



*Precinct Election Manual Examination for
ILLINOIS ELECTION JUDGES*

Date: (Please print)

Name:	
Address:	
City:	Zip:
Home Phone #:	Cell Phone #:
Email address:	
Precinct # (Residence):	Precinct # (Working):
Party Affiliation:	

2024 Election Schedule

General Primary Election

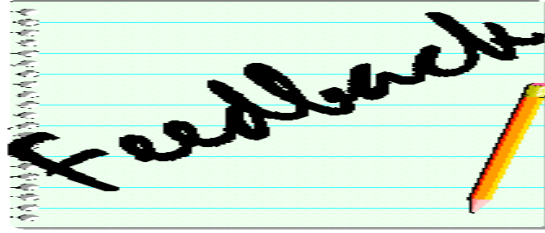
March 19th, 2024

General Election

November 5th, 2024

I, hereby certify that I have completed the Election Judge Training as required by law and that I am available to serve at the upcoming election.

(signature)



Thank you for serving as an election judge! Our goal is to provide you with an informative presentation outlining your duties as an election judge. On the lines below please share any comments or suggestions. Tell us what you liked, what you didn't like and share any topics you would like to see covered in future presentations.

True or False: Please write T or F on line provided

1. _____ Election judges serve as officers of the Circuit Court, and are the sole authority in the polling place on Election Day. They have the authority to make decisions according to federal and state election law.
2. _____ After being appointed and sworn in as an election judge, he/she should be available to serve at each election during that two year appointed term.
3. _____ Before the polls open, the judges must check that all compartments of the ballot box are empty. The ballot box must then be closed and locked and remained locked until the polls close.
4. _____ Before the polls open, the judges must compare the ballot sheets and tabulator zero tape with the specimen ballots provided. All judges must then sign the appropriate form verifying that these inspections were made.
5. _____ Before the polls open, it is recommended the election judges review the information on the affidavits. This step is especially important for newly appointed election judges.
6. _____ If the election authority's office cannot provide a replacement for a judge who is absent, the judges present in the polling place may appoint a replacement judge. This appointed judge must be of the same political affiliation as the missing judge. Replacement judges cannot be sworn in until after 6:15 a.m.
7. _____ Polling place signs must be placed at the polling place entrance and also on the public roadway nearest the entrance to the polling place.
8. _____ Voting instructions and specimen ballots must be posted in and around the polling place on Election Day.
9. _____ Before a voter completes an application to vote, the election judges must first check the "Vote by Mail, Early and Grace Period Voter's List" to determine if the voter has already voted.
10. _____ Grace Period Registration and voting is now available through Election Day at locations specified by the election authority.
11. _____ A voter who attempts to register to vote on Election Day, but fails to provide the proper documentation (identification), is eligible to vote a provisional ballot.
12. _____ Judges should NOT rotate positions during the day because it may cause fraud.
13. _____ The "Campaign Free Zone" is made up of the polling room and the distance within 100 horizontal feet of any such room. No electioneering of any type shall be allowed within this marked area.
14. _____ Electioneering is defined as working for, or in the interest of a candidate, party or proposition.

15. _____ Representatives of the election authority, the State Board of Elections, Attorney General's office, States Attorney's office, and any law enforcement official may be present before, during and after the election as long as they are acting in their official capacity.
16. _____ A pollwatcher must be registered to vote in the jurisdiction in which he/she is serving.
17. _____ After a pollwatcher has surrendered the proper credentials and signed in with the election judges, he/she may come and go throughout the day, unless such activity is disruptive.
18. _____ Candidates and precinct committee persons CAN NOT serve as pollwatchers even if they have pollwatcher credentials.
19. _____ Pollwatchers are allowed to handle any of the documents and materials the election judges use on election day.
20. _____ Voters may have their right to vote challenged by an election judge, a pollwatcher, or by any voter who is legally allowed to be in the polling place.
21. _____ Assistance may be given by a friend, relative, or by two election judges (one from each political party).
22. _____ Any voter receiving assistance in voting a ballot, must fill out an "Assisted Voter Affidavit." This affidavit must be completed and signed by the voter and by the person or election judges who provide the assistance.
23. _____ Any completed affidavit must be placed on the spindle with the voter's application.
24. _____ Any successfully challenged voter MUST be notified of his/her right to receive a "Provisional Ballot".
25. _____ The election judge must verify that the voter is in the correct precinct before issuing a provisional ballot.
26. _____ After they are completed, provisional ballots should be inserted into the tabulator and the affidavits should be attached to the voter's application.
27. _____ If a voter makes a mistake or spoils the ballot, he/she can be given another ballot. The original ballot must be "spoiled" and placed in the "spoiled ballot" envelope. The voter's application must be marked to show the voter spoiled the ballot.
28. _____ If the tabulator rejects the voter's ballot because of an over vote, the voter has the option to spoil that ballot and request a new one.
29. _____ The auxiliary/emergency bin should be opened and used if the tabulator becomes inoperable. Voting should never stop.
30. _____ An election judge must offer instruction to every voter on the proper way to mark the ballot sheet.

31. _____ The two judges who sit at the verification records, one from each political party, must check that the signature (handwriting) and address on the voter's application matches those on the verification records.
32. _____ Beginning with the number "1" the ballot applications are numbered consecutively and spindled in numerical order.
33. _____ "Tracking your numbers" means to verify that the number of spindled ballot applications equal the number of ballots processed through the tabulator(s).
34. _____ Election judges should pre-initial the ballot sheets before the voters arrive.
35. _____ Before giving the ballot sheet to the voter, the ballot distribution judge shows the voter how to use the secrecy sleeve/cover so that the judge's initials can be seen by the tabulator judge.
36. _____ Curbside voting is available to voters who are unable to enter the polling place.
37. _____ If a voter who voted earlier in the day returns to vote again because he/she thinks a mistake was made, the voter can vote again. The voter must complete a "Cancel First Ballot" affidavit.
38. _____ The ballot box/tabulator judge must ensure that the voting booth remain free of campaign literature and that no one interferes with the voter throughout the day.
39. _____ Valid write-in votes are counted only for those candidates who filed a "Declaration of Intent to be a Write-In Candidate" with the election authority.
40. _____ All ballots in the auxiliary/emergency bin must be processed *after* closing the polls and *before* closing out the tabulator.
41. _____ Unused, spoiled and damaged ballots should be disposed of at the polling place. Only voted ballots should be returned to the central counting location.
42. _____ Two judges, from the same political party, shall immediately transport the ballot sheets, tabulator and all other supplies as directed by the election authority to the counting center.

MULTIPLE CHOICE: Please circle the correct answer to each question

43. A registered voter is flagged on your precinct list as needing to show identification prior to voting for the first time on Election Day. What steps should the election judges follow to ensure the voter is allowed to vote on Election Day?
- A. Allow them to vote like any other voter, whether they have identification or not.
 - B. If they do not have identification, they cannot vote under any circumstance.

- C. Ask the voter for identification. If the presented identification verifies his/her name and address match the provided records, the voter will be eligible to vote a ballot that will be placed in the ballot box. If he/she does not provide the proper identification, he/she will be entitled to vote a provisional ballot only.
44. Voters will be required to provide information and sign an “affidavit” on Election Day in order to:
- A. Vote a provisional ballot
 - B. Update name and address on registration
 - C. Request Assistance
 - D. All of the above
45. Voters that have requested assistance can be helped by the following individuals:
- A. Friend or Relative
 - B. Two Election Judges (One from each political party)
 - C. Voter’s employer
 - D. Both A and B
46. If the tabulator in the polling place becomes inoperable for any reason, the election judges should:
- A. Call the Election Authority and/or designated Technical Judge
 - B. Continue voting using the auxiliary/emergency bin
 - C. Close the polling place and direct voters to come back later
 - D. Both A and B
47. If a ballot sheet contains a valid write-in vote, the election judges should:
- A. If the election results seem close, tally the votes on the tally sheet
 - B. Enter candidate’s name, office and valid vote total on the write-in tally sheets provided in the election day supplies
 - C. Notify all the write-in candidates on their cell phones that their votes were counted
 - D. None of the above