

# Everything you didn't know about the Clerk and Recorder's Office

By Susan Corliss  
Kit Carson County Clerk and Recorder

## **ELECTION:**

Have you ever wondered what happened to your ballot when you return it to the Clerk's Office for an election? Ballots can be counted 15 days before Election Day, but no results are released until after 7:00 p.m. Election Night.

In Kit Carson County, four days of ballot processing are planned including Election Day. The ballot files are held on a server but the files are not tabulated or transferred to a publishable format until allowed on Election Day just before 7:00 PM. By doing this process, the first results can be released shortly after 7:00 PM. Following the first release, the process continues with signature verification and ballot processing for the in-person ballots, 24-hour Drop Box, and the manned Drop Boxes from Stratton and Flagler as they arrive. Election Night Results are posted to a completely different software from the election equipment beginning by 8:00 PM with updates by 9:00 PM. Kit Carson County usually only posts twice on Election Night. With a mail ballot election, the number of ballots dropped or voted in-person on Election Day can greatly affected how long it takes to release results. **All ballots are treated in the same process whether received by mail and processed early or on Election Day.** Our goal is accuracy in a timely manner.

## **Ballot Processing:**

- First the ballots are scanned in our system as returned and put into batches of 25.
- Each batch of ballots are signature verified – Signature Verification is when a judge or team of judges compare the signature of the voter to the signature that have been captured from Elections or Driver License.
- If the signature matches the ballot moves forward to envelope disassembly.
- If the ballot is rejected for signature verification because it cannot be matched or is not signed, we are required by law to send a letter to the voter and ask them to verify their signature and provide us with a copy of their identification before we can count that ballot. If we don't receive any information from the voter about their signature the ballot remains rejected and not counted and we are required by law to turn that information over to the District Attorney for investigation for possible voter fraud.

Envelope disassembly: Processing the ballots to be tabulated in an assembly line format:

- Judge number one has the envelopes address label down and opens the envelope and hands the envelope and all contents to Judge number two.

- Judge number two removes ballot in secrecy sleeve and hands secrecy sleeve with ballot to Judge three and stacks the envelopes keeping them address label side down.
- Judge number three removes the ballot from the secrecy sleeve and hands the ballot to Judge number four.
- Judge number four flattens ballot. Judges shuffle the ballots to keep voter anonymity and then the judges examine the ballots for tears or any other obvious flaw in the ballot (red ink, stray marks, food stains, etc.), if there are problems it must be resolved by duplication. The Resolution process involves four bipartisan judges that will read and mark ballot content on a clean ballot. The original ballot will be kept in the secure Resolutions bag. The ballots are then stacked in piles of 25 with a batch sheet.
- Scanning Judges place the ballots into ICC Scanner counting machine for pre tabulation.
- At the end of each batch the Scanning Judges and the Supply Judges match totals that were given by the Deputy Clerk and Recorder of Elections for the number of ballots to be processed.
- At the end of the day all ballots the Scanning Judge numbers must match the Supply Judge numbers for ballots processed for the day before they are done.
- Then all ballots for that day are locked in a transfer box with a secured numbered seal and placed in the Elections secure room under camera.
- The Supply Judge then verifies with the Deputy Clerk and Recorder of Elections the number of ballots, received and processed for the day.

If you have questions about the process, please feel free to give the Election Office a call.

**IMPORTANT DATES FOR THE 2022 GENERAL ELECTION:**

- **October 24, 2022 – November 7, 2022, Monday-Friday from 8 AM to 4 PM:**  
Voters can register to vote, vote in person, obtain a replacement ballot or drop off their mail in ballots in person at the Voter Service and Polling Center located in the Kit Carson County Clerk & Recorder’s Election Office, 1650 Donelan Avenue, Suite 201, Burlington, CO 80807.
- **Saturday, November 5, 2022 from 8 AM to 12 PM: Kit Carson County Clerk & Recorder’s Office Election Department (VSPC)** will be open on for ballot drop off, replacement ballots, and vote in person.
- **November 8, 2022: ELECTION DAY**  
Voter Service and Polling Center is open 7 AM to 7 PM located in the Kit Carson County Clerk & Recorder’s Election Office, 1650 Donelan Avenue, Suite 201, Burlington, CO 80807

**UPCOMING OFFICE CLOSURES:**

**Kit Carson County Offices** will be **closed on Friday, November 11**, in observance of Veterans’ Day and **Thursday and Friday, November 24 and 25**, to celebrate Thanksgiving with their families!

The following departments of the Kit Carson County Clerk and Recorder's Office can also be reached by calling (719) 346-8638 and dialing the extension number:

Ext. 242 – Election Department for voter and election questions.

Ext. 236 – Recording Department for information concerning recording legal instruments.

Ext. 301 – Drivers' License & Motor Vehicle Department for license plates/renewals or titling a vehicle.

You can also reach the clerk's office by email at [clerkandrecorder@kitcarsoncounty.org](mailto:clerkandrecorder@kitcarsoncounty.org).