Election Division Dispatch

NEWS & UPDATES

Democracy Works & Poll Location Data

Each election cycle the state provides early voting and Election Day voting location information to Democracy Works, who then shares this information on their website, all.votinginfotool.org, and to other partners like Google and USA.gov.

The week of April 15, Democracy Works will begin sharing Indiana-specific information for voters to use. Please ensure your voting information is updated by April 12, 2024.

It is critical counties review their early voting and Election Day voting location information in SVRS to ensure its accuracy not just for our partners but also indianavoters.com. If you have questions about updating this information in SVRS, please contact the Civix Help Desk.

March Build

Civix pushed enhancements from the March Build to SVRS and is hosting an online training the first week of April to review those changes, which include: a new report documenting the rejection reasons for provisional ballots; an auto-save feature to save records on the precinct results mapping module when navigating between pages within each mapping category; a new warning message on indianavoters.com to provide more information to voters when deadlines pass; and an update to the ABS-24 to include the voter's name and precinct and update the text on the "timely" received portion of the form to reflect changes in state law.

CAN-9: Notice of Primary Election

For the May primary election, each CEB must compile a list of Democratic and Republican candidates for federal, state, and local office along with their address and office sought. (Addresses must be included unless restricted under IC 36-1-8.5.) This notice is the CAN-9 form, and also includes the dates, times and locations of early voting sites. In some counties, the notice includes a local public question, if applicable.

After entering candidate details in SVRS, the CAN-9 can be produced under the Election category of the Reports Library. The CAN-9 must be filed in the minutes of a CEB meeting and with IED not later than noon, April 29, 2024. The CAN-9 must also be published in the newspaper in accordance with IC 5-3-1 not later than, April 16, 2024.

Candidates for party offices (PC and delegate) do not need to be included on the CAN-9. See IC 3-8-2-19 for more information.

Note: Election Day voting locations are published separately from the CAN-9; however, the deadline for the CEB to publish Election Day voting sites in the newspaper is the same: April 16, 2024.

CALENDAR

April 4, 2024: Deadline to **post** notice of public test of voting system, if held on 4/8/24, to meet the 48-hour Open Door Law requirement

April 6, 2024: Deadline to **publish** notice of the public test of voting system in the newspaper, if held on 4/8/24

April 8, 2024: Statewide VR Deadline

April 8, 2024: Deadline for CEB to conduct public test of voting systems

April 9, 2024: First day of early voting

April 12, 2024: End of pre-primary report period

April 16, 2024 (NOON): Deadline for D&R chairs to nominate poll workers for Election Day

April 16, 2024: Deadline to publish CAN-9 notice of primary election

April 16, 2024: Deadline for CEB to publish notice of all Election Day voting locations in the newspaper

April 18, 2024: Travel Board appointments begin

April 19, 2024 (NOON): Deadline for all committee types (candidate, party, PAC) to file pre-primary CFA-4 report

April 25, 2024 (11:59PM): Deadline to receive ABS-MAIL, ABS-VPD

April 25, 2024 (11:59PM): Deadline to receive FPCA for UOCAVA voters who want absentee ballot mailed to them

April 27, 2024: All county clerk's offices must be open for early voting; vote center counties must also open one additional vote center used on election day for early voting

April 29, 2024: Deadline to file copy of CAN-9 with IED

April 29, 2024: Deadline to receive FPCA to update voter registration information

May 4, 2024: All county clerk's offices must be open for early voting; vote center counties must also open one additional vote center used on election day for early voting

May 6, 2024 (NOON): Deadline for FPCA to be filed to request faxed/emailed ballot; Deadline for ABS-Traveling Board to be filed; Early voting ends

May 7, 2024: Primary Election Day; polls open from 6A to 6P (local time); ABS-Mail ballots due by 6P (local time)

APRIL WEB TRAINING

April 2 & 4 | March Build
April 9 & 11 | indianavoters.com Functionality
April 16 & 18 | County Election Results Entry
April 23 & 25 | Certificate of Error Processing

2024 Calendar is posted to the INSVRS County Portal but is subject to revision.

IN FOCUS: Election Results Reporting

Unofficial Election Night Results Reporting

Counties are required to report UNOFFICIAL results on election night, beginning not later than 8P and ending at midnight (local time). If results are not complete, then counties must resume reporting at 9AM the next day and update results hourly until all unofficial results are entered into SVRS. Results are displayed on indianavoters.com/electionresults.

Two SVRS Reporting Methods

In SVRS, there are two ways to enter results: summary or precinct level. Your reporting preference can be turned "off" or "on" by manually changing the setting to be "on" or "off" in County Preferences (Admin > System > County Preferences > Precinct Level Reporting).

"Off" mode means your county is manually reporting summary level results in SVRS. When in the "on" position, counties will be reporting results by precinct. The default setting for precinct level reporting is to use the uploader; if you want to manually enter precinct results, you must toggle the "Precinct Level Hand Entry" on, too. (See image below)

Once the results preference is set for the election, it cannot be changed until after

election results are certified. Counties may change their results reporting preference for the next election after certification.

The upload functionality requires you to "map" the names used in by your county's election management software to the fixed names in SVRS. Think of mapping as helping SVRS translate the precinct, candidate, and office names used by your voting system software.

For example, the voting system software may use "clerk" for an office name but SVRS has a fixed name of "county clerk." You are tying, or "mapping," the word choice used by your voting system software ("clerk") to the fixed SVRS office name ("county clerk") so SVRS knows clerk = county clerk when results data is uploaded and presents accurate election results.

There are a few things to do now so the process will work smoothly on Election Night:

1.Request your zero file from your voting system vendor, which can be the zero file used at the public test.

2. Use the zero file to practice mapping in SVRS Sandbox. SVRS Sandbox was refreshed in March, so election information should be reasonably updated. If you need access to

INSVRS Sandbox, please contact the Help Desk.

3.When you are comfortable with the feature, upload the ZERO file into SVRS Production to set up your mapping.

Certified Election Results

After the county canvasses its results, it must certify its precinct level results to IED using SVRS. IED is no longer accepting election results by email, fax, mail, or hand-delivery. Counties will not be able to file the CEB-9 report until their precinct results are uploaded.

If unofficial results were entered at the summary level, then the final precinct level results will be added as an attachment to the CEB-9 filed in SVRS. For those counties that entered results by precinct in SVRS and final-ized them in the system, there is no need to add an attachment to the CEB-9.

Before finalizing results, don't forget to update unofficial results in SVRS with any absentees or provisionals that were counted and to update voter turnout statistics.

Election results are available to download from indianavoters.com/electionresults, which is why it is important for official precinct level results reporting be replaced by final, official results in SVRS.

Resources

There are recorded web training sessions and step-by-steps available on the SVRS County Portal. Additionally, County ENR Data Entry training is scheduled for April 16 & 18.

County Preferences
Preference Type: Election Night Reporting

	Preference Option	Preference Type
☐	Precinct Level Hand Entry (You MUST also enable the Precinct Level Reporting Preference to utilize Hand Entry)	Election Night Reporting
☑	Precinct Level Reporting	Election Night Reporting

VR CORNER

US District Court Data VLM Project Preview

In even-numbered years, the state is required to request jury duty USPS returns from the Northern and Southern US District Courts. This information must be shared with counties after the May primary election and counties must send the SAMC notice, if applicable, not later than June 18, 2024.

The list is not housed within SVRS hoppers; instead, spreadsheets will be posted on the INSVRS County Portal in the Special Projects folder. The spreadsheet will include voters whose jury duty summons was returned with "deceased" or "returned as undeliverable" designations.

Before sending a SAMC to the voter where "deceased" is indicated, we recommend looking for obituaries in the newspaper or funeral home websites, for example. If your county VR official is reasonably satisfied the person in the obituary and the spreadsheet are the same, then you can move the voter's registration status to "cancelled" and Include the source info for the cancellation.

More information will be shared next month, and online trainings by Civix on SVRS modules will take place in June.

QUESTIONS OF THE MONTH

Q. Do we use the PRE-5 at early voting locations?
A. No. The PRE-5 is used on Election Day only for those voters whose absentee-by-mail ballot did not arrive. The voter completes the PRE-5 and then can vote a regular ballot, if otherwise qualified. BEFORE Election Day, the ABS-5 is used for this scenario or if the voter wants to surrender their absentee ballot and request to vote in-person, for example.

Q. Can voters hand-deliver an absentee ballot by mail to an early voting location?
A. Yes. A voter, a member of the voter's household, attorney in fact and certain relatives may hand-deliver a voter's completed absentee ballot to an early voting location. Please be sure to have the ABS-19 form handy for any person, other than the voter, hand delivering their absentee ballot. Absentee voter boards should also receive training on managing this scenario.

Q. Are County Commissioners elected at large?
A. Except for Lake, Marion and St. Joe counties, all county commissioners are elected at-large, meaning every voter of the county votes for the candidates. However, candidates must reside in one of the three districts to meet durational residency requirements to qualify to run for the office and while holding elected office.