



**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](http://www.sos.ca.gov)

June 8, 2010

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 10186

TO: All County Clerks/Registrars of Voters

FROM:

  
Evelyn Mendez

Candidates & Elections Program Manager

SUBJECT: Statewide Direct Primary: Unprocessed Ballots Report

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

**Thursday, June 10<sup>th</sup>**  
**Monday, June 14<sup>th</sup>**

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: [www.vote.sos.ca.gov](http://www.vote.sos.ca.gov)  
Friday, June 11 at 1:00 p.m. and Tuesday, June 15 at 1:00 p.m.

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

Thanks in advance for your prompt response.

Attachments

**Unprocessed Ballot Report  
June 8, 2010, Statewide Direct Primary Election**

COUNTY: \_\_\_\_\_

Name: \_\_\_\_\_

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

**Report 1**      **Due Thursday, June 10, 2010, by 5:00 p.m.**

Unprocessed vote-by-mail ballots      \_\_\_\_\_

Provisional ballots      \_\_\_\_\_

Damaged ballots      \_\_\_\_\_

**Report 2**      **Due Monday, June 14, 2010, by 5:00 p.m.**

Unprocessed vote-by-mail ballots      \_\_\_\_\_

Provisional ballots      \_\_\_\_\_

Damaged ballots      \_\_\_\_\_

Return to:

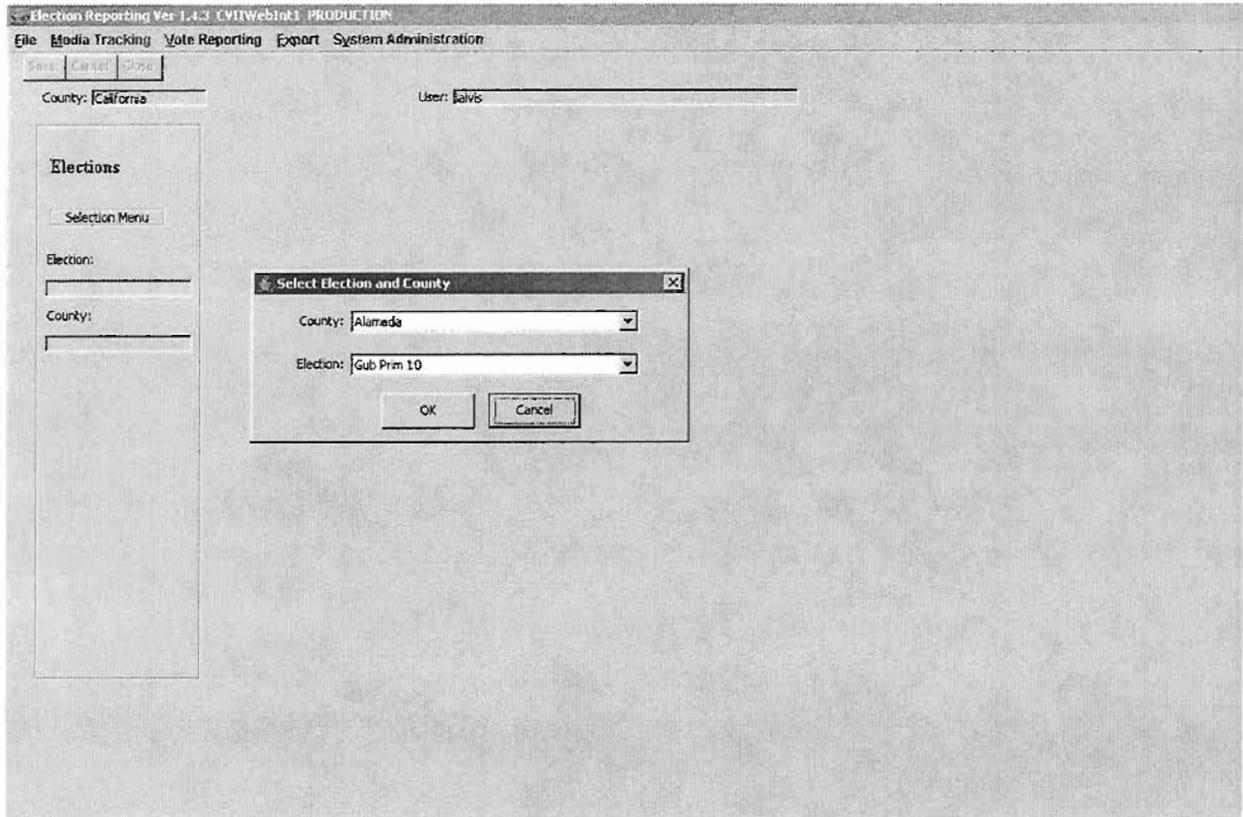
Evelyn Mendez  
Elections Division  
1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814  
**FAX: (916) 651-6460**

# Unprocessed Ballot Report CalVoter II Instructions

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 1.4.3 (Web) PRODUCTION

File Media Tracking Vote Reporting Export System Administration

Save Cancel Close

County: California User: javis

Unprocessed Ballots Report

Date/Time

Current: 06/07/2010 03:18 PM

Last Report:

Unprocessed Ballots

Ballots Cast: 0

Vote-By-Mail:

Provisionals:

Other:

Total: 0

Elections

Selection Menu

Election: Sub Prim 10

County: Alameda

10. Select OK then close window.

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

