

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 9, 2018

Thank you for all your efforts on behalf of children.

- **Untimely Vouchers** – The 2017-18 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, 2017.**
- **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.
- **Interim Vouchers** – Please remember you must submit interim vouchers on any cases that are more than 18 months in duration or over \$4400. Simply contact Tracy at 585-530-3176 or email her at thamilto@nycourts, and she will release the voucher.
- **Appeal 1** – If you need an extension of time to file your brief, you **must** make a motion on notice. Please **do not** send letters to the Court requesting an extension of time.
- **Appeals 2** – Please remember you **must** file a notice of appeal (NOA) if your client wants to raise issues in opposition to the order appealed from - if you do not file a NOA, you, or the AFC substituted for purposes of the appeal, will be limited to arguing for a complete affirmance of the order appealed from.
- **Panel Discussion** Seeking your input for a panel discussion entitled *How to Get Rid of an AFC* at the upcoming Batavia seminar. Has a motion been made to remove you as an AFC? While representing a party, have you made a motion to remove an AFC? Please forward scenarios or questions to Linda Kostin at lkostin@nycourts.gov.