As discussed at the most recent Town Clerk Conference, the US Department of Justice has requested that we collect information regarding your transmission of early ballots. I have cut and pasted the header from the response spreadsheet that the Department of Justice sent to our office for your consideration. Please provide: (1) Town name, (2) Total valid ballot requests received from ALL sources (early ballots, military, overseas – expats), (3) Total ballots sent (should be equal to total valid requests), and (4) if for some reason you did not send a ballot in response to a request please detail why you did not send the ballot.

Please note that although 9/20/2014 is actually the 45th day before the election that is a SATURDAY and unless you plan on being in your office on that day, you must send all ballots out ***NO LATER THAN 9/19/2014.***

Please respond to this message on Monday 9/22/2014 so that we may respond to the Department of Justice accordingly. You can input your responses in the cells located just below the Department of Justice headers. Please respond to this message even if you did not receive any early ballot requests by using "0". This will better facilitate our report to the Department of Justice. If you do not receive our pre-printed overseas ballots by this time, please use a blank ballot and list of candidates so that we can comply with this important requirement.

Thank you for your assistance.

Sincerely,
Ted Bromley

Transmitting Jurisdiction	Total Valid Ballot Requests Received By 09/20/2014	Total Ballots Sent By 09/20/2014 For Valid Requests Received By That Date	Total Ballots Not Sent By 09/20/2014 For Valid Requests Received By That Date (If any, please also enter details in "Late Ballot Transmission Data" TAB)