



REGISTRAR OF VOTERS

# Jogging Vote By Mail Ballot Envelopes

PROCEDURE DOCUMENT - Version 2.3

de Guzman, Erman  
8/4/2023

# Jogging Ballot Envelopes

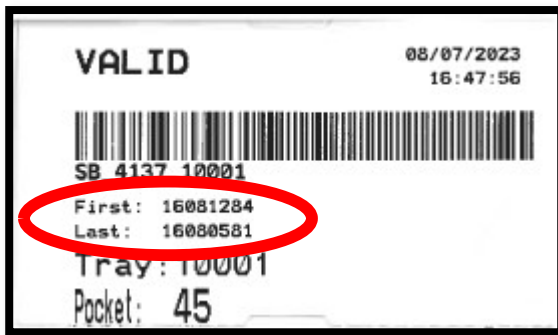
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## Scope

Prior to opening, the mail ballot envelopes must be jogged first using the jogging machines. This is to ensure that the BlueCrest Vantage Sorter machine does not cut the ballots inside.

## Ballot Envelopes Jogging

1. Look at the tray tags in the vinyl pocket sleeve and check the first and last numbers.



2. These numbers MUST match the first and last envelope in the tray.



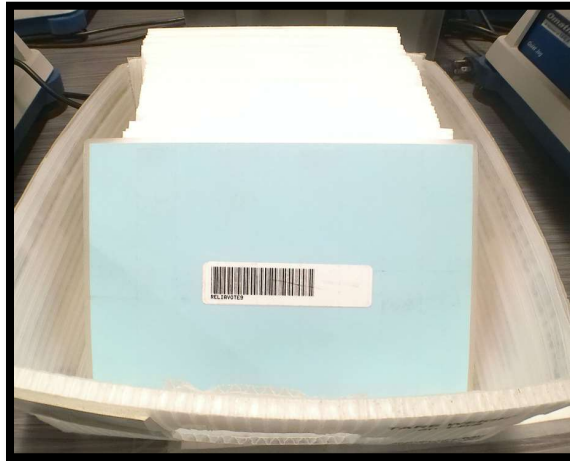
3. When loading envelopes on the Jogging machines, place envelopes **upside down**, with the colored bar at the top of the envelope facing the padding of the jogger.

**Note:** If all of the envelopes do not fit within the jogger, they will need to be hand-jogged.  
See the Hand Jogging section below.

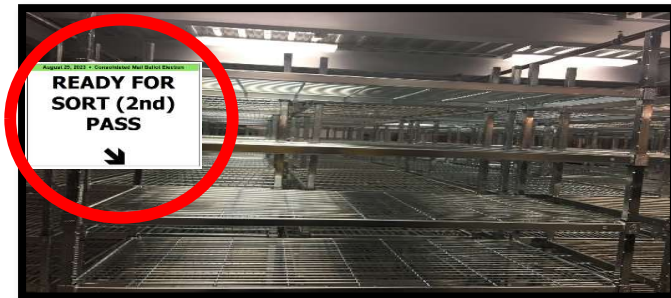
4. The envelopes in front of the tray (the last AVID) are placed on the far-right side of the jogging machine.

5. The envelopes in the back of the tray (the first AVID) are placed on the far-left side of the jogging machine.
6. Envelopes only need to be jogged for 1-3 minutes.
7. Pinch the envelopes to verify that the ballot inside has shifted down towards the jogger base and there's a vacuum on top of the envelopes.
8. When finished jogging, place envelopes in the tray upside down in the order they were in the jogger, with the address facing you.
9. Place the far-right envelopes towards the back of the tray and the ones on the far left will be in the front of the tray with white side with address facing out.

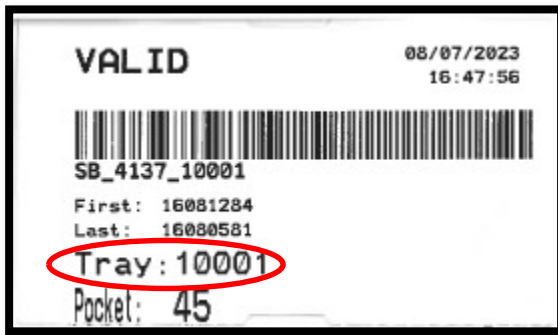
**NOTE:** Make sure that the first and last numbers on the pocket tray tag matches with the first and last envelope in the tray.



10. Place a Blue Separator Card in front of each tray, indicating that it has been jogged and ready for Sort Pass.
11. When the envelopes are completely jogged, place the tray on the Bakers rack with the sign labeled **READY FOR SORT 2<sup>nd</sup> PASS**.



12. Place mail trays back on the rack, by tray number order.



13. Take the completed racks to the front of the machines.



## Hand-Jogging Ballots

If there are more than 100 ballots in a mail tray, not all of the ballots may fit into a single jogger. Rather than use a nearby jogger, these ballots must be hand-jogged.

1. Take the remaining ballots from the tray and invert them, so that the blue or black bar on the envelope is facing down towards the table and the address is facing you.
2. Tap them roughly against the table five or more times.
3. Pinch the bottoms of the envelopes to see if the ballot has shifted to the other side of the envelope.

4. Repeat as needed until all ballots have shifted to the other end of the envelope, up to half an inch.
5. Place the jogged envelopes, still inverted and with the address facing you, into the back of the mail tray.

## Authorization

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