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| **Before you Begin** |  |

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| * Know your assigned location and plan to arrive at 6:30am. |
| * Print (4) copies of emailed appointment letter and (2) copies of Secretary of State Certification to take with you. |
| * Take with you: Water, notebook, pen, Poll Watcher Training folder, watch (not smart watch), reading glasses if necessary. |

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| **Upon Arrival** |  |

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| Present Appointment Letter and SOS Certification to the judge. Retain a copy **(TEC 33.051)**  (Judge will sign, give oath first then Watcher will sign in Judge’s presence.) | Document the name of judge(s) |
| Are you denied entry? ***TEC 33.051)***  Were you prohibited**? (TEC 33.056(a)(f)**  ***Class A Misdemeanor*** | *Share that denial of entry or prohibited from* free movement or ability to observe election *s* ***Class A Misdemeanor****. Judge must sign the back of the appointment*  *letter with reason*  CALL WARROOM **512-9910117** |
| Sketch the layout of all equipment and note location of the Cage where the ballots and equipment are secured. | (you may use the back of the page) |

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| **VI. ELECTION EQUIPMENT** |  |
| What is the vendor for the Election Equipment? |  |
| ES&S |  |
| Hart |  |
| How many ballot scanners? |  |
| Scanner Serial #s (separated entries with commas) |  |
| How many laptops (Poll Pads)? |  |
| Poll Pads Serial #s (separated entries with commas) |  |
| How many ballot Printers? |  |
| Printer Serial #s (separated entries with commas) |  |
| How many Curbside/Assistance machines? |  |
| Curbside/Assistance Serial #s  (Separate entries with commas) |  |

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| 1. **OPENING SHIFT INFORMATION** |  |
| Did the polls open on time (If no, Please Scroll Down Enter Details in Comment section below) |  |
| Time Polls when opened |  |
| **Zero Tapes - Ballot Scanner** | **TEC 61.002(a)) (TEC 33.056(c))** |
| Were the zero tapes printed  *Observe the complete report to confirm that all candidates have zero counts. Notate any irregularities when asked to sign tapes next to your signature.* | Printed (Y/N)  Notes: |
| Document the following from top portion of tape:  Serial # |  |
| Date/Time |  |
| Public/Ballot count |  |
| Protected/Lifetime Count  Configuration Tape Report: |  |
| Configuration Number |  |
| Modem State |  |
| **Zero Tapes - Curbside** |  |
| **Document the following:**  Date/Time |  |
| Serial # |  |
| Public/Ballot count |  |
| Protected/Lifetime Count  **Configuration Tape Report:** |  |
| Configuration Number |  |
| Modem Enable State  *Flip through the whole tape and confirm all races have candidates totals set to ZERO)? Should be signed by judge (TEC 33.056(c))* |  |

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| **BALLOTS** | **TEC 51.0006,51.007,52.062,33.056(c)(d)** |
| Do all ballots have signature or initials of Election Administrator and/or Judge on back of each ballot?  *Signature of Election Administrator (EA) and/or Election Judge (EJ)? (In some cases, the EA is the same as the EJ – One signature is fine in this situation* |  |
| Document the total number of paper ballots?  *(Box should indicate starting count or may ask the judge)* | Count \_\_\_\_\_\_\_\_\_\_\_ |
| Were Ballots Numbered Consecutive? **(TEC 52.062)** | Yes/No \_\_\_\_\_\_\_\_\_\_ |
| 1. **MACHINE COUNTS OPENING (screen)** |  |
| **Poll Pads / Laptops** |  |
| Document the following:  Date/Time |  |
| Serial # (inventory #) |  |
| Vote count (ask judge to show on screen) |  |
| Wi-Fi enabled? (Icon on top of screen) |  |
| **Ballot Scanner** |  |
| Document the following:  Date/Time |  |
| Serial # |  |
| Public/Ballot count |  |
| Protected/Lifetime Count |  |
| **Curbside Information on Screen** |  |
| Date / Time on Screen |  |
| Public/Ballot count |  |
| **Ballot Printer (HART)** |  |
| BALLOT PRINTERS: What are the total ballot counts from the **ballot printers** at the start of the day and/or during the day (HART ONLY)? |  |
| BALLOT PRINTERS: What are the total lifetime counts from the **ballot printers** at the start of the day and/or during the day (HART ONLY)? |  |

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| 1. **Security and Transfer (TEC 33.056(c)(d)** |  |
| **Ballot Scanner** |  |
| Did all Ballot scanner(s) have a security seal(s) intact before opening of the polling place? |  |
| Document the Security Seals numbers of the ballot scanner(s) prior to opening? |  |
| Did the **Ballot Box** below the scanner(s) have Security Seals or lock prior to opening? |  |
| Document the Security Seals numbers of the Ballot box below the scanner prior to opening? |  |
| Were the **thumb drive compartment(s)** security seals intact? |  |
| What were the number(s) on the Security Seal(s)? |  |
| **Poll Pads (Laptops)** |  |
| Was the Poll pad(s) turned on with password and without any errors? (TEC 129.053) |  |
| Describe errors and resolutions |  |
| Did all curb side canner(s) have a security seal(s) intact? | Yes/No |
| Document Security Seal #'s |  |
| **Curbside** |  |
| Were the curbside machinesturned on with password and without any errors? (**TEC 129.053)** | Yes/No |
| Describe errors and resolutions |  |
| Did all curb side canner(s) have a security seal(s) intact? | Yes/No |
| Document Security Seal #'s |  |
| Were all Ballot printer(s) (HART ONLY) security seals intact before opening of the polling place? |  |
| What were the Security Seals numbers of the ballot printer(s) prior to opening? |  |
| 1. **OTHER ISSUES NOT COVER ABOVE** |  |