



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

May 13, 2009

County Clerk/Registrar of Voters (CC/ROV) Memorandum #09080

TO: All County Clerks/Registrars of Voters

FROM: 
Evelyn Mendez
Candidates & Elections, Program Manager

SUBJECT: May Statewide Special: Unprocessed Ballots Report

It's everybody's favorite post-election question -- How many ballots do you have left to process?

We are requesting two updates from your county regarding the number of unprocessed ballots left to be counted. Please report the number of remaining unprocessed ballots by **5:00 p.m.** on the following days:

Thursday, May 21st
Tuesday, May 26th

There are two methods you can use to provide the information to our office:

- 1) **Calvoter II** - instructions attached
- 2) **Fax** using the Fax Reporting form provided

The Unprocessed Ballots Report will be posted on our website at www.vote.sos.ca.gov at 1:00 p.m. on Friday, May 22 and Wednesday, May 27.

If you have questions about this survey or other election reporting matters, please contact any member of the SOS Election Night Reporting Team at (888) VOTECAL or (888) 868-3225.

Thanks in advance for your prompt response.

Attachments

UNPROCESSED BALLOT REPORT
May 19, 2009, Statewide Special Election

COUNTY: _____

Name: _____

Phone: _____

Report 1 **Due Thursday, May 21, 2009, by 5:00 p.m.**

Unprocessed vote-by-mail ballots _____

Provisional ballots _____

Damaged ballots _____

Report 2 **Due Tuesday, May 26, 2009, by 5:00 p.m.**

Unprocessed vote-by-mail ballots _____

Provisional ballots _____

Damaged ballots _____

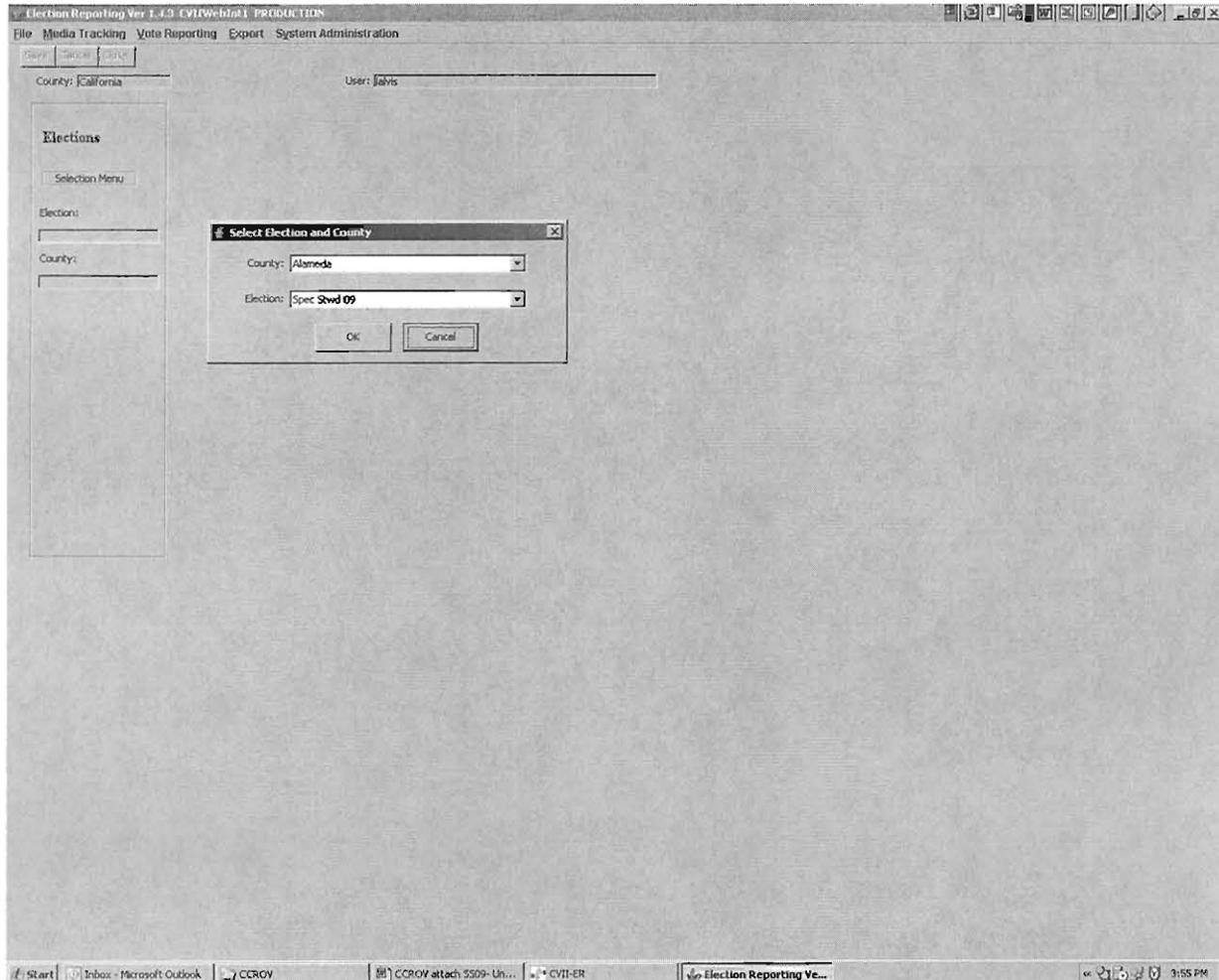
Return to:

Evelyn Mendez
Elections Division
1500 11th Street, 5th Floor
Sacramento, CA 95814
FAX: (916) 651-6460
(916) 653-0718

1. Notify SOS Election Night Reporting Team once data has been updated.
2. Open CALVOTER II Elections application.
3. Select VOTE REPORTING on Menu Bar.
4. Select UNPROCESSED BALLOTS on drop-down menu.



5. Select your county from the drop-down list; the system will default to current election.
6. Click OK.



7. The LAST REPORT field will contain the date/time stamp from your last semi-official canvass report; the BALLOTS CAST field will contain the number of ballots you reported on your last report.
8. Key in the number of late returned vote-by-mail, provisional, and damaged ballots.
9. Click SAVE (upper left corner).

Election Reporting Ver 1.1.3 CVIIWebInt1 PRODUCTION

File Media Tracking Vote Reporting Export System Administration

Save | Cancel | Close

County: California User: BoV's

Unprocessed Ballots Report

Data/Time

Current: 05/11/2009 03:55 PM

Last Report:

Unprocessed Ballots

Ballots Cast: 0

Vote-By-Mail: 100

Provisionals: 200

Other: 0

Total: 300

Elections

Selection Menu

Election: Spec Stwd 09

County: Alameda

Alameda

Start | Inbox - Microsoft Outlook | CCROV | CCROV attach 5509- Un... | CVII-EP | Election Reporting Ve... | 3:56 PM

10. Select OK then close window.

11. Notify Secretary of State Election Night Reporting Team that data has been updated.

