

REGISTRAR'S MANUAL OF PROCEDURES

DRAFT - Amended November 2021

Click on links to navigate through Manual

status to Inactive.)

Q. CORRECT CANVASS HISTORY - IF YOU HAVE MADE AN ERROR

Final Canvass History Report (Some Registrars create a report at the end of each canvass working day)

- o In CVRS go to "Activities" "Maintain Voter History" "Canvass History"
- o Type in voter's last name
- o Click "Search"
- o Select elector from list
- o Press "Enter"
- o Make changes
 - You can change within the line or insert or delete a line same as Election History.
 - You cannot add a line if there are already 3 lines there
 - You must delete the oldest line.
- o Click "Update" after changes are made

Completion of Canvass

A Statement of Completion of Canvass (ED-632) below must be filed with the Secretary of the State not later than the 30th day following each regular election. The form, prescribed by the Secretary of the State, specifies the method(s) and the date(s) the canvass was conducted and is signed by the Registrars (§ 9-32(c)).

(ED-632-Canvass, Statement of Completion of - 10/04)-[C:\Documents and Settings\RP Burrell\My Documents\Dropbox\ROVAC\Handbook\#HB Ch 1-6,8,11-15 - Jan-2013 ROVAC Handbook.doc]

(ED-632-Canvass, Statement of Completion of - 10/04)-[G:\MASSMAIL\2004\09-04\ED-632.DOC]

FROM THE OFFICE OF THE SECRETARY OF THE STATE

Elections Services Division
30 Trinity Street - 2nd Floor
Hartford CT 06106

CANVASS OF ELECTORS

STATEMENT OF REGISTRARS AS TO COMPLETION

(§ 9-32(c))

We, the undersigned Registrars, hereby state under penalty of false statement that the canvass of electors required under Section 9-32 of the General Statutes of Connecticut was properly conducted between January 1, 2024 and April 30, 2024 inclusive, on the date(s) specified below and by the method indicated in the:

TOWN OF Eastford

METHOD:

- House-to-House Canvass
- Mail Canvass
- National Change of Address System of the U.S. Postal Service
- Telephone Canvass
- Combination of House-to-House, Mail and Telephone Canvass as specified and explained here:

DATE(S) CONDUCTED:

ROV Signatures Joni Droubley, Kathleen Husley



CONNECTICUT INFORMATION
CITI TECHNOLOGY INSTITUTE

UCC
SCHOOL OF BUSINESS

Total Hours - 2:

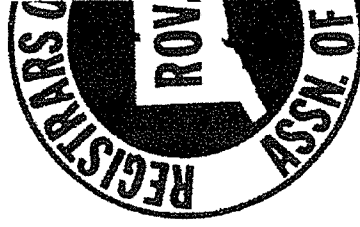
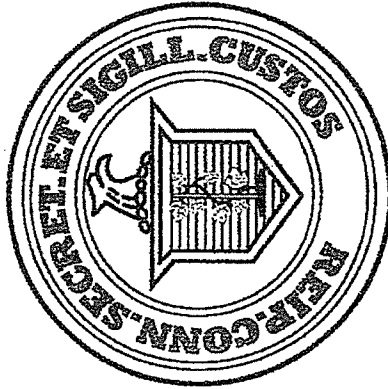
Office of the Secretary of the State

This certifies that

Toni Doubleday

Has successfully completed

Registrar of Voters Certification Program
August 17th, 2023



Awarded by the Connecticut Information Technology Institute

Stephanie Thomas, Connecticut Secretary of the State

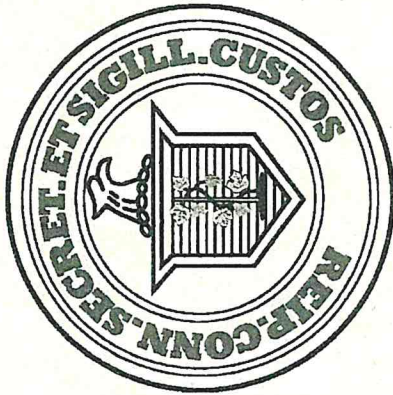
9.19.23
Date



Total Hours - 25

Office of the Secretary of the State

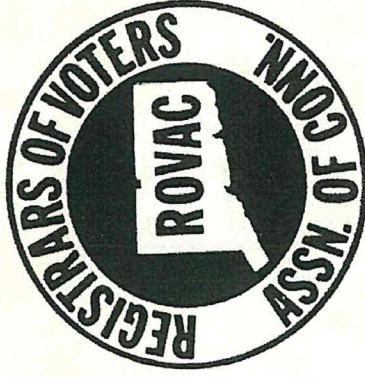
This certifies that



Kathleen Mary Healey

Has successfully completed

Registrar of Voters Certification Program
July 25th, 2023



Awarded by the Connecticut Information Technology Institute

Stephanie Thomas, Connecticut Secretary of the State

8/17/2023
Date

Kathleen Healey Updated 2024 Education Credits

2024 Education credits - 8.50 hours

Fall 2024 Education credits - 4.50 hours

Tuesday, September 17th, 2024 Education credits - 4.50 hours

Class	Education Hours
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ROVAC Day Continuing ED Credits	4.50
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Spring Conference 2024 Education credits - 4.00 hours

Thursday, April 11th, 2024 Education credits - 4.00 hours

Class	Education Hours
--------------	------------------------

Education Credit	4.00
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2024 Education credits - 4.00 hours

Fall 2024 Education credits - 0.00 hours

Spring Conference 2024 Education credits - 4.00 hours

Thursday, April 11th, 2024 Education credits - 4.00 hours

Class	Education Hours
Education Credit	4.00

2023 Education credits - 4.00 hours

Fall Conference 2023 Education credits - 4.00 hours

Tuesday, September 19th, 2023 Education credits - 4.00 hours

Class	Education Hours
Supervised Absentee Ballots	1.00
Election Calendar Plus	1.00
Election Center Informative Voter Outreach	1.00
Emergency Preparation and Plans	1.00

Spring 2023 ROVAC Conference Education credits - 0.00 hours

Tuesday, September 19th, 2023 Education credits - 4.00 hours

Class	Education Hours
Supervised Absentee Ballots	1.00
Election Calendar Plus	1.00
Election Center Informative Voter Outreach	1.00
Emergency Preparation and Plans	1.00

Spring 2023 ROVAC Conference Education credits - 0.00 hours

2022 Education credits - 3.00 hours

Fall 2022 Education credits - 0.00 hours

Spring 2022 Education credits - 3.00 hours

Tuesday, April 5th, 2022 Education credits - 3.00 hours

Class	Education Hours
Elections Enforcement	1.00
Election Calendar	1.00
Records Retention	1.00

You have no education credits for the year 2021



August 26, 2024

First Selectman Deborah Richards

16 Westford Road

Eastford, CT 06242

Re: Registrar Certifications, Recertifications and Canvassing

Dear First Selectman Deborah Richards,

Under the Freedom of Information Act (FOIA), we are requesting the following information:

1. A copy of both Registrar of Voters Certification certificates and/or proof of annual training certificates if they were certified more than a year ago.
2. A copy of the Form ED-632, which certifies that the canvassing required by CT State Statute has been completed.

We had originally asked the Secretary of the State to provide the Certification information back on July 9, 2024. We received a partial list on August 8, 2024. Additional information requested has not been sent to us. After being sent the incomplete list, we have found that the information provided was inaccurate. Hence, we are requesting under FOIA, that you provide us with the information requested.

Included with this letter is **Exhibit A** (CT State Statute Sec. 9-192a regarding certification of Registrars of Voters for CT) taken directly from the CT State Statutes and **Exhibit B** from the Office of Legislative Research authored by Kristin Sullivan regarding the legal requirements for the Form ED-632 the certification the canvassing required by CT State Statute was indeed completed.

If both the Registrars of Voters are not certified after two years and not recertified every year thereafter, they are not qualified to run elections according to CT State Statutes. This is a very serious situation.

We look forward to your prompt attention to our request.

Respectfully,

A handwritten signature in blue ink that reads 'Linda Szykowitz'.

Linda Szykowitz

Founder/CEO Fight Voter Fraud, Inc.

475.775.5368

fightvoterfraud.org

Fight Voter Fraud, Inc.
P.O. Box 262
Middlefield, CT 06455-0262

501 (c) 4 Non-Profit



August 26, 2024

City/Town Attorney
16 Westford Road
Eastford, CT 06242

Re: Registrar Certifications, Recertifications and Canvassing

Dear City/Town Attorney ,

Under the Freedom of Information Act (FOIA), we are requesting the following information:

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2. A copy of the Form ED-632, which certifies that the canvassing required by CT State Statute has been completed.

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We look forward to your prompt attention to our request.

Respectfully,

A handwritten signature in blue ink that reads "Linda A".

Linda Szykowitz
Founder/CEO Fight Voter Fraud, Inc.

475.775.5368

fightvoterfraud.org

Fight Voter Fraud, Inc.
P.O. Box 262
Middlefield, CT 06455-0262

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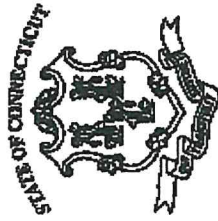
State of Connecticut Certified Moderators Training Course

**This is to certify that Kathleen Healey
of Eastford, CT**

Having met the necessary standards and requirements of Moderator training,

this 19th day of June, 2021,

is hereby designated as a Connecticut Certified Election Moderator.



Expires: 6/19/2025

Sue W. Larsen

Sue W. Larsen
CT Election Moderator Training Instructor



ROVAC

ROVAC Conference Invoice

Town of Eastford
Kathleen Healey
Registrar

Fall 2024
09/17/2024 - 09/18/2024
Fall 2024 Conference

Description	Amount
<p>Conference Registration Fee – 1 days (member rate)</p> <ul style="list-style-type: none">• Tuesday: September 17th, 2024 (ROVAC Day, SOTS day) <p style="text-align: center;"><i>5811</i> <i>DR</i> <i>Emily</i> <i>MS</i></p> <p style="text-align: center;"><i>Please note, payment is due by the start of the conference.</i></p>	<p>\$160.00</p>
AMOUNT DUE	\$160.00

Please send your check (payable to ROVAC) to:
Brian J Smith
Registrar of Voters
ROVAC Treasurer
City of Norwalk
125 East Ave Room 103
Norwalk CT 06851

ROVAC

19374

Date	Type	Reference	Original Amt.	Balance Due	9/4/2024 Discount	Payment
8/27/2024	Bill		160.00	160.00		160.00
					Check Amount	160.00

Centreville Bank - Ge Kathleen Healey

160.00

TO REORDER VISIT US AT: www.AbcCheckPrinting.com



ROVAC

ROVAC Conference Invoice

Town of Eastford
Toni Doubleday
Registrar

Fall 2024
09/17/2024 - 09/18/2024
Fall 2024 Conference

Description	Amount
<p>Conference Registration Fee - 1 days (member rate)</p> <ul style="list-style-type: none">• Tuesday: September 17th, 2024 (ROVAC Day, SOTS day) <p style="text-align: center;"><i>5811</i> <i>LL DR</i> <i>MB</i></p> <p style="text-align: center;"><i>Please note, payment is due by the start of the conference.</i></p>	<p>\$160.00</p>
AMOUNT DUE	\$160.00

Please send your check (payable to ROVAC) to:
Brian J Smith
Registrar of Voters
ROVAC Treasurer
City of Norwalk
125 East Ave Room 103
Norwalk CT 06851

TOWN OF EASTFORD / GENERAL FUND

ROVAC

Date Type Reference
8/7/2024 Bill

Original Amt.
160.00

Balance Due
160.00

8/21/2024
Discount
Check Amount

19346
Payment
160.00
160.00

Centreville Bank - Ge Toni Doubleday

160.00

TO REORDER VISIT US AT: www.AbcCheckPrinting.com

Linda Szynkowicz

From: Linda Szynkowicz
Sent: Wednesday, October 2, 2024 9:04 AM
To: Registrar
Subject: RE: FOIA Registrar of Voters Documents

We still have not received Toni's hours. Could you please ask her to send them along?
Thanks.
Linda

Linda Szynkowicz
Founder / CEO
Fight Voter Fraud, Inc 501(c)4 Non-Profit

Website www.fightvoterfraud.org
Email linda@fightvoterfraud.org
General Info info@fightvoterfraud.org
Phone 860-575-7125

THIS COMMUNICATION MAY BE PROTECTED BY THE ASSOCIATED AFFILIATES AND PRIVILEGE AND MAY CONTAIN CONFIDENTIAL INFORMATION INTENDED ONLY FOR THE PERSON TO WHOM IT IS ADDRESSED. ANY USE, DISSEMINATION, FORWARDING, PRINTING OR COPYING OF THIS EMAIL WITHOUT CONSENT OF THE ORIGINATOR IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS EMAIL IN ERROR, PLEASE IMMEDIATELY DESTROY AND NOTIFY LINDA SZYNKOWICZ. ALL COMMUNICATION THROUGH THIS SERVER IS ENCRYPTED AND PROTECTED ACCORDING TO FEDERAL AND STATE LAWS.

From: Registrar <registrar@townofeastford.com>
Sent: Thursday, September 26, 2024 10:50 AM
To: Linda Szynkowicz <linda@fightvoterfraud.org>
Subject: RE: FOIA Registrar of Voters Documents

Dear Ms. Szynkowicz,

Attached please find the signed and dated ED-632 form as well as Kathleen Healey's updated education credits for the year 2024. I have informed Toni Doubleday about her need to upload her credits. She will take care of that.

Kathleen Healey

Registrar of Voters, Eastford

Eastford Town Office, Lower Level
16 Westford Drive
P O Box 98
Eastford, CT 06242
860-974-0133

Register to vote, update your name or address, and/or update your party [here](#).
Check to see if you have already registered [here](#).
Print and fill out an absentee application form [here](#).

From: Linda Szynkowicz <linda@fightvoterfraud.org>
Sent: Monday, September 23, 2024 10:25 AM

Please find attached the Registrar of voters documents that you requested from the town of Eastford, CT. I want to mention that in September of 2022, Kathlen Healey's mother died and was unable to go to the Fall conference. Fall 2023, another close family member died and Kathleen was once again unable to attend the conference. Please let me know if you have any other questions or concerns. We would be happy to discuss anything with you.

Thank You,

Kathleen Healey

Registrar of Voters, Eastford

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16 Westford Drive
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860-974-0133

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Linda Szynkowicz

From: Registrar <registrar@townofeastford.com>
Sent: Thursday, September 26, 2024 10:50 AM
To: Linda Szynkowicz
Subject: RE: FOIA Registrar of Voters Documents
Attachments: Signed and Dated ED-632 Eastford CT.pdf; Kathleen Healey Updated Education Credits 2024.docx

Follow Up Flag: Follow up
Flag Status: Flagged

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Thank you. Please send a DATED and signed ED-632. The one sent is invalid without the actual dates on it. Also Toni Doubleday's education hours can be found on ROVAC. Please sign in and download. If you have difficulty, please contact Peter and Lucian at the New Britain Registrars office and they can walk you through the simple process.

We look forward to receiving the rest of the information we requested,.

Thank you.

Linda

Linda Szynkowicz

Founder / CEO

Fight Voter Fraud, Inc 501(c)4 Non-Profit

Website www.fightvoterfraud.org

Email linda@fightvoterfraud.org

General Info info@fightvoterfraud.org

Phone 860-575-7125

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Website www.fightvoterfraud.org
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General Info info@fightvoterfraud.org
Phone 860-575-7125

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From: Registrar <registrar@townofeastford.com>
Sent: Wednesday, September 18, 2024 11:55 AM
To: Linda Szynkowicz <linda@fightvoterfraud.org>
Subject: FW: FOIA Registrar of Voters Documents

Registrar of Voters, Eastford

Eastford Town Office, Lower Level
16 Westford Drive
P O Box 98
Eastford, CT 06242
860-974-0133

Register to vote, update your name or address, and/or update your party [here](#).

Check to see if you have already registered [here](#).

Print and fill out an absentee application form [here](#).

From: Registrar
Sent: Wednesday, September 18, 2024 11:38 AM
To: Email <linda@fightvoterfraud.org>

Linda Szykowitz

From: Registrar <registrar@townofeastford.com>
Sent: Wednesday, September 18, 2024 11:55 AM
To: Linda Szykowitz
Subject: FW: FOIA Registrar of Voters Documents
Attachments: Kathleen Healey Education Credits 1.jpg; Kathleen Healey Education Credits 2.jpg; Kathleen Healey Registrar Certification and Moderator Certification.pdf; ED-632 for 2024.docx; Toni Doubleday Registrar of Voters Certification.pdf; Eastford Registrar of Voters Proof of Fall 2024 Conference Attendance.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Registrar of Voters, Eastford

Eastford Town Office, Lower Level
16 Westford Drive
P O Box 98
Eastford, CT 06242
860-974-0133

Register to vote, update your name or address, and/or update your party [here](#).
Check to see if you have already registered [here](#).
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From: Registrar
Sent: Wednesday, September 18, 2024 11:38 AM
To: Email <linda@fightvoterfraud.org>
Cc: Thomas, Stephanie <Stephanie.Thomas@ct.gov>; Deb Richards <firstselectman@townofeastford.com>
Subject: FOIA Registrar of Voters Documents

Hello,

Please find attached the Registrar of voters documents that you requested from the town of Eastford, CT. I want to mention that in September of 2022, Kathlen Healey's mother died and was unable to go to the Fall conference. Fall 2023, another close family member died and Kathleen was once again unable to attend the conference. Please let me know if you have any other questions or concerns. We would be happy to discuss anything with you.

Thank You,

Kathleen Healey

Registrar of Voters, Eastford

Eastford Town Office, Lower Level
16 Westford Drive
P O Box 98
Eastford, CT 06242
860-974-0133

Register to vote, update your name or address, and/or update your party [here](#).

Linda Szykowitz

From: Kathleen Healey <healeykathleen7@gmail.com>
Sent: Friday, September 13, 2024 8:51 AM
To: Linda Szykowitz
Subject: FOIA Registrar Documents

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

I sent the requested Registrar of Voters documents yesterday. Would you please let me know that you received the documents?

Thank You,

Kathleen Healey
Registrar of Voters
Eastford CT

Linda Szykowitz

From: Deb Richards <firstselectman@townofeastford.com>
Sent: Tuesday, September 3, 2024 12:07 PM
To: Linda Szykowitz
Cc: Johanna Wolfe; Registrar
Subject: RE: FOIA Request

Good morning Ms. Szykowitz,
I received both your letter and email this morning, and we will work on providing the information as soon as possible.
Our registrar hours are every other week .

Deborah Richards

From: Linda Szykowitz <linda@fightvoterfraud.org>
Sent: Tuesday, September 3, 2024 9:24 AM
To: Deb Richards <firstselectman@townofeastford.com>
Subject: FOIA Request

Dear First Selectman Deborah Richards,

Please find attached the letter we mailed to you last week. Our request is simple. Under the Freedom of Information Act (FOIA), we are requesting the following information:

1. A copy of both Registrar of Voters Certification certificates and/or proof of annual training certificates if they were certified more than a year ago.
2. A copy of the Form ED-632, which certifies that the canvassing required by CT State Statute has been completed.

Thank you for your prompt response to our request.

Respectfully,
Linda Szykowitz

Linda Szykowitz
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