



Election Judge Training Newsletter #2

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Will County Clerk



A MESSAGE FROM THE COUNTY CLERK

Dear Election Judge:

These newsletters contain important information, and it is your responsibility to read them carefully and become familiar with the Election Day procedures.

Upon Arrival at the Polling Place

- ★ The voting booths should be set up. The AutoMARK should be sitting on its table; Election Judges should follow the step-by-step laminated sheets to turn on equipment. If the booths are not set up and the AutoMARK is not on the table, please mark this on the expense bill, since we do pay people to do this job.
- ★ Your Election Day supplies are conveniently packed and easy to find. Follow the “Supply List by Location” that tells you where everything can be found.
- ★ Whether you’ve been an Election Judge for years or have only served a couple of elections, always use the step-by-step laminated instruction sheets we have provided. Follow each procedure to ensure proper opening of the Ballot Counter and AutoMARK.

Setting up the Polling Place

Outside entrance

- Polling Place yard sign(s)
- Display the U.S. flag (secure to building with tape)
- Display Polling Place poster

Inside voting room

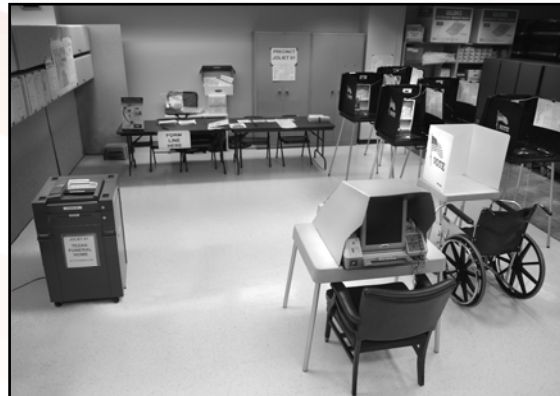
- Card of Instructions
- Provisional Voting Poster
- Township Map
- Sample ballots (front & back)
- Laminated precinct number sign

Inside every voting booth

- Card of Instructions
- Black pens
- Magnifier
- “Attention Voters!” sign

Suggested Polling Place

(There are 445 polling places, not all of them have the same floor plan)



- The privacy of the voter while marking their ballot is extremely important.
- As an Election Judge, you must adjust the booths and the AutoMARK to allow the voter privacy.
- Each polling place must be set up to allow for the smooth flow of the voting process and ensure voter privacy.

If you have any questions on Election Day, please refer to your manual. If you have further questions, then call the County Clerk’s Office. (See inside front cover of your manual for phone numbers)

This newsletter covers pages 9-22 in your Election Judge Manual