

## JUDICIARY LAW § 35 (8)

### INSTRUCTIONS

To access the online voucher system, you must first create an account with **Microsoft Live**. Please see the below link and follow the prompt:

<https://signup.live.com>

**Note:**

Once the account is created, you will receive an e-mail confirmation from Microsoft Account Team to verify creation of your account. You **must** email Gregory Chickel at [gchickel@nycourts.gov](mailto:gchickel@nycourts.gov) and notify him of which e-mail address was used to create the Microsoft Live account.

Once Mr. Chickel receives confirmation from you, he will then email you a separate link to access the online voucher system.

### **INSTRUCTIONS FOR ASSIGNED COUNSEL 35(8):**

Because of the rate increase, which took effect on **February 2, 2022**, (For Kings, Queens and Richmond Counties), the attorney must complete 2 separate Worksheets.

- 1) One worksheet with activities prior and up to February 1, 2022
- 2) Another worksheet with activities from February 2, 2022, forward.

Because of the rate increase, which took effect on **April 1, 2023**, (For Nassau, Suffolk, Westchester, Dutchess, Putnam, Orange and Rockland Counties), the attorney must complete 2 separate Worksheets.

- 1) One worksheet with activities prior and up to March 31, 2023
- 2) Another worksheet with activities from April 1, 2023, forward.