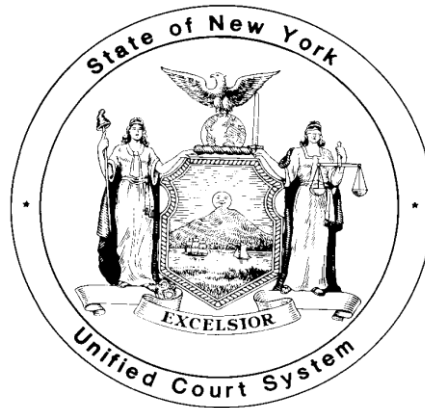


State of New York
Appellate Division, Supreme Court
Second Judicial Department

Attorneys for Children

Joana C. Eder
Director

Sarah A. Tirgary
Deputy Director



ASSIGNED COUNSEL 35(8)

AND

MENTAL HEALTH PROFESSIONALS

EXPERT

VOUCHER MANUAL

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INTRODUCTION

The Office of Court Administration in conjunction with the Appellate Division, Second Judicial Department has developed an online web-based voucher payment system for Expert services rendered in Family and Supreme Courts and Assigned Counsel 35(8) adult representation in Supreme Court. This voucher system was designed to enhance voucher processing and improve accountability. To further assist you, we have created this manual, which provides step by step instructions with illustrations.

Upon completion, you must convert the voucher to a pdf format and e-mail it to the court for the judge's signature along with your worksheet, court order, affidavit and supporting documentation, i.e., copies of receipts, printouts of maps indicating mileage.

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

COMPENSATION RATE GUIDELINES

PROFESSIONAL EXPERT RATE:

The Chief Administrator of the Courts has adopted the following hourly rates as guidelines for payment of non-lawyer professionals under Judiciary Law § 35 and County Law § 722-c:

Psychiatrist/Physicians	\$250
Certified Psychologist	\$150
Certified Social Worker	\$75
License Investigator	\$55

STATUTORY MAXIMUM

In addition to the increase in attorney reimbursement, the new statute also increases the cap on reimbursements for each investigative, expert, interpreter or other service ordered under County Law §722-c from \$1000 to \$3000, a rate that may be exceeded if extraordinary circumstances have been found. Likewise, Judiciary Law §35(4) has been amended to increase the cap on psychiatrists, certified psychologists or physicians appointed to examine individuals alleged to be mentally ill, developmentally disabled or addicted to narcotics in habeas corpus proceedings regarding commitments to State facilities and in proceedings to terminate parental rights brought on the grounds of mental illness or developmental disability. See County Law §722-c; Judiciary Law §35(4) . Effective: May 3, 2023 (retroactive to April 1, 2023).

ATTORNEYS:

The hourly rate of reimbursement for 18-B attorneys and attorneys for children has been raised to \$158 per hour for work performed both in and out of court.

STATUTORY MAXIMUM

There is a cap of \$10,000 per case, which may be exceeded upon a showing of extraordinary circumstances. These provisions apply to attorneys appointed at the trial and appellate levels in criminal cases, as well as those appointed for children and for adults in Family Court proceedings pursuant to Family Court Act §§249 and 262, respectively, matrimonial proceedings under Judiciary Law §35(8) and Surrogate's Court proceedings under Surrogate's Court Procedure Act §407.

MILEAGE RATE GUIDELINES

Travel Expenses are reimbursed based on mileage incurred to or from a visit with a client (e.g., to the home or a residential facility). Only necessary expenses actually incurred will be reimbursed. Therefore, supporting documentation such as copies of receipts or other supporting evidence must be submitted.

Part VI, Chapter 1.070 of the Unified Court System (UCS) Financial Planning and Control Manual revised the mileage rates for business-related car mileage reimbursements.

The amended Chapter of the Financial Planning and Control Manual is available on the Division of Financial Management page of the UCS website:

<http://www.nycourts.gov/admin/financialops/FPCM.shtml>

The current mileage rate is automatically updated on the voucher system.

VERY IMPORTANT

YOU MUST COMPLETE THE ACTIVITY WORKSHEET PRIOR TO COMPLETING THE ONLINE VOUCHER.

The activity worksheet is a Microsoft Excel document used to perform mathematical calculations for time expended and services rendered. You must save a blank copy of the Excel Spreadsheet on your computer, not on the court's website.

WORKSHEET

At the top portion of the page, please complete the following:

- Payee Name
- Client Name
- File Number
- Docket or Index Number
- Date Assigned
- Disposition Date (if applicable)

	A	B	C	F	H	I	L	M	N	O	P	Q
1	State of New York											
2	Unified Court System											
3	Expense Worksheet - Activity Log											
4	Payee Name:	→										
5	Client Name:	→										
6	File#:	→				Docket/Index#:	→					
7	Date Assigned:	→				Disposition Date:	→					
8	For "Time Spent", you must enter the time expended in real time (hours and minutes) Time: (For Example: 9:08 p.m.) - Enter hour (09) follow by a Colon (:), then Enter minute (08), <u>Enter a space</u> , and then type "a" for AM or "p" for PM, and press "Enter".											
9												
10	<u>In-Court Hours</u>			<u>Out-of-Court Hours</u>								
11	Date	Start	End	Total	Start	End	Total	Summary of Services Provided				
12				0.00			0.00					
13				0.00			0.00					
14				0.00			0.00					
15				0.00			0.00					
16				0.00			0.00					
17				0.00			0.00					
18				0.00			0.00					

ENTERING: DATE, START TIME AND END TIME FOR "IN-COURT" AND "OUT-OF-COURT" HOURS

Note: For "Time Spent", you must enter the time expended in real time (hours and minutes), i.e., for 2 minutes, enter 00:02. For 1 hour and 30 minutes, enter 01:30.

DATE:

For each activity, enter the date in the following format, MM/DD/YYYY.

START AND END TIME FOR IN-COURT AND OUT-OF-COURT HOURS:

When entering time on the worksheet, i.e.: 9:08 a.m. Enter the Hour (09) followed by a Colon (:), then Enter Minute(s) (08), **SPACE** (Hit the space bar), and then, type "a" for AM or "p" for PM, and press Enter.

TOTAL

Please note that once the start and end times have been entered correctly, the number of hours will automatically be calculated in the "Total" section.

SUMMARY OF SERVICES PROVIDED:

The summary of services must include the name(s) of the subject child(ren) for whom the work was done and a brief summary for each date.

	In-Court Hours			Out-of-Court Hours				
	Date	Start	End	Total	Start	End	Total	Summary of Services Provided
10								
11								
12	→	→	→	0.00	→	→	0.00	→
13				0.00			0.00	
14				0.00			0.00	
15				0.00			0.00	
16				0.00			0.00	
17				0.00			0.00	
18				0.00			0.00	

Please note that there is only enough space to list **25** activity items per page. If more space is needed, please continue on the next page by repeating the above listed steps.

When all activities have been entered and calculated, you may save/print your worksheet.

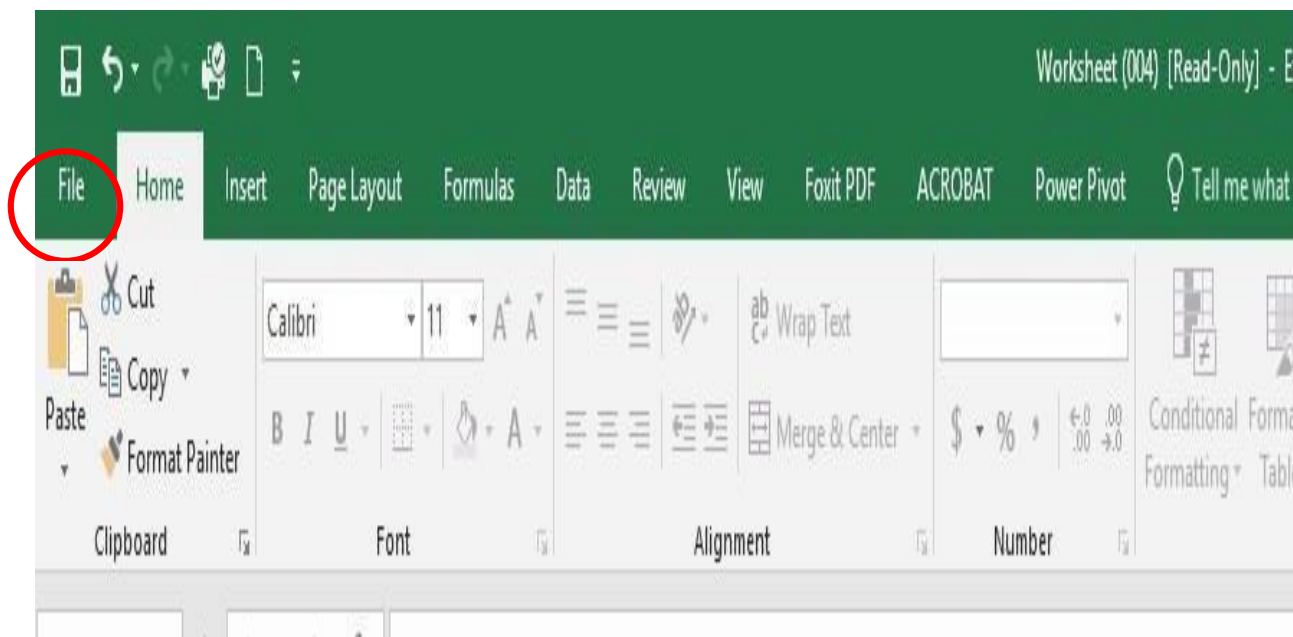
Please see below instructions on how to save and print a worksheet.

INSTRUCTIONS FOR SAVING A WORKSHEET

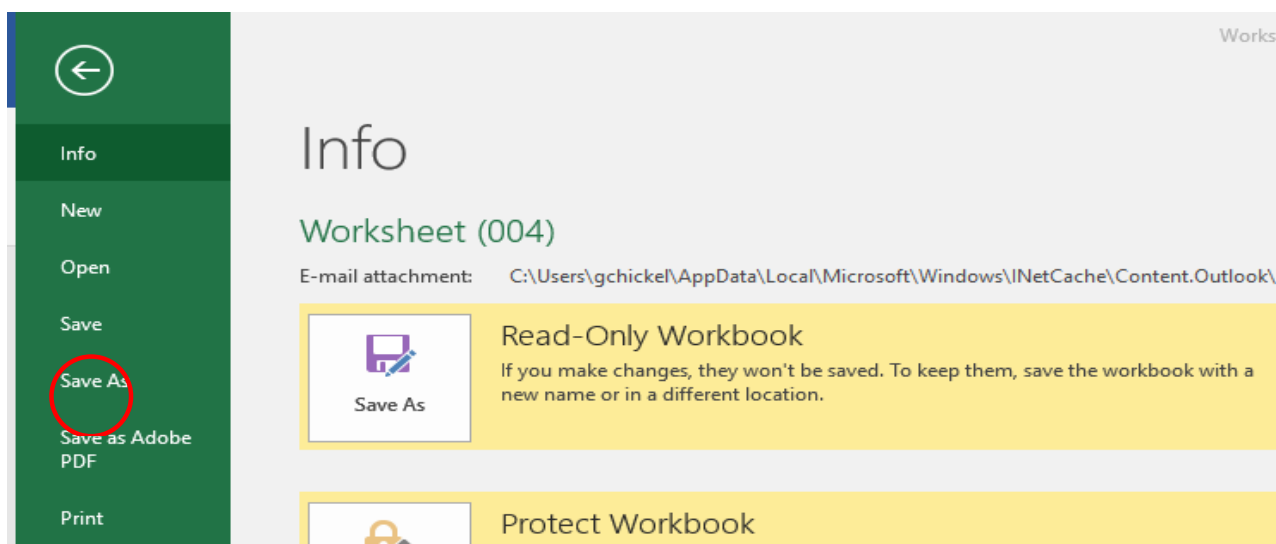
SAVING THE MICROSOFT EXCEL SPREADSHEET

To save a file from the Tab menu, select:

- “File”



- “save as”



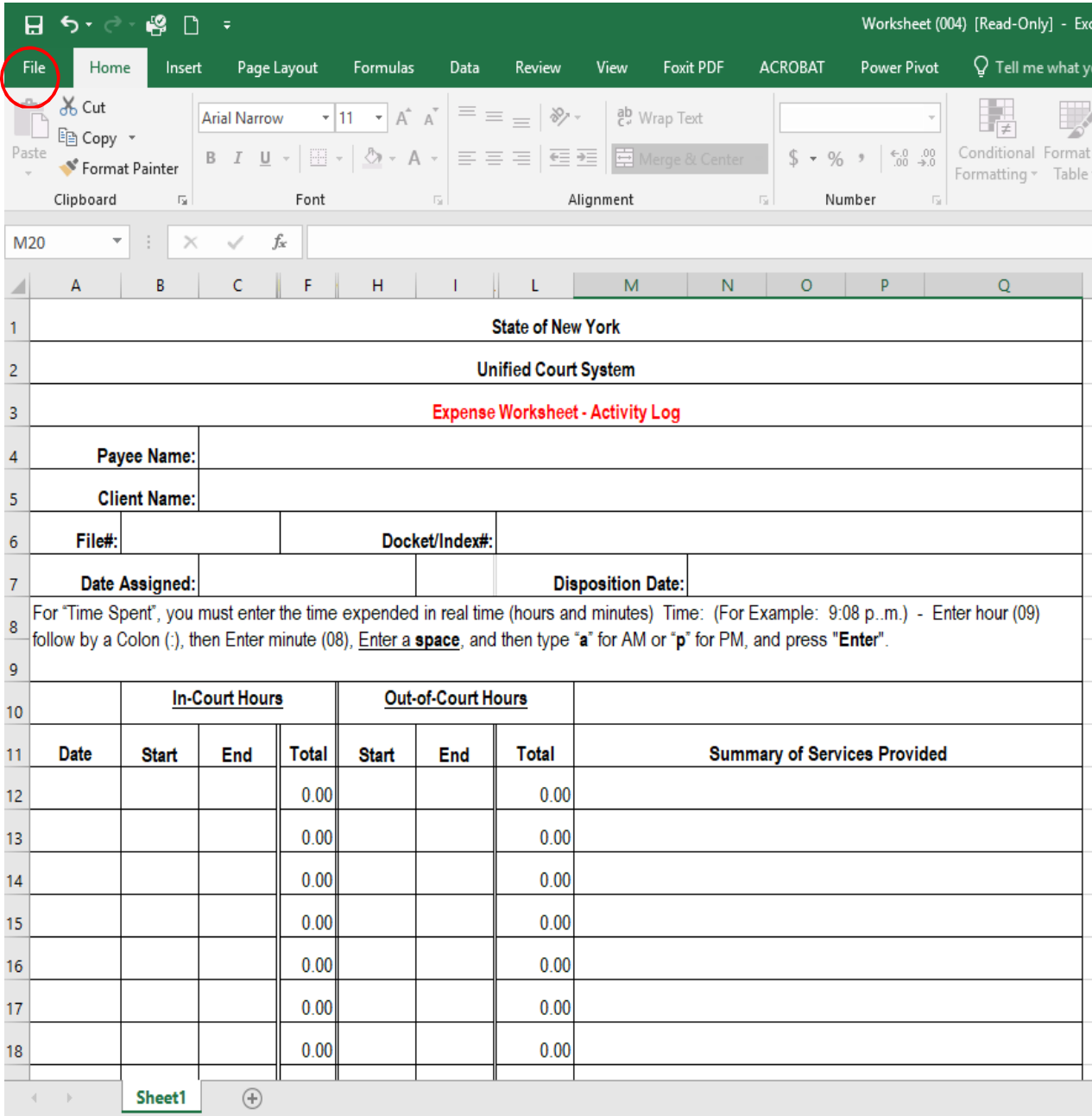
Choose a folder and name the file, **i.e.**, Document ID# or the name of the case pertaining to your voucher.

APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT
ATTORNEYS FOR CHILDREN

PRINTING WORKSHEET

To print a worksheet from the Tab menu, select:

- “File”



Click on "Print" or "Ctrl+P"

You will then have an option to preview the document(s) before printing.

The screenshot shows the Microsoft Excel ribbon for a 'Worksheet (004) [Read-Only] - Excel' document. The ribbon is divided into several sections: 'Info', 'Protect Workbook', 'Inspect Workbook', and 'Manage Workbook'. The 'Print' button in the 'Info' section is circled in red. The 'Protect Workbook' section shows a warning that one or more sheets are locked. The 'Inspect Workbook' section lists document properties, printer path, author's name, related dates, and absolute path. The 'Manage Workbook' section indicates there are no unsaved changes. The right-hand side of the ribbon shows the 'Properties' section with fields for Size, Title, Tags, Categories, Last Modified, Created, and Last Printed. The 'Related People' section shows the Author and Last Modified By fields.

Worksheet (004) [Read-Only] - Excel

Info

Worksheet (004)

E-mail attachment: C:\Users\gchickel\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\HAFXIR16\Worksheet (004).xlsx

Read-Only Workbook
If you make changes, they won't be saved. To keep them, save the workbook with a new name or in a different location.

Protect Workbook
One or more sheets in this workbook have been locked to prevent unwanted changes to the data.
Sheet1 [Unprotect](#)

Inspect Workbook
Before publishing this file, be aware that it contains:
■ Document properties, printer path, author's name, related dates and absolute path
■ Hidden columns
■ Content that people with disabilities find difficult to read

Manage Workbook
There are no unsaved changes.

Properties

Size	Not saved
Title	Add a title
Tags	Add a tag
Categories	Add a category

Related Dates

Last Modified	Today, 3:00 PM
Created	2/4/2016
Last Printed	2/8/2018

Related People

Author	P. P.
Last Modified By	GC. G.

[Show All Properties](#)

CREATING A VOUCHER

INSTRUCTIONS

To create a new voucher, from the welcome page scroll down and click on the below link as indicated:


To Create a New Voucher, [Click Here](#) ←



This will prompt you to the next page.

CREATING A VOUCHER

Click on the drop-down arrow:

	<h1>Online Voucher</h1> <p>Please select an option: <input type="text" value="Select..."/></p>
	Document ID: 2019-09-17 -
<p>PLEASE CLICK HERE FOR INSTRUCTIONS</p>	
<p>Click on the link to fill out: Affidavit In Support</p>	



Select:

For Expert, please select "**Expert (JC 2020)**" and for Attorney, please select "**Assigned Counsel 35(8)**"

	<h1>Online Voucher</h1> <p>Please select an option: <input type="text" value="Select..."/></p> <ul style="list-style-type: none">Assigned CounselExpert (JC 2020)
	Document ID: 2019-09-17 -
<p>PLEASE CLICK HERE FOR INSTRUCTIONS</p>	
<p>Click on the link to fill out: Affidavit In Support</p>	



Once you make your selection, the voucher form will automatically open.


CREATING A VOUCHER

From Line #2 (Vendor Name), click on the drop-down menu, and select the appropriate vendor name.

Note: The names are listed in alphabetical order by "First" name.

Once the vendor name is selected, the following information from Line 1 through 4 will automatically populate.

- 1) Vendor ID
- 2) Vendor Name
- 3) Business Name
- 4) Address, City, State and Zip Code

	<h2>Online Voucher</h2>	
	Please select an option: Expert (JC 2020) ▼	
VOUCHER FOR PHYSICIAN, PSYCHIATRIST, PSYCHOLOGIST, SOCIAL WORKER OR INVESTIGATORS		
Document ID: 2019-09-17 -		
<i>PLEASE CLICK HERE FOR INSTRUCTIONS</i>		
1. Vendor ID:	2. Vendor Name:	←
3. Business Name: *		
4. Address:		
City:	State:	Zip Code:

CREATING A VOUCHER

5a. FILE NUMBER.

Enter the file number associated with the case as listed on your Court Order.

5a. File Number:	
------------------	--



5b. DOCKET/INDEX NUMBER

Enter the appropriate Docket or Index number(s) associated with the case as listed on your Court Order.

5b. Docket/Index#:	
--------------------	--



6. REFERENCE/INVOICE NUMBER

(If applicable) Enter the reference or invoice number associated with the case.

6. Ref/Inv#:	
--------------	--



7. DATE

The current date will automatically populate in that field.

8. PROFESSIONAL CATEGORY

FOR EXPERT - You must select both, the professional category and the service year.

From the drop-down menu, select the **“Professional Category”** and the **“Service Year”**. The rate will automatically populate in the “Standard Rate” section.

- For work done on or **prior** to December 31, 2017, please select “2017”
- for work done **starting** on January 1, 2018 and forward, please select “2018”

Please refer to the above page for a list of compensation rate.

* If the rate provided on the Court Order is different from the "Standard Rate", then click on the **“Court Ordered Rate”** section and enter the appropriate rate listed on your Court Order.

CREATING A VOUCHER

9. COURT, COUNTY AND SERVICE PERIOD.

FOR ASSIGNED COUNSEL 35(8) - Because of the rate change, you 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.

- From the first drop-down menu, select the appropriate "**Court**" and "**County**".

During the period from: _____ **To** _____

Or you may use the attached calendars to enter the dates of the first and last activities from your "Worksheet".

Client's Name:

- Please type the name of the client for whom services were rendered.

9. For services rendered by mental health professionals, physicians or investigators pursuant to Section 35 of the Judiciary Law in the Select... → ▼

Court of ▼ County during the period from → 📅 to → 📅

Service For (Client Name): → _____

10. COMPENSATION AND/OR REIMBURSEMENT

"Court Order Date"

Use the attached calendar or enter the date as it appears on the Order.

"Court Order Hours"

Enter the number of hours as provided by the court order.

Note: If the number of hours are not provided in the order, divide the maximum amount of compensation allotted by the hourly rate. **i.e.:** If maximum amount of compensation provided is \$1,800, and hourly rate is \$150, then, do the following division: 1,800/150 = 12 hours maximum. In the "Court Order Hours", enter the total number 12.

10. Compensation and/or Reimbursement	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="padding: 5px;">Court Order Date</th> <th style="padding: 5px;">Court Order Hours</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; text-align: center;">→ * 📅</td> <td style="padding: 5px; text-align: center;">→ *</td> </tr> </tbody> </table>	Court Order Date	Court Order Hours	→ * 📅	→ *
Court Order Date	Court Order Hours				
→ * 📅	→ *				
Enter Court Order Date(s) and # of Hours. (See Instructions)	<div style="border: 1px solid black; padding: 2px;">▼ Insert item</div>				

CREATING A VOUCHER

Supplemental Order

If you receive a Supplemental Order with additional hours for the same case, you can also enter it on:

- **Line # 10** by clicking on the blue arrow
 - select "**Insert item**"
 - Enter "**Court Order Date**" and "**Court Order Hours**"

Please note that you must enter the earliest Court Order first and repeat this process for additional Orders.

10. Compensation and/or Reimbursement

Enter Court Order Date(s) and # of Hours. (See Instructions)

Court Order Date	Court Order Hours

→ **Insert item**

CREATING A VOUCHER

Insert or Remove Items

Please note that if you accidentally click on the "Insert Item" button and enter an additional line, you can remove that line by clicking on the drop-down blue button (located to the left side) of the screen and follow the prompt.

When you click on that button, you will have the following options:

- Insert Order info before
- Insert Order info after
or [Ctrl+Enter]
- Remove Order info
or [Ctrl+Delete]

	Court Order Date	Court Order Hours
10. Compensation and/or Reimbursement		
Enter Court Order Date(s) and # of Hours. (See Instructions)		
11. Actual Hours Worked: <i>Cannot exceed maximum hours provided by court order</i>		

The screenshot shows a software interface with a table and a dropdown menu. The table has columns for 'Court Order Date' and 'Court Order Hours'. The first row is labeled '10. Compensation and/or Reimbursement'. The second row contains the instruction 'Enter Court Order Date(s) and # of Hours. (See Instructions)'. The third row is labeled '11. Actual Hours Worked: Cannot exceed maximum hours provided by court order'. A dropdown menu is open on the right side of the table, showing three options: 'Insert OrderInfo before', 'Insert OrderInfo after [Ctrl+Enter]', and 'Remove OrderInfo [Ctrl+Delete]'. Red arrows point to the right of each option, and red asterisks are visible in the background table cells.

CREATING A VOUCHER

11. ACTUAL HOURS WORKED

Note:

The total number of actual hours cannot exceed the maximum number of hours authorized by the Court Order.

- **If it is anticipated that the work performed will exceed the cap set by the Court, a request must be made in writing for a Supplemental Order authorizing additional hours.**

Enter the total number of actual hours worked as listed on your worksheet.

11. Actual Hours Worked: Cannot exceed maximum hours provided by court order	→
--	---

CREATING A VOUCHER

12. TRAVEL EXPENSES

Note:

Reimbursement for travel is based on the mileage rate guidelines and must include a printout from MapQuest indicating the number of miles traveled.

In addition, you must complete the "**Expense Itemization Worksheet**" and submit with your voucher.

Year, Miles, Rate and Total

From the drop-down menu, select:

"Year" For when services were rendered

* Once the appropriate year is selected, the rate will automatically populate.

Enter total number of **"Miles"** (Round trip) in the space provided.

* When mileage is entered, the **"Total"** amount will automatically be calculated and displayed.

You may insert additional line(s) by clicking on the blue arrow and select (Same instruction for inserting or removing i

- **Insert item**

If you accidentally insert a line, please follow the above directions for **"Insert or Remove"** items.

	Year	Miles	Rate	Total
12. Travel - Total number of Miles: Select....	V	→		

CREATING A VOUCHER

13. OTHER EXPENSES

NOTE: Supporting documentation such as copies of paid receipts or other supporting evidence must be submitted when claiming reimbursement for out-of-pocket expenses.

Enter amount of out-of-pocket expenses in the space provided.

13. Other Expenses:	→
---------------------	---

14. NUMBER OF ADULT(S) AND CHILD(REN)

Enter the total number of Adult(s) and Child(ren) involved in this case in the space provided.

Adults:

Children:

15. COURT ORDER APPORTIONMENT

As stated in your Order:

If the fee is apportioned, please select the appropriate box:

"Yes" "No"

CREATING A VOUCHER

16. APPORTIONMENT

Enter the percentage apportionment as stated in your Court Order:

State: →

County: →

Other: →

NOTE:

The calculation will automatically be displayed based on information provided from line 10 - 16.

Court Ordered Max Hours	Hourly Rate	Hours Billed	Expenses	Grand Total	Court Ordered State %	Total Billed to State
0	*		\$0.00	\$0.00	*	\$0.00

ATTACHMENTS

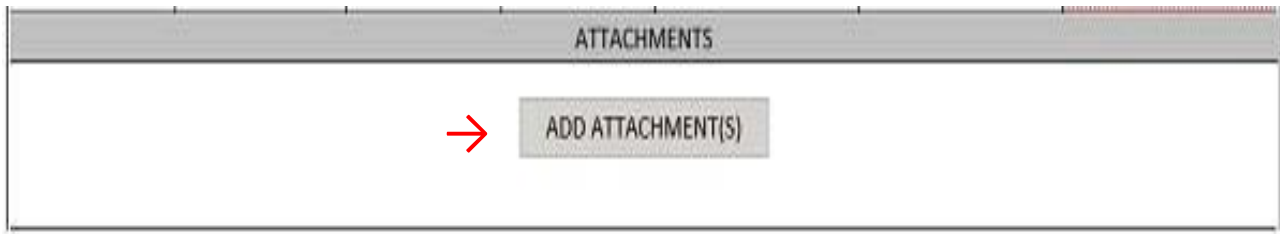
ADD ATTACHMENT(S)

Please **DO NOT** upload
or add any attachments to
the website until further
instructions.

ATTACHMENTS

To attach a document,

click on: **“ADD ATTACHMENT(S)”**

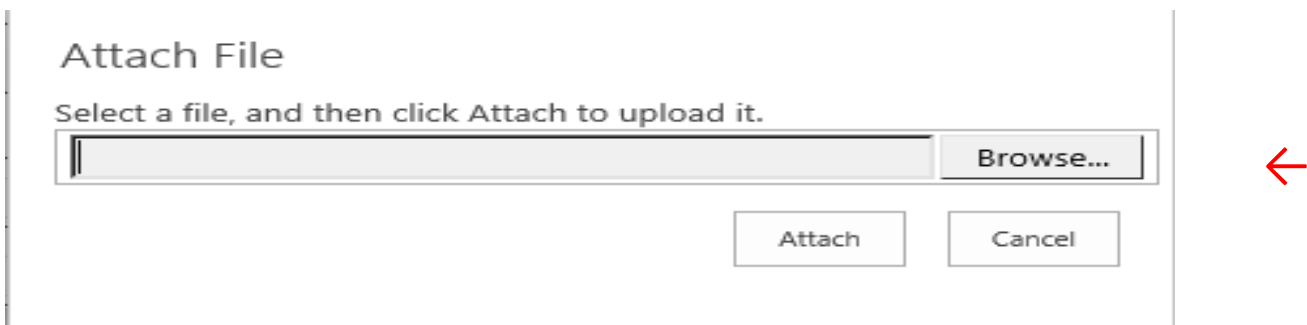


A window will open and allow you to browse and search the document that you wish to attach.



Another small window will open and allow you to browse for the document or file.

Click on: **“Browse”**



Browse and choose the folder and file that you want to attach or upload.

ATTACHMENTS

Double-click the file and notice that the file name will appear in the "Attach File" window.

Attach File

Select a file, and then click Attach to upload it.

C:\Users\gchicke\Documents\Worksheet.xlsx

Click on "**Attach**" and the file will automatically be uploaded and attached.



If you accidentally copied the wrong file, you can edit it by clicking on the blue button located to the left side of the attachment document.



ATTACHMENTS

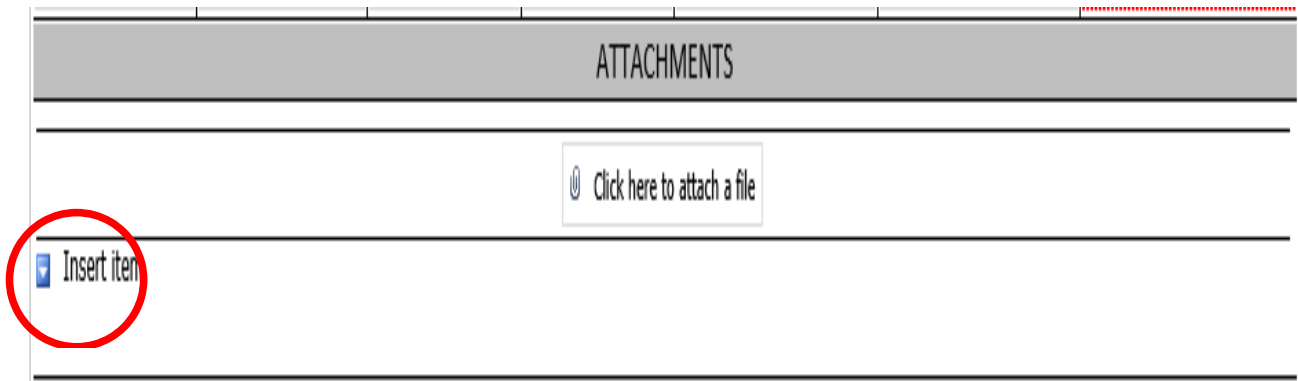
Once you click on the "blue button", you will have the following options:

- Attach a document
 - Download a document
 - Remove a document



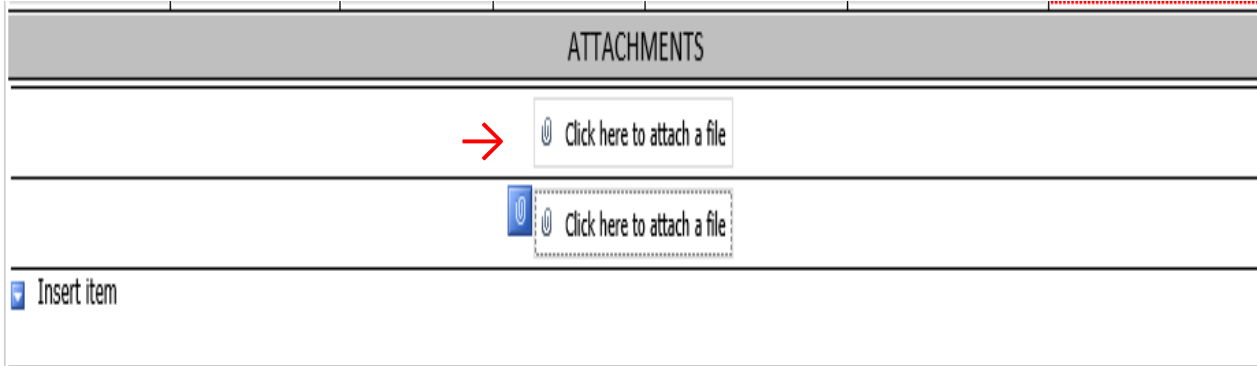
Upload Additional Documents

You may upload additional documents by clicking on the "Insert Item" button located to the left side of the screen.



ATTACHMENTS

Once the "Insert Item" button is selected, an additional line will appear.

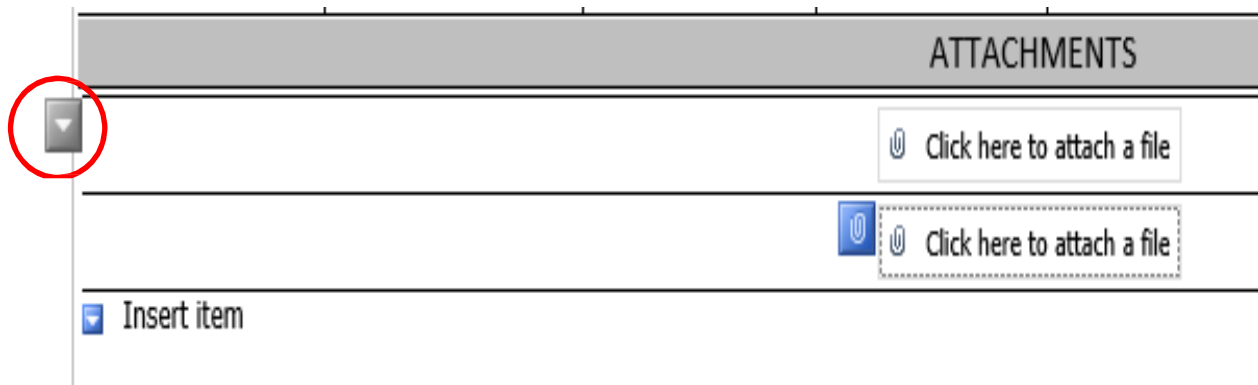


Click on "**Click here to attach a file**" from the new line and repeat the above steps.

Note:

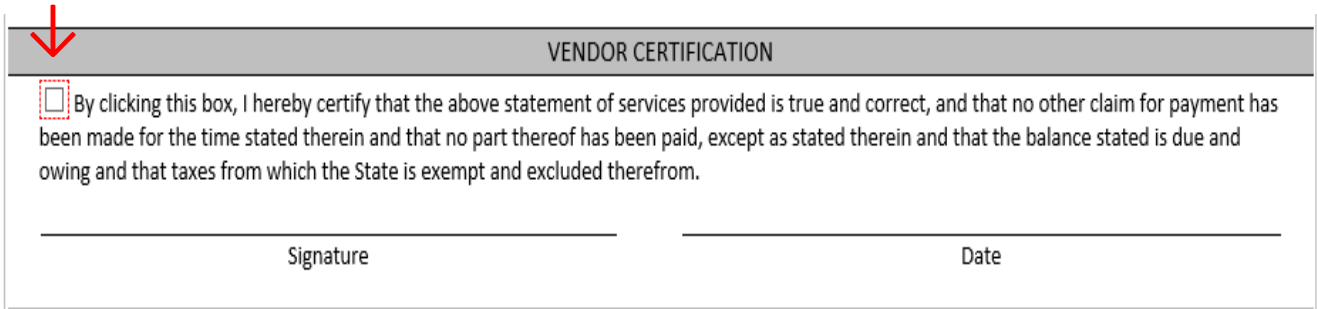
If you accidentally click on the "Insert Item" and wish to remove the additional line, point the mouse to that line and a drop-down arrow will appear to the left side of the screen. When click on that arrow, there will be 3 options:


- **Insert Group before**
- **Insert Group after or [Ctrl+Enter]**
- **Remove Group or [Ctrl+Delete]**



VENDOR CERTIFICATION

Prior to submitting a voucher as final, authorized vendors must check the box certifying that the services provided and amount claimed are true and correct.



 **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

Once the box is checked, the vendor name will automatically populate on the signature line with the date.

You will then have the option to:

- **SAVE**
- **SUBMIT AS FINAL**
- **CANCEL**

SAVE, SUBMIT AS FINAL OR CANCEL A VOUCHER

SAVING A VOUCHER

If you are not ready to submit a voucher as final, you can save it for a later time. Click on the "**Save**" button and a message will pop up to let you know that your voucher has been saved and has not been submitted for final review and payment. You can always go back to the voucher and update the information by clicking the button "**To update a Voucher**", please see below instructions.



SUBMIT A VOUCHER AS FINAL

Prior to submitting a voucher as final, please be sure to verify that all information on the voucher is accurate. When ready, click "**Submit as Final**" button.

- Once a voucher is submitted as final, you will not be able to edit the voucher.
- You will then have an option to print the voucher.

CANCELLING A VOUCHER

A voucher can be cancelled at any time without saving it.

- Click "**Cancel**" button and the voucher will disappear.

PRINTING AND MAILING A VOUCHER

PRINTING A VOUCHER

To print a voucher, simply click the **“Print”** button. A print screen will open and allow you to select a printer to which you wish to print the document.

- Make sure that your printer is connected and turn on
- Click "Print"
- Select your printer
- Select the number of copies that you wish to print
- Click "Print"

MAILING A VOUCHER

VERY IMPORTANT:

The voucher is to be e-mailed to the presiding judge for approval together with the following documents:

- Copy of signed Order of appointment authorizing payment
- Worksheet or Activity Sheet
- Supporting documentation, i.e., copies of receipts, printouts of MapQuest etc...
- Affidavit of extraordinary circumstances is required for all voucher claims in excess of the statutory maximum \$3,000.00.

UPDATING
AN EXISTING
VOUCHER

UPDATING AN EXISTING VOUCHER

An existing voucher is a voucher in progress which has not been submitted as "Final".

All vouchers that have been saved and not yet submitted as final for payment will appear in the open existing voucher list. These vouchers can be modified at any time.

To update an existing voucher:

- Go to the home page
- Scroll down
- Click on: "To Update a Voucher" link
- Select the appropriate existing voucher
- Modify the information in your voucher
- Follow the above steps to save, submit as final and print a voucher

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

To update a Voucher [click here](#) ←

CONTACT

If you need assistance, please contact the following:

Appellate Division, First Department:

Caroline Diaz (212) 340-0595
or via e-mail at:
cdiaz@nycourts.gov

Appellate Division, Second Department:

Gregory Chickel (718) 923-6356
or via e-mail at:
gchickel@nycourts.gov

Appellate Division, Third Department:

Jennifer Hornick (518) 471-2878
or via e-mail at:
jhornick@nycourts.gov

Appellate Division, Fourth Department:

Amy Hugyecz (585) 530-3173
or via e-mail at:
AHugyecz@nycourts.gov