

**Precinct #-Polling Site
Checklist for Mid-Day Pick-Up
2016 Statewide Primary Election May 10, 2016**

The Election Commission collects ballots at midday in order to begin the counting process and to release election results in a timely manner. An Early Ballot Pick-up Team will arrive around 2:00 p.m. or after. Early Ballot Pick-up Teams will have several polling sites to visit.

INSPECTOR: Please check off each task after it has been completed.

When the Early Ballot Pickup Team Arrives:

1. **Inspector** - Create a break in the line of voters.
2. **Clerks & Judges** - Allow all voters before the break to sign in the Roster and be assigned a line number.
3. **Clerk 2** - In the List of Voters Book, draw a line under the last voter's name whose ballot will be included in the Mid-Day Pick-Up. Note the time near the line.
4. **Inspector**-Check to make sure Clerk 2 drew the line and indicated the time.
5. **Judges** - Allow all processed Voters to vote and have their ballots deposited in the Ballot Box.
6. **Inspector** - Locate the Red Seals. Use a Res Seal to lock the Ballot Box that contains the voted ballots. On the Red Seal Assignment Slip, record the Red Seal that was used.
7. **Inspector & Early Pickup Team** – Complete the Early Pick-up Receipt. Place the white copy in the front pocket of the RED BINDER. The Early Ballot Pickup Team will bring the yellow copy of the completed Early Pick-up Receipt back to the Election Office with the voted ballots.
8. **Inspector & Judges & Early Ballot Pickup Team** - Inspect the newly delivered Ballot Box to verify that it is empty.
9. **Inspector** - Close the Ballot Box and affix a new Red Seal. Be sure to document on the Red Seal Assignment Slip the time and which seal was used.
10. **Clerks & Judges** - Resume processing voters.