



Shirley N. Weber, Ph.D. California Secretary of State Elections Division

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August 21, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24169

TO: All County Clerks/Registrars of Voters

FROM: /s/ Justin Hirai
Election Security Manager

RE: General Election: Election Materials – Reporting of Errors

In order to ensure all elections are conducted efficiently and state election law is consistently and uniformly enforced, counties are asked to report any substantive errors made in the production or distribution of election-related materials provided to voters (such as ballots, county voter information guides, inserts, outreach materials, etc.) for the November 5, 2024, General Election as they are discovered. This will allow the Secretary of State's office to provide guidance and share any best practices or lessons learned with all county elections officials. A fillable form has been provided along with this CCROV to facilitate ease of reporting.

When reporting errors, please provide the following:

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

Please return the completed error reporting form to jhirai@sos.ca.gov.

By sharing errors and their solutions election officials will assist in mitigating and/or preventing future errors throughout the state. Should you have any questions, please feel free to contact me at jhirai@sos.ca.gov or (916) 603-7903.

County: _____

November 5, 2024, 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

Please return this form to jhirai@sos.ca.gov upon completion.