Letters Manual

This manual attempts to answer many of the questions asked about form letters. It explains editing and copying existing letters, creating new letters as well as using many of the available format, function and feature commands.

First you will be introduced to the letter setup screen, and then a description of different types of commands used to format the words of the letter and gather data from the files to place in the letter. Finally, there are some sample letters showing examples of codes.

First, an explanation of the keyboard commands used in the manual.
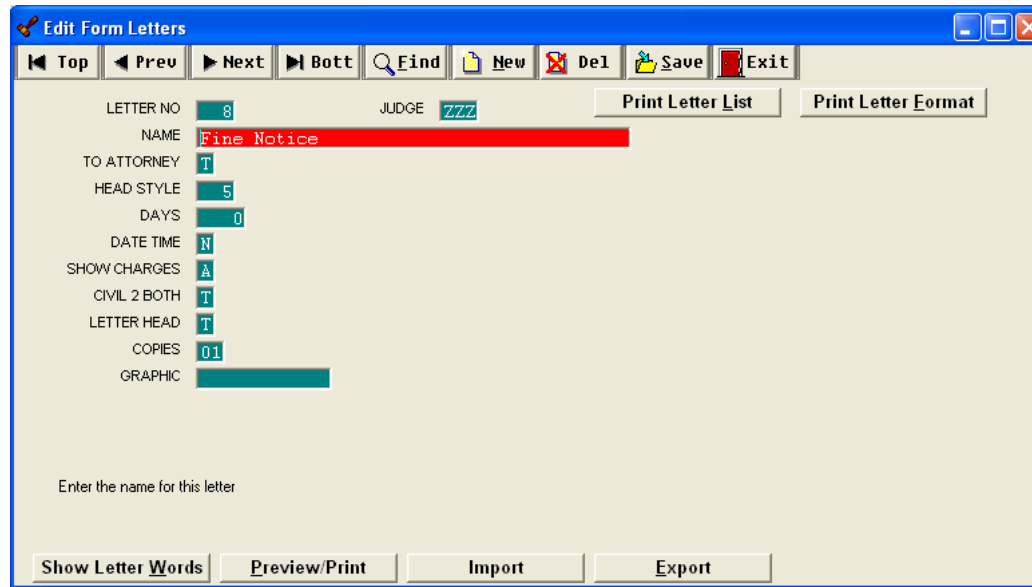
Commands using an identified key such as ENTER are shown as **<Enter>**

Commands shown as <Ctrl>W means hold down the CTRL key, touch the letter W, and then release them both

NEW: A major new feature in Form Letters is the ability to Archive Letters. While the program has always kept a list of letters generated on a case there is now the additional ability to archive an exact copy of the letter including the actual date the letter was generated. Users have found this is a way to eliminate printing additional file copies of each letter. Please call SEi for further explanation and for assistance setting up this feature for your court.

FORM LETTER SETUP SCREEN

To access the form letters database, click on **UTILITY -> Edit databases ->Form Letters**. The setup screen for the first letter in your letters data base displays. When creating a new letter, these setup lines must be filled in.

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**rue to address the letter to the attorney or **F**alse to address the letter to the defendant.

HEADSTYLE   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
CERTIF DISPO = 9	STATE VS ___ = 2, 4, 5, 8, 9, 11, 17, 18, 19

The best 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.

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. Please call our office for help using this option.

AT THE BOTTOM OF THE EDIT FORM LETTER SCREEN ARE SEVERAL OPTIONS.

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

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 SEi Website for Letters to access all the letters available for importing.

NEW: Click Preview to see a sample of the letter before downloading it into the program.

Replace Existing Letter -To replace an existing letter with a newer version <u>of the same letter</u> find the existing letter in your letter list by clicking **UTILITY->EditDatabases->Form Letters** Click Find to seek on the specific letter you want to replace. It's very important to go to the specific letter otherwise when you import from the website you'll overwrite the wrong letter.   Once you've selected the letter, click **Import->Search SEi Website for Letters.** Respond YES to the prompt asking whether you want to Replace the Existing Letter. Once on the website, scroll through the list or begin typing the name of the letter in the Seek box. Highlight the letter and click Preview to see a sample of the letter. Click Select to copy the letter into your letter list.

Add a New Letter - To add a new letter to your list, click **UTILITY->Edit Databases->Form Letters**. Click NEW and respond to the prompt to add a new letter. The program automatically assigns the letter number. Click Import, then Search SEi Website for Letters. Once on the website, scroll through the list to find the letter you want added to your list. When the letter is highlighted, click Preview to see a sample of the letter. Click Select to copy the letter into your letter list.

EXPORT   Provides the ability to transfer one of your existing letters to the Sei Website or onto a floppy disk or jump drive so it can be copied
               to another computer. Give our office a call for help with this option.

AT THE TOP OF THIS SCREEN ARE ALSO SEVERAL OPTIONS

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 <Del> 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

CREATE A NEW LETTER

Add a brand new letter into your letter list.   In this case, you would be entering **all** the text and codes yourself.

Click on New or <Ctrl> N

      Respond to the prompts, Yes indicates you want to create a letter or touch <Enter>

After creating the letter enter the new letter name and modify the setup codes.

Click on Show Letter Words or <Ctrl> W to modify the letter text. A white screen resembling the notes box displays. This is where the text of the letter goes. We have provided a basic word processor to use for letter editing.

At any time click on HELP <F1> for explanations of codes and procedures.

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 is</u> 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 *\plain restores font to default size*	Sets Font size
Title	Form/Letter title defined by you. *Prints below letter date and before heading and charge information. Look at 160.55 Seal Order for a sample.*	..T[Special Heading Defined by You ..]t *..]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*	Special Heading Defined by You

Format commands, cont.

Substring	Prints a portion of the field. *Often used with index number to prevent charge number from being printed.*	^&dispindxno(aChg[ccIndexNo])&
		     Without substring command
		 ^&substr(cmIndex9,2)&
		     With substring command
			04070001.01
			
			 04070001

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. *Trim is often used with name and address lines*	^&aName[cnFirst]& ^&aName[cnLast]& ^&alltrim(aName[cnFirst])& ^&alltrim(aName[cnLast])& with trim 0r ^&D1& same results as with alltrim	James Baker James Baker
Upper & Lower	Print text either in upper or lower case	^&upper(town)& ^&lower(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	^&mnextday&	07/15/2009
Arraignment Date	Arraignment Date	^&aChg[dcArraignDt]&	07/15/2009
Arrest Date	Date of Arrest	^&aChg[dcCrimeDate]&	07/15/2009
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)&	August 5, 2009 August 19, 2009 Wednesday, August 19, 2009 19th day of August, 2009 Wednesday, the 19th day of August, 2009 Wednesday
Disposition Date	Date of case disposition	^&aChg[dcDispDate]&	06/25/2009
Previous Date	Previous adjournment date. There must be more than one adjournment date on the case	^&prevdate()&	01/28/2004
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 *See Date Section for optional ways to format date*	^&aChg[dcArrestDt]&	05/25/09
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)&	09070051
Court Name	Name of your municipality	^&town&	Someburg
Court Street	Court's street location	^&alltrim(ciCtStreet)&	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. Set SHOW_CHGS to (**N**) one.)

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. 04070001.01 VTL 1180b Speeding LA938274 9
List charges, abbreviated	Lists charge #, statute, section & description	^&list_chgv('x')&	.01 VTL 1180 0C – Speeding 45/30 V/O
	Lists statute, section & description	^&list_chgv()&	VTL 1180 0C - Speeding 45/30 V/O
	Lists charge #, statute, section, description & category	^&list_chgv('x','x')&	01 VTL 1180b – Speeding 45/30 V/O (I)
	If adjudicated, disposition prints		
	Lists original charges	^&list_disp('O')&	Statute/Section Description VTL 1180 0C Speeding 45/30 V/O
	List one charge from multiple charge case. Must be on that charge when you print letter.	^&list_disp('O',.f.)&	Statute/Section Description VTL 1180 0C Speeding 45/30 V/O
		^&list_disp('C')&	Statute/Section Description Disposition VTL 1202 0A Stop-Park Viol Fine/Fee
	List all disposed charges		
	List one adjudicated charge from multiple charge case. Must be on that charge when you print letter.	^&list_disp('C',.f.)& (see NOTE)	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

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()&	Officer
		^&o_title('L')&	Officer
		^&o_title('S')&	Ofc.
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(client))& *upper sets print to upper case*	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	^&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&	Mark R. Plaintiff
	Name only, last, first, MI		Plaintiff, Mark R.
	Attorney name only. Plaintiff's name prints if no attorney	^V1 ..CALC	

		V1{name('-8',20)}v	M. L. Complainer
		..ENDCALC	
		^V1	
		..CALC	
		V1{name('8A',20)}v	
		..ENDCALC	

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

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.	\fs20	In a letter the font will print font size 20.
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 very 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:
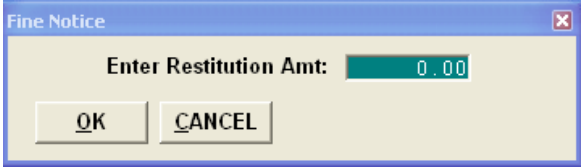
..PROMPTS

  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.	..PROMPTS V1[Driving School:]v ..ENDPROMPTS User prompted for name of Driving School, enters 'Saturday Driving School' Other formatting commands V1[Payment: =$=]v (input dollar amount) V2[Appear Date: =D=]v (input date mm/dd/yyyy) V3[Condition: =C=]v (character input) V4[Minor?:=L=T]v (Logical - T/F default True V5[Days in jail:=N=]v Numeric input	Letter reads: Please report to the ^V1 for fulfillment of your condition. Text prints as: Please report to the Saturday Driving School for fulfillment of your condition.

VARIABLES	DEFINITION	FORMAT	PRINTS AS
Prompt for money	=$= sets prompt to ask for a dollar amount to be included in the body of the letter	..PROMPTS V1[Enter Restitution Amt: =$=]v ..ENDPROMPTS **Fine Notice** ☒ Enter Restitution Amt: 0.00 OK CANCEL Enter the Payment amount , i.e. 150.00	In the body of the letter use the prompt ^V1 where the money should be inserted Be sure to include the $ in the text You must pay restitution of $^V1. Prints as: You must pay restitution of $150.00
Prompt for date	=D= sets prompt ask for a date to be inserted in the body of the letter	.PROMPTS V1[Date of consent: =D=]v ..ENDPROMPTS **OLD Order Directing Filing of Judgment** ☒ Date of consent: / / ▣ OK CANCEL Enter the date, i.e. 08/15/09	Letter reads as: Date of consent is ^V1 Prints as: Date of consent is 08/15/09. 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
Copies	Enter the number of copies to print.	..C[^V1]v ..PROMPTS V1[copies:=L=]v ..ENDPROMPTS	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
^&mnextday()&	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
Vn[Enter a date before ^@date()@:=D=]v	Please respond before: ^Vn	Please respond before October 3, 2009
^#space(30)+town#	leave 30 spaces, print name of municipality	Someburg
..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

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 something to practice on, and hopefully 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 <u>N</u>ew 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 <u>W</u>ords or <Ctrl>W
> Type the following text:
> ^M

Click <u>S</u>ave 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 <u>N</u>ew 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 <u>W</u>ords or <Ctrl>W
Type the following text:

Good Morning Defendant

Sincerely,

Court Clerk

Click on <u>S</u>ave or <Ctrl>S

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

Letter Prints as

<div align="center">

Someburg Town Court
123 Main Street
Someburg, NY 13000

</div>

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

August 6, 2009


Good Morning Defendant



Sincerely,

Court Clerk
```

Let's set this up to be more realistic:

Create a letter click <u>N</u>ew or <Ctrl>N, then Yes or <Enter>
        LETTER NO = *assigned by program*
        NAME = *Basic Letter, 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 <u>W</u>ords 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 <u>S</u>ave or <Ctrl>S

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

Letter Prints As

<div align="center">

Someburg Town Court
123 Main Street
Someburg, NY 13000

</div>

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

August 6, 2009

Joe Defendant
987 Elm Street
Someburg, NY  13000


Re. Case No.    Statute/Section   Description:    Ticket No
    98010005.9  PL 240.20         Disorderly Conduct

Next Date:  03/26/98     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 <u>W</u>ords or <Ctrl>W
Type the following commands and text:

```
..D[^BCorrect Appearance Date: ]d
^b

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 <u>S</u>ave 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=]v1 prompts user to enter the incorrect date as stated on the ticket. Format for data entry is MM/DD/YY.

Letter Prints As

<div align="center">

Someburg Town Court
123 Main Street
Someburg, NY 13000

</div>

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

August 6, 2009

Joe Defendant
987 Elm Street
Someburg, NY  13000


Re. Case No.  Statute/Section    Description:    Ticket No
    98010005.9  PL 240.20         Disorderly Conduct

      Correct Appearance Date: 03/26/98      Time: 6:00 PM

Good Morning Defendant

Your ticket(s) dated August 3, 2009 ordered you to appear
in Court on Saturday, August 15, 2009.  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 <u>N</u>ew 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 <u>W</u>ords 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 ^V1 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 <u>S</u>ave or <Ctrl>S

Explanation of codes:

> *^&c_date(prevdate(),2)&* prints the previous court date from the case
> *^V1* 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

<div align="center">

Someburg Town Court
123 Main Street
Someburg, NY 13000

</div>

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


August 6, 2009


Joe Defendant
987 Elm Street
Someburg, NY  13000


People of the State of New York versus:


Joe Defendant                Case No:  98020010.9
987 Elm Street               Violation Date:  02/02/98
Someburg, NY  13000


Statute/Section Charge Text    Disposition    Fine  Surchg
VTL 370.2        No Insurance  Fine/Fee       65.00  30.00
                 Total Due:             $95.00


After careful consideration of testimony presented at trial
on Monday, March 2, 1998 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 March 18, 1998.  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
```

Here's a letter with lots of codes and variables

Create a letter click <u>N</u>ew or <Ctrl>N, then Yes or <Enter>

      LETTER NO = assigned by program

      NAME = Community Service

```
..PROMPTS
 V1[                              Greeting: ]v
 V2[          Hours of Community Service: ]v
 V3[       Date service to be Completed: =D=]v
 V4[Date by Which you must be contacted:=D=]v
..ENDPROMPTS
```

```
        TO ATTORNEY= F
        HEAD STYLE= 0
        DAYS= N
        DATE TIME = 0
        SHOW CHARGES = N
        CIVIL 2 BOTH = F
        LETTER HEAD = T
        COPIES = 01
        GRAPHIC = blank
Show Letter Words or <Ctrl>W
^M
Dear ^V1:


Please be advised that the individual named below has
been assigned community service with you.
\b1Name: ^&D1&     DOB: ^&aName[dnDOB]&\
HOURS COMMUNITY SERVICE:   ^V2  COMPLETION DATE:  ^V3
DATE BY WHICH INDIVIDUAL MUST CONTACT YOU:   ^V4  \b0
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,


^J,
^&j_title()&
CC: ^&D1&
```

Letter prints as

<div align="center">

Someburg Town Court
123 Main Street
Someburg, NY 13000

</div>

Click on <u>S</u>ave or <Ctrl>S

Explanation of Codes:

^M - merge code, text gets saved in case notes. In this example, it's the name and address of contact at community service organization.
^V1 - prompt for greeting
^&D1& - full name of defendant
^&aName[dnDOB]& - defendant's date of birth, at time of arrest
^V2 - prompt for length of community service
^V3 - prompt for date community service project ends
^V4 - prompt for date community service contact should by contacted by defendant
^J - Judge's name
^&j_title()& - title of Judge

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

August 6, 2009

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: 11/15/2009
DATE BY WHICH INDIVIDUAL MUST CONTACT YOU: 08/20/2009

The Court requires monthly reports. Please indicate the
person's name, type of service performed, hours completed and
any absenteeism. f 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 <u>N</u>ew 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 <u>S</u>ave or <Ctrl>S to save

Explanation of codes Please note, these codes are more complicated than others and you will probably need to call us for some help.

..V1{if(dot9(),Name('8A',20), name('9A',20))}v1
F*ills 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

<div align="center">

Someburg Town Court
123 Main Street
Someburg, NY 13000

</div>

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

August 6, 2009

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
10/16/2009 at 5:30 PM.

Very truly yours,


Court Clerk
```

BARCODES

To help expedite retrieving cases, barcoding has been added to the program. A barcode can be printed on any letter, label or calendar. When the barcode is scanned a specific screen opens depending on the type of barcode used. For example, there's a barcode format which can be included on a fine notice. When that barcode is scanned the Fine Fee Payment screen automatically opens for the specific case. This helps eliminate opening the wrong case because of an error typing the case number or name when doing a case search.

Barcode scanners can be ordered directly through the vendor by clicking **HELP->Web-Site Links-> Order Bar Code Reader from POS World** or by request on your grant application. Upon receipt of the scanner, call our office for help programming the scanner and adding the barcodes to your forms and letters.

SCANNED SIGNATURES

Judges and/or clerks can send us a sample of their signature which we can scan and return to you as a JPG or BMP file. We then add some coding to the letters where the scanned signature is to be used. Every time the letter is generated, the appropriate signature is included. Call our office for help with this feature.