

JUDGE TRAINING

APRIL 7, 2026

GENERAL MUNICIPAL ELECTION

ELECTION
DAY INFO

TYPE OF
POLLS

SETUP

JUDGE TABLE,
PBC, & ADA

ELECTIONEERS,
CHALLENGERS, &
WATCHERS

PROVISIONAL,
STANDBYS,
PROTOCOL, &
CLOSING

Trainer: Carl Falco

Trainer: Carl Falco



I pledge alligiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

- Please silence or turn off phones
- 1.5-2 hour training
- Any new people?
- Who has something fun or interesting to share?!

Absentee Voting



Mon-Fri 8:30 am - 5:00 pm
Sat. 8:30 am - 12:30 pm



Independence Office
110 N Liberty St
Independence, MO 64050

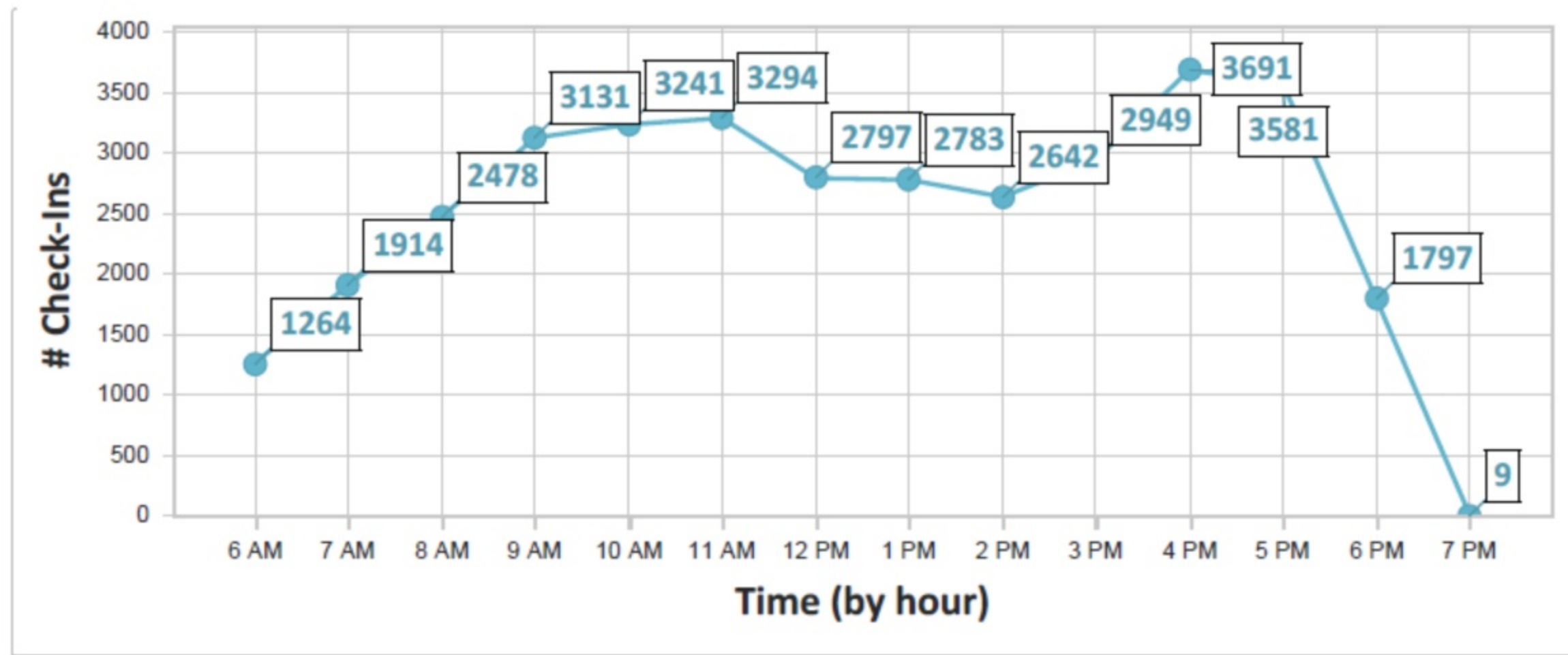
Woods Chapel Community of Christ
500 NE Woods Chapel Rd
Lee's Summit, MO 64064

**Closed Saturday, April 4th
& Monday, April 6th**

The Election Board encourages those judges working the election to take advantage of Absentee Voting so their full attention on Election Day can be to assist voters.

Stats from Nov. 4, 2025

Check-Ins by Hour



35,571 Check-Ins

15% Turnout

What is this election?

- *"General Municipal"*
- *County-wide*
- *Mayors, councilmembers, aldermen, trustees*
- *City Questions*
- *School District Directors*
- *School District Questions*
- *Fire Protection Districts*
- *Water Supply District*



Turnout: Around 20%

What to Wear

Please, look professional!

- Nice shirt
- Jeans or slacks
- JCEB apparel

**NO ELECTIONEERING ITEMS:
ANYTHING REPRESENTING POLITICAL PARTIES,
CANDIDATES, OR ISSUES ON THE BALLOT**

What to Bring:

- Food
- Drinks
- Snacks
- Prescriptions
- Jacket
- Cushion to sit on
- Entertainment



Election Day Timeline

4:55 AM- Arrive at the polling location you are assigned to

5:00 AM- Walking in & setting up equipment

BIPARTISAN TEAM!! 1 DEMOCRAT + 1 REPUBLICAN

6:00 AM- Polls OPEN

7:00 PM- Polls CLOSE

(Everyone in line at 7:00 PM has the right to vote)

Election Day Team

Supervisory Judges- Judges in charge of the poll. Bring TM, ballots, and other supplies to drop off location after closing the poll.

Judges- Hand out ballots and assist voters in the poll.

E-judges- Specifically trained on tablets to process voter check-in.

Deputies- Bipartisan team who make rounds during the day to check on the judges and their poll. They carry extra supplies if needed.

Bipartisan Team- When working on election day, the judges must accomplish several tasks as a bipartisan team. This means that the judges working together to assist the voters must have two judges- one from each of the major political parties when assisting.

Judge Oath

Township: _____ Precinct: _____

**JACKSON COUNTY ELECTION BOARD
ELECTION JUDGE OATH & PAYROLL SHEET**

*Each Judge **MUST print AND sign** their name on this payroll sheet & election judge oath. Enclose the sheet in the return payroll envelope and place inside the ballot carrier with the ballot cards.*

I solemnly swear that I will impartially discharge the duties of judge according to law, to the best of my ability and that I will not disclose how any voter has voted, unless I am required to do so as a witness in a proper judicial proceeding. I also affirm that I will not allow any person to vote who is not entitled to vote and that I will make no statement nor give any information of any kind tending in any way to show the state of the count prior to the close of the polls on Election Day. I certify that my name or the name of a relative within the second degree, by consanguinity or affinity, is not on the ballot at this polling place. I further certify that I am not related to the members of the Jackson County Board of Election Commissioners: Michael K. Whitehead, Colleen M. Scott, Henry R. Carner, and Lyle K. Query within the fourth degree of consanguinity or affinity.

Sworn and subscribed to before me

this _____ day of _____, _____

| | |
|--|--|
| (Republican) Poll Worker Print Name _____ Signature _____ | (Democrat) Poll Worker Print Name _____ Signature _____ |
| (Republican) Poll Worker Print Name _____ Signature _____ | (Democrat) Poll Worker Print Name _____ Signature _____ |
| (Republican) Poll Worker Print Name _____ Signature _____ | (Democrat) Poll Worker Print Name _____ Signature _____ |
| (Republican) Poll Worker Print Name _____ Signature _____ | (Democrat) Poll Worker Print Name _____ Signature _____ |
| (Republican) Poll Worker Print Name _____ Signature _____ | (Democrat) Poll Worker Print Name _____ Signature _____ |
| (Republican) Poll Worker Print Name _____ Signature _____ | (Democrat) Poll Worker Print Name _____ Signature _____ |

- Form a huddle or circle and choose someone to read aloud
- Judge Oath will be at the top of the payroll form at the polling location
- Please read the oath before signing the payroll form
- Found in the Red Folder on Election Day

IMMEDIATE FAMILY MEMBERS

C
O
N
S
A
N
G
U
I
N
I
T
Y

4th Degree Great Great Grandparent
Great Aunt/Uncle
First Cousin
Grand Nephew/Niece

3rd Degree Great Grandparent
Aunt/Uncle
Niece/Nephew
Great Grandchild

2nd Degree Grandparent
Brother/Sister
Grandchild

1st Degree Parent
Child

YOU

1st Degree Spouse

2nd Degree Parent-in-Law
Daughter/Son-in-Law

3rd Degree Grandparent-in-Law
Brother/Sister-in-Law
Grandchild-in-Law

4th Degree Great Grandparent-in-Law
Aunt/Uncle-in-Law
First Cousin-in-Law
Niece/Nephew-in-Law
Great Grandchild-in-Law

A
F
F
I
N
I
T
Y

Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships.

EQUIPMENT SECURITY CAGE



Equipment Security Cage



Step 1

Enter Code that was sent to Supervisor Judges

Take out key and slide silver rectangle left to unlatch top of lock box.

Step 2



Step 3

Use the key to unlock the padlock.

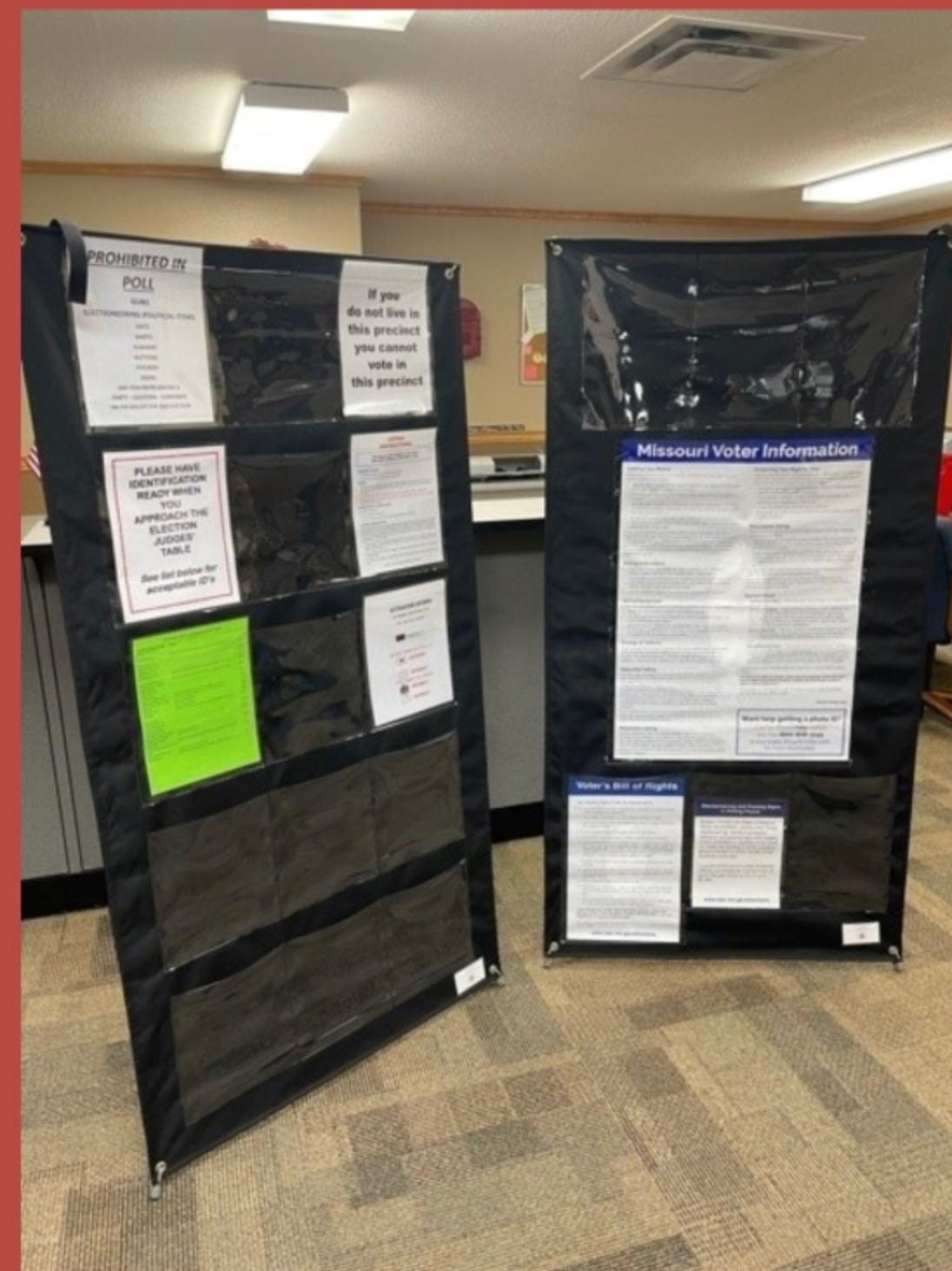
Lock key back inside lock box to use at the end of the day

SIGN DISPLAY



You will need to post **SAMPLE BALLOTS** in empty sleeves

Remove **SAMPLE BALLOTS ONLY** at the end of the day.



Sample Ballots

- Found in RED Folder
- Color = PINK
- Place in sign board at eye-level
- Remove at the end of the day

| OFFICIAL BALLOT | | STYLE: 1 |
|--|---------------------------|----------|
| JACKSON COUNTY, MISSOURI GENERAL MUNICIPAL ELECTION APRIL 7, 2026 | | |
| JUDGES INITIALS | | |
| 0 | | |
| INSTRUCTIONS TO VOTERS | | |
| Using blue or black ink, completely fill in the oval next to the candidate or question response of your choice like this: ● Fill in the oval completely. DO NOT MARK OUTSIDE OF THE OVAL. To cast a vote for a write-in, fill in the oval corresponding to that office. Write in the candidate's name on the write-in line provided. MUST BE A CERTIFIED WRITE-IN CANDIDATE FOR THE VOTE TO COUNT. <u>VOTE BOTH SIDES OF BALLOT, IF APPLICABLE.</u> | | |
| CITY OF INDEPENDENCE | QUESTION | |
| MAYOR | | |
| (Vote for ONE) | | |
| <input type="radio"/> KEVIN KING | | |
| <input type="radio"/> BRIDGET MCCANDLESS | | |
| <input type="radio"/> Write-in | | |
| COUNCILMEMBER-AT-LARGE | | |
| (Vote for TWO) | | |
| <input type="radio"/> JARED FEARS | | |
| <input type="radio"/> CODY ATKINSON | | |
| <input type="radio"/> JACKIE DORMAN | | |
| <input type="radio"/> LUCY YOUNG | | |
| <input type="radio"/> Write-in | | |
| <input type="radio"/> Write-in | | |
| THE SCHOOL DISTRICT OF THE CITY OF INDEPENDENCE, MISSOURI | | |
| DIRECTOR | | |
| (Vote for TWO) | | |
| <input type="radio"/> JEFFERY JEWELL | | |
| <input type="radio"/> ZACHARY HARMON-MCLAUGHLIN | | |
| <input type="radio"/> SARAH WIMBERLEY | | |
| <input type="radio"/> JUSTIN DURHAM | | |
| <input type="radio"/> Write-in | | |
| <input type="radio"/> Write-in | | |
| | | |
| | | |
| | <input type="radio"/> YES | |
| | <input type="radio"/> NO | |

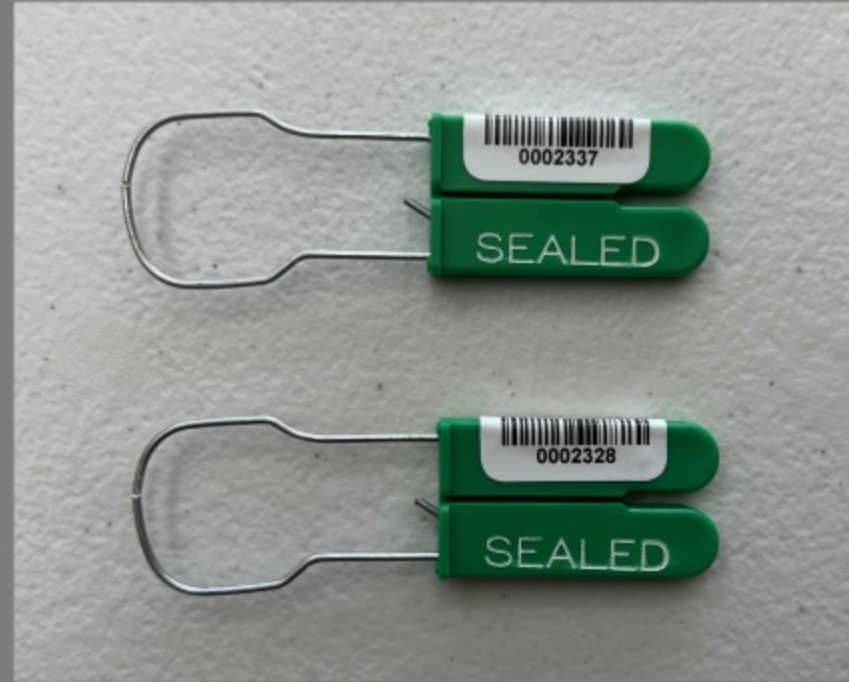
Blue Supply Box



Seal Check



- Form will be in the Header Ballot Envelope
- Write down the seal numbers
- Place broken seals in your Blue Supply Box or clear zip lock
- Use pliers if having trouble



ADA



PBC



JCEB Security

Seal Check

Please write down the numbers on each of the following security seals.

| | |
|--------------------------------|----------------|
| PBC Case (Split Seal) | # <u>5864</u> |
| ADA Case (Split Seal) | # <u>7760</u> |
| Equipment Cage | # <u>81482</u> |
| (Tape Seals) 2 Seal Numbers | # <u>33958</u> |

John Smith

Republican Supervisor Signature

Susan Jones

Democrat Supervisor Signature

PR-28

Township-Precinct

Once completed please place in Completed Forms Envelope.

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Trainer: Carl Falco

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Different Types of Polls

ALWAYS CALL IF YOU ARE CONFUSED WHEN SETTING UP.

Regular Poll

- One set of judges
- One set of ballots

Split Poll

- One set of judges
- Different ballots
- 60 Split Polls

Multiple Poll

- Multiple sets of judges
- Different ballots
- Different 5 digit ballot ID #s
- 1 Multi Poll

103 Polls

102 Buildings

2-Way Splits = 34

3-Way Splits = 12

4-Way Splits = 4

5-Way Splits = 4

6-Way Splits = 5

7-Way Splits = 1

Multiple Poll = Mason Elementary

Ballot Check-In

CHECKING IN

- Unpack ALL ballots
- Check in your ballots by counting and placing a check mark in the box next to the number of ballots issued
- Add number of ballots together and place number in "Total Ballots Received"
- Initial on correct party after ballots have been checked in

BOTTOM HALF FILLED OUT AFTER POLLS CLOSE

- Lines A-G need to be filled out before signing the bottom portion of Certification
- Write down Grey Ballot Carrier seal number(s) on left side

| Ballot Certification | | | |
|--|---|---|------------------------------|
| Jackson County Board of Election Commissioners Independence, Missouri | | | |
| We hereby certify at the <u>GENERAL MUNICIPAL ELECTION</u> held in Jackson County, Missouri on <u>APRIL 7, 2026</u> in <u>PR 03</u> Township and Precinct(s) that the information on this sheet is correct. We further certify that all election judges were properly sworn-in. The ballots and the sample ballots received at this poll contain the same information. | | | |
| BALLOT COLOR | BALLOT ID # | CHECK IF CORRECT | |
| Color WHITE | 00390 | <input checked="" type="checkbox"/> | 830 Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| INITIALS OF JUDGES | | | TOTAL BALLOTS RECEIVED |
| Rep. _____ | Rep. _____ | Dem. _____ | Dem. _____ |
| Rep. _____ | Rep. _____ | Dem. _____ | Dem. _____ |
| Election Evening | | | 830 |
| Grey Ballot Carrier Seal Number _____ | (A) PBC Closing Report (Pages Cast) (B) Total number of Voters Checked In (Ask E-Judge) (C) Number of Spoiled Ballots (D) ADA Ballots - YES or NO (E) Number of Unused Ballots (F) Write-In Ballots - YES or NO (G) Number of Provisional Envelopes (If applicable) | (A) _____ (B) _____ (C) _____ (D) _____ (E) _____ (F) _____ (G) _____ | |
| SIGNATURES OF JUDGES | | | |
| Rep. _____ | Dem. _____ | Rep. _____ | Dem. _____ |
| Rep. _____ | Dem. _____ | Rep. _____ | Dem. _____ |
| Rep. _____ | Dem. _____ | Rep. _____ | Dem. _____ |
| Rep. _____ | Dem. _____ | Rep. _____ | Dem. _____ |
| Sworn Statement of judges (use only if you have a problem with this certification) | | | |
| | | | |

Ballot Certification

Jackson County Board of Election Commissioners Independence, Missouri

We hereby certify at the GENERAL MUNICIPAL ELECTION held in Jackson County, Missouri on APRIL 7, 2026 in PR 03 Township and Precinct(s) that the information on this sheet is correct. We further certify that all election judges were properly sworn-in. The ballots and the sample ballots received at this poll contain the same information.

| BALLOT COLOR | | BALLOT ID # | CHECK IF CORRECT |
|--------------|-------|-------------|-------------------------------------|
| Color | WHITE | 00390 | <input checked="" type="checkbox"/> |
| Color | | | <input type="checkbox"/> |
| Color | | | <input type="checkbox"/> |
| Color | | | <input type="checkbox"/> |
| Color | | | <input type="checkbox"/> |
| Color | | | <input type="checkbox"/> |
| Color | | | <input type="checkbox"/> |
| Color | | | <input type="checkbox"/> |
| | | | 830 Total |
| | | | Total |
| | | | Total |
| | | | Total |
| | | | Total |
| | | | Total |
| | | | Total |
| | | | Total |

INITIALS OF JUDGES

Rep. _____ Rep. _____ Dem. _____ Dem. _____
Rep. _____ Rep. _____ Dem. _____ Dem. _____

TOTAL
BALLOTS
RECEIVED

830

**Election
Evening**

Grey Ballot
Carrier
Seal Number

(A) PBC Closing Report (Pages Cast)

(B) Total number of Voters Checked In (Ask E-Judge)

(C) Number of Spoiled Ballots

(D) ADA Ballots - YES or NO

(E) Number of Unused Ballots

(F) Write-In Ballots - YES or NO

(G) Number of Provisional Envelopes (If applicable)

(A)

(B)

(C)

(D)

(E)

(F)

(G)

SIGNATURES OF JUDGES

| | |
|------------|------------|
| Rep. _____ | Dem. _____ |
| Rep. _____ | Dem. _____ |
| Rep. _____ | Dem. _____ |
| Rep. _____ | Dem. _____ |

Sworn Statement of judges (use only if you have a problem with this certification)

Split Poll Certification

Ballot Certification

Jackson County Board of Election Commissioners Independence, Missouri

We hereby certify at the GENERAL MUNICIPAL ELECTION held in Jackson County, Missouri on APRIL 7, 2026 in SN 05.09 Township and Precinct(s) that the information on this sheet is correct. We further certify that all election judges were properly sworn-in. The ballots and the sample ballots received at this poll contain the same information.

| BALLOT COLOR | BALLOT ID # | CHECK IF CORRECT | |
|---------------------|--------------|--------------------------|------------------|
| Color WHITE | 00700 | <input type="checkbox"/> | 390 Total |
| Color YELLOW | 00701 | <input type="checkbox"/> | 760 Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |
| Color | | <input type="checkbox"/> | Total |

| INITIALS OF JUDGES | | | |
|--------------------|------------|------------|------------|
| Rep. _____ | Rep. _____ | Dem. _____ | Dem. _____ |
| Rep. _____ | Rep. _____ | Dem. _____ | Dem. _____ |

| |
|------------------------------------|
| TOTAL BALLOTS RECEIVED _____ |
|------------------------------------|

| | | |
|---|---|-----|
| Election Evening Grey Ballot Carrier Seal Number _____ | (A) PBC Closing Report (Pages Cast) | (A) |
| | (B) Total number of Voters Checked In (Ask E-Judge) | (B) |
| | (C) Number of Spoiled Ballots | (C) |
| | (D) ADA Ballots - YES or NO | (D) |
| | (E) Number of Unused Ballots | (E) |
| | (F) Write-In Ballots - YES or NO | (F) |
| | (G) Number of Provisional Envelopes (If applicable) | (G) |

| SIGNATURES OF JUDGES | | | |
|----------------------|------------|------------|------------|
| Rep. _____ | Dem. _____ | Rep. _____ | Dem. _____ |
| Rep. _____ | Dem. _____ | Rep. _____ | Dem. _____ |
| Rep. _____ | Dem. _____ | Rep. _____ | Dem. _____ |
| Rep. _____ | Dem. _____ | Rep. _____ | Dem. _____ |

| |
|--|
| Sworn Statement of judges (use only if you have a problem with this certification) |
| |
| |

Mason Elementary

Ballot Certification

Jackson County Board of Election Commissioners
Independence, Missouri

We hereby certify at the GENERAL MUNICIPAL ELECTION held in Jackson County, Missouri on APRIL 7, 2026 in PR 56.64.VB-01 Township and Precinct(s) that the information on this sheet is correct. We further certify that all election judges were properly sworn-in. The ballots and the sample ballots received at this poll contain the same information.

| BALLOT COLOR | BALLOT ID # | CHECK IF CORRECT | |
|--------------|-------------|--------------------------|-----------|
| Color WHITE | 00680 | <input type="checkbox"/> | 5 Total |
| Color YELLOW | 00681 | <input type="checkbox"/> | 40 Total |
| Color TEAL | 00682 | <input type="checkbox"/> | 380 Total |
| Color GREY | 00683 | <input type="checkbox"/> | 10 Total |
| Color GREEN | 00684 | <input type="checkbox"/> | 5 Total |
| Color PINK | 00685 | <input type="checkbox"/> | 5 Total |
| Color | | <input type="checkbox"/> | Total |

INITIALS OF JUDGES
 Rep. _____ Rep. _____ Dem. _____ Dem. _____
 Rep. _____ Rep. _____ Dem. _____ Dem. _____

TOTAL
BALLOTS
RECEIVED _____

Election Evening
 Grey Ballot Carrier Seal Number _____

| |
|---|
| (A) PBC Closing Report (Pages Cast) |
| (B) Total number of Voters Checked In (Ask E-Judge) |
| (C) Number of Spoiled Ballots |
| (D) ADA Ballots - YES or NO |
| (E) Number of Unused Ballots |
| (F) Write-In Ballots - YES or NO |
| (G) Number of Provisional Envelopes (If applicable) |

| |
|-----|
| (A) |
| (B) |
| (C) |
| (D) |
| (E) |
| (F) |
| (G) |

SIGNATURES OF JUDGES
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____

Sworn Statement of judges (use only if you have a problem with this certification)

Ballot Certification

Jackson County Board of Election Commissioners
Independence, Missouri

We hereby certify at the GENERAL MUNICIPAL ELECTION held in Jackson County, Missouri on APRIL 7, 2026 in VB 12.15 Township and Precinct(s) that the information on this sheet is correct. We further certify that all election judges were properly sworn-in. The ballots and the sample ballots received at this poll contain the same information.

| BALLOT COLOR | BALLOT ID # | CHECK IF CORRECT | |
|--------------|-------------|--------------------------|-----------|
| Color WHITE | 00960 | <input type="checkbox"/> | 120 Total |
| Color YELLOW | 00961 | <input type="checkbox"/> | 30 Total |
| Color TEAL | 00962 | <input type="checkbox"/> | 10 Total |
| Color GREY | 00963 | <input type="checkbox"/> | 10 Total |
| Color GREEN | 00964 | <input type="checkbox"/> | 20 Total |
| Color PINK | 00965 | <input type="checkbox"/> | 10 Total |
| Color LILAC | 00966 | <input type="checkbox"/> | 30 Total |

INITIALS OF JUDGES
 Rep. _____ Rep. _____ Dem. _____ Dem. _____
 Rep. _____ Rep. _____ Dem. _____ Dem. _____

TOTAL
BALLOTS
RECEIVED _____

Election Evening
 Grey Ballot Carrier Seal Number _____

| |
|---|
| (A) PBC Closing Report (Pages Cast) |
| (B) Total number of Voters Checked In (Ask E-Judge) |
| (C) Number of Spoiled Ballots |
| (D) ADA Ballots - YES or NO |
| (E) Number of Unused Ballots |
| (F) Write-In Ballots - YES or NO |
| (G) Number of Provisional Envelopes (If applicable) |

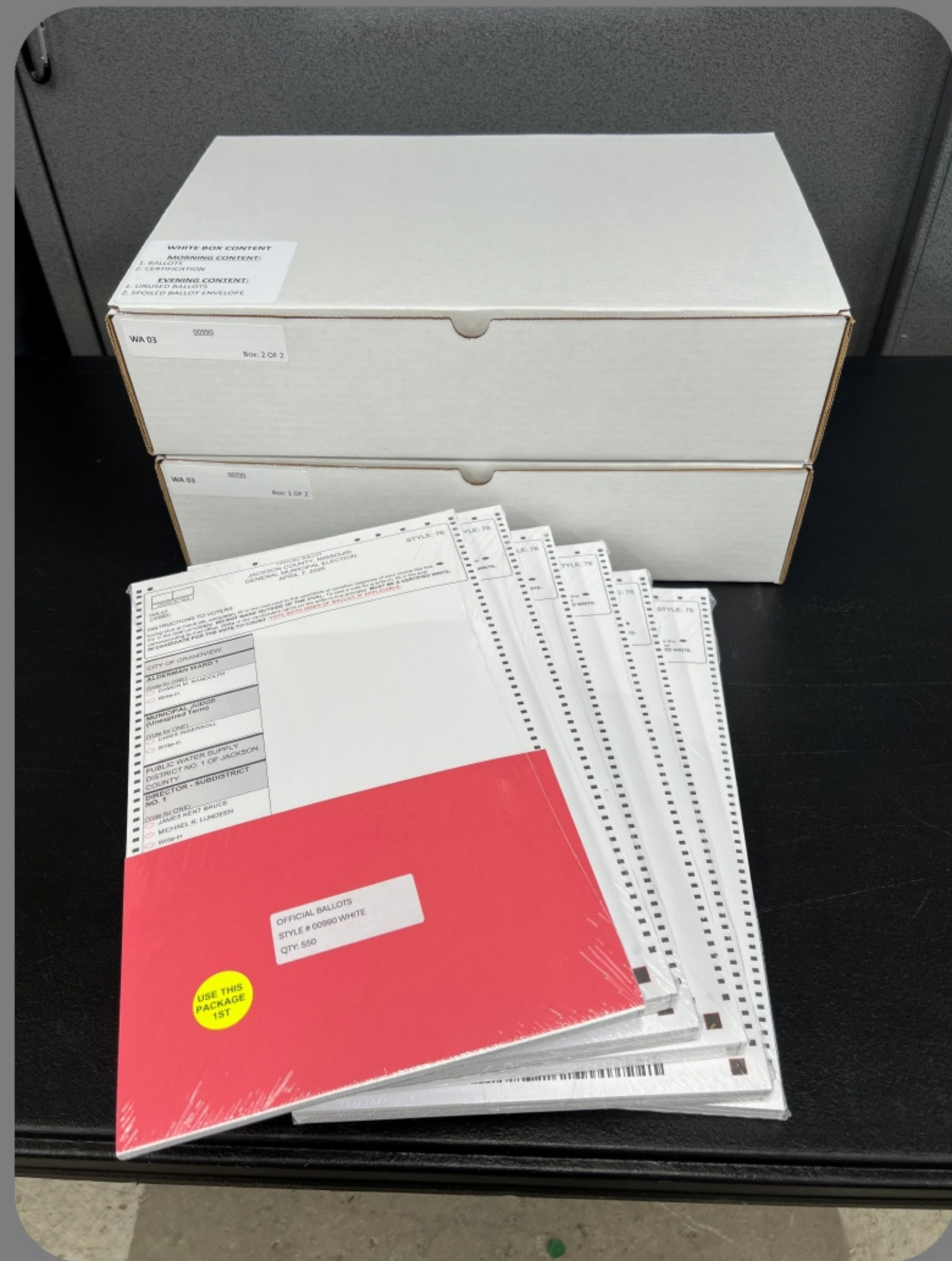
| |
|-----|
| (A) |
| (B) |
| (C) |
| (D) |
| (E) |
| (F) |
| (G) |

SIGNATURES OF JUDGES
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____

Sworn Statement of judges (use only if you have a problem with this certification)

Joe will be there in the morning to help you!

- Ballots come in packages of 100
- Only open the packages as you need them
- You will see the yellow sticker that says "USE THIS PACKAGE 1st"
- Use phone calculator if needed



JUDGE TRAINING

APRIL 7, 2026

GENERAL MUNICIPAL ELECTION

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JUDGE TABLE,
PBC, & ADA

ELECTIONEERS,
CHALLENGERS, &
WATCHERS

PROVISIONAL,
STANDBYS,
PROTOCOL, &
CLOSING

Trainer: Carl Falco

Trainer: Carl Falco

Opening Checklist

***Found in Red Folder,
& given in your
packet.***

Use it..... please.....

OPENING CHECKLIST 5:00AM-6:00AM

Open Equipment Security Cage- Supervisory Judges

- Remove all white ballot boxes
- White ballot boxes will be numbered to open (1 of 3, 2 of 3, 3 of 3, etc.)
- Open white ballot box "1" FIRST
- Remove and open HEADER BALLOT ENVELOPE
- Check Header Ballot Envelope for the following items:
 - Header Ballot(s)
 - Ballot Certification
 - Pink JCEB Seal Check Form
- Remove Black Clear Zipper Pouch, take out Seal Bag
 - TM key pouch- **PLACE THE TM KEY POUCH WHERE YOU CAN FIND IT AT THE END OF THE DAY!**
- Remove Closing Ballot Envelope, **place in secure location for later use**
- Record blue seal tape numbers on Equipment Security Cage

Black Ballot Box and PBC- Supervisory Judges

- Arrange room and tables. PLACE BLACK BALLOT BOX IN THE APPROPRIATE LOCATION
- Open Black Ballot Box to make sure it is empty
- Seal Black Ballot Box lid with zip tie seal (small hole between handles of the Black Ballot Box)
- Break green split seal on PBC case (Make sure to record the seal number on JCEB Seal Check Form)
- Place the PBC on top of the Black Ballot Box. (Make sure handle is down) (Slide front end in first, then drop back end)
- DO NOT MOVE BALLOT BOX AFTER PBC HAS BEEN PLACED ON TOP (BALLOT BOX WILL TIP OVER EASILY)***
- USE GOLD KEY TO LOCK PBC IN PLACE IN THE BACK BEHIND PBC.*** (Keys are in the TM key pouch)
- Unlock PBC case with silver key, open the PBC lid and fold open the black privacy shields (There will be a notch on each side of the PBC for them to rest on)
- Lift PBC screen up and tilt it forward towards you
- Check paper in PBC printer (Open printer, pull piece of paper out and then close printer)
- Check that printer lid is closed (Press down on both sides of printer)
- Plug power cord into the back of PBC
- Plug power cord into power outlet
- Turn on the PBC (Switch on back near power cord)
- "Machine Info" report will print. Place in Black Clear Zipper Pouch

Opening the Election on the PBC- Supervisory Judges

- Open Header Ballot Envelope
- Remove ALL the header ballot(s). (There will be only one header ballot unless you are a split or multiple poll)
- Check to see if screen on PBC says "Insert the header ballot into the Ballot Reader Slot"
- Insert first header ballot (When light is green) into the PBC and wait for the Zero Report to print
- Compare Zero Report to Sample Ballots (in the red folder) to ensure all races are listed on the Zero Report.
- ALL judges sign the Zero Report and place inside of Black Clear Zipper Pouch
- Place header ballot back in Header Ballot Envelope
- When ALL header ballots have been run, press "Done" (Bottom left of PBC screen)
- PBC screen should now say "Please insert paper ballot"

ONLY if you have more than one header ballot

- Place 2nd header ballot into the PBC
- Wait for Zero Report to print and place in Black Clear Zipper Pouch. Place header ballot back in envelope
- Repeat if you have a 3rd or 4th header ballot

PBC & ADA SETUP



PBC & ADA SETUP



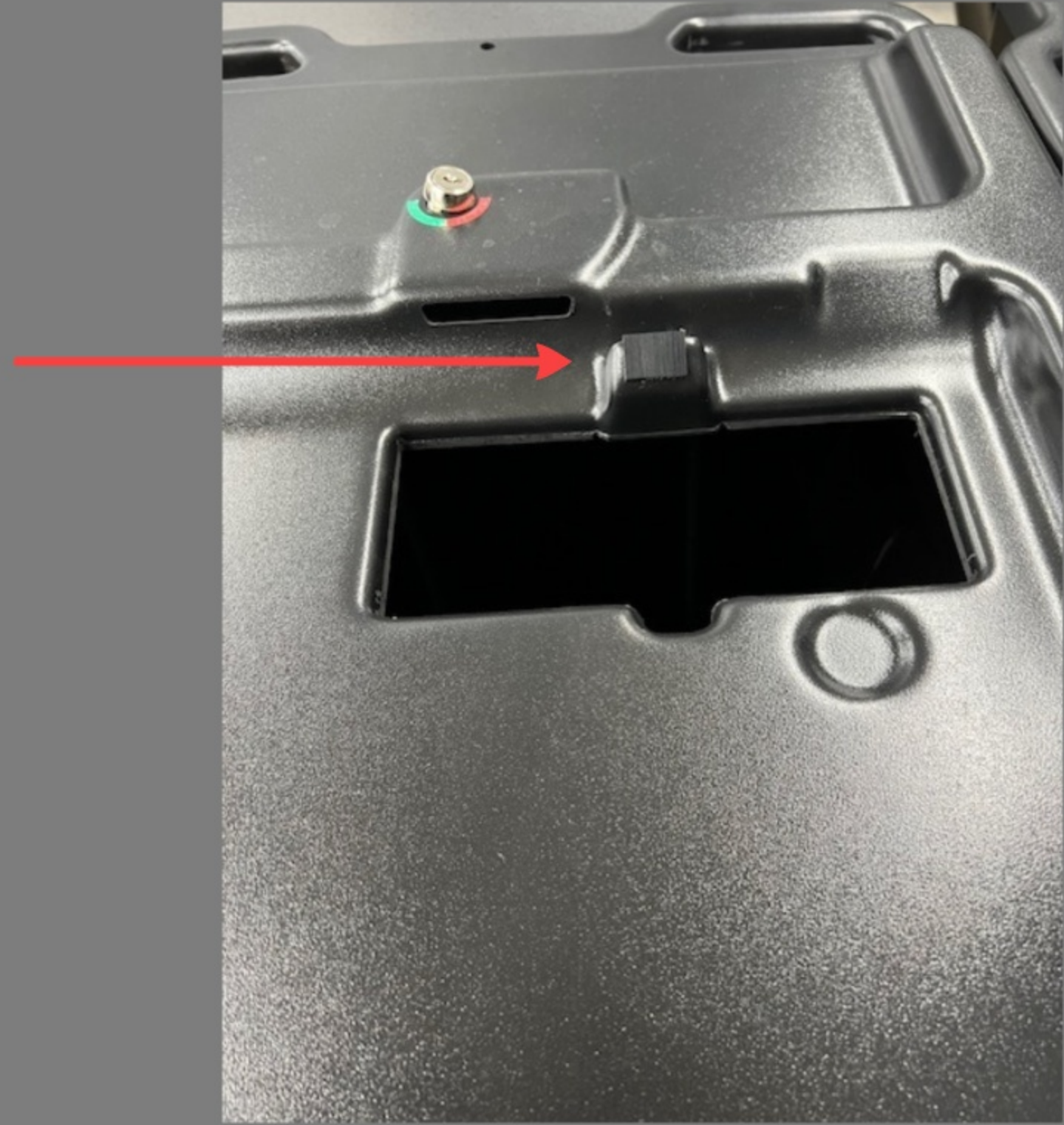
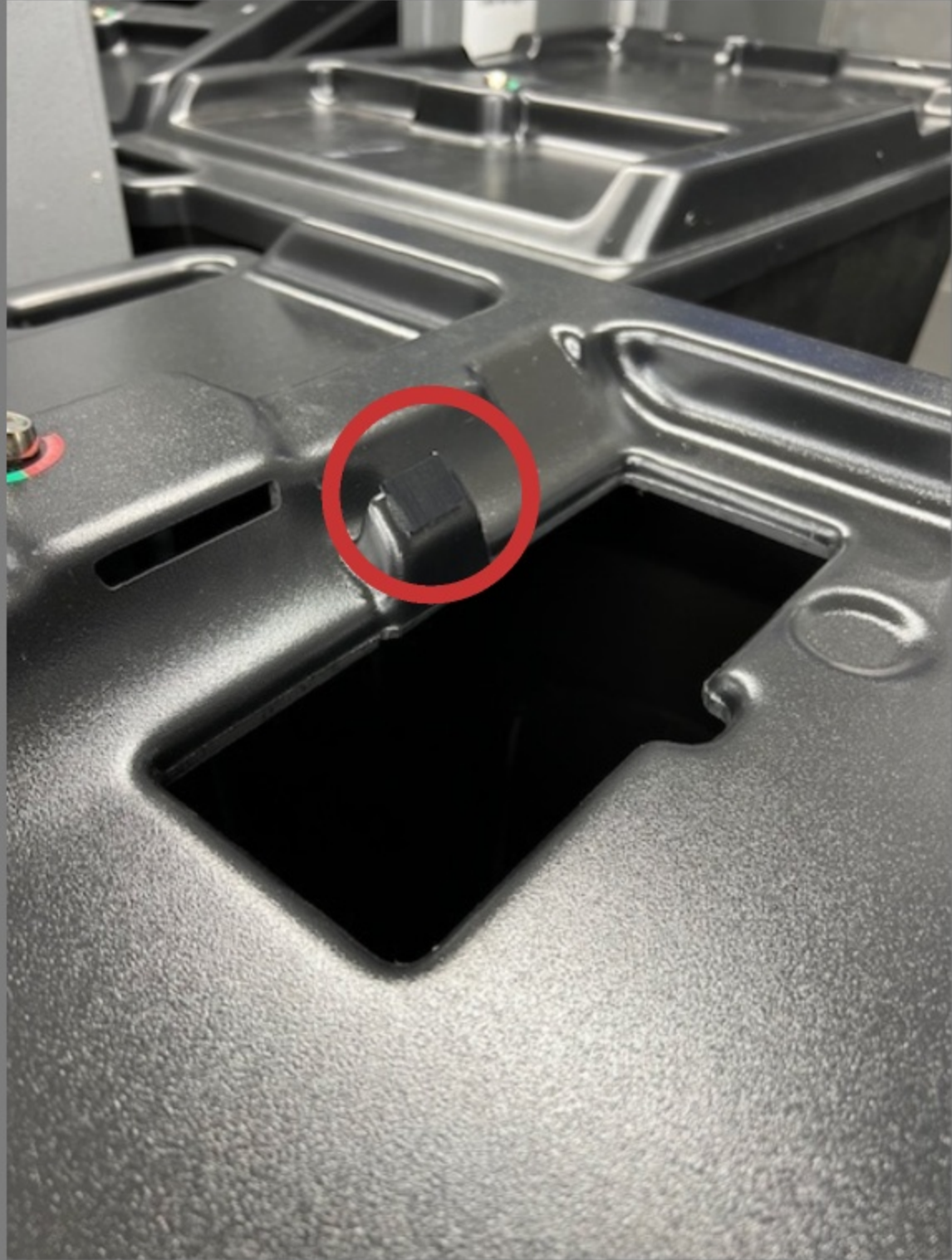
Make sure PBC is on ballot box correctly!



Do not be scared to adjust or reseal the PBC...







Header Ballots

ALL Header Ballots will be in the Header Ballot Envelope. The 2 Supervisor Judges will run ALL header ballots for entire polling location.

When opening PBC with header ballots there will be a Zero Report for every header ballot.

When closing, only 1 closing ballot will need to be run through PBC to get reports. Pay attention to the Township/Precinct when the Election Summary prints to make sure you have the correct summary to fill out your certification.





Morning Priorities

During your opening process, if something happens that KEEPS you from opening up on time, call JCEB.

- Judges accounted for
- Ballots checked in
- Tablets up and running
- PBC up and running

ADA is not urgent at 5AM. Please wait before calling JCEB.

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APRIL 7, 2026

GENERAL MUNICIPAL ELECTION

ELECTION
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POLLS

SETUP

JUDGE TABLE,
PBC, & ADA

ELECTIONEERS,
CHALLENGERS, &
WATCHERS

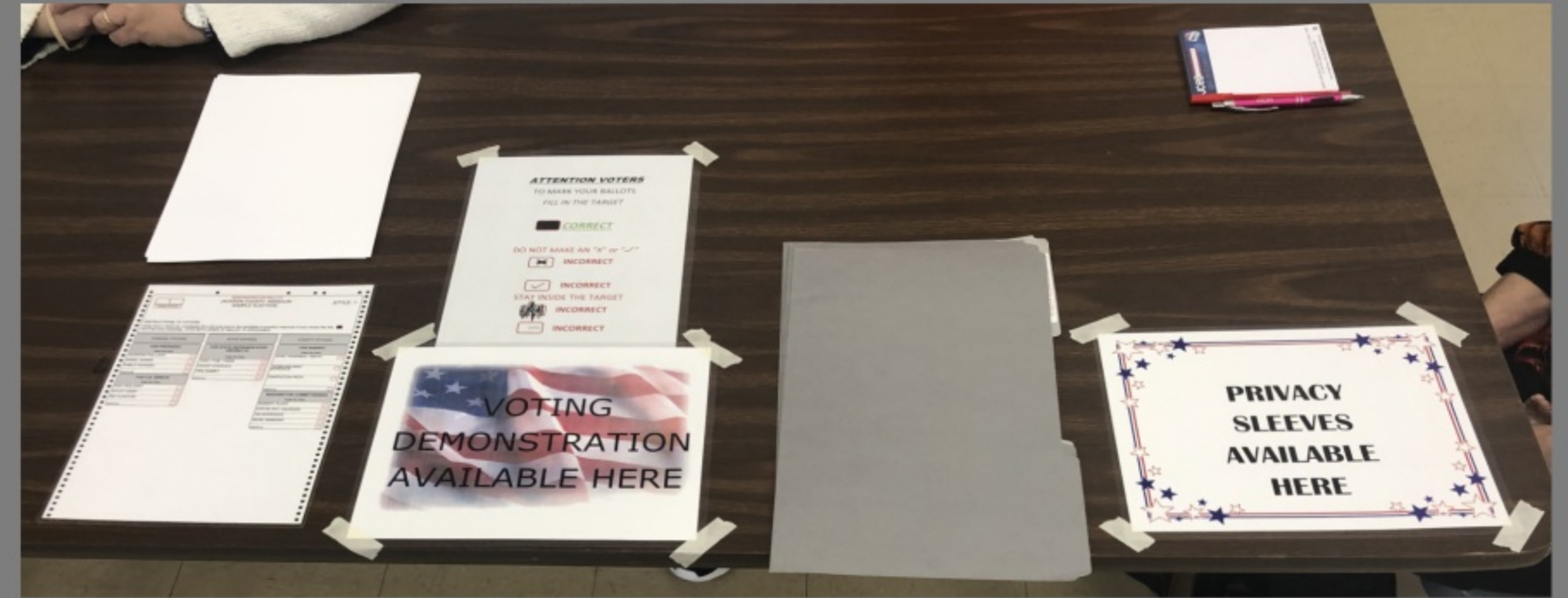
PROVISIONAL,
STANDBYS,
PROTOCOL, &
CLOSING

Trainer: Carl Falco

Trainer: Carl Falco

Judge Table Duties

- Bi-Partisan team needs to initial top left corner of Ballot **IN RED PEN!**
- Take Laminated Card from the voter
- Give voter correct ballot that matches the 5 Digit Ballot ID # on Laminated Card
- Give voter demonstration on how to vote (*remind voter to check the back of their ballot*)
- Direct voter to voting booth



| | |
|---|--|
| OFFICIAL BALLOT | |
| JACKSON COUNTY, MISSOURI | |
| GENERAL MUNICIPAL ELECTION | |
| APRIL 7, 2020 | |
| CF TB JUDGES INITIALS | STYLE: 65 |
| VB 10, 11, 19 - 0 (01200) | |
| INSTRUCTIONS TO VOTERS | |
| Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this: <input type="checkbox"/> Fill in the box completely. DO NOT MARK OUTSIDE OF THE BOX. VOTE BOTH SIDES OF BALLOT, IF APPLICABLE. | |
| To cast a vote for a write-in, use blue or black ink to fill in the box corresponding to that office. Write in the candidate's name on the write-in line provided. MUST BE A CERTIFIED WRITE-IN CANDIDATE FOR THE VOTE TO COUNT. | |
| CITY OF LONE JACK, MISSOURI | QUESTION |
| FOR MAYOR (UNEXPIRED TERM) | Shall the Board of Education of the Lone Jack C-6 School District, Missouri, without an estimated increase in the current debt service property tax levy, borrow money in the amount of Four Million Five Hundred Thousand Dollars (\$4,500,000) for |

OFFICIAL BALLOT

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 7, 2020

STYLE: 65

CF TB

JUDGES INITIALS

VB 10, 11, 19 - 0
(01200)

INSTRUCTIONS TO VOTERS

Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this:
Fill in the box completely. **DO NOT MARK OUTSIDE OF THE BOX. VOTE BOTH SIDES OF BALLOT, IF APPLICABLE.**

To cast a vote for a write-in, use blue or black ink to fill in the box corresponding to that office. Write in the candidate's name on the write-in line provided. **MUST BE A CERTIFIED WRITE-IN CANDIDATE FOR THE VOTE TO COUNT.**

CITY OF LONE JACK,
MISSOURI

**FOR MAYOR
(UNEXPIRED TERM)**

QUESTION

Shall the Board of Education of the Lone Jack C-6 School District, Missouri, without an estimated increase in the current debt service property tax levy, borrow money in the amount of Four Million Five Hundred Thousand Dollars (\$4,500,000) for

OFFICIAL BALLOT

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 7, 2020

STYLE: 65

CF TB

JUDGES INITIALS

VB 10, 11, 19 - 0
(01200)

INSTRUCTIONS TO VOTERS

Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this:
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CITY OF LONE JACK,
MISSOURI

**FOR MAYOR
(UNEXPIRED TERM)**

QUESTION

Shall the Board of Education of the Lone Jack C-6 School District, Missouri, without an estimated increase in the current debt service property tax levy, borrow money in the amount of Four Million Five Hundred Thousand Dollars (\$4,500,000) for

IT ALL STARTS WITH THE LAMINATED CARD!!

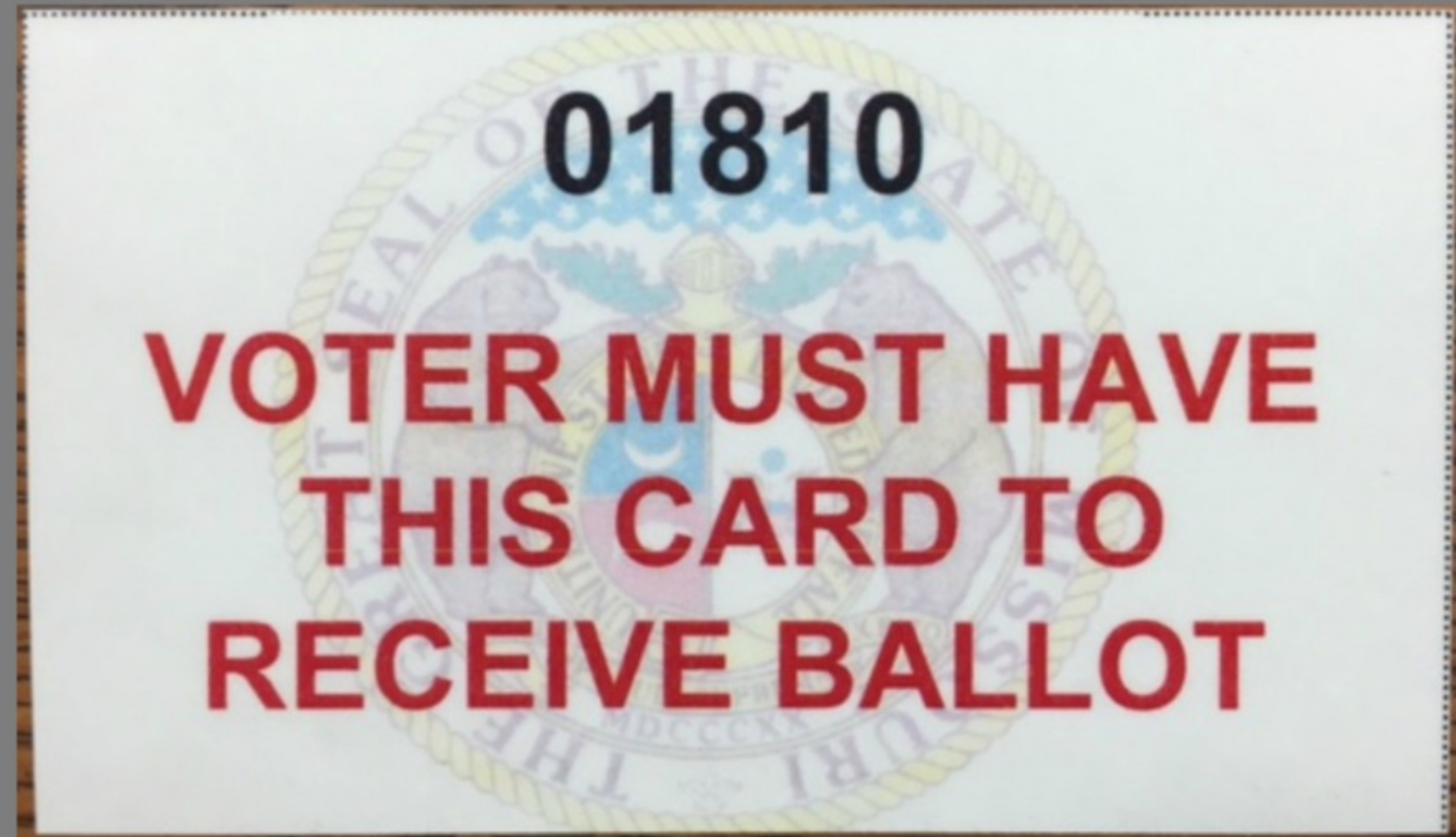
This is their ticket to vote!!

Take laminated card from voter and issue the voter a ballot

Return Laminated Cards back to E-Judge Table

1 ballot per voter!

Check to make sure ballots are not sticking together



01810

VOTER MUST HAVE
THIS CARD TO
RECEIVE BALLOT

MATCH
THE
NUMBERS

| | | |
|---|--|-----------|
| OFFICIAL BALLOT | | STYLE: 65 |
| JACKSON COUNTY, MISSOURI | | |
| GENERAL MUNICIPAL ELECTION | | |
| APRIL 7, 2020 | | |
| <input type="text"/> JUDGES INITIALS | VB 10. 11. 19 - 0 (01810) ← | |
| INSTRUCTIONS TO VOTERS | | |
| Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this: <input type="checkbox"/> Fill in the box completely. DO NOT MARK OUTSIDE OF THE BOX. VOTE BOTH SIDES OF BALLOT, IF APPLICABLE. | | |
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| CITY OF LONE JACK, MISSOURI | QUESTION | |
| FOR MAYOR (UNEXPIRED TERM) | Shall the Board of Education of the Lone Jack C-6 School District, Missouri, without an estimated increase in the current debt service property tax levy, borrow money in the amount of Four Million Five Hundred Thousand Dollars (\$4,500,000) for | |

OFFICIAL BALLOT
JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 7, 2020

STYLE: 65

| | |
|--|--|
| | |
|--|--|

JUDGES INITIALS

VB 10. 11. 19 - 0
(01810)



INSTRUCTIONS TO VOTERS

Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this: Fill in the box completely. **DO NOT MARK OUTSIDE OF THE BOX. VOTE BOTH SIDES OF BALLOT, IF APPLICABLE.**

To cast a vote for a write-in, use blue or black ink to fill in the box corresponding to that office. Write in the candidate's name on the write-in line provided. **MUST BE A CERTIFIED WRITE-IN CANDIDATE FOR THE VOTE TO COUNT.**

CITY OF LONE JACK,
MISSOURI

**FOR MAYOR
(UNEXPIRED TERM)**

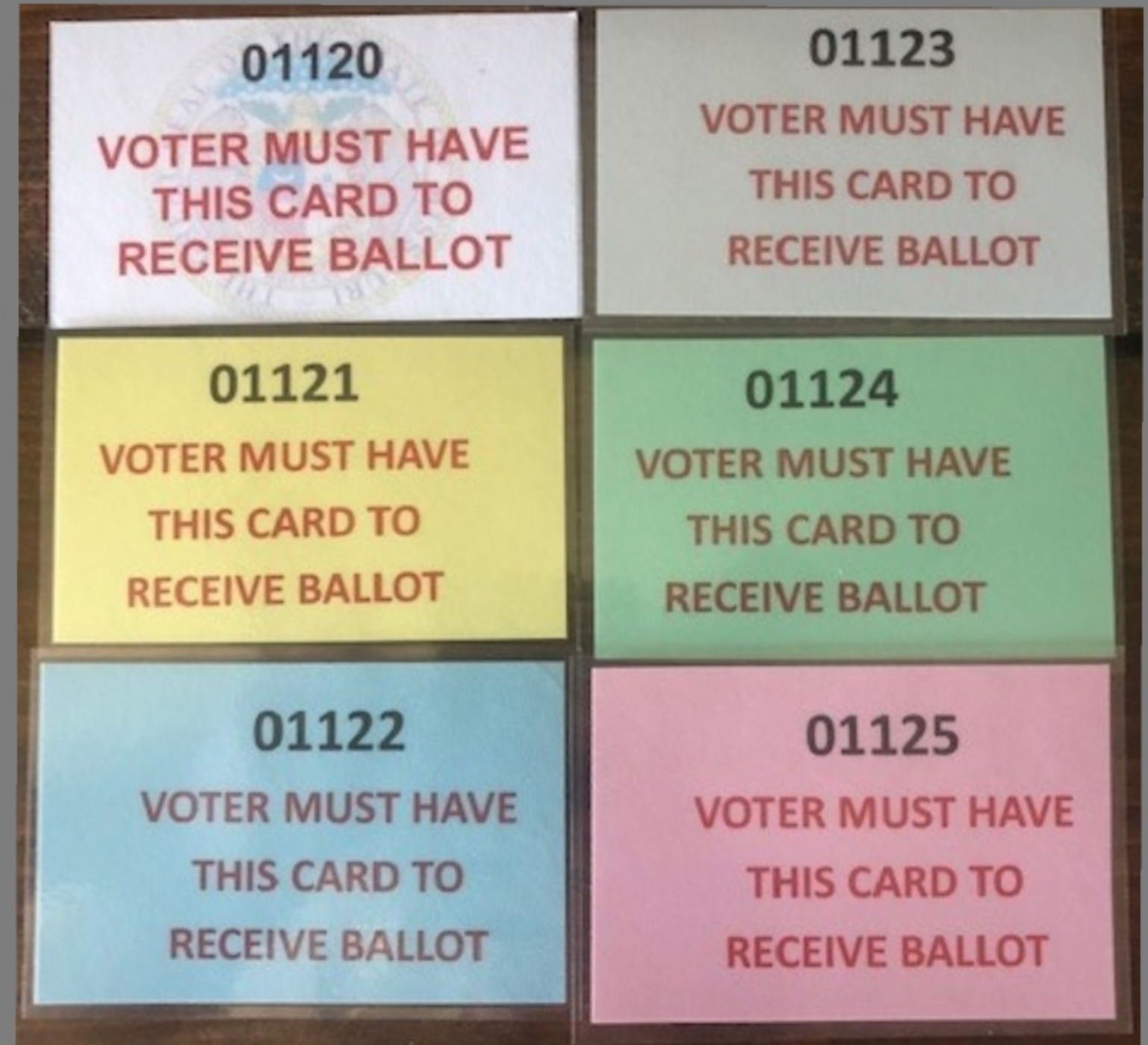
QUESTION

Shall the Board of Education of the Lone Jack C-6 School District, Missouri, without an estimated increase in the current debt service property tax levy, borrow money in the amount of Four Million Five Hundred Thousand Dollars (\$4,500,000) for

Pay attention if you are working a split poll!

There could be different Laminated Cards at your location

If you issue the wrong Laminated Card then the voter will receive the wrong ballot



Split polls, match 5-digit ballot ID # AND color!

OFFICIAL BALLOT

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 2, 2024

STYLE: 1

JUDGES INITIALS

B1 01, 02, 03, 09 - 0
(00010)

OFFICIAL BALLOT

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 2, 2024

STYLE: 1

JUDGES INITIALS

B1 01, 02, 03, 09 - 0
(00010)

OFFICIAL BALLOT

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 2, 2024

STYLE: 1

JUDGES INITIALS

B1 01, 02, 03, 09 - 0
(00010)

OFFICIAL BALLOT

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 2, 2024

STYLE: 1

JUDGES INITIALS

B1 01, 02, 03, 09 - 0
(00010)

OFFICIAL BALLOT

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 2, 2024

STYLE: 1

JUDGES INITIALS

B1 01, 02, 03, 09 - 0
(00010)

INSTRUCTIONS TO VOTERS

Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this: ●
Fill in the box completely. **DO NOT MARK OUTSIDE OF THE BOX. VOTE BOTH SIDES OF BALLOT, IF APPLICABLE.**

To cast a vote for a write-in, use blue or black ink to fill in the box corresponding to that office. Write in the candidate's name on the write-in line provided. **MUST BE A CERTIFIED WRITE-IN CANDIDATE FOR THE VOTE TO COUNT.**

| JACKSON COUNTY, MISSOURI | INDEPENDENCE SCHOOL DISTRICT |
|---|---|
| QUESTION #1 | FOR DIRECTOR |
| Shall the County of Jackson repeal its countywide capital improvements sales tax of three-eighths of one percent (3/8%) authorized by Section 67.700 of the Revised Statutes of Missouri and impose as a parks sales tax of three eighths of one percent (3/8%) authorized by Section 644.032 of the Revised Statutes | (Vote for THREE) |
| | <input type="radio"/> ERIC KNIPP |
| | <input type="radio"/> WENDY BAIRD |
| | <input type="radio"/> CARRIE DIXON |
| | <input type="radio"/> ZAC HARMON-MCLAUGHLIN |
| | <input type="radio"/> JASON VOLLMECKE |
| | <input type="radio"/> BRANDI PRUENTE |
| | <input type="radio"/> DENNIS GREEN |
| | <input type="radio"/> Write-in |

00015
VOTER MUST HAVE
THIS CARD TO
RECEIVE BALLOT

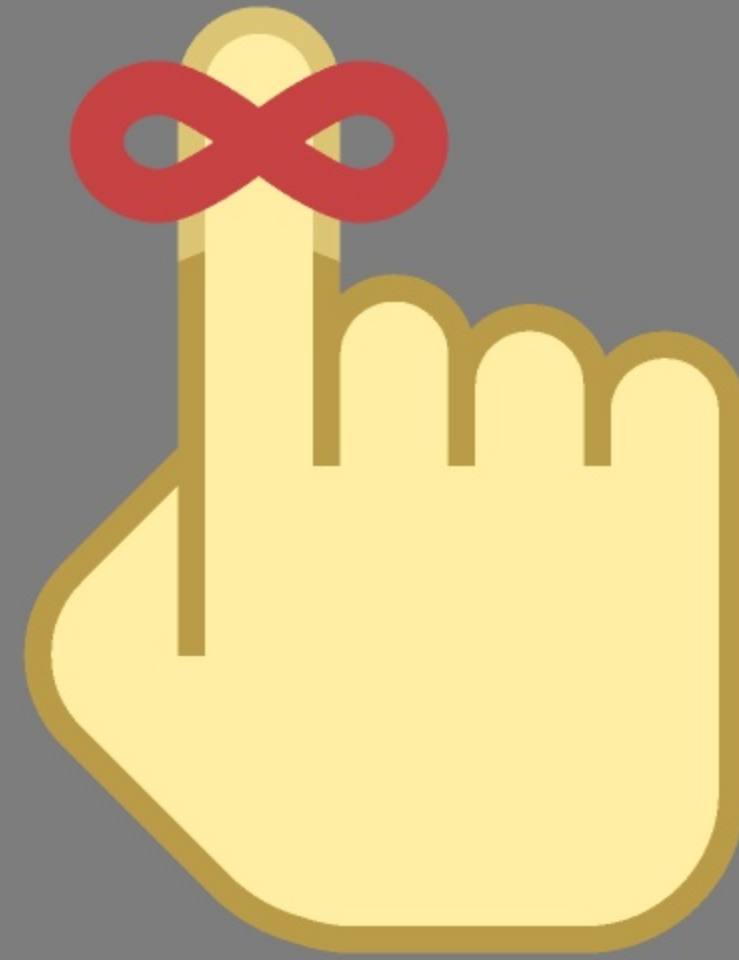
00014
VOTER MUST HAVE
THIS CARD TO
RECEIVE BALLOT

00013
VOTER MUST HAVE
THIS CARD TO
RECEIVE BALLOT

00012
VOTER MUST HAVE
THIS CARD TO
RECEIVE BALLOT

00011
VOTER MUST HAVE
THIS CARD TO
RECEIVE BALLOT

Reminder :



- Some of the ballots are FRONT & BACK
- Please make sure the voter's are aware
- Make sure ballots do not stick together
- Be careful of food and drinks on the table

ADA

Judges/Ballots

E-Judges



Enter/Exit



Voter's Table



PBC

Mason Elementary



All ballots go in the PBC



Voter's Table



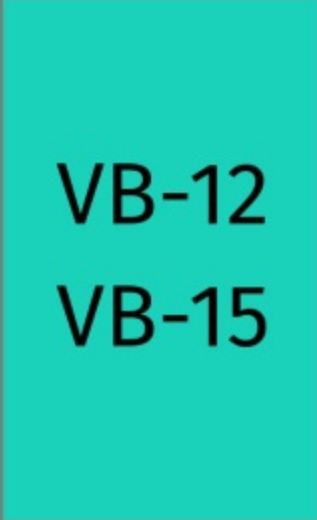
E-Judges

Judges/Ballots



PR-56
PR-64
VB-01

Judges/Ballots



VB-12
VB-15



Voter's Oath of Assistance

ONLY filled out if a voter needs help *reading or marking* the ballot

Voters can only help 1 person

Judges as a bi-partisan team can assist however many voters need assistance

VOTER'S OATH OF ASSISTANCE
In Voting Ballot
According to MISSOURI STATE STATUTE 115.445

(Violation of this statute is a class one election offense and is deemed a felony connected with the exercise of the right of suffrage. Conviction for any of these offenses shall be punished by imprisonment of not more than five years or by fines of not less than two thousand five hundred dollars but not more than ten thousand dollars or both such imprisonment and fine.)
If any voter declares under oath to the election judges that he or she cannot read or write, is blind or has any other physical disability and cannot vote his or her ballot, they may be assisted by the election judges or by any person of their own choice other than a judge. If the voter asks for the assistance of election judges, two judges of different political parties shall go to the voting booth and cast his or her vote as the voter directs. If the voter asks for the assistance of someone other than election judges, the assistant shall go to the voting booth with the voter and cast his or her vote as the voter directs. No person, other than election judges and members of such voter's immediate families, shall assist more than one voter at one election.

I, _____ do solemnly swear (or affirm) that I need assistance to mark my ballot for the following checked reason.

I cannot read or/and write
 I am blind
 I have a physical disability that prevents me from marking my ballot.

Signature of Voter (or mark) _____

Address of Voter _____

| | | | |
|--------|--------|------|-----|
| Number | Street | City | Zip |
|--------|--------|------|-----|

ASSISTANCE BY ELECTION JUDGES

Election Judges complete this section only if they personally assist the voter.

Democratic Judge Signature _____ Republican Judge Signature _____

ASSISTANCE BY PERSON DESIGNATED BY VOTER

I, _____, declare under penalty of perjury that (1) I am related to the person(s) I am assisting and the relationship is thus _____; or (2) I am not related to this person and I am assisting only this one unrelated person in voting in this election.

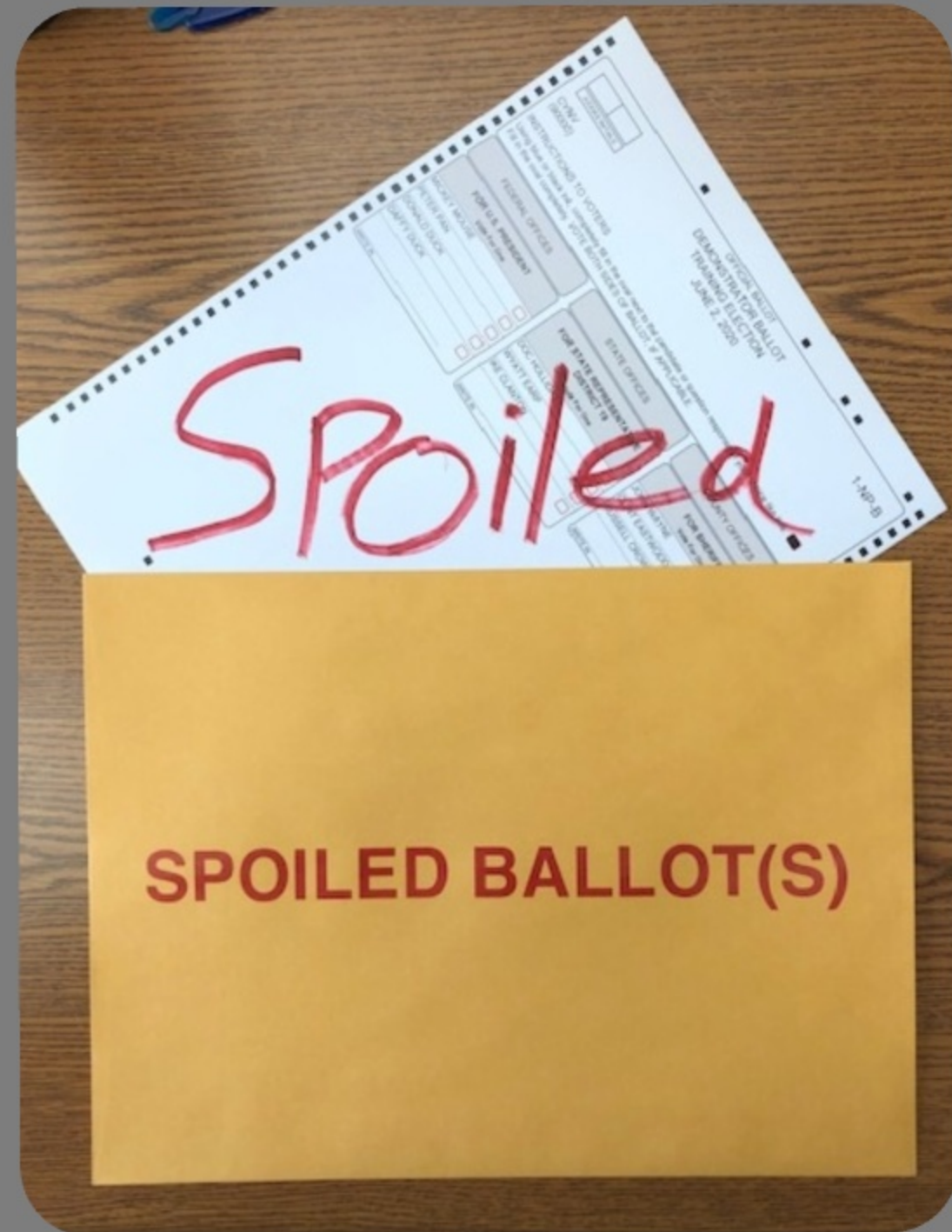
Witness: _____ (Signature)
_____ (Address)

Democratic Judge Signature _____ Republican Judge Signature _____

COMPLETE ONE SECTION

COMPLETE ONE SECTION

Spoiled Ballot Procedure



When a voter makes a mistake on a ballot

- Write SPOILED on the ballot and place in SPOILED BALLOT envelope.
- Retrieve ballot with correct 5-Digit Ballot ID # from Judge table.
- Give demonstration to the voter. (Explain their error)
- Give voter NEW ballot to try again.
- ALWAYS retrieve and “spoil” first ballot before giving the voter a new ballot.



PBC

PBC (Precinct Ballot Counter)-
Counts all of the ballots for the polling location and tabulates the results for each contest. There should always be a Judge stationed at the PBC.

Do not look at the voter's ballot...



- Stand 2-3 feet away from the PBC
- "Give your ballot a push and let go when it takes it"
- "Insert your ballot any way you wish"
- Let the voter deposit the ballot themselves
- After the ballot has been cast successfully, hand them an I VOTED sticker and direct them to the exit.
- Make sure they don't leave with our pens!



BALLOT ALERTS "OVERVOTE"

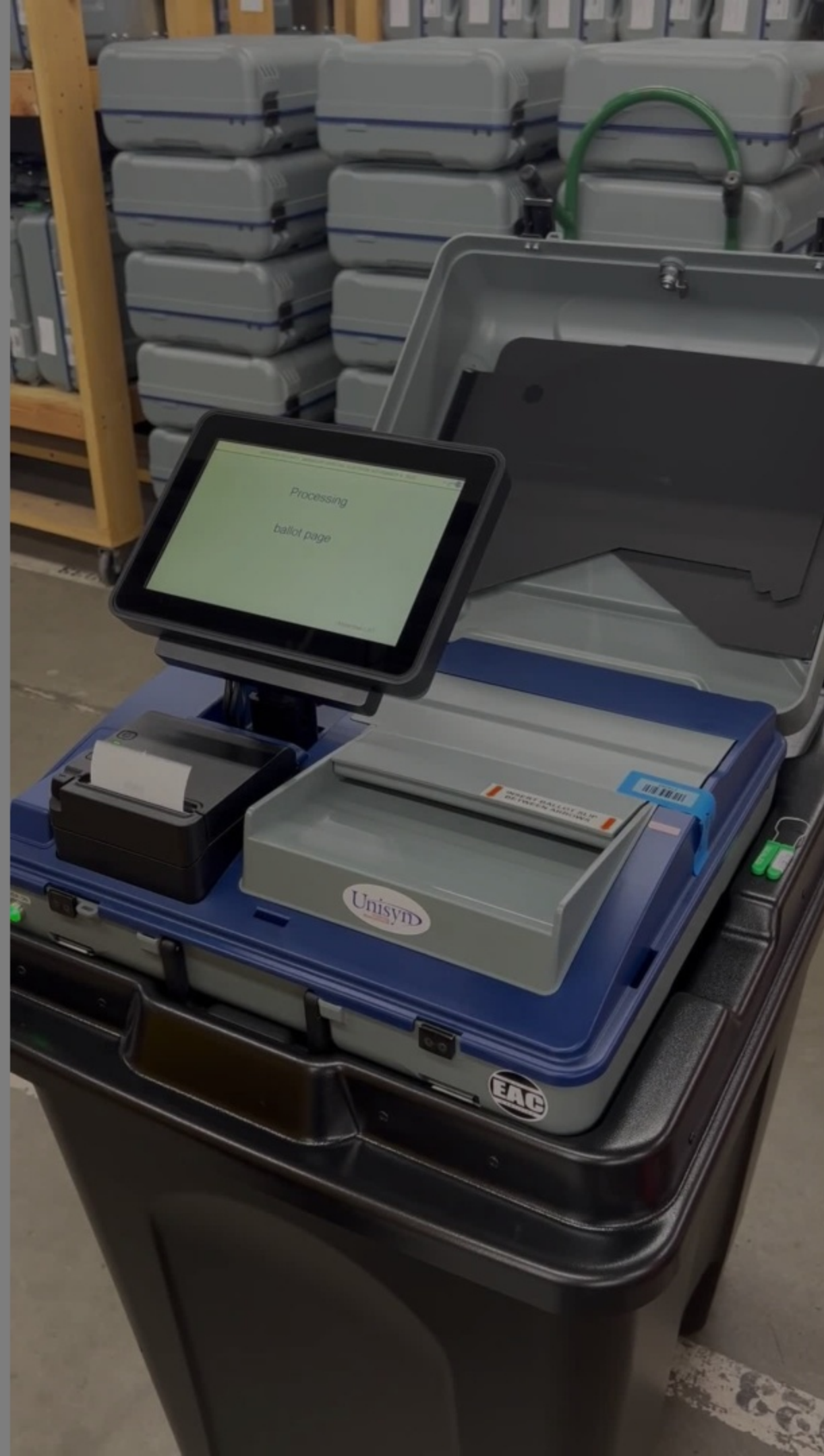
PROBLEM-Voter voted for more than what was allowed in that contest

SOLUTION- Voter may spoil ballot and try again or cast that ballot as is. Contests that have an overvote will not count.

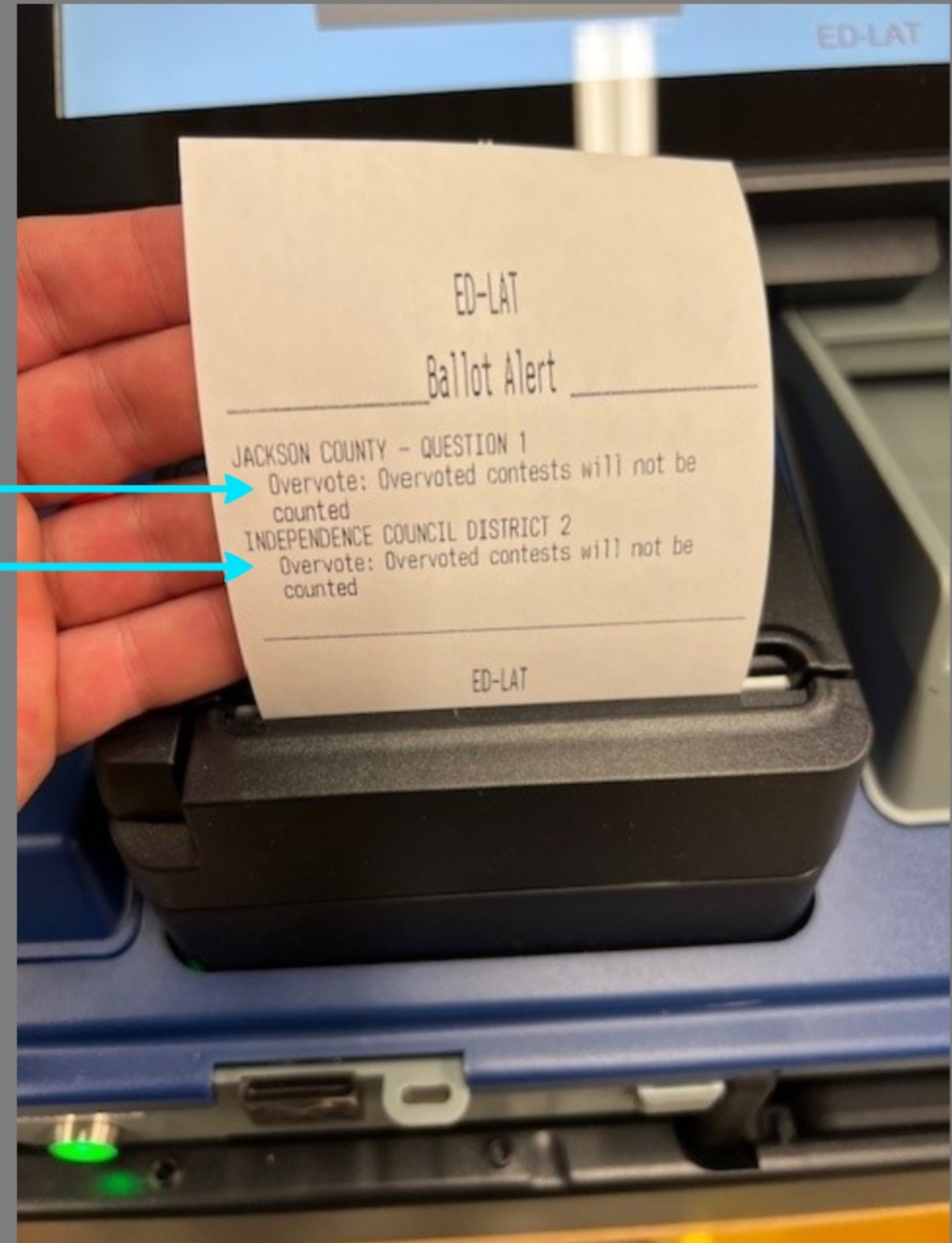
OVERVOTE



VERVOTE



OVERVOTE



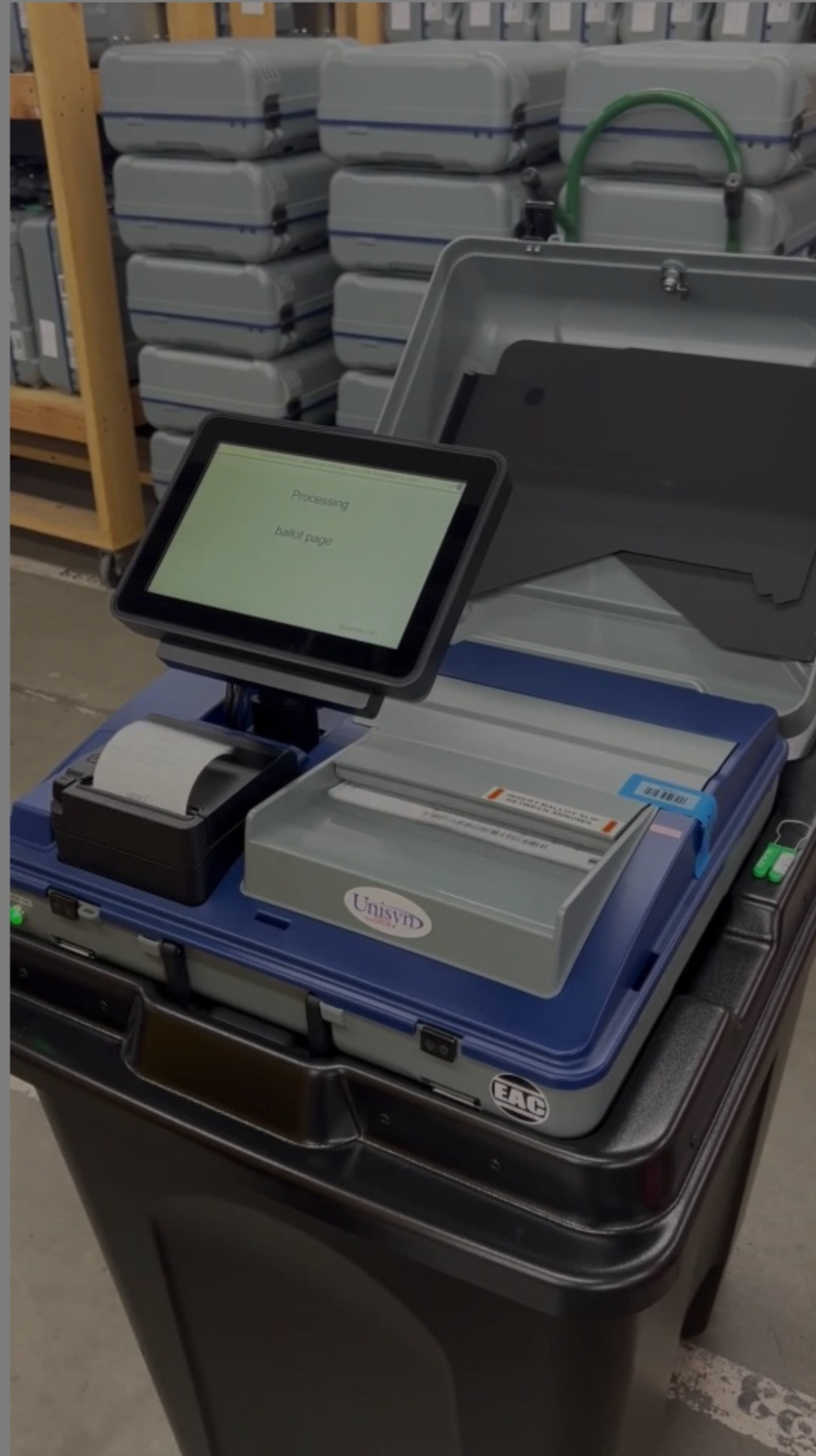


BALLOT ALERTS "NO SELECTION"

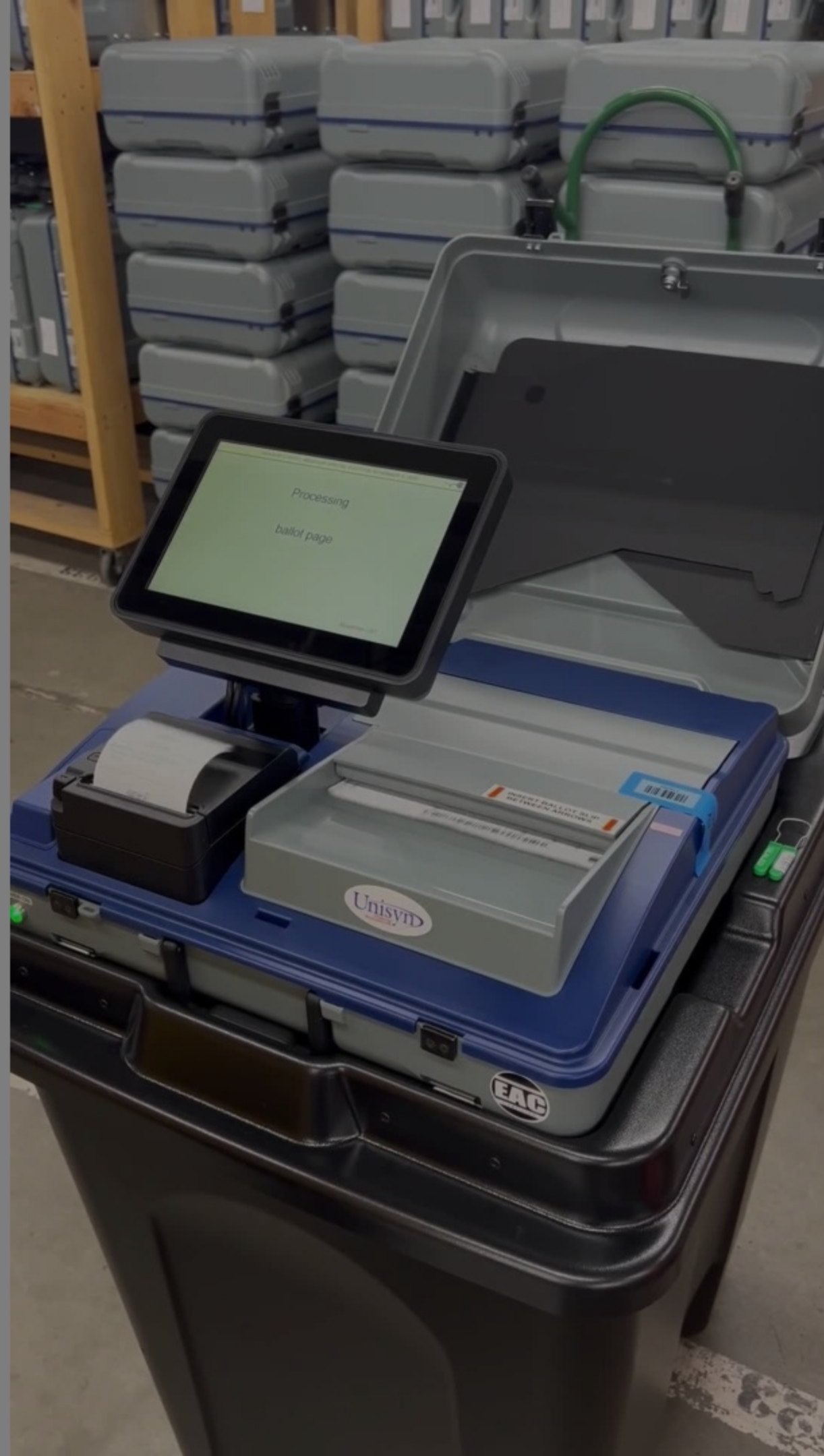
PROBLEM-Voter is casting a blank ballot.

SOLUTION- Voter may spoil ballot and try again or cast that ballot as is.

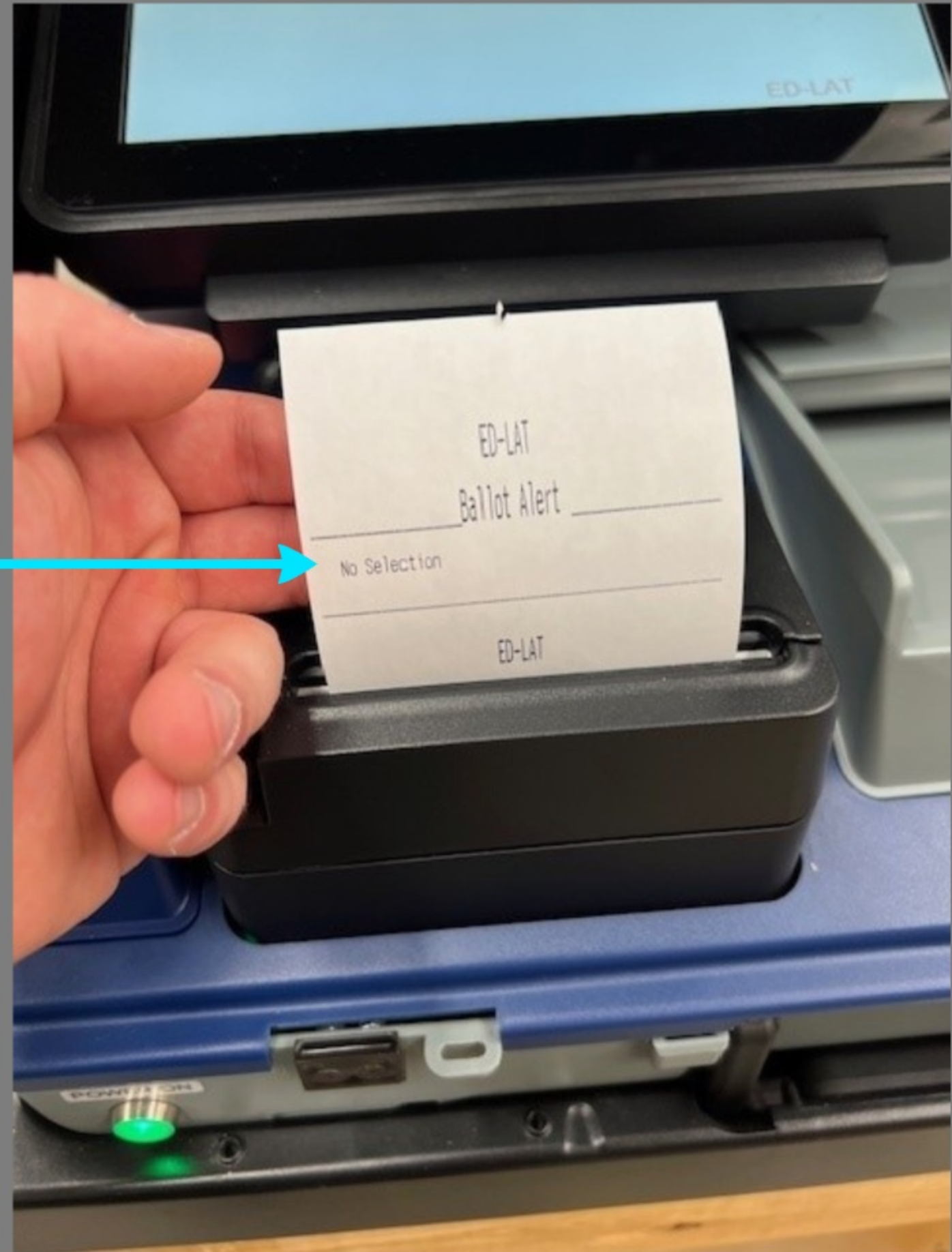
NO SELECTION



SELECTION



NO SELECTION



To override the alert, press
"Ignore Validation"
and re-run the
ballot




Override the
t, press
Validation
e-run the
ballot



By-Pass Ballots

These instructions
are in your packet



BY-PASS BALLOT(S)

Should a PBC (Precinct Ballot Counter) fail to work, whether it be mechanical or electrical, the Election Judges should utilize the By-Pass Ballot Envelopes included in the Blue Supply Box.

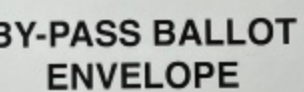
STEPS TO FOLLOW – SHOULD THE PBC FAIL

1. First, check the monitor for an error message.
2. Check to see if the printer printed an error message.
3. Call the HELP DESK for assistance.
4. Give the voters waiting in line the option of waiting to place their ballot in the PBC when the problem is fixed or provide them with the By-Pass Envelope.
5. Once the voter has placed their ballot in the By-Pass Envelope, the voter should place the By-Pass Envelope into the By-Pass ballot slot of the PBC located on the back of the ballot box.
6. Under no circumstances should the Ballot Box Judge allow the By-Pass Envelope near the PBC.
7. If your PBC is operational after the polls close, the two Supervisory Judges will open the By-Pass ballot door and remove the By-Pass envelopes. One at a time, the Supervisory Judges should remove each ballot from the By-Pass Envelope and place them through the reader on the PBC, counting each By-Pass ballot.
8. If you have questions – contact the Jackson County Election Board.

If you have By-Pass Ballots at the end of the day, please start at the **VERY TOP** of your **CLOSING CHECKLIST**. By-Pass Ballots will be run by the Supervisory Judges at the end of the day as long as your PBC is properly working.

By-Pass Ballot Slot

*Break or remove blue seal
tape and place By-Pass
envelopes WITH ballot
through the slot*



BY-PASS BALLOT
ENVELOPE

ADA



ADA (Americans with Disabilities Act)-

The ADA is a ballot marking device that can be used to help any voter mark their ballot. Ballots can be marked on the ADA by using the touch screen or with a controller that has headphones attached. When voting is completed the ADA will produce (print) a paper ballot which will then be run through the PBC for tabulation.

ADA

You may also use the ADA for any ballot style that you may run out of on Election Day.



- 1. Retrieve orange half-sheet and enter Election Day password (found in Red & Blue Folders)**
- 2. Type in the 5-digit ballot ID # that corresponds with the voter's Laminated Card.**
- 3. Leave voter to vote their ballot.**
(Directions on orange half-sheet)

Disregard the barcode reader message

1. Press "Manual Entry"
2. Enter Election Day password: A B C 1 2 3 (Enter)
3. Enter 5-Digit Ballot ID # (Enter)



Found in **RED** & **BLUE** Folders

JUDGE TRAINING

APRIL 7, 2026

GENERAL MUNICIPAL ELECTION

ELECTION
DAY INFO

TYPE OF
POLLS

SETUP

JUDGE TABLE,
PBC, & ADA

ELECTIONEERS,
CHALLENGERS, &
WATCHERS

PROVISIONAL,
STANDBYS,
PROTOCOL, &
CLOSING

Trainer: Carl Falco

Trainer: Carl Falco

Electioneering

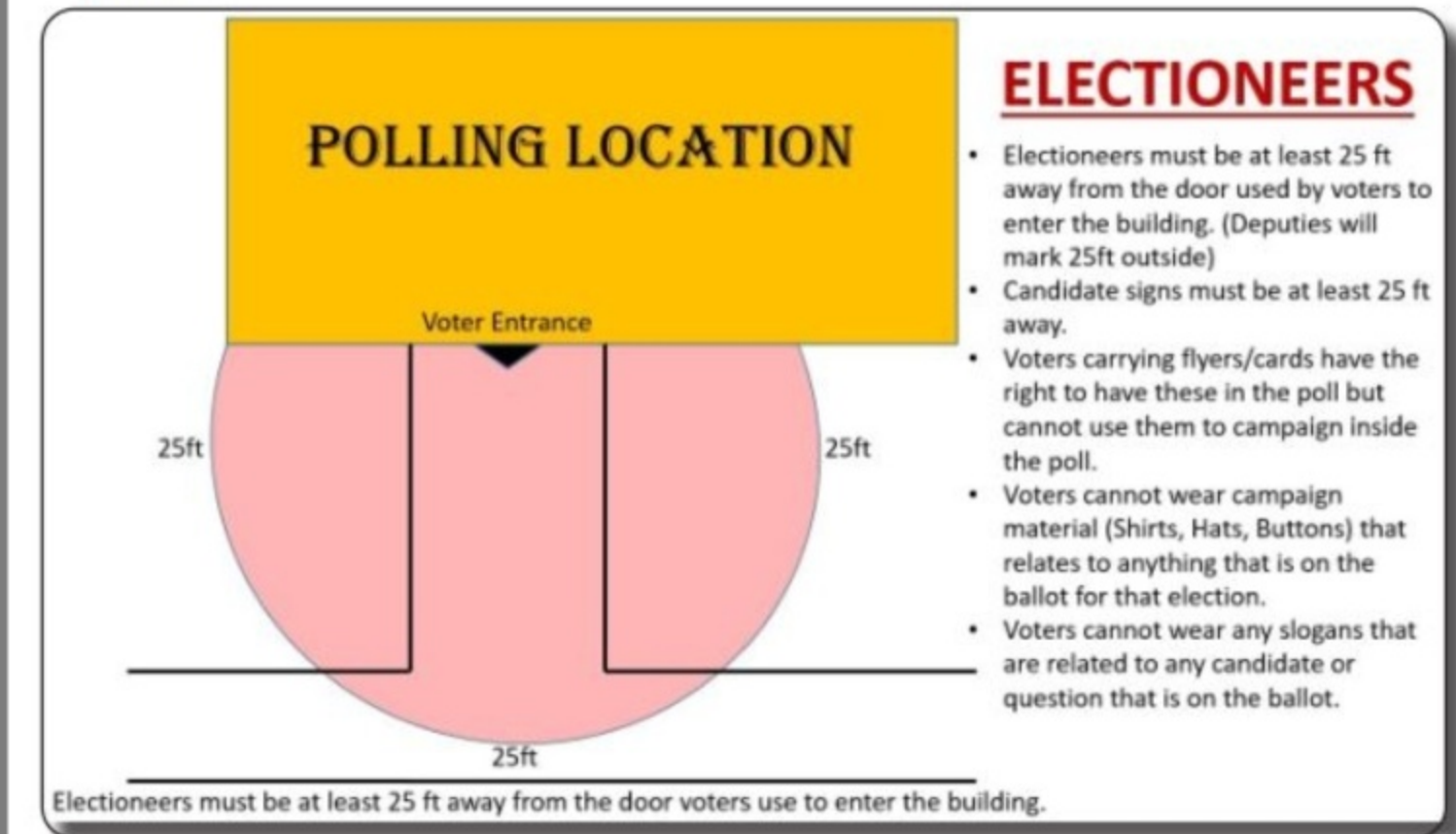
- 25 ft outside from the door voters enter
- Deputies will monitor this
- Flyers and Sample Ballots are allowed inside polling location as long as voter does not use it to Electioneer to other voters.
- Call if you have any issues with Electioneers breaking rules

ELECTIONEERING

Missouri State Law states that anyone passing out literature, talking to voters, or otherwise trying to influence voters must be at least 25 feet from the outside entrance to the poll. Election Judges should report any infractions to the Deputies or the Election Board staff.

ELECTIONEERING BY VOTERS

- Voters carrying flyer's/cards have the right to have these in the poll but cannot use them to campaign inside the poll.
- Voters cannot wear campaign material (Shirts, Hats, Buttons) that relates to anything that is on the ballot for that election.
- Voters cannot wear any slogans that are related to any candidate or question that is on the ballot.



ELECTIONEERING BY JUDGES

Judges who are working inside the polling locations may not be wearing any electioneering items that represents any political party, candidate, or issues on the ballot for any election. This includes Hats, shirts, buttons, etc. This includes TALKING ABOUT ANYTHING POLITICAL on Election Day. If you notice any political conversations between judges on Election Day, please call and report the problem to JCEB.

It is the Election Judges responsibility to allow each and every voter to come into the polling location, vote however they want and leave the location knowing that their vote was counted.

Challengers/Watchers

CHALLENGERS

Person with credentials signed by the county chairman of the political party committee as well as authorized signatures of the Jackson County Election Board. Credentials will identify the township and precinct authorized for the challenge. A Supervisory Judge must complete the oath found at the bottom half of the signed oath must be filed in the "Completed

Registered voter within the jurisdiction of the Jackson County Election Board should check the challenger's identification against their list of voters. Only a person approved by JCEB.

Only one challenger per party is allowed in a poll. The challengers sit at the E-Judge table and the names of those who have voted. However, the challenger is not to bring the voter's actual piece of identification with the

to vote, the Election Judge should contact the challenger for further instructions. All challengers must leave when the judges exit. They must remain inside the polling location until judges exit.

- Sit next to E-Judge and provide name of the voter (WHO is voting for whom are voting)
- Do not give out names besides name of voter
- Do not tell the voter you have checked their name
- Do not show the screen
- If Challenger "Challenged" call JCEB

NOT ALLOWED

CHALLENGERS- ONLY ALLOWED TO SIT AT THE E-JUDGE TABLE TO LISTEN FOR THE NAMES OF THE VOTERS WHEN THEY ARE CHECKED IN.

- Must have credentials signed by both directors of JCEB.
- May be substituted throughout the poll.
- Challenges may only be made when the challenger believes the election laws of this state have been or will be violated and must report the violation to the judges or election authority.
- Prior to the close of the polls, challengers may list and give out the names of those who have voted.
- May remain in poll until last voter has voted.
- Must leave when the last voter leaves the poll.

WATCHERS- ONLY ALLOWED TO SIT NEXT TO E-JUDGE TABLE TO OBSERVE THE POLLING LOCATION.

- Must have credentials signed by both directors of JCEB.
- Watchers are to watch the counting of the votes and present any complaint of irregularity or law violation to the election judges or election authority.
- Watchers may NOT be substituted with another watcher on Election Day.
- Watchers may not report the name of any person who has or has not voted.
- Watchers are allowed to remain present until all ballots are packed and sealed, equipment taken down, and election materials are packed and returned to the designated collection place for a polling location.

Challenger/ Watcher

JUDGE TRAINING

APRIL 7, 2026

GENERAL MUNICIPAL ELECTION

ELECTION
DAY INFO

TYPE OF
POLLS

SETUP

JUDGE TABLE,
PBC, & ADA

ELECTIONEERS,
CHALLENGERS, &
WATCHERS

PROVISIONAL,
STANDBYS,
PROTOCOL, &
CLOSING

Trainer: Carl Falco

Trainer: Carl Falco

ID REQUIREMENTS

Lime Green ID Chart will be in the E-Judge Blue Folder on Election Day

E-Judges have more extensive training as to which ID's are acceptable and which aren't...

ACCEPTABLE FORMS OF PHOTO IDENTIFICATION FOR VOTING

| TYPES OF IDENTIFICATION | NOTES | |
|---|--|-------|
| NON-EXPIRED MISSOURI DRIVER'S LICENSE | CURRENT. OKAY TO USE IF ADDRESS IS INCORRECT. | VALID |
| NON-EXPIRED OR NON-EXPIRING MISSOURI NON-DRIVER'S LICENSE | CURRENT. OKAY TO USE IF ADDRESS IS INCORRECT. | VALID |
| NON-EXPIRED PHOTO ID ISSUED BY THE UNITED STATES OR THE STATE OF MISSOURI | EXAMPLE: PASSPORT, MISSOURI NATIONAL GUARD, UNITED STATES ARMED FORCES, INCLUDING THE SPACE FORCE OR THE UNITED STATES DEPARTMENT OF VETERAN AFFAIRS. | VALID |
| | IF ANY OF THE ABOVE IDS ISSUED BY THE UNITED STATES GOVERNMENT OR THE STATE OF MISSOURI ARE EXPIRED, THE DOCUMENT EXPIRED AFTER THE DAY OF THE MOST RECENT GENERAL ELECTION. | VALID |



CALL JCEB WITH ANY QUESTIONS OR ISSUES 816-325-4600

Blue Provisional Voting

ALWAYS CALL JCEB PROVISIONAL HOTLINE BEFORE OPENING PROVISIONAL BAG!

NO I.D. PROVISIONAL BALLOT INSTRUCTIONS
(DO NOT OPEN PROVISIONAL BAG UNTIL YOU CONTACT THE JCEB OFFICE)

A provisional ballot is provided for the voter who does not possess any I.D. or does not meet the acceptable I.D.'s on your I.D. chart. The provisional voter is entitled to vote on the full ballot. The ballot must be enclosed in the BLUE provisional envelope and then given to the supervisory judges and sealed in orange provisional bag. A provisional ballot is only counted contingent upon verification of that voter's eligibility.

Please encourage the voter to retrieve a proper I.D. and return with it, but if the voter wants to vote, please follow instructions as outlined below AFTER contacting JCEB's provisional hotline. The BLUE PROVISIONAL envelope is only used if the voter has NO I.D. and IS registered to vote at your polling location.

The e-judge will be able to determine if the voter is eligible and at the correct polling location. If the voter is not in the correct polling location, please send the voter to their correct poll.

PREPARE THE PROVISIONAL BALLOT ENVELOPE - SUPERVISORY JUDGES' DUTIES

- 1) Retrieve the orange provisional bag from the blue supply box
- 2) Read blue I.D. provisional ballot statement to voter and give it and the 14 days after card to voter;
- 3) Complete all information on the BLUE provisional ballot envelope (print legibly) and have the voter sign the BLUE provisional ballot envelope;
- 4) Supervisory Judges' complete and sign the BLUE provisional envelope;
- 5) Add the voter's name and address to the supplemental book and check the provisional box;
- 6) Have the voter sign next to their name in the supplemental book;

ISSUE BALLOT, ALERT BALLOT BOX JUDGE THAT THE VOTER IS A PROVISIONAL VOTER AND THE VOTER MUST GIVE HIS/HER BALLOT TO THE SUPERVISORY JUDGES

VOTE THE BALLOT

- 1) Issue appropriate ballot, initial in "Judge Initials" boxes and mark a "P" WITH RED INK under the judge's initials on the front of the ballot;
- 2) Hand voter the ballot & the BLUE provisional ballot envelope and direct them to the voting booth;
- 3) When the voter has finished voting, have the voter place the ballot in the BLUE provisional ballot envelope;
- 4) Remove the BLUE provisional ballot envelope stub and give to the voter;
- 5) Secure BLUE provisional ballot envelope in the orange provisional bag and reseal with RED seal contained in orange provisional bag.

EVENING COUNT

- 1) IF orange provisional bag has a red seal, open and count the completed sealed provisional envelopes, return envelopes to provisional bag and then reseal bag - **DO NOT OPEN** Provisional Ballot envelopes;
- 2) Enter information regarding provisional ballots on separate line of Ballot Certification Form. If you have no provisional voters, enter "0" and return the Ballot Certification in the black clear zipper pouch.

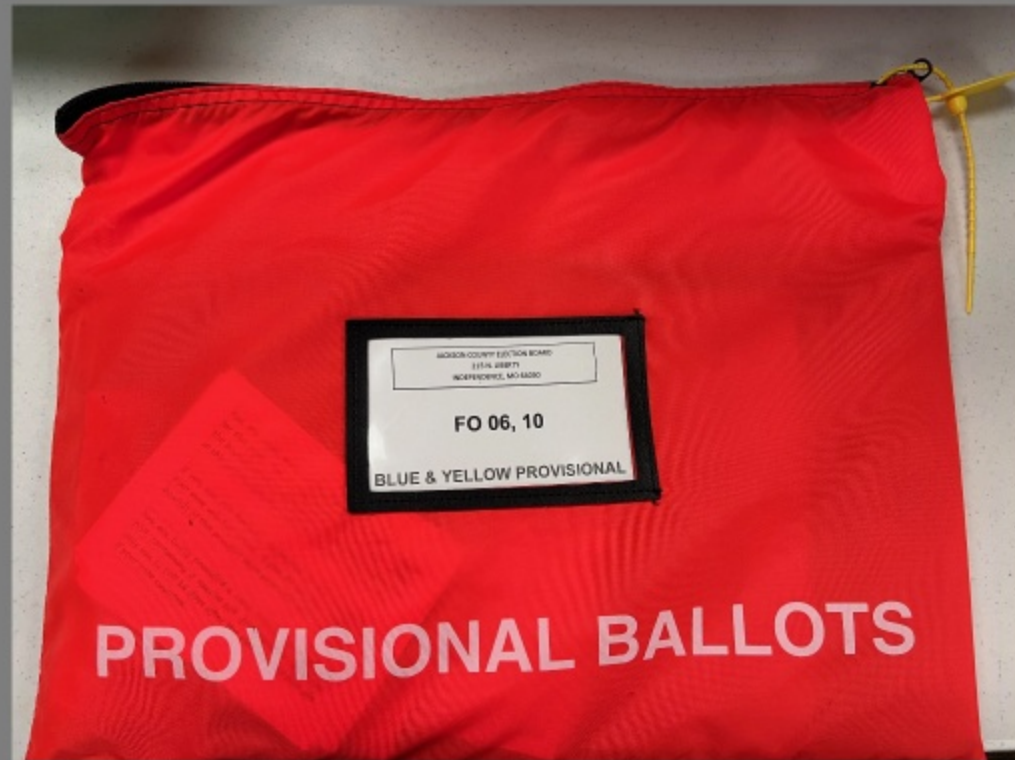
If you cannot connect with the Election Board by phone, advise the voter that their best opportunity to have their ballot counted is to go to the Election Board. However, if they wish to cast a provisional ballot at the poll they have the right to do so. If they wish to vote at the poll follow the above outlined procedures.

June 10, 2019

BLUE Provisional Voting

- Offered every election for voters who are registered but do not have a valid ID.
- Make sure to look up the voter to see if they are registered.

(No Yellow Provisional)



PIN #: 036572 This section to be filled out by voter
Provisional Ballot for Registered Voter

Enclose your Provisional Ballot in this envelope

| Last Name | First Name | Middle Name |
|---|------------|---------------------------------|
| 1 Residential Address (No PO Boxes) City Zip Code Daytime Telephone (optional) | | |
| 2 Mailing Address (if different from above) City State Zip Code | | |
| 3 Date of Birth (month/day/year) | | Last 4 digits of SSN (if asked) |

I do solemnly swear that I am the person identified above and the information provided is correct.

I understand that my vote will not be counted unless:

- 1) I return to the polling place today between 6 a.m. to 7 p.m. and provide one of the following forms of identity:
 - a) Nonexpired Missouri driver's license;
 - b) Nonexpired or nonexpiring Missouri nondriver's license;
 - c) A document that satisfies all of the following requirements:
 - i) contains the name of the individual to whom the document was issued, and the name substantially conforms to the most recent signature in the voter registration record;
 - ii) shows a photograph of the individual;
 - iii) includes an expiration date, and is not expired, or expired after the date of the most recent general election; and
 - iv) was issued by the United States or the state of Missouri; or
 - d) Identification containing a photograph of the individual issued by the Missouri National Guard, the U.S. Armed Forces, or the U.S. Department of Veterans Affairs to a member or former member, that has not expired or has no expiration date.

or

- 2) The election authority verifies my identity by comparing my signature on this envelope to the signature on file with the election authority and determines that I was eligible to cast a ballot at this polling place;

and

- 3) The provisional ballot otherwise qualifies to be counted under law.

Signature of voter _____ Date _____

This section to be filled out by the election judges

Pursuant to Sec. 115.427, RSMo, of Missouri election laws, this voter has been allowed to cast a provisional ballot by the judges of elections at this polling place because the voter's identity was not verified.

Print name of voter _____ Election date _____ Polling place number _____

Democrat Election Judge Signature _____ Republican Election Judge Signature _____

- This needs to be completed by **both Supervisors**
- Every line on Provisional Envelope needs to be filled out by the Supervisors then signed by the voter
- Voter votes the ballot & places it in envelope
- Make sure to put a red "P" on the top of the ballot
- Voter seals the envelope, supervisor places in **Orange** Provisional Bag located in **Blue** Supply Box & reseals Orange bag.

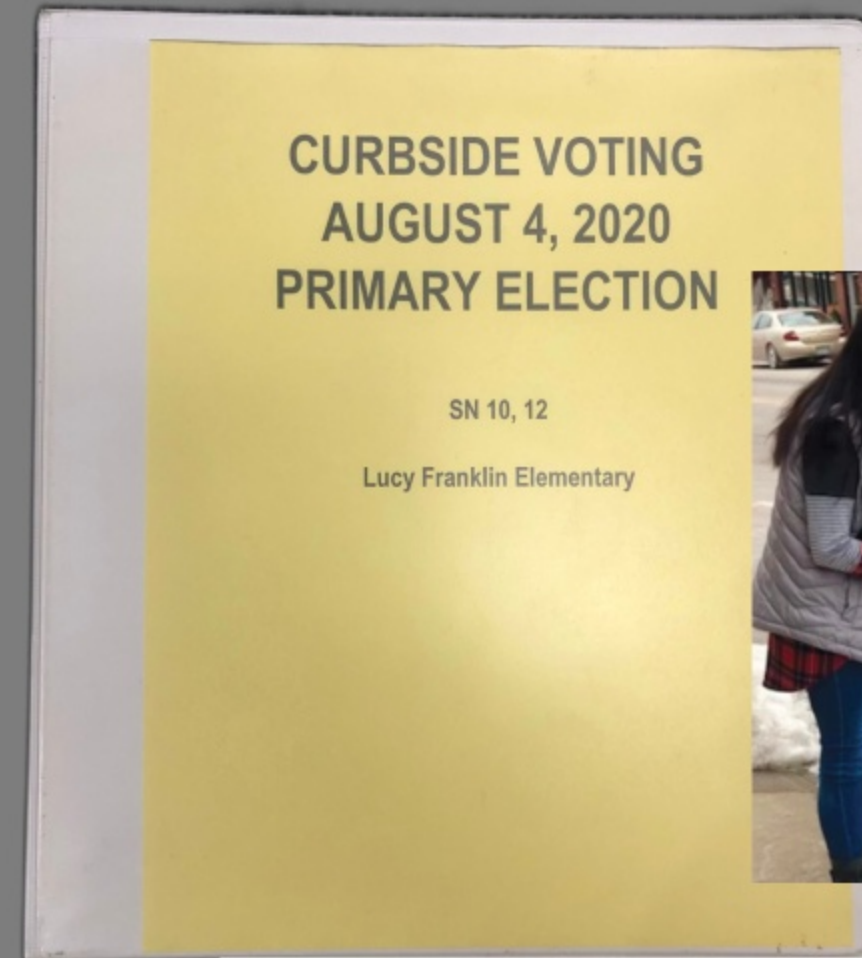
If Voter Comes Back with ID



- Supervisors need to pull the Blue Provisional Envelope out of Provisional Bag
- Match the information on the ID with the information on the envelope
- E-Judge looks up voter and checks-in voter
- Have voter take ballot out of envelope and cast through PBC
- SPOIL Blue Provisional Envelope and place in White Ballot Box

Curbside Voting

- Curbside Voting Judges will go outside to retrieve voter's ID
- Look-up Voter on Tablet
- Change address if needed
- On tablets signature line write "Curbside or C-V"
- Curbside Voting Judges will have a Curbside ONLY Supplemental Book to get voter's signature
- E-Judge will give the correct Laminated Card to retrieve ballot from Judge Table to take outside



00010 B1 01, 02, 04
CURBSIDE VOTING Supplemental Book
Jackson County Board of Election Commissioners
August 4, 2020 Primary Election

WARNING: It is against the law for anyone to vote, or attempt to vote without having a lawful right to vote.
I hereby certify that I am qualified to vote at this election by signing my name and verifying my address by signing my initials next to my address

CHECK APPROPRIATE BOX

| | |
|--------------------------|----------|
| <input type="checkbox"/> | CURBSIDE |
|--------------------------|----------|

LEGIBLY PRINT VOTER INFORMATION BELOW

| | | |
|--|-----------------------|------------------------|
| VOTER ID: _____ | <u>Voter Initials</u> | <u>Judges Initials</u> |
| NAME: _____ | | |
| ADDRESS: _____ | DOB: _____ | |
| MAILING ADDRESS: _____ (IF DIFFERENT) | PHONE #: _____ | |
| SIGNATURE: _____ | | |

| | |
|--------------------------|----------|
| <input type="checkbox"/> | CURBSIDE |
|--------------------------|----------|

| | | |
|--|-----------------------|------------------------|
| VOTER ID: _____ | <u>Voter Initials</u> | <u>Judges Initials</u> |
| NAME: _____ | | |
| ADDRESS: _____ | DOB: _____ | |
| MAILING ADDRESS: _____ (IF DIFFERENT) | PHONE #: _____ | |
| SIGNATURE: _____ | | |

CLOSED

Polls Close at 7:00 PM

Or after the last voter has voted

*You cannot leave until the entire team
leaves the polling location together*

SUPERVISORS:

FOLLOW YOUR CLOSING CHECKLIST!



CLOSING CHECKLIST AFTER 7:00PM

By-Pass Ballots (When Applicable)- After the last voter has left the poll and doors are closed and secured the two Supervisory Judges will run the By-Pass ballots before closing the PBC.

- Break red seal and unlock the By-Pass door. (Lock is on the right) (Silver key to ballot box is in TM pouch)
- Take out** By-Pass ballots, **run ALL By-Pass** ballots through the PBC – Place **EMPTY** By-Pass envelopes back in blue supply box
 - If ballot is not accepted by PBC. CALL JCEB PBC & ADA HELP DESK

Closing the PBC- Only ONE Closing Ballot will need to be run. Even if you are working a split or multiple poll.

- Open "Closing Ballot" envelope and take out closing ballot
- Insert the closing ballot into the PBC
- Follow steps on the PBC screen
 - Do you want to close voting? "Yes"
 - Are you sure you want to close voting? "Yes"
- "Election Summary" prints. **Write PBC closing report total on Ballot Certification. ("Pages Cast" on Closing Report)**
- "Voting has been closed" Press "Continue"
- "Do you want to print Write-in Report?" Press "Yes" (only when write-ins are available)
- "Write-In Report" prints. Press "Continue" **Circle YES or NO on Ballot Certification indicating if there are write-ins.**
- Press "Shut Down"
- "Do you want to shut down the system" Press "Yes"
- ALL judges sign "Election Summary." Place "Election Summary" & "Write-in Report" into Black Clear Zipper Pouch
- Flip switch to power off the PBC (Switch in back near power cord)
- Tilt PBC screen down so it lies flat, press red button underneath PBC screen to release & lower it
- Fold in black privacy PBC shields and let the PBC lid tilt back
- Break red TM hammer lock seal in front of PBC screen and open TM door using the barrel key in the TM pouch
- Take out TM and place in the TM pouch, then relock TM door with barrel key
- Unplug the PBC from power outlet and back of PBC, fold up cord and store next to PBC screen
- Latch lid and lock PBC case with silver key
- Unlock the PBC from the Black Ballot Box with gold key
- Seal PBC case with green Split Seal (Hole is next to handle)
- Lift PBC off of the Black Ballot Box and place in the Security Equipment Cage

Shutting down the ADA

- Press "Manual Entry" and enter Election Day password (Found on orange half-sheet in red folder)
- Press "Admin" (Upper right corner) Press "Close Voting" (Upper left) Press "Close Voting" (Upper right)
- "Confirm close voting" Press "Yes" "Reconfirm close voting?" Press "Yes"
- "Close Report" will print. "Do you want to reprint the report" Press "No"
- Place "Close Report" in Black Clear Zipper Pouch
- Flip switch to power off (Switch in back near power cord)
- Unplug power cord from power source and from back of ADA
- Place power cord back into the back cubby with headphones
- Place the ADA keypad and keypad cord in the back cubby (if unwrapped)
- Pull silver pin out from back of ADA screen and slide bracket out. ADA screen should now lay flat
- Retrieve ADA lid, line up hinges in the back, close and latch lid
- Lock ADA case with silver key
- Seal ADA case with green Split Seal (Next to handle) and place in Security Equipment Cage

Ballot Drop Off

BALLOT DELIVERY SCHEDULE
GENERAL MUNICIPAL ELECTION
TUESDAY, APRIL 7, 2026

(Where 2 Supervisory Judges take the ballots at the end of the day, in the same car)

| TOWNSHIP | PRECINCTS | DELIVERY LOCATION |
|---------------------|----------------------------|--|
| BLUE SUB-DISTRICT 1 | (01,02,03,09), 04 | Nowlin Middle School 2800 S Hardy Ave |
| BLUE SUB-DISTRICT 1 | (05,06,07,08,13), (10,11) | William Chrisman High School 1223 N Noland Rd |
| BLUE SUB-DISTRICT 2 | 01, (06,07) | William Chrisman High School 1223 N Noland Rd |
| BLUE SUB-DISTRICT 2 | (02,03,04) | Village Heights Community of Christ 1009 N Farview Dr |
| BLUE SUB-DISTRICT 2 | 05 | Midwest Genealogy Center 3440 S Lee's Summit Rd |
| BLUE SUB-DISTRICT 3 | 01, 02, (03,04,05,06) | Village Heights Community of Christ 1009 N Farview Dr |
| BLUE SUB-DISTRICT 4 | 01, (02,03,04), (05,08,10) | William Chrisman High School 1223 N Noland Rd |
| BLUE SUB-DISTRICT 4 | (06,07,09) | Nowlin Middle School |
| BLUE SUB-DISTRICT 4 | | |
| BLUE SUB-DISTRICT 5 | | |
| BLUE SUB-DISTRICT 5 | | |
| BLUE SUB-DISTRICT 6 | | Center t Rd |



The Supervisors will take all of the supplies to the drop off location for all the polls in their building.

-**Blue Pouches** (Deputies delivered in 1st round)

-**Black E-Judge Equipment Case**
(1 Case per 2 E-Judges)

-**ALL White Ballot Boxes** (Every Poll will have UNUSED BALLOTS)

-**ALL Grey Ballot Carriers**

(All poll reports go in one Black Zipper Pouch)

THESE ITEMS COME TO BALLOT DELIVERY LOCATION

**NOT ON THIS LIST
STAYS IN EQUIPMENT
SECURITY CAGE**

RETURN THESE ITEMS TO THE BALLOT DELIVERY LOCATION:

- A. BLUE POUCH CONTAINING:**
 - 1. SUPPLEMENT BOOK(S)
 - 2. CURBSIDE VOTING BOOK
 - 3. COMPLETED FORMS ENVELOPE
 - 4. POLL KEY IN RED POUCH (WHEN APPLICABLE)

- B. BLACK E-JUDGE EQUIPMENT CASE**
 - 1. TABLETS – 2 PER CASE
 - 2. CHARGERS – 2 CHARGER BOXES AND 2 CHARGER CORDS
 - 3. STYLUS – 4 PER CASE
 - 4. MICROFIBER CLOTH & CLEAR SUPPLY POUCH

- C. WHITE BALLOT BOXES CONTAINING:**
 - 1. UNUSED BALLOTS
 - 2. SPOILED BALLOT ENVELOPE

- D. GREY BALLOT CARRIER(S) CONTAINING:**
 - 1. VOTED BALLOTS (ON BOTTOM OF GREY CARRIER)
 - 2. ORANGE PROVISIONAL BAG
 - 3. HEADER BALLOT ENVELOPE
 - HEADER BALLOT
 - 4. CLOSING BALLOT ENVELOPE
 - WITH CLOSING BALLOT ENCLOSED
 - 5. PLACE ITEMS BELOW IN BLACK CLEAR ZIPPER POUCH
 - PBC TM & KEYS IN CLEAR BROWN POUCH
 - BALLOT CERTIFICATION FORM
 - PAYROLL ENVELOPE
 - ALL REPORTS FROM MACHINES: MACHINE INFO, OPENING REPORTS, & CLOSING REPORTS
 - WRITE-IN REPORT (WHEN APPLICABLE)

DO NOT FORGET THE TM!!!



Your Closing Checklist will walk you through closing down your PBC unit and how to pull the TM out.

Know where you are going...

FALCO, CARL
R SUP
PR 03 Gamber Center

APRIL 7, 2026 ELECTION DAY PHONE NUMBERS

PBC OR ADA **HELP** (*ONLY*)
(816-325-4632)

E-POLL BOOK **HELP**
(816-325-4690)

ALL OTHER PROBLEMS CALL
(816-325-4690)



Standbys

- You are on **STANDBY**
- Be up and ready by 5:00am (food packed, clothes picked out)
- 5am-7pm
- Be home or around the area in which you live
- You will be paid the full amount if sent out
- If you are **NOT** called out, you will receive \$125
- If we **CANNOT** get ahold of you, you will **NOT** be paid!!!!
- Phone call will come from 816-325-4600



Urgent Situations:



If the situation is urgent enough and you feel threatened, please call 911.

This includes:

- Fires**
- Suspicious People**
- Health Emergencies**

If you must evacuate, please grab important things like ballots, tablets, and equipment, stand outside together.



If you call 911, please let JCEB know immediately after.

If any type of injury occurs on Election Day, please let JCEB know, or report it to the Deputies.

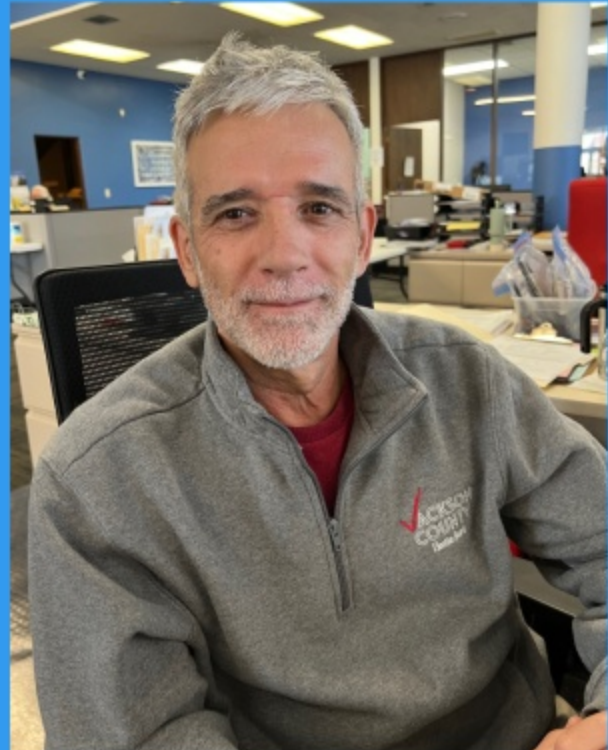
Judge Clerks



Republicans

Jessica Johnson

jjohnson@jcebmo.org



Democrats

Chuck Harris

charris@jcebmo.org

Cancellations go to them

GET ALONG

GO TEAM

BE:

- POLITE
 - COURTEOUS
 - HELPFUL
-
- *Get along with your fellow Judges*
 - *Show new Judges the ropes*



DO NOT TALK ABOUT ANYTHING POLITICAL ON ELECTION DAY



Chuck & Jessica Reminders:



- **Cage Code will be texted to the SUPERVISORS Monday, April 6th, AFTERNOON (or a phone call if you do not get texts)**
- **List of who is assigned to the poll will be emailed to the SUPERVISORS Monday, April 6th, AFTERNOON**
- **EVERYONE gets paid for working! Please give us two weeks from Election Day to send paychecks out before calling**
- **Next election is August 4th! Watch for assignment emails at the beginning of July**

**THE JACKSON COUNTY ELECTION BOARD THANKS YOU
FOR WORKING!!**

THANK
YOU





Carl's email: cfalco@jcebmo.org

WHO HAS QUESTIONS?

JUDGE TRAINING

APRIL 7, 2026

GENERAL MUNICIPAL ELECTION

ELECTION
DAY INFO

TYPE OF
POLLS

SETUP

JUDGE TABLE,
PBC, & ADA

ELECTIONEERS,
CHALLENGERS, &
WATCHERS

PROVISIONAL,
STANDBYS,
PROTOCOL, &
CLOSING

Trainer: Carl Falco

Trainer: Carl Falco

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