

# OBSERVING THE MANUAL AUDIT Precinct Version



Use this version if your state conducts manual audits by counting votes cast in a specified percentage (or number) of precincts (e.g. AK, AZ, CA, HI, IL, KY, MN, NC, WV).

Your **name** and **contact** information (will not be shared with others except with your express permission): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Where you observed audit (e.g. county and state): \_\_\_\_\_

## Audit Announcement and Observability

\_\_Y \_\_N \_\_? 1. Is the audit scheduled for a specific date and time (e.g. "x" days after election day)? 1a. *If yes*, describe (*give specific date or schedule*):  
\_\_\_\_\_

\_\_Y \_\_N \_\_? 2. If not scheduled for a specific date, is advance notice provided of the date, time and location of the audit? *If yes*:

2a. how far in advance? \_\_\_\_\_

2b. how was notice provide? *Describe*: \_\_\_\_\_

\_\_Y \_\_N \_\_? 3. Is the selection process --to determine which precincts will be audited-- public?

\_\_Y \_\_N \_\_? 4. Were you able to observe the selection process?

5. You should receive documentation describing the audit process/procedure. If you are able to forward a copy (or a link if it is available online) please send to [observer@verifiedvoting.org](mailto:observer@verifiedvoting.org) or provide the link here: \_\_\_\_\_

\_\_Y \_\_N \_\_? 6. Were you provided with any summary reports before precincts were selected?

6a. *If yes*, indicate all that apply:

\_\_ List of all precincts, including ballot type assigned to each

\_\_ List of all ballot types, including contests present on each

\_\_ Unofficial copy of the Statement of Vote, with

\_\_ --for each contest, a summary of total votes received by each candidate

\_\_ --for each precinct, number of votes received by each candidate in each

contest, including by ballot category (e.g. absentee, polling place, provisional)

\_\_Y \_\_N \_\_? 7. Was advance notice provided of the date, time and location of the selection process (determining which precincts would be audited)?

7a. If no, how did you find out about it? \_\_\_\_\_

If advance notice was provided:

7b. How far in advance? \_\_\_\_\_

7c. How was notice provided? *Describe*: \_\_\_\_\_

## The Selection Process

\_\_Y \_\_N \_\_? 8. Were there any ballots still left to be tabulated at the time the selection process was performed? *If yes, which ones*:

\_\_ 8a. some or all absentee ballots?      \_\_ 8c. some or all provisional ballots?

\_\_ 8b. re-made ballots?                      \_\_ 8d. Other? \_\_\_\_\_

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Y  N  ? 9. Did the selection process consist of a random drawing? *If no*, please describe the process for selecting the precincts to be audited: \_\_\_\_\_

9a. If yes, what method was used to draw random numbers: e.g. numbers out of a hat, 10-sided dice, a spreadsheet, a computer random number generator, other?

Y  N  ? 9b. If a spreadsheet (e.g. Excel) was used, are you able to obtain a copy of the spreadsheet? (If so, please forward a copy to [observer@verifiedvoting.org](mailto:observer@verifiedvoting.org))  
If a computer program was used:

Y  N  ? 9c. were you able to observe the screen at close range during the process? If you were able to find out, please name the program and/or vendor who wrote it:

10. Which precincts were chosen in the random selection? (*list numbers of precincts selected for the audit – use additional paper if needed*) \_\_\_\_\_

Y  N  ? 11. Were any additional precincts added to make sure every race or contest was represented in the audit?

Y  N  ? 11a. If yes, were they selected randomly?

### **The Audit Process**

Y  N  ? 12. Were you able to observe the manual count of the ballots for the selected precincts?

Which categories of ballots were manually counted for the audit? *Identify all that apply:*

13a. votes cast electronically on DREs at the polling place for that precinct

13b. paper ballots cast at the polling place

13c. provisional votes cast at that polling place for that precinct

13d. provisional ballots cast at that polling place by voters from a different precinct

13e. absentee votes from voters associated with that precinct

13f. military and overseas ballots belonging to that precinct (may have been faxed or emailed)

13g. ballots that were duplicated or re-made (e.g. because original ballot was damaged)

*Most state audit laws require use of the voter-verified paper audit trail (VVPAT) in the manual audit, where DREs with VVPAT are used.*

Y  N  ? 14a. If the jurisdiction you observed uses DREs, did officials use VVPAT records for the manual audit?

Y  N  ? 14b. If no, did they “reprint” electronic votes onto plain paper and then manually count those?

Y  N  ? 15. If you observed counting of VVPAT records, was the security canister (cartridge or cylinder) holding the VVPAT records still sealed when it was brought out (security seals intact until audit)? *Comments:* \_\_\_\_\_

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- Y N ? 16. If the VVPAT records were printed on a continuous spool or reel of paper, were they counted on the continuous spool?
- Y N ? 16a. *If no*, were they separated into individual records prior to being counted (e.g. cut into individual records using scissors)?
- Y N ? 16b. If VVPATs were counted on the spool, were any devices used to help spool out the paper and facilitate the counting? *If yes, describe:* \_\_\_\_\_

17. If known, please state how many VVPAT records were on each counted spool: \_\_\_\_\_
- 17a. If known, please indicate the number of contests being counted: \_\_\_\_\_
- 17b. How long did it take to count each spool? \_\_\_\_\_

18. How many people conducted the count of the VVPAT records? \_\_\_\_\_
- Y N ? 18a. Did they work in teams? How many per team? \_\_\_\_\_
- 18b. Who did what? *Example: "Each VVPAT roll was counted by a team of 2 people; 3rd person kept a tally of the votes and 4th person checked that the tally was accurate. The team counting the VVPAT would indicate the contest and who the vote was for, and the tally team would make a mark for that candidate."*

- Y N ? 19. To your knowledge, were counting teams given any advance information about the "expected" count (e.g. did they see the initial Statement of the Vote)?
- 19a. If yes, how was that information provided? \_\_\_\_\_

- Y N ? 20. Did any count result in a discrepancy between the manual tally and the "expected" machine totals? If yes, what happened then? Select below, or describe:
- 20a. counters were asked to re-do the manual tally, without knowing the expected total or the size of the discrepancy
- 20b. counters were asked to re-do the manual tally, but knew the expected total
- 20c. other: \_\_\_\_\_

- Y N ? 21. Were any audit records damaged, missing or unreadable? If yes, what %?

*If any discrepancies were not resolved, please ask for an explanation and describe in as much detail as you are able. If you are able to obtain a record of all the tallies from the manual count (tallies for each precinct and each contest), along with copies of the electronic tallies in the case of any discrepancies, please forward a copy to us.*

*Thank you for participating!*