

# Form Letters an overview



**Office of Court Administration  
Division of Technology  
The CourtRoom Program**

# Misc Letter Information

This presentation is meant to give you some basic information about form letters and some of the options you have for editing/creating letters on your own. If you want more, in depth information, there are manuals to download on our website.

Form letters are not automatically added or updated. Every court's letter list is different and there are too many customized letters which you wouldn't want changed. We try to keep the [www.nycourts.us](http://www.nycourts.us) website and Recent Changes updated with announcements of major new letters.

DO NOT reorganize your letter list. Doing so will change what is shown on a case history as the program only saves the letter number, not the name. (Same for action & dispo codes)

DO NOT delete letters. Doing so will remove the reference from case histories.

Going forward, we will not be doing custom letters for individual courts. With over 1200 courts there just isn't time. We will do county-wide and state-wide forms.

# Accessing your form letters

See what letters are already in your program by clicking UTILITY->Edit databases->Form letters

Click Print Letter List and select whether you want to see the list in numerical (code) or alphabetical order.



## Someburg Town Court FormLetterList

Page 1 of 3

- 001 - O&C Prob/CD related to IID UCS965B
- 002 - Notice of Arraign < 18-Years
- 003 - Notice of Conviction < 18-Years
- 004 - Not Guilty accepted ADA conference
- 005 - Bench Trial Notice (Police)
- 006 - Adjournment Confirmation Civil
- 007 - Adjournment Confirmation
- 008 - Fine Notice
- 009 - Reserved Decision V&T
- 010 - Small Claims Letter Started
- 011 - IDP St Lawrence Cnty 11/2017
- 012 - Arraignment Memorandum
- 013 - Bench Warrant
- 014 - SUPPORTING DEPOSITION
- 015 - Dismiss All Charges
- 016 - No Show - Reschedule
- 017 - Arrest Warrant
- 018 - Long Form Information
- 019 - 160.50 Seal Order
- 020 - 160.55 Seal Order
- 021 - Criminal Summons
- 022 - PSI Order
- 023 - Not Guilty accepted ADA confrence
- 024 - Commitment Order Bail
- 025 - Ignition Interlock Monitor
- 026 - Order to produce
- 027 - Order of Suspension PL220-221 (MV-510D)
- 028 - Abstract Search Request
- 029 - Clothing Order
- 030 - Fail to pay scofflaw
- 031 - Commitment Order Jail
- 032 - New Ticket Reschedule Date
- 033 - Jury Summons
- 034 - Transcript of Judgment
- 035 - O of P - NON family offense
- 036 - No signature on yellow copy
- 037 - NYS UT-26
- 038 - Arraignment Memorandum
- 039 - Arraignment Memorandum Alternate
- 040 - Arraignment Memorandum
- 041 - Small Claim Judgment
- 042 - PARKING HEARING NOTICE
- 043 - PARK ADJOURN LETTER
- 044 - UT-18 Court Transfer of VTL violations
- 045 - Divestiture to Superior Court
- 046 - Certificate of Conviction
- 047 - Certificate of Conviction
- 048 - INFORMATION SUBPOENA
- 049 - info Q/A - Judgement debtor
- 050 - Small Claims Default Judgment Henrietta
- 051 - Satisfaction of Judgment
- 052 - Duplicate Disposition Record
- 053 - Mailing Label Seiko/Dymo
- 054 - Mailing Label Seiko/Dymo
- 055 - IID Cond. of Probation or CD 2 pages
- 056 - MV-1160
- 057 - Ignition Interlock Monitor
- 058 - Monitor Notification of MODIFIED IID
- 059 - IID Orders/Conditions of CD
- 060 - O&C Prob/CD related to IID UCS965B
- 061 - DNA Order to Submit Orange Cnty
- 062 - PSI cayuga cnty
- 063 - Application To ReOpen Default Conviction
- 064 - Order of Protection Fam 12/13 version
- 065 - Small Claims Counterclaim
- 066 - Order to Vacate
- 067 - Monitor Notification of MODIFIED IID
- 068 - New UT-20
- 069 - Duplicate Disposition Record ut-20
- 070 - MV-1150
- 071 - Court Ordered OASAS
- 072 - Small Claim Case Started BLANK
- 073 - Order of Suspension/Revocation MV1192
- 074 - UT20 Duplicate Disp Amendment
- 075 - Family Protection Information Sheet
- 076 - Order of Suspension MV-1193
- 077 - Application To ReOpen Default Conviction
- 078 - Modified Ignition Interlock-St.Lawrence
- 079 - Ignition Interlock Order - St.Lawrence
- 080 - IID Orders/Conditions of CD
- 081 - Judgment Order
- 082 - Conditional Discharge Cambria
- 083 - Order of Suspension MV-1193
- 084 - Order of Suspension MV-1193
- 085 - YO Appearance Notice
- 086 - Alive at 25 Order
- 087 - PSI Order Tompkins cnty
- 088 - Misdemeanor Crime of Domestic Violence
- 089 - ECL Notice of License Suspension
- 090 - O & C of Interim Prob Supervision

Remember, no two courts have the same letter list

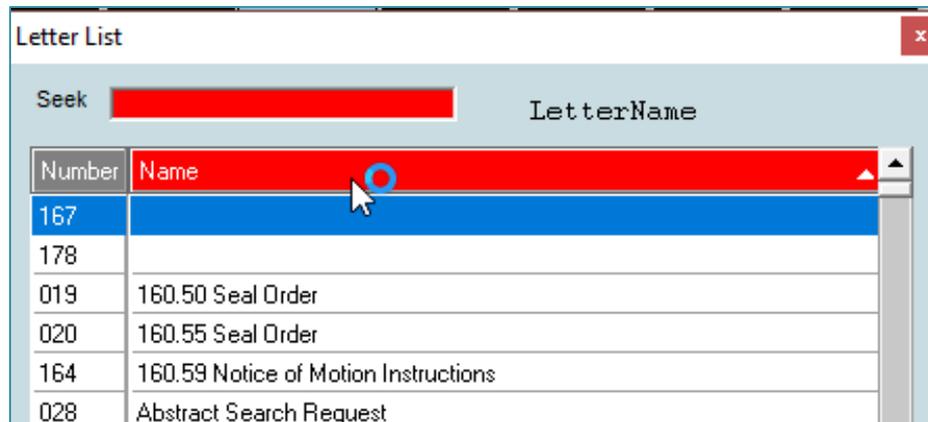
# Replace, Add New or Modify

There are over 800 letters on our private letters website which is accessible only through The CourtRoom Program. *NOTE: this is NOT the nycourts.us website.*

There are 3 options of things to do with your form letters. Add a new letter, replace or modify an existing letter. (Actually 4 – Delete, but that is not recommended).

**Replace** – overwriting an existing letter with a newer version

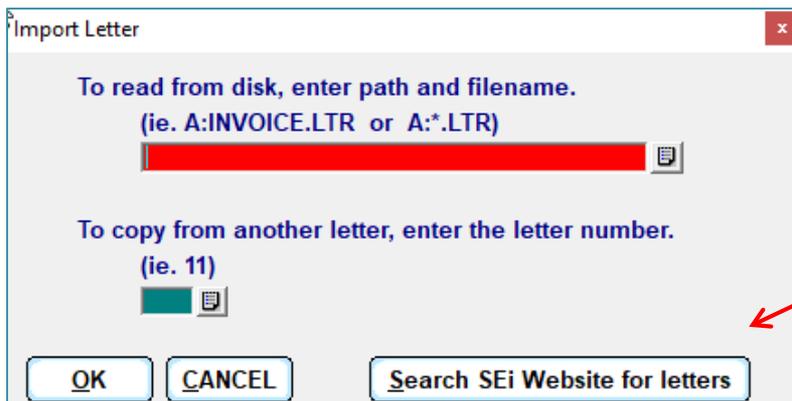
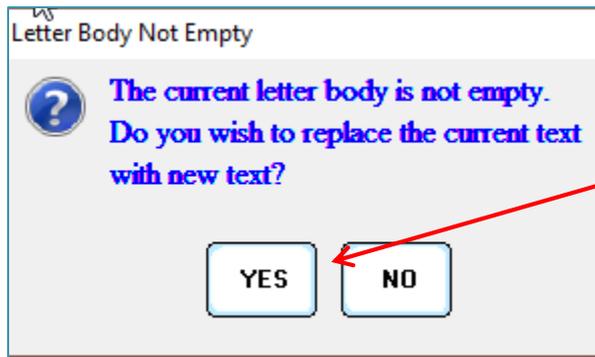
Open your local letter list, find the letter you want to replace and select it. You can look at your list in alphabetical order by right clicking on the letter name column.



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

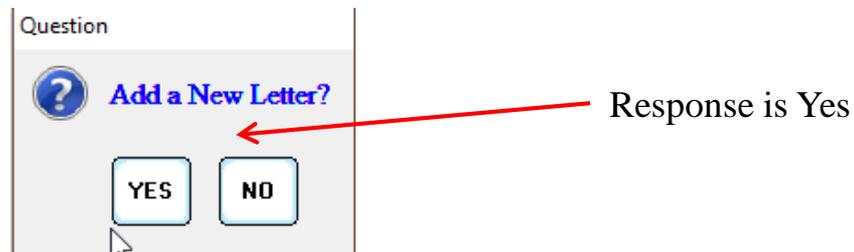
# Replacing, continued

At the bottom of the letter screen, click IMPORT



# Adding a new letter – importing a new letter into your letter list.

Utility->Edit Databases->Form Letters Click New to add a new letter

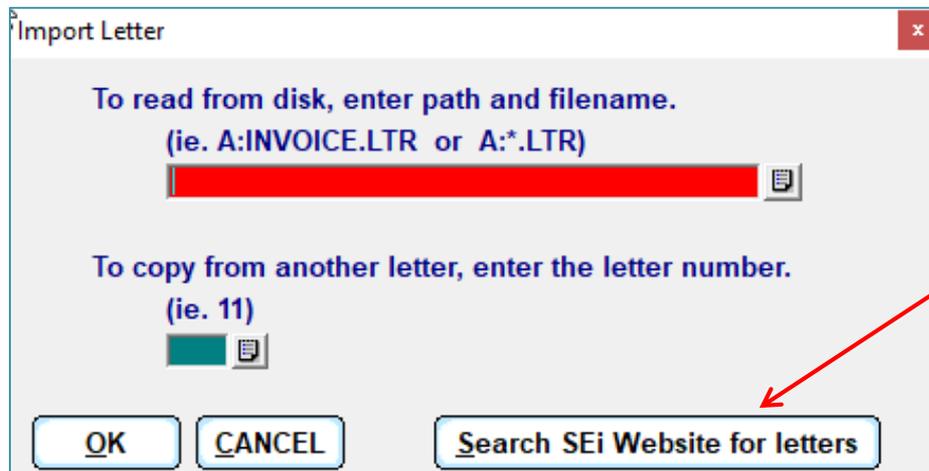


A blank letter is added. The program assigns the next available letter number



# Importing from Website

Process is the same for replacing or adding new



Click to access letters website

# Finding a letter on the website

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. TIP: Put your cursor on the column heading DATE and right click. The list displays in date order from newest to oldest so you see the most recently added letters.

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

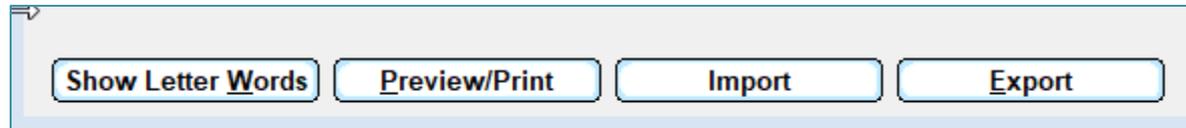
Full Title: Ignition Interlock CD Tioga Cnty

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

Highlight and select the letter you want to import

# Preview and Save

Back on your letter screen, you can click Preview/Print to see a sample of the letter. Preview/Print also saves. It does not leave a history on the sample case you select.



OR, if you don't want to see a preview, Click Save then Exit



## Modify an existing letter

Sometimes, you want to modify an existing letter – maybe bold or underline some text. You might want to remove a sentence or add some new text. These are fairly easy to do.

First, you have to access the letter by clicking UTILITY->Edit Databases->Form Letters. FIND the letter in the list, or click NEXT to scroll through the letters. Once you're on the letter, click Show Letter Words to access the body (text) of the letter.



You should be aware that your case is scheduled for trial at the date and time shown above in the Someburg Town Court.

If any conditions arise that conflict with this date, please contact this court immediately.

Failure to appear without first obtaining an adjournment may result in a warrant being issued for your arrest.

Sincerely yours,

Court Clerk

## Letter modifications

Let's make some simple changes to this basic letter.

You should be aware that your case is scheduled for trial at the date and time shown above in the Someburg Town Court.

If any conditions arise that conflict with this date, please contact this court **immediately** at 555-444-1212.

Failure to appear without first obtaining an adjournment **U** may result in a warrant being issued for your arrest **u**.

Sincerely yours,

Court Clerk

## Modifications - Result of changes

You should be aware that your case is scheduled for trial at the date and time shown above in the Someburg Town Court.

If any conditions arise that conflict with this date, please contact this court **immediately** at **555-444-1212**

*<sup>^</sup>Bimmediately<sup>^</sup>b (text added in)*

Failure to appear without first obtaining an adjournment may result in a warrant being issued for your arrest.

*<sup>^</sup>Umay result in a warrant being issued for your arrest<sup>^</sup>u*

Sincerely yours,

Court Clerk

**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. Use the caret <Shift 6> to begin and end the command.

FORMAT COMMANDS	DEFINITION	FORMAT	PRINTS AS
Bold	Text prints in bold print	Text <b>^B</b> in bold <b>^b</b> letters	Text <b>prints in bold</b> letters
Underline	Text is underlined	Some <b>^U</b> text is <b>^u</b> underlined	Some <u>text is</u> underlined
Bold and Underline	Bold & underlined text	Use <b>^B^U</b> underlined <b>^b^u</b> words	Use <b><u>bolded and underlined</u></b> words
Wide	Print in wide characters	Prints <b>^W</b> in wide <b>^w</b> text	Prints in wide text
Bold and Wide	Bold & Wide Text	This <b>^B^W</b> is bold, wide <b>^b^w</b> Text	This is <b>bold, wide</b> text
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>	<b>..T</b> [Special Heading Defined by You <b>..]t</b> <i>Use bold, wide or underline within the ..T[ ]t commands for emphasis</i>	Special Heading Defined by You

## Merge text into letter or merge entire letter

Sometimes, a letter needs a one time edit for a specific case. You can do that by typing the letter # followed by the letter E. A text box opens where you type the custom text to be added to the letter. Problem is, the text is not saved, which is OK if you archive letters or keep copies.



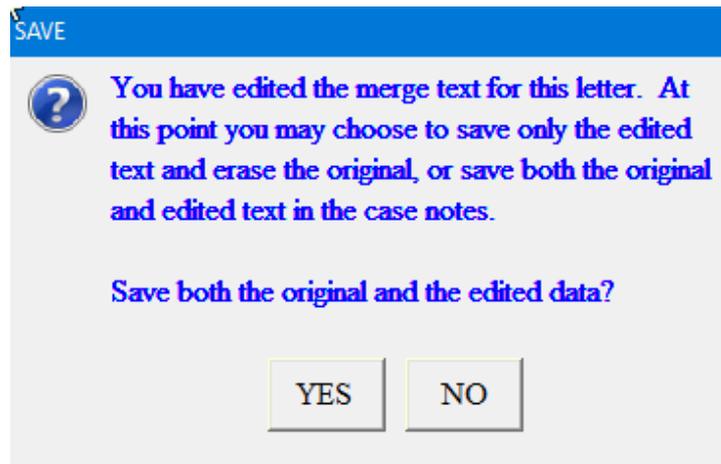
However, when you want to keep the merged text in case it might need to be revised, it is better to create a Blank Merge Letter. This might be handy when typing a decision or a lengthy custom document specific to an individual case.

Follow the directions for adding a new letter. The program generates the new letter number. You need to give it a name something like Blank Merge Letter. Click on Show Letter Words. In the body of the new letter, all you need to enter is **^M** Save/Exit Note: you can also add the **^M** to an existing letter if you want to merge different text for every case.

When you generate the letter, a blank screen displays where you can type the custom text. When you're done typing and print the letter, the text is saved in NOTES on the case.

## Merge Text, cont.

The next time you generate the Blank Merge Letter on the SAME case, the notes box with your text opens so you can do any editing you need to. When you're done and want to save the text, the following box displays giving you the option to save the original text and also save the new text or simply replace the original text.



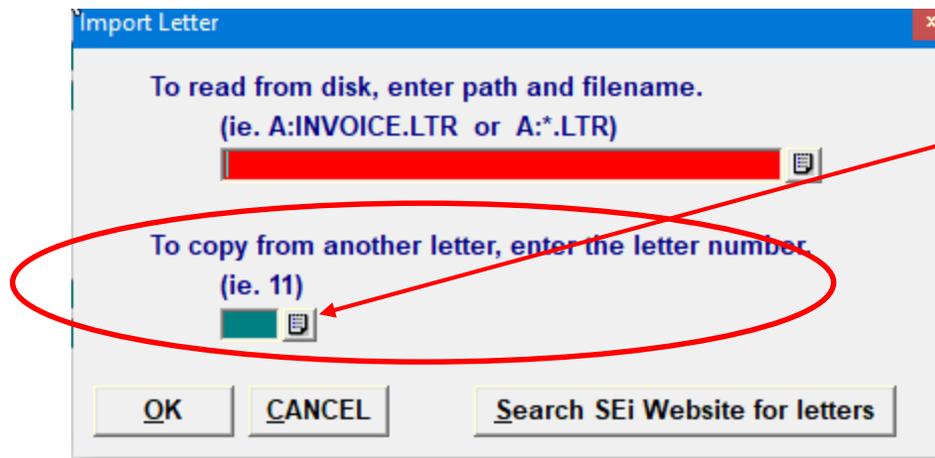
When you select the Blank Merge Letter for another case, you start with a clean slate.

You can also insert the ^M command in an existing letter that may require special text each time it's generated. The Start Small Claims letter uses this.

# Create a new letter

Using the formatting commands, function commands and setup options, you can create a letter from scratch.

If you want a letter that is a bit more complicated (or even an easy one), take a look at your existing letters and see if there is a similar letter. If so, Add a new letter and copy the existing letter into the new letter you added, then Show Letter Words and modify the text.



Click here for a list of all your letters

# Letter Setup Screen

Edit Form Letters

Top Prev Next Bott Find New Del Save Exit

LETTER NO 214 JUDGE ZZZ Print Letter List Print Letter Format

NAME [REDACTED] Search For Text

TO ATTORNEY T

HEAD STYLE 0

DAYS 0 Last edit: 06/14/18 by xYz

DATE TIME N

SHOW CHARGES A

CIVIL 2 BOTH F

LETTER HEAD T

COPIES 01

GRAPHIC [REDACTED]

Enter the name for this letter

Show Letter Words Preview/Print Import Export

**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

# Date/Time

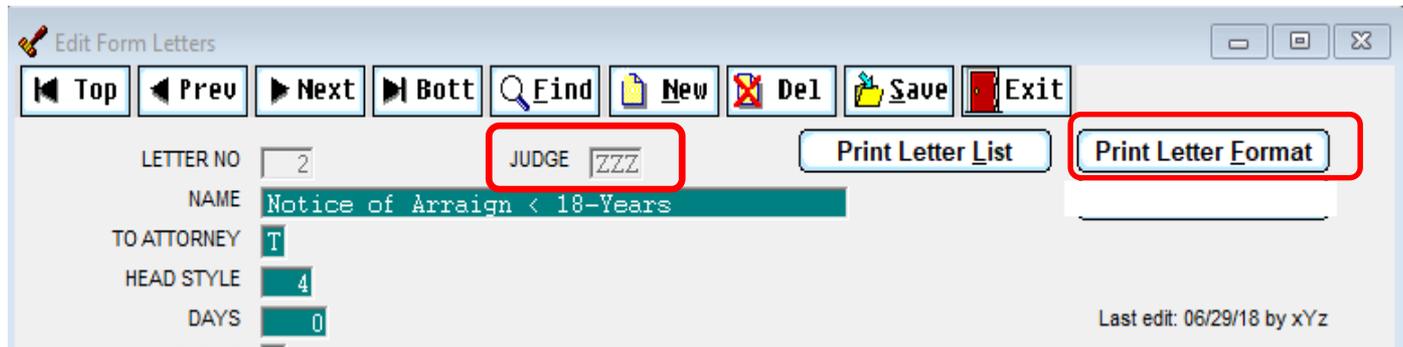
In letters, **date commands** are probably the most frequently used. Except for the 'Date' command, which prints the current date, each of these dates come directly from the current case.

DATE/TIME COMMANDS	DEFINITION	FORMAT	PRINTS AS
Adjourn	Next adjournment	^&mnexday&	08/15/18
Arraignment Date	Arraignment Date	^&aChg[dcArraignDt]&	06/22/18
Arrest Date	Date of Arrest	^&aChg[dcCrimeDate]&	06/18/18
Birth date	Defendant's date of birth	^&aName[dnDOB]&	01/23/1978
Date	Next date 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)&	February 19, 2018 February 19, 2018 Thursday, February 19, 2018 19th day of February, 2018 Thursday, the 19th day of February, 2018 Thursday
Disposition Date	Date of case disposition	^&aChg[dcDispDate]&	06/15/2018
Previous Date	Previous adjournment date. There must be more than one adjournment date on the case	^&prevdate()&	06/08/2018
Court Time in standard time	Defendant's scheduled appearance time	^&mtime&	6:00 PM
..ND[]nd ..ND[R]nd ..ND[L]nd ..ND[C]nd			No current date on letter Current date align right Current date align left Current date align center

# Miscellaneous Commands

FEATURES	DEFINITION	FORMAT	RESULT
No record of letter	Leaves no a record on case that letter was sent. <i>Use on non case related letters, ie. letter to Audit and Control or DMV.</i>	..NR[]nr	On case, leaves no record of letter being sent
Edit	Causes edit window to open each time the letter is sent. Does not save text. <i>The ^M command may be a better choice.</i>	..E[]e	Prints text you enter at time of generating letter
Merge text	Merges text from case notes into letter	^M <i>When the letter is generated you are prompted to enter text which gets saved in case notes</i>	Text saved in notes and printed on letter. Saved text can be edited and letter reprinted

# More Miscellaneous



**Judge** – occasionally, judges want different versions of the same letter. For example, different arraignment memos, or fine notices – one judge uses ePay, the other doesn't, so fine letters need to be different. You could either have letter #8 for one fine notice and letter #185 for the other or, you could have two #8 letters and put the appropriate judge's initials on each letter. We would have to help you set up the letters using the same letter number.

**Print letter format** – prints the body of the letter showing all the coding

**Last Edit** – shows date and initials of who did the most recent edit to this letter

# Additional Formatting commands

FORMAT COMMANDS	DEFINITION	FORMAT	PRINTS AS
Substring	Prints a portion of the field. <i>Often used with index number to prevent charge number from being printed.</i>	<code>^&amp;dispindxno(aChg[ccIndexNo])&amp;</code> Without substring command <code>^&amp;substr(cmIndex9,2)&amp;</code> 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.  <i>Trim is often used with name and address lines</i>	<code>^&amp;aName[cnFirst]&amp; ^&amp;aName[cnLast]&amp;</code>  <code>^&amp;alltrim(aName[cnFirst])&amp;</code> <code>^&amp;alltrim(aName[cnLast])&amp;</code> with trim Or <code>^&amp;D1&amp;</code> same results as with <u>alltrim</u> Or <code>^&amp;alltrim(aName[cnFLName])&amp;</code>	James                      Baker   James Baker

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>	<code>..T[ARRAIGNMENT MEMO</code> <code>..]t</code> <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>	ARRAIGNMENT MEMO
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# Additional Function Commands

FUNCTION	DEFINITION	FORMAT	PRINTS AS
Motorist ID#	Defendant's motorist id#	^&aName[cmMotorID]&	999-999-999
NYSID #	Defendant's <u>nysid</u> #	^&getNYSID(cmIndex9)	NNNNN
501C#	Defendant's fingerprint#	^&get501c(cmIndex9)	NNNNNN
Operator	Full name of person logged into the program	^&moperator&	Susan M. Clerk
Officer Title	Title of arresting officer	^&o_title)&	Officer
		^&o_title('L')&	Officer
		^&o_title('S')&	Ofc.
		^&aChg[ccCOP]&	Officer Sherwood
NCIC	NCIC number of arresting agency	^& NCIC(aChg[ccforce])&	42
Town	Court Name	^&upper(alltrim(client))&	Someburg Village Court

# Prompts

Prompts (variables) are used to add information to a letter that can't be pulled from the case or program files. They are setup by you within the letter

Format is ..PROMPTS

V1[Transfer to: ]v

V2[Transfer by =D=]v

..ENDPROMPTS

There can be up to 20 prompts in a letter. Each prompt is numbered.

Insert the code into in the letter words where you want the prompted text or information to fill in.

Please transfer to ^V1 by ^V2 prints as Please transfer to Drug Court by July 23, 2018

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.	<p>..PROMPTS  V1[Transfer To: ]v  V2[Transfer by: =D=]v  ..ENDPROMPTS</p> <p>There are several formatting commands to use with Vn[ ]v commands</p> <p>V1[Bail Amt:=\$=]v (<i>dollar amount input</i>)  V2[Condition: =C=]v (<i>character input</i>)  V3[Trial Date:=D=]v (<i>date input mm/dd/yy</i>)  V4[Minor?:=L=T]v (<i>Logical - T/F default True</i>)  V5[Days in jail:=N=]v (<i>Numeric input</i>)</p>	Please transfer to the Drug Court by July 23, 2018.

# Additional/Optional Features

Add a barcode to letters (and forms) to provide quick, easy access to a case

Add a scanned signature to a letter (if letter doesn't need an original signature)

Customize the letterhead

- Different letterhead for each judge

- Town or court logo/graphic

- Fancy Font

Include a list of choices within a prompt

If you have a color printer use different colored text for emphasis

Create letters to defendants & co-defendants on civil letters

Print co-defendant's name(s) at the bottom of the letter (as a CC:)