



**The Carter Center**  
**[Country] Election Observation**  
**Mission**  
**[Election, Month, Year]**

**LTO INCIDENT REPORT**  
**NUMBER [XX]**  
**[Date and time of report submission]**

<b>Observers' Names</b>	
<b>Team No.</b>	
<b>Location of the Incident</b>	
<b>Candidate/Party Concerned</b>	
<b>Date/Time of the Incident</b>	

**Instructions: Please complete the following form whenever you witness or hear about an incident which may impact the electoral process. A mention of the incident should also be included in your weekly report under the relevant topic area.**

**1. INCIDENT**

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[Please give a detailed account of the incident, specifying who, what, where, when, why.]

Specify whether the team actually observed the incident or whether it was reported by someone else. If reported by someone else, please specify who, and the credibility of the report.

Provide your assessment of the incident. Does this incident seem indicative of a sustained problem or is it isolated in nature? How does this incident impact your larger assessment of key electoral rights such as security of the person, non-discrimination, right to free expression or assembly, etc.?)

**2. WHAT NEXT?**

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[What are the possible implications of this incident? Have you heard rumors or explanations on what is expected to occur, if anything? If you have heard rumors or explanations on what is expected to occur what is source of this information, do you consider the source credible?]

### 3. FOLLOW-UP

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[What will you do next to follow-up on this incident?

What, if anything, can the Field Office do to assist you in this follow up?]