

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 8, 2019

Thank you for all your efforts on behalf of children.

- **Untimely Vouchers** – The 2018 -19 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, 2018.**
- **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.
- **Appeals** – 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.
- **Training** – There will be no live seminar in March 2020. Therefore, if your biennial training will expire on March 31, 2020, and you do not attend a live seminar this fall, you will need to satisfy your training requirement by watching at least 5.5 hours of CLE video segments on the AFC Program link to the AD, 4th Dept. website <http://nycourts.gov/ad4> and submitting the required viewing affirmations and evaluations no later than March 1, 2020. If you are not sure when your training expires, please check the panel list on the website <https://ad4.nycourts.gov/afc/panels>
- **Panel Discussion** – Seeking your input for a substituted judgment panel discussion at the upcoming Batavia seminar. Please forward scenarios or questions to Linda Kostin at lkostin@nycourts.gov