

Jon A. Gegenheimer
JEFFERSON PARISH CLERK OF COURT



Elections Commissioner
Manual



JON A. GEGENHEIMER
Clerk Of Court
Parish of Jefferson
Louisiana

Dear Commissioners and Commissioners-in-Charge:

Thank you for attending commissioner-certification school. Your service assures free elections. You will work long hours at the polls, and I appreciate your dedication.

This pamphlet is a convenient reference for use at the polls. Inside are (1) copies of the forms to be completed on Election Day and (2) other information for election-day use.

If you have any questions after your training class, call the elections department at 736-6394 for help.

Thank you again for playing a major role in the Jefferson Parish political process.

Best regards,

A handwritten signature in dark ink that reads "Jon A. Gegenheimer". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

JON A. GEGENHEIMER



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GRETN, LA 70054
(504) 364-2900
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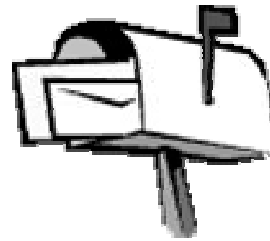
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COMMISSIONS TO SERVE ON ELECTION DAY

COMMISSIONER TO SERVE AS COMMISSIONER

*****If you receive this notice, you are definitely serving.*****

If for ANY reason, you cannot serve on the date indicated
on the commission, please call the
Clerk of Court's Elections Department IMMEDIATELY at 736-6394.



Precinct where you will serve



Date of election



**Commission to Serve as
Commissioner**

Joe Smith
201 Anywhere Dr.
Harahan, La. 70123

PRECINCT: 125

STATE OF LOUISIANA
PARISH OF JEFFERSON

Greetings:

This is to certify that:

NAME: Joe Smith

ADDRESS: 201 Anywhere Dr. Harahan, La. 70123

was elected to serve in the election(s) to be held on: Election date
and is duly commissioned in accordance with the Louisiana Election Code, R.S.
18:434C.

Jefferson Parish Board of Election Supervisors

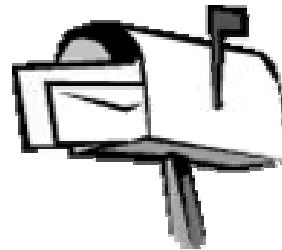
*****IMPORTANT*****

You MUST notify the Clerk of Court (736-6394) IMMEDIATELY if you
are unable to serve on Election Day. Failure to appear at your assigned
precinct without providing this office with advance notice may result in
your removal as commissioner.

COMMISSIONER TO SERVE AS ALTERNATE COMMISSIONER

******If you receive this notice, you are on stand-by. The commissioner-in-charge in your precinct will call you if you are needed.******

If for ANY reason, you cannot serve on the date indicated on the commission, please call the Clerk of Court's Elections Department IMMEDIATELY at 736-6394.



**Precinct where
you will serve**



Date of election



**Commission to Serve as
Alternate Commissioner**

*Fred Smith
27 Main Street
Metairie, La. 70003

PRECINCT: 130

STATE OF LOUISIANA
PARISH OF JEFFERSON

Greetings:

This is to certify that:

NAME: Fred Smith
ADDRESS: 27 Main Street, Metairie, La. 70003

was elected to serve in the election(s) to be held on: Election Date
and is duly commissioned in accordance with the Louisiana Election Code, R.S.
18:434C.

Jefferson Parish Board of Election Supervisors

*****IMPORTANT*****
You MUST notify the Clerk of Court (736-6394) IMMEDIATELY if you
are unable to serve on Election Day. Failure to appear at your assigned
precinct without providing this office with advance notice may result in
your removal as commissioner.

OPENING THE POLLS

STEPS TO OPEN THE POLLS

1. Arrive at the polls promptly at 5:30 A.M. to make sure that the deputy custodian has opened the precinct. Call the Clerk of Court's office at **736-6394** if the deputy custodian is not there or if there is a problem..
2. Swear in your commissioners. If someone has failed to arrive, make replacements from your alternate list. Call the Clerk of Court's office if someone did not show up for work and you have no alternates on your list and you need a commissioner.
3. To open the voting machines, see detailed instructions for the **AVC ADVANTAGE**, "Opening the Polls" instructions on page 4 of the Election Day handout. **ALL VOTING MACHINES MUST BE OPENED.**
4. Open the voting machine with the precinct tag first. It contains the supplies and the precinct register. Have one commissioner get the Precinct Supply Envelope and verify that the supplies and forms are inside. Verify the ballot on each machine with the sample ballot from the supply envelope and the **Official Zero Proof Report**. Verify the time on the Zero Proof Report **AT THE TIME IT PRINTS**. Set your watch by this time. Call the Clerk of Court's office if there are any discrepancies.
5. Because every machine has been programmed with a cartridge, all machines must be opened and the results printed out.
6. The Commissioners should post the sample ballot, "Official Zero Proof Report" (for each machine), CARD OF INSTRUCTIONS, and "NOTICE TO VOTER" in a conspicuous place at the principle entrance to the polling place. Post the STOP SIGN on the outside of the precinct near the principle entrance.
7. Clear all political materials (signs, pamphlets, etc.) within 600 feet of the precinct, except those on PRIVATE property. Check throughout the day to make sure that the area within 600 feet is kept free from "electioneering" material. **NOTE:** 600 feet is the length of two football fields; it's more than a city block..
8. Verify any watchers by asking for their commissions and for photo identification. Compare the name on the identification with the name on the commission.
9. When the Supplemental list of absentee voters is delivered by a deputy clerk of court, print "Absentee" by the voter's name in the precinct register. Initial the notation. **These people shall not vote in person.**
10. When the Supplemental List of registered voters is delivered by a deputy clerk of court, put this in the front of the precinct register. If a voter's name is not found in the precinct register, look on the Supplemental List..
11. Have everything ready to go by 6:00 A.M. sharp.
12. **MAKE SURE THAT YOU DO NOT ACTIVATE THE VOTING MACHINE UNTIL A VERIFIED VOTER APPROACHES THE MACHINE.**

“A” KEY ENVELOPE

This envelope is delivered to the Commissioner-in-Charge by the Deputy Custodian by 5:30 A.M. on the morning of the election. COMPARE ALL NUMBERS ON THE ENVELOPE TO THE NUMBERS ON YOUR MACHINES. After checking to be sure that all the numbers match, record the numbers on the Machine Certificate form.

**PLACE THE EMPTY “A” KEY ENVELOPE IN THE PRECINCT
SUPPLY ENVELOPE (PSE) AT THE END OF THE NIGHT.**

KEYS

THIS ENVELOPE CONTAINS KEYS OF VOTING
MACHINES TO BE USE IN

WARD _____

PRECINCT H-007

LOCATION HARAHAN
ELEMENTARY

AS FOLLOWS: Voting Machine Number	Cartridge Seal Number	Protective Counter Number
<u>14821</u>	<u>37685</u>	<u>650</u>
<u>14822</u>	<u>36190</u>	<u>495</u>
<u>14823</u>	<u>37686</u>	<u>718</u>
_____	_____	_____

Front of “A” key envelope

Complete the blanks on
the envelope using this
sample as a guide.

Back of “A” key envelope
provides detailed
instructions to guide you
when opening the polls.

BEFORE THE POLLS OPEN

- POSITION THE MACHINES.
- LOCK THE WHEELS.
- PLUG IN THE FIRST MACHINE. DAISSY CHAIN THE OTHERS TOGETHER. CHECK FOR THE AMBER AC POWER LIGHT ON EACH MACHINE.
- COMPLETE YOUR SECURITY CHECK. THE NUMBER ON THE SIDE OF THE MACHINE SHOULD MATCH THE NUMBER ON THE KEY CHAIN. THE SEAL NUMBER ON THE ENVELOPE THAT HELD YOUR KEYS SHOULD MATCH THE SEAL ON THE BLUE RESULTS CARTRIDGE. IF EITHER DOESN'T MATCH IMMEDIATELY CALL THE VOTING MACHINE WAREHOUSE AT _____
- ATTACH THE OPERATOR PANEL.
- TURN THE POWER SWITCH ON.
- RECORD THE PROTECTIVE COUNTER NUMBER AND THE SEAL NUMBER ON THE MACHINE CERTIFICATE.
- WITH THE SILVER POLLS KEY TURN TO THE OPEN POLLS POSITION AND REMOVE THE SILVER KEY. DO NOT USE IT AGAIN UNTIL TIME TO CLOSE THE POLLS. ZERO PROOF WILL BEGIN PRINTING.
- RAISE - DON'T FORCE - THE FACE OF THE MACHINE INTO AN UPRIGHT POSITION.
- TILT THE FACE OF THE MACHINE INTO THE VOTING POSITION BY USING THE RED LATCH RELEASE.
- UNLOCK THE FRONT WITH THE GOLD KEY AND UNFOLD THE BOOTH.
- ATTACH THE CURTAIN ASSEMBLY.
- REVIEW THE ZERO PROOF REPORT FROM THE PRINTER, VERIFY IT, HAVE EACH COMMISSIONER SIGN IT, AND POST IT ON THE WALL.
- CLOSE THE BACK DOOR AND LOCK IT WITH THE GOLD KEY.
- SET UP ANY ADDITIONAL AVC MACHINES IN THE SAME MANNER.
- PLACE THE KEYS IN THE APPROPRIATE "B" ENVELOPE.
- POST THE SAMPLE BALLOT AND ANY SIGNS AND WAIT FOR THE VOTERS.
- FOR MACHINE PROBLEMS IMMEDIATELY CALL THE VOTING MACHINE WAREHOUSE AT _____

DEPARTMENT OF ELECTIONS & REGISTRATION

WHICH MACHINE DO I OPEN FIRST?

The machine with this tag.

The machine with this tag is the machine with the PSE supply envelope and the precinct register inside.

SUPPLY MACHINE

USE GOLD KEY TO OPEN BACK DOOR
ELECTION SUPPLIES INSIDE

WARD PCT. H-007

This tag is located on top of the machine.



At the end of the evening,
place the signed
blue P-16 envelope
and the blue canvas bag
with black precinct register
and the sealed ROV envelope)
into the back of the
supply/lead machine.

OPEN AND SETUP THE MACHINES



For detailed instructions on opening and setting up the AVC Advantage voting machines, refer to “Opening the Polls” on page 4 of the Election Day Handout (Steps 1-17).



TAPE SIGNED ZERO PROOF REPORT(S) TO THE WALL PLACE IN THE P-16 ENVELOPE AT THE END OF THE NIGHT

VERIFY THIS REPORT AGAINST THE:

1. **SAMPLE BALLOT**
2. **FACE OF THE VOTING MACHINE**

After all commissioners sign the tape, post on the wall near the sample ballot and the card of instructions. Put in the P-16 envelope at the end of the day.

Verify all information for accuracy.

As soon as this report prints, verify the time and set your watch to correspond. Do not close the polls prior to 8:00 P.M. (20:00).

Verify that all counters are ZERO.

Fill in the date of the election.

Fill in date here.

All commissioners sign here.

OFFICIAL TRAINING ZERO PROOF REPORT

Date 12/15/03

Time 11:22

Serial Number

7315

Protective Counter

1173

Public Counter

0

Precinct/District
Pct 001

Polling Place ID

0010000

Ballot Version

1

Report Source

Internal Machine Memory

PRESIDENTIAL PRIMARY

Candidate	Candidate Totals	Total
***	***	***
* TREASURER		(1)
F1		
F3 DIAMOND JIM		0
F4 DADDY WARBUCKS		0
F5 JOHN DOUGH		0
* SCHOOL BOARD		(1)
G1		
G3 ELLA MENTRY		0
G4 MIKE ROWSKOPE		0
* SCHOOL BOARD		(1)
G5		
G7 AL JEBRA		0
G8 JIM KLASS		0

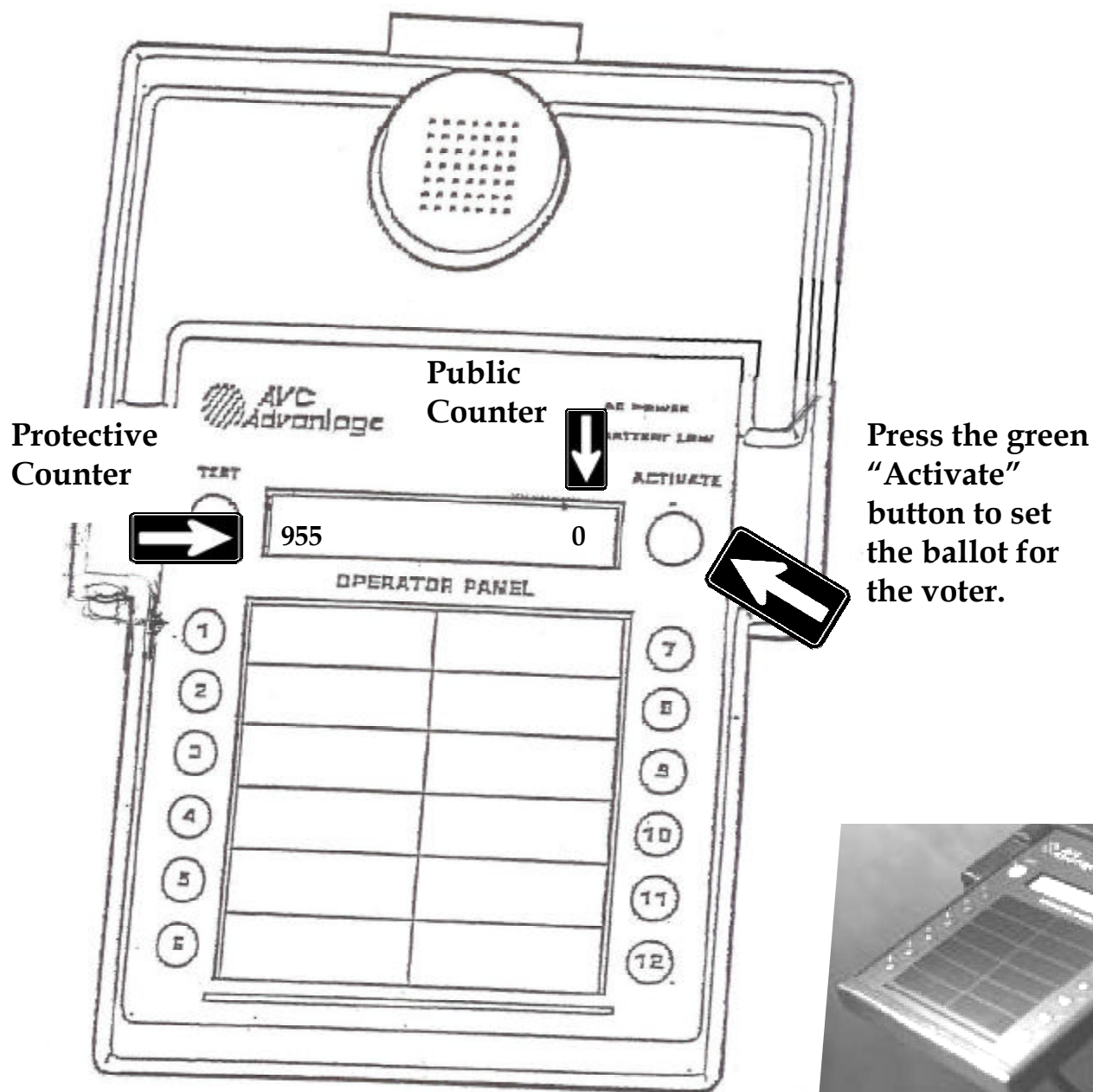
Election Officers
Please Complete Before
Processing the First Voter

We the undersigned Election Officers do hereby certify that on the _____ day of _____ 20____ the Public Candidate, and Question Counters were found to be zero and the Protective Counter read 1173 before the Polls were Opened.

Signed:

Printed 7315 v5.00a 12/15/03 11:23

SAMPLE CONTROL PANEL



PROTECTIVE COUNTER NUMBER — this number indicates the number of votes that have been cast on that machine in its history of service in elections.

PUBLIC COUNTER NUMBER — this number indicates the number of votes that were cast on that machine for that specific election. This number should always read zero when the polls are opened on election day.

THE PROTECTIVE COUNTER AND PUBLIC COUNTER WILL ADVANCE BY ONE EACH TIME A VOTE IS CAST.

MACHINE CERTIFICATE & LIST OF COMMISSIONERS

Machine Certificates

Use the numbers provided on the machines, seals, and counters to complete this form.

All commissioners must sign this form.

The original goes in the clear Clerk of Court pouch (Zip Loc bag); put the copy in the blue envelope, one copy in the yellow envelope.

MACHINE CERTIFICATES

STATE OF LOUISIANA, Parish JEFFERSON

WARD OR DISTRICT

PRECINCT H-007

WE, THE UNDERSIGNED COMMISSIONERS for polls in above Parish, Ward or District and Precinct, hereby certify that we have recorded and verified the following information, in accordance with the provisions of the election code.

Certificate No. 1—Filled in at Opening of Polls

1. At 5:30 a.m., voting machines keys were delivered. Machines delivered were NUMBERED as follows:

MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE
<u>5730</u>	<u>5731</u>	<u>5732</u>			
<u>37685</u>	<u>36190</u>	<u>37686</u>			
<u>—</u>	<u>—</u>	<u>—</u>			
<u>650</u>	<u>495</u>	<u>718</u>			

2. SEAL NUMBERS on machines were, respectively:

3. PROTECTIVE COUNTER NUMBERS were, respectively:

4. Machine and protective counter numbers recorded, checked against numbers shown on "A" envelope delivered with machines; doors of machines were opened.

MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE
<u>5730</u>	<u>5731</u>	<u>5732</u>			
<u>75</u>	<u>104</u>	<u>185</u>			
<u>725</u>	<u>599</u>	<u>903</u>			
<u>IGNORE THESE BLANKS!</u>					

5. Candidate counters and public counters of each machine registered zero (000). Ballots on face of machines checked with sample ballots.

Certificate No. 2—To Be Filled in at Closing of Polls

1. At 8:30 p.m., voting machines were closed against further voting. Machines closed were NUMBERED as follows:

MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE
<u>5730</u>	<u>5731</u>	<u>5732</u>			
<u>75</u>	<u>104</u>	<u>185</u>			
<u>725</u>	<u>599</u>	<u>903</u>			
<u>IGNORE THESE BLANKS!</u>					

2. PUBLIC COUNTERS: Number of votes shown was:

3. PROTECTIVE COUNTERS: Numbers registered were:

4. SEALS used to close machines were NUMBERED as follows: (Not applicable to AVC Advantage machines)

IN WITNESS WHEREOF, we have signed our names at 8:30 p.m., on the ELECTION DATE day of 20.

Joe Smith
Commissioner-in-Charge Signature
Jane Smith
Commissioner's Signature

Jane Doe
Commissioner's Signature
John Doe
Commissioner's Signature

John Q. Public
Commissioner's Signature

DISTRIBUTION: ORIGINAL: DELIVER TO CLERK OF COURT

List of Commissioners

This form is to be completed as a record of commissioners who served on election day.

All commissioners must sign this form.

The original goes in the clear Clerk of Court pouch (Zip Loc bag); put the copy in the ROV envelope.

JEFFERSON

Parish, Ward or District, H-007 Precinct

DATE: ELECTION DATE

NOTE: This form shall be completed by the Commissioner-in-Charge. In determining the status of each Commissioner, the Commissioner-in-Charge should use the lists of Commissioners' names which were furnished to the Commissioner-in-Charge by the Parish Board of Election Supervisors.

NAME (please print)	MAILING ADDRESS (please print)	SIGNATURE (of Commissioner)	INITIALS (of Commissioner)	STATUS (Check proper block(s) below for explanation)
1. <u>JOHN Q. PUBLIC</u> Commissioner Soc. Sec. No. <u>999 99 9999</u>	<u>209 COLONIAL DR.</u> <u>HARAHAN, LA. 70123</u>	<u>John Q. Public</u>	<u>JQP</u>	<input checked="" type="checkbox"/> (1) <input type="checkbox"/> (2) <input type="checkbox"/> (3)
2. <u>JANE SMITH</u> Commissioner Soc. Sec. No. <u>888 88 8888</u>	<u>100 HICKORY AVE</u> <u>HARAHAN, LA. 70123</u>	<u>Jane Smith</u>	<u>JS</u>	<input checked="" type="checkbox"/> (1) <input type="checkbox"/> (2) <input type="checkbox"/> (3)
3. <u>JANE DOE</u> Commissioner Soc. Sec. No. <u>777 77 7777</u>	<u>200 COLONIAL DR.</u> <u>HARAHAN, LA. 70123</u>	<u>Jane Doe</u>	<u>JD</u>	<input checked="" type="checkbox"/> (1) <input type="checkbox"/> (2) <input type="checkbox"/> (3)
4. <u>JOHN DOE</u> Commissioner Soc. Sec. No. <u>666 66 6666</u>	<u>200 COLONIAL DR.</u> <u>HARAHAN, LA. 70123</u>	<u>John Doe</u>	<u>JD</u>	<input checked="" type="checkbox"/> (1) <input type="checkbox"/> (2) <input type="checkbox"/> (3)

The following is to be used in determining the status of Commissioners:

- (1) Satisfactorily completed general course of instruction for Commissioners during present term of Clerk of Court and also satisfactorily completed pre-election course of instruction for Commissioners, as required by R.S. 18:431 (B), after the selection of Commissioners but not less than four days prior to primary election, unless Clerk of Court determined that pre-election school would not be conducted.
- (2) Satisfactorily completed general course of instruction for Commissioners, as required by R.S. 18:431 (A), during present term of Clerk of Court.
- (3) Has not satisfactorily completed any course of instruction during the present term of Clerk of Court.

Soc. Sec. No. 555 55 5555

JOE SMITH

(Name of Commissioner-in-Charge-Please Print)
2525 CITRUS BLVD. HARAHAN, LA. 70123

(Mailing Address-Please Print Street Address, City, State, and Zip)

Joe Smith

(Signature of Commissioner-in-Charge)

Disposition:

Place ORIGINAL in the envelope (N-14) which is to be delivered to the Clerk of Court.
Place DUPLICATE in ROV envelope.

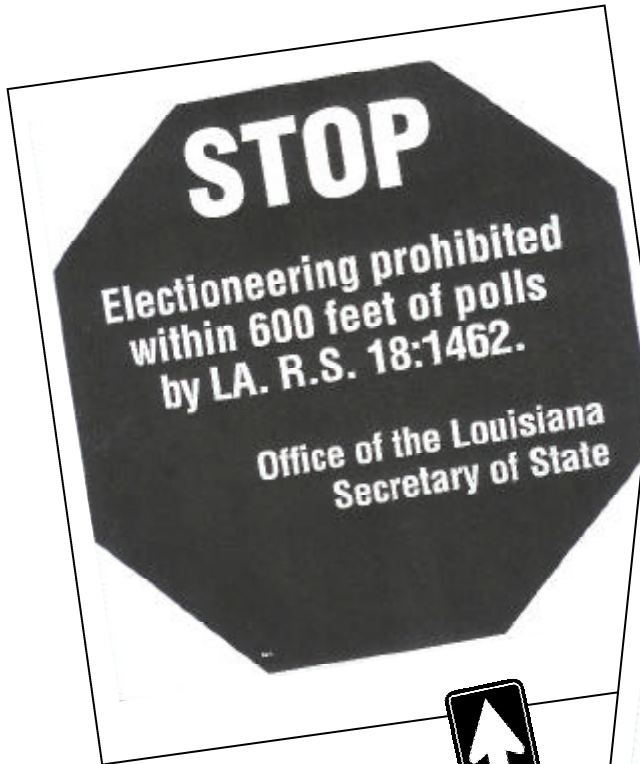
LC-01 (Rev. 1/01)

Prepared and Furnished by
Secretary of State

SIGNAGE TO BE POSTED

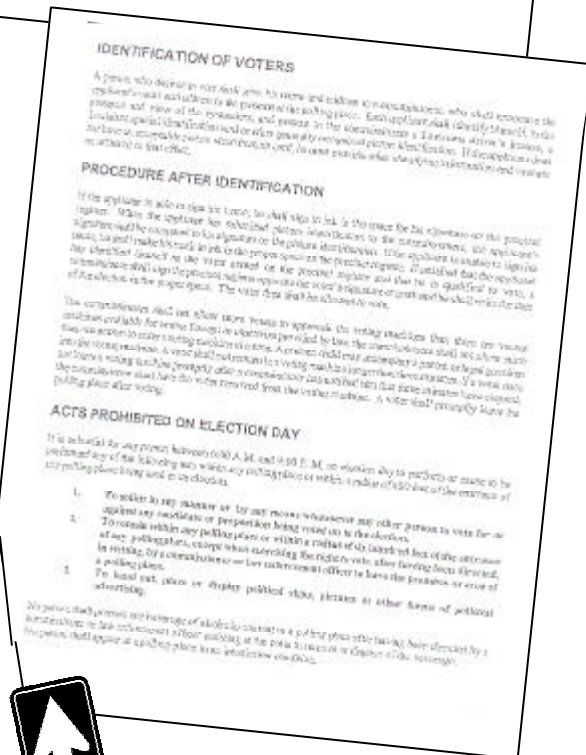
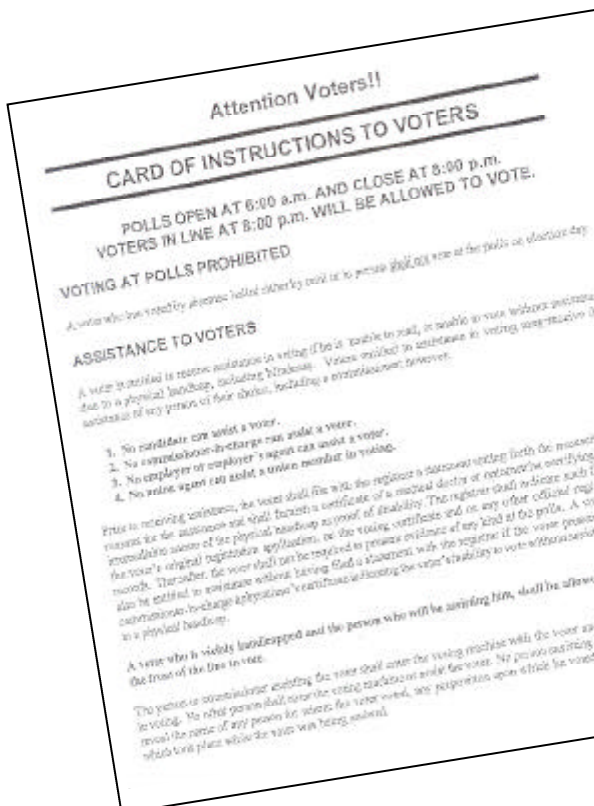
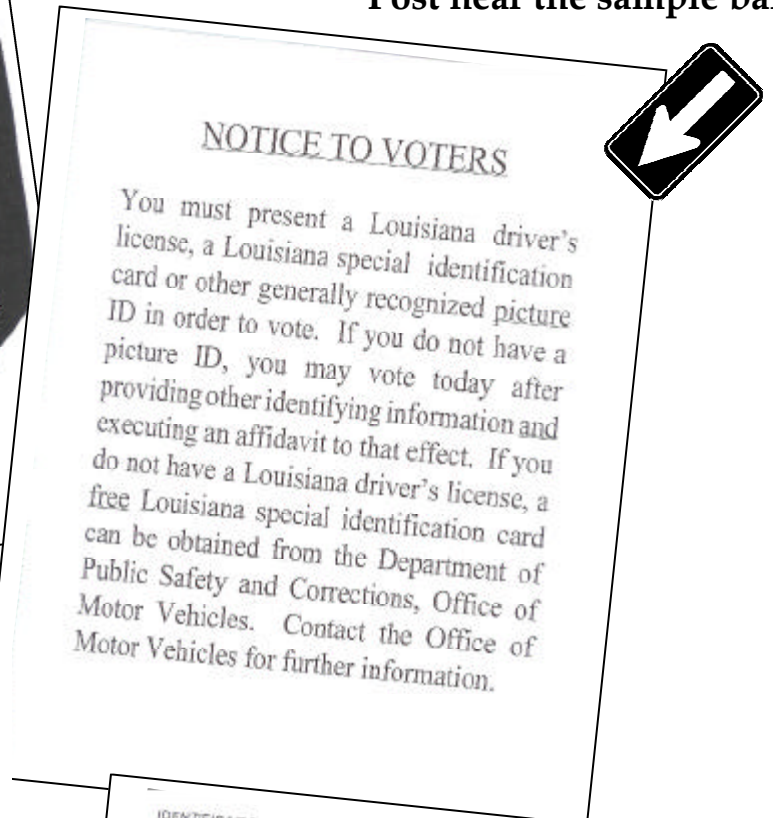
Notice to Voters

Post near the sample ballot



STOP sign prohibiting electioneering.

Post on the wall or door at the principle entrance to the precinct.



Card of Instructions to Voters

Post on the wall near the sample ballot.

WHERE ARE THE KEYS KEPT DURING THE DAY?

"B" KEY ENVELOPE

This is the envelope where you SEAL the keys to the voting machines during the day. This envelope is to be opened ONLY under two conditions:

1. You may open the envelope at 8:00 P.M. after the machines have been closed to further voting
OR
2. Machine technicians who are repairing the machines may open the envelope to gain access to the keys.

Enter the machine numbers here.



Issued by SECRETARY OF STATE

PARISH JEFFERSON	WARD or DISTRICT	PRECINCT H-007
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BEFORE election, Commissioners fill in blanks and sign below.

We hereby certify we have sealed in this envelope the keys or Master PEB which belong to VOTING MACHINES NUMBERED:

A 5730	B 5731	C 5732	D	E	F
G	H	I	J	K	L

COMMISSIONER John Q. Public COMMISSIONER John Doe
COMMISSIONER Jane Doe COMMISSIONER Jane Smith
COMMISSIONER-IN-CHARGE Joe Smith

DURING election, Commissioners keep this envelope sealed. →→→→

AFTER election, Commissioners withdraw keys or Master PEB and destroy this envelope.

B-02 Rev. 1/03

KEYS or MASTER PEB SEALED DURING VOTING



Front of "B" key envelope. Complete the blanks on the envelope using this sample as a guide.

All Commissioners must sign.

SAMPLE SUPPLEMENTAL POLL (VOTER) LIST

Occasionally names are added to the voting rolls after the Precinct Register has been printed by the Registrar of Voters. The Supplemental Poll (Voter) List is to be attached by the commissioners to the front of the precinct register on election day. This list will be delivered by a deputy clerk of court on election day. If a voter comes in to vote and his name is not in the Precinct Register, check this list.

Issued by
SECRETARY OF STATE

PARISH JEFFERSON	WARD OR DISTRICT	PRECINCT 001
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This envelope MAY be used by the Registrar of Voters in transmitting to the Parish Custodian the supplemental list of persons voting absentee AND/OR supplemental precinct register.

**SUPPLEMENTAL LIST
AND/OR
SUPPLEMENTAL
PRECINCT REGISTER**

L-SL

Registrar of Voters delivers supplemental list (names of all persons from whom absentee ballots by mail have been received after the last day for voting absentee in person and before election day) AND/OR supplemental precinct register (names of mail registrants whose verification mailing was completed after the printing of the original precinct register) to Parish Custodian. Parish Custodian then delivers to Deputy Parish Custodian who delivers to Commissioner-In-Charge.

**Front of
Envelope –
This will be
delivered by a
deputy clerk
of court.**



RUN DATE: 05/25/99
POLSUPL

DEPARTMENT OF ELECTIONS AND REGISTRATION
SUPPLEMENTAL POLL LISTING - PARISH REPORT
FOR PARISH 52 - ST. TAMMANY FOR ELECTION OF 05/29/1999 AS OF 05/04/1999

PAGE 10

VOTER NUMBER	NAME	COMMISSIONER INITIALS	WD/PCT	ADDRESS DOB/SSN MAILING	DISTRICTS	SRAPS EASTT XCTYA SIGNATURE
0006024840	WORTMANN ARTHUR CHARLES	00	04	1202 FLORIDA AVE 03/04/1941 GLASER	CG-01 SN-11 RP-076 PJ-12 SB-13 JP- CT-2C TW-08 SC-05 AC-13 DC-22 PS-01 BE-01 SP- / / / / / / / /	MW RA _____
0006024844	WORTMANN VIRGINIA HIVANA	00	S11	1202 FLORIDA AVE 03/20/1942 LONGE	CG-01 SN-11 RP-076 PJ-12 SB-13 JP- CT-2C TW-08 SC-05 AC-13 DC-22 PS-01 BE-01 SP- / / / / / / / /	FW RA _____

Sample page



SAMPLE SUPPLEMENTAL ABSENTEE LIST

Occasionally the Registrar of Voters receives Absentee Ballots after the Precinct Registers have been closed and placed in the voting machines. The Supplemental Absentee List, delivered by a deputy clerk of court on election day, is to be opened IMMEDIATELY. Use this list to mark "absentee" by the corresponding names in the Precinct Register. If a voter comes in to vote and his name is on this list, the person shall not be allowed to vote.

Issued by
SECRETARY OF STATE

PARISH JEFFERSON	WARD OR DISTRICT	PRECINCT 001
----------------------------	------------------	------------------------

This envelope MAY be used by the Registrar of Voters in transmitting to the Parish Custodian the supplemental list of persons voting absentee AND/OR supplemental precinct register.

**SUPPLEMENTAL LIST
AND/OR
SUPPLEMENTAL
PRECINCT REGISTER**

L-SL

Registrar of Voters delivers supplemental list (names of all persons from whom absentee ballots by mail have been received after the last day for voting absentee in person and before election day) AND/OR supplemental precinct register (names of mail registrants whose verification mailing was completed after the printing of the original precinct register) to Parish Custodian. Parish Custodian then delivers to Deputy Parish Custodian who delivers to Commissioner-In-Charge.

**Front of
Envelope –
This will be
delivered by a
deputy clerk
of court**



SAMPLE OF ABSENTEE SUPPLEMENTAL LIST

DEPARTMENT OF ELECTIONS AND REGISTRATION
ABSENTEE SUPPLEMENTAL LIST
ST. TAMMANY PARISH

FOR ELECTION: 05/20/99 OFFICE: ALL

DATE: 05/24/99

PAGE 10

WARD	PREC	PJ	REGNUM	NAME	ADDRESS	STATE	ZIP
00	PO1	06	0005941481	HUGHES, MARY B	64342 NELSON RD PEARL RIVER	LA	70452-3239
MILT: OUT-OF-CTRY:				IN PERSON VOTE: 00/00/00	MAIL-BALLOT REQ: 03/05/99	BALLOT MAILED: 05/13/99	MAIL VOTE: 05/24/99
COMMISSIONER INITIALS: _____				HCAP:B			



Sample page


POLL WATCHERS

All poll watchers and their alternates will be issued a Commission, like the one shown below, from the Clerk of Court. A Watcher commission will be blue. An Alternate Watcher commission will be yellow.


IMPORTANT NOTICE: A candidate **SHALL** be entitled to have both a watcher and an alternate watcher serve at the precinct on election day. But they shall **NOT** serve at the same time.

Commission to Serve as Watcher	
STATE OF LOUISIANA PRECINCT: 1	
PARISH OF JEFFERSON	
Greetings:	
<i>This is to certify that:</i>	
NAME: Eleanor Roosevelt	
ADDRESS: 125 Main St. Metairie LA 70001	
 was named to serve as a watcher in the election(s) to be held on :	
April 17, 2004	
 and is duly commissioned in accordance with the Louisiana Election Code, R.S. 18:435C. Watchers do not receive a fee for their service.	
Jefferson Parish Board of Election Supervisors	
 Eleanor Roosevelt 125 Main St. Metairie LA 70001	
Candidate: Theodore Roosevelt	

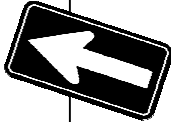
Precinct the
watcher is allowed
to observe




Watcher name and
address



Election date



Candidate Name



1. When an individual identifies himself as a poll watcher, a commissioner should ask the individual for their commission and some form of photo identification.
2. The commissioner should verify that the commission and the photo identification match.
3. Refer to the yellow "Informational Pamphlet" in your supply envelope for the powers and duties of a poll watcher.

POLL LISTS

YOU MUST MAINTAIN TWO POLL LISTS

POLL LIST P-16

STATE OF LOUISIANA

Election in Ward or District _____ Precinct _____

Parish of _____

Prepared and Furnished by
SECRETARY OF STATE

Front

NO.	NAME OF VOTER	NO.	NAME OF VOTER
1		31	
2		32	
3		33	
4		34	
5		35	
6		36	
7		37	
8		38	
9		39	
10		40	
11		41	
12		42	
13		43	
14		44	
15		45	
16		46	
17		47	
18		48	
19		49	
20		50	
21		51	
22		52	
23		53	
24		54	
25		55	
26		56	
27		57	
28		58	
29		59	
30		60	

Inside

Your packet will have two Poll List booklets: one with yellow print; one with blue print.

At the end of the night, put the yellow booklet in the SOS Yellow S-19 envelope; put the blue booklet in the Blue P-16 envelope.

All Commissioners must complete and sign the back of both booklets

We, the undersigned Commissioners of Election for Ward or District _____
Precinct _____ Parish of _____
do hereby certify that at the close of the polls, this _____ day of _____
the total number of persons voting in said election was _____ and that
the foregoing list of persons voting at adjacent polling place is correct.

Commissioner in Charge Signature _____
Commissioner's Signature _____
Commissioner's Signature _____
Commissioner's Signature _____
Commissioner's Signature _____

Back

AFFIDAVITS USED AT THE POLLS ON ELECTION DAY

VOTER IDENTIFICATION AFFIDAVIT

You are required to identify each voter by asking for a Louisiana driver's license, a Louisiana special identification card, or some other form of generally recognized picture identification. If a voter does not have a photo ID, he/she must provide further identification by presenting his/her current registration certificate, providing his/her date of birth, and providing other information stated in the precinct register that you request and he/she must execute a "VOTER IDENTIFICATION AFFIDAVIT," several of which are included in your supplies. Also, you will find in your supplies a "NOTICE TO VOTERS" which you must post with the other supplies and ballots that you are required to post.

NOTE: FAILURE OF A COMMISSIONER TO REQUITE THE VOTER TO SUBMIT A PICTURE ID OR IDENTIFICATION AND EXECUTE A VOTER IDENTIFICATION AFFIDAVIT CAN RESULT IN A FINE AND/OR IMPRISONMENT.

CLERK'S NOTE: If a voter does not have a picture ID, he/she must provide further information by answering questions regarding their date of birth and mother's maiden name, or other information as contained in the precinct register. If a voter provides you with a non-picture ID (i.e., voter registration card) they still must answer the required questions and complete the Voter Identification Affidavit (AV-34).

VOTER IDENTIFICATION AFFIDAVIT

STATE OF LOUISIANA WARD/DISTRICT AND PRECINCT H-007

PARISH OF JEFFERSON

BEFORE ME, the undersigned commissioner, personally came and appeared
SUE A. BROWN
who, stated that he (she) does not have a Louisiana driver's license, a Louisiana special identification card, or other generally recognized picture identification; however, he (she) has given

BIRTHDATE + MOTHER'S MAIDEN NAME as
List Information Given

proof of his (her) identity.

Sue Brown 150 COLONIAL DR., HARAHAN
Signature of Voter Address of Voter

Joe Smith ELECTION DATE
Signature of Commissioner Date

DISPOSITION: **PLACE IN ROV ENVELOPE**

AV34
1/98

Prepared and Furnished by
Secretary of State

Fully complete the form using this sample as a guide



The voter and commissioner must sign

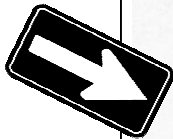
Put the form in the ROV envelope

ADDRESS CONFIRMATION AT THE POLLS

NOTE TO COMMISSIONERS

If the applicant has checked BOX 3, you must pay careful attention. If the voter indicates that it has been MORE THAN 3 MONTHS since they have moved, that person may NOT vote under state law.

Fully complete the form using this sample as a guide.



The voter must sign.

Put the form in the ROV envelope.

ADDRESS CONFIRMATION AT POLLS	
<p>TO COMMISSIONERS: This form is to be completed by a voter who is: (1) identified as an inactive voter on the precinct register; or (2) challenged on the basis that he or she no longer resides at the address where he or she is registered and the challenge is valid.</p> <p>TO VOTER: If you are identified as an inactive voter, the registrar of voters has reason to believe that your address on file in his or her office is inaccurate. You were mailed an address confirmation card and have failed to respond. You are required to confirm your address at the polls today.</p> <p>If you are a challenged voter you are required to confirm your address at the polls today since you were challenged on the basis that you no longer reside at the address where you are registered and the commissioners have determined that the challenge is valid.</p> <p><u>Part I and Part II of this form must be completed. After completion, sign the form and return it to the commissioner.</u></p> <p>PART I: You <u>must</u> check one of the boxes below. If Box 3 is checked, please provide all information requested.</p> <p><input checked="" type="checkbox"/> 1. I have not changed my residence.</p> <p><input type="checkbox"/> 2. I have permanently changed my address to an address within the same parish.</p> <p><input type="checkbox"/> 3. I moved on (date) _____ to an address in another parish (check one) <u>less</u> than 3 months ago, or <u>more</u> than 3 months ago. I understand that to continue to vote, I will have to register to vote in my new parish.</p> <p>PART II: Please be sure to complete all the information required. You are not required to furnish your social security number and telephone number; you may do so on a voluntary basis.</p> <p>Ward/District/Precinct <u>H-007</u> Voter Identification Number (found on precinct register) <u>0001177703</u></p> <p>ADDRESS CONFIRMATION: (Please print clearly)</p> <p>Name on registration <u>JOHN SMITH</u></p> <p>Date of birth <u>APRIL 12, 1935</u> Social Security Number (optional) <u>999-99-9999</u></p> <p>Telephone Number (optional) Day: (<u>504</u>) <u>123-4567</u> Home: (<u>504</u>) <u>888-9101</u></p> <p>This confirms that the address where I reside is: (MUST BE ADDRESS WHERE YOU CLAIM HOMESTEAD EXEMPTION, IF ANY)</p> <p>Street/Apt. <u>1215 COLONIAL CLUB DR.</u></p> <p>City, State, Zip <u>HARAHAN, LA. 70123</u></p> <p>The address where I receive my mail, if different, is:</p> <p>Street/Apt. <u>P.O. BOX 999</u></p> <p>City, State, Zip <u>HARAHAN, LA. 70123</u></p> <p>X <u>John Smith</u> <u>ELECTION DATE</u></p> <p>(Signature or mark of voter) (Date)</p> <p>If you are unable to sign your name, two witnesses to your mark must sign here:</p> <p>Witness Signature _____ Witness Signature _____</p> <p>WARNING: Any false statements made on this address confirmation form constitute an election offense and will be punishable as provided by law.</p> <p>DISPOSITION OF FORM: PLACE IN REGISTRAR OF VOTERS (ROV) ENVELOPE</p> <p>ACP (Rev. 3/01) Prepared and Furnished by Secretary of State</p>	

SAMPLE PRECINCT REGISTER PAGE

When you see a notation in the register like the one shown below, the voter must complete the Address Confirmation at the Polls form. If the voter indicates that they moved **MORE THAN 3 MONTHS AGO**, state law does **NOT** allow them to vote in state or local elections. This person would, however, be allowed to cast a provisional paper ballot in a federal election.

DIST/MARD: 00 PCT: 03		ELECTION DATE: 20000812		PARTISH: LIVINGSTON		OPT1: OPT2:		PAGE 21	
VOTER NUMBER	NAME OF VOTER	SIGNATURE	CONV INITIALS	ADDRESS DATE OF BIRTH MOTHER'S MAIDEN NAME	DISTRICTS	SEX	RACE	IN	PR
1 0003701819	ERWIN JAMES LESLIE			38630 WALKER NORTH RD 11/11/49 KINCHEN	CG-08 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	M	W		D
2 0003656410	ERWIN JOSEPH B			38860 WALKER NORTH RD 03/28/47 KINCHEN	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	M	W		D
3 0003714888	ERWIN JOSEPH E			13006 SPRINGFIELD RD 10/01/70 MCDOWELL	CG-08 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	M	W		D
4 0003656123	ERWIN JOYCE A			37682 REINNINGER RD 07/24/52 THUNDERB	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	F	W		D
5 0003656193	ERWIN KERRI T			38860 WALKER NORTH RD 08/11/60 WELCH	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	F	W		D
6 0003701820	ERWIN KIMBERLY D H			38630 WALKER NORTH RD 09/03/56 GODFREY	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	F	W		D
7 0003656411	ERWIN LARRY B	ADDRESS CONFIRMATION REQ.		38608 HESS RD 10/18/52 KINCHEN	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	M	W		D
8 0003687068	ERWIN RICHARD OSCAR			37642 REINNINGER RD 10/14/54 THUNDERB	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	M	W		D
9 0003656988	ERWIN ROSEANNE P			37642 REINNINGER RD 01/18/58 HARRISON	CG-08 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	F	W		D
0 0003713189	ERWIN RUSSELL DEAN			37560 REINNINGER RD 02/28/75 COTTON	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	M	W		D
1 0003696686	ERWIN TEYNA VIRGINIA			13006 SPRINGFIELD RD 09/11/67	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	F	W		N
2 0003708626	ERWIN TRENT EDWARD			ACOSTA	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	M	W		R
3 0003713723	EVANS AMANDA KAY			37050 CARAMAY RD 08/16/75 KIRKLAND	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	F	W		N
4 0003723481	EVANS CONNIE COBB			13650 N MORGAN DR 06/15/71 SPENCE	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	F	W		N
5 0003710540	EVANS WAYNE JR			37050 CARAMAY RD 01/02/74 DRIVER	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	M	W		R
6 0003695974	EVERETT MRS DONNA H			37725 WALKER NORTH RD 07/15/65 PARKER	CG-06 SN-13 RP-064 PJ-02 SB-02 JP-01 CT- TW-01 SC-05 AC-13 DC-21 PS-04 BE-06 SP-FD/ / / / / /	F	W		D
7									
8									
9									
PCT TOTAL: 00000005									

AFFIDAVIT OF VOTER

Explanation to Commissioners: Form AV33, the AFFIDAVIT OF VOTER, is to be used **ONLY with permission from the Registrar of Voters**. If a voter arrives at the polls and you are unable to locate the voter's name in the alphabetical listings or the Supplemental List in the front of the black precinct register, contact the Registrar of Voters for assistance. The ROV will determine if the voter's name was incorrectly spelled or omitted from the precinct register by mistake. The ROV will also determine if the voter is eligible to vote at another precinct and direct the voter to the proper location. **If the ROV directs you to allow the voter to vote** at your precinct, please fill out form AV33. Please check the box indicating whether the voter's name was omitted or incorrectly spelled. Please have the voter sign the form and provide his/her correct address. The Commissioner also needs to sign the form.

IMPORTANT CLERK'S NOTE

******Please write on this form the name of the employee of the Registrar of Voters who authorizes use of this form.******

BOURQUE PRINTING, INC. (225) 272-9254 • 1-800-552-4610

STATE OF LOUISIANA
AFFIDAVIT OF VOTER
(required by R.S. 18:531.1 or 18:562)

On Election Date, personally came and appeared:

(Print Voter's Name)

who stated that: He(she) is a qualified registered voter in the Parish of JEFFERSON

Ward/District _____ Precinct _____, and that:

___ his(her) name was omitted from the precinct register.

___ his(her) name was incorrectly printed on the precinct register as _____.

___ voter's regular polling place was not opened and voter had not voted absentee.

Signature of Voter _____ Residence Address of Voter _____

Signature of Commissioner _____ Mailing Address if different from above _____

DISPOSITION: Place ORIGINAL in P-16 envelope; place DUPLICATE in ROV envelope.

AV-33 (Rev. 4/02) Prepared and Furnished by the Secretary of State



Complete the form in its entirety. Have the voter sign form; commissioner also signs.

Place the original of this form in the blue P-16 envelope; the duplicate goes in the ROV envelope.

CHALLENGE OF VOTER – At Polling Place NOTICE TO LEAVE PREMISES

Challenge of Voter – At Polling Place

Fully complete the form.



All Commissioners
must sign.

Put the original in the
blue P-16 envelope; put
the copy in the ROV
envelope.

98941 NATIONAL FORMS & SYSTEMS • 1-800-529-8860

CHALLENGE OF VOTER -- At Polling Place

The undersigned hereby challenges the right of _____
(name of person challenged)

to vote at the _____ ward/district/precinct

Parish of _____ on the ground that:

(check applicable box below)

☐ The applicant is not qualified to vote in the election;
☐ The applicant is not qualified to vote in the precinct;
☐ The applicant is not the person whose name is shown on the precinct register.

This challenge is made and entered in accordance with R.S. 18:565.

Dated and signed the _____ day of _____, _____

(signature of challenger)

(address of challenger)

Disposition:
Place ORIGINAL in P-16 envelope.
Place DUPLICATE in ROV envelope.

CV-56 (Rev. 1/99)

INSTRUCTIONS TO COMMISSIONERS

The commissioners present shall determine the validity of the challenge. If they determine by majority vote that the challenge is valid, the applicant shall not be permitted to vote. If the valid challenge determines that the applicant moved within or outside the parish within the last three months, the voter shall be permitted to vote upon completing an address confirmation card. If the majority determines the challenge is invalid, the applicant shall be permitted to vote.

DETERMINATION OF CHALLENGE

(check applicable box below)

☐ The challenge is valid.
☐ The challenge is invalid.

(commissioner-in-charge)

(commissioner)

(commissioner)

(commissioner)

(commissioner)

Prepared and Furnished by Secretary of State

FOUNDAIRE PRINTING, INC. • 5041 275-9054 • 1-800-529-8860

NOTICE TO LEAVE PREMISES

Issued to _____
(name and address of violator)

In accordance with the provisions of R.S. 18:1462, you are hereby ordered to leave the premises and remain outside a radius of 600 feet of the polling place.

Failure to do so is a violation of the Louisiana Election Code. Whoever violates this provision shall be fined not more than \$500 or be imprisoned for not more than six months, or both for a first offense. On a second offense or any succeeding offense, the penalty shall be a fine of not more than \$1,000 or imprisonment for not more than one year, or both.

signature of election commissioner
OR law enforcement officer

date

Disposition:
Give ORIGINAL to violator.
Place DUPLICATE in P-16 envelope.

NT-LP (Rev. 1/99)

Prepared and Furnished by
Secretary of State

Notice to Leave Premises

Fully complete the form
with date of election; com-
missioner or law
enforcement officer must
sign.

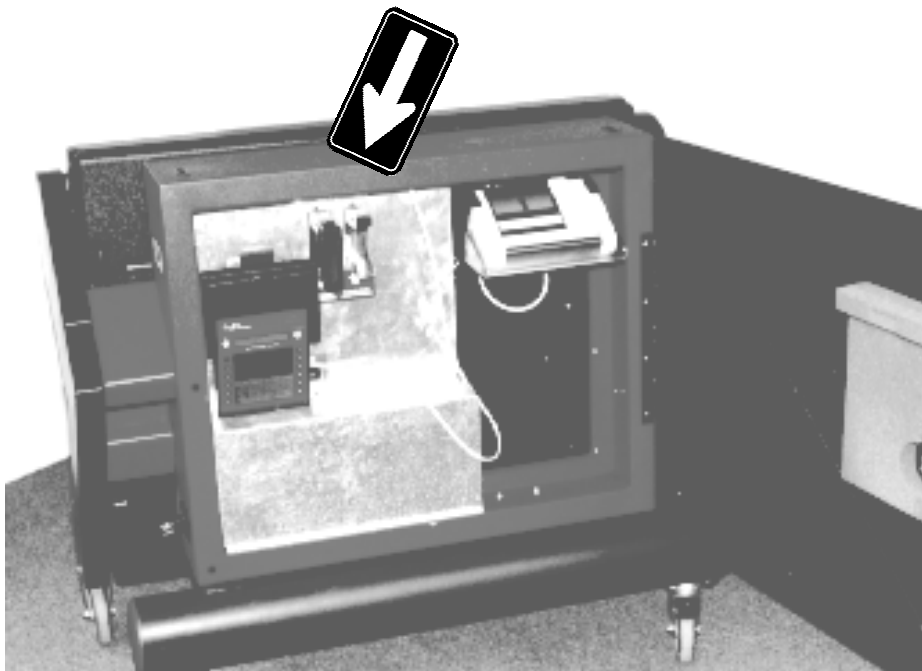


Give the original to the
violator; put the copy in
the blue P-16 envelope.

CLOSING THE POLLS

REMOVING RESULTS CARTRIDGE

This gray seal is threaded through the Blue Results Cartridge located in the back of the voting machine. Check the number on this seal against the "A" Key Envelope that is delivered by the Key Custodian. Break this seal after 8:00 P.M. – NOT before. Place broken seal in the blue P-16 envelope.



At the end of the evening, place the signed and sealed blue P-16 envelope and the blue canvas bag (with the black precinct register and the sealed ROV envelope) into the back of the supply/lead machine.

ALL RESULTS CARTRIDGES MUST BE BROUGHT TO THE CLERK OF COURT'S OFFICE IN THE CLEAR CLERK OF COURT POUCH (ZIP LOC BAG) ON ELECTION NIGHT!!!

OFFICIAL TRAINING RESULTS REPORT

Date 09/03/02	Time 21:45
Serial Number	14830
Protective Counter	172
Public Counter	3
Precinct/District TEST PRECINCT	-
Polling Place ID	5555555
Ballot Version	
Report Source	Internal Machine Memory

Candidate		Candidate Totals	Total
XXX		XXX	XXX
*	GOVERNOR		(1)
	D1		
D3	G. WASHINGTON		2
D4	A. LINCOLN		0
D5	T. JEFFERSON		0
*	LIEUTENANT GOVERNOR		(1)
	E1		
E3	LOUISE E. ANNA		1
E4	MARTY GRAY		2
E5	JIM DALAYA		0
*	TREASURER		(1)
	F1		
F3	DIAMOND JIM		1
F4	DADDY WARBUCKS		0
F5	JOHN DOUGH		0
*	SCHOOL BOARD DIST A		(1)
	G1		
G3	ELLA MENTRY		1
G4	MIKE ROWSKOPE		0
*	SCHOOL BOARD DIST B		(1)
	H5		
H7	AL JESRA		0
H8	JIM KLASS		0

Write In Votes
No Write in Votes In Memory

Election Officers

Please Complete After Closing The Polls

I, the undersigned Election Officers do
hereby certify that on the _____
day of _____ 20____ this board
under the scrutiny of each member,
closed the polls from further voting,
obtained this printed record of votes
cast on this machine and that after the
polls closed, the Protective Counter
read 172 and the Public Counter read
3 _____ and the machine has been sealed
with seal # _____.

Signed:

Printed 14830 v5.00d 09/03/02 21:45

- 1. Clear plastic Clerk of Court pouch [Zip Loc bag]**
- 2. Yellow S-19 Secretary of State Envelope**
- 3. Blue P-16 Envelope**
- 4. Post on wall/door where visible from outside the precinct**

Fill in date here.



All Commissioners must sign each copy.



ENVELOPES USED AT THE END OF THE NIGHT

"C" KEY ENVELOPE

BRING TO CLERK OF COURT'S OFFICE ON ELECTION NIGHT

The machine keys to all machines are sealed in this envelope at the end of the day and re-turned to the Clerk of Court's Office by the Commissioner-in-Charge.

Enter the machine
numbers here.



Issued by SECRETARY OF STATE					
PARISH	WARD OR DISTRICT	PRECINCT			
JEFFERSON		H-007			

DISPOSITION
Commissioner-in-Charge
seals this envelope in presence of
other Commissioners, and delivers
on election night to:

AFTER election, Commissioners fill blanks and sign below.

We hereby certify the enclosed keys belong to VOTING MACHINES NUMBERED:

A	B	C	D	E	F
5730	5731	5732			

COMMISSIONER John Q Public COMMISSIONER John Doe
COMMISSIONER Jane Doe COMMISSIONER Jane Smith
COMMISSIONER-IN-CHARGE Joe Smith

ORLEANS PARISH ONLY:
Clerk of the Criminal
District Court
Parish of Orleans
Criminal Courts Building
Tulane Ave. & Broad St.
New Orleans, Louisiana

C-03
Rev. 2/89



All Commissioners must sign.

ROV ENVELOPE

LEAVE IN THE BLUE REGISTRAR OF VOTERS BAG WITH THE PRECINCT REGISTER

Place Voter Identification Affidavits (AV-34) in this envelope. Make sure envelope is sealed, then place in the blue canvas bag with the Precinct Register. Leave the bag in the back of the Supply Machine.

Issued by
SECRETARY OF STATE

PARISH WARD OR DISTRICT PRECINCT

AFTER election, Commissioners enclose the following in this envelope:

ACP — ADDRESS CONFIRMATIONS AT POLLS
AV-33 — AFFIDAVITS OF VOTERS (DUPLICATES)
AV-34 — VOTER IDENTIFICATION AFFIDAVIT
CV-56 — CHALLENGES OF VOTERS (DUPLICATES)
LC-01 — LIST OF COMMISSIONERS (DUPLICATES)
— PHYSICIANS CERTIFICATES

DISPOSITION — ATTACH TO PRECINCT REGISTER
(FOR DELIVERY TO REGISTRAR OF VOTERS)

ROV Registrar of Voters Envelope
(Rev. 1/95)

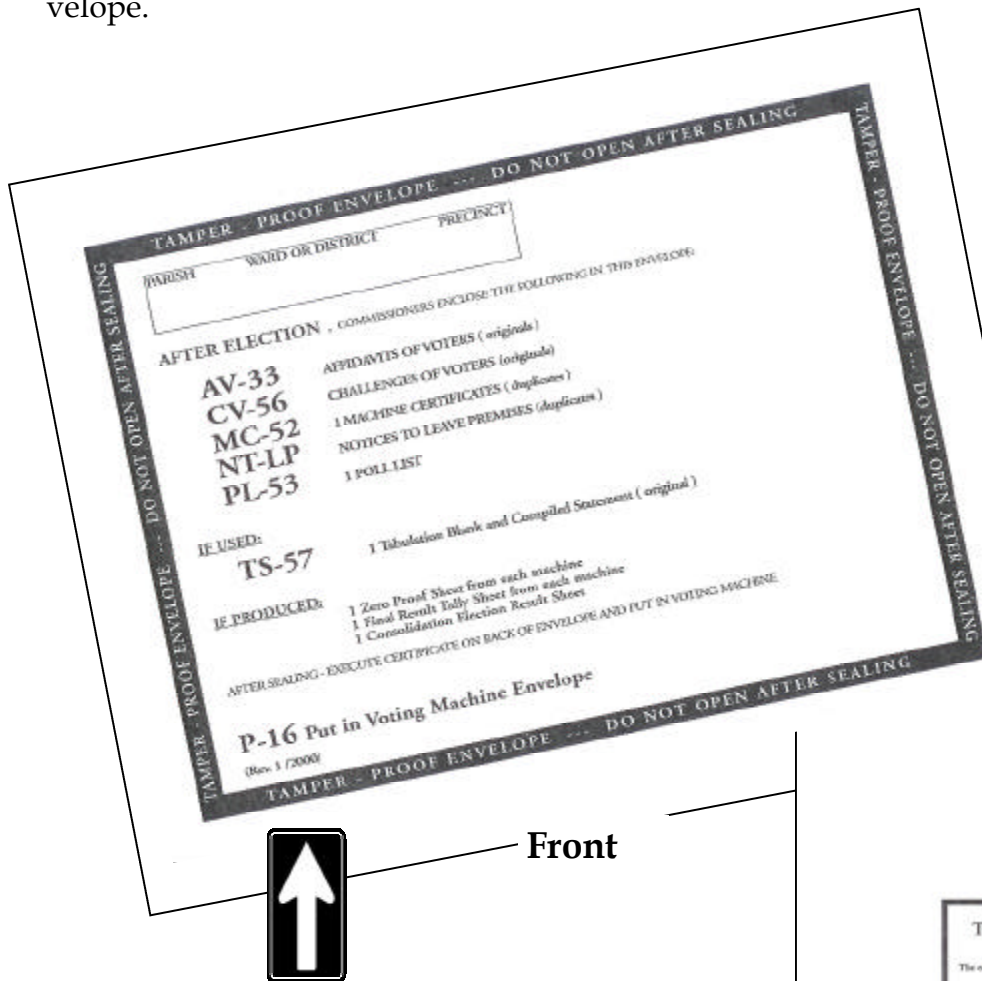


Look for the ROV notation and
black dashed line around the
edge of the envelope.

P-16 BLUE TAMPER-PROOF ENVELOPE

LEAVE IN THE SUPPLY VOTING MACHINE

Place the **blue** copy of the poll list, one copy of the zero proof report, and one copy of the results report (from each machine) in this envelope. Complete the information on the back of the envelope.

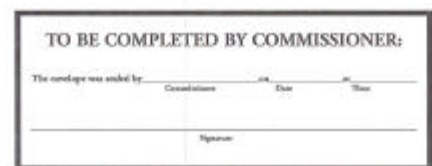


The front of the envelope is shown at an angle. It features a black border with the text "TAMPER - PROOF ENVELOPE ... DO NOT OPEN AFTER SEALING" repeated. Inside, there are fields for "WARD OR DISTRICT" and "PRECINCT". A list of items to be enclosed is provided: AV-33, CV-56, MC-52, NT-LP, PL-53, Affidavits of Voters (originals), Challenges of Voters (originals), 1 Machine Certificates (originals), Notices to Leave Premises (originals), 1 Poll List, 1 Tabulation Blank and Compiled Statement (original), 1 Zero Proof Sheet from each machine, 1 Final Results Tally Sheet from each machine, and 1 Consolidation Election Result Sheet. The text "P-16 Put in Voting Machine Envelope (Rev. 1/2000)" is at the bottom.

Front

Look for "P-16" and the "TAMPER-PROOF ENVELOPE" language around the edge of the envelope.

Commissioners
complete and sign



The back of the envelope is shown. It features a box titled "TO BE COMPLETED BY COMMISSIONER:" with fields for "The envelope was sealed by:", "Commissioners", "Date", "Time", and "Signature".

Back

S-19 YELLOW TAMPER-PROOF ENVELOPE

MAIL THIS ENVELOPE

Place the **yellow** copy of the poll list, one copy of the zero proof report, and one copy of the results report (from each machine) in this envelope. Mail to the Secretary of State's Office. There is a mailbox located outside of the Clerk of Court's Office where you will deliver the results cartridges.

TAMPER - PROOF ENVELOPE ... DO NOT OPEN AFTER SEALING

PARISH _____

WARD OR DISTRICT _____ PRECINCT _____

OFFICIAL ELECTION MAIL
Authorized by the U.S. Postmaster

NO POSTAGE NECESSARY

AFTER ELECTION, COMMISSIONERS ENCLOSE THE FOLLOWING IN THIS ENVELOPE:

- PL-53 1 Poll List (yellow copy)
- MC-52 1 Machine Certificates (yellow copy)
- TS-57 1 Tabulation Blank and Compiled Statement (yellow copy), if completed
- 1 Final Result Tally Sheet from each machine
- AND
- 1 Consolidation Election Result Sheet, if produced

AFTER SEALING - EXECUTE CERTIFICATE ON BACK OF ENVELOPE AND MAIL ON ELECTION NIGHT TO

SECRETARY OF STATE
P.O. BOX 94125
BATON ROUGE, LA 70804-0125

S-19 Secretary of State's Envelope
(Rev. 1/02)

TAMPER - PROOF ENVELOPE ... DO NOT OPEN AFTER SEALING

Front

Postage will be
Provided here.

Back – Commission
completes the blanks
in the top portion only.

TO BE COMPLETED BY COMMISSIONER:

This envelope was sealed by _____ on _____ at _____

Signature

FOR USE BY SECRETARY OF STATE STAFF ONLY

This envelope was opened by _____ on _____ at _____

as the request of _____ When opened, the contents of the envelope were:

- PL-53-1 Poll List _____ MC-52-1 Machine Certificates _____
- 1 (or more) Final Result Tally Sheet(s) _____ 1 Consolidation Election Result Sheet, if produced _____
- TS-57-1 Tabulation Blank and Compiled Statement _____
- Other _____

The above contents were replaced on _____ at _____

Signature

This envelope was opened by _____ on _____ at _____

as the request of _____ When opened, the contents of the envelope were:

- PL-53-1 Poll List _____ MC-52-1 Machine Certificates _____
- 1 (or more) Final Result Tally Sheet(s) _____ 1 Consolidation Election Result Sheet, if produced _____
- TS-57-1 Tabulation Blank and Compiled Statement _____
- Other _____

The above contents were replaced on _____ at _____

Signature

This envelope was opened by _____ on _____ at _____

as the request of _____ When opened, the contents of the envelope were:

- PL-53-1 Poll List _____ MC-52-1 Machine Certificates _____
- 1 (or more) Final Result Tally Sheet(s) _____ 1 Consolidation Election Result Sheet, if produced _____
- TS-57-1 Tabulation Blank and Compiled Statement _____
- Other _____

The above contents were replaced on _____ at _____

Signature

Back

Look for the "S-19" and
the "TAMPER-PROOF
ENVELOPE" language
around the edge of the
envelope.

WHEN THE POLLS CLOSE

1. The polls close at 8:00 P.M. sharp. Announce that they have closed.
2. Any voter in line at 8:00 P.M. is entitled to vote. If possible, get any voters inside the precinct building and lock the doors. If not, a Commissioner needs to be posted at the end of the line to turn away any voters who attempt to vote after 8:00 P.M.
3. Certify the correctness of the poll lists and sign the back cover.
4. To close the voting machines, see detailed instructions for the AVC Advantage, "Closing the Polls" on pages 6 and 7 of the Election Day Handout (Steps 1-17).
5. After you have completed assembling all of the paperwork and envelopes, get to the Clerk of Court's Office expeditiously, yet safely.

THANK YOU FOR SERVING AS A JEFFERSON PARISH ELECTIONS COMMISSIONER



VISIT THE
CLERK OF COURT ON THE
WORLD WIDE WEB:

www.jpclerkofcourt.us

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