

Petition Module:

- 1) **Maintain Petitions:** Login as registrar and go to Activities ->Local Petitions -> Maintain petitions
Following is the screen shot for maintains petitions page. This screen will have the list of all petitions with the details such as petition name, number of signatures required, petition status, start and end dates, etc.

Connecticut Voter Registration System

Activities » Local Petitions » Maintain Petitions Logged in as: SSVR2002/Ansonia QUICK SEARCH LOGOUT

1 to 4 of 4 records

Select	Petition Type	Petition Name	Signatures Required	Signatures Accepted	Signatures Rejected	Signatures Withdrawn	Start Date	End Date	Petition Status
<input checked="" type="radio"/>	LOCAL PETITION	Ansonia Petition	50	0	0	0	10/02/2013	10/19/2013	Submitted
<input type="radio"/>	LOCAL PETITION	test1	50	5	4	0	10/02/2013	10/10/2013	Active
<input type="radio"/>	LOCAL PETITION	Test Dist	55	0	0	0	10/01/2013	10/31/2013	Active
<input type="radio"/>	LOCAL PETITION	Test Petition	34	2	0	0	10/09/2013	10/17/2013	Active

[Add New Petition](#) [Modify Petition](#) [Delete Petition](#)

[Add/Modify Petition Pages](#) [Delete Petition Pages](#) [Petition Summary Report](#)

[Report a problem?](#)

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

*******Questions/Comments*******

Note: CVRS online Manual dated 2013. ? No changes made since that time? Petition module instructions received via email 6.14.18. Not posted on CVRS as of 3.27.19. ?

1. **We had little frame of reference due to little or no experience with other methods.**
2. **Having system look up voters and list them facilitated process.**
3. **Resulting reports very helpful.**
4. **See sections below for Questions or Comments.**
5. **Does a change in voter status, e.g. Death, follow thru to the petition module?**
6. **Would it be possible to have an online application for Petitions as is the case with voter registration?**

2) Add New Petition:

- a) In Maintain Petitions Screen, click on “Add new petition” button. Following screen will display.

Connecticut Voter Registration System

Activities » Local Petitions » Add New Petition

Logged in as: SSVR2002/Ansonia

NAVIGATION MENU

ACTIVITIES

- Voter Registration
- Maintain Towndata
- Redistrict
- System
- Maintain Voter History
- Elections
- Canvass
- Local Petitions
 - Maintain Petitions

INQUIRIES

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Petition Information

Petition Type: ---Select---

Petition Name:

Required # of Signers:

Start Date: (mm/dd/yyyy)

End Date: (mm/dd/yyyy)

Memo:

District Information

Congressional	Senatorial	Assembly	District/Ward-Precinct
001 003 005	017	001 104 105	None

State
Local
Special

Sponsor Information

Name:

Address:

City:

State:

Phone #:

Email ID:

Back Add Petition Reset

Back button redirects user to maintain petitions screen

We can add district based petitions by selecting the buttons or congressional/senate/assembly

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Done Internet 100%

- b) Enter petition information details and click on “Add Petition” button to add a signature: Petition Type, Petition Name, RequiredNumber of Signers, Start Date and End Date are mandatory fields. If user fails to enter the mandatory fields application will display an alert message to enter mandatory fields else a confirmation screen will display with “New Petition was Added Successfully”

*****Questions/Comments*****

Petition Type – Local Petition only option in drop down. Should proper name of petition forms be listed, e.g. ED-619a Primary Petition for Municipal Offices ?

Start Date – Need definition of start date? We used day petition issued.

End Date: Need definition of end date? We used submission deadline.

Petition Name: Is there a preferred format?

Petition Status: Who changes and when?

Required # of Signers: Sec. 9-55 = “5% of the electors whose names appear on the active last-completed enrollment list of the party....” Differing opinions on what list to use.

Sponsor Information: Was left blank as no definition provided in instructions or letter.

Screen shot for validation alert message:

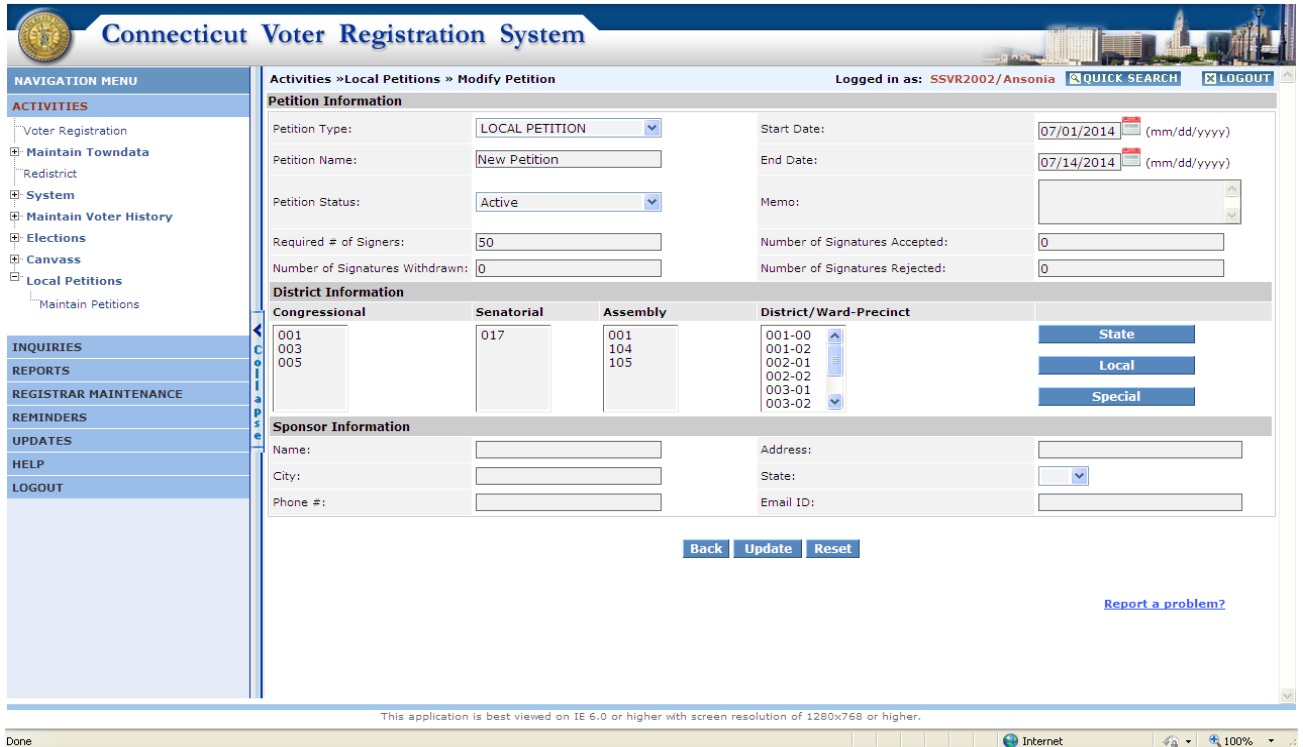


Screen shot for confirmation page:



3) **Modify Petitions:**

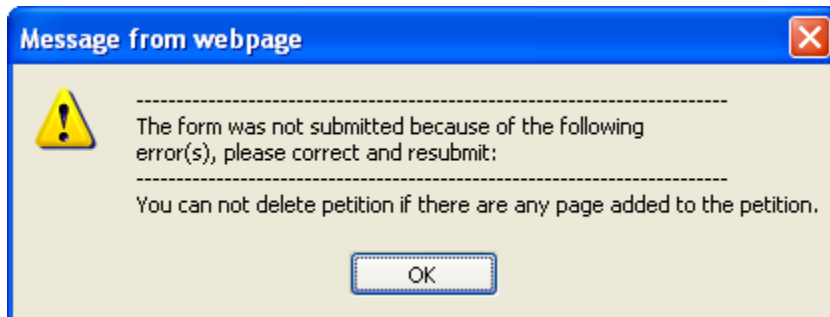
- a) In Maintain Petitions Screen, select a petition by using the radio button and click on “Modify Petition” button. Following screen will display with selected petition details(Modify petition option is allowed only for active status petitions)



- b) In the above screen we can modify petition information/district information and sponsor information and click on update to update with new values

4) **Delete Petitions:**

- a) In Maintain Petitions Screen, select a petition by using the radio button and click on “Delete Petition” button. Application will prompt a confirmation alert to delete the petition. Click on “OK” button to delete the petition or “Cancel” button to remain on the same page
- b) Petition will only delete if the petition does not have any pages added to it. The following alert will display if petition has the petition pages

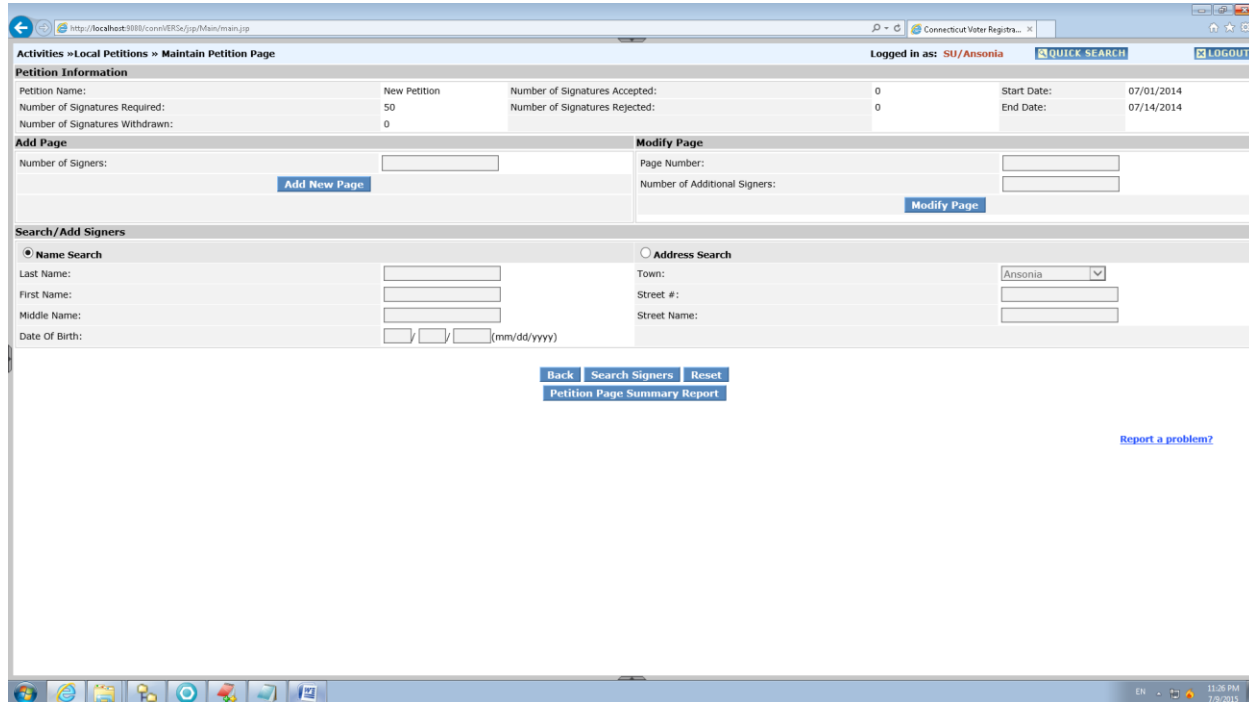


c) Following is the confirmation screen with “Petition was Deleted Successfully” message



5) Add/Modify petition pages:

i) In Maintain Petitions Screen, select a petition by using the radio button and click on “Add/Modify Petition Pages” button



- ii) In the above screen “Add New Page” button will add a new petition page. “Number of Signers” is mandatory to add a petition page

The screenshot shows a web application for managing petitions. At the top, it says 'Activities » Local Petitions » Maintain Petition Page' and 'Logged in as: SU/Ansonia'. There are links for 'QUICK SEARCH' and 'LOGOUT'. The 'Petition Information' section shows details for a 'New Petition' with 50 required signatures and 0 accepted/rejected. The 'Currently Processing Page # 1' section is highlighted with a red box and shows 10 assigned signatures and 0 accepted/rejected. Below this are 'Add Page' and 'Modify Page' sections with input fields for 'Number of Signers', 'Page Number', and 'Number of Additional Signers'. The 'Search/Add Signers' section has radio buttons for 'Name Search' and 'Address Search', with various input fields for last name, first name, middle name, date of birth, town, street number, and street name. At the bottom, there are buttons for 'Back', 'Search Signers', 'Reset', and 'Petition Page Summary Report'. A callout box with a red arrow pointing to the 'Add New Page' button contains the text: 'Added petition will display as highlighted'.

- iii) User can switch or change page number by entering page number under modify page and click on “Modify Page” button.
- iv) Search/Add signers: User can search voters by name or DOB or address and click on “Search Signers” button. Application will display all the matched voters with in the town or in the districts.
- v) DOB search is wild card search. User can search either with the combination of month or date or year. Application will display all the matched voters

*******Questions/Comments*******

1. Search using DOB or street address easiest. However, if you search by last name, first name or street, you can hit enter and the results will come up. If you search by DOB, you will get a prompt that you already made the request and need to hit “OK” to see the search results. The two steps are worth the time as it is often easier to read the DOB.

Connecticut Voter Registration System

Activities » Local Petitions » Signers Search Result Logged in as: SSVR2002/Ansonia [QUICK SEARCH](#) [LOGOUT](#)

Petition Information
 Petition Name: New Petition Start Date: 07/01/2014 End Date: 07/14/2014

Currently Processing Page #: 2
 Number of Signatures Assigned for this page: 44 Number of Signatures Accepted for this page: 0
 Number of Signatures Withdrawn for this page: 0 Number of Signatures Rejected for this page: 0

Select **Petition Page Signers** 1 to 8 of 8 records

Voter Name	Voter Registration #	Voter Status	Registration Date	Party
Anderson Ana Rosa	003298297	Off	09/24/2002	Democratic
Address		Signature Date	Select if Not Dated	Line #
99 Olson Drive Ansonia, CT - 06401-1763		<input type="text" value=""/> (mm/dd/yyyy)	<input type="checkbox"/>	<input type="text" value="0"/>
<input type="checkbox"/>	Previous Status/Reject Reason	Signature Status	Reject Reason	Withdrawal Reason
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
District Type		Ward/Precinct	Memo	
Congressional: 003		004-00	<input type="text" value=""/>	
Senatorial: 017				
Assembly: 104				
Voter Name	Voter Registration #	Voter Status	Registration Date	Party
Anderson Dennis F	001196708	Off	01/01/1800	Unaffiliated
Address		Signature Date	Select if Not Dated	Line #
11 Catalina Drive Ansonia, CT - 06401-2513		<input type="text" value=""/> (mm/dd/yyyy)	<input type="checkbox"/>	<input type="text" value="0"/>
<input type="checkbox"/>	Previous Status/Reject Reason	Signature Status	Reject Reason	Withdrawal Reason
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
District Type		Ward/Precinct	Memo	
Congressional: 003		006-00	<input type="text" value=""/>	
Senatorial: 017				
Assembly: 104				

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

Connecticut Voter Registration System

Congressional: 003 001-00
 Senatorial: 017
 Assembly: 104

Voter Name	Voter Registration #	Voter Status	Registration Date	Party
Anderson Mildred	001194397	Off	01/01/1800	Republican
Address		Signature Date	Select if Not Dated	Line #
68 Webb Terrace Ansonia, CT - 06401-1038		<input type="text" value=""/> (mm/dd/yyyy)	<input type="checkbox"/>	<input type="text" value="0"/>
<input type="checkbox"/>	Previous Status/Reject Reason	Signature Status	Reject Reason	Withdrawal Reason
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
District Type		Ward/Precinct	Memo	
Congressional:			<input type="text" value=""/>	
Senatorial:				
Assembly:				
Voter Name	Voter Registration #	Voter Status	Registration Date	Party
Anderson Shannon L	000847361	Off	06/18/2002	Republican
Address		Signature Date	Select if Not Dated	Line #
147 Tremont Street Ansonia, CT - 06401-1959		<input type="text" value=""/> (mm/dd/yyyy)	<input type="checkbox"/>	<input type="text" value="0"/>
<input type="checkbox"/>	Previous Status/Reject Reason	Signature Status	Reject Reason	Withdrawal Reason
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
District Type		Ward/Precinct	Memo	
Congressional: 003		003-01	<input type="text" value=""/>	
Senatorial: 017				
Assembly: 104				

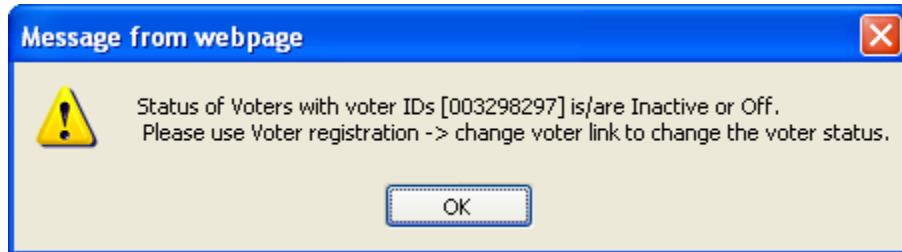
[Report a problem?](#)

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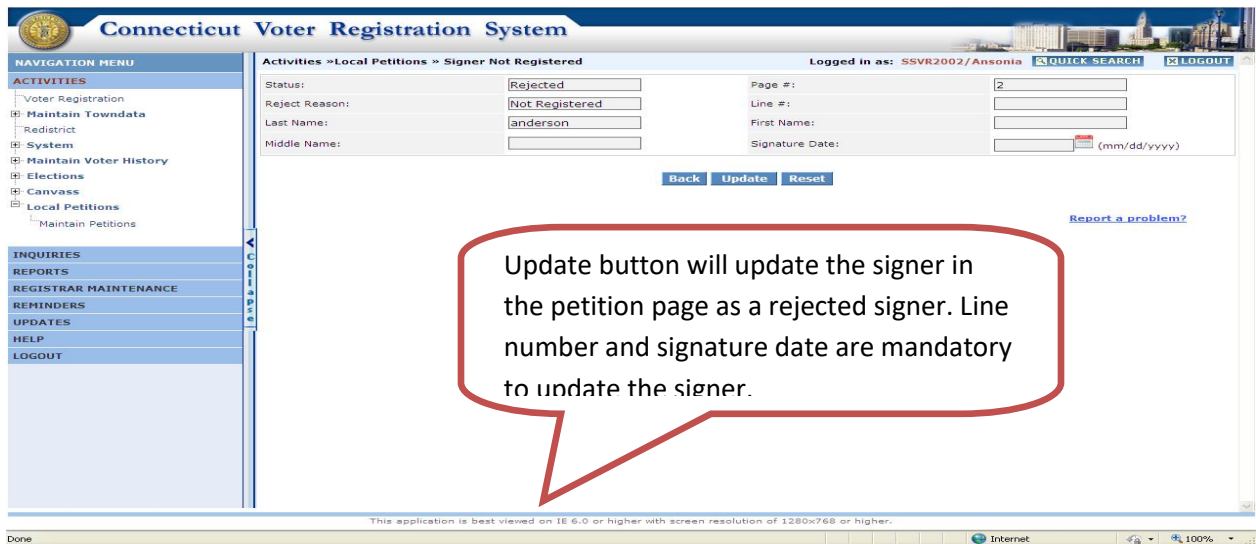
Updates petition page with selected voters

"SignerNot Registered" button will provide an option to add a signer who was not registered to vote within the town. These signers will automatically be considered as rejected

- vi) User can select a voter by using check boxes and should enter mandatory field's signature date, line number and signature status. Click on "Update" button to add the voter for a petition page
- vii) Line number should be unique per petition page.
- viii) If user selects "Signature Status" as reject/withdraw, then reject/withdraw reason is mandatory. Withdraw status will only enable in the petition status drop down when the selected voter is already accepted the petition
- ix) While updating, if selected voter status is active or off then application will popup an alert message to remind the user, with the following, and updates the petition page with the selected voters and displays maintain petition page screen



- x) "Signers Not Registered" button will display following page. Last name, first name and middle name are prefilled with search criteria entered in maintain petition page screen.



*****Questions/Comments*****

1. ***Nominating petitions (ED-302a) have Rej(ection) reason codes in extreme left column with Rejection code list on the bottom of the page. This permits you to reject for name illegible, signed twice and other (explain on reverse side). The primary petition (ED-619a) has no column for rejection coding. The petition module mirrors the form in not providing a rejection code and only provides the option of "Signer Not Registered" as a rejection. This reason is not always reflective of rejection as there are signers whose name or DOB or address cannot be read or located. There should be more rejection reason options.***

xi) Petition Page Summary Report will display a pdf with selected page details as follows:

Connecticut Voter Registration System

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Petition Page Summary Report Generated By: _____

Town : ANSONIA
 Petition Name : NEW PETITION
 Petition Type : LOCAL PETITION

2 Total Number of Signatures on the Page

- 1 Total Accepted Signatures
- 1 Total Rejected Signatures

Reject Reasons

- 0 DUPLICATE SIGNATURE
- 0 INVALID DISTRICT
- 0 INVALID PARTY
- 0 INVALID SIGNATURE
- 0 NO SIGNATURE
- 1 NOT REGISTERED
- 0 OTHER
- 0 TEST

0 Total Withdrawn Signatures

Withdrawn Reasons

- 0 CLERICAL CORRECTION
- 0 VOTER REQUEST/SIG. STRIKEOUT

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Connecticut Voter Registration System

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Petition Page Summary Report Generated By: _____

Town : ANSONIA
 Petition Name : NEW PETITION
 Petition Type : LOCAL PETITION

1 Total Number of Signatures on the Page

- 1 Total Accepted Signatures
- 1 Total Rejected Signatures

Reject Reasons

- 0 DUPLICATE SIGNATURE
- 0 INVALID DISTRICT
- 0 INVALID PARTY
- 0 INVALID SIGNATURE
- 0 NO SIGNATURE
- 1 NOT REGISTERED
- 0 OTHER
- 0 TEST

0 Total Withdrawn Signatures

Withdrawn Reasons

- 0 CLERICAL CORRECTION
- 0 VOTER REQUEST/SIG. STRIKEOUT

I hereby certify that the names of all the petitioners listed as valid appears on the voting list as registered voters.

Signature of Registrar: _____ Date: _____

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

6) Delete Petition Pages:

- I) In Maintain Petitions Screen, select a petition by using the radio button and click on “Delete Petition Pages” button. Following screen will display with list of petition pages:

The screenshot shows the 'Connecticut Voter Registration System' interface. The main content area is titled 'Activities » Local Petitions » Delete Petition Pages'. It shows a table of petition pages for a petition named 'Ansonia Petition'. The table has the following data:

Select	Page #	Number of Signers	Signatures Accepted	Signatures Rejected	Signatures Withdrawn	Rejection Reason
<input checked="" type="radio"/>	1	10	0	0	0	
<input type="radio"/>	2	22	0	0	0	

Below the table are two buttons: 'Back' and 'Delete Page'. A link 'Report a problem?' is also present. The interface includes a navigation menu on the left and a status bar at the bottom.

- II) Select a petition page by using the radio button and click on “Delete Page” button. Application will prompt a confirmation alert to the user. Click on “Ok” button to delete the page or “Cancel” button to remain on the same page

7) Petition Summary Report:

This report will display the summary of each petition page as follows:

Connecticut Voter Registration System

Petition Summary Report Generated By: SSVR2002

Town : ANSONIA
Petition Name : NEW PETITION
Petition Type : LOCAL PETITION

Petition Page Number: 1

1 Total Number of Signatures on the Page

- 1 Total Accepted Signatures
- 0 Total Rejected Signatures

Reject Reasons

- 0 DUPLICATE SIGNATURE
- 0 INVALID DISTRICT
- 0 INVALID PARTY
- 0 INVALID SIGNATURE
- 0 NO SIGNATURE
- 0 NOT REGISTERED
- 0 OTHER
- 0 TEST

0 Total Withdrawn Signatures

Withdrawn Reasons

- 0 CLERICAL CORRECTION
- 0 VOTER REQUEST/SIG. STRIKEOUT

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Connecticut Voter Registration System

Petition Page Number: 2

2 Total Number of Signatures on the Page

- 1 Total Accepted Signatures
- 1 Total Rejected Signatures

Reject Reasons

- 0 DUPLICATE SIGNATURE
- 0 INVALID DISTRICT
- 0 INVALID PARTY
- 0 INVALID SIGNATURE
- 0 NO SIGNATURE
- 1 NOT REGISTERED
- 0 OTHER
- 0 TEST

0 Total Withdrawn Signatures

Withdrawn Reasons

- 0 CLERICAL CORRECTION
- 0 VOTER REQUEST/SIG. STRIKEOUT

I hereby certify that the names of all the petitioners listed as valid appears on the voting list as registered voters.

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New petition voter detail report

Go to Activities -> Registrar maintenance -> new petition voter detail report

Following is the screen shot for report selection criteria. Petition and pages are mandatory fields user can select either petition page numbers or all pages check box

Connecticut Voter Registration System

Reports » New Local Petition Voter Detail

Logged in as: SU / Ansonia

Petitions: [Dropdown]
Pages: [Text: none] All Pages

View Submit Request Clear

User can generate a pdf report with the list of all voters for the selected petition

Application will generate a pdf report in the backend and user can see the report from report status page

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

Following is the report for petition voter detail report.

Connecticut Voter Registration System

Petition Voter Detail Report

Petition Name : NEW PETITION
Petition Page Number : 1

Line	Signature	Status	Rejection/Withdrawn Reasons
1	ANDRE M SMITH	ACCEPTED	
4	BEVERLY A SMITH	ACCEPTED	
2	DARLENE S SMITH	REJECTED	NOT REGISTERED
3	EILENE A SMITH	ACCEPTED	

Total Accepted Signatures : 3
Total Rejected Signatures : 1
Total Withdrawn Signatures: 0

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