

# SECTION: POLLING PLACE OPENING

Includes:

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Opening Certification & Election Judges Sign-In

Enter the number of ballots received at the polling place.

Election Judges present when the polling place is opened write their names, select their political party affiliation, sign, and initial.

Signatures of Additional Election Judges at Opening of Poll

If more Election Judges are present at the opening of the polling place than there are lines on the Opening Certification, those additional judges enter their information on this sheet.

Election Judges Arriving After the Polling Place Opened

For Election Judges who start after the Polling Place opened, they enter their information on this sheet. (The reason is that these judges were not present when the number of ballots received at the Polling Place was certified.)



# SECTION: POLLING PLACE CLOSING

Includes:

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Certification of Ballot Counts

Election Judges count the number of ballots (quantities) and complete the certification form.

Results / Polling Place

After all ballots have been counted, the Ballots Tally row totals have been copied to the Batches Summary, and the totals of the Batches Summary are copied to this form.

Statement of Returns – Candidates

The form is pre-filled by the Clerk prior to Election Day with the name, office, and Ballot ID for each candidate appearing on ballots in the county (including write-in lines).

When hand counting is complete, the total votes cast for each candidate are recorded and the form is initialed.

Certification of Statement of Returns – Candidates

When the Statement of Returns for Candidates is completed and initialed, the Election Judges sign the Certification.

Statement of Returns – Questions

The form is pre-filled by the Clerk prior to Election Day with each question appearing on ballots in the county.

When hand counting is complete, the total votes cast for each question are recorded and the form is initialed.

Certification of Statement of Returns – Questions

The **last hand counting task** at the Polling Place for Election Judges is to sign the Statement of Returns Certification.

Where the form states, “consisting of a total of \_\_\_\_\_ pages”, this is the combined page count of Statement of Returns for Candidates and Questions.



# SECTION: GROUP A

## Includes:

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### Batches Summary for Group A

Each Batches Summary sheet can record 18 batches. Based on Clerk’s expectations, as many copies of this form as needed (plus some extra) should be printed, hole-punched, and placed in the Tally Book.

After the totals from a Ballots Tally form are entered on the Batches Summary, the Recording Election Judges initial the front and sign the back of the Ballots Tally. The “official” version of the Ballots Tally is then placed behind the Batches Summary sheet.

Note: The “unofficial” version of the Ballots Tally form is binder-clipped to the ballots that were tallied and placed in the secure holding place for counted ballots.



# SECTION: GROUP B

## Includes:

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### Batches Summary for Group B

Each Batches Summary sheet can record 18 batches. Based on Clerk’s expectations, as many copies of this form as needed (plus some extra) should be printed, hole-punched, and placed in the Tally Book.

After the totals from a Ballots Tally form are entered on the Batches Summary, the Recording Election Judges initial the front and sign the back of the Ballots Tally. The “official” version of the Ballots Tally is then placed behind the Batches Summary sheet.

Note: The “unofficial” version of the Ballots Tally form is binder-clipped to the ballots that were tallied and placed in the secure holding place for counted ballots.



# SECTION: GROUP Q.A

## Includes:

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### Batches Summary for Group Q.A

Each Batches Summary sheet can record 18 batches. Based on Clerk’s expectations, as many copies of this form as needed (plus some extra) should be printed, hole-punched, and placed in the Tally Book.

After the totals from a Ballots Tally form are entered on the Batches Summary, the Recording Election Judges initial the front and sign the back of the Ballots Tally. The “official” version of the Ballots Tally is then placed behind the Batches Summary sheet.

Note: The “unofficial” version of the Ballots Tally form is binder-clipped to the ballots that were tallied and placed in the secure holding place for counted ballots.



# SECTION: VALID WRITE-INS

Includes:

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List of names of persons who are valid write-ins and the office for which they are running. To be prepared by the Clerk.



# SECTION: SAMPLE BALLOT(S)

Includes:

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Copy of all ballot versions that will be used at the polling place.

Election Judges are to compare the sample ballots to the Statement of Returns to ensure candidate and question identification numbers match.



# SECTION: OATHS

## Oaths

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### Oath of Election Judges

(L. 1977 H.B. 101 § 3.030)  
<https://revisor.mo.gov/main/OneSection.aspx?section=115.091>

I solemnly swear that I will impartially discharge the duties of judge according to law, to the best of my ability and that I will not disclose how any voter has voted unless I am required to do so as a witness in a proper judicial proceeding. I also affirm that I will not allow any person to vote who is not entitled to vote and that I will make no statement nor give any information of any kind tending in any way to show the state of the count prior to the close of the polls on election day.

### Oath of Challengers and Watchers

(L. 1977 H.B. 101 § 4.015)  
<https://revisor.mo.gov/main/OneSection.aspx?section=115.109>

I do solemnly swear that I will make no statement nor give any information of any kind tending in any way to show the state of the count prior to the close of the polls on election day.

### Oath for HS students, and those supervising HS Students

(L. 1994 S.B. 632, A.L. 2014 H.B. 1136)  
<https://revisor.mo.gov/main/OneSection.aspx?section=115.104>

I solemnly swear or affirm that I will impartially discharge the duties of a Missouri youth election participant by following to the best of my ability the instructions of any election judge, election authority, or teacher of my school. I also swear or affirm that I will not disclose how any voter has voted unless I am told to do so by an election judge, election authority, or a court of law in a proper judicial proceeding. I also swear or affirm that I will make no statement nor give any information of any kind tending in any way to show the state of the count of votes prior to the close of the polls on election day, nor will I make any statement during the conduct of my duties which tends to show my preferences for any issue or candidate involved in the election.



# Oaths

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SECTION:  
CHALLENGERS &  
WATCHERS

Includes:

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Sign in sheets for Watchers & Challengers



SECTION:  
EXTRA BLANK FORMS

Includes:

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Extra copies of sign-in or other forms that the Clerk may want to provide.