

**CLERK'S REPORT**

**Election Date:** November 3, 2020

**Ward:** \_\_\_\_\_ **Precinct:** \_\_\_\_\_

**\*Return this report to City Hall in Tote Bag**

**OPENING OF POLLS**

**POLLS OPENED AT:** \_\_\_\_\_

**POLLS DECLARED OPEN BY:** \_\_\_\_\_

**OPENING COUNTS:**

Ballot Box was checked and was EMPTY? \_\_\_\_\_ YES \_\_\_\_\_ NO

AccuVote machine registered \_\_\_\_\_ at Precinct Opening *[Should be "0"- call office if not]*

**NUMBER OF BALLOTS CAST PER HOUR**

(On the hour record the count registered on AccuVote machine)

**8:00 AM** \_\_\_\_\_

**10:00 AM** \_\_\_\_\_

**12:00 PM** \_\_\_\_\_

**2:00 PM** \_\_\_\_\_

**4:00 PM** \_\_\_\_\_

**6:00 PM** \_\_\_\_\_

**8:00 PM** \_\_\_\_\_

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**COUNT OF BALLOTS DELIVERED**

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NUMBER OF BALLOTS PACKED and CONFIRMATION COUNTS

Packed	Confirmation Count

NUMBER OF BALLOTS DELIVERED AT \_\_\_\_\_AM/PM

Packed	Confirmation Count

NUMBER OF BALLOTS DELIVERED AT \_\_\_\_\_AM/PM

Packed	Confirmation Count

---

**TOTAL # OF BALLOTS DELIVERED:** \_\_\_\_\_

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**\*Police Officer returns all unused ballots at close of polls  
in secured Grey Ballot Bins.**

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**COUNT OF ABSENTEE BALLOTS**

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# OF **ABSENTEE BALLOTS** DELIVERED & CAST AT \_\_\_\_\_AM/PM

# OF **ABSENTEE BALLOTS** DELIVERED & CAST AT \_\_\_\_\_AM/PM

# OF **ABSENTEE BALLOTS** DELIVERED & CAST AT \_\_\_\_\_AM/PM

# OF **ABSENTEE BALLOTS** DELIVERED & CAST AT \_\_\_\_\_AM/PM

# OF **ABSENTEE BALLOTS** DELIVERED & CAST AT \_\_\_\_\_AM/PM

# OF **ABSENTEE BALLOTS** DELIVERED & CAST AT \_\_\_\_\_AM/PM

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**TOTAL # OF ABSENTEE BALLOTS DELIVERED AND CAST:** \_\_\_\_\_

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**RECORD OF SPOILED BALLOTS**

Write the word "SPOILED" & record the following on the Spoiled ballot:

Precinct #, Time Spoiled

Place Ballot in the Spoiled Ballot Envelope.

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**Time**


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**SPOILED BALLOTS TOTAL #:** \_\_\_\_\_

**\*Place Spoiled Ballots in secured Grey Ballot Bin when closing.**

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**CHALLENGED VOTERS**

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*Inactive Voter without Identification – Challenged by Election Officials  
If allowed to vote, write CV1, CV2, etc. in ballot's colored area.*

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	<b>Voter Name</b>	<b>Voter Address</b>	<b>Time</b>	<b>Reason</b>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

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**PROVISIONAL BALLOTS**

**\*Return Provisional Ballots in ORANGE NYLON BAG –  
DO NOT LOCK in Grey Plastic Ballot Box**

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	<b>Voter Name</b>	<b>Voter Address</b>	<b>Time</b>	<b>PV #</b>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____
21.	_____	_____	_____	_____
22.	_____	_____	_____	_____

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**\*Return Provisional Ballots in ORANGE NYLON BAG –  
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23.	_____	_____	_____	_____
24.	_____	_____	_____	_____
25.	_____	_____	_____	_____
26.	_____	_____	_____	_____
27.	_____	_____	_____	_____
28.	_____	_____	_____	_____
29.	_____	_____	_____	_____
30.	_____	_____	_____	_____
31.	_____	_____	_____	_____
32.	_____	_____	_____	_____
33.	_____	_____	_____	_____
34.	_____	_____	_____	_____
35.	_____	_____	_____	_____
36.	_____	_____	_____	_____
37.	_____	_____	_____	_____
38.	_____	_____	_____	_____
39.	_____	_____	_____	_____
40.	_____	_____	_____	_____
41.	_____	_____	_____	_____
42.	_____	_____	_____	_____
43.	_____	_____	_____	_____
44.	_____	_____	_____	_____
45.	_____	_____	_____	_____

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**LOG OF COMPLAINTS AND/OR  
ELECTION DAY INQUIRIES**

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RESIDENT NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

REASON FOR INQUIRY: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

RESIDENT NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

REASON FOR INQUIRY: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

RESIDENT NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

REASON FOR INQUIRY: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

RESIDENT NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

REASON FOR INQUIRY: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

RESIDENT NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

REASON FOR INQUIRY: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

RESIDENT NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

REASON FOR INQUIRY: \_\_\_\_\_

RESOLUTION: \_\_\_\_\_



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**ISSUES WITH VOTER EQUIPMENT**

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**# of Voter Booths:** \_\_\_\_\_

**Indicate any issues with the Voter Booths:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Handicap Booth:**

\_\_\_\_\_

**AutoMark Machine:**

\_\_\_\_\_

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**LOG OF UNUSUAL HAPPENINGS / ISSUES**

Note ANY and ALL happenings during the course of the Election Day such as.....

--Ballot box jams (always note the # on the counter before you proceed with a remedy),

--Ballot box errors (always note the time, error message on box, # ballot cast and remedy)

--Ballot box openings, reasons for possible count discrepancy, errors on voting list, etc...

**TIME**

**BALLOT BOX HAPPENING / ISSUE:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____





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**CLOSING OF POLLS**

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**TIME POLLS CLOSED:** \_\_\_\_\_

**POLLS DECLARED CLOSED BY:** \_\_\_\_\_

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**UNUSED BALLOTS**

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**# OF UNUSED BALLOTS COUNTED AT END OF NIGHT:** \_\_\_\_\_

**\*Police Officer returns all unused ballots at close of polls  
in secured Grey Ballot Bin.**

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CLOSING COUNTS

# TOTAL BALLOTS CAST ON ACCUVOTE: \_\_\_\_\_

# **HAND COUNTS**:

Total # of Hand Count Ballots: \_\_\_\_\_

TOTAL BALLOTS CAST: (Total # AccuVote + Total # Hand Counts):

**NOW USE YOUR TALLY SHEETS IN GREEN BINDER TO TALLY UP THE WRITE-INS AND HAND COUNTS FOR ALL RACES.**

**REMEMBER! ONCE DONE TALLYING, YOU MUST ANNOUNCE OUT LOUD AT THE POLLING LOCATOIN THE TOTALS FOR ALL OF THESE TALLIED RACES!**

SEALING THE BALLOTS

SERIAL NUMBERS FOR YELLOW SECURITY TABS: \_\_\_\_\_  
(Two (2) for Grey Plastic Ballot Bin, One (1) for Orange Provisional Ballot Bag)  
(If you need more plastic bins to secure all your ballots, secure with tabs as well!)  
\_\_\_\_\_

**REMEMBER! THE ONLY THINGS THAT GOES INTO AND ARE SEALED INTO YOUR RED BALLOT BIN ARE**

- 1) MARKED BALLOTS
- 2) UNMARKED BALLOTS
- 3) SPOILED BALLOTS

**EVERYTHING ELSE GOES IN THE TOTE BAG!**

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**Payroll**

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<b>Name</b>	<b>Position</b>	<b>Time in</b>	<b>Time out</b>	<b>Total Hours Worked</b>
	Warden			
	Clerk			
	Inspector/Translator			
	Inspector/Translator			
	Inspector/Translator			
	Inspector/Translator			
	Inspector/Translator			
	Inspector/Translator			

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**LOG OF COMMENTS / RECOMMENDATIONS**

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*Respectfully submitted by*

\_\_\_\_\_  
**Election Clerk**

<b>Warden Signature:</b> _____
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