



# SHIRLEY N. WEBER, Ph.D.

## CALIFORNIA SECRETARY OF STATE

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April 20, 2022

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 22075

TO: All County Clerks/Registrars of Voters

FROM: /s/ Mike Somers  
Election Cybersecurity Manager

RE: Primary Election: Election Materials – Reporting of Errors

In order to ensure all elections are efficiently conducted and state election law is consistently and uniformly enforced, counties are asked to report any substantive errors made in the production or distribution of election-related materials provided to voters (such as ballots, county voter information guides, inserts, outreach materials, etc.) for the June 7, 2022, Primary Election as they are discovered. This will allow the Secretary of State's office to provide guidance and share any best practices or lessons learned with all county elections officials. A fillable form has been provided along with this CCROV to facilitate ease of reporting.

When reporting errors, please provide the following:

- Description of Error
- Type of Error (such as typographical, missing information, incorrect information, translations, mailing related, technical, etc.)
- Number of registered voters in the jurisdiction
- Number and percentage of affected voters
- Corrective action taken

Please return the completed error reporting form to [msomers@sos.ca.gov](mailto:msomers@sos.ca.gov).

By sharing of errors and their solutions election officials will assist in mitigating and/or preventing future errors throughout the state. Should you have any questions, please feel free to contact me at [msomers@sos.ca.gov](mailto:msomers@sos.ca.gov) or (916) 695-1563.

County: \_\_\_\_\_

June 7, 2022, Primary Election  
Material Error Report

Error Description	Date	Error Type	Total Number of Registered Voters	Number and Percentage of Affected Voters	Corrective Action Taken