

ROSTER JUDGE

- DUTY**
- **Sign in pre-registered voters**
 - **Issue voter receipts**

It is important that you help the voter sign in slowly, calmly and accurately. The Roster is an original legal document that cannot have any marks or writing on it that compromise the integrity of the document.

1. Ask voter’s name: **Your name please?**
Watch for suffixes (Jr., Sr.) and similar names (John Jones, John A. Jones).
2. Locate voter’s name in Roster.
3. Ask for voter’s address: **And your address please?**
If necessary, verify with date of birth.

When name and address match exactly...

DO NOT MAKE AN “X” to show the voter where to sign because these marks can be confused with signatures or marks of voters.

4. Point out the oath at the top of the page. Ask voter to sign in on the line next to the name. **To affirm this oath, please sign by your name.**
5. **Here is the receipt for your ballot.** Hand the voter a **Registered Voter’s Receipt** and direct the voter to the Demonstration Judge. **When voters are issued a receipt they must stay in line and vote.** Voters cannot leave the precinct with the receipt and return later to vote.

NOTE: Do not make any corrections on the Roster – use the Roster Correction form for typos only.

If voter incorrectly signs the polling place roster make the following corrections:

- If signed on wrong line (or should re-register) and voter is still in polling place, cross out signature with one straight line, print the word “VOID” and highlight in pink the word “VOID.” Voter signs the correct line.
- If voter is gone, draw an arrow from signature to correct location and highlight the arrow

When the name or address DOES NOT match, see POSSIBLE PROBLEMS below.

NAME AND/OR ADDRESS DOES NOT MATCH	SOLUTION
<ul style="list-style-type: none"> • Name change • Address is listed incorrectly • Street address change • Apartment # change or add 	<ul style="list-style-type: none"> • Explain to Voter they must re-register with new name using Previous Registration in Same Precinct • Give voter the Voter Registration Application Form • Do NOT make any roster notations
<ul style="list-style-type: none"> • Name is spelled incorrectly (typo) (Not a name change) 	<ul style="list-style-type: none"> • Voter may sign in Roster and vote today • Enter correct information on Roster Correction Form • Do NOT make any roster notations
NOTATIONS IN ROSTER	ACTION
SEE ID Voter registered via the mail rather than in person and/or ID provided on application did not verify	Voter must show any approved Election Day Registration I.D. except vouching. Voters who do not have the required I.D. may register using a voucher.
A.B.	The voter has already voted by absentee ballot and the ballot has already been counted, so the voter cannot vote again
<ul style="list-style-type: none"> • CHALLENGED – VOTED OUT OF PRECINCT • All other CHALLENGES 	Refer to Head Judge
Deceased voter	Registered voter completes “Notification of Death Form.” Attach completed form to the Roster. Do not correct or write in roster!

SUPPLIES NEEDED

- Pre-Registered polling place roster(s) with Roster Challenge Log & Roster Correction Form (pink)
- Ballpoint pens
- Highlighter - pink
- Registered Voter's Receipts
- Certificate of Registered Voter for curbside voting - white
- Voter Registration Applications with Voucher form on back
- Deceased Voter Forms - pink
- Oath - enlarged on tent - pink
- In-person Challenger Forms - white
- Scratch pad
- Magnifier
- Signature Guide
- Precinct Finder – individual - purple
- Precinct finder – city-wide - pink
- Polling Place List for Minneapolis
- IDs to Register and Vote on Election Day handouts - green

