

## MODULE 4: ORGANIZING THE LETTERS

### Lesson Overview

Once you begin receiving letters, the campaign can quickly get messy—emails here, printed letters there, and some supporters unsure where to send their drafts. Poor organization can frustrate your attorney and reduce the impact of your presentation. This module shows how to **track, organize, and coordinate** so your letters strengthen your sentencing package instead of creating confusion.

### Key Concepts

1. Centralize Everything
  - ◇ Collect all letters in one place (ideally your attorney’s office).
  - ◇ Avoid supporters sending letters directly to the Court—you don’t want unscreened or poorly formatted submissions to reach the judge.
2. Track Progress
  - ◇ Use a simple spreadsheet or checklist to track:
    - Who you’ve asked.
    - When you asked.
    - Status of draft (pending, received, reviewed).
    - Date submitted to attorney.
3. Coordinate with Counsel
  - ◇ Always send letters to your attorney first, never straight to the Court.
  - ◇ Counsel may edit formatting or decide whether certain letters help or hurt.
  - ◇ Respect legal strategy: sometimes fewer, stronger letters are better than many weak ones.

4. Aim for Quality and Diversity
  - ◇ A packet of 10 high-quality, diverse letters is more persuasive than 50 short, repetitive ones.
  - ◇ Show a range of perspectives (family, work, community, faith, service).
5. Deadline Discipline
  - ◇ Set a personal deadline at least 3 weeks before sentencing.
  - ◇ This gives counsel time to review and integrate into the sentencing memorandum.

## Steps to Build an Organized System

1. Spreadsheet or Logbook

Create a table with the following columns:

Name	Relationship	Date Requested	Status (Pending/Draft/Final)	Notes (Theme/Story)	Sent to Counsel (Y/N)
Pastor Smith	Faith Leader	8/10	Draft Received	Youth mentoring	Y
Maria Lopez	Employer	8/15	Pending	Work ethic, honesty	N

2. Folder System
  - ◇ Digital: Save each letter as “Name\_Relationship\_Date.”
  - ◇ Physical: Keep printed copies in a binder with tabs.
3. Weekly Review
  - ◇ Spend 15 minutes once a week updating your log.
  - ◇ Follow up with anyone who hasn’t responded.



## Reflection Journal Prompt

- » What system will you use to keep your campaign organized—digital, paper, or both?
- » How will you make sure your attorney always has the final say before anything reaches the Court?

## Worksheet: My Tracking Template

Fill in the table below with at least 5 letter-writers you've identified:

Name	Relationship	Date Requested	Status (Pending/Draft/Final)	Notes

## Key Takeaway

A well-run campaign shows the judge not only who you are, but also how seriously you've taken the process. Disorganized or late letters weaken your presentation; organized, diverse, and timely submissions strengthen your credibility and make your attorney's job easier.

