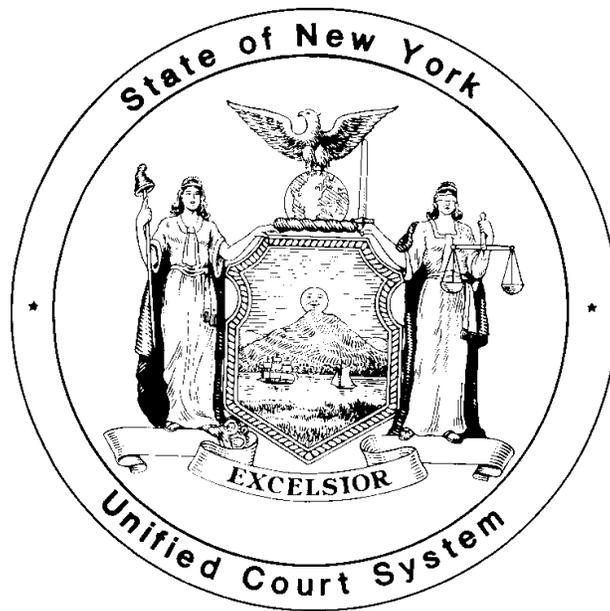


*State of New York
Appellate Division, Supreme Court
Second Judicial Department*

Honorable Randall T. Eng, Presiding Justice



Attorneys for Children Online Voucher Manual

TABLE OF CONTENTS

Introduction	1
Getting Started	2
Accessing the Court’s Website	8
Log on Screen and Password	13
Law Guardian Home Screen and Profile	18
Creating a New Voucher	22
Multiple Out-of Court Activities	33
In-Court and Single Activities	39
Saving and Submitting	45
Completed Printed Voucher and Activity Sheet	47
Vouchers for Substitution of Counsel	50
Open Vouchers	57
Primary Day: Kings, Queens, Richmond	60
Primary Day: Nassau	72
Reports and Extract	74
Attorney Assignment Report	76
Generate Activity Extract	78
Submitted Voucher Report	81
Un-Vouchered Dockets	84
Find Conflicts	87
Appearance Search	92
Case Voucher Warnings and Thresholds	94



**SUPREME COURT APPELLATE DIVISION
SECOND JUDICIAL DEPARTMENT
LAW GUARDIAN PROGRAM
335 ADAMS STREET, SUITE 2400
BROOKLYN, NEW YORK 11201
718-923-6350**

HARRIET R. WEINBERGER, ESQ.
Director

FAX 718-624-5603

JOANA C. EDER, ESQ.
Assistant Attorney

Fall 2008

Dear Panel Member:

Our office has prepared this manual as a guide to the Law Guardian Internet Voucher Program. You will find within this handbook, a detailed table of contents, step by step instructions, and examples of completed vouchers. It may be helpful to you to print out the entire manual and maintain it in a binder as a reference. The panel will be kept apprised by the Law Guardian Program Office, via email, of any future additions or changes to the Law Guardian Internet Voucher Program. If you have any questions about this material please contact the following staff members:

Lorraine Benton-Horne - (347) 401-9992; lhorne@courts.state.ny.us

Taneca Marksman - 718-923-6313; tmarksma@courts.state.ny.us

Melvina Spooner - (718) 923-6353; m Spooner@courts.state.ny.us

As always, the Appellate Division, Second Department, Law Guardian Program, and the courts in which you serve, are grateful to you for your work on behalf of children.

Very truly yours,

HARRIET R. WEINBERGER

HRW:jce

GETTING STARTED

System Requirements:

The Law Guardian system requires the latest version of Adobe Reader. To obtain the latest version, please visit the website listed below.

<http://www.adobe.com/products/acrobat/readstep2.html>

It is recommended that you use the latest browser. Below are links to the websites for each browser.

Internet Explorer: <http://www.google.com/toolbar/ie7>

Firefox: <http://mozilla.com/en-US/firefox/?from=sfx&aid=1111424>

Netscape: <http://browser.netscape.com/>

Safari: <http://www.apple.com/safari/>

The Law Guardian Internet Voucher System requires that the browser you are using allow popups.

Email

If you use a spam filter, please update your filter to allow email from the following address:

Law_Guardian_System@courts.state.ny.us

This is the only way to receive email notification of a password reset.

Enabling Popups:

Internet Explorer Help for Windows XP SP2

To enable popups in INTERNET EXPLORER

- Click on Tools->Internet Options
- Click on the 'Security' tab
- Click on the 'Custom Level...' button
- Find the 'Use Popup Blocker' option and click on 'Disable'

You also need to

- Click on the 'Privacy' tab in Tools->Internet Options
- Uncheck the 'Block Popups' checkbox

You can also enable just this site to open popup windows by performing the following steps:

- Click on Tools->Internet Options
- Click on the 'Privacy' tab
- Leave the box next to 'Block Popups' checked
- Click on the 'Settings...' button
- Enter the website address in the 'Address of web site to allow' field and click on the 'Add' button
- Click 'Close' to save your changes

Mozilla Firefox Help

To enable popups in Firefox, click on the 'click here..' in the error message and

Click on 'Allow Popups For' to enable this site to popup windows OR

- Click 'Edit Popup Blocker Options' to enable this site to popup windows
- Enter the website address in the 'Address of web site' field and click on the 'Allow' button
- Click 'OK' to save your changes

You can also do this by

- Clicking on Tools->Options
- Select 'Web Features'
- Uncheck the box next to 'Block Popup Windows'

You can also enable just this site to open popup windows by performing the following steps:

- Click on Tools->Options
- Select 'Web Features'
- Leave the box next to 'Block Popup Windows' checked
- Click on the 'Allowed Sites...' button next to the 'Block Popup Windows' option
- Enter the website address in the 'Address of web site' field and click on the 'Allow' button
- Click 'OK' to save your changes

Netscape Help

To enable popups in Netscape

- Click on Edit->Preferences
- Click on 'Privacy & Security'
- Click on 'Popup Windows'
- Uncheck the box next to 'Block unrequested popup windows' to enable popups
- Click on 'Ok' to save your changes

You can also enable just this site to open popup windows by performing the following steps:

- Click on Edit->Preferences
- Click on 'Privacy & Security'
- Click on 'Popup Windows'
- Leave the box next to 'Block unrequested popup windows' checked
- Click on the 'Allowed Sites...' button next to the 'Block unrequested popup windows' option
- Enter the website address in the 'Allow popups from the following web sites' field and click on the 'Add' button
- Click 'Ok' to save your changes

Netscape 8.0 Help

To enable popups in Netscape 8.0

- Click on Tools->Options
- Select 'Site Controls'
- Click on the Site List tab
- Select 'I Trust This Site' in the Master Settings list
- Check the box next to 'Allow unrequested popup windows'
- Next click on the Trust Preferences tab
- Check 'Do not use Netscape Trust Ratings' and select 'I Trust This Site' for the default setting
- Click 'OK' to save your changes

You can also do this by

- Clicking on the Site Control logo located at the top right hand of the browser window next to the 'SECURITY CENTER' label
- Follow the instructions above to enable popups in your browser

-
-

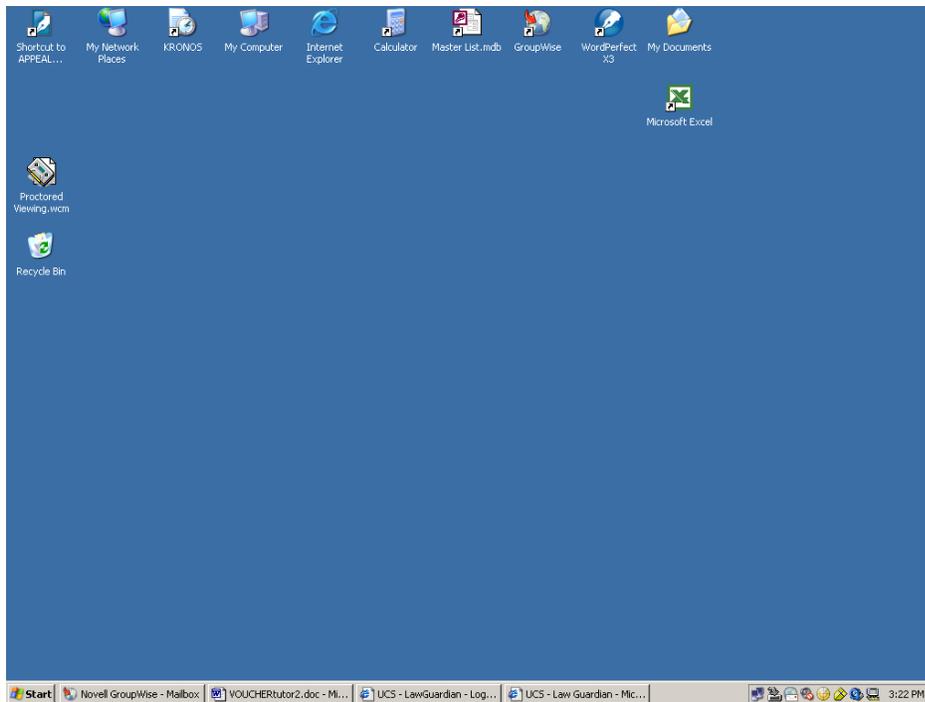
If you have the 'Show Site Control button on tab' checkbox checked in the 'Tab Browsing' Options in the Tools menu, there is yet another way of enabling JavaScript

- Click on the site control image at the top right corner of the browser window tab
- Click on the 'Manage Trust Settings' button on the menu that appears
- Enable popups as mentioned before

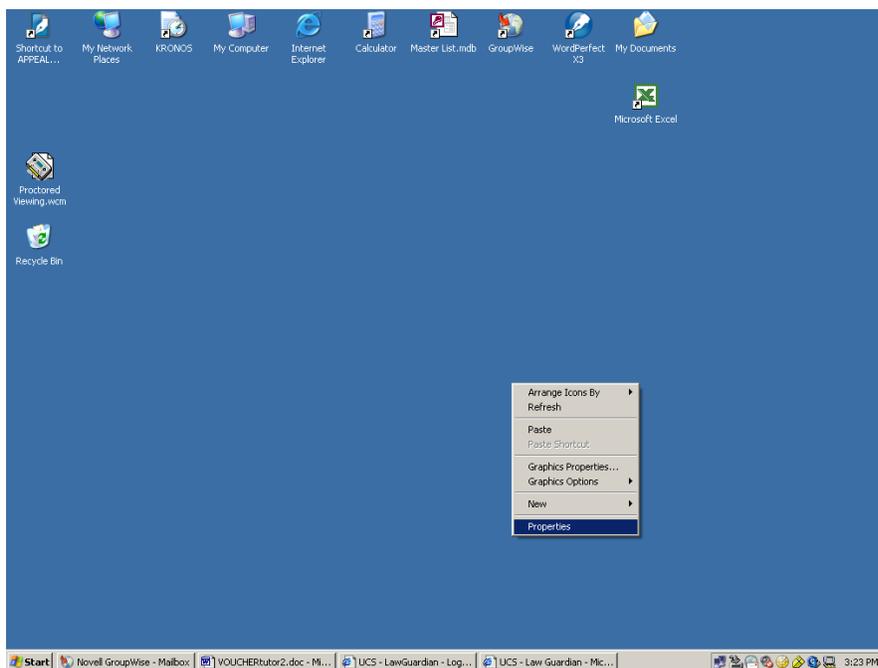
One last way of enabling popups is to

- Right Click on the browser window tab
- Click on the 'Manage Trust Settings' button on the menu that appears
- Enable popups as mentioned before

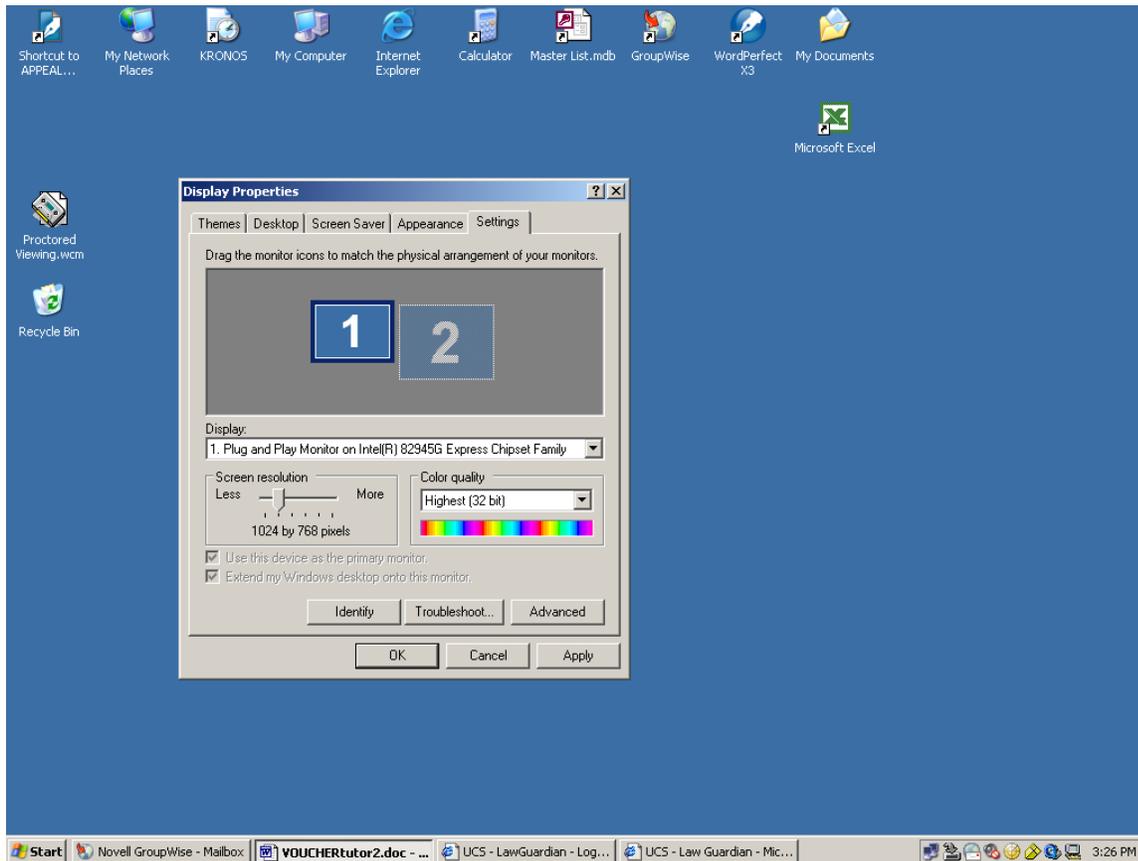
Screen Resolution:



Screen sizes differ among monitors. You must adjust your screen size to 1024 by 768:
- Right click on your desktop



Click on the “Properties” option.



Click on the last tab “Settings” in the box that appears.

Move the “Screen Resolution” bar until it reads “1024 by 768 pixels.”

Click the “Apply” button at the bottom of the box.

(You will only be able to click “Apply” if you had to change your screen size. If you are unable to click the “Apply” button, click “OK.”)

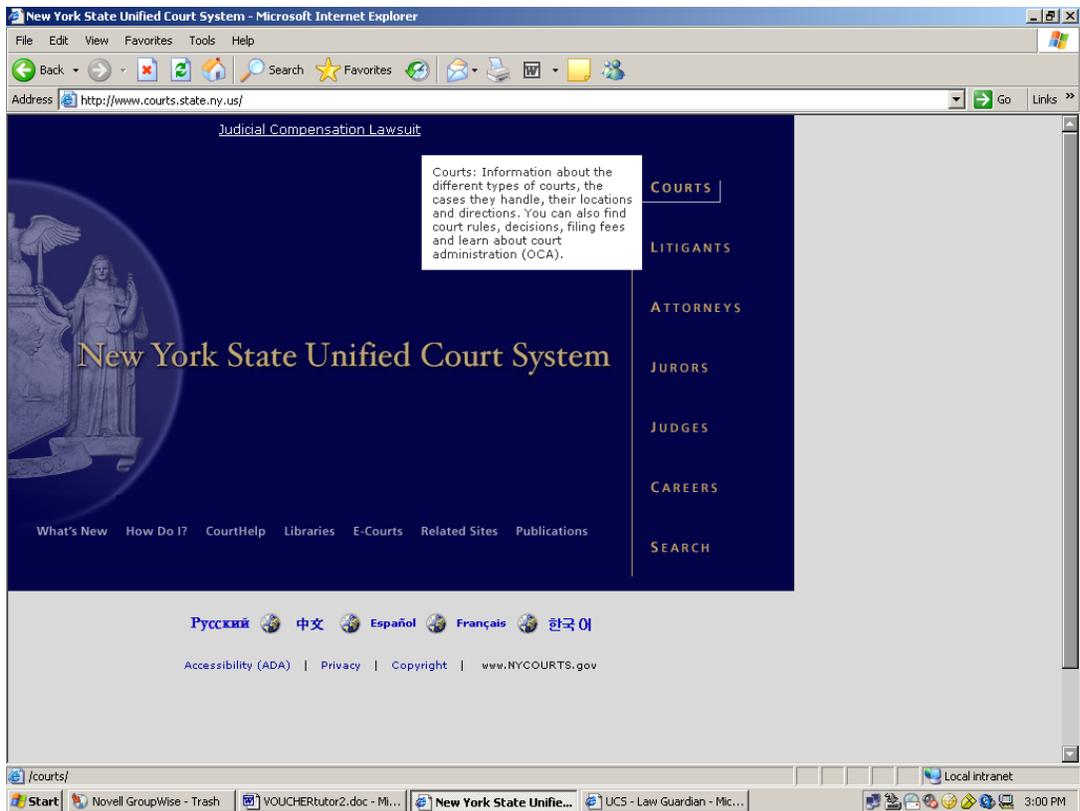
Then Click the “OK” button at the bottom of the box.

ACCESSING THE COURT'S WEBSITE

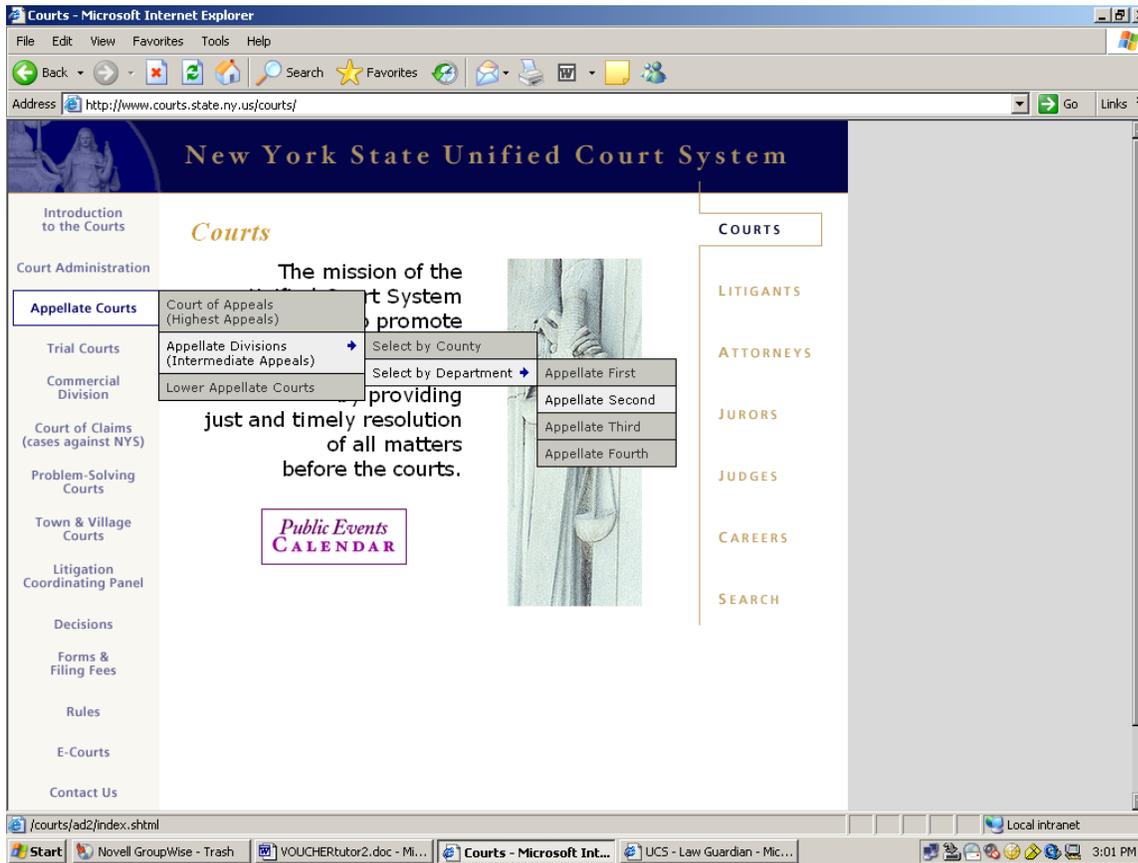


Go to the New York State Unified Court System Website:

www.courts.state.ny.us



Click on the “Courts” button in the upper right hand corner of the screen.

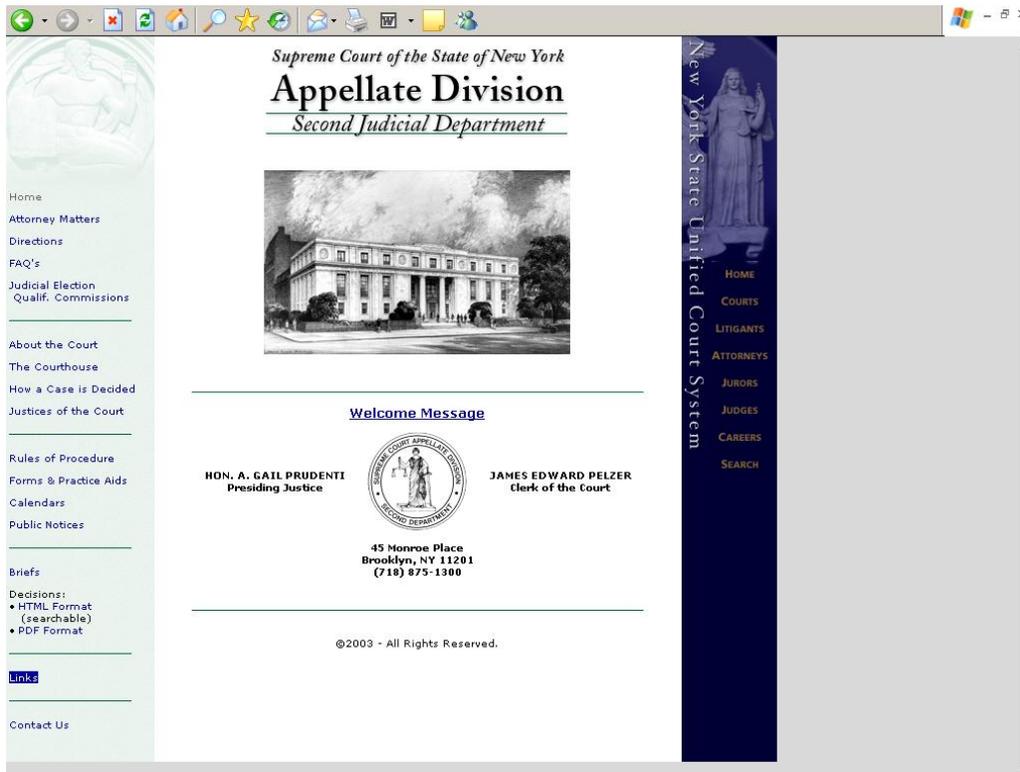


Move the cursor over the “Appellate Courts” button.

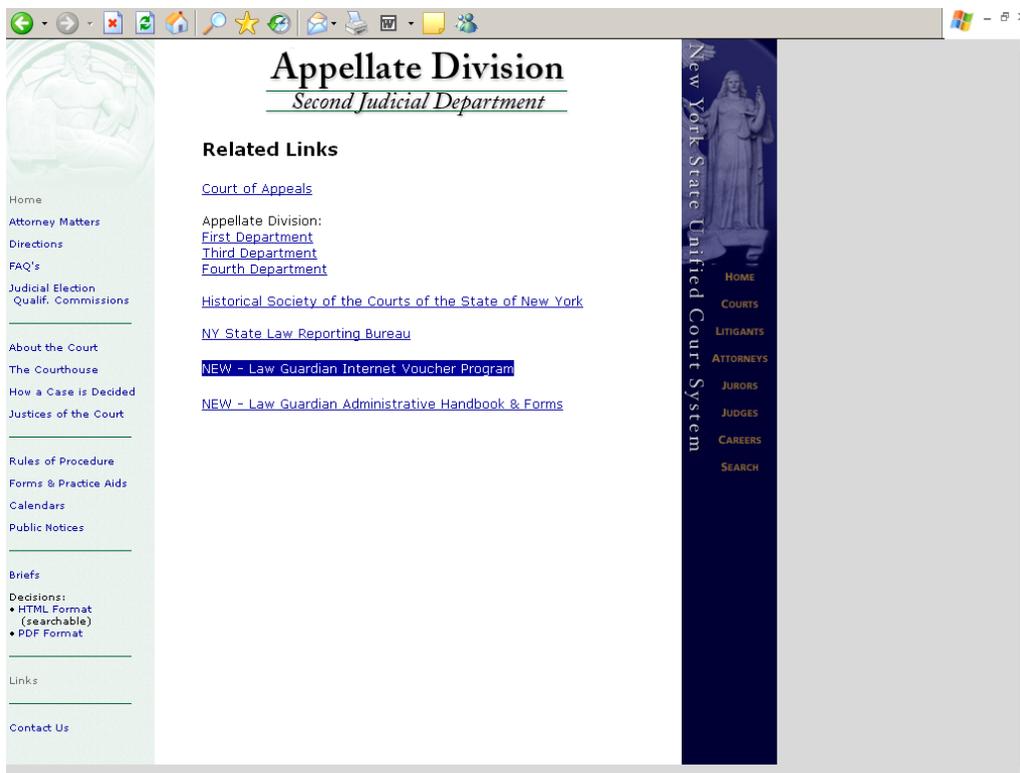
Three boxes pop up. Move the cursor over the “Appellate Divisions (Intermediate Appeals)” box.

Two boxes pop up. Move the cursor over “Select by Department” box.

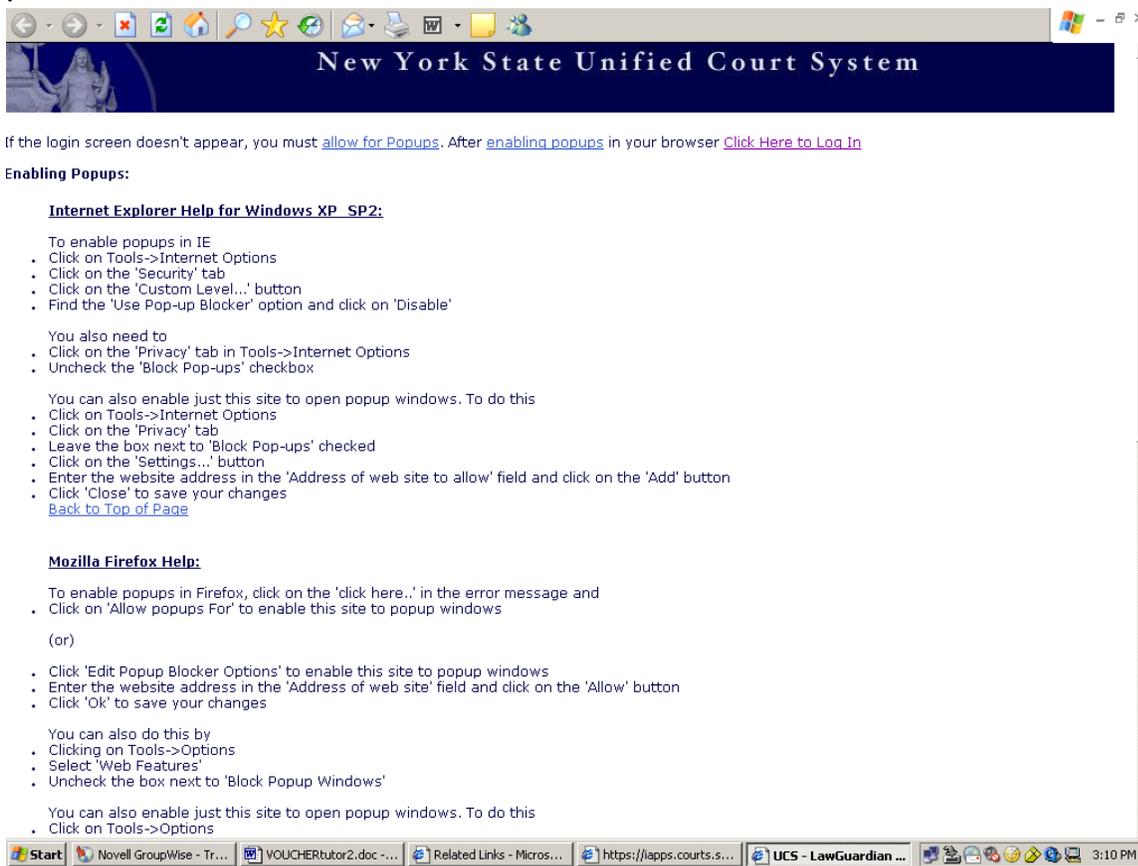
Four boxes pop up. Click on the “Appellate Second” box.



At the bottom on the left side, click the “Links” button.



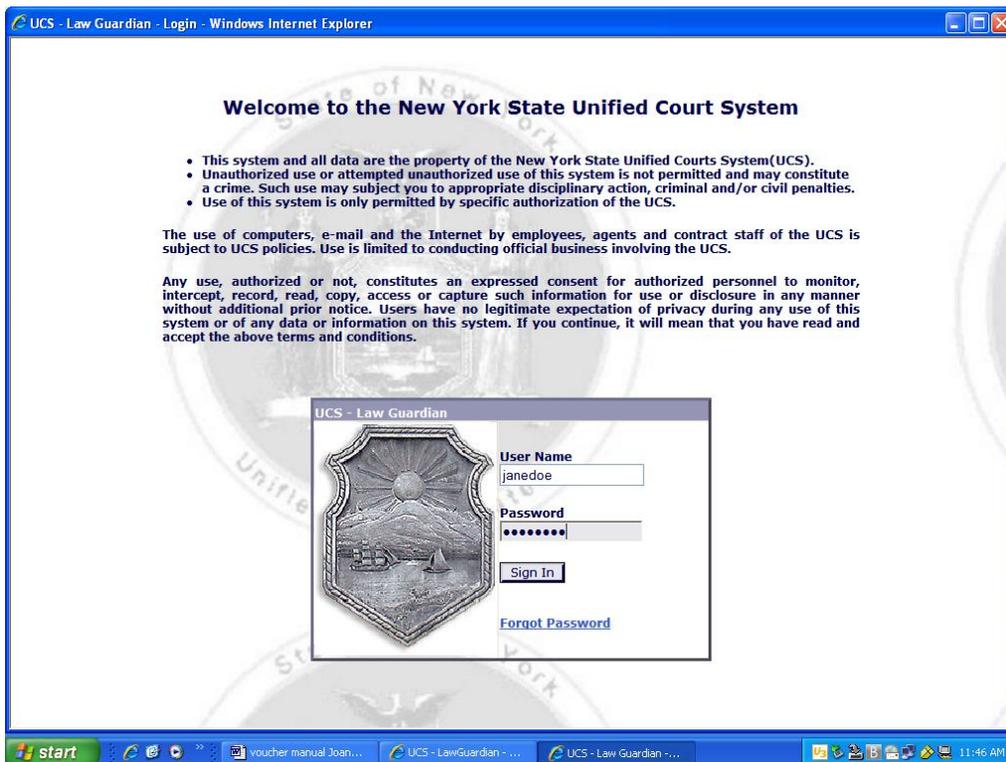
Click on the “NEW – Law Guardian Internet Voucher Program” link in the center of the page



This is the first page that will appear; it is the Browser Requirements page. A second page will pop up; it is the log on screen.

If your browser does not meet the requirements, the log on screen will not appear. If this occurs, please follow the instructions that appear on this screen.

LOG ON SCREEN AND PASSWORD



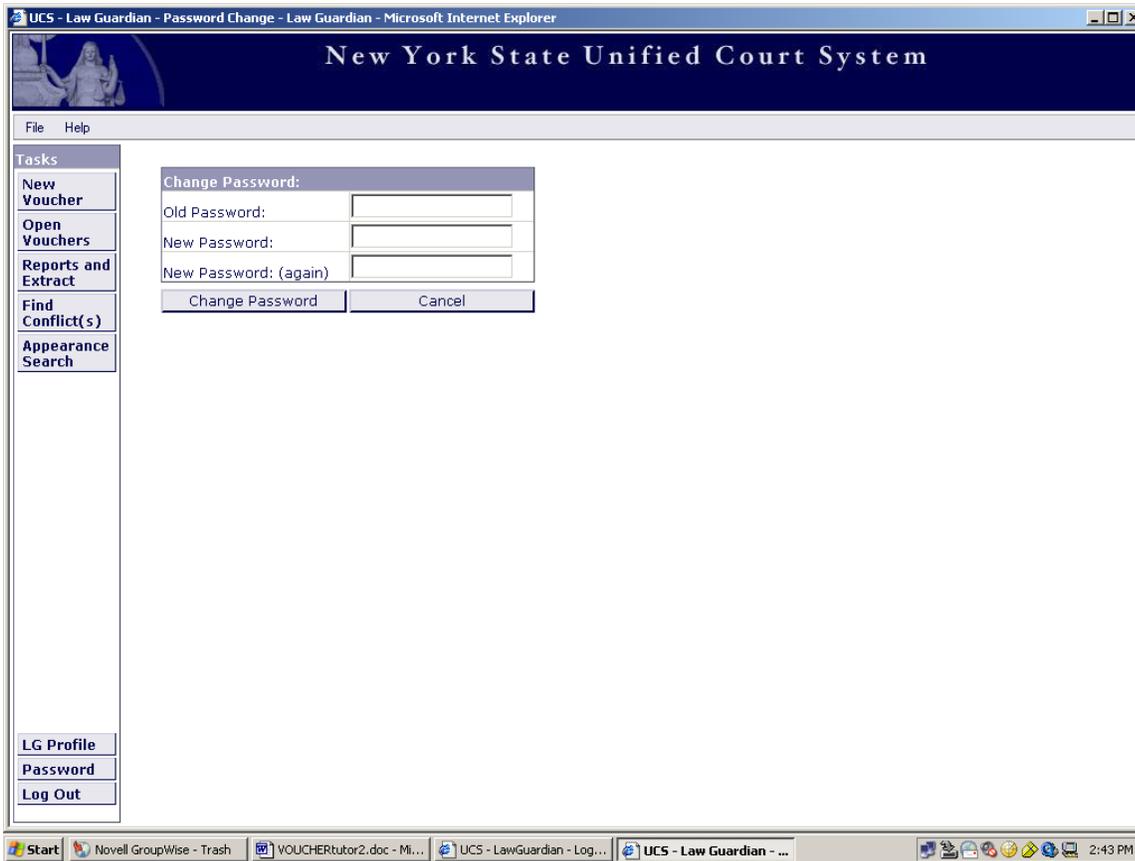
This is the second page that will appear; it is the Log On page.

In the appropriate spaces, type your assigned user name and password, which were sent to you by email.

Click the “Sign In” button.



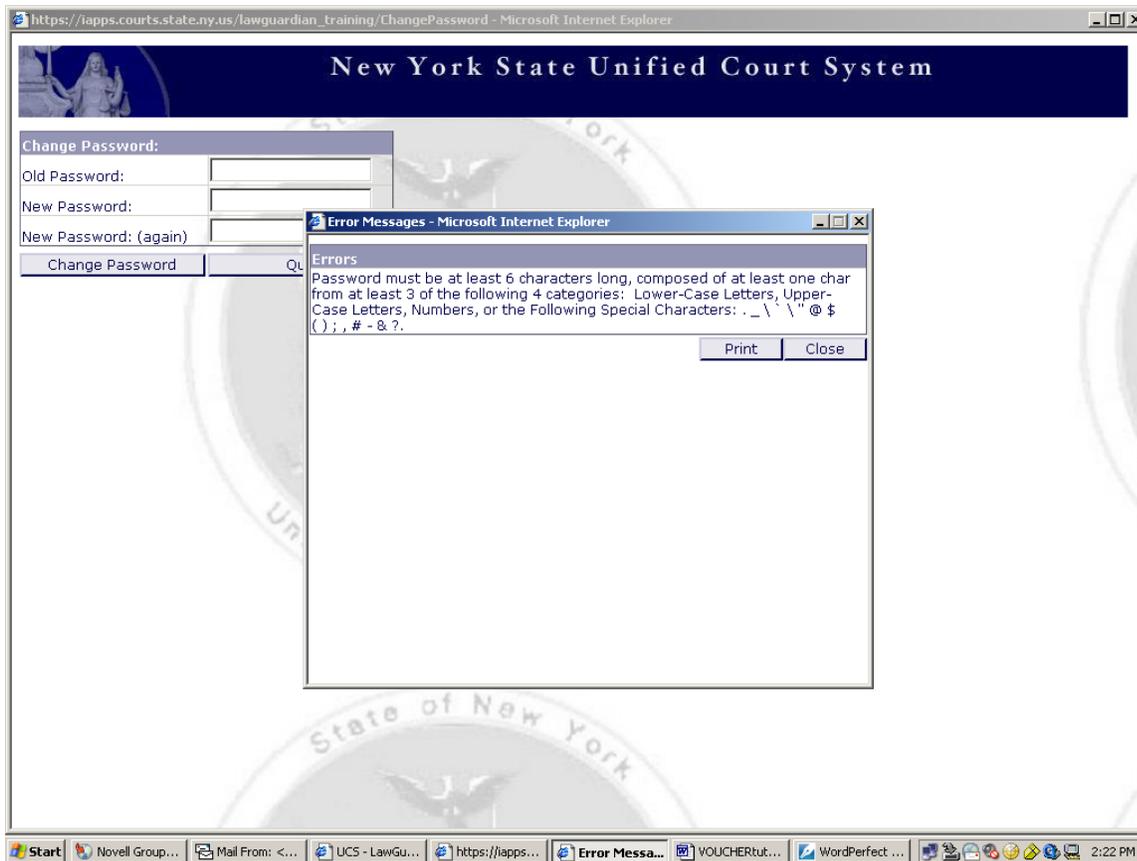
Click the “OK” button.



Type in your assigned password in the “Old Password” space.

Type in the password of your choosing in the “New Password” space. Your new password must be six characters long with one character from at least three of these four categories: Lower-Case Letters, Upper-Case Letters, Numbers, or the Following Special Characters: . _ \ ` \ “ @ \$ () ; , # - & ?.

Click the “Change Password” button.



If your newly chosen password does not fit the criteria, you will get the above captioned error message.

Please reread the password criteria, hit the “Close” or “Print Button,” and type a new password in the “New Password” space.

Click the “Change Password” button.

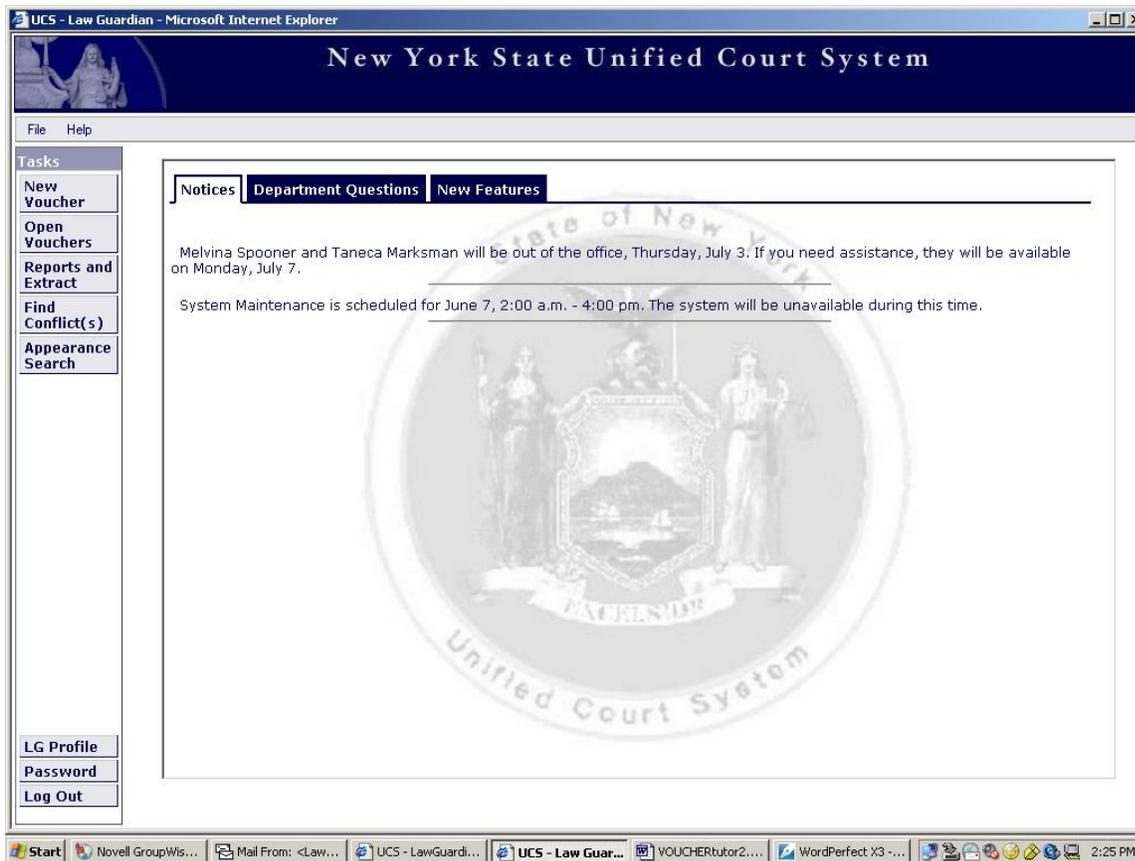


From the drop down menu, click on a password hint question.

In the space provided, please type your password hint answer to the question you chose.

Click the “Submit” button.

**LAW GUARDIAN
HOME SCREEN
AND
PROFILE**



This is the Home screen. Messages and updates will appear periodically on this Home screen as displayed in the example above.

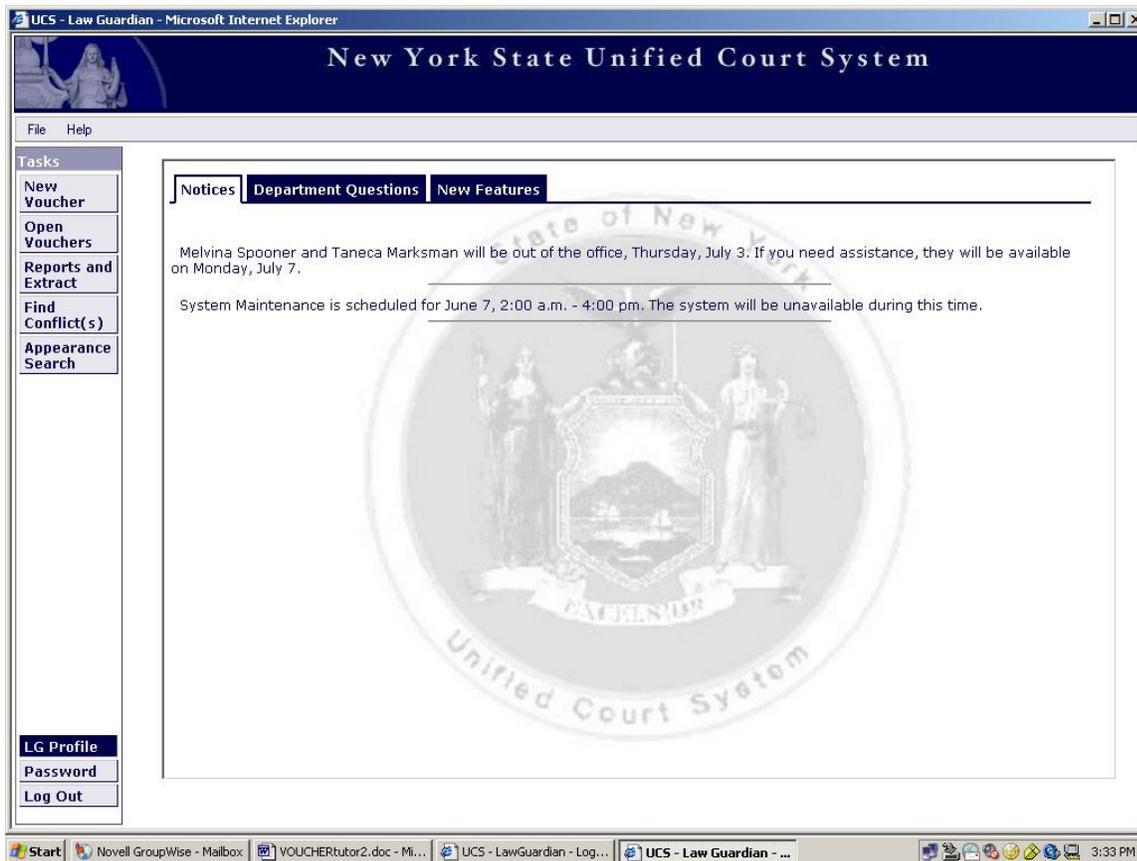
For New Vouchers, refer to page 23

For Open Vouchers, refer to page 57.

For Reports and Extract, refer to page 74.

For Find Conflict(s), refer to page 87.

For Appearance Search, refer to page 92.



In the bottom left corner, click on the “LG Profile” button.

UCS - Law Guardian - LG Profile - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

[New Voucher](#)

[Open Vouchers](#)

[Reports and Extract](#)

[Find Conflict\(s\)](#)

[Appearance Search](#)

[LG Profile](#)

[Password](#)

[Log Out](#)

Law Guardian Information:

First Name: Middle Name: Last Name: Suffix:

SSN: x:

EIN:

Mailing Address for Payment:

Enter the mailing address the payment should be sent to

Street:

Apt: Floor: Room:

City:

State: Zip Code: -

Alternate Correspondence Address:

Enter other address, if different from Mailing Address for Payment

Street:

Apt: Floor: Room:

City:

State: Zip Code: -

Contact Information:

Phone: - - Business phone E-mail:

Start Novell GroupWise - Mailbox VOUCHERtutor2.doc - Mi... UCS - Law Guardian - ... 3:50 PM

UCS - Law Guardian - LG Profile - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

[New Voucher](#)

[Open Vouchers](#)

[Reports and Extract](#)

[Find Conflict\(s\)](#)

[Appearance Search](#)

[LG Profile](#)

[Password](#)

[Log Out](#)

Mailing Address for Payment:

Enter the mailing address the payment should be sent to

Street:

Apt: Floor: Room:

City:

State: Zip Code: -

Alternate Correspondence Address:

Enter other address, if different from Mailing Address for Payment

Street:

Apt: Floor: Room:

City:

State: Zip Code: -

Contact Information:

Phone1: - Business phone E-mail:

Phone2: - - - E-mail(again):

Phone3: - - -

Start Novell GroupWise - Mailbox VOUCHERtutor2.doc - Mi... UCS - Law Guardian - ... 3:51 PM

Verify that your information is correct. Make changes if necessary. Click the "OK" button at the bottom of the page when finished.

CREATING A NEW VOUCHER

Multiple Out-of-Court Activities.....	Page 33
In-Court and Single Activities.....	Page 39
Saving and Submitting.....	Page 45
Finished Voucher Examples.....	Page 47

NEW VOUCHER INSTRUCTIONS

UCS - Law Guardian - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile

Password

Log Out

Notices Department Questions New Features

Melvina Spooner and Taneca Marksman will be out of the office, Thursday, July 3. If you need assistance, they will be available on Monday, July 7.

System Maintenance is scheduled for June 7, 2:00 a.m. - 4:00 pm. The system will be unavailable during this time.

State of New York
United Court System

Start Novell GroupWise - Mailbox VOUCHERtutor2.doc - Mi... UCS - LawGuardian - Log... UCS - Law Guardian - ... 3:48 PM

Click on the “New Voucher” button located at the top left side of the screen.

NEW VOUCHER INSTRUCTIONS

UCS - Law Guardian - New Voucher - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile

Password

Log Out

New Online Activity Sheet: Voucher for: George Washington NOLAN

Court: [Dropdown]

Substituting for assigned Law Guardian

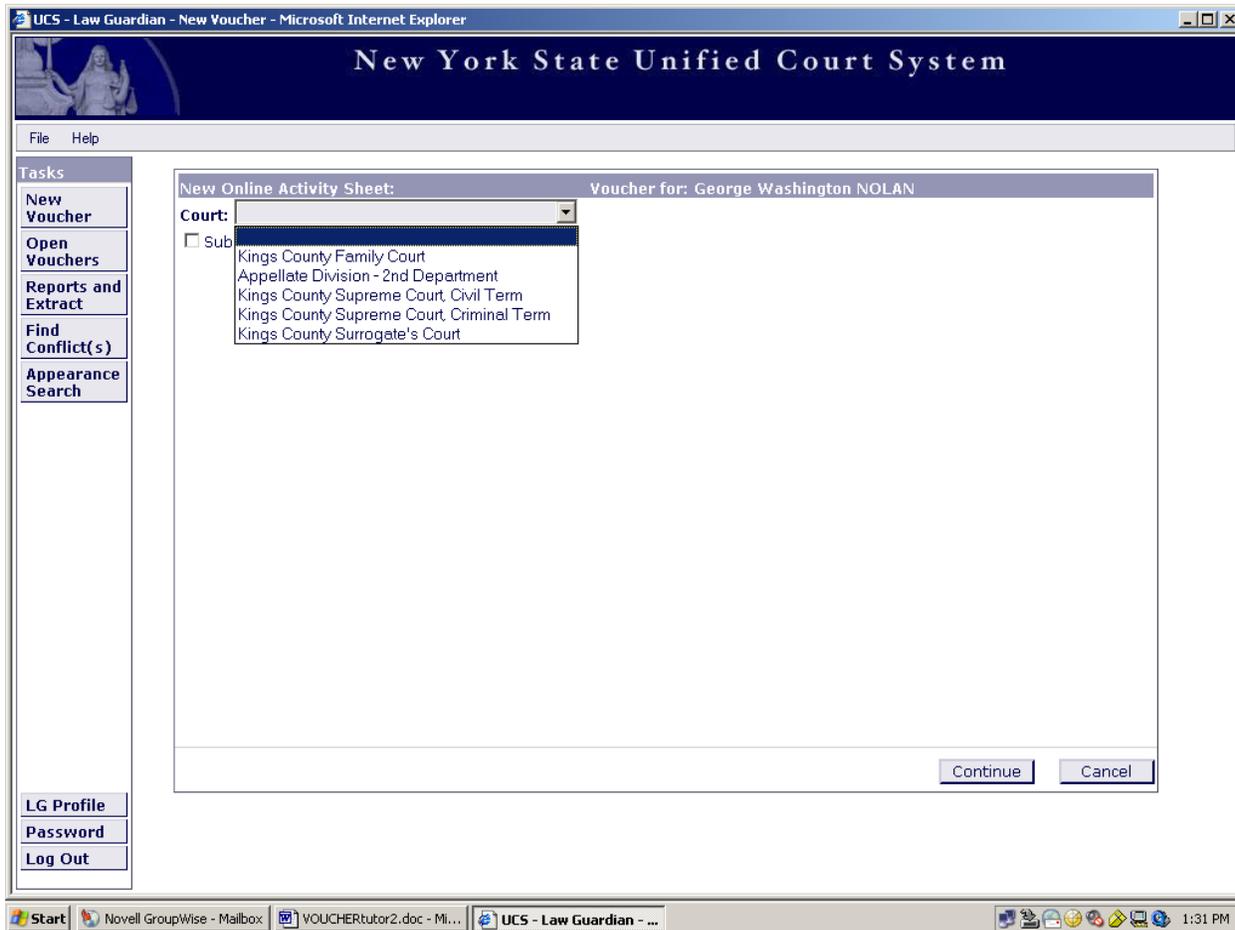
Continue Cancel

Start Novell GroupWise - Mailbox VOUCHERtutor2.doc - Mi... UCS - LawGuardian - Log... UCS - Law Guardian - ... 1:00 PM

If you are substituting for an attorney, please refer to page 50.

If you are not substituting for an attorney, refer to page 25 and continue with your new voucher.

NEW VOUCHER INSTRUCTIONS



Please click on the arrow button beside the court field, and the drop down menu for court selection will appear.

Click on the court in which you appeared.

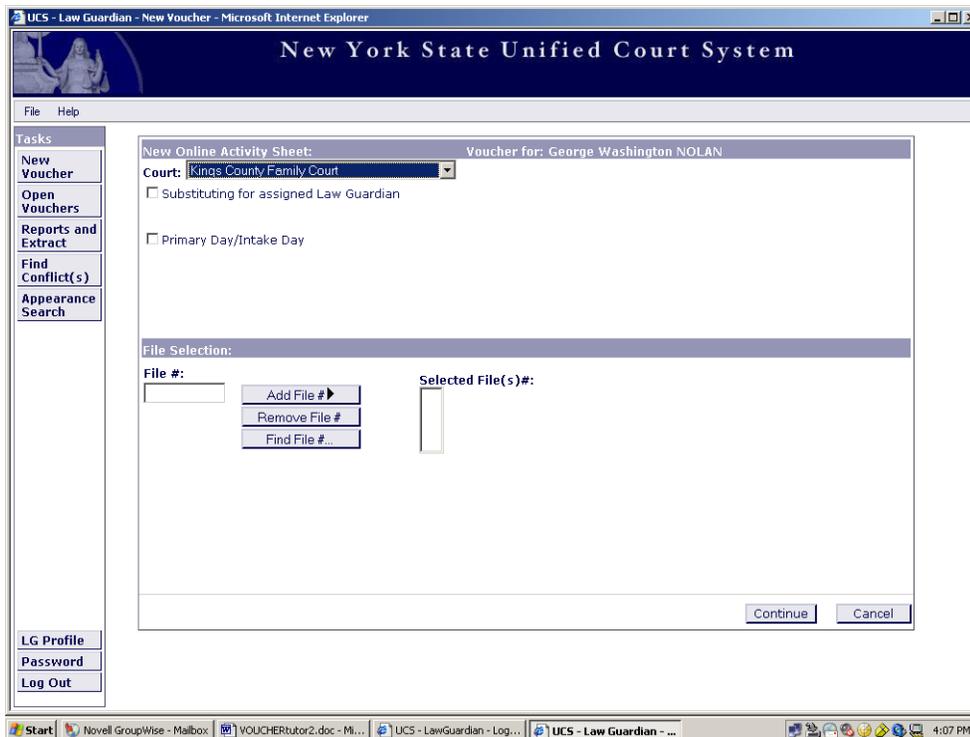
If the screen does not automatically change, click “Continue” at the bottom of the page.

Note:

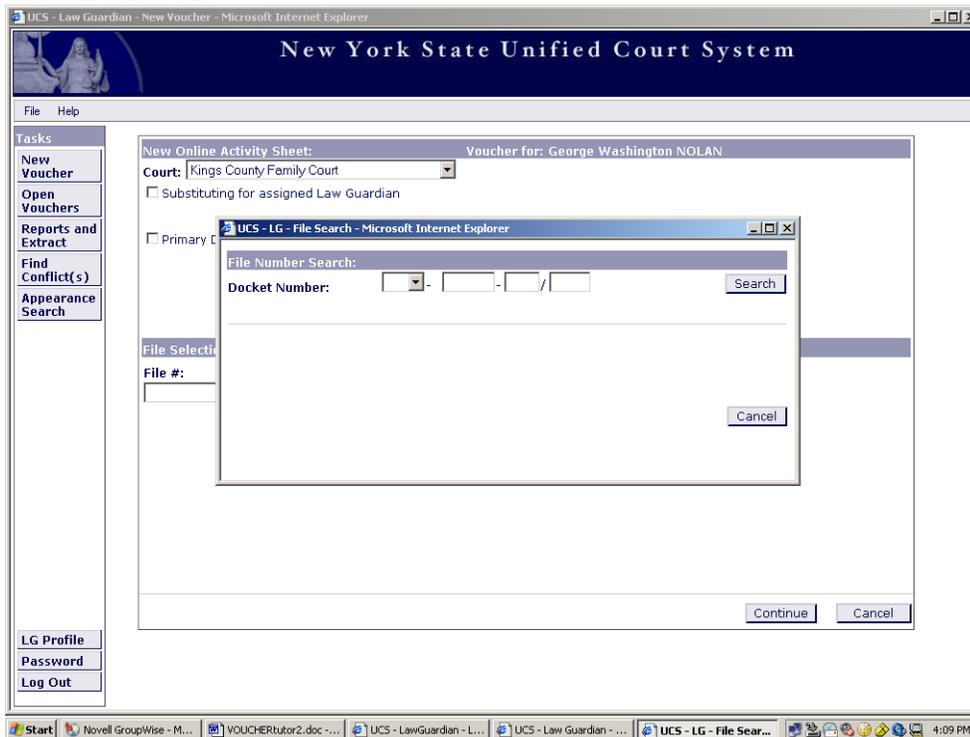
If you are on the Appellate Panel, choose the “Appellate Division – 2nd Department” option.

NEW VOUCHER INSTRUCTIONS

Screen Shot #1



Screen Shot #2

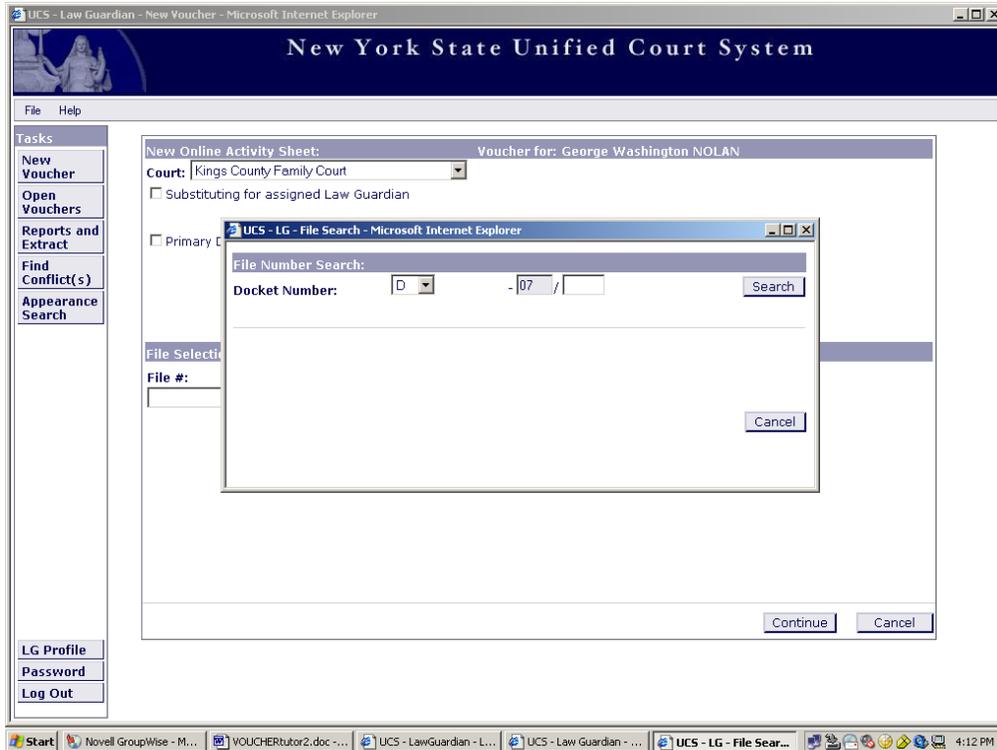


Enter the File # in the provided space. (Screen Shot #1), and click on “Add File#”. Then click on “Continue”.

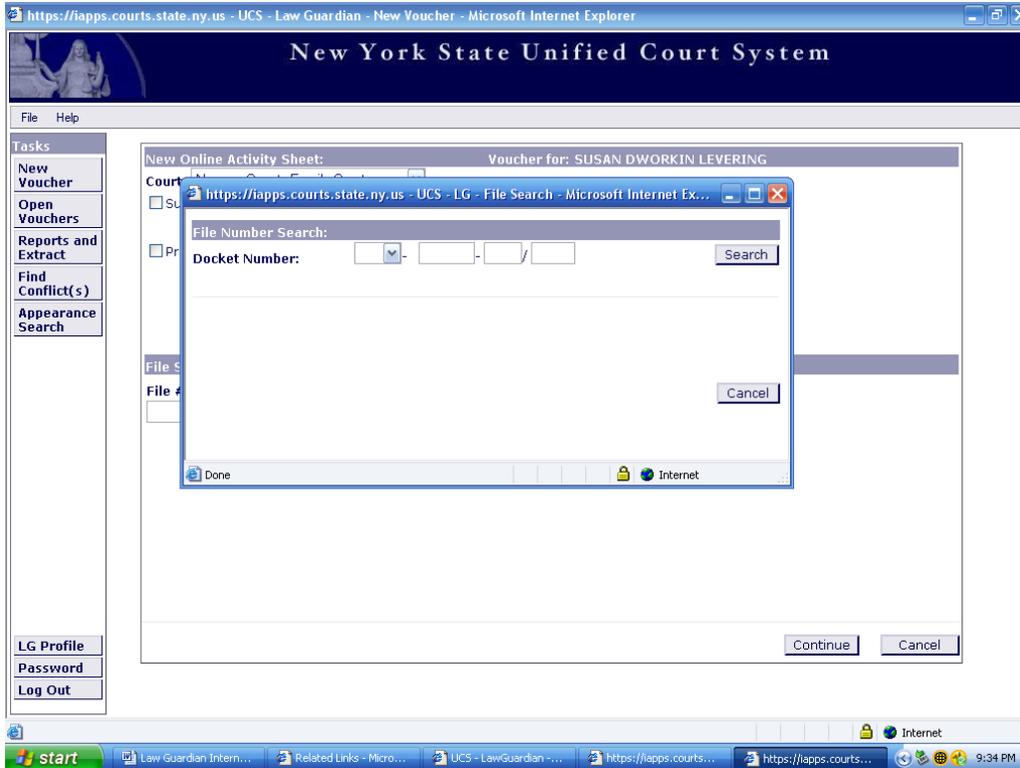
If you do not have the File #, click on the “Find File # ...” button, and a File Number Search screen will appear. (Screen Shot #2)

NEW VOUCHER INSTRUCTIONS

Screen Shot #1



Screen Shot #2



Enter the Docket Number, and click the “Search” button. (Screen Shot #1)

The File # appears; click on the “Add File #” button. (Screen Shot #2)

NEW VOUCHER INSTRUCTIONS

UCS - Law Guardian - New Voucher - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

New Voucher

Open Vouchers

Reports and Extract

Find Conflict(s)

Appearance Search

New Online Activity Sheet: Voucher for: George Washington NOLAN

Court: Kings County Family Court

Substituting for assigned Law Guardian

Primary Day/Intake Day

File Selection:

File #:

Add File #

Remove File #

Find File #...

Selected File(s) #:

Continue Cancel

LG Profile

Password

Log Out

Start Novell GroupWise - Mailbox VOUCHERtutor2.doc - Mi... UCS - LawGuardian - Log... UCS - Law Guardian - ... 4:16 PM

The file number should now appear in the “Selected File(s) #” box.

Click the “Continue” button.

UCS - Law Guardian - New Voucher - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

New Voucher

Open Vouchers

Reports and Extract

Find Conflict(s)

Appearance Search

Dockets | **Activity Sheet**

Case Information: Voucher for: George Washington NOLAN
 Court: Kings County Family Court Document ID:

Add/Edit Client Case Information:

Client Name: Proceeding Type:

Disposition:

File #:

File #:

Dockets:

Available Docket(s):

File #	Docket	Relief Sought	Date Filed	Disp. Date
:	D-	Pre-Petition, Juvenile Delinquency	07/23/2007	09/06/2007
:	D-.....	Pre-Petition, Juvenile Delinquency	11/21/2007	11/29/2007

Selected Docket(s):

File #	Docket	Relief Sought	Date Filed	Disp. Date
--------	--------	---------------	------------	------------

Start Novell GroupWise - Mailbox VOUCHERTutor2.doc - Mi... UCS - LawGuardian - Log... UCS - Law Guardian - ... 4:27 PM

Type in Client Name in the space provided.

Choose Proceeding Type by clicking on the arrow for the drop down menu. Click on the appropriate proceeding type.

NEW VOUCHER INSTRUCTIONS

UCS - Law Guardian - New Voucher - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

Dockets Activity Sheet

Case Information: Voucher for: George Washington NOLAN
Court: Kings County Family Court Document ID: 10770

Add/Edit Client Case Information:
Client Name: Hannah Montana Proceeding Type: W- EXTENSION OF PLACEMENT
Disposition:

File #:

File #:

Add File #
Remove File #
Find File #...

Selected File(s)#:

Dockets:
Available Docket(s):

File #	Docket	Relief Sought	Date Filed	Disp. Date
1:	D- 7	Pre-Petition, Juvenile Delinquency	07/23/2007	09/06/2007
1:	D- 7	Pre-Petition, Juvenile Delinquency	11/21/2007	11/29/2007

Unselect All
Select All

Selected Docket(s):

Add Remove

File #	Docket	Relief Sought	Date Filed	Disp. Date
--------	--------	---------------	------------	------------

LG Profile
Password
Log Out

Start Novell GroupWise - Mailbox VOUCHERtutor2.doc - Mi... UCS - LawGuardian - Log... UCS - Law Guardian - ... 4:48 PM

Displayed under Available Docket(s), you will see all the Dockets listed for this file #.

If you are billing for a single docket:

Under Available Docket(s), click applicable docket, which will then highlight in the listing.

Click the “Add” button under the listing.

If you are billing for several dockets but not all:

Under Available Docket(s), click applicable docket, which will highlight in the listing.

Click the “Add” button under the listing.

Repeat the process for the next docket you want to select from the listing.

(Under Available Docket(s), click applicable docket, which will then highlight in the listing.

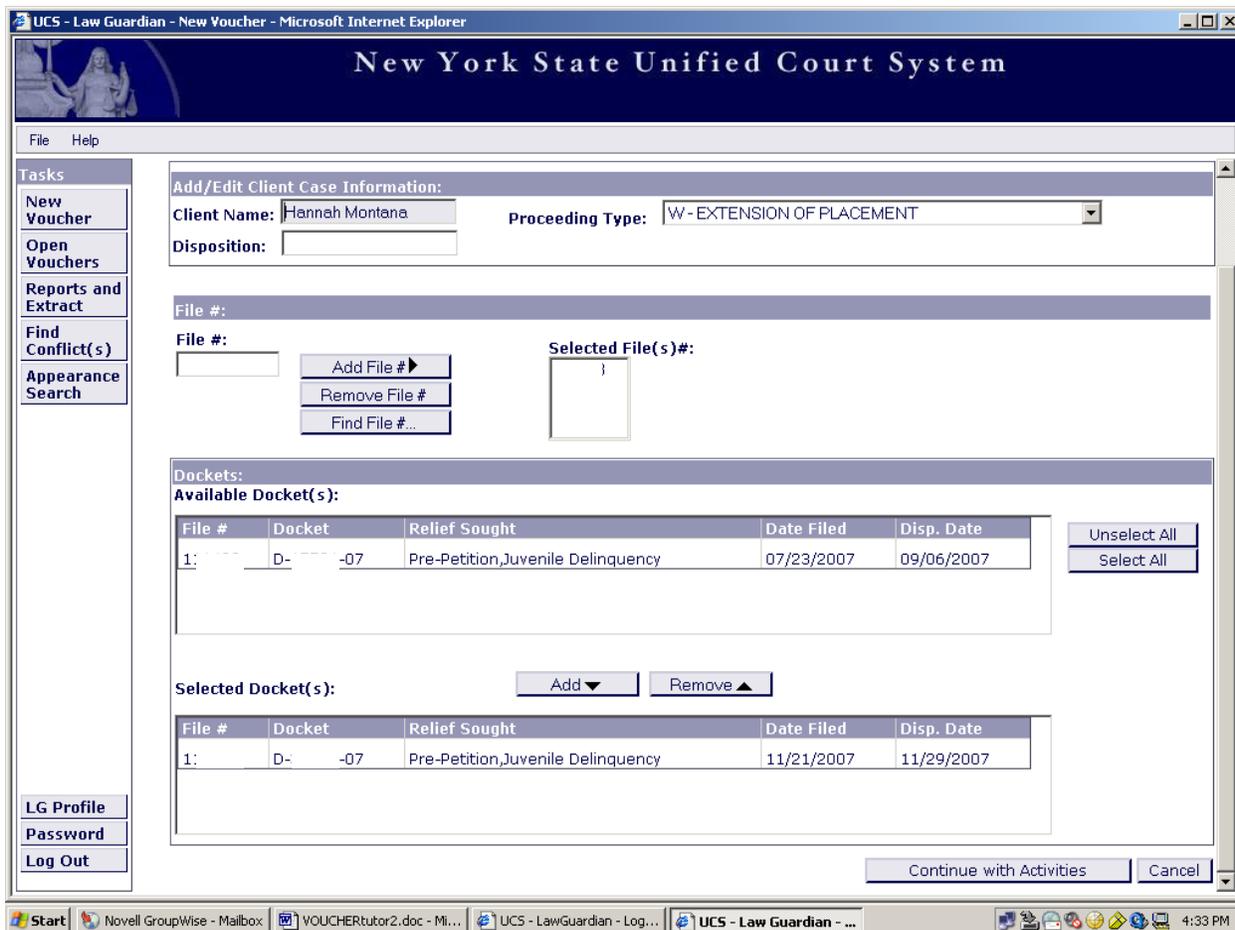
Click the “Add” button under the listing.)

If you are billing for all dockets:

Click on the “Select All” button next to the list of dockets.

Click the “Add” button under the listing.

NEW VOUCHER INSTRUCTIONS



The selected docket(s) will appear under the Selected Docket(s) listing.

When all appropriate dockets have been selected, click the “Continue with Activities” button at the bottom of the page.

NEW VOUCHER INSTRUCTIONS

The screenshot shows the 'New Voucher - Activity Screen' in Microsoft Internet Explorer. The title bar reads 'UCS - Law Guardian - New Voucher - Activity Screen - Microsoft Internet Explorer'. The main header is 'New York State Unified Court System'. Below the header is a menu bar with 'File' and 'Help'. A left-hand navigation pane contains buttons for 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', 'Appearance Search', 'LG Profile', 'Password', and 'Log Out'. The main content area has two tabs: 'Dockets' and 'Activity Sheet', with 'Activity Sheet' selected. Under 'Activity Sheet', there is a section for 'Client Case Information for Document Id:'. It displays: 'Client Name: Hannah Montana', 'Court: Kings County Family Court', 'Proceeding Type: W - EXTENSION OF PLACEMENT', '# Of Petitions: 1', and 'Disposition:'. Below this is a text input field for 'Activities Charged:' with the placeholder text 'Enter multiple out-of-court activities here.'. Underneath is a table with the following columns: 'Date', 'Activity', 'Hours O/C', 'Hours I/C', 'Mileage', 'Expenses', 'Amount Charged', 'Activity Summary', 'Dockets', 'Judge', and 'Court'. The table is currently empty. To the right of the table are three buttons: 'Select', 'Add New', and 'Delete'. At the bottom of the main content area is a 'Warnings:' section with the text: 'Voucher was opened 326 day(s) after assignment. All future vouchers must be opened within 7 days of assignment.' The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise - Mailbox, VOUCHERTutor2.doc - Mi..., UCS - LawGuardian - Log..., UCS - Law Guardian - ...), and the system tray with the time 4:50 PM.

Now you are ready to begin entering your activities. There are two types of activities: in-court activities and out-of-court activities.

Up to 25 multiple out-of-court activities can be entered together. In-court activities must be entered individually.

If you are entering a single activity or in-court activities, please refer to page 39.

If you are entering multiple out-of-court activities, click the “Enter multiple court activities here” button and refer to page 33.

CREATING A NEW VOUCHER

**MULTIPLE
OUT-OF-COURT
ACTIVITIES**

NEW VOUCHER INSTRUCTIONS: MULTIPLE OUT-OF-COURT ACTIVITIES

Multiple Out-of-Court Activities for Document Id: 1

The purpose of this screen is to allow up to 25 out-of-court activities to be added all at once. The date field will remain populated with the last activity date entered.

Client Interview: Please enter a location in the Activity Summary field for the client interview.

Please Note Activities entered on this screen are not saved until the **Submit Activities** button is clicked.

Activities are lost if:

1. The **X** in the top right corner of the screen is clicked. If this is clicked, the activities entered and not yet submitted will be lost.
2. You navigate away from the Activity Sheet that opened this pop-up window.
3. A time-out occurs after **45 minutes**. Activities entered during this time and not yet submitted will be lost.

Activity: Date: / / Start Time: : Time Spent: :
(hours:minutes)

Activity:

Number of activities created, not yet submitted:

Activity	Start Time	Hours O/C	Activity Summary
----------	------------	-----------	------------------

A new screen will pop up. Add activity information in the spaces provided: Activity, Date, Start Time, Time Spent, and Activity Summary.

Reminder: You can enter up to 25 out-of-court activities.

NEW VOUCHER INSTRUCTIONS: MULTIPLE OUT-OF-COURT ACTIVITIES

The screenshot shows a web browser window titled "UCS Law Guardian - Multiple Out-of-Court Activities - Microsoft Internet Explorer". The page content includes:

Multiple Out-of-Court Activities for Document Id

The purpose of this screen is to allow up to 25 out-of-court activities to be added all at once. The date field will remain populated with the last activity date entered.

Client Interview: Please enter a location in the Activity Summary field for the client interview.

Please Note Activities entered on this screen are not saved until the **Submit Activities** button is clicked.

Activities are lost if:

1. The **X** in the top right corner of the screen is clicked. If this is clicked, the activities entered and not yet submitted will be lost.
2. You navigate away from the Activity Sheet that opened this pop-up window.
3. A time-out occurs after **45 minutes**. Activities entered during this time and not yet submitted will be lost.

Activity: Date: / / Start Time: : Time Spent: : (hours:minutes)

Activity Summary:

Number of activities created, not yet submitted:

Activity	Start Date	Start Time	Hours O/C	Activity Summary
----------	------------	------------	-----------	------------------

The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise, VOUCHERTutor2.doc, UCS - LawGuardian - L..., UCS - Law Guardian - ..., UCS Law Guardian - ...), and the system tray with the time 11:45 AM.

When entering your date, please note that the year must be entered as four digits, i.e. 2007.

For “Time Spent”, you must enter the time expended in real time (hours and minutes), i.e., 00:45.

Once you have entered the appropriate information in the boxes, click the “Add Activity” button.

NEW VOUCHER INSTRUCTIONS: MULTIPLE OUT-OF-COURT ACTIVITIES

The purpose of this screen is to allow up to 25 out-of-court activities to be added all at once. The date field will remain populated with the last activity date entered.

Client Interview: Please enter a location in the Activity Summary field for the client interview.

Please Note Activities entered on this screen are not saved until the **Submit Activities** button is clicked.

Activities are lost if:

1. The X in the top right corner of the screen is clicked. If this is clicked, the activities entered and not yet submitted will be lost.
2. You navigate away from the Activity Sheet that opened this pop-up window.
3. A time-out occurs after **45 minutes**. Activities entered during this time and not yet submitted will be lost.

Activity: Date: 11 / 26 / 2007 Start Time: : : Time Spent: :
(hours:minutes)

Activity Summary:

Number of activities created, not yet submitted:

Activity	Start Date	Start Time	Hours O/C	Activity Summary
G - Investigation	11/26/2007	11:15 AM	0.25	check MRA map for route from school to location of incident; notes; distance

The activity will appear in the chart.

Begin entering your next activity.

When you have entered the activity and the information, click the “Add Activity” button.

NEW VOUCHER INSTRUCTIONS: MULTIPLE OUT-OF-COURT ACTIVITIES

Multiple Out-of-Court Activities for Document Id: 1

The purpose of this screen is to allow up to 25 out-of-court activities to be added all at once. The date field will remain populated with the last activity date entered.

Client Interview: Please enter a location in the Activity Summary field for the client interview.

Please Note Activities entered on this screen are not saved until the **Submit Activities** button is clicked.

Activities are lost if:

1. The **X** in the top right corner of the screen is clicked. If this is clicked, the activities entered and not yet submitted will be lost.
2. You navigate away from the Activity Sheet that opened this pop-up window.
3. A time-out occurs after **45 minutes**. Activities entered during this time and not yet submitted will be lost.

Activity: Date: 11 / 26 / 2007 Start Time: : Time Spent: :
(hours:minutes)

Activity Summary:

Number of activities created, not yet submitted:

Activity	Start Date	Start Time	Hours O/C	Activity Summary
B - Client Interview/Meeting	11/26/2007	1:00 PM	1.5	interviewed client's parents
G - Investigation	11/26/2007	11:15 AM	0.25	check MRA map for route from school to location of incident; notes; distance

Once all of your out-of-court activities have been added, click on the “Submit Activities” button at the bottom of the screen.

NEW VOUCHER INSTRUCTIONS: MULTIPLE OUT-OF-COURT ACTIVITIES

The screenshot shows the 'Activity Sheet' screen in the UCS - Law Guardian system. The client information is as follows:

- Client Name:** Hannah Montana
- Court:** Kings County Family Court
- Proceeding Type:** P - PATERNITY
- # Of Petitions:** 1
- Disposition:**

The 'Activities Charged' table is summarized below:

Total	Hours:(O/C)	Hours(1/C)	Mileage:	Expenses:	Amount:
	1.75	0.00	0.0	\$0.00	\$131.25

The detailed 'Activities Charged' table is as follows:

Date	Activity	Hours O/C	Hours 1/C	Mileage	Expenses	Amount Charged	Activity Summary
11/26/2007	Investigation	0.25				\$18.75	check MRA map for
11/26/2007	Client Interview/Meeting	1.50				\$112.50	interviewed client's

Buttons for 'Select', 'Add New', and 'Delete' are located to the right of the table. The 'Warnings' section is empty at the bottom.

This will take you to the Activity Sheet screen.

You will see the activities that you previously entered in the Activities Charged Table.

Please refer to page 46 for further instructions.

CREATING A NEW VOUCHER

**IN-COURT AND
SINGLE ACTIVITIES**

NEW VOUCHER INSTRUCTIONS: IN-COURT & SINGLE ACTIVITIES

UCS - Law Guardian - New Voucher - Activity Screen - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

Dockets Activity Sheet

Client Case Information for Document Id: [redacted]

Client Name: Hannah Montana Court: Kings County Family Court Proceeding Type: S - PINS

Of Petitions: 2 File# [redacted] Disposition:

Activities Charged: Enter multiple out-of-court activities here.

Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary	Dockets	Judge	Co
NEW	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*N

Select
Add New
Delete

Add/Edit Activity:

Activity: [dropdown menu]

- A - Review Documents
- B - Client Interview/Meeting
- C - Travel
- D - Phone/Correspondence
- E - Legal Drafting
- F - Legal Research
- G - Investigation
- H - Out of Court - All Other
- J - Initial Appearance
- K - Pre-trial Hearings

Apply Reset

Warnings:
Voucher was opened 327 day(s) after assignment. All future vouchers must be opened within 7 days of assignment.

Start Novell GroupWise - Mailbox VOUCHERtutor2.doc - Mi... UCS - Law Guardian - ... 1:47 PM

To enter an in-court or a single activity, click the “Add New” button located to the right of the Activities Charged Table.

Under the Add/Edit Activity section, click on the Activity box arrow for the drop down menu.

Click on the appropriate activity.

NEW VOUCHER INSTRUCTIONS: IN-COURT & SINGLE ACTIVITIES

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

Dockets | Activity Sheet

Client Case Information for Document Id: [redacted]

Client Name: Hannah Montana Court: Kings County Family Court Proceeding Type: S - PINS

Of Petitions: 2 File# [redacted] Disposition:

Activities Charged: Enter multiple out-of-court activities here.

Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary	Dockets	Judge	Co
NEW	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*N

Select
Add New
Delete

Add/Edit Activity:

Activity: J - Initial Appearance

Attendance Date: 11/23/2007

Start Time: [redacted] (hours:minutes)

Activity Summary: 08/06/2007 - Daniel Turbow - 6 - [redacted] -07

Detail: Amount Ch 08/13/2007 - Daniel Turbow - 6 - [redacted] -07

08/15/2007 - Daniel Turbow - 6 - [redacted] -07

08/17/2007 - Daniel Turbow - 6 - [redacted] -07

08/28/2007 - Stewart H. Wei 17791-07

09/06/2007 - Daniel Turbow - 6 - [redacted] -07

11/07/2007 - Daniel Turbow - 6 - [redacted] -07

11/20/2007 - Daniel Turbow - 6 - [redacted] -07

11/23/2007 - Stewart H. Weinstein 32985-07

Apply Reset

Warnings:
Voucher was opened 327 day(s) after assignment. All future vouchers must be opened within 7 days of assignment.

Start Novell GroupWise - Mailbox VOUCHERtutor2.doc - Mi... Revised Law Guardian In... UCS - Law Guardian - ... 1:52 PM

Click on the arrow for the drop down menu on the Attendance Date box.

Click on the appropriate Attendance Date from the drop down menu.

NEW VOUCHER INSTRUCTIONS: IN-COURT & SINGLE ACTIVITIES

UCS - Law Guardian - Open Voucher - Activity Screen - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

New Voucher

Open Vouchers

Reports and Extract

Find Conflict(s)

Appearance Search

LG Profile

Password

Log Out

Dockets Activity Sheet

Client Case Information for Document Id: [redacted]

Client Name: Children Court: Westchester County Family Ct Proceeding Type: V - CUSTODY OF MINORS

Of Petitions: 21 File#: 3 Disposition:

Activities Charged: Enter multiple out-of-court activities here.

Total	Hours:(O/C)	Hours(I/C)	Mileage	Expenses	Amount Charged	Activity Summary	
	1.35	1.50	0.0	\$0.00	\$213.75		
Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary
NEW	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*
05/19/2008	Review Documents	0.25			\$18.75		review of corresp
05/12/2008	Review Documents	0.17			\$12.50		review of corresp
05/06/2008	Review Documents	0.10			\$7.50		review of corresp

Add/Edit Activity:

Activity: J - Initial Appearance

Attendance Date: 04/30/2008 8:08P

Start Time: : : Time Spent: : : (hours:minutes)

Activity Summary:

Detail: Amount Charged:

Appearances Available for Grouping:

04/30/2	8/08P
04/30/2	8/08P

Selected Appearances for Grouping:

Add Appearance Remove Appearance

Apply Reset

Warnings:

start UCS - LawGuardian - ... UCS - Law Guardian - ... Law Guardian Internete... 8:28 AM

When you have multiple dockets for the same case, Appearances Available for Grouping are displayed at the bottom left of the screen. If you do not have appearances available for grouping, continue on to page 43.

You can select all of the grouped appearances for select specific appearances.

Select All – click the first appearance, then click the last appearance. appearances will be highlighted.

Select Specific Appearances – click one of the appearances, click on each required appearance. All selected appearances will be highlighted.

Once appearances have been selected, click the Add appearance button.

The selected appearances will be moved to the Selected Appearances for Grouping.

Appearances are grouped. Click the **Apply** button. Go to page 44.

NEW VOUCHER INSTRUCTIONS: IN-COURT & SINGLE ACTIVITIES

UCS - Law Guardian - New Voucher - Activity Screen - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

Dockets Activity Sheet

Client Case Information for Document Id: [redacted]
Client Name: Hannah Montana Court: Kings County Family Court Proceeding Type: S - PINS
Of Petitions: 2 File# [redacted] Disposition:

Activities Charged: Enter multiple out-of-court activities here.

Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary	Dockets	Judge	Co
NEW	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*N

Select
Add New
Delete

Add/Edit Activity:
Activity: J - Initial Appearance
Attendance Date: 08/13/2007 - Daniel Turbow -
Start Time: 9 : 00 AM Time Spent: 1 : 00 (hours:minutes)
Activity Summary: met client, went to initial appearance
Detail: Amount Charged:

Apply Reset

Warnings:
Voucher was opened 327 day(s) after assignment. All future vouchers must be opened within 7 days of assignment.

LG Profile
Password
Log Out

Start Novell GroupWise - Mailbox VOUCHERTutor2.doc - Mi... Revised Law Guardian In... UCS - Law Guardian - ... 2:07 PM

Input all of the necessary information in the spaces provided.

When the activity has been correctly entered, click the “Apply” button at the bottom of the page.

NEW VOUCHER INSTRUCTIONS: IN-COURT & SINGLE ACTIVITIES

UCS - Law Guardian - New Voucher - Activity Screen - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

Dockets | **Activity Sheet**

Client Case Information for Document Id

Client Name: Hannah Montana **Court:** Kings County Family Court **Proceeding Type:** P - PATERNITY
Of Petitions: 1 **File#:** 1111002 **Disposition:**

Activities Charged: Enter multiple out-of-court activities here.

Total	Hours:(O/C)	Hours(1/C)	Mileage:	Expenses:	Amount:
	1.75	1.00	0.0	\$0.00	\$206.25

Date	Activity	Hours O/C	Hours 1/C	Mileage	Expenses	Amount Charged	Activity Summary
11/26/2007	Investigation	0.25				\$18.75	check MRA map for
11/26/2007	Client Interview/Meeting	1.50				\$112.50	interviewed client's
07/23/2007	Initial Appearance		1.00			\$75.00	met client, went to

Add/Edit Activity:

Activity: J - Initial Appearance

Attendance Date: 07/23/2007 - Nora L. Freeman - 1 7

Start Time: 9 : 00 AM Time Spent: 1 : 00 (hours:minutes)

Activity Summary: met client, went to intial appearance

Detail: Amount Charged:\$75.00 Activity Time: 9:00AM-10:00AM

Warnings:
 Voucher has been submitted 200 days after the case was completed. Affirmation required.

Start Novell GroupWise - Mailbox VOUCHERtutor2.doc - Mi... UCS - LawGuardian - Log... UCS - Law Guardian - ... 11:55 AM

The activity will appear in the Activities Charged Table.

To add the next activity, click the “Add New” button located to the right of the table and follow the same procedure beginning on page 41.

After entering all of your activities, proceed to page 46 for further instructions.

SAVING AND SUBMITTING

NEW VOUCHER INSTRUCTIONS: SAVING & SUBMITTING

UCS - Law Guardian - New Voucher - Activity Screen - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile

Password

Log Out

Of Petitions: 1 File# Disposition:

Activities Charged: Enter multiple out-of-court activities here.

Total Hours:(O/C) 1.75 Hours(I/C) 1.75 Mileage: 0.0 Expenses: \$0.00 Amount: \$262.50

Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary
11/26/2007	Investigation	0.25				\$18.75	check MRA map for
11/26/2007	Client Interview/Meeting	1.50				\$112.50	interviewed client's
07/23/2007	In Court - All Other		0.75			\$56.25	called into court
07/23/2007	Initial Appearance		1.00			\$75.00	met client, went to

Add/Edit Activity:

Activity: N-In Court - All Other

Attendance Date: 07/23/2007 91-07

Start Time: 2:00 PM Time Spent: 0:45 (hours:minutes)

Activity Summary: called into court

Detail: Amount Charged:\$56.25 Activity Time: 2:00PM-2:45PM

Apply Reset

Warnings:

Voucher has been submitted 200 days after the case was completed. Affirmation required.
Voucher was opened 327 day(s) after assignment. All future vouchers must be opened within 7 days of assignment.

Affirmation Print Activity Sheet Submit and Print Voucher OK Cancel

Once all activities have been added and are in the Activities Charged Table, you will either print and save your voucher or print and submit your voucher.

To Print and Save your voucher:

Click the “Print Activity Sheet” button at the bottom of the screen.

Click the “Print Preview” button at the bottom of the screen.

To print your voucher, click on the print icon located in the upper left corner of the screen. This will open a print screen. Once you have finished printing, click on the X button in the upper right corner of the print screen.

To Print and Submit your voucher:

Click the “Submit and Print Voucher” button at the bottom of the screen.

Take your printed voucher to the Judge for signature, and the Court will submit your voucher to the Law Guardian Program.

**COMPLETED
PRINTED
VOUCHER
AND
ACTIVITY SHEET**

VOUCHER EXAMPLE

Document Id: 133

LAW GUARDIAN VOUCHER				STATE OF NEW YORK - JUDICIARY APPELLATE DIVISION SECOND DEPARTMENT				Voucher No.					
Originating Agency Family Court				Originating Agency Code 05032				Interest Eligible (Y/N)				P-Contract	
Payment Date				OCS Use Only				Liability Date 06/25/2008					
Payee ID XXX-XX XXXX		Additional XXXX		Zip Code 10924		Route		Payee Amount \$87.50		MIR Date 06/26/2008			
Payee Name (Limited To 30 Spaces)								IRS Code		IRS Amount			
Payee Name (Limited To 30 Spaces)								Stat. Type		Statistic		Indicator-Dept. Indicator-Statewide	
Address (Limited To 30 Spaces)								Ref/Inv. No.					
Address (Limited To 30 Spaces)								Ref/Inv. Date 06/25/2008					
City (Limit To 20 Spaces)				State NY		Zip Code 10924							
For Legal Services Rendered as Law Guardian pursuant to FCA Art from 06/25/2008 to 06/25/2008 for file number(s)								the Family Court of Orange County					
PROCEEDING CODE								TOTAL HOURS		AMOUNT			
D - JUVENILE DELINQUENCY								I. TIME SPENT OUT OF COURT		0.67		\$50.00	
NUMBER OF PETITIONS								II. TIME SPENT IN COURT		0.50		\$37.50	
I								III. EXPENSE OF REPRESENTATION				\$0.00	
To Be Approved By Judge								TOTAL				\$87.50	
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.										STATE COMPTROLLER'S PRE-AUDIT			
SIGNATURE				DATE		Verified		CERTIFIED FOR PAYMENT OF THE TOTAL FEE AMOUNT					
SIGNATURE				DATE		Audited		By _____					
SIGNATURE				DATE		Special Approval (As Required)							
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							
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				Accum									
Dept.	Cost Center Unit	Var.	Yr	Object	Dept.	Statewide	Amount	Orig. Agency	P/O Contract	Line	F/P		

This is an example of a printed Voucher.

ACTIVITY SHEET EXAMPLE

Document Id:

Case Information:

Client Name: Court: Kings County Family Court Proceeding Code: D - JUVENILE DELINQUENCY

of Petitions: 1

File #:

Disposition: dismissed

Activities:							
Date	Activity	Hours (.100s)		Miles	Expenses	Amount Charged	Activity Summary
		O/C	I/C				
	H - Out of Court - All Other						again to rr and traffic; review discovery; prep cross for two witnesses; outline issues for hearing and argument; research excited utterance evidence and introduction of radio tape.
06/26/2008	K - Pre-trial Hearings		0.60			\$45.00	ct app-confs client, parent, acc, counsel, court conf and applications and orders.
06/26/2008	H - Out of Court - All Other	0.05				\$3.75	conf counsel
06/26/2008	H - Out of Court - All Other	1.05				\$78.75	hearing prep including review discovery and client interview notes; listen to radio run and traffic; prep issues for hearing and cross and argument
06/25/2008	D - Phone/Correspondence	0.15				\$11.25	call client and parent
06/25/2008	H - Out of Court - All Other	0.10				\$7.50	conf acc and rec discovery and radio run disc
06/25/2008	H - Out of Court - All Other	0.10				\$7.50	conf counsel
06/24/2008	D - Phone/Correspondence	0.05				\$3.75	call acc
06/23/2008	H - Out of Court - All Other	0.05				\$3.75	conf acc
06/19/2008	D - Phone/Correspondence	0.10				\$7.50	call acc
06/04/2008	A - Review Documents	0.10				\$7.50	review response to bill and demand
06/01/2008	D - Phone/Correspondence	0.25				\$18.75	letter to client and parent and revised case plan
05/27/2008	N - In Court - All Other		0.40			\$30.00	ct app-confs client and parent, confs counsel, confs acc, ct conf and applications and orders, conf client and parent.
05/27/2008	B - Client Interview/Meeting	0.55				\$41.25	interview client and parent
05/26/2008	D - Phone/Correspondence	0.25				\$18.75	review file for motions and call client and parent
05/16/2008	H - Out of Court - All Other	0.05				\$3.75	serve bill and demand
05/16/2008	A - Review Documents	0.10				\$7.50	review vdf
05/15/2008	E - Legal Drafting	0.30				\$22.50	draft bill and demand
05/11/2008	D - Phone/Correspondence	0.35				\$26.25	letter to client and parent and initial case plan
04/30/2008	J - Initial Appearance		0.47			\$35.00	assignment off primary with panel permission, interview client, confs client, parent, acc, counsel, court conf and applications and court orders.
04/30/2008	B - Client Interview/Meeting	0.18				\$13.75	conference with client and parent after court appearance

Document Id

Page 3 of 4

This is an example of a printed Activity Sheet.

VOUCHERS FOR SUBSTITUTION OF COUNSEL

VOUCHER INSTRUCTIONS FOR SUBSTITUTION OF COUNSEL

The screenshot shows a web browser window titled "UCS - Law Guardian - New Voucher - Microsoft Internet Explorer". The page header reads "New York State Unified Court System". On the left, a "Tasks" sidebar contains buttons for "New Voucher", "Open Vouchers", "Reports and Extract", "Find Conflict(s)", "Appearance Search", "LG Profile", "Password", and "Log Out". The main content area is titled "New Online Activity Sheet:" and "Voucher for:". It features a "Court:" dropdown menu, a checked checkbox for "Substituting for assigned Law Guardian", and a button labeled "Select Attorney to Substitute for...". At the bottom right of the form are "Continue" and "Cancel" buttons. The Windows taskbar at the bottom shows the Start button and several open applications, including WordPerfect X3, Novell GroupWis..., inside-UCS.org, Related Links, UCS - LawGuard..., and UCS - Law Gua..., with the system clock showing 2:51 PM.

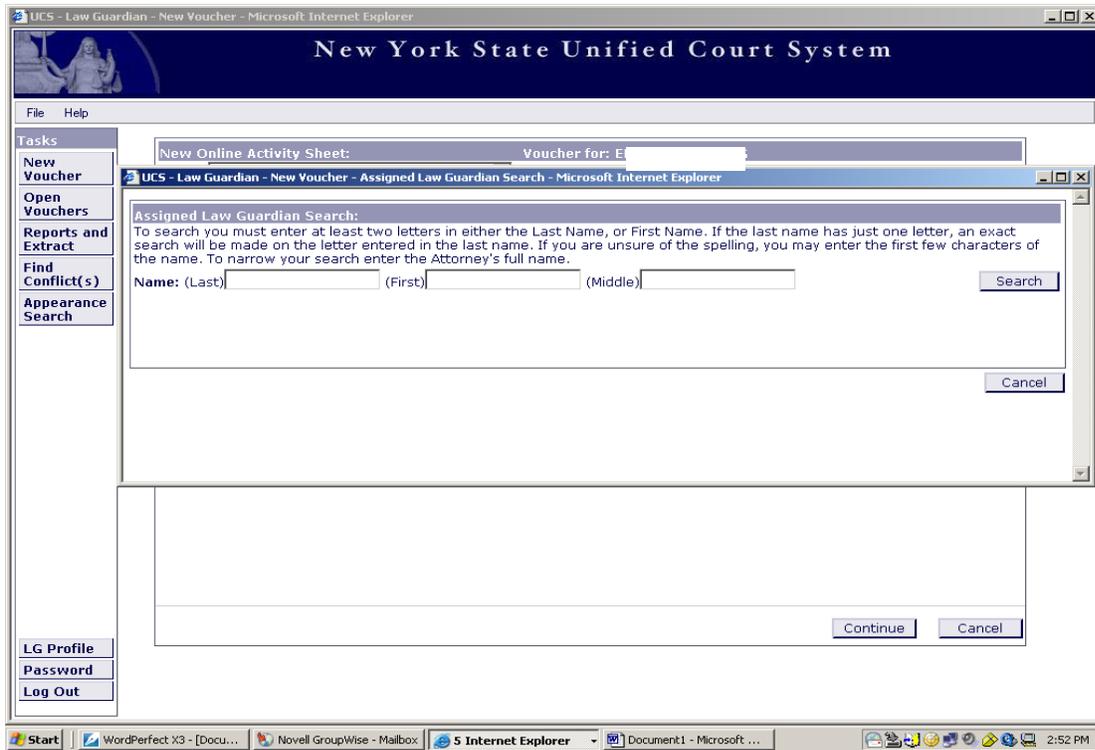
Only in exigent circumstances should a member of the panel substitute as counsel for another member of the panel.

Click on the appropriate court in the drop down menu.

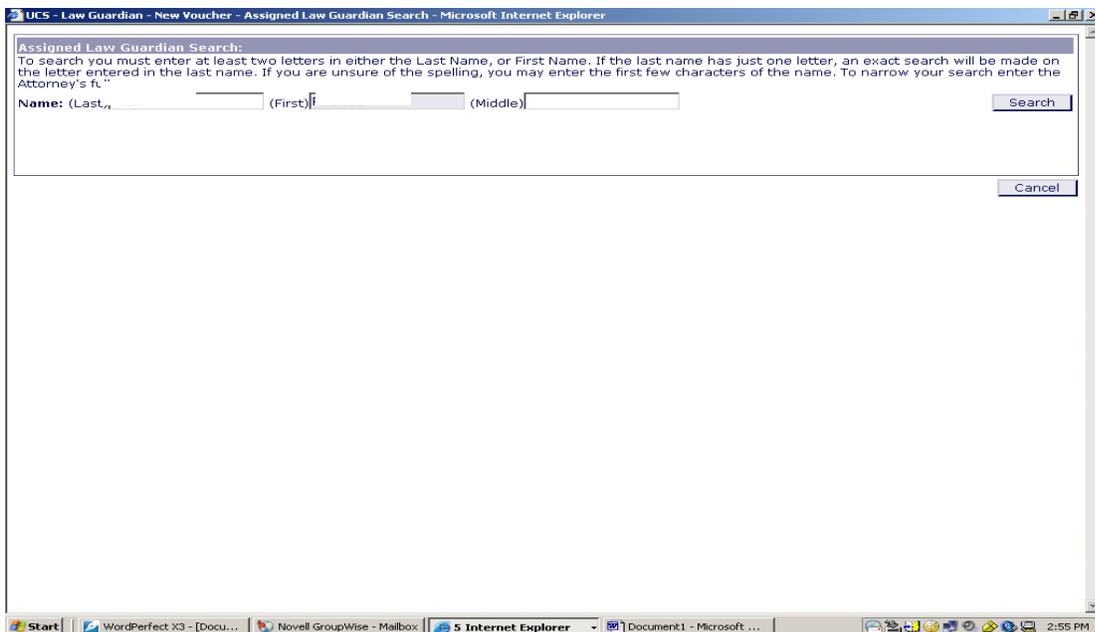
Click the box to check Substituting for assigned Law Guardian.

Click on the "Select Attorney to Substitute for..." button.

VOUCHER INSTRUCTIONS FOR SUBSTITUTION OF COUNSEL



The "Assigned Law Guardian Search" window will appear.



Type the name of the attorney you are substituting for in the appropriate boxes.

Click on the "Search" button.

VOUCHER INSTRUCTIONS FOR SUBSTITUTION OF COUNSEL

Assigned Law Guardian Search:
To search you must enter at least two letters in either the Last Name, or First Name. If the last name has just one letter, an exact search will be made on the letter entered in the last name. If you are unsure of the spelling, you may enter the first few characters of the name. To narrow your search enter the Attorney's full name.

Name: (Last, First, Middle) Search

Results:

Attorney Registration Number	Attorney Name	Attorney Registration Firm Name	Address
			26 COUR OKLYN, NY 11242-0000

Return Assigned Law Guardian Cancel

Click on the appropriate attorney's name, and the field will highlight.
Click on the "Return Assigned Law Guardian" button.

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile
Password
Log Out

New Online Activity Sheet: Voucher for: E

Court: [Dropdown]

Substituting for assigned Law Guardian

Select Attorney to Substitute for...

Microsoft Internet Explorer
Court list is being re-loaded for the selected Attorney.
OK

Continue Cancel

This may take a moment as the file is being reloaded for the selected attorney.
The message "Court list is being re-loaded for the selected attorney" will appear. Click "OK".

VOUCHER INSTRUCTIONS FOR SUBSTITUTION OF COUNSEL

The screenshot displays a web browser window titled "UCS - Law Guardian - New Voucher - Microsoft Internet Explorer". The page header features the "New York State Unified Court System" logo and name. A navigation menu on the left includes "Tasks" with sub-items: "New Voucher", "Open Vouchers", "Reports and Extract", "Find Conflict(s)", and "Appearance Search". Below this menu are "LG Profile", "Password", and "Log Out" buttons. The main content area is titled "New Online Activity Sheet:" and contains a form with the following fields:

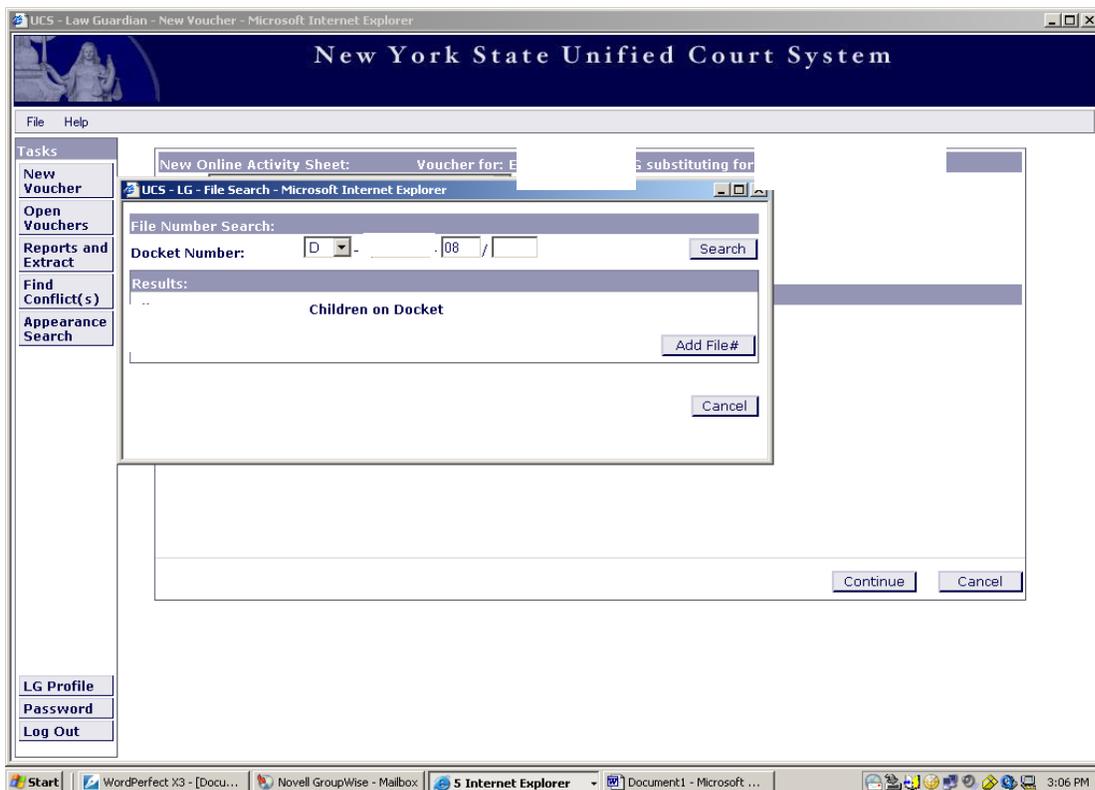
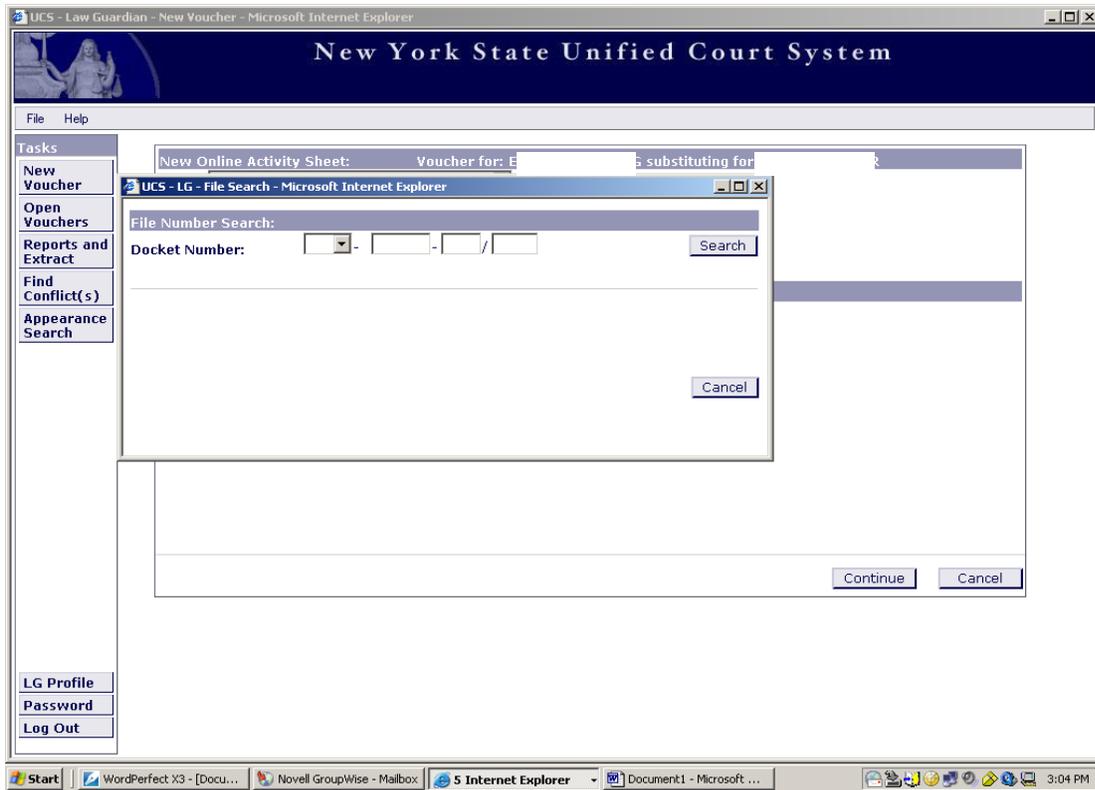
- "Voucher for" (highlighted)
- "RG substituting for" (highlighted)
- "Court:" (with a drop-down menu)

At the bottom right of the form area are "Continue" and "Cancel" buttons. The Windows taskbar at the bottom shows the Start button, several open applications (WordPerfect X3, Novell GroupWise, Internet Explorer, and Microsoft Word), and the system clock showing 2:59 PM.

At the top of the page, in the highlighted bar directly above the drop down menu, you will see your name as well as the attorney for whom you are substituting.

Click on the appropriate court in the drop down menu.

VOUCHER INSTRUCTIONS FOR SUBSTITUTION OF COUNSEL



Continue entering the information as a new case voucher.

VOUCHER INSTRUCTIONS FOR SUBSTITUTION OF COUNSEL

UCS - Law Guardian - New Voucher - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

Case Information: Voucher for: substituting for Document ID: R

Court: Kings County Family Court

Add/Edit Client Case Information:

Client Name: Proceeding Type: Disposition:

File #:

File #: Add File # Remove File # Find File #...

Selected File(s) #:

Dockets:

Available Docket(s):

File #	Docket	Relief Sought	Date Filed	Disp. Date
:	-	Pre-Petition, Juvenile Delinquency	05/30/2008	

Unselect All Select All

Selected Docket(s): Add Remove

File #	Docket	Relief Sought	Date Filed	Disp. Date
--------	--------	---------------	------------	------------

LG Profile Password Log Out

Start WordPerfect X3 - Docu... Novell GroupWise - Mailbox 4 Internet Explorer Document1 - Microsoft ... 3:08 PM

Complete filling out client case information.

Select the dockets and proceed with voucher completion as described in the Creating a New Voucher Section of the manual, which begins on page 22.

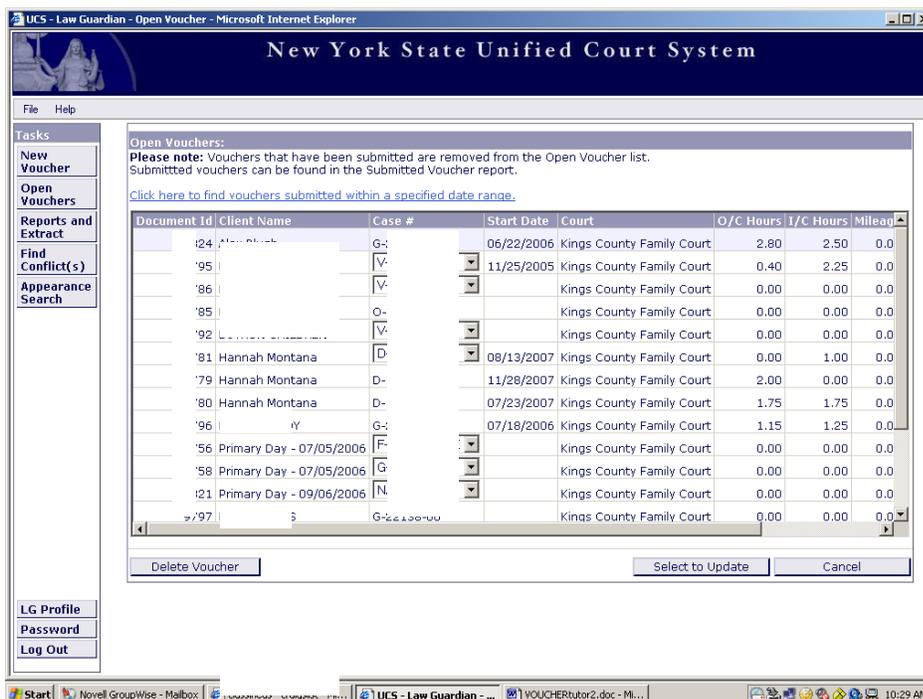
OPEN VOUCHERS

OPEN VOUCHERS



An Open Voucher is a voucher in progress.

From the Home screen, click on the “Open Voucher” button on the top left of the screen.



All vouchers that have been saved and not yet been submitted for payment appear in the Open Voucher list.

OPEN VOUCHERS

Screen Shot #1

UCS - Law Guardian - Open Voucher - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

New Voucher

Open Vouchers

Reports and Extract

Find Conflict(s)

Appearance Search

LG Profile

Password

Log Out

Open Vouchers:

Please note: Vouchers that have been submitted are removed from the Open Voucher list. Submitted vouchers can be found in the Submitted Voucher report.

[Click here to find vouchers submitted within a specified date range.](#)

Document Id	Client Name	Case #	Start Date	Court	O/C Hours	I/C Hours	Mileage
0924	Alex Blugh	G-;	06/22/2006	Kings County Family Court	2.80	2.50	0.0
'95	BUTRON CHILDREN	V	11/25/2005	Kings County Family Court	0.40	2.25	0.0
'8	JTRON CHILDREN	V		Kings County Family Court	0.00	0.00	0.0
'8	JTRON CHILDREN	O-		Kings County Family Court	0.00	0.00	0.0
'9	JTRON CHILDREN	V		Kings County Family Court	0.00	0.00	0.0
'8	annah Montana	D	08/13/2007	Kings County Family Court	0.00	1.00	0.0
'7	annah Montana	D-	11/28/2007	Kings County Family Court	2.00	0.00	0.0
'8	annah Montana	D-	07/23/2007	Kings County Family Court	1.75	1.75	0.0
'9	EGIONS, ROY	G-;	07/18/2006	Kings County Family Court	1.15	1.25	0.0
'5	imary Day - 07/05/2006	F		Kings County Family Court	0.00	0.00	0.0
'5	imary Day - 07/05/2006	G		Kings County Family Court	0.00	0.00	0.0
'2	imary Day - 09/06/2006	N		Kings County Family Court	0.00	0.00	0.0
'9	OY LEGIONS	G-;		Kings County Family Court	0.00	0.00	0.0

Delete Voucher Select to Update Cancel

Start Novell GroupWise - Mailbox UCS - Law Guardian - ... VOUCHERtutor2.doc - Mi... 10:29 AM

Screen Shot #2

UCS - Law Guardian - Open Voucher - Activity Screen - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

New Voucher

Open Vouchers

Reports and Extract

Find Conflict(s)

Appearance Search

LG Profile

Password

Log Out

Dockets Activity Sheet

Client Case Information

Client Name: Alex Blugh Court: Kings County Family Court Proceeding Type: G - GUARDIANSHIP

Of Petitions: 1 File# Disposition: Guardianship to Petitioner

Activities Charged: Enter multiple out-of-court activities here.

Total Hours:(O/C) 2.80 Hours(I/C) 2.50 Mileage: 0.0 Expenses: \$0.00 Amount: \$397.50

Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary
09/29/2006	Disposition		1.00			\$75.00	guardianship to
09/22/2006	Phone/Correspondence	0.20				\$15.00	with father
07/23/2006	Phone/Correspondence	0.75				\$56.25	call to mother
07/21/2006	In Court - All Other		0.50			\$37.50	in court

Select Add New Delete

Warnings:

Start Novell GroupWise - Mailbox UCS - Law Guardian - ... VOUCHERtutor2.doc - Mi... 10:30 AM

Vouchers that appear in this list can be modified at any time. (Screen Shot #1)

Click on an open voucher from the list to highlight and click the “Select to Update” button. The Activity Screen will display. (Screen Shot #2)

Delete Voucher: If a voucher was entered by mistake, it can be deleted. Select the voucher from the list and click the “Delete Voucher” button.

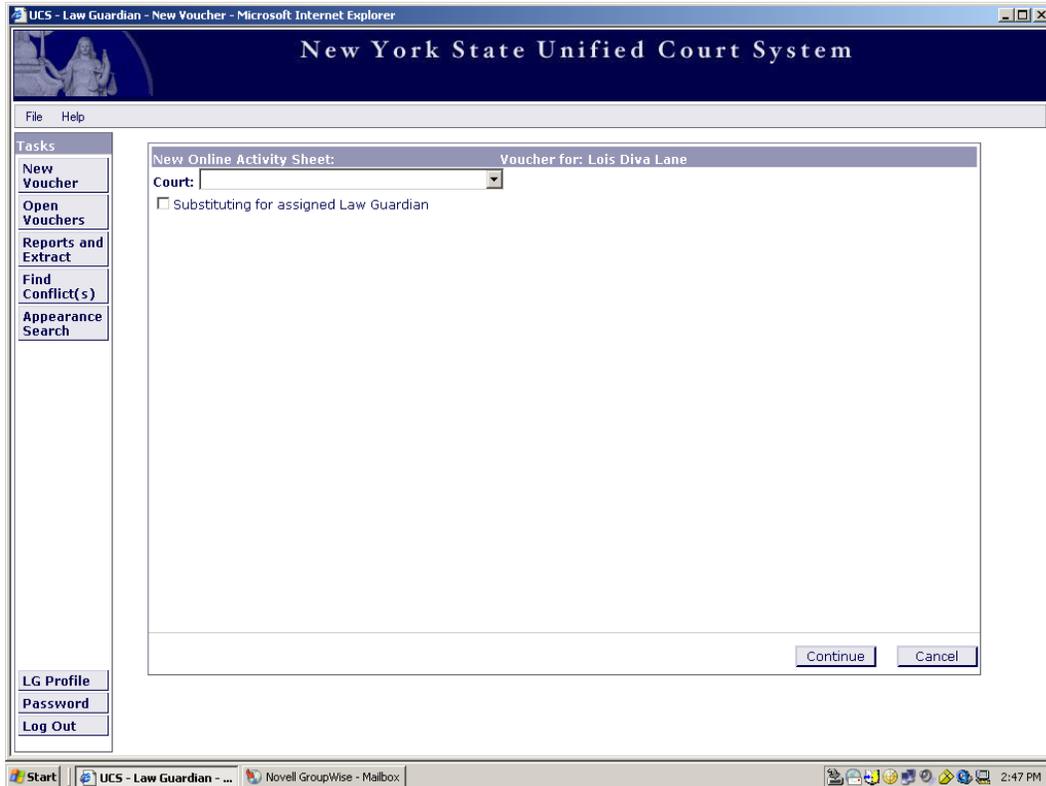
PRIMARY DAY

KINGS

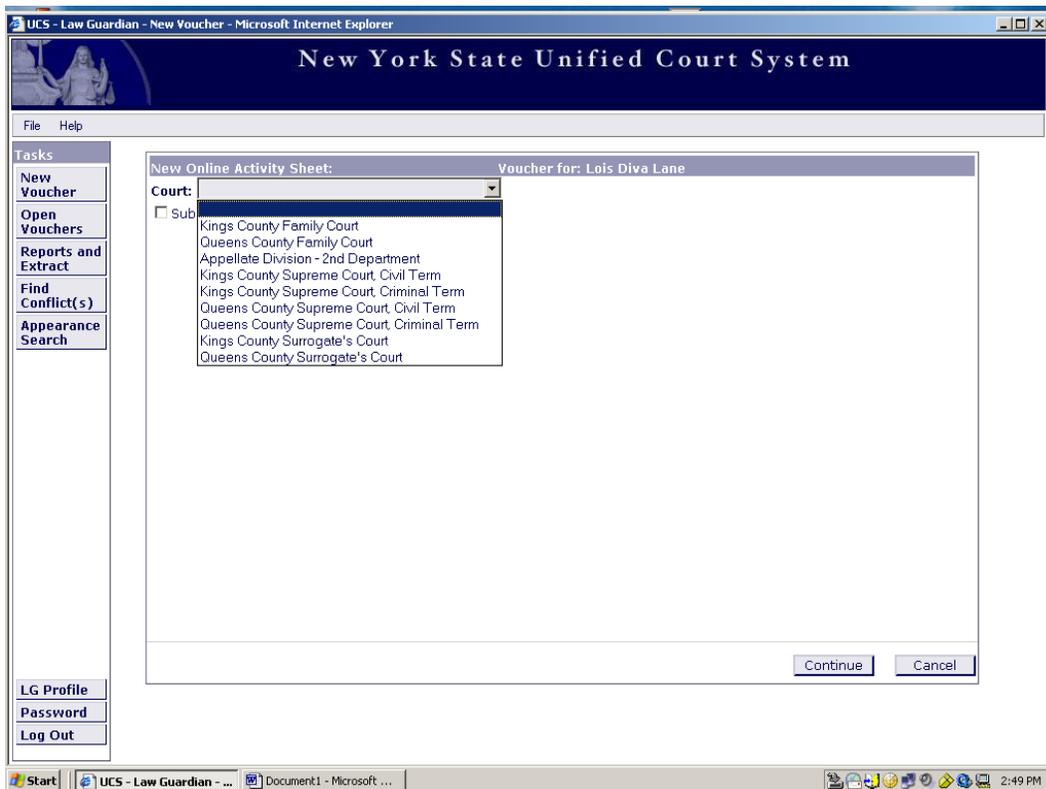
QUEENS

RICHMOND

PRIMARY DAY: KINGS, QUEENS, RICHMOND



Click on the "New Voucher" button located in the upper left corner of the screen. Click on the drop down menu.



Select from the list the appropriate court.

PRIMARY DAY: KINGS, QUEENS, RICHMOND

UCS - Law Guardian - New Voucher - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile
Password
Log Out

New Online Activity Sheet: Voucher for: Lois Diva Lane

Court: Kings County Family Court

Substituting for assigned Law Guardian

Primary Day/Intake Day

File Selection:

File #:

Add File #
Remove File #
Find File #...

Selected File(s)#:

Continue Cancel

Once you have selected your Court, select Primary Day/Intake Day.

UCS - Law Guardian - New Voucher - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile
Password
Log Out

New Online Activity Sheet: Voucher for: Lois Diva Lane

Court: Kings County Family Court

Primary Day/Intake Day

Date: / /

Start Time: : :

End Time: : :

Lunch Start: : :

Lunch End: : :

Docket selection:

Docket #: - - / Child (LG) Adult (18B)

Add Docket #
Remove Docket #

Selected Dockets(s)#:

Save without Submitting Check Voucher Warnings Cancel

Complete the voucher information: Date/Start Time/End Time/Lunch Start/Lunch End

PRIMARY DAY: KINGS, QUEENS, RICHMOND

UCS - Law Guardian - New Voucher - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

New Voucher

Open Vouchers

Reports and Extract

Find Conflict(s)

Appearance Search

LG Profile

Password

Log Out

New Online Activity Sheet: Voucher for: Lois Diva Lane

Court: Kings County Family Court

Primary Day/Intake Day

Date: 11 / 29 / 2007

Start Time: 10 : 30 AM

End Time: 7 : 00 PM

Lunch Start: 1 : 00 PM

Lunch End: 2 : 15 PM

Docket selection:

Docket #: D - 07 /

Child (LG) Adult (18B)

Add Docket #

Remove Docket #

Selected Dockets(s) #:

Save without Submitting Check Voucher Warnings Cancel

Start UCS - Law Guardian - ... Manual - Primary - Micros... 2:58 PM

Under Docket Selection, begin entering docket information for each petition.

You must enter the docket number for each petition.

NN 111111-07; NN 22222-07; NN 33333-07

Law Guardian Case: check Child (LG)

Adult Case: check Adult (18B)

After you enter the docket number and have selected LG or Adult, click on the "Add Docket #" button.

Reminder:

- Supplemental docket numbers must be entered as follows:

D 44444 - 07/ 08A

PRIMARY DAY: KINGS, QUEENS, RICHMOND

UCS - Law Guardian - New Voucher - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile

Password

Log Out

New Online Activity Sheet: Voucher for: Lois Diva Lane

Court: Kings County Family Court

Primary Day/Intake Day

Date: 11 / 29 / 2007

Start Time: 10 : 30 AM

End Time: 7 : 00 PM

Lunch Start: 1 : 00 PM

Lunch End: 2 : 15 PM

Docket selection:

Docket #: [] - [] - [] / []

Child (LG) Adult (18B)

Add Docket #

Remove Docket #

Selected Docket(s) #:

LG

Save without Submitting Check Voucher Warnings Cancel

Start UCS - Law Guardian - ... Manual - Primary - Micros... 3:13 PM

The Docket you have added is now in the “Selected Docket(s) #” box for processing.

The “Save without Submitting” button will allow you to save and retrieve your voucher under “Open Vouchers.”

PRIMARY DAY: KINGS, QUEENS, RICHMOND

The screenshot shows a web browser window titled "UCS - Law Guardian - Open Voucher - Microsoft Internet Explorer". The main content area is the "New York State Unified Court System" interface. On the left is a navigation menu with options: "New Voucher", "Open Vouchers", "Reports and Extract", "Find Conflict(s)", "Appearance Search", "LG Profile", "Password", and "Log Out".

The main form area contains the following sections:

- Case Information:** Voucher for: Lois Diva Lane; Court: Kings County Family Court; Document ID: [redacted]
- Add/Edit Client Case Information:**
 - Client Name: Primary Day
 - Primary Day: 11/29/2007
 - Proceeding Type: X-OTHER
 - # of Selected Cases: 0
 - Start Time: 10:30 AM
 - End Time: 07:00 PM
 - Lunch Start: 01:00 PM
 - Lunch End: 02:15 PM
- Dockets:**
 - Docket #: [input] - [input] - [input] / [input] (Child (LG) / Adult (188))
 - Buttons: Add Docket #, Remove Docket #
 - Selected Docket(s) #: A list box containing three entries, each with "N" and "3".
- Warnings:** No warnings for this voucher.
- Buttons: Submit and Print Voucher, Cancel

The Windows taskbar at the bottom shows the Start button and several open applications: "Manual - Primary - Micros...", "Novell GroupWise - Mailbox", "UCS - LawGuardian - Log...", and "UCS - Law Guardian - ...". The system clock shows 3:28 PM.

After you have entered all of your dockets for processing, you can scroll the "Selected Docket(s) #" window to make sure all dockets have been entered.

The above voucher has all the dockets entered and can now be submitted and printed.

PRIMARY DAY: KINGS, QUEENS, RICHMOND

The screenshot displays the 'New York State Unified Court System' web application. The main window is titled 'UCS - Law Guardian - Open Voucher - Microsoft Internet Explorer'. The application header includes the court system logo and name. A navigation menu on the left lists tasks such as 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', and 'Appearance Search'. The main content area is divided into sections: 'Case Information' (Voucher for: Lois Diva Lane, Court: Kings County Family Court, Document ID: 10270), 'Add/Edit Client Case Information' (Client Name: Primary Day, Proceeding Type: X-OTHER, Primary Day: 11/29/2007, Start Time: 10:30 AM, End Time: 07:00 PM, Lunch Start: 01:00 PM, Lunch End: 02:15 PM), 'Dockets' (Docket #: [dropdown], Dockets(s)#: [dropdown]), and 'Warnings' (No warnings for this voucher). A 'Submit and Print Voucher' button is located at the bottom of the main form. A 'Microsoft Internet Explorer' dialog box is overlaid on the screen, asking 'Are you sure you want to submit this voucher? If yes, click OK, if no, click cancel.' with 'OK' and 'Cancel' buttons. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Manual - Primary - Micros...', 'Novell GroupWise - Mailbox', 'UCS - LawGuardian - Log...', and 'UCS - Law Guardian - ...'. The system clock shows 3:28 PM.

After you click on the Submit and Print Voucher Button, the above message will appear.

“Are you sure you want to submit this voucher? If yes, click OK, if no, click cancel.”

Click “OK” if you are ready to submit and print.

PRIMARY DAY: KINGS, QUEENS, RICHMOND

Completed Primary Day Voucher:

Attached is a copy of a completed voucher.

A completed primary day voucher for submission must have the following:

- (1) The original Law Guardian voucher,
- (2) The original Law Guardian case information sheet
- (3) The original Assigned Counsel Plan Family Court Intake Voucher

It is important that you review the information that is printed on the Law Guardian Voucher. Please note the Document Identification number, which is located on the top right side of the voucher page. This identification number is utilized by the Law Guardian system in tracking your voucher.

In all cases you must always submit all three (3) documents.

PRIMARY DAY: KINGS, QUEENS, RICHMOND

**ASSIGNED COUNSEL PLAN FAMILY COURT
INTAKE VOUCHER**

CITYWIDE

MAIL COMPLETED FORM TO: 253 Broadway – Room 200, New York, NY 10007 (212) 676-0066

Attorney Name: _____

Address: _____

Telephone: _____

Social Security/Tax I.D.# _____

INTAKE SHIFT INFORMATION

County: _____

Date of Service: _____

Part: _____

From: _____ To: _____ Lunch Hour: _____ Total hours worked: _____ Amount Requested: _____

MUST BE COMPLETED BY ATTORNEY BEFORE SUBMISSION

ADULTS

NUMBER OF CASES HANDLED: _____

CASES DISPOSED: _____

TOTAL CASES RETAINED: _____

CERTIFIED CORRECT: No payment or promise of payment has been requested or accepted for representing the parties listed above. Any future vouchers submitted for other services on those matters will not include a payment for these intake services. The undersigned, an attorney-at-law in the State of New York affirms the foregoing to be true under penalty of perjury.

ATTORNEY SIGNATURE

DATE

FOR COURT USE ONLY

\$ _____
PAYMENT APPROVED
DATE

JUDGE SIGNATURE & STAMP

Voucher must be submitted within 45 days of Intake shift
**** FORM ON REVERSE SIDE MUST BE COMPLETED ****

PRIMARY DAY: KINGS, QUEENS, RICHMOND

Document Id:

Attorney Name: M

Case Information:

Client Name: Primary Day - 12/11/2007

Court: Kings County Family Court

of Petitions: 9

Total Hours: 7.17

Start Time: 10:30 AM End Time: 7:00 PM

Lunch Start: 1:20 PM Lunch End: 2:40 PM

File #	Docket #	Client's Name	Part	Judge Name	Adjourned Date	Child (LG)	Adult (18b)
100700	0 00000 07	Juan Ramos	14	Sarah L. Krauss	12/11/2007		X
527	V	07C T		Transfe Francine Seiden rring	07/30/2007		X
1102	N	07 G	val 2	Paul H. Grosvenor	12/06/2007	X	
11							
102007	B	C	ado 11	Jane Pearl	10/19/2007		X
	B 10004 07	C	ado 11	Jane Pearl	10/19/2007		X
	N	07 I	es 4	Susan S. Danoff	12/06/2007		X
	N	I	es 4	Susan S. Danoff	12/06/2007		X
	V		14	Sarah L. Krauss	08/22/2007		X

PRIMARY DAY: KINGS, QUEENS, RICHMOND

Warnings and Corrections

On the primary day voucher, the warnings detailed below may occur.

(1) The docket number you entered does not exist.

Correction:

- Check the docket number for accuracy.
- Check the docket number for a supplemental docket number.
- Check the assignment date.

(2) The attorney type is incorrect.

Correction:

All panel members are required to submit a Notice of Appearance. If the court has listed as a Law Guardian and your client is the Adult, you must get this corrected by the Part or by the Clerk's office.

(3) Affirmation

In the event that you are submitting a voucher more than 45 days after disposition, you will be required to submit an affirmation stating that no prior claim has been made or has payment been received for the services rendered and explaining the reason for the delay.

PRIMARY DAY

NASSAU

PRIMARY DAY: NASSAU

The screenshot shows a web browser window titled "UCS - Law Guardian - Open Voucher - Microsoft Internet Explorer". The page header reads "New York State Unified Court System". A left-hand navigation menu includes "Tasks", "New Voucher", "Open Vouchers", "Reports and Extract", "Find Conflict(s)", "Appearance Search", "LG Profile", "Password", and "Log Out".

The main content area is titled "Case Information:" and includes fields for "Voucher for:", "Court: Nassau County Family Court", and "Document ID:". Below this is the "Add/Edit Client Case Information:" section with the following fields:

Client Name:	Primary Day	Proceeding Type:	X-OTHER
Primary Day:	03/19/2008	# of Selected Cases:	0
Start Time:	09 : 00 AM	End Time:	05 : 00 PM
Lunch Start:	12 : 45 PM	Lunch End:	01 : 45 PM

The "Dockets:" section contains a "Docket #:" field with a dropdown menu, a date field, and radio buttons for "Child (LG)" and "Adult (18B)". There are "Add Docket #" and "Remove Docket #" buttons, and a "Selected Docket(s)#" field.

The "Warnings:" section states "No warnings for this voucher." At the bottom of the form are "Submit and Print Voucher" and "Cancel" buttons.

The Windows taskbar at the bottom shows the Start button, several open windows for "UCS - LawGuardian", "lg.exe", and "Law Guardian Interne...", and the system clock showing "11:27 AM".

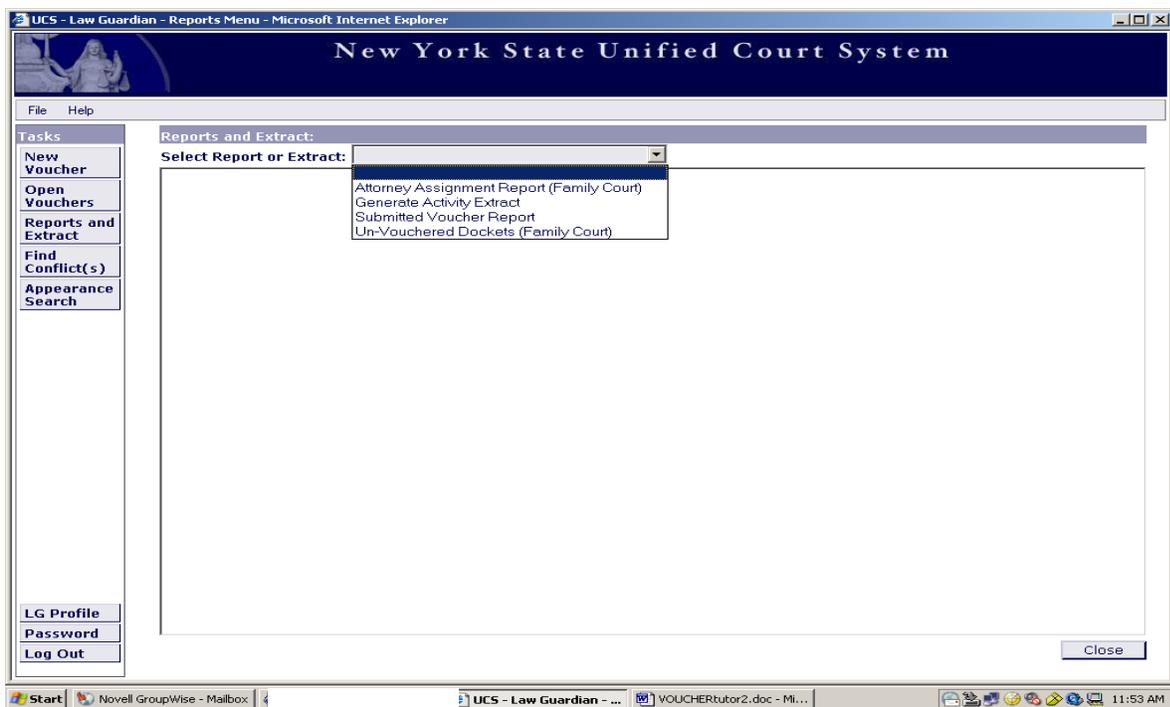
For instructions on completing your voucher, see pages 61 through 66.

Our office requires the primary day attorney to submit a voucher regardless of a number of assignments received for that day.

In the event that you were not assigned any new matters on your primary day, you must submit a paper voucher since the computer will not process a voucher indicating zero assignments.

REPORTS AND EXTRACT

REPORTS AND EXTRACT



Click on the “Reports and Extract” button on the left. Click on the drop down menu. Select the report you desire.

The following different reports are available online:

Attorney Assignment Report.....	Page 76
Generate Activity Extract.....	Page 78
Submitted Voucher Report.....	Page 81
Un-Vouchered Dockets.....	Page 84

REPORTS AND EXTRACT

ATTORNEY ASSIGNMENT REPORT

REPORTS AND EXTRACT: ATTORNEY ASSIGNMENT REPORT

Two Functions: Function 1

UCS - Law Guardian - Reports Menu - Attorney Assignment Report - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

Reports and Extract: Select Report or Extract: Attorney Assignment Report (Family Court)

Report Options:

Assignment Date: (From) 01 / 01 / 2008 (To) 02 / 01 / 2008

Docket: D Court: Search

File #	Docket #	Assign Judge	Attorney/Firm	Assign Date	Attorney/Firm	Attorney Type	Court
42	D	Lee Hand Elkins		01/02/2008	Er	Law Guardian	Kings County F.
22	D	Nora L. Freeman		01/18/2008	Er	Law Guardian	Kings County F.
32	N	7 Bryanne A. Hamill		01/25/2008	Er	18B	Kings County F.
43	N	8 Susan S. Danoff		01/31/2008	Er	18B	Kings County F.
60	D	/08A Lee Hand Elkins		01/16/2008	Er	Law Guardian	Kings County F.
60	D	/08A Lee Hand Elkins		01/16/2008	Er	Law Guardian	Kings County F.
11	4 N	8 Jeanette Ruiz		01/29/2008	Er	18B	Kings County F.
11	4 N	8 Jeanette Ruiz		01/29/2008	Er	18B	Kings County F.
12	3 D	Lee Hand Elkins		01/22/2008	Er	Guardian ad litem	Kings County F.
12	8 N	7 Paul H. Grosvenor		01/08/2008	Er	Law Guardian	Kings County F.
12	8 N	7 Paul H. Grosvenor		01/08/2008	Er	Law Guardian	Kings County F.
12	8 N	7 Paul H. Grosvenor		01/08/2008	Er	Law Guardian	Kings County F.

Print Preview Report Close

Start WordPerfect X3 - D... Related Links - Micro... UCS - LawGuardian... UCS - Law Guardia... The Activity Extract ... 3:59 PM

Enter in Assignment Date (from) (to) a thirty-day date range in the boxes provided and click the “Search” button. It will return family court assignments for that particular law guardian within that specified thirty-day date range.

Function 2

UCS - Law Guardian - Reports Menu - Attorney Assignment Report - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

Reports and Extract: Select Report or Extract: Attorney Assignment Report (Family Court)

Report Options:

Assignment Date: (From) / / (To) / /

Docket: D Court: Kings County Family Court Search

File #	Docket #	Assign Judge	Attorney/Firm	Assign Date	Attorney/Firm	Attorney Type	Court
	D-	08 Lee Hand Elkins		01/02/2008	E	Law Guardian	Kings County Family Court

Print Preview Report Close

Start WordPerfect X3... Related Links - ... UCS - LawGuard... UCS - Law Gua... The Activity Ext... Document2 - Mi... 4:02 PM

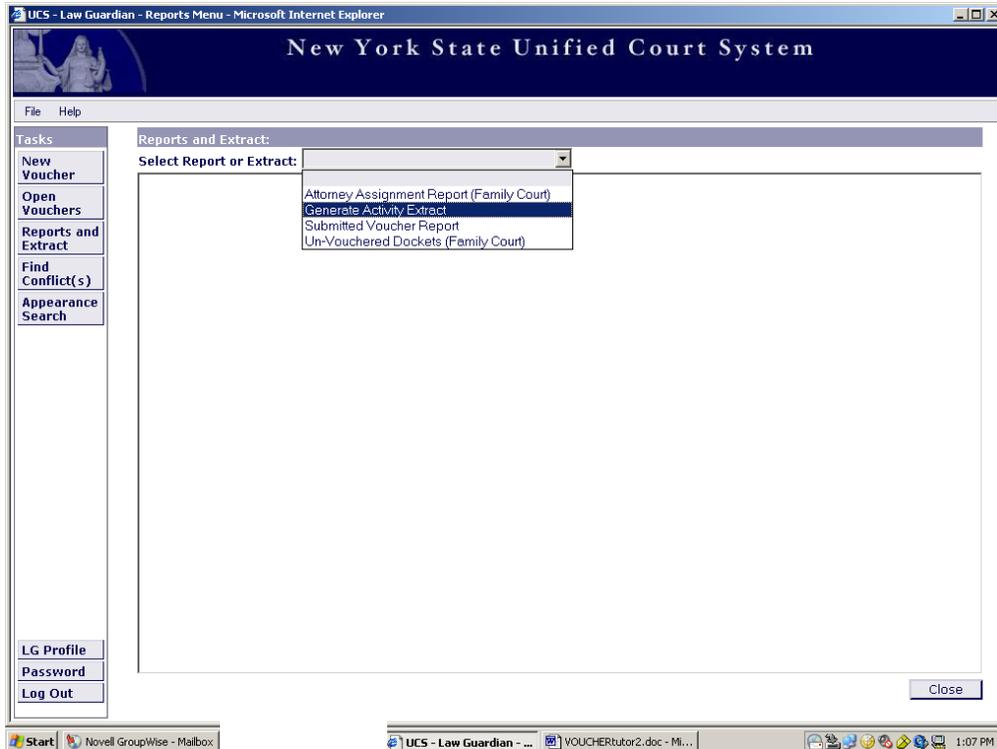
The Attorney Assignment Report will provide you with individual docket information. Enter the docket information and the Court.

REPORTS AND EXTRACT

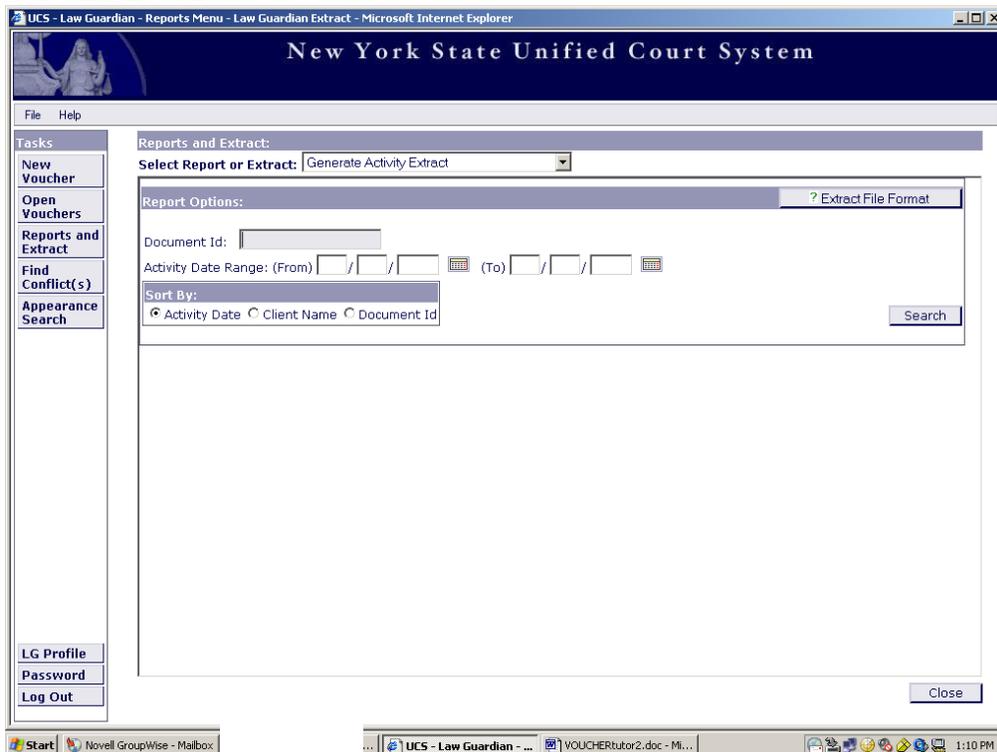
GENERATE ACTIVITY EXTRACT

REPORTS AND EXTRACT: GENERATE ACTIVITY EXTRACT

Screen Shot #1



Screen Shot #2



Click on the “Reports and Extract” button on the left. Click on the drop down menu. Select “Generated Activity Extract”.

This report provides you with information regarding the actual time spent on each in-court and out-of-court activity on a voucher.

REPORTS AND EXTRACT: GENERATE ACTIVITY EXTRACT

UCS - Law Guardian - Reports Menu - Law Guardian Extract - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile
Password
Log Out

Reports and Extract:

Select Report or Extract: Generate Activity Extract

Report Options: [? Extract File Format](#)

Document Id: 1

Activity Date Range: (From) []/[]/[] (To) []/[]/[]

Sort By:

Activity Date Client Name Document Id

Search

Close

Enter the document identification number and select search.
If you have the specific activity range, you can use those dates.

UCS - Law Guardian - Reports Menu - Law Guardian Extract - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile
Password
Log Out

Reports and Extract:

Select Report or Extract: Generate Activity Extract

Report Options: [? Extract File Format](#)

Document Id: []

Activity Date Range: (From) []/[]/[] (To) []/[]/[]

Sort By:

Activity Date Client Name Document Id

Search

Date	Activity	Start Time	End Time	Time Spent	Mileage	Expenses	Amount Charged	Activity Summ
05/19/2008	H-Out of Court - All Other	06:45 PM	07:35 PM	0.83			\$62.50	Post Dispositi
01/28/2008	N-In Court - All Other	02:30 PM	04:55 PM	2.42			\$181.25	Court appear
01/24/2008	D-Phone/Correspondence	06:30 PM	07:25 PM	0.92			\$68.75	call to client
01/10/2008	N-In Court - All Other	10:00 AM	12:00 PM	2.00			\$150.00	In court confe
01/09/2008	H-Out of Court - All Other	07:30 PM	08:20 PM	0.83			\$62.50	conference ca
12/28/2007	D-Phone/Correspondence	02:00 PM	02:50 PM	0.83			\$62.50	Conference w
12/17/2007	N-In Court - All Other	10:30 AM	12:30 PM	2.00			\$150.00	argued suppr
12/10/2007	D-Phone/Correspondence	06:30 PM	07:20 PM	0.83			\$62.50	Phone conver
11/24/2007	E-Legal Drafting	06:30 PM	07:30 PM	1.00			\$75.00	Legal drafting
11/23/2007	D-Phone/Correspondence	06:00 PM	06:30 PM	0.50			\$37.50	write correspc

Download Extract

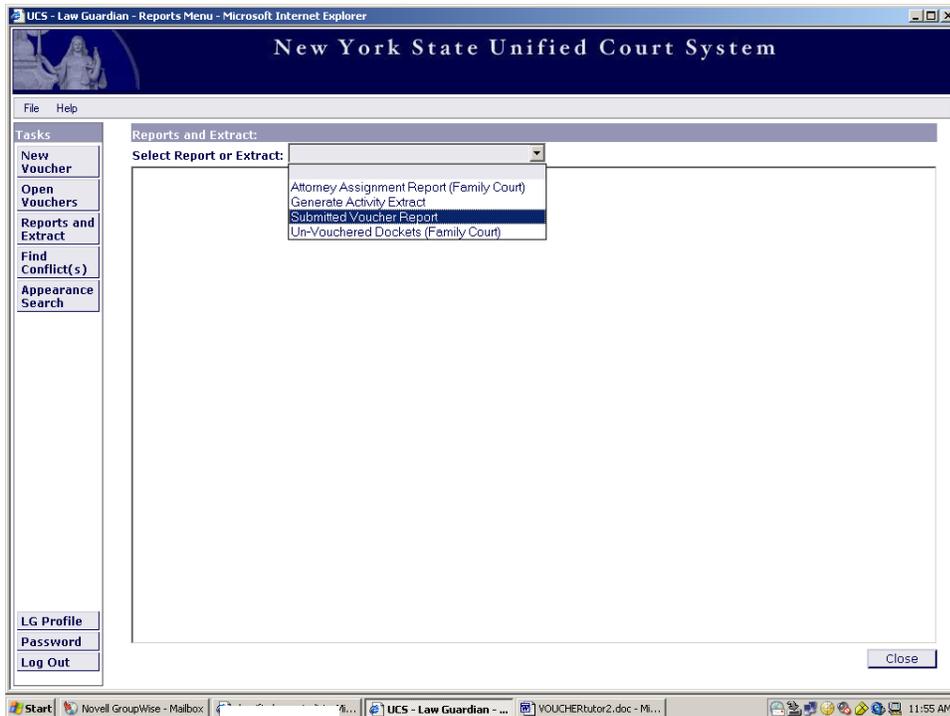
Close

The Activity Extract Report provides you with a detailed activity timeline for the specified docket. This report will help you with overlapping times.

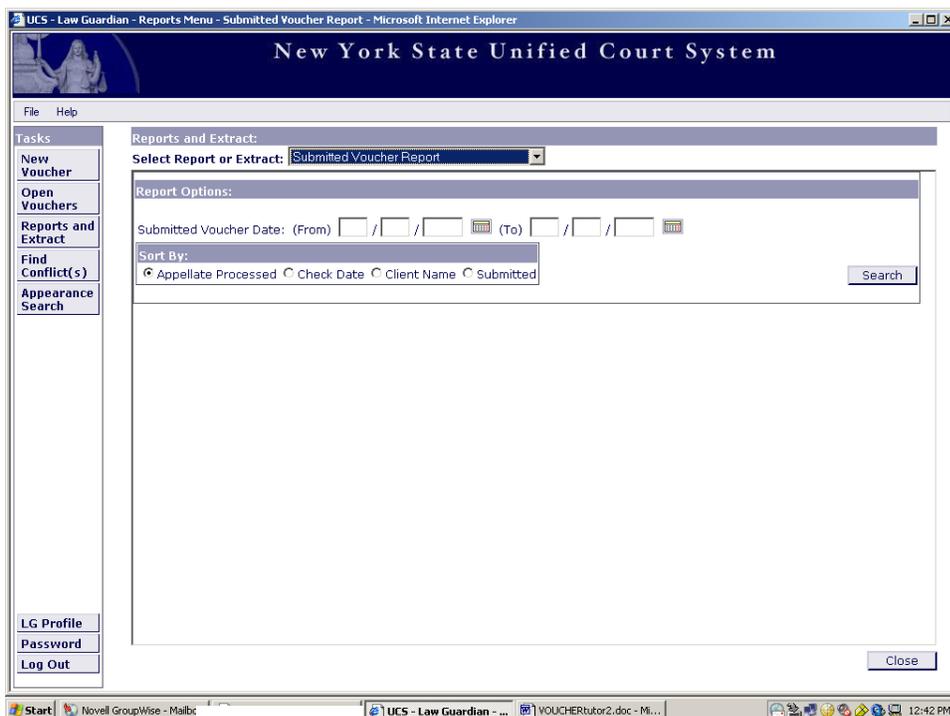
REPORTS AND EXTRACT

SUBMITTED VOUCHER REPORT

REPORTS AND EXTRACT: SUBMITTED VOUCHER REPORT



You may access these reports for vouchers that have been presented for payment. Click on the “Reports and Extract” button on the left. Click on the drop down menu. Select “Submitted Voucher Report”.



Enter the submitted voucher date range in the spaces provided. Click the “Search” button.

REPORTS AND EXTRACT: SUBMITTED VOUCHER REPORT

The screenshot displays the 'New York State Unified Court System' web application. The main content area is titled 'Reports and Extract:' and shows the 'Submitted Voucher Report' selected. Below this, there are 'Report Options' including a date range selector for 'Submitted Voucher Date' (From 05/01/2006 to / /) and a 'Sort By' dropdown menu with options: Appellate Processed, Check Date, Client Name, and Submitted. A search button is also present.

Client Name	Case #	Submitted	Pending Approval	Appellate Processed	Check Date	Payee Am
Primary Day - 09/06/2006	5	11/01/2006	Pending Initial Court Review			\$10
Primary Day - 05/18/2006		10/26/2006	Pending Initial Court Review			\$20
J	1	05/31/2007	Pending Initial Court Review			\$10
Raquan Little	1	10/27/2006	Pending Initial Court Review			\$20
Primary Day - 05/18/2006		10/26/2006	Pending Initial Court Review			\$20
Primary Day - 08/02/2006	5	10/27/2006	Pending Initial Court Review			\$10
Primary Day - 07/05/2006	5	10/20/2006	Pending Initial Court Review			\$50
Primary Day - 05/18/2006	4	10/30/2006	Pending Initial Court Review			\$0
Primary Day - 09/06/2006		10/31/2006	Pending Initial Court Review			\$30
Roy Legions	1	10/27/2006	Pending Initial Court Review			\$10

At the bottom of the report area, there are buttons for 'Print Preview Report', 'Print Preview Voucher', and 'Close'. The left sidebar contains navigation options: 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', and 'Appearance Search'. The bottom of the browser window shows the taskbar with the Start button, 'Novell GroupWise - Mailbox', 'UCS - Law Guardian - ...', and 'VOUCHERtutor2.doc - Mi...'. The system clock shows 12:51 PM.

This report will be a listing of all vouchers you have submitted for payment.

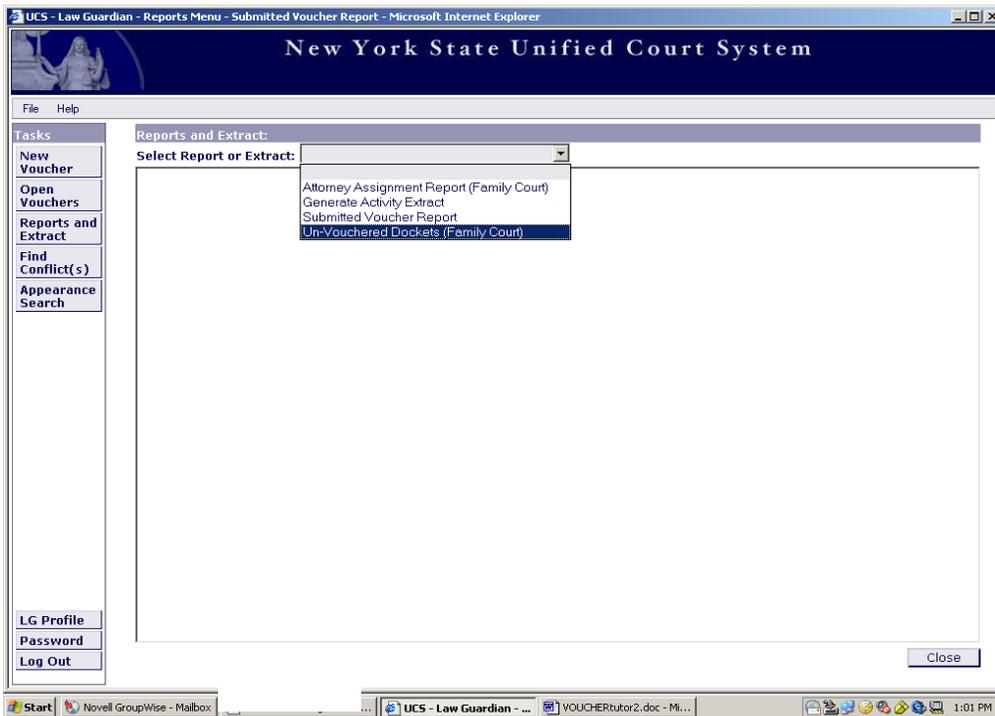
You have two options for viewing

1. You can view a specific thirty-day date range by entering the date information in the "Submitted Voucher Date (From) and (To)" boxes.
2. You can view a year-to-current date range by entering the date information in the "Submitted Voucher Date (From)" boxes.

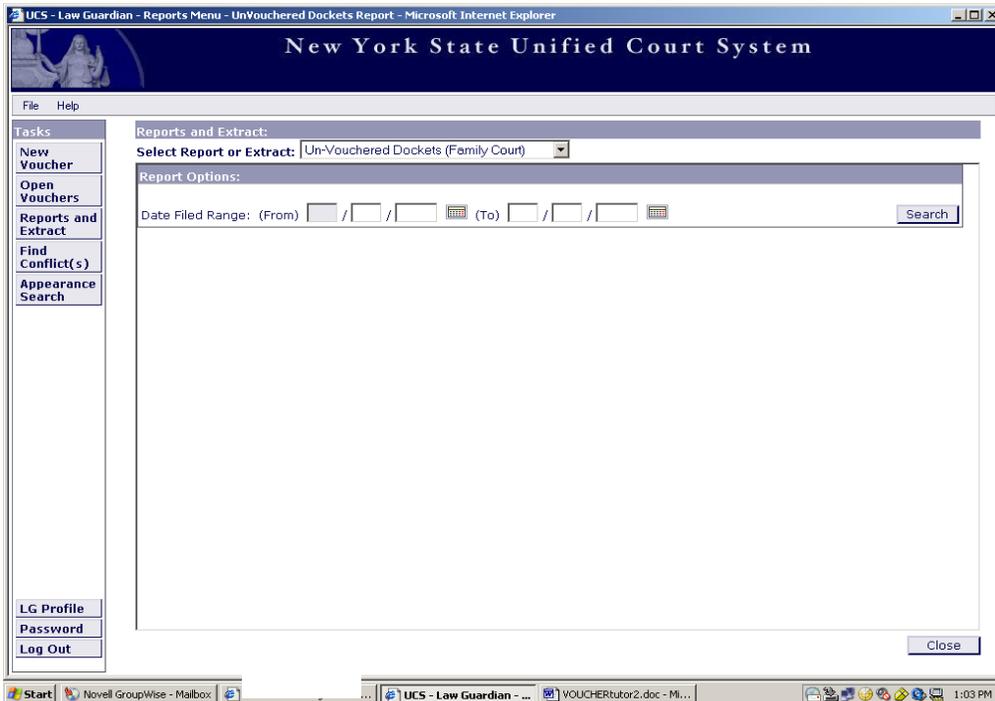
REPORTS AND EXTRACT

UN-VOUCHERED DOCKET REPORT

REPORTS AND EXTRACT: UN-VOUCHERED DOCKETS REPORT Screen Shot #1



Screen Shot #2



This report provides you with information from the UCMS database regarding cases for which you have not billed.

From the drop down menu, select the “Un-Vouchered Dockets” option. (Screen Shot #1)
Enter the Date Filed Range in the spaces provided, and click the “Search” button.

Note: The date range is restricted to thirty days. (Screen Shot #2)

REPORTS AND EXTRACT: UN-VOUCHERED DOCKETS REPORT

UCS - Law Guardian - Reports Menu - UnVouchered Dockets Report - Microsoft Internet Explorer

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile
Password
Log Out

Reports and Extract:
Select Report or Extract: Un-Vouchered Dockets (Family Court)

Report Options:
Date Filed Range: (From) 05 / 01 / 2006 (To) 06 / 01 / 2006 Search

Client Name	File #	Docket #	Relief Sought	Date Filed
M	14	NM	Neglect	05/04/2006
M		NM	Neglect	05/04/2006
C	3E	O-	Order of Protection, Transfer Accepted.	05/02/2006
C		V-I	Custody, Transfer Accepted.	05/02/2006
C		V-I	Custody, Transfer Accepted.	05/02/2006
C		V-I	Custody, Transfer Accepted.	05/02/2006
G	54	8 NA	16A Extension of Supervision	05/18/2006
H	67	8 NM	Neglect	05/30/2006
H		NM	Neglect	05/30/2006
D	9E	9 NM	Neglect	05/01/2006
D		NM	Neglect	05/01/2006
S	9E	7 D-	Juvenile Delinquency	05/01/2006
C	9E	7 O-	Order of Protection	05/02/2006

Print Preview Report Close

This list contains the un-vouchered dockets for the date range you requested.

Once the docket has been added to a voucher, the docket is removed from the Un-Vouchered Docket Report.

Note: Dockets may remain listed on here if they were previously billed on a paper voucher before the online system was implemented.

FIND CONFLICTS

FIND CONFLICTS

UCS - Law Guardian - Open Voucher - Activity Screen - Microsoft Internet Explorer

New York State Unified Court System

File Help

Enter multiple out-of-court activities here.

Activities Charged:

Total	Hours:(O/C)	5.25	Hours(I/C)	2.75	Mileage:	0.0	Expenses:	\$0.00	Amount:	\$600.00
Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary			
07/23/2008	Phone/Correspondence	0.25					\$18.75	Correspondence		
07/23/2008	Review Documents	0.25					\$18.75	Received and rev		
07/09/2008	Client Interview/Meeting	0.50					\$37.50	Meeting with clie		
07/09/2008	In Court - All Other		0.75				\$56.25	Court appearanc		

Warnings:

The start and end time for Initial Appearance dated 06/19/2008 overlaps with an activity on Document Id: 132542.
 The start and end time for In Court - All Other dated 06/19/2008 overlaps with an activity on Document Id: 132542.
 Voucher was opened 70 day(s) after assignment. All future vouchers must be opened within 7 days of assignment.

Affirmation Print Activity Sheet OK Cancel

Tasks: New Voucher, Open Vouchers, Reports and Extract, Find Conflict(s), Appearance Search

LG Profile, Password, Log Out

Start, Microsoft Word, WordPerfect X3, Related Links - Micro..., UCS - LawGuardian - ..., UCS - Law Guardia..., 12:54 PM

If your voucher warnings indicate that you have an overlap with an activity, write down the Document ID number(s), which indicate the Conflict Identification number(s).

FIND CONFLICTS

UCS - Law Guardian - Open Voucher - Activity Screen - Microsoft Internet Explorer

New York State Unified Court System

File Help

Enter multiple out-of-court activities here.

Activities Charged:

Total	Hours:(O/C)	5.25	Hours(I/C)	2.75	Mileage: 0.0	Expenses: \$0.00	Amount: \$600.00
Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary
07/23/2008	Phone/Correspondence	0.25				\$18.75	Correspondence
07/23/2008	Review Documents	0.25				\$18.75	Received and rev
07/09/2008	Client Interview/Meeting	0.50				\$37.50	Meeting with clie
07/09/2008	In Court - All Other		0.75			\$56.25	Court appearanc

Buttons: Select, Add New, Delete

Microsoft Internet Explorer

Are you sure you want to cancel the current task and start ConflictSearch?

Buttons: OK, Cancel

Warnings:

The start and end time for Initial Appearance dated 06/19/2008 overlaps with an activity on Document Id: 132542.
The start and end time for In Court - All Other dated 06/19/2008 overlaps with an activity on Document Id: 132542.
Voucher was opened 70 day(s) after assignment. All future vouchers must be opened within 7 days of assignment.

Buttons: Affirmation, Print Activity Sheet, OK, Cancel

Taskbar: Start, 4 Microsoft Word, WordPerfect X3, Related Links - Micro..., UCS - LawGuardian - ..., UCS - Law Guardia..., 12:54 PM

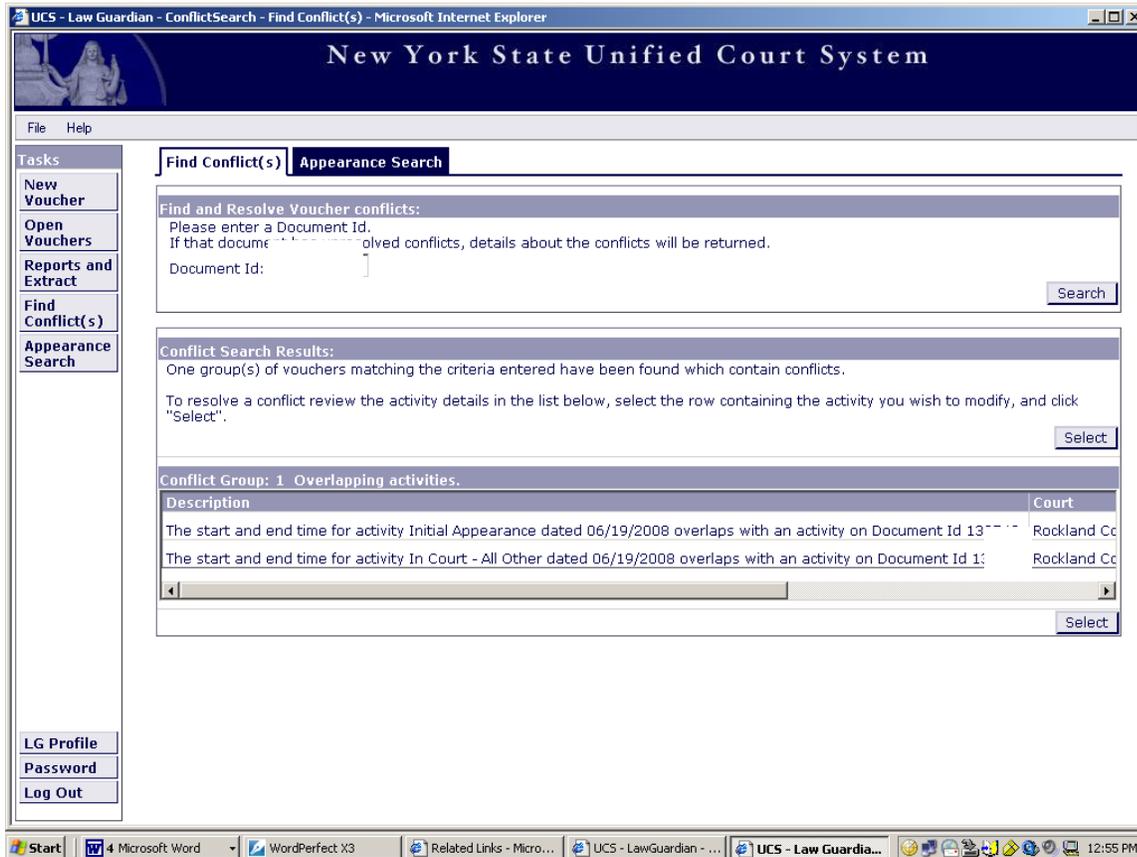
Click on the “Find Conflicts” button on the left side of the screen.

Click “OK” in the box that appears.

On the next screen, enter the Document ID that is listed on your voucher.

Click the “Search” button and follow the “Conflict Search Results” instructions.

FIND CONFLICTS



After you have entered the Document ID, this screen will appear.

The Conflict Search Results box provides a description of the overlapping activities.

The Conflict Group/Overlapping Activities box contains the conflict individual activity entered, the date, the Document ID, and the Court.

To see the entire description, scroll to the right.

FIND CONFLICTS

The screenshot displays the 'Open Voucher' screen in the New York State Unified Court System. The page title is 'New York State Unified Court System'. The browser window is titled 'UCS - Law Guardian - Open Voucher - Activity Screen - Microsoft Internet Explorer'. The main content area is divided into several sections:

- Client Case Information:** Voucher for [redacted], Document Id: [redacted]. Client Name: [redacted], Court: Rockland County Family Court, Proceeding Type: NN - NEGLECT.
- Summary:** # Of Petitions: 4, File#: [redacted], Disposition: [redacted].
- Activities Charged:** A table with columns: Total, Hours:(O/C), Hours(I/C), Mileage, Expenses, Amount, and Activity Summary.

Total	Hours:(O/C)	Hours(I/C)	Mileage	Expenses	Amount	Activity Summary
	3.75	2.50	0.0	\$0.00	\$468.75	
08/06/2008		0.50			\$37.50	Received and rev
06/26/2008			1.50		\$112.50	Perm. hearing, n
06/16/2008		1.00			\$75.00	Meeting with clie
06/12/2008			1.00		\$75.00	court appearance
- Add/Edit Activity:** Activity: A - Review Documents, Date: 05/27/2008, Start Time: 2:00 PM, Time Spent: 0:15 (hours:minutes), Activity Summary: review documents, Details: Amount Charged :\$18.75 Activity Time: 2:00PM-2:15PM.
- Warnings:** The start and end time for Review Documents dated 05/27/2008 overlaps with an activity on Document Id: [redacted]. Voucher was opened 469 day(s) after assignment. All future vouchers must be opened within 7 days of assignment.

WARNING:

When entering the Document ID number, make sure you are aware of the document that has been opened. The system will allow you to make changes on the document you are working on as well as the conflict document.

To make the correction(s) to the voucher containing the overlapping activity, click on the “Open Vouchers” button on the left side of the screen and select the appropriate voucher.

Highlight the activity that needs to be corrected.

Click “Select”.

Make your correction(s).

Click on “Apply”.

APPEARANCE SEARCH

APPEARANCE SEARCH

The screenshot displays the 'New York State Unified Court System' website. The main navigation bar includes 'File' and 'Help'. A left-hand menu lists various tasks: 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', 'Appearance Search', 'LG Profile', 'Password', and 'Log Out'. The 'Appearance Search' section is active, showing a search form with the following fields:

- Find Conflict(s)** | **Appearance Search**
- Find information about in-court appearance activity:
Please enter a Docket Number and select a Court.
- Docket Number: NN-07 /
- Court: Kings County Family Court
- Search button

Below the search form, the 'Appearance Data' section shows the attorney type for docket NN-07 is 'Law Guardian'. A table lists the following appearance data:

Docket Number	Date	Part	Judge	Document Id
17	12/05/2007	8	Jeanette Ruiz	Not charged
17	12/13/2007	8	Jeanette Ruiz	Not charged
17	12/17/2007	8	Jeanette Ruiz	Not charged
17	02/06/2008	8	Jeanette Ruiz	Not charged
17	05/08/2008	8	Jeanette Ruiz	Not charged
17	07/15/2008	8	Jeanette Ruiz	Not charged
17	07/28/2008	8	Jeanette Ruiz	Not charged

A 'Select' button is located at the bottom right of the table.

Click on the “Appearance Search” button on the left side of the screen.

Enter your docket # or file # and click on the “Search” button.

This will open a new screen which provides you with a listing of Family Court appearances and indicates if an appearance has been charged to a voucher.

Note: “Not Charged” does not necessarily mean that you have not billed for this docket. You may have billed for this docket on a paper voucher before the online system was implemented.

CASE VOUCHER WARNINGS AND THRESHOLDS

WARNINGS AND THRESHOLDS

Warning #1: Double Billing

Business Rule:

Ensure the payee has not already billed the UCS for the same hours and date.

Court Types:

All law guardian court types: Family, Supreme, Surrogate's, and Appellate Division

Fatal:

Yes: The user is stopped from proceeding with the voucher.

Brief Description:

If the dates, start time, and end time of two or more activities entered on this voucher or on any other voucher for this payee overlap, it is considered double billing. Activities include Primary Day. Check for overlapping hours on all of this payee's vouchers regardless of judicial department and regardless of the voucher's submission status.

Message:

The start and end time for (*activity*) dated (mm/dd/yyyy) overlaps with an activity on Document Id: (*voucher*)."

Warning #2: Excessive Billing for In-Court Hours

Business Rule:

Ensure the payee is not billing UCS for more *In-Court Hours* than this department allows for any one day.

Court Types:

All law guardian court types: Family, Supreme, Surrogate's, and Appellate Division

Fatal:

No: It does not stop the user from proceeding with the voucher.

Notes:

Each Department will ultimately maintain the threshold for the non-fatal "Excessive Billing For In-Court hours" warning in their department defaults. For now, we default each to 9 hours.

Brief Description:

Check all of this payee's other vouchers, regardless of judicial department and regardless of the voucher's submission status, to see if the hours applied to in-court activities on the same appearance date total more than the department's maximum allowable in-court hours. For purposes of this warning, Primary Day activities are considered In-Court Activities.

Message:

Total # of hours for (*appearance date mm/dd/yyyy*) exceeds (department threshold).

Warning #3: Excessive Billing for In-Court and Out-of-Court Total Hours**Business Rule:**

Ensure that the payee is not billing UCS for more Total Hours than this department allows for any one day.

Court Types:

All law guardian court types: Family, Supreme, Surrogate's, and Appellate Division

Fatal:

No: It does not stop the user from proceeding with the voucher.

Notes:

Each Department will ultimately maintain the threshold for the non-fatal "Excessive Billing For In-Court and Out-of-Court Total Hours" warning in their department defaults. For now, we default each to 12 hours.

Brief Description:

Check all of this payee's other vouchers, regardless of judicial department and regardless of the voucher's submission status, to see if the hours applied to the same date total more than the department's total allowable hours.

Message:

Total # of hours for (*appearance date mm/dd/yyyy*) and (*activity date mm/dd/yyyy*) exceeds (department threshold)

Warning #4: Total Amount Billed for In-court and Out-of-Court Hours**Business Rule:**

An Attorney Affidavit of Extraordinary Circumstances and a Judge's Certification Statement are required when the total dollar amount billed for in-court and out-of-court hours is more than x. Compensation in excess of the limits established by Family Court Act § 245 and Judiciary Law § 35 shall not be approved absent a showing of extraordinary circumstances.

Court Types:

All law guardian court types: Family, Supreme, Surrogate's, and Appellate Division

Fatal:

No: It does not stop the user from proceeding with the voucher.

Notes:

This is currently a statewide threshold. Ultimately, each department will be able to maintain their own threshold. Each department is defaulted to \$4,400.

Brief Description:

Compare the payment amount for all hours listed on an individual voucher to the limit amount to this warning's threshold.

Message:

Total amount for this voucher is sum (rate*hours) for all in-court and out-of court activities, which exceeds the limit (department threshold).

Warning #5: Voucher Submitted Before Case Disposed**Business Rule:**

Cases must be disposed before a voucher for payment can be submitted. The exception is that when a case is protracted the Appellate allows the payee to submit an interim voucher.

Court Types:

Only for the Family Courts

Fatal:

Yes: The user is stopped from proceeding with the voucher.

Notes:

This warning is not applied against interim vouchers. Call UCMS-Family to find out if a case is disposed in Family Court.

Brief Description:

Compare the Family Court's disposition date to the current date, e.g. the voucher submit date.

Message:

Submit this voucher because this case has not been disposed. If you wish to submit this as an interim voucher, please contact your Appellate Department.

Warning #6: Voucher creation more than x day(s) after assignment**Business Rule:**

This warning is designed to ensure that a voucher is submitted for payment in a timely manner.

Court Types:

Only Family court

Fatal:

No: It does not stop the user from proceeding with the voucher.

Notes:

Each Department will ultimately maintain the threshold for the non-fatal "days after assignment" warning in their department defaults.

This is only useful in Family Court cases at this time, since only Family Court cases can be electronically accessed to obtain the date the law guardian was assigned. The department default of 24 Hours/1 Day was obtained from the appellate on 3/22/2006 (LB).

Brief Description:

This warning is similar to *the Voucher Submitted More Than x Day(s) After Assignment Completion* warning used by the Third and Fourth Departments. However, instead of comparing the disposition/relationship end date, this warning looks at when the docket was assigned to the law guardian.

Message:

Voucher has been (x) days after the (assignment date)

X = (Voucher.Voucher_Create_Date - (latter of ucms.Docket.Petition_File_Date or Ucms.EntityRelationship.Start_Date))

Warning #7: Holidays and Weekends

Business Rule:

Ensure that the voucher is submitted for dates only when that court is in session:

Family Court Out-of-Court Activities

Activity on a Saturday, Sunday, or Holiday produces a warning

Family Court In-Court Activities

Notes:

Activity on a Saturday, Sunday, or Holiday is not valid; however, when creating the voucher, the law guardian will never be able to choose a non-valid appearance date for a Family Court in-court activity, so there should be no need to double check in the warning module.

Non-family in-court or out-of-court activities activity on a Saturday, Sunday, or Holiday produce a warning.

Court Types:

All law guardian court types: Family, Supreme, Surrogate's, and Appellate Division

Fatal:

No: It does not stop the user from proceeding with the voucher.

Message:

The date entered for (activity) is (activity date), which is (observed holiday or Saturday or Sunday)

Warning #8: Receipted Expense

Business Rule:

If an expense is supported by a receipt, the receipt should accompany the voucher.

Court Types:

All law guardian court types: Family, Supreme, Surrogate's, and Appellate Division

Fatal:

No: It does not stop the user from proceeding with the voucher.

Brief Description:

Check the amount of each expense type activity individually against the threshold value. If the amount is over the department threshold, then the warning message is received.

Message:

Receipt must be submitted with signed voucher. The processor will not batch this voucher until receipt is received.

Warning #9: Client Interview Required**Business Rule:**

A law guardian must include a client interview on every voucher.

Court Types:

All law guardian court types: Family, Supreme, Surrogate's, and Appellate Division

Fatal:

No: It does not stop the user from proceeding with the voucher.

Brief Description:

Assure that when a law guardian submits a voucher there is an activity of type Client Interview on the voucher. This rule does not apply to vouchers submitted by any other payee types such as Expert Witnesses.

Message:

You have not entered an activity for Client Interview. You must get Appellate approval in order to submit this voucher.

Note:

In addition to this message, the user will also receive an alert when the activity for Client Interview is selected.

The alert: Please enter a location in the Summary Activity field for the Client Interview.