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COUNTY

REGISTRAR OF VOTERS

# Adjudication Procedure

PROCEDURE DOCUMENT – Version 1.2

# Adjudication

## RTR – Enable Adjudication

Enable Adjudication must be activated the first time the project is used in RTR. This step is not required if it was enabled in LAT.

1. Select **Settings** from the main menu, then **Project Properties**. The Project Settings – Project Parameters window opens.
2. Select the checkbox for **Enable Adjudication**.
3. Click **Apply**, and then **OK**.

## RTR – Disable Adjudication

1. Select **Settings** from the main menu, then **Project Properties**. The Project Settings – Project Parameters window opens.
2. Unselect the checkbox for **Enable Adjudication**.
3. Click **Apply**, and then **OK**.

## ADJ – Stopping Adjudication

If Adjudication is still running from a previous election or test, it must be stopped in the application to allow you to perform the setup for the next election.

**Do Not Stop Adjudication if you are in the middle of an Election Cycle.**

1. Open the Adjudication application. If it was already stopped, it will go to the setup screen.
2. If not previously stopped, select **Reports** from the side menu.
3. Click **Stop Adjudication** and then click **Yes** to confirm.

## ADJ – Starting Adjudication

A set-up wizard opens to help guide you through the following six parameters:

1. **Set up Election Project**
    a. Select applicable election project from the list.
    b. Click **Next**.
    c. Select **Start New** if a pop up message asks "Do you want to 'Resume' or 'Start New'".
2. **Set up Security Key**
    a. If the security key expires before ballot counting ends, then follow steps in **Update Client Security Key** procedures.

      b. If the security key does not need updating, retain the default setting 'Use the currently installed key'.

      c. Click **Next**.

3. **Set up Ballot Filtering**
   a. Ensure the checkbox for 'Adjudicate all ballots' is <u>not</u> selected.
   b. Select the ballot conditions to be adjudicated.
      i. Ambiguous Marks
      ii. Blank Ballot
      iii. Overvote
      iv. Write-in
      v. Write-in (Qualified)
   c. Click **Next**.

4. **Set up Contest Highlights**
   a. Click **Next**. This may take a few minutes.

5. **Set up Contest Filters**
   a. Ensure the 'adjudicate all contests' box is checked.
   b. Click **Next**.

6. **Set up Other Options**
   a. Ensure 'Require Write-in Resolution' box is checked.
   b. Ensure 'Write-in Resolution Not required with Overvote' box is checked.
   c. Click **Next**.

7. **Summary**
   a. Click **Start Adjudication**.
   b. Click **Yes** to confirm and start adjudication.
   c. Adjudication is ready once a 'Services Started Adjudication' message appears in a green bar at the top of the screen.
   d. Minimize and leave Adjudication application open.

## ADJ – Adjudication Workstation Tasks

1. Refer to Adjudication Workstation checklist.

## ADJ – Supervisor Review of Adjudication

1. On the RTR workstation, open the Adjudication application and click on **Batches** from the side menu.
2. Click on **Refresh** as often as needed to update information.
3. When adjudication is finished, the **In Process** section should be empty.
4. Randomly review adjudicated ballots in the **Review** section.
5. **Note:** In order to see a workstation, hover over the adjudicated batches with the mouse.
6. Change adjudicated ballots if needed.
   a. **Revert** means keep as is.

      b. **Overwrite** means make a change.
7. Select **Review Audit Mark** if necessary.
8. Drag reviewed batches to the Submitted area (click on first batch and use shift and down arrows to select all).
9. Open RTR to **Validate and Publish** (RTR Results Reporting Checklist).

## Miscellaneous

1. When all ballots are read, but a ballot is still pending, right-click on the pending ballot and reset.
2. Question sent to Dominion:
   a. How do we determine if there are unresolved write-in ballots before batches are moved from Review to Submitted?
3. Question answered by Dominion:
   a. If the adjudicator just skipped adjudicating the write-in completely, then there is no known way to see it while still in review.
   b. If the adjudicator selected that "Keep As-Is" button, then the activity log would report it even though it's still going to be reported as "unresolved".
   c. To send a batch back through adjudication, just reject the batch in RTR and then delete the batch ensuring you don't check the box to also delete the files in the results folder.
   d. 5.10 has a way to track down a batch after it is published in RTR. The summary now has the filter by batch function. Filter by tabulator until you figure out which tabulator has it, then start filtering by batch within that tabulator until you find the batch. You could even select multiple batches at a time until you find a group that contain it and then filter the individual batches within that group to find the exact one.

## Authorization

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