

## MEMORANDUM

**TO:** Prospective Attorneys for Children

**FROM:** Tracy M. Hamilton, Director, Office of Attorneys for Children  
Linda J. Kostin, Asst. Director, Office of Attorneys for Children

**RE:** Initial Training Application and Related Information

**DATE:** December 2015

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Thank you for your interest in the Attorneys for Children Program. Enclosed is an application for the introductory training, Fundamentals of Attorney for the Child Advocacy. The training will be held in **Rochester, NY at Ballroom 384 (adjacent to the East Avenue Inn and Suites) on Thursday and Friday, April 14 and 15, 2016**. The training is being offered in collaboration with the Appellate Division, Third Department. The agenda for both days is enclosed. **You must attend both days. The Fourth Department has an additional requirement that you must view four segments of domestic violence training online to be eligible for designation to a county panel.**

Because there are many more applicants than seats for the seminar, not everyone who applies will be able to attend. Selections will be made on the basis of factors such as geographic location, Family Court experience, and "special" skills, e.g., fluency in a foreign language. **We cannot seat applicants who have not completed the experience requirement set forth in paragraphs 14 and 15 of the application.**

**A hard copy of the application with an original signature must be received by this office by January 29, 2016.** Please do not fax or email applications. You will receive a letter informing you of the decision by February 24, 2016. **If accepted, you will also receive information about the domestic violence training requirement, which must be satisfied online prior to the April training.**

If you are selected to attend the training and your commute will be lengthy, we strongly suggest that you stay in Rochester on Wednesday and Thursday nights. The AFC Program has reserved a block of rooms at the East Avenue Inn and Suites for \$105 per night (king or two double beds). The cut off date to make a reservation at the block rate is **March 13, 2016**. Please contact the hotel to make reservations, if desired. You may also wish to consider The Strathallan Rochester, a DoubleTree by Hilton Hotel located a few blocks away at 550 East Avenue. We cannot reimburse attendees for expenses.

Once again, **applications must be received by January 29, 2016**. Thank you for your interest in the Attorneys for Children Program.

**Please submit completed applications to:**

**NYS Supreme Court, Appellate Division, Fourth Department  
Office of Attorneys for Children  
M. Dolores Denman Courthouse  
50 East Avenue  
Rochester, New York 14604**