

# MAIL MERGE INSTRUCTIONS FOR STATE JUDICIAL EXTERNSHIP APPLICATIONS

1. Open the “**State Court Mail Merge List**” excel spreadsheet provided by the CDO (if you do not have it, ask the CDO to e-mail it to you).

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.

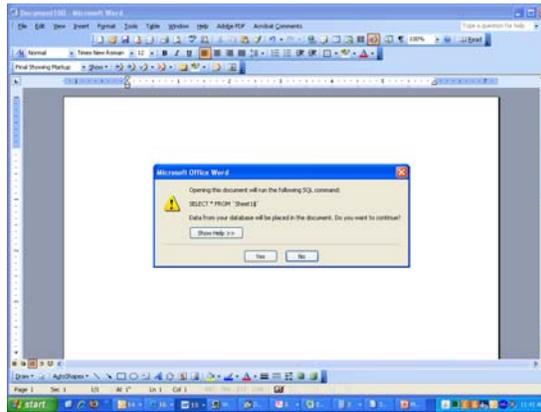
	A	B	C	D	E	F	G	H
	Title	Salutation	First Name	Middle	Last Name	Suffix	Address Title	Court
1								
2	Presiding Judge	Judge	William	C.	Thompson		Presiding Judge	Alabama Court of Civil Appeals
3	Judge		Terry	A.	Moore			Alabama Court of Civil Appeals
4	Judge		Craig		Pittman			Alabama Court of Civil Appeals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

3. Right click and select “**Delete**” (This will delete the judges to whom you are not applying). DO NOT just click the “Delete” button on the keyboard, as this will not delete the row, it will only delete the information contained within the row (which will cause several blank cover letters to be generated).

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

4. Save your changes as a **new document** and close the excel spreadsheet. In the event you choose to expand your applications later, you will have kept the original full judge list.

5. Open the following document in Word: “**State Judicial Externship Cover Letter Template**” (the “Template”). Click “No” when asked if you want to continue.



6. You should see a mail merge template that appears as follows:

[Your Letterhead]

[date]

The Honorable «First\_Name» «Middle\_Name» «Last\_Name»  
«Title»  
«Suffix»«Court\_General»  
«Street1»  
«AddressBlock»

Dear «Salutation» «Last\_Name»:

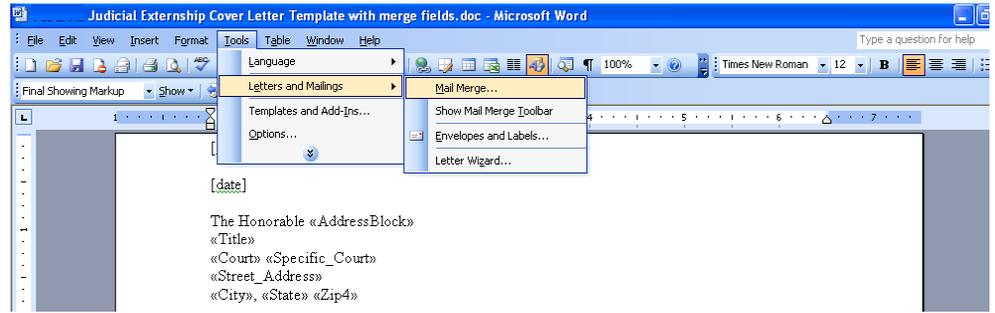
[body of cover letter]

Respectfully,

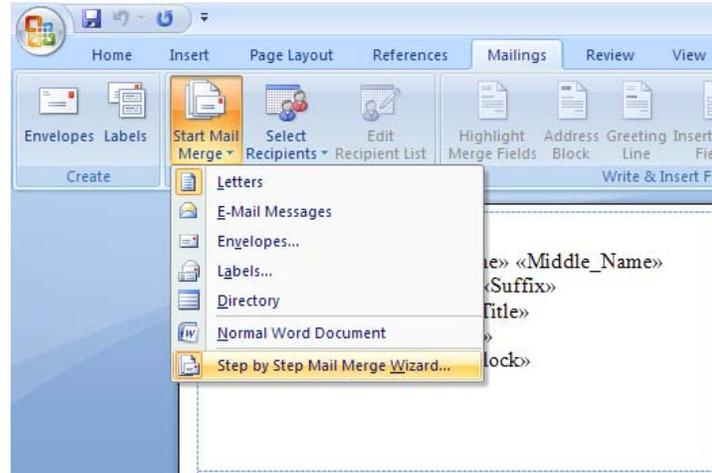
[your name]

7. Open your cover letter (in Word).
8. Put critical information from the personal cover letter into the Template:
- Copy the letterhead from your cover letter and paste it into the Template where indicated.
  - Copy the body of your cover letter and paste it into the Template where indicated.
  - Correct any formatting issues (i.e., font size, margins, etc.)
  - Type in your name where indicated at the bottom of the Template.
  - Save the Template as “[My Name] [State Judicial Externship Cover Letter]”.

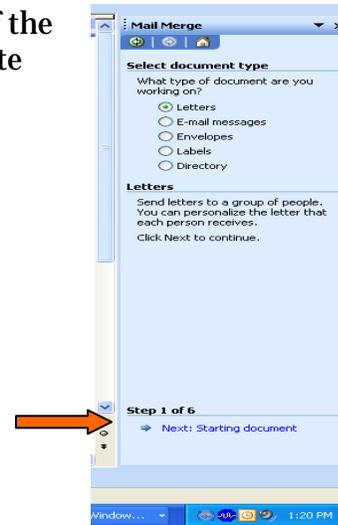
1. If you are using Word 2003: click on **“Tools”, “Letters and Mailings”** and **“Mail Merge ...”**



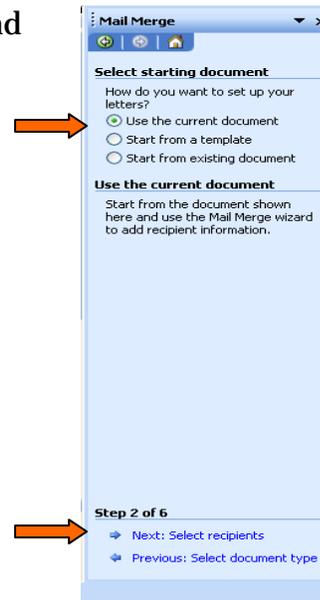
- If you are using Word 2007: click on **“Mailings”, “Start Mail Merge”,** and **“Step by Step Mail Merge Wizard”**



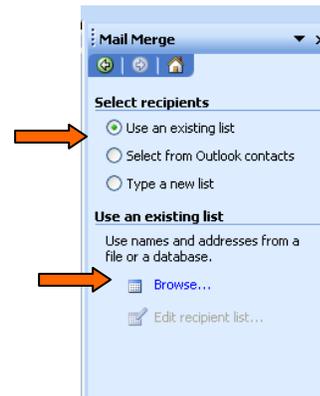
9. Click on **“Next: Starting Document”** on the bottom of the Mail Merge Screen. (Note: If the options are “Next: Write your letter” and “Previous: Starting document”, select “Previous: Starting Document”)



10. Make sure “**Use the current document**” is selected, and click “**Next: Select Recipients**”

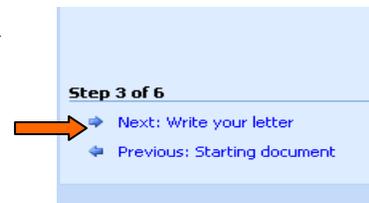


11. Make sure “**Use an existing list**” is selected, and click “**Browse ...**” (Note: If “Browse ...” is not an option, select “Select from a different list ...”)



12. Locate the “**State Judge List**” excel spreadsheet (the one you just created with your selections) on your computer. Select that excel file and open it. Double click on “**Sheet \$**”. Make sure all judges are checked. Click “**OK**”.

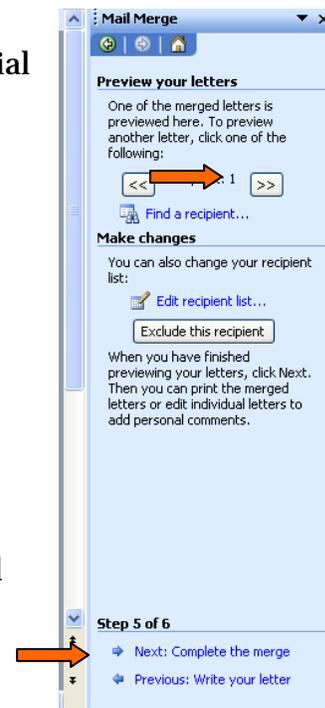
13. Click “**Next: Write your letter**” at the bottom of the mail merge screen.



14. Click “**Next: Preview your letters**” at the bottom of the mail merge screen.

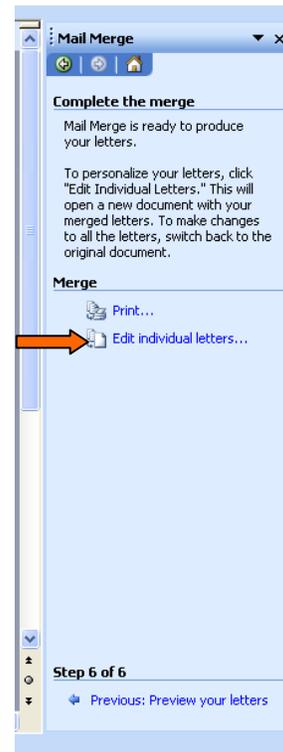


15. Click the **forward arrow buttons** all the way through to make sure all necessary information appears (i.e., any special judge titles, court name, address, etc.) and that it all fits on one page (if not, correct margins).

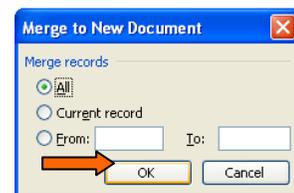


16. Assuming everything is okay, click “**Next: Complete the merge**”. (If not, click on “Previous: Write your letter” and correct it)

17. Click **“Edit individual letters”**.



18. Make sure **“All”** is selected and click **“OK”**. Go through each letter and make sure the addresses look correct (i.e., there may be some improper indentations that you will need to delete)



19. Double check to make sure that the address formatting is correct on each cover letter and that each cover letter is only 1 page long. Once you are satisfied, print your letters. You should also save this document as **“[My Name] Merged State Judicial Externship Cover Letters”** in case you need to refer to them in the future.

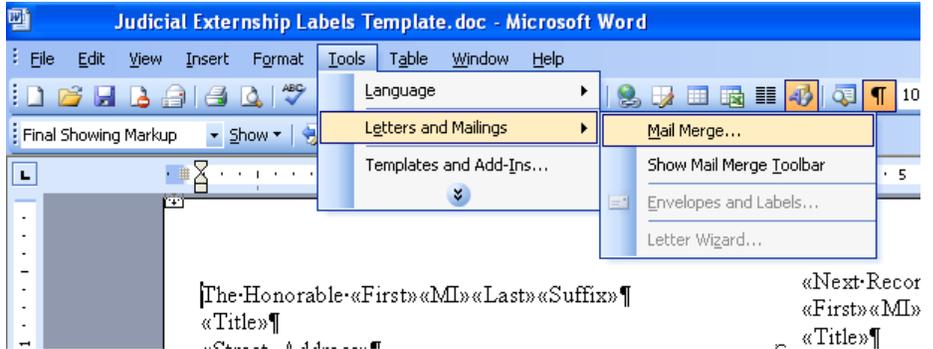
20. Print the letters on resume paper.

## CREATING STATE JUDICIAL CLERKSHIP MAILING LABELS

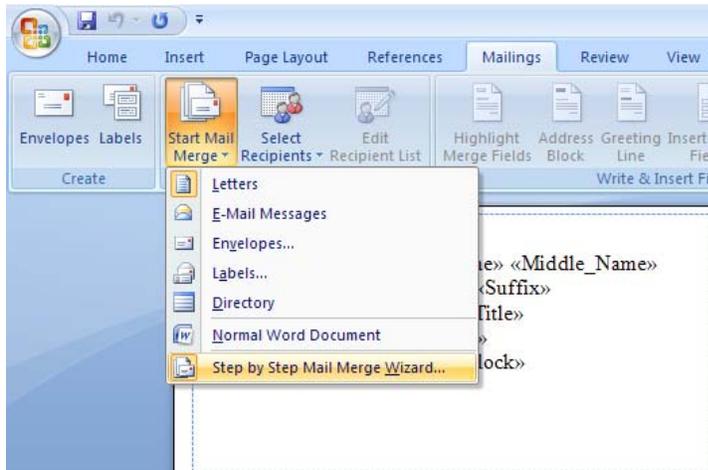
The State Judicial Clerkship Label Template is designed for 2"x4" Mailing Labels (Avery # 5163).

- Open the following document in Word: "**State Judicial Clerkship Labels Template**" (the "Template"). Click "**No**" when asked if you want to continue.

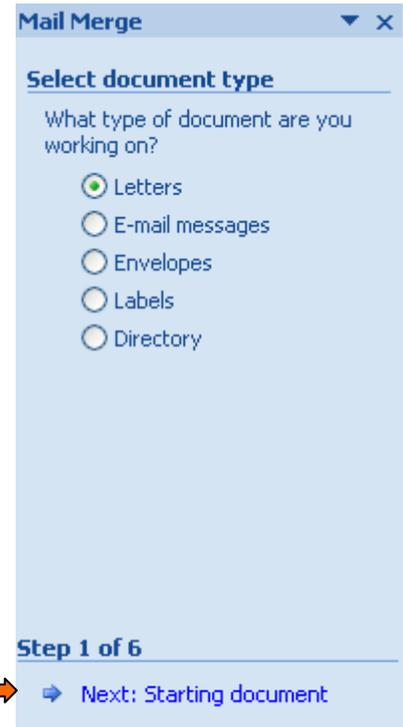
- If you are using Word 2003: click on "**Tools**", "**Letters and Mailings**" and "**Mail Merge ...**"



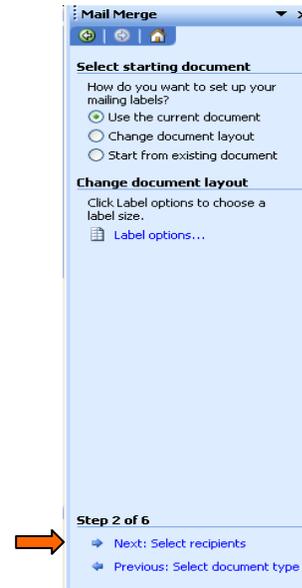
If you are using Word 2007: click on "**Mailings**", "**Start Mail Merge**", and "**Step by Step Mail Merge Wizard**"



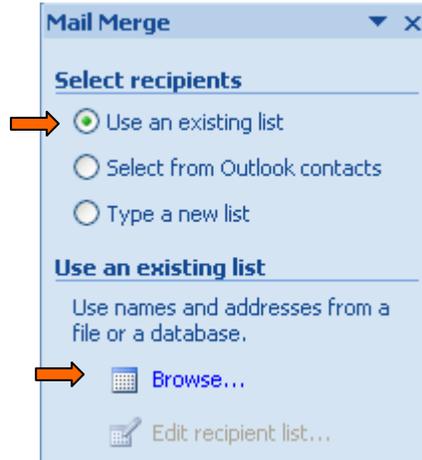
- Select "Letters" as your document type (even though you're creating labels) and click on "**Next: Starting document**".



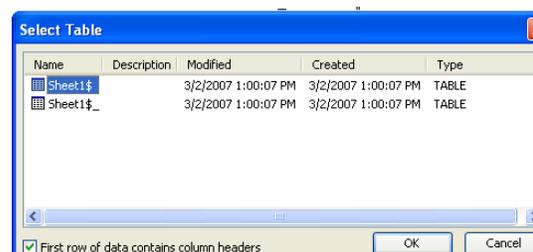
5. Make sure “**Use the current document**” is selected and then click on “**Next: Select recipients**”.



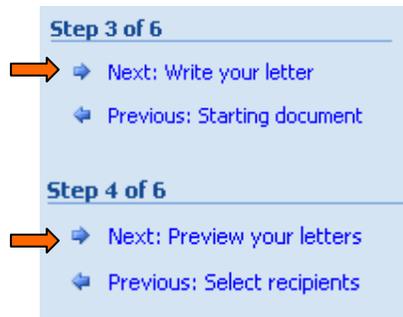
6. Make sure “**Use an existing list**” is selected and then click on “**Browse ...**” Locate your “**State Judge List**” excel spreadsheet and open it.



7. Double click on “**Sheet\$**” and make sure that all the judges to whom you are applying are selected. Click “**OK**”.



8. Click on “**Next: Write your letter**”.

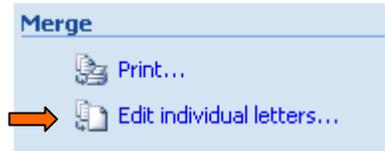


9. Click on “**Next: Preview your letters**”.

10. Click the **forward arrows** to make sure it looks correct. If everything is okay, click **“Next: Complete the merge”**.



11. Click **“Edit individual letters ...”**



12. Select **“All”** and click **“OK”**.



13. Double check to make sure that the address formatting is correct for each label and that the information fits properly on each label (you may have to shrink the font size for some of the labels).

For example, if you have a long court name, 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**

You may have to shrink the font size for some of the labels. You should also save this document as **“Merged State Judicial Externship Labels”** for your record.

14. Print your labels.