



JENNIFER BRUNNER
OHIO SECRETARY OF STATE

180 East Broad Street, 15th floor
Columbus, Ohio 43215-3726 USA
Tel.: 1-614-466-2655
Fax: 1-614-644-0649
www.sos.state.oh.us

DIRECTIVE 2007-33

December 4, 2007

To: County Boards of Elections of the 5th Congressional District:
Ashland, Crawford, Defiance, Fulton, Henry, Huron, Lucas, Mercer, Paulding, Putnam,
Sandusky, Seneca, Van Wert, Williams, Wood, and Wyandot.

Re: **Unofficial Report - 5th District - Special Congressional Election**

Listed below are the instructions for reporting the unofficial results for the 5th Congressional District Special Congressional Election held on December 11, 2007.

On election night:

1. As previously instructed, each county board of elections in the 5th Congressional district must report the special Congressional election results electronically to the Secretary of State's office. If you have any questions concerning the election night reporting process to the Secretary of State's office, please contact Traci Washington at 614-466-2585 or via e-mail at twashing@sos.state.oh.us.
2. If, due to technical difficulties, your board is unable to report special Congressional election results electronically, please use the attached **SOS Election Night Reporting System Form** and **Fax Reporting Instructions Sheet** to fax your results to the Secretary of State's office on election night.

NOTE: Before you leave the board office on election night, please report your final special Congressional election results to the Wood County Board of Elections, the most populous county for the 5th Congressional District, via e-mail at wood@sos.state.oh.us; or fax the form to Wood County BOE at 419-354-1730.

By noon on Wednesday, December 12:

Please complete and mail the attached **Unofficial Special Election Report** to:

Secretary of State's Office – Elections Division
Attn: Denise Sherrod
PO Box 2828
Columbus, OH 43216

If you have any question regarding this directive, please call the Elections Division: 614-466-2585.

Sincerely,

A handwritten signature in cursive script, reading "Jennifer Brunner".

Jennifer Brunner

Fax Reporting Instructions for:

Ashland, Crawford, Defiance, Fulton, Henry, Huron, Lucas and Mercer Counties

All counties are required to send in their election night reports electronically.

If for any reason you are unable to transmit electronically, please use the "SOS Election Night Reporting System Form" and follow the fax reporting instructions listed below.

(Notify our office prior to faxing at 614-466-2585)

FAX REPORTING INSTRUCTIONS

Your county's reporting fax number is: 614-485-7566

Include on **EACH** report page:

1. Number of Precincts Reporting
2. Be sure to indicate whether it is a partial or *final report. If final, see special instructions below.

First report: If your county maintains an absentee precinct for tabulation purposes, report those results immediately after the polls close; *otherwise, please fax the SOS Election Night Reporting System Form when the first ten precincts have reported.*

Frequency of fax reports: Report results every hour thereafter. Be sure to include previously reported results so that each report is cumulative. If we do not receive timely results, a call will be made to your board for your results and an explanation for your non-reporting.

***FINAL REPORT:** When all of your precincts have reported, report the total number of persons voting in the Special Congressional Election on your final fax. Your report will not be considered to be final until we have results for all congressional candidates, the total number of persons voting on the congressional races, and the total of outstanding absentee and provisional ballots.

SPECIAL NOTE: If you experience problems in faxing to the above number, please fax your report to 614-752-4360 or 614-995-5395. Please include a cover sheet with your first faxed report sent to one of the alternate numbers explaining the problem you are experiencing; or call our Elections Division at 614-466-2585 to report the difficulty.

If there is a problem with your fax machine, you must phone your results to our office. You must call 614-466-2586 or 614-466-2587 to report your results. The telephone operators will be recording results on the election night report forms. Operators will ask for your county name, number of precincts reporting, will read the office and the candidate's last name to you and record your results for each candidate.

5th Congressional District Unofficial Special Election Report

The Board of Elections of _____ County hereby certifies that in the Special Congressional Election held on Tuesday, December 11, 2007, unofficial votes cast for the candidates for Representative to Congress - 5th District, unexpired term ending January 3, 2009, were as follows:

Candidates →	Robert E. Latta	Robin Weirauch	John F. Green
# of Votes Received			

Witness our official signatures at _____ Ohio this _____ day of _____ 2007

Signed:

	<i>Chairperson</i>
	<i>Director</i>

December 11, 2007
5th District Special Congressional Election
SOS Election Night Reporting System Form

03 Ashland

Note: Use this form only if your board is unable to
report this information electronically.

FAX TO: 614-485-7566

**THE FIRST SECTION (BELOW) MUST BE COMPLETED OR
ALL DATA WILL BE REJECTED BY THE SOS SYSTEM**

For all reports, enter number of precincts.

For final report, enter number of precincts, number of outstanding absentee and provisional ballots and
total persons voting.

IS THIS A FINAL REPORT?

# of Precincts Reporting	No	 Yes	# of Outstanding Absentee and Provisional Ballots	Total # Persons Voting

U.S. REPRESENTATIVE

LATTA (R)	
WEIRAUCH (D)	
GREEN (WI)	

FOR SOS USE ONLY

Check off list
Problem(s):
Solution(s):
Troubleshooter's Initials:
Correction/Entered

Please fill in all information
No Problem/Entered:
Data Entry Time and Initials:
Verified - Time and Initials: