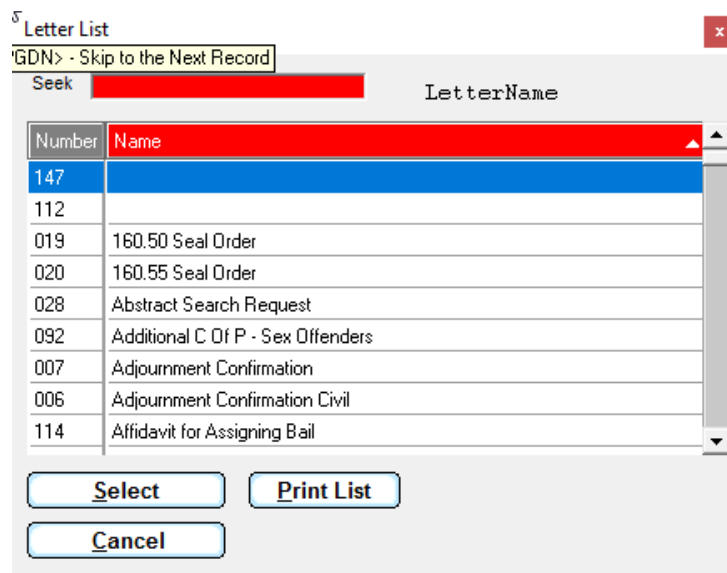


Letters and Forms

QUICK SEARCH— To search for a letter or report (or Disposition or action code), it may be easier to search on the name rather than the number. Right click on the NAME column head to temporarily put the list in alphabetical order.



The 'Letter List' window displays a table with two columns: 'Number' and 'Name'. The 'Name' column header is highlighted in red. The table contains the following data:

Number	Name
147	
112	
019	160.50 Seal Order
020	160.55 Seal Order
028	Abstract Search Request
092	Additional C Of P - Sex Offenders
007	Adjournment Confirmation
006	Adjournment Confirmation Civil
114	Affidavit for Assigning Bail

Below the table are three buttons: 'Select', 'Print List', and 'Cancel'.

Print your letter list in Numerical (C)
or Alphabetical (N) order



The 'Form Letter List' dialog box contains the text 'Sort on (C)ode or (N)ame:' followed by a red button labeled 'C'. Below this are two buttons: 'OK' and 'CANCEL'.

Letters/Forms Continued

ADDING A NEW LETTER or REPORT – use this option to add a **brand new** letter to your list

1. Utility->Edit databases->Form Letters (or Forms & Calendars)
2. New – respond to prompt to add a new letter or report and accept the new #
3. IMPORT->Search the SEi Website
4. In the Seek Box begin typing the name of the document
5. List will scroll to the first item in the list matching your criteria
6. When you see OK in the Preview Column, click the Preview button to see a sample
7. Select the one you want by highlighting and clicking Select
8. Back in the Letter edit screen, click PREVIEW/PRINT to see a sample, or Save/Exit

SEI Remote Letter List

Seek Name

Letter Name	Date	Time	Preview
MV1193_ORDER_OF_SUSPENSION.LTR	03/21/2017	01:21PM	OK
MV_1150.LTR	06/26/2014	11:59AM	OK
MV_1160.LTR	07/14/2011	09:37AM	OK
MV_1160_2_PAGE_FORM.LTR	07/14/2011	09:38AM	OK
MV_1160_5_PAGE_FORM.LTR	11/07/2014	11:32AM	OK
MV_1192A.LTR	06/09/2009	09:25AM	OK
MV_1192A_ZERO_TOLERANCE_HEARING....	01/10/2012	10:52AM	OK
MV_1192V.LTR	10/07/2014	09:31AM	OK
MV_1192_ORDER_SUSPEND_REVOKE.LTR	03/30/2016	09:28AM	OK

ORDER OF SUSPENSION PENDING PROSECUTION W/HARDSHIP PRIVILEGE
PROMPTS FOR DOCKET# OR TICKET# AUGUST 2015 VERSION ADDED AB...

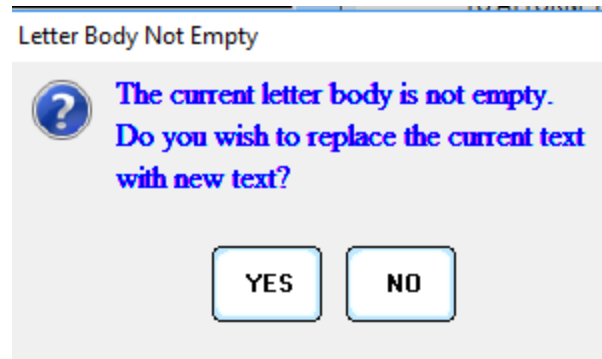
Full Title: Order of Suspension MV-1193

Follow these steps to REPLACING AN EXISTING LETTER or REPORT

Utility->Edit databases->Form Letters (or Forms & Calendars)

Find the existing document you want to replace

IMPORT->Search the SEi Website – the following message will display



TIP When you see the above message it's indicating you are NOT adding a NEW letter you are going to overwrite an existing letter. Be sure that's what you want to do!

In the Seek Box begin typing the name of the document

List will scroll to the first item in the list matching your criteria

When you see OK in the Preview Column, click the Preview button to see a sample

Select the one you want by highlighting and clicking Select

Once back in the Letter or Report edit screen, click PREVIEW/PRINT to save and see a sample, or Save/Exit

Editing Letters

Basic letter setup

The screenshot shows a software window titled "Edit Form Letters". At the top is a menu bar with icons and labels for "Top", "Prev", "Next", "Bott", "Find", "New", "Del", "Save", and "Exit". Below the menu bar, there are two buttons: "Print Letter List" and "Print Letter Format". The main area contains several fields for letter setup:

Field	Value
LETTER NO	4
JUDGE	ZZZ
NAME	Not Guilty accepted ADA conference
TO ATTORNEY	T
HEAD STYLE	1
DAYS	0
DATE TIME	N
SHOW CHARGES	A
CIVIL 2 BOTH	F
LETTER HEAD	T
COPIES	01
GRAPHIC	

Below these fields, there is a text input area with the prompt "Enter the name for this letter". To the right of the input area, it says "Last edit: 04/26/05 by CNV". At the bottom of the window, there are four buttons: "Show Letter Words", "Preview/Print", "Import", and "Export".

Letter NO – Computer Generated

Judge – default ZZZ can be individualized so judges have same letter number but different format

NAME – Name of Letter

To Attorney - indicate whether letter should be addressed to Atty (T/F). Typically, when there is an atty on a case, All correspondence should go to attorney

Head Style –pre-programmed headings

Date/Time – Control date or due date to be printed on the letter

Blank – no date is indicated on letter

(F)uture – see following Days explanation

(N)ext – use the next adjournment date – be sure to adjourn case before generating the letter

(T)oday – print today's date

(Y)esterday – yesterday's date

(P)rompt – get a prompt for the date when generating letter

Days - Date/Time must be set to (F)uture The due date or appearance date will be calculated by adding **Days** to the current date. For example, to set a payment due date to ALWAYS be on a week day, set DAYS to a multiple of 7. If you are generating the letter on a Thursday and DAYS is set to 14, the due date will be 2 weeks from Thursday.

Show Charges - (A)ll prints all charges

(S)ome prompts you to identify which charges should be listed on the document

(N)one indicates NO charges should be listed

Civil2Both - (T) prints a letter to both Plaintiff & Defendant

(F) prints to only the selected individual

Letterhead – (T) unless you use preprinted letterhead or a specially formatted letter. In most cases, you don't have to change this. If you are creating your own letter, look to see how a similar letter is setup

Copies – indicated the number of copies you want printed . If it may vary, set to P(rompt) to get asked each time you run this letter

Graphic – letterheads can be customized with court logos and graphics. Placement is set in this section. Call SEi for help

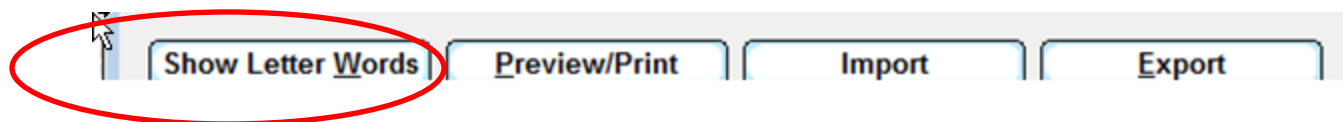
Editing Letters

Almost every letter can be accessed and changed. Our advise is to be **very careful** when doing this. Below, are two samples of letters, a simple letter and a complicated letter. To make your life (and mine) easier, I advise you to stay away from the complicated letters.



Find the letter you want to edit and click Show Letter words to get into the body of the letter. At this point, you are in ‘word processing’ mode. Make your changes and click Preview/Print to see a sample of the letter.

There are many codes such as BOLD and UNDERLINE which can be used. These are all defined in our LETTERS manual found on our Website under HELP. Right Click gives you FIND and Spell check, etc,



Letter Samples

Simple Letter

Please be advised that the above ticket(s) was dismissed as proof was submitted that the repairs were done within the time required.

Very truly yours,

Court Clerk

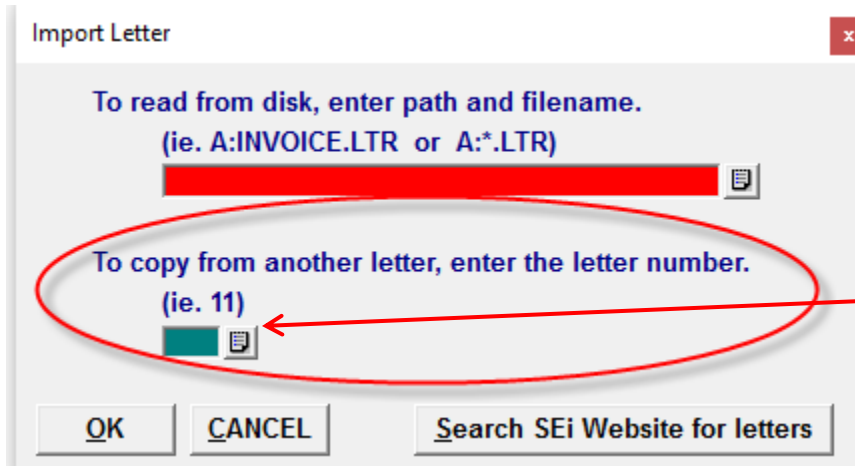
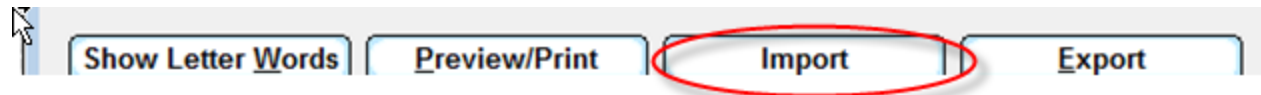
Complicated Letter

```
\fs18
\fs24 \b1 STATE OF NEW YORK      ^>30      ^&upper(alltrim(client))&\fs18
\fs24 \b1 ^&upper(court_cnty)& COUNTY \fs18 ^#chr(13)^>08\fs24 \b1 ^>60 CRIMINAL PART\b0
\fs18

\fs24 +-----+\fs18
^&start_if(V[5]='T'.or.V[5]='t')&\fs24 | ^>41 |      ^V9Temporary\plain\b0 \fs18
^&end_if^&start_if(V[5]='F'.or.V[5]='f')&\fs24 | ^>41 |      ^V9Final\plain\b0 \fs18
^&end_if&\fs24 | PEOPLE OF THE STATE OF NEW YORK ^>9 | \fs18
\fs24 | ^>41 |      ^V9Order\fs24 ^V9Of\plain\b0 \fs18
\fs24 | ^>12 VS. ^>24 | \fs18
\fs24 | ^>41 |      ^V9Protection\plain\b0 ^#chr(13)^>7 ^&alltrim(a1)&\fs18
\fs24 | ^>41 | ^#chr(13)^>12 Defendant          DOB: ^&aName[dnDOB]&          ^V8\fs18
\fs24 +-----+
CASE NO: ^&substr(substr(aChg[ccIndexNo],2),1,8)&
Hon. ^J, Presiding\fs20
```

TIP for creating a new letter

If you want to create a letter that is similar to an existing letter, create a NEW Letter, click IMPORT and copy the existing letter. Then change the name of the New letter, Show Letter Words and make the text changes. This way, you don't need To set headings and recreate the wheel.



Enter existing letter number or
Click on the dropdown list to
Find the letter