

State of Wisconsin\Government Accountability Board

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DATE: September 4th, 2014

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

Kyle Kundert
SVRS Elections Specialist

SUBJECT: SVRS Checklist II for 2014 General Election

SVRS Checklist II for the November 4th, 2014 General Election is now available. The Checklist contains county and municipal election setup tasks through completing Milestone #5.

Please review the document carefully and thoroughly and contact the G.A.B. Help Desk with any questions. ***Please do not disregard the instructions on this checklist.*** When steps are not completed properly and in the correct order, significant problems arise later in the process. These problems can affect ballots, poll lists, and voters which may be more difficult to resolve.

- The State has checked Milestone #3 for the November 4th, 2014 General Election.
- All contests and candidates must be entered in SVRS prior to checking Milestone #3. [SVRS Checklist I](#) and the [Election Setup](#) chapter of the SVRS Manual provide examples and instructions for entering contests and candidates in SVRS.
 - All contests and candidates will be entered either by the State or County for the 2014 General Election unless a county or municipality has a special election or local referenda.
- Milestone #3 must be checked by counties no later than Monday September 8th, 2014.
 - Preferably counties will check Milestone #3 before this date to accommodate the municipal absentee process.
 - **All counties and municipalities in the 17th Senate District must remain at Milestone #2 due to the recount and potential for an appeal in Senate District 17 (Grant, Green, Iowa, Juneau, Lafayette, Monroe, Richland, Sauk and Vernon). Counties and municipalities affected should refer to the September 3rd email for more information.**

- All municipalities must generate ballot styles and check Milestone #4 by Thursday, September 18th, 2014. Online (MyVote Wisconsin) military and overseas absentee ballots must be available on September 18th, 2014.

There are three SVRS Checklists sent out for each election cycle. You can expect to receive Checklist III the week of October 27th, 2014. These checklists should be reviewed and followed, as they are the best resource to organize and track completion of SVRS election related tasks. Each one contains unique and valuable information.

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