

M E M O

To: Fourth Department Attorneys for Children

From: Tracy Hamilton, Director of Attorneys for Children Program

Date: March 10, 2014

Re: Administrative Handbook/Compensation & Reimbursement Guidelines

Enclosed are copies of the updated Administrative Handbook and Compensation & Reimbursement Guidelines. Please review the Guidelines carefully, particularly pages 2-10. Compliance with the policies and procedures on those pages is required. Also, please pay particular attention to (A) (3) (a) on page 2, regarding standard charges, which may trigger audit:

***Standard Charges/Minimum Billing-** examples, there are 25 instances of "review documents" on one voucher, **all of them** billed at .5 [in real time **all** billed as 30 minutes]; there are 100 instances of telephone conversations, spread over 5 vouchers, **all of them** billed at .2 [in real time as 12 minutes]. We attach two examples of activity sheets, the first clearly was prepared in "real-time," but the second would arouse suspicion because it is clear the attorney is using standard charges, rather than the actual times.*

Thank you.

cc: District Administrative Judges
Family Court Supervising Judges
Family Court Judges
Supreme, Surrogate and Family Court Clerks
Frances Cafarell, Clerk,
Appellate Division, Fourth Department

Case Information

Client Name: Eli Manning

Court: Erie County Supreme Court

Proceeding Code: V - CUSTODY OF MINORS

of Petitions: 1

Case #: 12345

Disposition:

Primary custody to mother. Liberal visitation to father.

Activities:

Date	Activity	Hours			Expenses	Amount Charged	Activity Summary
		O/C	I/C	Miles			
03/10/2014	M - Disposition		0.47			\$35.25	Agreement reached. Temp. order made permanent.
03/10/2014	A - Review Documents	0.12				\$9.00	Review letter from Court.
03/10/2014	A - Review Documents	0.28				\$21.00	Review letter from Petitioner's Attorney.
03/08/2014	A - Review Documents	0.42				\$31.50	Review case file.
03/05/2014	D - Phone/Correspondence	0.08				\$6.00	Phone call with client's maternal grandmother.
02/28/2014	N - In Court - All Other		0.32			\$24.00	Respondent Attorney unavailable. ADJ for appearance.
02/27/2014	D - Phone/Correspondence	0.05				\$3.75	Phone call with court.
02/26/2014	D - Phone/Correspondence	0.17				\$12.75	Letter to Petitioner's attorney.
02/20/2014	D - Phone/Correspondence	0.10				\$7.50	Letter to Court.
02/20/2014	D - Phone/Correspondence	0.18				\$13.50	Phone call with Petitioner's attorney.
02/14/2014	N - In Court - All Other		0.58			\$43.50	In-Court. Temp. Order continued.
02/10/2014	D - Phone/Correspondence	0.13				\$9.75	Letter to maternal grandmother.
02/10/2014	D - Phone/Correspondence	0.25				\$18.75	Letter to Respondent's attorney.
02/10/2014	D - Phone/Correspondence	0.22				\$16.50	Phone call with Respondent's attorney.
02/10/2014	A - Review Documents	0.08				\$6.00	Review letter from Respondent's Attorney.
02/09/2014	A - Review Documents	0.17				\$12.75	Review letter from maternal grandmother.
02/07/2014	D - Phone/Correspondence	0.15				\$11.25	Phone call with Respondent father.
02/05/2014	D - Phone/Correspondence	0.37				\$27.75	Phone call with Petitioner mother.
02/01/2014	D - Phone/Correspondence	0.17				\$12.75	Letter to Petitioner mother.
02/01/2014	D - Phone/Correspondence	0.08				\$6.00	Phone call with court.
02/01/2014	A - Review Documents	0.43				\$32.25	Review Temp. Order
02/01/2014	A - Review Documents	0.15				\$11.25	Review Letter from Petitioner mother.
01/15/2014	J - Initial Appearance		0.22			\$16.50	Initial Appearance. ADJ for parties to retain counsel.
01/11/2014	D - Phone/Correspondence	0.18				\$13.50	Letter to Court.
01/10/2014	A - Review Documents	0.05				\$3.75	Review Appearance Notice from Court.
01/09/2014	A - Review Documents	0.15				\$11.25	Review letter from court.
01/08/2014	D - Phone/Correspondence	0.17				\$12.75	Letter to Respondent father.
01/08/2014	D - Phone/Correspondence	0.08				\$6.00	Letter to Petitioner mother.
01/04/2014	A - Review Documents	0.05				\$3.75	Review Order Apt. Attorney for the Child.
01/04/2014	A - Review Documents	0.13				\$9.75	Review petition. Open file.

REAL TIME

Case Information:

Client Name: Peyton Manning

Court: Erie County Supreme Court

Proceeding Code: V - CUSTODY OF MINORS

of Petitions: 1

Case #: 12345

Disposition:

Primary custody to mother. Liberal visitation to father.

Activities:

Date	Activity	Hours		Miles	Expenses	Amount Charged	Activity Summary
		O/C	I/C				
03/10/2014	M - Disposition		0.50			\$37.50	Agreement reached. Temp. order made permanent.
03/10/2014	A - Review Documents	0.25				\$18.75	Review letter from Court.
03/10/2014	A - Review Documents	0.25				\$18.75	Review letter from Petitioner's Attorney.
03/08/2014	A - Review Documents	0.25				\$18.75	Review case file.
03/05/2014	D - Phone/Correspondence	0.15				\$11.25	Phone call with client's maternal grandmother.
02/28/2014	N - In Court - All Other		0.50			\$37.50	Respondent Attorney unavailable. ADJ for appearance.
02/27/2014	D - Phone/Correspondence	0.15				\$11.25	Phone call with court.
02/26/2014	D - Phone/Correspondence	0.20				\$15.00	Letter to Petitioner's attorney.
02/20/2014	D - Phone/Correspondence	0.20				\$15.00	Letter to Court.
02/20/2014	D - Phone/Correspondence	0.15				\$11.25	Phone call with Petitioner's attorney.
02/14/2014	N - In Court - All Other		0.50			\$37.50	In-Court. Temp. Order continued.
02/10/2014	D - Phone/Correspondence	0.20				\$15.00	Letter to maternal grandmother.
02/10/2014	D - Phone/Correspondence	0.20				\$15.00	Letter to Respondent's attorney.
02/10/2014	D - Phone/Correspondence	0.15				\$11.25	Phone call with Respondent's attorney.
02/10/2014	A - Review Documents	0.25				\$18.75	Review letter from Respondent's Attorney.
02/09/2014	A - Review Documents	0.25				\$18.75	Review letter from maternal grandmother.
02/07/2014	D - Phone/Correspondence	0.15				\$11.25	Phone call with Respondent father.
02/05/2014	D - Phone/Correspondence	0.15				\$11.25	Phone call with Petitioner mother.
02/01/2014	D - Phone/Correspondence	0.20				\$15.00	Letter to Petitioner mother.
02/01/2014	D - Phone/Correspondence	0.15				\$11.25	Phone call with court.
02/01/2014	A - Review Documents	0.25				\$18.75	Review Temp. Order
02/01/2014	A - Review Documents	0.25				\$18.75	Review Letter from Petitioner mother.
01/15/2014	J - Initial Appearance		0.50			\$37.50	Initial Appearance. ADJ for parties to retain counsel.
01/11/2014	D - Phone/Correspondence	0.20				\$15.00	Letter to Court.
01/10/2014	A - Review Documents	0.25				\$18.75	Review Appearance Notice from Court.
01/09/2014	A - Review Documents	0.25				\$18.75	Review letter from court.
01/08/2014	D - Phone/Correspondence	0.20				\$15.00	Letter to Respondent father.
01/08/2014	D - Phone/Correspondence	0.20				\$15.00	Letter to Petitioner mother.
01/04/2014	A - Review Documents	0.25				\$18.75	Review Order Apt. Attorney for the Child.
01/04/2014	A - Review Documents	0.25				\$18.75	Review petition. Open file.

STANDARD CHARGES