Date of Election	Time	

PLACE THIS CARD IN UNOFFICIAL ENVELOPE
Department of Elections

If you have any questions, call the HOTLINE at **724-8551**
Thank you for a safe, secure and accurate election.



CLOSING DUTY CARD CHECKLIST

INSPECTOR'S & JOP'S DUTY – ITEMS THAT GO TO THE RECEIVING STATION CHECKLIST

_____ Metal Ballot Box

VA _____

_____ iPad tablet (with JetPack and accessories, if provided) inside the iPad Case.

_____ The Signature Roster in the black duffel bag.

_____ The Official Envelope in the black duffel bag.

_____ The Unofficial Envelope in the black duffel bag.

_____ The Provisional & Early Ballot Envelope in the black duffel bag.

Signature of Inspector

Printed Name

Telephone

Signature of JOP

Printed Name

Telephone

Date of Election

Time

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CLOSING DUTY CARD CHECKLIST
JUDGE OF THE OPPOSITE PARTY'S DUTY – METAL BALLOT BOX

- _____ Place the voted ballots in the Metal Ballot Box. VA _____
- _____ Get the yellow (second) copy of the Ballot Report from the Inspector and place it in the Metal Ballot Box.
- _____ Verify that nothing else has been put in the Metal Ballot Box.
- _____ Give the spoiled ballots to the ID Clerk to put in the Official Envelope.
- _____ Complete the Metal Ballot Box seal sheet by taping the morning seal in the appropriate spot and using the seals taped to the log to seal the Metal Ballot Box for transport to the Receiving Station.
- _____ Give the completed Metal Ballot Box seal sheet to the JSP to place in the Unofficial Envelope.

Signature of Judge

Printed Name

Telephone

Date of Election

Time

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CLOSING DUTY CARD CHECKLIST

JUDGE OF THE SAME PARTY DUTY – UNOFFICIAL ENVELOPE

VA _____

- _____ Get the Wrong Precinct Poll List from the iPad Clerk and place it in the envelope.
- _____ Get the white (first) copy of the Ballot Report from the Inspector and place it in the envelope.
- _____ Get the “R” Envelope (with the Registers in their notebooks inside) from the Special Situations Clerk and place it in the envelope.
- _____ Get the Red Poll List from the Poll List Clerk and place it in the envelope.
- _____ Get the Provisional Poll List/Signature Roster from the Special Situations Clerk and place it in the envelope.
- _____ Get the used Voter ID slips from the Poll List Clerk and Special Situations Clerks and place them in the envelope.
- _____ Get the blue and pink copies of the Red Poll List pages from the Poll List Clerk and place them in the envelope.
- _____ Get the yellow copy of the Challenge List (if an entry has been made) from the Inspector and place it in the envelope.
- _____ Get the Metal Ballot Box seal sheet (with the morning seal attached) from the JOP and place it in the envelope.
- _____ Get the Seal Log from the Inspector (if not picked up earlier by the Troubleshooter) and place it in the envelope.
- _____ Place all signed closing duty cards (including this one) in the envelope.

Signature of Judge

Printed Name

Telephone

Date of Election

Time

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CLOSING DUTY CARD CHECKLIST ID CLERK DUTY – OFFICIAL ENVELOPE

VA _____

- _____ Get the yellow copies of the Red Poll List pages from the Poll List Clerk and place them in the envelope.
- _____ Get the yellow copies of the Provisional & Conditional Ballot Poll List/Signature Roster pages from the Special Situations Clerk and place them in the envelope.
- _____ Get the spoiled ballots from the JOP and place them in the envelope.
- _____ Get the Challenge List (only if a challenge was made) from the Inspector and place it in the envelope.
- _____ Ensure the seal is placed on the Official Envelope and that the Inspector and Judge of the Opposite Party have signed across the seal and onto the envelope.

Signature of Clerk

Printed Name

Telephone

Date of Election

Time

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**CLOSING DUTY CARD CHECKLIST
MARSHAL'S DUTY – EXPRESSVOTE**

VA _____

_____ Zip the ExpressVote in the Black Bag.

_____ Place the ExpressVote in the Black Bag in the Steel Cage.

Signature of Marshal

Printed Name

Telephone

Date of Election

Time

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CLOSING DUTY CARD CHECKLIST
SPECIAL SITUATIONS CLERK DUTY –PROVISIONAL & EARLY ENVELOPE

- _____ Give the used Voter ID slips to the JSP to place in the Unofficial Envelope. VA _____

- _____ Place any filled out Permanent Early Voting List (PEVL) cards in the Provisional & Early Ballot Envelope.

- _____ Place the Early Ballots dropped off at the polling place in the Provisional & Early Ballot Envelope.

- _____ Place the Provisional Ballot Envelopes in the Provisional & Early Ballot Envelope.

- _____ Place the Conditional Provisional Ballot Envelopes in the Provisional & Early Ballot Envelope.

- _____ Write the number of each type of ballot placed in the Provisional & Early Ballot Envelope on the green insert page.

- _____ After the Inspector has double checked the numbers of ballots placed in the Provisional & Early Ballot Envelope, ensure the seal is placed on the envelope and have the Inspector and Judge of the Opposite Party sign across the seal and onto the envelope.

Signature of Clerk

Printed Name

Telephone

Date of Election

Time

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CLOSING DUTY CARD CHECKLIST IPAD CLERK DUTY –IPAD AND CASE

VA _____

- _____ Turn off the iPad and place it in the iPad Case.
- _____ If the Wi-Fi JetPack (if provided) was used, turn it off and place it in the case.
- _____ Place all power cords and outlet plugs for the iPad and JetPack (if provided) in the case.
- _____ Give the packed iPad Case to the Inspector to deliver to the Receiving Center.

Signature of Clerk

Printed Name

Telephone

Date of Election

Time

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**CLOSING DUTY CARD CHECKLIST
POLL LIST CLERK DUTY – ASSISTANCE OF OTHERS**

VA _____

- _____ Remove the pink and blue copies of the Red Poll List pages (on pages that have entries only) and give them to the JSP to place in the Unofficial Envelope.

- _____ Give the yellow copies of Red Poll List pages (on pages that have entries only) to the ID Clerk to place in the Official Envelope.

- _____ Give the Red Poll List to the JSP to place in the Unofficial Envelope.

- _____ Give the used Voter ID slips to the JSP to place in the Unofficial Envelope.

- _____ Give this completed card to the Inspector and receive instructions on further tasks to close the Polling Place.

Signature of Clerk

Printed Name

Telephone

Date of Election

Time

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