



Welcome

Please take this survey
before class starts



<https://forms.office.com/g/NHEEzT1dbt>

1



November 4th, 2025 Consolidated Election Judge Training

Keep Training Packet for Election Day; you will need it!

2

Online Poll Worker Resources

www.kcgov.us > Elections Tab > Poll Workers > Resources

- Judge Training November 4th, 2025, Consolidated Election (PDF)
- Judge and Poll Worker Resources and Job Duty Guides
- [Elections Office Phone 208-446-1030 \(Press 1\)](tel:208-446-1030)

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Focus for Judge's Training

- May Election summary
- Judges' and Jr Judge role and responsibilities
- Poll Worker support and improvement
- Reminders from last election
- November Election
- Closing out the election

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May Election Summary-Great Job!

- ▶ Total Votes cast on Election Day: 17,953
- ▶ Election total including Early and Absentee Voting: 24,076
- ▶ On Election Day:
 - ▶ 99.99% had zero ballot issuance errors
 - ▶ 3 Precincts had balloting errors (handing out wrong ballot)
 - ▶ 7 Precincts had a difference in total Election Day Ballots cast vs check in's (handing out extra ballots)

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May Results

- ▶ 74 Precincts=572 Election Day Registrations
 - ▶ 3 Precincts had no Registrations
- ▶ 50 Precincts had no errors!
- ▶ 59 forms had errors-with 91 total errors
 - ▶ 49 of those were in the Proof of ID/Residence section (Gray Box)
- ▶ 1 Missing Registration Card
- ▶ 45 PIA's
- ▶ No address overrides without calling the office!

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May Results Details

- ▶ # of Election Day Registrations: 572
- ▶ # of PIA's: 43
- ▶ # Registration forms with Issues: 59

Citizen	18 Yrs	Birth Date	Length of residence	Felon	Proof of ID	Proof of Residence
10	18	9	3	2	25	23

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May Election Challenges

- ▶ Confusion around ballot issuing and script
- ▶ Several complaints about Receiving Clerks taking the ballot out of the secrecy sleeve to deposit in the Ballot Box
- ▶ Voters may insert their own ballot into the Ballot Box, please don't challenge them to an arm-wrestling contest
- ▶ Do not send the training link to anyone who is not a poll worker or has not completed a poll worker application, it is the responsibility of the Office to share that information

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Judge's Role and Responsibility

- ▶ It is your responsibility as a judge to:
 - ▶ Know and understand how the Election Process works;
<https://voteidaho.gov/>
 - ▶ Manage your polling place, troubleshoot issues, utilize your authority-contact the office as needed
 - ▶ Ensure you contact your polling place and arrange for access
 - ▶ Communicate your needs to the polling location, and the elections office (access, tables etc.)

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Judge's Role and Responsibility

- ▶ Plan for and communicate with your poll workers
 - ▶ Provide communications in a timely manner
 - ▶ Give them the information they need and clearly set expectations
 - ▶ Train up poll workers (during election day)
- ▶ Ensure your poll workers are following required policies and practices on Election Day
 - ▶ If someone refuses to do the job correctly you may move them or ask them to leave
 - ▶ Review registration forms during the day and provide feedback to Registration Clerk

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Judge's Role and Responsibility

- ▶ Work with and include the Jr Judge to help them learn the ropes
- ▶ Don't break down too early or in a way that may make the voter feel like they are not welcome to vote, or cannot take their time voting
- ▶ Review and update your poll worker lists to keep an accurate list
- ▶ Provide feedback to the Elections Office using the Judge's Feedback Form (there should be 2 in the Judge's Binder - 1 for Jr Judge if applicable, take it out and complete it later, send it back to me)
- ▶ PLAN FOR THE FUTURE-do you need to replace poll workers?
NOTE: Judges and Poll Workers may not leave polling place on Election Day

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Junior Judges

- ▶ Work closely with Judge to learn Judge's process and procedures (see Chief Judge/Jr Judge Expectations Sheet)
 - ▶ Generally, the Jr Judge will have 2 elections to "practice"
 - ▶ Jr Judge should shadow as much of the Judge's process as possible; the second time around the judge should have the Jr Judge do more, and the Judge gives support
- ▶ Jr Judge to swear in with Judge's oath
- ▶ Jr Judge to complete a Judge's Feedback form (there should be 2 in the Judge's binder, take one out, complete later and return)

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Poll Worker Support and Improvement

- ▶ As appropriate encourage Poll Workers to try new positions and roles, maybe have a schedule for moving positions
- ▶ During Election Day, review processes and procedures with Poll Workers as you have time, and ensure they are following the documented processes
 - ▶ Review Registration forms and provide feedback and instructions
 - ▶ Provide constructive encouragement

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Poll Worker Support

- ▶ The Job Aids for all positions are found in each position's supply bag, in the Judges binder, and may also be accessed online: <https://www.kcgov.us/326/Resources>
- ▶ It is a great idea for the Poll Workers to review both these online documents and the training package prior to the election.
- ▶ Ask Poll Workers to utilize the Quick Guide to support their position
- ▶ Identify Poll Workers who struggle in specific roles and help them or move them as needed
- ▶ Identify Poll Workers who may be a good fit for Jr Judge

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Office Hours

- ▶ Opportunities for Judges and Poll Workers to come in and practice on E-Poll Books or ask questions.
- ▶ This is not Early Voting participation but is a separate time to practice data entry such as new registrations or updates and/or review any areas where you need help.
- ▶ October 20, 1-3 pm
- ▶ October 22, 9-11 am
- ▶ October 24, 11am-2pm

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Reminders from last election

- ▶ Where does the zero report go once it is signed by the first voter?
- ▶ Where does the Judge's Binder go when you close the polls?
- ▶ What do you seal the E-Poll Book case with?
- ▶ What do you do with any extra supplies you want to use as a Judge? (reading glasses, special pens, decorations)
- ▶ Do you share the training link with anyone who is not an existing poll worker or has not completed a Poll Worker application?

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Reminders from last election

- ▶ What color are the wire seals, we used to call the red seal?
 - ▶ What do you use these seals for?
- ▶ Who completes the gray portion of the Registration form?
- ▶ Can you update existing voter information without appropriate proof of ID and address?
- ▶ How do you spoil a ballot?
- ▶ Can the Jr Judge pick up the supplies?
- ▶ Who can place the ballot in the ballot box?
- ▶ Can you use a Personal Identification Affidavit (PIA) on a Registration?

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Election Preparation



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How do you?

- ▶ Prepare for the election?
- ▶ Prepare your poll workers?
- ▶ Determine who works where?
- ▶ Cross train your poll workers?
- ▶ Are there specific steps you find successful?
- ▶ Are there specific areas you struggle with?
- ▶ What would help you do a better job?

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Judge and Poll Worker Process

- ▶ Planning and scheduling
- ▶ Email cycle
- ▶ Follow up cycle
- ▶ Training link is not to be shared
- ▶ Poll Workers Rules
 - ▶ All new workers must complete a poll worker application
 - ▶ All workers must attend training

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Poll Worker Email Form

- **Good day, and welcome to the 2025 Election cycle!**
- Thank you for agreeing to participate again for the **Nov 4th**, Consolidated Election. Your hard work and contributions are truly appreciated!
- Please note the training time frame below and sign up to ensure a smooth process for you and your precinct team. If you have any questions or concerns, feel free to contact me.
- **Here is the information you need to prepare for the election.**
- Training will be held October 7th-16th. There will be separate trainings for Judges, experienced poll worker and new poll workers.
 - Sign up for an experienced poll worker training by September 30th at the latest using this link:
 - Remember your precinct number is _____. It will be needed when you sign up for training.
 - There may be opportunities to attend a make-up training if all else fails.
- Notify myself as soon as possible if you have any issues related to working the election or training.
- **Polling Place:** Name and Address:
- Expect to arrive at the polling place by 7 am and remain until all is completed, approximately 8:30 PM.
- **Food and breaks:** At our polling place we _____
- Thanks again for volunteering to be a poll worker, I hope it will be a good and interesting experience, and I am looking forward to working with you.

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Supply Boxes

- Judges Binder
- New I Voted Sticker

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Precinct Preparation

Judges – Have you contacted your polling location and your Poll workers yet to coordinate access, early set up, Election Day arrival time, lunch plans, etc.?

We recommend you plan on arriving at your Polling Location @ 7:00 AM for set up. Please communicate your expectations with your Poll Workers.

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Additional Information

1

Please let us know if you work for a district running a ballot question

2

Please let us know if you are related to a candidate on the ballot

3

All ballots will be single-page and will have all voting content on the front side.

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November Election

Judges, turn your phone on!

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Consolidated Election Rules to Remember

- A voter's party affiliation has no impact on their ballot for a Consolidated Election.
- Voters can only vote on candidates or ballot questions for districts in which they reside.
- Not all School Trustee Zones are up for election at the same time. Voters are only eligible to vote on the Trustee Seat for their specific zone.
- **Some voters do not have anything to vote on this election!**

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For this Election - Non-Partisan Contests



Mayor and/or City Council:

Athol Coeur d'Alene
 Fernan Lake Village
 Harrison Hayden
 Hayden Lake Post Falls
 Rathdrum Spirit Lake
 State Line Worley



School District Trustees:

Coeur d'Alene SD Zones 1 & 4
 Lakeland Jt SD Zones 4 & 5
 Post Falls SD Zones 1 & 5
 Kootenai Jt SD Zones 1, 4, & 5
 Plummer-Worley Jt SD Zone 1

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For this Election - Non-Partisan Contests



Fire District Commissioners:

Kootenai County Fire & Rescue
 Northern Lakes FPD
 Shoshone Fire District No. 2
 Timberlake FPD



Ballot Questions:

Kellogg Jt School District No. 391
 Supplemental Levy
 Kootenai County Fire & Rescue Base
 Budget Increase

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Splits, Splits and More Splits!

Every Ballot Style indicates a Split within the Precinct

- 20 Precincts have 3 Ballot Styles
- 7 Precincts have 4 Ballot Styles
- Precincts 207, 208, 305 & 322 have 5 Ballot Styles
- Precinct 309 has 7 Ballot Styles
- Precinct 323 has 8 Ballot Styles
- Precinct 308 has 9 Ballot Styles

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Split Precincts

16 Precincts have only one (1) Ballot Style

24 Precincts have two (2) Ballot Styles

20 Precincts have three (3) Ballot Styles

7 Precincts have four (4) Ballot Styles

Precincts 207, 208, 305 & 322 have five (5) Ballot Styles

Precinct 309 has seven (7) Ballot Styles

Precinct 323 has eight (8) Ballot Styles

Precinct 308 has nine (9) Ballot Styles

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Ballot Issuing Demo

- ▶ Issuing Clerk Tag Team Process

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Be Prepared - VOTE EARLY

Early Voting

Kootenai County Elections Office

1808 N 3rd St Coeur d'Alene, ID

Monday October 20 - Friday October 31, 2025

Mon-Fri, 8am – 5pm

Absentee Voting

Last day to request an absentee ballot is

Friday, October 24, 2025, at 5pm

Fill out an absentee request form today before you leave!



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Electioneering

- ▶ Electioneering is prohibited within 250 feet of the primary entrance/exit used by voters at the polling location.
- ▶ This would include active electioneering, such as sign-waving, the handing out of materials, verbal electioneering, etc.
- ▶ The wearing of political apparel by voters, such as t-shirts, hats or buttons, is considered personal speech, and we will not be restricting such efforts.

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Electioneering

- ▶ Private property that is adjacent to a polling location is exempted from the law
- ▶ As neutral administrators of the voting process, poll workers may not wear any political materials or slogans, hand out any flyers or political materials and may not have any conversations regarding politics

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Do's and Don'ts for Sign Placement and Electioneering

Don't Do This	Do This Instead
<ul style="list-style-type: none"> ● Don't place literature in any voting booth ● Don't stop traffic entering driveways, obstruct voters, or interfere with the access of a voter to the polling location ● Don't leave signage behind upon leaving or electioneer where prohibited by the facility ● Attempt to influence votes through bribery, threats to violence, or any offer of gifts/money 	<ul style="list-style-type: none"> ○ Do remain outside the 250-ft boundary when handing out literature or advocating for/against a candidate or measure ○ Do ask voters in vehicles, who have questions, to park and then return to you for any further conversation ○ Do ask the polling judge where the 250-ft boundary is if you are unsure ○ Do respect facility rules regarding electioneering on their property - even outside 250 feet.

Idaho Code References:
18 2313, 18 2317, 18 2318, 18 2319, 18 2320, 18 2323

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Emergency Procedures

IN CASE OF
EMERGENCY
Call **911**

Scenarios of when to call the office:
Technical difficulties, power outages, electioneering issues.
208-446-1030 (Press 1)

Scenarios of when to call 911:
Facility/medical emergencies and unruly or threatening behavior. (In these cases, contact the authorities first and then contact the office).

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Emergency Procedures

- ▶ Car accident/issue while transporting ballots/supplies
 - ▶ Call 911 and Elections Office 208-446-1030
- ▶ Someone is injured, or property is damaged
 - ▶ Call 911 if medical is needed
 - ▶ Fill out Incident Report form in the Emergency package
 - ▶ Call the office

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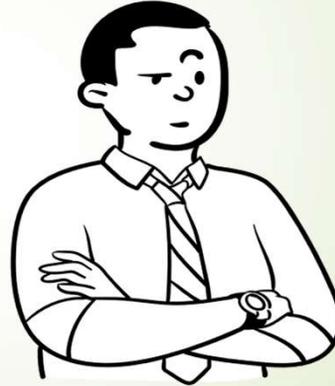
Emergency-Evacuation

- ▶ Building Evacuation-Judge
 - ▶ Make sure everyone is accounted for
 - ▶ If voters are voting, have the voter bring their own ballot with them
 - ▶ Secure all remaining ballots (blank and ballot box) and take with you
- ▶ Registration-Poll Book Clerks
 - ▶ Take Registration forms and E-Poll Books
- ▶ Issuing Clerk
 - ▶ Take all unused ballots with you
- ▶ Receiving Clerk
 - ▶ Take the ballot box with you

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Questions



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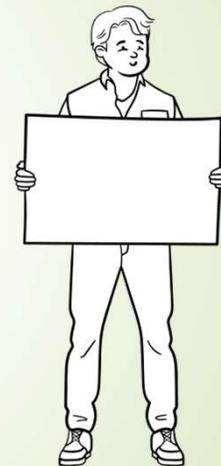


Election Morning

How do you start the day?

What are the first things you target when you get to the polling site?

What do you think is the most important thing to get off to a good start?



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Election Day Basics

- Assign workers to complete set up tasks as needed – see the Opening the Polls checklist in the Judge’s Binder and instructions in the Quick Guide(s)
- Have everyone complete their payroll sheets (place back in Judge’s Binder)
- Swear in poll workers and have them sign Elections Record and Poll Book sheet –Judge to sign also (Place back in Judge’s Binder)
- Hand out lanyards and assign initial role for each poll worker
- Communicate expectations for cross training, breaks, curbside voting etc.
- Have the best day ever.....

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Send us a Picture of Polling Place

Judges, please take a photo of your Polling Place after it is set up.

This will help us have a record of what the past setup has looked like in case you are unable to be there in the future.

Send set-up photos to
kcelections@kcgov.us



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Official Consolidated Election Ballot

SAMPLE

Voter's Rights

Every registered voter in Idaho has the right to:

- View a sample ballot before voting
- Receive instructions on how to vote the ballot and use available voting equipment
- Vote a ballot if you are in line prior to the polls closing
- Ask for and receive assistance in voting, including assistance in languages other than English where required by federal or state law
- Vote without coercion or intimidation by election officials or any other

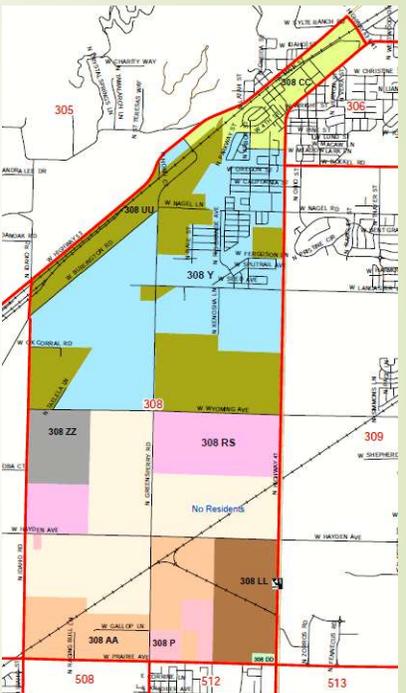
VOTE IDAHO

Polling Place Laws

Electioneering - (IC 18-2318)
 The following are prohibited within 100 feet of a polling place:
 Displaying, wearing, handing out any materials, or posting any signs that support or oppose a current candidate or ballot question, soliciting signatures, interfering with the voting process, disrupting the polling place, or obstructing other voters access to the polling place.

Voting When not Eligible - (IC 18-2307)
 Individuals must be legally eligible to participate in voting. You must meet the following criteria to register:
 • Is at least 18 years old on Election Day
 • Is a citizen of the United States
 • Resides at the address shown on the registration card
 • Has resided in Idaho and in the County for 30 days preceding the election
 • Is not under any legal disqualification to vote (Idaho voters' rights are restored upon completion of full sentence).

Influencing Votes - (IC 18-2319 & IC 18-2320)
 Voters shall not be influence by offering of favor or promises, threatening violence or causing injury, withdrawing support of business, enforcing the payment of debt, discharging from employment, bringing suit or criminal charges or by any other means. Idaho voters have the right to a private



MAKE SURE TO PUT UP ALL YOUR SAMPLE BALLOTS, SIGNS AND MAPS IN THE MORNING –

IT IS EVERY VOTER'S RIGHT TO VIEW A SAMPLE BALLOT PRIOR TO VOTING!

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Judge have your Poll Workers fill out their payroll sheets at the beginning of the day!



Election Poll Worker Payroll Form

The following form is required in order to be paid for working as a Poll Worker or Judge. Please update the information listed below and return, **completed and signed**.

I, _____, certify that I performed
PRINT name as you would like it to appear on paycheck

the duties of a Poll Worker on Election Day at Precinct _____ and I affirm that the information supplied herein is true.

Current Information

Check this box if you are a Judge:

Check this box if you are a Jr. Judge:

MAILING Address: _____

Phone: _____

Cell: _____

Email: _____

Signature: _____

(This form must be signed before payment can be issued)

Thank you for your service!

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ELECTION RECORD and POLL BOOK

A list of the registered electors for the Election _____ Election to be held:	Date Month Day, Year	IDAHO	County Kootenai	Legislative District No. #	Precinct #	Index A-Z
OATHS OF OFFICE FOR MEMBERS OF ELECTION BOARD Before entering upon the discharge of their duties, the Election Board members shall take and subscribe an oath in the Election Record and Poll Book. Such oath shall be administered by any officer authorized to administer oaths or by the Chief Judge.			IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT I, the undersigned, who swore in the other members of the Election Board, being first sworn, say upon oath: I will perform my duties on this Election Board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election. Subscribed and sworn to before me this _____ day of _____, _____.			
1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of Election Board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election. (Poll Workers Sign)			Signature _____ Title _____			
Swear in your workers at the beginning of the day, and have them sign.			2. CERTIFICATION OF DISTRIBUTING BOARD We certify that the foregoing is an accurate summary of the actions of this Election Board. (Poll Workers and Chief Judge Sign)			
Subscribed and sworn to before me this _____ day of _____, _____.			Signature of witness to oath _____ Chief Judge			
I hereby certify that the preparations of this polling place for the proper conduct of this election, as prescribed by Idaho Code, have been complied with.			Signature of Chief Judge _____ Chief Judge of Election			

E-2A, Approved Secretary of State, January 2011

Everyone signs again at the end of the day.

JUDGES: Make sure you sign all three places!

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Election Day Ballot Prep

Before Polls open, prepare the ballots:

- Judges break the 2 seals on the ballot box
- Ballots are removed
- Count ballots and confirm ballot styles with # of ballots listed on the included assignment sheet
- Record # of ballots by ballot style on Ballot Accounting Page
- Record both A.M. red tag seal #'s on Ballot Accounting Page
- Ballot box remains open until first voter arrives
- Let the 1st voter see that the ballot box is now empty, have them sign the e-Poll Book zero report print out, and then seal the ballot box in their presence



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BALLOT ACCOUNTING for the Consolidated Election held on November 4, 2025

Kootenai County Precinct 308

Total # of Personal Identification Affidavits (PIA's) **PM**
 Total # of Election Day Registration Forms **PM**

A.M. E-Poll Bk Case Plastic Seal #s **AM** P.M. E-Poll Bk Case Plastic Seal #s **PM**
 A.M. Express Vote Case Wire Seal # **N/A** P.M. Express Vote Case Wire Seal # **N/A**
 A.M. Ballot Box Wire Seal #s **AM** P.M. Ballot Box Wire Seal #s **PM**
 Red Bag (Unused Ballot Bag) Wire Seal # **PM**

Ballot Codes: 308 AA 308 CC 308 DD 308 LL 308 P 308 RS 308 UU 308 Y 308 ZZ

1. OFFICIAL BALLOT ACCOUNTING											
a. Number of Ballots received with supplies	AM	50	150	10	10	25	25	25	575	25	
b. Number of Ballots received in late delivery (p.m.)											
c. Total Ballots to account for (1a + 1b)	PM										
2. VOTING SUMMARY - Complete after the polls are closed. (Balance E-Poll Book Check-Ins, Used Ballot Stubs and Spoiled Ballots)											
a. Number of Unused Ballots											
b. Number of Spoiled Ballots											
c. Number of E-Poll Book Check-Ins											
d. Total Ballots Accounted For (2a + 2b + 2c) (Should Match 1c above)											PM
e. Number of Ballots Cast (1c - 2a - 2b)											
f. Number of Stubs from Used Ballots											
Comments: _____											

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Polls Open at 8:00 AM

- ▶ Judge must announce polls are open!
- ▶ Secure a new seal on the ballot box after the first voter has seen that the ballot box is empty, enter the number on the Ballot Accounting Page
- ▶ Put the 0 report in the money (zipper) bag

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Questions



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Greeter

- ▶ Why is the Greeter role important?
- ▶ How do you instruct or train your Greeter?

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Poll Books - Setting up the E-Poll Books and Printers

What is the most important task in the morning for the Poll Book Clerk?

What does the Poll Book Clerk use to help them set up the Poll Books and printers?

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E-Poll Book Clerk ID Rules

E-Poll Book Clerk ID Rules-Voter Check in

Acceptable ID's: Idaho Driver's License or ID, US Passport, Federal ID, Tribal ID or Idaho Concealed Weapons Permit

- If the voter is registered and there are no changes:
 - The ID may be used even if it is expired
 - **If the ID is from out of state (license),** have them complete a PIA

NOTE: If the screen indicates that Proof of Residence or RECORD ID, the voter must present a acceptable VALID/ CURRENT ID and/or acceptable Proof of Residence

This means the voter has not previously shown documentation to verify their Identification and/or address, thus the ID or document proving their address must be current.

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Poll Book Check-in Reminders

- ▶ What are the basic rules for checking in a voter?
- ▶ When searching for voter's name, what do you need to watch out for?

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How does it work?

- ▶ Ask for acceptable form of ID and the voter for name and address-the address does not have to match what is on the ID, only what is in the poll book
- ▶ Find in voter in the e-poll book
- ▶ ONLY SCAN IDAHO DRIVER LICENSE OR IDAHO ID CARD; ALL OTHER ACCEPTABLE IDs use Manual Search
 - Look to see picture ID matches the voter - image and name
 - ▶ Make sure to return the ID to the voter

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More of how does it work?

- ▶ Have the voter sign the e-poll book
- ▶ Complete the check-in process
- ▶ Print out voter's ticket to give the Issuing Clerk for a ballot

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Log into your poll book

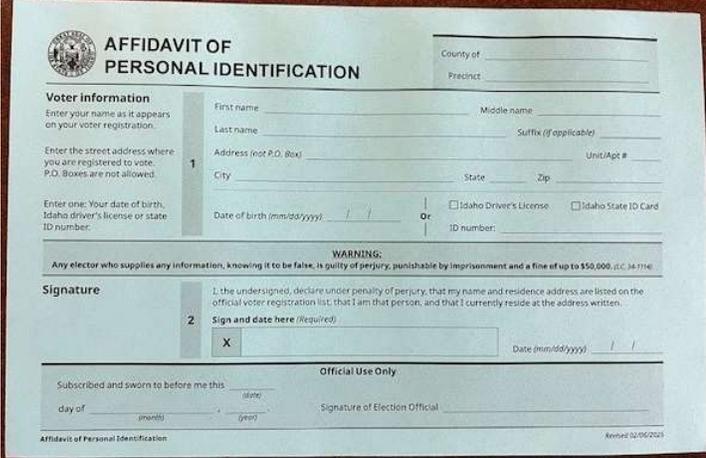
- On the Poll Book press the Home Button or tap the screen to open the device
- Press the icon with the checkmark
- You will see the Start Screen
- Press Start and enter your First and Last name and press Continue
- Enter the Password _____, press the green Continue button
- Press the green Unlock Device button
- Test the printer, then Continue
- Print out the ZERO Report, then press Continue (One Zero report is signed by the first voter of the day)
- You will see the Tri-color Home Screen, and you are ready to check in voters

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Personal Identification Affidavit (PIA)

New and Blue

- Only for registered voters with no name or address change.
- Conduct a Manual Search to find the voter
- This does not replace signing the E-Poll Book!
- Judges must verify that all information is filled out correctly and sign the Affidavit right away.



AFFIDAVIT OF PERSONAL IDENTIFICATION

County of _____
Precinct _____

Voter information
Enter your name as it appears on your voter registration.

1 Enter the street address where you are registered to vote. P.O. Boxes are not allowed.

Enter one: Your date of birth, Idaho driver's license or state ID number.

First name _____ Middle name _____
Last name _____ Suffix (if applicable) _____
Address (not P.O. Box) _____ Unit/Apt # _____
City _____ State _____ Zip _____
Date of birth (mm/dd/yyyy) _____ Or Idaho Driver's License Idaho State ID Card
ID number: _____

WARNING:
Any elector who supplies any information, knowing it to be false, is guilty of perjury, punishable by imprisonment and a fine of up to \$50,000, I.C. 14-1714

Signature
2 I, the undersigned, declare under penalty of perjury, that my name and residence address are listed on the official voter registration list, that I am that person, and that I currently reside at the address written.

Sign and date here (Required)
X _____ Date (mm/dd/yyyy) _____

Subscribed and sworn to before me this _____ day of _____, _____
Signature of Election Official _____

Affidavit of Personal Identification Revised 02/05/2023

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Spoiled Ballots

- When would you spoil a ballot?
- How do you spoil a ballot?
- **REMINDER: Voter writes SPOILED on each page of ballot that has writing, fold in half and place in the Spoiled ballot envelope**
- How does the voter get a new ballot to vote?
- Can the voter keep the old ballot to work from?

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Voided Ballots

- ▶ Why would you indicate a ballot is Voided?
- ▶ What is the process in the Poll Book to Void a ballot?
- ▶ May a voter drop off their absentee ballot at the polling location?
- ▶ **Important: Voters wishing to vote their Absentee Ballot must return their Absentee Ballot to the Elections Office by 8:00 PM on November 4th, 2025. They can't drop it off at the polls on Election Day**

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Absentee Ballot has been received

The screenshot shows a mobile application interface titled "Voter Eligibility". At the top, there are navigation buttons for "BACK" and "HOME", and a red banner indicating "Mail Ballot Received". Below this, there are fields for "Address", "Ballot Style" (312 A), "Party" (UNA), and "Status" (ACT). A message states "Mail Ballot Received". A red error message with an exclamation mark icon reads: "Voter is not eligible to vote. Read instructions below." Below the error message, it says "Call Kootenai County Elections at 208-446-1030." At the bottom, there are two buttons: "MORE OPTIONS" and "PROCESS NEXT VOTER".

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Secured Voter

The screenshot shows a mobile application interface for voter identification. At the top, it says "Voter Identification" with a settings gear icon on the left and battery, signal, and time (7:41 AM) on the right. Below this are "BACK" and "HOME" buttons. The main form displays the following information:

- Name: JOHN DOE
- Birth Year: 1931
- Voter ID: 123456789
- County: KOO
- Address: ***Address Protected***
- Ballot Style: 308 P
- Party: REP
- Status: ACT

Below the form, there is a question: "*If voter's address is protected, do not ask for their address* Has the voter moved recently? Does the name on the voter's ID exactly match the name above?". At the bottom, there are four buttons: "WRONG VOTER, SEARCH AGAIN" (red), "NO, NEEDS CHANGES" (yellow), "YES, CONTINUE" (green), and "NO VOTER FOUND" (yellow).

WHEN A SECURE VOTER'S ID IS SCANNED THE ADDRESS WILL SHOW UP AS "ADDRESS PROTECTED".

DO NOT ASK THE VOTER THEIR ADDRESS, YOU MAY ONLY ASK "HAVE YOU MOVED RECENTLY?". MATCH THE NAME ON THE ID WITH THE EPB.

IF A SECURE VOTER HAS MOVED, THEY WILL BE ABLE TO RE-REGISTER AT THE CORRECT POLLING PLACE.

63

Address Confidentiality Program of Idaho - ACP

- The state assists survivors of domestic violence, sexual assault, stalking, harassment or human trafficking that are enrolled in the ACP program by providing the victim(s) with a substitute address designation by the Secretary of State when interacting with state and local government agencies.
- This restricts exposure of their physical address by providing a substitute address when there are requests for public records that could enable tracking using state and local public records.
- Participants are provided an ACP ID card, and are instructed to Register to vote and request an absentee ballot

64

ACP continued

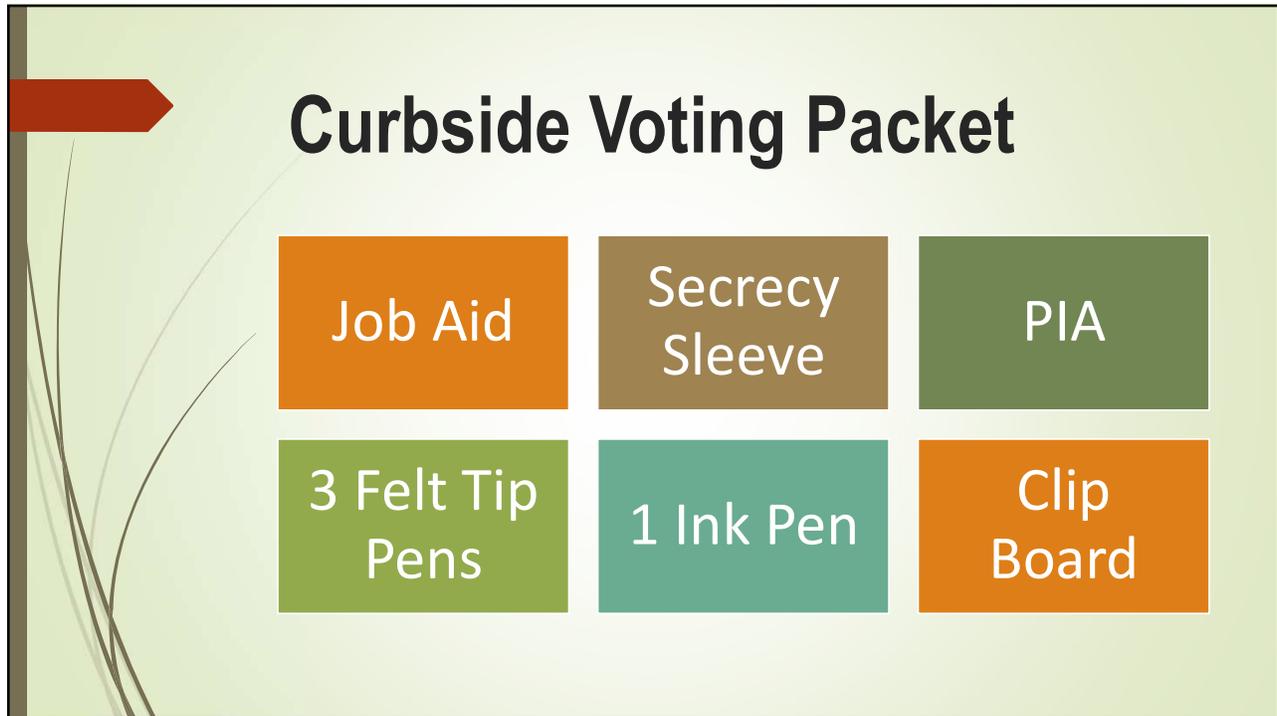
- If an ACP participant comes to vote at a polling location and has no changes (no need to re-register) they will show up in the poll book as a secure voter. Follow established procedures.
- If an ACP participant comes to vote at a polling location and needs to re-register due to name or address change, the Chief Judge must manage the Registration process. The voter must still provide the new physical address and proof of ID and residency. The Registration form is to be marked ACP and placed in the Secure Registration Folder in the Judge's Binder
- The registration forms for all re-registrations for secured or ACP voters should be placed in the Secure Registration Sleeve in the Judge's Binder

65

Challenging a Voter

- If a voter in your precinct is seeking to challenge another registered voter within your precinct, call the office! (208) 446-1030, press 1

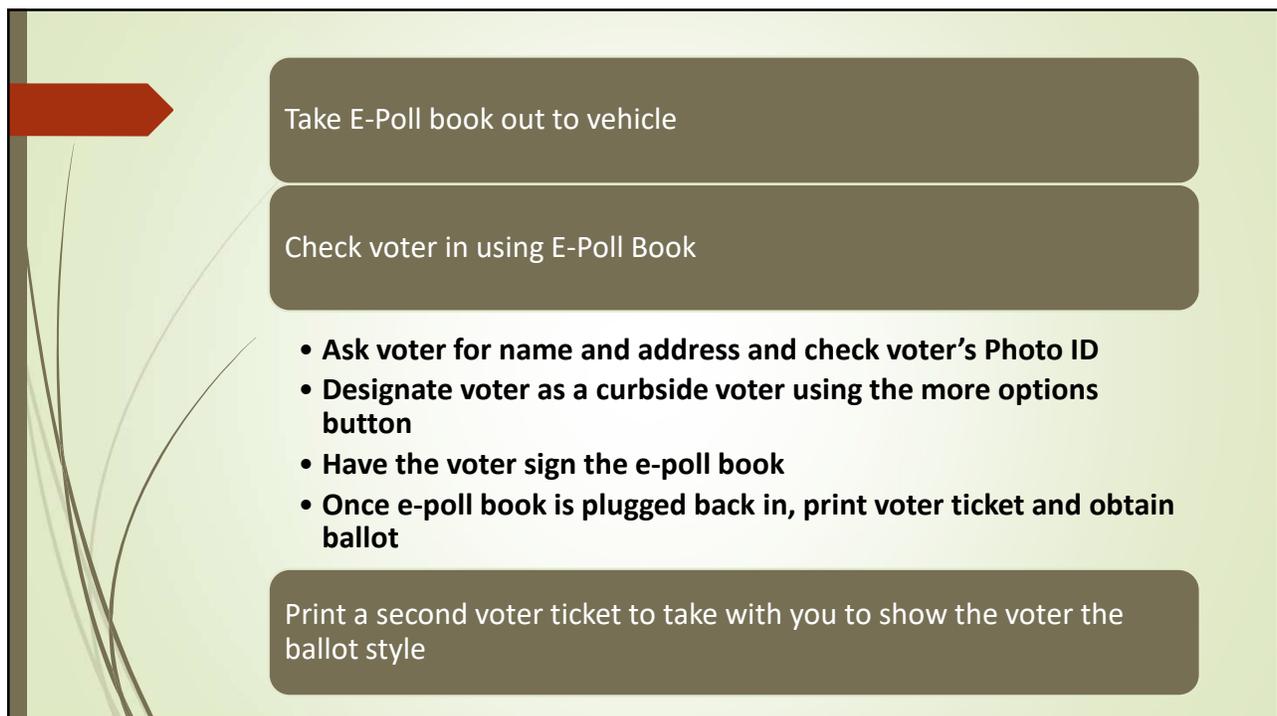
66



Curbside Voting Packet

- Job Aid
- Secrecy Sleeve
- PIA
- 3 Felt Tip Pens
- 1 Ink Pen
- Clip Board

67



Take E-Poll book out to vehicle

Check voter in using E-Poll Book

- **Ask voter for name and address and check voter's Photo ID**
- **Designate voter as a curbside voter using the more options button**
- **Have the voter sign the e-poll book**
- **Once e-poll book is plugged back in, print voter ticket and obtain ballot**

Print a second voter ticket to take with you to show the voter the ballot style

68



Take ballot in secrecy sleeve to the voter

Don't forget the voter ticket, felt-tip pen, clipboard, and an "I voted" sticker

Return the voted ballot in the secrecy sleeve and deposit it into the ballot box

Receiving Clerk will announce voter has voted, mark the Receiving Clerk list

69



Questions?



70

Registration-Common Errors

Missed on the form

- Citizen of the USA
- 18 years of age
- Birth date
- Convicted Felon
- Signature and date

- Reg Clerk did not complete the gray portion
- If you cannot find the property address in the system, call the office at 208-446-1030 Ext: 1
 - You must call every time!

71

Updated Voter Registration Form

IDAHO VOTER REGISTRATION FORM
Save time. Register online at VOTEIDAHO.GOV

Use this form to register to vote or update your voter registration in Idaho.

Eligibility
Verify your eligibility to vote in Idaho. Fraudulently or falsely completing this form is a felony.

1 Are you a citizen of the United States of America? Yes No NOTE: If you checked "No" in response to either of these questions do not complete this form. You are not qualified to vote in Idaho.

Will you be 18 or older on or before Election Day? Yes No

I have been a resident of Idaho for _____ years, _____ months. Have you ever been convicted of a felony? Yes No
If yes, have your rights been restored? Yes No

Your name
If your name has changed, provide your previous name.

2 First name _____ Middle name _____
 Last name _____ Suffix _____
 Previous name (if applicable) _____

Voter identification
If you have an Idaho Driver's License or ID, you must enter the number.

3 Gender: Male Female Date of birth (mm/dd/yyyy) ____/____/____
 Idaho Driver's License Number _____ NOTE: If you do not have an Idaho Driver's License or ID, enter the last 4 digits of your Social Security Number. [][][][]

Residential address
Must be a street address. P.O. Boxes are not allowed.

4 Address (not P.O. Box) _____ Unit/Apt # _____
 City _____ State _____ Zip _____
 My mailing address is the same as my residential address. (If you check this box, then skip section 5)

Mailing address
Provide the address where you receive mail.

5 Address or P.O. Box _____ Unit/Apt # _____
 City _____ State _____ Zip _____

Previous address
Provide your previous registration address.

6 Address (not P.O. Box) _____ Unit/Apt # _____
 City _____ State _____ Zip _____

Political Party
Some parties require affiliation to vote in their primary elections.

7 NOTE: If no political party is selected, you will be registered as unaffiliated. (Select only one)
 Constitution Party Democratic Party Libertarian Party Republican Party Unaffiliated (no party preference)

Contact information
NOTE: This information is optional and will become public record.

8 Phone _____ Email _____

Signature
WARNING: Any elector who supplies any information, knowing to be false, is guilty of perjury, punishable by imprisonment and a fine of up to \$50,000.

9 I certify that I am a citizen of the United States; that I shall have been a resident of Idaho and the county for 30 days before the next election at which I vote; that I am at least 18 years of age on election day; and I declare under oath or affirmation that I have no legal disqualifications, and that the information supplied herein is true.
 Vote, sign and date here (required)
 _____ Date (mm/dd/yyyy) ____/____/____

Photo Identification Provided (check one)
 Idaho Driver's License/ID Card Tribal ID United States Passport or Federal ID License to carry concealed weapons

Proof of Residence Provided (check one)
 Approved Photo ID Utility bill, including a cellular telephone bill
 Current proof of insurance Payroll, paycheck, or government-issued check
 Bank or credit card statement Intake document from a residential care or assisted living facility
 Property tax assessment, bill, or receipt School enrollment papers for the current year
 Deed of trust, mortgage, lease, or rental agreement Official letter from a registered social service agency

Precinct _____ Registration Source _____ Clerk (initial here) _____ Date (mm/dd/yyyy) ____/____/____

IDM-1 Voter Registration Form Revised 09/04/2025

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Registration ID Requirements

IF	THEN
Voter is Registering for the first time, or Voter is updating name or physical address (re-registering)	Active (not expired) Identification and proof of Address is required
Voter wants to update their mailing address or party affiliation (no other changes)	Do not change at the polling place or reregister the voter. This must be done <u>after</u> the election at the Elections Office. You may ONLY change these if you are also updating the voter's name or physical address
Voter is Registered but has moved within the last 30 days	Voter should vote at the precinct they voted at previously, and update their Registration after the election
Voter just turned 18 and wants to Register, but the new DL/ID is less than 30 days old	If the 18-year-old has the paper copy of the new DL/ID, you may accept that as long as the name and address are correct
Voter does not have an active ID	Do not use a PIA or other document, ID is required

73

Voter Registration Rules

- When should you check to see if voter is in the right precinct?
- What does the voter have to provide to Register to Vote?
- Do you re-register a voter, just to change mailing address or party affiliation?
- Must the voter's identification and verification of address have to be active? (not expired)

74

Voter Registration Rules

- ▶ How long do they have to have lived at location to Register?
- ▶ What are the options if they have not lived at the new address for 30 days, but are registered?
- ▶ What is acceptable ID?
- ▶ What type of ID may you scan?
- ▶ Does the Reg Form have to be complete?
- ▶ Who completes the gray section of the Reg Form?
- ▶ What can you use to verify an address?

75

Checking the Voter Registration Form

- ▶ Make sure the form is complete! An incomplete registration form creates more work for the voter and for all of us!
- ▶ Even if the voter is re-registering to update their address or name, we must have a fully completed registration form with all their information.
- ▶ If they have a driver's license number or ID, get that information, note the new requirement on the Registration form
- ▶ Get the phone number if possible

76

Recording ID & Proof of Residency

Photo Identification Provided (check one)

Idaho Driver's License/ID Card Tribal ID United States Passport or Federal ID License to carry concealed weapons

This Section For Official Use Only

Proof of Residence Provided (check one)

Approved Photo ID Utility bill, excluding a cellular telephone bill
 Current proof of insurance Paystub, paycheck, or government-issued check
 Bank or credit card statement Intake document from a residential care or assisted living facility
 Property tax assessment, bill, or receipt School enrollment papers for the current year
 Deed of trust, mortgage, lease, or rental agreement Official letter from a registered social service agency

Precinct **308** Registration Source **At Polls** Clerk (initial here) **BB** Date (mm/dd/yyyy) **11/4/25**

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Updating an Existing Voter

- ▶ Voter must **ALWAYS** fill out a new registration form in its entirety if they have had a name or address change: do not re-register the voter to simply change their mailing address or party affiliation
- ▶ Voter must **ALWAYS** show non-expired proof of the new name and/or new address
- ▶ Questions? Call the office! (208) 446-1030 (Press 1

78



Registration

- Search the voter's address to ensure they are in the right precinct
- Review the Voter Registration Card for completeness
- Complete the "Official Use Only" section
- Enter the voter's information into the E-Poll Book, using the Registration Form
- Upon confirmation of the entry, the voter signs the E-Poll Book.
- Print out two copies of the voter ticket, one copy to go with the voter to the Issuing Clerk, and the other copy for the Receiving Clerk's log
- Place the registration form in the envelope designated for completed forms

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Proof of Residency Documents

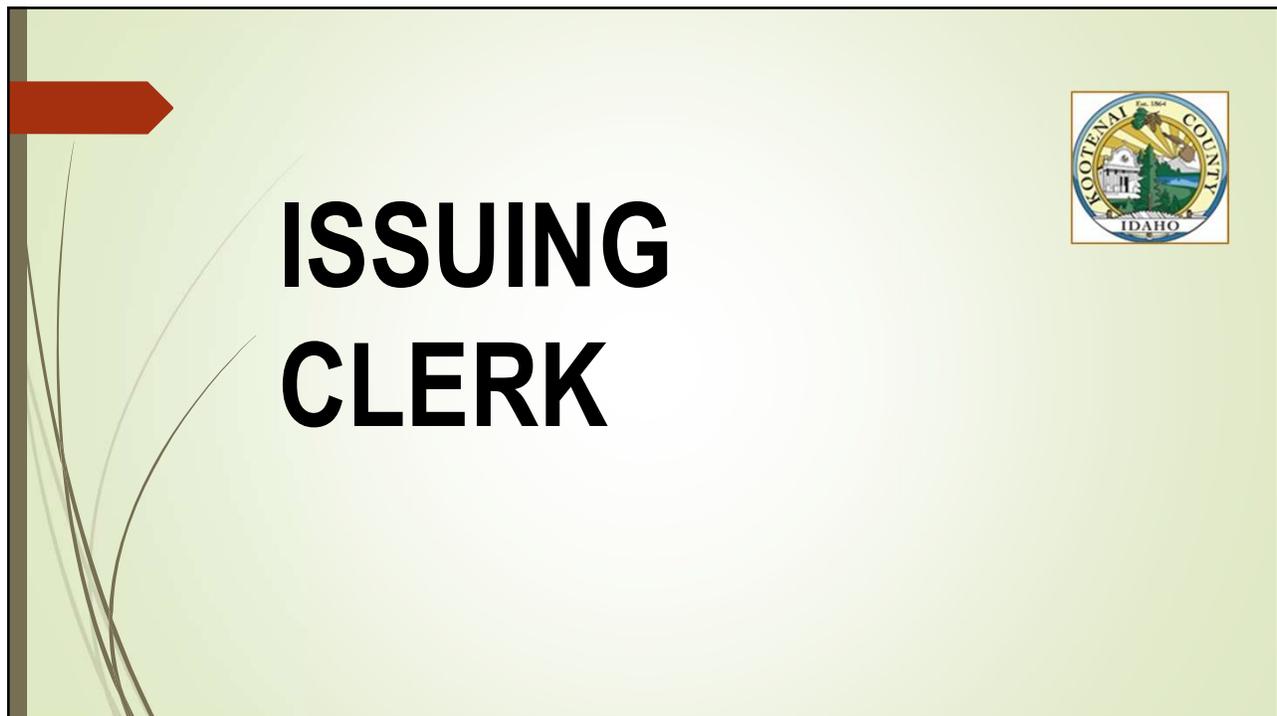
- ✓ A Current Idaho Driver's License/ID Card, Current Concealed Weapons Permit, or a Current Tribal ID Card
- ✓ A Current Proof of Insurance
- ✓ A Deed of Trust, Mortgage, or Lease or Rental Agreement
- ✓ A Property Tax Assessment, Bill, or Receipt
- ✓ A Utility Bill (A bill for cell phone service is excluded)
- ✓ A Bank or Credit Card Statement

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Proof of Residency Documents

- ✓ A Bank or Credit Card Statement
- ✓ A Paystub, Paycheck, or Government-Issued Check
- ✓ An Intake Document from a Licensed Residential Care or Assisted-Living Facility
- ✓ Enrollment Papers for the current school year by a High School or an Accredited Institution of Higher Education located within the State of Idaho
- ✓ A Communication on letterhead from a registered public or private social service agency verifying the applicant is homeless and attesting to their residence for registration

81



82

Issuing Clerk – Attention to detail is critical!

- Morning preparation
- Issue ballot – Confirm with the voter that ballot style on the printer receipt matches ballot style on the ballot; make sure you are only handing voter one ballot
- Demonstrate voting procedures (Job aid has proper verbiage for demonstrating voting procedures)
- Return ballot, sleeve & pen to Receiving Clerk after voting their ballot
- Hand ballot to voter in secrecy sleeve and direct voter to voting booth

83

Important: Splits and How they Affect Your Process

- What do you remember about what we said earlier, how is it supposed to work?
- Why is this important?
- Who is responsible to make sure the correct process is being followed?
- What suggestions do you have to ensure a smooth process?

84

Issuing Script

- ▶ Please confirm the Ballot type matches what is on your ticket
- ▶ Vote both sides of the ballot (if applicable)
- ▶ Completely fill in the ovals by your choices as illustrated here (point to top of Ballot for example)
- ▶ You do not have to vote on everything, anything you do vote on, will be counted
- ▶ If you make a mistake, take your ballot back to the clerk who checked you in and they will issue you a new ballot

85

Issuing Script

- ▶ When done voting, don't tear or fold the ballot, place the ballot back in the sleeve and take to the Receiving Clerk
- ▶ If there is a write-in line on the ballot, inform the voter that if they mark a write-in, the oval will need to be filled in
- ▶ If you need help, just ask

86



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Precinct Ballot Styles Chart

Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Ballot Style 4	Ballot Style 5	Ballot Style 6	Ballot Style 7	Ballot Style 8	Ballot Style 9
201	S								
202	T								
203	A	T							
204	T								
205	D	QQ	WW						
206	QQ	WW							
207	EE	G	H	RR	V				
208	BB	EE	NN	Q	V				
209	T								

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Precinct Ballot Styles Chart

Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Ballot Style 4	Ballot Style 5	Ballot Style 6	Ballot Style 7	Ballot Style 8	Ballot Style 9
301	N	UU	ZZ						
302	N								
303	N	T							
304	J	RS	UU	ZZ					
305	N	R	UU	Y	ZZ				
306	CC	FF							
307	CC	FF	N						
308	AA	CC	DD	LL	P	RS	UU	Y	ZZ
309	CC	DD	FF	MM	RS	UU	Y		
310	L	N							
311	L	N							
312	L	N							
313	B	L	N	WW					
314	HH	L	N						
315	L								
316	L	N	O						
317	L								
318	L								
319	K	L	N						
320	B	QQ							
321	B	QQ							
322	AA	C	D	N	QQ				
323	AA	J	OO	P	RS	UU	X	ZZ	

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Precinct Ballot Styles Chart

Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Ballot Style 4	Ballot Style 5	Ballot Style 6	Ballot Style 7	Ballot Style 8	Ballot Style 9
401	C								
402	C								
403	C	N							
404	C								
405	C								
406	AA	C	E						
407	E	YY							
408	C	E							
409	AA	C	D						
410	C	D	QQ						
411	AA	C							
412	D	QQ							
413	E								
414	C	D							
415	C								
416	C	E							
417	C	D							
418	C	D	E						
419	D	E	QQ						
420	D	F	QQ	WW					

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Precinct Ballot Styles Chart

Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Ballot Style 4	Ballot Style 5	Ballot Style 6	Ballot Style 7	Ballot Style 8	Ballot Style 9
501	J	SL	X						
502	AA	J	P	X					
503	AA	J	P	X					
504	P								
505	AA	P							
506	P								
507	P	X							
508	AA	P							
509	AA	P							
510	AA	LL	P						
511	AA	P	X						
512	AA	LL	P						
513	DD	LL	P						
514	AA	DD	LL	P					
515	DD	LL							
516	DD	LL							
517	DD	E	LL	YY					
518	DD	LL	YY						
519	J	OO							
520	AB	E	YY						
521	AB	YY	Z						
522	AB	W	Z						

93

Ballot Styles w/ Color Folders & Matching Color Box on Ballot

Precinct 308 - 9 Ballot Styles

308 LL – 0 Registered Voters

308 DD – 1

308 ZZ – 8

308 P – 12

308 RS – 15

308 UU – 50

308 AA – 78

308 CC – 328

308 Y – 1,370

Always make sure to hand out the correct ballot style to voters based on their voter ticket!

Please always use
your Color
Papers/Folders!

94

KOOT
 Count: 49
 PROOF - File: 301237
 Pallet: 1 - Box: 1

OFFICIAL CONSOLIDATED ELECTION BALLOT
 KOOTENAI COUNTY, IDAHO
 NOVEMBER 4, 2025
 Precinct 308 Y

Seq No. 0049
 HR: 1

KOOTENAI COUNTY

STATE OF IDAHO

NOVEMBER 4, 2025



OFFICIAL CONSOLIDATED ELECTION BALLOT

Precinct 308 Y

INSTRUCTIONS TO VOTER

To vote, fill in the oval (●) next to the candidate of your choice.

Kootenai County
 2024-09-19 10:24
 Voter Ticket
 Paper
 Name: IMA VOTER
 36505 E HAYDEN LAKE RD
 HAYDEN, ID 83835
 Ballot Style: 308 Y

MAKE SURE BALLOT
 STYLE MATCHES VOTER
 TICKET

95

Districts Assigned to each Ballot Style					
COLOR	BALLOT STYLE	CITY	SCHOOL TRUSTEE ZONE	FIRE DISTRICT	BALLOT QUESTIONS
Yellow	A	ATHOL		TIMBERLAKE FIRE	
Light Orange	AA			KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	AB		CDA SD NO. 271 - ZONE 4		
Mint	B		CDA SD NO. 271 - ZONE 1	NORTHERN LAKES FIRE	
Mint	BB			SHOSHONE FIRE NO. 2	KELLOGG JT SD NO. 391
Light Blue	C	COEUR D'ALENE			
Yellow	CC	RATHDRUM	LAKELAND JT SD NO. 272 - ZONE 4	NORTHERN LAKES FIRE	
Mint	D	COEUR D'ALENE	CDA SD NO. 271 - ZONE 1		
Mint	DD		POST FALLS SD NO. 273 - ZONE 5	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Pink	E	COEUR D'ALENE	CDA SD NO. 271 - ZONE 4		
Light Pink	EE		KOOTENAI JT SD NO. 274 - ZONE 5		
Light Pink	F	FERNAN LAKE VILLAGE	CDA SD NO. 271 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Orange	FF		LAKELAND JT SD NO. 272 - ZONE 4	NORTHERN LAKES FIRE	
Light Blue	G	HARRISON	KOOTENAI JT SD NO. 274 - ZONE 1		
Yellow	H	HARRISON	KOOTENAI JT SD NO. 274 - ZONE 5		
Yellow	HH	HAYDEN LAKE		NORTHERN LAKES FIRE	
Mint	J		POST FALLS SD NO. 273 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	K	HAYDEN	CDA SD NO. 271 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	L	HAYDEN		NORTHERN LAKES FIRE	
Light Brown	LL	POST FALLS	POST FALLS SD NO. 273 - ZONE 5	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE

96

Districts Assigned to each Ballot Style

COLOR	BALLOT STYLE	CITY	SCHOOL TRUSTEE ZONE	FIRE DISTRICT	BALLOT QUESTIONS
Light Pink	MM		LAKELAND JT SD NO. 272 - ZONE 4	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Pink	N			NORTHERN LAKES FIRE	
Light Blue	NN				KELLOGG JT SD NO. 391
Yellow	O	HAYDEN	LAKELAND JT SD NO. 272 - ZONE 4	NORTHERN LAKES FIRE	
Yellow	OO		POST FALLS SD NO. 273 - ZONE 1		
Light Pink	P	POST FALLS		KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	Q			SHOSHONE NO. 2	
Yellow	QQ		CDA SD NO. 271 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	R	RATHDRUM		NORTHERN LAKES FIRE	
Mint	RR		KOOTENAI JT SD NO. 274 - ZONE 1		
Lavender	RS		LAKELAND JT SD NO. 272 - ZONE 5	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	S	SPIRIT LAKE			
Light Orange	SL	STATE LINE	POST FALLS SD NO. 273 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	T			TIMBERLAKE FIRE	
Gold	UU		LAKELAND JT SD NO. 272 - ZONE 5	NORTHERN LAKES FIRE	
Light Orange	V		KOOTENAI JT SD NO. 274 - ZONE 4		
Light Pink	W	WORLEY			
Light Orange	WW		CDA SD NO. 271 - ZONE 1		
Light Blue	X	POST FALLS	POST FALLS SD NO. 273 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	Y	RATHDRUM	LAKELAND JT SD NO. 272 - ZONE 5	NORTHERN LAKES FIRE	
Light Orange	YY		CDA SD NO. 271 - ZONE 4	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	Z		PLUMMER-WORLEY JT SD NO. 44 - ZONE 1		
Gray	ZZ		LAKELAND JT SD NO. 272 - ZONE 5		

97



Questions?





98



Receiving Clerk

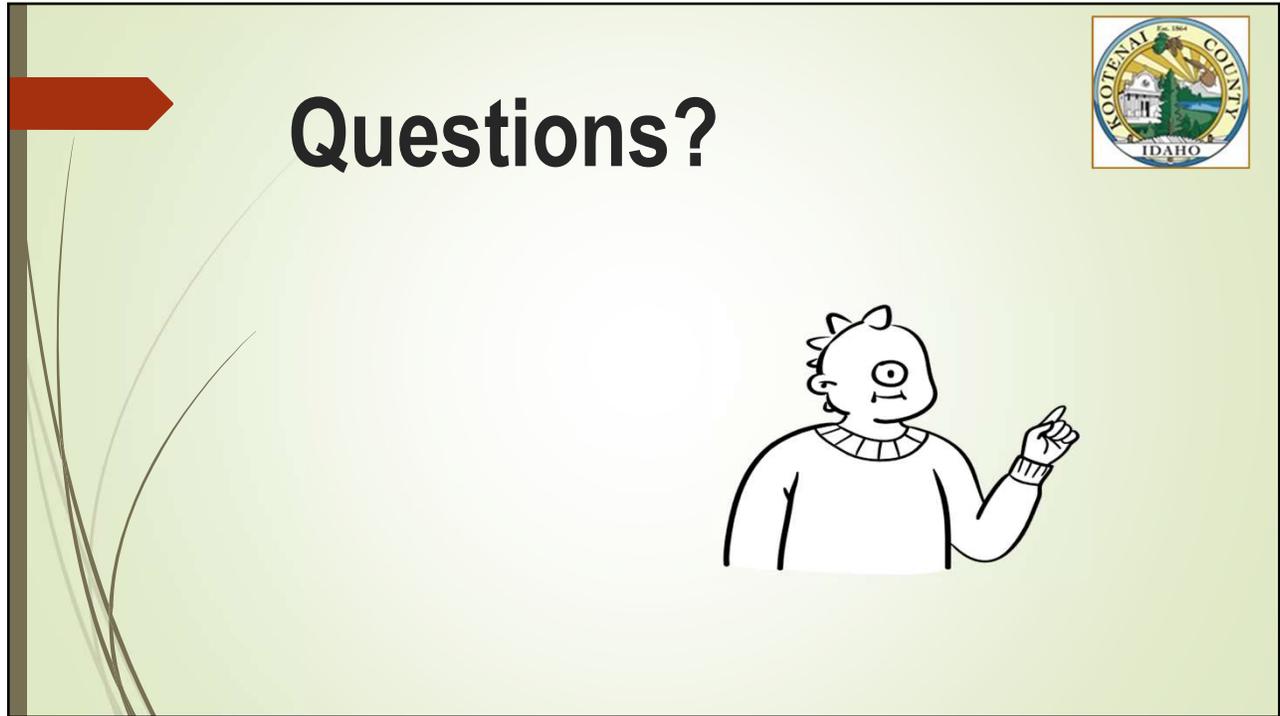
- Ask**
 - Ask Voter to state *FIRST NAME, LAST NAME AND CITY *(IT'S THE LAW)
- Find**
 - Find their name on the Receiving Clerk registered voter list and mark it off. (For new voters, write in their name or tape voter ticket in back)
- Deposit**
 - Deposit ballot discretely and securely into ballot box, and then show the voter the empty secrecy sleeve
- Announce**
 - Announce "Jane Doe" has voted *(IT'S THE LAW)

99

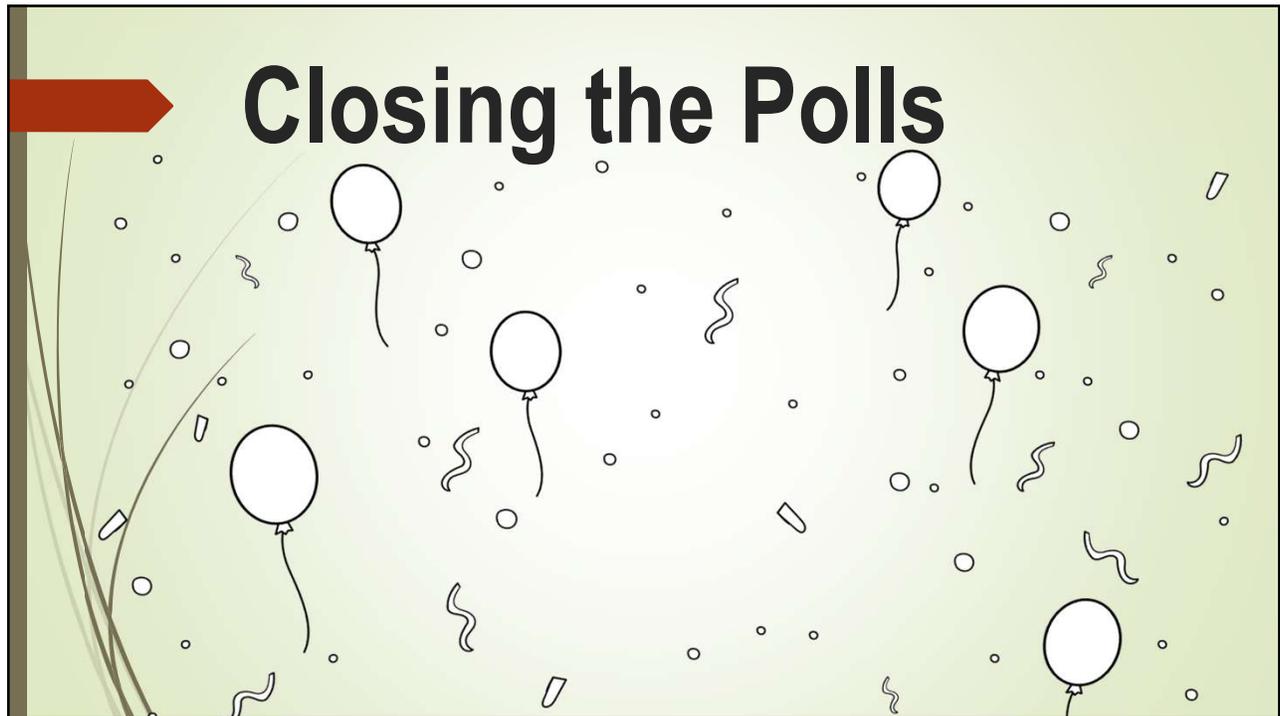
Receiving Clerk

- Be aware of what your Receiving Clerk is saying and doing
- If the line is busy the clerk may write the names down and find them in the book later-or have someone help them
- **The clerk should not take the ballot of the sleeve or look at it**
- Offer the "I Voted sticker", but keep it moving
- If your Receiving Clerk is "permanent" have someone stand by them to learn, use them to replace during breaks
- The voter may put their own ballot in the box....no arm wrestling required

100



101



102

Sealed with a kiss

**What seals are used on the E-Poll Book cases?
 What seals are used on the Ballot Box and Red Bag?
 What seal numbers do you document on the Ballot Accounting Page?**

Remember all poll workers and judge must sign out on the Elections Record and Poll Book sheet – (Place back in Judge’s Binder)

103



BALLOT ACCOUNTING for the Consolidated Election held on November 4, 2025

Kootenai County Precinct 308

Total # of Personal Identification Affidavits (PIA's) **PM**
 Total # of Election Day Registration Forms **PM**
 A.M. E-Poll Bk Case Plastic Seal #s _____ P.M. E-Poll Bk Case Plastic Seal #s **PM**
 A.M. Express Vote Case Wire Seal # **N/A** P.M. Express Vote Case Wire Seal # **N/A**
 A.M. Ballot Box Wire Seal #s _____ P.M. Ballot Box Wire Seal #s **PM**
 Red Bag (Unused Ballot Bag) Wire Seal # **PM**

Ballot Codes: 308 AA 308 CC 308 DD 308 LL 308 P 308 RS 308 UU 308 Y 308 ZZ

1. OFFICIAL BALLOT ACCOUNTING	308 AA	308 CC	308 DD	308 LL	308 P	308 RS	308 UU	308 Y	308 ZZ
a. Number of Ballots received with supplies	50	150	10	10	25	25	25	575	25
b. Number of Ballots received in late delivery (p.m.)									
c. Total Ballots to account for (1a + 1b)								PM	

2. VOTING SUMMARY – Complete after the polls are closed. (Balance E-Poll Book)

a. Number of Unused Ballots	PM
b. Number of Spoiled Ballots	
c. Number of E-Poll Book Check-Ins	
d. Total Ballots Accounted For (2a + 2b + 2c) (Should Match 1c above)	
e. Number of Ballots Cast (1c - 2a - 2b)	
f. Number of Stubs from Used Ballots	

Comments: _____



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Supply Return



Please place your ADA voting booth in the proper bag and place your supplies back in the box. Please also place your Judge's Binder on top of the Divider Sheet.

Please place this divider on top of your supplies.

Please place the following items on top of this divider:

1. Employee verification forms (pay-sheets)
2. Poll book Cover & Ballot Accounting Page
3. Election Day Registration Cards & PIA Envelope
4. Used Ballot Stubs Envelope
5. Spoiled Ballot Envelope
6. Voided Ballot Envelope

*** Please put all the above envelopes here even if they are empty

*** Please also put all Judge's notes and registration issues (if you are unsure put it here)

105

Send us a Picture of the Sealed Ballot Box

Judges, please take a photo of your sealed ballot box (show the seal number)

This will help us have a record of it for chain of custody and security purposes

Send sealed ballot box photos to kcelections@kcgov.us



106

Ballot Return

County Pickup Precincts

201	204	206	207	208
-----	-----	-----	-----	-----

Everyone else returns their own ballots and supplies.

- Precincts 10+ miles, without S&R pickup, judge gets additional \$15 stipend for gas
- 202/209
- 203
- 301
- 302/303
- 304
- 305/309
- 306
- 307
- 308
- 323
- 501
- 522

107

Ballot and Supply Return – New Line Formation

1819

1815

1807

415

1808

N 3RD ST
1800-1830 REVENUE-000

N 4TH ST
1800-1830 REVENUE-000

E POPLAR AVE
000-310 REVENUE-000

108

Ballot Return

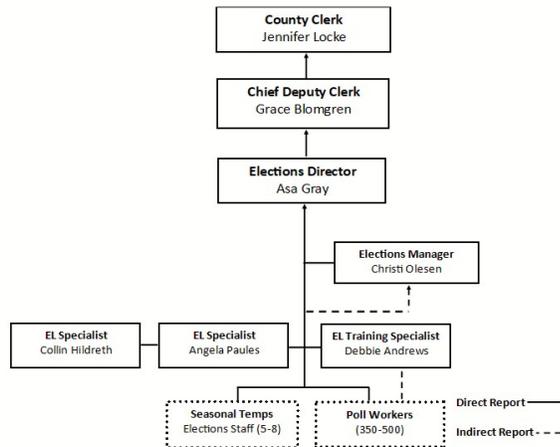
- Precincts without county pickup, please have two people returning the ballots (same vehicle or two vehicles in tandem). This is the preferred method of ballot return.
- The second person could be a poll worker, or a family member of the judge.
- Pay attention to the flow of traffic for returns, come in through the Elections parking lot on 3rd street and progress through the alley and the Thrift Store parking lot into line.



109

Your Home Team

Kootenai County Clerk's Division
Elections Department Organizational Chart, October 2025



110

Runners

- ▶ Runners may come to your site
 - ▶ Have additional supplies in case you need them
 - ▶ Help with any issues or questions you may have
 - ▶ Provide additional support
 - ▶ Get a look at your set up and process
 - ▶ Provide feedback to the office
 - ▶ Keith, Melinda, Rae Ann, Rosanna

111

Resources



VOTEIDAHO.GOV



KCGOV.US/31/
ELECTIONS



KOOTENAI
COUNTY
GOVERNMENT
FACEBOOK,
YOUTUBE, AND
"X" ACCOUNTS



IDAHO
SECRETARY OF
STATE
FACEBOOK,
YOUTUBE, AND
"X" ACCOUNTS



US ELECTION
ASSISTANCE
COMMISSION
(WWW.EAC.GOV)

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THANK YOU!

Please take this Survey
before leaving:



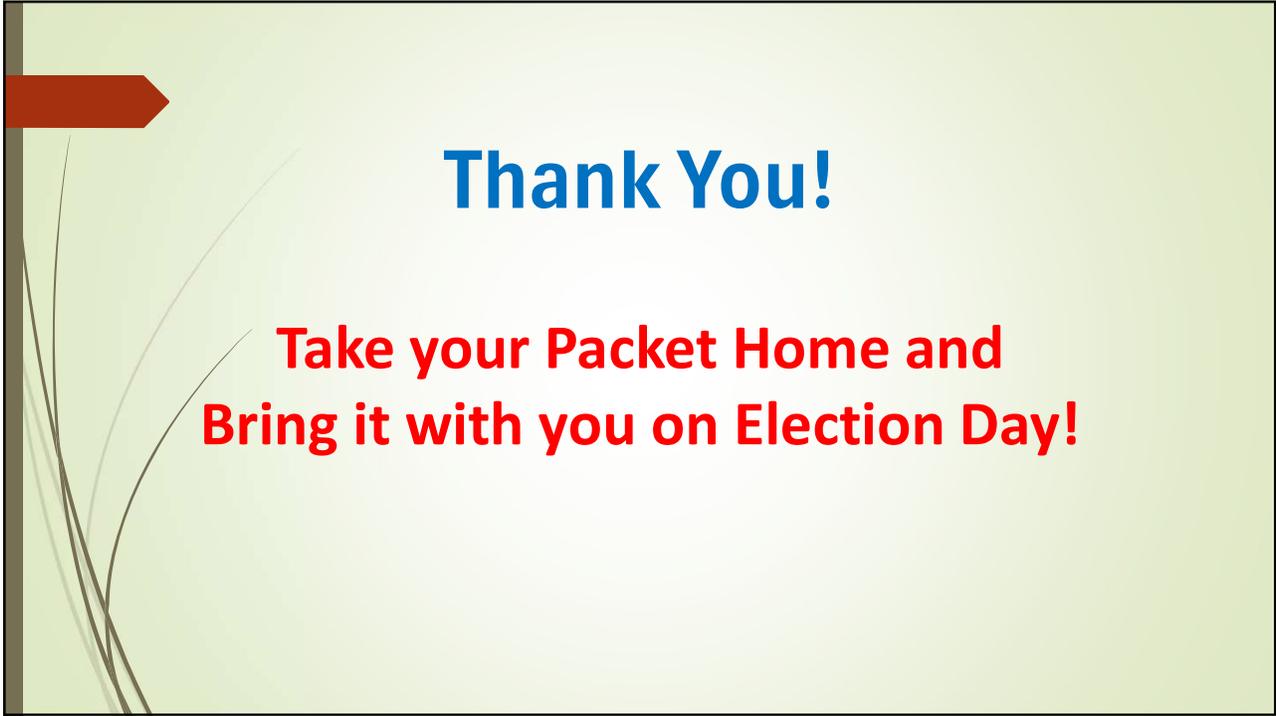
 <https://forms.office.com/g/G5AGd0c4R8>

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Swearing in of Judges

- ▶ Take out your Judge or Jr Judge _____ form and we will go over the pledge.
- ▶ Complete and sign the document and make sure you give it to me or any staff member before you leave

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