

Vote Center Training



**NEVADA
COUNTY**
CALIFORNIA

**Clerk Recorder
Registrar of Voters**

Election Conduct

- Floor Assistants/Greeters
- Check in Voters with Panorama
- Issue Ballots to Voters
- Issue Conditional Voter Registration and Provisional ballots
- Process Spoiled and Surrendered Ballots
- Issue a Vote-By-Mail
- Provide Assistance



Election Conduct

- Always follow public health guidelines
- Clean surfaces in common areas regularly
- Clean voting equipment regularly
- Clean Check In station regularly





Election Conduct

Floor Assistants/Greeters

- Welcome the voter
- Ask voters whether they're dropping off their voted ballot
- If a voter wants to register or re-register, hand the voter a CVR envelope
- Ask voters wearing campaign buttons and clothing to please cover or remove those items
- Activate ballots for those who want to use the Touch Writer
- Keep equipment and common areas sanitized
- Keep all information tables stocked and clean
- Keep the Public Label Roster updated

Election Conduct



Pop Quiz!

How often do you keep the Public Label Roster updated?

Election Conduct

Every Hour!

(We didn't make this up—it's the law. Ca. Elec. Code § 14294)

Bonus Round!

What time can you stop updating the Public Label Roster?

6pm



Election Conduct

Working in Panorama

- Issue In Person Ballots
- Issue Conditional Voter Registration and Provisional Ballots
- Process Spoiled and Surrendered Ballots
- Guidance on Take Home Vote-By-Mail Ballots



Panorama

Version: 1.1.160.160

Election Conduct

Panorama uses a very clear warning system that tells you whether you can/should

- Proceed
- Use caution
- Stop

Here are some examples

 Proceed - No ballots exist as accepted for this voter for this election.

 Warning - This record has a status other than 'Active' and may require more research.

 Stop - This polling location is not the assigned polling location for the voter.

Election Conduct



NEVADA COUNTY
2018 STATEWIDE DIRECT PRIMARY ELECTION

Select Location

Polling Place

BEST WESTERN GOLD COUNTRY INN CONF GOLD1 - 1012 BANK ST & BRUNS ▼

Continue

Election Conduct



NEVADA COUNTY

2018 STATEWIDE DIRECT PRIMARY ELECTION

BEST WESTERN GOLD COUNTRY INN CONF GOLD1 - 1012 BANK ST & BRUNSWICK RD, GV

Voter Search

Issue an In Person Ballot

Election Conduct

Voter Search

Search For Voter

Rostered Voters 1 Results

Name	Address	Date of Birth	Date of Registration	Status
ADONA, NATALIE	[REDACTED] GRASS VALLEY, CA 95945	[REDACTED]	10-07-2019	✓ ACTIVE



If you didn't find the voter that you were looking for:

1

Check the spelling
for accuracy

2

Register New Voter

Election Conduct

ADONA, NATALIE
[REDACTED] GRASS VALLEY, CA 95945 ✓ ACTIVE VOTER

Warning - This voter has a VBM ballot that has been issued but not returned.

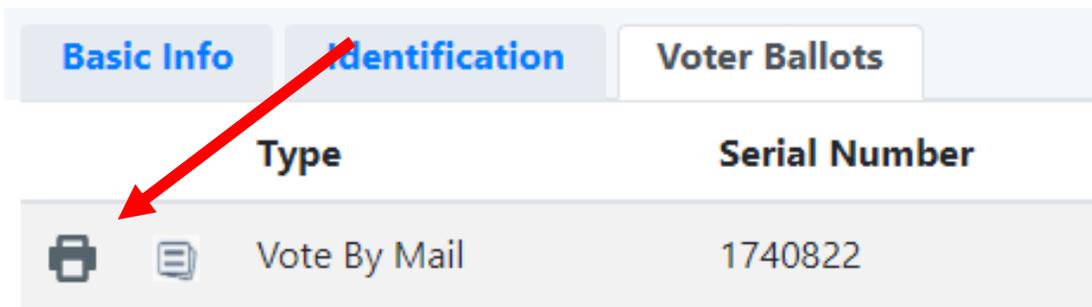
Basic Info **Identification** **Voter Ballots**

Political Party NO PARTY PREFERENCE	Language ENGLISH	Ballot Type 8
Date of Birth [REDACTED]	Age 43 years old	
Place of Birth Not Available	Ethnicity Not Available	Precinct 309
Date of Registration	Mailing Address	

A flag will appear:
“Warning – This voter has a VBM ballot that has been issued but not returned.”

This is not a problem!
Since Nevada County sends out Vote-by-Mail ballots to everyone, you’ll see this message a lot.

Election Conduct



		Type	Serial Number
		Vote By Mail	1740822

Go to the “Voter Ballots” tab to print the Bixolon labels you need; a new tab will open

You’ll use one label to verify the voter’s signature

ADONA, NATALIE

Address: [REDACTED] GRASS VALLEY, CA 95945

DOB: [REDACTED]

Party: NO PARTY PREFERENCE

Status: ACTIVE

Precinct: 309

Voter Id: 204699

CP #: CP36

ADONA, NATALIE

GRASS VALLEY, CA 95945 ACTIVE VOTER

 Edit Voter

Basic Info

Identification

Voter Ballots

Driver License

SSN (Last 4 Digits)
Not Available

Email

Phone
Not Available

Voter Id
204699

SOS Id
35700556

Affidavit
65BY075028

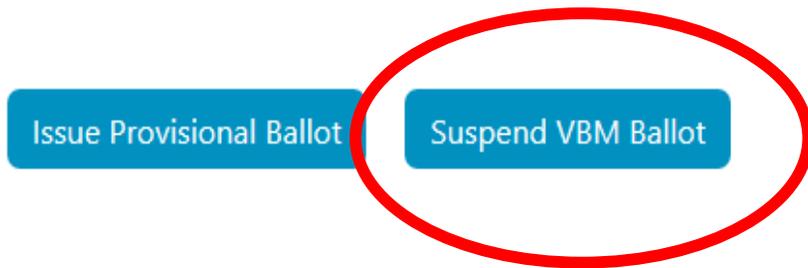
Signature On File



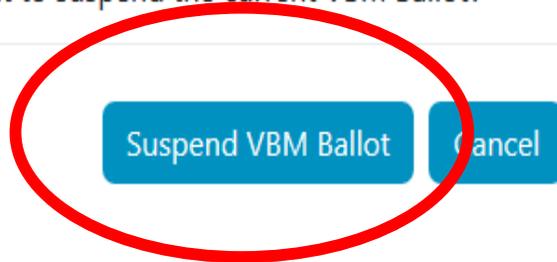
Election Conduct

- Close the label print screen
- Click on the Identification tab in the voter file
- Compare signature from label to one of the signatures on file – match up at least a letter or two
- Once you verify the voter's signature, it goes in your Master Label Roster

Election Conduct



Are you sure you want to suspend the current VBM Ballot?



Click the blue “Suspend VBM Ballot” button in the lower right-hand portion of the screen to suspend the VBM ballot and issue an in-person ballot.

Panorama will ask if you’re sure. Yes, you’re sure!

Election Conduct

You'll be brought back to the voter's file

Click on "Issue In Person Ballot"

You'll receive the message, "Standard Ballot Successfully Issued" (You might see "in person" in place of "standard")

You already printed 2 of the Bixolon labels—no need to print another! But if you didn't get a second printed, you have another opportunity here



Standard Ballot Successfully Issued

Please Provide Standard Ballot To Voter

Ballot Type
8

Language
ENGLISH

Political Party
NO PARTY PREFERENCE

[Help Next Voter](#)

[Print Ticket](#)

ADONA, NATALIE

Address: [REDACTED] **GRASS VALLEY, CA 95945**

DOB: [REDACTED]

Party: NO PARTY PREFERENCE

Status: ACTIVE

Precinct: 309

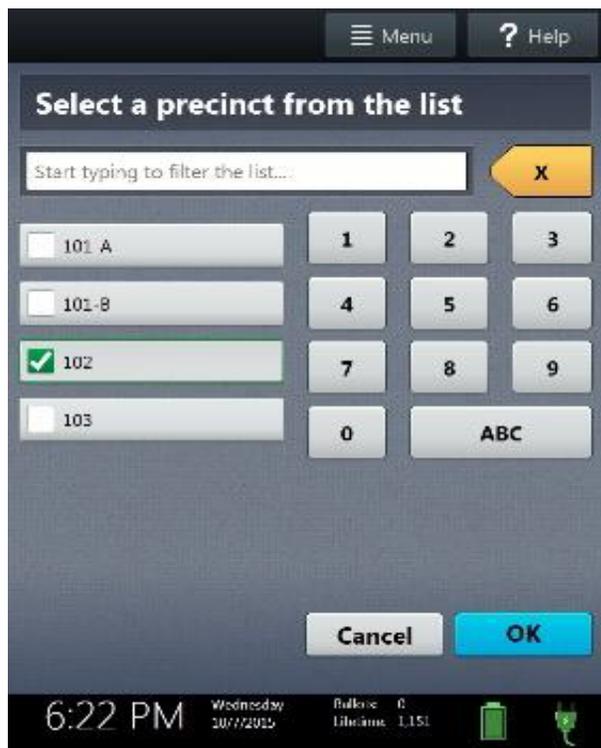
Voter Id: 204699

CP #: CP36 ←

Election Conduct

- Use CP information to print the voter's ballot on Verity Print or activate the voter's ballot on the Touch Writer
- Goes in the Public Label Roster after use

Election Conduct



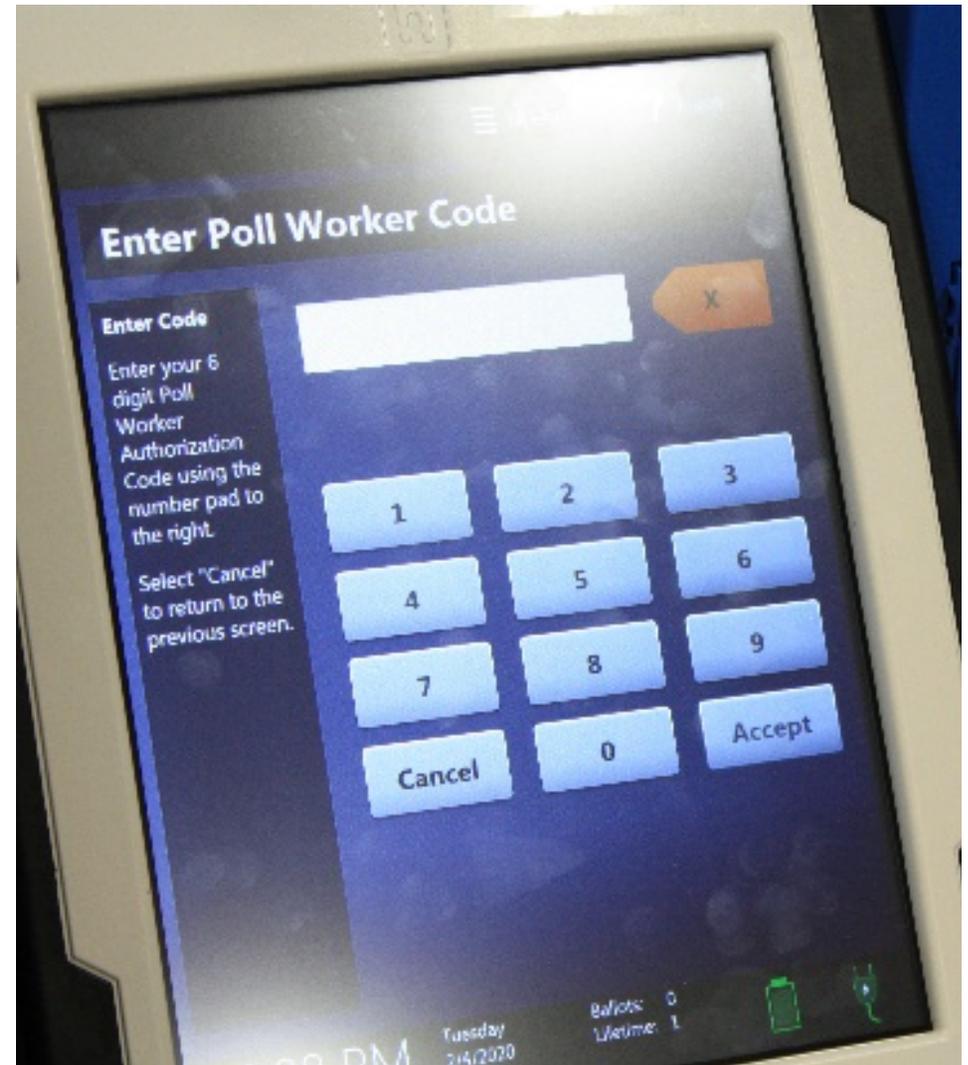
For voters issued a paper ballot

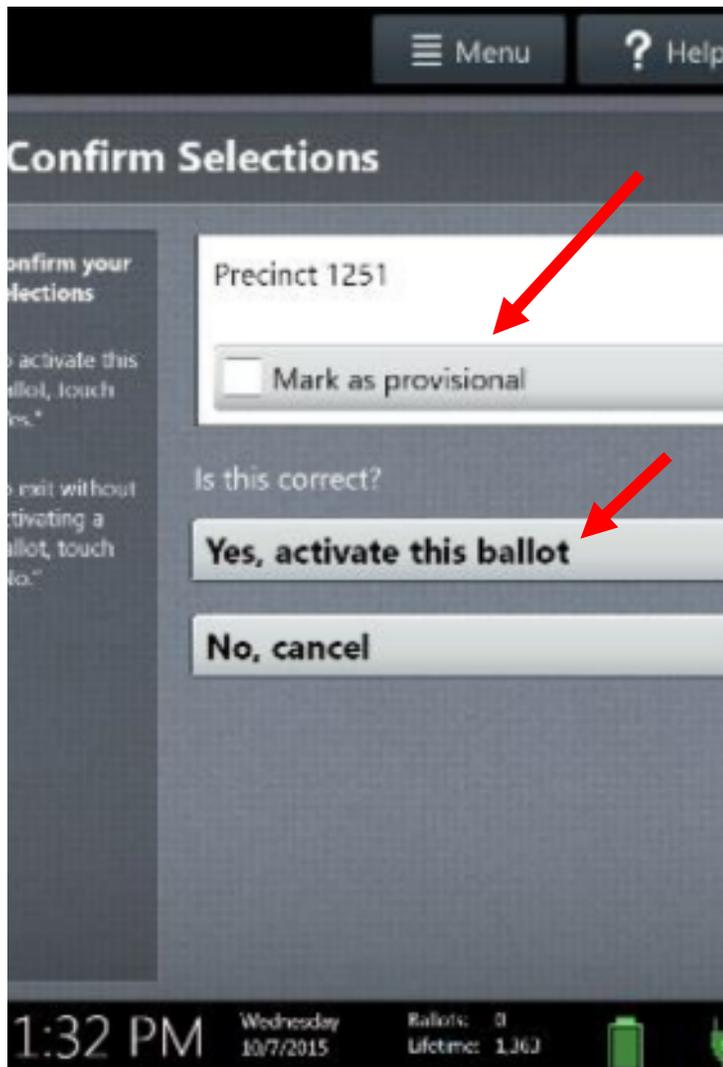
- Use your badge to find the Poll Worker Code; enter it and tap “Accept”
- Select “Issue a ballot”
- Choose the ballot language and tap “OK”
- Enter the voter’s Consolidated Precinct (CP), located on the Bixolon label, and tap “OK”
- Verify that the information you entered is correct and tap “Yes, print the ballot”
- Ask the voter to confirm that the CP on the Bixolon label matches the CP on their ballot

Election Conduct

For voters who request the Touch Writer

- Accompany the voter to a Touch Writer
- Take the unsigned Bixolon label to the touchscreen
- Use your badge to find the Poll Worker Code and enter it
- Tap “Accept” then “Activate ballot”





Election Conduct

- Enter the voter's CP
- Confirm that the selections are right
- Tap "Yes, activate this ballot"
- Tell the voter to print their ballot and review it before scanning their ballot
- If the voter is voting provisionally or was issued a CVR, select "Mark as Provisional" (the CVR or Provisional envelope in their hand will be a clue!)

Election Conduct

- If the voter requires an audible ballot, the voter may do so by turning the move wheel and putting on the headphones at any time. The voter may further specify their audio options by selecting, “Yes, help me change the settings.”
- Hand the voter the touchpad—that voter will use the pad to make their selections.
- On the voter’s request, use the input port if the voter requires a jelly switch or uses a sip-and-puff switch.
- Make sure that the headphones are plugged in and that they have a fresh set of ear covers.

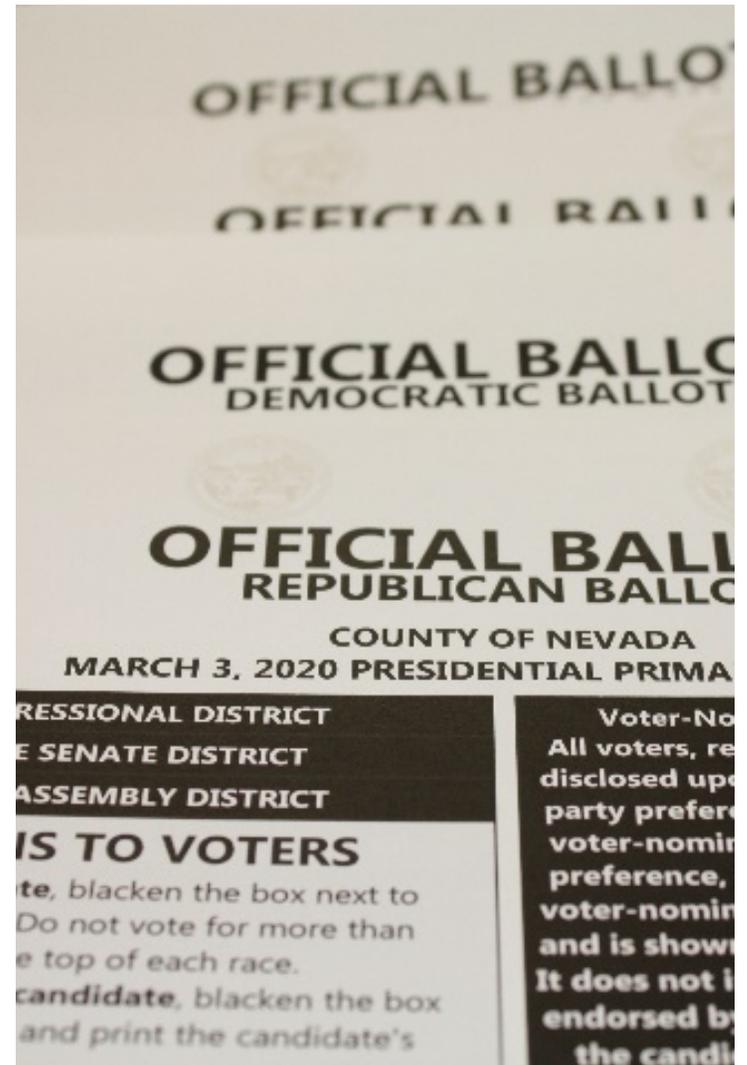


Election Conduct

Pop Quiz!

The voter is entitled to receive up to how many copies of their ballot?

- A. 10
- B. 1
- C. 3
- D. Unlimited



Election Conduct

Address/Party ID Changes

- Allows voters to vote a standard ballot
- Only political party changes and in-county moves
- Issue white Written Request Form
- All forms go into the Blue Transport bag at the end of the evening
- Do NOT use this form if there's other kinds of changes to voter registration

The County of Nevada



CLERK-RECORDER/REGISTRAR OF VOTERS

GREGORY J. DIAZ

950 Maidu Ave. Suite 210, Nevada City, CA 95959 • Recorder (530) 265-1221 • (530) 265-9842
 950 Maidu Ave. Suite 210, Nevada City, CA 95959 • Elections (530) 265-1298 • (530) 265-9829
 mynevadacounty.com/recorder mynevadacounty.com/elections

WRITTEN REQUEST FORM – FORMULARIO DE SOLICITUD POR ESCRITO

First name – Nombre Middle – Segundo nombre Last – Apellido

Date of birth / Fecha de Nacimiento: ____/____/____

I want to change my political party - Quiero cambiar mi preferencia de partido político

I want to change my political party preference to – Quiero cambiar mi preferencia de partido político a:

- Democratic – Democrática
- Republican – Republicano
- American Independent – Americano Independiente
- Green – Verde
- Libertarian - Libertario
- Peace and Freedom – Paz y Libertad
- No Party / None – Ningún partido / Ninguno

I want to change my address - Quiero cambiar mi dirección

OLD Address where I lived – ANTERIOR dirección donde vivía

CURRENT Residence address - dirección donde vivo

I certify under penalty of perjury under the laws of the State of California that the information on this form is true and correct. Yo certifico bajo pena de perjurio bajo las leyes del Estado de California que la información en esta solicitud es verdadera y correcta.

Signature of Voter – Firma de votante

X	Date / Fecha
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Issue a CVR or Provisional

**NEVADA COUNTY
CONDITIONAL VOTER REGISTRATION ENVELOPE**

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

I am a United States Citizen and California resident Yes No
 I am 18 years of age or older Yes No

First Name _____ MI _____ Last Name _____
 Current Residence Address (not a P.O. box) _____ City _____ State & Zip _____
 Mailing Address _____ City _____ State & Zip _____
 Date of Birth: _____ Place of Birth: _____
 California Driver's License: _____ - or - SSN (Last 4 digits) _____

Political Party Preference (please check one):
 American Independent Party Peace & Freedom Party
 Democratic Party Republican Party
 Green Party Other: _____
 Libertarian Party
 (list of parties continues on the right) No, I do not want to choose a political party preference (if you choose No Party Preference, then you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee)

Voter's Declaration:
 I declare under penalty of perjury that I reside at the address listed above. I have not previously voted in this election either by mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

 Voter's Signature Affidavit #: _____

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the yellow transport bag.

Today's Date: _____ CP# issued: _____ Vote Center Location: _____

Reason for voting conditionally:
 New voter registration
 Voter name changed
 Voter wishes to vote another party ballot and is not allowed to crossover (Presidential Primaries only)
 Other: _____

 Vote Center Worker Printed Name Vote Center Worker Signature

SECTION 3: For the Canvassing Board. Please complete this section.

Election Name: _____ Elections Staff Name: _____

1) Envelope complete and signature matches? YES then go to #2 NO then STOP don't count

**NEVADA COUNTY
PROVISIONAL BALLOT ENVELOPE**

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

First Name _____ MI _____ Last Name _____
 Current Residence Address (not a P.O. Box) _____ City _____ State & Zip _____
 Mailing Address (optional) _____ City _____ State & Zip _____
 Date of Birth: _____
 California Driver's License/State ID: _____ - or - SSN (Last 4 digits) _____

Voter's Declaration:
 I declare under penalty of perjury that I reside at the address listed above. I have not previously voted in this election either by mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

 Voter's Signature

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the maroon transport bag.

Today's Date: _____ CP# issued: _____ Vote Center Location: _____

Reason for voting provisionally:
 Record shows that voter already voted
 Voter resides out of County/State
 Loss of vote center connectivity
 Voting hours extended by court order
 Other: _____

 Vote Center Worker Printed Name Vote Center Worker Signature

SECTION 3: For the Canvassing Board. Please complete this section.

Election Name: _____ Elections Staff Name: _____

1) Envelope complete and signature matches? YES then go to #2 NO then STOP don't count
 2) Voter's registration is in County? YES then go to #3 NO then STOP don't count
 3) Vote-by-Mail: Voter already voted? YES then STOP don't count NO then count
 4) Presidential Primaries Only: Party Registered: _____ Party Voted: _____
 5) Counted? YES NO

VOTED BALLOT ENCLOSED - TO BE OPENED BY CANVASSING BOARD ONLY

Election Conduct

Conditional Voter Registration and Provisional Envelopes



Election Conduct

Where Those Envelopes End Up

Election Conduct

- New registration
- Name change
- Other reasons, e.g., voter's signature does not match

**NEVADA COUNTY
CONDITIONAL VOTER REGISTRATION ENVELOPE**

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

I am a United States Citizen and California resident Yes No
 I am 18 years of age or older Yes No

First Name _____ MI _____ Last Name _____

Current Residence Address (not a P.O. box) _____ City _____ State & Zip _____

Mailing Address _____ City _____ State & Zip _____

Date of Birth: _____ Place of Birth: _____

California Driver's License: _____ - or - SSN (Last 4 digits) _____

Political Party Preference (please check one):

<input type="checkbox"/> American Independent Party	<input type="checkbox"/> Peace & Freedom Party
<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Republican Party
<input type="checkbox"/> Green Party	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Libertarian Party	<input type="checkbox"/> No, I do not want to choose a political party preference (if you choose No Party Preference, then you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee)

(list of parties continues on the right)

Voter's Declaration:
 I declare under penalty of perjury that I reside at the address listed above. I have not previously voted in this election either by mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

 Voter's Signature

Affidavit #:

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the yellow transport bag.

Today's Date: _____ CP# issued: _____ Vote Center Location: _____

Reason for voting conditionally:

New voter registration

Voter's signature does not match

Sections 1 & 2 must be filled in completely

(No, seriously. COMPLETELY.)

**NEVADA COUNTY
CONDITIONAL VOTER REGISTRATION ENVELOPE**

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

I am a United States Citizen and California resident Yes No
I am 18 years of age or older Yes No

First Name _____ MI _____ Last Name _____

Current Residence Address (not a P.O. box) _____ City _____ State & Zip _____

Mailing Address _____ City _____ State & Zip _____

Date of Birth: _____ Place of Birth: _____

California Driver's License: _____ - or - SSN (Last 4 digits) _____

Political Party Preference (please check one):

<input type="checkbox"/> American Independent Party	<input type="checkbox"/> Peace & Freedom Party
<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Republican Party
<input type="checkbox"/> Green Party	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Libertarian Party	<input type="checkbox"/> No, I do not want to choose a political party preference (if you choose No Party Preference, then you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee)

(list of parties continues on the right)

Voter's Declaration:
I declare under penalty of perjury that I reside at the address listed above. I have not previously voted in this election either by mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

Voter's Signature

Affidavit #:

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the yellow transport bag.

Today's Date: _____ CP# issued: _____ Vote Center Location: _____

Reason for voting conditionally:

New voter registration

Veteran registration

NEVADA COUNTY CONDITIONAL VOTER REGISTRATION ENVELOPE

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

I am a United States Citizen and California resident Yes No

I am 18 years of age or older Yes No

Reggie Stirred
First Name MI Last Name

123 Main Street Grass Valley CA 95945
Current Residence Address (not a P.O. box) City State & Zip

Mailing Address City State & Zip

Date of Birth: 01-01-1970 Place of Birth: _____

California Driver's License: 01234567 - or - SSN (Last 4 digits) 0000

Political Party Preference (please check one):

- American Independent Party
- Democratic Party
- Green Party
- Libertarian Party

(list of parties continues on the right)

- Peace & Freedom Party
- Republican Party
- Other: _____

No, I do not want to choose a political party preference (if you choose No Party Preference, then you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee)

Voter's Declaration:

I declare under penalty of perjury that I reside at the address listed above. I have not previously voted in this election either by mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

Reggie Stirred

Voter's Signature

Affidavit #: **29Z -1234567**

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the yellow transport bag.

Today's Date: 6-7-2022 CP# issued: 8 Vote Center Location: Gold Miners

Reason for voting conditionally:

- New voter registration
- Voter name changed
- Voter wishes to vote another party ballot and is not allowed to crossover (*Presidential Primaries only*)
- Other: _____

Jennifer Smith

Vote Center Worker Printed Name

Jennifer Smith

Vote Center Worker Signature

Election Name: June 7, 2022 Statewide Direct Primary Election
Date: 6-7-2022
Vote Center Location: Gold Miners Inn
CP Issued: 8
Affidavit #: 29Z-1234567

Thank you for voting. Our office will begin the process of verifying your ballot for counting during the election canvass. It may take up to 30 days to process your vote. To learn whether your ballot was counted and, if not, the reason why, please call (530) 265-1298.

This is what the perforated receipt looks like. Fill it in completely, detach it, and hand it to the voter. When the voter has finished voting, seal the ballot in the envelope using the Dab n' Seal moisteners we provide to you.

Election Conduct

For a new registration

- Click “Register New Voter”
- Fill in the voter’s information completely, just as you see it on the CVR envelope
- Use the Affidavit number on the envelope to complete the registration
- Click “Register New Voter”

For a registration update, you’ll basically do the same, but click on “Edit Voter”

 **NEVADA COUNTY**
MOCK COUNTYWIDE ELECTION
NEVADA COUNTY ROOD CENTER - 950 MAIDU AVE NEVADA CITY

[Voter Search](#) / Register Voter

Personal Information

First Name

Middle Name

Last Name

Date of Birth

Place of Birth

Language

Driver License

SSN (Last 4 Digits)

Political Party

- [Personal Information](#)
- [Residential Address](#)
- [Mailing Address](#)
- [Contact Information](#)
- [County Information](#)

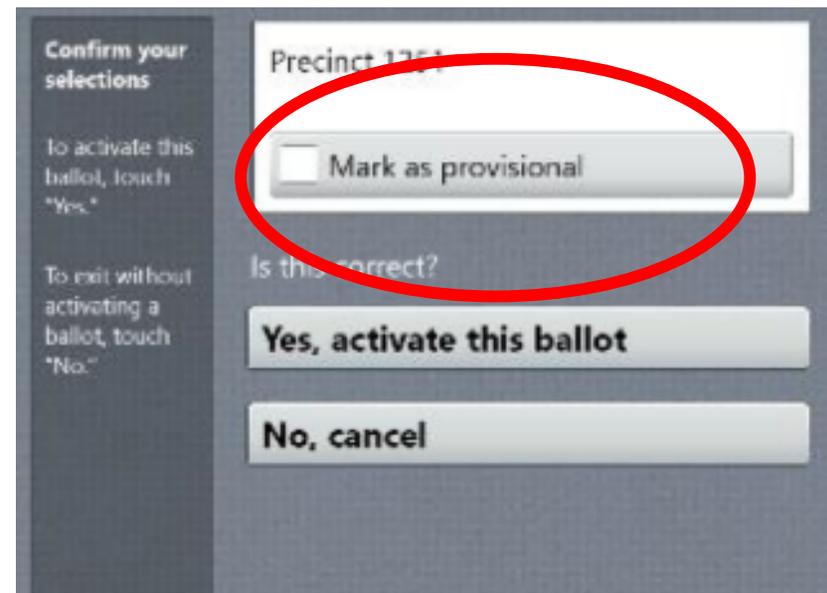
Election Conduct



- Re-enter the voter's first and last name to bring the file up
- Click the blue "Issue CVR ballot" icon
- Panorama will confirm that a CVR ballot was issued
- Click on "Print Ticket"; make sure you print 2 Bixelon labels

Election Conduct

- Use your Job Card to print out a ballot with Verity Print
- Confirm that you selected the correct CP
- Tap “Mark as Provisional” before you activate the ballot
- If the voter chooses to vote on the Touch Writer, tell the Floor Assistant to issue a Provisional Ballot



Election Conduct

- Panorama says voter already voted
- No Nevada County address
- Loss of vote center connectivity
- Voting extended by court order

**NEVADA COUNTY
PROVISIONAL BALLOT ENVELOPE**

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

First Name _____ MI _____ Last Name _____

Current Residence Address (not a P.O. Box) _____ City _____ State & Zip _____

Mailing Address (optional) _____ City _____ State & Zip _____

Date of Birth: _____

California Driver's License/State ID: _____ - or - SSN (Last 4 digits) _____

Voter's Declaration:
I declare under penalty of perjury that I reside at the address listed above. I have not previously voted in this election either by mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

Voter's Signature

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the maroon transport bag.

Today's Date: _____ CP# issued: _____ Vote Center Location: _____

Reason for voting provisionally:

Record shows that voter already voted

Voter resides out of County/State

Loss of vote center connectivity

Voting hours extended by court order

Other: _____

Vote Center Worker Printed Name

Vote Center Worker Signature

SECTION 3: For the Canvassing Board. Please complete this section.

Election Name: _____ Elections Staff Name: _____

1) Envelope complete and signature matches? YES then go to #2 NO then STOP don't count

2) Voter's registration is in County? YES then go to #3 NO then STOP don't count

3) Vote-by-Mail: Voter already voted? YES then STOP don't count NO then count

4) *Presidential Primaries Only:* Party Registered: _____ Party Voted: _____

5) Counted? YES NO

VOTED BALLOT ENCLOSED – TO BE OPENED BY CANVASSING BOARD ONLY

Sections 1 & 2 must be filled in completely

(No, seriously. COMPLETELY.)

**NEVADA COUNTY
PROVISIONAL BALLOT ENVELOPE**

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

First Name _____ MI _____ Last Name _____

Current Residence Address (not a P.O. Box) _____ City _____ State & Zip _____

Mailing Address (optional) _____ City _____ State & Zip _____

Date of Birth: _____

California Driver's License/State ID: _____ - or - SSN (Last 4 digits) _____

Voter's Declaration:
I declare under penalty of perjury that I reside at the address listed above. I have not previously voted in this election either by mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

Voter's Signature

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the maroon transport bag.

Today's Date: _____ CP# issued: _____ Vote Center Location: _____

Reason for voting provisionally:

Record shows that voter already voted

Voter resides out of County/State

Loss of vote center connectivity

Voting hours extended by court order

Other: _____

Vote Center Worker Printed Name

Vote Center Worker Signature

SECTION 3: For the Canvassing Board. Please complete this section.

Election Name: _____ Elections Staff Name: _____

1) Envelope complete and signature matches? YES then go to #2 NO then STOP don't count

2) Voter's registration is in County? YES then go to #3 NO then STOP don't count

3) Vote-by-Mail: Voter already voted? YES then STOP don't count NO then count

4) *Presidential Primaries Only*: Party Registered: _____ Party Voted: _____

5) Counted? YES NO

VOTED BALLOT ENCLOSED – TO BE OPENED BY CANVASSING BOARD ONLY

Election Conduct

LECTOR, ELLE
[REDACTED] GRASS VALLEY, CA 95945 ✓ ACTIVE VOTER

▲ Stop - This voter has already voted in this election.

Basic Info **Identification** **Voter Ballots**

Political Party NO PARTY PREFERENCE	Language ENGLISH	Ballot 8
Date of Birth 03-03-2000	Age 19 years old	
Place of Birth Not Available	Ethnicity Not Available	Precinct 309
Date of Registration 02-09-2020	Mailing Address Same As Residential	

[Back To Voter Search](#) [Issue Provisional Ballot](#)

- When you access the voter file, Panorama will alert you that the voter already voted—inform the voter
- If the voter insists on voting, **DO NOT TURN THEM AWAY**
- Click the “Issue Provisional Ballot in Panorama and print 2 labels; hand the voter a Provisional envelope
- Instruct the voter to fill in Section 1 completely

NEVADA COUNTY PROVISIONAL BALLOT ENVELOPE

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

Elle Lector
First Name MI Last Name
789 Anywhere Street Grass Valley CA 95945
Current Residence Address (not a P.O. Box) City State & Zip

Mailing Address (optional) City State & Zip

Date of Birth: 3-3-2000

California Driver's License/State ID: C2345678 - or - SSN (Last 4 digits) 0000

Voter's Declaration:

I declare under penalty of perjury that I reside at the address listed above. I have not previously voted in this election either by mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

Elle Lector

Voter's Signature

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the maroon transport bag.

Today's Date: 6-7-2022 CP# issued: 1 Vote Center Location: Rood Center

Reason for voting provisionally:

- Record shows that voter already voted
- Voter resides out of County/State
- Loss of vote center connectivity
- Voting hours extended by court order
- Other: _____

Jennifer Smith

Vote Center Worker Printed Name

Jennifer Smith

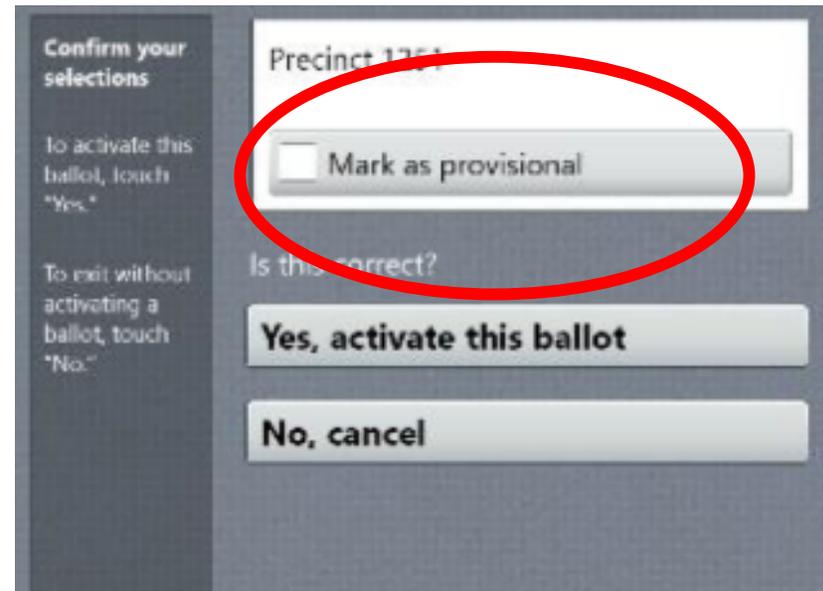
Vote Center Worker Signature

Election Name: June 7, 2022 Statewide Direct Primary Election
Date: 6-7-2022
Vote Center Location: Rood Center
CP Issued: 1

Thank you for voting. Our office will begin the process of verifying your ballot for counting during the election canvass. It may take up to 30 days to process your vote. To learn whether your ballot was counted and, if not, the reason why, please call (530) 265-1298.

The perforated receipt looks very similar to the one on the CVR. Fill it in completely, detach it, and hand it to the voter. When the voter has finished voting, seal the ballot in the envelope using the Dab n' Seal moisteners we provide to you.

Issue Provisional Ballot



Election Conduct

- Confirm that you selected the correct CP
- Tap “Mark as Provisional”
- If the voter chooses to vote on the Touch Writer, tell the Floor Assistant to issue a Provisional Ballot

Election Conduct

Rare kinds of Provisionals

- No Nevada County address—do not register this person; use CP 1 when issuing a ballot. If the voter lives in Nevada County but does not have a residence, please call our office so we can help.
- Loss of Internet Connectivity—you will have access to a Master Street Index on an emergency back up laptop. Use this to look up the voter's CP.
- Power outage—as long as you can access the Internet, you can still check in voters as normally. Simply issue pre-printed ballots.

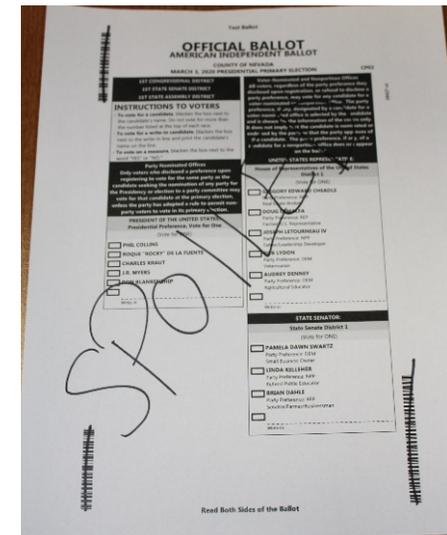
If you lose power or Internet, call us immediately.

Process Spoiled and Surrendered Ballots

Election Conduct

Spilled ballots

- Mismarked, damaged, or otherwise unusable
- Ask the voter to hand you their spoiled ballot
- Write “SPOILED” across the ballot and draw a line through the barcodes
- If the voter surrenders a VBM ballot, write “SURRENDERED” on the envelope
- Place in the Green Bag



Issuing a Vote-By-Mail

Election Conduct

- You might not ever do this at the vote center, since most people are there to vote in person
- If the voter requests to take a ballot home, you must go through several steps
- This will be the only time Vote Center Managers will need to access DIMS, the County's Election Management System
- You are free to call the Elections Office for support if needed



DIMS.net Election Management System

v 2019.12.26.29869

Login Using:

User Name:

Password:

Election Conduct

- Locate DIMS on your laptop
- Refer to your Vote Center Manual for specific instructions on issuing the Vote-by-Mail ballot, under “Voter Wants to Take the Ballot Home”
- Be sure that you write in the voter’s name and address on the envelope you provide to the voter, as well as the transaction ID

Election Conduct

- Instruct the voter to complete an Application for Early Voting form
- These forms are included in your supplies
- If the customer is picking up a Vote-by-Mail on behalf of another, they must have an Application for Early Voting signed by the voter and must also complete an Authorization to Receive a Vote-by-Mail Ballot

APPLICATION FOR EARLY VOTING / VOTE-BY-MAIL-BALLOT
August 27, 2019 Assembly District 1 Special Election

Please print legibly in all fields. Note: Organizations distributing this form may not preprint mailing address or political party information.

1. Full Name

First Name Middle Name (or initial) Last Name

2. Date of Birth

MM/DD/YY

3. Residence Address in Nevada County

Number and Street (P.O. Box not acceptable; designate N,S,E,W if used)

City Zip

4. Telephone ()

Daytime

5. Mailing Address for Ballot (if different from above)

Number and Street/ P.O. Box (Designate N,S,E,W if used)

City State Zip Code

6. This application will not be accepted without the proper signature of the applicant.
 I have not applied for, nor do I intend to apply for, a vote-by-mail ballot for this election by any other means. I certify under penalty of perjury under the laws of the State of California that the name and residence address on this application are true and correct.

Signature Date

WARNING: Perjury is punishable by imprisonment in state prison for two, three or four years. (Section 126 of the California Penal Code)

THIS FORM WAS PROVIDED BY THE NEVADA COUNTY ELECTIONS DEPARTMENT

FOR OFFICIAL USE

A vote-by-mail ballot will authorize you for future elections. If you have questions concerning voting by mail, contact your county of residence Elections Code Section 3201 at (916) 438-2200.

You have the legal right to request a ballot. You must deliver this application to the County Clerk's Office at 950 Maidu Avenue, Suite 950, Nevada City, CA 95959. Phone: 530-265-1298. Fax: 530-265-9829. Returning this application to the County Clerk's Office other than your election will cause a delay that could impact your right or ability to vote.

Elections Code Section 3007. The format used on this application by ALL individuals, organizations, and political parties to distribute vote-by-mail ballots is Elections Code Section 3007. Failure to conform to this format may result in criminal prosecution. Elections Code Section 18402.

Providing Assistance

Election Conduct

Pop Quiz!

What does it mean to “assist” a voter?

You assist a voter anytime you handle their ballot, whether it be marking the ballot or casting it for them

If you are asked to look at the voter’s marked ballot, you provide assistance

Only provide assistance when you’re asked—never volunteer to touch or look at someone’s marked ballot

By law, you **must** indicate you provided assistance in the Master Label and Public Label Rosters



Election Conduct

One of the ways you assist a voter is to provide curbside assistance

- Sometimes it's difficult for a voter to physically enter the Vote Center due to a physical disability or illness. We offer curbside voting to accommodate voters who feel more comfortable voting from their cars.
- Caretakers and others who are in the car with the voter requesting assistance may also vote curbside, regardless of the individual's condition.
- Any voter may ask to vote curbside.
- Two Vote Center staff must assist voters requesting curbside assistance, regardless of how busy the Vote Center is.
- You must indicate in the roster which voters received assistance.





Additional Resources

To get a general overview of how voters use the equipment

- Verity Touch Writer:
[https://www.youtube.com/watch?v= GA0kzJrM-s](https://www.youtube.com/watch?v=GA0kzJrM-s)
- Verity Scan:
<https://www.youtube.com/watch?v=Kx2rrP58ofQ>

There will be hands on practice with voting equipment