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| **Before you Begin** |  |

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| * Know your assigned location and plan to arrive at least an hour before poll closing time |
| * 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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| **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 (separated entries with commas) |  |

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| **VIII. BALLOTS** |  |
| 1. Ballots have signature of Election Administrator on back? |  |
| *Did Ballots have 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 – Please ask if the same person).* |  |
| 2. Total counts of Ballots on-hand? |  |
| 3. Number of additional Ballots Received? |  |
| 4. Total number of voter labels on judges form/ Tally Sheets |  |
| *This amount should reconcile with the Ballot scanner and poll book counts.* |  |
| **IX. MACHINE COUNTS SECTION (screen)** |  |
| **Poll Pads (Laptops)** |  |
| 5. Date and Time on Screen |  |
| 6. Voter Counts on screen |  |
| *(Separate multiple entries with commas if necessary.* |  |
| **Ballot Scanner Counts (on screen)** |  |
| 7. Date/ Time on Screen |  |
| 8. Public/Ballot count |  |
| 9. Protected/Lifetime Count |  |
| *(Separate multiple entries with commas if necessary.* |  |
| 10. 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)? |  |
| (Separate multiple entries with commas if necessary. Please enter the count/time combination at the specific interval during the day.) |  |
| 11.. 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)? |  |
| (Separate multiple entries with commas if necessary. Please enter the count/time combination at the specific interval during the day.) |  |
| **XI. CLOSING SHIFT INFORMATION** |  |
| *Notate time of any conversations with voters and phone calls by the judge or persons entering the room who isn't an election worker. Document name and title of anyone entering and leaving during closing.* |  |
| 12. Did the polls close at 7 pm? |  |
| 13. Time ballot scanner was closed? |  |
| **Ballot Scanner Closing (on screen)** |  |
| 14.     Date/ Time on Screen |  |
| 15. What is the **public/ballot** count total for each of the ballot scanner machines end of day? |  |
| *(Separate multiple entries with commas if necessary. using the same ordering as the list of numbers above.)* |  |
| 16. What is the **protected/lifetime** count total for each of the scanner machines end of day? |  |
| *(Separate multiple entries with commas if necessary. Please use the same ordering as the list of numbers above.)* |  |
| 17. Are these counts the same as the judges’ call-in counts tally sheet? |  |
| **Ballot Scanner - Results Tape** |  |
| 18. Were results tapes printed immediately after closing **(TEC 61.002)** |  |
| *You will be asked to sign the tape, please notate any issues you found by your name.* |  |
| 19. Document Public /Lifetime count on tape |  |
| *(Separate multiple entries with commas if necessary. using the same ordering as the list numbers above.)* |  |
| 20.  Serial Number of unit on tape |  |
| 21. Are these counts are the same as the judges’ call-in counts tally sheet? |  |

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| **Ballot Printers Count (HART)** |  |
| 22. What are the ballot count total for each of the ballot printers end of day (**HART ONLY**)? |  |
| (Separate multiple entries with commas if necessary. Please use the same ordering as the list of Security Seals numbers above.) |  |
| 23. What are the lifetime count total for each of the ballot printers end of day (**HART ONLY**)? |  |
| (Separate multiple entries with commas if necessary. Please use the same ordering as the list of Security Seals numbers above.) |  |
| **Curbside Closing** |  |
| 24. What time was the Curbside closed? |  |
| *25. What is public count the end-of-day curbside/Access Writer ballots?* |  |
| *(Separate multiple entries with commas if necessary. Please use the same ordering as the list numbers above.)* |  |
| **XII. Security and Transfer (TEC 33.0605(a))** |  |
| **Curbside** |  |
| 26. What are the Security Seals numbers of the curbside at the end of the day? |  |
| (*Separate multiple entries with commas if necessary. using the same ordering as above.)* |  |
| **Ballot Scanner** |  |
| 27. Did **Ballot Scanner**(s) have security seals at the end of the day? |  |
| 28. What are the Security Seals numbers of the **Ballot scanner**(s) attached at the end of the day? |  |
| (*Separate multiple entries with commas if necessary, using the same ordering above.)* |  |
| 29. Did all of the **thumb drive compartments** have security seals at the end of the day? |  |
| 30. What are the Security seal numbers on the **thumb drive compartments** at the end of the day? |  |
| (*Separate multiple entries with commas if necessary. Please use the same ordering as above.)* |  |
| 31. Were the security seals placed on the Custody Form when removed? |  |
| **Ballot scanner(s) Thumb Drives Serial Numbers** |  |
| 32. Document the PRIMARY thumb drive serial number of the ballot scanner |  |
| (*Separate multiple entries with commas if necessary. Please use the same ordering above.)* |  |
| 33. Document the BACKUP thumb drive serial number of the ballot scanner |  |
| *(Separate multiple entries with commas if necessary. Please use the same ordering as above.)* |  |
| **Curbside Thumb Drive** |  |
| 34. Document the Curbside thumb drive Serial Number |  |
| (Separate multiple entries with commas if necessary. Please use the same ordering as the list of Security Seals numbers above.) |  |
| **Ballot Box** |  |
| 35. Did the **ballot box** below the scanner(s) have Security Seals at the end of the day? |  |
| 36. What were the Security Seal numbers of the **Ballot Box** attached at the end of the day? |  |
| *(Separate multiple entries with commas if necessary. Please use the same ordering as above.)* |  |
| 37. What were the Security Seal numbers and/or locks on the “Voted” **ballots bag/containe**r? |  |
| (*Separate multiple entries with commas if necessary. Please use the same ordering above.)* |  |
| **Purple bag Thumb Drives Security** |  |
| 38. Record Tag number used to secure the purple bag with Thumb drives |  |
| 39. How was the equipment secured upon leaving? Cage locked? |  |
| **Poll Pads/ Laptops Lockup** |  |
| 40. Were all Poll pad(s) secured in cage or receive security seals at the end of the day? |  |
| 41. If no, how were the secured? |  |
| 42. What were the Security Seals numbers of the **Poll Pads** attached at the end of the day? |  |
| *(Separate multiple entries with commas if necessary. using the same ordering as above.)* |  |
| 43. **BALLOT PRINTER**: Did all Ballot printer(s) (**HART ONLY**) receive security seals after shutdown and closed at the end of the day? |  |
| 44. What were the Security Seals numbers of the ballot printer(s) attached at the end of the day? |  |
| (Separate multiple entries with commas if necessary. Please use the same ordering as the list of Security Seals numbers above.) |  |
| 45. Serial Number of Thumb Drive |  |
| (Separate multiple entries with commas if necessary. Please use the same ordering as the list of Serial numbers above.) |  |
| **Daily Log or Closing Form (Closing Totals)** |  |
| What was the total of unused ballots at the end of day |  |
| 46. What is the end-of-day provisional ballots count? |  |
| 47. What is the end-of-day Mail-In spoiled/voided ballots count? |  |
| 48. What is count of mail-in ballots were surrendered? |  |
| 49.Were all surrendered mail-in ballots properly spoiled and marked? |  |
| If no, enter details observed. |  |
| 50. Was the document signed by Election Judge and Alternate Judge (if available)? |  |
| 51. Communicate to judge that you will be following judge to drop-off and ask who you will be following. **(TEC 33.0605(b)**) |  |
| Document time of departure from voting center |  |
| 52. If you followed election Judge, enter drop-off location either Center Count or Rally (RSS) Location Site. |  |
| **OTHER ISSUES NOT COVER ABOVE SECTION:** |  |
| 54. Type of other issues or concerns encountered not yet reported (if any) |  |