

# Form Letters



**Unified Court System  
The CourtRoom Program**

# Accessing the letters website

Before you start trying to create you own letter, take a look at the letters website. There are over 800 letters on the letters available to be imported into the program. These include requested custom letters for an individual court, letters to be used by all courts in a county and letters to be used by all courts in the state.

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.

# Letter Setup Screen

Enter the name for this letter

**Show Letter Words-** Open up the letter format screen

**Preview Print –** See a sample of the letter and save any changes

**Import –** Bring in a new letter (either from the website or copy of another letter from your list)

**Export –** Send a letter to the letter website

**Letter No** – assigned by program

**Name** – normally part of an imported letter or, you name it if creating a brand new letter

**To Attorney** – If set to **T** and an attorney is on the case, letter is addressed to the attorney, otherwise, letter is addressed to defendant

**Head Style** – Sets up the format of the letter head, does not normally need changing

**Days and Date Time** – When D/T is set to **Next**, the adjournment date on the case is used in the letter

When D/T is set to **Prompt**, you are prompted for the date every time

When D/T is set to **Future**, the letter calculates the date based on the number of days entered in Days. For example, if you don't adjourn cases before generating fine notices, set the D/T to Future and enter a number of days that is a multiple of 7. The program calculates the due date by adding that number to the current date. By using a multiple of 7, the due date will be a week (or two or three) from the day the letter is generated.

**Show Charges** –  
Set to **A** to include **ALL** charges on the case  
Set to **N** to include **NONE** of the charges  
Set to **S** to have the ability to select **SOME** charges

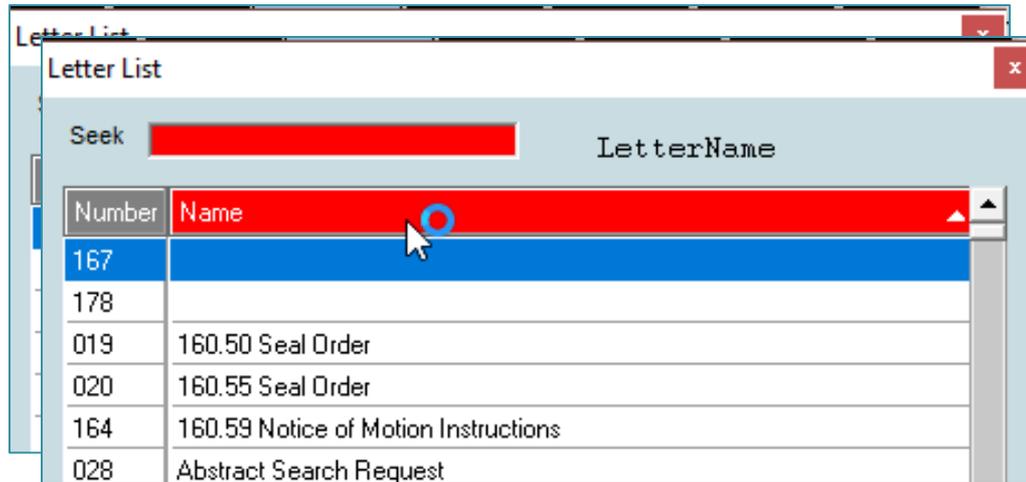
**Civil 2 Both** -  
Set to **F** to if letter is just to Defendant  
Set to **T** for both Defendant and Plaintiff  
Note: There are variations of the civil letters and letterheads

**Letter Head**  
Set to **0** if you don't want the standard letterhead  
Set to **T** for the standard letterhead  
Set to **F** for no letterhead and prompt for how far down the page to begin printing

**Copies** Indicate how many copies to print

**Graphic** Setup parameters if using a logo

If you are replacing an existing letter, your letter list displays. Find the letter you want to replace and select



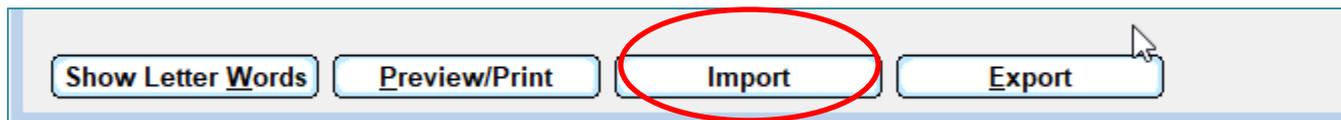
Letter List

Seek  LetterName

Number	Name
167	
178	
019	160.50 Seal Order
020	160.55 Seal Order
164	160.59 Notice of Motion Instructions
028	Abstract Search Request

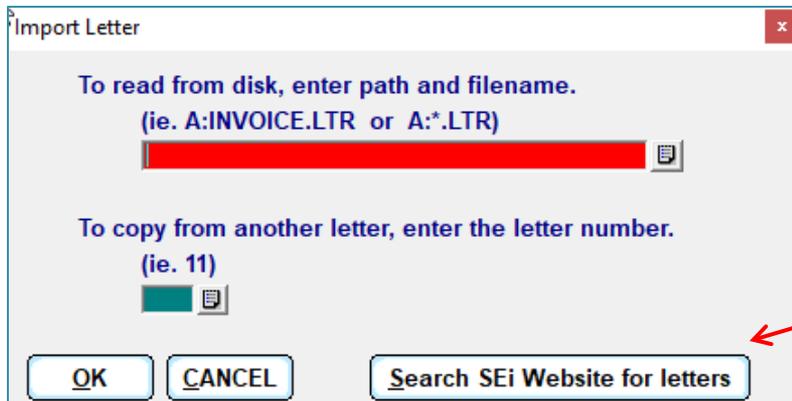
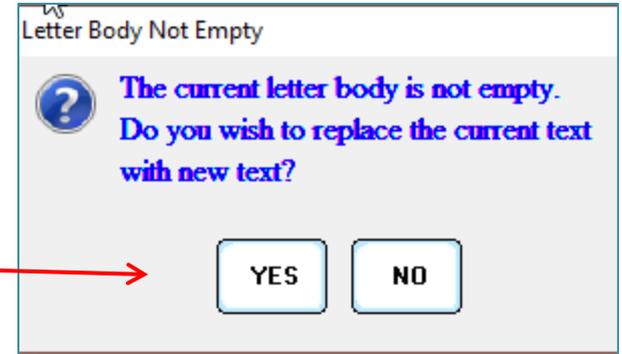
To put the letter list in alphabetical order put your cursor on the name column heading and right click

At the bottom of the letter screen, click IMPORT



# Letters, cont

If you are replacing an existing letter this prompt displays, the response is normally YES (unless you change your mind)



Whether replacing or adding new, this box displays. Click search SEi Website for letters

# Letters, Cont.

In the seek box start typing the name of the letter (or what you think it might be). The list scrolls to the closest match. Use the up and down arrow to continue scrolling through the list.

SEI Request Letter List

Seek  Name

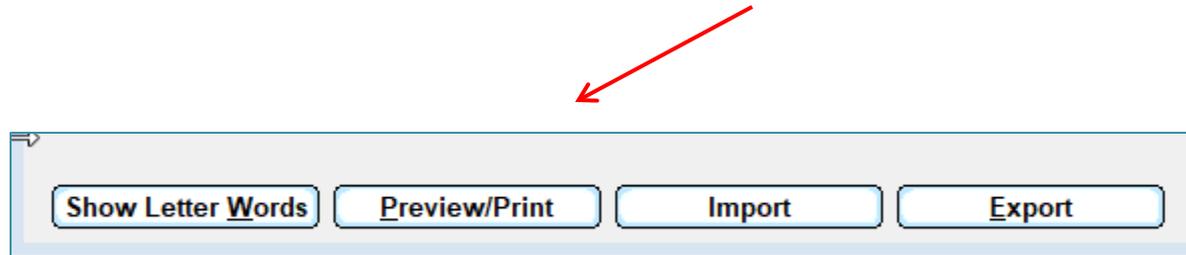
Letter Name	Date	Time	Preview
IGNITION_INTERLOCK_CD_BLANK.LTR	08/11/2010	03:35PM	OK
IGNITION_INTERLOCK_CD_BROOME_CNT...	05/28/2014	12:48PM	OK
IGNITION_INTERLOCK_CD_MONTGOMERY...	05/29/2014	10:52AM	OK
IGNITION_INTERLOCK_CD_ONEIDA_CNTY...	05/28/2014	04:07PM	OK
IGNITION_INTERLOCK_CD_ONONDAGA_C...	05/28/2014	04:08PM	OK
IGNITION_INTERLOCK_CD_ONTARIO_CNT...	05/28/2014	04:12PM	OK
IGNITION_INTERLOCK_CD_ROCKLAND_CN...	05/29/2014	10:12AM	OK
IGNITION_INTERLOCK_CD_SARATOGA_CN...	05/28/2014	04:13PM	OK
IGNITION_INTERLOCK_CD_TIOGA_CNTY.L...	05/28/2014	04:15PM	OK

IGNITION INTERLOCK CONDITIONAL DISCHARGE TIOGA COUNTY

Full Title: Ignition Interlock CD Tioga Cnty

When you see the green OK in the preview column, click the Preview button to see a sample of the letter.

When you find the letter you want, highlight it and click select. It is now added to your letter list. At the bottom of the screen click Preview/Print to save the letter and display a sample.

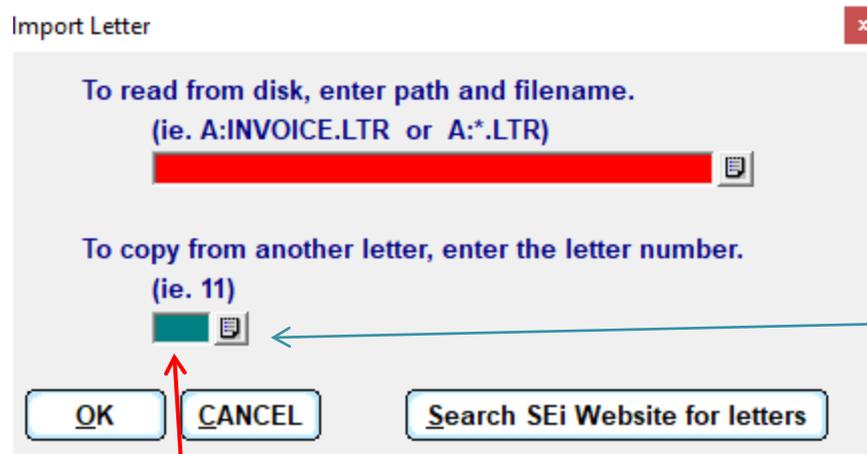


OR



An easy way to define the setup letter is to find a similar letter and use the same setup definitions.

Another easy way to setup a new letter is to find a similar letter and copy the entire letter, then make the changes for the new letter



Click here for a  
List of all your  
letters

Assuming you are creating a brand new letter, follow the steps defined earlier for adding a new letter. Click IMPORT and instead of going to the SEi website, enter the number of the letter you want to copy. Then, you can change the name and make the modifications to your new letter.