



ELECTIONS OFFICE OF THE REGISTRAR OF VOTERS

# Adjudication Workstation

PROCEDURE DOCUMENT – Version 1.0

Lumpkin, Gwendy  
2/13/2020

# Adjudication Workstation

---

## Scope

The Adjudication application uses tabulator results files and scanned images to allow election officials to electronically make adjudications to ballots. While ballot adjudication is in progress, all adjudication clients will automatically receive ballots to adjudicate, based on the filtering set up by the Adjudication Administrator during the adjudication project setup.

Version 1.0 of this ROV procedure was written following software Version 5.10A of Democracy Suite, Copyright 2016-2019.

## Adjudicate Ballots

1. Log on to the Adjudication Workstation as an Adjudication User (Example: ADJUSER01).
2. Double click on the **ADJ** icon on the desktop, if the application is not already open.
3. The **Waiting for ballot** screen opens and ballots will begin to appear in the Adjudication window.
4. Determine the voter's intent when reviewing each ballot.
5. Turn the overlay off using the **Hide/Show Toggle** when yellow highlights are present.
  - a. Selecting **Hide** allows the user to clearly look at the ballot without the red overlay.
6. Review the front and back of the ballot, when applicable, even if adjudication is not indicated. A **Next Page** arrow will appear if adjudication is required on the back page.
7. Look for the contests *outlined in red*. Choices/candidates within those contests will be *highlighted* in the following manner:
  - a. **Yellow highlight** – Indicates an ambiguous (marginal) mark.
  - b. **Green highlight** – Detected marks that may or may not need attention.
    - i. Example: correctly marked choices, overvotes and write-ins.
  - c. **Red highlight** – Indicates that you have chosen to reject (remove) a mark. Usually seen after adjudication of overvotes and ambiguous marks.
8. Click on the blue informational icon in top, right corner of red overlay for further information.
9. Click on the target (checkmark area) to view options.
10. Click on the **Review Audit Mark**, if necessary, to see the ballot history.
11. Click the **Complete** arrow to save adjudication changes or if no adjustments are required.
12. Click **OK** on the **Confirm Ballot Save – Move to Next Ballot** pop up window.

## Hot Keys

To adjudicate a ballot, a user clicks and drags on the ballot viewing area with the mouse. The mouse wheel can be used to zoom in and out of the ballot image. Additionally, some actions are available via keyboard shortcuts. The following is a listing of available shortcut keys:

Shortcut Key	Action
Ctrl + / Ctrl -	Allows the user to zoom in and out of the ballot
F	Shows the front side of the ballot image
B	Shows the back side of the image
A	Shows the audit mark
Left Arrow	Previous highlighted contest
Right Arrow	Next highlighted contest
R	Refocus current contest
Enter	Finish current ballot
O	Toggle overlays (show/hide on navigation bar)

## Auditmark

The “View AuditMark” button allows the adjudicator to review the ICC AuditMark, which lists what was counted or not counted by the system before adjudication. Once a ballot has been adjudicated and completed, an additional AuditMark is appended to the ballot, listing all adjudicated actions, the name of the adjudicator, and the date/time of adjudication.

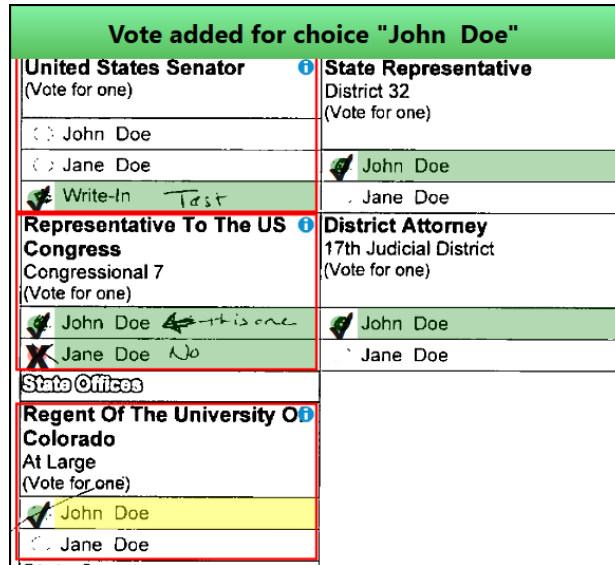
## Toggle/change vote stats

- To adjudicate a contest, a user clicks on the voting target area for the choice to toggle its vote status. If the choice was previously counted as a vote, clicking on it will remove the vote and a red overlay with an X icon will appear over the target. A red banner will appear at the top of the screen, confirming the vote was removed for that choice.

Vote removed for choice "Jane Doe"

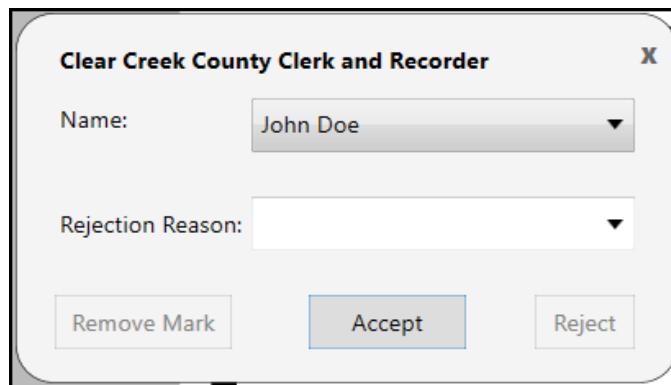
<p><b>United States Senator</b> (Vote for one)</p> <p>John Doe</p> <p>Jane Doe</p> <p>Write-In <i>Test</i></p>	<p><b>State Representative</b> District 32 (Vote for one)</p> <p>John Doe</p> <p>Jane Doe</p>
<p><b>Representative To The US Congress</b> Congressional 7 (Vote for one)</p> <p>John Doe <i>Artis one</i></p> <p><del>X</del> Jane Doe <i>No</i></p>	<p><b>District Attorney</b> 17th Judicial District (Vote for one)</p> <p>John Doe</p> <p>Jane Doe</p>
<b>State Offices</b>	
<p><b>Regent Of The University Of Colorado</b> At Large (Vote for one)</p> <p>John Doe</p> <p>Jane Doe</p>	

2. If the choice was not previously counted (including if it was detected as an ambiguous mark), clicking the target will add a vote for that choice, and a green overlay with a checkmark will appear. A green banner will appear at the top of the screen, confirming a vote was added for that choice.



## Write-in Resolution & Overvotes

For write-in contests, a pop-up dialog is shown that lets the user: (1) resolve the write-in to a qualified write-in name, (2) reject the write-in vote as invalid with a listed rejection reason, or (3) accept a write-in as-is. If the write-in is resolved to a qualified write-in name, the overlay will appear green with a checkmark in the voting target area.



To resolve a write-in to a qualified write-in name:

1. Select the write-in target and the pop-up dialog will appear
2. Select the write-in from the list of qualified write-ins
3. Select "Accept". A green notification appears at the top of the screen, advising the write-in was accepted.

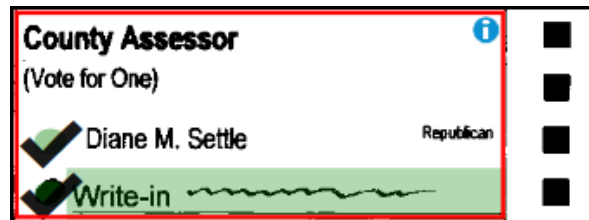
To resolve a write-in by rejecting it:

1. Select the write-in target and the pop-up dialog will appear
2. Select a “Rejection Reason” from the drop-down menu
3. Select “Reject”. A red notification appears at the top of the screen, advising the write-in was rejected.

**NOTE:** A Write-In that has been rejected removes the vote and creates an undervote for that contest.

Unqualified write-ins in an overvoted contest:

In one specific scenario, a write-in should be left unresolved. This is where a vote for an unqualified write-in exists, in addition to a vote for another candidate, which produces an overvoted contest.



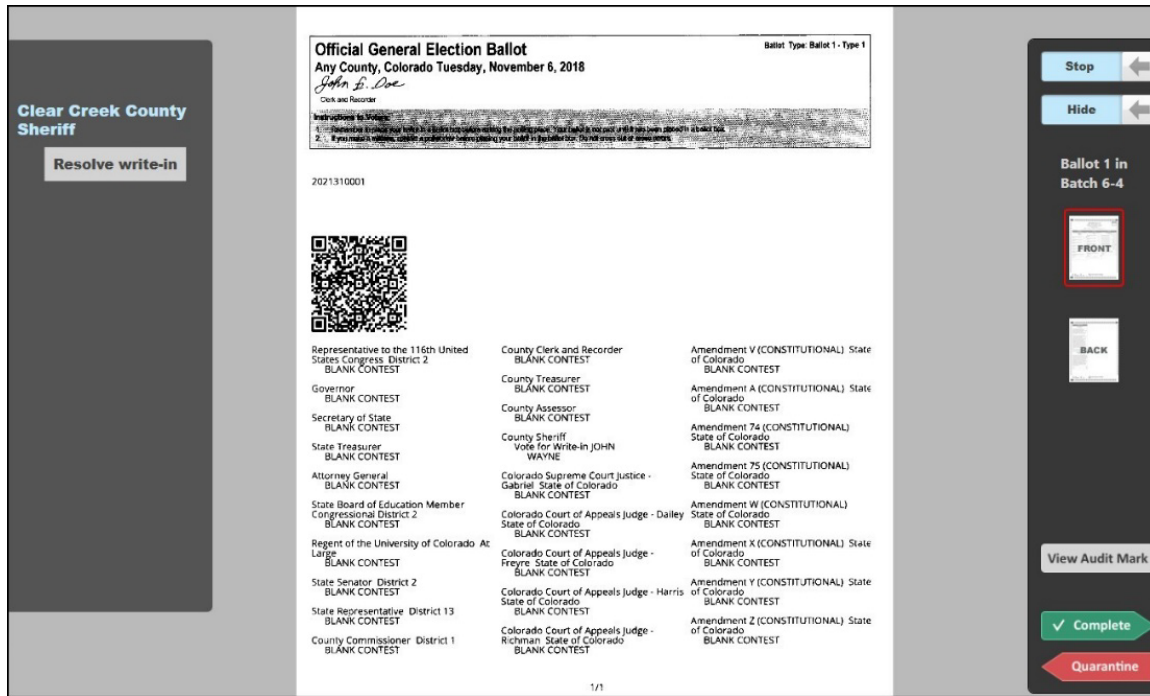
Removing (or rejecting) the invalid write-in vote would also remove the overvote and generate a vote for the other marked candidate. The overvote should be left as-is, and the invalid write-in should not be rejected.

In this scenario, the Election Judge should treat the contest as they would any other validly overvoted contest and make no changes.

- The “Accept As-Is” button should not be used.
- Adjudicate the rest of the ballot as normal and accept the ballot when finished.
- The invalid write-in will automatically be accepted, but will generate an overvote in the contest and not create a vote for the “unresolved write-in.”

## Adjudication of BMD Ballots

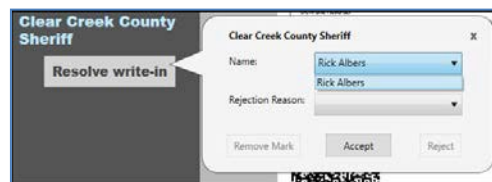
The only outstack conditions that need adjudication are write-ins with BMD ballots.



In cases where more than one write-in selection has been entered by the voter (the contest is vote for 2 or more), multiple buttons appear under the contest name, and these correspond with the order of the write-ins printed on the ballot image.

To resolve a write-in, a user clicks **Resolve Write-In** in the write-in resolution pane for the applicable contest. A pop-up dialog is shown, that will allow the user to resolve the write-in to (1) a qualified write-in name, (2) resolve the write-in to a ballot candidate, (3) reject the write-in vote as invalid with a listed rejection reason, or (4) accept the write-in as-is.

Unlike the hand-marked ballot interface, with an ICX-marked ballot, the adjudicator does not have access to the candidate voting targets, in order to resolve a write-in to a candidate already on the ballot. For this reason, the pop-up dialog to resolve write-ins presents the user with all of the candidates listed on the ballot, as well as the qualified write-in candidates. Qualified write-in candidates and ballot candidates are separated in the drop-down by a horizontal bar.



## Resolving a Write-In to a Qualified Write-In Name or Ballot Candidate

1. Find the appropriate contest name, in the list contained within the write-in resolution panel. Click **Resolve write-in** for the applicable choice.
2. Select a name from the list of candidate names; both qualified write-in candidates and the ballot candidates are shown.
3. Click **Accept**. A green notification banner appears at the top of the screen and displays that the write-in was accepted and which qualified write-in name was accepted.

**NOTE:** Qualified write-in names may only be used once per contest. For example, in a vote-for-two contest, a single qualified write-in name may only be applied to one choice. Once a candidate name is selected and assigned to a choice, it is no longer available for subsequent name resolution within that ballot.

## Resolving a Write-in by Rejecting

1. Select the rejection reason from the provided list of rejection reasons.
2. Click **Reject**. A red user notification banner appears at the top of the screen, displaying that the write-in was rejected and the reason it was rejected.

**NOTE:** A Write-In that has been rejected removes the vote and creates an undervote for that contest.

## Quarantine

In Adjudication you have the ability to quarantine a ballot. If you are in a situation where you are not sure how to adjudicate a ballot you can quarantine it by creating a note regarding the issue which will then be flagged and reviewed by an Administrator. This will allow you to skip the ballot and move on to the next ballot. To quarantine a ballot:

1. Click the **Quarantine** button in the Navigation Panel. This will only be available after you have reviewed all highlighted contests required for Adjudication.
2. In the **Place ballot into Quarantine** window; enter the reason for the quarantine at the bottom of the window.
3. Click the **OK** button to proceed to the next ballot and submit the ballot to quarantine or click the **Cancel** button to go back to the ballot.

## Determine How to Adjudicate

### Invalid Examples

1. A write-in vote choice is invalid if valid choices cannot be determined.
2. A write-in vote choice is invalid if the name of the person is not qualified.
3. A write-in vote choice is invalid when another candidate is also chosen in a vote for one contest.
4. A write-in vote choice is invalid if the voter writes in a qualified name, but does not fill in the associated target.
5. A write-in vote choice is invalid if the voter uses stamps or stickers on the ballot to indicate the name of the candidate.
6. A write-in vote choice is invalid if a voter overvotes by marking more than the maximum number of voting position targets allowed.
7. A vote choice is invalid if a voter inconsistently fills in less than the entire voting position target.
8. A vote choice is invalid if a voter inconsistently places a mark above, below, or beside the voting position target.
9. A vote choice is invalid if a voter uses random markings, indentations, punctures, impressions, squiggly, dimpled, crimp marks, pinholes or pinpricks on the ballot and there is no distinctive and consistent voting pattern to clearly indicate voter choices.
10. A vote choice is invalid if incorrect marks are inconsistent.
11. See guide if necessary.

### Standards Indicating an Invalid Vote

A voter's vote choice is invalid when there is not a clear indication on the ballot that the voter has made a definite choice.

**1** Inconsistently filling in less than the entire voting position target

**2** Inconsistently places a mark above, below or beside the voting position target on a ballot

**3** Voter uses random markings, indentations, punctures or impressions, squiggly/dimpled or crimp marks, pinholes or pinpricks on a ballot, and there is no distinctive and consistent voting pattern to clearly indicate voter choice(s).

**4** Voter overvotes. An overvote occurs when a voter marks more than the maximum number of voting position targets allowed in the contest.

\*See Standards indicating a Valid/Invalid/Invalid Vote for additional examples and voting rules for voters.



## Valid Examples

1. A write-in vote choice is valid when a voter writes in a qualified write-in candidate's name, or a reasonable facsimile of the spelling of the name, in the designated write-in space directly below the list of candidates for that office and marks the associated write-in voting target position.
2. A write-in vote choice is valid when a voter writes in a listed candidate's name in the designated write-in space and marks the associated write-in voting target position. In such cases, the vote shall be counted as a single vote for the listed candidate.
3. A write-in vote choice is valid when a voter marks a voting target position for a listed candidate and also enters the listed candidate's name in the designated candidate write-in space. In such cases, the vote shall be counted as a single vote for the listed candidate.
4. A vote choice is valid when a voter consistently marks their ballot by filling inside the entire voting position target.
5. A vote choice is valid when a voter consistently marks their ballot by filling in less than the entire voting position target.
6. A vote choice is valid when a voter consistently marks their ballot by placing a distinctive mark, such as an X, checkmark, or arrow, inside the voting target.
7. A vote choice is valid when a voter consistently marks their ballot by placing a distinctive mark, such as an X, checkmark, or arrow, in the corresponding space directly above, below or beside the voting position target.
8. A vote choice is valid when a voter consistently marks their ballot by encircling the entire voting position target.
9. A vote choice is valid when a voter indicates voting error correction by using correction tape, strikeover, white-out or generic written notes of instruction and marks another vote choice for the same contest.
10. See guide if necessary.

**Start Here** Standards Indicating a **Valid Vote**

All ballots requiring review must first meet the criteria below for consistent marking patterns before the validity of the write-in vote is determined. A voter's vote choice is valid when a voter consistently marks their ballot in any of the following ways:

- 1 Filling inside the entire voting position target
- 2 Filling in less than the entire voting position target
- 3 Placing a distinctive mark, such as (X) or (✓) or (→) inside the voting position target
- 4 Placing a distinctive mark, such as (X) or (✓) or (→) in the corresponding space directly above, below or beside the voting position target
- 5 Encircling the entire voting position target
- 6 Voter indicates voting error correction by using correction tape, strikeover, white-out or generic written notes of instruction and marks another vote choice for the same contest on the ballot.

## Authorization

Document Owner: Information Technology Division	Initiation Date: 02/14/2020
Version Number: 1.0, Original Document	Date: 02/20/2020
Version Written By: Gwendy Lumpkin	