



# ELECTION JUDGE APPLICATION

The City of Duluth is recruiting qualified individuals to serve as Election Judges for the Primary and General Election. If you are interested in serving as an Election Judge please complete and return this form. Thank you.

*Note: In the event you are selected to serve as an Election Judge, you will be required to attend training classes regarding the legal procedures, duties and responsibilities of being a judge. If appointed, official notification will be sent to you.*

Data Classification Advisory: The data you supply on this form is subject to the Minnesota Government Data Practices Act (Minn. Stat. Ch. 13). The data you supply is being requested so that the City can make an informed decision as to your selection as Election Judge. You may choose not to provide some or all of this data, but it may limit your ability to be selected. This data will be maintained by the City of Duluth in accordance with the Minnesota Government Data Practices Act and if any private data is provided by an applicant, it will be available to

### PERSONAL INFORMATION (Please print clearly)

Name

Address

City State Zip Code

Home Phone Cell Phone Work Phone

E-Mail Social Security No. (required for tax purposes)

Party Affiliation: DFL Republican Not Affiliated

I am available to work (check all that apply): 8/12/25 Primary 11/4/25 General

### ELECTION JUDGES MUST MEET STATE REQUIREMENTS

- ✓ Must be a United States citizen
- ✓ Must be an eligible voter in the State of Minnesota
- ✓ Must be able to read, write and speak English
- ✓ Must not be the spouse, parent, stepparent, child, stepchild, sibling or stepsibling of any election judge serving in the same precinct or of any candidate at that election
- ✓ Must not be domiciled, either permanently or temporarily, with any candidate on the ballot at that election
- ✓ Must not be a candidate at that election

**I understand and meet these requirements (initial on the line)**

### ELECTION JUDGES MUST MEET DULUTH REQUIREMENTS

- ✓ Comfortable using an iPad or Tablet
- ✓ Strong understanding of and commitment to nonpartisanship
- ✓ Communicate clearly with voters
- ✓ Enjoy assisting and serving diverse populations
- ✓ Be available to work long hours (up to 16 hours)
- ✓ Handle stressful situations calmly and professionally
- ✓ Demonstrate attention to detail
- ✓ Work as a team member and accept direction from a head judge
- ✓ Physically and mentally able to carry out the required duties
- ✓ Able to read small print
- ✓ Able to sit and/or stand for an extended period of time
- ✓ Able to lift 25 pounds

**I understand and meet these requirements (initial on the line)**

**OTHER INFORMATION**

Are you able to work in any precinct? ..... Yes  No

Precincts preferred \_\_\_\_\_

Do you have a relative who is also applying to be an Election Judge in Duluth at this time?.....Yes  No

If yes, state their name and relationship \_\_\_\_\_

Are you interested in serving as a head judge or assistant judge in the future? ..... Yes  No

**VETERAN'S STATUS**

This information is to determine your status as a veteran under the Veteran's Preference Statute, Minn. Stat. 43a.11

Have you received an Honorable Discharge or Separation after serving more than 180 consecutive days in the military services for purposes other than training? Yes, I am a Veteran  No, I am not a Veteran

**AFFIRMATIVE ACTION**

The City of Duluth does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership or activity in a local commission. Individuals are evaluated and selected on the basis of merit.

**Please read the following carefully and sign this application if you agree to the following:**

To ensure fair and honest election results, if selected to serve as an election judge, I will adhere to the following:

- I will arrive at my assigned polling place at the assigned time and remain until my assigned time or excused by the Head Judge.
- I agree to be courteous, respectful and to assist all voters regardless of national origin, physical challenge or efficiency in the English language.
- I agree to read and study the Election Judge Guide and any additional information provided by the City Clerk's Office. I will attend the Election Judge Training so that I am prepared to fulfill my assigned responsibilities to conduct the election according to federal, state and local election laws and policies.
- I understand that we are responsible for the security of election equipment and supplies and I will handle and monitor all such equipment and supplies exactly as instructed.
- I agree to complete all documentation required by federal, state and local election laws for my assigned position's responsibilities as accurately and completely as possible.
- I agree to report immediately to the Head Judge any malfunction or possible tampering of voting equipment, unusual or suspicious behavior occurring in the polling room or any other event or occurrence that may threaten the accurate gathering or sanctity of the vote.
- I will refrain from making personal and political opinion comments while serving as an election judge.
- I certify that all information I have provided on this application is correct and that I have not omitted any information. I understand that giving false information or omitting requested data may disqualify me from further consideration as an election judge or result in dismissal, if discovered at a later date.
- I authorize the City of Duluth to verify the information I have provided in this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return the completed application to:**  
**City Clerk's Office**  
**City of Duluth**  
**411 West 1st Street, Room 318**  
**Duluth MN 55802**  
**or by email to:**  
[rshipp@duluthmn.gov](mailto:rshipp@duluthmn.gov)

Office use only:
_____
Signature of City Clerk's Office
_____
Date