



REGISTRAR OF VOTERS

Pulling VBM Envelopes for Cure Statement Processing

PROCEDURE DOCUMENT - Version 1.0

Harrell, Zonia
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Pulling VBM Envelopes for Cure Statement Processing

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Scope

This procedure is only to be used in the Ballot Department and is not applicable to any other departments. It was designed for the Challenged Ballot Audit Team Lead and any other team members assigned to collect envelopes for the cure statement audit process. This procedure does not cover all possible scenarios but will outline the most common occurrences.

Purpose

The purpose of this procedure is to outline the steps to follow during the gathering of Cure Statements for the Challenged Ballot Resolution Team.

Supplies

- One Foot Mail Tray with the following items in the tray
 - VBM Envelope Pull List
 - Statement Tray Tag clipped to the mail tray
 - Statements Associated with the Pull List
- Yellow Highlighter
- Black Pen
- Black Cart
- Access to DIMS.net

Pulling VBM Envelopes for Cure Statements

The Resolution Team will inform and provide the Challenged Ballot Audit Team Lead(s) when they have Cure Statements that need to be paired with envelopes to complete their process on overturning NMS, NVS, and NID to Valid. The baker’s rack is staged in the audit area behind the Valid Overturned VBM envelopes. The pull list created by the Resolution team will be listed by cure statement type: SVS, UIES or NID.

1. Select one mail tray from the cure statement bakers Rack shelf labeled “Ready to be Pulled.”
2. Make sure the pull list, and the statements associated with the pull list are in the one-foot mail tray. The batches will have a different color slip according to the challenged type.
 - SVS Statements → will get GREEN batch control slip.
 - NID Statements → will get a WHITE batch control slip.
 - UIES Statements → will get a YELLOW batch control slip.

Voter Correspondence Signature Verification Statement (SVS) - Batch # _____

RETURN SOURCE		Election:	
MAIL			
OFFICE		Return Date:	
POLLS			
DROPBOX	SVS	Count:	
FAX		Duplicate(s):	
EMAIL		UBS:	
EARLY VOTE		Scanned Total:	
TOTAL			

WORKFLOW			
1	BATCHED BY:		Date:
2	AUDITED BY:	A	Date:
3	SCANNED BY:		Date:
4	ATTACHED BY:		Date:
5	QC'D BY:		Date:

AV ID: «av_election_id»
 Voter ID: «Voter_ID»
 Name: «Voter»

**Unsigned Identification Envelope Statement
 2023 Consolidated Mail Ballot Election**

In order for your ballot to be counted, follow the steps below.

Step 1: Fill out your personal information

Voter Correspondence Unsigned Identification Envelope Statement (UIES) - Batch # _____

RETURN SOURCE		Election:	
MAIL			
OFFICE		Return Date:	
POLLS			
DROPBOX	UIES	Count:	
FAX		Duplicate(s):	
EMAIL		SVS:	
EARLY VOTE		Scanned Total:	
TOTAL			

WORKFLOW			
1	BATCHED BY:		Date:
2	AUDITED BY:	A	Date:
3	SCANNED BY:		Date:
4	ATTACHED BY:		Date:
5	QC'D BY:		Date:

- Mail or deliver by 5 p.m. on Monday, September 11, 2023 to: San Bernardino County Registrar of Voters, 777 East Rialto Avenue, San Bernardino, CA 92415
- Fax by 5 p.m. on Monday, September 11, 2023 to: (909) 387-3330 Attn: Ballot Department
- Email a picture or scanned copy by 5 p.m. on Monday, September 11, 2023 to: SigVer@SBCountyElections.com

3. Start pulling the VBM envelopes from the “Cure Letter Mailing Staging Do Not Move” Area, using the envelope pull list in the tray.
 - SVS Green Slips – Pull from the NMS trays.
 - NID White Slips – Pull from the NID trays.
 - UIES Yellow Slips – Pull from the NVS trays.
4. Place the pulled VBM envelopes in the in the 1-foot mail tray.

Envelope Pull List					
Election ID 4136		Election Name: General Election		Election Date: 11/8/2022	
Return Batch 300900					
NMS					
AVID Order	AVID	Voter	Current Challenge	Voter ID	Scan Order
1.	45451111	MR NOBODY		464565	3
2.	45641236	MRS HOME V BOYTON		5456218	9
3.	45472596	MR POKER POPPIMPLE		564315	27
4.	45474990	MRS LOFFA TONDU		954682	19
5.	45472596	MISS NEVERA GIVINGTON		987456	7
6.	59143652	MRS GRAPE R TOKER		987685	11
7.	56169315	MISS JANIVE NICERTOWN		913157	20

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NOTE: Some voter VBM envelopes may have already been overturned to valid. Those envelopes will not be available for pulling. The Resolution team will have those items highlighted. Therefore, you do not need to search for those voters.

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5. Highlight the AVID and voters' name on the pull list.
6. Match each cure statement report with its VBM envelope.
7. Place the cure statement under each VBM envelope and in the 1-foot mail tray.

8. Once all the cure statement reports have been paired with their VBM envelope, place the Envelope Pull List and batch slip on top of the statements and VBM envelopes.
9. Return the one-foot mail tray back to the cure statement baker's rack and place it in the "Ready to be Processed" shelf.
10. Notify Resolution team leads that the VBM envelopes are ready.

Authorization

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