



State of New York
Supreme Court, Appellate Division
Third Judicial Department
Office of Attorneys for Children
P.O. Box 7288, Capitol Station
Albany, NY 12224-0288

Robert D. Mayberger
Clerk of the Court

(518) 471-4825
Fax: (518) 471-4757
<http://www.nycourts.gov/ad3/oac>
ad3oac@nycourts.gov

Betsy R. Ruslander
Director

To: All Third Department Panel Attorneys for Children
Family Court Judges
Family Court Clerks
From: Betsy R. Ruslander
Re: Attorney for the Child Vouchers
Date: October 24, 2011

We have been directed that no later than January 1, 2012, the use of the E-voucher system, including the "real time" feature, must be mandated for all panel attorneys.

We are cognizant of the magnitude of implementation, including the fact that most panel members do not use the E-voucher system, and that "real time" billing is new for everyone. As such, in order to facilitate an orderly transition to the E-voucher system, all panel members who are not yet using the E-voucher must submit a paper interim voucher, for any and all unbilled work to date, by the end of the year and begin using the E-voucher and "real time" billing as of January 1, 2012. If you are using the E-voucher, there is no need for you to submit any interim vouchers.

For those who have already begun using the E-voucher

If you are already using the E-voucher, you know that the system allows you to bill as you go along. You don't have to wait until the end of the case to make entries into the system. For work you already have in the system, you may continue billing in tenths of hours; but for any new vouchers entered after mid-November (expected go-live date of "real time"), you must use "real time". Notably, the voucher that you print out to be submitted to the court will look exactly the same as it does now, in tenths of hours.

For those who are new to using the E-voucher

If you are new to using the E-voucher, the first thing to know is that you must have access to e-mail to use the system. Secondly, everyone must obtain a user name and password, if you have not already done so. To do so, simply e-mail a request to ad3-oac-vouchers@nycourts.gov. We strongly encourage you to become acquainted with the use of the E-voucher by familiarizing yourself with the online manual which will serve as a useful introduction for you and/or your billing staff. This can be found on our web page at nycourts.gov/ad3/oac. The system is very user-friendly, but rest assured, we will be hosting training sessions by judicial district as soon as they can be scheduled. You and/or the person who does your billing are welcome to attend any or all of these sessions. We will notify you shortly of the dates and locations of the training sessions.

Please know that our office is prepared to do everything we can to assist you in this transition. To that end, attached is an example of a daily "real time" billing sheet that you might find useful in your practice. Additionally, it may be helpful for you to know that the "real time" billing only requires you to enter a start time and time spent, which you can enter in tenths of hours as you do now. The system will automatically compute the end time and precludes that time slot from being billed again that day. And finally, the system includes an export function that allows you to export the E-voucher data to a text file. You can import the data into your existing billing system, including start time, end time and time spent in tenths of hours. As stated above, the voucher that you print out to be submitted to the court will look exactly the same as it does now, in tenths of hours.

Please bear with us as we face the challenges of entering into this new system. Your cooperation is greatly appreciated.

