

These directions were issued 2/13/2012 and are meant to replace page 16 of the Election Setup chapter in the SVRS Manual.

In the **Ballot Position** box, enter a number corresponding to that contest's place on the ballot.

Ballot Position:

 The Ballot Position determines the order of contests on each voter's sample ballot, viewable from the Voter Public Access (VPA) website. If the Ballot Position number is incorrect, you may receive calls from voters and candidates asking about that sample ballot.

 For the April 2012 election, the G.A.B. will set up all School District contests, Multi-Jurisdictional Judge contests, and Technical College contests, in addition to the normal state-level contests. Counties and municipalities may not enter these contests, and must forward their contest and candidate information to the G.A.B.

**Numbering Scheme for Ballot Positions in SVRS (for all elections except August Partisan Primaries):**

Ballot position numbers should increase from lowest to highest for: state level offices, county level offices, municipal offices, school district offices, special district offices, statewide referenda, countywide referenda, municipal referenda, school district referenda, and special district referenda. The GAB has assigned a range of ballot position numbers for each of those contest types. When you assign the ballot position for your contest, you will pick a number from that range.

**Office Contests** Numbering Scheme for Ballot Positions in SVRS:

State:	001000 - 099999
County:	100000 - 199999
Multi-Jurisdictional Judge:	200000 - 299999
Municipality:	300000 - 399999
Union/Unified School District:	400000 - 499999
Common School District:	500000 - 599999
Special District:	600000 - 699999

**Referenda** Numbering Scheme for Ballot Positions in SVRS:

State:	700000 - 709999
County:	710000 - 719999
Multi-Jurisdictional Judge:	720000 - 729999
Municipality:	730000 - 739999
Union/ Unified School District:	800000 - 899999
Common School District:	900000 - 969999
Special District:	970000 - 999999

**August Partisan Primary Numbering Scheme for Ballot Positions in SVRS:**

For the August Partisan primary, contests are grouped by party, so all offices for one party need to come before any offices for the next party. The order is based on the number of votes each party's gubernatorial candidate received in the last gubernatorial election.

First Place Party, State Contests:	001000 - 004999
First Place Party, County Contests:	005000 - 009999
Second Place Party, State Contests:	010000 - 014999
Second Place Party, County Contests:	015000 - 019999
Third Place Party, State Contests:	020000 - 024999
Third Place Party, County Contests:	025000 - 029999
Fourth Place Party, State Contests:	030000 - 034999
Fourth Place Party, County Contests:	035000 - 039999
Fifth Place Party, State Contests:	040000 - 044999
Fifth Place Party, County Contests:	045000 - 049999
Non-Partisan Contests and Referenda:	Use numbers given above