Subject:	Public Records Request
Date:	Wednesday, December 21, 2022 at 8:09:17 PM Eastern Standard Time
From:	PublicRecords
To:	AO Records
Attachments:	image001.png, 221201 PR_Response Ext Dec 21.pdf

<div style="background-color:#FCE5A0">EXTERNAL SENDER</div>

Dear Mr. Stoneman,

This email is the final update to your public records request received November 22, 2022, regarding **the plan to hand count the 2022 midterm ballots by hand.** Pursuant to NRS 239.0107.1.c.1., notice was given on December 1, 2022, and attached hereto, that this office was unable to make all public records available by then, and an update would be sent no later than December 21, 2022

Request: A complete copy (including any attachments) of any formal or informal guidance, directives, memoranda, recommendations, training materials, or other policy and procedure documents issued by, received by, or otherwise in the possession of the Nye County Clerks Office related to the plan to count 2022 midterm ballots by hand. Seeking only records related to the hand count plan blocked by Nevada Supreme Court on October 27, 2022. Provide all responsive records from August 1, 2022, through October 27, 2022.

Response: *Please see to the following link for documents responsive to this request.* 🗔 221122 American Oversight-Hand Count Docs

Respectfully,

Jennaca Sanders
Public Records
Nye County Administration
2100 E. Walt Williams Drive, Suite 100
Pahrump, NV 89048

Recount Tally Sheet

Ballot Type 2 - Precinct___ Tallier_____ #____

Count Room # _____ Batch # _____ Batch Date_____

RACE	CANDIDATE	+ TALLY	- CORR	= TOT	RCNT
SEN	CORTEZ MASTO, CATHERINE				
SEN	LAXALT, ADAM PAUL				
SEN	LINDEMANN, BARRY				
SEN	RUBINSON, BARRY				
SEN	SCOTT, NEIL				
SEN	NONE OF THESE				
CD4	HORSFORD, STEVEN A.				
CD4	PETERS, SAM				
GOV	BRIDGES, ED				
GOV	DAVIS, BRANDON				
GOV	LOMBARDO, JOE				
GOV	SISOLAK, STEVE				
GOV	NONE OF THESE				
LGOV	ANTHONY, STAVROS				
LGOV	CANO BURKHEAD, ELIZABETH "LISA"				
LGOV	DELAP, JOHN "TREY"				
LGOV	HOGE, WILLIAM				
LGOV	TACHIQUIN, JAVI "TRUJILLO"				
LGOV	NONE OF THESE				
SOS	AGUILAR, FRANCISCO "CISCO"				
SOS	CRANE, ROSS				
SOS	HANSEN, JANINE				
SOS	MARCHANT, JIM				
SOS	NONE OF THESE				
TRES	CONINE, ZACH				
TRES	ELLIOTT, BRYAN				
TRES	FIORE, MICHELE				
TRES	HENDRICKSON, MARGARET				
TRES	NONE OF THESE				
CONT	MATTHEWS, ANDY				
CONT	PROFETA, JED W.				
CONT	SPIEGEL, ELLEN				
CONT	NONE OF THESE				
AG	CHATTAH, SIGAL				
AG	FORD, AARON D.				
AG	KENNEDY, JOHN T.				
AG	NONE OF THESE				
AD33	GARRARD, JOHN "DOC"				
AD33	GURR, BERT				
ASSR	STRINGER, SHEREE				
CLRK	KAMPF, MARK F.				
CLRK	LACKEY, DARRYL JAMES				
COM1	JABBOUR, BRUCE				
DA	DEL VECCHIO, NICHOLAS ANTHONY				
DA	KUNZI, BRIAN T.				
PA	BAKER, LOU				
PA	JONES, ROBERT				
PA	STUMNE, GINGER L.				
REC	BEATTY, DEBORAH				
CTRES	POWERS, RAELYN C.				
SC A	BELL, LINDA				
SC A	NONE OF THESE				
SC E	PARRAGUIRRE, RON D				
SC E	NONE OF THESE				

1

Recount Tally Sheet

RACE	CANDIDATE	+ TALLY	- CORR	= TOT	RCNT
APP1	FORSBERG, RHONDA K.				
APP1	WESTBROOK, DEBORAH				
APP1	NONE OF THESE				
APP2	GIBBONS, MICHAEL				
APP2	NONE OF THESE				
APP3	BULLA, BONNIE				
APP3	NONE OF THESE				
UBR8	CRAWFORD, MICHELEE "SHELLY"				
UBR8	RICE, JOHN PATRICK				
BW&S	BRYAN, JAMES DAVID				
BW&S	JARVIS, FRANK				
BW&S	PACLEB-GRUNDY, DUSTIN				
BW&S	STONEBARGER, DEREK				
BW&S	VERRILLI, ALBERT				
SB I	KINDRED, LAVEY				
SB I	MORONES, ROGER				
SHRF	MCGILL, JOE				
SHRF	WEHRLY, SHARON A.				
Q1	NO.1 YES				
Q1	NO.1 NO				
Q2	NO.2 YES				
Q2	NO.2 NO				
Q3	NO.3 YES				
Q3	NO.3 NO				
	Ballot Tally				

Tallier 1 Name_____ Tallier 1 Signature_____ Date_____

Tallier 2 Name_____ Tallier 2 Signature_____ Date_____

Tallier 3 Name_____ Tallier 3 Signature_____ Date_____

Reader Name_____ Reader Signature_____ Date_____

Verifier Name_____ Verifier Signature_____ Date_____

By signing this tally sheet, I declare under penalty of perjury that the vote totals contained herein are true and correct.

Batch Tally Sheet

Ballot Type 2 - Precinct____ Tallier_____ #____

Count Room # _____ Batch # _____ Batch Date_____

RACE	CANDIDATE	+ TALLY	- CORR	= TOT	RCNT
SEN	CORTEZ MASTO, CATHERINE				
SEN	LAXALT, ADAM PAUL				
SEN	LINDEMANN, BARRY				
SEN	RUBINSON, BARRY				
SEN	SCOTT, NEIL				
SEN	NONE OF THESE				
CD4	HORSFORD, STEVEN A.				
CD4	PETERS, SAM				
GOV	BRIDGES, ED				
GOV	DAVIS, BRANDON				
GOV	LOMBARDO, JOE				
GOV	SISOLAK, STEVE				
GOV	NONE OF THESE				
LGOV	ANTHONY, STAVROS				
LGOV	CANO BURKHEAD, ELIZABETH "LISA"				
LGOV	DELAP, JOHN "TREY"				
LGOV	HOGE, WILLIAM				
LGOV	TACHIQUIN, JAVI "TRUJILLO"				
LGOV	NONE OF THESE				
SOS	AGUILAR, FRANCISCO "CISCO"				
SOS	CRANE, ROSS				
SOS	HANSEN, JANINE				
SOS	MARCHANT, JIM				
SOS	NONE OF THESE				
TRES	CONINE, ZACH				
TRES	ELLIOTT, BRYAN				
TRES	FIORE, MICHELE				
TRES	HENDRICKSON, MARGARET				
TRES	NONE OF THESE				
CONT	MATTHEWS, ANDY				
CONT	PROFETA, JED W.				
CONT	SPIEGEL, ELLEN				
CONT	NONE OF THESE				
AG	CHATTAH, SIGAL				
AG	FORD, AARON D.				
AG	KENNEDY, JOHN T.				
AG	NONE OF THESE				
AD33	GARRARD, JOHN "DOC"				
AD33	GURR, BERT				
ASSR	STRINGER, SHEREE				
CLRK	KAMPF, MARK F.				
CLRK	LACKEY, DARRYL JAMES				
COM1	JABBOUR, BRUCE				
DA	DEL VECCHIO, NICHOLAS ANTHONY				
DA	KUNZI, BRIAN T.				
PA	BAKER, LOU				
PA	JONES, ROBERT				
PA	STUMNE, GINGER L.				
REC	BEATTY, DEBORAH				
CTRES	POWERS, RAELYN C.				
SC A	BELL, LINDA				
SC A	NONE OF THESE				
SC E	PARRAGUIRRE, RON D				
SC E	NONE OF THESE				

1

NV-NYE-22-1158-A-000003

Batch Tally Sheet

Ballot Type 2 - Precinct_____ Tallier_____ #_____

Count Room # _____ Batch # _____Batch Date_____

RACE	CANDIDATE	+ TALLY	- CORR	= TOT	RCNT
APP1	FORSBERG, RHONDA K.				
APP1	WESTBROOK, DEBORAH				
APP1	NONE OF THESE				
APP2	GIBBONS, MICHAEL				
APP2	NONE OF THESE				
APP3	BULLA, BONNIE				
APP3	NONE OF THESE				
UBR8	CRAWFORD, MICHELEE "SHELLY"				
UBR8	RICE, JOHN PATRICK				
BW&S	BRYAN, JAMES DAVID				
BW&S	JARVIS, FRANK				
BW&S	PACLEB-GRUNDY, DUSTIN				
BW&S	STONEBARGER, DEREK				
BW&S	VERRILLI, ALBERT				
SB I	KINDRED, LAVEY				
SB I	MORONES, ROGER				
SHRF	MCGILL, JOE				
SHRF	WEHRLY, SHARON A.				
Q1	NO.1 YES				
Q1	NO.1 NO				
Q2	NO.2 YES				
Q2	NO.2 NO				
Q3	NO.3 YES				
Q3	NO.3 NO				
	Ballot Tally				

Tallier 1 Name_____ Tallier 1 Signature_____ Date_____

Tallier 2 Name_____ Tallier 2 Signature_____ Date_____

Tallier 3 Name_____ Tallier 3 Signature_____ Date_____

Reader Name_____ Reader Signature_____ Date_____

Verifier Name_____ Verifier Signature_____ Date_____

By signing this tally sheet, I declare under penalty of perjury that the vote totals contained herein are true and correct.

2

NV-NYE-22-1158-A-000004

Batch Tracking Log

From Date/Time _____   To Date/Time _____

Batch Number	Precinct	Number of Ballots	Tabulation Date/Time	Signature	Ballot Intake Date/Time	Signature	Precinct Tally Date/Time	Signature

Seal Number _____

Ballot Transfer Box Control

Box Number _____ Number of Batches _____

Transfer Date _____   Transfer Time   _____

From Location _____   To Location   _____

OUTBOUND

Shipper _____   Shipper Signature _____ Date _____

Transport _____   Transport Signature _____ Date _____

INBOUND

Transport _____   Transport Signature _____ Date _____

Receiver _____   Receiver Signature _____ Date _____

Batch Number	Precinct	Tabulation Date	Number of Ballots	Signature

Batch Tracking Document   # Precinct ____

Tabulator Batch Number   _____   Number of Ballots   ____

Ballot Sequence Number   First   _____   Last   _____

BT ___   Tabulation Date   _____   Tablulation Time   _____

Tally Room Number   _____

Tally Date   _____   Tally Time   _____

LOCATION	ACTION	DATE/TIME	SIGNATURE 1	SIGNATURE 2
Tonopah Clerk	Deputy Clerk completes header information on Batch Tracking Document			
Tonopah Clerk	Deputy Clerk enters batch information on Batch Tracking Log, completed Ballot Transfer Box Control document. (Placed batch in Ballot Transfer Box.)			
BALLOT INTAKE	Ballot Intake Manager and Ballot Intake Staff confirm that this batch is entered on Ballot Transfer Box Control and Batch Tracking Log.			
BALLOT INTAKE	Ballot Intake Manager confirms batch number and sequence numbers.			
BALLOT INTAKE	Ballot Intake Manager delivers ballot batch to Count Room Ballot Verifier and Ballot Reader. Counting Room Number entered on Batch Tracking Log and Batch Tracking Document.			
HAND TALLY	Batch Vote Tally match on all contests and ballot issues. Ballot total from Batch Tracking Document matches the ballot tally total from the three Batch Tally Sheets.			
HAND TALLY/ PRECINCT TALLY	Batch Tracking Document, 3 signed Batch Tally Sheets (and Recount Tally Sheets) and ballot batch delivered by the Ballot Verifier and Reader to the Precinct Tally Observer and Precinct Tally recorder.			
PRECINCT TALLY	Precinct Tally Observer and Precinct Tally recorder receive the Batch Tracking Document, 3 signed Batch Tally Sheets (and Recount Tally Sheets) from the Ballot Verifier and Reader.			
PRECINCT TALLY	Vote Totals Entered from the above batch on the manual Precinct Total Sheet and Precinct Total Sheet – Excel Version.			
PRECINCT TALLY/ BALLOT INTAKE	Precinct Tally Observer and Precinct Tally Recorder deliver the Batch Tracking Document, 3 Batch Tally Sheets (and Recount Tally Sheets) signed as required to the Ballot Intake Manager and Ballot Intake Staff who confirm that this batch is complete, and documentation is attached.			
BALLOT INTAKE	Ballot Intake Manager and Ballot Intake Observer update Batch Tracking Log for receipt of batch and documentation.			
BALLOT INTAKE	Ballot Transfer Box Control for return to Pahrump Clerk for Storage updated and batch placed in the Ballot Transfer Box for delivery to Pahrump Vault.			
FINAL CUSTODY	Ballot Tracking Document matches Ballot Transfer Box Control and Ballot Tracking Log			
FINAL CUSTODY	Batch Complete Placed in Precinct Box in Vault			

Contents

NV-NYE-22-1158-A-000008

Purpose

The purpose of this guide is to provide a framework and guidelines for Nye County to conduct a handcount of paper ballots in their elections supported by a parallel machine count using existing tabulators and election management software. Paper ballots will replace the Dominion ImageCastX tablets supported by paper roll verification printout. One Dominion ImageCastX tablet with ATI will be provided at each polling location for voters who need such machine. Voter check-in and signature verification of mail-in ballots will follow existing procedures. Verification of in-person voters will continue to use the VoteSafe kiosks for voter check-in and to verify the signatures in the electronic database.

Physical Set Up

The Central Ballot Tallying Center location set up for tallying of ballot batches consists of several separate processes and stations:

Ballot Transfer Box Intake- Controls all sealed ballot boxes by precinct awaiting Tallying.

Vote Hand Tallying Areas - Tallying rooms, tables and staffing as necessary to achieve desired ballot throughput to complete the count on a timely basis.

Adjudication – The secure area under public view where ballots rejected from Tabulation and Hand Count process are reviewed and voter intent is determined, or ballots are excluded from the vote and subject to further investigation if necessary. Examples include uncorrected over-votes, improper voter correction, markings, etc.

Electronic Tabulation Area (Tonopah) - Existing Dominion ImageCast tabulators and election management servers and software. This process is similar to the process currently in place and will be run in parallel to the hand count process. Tabulated batches will be tracked and compared to hand count batches for material differences in results prior to election certification by the Nye County Board of Commissioners. Minor differences that do not impact the election

outcome will be researched and resolved. In those cases where minor differences occur, the Tabulated results will be used for the election results.

Tally Table – The place where completed Batch Tally Sheets from the Tally Tables are added up to produce a Precinct Total Sheet. The completed Precinct Total Sheet will be updated for each Batch Tally Sheet until all ballots for the election are completed.

Final Custody Area – The Clerk's office where ballot batches, Batch Tally Sheets, Batch Tracking Documents and Batch Tracking Logs are inspected for completeness of documentation, and ballots and associated documentation are placed in secure, sealed storage.

Voter Data Consolidation and Reporting – The Clerk's office where daily processing and final vote total summary information by precinct is developed and reported to the public, the Nye County Board of Commissioners, and the Secretary of State.

NOTE: Templates include Batch Tracking Log, Ballot Box Transfer Control, Batch Tracking Document, Batch Tally Sheets, Recount Tally Sheets, and Precinct Total Sheets.

Surveillance

Vote tallying from paper ballots is conducted in full view of multiple, recording cameras and the required Election Board Officers which ensures:

A. No ballot is ever touched or accessible to anyone out of observer view or off-camera or removed from view between acceptance of a cast ballot and completion of Tallying, unless accompanied by a transfer control document. When ballot transfer must occur between the polls, hand count central counting location and offices of the Nye County Clerk, they will be secured by lock and key and Ballot Transfer Box Control and Batch Tracking Documents.

B. All ballots, while being counted are in full view of the Election Board Officer and recorded by a camera and are readable on the recorded video available after results are published.

C. Batch Tally Sheets and Precinct Total Sheets are in full view of an Election Board Officer and a camera while being filled out and are readable on the video.

Process

Overview

Ballots begin the tallying process in a sealed Ballot Transfer Box at the Ballot Transfer Box Intake, which is then conveyed to the Vote Hand Tallying Area - Tally Table(s). All movements of ballot batches are controlled with the Batch Tracking Document for chain of custody.

The Ballot Transfer Box is unsealed, locks removed, ballot batches removed, and the Batch Tracking Document is signed as evidence of the receipt. Ballot batches are given to the Ballot Verifier to take to the Vote Hand Tally Area – Tally Table.

When all ballots in a ballot batch have been tallied and the batch totals entered on the Precinct Total Sheets, they are transferred to the Final Custody Area for final verification of completion where the ballot batches are boxed and sealed along with all appropriate documentation.

Ballot Transfer Box Intake

1. The Election Board Official (Ballot Intake Manager) and other Ballot Intake Staff under their supervision, receive all Ballot Transfer Boxes entering the Central Hand Count Center and sign the Ballot Transfer Box Control document for receipt and place the Ballot Transfer Box in the central temporary storage location under observer and camera view.   The Ballot Intake Manager and the one additional Ballot Intake Staff will each have a separate key to open the two Ballot Transfer Box locks (the other two separate backup keys are retained in the Tonopah and Pahrump Clerk's office).

2. The Ballot Intake Staff under the supervision of the Ballot Intake Manager opens Ballot Transfer Box and both sign the numbered Batch Tracking Document (batch number, ballot sequence numbers, date, time, and number of ballots) and Batch Tracking Log as evidence of receipt.

3. Ballot Intake Manager delivers the batches and Batch Tracking Document to the Ballot Verifier to take the batch to the Tally Table for the tallying. The

Ballot Intake Manager enters the Count Room number on the Batch Tracking Document.

4. Ballot Intake Manager and Ballot Intake Staff sign the Batch Tracking Document as evidence of delivery to the Ballot Verifier and Ballot Reader, who sign the Batch Tracking Document as evidence of receipt.

5. When all batches are removed from the Ballot Transfer Box and delivered to the Ballot Verifier(s) the Ballot Intake Staff will confirm that the box is empty, replace the locks, sign the Ballot Transfer Box Control and deliver the empty box to Fleet for return to the Clerk's office in Tonopah for use in delivering additional tabulated batches.

6. At the end of the day the Precinct Tally Observer will meet with the Ballot Intake Manager to ensure all batches sent are either in the Ballot Transfer Box(es) or in the Ballot Intake area. The Ballot Transfer Boxes containing the yet-to-be-tallied batches and the day's completed tallied batches are locked and sealed at the end of the day and returned by the Sheriff and Clerk or Deputy Clerk to the Pahrump Clerk's office vault for storage. The Precinct Tally Observer and the Sheriff's Deputy will sign the Ballot Transfer Box Control document.

Vote Hand Tallying Area

1. The Election Board Official (Ballot Verifier) and Ballot Reader will receive the batch from the Ballot Intake Manager in the Ballot Transfer Box Intake area and both sign the Ballot Tracking Document as evidence of transfer of custody. Only one ballot batch will ever be at any Tally Table at one time.

2. The Tally Table will consist of five workers: one Ballot Verifier, one Ballot Reader, and three Vote Talliers.

3. The Ballot Reader will receive the batch of ballots from the Ballot Verifier and place the ballots on the tally table (side one up). The Ballot Reader will distribute the Ballot Tally Sheet to the Vote Talliers

4. The Ballot Reader will read the batch number and precinct number to the Vote Tallier who will confirm the information on the Batch Tally Sheets for identification and tracking.

5. The Vote Talliers will enter their name and tallier number (one, two or three) on the top of Batch Tally Sheet (and Recount Tally Sheet if needed.)

NV-NYE-22-1158-A-000012

6.   The Ballot Reader reads the name of the voter choice for each contest and ballot issue indicated on each ballot. The Ballot Reader will start reading the names of the voter choice from the first column on the ballot from top to bottom and perform the same for the second and third column. When the last voter choice is read, the Ballot Reader will say "next", place the completed ballot side one up on the table. The Ballot Reader will continue to read all ballots, say "next" when finished with side one and place subsequent ballots side one up on top of the completed pile until the side one of the batch is complete. **(NOTE: Not all voters will select a choice for each contest or ballot issue. This is not uncommon.)**

7.   The Ballot Reader will turn over the batch when side one of all ballots were read and begin to read side two of the ballot which is now face up on the table. The Ballot Reader will read page two of the ballot, saying "next" at completion of reading side two and place the ballot side two up on the table. The Vote Tallier will enter a hash mark on the Ballot Tally line as a count of all ballots read by the Ballot Reader and tallied by the Vote Tallier. Ballot Reader will continue to read all ballots, say "next" when finished with side two and place subsequent ballots side two up on top of the completed pile until the side two of the batch is complete. Once side two of all ballots are read, the Ballot Reader will turn over the batch so that the first ballot of the batch is now in order with side one facing up.

8.   The Ballot Verifier will stop the reading and tally process if there is an observed error in the reading of the voted candidate or ballot issue on the ballot for a particular contest or issue. If a Vote Tallier has recorded the incorrect voted candidate on the Batch Tally Sheet before the Ballot Verifier stopped the reading, the Vote Tallier should place a hash mark in the correction (CORR) column of the Batch Tally Sheet next to the incorrect candidate or ballot issue and then place a hash mark in the TALLY column for the correct voter choice. The three Vote Talliers should then verify the vote count for the candidate or ballot issue with a Ballot Reader error and the correct candidate or ballot issue before the Ballot Reader proceeds to the next voter choice.

9.   Each Vote Tallier records the vote for each race on the Batch Tally Sheet using hash marks in groups of five. Four vertical lines and one diagonal line for the fifth vote in a group.

10. Once both side one and side two of the batch are complete, the Vote Talliers will total the hash marks for each candidate for each race and each response.

11. Once a batch is tallied and totals developed, the Ballot Reader will direct all Vote Talliers to set down ALL writing instruments while the Vote Tallier designated as Vote Tallier One reads their vote totals for each candidate and ballot issue out loud, pausing briefly between each contest or ballot issue.

12. Each Vote Tallier remains silent as the designated Vote Tallier One reads aloud their results for the batch, unless they need the Vote Tallier One reading aloud to repeat a result (in which case they will say "Repeat" when the Vote Tallier One reading aloud pauses) or if their Batch Tally Sheet does not match a count read aloud.

13. If a Vote Tallier has a Batch Tally Sheet with a count which does not match the values read aloud by the designated Vote Tallier One, when the Vote Tallier One reading their count pauses, the Tallier with a mismatch will state "Mismatch."

14. Upon any Vote Tallier stating "Mismatch," the Tally Table Manager will ask the "mismatch" announcing Vote Tallier to confirm the mismatch in question (e.g., candidate or ballot issue selection (yes or no) and all will mark "Mismatch" on the Batch Tally Sheet for that race/initiative on the TALLY hash mark line for that candidate or ballot issue.

15. When the designated Vote Tallier One has read their Batch Tally Sheet aloud, if no Vote Tallier has called "Mismatch" and the Ballot Reader and Ballot Verifier agree that Batch Tally Sheet values of all three Vote Talliers match, all five Tally team members will sign the Batch Tally Sheets (and if applicable the Recount Tally Sheets, see bullet 17 below). The Ballot Verifier and Ballot Reader will sign the associated Batch Tracking Document to indicate a complete hand count at the respective Tally Table, in view of each Vote Tallier as evidence of completion.

16. The Election Board Official (Ballot Verifier) will assemble the three separate signed Batch Tally Sheets and the Batch Tracking Document with the completed batch of ballots and deliver the completed batch to the Precinct Tally Table.

17. If one of three Batch Tally Sheets do not match (a "mismatch") the other two for an individual contest, the process restarts with the entire batch but for only the contests that did not match. The Vote Talliers will complete the

batch number and precinct on the top of the Recount Batch Tally Sheet for use in the recount of the mismatched contests or ballot issues. The team at the table follows the same process for reading the ballots but only for the mismatched contests or ballot issues. Following the same process for reading, verifying and handling ballots, the Ballot Reader reads the name of the voter choice for each contest and ballot issue indicated on each ballot, one at a time, until all "Mismatched" contests and ballot issues are read and the Vote Talliers record the hash marks on the Recount Tally Sheet for the "Mismatched" contests or ballot issues.

18. If the Recount Tally Sheet totals match, the recounted race tally totals are entered on each of the three individual Batch Tally Sheets in the column marked Recount and an "X" is entered in the total column containing the Mismatched tally totals. The Election Board Official (Ballot Verifier) and Ballot Reader and the three Vote Talliers sign the three separate Batch Tally Sheets and the three separate Recount Tally Sheets. The Ballot Verifier assembles the completed batch of ballots with the Batch Tracking Document, the signed Batch and Recount Tally Sheets. The Ballot Verifier and Ballot Reader sign the Batch Tracking Document as evidence of completion. If there is a Mismatch on the Recount Tally Sheet, a second recount of the Mismatched contest or ballot issue will be performed using a new Recount Tally Sheet with the procedure in item 17 above. The Ballot Verifier delivers the completed batch to Precinct Tally Table.

19. **ADJUDICATION – Should the Ballot Reader encounter a vote for a contest or ballot issue where the voter intent is in question and was not removed from the batch by the Tonopah Clerk's office, the Ballot Verifier will contact the Ballot Intake Manager (acting as Ballot Adjudication Lead) to assist in the adjudication process. The Ballot Intake Manager along with the Ballot Reader and Ballot Verifier will complete step 4 under** *Vote Hand Tally Adjudication* **below.**

20. This process will repeat until all ballot batches for that day's PRECINCT BALLOT TRANSFER   BOX are completed or the scheduled shifts for the day are ended.

Vote Hand Tally Adjudication

1. The Tonopah Clerk's office will make every effort to remove ballots that require adjudication from the received ballots prior to creation of the batches for Tabulation.   Separate batches of ballots for adjudication will be created by precinct.

2. Once a batch of 50 ballots for adjudication for each precinct are created, they will be tabulated. The Tonopah Deputy Clerks will work with the Balancing Board members to adjudicate those contests or ballot issues so that the vote can be counted according to the adjudication guidelines (to be provided to the Adjudication Tally Team.) Once completed the Ballot Tracking Document will be completed for the adjudicated ballot batch and marked in RED with the words Adjudication Tally Team.

3. The Adjudication Tally Team will be comprised of a team of six: One Ballot Reader, one Ballot Observer, one Ballot Adjudication Lead and three Vote Talliers.

4. When the Ballot Reader encounters a voter marking on the ballot that brings the voter choice into question, the Ballot Reader, Ballot Verifier, and Ballot Adjudication Lead will consult on the voter intent and decide on the vote or decision to not include a vote for the contest or ballot issue. The Ballot Reader will either read the name of the vote or state clearly the race and "no vote". The process will continue for the reading of the ballot in the procedure for the Vote Hand Tally Area above.

Precinct Tally Table

1. As the completed batches of ballots containing the Batch Tracking Document, Batch Tally Sheets (and Recount Tally Sheets) are received from the Ballot Verifier, the Precinct Tally Observer and Precinct Batch Recorder will sign the Batch Tracking Document to indicate evidence of delivery, receipt, and complete documentation.

2. The Precinct Tally Observer will compare the Batch Tracking Document to the updated Batch Tracking Log received from the Tabulation Area (Tonopah) for each batch to ensure all batches sent for Tallying are received and sign the log as evidence of receipt. At the end of the day the Precinct Tally Observer will

NV-NYE-22-1158-A-000016

3. Under the watch of the Precinct Tally Observer, the Precinct Batch Recorder will first enter the Batch Tally Sheet votes by batch number to the Precinct Total Sheet at the table. In the same way, these totals will be entered on an identical Excel spreadsheet and summarized daily. The votes for each candidate or issue will be entered on the Precinct Total Sheet by precinct by Batch Tracking Document number until the election is completed.

4. The Precinct Tally Observer and the Precinct Batch Recorder will initial each batch entry and sign the Precinct Total Sheet daily, confirming that the input of the Batch Tally Sheets is correct and confirmed. A new Precinct Total Sheet will be used each day.

5. Once the batch vote totals have been entered on the Precinct Total Sheet, the batch will be put in a Ballot Transfer Box and the batch will be entered on the Ballot Transfer Box Control. At the end of the day, after the completed batches are placed in the Ballot Transfer   Box, the day's Precinct Total Sheet will be placed in the Ballot Transfer   Box with the completed batches for delivery to the Pahrump Clerk's office.

6. At the end of the day the Precinct Tally Observer will meet with the Ballot Intake Manager to ensure all batches sent are either in the Ballot Transfer Box(es) or in the Ballot Intake area. The Ballot Transfer Boxes containing the yet-to-be-tallied batches and the day's completed tallied batches are locked and sealed at the end of the day and returned by the Sheriff and Clerk or Deputy Clerk to the Pahrump Clerk's office vault for storage. The Precinct Tally Observer and the Sheriff's Deputy will sign the Ballot Transfer   Box Control document.

7. Once all Batch Tally Sheets for all ballot batches have been counted and all Precinct Total Sheets are completed for the election the Precinct Total Sheets retained by the Pahrump Clerk's office will be delivered to the Election Board Official responsible for Voter Data Consolidation and Reporting.

NV-NYE-22-1158-A-000017

Final Ballot Custody Area

1. Ballot Custodian (Deputy Clerk) receives the completed batches of ballots containing the Batch Tracking Document, Batch Tally Sheets (and Recount Tally Sheets) and Precinct Tally Sheets, then signs their Ballot Transfer Box Control and the Batch Tracking Log as evidence of receipt and complete documentation.
2. Completed batches will be put into a completed Precinct Storage Container and Batch numbers contained in the Precinct Storage Container must be indicated on the outside of the container. When all batches for a Precinct have been counted and tabulated the Precinct Storage Container(s) is(are) sealed with a "final" seal and delivered to the Clerk for secure storage for the period required by law.
3. Precinct Tally Sheet will be secured for further summarization by the Precinct Vote Consolidator.

Voter Data Consolidation and Reporting

1. Precinct Vote Consolidator (Deputy Clerk) will enter the totals for each candidate or issue from the daily Precinct Total Sheet to produce the Precinct vote summary for each race, candidate, ballot issue and ballot issue choice under the supervision of the Vote Consolidation Manager and an Observer.
2. The Vote Consolidation manager will identify the cause of any errors in Batch Tally Sheet values recorded on the Precinct Tally Sheets or Total Precinct Sheets.
3. Once all Precinct Tally Sheets have been entered into the Precinct Total Sheet, the Vote Consolidation Manager, and the Precinct Vote Consolidator responsible for the matching and verifying the Precinct Tally Sheets will fill in and sign the Precinct Certified Vote sheet.
4. The Precinct Results are now ready for public posting and for reporting to the County.

NV-NYE-22-1158-A-000018

Job Descriptions

Ballot Intake Manager

1. Receives all Ballot Transfer Boxes entering the Central Hand Count center.
2. Signs the Ballot Transfer Box Control document for receipt and places the Ballot Transfer   Box in the central temporary storage location.
3. The Ballot Intake Manager and Ballot Intake Staff use unique Ballot Transfer Box keys to open the Ballot Transfer Box locks.
4. Removes the batches from the Ballot Transfer Box and signs the numbered Batch Tracking Document (batch number, ballot sequence numbers, date, time, and number of ballots) and the Batch Tracking Log.
5. Along with the Ballot Intake Staff, delivers the batches and Batch Tracking Document to the Ballot Verifier and Ballot Reader. Ballot Intake Manager enters the Count Room number on the Batch Tracking Document and all four sign as evidence of the transfer and receipt.
6. Confirms (along with the Precinct Tally Observer) that the Ballot Transfer Box is empty, replaces the locks and delivers the empty box to Fleet for return to the Clerk's office in Tonopah.
7. If the batches in the Ballot Transfer Box remain at the end of the last shift of the day, Ballot Intake Manager replaces the locks on the box, updates the Ballot Box Transfer Control document (along with the Precinct Tally Observer), and returns the box to the Clerk's office in Pahrump for storage in the Vault overnight.
8. At the end of the day the Precinct Ballot Observer will meet with the Ballot Intake Manager to ensure all batches sent are either in the Final Custody area or in the Precinct Ballot Intake area prior to sending the box to the Clerk's vault for overnight storage.

NV-NYE-22-1158-A-000019

Ballot Intake Staff

1. Receives all Ballot Transfer Boxes entering the Central Hand Count Center
2. Signs the Ballot Transfer Box Control document for receipt and places the Ballot Transfer Box in the secure temporary storage location.
3. Along with the Ballot Intake Manager, delivers the batches and Batch Tracking Document to the Ballot Verifier and Ballot Reader. Ballot Intake Manager enters the Count Room number on the Batch Tracking Document and all four sign as evidence of the transfer and receipt.
4. Confirms that the Ballot Transfer Box is empty, replaces the locks and delivers the empty box to Fleet for return to the Clerk's office in Tonopah.
5. If the batches in the Ballot Transfer Box remain at the end of the last shift of the day, Ballot Intake Staff replaces the locks on the box, signs the Ballot Box Transfer Control document, and returns the box to the Clerk's office in Pahrump for storage in the Vault overnight.

Ballot Verifier

1. Obtains the ballot batches and Batch Tracking Document (in the batch container) from the Ballot Intake Manager to take the batch to the Tally Table for the tallying.
2. Signs the Batch Tracking Document as evidence of receipt by the Ballot Verifier and Ballot Reader from the Ballot Intake Manager and Staff.
3. Ballot Verifier observes the Ballot Reader reading the names of the voted candidate or ballot issue choice
4. Stops the reading and Tally process if there is an observed error in the reading of the voted candidate on the ballot for a particular contest.
5. Independently verifies that Batch Tally Sheet (or Recount Tally Sheet) values of all three Vote Talliers match.
6. Signs the individual Batch Tally Sheets (and if applicable the Recount Tally Sheets) as evidence that the totals of all three Batch Tally Sheets (and if applicable the Recount Tally Sheets) match.
7. Delivers the completed batch to Precinct Tally Table.
8. Signs the Batch Tracking Document as evidence of delivery to the Precinct Tally Table, who sign the Batch Tracking Document as evidence of receipt.

Ballot Reader

1. Signs the Batch Tracking Document as evidence of receipt by the Ballot Verifier and Ballot Reader from the Ballot Intake Manager and Staff.
2. Receives the batch of ballots from the Ballot Verifier and places the ballots on the tally table (side one up).
3. Reads the name of the voter choice for each contest and ballot issue indicated on each ballot, one at a time, until all contests and ballot issues are read. The Ballot Reader will read the names of the voter choice from the first column on the ballot from top to bottom and perform the same for the second and third column. When the last voter choice is read, the Ballot Reader will say "next", place the completed ballot side one up on the table. Ballot Reader will continue to read all ballots, say "next" when finished with side one and place subsequent ballots side one up on top of the completed pile until the side one of the batch is complete.
4. Read side two of the ballot which is now face up on the table. The Ballot Reader will complete read page two of the ballot, saying "next" at completion of reading side two and place the ballot side two up on the table. Once side two of all ballots are read, the Ballot Reader will turn over the batch so that the first ballot of the batch is now in order with side one facing up. If a Recount Tally Sheet is required, the Ballot Reader will repeat steps 2 and 3 above reading only the contest or ballot issue choice for the recounted contests or ballot issues.
5. Signs the three separate Batch Tally Sheets and, if needed, the three separate Recount Tally Sheets as evidence that the three Batch Tally Sheets vote totals for each candidate and ballot issue choice match.
6. Signs the Batch Tracking Document as evidence of completion of the tallied batch and Batch Tally Sheets.

Ballot Tallier

1. Records the vote for each race on the Batch Tally Sheet using hash marks in batches of five (four vertical lines and one diagonal line for the fifth vote in a group).

2. If a Vote Tallier has recorded the incorrect voted candidate due to a reader error or a Tallier identified error due to error by marking the wrong line on the Batch Tally Sheet, they should place a hash mark in the correction column of the tally sheet next to the incorrect candidate or ballot issue and then place a hash mark in the column for the correct voter choice. The three Vote Talliers should then verify the vote count for the candidate or ballot issue in error and the correct candidate or ballot issue before the Ballot Reader proceeds to the next voter choice.

3. Records the Ballot Total hash mark on the Batch Tally Sheet (last item on page two) when the Ballot Reader says "next" on page two regardless of whether there was a candidate or issue selected on the ballot.

4. Totals the hash marks for each candidate for each race and each response for each issue once both side one and side two of the batch are complete.

5. The Vote Tallier designated as Vote Tallier One reads their vote totals for each candidate and ballot issue out loud pausing briefly between each contest or ballot issue.

6. If they need the Vote Tallier reading aloud to repeat a result (in which case they will say "Repeat" when the Tallier reading aloud pauses) or if their Batch Tally Sheet does not match a count read aloud.

7. If a Vote Tallier has a Batch Tally Sheet with a count which does not match the values read aloud by the designated Tallier, when the Tallier reading their count pauses, the Tallier with a mismatch will state "Mismatch."

8. The "mismatch" announcing Tallier will confirm the mismatch in question (e.g., candidate or ballot issue selection (yes or no) with the other Vote Talliers and all three will mark "Mismatch" on the Batch Tally Sheet for that race/initiative.

9. For the races with a mismatch in vote totals, the Vote Tallier completes the header for the Recount Tally sheet and records the vote for each race on the Batch Tally Sheet using hash marks in batches of five.

10. When all three Vote Talliers match, all three Vote Talliers will sign all three Batch Tally Sheets (and if applicable the Recount Tally Sheets).

Precinct Tally Observer

1. Signs the Batch Tracking Document to indicate receipt and complete documentation as the completed batches of ballots containing the Batch Tracking Document, Batch Tally Sheets (and Recount Tally Sheets) are received from the Ballot Verifier.
2. Compare the Batch Tracking Document to the updated Batch Tracking Log received from the Tabulation Area (Tonopah) daily to ensure all batches sent for Tallying are received.
3. The Precinct Tally Observer and the Precinct Batch Recorder will sign the Batch Tracking Log for each batch confirming that the input of the Batch Tally Sheets is correct and confirmed.
4. The Precinct Tally Observer will place the completed batch in a Ballot Transfer Box and the batch will be entered on the Ballot Transfer Box Control.
5. Precinct Tally Observer will meet with the Ballot Intake Manager and Ballot Custodian to ensure all batches sent are either in the Final Custody area or in the Ballot Intake Area.
6. At the end of the day, after all completed batches are placed in the Ballot Transfer Box, the day's Precinct Total Sheet will be placed in the Ballot Transfer Box with the completed batches for delivery to the Pahrump Clerk's office.
7. Precinct Tally Observer will meet with the Ballot Intake Manager to ensure all batches sent on the Batch Tracking Log the are either in the Ballot Intake Area or in a completed batch Ballot Transfer Box.
8. The Ballot Transfer Boxes containing the yet to be tallied batches and the days completed tallied batches are locked and sealed at the end of the day and returned by the Sheriff and Clerk or Deputy Clerk to the Pahrump Clerk's office vault for storage. The Precinct Tally Observer and Recorder and the Sheriff's Deputy will sign the Ballot Transfer Box Control document.

NV-NYE-22-1158-A-000023

Precinct Batch Recorder

1. Signs the Batch Tracking Document to indicate receipt and complete documentation as the completed batches of ballots containing the Batch Tracking Document, Batch Tally Sheets (and Recount Tally Sheets) are received from the Ballot Verifier.
2. The Precinct Ballot Observer and the Precinct Batch Recorder will sign the Batch Tracking Log for each batch confirming that the input of the Batch Tally Sheets is correct and confirmed
3. Enter the Batch Tally Sheet votes by batch number to the Precinct Total Sheet at the table. These totals will be entered on an identical Excel spreadsheet and summarized daily. The votes for each candidate or issue will be entered on the Precinct Total Sheet by precinct by Batch Tracking Document number until the election is completed.
4. The Precinct Tally Observer and the Precinct Batch Recorder will initial each batch entry and sign the Precinct Total Sheet daily confirming that the input of the Batch Tally Sheets is correct and confirmed.

Ballot Custodian (Tonopah Deputy Clerk)

1. Receives the completed batches of ballots containing the Ballot Tracking Document, Batch Tally Sheets (and Recount Tally Sheets) and initials the Batch Tracking Log as evidence of receipt.
2. Locks and seals the ballots for storage.

Forms and Templates - Definitions

1. Batch Tracking Log   Exhibit A
   Used to ensure all batches that were tabulated in Tonopah and sent to the Central Hand Count location are returned to the Tonopah Clerks Office and are included in the Hand Count totals.

2. Ballot Transfer Box Control   Exhibit B
   Used for chain of custody control over all movements of Ballot Transfer Boxes among the Clerk's offices and the Central Hand Count Location.

3. Batch Tracking Document   Exhibit C
   Used for chain of custody of individual ballot batches from initial Tabulation through the Hand Count process to the Ballot Custodian.

4. Batch Tally Sheet   Exhibit D
   Used to record individual votes for candidates and ballot issues and total votes by candidate and ballot issue for each ballot batch.

5. Recount Tally Sheets   Exhibit E
   Used to record individual votes for candidates and ballot issues and total votes by candidate and ballot issue for each ballot batch where a mismatch occurred on the original Batch Tally Sheet.

6. Precinct Total Sheet   Exhibit F
   Used to record vote totals from the Batch Tally Sheets by batch and summarize daily vote totals.

7. Precinct Total Sheet – Excel Version
   Used to record vote totals from the Batch Tally Sheets by batch and summarize daily vote totals.