



Finance Office

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TO: City Auditors

FROM: Craig Steingaard
Cass County Election Administrator

DATE: May 7, 2024

RE: Candidate CVC letters

We are notifying all city auditors of a mistake on a letter sent to all candidates this election. For every candidate on the ballot there is a Candidate Voice Capture (CVC) letter that is generated and sent out. The letter explains to the candidate how they can call in and give the system a recording for the pronunciation of their name. Then that recording can be used for our Expressvote marking machines. This service is optional and candidates do not have to provide any pronunciation.

The deadline for this to be done was on April 16th and we did not get the letters sent until after that date. The county has been able to confirm that the ability to submit a voice capture still exists and if candidates want to submit a CVC, they are able to use the information provided on the original letter. We are asking the candidates to call or email our office after they submit a CVC so we can make sure it is used.

The county does not have the contact information for all candidates on the ballot. We are requesting that each auditor reaches out via email or phone to deliver this information. The deadline for candidates to submit a CVC will be this **Friday, May 10th**. During that time if a candidate wishes, they will need to submit their CVC via phone from the original letter and notify the county Finance Office.

Thank you for your cooperation and feel free to reach out to us if there are any questions.

Craig Steingaard

Election Administrator