

King County Elections
Mail Ballot Operations
Opening Processing Checklist
General Election, November 7, 2006

Opener Information

Opener's name: _____ Batch #: _____
Date: _____ Table #: _____

Opener Checklist

- Counted the number of envelopes in the batch by hand
- Counted the number of ballots by hand
- Labeled the pulled ballots on bottom right hand side of ballot
- Hand counted number of pulled ballots
- Put the batch number and the number of ballots pulled on yellow post-it note
- Reviewed "To be tabulated" ballots, flattened, and placed in ballot box

Did you...?

Outer envelopes

- Mark with batch number and initials
- Align holes to look through to check for ballots
- Band together

Security envelopes

- Mark with batch number, initials, and the number of missing security envelopes
- Align holes to look through to check for ballots
- Band together

Batch slip completion

- Record name, table number, date, start time and end time
- Add number of pulled ballots plus number of empty envelopes (envelopes returned without a ballot) to equal total
- Record total to tabulate