

Special Mail Ballot Voter Instruction (Election Day)

For voters who say that they...

- Haven't received their Mail Ballot and wish to vote a Regular Ballot in person.
- Have completed and returned a Mail Ballot but were informed that it was not received by the Clerk's Office and wish to vote a Regular Ballot in person.

Check	Step #	Task to complete:	Non-Provisional
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1

A voter who requested or returned a Mail Ballot will have a red message on their record.

- A. **Verify** the voter's name and address.
- B. **Ask** the voter if they have the ballot with them.

The screenshot shows the 'Cook County IL Voter Check-in' interface. At the top, it displays the voter's name 'CHARLES H ANGELL' with 'Change Name' and 'Return to Search Results' links. Below this is a 'Verify Voter Information' section with fields for Address (500 SOUTH AVE GLENCOE 60022), Birth Year (1914), Certnum (E02E0323), Status (A), and Precinct (8100046). A 'Change Address' button is visible. The bottom section, 'Ballot Information', contains a red message: 'Mail ballot has been sent: Is voter returning the ballot to you NOW?' with 'Yes' and 'No' buttons.

If the voter says that they never received their Mail Ballot or was informed that the Cook County Clerk never received their Mail Ballot and wish to vote a Regular Ballot in person:

- A. **Have** the voter complete the "Special Mail Ballot Affidavit."
 - **Make sure** to complete the following
 - **Make sure** the voter writes their name, address, date of birth and signs and dates the "Signature of Voter" line.
 - The Judge must then write the date on the "Subscribed and Sworn to before me today" line and sign the "Judge of Election" line.
- B. **Place** the Special Mail Ballot Affidavit in Envelope 303.
- C. **Click** the "Yes" button.

The screenshot shows a 'Ballot Information' window with a red message: 'Mail ballot has been sent: Is voter returning the ballot to you NOW?' and 'Yes' and 'No' buttons.



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! To help with social distancing, because of COVID 19, all Early Voting Sites and select polling places across Suburban Cook County will have a Mail Ballot Drop Box.

- Voters can drop their Mail Ballots off at these locations.
 - » The Voter Certification on the front of the sealed Mail Ballot Envelope **MUST** be signed. The ballot will not be processed without a signature.
 - » If someone is dropping the ballot off for them, the Ballot Delivery Authorization section on the back of the envelope must be complete.
- If your polling place does not have the drop box, you cannot accept a voted Mail Ballot unless the voter is surrendering it to vote in person.

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Click the green "Check-in" button.
→ The voter's signature will appear.



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Two Voter Information Labels and one Special Circumstance Label will print:

(2) Standard Voter Information Label

ANGELL, CHARLES
 500 SOUTH AVE
 GLENCOE 60022
 PCT: 8100046 LID: L0704-ED
 BS: 80-4 AC: 9068201
 CERT: 98043391 TS: 2020-03-17 13:17:12

NON-PROVISIONAL - BLUE
 I requested a mail ballot but I wish to vote in person today. I am returning the mail ballot.
 He solicitado una boleta para votar correo, pero deseo votar en persona hoy. Devuelvo la boleta de voto por correo.

Voter signature / firma del Votante _____ 5-1

(1) Return Mail Ballot

i The Voter Information Label includes the final, 7th, digit of the Activation Code.
 → (1) for a Regular Ballot and (2) for a Federal Only Ballot.

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A. Place one Voter Information Label in the Label Book on the white Voter Information Labels page.



B. Have the voter sign next to the label on the Voter signature line.

C. Compare the voter's signature.

→ If it is a match, click the "Match" button.



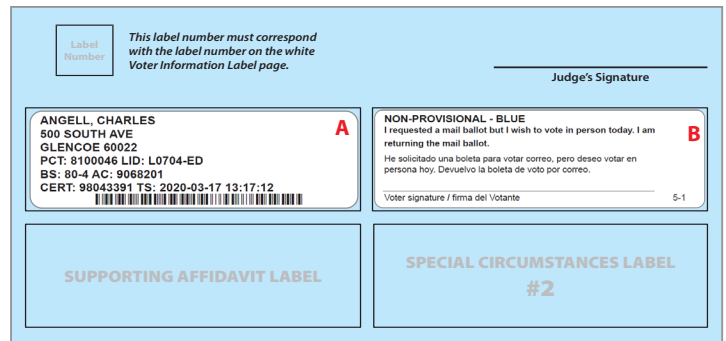
i For issues with the voter's signature, see pages 119-129

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On the blue Non-Provisional Labels page:

A. Place the second Voter Information Label in the VOTER INFORMATION LABEL box.

B. Place the "Returning Mail Ballot" label in the SPECIAL CIRCUMSTANCES LABEL #2 box.



- A.** Have the voter sign the “Returning Mail Ballot” label on the blue Non-Provisional Labels page.
- B.** A Judge must:
- **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.
 - **Sign** on the “Judge’s Signature” line on the blue Non-Provisional Labels page.
 - **Number** the “Label #” box on the blue Non-Provisional Labels page with the same number used on the white Voter Information Labels page.

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White Voter Information Label:

RD
Label Number 3
Charles H. Angell
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

Blue Non-Provisional Label:

ANGELL, CHARLES
500 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: L0704-ED
BS: 80-4 AC: 9068201
CERT: 98043391 TS: 2020-03-17 13:17:12

NON-PROVISIONAL - BLUE
I requested a mail ballot but I wish to vote in person today. I am returning the mail ballot.
He solicitado una boleta para votar correo, pero deseo votar en persona hoy. Devuelvo la boleta de voto por correo.
Charles H. Angell
Voter signature / firma del Votante 5-1

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

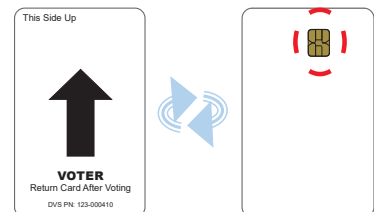
SUPPORTING AFFIDAVIT LABEL

SPECIAL CIRCUMSTANCES LABEL #2

If the voter chooses to mark their ballot on the Touchscreen

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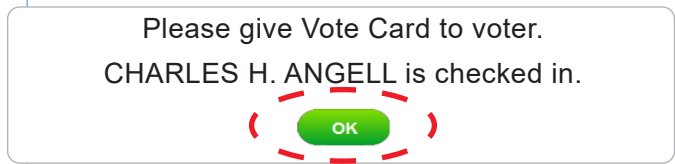
- A.** Insert the Voter Card, with the chip facing up, into the Card Activator when the screen gives the message “Please insert a Voter Card into the activator.”
- B.** Click the “Continue” button.



The screen will then show the message “Please give Vote Card to voter.”

A. Click the “OK” button.

→ The card is now activated with the voter’s Activation Code.



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B. Remove the card from the Card Activator.

C. Hand the activated card and a Privacy Shield to the voter.

D. Tell them that their ballot will print out on the Printer after they press “Print Ballot.”

» Remind the voter to remove their printed ballot from the Printer .

E. Instruct them to insert the printed ballot into the Scanner.

» Inform them that a judge at the Scanner must initial it before they insert it.

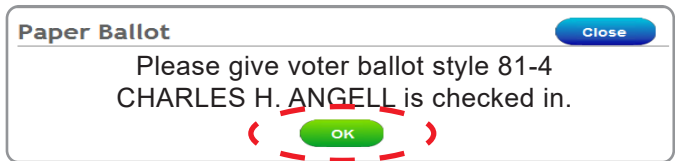
F. Direct the voter to a Touchscreen.

If the voter chooses to mark a paper ballot

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The screen will then show the message “Please give voter ballot style (voter’s ballot style) (voter’s name) is checked in.”

→ Click the “OK” button.



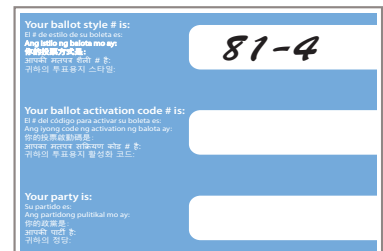
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At Station 1:

A. Write the Ballot Style number on the Ballot Style Slip.

B. Hand the voter their Ballot Style Slip.

C. Send them to Station 2.



The voter’s Ballot Style number is located on the Voter Information screen.

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At Station 2:

A. Hand the voter 2 ballots (A and B), along with a privacy shield and pen

→ Make sure to initial both ballots in the “Judge Initials” box, at the top right.

→ Each voter **MUST** receive a regular ballot (A) and a Judicial Retention ballot (B). Both with the correct Ballot Style (from the Ballot Style Slip they received).

B. Instruct them to insert both ballots into the Scanner when they are done voting.

C. Direct the voter to a Voting Booth.