

MAIL MERGE INSTRUCTIONS FOR JUDICIAL EXTERNSHIP APPLICATIONS

PART ONE: Create your Judge List

1. Open either the “**Federal Judges**” or “**State Judges**” Microsoft Excel spreadsheet provided by the Career Development Office (if you do not have a spreadsheet yet, contact the CDO).

2. After you’ve decided to which judges you plan to apply, highlight the rows containing judges to whom you **DO NOT** plan to apply. (Select a row by Shift+clicking or dragging across the row numbers on the left side.)

	A	B	C	D	E	F	G	H
	Title	Salutation	First Name	Middle	Last Name	Suffix	Address Title	Court
1	Presiding Judge	Judge	William	C.	Thompson		Presiding Judge	Alabama Court of Civil Appeals
2		Judge	Terry	A.	Moore			Alabama Court of Civil Appeals
3		Judge	Craig		Pittman			Alabama Court of Civil Appeals
4		Judge	Terri	W.	Thomas			Alabama Court of Civil Appeals
5		Judge	Tommy		Bryan			Alabama Court of Civil Appeals
6	Presiding Judge	Judge	H.	W.	McMillan	Jr.	Presiding Judge	Alabama Court of Criminal Appeals
7		Judge	Pamela	Willis	Baschab			Alabama Court of Criminal Appeals
8		Judge	Greg		Shaw			Alabama Court of Criminal Appeals
9		Judge	Samuel	H.	Weich			Alabama Court of Criminal Appeals
10		Judge	A.	Kelli	Wise			Alabama Court of Criminal Appeals
11	Associate Justice	Justice	Michael	F.	Bolin			Alabama Supreme Court
12	Associate Justice	Justice	Tom		Parker			Alabama Supreme Court
13	Associate Justice	Justice	Patricia	M.	Smith			Alabama Supreme Court
14	Associate Justice	Justice	Champ		Lyons	Jr.		Alabama Supreme Court
15	Associate Justice	Justice	Harold	Frend	See			Alabama Supreme Court
16	Associate Justice	Justice	Jacquelyn	L.	Stuart			Alabama Supreme Court
17	Associate Justice	Justice	Thomas	A.	Woodall			Alabama Supreme Court
18	Associate Justice	Justice	Glenn		Murdock			Alabama Supreme Court
19	Chief Justice	Chief Justice	Sue	Bell	Cobb		Chief Justice	Alabama Supreme Court
20	Chief Judge	Judge	Robert	G.	Coats		Chief Judge	Alaska Court of Appeals
21		Judge	David		Mannheimer			Alaska Court of Appeals
22		Judge	David		Stewart			Alaska Court of Appeals
23								

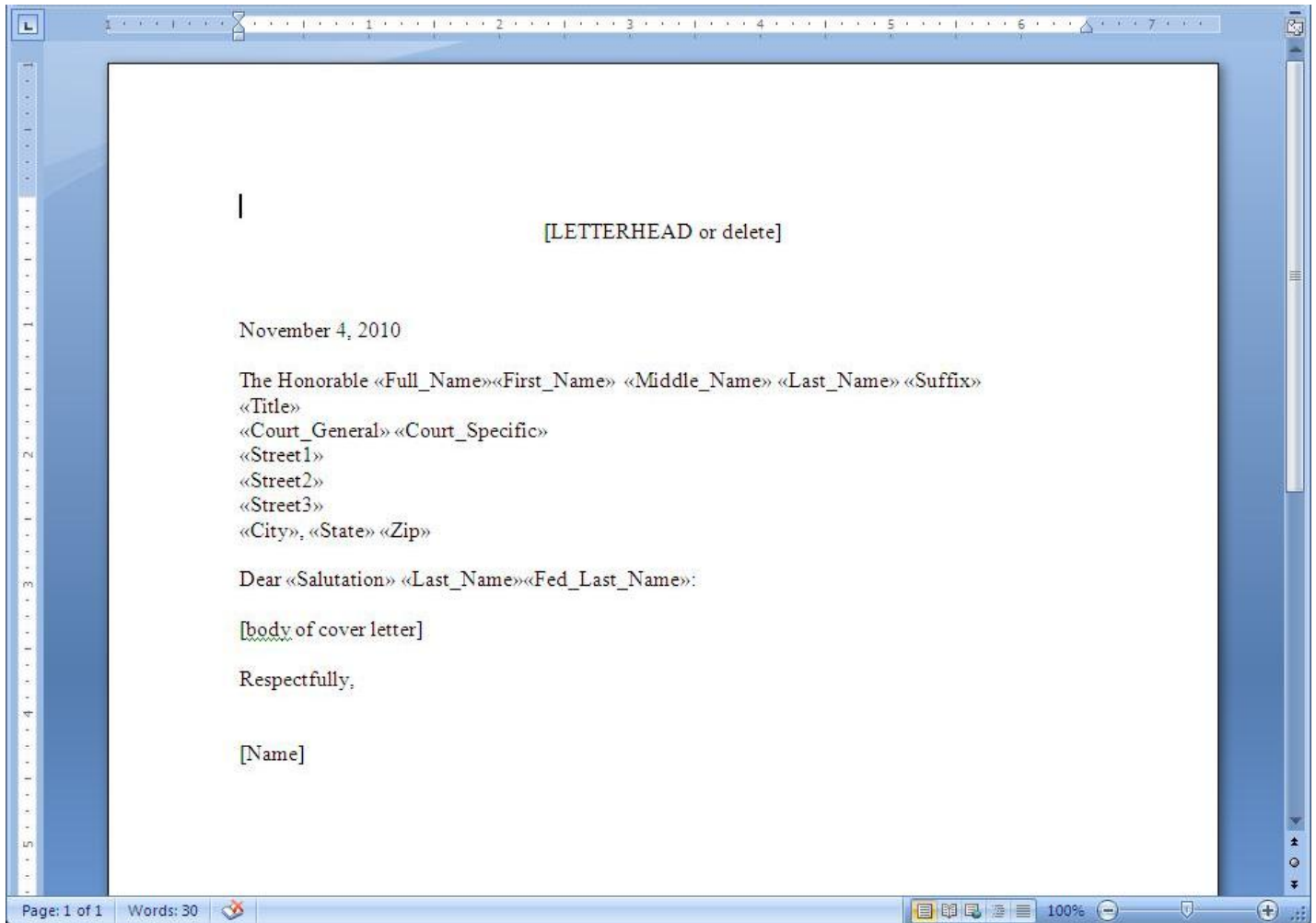
3. Right-click any selected judge and select “**Delete**” from the menu that pops up. This will delete ALL selected rows. (DO NOT just click the “Delete” button on the keyboard, as that will cause blank cover letters to be generated later in the mail merge process.)

	A	B	C	D	E	F	G	H
	Title	Salutation	First Name	Middle	Last Name	Suffix	Address Title	Court
1	Presiding Judge	Judge	William	C.	Thompson		Presiding Judge	Alabama Court of Civil Appeals
2		Judge	Terry	A.	Moore			Alabama Court of Civil Appeals
3		Judge	Craig		Pittman			Alabama Court of Civil Appeals
4		Judge	Terri	W.	Thomas			Alabama Court of Civil Appeals
5		Judge	Tommy		Bryan			Alabama Court of Civil Appeals
6	Presiding Judge	Judge	H.	W.	McMillan	Jr.	Presiding Judge	Alabama Court of Criminal Appeals
7		Judge	Pamela	Willis	Baschab			Alabama Court of Criminal Appeals
8		Judge	Greg		Shaw			Alabama Court of Criminal Appeals
9		Judge	Samuel	H.	Weich			Alabama Court of Criminal Appeals
10		Judge	A.	Kelli	Wise			Alabama Court of Criminal Appeals
11	Associate Justice	Justice	Michael	F.	Bolin			Alabama Supreme Court
12	Associate Justice	Justice	Tom		Parker			Alabama Supreme Court
13	Associate Justice	Justice	Patricia	M.	Smith			Alabama Supreme Court
14	Associate Justice	Justice	Champ		Lyons	Jr.		Alabama Supreme Court
15	Associate Justice	Justice	Harold	Frend	See			Alabama Supreme Court
16	Associate Justice	Justice	Jacquelyn	L.	Stuart			Alabama Supreme Court
17	Associate Justice	Justice	Thomas	A.	Woodall			Alabama Supreme Court
18	Associate Justice	Justice	Glenn		Murdock			Alabama Supreme Court
19	Chief Justice	Chief Justice	Sue	Bell	Cobb		Chief Justice	Alabama Supreme Court
20	Chief Judge	Judge	Robert	G.	Coats		Chief Judge	Alaska Court of Appeals
21		Judge	David		Mannheimer			Alaska Court of Appeals
22		Judge	David		Stewart			Alaska Court of Appeals
23		Chief Justice	Dana		Fabe		Chief Justice	Alaska Supreme Court
24		Justice	Robert	L.	Eastlaugh			Alaska Supreme Court
25	Justice	Justice	Warren	W.	Matthews			Alaska Supreme Court
26	Justice	Justice	Walter	L.	Carpenelli			Alaska Supreme Court
27	Justice	Justice	Daniel		Winfree			Alaska Supreme Court
28	Chief Judge	Judge	John		Gemmill		Chief Judge	Arizona Court of Appeals, Division One
29	Vice Chief Judge	Judge	Ann	A.	Scott Timmer		Vice Chief Judge	Arizona Court of Appeals, Division One
30		Judge	Daniel	A.	Barker			Arizona Court of Appeals, Division One
31		Judge	Michael	J.	Brown			Arizona Court of Appeals, Division One

4. Save your changes as a **new document** in a location that will be easy to find again (such as your computer desktop) and close the original spreadsheet.

PART TWO: Create your Letter

5. Open the following document in Word: “**Extern_CoverLetter_Template**” (the “Template”). You should see a mail merge template that appears similar to below:



NOTE: Do NOT modify any text in the template that is enclosed in arrows (e.g., <<Last_Name>>).

6. Update this Template with your personal information:

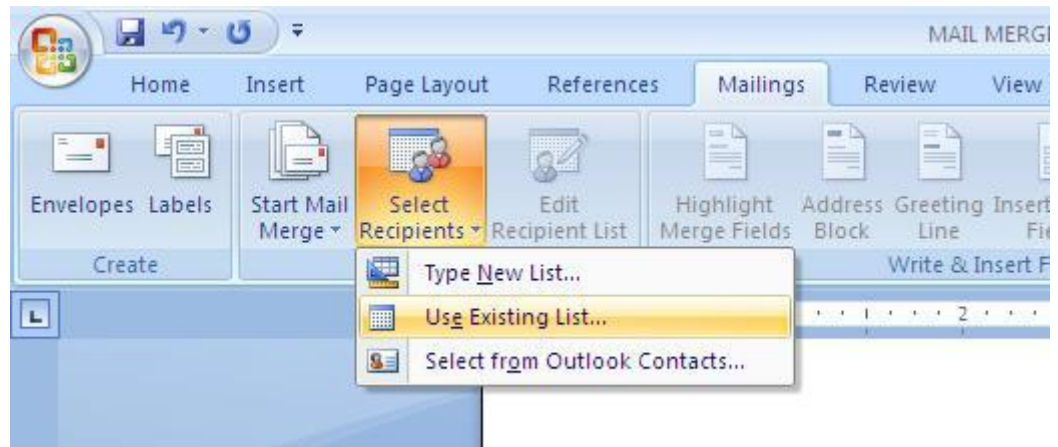
- Replace the phrase “**[LETTERHEAD or delete]**” in the Template with the letterhead from your cover letter.
- Replace the phrase “**[body of cover letter]**” with the body of your cover letter.
- Replace the phrase “**[Name]**” where indicated at the bottom of the Template.
- Correct any formatting issues (i.e., font size, margins, etc.)

7. Save the Template as “**[My Name] [State or Federal] Judicial Externship Cover Letter**” (update the text in brackets with the correct information).

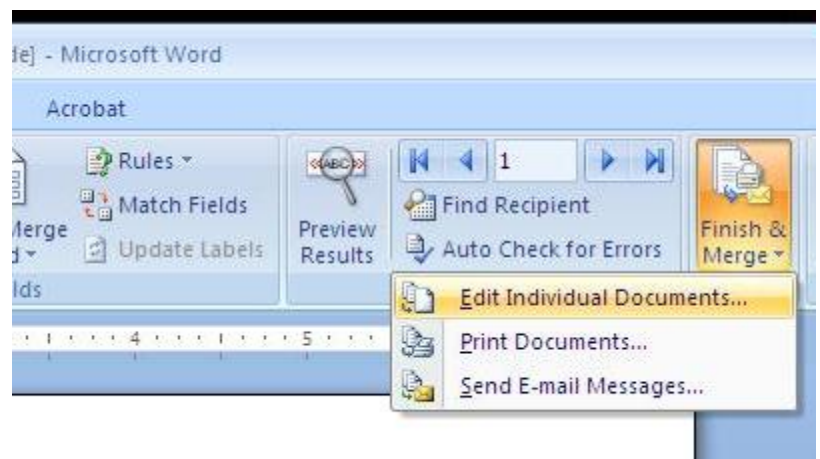
PART THREE: Merge your Letters

*NOTE: These instructions assume you are using **Microsoft Word 2007**. If you do not own Word 2007, you may use the Pepperdine computer lab or contact CDO@pepperdine.edu for instructions for other versions of Word (note: portions of alternative instructions may be out of date).*

8. Click on the “**Mailings**” tab, then the “**Select Recipients**” button, then “**Use Existing List...**” on the menu. Browse to your judge list (the one you just created with your selections), select that file, and press “**Open.**” When the “Select File” window opens, press “**OK.**”



9. Click the “**Finish & Merge**” button, then “**Edit Individual Documents...**” When the “Merge to New Document” window opens, press “**OK.**”



10. Scroll through your letters, making sure that all necessary information appears, and that the letter fits on one page.

a. If you notice a number of judges – especially at the end – with missing information, then you may have deleted information rather than deleting rows as specified in Step 3 above. You will need to close your merge letter, delete the “ghost rows” from your spreadsheet, then repeat Steps 8-10.

b. If your letter does not fit into one page, you can try changing your margins slightly; otherwise, you will need to go back to your merge letter, rewrite it to be shorter, then repeat Steps 8-10.

11. Once you are satisfied, print your letters on resume paper. Save this document as “[**My Name**] [**State or Federal**] **Merged Judicial Externship Cover Letters**” for your records.

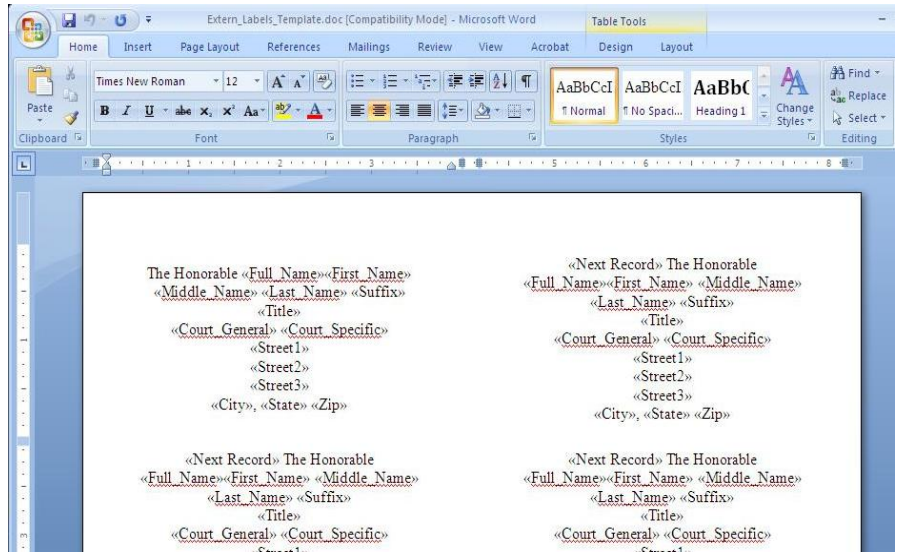
12. If you have both state and federal judge lists, then repeat Part Three for your second judge list.

PART FOUR: Merge your Mailing Labels

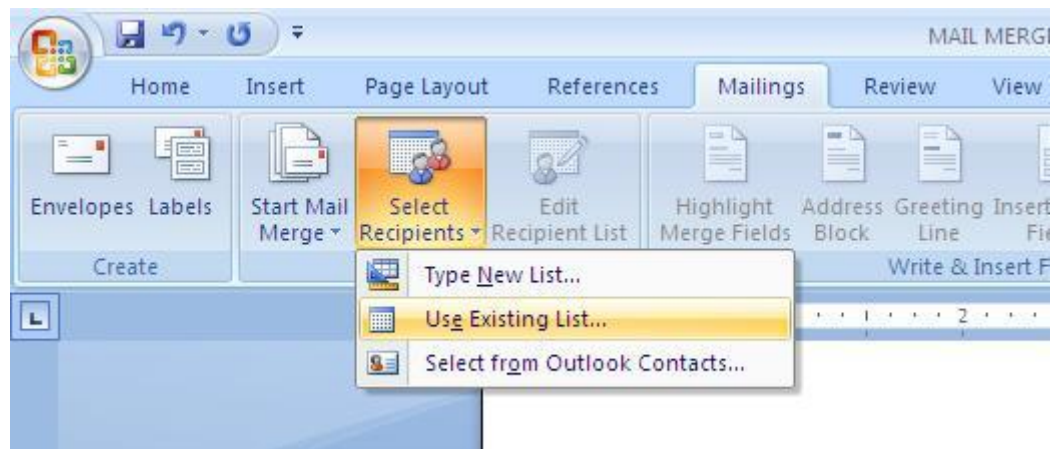
NOTE: The Judicial Externship Labels Template is designed for 2"x4" Mailing Labels (Avery # 5163).

13. Open the following document in Microsoft Word 2007: **“Externship_Labels_Template”** (the “Template”). The Template is similar to the picture at right:

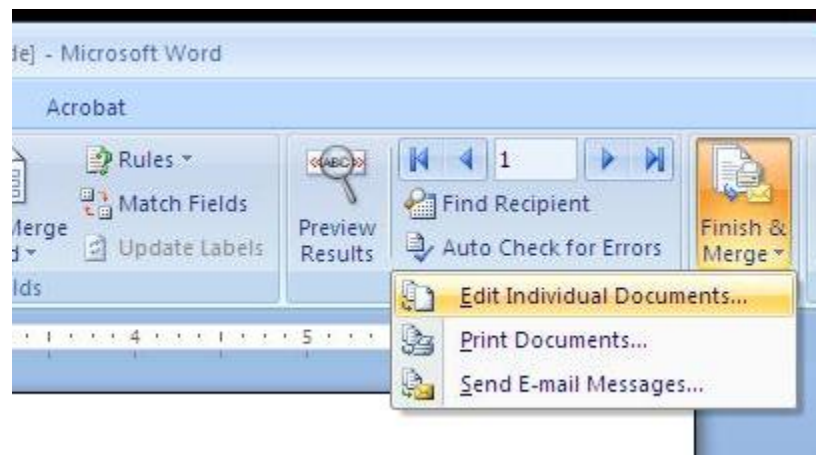
NOTE: Do NOT modify any text in the template that is enclosed in arrows (e.g., <<Last_Name>>).



14. Click on the **“Mailings”** tab, then the **“Select Recipients”** button, then **“Use Existing List...”** on the menu. Browse to your judge list (the one you just created with your selections), select that file, and press **“Open.”** When the “Select File” window opens, press **“OK.”**



15. Click the **“Finish & Merge”** button, then **“Edit Individual Documents...”** When the “Merge to New Document” window opens, press **“OK.”**



16. In the new document, double-check to make sure that the address formatting is correct for each label and that the information fits properly on each label. For example:

- a. If a label is too long, you may have to shrink the font size for some of the labels.
- b. If you have a long court name with a strange line break, such as:

**United States District Court for the Southern District
of California**

you may want to change the line break to:

**United States District Court
for the Southern District of California**

17. You should also save this document as “[My Name] [State or Federal] Merged Judicial Externship Labels” for your records.

18. Print your labels. Remember, the Judicial Externship Labels Template is designed for 2”x4” Mailing Labels (Avery # 5163).

19. If you have both state and federal judge lists, repeat Part Four for your second judge list.

PART FIVE: Create your Return Labels

20. Click on the “**Mailings**” tab, then the “**Labels**” button.



21. On the “**Envelopes and Labels**” window:

- a. Enter your return address in the “**Address:**” box.
- b. Click anywhere in the “**Label**” section to select your label type (Avery 5960 is recommended).
- c. Press the “**New Document**” button to create a sheet of return labels. Review and print that new document using your return label paper.

