

18B Web

*The Assigned Counsel Plan's
New Internet Application*

www.nyc.gov/18B

BRONX
Training Manual
Version 1.3

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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 and streamline your voucher submission process.

Once your county "goes live" with 18B Web, you must submit your arraignment and case vouchers via this application. 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.

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@cityhall.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 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
- 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 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

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:



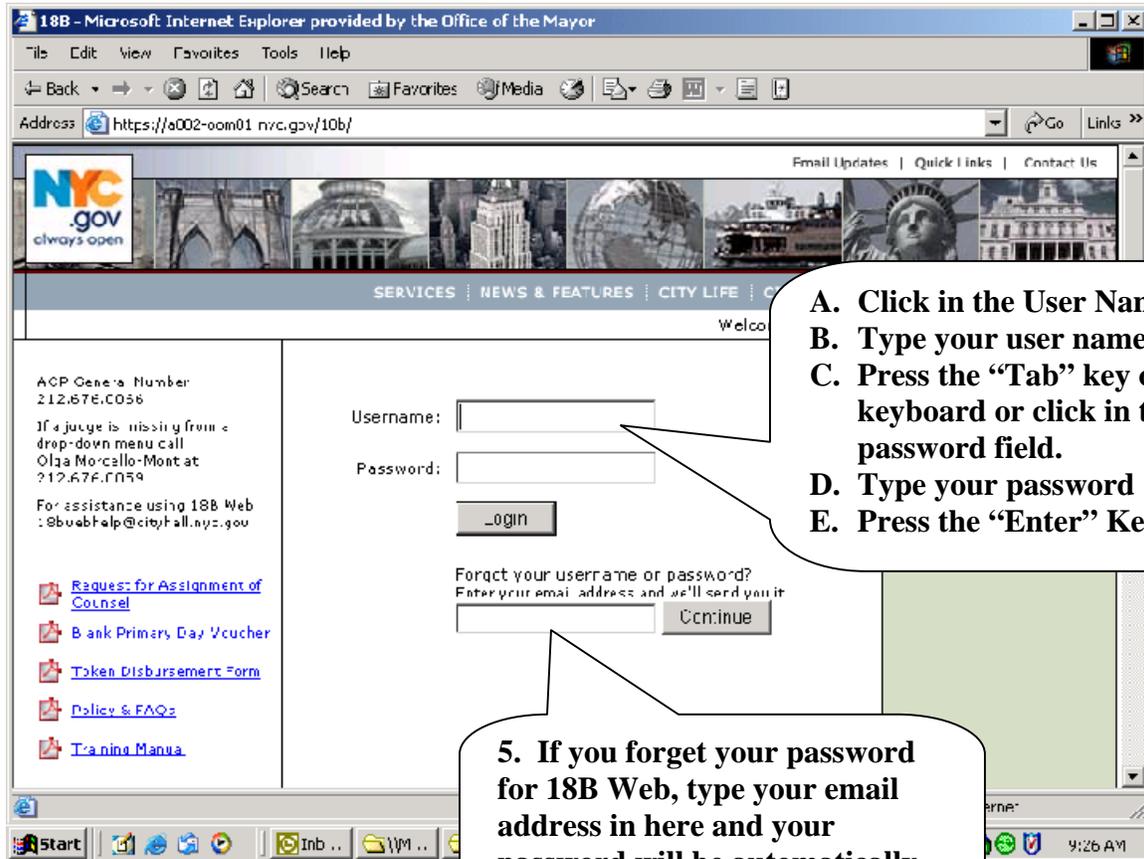
2. Enter the 18B Web internet address – www.nyc.gov/18B

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 website. The browser's address bar shows the URL 'http://www.nyc.gov/'. A white callout box with a black border is overlaid on the browser window, containing three 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 various news articles and links. 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

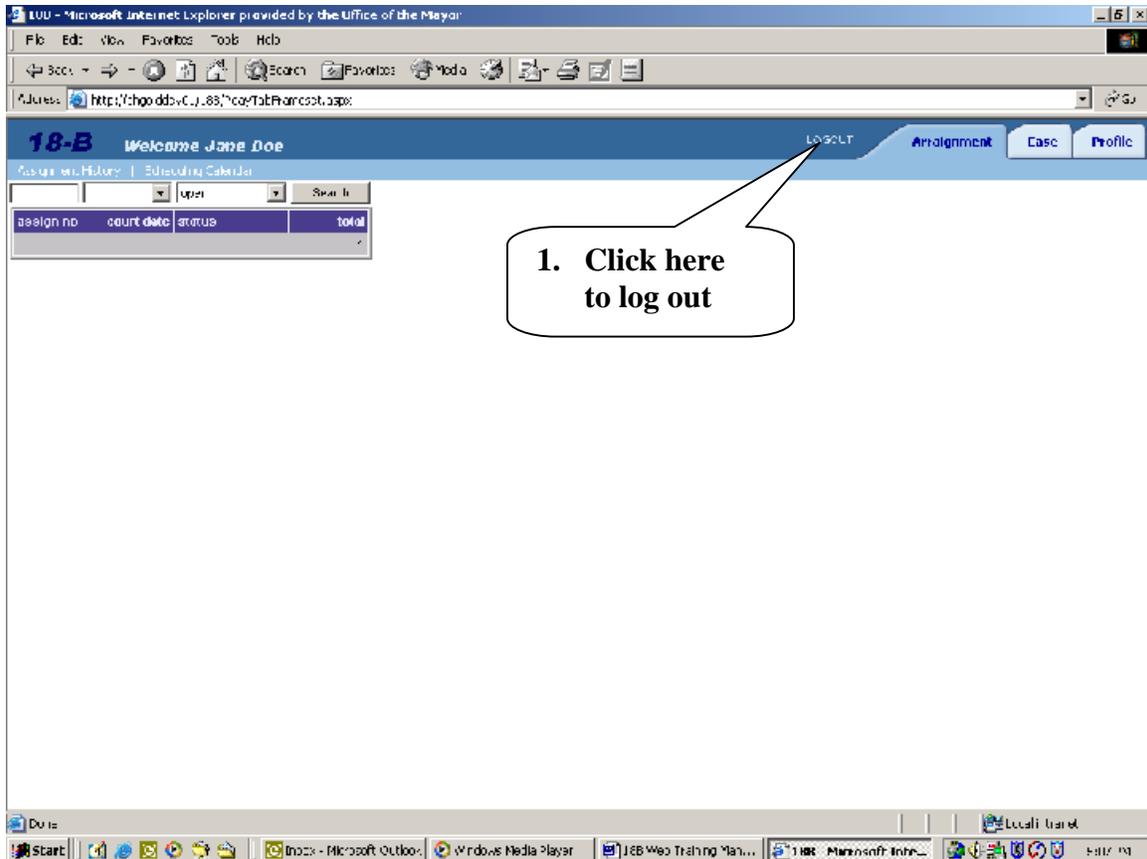
4. Congratulations! You have logged in to ACP Web.

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.

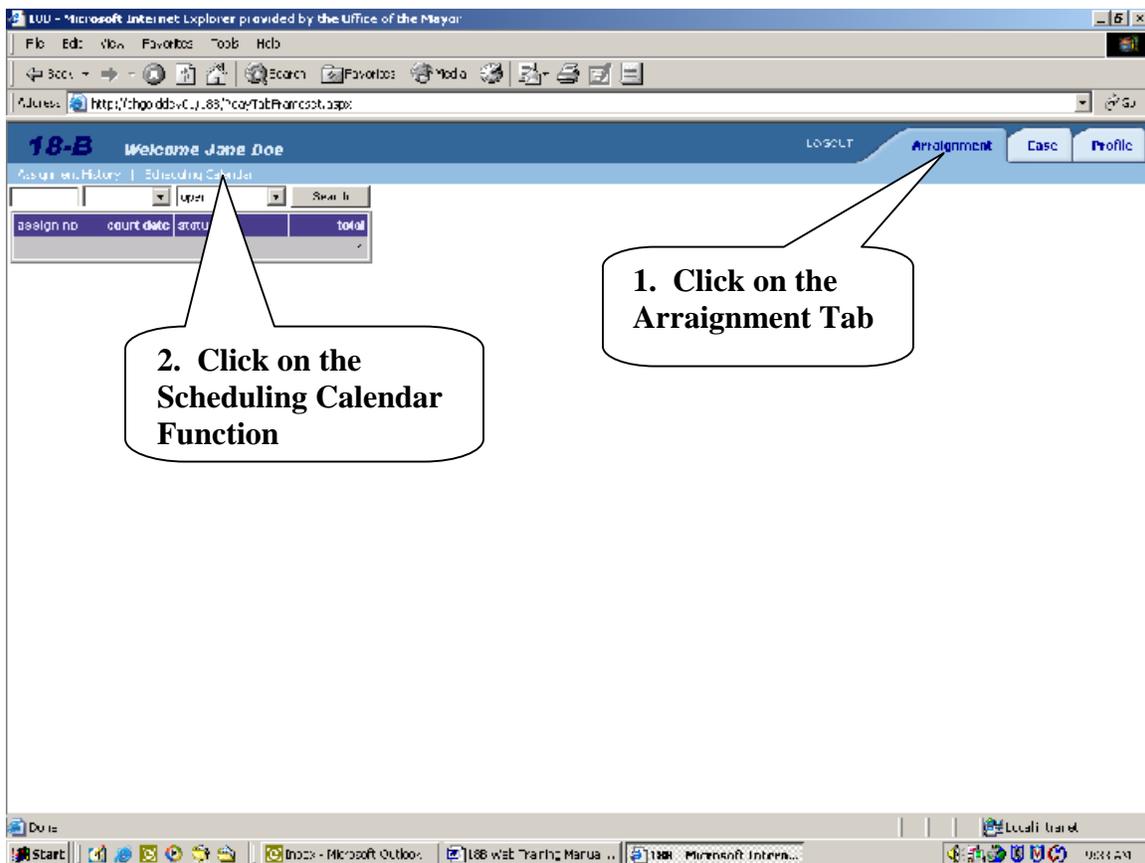
If you are on a public computer, be especially diligent about logging out of 18B Web.

Section 5: Scheduling Calendar

The Scheduling Calendar replaces primary day assignment requests IN THE OTHER COUNTIES. Attorneys in the Bronx will continue to request primary day assignments as they have in the past.

In the counties that are currently using 18B Web, the Scheduling Calendar permits attorneys to rank their top 9 picks in rank order, followed by any other parts in which they would be interested in working. The order of operation is:

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

18-B Welcome Jane Doe

Logout Alignment Case Profile

Assignments History | Scheduling Calendar

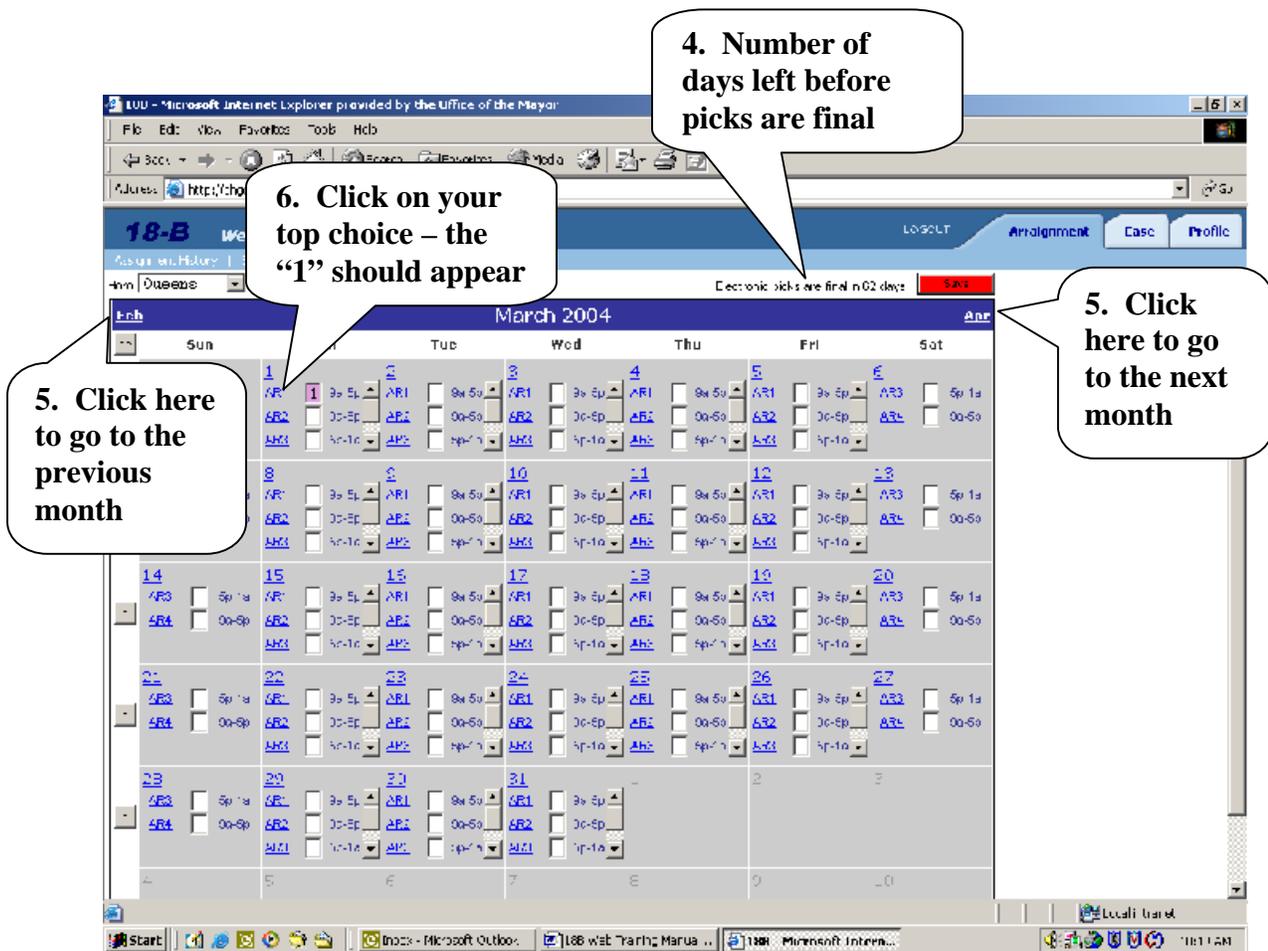
Queue Electronic sick days are first in 02 days Save

March 2004

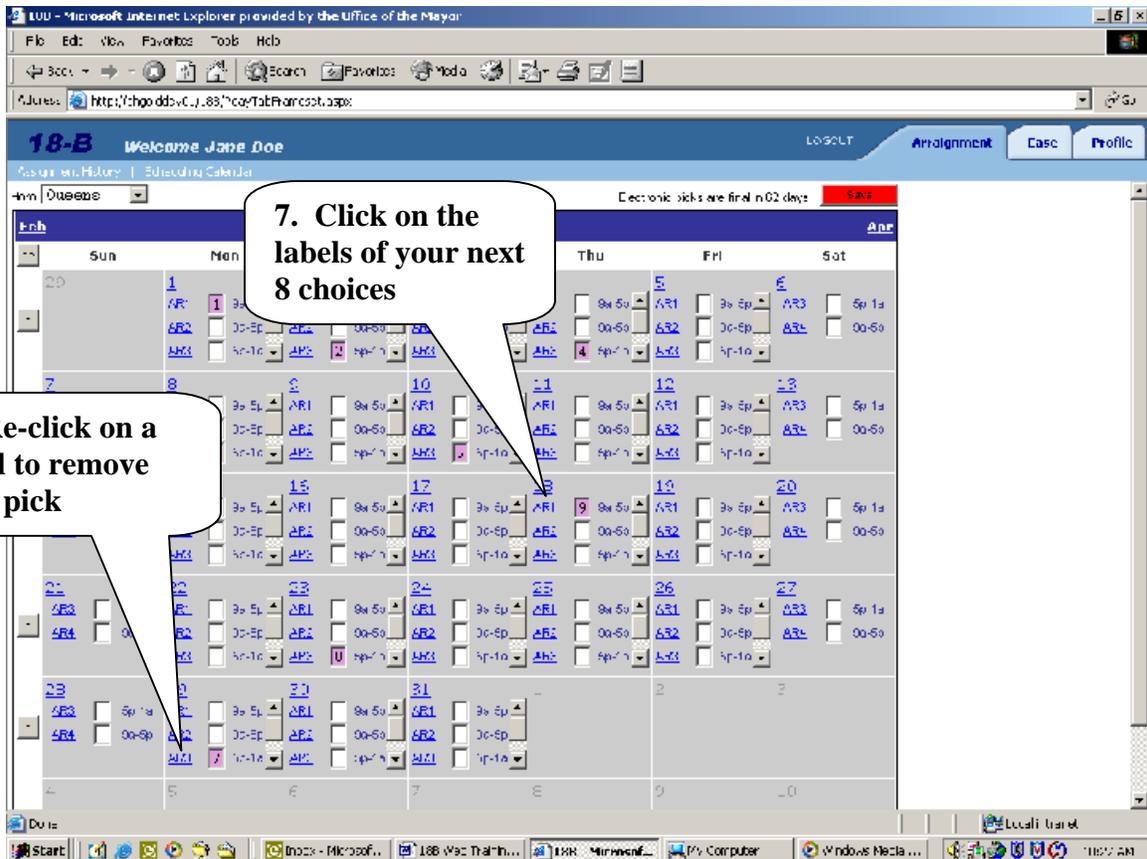
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		1	2	3	4	5	6
7		8	9	10	11	12	13
14		15	16	17	18	19	20
21		22	23	24	25	26	27
28		29	30	31			

Start | Local Area Network | 9:33 AM

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.



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.

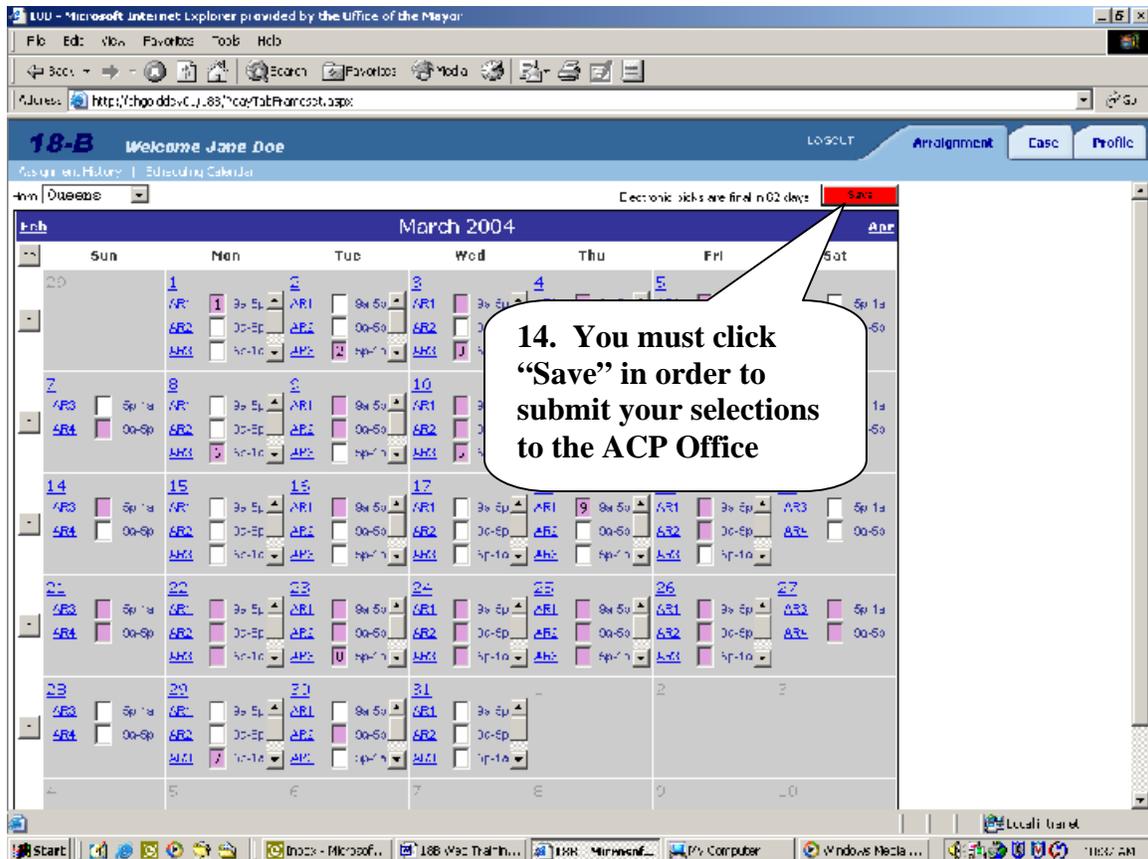
13. If there are more than 3 parts in a given day, be sure to scroll down to view those parts.

The screenshot shows a web browser window displaying a calendar for March 2004. The calendar is a grid with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates. Each date cell contains a list of parts (e.g., 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31) and their associated labels (e.g., AR1, AR2, AR3, AR4, AR5, AR6, AR7, AR8, AR9, AR10, AR11, AR12, AR13, AR14, AR15, AR16, AR17, AR18, AR19, AR20, AR21, AR22, AR23, AR24, AR25, AR26, AR27, AR28, AR29, AR30, AR31). The interface includes a navigation bar at the top with buttons for 'Assignment', 'Case', and 'Profile'. A status bar at the bottom shows the system clock and taskbar.

Callouts in the image provide instructions:

- 10. Click on date to select all parts for that day
- 11. Click on ">" to select all parts for the week
- 12. Click on ">>" to select all parts for the month
- 13. Scroll down to view additional parts where available

- 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.

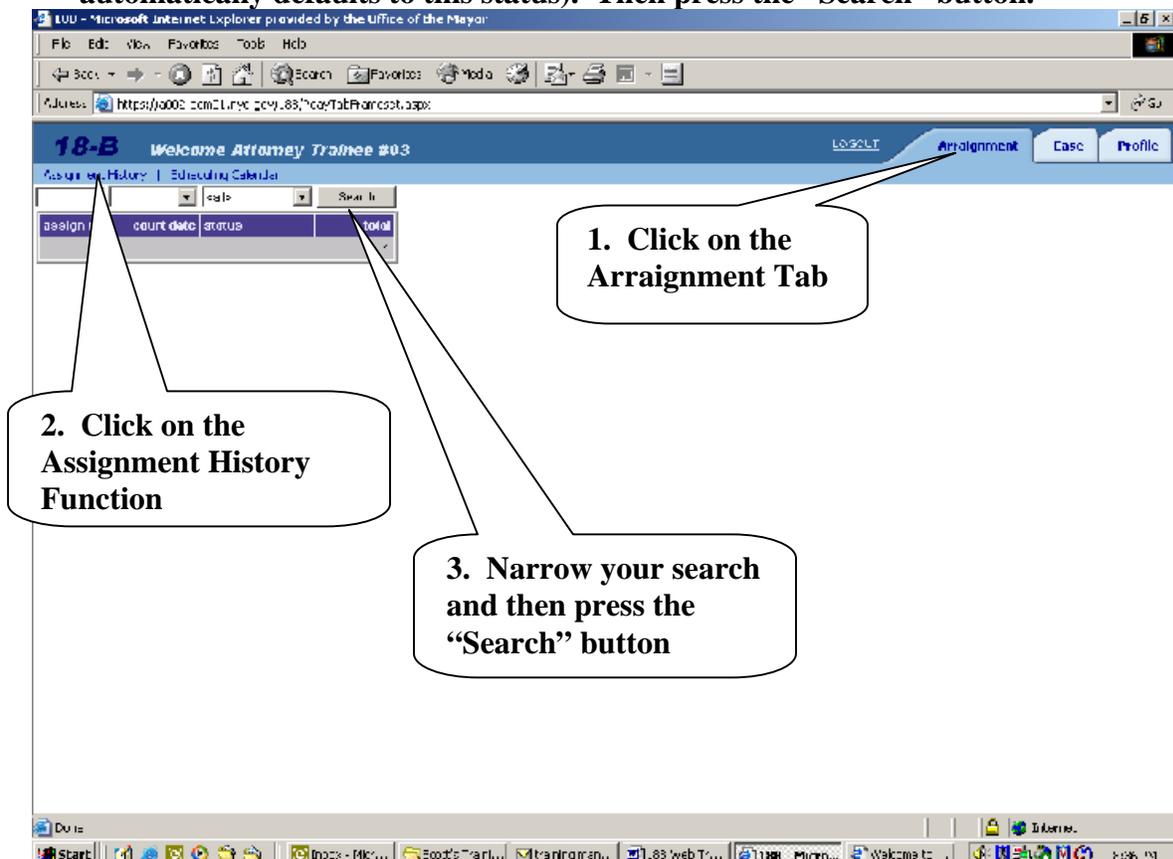
Section 6: Arraignment Vouchers

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 avoid 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.



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 displaying a page titled "18-B Welcome Attorney Trainee #03". The page has a navigation menu with "Assignment", "Case", and "Profile" buttons. Below the navigation is a search bar with a dropdown menu set to "real" and a "Search" button. A table with the following data is displayed:

assign no	court date	status	total
12345	12-1-2010	open 12-4-11	\$1111
02301	12-2-2010	open 12-4-10	\$0.00

A callout box with a pointer to the "02301" assignment number contains the text: "4. Click on the assignment number you wish to submit".

- The arraignment voucher has several elements that you should be aware of. 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.

Assigned Counsel Plan - Arraignment / Primary Day Voucher

Mail to be obtained from a request for assignments for each attorney case at:
 267 Firstway, P.O. Box 211, Newark, NJ 07102-0211

Attorney Name: Anthony Trainee #01 Address: One Century Square
 Telephone #: (212) 503-1212 New York, NY 10107

Assignment	Date	Bar	Part
<u>Y0001</u>	<u>02/04/2007</u>	<u>200000</u>	<u>100</u>
Start Time	Process In	Process In	End Time

Hour	Transit Time	Expense	Voucher Total
00.00	00.00	\$	0.00

	DOM	FEL	MIS	VIOLS	TOTALS
Total Number of Cases Handled:					
Less.. Cases Disposed at arraignment:					
Arraignment Only Cases:					
Calendar/Other Activity: (Attorney Only Field)					
Total Cases Received:					

Attorney Number: 301 Attorney Tax ID: 123456 Attorney Signature: _____

Print Judge Name: _____ Date: _____ Judge Signature: _____

Header information automatically gets filled out by 18B Web

You are not permitted to change the light green fields

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 or the "more" link, 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."

The screenshot shows the 18B Web Arraignment Voucher form. The form includes fields for Attorney Name, Address, Telephone, Arraignment Date, Time, and Part. It also has sections for Hours, Transit Fare, Expenses, and Voucher Total. A table for selecting the proper Judge is visible, with columns for HJM, JEL, MIS, MELS, and LIBALS. The form is annotated with callout boxes:

- Callout 1: "2. Press Tab or your mouse to switch between fields" points to the Start Time field.
- Callout 2: "2. You are not permitted to change the light green fields" points to the Voucher Total field.
- Callout 3: "2. Be sure to select the proper Judge" points to the Judge selection table.

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 a web browser window displaying the 18-B application. The interface includes a navigation bar with tabs for 'Arraignment', 'Case', and 'Profile'. Below the navigation bar, there is a search area with a text input field containing '32308' and a 'Search' button. A table below the search area displays the results of the search, with columns for 'assign', 'court date', and 'status'. The table contains one row of data. Callout boxes with arrows point to specific elements: '1. Click on the "Arraignment" Tab' points to the 'Arraignment' tab; '2. Click on the "Assignment History" Function' points to the search area; '3A. Type an assignment number' points to the text input field; '3B. Press the "Search" Button' points to the 'Search' button; and '4. The status of your voucher is displayed here' points to the 'status' column in the table.

assign	court date	status
32308	1/27/14	Open

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

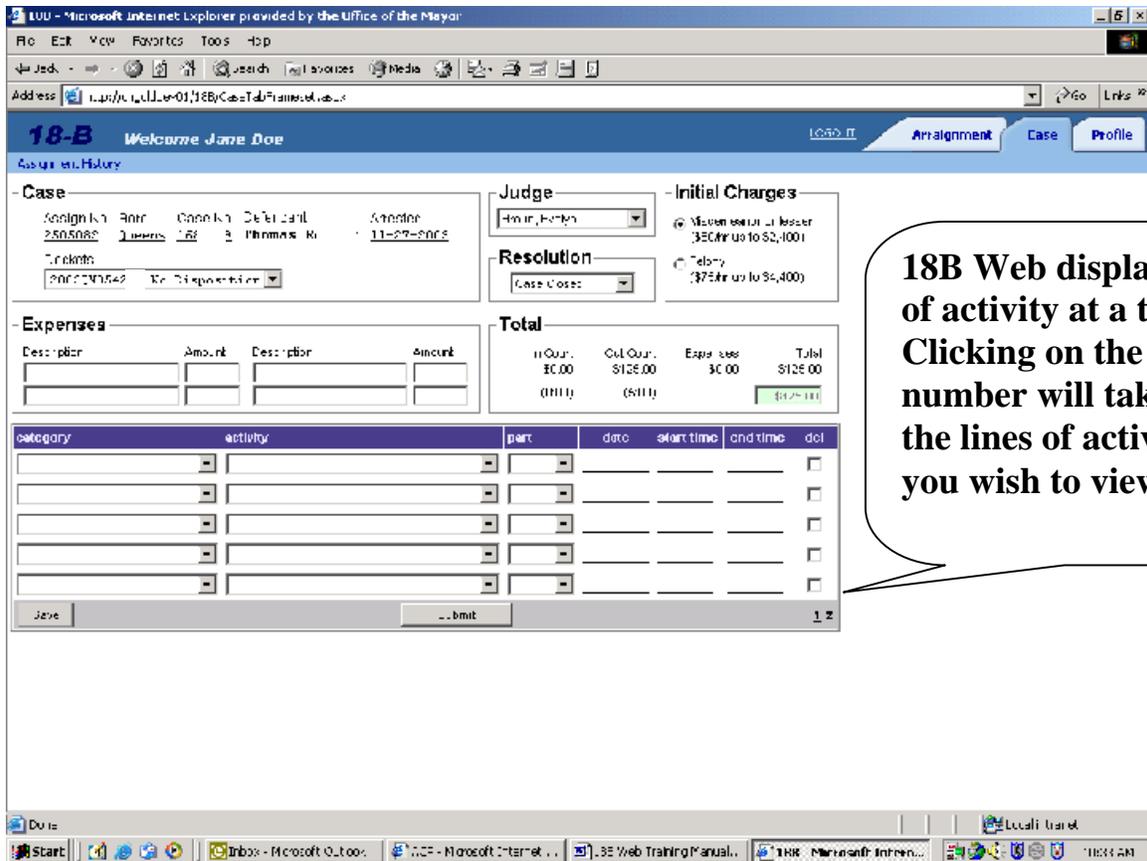
assign no	defendant	dockets	status	assigned	completed	total
<u>2503C</u>	Thomas F.	2003QND	open	11-29-03	11-29-2003	\$0.00
<u>2503L</u>	Raymond F.	2003QND	open	11-29-03	11-29-2003	\$0.00
<u>2503I</u>	Genesha ... a	2003QND	open	11-29-03	11-29-2003	\$0.00

4. Congratulations! You have found your voucher. The information contained in the “Case” section is provided by OCA and is read only.

The screenshot shows the 18-B web application interface. It includes sections for Case information, Judge, Resolution, Initial Charges, Expenses, and a Total summary table. Below these is a table for activities with columns for part, date, start time, end time, and a delete checkbox. Callout boxes provide instructions: '18B Web receives this data from OCA' points to the Case section; 'Be sure to click on the correct case type' points to the Initial Charges section; 'Fill in activities line by line then click “Save”' points to the activities table; and 'If you would like to delete an item, click the delete check box and then click on the “Save” Button' points to the delete checkbox in the activities table.

B. Updating Case Vouchers

1. Once you have been assigned to a case, you may make changes as many times as you wish before electronically submitting it to the ACP.
2. Locate the voucher you wish to update following the steps outline above.
3. Fill in activities line by line using the drop-down menus for category, activity and part and the fields for date, start time and end time. Click the “Save” button once you have filled in the number of lines that you wish. Once you have filled in the first 5 lines click “Save.” The system will create a second page with 5 more lines to fill out. You will see the following screen:



4. Clicking “Save” after you fill in an entire page of activity will create a new page with 5 lines of activity.
5. 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.
6. You may now leave the electronic case voucher until the next time you are ready to update it.

C. Submitting Case Vouchers

1. Locate the voucher you wish to submit.
2. Fill in all activities associated with the voucher.
3. Select the final judge who presided over the case from the “Judge” drop-down menu, the case resolution from the “Resolution” drop-down menu, and click on the radio button next to the appropriate “Initial Charge.” (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.)

The screenshot shows a web browser window with the URL <http://www.courts.mt.gov/1385/CasTabFormSub.aspx>. The page title is "18-B Welcome Jane Doe". The interface includes several sections:

- Case:** A table with columns for Assignment, Date, Case, Defendant, and Assignee. Below it is a "Trainers" section with a dropdown menu.
- Judge:** A dropdown menu with "Horn, Brian" selected.
- Resolution:** A dropdown menu with "Case Closed" selected.
- Initial Charges:** Two radio buttons. The first is selected and labeled "Misdemeanor - Lesser (\$250.00 to \$500.00)". The second is labeled "Felony (\$750.00 to \$4,000)".
- Expenses:** A table with columns for Description, Amount, Description, and Amount.
- Total:** A summary table with columns for In Out, Out Out, and Total. The total amount is \$158.00.
- Activities Table:** A table with columns for category, activity, part, and amount. It lists activities like "Appearance", "Arraignment", "Misdemeanor", and "Felony".
- Buttons:** "Save" and "Submit" buttons are located at the bottom of the form.

Callout boxes provide additional instructions:

- One callout points to the Initial Charges section: "Be sure to select the proper radio button".
- Another callout points to the Judge, Resolution, and Initial Charge sections: "3. 'Judge,' 'Initial Charge,' and 'Resolution' must be selected before a voucher may be submitted".

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.

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.

The screenshot shows a web browser window with the URL <http://tgo.ddb.vt.us/atomoyTabForm.asp>. The page title is "18-B Welcome Jane Doe". The page has a navigation bar with "LOGOUT", "Assignment", "Case", and "Profile" buttons. The main content area contains a form with the following fields:

- Name: Jane Doe
- FMS #: 211-225-42
- Tax ID #: 211-225-1111
- Phone #: 212-555-5555
- Home #: 212-555-5555
- Fax #: 212-555-5555
- Address: 203 Broadway, 2nd F
- City: New York
- ST: NY
- ZIP: 10007

Below the form is a table of panel assignments:

boro	panel	certified	terminated
Ferry	Criminal	11-24-2003	11-25-2003
Marshall	Supreme	11-24-2003	11-25-2003
Queens	Criminal	11-25-2003	
Queens	Supreme	11-25-2003	

At the bottom of the form, there are fields for "User Name" (JDoe), "Email" (jane.doe@tgo.vt.us), "Password (Current)" (jane), and "Password (New)". There is an "Update" button next to the "Password (New)" field.

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 digits long.

5. Click the “Update” Button.

B. Updating or adding an e-mail address

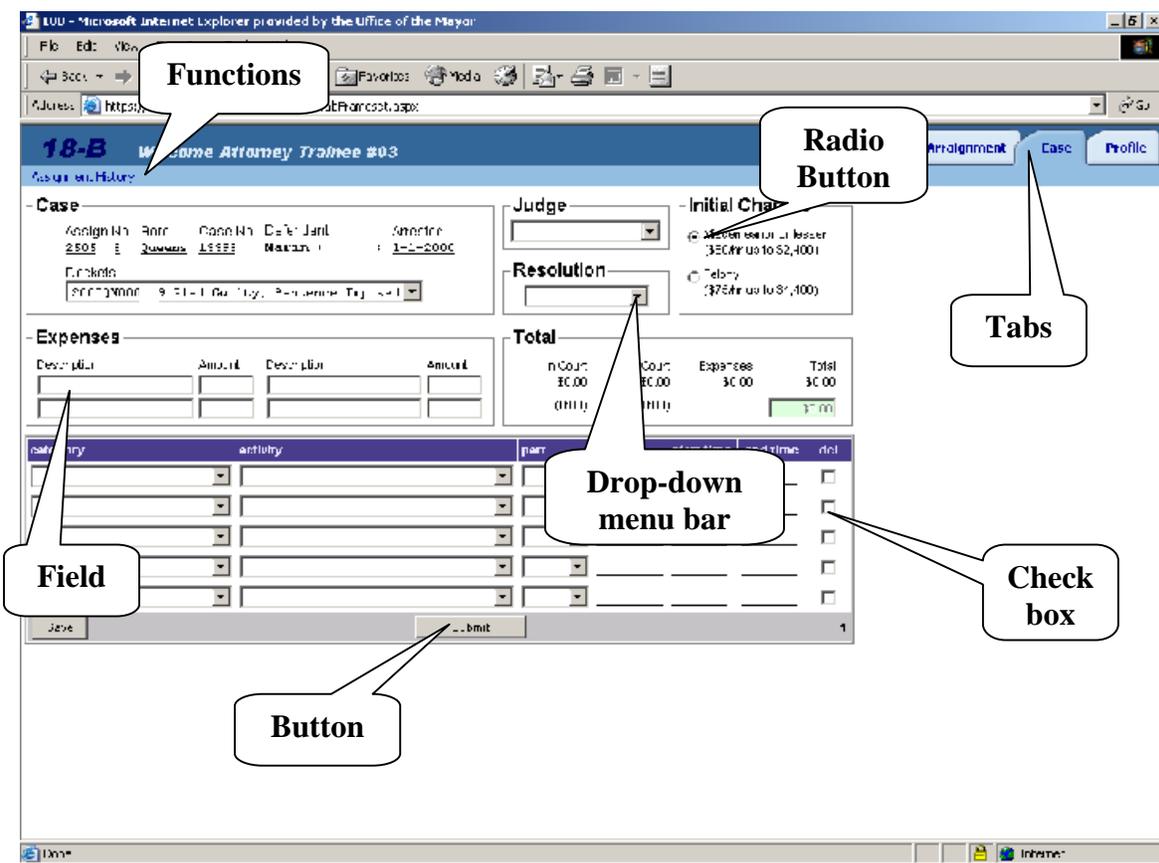
1. Type the email address that you use in the “Email 1” box.
2. A second email account may be added to the “Email 2” box.
3. By highlighting an email address then hitting the delete button on your keyboard you can remove an email address from an “Email” box.
4. Once you have added your email address(es)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

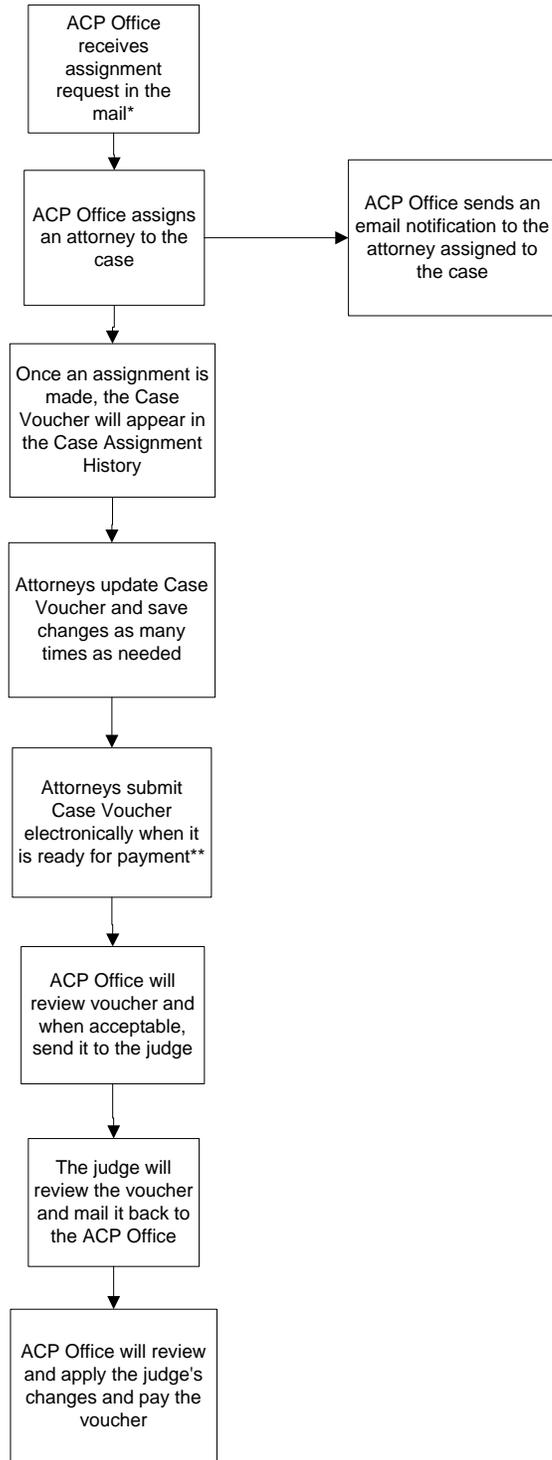
Section 9: Appendix

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



* For cases originally assigned under the old system, the process begins when the ACP Office receives an interim voucher in the mail.

** If Attorney incurs expenses, mail copies of the receipts to the ACP Office. Similarly, if attorney exceeds the billing cap, mail in an affirmation. Please write the assignment # on all paperwork.

C. Arraignment Voucher Process Flow

