

## Marshals

**Role Objective:** *Maintains a steady supply of Ballot Paper Trays to and from scanning workstations; collects reports from the printer; completes any tasks requested by the Registration/Verification Operator for boxes requiring investigation; places manual entry folders in the Awaiting Manual Entry tray; retrieves Ballot Papers for the Returning Officer as requested on ballot retrieval slips or on request.*

### Managing Ballot Boxes

- The Scanning Supervisor will advise you which Contests can be scanned.
- Scanning Operators will raise their hand to show they are ready to scan ballots.
- Take a Ballot Paper Tray from the Awaiting Scanning area and place it at the scanning station **IN** area.
- Only deliver one Ballot Paper Tray at a time.
- Scanning Operators will raise their hand to show they have completed scanning a Ballot Paper Tray.
- Check the workstation screen to ensure the Ballot Box has been closed.
- Lift the Ballot Paper Tray from the **OUT** area of the scanning workstation and place it in the appropriate **Scanning Complete** area.

### Manual Entry *(a paper cannot be physically scanned)*

- Once scanning of a Ballot Paper Tray is complete, the Scanning Operator should advise you if there is a Manual Entry ballot paper in the red plastic wallet, but please check in case they missed this.
- The Marshal should take the Ballot Paper Tray to the **Scanning Complete** area and remove the red plastic wallet and the ballot account sheet.
- Place the ballot account sheet into the red plastic wallet for Manual Entry and place the wallet in the **Awaiting Manual Entry tray** at the **Registration/Verification** workstation.
- Alert the Registration/Verification Operator(s) each time a Ballot Paper and its Ballot Paper Account is placed into the **Awaiting Manual Entry tray**.

### Supporting Registration/Verification Operators

- You may be asked by these Operators to retrieve and investigate specific Ballot Paper Trays

### Supporting Adjudication Operators

- An Adjudication Operator may place a Ballot Paper **On Hold** for the RO to adjudicate and print a **Ballot Request Slip**.
- The Adjudication Operator will alert the Marshal that a physical Ballot Paper needs to be retrieved,
- The Marshal will collect the printed **Ballot Request Slip** (2 copies) and retrieve the Ballot Paper.
- The Marshal must put one copy of the **Ballot Request Slip** into the Ballot Paper Tray as a holding marker for the Ballot Paper that is removed.
- The removed Ballot Paper must be attached to the other copy of the **Ballot Request Slip** and then placed into the **RO's On Hold tray** for checking against the digital image on screen.

### RO Adjudication

- Ballot Papers may also be requested by the RO Adjudicator using the same **Ballot Request Slip** as described above.