

**Online Voucher Program**  
**Expert Services**  
**&**  
**Assigned Counsel**  
**Judiciary Law 35[8]**

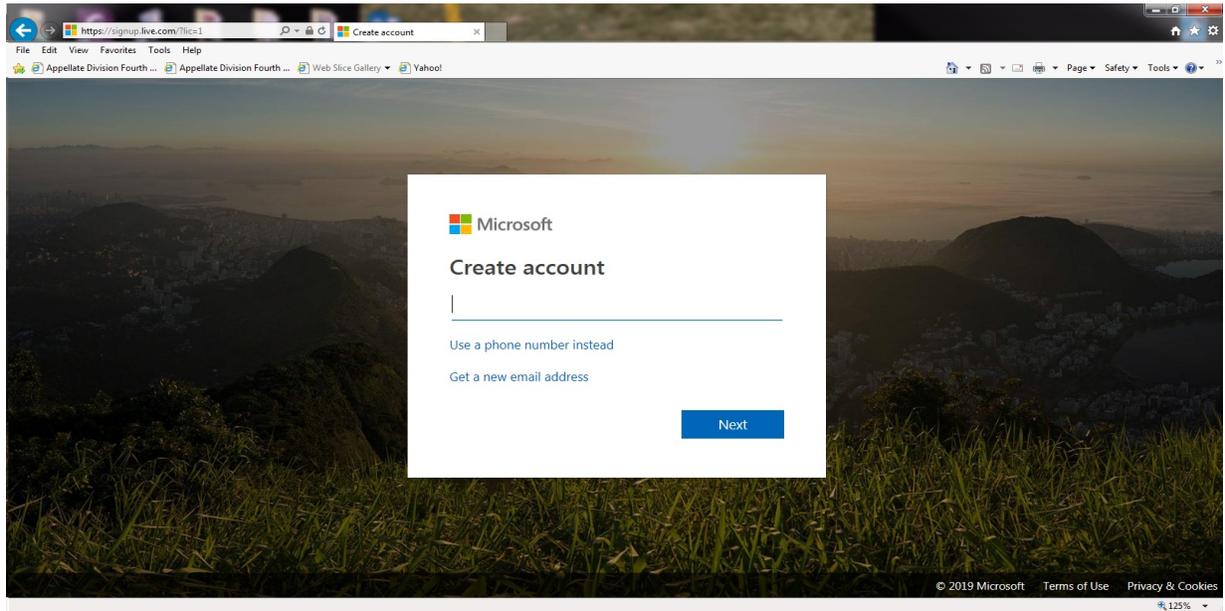
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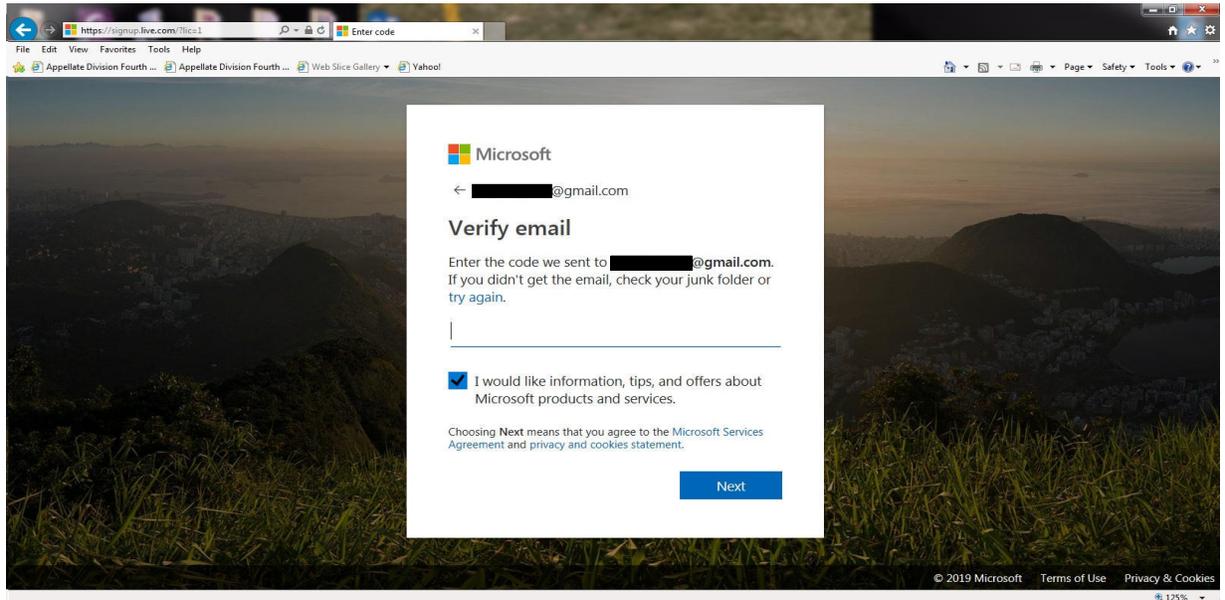
# Getting Started with Microsoft Live

If you already have an Office 365 account, you can use the “Organizational Account” option to sign in. If you do not have an Office 365 account, please create a Microsoft Live account.

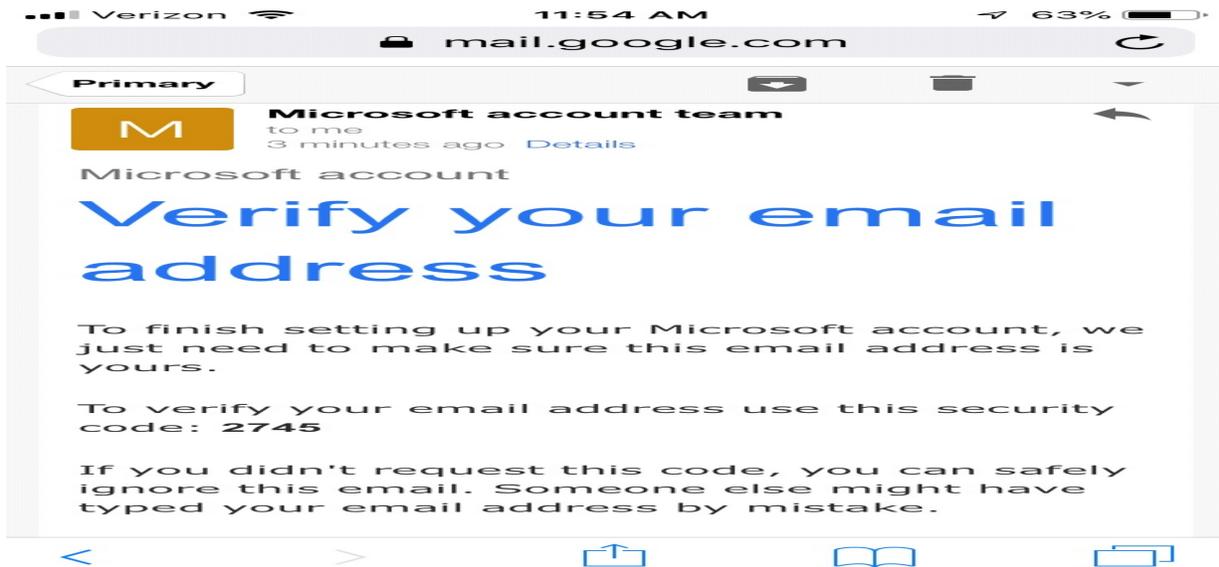
Go to: <https://signup.live.com>



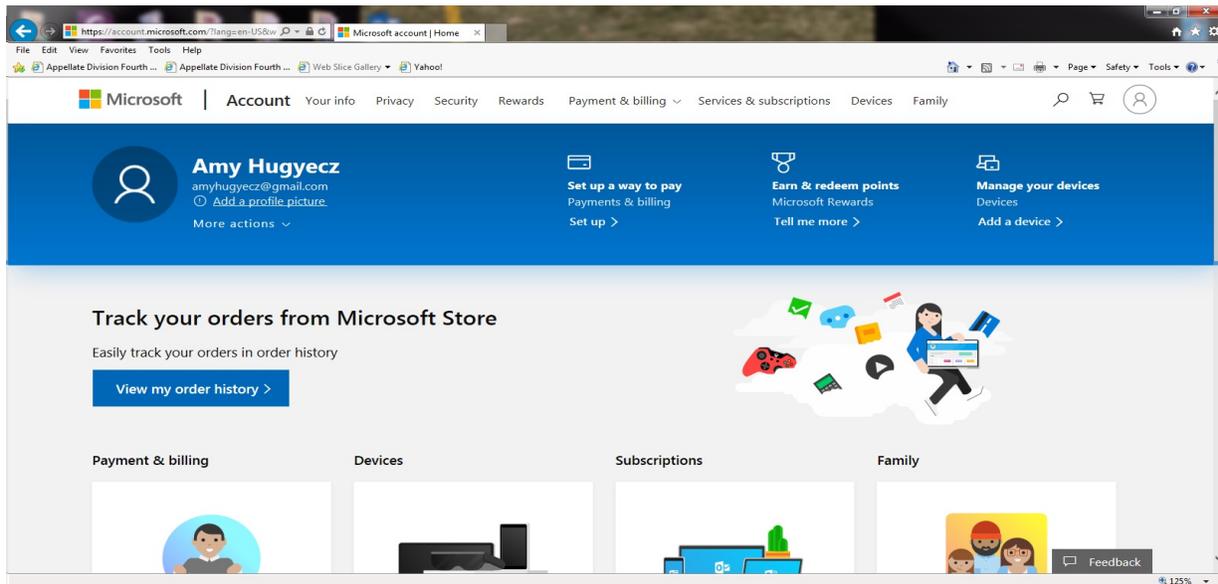
Enter your email address and follow the prompts to create your account. After creating an account you will be asked to verify your account:



Go to your email to retrieve the security code and enter the code in the field provided, click “Next.”



Once your account is created and verified, you should see the following screen:



After creating your Microsoft Live Account contact the agency representative listed below to provide your email address. If you have Organizational Account (did not need to create a new account), please contact the agency representative below to provide your email address.

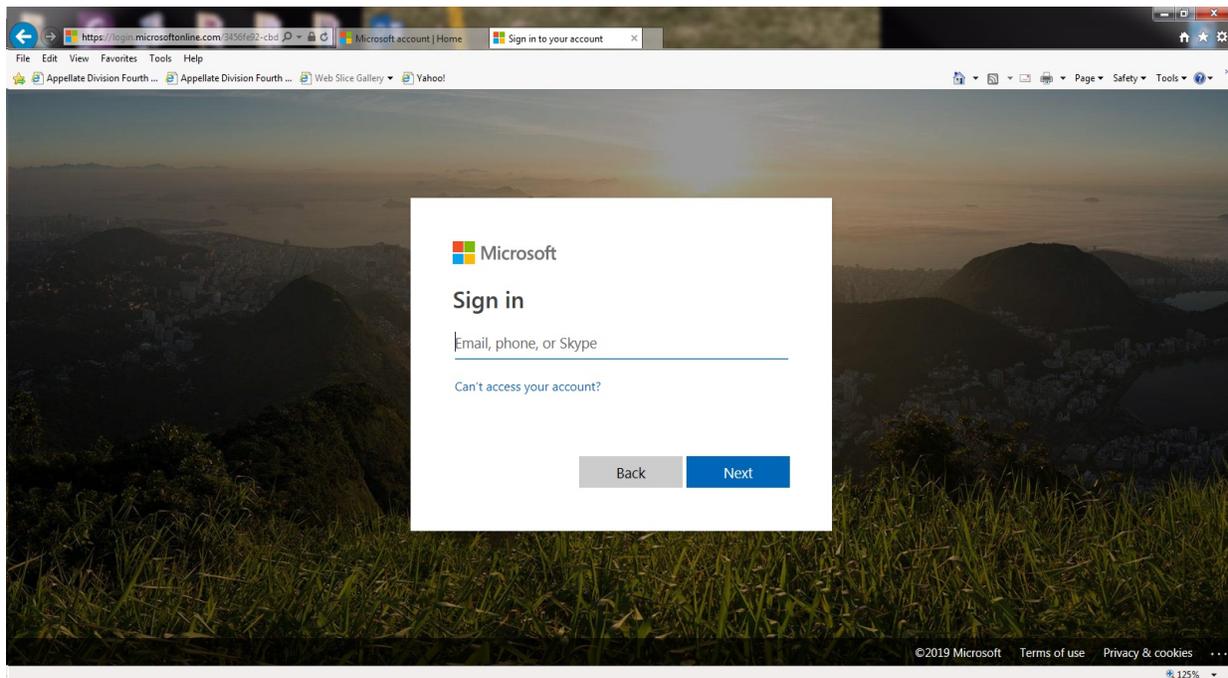
Experts:  
Judiciary Law 35(8):

Lisa Conte at [lconte@nycourts.gov](mailto:lconte@nycourts.gov)  
Amy Hugycz at [ahugycz@nycourts.gov](mailto:ahugycz@nycourts.gov)

Upon receipt, your agency representative will send you an email to access the Online Voucher site.



Click the link “Online Voucher” - You will see a screen saying “Welcome to SharePoint Online.” To accept the invitation you will sign in using the Microsoft Live account created or your Organizational Account. Enter your email, click “Next,” enter Password and click “Sign in.”



# Welcome to the Online Voucher Program

Once you sign in you will be directed to the New York State Unified Court System Online Voucher Program Homepage, displayed below.

WELCOME



## ONLINE VOUCHER PROGRAM

We are pleased to announce the introduction of the State Online Voucher Program, a web-based compensation claim filing and processing system.

Upon completion, you must **print** the voucher and mail it to the court for the judge's signature along with your worksheet, court order(s) and supporting documentation (copies of receipts, printouts of maps indicating mileage, etc.)

ALL VOUCHERS ARE SUBJECT TO AUDIT BEFORE AND AFTER PAYMENT.

To create a New Voucher [click here](#)

To update a Voucher [click here](#)

To view Submitted requests, select your Department

First	Second	Third	Fourth
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For additional protocols, procedures and compensation guidelines, please refer to the Appellate Department website where you are submitting the Voucher.

[Appellate Division - First Judicial Department](#)

[Appellate Division - Second Judicial Department](#)

[Appellate Division - Third Judicial Department](#)

[Appellate Division - Fourth Judicial Department](#)

- To view the online manual, [click here](#)
- For compensation rate guidelines, [click here](#)
- To download the Expert Activity Worksheet, [click here](#)
- To download the Assigned Counsel and Weekend Intake Activity Worksheet, [click here](#)
- To download the Itemization Worksheet, [click here](#)
- For mileage rates [click here](#)
- To print an Affidavit in support of your Voucher, [click here](#)

Expert Activity Worksheet

Assigned Counsel Worksheet

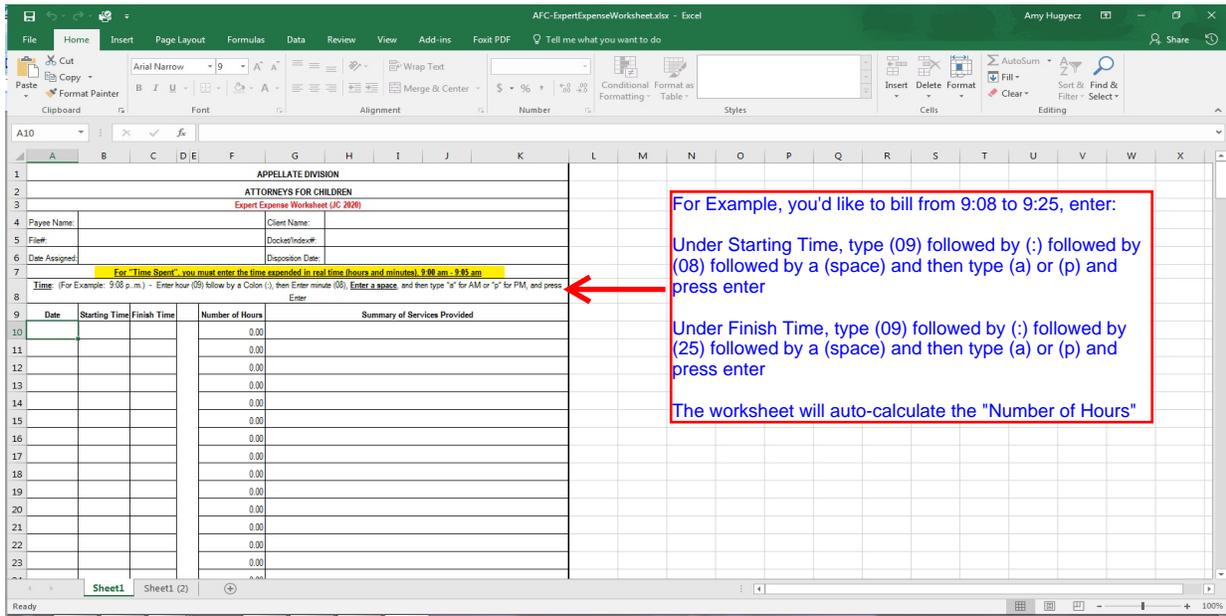
Expense Itemization Worksheet

Mileage Rates

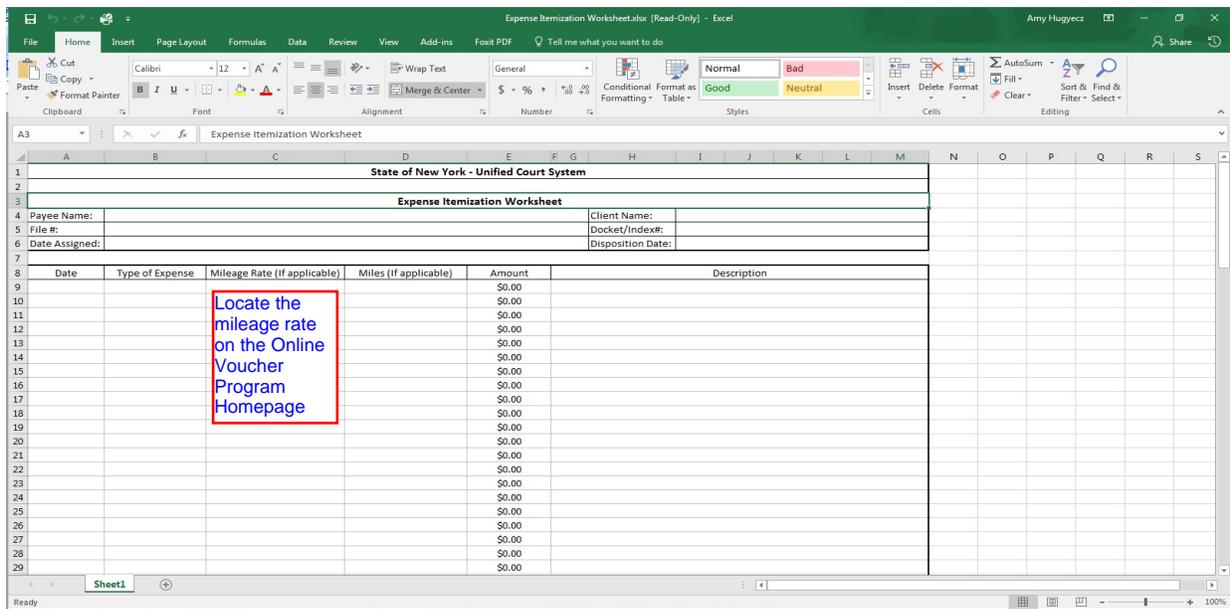
**CLICK HERE to access Vouchers submitted PRIOR to Oct. 1, 2018**

# Expert Services Worksheets

*Practice Tip: Create a folder on your computer and download the Expert Activity Worksheet and Expense Itemization Worksheet template to it. Enter your time and expenses, rename and save the worksheets for each case. Prior to completing the Online Voucher please download, complete and save the Expert Activity Worksheet to your computer, displayed below.*



If you have expenses associated with the services provided please use the Expense Itemization Worksheet displayed below.



# Creating a New Voucher for Expert Services

*Reminder: Complete both the Activity and Expense worksheets prior to creating a voucher!*

The screenshot shows a web browser window with the URL <https://nycourts.sharepoint.com/sites/ExpertVoucher/Vouchers/Forms/AllItems.aspx>. The page header reads "New York State Unified Court System". The main content area contains the following text:

mail it to the court for the judge's signature along with your worksheet, court order(s) and supporting documentation (copies of receipts, printouts of maps indicating mileage, etc.)

- To download the Assigned Counsel and Weekend Intake Activity Worksheet, [click here](#).
- To download the Itemization Worksheet, [click here](#).
- For mileage rates [click here](#).
- To print an Affidavit in support of your Voucher, [click here](#).

*ALL VOUCHERS ARE SUBJECT TO AUDIT BEFORE AND AFTER PAYMENT.*

**CLICK HERE to access Vouchers submitted PRIOR to Oct. 1, 2018**

To create a New Voucher [click here](#) ←

To update a Voucher [click here](#)

## Select Expert (JC2020)

The screenshot shows the "Online Voucher" form in a web browser. The form includes the New York State Unified Court System logo on the left. The main content area contains the following text:

Please select an option:   
Assigned Counsel  
Expert (JC 2020) ←

Document ID: 2019-01-25 -

[PLEASE CLICK HERE FOR INSTRUCTIONS](#)

Click on the link to fill out: [Affidavit in Support](#)

# Expert Voucher (JC2020)



## Online Voucher

Please select an option: Expert (JC 2020)

VOUCHER FOR PHYSICIAN, PSYCHIATRIST, PSYCHOLOGIST, SOCIAL WORKER OR INVESTIGATORS

Document ID: 2019-01-25 -

[PLEASE CLICK HERE FOR INSTRUCTIONS](#)

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**1.** Vendor ID:

**3.** Business Name:

**4.** Address:

City:  State:  Zip Code:

**5a.** File Number:  **5b.** Docket/Index Number:

**6.** Ref/Inv Number:  **7.** Date: 1/25/2019

**8.** Professional Category:  Standard Rate:  Court Ordered Rate:

Service Year:

**2.** Vendor Name:

**9.** For services rendered by mental health professionals, physicians or investigators pursuant to Section 35 of the Judiciary Law in the Court of  County during the period from  to  Service For (Client Name):

**10.** Compensation and/or Reimbursement

	Court Order Date	Court Order Hours
Enter Court Order Date(s) and # of Hours. (See Instructions)	<input type="text"/>	<input type="text"/>
<b>11.</b> Actual Hours Worked: <i>Cannot exceed maximum hours provided by court order</i>	<input type="text"/>	

**12.** Travel - Total number of Miles:   
\*Please include a copy of MapQuest/GoogleMaps indicating total mileage. [Click here for the Activity Worksheet.](#) [Click here for an Expense Itemization Worksheet.](#)\*

Year	Miles	Rate	Total
<input type="text"/>	<input type="text"/>	x	= \$0.000
Mileage Total: \$0.00			

**13.** Other Expenses:

**14.** Please indicate number of Adults and Children involved in this case: Adults:  Children:

**15.** Did the Court Order provide for fee apportionment?  YES  NO

**16.** If Yes, Please indicate apportionment as stated in Court Order:

STATE %:  COUNTY %:  OTHER %:

Court Ordered Max Hours	Hourly Rate	Hours Billed	Expenses	Grand Total	Court Ordered State %	Total Billed to State
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	\$0.00	<input type="text"/>	\$0.00

---

**ADD ATTACHMENT(S)**

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**VENDOR CERTIFICATION**

By clicking this box, I hereby certify that the above statement of services provided is true and correct, and 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 and excluded therefrom.

\_\_\_\_\_  
Signature Date

FOR USER OF COURT JUDGE/JUSTICE

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

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**FOR UCS ADMINISTRATIVE PURPOSES ONLY**

I hereby certify that this voucher is correct and just and payment is hereby approved.

\_\_\_\_\_  
Signature Date

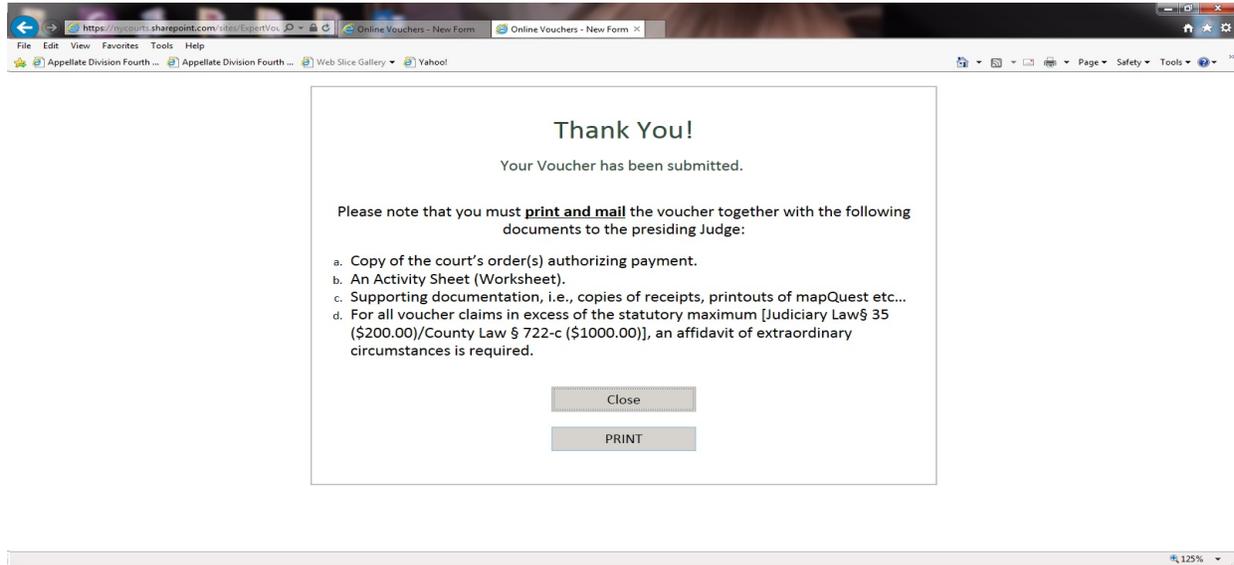
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Click on the link to fill out: [Affidavit in Support](#)

- Online Voucher Key:
1. Enter Vendor ID Number - Online voucher will auto-fill items 1-4.
  - 5a. Enter the File #
  - 5b. Enter the Docket(s)/Index Number
  6. Reference Invoice Number: Please use Client's Full Name
  7. Date will auto-fill with the date you complete the voucher.
  8. Select Professional Category and Service Year - The Standard Rate will auto-fill.
  9. Select Court Type  
Select County Court  
Enter the period in MM/DD/YYYY from to when services were provided  
Enter the Client Name
  10. Enter the Court Order Date in MM/DD/YYYY  
Enter the Court Order Hours  
\*Use the Total # hours billed on your Expert Worksheet.
  11. Actual Hours Worked: Enter Total # Hours billed.
  12. Select the Year - Voucher will auto-fill the rate  
Enter the Miles - Voucher will auto-fill the total  
\*If you have mileage in more than one year click insert item to add another year.
  13. Enter total Expenses
  14. Indicate # of Adults and # of Children  
\*This is required field. For example: If you provided service to one child and no adults you would put (0) next to Adults and (1) next to Children.
  15. Did the Court Order provide a fee apportionment - Select Yes or No
  16. If you selected Yes, enter the apportionment  
If you selected No, enter 100% next to State
- Attachments:
1. Court Order
  2. Activity Worksheet(s)
  3. Expense Worksheet (if any)
  4. Receipts (if any)
- Vendor Certification:
1. Click the box certifying that the statement is true and correct.
  2. Sign on the signature line
- Click either "Save" or "Submit as Final" or "Cancel"
- Mail the voucher and attachments to the Judge for signature.

# Submitting Expert Services Voucher

Once you check the box under Vendor Certification, you will see the option “Submit as Final.” If your voucher is complete, click “Submit as Final.” If you want to continue working on the voucher at a later date, click “Save.” Once you “Submit as Final” you will see the message displayed below.



Click “Print” to generate a copy of the Final Voucher, displayed below. To print the voucher, Click “File,” and “Print.” *If you want to have the voucher print out on one page, click Print Preview and shrink to fit one page.* After printing, please sign, attach worksheets, required receipts, and Order and mail to the Judge for signature.

Online Voucher		
Please select an option: Expert		
VOUCHER FOR PHYSICIAN, PSYCHIATRIST, PSYCHOLOGIST, SOCIAL WORKER OR INVESTIGATORS		
Document ID: 2019-02-01 - OV00409		
<a href="#">PLEASE CLICK HERE FOR INSTRUCTIONS</a>		
1. Vendor Name:		2. Vendor ID:
3. Business Name:		
4. Address:		
City:	State: NY	Zip Code:
5a. File Number:	5b. Docket/Index Number:	
6. Ref/Inv Number:	7. Date: 2/1/2019	
8. Professional Category: Physician	Standard Rate:	Court Ordered Rate:
Service Year: 2018	\$250.00	
EXPERT VOUCHER		
9. For services rendered by mental health professionals, physicians or investigators pursuant to Section 35 of the Judiciary Law in the Family Court of Erie County during the period from 1/4/2018 to 2/9/2018. Service For (Client Name): Jimmy James		
10. Compensation and/or Reimbursement	Court Order Date	Court Order Hours

# Assigned Counsel Worksheets

*Practice Tip: Create a folder on your computer and download the Expert Activity Worksheet and Expense Itemization Worksheet template to it. Enter your time and expenses, rename and save the worksheets for each case. Prior to completing the Online Voucher please download, complete and save the Expert Activity Worksheet to your computer, displayed below.*

For Example, you'd like to time spent In-Court from 9:15 to 9:30, under the "In-Court Hours," enter:

Under Start Time, type: (09) followed by (:)  
followed by (15) followed by a space then type (a) or (p) and press enter.

Under End Time, type: (09) followed by (:)  
followed by (30) followed by a space then type (a) or (p) and press enter.

The worksheet will auto-calculate the "Number of Hours."

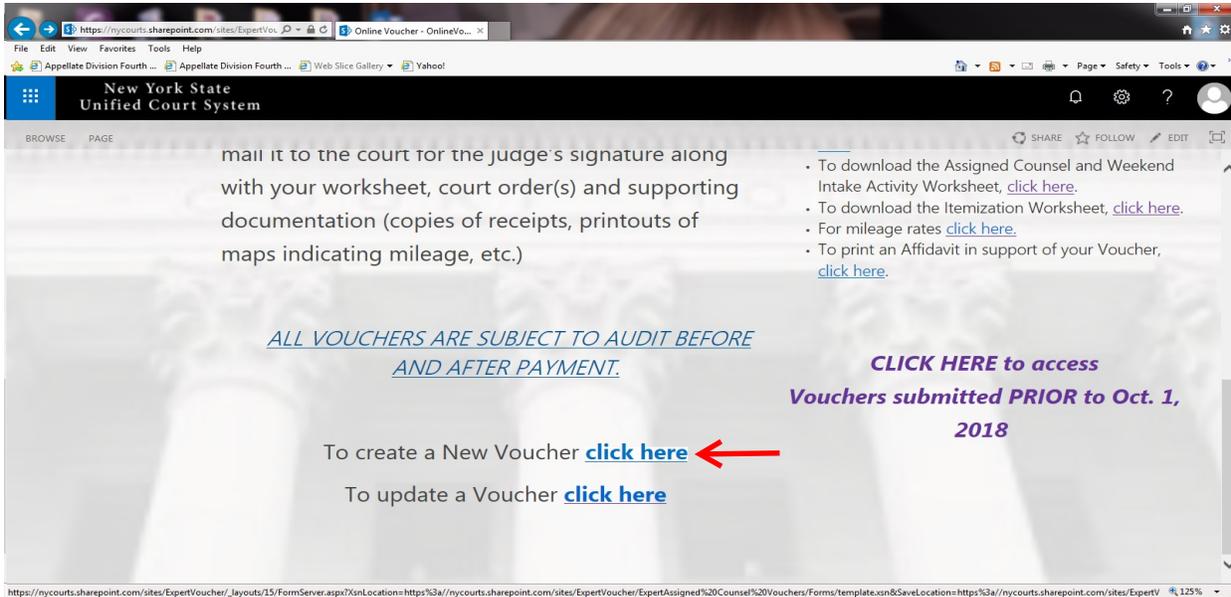
If you have an Out-of-Court activity follow the same instruction except enter the time under the "Out-of-Court Hours" field.

If you have expenses associated with the services provided, please download, complete and save the Expense Itemization Worksheet, displayed below. *Practice Tip: Wondering what expenses, you can be reimbursed for? Please consult the Reimbursement Guidelines for a full list!*

Locate the mileage rate on the Online Voucher Program Homepage

# Creating a New Voucher for Assigned Counsel

*Reminder: Complete both the Activity and Expense worksheets prior to creating a voucher!*



The screenshot shows a web browser window with the URL <https://nycourts.sharepoint.com/sites/ExpertVoucher>. The page header reads "New York State Unified Court System". The main content area contains the following text:

mail it to the court for the judge's signature along with your worksheet, court order(s) and supporting documentation (copies of receipts, printouts of maps indicating mileage, etc.)

*ALL VOUCHERS ARE SUBJECT TO AUDIT BEFORE AND AFTER PAYMENT.*

To create a New Voucher [click here](#) 

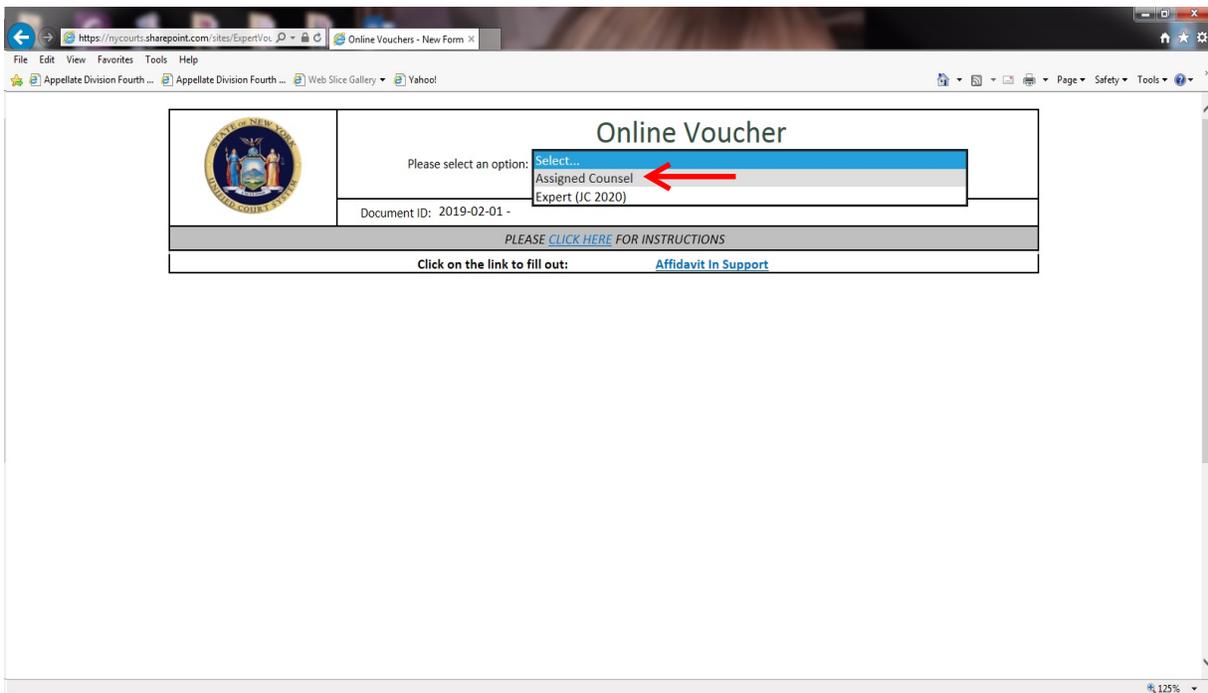
To update a Voucher [click here](#)

**CLICK HERE to access Vouchers submitted PRIOR to Oct. 1, 2018**

- To download the Assigned Counsel and Weekend Intake Activity Worksheet, [click here](#).
- To download the Itemization Worksheet, [click here](#).
- For mileage rates [click here](#).
- To print an Affidavit in support of your Voucher, [click here](#).

At the bottom of the page, there is a URL: [https://nycourts.sharepoint.com/sites/ExpertVoucher/\\_layouts/15/FormServer.aspx?xnLocation=https%3a%2f%2fnycourts.sharepoint.com%2f%2fsites%2f%2fExpertVoucher%2f%2fExpertAssigned%20Counsel%20Vouchers%2f%2fForms%2f%2ftemplate.xsn&SaveLocation=https%3a%2f%2fnycourts.sharepoint.com%2f%2fsites%2f%2fExpertVoucher](https://nycourts.sharepoint.com/sites/ExpertVoucher/_layouts/15/FormServer.aspx?xnLocation=https%3a%2f%2fnycourts.sharepoint.com%2f%2fsites%2f%2fExpertVoucher%2f%2fExpertAssigned%20Counsel%20Vouchers%2f%2fForms%2f%2ftemplate.xsn&SaveLocation=https%3a%2f%2fnycourts.sharepoint.com%2f%2fsites%2f%2fExpertVoucher)

## Select Assigned Counsel



The screenshot shows a web browser window with the URL <https://nycourts.sharepoint.com/sites/ExpertVoucher>. The page header reads "Online Voucher - New Form". The main content area contains the following text:

 **Online Voucher**

Please select an option:  

Assigned Counsel  
Expert (JC 2020)

Document ID: 2019-02-01 -

*PLEASE [CLICK HERE FOR INSTRUCTIONS](#)*

Click on the link to fill out: [Affidavit In Support](#)

# Assigned Counsel Voucher



## Online Voucher

Please select an option: Assigned Counsel ▼

VOUCHER FOR ASSIGNED COUNSEL 35(8)

Document ID: 2019-02-01 -

PLEASE [CLICK HERE](#) FOR INSTRUCTIONS

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**1.** Vendor ID:

**3.** Business Name:

**4.** Address:

City:  State:  Zip Code:

**5a.** File Number:

**6.** Ref/Inv Number:

**8.** Professional Category: Service Legal ▼

**2.** Vendor Name: [Dropdown]

**5b.** Docket/Index Number:

**7.** Date: 2/1/2019 📅

Standard Rate: \$75.00

Court Ordered Rate:

---

ASSIGNED COUNSEL VOUCHER

**9.** For legal services rendered pursuant to section 35(8) of the Judiciary Law in the Supreme  Court of  County during the period from  to

Service For (Client Name):

Docket/Index Number:

**11.** ~~Travel - Total number of Miles:~~  
\*Please include a copy of MapQuest/GoogleMaps indicating total mileage. [Click here](#) for an Expense Itemization Worksheet. [Click here](#) for the Activity Worksheet\*

**10.** Compensation and/or Reimbursement

	Total Hours	Rate	Amount
Out-of-Court Hours: <input type="text"/>	←	75.00	\$0.00
In-Court Hours: <input type="text"/>	←		\$0.00
Sub-Total:	0		\$0.00
Expenses: <input type="text"/>			←

Year	Miles	Rate	Total
Select: <input checked="" type="checkbox"/>		x	= \$0.00
<input checked="" type="checkbox"/> Insert Item			Mileage Total: \$0.00
<b>TOTAL FEE:</b>			\$0.00

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ATTACHMENTS

ADD ATTACHMENT(S)

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VENDOR CERTIFICATION

By clicking this box, I hereby certify that the above statement of services provided is true and correct, and 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 and excluded therefrom.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

FOR USER OF COURT JUDGE/JUSTICE

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

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FOR UCS ADMINISTRATIVE PURPOSES ONLY

I hereby certify that this voucher is correct and just and payment is hereby approved.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

SAVE

CANCEL

---

Click on the link to fill out: [Affidavit in Support](#)

- Online Voucher Key:

  1. Enter Vendor ID Number - Online voucher will auto-fill items 1-4. *If the address is in-correct, please contact AFC Program for assistance.*
  - 5a. Enter File # or Index Number
  - 5b. Enter the Docket(s)/Index Number
  6. Reference Invoice Number: Please use the Client's Full Name.
  7. Date will auto-fill with the date you complete the voucher.
  8. Professional Category: Service Legal  
Standard Rate: \$75.00  
Court Ordered Rate: Leave blank
  9. Court Type is set a "Supreme"  
Select the County you were assigned in  
Enter the start and end date for activities  
Service For: Enter Client's Full Name  
Docket/Index Number: Enter the Docket(s) or Index Number
  10. Enter Out-of-Court Hours in field provided  
Enter In-Court Hours in field provided  
Enter Expenses in field provided, *please do not include a dollar sign (\$) in this field*
  11. Please do not use this field and instead use the Expense Itemization Worksheet to come up with Total Expenses and enter that number in the Expenses field on the voucher. See page (9)

**Attachments:**

  1. Court Order Assigning Counsel
  2. Activity Worksheet(s)
  3. Expense Worksheet (if any)
  4. Receipts (if any)

**Vendor Certification:**

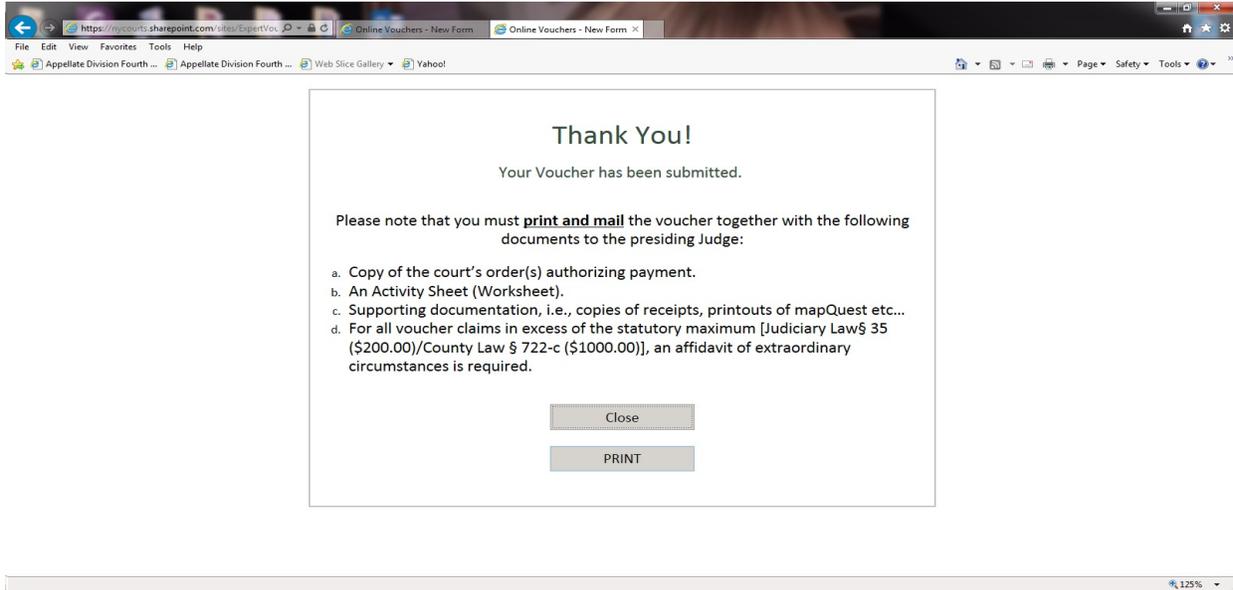
  1. Click the box certifying that the statement is true and correct.
  2. Sign on the signature line

Click either "Save" or "Submit as Final" or "Cancel"

Mail the voucher and attachments to the Judge for signature.

# Submitting an Assigned Counsel Voucher

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Click “Print” to generate a copy of the Final Voucher, displayed below. To print the voucher, Click “File,” and “Print.” *If you want to have the voucher print out on one page, click Print Preview and shrink to fit one page.* After printing, please sign, attach worksheets, required receipts, and Order and mail to the Judge for signature.

ASSIGNED COUNSEL VOUCHER		
9. For legal services rendered pursuant to section 35(8) of the Judiciary Law in the Supreme <input type="checkbox"/> Court of Erie <input checked="" type="checkbox"/> County during the period from 1/1/2018 to 12/27/2018	10. Compensation and/or Reimbursement	
	<b>Total Hours</b>	<b>Rate</b>
	Out-of-Court Hours: 13.41	75.00
	In-Court Hours: 5	\$354.00
		<b>Amount</b>
		\$1,005.75