



## Election Judge Selection and Training Checklist

An election administrator may track the election judge selection and training by using this suggested checklist.  
Add/modify items as needed.

FOR OFFICE USE BY COUNTY ELECTION ADMINISTRATOR

- Send letter to Political Parties requesting lists of potential election judges for 2-year cycle
- Send letter to potential judges from list submitted by political parties notifying them of training session(s)
- Set dates for training session(s)
- Reserve location for training session(s)
- Send notice to political parties of date, time and place of training session(s)
- County Commissioners appoint judges
- Send notice of training session(s) to potential judges
- Prepare training materials, ensure that minimum requirements are met and sufficient copies are made to distribute
- Line up lap-top, projector, screen, easel, microphone, etc . for training session(s)
- Get voting equipment and sample ballots prepared for training, as applicable
- Make sure that sufficient tables, chairs, etc. are available at training location(s)
- Prepare Certificates of Completion (including training checklist of requirements)
- Prepare sign-in sheets, name tags if necessary
- Make sure you have sufficient copies of the Secretary of State "Election Judge Handbook" and any other county-specific manuals