



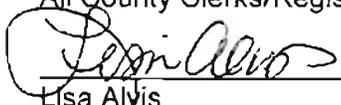
DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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September 7, 2012

County Clerk/Registrar of Voters (CC/ROV) Memorandum #12270

TO: All County Clerks/Registrars of Voters

FROM: 
Lisa Alvis
Associate Elections Analyst

RE: General Election: Election Night Reporting Guides and Instructions

—ATTENTION VOTE RESULTS REPORTING STAFF—

The Election Night Reporting User Guides and Reporting Instructions for the three vote results reporting methods will be mailed today to the individual counties' election night reporting contact. All guides and instructions have been updated for the November 6, 2012, General Election. Please review the reporting guide(s) your county will be using to become familiar with the process. The Auto-County template files are now available and have been pushed out to each county's CalVoter workstation. You can find all the specifics regarding the template file and the reporting processes in the Auto-County Certification and Users Guide.

- Auto County Certification will begin on Monday, September 24, 2012. If you would like to switch to Auto-County reporting, please contact Lisa, Jenny, or Cathy at the numbers below.
- Key Data Entry (KDE) training can be provided. Please contact our office to schedule.
- FAX Reporting Instructions reference election night reporting forms. The election night reporting forms will be delivered during the week of September 17, 2012. Please contact our office if you do not receive the forms.

System testing occurs on the Wednesdays listed below. All counties, regardless of vote reporting method, are encouraged to participate in at least one of the system test dates. Our office will call and schedule the date that works best for you.

October 17, 24, and 31

If at any time your county would like to change its vote results reporting method after reviewing the guides, please feel free to call or email us with any questions.

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