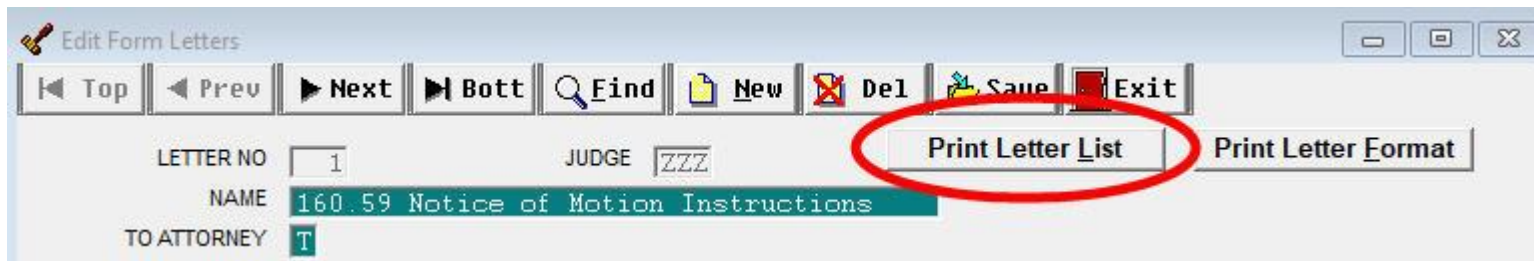




CourtRoom Program Form Letters

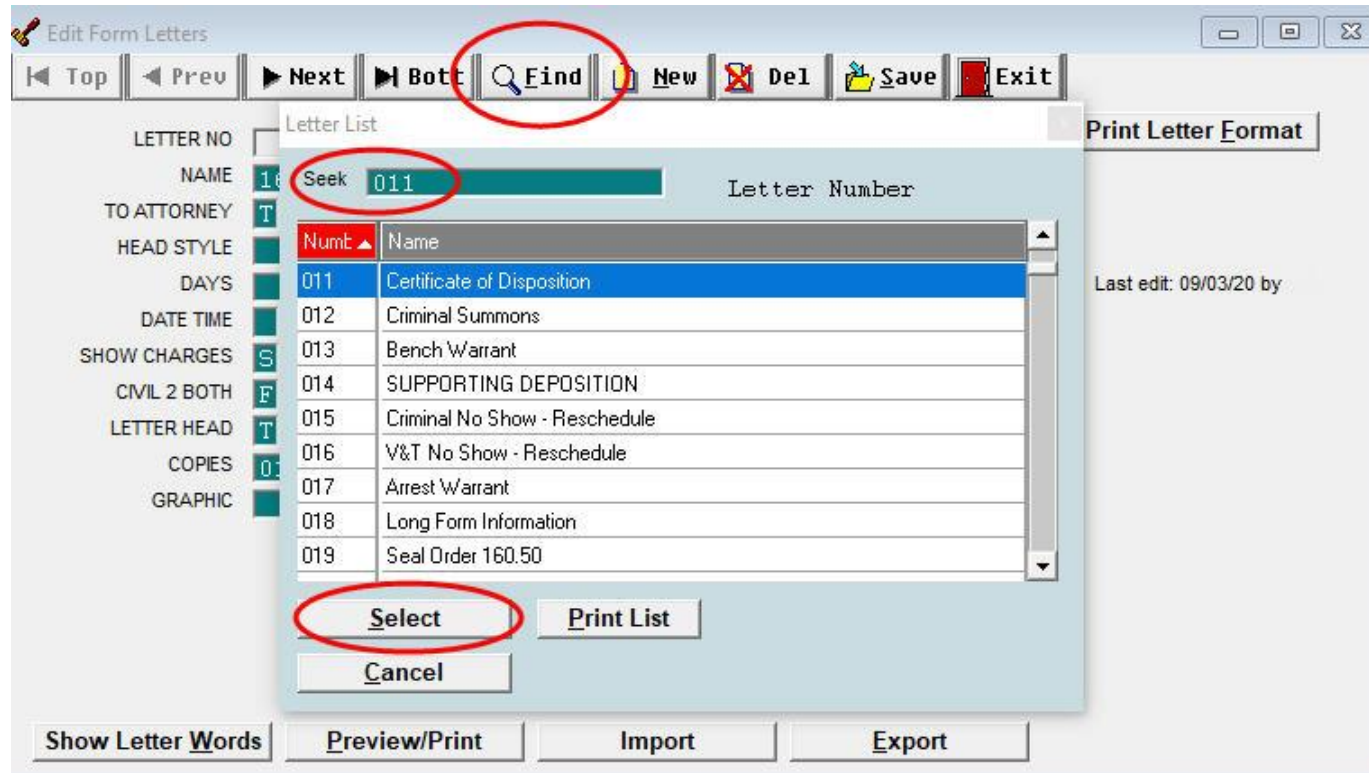
Moving forward we are not creating court specific letters. We are focusing on creating standard letters that can be used by all courts across the state. Before you start to create a new letter, take a look at the letters website. There are over 800 letters available to be imported into the program. There are two things to keep in mind when looking for a letter. You must determine whether you are REPLACING a letter that already exists in your letter list or are you ADDING a brand-new letter. In either case, first get a list of your letters by clicking on **Utility, Edit Databases, Form Letters** Click on **Print Letter List** then select whether to print the list numerically or alphabetically.



By looking at the list, you can decide whether you are REPLACING an existing letter or ADDING a new letter.

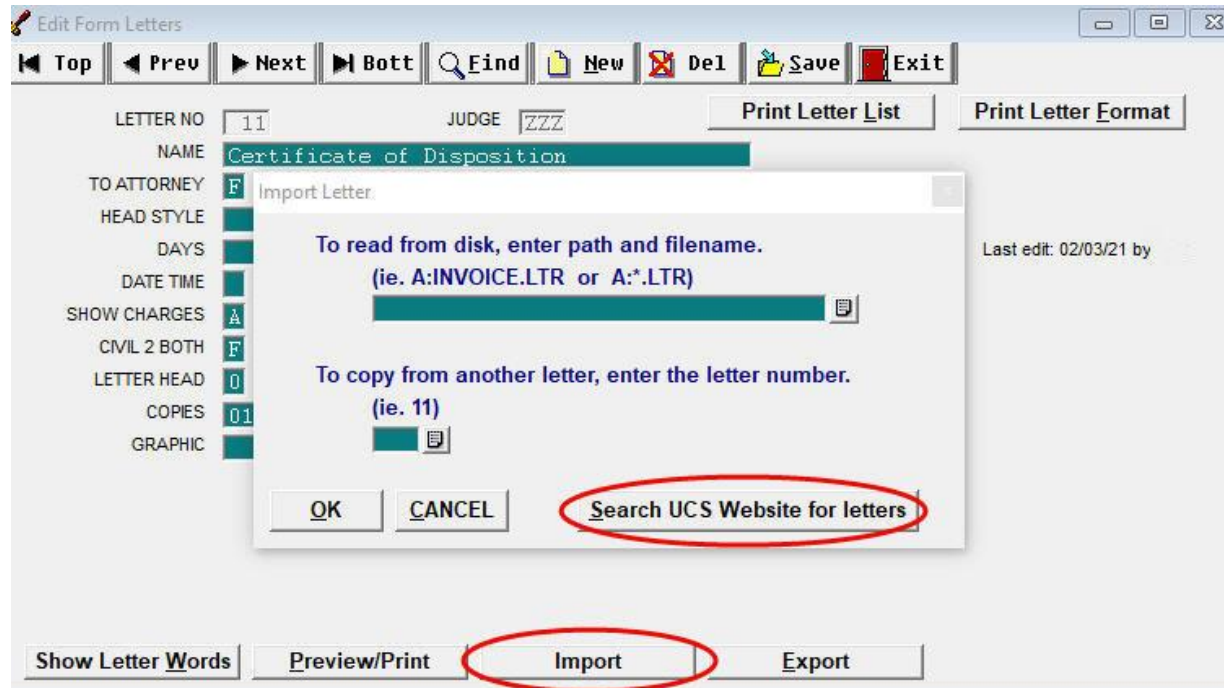
Replacing a Letter

To replace an existing letter with a newer version of the same letter, first find the existing letter in your letter list by clicking **Utility, Edit Databases, Form Letters**. Click **Find** at the top and enter in your three-digit letter number and then click **Select** at the bottom.

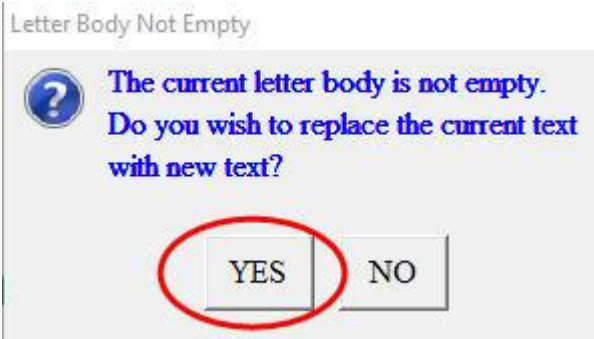


Replacing a letter continued

Once you've selected the letter, click **Import, Search UCS Website for Letters**.



Select **YES** to the prompt asking whether you want to **replace the current text with new text**.



Replacing a letter continued

Once on the website, scroll through the list or begin typing the name of the letter in the **Seek** box. If there is an OK in the Preview column you can highlight the letter and click **Preview** to see a sample of the letter. Click **Select** to import the letter into your letter list. Then click on **Save** and **Exit** at the top of the Edit Form Letters screen.

SEI Remote Letter List

Seek: CER

Letter Name	Date	Time	Preview
CERT_CONVICTION.LTR	05/21/2012	04:46PM	OK
CERT_CONV_COUNTS.LTR	06/23/2011	03:44PM	OK
CERT_DISPO_JUDGMENT.LTR	06/22/2016	01:56PM	OK
CERT_OF_DISPOSITION.LTR	08/09/2021	12:39PM	OK
CERT_OF_DISP_CIVIL_JUDGMENT.LTR	05/21/2018	09:35AM	OK
CERT_RELIEF_DISABILITIES.LTR	10/20/2015	09:31AM	OK
CICERO_FINE_PARTIAL_PAYMENT_PLAN.L...	07/08/2021	11:16AM	
CIVIL_CERT-OF-DISP_JUDGMENT.LTR	05/28/2014	11:37AM	OK
CIVIL_DOCKET_LANDSCAPE.LTR	06/24/2011	11:53AM	OK

UPDATED WITH NEW MARIJUANA FOOTER FOR PL 221.05, PL 221.10, PL 221.15, PL 221.20, PL 221.35 OR PL 221.40 CONVICTIONS

Select

Cancel

Full Title: Certificate of Disposition

Show Letter Words Preview/Print Import Export

Importing a New Letter

To import a new letter to your list, click **Utility, Edit Databases, Form Letters**. Click **New** at the top then click **Yes** to add a new letter. This creates a blank letter template assigning a new, unused letter number.

At the bottom click **Import** then click **Search UCS Website for Letters**. This will open the list of available letters. If there is an OK in the Preview column you can highlight the letter and click **Preview** to see a sample of the letter. Click **Select** to import the letter into your letter list. You will want to take note of the letter number of the new letter and then click on **Save** and **Exit** at the top of the Edit Form Letters screen.

SEI Remote Letter List

Letter Name	Date	Time	Preview
SECOND_FINE_NOTICE_(NON_PARKING).L...	05/21/2018	02:02PM	OK
SECURED_BAIL_BOND_CRC3292.LTR	07/20/2021	12:33PM	
SECURING_ORDER_UCS514.LTR	07/09/2021	12:24PM	OK
SECURING_ORDER_WORKSHEET_UCS51...	06/29/2020	05:37AM	OK
SEIKO_DYMO_MAIL_LABEL.LTR	08/15/2011	11:53AM	
SENTENCE_REQUIREMENTS.LTR	04/09/2018	01:12PM	OK
SENTENCING_ORDER.LTR	05/21/2018	02:10PM	OK
SENTENCING_ORDER_ERIE_COUNTY.LTR	10/30/2013	10:36AM	
SEX_OFFENDER_(SORA)_REGISTRATION...	07/16/2019	10:42AM	OK

UCS-514 SECURING ORDER 7/2/2020

Full Title: Securing Order UCS-514

Select Cancel

Creating a New Letter

When creating a new letter, you will be entering **all** the text and codes yourself. Click **Utility, Edit Databases, Form Letters**. Click **New** at the top then click **Yes** to add a new letter. This creates a blank letter template assigning a new, unused letter number.

Edit Form Letters

Top Prev Next Bott Find New Del Save Exit

LETTER NO 251 JUDGE ZZZ Print Letter List Print Letter Format

NAME [REDACTED]

TO ATTORNEY T

HEAD STYLE 0

DAYS 0

DATE TIME N

SHOW CHARGES A

CIVIL 2 BOTH F

LETTER HEAD T

COPIES 01

GRAPHIC [REDACTED]

Last edit: 10/27/21 by

Enter the name for this letter

Show Letter Words Preview/Print Import Export

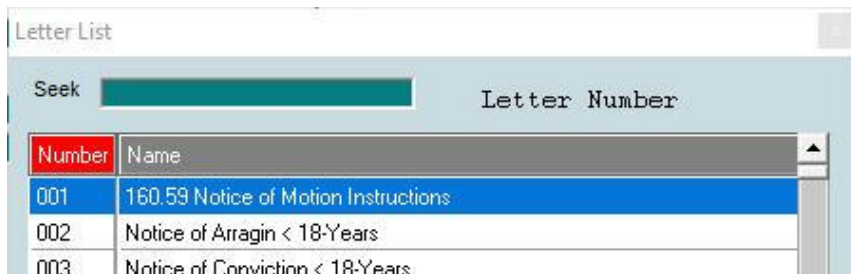
Creating a New Letter Continued

AT THE TOP OF THIS SCREEN



ARROW KEYS - The Top, Prev, Next, and Bott keys are another way to go through the letter list.

FIND - Notice the two column headings, Number and Name. By default, the list is in numerical order. Scroll through the list to select a specific letter. Or, in the seek box type in the letter number – 024 highlights letter #24 in the list. To search by letter name, place the cursor on the column heading NAME and click once with the right mouse button. Doing this puts the list in alphabetical order. Start typing the letter name in the Seek box, highlight the letter and press Select.



NEW - To add a new letter click on this button and a new unused letter number is assigned.

DEL - To delete a letter, click the button. **Be careful not to delete vital letters that have been used on cases.**

SAVE & EXIT - The save button saves any changes made. The exit button closes the screen.

PRINT LETTER LIST - Prints the current list of letters

PRINT LETTER FORMAT - Prints the setup, all the programming codes and text of the current letter

Creating a New Letter Continued

LEFT SIDE OF THIS SCREEN

LETTER NO - Assigned by the computer

NAME - The unique letter name assigned by the court

TO ATTORNEY - When an attorney is listed on the case, enter **T** to address the letter to the attorney or **F** to address the letter to the defendant.

HEAD STYLE - Style of heading information provided by the computer. These formats are pre-programmed and can be accessed through the forms and calendars utility. A basic outline of what head styles go with what letter follows:

CIVIL CASES = 3, 12	NON CIVIL CASES - ONE ADDRESS = 1, 10, 14, 15, 16, 20
TO/REGARDING = 2, 5, 6, 7, 8,	FINE NOTICE = 5
SUPPORTING DEP = 6	LONG FORM INFO = 7
STATE VS ___ = 2, 4, 5, 8, 9, 11, 17, 18, 19	

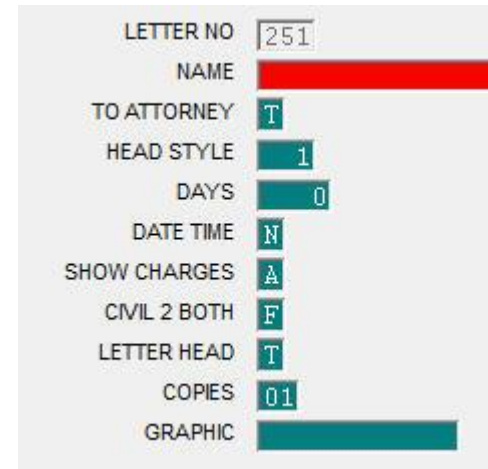
* An easy way to see different styles is to go to the letters database and Preview/Print a letter which has the letter head you're interested in. Previewing letters through this utility will not make a record that the letter was sent on the case.

DAYS - When DATE TIME is set to **(F)**uture, enter the number of days from today you expect the action to be complete, often 14 or 21 (two or three weeks).

DATE TIME - Identifies the control date or action due date to be printed on the letter. Leave the field blank when no date is needed or enter either: **(F)**uture date - *see DAYS explanation above*, **(N)**ext to print the next adjournment date, **(T)**oday to print today's date, **(Y)**esterday to print yesterday's date, or **(P)**rompt to be prompted for a date.

SHOW CHARGES - On most letters, charges print at the top of the letter between the address lines and the letter body. Keep in mind, there are other ways to list charges on a letter, although, this is the standard format. **(A)**ll - lists all charges on the case, **(S)**ome- you identify which charges should be listed, **(N)**one - no charges are listed.

CIVIL 2 BOTH - For civil cases **(T)** rue prints a copy for the plaintiff and defendant. If **(F)**alse, only one letter gets printed to the selected individual.



LETTER NO	251
NAME	[REDACTED]
TO ATTORNEY	T
HEAD STYLE	1
DAYS	0
DATE TIME	N
SHOW CHARGES	A
CIVIL 2 BOTH	F
LETTER HEAD	T
COPIES	01
GRAPHIC	[REDACTED]

Creating a New Letter Continued

LETTERHEAD - Normally set to (T)rue, unless you use stationary with your court letterhead, or unless you are using head style 11. If you use preprinted letterhead enter the number of linefeeds/2. Entering the number 9 would move the heading down 18 lines (3 inches) from the top of the page.

COPIES- Indicate the number of copies you want printed each time this letter is generated. Since the number of copies may vary depending on the situation, set Copies to P to be prompted each time the letter is generated.

GRAPHIC - Letterheads can be customized with individual logos and graphics as well as customized for each judge in the court. This field is also used when adding signatures to letters. Please call our office for help using this option.

AT THE BOTTOM OF THE EDIT FORM LETTER SCREEN



SHOW LETTER WORDS - Opens the body of the letter for text modification. The next section describes editing letters in detail

PREVIEW/PRINT - Print a sample of the letter in one of two ways. Search on a case and print it from there. Or click **Preview/Print** and search for a case or click on the F3 (same case) key or Previous Searches

IMPORT - In addition to the letters initially installed with the program, many letters are included in updates. To access the list of additional letters, click Import. Click Search UCS Website for Letters to access all the letters available for importing.

EXPORT - Provides the ability to transfer one of your existing letters to the UCS Website (only UCS staff can see these uploads) or onto a flash drive so it can be copied to another computer. Give our office a call for help with this option.

ENTERING IN THE BODY OF THE LETTER

SPECIAL CHARACTERS – Special characters insert codes or text into your form letter. Usually, letters are used by more than one judge. You would not want to have separate letters for each judge or clerk, so we have provided codes to insert the applicable information. In the printed letter, the special characters or variables are replaced with the appropriate information. IE. ^J is replaced by the Judge's name.

RESERVED CHARACTERS - The ~ (Tilde) or ^ (Carat) characters should not be used in the body of a letter except when used in a function command. Do not use the & within a ^&..& function, the # within a ^#..# function or the @ within a ^@..@ function.

Format commands are special printing codes such as bold or underline print. The text to be formatted is identified by turning the format command on at the beginning of the text and turning it off at the end of the text. Several of the format commands are used in pairs (i.e. `^Btext^b` or `\b1text\b0`).

FORMAT COMMANDS	DEFINITION	FORMAT	PRINTS AS
Bold	Selected text prints in bold print	Text ^Bprints in bold^b letters Text \b1prints in bold \b0 letters	Text prints in bold letters
Underline	Selected text is underlined	Some ^Utext is^u underlined Some \ul1 text is \ul0 underlined	Some <u>text</u> is underlined
Bold and Underline	Bold & underlined text	^B^Ubolded and underlined^u^b words \b1 \ul1 bolded and underlined\b0 \ul0 words	<u>bolded and underlined</u> words
Wide	Print in wide characters ^Wxxx^w	Prints ^Win wide^w text	Prints in wide text
Bold and Wide	Bold & Wide Text	This ^B^Wis bold, wide^w^b Text This \b1^W is bold wide ^w\b0text	This is bold, wide text
Condensed Print	Prints in 17 pitch print.	^C	This is 17 pitch print
Elite Print	Prints in 12 pitch print	^E	This is 12 pitch print
Pica Print	Prints in 10 pitch print	^P	This is 10 pitch print
Font Size	Set font size, dependant on type of font in letter	Sets \fs36 font \plain size <i>\plain restores font to default size</i>	Sets Font size
Title	Form/Letter title defined by you. <i>Prints below letter date and before heading and charge information. Look at 160.55 Seal Order for a sample.</i>	..T[Special Heading Defined by You ..]t <i>..]t inserts a blank line between your heading and next line of letter/form. Use bold, wide or underline within the ..T[]t commands for emphasis</i>	Special Heading Defined by You

Format commands, cont.

Substring	Prints a portion of the field. <i>Often used with index number to prevent charge number from being printed.</i>	$\wedge\&\text{dispindxno}(\text{aChg}[\text{ccIndexNo}])\&$ Without substring command $\wedge\&\text{substr}(\text{cmIndex9},2)\&$ With substring command	21070001.01 21070001
Trim	Removes trailing blanks. IE: First name is 35 characters in length. With a short name like James, the remaining 30 characters print as spaces before printing the next word. Trim removes the blank spaces. <i>Trim is often used with name and address lines</i>	$\wedge\&\text{aName}[\text{cnFirst}]\& \wedge\&\text{aName}[\text{cnLast}]\&$ $\wedge\&\text{alltrim}(\text{aName}[\text{cnFirst}])\&$ $\wedge\&\text{alltrim}(\text{aName}[\text{cnLast}])\&$ with trim Or $\wedge\&\text{alltrim}(\text{D1})\&$ same results as with alltrim	James Baker James Baker
Upper & Lower	Print text either in upper or lower case	$\wedge\&\text{upper}(\text{town})\&$ $\wedge\&\text{lower}(\text{town})\&$	SOMEBURG someburg

Functions - In letters, **date commands** are probably the most frequently used. Except for the 'Date' command, which prints the current date, each of these dates come directly from the current case. Codes for time are included in this section since date and time usually go together.

DATE COMMANDS	DEFINITION	FORMAT	PRINTS AS
Adjourn	Next adjournment	^&mnnextday&	10/15/2021
Arrestment Date	Arrestment Date	^&aChg[dcArrestDt]&	10/15/2021
Arrest Date	Date of Arrest	^&aChg[dcCrimeDate]&	07/15/2021
Birth date	Defendant's date of birth	^&aName[dnDOB]&	01/23/1978
Date	Usually today's date, unless used in combination with another date. Next date is the next adjournment date Notice the various formats The c_date() command can be used in combination with most date commands	^&c_date()& ^&c_date(nextdate(),1)& ^&c_date(nextdate(),2)& ^&c_date(nextdate(),3)& ^&c_date(nextdate(),4)& ^&c_date(nextdate(),5)&	October 28, 2021 November 19, 2021 Friday, November 19, 2021 19th day of November, 2021 Friday, the 19th day of November, 2021 Friday
Disposition Date	Date of case disposition	^&aChg[dcDispDate]&	06/25/2021
Previous Date	Previous adjournment date. There must be more than one adjournment date on the case	^&prevdate()&	01/28/2021
Court Time in standard time	Defendant's schedule appearance time	^&mtime&	6:00PM

Functions read information from the current case and place it in the letter/form. When creating or editing the letter, type in the command in the format shown below in the exact spot you want that information to print. These functions begin with the combination ^& (carat, ampersand) and end with the &. Be careful not to insert any other characters between the opening ^ and the closing &. Do not use the & within the function.

FUNCTIONS	DEFINITION	FORMAT	PRINTS AS
Age	Defendant's age at time of arrest	^&age()&	42
Arrest Date	Defendant's arrest date <i>See Date Section for optional ways to format date</i>	^&aChg[dcArrestDt]& ^&c_date(aChg[dcArrestDt],1)&	05/25/21 May 25, 2021
Arresting Agency	Agency of arresting officer	^&aChg[ccForce]&	SP
Arresting Officer	Name of arresting officer	^&aChg[ccCOP]&	Brooks, Ken
Case/Docket/Index #	Index number on case	^&substr(cmIndex9,2)&	21070051
Court Name	Name of your municipality	^&town&	Someburg
Court Street	Court's street location <i>First line and if needed second line of address</i>	^&alltrim(ciCtStreet)& ^&alltrim(ciCtStreet2)&	125 Elm Street
Court Town	Town, state, and zip of court	^&alltrim(ciCtCSZ)&	Someburg, NY 13000
County	Court's County	^&court_cnty& County	Monroe County
Judge's Title	Formal title for judge's signature line	^&j_title()& ^J ^&j_title()&	Village Justice James J. Judge Village Justice

Functions, cont. Note: The SHOW_CHGS field on the letter setup screen affects these commands.

FUNCTIONS	DEFINITION	FORMAT	PRINTS AS
List charges	Lists charges in the same format as heading style #1	^&list_chg()& (see NOTE)	Case No. Statute/Section Description Ticket No. 21070001.01 VTL 1180b Speeding LA938274 9
List charges, abbreviated	Lists charge #, statute, section & description Lists statute, section & description Lists charge #, statute, section, description & category If adjudicated, disposition prints	^&strtran(list_chgv('x'),' '," ")& ^&strtran(list_chgv(),' '," ")& ^&strtran(list_chgv('x','x'),' '," ")&	.01 VTL 1180 0C – Speeding 45/30 V/O VTL 1180 0C - Speeding 45/30 V/O 01 VTL 1180b – Speeding 45/30 V/O (I)
	Lists original charges List one charge from multiple charge case. Must be on that charge when you print letter. List all disposed charges List one adjudicated charge from multiple charge case. Must be on that charge when you print letter.	^&list_disp('O')& ^&list_disp('O',f.)& ^&list_disp('C')& ^&list_disp('C',f.)& (see NOTE)	Statute/Section Description VTL 1180 0C Speeding 45/30 V/O Statute/Section Description VTL 1180 0C Speeding 45/30 V/O Statute/Section Description Disposition VTL 1202 0A Stop-Park Viol Fine/Fee Statute/Section Description Disposition VTL 1202 0A Stop-Park Viol Fine/Fee
List Money	Lists Money in heading style #5	^&List_money()&	Statute/Section Charge Text Disposition Fine Surcharge VTL 1202 0A Stop-Park Viol Fine/Fee 50.00 0.00 Previous Payments: 25.00 Total Due: 25.00
Amount due	Only prints the amount currently due	^&alltrim(str(nAmtDue,10,2))&	\$143.00

FUNCTIONS, continued

FUNCTION	DEFINITION	FORMAT	PRINTS AS
Motorist ID#	prints motorist id#	^&aName[cnMotorID]&	999-999-999
NCIC	NCIC number of arresting agency	^& NCIC(aChg[ccforce])&	05140
Officer Title	Title of arresting officer	^&o_title()& ^&o_title('L')& ^&o_title('S')&	Officer Officer Ofc.
Officer's agency	Prints the officer's agency	^&alltrim(agency(0,.F.))&	SP
Operator	Full name of person logged into the program	^&mOperator&	Susan M. Clerk
Phone	Defendant's phone number	^&aName[cnPhone]&	555-555-2193
Town	Court Name	^&upper(alltrim(mCourt))& <i>upper sets print to upper case</i> ^&mCourt& <i>Prints in proper case</i>	SOMEBURG VILLAGE COURT Someburg Village Court

Functions, continued The following are ways you can print defendant's and plaintiff's names. These are most often defined as a variable (..Vn[]vn) then place in the letter using the ^Vn command ('n' represents a numeric value).

Function	Description	Format	Prints As
Defendant	Name and address of defendant. 20 characters per line, you can change length	^&D1& ^&D2& ^&D3& ^&D4&	John A. Defendant 125 Oak Drive Someburg, NY 13300
	Full name: last name first. MI	^V1 ^V1 ^V1 ^V1 ..CALC V1{name('9',20)}v ..ENDCALC	Defendant, John A. 125 Oak Drive Someburg, NY 13300
	Defendant's attorney name and address. Defendant's info if no attorney	^V1 ^V1 ^V1 ^V1 ..CALC V1{name('9A',20)}v ..ENDCALC	J. A. Defender 135 Law Bldg. Someburg, NY 13300
	Name only, first, last, MI	^&alltrim(D1)&	John A. Defendant
	Name only, last, first, MI	^V1 ..CALC V1{name('9',20)}v ..ENDCALC	Defendant, John.
	Attorney name only. Defendant's name prints if no attorney on case	^V1 ..CALC V1{name('9A',20)}v ..ENDCALC	J. A. Attorney

Functions, Continued

Function	Description	Format	Prints As
Plaintiff	Name and address of Plaintiff. 20 characters per line, you can change length	^&A1& ^&A2& ^&A3& ^&A4&	Mark R. Plaintiff 521 Elm Place Someburg, NY 13300
	Full name: last name first	^V1 ^V1 ^V1 ^V1 ..CALC V1{name('-8',20)}v ..ENDCALC	Plaintiff, Mark R. 521 Elm Place Someburg, NY 13300
	Plaintiff's attorney name and address. Plaintiff's info if no attorney	^V1 ^V1 ^V1 ^V1 ..CALC V1{name('8A',20)}v ..ENDCALC	M. L. Complainer 531 Attorney Square Someburg, NY 13300
	Name only, first, last, MI	^&A1& ^V1 ..CALC V1{name('-8',20)}v ..ENDCALC	Mark R. Plaintiff
	Attorney name only. Plaintiff's name prints if no attorney	^V1 ..CALC V1{name('8A',20)}v ..ENDCALC	Plaintiff, Mark R. -or- M. L. Complainer

The following **Feature commands** insert text at the location you indicate.

FEATURES	DEFINITION	FORMAT	PRINTS AS
Judge's name	Judge's full name	^J Hon. ^J	James J. Judge Hon. James J. Judge
Merge text	Merges text from case notes into letter	^M When the letter is generated you are prompted to enter text which gets saved in case notes. An example of this is in the samples section of this manual.	Text notes
Operator's Initials	Adds operator's & judge's initials to closing of letter	^&j_title()& ^I	Someburg Village Justice JJJ:ccc
Operator's initials and time printed	Adds operators initials and the time the letter was printed	^&upper(cuTypistCode)& ^&mt2s(time())&	JJJ 09:27AM
Judge's Court Clerk's name	Will print the Judge's Court Clerks name	^&alltrim(aJudge[mnJudge,cjClerk])&	Jane J. Jones

These **Feature commands** allow you to control the number of copies and the font size as well as give you the option to edit a letter at the time of generating and the option not to leave a record on a case that the letter was generated. These features should be located at the leftmost margin of the line.

FEATURE	DEFINITION	FORMAT	PRINTS
Font size	Set the font size. The number 20 can be changed to any size of text. The default size is 24	\fs20	In a letter the font will print font size 20.
Page break	Force a new page	\page	Will force a letter to create a new page
No record of letter	Leaves no record on case that letter was generated. Use on non case related letters, i.e. letter to Audit and Control or DMV.	NR[]nr	On case, leave no record of letter having been generated.
Edit	Causes edit window to open each time the letter is generated. Does not save text on case. The ^M command may be a better choice.	..E[]e	Prints text you enter at time of generating letter

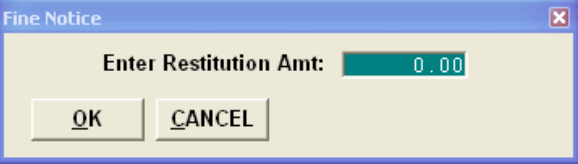
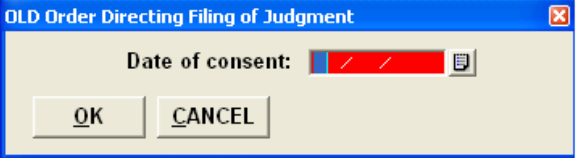
Variables can be used throughout letters and forms to insert information from a prompt or from the case. Some variables prompt the user to input information; some place already stored information at a designated spot in the form. The third variable type inserts information directly at the designated spot, no prompting is required. Variables are powerful commands and provide you with a tremendous amount of flexibility and control over the custom design of the form. Variables are created in two parts, the first part identifies the information to be included, the second identifies where the information is to be printed. The format is the same for all variables. Each begins at the leftmost margin a sample of what it looks like is as follows:

```
..PROMPTS
  V1[Enter information: ]v
..ENDPROMPTS
```

The `..^V1[]v` command defines the prompt for user input. This input is then placed in the letter at the spot indicated by the corresponding `^V1` command. The program formats the lines when printing the page.

Feature Commands – Prompts ask for information to be inserted into the body of a letter. There can be up to 20 prompts on a letter. Each prompt is numbered – V1, V2, V3, etc.

VARIABLES	DEFINITION	FORMAT	PRINTS AS
Prompt Variable	Prompts user for information before letter is generated. Inserts information within the form in a spot designated by you.	<pre>..PROMPTS V1[Driving School:]v ..ENDPROMPTS</pre> <p>User prompted for name of Driving School, enters 'Saturday Driving School'</p> <p>Other formatting commands V1[Payment: =\$=]v (input dollar amount) V2[Appear Date: =D=]v (input date mm/dd/yyyy) V3[Time:=L= {##:##AM}]v (input time) V4[Minor?:=L=T]v (Logical - T/F default True) V5[Days in jail:=N=]v Numeric input</p>	<p>Letter reads: Please report to the ^&alltrim(V[1])& for fulfillment of your condition.</p> <p>Text prints as: Please report to the Saturday Driving School for fulfillment of your condition.</p>

VARIABLES	DEFINITION	FORMAT	PRINTS AS
Prompt for money	= \$= sets prompt to ask for a dollar amount to be included in the body of the letter	<p>..PROMPTS V1[Enter Restitution Amt: =\$=]v ..ENDPROMPTS</p>  <p>Enter the Payment amount , i.e. 150.00</p>	<p>In the body of the letter use the prompt ^V1 where the money should be inserted Be sure to include the \$ in the text</p> <p>You must pay restitution of \$^V1. Prints as: You must pay restitution of \$150.00</p>
Prompt for date	=D= sets prompt ask for a date to be inserted in the body of the letter	<p>.PROMPTS V1[Date of consent: =D=]v ..ENDPROMPTS</p>  <p>Enter the date, i.e. 08/15/09</p>	<p>Letter reads as: Date of consent is ^V1 Prints as: Date of consent is 08/15/09.</p> <p>The format of the date can be changed to different date styles. ^&c_date(V[1],2)& in the body of the letter prints the date as Saturday, August 15, 2009</p>
Copies	Enter the number of copies to print.	<p>..C[^V1]v ..PROMPTS V1[copies:=L=]v ..ENDPROMPTS</p>	Print the number of copies indicated

The ^&xx& command inserts the data exactly where the variable is placed within the letter. This command is often used with the date field or function commands explained in an earlier section. Please refer to those sections of this manual for detailed samples. These commands are executed after the ..Vn[]vn commands, this allows the ..V[n] variables to appear within the ^&xx& commands

FORMAT	FORM SETUP	PRINTS AS
^&nextdate()&	Please appear on ^&nextdate()&	Please appear on 09/18/2009
^&town&	Please appear at the Town of ^&town&	Please appear at the Town of Someburg
V1[Date to appear:=D=]v	Appear on ^V1	Appear on 09/18/2009

The ^@xx@ commands are executed before Vn[]v and ^&xx& commands. This allows ^@ commands to be used within Vn[]v commands. In addition, the ^Vn command can then be used within the ^&..& command.

FORMAT	FORM SETUP	PRINTS AS
..ND[]nd	Date letter was generated does not print	No date will print
..ND[R]nd	Forces the date to print to the right of the page.	July 30, 2009
..ND[L]nd	Forces the date to print to the left of the page.	July 30, 2009
..ND[C]nd	Forces the date to print in the center of the page.	July 30, 2009

Printing in color is also an option

```
\cb7 yields red background  
\cf7 yields red foreground
```

This is a `\cf7 test\cf1` of `\cb13 colors\cb5` . How does it look?

This is a `test` of `colors`. How does it look?

1 = BLACK	11 = LTORANGE	21 = BROWN
2 = DKGRAY	12 = DKYELLOW	22 = DKBLUE
3 = GRAY	13 = YELLOW	23 = BLUE
4 = LTGRAY	14 = LTYELLOW	24 = LTBLUE
5 = WHITE	15 = DKGREEN	25 = LTLTBLUE
6 = DKRED	16 = GREEN	26 = HIBLUE
7 = RED	17 = LTGREEN	27 = CYAN
8 = LTRED	18 = HIGREEN	28 = DKPURPLE
9 = DKORANGE	19 = BLUEGREEN	29 = PURPLE
10 = ORANGE	20 = OLIVE	30 = MAGENTA

BLACK	LTORANGE	BROWN
DKGRAY	DKYELLOW	DKBLUE
GRAY	YELLOW	BLUE
	LTYELLOW	LTBLUE
	DKGREEN	LTLTBLUE
DKRED	GREEN	HIBLUE
RED	LTGREEN	CYAN
LTRED	HIGREEN	DKPURPLE
DKORANGE	BLUEGREEN	PURPLE
ORANGE	OLIVE	MAGENTA

██████	LTORANGE	BROWN
DKGRAY	DKYELLOW	DKBLUE
GRAY	YELLOW	BLUE
LTGRAY	LTYELLOW	LTBLUE
WHITE	DKGREEN	LTLTBLUE
DKRED	GREEN	HIBLUE
RED	LTGREEN	CYAN
LTRED	HIGREEN	DKPURPLE
DKORANGE	BLUEGREEN	PURPLE
ORANGE	OLIVE	MAGENTA

Combinations are possible

SAMPLE LETTERS

The following pages contain actual examples of letters. You will see the progression from a simple blank merge letter, to a text only letter, to letters with multiple variables. The goal of presenting these samples is to give you some tools to help you create or modify letters on your own.

Please note, due to size constraints, the sample letters have different letter size and spacing than the actual letters in The CourtRoom Program.

Blank Merge Letter

Often, we are asked how to create a custom letter to be saved on a specific case. Here are the steps:

Create a letter click New or <Ctrl>N, then Yes or <Enter>

LETTER NO = *assigned by program*
NAME = *Blank Merge Letter*
TO ATTORNEY = *F*
HEAD STYLE = *head is 0 so nothing will print*
DAYS = *blank*
DATE TIME = *0*
SHOW CHARGES = *N*
CIVIL 2 BOTH = *F*
LETTER HEAD = *T*
COPIES = *01*
GRAPHIC = *blank*

These codes can be changed to meet your needs for a specific letter. The following commands open the body of the letter and allow you to put in your words, and functions.

Click Show Letter Words or <Ctrl>W

Type the following text:

^M

Click Save or <Ctrl>S

This is a letter with only the Merge code, ^M. Each time you select this letter a prompt asks you to enter text. The text is saved in the case notes and can be edited or reprinted as is.

Basic Letter Setup

Create a letter click New or <Ctrl>N, then Yes or <Enter>

LETTER NO = *assigned by program*

NAME = *Basic Letter*

TO ATTORNEY = *F* (do not address letter to attorney)

HEAD STYLE= *head is 0 so nothing will print*

DAYS = *blank*

DATE TIME = 0

SHOW CHARGES = *N*

CIVIL 2 BOTH = *F*

LETTER HEAD = *T*

COPIES = *01*

GRAPHIC= *blank*

Click Show Letter Words or <Ctrl>W

Type the following text:

Good Morning Defendant

Sincerely,

Court Clerk

Click on Save or <Ctrl>S

Click on Preview/Print or <Ctrl>P to print a test copy of the letter

Letter Prints as

**Someburg Town Court
123 Main Street
Someburg, NY 13000**

James J. Judge
Town Justice

(585) 555-5555

August 6, 2021

Good Morning Defendant

Sincerely,

Court Clerk

Let's set this up to be more realistic:

Create a letter click New or <Ctrl>N, then Yes or <Enter>

LETTER NO = *assigned by program*

NAME = *Appearance Notice*

TO ATTORNEY = *F*

HEAD STYLE = *1*

DAYS = *N*

DATE TIME = *0*

SHOW CHARGES = *A*

CIVIL 2 BOTH = *F*

LETTER HEAD = *T*

COPIES = *01*

GRAPHIC = *blank*

Click Show Letter Words or <Ctrl>W

Type the following text:

Good Morning Defendant

Please appear in this Court on the above stated day and time regarding the listed charges.

Sincerely,

Court Clerk

Click on Save or <Ctrl>S

Click on Preview/Print or <Ctrl>P to save and print a test copy of the letter

Letter Prints As

**Someburg Town Court
123 Main Street
Someburg, NY 13000**

James J. Judge
Town Justice

(585) 555-5555

August 6, 2021

Joe Defendant
987 Elm Street
Someburg, NY 13000

Re.	Case No.	Statute/Section	Description:	Ticket No
	21010005	PL 240.20	Disorderly Conduct	

Next Date: 12/15/21 Time: 6:00 PM

Good Morning Defendant

Please appear in this Court on at the above stated day and time regarding the listed charges.

Sincerely,

Court Clerk

In this sample, use the same letter setup as the previous letter, with the addition of variables used within the letter body.

Click Show Letter Words or <Ctrl>W
Type the following commands and text:

```
..D[Correct Appearance Date: ]d
```

Good Morning Defendant

Your ticket(s) dated ^&c_date(aChg[dcCrimeDate])& ordered you to appear in Court on ^&c_date(V[1],2)&. This is NOT a court session. Please note the corrected appearance date and time.

Sincerely,

Court Clerk

```
..PROMPTS  
V1[Enter Incorrect Date: =D=]v  
..ENDPROMPTS
```

Click on Save or <Ctrl>S

Explanation of Codes

..D[^BCorrect Appearance Date:]d The words 'next date' are replaced with 'Correct Appearance Date:'

^&c_date(aChg[dcCrimeDate])& is replaced with ticket date from the case record

^&c_date(V[1],2)& is replaced with the date entered as the response to the V1[Enter Incorrect Date: =D=]v prompts user to enter the incorrect date as stated on the ticket. Format for data entry is MM/DD/YY.

Letter Prints As

**Someburg Town Court
123 Main Street
Someburg, NY 13000**

James J. Judge
Town Justice

(585) 555-5555

August 6, 2021

Joe Defendant
987 Elm Street
Someburg, NY 13000

Re.	Case No.	Statute/Section	Description:	Ticket No
	21010005	PL 240.20	Disorderly Conduct	

Correct Appearance Date: 12/15/21 Time: 6:00 PM

Good Morning Defendant

Your ticket(s) dated August 3, 2021 ordered you to appear in Court on Saturday, December 12, 2021. This is NOT a court session. Please note the corrected appearance date and time.

Sincerely,

Court Clerk

Here's a more complicated letter

Create a letter click New or <Ctrl>N, then Yes or <Enter>

```
LETTER NO=assigned by program
NAME = Reserved Decision V & T
TO ATTORNEY = F
HEAD STYLE= 5
DAYS= blank
DATE TIME = 0
SHOW CHARGES = A
CIVIL 2 BOTH = F
LETTER HEAD = T
COPIES = 01
GRAPHIC = blank
```

Select Show Letter Words or <Ctrl>W to enter the following text. When you enter the white screen begin typing your letter. It is helpful to plan your letter before hand, so you know where to place variables.

```
After careful consideration of testimony presented at
trial on ^&c_date(prevdate(),2)& it is the decision of
this Court that you are ^&alltrim(V[1])& of the charges
shown above. If fines and mandatory surcharges have been
imposed, payment is due in this Court on or before
^&c_date(date()+15,1)&. Payment must be in cash,
certified check, or money order. Please indicate your
case number on payment.
```

Very truly yours,

```
Judge ^J
^&j_title()&
..PROMPTS
V1[Guilty/Not Guilty: =C=Guilty]v1
..ENDPROMPTS
```

Click on Save or <Ctrl>S

Explanation of codes:

```
^&c_date(prevdate(),2)& prints the previous court date from the case
^&alltrim(V[1])& inserts response to corresponding prompt
^&c_date(date()+15,1)& add 15 days to today to calculate payment date
..V1[Guilty/Not Guilty: =C=Guilty]v1 creates prompt for user to enter a
response which gets placed at the ^V1 position
^J Replaces code with Judge's name
^&j_title()& inserts the judge's title
```

Letter prints as

**Someburg Town Court
123 Main Street
Someburg, NY 13000**

James J. Judge
Town Justice

(585) 555-5555

September 22, 2021

Joe Defendant
987 Elm Street
Someburg, NY 13000

People of the State of New York versus:

Joe Defendant
987 Elm Street
Someburg, NY 13000

Case No: 21020010
Violation Date: 02/02/98

Statute/Section	Charge Text	Disposition	Fine	Surchg
VTL 0306 B	No Insp Cert	Fine/Fee	27.00	93.00
Total Due:			\$120.00	

After careful consideration of testimony presented at trial on Thursday, September 16, 2021 it is the decision of this Court that you are guilty of the charges shown above. If fines and mandatory surcharges have been imposed, payment is due in this Court on or before October 7, 2021. Payment must be in cash, certified check, or money order. Please indicate your case number on payment.

Very truly yours,

Judge James J. Judge
Someburg Town Justice

Letter prints as

**Someburg Town Court
123 Main Street
Someburg, NY 13000**

James J. Judge (585) 555-5555
Town Justice

August 6, 2021

Ms. Carol Doe
Someburg Community Center
165 Elm Street
Someburg, NY 13000

Dear Ms. Doe

Please be advised that the individual named below has been assigned community service with you.

**Name: Joe Defendant DOB: 03/28/78
HOURS COMMUNITY SERVICE: 40 COMPLETION DATE: 11/15/2021
DATE BY WHICH INDIVIDUAL MUST CONTACT YOU: 08/20/2021**

The Court requires monthly reports. Please indicate the person's name, type of service performed, hours completed and any absenteeism. If you have any questions regarding this matter, please do not hesitate to contact me.

Respectfully,

James J. Judge
Someburg Town Justice
CC: Joe Defendant

Sample Civil Letter

Create a letter click New or <Ctrl>N, then Yes or <Enter>
LETTER NO = *assigned by program*
NAME = *Civil Adjournment*
TO ATTORNEY = *F*
HEAD STYLE = *blank*
DAYS *N*
DATE TIME = *blank*
SHOW CHARGES = *N*
CIVIL 2 BOTH = *T (prints to both plaintiff & defendant)*
LETTER HEAD = *T*
COPIES = *01*
GRAPHIC = *blank*

Select show letter words to enter the following text.

^&A1&
^&A2&
^&A3&
^&A4&

Dear ^V2,

Regarding the civil case in which you are the ^V1 and ^&D1&
is the ^V2, please be advised that this matter is scheduled
for ^&mnextday&, at ^&mtime&.

Very truly yours,

Court Clerk

```
..CALC  
  V1{if(dot9(),'Plaintiff','Defendant')}v  
  V2{if(dot9(),'Defendant','Plaintiff')}v  
..ENDCALC
```

Click on Save or <Ctrl>S to save

Explanation of codes

..V1{if(dot9(),Name('8A',20), name('9A',20))}v1
Fills in with 4 line name and address of attorney, if present. Otherwise, defendant or plaintiff's name and address

..V2{if(dot9(),name('8A',1), name('9A',1))}v2
fills in with Attorney name, or plaintiff/defendant if there's no attorney on case
^&mnextday&, *fills in court appearance date from case*
^&mtime& *fills in court appearance time from case*

Letter prints as

**Someburg Town Court
123 Main Street
Someburg, NY 13000**

James J. Judge
Town Justice

(585) 555-5555

August 6, 2021

J. A. Defender
135 Law Bldg.
Someburg, NY 13300

Dear J. A. Defender,

Regarding the civil case in which John A. Defendant is the defendant and Mark R. Plaintiff is the plaintiff. Please be advised that this matter is scheduled for action on 10/16/2021 at 5:30 PM.

Very truly yours,

Court Clerk