

**ELECTION OBSERVER CHECK LIST**

**PART A - SETUP**

Your name \_\_\_\_\_

Your phone \_\_\_\_\_ cell phone \_\_\_\_\_

Your Email address \_\_\_\_\_

County \_\_\_\_\_ Precinct (name and number) \_\_\_\_\_

Polling Place location (address) \_\_\_\_\_

Other precincts in this same Polling Place \_\_\_\_\_

Precinct Judge Name \_\_\_\_\_

**Other Judges**

Name \_\_\_\_\_ Party \_\_\_\_\_ Name \_\_\_\_\_ Party \_\_\_\_\_

Name \_\_\_\_\_ Party \_\_\_\_\_ Name \_\_\_\_\_ Party \_\_\_\_\_

Name \_\_\_\_\_ Party \_\_\_\_\_ Name \_\_\_\_\_ Party \_\_\_\_\_

Name \_\_\_\_\_ Party \_\_\_\_\_ Name \_\_\_\_\_ Party \_\_\_\_\_

Technician: Name \_\_\_\_\_ Company \_\_\_\_\_

Other Observers: Name \_\_\_\_\_ Supporting \_\_\_\_\_

Others Present: Name \_\_\_\_\_ Function \_\_\_\_\_

Name \_\_\_\_\_ Function \_\_\_\_\_

Name \_\_\_\_\_ Function \_\_\_\_\_

Voting machines: Vendor \_\_\_\_\_ Type/Model \_\_\_\_\_

Sketch out the position of the voting machines.  
(Use a reference number/name in your notes for each.)

Write down the machine serial numbers if you can

- |         |         |
|---------|---------|
| 1 _____ | 2 _____ |
| 3 _____ | 4 _____ |
| 5 _____ | 6 _____ |
| 7 _____ | 8 _____ |

Supplies and signage that the precinct is required to provide

- large map of precinct (3501.30) location \_\_\_\_\_
- large flag outside (3501.30) clearly visible \_\_\_\_\_
- list of registered voters (3503.23) posted and accessible \_\_\_\_\_
  - precinct identification clearly labeled precincts \_\_\_\_\_  
(if multiple precincts, are they clearly marked? You may remind them to label the lines)
- copies of issues for voters to read before going into the voting booth

ADA accommodations

- accessible by ramps \_\_\_\_\_
- accessible rest rooms \_\_\_\_\_
- were special voting machines available and used \_\_\_\_\_

Note: During voting, if there was no ramp, was voting machine taken to car for voter to vote? \_\_\_\_\_ Did Dem and Repub accompany machine? \_\_\_\_\_

**PART B – VOTING**

5:30 AM. You will need to arrive early if you choose to see the machines being delivered and set up.

Who delivered the machines? \_\_\_\_\_

Who set up the machines? \_\_\_\_\_

Were the machines tested? \_\_\_\_\_

If DRE, one Democrat and one Republican will sign the VVPAT.  
(Voter Verified Paper Audit Trail)

Did you observe this? \_\_\_\_\_

Who delivered the memory cards? \_\_\_\_\_

Did you see anyone sign for them? \_\_\_\_\_

Were they kept in a sealed package? \_\_\_\_\_

Observe opening the sealed Precinct Supply Bag which contains:

- a clear plastic bag containing the Memory Cards. Memory Cards are the cards that are placed inside the Voting Machines by the poll workers on the morning of the Election. (At the end of the day, the Memory Cards will contain the record of the votes cast.)
- All voting machines start the day empty, with a security seal over the door that covers the slot for the Memory Card.
- Poll Judges record the number of the Memory Card and the corresponding number of the Voting Machine where the Card is inserted.
- A “Zero Report” is printed & signed before a machine is used. This will confirm that no votes have already been recorded.
- During the day, no technician ever works on a machine without both a Democratic & Republican Poll Judge present.
- Record
  - number of Memory Cards that came into the Polling Place \_\_\_\_\_
  - number that go out at the end of the night \_\_\_\_\_

6:30 AM Polls open

What time did poll doors open? \_\_\_\_\_

Describe any significant details.  
(i.e., how were paper ballots handled if machines failed? Were voters told to bring in proper ID if they had to fill out a provisional ballot?)

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AFTER VOTING BEGINS:

7 AM Estimated number of voters in room \_\_\_\_\_

8 AM Estimated number of voters in room \_\_\_\_\_

9 AM Estimated number of voters in room \_\_\_\_\_

10 AM Estimated number of voters in room \_\_\_\_\_

11 AM Estimated number of voters in room \_\_\_\_\_

11 AM - Check the posted official registration list marked by pollworkers indicating who has voted so far:

What time was it marked? \_\_\_\_\_

Does it seem accurate to your count? \_\_\_\_\_

12 Noon Estimated number of voters in room \_\_\_\_\_

1 PM Estimated number of voters in room \_\_\_\_\_

2 PM Estimated number of voters in room \_\_\_\_\_

3 PM Estimated number of voters in room \_\_\_\_\_

4 PM Estimated number of voters in room \_\_\_\_\_

4 PM Check the posted official registration list marked by pollworkers indicating who has voted so far:

What time was it marked? \_\_\_\_\_

Does it seem accurate to your count? \_\_\_\_\_

5 PM Estimated number of voters in room \_\_\_\_\_

6 PM Estimated number of voters in room \_\_\_\_\_

7 PM Estimated number of voters in room \_\_\_\_\_

**PART C: POLLS CLOSE**

7:30 PM Polls Close

How many people are still in line? \_\_\_\_\_

8 PM Estimated number of voters in room (if applicable) \_\_\_\_\_

When does the last person finish voting? \_\_\_\_\_

What time did polls actually close \_\_\_\_\_

Check voter receipts to verify number of voters. How many? \_\_\_\_\_

Check to see if there is a tally on provisional ballots. How many? \_\_\_\_\_  
How are they stored? \_\_\_\_\_

Who has custody of them? \_\_\_\_\_

Party Affiliation \_\_\_\_\_

When is the VVPAT (Voter Verified Paper Audit Trail) removed  
from the machines \_\_\_\_\_

Check to see if they were they signed in the morning by all precinct judges? \_\_\_\_\_

Check to see if each machine's vote tally was printed out at the close of polls  
and signed by all precinct judges \_\_\_\_\_

Were the machine vote tallies posted in a visible spot? \_\_\_\_\_

Where was it posted? \_\_\_\_\_

What time was it posted? \_\_\_\_\_

What happens upon tear down of machines. What time are they  
finished? \_\_\_\_\_

Who has custody of machines? \_\_\_\_\_

Where are they taken? \_\_\_\_\_

What happens with the cartridges or cards/memory sticks from machines?  
\_\_\_\_\_

Who has custody of cartridges/etc? \_\_\_\_\_

Where are they taken? \_\_\_\_\_

(Follow them in your car)

Were you allowed to go inside where the cartridges/etc. were taken? \_\_\_\_\_  
What time was it? \_\_\_\_\_

**PART D: VOTE COUNTING**

What time did they arrive? \_\_\_\_\_

What location are the votes counted? \_\_\_\_\_  
(address)

Were cartridges/ballots brought in to location  
and given to a Democrat AND a Republican? \_\_\_\_\_

Did they fill out the checklist of materials brought in to them  
(cartridges/ballots) and initial/sign it? \_\_\_\_\_

Did a Democrat AND Republican carry all items to the tabulation center? \_\_\_\_\_

What location is a tabulation center? \_\_\_\_\_  
\_\_\_\_\_  
(address)

Who is present?

Name \_\_\_\_\_ Party \_\_\_\_\_ Name \_\_\_\_\_ Party \_\_\_\_\_

Name \_\_\_\_\_ Party \_\_\_\_\_ Name \_\_\_\_\_ Party \_\_\_\_\_

Name \_\_\_\_\_ Party \_\_\_\_\_ Name \_\_\_\_\_ Party \_\_\_\_\_

Name \_\_\_\_\_ Party \_\_\_\_\_ Name \_\_\_\_\_ Party \_\_\_\_\_

Who has custody of cartridges/etc. or provisional ballots? \_\_\_\_\_

Are there any voting machine company technicians present? \_\_\_\_\_

Name \_\_\_\_\_

Record sequence of events: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(use more paper if necessary)

What is final vote count for the precinct? \_\_\_\_\_

Provisionals? \_\_\_\_\_ Absentees? \_\_\_\_\_

What is the final vote count for the county? \_\_\_\_\_

Provisionals? \_\_\_\_\_ Absentees? \_\_\_\_\_

Who has custody of cartridges/etc./provisionals at the end of the evening? \_\_\_\_\_

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Signature of Election Observer

**IMPORTANT PHONE NUMBERS:**

Command Central 614-224-8771

Bob Fitrakis 614-374-2380

**Return this to: Command Central, 341 S. Third St., Suite 10, Columbus OH 43215**