

MEMORANDUM

TO: All Fourth Department Panel Attorneys for Children
FROM: Tracy M. Hamilton, Attorneys for Children (AFC) Program Director
RE: Program Issues
DATE: January 7, 2019

We hope you had a wonderful holiday season and we thank you for all your efforts on behalf of children in 2018.

Mileage Rate Increase: Effective January 1, 2019, the mileage rate is **\$.58** per mile.

New AFCIV Enhancements: The Office of Court Administration Tech Unit is working on improvements to the AFCIV system. Recently implemented performance fixes have improved the speed of opening vouchers and adding activities to vouchers. For example, large vouchers that used to timeout after 10 minutes now take under a minute to open. We will keep you informed as new improvements are added.

Training Expiration Date: To check whether your training status will expire on April 1, 2019, go to the AFC website at <http://nycourts.gov/ad4>, click on "Offices," then "Attorneys For Children," then "Panel List." Your name and training due date appear by the county where you are designated. You may satisfy your training requirement by watching at least 5.5 hours of CLE videos on the AFC website and submitting all required paperwork before **March 1, 2019**. User ID is AFC4, password DVtraining (both case-sensitive). Video viewing is limited to AFC only. **If your training requirement lapses, you will be off the panel until July 1, 2019.** Attendance at the Appeals seminar on March 22, 2019, will also satisfy the requirement.

Appeals: (1) The appeals panel will be revamped in the near future. Any AFC who wishes to be considered for the panel must either attend the Appeals Topical Seminar in Rochester on March 22, 2019 (agenda attached) or watch the videos on the AFC website when they are available. In light of recent revisions to the Statewide Rules (Part 1250) and Local Rules (Part 1000), we also strongly recommend that any AFC working on an appeal watch the videos. It will be assumed that AFC on appeal are aware of the information from the Appeals seminar, (2) Incomplete requests for substitution on appeals will be returned. AFC must "cc" counsel for parties, and any pro se parties, on letters requesting substitution. The notice(s) of appeal, order appealed from, and the decision (if any) must be enclosed with the letter. There can be no substitution until these requirements are met.

Voucher Reminders: All receipts must be attached to your voucher. Receipts required for parking over \$5.00. Please attach receipts for tolls. You must attach your order of appointment for Supreme Court cases. Please denote zip code or address for mileage other than to and from Court.