

18B Web

*The Assigned Counsel Plan's
New Internet Application*

www.nyc.gov/18B

Training Manual
V1.4

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Section 1: Introduction

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. Designed for 18B attorneys and employees of the City of New York’s Assigned Counsel Plan (“ACP”), 18B Web will improve the process for picking preferred arraignment part assignments (formerly known as postcards or primary day assignment requests) and streamline your voucher submission process.

Once your county “goes live” with 18B Web, you must submit your preferred arraignment part picks (“picks”) and vouchers – both arraignment and case – via this application. The ACP Office will no longer accept postcards or mailed requests for primary day assignments. Additionally, you will be required to fill out your arraignment vouchers online and mail a hard copy to the ACP Office.

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.

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 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 18Bwebhelp@finance.nyc.gov. Someone will get back to you within 72 hours.

Tips
Although not required, access to a printer will simplify the process for filling out arraignment vouchers.
For increased security, be sure to use at least a six-digit password for your email account.

Section 2: System Requirements

Before you attempt to access 18B Web, please review the below technical guidelines. Most important among them is that you use a computer with internet access and a recent version of Internet Explorer (4 years or less).

Windows

- Intel Pentium Processor
- Microsoft Windows XP 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 6.0 or higher (7.0 or higher recommended – see below for a free download site)

Macintosh

- Power Mac
- Mac OS X or OS 8.1 or higher
- 64 MB of RAM (128MB recommended)
- 10 MB of available hard-disk space
- Internet Explorer (see below for free download sites based on your operating system)

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 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

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

Tips
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, open up Internet Explorer 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

The quickest way to access your web browser is on your computer desktop. Locate the Internet Explorer icon and then double click on it to launch it.

The icon should look like this:



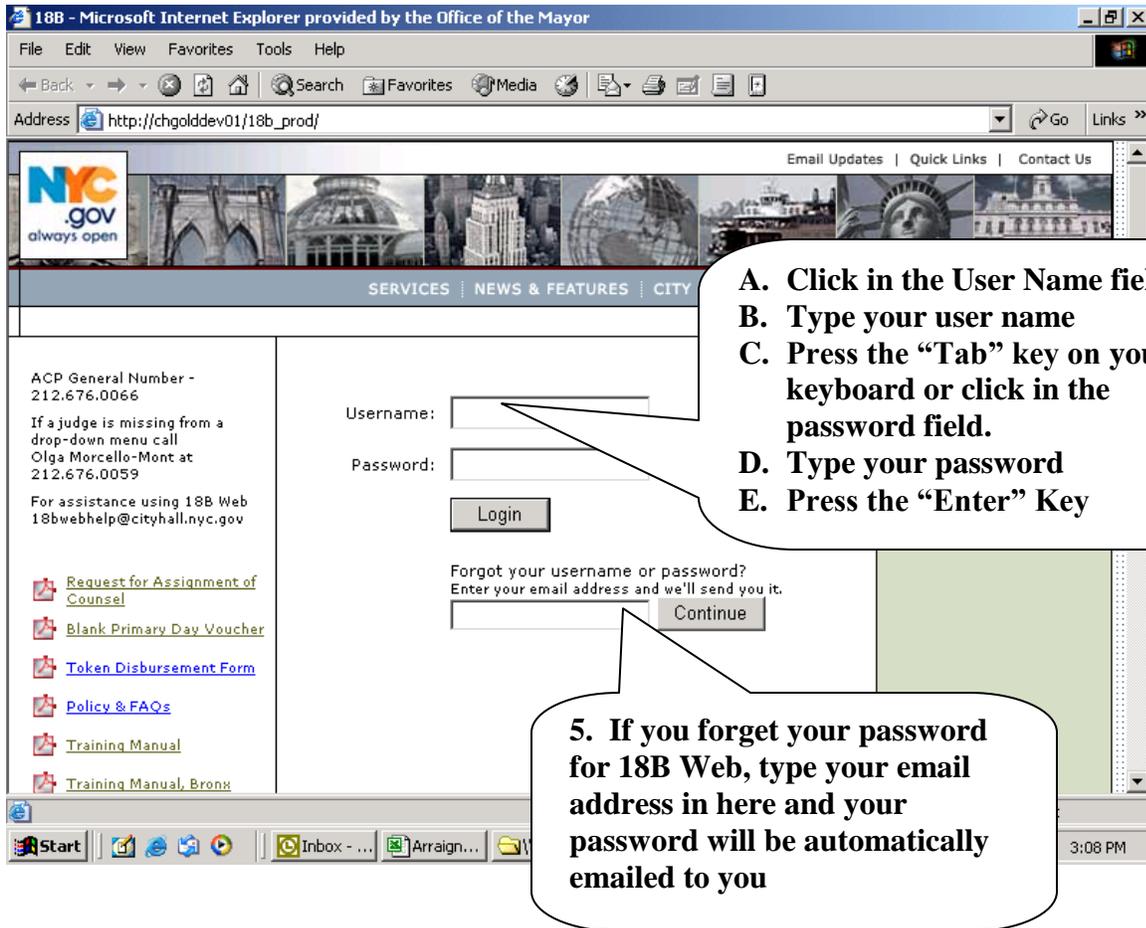
2. Enter the 18B Web internet address – www.nyc.gov/18B

After opening your web browser, type the 18B Web website address (URL) – www.nyc.gov/18B - in the address section of your web browser and then press the “Enter” key on your keyboard.

A screenshot of a Microsoft Internet Explorer browser window displaying the NYC.gov Portal. The browser's address bar shows the URL 'http://www.nyc.gov/'. A white callout box with a black border points to the address bar and contains the following instructions: 'A. Click on the Address area', 'B. Type www.nyc.gov/18B', and 'C. Press the Enter key on your keyboard'. The website content includes a navigation menu, a search bar, and several news articles. One article is titled 'Mayor Bloomberg Announces \$6 Million Donation to The New York City Libraries from The Wallace Foundation'. Another article is titled 'Winter Storm Warning is in Effect'. The browser's status bar at the bottom shows 'Internet'.

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

5. If you forget your password for 18B Web, type your email address in here and your password will be automatically emailed to you

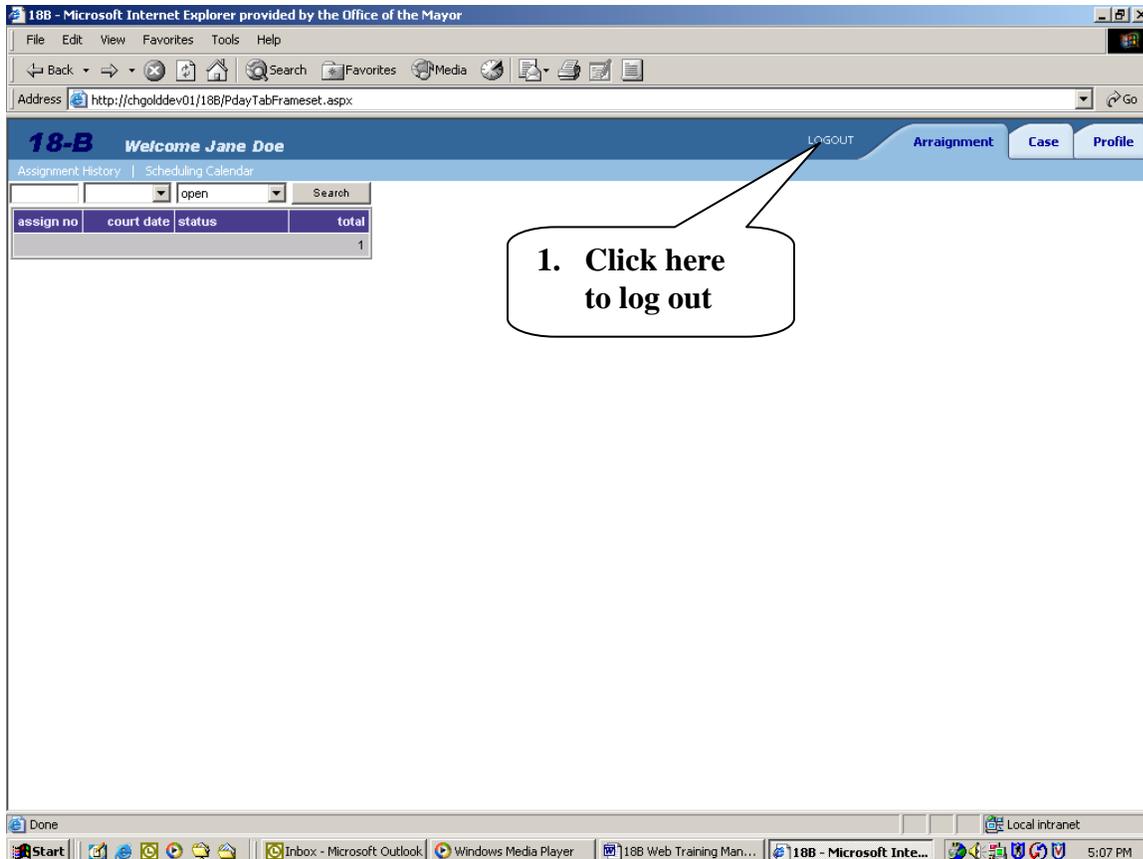
4. Congratulations! You have logged in to 18B Web.

5. If you forget your password, use the prompt at the bottom of the log in screen and 18B Web will automatically email you your password.

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:

1. From any screen within the application click on the LOGOUT area at the top of the screen.



Tips

In order to decrease the possibility that an unauthorized user accesses your session of 18B Web, you will automatically be logged out of 18B Web after 15 minutes of inactivity. Clicking the Save or Search button, or changing screens will reset the clock.

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

Section 5: Scheduling Calendar

The Scheduling Calendar replaces primary day assignment requests (also known as postcards). 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). The ACP Office will no longer accept postcards.

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 31st 2004. If you do not submit your picks by the January 31st 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

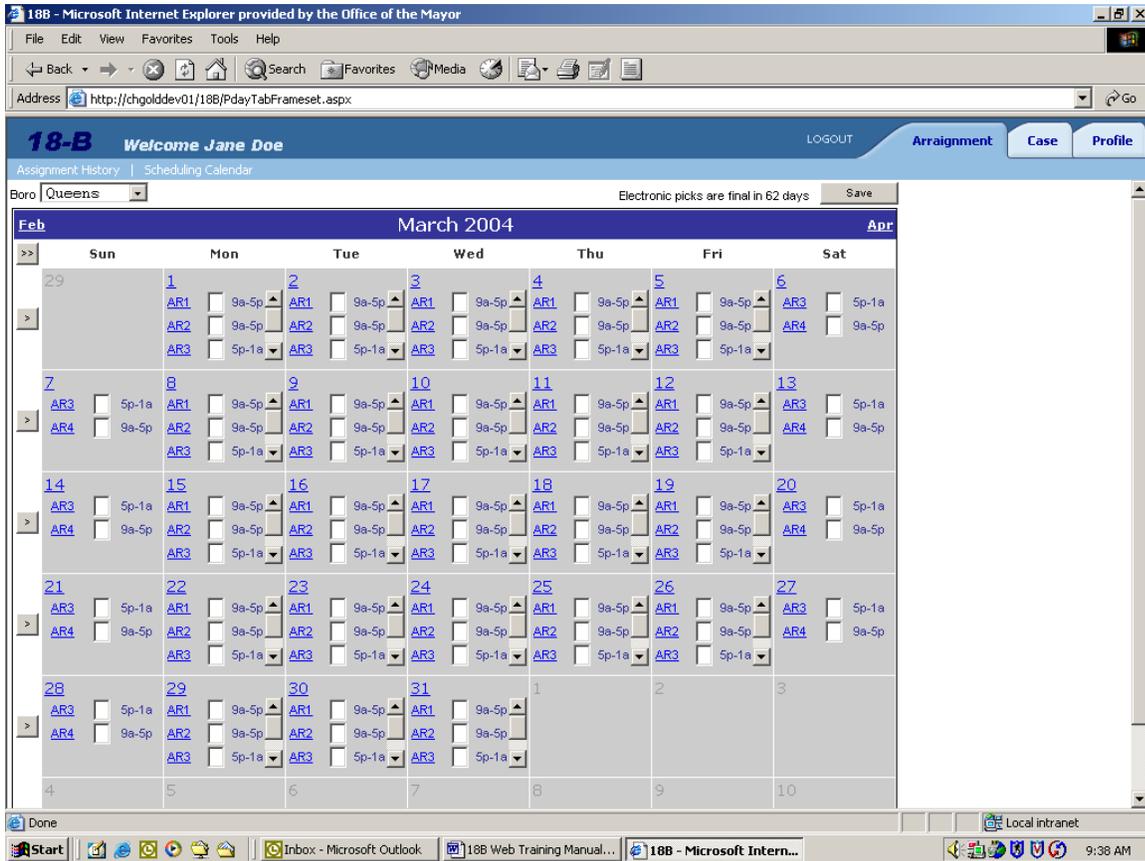
2. Click on the Scheduling Calendar Function on the top left of the screen

The screenshot shows a Microsoft Internet Explorer browser window displaying the 18B Web application. The browser's address bar shows the URL: `http://chgolddev01/18B/PdayTabFrameset.aspx`. The application header includes the text "18-B Welcome Jane Doe" and a "LOGOUT" link. On the right side of the header, there are three tabs: "Arraignment", "Case", and "Profile". The "Arraignment" tab is currently selected. Below the header, there is a navigation menu with "Assignment History" and "Scheduling Calendar". A search bar is visible with a dropdown menu set to "open" and a "Search" button. Below the search bar is a table with the following structure:

assign no	court date	status	total
			1

Two callout boxes are present: one pointing to the "Scheduling Calendar" link in the navigation menu, labeled "2. Click on the Scheduling Calendar Function", and another pointing to the "Arraignment" tab, labeled "1. Click on the Arraignment Tab". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 9:33 AM.

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



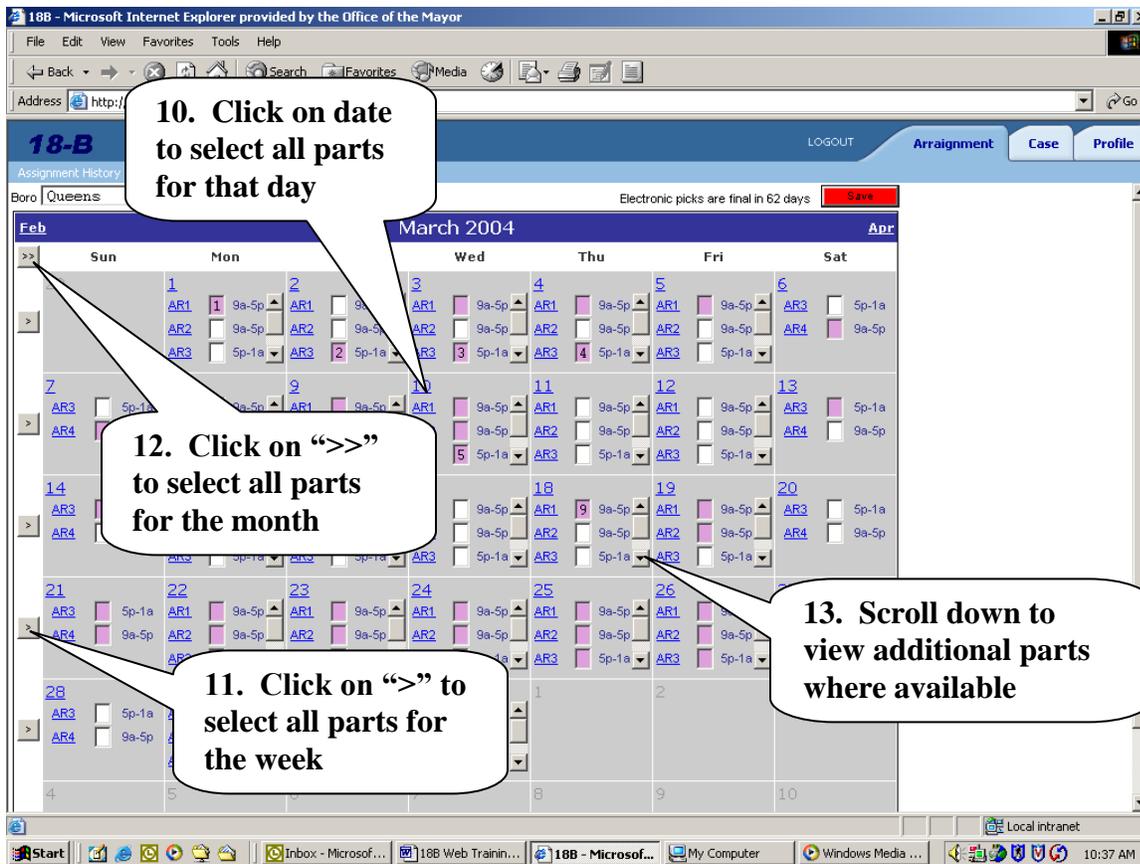
4. Become familiar with the scheduling calendar screen - there is a lot of functionality available on this screen. Note that at the top right is a warning, which informs you of how many days that remain before your picks are final.
5. To switch months, you must go one month forward or backwards at a 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.

The screenshot shows a web browser window displaying a scheduling calendar for March 2004. The calendar is a grid with days of the week (Sun, Tue, Wed, Thu, Fri, Sat) and dates (1-31). Each date cell contains a label (e.g., AR1, AR2, AR3, AR4) and a dropdown menu with options like '9a-5p' and '5p-1a'. A red 'Save' button is visible at the top right. A warning message at the top center states 'Electronic picks are final in 62 days'. Callouts provide instructions: '4. Number of days left before picks are final' points to the warning; '5. Click here to go to the next month' points to the 'Apr' link at the top right; '5. Click here to go to the previous month' points to the 'Feb' link at the top left; and '6. Click on your top choice - the "1" should appear' points to the '1' in the 'AR1' label for March 1st.

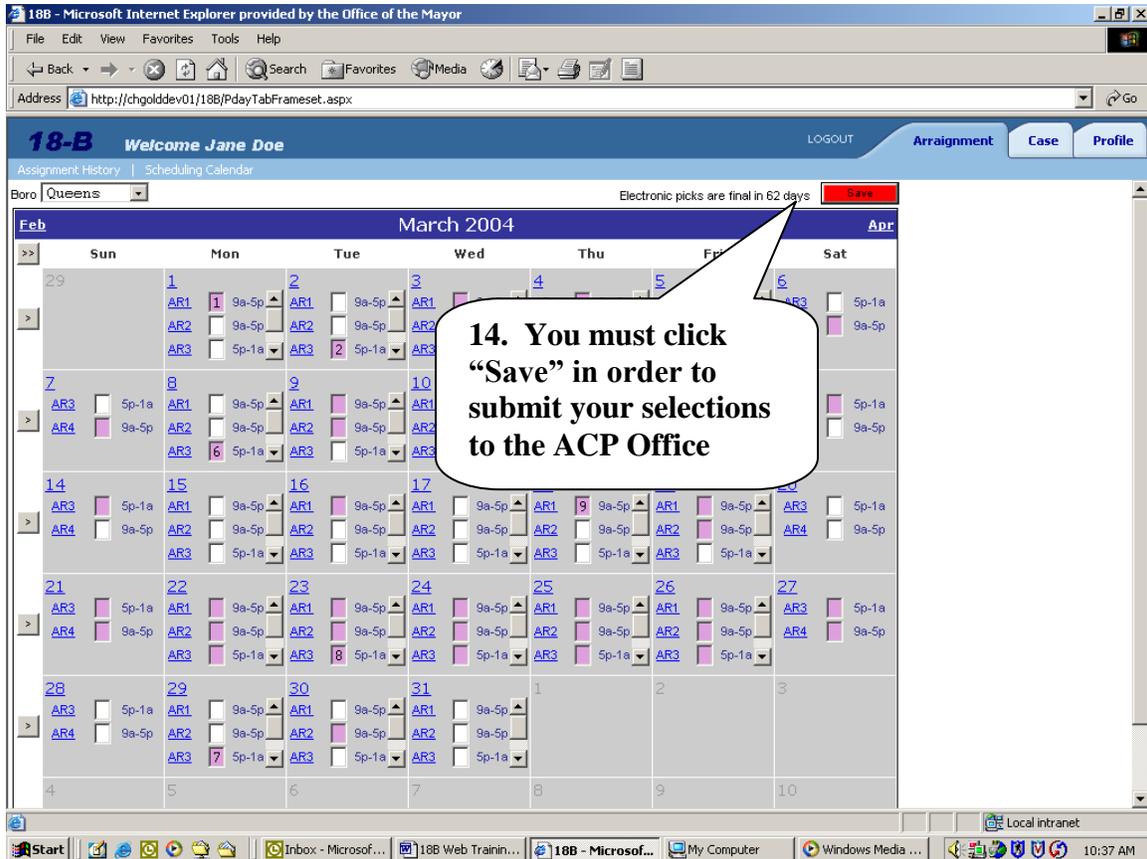
7. Click on the Labels of your next 8 choices (your screen should look similar to the screen below).
8. If you would like to change your selection, simply re-click on the Label you wish to change.
 - a. You can also type in your rank (1 through 9), in any Fields.

The screenshot shows a web browser window titled "18-B - Microsoft Internet Explorer provided by the Office of the Mayor". The address bar shows "http://chgolddev01/18B/PdayTabFrameset.aspx". The page content includes a navigation bar with "18-B Welcome Jane Doe", "LOGOUT", "Arraignment", "Case", and "Profile". Below this is a "Scheduling Calendar" for the Borough of "Queens". The calendar displays dates from February 29 to April 10. Each date cell contains a grid of time slots (9a-5p and 5p-1a) with labels (AR1, AR2, AR3, AR4) and checkboxes. A red "Save" button is visible in the top right of the calendar area. Two callout boxes provide instructions: one pointing to a date cell with the text "7. Click on the labels of your next 8 choices" and another pointing to a date cell with the text "8. Re-click on a label to remove that pick". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 10:27 AM.

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. If you do not click save, your picks will be lost!!!**
- a. Note that 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.**

Tips

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

18B Web has been designed to enable you to submit your arraignment vouchers, check on the payment status of your arraignment vouchers, and check the history of your arraignment vouchers.

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 interface in Microsoft Internet Explorer. The browser address bar displays the URL: <https://a002-oom01.nyc.gov/18B/PdayTabFrameset.aspx>. The page header includes the text "18-B Welcome Attorney Trainee #03" and a "LOGOUT" link. The navigation tabs are "Arraignment", "Case", and "Profile". The "Arraignment" tab is selected. Below the navigation, there are links for "Assignment History" and "Scheduling Calendar". A search box is visible with a dropdown menu set to "<all>" and a "Search" button. A table with the following columns is displayed: "assign", "court date", "status", and "total". The table contains one row with the value "1" in the "total" column. Three callout boxes provide instructions: "1. Click on the Arraignment Tab" points to the "Arraignment" tab; "2. Click on the Assignment History Function" points to the "Assignment History" link; "3. Narrow your search and then press the 'Search' button" points 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.

The screenshot shows a web browser window titled "18B - Microsoft Internet Explorer provided by the Office of the Mayor". The address bar shows the URL "https://a002-oom01.nyc.gov/18B/PdayTabFrameset.aspx". The page content includes a header with "18-B Welcome Attorney Trainee #03" and navigation tabs for "Arraignment", "Case", and "Profile". Below the header is a search bar with a dropdown menu set to "<all>" and a "Search" button. A table displays the following data:

assign no	court date	status	total
32416	1-3-2004	open 12-4-03	\$0.00
32381	12-3-2003	open 12-4-03	\$0.00

A callout box with a pointer to the assignment number "32381" in the table contains the text: "4. Click on the assignment number you wish to submit". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "8:38 PM".

- 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. Also, your name address, phone number, and information pertaining to the part you have been assigned have been pre-populated.

18-B Welcome Jane Doe LOGOUT Arraignment Case Profile

Assignment History | Scheduling Calendar

Assigned Counsel Plan - Arraignment / Primary Day Voucher

Mail completed form and all requests for assignments for each retained case to:
253 Broadway - Room 200, New York, NY 10007 (212) 676-0066

Attorney Name: Jane Doe Address: 253 Broadway, 2nd Fl.
Telephone #: (212) 555-5555

Assignment	Date	Boro	Part
32308	Fri Jan 2, 2004	Queens	AR1

Start Time	Recess Out	Recess In	End Time	Total

Case Details

	HOM	FEL	MIS	VIOLS	TOTALS
Total Number of Cases Handled:					
Less... Cases disposed at arraignment:					
Arraignment Only Cases:					
Calendar/Other Activity: (Non-Arraignment Part)					
Total Cases Retained:					

Voucher Total

Transit Fare	Expenses	Total
	\$	\$

On a separate page, list defendant name and docket # for each token. Copies of receipts must be attached on an 8-1/2 x 11 sheet (retain originals). Payment amount will be calculated based on hours worked.

Attorney Certification

Attorney Number: 105 Attorney Tax ID: 22-354 Signature: _____

Certified Correct. The above number of defendants were represented by me at arraignment. I affirm under the penalty of perjury that the services were performed. All future vouchers submitted for other services rendered on these matters will no include payment request for these Arraignment services.

Judge Approval

Name: _____ Date: _____ Signature: _____

Header information automatically gets filled out by 18B Web

You are not permitted to change the light green fields

- 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.

18-B Welcome Jane Doe

Logout Arraignment Case Profile

Mail completed form and all requests for assignments for each retained case to:
253 Broadway - Room 200, New York, NY 10007 (212) 676-0066

Attorney Name: Jane Doe Address: 253 Broadway, 2nd Fl.
Telephone #: (212) 555-5555

Assignment	Date	Boro	Part
32308	Fri Jan 2, 2004	Queens	AR1

Start Time	Recess Out	Recess In	End Time	Total
<input type="text"/>				

Case Details

	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"/>				
Total Cases Retained:	<input type="text"/>				

Voucher Total

Transit Fare	Expenses	Total
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

On a separate page, list defendant name and docket # for each token. Copies of receipts must be attached on an 8-1/2 x 11 sheet (retain originals). Payment amount will be calculated based on hours worked.

Attorney Certification

Attorney Number: 105 Attorney Tax ID: 22-354 Signature:

Certified Correct. The above number of defendants were represented by me at arraignment. I affirm under the penalty of perjury that the service performed. All future vouchers submitted for other services rendered on these matters will no include payment request for these Arraignment s

Judge Approval

Name: Date: Signature:

Save Changes Submit for Approval Print

- 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."**

18-B Welcome Jane Doe

main completed form and all requests for assignments for each retained case to:
253 Broadway - Room 200, New York, NY 10007 (212) 676-0066

Attorney Name: Jane Doe Address: 253 Broadway, 2nd Fl.
Telephone #: (212) 555-5555

Assignment	Date	Boro	Part	Start Time	Recess Out	Recess In	End Time	Total
32308	Fri Jan 2, 2004	Queens	AR1					

Case Details

	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"/>				
Other/Other Activity: (Non-Arraignment Part)	<input type="text"/>				
Retained:	<input type="text"/>				

Voucher Total

Transit Fare	Expenses	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attorney Certification

Attorney Number: 10580
Attorney Tax ID: 22-3545202
Signature:

Judge Approval

Name	Date	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Changes Submit for Approval Print

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.

The screenshot shows the 18B web application interface in Microsoft Internet Explorer. The browser title is "18B - Microsoft Internet Explorer provided by the Office of the Mayor". The address bar shows "http://chgolddev01/18B/PdayTabFrameset.aspx". The page header includes "18-B Welcome Jane D...", "LOGOUT", and tabs for "Arraignment", "Case", and "Profile". The "Arraignment" tab is selected. Below the header, there is a search area with a dropdown menu showing "32308" and a "Search" button. A table displays the search results:

assign	o	court date	status	to
3		1-2-2004	open	12-1-0
				\$0.00
				1

Callout boxes provide instructions:

- 1. Click on the "Arraignment" Tab
- 2. Click on the "Assignment History" Function
- 3A. Type an assignment number
- 3B. Press the "Search" Button
- 4. The status of your voucher is displayed here

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 4:51 PM.

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 thereby 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

2.
A. Enter all or part of an assignment number, defendant name, docket or indictment number, or status from the drop-down menu
B. Click the Search button
C. 18B Web will display those vouchers fitting your search criteria

3. Clicking on the underlined blue assignment number will take you to the electronic voucher

assign no	defendant	dockets	status	assigned	completed	total
<u>2505C</u>	Thomas F...	2003QN0...	open	11-29-03	11-29-2003	\$0.00
2505C	Raymond h...	2003QN05	open	11-29-03	11-29-2003	\$0.00
2505C	Ganeshai...	2003QN0	11-29-03	11-29-03		

Figure 7.1

4. Congratulations! You have found your voucher.

Figure 7.2

The screenshot shows a web application interface for a legal case management system. The header includes the logo "18-B Welcome Attorney #1" and navigation links for "ARRAIGNMENT", "Case", and "Profile". The main content area is divided into several sections:

- Case Information:** Assign# 000000, Arrest 3-8-2011, Borough Bronx, Case# 3, Defendant Luis, Felony.
- Judge:** other...
- Resolution:** (dropdown menu)
- Expense Table:** A table with columns for "add", "expense", and "amount".
- ACP Comments:** A large text area for entering comments.
- Buttons:** "Waive Fee", "Save", "Submit", and a ".pdf" button.
- Messages:** A green message "Voucher Saved Successfully" and a red message "An attached electronic affirmation must justify 1:00 billing during lunch".
- Total Charges and Expenses:** A summary table.

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

ACP comments regarding the voucher are displayed here

Click the "pdf" button to display and print a voucher report for your records

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

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 to the ACP Office and write the assignment/voucher # on them.

18-B Welcome Attorney #1 | 18B FAQ | LOGOUT | Arraignment | Case | Profile

Assignment History

General | Activity | Affirmation

Case

Assign# 000000 Arrest 3-8-2011
 Borough Bronx Case# 3
 Defendant Luis
 Docket 2011BX Disposition 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
Total	\$525.00

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

**1- Select a "Judge"
 2- Select a "Resolution"
 3- Add Expenses**

Click the "Save" button after all changes

Figure 7.3

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 Web interface for Attorney #1. The main area is a table for entering activities. The table has columns for date, start/finish, category/activity, part, and a delete checkbox. Three activity lines are visible for 5-1-2011: Jury Selection (9:00am-12:00pm), Other (12:00pm-1:00pm), and Jury Deliberations (1:00pm-4:00pm). Below the table is a dropdown menu for selecting a month and year, and buttons for Waive Fee, Save, and Submit. A summary box shows a total of \$525.00. A message box indicates 'Voucher Saved Successfully' and a warning about 1:00 billing during lunch.

Callouts:

- Fill in activities line by line**: Points to the activity table.
- If you would like to delete an item, click the check box on the far right and then click the "Save" button**: Points to the delete checkbox in the table.
- 18B Web displays activity by month and year. To view activity for a given period, select the month and year from this dropdown list**: Points to the month/year dropdown.
- Click the "Save" button after all changes**: Points to the Save button.

Figure 7.4

Notes:

- a) Clicking "Save" after you fill in an entire page of activity will create additional blank lines
- b) 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 Figure 7.4. You will not be allowed to proceed until an appropriate action is taken:

8. Rules for On-Line Affirmations

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 Figure 7.5.

➔ **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 7.5. (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' selected. Below the form, there are buttons for 'Waive Fee', 'Save', and 'Submit'. A summary table shows a total of \$525.00. A message box indicates 'Voucher Saved Successfully'.

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

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

Figure 7.5

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

9. **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.

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

assign	defendant	dockets	assigned	status	total
0	Luis	2011BX	3-9-2011	open	3-28-11
					\$1,500.00
					1
					\$1,500.00

A callout box with a black border and white background points to the 'status' column of the first row. The text inside the callout box reads: "Voucher status is shown in the 'status' column".

Figure 7.6

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.
As is currently the practice, the ACP Office rejects or makes changes to your case vouchers, while informing you of the changes. In 18B Web, if the ACP Office rejects a 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: 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.

18B - Microsoft Internet Explorer provided by the Office of the Mayor

File Edit View Favorites Tools Help

Address <http://chgolddev01/18B/AttorneyTabFrameset.aspx>

18-B Welcome Jane Doe LOGOUT Arraignment Case Profile

Name: Jane Doe FMS: 205-86-92 Tax ID: 22-3546202

Phone 1: (212)555-5555 Phone 2: Fax: (212)555-5555

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): Password (NEW): Update

Done Local intranet

Start | Microsoft Outlook | 18B Web Training Manual | 18B - Microsoft Intern... | 5:40 PM

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

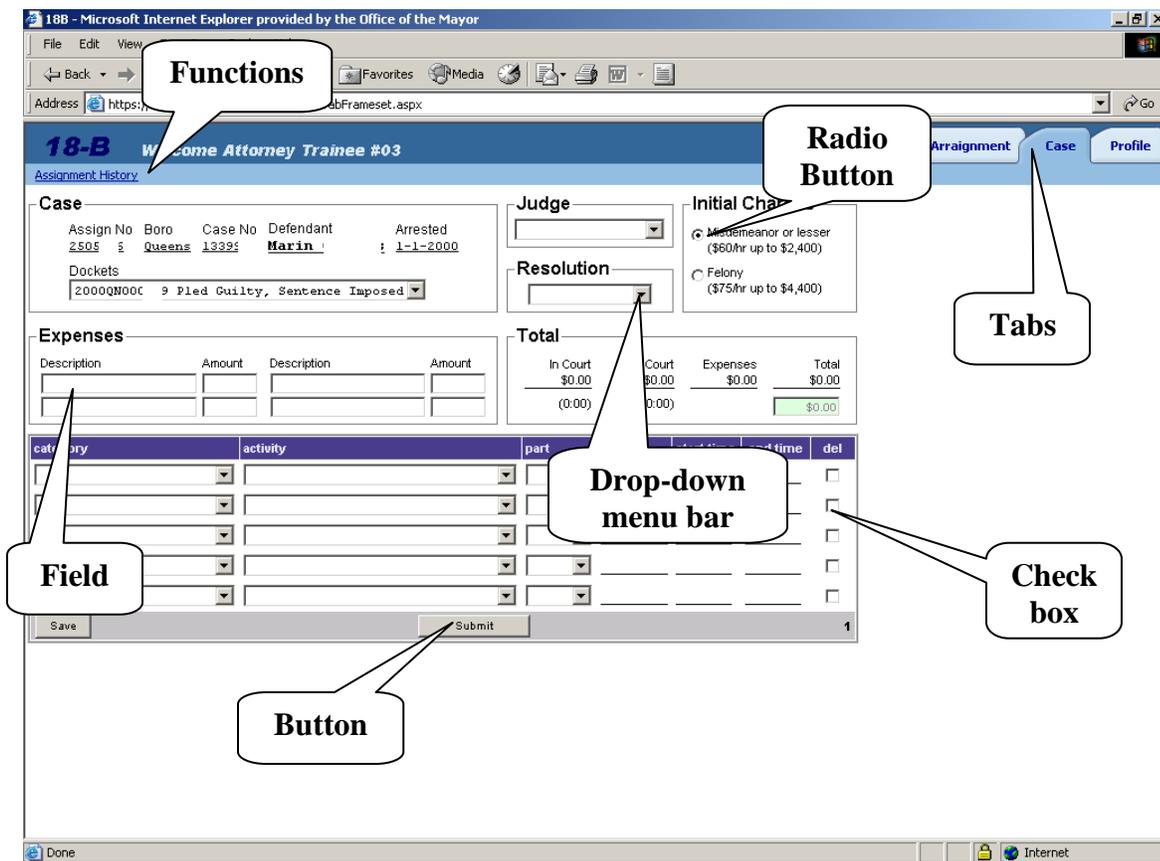
1. Type the email address that you use in the “Email 1” box.
2. A second email account may be added to the “Email 2” box.
3. By highlighting an email address then hitting the delete button on your keyboard you can remove an email address from an “Email” box.
4. Once you have added your email address(es)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

Tips
For increased security, be sure to use a different password for 18B Web than the password you use for your email account.

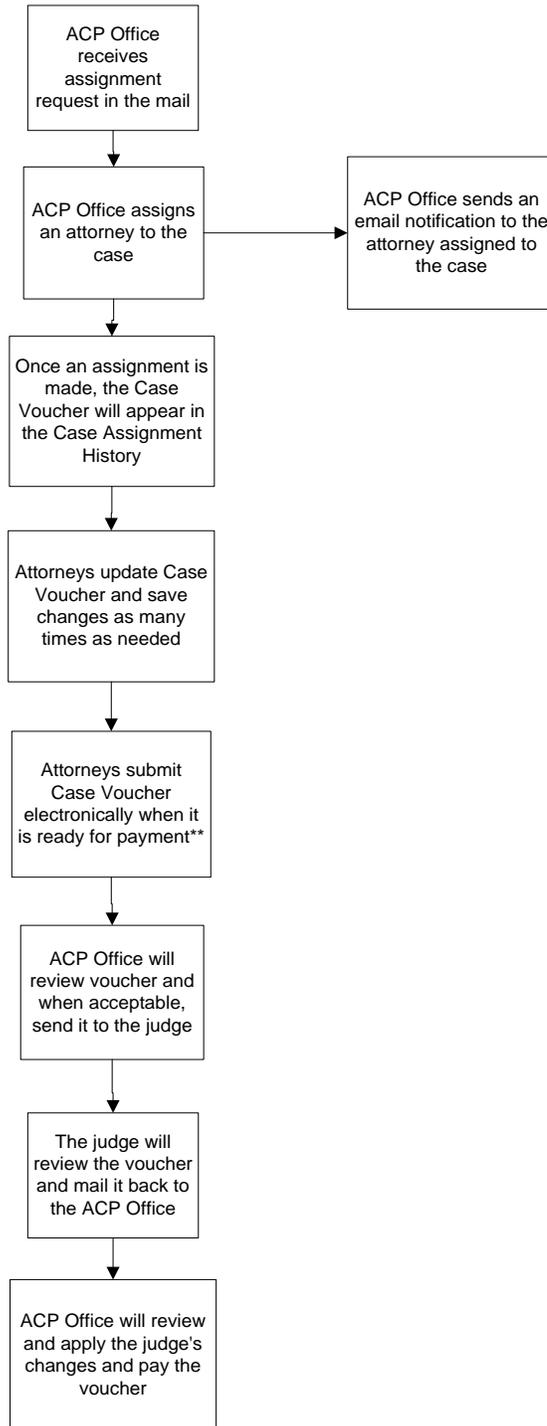
Section 9: Appendix

A. Terminology Used Throughout 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.

C. Arraignment Voucher Process Flow

