



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
ELECTIONS DIVISION

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October 4, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18239

TO: All County Clerks/Registrars of Voters
FROM: /s/ Joanna Southard, Assistant Chief
Elections Division
RE: Election Materials: Reporting of Errors

In order to ensure all elections are efficiently conducted and state election law is consistently and uniformly enforced, we are asking counties to report any substantive errors made in any election-related materials provided to voters (such as ballots, county voter information guides, inserts, outreach materials, etc.) for the General Election as they occur in order that we may provide guidance and share any best practices or lessons learned with all county elections officials. A template is provided for your use.

When reporting errors, we ask that you provide the following:

- Description of Error
- Type of Error (such as typographical, missing information, incorrect information, translations, mailing related, technical, etc.)
- Number of registered voters in the jurisdiction
- Number and percentage of affected voters
- Corrective action taken

The hope is that the sharing of errors and their solutions may assist in mitigating and/or preventing future errors throughout the state.

Should you have any questions, please feel free to contact me at Joanna.Southard@sos.ca.gov or at (916) 657-2184.

County: _____

**November 6, 2018, General Election
Election Material Error Report**

Error Description	Date	Error Type	Total Number of Registered Voters	Number and Percentage of Affected Voters	Corrective Action Taken