



**SVRS Election Checklist II
2012 Partisan Primary Election
August 14, 2012**



Please refer to the training manual found on the Government Accountability Board - website: gab.wi.gov
For the SVRS manual go to gab.wi.gov; publications, manuals, SVRS Training Manual or [click here](#)

**The Government Accountability Board – Elections Division (GAB) has checked
Milestone #3 for the State on Tuesday, June 19, 2012.**

Note: Please contact the G.A.B. by Wednesday, June 27, 2012 if there are any school, local or county races that need to be added to the ballot for the 2012 Partisan Primary Election, or if additional districts and maps also need to be added. Any additions or corrections to races or maps must be communicated to the G.A.B. as soon as possible. If you have already contacted the G.A.B., please do not generate ballot styles or absentee ballots until we have notified you the district has been uploaded in SVRS.

County Tasks:

*Steps 1 - 3 are performed by each county by the end of the day, Wednesday, June 27, 2012.

Step 1: Add all county contest, referenda (if any), and candidates. If you have any School District or Multi-Jurisdictional Judge contests on the ballot for this election, please contact the Government Accountability Board. (The G.A.B. will enter all State, School District, and Multi-Jurisdictional Judge contests for the election.)

For the August Partisan primary, county contests must be 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. Each contest should also be assigned a ballot position number. 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.

The August Partisan Primary numbering scheme for county contest ballot positions is as follows:

- | | |
|--|------------------------|
| ➤ First Place Party, County Contests: | 005000 – 009999 |
| ➤ Second Place Party, County Contests: | 015000 – 019999 |
| ➤ Third Place Party, County Contests: | 025000 – 029999 |
| ➤ Fourth Place Party, County Contests: | 035000 – 039999 |
| ➤ Fifth Place Party, County Contests: | 045000 – 049999 |
| ➤ Non-Partisan County Contests ONLY | 100000 – 199999 |
| ➤ Non-Partisan County Referenda ONLY | 710000 – 709999 |

Step 2: Counties use the G.A.B. Canvass Reporting System to verify that all contests and candidates have been entered into SVRS correctly. The Election Night Call-In Return Sheet and the Contests By Reporting Unit for County Use reports both show all contests and candidates and can be used for this purpose. See the Canvass chapter of the SVRS Application Training Manual for more information.

Step 3: Counties check Milestone #3 for the 2012 Partisan Primary no later than Wednesday, June 27, 2012. (*Election Set-Up: Page 27*) Please notify Self-Providers that Milestone #3 has been checked at the county level.

Municipal Self-Providers/Provider Tasks:

NEW Step 4: Add all municipal contests, referenda (if any), and candidates. (*Election Set Up: Pages 15-26, 21-26 are optional*). Each contest should be assigned a ballot position number. The Ballot Position determines the order of contests on each voter's sample ballot, viewable from the Voter Public Access (VPA)



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website. If the Ballot Position number is incorrect, you may receive calls from voters and candidates asking about that sample ballot. For municipal office contests, the numbering scheme for Ballot Position is **300000 - 399999**. For municipal referenda (if any), the numbering scheme for Ballot Positions is **730000 - 739999**.

If you have any School District or Multi-Jurisdictional Judge contests on the ballot for this election, please contact the Government Accountability Board. (The G.A.B. will enter all State, School District, and Multi-Jurisdictional Judge contests for the election.)

Step 5: Self-Providers/Providers check Milestone #3 no later than Wednesday, June 27, 2012. Do not complete this step until receiving notice that the county has checked Milestone # 3. Continue immediately through step 8 of this checklist. (*Election Set-Up: Page 27*)

Step 6: Self-Providers/Providers generate Ballot Styles if no additional districts need to be added to SVRS. (*Election Set-Up: Page 28*)

Step 7: Self-Providers/Providers set Milestone #4 for the election. (*Election Set-Up: Page 29*)

Step 8: Self-Providers who use SVRS to track Absentee Ballots may begin issuing absentee ballot labels for all absentee electors on Thursday, June 28, 2012. **NOTE:** All military absentee ballots must be tracked in SVRS.

Wednesday, July 25, 2012 CLOSE OF VOTER REGISTRATION

Enter all GAB-131s from voters who registered in person by close of business July 25, 2012.

◆ “In-Person” is defined as registering in front of an election official – a clerk or special registration deputy. Examples of in-person registration are in your office, at libraries, and at schools. In-person registration can also occur during special registration drives in front of a special registration deputy.

Enter all mailed-in GAB-131s that are postmarked on or before July 25, 2012

◆ You must enter into SVRS all mailed-in GAB-131s postmarked on or before July 25. In the Voter Application screen in SVRS, you will enter the postmark date into the field labeled **Effec. Reg. Date**. **Example:** John’s registration form is postmarked July 25 and it arrives in the clerk’s office on July 26; you should enter July 25 as the effective registration date. If you are transferring John into your municipality, make sure you update the effective date to reflect the postmark.

Generate the Ineligible Voter List on or before July 25, 2012. The Ineligible Voter Lists are available online at <http://electiondata.gab.wi.gov/> Clerks may search the Ineligible List online or print lists for use during this time period. Municipalities are responsible for printing the lists unless other agreements have been made between Provider and Relier clerks. For detailed instructions on how to generate the Ineligible Voter List see <http://gab.wi.gov/node/2253> or contact the GAB HelpDesk at (608) 261-2028.

Thursday, July 26, 2012 – Friday, August 10, 2012 LATE REGISTRATION PERIOD

When voters register in your office after July 25, 2012, you must issue each of them a Certificate of Registration (GAB-133). Since the GAB-133 is used exclusively by clerks in their office, the form is available to clerks from the GAB Help Desk (608-261-2028) by fax, USPS, email or generated through SVRS. A fillable version of the form, which can be typed-in rather than hand-written, is also available by email or generated through SVRS.

◆ Late Registration may only take place:



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1. In the Municipal Clerk's office.
2. In the County Clerk's office if the municipality is relying on that County.
3. If a hospitalized elector registers by agent.

◆ Anyone registering on or after July 26, 2012 must receive a Certificate of Registration.

◆ The municipal clerk shall review the list of Ineligible Voters provided to the G.A.B. by the Department of Corrections prior to permitting an elector to register to vote during late registration.

◆ Providers who carry out late registration duties on behalf of their Relier(s) during this period must also issue Certificates of Registration (GAB-133). When Providers assign sequential numbers to the Certificates of Registration, the Provider should put a "C" after the number.

Example: Jane lives in the Village of Elkhart Lake, which Relies on Sheboygan County. Jane can go to the Sheboygan County Clerk's office to register and receive a Certificate of Registration instead of visiting the clerk's office in Elkhart Lake.

◆ Counties cannot register voters on behalf of Self-Providers during Late Registration.

Example: Mary lives in the City of De Pere – a Self-Provider. If Mary tries to register in the County Clerk's office after July 25, she will be re-directed to the City of De Pere Clerk to register and receive a Certificate of Registration.

◆ All mail-in registration forms that are postmarked **AFTER July 25** are **INVALID** for the 2012 Partisan Primary Election. If you receive mail-in registration forms postmarked after July 25, please contact the voter and recommend that he/she choose one of the following:

1. Visit the clerk's office and register in person before the election – requires proof of residence.
2. Register (EDR) at the Polling Place – requires proof of residence.
3. Hold his/her registration for post election entry – this option means the person's registration will be entered after the election, if the voter does not register in the clerk's office or at the polling place.

NOTE: (Optional) If you are using SVRS to track absentees, continue to process absentee applications and issue absentee ballots in SVRS.

August 10, 2012 DEADLINE TO PRINT POLL BOOKS

When Should I Print My Poll Book?

Poll books cannot be printed before 5:00pm on July 25, 2012. The GAB Elections Division strongly encourages you to wait until at least July 27, 2012 to print your official poll book. Please consider the following when determining when to print your poll book:

◆ Once you print your final poll book, anyone who registers after that will not show up on any pre-printed poll list, and will be required to provide a Certificate of Registration (GAB-133) at the polling place. Although all late registrants will have received a Certificate of Registration, only those not appearing on the pre-printed list will be required to provide it at the polling place.

◆ Poll workers will need to record voter information on the Supplemental Poll List (GAB-107) from those who provide Certificate of Registration (GAB-133) at the Polling Place and who do not appear on the pre-printed Supplemental Poll Book (see below).

◆ Providers should consider how long it takes to print and deliver poll books. Give yourself a reasonable timeframe to deliver poll books to your polling places on time.



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The more names that appear on the printed poll book, the fewer names poll workers will have to manually add to the GAB-107 on Election Day and the fewer names clerks will have to later manually reconcile voter participation within SVRS. This will reduce confusion for poll workers, reduce inconvenience to voters, and reduce confusion for clerks.

Ineligible Voter Lists at the Polling Place

The Ineligible Voter List must be made available at each polling place. Prior to permitting an elector to register to vote on Election Day, the inspectors or special registration deputies shall review the list. The list may be made available at the polling place in a searchable online format or as printed list. Municipalities are responsible for making the lists available at their polling places unless other agreements have been made between Provider and Relier clerks.

Check SVRS to make sure you have your poll books set up properly for the Partisan Primary.

The Polling Place Assignment Plan and the Reporting Unit Plan set up when the election was inherited in SVRS MUST match. Each line in the Polling Place Assignment Plan and in the Reporting Unit Plan represents a separate poll book and reporting unit, respectively. See the updated information on creating reporting unit plans on the Government Accountability Board Website - <http://gab.wi.gov/node/2240>

How Is My Poll Book Organized?

PART I: Poll Book (generated by and printed from SVRS)

- a) Contains names of all voters who registered by July 25, 2012
- b) Contains names of all Confidential Voters who registered by July 25, 2012

PART II: Supplemental Poll Book (generated by and printed from SVRS)

- a) Contains names of all voters who registered during Late Registration until the time you printed your poll book
- b) Contains names of all Confidential Voters who registered during Late Registration until the time you printed your poll book

HAND-WRITTEN SUPPLEMENTAL LIST (GAB-107):

- a) Contains names of voters who present Certificates of Registration at the polls and whose names do not appear on the supplemental poll book
- b) Contains names of voters who register on Election Day

<i>How Application Received</i>	<i>By 5pm on July 25</i>	<i>Between July 26 and the day you print your Poll Book</i>	<i>From when you print your Poll Book through Election Day</i>
<i>In Person in clerk's office</i>	Part I of Poll Book	Part II of Poll Book	GAB-107 Supplemental List Only voters who present Certificates of Registration at the polls
<i>In Person outside clerk's office</i>	Part I of Poll Book	Invalid. Not included on any list.	GAB-107 Supplemental List Only voters who register at the polling place on Election Day



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Mail	Part I of Poll Book postmarked by July 25	Invalid. Not included on any list.	Invalid. Not included on any list.
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How Do I Print My Poll Book?

- ◆ Instructions are on Pages 2-16 of the *Set up & Print Poll Book* tab in your updated Application Training Participant Guide. (page numbers refer to the updated sections posted on the GAB website)
- ◆ If you generate and print a test poll book before your official poll book, you need to delete it and generate a new one to use as your official poll book.
- ◆ If you print your poll book from a computer that is not certified for use on SVRS, you must install the 3 of 9 *Barcode* font before barcodes will print.
- ◆ If you do not have names on your poll book, check to make sure you have generated ballot styles. See Page 28 of the *Election Set Up* chapter in your updated SVRS Application Training Manual.

What Happens After I Print My Poll Book?

- Prepare Poll Lists for use at Polling Places
- Provide poll workers with copies of blank Supplemental Poll List forms for your poll book binder. (**GAB-107** from *Forms & Publications* at <http://elections.wi.gov/>)
- 2012 may see a large increase in the number of provisional ballots. Please review the *Provisional Voting* section in the *Electors* chapter of the Election Administration Manual, and make sure your election workers are prepared.
- Self-Providers and Providers for their Relier(s) set milestone #5. Checking milestone #5 is an indication to GAB that you have printed out official poll books – do not do this until you know you are satisfied with your poll list.

Print an Absentee Ballot Log for each polling place. If you use SVRS to track your absentee electors, instructions for printing the WI Absentee Application Ballot Log from SVRS are on page 37 of the *Absentee Ballots* chapter of the SVRS Application Training Manual.

TUESDAY, August 14, 2012 ELECTION DAY!