



SECRETARY OF THE STATE
30 TRINITY STREET
HARTFORD, CT 06106

July 22, 2014

TO: REGISTRARS OF VOTERS OF TOWNS HOLDING PRIMARIES AUGUST 12, 2014

Re: PRIMARY HEAD MODERATOR'S RETURNS

Enclosed is ONE SET of the prescribed Head Moderator's Return forms for the primaries to be held on August 12, 2014 for the use of each party's Head Moderator (or Moderator in towns having only a single voting district) in complying with Connecticut General Statutes §§9-440 and 9-314. We are sending these forms to Registrars of Voters because you will provide the moderators with their supplies for the primary. Please include the enclosed forms **AND A COPY OF THIS LETTER** with such supplies for the Head Moderator.

FILLING OUT THE RETURN FORMS: Instructions for Head Moderator

- ◆ Enter the vote totals and candidate's names on the forms where indicated.
- ◆ Enter the figures for number-on-enrollment-list and number-checked-as-voting on the lines indicated.
(These figures are for either the whole town, OR the portion of town having the primary, as the case may be.)
- ◆ Make a second set of the return forms (Xerox is OK)
- ◆ Sign where indicated on **both copies** of the return forms.
- ◆ One signed copy to Secretary of the State; the other signed copy to Town Clerk. (See below.)

OFFICIAL FILING OF HEAD MODERATOR'S RETURNS

You should make two copies of the enclosed return form, one for each party's primary. After all entries have been completed and proofread and any corrections made, the **complete set of returns should be photocopied** and *both sets signed in the original by the Head Moderator at each place indicated*. This is because CGS §9-314 requires the Head Moderator to make **DUPLICATE** lists of the returns; to complete, sign, seal and deliver one set of such returns either (1) by fax to the Secretary of the State by 12:00 midnight on Primary Day and then deliver such return to the **Secretary of the State, not later than the third day after the election (no later than Friday after a Tuesday primary), or (2) to the Secretary of the State, not later than 6:00 p.m., Wednesday, August 13, 2014 the day after the primary or to the State Police not later than 4:00 p.m. August 13, 2014 (in which case the State Police shall deliver the same to this office by 6:00 p.m. that day); and to deliver the other set to the Town Clerk on or before August 13, 2014.**

For your convenience our fax machines will be up and running all night.

FAX to: (866) 392-4023

It is vitally important that each Head Moderator fax or deliver the returns to us or to the State Police as soon as possible after the close of the polls, and under no circumstances later than the statutory deadline. The Head Moderator will be given a receipt for the returns. Any late filing will make the Head Moderator liable for a late filing fee of \$50.00. (§9-314).

Head Moderators delivering returns to our office during the day on Wednesday, August 13, 2014 should bring them to the Legislation & Elections Administration Division, 2nd Floor, 30 Trinity Street (corner of Trinity and Elm Streets), Hartford between 8:30 a.m. and the 6:00 p.m. deadline for delivery to the Secretary of the State.

ACCURACY OF RETURNS

Accuracy of returns is vitally important. The Head Moderator or Moderator, as the case may be, shall carefully review, confirm and verify the returns so that any errors, omissions or discrepancies are corrected prior to filing. Assistance in this regard by the Deputy Head Moderator (authorized under CGS §9-436) or some other primary official not involved with the original counting would help ensure the correctness of the returns.

The category "*Total Number of Names on Active Enrollment List*" is to reflect the total eligible to vote in the party's primary (either town wide or in the appropriate portion of town, as applicable), including names restored to the active enrollment list on primary day. The category "*Total Number of Names Checked As Having Voted*" is to reflect the **NAME-BY-NAME COUNT** of all names checked on the official check list as having voted, by machine, by absentee ballot, and by overseas ballot, if applicable, (*including names checked at an absentee ballot central counting location*). This figure is not to be calculated by any other method (i.e., no "shortcuts").

May we express our thanks to all Moderators, Town Clerks and Registrars of Voters for their fine cooperation and assistance. Please don't hesitate to call upon us if you have any questions with regard to the above or whenever we may be of service to you. *Best wishes for a successful Primary Day!*

Sincerely,
DENISE W. MERRILL
Secretary of the State
By:

Theodore E Bromley
Staff Attorney

Enclosure: Return form