



Department of Finance  
Fiscal Services & Purchasing Division

Assigned Counsel Plan

# Criminal Attorney Online Vouchers

18b Web application  
[www.nyc.gov/18b](http://www.nyc.gov/18b)

## Training Guide

Last Updated: March 2014

(v1.05)

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# TABLE OF CONTENTS

**SECTION 1: INTRODUCTION..... 3**

- BACKGROUND.....3
- PURPOSE OF THE 18B WEB APPLICATION .....3
- GETTING STARTED WITH 18B WEB APPLICATION.....3
- 18B WEB LINK .....3
- MOVING AROUND THE APPLICATION.....3

**SECTION 2: SYSTEM REQUIREMENTS..... 4**

**SECTION 3: LOGGING IN ..... 6**

**SECTION 4: LOGGING OUT ..... 8**

**SECTION 5: SCHEDULING CALENDAR..... 9**

**SECTION 6: ARRAIGNMENT VOUCHERS ..... 15**

- A. LOCATING AND PRINTING AN ARRAIGNMENT VOUCHER.....15
- B. SUBMITTING AN ARRAIGNMENT VOUCHER .....19
- C. CHECKING ON THE HISTORY OF YOUR ARRAIGNMENT VOUCHERS .....20

**SECTION 7: CASE VOUCHERS..... 22**

- A. LOCATING CASE VOUCHERS .....22
- B. UPDATING CASE VOUCHERS .....24
- C. SUBMITTING CASE VOUCHERS.....29

**SECTION 8: EXPERT VOUCHER APPROVAL BY ATTORNEY ..... 31**

- A. LOCATING EXPERT CASE VOUCHERS .....31
- B. REVIEWING THE EXPERT CASE VOUCHER .....32
- C. APPROVING AND SUBMITTING THE EXPERT CASE VOUCHER.....35

**SECTION 9: UPDATING YOUR PROFILE..... 36**

- A. UPDATING YOUR PASSWORD .....36
- B. UPDATING OR ADDING AN E-MAIL ADDRESS .....37
- C. CHANGING YOUR CURRENT PAYMENT ADDRESS.....37

**SECTION 10: APPENDIX ..... 38**

- A. TERMINOLOGY USED IN THIS MANUAL.....38
- B. CASE VOUCHER PROCESS FLOW.....39
- C. ARRAIGNMENT VOUCHER PROCESS FLOW.....40
- D. EXPERT VOUCHER PROCESS FLOW .....41

## Section 1: Introduction

### Background

The Assigned Counsel Plan's Web-Based Application – **18b Web** – is a new assignment and voucher processing system for 18b work in Criminal and Supreme Courts. It was designed for 18b attorneys and employees of the City of New York's Assigned Counsel Plan ("ACP").

You must submit your preferred arraignment parts or intake assignments ("picks") and vouchers – both arraignment and case – via this application. You will be required to fill out your arraignment vouchers online and mail a hard copy to the ACP Office.

### Purpose of the 18b Web application

18b Web promises to deliver the following benefits:

- Attorneys will easily be able to access and track the stage of their voucher in the approval process.
- Attorneys will receive quick email notification of primary day assignments.
- Improving convenience, the program will allow attorneys to access the most up-to-date information from any computer with Internet access.
- Quick and equitable arraignment assignments. 18b Web will assist ACP staff with arraignment assignments – based on your identified preferences.

### Getting started with 18b Web application

In order to get started using 18b Web you will need:

1. To attend a training class
2. Your own email account (available for free at various websites including mail.yahoo.com and hotmail.com)
3. A computer with Internet access (see the next section of this training manual for basic PC requirements)
4. Basic understanding of personal computer operation

### 18b Web Link

[www.nyc.gov/18b](http://www.nyc.gov/18b)

<b>Tips</b>
18b Web has been designed to make your user experience as simple as possible.
However, if you are having any technical difficulties with 18b Web, please send an email detailing your problem and your phone number to <a href="mailto:18bwebhelp@finance.nyc.gov">18bwebhelp@finance.nyc.gov</a> . Someone will get back to you within 72 hours.
For increased security, be sure to use at least a six-digit password for your email account.
Although not required, access to a printer will simplify the process for filling out arraignment vouchers.

### Moving around the application

- There are Tabs which identify the different functions (like Case and Profile)
- Within each tab, there are links just below. These will be the active activities. Logout is active for all tabs.

## Section 2: System Requirements

Before you attempt to access 18b Web, please review the technical guidelines below. Most important among them is that you use a computer with internet access and a recent version of Internet Explorer (no more than 4 years old).

### Windows

- Intel Pentium Processor
- Microsoft Windows 98 or higher (if the PC was purchased within the past 5 years you should have an adequate version of Windows)
- 64MB of Ram (128MB recommended)
- 10 MB of available hard-disk space
- Internet Explorer 5.0 or higher (5.5 or higher recommended – see below for a free download site)

### Macintosh

- Power Mac
- Mac OS X or OS 8.1 or higher
- 64MB of Ram (128MB recommended)
- 10 MB of available hard-disk space
- Safari / Internet Explorer 5.0 or higher (5.5 or higher recommended – see below for a free download site)

Internet Explorer is free, so if you do not have a high enough version, or do not have Internet Explorer, go to the appropriate link below for a free copy of the software:

For a free copy of Internet Explorer 6.0 for Windows PC's go to:

<http://www.microsoft.com/windows/ie/default.asp>

For a free copy of Internet Explorer for Macs running OS 8.1 to 9.x go to:

[http://www.microsoft.com/mac/downloads.aspx?pid=download&location=/mac/DOWNLOAD/IE/ie5\\_classic.xml&secid=30&ssid=11&flgnosysreq=True](http://www.microsoft.com/mac/downloads.aspx?pid=download&location=/mac/DOWNLOAD/IE/ie5_classic.xml&secid=30&ssid=11&flgnosysreq=True)

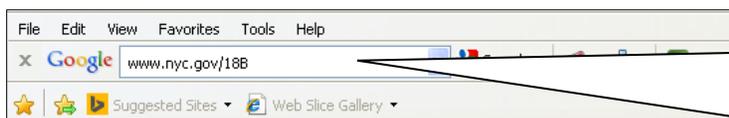
To download Internet Explorer for Macs running OS X go to:

[http://www.microsoft.com/mac/downloads.aspx?pid=download&location=/mac/DOWNLOAD/IE/ie5\\_osx.xml&secid=30&ssid=10&flgnosysreq=True](http://www.microsoft.com/mac/downloads.aspx?pid=download&location=/mac/DOWNLOAD/IE/ie5_osx.xml&secid=30&ssid=10&flgnosysreq=True)

<b>Tips</b>
In order to utilize the full features of 18b Web, we recommend that you use Internet Explorer versus Netscape Navigator.
To determine your PC's version of Internet Explorer, open up Internet Explorer and under the menu bar at the top of your screen, click "Help" followed by "About Internet Explorer."
To determine your Mac's version of Internet Explorer [Safari], open up Safari and click on the apple on the top left of your screen, then click on "About Internet Explorer."

## Section 3: Logging in

1. Open your Web browser  
Locate the Internet Explorer icon (or Safari icon for Macs) and then double click on it to launch.
2. Enter the 18b Web internet address

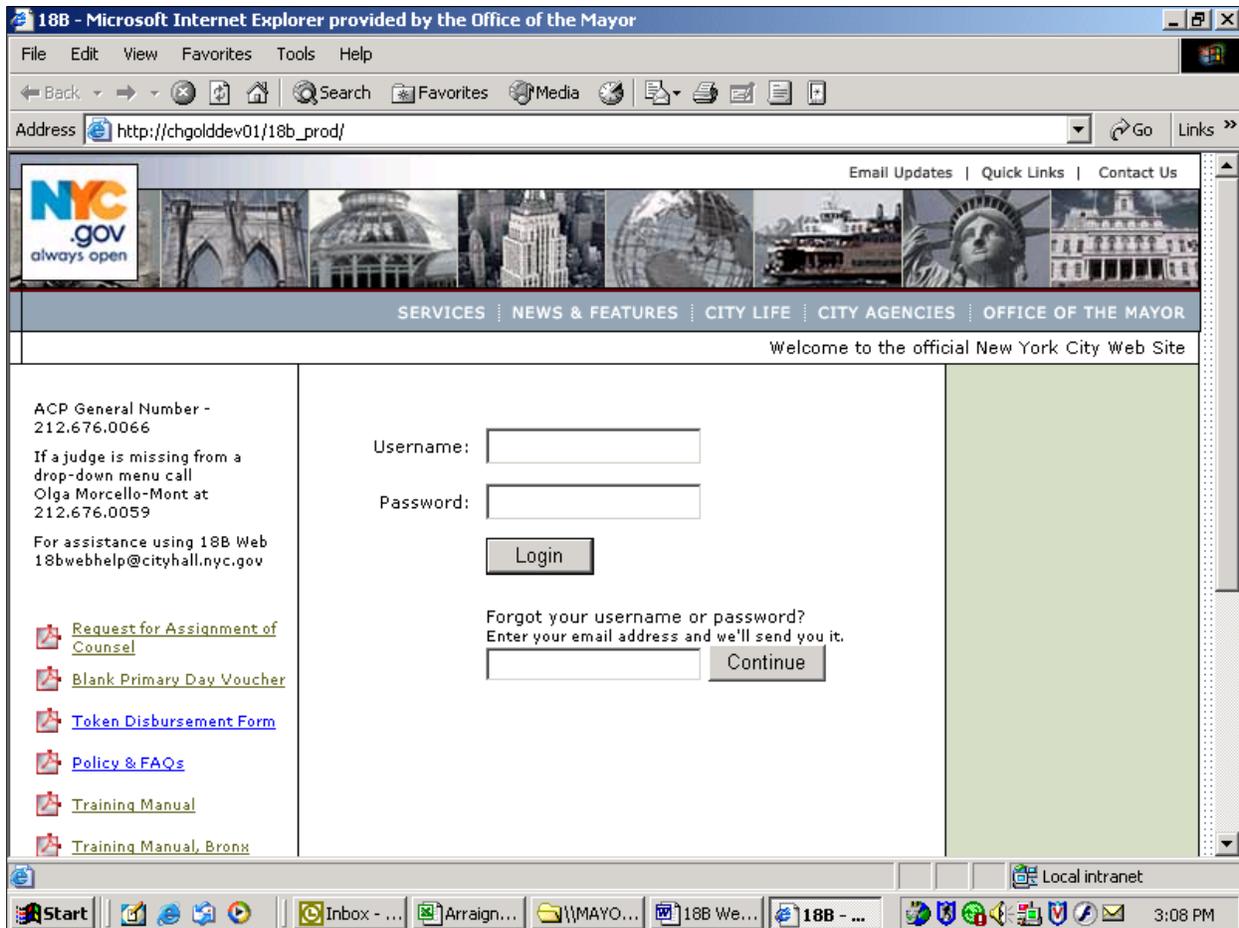


- After opening your web browser, type the 18b Web website address (URL) – [www.nyc.gov/18b](http://www.nyc.gov/18b) – in the address section of your web browser.
- Then press the “Enter” key on your keyboard.

3. Enter your User Name and Password

In order to access 18b Web you must have your own user name and password (you will receive your user name and password during the training session). Your user name and password are confidential and should not be shared with anyone.

- A. Click in the User Name field
  - B. Type your user name
  - C. Press the “Tab” key on your keyboard or click in the password field.
  - D. Type your password
  - E. Press the “Enter” Key
4. If you Forget Your Password  
Enter your email address in the field beneath “Forgot your username or password?”. A temporary username/password will be emailed to you. Remember to change it to a more appropriate one once you are able to enter the application.



5. If you see a screen similar to this:



6. Congratulations! You have logged in to 18b Web.

## Section 4: Logging out

For security purposes, it is essential that you log out of 18b Web immediately after you have finished using the application. To log out of 18b Web:

- From any screen within the application, click on the LOGOUT area at the top right side of the screen.



### Tips

In order to decrease the possibility than an unauthorized user accesses your 18b Web session, you will be automatically logged out after 15 minutes of inactivity. Clicking SAVE / SEARCH buttons or changing screens will reset the internal clock.

If you are on a public computer, be especially diligent about logging out of 18b Web.

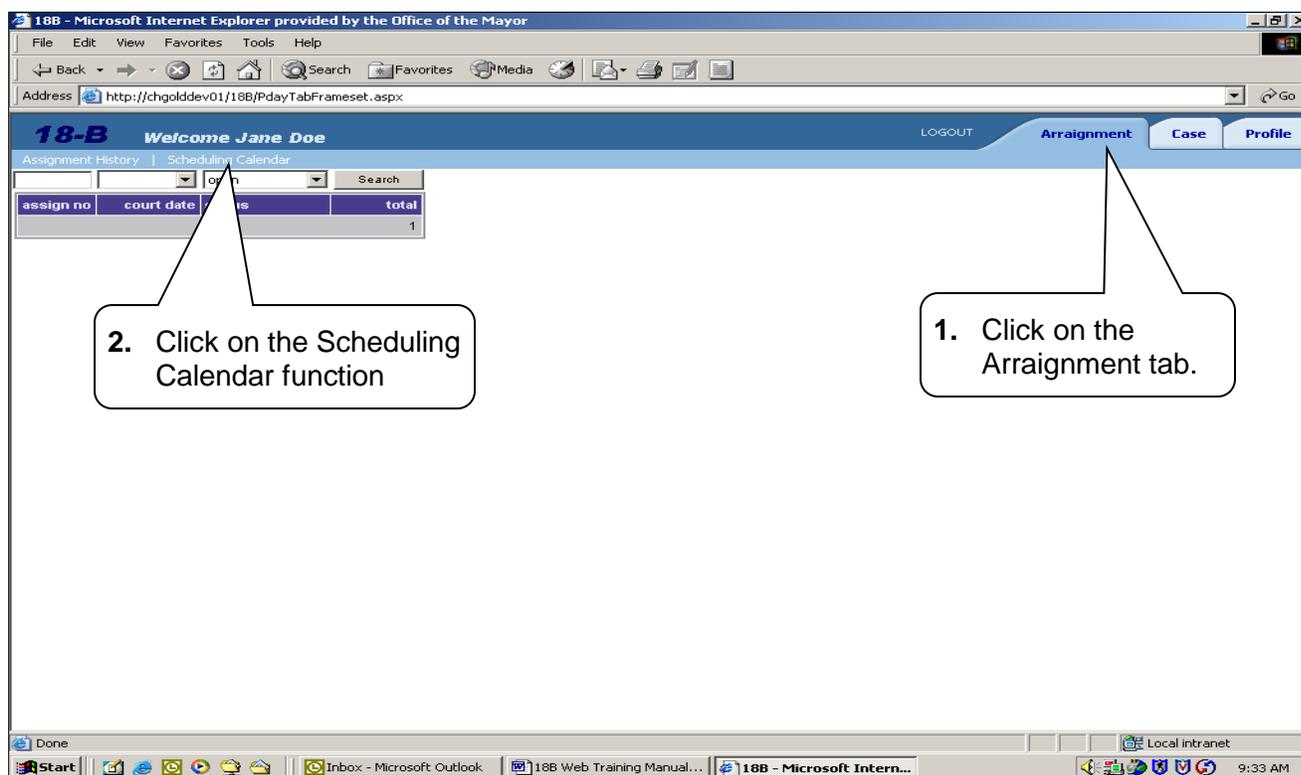
## Section 5: Scheduling Calendar

It is important that you use the Scheduling Calendar to inform the ACP Office of the arraignment parts that you are available to work (referred to as picks for the remainder of this training manual)..

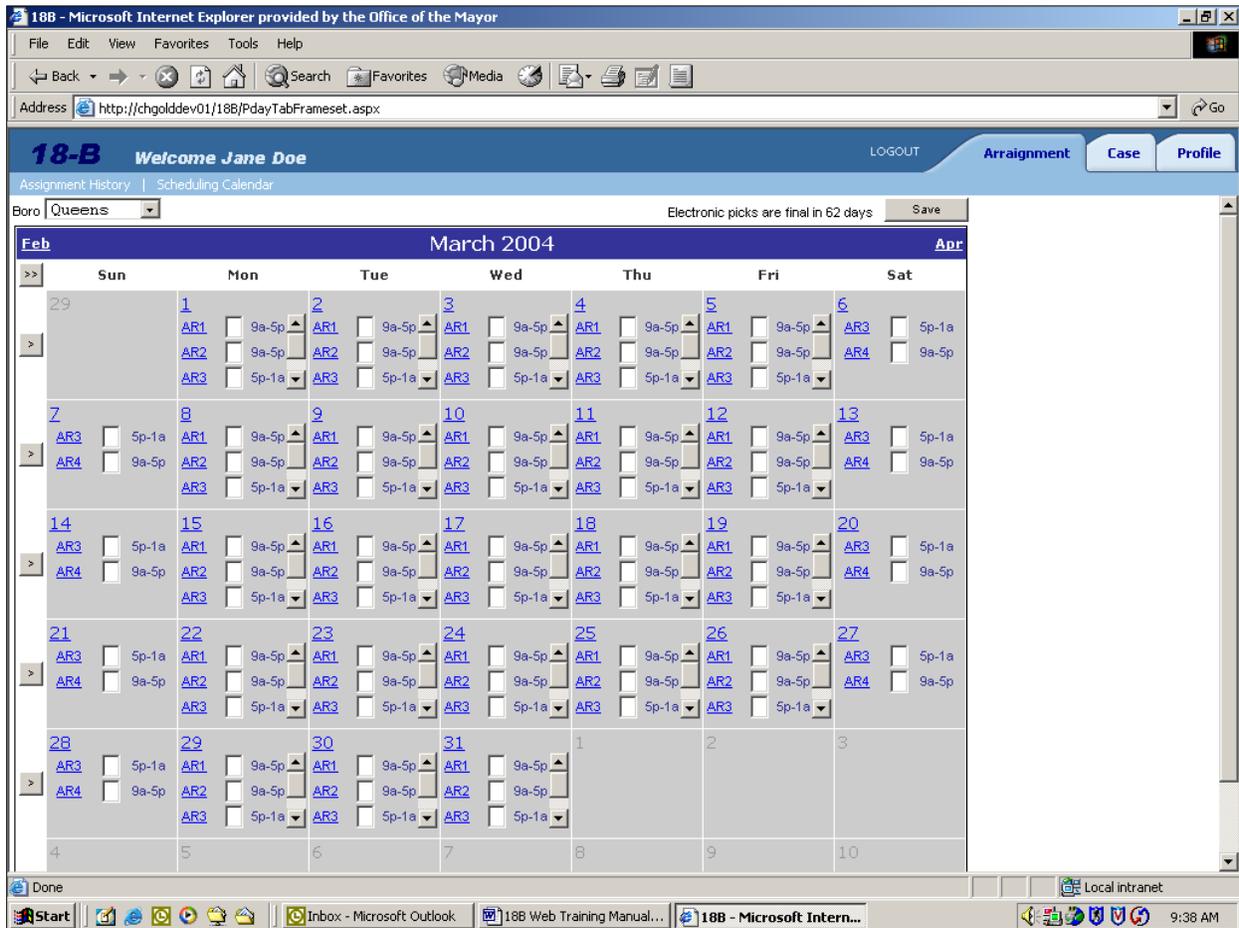
You must submit your picks two or more months in advance of the month in which you are available to work. So for example, you must submit your picks for the month of April by 11:59PM on January 31<sup>st</sup> 2004. If you do not submit your picks by the January 31<sup>st</sup> deadline, 18b Web will not permit you to submit your picks to the ACP Office and you will not receive any primary day assignments for that month. In order to avoid this, 18b Web displays a reminder at the top right of the calendar screen, which notifies you of the deadline for submitting your picks.

18b Web permits you to rank your top 9 picks in rank order, followed by any other parts in which you would be interested in working. In order to submit your primary day picks follow the following steps:

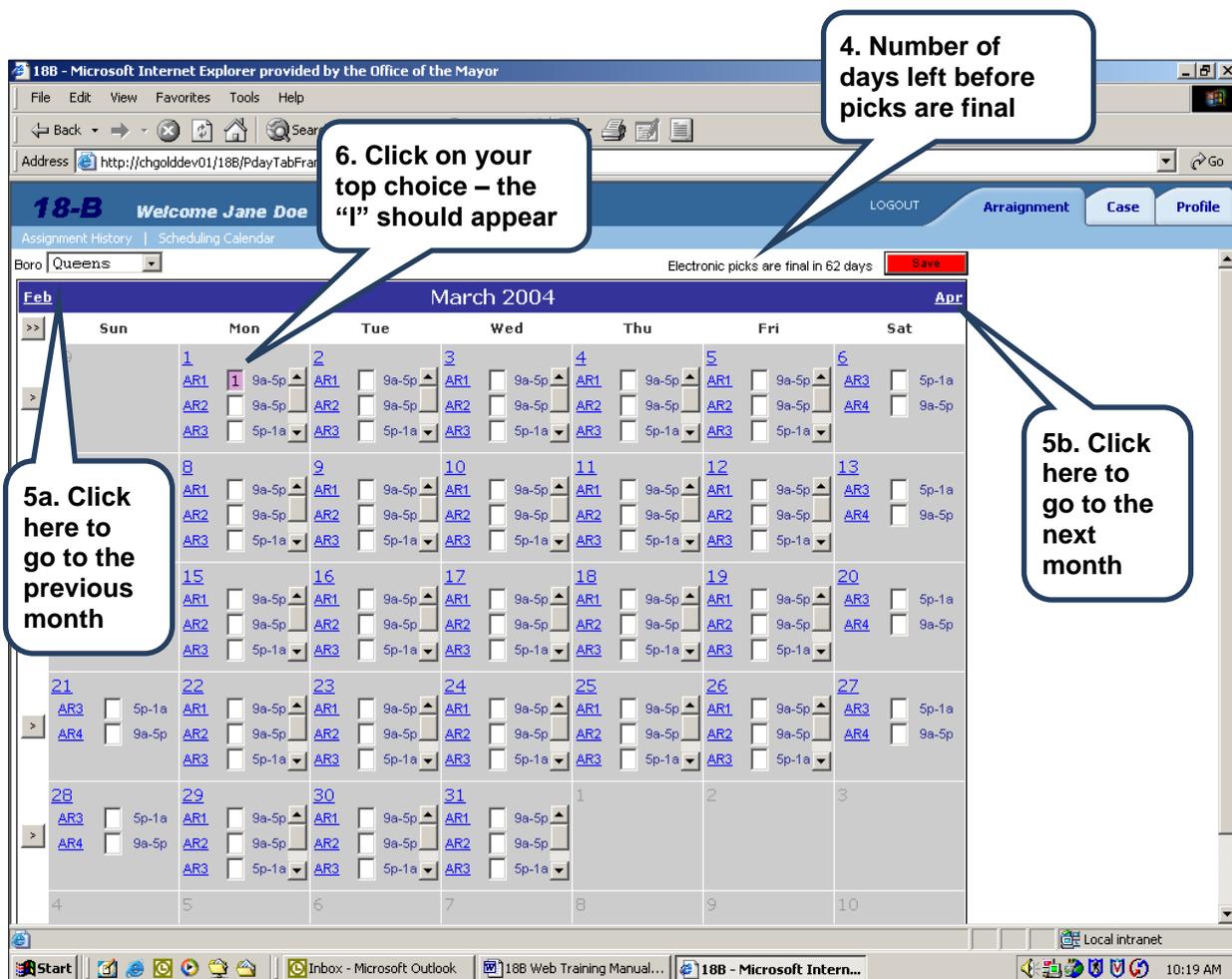
1. Click on the Arraignment Tab
2. Click on the Scheduling Calendar Function on the top left of the screen



3. If the screen displayed in the picture below appears then - Congratulations! You have accessed the scheduling calendar



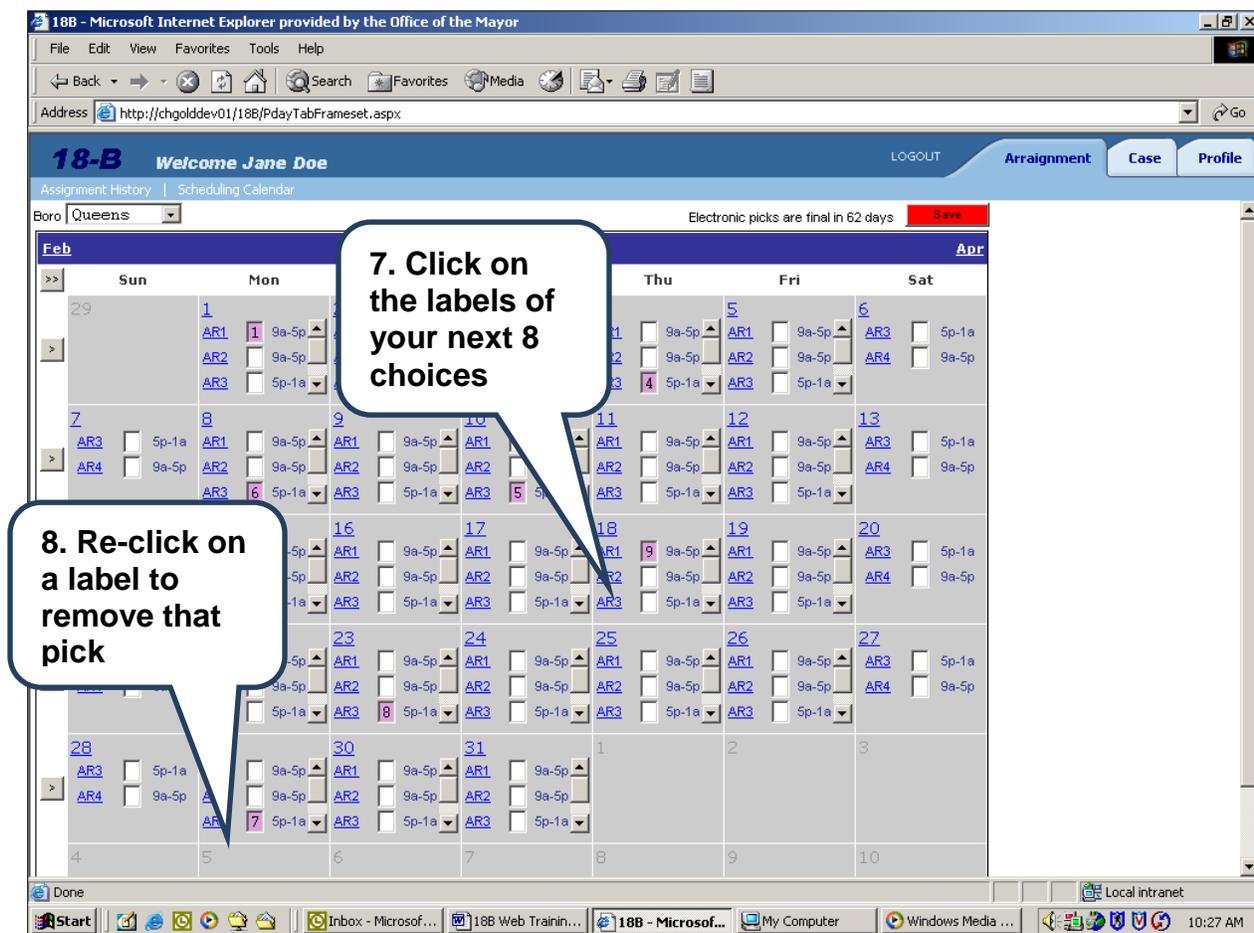
4. Familiarize yourself with the scheduling calendar screen - there is a lot of functionality available on this screen. Note that at the top right is a warning, which informs you of how many days that remain before your picks are final.
5. To switch months, you must go one month forward or backwards at a time. Click on the abbreviated month at the top left of the calendar to go back a month and click on the abbreviated month at the top right of the calendar to go forward a month.
6. Click on the Label (blue underlined text) of your top choice. A "1" should appear in the Field next to that choice, and the field should turn purple.



7. Click on the Labels of your next 8 choices (your screen should look similar to the screen below).

8. If you would like to change your selection, simply re-click on the Label you wish to change.

a. You can also type in your rank (1 through 9), in any Fields.

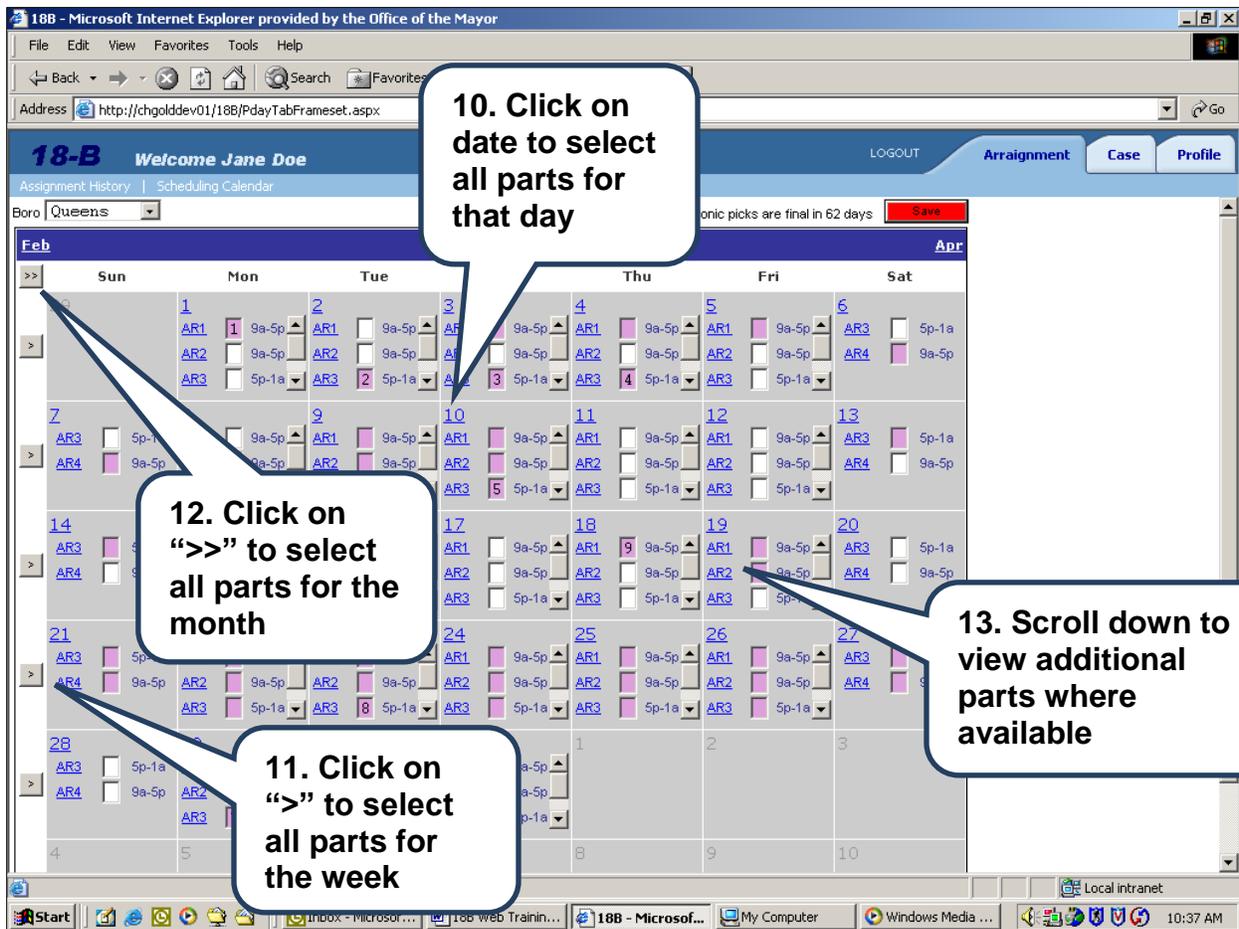


9. Now select additional parts that you are willing to work, but that are not your top nine choices – by clicking on the Labels associated with those parts. Note the following:

a. You may select as many parts as you would like.

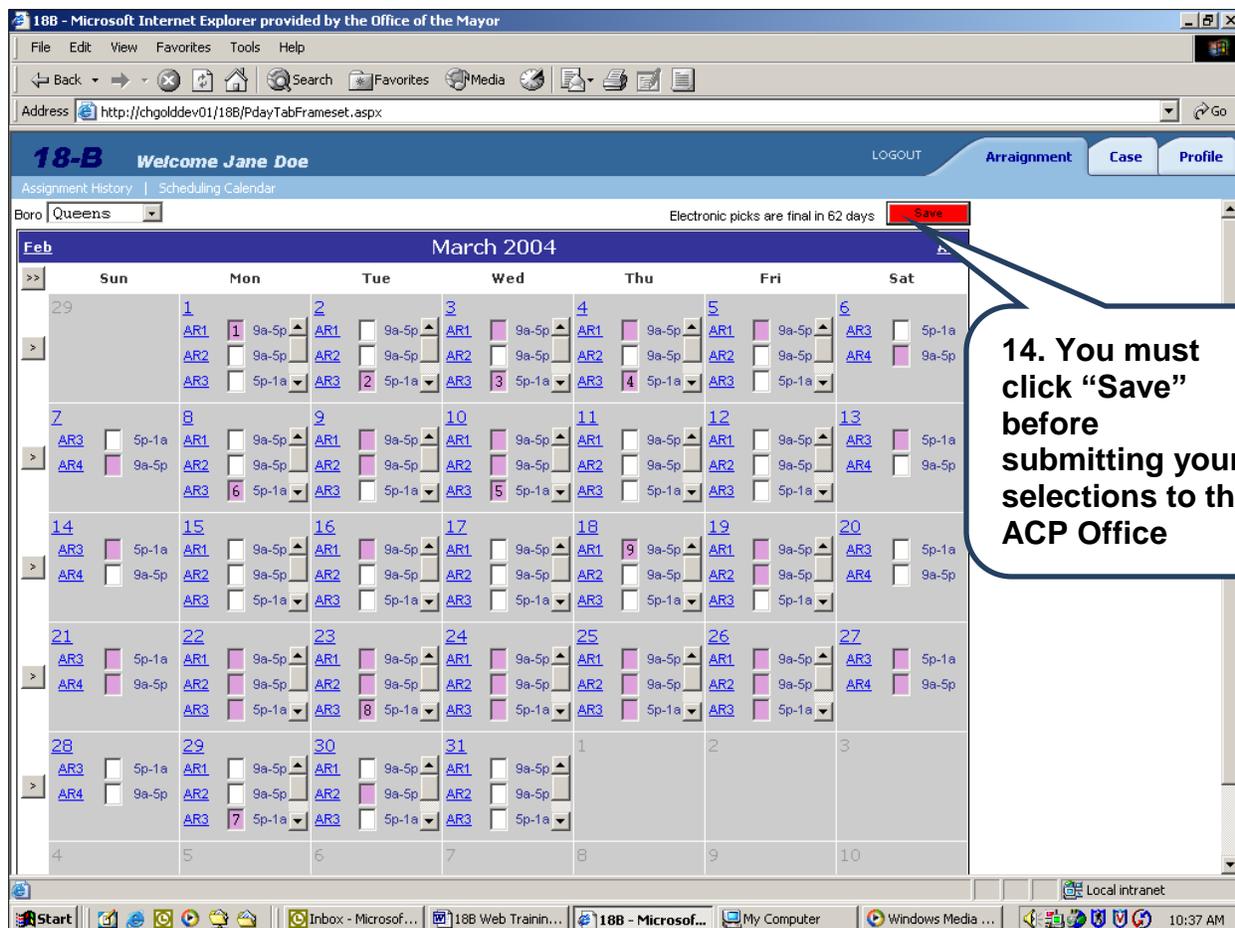
b. The more you select, the more likely you are to obtain an assignment for that month.

10. To select all parts for a specific day, click on the date.
11. To select all parts for a specific week, click on the > box at the left of each week.
12. To select all parts for the month, click on the >> box at the top left of the screen.
13. **If there are more than 3 parts in a given day, be sure to scroll down to view those parts.**



14. You must click on the SAVE button in order to submit your selections to the ACP Office. **Otherwise, your picks will be lost.**

**Note:** Leading up until the end of the selection period, you can make changes to your picks as often as you would like. The ACP Office will only receive the version of your picks that is saved at the end of the selection period.



15. If the ACP Office assigns you to an arraignment session, you will receive an email notification and your scheduling calendar will indicate which part you have been assigned.

**TIP**

Using the Scheduling Calendar, there are several different ways to select your picks. Spend some time learning all of the different functionality and always be sure to hit save after making your selections.

## Section 6: Arraignment Vouchers

Through 18b Web you can submit your arraignment vouchers, as well as track their history and check on their payment status.

Once you have been assigned an arraignment shift, you will be able to access a blank arraignment voucher in 18b Web. This blank voucher will contain some basic information about the part at the top of the voucher (“header”). If possible, you should print out this voucher prior to the arraignment shift in order to avoiding having to enter the header information yourself.

### A. Locating and printing an Arraignment Voucher

1. Click on the Arraignment Tab. 18b Web defaults to the Arraignment Tab – if you have just logged in then you are already in the right place.
2. Click on the Assignment History Function.
3. Locate the primary day voucher that you would like to submit by narrowing the search. You can narrow your search by: (1) Entering an assignment number; (2) Selecting a month or year; (3) Selecting the status “Open” (18b Web automatically defaults to this status). Then press the “Search” button.

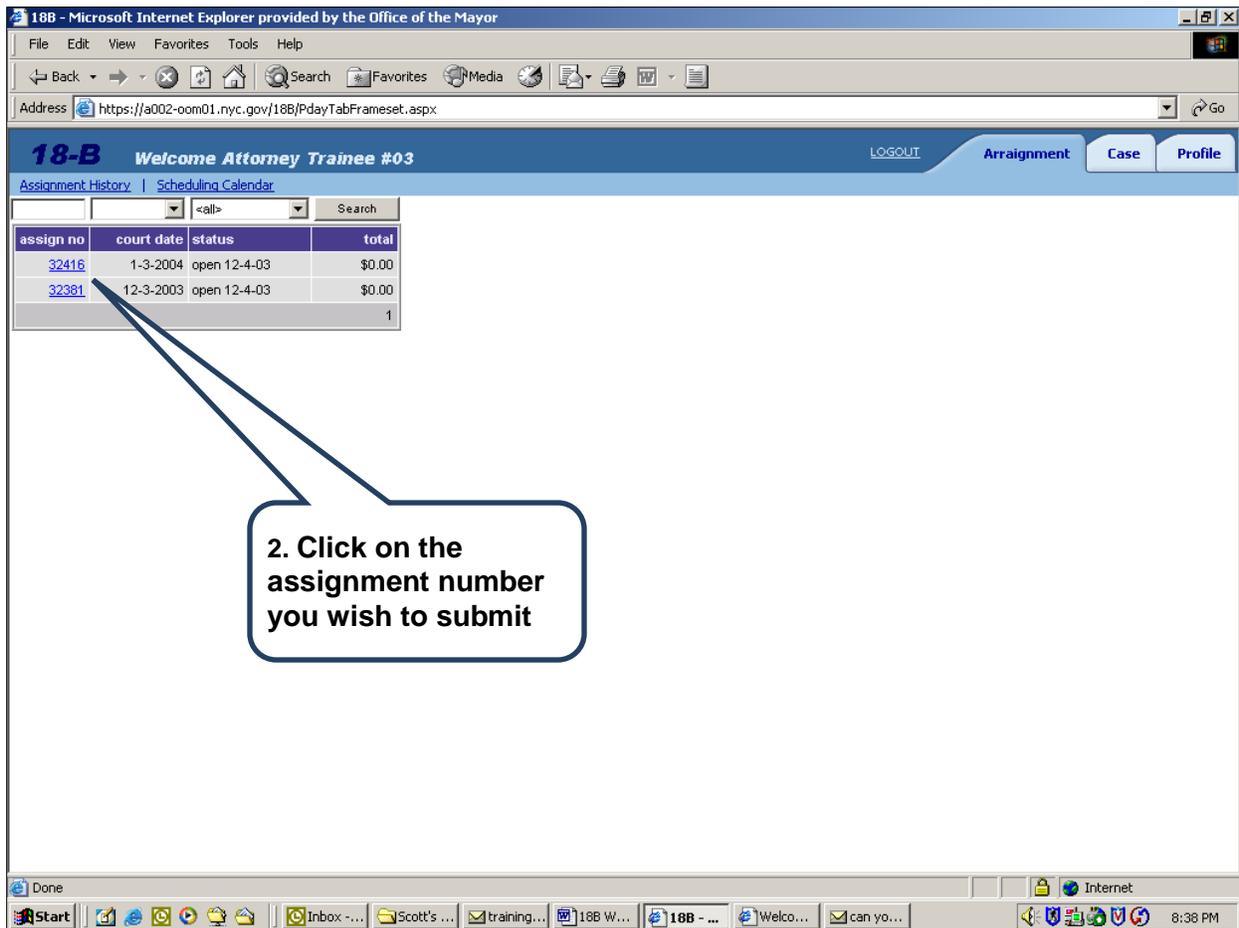
The screenshot shows the 18b Web application interface. The browser title is "18B - Microsoft Internet Explorer provided by the Office of the Mayor". The address bar shows "https://a002-oom01.nyc.gov/18B/PdayTabFrameset.aspx". The page header includes "18-B Welcome Attorney Trainee #03" and "LOGOUT". The navigation tabs are "Arraignment", "Case", and "Profile". The "Arraignment" tab is selected. Below the header, there are links for "Assignment History" and "Scheduling Calendar". A search bar is visible with a dropdown menu set to "<all>" and a "Search" button. Below the search bar is a table with the following data:

assign no	court date	status	total
1			1

Three callouts are present:

- 1. Click on the Arraignment Tab (pointing to the "Arraignment" tab)
- 2. Click on the "Assignment History" function (pointing to the "Assignment History" link)
- 3. Narrow your search and then press the "Search" button (pointing to the "Search" button)

4. A list of all of the vouchers that meet your search criteria will appear. The more you narrow your search, the fewer the number of primary day vouchers that appear. If your search yields more than 10 results, the list will be more than 1 page long. Select the primary day voucher that you wish to locate by clicking on the assignment number.



5. The arraignment voucher looks just like the voucher you currently use, with a few exceptions:

- The Fields in light green are automatically tabulated – you may not edit them.
- Your name address, phone number, and information pertaining to the part you have been assigned have been pre-populated.

The screenshot shows a web browser window displaying the '18-B' application. The user is logged in as 'Jane Doe'. The main content area is titled 'Assigned Counsel Plan - Arraignment / Primary Day Voucher'. It contains a form with several sections:

- Header Information:** Pre-populated with 'Jane Doe', '253 Broadway, 2nd Fl.', and '(212) 555-5555'. A callout bubble points to this section with the text: 'Header information is prepopulated by 18b Web'.
- Assignment Table:** A table with columns for Assignment (32308), Date (Fri Jan 2, 2004), Boro (Queens), and Part (AR1). Below it are fields for Start Time, Recess Out, Recess In, End Time, and Total (light green).
- Case Details Table:** A table with columns for HOM, FEL, MIS, VIOLS, and TOTALS. Rows include 'Total Number of Cases Handled', 'Cases disposed at arraignment', 'Arraignment Only Cases', and 'Calendar/Other Activity'. The 'TOTALS' column is light green. A callout bubble points to this section with the text: 'You are not permitted to change the light green fields'.
- Voucher Total:** Fields for Transit Fare, Expenses, and Total (light green).
- Attorney Certification:** Fields for Attorney Number (10580), Attorney Tax ID (22-3545202), and Signature.
- Judge Approval:** Fields for Name, Date, and Signature.

6. Although not required, prior to working an arraignment, you can print out the arraignment voucher, as opposed to using a blank form. To print the voucher, click on the “Print” Button at the bottom of the screen.

The screenshot shows the '18-B' web application interface for Jane Doe. The main content area is a form for an arraignment voucher. At the top, it displays the attorney's name, address, and telephone number. Below this is a table for assignment details, including assignment number, date, borough, and part. A 'Case Details' table follows, with columns for HOM, FEL, MIS, VIOLS, and TOTALS, and rows for Total Number of Cases Handled, Cases disposed at arraignment, Arraignment Only Cases, and Calendar/Other Activity. The 'Voucher Total' section includes fields for Transit Fare, Expenses, and Total. The 'Attorney Certification' section has fields for Attorney Number, Attorney Tax ID, and a signature line. The 'Judge Approval' section has fields for Name, Date, and Signature. At the bottom, there are three buttons: 'Save Changes', 'Submit for Approval', and 'Print'. A blue callout bubble with the text '6. Print the arraignment voucher' points to the 'Print' button.

7. At Court you should fill out the printed paper voucher (or a blank voucher) and have the judge sign it, just as you currently do.

## B. Submitting an Arraignment Voucher

After you have worked an arraignment and have obtained a judge’s signature, you must fill out the arraignment voucher online and then mail the printed version to the ACP Office.

1. Locate the Arraignment Voucher within 18b Web (follow steps 1-4 from section A above).
2. Fill out the voucher using the tab key or mouse to move between fields. Note that you are not permitted to fill in the light green fields. Also, be sure to select the proper judge who presided over the arraignment part. If the judge does not appear in the drop-down menu, call the ACP Office and the judge’s name will be added to the list for you.
3. If you are not ready to submit the voucher, but would like to save your changes, press the “Save Changes” field.
4. When you have completed filling out the voucher, press the “Submit for Approval” button. If you incorrectly filled out a field, you will not be permitted to submit the voucher and that field will turn red. Correct the field and press “Submit For Approval.” You must then submit the original signed voucher to the Assigned Counsel Plan office.

The screenshot shows the '18-B' web application interface. At the top, it says 'Welcome Jane Doe' and has navigation tabs for 'Arraignment', 'Case', and 'Profile'. The main form area contains the following sections:

- Attorney Information:** Attorney Name: Jane Doe, Address: 253 Broadway, 2nd Fl., Telephone #: (212) 555-5555.
- Assignment Details:** Assignment: 32308, Date: Fri Jan 2, 2004, Boro: Queens, Part: AR1. Below this are fields for Start Time, Recess Out, Recess In, End Time, and Total (light green).
- Case Details Table:**

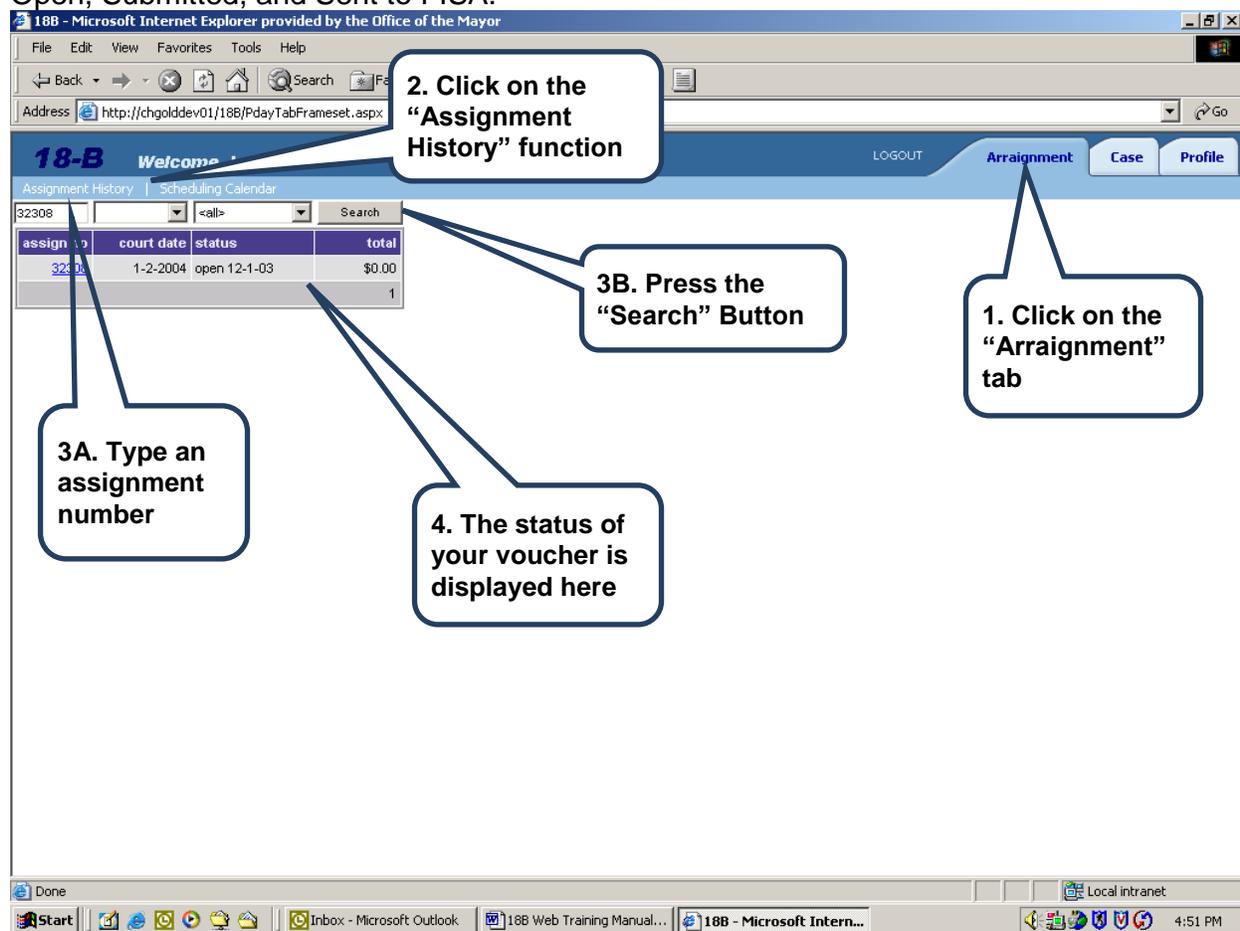
	HOM	FEL	MIS	VIOLS	TOTALS
Total Number of Cases Handled:	<input type="text"/>				
Less... Cases disposed at arraignment:	<input type="text"/>				
Arraignment Only Cases:	<input type="text"/>				
Calendar/Other Activity: (Non-Arraignment Part)	<input type="text"/>				
<b>Total Cases Retained:</b>	<input type="text"/>				
- Voucher Total:** Transit Fare, Expenses, Total (light green).
- Attorney Certification:** Attorney Number: 10580, Attorney Tax ID: 22-3545202, Signature field.
- Judge Approval:** Name (dropdown), Date, Signature.

At the bottom are buttons for 'Save Changes', 'Submit for Approval', and 'Print'. Three callout boxes provide instructions: 'Press Tab to advance to the next field on the screen or click your mouse in the appropriate field', 'You are not permitted to change the light green fields', and 'Be sure to select the proper Judge'.

### C. Checking on the History of Your Arraignment Vouchers

After you have submitted an arraignment voucher, you can check on the payment status of the voucher on your own – you will no longer need to call the ACP Office for assistance.

1. Click on the Arraignment Tab. 18b Web defaults to the Arraignment Tab – if you have just logged in then you are already in the right place.
2. Click on the Assignment History Function.
3. Enter an assignment number and press the “Search” Button.
4. The status of the Arraignment voucher will be displayed. Note that the three statuses are Open, Submitted, and Sent to FISA.



**TIPS**

18b Web displays the history of primary day vouchers for all payments from when your county starts to use the application, for a maximum of two years from the date a voucher is paid. So for example, if your county goes live in January 2004, in May 2004 you will be able to see all of your primary day vouchers from January 2004 through May 2004. However, in May 2007 you will only be able to view primary vouchers as far back as May 2005.

Be sure to print out or save your vouchers for your own records. To save a voucher, go to File/Save As.

## Section 7: Case Vouchers

18b Web enables you to update and submit case vouchers, check on the status of a case voucher and check your case voucher history. With 18b Web, you will no longer need to mail paper case vouchers to the ACP Office (note that you still need to mail paper arraignment vouchers to the ACP Office).

### A. Locating Case Vouchers

1. Click on the Case Tab (18b Web defaults to the Assignment History screen when you click on the Case Tab).
2. The Assignment History screen allows you to search for case assignments (and the corresponding vouchers) by assignment number, defendant's name, docket or indictment number, or case status.
3. Once you have entered your search criteria in the Assignment History fields and clicked "Search" 18b Web will display those vouchers matching your query. Click on the voucher assignment label to display a specific electronic case voucher.

**1. Click on the "Case" Tab**

**2A. Enter all or part of an assignment number, defendant name, docket or indictment number, or status form the drop-down menu.**

**B. Click the Search button**

**C. 18b Web will display those vouchers fitting your search criteria**

**3. Click on the underlined blue assignment number to view the electronic voucher**

assign no	defendant	dockets	status	assigned	completed	total
<a href="#">2501</a>	Thomas	2003QND	open 11-29-03	11-29-2003		\$0.00
<a href="#">2504</a>	Raymond	2003QND	open 11-29-03	11-29-2003		\$0.00
<a href="#">25050</a>	Ganeshan	2003QND	open 11-			\$0.00

4. Congratulations! You have found your voucher.

The screenshot displays the '18-B' web application interface for an attorney. The top navigation bar includes '18B E&2', 'LOGOUT', and tabs for 'Arraignment', 'Case', and 'Profile'. The main content area is titled 'Assignment History' and contains a form with several sections:

- Case Information:** Assign# (000000), Arrest (2-9-2011), Borough (Bronx), Case# (3), Delendant (Luis), Felony, Docket (Disposition), Transferred to (jurisdiction).
- Judge:** other...
- Resolution:** (dropdown menu)
- Expense Table:**

add	expense	amount
- ACP Comments:** A large text area for entering comments.
- Buttons:** Waive Fee, Save, Submit, and a PDF icon.
- Summary Table (Bottom-Right):**

Total		
In-Court	\$525.00	(7.00 @ \$75/hr)
Out-Court	\$0.00	(0.00 @ \$75/hr)
Expenses	\$0.00	
<b>Total</b>	<b>\$525.00</b>	
- Message Box (Bottom-Left):**

Voucher Saved Successfully  
As attached electronic affirmation must justify 1:00 billing during lunch

Callouts provide the following information:

- ACP comments regarding the voucher are displayed here** (pointing to the ACP Comments text area).
- Click the "pdf" button to display and print a voucher report for your records** (pointing to the PDF icon).
- Messages are displayed here at the bottom-left of the voucher.**
  - Green color indicates success or confirmation.
  - Yellow color indicates a warning.
  - Red color indicates an error. Errors must be corrected before the voucher can be submitted.
- Total charges and expenses are displayed here at the bottom-right of the voucher** (pointing to the summary table).

## B. Updating Case Vouchers

1. Locate the voucher you wish to update following the steps outlined above.
2. The information contained in the “Case” section is provided by OCA and is read only. It cannot be edited.
3. Select a “Judge” from the dropdown list.
  - ➔ By default the judges shown in the dropdown list are only those working in the same borough and court as defined for the case.
  - ➔ To see a list of all judges, regardless of borough or court, click “other” above the dropdown list. To reset the list to its default values click “back” above the dropdown list.
  - ➔ If the name of the judge you need to select is not in the dropdown list, contact the ACP office to have the name added to the list.
4. Select a “Resolution” from the dropdown list.
5. **Add or update expenses in the “Expense” section:**
  - a. For each expense you wish to add:
    - i. Click “add” in the grid header
    - ii. Enter a brief description in the “expense” column
    - iii. Enter the amount of the expense (USD) in the “amount” column.  
**(Note: dollar sign, comma separator and decimal point are not required)**
    - iv. To store your entry, click the disk icon on the far left of the line item
    - v. To cancel your entry, click the curved-arrow icon on the left of the line item
  - b. **To update an expense:**
    - i. Click the pencil icon on the far left of the line item
    - ii. Make the necessary changes to the “expense” column and/or the “amount” column
    - iii. To store your entry, click the disk icon on the far left of the line item
    - iv. To cancel your entry, click the curved-arrow icon on the left of the line item
  - c. **To delete an expense:**
    - i. Click “x” on the far right of the line item

When you are done adding, updating or deleting expenses you must click the “Save” button to commit your changes.

Please mail copies of the receipts (copy of front/back of the canceled check, bank statement or stamped PAID invoices) to the ACP Office and write the assignment/voucher # on them.

**18-B Welcome Attorney #1**

Assignment History

General | Activity | Affirmation

**Case**

Assign# 000000 Arrest 3-8-2011  
 Borough Bronx Case# 3  
 Defendant Luis  
 Felony

Docket Disposition  
 2011BX Transferred to Other Jurisdiction

**Judge** other... **Resolution**

**Expense**

add	expense	amount

ACP Comments

Waive Fee Save Submit

Voucher Saved Successfully  
 An attached electronic affirmation must justify 1:00 billing during lunch

Total		
In-Court	\$525.00	(7:00 @ \$75/hr)
Out-Court	\$0.00	(0:00 @ \$75/hr)
Expenses	\$0.00	
<b>Total</b>	<b>\$525.00</b>	

**1 – Select a “Judge”**  
**2 – Select a “Resolution”**  
**3 – Add Expenses**

**Note: 18b Web receives this data from OCA. It cannot be edited**

**Click the “Save” button after all changes**

**6. Add or update case activities:**

**a. To add or update an activity:**

- i. Use the drop-down menus for category, activity and part and the fields for date, start time and end time
- ii. Click the “Save” button when all changes are done

**b. To delete an activity:**

- i. Click the checkbox in the “Del” column of the line item
- ii. Click the “Save” button

The screenshot shows the '18-B Welcome Attorney #1' interface. At the top, there are navigation tabs for 'Arraignment', 'Case', and 'Profile'. Below this is the 'Assignment History' section with sub-tabs for 'General', 'Activity', and 'Affirmation'. The 'Activity' tab is active, displaying a table with columns: 'date', 'start/finish', 'category / activity / provide details', 'part', and 'del'. The table contains three rows of activity for the date 5-1-2011, including 'Trial Conducted' and 'Jury Selection'. A callout box points to the 'del' column, stating: 'If you want to delete an item, click on the check box on the far right and then click the "Save" button'. Another callout points to the 'category / activity / provide details' column, stating: 'Fill in activities line by line'. Below the table, there are buttons for 'Waive Fee', 'Save', and 'Submit'. A callout points to the 'Save' button, stating: 'Click the "Save" button after all changes'. To the right of the 'Save' button is a summary table:

Total		
In-Court	\$525.00	(7.00 @ \$75/hr)
Out-Court	\$0.00	(0.00 @ \$75/hr)
Expenses	\$0.00	
<b>Total</b>	<b>\$525.00</b>	

Below the summary table, there is a message: 'Voucher Saved Success' and a note: 'An attached electronic affirmation must justify 100 billing during...'. A callout points to this message, stating: '18b Web displays activity by month and year. To view activity for a given period, select the month/year from this dropdown list'.

**Notes:**

- Clicking "Save" after you fill in an entire page of activity will create additional blank lines
- The system will shade a cell in red when your entry is incorrect or incomplete. If a red cell appears, make the necessary changes and click "Save" again

**7. System Validations**

When you have entered all of the billing information on a particular page, click the "Save" button at the bottom of the page. If there are any issues that prevent the validation of your voucher, they will appear in the box that appears just below the "Save" button. Please see above Figure. You will not be allowed to proceed until an appropriate action is taken.

**8. Rules for On-Line Validations**

In some cases, you will be required to file affirmations with your on-line voucher. An affirmation is required in the following situations:

➔ **Over Billing**

You are allowed to bill a total of 12 hours on any day. If you bill over 12 hours total or more than 7 hours for in-court activities in any one day, you will see an error message for overbilling as shown in a figure

➔ **Over Cap**

If you attempt to save a voucher with a total amount exceeding the statutory maximum of \$4,400/for a felony case or \$2,400 for a misdemeanor case, you will see an error message as shown in Figure 7.5.

**→ Lunch Time In-Court Activity**

If an in-court activity is entered between 1pm and 2pm and the duration of the activity is more than 15 minutes, an error message will be displayed as shown in Figure below. (Please note that in-court activity is when court is in session.)

If your voucher contains overbilling, over cap or lunchtime in-court activity, you will receive an “error” message if you attempt to submit the voucher without providing the necessary affirmation.

Under the “Case” tab, you will see a tab labeled “Affirmation” next to the tabs labeled “General” and “Activity”. Once you click on the “Affirmation” tab, you will be able to provide details for the on-line affirmation.

**To provide an on-line affirmation:**

- a. Select the type of activity from the dropdown list near the top of the Affirmation tab
- b. Enter the reason for the activity in the text area beneath the declaration
- c. For each additional type of activity repeat steps “a” and “b” above
- d. Finally click the “Save” button

Note: The Affirmation tab will not be visible unless your voucher contains overbilling, “over cap” or “lunch time in-court activity”

The screenshot shows the '18-B Welcome Attorney #1' interface. The 'Affirmation' tab is active, displaying a form for entering activity. A dropdown menu is open, showing 'Lunchtime Activities'. A text area contains the reason for the activity. At the bottom, there are buttons for 'Waive Fee', 'Save', and 'Submit'. A 'Total' table is visible on the right side of the form.

**1. Select the type of activity from the dropdown list**

**2. Enter the reason for the activity in the text area**

**3. Click the "Save" button after all changes**

**4. If, after completing the voucher, you wish to waive your fees, click the "Waive Fee" button and the voucher will be submitted to the ACP**

Total		
In-Court	\$525.00	(7:00 @ \$75/hr)
Out-Court	\$0.00	(0:00 @ \$75/hr)
Expenses	\$0.00	
<b>Total</b>	<b>\$525.00</b>	

### 9. Waiving your Fee

If, after completing the voucher, you wish to waive your fees, click the "Waive Fee" button.

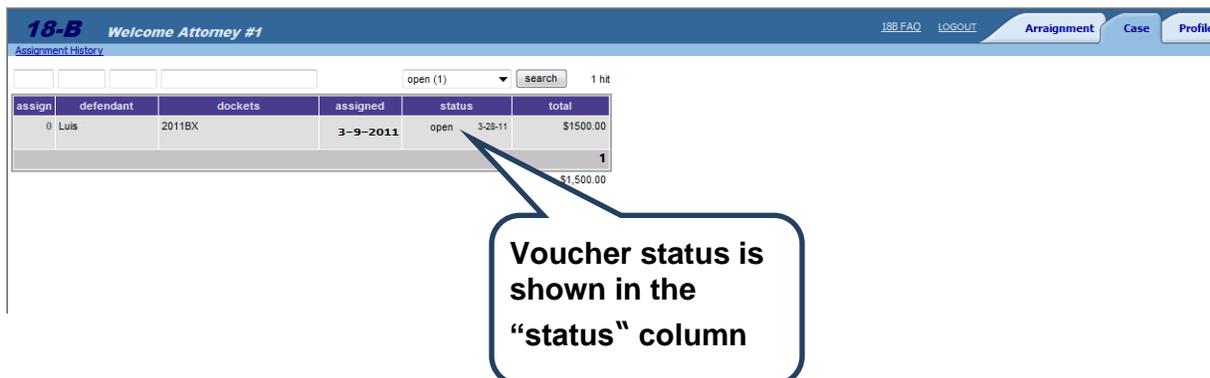
- Clicking the "Waive Fee" button will submit the voucher to the ACP.
- Vouchers submitted via the "Waive Fee" button are no longer displayed in the Assignment History Table.

**10.** You may make changes as many times as you wish before electronically submitting a voucher to the ACP.

**Always remember to click the "Save" button to commit all of your changes.**

## C. Submitting Case Vouchers

1. Locate the voucher you wish to submit.
  2. Be certain you have supplied all of the following information:
    - a. Judge
    - b. Resolution
    - c. Expenses (if applicable)
    - d. Activity
    - e. Affirmation(s) (if applicable)
  3. Correct any errors identified in the voucher status field near the bottom-left of the voucher. Errors are in red, warnings are in yellow.
  4. Click the "Save" button.
  5. Finally, click the "Submit" button.
  6. After a case voucher is electronically submitted, you can check on its status via the Case Assignment History Table.
- \*\*\* Please check the "Comment Box" for information pertaining to "Submitted" status after more than 7-10 business days after submission of the voucher. It will inform you of the reason why it cannot be validated.**



The screenshot displays the '18-B Welcome Attorney #1' interface. At the top right, there are links for '18B FAQ', 'LOGOUT', and navigation tabs for 'Arraignment', 'Case', and 'Profile'. Below the header, there is a search bar with a dropdown menu set to 'open (1)' and a 'search' button. The main content is a table with the following data:

assign	defendant	dockets	assigned	status	total
0	Luis	2011BX	3-9-2011	open	\$1500.00
					1
					\$1,500.00

A callout box with a blue border and white background points to the 'status' column of the first row, containing the text: "Voucher status is shown in the 'status' column".

**NOTES**

Although 18b Web was built using the latest and best technology, we recommend that you maintain your own records for each case voucher. For your convenience, you can print all screens within 18b Web.

In 18b Web, if the ACP Office rejects an Attorney voucher, you will receive an email notification, and the voucher status will revert back to “Open.”

If the name of the Judge for your case is not available in the “Judge” drop-down menu, then call the ACP Office and they will add the Judge to the drop-down menu.

If the OCA data displays the incorrect disposition, please call the ACP Office and let them know.

## Section 8: Expert Voucher Approval by Attorney

18b Web features a new Expert Voucher, submitted by the expert for online review and approval by the Attorney.

Please review the full workflow for Expert Vouchers in **Appendix D – Expert Voucher Process Flow**.

The below screens allow the Attorney to view and submit (approve or reject) expert vouchers to ACP for forwarding to the Court, and, if approved, for payment to the Expert. When the Expert submits the voucher the Attorney will receive an email indicating that a voucher is waiting for review.

The Attorney can check on the status of an Expert Voucher, as well as check the expert voucher history.

### A. Locating Expert Case Vouchers

1. Click on the Expert Tab (18b Web defaults to the Assignment History screen when you click on the Expert Case Tab).

2. The Assignment History screen allows you to search for Expert case assignments (and thereby the corresponding vouchers) by assignment number, defendant’s name, docket or indictment number, or expert case status.

Click on the Expert tab

18-B Welcome James J.

Assignment History

Voucher(s) submitted for attorney review

submitted for attorney approval search 1 hit

assign	defendant	dockets	assigned	status	total
<u>360</u>	Emmanuel	2013KN	3-8-2013	submitted for attorney approval 2-18-14	\$180.00
					<b>1</b>
					\$180.00

Clicking on the underlined Blue assignment number will take you to the electronic voucher

3. Once you have entered your search criteria in the Assignment History fields and clicked “Search” 18b Web will display those vouchers matching your query. Click on the voucher assignment label to display a specific electronic case voucher.

4. When clicked on the underlined blue assignment number will take you to the electronic voucher.

## B. Reviewing the Expert Case Voucher

1. Review the expert’s defendant name, docket or indictment number, expenses, and total amount.

EXPERT NAME : **Firearms Experts, Inc. ( Expertise : Ballistics )**

Case		Judge	Resolution				
Assign#	<u>000360</u>	Arrest	<u>5-14-2013</u>				
Borough	<u>Brooklyn</u>	Case#	<u>4183</u>				
Defendant	<u>Emmanuel</u>						
Charge	<u>Misdemeanor (or lesser)</u>						
Docket	<u>Disposition</u>						
2013KN	<u>Pled Guilty, Sentence Imposed</u>						
Expense		<table border="1"> <thead> <tr> <th>expense</th> <th>amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		expense	amount		
expense	amount						

**ACP Comments**

ACP comments regarding the voucher are displayed here

.....  
 Voucher Submitted for attorney approval 02-18-2014 11:20am  
 .....

Total		
In-Court	<u>\$0.00</u>	(0:00 @ \$60/hr)
Out-Court	<u>\$180.00</u>	(3:00 @ \$60/hr)
Expenses	<u>\$0.00</u>	
<b>Total</b>	<b><u>\$180.00</u></b>	

Total charges and expenses are displayed here at the bottom-right of the voucher

2. Click the Activity tab and review the date(s) and hours (s) and activity descriptions.

date	start/finish	category / activity	Employee	del
2-13-2014	2:00pm 10:00pm	Out-of-Court research on gun type	Greg	<input type="checkbox"/>
2-14-2014	9:00am 9:00pm	Out-of-Court test of gun & bullet type	Greg	<input type="checkbox"/>

3. Click on the Affidavit tab if it is over the cap of \$1,000. 00 and review it.

General Activity **Affidavit**

**Affidavit** Over Cap

[Criminal] COURT, THE STATE OF NEW YORK  
 [Brooklyn] COUNTY

Voucher#: [000360]  
 Case#: [4183 ]

The People of the State of New York  
 -against-  
Defendant  
**Emmanuel**  
Attorney  
**James J.**

**Affidavit**  
Docket/Indictment No.  
 2013KN0

I, Firearms Experts, Inc., certify, pursuant to the penalty of perjury, that the following work product and services described in the voucher and accompanying worksheet and expenses are certified to be correct.

This affidavit is to document the extraordinary circumstances that caused the fee charged to exceed the \$1000.00 cap. This was a case involving someone with serious charges of assault, criminal possession of a weapon, and reckless endangerment to others. There were many types of guns and bullets which had to be tested. Therefore, this complicated case required my evaluation to include consultations with the Defendant's attorney, a review of records, interviews with the Defendant, and preparation of report.

I have been assigned to work for the Criminal Court/ **James J.** for the defendant, **Emmanuel** : , by order dated 3/8/2013

In some cases, you will be required to review the affidavit from the expert and to file affirmations approving the expert affidavit for Over Cap of \$1,000.

Click on the Affirmation tab

General Activity Affidavit **Affirmation**

Over Cap ▾

**Affirmation**

[Criminal] COURT, THE STATE OF NEW YORK Voucher#: [000360]  
 [Brooklyn] COUNTY Case#: [4183 ]

The People of the State of New York  
 -against- **Affirmation**  
 Defendant Docket/Indictment No.  
 Emmanuel 2013KN0

I, James J. an attorney duly admitted to the practice of law in the courts of the state of New York, do hereby affirm, under the penalty of perjury, that the following is true:  
 I have been assigned to represent the defendant, Emmanuel, by order dated 3/8/2013.

I utilized the services of expert Firearms Experts, Inc. in conjunction of my legal representation of the above-named client.

I further affirm that I have reviewed the accompanying certification of the named expert and that the extraordinary circumstances in this case detailed therein required work by the expert in excess of the statutory cap of \$1,000.

I have reviewed the expert's affidavit and approve of the explanation.

Attorney enters comments about the expert's Affidavit.

### C. Approving and Submitting the Expert Case Voucher

You can approve the voucher by clicking on “Approve” and then click on “submit” or reject the voucher by clicking on “Reject”. You must enter reason why you reject the voucher and it will be returned to the expert. 18b Web will display those vouchers fitting your search criteria

**Click on either Approve or Reject**

Approve  Reject

James J. ,affirm under penalty of perjury that the named expert was duly appointed to this case by order dated 3/8/2013. I further affirm that I utilized the services of this expert in conjunction with my legal representation of the named defendant and I have reviewed the voucher and worksheet of this expert. The work product and services described in the voucher and accompanying worksheet are consistent with my understanding of the services performed by this expert.

**Then Click on Submit**

\*\*\*\* If you click on “Reject,” you will be required to enter an explanation (comments) why.

Then the Voucher is sent back into the Expert’s queue with a status of Open. When the Expert opens the Voucher, your explanation will be displayed.

## Section 9: Updating Your Profile

18b Web allows you to view the profile that the Assigned Counsel Office maintains on you. Your name, FMS #, Tax ID #, phone numbers, fax number, address, borough assignment and panel assignment(s) are all maintained by the ACP Administrator for your county and will appear as read only on your profile screen. If you wish to change or update this information, you must contact the ACP Administrators in writing.

Your username and password will be provided to you at training. Your user name is the first initial of your first name plus your last name. You should change your password as soon as you have an opportunity.

**18-B** Welcome Jane Doe LOGOUT Arraignment Case Profile

Name: Jane Doe FMS: 205-66-92 Tax ID: 22-3546202  
 Phone 1: (212) 655-5555 Phone 2: Fax: (212) 655-5555  
 Address: 253 Broadway, 2nd Fl. City: New York ST: NY Zip: 10007

boro	panel	certified	terminated
Bronx	Criminal	11-24-2003	11-25-2003
Manhattan	Supreme	11-24-2003	11-25-2003
Queens	Criminal	11-25-2003	
Queens	Supreme	11-25-2003	

User Name: JDoe Email 1: janedoe@yahoo.com  
 Password (CURRENT): \*\*\*\*\* Email 2: (empty)  
 (NEW): (empty)

### A. Updating your password

1. Click in the "Password (Current)" Field.
2. Type in the password you received at training.
3. Click in the "(NEW)" Box.
4. Type your new password – it must be 6-10 characters long.
5. Click the "Update" Button.

### B. Updating or adding an e-mail address

1. Type the email address that you use in the “Email 1” box.
2. A second email account may be added to the “Email 2” box.
3. By highlighting an email address and then hitting the delete button on your keyboard, you can remove an email address from an “Email” box.
4. Once you have added your email address(es), click the “Update” button.

### C. Changing your current payment address

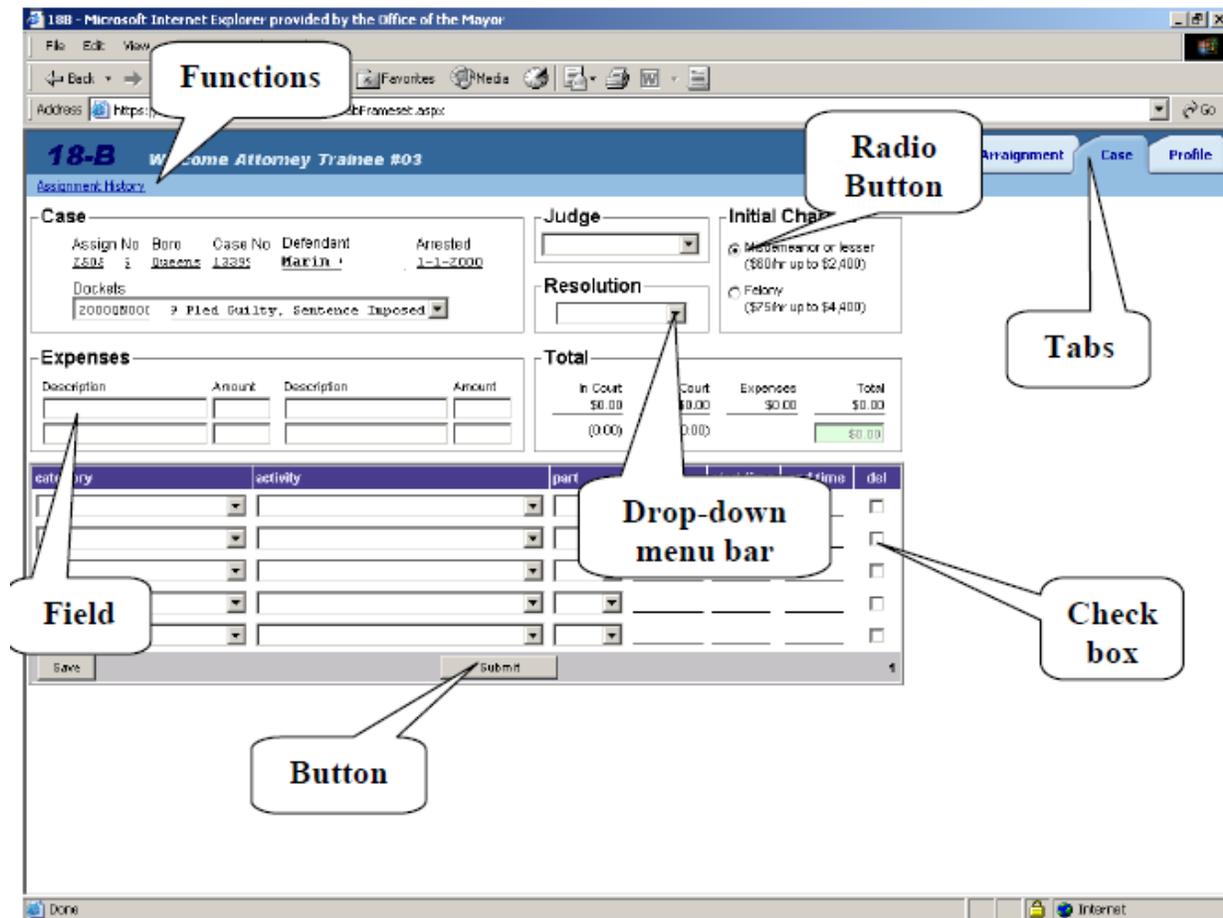
1. You must submit a “W-9 form”
2. Prepare a letter on your letterhead indicating previous address to new address
3. Send W-9 and letter to: ACP, 253 Broadway, Fl. 8, New York, N.Y. 10007 ATTN:  
Wanda Clemons

TIPS
For increased security, be sure to use a different password for 18b Web than the password you use for your email account.
If an attorney wishes to change an “office address”, they may do that on their own.

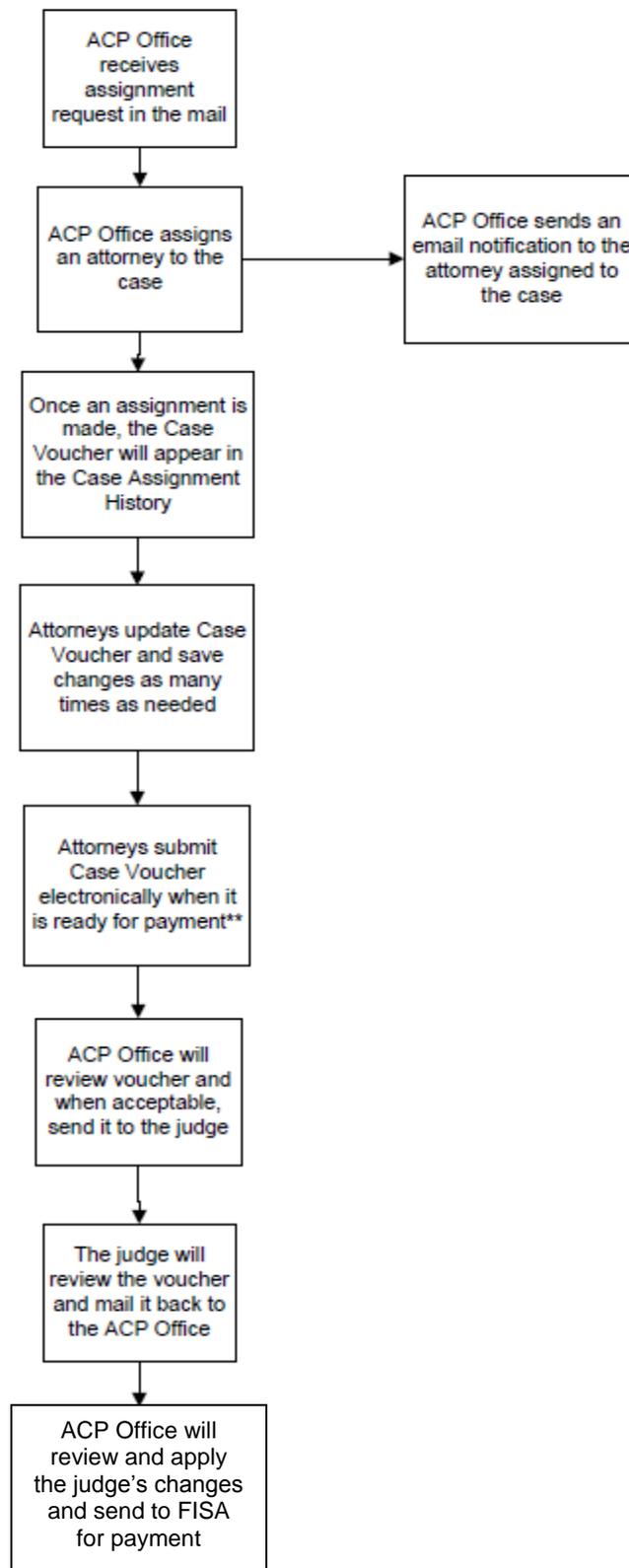
## Section 10: Appendix

### A. Terminology used in this Manual

Term	Usage
Tabs	Tabs are similar to sections. 18b web has three Tabs to select from.
Functions	Functions are subsections of a Tab. Each Tab has different functions.
Field	An updatable area.
Label	Blue underlined text that can be clicked on.
Button	Grey rectangle used to save, update, print, etc.
Drop-down menu bar	Provides a list of choices to select from.
Check Box	Click in it to select it and click in it again to deselect it.
Radio Button	Round button. Click in it to select it and click in it again to deselect it.

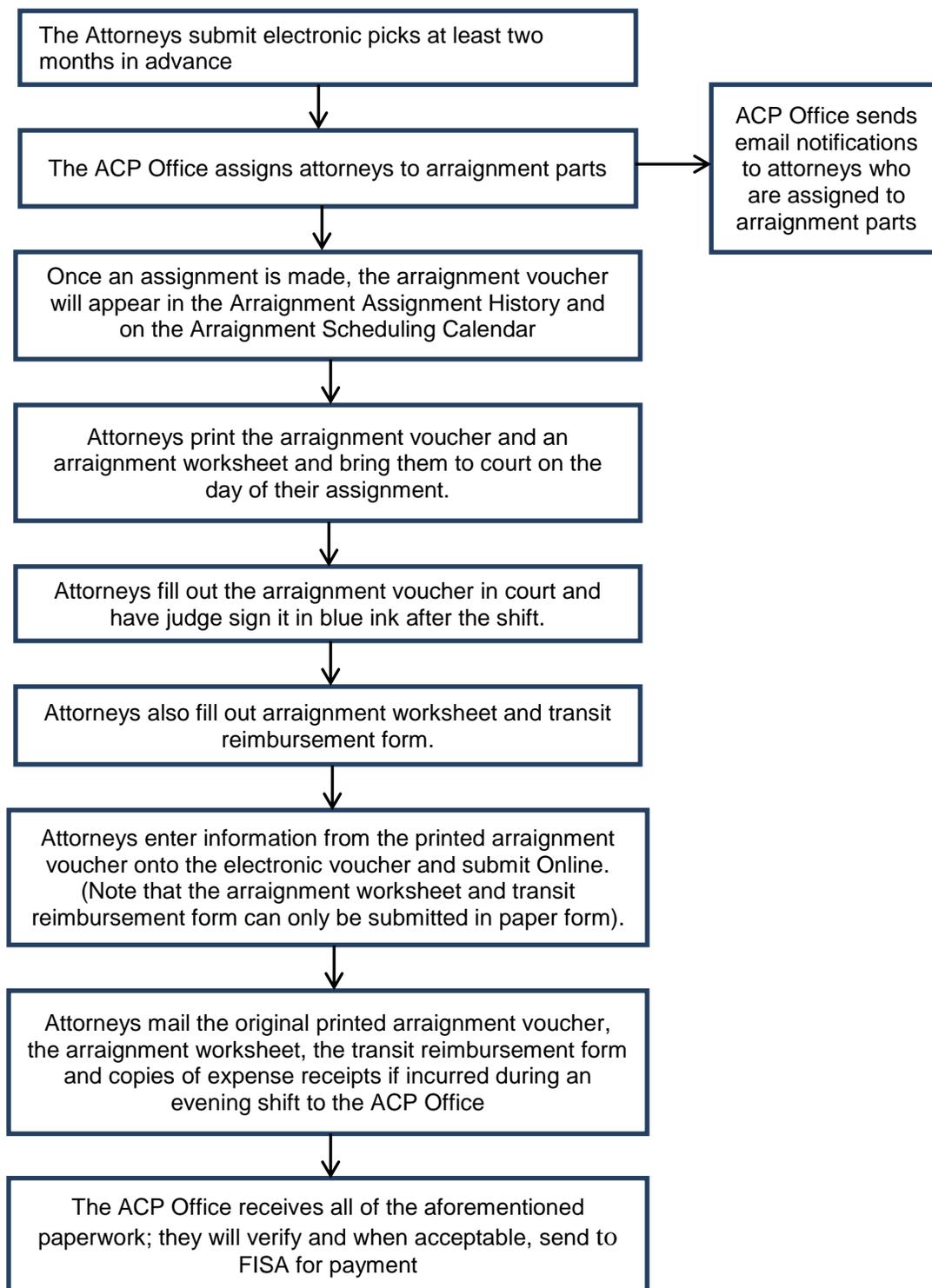


## B. Case Voucher Process Flow

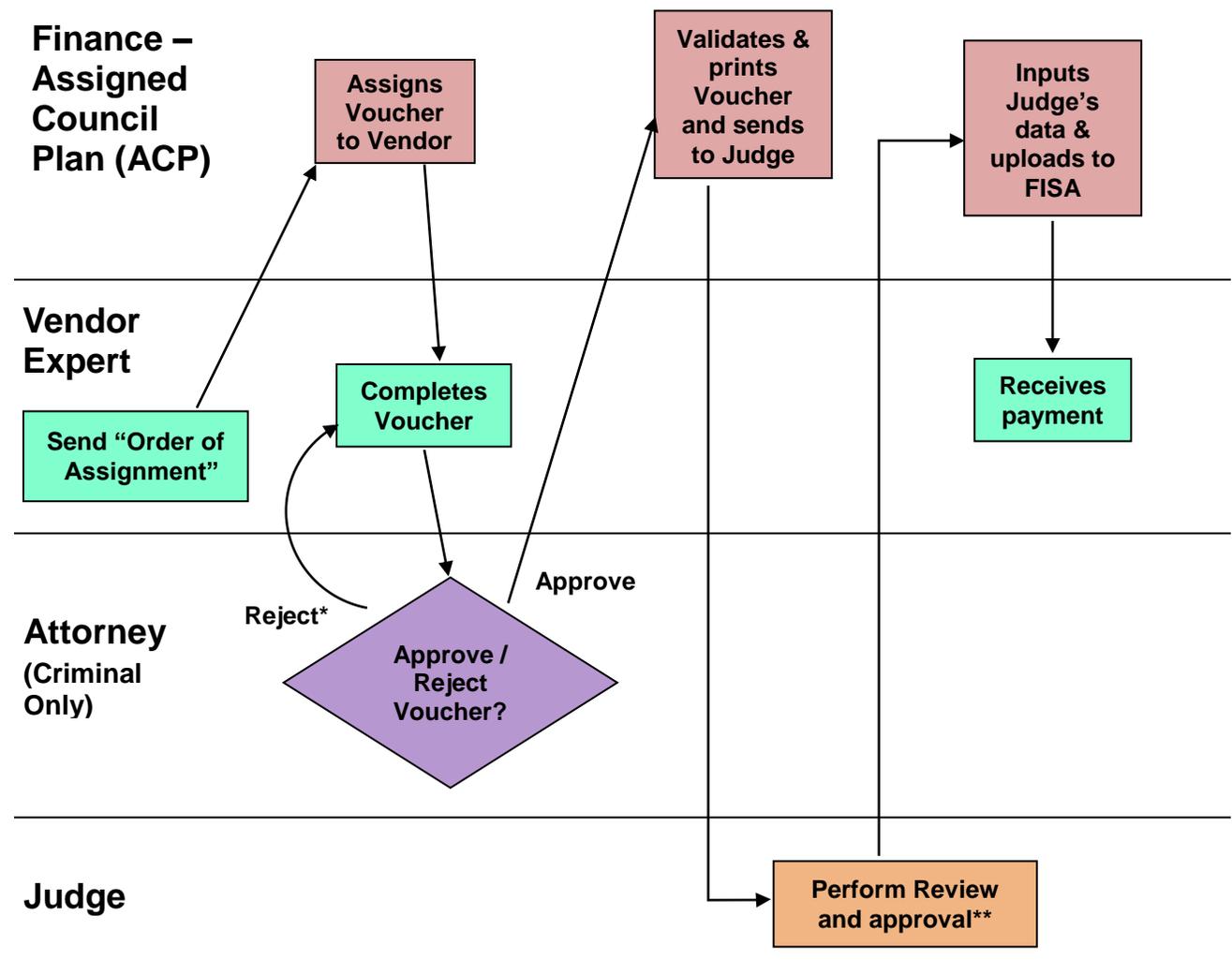


\*\* If Attorney incurs expenses, mail copies of the receipts to the ACP Office. Please write the assignment # on all paperwork. Receipts are considered the following: copy of the front/back of a canceled check, redacted bank statement, actual receipt, or stamped PAID on invoice by Servicer.

### C. Arraignment Voucher Process Flow



### D. Expert Voucher Process Flow



\* If the Attorney rejects the Voucher, then it is sent back to the Expert's Queue and has an OPEN status and check Reject Reason box.  
 \* If the ACP rejects the Voucher, then it is sent back to the Expert's Queue and has an OPEN status and check the ACP Comment box.  
 \*\* Sometimes, the judge makes adjustments to the Vendor's voucher.

Legend:

1. Flow chart shapes: Boxes (□) are for processes; Diamonds (◇) are for decisions with different outputs
2. Basic flow starts at the left side and proceeds to the right side of the page.