

Clerks

PRIMARY TRAINING 2026

Office #: 812 285 6329

Voter Registration Office

GUIDES AND CONTACT INFORMATION

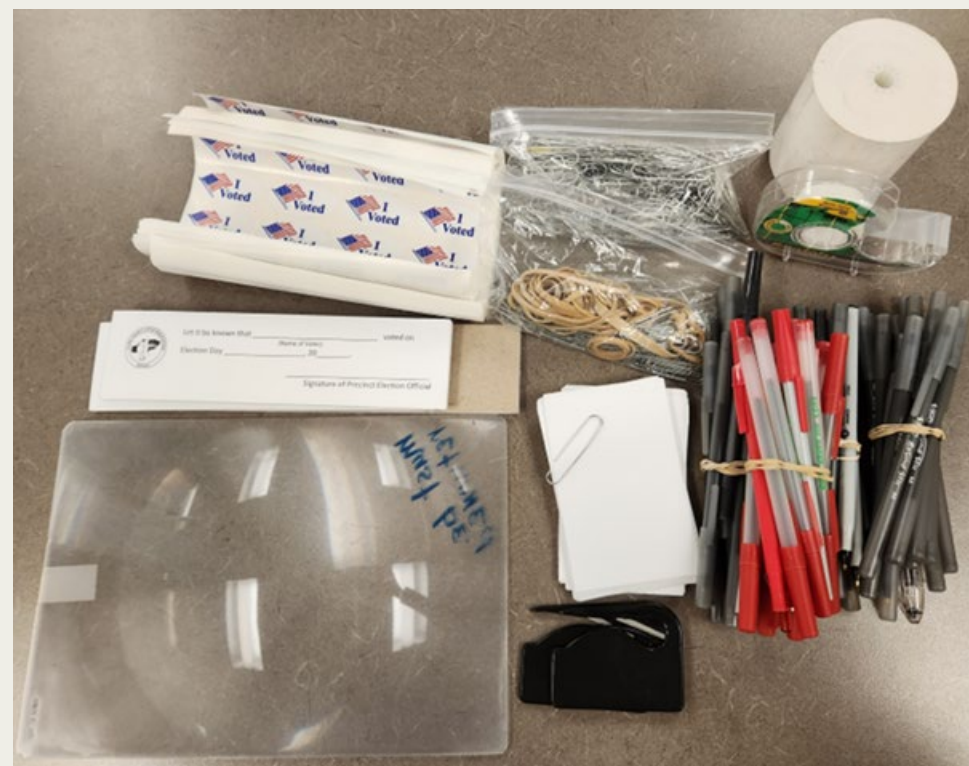
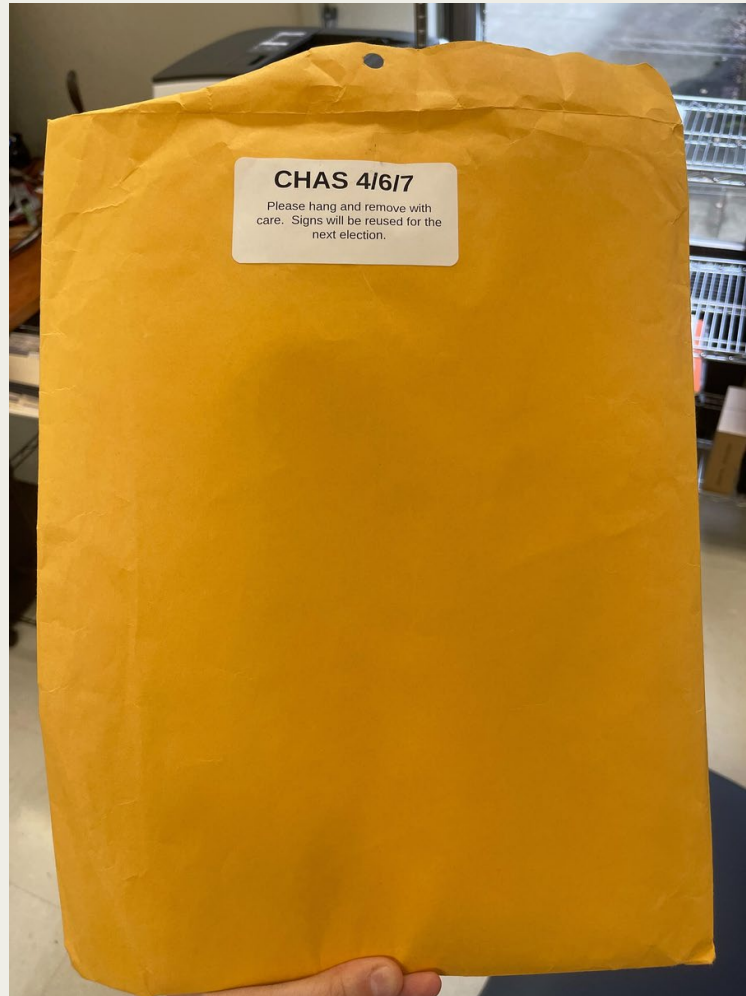
We ask that you give us your undivided attention during this training. Please feel free to ask questions during the presentation at any time on any slide.

Please refrain from talking during the presentation to be considerate of us and others. You may excuse yourself if you need to take a personal call.

Restrooms are in the back hallway.

SUPPLY BOXES

- “I Voted” Stickers
- Black Pens (For Ballot Marking)
- Red Pens (For workers)
- Paper Clips
- Rubber bands
- Magnifying sheet
- Blank Paper
- Tape
- Letter Opener
- Poll Pad Tape
- Excuse Slips
- Scissors



SIGNAGE KIT

Voter Bill of Rights

Spanish English

Signs

No Electioneering

Handicap Accessibility

Instruction for Marking Ballots

Sample Ballots

Precinct Signs

Precinct Map

Precinct Sign with Hours

Precinct Sign with Numbers

Importance Notice to Voters

Spanish

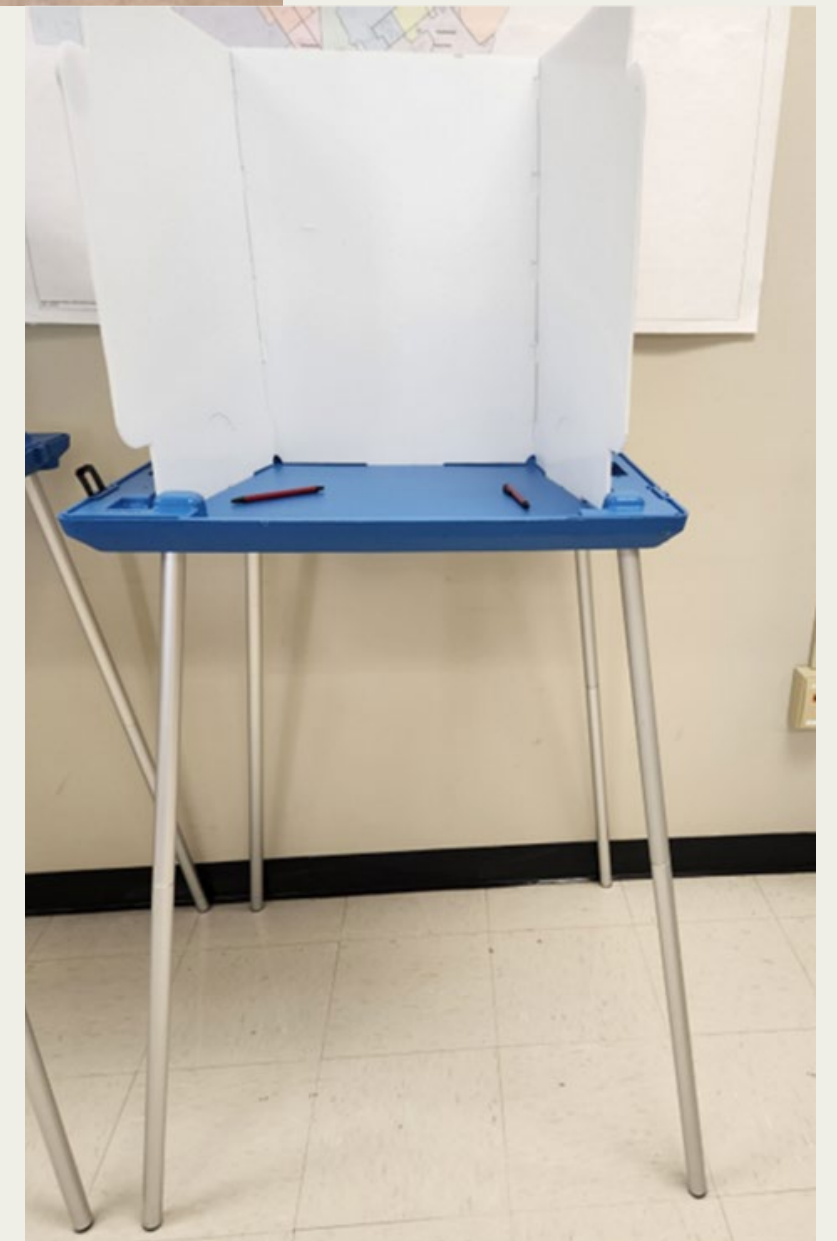
English

POLL BOOTHS

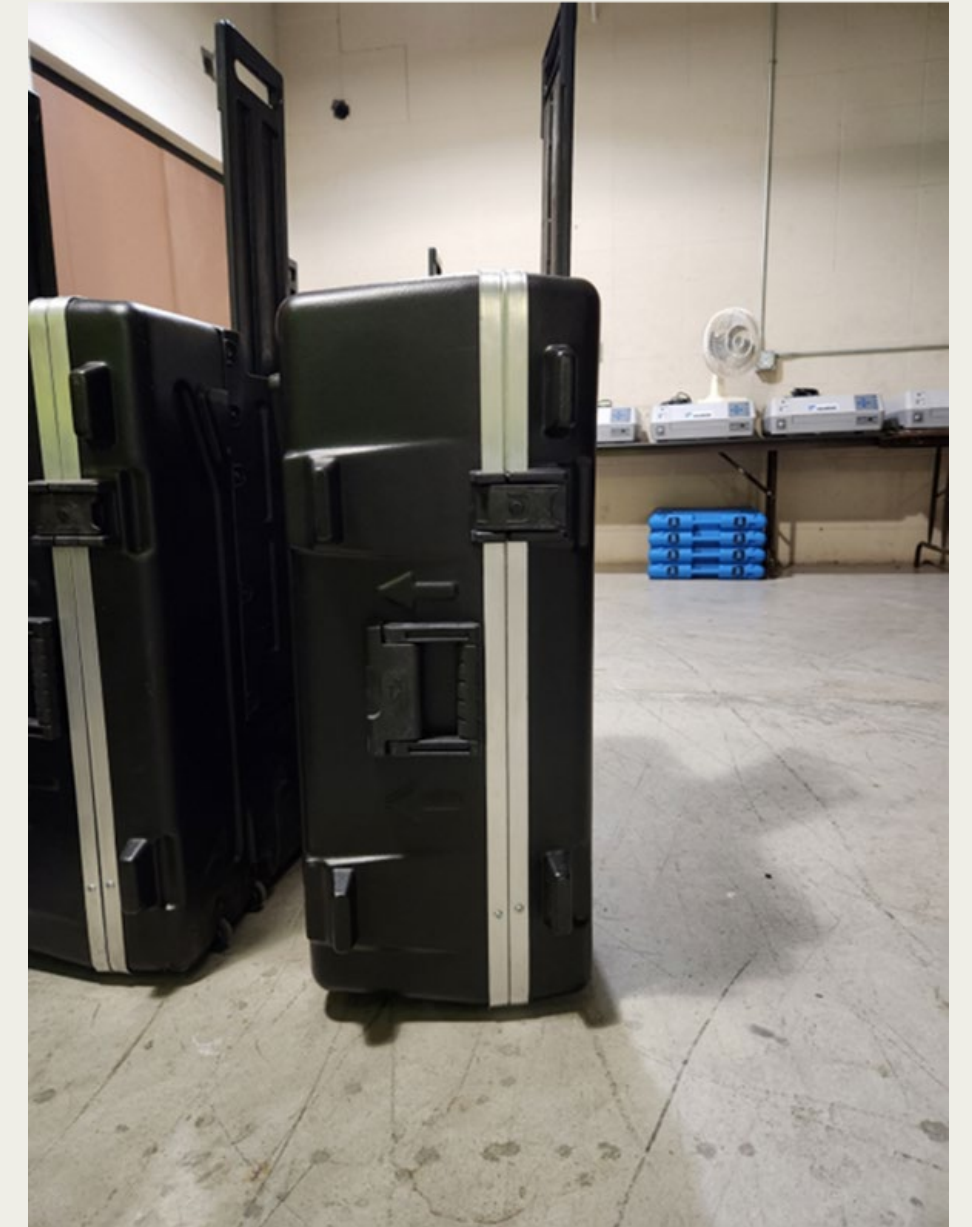
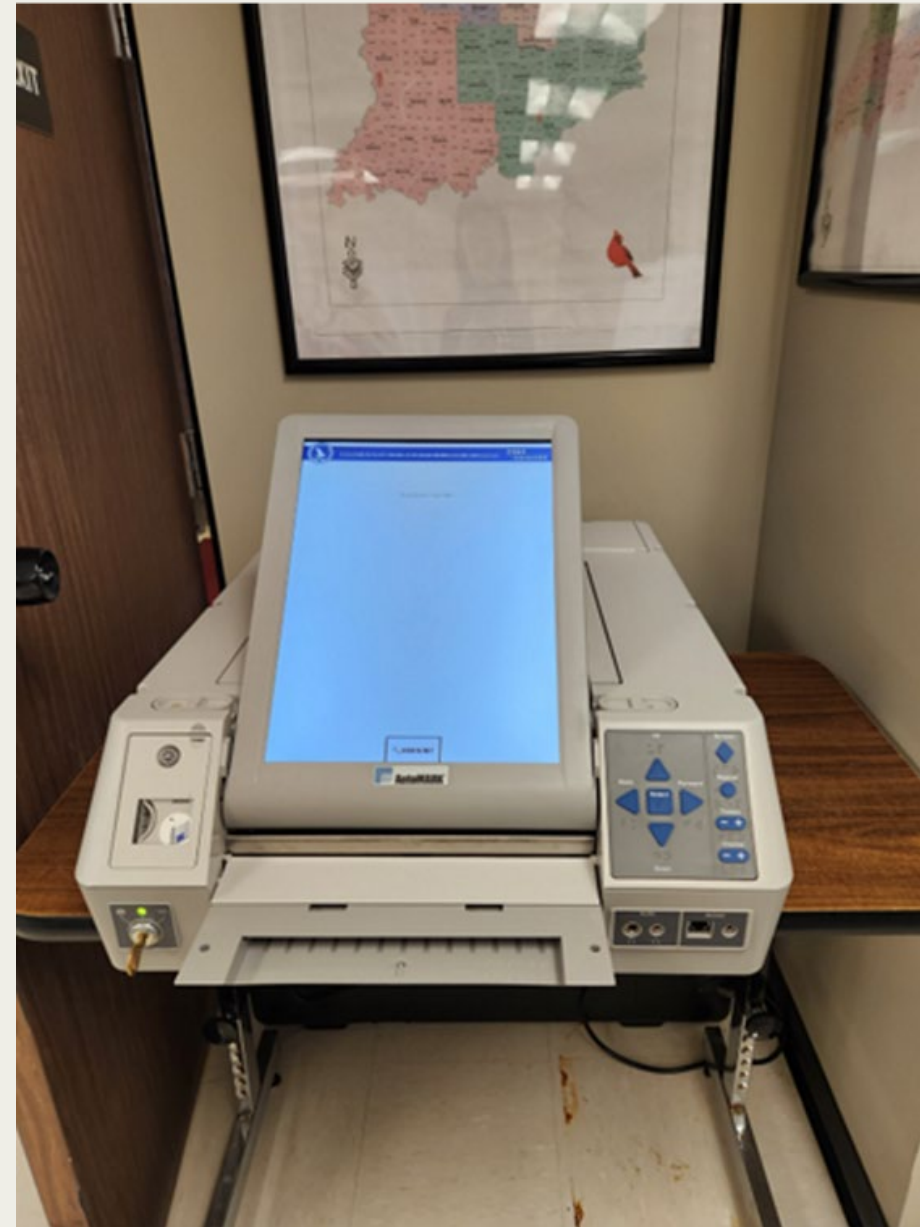
- Poll Booths will be delivered to the Locations prior to Election Day.
- There are 2 booths in each blue case - 8 legs and 2 partitions.
- Each booth gets 4 legs and 1 partition.
- Booths stay at the location after Election Day, but will need to be disassembled Election Night.



We recommend putting
2 **Black** or **Blue** pens
into each Poll Booth



AUTO MARKS



AutoMarks are ballot marking devices, and are ADA compliant voting machines. They are delivered prior to Election Day, and will be left at the location on Election Night. Please use the guide provided in the Election Reference Guide for more information.

BALLOT BAGS

These rest at the bottom of the machine and catch the **Voted** ballots.



THIS MUST BE DONE ON ELECTION DAY WITH INSPECTOR AND DEMOCRAT JUDGE PRESENT.

DS-200 MACHINES



- DS-200s are tabulating machines, that are dropped off at the location prior to Election Day.
- Unvoted Ballots are stored in the bottom.

The **Black Ballot Bag** will be emptied and placed inside the bottom of the machine to catch the **Voted Ballots**.

All **UnVoted Ballots** will be returned to the bottom of the DS-200 after the **Ballot Bag** and **Voted Ballots** are removed and the bottom is completely empty.

POLL PADS

- They are to remain **sealed** until Election Day.
- Make sure the labeled Polling Location matches where you are assigned to work.
- Each location will get 1 Hotspot or 1 Cradle Point, the Poll Pad cases will indicate where they are.
- **POLL PADS AND ALL MATERIALS INSIDE THEIR CASES ARE RETURNED ELECTION NIGHT. DO NOT LEAVE THEM AT THE POLLING LOCATION.**
- Hotspots/Cradle Points **MUST** be put back into their labeled Cases/Box.



More information on using the Poll Pads can be found in the Poll Pad Guide in the Inspector Binder.

POLL PAD REFERENCE GALLERY

Poll Pad



Poll Pad Case



Printer



Poll Pad
Charger



ID Tray

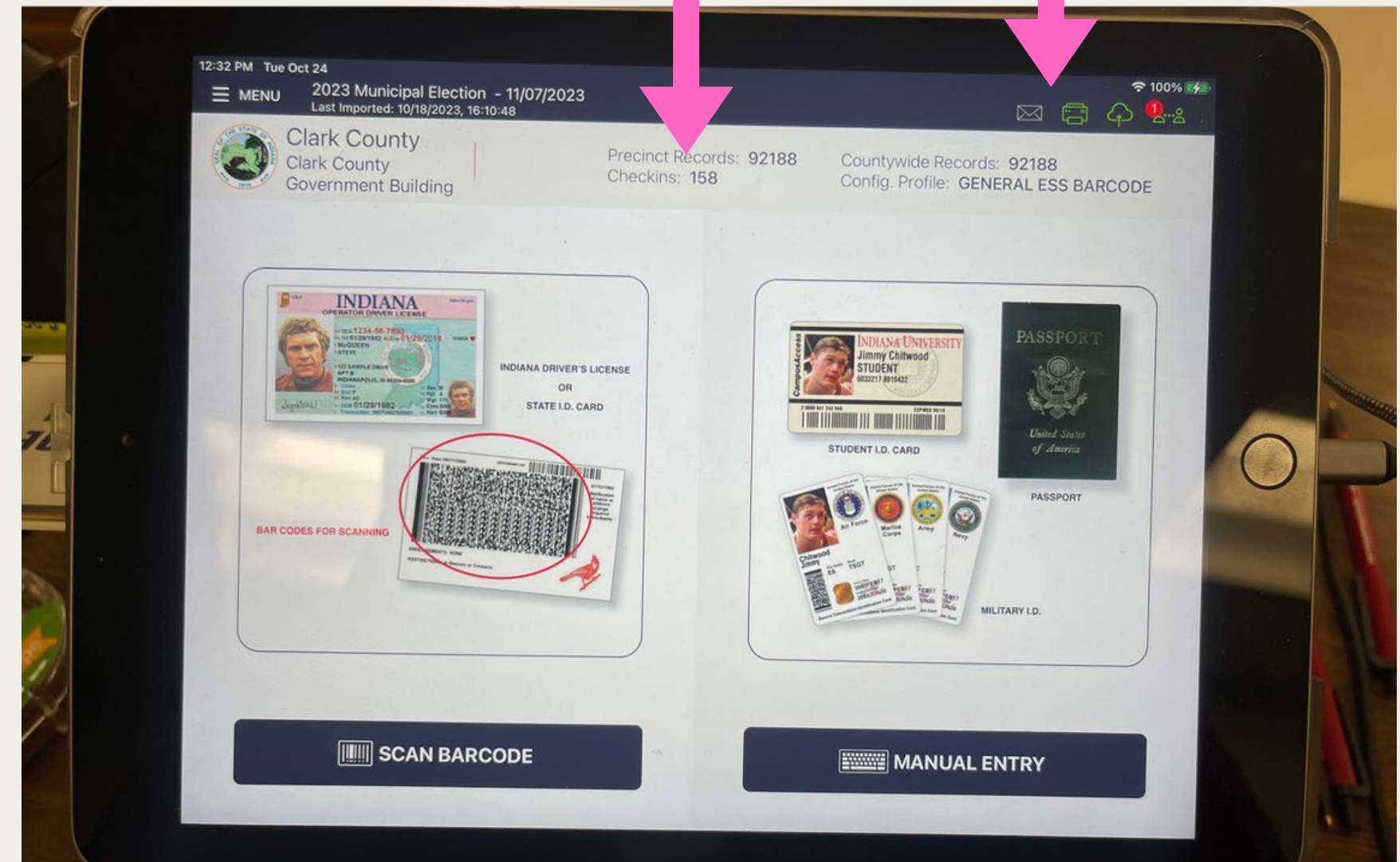
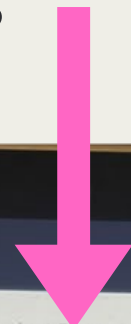


Hotspot and
Charger



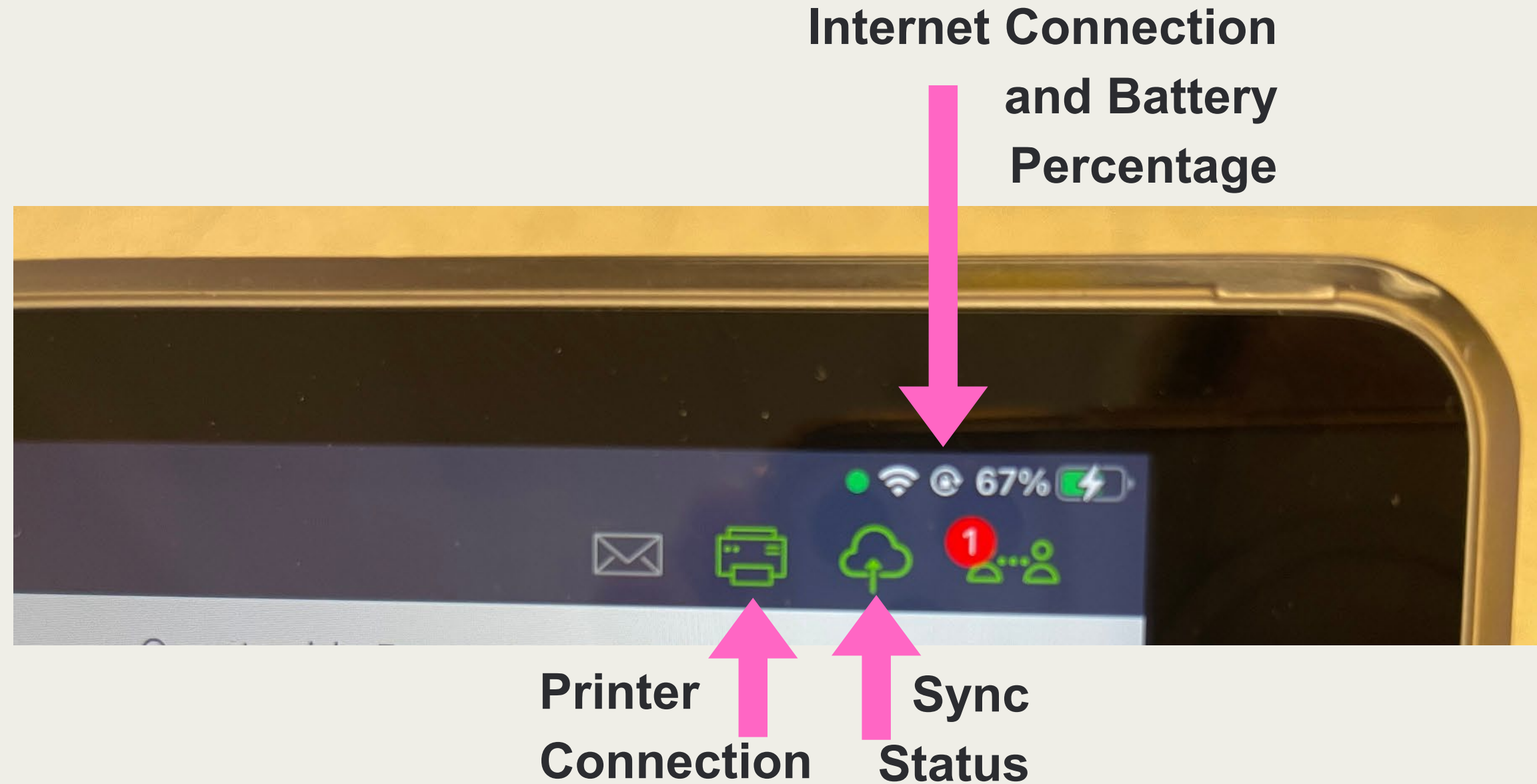
Messaging, Printer, and
Sync Icons

Check-Ins



POLL PAD ICONS

The top right of the Poll Pad contains important information on the Status of the Poll Pad. Our Office will be monitoring these statuses and will message the Inspector if any issue arises. However, monitor these throughout the day to keep issues at a minimum.



ELECTION DAY MORNING

Getting the Polling Locations Ready

All Poll Workers should arrive at the Polling Location by 5 AM

Do NOT park close to the building

- You may park close while unloading and setting-up, but will need to move before Polls open

Dress in Layers! Once you report to the Polling Location you are there until the close of the Polls, 6 PM.

Bring Lunch and Snacks

Inspectors will administer the Oaths, inside the **Blue Oath Book**, to all of the workers

Democratic Judges will administer the Oath to the **Inspector**

Clerks/Judges will break the seals and open the Poll Pad Cases, set up the Poll Pads, and log on. The Poll Pad Guide inside the Inspector's Binder will give specific instructions for Set-Up, Log-In, turning on the Hot Spot, and connecting the Poll Pads to the Hot Spot.

Ballots will be taken out of the DS-200 and the **Ballot Bag** will be placed inside to catch **Voted Ballots**. DO NOT LEAVE ANY BALLOTS INSIDE.

The Ballots will then need to be **NEATLY** organized and separated by **Precincts** and **Party** at your ballot table.

HELPFUL SET-UP TIPS

Keep the Polling Location Organized to make Voting Easy and Quick

Check-In should be easily recognizable with the Poll Pads

Keep tripping hazards to a minimum!

Arrange tables so that anything that needs electricity will be close to outlets

If your location has one door for Entry and Exit, try to create a flow from
Check-In -> Receiving Ballots -> Voting -> Exit to reduce foot traffic

The Inspector should have an area in mind, where they can pull aside a Voter
if any forms need to be completed.

VOTER ID REQUIREMENTS

Acceptable Forms of ID

- IN Driver's License
- IN ID Card
- US Passport
- Military/Veteran ID

4 Necessary Criteria

- Photo
- Name
- Expiration Date
- Issued by Indiana

Expiration Date

- ID must be current
OR
- Expired AFTER the last General Election
(11/05/2024)

IMPORTANT: Do **NOT** turn a Voter Away from the Polling Location due to a lack of ID. **Stop check-in and direct them to the Inspector to contact the Voter Registration Office for Assistance.**

(812) 285 - 6329

CHECKING IN VOTERS

[Checking in Voters](#)

Ask the Voter for their photo ID. If they do not wish to have their ID scanned, click “Manual Entry” and type in the first 3 letters of their Last Name and the first 3 of their First Name and press Search.

Ask if the address listed is correct. If yes, continue with “Address UnChanged” and press “Confirm Address”. If no, **STOP THE CHECK-IN PROCESS**. Direct the Voter to the Inspector to fill out the 4/12 Form, once completed the Voter will return to the line and the worker will choose “Address Changed”.

Since it is a Primary Election, you will turn the Poll Pad towards the Voter when you reach the Party Selection Screen. Ask the Voter to select their Party, then press Accept, and then to sign the Poll Pad. **YOU WILL NOT ASK THE VOTER THEIR PARTY OR CHOOSE FOR THEM.**

If the Voter needs assistance with filling out their ballot, either from someone with them or from the Poll Workers, the Inspector will provide the PRE-3 form to be completed **BEFORE** voting.

Once the Check-in process is complete, if the ballots are at a separate table, give the Voter their printed Receipt. If the ballots are at the Poll Pads, place the receipt in the provided “Poll Pad Receipt” Baggie. These will be returned with Election Materials at the end of the day.

If a Voter needs to fill out **ANY** form, the Inspector should lead them to the area they picked out to assist them; once they are done, the Inspector will take them back to the front of the line where they came from.

BALLOT CARE AND ORGANIZATION

Some locations might have a separate table for the Poll Pads and Ballots.

If the ballots are at the same table:

Take the Poll Pad receipt from the Printer and identify which ballot they will get. Focus on finding the **Precinct** and **Party** and then choose the corresponding ballot.

If the ballots are at a separate table:

Send the Voter, with their Receipt, to the Ballot Table. Workers at the Ballot Table will take the Receipt from the Voter and identify their Precinct and Party and then choose the corresponding ballot.

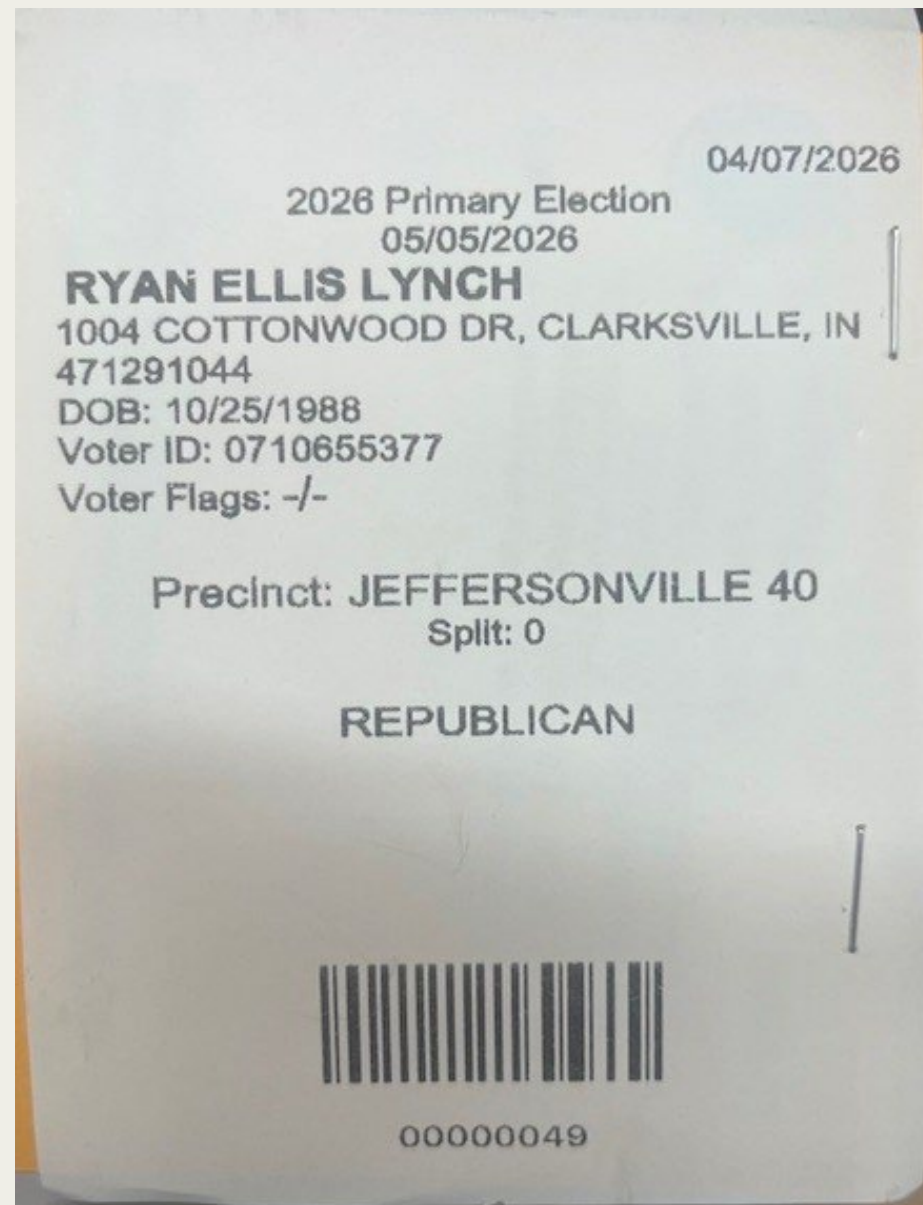
Initial the **BACK** of the ballots using a red ink pen. **BOTH** parties need to initial the ballots.

Do **NOT** initial an entire pack at once.

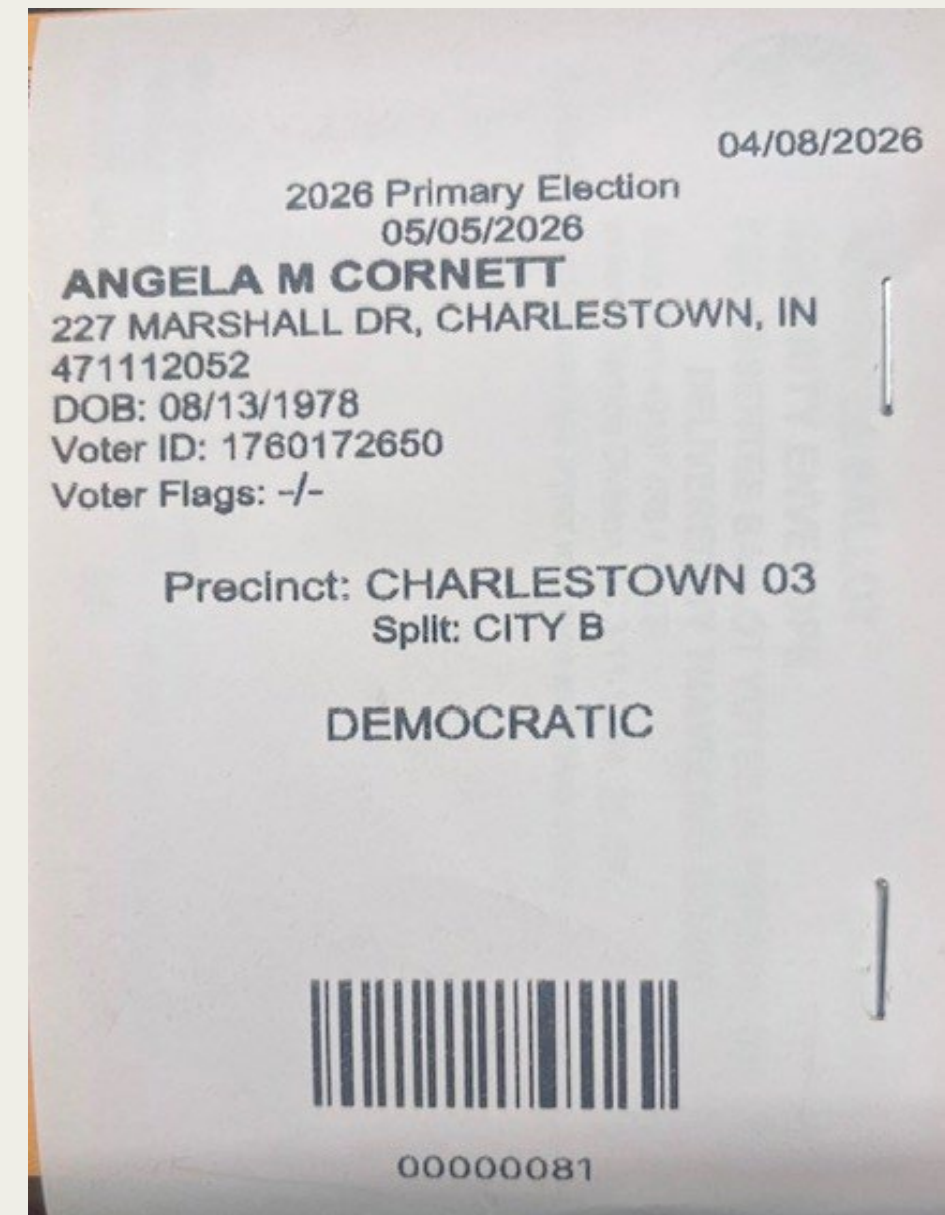
Once the Voter has been given the **Correct** and **Initialed** ballot, place the Receipt in the “Poll Pad Receipts” Baggie.

POLL PAD RECEIPTS

When looking at the Voter's Receipt, pay close attention to the **Precinct** and **Party**.
Double and Triple check to ensure the Voter is getting the CORRECT BALLOT.



**ONCE THE VOTER HAS
CHOSEN THEIR PARTY AND
THEIR RECEIPT HAS PRINTED
THEY CANNOT CHANGE OR
RECEIVE A DIFFERENT PARTY
BALLOT.**




Ryan should receive a Ballot that says:
Republican
JEFFERSONVILLE 40

Angela should receive a Ballot that says:
Democratic
CHARLESTOWN 03

Typ:01 Seq:0049 Spl:01

IT IS A CRIME TO FALSIFY THIS BALLOT OR TO VIOLATE INDIANA ELECTION LAWS



OFFICIAL REPUBLICAN PRIMARY ELECTION BALLOT
CLARK COUNTY, INDIANA
MAY 5, 2026
JEFFERSONVILLE 40

CASTING A VOTE: To vote for the candidate of your choice, darken the oval ● to the LEFT of the candidate's name. If you make a mistake, return your ballot to the Election Official and obtain another. Do not attempt to change any marks made in error.

FEDERAL AND STATE OFFICES	COUNTY OFFICES	STATE CONVENTION DELEGATES
UNITED STATES REPRESENTATIVE 9TH CONGRESSIONAL DISTRICT <small>Vote for one (1) only</small> <input type="radio"/> ERIN HOUCHEIN	COUNTY SHERIFF <small>Vote for one (1) only</small> <input type="radio"/> KENNY KAVANAUGH JR	STATE CONVENTION DELEGATES AT LARGE <small>Vote for not more than 17 candidates for this office.</small> <input type="radio"/> DAVID RAY ABBOTT
LEGISLATIVE OFFICES STATE SENATOR DISTRICT 45 <small>Vote for one (1) only</small> <input type="radio"/> CHRIS GARTEN	COUNTY SURVEYOR <small>Vote for one (1) only</small> <input type="radio"/> SCOTTIE MAPLES	<input type="radio"/> SCOTT ANDERSON <input type="radio"/> RONALD BLEVINS <input type="radio"/> BILL BURNS <input type="radio"/> CARMEN CROUDEP <input type="radio"/> BONITA (BONNIE) EHRHART <input type="radio"/> GREG FIFER <input type="radio"/> CHRIS FOX <input type="radio"/> MARK GRUBE <input type="radio"/> SCOTT HAWKINS <input type="radio"/> SCOTTIE MAPLES
STATE REPRESENTATIVE DISTRICT 71 <small>Vote for one (1) only</small> <input type="radio"/> D M BAGSHAW	COUNTY ASSESSOR <small>Vote for one (1) only</small> <input type="radio"/> BUTCH LOVE	<input type="radio"/> MARK A MEYER <input type="radio"/> DOUG REITER <input type="radio"/> CONNIE SELLERS <input type="radio"/> DALE SELLERS <input type="radio"/> GRACE SELLERS <input type="radio"/> R MONTY SNELLING <input type="radio"/> JENNIFER VOIGNIER
<input type="radio"/> JAMES R MCCLURE JR	COUNTY COMMISSIONER DISTRICT 3 <small>Vote for one (1) only</small> <input type="radio"/> TIMOTHY T COCHRAN II	STATE CONVENTION DELEGATES DISTRICT 1 <small>Vote for not more than 7 candidates for this office.</small> <input type="radio"/> MARY JO CARRICO <input type="radio"/> RON GROOMS <input type="radio"/> JAMES R MCCLURE JR <input type="radio"/> JANE MILTON <input type="radio"/> MATT OWEN <input type="radio"/> YOUSAF Q QUERESHI <input type="radio"/> JOSH WADDELL <input type="radio"/> EDWARD (ED Z) ZASTAWNY
CIRCUIT AND COUNTY JUDICIAL OFFICES JUDGE OF THE CIRCUIT COURT NO. 2 <small>Vote for one (1) only</small> <input type="radio"/> BRADLEY JACOBS	<input type="radio"/> SCOTT HAWKINS	
JUDGE OF THE CIRCUIT COURT NO. 3 <small>Vote for one (1) only</small> <input type="radio"/> LISA GLICKFIELD	COUNTY COUNCIL MEMBER DISTRICT 2 <small>Vote for one (1) only</small> <input type="radio"/> RON GROOMS	
<input type="radio"/> JEREMY MULL	TOWNSHIP OFFICES JEFFERSONVILLE TOWNSHIP TRUSTEE <small>Vote for one (1) only</small> <input type="radio"/> YOUSAF (Q) QUERESHI	
CIRCUIT COURT CLERK <small>Vote for one (1) only</small> <input type="radio"/> RYAN LYNCH	JEFFERSONVILLE TOWNSHIP BOARD MEMBER <small>Vote for not more than 3 candidates for this office.</small> <input type="radio"/> SHAWN L GRANT <input type="radio"/> BRANDON C SNYDER	
COUNTY OFFICES COUNTY AUDITOR <small>Vote for one (1) only</small> <input type="radio"/> R MONTY SNELLING		
COUNTY RECORDER <small>Vote for one (1) only</small> <input type="radio"/> STEVE GILL		
COUNTY TREASURER <small>Vote for one (1) only</small> <input type="radio"/> DANNY YOST		
<p>YOU NOW HAVE COMPLETED VOTING</p>		

FRONT OF BALLOTS

Whether the Ballots are by the Poll Pads or at their own table - they **must** be organized and different styles **NEED TO BE SEPARATE.**


The Precinct Name is located on the **FRONT** and **BACK** of the Ballot.

Each Precinct will have a Republican and Democrat Ballot.

ONCE THE VOTER HAS CHOSEN THEIR PARTY AND THEIR RECEIPT HAS PRINTED THEY CANNOT CHANGE OR RECIEVE A DIFFERENT PARTY BALLOT.

Typ:02 Seq:0006 Spl:01

IT IS A CRIME TO FALSIFY THIS BALLOT OR TO VIOLATE INDIANA ELECTION LAWS

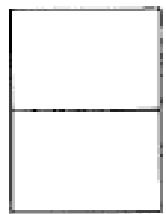
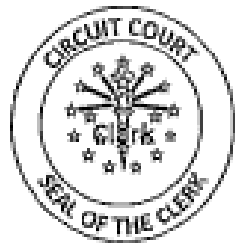


OFFICIAL DEMOCRATIC PRIMARY ELECTION BALLOT
CLARK COUNTY, INDIANA
MAY 5, 2026
CHARLESTOWN 03

CASTING A VOTE: To vote for the candidate of your choice, darken the oval ● to the LEFT of the candidate's name. If you make a mistake, return your ballot to the Election Official and obtain another. Do not attempt to change any marks made in error.

FEDERAL AND STATE OFFICES	COUNTY OFFICES	STATE CONVENTION DELEGATES
UNITED STATES REPRESENTATIVE 9TH CONGRESSIONAL DISTRICT <small>Vote for one (1) only</small> <input type="radio"/> JAMES H (JIM) GRAHAM <input type="radio"/> BRAD A MEYER <input type="radio"/> TIM PECK <input type="radio"/> KEIL L ROARK		
LEGISLATIVE OFFICES STATE SENATOR DISTRICT 45 <small>Vote for one (1) only</small> <input type="radio"/> NICK MARSHALL		
STATE REPRESENTATIVE DISTRICT 66 <small>Vote for one (1) only</small> <input type="radio"/> RYAN PRICE		
CIRCUIT AND COUNTY JUDICIAL OFFICES JUDGE OF THE CIRCUIT COURT NO. 3 <small>Vote for one (1) only</small> <input type="radio"/> ANDREA WASSON STEMLE		
COUNTY OFFICES COUNTY SHERIFF <small>Vote for one (1) only</small> <input type="radio"/> EDWARD H BYERS <input type="radio"/> TIM DEERINGER		
COUNTY COUNCIL MEMBER DISTRICT 4 <small>Vote for one (1) only</small> <input type="radio"/> CHRISTINA GILKEY		
<p>YOU NOW HAVE COMPLETED VOTING</p>		

SAMPLE



Clerk's Initials

JEFFERSONVILLE 40

BACK OF BALLOTS

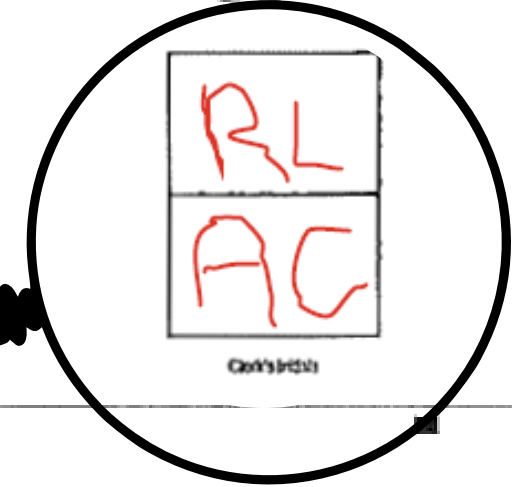
One Clerk from **BOTH** parties will initial the **BACK** of the ballots using a red ink pen. Do **NOT** initial an entire pack at once, only as needed.

Note: Many of the Republican Ballots have Offices to vote for on the back side of the Ballots. This includes Offices that do not appear on the Democrat Ballot.

Ryan Lynch

Angela Cornett

SAMPLE



Clerk's Initials

CHARLESTOWN 03

CLOSE OF POLLS

If there are Voters in line at 6, the Inspector may assign a Clerk or Judge to stand behind the last person and turn away anyone who arrives after 6 PM.

Report check-in totals on all Poll Pads to the Inspector, take down all Signage and return it to the Signage Kit, unplug and disassemble the Poll Pads, then return the correct Poll Pads and their materials to their matching Case.

After the Inspector and Democratic Judge remove the **Ballot Bag** from the DS-200 and it is completely empty, place all **UNVOTED** ballots back into the bottom of the machine.

The Inspector may assign you to help with other tasks to reset the polling location. Please follow their instructions while they collect the necessary important Election Material to return to the Judicial Center. This will help all Poll Workers leave quicker on Election Night.

Returning the Poll Pads

ALL Poll Workers should help to clean up the polling location before leaving.
Workers will stay at the location until all duties are finished and the Inspector has released the workers.

Lastly, if you do NOT work at the location you would normally vote at. Please make sure you vote early at our Early Voting Location:

Clark County Judicial Center

501 E Court Ave, Jeffersonville

Monday-Friday: April 20th - May 1st

2 Saturdays: April 25th & May 2nd

9 AM - 4 PM

The Inspector Binder will have all of this information and more!

PLEASE USE YOUR RESOURCES

While we are eager to help with issues you all may experience, many can be solved far quicker by looking through this presentation, reading the guides for each machine, instructions on the forms, etc.

Office Wide: (812) 285 - 6329

Christi Voter Office: (812) 285 - 6355

Voter Office: (812) 207 - 2152

Piper Voter Office: (812) 285 - 6330