

Name of Form:

Writ of Election for Early Voting Ballot Board Judge.

Section Reference:

Section 4.007, Texas Election Code.

Purpose:

To notify Election Judge of duty to serve in the election.

Number of Copies Required:

One.

Completed by:

Authority responsible for giving notice of election.

Filing Date:

At least 15 days before Election Day.

Filed with:

Early Voting Ballot Board Judge.

Comment:

Two copies of Form 6-8, Notice of Convening of the Early Voting Ballot Board should be included so the Judge can use the forms to notify early voting clerk and the custodian of the 2nd key to the ballot box when to deliver voting materials and keys.

Custodian of the 2nd key:

- 1) Sheriff in elections conducted by the county, unless office of sheriff is on ballot. See Section 66.060.**
- 2) City Marshall or Chief of Police for city elections.**
- 3) Constable that serves the territory where the main office of business is located for all other political subdivisions.**

NOTE: For elections other than the primary and November general election for state and county offices, the governing body (like the city council) may appoint election day judges and clerks to serve as the ballot board. Section 87.004. If this option is used, the separate order is not necessary, but we recommend that the governing body make this decision clear when they appoint the election day judges.

Current form is 3/07.

**WRIT OF ELECTION FOR EARLY VOTING
BALLOT BOARD JUDGE**

You are hereby notified that an election will be held on _____, 20____ for
the purpose of _____.

As presiding judge of the early voting ballot board, it will be necessary for you to set the time the board is to convene on election day and notify the custodian of the second key of the ballot box and the early voting clerk so the keys and appropriate materials may be delivered to you. You may convene the board anytime after early voting by personal appearance is concluded for the purpose of qualifying early voted ballots by mail. You may not begin counting the ballots until the polls open on election day. You must convene the board not later than 7:00 p.m. on election day.

I have enclosed a form for your use in notifying the custodian of the second key of the ballot box and the early voting clerk of the time and place for convening the early voting ballot board.

You may hire _____ clerks to serve on the early voting ballot board for this election.

Signature of Authority

Date