PAPER APPLICATIONS FOR JUDICIAL CLERKSHIPS 2012
Instructions for Creating Excel List of Judges
To Send to Faculty Support and to Use as Data Source for Mail Merge, Cover Letters, and Address Labels.

I. To create an excel spreadsheet for faculty support to use in mail-merging faculty letters of recommendation for paper applications:

1. Open the "Judicial Clerkship Excel Mail Merge" list at http://www.uchastings.edu/careers/students/judicial-clerkships.html. Save this list to your desktop.

2. If you are sending paper applications to judges not already on this list, you will need to add them. Please follow the format of the spreadsheet (Title, first name, last name, etc…).

3. In the first column titled "Marked for Mail Merge" on the spreadsheet put an "X" in column A next to the name of EACH judge to whom you will be applying by paper.

4. When finished marking judges' names, select the entire spreadsheet by clicking on the top left hand square (next to "A").

5. Go to the "Data" menu and select "Sort."

6. A dialogue box will pop up. In the drop down menu labeled "Sort By" select "Mark for Mail Merge" then hit "OK." This will group your marked judges together at the bottom of the list.

7. You will now want to delete from your list all the judges that are unmarked. To do this, press down the Shift key and click on the number corresponding to the first and last unmarked judge.

8. You should be left with a list of ONLY your marked judges in alpha order. NOTE: Make sure line 1 (the "Header Row") which includes the mail merge field indicators is included (PERSON_FIRST_NAME, etc.)

9. Go to the "File" menu and select "Save As." Give your document your last name followed by a hyphen and first name and then Clerkship Mail Merge.xls. (Example: Student John Smith will save his list as "Smith-John ClerkshipMailMerge.xls).

10. Send this file as an attachment to letters@uchastings.edu.

11. Include in the text of the email the names of your recommenders.

12. The deadline (latest date) for submission is <mark>July 25th</mark>. Any lists submitted after that date will be processed after all other letters have been done.

13. Please inform your Hastings faculty recommenders to email their letters of recommendation to letters@uchastings.edu. A confirmation letter from faculty Support will be sent out to your recommenders once the letters are received.

14. Faculty Support is only doing letters for those connected with the Hastings community: Regular faculty, clinical faculty, adjunct faculty, emeritus faculty and Moot Court/Legal Writing and Research instructors. ***Please note that we are not doing letters for outside employers.***

15. Faculty Support will contact you by email when your letters are ready for pick-up. Please make sure Faculty Support has **your best current email** address.

II.   To mail-merge your cover letters and address labels for paper applications using the same Excel spreadsheet:

   A. Creating the Data Source:

Your data source is the Excel spreadsheet you've just created using the steps above. IMPORTANT NOTE: **Please double-check the addresses on the Excel list before running the merge for your cover letters and address labels**. <mark>This list was downloaded by the IT department from the US Courts payroll information. Occasionally, it is out-of-date, so the best bet is to google each judge to verify the contact information.</mark>

   B. Generating Cover Letters

<u>Microsoft Word XP (2003)</u>

1. Use the Sample Cover Letter to Judges (see below) to begin, which you can then edit. The address block has fields like "<<Last name>>" instead of an actual name. These fields act as placeholders for your data. Do not edit these fields, but edit everything else normally. This letter has the mail merge functions saved into the appropriate fields.
2. Insert your letterhead (i.e., name and contact information) at the top of the document, and your name in the signature line at the bottom.
3. Save your edited template onto your "C" drive.
4. Click on "Tools."
5. Click on "Letters and Mailings."
6. Click on "Mail Merge."
7. Under Select document type choose "Letters." Click "Next: Starting Document."
8. Under Select starting document choose "use current document." Click "Next: Select Recipients."
9. Under Select recipients choose "use existing list." Click "Next: Write Your Letter." A

dialogue box will pop up and prompt you to browse for your saved Excel list (see "Creating the Data Source" above). Select it and click "Open."

10. Choose "Sheet1$' and click OK.

11. A second dialogue box will show you the list of mail merge recipients from your Excel list. Make sure they are correct and click "OK." Now click "Next: Write Your Letter." You do not need to do anything here. Click "Next: Preview Your Letters."

12. Using the LEFT and RIGHT arrows, flip through each of your letters to proofread and ensure addresses are correct. Click "Next: Complete the Merge."

13. Click "Edit Individual Letters." A dialogue box will ask you which record, select "All" and click "OK."   MS Word will now show you the layout of all of your letters with the correct addresses. Save your new letters and print.

<u>Microsoft Word 97 – 2000</u>

1. Use the Sample Cover Letter to Judges (see below) to begin, which you can then edit. The address block has fields like "<<Last name>>" instead of an actual name. These fields act as placeholders for your data. Do not edit these fields, but edit everything else normally. This letter has the mail merge functions saved into the appropriate fields.

2. Insert letterhead (i.e., name and contact information) at the top of the document, and your name in the signature line at the bottom.

3. Save your edited template onto your "C" drive.

4. Click on "Tools."

5. Click on "Mail Merge."

6. Under Step 1 "Main Document," Click on "Create", then "Form Letters", then "Active Window."

7. Under Step 2 "Data Source," Click on "Get Data", then "Open Data Source."

8. A dialogue box will prompt you to browse for your saved Excel list (see "Creating the Data Source" above). Select it and click "Open."

9. Under Step 3 "Merge the Data with the Document" click on "Merge" and merge into a **new document**. On the new dialogue box that opens click "Entire Spreadsheet" and hit "OK."

10. Proof-read all of your letters. Edit them normally, or alter the original template and run the merge again.

11. Save your new letters and print.

<u>Sample Cover Letter</u>

Your Letterhead Goes Here

Date

The Honorable «person_first_name» «person_last_name»
«label_title»
«physical_street_address1»
«physical_street_address2»
«physical_city», «physical_state» «zip_id»

Dear Judge «person_last_name»:

Here is the text of your cover letter. Generally this should be 3-4 paragraphs, but no more than one page.

State right at the outset who you are and why you are writing. Then discuss what skills/traits or experiences you would bring to the judge's chambers. You can add something and personal about yourself that shows your interests out of school (e.g. NCAA champion, Musician etc.)

Please be sure to have your cover letter reviewed by the Career Office.

End with a straightforward conclusion.

You may want to include the names and contact numbers of your recommenders.

Sincerely,

Your Name

I.   Generating Mailing Labels

To make mailing labels, you will need special label printing sheets, as well as the same data file that you downloaded to make your cover letters. When choosing labels, remember that judicial addresses are very bulky, so be careful not to get labels that are too small to fit every line.

Microsoft Word XP (2003)

1. Go to "New Document"
2. Go to "Tools", "Letters and Mailings", and "Mail Merge."
3. Under "Select Document Type", choose "Labels."
4. Click "Next: Starting Document."
5. Under "Select Starting Document" choose "Change Document Layout." Now click "Next: Select Recipients." A dialogue box will prompt you to enter your label brand and product number which will be found on label product (ex: Avery Standard – 2160). Once label options have been selected click "OK."
6. Under Select Recipients choose "Use Existing List." Now click "Next: Arrange Labels." A dialogue box will prompt you to browse for your saved Excel list (see "Creating the Data Source" above). Select it and click "Open."
7. Click "Next: Arrange Your Labels." Now copy the address block in the Sample Cover Letter (above) and paste it in the top label block. Now click "Update All Labels" under "Replicate Labels." The address block template should auto-populate to all label blocks. Click "Next: Preview Your Labels." Flip through the labels to make sure addresses are correct.
8. Click "Next: Complete the Merge." Now click "Edit Individual Labels." A dialogue box will ask you which record, select "All" and click "OK." MS Word will now show you the layout of all of your labels with correct addresses. Save your new labels and print.

Microsoft Word 97 – 2000

1. Open Word and a New Document. Copy and paste the Judge's Address Block in the Sample Cover Letter to Judges, which has the mail merge functions saved into the appropriate fields.
2. Under "Tools", select "Mail Merge".
3. Under Main document, click "Create", select "Mailing Labels", and then "Active Window."
4. Under Data source, select "Open data source". Under Excel documents, open the Jud. Clerkship Mail Merge 2006.
5. Click the button to set-up your main document. Select the brand and product number of your label sheets and Click "OK."
6. Copy and Paste the Judge's Address Block from the Sample Cover Letter to Judges. Press "Cancel" to activate the mail merge feature.
7. Click "Merge" to new documents.
8. A new document will be created that will show your merged addresses. Check them carefully for proper formatting before you print.