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 <u>NOT</u> plan to apply.

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).

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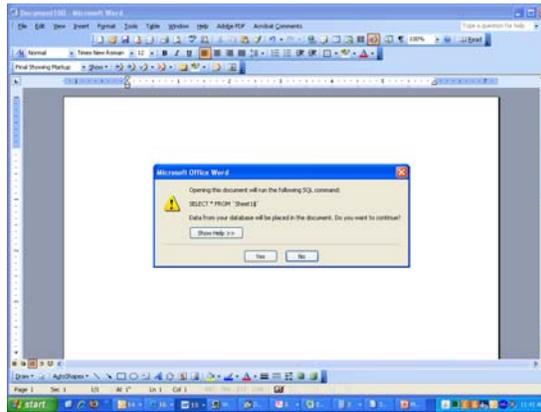
6. You should see a mail merge template that appears as follows:

[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:

   a. Copy the letterhead from your cover letter and paste it into the Template where indicated.
   b. Copy the body of your cover letter and paste it into the Template where indicated.
   c. Correct any formatting issues (i.e., font size, margins, etc.)
   d. Type in your name where indicated at the bottom of the Template.
   e. 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 …**"
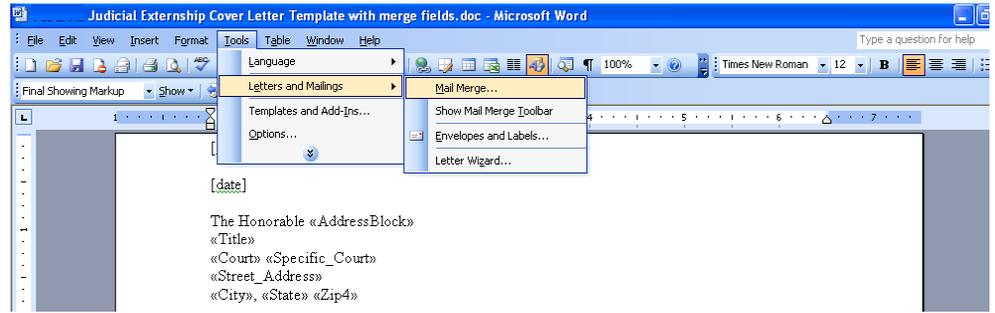
   If you are using Word 2007: click on "**Mailings**", "**Start Mail Merge**", and "**Step by Step Mail Merge Wizard**"
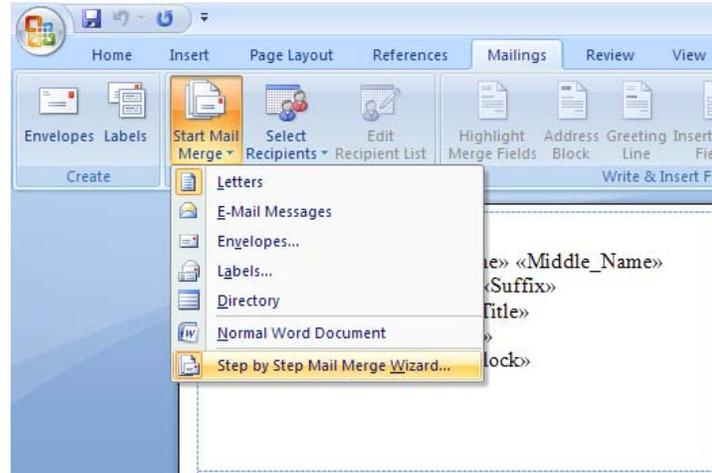
9. Click on "**Next: Starting Document**" on the bottom of the Mail Merge Screen. (Note: If the options are "Next: Write your letter" and "Previous: Starting document", select "Previous: Starting Document")
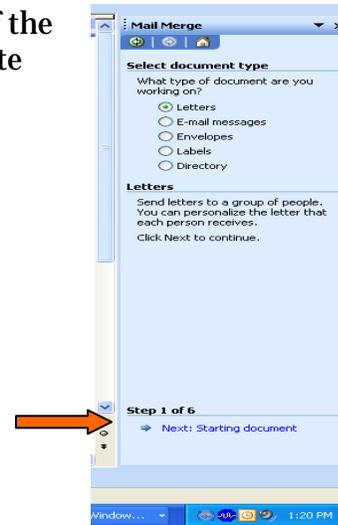
10. Make sure "**Use the current document**" is selected, and click "**Next: Select Recipients**"
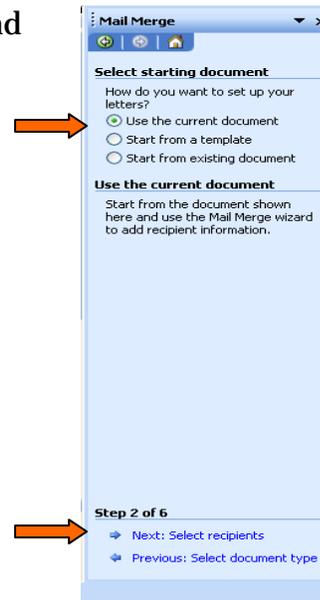
11. Make sure "**Use an existing list**" is selected, and click "Browse ..." (<u>Note</u>: If "Browse ..." is not an option, select "Select from a different list ...")
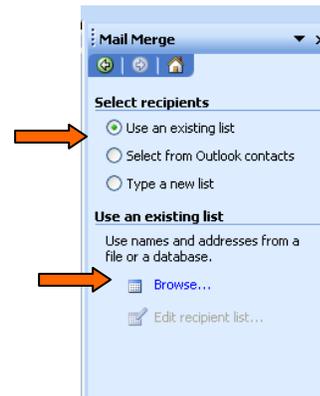
12. Locate the "**State Judge List**" excel spreadsheet (the one you just created with your selections) on your computer. Select that excel file and open it. Double click on "**Sheet $**". Make sure all judges are checked. Click "**OK**".

13. Click "**Next: Write your letter**" at the bottom of the mail merge screen.
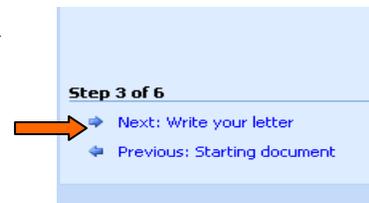
14. Click "**Next: Preview your letters**" at the bottom of the mail merge screen.

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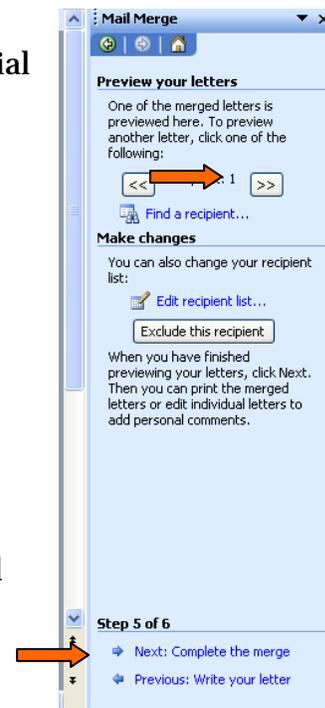
16. Assuming everything is okay, click "**Next: Complete the merge**". (If not, click on "Previous: Write your letter" and correct it)

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)

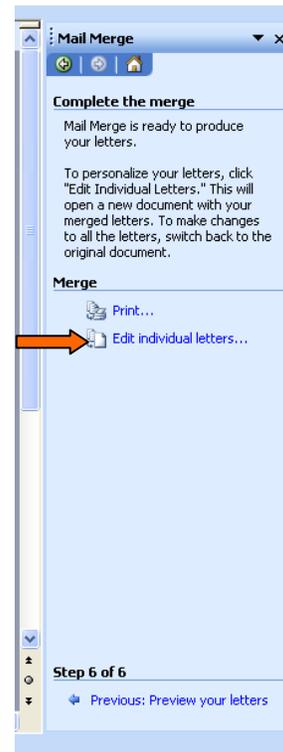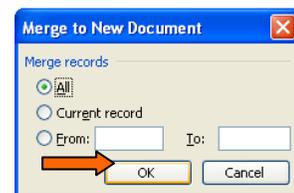19. Double check to make sure that the address formatting is correct on each cover letter and that each cover letter is only 1 page long. Once you are satisfied, print your letters. You should also save this document as "**[My Name] Merged State Judicial Externship Cover Letters**" in case you need to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

20. Print the letters on resume paper.

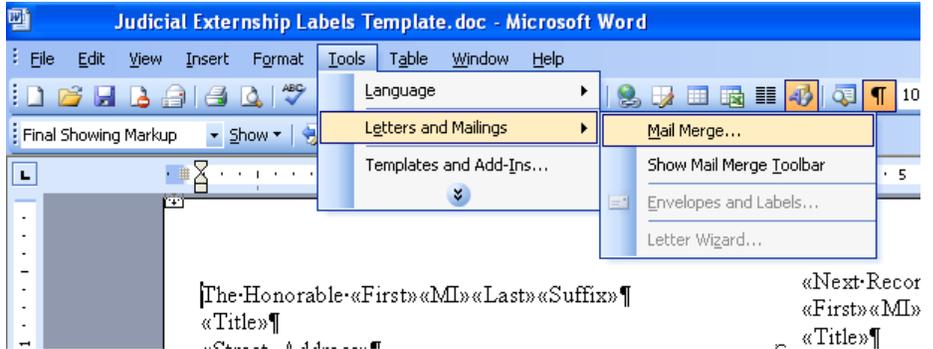# CREATING STATE JUDICIAL CLERKSHIP MAILING LABELS

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

2. Open the following document in Word: "**State Judicial Clerkship Labels Template**" (the "Template"). Click "**No**" when asked if you want to continue.
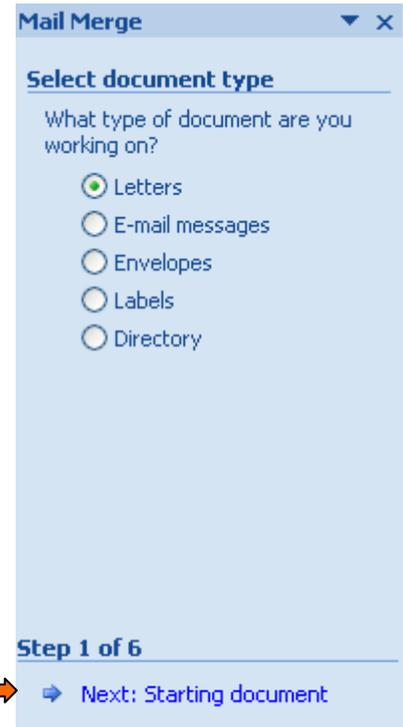
3. If you are using Word 2003: click on "**Tools**", "**Letters and Mailings**" and "**Mail Merge …**"
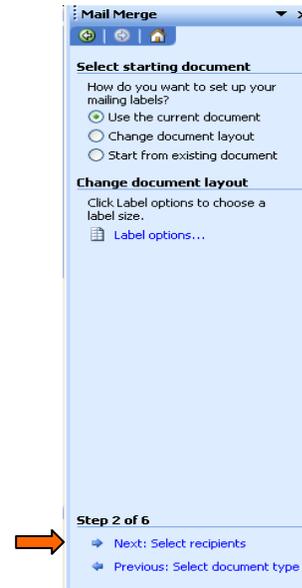
   If you are using Word 2007: click on "**Mailings**", "**Start Mail Merge**", and "**Step by Step Mail Merge Wizard**"
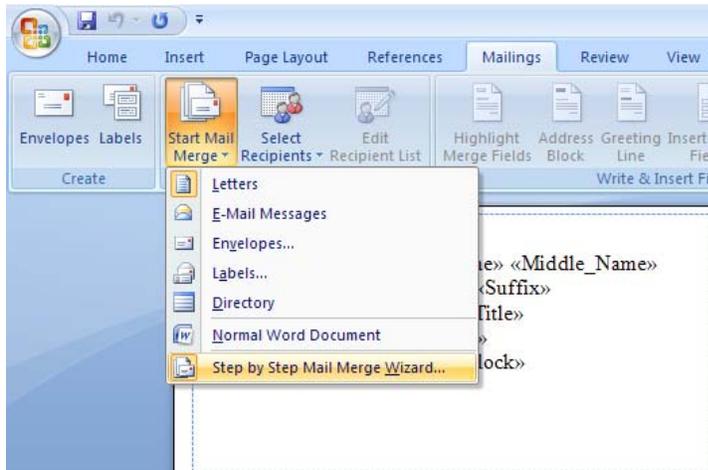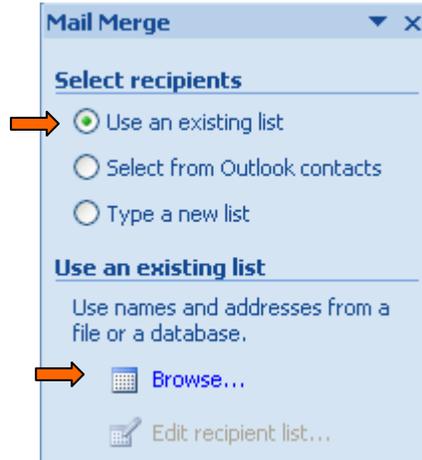
4. Select "Letters" as your document type (even though you're creating labels) and click on "**Next: Starting document**".

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**".
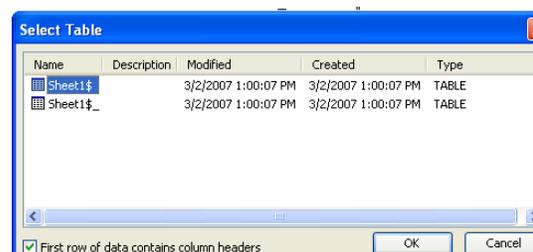
8. Click on "**Next: Write your letter**".

9. Click on "**Next: Preview your letters**".

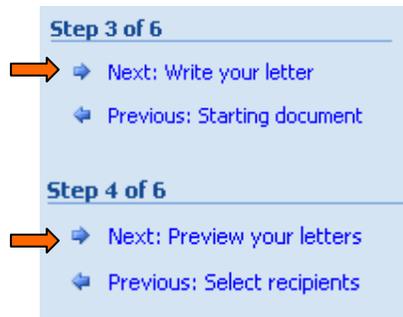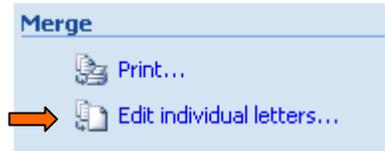10. Click the **forward arrows** to make sure it looks correct. If everything is okay, click "**Next: Complete the merge**".

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.