Dear Election Judge,

Thank you for serving as an Election Judge in a nursing home. Your work is on the front lines of democracy, ensuring fair and honest elections.

Your assistance to the residents is invaluable in making sure their votes count.

This manual will help you carry out your responsibilities in conducting Nursing Home voting and equip you with the tools you need to make sure voting occurs without influence or intimidation and solve any problems.

Again, thank you for your service as a Nursing Home Judge.

Sincerely,
Cook County Clerk's Office
Table of Contents

Scheduling Nursing Home Voting ................................................................. 1
Delivery of Ballot and Supplies ................................................................. 1
Nursing Home Supply Kit ........................................................................ 2
Nursing Home Voting ................................................................................ 3
Nursing Home Election Judge Duties
Maintaining Order ..................................................................................... 5
Nursing Home Judge Duties ...................................................................... 5
People Allowed in the Nursing Home Polling Place
Representatives of Election Authorities ..................................................... 7
Law Enforcement Officials ....................................................................... 7
Media .......................................................................................................... 7
Nursing Home Staff .................................................................................. 8
Pollwatchers
» Pollwatchers Must ................................................................................ 9
» Pollwatchers May .................................................................................. 10
» Pollwatchers May Not .......................................................................... 10
Electioneering ......................................................................................... 11
Challenges ................................................................................................. 11
Etiquette ..................................................................................................... 11
Voting
Ambulatory Voters .................................................................................. 12
Non-Ambulatory Voters .......................................................................... 12
Ambulatory and Non-Ambulatory Voting Occurring Simultaneously .... 12
Keep it Moving .......................................................................................... 12
Make Sure Their Vote Counts ................................................................. 13
Giving Assistance ..................................................................................... 14
Grace Period Registration and Voting for Nursing Homes .................... 15
Step-by-Step Guide to Nursing Home Voting ......................................... 17
» Proper Way to Vote on a Paper Ballot .................................................. 18
Grace Period Registration and Voting .................................................... 20
<table>
<thead>
<tr>
<th>Voter Name</th>
<th>ID No.</th>
<th>Sent to Address</th>
<th>Style</th>
<th>Act Code</th>
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Scheduling Nursing Home Voting

The Cook County Clerk’s office has contacted each Nursing Home from which Mail Ballot Applications have been received and scheduled a date and time for conducting voting at the Nursing Home facility.

Judges cannot change the voting hours. Sufficient time is allocated so that voting is completed by 5:30 pm.

The County Clerk’s office will contact you with your assigned location and time. Please call our office at (312) 603-0965 if you have any questions or concerns about your assignment.

Please note:
If a resident is out of the Nursing Home during the assigned voting time, the Nursing Home Judges do not have to wait until the resident returns.

Delivery of Ballots and Supplies to Nursing Home Supply Judges

Nursing Home Voting Ballots and all supplies are contained in a rolling Supply Bag. The Nursing Home Supply Bag is delivered to the Nursing Home Supply Judge on the day before Nursing Home Voting begins.

Checking Supplies:
It is the responsibility of the Supply Judge to check the supplies in the bag against the Supply List before Nursing Home Voting occurs.

1. **Take out** the Nursing Home Ballot Audit & Transfer Form *(see page 23).*

2. **Count** the number of Mail Ballot Envelope 701s.
   
   ⇒ An illustration of the Envelope 701 is at the top of page 4.

3. **Write** that number on the first line *(Number of Ballots sent to Nursing Home)* of the Nursing Home Ballot Audit & Transfer Form.

4. **Confirm** that the voter names on the Mail Ballot Envelopes match the names listed on the Nursing Home Absentee Name Report.
   
   ⇒ An example of the report is illustrated on the previous page.

**Call the Clerk’s office at (312) 603-0929 if the numbers don’t match.**
**Nursing Home Supply Kit**

- List of Nursing Home voters requesting Mail Ballots
- Labeled Mail Ballot Envelope 701 (*with ballot and return envelope 702 enclosed*) for each voter on the list
- Extra ballots
- “I voted!” stickers
- Magnifiers
- Special pens (felt tip, for voters to mark their ballots)
- Ballpoint pens
- Privacy shields
- Election Judge badges and badge holders
- Nursing Home Election Judge Payroll (*on blue paper*)
- Pollwatcher Credentials Envelope 604
- Spoiled Ballot Envelope 303
- Nursing Home Ballot Audit & Transfer Form (*county seal watermark*)
- Nursing Home Voting “Keep It Fair” sheet
- Red Seals
- Nursing Home Election Judge Manual
- Nursing Home Grace Period Supply Envelope
- Nursing Home Grace Period Return Envelope

⚠️ If you are missing any supplies, call (312) 603-0929 immediately.⚠️
Nursing Home Voting Day

⇒ Arrive at least 30 minutes prior to the start of voting at your facility.
⇒ Inform the administrator or activity director that you have arrived.
⇒ Set up your judge station with:
  » list of Nursing Home voters requesting Mail Ballots
  » labeled Mail Ballot Envelope 701s (with ballots and Return Ballot Envelope inside)
  » special pens
  » ballpoint pens
  » magnifiers
  » Spoiled Ballot Envelope 303
  » Nursing Home Grace Period Supply Envelope
⇒ Put all Mail Ballot Envelope 701s in alphabetical order.
⇒ Make private voting booth areas before voting begins by setting up privacy shields on tables.
⇒ Place magnifiers by each screened off voting area
⇒ All judges print their name on an Election Judge badge. Place it in the plastic badge holder and wear it while voting is taking place. The badge must be worn at all times.
⇒ All judges must sign the payroll sheet at the end of voting.
Mail-In Ballot

You MUST sign, or your vote will not count
/Usted TIENE que firmar, o su voto no será contado./

Voter Certification / Certificado del votante
I certify that I have (or will have) lived at the following address for at least 30 days before Election Day. I have lived here for _____ years and _____ months. I am a United States citizen, legally entitled to vote in this election. I further state that I personally marked the enclosed ballot in secret. Under penalties of perjury as provided by law under Section 29-10 of the Election Code [10 ILCS 5/29-10], the undersigned certifies that the statements set forth in this certification are true and correct.

*00000000000000*
00000000 75-2 DEM 000000-0
GREEN, ROGER

Return Ballot Envelope 702 (front side of inner envelope)
Nursing Home Election Judge Duties

All Nursing Home Judges are equal in authority. It is the responsibility of the Nursing Home Judge team to run a fair and impartial election and to maintain order in the polling place at all times.

It is your responsibility to protect the vote of the residents. **DO NOT** allow others to influence or coerce residents seeking assistance. You have the authority to remove anyone found attempting to vote for residents.

**Maintaining Order:**

⇒ Crowd control
⇒ Monitoring political activity in the nursing home
⇒ Ensuring the privacy of the vote for Nursing Home residents that may need assistance

**Nursing Home Judge Duties:**

⇒ Following the procedures set forth in this manual.
⇒ Supervising the voting, going room-to-room if necessary.
⇒ Ensuring the privacy of all voters casting their ballots.
⇒ Assisting voters when asked.
⇒ Preventing any interference or disruption to the voting process.
⇒ Resolving any disputes that may arise during the voting process.
⇒ Reporting any problems to the County Clerk’s Office.
⇒ Limiting the number of pollwatchers if the number interferes with the conduct of voting.
⇒ Receiving credentials or letters of authority from pollwatchers and representatives of law enforcement agencies monitoring the conduct of voting. Place all credentials in the envelope provided.

Remember to call the Cook County Clerk’s Office at (312) 603-0929 when voting is complete.

► Please give your name and Nursing Home when you call

Leave the room like you found it.
People Allowed in the Nursing Home Polling Place

In addition to the voters and Election Judges, the following people are allowed to be present during Nursing Home voting:

Representatives of Election Authorities

⇒ Cook County Clerk’s office (*including rovers*), Illinois State Board of Elections.
⇒ Must show a green credential or County ID to the Election Judges.
  » They do not have to surrender their ID to the Election Judges.

These individuals visit the Nursing Homes to check on your progress and to assist with and document any issues or problems you may have.

If you have any questions about their role, please call (312) 603-0929

Law Enforcement Officials

⇒ State's Attorneys, the Attorney General, U.S. Justice Department officials, and, if requested by the judges to keep order, sheriff’s officers or local police.
⇒ Must display proper identification or a badge from their respective office and do not have to surrender it to Election Judges.

The Clerk’s office does not assign local police officers to polling places, including nursing homes. Uniformed or plain-clothes police officers may enter the polling place only if their presence is specifically requested by the Election Judges or the Cook County Clerk’s office to resolve a disturbance or in the case of an emergency.

Media

⇒ Journalists from newspapers, television and radio stations, and internet blogs may observe voting in the nursing home.
⇒ Members of the media must have ID from their news outlet such as an ID or a business card.
Nursing Home Staff:

⇒ Are not required to have credentials. They may help the Election Judges set up the voting room and keep the voting process running smoothly from start to finish.

⇒ May help the voters move from one location to another in the voting area.

⇒ May assist a voter in casting their ballot if requested by the voter. A staff person who provides assistance to a voter must print their name and address on the Certification of Mail Voter on the back of the Return Ballot Envelope 702.
Pollwatchers

Pollwatchers are official election observers with Nursing Home credentials allowing them to watch the proceedings inside the polling place. Give each pollwatcher a copy of the Keep It Fair sheet.

Pollwatchers represent candidates, political parties, civic organizations or a proponent or opponent of public policy (referendum).

To the right, is a list of how many pollwatchers are allowed in a Nursing Home Voting polling place.

Pollwatchers Must:

⇒ Present a valid Nursing Home credential to the Judges upon entering the Nursing Home polling place. All credentials must be surrendered and remain with the Election Judges.

⇒ Place all signed Nursing Home credentials in Envelope 604.
Pollwatchers May:

⇒ Stay the entire time Nursing Home voting is being conducted, including during set-up and when the judges are packing up after the conclusion of voting.

⇒ Observe all aspects of the voting process.

⇒ Remain outside the voter’s room during non-ambulatory voting (room-to room). However, the door to the room must remain open and the pollwatcher’s view should not be obstructed.

⇒ Question the actions of the Judges. If the judges are unresponsive, they may call the County Clerk’s Office.

Pollwatchers May NOT:

⇒ Escort voters to the voting area.

⇒ Disrupt or interfere with the voting process or attempt to give improper assistance.

⇒ Handle or touch election supplies and materials.

⇒ Discuss politics or candidates with voters.

⇒ Listen to how assisted voters direct the voting of their ballots.
  » However, they may observe voting.

⇒ Challenges voters at the Nursing Home during voting.
  » See "Challenges" on the next page.
Electioneering

Electioneering is strictly prohibited. It includes wearing, displaying, or handing out buttons, posters, caps, shirts and other campaign literature or verbally supporting a candidate or party.

When Nursing Home voting is being conducted, electioneering may not take place at any time inside the Nursing Home or within 100 feet of the entrance to the nursing home.

The entire Nursing Home is considered a polling place at all times.

Challenges

⇒ Challenges of voters may not be made during Nursing Home voting. This includes questioning the physical or mental capacity of a voter.

⇒ Challenges of Mail Ballots or Grace Period ballots can only be made in the office of the Cook County Clerk during the period when Mail Ballots are processed.

⇒ Questions concerning challenges should be directed to the Clerk’s Office at (312) 603-0929.

Etiquette

When speaking with Nursing Home residents, remember the 3 C’s and the 4 Be’s:
Voting

**Voters Who Are Mobile (Ambulatory)**

Judges should ask the Nursing Home staff to assemble the ambulatory voters near the voting room. If there are a large number of voters in the home, they should be brought to the voting area in small groups to avoid overcrowding.

**Voters Who Are Bedridden (Non-Ambulatory)**

Non-ambulatory voters are those who are not able to leave their beds or rooms to vote. After ambulatory voting, judges should announce that voting will continue in the rooms of non-ambulatory voters. Ask the staff for a list of voters who need to vote in their rooms.

A team of one (1) Democratic and one (1) Republican judge must take all necessary ballots and supplies room-to-room and supervise the voting. Both judges should visit each room together.

**Simultaneous Voting**

At a Nursing Home that has a large number of voters, Election Judges may conduct ambulatory voting and non-ambulatory voting simultaneously. One or more teams of judges (one Democratic and one Republican judge) conduct ambulatory voting while another team conducts non-ambulatory (room-to-room) voting. These teams of judges may conduct voting in separate voting areas. These voting areas may be on different floors.

**Keep it Moving**

If a voter or multiple voters are not available at the assigned voting time, use your best judgement, but judges are not required to stay extra hours to accommodate voters who are not around because of outside activities.
MAKE SURE THEIR VOTES COUNT

Voters MUST Sign Mail Ballot Envelope 702

After the Nursing Home resident finishes voting and their completed ballot is placed inside Envelope 702, you must ensure that the resident SIGNS the certification on the front of Envelope 702. The ballot will not be counted if Envelope 702 is not signed. This envelope must also be SEALED.

Failure to have voters sign will result in deduction of pay.

You MUST sign, or your vote will not count! Unless you sign, your vote will not be counted!
Giving Assistance

Assistance should be given only when the voter requests it, and then only with the utmost care and attention to procedures to ensure the privacy of the voter’s ballot.

1. If a voter wishes to be assisted by a friend, relative, or Nursing Home staff, then that person should follow these guidelines:
   a. Go to the voting booth area with the voter.
   b. If necessary, read aloud each office on the ballot. For each office, read the names of all the candidates, and in a General Election, their political party affiliation. Also, read each public question on the ballot.
   c. Wait to hear the voter’s choice.
   d. Only then assist the voter, if necessary, by marking the voter’s choice.
   e. If the voter cannot communicate his/her choice, then assistance shall not be given.
   f. Whoever assists the voter must print their name and address on the back of the voter’s Return Ballot Envelope 702. (illustrated on page 6)

2. If the voter decides to be assisted by a Nursing Home Judge, two Election Judges of opposite political parties must assist the voter:
   a. Both judges should accompany the voter to the voting booth.
   b. If necessary, one judge should read aloud each office on the ballot. For each office, read the names of all candidates, and in a General Election, their political party affiliation. Also, read each public question on the ballot.
   c. Both judges should wait to hear the voter’s choice.
   d. Only then should one of the judges assist the voter, if necessary, by marking the voter’s choice.
   e. If the voter cannot communicate his/her choice, then assistance shall not be given.
   f. Judges who assist the voter must print their name and the Nursing Home address on the back of the voter’s Return Ballot Envelope 702 (illustrated on page 6).
Anyone giving assistance to a voter must cast votes as directed by the voter. As a Nursing Home Election Judge, you can monitor the assistance to be sure that it is being properly carried out. No information may be given to anyone as to how the voter voted.

**Grace Period Registration and Voting for Nursing Homes**

Prior to March 2018, if a Nursing Home Voter did not have a Mail Ballot Envelope addressed to them in the Nursing Home Supply Bag, they were not allowed to vote during Nursing Home Voting. They would either be instructed to vote at a polling place on Election Day or, if it was determined that there was an error made on the part of the Clerk’s office, a Mail Ballot would be hand delivered to them prior to Election Day.

Now we can provide Grace Period Voting to nursing home residents, which allows them to register and vote during Nursing Home Voting. In your Nursing Home Supply Bag, there are forms required to register a person and complete a Mail Ballot Application. Once the voter has completed these forms, you can then provide them with a ballot and a Return Mail Ballot Envelope 702. They can then vote like everyone else at the nursing home.

**Keep in mind:**

The extra ballots in your supplies are to be used for Grace Period registration & voting as well as for spoiled ballots.

► If you do not have enough to accommodate everyone, please call the Nursing Home Voting Unit at 312-603-0929
Proper Way to Mark a Paper Ballot

The Official Ballot contains the names of all candidates and offices as well as questions of public policy in the form of referenda.

- **Instruct** the voter to fill in the oval next to the candidate they wish to select using the Ballot Marking Instruction Poster. (illustrated below).

---

**Fill in the Oval**

**To ensure that your vote counts, fill in the oval next to your selection.**
**DO NOT make any other marks.**

**Para asegurar que su voto cuente, rellene el óvalo junto a su selección. No hacer otras marcas.**

**Para masiguro na mabibilang ang boto mo, punan ang oval sa tabi ng napili mo. Huwag gumawa ng anumang ibang marka.**

**यह सुनिश्चित करिे के लिए कक आपका वोट मायिे रखता है अंडाकार में भरें आपके चयि के बगि में I**
**अनय कोई निशाि ि बिाएं**

**Aby mieć pewność, że Twój głos się liczy, wypełnij owal znajdujący się obok Twojego wyboru. Nie wykonuj żadnych innych znaków.**

**Щоб ваш голос було враховано, замалюйте овал біля вибраного вами кандидата. Не використовуйте жодних інших позначок.**

**为了确保您的投票有效，请涂满您所选择的选项相对应的椭圆形框，不要做任何其他的记号。**

**유효 투표를 위해서는 선택한 후보 옆의 타원을 채우십시오. 다른 어떤 표식도 하지 마십시오.**

**તમારો મત ગણતરીમાં લેવાય તે સુનિશ્ચિત કરવા માટે, તમારી પસંદગીની બાજુનું અંડાકાર ભરો. અન્ય કોઈ**
**નિશાનીઓ કરશો નહિ.**

---

**Deputy Registrar Card**

**REGISTRAR’S COPY TO DELIVER TO THE CLERK’S OFFICE**

---

**Poster 209**

President of the United States
Keith Urban
86
John Legend
Katy Perry
87
Katy Perry
88
Rihanna Fenty
89
Sam Smith
Write-in

---

Deputy Registrar Card

---
Step-by-Step Guide to Nursing Home Voting

Nursing Home voting is in-person Mail Ballot Voting. A resident should be a registered voter and must have filled out a Mail Ballot Application prior to Nursing Home Voting Day in order to vote.

1. **Ask** the voter their name, locate the voter’s Mail Ballot Envelope 701 and cross the voter’s name off the list of eligible Nursing Home voters.
   - If the voter refuses or is unable to vote, write REFUSED on their Mail Ballot Envelope 701 and also next to the voter’s name on the list of eligible Nursing Home voters.
   - Place the envelope in the wheeled Supply Bag.
   - If you do not find an envelope for the voter, open the Nursing Home Grace Period Supply Envelope.
   - Ask for 2 pieces of identification.
     - 1 must show that they are a resident at the Nursing Home.
     - Complete a Deputy Registrar Card (illustrated on page 16) and a Mail Ballot Application for the voter and follow steps 2 - 10 below.

2. **Remove** the ballot(s) from the envelope. One judge must initial the ballot in the box designated for judge’s initials.

3. **Hand** the voter their ballot(s), Return Ballot Envelope 702 and a pen for marking the ballot.

4. **ALL voters should be instructed on the procedures for voting:**
   
   A. **Explain** that voters should vote for one candidate in each contest, unless specified otherwise on the ballot.
      - Magnifiers are available if they need help reading their ballot.
   
   B. **Tell** them that they do not have to vote in every contest.

   C. **Inform** voters that if they make an error, they should ask the judge for a new ballot.
      - If the voter makes a mistake while voting,
        a. **Write** “Spoiled” on the ballot and give them another ballot.
        b. **Place** the spoiled ballot inside the Spoiled Ballot Envelope.
        c. **Place** the envelope inside the Supply Bag at the end of voting.
5. **Direct** the voter to a private voting station with a security screen to vote.

6. **Instruct** the voter to place their ballot in their Return Mail Ballot Envelope 702 after they have finished voting and return the envelope to you.

   » **For Grace Period voters**, make sure to include their completed Grace Period Registration card from step 1 on page 17.

7. **Have the voter sign or make their mark on the front of their Envelope 702.**

   » Failure to obtain the voter’s signature or mark on their envelope will mean the voter’s ballot will not be counted! It is not necessary for the voter to print their name and address on the back of the envelope. The label on the back of the envelope contains this information.
8. Seal the Return Ballot Envelope when the voter returns it to the judges after voting.

» If the voter received assistance in voting, the person who provides the assistance must print their name and address in the "Voter Assistance" section on the back of the envelope (illustrated below).

» This applies to anyone who assists a voter, including Nursing Home staff, family members and friends, and Election Judges.

9. Place the signed and sealed Return Ballot Envelope in the wheeled bag.

» All completed Grace Period Return Mail Ballot Envelope 702s will be placed in the provided large Grace Period Materials envelope.

10. Give the voter an “I Voted” sticker. Be sure to collect the special pen from the voter.
Grace Period Registration & Voting

On-site voting at nursing homes, a service conducted by elections judges prior to Election Day, is now open to nursing home residents who had not submitted required paperwork by that date.

Now, if a resident wishes to vote during nursing home voting, and there is no envelope addressed to them in your supply bag, you can offer the resident Grace Period Registration and Voting.

Who qualifies for Grace Period Registration and Voting and how are they processed? *(Please review the chart on page 21)*

***IMPORTANT NOTE***

About Grace Period Registration Voters

► All newly registered Nursing Home voters must have **BOTH OF THE FOLLOWING COMPLETED:**

A. Deputy Registrar Card
B. Mail Ballot Application

► **DO NOT** seal these items up inside the Mail Ballot Return Envelope 702 with the voter's marked ballot.

⇒ Place the completed Deputy Registrar Card and Mail Ballot Application inside the large white envelope with the green and white "Grace Period Return Envelope" label.
<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Step 1</th>
<th>Step 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Envelope 701 with the voter's name.</td>
<td>Give the voter a ballot and an Envelope 702.</td>
<td>1. Place the voted ballot in Envelope 702 ⇒ Remember to have the voter sign and to sign yourself if you assisted voter.</td>
</tr>
<tr>
<td>Voter’s name IS on the Mail Ballot List.</td>
<td></td>
<td>2. Place Envelope 702 in the Grace Period Return Envelope.</td>
</tr>
<tr>
<td>No Envelope 701 with the voter's name.</td>
<td>1. Complete a Grace Period Registration Card* and Mail Ballot Application. 2. Give the voter a ballot and an Envelope 702.</td>
<td>1. Place the voted ballot in Envelope 702 ⇒ Remember to have the voter sign and to sign yourself if you assisted voter.</td>
</tr>
<tr>
<td>Voter IS NOT on the Registered Voter list.</td>
<td></td>
<td>2. Place Envelope 702, the Grace Period Registration card, and Mail Ballot Application in the Grace Period Return Envelope.</td>
</tr>
<tr>
<td>No Envelope 701 with the voter's name.</td>
<td>1. Complete a Mail Ballot Application. 2. Give the voter a ballot and an Envelope 702.</td>
<td>1. Place the voted ballot in Envelope 702 ⇒ Remember to have the voter sign and to sign yourself if you assisted voter.</td>
</tr>
<tr>
<td>Voter IS on Registered Voter List but IS NOT on the Mail Ballot List.</td>
<td></td>
<td>2. Place Envelope 702 and the Mail Ballot Application in the Grace Period Return Envelope.</td>
</tr>
</tbody>
</table>

⚠️ You must see two (2) pieces of ID, from the list below, in order to complete a Deputy Registrar Card and register the person to vote.

› Driver’s License or State ID Card
› Mail addressed to the resident
› Bill addressed to the resident
› Medicare Card
› Care or lease agreement with the nursing home facility
Closing the Polling Place

Packing Up

After all voting is completed:

1. **Place** all voted and sealed Return Envelope 702s and Unvoted Envelope 701s into the Supply Bag.

2. **Place** all Grace Period voted materials into Grace Period Voted Ballots Envelope.

3. **Put** all additional voting materials back into the bag.

4. **Complete** the Payroll Form and the Nursing Home Ballot Audit and Transfer Form.
   
   a. **Write** the seal number on the first line of the Audit and Transfer Form.
   
   b. **Place** both in the Supply Bag.

5. **Secure** the bag with the red seal.

Return the Supply Bag

The Supply Judge and a judge of the opposite party must:

1. **Bring** the sealed Supply Bag, containing all ballots and supplies, to the suburban office of the Cook County Clerk.
   
   » The office is listed on the back of the luggage tag.

2. **Sign** your name and **write** in the location of the Nursing Home you worked.

*All bags must be returned after voting is completed and before 5:30 p.m.*
<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Ballot Packets received</td>
<td>10</td>
</tr>
<tr>
<td>Number of Addressed Ballots not voted</td>
<td>1</td>
</tr>
<tr>
<td>Voted and returned to County Clerk</td>
<td>9</td>
</tr>
<tr>
<td>Supply bag seal number attached/used</td>
<td>7491347 7491348</td>
</tr>
<tr>
<td>Number of Grace Period ballots received (not voted)</td>
<td>10</td>
</tr>
<tr>
<td>Number of Grace Period ballots returned</td>
<td>10</td>
</tr>
</tbody>
</table>

We, the undersigned nursing home judges certify that above reconciliation is correct.

Joe Judge                     Sam Judge
Election Judge Signature       Election Judge Signature

Adrian Judge                   Robert Judge
Election Judge Signature       Election Judge Signature

Bring your locked supply bag containing all ballots and supplies to the suburban office of the County Clerk that is listed on the back of the luggage tag.

* All bags must be returned after voting is completed and before 5:30 pm.

If you have any questions about these procedures, please contact the Nursing Home Voting Unit at 312-603-0929 OR 312-603-5254.
Cook County
Nursing Home Call Center
(312) 603-0929