

REGISTRAR OF VOTERS

Pulling VBM Envelopes for Cure Statement Processing

PROCEDURE DOCUMENT - Version 1.0

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

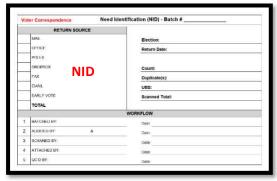
- One Foot Mail Tray with the following items in the tray
 - VBM Envelope Pull List
 - Statement Tray Tag clipped to the mail tray
 - Statements Associated with the Pull List
- Yellow Highlighter
- Black Pen
- Black Cart
- Access to DIMS.net

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.

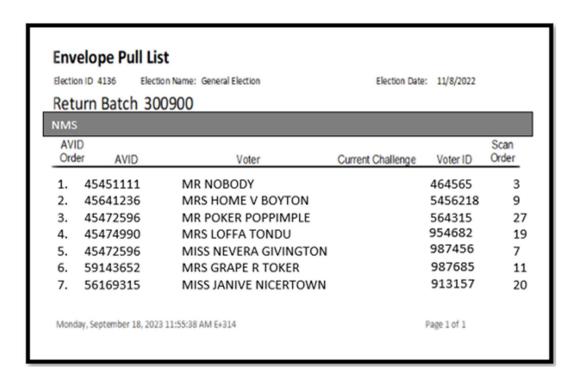
- 1. Select one mail tray from the cure statement bakers Rack shelf labeled "Ready to be Pulled."
- 2. Make sure the pull list, and the statements associated with the pull list are in the one-foot mail tray. The batches will have a different color slip according to the challenged type.
 - SVS Statements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





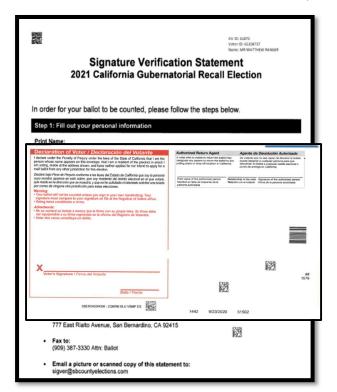


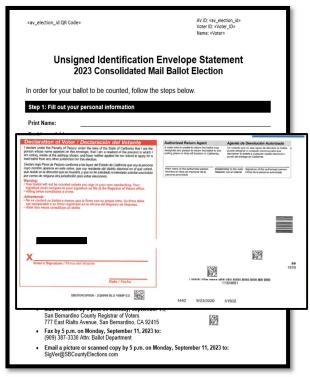
- 3. Start pulling the VBM envelopes from the "Cure Letter Mailing Staging Do Not Move" Area, using the envelope pull list in the tray.
 - SVS Green Slips Pull from the NMS trays.
 - NID White Slips Pull from the NID trays.
 - UIES Yellow Slips Pull from the NVS trays.
- 4. Place the pulled VBM envelopes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



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.

- 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.





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- 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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