



REGISTRAR OF VOTERS

Provisional Ballot Extraction

PROCEDURE DOCUMENT – Version 1.0

Provisional Ballot Extraction

Table of Contents

Scope.....	1
Supplies	1
Extracting Provisionals	2
Reviewing Challenged Provisionals.....	5
List of Challenges	5

Scope

This procedure covers the process for extracting and reviewing Provisional Ballots. Provisional Ballots are for voters who believe they are registered to vote despite not being on the official voter registration, or for vote-by-mail voters who come into a polling place to vote, and an elections official is unable to verify that they have not returned their vote-by-mail ballot.

This procedure is to be used between E-29 and E+30. It is utilized by the Ballot Department under Ballot Preparation function. ~ EC 14310, EC 15101

Supplies

- Gloves and mask
- Red pens
- Envelope cutters

Extracting Provisionals

1. Set up the trays as pictured below.



2. Hand out envelope cutters and red pens
3. Voter Records Team will bring in a rack of green trays filled with provisional envelopes -
Work ONE rack at a time
4. Runners will pull green trays from this rack and place one down for each team of 4
5. Every green tray must stay with its team – **ONE tray at a time. DO NOT MIX.**
6. Teams will check the front bottom of each envelope

7. There will be three checks.
8. Look at the **Third Check** column.

OFFICE USE ONLY - SÓLO PARA USO DE LA OFICINA			
First Check	Second Check	Third Check	Extraction
☐ Count	☐ Count	☒ Count	Eligible Ballot Type: <u>1234</u> Voted Ballot Type: _____
☒ No Count: <u>VNR</u>	☒ No Count: <u>NMS</u>	☐ No Count: _____	☐ Ballot Types Match → Green / Count
Initials: <u>DL</u>	Initials: <u>SL</u>	Initials: <u>DT</u>	☐ Ballot Types Do Not Match → Red / Redaction

9. Check whether Count or No Count is marked
 - a. If **Count** is marked = place envelope into **2' white** tray
 - b. If **No Count** is marked = place into **RED** tray
10. Review all envelopes
11. Then, check the envelopes within both the **RED** and **2' white** trays to ensure that the ballots are in the correct trays
12. Place all **Count** envelopes back into the **GREEN** tray
13. Pull envelopes from the **GREEN** tray and look at the bottom

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First Check	Second Check	Third Check	Extraction
☐ Count	☐ Count	☒ Count	Eligible Ballot Type: <u>1234</u> Voted Ballot Type: _____
☒ No Count: <u>VNR</u>	☒ No Count: <u>NMS</u>	☐ No Count: _____	☐ Ballot Types Match → Green / Count
Initials: <u>DL</u>	Initials: <u>SL</u>	Initials: <u>DT</u>	☐ Ballot Types Do Not Match → Red / Redaction

14. Look for Initials in the **Extraction** column

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First Check	Second Check	Third Check	Extraction
☐ Count	☐ Count	☒ Count	Eligible Ballot Type: <u>1234</u> Voted Ballot Type: _____
☒ No Count: <u>VNR</u>	☒ No Count: <u>NMS</u>	☐ No Count: _____	☐ Ballot Types Match → Green / Count
Initials: <u>DL</u>	Initials: <u>SL</u>	Initials: <u>DT</u>	☐ Ballot Types Do Not Match → Red / Redaction

15. If it does **NOT** have any Initials, place the envelope into the **RED** tray

16. If it **HAS** the Initials, check the **Eligible Ballot Type**

- a. If it **HAS** an **Eligible Ballot Type** written, open the envelope
- b. Pull the ballot out
- c. Look at the **Ballot Type** on top right corner of the ballot



- d. Write down the **Ballot Type** under **Voted Ballot Type**

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First Check	Second Check	Third Check	Extraction
☐ Count	☐ Count	☒ Count	Eligible Ballot Type: <u>1234</u> Voted Ballot Type: _____
☒ No Count: <u>VNR</u>	☒ No Count: <u>NMS</u>	☐ No Count: _____	☐ Ballot Types Match → Green / Count
Initials: <u>DL</u>	Initials: <u>SL</u>	Initials: <u>DT</u>	☐ Ballot Types Do Not Match → Red / Redaction
			Initials: _____

- e. Check if the **Eligible Ballot Type** matches the **Voted Ballot Type**

17. If they **MATCH**

- a. Mark **Ballot Types Match**
- b. Write your **Initials**
- c. Place the **ballot** into the **2' white** tray
- d. Place the **empty envelope** into the **1' white** tray

18. If they **DO NOT MATCH**

- a. Mark **Ballot Types Do Not Match**
- b. Write your **Initials**
- c. Place the ballot back into its envelope
- d. Place the envelope into the **RED** tray

19. Once the **GREEN** tray is empty, go through the **1' white**, **2' white** and **RED** trays to ensure that the ballots and envelopes are in the correct trays.

- a. **1' white** tray – envelopes should be empty
- b. **2' white** tray – ballots should be undamaged
- c. **Red** tray – should all be challenges

20. Once everything has been reviewed and verified:

- a. **Envelopes** → put back in **GREEN** tray and place back on the rack
- b. **Ballots** → send to Boxing and Scaling Team
- c. **RED** tray → give to Challenge Review Team

Reviewing Challenged Provisionals

1. Set up 8 separate red trays with signage
2. When you receive the **RED** trays from the Provisional Extraction Team, check and sort the challenges to the appropriate trays:
 - a. Give to Duplication Team:
 - Redaction tray (Mismatched Ballot Type)
 - Boxed damaged ballots
 - b. Give to Voter Records Team:
 - BME tray
 - Missing Ballot Type tray
 - Missing Initials tray
 - No Count tray
 - Voter Registrations tray

List of Challenges

- BME (Ballot missing from envelope)
- Missing Ballot Type
- Missing Initials
- No Count
- Damaged Ballot
- Damaged BMD Ballot
- Ballots for Redaction (Mismatching Ballot Type)
- Voter Registrations