OFFICIAL POLL WATCHER MANUAL
## TABLE OF CONTENTS

Your Role as an Official Poll Watcher ................................................................. 1

Preparing for Election Day ............................................................................... 2

Election Day ....................................................................................................... 3

Appendix A: The Voting Process ..................................................................... A-1

Appendix B: Election Day FAQs ..................................................................... B-1

Appendix C: Voter Identification Flow Chart .................................................. C-1

Appendix D: Sample Challenge Affidavit ....................................................... D-1

Appendix E: Incident Report ........................................................................... E-1

Appendix F: Incident Declaration by Pollwatcher ........................................ F-1

Appendix G: Incident Declaration by Voter ..................................................... G-1

Appendix H: Troubleshooting Checklist ........................................................... H-1

Appendix I: GOTV ............................................................................................ I-1

Appendix J: Election Day Challenges by Republican Poll Watchers & Directive J-1


Appendix L: Voting Machine Data Form .......................................................... L-1
Your Role as an Official Poll Watcher

As an Official Poll Watcher (OPW) for the campaign, you **WILL:**

- Serve as the campaign’s eyes and ears on Election Day by working inside polling places
- Identify and address problems as soon as they arise
- Resolve “simple” issues on your own
- Report more difficult problems to the “Boiler Room” for resolution

As an Official Poll Watcher for the campaign, you **WILL NOT:**

- Represent yourself as an attorney for, or representative of, individual voters
- Engage in arguments/confrontations with anyone
- Challenge the eligibility of any voter
- Speak to the media/press
- Ask that any voter be removed from a polling place simply for wearing campaign paraphernalia

Some OPWs will be paired with one or more Obama Campaign Election Observers (EOs). EOs are principally out-of-state attorneys or law students from a neighboring non-battleground state, who will be stationed outside polling places. EOs will also try to solve easy problems and report larger problems to their regional legal headquarters (aka “Boiler Room”). Some OPWs and EOs will be assigned to more than one polling place and will have to rotate between two or three nearby polling places.

In addition to monitoring the polling place for voter protection issues, you will be asked to keep track—to the extent you can—of the names of people who have voted, to assist with the Campaign’s Get Out The Vote (GOTV) effort. **(Please see Appendix I for further instructions on the GOTV program.)**
Preparing for Election Day

I. Training

You will need to attend a training session and will be given the option of participating in one of several in-person training sessions or viewing a video training session online (which will be available for viewing during the last week before Election Day).

You must attend or observe at least one training session before serving as an Official Poll Watcher for the Campaign.

Detailed information about training sessions is available at:

www.pavoterprotection.com

If you haven’t already, please visit the site and RSVP if you plan to attend an in-person training session. If you have any questions, please email us at:

voterprotection@paforchange.com

II. Logistics

- You will need to pick up your OPW certificate, credential, and polling place assignment. The OPW certificate is the document that entitles you to be in the polling place. Details on where you can pick this up are available at www.pavoterprotection.com.

- We strongly advise that if possible you visit your assigned polling place before Election Day. This is important even if you are familiar with the area.

You will need to bring with you the following materials:

- Charged Cell Phone & Charger
- Notepad & Pen/Pencil
- Food, snacks, water
- Digital Camera (if you have one, to record incidents)
- Paper, markers, and tape (in case you need to make and post signs at your polling place)

By Monday, November 3, you will have to pick up or print out the following materials (see www.pavoterprotection.com for details on picking up materials):

- Official Poll Watcher Certificate (pick up)
- OPW Credential (pick up; this will contain the # for the Boiler Room)
- This Document (print out)
- Incident Report Forms (print at least 20 copies)
- Incident Declaration Forms (print at least 5 copies)
- Voting Machine Data Form (print out at least 3 copies)
• Some election officials may not permit cell phone use inside polling places; please use your best judgment and step outside to use the phone if necessary.

III. Dress

Wear professional attire (business casual is fine). Remember to wear comfortable shoes.

Bring rain gear in case of inclement weather.

Please DO NOT wear Obama gear such as t-shirts, pins, or stickers.

IV. Vote!

Do not forget to make arrangements to vote if you will be stationed away from your polling place in Election Day (you can plan to go vote during a slow period at your polling place).

Election Day

I. General Guidelines

• OUR OBJECTIVE: To get every eligible voter to cast a regular ballot in a timely fashion; however, if that is not possible, virtually no voter should leave the polling place without at least casting a provisional ballot.

• YOUR GOAL: To solve problems quickly while the voter is still inside the polling place.

• BE COURTEOUS. Resolve issues with election officials in a courteous manner. If you have problems, call the Boiler Room immediately.

• Fill out your voter incident forms with as much information as you can get and return your completed voter incident forms after Election Day:
  - Fax: 866-757-3627
  - Email: VoterProtection@paforchange.com
  - Mail: PA Voter Protection
    Democratic National Committee
    430 S Capitol Street SE
    Washington, DC 20003

• ELIGIBILITY: An OPW must be a registered voter of the county in which the assigned polling place is located. OPWs can serve in any polling place within their county during polling hours (OPWs do not need to be residents of the precinct in which they are poll watching).
• **HOURS:** Unless you have made specific arrangements with the Voter Protection staff, you are expected to stay at your polling place all day (6:30 am until the closing of the polls), but during a slow period (probably mid-afternoon), you should feel free to take a short break, get a quick meal and—most importantly—vote at the polling place where you are registered.

• **There are serious concerns about long lines in Pennsylvania for this election.** We are expecting a record turnout, and long lines may lead potential voters to turn away and go home. One of the most effective tools at our disposal to reduce lines is splitting the poll books at the check-in desk to allow for more efficient check-in (e.g., one line for A-L and another line for M-Z). If there are long lines, recommend that the Judge of Elections split the poll book. If the request is refused, call the Boiler Room.

### II. Who Will Be at the Polling Place

The following persons may be at your polling place on Election Day:

- Election officials, including:
  - Judge of Elections
  - Majority Inspector
  - Minority Inspector
  - Clerk(s)
  - Machine Inspector(s)

- Other Official Poll Watchers (representing political parties or other candidates)

- Voters

### III. Before the Polls Open

- Arrive at your assigned polling place by 6:30 am. (We know it’s early, but the polls open at 7:00 am and it is critical that you be there to observe the preparation and opening of the polling place.)

- Once you have arrived, you must check in and let us know that you are at the polling place. You can do this using an automated system we have set up. Just call the Boiler Room number and follow the directions for checking in. We are assigning you to staff a precinct that the campaign considers to be a high priority, so it is critical we be able to verify that you are present for the opening of the polls.

- Call the Boiler Room if:
  1. There are other individuals in the polling place besides these authorized individuals, or
  2. A dispute arises about the number of OPWs inside a polling place.
• OPWs may enter the polls before they open and may go anywhere in the polling place except behind privacy screens or curtains when voters are actually casting ballots.

• If the polling place appears unready to open by 7:00am, try to ascertain the reason for the delay and call your Boiler Room immediately. Signs should be up by 7am identifying the polling station.

• Introduce yourself to the Judge of Elections; discuss with election officials where you should sit or stand.

• Note any other Official Poll Watchers. If there are Republican OPWs, feel free to introduce yourself but do not engage in any debate with them. And of course, be friendly and polite to everyone. If you have concerns about the behavior of any other OPW, please see if you can resolve the problem with the election officials. If that fails, call the Boiler Room immediately.

• Ensure that the polling place has the following materials:
  - District Register (a.k.a. Poll Book and Supplements)
  - Sample Ballots
  - Provisional Ballots
  - Emergency Paper Ballots

• Complete the Voting Machine Data Form (Appendix L) and observe that voting machines are being set up properly. If a voting machine appears to malfunction, call your Boiler Room immediately.

IV. Closing the Polls

• All voters in line at 8:00 pm are entitled to vote. Make sure everyone in line at 8:00 pm is permitted to stay and vote a regular ballot, no matter where they are physically located in line (i.e. inside or outside the polling place). Make sure voters know that if they leave the line after 8:00 pm, they will not be able to return and vote. If you have an EO or line manager at your polling place, ask them to tell voters to make sure they stay in line.

• After the polls close, you are allowed – and should plan to – remain in the polling place to observe the counting. Other than OPWs and election officials, no one else is permitted inside the polling place after the polls close.

• Observe the proper and secure storage of provisional and emergency ballots.

• Complete the machine data form (Appendix L). Call the Boiler Room immediately if machines appear not to properly report vote totals. (See instructions in Appendix L).
APPENDIX A
The Voting Process: What To Look Out For

The FAQ section of Appendix B provides more detailed guidance on voting issues, but here are some of the basics you should know before you begin poll watching. Remember, whenever you are unsure about how to handle a situation, please call the Boiler Room.

• **Voting Procedure:** When a voter walks into a polling place, election officials will ask for the voter’s name and then compare it to the poll book. If the name is not in the poll book, they should check any supplemental lists (lists of registered voters printed after the poll books are printed), which will be at the back of the poll book or in the box of materials the county sent to the judge of elections. Once the name is found, the voter will be asked to sign a voter’s certificate or the poll book. The election official will then compare the signature to that found in the poll book and direct the voter to the area where he or she can vote.

• **Registration issues:** All eligible voters who registered on or before the October 6, 2008 deadline and who did not receive notice that their applications were rejected should be permitted to vote. Try to resolve problems before voters leave the polling place, and report any concerns to the Boiler Room. Please ask election officials to call the county Board of Elections if they cannot resolve a voter’s registration status. As a last resort, voters should cast a provisional ballot.

• **Voters in the wrong polling place:** If election officials cannot help voters who appear to be in the wrong polling place, please help them find the correct polling place by calling 1-877-5-PA-OBAMA. As a last resort, voters should be offered provisional ballots.

• **“Supersites”:** If you are working in an urban area such as Philadelphia or Pittsburgh, it is possible that your polling place will be a supersite – where multiple districts vote in the same polling place (such sites exist elsewhere too). Please familiarize yourself with line-up points for different precincts and frequently walk the lines to assist voters in determining whether they are in the right place.

• **Identification requirements:** Anyone voting for the first time or voting in a new precinct is required to show identification. If you see any variance from this policy, please call the Boiler Room. Additional information on ID requirements, including acceptable forms, may be found in the FAQ section (Appendix B).

• **Student Voting Issues:** Students who live in Pennsylvania while attending school are entitled to vote in Pennsylvania, provided they registered by the October 6 deadline. The law is clear that first-time student voters can vote by showing their student IDs alone; they should not be asked to supply additional
ID. If there is a pattern of students entering the polling place who are being
told that they are not registered or are not permitted to vote, contact the Boiler
Room.

- **Issues with voters’ names:** If a voter is experiencing a problem because of a
  name change, hyphenation issues, or first name being interchanged with last
  name, please ensure that election officials do everything they can to ascertain
  the voters’ eligibility and allow the voter to cast a regular ballot. If any
  problems arise contact the Boiler Room.

- **Challenges to voters:** Respectfully remind the judge of elections that a 2006
  Pennsylvania Department of State Directive only requires that the voter
  establish his or residence or identity to the satisfaction of the Judge of
  Elections (not to the challenger). The same Directive directs the Judge of
  Elections not to permit challenges made without a stated good-faith basis.
  Additional information on how to handle challenges is available in the FAQs
  (Appendix B) and Appendix L. **Ensure that any challenged person who
  appears to believe that s/he is an eligible voter is given the opportunity to
  at least vote a provisional ballot. Report all challenges to the Boiler Room immediately.**

- **Ballot Supply:** In the morning and throughout the day, you should inquire as
  to the sufficiency of the remaining paper/emergency and provisional ballot
  supply. If the supply is running low, you should encourage election officials
  to call the Board of Elections to request additional ballots. If you encounter
  problems, please call the Boiler Room.

- **Provisional Ballots:** These should be given out as a last resort; our goal is for
  every eligible voter to cast a regular ballot. Obtain as much contact
  information as you can for voters who cast provisional ballots to ensure that
  any rejections can be appealed.

- **Machine Problems:** Report any problems with voting machines to the Boiler
  Room immediately. Here are some that may occur:

  ➢ **Start-of-day problems** – Machines that arrive with tampered security
    seals, fail to power up, show Obama/Biden in the wrong location on
    the ballot, or fail to show an initial zero-vote balance (indicating that
    there are no votes pre-loaded on the machine).
  ➢ **Operational problems** – Repeated reports of voter-interface problems
    that may suggest the incorrect recording of votes or breach of security
    (e.g. buttons, touchscreens or dials that do not allow voters to
    accurately make selections; light bulbs or screens that are difficult to
    read or that appear to respond inaccurately).
  ➢ **End-of-day problems** – Machines that fail to print vote totals or print
    vote totals indicating many fewer or many more votes than the number
    of voters who showed up to vote.
- **Insufficient Number of Machines** – Notify your Boiler Room regarding delays based on insufficient voting machines.

- **Voters in need of assistance**: Voters are entitled to assistance under Pennsylvania law. Please ensure that any voter in need of help receives it and report any problems to the Boiler Room.

- **Intentional Misconduct / Intimidation**: Please keep an eye out for any forms of misconduct or intimidation, including the following:
  - People offering to “assist” any voter in the voting process;
  - Uniformed or suited men or women loitering near the entrance to the polling place;
  - Individuals giving voters **incorrect** information about what is required to vote (e.g., photo ID for all voters, clean driving record, no debts, up-to-date child support, etc.).

  **Report any intimidation issues to the Boiler Room and seek a declaration from any victim of the intimidation who is willing to provide information.**

- **“Passive Electioneering”**: It is legal for voters to wear buttons or other campaign paraphernalia when they enter a polling place to vote, but some counties prohibit the practice. Be alert to voters who are told they are not able to enter a polling place because they are wearing campaign gear; it may be appropriate to ask them to cover up, but under no circumstances should they leave without voting or be made to feel intimidated.

- **Parking scarcity**: You should monitor the parking situation at your polling places throughout the day. If parking becomes scarce, you should work with the election officials to devise a solution. Report any significant problems to the Boiler Room.

- **Long lines**: High turn-out frequently results in significant delays. A wait time of more than twenty minutes is a cause for concern. **If there are long lines at your polling place, call your Boiler Room and indicate the reason(s) for the lines.** To the maximum extent possible, encourage voters to remain in line. If the long line appears to be caused by a delay at the check-in desk, recommend that election officials split the poll books (e.g. A-L & M-Z) to speed up the check-in process.

- **Insufficient numbers of election workers**: Some polling places may be understaffed. If long lines result from this staffing shortage, suggest the election staff seek additional poll workers from the Board of Elections. Notify the Boiler Room if the staffing shortage becomes a problem.
APPENDIX B
Election Day FAQs

Q: Who is considered an eligible voter under Pennsylvania law?

A: In order to cast a ballot, an individual must be registered to vote and:
✓ At least 18 years old;
✓ A citizen of the United States for at least one month prior to the election; and
✓ A resident of the Commonwealth of Pennsylvania and the election district for at least
30 days prior to the election.

Q: How should we advise voters who believe they are at the correct polling place but
are not listed in the poll book?

A: Check to see if they have their voter registration card, which lists the correct polling
place. If the voter does not have a card, instruct the voter to ask the poll worker to check
the “Supplemental List” (usually at the back of the poll book or in the Judge of Elections’
Election Day supply box). This supplemental list designates voters whose registrations
were processed after the poll book was printed. If the voter is not on the Supplemental
List, you can look up the voter by calling the campaign’s voter hotline at 1-877-5-PA-
OBAMA (1-877-572-6226) as well as www.votespa.com.

Q: What are provisional ballots and who should use them?

A: A provisional ballot is a paper ballot provided to (1) individuals who believe that they are
registered voters but whose names are not on the rolls, and (2) first-time voters who do
not provide proper ID at the polls on Election Day. This is an option of last resort if a
voter is not allowed to cast a regular ballot.

Q: What is the procedure for casting a provisional ballot?

A: Prior to casting a provisional ballot the voter must sign an affidavit affirming his or her
name, date of birth, that he or she is registered to vote, the municipality in which he or
she is registered, and that he or she has not already cast a ballot in the election.

Individuals who vote by provisional ballot will be asked to:
✓ Complete and sign the provisional ballot affidavit on the BACK of the provisional
ballot affidavit envelope.
✓ Complete a provisional ballot in a private area of the polling place.
✓ Seal the completed provisional ballot in a secrecy envelope.
✓ Seal the secrecy envelope inside the provisional ballot affidavit envelope.
✓ Sign the FRONT of the provisional ballot affidavit envelope.
✓ Return the sealed Provisional Ballot Affidavit Envelope to a poll worker.

Q: Which voters must show identification on Election Day?

A: Individuals voting for the first time in a particular precinct – and only such individuals –
must provide identification.
Q: For voters who need to show identification, what forms are acceptable?
A: Pennsylvania law permits a voter to provide one of a number of forms of ID, including either:

- A valid photo ID (with or without address), which is identified by law as:
  - PA Driver’s License or PENNDOT-issued ID Card;
  - ID issued by any other Commonwealth of PA agency;
  - ID issued by the US Government;
  - U.S. Passport;
  - U.S. Armed Forces ID;
  - Student ID; or
  - Employee ID;
- Or an acceptable non-photo ID (which must include both name and address):
  - Voter registration card;
  - Non-photo ID issued by the Commonwealth of PA;
  - Non-photo ID issued by the US government;
  - Current utility bill;
  - Current bank statement;
  - Current paycheck; or
  - Government check.

Q: Can a voter show a photo ID that does not reflect their current address?
A: Voters should not show photo ID that does not contain their current residential address. If their driver’s license is old, they should be encouraged to show one of the other forms of acceptable ID.

Q: What happens if a first-time voter does not have one of the above forms of ID?
A: The voter should complete a provisional ballot.

Q: What happens when a voter has moved within the state but has not yet re-registered at the new address?
A: A voter who has moved to a different address in the same county, or to a different address in a different county, but has not notified the election officials, is eligible to vote at his or her former polling place by providing written affirmation that he or she has moved, and providing the new address.

Q: May a voter who has changed his or her name vote under the old name?
A: Voters must re-register using their new name, but if they are still listed in the poll book under their previous name, they should be able to vote a regular ballot. At worst, the voter should be offered a provisional ballot.

Q: Who may challenge voters at the polls?
A: Challenges may be issued by any qualified voter, election officer, overseer, or OPW at the polls.

Q: Should Obama Voter Protection OPWs issue challenges to voters?
A: Never issue any challenges without pre-clearance from your Boiler Room.

Q: On what grounds may a voter be challenged?
A: Where a challenged voter’s name appears in the poll book, the grounds for a challenge are limited to identity, residence, or the voter’s prior violation of election laws.

Q: Can a challenged voter still vote a regular ballot?
A: Yes. If a voter is challenged as to identity or residence, he or she can still cast a regular ballot by taking the following steps:

- The Judge of Election administers an oath
- The voter signs a challenge affidavit
- Note that recent guidance from the PA Department of State makes clear a challenged voter need not produce a witness to overcome a challenge as to identify or residence, despite what prior practice may have been.

Q: Are students living in Pennsylvania for school entitled to vote here?
A: Students who live in Pennsylvania while attending school are entitled to vote in Pennsylvania. The law is clear that first-time student voters can vote by showing their student IDs alone; they should not be asked to supply additional ID. If you witness students being told that they are not registered or are not permitted to vote, contact the Boiler Room.

Q: What types of voting machines are used in Pennsylvania?
A: Each county in Pennsylvania uses one (or two) of 10 different voting machines approved by the PA Department of State. They are all either Direct Recording Electronic (“DRE”) or Optical Scan machines. To find out what kind of machine is used in your county, visit: [www.votespa.com/HowToVote/VotingMachineDemo/tabid/75/language/en-US/Default.aspx](http://www.votespa.com/HowToVote/VotingMachineDemo/tabid/75/language/en-US/Default.aspx)

Q: What is the difference between DRE and Optical Scan machines?
A: On DRE machines, the voter indicates his or her vote either by using an ATM-style touch screen, pressing buttons, or turning dials on a computer device. Optical scanners use paper ballots that voters mark (or, in some cases, a machine generates) by filling in appropriate bubbles; voters then feed the completed paper ballots into a scanning device that records and counts the votes. (In a few counties, voters deposit ballots into a ballot box for later scanning.)
Q: What if a voter makes a mistake on a paper ballot?

A: A voter who makes a mistake on his or her paper ballot should request a second one, so long as the first ballot hasn’t already been fed into the scanner or deposited into the ballot box. If a voter receives a second ballot, a poll worker will mark the first as spoiled. A voter who makes a mistake on an electronic ballot (i.e. using a DRE machine) must correct the mistake before pressing the “Cast Vote” button. **Errors cannot be corrected afterwards.**

Q: When should emergency paper ballots be used?

A: Election judges are required to use emergency paper ballots immediately in the event that all voting machines at a polling place fail. In addition, if one or more machines fail, and lines are over 30 minutes long, you should report this to the Boiler Room immediately.

Q: Do voters have the right to assistance at the polls?

A: Yes. All voters, including voters with disabilities, including illiteracy or blindness, have the right to assistance in voting by a person of his or her choosing. The voter may receive assistance from any person other than the voter’s employer, officer or agent of voter’s union, or the Judge of Elections.

Q: What about voters in need of language assistance?

A: Any voter unable to cast a ballot in the English language may bring an individual who can provide translation assistance into the polling place. Currently, election materials are provided in Spanish in Philadelphia County and part of Berks County. Philadelphia also supplies a number of Election Day interpreters in a variety of languages, as well as telephone translation for 173 languages. If no interpreter has been assigned to your Philadelphia polling place and a voter needs one, call the Boiler Room. Other counties may choose to provide non-English materials, but you should call 1-877-5-PA-OBAMA (1-877-572-6226) immediately if you encounter a voter in need of translation services (there will be Spanish speakers available to answer questions).
APPENDIX C
Voter Identification Flow Chart

Previously voted in this election district?

NO

Voter can produce one of the following approved forms of ID:

Photo:
- PA Driver’s License or non-drivers ID;
- ID issued by any PA Agency;
- ID issued by US Government;
- US Passport;
- US Armed Forces ID;
- Student ID;
- Employee ID

Non-Photo (Must Include Voter’s Name and Address):
- Voter’s ID card;
- Non-photo ID issued by PA;
- Non-photo ID issued by US Government;
- Current Utility Bill
- Current Paycheck

Voter cannot produce an approved form of ID.

Check to make sure voter is in the right location. If so, the voter should cast a provisional ballot.

YES

Voter does not need to provide an ID in order to vote. Voter will instead be asked to sign a voter’s identity by comparing the signature on voter certificate to signature in the district register.

Votes a regular ballot.
APPENDIX D
Sample Challenge Declaration

DECLARATION OF: ________________________________

1. I reside at ______________________________, Pennsylvania.
   (Street Address)

2. I am a registered voter in the ____________________ Precinct in
   (Precinct Number)
   ____________________
   (Name of City/County)

3. I have known ____________________________ (challenged voter’s name) for
   ____________________
   (Period of time)

4. I have personal knowledge that ____________________________ resides at
   (Challenged Voter’s Name)
   ____________________
   (Challenged Voter’s address)

5. I declare, pursuant to 28 U.S.C. § 1746 and under penalty of perjury, that I have
   read the foregoing and that the facts stated above are true and accurate.

__________________________   __________________
Signature       Printed Name

__________________________
Date
APPENDIX E
Incident Report

A. Voter Info

1. First Name: ________________________ 2. Last Name: ____________________________

3. Primary Phone No: __________________ 4. Election Day Phone No: __________________

5. Address: ________________________________ 6. City: ____________________________

7. Zip Code: __________

8. Race/Ethnicity: ☐ African American ☐ Latino American ☐ Asian American ☐ Caucasian
☐ Native American ☐ Other

B. Location of poll:

__________________________________________________________

City:____________________ Precinct:_______________ Time:_____________

C. Type(s) of Problem (check any that apply):

☐ Registration Problem ☐ Absentee Voting Problem ☐ Voter Intimidation/Deceptive Practices/Law Enforcement
☐ Voter ID Problem ☐ Criminal Status Related Activity
☐ Provisional Ballot Problem ☐ Student Voting Problem ☐ Disability Access Problem
☐ Spoiled Ballot ☐ Machine malfunction/problem ☐ Illiterate Voter Assistance
☐ Improper behavior by poll worker ☐ Problem related to non-English language Assistance
☐ Other

D. Description of Problem:

__________________________________________________________

__________________________________________________________

__________________________________________________________

E. Action Taken:

__________________________________________________________

F. Please call the Boiler Room to report by phone. Name of Boiler Room Staff Member to whom you spoke: ___________________

Please return this completed form by:

Email: VoterProtection@paforchange.com
Fax: 866-757-3627
Mail: PA Voter Protection Team, c/o Democratic National Committee, 430 S. Capitol St. SE, Washington, DC 20003
APPENDIX F
Incident Declaration of Pollwatcher

DECLARATION OF ________________________________

1. I reside at ________________________________________________, Pennsylvania.
   (Street Address)

2. I am a Poll Watcher on behalf of the Pennsylvania Democratic Party at
   __________________________ Precinct in ________________________.
   (Name of Precinct)        (Name of City/County)

3. I have personal knowledge relating to the judge of election’s failure to allow legal
   voter assistance set forth in the Complaint.

4. At ____:____ a.m./p.m., on November 4, 2008, I became aware of the following
   circumstances:

   ____________________________________________________________
   ____________________________________________________________
   (attach additional pages if needed)

5. I brought this problem to the attention of the appropriate judge of elections.

6. No corrective action was taken by the above mentioned judge of elections.

7. I declare, pursuant to 28 U.S.C. § 1746 and under penalty of perjury, that I have
   read the foregoing and that the facts stated above are true and accurate.

________________________________________   __________________
Signature       Printed Name

________________________________________
Date
APPENDIX G
Incident Declaration by Voter

DECLARATION OF ________________________________

1. I, _________________________, reside at ________________________________, in the (city/town/village) of ______________________, County of ______________________, State of PENNSYLVANIA.

2. My daytime telephone number is ________________________________. My evening telephone number is ___________________________.

3. My race/ethnicity is ________________________________ (optional)

4. I am, or in good faith believe that I am, a registered voter in ______________________ County, Pennsylvania.

5. On November 4, 2008 at about ________ (AM/PM), when I attempted to vote, I experienced the following problem(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. I declare, pursuant to 28 U.S.C. § 1746 and under penalty of perjury, that I have read the foregoing and that the facts stated above are true and accurate.

_________________________________________ _________ _____________________
Signature       Printed Name

________________________
Date
# APPENDIX H

## Troubleshooting Checklist

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>SOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>The polls fail to open by 7:00 am</td>
<td>If the polls will not be ready to open by 7:00 am, determine the reason, and contact the Boiler Room.</td>
</tr>
<tr>
<td>One or more election officials are missing</td>
<td>If the Judge of Elections or any other election board official does not show up, contact the Boiler Room.</td>
</tr>
<tr>
<td>Unauthorized individuals in polling place</td>
<td>The only people allowed in polling place from start to close (7 am – 8 pm) are election board officials, individuals with poll-watcher certificates, voters, machine reps and those assisting disabled/elderly voters – no candidates, media, committee members are allowed inside. If non-credentialed poll watchers or other unauthorized persons enter polling site, inform election judge and contact the Boiler Room.</td>
</tr>
<tr>
<td>Mechanical Failure/Malfunction of a voting machine</td>
<td>Make sure that there is another machine that voters can use; contact the Boiler Room.</td>
</tr>
<tr>
<td></td>
<td>If no other machine is available, ask election board officials to supply emergency paper ballots.</td>
</tr>
<tr>
<td></td>
<td>In all events, alert the Boiler Room about the problem so it can be centrally documented.</td>
</tr>
<tr>
<td>Long lines</td>
<td>If the lines are long and voters are showing reluctance to wait, encourage them to stay and call the Boiler Room immediately.</td>
</tr>
<tr>
<td>Election officials turning away voters</td>
<td>Provisional Ballots should eliminate this problem; if official refuses to give provisional ballot, call the Boiler Room immediately.</td>
</tr>
<tr>
<td>ISSUE</td>
<td>SOLUTION</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Poll Watcher is challenging voters based on basis of identity or residence</td>
<td>If the voter’s name is on the rolls, they should be allowed to cast a regular ballot. If the voter’s name is not on the rolls, ask whether they are in the right polling place. If so, the voter must be allowed to cast a provisional ballot. No one can be refused the right to cast a provisional ballot. Call the Boiler Room immediately when any challenge is made. See Appendixes A, B &amp; K for instructions on handling challenges.</td>
</tr>
<tr>
<td>A voter who has previously voted in the election district is being asked for identification.</td>
<td>Pennsylvania law only requires voters voting for the first time to present identification. Respectfully inform the Judge of Election of this requirement. Call the Boiler Room if the Judge of Elections persists in improperly requesting identification from non-first time voters. Only those voting for the first time or in a new polling place are required to show ID. For acceptable forms of ID, see Appendix C. If a first-time voter cannot produce one the acceptable forms of ID, s/he is entitled to vote a provisional ballot.</td>
</tr>
<tr>
<td>Distribution of campaign literature in or within 10 feet of polling place</td>
<td>This is prohibited. Speak to election officials first; if problem not resolved, contact Boiler Room.</td>
</tr>
<tr>
<td>Literature left inside or outside the polling place</td>
<td>Literature displayed within 10 feet of the polling place should be removed.</td>
</tr>
<tr>
<td>Voters being told to remove buttons/political gear</td>
<td>See if the gear is removable/coverable; if not, request that the election officials permit the voter to cast a ballot anyway. If there is a problem call the Boiler Room immediately.</td>
</tr>
<tr>
<td>Distribution of unauthorized or misleading “campaign” literature</td>
<td>Get sample if possible and learn where obtained and circumstances under which distributed. Contact the Boiler Room immediately.</td>
</tr>
</tbody>
</table>

H-2
<table>
<thead>
<tr>
<th>Voter intimidation/harassment</th>
<th>Any activity that appears to intimidate voters must be reported immediately; contact the Boiler Room.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voter not listed in Register as “Requiring Assistance”</td>
<td>Voter can complete “Declaration of Assistance”</td>
</tr>
<tr>
<td>Judge of elections will not all more than one Democratic poll watcher in the polling place at the same time.</td>
<td>Contact the Boiler Room immediately. Do not engage in confrontations.</td>
</tr>
<tr>
<td>Voters who were in line by 8 pm being told they are too late to vote.</td>
<td>Address the situation with election officials; contact Boiler Room.</td>
</tr>
<tr>
<td>Cartridge-Results Bag not picked up by police or authorized person (depending on county)</td>
<td>Contact the Boiler Room if there is undue delay.</td>
</tr>
</tbody>
</table>
APPENDIX I

GOTV

Those of you working inside a polling location will be asked to help keep track of who has voted as part of the campaign’s Get Out The Vote (GOTV) effort. This program involves checking off the names of people as they vote and reporting that information via cell phone to an automated system.

In some cases, there will be a GOTV volunteer to help you. In other cases, there will be local Democratic Party volunteers who might be able to assist. But, it is important to emphasize that your Voter Protection responsibilities must take priority. We do not expect you to record every single voter, but every voter you report will translate into one less door we have to knock on and one less phone call we have to make. This data is an essential part of our GOTV effort.

You will receive a sheet listing voters’ names and other information that looks like this:

- **To the extent it does not interfere with your Voter Protection responsibilities**, you should check off voters’ names as s/he votes. If you cannot check off voters’ names from your list as each voter casts her ballot, look at the election roll (with permission of the elections judge) to find voters’ names you may have missed.

- Then, when you have some down time, use your cell phone to call into the campaign’s “Houdini” system to report the data as follows:
  - Dial 1-800 number provided on Election Day.
  - You will be prompted to enter the 8-digit precinct code (see arrow A above). The computer will then ask you to confirm your entry.
  - You will then be prompted to enter the 4-digit voter code for someone who has already voted (see arrow B above). Then, press the # sign.
  - You will then be prompted to enter the voter code of the next voter.
  - Repeat until you have entered in the numbers of everyone who has voted.
• **IMPORTANT:** Only submit the voter ID numbers of people who have voted.

• Place an “X” over every name you reported and continue checking names to report again a little later in the day. Alternatively, many veteran poll checkers prefer to use highlighter pens to strike through the entire entry, using one color to indicate that a voter has cast a ballot and a second color to show that the voter’s ID# has been dialed into the system. Please feel free use your best judgment and work with the local GOTV volunteer, if present.

• If you make a mistake entering the precinct code, simply hang up and redial. The computer will NOT prompt you if the precinct code has been entered incorrectly. This is a security feature to prevent spamming or other malicious activity.

• If you make a mistake entering a voter ID number, don’t panic. Simply enter the correct voter ID number and continue entering voters.
APPENDIX J

Election Day Voter Challenges by Republican OPWs

The Republican Party may be planning a coordinated effort to challenge voters on Election Day. This effort will likely be focused on precincts with significant increases in voter registration and where voter turnout is expected to be high.

Challenges to voters’ eligibility could disenfranchise many qualified voters and slow down voting, creating long lines and forcing people to turn away without voting.

As an Official Poll Watcher, we ask that you make an effort to defend against any challenges issued at the polls, but **it is extremely important that you not get into any confrontations**.

You should **immediately** report any challenges (successful or not) to the Boiler Room with information about the challenger and the voter whose identity was challenged. If you observe voter challenges at your assigned polling location, please keep the following information in mind:

- **✓** Although anyone is entitled to challenge the eligibility of a voter, **the voter must only establish his or her identity or residence to the satisfaction of the judge of elections, not the challenger.**

- **✓** According to guidance issued by the Pennsylvania Department of State (see the attached document), challengers must state a good faith basis for each challenged issued. Random challenges or blanket challenges would not satisfy this official standard. **If appropriate, please share the attached document with the judge of election.**

- **✓** **Most importantly**, you should ensure that any successfully challenged person is at least given the opportunity to cast a provisional ballot.

**Remember; call the Boiler Room immediately after any challenge is made!**
Commonwealth of Pennsylvania  
Department of State  
November 1, 2004  

FAX FROM THE DEPARTMENT OF STATE  

SUBJECT: Guidelines for Election Judges Regarding Voting Rights Challenges  

TO: All County Contact Persons for Elections  
FROM: Monna J. Accurti, Commissioner  
Bureau of Commissions, Elections and Legislation  

To assist the county board of elections with issues they might confront on Election Day respecting challenges to individuals who present themselves to vote at the polling place, the Department of State has reviewed the Pennsylvania statutes and Federal laws that might be relevant to these challenges. Based on review of the relevant laws, the Department offers the following advice for your use on Election Day in assisting your district election officers.

- Under the Pennsylvania Election Code (Code), the elected elections officers for an election district (the judge of election and the inspectors of election) have the responsibility to determine the qualifications of electors who present themselves to vote at the polling place.

- When the inspectors of election disagree upon the right of a person to vote, the judge of election must decide the question.

- The two inspectors of election must swear an oath that they will not, without just cause, delay or refuse to permit any person to vote whom they believe to be entitled to vote.

- The judge of election must swear that he or she will use his or her best endeavors to prevent any fraud, deceit or abuse in carrying on the election process in the election district, including challenges made to electors’ identity or residence.

- When an elections officer or a watcher challenges the identity or residence of an elector, the elector is required only to establish his identity or residence to the satisfaction of the judge of election.

- Anyone who intentionally refuses to permit a person to vote who is entitled under the law to vote commits a crime under the federal Voting Rights Act of 1965 and the Pennsylvania Election Code.

- The judge of election must take care not to permit any elections officer or watcher to challenge the identity or residence of electors frivolously or without a stated good faith basis to question the elector’s identity or residence.
• The judge of election cannot properly require a challenged elector to produce another qualified elector to sign an affidavit vouching for the challenged elector’s identity or residence under section 1210(d) of the Code unless the judge of election determines in good faith that he or she cannot decide the qualifications of the elector to vote without the affidavit.

IMPORTANT: If an individual’s identity or residence in the election district is challenged by an elections officer or watcher and the judge of election finds the challenge to be well-founded, under Federal and Pennsylvania law the individual must be offered the opportunity to cast a provisional ballot, if the individual claims in writing that he or she is a registered elector and qualified to vote in the election district.

Questions regarding this memorandum should be directed to Deputy Chief Counsel L. Lawrence Boyle at (717) 783-1657.
APPENDIX K
2006 Directive Regarding Rights of Poll Watchers

Commonwealth of Pennsylvania
Department of State
November 1, 2006

Subject: IMPORTANT ALERT regarding the RIGHTS OF POLL WATCHERS

To: All County Contact Persons for Elections

From: Harry A. VanSickle, Commissioner
Bureau of Commissions, Elections and Legislation

It has come to our attention that there may yet be some confusion regarding the rights of poll watchers to serve as a watcher in the district for which the watcher was appointed and in any other election district within the county when the watcher is not serving in the election district for which he or she was appointed.

On October 20, 2006, I sent to you the attached memorandum regarding several reminders, including a reminder about watchers’ rights. Please note in paragraph 3 the reminder regarding the amendments to section 417(b) of the Election Code, 25 P.S. § 2687(b), which were contained in Act 2004-97: Section 417(b) currently entitles a watcher to serve in the election for which he or she was appointed and in any other election district within the county when the watcher is not serving in the election district for which he or she was appointed.

This statutory provision must be complied with by all jurisdictions within the Commonwealth to ensure that the rights of watchers representing candidates, political parties and political bodies are protected.

Thank you for your attention to this important matter.
APPENDIX L

Voting Machine Data Form

Name: _____________________________   Cell Phone: _____________________________________
Email: ______________________________   County & Precinct: __________________________________

For each machine, record your observations before polls open and then after polls close. When you arrive, observe poll workers activating the switch that opens the polls (at the back of the machine) and printing a “zero tape” (to show that no votes are pre-loaded). Ask to see the protective counter, which shows the cumulative number of votes ever cast on the machine (also at the back).

<table>
<thead>
<tr>
<th>Voting Machines in Polling Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
</tbody>
</table>

**OPENING POLLS MACHINE CHECK (BEFORE 6:30AM)**

| Machine serial number  
(on front or back of machine) |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y or N   #_______   #_______   #_______   #_______   #_______   #_______</td>
</tr>
</tbody>
</table>

| Was the open-polls switch sealed?  
If so, give seal number. |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y or N   #_______   #_______   #_______   #_______   #_______   #_______</td>
</tr>
</tbody>
</table>

| Did poll workers print and sign a “zero tape” before opening polls?  
** If not, call boiler room! ** |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y or N   Y or N   Y or N   Y or N   Y or N   Y or N</td>
</tr>
</tbody>
</table>

| Protective counter reading at start  
(number on back of machine) |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y or N   Y or N   Y or N   Y or N   Y or N   Y or N</td>
</tr>
</tbody>
</table>

**CLOSING POLLS MACHINE CHECK (AFTER 8:00PM)**

| Was the close-polls switch sealed?  
If so, give seal number. |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y or N   #_______   #_______   #_______   #_______   #_______   #_______</td>
</tr>
</tbody>
</table>

| Protective counter reading at end  
(number on back of machine) |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y or N   Y or N   Y or N   Y or N   Y or N   Y or N</td>
</tr>
</tbody>
</table>

**RESULTS PRINT-OUT CHECK**

1. Obama votes recorded

2. McCain votes recorded

3. Other presidential votes

4. TOTAL (add lines 1, 2, & 3)

5. Total presidential votes recorded (add line 4 totals for all machines)

6. Total number of voters who signed in at poll books (ask the Judge of Elections)

**LINE 5 and LINE 6 SHOULD BE NEARLY EQUAL.**

**IF LINE 6 IS GREATER THAN LINE 5 BY 50 OR MORE, OR IF LINE 5 IS GREATER THAN LINE 6, DO NOT LET THE JUDGE OF ELECTIONS TURN OFF THE MACHINES AND CALL THE BOILER ROOM IMMEDIATELY.**

**FAX COMPLETED FORMS TO 1-866-757-3627**