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James Johnson, Esq.
Aaron Bakken, Esq.
Karen Porter, Esq.
Ryan Greeley, Esq.
Jack Hardwick, Esq.
Ben McGill, Esq.

Connie Higgs
Janet Werner
Kallie Taft

VIA ELECTRONIC MAIL ONLY

PRIVILEGED & CONFIDENTIAL
(Mediation Material)

DRAFT COPY
FOR DISCUSSION PURPOSES ONLY

Matter
Civil Action No.
Court
Judge
Date of Loss
Trial Date

Dear Readers,

You should read this sample letter very carefully for additional instructions on its use, which will save you a great amount of time in the preparation of correspondence. The text of this letter is actually part of the Procedure where you found this document.

This is a sample letter made with the Firm's standard Letterhead Template. You may download your customized Letterhead Template from the Procedure where you clicked on this sample. Make sure that your finished correspondence matches this format. The standard font is **Calibri Light—12pt**. Headings are automatic using hot keys; they should be **Calibri Heading—12 pt**. (Notice that this font is darker than the base font when bolded.)

I. KEY FEATURES

A. Top Letterhead Graphic

The black stripe at the top of the first page is no longer made in Word. Instead, it is a stand-alone graphic file. We made this change to avoid annoying white lines between elements that appeared in the former versions of the letterhead. Making new graphic images is quick and easy—we use Adobe Illustrator for this, just as we do with our plastic business cards. Always check to be sure that you have the right template for you by checking the name on the right-side of the stripe.

B. Saving As A Template

The first time you download this letterhead template, save within Word by clicking "File," then "Save as **template**." This will store it as a ".dotm" (macro-enabled template) file in the hidden template file covered in the procedure for saving the Word Normal Template (which must be titled "**normal.dotm**", so that you won't accidentally overwrite the master template.



Whenever you open a template to create a new document (by clicking “**File**” then “**New from template**”), you must save the draft into an appropriate SharePoint “Drafts” library as a “.docx” Word file with a descriptive name. Avoid saving drafts to your desktop, so that all drafts are easily found in the “Drafts” library.

C. Address Line

The address line is a 2-column table (to which you may add a column). Spread addresses evenly in the columns if you have many addressees to save vertical space at the top. You can type ENTER to add lines in a column, and press TAB to move to the next column.

D. Drafts Box

The draft box should be deleted before sending “final” correspondence to its intended target. Leave it there if you are sending a proposed letter for approval from others.

E. Reference Table

The reference table uses a new row for each item, because unlike the address box, items in the reference table must remain paired together. You may delete or add entire rows by right-clicking within the table and selecting the option you desire.

F. Headings

Use the same keystrokes as our standard Normal template. Re-number headings (right-click on the heading letter or number, and choose “**Restart Numbering**”) when a new upper-level heading is used. Failure to adhere to these requirements can make editing a draft take much more time than it should. Adding and moving sections with headings will require manual correction otherwise.

G. Signature Block

The signature block should have your name and signature already in place on new draft documents made using the Letterhead Template. It should show your correct name and signature, which we insert from a stylus-made version using iPads.

H. Saving Output as PDF

Remember to save your final PDF documents in the “Correspondence” library of your SharePoint case subsite. Review the PDF document for proper heading placement and pagination before saving the PDF and sending it to ensure that the PDF conversion process did not affect your layout, fonts or pagination.

There are many ways to save a Word document as a PDF. The best of these is to click “**Acrobat**” and select the option to use the external conversion option. When you do this, the live links in your document will still work within the PDF file. One live link that is present in every letter is the black stripe at the top. When it is double clicked in the PDF version (made using Acrobat), a new email pre-addressed to you will open up for the user.



Sincerely,

GODFREY | JOHNSON^{PC}

A handwritten signature in blue ink, appearing to read "Brett Godfrey", written over the printed name.

Brett Godfrey