

MEMORANDUM

TO: All Fourth Department Panel Attorneys for Children
FROM: Linda J. Kostin, Attorneys for Children (AFC) Program Director
RE: Semi-Annual Memo
DATE: January 21, 2021

We hope that you are healthy and well and we thank you for all your efforts on behalf of children during the COVID-19 pandemic.

Mileage Rate Decrease: Effective January 1, 2021, the mileage rate is **\$.56** per mile.

Training Expiration Date: To check whether your training status will expire on March 31, 2021, go to the AFC website at <https://www.nycourts.gov/courts/ad4/AFC/AFC-index.html> then click on "Panel Lists." Your name and training expiration date appear under the county in which you are designated.

You may satisfy your AFC Program training requirement for recertification by:

- (1) Attending a minimum of 5.5 hours of AFC Program webinars;
- (2) Watching at least 5.5 hours of CLE videos on the AFC Program link to the Appellate Division, Fourth Department website; or
- (3) Attending/viewing a combination of webinars and videos totaling a minimum of 5.5 hours.

You must submit CLE viewing affirmations and evaluations for each webinar/video viewed by **March 1, 2021**. User ID is AFC4, password is DVtraining (both are case-sensitive). Webinar and video viewing is limited to AFC only. **If your training requirement lapses, you will be off the panel until July 1, 2021.**

Medical Records: As a reminder, the AFC Program is generally not responsible for the cost of medical records. See Reimbursement Guidelines, Miscellaneous Expenses, page 5. <https://www.nycourts.gov/courts/ad4/AFC/AFC-reimb-guide.pdf> **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 the medical records will **exceed \$50.00**, you must contact the AFC Program Director for prior approval. AFC requesting medical records are strongly advised to limit the scope of the records requested whenever possible, and request a quote for the records before they are ordered.

Upcoming Webinars: Trial Techniques for AFC in the COVID-19 Pandemic Era on Feb. 11, 2021. Fourth Department Case Law Update on March 18, 2021. Agendas with registration instructions are attached to this email.

Webinar Forms: In order to receive CLE credit, AFC must submit webinar viewing affirmations and evaluations within two weeks of a webinar.

Appeal Vouchers: Please be sure to use "AP" for the proceeding code. Include affirmations for no oral argument (even during COVID-19). Provide all required attachments (receipts, copy of order, and copy of brief). Clearly denote the disposition of the appeal on the voucher. Please specify legal research topics and break down expenses in the Activity Summary column of the voucher, and do not combine different charges under one code. Failure to adhere to these requirements will result in a delay in the processing of your voucher.