

# State of Wisconsin\Government Accountability Board

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Chair

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Director and General Counsel

**DATE:** February 23, 2015

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Michael Haas  
Elections Division Administrator  
Government Accountability Board

Jodi Kitts  
SVRS Election Specialist

**SUBJECT:** SVRS Checklist #2 for the 2015 Spring Election

SVRS Checklist #2 for the April 7, 2015 Spring Election is now available. The Checklist contains county and municipal election setup tasks through completing Milestone #5.

Please review the document carefully and thoroughly. This Checklist continues to highlight the importance of MyVote Wisconsin and is your best source of information regarding SVRS-related election cycle tasks and information.

- **The State will check Milestone #3 on Friday, February 27, 2015.**
- All county and municipal contests and candidates must be entered in SVRS prior to checking Milestone #3. The [Election Setup](#) chapter of the SVRS Manual provides step-by-step instructions for entering contests and candidates in SVRS. **NOTE:** G.A.B. staff enters all School District, MJJ and Technical College candidates and contests for this election.
- Milestone #3 must be checked by counties on or before Thursday, March 12, 2015.
- All municipalities must generate ballot styles and check Milestone #4 by Tuesday, March 17, 2015. Online ([MyVote Wisconsin](#)) military absentee ballots must be available on March 17, 2015.

Please contact the G.A.B. Help Desk at [gabhlpdesk@wi.gov](mailto:gabhlpdesk@wi.gov) or (608) 261-2028, with any questions. Thank you.