LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

JUNE 6, 2006 PRIMARY ELECTION
OFFICIAL CANVASS
BALLOT REMAKE
PROCEDURES

Prepared By
ELECTION PREPARATION DIVISION

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OFFICIAL CANVASS
BALLOT REMAKE OPERATION
SECRETARY OF STATE
INKAVOTE GUIDELINES

15210. Torn, bent, or otherwise defective ballots shall be corrected.
"In preparing the voted ballots for processing, any ballot that is torn, bent, or otherwise defective shall be corrected so that every vote cast by the voter shall be counted by the automatic tabulating equipment. If necessary, a true duplicate copy of the defective ballot shall be made and substituted therefore, following the intention of the voter insofar as it can be ascertained from the defective ballot. All duplicate ballots shall be clearly labeled "duplicate," and shall bear a serial number that shall be recorded on the damaged or defective ballot."
(Added by Stats. 1998, c. 1073, §27.)

Ballots will be processed by two (2) remake clerks working as a team. All remade ballots will be checked by a review team and again by the Supervisors. The Supervisor will ensure that ballots have been remade properly before they are sent to the ballot storage area.

Each team of two (2) will have the following supplies:
1. Damaged Ballot Manila Envelopes in which to place the damaged ballots.
2. Pink Duplicate ballots to be used for remaking any damaged ballots.
3. Black ink pens and black felt-tip pens/markers.
4. Blue Highlighters for enhancing ballots.

Clerk one (1) will call the number of the position to be voted/marked on the duplicate ballot card.
   a. Clerk #1 will call voting position clearly marked on the damaged ballot.
   b. Clerk #1 will call voting position to be counted based on Inka Vote Guidelines.

Clerk two (2) will mark duplicate ballot card according to instructions from Clerk #1. If voter's intent is not clearly indicated, **DO NOT** MARK THE DUPLICATE BALLOT. See a Supervisor.

OFFICIAL CANVASS
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INKAVOTE GUIDELINES (Continued)

Each original precinct ballot card must have **four hole punch marks** at the bottom of the card to indicate the three (3) digit Group Number and Party Code. Each duplicate ballot card has **four bar positions** on the bottom of the ballot. **Inform your Supervisor if you have ballot cards without these marks. (See figure # 3&4)**

Receiving AV damaged ballots in purple Absentee envelopes
Step 1: Check the AV damaged ballot three (3) digit group number against the purple Absentee envelope group number.

Step 2: Locate the Precinct Serial number on the purple envelope. In blue pencil, write the Precinct Serial number on the back of the AV damaged ballot.

Note: Before remaking AV damaged ballots, each ballot must have the Precinct Serial Number written on the back in blue pencil.

Remaking damaged ballots
Step 1: Count an equal number of pink duplicate ballots as there are damaged ballots to be remade for a precinct.

Step 2: Check basket for Manila Envelope to prevent from duplicating the manila envelope. If you find a manila envelope (with the same Precinct Serial Number as the ballot card)….the number of damaged cards is located on the front of the envelope and you continue with the last number on the envelope. **(Follow step # 4)**

Note: The number on the damaged ballot, duplicate ballot and the manila envelope all should be the same number after completing remakes.
(See figure # 1&2)

Step 3: When remaking **AV damaged ballots,** write the four (4) digit Precinct Serial Number and the three (3) digit AV (Absentee Voter) Group number on the back of each pink duplicate ballot. **Remake one ballot at a time.**
(See figure # 3&4)

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Step 4: Each original damaged ballot and duplicate ballot is sequentially numbered with a pen.

    a. Before you begin remaking damaged ballots, place damaged ballot card on top of the duplicate ballot, making sure that both ballots are lined up evenly. With a black ink pen, fill in the three (3) digit Group number in the first, second and third rows. **(See figure # 5)**

    b. The fourth row is for Party Code positions. By looking at the Party Code chart, you can determine the voter's party. **(See figure # 6)**

    c. On original damaged ballot write the number "1" on the front lower right-hand corner **(See figure # 3&4)**

    d. Write the same number on the **Remake #** line on the back of the duplicate ballot along with the **Party**. **(See figure # 3&4)**

Step 5: The voting positions that are clearly marked on the original damaged ballot should be the same voting positions clearly remade on the duplicate ballot.

Note: **If voter's intent is not clearly indicated, DO NOT MARK THE DUPLICATE BALLOT. Show your Supervisor before remaking.**

Step 6: After remaking one damaged ballot place it on top of the duplicate ballot, making sure both ballots have the same **four hole punch marks (**the three (3) digit Group Number and the Party Code.)

Step 7: When you have multiple ballots with the same Precinct Serial Number…the next damaged/duplicate ballot is numbered "2", the next "3" etc. **(Follow Steps: 2-5)**.
Continue remaking ballots until all damaged ballots for that Precinct Serial Number have been remade.

OFFICIAL CANVASS
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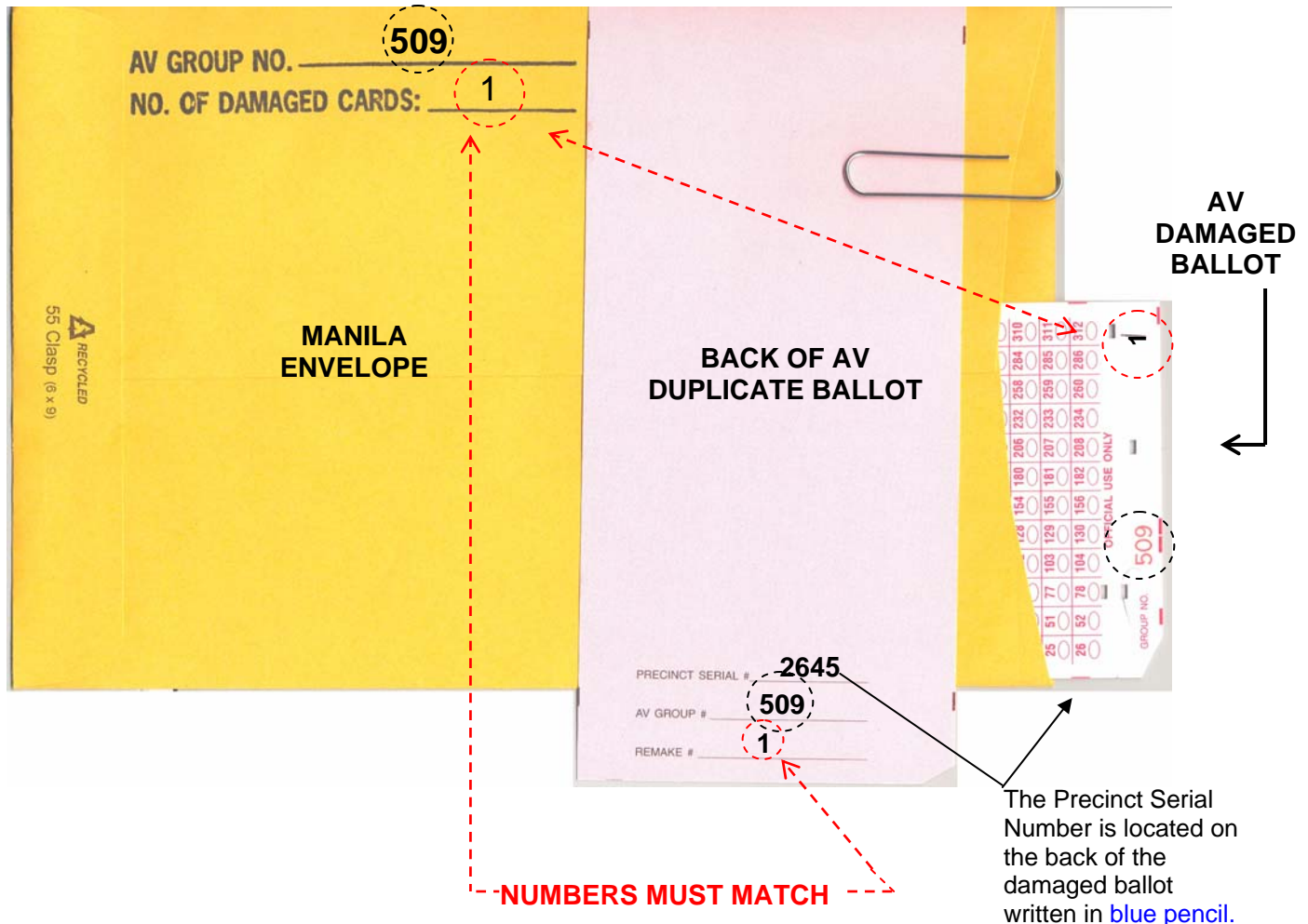Step 8: Complete all necessary information on the front of the Damaged Ballot Manila Envelope. **(See figure # 1&2)**

Note: Always double check the Damaged Ballot Manila Envelopes to prevent duplicating Manila envelopes.

Step 9: Rubberband all remade and damaged ballots together with the completed manila envelope and place in basket for supervisor to review.

Step 10: Repeat steps 1 through 10 with new batch of damaged precinct ballots.

TRACE ABSENTEE REMAKE BALLOT TO SOURCE DOCUMENT

FIGURE #1

NOTE: AV Damaged Ballot, AV Duplicate Ballot and AV Manila Envelope must have same **group** number and **remake** number to be traceable. Complete all necessary information on the front of the manila envelope. Write AV Group number on the envelope. On the back of the AV duplicate ballot, write the Precinct Serial number and the AV group number (As shown in **fig. #1**). Each damaged ballot and duplicate ballot is sequentially numbered with pen on the front of the damaged ballot and the back of the duplicate ballot.

TRACE DUPLICATE BALLOT TO SOURCE DOCUMENT

FIGURE #2
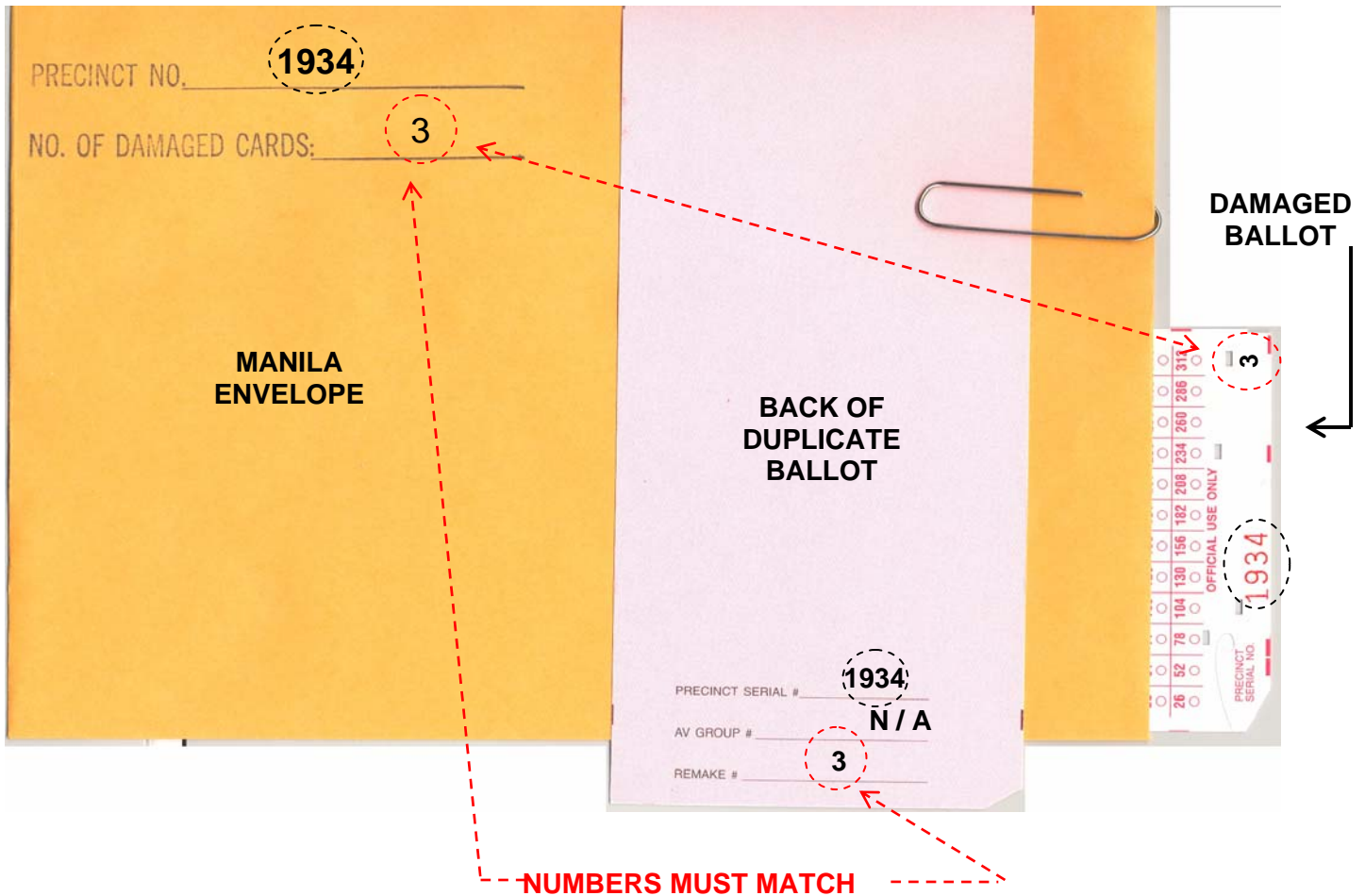
NOTE: Damaged Ballot, Duplicate Ballot and Manila Envelope must have same **group** number and **remake** number to be traceable. Complete all necessary information on the front of the manila envelope. Write Precinct Serial number on the envelope and on the back of the duplicate ballot. Each damaged ballot and duplicate ballot is sequentially numbered with pen on the front of the damaged ballot and the back of the duplicate ballot.

MATCHING NUMBERS FOR DAMAGED ABSENTEE BALLOTS AND DUPLICATE BALLOTS

FIGURE #3

18	44	70	96	122	148	174	200	226	252	278	304
19	45	71	97	123	149	175	201	227	253	279	305
20	46	72	98	124	150	176	202	228	254	280	306
21	47	73	99	125	151	177	203	229	255	281	307
22	48	74	100	126	152	178	204	230	256	282	308
23	49	75	101	127	153	179	205	231	257	283	309
24	50	76	102	128	154	180	206	232	258	284	310
25	51	77	103	129	155	181	207	233	259	285	311
26	52	78	104	130	156	182	208	234	260	286	312

OFFICIAL USE ONLY

Party Code

GROUP NO. **509**

NOTE: Each damaged ballot and duplicate ballot is sequentially numbered with pen on the back of the duplicate ballot card and in the lower right-hand corner of the damaged ballots.

①

FRONT OF DAMAGED BALLOT

The Precinct Serial number is located on the back of the damaged ballot written in blue pencil.

PRECINCT SERIAL # **2645**

AV GROUP # **509**

REMAKE # **1**   **NP**

BACK OF DUPLICATE BALLOT

NOTE: Count an equal number of pink duplicate ballots as there are damaged ballots to be remade for AV Group. Write the four (4) digit Precinct Serial number and three (3) digit AV Group number on the back of each pink duplicate ballot. Complete one ballot at a time. Be sure the written number is legible. Write the number "1" on the damaged ballot in lower right hand-corner. Write the same number on the matching duplicate ballot. The next ballot is numbered "2", the next is "3" etc.
By looking at the Party Code chart, the party for the voter is NON-PARTISAN. (Refer To Figure #6)

MATCHING NUMBERS FOR DAMAGED PRECINCT BALLOTS AND DUPLICATE BALLOTS

FIGURE #4

18	44	70	96	122	148	174	200	226	252	278	304
○	○	○	○	○	○	○	○	○	○	○	○
19	45	71	97	123	149	175	201	227	253	279	305
○	○	○	○	○	○	○	○	○	○	○	○
20	46	72	98	124	150	176	202	228	254	280	306
○	○	○	○	○	○	○	○	○	○	○	○
21	47	73	99	125	151	177	203	229	255	281	307
○	○	○	○	○	○	○	○	○	○	○	○
22	48	74	100	126	152	178	204	230	256	282	308
○	○	○	○	○	○	○	○	○	○	○	○
23	49	75	101	127	153	179	205	231	257	283	309
○	○	○	○	○	○	○	○	○	○	○	○
24	50	76	102	128	154	180	206	232	258	284	310
○	○	○	○	○	○	○	○	○	○	○	○
25	51	77	103	129	155	181	207	233	259	285	311
○	○	○	○	○	○	○	○	○	○	○	○
26	52	78	104	130	156	182	208	234	260	286	312
○	○	○	○	○	○	○	○	○	○	○	○

Party Code

OFFICIAL USE ONLY

PRECINCT SERIAL NO. **1916**

1

NOTE: Each damaged ballot and duplicate ballot is sequentially numbered with pen on the back of the duplicate ballot card and in the lower right-hand corner of the damaged ballots.

FRONT OF DAMAGED BALLOT

PRECINCT SERIAL # **1916**

AV GROUP # **N/A**

REMAKE # **1   NP**

BACK OF DUPLICATE BALLOT

NOTE: Count an equal number of pink duplicate ballots as there are damaged ballots to be remade for a precinct. Write the four (4) digit precinct serial number on the back of each pink duplicate ballot. Complete one ballot at a time. Be sure the written number is legible. Write the number "1" on the damaged ballot in lower right hand-corner. Write the same number on the matching duplicate ballot. The next ballot is numbered "2", the next is "3" etc.
By looking at the Party Code chart, the party for the voter is NON-PARTISAN. (Refer To Figure #6)

IDENTIFYING ABSENTEE GROUP NUMBERS

FIGURE #5

3RD ROW
2ND ROW
1ST ROW

For example:
If the group
number is
509
Trace the
numbers
509
as shown

TRACE
GROUP
NUMBER
POSITIONS
AS SHOWN

NOTE: Before you begin remaking damaged ballots, place damaged ballot card on top of the duplicate ballot. Make sure that both ballots are lined up evenly. With a black ink pen, trace the squares of the three (3) digit Group number in the first, second and third rows before filling in the squares completely to prevent any mistakes. The position on the bottom of each damaged ballot must be marked on the duplicate ballot to show the precinct Party Code and Group number. Each precinct ballot card must have four marks at the bottom of the card to indicate the Party Code and (3) Digit Group number. Inform your Supervisor if you have cards without these marks.

IDENTIFYING PARTY CODES

FIGURE #6

WARNING:
Avoid making ink marks outside of the Party Code position.
Be careful with tracing because voting positions 26—312 (the last row on the ballot) are live ballot positions.

TRACE PARTY CODE POSITIONS AS SHOWN

PF = PEACE & FREEDOM

LIB = LIBERTARIAN

NL = NATURAL LAW

GR = GREEN

AI = AMERICAN IND.

REP = REPUBLICAN

DEM = DEMOCRATIC

NP = NON PARTISAN

NOTE: Before you begin remaking damaged ballots, place damaged ballot card on top of the duplicate ballot. Make sure that both ballots are lined up evenly. With a black ink pen, trace the squares of the three (3) digit Group number in the first, second, third rows and the one (1) digit Party Code on the fourth row before filling in the squares completely to prevent any mistakes. The position on the bottom of each damaged ballot must be marked on the duplicate ballot to show the precinct Party Code and Group number. Each precinct ballot card must have four marks at the bottom of the card to indicate the Party Code and (3) Digit Group number. Inform your Supervisor if you have cards without these marks.

IDENTIFYING THE DIFFERENCE BETWEEN PRECINCT AND ABSENTEE BALLOTS

FIGURE #7

ORIGINAL ABSENTEE BALLOT

GROUP NO. 509

1

ONLY ABSENTEE BALLOTS HAVE A THREE (3) DIGIT GROUP NUMBER

ORIGINAL PRECINCT BALLOT

PRECINCT SERIAL NO. 1934

3

PRECINCT BALLOTS HAVE A FOUR (4) DIGIT PRECINCT SERIAL NUMBER

NOTE: Three (3) digit Absentee Ballots and Four (4) digit Precinct Ballots should never be in the same Manila Envelope. Each ballot belongs to a different operation. It is important that the ballots are kept separately.

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REMAKE BALLOT FOR ENHANCEMENTS

FIGURE #8
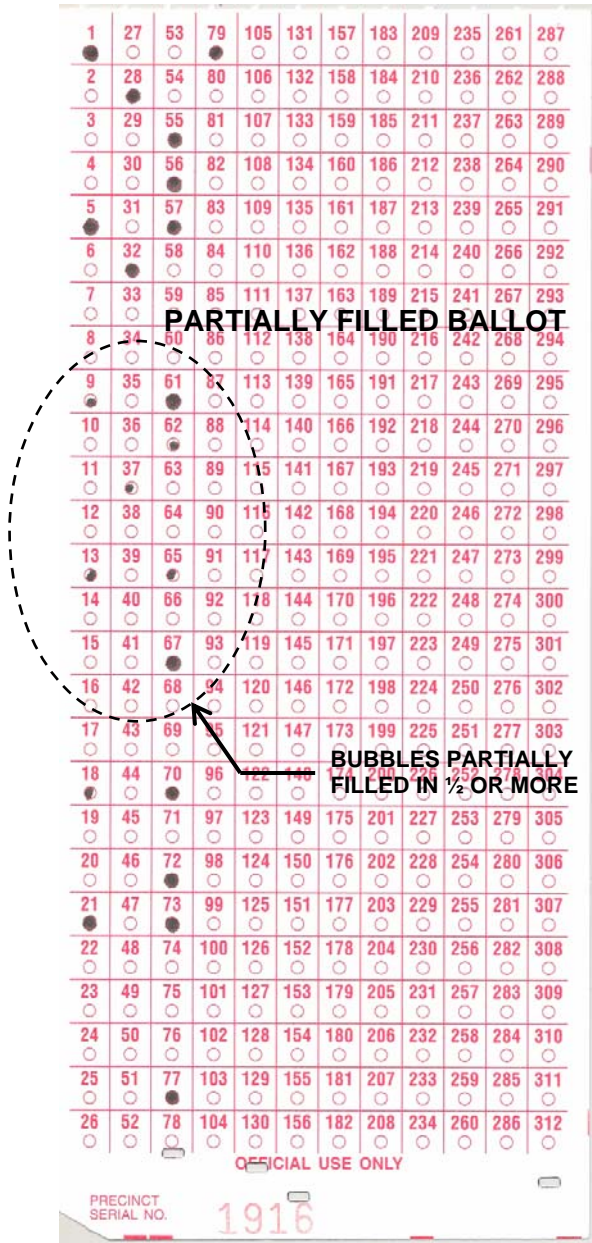
ORIGINAL BALLOT
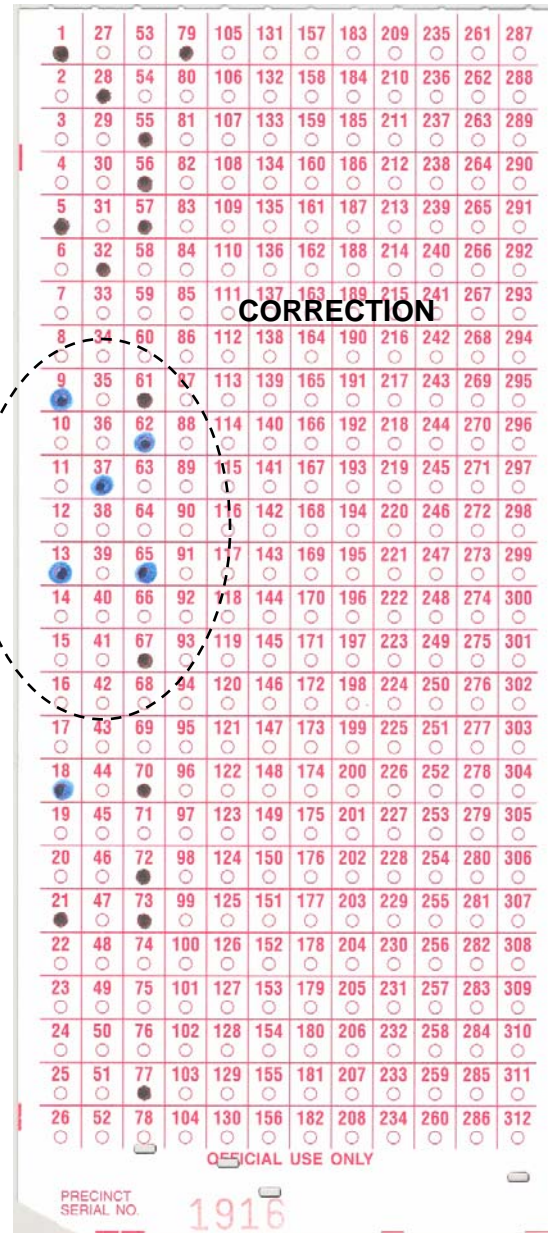
ENHANCED ORIGINAL BALLOT

NOTE: Voter indicates choice by partially filling in ½ or more of the circle voting position. Voted ballots with the above conditions should be enhanced (using a blue marker) not remade.

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VOIDED AND/OR SPOILED BALLOT

FIGURE #9

DAMAGED BALLOT

BACK OF DAMAGED BALLOT
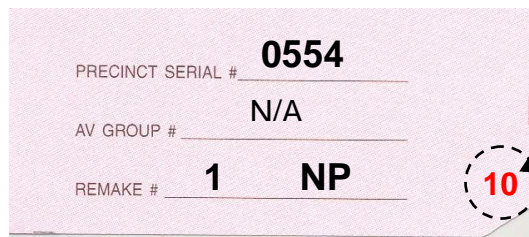
NOTE: THE VOTER CLEARLY MAKES AN ERROR AT THE POLLING PLACE AND THE POLLING PLACE CLERK REPLACES THE BALLOT WITH ANOTHER. THE POLLING PLACE CLERK WRITES VOID OR SPOILED ON THE DAMAGED BALLOT CARD TO INDICATE THE VOTER ERROR. DO NOT REMAKE BALLOT CARD IMMEDIATELY RETURN TO YOUR SUPERVISOR.

STOP!
SEE
SUPERVISOR

INDEX FOR CODING
REMADE BALLOTS

REMAKE PROCEDURES HAVE CODES TO IDENTIFY THE REASON FOR THE BALLOT TO BE REMADE. ON THE BACK OF THE DUPLICATE BALLOT (IN THE RIGHT-HAND CORNER), PLACE THE CORRECT INDEX CODE TO VERIFY WHY THE BALLOT WAS REMADE.
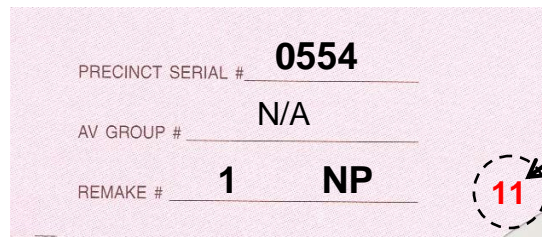
EXAMPLE:

PRECINCT SERIAL # **0554**

AV GROUP # **N/A**

REMAKE # **1**   **NP**   **10**

If the ballot has smeared bubbles, (as shown on page #17) you will use **code # 10** to identify the reason why the ballot is to be remade.

EXAMPLE:

PRECINCT SERIAL # **0554**

AV GROUP # **N/A**

REMAKE # **1**   **NP**   **11**

If the ballot is torn, (as shown on page #18) you will use **code # 11** to identify why the ballot is to be remade.

VOTER BALLOT ERROR AND CORRECTIONS = (Code # **7**)

BALLOTS WITH FOLDS AND/OR CREASES = (Code # **8**)

DISTINCTIVE MARKS ON BALLOT = (Code # **9**)

SMEARED BUBBLES ON BALLOT = (Code # **10**)

TORN OR MUTILATED BALLOTS = (Code # **11**)

VOTER BALLOT ERROR AND CORRECTIONS

Code #7

BALLOT ERROR

CROSSED OUT BUBBLE

INKED OUT BUBBLE

WHITE OUT BUBBLE

PRECINCT SERIAL NO. 0554
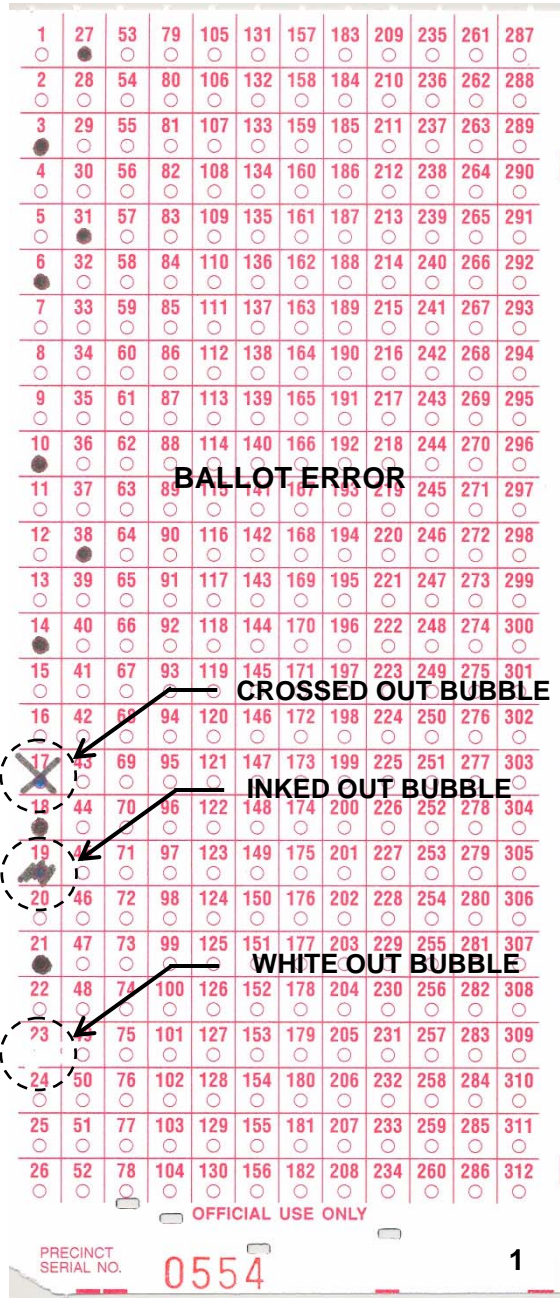
DAMAGED BALLOT
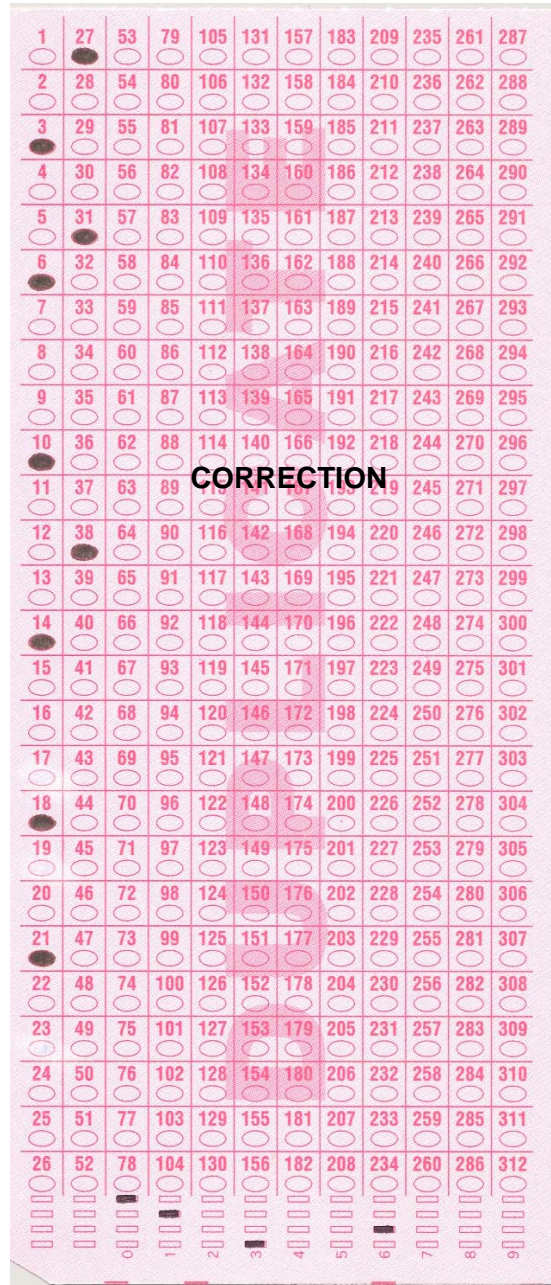
CORRECTION

DUPLICATE BALLOT

NOTE: The voter clearly indicates voting error correction by using tape, strikeover, white-out or written note and marks another voting choice. Only mark the voting position. Be positively sure the voter's intent can be clearly determined.
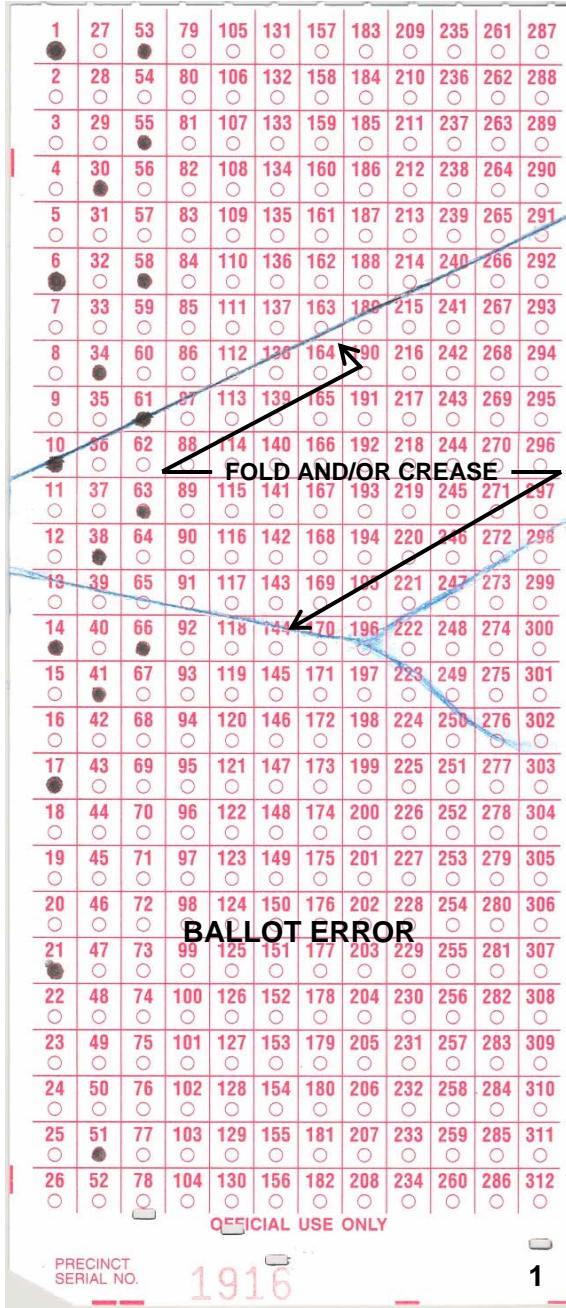
IMPORTANT: Make sure you insert the remake code.

PRECINCT SERIAL # 0554
AV GROUP # N/A
REMAKE # 1 NP

Remake Code

7
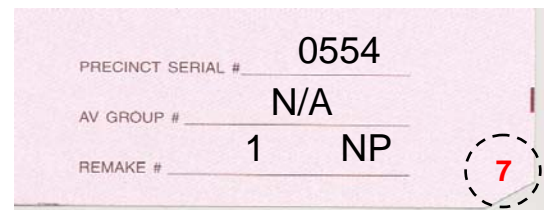
BACK OF DUPLICATE BALLOT

BALLOTS WITH FOLDS AND/OR CREASES
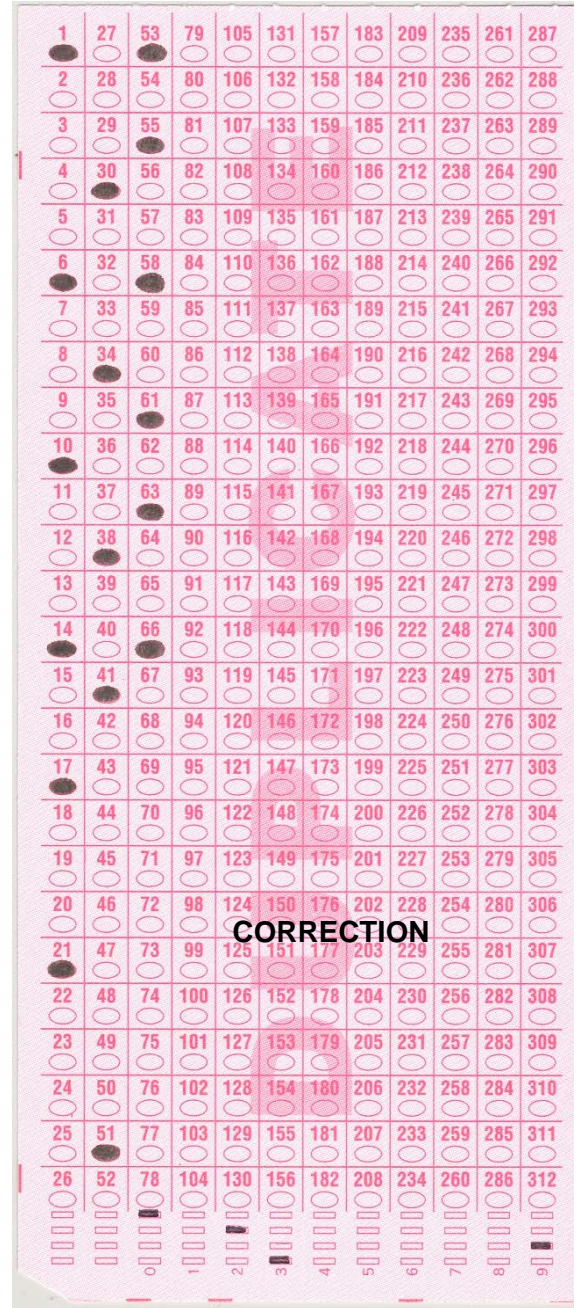
Code #8

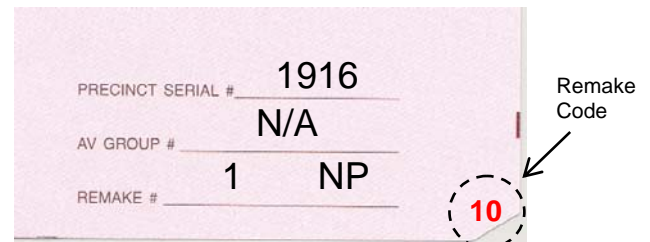FOLD AND/OR CREASE

BALLOT ERROR

DAMAGED BALLOT

CORRECTION

DUPLICATE BALLOT

NOTES: Fill in bubbles that are clearly marked by voter or where voter clearly indicates intended voting choice by completely filling inside the entire voting position in black felt-tip pen.
IMPORTANT: Always check to see if the ballot is **voided** or **spoiled.** If so, return to your Supervisor. Make sure you insert the remake code.

PRECINCT SERIAL # _____ 1916

AV GROUP # _____ N/A

REMAKE # _____ 1   NP

Remake Code

8
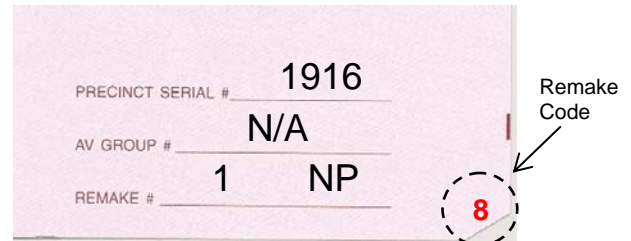
BACK OF DUPLICATE BALLOT

DISTINCTIVE MARKS ON BALLOT

Code #9

DISTINCTIVE MARKS

BALLOT ERROR

DAMAGED BALLOT

CORRECTION

DUPLICATE BALLOT
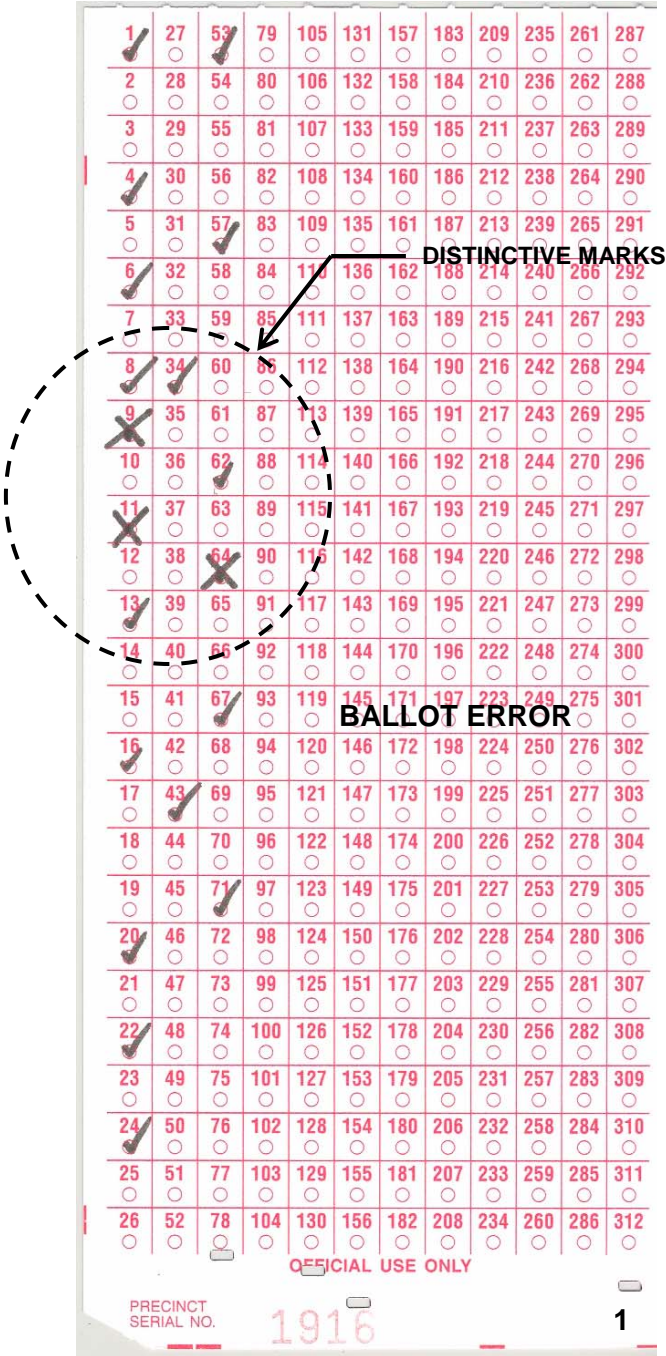
NOTE: Voter indicates voting choice by using a distinctive mark. Voter consistently places distinctive marks or voting pattern.
Such as (**X**) or (√), encircles the voting position or punches hole inside the associated voting position. Make sure to insert the remake code.

PRECINCT SERIAL # 1916
AV GROUP # N/A
REMAKE # 1   NP

Remake Code

9
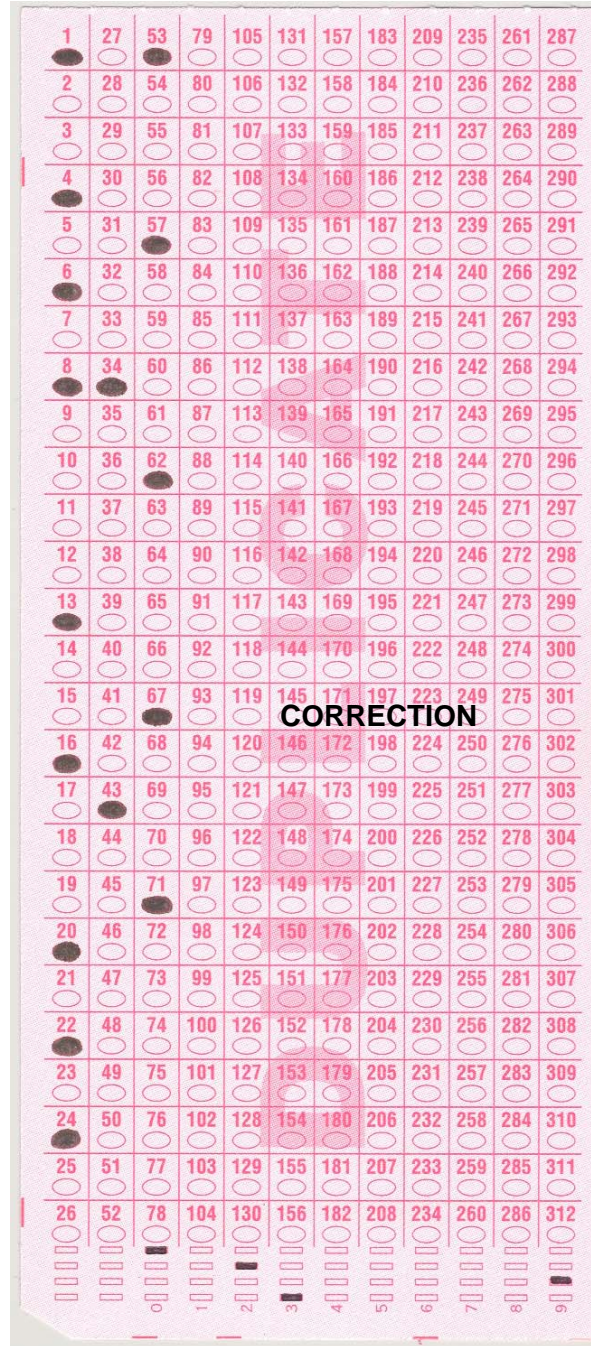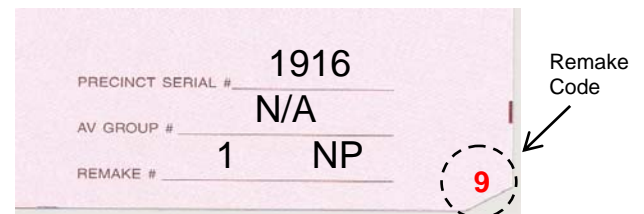
BACK OF DUPLICATE BALLOT

SMEARED INK ON BALLOT

Code #10

DAMAGED BALLOT

BALLOT ERROR

BUBBLES WITH SMEARED MARKS

DUPLICATE BALLOT

CORRECTION

BACK OF DUPLICATE BALLOT

PRECINCT SERIAL # 1916
AV GROUP # N/A
REMAKE # 1   NP

Remake Code

10
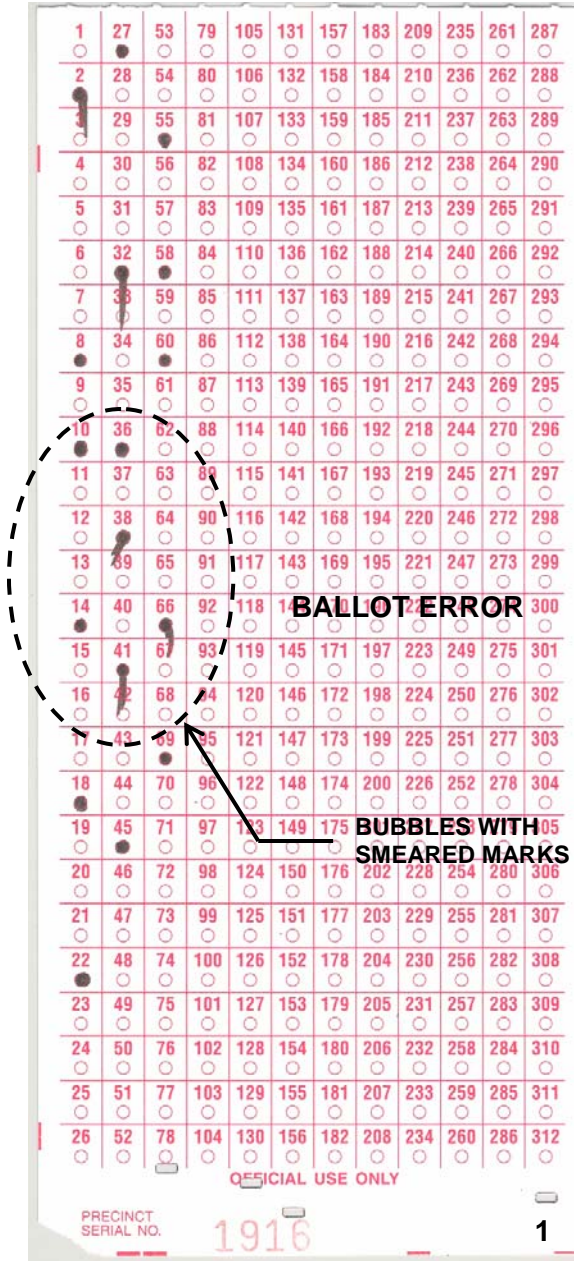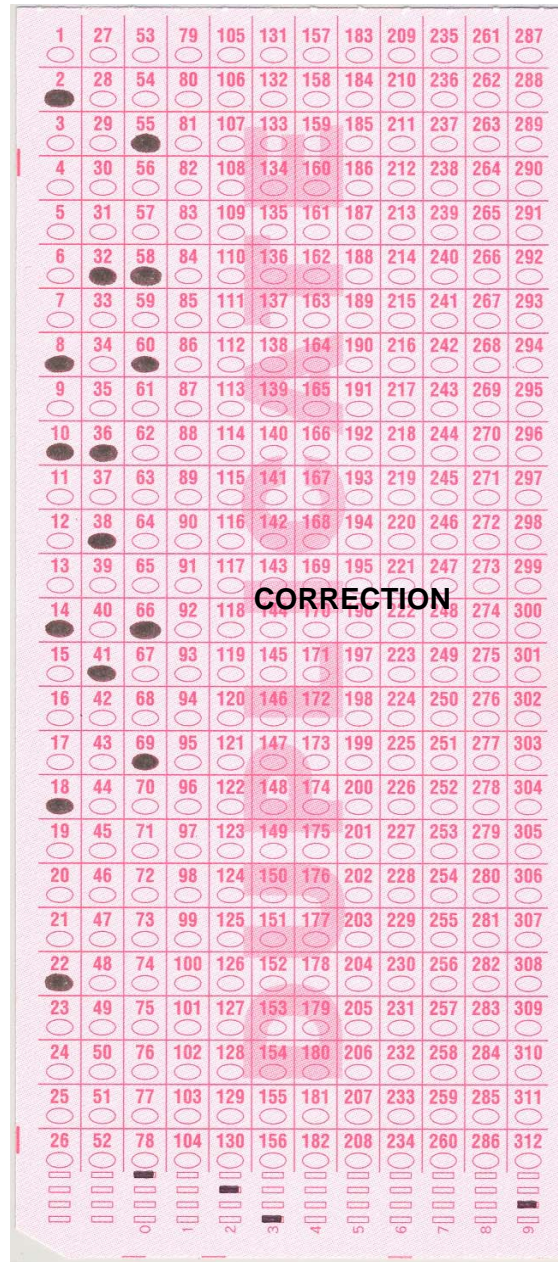
NOTE: Fill in bubbles that are clearly marked by voter or where voter clearly indicates intended voting choice by completely filling inside the entire voting position in black felt-tip pen.
If ballot is not clearly marked and voter intent can't be duplicated, return to your Supervisor. Make sure to insert the remake code.

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REMAKE OF TORN ORIGINAL BALLOT

Code #11

ORIGINAL BALLOT

DUPLICATE BALLOT

NOTES: Fill in bubbles that are clearly marked by voter or where voter clearly indicates intended voting choice by completely filling inside the entire voting position in black felt-tip pen.
IMPORTANT: Always check to see if the ballot is **voided** or **spoiled.** If so, return to your Supervisor. Make sure to insert the remake code.

BACK OF DUPLICATE BALLOT