



State of New York
Supreme Court, Appellate Division
Third Judicial Department
Office of Attorneys for Children
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Betsy R. Ruslander
Director

MEMO

To: AFC Panel Members
From: Betsy R. Ruslander
Re: Annual Panel Redesignation Application for 2021
Date: July 17, 2020

On behalf of Hon. Elizabeth A. Garry, Presiding Justice of the Appellate Division, Third Judicial Department, and all members of the Court, thank you very much for your significant work and dedication as an attorney for the child.

Pursuant to the Rules of the Appellate Division, Third Department (22 NYCRR) § 835.2, all panel members are required to submit to the Office of Attorneys for Children, by **October 1** of each year, a Panel Redesignation Application that will allow you to continue serving as an attorney for the child. The Panel Redesignation Application reflects and documents your desire to continue serving on the panel, your knowledge of, and compliance with, the Summary of Responsibilities of the Attorney for the Child, your familiarity with Compensation Policies and Procedures, the applicability of section 835.2 regarding full-time government employment, and any other significant information of which our office should be aware concerning your standing as a panel member.

PLEASE NOTE: In an effort to make submission of the Panel Redesignation Application easier, the process for submission has changed. Click [HERE](#) to access the online form, complete the form online, and click "submit" where indicated. By clicking the "submit" button, the completed application will be automatically emailed to our office at ad3oac@nycourts.gov. There is no need to print and mail the application.

Please complete and submit the form at your earliest convenience, but no later than **October 1, 2020**.

DISCIPLINARY HISTORY LETTER: If you are requesting a disciplinary history letter from the Attorney Grievance Committee in the First, Second or Fourth Departments, you will need to include a stamped envelope addressed to our office. If your principal law office is located in the Third Department, you do not need to include an envelope as the Third Department Attorney Grievance Committee office is in our building.

Once your completed application has been received by this office, including the disciplinary history letter that you will request from Attorney Grievance, you will receive an email confirmation. If you submit your application and do not receive a confirmation by November 1, 2020, you should contact this office immediately in order to ensure that your redesignation is not jeopardized.

If you are new to the panel and were added in the calendar year 2020, you do not need to file this application at this time.

If you have any questions, please feel free to contact me.

Once again, thank you very much for your continued service as an attorney for the child.