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County Clerk Homepage:  
<http://www.co.nueces.tx.us/countyclerk/>

*County of Nueces*

*Office of*

**Diana T. Barrera**  
Nueces County Clerk

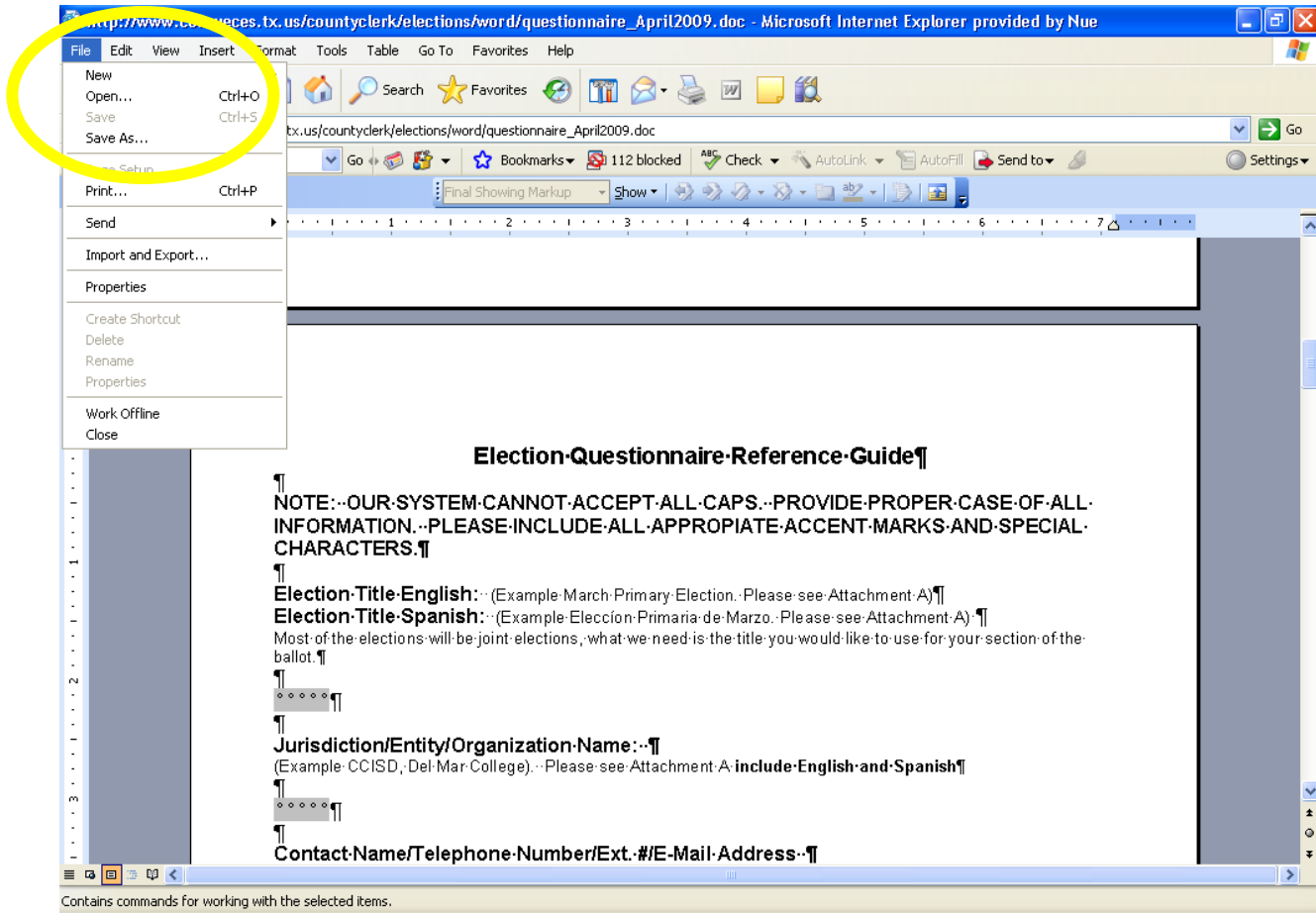
## Election Questionnaire Instructions

You are being supplied with an election questionnaire for you to fill out. The purpose of using this form is to maintain all information supplied to the elections department in an electronic format. You will need to have Microsoft Word 2003 or later to open the questionnaire form. The form supplied to you contains a series of questions.

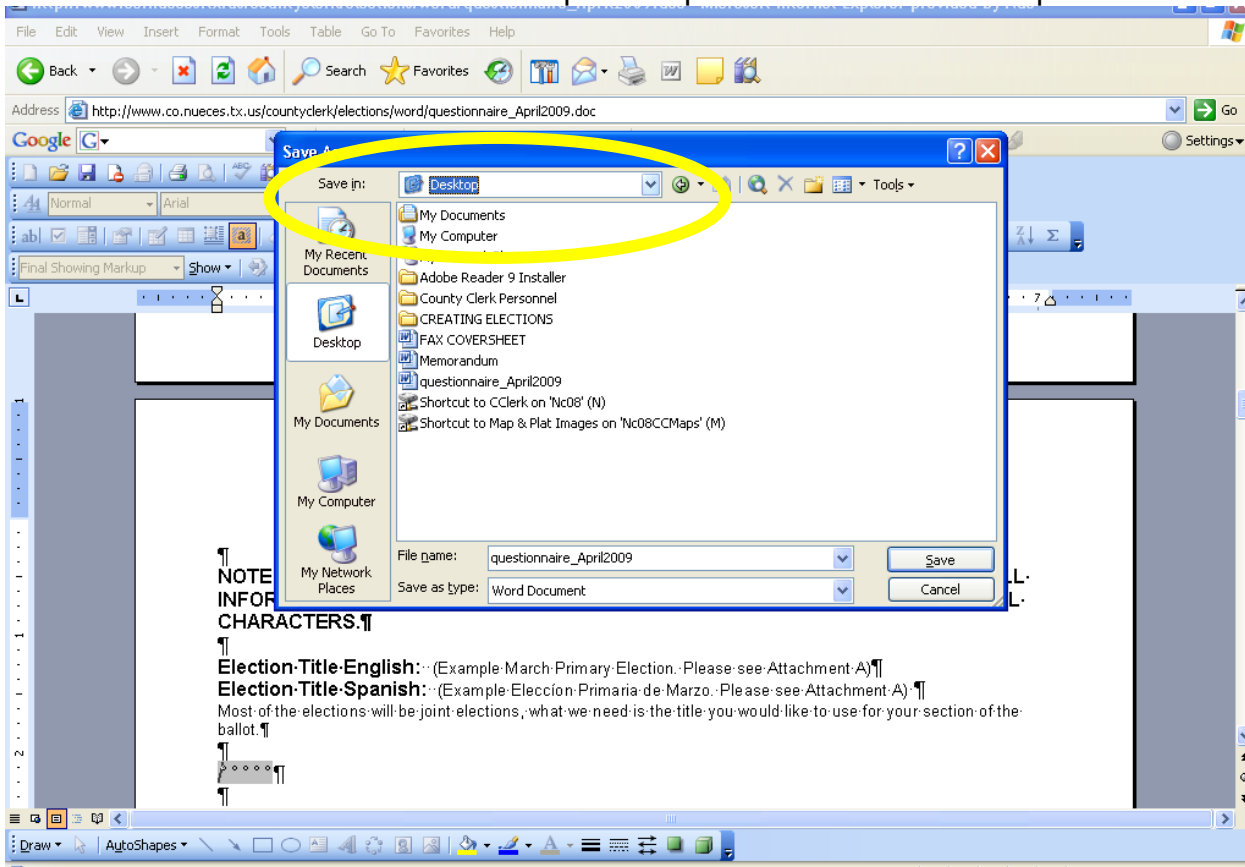
- Click on hyperlink of the Election Questionnaire you are to complete

A screenshot of the Nueces County Clerk's website navigation menu. The menu is divided into several sections: "Local Party Links" (Republican Party, Democratic Party, Republican Party), "Download Acrobat Reader" (with a "Get Adobe Reader" button), "BALLOT INFORMATION" (Master Ballots: Master Ballot, Certified Write-In List; Sample Ballots: Master Sample Ballot, Sample Ballots by Voting Precincts), "PRECINCT INFORMATION" (Find Your Precinct, Districts by Voting Precincts \*, Voting Precinct Demographic Information \*), "ELECTION REQUEST ORIGATION" (Attachment \*, Election Packet for April 2009 Election \*, Election Packet for May 2009 Election \*), "POLLWORKER INFORMATION" (Online Pollworker Training, Want to be a Pollworker?), and "ELECTION RESULT ARCHIVES" (Voting Turnout Statistics \*, Election History). The "POLLWORKER INFORMATION" section is circled in yellow.

- Save form to your desktop, this will allow you to save your information daily.
  - Click File
    - Save As



- Change [Save In] to Desktop
  - Click on Dropdown option and choose Desktop



- You will now be able to save work daily.
- 
- After each question is a field, which appears grey.
  - To answer each question, *simply TAB* to the area and you will be able to type your answer. Your answers may be as long as needed to properly answer each question.
    - If you already have this information saved somewhere, you may copy and paste it from another MS Word document.
    - You may even copy and paste information that was previously entered in other MS Office applications, such as MS Word or Excel. (characters only)
    - If the fields do not work when you click on them, please contact us immediately.
    - After you have completed your answers, be sure to save your document.

Please

- Send all attachments in MS Word or Excel format.
- Do not print out and enter the information by hand.
- Do not scan information that is on a paper printout.

In order to maintain the highest standards of accuracy, the election department needs your cooperation by submitting all information in an accessible electronic format.

Only by adhering to these instructions, can the election department provide the voters with the most accurate election possible.

*If information is not received in the correct format, you will be contacted.*