

Hand Counting Checklists

Details are provided in the following sections, but these Hand Counting Checklists are likely all that will be needed for judges trained and experienced in the hand counting process.

Some opening tasks are already performed by Election Judges but are included here because they overlap hand counting steps.

Page numbers in the item descriptions refer to the corresponding page number for that topic in this eManual. (Note: this checklist revised on Nov. 2, 2023)

Check	1. Poll Opening Tasks	Judges
1.1	Oaths spoken and signed by Election Judges (see pg. 92)	All
1.2	Count quantity of ballots received from the Clerk (see pg. 93)	All
1.3	Enter ballot quantity on “Opening Certification & Election Judges Sign-in” in the Tally Book (see pg. 94)	All
1.4	All Election Judges present at the opening of Poll sign the Opening Certification (or Additional Judges document, if needed) (see pgs. 94 and 95)	All
1.5	Demonstrate Ballot Box is Empty (see pg. 98)	Receiving

Check	2. Persons Arriving After Poll Opening	Judges
2.1	For any Election Judges arriving after poll opening, the oath is spoken and signed (see pg. 92)	Any
2.2	Sign-in on the “Election Judge Arriving After Poll Opened” page in Tally Book (see pg. 96)	Any
2.3	Challengers, Watchers, or any other person arriving at Poll (either at opening or later), confirm they are pre-authorized (see pg. 97)	Any
2.4	Challengers and/or Watchers speak their Oath (see pg. 97)	Any
2.5	Election Judge witnessing the oath records Challenger's or Watcher's name on the form in the Tally Book (Judge signs) (see pg. 97)	Any

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Check	3. Counting Team Setup	Judges
3.1	Setup area with chairs/tables per Clerk's instructions (see pg. 100)	Any
3.2	Place empty Ballot Box on small utility table, a chair, or other raised stand (see pg. 100)	Counting Team
3.3	Organize equipment and supplies (see pg. 100)	Counting Team
3.4	Organize forms and other paperwork from Clerk (see pg. 100)	Counting Team
3.5	Move Tally Book to possession of Counting Team (see pg. 100)	Recording
3.6	Set Masking Tape labels for organizing ballots as they are reviewed/checked (see pg. 101)	Counting
3.7	Remove Items not permitted in Counting Space (see pg. 103)	All
3.8	Review sample ballots and compare to Statement of Returns (see pg. 107)	Counting
3.9	Review List of Authorized Write-In candidates (see pg. 110)	Counting

Check	4. Hand Counting Tasks	Judges
4.1	Take a set of counting forms prepared by the Clerk; enter the top header details (see pg. 112)	Recording
4.2	Receive ballot box with votes cast from Receiving Judges; trade for empty ballot box (see pg. 114)	Counting
4.3	One ballot at a time – call votes cast (see pg. 114)	Counting
4.4	Tally votes on Ballots Tally form (see pg. 115)	Recording
4.5	For valid write-in votes, place arrow flag next to candidate name (see pg. 110)	Counting
4.6	At end of the batch, record column totals on the bottom of the Ballots Tally form (see pg. 118)	Recording
4.7	Calculate the sum of the Row Total (see pg. 119)	Recording
4.8	Compare column totals on the Ballots Tally form of both Recording Judges (see pg. 119)	Recording
4.9	When agreement on totals is reached, mark one tally form “official” and the other as “unofficial” (see pg. 119)	Recording
4.10	Count quantity of cast ballots, including valid write-ins (see pg. 119)	Counting
4.11	Enter quantity of cast ballots in the left sidebar on the front side of the Ballots Tally form (see pg. 119)	Recording
4.12	Write end time on the top header of the Ballots Tally form (see pg. 119)	Recording
4.13	Initial front of Ballots Tally form (both Recording Judges initial each other’s tally forms) (see pg. 119)	Recording
4.14	Sign the back of both Ballots Tally forms (official and unofficial) (see pg. 120)	Recording
4.15	Copy the bottom row totals from the official Ballots Tally to Batches Summary sheet in the Tally Book (see pg. 121)	Recording
4.16	On <u>both</u> Ballots Tally forms (official and unofficial), write the page & row number from Batches Summary (see pg. 124)	Recording
4.17	Write details on ballot envelopes and place counted ballots, valid write-in ballots and rejected ballots in corresponding ballot envelopes (see pg. 125)	Counting
4.18	Clip “unofficial” Ballots Tally forms to the outside of the Counted and Write-in envelopes and place in secure container provided by Clerk (see pg. 125)	Counting
4.19	Insert “official” Ballots Tally forms into the Tally Book (see pg. 125)	Recording
4.20	Begin a new batch, unless all ballots counted	

Check	5. Poll Closing Tasks	Judges
5.1	After the final batch, calculate the sum of each column on the Batches Summary sheet (see pg. 126)	Recording
5.2	Calculate the sum of the bottom row of Batches Summary sheet (see pg. 126)	Recording
5.3	Calculate the sum of Row Totals in the left column on Batches Summary sheet (see pg. 126)	Recording
5.4	Reconcile to be sure totals of bottom row and left column match (see pg. 126)	Recording
5.5	Initial the front and sign the back of the Batches Summary sheets (see pg. 127)	Recording
5.6	Cross out unused rows/columns on the Batches Summary sheet (see pg. 128)	Recording
5.7	Post totals from Batches Summary sheet to the Results of Polling Place (see pg. 130)	Recording
5.8	Initial the front and sign the back of the Results of Polling Place worksheets (see pg. 131)	Recording
5.9	Post totals from Results of Polling Place to 2 copies of Statement of Returns for candidates and questions (see pg. 133)	Recording & Counting
5.10	Sign the Certifications for each Statement of Returns (see pg. 134)	Recording & Counting
5.11	Fill out the Certification of Ballot Counts in the Tally Book (see pg. 136)	Recording & Counting
5.12	All Election Judges present sign the Certification (see pg. 136)	All
5.13	Organize ballots, election materials, supplies, etc. for return to the Clerk (see pg. 138)	All