

NEW YORK STATE SUPREME COURT  
APPELLATE DIVISION, FOURTH DEPARTMENT

HONORABLE GERALD J. WHALEN  
PRESIDING JUSTICE

**ATTORNEYS FOR CHILDREN  
INTERNET VOUCHER SYSTEM MANUAL &  
REIMBURSEMENT GUIDELINES**



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New York State Supreme Court  
Appellate Division, Fourth Department  
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## INTRODUCTION

TO: Attorneys for Children, Fourth Judicial Department  
FROM: Linda J. Kostin, Attorneys for Children Program Director  
RE: Attorneys for Children Internet Voucher System Manual & Reimbursement Guidelines

On behalf of Hon. Gerald J. Whalen, Presiding Justice of the Appellate Division, Fourth Department, and members of the Court, thank you for your participation in the Attorneys for Children Program.

The purposes of the Attorneys for Children Program are to ensure the highest quality of representation of children and administer the Program in a manner sensitive to local needs. The AFCIV Manual and Reimbursement Guidelines is intended to provide instructions on issues such as expense reimbursement, payment of experts, payment for transcripts, etc. The Attorneys for Children Program continues to seek new ways to help you serve your clients. Your suggestions are welcome. If I can assist you in any aspect of your service as an attorney for children, please do not hesitate to contact me.

We wish you the greatest success in your work as an attorney for children and in every other aspect of your legal career.

## COMPENSATION AND REIMBURSEMENT GUIDELINES

### Attorneys for Children (AFC) Program Payment Policies

1. Compensation for legal services
  - A. Panel Membership Required
    - i. An attorney must be a member of a county AFC panel to be compensated by the AFC Program for representing a child in Family, Supreme or Surrogate's Court.
    - ii. Panel members must comply with the attorney registration requirements of Judiciary Law § 468-a and are expected to notify both the OCA Attorney Registration Unit and the AFC Program with any change of contact information.
  - B. Time Records
    - i. AFC must maintain sufficient real-time records and documentation to ensure that vouchers submitted reasonably and accurately reflect services provided to attorney for the child clients. AFCIV requires a start time and time spent in hours/minutes for in-court and out-of-court activities.
    - ii. All AFC vouchers are subject to audit both before and after payment. You are required to keep sufficient documentation in your records to ensure you can justify charges on vouchers. Should you be audited, your records will be expected to have been created reasonably close to the time you performed the activity.
  - C. Billing Practices That May Trigger Audit
    - i. Standard Charges/Minimum Billing, e.g., there are 25 instances of "review documents" on one voucher, all of them billed at .5 [in real-time, 30 minutes]; there are 100 instances of telephone conversations, spread over five vouchers, all of them billed at .2 [in real-time, 12 minutes]. Not only is this improper, in real-time, it is impossible.
    - ii. Charging Staff Time – You cannot charge for your secretarial/paralegal staff time or for time spent by other attorneys in your office.
    - iii. Overcharging for review of preparation of form letters, e.g., ordinarily it does not take 30 minutes to review or prepare a form letter.
    - iv. Charging Overhead/Administrative Costs, including but not limited to sending a fax, map questing, filing, copying, calendaring, preparing a voucher. The statutory rate (\$158.00 per hour effective April 1, 2023, \$75 per hour prior to April 1, 2023) is for legal work only.

- v. Excessive charges for “review file” or “open file.” If you are charging significant time to review or open file, be sure you have documentation in the file that would justify the time spent.
  - vi. Excessive charge for “research.” Charges for legal research matters about which attorneys are presumed to know, e.g., basic Family Law issues.
- D. Compensation Rate
- i. The compensation rate for in-court and out-of-court time is \$158.00 per hour, effective April 1, 2023. The compensation rate for in-court and out-of-court time expended prior to April 1, 2023 is \$75.00 per hour.
- E. Client Contact
- i. One of the primary responsibilities of an AFC is to contact, interview, regularly meet and remain accessible to your client. Every voucher must contain information indicating that the attorney has met with their client.
  - ii. The expectation is that an AFC will meet regularly with their client. In the event the AFC has not met with their client(s), e.g., there is no time billed under activity code “B-Client Contact” on the voucher, the attorney must attach to the voucher an affirmation setting forth the reason(s) for not meeting with the client. The voucher will be returned if the affirmation is required but missing or inadequate.
  - iii. A client’s young age is not an excuse for failing to meet with them. See *generally Matter of Schenectady Co. DSS v Joshua B.B.*, 168 AD3d 1244 (3d Dept 2019)
  - iv. The AFC Program reserves the right to disallow or request additional documentation to support any claim for compensation that fails to include client contact.
- F. In-Court and Out-of-Court Time
- i. In-court time is time spent at court facilities in conjunction with an appearance before a judge. In-court time includes:
    - a. Time spent in the presence of the judge either in the courtroom or in chambers.
    - b. Time spent in a court-ordered conference at court facilities in conjunction with an appearance.
    - c. If in-court time is “off the record,” e.g., not recorded in UCMS, you must document in your file why the time is in-court time, e.g., pre-trial conference in chambers.
  - ii. All other time expended in representing an AFC client, including time spent at court facilities for purposes other than an appearance before a judge, e.g., reviewing files, meeting with the client, waiting for the case to be called, is out-of-court time.

- iii. The maximum claim for in-court and out-of-court services for one day is eight hours, unless the voucher is accompanied by a brief statement setting forth the reasons why greater time was required.

G. Representation in Collateral Matters

- i. An AFC may be compensated for representation of a client in a legal or administrative matter collateral to the court proceeding for which the AFC was assigned when:
  - a. The collateral matter arises from the same circumstances as the assigned court proceeding; and
  - b. Representation by the AFC in the collateral matter is required to assure the most favorable outcome for the client in the assigned court proceeding.

H. Voucher Preparation

- i. AFC may not charge for time spent preparing vouchers or affirmations for the voucher.

I. Double Billing

- i. Double billing is the practice of rendering legal services on multiple cases in a given period, and then requesting payment for the entire period on the voucher for each case. For example, waiting at court one hour for two cases to be called and then requesting payment for one hour for each case. Another example is charging travel time to court for each case when the AFC appears in court on more than one case.

2. Expenses of Representation

A. In General

- i. The AFC Program will pay reasonable expenses connected to the representation of the client. Charges for expenses such as buying the client lunch are not reimbursable.
- ii. Expenses for in office computer-assisted legal research, e.g., Westlaw or Lexis, and facsimile transmission (fax) are considered office overhead costs and will not be reimbursed.
- iii. Expenses must be broken down, e.g., number of stamps, number of copies, etc.
- iv. See pages 15 and 16 for more information about expenses and reimbursements.

B. Travel/Mileage

- i. Travel includes drive time only. Parking or walking to the courthouse is not reimbursable.
- ii. Reimbursement for travel and mileage will be as reflected on the shortest time on MapQuest.
- iii. Travel and mileage reimbursement must be from the address listed in your AFC Profile. If the address listed in your AFC Profile is a P.O. Box

you must provide the AFC Program your physical office or home office address.

- iv. The AFC Program will not reimburse for round trip travel time and mileage under 5 miles. This limitation applies to all activities, in-court, and out-of-court.
- v. Effective October 19, 2021, the AFC Program suspended the travel time and mileage cap for court appearances. The cap had allowed for a maximum travel time and mileage reimbursement of 35 minutes/35 miles each way to and from court. There is no travel time or mileage cap for out-of-court activities such as client meetings.
- vi. You may charge a maximum of two round trips per day to the courthouse if there is at least one-half hour you could be in your office between trips.
- vii. You must obtain approval from the AFC Program for any out-of-state travel.
- viii. Mileage is reimbursable at the statutory rate.
- ix. Tolls are reimbursable with receipts
- x. Parking fees are reimbursable up to \$10.00 without receipts. Parking fees over \$10.00 require a receipt.
- xi. Other travel expenses, including food and lodging, generally are not reimbursable.

C. Transcripts

- i. Transcript charges greater than \$500.00 must be approved by the AFC Program Director or Deputy Director. This limitation does not apply when the child client is the appellant on an appeal. *Do not pay for transcripts out of pocket.* The AFC Program pays the transcriber directly. Please see pages 13 and 14 for information on obtaining trial transcripts.

D. Miscellaneous Expenses

- i. Printing and photocopying expenses will be reimbursed at the rate of \$.15 per page. Please specify the number of copies and provide a description of what is being copied, e.g., 4 copies at \$.15 – Copies of Order Appointing AFC.
- ii. Other itemized out-of-pocket expenses, such as postage, are reimbursable without additional documentation to a maximum of \$15.00.
- iii. Reimbursement claims for more than \$15.00 must be documented by a receipt or some other proof of payment.
- iv. If the AFC Program is responsible for the service of process and subpoena and witness fees, we will reimburse the AFC on the voucher with a copy of the invoice and a copy of the proof of payment. If the cost of service of process or subpoena and witness fees will be over \$200.00 you must contact the AFC Program Director for prior approval.
- v. The AFC Program is generally not responsible for the cost of medical records. If the AFC Program is responsible for the cost of medical records, we will reimburse the AFC on the voucher with a copy of the invoice and a copy of the proof of payment. If the cost of medical records

exceeds \$200.00, you must contact the AFC Program Director for prior approval.

- vi. **There will be no reimbursement for printing of records and briefs (they should be copied), filing and service of records and briefs, or for professional preparation of records and briefs.**

### 3. Preparation of Attorney for Children Vouchers

#### A. Submission of Voucher Required

- i. To receive compensation for legal services, the AFC must use the Attorneys for Children Internet Voucher System (AFCIV). To obtain access to AFCIV you must have a username and password. If you do not have a username and password, please call the AFC Program to register your online account.

#### B. When to Submit Vouchers

- i. AFC vouchers should be submitted to the court as soon as possible after the proceeding has concluded.
- ii. Voucher must be billed by File #, not by Docket #. For example, if a File # has three concurrent dockets, do not bill each docket # separately.
- iii. Submission within 90 days
  - a. If the voucher is submitted on AFCIV more than 90 days from the last activity date a “Warning Requiring Affirmation” will appear with the exact number of days the voucher is overdue. In such cases, you must complete an affirmation explaining the reason for the delay in submission.
  - b. The Appellate Division may reject any AFC voucher submitted more than 90 days after disposition. While we afford you great latitude with this rule, no voucher payment will be considered if the voucher is submitted more than three years after the last valid activity date on the voucher. Vouchers submitted one to two years after the disposition will be considered on a case-by-case basis, but the excuse that the AFC did not have time to bill will not be acceptable.

#### C. Interim Vouchers

- i. With prior approval of the AFC Program, an interim voucher **must** be submitted during the pendency of a proceeding if any of the following circumstances exist:
  - a. Extraordinary circumstances – The voucher exceeds \$10,000.00 in services or contains over 18 months of consecutive activity without disposition; or
  - b. At the disposition phase of a case where permanency hearings are mandatory; or
  - c. An AFC is removed from a pending case.

- ii. With prior approval of the AFC Program, an AFC **may** request an interim voucher during the pendency of a proceeding if the following circumstances exist:
      - a. The voucher exceeds \$2,000.00 in services or over 12 months of consecutive activity without reaching disposition.
    - iii. Make your request for an interim voucher to the AFC Program. Indicate the AFCIV Document ID Number and the reason for the request. The Document ID Number can be found on the Open Voucher screen on AFCIV.
    - iv. The AFC Program cannot approve interim vouchers on appellate matters.
  
- D. Integrated Domestic Violence (IDV) Court Vouchers
  - i. Cases that start in Family Court and are subsequently transferred to IDV Court are regarded as separate proceedings requiring preparation and submission of separate vouchers.
  - ii. The first voucher should contain all the activities completed in Family Court up to the date of transfer. The second voucher should be created by selecting the appropriate Supreme Court and contain activities from the date of transfer to the completion of the case.
  
- E. Supreme Court Vouchers
  - i. If you are assigned as a state pay AFC on a matrimonial action in Supreme Court, you will prepare your voucher on AFCIV under the appropriate Supreme Court.
  - ii. Input the Index # in the Case # field on AFCIV.
  - iii. When you submit the voucher to the court for signature, you must attach the order appointing you as a state pay AFC.
  
- F. Raise the Age Vouchers
  - i. Time spent in the Youth Part will be paid by the County 18B program.
  - ii. For cases sent to Probation Adjustment, the AFC will complete a voucher on AFCIV. The AFC will select the appropriate county Supreme Court and use the Proceeding Code "RTA – Probation Adjustment" and enter the Felony Youth Complaint (FYC) Docket #.
  - iii. For cases removed directly to Family Court without going to Probation Adjustment, the AFC will select the appropriate county Family Court as they would for a routine Juvenile Delinquency (JD) Proceeding.
  
- G. Appeal Vouchers
  - i. A trial court action and a subsequent appeal are regarded as separate proceedings, requiring preparation and submission of separate vouchers.
  - ii. You will prepare the Appeal Voucher on AFCIV, selecting the "Appellate Division – 4<sup>th</sup> Dept." as your court and select the appropriate originating county. For the proceeding type, Select AP – Appeal and input the CAF # or CA # in the Case # field on AFCIV.

- iii. For Oral Argument, use the N Code, In-Court All-Other. In court time is time spent in the presence of the judge, any time spent waiting for Oral Argument should be billed using the H Code, Out-of-Court All-Other.
- iv. If you do not attend Oral Argument, provide an affirmation explaining why you did not attend, e.g., the parties submitted.
- v. Client Contact – One of the primary responsibilities of an AFC is to contact, interview and regularly meet and remain accessible to your client. Every voucher – including appeal vouchers - should contain information indicating that the AFC has met with their client. This rule applies to children of all ages, including babies, toddlers and preschoolers.
- vi. Provide adequate description for all charges, in-court, and out-of-court, e.g., if you charge an A Code, Review of Documents, specify what document(s) you are reviewing. Please see page 18 for a complete list of activity codes and required descriptions.
- vii. The AFC Program does not pay for “overnight” or express mail postage fees to file a brief absent a very short turnaround to file.
- viii. The AFC Program does not pay for fees to professionally prepare and/or file and serve records and briefs.
- ix. Once you have completed the voucher, send the signed original voucher to the AFC Program. Along with the voucher, please send a copy of your brief, a copy of the Appellate Division decision and any required receipts.
- x. For more information on appeal vouchers, please refer to the Appeal Voucher Q & A starting on page 25.

H. Substitution of AFC in Trial Courts

- i. The AFC substituting will prepare their own voucher on AFCIV for time spent. See page 54 for instruction.
- ii. Substitution is only acceptable when required by unavoidable circumstances. The assigned AFC requesting that another AFC be substituted must receive prior approval of the court and the client (where age and maturity of the client permit); the appearance must involve only procedural or administrative issues unrelated to the substantial interests of the client; the substitute AFC must be a panel AFC and the substitute AFC must be fully prepared for the appearance.

I. Substitution of AFC on Appeal

- i. Submit a letter requesting substitution on appeal to the Deputy Director of the AFC Program via mail or scanned email.
- ii. Sign the letter yourself (no secretary’s signature, stamped signature, etc.)
- iii. CC all counsel and any pro se parties on the letter requesting substitution.
- iv. Along with the letter requesting substitution, please enclose copies of the following:
  - a. Notice(s) of Appeal;
  - b. Affidavit of Service if the AFC served a Notice of Appeal;
  - c. Order(s) appealed from; and

- d. Decision, if any
- v. A member of the AFC Appeal Panel will be substituted by the Appellate Division.
- vi. The appellate AFC will prepare their voucher in accordance with the requirements set forth on pages 7 and 8.

## EXPERT SERVICES

1. The AFC Program has the authority to pay reasonable expenses of representation, e.g., compensate non-attorney experts, such as investigators, physicians, mental health professionals and social workers, for services on behalf of AFC clients that are necessary to assure effective representation. In Supreme Court cases, if the AFC is compensated pursuant to Part 36 (private pay), any experts must also be privately paid for services on behalf of AFC clients. Please use the model order for expert services which is located on the AFC Program website under forms/AFC forms.
  
2. Authorization and Allocation
  - A. If the expert fee will be greater than \$3,000.00, per child, you must obtain authorization from the AFC Program Director or Deputy Director. A supplemental application for fees more than \$3,000.00 can be made.
  
  - B. Services to the Child Only
    - i. The AFC Program is responsible for the full cost of expert services provided solely to the client.
  
  - C. Services to the Child and Participants Jointly
    - i. The AFC Program is responsible for a proportionate share of the cost of expert services when those services are provided jointly to a client and other participants in a proceeding.
    - ii. When services are provided jointly to all participants in a proceeding, the trial court order should allocate the cost of services among the participants. If a participant is indigent, generally that part of the cost is paid by the county pursuant to County Law § 722-c.
  
  - D. Services not Reimbursable
    - i. The AFC Program is not authorized to pay for expert services to participants in a proceeding other than the client, or for services unrelated to the client's representation, such as treatment or counseling.
  
  - E. Compensation Guidelines
    - i. The Chief Administrator of the Court has adopted the following hourly rates, effective January 1, 2018, as guidelines for payment of non-lawyer professionals under Judiciary Law § 35 and County Law § 722-c:
      - a. Psychiatrist \$250.00
      - b. Certified Psychologist \$150.00
      - c. Physician \$250.00
      - d. Certified Social Worker \$75.00
      - e. Licensed Investigator \$55.00

3. Payment to the Expert Service Provider

- A. The expert is compensated directly by the AFC Program after the services have been rendered. Please submit a completed JC2020 form, Order Authorizing Expert Services, and a copy of the Invoice for Services to the court for the Judge's signature. The JC2020 is located on the AFC Program website under forms/AFC forms.
- B. To complete the JC2020 form, the expert will need a Vendor ID Number. If they do not have one, our office will assist them in obtaining one.

## INTERPRETER SERVICES

1. The AFC Program has the authority to pay the cost for interpreter services required by the AFC to effectively represent their client. The AFC Program will reimburse the interpreter directly.
2. Authorization and Allocation
  - A. If the interpreter services will exceed \$300.00 you must obtain prior approval from the AFC Program Director or Deputy Director.
  - B. Compensation Guidelines
    - i. The AFC Program does not have a standard hourly rate, but the general range is \$40.00 to \$75.00 an hour.
    - ii. Some interpreters bill for an entire hour if only a portion of the hour is used. If that is the case, they need to bill for the entire hour, not just 20 minutes.
3. Payment to the Interpreter
  - A. The AFC Program will pay the interpreter directly through submission of a Claim for Payment form. The Claim for Payment form is available on our website under Forms/AFC Forms.
  - B. To complete the Claim for Payment form, the interpreter will need a Vendor ID Number. If they do not have one, our office will assist them in obtaining one.

## TRIAL TRANSCRIPTS

1. An Attorney for the Child can obtain transcripts for use in representing a client either at trial or on an appeal by using the New York State Law Guardian Minute Order Form. The stenographer or transcriber provides the transcript directly to the AFC who incurs no out-of-pocket expense because the transcript costs are paid by the AFC Program directly to the stenographer or transcriber. Do not pay the stenographer directly. A motion for poor person relief is not required.
2. PLEASE NOTE THAT THE AFC PROGRAM CANNOT PAY FOR EXPEDITED TRANSCRIPTS
3. The budget for transcripts is limited, and mainly reserved for appeals. No permission is required when obtaining an original and copy of a transcript when the child is the appellant. Where the child is the appellant, the AFC must make arrangements to order transcripts necessary to a determination of the appeal. The transcripts will not automatically be ordered for you. Clearly indicate on the paperwork that the transcripts are for an appeal.
4. Under the statewide Practice Rules of the Appellate Division, implemented in September 2018, per NYCRR 1250.9, on concurrent appeals from a single order or judgment, or on cross appeals, the appealing parties shall file a joint record and shall share equally the cost of the record. Accordingly, if you are appealing as AFC, and another party is also appealing, please contact the other party and make arrangements to share the cost of the record, including transcripts. See paragraph 5(G) below for limitations on transcript expenses. The AFC Program will not pay for professionally produced records.
5. For use at the trial level, only one transcript is authorized, and you must obtain permission if the cost will exceed \$500.00. An AFC can obtain a Minute Order Form from the Family Court Clerk's Office or the AFC Program website. Once you have obtained the Minute Order Form, complete the following steps:
  - A. The AFC completes the top portion of the Minute Order Form and presents the form to the corresponding Family Court Judge for signature.
  - B. Following the Judge's signature, Family Court retains a copy of the form and returns the original form to the AFC for transmittal to the stenographer or transcriber.
  - C. Upon receipt, the stenographer or transcriber prepares two certified copies of the transcript. One copy is to be filed with the Family Court Clerk and the other copy is delivered to the AFC.

- D. When the transcript is delivered, the AFC must sign the appropriate portion of the Minute Order Form, and indicate the number of pages they received.
- E. The stenographer or transcriber retains a copy of the form and forwards the originally signed Minute Order Form and a Claim for Payment to the AFC Program for review and payment. A copy of the Minute Order Form and Claim for Payment form is available on the AFC Program website under Forms/AFC Forms.
- F. To complete the Claim for Payment form, the stenographer or transcriber will need a Vendor ID Number. If they do not have one, our office will assist them in obtaining one.
- G. At the trial level, the rate for transcript preparation is \$2.50 per page. For appeals, the rate is \$2.50 per page and \$1.00 per page for a copy.

## EXPENSES

1. Expenses Reimbursed on Voucher with Receipt
  - A. Tolls: Receipt always required.
  - B. Parking: Receipt required over \$10.00
  - C. Postage: Receipt required over \$15.00. As a general rule, you cannot be reimbursed for overnight mailing expenses. The exception would be if there is a very short filing deadline, e.g., on a motion for leave to appeal. We can also pay overnight mailing expenses if there is a very short deadline to file a brief. This happens when the AFC is taking an appeal, along with another party, and the other party perfects.
  - D. Copies: Receipt required over \$15.00. If copies are done in-house, no receipt is required. AFC must indicate the # of pages at \$.15 and provide a brief description of what is being copied, e.g., "4 copies of Order Appointing AFC at \$.15."
  - E. Medical Records: Receipt required. See page 5-6 for information about prior approval.
  - F. Service of Process: Receipt required. See page 5 for information about prior approval.
  - G. Subpoena/Witness Fees: Receipt required. See page 5 for information about prior approval.
  
2. Expenses Paid Directly to the Provider
  - A. Certified Psychologist: JC2020 Form, Order Authorizing Expert Services and copy of invoice.
  - B. Psychiatrist: JC2020 Form, Order Authorizing Expert Services and copy of invoice.
  - C. Physician: JC2020 Form, Order Authorizing Expert Services and copy of invoice.
  - D. Certified Social Worker: JC2020 Form, Order Authorizing Expert Services and copy of invoice.
  - E. Licensed Investigator: JC2020 Form, Order Authorizing Expert Services and copy of invoice.
  - F. Interpreter: Claim for Payment. See page 12 for information about prior approval.
  - G. Transcripts: Claim for Payment and Original Minute Order Form. See page 13 for information about prior approval.
  
3. Expenses not Reimbursable
  - A. Filing Fees: Children are deemed poor person. Therefore, any filing fees are waived, and the AFC Program will not reimburse for filing fee costs.

- B. Administrative Expenses: including, but not limited to cost of computer assisted legal research, e.g., Westlaw or Lexis, facsimile charges, preparing a voucher, paralegal fees.
- C. Food and Lodging
- D. If an expense is requested that is not listed above, please call the AFC Program main line at 585-530-3170.

## PROCEEDING CODES

- (A) Adoption
- (AP) Appeal
- (AS) Adoption Surrender
- (B) Commitment of Guardianship and Custody
- (C) Conciliation
- (CO) Court Reporter
- (CR) Criminal Action
- (D) Juvenile Delinquency
- (E) Designated Felony Delinquency
- (F) Support
- (G) Guardianship
- (H) Handicapped
- (HC) Habeas Corpus Write
- (I) Informal
- (J) Public Health
- (K) Foster Care Review
- (L) Approval of Foster Care
- (M) Consent to Marry
- (N) Child Protective Proceeding
- (NA) Neglect/Abuse
- (NN) Neglect
- (O) Family Offense
- (OC) Other Civil Proceeding
- (P) Paternity
- (Q) Visitation
- (R) Referred from Supreme Court
- (RTA) Probation Adjustment
- (S) PINS
- (U) Uniform Support of Dependent's Law
- (V) Custody of Minors
- (VS) Supreme Court Case
- (W) Extension of Placement
- (X) Other
- (Z) Misc.

## ACTIVITY CODES & DESCRIPTIONS

### Out-of-Court (Do not combine activity codes)

- A. Review of Documents – Describe the documents reviewed, e.g., “Reviewed petition and file.”
- B. Client Contact – This code should only be used for client contact. If the meeting was in-person, please include the location where you met with your client, e.g., “Meeting with client at School #123 Main St., Rochester, NY 14604.”
- C. Travel – Indicate where you traveled to and from, e.g., “Travel from Office to Court.” For any travel other than to and from court, you must include, at minimum the street name, city or town and zip code of the destination you traveled to and from, e.g., “Travel from Office to Respondent’s Mother’s house at Alphabet St., Rochester, NY 14604.” Reimbursement for travel will be as reflected on Map Quest for the shortest travel time.
- D. Phone/Correspondence – Indicate who you communicated with and how, e.g., “Call to Mother’s Attorney.”
- E. Legal Drafting – Indicate the document type drafted and subject, e.g., “Draft Temporary Order of Custody and Visitation.”
- F. Legal Research – Indicate the subject of research, e.g., “Research case law on Grandparent Visitation.”
- G. Investigation – Indicate what is being investigated, e.g., “Meeting with witness to discuss events involving client.”
- H. Out-of-Court All-Other – Covers any other work you may have been doing related to representing your client, e.g., “Waiting for case to be called.”

### In-Court Codes (Do not combine with Out-of-Court codes)

- J. Initial Appearance – Provide a brief description of what occurred, e.g., “Initial appearance in front of Judge Smith. Adjourned to allow parties to obtain counsel.”
- K. Pre-Trial Hearing – Provide a brief description of what occurred, e.g., “Hearing on removal in front of Judge Smith.”
- L. Fact-Finding - Provide a brief description of what occurred, e.g., “Trial commences in front of Judge Smith.”
- M. Disposition - Provide a brief description of what occurred, e.g., “Parties agreed to joint custody. Primary physical with Mom, liberal access to Dad.”

N. In-Court All-Other - Provide a brief description of what occurred, e.g., "Appear before Judge Smith to enter Temporary Agreement on record."

#### Expense Codes

P. Expense – Please indicate the type of expense, e.g., copies, postage, and the quantity. Specify the number of copies and provide a description of what is being copied, e.g., 4 copies at \$.15 – Copies of Order Appointing AFC." In the expense box, enter the total amount. **Do not include the \$ symbol.**

Q. Mileage – In the activity description, indicate the mileage to and from, e.g., "Mileage to and from court." In the mileage box, enter the total number of miles. AFCIV calculates the mileage rate automatically based on the number of miles you enter.

ATTORNEYS FOR CHILDREN INTERNET VOUCHER SYSTEM (AFCIV)  
FREQUENTLY ASKED QUESTIONS

**Q. I cannot remember my user ID. What is it?**

A. Generally, your user ID is either your first initial, last name, all lower case, one word or your attorney registration number.

**Q. I do not remember my password for AFCIV. Can you tell me what it is?**

A. We do not have access to password information but you can use the following link to create a new password: <https://iapps.courts.state.ny.us/sspr/Forgot> Please bookmark this link so that if you forget your password in the future, you'll be able to reset without delay.

**Q. AFCIV won't accept my password. What are the rules for the password?**

1. Password must contain a minimum of 10 characters
2. Password must contain three of the four: upper case, lower case, number or special character
3. Password cannot be one you have ever used before
4. Password cannot contain your name or user ID

**Q. I noticed some information in my AFC Profile is incorrect. Is it important to keep it up-to-date?**

A. Yes, it is extremely important to keep your AFC Profile up-to-date. Through AFCIV you can update your phone number(s) and email address and our office will be automatically notified of the update.

**Q. The address associated with my Vendor ID/Firm Vendor ID is wrong, but it won't let me update the address through the AFC Profile. What should I do?**

A. Please contact the AFC Program to make sure we have the correct address in our internal database. In order to update the address associated with your Vendor ID Number you will need to log in to the Statewide Financial System (SFS) Vendor Portal.

**Q. How do I update my information in the SFS Vendor Portal?**

A. First, obtain a user ID and password for the Vendor Portal by contacting the SFS Help Desk by phone: (855)233-8363 or (518)457-7717 or by email: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov).

To access the Vendor Portal go to [www.sfs.ny.gov](http://www.sfs.ny.gov). Once you sign in go to "Supplier Change Request," click "Address," click "Edit." After editing the address, click "Submit Icon" along the top

of the screen. Select a “Reason for Change” enter comments if you have any, click the box “Confirm Changes” then click “Submit.”

If you do not see the address change reflected automatically in your AFC Profile within two weeks of submitting the change request, please contact the AFC Program.

**Q. Can my AFC Voucher Payments be paid by Direct Deposit?**

A. Yes, your AFC Payments can be paid by Direct Deposit. You will use the Vendor Portal to register for Direct Deposit.

First, obtain a user ID and password for the Vendor Portal by contacting the SFS Help Desk by phone: (855)233-8363 or (518)457-7717 or by email: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov).

To access the Vendor Portal go to [www.sfs.ny.gov](http://www.sfs.ny.gov). Once you log in to the portal click “Register for ePayments,” then under “Supplier Inquiry Results” click your “Supplier” Number (Vendor ID). After that enter your information, check the box by “I Hereby” and click “OK.”

**Q. I was assigned to represent three siblings. The case has more than one Family File # but was handled together by the court. Do I have to prepare three separate vouchers?**

A. So long as the case was handled together, you can bill more than one Family File # on a voucher. When you create the voucher, you will just want to add each of the Family File #'s to the “Selected File #” field and then click “Continue.”

**Q. I was assigned to a Family File # previously and submitted a voucher for my work. The Petitioner has since re-filed and I was re-assigned. The case was given the same Family File # but with a new petition. When I go to start a new voucher for my work, the voucher system states that a previous voucher has been billed. How do I start a new voucher for my work?**

A. If you receive a message that “Document ID xxxxxx for Family File # xxxx with activities dated xx/xx/xxxx to xx/xx/xxxx has been sent to OSC” take note of the dates previously billed, exit out of the message and click “Continue” a second time. This will allow you to create a new voucher for any un-billed time.

**Q. When I enter the Family File # I receive a warning that the File # is invalid with the selected court or I have not been assigned to the File #. I checked my file and I was assigned as an Attorney for the Child on the matter. What do I do?**

A. Generally, the error message means that the court has entered your assignment incorrectly in the court’s database, UCMS. Please contact Amy at the AFC Program at [ahugyec@nycourts.gov](mailto:ahugyec@nycourts.gov) for instructions to correct the assignment.

**Q. I am working on a Supreme Court voucher and it is asking for a “Case Number.” What number should I input?**

A. Input the Index Number or the IDV File Number. Please remember that when submitting a voucher for divorce/matrimonial action you are required to attach the Order appointing you as a state pay Attorney for the Child to the AFC Voucher.

**Q. I was able to create the Supreme Court voucher, but none of my court appearances are available in the drop down menu as they are on a Family Court voucher. Should I contact the court?**

A. No, on a Supreme Court voucher you will select an in-court code and enter the date manually as you would with an out-of-court activity.

**Q. I have a case that originated in Family Court but was subsequently transferred to IDV Court. Do I have to prepare two separate vouchers?**

A. Yes, you will need to complete two separate vouchers. One under the Family Court up to the date of transfer and another under Supreme Court from the date of transfer through disposition. You can submit the Family Court voucher as soon as the case is transferred.

**Q. I am working on a Family Court voucher and there is a warning that states, “UCMS records indicate you were not present for Pre-Trial Hearings on 05/31/2023. Your attendance must be corrected with the court in order to bill for this appearance.” I know I attended this court appearance. How can I fix it?**

A. Please contact Amy at the AFC Program at [ahugyec@nycourts.gov](mailto:ahugyec@nycourts.gov). Amy can check UCMS, locate the Docket #(s) that the AFC is marked not present on and provide instructions so that the court can correct.

**Q. The court confirmed they marked me present on the Docket #(s) provided but the warning is still at the bottom of my voucher. What should I do?**

A. Please delete and re-add the court appearance to refresh the data.

**Q. I have a warning on the bottom of my voucher indicating that there is a conflict between activities. How do I resolve?**

A. The best way to resolve a time conflict is to use the “Generate an Activity Extract” report. To do so, click “Reports and Extract,” select “Generate an Activity Extract,” enter the date of the conflict to the same date in “MM/DD/YYYY” format, click “Sort By: Activity Date,” click “Search.”

A window will open that will show you all of the activities billed by the AFC on that date for all of their AFC assignments. You should be able to see the time conflict and resolve accordingly.

**Q. I have a warning on the bottom of the voucher stating that an affirmation is required. I saved the affirmation. Why is the warning still on the voucher?**

A. The warning that indicates an affirmation is required will always remain on the voucher. When you are ready to submit the voucher, just click "Submit and Print Voucher." A final affirmation screen will appear where you can preview what you have saved, you will check a box under "Warnings Requiring Affirmation" and click "I Affirm." A PDF of your voucher should then pop up in your window so that you can print.

**Q. I have a warning on the bottom of the voucher stating that I cannot submit because the case is not disposed of. How do I request interim submission?**

The AFC **must** request approval from the AFC Program to submit an interim voucher under the following circumstances:

1. Extraordinary Circumstances - The voucher exceeds \$10,000.00 in services or contains over 18 months of consecutive activity without reaching disposition; or
2. At the disposition phase of a case where permanency hearings are mandatory; or
3. The AFC has been relieved of assignment.

The AFC **may** request approval from the AFC Program to submit an interim voucher under the following circumstances:

1. If the case has been ongoing for more than 12 months or exceeds \$2,000.00 in services.

To request, please provide the Document ID Number for the voucher and an explanation of the reason.

**Q. When I created the voucher, I did not input the disposition. How do I get back to enter the disposition?**

A. To return to the screen where you enter the disposition click, "Open Voucher," highlight the voucher, click "Select to Update," this will load automatically to the Activity Sheet, click the tab titled "Dockets" (Top/Left), enter disposition.

**Q. I was able to submit my AFC Voucher, but the voucher did not pop up for me to print and submit. What should I do?**

A. Disable your pop up blocker then run a "Submitted Voucher Report" to generate a copy of the PDF. To do so, click "Reports and Extract," select "Submitted Voucher Report," enter the date range within which you submitted the voucher electronically in "MM/DD/YYYY," click "Sort By: Submitted," click "Search." Highlight voucher you need a copy of and click "Print Preview Voucher."

**Q. In reviewing my submitted voucher, I noticed that some of the time was entered incorrectly. Can I manually change or do I need to prepare a whole new voucher because the voucher is no longer available in the “Open Voucher Folder?”**

A. Contact Amy at the AFC Program at [ahugyecz@nycourts.gov](mailto:ahugyecz@nycourts.gov). Amy can return the voucher electronically to your “Open Voucher Folder,” so that you can make corrections and re-submit and print.

**Q. Is there a way I can tell if the AFC Program has received and processed a voucher for payment?**

A. Yes, you can use the “Submitted Voucher Report” to see if a voucher has been received and processed for payment. Log on to AFCIV, click “Reports and Extract,” select “Submitted Voucher Report,” enter the date range within which you submitted the voucher electronically in “MM/DD/YYYY” (up to one year), click “Sort By: Submitted,” click “Search.”

If you see an “Appellate Receipt” date listed that means that the AFC Program has received and processed the voucher for payment. Generally, a check is cut within a week to ten business days of that date. If the voucher has not been received by the AFC Program and it has been over a month, please re-submit the voucher to the court for judge’s signature. If you see an “Appellate Receipt” date but have no record of receiving a payment, please contact Amy at the AFC Program at [ahugyecz@nycourts.gov](mailto:ahugyecz@nycourts.gov) for assistance.

**As you work on AFC vouchers, if you have any questions, please feel free to contact Amy at [ahugyecz@nycourts.gov](mailto:ahugyecz@nycourts.gov) for assistance. Please provide a detailed explanation of the problem you are experiencing or question you have. Thank you!**

## APPEAL VOUCHER FREQUENTLY ASKED QUESTIONS

### **Q: Am I required to meet with my client on appeal?**

A: Pursuant to Section 7.2 of the Rules of the Chief Judge, the AFC must consult with and advise the child to the extent and in a manner consistent with the child's capacities and have a thorough knowledge of the child's circumstances. See *Matter of Lewis v. Fuller*, 69 AD3d 1142 (3d Dept 2010); *Matter of Lamarcus E.*, 90 AD3d 1095 (3d Dept 2011); *Matter of Mark T. v Joyanna U.*, 64 AD3d 1092 (3d Dept 2009); *Matter of Jennifer V.V. v Lawrence W.W.*, 182 AD3d 652 (3d Dept 2020). Encountering difficulty in scheduling a client meeting does not excuse you from this duty. A client's young age is not an excuse for failing to meet with them. See generally *Matter of Schenectady Co. DSS v Joshua B.B.*, 168 AD3d 1244 (3d Dept 2019). If you do not meet with your client, you are required to submit an affirmation explaining why you did not meet with your client.

### **Q: How do I voucher for an appeal?**

A: You will complete a voucher for an appeal on the Attorneys for Children Internet Voucher System (AFCIV).

### **Q: Can I just combine the lower court work with the work completed on appeal?**

A: No. You must complete two separate vouchers. One for the work completed at the Family Court or Supreme Court level and one for the work completed on appeal.

### **Q: Can I combine Appellate Division work with Court of Appeals work?**

A: You may include time spent on a motion for leave to appeal to the Court of Appeals on your Appellate Division voucher. If you prefer, you can voucher the time spent on the Appellate Division matter when the decision is released, and then submit a supplemental voucher for time spent on the motion for leave. If the motion for leave is granted, you will need to start a new voucher for the Court of Appeals matter. Vouchers for work done on Court of Appeals matters should be submitted to the AFC Program. The Court of Appeals decision must be submitted with your voucher.

### **Q: What court should I select for the appeal voucher?**

A: You will select the "4<sup>th</sup> Dept. Appellate Division" as your court on AFCIV.

### **Q: The voucher system asks for a case number - what should I input for my appeal voucher?**

A: For an appeal voucher, enter the CAF (or CA) Number. This is the Appellate Division's docket number.

**Q: What proceeding code applies to appeals?**

A: All appeal vouchers should have AP - Appeal for their proceeding code. If you do not select the proper proceeding code, the voucher will be returned to you (the AFC Program cannot fix it on our end), which will result in delayed payment.

**Q: The appeal isn't scheduled for Oral Argument for 6 months; can I submit an interim voucher?**

A: No. You cannot submit an interim voucher on appeal. You must wait until after Oral Argument, and receipt of the Appellate Division decision.

**Q: What if I am unable to attend Oral Argument?**

A: Per Guidelines for AFC in the Fourth Department, AFC are expected to attend oral argument. If you do not attend, you will need to attach an affirmation through AFCIV explaining why you were unable to attend Oral Argument.

**Q: How should I code my time for Oral Argument?**

A: The time spent for Oral Argument should be coded as in-court time. In-court time is defined as time spent in the presence of the justices.

**Q: How do I bill the time spent waiting for Oral Argument?**

A: Time spent waiting for Oral Argument (outside the presence of the justices) should be coded as an H Code, Out-of-Court All-Other.

**Q: Can I combine activity codes? For example, can I combine the time I spent researching case law and drafting my brief?**

A: No. You cannot combine activity codes. You must break down activities by proper codes. For example, the time spent researching would be coded as an F Code, Legal Research. The time spent drafting your brief would be coded as an E Code, Legal Drafting. *For further clarification please refer to the AFCIV Reimbursement Guidelines, see pages 18 and 19 for activity codes and descriptions.*

**Q: What type of activity description is required?**

A: If you are billing an A Code, Review of Documents, you must specify what you are reviewing, e.g., Review Notice of Appeal. If you are billing a D Code, Phone/Correspondence you must specify who you are corresponding or speaking with or what you are composing, e.g., phone call with Petitioner Mother or draft letter to Petitioner's Attorney. Please specify your research

topics when billing an F Code, Legal Research. *For further clarification please refer to the AFCIV Reimbursement Guidelines, pages 18 and 19.*

**Q: Can I bill for travel, mileage, tolls and parking on appeal?**

A: Yes, you can bill for your travel and mileage costs on appeal, but you must specify where you are traveling to and from. You must state the office address you are traveling from, and at a minimum, the street name, town, and zip code you are traveling to. You must submit receipts or a copy of your E-Z Pass statement for Thruway tolls. Receipts are required for parking fees over \$10.00.

**Q: There is a cap on travel/mileage to and from court (suspended effective October 19, 2021). Does this apply to appeals?**

A: The cap on travel/mileage does not apply to travel to and from Oral Argument.

**Q: Can I be reimbursed for copies and postage on appeal?**

A: Yes. We reimburse for copies at the rate of \$.15 per page without a receipt. You must specify in the activity description the number of copies and what document you are copying. Similarly, you must specify what you are mailing and the postage fee. Receipts must be submitted for postage over \$15.00.

**Q: Can I be reimbursed for overnight mailing expenses?**

A: As a general rule, you cannot be reimbursed for overnight mailing expenses. The exception would be if there is a very short filing deadline, e.g., on a motion for leave to appeal. We can also pay overnight mailing expenses if there is a very short deadline to file a brief. This happens when the AFC is taking an appeal, along with another party, and the other party perfects.

**Q: Can I be reimbursed for professionally prepared briefs and records, and/or filing and service of briefs and records by a printing service?**

A: No. The AFC Program does not pay for fees to professionally prepare and/or file and serve records and briefs. The rules of the Appellate Division expressly allow records and briefs to be reproduced by “any method that produces a permanent, legible, black image on white paper...” (e.g., simple copying). “Binding” can be stapling (see 22 NYCRR 1250.6 [b]; [c]). Filing and service can be affected by mailing with the U.S. Postal Service or by use of a delivery company such as FedEx.

**Q: A party has taken an appeal, and so has the child. Who pays for the cost of the record?**

Under the statewide Practice Rules of the Appellate Division, per 22 NYCRR 1250.9, on concurrent appeals from a single order or judgment, or on cross appeals, the appealing parties shall file a joint record and shall share equally the cost of the record. Accordingly, if you are appealing as AFC, and another party is also appealing, please contact the other party and make arrangements to share the cost of the record, including transcripts. Pursuant to the AFCIV Manual and Reimbursement Guidelines, transcript costs are paid by the AFC Program directly to the stenographer or transcriber. The AFC should not pay the stenographer or transcriber. Please see pages 13 and 14 of the Reimbursement Guidelines for more information, including the rate for transcript preparation. **Please advise the other party that the AFC Program does not pay for fees to professionally prepare and/or file and serve records and briefs.**

**Q: I have entered all of my time in AFCIV and am ready to submit my voucher. What do I indicate for disposition?**

A: In the disposition section, please explain the outcome of the appeal, e.g., Family Court Order Affirmed.

**Q: I was able to submit and print my voucher on AFCIV, where do I send it?**

A: Send your voucher with receipts (e.g., postage over \$15.00, parking over \$10.00, and tolls) and any required affirmations directly to the Office of Attorneys for Children at:

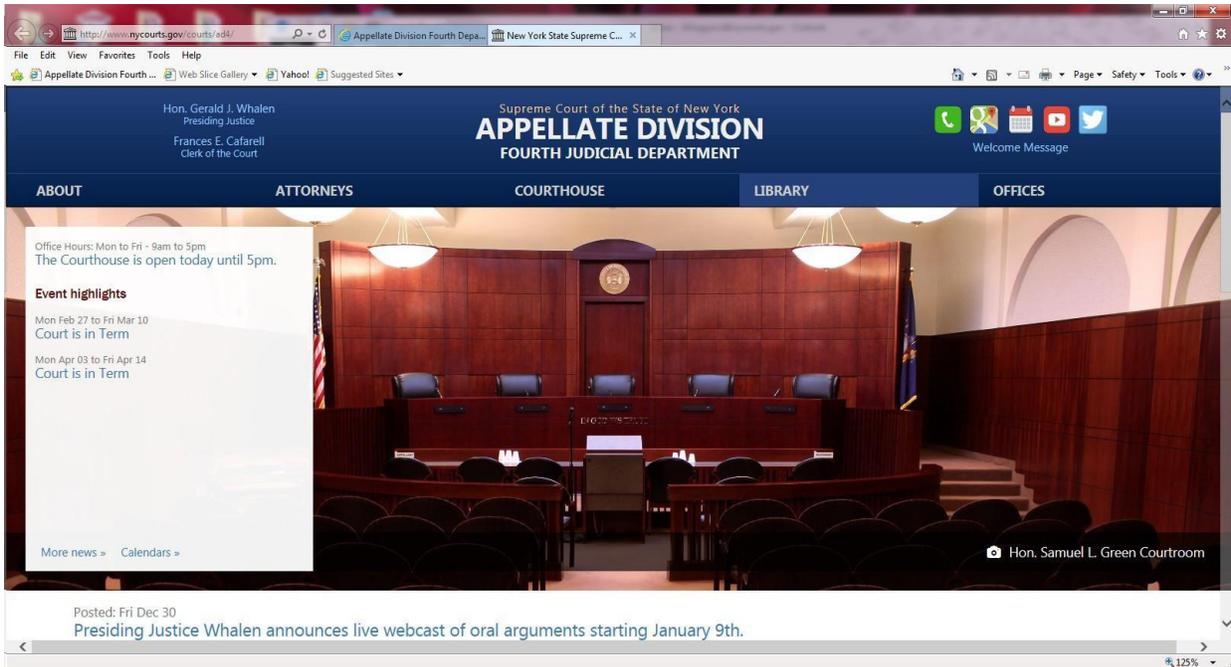
Office of Attorneys for Children  
Appellate Division, Fourth Department  
50 East Ave.  
Rochester, New York 14604  
Attention: Deputy Director, Jennifer McLaren

**Q: Along with the voucher, what else do I need to send to the Office of Attorneys for Children?**

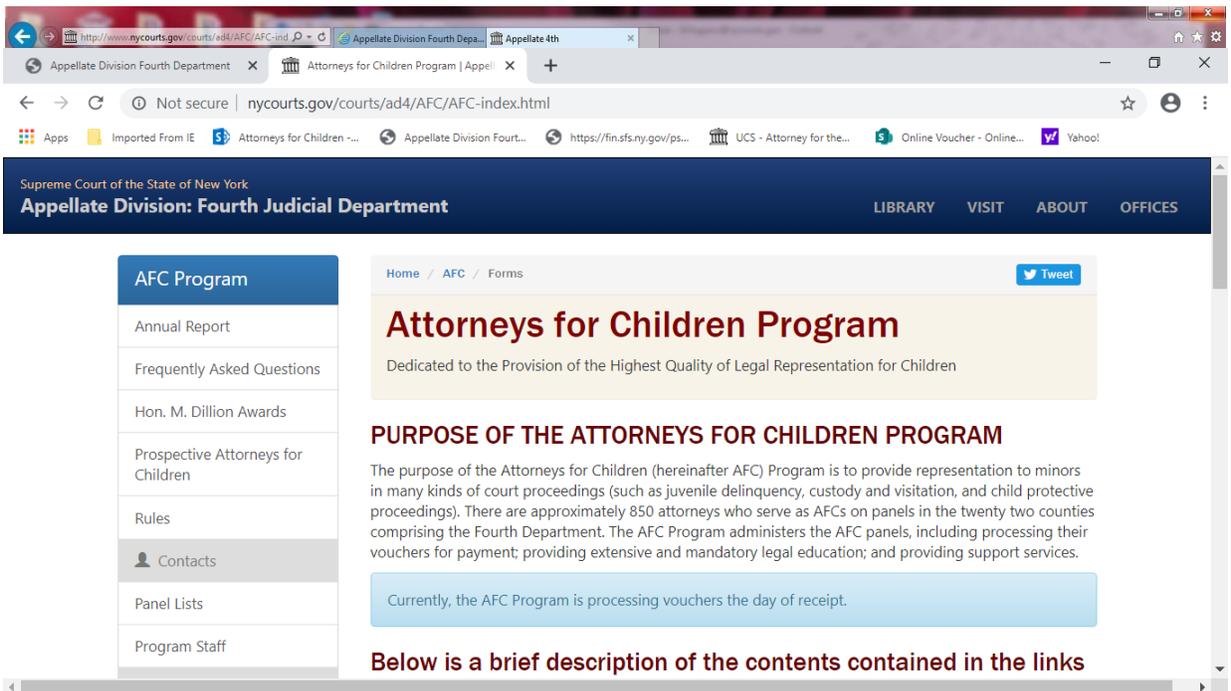
A: Please make sure to sign and date the voucher then send the original voucher, with a copy of **YOUR BRIEF** and a copy of the **APPELLATE DIVISION DECISION**. If you do not enclose your brief and the Appellate Division decision with your voucher, your voucher will be returned to you, which will result in a delay in processing and payment.

## Accessing the Attorney for the Child Internet Voucher System (AFCIV)

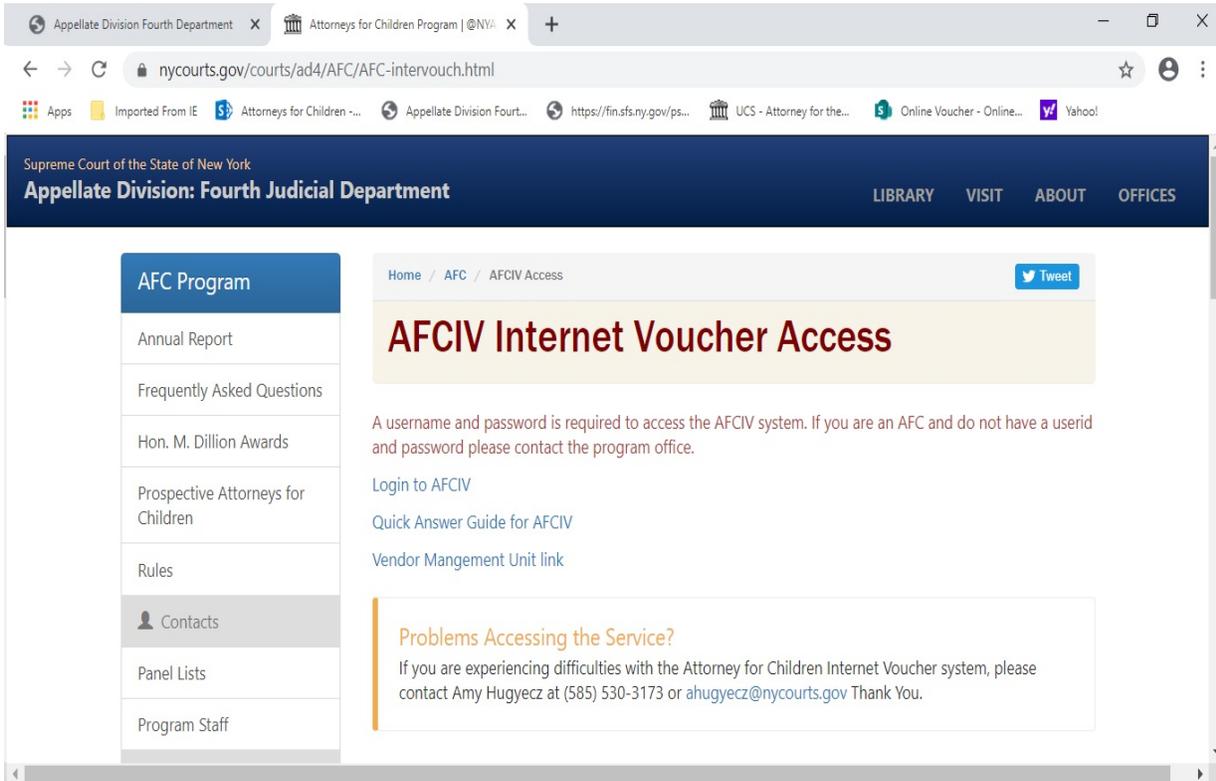
Go to the Fourth Judicial Department Homepage: <http://www.nycourts.gov/courts/ad4/> (Pictured below)



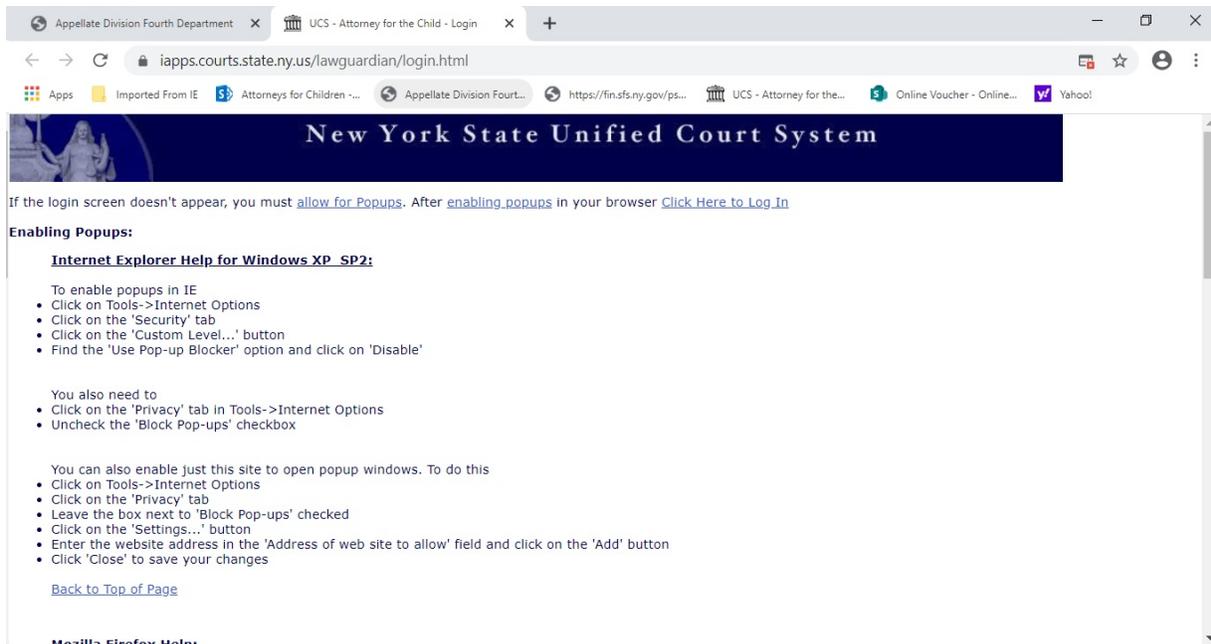
At the bottom of the webpage, click the link titled "Attorneys for Children Program" under "Programs and Auxiliary Agencies." This will bring you to the AFC Program Homepage: <http://www.nycourts.gov/courts/ad4/AFC/AFC-index.html> (Pictured below)



To access the Internet Voucher System, click the link on the left hand side under “Vouchers and Reimbursements, titled, “AFCIV Access,” then click the link titled “Login to AFCIV.” (Displayed below)



If the login screen does not appear, and all you see in your window is what is pictured below, you must disable your pop-up blocker.



## Login Screen and Password Rules

In the appropriate spaces, enter your assigned User Name and Password and click “Sign In.”



Password Rules:

1. Must contain a minimum of 10 characters.
2. Password must contain three of the four options: Uppercase, lowercase, number or special character.
3. Password cannot be one you've ever used before.
4. Password cannot contain the AFC's last name or User ID

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 click “Reset Password.” If you do not remember the answer to the security question, you can click “Reset by Email.”

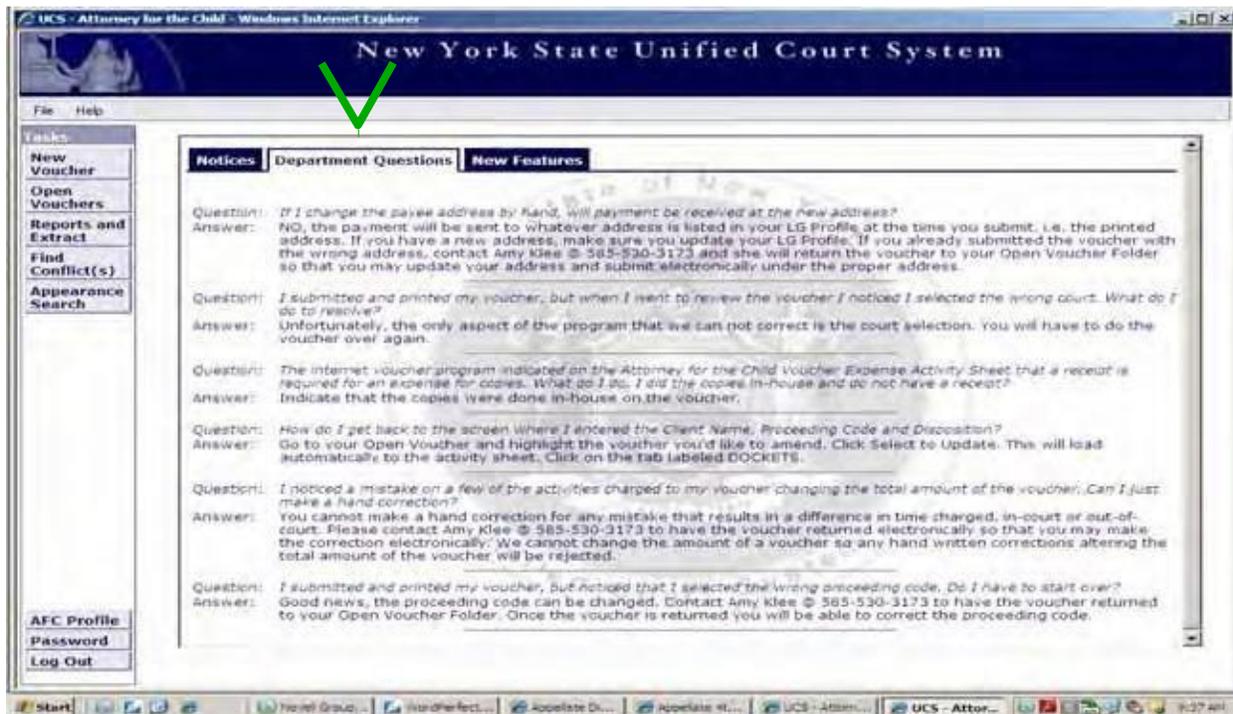
\*Note: The reset will be sent to the email address associated with your AFC Profile so please make sure to keep your email up-to-date.

# Attorney for Children Internet Voucher System Home Screen

**Notices:** The 4<sup>th</sup> Dept. Office of Attorneys for Children will keep you up to date on any important information regarding the internet voucher system through the “Notices” tab on your Attorney for Children Internet Voucher System Home Screen (Displayed below)



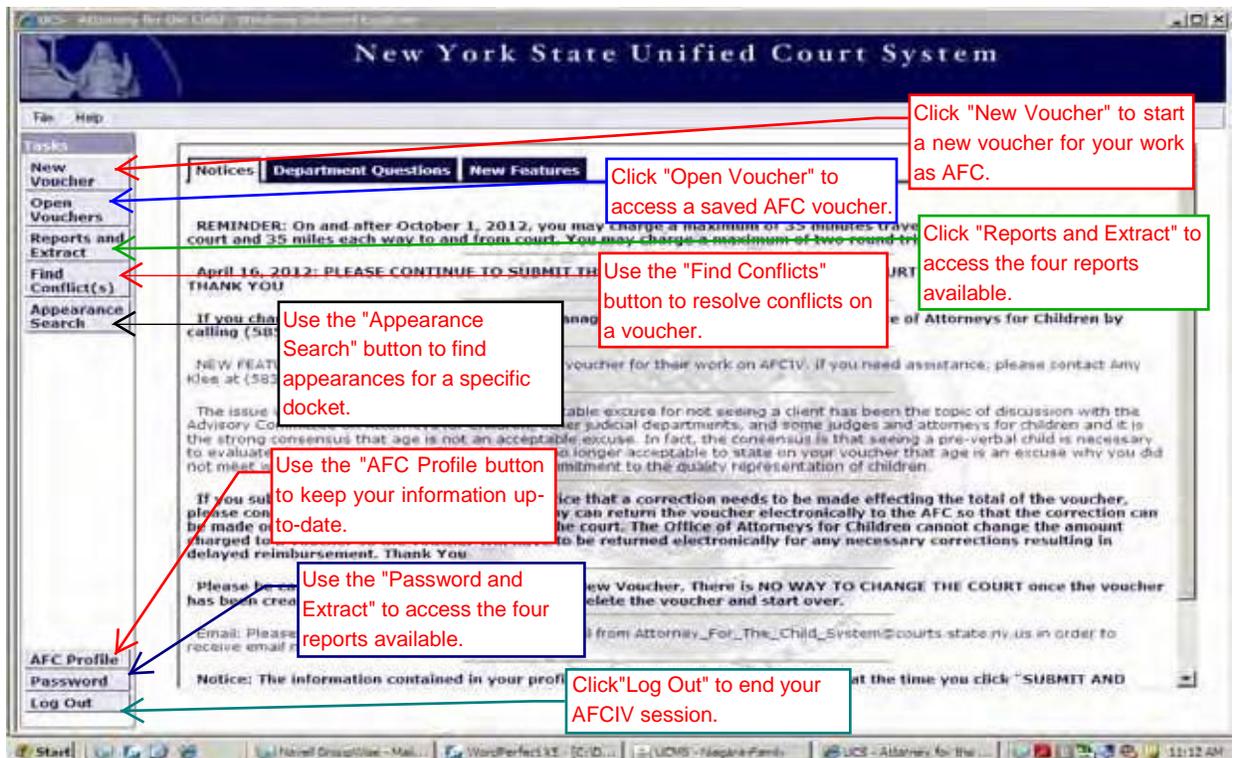
**Department Questions:** Contains a list of frequently asked questions and answers. (Displayed below) *A more extensive list of FAQ's is available on Page 20.*



**New Features:** Any new features that are added to the voucher program are explained in the new feature tab.



**The “What’s What of the AFCIV Task Bar”**



# AFC Profile

There are several reasons why it is *imperative* that you keep your AFC Profile as up-to-date as possible:

1. The address associated with your Vendor ID # is where your payment will be sent.
2. The Attorney Vendor ID # of the Firm Vendor ID # listed in your AFC Profile determines how the payment will be allocated for tax purposes. *Note: If you have both an Attorney Vendor ID # and a Firm Vendor ID # listed in your profile, the Firm Vendor ID # will be the default.*
3. The email address listed in your AFC Profile is where notifications and password resets will be sent.

The screenshot shows the 'New York State Unified Court System' AFC Profile web application. The interface includes a sidebar with navigation options like 'New Voucher', 'Open Vouchers', and 'AFC Profile'. The main area contains several sections for entering and managing profile information: 'Attorney for the Child Information', 'Attorney Vendor Information', 'Firm Vendor Information', and 'Contact Information'. Each section has specific input fields and buttons for saving or modifying data.

**Note:** If you notice that the address associated with your Vendor ID # is incorrect, or the voucher system states that the remit address is invalid or inactive, please contact the AFC Program for assistance.

## AFC Profile: Add or Change Vendor #/Firm Vendor #

To add Attorney/Firm Vendor Info, click the button titled, “Add Attorney/Firm Vendor Info.”

The screenshot shows the 'New York State Unified Court System' interface. The 'Attorney Vendor Information' section contains an 'Add Attorney Vendor Info' button, which is highlighted with a green arrow. Other sections include 'Attorney for the Child Information', 'Firm Vendor Information', and 'Contact Information'. The 'Attorney for the Child Information' section has fields for First Name, Middle Name, Last Name, and Suffix. The 'Firm Vendor Information' section has a 'Firm Vendor Id' field. The 'Contact Information' section has fields for Phone 1, Phone 2, Phone 3, and E-mail. The 'Attorney Vendor Information' section also has an 'Attorney Vendor Id' field. The 'Add Firm Vendor Info' button is also visible.

To change the Attorney/Firm Vendor Info, click the button titled, “Change Attorney/Firm Vendor Info.” To remove, click the button titled, “Remove Attorney/Firm Vendor Info.”

The screenshot shows the 'New York State Unified Court System' interface. The 'Attorney Vendor Information' section contains two buttons: 'Change Attorney Vendor Info' and 'Remove Attorney Vendor Info', both highlighted with green arrows. The 'Attorney Vendor Information' section also has a 'Name and address provided by the Vendor Management Unit' field. The 'Attorney Vendor Information' section has fields for 'Attorney Name', 'Remit Address', and 'Status'. The 'Firm Vendor Information' section has a 'Firm Vendor Id' field. The 'Contact Information' section has fields for Phone 1, Phone 2, Phone 3, and E-mail. The 'Attorney for the Child Information' section has fields for First Name, Middle Name, Last Name, and Suffix. The 'Add Firm Vendor Info' button is also visible.

## AFC Profile: Attorney Vendor Information Screen

The add or change Attorney/Firm Vendor Info button will bring you to the “Attorney/Firm Vendor Information” Window. Input your assigned Attorney/Firm Vendor ID # in the “Vendor ID:” field and click validate.

UCS - Attorney for the Child - AFC Profile - Windows Internet Explorer

New York State Unified Court System

File Help

Tasks

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

AFC Profile  
Password  
Log Out

Attorney Vendor Information:

Enter a Vendor ID and then click the Validate button to display the associated addresses.

If the Vendor ID payment information displayed does not contain the correct Active Vendor Name and/or Address, you need to update this information with the Vendor Management Unit.  
[Click here to go to the Vendor Management Unit web site.](#)

The changes you make in the Vendor Management System will be available in the Attorney for the Child system the next day; you will need to associate this vendor information to your vendor ID using the AFC Profile screen.

Vendor ID:  validate

Payment Information

Vendor Name	Address	Status
		Active

OK Return to AFC Profile

If the information in the “Payment Information” box is accurate, e.g. the Vendor/Firm Name and Address is correct, and the status is “active” click “OK.” The Attorney/Firm Vendor Information will now be displayed in the AFC Profile. (Displayed below)

UCS - Attorney for the Child - AFC Profile - Windows Internet Explorer

New York State Unified Court System

File Help

Tasks

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

AFC Profile  
Password  
Log Out

Attorney for the Child Information:

First Name:  Middle Name:  Last Name:  Suffix:

Attorney Vendor Information:

Name and address provided by the Vendor Management Unit

Attorney Vendor Id:  Change Attorney Vendor Info Remove Attorney Vendor Info

Attorney Name:

Remit Address:

Status:

Firm Vendor Information:

Firm Vendor Id:  Add Firm Vendor Info

Contact Information:

Phone 1:  Business phone E-mail:

Phone 2:  - none -

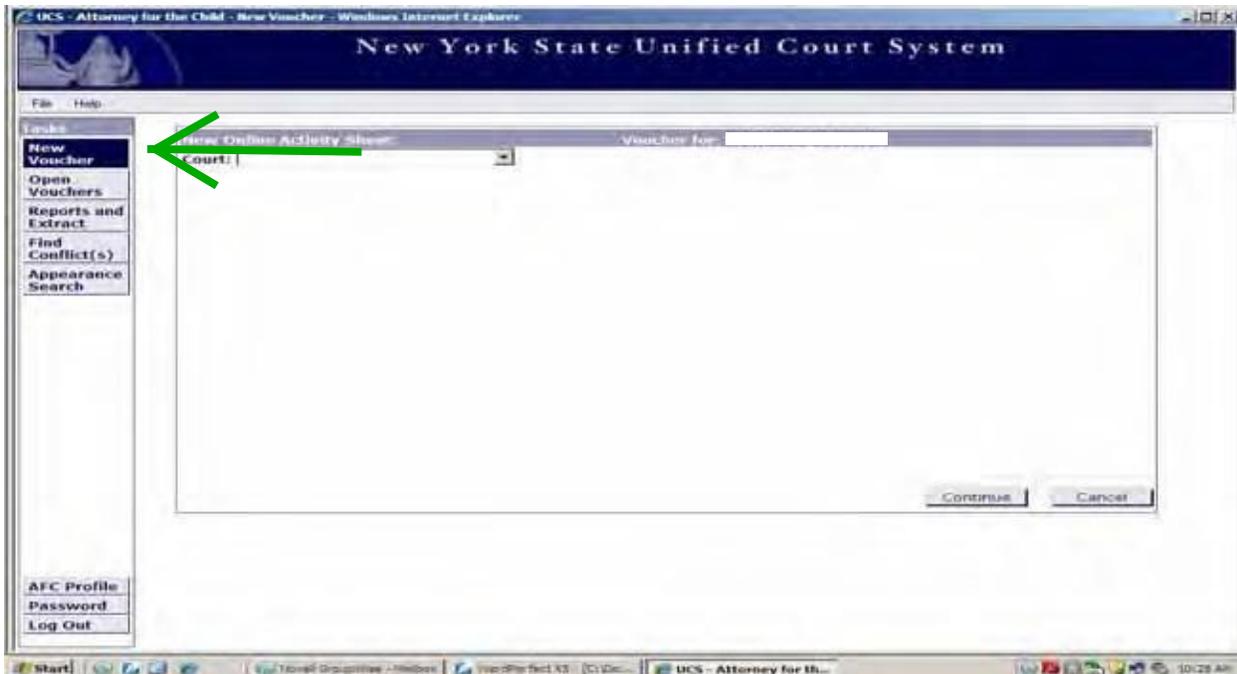
Phone 3:  - none -

Apply Reset OK Cancel

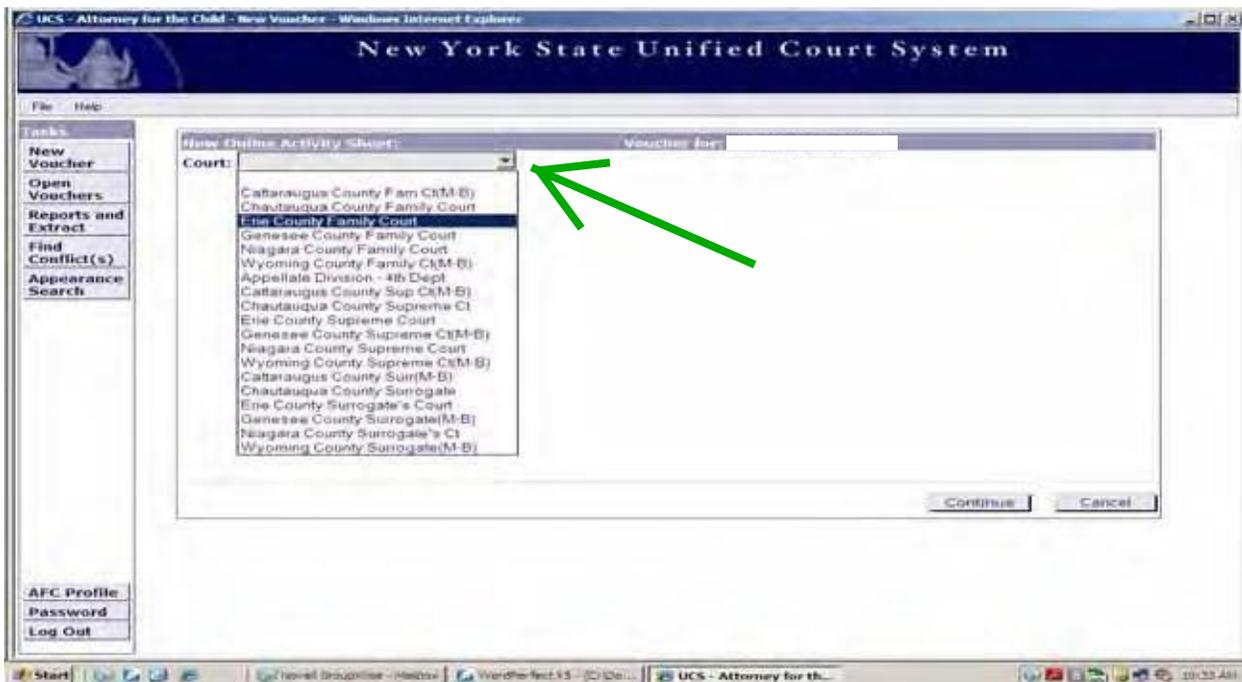
## Creating a New Voucher

\*Confidential information has been redacted from screen shots.

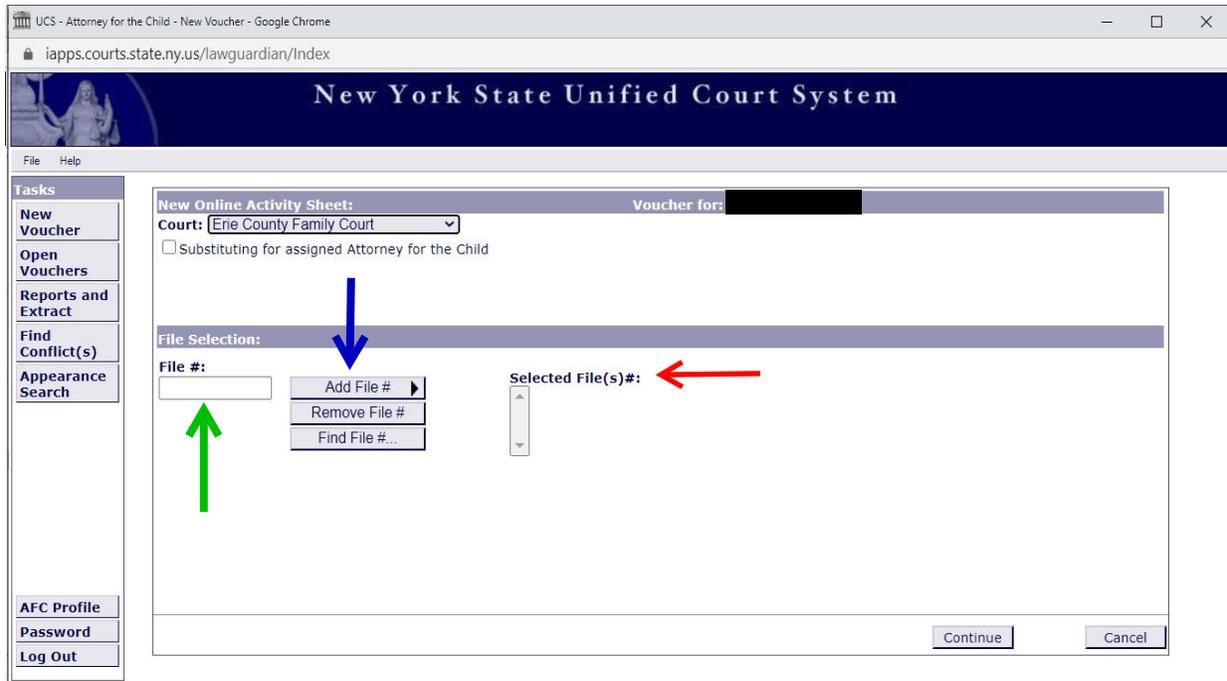
To start a new voucher, click the tab on the AFCIV task bar titled, "New Voucher."



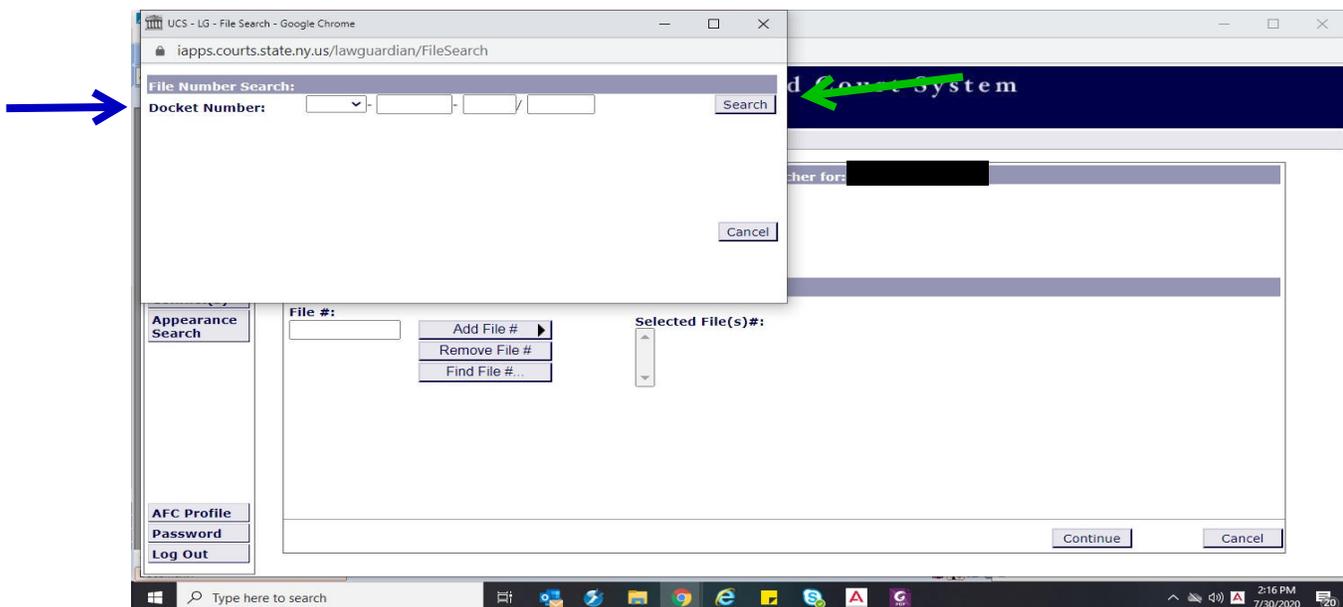
After clicking on, "New Voucher," select the Court from the pull-down menu. (Displayed Below) **Be careful to select the correct court, you will not be able to change the court after the voucher is created.**



Once you have selected the originating court, you will enter the Family File # in the field titled, "File #," and click "Add File #." After clicking add file #, the file will be added to the "Selected File(s) #" field. (Displayed blow) **Note: If you have a matter that has more than one File #, but the proceeding was handled together, you may enter more than one File #.**



If you do not remember the Family File #, you can click the "Find File #" button to search for the File # by Docket. Enter the "Docket Number" in the "File Number Search" window and click "Search." A results window will appear with "Children on Docket" information. If accurate, click "Add File #."



After you have added your File #(s), click “Continue.” This will bring you to the “Dockets” tab. (Displayed Below)



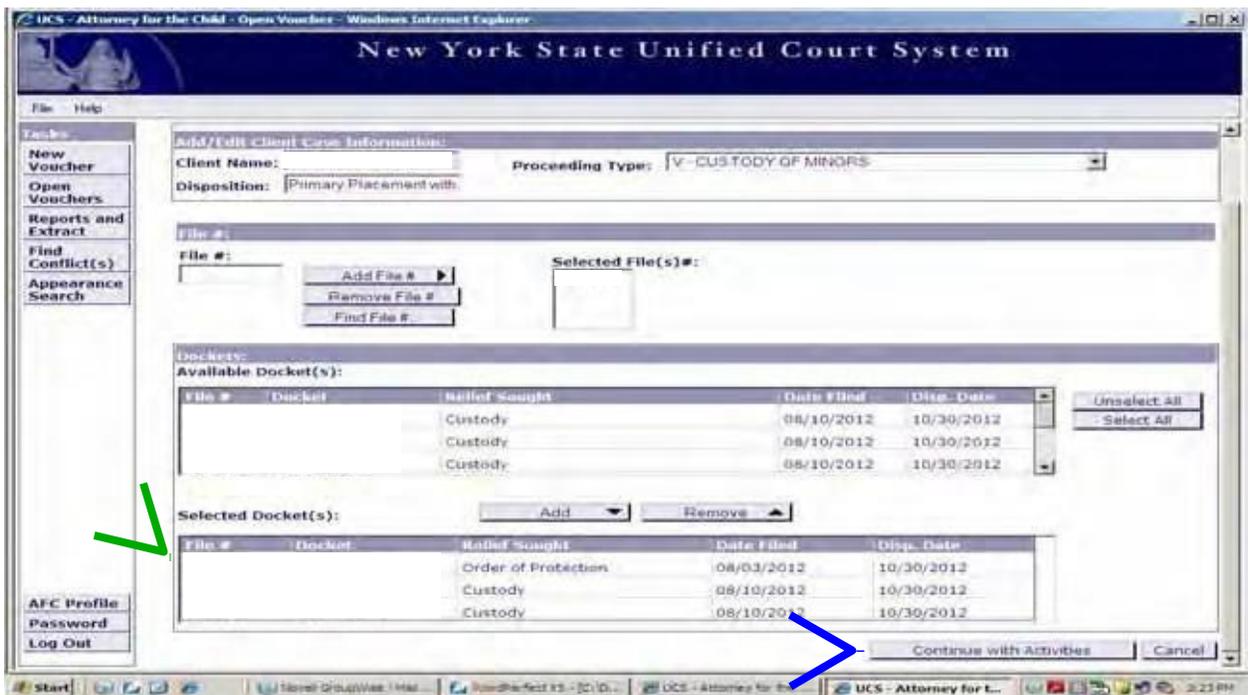
Enter your client(s) name in the field titled, “Client Name.” Select a proceeding code from the “Proceeding Type” pull down menu **Note: If there is more than one type of proceeding, e.g. an O docket and a V docket, select one code that represents at least one proceeding type.** Enter the disposition in the “Disposition” field if you have it. If the case is not yet disposed, you can leave it blank, but you must enter the disposition before submission. (Displayed Below)



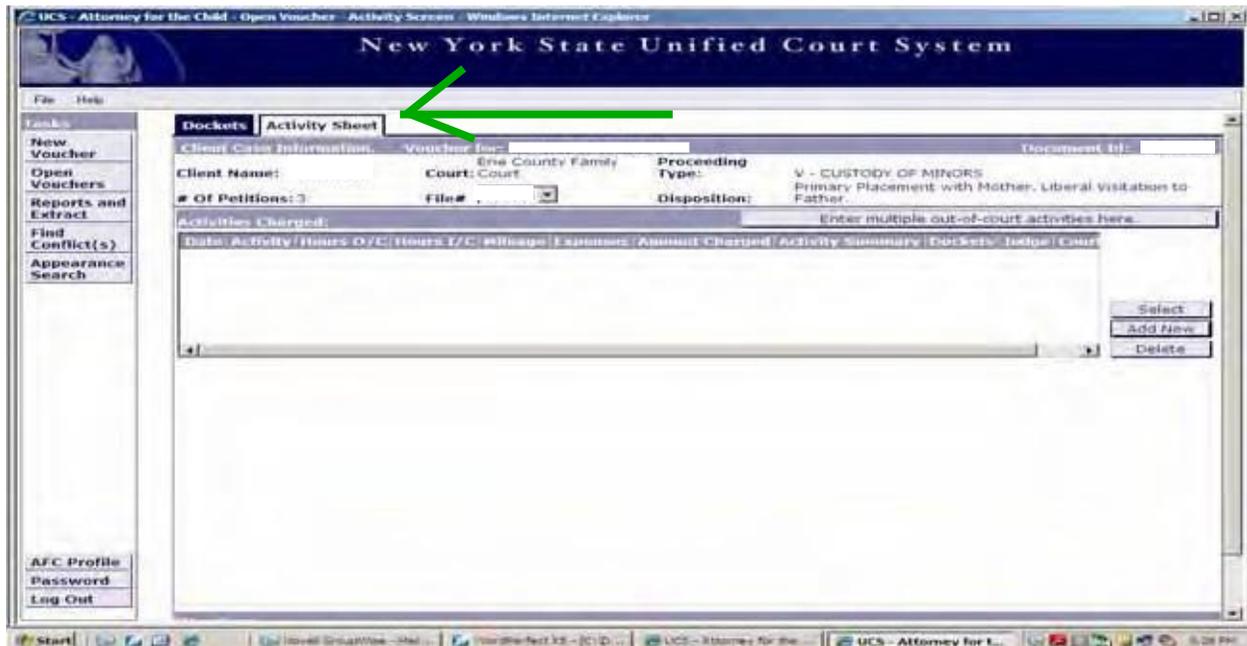
Highlight the docket(s) you would like to bill for from the “Available Docket(s)” window and click “Add.” If you would like to bill for all the dockets, click “Select All,” and then “Add.” (Displayed Below)



After you click “Add” the docket(s) will be moved from the “Available Docket(s)” window to the “Selected Docket(s)” window. (Displayed Below) **Note: If a docket(s) is missing from the “Available Docket(s)” window, please contact the AFC Program.**



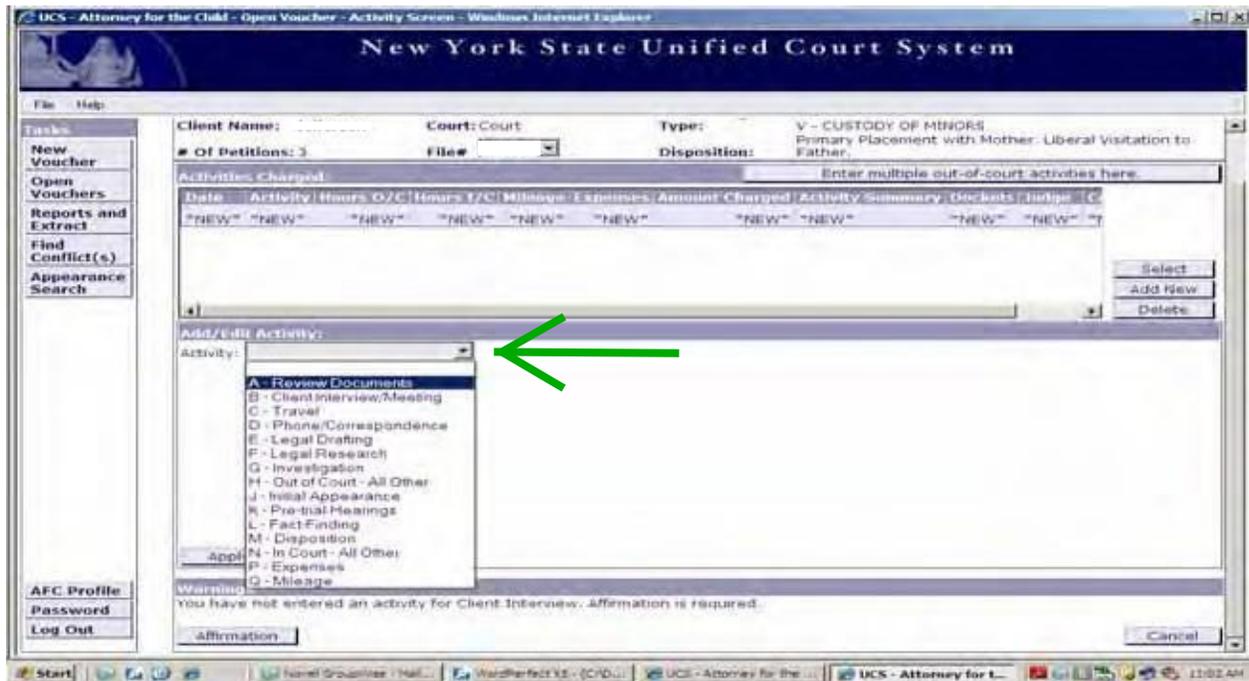
After you have added the Docket(s) you would like to bill for, click “Continue with Activities.” This will bring you to the “Activity Sheet” tab. (Displayed Below)



You will use the “Activity Sheet” tab to add your in-court, out-of-court, expenses and mileage related to your representation. **Note: For a detailed list of activity codes, and required descriptions, please see page 18. For information about expenses, please see page 15. To add a single in-court or out-of-court activity, click “Add New.”** (Displayed Below)



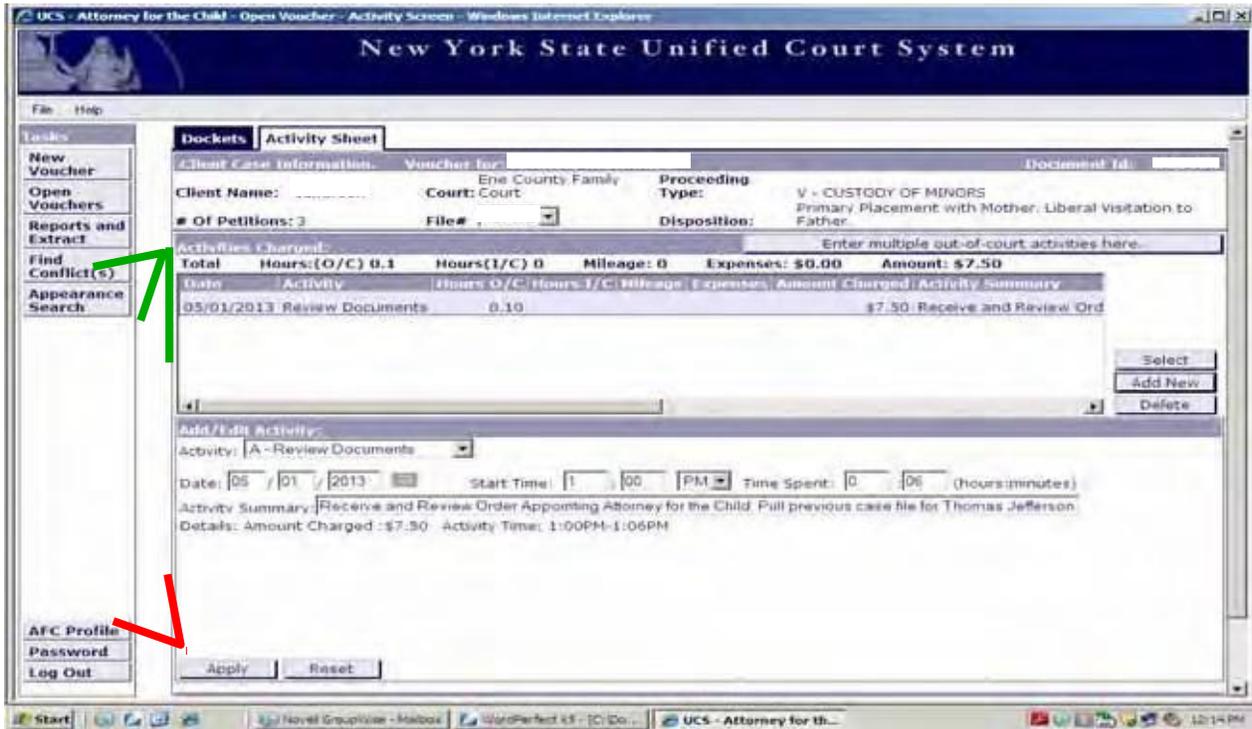
After clicking “Add New” a “Activity” pull down menu will appear. Select the code that best applies to the activity you are billing for. (Displayed Below)



Once you have selected your activity code, enter the “Date” of the activity in MM/DD/YYYY, the “Start Time,” the “Time Spent” in Hours and Minutes and the “Activity Summary.” After you have entered all of the information click “Apply.” **Note: You must click “Add New” and “Apply” for each single activity entry.** (Displayed Below)



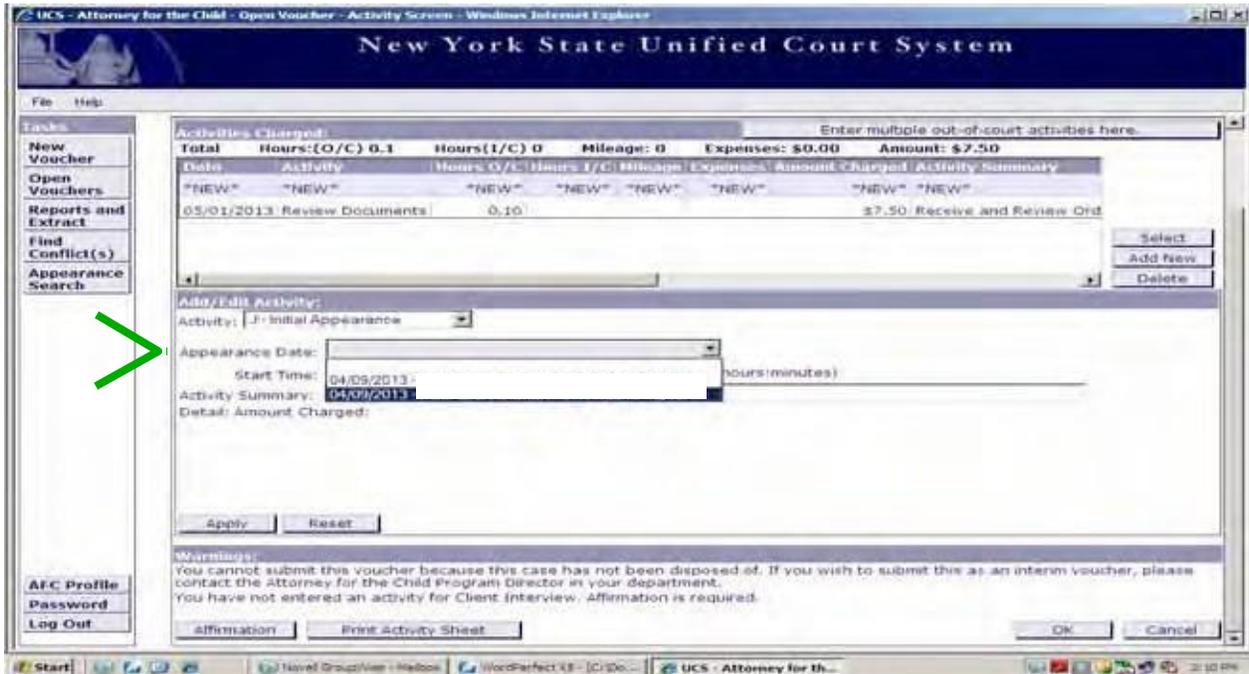
After you click “Apply” the activity will be moved to the “Activities Charged” window. (Displayed Below)



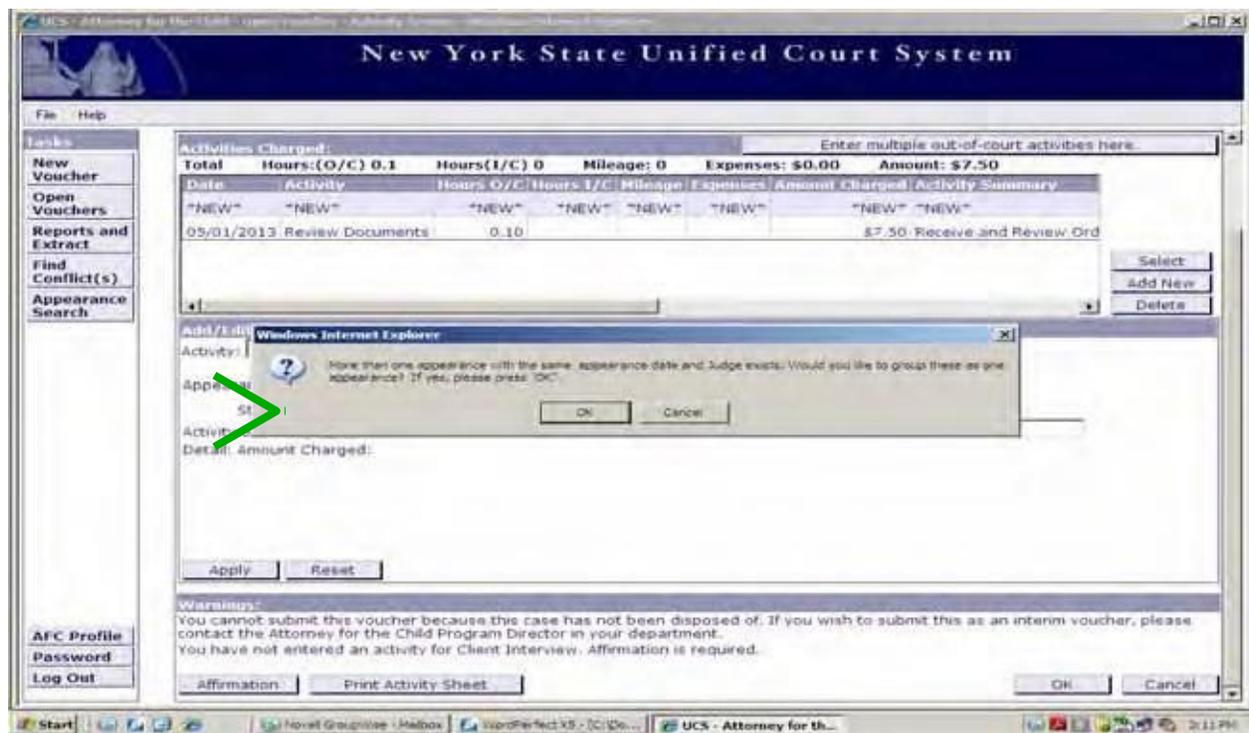
Adding in-court time to a Family Court voucher is a bit different than adding a single out-of-court activity. First, click “Add New,” and select an in-court code. (Displayed Below)



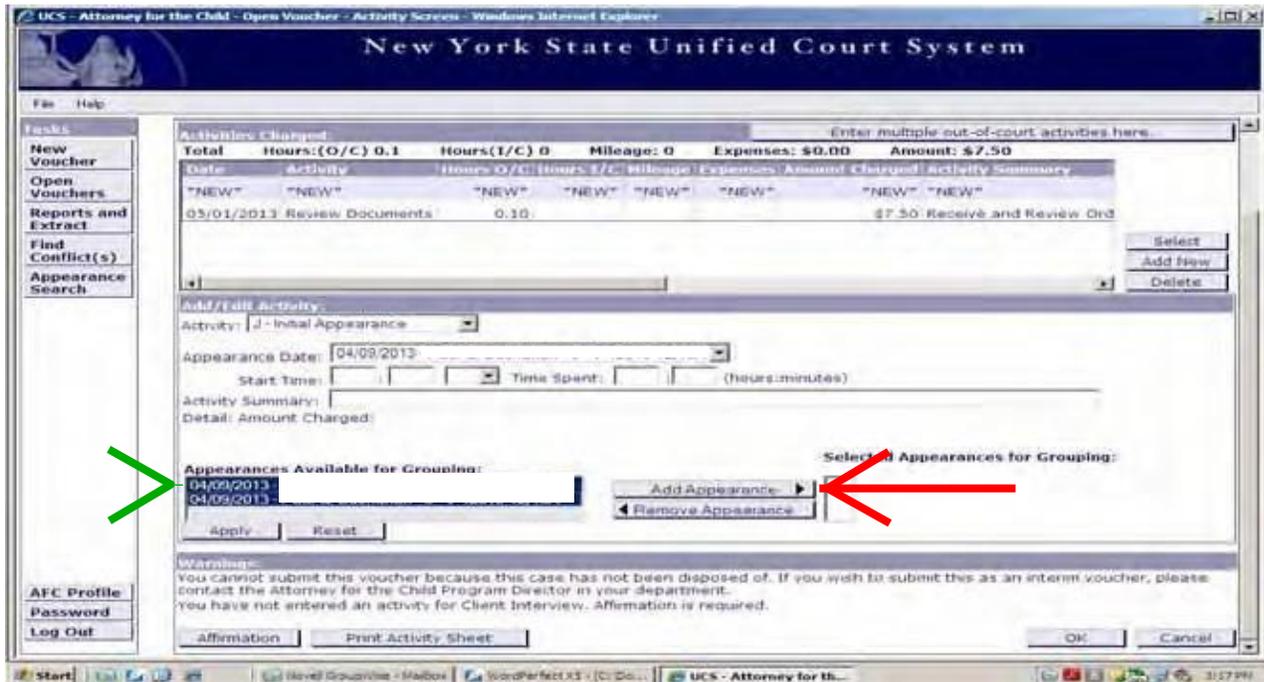
An "Appearance Date:" pull down menu will appear. Select the date of the court appearance from the pull down menu. (Displayed Below)



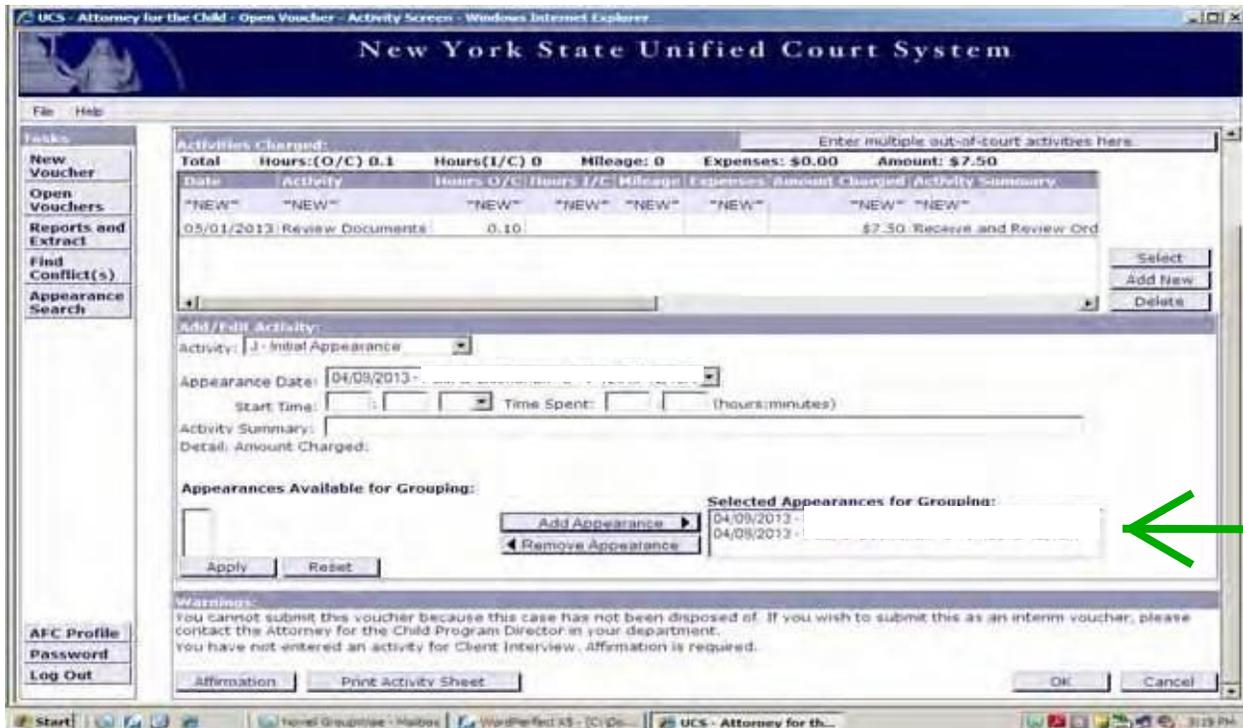
If more than one appearance with the same date is listed, AFCIV will ask if you would like to group appearances. If the appearances were handled at the same time, click "OK." If they were not, click "Cancel." (Displayed Below)



After you click “Ok,” an “Appearances Available for Grouping,” window will appear, highlight all available and click “Add Appearances.” (Displayed Below)



After you click “Add Appearance,” the appearances will be moved to the “Selected Appearances for Grouping:” window. (Displayed Below)



You will now enter your “Start Time,” “Time Spent,” and “Activity Summary.” Note: Supreme Court vouchers do not have a pull down menu with appearances listed, you will enter the date manually as you would an out-of-court activity. (Displayed Below)

The screenshot shows the 'New York State Unified Court System' interface. The 'Activities Charged' table is as follows:

Total	Hours:(O/C)	Hours(I/C)	Mileage	Expenses	Amount	Activity Summary
0.1	0.1	0	0	\$0.00	\$7.50	Review Documents

The 'Add/Edit Activity' form shows:

- Activity: J - Initial Appearance
- Appearance Date: 04/09/2013
- Start Time: 09:48 AM
- Time Spent: 15 (hours:minutes)
- Activity Summary: First appearance ADJ for parties to retain counsel. Set date for client meeting.
- Amount Charged: \$18.75

A green arrow points to the 'Appearance Date' field.

After entering your information, click “Apply.” The activity will be moved to the “Activities Charged” window. (Displayed Below)

The screenshot shows the 'New York State Unified Court System' interface with the 'Activities Charged' table updated:

Total	Hours:(O/C)	Hours(I/C)	Mileage	Expenses	Amount	Activity Summary
0.1	0.1	0	0	\$0.00	\$7.50	Review Documents
0.25	0.25	0	0	\$0.00	\$18.75	Initial Appearance

The 'Add/Edit Activity' form shows the 'Apply' button highlighted with a red arrow. A blue arrow points to the new activity entry in the table.

While you must use the “Add New” button to enter in-court time on a voucher, you can use the “Enter multiple out-of-court activities here” button to enter 25 out-of-court activities, expenses, and mileage at one time. Once you click the button, a window will pop-up in your screen to allow you to enter multiple activities. (Displayed Below)

**Multiple Out-of-Court Activities for Document Id: 1257426**

The purpose of this screen is to allow up to 25 out-of-court activities to be added all at once. The date field will remain populated with the last activity date 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 timeout occurs 30 minutes after opening this window. Activities entered during this time and not yet submitted within the 30 minutes (via the Submit Activities button) will be lost.

Activity:

Date:  /  /

Start Time:  :

Time Spent:  :  (hours:minutes)

Activity Summary:

Number of activities created, not yet submitted:

Activity	Start Date	Start Time	Hours O/C	Activity Summary	Mileage	Expenses
----------	------------	------------	-----------	------------------	---------	----------

Select the “Activity” code, enter the “Date,” “Start Time,” “Time Spent,” and “Activity Summary” and click “Add Activity.” Once you have entered all your activities, or have reached 25, click “Submit Activities.” (Displayed Below)

**Multiple Out-of-Court Activities for Document Id: 1257433**

The purpose of this screen is to allow up to 25 out-of-court activities to be added all at once. The date field will remain populated with the last activity date 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 timeout occurs 30 minutes after opening this window. Activities entered during this time and not yet submitted within the 30 minutes (via the Submit Activities button) will be lost.

Activity:

Date:  /  /

Start Time:  :

Time Spent:  :  (hours:minutes)

Activity Summary:

Number of activities created, not yet submitted:

Activity	Start Date	Start Time	Hours O/C	Activity Summary	Mileage	Expenses
A - Review Documents	05/01/2023	8:45 AM	0.3	Review order appointing AFC and previous file.		

Once you click “Submit Activities” the activities will be added to the “Activities Charged” window and you will be brought back to the “Activity Sheet” of the voucher. (Displayed Below)

Total	Hours:(O/C)	Hours(I/C)	Mileage	Expenses	Amount
05/01/2013	Review Documents	0.10			\$7.50
04/27/2013	Travel	0.50			\$37.50
04/27/2013	Client Interview/Meeting	0.75			\$56.25
04/27/2013	Travel	0.50			\$37.50
04/27/2013	Mileage		50		\$28.25

**Summary:**  
 Total Hours: 1.05  
 Total Mileage: 50  
 Total Expenses: \$0.00  
 Total Amount: \$167.00

**Activity Summary:** Round trip mileage to and from client's residence  
 Detail: Amount Charged: \$28.25

**Warnings:**  
 The date entered for Travel is 04/27/2013, which is a Saturday.  
 The date entered for Client Interview/Meeting is 04/27/2013, which is a Saturday.  
 The date entered for Travel is 04/27/2013, which is a Saturday.  
 The date entered for Mileage is 04/27/2013, which is a Saturday.

If you have entered all your activities, but are not ready to submit the voucher, click “Ok.” This will save your voucher to the Open Voucher Folder and return you to the AFCIV “Homepage.” (Displayed Below)

**Notices** | Department Questions | New Features

**REMINDER:** On and after October 1, 2012, you may charge a maximum of 35 minutes travel time each way to and from court and 35 miles each way to and from court. You may charge a maximum of two round trips per day to the courthouse.

**April 16, 2012: PLEASE CONTINUE TO SUBMIT THE HARD COPY VOUCHER TO THE COURT FOR JUDGE'S SIGNATURE. THANK YOU**

**If you change your address with the Vendor Management Unit, you must notify the Office of Attorneys for Children by calling (585)530-3170. Thank you.**

**NEW FEATURE:** Substituted Attorneys must bill a voucher for their work on AFCIV. If you need assistance, please contact Amy Klee at (585)530-3173.

The issue whether the age of a child is an acceptable excuse for not seeing a client has been the topic of discussion with the Advisory Committee on Attorneys for Children, other judicial departments, and some judges and attorneys for children and it is the strong consensus that age is not an acceptable excuse. In fact, the consensus is that seeing a pre-verbal child is necessary to evaluate the child's condition. Therefore, it is no longer acceptable to state on your voucher that age is an excuse why you did not meet with your client. Thank you for your commitment to the quality representation of children.

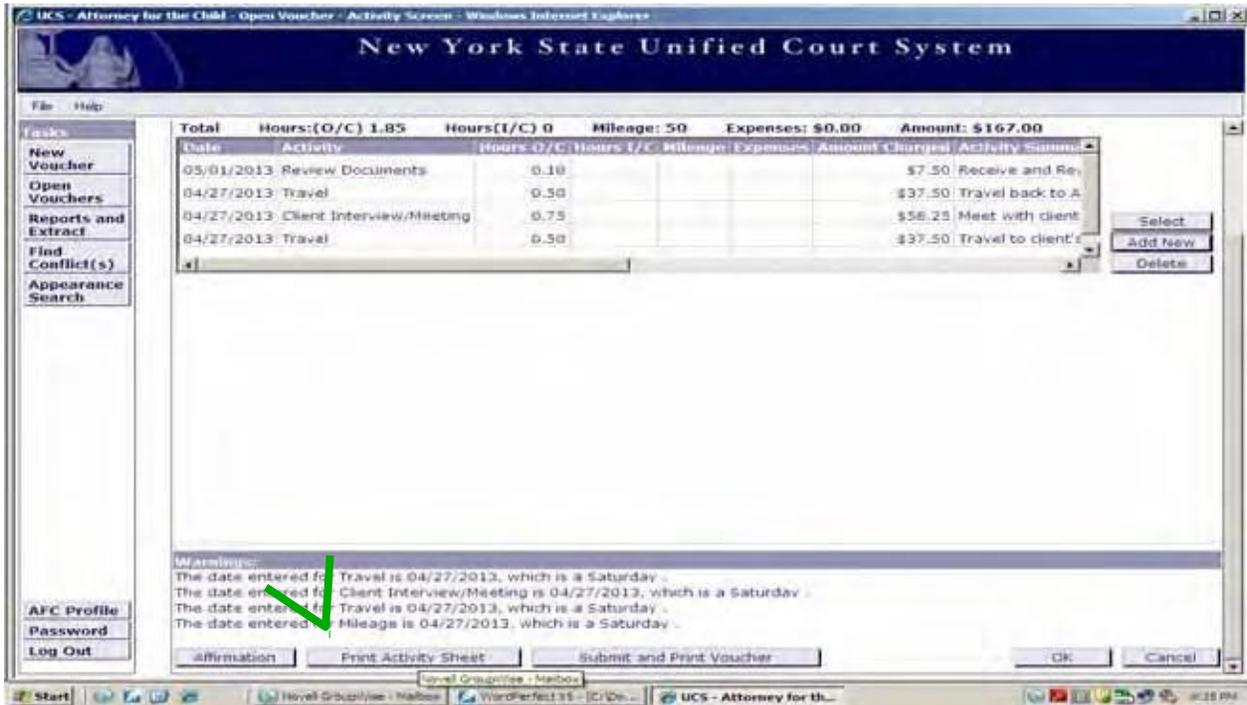
**If you submit a voucher electronically and notice that a correction needs to be made effecting the total of the voucher, please contact Amy Klee @ 585-530-3173. Amy can return the voucher electronically to the AFC so that the correction can be made on the voucher before submission to the court. The Office of Attorneys for Children cannot change the amount charged to a voucher so the voucher will have to be returned electronically for any necessary corrections resulting in delayed reimbursement. Thank You**

**Please be careful when selecting the court on a New Voucher. There is NO WAY TO CHANGE THE COURT once the voucher has been created electronically. You will have to delete the voucher and start over.**

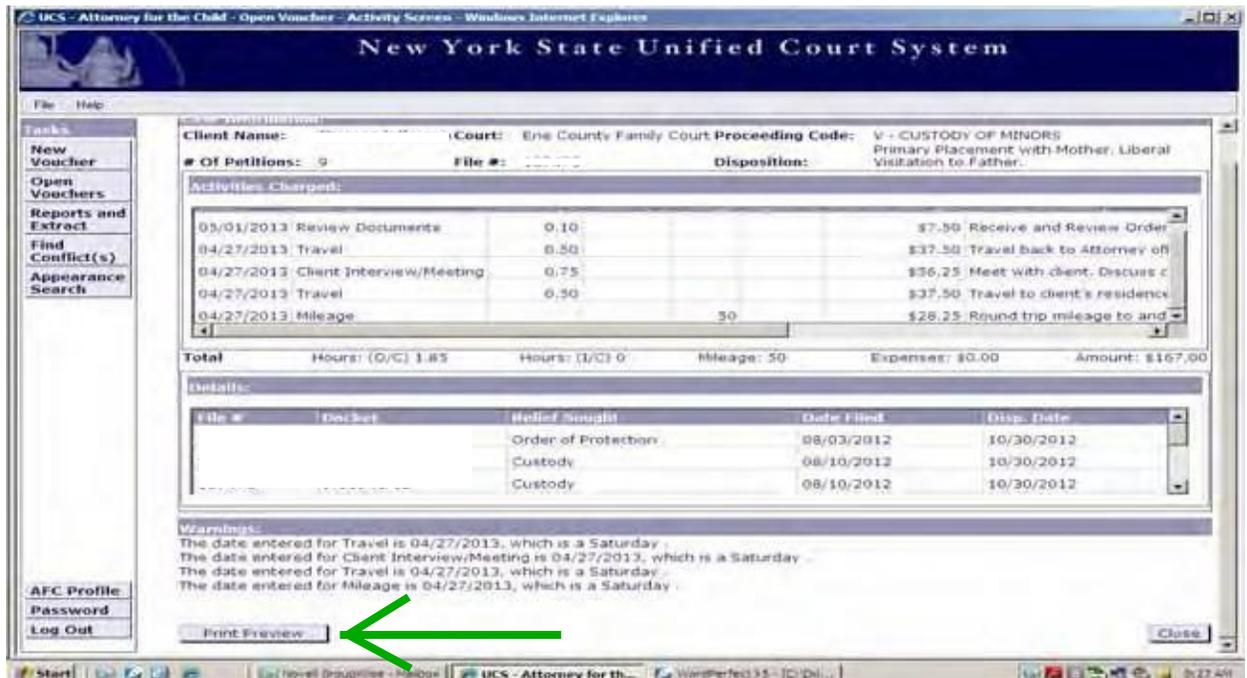
Email: Please update your Spam Filter to allow email from Attorney\_For\_The\_Child\_System@courts.state.ny.us in order to receive email notifications and password resets.

**Notice:** The information contained in your profile (i.e. address, Federal ID or SSN) at the time you click "SUBMIT AND

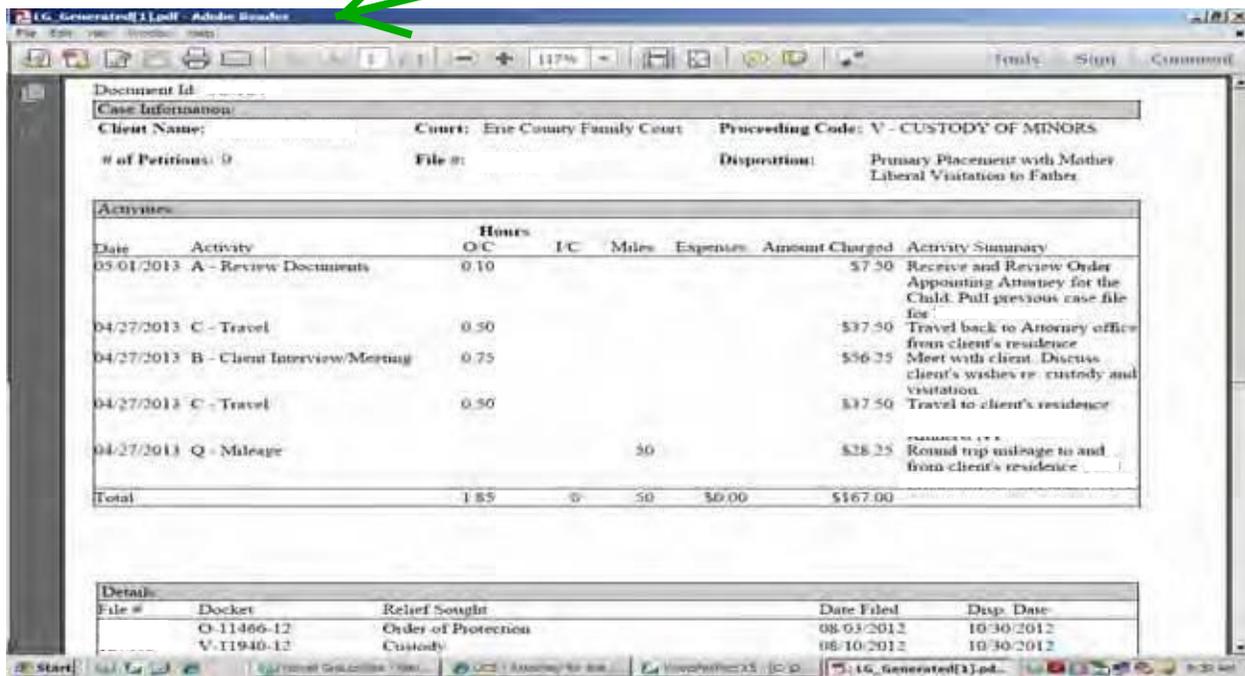
If you have entered all of your activities, and would like to print your activity sheet, click "Print Activity Sheet." (Displayed Below)



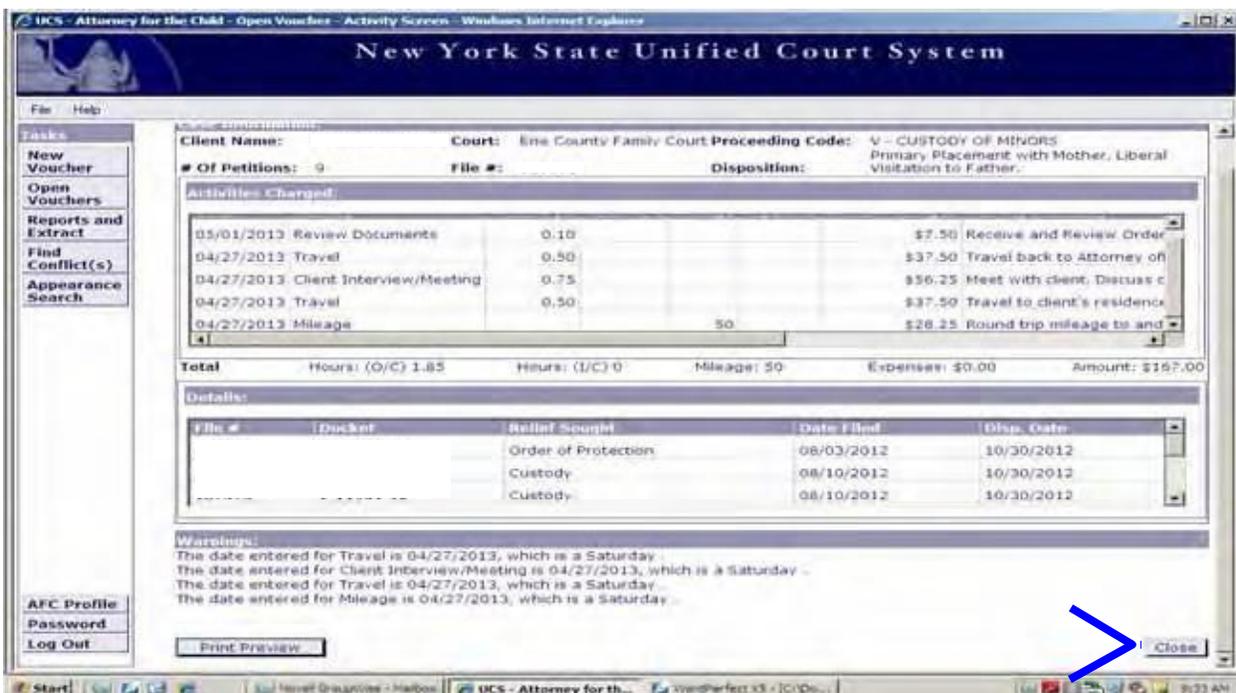
A preview screen will appear in your window where you will click "Print Preview." (Displayed Below)



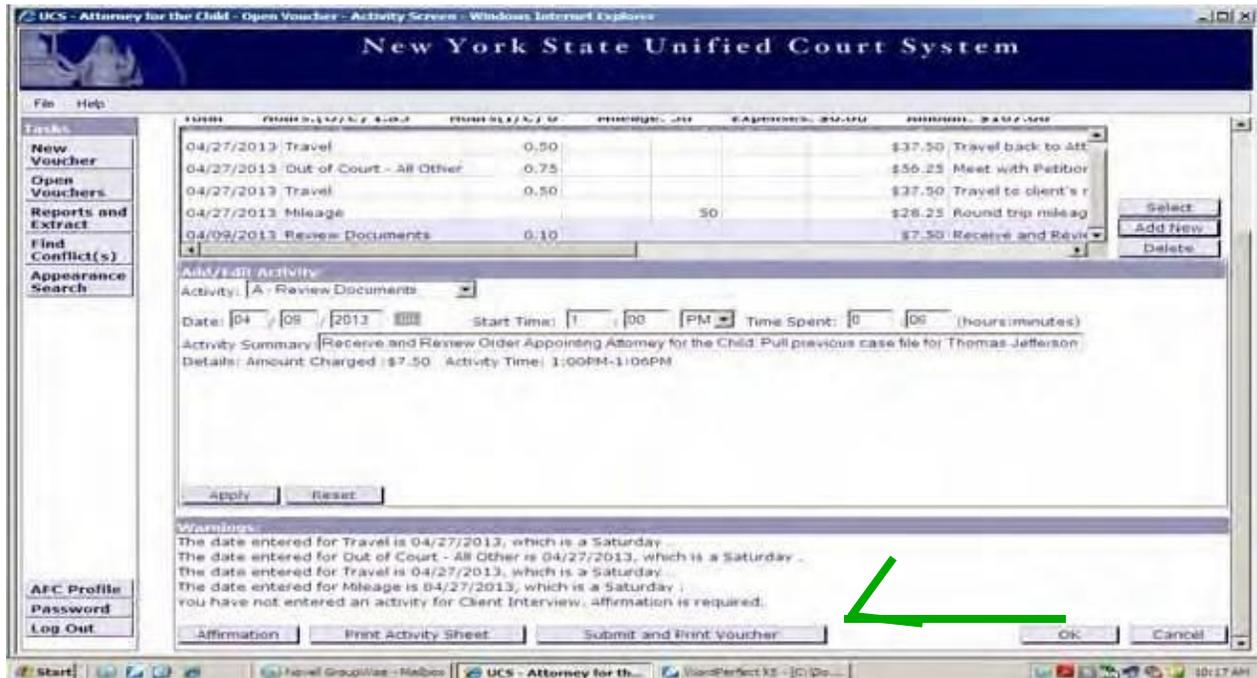
After you click “Print Preview,” a PDF of your activity sheet will pop-up in your window. (Displayed Below)



You can print or save the PDF through the Adobe tool bar. After you have previewed your activity sheet, click “Close” to save the voucher to your Open Voucher Folder. (Displayed Below)



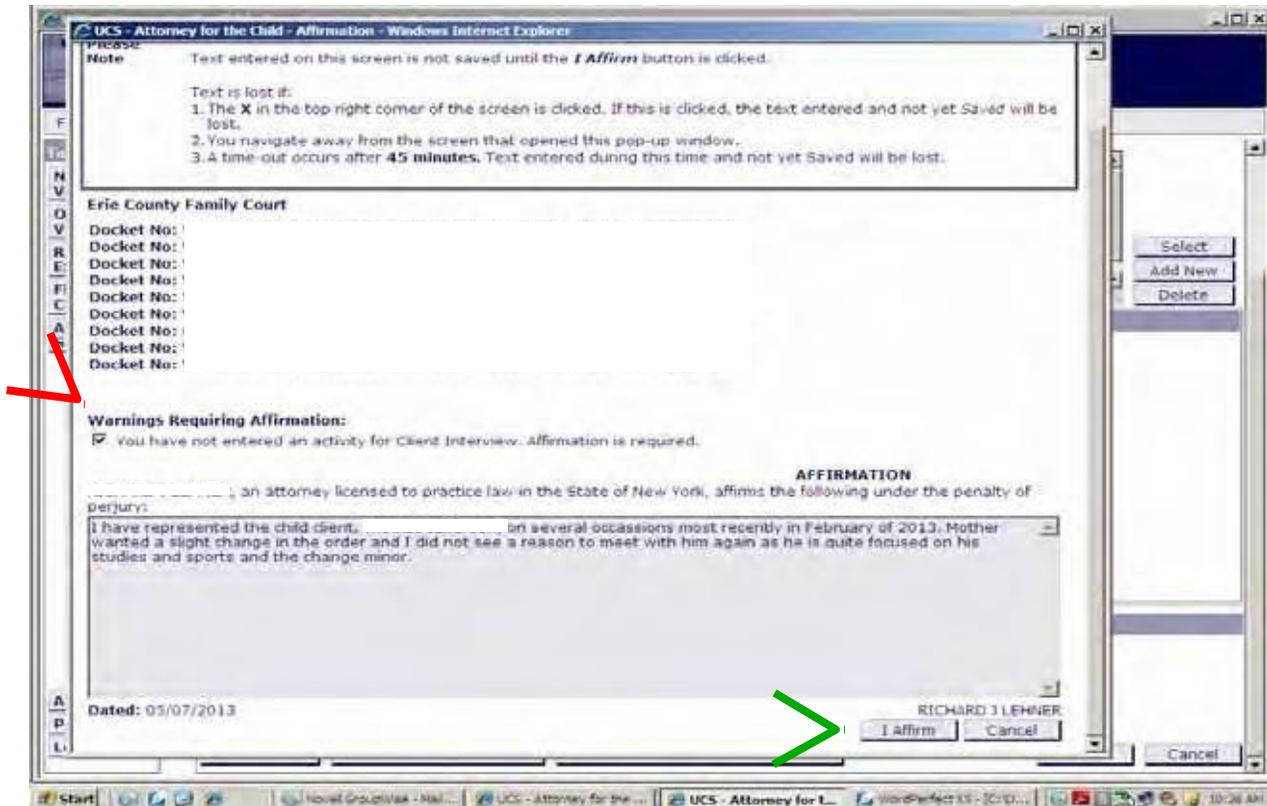
If you have entered all of your activities and are ready to submit the voucher click “Submit and Print Voucher.”



If you have a warning listed under the “Warnings” section indicating an “Affirmation is required” an Affirmation window will pop up in your screen. (Displayed Below)



Under the “Warnings Requiring Affirmation” heading, check the box(es) to indicate that you have written an affirmation to address the warning(s) and in the space provided enter your “Affirmation.” Once you have completed the affirmation, click the “I Affirm” button. (Displayed Below)



**The “Warnings Requiring Affirmation” are:**

1. The voucher is being submitted more than 90 days after the last activity date.
2. No activity for Client Interview.
3. Extraordinary Circumstances - Voucher requesting payment in excess of the statutory limit of \$10,000.00.
4. Not appearing for an Oral Argument on Appeal.

After you click, "I Affirm" the voucher will be submitted electronically. A PDF of your voucher will pop up in your screen where you will be able to print and submit to the Judge for signature. (Displayed Below)

Document ID: \_\_\_\_\_

ATTORNEY FOR THE CHILD VOUCHER		STATE OF NEW YORK - JUDICIARY APPELLATE DIVISION FOURTH DEPARTMENT		SFS Document Number	
Originating Agency: Family Court	Originating Agency Code: 05034	Interest Eligible (Y/N): Y	P-Contract:		
Payment Date:	OCIS Use Only:	Liability Date: 04/27/2013	MER Date: 05/07/2013		
Vendor ID	Additional Zip Code: 14222	Route:	Payee Amount: \$167.00	IRS Code:	IRS Amount:
Payee Name:	Payee Name:	Stat. Type:	Statute:	Indicator-Dept.:	Indicator-Statewide:
Address:	RefIn: No.:		RefIn: Date: 04/27/2013		
City: BUFFALO	State: NY	Zip Code: 14222			

For Legal Services Rendered as Attorney for the Child pursuant to FCA Art. 2 part 4 in the Family Court of Erie County from 04/09/2013 to 04/27/2013 for \_\_\_\_\_

PROCEEDING CODE	TOTAL HOURS	AMOUNT
V - CUSTODY OF MINORS	I. TIME SPENT OUT OF COURT 1.85	\$138.75
NUMBER OF PETITIONS 9	II. TIME SPENT IN COURT 0	\$0.00
	III. EXPENSE OF REPRESENTATION	\$28.25
	TOTAL	\$167.00
	JUDGE ADJUSTMENT	\$0.00

### Important Information Regarding a Submitted Voucher:

1. You must still print, sign and send the voucher to the Family or Supreme Court Judge for Signature.
2. Take note of the SFS Document Number in the top right-hand corner, as this unique number will be used as the Voucher Reference on checks/direct deposits.
3. If the address printed on the first page of the voucher is in-correct, you must contact the AFC Program to have your address changed. The voucher will need to be returned to you electronically and held until the address change is complete.
4. If you notice a mistake on the voucher that effects the total amount of the voucher, please contact the AFC Program to have the voucher returned to you electronically so that the mistake may be corrected. Handwritten changes in time will not be processed and will result in delayed payment.
5. If you notice that you neglected to add activity to the voucher, please contact the AFC Program to have the voucher returned electronically so that you may make any additions necessary. Supplemental vouchers will not be accepted.

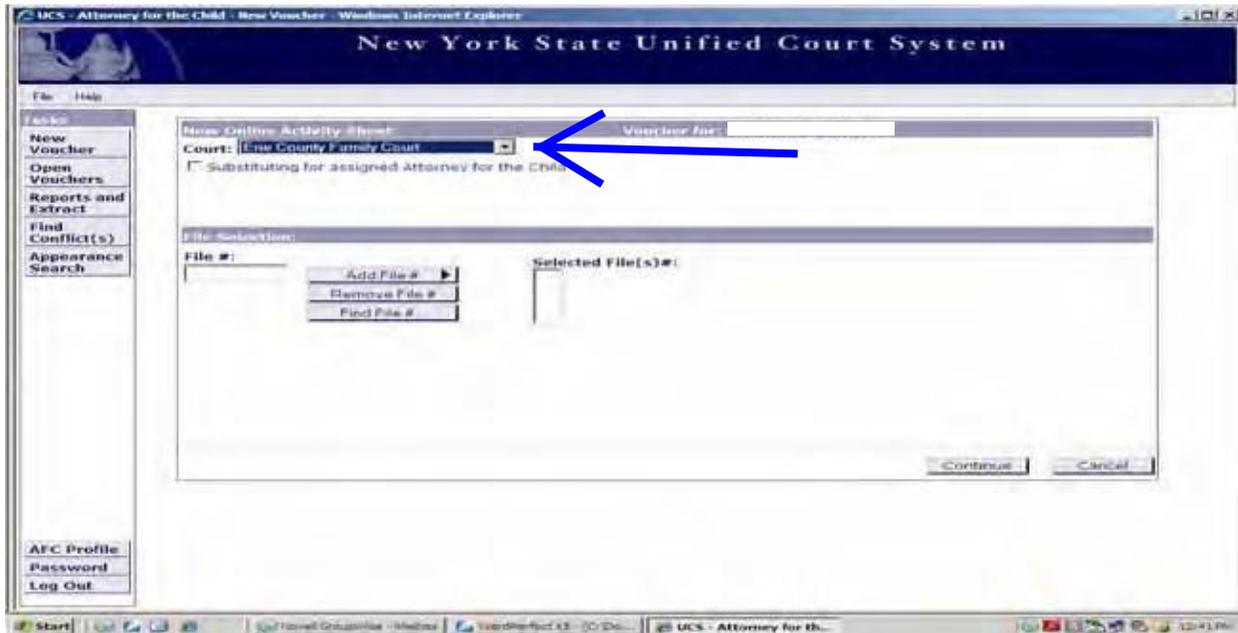
## Creating a Voucher for Substitution

**Note:** An AFC appointment is individual to the AFC, and is not an appointment of a firm with which the AFC may be associated. Under ordinary circumstances only the appointed AFC may provide services to the child client pursuant to appointment. When required by unavoidable circumstances, the appointed AFC may arrange to have another AFC appear in court on behalf of the child client. The substitute AFC is able to bill the program directly through AFCIV. For more information on substitution see page 8.

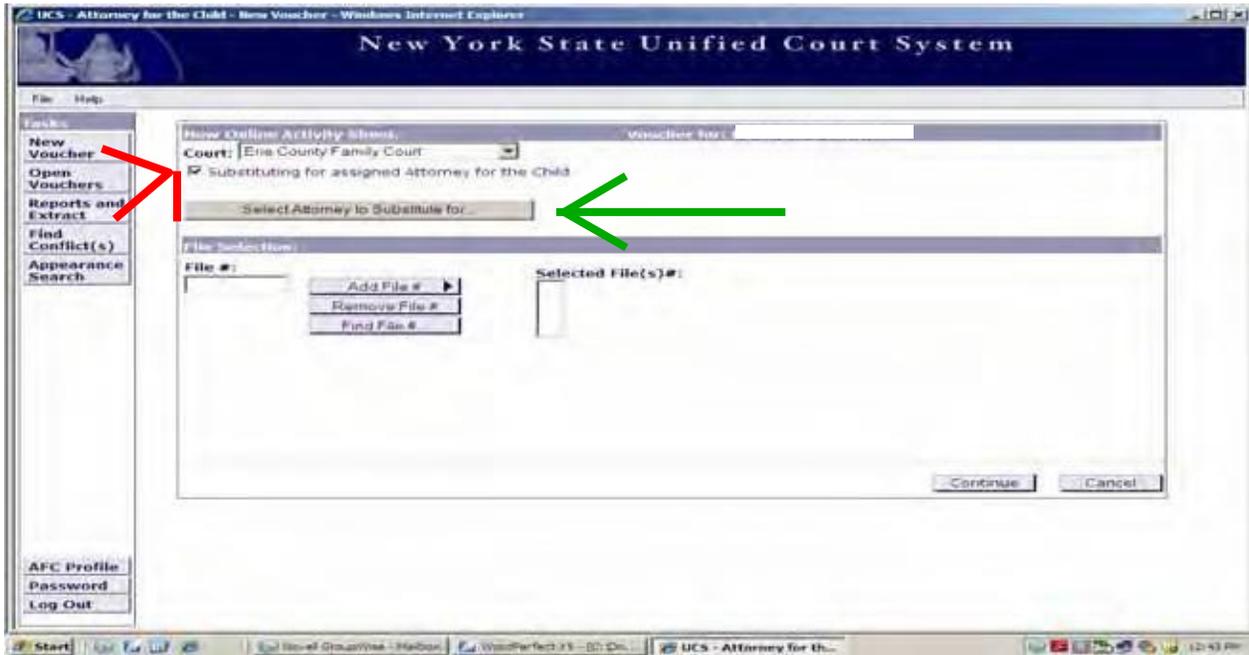
To create a voucher for substitution click, "New Voucher." (Displayed Below)



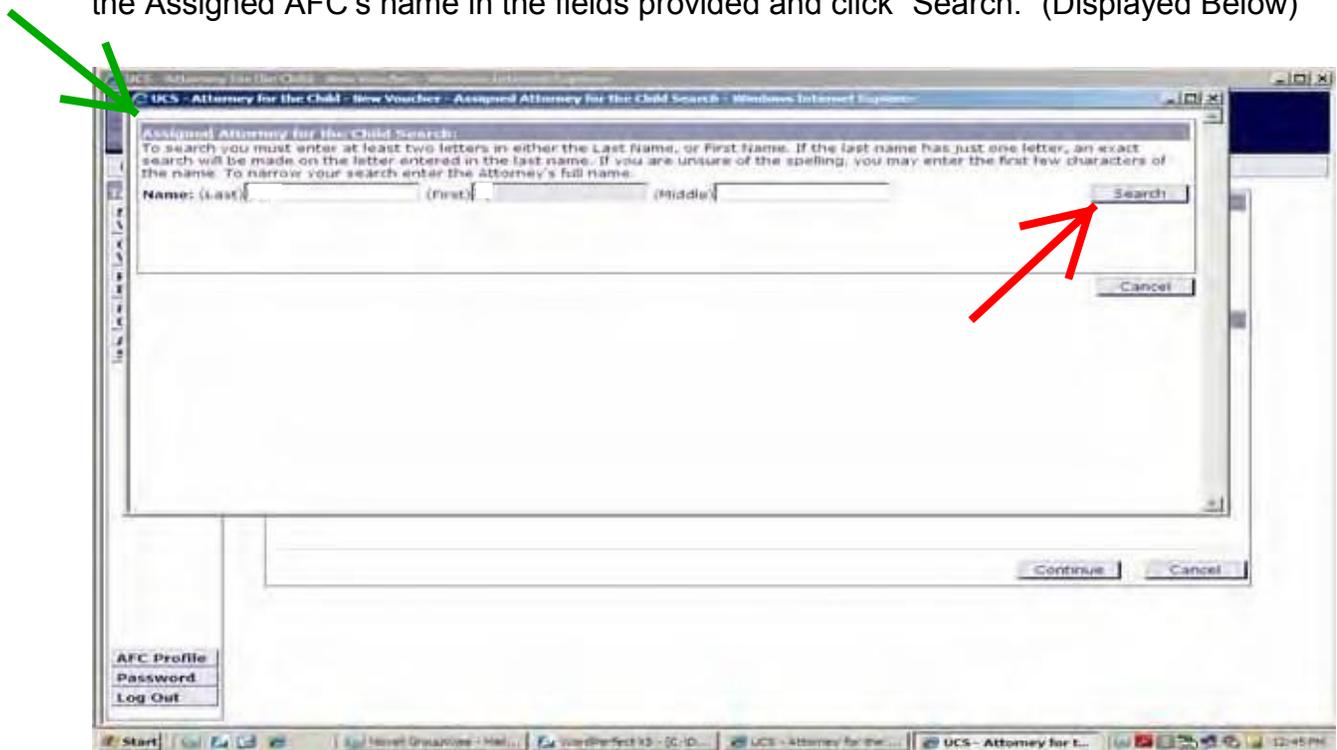
Select the "Court" from the pull down menu. (Displayed Below)



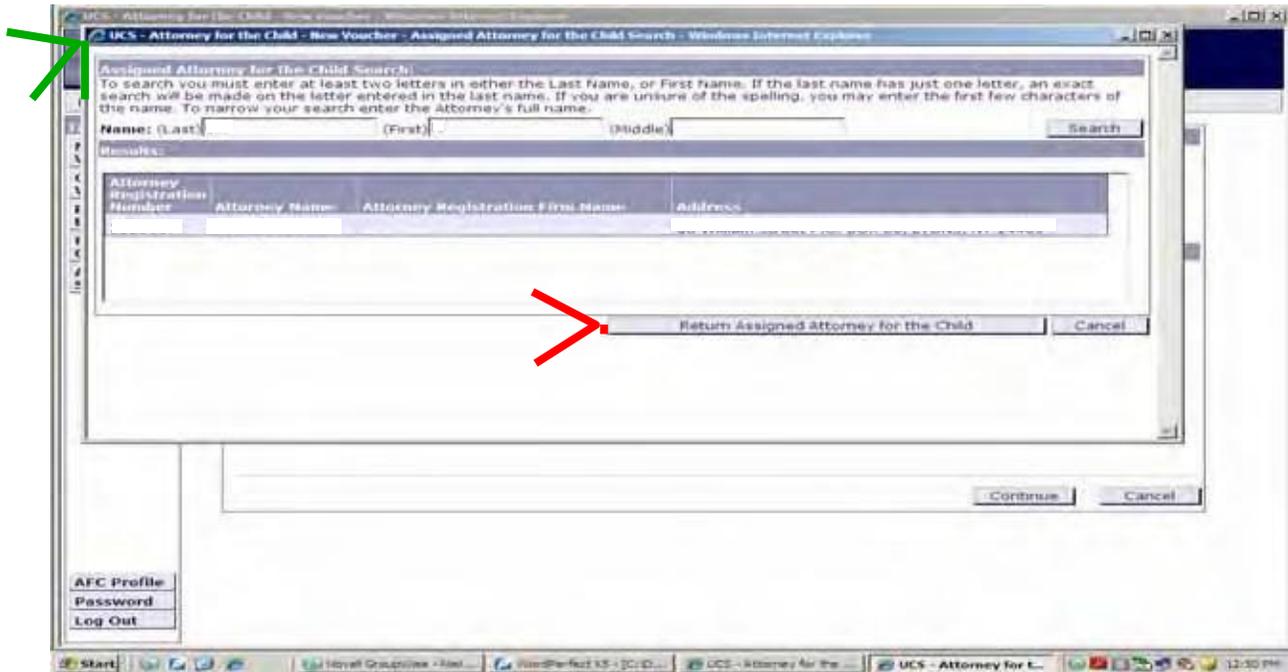
Check the box next to, “Substituting for assigned Attorney for the Child,” and click the button titled, “Select Attorney to Substitute for...” (Displayed Below)



An “Assigned Attorney for the Child Search” window will appear in your screen. Enter the Assigned AFC’s name in the fields provided and click “Search.” (Displayed Below)



A “Results” window will open. Highlight the attorney’s name you appeared on behalf of and click, “Return Assigned Attorney for the Child.” (Displayed Below)



A window will pop up indicating that the “Court list is being re-loaded for the selected Attorney,” click “Ok.” The top of the voucher will now reflect that “Voucher for: John Doe substituting for Jane Doe.” (Displayed Below) **Note: Proceed to bill time for substitution as you would for a Family or Supreme Court voucher.**



## Open Voucher Folder

The Open Voucher Folder is where all of your created, but not yet submitted vouchers are saved. To access the Open Voucher Folder, click “Open Vouchers” on your AFCIV tasks bar. (Displayed Below)



UCS - Attorney for the Child - Windows Internet Explorer

### New York State Unified Court System

File Help

Tasks

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

AFC Profile  
Password  
Log Out

Notices Department Questions New Features

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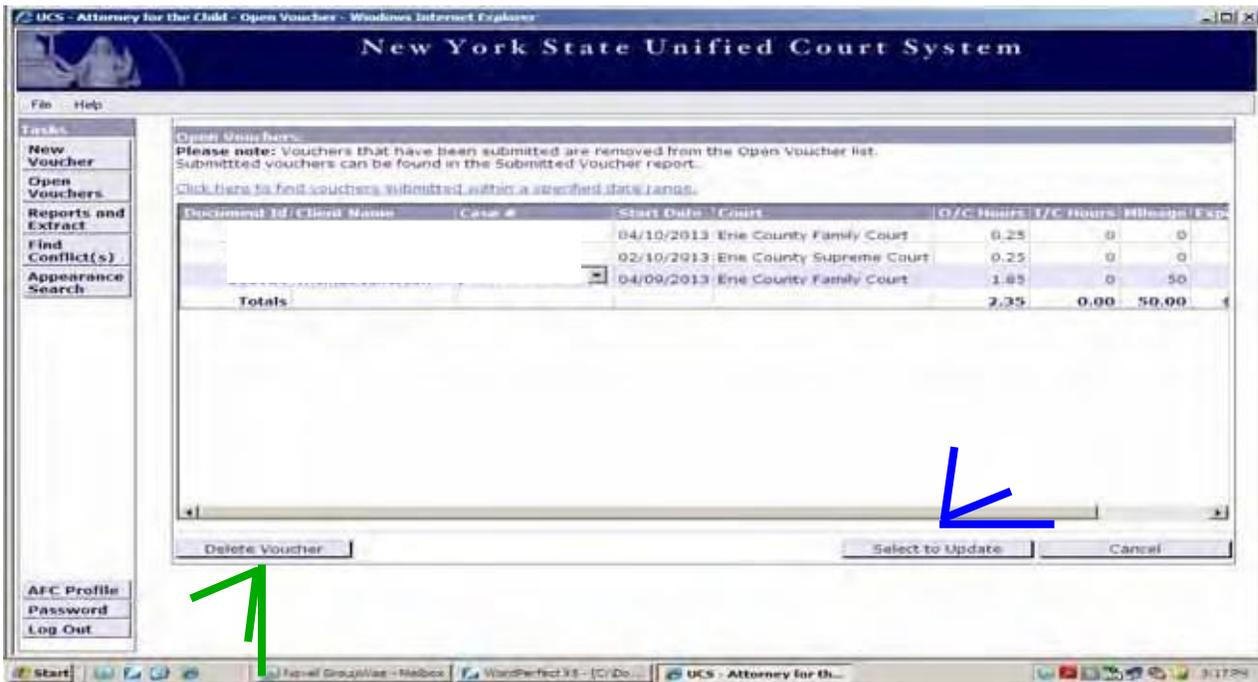
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Email: Please update your Spam Filter to allow email from Attorney\_For\_The\_Child\_System@courts.state.ny.us in order to receive email notifications and password resets.

Notice: The information contained in your profile (i.e. address, Federal ID or SSN) at the time you click "SUBMIT AND

To add activities to a voucher, highlight the voucher and click “Select to Update.” To delete a voucher, highlight the voucher and click “Delete Voucher.” To exit the Open Voucher Folder, click “Cancel.” (Displayed Below)



UCS - Attorney for the Child - Open Vouchers - Windows Internet Explorer

### New York State Unified Court System

File Help

Tasks

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- Open Vouchers**
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- Appearance Search

AFC Profile  
Password  
Log Out

Open Vouchers:

Please note: Vouchers that have been submitted are removed from the Open Voucher list. Submitted vouchers can be found in the Submitted Voucher report.

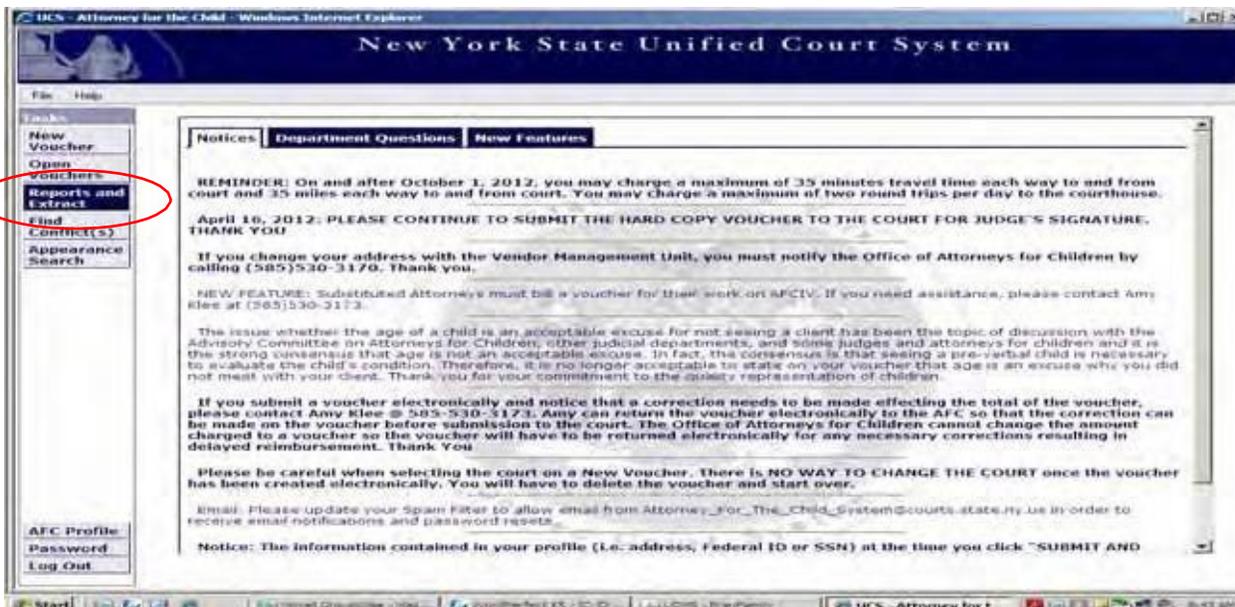
[Click here to find vouchers submitted within a specified date range.](#)

Department Id	Client Name	Case #	Start Date	Court	O/C Hours	I/C Hours	Mileage	Exp.
			04/10/2013	Erie County Family Court	0.25	0	0	
			02/10/2013	Erie County Supreme Court	0.25	0	0	
			04/09/2013	Erie County Family Court	1.85	0	50	
<b>Totals:</b>					<b>2.35</b>	<b>0.00</b>	<b>50.00</b>	<b>0</b>

Delete Voucher Select to Update Cancel

## Reports and Extract

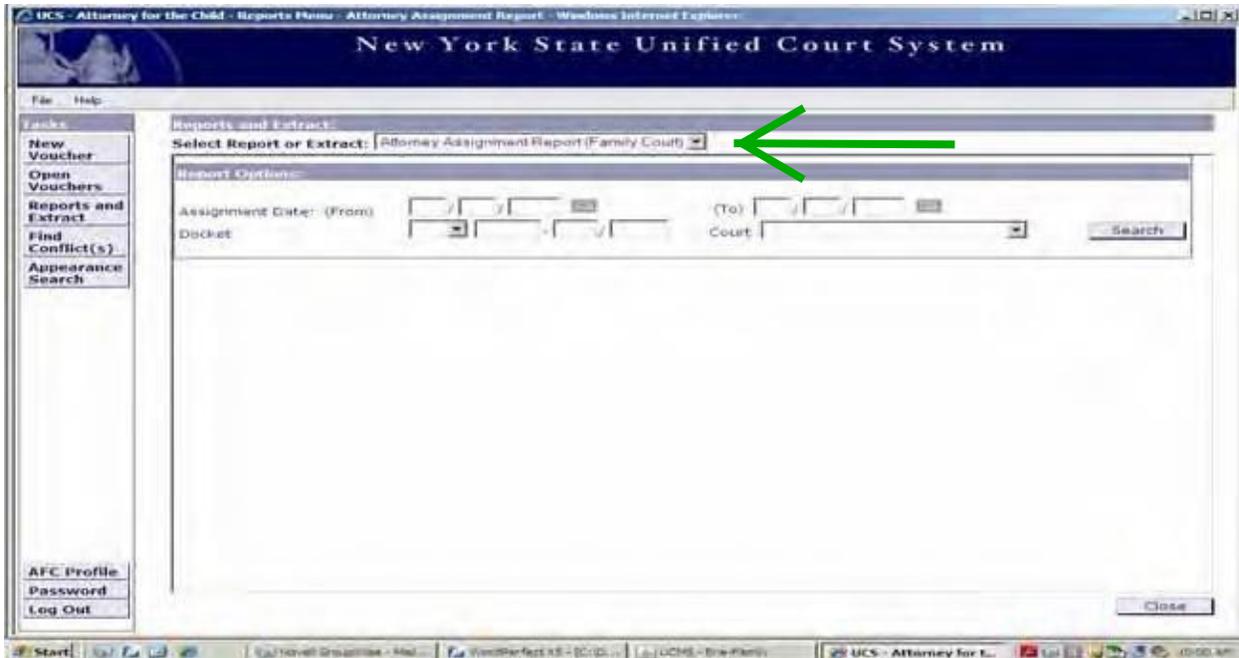
There are several reports available to you through the “Reports and Extract,” button on the AFCIV task bar. To start a report, click on “Reports and Extract” button. (Displayed Below)



After you click on “Reports and Extract,” a pull-down menu will appear where you can select what type of report you’d like to run.



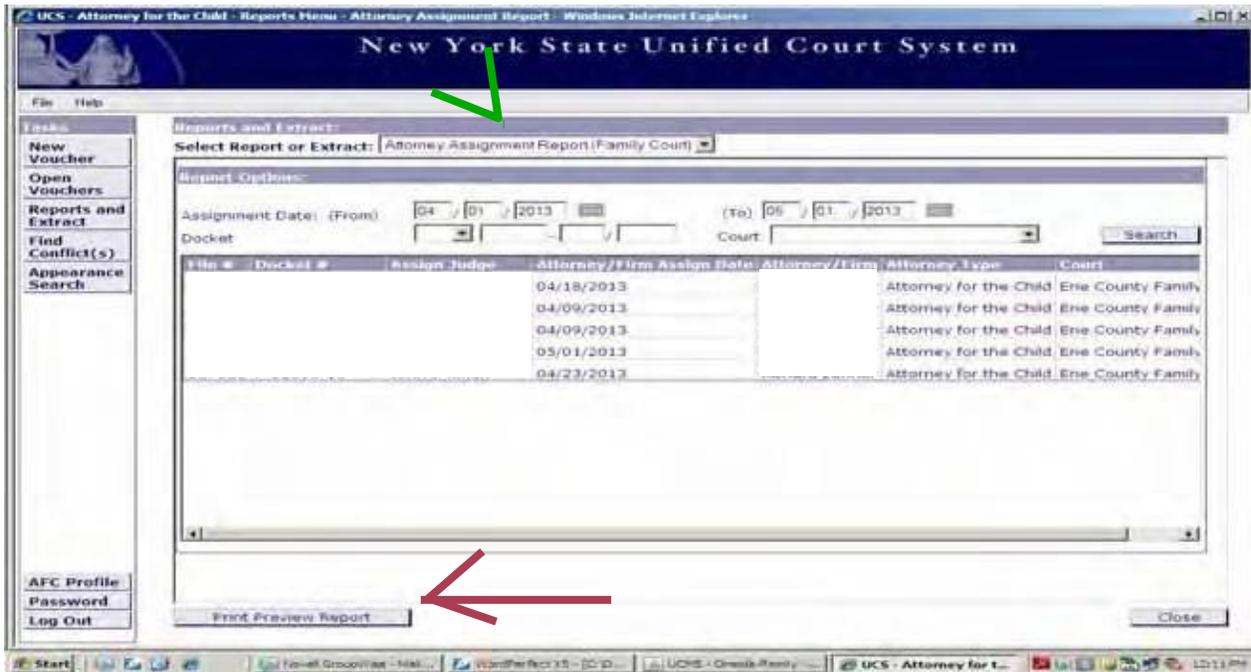
The first report available to you is the “Attorney Assignment Report (Family Court).” The Assignment Report will allow you to view AFC assignment’s you’ve received within a given time frame, or you may search by Docket and Court. Select “Attorney Assignment Report (Family Court)” from the pull down menu. (Displayed Below)



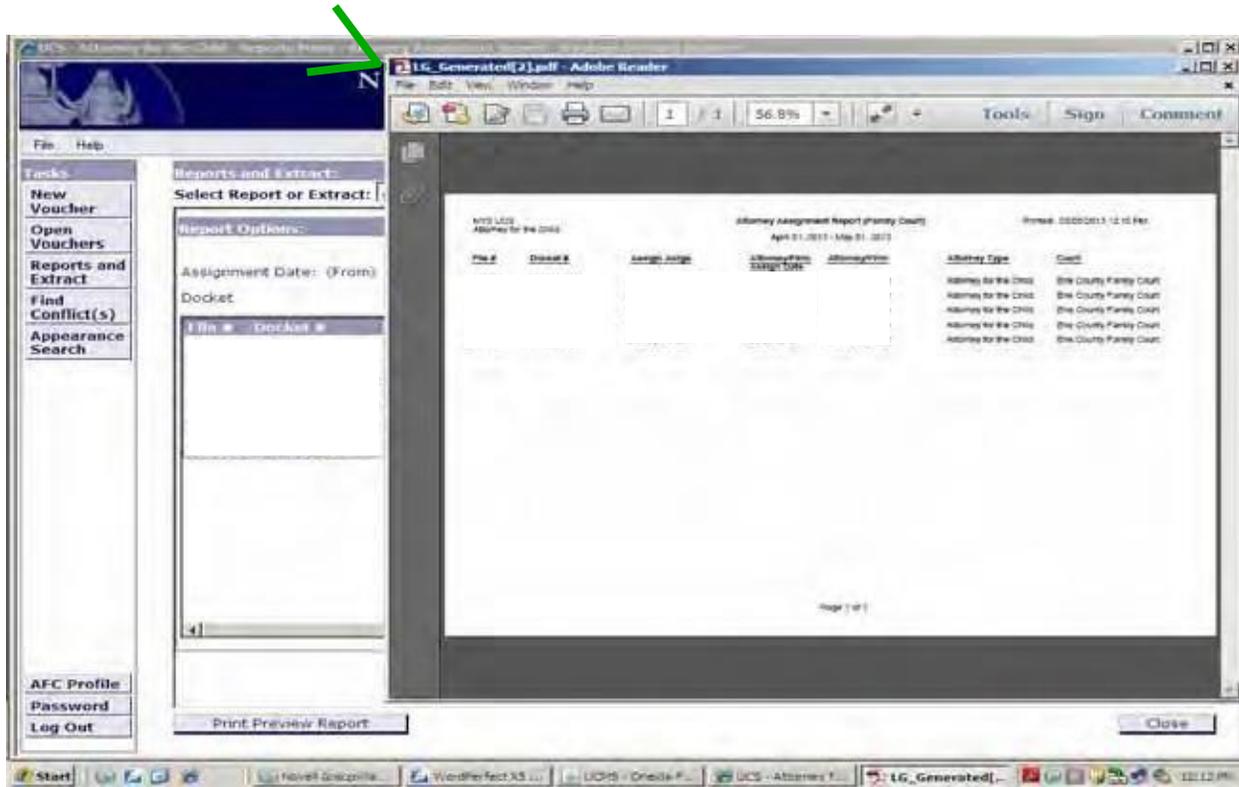
Enter the assignment date range in the fields provided, up to 31 days, and click “Search.” Or, enter the Docket and Court and click search. (Displayed Below)



A window will appear showing any assignment's you've received during the time period entered. (Displayed Below)



If you would like to print the report, click "Print Preview Report," and a PDF version of the report will pop up in your window. (Displayed Below)



The second report available to you is the "Generate an Activity Extract" report. The "Generate an Activity Extract," function assists you in resolving a time conflict on a voucher. To run the report, enter the date of the conflict to the same date, click Sort By "Activity Date" and click "Search."



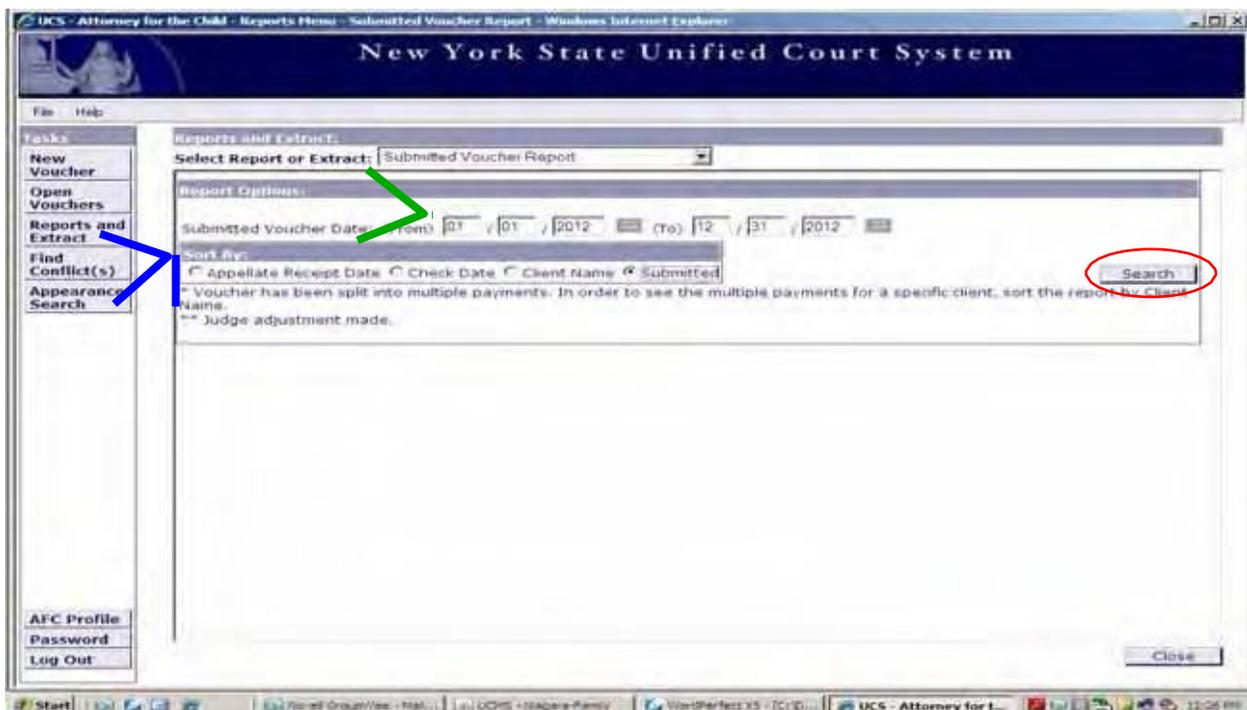
A window will open showing you all the activities you have billed on ALL of your AFC vouchers for the requested date. (Displayed Below)



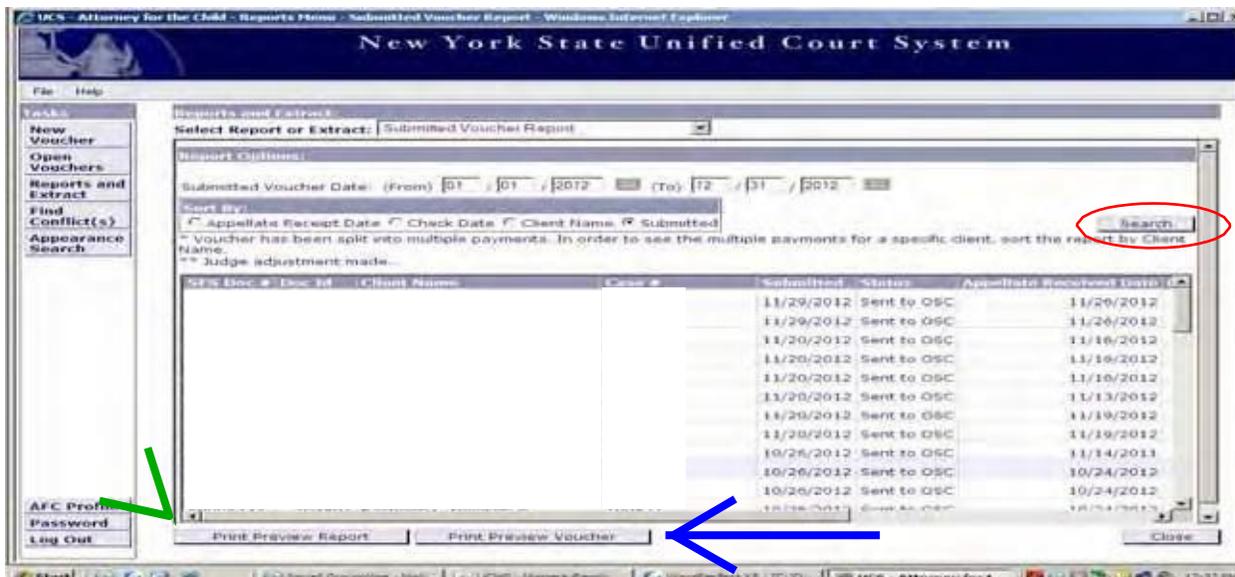
The third report available to you is the “Submitted Voucher Report.” The “Submitted Voucher Report,” allows you to access and print any voucher you’ve submitted electronically during the date range requested. (Displayed Below)



Enter the date range within which you submitted the voucher electronically (up to one year) click Sort By: Submitted and click “Search.” (Displayed Below)



After you click “Search,” a window will open and display all the vouchers that you’ve submitted electronically during the time frame requested. To print the report, click “Print Preview Report.” To print a specific voucher, highlight the voucher you’d like to print and click “Print Preview Voucher.” (Displayed Below)



The “Submitted Voucher Report,” can be used to print a copy of a submitted voucher, confirm whether the AFC Program has received your voucher from the court, and can assist in locating the SFS Document # for tracking payment. AFCIV can not provide specific check dates. If you want specific payment information please use the Vendor Self Service Portal.

To access the Vendor Self Service Portal go to [www.sfs.ny.gov](http://www.sfs.ny.gov)

Click the yellow button titled, “Vendor Portal Login.”

Enter your User ID and Password and click “Sign In.”

\*The User ID and Password are not the same as your AFCIV account.

To obtain: P/C (855)233-8363 or (518)457-7717 Email: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)

The final report available to you is the “Un-Vouchered Dockets” Report. (Displayed Below) The “Un-Vouchered Dockets” report can be used to assist you in figuring out whether you’ve billed a docket or not. However, it is important to note that just because a docket is listed in the “Un-Vouchered Dockets” window, it does not necessarily mean that you haven’t billed time on the File.



Enter the “Date Filed Range,” in the field provided (up to 31 days) and click “Search.” A window will appear with any dockets that you’ve been assigned to as AFC during the time frame requested. You are able to print the report by click “Print Preview Report.” (Displayed Below)



## Find Conflicts

There are two types of conflicts that can appear in the warnings section of your voucher. Both can be resolved by using the “Find Conflicts” button on your AFCIV task bar. The AFC Program strongly suggests that you research and resolve any conflicts before submission. The two conflict warnings are:

1. “Total # of hours for in-court and out-of-court activity(s) dated 10/24/2022 exceeds 12.00 hours.”

2. “The start and end time for Review of Documents dated 10/24/2022 overlaps with an activity on Document ID:1095645.” **Note: This third warning is fatal and must be resolved prior to submission of the voucher. This warning is best resolved by viewing the time slots for given date(s) or document id number through the “Generate an Activity Extract” Report. See page 61.**

After you click the “Find Conflicts,” a “Find and Resolve Voucher Conflicts,” window will appear. Enter the “Document ID” that contains conflict warning(s) and click, “Search.” (Displayed Below)



After you click “Search,” a conflict search results window will appear showing the activities that are causing the conflict. You can then use the information provided to resolve the conflict warning on your voucher.

## Appearance Search

The “Appearance Search” button on the task bar can be used to find information about an in-court appearance. To start, click on “Appearance Search.” (Displayed Below)



If you want to see what appearances are associated with a specific docket, enter the “Docket Number,” and select the “Court” from the pull-down menu and click “Search.” You may also search for appearances related to Family File #, to do so, enter the “File Number,” select the “Court,” and click “Search.” (Displayed Below)

