



United States
**Office of
Personnel Management**

Washington, D.C. 20415

In Reply Refer To

Your Reference

Attorney General of the United States
Department of Justice
Washington, D.C. 20530

Re: Election of

Date _____

State _____

County/Parish _____

Municipality _____

Name of Polling Place _____

Beat/Precinct _____

COPY
S/S
N/A

Dear Attorney General:

Pursuant to Section 8 of the Voting Rights Act of 1965, the undersigned served as an Office of Personnel Management Observer for the election described above.

Enclosed is the report for that election submitted pursuant to Section 8.

Respectfully yours,

Observer(s)

Observer Report

I. Voting Statistics

	TOTAL	Race		
		_____ Race	_____ Race	_____ Race
1. Persons attempting to vote at the polls				
a. Voting unchallenged (p. 7)				
b. Voting challenged or by affidavit (p. 9)				
c. Not voting (p. 10)				
d. Total a, b, c				
2. Persons Assisted (p. 8)				
3. Absentee Ballots				
a. Unchallenged				
b. Challenged				
4. a. If paper ballots are used:				
1. Ballots accepted				
2. Partially rejected (p. 12)				
3. Totally rejected (p. 11)				
4. Spoiled ballots				
5. Unused ballots				
6. Total				

COPY
size
nine

b. If **voting machines** are used:

- List the serial numbers of the machines and record the protective counter number for each machine at the opening of the polls and when the polls closed.

Machine	Protective Counter at Poll Opening	Protective Counter at Poll Closing	Machine	Protective Counter at Poll Opening	Protective Counter at Poll Closing

2. Did the seal numbers on each machine match the number of the seal on the envelope containing the keys to the machine? Yes No
If not, record the discrepancy and note the actions, if any, that the election officials took in response to the discrepancy.

c. If **electronic vote recorders or tabulators** are used, give machine and seal number here:

Machine	Seal	Machine	Seal	Machine	Seal

II. Polling Place—Description and Personnel

A. 1. Describe the building in which the polling place is located. Diagram the interior of the polling place indicating placement of voting machines, posted election material, registration tables, and election personnel including officials, poll watchers, and Federal observers. Indicate by a dotted line the general movement of voters through the polling place.

COPY
S/SE
N/NE

2. Was a phone available for use at the polling place? Yes No
 Did the election officials use it at any time to contact the official(s) in charge of the election? Yes No
 The telephone number is _____

B. Obtain the names and give a brief description of the functions performed by each official at the polling place. Include any additional persons who assisted in the count. If appropriate, indicate if they are bilingual.

Name	Race	Bilingual	Title	Function												
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
NOTE times each absent from polls: Name	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In

1. Did any poll official(s) have a leadership role, e.g., in terms of resolving questions or disputes? Yes No

If so, who? _____

2. Did any poll official(s) fail to take an active part in terms of resolving questions or disputes? Yes No

If so, who? _____

C. Obtain the names of those persons who served as poll watchers.

Name of Watcher	Race	Candidate/Party
1.		
2.		
3.		
4.		

NOTE times each absent from polls: Name	In		Out																	

GORE
ALSO
WINS

III. Voting Procedures

A. Prior to Opening the Polls

1. What time did the observer team arrive at the polling place? _____

2. What time did the election officials arrive at the polling place? _____

3. Were the election officials given an oath of office? Yes No

By whom? _____

4. If **paper ballots** were used:

a. Was the ballot box emptied? Yes No

b. Were the blank ballots counted? Yes No

If so, how many ballots were provided to the polling place? _____

c. Were the blank ballots numbered? Yes No

If so, record the first and last numbers, _____

d. Was the ballot box locked prior to voting? Yes No

5. If **voting machines** were used:

a. Were the keys delivered in a sealed envelope on the outside of which was written the number of the machine and the number shown on the protective counter? Yes No

b. Did the public counter register zero? Yes No : If not, what number did the counter show? _____

Did the officials attempt to reset the public counter? Yes No

c. Was the machine locked before voting? Yes No

6. If **electronic vote recorders** were used:

a. If appropriate, record the first and last number of each ballot card book. _____

b. Did the ballot book with the candidates' names appear to be properly aligned? Yes No

c. If there were sample ballot cards, what was done with them?

7. List the items such as envelopes, forms, notices, cards, challenged ballots, posters, other election material, etc., that were provided to the polling place.

COPY
S/SE
N/NE

Were these items bilingual? Yes No

8. Did the election officials require the pollwatchers to present any type of authorization? Yes No
If so, what?

9. Did the election officials impose any limitation on the activities of the poll-watchers? Yes No
If so, explain the limitations.

10. Any additional observations regarding the activity prior to the opening of the polls.

COPY
S/SE
N/NE

B. Procedures While the Polls Are Open

1. What time did the polls open? _____

2. If **paper ballots** or **electronic vote recorders** were used:

a. From whom did the voter receive the ballot? _____

b. Where did the voter go to mark the ballot? _____

c. Was any time limitation imposed on voters? Yes No If so, how long? _____

d. Did any voter attempt to use a marked sample ballot? Yes No

If so, was the voter allowed to do so? Yes No If not, who prevented its usage? _____

e. Was another ballot made available to the voter if the voter spoiled his/her first ballot? Yes No

f. Did the voter place the ballot in the ballot box Yes No

If not, to whom did the voter return the ballot? _____

What did that person do with the ballot? _____

3. If **voting machines** were used:

a. Did the voter receive any form from the poll official indicating he/she was permitted to vote? Yes No

If so, from whom? _____

b. Was there any time limitation imposed on voters? Yes No If so, how long? _____

c. Did any voter attempt to use a marked sample ballot? Yes No

If so, was the voter allowed to do so? Yes No If not, who prevented its usage? _____

4. Did any persons vote a challenged ballot? Yes No
 If so, were these ballots kept separate from the ballots of the routine voters? Yes No
5. If voting was heavier at times, did the election officials vary any of the procedures described above? Yes No
 If so, explain the variations.

6. Were any law enforcement officers present during the time the polls were open? Yes No
 If so, explain their activities.

COPY
 S/S
 N/W

7. Were the poll watchers permitted to observe all aspects, other than the actual marking of the ballots, of the voting process? Yes No
 If not, explain what activities were not observed.

8. Were any persons allowed to vote following an initial refusal by election officials to let them do so? Yes No
 If so, identify those voters and describe the circumstances of each such incident.

9. At any time did an election official observe or monitor the assistance being rendered to a voter? Yes No
 If so, describe the circumstances.

10. Any additional comments regarding activities while the polls were open. (Narrative description of officials' procedures for handling routine voters, those needing assistance, persons not in the registration book, voters casting challenged ballots, and persons presenting Federal Certificates.)

PERSONS PERMITTED TO VOTE

1	Name	Race	2	Name	Race
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					
Subtotal	Race		Subtotal	Race	
Observer, Office of Personnel Management			Observer, Office of Personnel Management		
			Time: _____		

COPY
 5/14
 P/N

VOTERS NEEDING ASSISTANCE

Describe the entire assistance process including why the voter needed assistance, the process of obtaining the assistance, if the voter was allowed to select his/her assistor, whether or not the assistance was observed, the manner in which assistance was rendered, who actually marked the ballot, and, if applicable, what language was used in assisting, etc. Identify any contest in which the ballot was marked contrary to the voter's spoken choice or sample ballot. If not permitted to observe, note the reasons and record names and race of voters and assistors.

1. Voter	Race	Description
Assistor	Race	
Reason Needed Assistance	Time	
2. Voter	Race	Description
Assistor	Race	
Reason Needed Assistance	Time	
3. Voter	Race	Description
Assistor	Race	
Reason Needed Assistance	Time	
4. Voter	Race	Description
Assistor	Race	
Reason Needed Assistance	Time	
5. Voter	Race	Description
Assistor	Race	
Reason Needed Assistance	Time	
6. Voter	Race	Description
Assistor	Race	
Reason Needed Assistance	Time	
7. Voter	Race	Description
Assistor	Race	
Reason Needed Assistance	Time	
8. Voter	Race	Description
Assistor	Race	
Reason Needed Assistance	Time	

VOTERS CASTING CHALLENGED OR AFFIDAVIT BALLOTS

COPY
S/SW
NINCU

Name		Race	Name		Race
Address			Address		
Name, title or status (<i>poll watcher, etc.</i>) of person challenging		Race	Name, title or status (<i>poll watcher, etc.</i>) of person challenging		Race
Reason	Time of Challenge		Reason	Time of Challenge	
	Time Ballot Cast			Time Ballot Cast	
Response of voter			Response of voter		
Did election official check with voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No Was the voter advised to check with the voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No Did the election officials tell the voter he/she was registered elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, where? Was the ballot kept separate from the unchallenged ballots? <input type="checkbox"/> Yes <input type="checkbox"/> No			Did election official check with voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No Was the voter advised to check with the voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No Did the election officials tell the voter he/she was registered elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, where? Was the ballot kept separate from the unchallenged ballots? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name		Race	Name		Race
Address			Address		
Name, title or status (<i>poll watcher, etc.</i>) of person challenging		Race	Name, title or status (<i>poll watcher, etc.</i>) of person challenging		Race
Reason	Time of Challenge		Reason	Time of Challenge	
	Time Ballot Cast			Time Ballot Cast	
Response of voter			Response of voter		
Did election official check with voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No Was the voter advised to check with the voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No Did the election officials tell the voter he/she was registered elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, where? Was the ballot kept separate from the unchallenged ballots? <input type="checkbox"/> Yes <input type="checkbox"/> No			Did election official check with voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No Was the voter advised to check with the voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No Did the election officials tell the voter he/she was registered elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, where? Was the ballot kept separate from the unchallenged ballots? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Observer, Office of Personnel Management			Observer, Office of Personnel Management		

PERSONS NOT PERMITTED TO VOTE

Name	Race	Name	Race
Address		Address	
Certificate of Eligibility Number (If Any)		Certificate of Eligibility Number (If Any)	
Name and title of person not permitting vote to be cast		Name and title of person not permitting vote to be cast	
Reason given for not permitting person to vote:		Reason given for not permitting person to vote:	
Did election official check with voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No		Did election official check with voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Specify what the official did, tried to do, or suggested that the refused voter do in order to vote:		Specify what the official did, tried to do, or suggested that the refused voter do in order to vote:	
Was the voter advised to check with the voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was the voter advised to check with the voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the election officials tell the voter he/she was registered elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No		Did the election officials tell the voter he/she was registered elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, where? _____		If so, where? _____	
Reason person thinks he/she should be permitted to vote:		Reason person thinks he/she should be permitted to vote:	
Time		Time	
Referred to Examiner <input type="checkbox"/> Yes <input type="checkbox"/> No		Referred to Examiner <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name		Name	
Race		Race	
Address		Address	
Certificate of Eligibility Number (If Any)		Certificate of Eligibility Number (If Any)	
Name and title of person not permitting vote to be cast		Name and title of person not permitting vote to be cast	
Reason given for not permitting person to vote:		Reason given for not permitting person to vote:	
Did election official check with voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No		Did election official check with voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Specify what the official did, tried to do, or suggested that the refused voter do in order to vote:		Specify what the official did, tried to do, or suggested that the refused voter do in order to vote:	
Was the voter advised to check with the voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was the voter advised to check with the voter registration official? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the election officials tell the voter he/she was registered elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No		Did the election officials tell the voter he/she was registered elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, where? _____		If so, where? _____	
Reason person thinks he/she should be permitted to vote:		Reason person thinks he/she should be permitted to vote:	
Time		Time	
Referred to Examiner <input type="checkbox"/> Yes <input type="checkbox"/> No		Referred to Examiner <input type="checkbox"/> Yes <input type="checkbox"/> No	

COPY
5/15/22

j. How many ballots were partially rejected? _____

Provide complete information below.

Office Voted For

Reason for Rejection

More Names
Marked Than
Persons to
Be Elected
(Double Vote)

Fewer Names
Marked Than
Persons to Be
Elected

No Clear Choice

Other

5/5
5/5

k. Tallying of Ballots

1. Names of officials who kept each tally (it may be that only one tally sheet is kept). If more than one person kept the single tally sheet, note the period of time each person worked.

Tally Sheet 1		Tally Sheet 2	
Name	From-To	Name	From-To
a.		a.	
b.		b.	
c.		c.	

l. Were the poll watchers and all other interested persons allowed the opportunity to view the counting process? Yes No
 If not, explain.

COPY
S/SE
R/PE

m. List the items placed in the ballot box.

n. List the items not placed in the ballot box and indicate where they were placed.

o. When did the ballot box leave the polling place (time)? _____
 Who took it? _____ Was it locked? Yes No
 Was it sealed? Yes No

p. What time did the observer team leave the polling place? _____
 q. Did an observer accompany the ballot box? Yes No

4. If **voting machines** were used:
 a. Were the machines locked and sealed against further voting? Yes No
 By whom? _____

b. Who read the count from the machine? _____
 c. Was the count verified by another official? Yes No
 By whom? _____

d. Was it read correctly? Yes No

e. Who recorded the vote on the official return sheets? _____

f. Was the vote recorded accurately? Yes No

g. List the serial numbers of the machines and record the public counter of each machine at the end of voting:

Machine	Public Counter	Machine	Public Counter	Machine	Public Counter

- h. Was the vote announced by the poll officials? Yes No
- i. Were the poll watchers provided an opportunity to compare the announced results with the figure on the counter? Yes No
- j. Were the absentee votes counted and tabulated with the votes shown on the machines? Yes No
- k. Was the statement of results signed and certified by the poll officials? Yes No
- l. Was the statement delivered to the election officials? Yes No

By whom? _____

m. As soon as the count was completed and the results announced, was the counter compartment locked? Yes No By whom? _____

n. Describe what was done with the election supplies such as poll lists, challenged ballots, etc. _____

o. What time did the observer team leave the polling place? _____

*COPY
SIDE
LINE*

5. If **electronic vote recorders** were used:

a. Was a duplicate report of the number of persons voting prepared? Yes No

By whom? _____

b. What was done with the election supplies such as ballot stubs, etc.? _____

c. Was the ballot box sealed? Yes No By whom? _____

d. If appropriate, who took the ballot box to the counting center? _____
Did an observer accompany the ballot box? Yes No

e. What time did the observer team leave the polling place? _____

6. **Absentee ballots:**

a. Were the names of the absentee voters marked on the poll list? Yes No

b. Were the absentee ballots counted at the polls? Yes No

c. When were the absentee ballots delivered to the polls? _____

By whom? _____

d. If paper ballots, were the ballots opened and stacked? Yes No

By whom? _____

e. Who read the ballots? _____

f. Did anyone hand the ballots to the reader? Yes No

Who? _____

g. Was each ballot read as marked? Yes No

If not, how many were not properly read? _____ How were they misread? _____

B. Election Results—Compare with official count. If challenged and/or absentee ballots were not counted by officials with the rest of the votes, note in separate column.

	Observer Count	Official Count	Challenged Ballot Count	Absentee Ballot Count
For:				
Name:				
Name:				
For:				
Name:				
Name:				
For:				
Name:				
Name:				
For:				
Name:				
Name:				
For:				
Name:				
Name:				
For:				
Name:				
Name:				
For:				
Name:				
Name:				
For:				
Name:				
Name:				
For:				
Name:				
Name:				
For:				
Name:				
Name:				

COPY
S/S
M/P

Observer, Office of Personnel Management

Observer, Office of Personnel Management

9. Any additional comments regarding activities while the votes were being counted.

COPY
S/SW
P/NE

IV. General

1. Evaluation of specific problems which occurred. Discuss special problems not reported elsewhere, such as polling facilities segregated by race; business being carried on in the voting place; large crowds gathering around the voting place; heckling of minorities; efforts by officials to delay the processing of minority voters; polling place obviously too small; insufficient tables or booths for voting; any evidence of intimidation by citizens or officials such as taking photographs of voters. Also, report any unusual occurrences not included elsewhere.

COPY
S/SE
P/WE

2. Describe the nature and extent of your contact with election officials.

Be sure that you attach all lists and extra pages of lists or notes to the report to the Attorney General.

We certify that the foregoing report and attached comments are an accurate report of our observations in the election identified on the first page.

Observer, Office of Personnel Management

Observer, Office of Personnel Management