

## MEMORANDUM

**TO: Prospective Attorneys for Children**

**FROM: Tracy M. Hamilton, Director, Office of Attorneys for Children  
Linda J. Kostin, Asst. Director, Office of Attorneys for Children**

**RE: Initial Training Application and Related Information**

**DATE: June 2014**

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Thank you for your interest in the Attorneys for Children Program. Enclosed is an application for the introductory training, Introduction to Effective Representation of Children. The training will be held in **Latham, NY at the Clarion Hotel/Century House on Thursday and Friday, September 18 and 19, 2014.** The training is being offered in collaboration with the Appellate Division, Third Department. The agenda for both days is enclosed. **You must attend both days. The Fourth Department has an additional requirement that you must view four segments of domestic violence training online to be eligible for designation to a county panel.**

Because there are many more applicants than seats for the seminar, not everyone who applies will be able to attend. Selections will be made on the basis of factors such as geographic location, Family Court experience, and "special" skills, e.g., fluency in a foreign language. **We cannot seat applicants who have not completed the experience requirement. A hard copy of the application with an original signature must be received by this office by July 18, 2014.** Please do not fax or email applications. You will receive a letter informing you of the decision by August 11, 2014. **If accepted, you will also receive information about the domestic violence requirement, which must be satisfied online prior to the September training.**

If you are selected to attend the training and your commute will be lengthy, we strongly suggest that you stay in Latham on Wednesday and Thursday nights. Rooms are available at the Clarion Hotel/Century House for \$111 per night. Please contact the hotel to make reservations, if desired. We cannot reimburse attendees for expenses.

Once again, **applications must be received by July 18, 2014.** Thank you for your interest in the Attorneys for Children Program.

**Please submit completed applications to:**

**NYS Supreme Court, Appellate Division, Fourth Dept.  
Office of Attorneys for Children  
M. Dolores Denman Courthouse  
50 East Avenue  
Rochester, New York 14604**