

INSTRUCTIONS
for
Privately Paid Attorneys for the Child
in the
First, Second and Fourth Departments of the Appellate Division
(Pursuant to Part 36 of the Rules of the Chief Judge)

Appointments of privately paid Attorneys for the Child pursuant to Part 36 of the Rules of the Chief Judge must use the following procedures and forms :

UCS 880 (Order Appointing Attorney for the Child)

(Court forwards to Attorney for the Child with UCS 872 (Notice of Appointment/Certification of Compliance))

Orders

- **amount of retainer, if any**
- **hourly rate**
- **percentages paid by parties, subject to reallocation at trial**
- **billing of parties at least every 60 days**
- **rights and responsibilities of Attorney for the Child**
- **permission to Attorney for the Child for self-payment from retainer or subsequent receipts without further order of court**

UCS 881 (Affirmation of Services for Privately Paid Attorney for the Child)

(Submitted to court by Attorney for the Child in support of application for approval of compensation at conclusion of service)

Shows

- **hours (supported by attached time records)**
- **hourly rate (supported by attached copy of appointment order)**
- **compensation, disbursements and total award requested**

UCS 882 (Order Approving Attorney for the Child Compensation)

(Settled by Attorney for the Child on five days notice; supported by affirmation of services; filed by court with UCS 875 (Statement of Approval of Compensation))

Orders

- **compensation and disbursements for final award**
- **percentages and total dollar amounts owed by parties**
- **credits to parties for amounts paid**
- **net amounts due to Attorney for the Child or reimbursements due to parties**
- **payment by parties or reimbursement by Attorney for the Child**