

IN THE UNITED STATES DISTRICT COURT  
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

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CASA,	:	
	:	
Plaintiff	:	CIVIL ACTION NO 1:22-CV-
	:	1648
v.	:	
	:	Honorable Jennifer P. Wilson
JULIE WHEELER, DOUG HOKE, and	:	
RON SMITH, in their official capacities as	:	
members of the York County Board of	:	
Elections,	:	
	:	
Defendants	:	

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**I. INTRODUCTION**

A preliminary injunction is an extraordinary remedy because it short-circuits the normal discovery and trial process used in federal civil litigation. Furthermore, a mandatory injunction—that is, an injunction that seeks to require a party to undertake an action, as opposed to an injunction maintaining the status quo—is an even more extreme remedy. As a result, courts will issue such injunctions only when the plaintiff’s right to relief is indisputably clear. Finally, a preliminary injunction that would require a federal court to dictate the operations of a state or a state’s political subdivision raises important federalism concerns. Such an injunction, therefore, must be narrowly tailored to remedy the precise violation demonstrated, and must go no further.

In this case, Plaintiff CASA, a non-profit organization, has sued the members of the York County Board of Elections, alleging that certain York County voting practices violate Section 4(e)(2) of the federal Voting Rights Act. *See* 52 U.S. § 10303(e)(2). That law applies to voters who received some education in a school in which the predominant language was not English, provided that education occurred in any U.S. state, the District of Columbia, or Puerto Rico and provided further that such individual lacks English-language proficiency. Section 4(e)(2), by its explicit terms, does not require that a state or local government do anything. Instead, the law prohibits states and localities from preventing individuals subject to Section 4(e)(2) from voting in elections. CASA has filed a motion for preliminary injunction seeking an order from this Court requiring that Defendants undertake certain actions during the upcoming 2022 general election.

CASA's motion, though, should be denied. As an initial matter, a preliminary injunction is entirely unnecessary. Defendants do—or have agreed to do—virtually everything that CASA requests the Court order, as described below. Furthermore, CASA has failed to establish that it is likely to succeed on the merits. CASA's evidence is highly problematic and would not be admissible at a trial regarding this claim. This evidence is insufficient, in its current form, to demonstrate that a single member of CASA who is covered by Section 4(e)(2) has been denied their right to vote in an election conducted by York County.

As a result, CASA's motion should be denied.

## **II. FACTUAL BACKGROUND**

### **A. The dispute between the parties is much narrower than what CASA's brief lets on.**

On page 18 of their brief, CASA explains that it seeks the following relief through its motion for preliminary injunction: "the provision of Spanish-language sample ballots at all precincts in York County; [] Spanish-language communications on the York County [Board of Elections] website, social media, and direct mailing; and the training of poll workers and [Board of Elections] staff in accessing language or translation hotlines."<sup>1</sup>

Below, Defendants outline the steps they have taken to address these issues. As this discussion makes clear, York County is providing virtually everything that CASA has requested in its motion for a preliminary injunction. Accordingly, there is no need for the Court to enter an order providing injunctive relief.

### **1. Sample Spanish Language Ballots**

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<sup>1</sup> (Doc. 6, at p. 22 of 26).

CASA has requested that the Court order Defendants to provide sample Spanish-language ballots for all 161 voting precincts in York County. Defendants, however, already plan to do that.

A number of Spanish-speaking individuals with limited English-language proficiency reside within the territorial limits of the City of York. These individuals are not just of Puerto Rican descent; their ancestry derives from all across Spanish-speaking Latin America. As a result, Defendants have for years provided Spanish language ballots and Spanish-language sample ballots at all 18 voting precincts within York City.<sup>2</sup>

For the upcoming 2022 general election, Defendants have arranged for Spanish-language sample ballots to be available at the remaining 143 voting precincts in York County that are located outside York City.<sup>3</sup> Specifically, Spanish-language sample ballots have been posted for all 161 precincts on the York County Board of Elections website.<sup>4</sup> Additionally, sample ballots in Spanish will be available on the registration table at all 161 voting precincts during the upcoming election, with an additional five to six such Spanish-language sample ballots provided to the Judge of Elections in all 161 voting precincts. Those extra

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<sup>2</sup> (See Affidavit of Bryan Scheaffer, attached as Exhibit 1, at ¶¶ 4-7).

<sup>3</sup> (See *id.* at ¶ 9).

<sup>4</sup> See <https://pa-yorkcounty.civicplus.com/DocumentCenter/View/4275/Papeleta-de-Muestra-en-Espanol?bidId=> (last visited Oct. 25, 2022).



Spanish-language ballots can be used by individuals of limited English proficiency (who also speak Spanish) to use as guides when casting their ballots during the upcoming election.<sup>5</sup>

CASA has requested “the provision of Spanish-language sample ballots at all precincts in York County.”<sup>6</sup> Defendants are doing just that.

## **2. Spanish-language Communications on Website**

Next, CASA requests that the Court enter an order requiring Defendants to provide “Spanish-language communications on the York County [Board of Elections] website.”<sup>7</sup>

But such an order is unnecessary because Defendants already provide Spanish-language communications on the Board of Elections website. Specifically, that website features a translation button that enables a user of the website to instantly translate the language on the webpage to Spanish or dozens of other languages.<sup>8</sup> Although CASA claims that election results are provided in English, their proof of that allegation—CASA’s Exhibit H—indicates that this exhibit was

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<sup>5</sup> (See Sheaffer Aff., Ex. 1, at ¶¶ 9-10).

<sup>6</sup> (Doc. 6 at pg. 22 of 26).

<sup>7</sup> (*Id.*).

<sup>8</sup> (See Sheaffer Aff., Ex. 1, at ¶¶ 11-12; *see also* Spanish Language Translation of <https://yorkcountypa.gov/503/Elections-Voter-Registration>, attached as Exhibit 2).

translated to English.<sup>9</sup> The visitor to the election results website need only use the translation button to translate those results back to Spanish.<sup>10</sup>

The Board of Elections website also features several Spanish language videos related to voting issues, including videos regarding mail-in voting and instructions regarding how to return a mail-in ballot.<sup>11</sup>

Admittedly, links to three documents on the Spanish language translation of the Board of Elections splash page took users to documents that were only available in English. Defendants were unaware of that. But once Defendants figured that out, the undersigned immediately ordered expedited Spanish-language translations of these documents. Those translations should be available by the time the Court holds oral argument on this case this Friday. Once the translations are available, they will be linked to the Spanish language translation of the Board of Elections website. Once that occurs, CASA's request for "Spanish-language communications on the York County [Board of Elections] website" will have been completely satisfied.

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<sup>9</sup> (Doc. 5-9 (translation button is located in lower lefthand corner of each page and says "English")).

<sup>10</sup> CASA also does not explain how access to voting results equates to preventing someone from voting. Again, Section 4(e)(2) prohibits York County from preventing voters subject to Section 4(e)(2) from voting. It says nothing about access to election results.

<sup>11</sup> See <https://yorkcountypa.gov/961/Vote-by-Mail> at "Mail-In Voting in Pennsylvania, Spanish" and "Qué sucede con mi papeleta de voto por correo" (last visited Oct. 25, 2022).

### **3. Social Media**

CASA also requests that the Court order the York County Board of Elections to provide all social media postings in Spanish, as well as English. But the Board of Elections Twitter account has been de-activated and will not be used for the 2022 election. The Board of Elections have not tweeted since early 2022. Should the Board decide to post election-related material on any other social media site related to the 2022 general election, such postings will be in both English and Spanish, as indicated in the attached affidavit of Bryan Sheaffer, the Deputy Director of York County’s Elections and Voter Registration Office.<sup>12</sup>

### **4. Direct Mailing**

CASA also requests that the Court order Defendants to provide “direct mailing” to voters in Spanish, although CASA does not identify what direct mailing it is requesting that Defendants undertake.

For their part, Defendants are only aware of two categories of direct mailing to voters that the Board of Elections has undertaken related to the 2022 general election. First, there is the instruction—authored by the Pennsylvania Department of State—regarding mail-in voting. Second, Defendants have authorized the move of six voting precincts’ locations for the 2022 general election. As a result, the Board of Elections was required to mail to voters affected by these changes

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<sup>12</sup> (See Sheaffer Aff., Ex. 1, at ¶¶ 17-20).

updated voter registration cards listing the new locations of their voting precincts. The updated voter registration card was all that was provided. The form and content of those materials are dictated by Pennsylvania Department of State, not the York County Board of Elections.<sup>13</sup>

That said, Defendants have opted to take a further step. One of these six voting precincts—York City 9<sup>th</sup> Ward, 1<sup>st</sup> Precinct—is located in York City. As stated before, a number of Spanish-speaking individuals with limited English-language proficiency reside in York City. As a result, it is possible that some individuals with limited English-language proficiency who speak Spanish might be affected by the change of this precinct location. Defendants, therefore, have opted to mail a notice to all 1,741 voters affected by the change of the polling location for York City 9<sup>th</sup> Ward, 1<sup>st</sup> Precinct. That notice will be provided in both English and Spanish.<sup>14</sup> No other direct mailings are contemplated related to the 2022 general election.

## **5. Poll Worker and Board of Elections Training**

York County poll workers and Judges of Elections use a number of methods to ensure that all registered voters who lack English language proficiency are able to vote. These include a telephone number provided to all poll locations to access

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<sup>13</sup> (*See id.* at ¶¶ 20-23).

<sup>14</sup> (*See id.* at ¶¶ 24-29; *see also* Notice of Change of Voting Precinct, attached as Exhibit 3).

language assistance in order to communicate with the York County Office of Elections and Voter Registration. This is a service that the County pays for and is available to any voter throughout the County. The Pennsylvania Department of State also provides its own election question hotline that can be used by Spanish-speaking voters on election day.

For the 2022 general election, a Spanish language sign—11 x 17 inches—will be posted in all 161 York County precincts advising voters to call the County’s Spanish language assistance line if they need assistance with voting, finding their voting location, registering to vote, voting rights, how to lodge complaints related to the voting process, and more. That sign also provides website addresses from the Pennsylvania Department of State related to various voting issues. All of those websites are available in Spanish.<sup>15</sup> Plus, the Voting Rights Act specifically allows voters to use someone to assist them with voting if they cannot read English, provided that the person providing the assistance is not voter’s employer, a leader of the voter’s union, or an agent of the voter’s employer or union. *See* 52 U.S.C. § 10508.

Additionally, as indicated in Exhibit G to CASA’s motion, the County of York’s Poll Worker Manual, the Board of Elections makes available a number of

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<sup>15</sup> (*See* Sheaffer Aff., Ex. 1, at ¶¶ 31-36; *see also* Spanish Language Versions of Language Assistance Poster, attached as Exhibit 4).

Spanish language documents for poll workers and Judges of Elections to use during the course of elections.<sup>16</sup> These include the following documents:

- Affirmation of Elector Form<sup>17</sup>
- Declaration of Need for Voter Assistance<sup>18</sup>
- Challenge Elector's Affidavit<sup>19</sup>
- Remit Mail-In/Absentee Vote Form Flow Chart<sup>20</sup>
- Declaration to Remit Mail In or Absentee Ballot<sup>21</sup>
- Voter Registration Forms<sup>22</sup>

The Board of Elections also provides training for poll workers and Judges of Elections regarding how to interact with voters who have trouble with the English language.<sup>23</sup> Counsel for CASA is sure to point out that the PowerPoint presentations regarding that training do not explicitly reference the Spanish language assistance line. That would be accurate. That said, York County Solicitor

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<sup>16</sup> (*See* Sheaffer Aff., Ex. 1, at ¶¶ 37-42; *see also* Poll Worker Manual Doc. 5-8 at pgs. 28-31 of 83).

<sup>17</sup> (Attached as Exhibit 5).

<sup>18</sup> (Attached as Exhibit 6).

<sup>19</sup> (Attached as Exhibit 7).

<sup>20</sup> (Attached as Exhibit 8).

<sup>21</sup> (Attached as Exhibit 9).

<sup>22</sup> (Attached as Exhibit 10).

<sup>23</sup> (*See* County of York Poll Worker Manual (Doc. 5-8) at pages 8-12 of 83; *see also* Poll Worker Training PowerPoint, attached as Exhibit 12, at pgs. 6 (“Interacting with People with Disabilities or Language Barriers”) and 38 (“Voters Requiring Assistance”); Judge of Elections Training PowerPoint, attached as Exhibit 13, at pgs. 7, 39 (“Voters have the right to bring someone with them or they may request assistance from a poll worker . . . Language interpretation”), 40 and 44 (“Challenges must be made on a good faith basis! No one can be challenged or denied the right to vote based on their race, ethnicity, national origin, or membership in a language minority.”)).

Mich lle Pokrifka and Assistant County Solicitor Deirdre Sullivan have agreed to provide explicit training regarding the language assistance line during training for Judges of Elections that is set to take place on October 30 and November 2, 2022.

CASA very well may be in possession of training materials that it believes would better assist in ensuring that all registered voters in York County are able to vote regardless of their English-language proficiency. The undersigned has requested that from CASA, but to-date no such materials have been provided. It is not, however, too late for CASA to provide materials that the Board of Elections could incorporate into its training of Judges of Elections next week.

B. Defendants have undertaken additional steps, not even requested by CASA, to facilitate voting access for individuals with limited English proficiency.

Although not mentioned as part of its requested relief, CASA’s complaint and its brief in support of its motion for a preliminary injunction mention the lack of Spanish language signs at polling stations in York County. But as stated before, Defendants will instruct its Judges of Elections to post Spanish-language signs at all precincts regarding the Spanish language assistance line. Those signs indicate where to call if a voter needs assistance with voting in Spanish.<sup>24</sup> Additionally, large “Vota Aqu ” (“Vote Here”) signs<sup>25</sup> will be posted at the 18 precincts within York City. Judges of Elections at those precincts are instructed to post a large

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<sup>24</sup> (See Ex. 4).

<sup>25</sup> (See, e.g., Photo, attached as Exhibit 14).

plastic version of the sign outside each of those precincts and a paper sign on the door to each of those precincts.<sup>26</sup>

CASA also alleges that “Defendants do not provide bilingual poll workers, nor is there a bilingual staff person available to answer phones at the York County [Board of Elections.]”<sup>27</sup> That is inaccurate.

Defendants have actually engaged 20 poll workers bilingual in both English and Spanish who will be deployed at voting precincts across York County.

Additionally, Defendants have engaged York County employees with Spanish language capabilities to staff the phones at the Board of Elections on Election Day.

Those workers will be on duty from 8 a.m. to 3 p.m. on Election Day. Defendants have reached out to two temporary agencies in an effort to find bilingual workers

to take calls during the 3 p.m. to 9 p.m. shift. So far, Defendants’ efforts have proven unsuccessful, although a local bilingual translation company has been

contacted to fill any election day-gaps.<sup>28</sup> Defendants also have posted on its

website an available position for a “bilingual clerk” to assist with the election

process.<sup>29</sup> To date, Defendants have been unable to fill that position. Defendants

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<sup>26</sup> (See Sheaffer Aff., Ex. 1, at ¶¶ 46-47).

<sup>27</sup> (Doc. 6 at pg. 20 of 26).

<sup>28</sup> (See Sheaffer Aff., Ex. 1, at ¶¶ 48-54).

<sup>29</sup> See

<https://selfservice.yorkcountypa.gov/mss/EmploymentOpportunities/JobDetail.aspx?req=12814322&sreq=1&form=1000&desc=BILINGUAL%20CLERK> (last visited Oct. 25, 2022).



even asked CASA for assistance with filling that position. CASA, however, has not referred a specific candidate to the Board for these positions. Voters may also use the language access line to communicate with the Board of Elections, should that prove necessary.<sup>30</sup>

As this discussion makes clear, it is unnecessary for the Court to exercise its injunctive relief in this case. Defendants have undertaken virtually everything that CASA requests that the Court order Defendants to do. Defendants have even taken steps beyond what CASA asks the Court to order, all in an effort to try and ensure that no registered voter in York County—regardless of whether they are covered under Section 4(e)(2)—is deprived of the ability to cast an effective vote in the upcoming election due to such individual's inability to communicate in English proficiently.

Accordingly, CASA's motion for a preliminary injunction should be denied.

### **III. LEGAL STANDARD: RULE 65 MOTION FOR PRELIMINARY INJUNCTION**

CASA's brief accurately describes the general standard under Federal Rule of Civil Procedure 65 for the issuance of a preliminary injunction. CASA also correctly acknowledges that it, as the moving party, bears the burden of proving the necessity of the Court entering an injunction.

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<sup>30</sup> (See Sheaffer Aff., Ex. 1, at ¶¶ 55-57).

CASA, however, left out a few issues of particular importance for the Court to consider when evaluating whether to issue a preliminary injunction in this matter.

First, CASA failed to mention that its motion seeks a “mandatory injunction” that would require Defendants to take certain actions, as opposed to a “prohibitory injunction” that seeks to maintain the status quo. The difference is important. When seeking a mandatory injunction—as CASA does—the movant bears “a particularly heavy” burden. *Acierno v. New Castel County*, 40 F.3d 645, 653 (3d Cir. 1994). Specifically, CASA “must show a *substantial* likelihood of success on the merits and that their ‘right to relief [is] *indisputably* clear.’ ” *Hope v. Warden York County Prison*, 972 F.3d 310, 320 (3d Cir. 2020) (emphasis added) (quoting *Trinity Indus., Inc. v. Chicago Bridge & Iron Co.*, 735 F.3d 131, 139 (3d Cir. 2013); accord *Communist Party of Ind. V. Whitcomb*, 409 U.S. 1235, 1235 (1972).

Second, CASA fails to acknowledge that even if they are successful in demonstrating a substantial likelihood that they will prevail on the merits, any injunctive relief ordered by the Court must be narrowly tailored to achieve the necessary result. See *Swann v. Charlotte-Mecklenberg Bd. of Educ.*, 402 U.S. 1, 16 (1971) (holding that “the nature of the violation determines the scope of the remedy”).

Third, CASA fails to mention that even if the Court determines that a preliminary injunction must issue, the Court must also order CASA to provide “security in an amount that the court considers proper to pay the costs and damages sustained by any party found to have been wrongfully enjoined or restrained.” Fed. R. Civ. P. 65(c). Failure to require such a bond constitutes reversible error. *See Hope*, 972 F.3d at 322 (holding that failure “to order bond” constituted “legal error” requiring reversal).

As explained below, CASA’s evidence is insufficient to satisfy the “particularly heavy” burden of demonstrating that they are substantially likely to succeed on the merits of their claim. Likewise, an injunction is unnecessary because Defendants have provided, or will provide, virtually all of the relief that CASA seeks to have the Court order. Accordingly, CASA’s motion should be denied.

#### **IV. ARGUMENT**

##### **A. CASA will not succeed on the merits.**

CASA asserts a single claim for violation of Section 4(e)(2) of the Voting Rights Act. That law prohibits elections officials from denying the right to vote of any U.S. citizen who received education “in which the predominant language was other than English . . . because of [that voter’s] inability to read, write, understand,

or interpret any matter in the English language,” provided that the education in question occurred in “any State or territory, the District of Columbia, or the Commonwealth of Puerto Rico.” 52 U.S.C. § 10303(e)(2).

For purposes of this motion, Defendants concede that the predominant language of almost all schools in Puerto Rico is Spanish, not English. Thus a person might be entitled to Section 4(e)(2)’s protections if that person received some education in Puerto Rico. But to establish a violation of Section 4(e)(2), the plaintiff must also demonstrate that such a citizen (1) is unable to communicate proficiently in English, (2) the person is registered and otherwise eligible to vote, and (3) that such person has been denied the right to vote in any federal, state, or local election. *See id.*

CASA’s proof fails to establish this.<sup>31</sup> CASA has provided an affidavit of Lydia Walther-Rodriguez, which purports to describe the experiences of six, unidentified CASA members. But nothing in Ms. Walther-Rodriguez’s affidavit suggests that she witnessed the events described. As a result, her description of what the unidentified CASA members told her about their alleged experiences is classic hearsay. Courts sometimes accept hearsay testimony when deciding a motion for preliminary injunction. That said, even when courts accept hearsay

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<sup>31</sup> For this same reason, CASA lacks standing to prosecute this claim. Organizational standing requires that CASA prove that at least one of its members’ Section 4(e)(2) rights have been violated or will be violated by Defendants.

testimony, they assign such “statements less credence,” particularly when the “affiant’s lack of competency to testify at trial reflects doubt about credibility. . . .” Wright & Miller, *Federal Practice and Procedure* (3d ed.) at § 2949.

That would be the case here. It is hard to credit Ms. Walther-Rodriguez’s hearsay testimony about the purported experiences of unidentified voters. After all, she has provided no explanation regarding why she is testifying regarding these voters’ alleged experiences, instead of those voters providing their statements regarding their own experiences. Ms. Walther-Rodriguez’s testimony is even more suspect because she fails to explain why she refuses to even identify these individuals so that the County could confirm that they are in fact eligible voters. Such evidence is insufficient to carry CASA’s heavy burden of establishing the likelihood of success on the merits.

Moreover, CASA also seeks County-wide relief. As a result, it is not enough for CASA to demonstrate that Defendants have failed to comply with their Section 4(e)(2) obligations with respect to a single voter or a small number of voters. Instead, to justify County-wide relief, CASA must demonstrate a County-wide need. If a less intrusive course of action would cure the alleged violation, then the Court must adopt that less intrusive approach. *See Swann v. Charlotte-Mecklenberg Bd. of Educ.*, 402 U.S. 1, 16 (1971) (holding that “the nature of the violation determines the scope of the remedy”); *see also Missouri v. Jenkins*, 495

U.S. 33, 51 (1990) (reversing district court's injunction requiring that a locality raise taxes to fund desegregation remedy when less intrusive means existed for curing the violation).

Thus, CASA must demonstrate that individuals subject to Section 4(e)(2) live and are registered to vote throughout the County and that they have been prohibited from voting throughout York County.

In an attempt to meet that requirement, CASA relies upon an affidavit of their lead counsel, Julia Chapman, Esquire,<sup>32</sup> in which she claims that Hunter College provided her with data from its Center for Puerto Rican Studies which, according to Ms. Chapman, was derived from the U.S. Census Bureau's American Community Survey 2020 One-Year Estimate. CASA, relying on Attorney Chapman's affidavit, claims Hunter College's interpretation of that data indicates that approximately 750 individuals of Puerto Rican descent live in York County and cannot communicate proficiently in English.

But Hunter College's interpretation of that data constitutes expert opinion testimony. Such an opinion would only be admissible at trial if the Court were satisfied that (1) the expert is qualified to render the opinions in question; and (2) such opinions are relevant to the ultimate questions in the suit. *See* Fed. R. Evid.

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<sup>32</sup> *But see* Pa. R. Prof. Resp. 3.7 ("A lawyer shall not act as advocate at trial in which the lawyer is likely to be a necessary witness. . . .").

702 (requiring that an expert must be “qualified . . . by knowledge, skill, experience, training, or education” in order to testify); *see also Daubert v. Merrell Dow Pharms.*, 509 U.S. 579, 591-92 (1993) (requiring that the expert’s opinions have a “valid . . . connection to the pertinent inquiry”).

CASA, however, has provided no evidence regarding the qualifications of the study’s author.

More importantly, the alleged importance of this data does not address the relevant issue. Specifically, the question in determining whether Section 4(e)(2) applies to an individual is not whether that person is of Puerto Rican descent, which is what CASA claims the data from Hunter College demonstrates. After all, a person may be of Puerto Rican descent, but never have been to Puerto Rico, much less have received some schooling there, as required for Section 4(e)(2) to apply. Likewise, this data says nothing about whether 750 individuals are eligible and registered to vote in York County elections. As a result, that 750 individuals residing in York County are of Puerto Rican descent and lack English language proficiency, does not establish that such individuals are subject to Section 4(e)(2)’s protections.

Finally, the information from Hunter College does not speak to *where* within York County those 750 individuals reside. That is an important point. After all, it is undisputed that for years Defendants have provided enhanced Spanish-language

assistance, including Spanish-language ballots, at 18 precincts within York City. So really, the crux of the dispute in this case centers around the remaining 143 precincts. But the data from Hunter College is insufficient to establish that more than a *de minimis* number of the estimated 750 individuals are registered to vote in those 143 precincts.

In short, this Court should deny CASA's motion because CASA has failed to carry its heavy burden of demonstrating that it is substantially likely to succeed in demonstrating that Defendants have violated Section 4(e)(2).

## V. CONCLUSION

As explained above, CASA's motion for a preliminary injunction is entirely unnecessary. The upcoming 2022 general election will be conducted in accordance with virtually all the forms of relief that CASA seeks through its motion. Furthermore, the evidence presented by CASA is insufficient to establish, as required, that there is a substantial likelihood that CASA will succeed on the merits of its claim under Section 4(e)(2) or that its right to relief is indisputably clear. Accordingly, Defendants request that the Court enter an order denying CASA's motion for a preliminary injunction.

Respectfully Submitted,

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**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that this 26th day of October, 2022, a true and correct copy of the foregoing, Defendant's Brief in Opposition to CASA's Motion for Preliminary Injunction, has been filed with the Court's CM/ECF system and is available for downloading:

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## **Exhibit 1**

IN THE UNITED STATES DISTRICT COURT  
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

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CASA,	:	
	:	
Plaintiff	:	CIVIL ACTION NO 1:22-CV-
	:	1648
v.	:	
	:	Honorable Jennifer P. Wilson
JULIE WHEELER, DOUG HOKE, and	:	
RON SMITH, in their official capacities as	:	
members of the York County Board of	:	
Elections,	:	
	:	
Defendants	:	

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**AFFIDAVIT OF BRYAN SHEAFFER**

1. I, Bryan Sheaffer, declare, subject to penalty for perjury pursuant to the laws of the Commonwealth of Pennsylvania and the United States of America, that the foregoing is true and correct:

2. I am employed as the Deputy Director of the York County Elections and Voter Registration Office. The York County Board of Elections (“the Board”) is the governing body that oversees the Elections and Voter Registration Office (“the Office”).

3. As a result, I am familiar with and have direct knowledge of York County’s efforts related to the implementation of the 2022 general election, including the Office’s efforts related to ensuring ballot access for individuals who lack English-language proficiency.

4. The Office is aware that a number of individuals with limited English-language proficiency reside within the territorial limits of the City of York and Voting District 3 in Springettsbury Township, Pennsylvania.

5. I believe the primary language of a majority of such individuals is Spanish.

6. As a result, the Office has for a number of election cycles, provided Spanish-language voting ballots and sample ballots in Spanish at those 18 voting precincts.

7. For the upcoming 2022 general election, the Office has arranged for sample Spanish-language ballots to be available for all 161 voting precincts within York County, Pennsylvania.

8. Those Spanish-language sample ballots are currently available on the Board's website.

9. Additionally, sample ballots in Spanish will be provided to the Judge of Elections for all 161 voting precincts, with instructions to make one such sample ballot available at each precinct's registration table.

10. An additional five to six Spanish-language sample ballots will be made available to each Judge of Elections. Those extra Spanish-language sample ballots can be used by individuals who communicate primarily in Spanish as guides when casting their ballots during the upcoming elections.

11. The Board of Election's website features a translation button that automatically translates the website's content into dozens of foreign languages, including Spanish.

12. Exhibit 2 to Defendants' Brief in Opposition to CASA's Motion for Preliminary Injunction ("Defendant's Brief") is a print-out of the website's Spanish-language translation.

13. The Office recently learned that links to three documents on that website take visitors to documents that are available only in English.

14. It is my understanding that the Board's attorney—David Freedman, Esquire—has ordered Spanish-language translations of those three documents.

15. The Board intends to post the Spanish-language translations of those documents to the Board's website once the translations are available.

16. Additionally, the Board's website has featured two Spanish-language videos on its website for weeks now. Those videos discuss the vote-by-mail process in Pennsylvania and instructions on how to properly submit a vote-by-mail ballot. These videos are also available in English.

17. Previously, the Office operated a Twitter account.

18. The Office, however, stopped making posts to that account in January of this year.

19. The Office's Twitter account has since been de-activated.

20. The Office has no plans to post voting information on Twitter regarding the 2022 general election. If voting information is posted on any other social media platform related to the upcoming 2022 general election, then any such posting will be in both English and Spanish.

21. Other than the Pennsylvania Department of State's required mail-in ballot information, the Office is aware of only one other category of direct mail that it has sent to voters related to the upcoming 2022 general election.

22. Specifically, the Board authorized the move of six voting precincts' locations for the upcoming election. As a result, the Office was required to mail new voter registration cards to voters affected by these changes in polling locations. The only thing provided in that mailing was an updated voter registration card for the affected voters, which listed their new polling location.

23. According to my understanding, the form and content of such voter registration cards are required by the Pennsylvania Department of State.

24. One of the six polling locations that will be moved is located in York City. That is York City 9<sup>th</sup> Ward, 1<sup>st</sup> Precinct.

25. As indicated before, the Office believes that a number of individuals within York City speak Spanish but have limited English-language proficiency.



26. The Office, therefore, has decided to send out a mailing to all 1,741 voters affected by the change in polling location for York City 9<sup>th</sup> Ward, 1<sup>st</sup> Precinct.

27. I am not aware of any legal requirement that such an additional written notice of a change in polling location be provided. So the Office is undertaking this extra notice of its own volition.

28. The notice to the voters in York City 9<sup>th</sup> Ward, 1<sup>st</sup> Precinct will be provided in both English and Spanish.

29. A sample copy of the notice is attached as Exhibit 3 to Defendants' Brief.

30. York County poll workers and the elected Judges of Elections use a number of methods to ensure that all registered voters who lack English-language proficiency are able to vote.

31. Voters may utilize a telephone number provided to all poll locations to access language assistance and communicate with the Office.

32. This is a service that York County has arranged and pays for. It is available for any voter throughout the County.

33. The Pennsylvania Department of State provides its own Election Question line for use on election day that can be used by Spanish-language voters.

34. The Office will instruct Judges of Elections in all 161 voting precincts to post a sign in Spanish regarding the County's language access line. This poster is 11 x 17 inches in size.

35. Exhibit 4 to Defendants' Brief is a sample of that sign will be used in the 2020 general election, although I anticipate that the telephone number will be modified on the sign that will be used during the 2022 general election.

36. The websites referenced on Exhibit 4 are all available in Spanish.

37. Exhibit 5 to Defendants' Brief is a sample Spanish-language Affirmation of Elector Form that the Office makes available to Judges of Elections in all 161 voting precincts located in York County.

38. Exhibit 6 to Defendants' Brief is a sample Spanish-language Declaration of Need for Voter Assistance that the Office makes available to Judges of Elections in all 161 voting precincts located in York County.

39. Exhibit 7 to Defendants' Brief is a sample Spanish-language Challenge Elector's Affidavit that the Office will make available to Judges of Elections in all 161 voting precincts located in York County.

40. Exhibit 8 to Defendants' Brief is a sample Spanish-language Remit Mail-In/Absentee Vote Form Flow Chart that the Office makes available to Judges of Elections in all 161 voting precincts located in York County.

41. Exhibit 9 to Defendants' Brief is a sample Spanish-language Declaration to Remit Mail In or Absentee Ballot that the Office makes available to Judges of Elections in all 161 voting precincts located in York County.

42. Exhibit 10 to Defendants' Brief is a sample Spanish-language Voter Registration Form that the Office makes available to Judges of Elections in all 161 voting precincts located in York County.

43. Exhibit 12 to Defendant's Brief is a copy of a PowerPoint presentation that is used during general poll worker training that the Board conducted for the upcoming election.

44. The Board will conduct training for Judges of Elections on Saturday, October 29 and Wednesday, November 3, 2022.

45. Exhibit 13 to Defendant's Brief is a copy of a PowerPoint presentation that will be used during the upcoming training of the Judges of Elections.

46. Exhibit 14 to Defendant's Brief is a photo sample of the "Vota Aquí" (or "Vote Here") sign that will be posted at the 18 voting precincts located within York City.

47. The Office instructs Judges of Elections at those precincts to post the large plastic version of the sign outside each of those 18 precincts and to post a paper version of the same sign on the door to each of those 18 precincts.

48. As of today, the Office has engaged 20 poll workers bilingual in both English and Spanish, who will be deployed at various voting precincts throughout York County.

49. Additionally, the Office has engaged York County employees with Spanish-language capabilities to staff the phones at the Board of Elections on Election Day.

50. Those workers will be on duty from 8 a.m. to 3 p.m.

51. So far, the Office has been unable to find bilingual workers willing to be on duty at the Board of Elections for the 3 p.m. to 9 p.m. shift, although a local bilingual translation company has been contacted to fill any gaps on election day.

52. The Office, however, has undertaken efforts to find such employees.

53. Specifically, the Office has contacted two temporary employment agencies seeking their assistance in locating bilingual workers.

54. Additionally, the Office has advertised on the Board's website an available position for a "bilingual clerk" to assist with the election process.

55. To date, the Office has been unable to fill that position.

56. During a meeting with CASA earlier this month, representatives from the Office asked CASA representatives for assistance in locating bilingual poll workers.

57. So far, CASA has not referred any candidates to the Office for these positions.

FURTHER AFFIANT SAITH NOT.

10/26/22  
Executed On (Date)

B Sheaffer  
Bryan Sheaffer

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## **Exhibit 2**

## ***Elecciones y registro de votantes***



### **Bienvenido a Elecciones y Registro de Votantes del Condado de York**

próximas elecciones:

**Elección General Federal - martes, 8 de noviembre de  
2022**

También conocido como una Elección de Medio Término

Spanish ▼

[Aviso de elección para votantes militares y en el extranjero \(PDF\).](#)

[Aviso de Cambios de Lugar de Votación \(PDF\)](#)

**Contáctenos**

Elecciones y  
registro de  
votantes

[Envíe un correo  
electrónico a la oficina](#)

**Dirección física**

[Ver el mapa](#)

28 E Market Street

Para obtener información sobre cómo registrarse para votar, obtener una boleta por correo o en ausencia, o cómo comenzar a participar en las elecciones, visite nuestra página [de Servicios para votantes](#).

Para obtener información sobre los tipos de elecciones, las próximas fechas de las elecciones, los trabajadores electorales y los candidatos o postularse para un cargo, visite nuestra página [de Información electoral](#).

Para obtener información sobre quién está en mi boleta, dónde voto, cómo votar y demostraciones de máquinas de votación, visite nuestra página [Planifique su voto](#).

## **¡Estamos contratando!**

[Empleado bilingüe](#)

[Coordinador de Implementación de Procesos](#)

## **Junta Electoral del Condado de York**

Presidente Comisionado Wheeler  
Vicepresidente Comisionado Hoke  
Comisionado Smith

## **Misión de la Junta Electoral del Condado de York**

La misión de la Oficina de Elecciones y Registro de Votantes del Condado de York es garantizar que cada ciudadano del Condado de York que sea elegible para registrarse y votar pueda hacerlo; que las elecciones del condado de York se lleven a cabo con la mayor integridad, transparencia y responsabilidad; y que el departamento es conocido por su excelencia en servicio al cliente y administración de elecciones.

## **Responsabilidades de la Junta Electoral del Condado de York**

- Registro de votantes y gestión de elecciones para el condado de York
- Tramitación de nuevas altas, mudanzas, cambio de partido político, etc.

Spanish ▼

- Proporcionar listas de calles (lista alfabética por calle de todas las personas registradas para votar dentro del condado de York)

B003

York, PA 17401-1579

## **[Direcciones](#)**

Teléfono: 717-771-9604

Fax: 717-771-4387

## **Horas de oficina:**

Lunes - Viernes

8:00 AM - 4:30 PM

## **enlaces rápidos**

- [Sus derechos de voto y la ley](#)
- [Departamento de Estado de Pensilvania](#)
- [Servicios para votantes de Pensilvania](#)

**[Ver todo](#)**



- preparando boleta
- Retener/pagar a los miembros de la junta electoral local
- Programación y distribución de máquinas de votación a 161 recintos electorales en todo el condado de York
- Distributing and receiving campaign expense statements/reports
- Certifying election results
- Receiving and retaining Statements of Financial Interest for candidates, nominees, public officials, public employees, or solicitors

### Information Regarding Mass-Mailings of Registrations and Mail-in Ballot Applications:

The York County Elections & Voter Registration office is not affiliated with any outside third party organizations. If you have received a registration form or mail-in ballot application from a third party and you no longer wish to receive them, please contact the organization who sent it. Outside organizations may be using old or incomplete voter lists to send their mailings. **The documents being sent from these third-party groups are APPLICATIONS, not ballots. Official ballots are sent from the York County Elections and Voter Registration Office only at the request of the voter.** The Elections & Voter Registration Office is aware of the following organizations sending mass mailings:

- Voter Participation Center (VPC)
  - Póngase en contacto con (877) 255-6750 o [unsubscribe@voterparticipation.org](mailto:unsubscribe@voterparticipation.org) para ser eliminado de su lista.
- Centro de Información al Votante (CVI)
  - Póngase en contacto con (866) 377-7396 o [unsubscribe@centerforvoterinformation.org](mailto:unsubscribe@centerforvoterinformation.org) para ser eliminado de su lista.

Consulte el siguiente [comunicado de prensa \(pdf\)](#) para obtener más información.

[cesibilidad](#)[Avisos de derechos de autor](#)[Política de privacidad](#)

 Sitios web  
gubernamentales de  
[CivicPlus®](#)

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## **Exhibit 3**

## THE COUNTY OF YORK

BOARD OF ELECTIONS  
JULIE WHEELER, PRESIDENT  
DOUG HOKE, VICE PRESIDENT  
RON SMITH, COMMISSIONER



DIRECTOR  
JULIE V. HAERTSCH

DEPUTY DIRECTOR  
ANNE S. MENDOZA

DEPUTY DIRECTOR  
BRYAN M. SHEAFFER

### ELECTIONS AND VOTER REGISTRATION OFFICE

YORK COUNTY ADMINISTRATIVE CENTER  
28 East Market Street, York, PA 17401

Dear Voter,

York County recently changed your polling place from the Princess Street Center to Shiloh Baptist Church located at 740 West Locust Street York, PA 17401.

You should have received your new polling card.

There will be signs directing all York City 9<sup>th</sup> Ward 1<sup>st</sup> Precinct voters to the poll location.

The Office of Elections and Voter Registration appreciates your understanding for this change. If there are any questions, please call our office at (717) 771-9604.

Thank you,

Office of Election and Voter Registration

Estimado votante,

El condado de York recientemente cambió su lugar de votación del Princess Street Center a la Iglesia Bautista Shiloh ubicada en 740 West Locust Street York, PA 17401.

Debería haber recibido su nueva tarjeta de votación.

Habrán letreros que dirigirán a todos los votantes del Distrito electoral 9-1 de la Ciudad de York al lugar de votación.

La Oficina de Elecciones y Registro de Votantes agradece su comprensión por este cambio. Si tiene alguna pregunta, llame a nuestra oficina al (717) 771-9604.

Gracias

Oficina de Elecciones y Registro de Votantes

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## **Exhibit 4**

# ¿PREGUNTAS SOBRE LA ELECCIÓN?

**Llamar: (717) 771-9604**  
**Para un funcionario de la Condado de York.**  
**Intérpreters son disponible.**

**Llamar: 1-877-868-3772**  
**Para un funcionario de la PA Departamento de Estado.**  
**Intérpreters son disponible.**

Los residentes de Pensilvania que necesiten formación o encuentro con problemas en su votacion  
lugar debe llamar a nuestro oficial línea directa el día la elecciones llamada gratuita en :  
**1 - 877- 868 - 3772.**

Hacemos puede responder preguntas sobre:

**Interrogación**  
**Lugares Ubicaciones**

**Votar**  
**registro estado**

**Votar**  
**derechos**

**Presentación de**  
**quejas**

**Y más**

**Find Tú**  
**Interrogación**  
**Lugar**

<https://www.pavoterservices.pa.gov/Pages/Polling-PlaceInfo.aspx>

**Contacto Su**  
**Condado**

<https://www.vote.pa.gov/Resources/Pages/Contact-Your-Election-Officials.aspx>

**Informe Elección**  
**Quejas**

<https://www.vote.pa.gov/Your-Rights/Pages/Report-election-complaints.aspx>

**Conozca sus**  
**Derechos**

<https://www.vote.pa.gov/Your-Rights/Pages/default.aspx>

**Revisa tus**  
**Estado**

<https://www.vote.pa.gov/Register-to-Vote/Pages/Check-Your-Voter-Registration-Status-Spanish.aspx>

**Primera vez**  
**Votantes**

<https://www.vote.pa.gov/Register-to-Vote/Pages/Voter-ID-for-First-Time-Voters-Spanish.aspx>

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## **Exhibit 5**

**Afirmación de Elector (Affirmation of Elector)**

Complete la Parte A o B de este formulario, cualquiera corresponda a su situación. Todos deben completar la Parte C en su totalidad.

A. Cambio de dirección: Si ha cambiado su dirección, marque una de las siguientes áreas **y detalle su dirección actual a continuación:**

\_\_\_\_ Todavía vivo en el condado de York y en un área cubierta por este mismo lugar de votación y deseo votar aquí.

\_\_\_\_ Todavía vivo en el condado de York pero en un área cubierta por un lugar de votación diferente y deseo votar en este lugar de votación por última vez.

\_\_\_\_ Ahora vivo en un condado diferente y deseo votar aquí por última vez. Por favor cancele mi registro en el condado de York. (Para registrarse para votar en su nueva dirección, comuníquese con la oficina de registro de votantes en el condado en el que vive ahora.)

**Mi dirección actual es:** \_\_\_\_\_

B. Si no ha cambiado su dirección, verifique lo siguiente:

\_\_\_\_ No he cambiado mi dirección y deseo permanecer registrado para votar en este lugar de votación.

C. Afirmación:

Yo juro o afirmo que la información que aparece arriba es verdadera según mi conocimiento, bajo pena de perjurio.

\_\_\_\_\_  
Firma del votante

\_\_\_\_\_  
Fecha de la firma

\_\_\_\_\_  
Fecha de nacimiento

\_\_\_\_\_  
Nombre impreso del votante

\_\_\_\_\_  
Número de teléfono

\_\_\_\_\_  
Nombre de soltera o anterior

En la fecha mencionada, el votante anterior se presentó ante mí y juró o afirmó que la información contenida en este documento es verdadera.

\_\_\_\_\_  
Firma del Juez de Elección (Signature of Judge of Election (This must be signed.))

\_\_\_\_\_  
Distrito Electoral (Election District)

E-10 (08/2022) Place completed form in the Notes Envelope.

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## **Exhibit 6**

**DECLARACIÓN**  
**de la Necesidad de Asistencia para Votar**

Yo _____ (Nombre impreso del elector que requiere asistencia)	_____ (Identificación de votante)
_____ (Dirección del elector)	_____ (Fecha de nacimiento)
Por razón de _____ So Incapaz de votar sin la (Motivo de la necesidad de asistencia)	
Asistencia de _____ (Nombre de la persona que presta asistencia)	
_____ (Firma o marca del elector que requiere asistencia)	_____ (Fecha)
Testificado por _____ (Nombre del Testigo)	
_____ (Firma del Juez de Elección)	_____ (Distrito)

Place in Envelope G with the Record of Assisted Voters

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## **Exhibit 7**

## RECUSACIONES

### DECLARACIÓN JURADA DEL VOTANTE

Coloque los formularios completos en la bolsa de devolución de tela.

**NOTA:** Todas las recusaciones se deben realizar de buena fe. No se puede impugnar ni denegar el derecho a votar a nadie por motivos de raza, etnia, nacionalidad o pertenencia a una minoría lingüística.

La siguiente declaración jurada debe ser formalizada por un votante del distrito recusado con respecto a su identidad o residencia legal en el distrito o por un votante recusado por cohecho u otra violación de las leyes electorales.

**MANCOMUNIDAD DE PENNSILVANIA  
CONDADO DE YORK**

} SS:

Yo, \_\_\_\_\_, habiendo prestado debido juramento, declaro lo siguiente:

(Nombre del votante recusado)

Que soy residente de la Mancomunidad de Pensilvania; que actualmente resido en \_\_\_\_\_

(Dirección del votante recusado) o hasta el día \_\_\_\_\_

(Si fue destituido, ingrese la fecha de la destitución, la cual debe ser dentro de los 30 días inmediatamente anteriores a esta elección primaria o general)

residía en \_\_\_\_\_;

(Residencia anterior, si corresponde)

que estoy calificado para votar en el barrio \_\_\_\_\_, distrito \_\_\_\_\_, de \_\_\_\_\_; que tuve una residencia continua en la dirección que se detalla en mi

(Ciudad, distrito o municipio)

tarjeta de registro de votante o que me retiré del distrito dentro de los treinta días inmediatamente anteriores a estas elecciones primarias o generales; que soy la persona cuya identidad se indica en dicha tarjeta de registro y que, además, no cometí cohecho en estas elecciones primarias o generales, ni violé ninguna ley electoral de esta Mancomunidad.

Firmado y jurado el día \_\_\_\_\_ de \_\_\_\_\_ de 20\_\_\_\_\_

(Día)

(Mes)

(Año)

Ante \_\_\_\_\_

(Nombre del juez de las elecciones)

\_\_\_\_\_

(Firma del votante recusado)

**EN EL DORSO PUEDE LEER LA DECLARACIÓN JURADA JUSTIFICATIVA**

## DECLARACIÓN JURADA JUSTIFICATIVA

La siguiente declaración jurada justificativa debe ser formalizada por otro votante calificado del distrito en caso de recusación de un votante por motivos de identidad o residencia legal en el distrito.

MANCOMUNIDAD DE PENSILVANIA }  
CONDADO DE YORK } SS:

Yo, \_\_\_\_\_, habiendo prestado debido juramento, declaro lo siguiente:

(Nombre del votante que completa esta declaración jurada justificativa)

Que resido en \_\_\_\_\_;

(Dirección del votante que completa esta declaración jurada justificativa)

que soy votante calificado del barrio \_\_\_\_\_, distrito \_\_\_\_\_, de  
\_\_\_\_\_;

(Ciudad, distrito o municipio)

\_\_\_\_\_, cuyo derecho a votar fue recusado, y sé que dicho

(Nombre del votante recusado)

votante es residente de la Mancomunidad de Pensilvania, y que dicho votante residió de forma continua o residió dentro de los treinta días inmediatamente anteriores a estas elecciones primarias o generales en la dirección que se indica en la tarjeta de registro.

Firmado y jurado el día \_\_\_\_\_ de \_\_\_\_\_ de 20 \_\_\_\_\_

(Día)

(Mes)

(Año)

Ante \_\_\_\_\_

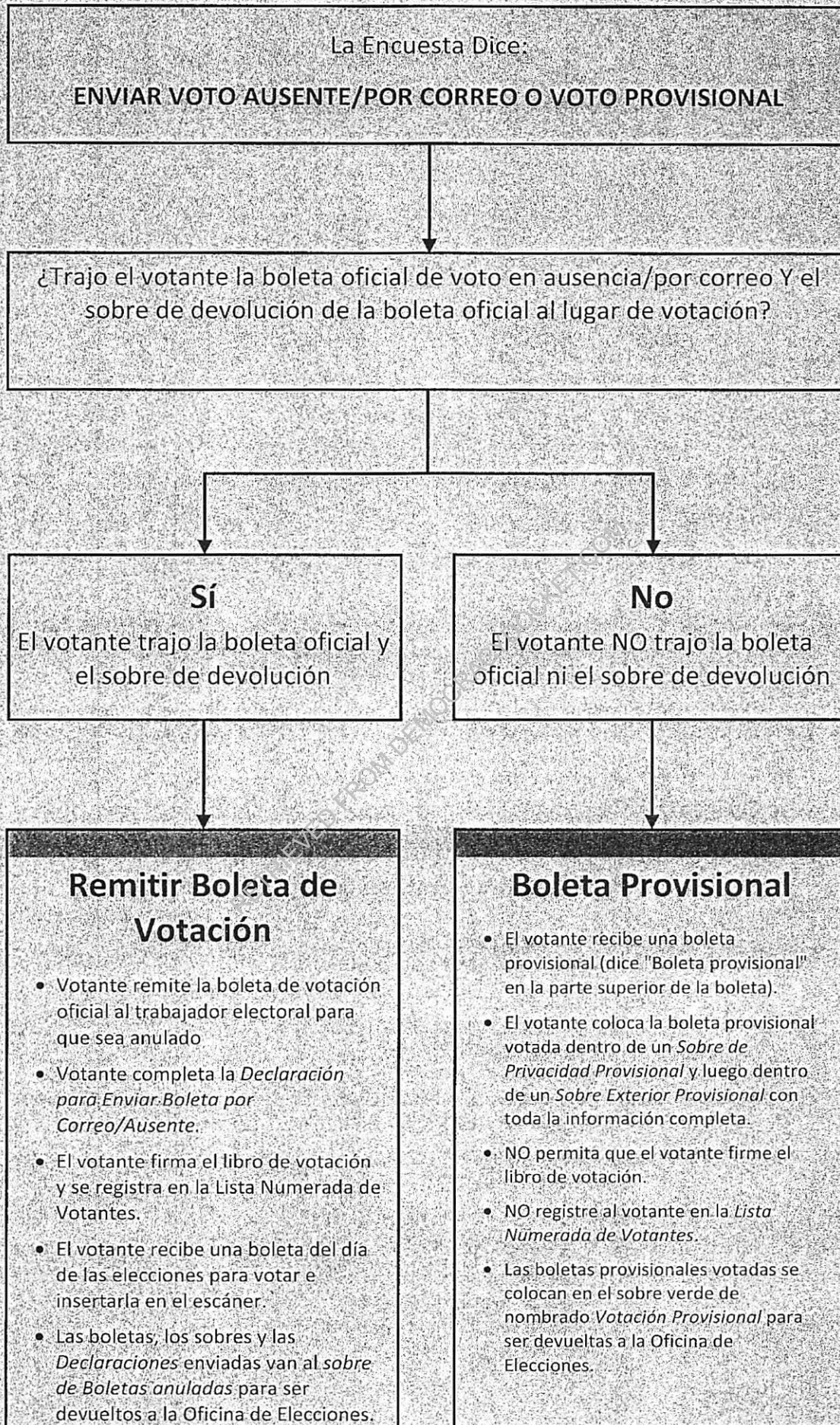
(Nombre del juez de las elecciones)

\_\_\_\_\_  
(Firma del votante que completa esta declaración jurada justificativa)

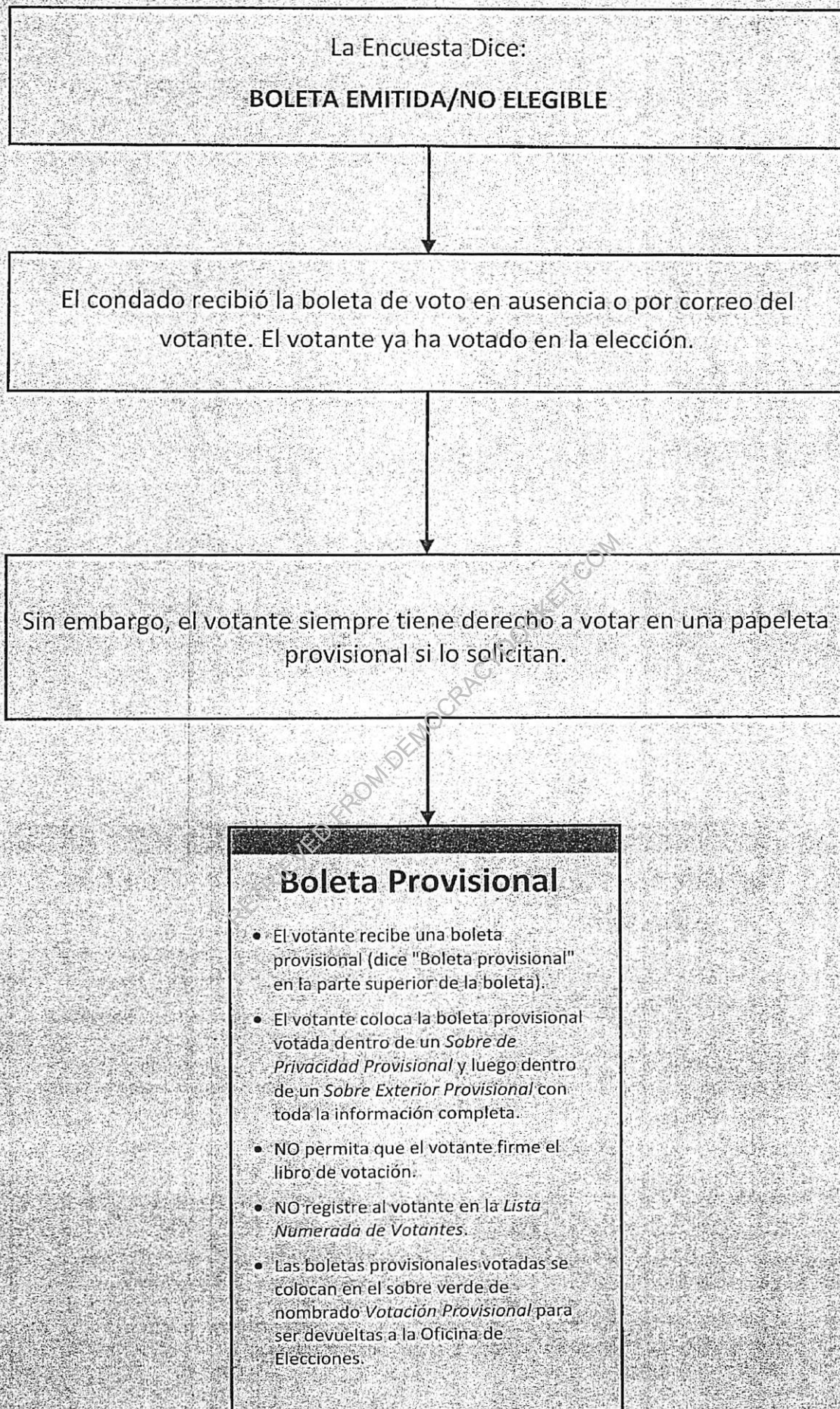
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## **Exhibit 8**











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## **Exhibit 9**

## THE COUNTY OF YORK

BOARD OF ELECTIONS  
JULIE WHEELER, PRESIDENT  
DOUG HOKE, VICE PRESIDENT  
RON SMITH, COMMISSIONER



DIRECTOR  
JULIE V. HAERTSCH

DEPUTY DIRECTOR  
ANNE S. MENDOZA

DEPUTY DIRECTOR  
BRYAN M. SHEAFFER

ELECTIONS AND VOTER REGISTRATION OFFICE  
YORK COUNTY ADMINISTRATIVE CENTER  
28 East Market Street, York, PA 17401

### **DECLARACIÓN PARA ENVIAR BOLETA POR CORREO/AUSENTE** **(Declaration to Remit Mail-In/Absentee Ballot)**

Conforme a las leyes 25 P.S. § 3146.6 and 25 P.S. § 3150.16, yo declaro que soy un elector registrado calificado que ha obtenido o solicitado una boleta por correo o en ausencia. Asimismo declaro que no he emitido my boleta para votar por correo o en ausencia y en vez, estoy solicitando que se cancele mi boleta y que se me proporcione una boleta de votacion en el mostrador o una boleta regular del día de elecciones para emitir. Mi boleta enviada por correo o en ausencia se considerará nula y se anulará de cualquier manera requerida por el Departamento de Elecciones y Registro de Votantes. Esta Declaración se hace sujeta a las sanciones de 18 Pa.C.S.A. Sección 4904 relativa a la falsificación no jurada a las autoridades.

Fecha (Dated): \_\_\_\_\_

\_\_\_\_\_  
(Firma del Elector) (Signature of Elector)

\_\_\_\_\_  
(Nombre impreso del elector) (Printed Name of Elector)

\_\_\_\_\_  
(Dirección del Elector) (Address of Elector)

\_\_\_\_\_  
(Dirección del Elector) (Address of Elector)

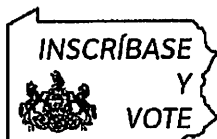
Fecha (Dated): \_\_\_\_\_

\_\_\_\_\_  
(Departamento de Elecciones o Juez de Elecciones)  
(Elections Department or Judge of Elections)

Judges of Election: Place in Spoiled Ballot Envelope with spoiled ballot and spoiled return envelope.

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## **Exhibit 10**



# Solicitud de inscripción de votante de Pennsylvania

## Inscríbase para votar

Con este formulario, inscríbase para votar en las elecciones en Pennsylvania.

También úselo para:

- Cambiar su información de votante en Pennsylvania; o
- Inscribirse en un partido político o cambiarse al partido que desee.

Si ya está inscrito para votar, no use este formulario excepto si cambió de nombre o de dirección.

### Para inscribirse debe:

- Ser ciudadano de EE.UU. al menos 30 días antes de la elección siguiente.
- Ser residente de Pennsylvania y su distrito electoral al menos 30 días antes de la elección siguiente.
- Tener 18 años el día de la elección siguiente.

### Inscripción en línea

Usted también se puede inscribir por internet.

Visite [vote.pa.gov/Register](http://vote.pa.gov/Register).

### Envíe por correo o entregue en persona este formulario

Para inscribirse en las próximas elecciones, envíe por correo o lleve su solicitud a la oficina de inscripción de votantes al menos 15 días antes de la elección siguiente.

La dirección de cada condado de Pennsylvania está en la página 2.

Si se aprueba su inscripción, recibirá una Tarjeta de inscripción de Votante de su condado por correo no reenviable.

Su inscripción no estará completa hasta que la oficina de inscripción de votantes procese y acepte su solicitud.

Si en 7 a 10 días no ha recibido su Tarjeta de inscripción de Votante, llame a la oficina de inscripción de votantes.

### Verificación de identidad

Cuando vota por primera vez en su distrito electoral, debe presentar una identificación.

Para ver el listado completo de identificaciones aceptables con o sin fotografía visite [www.vote.pa.gov/ID](http://www.vote.pa.gov/ID) o llame a la oficina de inscripción de votantes de su condado o a 1-877-868-3772.

### ¿Es miembro de las fuerzas armadas?

Si está en servicio activo, o es veterano hospitalizado o en cama, inscríbase en cualquier momento. Vea [www.fvap.gov](http://www.fvap.gov) para más información.

### ¿Estudiante universitario en Pennsylvania?

Si asiste a la universidad o colegio superior en Pennsylvania, inscríbase donde vive mientras estudia en la universidad.

Para más información vea [www.vote.pa.gov](http://www.vote.pa.gov).

Puede inscribirse y votar en un solo lugar.

### ¿En prisión o convicto por un crimen?

De cumplir los demás requisitos, puede inscribirse y votar si:

- Está en prisión esperando juicio pero no lo han sentenciado.
- Está en prisión después de sentenciado solo por haber cometido delito menor.
- Fue liberado de prisión o está bajo libertad vigilada después de cumplir su tiempo de condena.
- Está en libertad condicional o bajo palabra.
- Tiene arresto domiciliario.

Debe inscribirse usando la dirección donde vive, pero no la dirección de la prisión o la del centro de libertad vigilada. Vea [www.vote.pa.gov](http://www.vote.pa.gov) para más información.

## ¿Preguntas?

Llame a su Oficina de Inscripción de Votantes o al 1-877-868-3772.

Para más información acerca de cómo votar visite: [www.vote.pa.gov](http://www.vote.pa.gov).

### Information in English:

If you want to receive this form in English, please call 1-877-868-3772.

## ES DELITO DECLARAR ALGO FALSO

Advertencia: Si una persona firma una solicitud de inscripción oficial sabiendo que algo de lo que declaró en la solicitud es falso, hace una inscripción falsa o da información falsa, esa persona comete perjurio.

Si se comprueba que cometió el delito de perjurio será castigado con prisión máxima de siete años o una multa máxima de \$15,000, o ambos, a discreción del tribunal.

Presentar una solicitud con datos falsos también puede estar sujeto a otras penalidades, incluso a la pérdida del derecho al voto según las leyes estatales o federales.

## Confidencialidad

Si elige no inscribirse para votar, esa decisión se guardará confidencialmente y solo se usará para fines de inscripción como votante.

Si elige inscribirse para votar, la oficina donde se inscribió será confidencial y solo se usará para fines de inscripción como votante.

## Oficinas de inscripción de votantes (Pennsylvania County Voter Registration Office addresses)

PA-DOS VRADS 01.2021

<b>Adams</b> 117 Baltimore St Rm 108 Gettysburg PA 17325 (717) 337-8832	<b>Chester</b> 801 Westtown Rd Ste 150 PO Box 2747 West Chester PA 19380-0990 (610) 344-8410	<b>Fulton</b> 116 W Market St Ste 205 McConnellsburg PA 17233 (717) 485-6872	<b>Mercer</b> 130 North Pitt Street, Ste B Mercer PA 16137-1227 (724) 862-7542	<b>Susquehanna</b> PO Box 218 31 Lake Ave Montrose PA 18801 (570) 278-8897
<b>Allegheny</b> 542 Forbes Ave Ste 312 Pittsburgh PA 15219-2813 (412) 350-4500	<b>Clarion</b> Administrative Building 330 Main St Rm 104 Clarion PA 16214 (814) 228-4000 Ext 2008	<b>Greene</b> 93 E High St Rm 102 Waynesburg PA 15370 (724) 852-5230	<b>Mifflin</b> 20 N Wayne St Lewistown PA 17044 (717) 248-6571	<b>Toga</b> 118 Main St Weillsboro PA 16901 (570) 723-8230
<b>Armstrong</b> Administration Bldg 450 E Market St Ste 207 Kittanning PA 16201 (724) 548-3222	<b>Clearfield</b> 212 E Locust St Ste 108 Clearfield PA 16830 (814) 765-2842 ext 5053	<b>Huntingdon</b> Bailey Building 233 Penn St Huntingdon PA 16652-1488 (814) 843-3091 Ext 205	<b>Monroe</b> One Quaker Plaza Rm 105 Stroudsburg PA 18360 (570) 517-3165	<b>Union</b> 155 N 15th St Lewisburg PA 17637-8822 (570) 524-8881
<b>Beaver</b> 810 Third St Beaver PA 15009 (724) 770-4440	<b>Clinton</b> 2 Piper Way Ste 309 Lock Haven PA 17745 (570) 893-4019	<b>Indiana</b> 825 Philadelphia St Indiana PA 16701-3934 (724) 465-3852	<b>Montgomery</b> Voter Services PO Box 311 Norristown PA 19404-0311 (610) 278-3280	<b>Venango</b> 1174 Elk St PO Box 831 Franklin PA 16323-0831 (814) 432-9514
<b>Bedford</b> 200 S Juliana St 3rd Fl Ste 301 Bedford PA 15522 (814) 823-4807	<b>Columbia</b> PO Box 380 Bloomsburg PA 17815-0380 (570) 389-5540	<b>Jefferson</b> 155 Main St Jefferson Place Brookville PA 15825-1269 (814) 849-1693	<b>Montour</b> 435 East Front St., Danville PA 17821 (570) 271-3002	<b>Warren</b> 204 4th Ave Warren PA 16385 (814) 728-3408
<b>Berks</b> 633 Court St 1st Fl Reading PA 19601 (610) 478-6480	<b>Crawford</b> 903 Diamond Park Meadville PA 16335 (814) 333-7307	<b>Juniata</b> 1 N Main St PO Box 68 Mifflintown PA 17059 (717) 436-7708	<b>Northampton Elections</b> Division 689 Washington St Easton PA 18042 (610) 829-8280	<b>Washington</b> 100 W Beau St Rm 208 Washington PA 15301 (724) 228-8750
<b>Blair</b> 279A Loop Road Hollidaysburg PA 16648 (814) 693-3287	<b>Cumberland</b> 1601 Ritner Highway Ste 201 Carlisle PA 17013 (717) 240-8385	<b>Lackawanna</b> 123 Wyoming Ave 2nd Floor Scranton PA 18503 (570) 963-8737	<b>Northumberland</b> 320 N 2nd St Ste 1 Sunbury PA 17801 (570) 988-4208	<b>Wayne</b> 925 Court St Honesdale PA 18431 (570) 253-5978
<b>Bradford</b> 6 Court St Ste 2 Towanda PA 18848 (570) 285-1717	<b>Dauphin</b> 1251 South 28th Street Harrisburg, PA 17111 (717) 780-6360	<b>Lancaster</b> PO Box 2139 Lancaster PA 17608 (717) 299-8293	<b>Perry</b> PO Box 37 New Bloom field PA 17068 (717) 582-2131 ext 4110	<b>Westmoreland</b> 2 N Main St Ste 109 Greensburg PA 15601 (724) 830-3150
<b>Bucks</b> 55 E Court St Doylestown PA 18901-4318 (215) 348-8183	<b>Delaware</b> Govt Center Bldg 201 W Front St Media PA 19063-2725 (610) 891-4659	<b>Lawrence</b> 430 Court St New Castle PA 16101 (724) 656-2161	<b>Philadelphia</b> 520 N Columbus Blvd Philadelphia PA 19123-4295 (215) 686-1590	<b>Wyoming</b> 1 Courthouse Sq Tunkhannock PA 18657 (570) 996-2226
<b>Butler</b> PO Box 1208 Butler PA 16003 (724) 284-5308	<b>Elk</b> 300 Center St PO Box 448 Ridgway PA 15853-0448 (814) 776-5337	<b>Lebanon</b> 400 S 8th St Municipal Bldg Rm 209 Lebanon PA 17042 (717) 228-4428	<b>Pike</b> 506 Broad St Milford PA 18337 (570) 298-3427	<b>York</b> 28 E Market St York PA 17401-1579 (717) 771-9804
<b>Cambria</b> 200 S Center St Ebensburg PA 15931 (814) 472-1464	<b>Erie</b> 140 W 6th St Rm 112 Erie PA 16501 (814) 461-8275	<b>Lehigh</b> 17 S 7th St Allentown PA 18101-2401 (610) 782-3194	<b>Potter</b> 1 N Main St Ste 204 Coudersport PA 16815 (814) 274-8467	Para obtener direcciones de correo electrónico de los con- dados, visite a <a href="http://www.vote.pa.gov">www.vote.pa.gov</a> .
<b>Cameron</b> 20 E Fifth St Emporium PA 15834-1469 (814) 488-9321	<b>Fayette</b> 2 W Main St., Ste. 111 Uniontown PA 15401 (724) 430-1289	<b>Luzerne</b> 20 N Pennsylvania Ave Ste 207 Wilkes-Barre PA 18701 (570) 825-1715	<b>Schuylkill</b> 420 N Centre St Pottsville PA 17901 (570) 628-1467	
<b>Carbon</b> 44 Susquehanna St PO Box 170 Jim Thorpe PA 18228-0170 (570) 325-4801	<b>Forest</b> 528 Elm St Box 3 Tonawanda PA 16353 (814) 765-3537	<b>Lycoming</b> 48 W Third St Williamsport PA 17701-9536 (570) 327-2267	<b>Snyder</b> PO Box 217 Middleburg PA 17842-0217 (570) 837-4287	
<b>Centre</b> 420 Holmes St Willowbank Office Bldg Bellefonte PA 16823-1486 (814) 355-6703	<b>Franklin</b> 272 N. Second Street Chambersburg, PA 17201 (717) 281-3886	<b>McKean</b> 500 W Main St Smethport PA 16749 (814) 887-3203	<b>Somerset</b> 300 N Center Ave Ste 340 Somerset PA 15501 (814) 445-1549	
			<b>Sullivan</b> 245 Muncy St PO Box 157 Laporte PA 18626 (570) 946-5201 ext 7	

## Solicitud de inscripción de votante

página 3  
PA-DOS VRS 02.2021  
Use tinta negra

<b>Nombre en letra de molde</b>	<b>1</b>	Apellido Nombre	<input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV Segundo nombre o inicial
<b>Elegibilidad</b> Si responde "No" a cualquiera de lo siguiente, no podrá inscribirse para votar.	<b>2</b>	¿Es ciudadano de EE.UU.? <input type="checkbox"/> Sí <input type="checkbox"/> No ¿Tendrá 18 años en o antes del día de las elecciones? <input type="checkbox"/> Sí <input type="checkbox"/> No	
<b>Razón</b>	<b>3</b>	<input type="checkbox"/> Inscripción nueva <input type="checkbox"/> Cambio de nombre <input type="checkbox"/> Cambio de dirección <input type="checkbox"/> Cambio de partido <input type="checkbox"/> Empleado federal o estatal que se inscribe en el mismo condado	
<b>Sus datos</b> Teléfono o email son opcionales y se usarán si falta información en este formulario.	<b>4</b>	Fecha nac. Teléfono	Sexo <input type="checkbox"/> M <input type="checkbox"/> F Raza (opcional) Email
<b>Su dirección</b> Si no tiene dirección de casa o permanente o es estudiante, vea instrucciones.	<b>5</b>	Dirección (No use apartado postal) Núm. Apto. Ciudad/pueblo Estado PA Código Postal Municipalidad Condado <input type="checkbox"/> No tengo dirección ni residencia permanente (use el mapa al reverso)	
<b>Dirección donde recibe correo</b>	<b>6</b>	<input type="checkbox"/> La misma Dirección o apartado postal Ciudad/pueblo Estado Código Postal	
<b>Identificación</b> Si tiene número PennDOT debe usarlo. Si no tiene, escriba los últimos cuatro dígitos de su Seguro Social. Ver Verificación de Identidad.	<b>7</b>	Núm. licencia de conducir de PA o identificación de PennDOT Últimos cuatro dígitos de su seguro social XXX - XX - <input type="checkbox"/> No tengo licencia de conducir de Pennsylvania ni número de Seguro Social.	
<b>Partido político</b> Para votar en elección primaria debe inscribirse en partido demócrata o republicano.	<b>8</b>	<input type="checkbox"/> Demócrata <input type="checkbox"/> Republicano <input type="checkbox"/> Partido Verde (GPUS) <input type="checkbox"/> Partido Libertario <input type="checkbox"/> Ninguno (Sin Afiliación) <input type="checkbox"/> Otro: _____	
<b>Ayuda para votar</b>	<b>9</b>	<input type="checkbox"/> Yo necesito ayuda para votar. Necesito este tipo de asistencia: _____ <input type="checkbox"/> Yo necesito ayuda con el idioma. Mi idioma preferido es: _____	
<b>Si cambió de nombre o dirección</b> Omita esto si es la primera vez que se inscribe para votar.	<b>10</b>	Nombre en inscripción anterior Dirección completa y condado Núm. de votante de PA (si tiene) Año Transferir la Solicitud Anual de la Papeleta <input type="checkbox"/> Al marcar la casilla, usted solicita continuar manteniendo su estado de la solicitud anual de la papeleta de voto por correo o de voto en ausencia cuando actualice su dirección.	
<b>Declaración</b>	<b>11</b>	<b>Declaro que:</b> • Soy ciudadano de los Estados Unidos y habré sido ciudadano por lo menos 30 días antes de la siguiente elección. • Tendré por lo menos 18 años el día de la siguiente elección. • Habré vivido en la dirección de la Sección 5 al menos durante 30 días antes de las elecciones. • Estoy calificado legalmente para votar. Lo declarado anteriormente es verdadero. Entiendo que esto es lo mismo que una declaración jurada y de no ser verdad será acusado(a) de perjurio y sentenciado(a) a prisión por 7 años o a pagar una multa máxima de \$15,000, o ambos.	Firma o marca Nombre Fecha de hoy
<b>Ayuda con el formulario</b> Llene esta parte si alguien le ayudó a llenar el formulario o fue testigo de que usted puso su marca en el lugar de su firma.	<b>12</b>	Nombre de asistente Dirección Teléfono Firma de asistente	

**Sea trabajador electoral**

Si llena cualquiera de estas casillas, la oficina de inscripción de votantes lo contactará.

13

- ☐ Me gustaría ser trabajador electoral el día de las elecciones.
- ☐ Me gustaría ser intérprete bilingüe el día de las elecciones. Hablo este idioma: \_\_\_\_\_

**Instrucciones para Sección 5:****Cómo mostrar su dirección en un mapa**

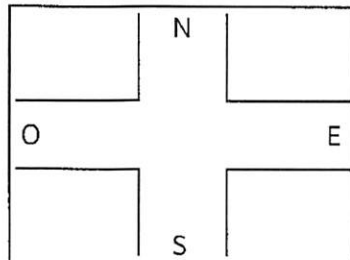
Si vive en un área rural y no tiene dirección con calle, use el mapa a la derecha para mostrar donde vive, con nombres de calles y puntos de referencia.

Si es indigente use el mapa a la derecha para mostrar donde pasa la mayor parte del tiempo.

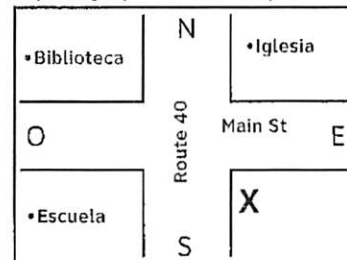
Cómo señalar en el mapa:

- Escriba los nombres de las calles o caminos más cercanos a donde vive.
- Marque una X para mostrar donde vive.
- Use un punto para marcar puntos de referencia, como escuelas, iglesias, tiendas y escriba los nombres.

Dibuje su mapa aquí.



Mapa de ejemplo. No use este mapa.



Primer doble aquí

Su dirección

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Estampilla  
de primera  
clase, aquí

La dirección de la oficina de inscripción de votantes de su condado

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Segundo doble aquí

**Doble, selle con cinta adhesiva y envíe  
por correo a la Oficina de Inscripción  
de Votantes de su condado.**

No use grapas.

En la página 2 encontrará la lista de direcciones  
de Oficinas de Inscripción de Votantes.



**Solicitud de inscripción de votante  
de Pennsylvania**

RETRIEVED FROM DEMOCRACYDOCKET.COM

## **Exhibit 12**



# General Poll Worker Training

What to Know for Election Day

York County Elections and Voter Registration

Annie Mendoza, Deputy Director

Casey Brady, Voting Technology Lead

On behalf of York County Elections and Voter Registration, the Board of Elections, and the voters of York County



for being a poll worker.

# Housekeeping

- Please make sure you have signed in.
- Ensure you have the following hand-outs:
  - Sample Statement Sheet
  - Agenda
  - Pen/Pencil
- If you need to get up at any time, please do.
- Please save your questions until the end of each section.
- Additionally, we will open the floor for questions at the end of the session as time allows.



# Poll Worker Qualifications

- Must be registered to vote in York County.
  - 17-year-old students are eligible to work with permission
- Government officials and government employees are not eligible.
  - Tax collectors, auditors, school board, and committee people may work.
- Generally, not allowed to serve if your name appears on the ballot.
- Poll workers get paid for their service.



## General Rules

- No political discussion inside the polling place
- No campaigning inside the polling place
- Do not wear any campaign paraphernalia
- Do not give advice on who to vote for or what to vote for to anyone, even if asked by a voter
- Judges, majority inspectors, and minority inspectors must work full days
- Please obey the smoking policy of the polling place
- Open carrying firearms is allowed, brandishing is not. Prohibited in:
  - A private property forbidding them
  - A school
  - A courthouse
  - Or any other location where PA law prohibits the carrying of firearms



## Interacting with People with Disabilities or Language Barriers

- Voters may bring someone to assist them or they can request assistance from a poll worker (Record of Assisted Voters/Assistance Form)
- Speak directly to the person rather than through their companion/interpreter
- Don't assume that a person with a physical disability or speech impediment also has a cognitive disability
- Be familiar with the resources provided to you! (ICX-ADA machine, translated forms, poll worker manual, etc.)

# The Local Election Board

- Judge of Elections
- Majority Inspector of Elections
- Minority Inspector of Elections
- Clerk
- Machine Inspector/Operator



## Poll Worker Positions – Elected Poll Workers

### **Judge of Elections (JOE) – 4-year term**

- Recruits and schedules poll workers prior to Election Day
- Contacts polling place
- Available for supplies drop off the weekend prior
- Can assist with machine open/close but cannot touch during the day
- In charge of polling place, assigns duties, takes the lead on issues
- Responsible for maintaining order in the polling place
- Prepares reports/paperwork throughout the day (provisional & vote by mail)
- Returns supplies to Elections Office



## Poll Worker Positions – Elected Poll Workers

### **Majority Inspector and Minority Inspector – 4-year term**

- Manage the poll books, Numbered List of Voters
- Distribute ballots
- Direct voters to the Judge when needed
- Help open/close voting systems and prepare reports
- Minority Inspector: Swears in Judge, signs paperwork, maintains Envelope B (copy of all election results and reports) for one year

## Poll Worker Positions – Other Poll Workers

### **Clerk**

- Support the local election board and are supervised by the Judge of Elections.
- Help check-in voters, manage the lines, and make sure voters know where to go at each step in the voting process.
- Unlike the elected positions, this position is always filled by appointment.

## Poll Worker Positions – Other Poll Workers

### **Machine Inspector** (also known as Machine Operator)

- Responsible for attending the voting machine
- Helps voters understand how the machine operates while ensuring their votes are private
- Ensures no one is doing anything to compromise the machines
- Generally, collects sharpies and privacy folders and hands out I Voted stickers
- Unlike the elected positions, this position is always filled by appointment.

# Other Faces in the Polling Place

- Students
- Poll Watchers
  - (Candidates cannot serve as poll watchers)
- Constables (only if requested to enter the polling place by the JOE to keep the peace)
- Rovers
- News/media are NOT allowed inside the polling place. Please refer all media inquiries to the elections office.
- Candidates and elected officials are NOT allowed inside unless they are there to vote.



## Poll Watchers

- Each candidate may appoint **two** watchers in each election district in which the candidate is voted for.
- Each political party/body which have nominated candidates may appoint **three** watchers.
- Only **one watcher for each** candidate, political party, or political body is allowed in the polling place at any one time.
- Watchers are provided with certificates issued by our office and have the current date of the election.
- Watchers must be registered voters in York County. They cannot be candidates.

# Poll Watchers

- Permitted

- Be inside the polling place in the area designated by the JOE during election proceedings and after the polls close
- Observe the election proceedings
- Inspect the Numbered List of Voters when no voters are present
- Challenge voters

- Prohibited

- Interfere with poll workers
- Solicit voters (including wearing political paraphernalia)
- Intimidate voters
- Be outside of the designated watcher area determined by the JOE

If a poll watcher has questions or concerns while inside the poll, they must address them to the JOE or to the Elections Office. If there is an issue resolving the question/concern, the JOE should immediately call the Elections Office at 717-771-9604.

## Before Election Day

- Judges will contact their list of potential poll workers
  - There MUST be different political parties represented.
    - Shift 1: 6:00 AM – 1:30 PM
    - Shift 2: 1:30 PM – 9:00 PM (or close)
  - Coordinate food and any additional supplies that the team may need.
- Apply for an absentee ballot if you are working at a polling place outside your precinct.





# Questions?

Regarding what happens before Election Day and poll worker responsibilities

## Swearing In

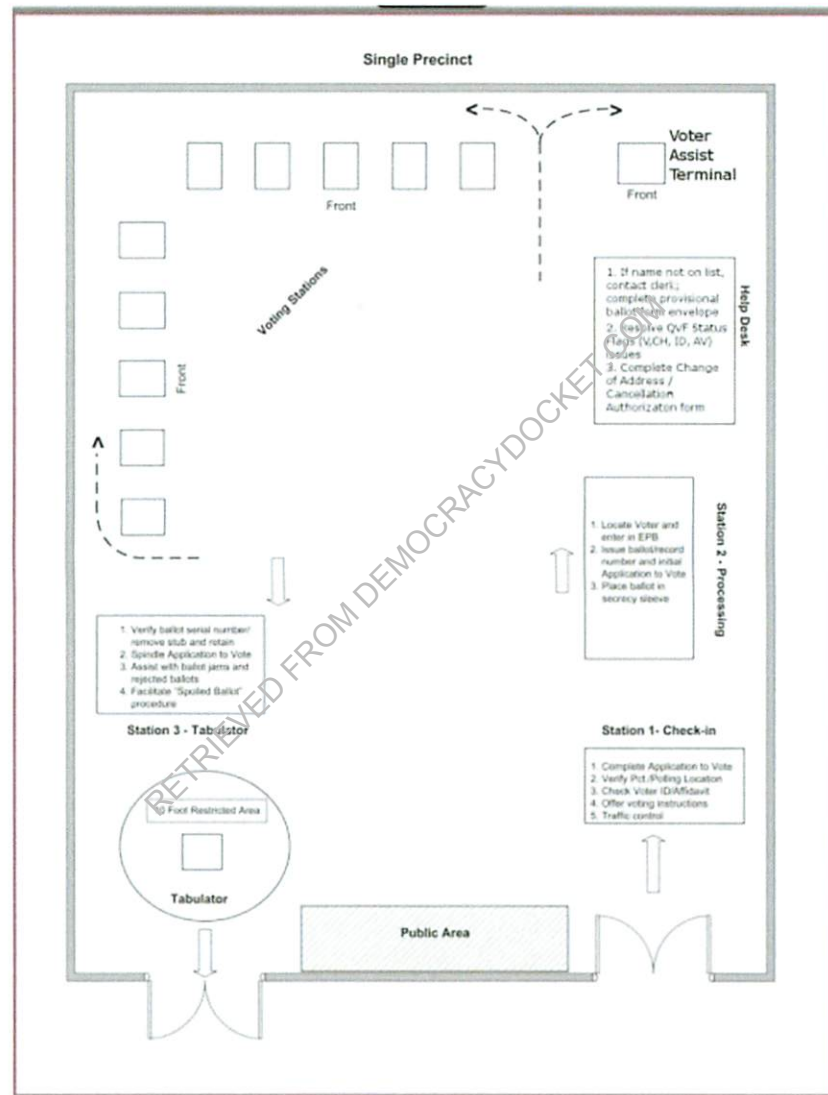
- Check the labels on all voting equipment to ensure proper delivery has been made.
- The Judge of Elections will unlock and open the black election bag in the presence of all poll workers.
- Minority Inspector swears in the Judge of Elections.
- The Judge of Elections then swears in the poll workers and assigns duties.



# Setting up your Poll

- Inside the building
  - Set up voting stations, including any seated stations.
  - Be mindful of voter foot traffic and exterior windows when arranging the room.
  - Workstations are arranged to process voters in an orderly manner.
  - A public area for poll watchers is clearly marked and distinguishable from the voting area.
  - Follow the Opening the Polls Checklist (on Election Day)





Example Polling Place Layout



# Setting up your Poll

- Outside the building
  - Ensure that main entrances are fully accessible to the elderly and disabled.
  - Measure and identify the area where individuals who wish to solicit voters outside the poll may conduct their activities.
    - At least 10' from the exterior entrance to the building
  - Place "Vote Here" signs



## Beginning of the Day Paperwork

- Election's Officers Oath
- Pay Sheet
- Return Statement Sheets  
(3 copies)
- Zero Report from each machine  
(Envelope A)



# Election Officer's Oath

- Minority Inspector swears in the Judge of Elections.
- The Judge of Elections then swears in the poll workers.
- White copy in Envelope E
- Yellow copy in Envelope F

ONE COPY TO BE PLACED IN ENVELOPE G  
ONE COPY TO BE PLACED IN ENVELOPE H

## Election Officers' Oaths

### ELECTION JUDGE:

"I \_\_\_\_\_ do swear (or affirm) that I will as JUDGE duly attend the ensuing election or primary during the continuance thereof; and in cooperation with the inspectors, faithfully carry on the same; that I will not consent to the admission of any person to vote, except such as I firmly believe to be registered and entitled to vote at such election (or primary), according to the provisions of the Constitution and laws of this Commonwealth; and that I will use my best endeavors to prevent any fraud, deceit or abuse in carrying on the same, and I will make a true and perfect return of the said election (or primary), and will at all times impartially and faithfully perform my duty respecting the same, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this election (or primary)."

Sworn (or affirmed) and subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me,

\_\_\_\_\_  
Minority Inspector

### MAJORITY INSPECTOR:

"I \_\_\_\_\_ do swear (or affirm) that I will as a MAJORITY INSPECTOR duly attend the ensuing election or primary during the continuance thereof; and in cooperation with the inspectors, faithfully carry on the same; that I will not admit any person to vote, except such as I firmly believe to be registered and entitled to vote at such election (or primary), according to the provisions of the Constitution and laws of this Commonwealth; that I will not veriously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid; that I will make a true and perfect return of the said election (or primary); and that I will in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this election (or primary)."

### MINORITY INSPECTOR:

"I \_\_\_\_\_ do swear (or affirm) that I will as a MINORITY INSPECTOR duly attend the ensuing election or primary during the continuance thereof; and in cooperation with the inspectors, faithfully carry on the same; that I will not admit any person to vote, except such as I firmly believe to be registered and entitled to vote at such election (or primary), according to the provisions of the Constitution and laws of this Commonwealth; that I will not veriously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid; that I will make a true and perfect return of the said election (or primary); and that I will in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this election (or primary)."

### MINORITY INSPECTOR'S CLERK:



# Pay Sheet

- All poll workers sign the pay sheet.
- Be sure to check the box if they worked a full or half day and have them circle information if they have updated their contact/ mailing information.
- Each poll worker only needs to sign once.
- Place this form in your canvas return bag.

Page \_\_\_\_\_ of \_\_\_\_\_

To the County Board of Elections of York County:

We, the undersigned, Officers of the Election held in \_\_\_\_\_ Ward \_\_\_\_\_ District in the (City, Borough, Township) of \_\_\_\_\_, said County, on the May 18, 2021 election do authorize \_\_\_\_\_ Judge of Election, to submit this request for compensation for services on our behalf.

We certify there were \_\_\_\_\_ electors who cast their votes.

<b>Judge</b> _____ \$175.00 (Printed Name)	<b>Clerk</b> _____ <b>Full Half Day</b> (Printed Name)
(Signature) _____	(Signature) _____
(Street) _____	(Street) _____
(City, State) _____ (Zip Code) _____	(City, State) _____ (Zip Code) _____
Transportation of Returns _____ miles @ \$0.575 circular	
<b>Majority Inspector</b> _____ \$150.00 (Printed Name)	<b>Clerk</b> _____ <b>Full Half Day</b> (Printed Name)
(Signature) _____	(Signature) _____
(Street) _____	(Street) _____
(City, State) _____ (Zip Code) _____	(City, State) _____ (Zip Code) _____
<b>Minority Inspector</b> _____ \$150.00 (Printed Name)	<b>Clerk</b> _____ <b>Full Half Day</b> (Printed Name)
(Signature) _____	(Signature) _____
(Street) _____	(Street) _____
(City, State) _____ (Zip Code) _____	(City, State) _____ (Zip Code) _____
<b>Countable</b> _____ HOURS X \$8.00 = _____ MAX \$100.00	<b>Machine Inspector</b> _____ <b>Full Half Day</b> (Printed Name)
(Printed Name) _____	(Signature) _____
(Signature) _____	(Street) _____
(Street) _____	(City, State) _____ (Zip Code) _____
(City, State) _____ (Zip Code) _____	<b>Machine Inspector</b> _____ <b>Full Half Day</b> (Printed Name)
<b>Clerk</b> _____ <b>Full Half Day</b> (Printed Name)	(Signature) _____
	(Street) _____
	(City, State) _____ (Zip Code) _____

# Return Statement Sheets

- Front of sheet (three copies):
  - Record seal numbers from the machines
  - Record total number of Election Day ballots received
  - Signed by poll workers

«Precinct\_id»  
«Polling\_Place»

## Return Statement Sheet (Opening)

Statement of Canvass of Scanner  
and Votes for the Municipal Primary

Tuesday, May 17, 2022

### Envelope A:

Place this Statement Sheet in  
Envelope A with a copy of the  
results tapes.

In the evening, please remember to fill in required information on the reverse side of this page.

To be completed and signed by the Election Board Officers BEFORE the opening of the polls:

We certify that on the 17<sup>th</sup> day of May, 2022 before the polls were opened, the ImageCast Precinct(s) (ICP) and the ImageCast X (ICX-ADA) were set-up and turned on. We carefully examined the "Zero Proof" tape that was generated. We found that there were zeros in the right-hand column for all candidates and so remained until the opening of the polls.

Judge of Elections	Clerk
Majority Inspector	Clerk
Minority Inspector	Clerk
Clerk	Clerk
Clerk	Machine Inspector

1. Record the following GREEN seal numbers before opening the machine and removing ballots.

SCANNER	FRONT COVER SEAL #	REAR COVER SEAL #	BALLOT DOOR SEAL #
A			
B			
C			

2. Enter total number of Official Election Day Ballots received from Board of Elections. Election Day ballots come in packs of roughly 100.

Type of Ballot Received	Election Day Ballot Count	Numbers to Remember	
Total Official Republican Election Day Ballots Received		Votes that should be cast on bottom of each ICP scanner screen in the morning	0 votes
Total Official Democrat Election Day Ballots Received		Feet of distance to mark off from the outside entrance of the polling place	10 ft
Total Official Non-Partisan Election Day Ballots Received		Time (AM) that the polls should be open, not a minute sooner or later.	7:00 am
Total Official Election Day Ballots Received (Rep. plus Dem. plus Non-Par.)		Phone # to call if you have trouble with your voting machines or supplies	717-771-9640
Additional Ballots Received from Board of Elections (if applicable)		Phone number to call if you have any other issues with voters, poll watchers, etc.	717-771-9604

24

# Mock-Opening of the Polls

Please take out your sample Statement Sheets and a pen/pencil

# Questions?

Regarding setting up and doing the initial paperwork

# Voting Methods in York County

- At the polling place
  - Voter signs the poll book to vote by paper ballot and scanner
  - Voter uses a provisional ballot (does not sign poll book)
- Vote by mail
  - Mail-in ballot
  - Absentee ballot





# Polling Place Hours

- Polls open promptly at 7:00 AM
- Polls close at 8:00 PM
  - Anyone in line to vote at 8:00 PM gets to vote no matter how long the line takes
  - Poll worker determines the last person in line at 8:00 and turns away anyone arriving after 8:00



## How to Process Voters – Poll Book

- Signing the poll book means the voter voted by paper ballot and scanner.
- Both full and supplemental poll books will be divided into two categories
  - Voters who are eligible to vote in-person
  - Voters who voted by mail and the office received their completed ballot
- Each section will be sorted alphabetically by last name
- Contains easy to understand watermarks by the voter's name to indicate if there are any extra steps that need to be taken for that voter.
- Voters who have requested a ballot, but not returned it will need to vote provisionally if they don't have the ballot materials with them.

Additional training resources on this topic are available from the PA Department of State.



## How to Process Voters – Poll Book

- Voter arrives at the table with the inspectors and clerk(s)
- Voter states their name the inspector finds their name in the corresponding section of the poll book (or supplemental poll book)
  - Voter is asked if they requested a mail-in or absentee ballot.
  - If they haven't applied for a mail-in/absentee ballot, voter signs their name in the poll book and verify the information
- Clerk enters their name in the Numbered List of Voters
- Inspector records number and initials the entry in the poll book
- Inspector announces their name (and party affiliation if a primary election)
- Voter is handed a ballot, Sharpie, and privacy folder and is directed to private voting area

## How to Process Voters – Poll Book

- Voter proceeds to privacy area to mark ballot
- Voter proceeds to scanner and places their own ballot with their own hands into the scanner
- Once ballot is cast, voter gives Sharpie and privacy folder to Machine Inspector and is given an “I voted” sticker
- Voter leaves

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# The Numbered List of Voters

- Each voter needs a unique number
- Does not have to be sequential
- Voter's name and party affiliation is recorded on numbered list
- Voter's number is recorded in their poll book entry

List of Voters		List of Voters		List of Voters	
1		26		51	
2		27		52	
3		28		53	
4		29		54	
5		30		55	
6		31		56	
7		32		57	
8		33		58	
9		34		59	
10		35		60	
11		36		61	
12		37		62	
13		38		63	
14		39		64	
15		40		65	
16		41		66	
17		42		67	
18		43		68	
19		44		69	
20		45		70	
21		46		71	
22		47		72	
23		48		73	
24		49		74	
25		50		75	

Page \_\_\_\_\_ of \_\_\_\_\_ pages (Primary) (General) election held Tuesday, \_\_\_\_\_, 20\_\_\_\_

Voter # \_\_\_\_\_ Insp. Init \_\_\_\_\_

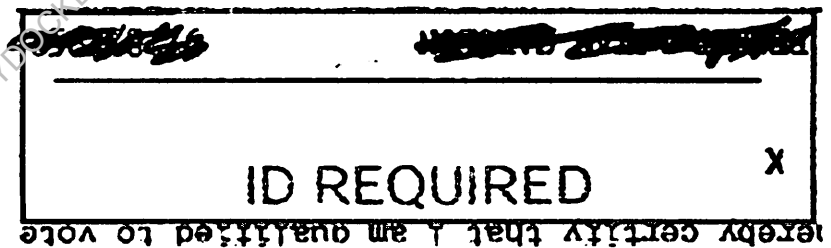
DOE, JANE

*Jane Doe*

100 BROAD ST  
ANYTOWN, PA 00000  
1/1/1990

# The Poll Book

- When to ask for identification
  - Poll workers can only ask for identification of a voter when the poll book states, "ID Required".
  - This is when it is the voter's first time voting at that polling place.
  - If the poll book does not say "ID Required" poll workers are prohibited from requesting identification from a voter.



## The Poll Book - Acceptable forms of identification:

- Photo ID:

- PA driver's license or photo ID card
- ID issued by any Commonwealth agency
- ID issued by the US government
- US passport
- US Armed Forces ID
- Student ID
- Employee ID

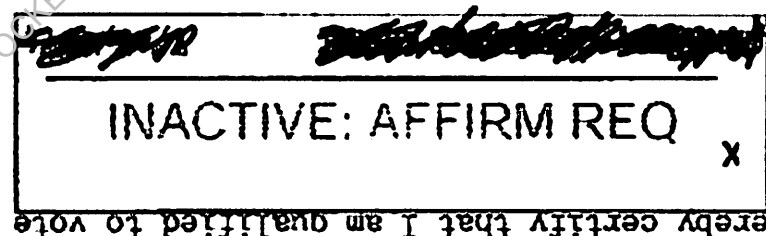
- Non-Photo ID:

- Voter registration card issued by the county voter registration office
- Non-photo ID issued by the US government
- Non-photo ID issued by any Commonwealth agency
- Firearm permit
- Current utility bill
- Current bank statement
- Paycheck
- Government check

Additional training resources on this topic are available from the PA Department of State.

# The Poll Book

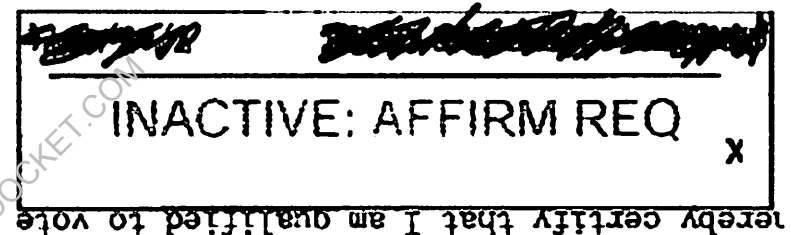
- Inactive – Affirmation Required
  - Voter must complete the Affirmation of Elector form before voting
  - Voter has not voted in a number of elections
  - Voter has moved



Additional training resources on this topic are available from the PA Department of State.

# Affirmation of Elector

- This form is used when affirmation is required in the poll book entry.
- Send the voter to the JOE first, then they can sign the poll book once the form is completed.



**Affirmation of Elector**

Please complete either Part A or B of this form, whichever is applicable to your situation. Everyone must complete Part C in full.

**A. Change of Address**

If you have changed your address, please check one of the following areas and list your current address below:

☐ I still reside in York County and in an area covered by this same polling place and wish to vote here.

☐ I still reside in York County but in an area covered by a different polling place and wish to vote at this polling place for the last time.

☐ I now reside in a different county and wish to vote here for the last time. Please cancel my registration in York County. (To register to vote at your new address, contact the voter registration office in the county in which you now live.)

**My current address is:** \_\_\_\_\_

**B. If you have not changed your address please check the following:**

☐ I have not changed my address and wish to remain registered to vote at this polling place.

**C. Affirmation:**

I hereby swear or affirm that the information that appears above is true to the best of my knowledge under penalty of perjury.

\_\_\_\_\_  
Signature of Voter

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Printed Name of Voter

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Maiden or Former Name

On the above date, the above voter came before me and swore or affirmed the information contained herein to be true.

\_\_\_\_\_  
Signature of Judge of Election (This must be signed )

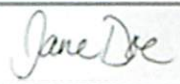
\_\_\_\_\_  
Election District

E-10 (11/29/2006)



# Voters Requiring Assistance

- Voters have the right to bring someone with them or they may request assistance from a poll worker:
  - Disability
  - Language interpretation
  - Illiteracy
- Indicated in poll book
  - There are several codes that could be included in the poll book to indicate a voter may need assistance to vote.
    - Examples include: HI, IL, ILL, LN, NA, OTH, PD, VSI, AND WC




Voter # _____ Insp. Init _____	DOE, JANE	066T/1/1/1990	DOE, JANE	XXXXXXXXXXXXXXXXXXXX
	100 BROAD ST ANYTOWN, PA 00000 1/1/1990	<b>VSI</b>	INACTIVE: AFFIRM REQ X	
I hereby certify that I am qualified to vote in this election.				0000000000-01




- If not indicated, complete the Declaration of the Need of Assistance to Vote and Record of Assisted Voters.
- All assisted voters will be recorded in the Record of Assisted Voters.
- Spanish forms also provided.
- See additional training module from PA Department of State

[illegible]

# The Poll Book

- Remit mail-in ballot or vote provisionally
  - Voter has been issued a mail-in or absentee ballot.
  - They must surrender their mail-in/absentee ballot and bar-coded envelope in order to sign the poll book and vote by paper ballot and scanner. "Ballot remitted" box should be checked.
  - If they cannot surrender their ballot and bar-coded envelope, they will vote by provisional ballot. They will not sign the poll book.

  
REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY ☒   
I hereby certify that I am qualified to vote  BALLOT REMITTED? ☐

  
REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY ☒   
I hereby certify that I am qualified to vote  BALLOT REMITTED? ☐

# The Poll Book

- Mail-in/absentee ballot cast/not eligible

- The voter's mail-in or absentee ballot has been received by the Elections Office.
- Under no circumstances are they allowed to sign the poll book and vote by paper ballot and scanner.

**MAIL-IN - BALLOT CAST/NOT ELIGIBLE**

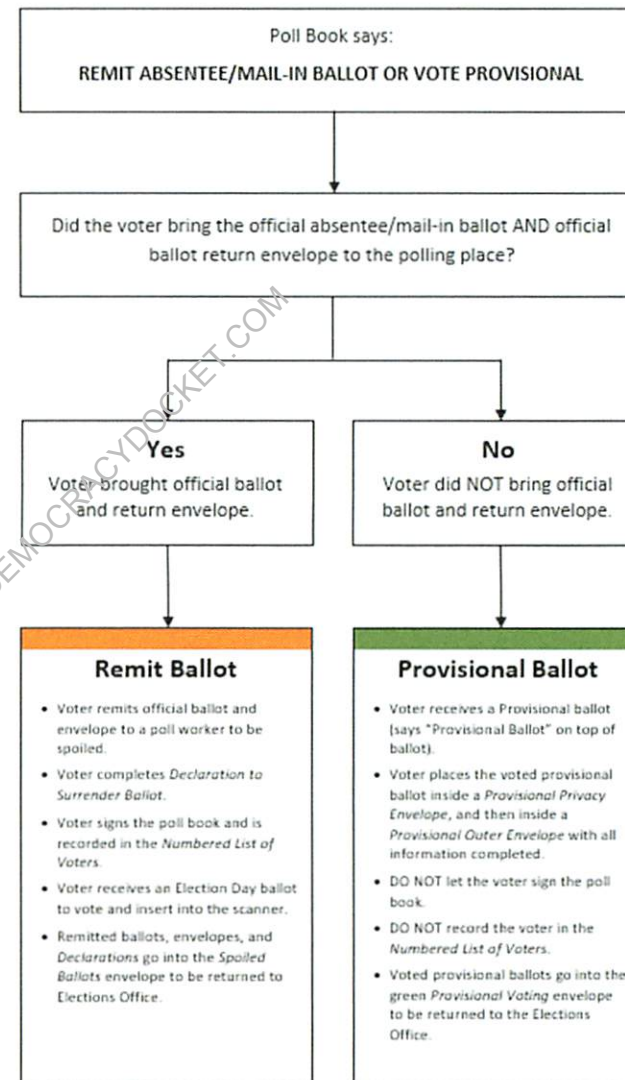


**ABSENTEE - BALLOT CAST/NOT ELIGIBLE**

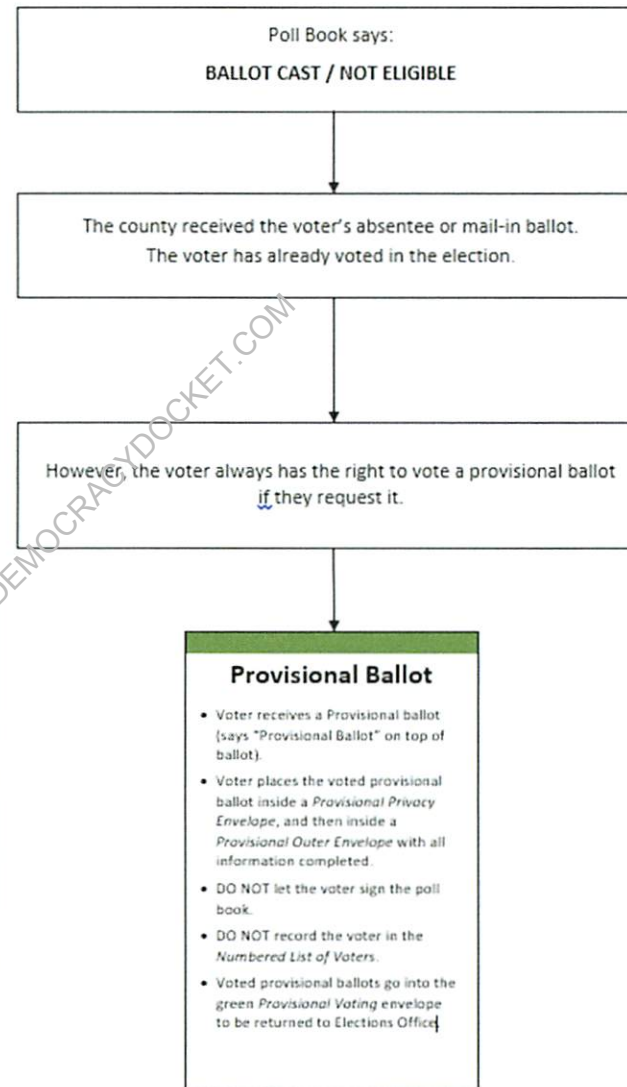




# Poll Book vs. Provisional Ballot



# Poll Book vs. Provisional Ballot



# The Poll Book

- Voter is not listed in the poll book
  - Check the supplemental poll book
  - Check the spelling of the person's last name
  - Look up their registration status or call the Elections Office
    - <https://www.pavoterservices.pa.gov/pages/voterregistrationstatus.aspx>
    - Voter may be at the wrong polling place
  - If the voter is at the correct polling place, they are registered, and they are still not found in the poll book, call the Elections Office.
    - Sign the back of the poll book
    - Provisional ballot



# Spoiling Ballots - JOEs

- Voter makes a mistake on their ballot
- Voter returns their mail-in/absentee ballot and envelope
- Ballot is not scannable due to printing error
- Mark ballot
- Record in spoiled ballot log
- Place in spoiled ballot envelope

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Vote With Sides Of The Ballot

# Challenge of a Voter

- Individual's identity
- Individual's residence in the election district
- Any alleged violation of the law pertaining to the signing of the voter's certificate
- Any alleged violation of the law prohibiting bribery at elections

**Challenges must be made on a good faith basis! No one can be challenged or denied the right to vote based on their race, ethnicity, national origin, or membership in a language minority.**

## CHALLENGES ELECTOR'S AFFIDAVIT

Place completed  
forms in the  
canvass return bag.

NOTE: All challenges must be done in good faith. No one can be challenged or denied the right to vote based on their race, ethnicity, national origin, or membership in a language minority.

The following affidavit is to be executed by an elector of the district who is challenged with respect to the elector's identity or legal residence in the district; or by an elector challenged for bribery or other violation of the Election Laws.

COMMONWEALTH OF PENNSYLVANIA } SS:  
COUNTY OF YORK

I, \_\_\_\_\_, being duly sworn, depose  
(Name of challenged elector)

and say: That I am a resident of the Commonwealth of Pennsylvania, that I presently reside at or up to

\_\_\_\_\_  
(Address of challenged elector. If removed from the district, insert date of removal which must be within 30 days immediately preceding this primary or election)

did reside at \_\_\_\_\_;  
(Previous residence, if applicable)

That I am qualified to vote in the \_\_\_\_\_ Ward, \_\_\_\_\_ District,

of \_\_\_\_\_; that I have had a continuous  
(City, borough, or township)

residence at the address set forth on my registration card, or that I removed from the district within thirty days immediately preceding this Primary or Election; that I am the identical person whose name is set forth on said registration card, and further, that I have not committed bribery at this Primary or Election, nor have I violated any election laws of this Commonwealth.

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(Day) (Month) (Year)

Before \_\_\_\_\_  
(Name of Judge of Elections)

\_\_\_\_\_  
(Signature of challenged elector)

PLEASE SEE REVERSE FOR THE SUPPORTING AFFIDAVIT

York County Elections and Voter Registration  
(09/2022)

## Poll Book vs. Provisional Ballot

- Signing the poll book means the voter has voted with an Election Day ballot and scanner.
  - They are a regular voter or they have surrendered their mail-in/absentee ballot and bar-coded envelope and signed a declaration.
- Provisional ballots are issued when:
  - The voter cannot surrender both their mail-in/absentee ballot and bar-coded envelope.
  - Other reasons

***The voter does not sign the poll book or go on the Numbered List of Voters for a provisional ballot.***

## Machine Inspectors/Operators

- Stand behind the machines
- Verbally assist voters with placing their ballot in the scanner
- Voters should be placing their own ballot with their own hands into the scanner
- The only time a Machine Inspector should take a ballot from a voter is when they explicitly request it.



## Machine Error Notifications

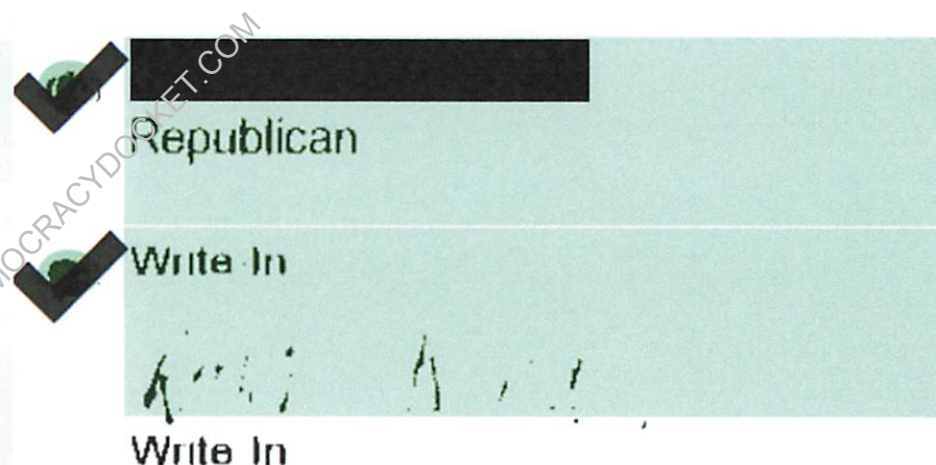
If a voter has mismarked their ballot, the ICP will alert the voter to a problem. Voters ALWAYS have the option of getting a new ballot, making a correction to their ballot, or casting their ballot “as is”.

- **“BLANK BALLOT”** - A voter has inserted a blank ballot into the ICP and no votes will be cast. The voter can choose to have their ballot returned and continue to vote their ballot or cast their ballot “as is”.
- **“AMBIGUOUS MARK”** – The ICP does not recognize the voter’s intent in one or more races. The voter will need to completely fill in the ovals to cast their ballot (they do not have to get a new ballot)
- **“OVERVOTE”** – The voter has voted for more candidates than is permitted. The voter can choose to have their ballot returned to correct the error or cast it “as is”. If they cast their ballot “as is” – the ICP will inform them that NO VOTES will be counted in the race where the overvote occurred.



# Sharpies

- Please use the writing implements provided
- Ink is quick-drying and very dense
- Dry ink is not reflective
- Yes, it bleeds through. Does not affect contest on the back
- Ball point pens smear and are difficult to read in adjudication (on precinct ballots)



# End of Night Close-out Procedures

- Items delivered to polling place stay there
- Please stay as a group until everything is completed
- Judge will return to the county:
  - Black bag with:
    - Poll books
    - Voted provisional ballots
  - Rolling ballot bag
    - Only voted Election Day ballots
  - Canvas return bag with:
    - Blue cartridge bag (make sure you put the cartridge(s) in the bag!)
    - Lanyard with card and keys
    - Envelope A
    - Pay sheet





## What to Post on Door

- One Return Statement Sheet
- One Results Report from each machine
- One Write-in Report from each machine



# Questions?

Regarding close-out procedures

# Questions?

Regarding anything else

# Thank you!

Annie Mendoza  
Deputy Director

Email: [asmendoza@yorkcountypa.gov](mailto:asmendoza@yorkcountypa.gov)

Phone: 717-771-9604

Casey Brady  
Voting Technology Lead

Additional Training Resources:

<https://pa-yorkcounty.civicplus.com/973/Poll-Worker-Training>



Sign up to be a poll worker:



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## **Exhibit 13**

# Judge of Elections Training

Everything You Need to Know for Election Day

York County Elections and Voter Registration

Annie Mendoza, Deputy Director  
Casey Brady, Voting Technology Lead

①

On behalf of York County Elections and Voter Registration, the Board of Elections, and the voters of York County

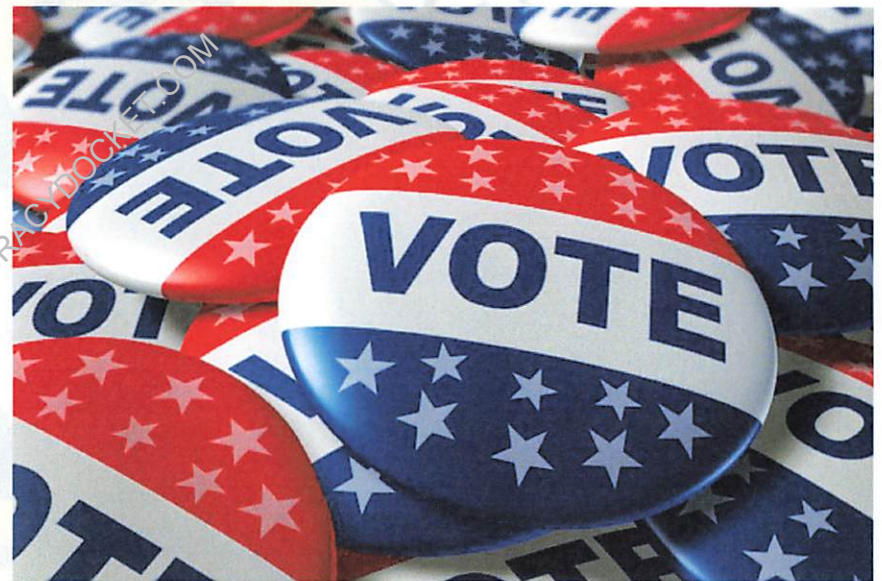


for being a poll worker.



# Housekeeping

- Please make sure you have signed in.
- Ensure you have the following hand-outs:
  - Sample Statement Sheet
  - Sample Provisional Ballot Envelope
  - Poll Worker Training Manual
  - Pen/Pencil
- If you need to get up at any time, please do.
- Please save your questions until the end of each section.
- Additionally, we will open the floor for questions at the end of the session as time allows.



## Poll Support - Judges of Election

- Please report all equipment issues to the Elections Office immediately.
  - When reporting problems with a piece of equipment, please provide a detailed description of the problem.
- Report any complaints from or altercations with voters immediately.
  - It is important that we have your version of the situation.
- Report any trouble or complaints from or with poll watchers.
- Report any problems with people campaigning outside the polling place.

## Urgent Notices

- Should there be an urgent need to reach out to the Judges during Election Day, the Elections Office will utilize Everbridge to send out a mass text message and/or phone call.
- Please be sure the office has an accurate cell phone number to contact you.
- If you (Judges) need a cell phone, please let us know and you can borrow one from the county.

# General Rules

- No political discussion inside the polling place
- No campaigning inside the polling place
- Do not wear any campaign paraphernalia
- Do not give advice on who to vote for or what to vote for to anyone, even if asked by a voter
- Judges, majority inspectors, and minority inspectors must work full days
- Please obey the smoking policy of the polling place
- Open carrying firearms is allowed in some locations, brandishing is not.  
Prohibited in:
  - A private property forbidding them
  - A school
  - A courthouse
  - Or any other location where PA law prohibits the carrying of firearms

## Interacting with People with Disabilities or Language Barriers

- Voters may bring someone to assist them or they can request assistance from a poll worker (Record of Assisted Voters/Assistance Form)
- Speak directly to the person rather than through their companion/interpreter
- Don't assume that a person with a physical disability or speech impediment also has a cognitive disability
- Be familiar with the resources provided to you! (ICX-ADA machine, translated forms, poll worker manual, etc.)



# People of the Polls

- Students
- Poll Watchers
  - (Candidates can appoint watchers in primaries)
- Constables (only if requested to enter the polling place by the JOE)
- Rovers
- News/media are NOT allowed inside the polling place. Please refer all media inquiries to the elections office.
- Candidates and elected officials are NOT allowed inside unless they are there to vote.



## Poll Watchers

- Each candidate may appoint **two** watchers in each election district in which the candidate is voted for.
- Each political party/body which have nominated candidates may appoint **three** watchers.
- Only **one watcher for each** candidate, political party, or political body is allowed in the polling place at any one time.
- Watchers are provided with certificates issued by our office and have the current date of the election.
- Watchers must be registered voters in York County. They cannot be candidates.



# Poll Watchers

- **Permitted**

- Be inside the polling place in the area designated by the JOE during election proceedings and after the polls close
- Observe the election proceedings
- Inspect the Numbered List of Voters when no voters are present
- Challenge voters

- **Prohibited**

- Interfere with poll workers
- Solicit voters (including wearing political paraphernalia)
- Intimidate voters
- Be outside of the designated watcher area determined by the JOE

If a poll watcher has questions or concerns while inside the poll, they must address them to the JOE or to the Elections Office. If there is an issue resolving the question/concern, the JOE should immediately call the Elections Office at 717-771-9604.

## Before Election Day

- Apply for an absentee ballot
  - If you are working in a polling place outside your precinct, be sure to apply for an absentee ballot. The deadline to apply is 5:00 PM on the Tuesday before every election.
  - Apply here:  
<https://www.pavoterservices.pa.gov/OnlineAbsenteeApplication/#/OnlineAbsenteeBegin>



## Before Election Day - JOEs

- Info will be emailed:
  - Contact info for polling place
  - List of potential workers (please call your workers!)
  - Drop off location for election night returns
- Confirm with your polling place
  - Make sure that your polling place is prepared if you plan to come in Monday night for set-up.
  - Confirm what time and HOW you can get into the building on Election Day (no later than 6:00 AM).



## Before Election Day - JOEs

- Confirm your poll workers
  - There MUST be different political parties represented.
    - Shift 1: 6:00 AM – 1:30 PM
    - Shift 2: 1:30 PM – 9:00 PM (or close)
  - Coordinate food and any additional supplies that your team may need.
- Supply Pick up/Delivery
  - Supplies are delivered to the Judges after 5:00 PM Friday or Saturday morning prior to the election.
  - Machines and PPE kits will be delivered to your polling place

# Supplies

- Ensure that you have received all the supplies that you need:
  - White box
    - May be opened prior to Election Day
    - Poll worker binder, notices, other paperwork
    - Pens, markers, tape, seals, etc.
  - Sealed black bag
    - May not be opened until Election Day
    - Poll books
    - Street list
    - Pay sheet
    - Provisional ballot materials
- Report any missing items to the Elections Office ASAP

# Questions?

Regarding what happens before Election Day and poll worker responsibilities

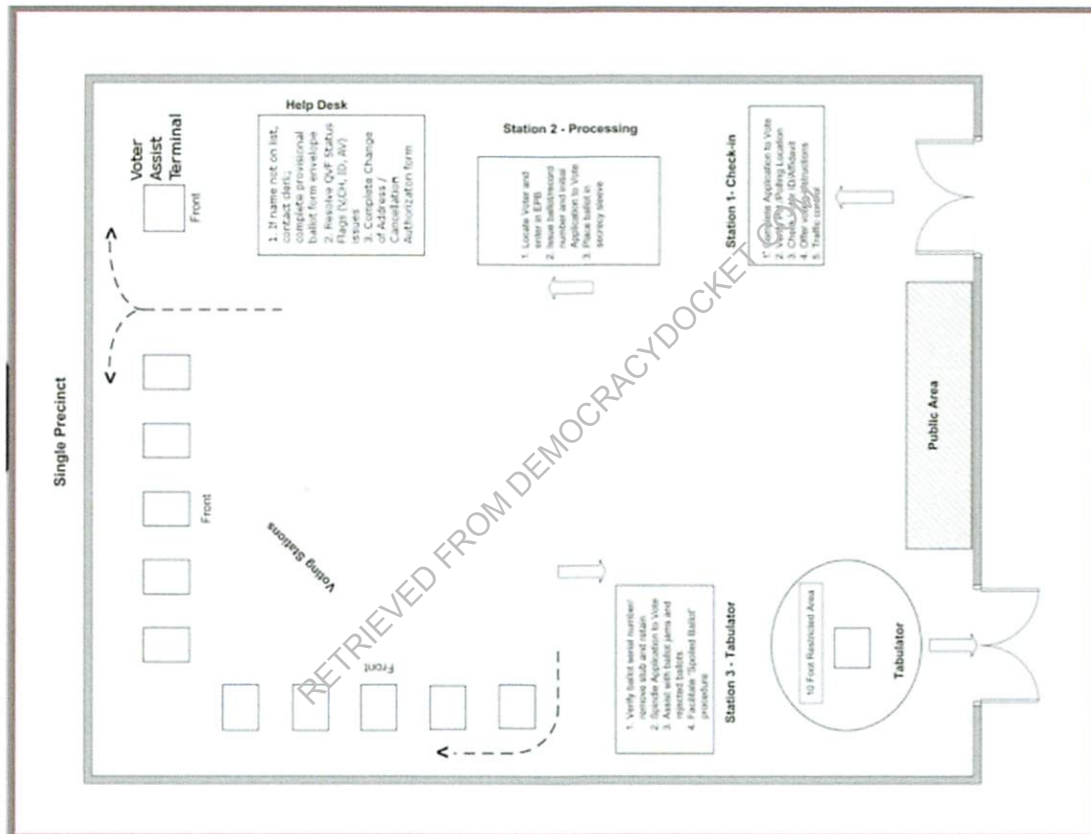


## Setting up your Poll

- Check the labels on all voting equipment to ensure proper delivery has been made, including poll books!
- Inside the building
  - Set up voting stations, including any seated stations.
  - Be mindful of voter foot traffic and exterior windows when arranging the room.
  - Workstations are arranged to process voters in an orderly manner.
  - A public area for poll watchers is clearly marked and distinguishable from the voting area.
  - Follow the Opening the Polls Checklist (on Election Day)



Example Polling Place Layout



# Setting up your Poll

- Outside the building
  - Ensure that main entrances are fully accessible to the elderly and disabled.
  - Measure and identify the area where individuals who wish to solicit voters outside the poll may conduct their activities.
    - At least 10' from the exterior entrance to the building
  - Place “Vote Here” signs





## Beginning of the Day Paperwork

- Election's Officers Oath
- Pay Sheet
- Return Statement Sheets  
(3 copies)
- Zero Report from each machine  
(Envelope A)



# Election Officer's Oath

- Minority Inspector swears in the Judge of Elections.
- The Judge of Elections then swears in the poll workers.
- White copy in Envelope E
- Yellow copy in Envelope F

ONE COPY TO BE PLACED IN ENVELOPE G  
ONE COPY TO BE PLACED IN ENVELOPE H

## Election Officers' Oaths

### ELECTION JUDGE:

"I \_\_\_\_\_ do swear (or affirm) that I will as JUDGE duly attend the ensuing election or primary during the continuance thereof; and in cooperation with the inspectors, faithfully carry on the same; that I will not consent to the admission of any person to vote, except such as I firmly believe to be registered and entitled to vote at such election (or primary), according to the provisions of the Constitution and laws of this Commonwealth; and that I will use my best endeavors to prevent any fraud, deceit or abuse in carrying on the same, and I will make a true and perfect return of the said election (or primary), and will at all times impartially and faithfully perform my duty respecting the same, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this election (or primary)."

Sworn (or affirmed) and subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me,

\_\_\_\_\_  
Minority Inspector

### MAJORITY INSPECTOR:

"I \_\_\_\_\_ do swear (or affirm) that I will as MAJORITY INSPECTOR duly attend the ensuing election or primary during the continuance thereof; and in cooperation with the inspectors, faithfully carry on the same; that I will not admit any person to vote, except such as I firmly believe to be registered and entitled to vote at such election (or primary), according to the provisions of the Constitution and laws of this Commonwealth; that I will not venally delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid; that I will make a true and perfect return of the said election (or primary), and that I will in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this election (or primary)."

### MINORITY INSPECTOR:

"I \_\_\_\_\_ do swear (or affirm) that I will as MINORITY INSPECTOR duly attend the ensuing election or primary during the continuance thereof; and in cooperation with the inspectors, faithfully carry on the same; that I will not admit any person to vote, except such as I firmly believe to be registered and entitled to vote at such election (or primary), according to the provisions of the Constitution and laws of this Commonwealth; that I will not venally delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid; that I will make a true and perfect return of the said election (or primary), and that I will in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this election (or primary)."

### MINORITY INSPECTOR'S CLERK:

# Pay Sheet

- All poll workers sign the pay sheet.
- Be sure to check the box if they worked a full or half day and have them circle information if they have updated their contact/ mailing information.
- Each poll worker only needs to sign once.
- Place this form in your canvas return bag.

Page \_\_\_\_\_ of \_\_\_\_\_

To the County Board of Elections of York County:

We, the undersigned, Officers of the Election held in \_\_\_\_\_ Ward \_\_\_\_\_ District in the (City, Borough, Township) of \_\_\_\_\_, said County, on the May 18, 2021 election do authorize \_\_\_\_\_ Judge of Election, to submit this request for compensation for services on our behalf.

We certify there were \_\_\_\_\_ electors who cast their votes.

<b>Judge</b> _____ \$175.00 (Printed Name) (Signature) _____ (Street) _____ (City, State) _____ (Zip Code) _____ Transportation of Returns _____ miles (if \$0.575 circular)	<b>Clerk</b> _____ Full Half Day (Printed Name) (Signature) _____ (Street) _____ (City, State) _____ (Zip Code) _____
<b>Majority Inspector</b> _____ \$150.00 (Printed Name) (Signature) _____ (Street) _____ (City, State) _____ (Zip Code) _____	<b>Clerk</b> _____ Full Half Day (Printed Name) (Signature) _____ (Street) _____ (City, State) _____ (Zip Code) _____
<b>Minority Inspector</b> _____ \$150.00 (Printed Name) (Signature) _____ (Street) _____ (City, State) _____ (Zip Code) _____	<b>Clerk</b> _____ Full Half Day (Printed Name) (Signature) _____ (Street) _____ (City, State) _____ (Zip Code) _____
<b>Countable</b> _____ HOURS X \$8.00 = _____ MAX \$100.00 (Printed Name) (Signature) _____ (Street) _____ (City, State) _____ (Zip Code) _____	<b>Machine Inspector</b> _____ Full Half Day (Printed Name) (Signature) _____ (Street) _____ (City, State) _____ (Zip Code) _____
<b>Clerk</b> _____ Full Half Day (Printed Name)	<b>Machine Inspector</b> _____ Full Half Day (Printed Name) (Signature) _____ (Street) _____ (City, State) _____ (Zip Code) _____



# Return Statement Sheets

- Front of sheet (three copies):
  - Record seal numbers from the machines
  - Record total number of Election Day ballots received
  - Signed by poll workers

«Precinct\_id»  
«Polling\_Place»

## Return Statement Sheet (Opening)

Statement of Canvass of Scanner  
and Votes for the Municipal Primary  
Tuesday, May 17, 2022

**Envelope A:**  
Place this Statement Sheet in  
Envelope A with a copy of the  
results tapes.

In the evening, please remember to fill in required information on the reverse side of this page.

To be completed and signed by the Election Board Officers BEFORE the opening of the polls:  
We certify that on the 17<sup>th</sup> day of May, 2022 before the polls were opened, the ImageCast Precinct(s) (ICP) and the ImageCast X (ICX-ADA) were set-up and turned on. We carefully examined the "Zero Proof" tape that was generated. We found that there were zeros in the right-hand column for all candidates and so remained until the opening of the polls.

Judge of Elections	Clerk
Majority Inspector	Clerk
Minority Inspector	Clerk
Clerk	Clerk
Clerk	Machine Inspector

1. Record the following GREEN seal numbers before opening the machine and removing ballots.

SCANNER	FRONT COVER SEAL #	REAR COVER SEAL #	BALLOT DOOR SEAL #
A			
B			
C			

2. Enter total number of Official Election Day Ballots received from Board of Elections. Election Day ballots come in packs of roughly 100.

Type of Ballot Received	Election Day Ballot Count	Numbers to Remember	
Total Official Republican Election Day Ballots Received		Votes that should be cast on bottom of each ICP scanner screen in the morning	0 votes
Total Official Democrat Election Day Ballots Received		Feet of distance to mark off from the outside entrance of the polling place	10 ft
Total Official Non-Partisan Election Day Ballots Received		Time (AM) that the polls should be open, not a minute sooner or later.	7:00 am
Total Official Election Day Ballots Received (Rep. plus Dem. plus Non-Per.)		Phone # to call if you have trouble with your voting machines or supplies	717-771-9640
Additional Ballots Received from Board of Elections (if applicable)		Phone number to call if you have any other issues with voters, poll watchers, etc.	717-771-9604

# Mock-Opening of the Polls

Please take out your sample Statement Sheets and a pen/pencil

# Questions?

Regarding setting up and doing the initial paperwork

# Voting Methods in York County

- At the polling place
  - Voter signs the poll book to vote by paper ballot and scanner
  - Voter uses a provisional ballot (does not sign poll book)
- Vote by mail
  - Mail-in ballot
  - Absentee ballot
- PA – Closed primaries. Only Reps and Dems



# Polling Place Hours

- Polls open promptly at 7:00 AM
- Polls close at 8:00 PM
  - Anyone in line to vote at 8:00 PM gets to vote no matter how long the line takes
  - Poll worker determines the last person in line at 8:00 and turns away anyone arriving after 8:00



## How to Process Voters – Poll Book

- Signing the poll book means the voter voted by paper ballot and scanner.
- Both full and supplemental poll books will be divided into two categories
  - Voters who are eligible to vote in-person
  - Voters who voted by mail
- Each section will be sorted alphabetically by last name
- Contains easy to understand watermarks by the voter's name to indicate if there are any extra steps that need to be taken for that voter.
- Voters who have requested a ballot, but not returned it will need to vote provisionally if they don't have the ballot materials with them.

Additional training resources on this topic are available from the PA Department of State.



## How to Process Voters – Poll Book

- Voter arrives at the table with the inspectors and clerk(s)
- Voter states their name the inspector finds their name in the corresponding section of the poll book (or supplemental poll book)
  - Voter is asked if they requested a mail-in or absentee ballot.
  - If they haven't applied for a mail-in/absentee ballot, voter signs their name in the poll book
- Clerk enters their name in the Numbered List of Voters
- Inspector records number and initials the entry in the poll book
- Inspector announces their name (and party affiliation if a primary election)
- Voter is handed a ballot, Sharpie, and privacy folder and is directed to private voting area

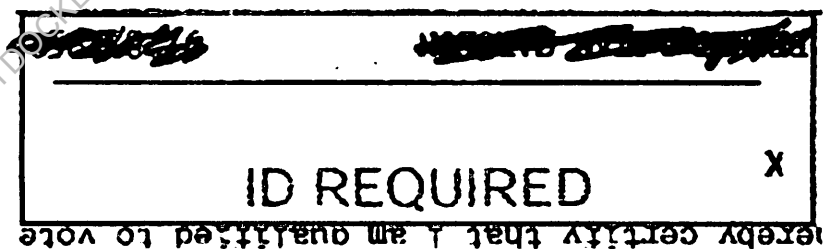
## How to Process Voters – Poll Book

- Voter proceeds to privacy area to mark ballot
- Voter proceeds to scanner and places their own ballot with their own hands into the scanner
- Once ballot is cast, voter gives Sharpie and privacy folder to Machine Inspector and is given an “I voted” sticker
- Voter leaves

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# The Poll Book

- When to ask for identification
  - Poll workers can only ask for identification of a voter when the poll book states, "ID Required".
  - This is when it is the voter's first time voting at that polling place.
  - If the poll book does not say "ID Required" poll workers are prohibited from requesting identification from a voter.



## The Poll Book - Acceptable forms of identification:

- Photo ID:

- PA driver's license or photo ID card
- ID issued by any Commonwealth agency
- ID issued by the US government
- US passport
- US Armed Forces ID
- Student ID
- Employee ID

- Non-Photo ID:

- Voter registration card issued by the county voter registration office
- Non-photo ID issued by the US government
- Non-photo ID issued by any Commonwealth agency
- Firearm permit
- Current utility bill
- Current bank statement
- Paycheck
- Government check

Additional training resources on this topic are available from the PA Department of State.

# The Numbered List of Voters

- Each voter needs a unique number
- Does not have to be sequential
- Voter's name and party affiliation is recorded on numbered list
- Voter's number is recorded in their poll book entry

List of Voters		List of Voters		List of Voters	
1	26		51		
2	27		52		
3	28		53		
4	29		54		
5	30		55		
6	31		56		
7	32		57		
8	33		58		
9	34		59		
10	35		60		
11	36		61		
12	37		62		
13	38		63		
14	39		64		
15	40		65		
16	41		66		
17	42		67		
18	43		68		
19	44		69		
20	45		70		
21	46		71		
22	47		72		
23	48		73		
24	49		74		
25	50		75		

Page \_\_\_\_\_ of \_\_\_\_\_ pages (Primary) (General) election held Tuesday, \_\_\_\_\_, 20\_\_\_\_

Voter # \_\_\_\_\_ Insp. Init \_\_\_\_\_ DOE, JANE  
 100 BROAD ST  
 ANYTOWN, PA 00000  
 1/1/1990

## Low Ballot Procedure

- Call the Elections Office when you get to half your ballots
  - We will put you on standby
- Call the Elections Office when you get to one-quarter of your ballots.
  - We will print and deliver
- Ordering 100% voter registration excluding VBM ballots
- All ADA machines have full ream of paper
- Identified on-demand printing centers in the four corners of the county



# Spoiling Ballots

- Voter makes a mistake on their ballot
- Voter returns their mail-in/absentee ballot and envelope
- Ballot is not scannable due to printing error
- Mark ballot
- Record in spoiled ballot log
- Place in spoiled ballot envelope

COMMONWEALTH OF PENNSYLVANIA  
OFFICIAL NONPARTISAN ELECTION BALLOT




**Marking**




**Instructions to the Voter**

**Vote With Care, Obedience To The Law**

# The Poll Book

- Remit mail-in ballot or vote provisionally
  - Voter has been issued a mail-in or absentee ballot.
  - They must surrender their mail-in/absentee ballot and bar-coded envelope and sign a declaration in order to sign the poll book and vote by paper ballot and scanner. “Ballot remitted” box should be checked.
  - If they cannot surrender their ballot and bar-coded envelope, they will vote by provisional ballot. They will not sign the poll book.

  
REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY ☒   
I hereby certify that I am qualified to vote  BALLOT REMITTED? ☐

  
REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY ☒   
I hereby certify that I am qualified to vote  BALLOT REMITTED? ☐

## The Poll Book

- Mail-in/absentee ballot cast/not eligible

- The voter's mail-in or absentee ballot has been received by the Elections Office.
- Under no circumstances are they allowed to sign the poll book and vote by paper ballot and scanner.

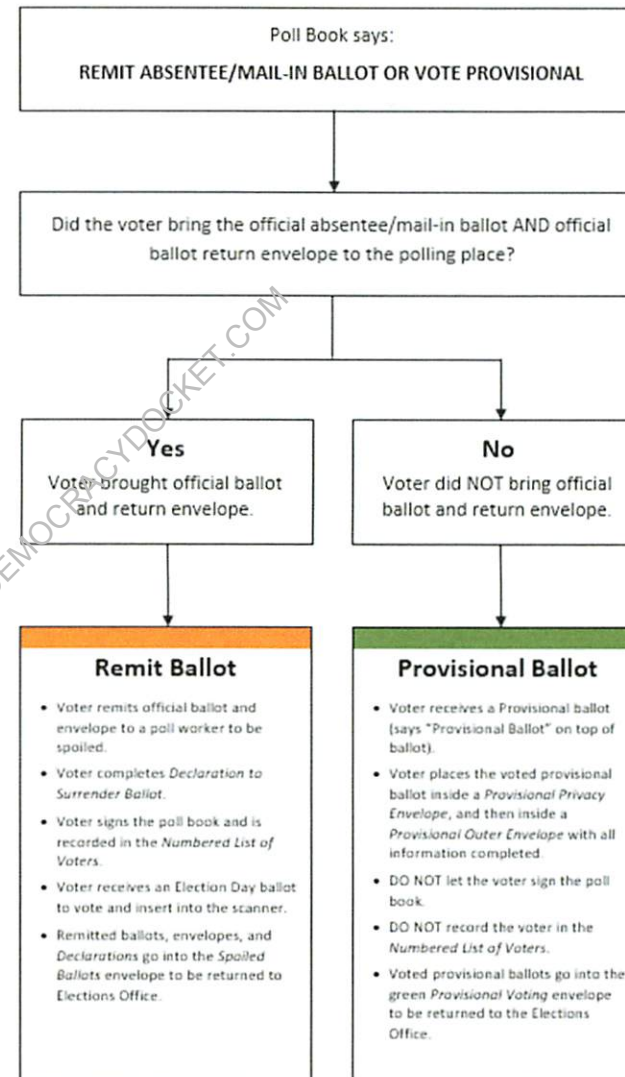
**MAIL-IN - BALLOT CAST/NOT ELIGIBLE**



**ABSENTEE - BALLOT CAST/NOT ELIGIBLE**

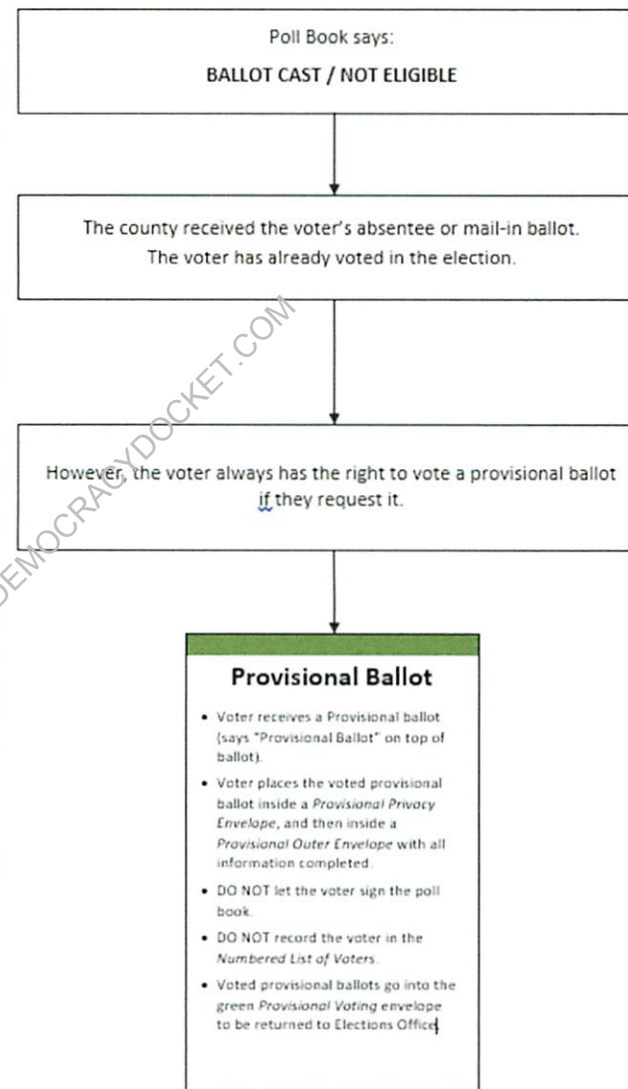


# Poll Book vs. Provisional Ballot






# Poll Book vs. Provisional Ballot



## Voters Requiring Assistance

- Voters have the right to bring someone with them or they may request assistance from a poll worker:
  - Disability
  - Language interpretation
  - Illiteracy
- Indicated in poll book
  - There are several codes that could be included in the poll book to indicate a voter may need assistance to vote.
    - Examples include: HI, IL, ILL, LN, NA, OTH, PD, VSI, AND WC

Voter # _____ Insp. Init _____	DOE, JANE	0661/1/1990	DOE, JANE
	100 BROAD ST ANYTOWN, PA 00000 1/1/1990	<b>VSI</b>	INACTIVE: AFFIRM REQ <input checked="" type="checkbox"/>
		I hereby certify that I am qualified to vote in this election.	
		0000000000-01	

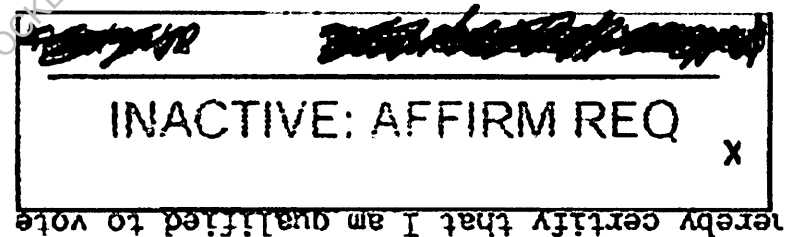


- If not indicated and a voter would like it to be, complete the Declaration of the Need of Assistance to Vote and Record of Assisted Voters.
- All assisted voters will be recorded in the Record of Assisted Voters.
- Spanish forms also provided.
- See additional training module from PA Department of State

[illegible]

# The Poll Book

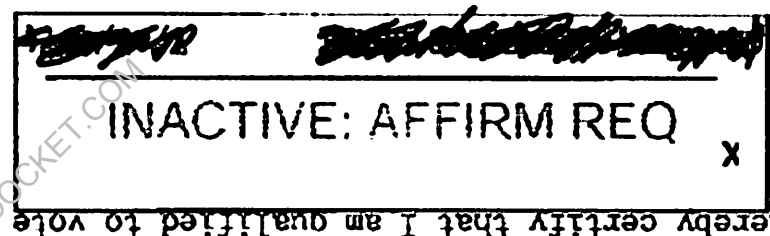
- Inactive – Affirmation Required
  - Voter must complete the Affirmation of Elector form before voting
  - Voter has not voted in a number of elections
  - Voter has moved



Additional training resources on this topic are available from the PA Department of State.

# Affirmation of Elector

- This form is used when affirmation is required in the poll book entry.
- The voter's address needs updated/verified.
- Spanish forms also provided



**Affirmation of Elector**

Please complete either Part A or B of this form, whichever is applicable to your situation. Everyone must complete Part C in full

**A Change of Address:**  
 If you have changed your address, please check one of the following areas **and list your current address below:**  
☐ I still reside in York County and in an area covered by this same polling place and wish to vote here.  
☐ I still reside in York County but in an area covered by a different polling place and wish to vote at this polling place for the last time.  
☐ I now reside in a different county and wish to vote here for the last time. Please cancel my registration in York County.  
 (To register to vote at your new address, contact the voter registration office in the county in which you now live.)

**My current address is:** \_\_\_\_\_

**B. If you have not changed your address please check the following:**  
☐ I have not changed my address and wish to remain registered to vote at this polling place.

**C. Affirmation:**  
 I hereby swear or affirm that the information that appears above is true to the best of my knowledge under penalty of perjury.

\_\_\_\_\_  
 Signature of Voter

\_\_\_\_\_  
 Date Signed

\_\_\_\_\_  
 Date of Birth

\_\_\_\_\_  
 Printed Name of Voter

\_\_\_\_\_  
 Telephone #

\_\_\_\_\_  
 Maiden or Former Name

On the above date, the above voter came before me and swore or affirmed the information contained herein to be true.

\_\_\_\_\_  
 Signature of Judge of Election (This must be signed.)

\_\_\_\_\_  
 Election District

E-10 (11/29/2006)

# The Poll Book

- Voter is not listed in the poll book
  - Check the supplemental poll book
  - Check the spelling of the person's last name
  - Look up their registration status or call the Elections Office
    - <https://www.pavoterservices.pa.gov/pages/voterregistrationstatus.aspx>
    - Voter may be at the wrong polling place
  - If the voter is at the correct polling place, they are registered, and they are still not found in the poll book, call the Elections Office.
    - Sign the back of the poll book
    - Provisional ballot

# Challenge of a Voter

- Individual's identity
- Individual's residence in the election district
- Any alleged violation of the law pertaining to the signing of the voter's certificate
- Any alleged violation of the law prohibiting bribery at elections

**Challenges must be made on a good faith basis! No one can be challenged or denied the right to vote based on their race, ethnicity, national origin, or membership in a language minority.**

## CHALLENGES ELECTOR'S AFFIDAVIT

Place completed  
forms in the  
canvass return bag.

NOTE: All challenges must be done in good faith. No one can be challenged or denied the right to vote based on their race, ethnicity, national origin, or membership in a language minority.

The following affidavit is to be executed by an elector of the district who is challenged with respect to the elector's identity or legal residence in the district; or by an elector challenged for bribery or other violation of the Election Laws.

COMMONWEALTH OF PENNSYLVANIA } SS:  
COUNTY OF YORK

I, \_\_\_\_\_, being duly sworn, depose  
(Name of challenged elector)  
and say: That I am a resident of the Commonwealth of Pennsylvania, that I presently reside at or up to

\_\_\_\_\_  
(Address of challenged elector. If removed from the district, insert date of removal which must be within 30 days immediately preceding this primary or election)

did reside at \_\_\_\_\_;  
(Previous residence, if applicable)

That I am qualified to vote in the \_\_\_\_\_ Ward, \_\_\_\_\_ District,  
of \_\_\_\_\_; that I have had a continuous  
(City, borough, or township)  
residence at the address set forth on my registration card, or that I removed from the district within thirty days immediately preceding this Primary or Election; that I am the identical person whose name is set forth on said registration card, and further, that I have not committed bribery at this Primary or Election, nor have I violated any election laws of this Commonwealth.

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(Day) (Month) (Year)

Before \_\_\_\_\_  
(Name of Judge of Elections)

\_\_\_\_\_  
(Signature of challenged elector)

PLEASE SEE REVERSE FOR THE SUPPORTING AFFIDAVIT

York County Elections and Voter Registration  
(09/2022)

## Poll Book vs. Provisional Ballot

- Signing the poll book means the voter has voted with an Election Day ballot and scanner.
  - They are a regular voter or they have surrendered their mail-in/absentee ballot and bar-coded envelope and signed a declaration.
- Provisional ballots are issued when:
  - The voter cannot surrender both their mail-in/absentee ballot and bar-coded envelope.
  - Other reasons

***The voter does not sign the poll book or go on the Numbered List of Voters for a provisional ballot.***



# Mock-Provisional Ballot Processing

Please take out your sample Provisional Ballot Envelope and a  
pen/pencil

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# Questions?

Regarding the poll book and processing voters

# Additional Paperwork

That will be completed during the day

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## NOTES


[illegible]

E-1 (4-20-2007)

# Complaint Form

- 2002 Help America Vote Act (HAVA) Violations regarding poll worker conduct
- Must be signed under oath, notarized, and filled out completely
- File the original and two copies to the Bureau of Commissions, Elections and Legislation

(FOR OFFICIAL USE ONLY)

  
COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
Harrisburg

STATEMENT OF COMPLAINT – VIOLATIONS OF TITLE III  
OF THE HELP AMERICA VOTE ACT OF 2002  
(PUBLIC LAW 107-252, 42 U.S.C. § 15301 *ET SEQ.*)

Under section 402(a)(2) of the Help America Vote Act of 2002 (HAVA) (42 U.S.C. § 15312(a)(2)) and section 1206.2(a) of the Pennsylvania Election Code (25 P.S. § 3046.2(a)), any person who believes that a violation of any provision of Title III of HAVA (42 U.S.C. §§ 15481-15501) has occurred, is occurring, or is about to occur, may file a complaint with the Department of State, Bureau of Commissions, Elections and Legislation. Complaints made against a local or county official or employee will be processed and considered by the Department of State under section 1206.2(b) of the Election Code (25 P.S. § 3046.2(b)). Complaints made against the Department of State will be processed and considered by the Commonwealth's Office of General Counsel under section 1206.2(c) of the Election Code (25 P.S. § 3046.2(c)).

In order for the Department of State or the Office of General Counsel to initiate complaint proceedings under section 402(a) of HAVA and section 1206.2 of the Election Code to consider possible violations of Title III of HAVA, a complainant must complete both sides of this complaint form. Complaints should be typewritten or clearly printed in black or blue ink. Please state the facts briefly and clearly, and be sure to submit any documents you have to support your complaint.

YOU MUST SIGN THIS FORM, COMPLETE THE PRESCRIBED AFFIDAVIT BEFORE A LICENSED NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED UNDER PENNSYLVANIA LAW TO ADMINISTER OATHS, AND RETURN THE FORM, WITH TWO COPIES, TO THE DEPARTMENT OF STATE, BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION, 210 North Office Building, Harrisburg, PA 17120.

**THIS FORM MUST BE SIGNED UNDER OATH, NOTARIZED, AND FILLED OUT COMPLETELY IN ORDER TO BE PROCESSED. TO ASSURE PROMPT PROCESSING OF THE COMPLAINT, PLEASE FILE THE ORIGINAL AND TWO COPIES OF THE COMPLAINT WITH THE BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION**


TYPE OF COMPLAINT (PLEASE CHECK ONE):


# Registration Forms


- New registrations
- Change of name
- Change of party


## Pennsylvania Voter Registration Application


Page 3  
Use black ink


**Print your name**  Last name  Jr Sr II III IV (circle if applicable)  
First name  Middle name or initial


**Eligibility**  Are you a citizen of the U.S.? ☐ Yes ☐ No  
Will you be 18 years or older on or before election day? ☐ Yes ☐ No


**Reason**  ☐ New registration ☐ Change of name ☐ Change of address  
☐ Change of party ☐ Federal or State employee registering in county of last residence

**About you**  Birth date  Sex ☐ M ☐ F Race (optional)   
Phone  Email

**Your address**  Address (not P.O. Box)  Apt. number   
City/Town  State PA Zip Code   
Municipality  County   
☐ I do not have a street address or permanent residence (use mail on back)

**The address where you receive mail**  ☐ Same as above Address or P.O. Box   
City/Town  State  Zip Code

**Identification**  PA driver's license or PennDOT ID card number   
Last four digits of your Social Security number   
☐ I do not have a PA driver's license or a PennDOT ID card or a Social Security number.

**Political party** 

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# We Need You: Poll Worker Interest



Office of Election/Voter Registration  
County of York  
28 E. Market Street, York, PA 17401

**WE NEED YOU!**

If you are interested in serving on the Election Board for your polling place in future elections, complete the following information and either give it to one of your Election Board members or send it to the above address.

Election Board Positions

- Judge of Elections
- Majority Inspector
- Minority Inspector
- Machine Inspector
- Clerk

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

**Poll workers are vital to efficient and honest elections!**

## Machine Inspectors/Operators

- Stand behind the machines
- Verbally assist voters with placing their ballot in the scanner
- Voters should be placing their own ballot with their own hands into the scanner
- The only time a Machine Inspector should take a ballot from a voter is when they explicitly request it.



## Machine Error Notifications

If a voter has mismarked their ballot, the ICP will alert the voter to a problem. Voters ALWAYS have the option of getting a new ballot, making a correction to their ballot, or casting their ballot “as is”.

- **“BLANK BALLOT”** - A voter has inserted a blank ballot into the ICP and no votes will be cast. The voter can choose to have their ballot returned and continue to vote their ballot or cast their ballot “as is”.
- **“AMBIGUOUS MARK”** – The ICP does not recognize the voter’s intent in one or more races. The voter will need to completely fill in the ovals to cast their ballot (they do not have to get a new ballot)
- **“OVERVOTE”** – The voter has voted for more candidates than is permitted. The voter can choose to have their ballot returned to correct the error or cast it “as is”. If they cast their ballot “as is” – the ICP will inform them that NO VOTES will be counted in the race where the overvote occurred.

# Sharpies

- Please use the writing implements provided
- Ink is quick-drying and very dense
- Dry ink is not reflective
- Yes, it bleeds through. Does not affect contest on the back
- Ball point pens smear and are difficult to read in adjudication (on precinct ballots)



Republican



Write In

Write In

# Questions?

Regarding the machines



## Closing the Polls

- Polls close at 8:00 PM
  - Anyone in line to vote at 8:00 PM gets to vote no matter how long the line takes
  - Poll worker determines the last person in line at 8:00 and turns away anyone arriving after 8:00
- Ensure that all poll workers have voted before starting close-out procedures.





## Close-out Procedures

- Follow the Closing the Polls checklist in your poll worker manual.
- Best to have someone read the instructions and another person complete the tasks.



# Affidavit of Voter Identification

- To be signed by the poll workers at the close of polls.
- Place in Envelope A

WPP-FORM 010

**AFFIDAVIT OF VOTER IDENTIFICATION**  
To be signed after the close of the polls.

The undersigned, members of the district election board for the election district designated as \_\_\_\_\_ (e.g., municipality, ward, precinct, division, etc.) by the Board of Elections of \_\_\_\_\_ County, having been duly sworn according to law, state as follows:

1. I understand that, before certain electors who appear to vote are permitted to cast a ballot in the ordinary manner, the law requires an individual to present to an election officer for examination either a proper form of photo identification or, if the individual does not have proper photo identification, a proper form of identification that shows the name and address of the elector.
2. I further understand that in the event that the district register indicates that an elector appearing to vote is required to show proper identification, it is the responsibility of the responsible election officer(s) to require the elector to present a proper form of identification and to examine the identification presented to determine whether the identification is proper and demonstrates to the satisfaction of the inspectors of election and/or the judge of elections that the individual appearing to vote is a registered and qualified elector of the election district.
3. I further understand that in the event that an election officer has examined the identification presented and the elector has been permitted thereafter to sign the district register and to vote in the ordinary manner, the election officer who examined the identification is required to indicate that he or she has examined the elector's identification by affixing his or her initials next to the name of the elector in the district register in the place designated for such purpose.
4. Based on the aforesaid understandings, where my initials appear in the district register indicating that I have examined an elector's identification, I swear under oath that I did in fact examine the identification presented by the elector as required by law.

\_\_\_\_\_  
Judge of Elections

_____ Majority Inspector	_____ Minority Inspector
_____ Majority Clerk	_____ Minority Clerk

# Return Statement Sheets

- Back of sheet (three copies):
  - Record total number of Election Day ballots received
  - Record the total number of Election Day and Provisional ballots used
  - Record total number of voters
  - Record seal numbers from the machines and return bags
  - Signed by poll workers
- Envelopes A and B
- One on exterior door

«Precinct\_Id»  
«Polling\_Place»

## Return Statement Sheet (Closing)

Statement of Canvass of Scanner  
and Votes for the Municipal Primary  
Tuesday, May 17, 2022

**Envelope A:**  
Place this Statement Sheet in  
Envelope A with a copy of the  
results tapes.

To be completed and signed by the Election Board Officers AFTER the closing of the polls:  
We certify that on the 17<sup>th</sup> day of May, 2022 after the polls were closed, the ImageCast Precinct(s) (ICP) and the  
ImageCast X (ICX-ADA) were closed according to the procedure and results tapes were printed as required. The Poll  
Worker CF cards will be removed from the scanner(s) and delivered to the County Board of Elections. These statements  
are true and correct in every particular.

Judge of Elections	Clerk
Majority Inspector	Clerk
Minority Inspector	Clerk
Clerk	Clerk
Clerk	Machine Inspector

Type of Ballot Received	Election Day Ballot Count	Type of Ballots	Number of Ballots Used
Total Official Republican Election Day Ballots Received		Total Ballots Cast from Bottom of Scanner A	
Total Official Democrat Election Day Ballots Received		Total Ballots Cast from Bottom of Scanner B	
Total Official Non-Partisan Election Day Ballots Received		Total Ballots Cast from Bottom of Scanner C	
Total Official Election Day Ballots Received (Rep. plus Dem. plus Non-Par.)		Public Counter Total from ImageCast X (ADA Unit)	
Additional Ballots Received from Board of Elections (if applicable)		Number of SPOILED Official Election Day Ballots	
		Number of UNUSED Official Election Day Ballots	

TOTAL NUMBER OF VOTERS: \_\_\_\_\_  
From the Numbered List of Voters

TOTAL PROVISIONAL BALLOTS USED: \_\_\_\_\_

1. Place unused Election Day and Provisional ballots in scanner A's ballot box. Reseal the ballot storage door and scanner cover with BLUE seals and record the BLUE seal numbers below:

SCANNER	FRONT COVER SEAL #	REAR COVER SEAL #	BALLOT DOOR SEAL #
A			
B			
C			

2. Remove CF card results cartridge from Poll Worker door at front of each scanner and place them into small, blue CF card bag. Seal with a RED square seal and record seal number below. Place marked ballots from each scanner into rolling blue ballot bag (separate with colored sheets of paper if multiple scanners), seal with RED square seal, and record number below. Finally, place poll books and marked provisional ballots into black bag and seal with a BLUE seal and record number below.

RETURN BAGS	SEAL NUMBERS
CF Card Bag	
Rolling Blue Ballot Bag	
Black Bag w/poll books and used Provisional Ballots	

# Mock-Closing the Polls

Please take out your sample Statement Sheet and a pen/pencil

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# Ballots

- All voted Election Day ballots will be placed in the rolling blue ballot bag.
  - If you have multiple scanners, separate the ballots with the provided colored sheets of paper.
- Voted Provisional ballots will be placed in the black bags with the poll books.
- Unused Election Day and Provisional ballots will be placed in the belly of machine A.





## What to Post on Door

- One Return Statement Sheet
- One Results Report from each machine
- One Write-in Report from each machine





## Letter Envelopes A-G

- Envelope G Contains:
  - Record of Assisted Voters
  - Declarations of the Need for Assistance to Vote
- Seal and place in Envelope A

WPP- FORM 104 G  
YORK ©

**G**

**Record of Assisted Voters and Declarations of the Need  
for Assistance to Vote**

**SEAL THIS AND RETURN IN  
ENVELOPE A**

County Board of Elections this envelope to be opened only upon a written order of a Judge of the Court of  
Common Pleas, or subject to subpoena as other election records. Except it is permitted to any Registration  
Commission to examine same.

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## Letter Envelopes A-G

- Envelope E Contains:
  - White Elections Officers' Oath
  - Seal and place in Envelope A
- Envelope F Contains:
  - Yellow Elections Officers' Oath
  - Seal and place in Envelope B

The image shows two sample letter envelopes, labeled E and F, which are used for election officers' oaths. Both envelopes are light brown and feature a large green letter (E or F) in the upper right corner. The text on the envelopes is as follows:

**Envelope E:**

WPP FORM 104 E  
YORK ©

WILLIAM PENN PRINTING COMPANY, PITTSBURGH, PA

Ward \_\_\_\_\_ District \_\_\_\_\_ CITY BOROUGH OF TOWNSHIP \_\_\_\_\_

**ELECTION OFFICERS' OATH.**

PLACE IN ELECTION RETURN ENVELOPE A

Election Officers will enclose herein  
One copy ELECTION OFFICERS' OATH  
To be placed in Large Return Envelope A

**Envelope F:**

WPP FORM 104 F  
YORK ©

WILLIAM PENN PRINTING COMPANY, PITTSBURGH, PA

Ward \_\_\_\_\_ District \_\_\_\_\_ CITY BOROUGH OF TOWNSHIP \_\_\_\_\_

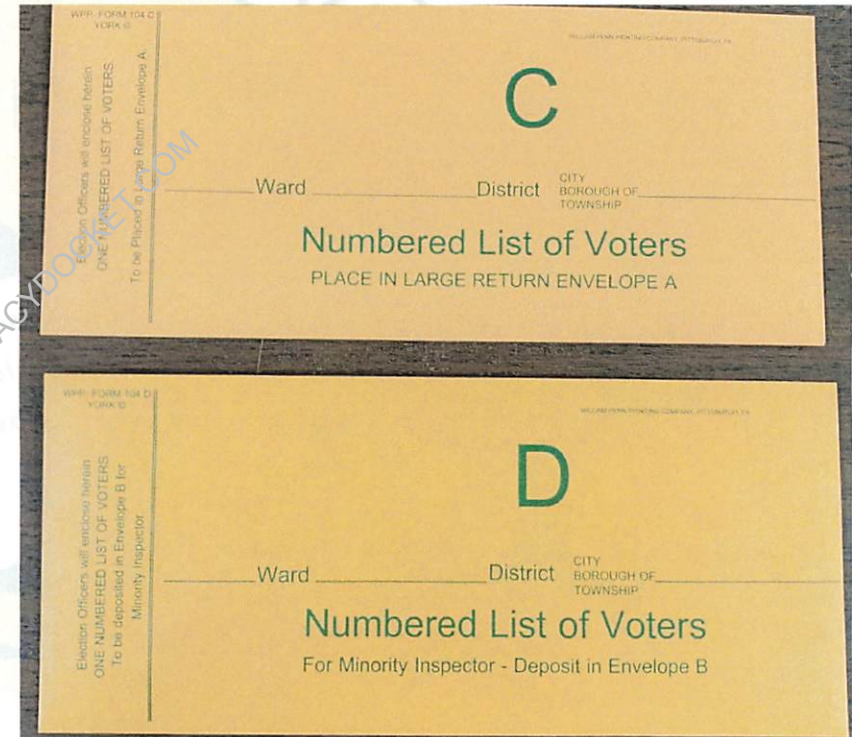
**ELECTION OFFICERS' OATH.**

For Minority Inspector - Deposit in Envelope B

Election Officers will enclose herein  
One copy ELECTION OFFICERS' OATH  
To be deposited in Envelope B for  
Minority Inspector

## Letter Envelopes A-G

- Envelope C Contains:
  - White Numbered List of Voters
  - Seal and place in Envelope A
- Envelope D Contains:
  - Yellow Numbered List of Voters
  - Seal and place in Envelope B





## Letter Envelopes A-G

- Envelope B Contains:
  - One Return Statement Sheet
  - One Results Report (from each scanner)
  - Envelope D (Numbered List of Voters)
  - Envelope F (Elections Officers' Oath)
- SEAL with gold seal
- Minority Inspector keeps for one year

WPE - FORM 104-B-YORK, C

**B**  
**ELECTION**

Ward \_\_\_\_\_ Dist. \_\_\_\_\_

City \_\_\_\_\_  
Borough of \_\_\_\_\_  
Township \_\_\_\_\_

For Election Held \_\_\_\_\_ 20 \_\_\_\_\_

To \_\_\_\_\_  
Minority Inspector

ENVELOPE B - ENCLOSE HEREIN  
One Return Statement Sheet and Results Report  
ENVELOPE D - Containing One Numbered List of Voters.  
ENVELOPE F - Containing One Oath of Election Officers.  
Seal Carefully and Deliver to the MINORITY INSPECTOR To be kept by them  
for one year

# Letter Envelopes A-G

- Envelope A Contains:
  - One Return Statement Sheet
  - One Results Report (from each scanner)
  - Envelope C (Numbered List of Voters)
  - Envelope E (Elections Officers' Oath)
  - Envelope G (Assisted Voters)
  - One Affidavit of Voter Identification
  - One Zero Report (from each scanner)
- SEAL with gold seal
- Judge of Elections must deliver to County Board of Elections

WPP - FORM 114-A-YORK ©

**ELECTION RETURN ENVELOPE**  
**A**  
To County Board of Elections

\_\_\_\_\_  
COUNTY

\_\_\_\_\_  
PENNA.

Returns From \_\_\_\_\_ Ward \_\_\_\_\_ Dist \_\_\_\_\_

City \_\_\_\_\_  
Boro of \_\_\_\_\_  
Twp \_\_\_\_\_

Officers at The Court House Will Fill Out This Space

Received \_\_\_\_\_ 20\_\_\_\_

At \_\_\_\_\_ o'clock \_\_\_\_\_ M. \_\_\_\_\_

ELECTION HELD ON \_\_\_\_\_ 20\_\_\_\_

**ENVELOPE A - ENCLOSE HEREIN**

One Return Statement Sheet and Results Reports  
ENVELOPE C - Containing One Numbered List of Voters  
ENVELOPE E - Containing One Oath of Election Officers  
ENVELOPE G - Containing Record of Assisted Voters and Declarations of the need for Assistance to vote.  
One Affidavit of Voter Identification  
One Zero Report

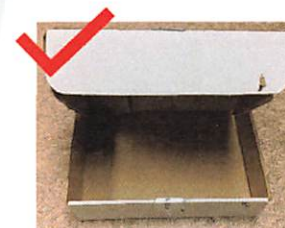
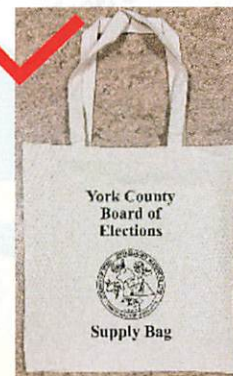
**AND SEAL**

This Envelope must be Delivered to the County Board of Elections by the Judge of Election IN PERSON



# What to Have at the Ready

- Black bag
  - Voted provisional ballots
  - Poll books
- Rolling ballot bag
  - Voted ballots only
- Canvas return bag with:
  - Blue cartridge bag (make sure you put the cartridge(s) in the bag!)
  - Pay sheet
  - Lanyard with card and keys
  - Envelope A
  - Extra supplies
- Empty white box





# Drop off – Administrative Center

28 East Market Street (downtown York)

- Chanceford
- Codorus
- Cross Roads
- Dallastown 1
- Delta
- Dillsburg
- Fawn Grove
- Fawn Township
- Felton
- Glen Rock
- Hallam
- Hanover
- Heidelberg
- Jackson
- Jacobus
- Jefferson
- Loganville
- Lower Chanceford
- Manheim
- New Freedom
- New Salem
- North Codorus
- North York
- Paradise
- Peach Bottom
- Penn
- Railroad
- Red Lion 2 & 3
- Seven Valleys
- Shrewsbury
- Spring Garden 1, 4, & 5
- Spring Grove
- Springettsbury 3
- Springfield
- Stewartstown
- West Manchester
- West Manheim
- West York
- Winterstown
- York City
- York Township 1-2, 1-3, 2-2, 3-1, 3-2, 3-3, 4-2, 4-3, 5-2, 5-3

# Drop off – John Rudy Park

400 Mundis Race Road (East Manchester Township)

- Carroll
- Conewago
- Dallastown 2
- Dover
- East Hopewell
- East Manchester
- East Prospect
- Fairview
- Franklin
- Franklintown
- Goldsboro
- Hellam
- Hopewell
- Lewisberry
- Lower Windsor
- Manchester
- Monaghan
- Mount Wolf
- Newberry
- North Hopewell
- Red Lion 1
- Spring Garden 2 & 3
- Springettsbury 1, 2, 4, 5, 6, 7, 8
- Warrington
- Washington
- Wellsville
- Windsor
- Wrightsville
- Yoe
- York Haven
- York Township 1-1, 2-1, 4-1, 5-1
- Yorkana



# Questions?

Regarding close-out procedures

# Questions?

Regarding anything else

# Thank you!

Annie Mendoza  
Deputy Director

Email: [asmendoza@yorkcountypa.gov](mailto:asmendoza@yorkcountypa.gov)

Phone: 717-771-9604

Casey Brady  
Voting Technology Lead

Additional Training Resources:

<https://pa-yorkcounty.civicplus.com/973/Poll-Worker-Training>



**Sign up to be a poll worker:**





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## **Exhibit 14**

