

MEMORANDUM

TO: All Fourth Department Panel Attorneys for Children

FROM: Tracy M. Hamilton, Attorneys for Children Program Director
Appellate Division, Fourth Department

RE: AFC Program Issues

DATE: August 2, 2017

Thank you for all your efforts on behalf of children.

- **Untimely Vouchers** – The 2016-17 fiscal year closes on September 12. Please send any untimely vouchers to the court, together with a “90-day” affirmation, immediately. **This is mandatory for vouchers where the case ended on or before March 31, 2016.**
- **Late Vouchers Reminder** – The Appellate Division may reject any AFC voucher submitted more than 90 days after disposition. While we afford AFC great latitude with this rule, no voucher payment will be considered if the voucher is submitted more than three years after the last valid date on the voucher. Vouchers submitted one or two years after disposition will be considered on a case-by-case basis.
- **Reminders on Parking, Mileage and Address** – Please attach receipts to vouchers - do not send receipts separately. You must attach receipts for parking charges over \$5.00. You must include the zip code or street name for mileage charges, but you need not include the street number.
- **Miscellaneous** – 1) Address changes associated with Vendor ID #s should be directed to Amy at the AFC Program. 2) You must attach the order appointing AFC to any Supreme Court voucher.
- **Panel Discussion** Seeking your input for a panel discussion at the upcoming Geneseo seminar addressing strategies used by parents’ attorneys (e.g., motion to have AFC removed, subpoenaing the AFC to testify, etc), as well as coping with threats from parties. Scenarios or questions for the panel of seasoned AFC and Santo Bentivegna, Ph.D., can be emailed to Linda Kostin at lkostin@nycourts.gov .
- **Appeals** – AFC must “cc” counsel for parties on letters requesting substitution on an appeal. Sign the letter (no signature stamp) and enclose the notice(s) of appeal, affirmation of service if client is appellant, order appealed from, and decision, if any. **Please read attached *Matter of Lawrence v Lawrence* before appealing in an article 6 case.**