JC2000
AC-5067
(REV. 10/04)

LAW GUARDIAN VOUCHER

STATE OF NEW YORK - JUDICIARY

APPELLATE DIVISION _____ DEPARTMENT

Voucher No.

Originating Agency	Originating Agency Code	Interest Eligible (Y/N)	P-Contract
Appellate Division, Supreme Court		Y	

Payment Date (MM) (DD) (YY) / /	OCS Use Only	Liability Date (MM) (DD) (YY)

Payee ID	Additional	Zip Code	Route	Payee Amount	MIR Date (MM) (DD) (YY) / /

Payee Name (Limit to 30 spaces)	IRS Code	IRS Amount

Payee Name (Limit to 30 spaces)	Stat. Type	Statistic	Indicator-Dept.	Indicator-Statewide

Address (Limit to 30 spaces)	Ref/Inv. No. (Limit to 20 spaces)

Address (Limit to 30 spaces)	Ref/Inv. Date (MM) (DD) (YY)

City (Limit to 20 spaces) (Limit to 2 spaces) →	State	Zip Code	

For legal services rendered as Law Guardian pursuant to FCA Art. 2 part 4 in the Court of,
County from_____ to _____for_____ , docket/index/file number _____.

INSTRUCTIONS TO LAW GUARDIAN: An Attorney Activity Sheet (see reverse side) must be prepared and the totals transferred to the appropriate categories (I, II, III) below. Both sides must be submitted for payment. Please enter the primary proceeding code (case prefix) and number of petitions covered by this voucher in the appropriate spaces, and check the original voucher in the box below.

PROCEEDING CODE: _____ NUMBER OF PETITIONS: _____	CHECK (✓) ORIGINAL VOUCHER ONLY ☐		TOTAL HOURS	AMOUNT
		I. TIME SPENT OUT OF COURT		
		II. TIME SPENT IN COURT		
		III. EXPENSE OF REPRESENTATION		
		TO BE APPROVED BY JUDGE TOTAL		

FOR LAW GUARDIAN'S USE: I hereby certify that the above statement of contractual services is true and correct; that no other claim for payment has been made for the time stated therein; and that no part thereof has been paid except as stated therein and that the balance stated is due and owing and that taxes from which the State is exempt are excluded therefrom.

....
SIGNATURE DATE

FOR USE OF JUDGE: I hereby certify that in accordance with the above statement of services the total fee awarded for such services is fair and just and is set forth above.

....
SIGNATURE DATE COUNTY

STATE COMPTROLLER'S PRE-AUDIT

_____ Verified

_____ Audited

_____ Special Approval (As Required)

CERTIFIED FOR PAYMENT OF THE TOTAL FEE AMOUNT

By_____

FOR APPELLATE DIVISION USE ONLY: I hereby certify that this voucher is correct and just and payment is hereby approved.

....
AUTHORIZED SIGNATURE DATE

Expenditure								Liquidation			
Cost Center Code				Object	Accum		Amount	Orig.Agency	PO/Contract	Line	F/P
Dept.	Cost Center Unit	Var.	Yr		Dept.	Statewide					

ATTORNEY ACTIVITY SHEET

Page:____

Client Name:_____ Docket #:_____

Disposition (last sheet only):_____

Date	Hours (.10s) O/C	Hours (.10s) I/C	Activity Code	Summarize Activities	Expense Amount
Hours				Page Totals	Expenses

Activity Codes:

I. Out-of-Court
- A. Review Documents
- B. Client Interview
- C. Travel
- D. Phone/Correspondence
- E. Legal Drafting
- F. Legal Research
- G. Investigation
- H. All Other

II. In-Court
- J. Initial Appearance
- K. Pre-trial Hearings
- L. Fact-Finding
- M. Disposition
- N. All Other

III. Other
- P. Expenses (list along right side of form)

(Rev 2.7 10/04)