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| **Before you Begin** |  |

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| * Know your assigned location and plan to arrive one hour prior to opening (6:00am) |
| * 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.  (Entrances and location of systems) | (may sketch on back of 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? |  |
| *Curbside/Assistance Serial #s*  *(Separate entries with commas)* |  |

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| 1. **OPENING SHIFT INFORMATION** |  |
| Did the polls open on time? Describe problem and resolution |  |
| Time Polls when opened |  |
| **Ballot Scanner Zero Tapes (TEC 61.002(a)** |  |
| Were the zero tapes printed  *Observe the complete report to confirm that all races and candidates have zero counts. Notate any irregularities when asked to sign tapes next to your signature. All election officials at polling site must sign.* | Printed (Y/N)  Notes |
| *Document the following from top portion of Zero tape*  Serial # |  |
| Date/Time |  |
| Public/Ballot count |  |
| Protected/Lifetime Count  Configuration Tape: |  |
| Configuration Number |  |
| Modem State (i.e not dected) |  |

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| **Curbside - Zero Tape**s |  |
| Were the Zero Tapes printed  *Flip through the whole tape and confirm all races have candidates total set to ZERO)* | Yes/No |
| Document from top of the Zero Tape  Date/Time |  |
| Serial # |  |
| Public/Ballot count |  |
| Protected/Lifetime Count  Configuration Tape Report: |  |
| Configuration Number |  |
| Modem Enable State |  |

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| **BALLOTS** TEC 51.0006,51.007,52.062,33.056(c)(d) |  |
| Document the original number ballots received from Election Administration  *(Box should indicate starting count)* |  |
| Ballots Numbered Consecutively? **(TEC 52.062)** |  |
| Do all ballots have signature or initials of Election Administrator and/or Judge on back of each ballot? |  |

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| 1. **MACHINE COUNTS OPENING (screen)** |  |
| **Poll Pads Opening (Laptops)** |  |
| Were the **Poll pads** turned on with password and without any errors? (**TEC 129.053)** | Yes/No |
| Describe errors and resolutions |  |
| *Document the following and separate multiple entries with commas if necessary*  Date/Time |  |
| Vote counts on screen (ask judge to show on screen) |  |
| Wifi enabled? (Icon on top of screen) |  |
| **Ballot Scanner** |  |
| *Document the following and separate multiple entries with commas if necessary*  Date/Time |  |
| Serial # |  |
| Public/Ballot count |  |
| Protected/Lifetime Count |  |
| **Curbside Information on Screen** |  |
| Was the curbside machine turned on without any errors? Describe any errors and resolution | Yes/No |
| Date / Time on Screen |  |
| Public/Ballot count |  |

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| **Ballot Printers (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)? |  |
| 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 without any errors? (**TEC 129.053)** |  |
| Describe errors and resolution of Poll Pads opening errors? |  |
| Did all poll pads have a security seal(s) intact? |  |
| Document Security Seal #'s |  |
| **Curbside** |  |
| Was the curbside machine turned on without any errors? |  |
| Describe errors and resolution of Poll Pads opening errors? |  |
| 1. **OTHER ISSUES NOT COVER ABOVE** |  |