

OFFICE OF ATTORNEYS FOR CHILDREN E-VOUCHER MANUAL

New York State Supreme Court
Appellate Division, Third Judicial Department

Hon. Elizabeth A. Garry
Presiding Justice

Hon. John C. Egan Jr.
Hon. Christine M. Clark
Hon. Sharon A.M. Aarons
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Hon. Michael C. Lynch
Hon. Molly Reynolds Fitzgerald
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Hon. Lisa M. Fisher
Hon. Eddie J. McShan
Hon. Mark L. Powers
Hon. L. Michael Mackey

Associate Justices



John W. Kraigenow, Director
Office of Attorneys for Children

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State of New York
Supreme Court, Appellate Division
Third Judicial Department
Office of Attorneys for Children
286 Washington Avenue Extension
Suite 202
Albany, NY 12203

John W. Kraigenow
Director

Cynthia L. Schrock
Deputy Director

Robert D. Mayberger
Clerk of the Court

(518) 471-4825
Fax: (518) 471-4757
<http://www.nycourts.gov/ad3/oac>
ad3oac@nycourts.gov

To: Attorneys for Children, Third Judicial Department

From: John W. Kraigenow

Subject: E-voucher

On behalf of Hon. Elizabeth A. Garry, Presiding Justice of the Appellate Division, Third Department, and the other members of the Court, we are pleased to present this E-voucher Manual to assist you in preparing and submitting compensation claims using the web-based E-voucher. The Compensation and Reimbursement Policies and Procedures of the Office of Attorneys for Children should be read in conjunction with this manual and can be found in the Administrative Handbook.

We hope that this manual will serve as a helpful introduction to the use and operation of the E-voucher system. We always appreciate your suggestions about how we can make the manual, and the entire E-voucher system more responsive to your needs. We invite you to share your ideas with us.

Finally, if there is anything we at the Office of Attorneys for Children can do to assist you with this or any other aspect of your work as a children's attorney, please contact us.

Thank you once again for your service as an attorney for children.

Getting Started with the E-voucher System

System Requirements:

Adobe Reader

The E-voucher System requires the latest version of **Adobe Reader**. To obtain this version, please visit this website:

<http://www.adobe.com/products/acrobat/readstep2.html>

E-mail

If you use an E-mail spam filter, please update the filter to allow E-mail from these addresses:

eVouchering@courts.state.ny.us
securityadministrationunit@courts.state.ny.us

(because password resets and profile updates are sent from this address)

Please note: These E-mail addresses are not to be used for any purpose other than as described above (to allow access). If you need to contact the Office of Attorneys for Children for any voucher inquiry please use ad3-oac-vouchers@nycourts.gov as indicated on the **Contact Information** page at the back of this manual.

Internet Browser

It is recommended that you use the latest version of your Internet browser. Below are links to the websites for some widely-used browsers:

Firefox: <http://mozilla.com/en-US/firefox/?from=sfx&aid=1111424>

Google Chrome: <https://www.google.com/intl/en/chrome/browser/>

Safari: <http://www.apple.com/safari/>

Screen Resolution

Set screen resolution:

For PC

- Go to the 'Start Button' (lower left-hand corner)
- Click on 'Settings'
- Click on 'Control Panel'
- Select 'Display'
- Select the 'Settings Tab'
- Set to 1024 x 768

For MAC

- Double click 'System Preferences'
- Select 'Display'
- Set Screen Resolution

Enabling Pop-ups

The E-voucher System requires that your browser allow pop-ups. Below are instructions for enabling pop-ups on these browsers:

Mozilla Firefox Help

To enable pop-ups in Firefox, click on the 'click here' in the **error message** and

- Click on 'Allow Pop-ups For' to enable this site to popup windows OR
- Click 'Edit Popup Blocker Options' to enable this site to popup windows
- Enter the website address in the 'Address of web site' field and click on the 'Allow' button
- Click 'Ok' to save your changes

You can also do this by

- Go to menu (top right) and select 'Content Blocking'
- Scroll to 'Permissions'
- Uncheck the box next to 'Block pop-up windows'

You can also enable just this site to open popup windows by performing the following steps:

- Click the lines in the top right, and go to Settings
- Chose 'Privacy and Security'
- Scroll to Block pop-up windows, and uncheck the box

Google Chrome help

To enable pop-ups in Google Chrome, click on the 3 dots on the right side of the window below the 'x'

- Click on 'Settings'
- Click on 'Privacy and Security'
- Click on 'site settings'
- Scroll down to 'Pop-ups and redirects'
- Click on the circle next to 'Sites can send pop-ups and use redirects'
- Click 'X' to close out

Safari help

To enable pop-ups in Safari

- Click Safari > Preferences
- Click on 'Websites' at the top of the window
- Select pop-up window on the left side and at the bottom select 'Allow'

Accessing the E-voucher System

Visit the website for the Office of Attorneys for Children: <http://www.nycourts.gov/ad3/oac> (shown below) and click on 'Vouchers' on the menu on the top right side.

**State of New York
Supreme Court, Appellate Division
Third Judicial Department**

Hon. Elizabeth A. Garry
Presiding Justice

Robert D. Mayberger
Clerk of the Court

Home Programmatic Forms CLE Vouchers ←

Home > Office of Attorneys for Children

**Office of Attorneys
for Children**

286 Washington Avenue
Extension
Suite 202
Albany, NY 12203

Tel: (518) 471-4825
Fax: (518) 471-4757
ad3-oac@nycourts.gov

John W. Kraigenow
Director

Cynthia L. Schrock
Deputy Director

The Office of Attorneys for Children provides legal services to children in Family Court proceedings and Supreme Court custody matters. Nearly 400 attorneys in private practice are designated by the Appellate Division as members of county panels, and are then appointed by Family Court Judges and Supreme Court Justices to represent children on a case-by-case basis. Representation is also provided in ten counties by offices under agreements between the Appellate Division and qualified attorneys. In addition to overseeing panel and office operations, the Office offers attorneys a wide range of support resources, including a comprehensive continuing legal education curriculum.

For additional information about the Program, please contact Director, John W. Kraigenow.

This will take you to the page shown below:

Click on the link labeled "E-Voucher system can be accessed here"

Home Programmatic Forms CLE Vouchers

Home > Office of Attorney for Children > Vouchers

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Director

Cynthia L. Schrock
Deputy Director

Vouchers

All panel members are required to use E-voucher

Please direct all voucher inquiries to:
AD3-OAC-VOUCHERS@NYCOURTS.GOV

- Billing "Job Aid"
- Access to AFC Voucher Information
- E-voucher system can be accessed here ←
- E-voucher manual
- E-voucher training video

If you are interested in direct deposit of your payments, click here. For expert vouchers please go to Forms

Accessing the E-voucher System - continued

You will be taken to the E-voucher Welcome Page. Review the statement on the E-voucher Welcome Page, and click on the link at the bottom of the page:

E-voucher system can be accessed here

Home Programmatic Forms CLE Vouchers

Home > Office of Attorney for Children > Disclaimer

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E-voucher System

This system is only for the use of attorneys for children submitting compensation claims and by the Office of Attorneys for Children and other Unified Court System employees authorized to process and administer such claims. Any other use or attempted use of this system is prohibited. No information maintained on this system may be obtained or disclosed without the express permission of the Office of Attorneys for Children or UCS personnel.

All requests for information about compensation claims in connection with children's representation within the Third Judicial Department should be directed to:

John W. Kraigenow, Director
Office of Attorneys for Children
Appellate Division, Third Judicial Department
286 Washington Avenue Extension, Suite 202
Albany, NY 12203

E-voucher system can be accessed here. ←

If your browser is not configured to allow pop-ups, the pop-up Instruction Screen (shown below) may appear with directions for configuring your browser to allow pop-ups.

UCS - LawGuardian - Login - Windows Internet Explorer provided by AD3

https://lapps.courts.state.ny.us/lawguardian/

File Edit View Favorites Tools Help

AD3 Home Page Kronos Lexis Access WestLaw Web Slice Gallery Lexis

UCS - LawGuardian - Login

New York State Unified Court System

If the login screen doesn't appear, you must [allow for Popups](#). After [enabling popups](#) in your browser [Click Here to Log In](#)

Enabling Popups:

Internet Explorer Help for Windows XP SP2:

To enable popups in IE

- Click on Tools->Internet Options
- Click on the 'Security' tab
- Click on the 'Custom Level...' button
- Find the 'Use Pop-up Blocker' option and click on 'Disable'

You also need to

- Click on the 'Privacy' tab in Tools->Internet Options
- Uncheck the 'Block Pop-ups' checkbox

You can also enable just this site to open popup windows. To do this

- Click on the 'Privacy' tab
- Leave the box next to 'Block Pop-ups' checked
- Click on the 'Settings...' button
- Enter the website address in the 'Address of web site to allow' field and click on the 'Add' button
- Click 'Close' to save your changes

[Back to Top of Page](#)

Mozilla Firefox Help:

To enable popups in Firefox, click on the 'click here...' in the error message and

- Click on 'Allow popups For' to enable this site to popup windows

(or)

- Click 'Edit Popup Blocker Options' to enable this site to popup windows
- Enter the website address in the 'Address of web site' field and click on the 'Allow' button

Logging On and Password Instructions

If your browser is already configured to allow pop-ups, the Log-on Screen will appear. In the spaces provided, type in your assigned **User Name** and **Password** (which has been sent to your e-mail) and click **Sign In**. If you don't have a User Name and Password you may request one by e-mailing ad3-oac-vouchers@nycourts.gov



Password Screen

Initial Password Change

With the initial log in, you will be required to change the password given to you and select a **Private Hint Question**. There are a few rules that must be followed when creating a new password, or updating an old one:

1. The password must have a **minimum of 10** characters.
2. The password must contain **three** of the following four variables:
 - **Lower Case Letter(s)**
 - **Upper Case Letter(s)**
 - **Number(s)**
 - **Special Characters:** @ \$ & % (For example).
[! and * do not work]
3. It cannot be a password that has been used before.
It cannot contain the AFC's last name or User ID.

Changing Your Password

You must change your password:

1. The first time you log in.
2. For security purposes, you are required to change your password every thirty days.
3. If you get locked out because you entered your password or user ID incorrectly three times then you must request a reset and change your password by E-mailing the Office of Attorneys for Children at ad3-oac-vouchers@nycourts.gov .

4. If you forget your password for AFCIV please use the Self-Service Password Reset site: <https://iapps.courts.state.ny.us/sspr/Forgot> .

Where the site asks for your "UCS Account Username" you will input your assigned User ID and click "Next". There are two ways you can reset your password. The first way is to answer the security question correctly, input a new password and hit "Reset Password". If you do not remember the answer to the security question, you can click "Reset by Email".

*Note: The reset will be sent to the email address associated with your AFC Profile so please make sure to keep your email up-to-date.



Attorney Profile

It is important to keep the information in your **Attorney Profile** up-to-date, for the following reasons:

1. The address listed when you submit an E-voucher is the address where your payment will be sent.
2. Your Vendor ID determines where the payment of an E-voucher will be allocated for tax purposes.
3. The E-mail address on the profile is where password notifications or resets will be sent.

The screenshot displays the 'New York State Unified Court System' interface. On the left is a vertical task bar with buttons for 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', 'Appearance Search', 'AFC Profile', 'Password', and 'Log Out'. The main content area is titled 'Attorney for the Child Information' and contains several sections: 'Attorney Vendor Information' with fields for First Name, Middle Name, Last Name, and Suffix; 'Attorney Vendor Information' with a note 'Name and address provided by the Vendor Management Unit' and buttons for 'Change Attorney Vendor Info' and 'Remove Attorney Vendor Info'; 'Firm Vendor Information' with a field for Firm Vendor Id and an 'Add Firm Vendor Info' button; and 'Contact Information' with fields for Phone 1 (Business phone), Phone 2, Phone 3, and E-mail. At the bottom of the main area are 'Apply', 'Reset', 'OK', and 'Cancel' buttons. A green arrow points to the 'AFC Profile' button in the task bar.

To access your **Profile**, click on the **AFC Profile** tab, located in the lower left corner of the task bar.

E-voucher System Screen

This is the main screen of the **E-voucher System** from which the task bar, **Notices**, **Department Questions** and **New Features** can be accessed.



The task bar, on the left side of the screen, contains tabs for accessing and creating vouchers, generating reports and searching for conflicts and appearances. From the task bar you may also access the **Profile** and **Password** options and safely sign out of the program.

Activity Codes & Descriptions

During preparation of E-vouchers, you will be asked to select activity and expense codes and provide descriptions comparable to those required for conventional, hard-copy vouchers. Please see also the Administrative Handbook, p. 31.

Out-of-Court Activities

- A: Review Documents:** Describe documents reviewed, e.g. "Review Petition and File."
- B: Client Interview:** Include the location where you met with your client; e.g. meeting at client's school.
- C: Travel:** The C-Code is "Travel Time." Indicate where you traveled to and from.
- D: Phone/Correspondence:** Indicate the method, subject and recipient of the correspondence, e.g.. "Review letter from Father's Attorney re: visitation."
- E: Legal Drafting:** Indicate the document type and subject.
- F: Legal Research:** Indicate the subject of research, and reason for research, e.g. "Legal Research- Case Law, Preparing Appellate Brief."
- G: Investigation:** Indicate what is being investigated.
- H: Out-of-Court All Other:** Describe any other work related to representing your client.

In-Court Activities

For the **In-Court Activities, J-N**, select the appropriate Activity Code from the first pull-down menu. Next, select the date, docket, and judge you appeared before from the other pull-down menu and briefly describe the appearance.

- J: Initial Appearance**
- K: Pre-Trial Hearings**
- L: Fact Finding**
- M: Disposition**
- N: In-Court All Other**

Expense Codes

P: Expenses: (other than mileage: Indicate the type of expense. (i.e. Copies, Postage) and the quantity.

Note: Do not enter a "\$" symbol, as the system will not accept this special character.

Q: Mileage: Enter the number of miles traveled in the field titled "mileage," and in the activity summary indicate where you traveled to and from. The system calculates the mileage reimbursement based on the number of miles entered and mileage rate for the date traveled.

Expenses Requiring Receipts:

Tolls

Parking Over \$15

Long Distance Phone Calls Over \$15

Postage Over \$15

Copies Over \$15 - *If the copying was done in-house, please indicate that in the "activity summary."*

Process Service- Include a copy of the invoice.

Creating a New E-voucher

To start a new E-voucher, click on the **New Voucher** tab located on the task bar. A box will appear in the middle of the screen with the option to select a **Court** from the pull down menu. Select the court where the services covered by the E-voucher were performed and click the **Continue** button in the lower right-hand corner of the window.

Raise the Age vouchers

a) For cases sent to Probation Adjustment

The attorney will select "Supreme Court" (not the "Family Court" because there is no Family Court Docket number), then select the new Proceeding Type entitled "RTA – Probation Adjustment" and enter the Felony Youth Complaint (FYC) Docket number that was assigned in the Superior Court Youth Part. If the new proceeding code is not there, select JD or Designated Felony.

b) For cases removed directly to Family Court

Cases that are sent directly to Family Court without going to Probation Adjustment will be billed as they normally would for a JD proceeding by selecting "Family Court" and the appropriate Proceeding Type (ex: D – Juvenile Delinquency or E - JD Designated Felony) and entering the Family Court Docket number.

Take care to select the correct court as you will not be able to change the court after the voucher is created.



Creating a New E-voucher - continued

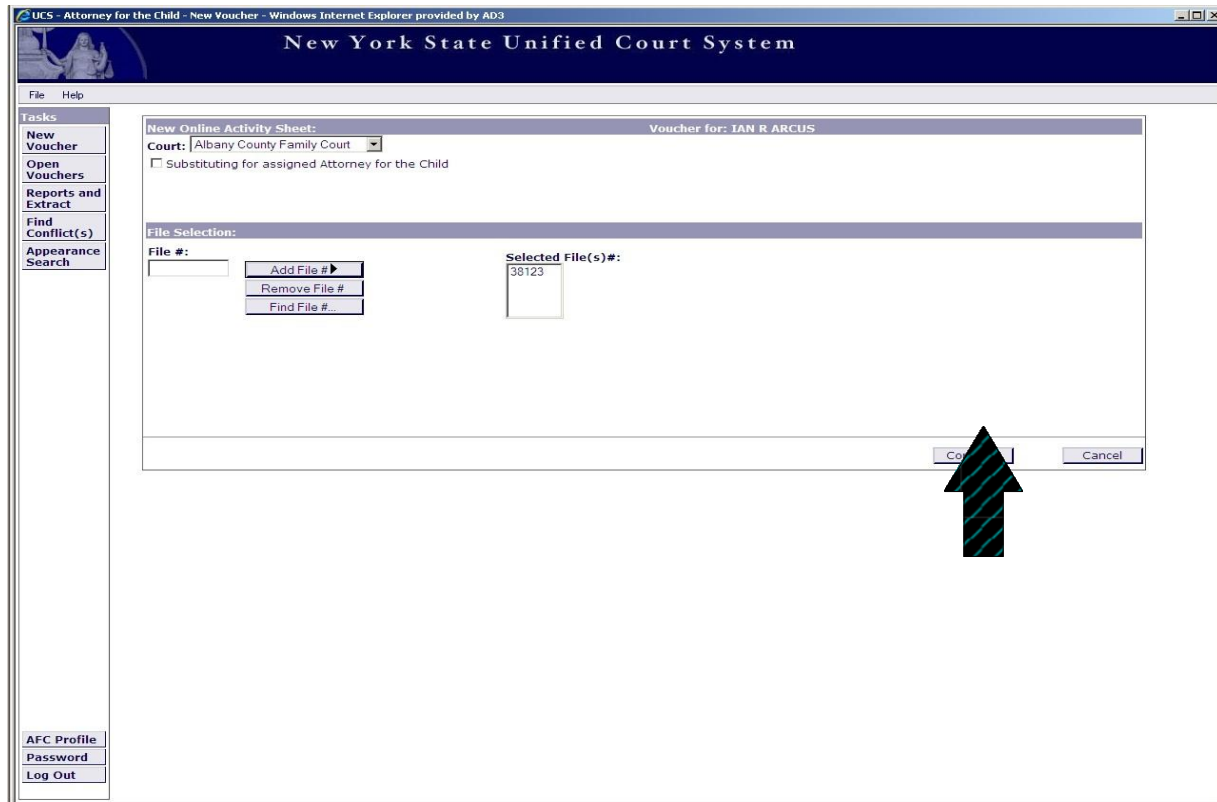
Enter the case file number in the **File Number** box and click **Add File #**.

The screenshot displays the 'New Online Activity Sheet' form within the 'New York State Unified Court System' web application. The browser title bar indicates 'UCS - Attorney for the Child - New Voucher - Windows Internet Explorer provided by ADS'. The page header features the system name and a navigation menu on the left with options like 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', and 'Appearance Search'. The main form area includes a 'Court' dropdown menu currently set to 'Albany County Family Court', a checkbox for 'Substituting for assigned Attorney for the Child', and a 'File Selection' section. This section contains a 'File #' input field, three buttons ('Add File #', 'Remove File #', 'Find File #...'), and a 'Selected File(s) #' box. A 'Continue' button and a 'Cancel' button are located at the bottom right of the form. Two green arrows with black diagonal stripes point to the 'File #' input field and the 'Add File #' button.

If you do not have the file number, click the **Find File #** button. A smaller screen, shown below, will appear. Enter the Docket Number and press **Search**. The file number and client name appear; click the **Add File #**.

Creating a New E-voucher- continued

The file number will appear in the **Selected File(s) #:** . Click **Continue**.



The screenshot shows a web browser window titled "UCS - Attorney for the Child - New Voucher - Windows Internet Explorer provided by AD3". The main content area is the "New York State Unified Court System" interface. The page title is "New Online Activity Sheet: Voucher for: IAN R ARCUS". The "Court:" dropdown menu is set to "Albany County Family Court". There is a checkbox for "Substituting for assigned Attorney for the Child" which is unchecked. The "File Selection:" section contains a "File #" input field, three buttons: "Add File #", "Remove File #", and "Find File #...", and a "Selected File(s) #" field containing the number "38123". At the bottom right of the form, there are "Continue" and "Cancel" buttons. A green arrow with black diagonal stripes points to the "Continue" button.

The file number entered is checked against Family Court's Universal Case Management System (UCMS) to confirm that the file number is for the selected court and that you are the assigned attorney.

Creating a New E-voucher- continued

In the next screen, enter the **Client Name** and **Disposition** (if known).
Select the **Proceeding Type** using the pull down menu.

New York State Unified Court System

File Help

Tasks: Dockets Activity Sheet

New Voucher
Open Vouchers
Reports and Extract
Find Conflict(s)
Appearance Search

Case Information: Voucher for: _____ substituting for: _____
Court: Albany County Family Court Document ID: 11160

Add/Edit Client Case Information:
Client Name: _____ Proceeding Type: _____
Disposition: _____

File #:
File #: _____ Add File # Remove File # Find File #...
Selected File(s)#: 38123

Dockets:
Available Docket(s):

File #	Docket	Relief Sought	Date Filed	Disp. Date
38641	G-36217-07	Guardianship	08/15/2007	09/14/2007
39534	V-59678-09	Custody	04/03/2009	06/22/2009
38123	V-49582-08	Custody	06/10/2008	07/03/2008

Unselect All
Select All

Selected Docket(s): Add Remove

File #	Docket	Relief Sought	Date Filed	Disp. Date
--------	--------	---------------	------------	------------

LG Profile
Password
Log Out

Next select the docket number(s) covered by the voucher from the **Available Dockets:** list, located below the **File** section. Scroll through the choices offered and highlight your choice(s) by clicking on the correct line. Then click the **Add** button to drop the docket(s) into the **Selected Docket(s):** box. Click the **Continue with Activities** button to go to the **Activities Screen**.

New York State Unified Court System

File Help

Tasks: Add/Edit Client Case Information:

Client Name: Smith Proceeding Type: V - CUSTODY OF MINORS
Disposition: Sub

File #:
File #: _____ Add File # Remove File # Find File #...
Selected File(s)#: 38123

Dockets:
Available Docket(s):

File #	Docket	Relief Sought	Date Filed	Disp. Date
38641	G-36217-07	Guardianship	08/15/2007	09/14/2007
39534	V-59678-09	Custody	04/03/2009	06/22/2009
38123	V-36217-08	Visitation	07/06/2007	11/16/2007

Unselect All
Select All

Selected Docket(s): Add Remove

File #	Docket	Relief Sought	Date Filed	Disp. Date
38123	V-36217-08	Custody	06/10/2008	07/03/2008

LG Profile
Password
Log Out

Continue with Activities Cancel

Creating a New E-voucher - continued

The **Activity Screen** is used to enter activities, mileage and other expenses.

There are two types of activities, **In-Court** and **Out-of-Court**, which are added in different ways.

In-Court Activities are entered individually. Begin by clicking on the **Add New** button on the right side of the screen.

The screenshot shows the 'New Voucher - Activity Screen' in a web browser. The page title is 'New York State Unified Court System'. The interface includes a 'Tasks' sidebar on the left with options like 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', and 'Appearance Search'. The main content area is titled 'Dockets | Activity Sheet' and contains client case information: Client Name: Smith, Court: Albany County Family Court, Proceeding Type: V - CUSTODY OF MINORS, # Of Petitions: 1, File#: 38123, Disposition: Sub. Below this is a table for 'Activities Charged' with columns: Date, Activity, Hours O/C, Hours I/C, Mileage, Expenses, Amount Charged, Activity Summary, Dockets, Judge, and C. The table contains one row with all cells marked '*NEW*'. To the right of the table are buttons for 'Select', 'Add New', and 'Delete'. A green arrow points to the 'Add New' button. At the bottom, there is an 'Add/Edit Activity:' section with an 'Activity:' dropdown menu and 'Apply' and 'Reset' buttons.

Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary	Dockets	Judge	C
NEW	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*	*NEW*

Creating a New E-voucher - continued

The **Add/Edit Activity** box will appear; click on the **Activity** pull down tab to display a list of activities with codes.

The screenshot shows the 'New Voucher - Activity Screen' in a web browser. The page title is 'New York State Unified Court System'. The interface includes a 'Tasks' sidebar on the left with options like 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', 'Appearance Search', 'LG Profile', 'Password', and 'Log Out'. The main area has tabs for 'Dockets' and 'Activity Sheet'. Below the tabs, there's a 'Client Case Information' section with fields for 'Client Name' (Smith), 'Court' (Albany County Family Court), '# Of Petitions' (1), 'File#' (38123), 'Proceeding Type' (V - CUSTODY OF MINORS), and 'Disposition' (Sub). Below this is an 'Activities Charged' section with a table header: 'Date', 'Activity', 'Hours O/C', 'Hours I/C', 'Mileage', 'Expenses', 'Amount Charged', 'Activity Summary', 'Dockets', 'Judge', and 'C'. The table contains one row with all fields marked '*NEW*'. A green arrow points to the 'Activity' column. Below the table is an 'Add/Edit Activity' section with a dropdown menu for 'Activity:' showing a list of activity codes: A - Review Documents, B - Client Interview/Meeting, C - Travel, D - Phone/Correspondence, E - Legal Drafting, F - Legal Research, G - Investigation, H - Out of Court - All Other, J - Initial Appearance, K - Pre-trial Hearings, L - Fact-Finding, M - Disposition, N - In Court - All Other, P - Expenses, and Q - Mileage. A green arrow points to the 'Apply' button below the dropdown.

After selecting the type of In-Court appearance, briefly describe the appearance in the **Activity Summary** box. Then click the **Apply** button to return to the main **Activity Sheet**; from there you can either continue entering In-Court activities, or begin entering Out-of-Court activities.

Creating a New E-voucher- continued

Out-of-Court Activities may be entered either individually or in combination. Individual Out-of-Court Activities are entered in the same manner as In-Court Activities, except that the activities and activity codes selected must relate to out-of court services, and a date must be entered for the activity.

The screenshot shows the 'New Voucher - Activity Screen' in a web browser. The page title is 'New York State Unified Court System'. On the left is a 'Tasks' sidebar with options like 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', 'Appearance Search', 'LG Profile', 'Password', and 'Log Out'. The main area has tabs for 'Dockets' and 'Activity Sheet'. Below the tabs is a form for 'Client Case Information' with fields for Client Name (Smith), Court (Albany County Family Court), Proceeding Type (V - CUSTODY OF MINORS), # Of Petitions (1), and File# (38123). Below this is a table titled 'Activities Charged' with columns: Date, Activity, Hours O/C, Hours I/C, Mileage, Expenses, Amount Charged, Activity Summary, Dockets, Judge, and C. The table contains one row with all fields set to '*NEW*'. Below the table is a section for 'Add/Edit Activity' with a dropdown for 'Activity' (set to 'N - In Court - All Other'), a text field for 'Appearance' (06/10/2008 - Gerard E. Maney - 2 - V-8621708), a 'Time Spent' field (1.00), and an 'Activity Summary' field (Court Appearance). A green arrow points to the 'Enter multiple out-of-court activities here.' tab.

Entering multiple **Out-of-Court Activities** is less time-consuming than entering them individually. To enter multiple **Out-of-Court Activities**, click on the tab entitled **Enter multiple out-of court activities here**. A window will pop up like the one below.

The screenshot shows a pop-up window titled 'Multiple Out-of-Court Activities for Document Id: 980014'. The text explains that the purpose is to allow up to 25 out-of-court activities to be added all at once. It includes a 'Client Interview' instruction and a 'Please Note' section with three points: 1. The X in the top right corner is clicked. 2. Navigating away from the window loses activities. 3. A 30-minute timeout occurs after opening the window. Below the text is a form with fields for 'Activity' (dropdown), 'Date' (calendar icon), 'Start Time' (dropdown), and 'Time Spent' (hours:minutes). There is an 'Activity Summary' text field. Below the form are 'Add Activity' and 'Remove Activity' buttons. A status bar shows 'Number of activities created, not yet submitted: 0'. At the bottom are 'Submit Activities' and 'Close' buttons.

Creating a New E-voucher - continued

Start by entering the first Activity Code, Date, Start Time and Time Spent (see "Real Time" below), and Activity Summary, then click **Add Activity**. The activity will be posted in the box below. When you have finished entering the out-of-court activities, click **Submit Activities** to save entries.

PLEASE NOTE: Entries not saved will be lost if:

- 1) a time-out occurs after 20 minutes;**
- 2) you navigate away from the Activity Sheet; or**
- 3) you exit page by clicking the X in the top right corner.**

The purpose of this screen is to allow up to 25 out-of-court activities to be added all at once. The data field will remain populated with the last activity data entered.

Client Interview: Please enter a location in the Activity Summary field for the client interview.

Please Note Activities entered on this screen are not saved until the **Submit Activities** button is clicked.

Activities are lost if:

1. The X in the top right corner of the screen is clicked. If this is clicked, the activities entered and not yet submitted will be lost.
2. You navigate away from the Activity Sheet that opened this pop-up window.
3. A time-out occurs after 45 minutes. Activities entered during this time and not yet submitted will be lost.

Activity: Date: 11 / 26 / 2007 Start Time: : Time Spent: :
(hours:minutes)

Activity Summary:

Number of activities created, not yet submitted: 1

Activity Code	Start Date	Start Time	Time Spent	Activity Summary
G - Investigation	11/26/2007	11:15 AM	0.25	check MRA map for route from school to location of incident; notes; distance

Real Time

Time charged to vouchers in the E-voucher system will be in "real time", meaning that for each activity you bill, you must enter a start time and the amount of time spent (in hour/minutes), instead of a decimal system billing in tenths of hours. However, the voucher will print out in tenths of hours and the actual time entered will not appear on the voucher that is printed, signed by the attorney and submitted to court.

For example, in the drop down box entitled "start time", the attorney would enter the start time as 9:00 a.m. Next to that drop down box is another drop down box entitled "time spent" (hours:minutes). The attorney would enter the time spent in hours and minutes, e.g. 1:30. The activity time will show as 9:00 a.m. to 10:30 a.m. and the system does not permit that time slot to

be billed again for that day. Take care to correctly enter a.m. or p.m. as a voucher may be returned for correction, if necessary.

Creating a New E-voucher - continued

After submitting the Out-of-Court Activities, you will be taken back to the main Activity Screen where you will see all the information you have entered to this point.

New York State Unified Court System

Client Name: Court: Albany County Family Court Proceeding Type: S - PINS
 # Of Petitions: 1 File#: 38123 Disposition: Substitution

Activities Charged: Enter multiple out-of-court activities here.

Total Hours:(O/C) 0.70 Hours(I/C) 1.00 Mileage: 0.0 Expenses: \$0.00 Amount: \$127.50

Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary
04/07/2008	Initial Appearance		1.00			\$75.00	Court Appearance
04/07/2008	Review Documents	0.50				\$37.50	Open and Review Fil
04/07/2008	Phone/Correspondence	0.20				\$15.00	Phone Conversation

Warnings:
 Voucher has been submitted 480 days after the last activity date. Affirmation required.

Buttons: Affirmation, Print Activity Sheet, Submit and Print Voucher, OK, Cancel

Creating a New E-voucher - continued

The process for entering **Expenses**, such as **Travel**, **Postage** and **Parking**, is essentially the same as entering individual Out-of-Court activities. Select the proper Expense Code from the **Activity** pull down menu. For each entry, provide an Activity Summary detailing what the expense covered, then click **Apply**.

The screenshot shows the 'New Voucher - Activity Screen' with the following data:

Client Case Information: Client Name: Smith, Court: Albany County Family Court, Proceeding Type: V - CUSTODY OF MINORS, Disposition: Sub

Activities Charged:

Total	Hours:(O/C)	Hours(I/C)	Mileage:	Expenses:	Amount:
1.70	1.70	1.00	0.0	\$0.30	\$202.80
06/15/2008	Review Documents	0.50		\$37.50	Review Document
06/11/2008	Phone/Correspondence	0.20		\$15.00	Correspondence
06/11/2008	Expenses			\$0.30	\$0.30 Copies x 2
06/10/2008	In Court - All Other		1.00	\$75.00	Court Appearance
06/10/2008	Travel	1.00		\$75.00	Travel

Add/Edit Activity: Activity: P - Expenses, Date: 06/11/2008, Expenses: 0.30, Activity Summary: Copies x 2, Detail: Amount Charged :\$0.30

A green arrow points to the **Apply** button.

When entry of activities and expenses has concluded, the E-voucher can be either submitted, if services in the proceeding are complete, or left open and active on the E-voucher System, if additional services are anticipated (Page 26).

The screenshot shows the 'New Voucher - Activity Screen' with a confirmation dialog box open:

Message from webpage: Are you sure you want to submit this voucher? If yes, click OK, if no, click cancel.

The dialog box has **OK** and **Cancel** buttons. A green arrow points to the **OK** button.

Activities Charged:

Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary
06/15/2008	Review Documents	0.50			\$37.50	Review Document	
06/11/2008	Phone/Correspondence	0.20			\$15.00	Correspondence	
06/11/2008	Expenses				\$0.30	\$0.30 Copies x 2	
06/10/2008	In Court - All Other		1.00		\$75.00	Court Appearance	

Warnings: Voucher has been submitted 409 days after the last activity date. Affirmation required. The date entered for Review Documents is 06/15/2008, which is a Sunday.

Buttons at the bottom: Affirmation, Print Activity Sheet, Submit and Print Voucher, OK, Cancel.

Submitting E-vouchers

An E-voucher for services to a client(s) in a case, including all proceedings (except appeals) pending as to the client(s), must be submitted every 12-14 months from the date of the first activity and every 12-14 months thereafter through the final activity in the case. Appellate vouchers may only be submitted once, following the decision, but in no event later than 12 months from the date of the decision.

When all activities and the disposition have been entered, **carefully verify that the information displayed is correct before taking the next step, because you will not be able to change it later.** Then click the **Submit and Print Voucher** button and confirm your selection when requested (See page 23). This will electronically submit the voucher for payment but **you are still required to sign the printed version and submit it to the court for approval.** The next screen will allow you to print the voucher for mailing purposes.

You may be required to submit an affirmation to accompany the E-voucher, such as when the voucher is being submitted 90 days after the last activity date. The program will alert you when this is required. Click on the **Affirmation** button to display the template shown below (entries have been blocked for privacy reasons). Enter a explanation for the delay in filing. Click **Save and Return to Activities** and the box will close. If the voucher is ready to be submitted, click **Submit and Print**. The affirmation box will appear again with the explanation you just entered. Please note that you must check the box below the **Warnings Requiring Affirmation** label before the E-voucher can be submitted. Then click the **I Affirm** button to enter the affirmation and display the completed E-voucher.

Document Id:

Please Note
Text entered on this screen is not saved until the **I Affirm** button is clicked.
Text is lost if:
1. The **X** in the top right corner of the screen is clicked. If this is clicked, the text entered and not yet *Saved* will be lost.
2. You navigate away from the screen that opened this pop-up window.
3. A time-out occurs after **45 minutes**. Text entered during this time and not yet *Saved* will be lost.

Albany County Family Court
Docket No: Petitioner, -V- Respondent.

Warnings Requiring Affirmation:
 Voucher has been submitted 480 days after the last activity date. Affirmation required.

AFFIRMATION
 an attorney licensed to practice law in the State of New York, affirms the following under the penalty of perjury:

Dated: 07/31/2009

Submitting - continued

The completed E-voucher will look like the one shown below. The length of the E-voucher will depend on the number of entries and expenses. From here, you can print the voucher. **The printed version of the voucher must then be submitted to the appropriate court in the same manner as conventional paper vouchers.** Please remember to submit all required documentation of expenses when mailing the voucher. Follow the usual protocol for submitting the printed E-voucher to the judge for signature, and the court will forward the voucher to the Office of Attorneys for Children for processing and payment.

Please remember to review all entries and expenses. Once the voucher is paid, lost time cannot be recovered.

ATTORNEY FOR THE CHILD VOUCHER				STATE OF NEW YORK - JUDICIARY APPELLATE DIVISION THIRD DEPARTMENT				SFS Document Number A006C14D			
Originating Agency Family Court				Originating Agency Code 05033				Interest Eligible (Y/N) Y			
Payment Date				OCS Use Only				Liability Date 12/01/2018			
Vendor ID	Additional	Zip Code	Route	Payee Amount \$169.05				MIR Date 12/28/2018			
Payee Name				IRS Code				IRS Amount			
Payee Name				Stat. Type		Statistic		Indicator-Dept.		Indicator-Statewide	
Address P O BOX				Ref/Inv. No. SMITH				Ref/Inv. Date 12/01/2018			
City ALBANY				State NY		Zip Code 12208					

Document Id:

Case Information:

Client Name: SMITH **Court:** Albany County Family Court **Proceeding Code:** V - CUSTODY OF MINORS

of Petitions: 1 **File #:** 00000 **Disposition:** sub

Activities:

Date	Activity	Hours			Expenses	Amount Charged	Activity Summary
		O/C	I/C	Miles			
12/01/2018	B - Client Contact	0.50				\$37.50	Met with Client at office
12/01/2018	A - Review Documents	1.00				\$75.00	Review Documents
06/15/2018	A - Review Documents	0.50				\$37.50	Review Documents
06/11/2018	D - Phone/Correspondence	0.25				\$18.75	Correspondence to Attorney
06/11/2018	P - Expenses				\$0.30	\$0.30	copies x 2
Total		2.25	0	0	\$0.30	\$169.05	

Details:

File #	Docket	Relief Sought	Date Filed	Disp. Date
23417	V-05387-05/18B	Modification of Order of Visitation	03/14/2018	11/15/2018

Open Vouchers

If you have an on-going case and wish to enter activities as the case proceeds, after adding activities and expenses click **OK** instead of **Submit and Print**. This will keep the E-voucher open and allow it to be accessed for future additions in the **Open Voucher** tab in the task bar on the left side of the page.

Once you have clicked on the **Open Voucher** tab, to add activity, you will see a list of open E-vouchers that can be selected for updating. Simply highlight the E-voucher and click **Select to Update**. This will take you to the activity sheet where additions can be made.

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile
Password
Log Out

Dockets | Activity Sheet

Client Case Information: Voucher for: [] substituting for [] Document Id: 11160
Client Name: Smith Court: Albany County Family Court Proceeding Type: V - CUSTODY OF MINORS
Of Petitions: 1 File#: 38123 Disposition: Sub

Activities Charged: Enter multiple out-of-court activities here.

Total	Hours:(O/C)	0.50	Hours(I/C)	1.00	Mileage:	0.0	Expenses:	\$0.00	Amount:	\$112.50
Date	Activity	Hours O/C	Hours I/C	Mileage	Expenses	Amount Charged	Activity Summary	Doc		
06/15/2008	Review Documents	0.50				\$37.50	Review Documents			
06/10/2008	In Court - All Other		1.00			\$75.00	Court Appearance	V-03		

Select
Add New
Delete

E-voucher for Substituting Counsel

Preparing an E-voucher for the substitution of counsel is similar to the process of creating and submitting a typical E-voucher, with the addition of a few steps in the beginning. When you click on **New Voucher** in the task bar, the screen below will appear.

Select the court where the proceeding covered by the E-voucher is taking place and then check the box next to the **Substituting for assigned Attorney**.

The screenshot shows the 'New Online Activity Sheet' form in a web browser. The title bar reads 'New York State Unified Court System'. The left sidebar contains a 'Tasks' menu with 'New Voucher' selected. The main form area has a 'Court:' dropdown menu and a checkbox labeled 'Substituting for assigned Law Guardian'. A green arrow points to the checkbox, and another green arrow points to the 'Court:' dropdown menu. The 'Continue' and 'Cancel' buttons are at the bottom right.

The **Select Attorney to Substitute for** button will appear; click on it. A new window will pop up and ask for more information about the attorney you are substituting for.

The screenshot shows the 'New Online Activity Sheet' form with the 'Court:' dropdown set to 'Albany County Family Court' and the 'Substituting for assigned Law Guardian' checkbox checked. A green arrow points to the 'Select Attorney to Substitute for...' button. Below this, the 'File Selection' section is visible, including a 'File #:' field, 'Add File #', 'Remove File #', and 'Find File #...' buttons, and a 'Selected File(s)#:' field. The 'Continue' and 'Cancel' buttons are at the bottom right.

E-voucher for Substituting Counsel - continued

Enter the name of the assigned attorney and click **Search**.

Slide 26 Guardian - New Voucher - Windows Internet Explorer provided by AD3

New York State Unified Court System

UCS - Law Guardian - New Voucher - Assigned Law Guardian Search - Windows Internet Explorer provided by AD3

File He

Tasks

New Voucher

Open Voucher

Reports Extract

Find Conflict

Appear Search

Assigned Law Guardian Search:

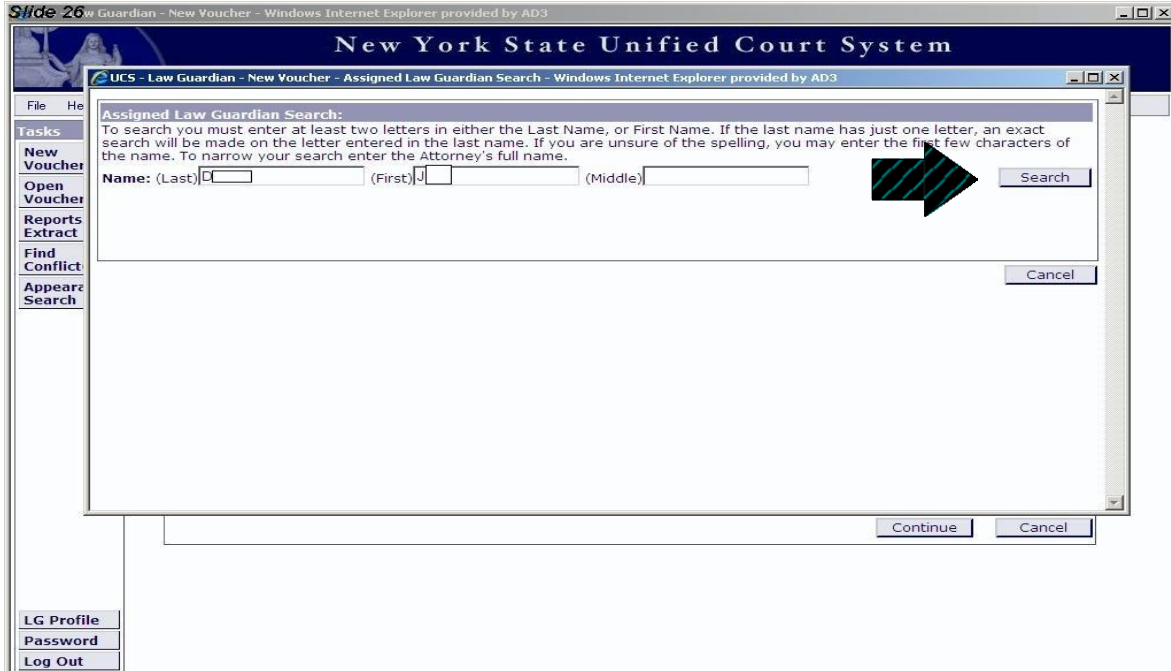
To search you must enter at least two letters in either the Last Name, or First Name. If the last name has just one letter, an exact search will be made on the letter entered in the last name. If you are unsure of the spelling, you may enter the first few characters of the name. To narrow your search enter the Attorney's full name.

Name: (Last) (First) (Middle)

LG Profile

Password

Log Out



Another box open will open with a list of suggested matches. elect the attorney you are substituting for and click on **Return Assigned Attorney**. This will take you back to the original **New Voucher** screen.

Slide 27 Guardian - New Voucher - Windows Internet Explorer provided by AD3

New York State Unified Court System

UCS - Law Guardian - New Voucher - Assigned Law Guardian Search - Windows Internet Explorer provided by AD3

File He

Tasks

New Voucher

Open Voucher

Reports Extract

Find Conflict

Appear Search

Assigned Law Guardian Search:

To search you must enter at least two letters in either the Last Name, or First Name. If the last name has just one letter, an exact search will be made on the letter entered in the last name. If you are unsure of the spelling, you may enter the first few characters of the name. To narrow your search enter the Attorney's full name.

Name: (Last) (First) (Middle)

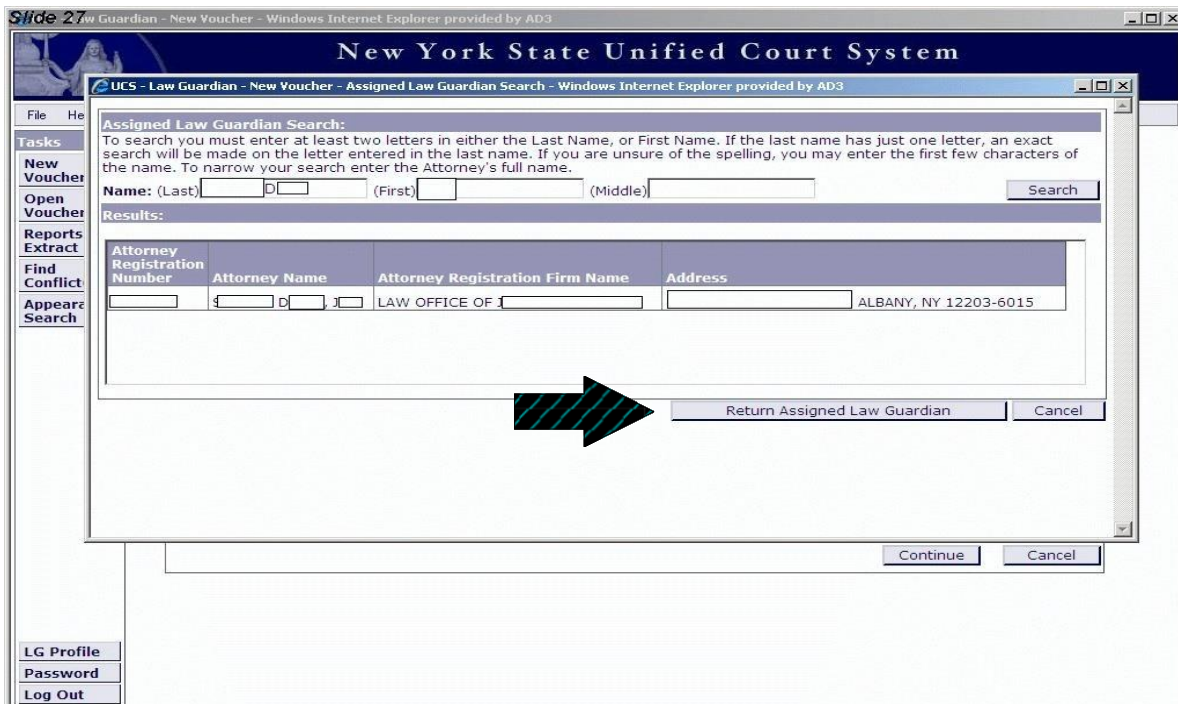
Results:

Attorney Registration Number	Attorney Name	Attorney Registration Firm Name	Address
<input type="text"/>	<input type="text"/>	LAW OFFICE OF <input type="text"/>	<input type="text"/> ALBANY, NY 12203-6015

LG Profile

Password

Log Out



E-voucher for Substituting Counsel - continued

You will be returned to the **New Voucher** screen and will see the heading that shows the substitution has been made for the case on the voucher. Continue as if entering a typical E-voucher and submit accordingly.

Please note that when preparing a substitute E-voucher, a warning is issued by the system that says the attorney was not present in court. That warning refers to the assigned attorney and not the substitute attorney.

Law Guardian - New Voucher - Windows Internet Explorer provided by AD3

New York State Unified Court System

File Help

Tasks

- New Voucher
- Open Vouchers
- Reports and Extract
- Find Conflict(s)
- Appearance Search

LG Profile

Password

Log Out

New Online Activity Sheet: Voucher for: S [] M [] substituting for J [] []

Court: []

Substituting for assigned Law Guardian

Continue Cancel

Reports and Extract

The **Reports and Extract** tab on the task bar contains a pull down menu with four utilities, as shown below. To browse or access, click the **Reports and Extract** tab, and select from the pull down menu what report or extract you would like to use/view.



Reports and Extract - continued

Attorney Assignment Report

The **Attorney Assignment Report** allows you to find your assignments by searching either by date range or a docket number and court.

In the spaces provided, enter either the date range (MM/DD/YYYY) or the docket number and the court, then click **Search**.

The screenshot shows a web browser window titled "Law Guardian - Reports Menu - Attorney Assignment Report - Windows Internet Explorer provided by AD3". The main header reads "New York State Unified Court System". On the left is a "Tasks" sidebar with buttons for "New Voucher", "Open Vouchers", "Reports and Extract", "Find Conflict(s)", "Appearance Search", "LG Profile", "Password", and "Log Out". The main content area is titled "Reports and Extract:" and contains a dropdown menu for "Select Report or Extract:" set to "Attorney Assignment Report (Family Court)". Below this is a "Report Options:" section with the following fields: "Assignment Date: (From)" with a date picker set to 04/05/2008, "(To)" with a date picker set to 07/05/2008, "Docket" with a dropdown set to "V" and text input "1714 - 06 / 08A", and "Court" with a dropdown set to "Albany County Family Court". A "Search" button is to the right of the "Court" dropdown. A "Close" button is at the bottom right. Two green arrows with black diagonal stripes point to the "Select Report or Extract:" dropdown and the "Search" button.

Once you click **Search**, the system will compile a list containing all of your Assignments. You can generate a PDF **Attorney Assignment Report** which allows you to print or save the report. To do this, click **Print Preview Report**.

Reports and Extract - continued

Generate an Activity Extract

The **Generate an Activity Extract** option allows you to extract activity data from a particular E-voucher and import it into a spread sheet program, i.e. Excel.

Return to the pull down menu and select **Generate an Activity Extract**. The box below the pull down menu will appear and require you to enter the **Document ID** in the space provided.

If there are specific dates you would like to extract, enter the **Date Range** and click the **Search** button.

The screenshot displays the 'New York State Unified Court System' interface. The main content area is titled 'Reports and Extract:'. A dropdown menu labeled 'Select Report or Extract:' is set to 'Generate Activity Extract'. Below this, the 'Report Options:' section includes a 'Document Id' field, an 'Activity Date Range' field with 'From' and 'To' date pickers (06/19/2008 and 07/19/2008), and a 'Sort By:' section with radio buttons for 'Activity Date', 'Client Name', and 'Document Id'. A 'Search' button is located to the right of the 'Sort By' section. The interface also features a 'Tasks' sidebar on the left with buttons for 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', and 'Appearance Search'. At the bottom, there are buttons for 'LG Profile', 'Password', 'Log Out', and 'Close'. Three green arrows point to the dropdown menu, the date range fields, and the Search button.

The report will show all entries you have billed.

Reports and Extract - continued

Submitted E-voucher Report

The **Submitted Voucher Report** option allows you to access and print each E-voucher that you have ever submitted on the system, and track its processing by the Office for Attorneys for Children. After selecting **Submitted Voucher Report**, fill in the **Submitted Voucher Date:** (From) MM/DD/YYYY. Make sure to select **Sort By: Submitted** and click **Search**.

The screenshot shows the 'New York State Unified Court System' interface. The title bar indicates the browser is 'Windows Internet Explorer provided by AD3'. The page title is 'New York State Unified Court System'. The left sidebar contains a 'Tasks' menu with options: 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', 'Appearance Search', 'LG Profile', 'Password', and 'Log Out'. The main content area is titled 'Reports and Extract:' and contains a dropdown menu for 'Select Report or Extract:' set to 'Submitted Voucher Report'. Below this is a 'Report Options:' section with 'Submitted Voucher Date:' (From) 06 / 17 / 2008 (To) 06 / 29 / 2008. The 'Sort By:' section has radio buttons for 'Appellate Receipt Date', 'Check Date', 'Client Name', and 'Submitted'. A 'Search' button is located to the right of the 'Sort By' section. A 'Close' button is at the bottom right. Three green arrows point to the dropdown menu, the date pickers, and the 'Search' button.

After you click search, the system will compile a list of all the E-vouchers that you have submitted within the date range. To print an E-voucher, simply highlight that particular E-voucher and click Print Preview Voucher. A PDF will pop-up in your screen where you can either print or save.

Reports and Extract - continued

Un-Vouchered Dockets

The **Un-Vouchered Docket Report** will provide you with information regarding Family Court dockets and files that you have not billed.

From the drop down menu, select **Un-vouchered dockets**. Then enter the **Date Filed Range** in MM/DD/YYYY to MM/DD/YYYY and click **Search**.

The screenshot shows the 'New York State Unified Court System' interface. The main heading is 'Reports and Extract:'. Below this is a dropdown menu labeled 'Select Report or Extract:' with 'Un-Vouchered Dockets (Family Court)' selected. Underneath is the 'Report Options:' section, which includes a 'Date Filed Range:' field with input boxes for (From) 06 / 08 / 2008 and (To) 06 / 25 / 2008, followed by a 'Search' button. A 'Close' button is located at the bottom right. On the left side, there is a 'Tasks' menu with options: 'New Voucher', 'Open Vouchers', 'Reports and Extract', 'Find Conflict(s)', and 'Appearance Search'. At the bottom left, there are buttons for 'LG Profile', 'Password', and 'Log Out'. Three green arrows with black diagonal stripes point to the dropdown menu, the date range input fields, and the Search button.

After you click on the **Search** button, a window containing the list of all of your un-vouchered dockets will appear. From there, you can select the docket you are looking for.

***Note:** Dockets billed using conventional paper vouchers will appear on the list of un-vouchered dockets.

Once a voucher has been created for a file number, the corresponding docket will be removed from the list.

Appearance Search

The **Appearance Search** function on your task bar can be used to find any appearances you have had in Family Court for a particular file number or docket number.

To run an appearance search, click on **Appearance Search** located on the task bar. In the space provided, enter in the **Docket Number** or **File Number**, then select the **Court** and click **Search**.

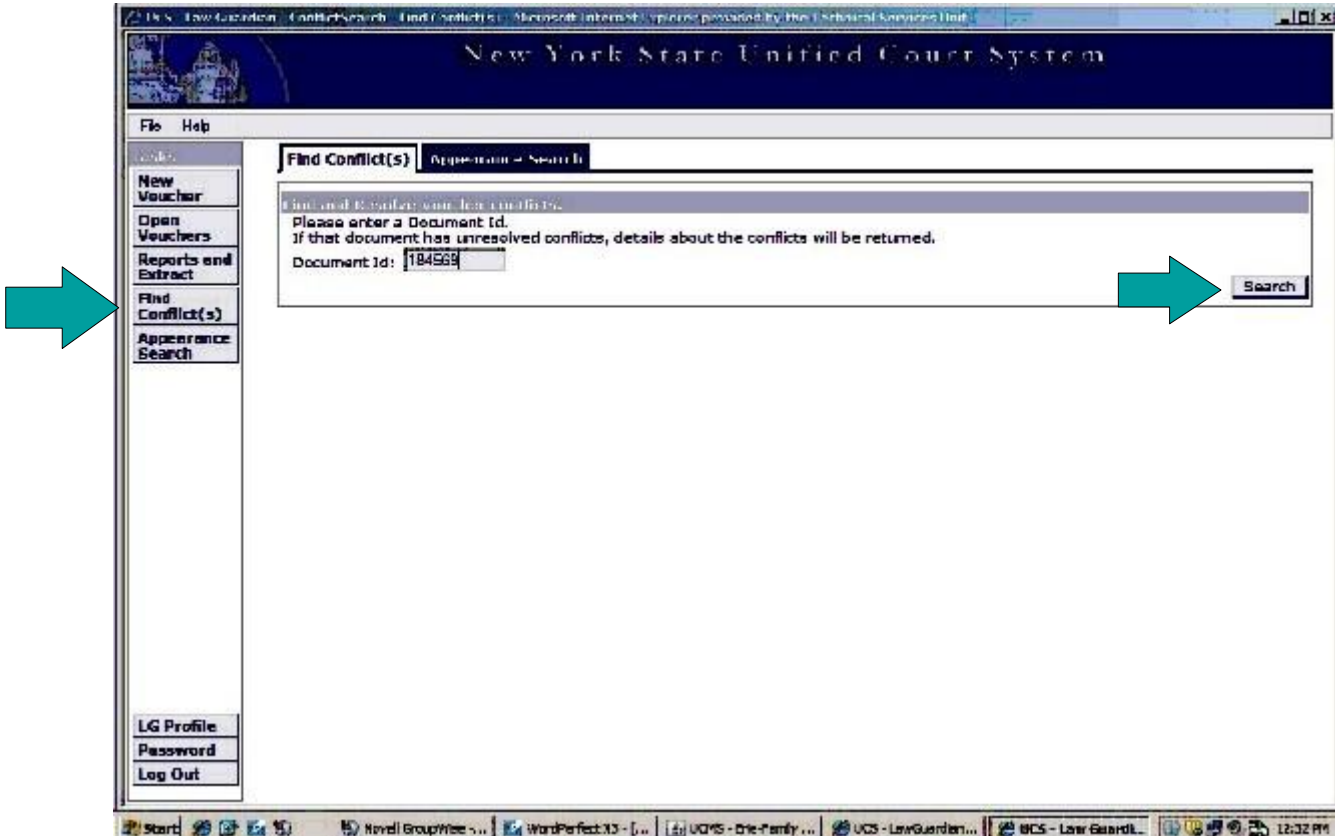
The screenshot shows the 'New York State Unified Court System' interface. On the left, a 'Tasks' menu includes 'Appearance Search'. The main area has a search form with fields for 'Docket Number' and 'File number', a 'Court' dropdown menu (set to 'Albany County Family Court'), and a 'Search' button. Below the search form is an 'Appearance Data' table with columns for 'Docket Number', 'Date', 'Part', 'Judge', and 'Document Id'. The table contains three rows of data. A 'Select' button is located at the bottom right of the table area.

Docket Number	Date	Part	Judge	Document Id
	04/22/2008	1		Not charged
	05/16/2008	1		11
	06/04/2008	1		11

The **Appearance Data** box will appear next. From it, choose the correct date and press **Select**.

Find Conflicts

After entering an E-voucher and clicking the **Submit and Print** button, you will see the completed voucher on the screen (page 25). If there are conflicts within your voucher, a warning will appear on the last page and will prevent submission. In order to find the problems behind the warning, click on **Find Conflict(s)** in the task bar. Enter the **Document Id** number of the voucher(s) with conflicts. The **Document Id** number can be found in the upper right corner of the submitted voucher page. Click **Search**. [Other warnings, such as holidays or weekends, will not prevent you from billing.]



Find Conflicts - continued

Next the **Conflict Search Results** will appear. In the section labeled **Conflict Group 1**, will be displayed the exact conflict(s) within your voucher. The reason for the conflict maybe one of the following: overlapping activities, time billed exceeding 12.00 hours for one day, an incorrect or lack of **Description**, **Court**, **Activity Detail** or **Document ID**.

The screenshot displays the 'New York State Unified Court System' web interface. The main content area is titled 'Find Conflict(s)' and 'Appearance Search'. It contains a search form with a 'Document Id' field containing '175300' and a 'Search' button. Below the search form, the 'Conflict Search Results' section indicates that one group of vouchers matching the criteria has been found. A table titled 'Conflict Summary' lists the following information:

Description	Court	Activity Detail
Total # of hours for date 10/15/2008 exceeds 12.00.	Oneida County Family Court	Activity Review Documents on 10/15/2008 is billa
	Oneida County Family Court	Activity Review Documents on 10/15/2008 is billa

A green arrow points to the 'Find Conflict(s)' menu item in the left-hand navigation pane. The taskbar at the bottom shows several open applications, including 'Novel GroupWise', 'WordPerfect X3', 'UCMS - Eric Family', 'UCS - LowGuardian...', and 'BCL - Low Guard...'. The system clock shows 12:37 PM.

To correct the conflict(s), click on the **Open Voucher** tab. Highlight the voucher you need to make corrections to and click **Select to Update**.

In the **Activity Summary** box, locate the date or activity that you need to make changes to. Highlight the activity and click **Select**. Make the corrections and click **Apply**.

Contact Information

If you have questions regarding the E-voucher or desire assistance with any aspect of the system's operation, please do not hesitate to contact us. We would be happy to help.

There are two ways to reach us:

1) Email us at : ad3-oac-vouchers@nycourts.gov

or

2) Call any of our staff

Maureen Reilly at **(518) 471-4829**

Jennifer Hornick at **(518) 471-4828**