

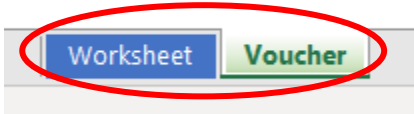


# VOUCHER INSTRUCTIONS FOR 18-B ADULT APPEALS

Appellate Division, Second Judicial Department

**PLEASE BE ADVISED**

YOU MUST COMPLETE BOTH “WORKSHEET” AND “VOUCHER” PAGES IN THE EXCEL IN ORDER TO RECEIVE PAYMENT. THE BUTTONS FOR THE TWO DIFFERENT FORMS ARE LOCATED ON THE BOTTOM OF THE EXCEL SPREADSHEET.



The ***worksheet*** is a Microsoft Excel spreadsheet that will replace the usual timesheets and will calculate total time expended. The ***worksheet*** **MUST** be done **BEFORE** the ***voucher***.

The ***voucher*** is a Microsoft Excel spreadsheet used to calculate payment, based on the time inputted in the ***worksheet*** portion, and for the Presiding Justice to approve your voucher.

**The correct rates will be applied AUTOMATICALLY in the calculations.**

**I. “Worksheet” Instructions (DO THIS WORKSHEET FIRST!)**

- 1) Enter the Attorney Name by typing it into the field.
- 2) Enter the Client Name by typing it into the field.
- 3) The “County” field is a drop-down list. Click the field and then click the arrow button that pops up on the right to choose the correct county from the drop-down list.
- 4) Enter the Appellate Division Docket # by typing it into the field.

<b>APPELLATE DIVISION</b>			
<b>Assigned Counsel Appellate Worksheet</b>			
Attorney Name:	<input style="width: 95%;" type="text"/>	County:	<input style="width: 95%;" type="text"/>
Client Name:	<input style="width: 95%;" type="text"/>	Appellate Division Docket #:	<input style="width: 95%;" type="text"/>

**5) TIME: \*PLEASE READ THE INSTRUCTIONS CAREFULLY\***

You **MUST** enter the **time** carefully as shown below. As explained in the directions on the worksheet, format the time as hour:minute followed by a space and then either an **a** for (am) or **p** for (pm). When entered correctly, the total time will automatically be calculated. Total hours will be rounded to the nearest *hundredth* place.

<b>Time:</b> Enter time in format <b>hh:mm</b> followed by <b>a space</b> , and then type <b>"a"</b> for AM or <b>"p"</b> for PM, and press Enter (Example: 9:08 p) For “Time Spent”, you must enter the time expended in real time (hours and minutes), 9:00 am - 9:05 am					
Date	Start Time	Finish Time	Total Hours	Type of Work	Description of Activity
10/15/2023	9:25 a	11:30 a	2.08	In-Court Hours (OA)	
10/16/2023	12:30 p	3:30 p	3.00	Interviews/Conferences/Correspondence (C)	
10/17/2023	1:00 p	2:00 a	-11.00	Drafting Briefs and Other Documents (D)	

**WATCH OUT FOR NEGATIVE TIME!** When ‘Total Hours’ is a negative number, it will be highlighted **red**. Check if the time is correctly **AM** or **PM**. If the “Total Hours” is negative, the time will be deducted from the overall hours so make sure to check and correct your Start and Finish Time to prevent negative numbers.

- 6) **Type of Work** - This is a drop-down list. Click the field and then click the arrow button that pops up on the right to choose the category of the work done from the drop-down menu.
- 7) **Description of Activity** – Click the field and type a description of the work done.

**II. “VOUCHER” Instructions**

**(DO THIS AFTER COMPLETING “WORKSHEET”)**

- 1) Enter information in places that are boxed in red. The fields not boxed in red will be automatically filled with the information you entered in the “Worksheet” portion. If there is an error, please go to the “Worksheet” portion to make the correction and it will automatically carry over.

The fields marked with a yellow box on the right of them, indicate a drop-down list. Click the field and then click the arrow button that pops up on the right and pick an option from the drop-down menu.

**APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT**

**Voucher for Compensation and Expenses of Appointed Appellate Counsel under Article 18-B of the County Law**

Attorney Name: <input style="width: 300px;" type="text"/>		Appellate Division Docket #: <input style="width: 150px;" type="text"/>	
Matter of: <input style="width: 200px;" type="text"/>	v	Status of Decision & Order <input style="width: 150px;" type="text"/>	
Client: <input style="width: 150px;" type="text"/>	Appellant: <input type="checkbox"/>	Respondent: <input type="checkbox"/>	County: <input style="width: 100px;" type="text"/>
<b>NATURE OF APPEAL</b> - Please indicate nature of the suit: <input style="width: 600px;" type="text"/>			
<b>Reason for Voucher Submission</b> - Please describe reason for billing: <input style="width: 600px;" type="text"/>			
<b>NUMBER OF PAGES IN RECORD:</b>			
# of pages in Testimony <input style="width: 80px;" type="text"/>	# of pages in Other Documents <input style="width: 80px;" type="text"/>	Total Pages <input style="width: 80px;" type="text"/>	
<b>PREPARATION TIME:</b> Please input your total expense.			
	Before 4/1/23	Starting 4/1/23	
C - Interviews/Conferences/Correspondence	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Before 4/1/23 \$ <input style="width: 50px;" type="text"/>
R - Obtaining and Reviewing records	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Starting 4/1/23 \$ <input style="width: 50px;" type="text"/>
L - Legal research	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Sub-Total \$ <input style="width: 50px;" type="text"/>
D - Drafting Briefs and Other Documents	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Expenses <input style="width: 50px;" type="text"/>
OA - Testimony (Oral Argument in Court)	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
Total Hours	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	= 0.00
		TOTAL	\$ <input style="width: 50px;" type="text"/>
Number of points in Argument: <input style="width: 100px;" type="text"/>			

- 2) Put your **TOTAL EXPENSE** in the “Expenses” box after adding all expenses manually.
- 3) Fill in the date and “sign” your name on the Attorney Certification by typing it in the ‘Signature’ field shown below.

<b>ATTORNEY CERTIFICATION:</b> <i>I hereby certify and affirm under penalty of perjury that the information on this voucher is correct, that payment has not been received, and that no payment or promise of payment has been requested or accepted for representing the above client.</i>	
<input type="text"/>	<input type="text"/>
<i>Date</i>	<i>Signature</i>

### III. **Last Step: SAVE and Email**

- Save the Excel file by clicking ‘File’ on the top bar of Excel and selecting ‘Save As’ to save this voucher submission to your PC.
- You must save a copy of the Excel file on your computer.
- Email the file (Voucher and Spreadsheet) to the following address:  
[AD2-Appeals18BVouchers@nycourts.gov](mailto:AD2-Appeals18BVouchers@nycourts.gov)
- The following documents must accompany the voucher and worksheet: Copy of assignment Order, Brief(s) and/or motion(s), Affirmation detailing activities, Paid receipts of any expenses, Etc.
- If the voucher exceeds the Statutory maximum of \$10,000.00 (not including expenses) an affirmation of extraordinary circumstances is required.
- The Presiding Justice will sign and approve the voucher on the bottom of the “Voucher” spreadsheet. The Presiding Justice reserves the right to reduce the billing amount and time the attorneys requested when submitting their voucher.