Precinct #?-Polling Site
Checklist for Mid-Day Pick-Up
2016 Statewide General Election November 8, 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.