SQL Server Reporting Services (SSRS) is a server-based report generating software system from Microsoft. SSRS allows the user to pull data from the CM/ECF database for pending **MJ cases awaiting the filing of an Indictment or Information (CMP count = P1)** where a future Arraignment date is set before a specific judge. The exported Excel list can then be merged (via Microsoft Mail Merge) in with the MJ Order (Word template) created for each Magistrate Judge.

Step 1: Run the SSRS Report and Export to Excel Format

Access the SSRS Report (titled: Report for MJ Order Merge) via SharePoint under:
http://sp.casd.circ9.dcn/sites/IT/CMECF%20Reports/Report%20for%20MJ%20Order%20Merge.rdl?d=wd1120200ca3b415a9900fe7db38834a3.
IT - CM/ECF Reports - Report for MJ Order Merge

Click on the Report to receive the parameter prompts
(**Hearing Judge** and **Start Date - Hearing Set** and **End Date - Hearing Set**).

Click *Apply* to run the report.

Select *Actions - Export - Excel* to output an Excel spreadsheet.
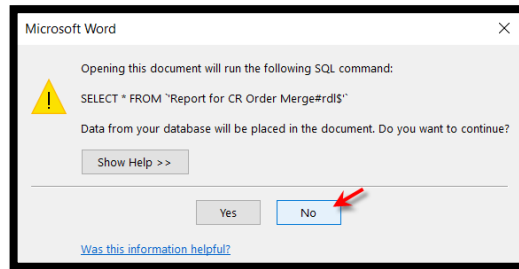

You'll receive a dialog box to Open/Save the file. From the Save drop-down options, Select *Save As.*

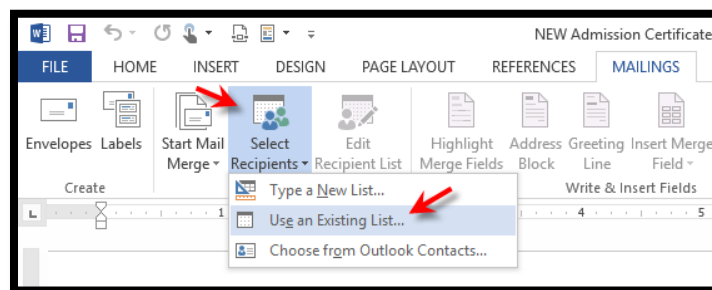## Step 2: Merge Data into MJ Order Template

Open your *Merge Ready* Word template (example: MDD_MJ Order and Findings)
I: Drive - Courtroom Deputies - District - MJ Orders_Merge Ready

Click *No* when prompted to populate your
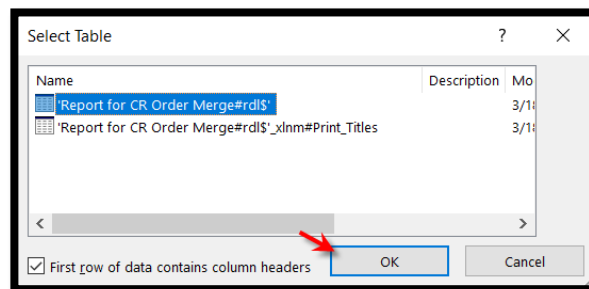template with the last list of data used.

Begin your new data merge by selecting
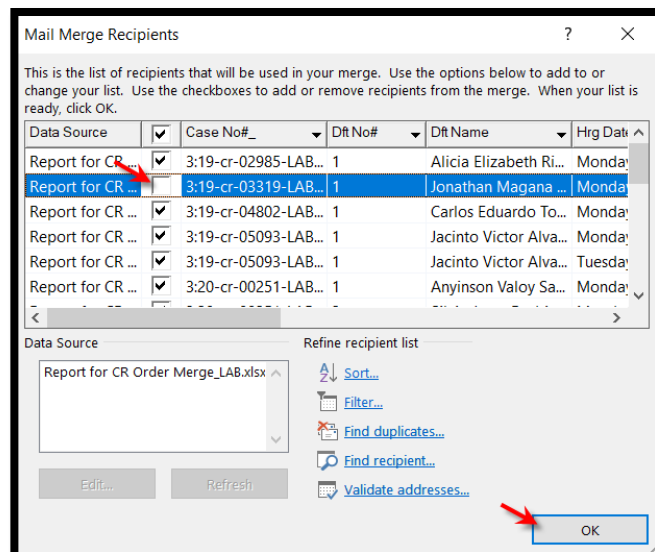*Mailings - Select Recipients - Use an Existing List*

Select the **Excel data (Report for MJ Order Merge)** you previously saved.

Click *OK* to verify the selected table.

From the Mailings Ribbon, click on *Edit Recipient List* to **Deselect** any rows of data you do not want
to merge into your template.

Click *OK* to continue.

From the Mailings Ribbon, click on *Finish & Merge - Edit Individual Documents*, then *OK* to obtain a file of all populated orders.