

## MEMORANDUM

**TO:** All Fourth Department Panel Attorneys for Children  
**FROM:** Linda J. Kostin, Attorneys for Children (AFC) Program Director  
**RE:** Semi-Annual Memo  
**DATE:** August 26, 2020

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**We hope that you and your families are safe and well, and we thank you for all your efforts on behalf of children during these challenging times.**

**Judges' Signatures Required on Vouchers:** Vouchers submitted electronically after August 17, 2020 must be signed by a judge in order to be paid, per Amy Hugyecz's email of August 17, 2020. Therefore, you must resume the usual, pre-COVID-19 practice of mailing your vouchers to the court. The Administrative Judges have rescinded the Administrative Orders permitting the AFC Program to process vouchers without judges' signatures. Accordingly, **do not mail vouchers directly to the AFC Program**, except for vouchers for appellate work.

**Untimely Vouchers:** The 2019 - 2020 fiscal year closes on September 15, 2020. 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, 2019.**

**Vouchers Over 3 Years Old Will Not Be Paid:** 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 activity date on the voucher.** Vouchers submitted one or two years after disposition will be considered on a case-by-case basis.

**Interim Voucher Reminder:** Interim vouchers must be submitted on any cases that are more than 18 months in duration or over \$4,400. In response to the COVID-19 pandemic, the threshold for interim vouchers has been reduced from \$4,400 to \$2,500. Therefore, although it is not mandatory, you may request permission to submit an interim voucher if the amount billed is at least \$2,500. We cannot authorize interim vouchers on appeals.

**Supreme Court Vouchers:** Please remember to attach a copy of your order of appointment to Supreme Court vouchers.

**Revised Versions of the AFCIV Manual & Reimbursement Guidelines and AFC Administrative Handbook:** Are available now on the AFC Program website: <https://www.nycourts.gov/courts/ad4/AFC/AFC-reimb-guide.pdf> and <https://www.nycourts.gov/courts/ad4/AFC/handbook.pdf>. Please be advised that you are expected to be familiar with the contents of these handbooks, and follow all procedures contained therein.

**Training:** AFC Program training will be delivered via CLE webinars for the foreseeable future. Attached are two agendas for upcoming webinars to be held during lunchtime on September 17 and November 12. Plans are in the works for an October ethics webinar. In addition, our Third Department colleagues are generously offering Fourth Department AFC the opportunity to attend their webinars. We will continue to circulate agendas for Third Department webinars as they become available.

**Language Skills:** If you are **fluent** in a foreign language, please email Lisa Conte [lconte@nycourts.gov](mailto:lconte@nycourts.gov), indicate what language you are **fluent** in, and the county panel(s) to which you have been designated.