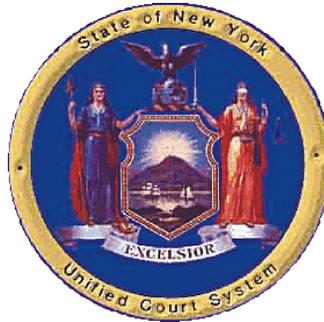


OFFICE OF ATTORNEYS FOR CHILDREN E-VOUCHER MANUAL

New York State Supreme Court
Appellate Division, Third Judicial Department

Hon. Karen K. Peters
Presiding Justice
Hon. John A. Lahtinen
Hon. William E. McCarthy
Hon. Elizabeth A. Garry
Hon. John C. Egan Jr.
Hon. Robert S. Rose
Hon. Michael C. Lynch
Hon. Eugene P. Devine
Hon. Christine M. Clark,
Associate Justices



Betsy R. Ruslander, Director
Office of Attorneys for Children

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

Robert D. Mayberger
Clerk of the Court

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

Betsy R. Ruslander
Director

To: Attorneys for Children, Third Judicial Department

From: Betsy R. Ruslander

Subject: E-voucher

On behalf of Hon. Karen K. Peters, Presiding Justice of the Appellate Division, Third Department, and the other members of the Court, we are pleased to present this E-voucher Manual to assist you in preparing and submitting compensation claims using the web-based E-voucher. The long-standing compensation policies of the Office of Attorneys for Children remain in place and can be found in the Administrative Handbook.

We hope that this manual will serve as a helpful introduction to the use and operation of the E-voucher system. We always appreciate your suggestions about how we can make the manual, and the entire E-voucher system more responsive to your needs. We invite you to share your ideas with us.

We're indebted to our colleagues in the Fourth Department—Tracy Hamilton, the Program Director, and Amy Klee, Court Analyst—for generously sharing their expertise and experience with us.

Finally, if there is anything we at the Office of Attorneys for Children can do to assist you with this or any other aspect of your work as a children's attorney, please contact us.

Thank you once again for your service as an attorney for children.

Getting Started with the E-voucher System

System Requirements:

Adobe Reader

The E-voucher System requires the latest version of **Adobe Reader**. To obtain this version, please visit this website:

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

E-mail

If you use an E-mail spam filter, please update the filter to allow E-mail from these addresses:

eVouchering@courts.state.ny.us
securityadministrationunit@courts.state.ny.us

(because password resets and profile updates are sent from this address)

Please note: These E-mail addresses are not to be used for any purpose other than as described above (to allow access). If you need to contact the Office of Attorneys for Children for any voucher inquiry please use ad3-oac-vouchers@nycourts.gov as indicated on the **Contact Information** page at the back of this manual.

Internet Browser

It is recommended that you use the latest version of your Internet browser. Below are links to the websites for some widely-used browsers:

Internet Explorer: <http://windows.microsoft.com/en-us/internet-explorer/download-ie>

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

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

Google Chrome: <https://www.google.com/intl/en/chrome/browser/>

Enabling Pop-ups

The E-voucher System requires that your browser allow pop-ups. Below are instructions for enabling pop-ups on these browsers:

Internet Explorer Help for Windows XP SP2

You may experience problems using this browser and may want to use one of the other instead.

To enable pop-ups 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 Pop-ups' 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 Pop-ups' 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 pop-ups in Firefox, click on the 'click here..' in the error message and

- Click on 'Allow Pop-ups 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 'Content'
- 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 'Content'
- Leave the box next to 'Block Popup Windows' checked
- Click on the 'Exceptions' 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 'Close' to save your changes

Google Chrome help

To enable pop-ups in Google Chrome, click on the 3 lines on the right side of the window below the 'x'

- Click on 'Settings'
- Click on 'show advanced settings...' at the bottom of the window
- Scroll down to 'Privacy'
- Click on 'Content settings...'
- Scroll down to 'Pop-Ups '
- Click on the circle next to 'Allow all sites to show pop-ups'
- Click on 'Done' at the bottom right of the screen to save

You can also do this by

- Click on 'Settings'
- Click on 'show advanced settings...' at the bottom of the window
- Scroll down to 'Privacy'
- Click on 'Content settings...'
- Scroll down to 'Pop-Ups '
- Click on 'Manage exceptions...'
- Enter the website address in the '[*.]example.com' box
- Click 'Done' at the bottom right of the box to save
- Click 'Done' at the bottom of the next page as well

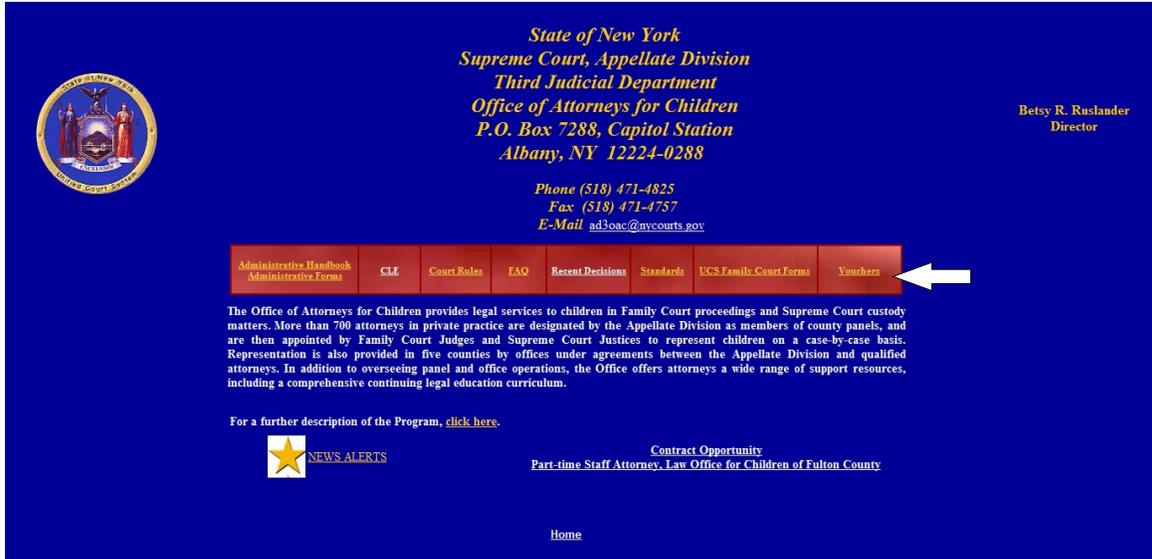
Safari help

To enable pop-ups in Safari

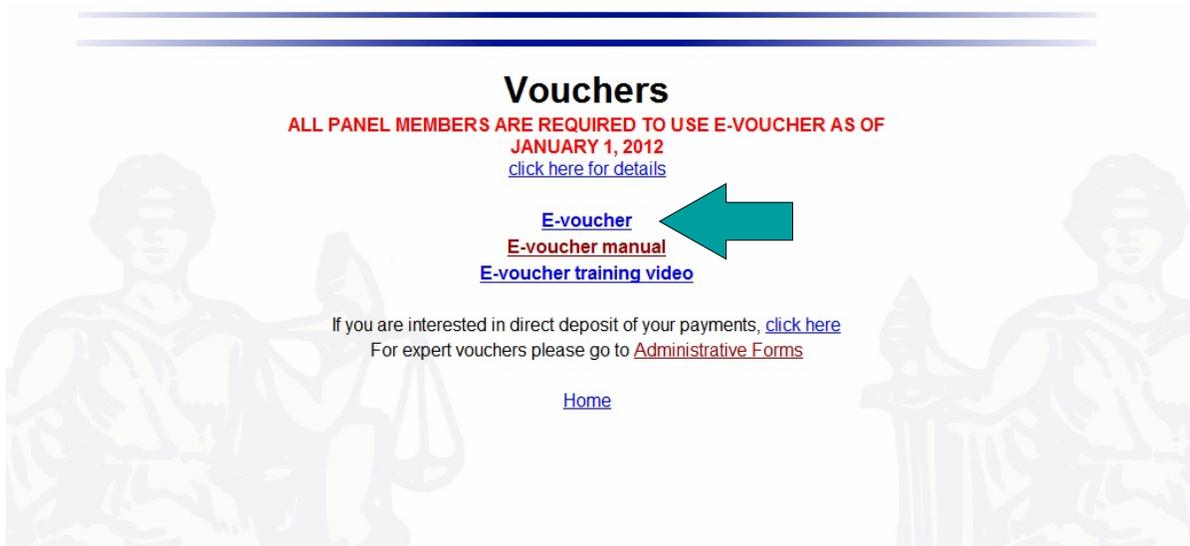
- Click Safari > Preferences
- Click on Security at the top of the window
- Uncheck the box Block pop-up windows to disable this feature

Accessing the E-voucher System

Visit the website for the Office of Attorneys for Children: <http://www.nycourts.gov/ad3/oac> (shown below) and click on Vouchers on the red bar:



It will then take you to the page shown below:

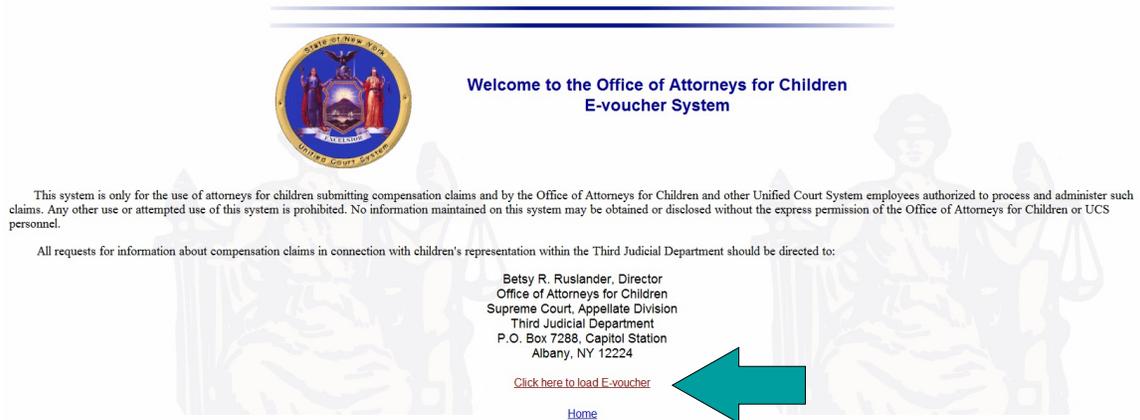


Click on the link labeled E-Voucher

Accessing the E-voucher System - continued

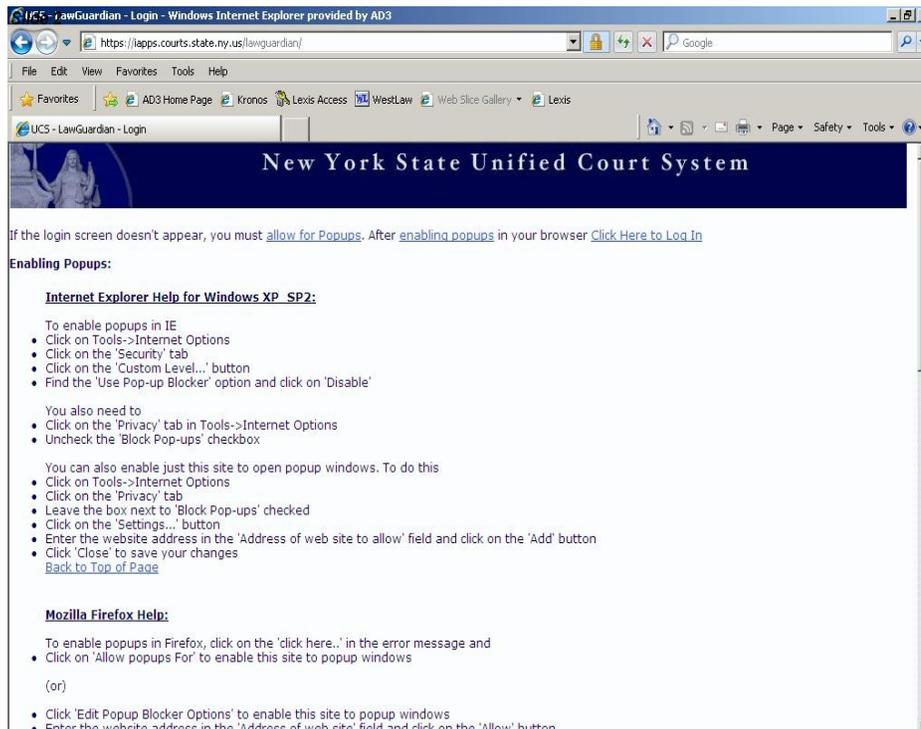
You will be taken to the E-voucher Welcome Page. Review the statement on the E-voucher Welcome Page, and click on the link at the bottom of the page:

[Click here to load the E-voucher.](#)



The screenshot shows the 'Welcome to the Office of Attorneys for Children E-voucher System' page. On the left is the seal of the Unified Court System of the State of New York. The main heading reads 'Welcome to the Office of Attorneys for Children E-voucher System'. Below this is a disclaimer: 'This system is only for the use of attorneys for children submitting compensation claims and by the Office of Attorneys for Children and other Unified Court System employees authorized to process and administer such claims. Any other use or attempted use of this system is prohibited. No information maintained on this system may be obtained or disclosed without the express permission of the Office of Attorneys for Children or UCS personnel.' A note states: 'All requests for information about compensation claims in connection with children's representation within the Third Judicial Department should be directed to: Betsy R. Ruslander, Director, Office of Attorneys for Children, Supreme Court, Appellate Division, Third Judicial Department, P.O. Box 7288, Capitol Station, Albany, NY 12224'. At the bottom, there are two links: 'Click here to load E-voucher' and 'Home'. A large teal arrow points to the 'Click here to load E-voucher' link.

The Pop-up Instruction Screen (shown below) will now appear with directions for configuring your browser to allow pop-ups.



The screenshot shows a browser window titled 'UCS - LawGuardian - Login - Windows Internet Explorer provided by AD3'. The address bar shows 'https://apps.courts.state.ny.us/lawguardian/'. The page content includes the 'New York State Unified Court System' logo and a message: 'If the login screen doesn't appear, you must [allow for Popups](#). After [enabling popups](#) in your browser [Click Here to Log In](#)'. Below this is a section titled 'Enabling Popups:' with two sub-sections: 'Internet Explorer Help for Windows XP SP2:' and 'Mozilla Firefox Help:'. The Internet Explorer section provides a list of steps to enable popups in IE, including clicking on 'Tools->Internet Options', 'Security' tab, 'Custom Level...' button, and 'Disable' for 'Use Pop-up Blocker'. It also includes steps for enabling popups for the specific site. The Mozilla Firefox section provides steps to enable popups in Firefox, including clicking on 'Allow popups For' and 'Edit Popup Blocker Options'.

Logging On and Password Instructions

If your browser is already configured to allow pop-ups, the Log-on Screen will appear. In the spaces provided, type in your assigned **User Name** and **Password** (which has been sent to your e-mail) and click **Sign In**. If you don't have a User Name and Password you may request one by e-mailing ad3-oac-vouchers@nycourts.gov



Password Screen

Initial Password Change

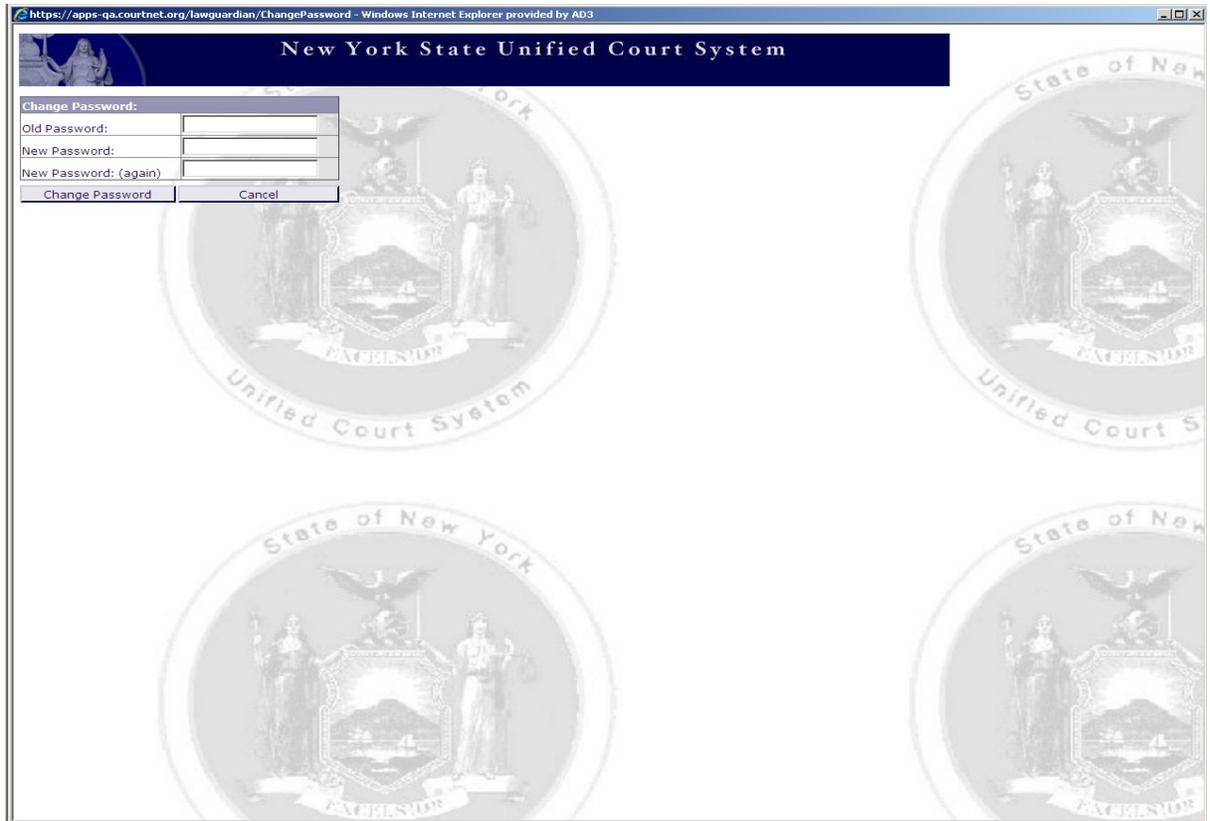
With the initial log in, you will be required to change the password given to you and select a **Private Hint Question**. There are a few rules that must be followed when creating a new password, or updating an old one:

1. The password must have **7 to 10** characters.
2. The password must contain **three** of the following four variables:
 - **Lower Case Letter(s)**
 - **Upper Case Letter(s)**
 - **Number(s)**
 - **Special Characters:** @ \$ & % (For example).
[! and * do not work]
3. It cannot be a password that has been used before.

Changing Your Password

You must change your password:

1. The first time you log in.
2. For security purposes, you are required to change your password every thirty days.
3. If you get locked out because you entered your password or user ID incorrectly three times then you must request a reset and change your password by E-mailing the Office of Attorneys for Children at ad3-oac-vouchers@nycourts.gov



The screenshot shows a web browser window with the address bar displaying `https://apps-qa.courtnet.org/lawguardian/ChangePassword`. The page title is "New York State Unified Court System". The main content area features a "Change Password" form with the following fields and buttons:

Change Password:	
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
New Password: (again)	<input type="text"/>
<input type="button" value="Change Password"/>	<input type="button" value="Cancel"/>

The background of the page is a light gray color with a repeating pattern of the New York State seal, which includes the text "State of New York" and "United Court System".

Attorney Profile

It is important to keep the information in your **Attorney Profile** up-to-date, for the following reasons:

1. The address listed when you submit an E-voucher is the address where your payment will be sent.
2. Your Vendor ID determines where the payment of an E-voucher will be allocated for tax purposes.
3. The E-mail address on the profile is where password notifications or resets will be sent.

The screenshot displays the 'New York State Unified Court System' interface. The main content area is titled 'Attorney for the Child Information' and contains several sections:

- Attorney for the Child Information:** Fields for First Name, Middle Name, Last Name, and Suffix.
- Attorney Vendor Information:** A note stating 'Name and address provided by the Vendor Management Unit'. It includes the Attorney Vendor Id (1234567890) and buttons for 'Change Attorney Vendor Info' and 'Remove Attorney Vendor Info'.
- Firm Vendor Information:** A field for Firm Vendor Id and a button for 'Add Firm Vendor Info'.
- Contact Information:** Fields for Phone 1 (with Business phone and E-mail options), Phone 2, and Phone 3.

In the left sidebar, under the 'Tasks' menu, the 'AFC Profile' tab is highlighted with a green arrow pointing to it. Other tabs include 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', 'Appearance Search', 'Password', and 'Log Out'.

To access your **Profile**, click on the **AFC Profile** tab, located in the lower left corner of the task bar.

E-voucher System Screen

This is the main screen of the **E-voucher System** from which the task bar, **Notices**, **Department Questions** and **New Features** can be accessed.



The task bar, on the left side of the screen, contains tabs for accessing and creating vouchers, generating reports and searching for conflicts and appearances. From the task bar you may also access the **Profile** and **Password** options and safely sign out of the program.

Activity Codes & Descriptions

During preparation of E-vouchers, you will be asked to select activity and expense codes and provide descriptions comparable to those required for conventional, hard-copy vouchers. Please see also the Administrative Handbook, p. 30.

Out-of-Court Activities

A: Review Documents: Describe documents reviewed, e.g. "Review Petition and File."

B: Client Interview: Include the location where you met with your client; e.g. meeting at client's school.

C: Travel: The C-Code is "Travel Time." Indicate where you traveled to and from.

D: Phone/ Correspondence: Indicate the method, subject and recipient of the correspondence, e.g.. "Review letter from Father's Attorney re: visitation."

E: Legal Drafting: Indicate the document type and subject.

F: Legal Research: Indicate the subject of research, and reason for research, e.g. "Legal Research- Case Law, Preparing Appellate Brief."

G: Investigation: Indicate what is being investigated.

H: Out-of-Court All Other: Describe any other work related to representing your client.

In-Court Activities

For the **In-Court Activities, J-N**, select the appropriate Activity Code from the first pull-down menu. Next, select the date, docket, and judge you appeared before from the other pull-down menu, and briefly describe the appearance.

J: Initial Appearance

K: Pre-Trial Hearings

L: Fact Finding

M: Disposition

N: In-Court All Other

Expense Codes

P: Expenses: (other than mileage: Indicate the type of expense. (i.e. Copies, Postage) and the quantity.

Note: Do not enter a "\$" symbol, as the system will not accept this special character.

Q: Mileage: Enter the number of miles traveled in the field titled "mileage," and in the activity summary indicate where you traveled to and from. The system calculates the mileage reimbursement based on the number of miles entered and mileage rate for the date traveled.

Expenses Requiring Receipts:

Tolls

Parking Over \$15

Long Distance Phone Calls Over \$15

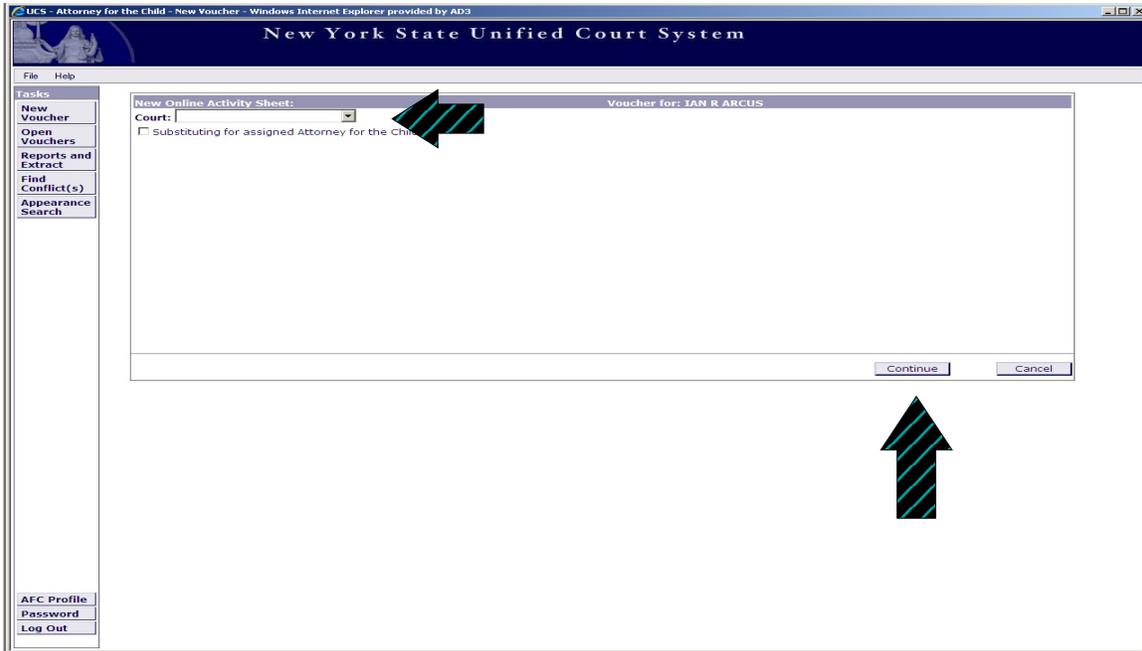
Postage Over \$15

Copies Over \$15 - *If the copying was done in-house, please indicate that in the "activity summary."*

Process Service- Include a copy of the invoice.

Creating a New E-voucher

To start a new E-voucher, click on the **New Voucher** tab located on the task bar. A box will appear in the middle of the screen with the option to select a **Court** from the pull down menu.



Select the court where the services covered by the E-voucher were performed and click the **Continue** button in the lower right-hand corner of the window.



Creating a New E-voucher - continued

Enter the case file number in the **File Number** box and click **Add File #**.

The screenshot shows a web browser window titled "UCS - Attorney for the Child - New Voucher - Windows Internet Explorer provided by ADS". The main content area is titled "New Online Activity Sheet: Voucher for: IAN R ARCUS". Below this, there is a dropdown menu for "Court:" set to "Albany County Family Court" and a checkbox for "Substituting for assigned Attorney for the Child".

The "File Selection:" section contains a "File #:" input field with a green arrow pointing to it. To the right of the input field are three buttons: "Add File #", "Remove File #", and "Find File #...". A green arrow points from the "Add File #" button to the "File #:" input field. To the right of these buttons is a "Selected File(s) #" input field. At the bottom right of the main content area are "Continue" and "Cancel" buttons.

On the left side of the browser window, there is a "Tasks" menu with the following items: "New Voucher", "Open Vouchers", "Reports and Extract", "Find Conflict(s)", and "Appearance Search". At the bottom left, there are buttons for "AFC Profile", "Password", and "Log Out".

If you do not have the file number, click the **Find File #** button. A smaller screen, shown below, will appear. Enter the Docket Number and press **Search**. The file number and client name appear; click the **Add File #**.

Creating a New E-voucher- continued

The file number will appear in the **Selected File(s) #:** . Click **Continue**

The screenshot shows a web browser window titled "UCS - Attorney for the Child - New Voucher - Windows Internet Explorer provided by AD3". The main content area is the "New York State Unified Court System" interface. The page title is "New Online Activity Sheet: Voucher for: IAN R ARCUS". The "Court:" dropdown menu is set to "Albany County Family Court". There is a checkbox for "Substituting for assigned Attorney for the Child" which is unchecked. The "File Selection:" section contains a "File #" input field, three buttons: "Add File #", "Remove File #", and "Find File #...", and a "Selected File(s) #" field containing the number "38123". At the bottom right of the form are "Continue" and "Cancel" buttons. A large green arrow with black diagonal stripes points upwards towards the "Continue" button.

The file number entered is checked against Family Court's Universal Case Management System (UCMS) to confirm that the file number is for the selected court and that you are the assigned attorney.

Creating a New E-voucher- continued

In the next screen, enter the **Client Name** and **Disposition** (if known).
Select the **Proceeding Type** using the pull down menu.

New York State Unified Court System

File Help

Tasks: Dockets **Activity Sheet**

Case Information: Voucher for: _____ substituting for: _____
Court: Albany County Family Court Document ID: 11160

Add/Edit Client Case Information:

Client Name: _____ Proceeding Type: _____
Disposition: _____

File #:

File #: _____ Add File # ▶ Remove File # ◀ Find File #...
Selected File(s) #: 38123

Dockets:

Available Docket(s):

File #	Docket	Relief Sought	Date Filed	Disp. Date
38641	G-36217-07	Guardianship	08/15/2007	09/14/2007
39534	V-59678-09	Custody	04/03/2009	06/22/2009
38123	V-49562-08	Custody	06/10/2008	07/03/2008

Unselect All Select All

Selected Docket(s): Add ▼ Remove ▲

File #	Docket	Relief Sought	Date Filed	Disp. Date
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LG Profile Password Log Out

Next select the docket number(s) covered by the voucher from the **Available Dockets:** list, located below the **File** section. Scroll through the choices offered and highlight your choice(s) by clicking on the correct line. Then click the **Add** button to drop the docket(s) into the **Selected Docket(s):** box. Click the **Continue with Activities** button to go to the **Activities Screen**.

New York State Unified Court System

File Help

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

Add/Edit Client Case Information:

Client Name: Smith Proceeding Type: V-CUSTODY OF MINORS
Disposition: Sub

File #:

File #: _____ Add File # ▶ Remove File # ◀ Find File #...
Selected File(s) #: 38123

Dockets:

Available Docket(s):

File #	Docket	Relief Sought	Date Filed	Disp. Date
38641	G-36217-07	Guardianship	08/15/2007	09/14/2007
39534	V-59678-09	Custody	04/03/2009	06/22/2009
38123	V-36217-08	Visitation	07/06/2007	11/16/2007

Unselect All Select All

Selected Docket(s): Add ▼ Remove ▲

File #	Docket	Relief Sought	Date Filed	Disp. Date
38123	V-36217-08	Custody	06/10/2008	07/03/2008

LG Profile Password Log Out

Continue with Activities Cancel

Creating a New E-voucher - continued

The **Activity Screen** is used to enter activities, mileage and other expenses.

There are two types of activities, **In-Court** and **Out-of-Court**, which are added in different ways.

In-Court Activities are entered individually. Begin by clicking on the **Add New** button on the right side of the screen.



The screenshot shows the 'New York State Unified Court System' interface. The main window is titled 'New Voucher - Activity Screen'. The left sidebar contains a 'Tasks' menu with options: 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', and 'Appearance Search'. At the bottom of the sidebar are 'LG Profile', 'Password', and 'Log Out' buttons.

The main content area is divided into two tabs: 'Dockets' and 'Activity Sheet'. The 'Activity Sheet' tab is active. It contains a form for 'Client Case Information' with fields for 'Voucher for:', 'substituting for:', and 'Document Id:'. Below this is a table for 'Activities Charged' with columns: 'Date', 'Activity', 'Hours O/C', 'Hours I/C', 'Mileage', 'Expenses', 'Amount Charged', 'Activity Summary', 'Dockets', 'Judge', and 'Case'. The table has one row with all cells containing '*NEW*'. To the right of the table are three buttons: 'Select', 'Add New', and 'Delete'. A red arrow points to the 'Add New' button.

Below the table is an 'Add/Edit Activity:' section with a dropdown menu for 'Activity:' and 'Apply' and 'Reset' buttons at the bottom.

Creating a New E-voucher - continued

The **Add/Edit Activity** box will appear; click on the **Activity** pull down tab to display a list of activities with codes.

The screenshot shows the 'New Voucher - Activity Screen' in a web browser. The page title is 'New York State Unified Court System'. The interface includes a navigation menu on the left with options like 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', 'Appearance Search', 'LG Profile', 'Password', and 'Log Out'. The main content area is titled 'Dockets Activity Sheet' and contains 'Client Case Information' with fields for 'Client Name' (Smith), 'Court' (Albany County Family Court), 'Proceeding Type' (V - CUSTODY OF MINORS), '# Of Petitions' (1), and 'File#' (38123). Below this is a table for 'Activities Charged' with columns for Date, Activity, Hours O/C, Hours I/C, Mileage, Expenses, Amount Charged, Activity Summary, Dockets, and Judge. The 'Add/Edit Activity' section is highlighted with a red arrow, and its dropdown menu is open, listing activities A through Q. A second red arrow points to the 'Apply' button at the bottom of the dropdown menu.

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

Add/Edit Activity:

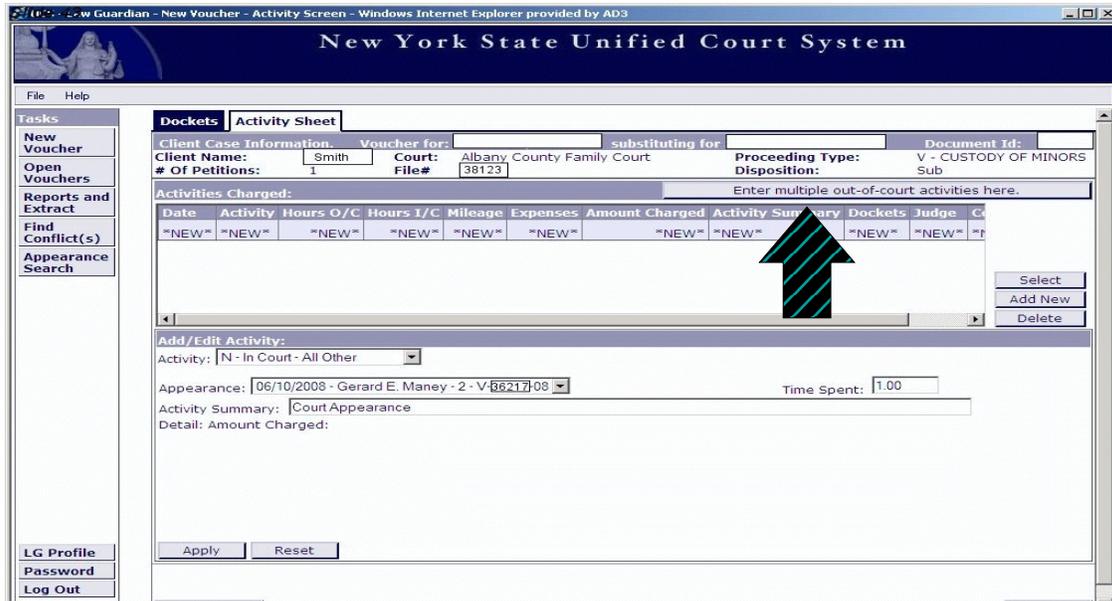
Activity:

- 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
- L - Fact-Finding
- M - Disposition
- N - In Court - All Other
- P - Expenses
- Q - Mileage

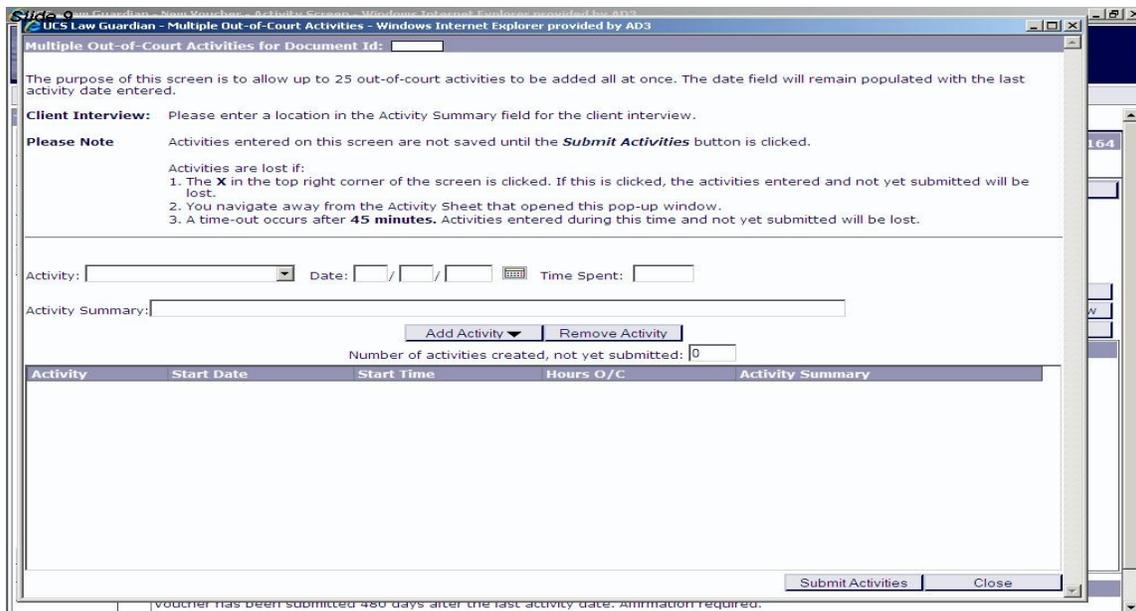
After selecting the type of In-Court appearance, briefly describe the appearance in the **Activity Summary** box. Then click the **Apply** button to return to the main **Activity Sheet**; from there you can either continue entering In-Court activities, or begin entering Out-of-Court activities.

Creating a New E-voucher- continued

Out-of-Court Activities may be entered either individually or in combination. Individual Out-of-Court Activities are entered in the same manner as In-Court Activities, except that the activities and activity codes selected must relate to out-of court services, and a date must be entered for the activity.



Entering multiple **Out-of-Court Activities** is less time-consuming than entering them individually. To enter multiple **Out-of-Court Activities**, click on the tab entitled **Enter multiple out-of court activities here**. A window will pop up like the one below.



Creating a New E-voucher - continued

Start by entering the first Activity Code, Date, Start Time and Time Spent (see “Real Time” below), and Activity Summary, then click **Add Activity**. The activity will be posted in the box below. When you have finished entering the out-of-court activities, click **Submit Activities** to save entries.

Please note that entries not saved will be lost if: 1) a time-out occurs after 20-30 minutes; 2) you navigate away from the Activity Sheet; or 3) you exit page by clicking the X in the top right corner.

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:

Add Activity **Remove Activity**

Number of activities created, not yet submitted: 1

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

Submit Activities **Close**

Real Time

Time charged to vouchers in the E-voucher system will be in "real time", meaning that for each activity you bill, you must enter a start time and the amount of time spent (in hour/minutes), instead of a decimal system billing in tenths of hours. However, the voucher will print out in tenths of hours and the actual time entered will not appear on the voucher that is printed, signed by the attorney and submitted to court.

For example, in the drop down box entitled "start time", the attorney would enter the start time as 9:00 a.m. Next to that drop down box is another drop down box entitled "time spent" (hours:minutes). The attorney would enter the time spent in hours and minutes, e.g. 1:30. The activity time will show as 9:00 a.m. to 10:30 a.m. and the system does not permit that time slot to be billed again for that day.

Creating a New E-voucher - continued

After submitting the Out-of-Court Activities, you will be taken back to the main Activity Screen where you will see all the information you have entered to this point.

New York State Unified Court System

File Help

Client Name: Court: Albany County Family Court Proceeding Type: S - PINS
 # Of Petitions: 1 File#: 38123 Disposition: Substitution

Enter multiple out-of-court activities here.

Activities Charged:							
Total	Hours:(O/C)	0.70	Hours(I/C)	1.00	Mileage: 0.0	Expenses: \$0.00	Amount: \$127.50
Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary
04/07/2008	Initial Appearance		1.00			\$75.00	Court Appearance
04/07/2008	Review Documents	0.50				\$37.50	Open and Review Fil
04/07/2008	Phone/Correspondence	0.20				\$15.00	Phone Conversation

Warnings:
 Voucher has been submitted 480 days after the last activity date. Affirmation required.

Creating a New E-voucher - continued

The process for entering **Expenses**, such as **Travel**, **Postage** and **Parking**, is essentially the same as entering individual Out-of-Court activities. Select the proper Expense Code from the **Activity** pull down menu. For each entry, provide an Activity Summary detailing what the expense covered, then click **Apply**.

The screenshot shows the 'New Voucher - Activity Screen' with the following data:

Client Case Information: Client Name: Smith, Court: Albany County Family Court, Proceeding Type: V - CUSTODY OF MINORS, Disposition: Sub

Activities Charged:

Total	Hours:(O/C)	Hours(I/C)	Mileage:	Expenses:	Amount:
1.70	1.70	1.00	0.0	\$0.30	\$202.80
06/15/2008	Review Documents	0.50		\$37.50	Review Document
06/11/2008	Phone/Correspondence	0.20		\$15.00	Correspondence
06/11/2008	Expenses			\$0.30	Copies x 2
06/10/2008	In Court - All Other		1.00	\$75.00	Court Appearance
06/10/2008	Travel	1.00		\$75.00	Travel

Add/Edit Activity: Activity: P - Expenses, Date: 06/11/2008, Expenses: 0.30, Activity Summary: Copies x 2, Detail: Amount Charged :\$0.30

A green arrow points to the **Apply** button.

When entry of activities and expenses has concluded, the E-voucher can be either submitted, if services in the proceeding are complete, or left open and active on the E-voucher System, if additional services are anticipated (Page 26).

The screenshot shows the 'New Voucher - Activity Screen' with the same data as the previous screenshot. A confirmation dialog box is displayed:

Message from webpage
Are you sure you want to submit this voucher? If yes, click OK, if no, click cancel.

A green arrow points to the **OK** button.

Warnings: Voucher has been submitted 409 days after the last activity date. Affirmation required. The date entered for Review Documents is 06/15/2008, which is a Sunday.

Buttons at the bottom: Affirmation, Print Activity Sheet, Submit and Print Voucher, OK, Cancel

Submitting E-vouchers

In general, an E-voucher is to be submitted when the underlying proceeding has concluded with the entry of a dispositional order. When all activities and the disposition have been entered, **carefully verify that the information displayed is correct before taking the next step, because you will not be able to change it later.** Then click the **Submit and Print Voucher** button and confirm your selection when requested (See page 23). This will electronically submit the voucher for payment but you are still required to sign the printed version and submit it to the court for approval. The next screen will allow you to print the voucher for mailing purposes.

If the E-voucher is submitted within 90 days of the last date of services, the E-voucher will be displayed in its completed format, and you will be asked once again to **Submit and Print Voucher.**

You may be required to submit an affirmation to accompany the E-voucher, such as when the voucher is being submitted 90 days after the last activity date. The program will alert you when this is required. Click on the **Affirmation** button to display the template shown below (entries have been blocked for privacy reasons). Enter a explanation for the delay in filing. Click **Save and Return to Activities** and the box will close. If the voucher is ready to be submitted, click **Submit and Print.** The affirmation box will appear again with the explanation you just entered. Please note that you must check the box below the **Warnings Requiring Affirmation** label before the E-voucher can be submitted. Then click the **I Affirm** button to enter the affirmation and display the completed E-voucher.

The screenshot shows a web browser window titled "UCS - Law Guardian - Affirmation - Windows Internet Explorer provided by AD3". The main content area contains the following elements:

- Document Id:** [Text input field]
- Please Note:** Text entered on this screen is not saved until the **I Affirm** button is clicked. Text is lost if:
 1. The **X** in the top right corner of the screen is clicked. If this is clicked, the text entered and not yet *Saved* will be lost.
 2. You navigate away from the screen that opened this pop-up window.
 3. A time-out occurs after **45 minutes**. Text entered during this time and not yet *Saved* will be lost.
- Albany County Family Court**
- Docket No:** [Text input field]. [Text input field] petitioner, -v- [Text input field] Respondent.
- Warnings Requiring Affirmation:**
 - Voucher has been submitted 480 days after the last activity date. Affirmation required.
- AFFIRMATION**
[Text input field] an attorney licensed to practice law in the State of New York, affirms the following under the penalty of perjury:
[Large text area for affirmation]
- Dated:** 07/31/2009
- I Affirm** [Button] [Cancel] [Button]

A red arrow with black diagonal stripes points to the "I Affirm" button.

Submitting - continued

The completed E-voucher will look like the one shown below. The length of the E-voucher will depend on the number of entries and expenses. From here, you can print the voucher. **The printed version of the voucher must then be submitted to the appropriate court in the same manner as conventional paper vouchers.** Please remember to submit all required documentation of expenses when mailing the voucher. Follow the usual protocol for submitting the printed E-voucher to the judge for signature, and the court will forward the voucher to the Office of Attorneys for Children for processing and payment.

Please remember to review all entries and expenses. Once the voucher is paid, lost time cannot be recovered.

1/G.Generated[1].pdf - Adobe Reader

Document Id:

LAW GUARDIAN VOUCHER		STATE OF NEW YORK - JUDICIARY APPELLATE DIVISION THIRD DEPARTMENT			Voucher No.	
Originating Agency Family Court		Originating Agency Code 05033		Interest Eligible (Y/N) Y		P-Contract
Payment Date		OCS Use Only		Liability Date 06/15/2008		
Payee ID XXX-XX- <input type="text"/>	Additional	Zip Code 12203	Route	Payee Amount \$202.80	MIR Date 07/29/2009	
Payee Name (Limited To 30 Spaces) <input type="text"/>			IRS Code		IRS Amount	
Payee Name (Limited To 30 Spaces) <input type="text"/>			Stat. Type		Statistic Indicator-Dept. Indicator-Statewide	
Address (Limited To 30 Spaces) <input type="text"/>			Ref/Inv. No. Smith			
Address (Limited To 30 Spaces) <input type="text"/>			Ref/Inv. Date 06/15/2008			
City (Limit To 20 Spaces) ALBANY			State NY		Zip Code 12203	
For Legal Services Rendered as Law Guardian pursuant to FCA Art. 2 part 4 in the Family Court of Albany County from 06/10/2008 to 06/15/2008 for Acevedo, file number(s) 26781.						
PROCEEDING CODE V - CUSTODY OF MINORS				TOTAL HOURS 1.70		AMOUNT \$127.50

2 / 4

Document Id:

Case Information:

Client Name: Court: Albany County Family Court Proceeding Code: V - CUSTODY OF MINORS

of Petitions: 1 File #: Disposition: Sub

Activities:							
Date	Activity	Hours (.100s)		Miles	Expenses	Amount Charged	Activity Summary
		O/C	I/C				
06/15/2008	A - Review Documents	0.50				\$37.50	Review Documents
06/11/2008	P - Expenses				\$0.30	\$0.30	Copies x 2
06/11/2008	D - Phone/Correspondence	0.20				\$15.00	Correspondence to Assigned Law Guardian
06/10/2008	N - In Court - All Other		1.00			\$75.00	Court Appearance
06/10/2008	C - Travel	1.00				\$75.00	Travel
Total		1.70	1.00	0.00	\$0.30	\$202.80	

Details:

File #	Docket	Relief Sought	Date Filed	Disp. Date
38123	V-58217-08	Custody	06/10/2008	07/03/2008

Warnings:

Voucher has been submitted 409 days after the last activity date. Affirmation required.

Open Vouchers

If you have an on-going case and wish to enter activities as the case proceeds, after adding activities and expenses click **OK** instead of **Submit and Print**. This will keep the E-voucher open and allow it to be accessed for future additions in the **Open Voucher** tab in the task bar on the left side of the page.

Once you have clicked on the **Open Voucher** tab, to add activity, you will see a list of open E-vouchers that can be selected for updating. Simply highlight the E-voucher and click **Select to Update**. This will take you to the activity sheet where additions can be made.

The screenshot shows the 'New York State Unified Court System' interface. On the left, a 'Tasks' menu has 'Open Vouchers' highlighted with a green arrow. The main area shows 'Client Case Information' for 'Smith' at 'Albany County Family Court'. Below this is a table of 'Activities Charged' with columns for Date, Activity, Hours O/C, Hours I/C, Mileage, Expenses, Amount Charged, and Activity Summary. The table contains two rows: '06/15/2008 Review Documents' and '06/10/2008 In Court - All Other'. To the right of the table are buttons for 'Select', 'Add New', and 'Delete'.

Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary	Doc
06/15/2008	Review Documents	0.50				\$37.50	Review Documents	
06/10/2008	In Court - All Other		1.00			\$75.00	Court Appearance	V-05

E-voucher for Substituting Counsel

Preparing an E-voucher for the substitution of counsel is similar to the process of creating and submitting a typical E-voucher, with the addition of a few steps in the beginning. When you click on **New Voucher** in the task bar, the screen below will appear.

Select the court where the proceeding covered by the E-voucher is taking place and then check the box next to the **Substituting for assigned Attorney**.

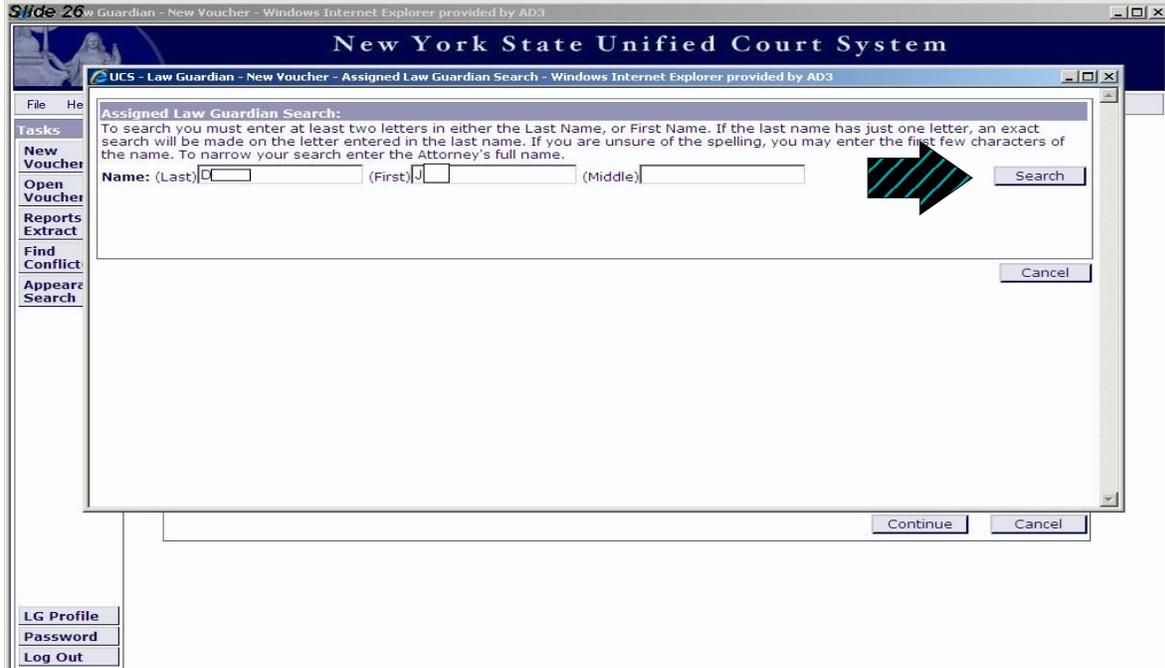
The screenshot shows the 'New Online Activity Sheet' form in a web browser. The title bar reads 'New York State Unified Court System'. The left sidebar contains a 'Tasks' menu with 'New Voucher' highlighted. The main form area has a 'Court:' dropdown menu and a checkbox labeled 'Substituting for assigned Law Guardian'. A green arrow points to the 'New Voucher' button in the sidebar, and another green arrow points to the 'Substituting for assigned Law Guardian' checkbox. At the bottom right of the form are 'Continue' and 'Cancel' buttons.

The **Select Attorney to Substitute for. . .** button will appear; click on it. A new window will pop up and ask for more information about the attorney you are substituting for.

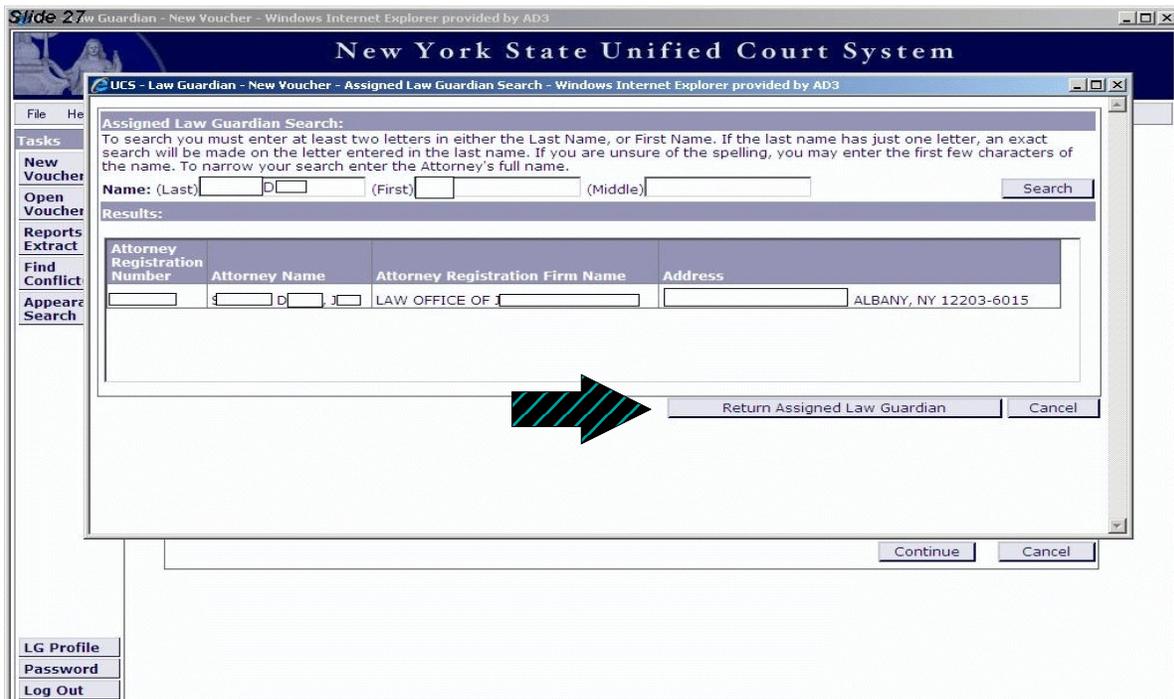
The screenshot shows the 'New Online Activity Sheet' form in a web browser. The title bar reads 'New York State Unified Court System'. The left sidebar contains a 'Tasks' menu with 'New Voucher' highlighted. The main form area has a 'Court:' dropdown menu and a checkbox labeled 'Substituting for assigned Law Guardian'. A green arrow points to the 'Select Attorney to Substitute for...' button. Below this is the 'File Selection' section, which includes a 'File #' input field, buttons for 'Add File #', 'Remove File #', and 'Find File #...', and a 'Selected File(s) #' field. At the bottom right of the form are 'Continue' and 'Cancel' buttons.

E-voucher for Substituting Counsel - continued

Enter the name of the assigned attorney and click **Search**.



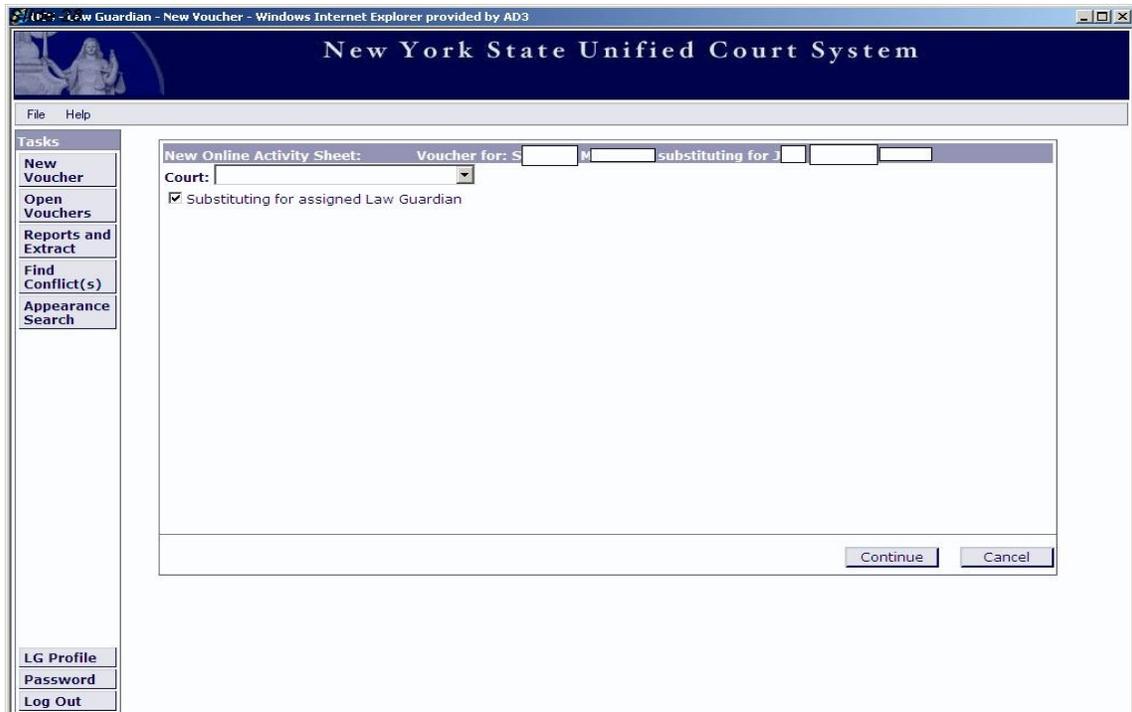
Another box open will open with a list of suggested matches. Select the attorney you are substituting for and click on **Return Assigned Attorney**. This will take you back to the original **New Voucher** screen.



E-voucher for Substituting Counsel - continued

You will be returned to the **New Voucher** screen and will see the heading that shows the substitution has been made for the case on the voucher. Continue as if entering a typical E-voucher and submit accordingly.

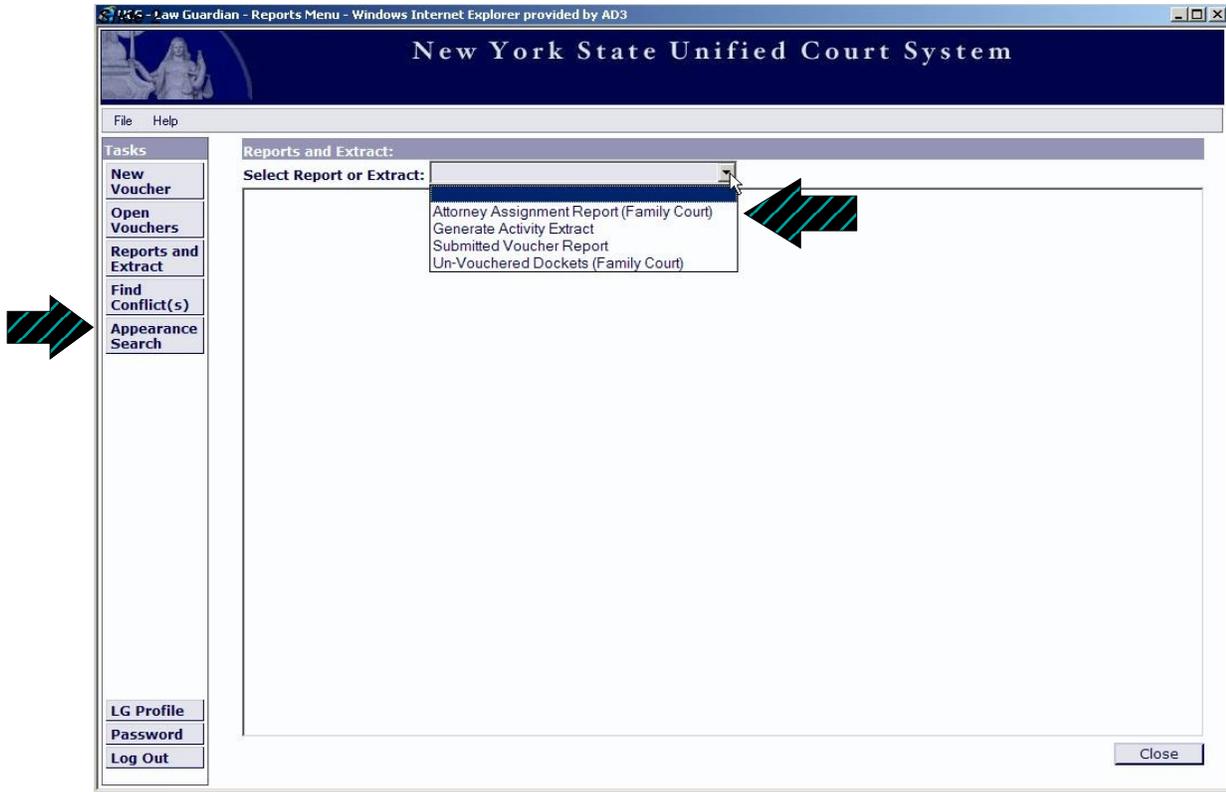
Please note that when preparing a substitute E-voucher, a warning is issued by the system that says the attorney was not present in court. That warning refers to the assigned attorney and not the substitute attorney.



The screenshot shows a web browser window titled "New Guardian - New Voucher - Windows Internet Explorer provided by AD3". The main heading is "New York State Unified Court System". Below the heading is a "File Help" menu. A sidebar on the left lists "Tasks" with options: "New Voucher", "Open Vouchers", "Reports and Extract", "Find Conflict(s)", and "Appearance Search". At the bottom of the sidebar are "LG Profile", "Password", and "Log Out". The main content area is titled "New Online Activity Sheet: Voucher for: S [] N [] Substituting for: [] [] []". Below this is a "Court:" dropdown menu. A checkbox labeled "Substituting for assigned Law Guardian" is checked. At the bottom right of the form are "Continue" and "Cancel" buttons.

Reports and Extract

The **Reports and Extract** tab on the task bar contains a pull down menu with four utilities, as shown below. To browse or access, click the **Reports and Extract** tab, and select from the pull down menu what report or extract you would like to use/view.



Reports and Extract - continued

Attorney Assignment Report

The **Attorney Assignment Report** allows you to find your assignments by searching either by date range or a docket number and court.

In the spaces provided, enter either the date range (MM/DD/YYYY) or the docket number and the court, then click **Search**.

The screenshot shows a web browser window titled "Law Guardian - Reports Menu - Attorney Assignment Report - Windows Internet Explorer provided by AD3". The main header reads "New York State Unified Court System". Below the header is a navigation menu with "File" and "Help". A "Tasks" sidebar on the left contains links 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 "Reports and Extract:" and features a dropdown menu for "Select Report or Extract:" set to "Attorney Assignment Report (Family Court)". Below this is a "Report Options:" section with the following fields: "Assignment Date: (From)" with a date picker set to 04/05/2008, "(To)" with a date picker set to 07/05/2008, "Docket" with a dropdown menu set to "V" and a text input field containing "1714 - 06 / 08A", and "Court" with a dropdown menu set to "Albany County Family Court". A "Search" button is located to the right of the "Court" dropdown. A "Close" button is at the bottom right of the form area. Two green arrows with black diagonal stripes are overlaid on the image: one points to the "Select Report or Extract:" dropdown, and the other points to the "Search" button.

Once you click **Search**, the system will compile a list containing all of your Assignments. You can generate a PDF **Attorney Assignment Report** which allows you to print or save the report. To do this, click **Print Preview Report**.

Reports and Extract - continued

Generate an Activity Extract

The **Generate an Activity Extract** option allows you to extract activity data from a particular E-voucher and import it into a spread sheet program, i.e. Excel.

Return to the pull down menu and select **Generate an Activity Extract**. The box below the pull down menu will appear and require you to enter the **Document ID** in the space provided.

If there are specific dates you would like to extract, enter the **Date Range** and click the **Search** button.

The screenshot displays the 'New York State Unified Court System' interface for generating an activity extract. The main content area is titled 'Reports and Extract' and contains a dropdown menu labeled 'Select Report or Extract' with 'Generate Activity Extract' selected. Below this, there are several input fields and options: 'Document Id' (empty), 'Activity Date Range' (From 06/19/2008 to 07/19/2008), and 'Sort By' (radio buttons for Activity Date, Client Name, and Document Id). A 'Search' button is located to the right of the 'Sort By' options. The interface also features a 'Tasks' sidebar on the left with buttons for 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', and 'Appearance Search'. At the bottom, there are buttons for 'LG Profile', 'Password', 'Log Out', and 'Close'. Three green arrows point to the dropdown menu, the date range fields, and the Search button.

Reports and Extract - continued

Submitted E-voucher Report

The **Submitted Voucher Report** option allows you to access and print each E-voucher that you have ever submitted on the system, and track its processing by the Office for Attorneys for Children. After selecting **Submitted Voucher Report**, fill in the **Submitted Voucher Date:** (From) MM/DD/YYYY. Make sure to select **Sort By: Submitted** and click **Search**.

The screenshot shows the 'New York State Unified Court System' interface. The title bar indicates the browser is 'Windows Internet Explorer provided by AD3'. The page title is 'New York State Unified Court System'. The left sidebar contains a 'Tasks' menu with options: 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', 'Appearance Search', 'LG Profile', 'Password', and 'Log Out'. The main content area is titled 'Reports and Extract:'. It features a dropdown menu for 'Select Report or Extract' set to 'Submitted Voucher Report'. Below this is the 'Report Options' section, which includes 'Submitted Voucher Date' with 'From' and 'To' date pickers (06/17/2008 and 06/29/2008). The 'Sort By' section has radio buttons for 'Appellate Receipt Date', 'Check Date', 'Client Name', and 'Submitted'. A 'Search' button is positioned to the right of the 'Sort By' section. A 'Close' button is located at the bottom right of the main content area. Three red arrows point to the dropdown menu, the date pickers, and the 'Submitted' radio button.

After you click search, the system will compile a list of all the E-vouchers that you have submitted within the date range. To print an E-voucher, simply highlight that particular E-voucher and click Print Preview Voucher. A PDF will pop-up in your screen where you can either print or save.

Reports and Extract - continued

Un-Vouchered Dockets

The **Un-Vouchered Docket Report** will provide you with information regarding Family Court dockets and files that you have not billed.

From the drop down menu, select **Un-vouchered dockets**. (Pictured Below) Then enter the **Date Filed Range**, in MM/DD/YYYY to MM/DD/YYYY and click **Search**

The screenshot shows a web browser window titled "New York State Unified Court System". The main content area is titled "Reports and Extract:". Underneath, there is a dropdown menu labeled "Select Report or Extract:" with "Un-Vouchered Dockets (Family Court)" selected. Below this is a "Report Options:" section containing a "Date Filed Range:" field. The range is set from "(From) 06 / 08 / 2008" to "(To) 06 / 26 / 2008". A "Search" button is located to the right of the date range. A "Close" button is at the bottom right of the main content area. On the left side, there is a "Tasks" menu with options: "New Voucher", "Open Vouchers", "Reports and Extract", "Find Conflict(s)", and "Appearance Search". At the bottom left, there are buttons for "LG Profile", "Password", and "Log Out". Three green arrows with black outlines point to the dropdown menu, the date range, and the search button.

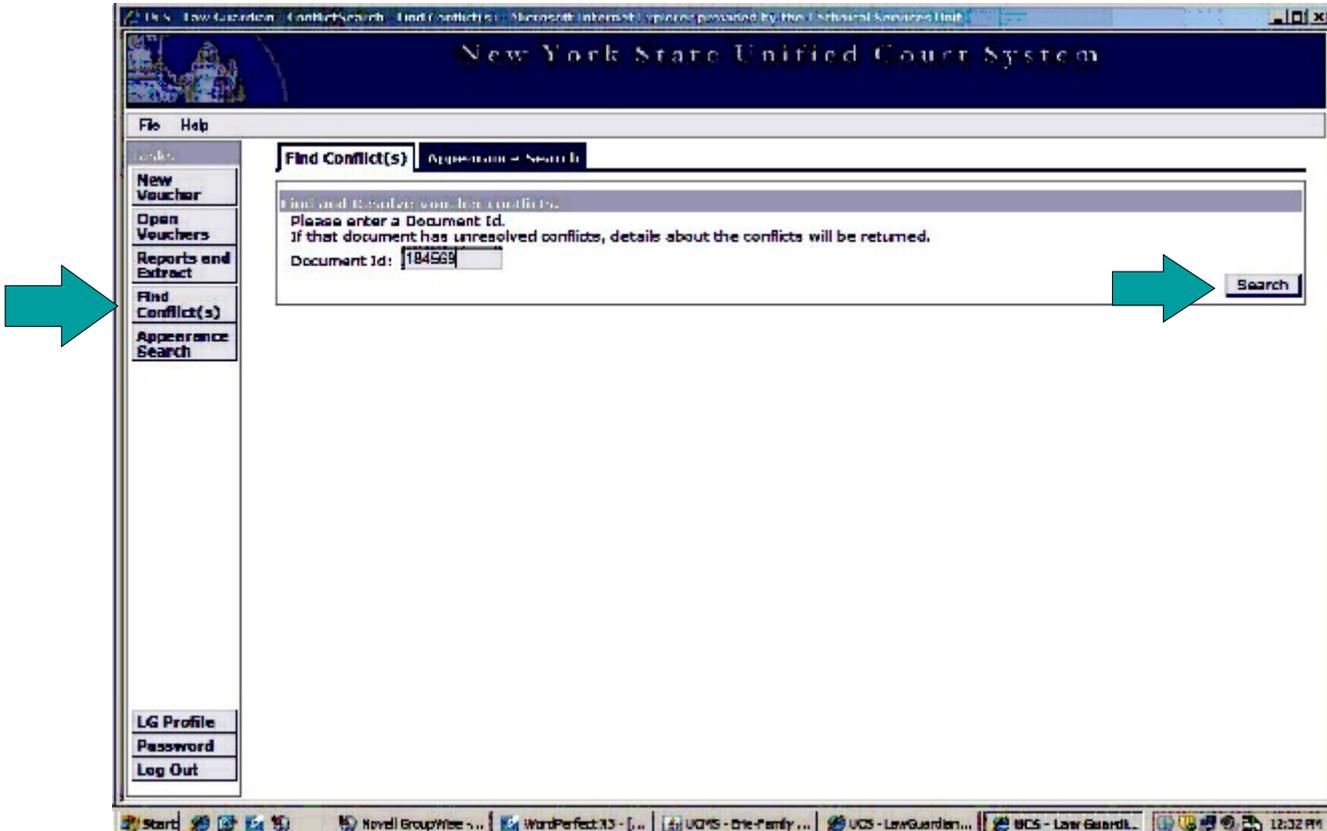
After you click on the **Search** button, a window containing the list of all of your un-vouchered dockets will appear. From there, you can select the docket you are looking for.

***Note:** Dockets billed using conventional paper vouchers will appear on the list of un-vouchered dockets.

Once a voucher has been created for a file number, the corresponding docket will be removed from the list.

Find Conflicts

After entering an E-voucher and clicking the **Submit and Print** button, you will see the completed voucher on the screen (page 25). If there are conflicts within your voucher, a warning will appear on the last page and will prevent submission. In order to find the problems behind the warning, click on **Find Conflict(s)** in the task bar. Enter the **Document Id** number of the voucher(s) with conflicts. The **Document Id** number can be found in the upper right corner of the submitted voucher page. Click **Search**. [Other warnings, such as holidays or weekends, will not prevent you from billing.]



Find Conflicts - continued

Next the **Conflict Search Results** will appear. In the section labeled **Conflict Group 1**, will be displayed the exact conflict(s) within your voucher. The reason for the conflict maybe one of the following: overlapping activities, time billed exceeding 12.00 hours for one day, an incorrect or lack of **Description**, **Court**, **Activity Detail** or **Document ID**.

The screenshot shows the 'New York State Unified Court System' web application. The main content area is titled 'Find Conflict(s)' and 'Appearance Search'. It contains a search box for 'Document Id' with the value '175300' and a 'Search' button. Below the search box, there is a section titled 'Conflict Search Results' which states: 'One group(s) of vouchers matching the criteria entered have been found which contain conflicts. The Law Guardian has the ability to resolve a conflict by selecting the activity they wish to modify and then click the Select button. (This is not available to Appellate Department staff)'. A table below this section shows the following data:

Description	Court	Activity Detail
Total # of hours for date 10/15/2008 exceeds 12.00.	Onalida County Family Court	Activity Review Documents on 10/15/2008 is billi
	Onalida County Family Court	Activity Review Documents on 10/15/2008 is billi

A green arrow points to the 'Open Voucher' tab in the left-hand navigation menu.

To correct the conflict(s), click on the **Open Voucher** tab. Highlight the voucher you need to make corrections to and click **Select to Update**.

In the **Activity Summary** box, locate the date or activity that you need to make changes to. Highlight the activity and click **Select**. Make the corrections and click **Apply**.

Contact Information

If you have questions regarding the E-voucher or desire assistance with any aspect of the system's operation, please do not hesitate to contact us. We would be happy to help.

There are two ways to reach us:

1) Email us at : ad3-oac-vouchers@nycourts.gov

or

2) Call any of our staff

Maureen Reilly at **(518) 471-4829**

Jennifer Hornick at **(518) 471-4828**

Jennifer Flanagan at **(518) 471-4830**

Christian Weyant at **(518) 471-4827**