

REGISTRAR OF VOTERS

Pulling VBM Envelopes for Cure Statement Processing

PROCEDURE DOCUMENT - Version 1.1

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

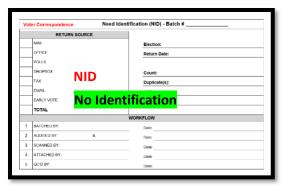
- One Foot Mail Tray with the following items in the tray
 - VBM Envelope Pull List
 - Statement Tray Tag clipped to the mail tray
 - Statements Associated with the Pull List
- Yellow Highlighter
- Black Pen
- Black Cart
- DIMS.net

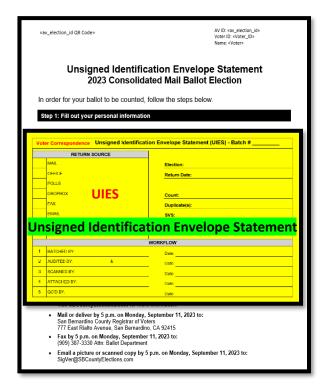
Pulling VBM Envelopes for Cure Statements

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 challenges to Valid. The pull list created by the Resolution team will be listed by cure statement type: SVS, UIES or NID. The challenged envelopes are placed in the baker's rack staged in the audit area behind the Valid Overturned VBM envelopes.

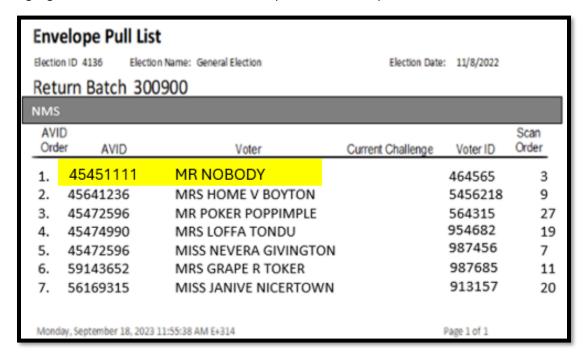
- 1. Select one mail tray from the cure statement bakers rack shelf labeled "Ready to be Pulled."
- 2. Make sure the pull list, and the statements associated with the pull list are in the one-foot mail tray.
- 3. The batches will have a different color slip according to the challenge type.
 - SVS Statements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







- 4. Pull the VBM envelopes from the "Cure Letter Mailing Staging Do Not Move" area using the envelope pull list in the tray.
 - SVS (Green slip) → pull from the NMS trays.
 - NID (White slip) → pull from the NID trays.
 - UIES (Yellow slip) → pull from the NVS trays.
- 5. Place the pulled VBM envelopes in the 1-foot mail tray.
- 6. Highlight the AVID and voters' name on the pull list once it is pulled.

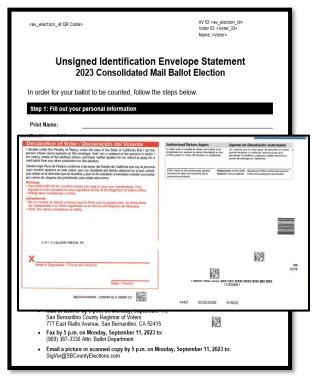


Note: If an envelope cannot be found, pair with the Resolution Team lead to determine if the envelope has already been overturned to Valid. If it has already been validated, you will not need to look for this envelope.

If you still cannot locate the envelope, look for the envelope using the "Where to Find Misplaced VBM Envelopes Guide".

- 7. Match each cure statement report with its VBM envelope.
- 8. Place the cure statement under each VBM envelope and in the 1-foot mail tray.





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- 9. 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.
- 10. Return the one-foot mail tray back to the cure statement baker's rack and place it in the "Ready To Be Processed" shelf.
- 11. Notify Resolution team leads that the VBM envelopes are ready.

Authorization

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