



**DEBRA BOWEN** | SECRETARY OF STATE  
STATE OF CALIFORNIA | ELECTIONS

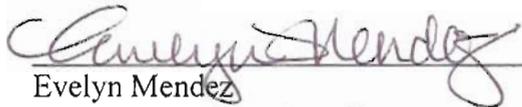
1500 11th Street, 5th Floor | Sacramento, CA 95814 | Tel (916) 657-2166 | Fax (916) 653-3214 | www.sos.ca.gov

November 3, 2008

County Clerk/Registrar of Voters (CC/ROV) Memorandum #08314

TO: All County Clerks/Registrars of Voters

FROM:

  
Evelyn Mendez

Candidates & Elections, Program Manager

SUBJECT: November General: Last Minute Election Reporting Instructions and Reminders

**- ATTN Election Reporting Staff -**

Attached are the last minute reporting instructions and reminders. This document has the CalVoter Election Reporting Team names and telephone numbers, as well as a few other reminders for election night reporting.

Please call us if you have any questions at all!

PLEASE KEEP THIS DOCUMENT HANDY FOR ELECTION NIGHT!

Thank you and good luck election night!

Attachment

## 2008 General Election – November 4, 2008

# Last Minute Election Reporting Instructions & Reminders

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- Please remember to submit your first report no later than 9 p.m. Continue to report at least once every two hours thereafter. Notify our office of any technical difficulties you may be experiencing which may delay your reports.
- **Once you submit your FINAL report to us, give us a call so we can verify the FINAL before you shut down and leave for the evening. DO NOT LEAVE PRIOR TO HAVING YOUR FINAL REPORT VERIFIED!**
- In the unlikely event that one of our servers fails on election night, the system is designed to automatically roll over to a backup server. If you experience a loss of connection to us (or the Calvoter program appears to freeze), please try closing the program and logging back in. If this is unsuccessful, please reboot your computer and then try logging back in. If you still have difficulties, then give us a call at one of the support numbers below.
- If you experience any problems or need any assistance, please call us. You should first try contacting your assigned CALVOTER support person. If you have difficulty reaching that person, please try the CALVOTER Help Desk at **1-888-VOTECAL (1-888-868-3225)** or one of the other support numbers listed below.
- The fax number that “Fax” designated counties should be reporting their results to is **(916) 651-6460**. Please verify that the correct number of precincts are on your reporting form before faxing your results in.

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### Election Night Contact Information

**1-888-VOTECAL (1-888-868-3225)**

**Fax** ● Jennifer Luckie-Bratt 916-651-3734

Alameda	Humboldt	Modoc	Santa Clara	Tehama
Amador	Inyo	Monterey	Sierra	Tuolumne
Butte	Kern	Riverside	Siskiyou	Yuba
Del Norte	Kings	San Joaquin	Sutter	

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**KDE** ● Lisa Alvis 916-651-8190 or ● Stephanie Golka 916-657-2189

Alpine	Glenn	Napa	Santa Cruz
Calaveras	Imperial	Plumas	Shasta
Colusa	Mariposa	San Benito	Tulare
El Dorado	Mono	San Bernardino	Ventura

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**AutoCounty** ● Steven Carda 916-657-2305 or ● Jenny Chernis 916-657-2080.

Contra Costa	Madera	Orange	San Luis Obispo	Stanislaus
Fresno	Marin	Placer	San Mateo	Trinity
Lake	Mendocino	Sacramento	Santa Barbara	Yolo
Lassen	Merced	San Diego	Solano	
Los Angeles	Nevada	San Francisco	Sonoma	

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### Connectivity Issues

Larry Inoshita  
Desk: 916-653-8905

Back up contact information: Evelyn Mendez 916-653-9155