

18B Web

*The Assigned Counsel Plan's
New Internet Application for
Family Courts*

www.nyc.gov/18B

Training Manual
V1.3

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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 your voucher submission process.

Once your county "goes live" with 18B Web, you must submit **your family court case** vouchers via this 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
- 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. Your own email account (available for free at various websites including mail.yahoo.com and hotmail.com)
2. A computer with Internet access (see the next section of this training manual for basic PC requirements)
3. Basic understanding of personal computer operation

| |
|--|
| <p>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.</p> |
|--|

Tips

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 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
- 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

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

| 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:



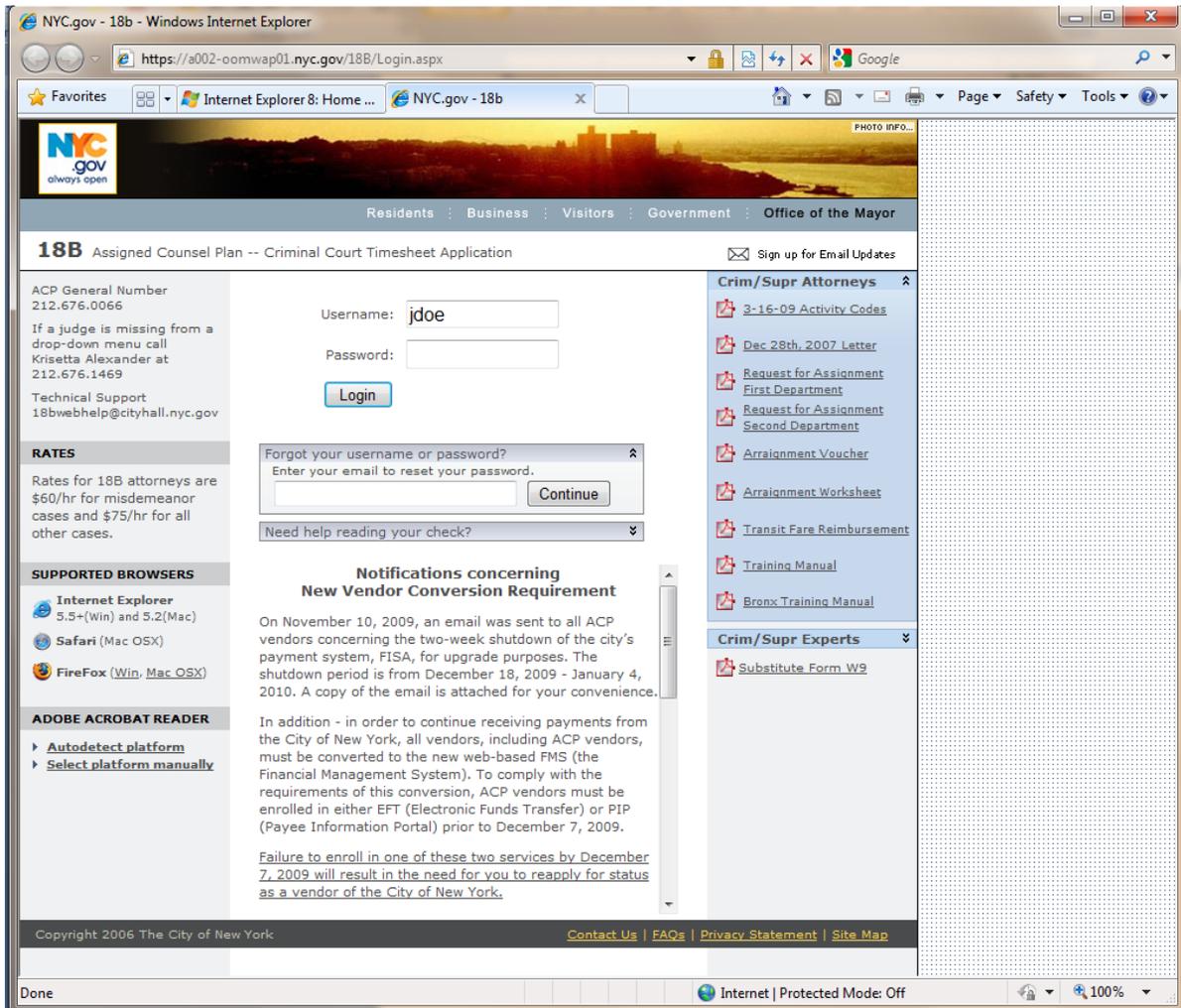
2. Enter the 18B Web internet address – www.nyc.gov/18B

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.

The image is a screenshot of a Microsoft Internet Explorer browser window. The title bar reads "My NYC.gov Portal - Microsoft Internet Explorer provided by the Office of the Mayor". The address bar contains "http://www.nyc.gov". The main content area displays the NYC.gov website with a navigation menu, a search bar, and several news items. A white callout box with a black border points to the address bar and contains the following text: "A. Click on the Address area", "B. Type www.nyc.gov/18B", and "C. Press the Enter key on Your keyboard". 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. Please contact Kate Doherty at 212-676-0418 or kdoherthy@cityhall.nyc.gov to obtain this information. Your user name and password are confidential and should not be shared with anyone.



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 right side of the screen.

Voucher History - Windows Internet Explorer

http://acptest.csc.nycnet/18B2/V

Google

Voucher History

18-B Welcome Jane Doe **LOGOUT**

New Voucher | Assignment History | My Account

submitted (1) search 1 hit

| voucher | petitioner(s)/respondent(s) | docket(s) | assigned | status | total |
|---------|-----------------------------|---------------------------|-----------|-----------|---------------------|
| 675953 | David Jones John Smith | N/12345678 N-2009-5897 | 2-10-2010 | submitted | 5-8-10 \$4500.00 |
| | | | | | \$4,500.00 |

Internet | Protected Mode: Off 100%

Section 5: Family/IDV Court Case Vouchers

18B Web enables you to create, 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.

A. CREATING NEW CASE VOUCHERS

To enter Voucher information

1. Click on the “**New Voucher**” link from the top left side menu.
2. You will see the New Voucher page as shown in the screenshot below. This page only has the “**Assignment**” Tab now.
3. You will see the following fields on this page.
 - ➔ Borough Dropdown - attorney’s active borough.
 - ➔ Court Dropdown - attorney’s active court.(family or IDV)
 - ➔ File Number Textbox - file number from UCMS.
 - ➔ Assign Date Textbox - assignment date of case.
 - ➔ Petitioner Grid - petitioner/respondent first and last name.
 - ➔ Docket Grid - Docket number.
4. You are required to provide the **Borough, Court, and Assignment date** in order to create new voucher.
5. You can select the active borough and court from the dropdown menu and enter the file number and assignment date in the textboxes as shown in the screenshot below.
6. Add or update petitioners/respondents in the “Petitioner/Respondent” section:
 - a. For each petitioner/respondent you wish to add:
 - i. Enter the “First Name” and “Last Name” of the petitioner/respondent in the appropriate column
 - ii. To store your entry, click the disk icon on the far left of the line item
 - iii. To cancel your entry, click the curved-arrow icon on the left of the line item
 - b. To update a petitioner/respondent:
 - i. Click the pencil icon on the far left of the line item
 - ii. Make the necessary changes to the “First Name” or “Last Name” columns
 - 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 petitioner/respondent:
 - i. Click “x” on the far right of the line item
7. Add or update dockets in the “Docket” section:
 - a. For each docket you wish to add:
 - i. Enter the docket in the “Docket Number” column
 - ii. To store your entry, click the disk icon on the far left of the line item
 - iii. To cancel your entry, click the curved-arrow icon on the left of the line item

- b. To update a docket:
 - i. Click the pencil icon on the far left of the line item
 - ii. Make the necessary changes to the "Docket Number" 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 a docket:
 - i. Click "x" on the far right of the line item
- 8. When you are done adding, updating or deleting petitioners, respondents and docket numbers you must click the "Save" button at the bottom of this page to create new voucher or to save changes to an existing voucher.**

Voucher - Windows Internet Explorer
 http://acptest.csc.nycnet/18B2/Voucher.aspx

18-B Welcome Jane Doe
 SWITCH TO CRIMINAL 18B FAQ TRAINING MANUAL LOGOUT

New Voucher | Assignment History | My Account

Assignment Activity Submission

Voucher 774937

Borough: Manhattan Court: Family File Number: 1325566 Assign Date: 2-17-2011

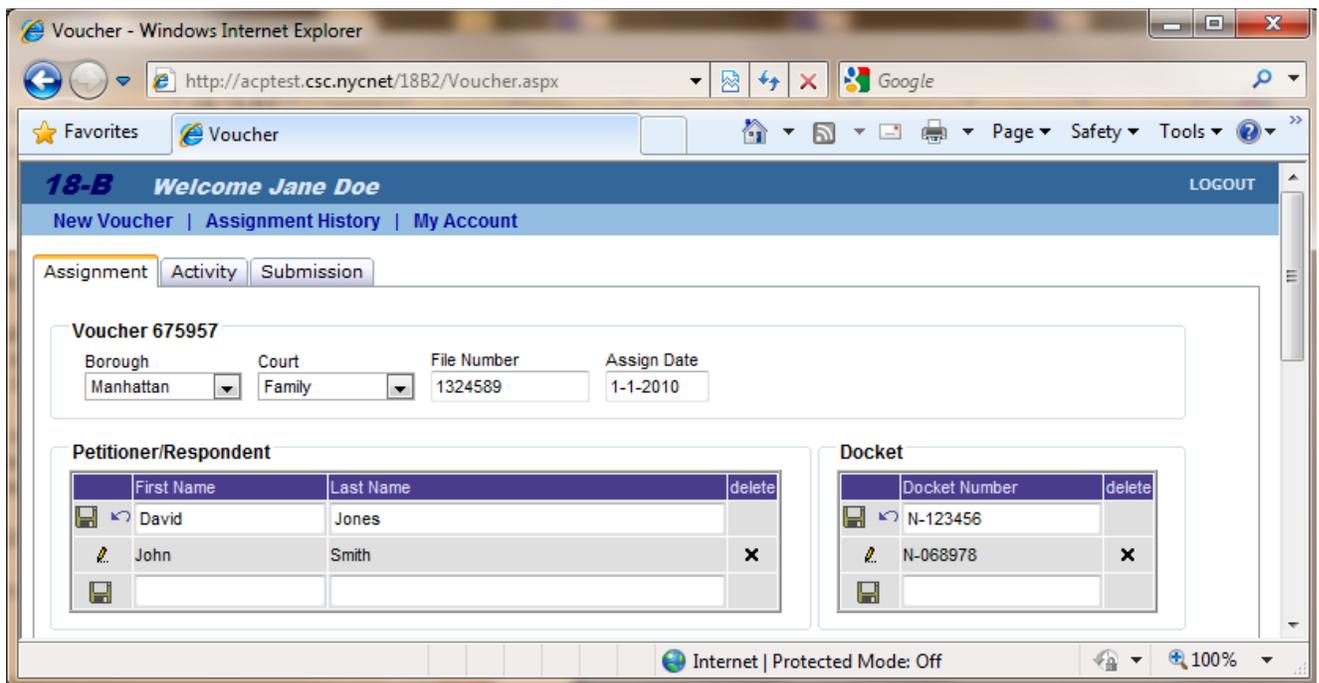
| Petitioner/Respondent | | | |
|-----------------------|------------|-----------|--------|
| | First Name | Last Name | delete |
| | david | jones | |
| | | | |

| Docket | |
|-------------|--------|
| | delete |
| NN-12115-00 | |
| | |

Voucher Saved Successfully
 Assignment Created 10-06-2011 12:24pm

| Total | | |
|--------------|---------------|------------------|
| In-Court | \$0.00 | (0:00 @ \$75/hr) |
| Out-Court | \$0.00 | (0:00 @ \$75/hr) |
| Expenses | \$0.00 | |
| Total | \$0.00 | |

9. A confirmation message will be displayed at the bottom of this page in “Green” and you will also see a time and date stamp for the voucher creation.
10. The total amount of the voucher is categorized by in-court, out-court and expenses on the lower right hand corner of the page.
11. Use the “delete” button to delete the entire voucher.
12. You can view your current voucher report by clicking the PDF icon.
13. You can edit and update any information on this page until it is not submitted.
 - a. You can edit any information from the petitioner/respondent grid and docket grid by clicking the “pencil” icon on the left hand side of the box.
 - b. You can delete any information from this grid by clicking the “x” icon on the right hand side of the box.
14. Please make sure that any time you edit or update any information on this page you click the “diskette” icon in each grid and the “save” button at the bottom of the page to save these changes into the database.
15. After a voucher has been created you will see two additional tabs - **activity and voucher submission.**



To enter the activities - ACTIVITY TAB:

1. Click on the “Activity” tab and enter your in-court and out of court activity as shown in the screenshot below.

The screenshot shows the 'Voucher' web application interface. The 'Activity' tab is selected, displaying a table with the following data:

| date | start/finish | category / activity / provide details | part | del |
|----------|--------------------|---------------------------------------|-----------|--------------------------|
| 5-5-2011 | 10:00am 11:00am | In-Court Initial Appearance | 10-conf A | <input type="checkbox"/> |
| 5-6-2011 | 3:00pm 4:00pm | Out-of-Court Review Documents | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |

At the bottom of the page, there are buttons for 'Waive Fee', 'Delete', 'Save', and 'Submit'. A 'Save Voucher' button is also present. A summary box shows the following totals:

| Total | | | |
|--------------|-----------------|------------------|--|
| In-Court | \$75.00 | (1:00 @ \$75/hr) | |
| Out-Court | \$75.00 | (1:00 @ \$75/hr) | |
| Expenses | \$0.00 | | |
| Total | \$150.00 | | |

2. The following sections are available in the activity grid:
 - ➔ Date: Activity date information.
 - ➔ Start/finish: Activity start and finish time information.
 - ➔ Category/activity/comment:
 - a) Activity category (in-court or out of court).
 - b) Actual activity for in-court or out of court category.
 - c) Optional comment for any activity.
 - ➔ Part: Part information for in-court activity. Part is not required for out of court activity.
3. You can enter up to five rows of activity at the same time in this activity grid and click on the “save” button at the bottom of the page to save all activities into database.
4. If you need to enter more than five rows of activities, click the “save” button at the bottom of the page upon entering your first five activities and additional rows will appear in the grid.
5. You can edit any activity or cell from this activity grid anytime. You must click the

- “save”** button for the information to be changed in the database.
6. A confirmation message will appear in **“Green”** at the bottom left hand side of the page when you click on the **“save”** button.
 7. Any error or validation fail message will be displayed in the color **“Red”** at bottom of this page.
 8. Any warning message will be displayed in the color **“Yellow”** color at bottom of this page.
 9. All information about any single activity – activity date, start and finish time, activity category, actual name of activity, and part, if it is an in-court activity – are required fields.

System Validations:

As soon as you click the “save” button at the bottom of the page, the system will display an error message if any of the events listed below occur. You will not be allowed to proceed until an appropriate action is taken:

- ➔ Double Billing
- ➔ Over Billing
- ➔ Over Cap
- ➔ Lunch Time Activity
- ➔ In court activity entered between 12 am to 8 am
- ➔ In court activity entered between 8 am to 9 am

➔ **DOUBLE BILLING:**

If an activity from the current voucher is double billed against another activity from either the same voucher or from a previous voucher you will see an error message in “Red” at the bottom of this activity page as shown in the screenshot below.

The screenshot shows a web browser window titled "Voucher - Windows Internet Explorer" with the URL "http://acptest.csc.nycnet/18B2/Voucher.aspx". The page header includes "18-B Welcome Jane Doe" and navigation links for "New Voucher", "Assignment History", and "My Account". There are tabs for "Assignment", "Activity", and "Submission".

| date | start/finish | category / activity / provide details | part | del |
|----------|--------------|---------------------------------------|-----------|--------------------------|
| 5-5-2011 | 10:00am | In-Court | 10-conf A | <input type="checkbox"/> |
| | 11:00am | Initial Appearance | | |
| 5-6-2011 | 2:30pm | In-Court | 170 | <input type="checkbox"/> |
| | 5:00pm | Pre-trial Hearings | | |
| 5-6-2011 | 3:00pm | Out-of-Court | | <input type="checkbox"/> |
| | 4:00pm | Review Documents | | |

At the bottom of the page, there are buttons for "Waive Fee", "Delete", "Save", and "Submit". A "Save Voucher" button is also present. A summary table is shown on the right:

| Total | | |
|--------------|-----------------|------------------|
| In-Court | \$262.50 | (3:30 @ \$75/hr) |
| Out-Court | \$75.00 | (1:00 @ \$75/hr) |
| Expenses | \$0.00 | |
| Total | \$337.50 | |

At the bottom left, a message box contains the following text:

Voucher Saved Successfully
Assignment Created 10-06-2011 12:24pm
5-6-11 3pm...4pm double bills 1:00 in File voucher #774937 (open status)
5-6-11 2:30pm...5pm double bills 1:00 in File voucher #774937 (open status)

➔ **OVER BILLING:**

You are allowed to bill a total of 12 hours on any day. Of these 12 hours, you can only bill a maximum of 7 hours for in-court activity. 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 screenshot below.

You are then required to provide an electronic affirmation before the voucher is submitted. This will be explained in Part B, Submitting Case Vouchers.

The screenshot shows a web browser window with the URL <http://acptest.csc.nycnet/18B2/Voucher.aspx?id=774937&type=F>. The page header includes '18-B Welcome Jane Doe' and navigation links like 'New Voucher', 'Assignment History', and 'My Account'. The main content area has tabs for 'Assignment', 'Activity', and 'Submission'. Below these is a table with the following data:

| date | start/finish | category / activity / provide details | part | del |
|----------|-------------------|---------------------------------------|------|--------------------------|
| 5-6-2011 | 9:00am 1:00pm | In-Court Pre-trial Hearings | 21 | <input type="checkbox"/> |
| 5-6-2011 | 2:00pm 6:00pm | In-Court Pre-trial Hearings | 170 | <input type="checkbox"/> |
| 5-6-2011 | 6:00pm 10:30pm | Out-of-Court Legal Research | | <input type="checkbox"/> |

Below the table are buttons: 'Waive Fee', 'Delete', 'Save', and 'Submit'. A summary box on the right shows:

| | |
|--------------|---------------------------|
| Total | |
| In-Court | \$600.00 (8:00 @ \$75/hr) |
| Out-Court | \$337.50 (4:30 @ \$75/hr) |
| Expenses | \$0.00 |
| Total | \$937.50 |

A message at the bottom indicates 'Voucher Saved Successfully' and lists overbilling details for 5-6-2011:

- 5-6-2011 Overbilling 1:00
- 8:00 In-Court
- 4:30 Out-Of-Court
- 12:30 Total

→ **OVERCAP:**

If you attempt to save a voucher with a total amount exceeding the statutory maximum of \$4,400, you will see an error message as shown in the screenshot below.

You are then required to provide an electronic affirmation before the voucher is submitted. This will be explained in Part B, Submitting Case Vouchers.

The screenshot displays a web browser window titled "Voucher - Windows Internet Explorer" with the URL "http://acptest.csc.nycnet/18B2/Voucher.aspx?id=774937&type=F". The page header includes "18-B Welcome Jane Doe" and navigation links for "New Voucher", "Assignment History", and "My Account". The main content area features a table with the following structure:

| date | start/finish | category / activity / provide details | part | del |
|----------|--------------|---------------------------------------|------|--------------------------|
| 5-6-2011 | 9:00am | In-Court | 21 | <input type="checkbox"/> |
| | 1:00pm | Pre-trial Hearings | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |

Below the table are buttons for "Waive Fee", "Delete", "Save", and "Submit". A message box contains the following text:

Voucher Saved Successfully
Assignment Created 10-06-2011 12:24pm
An attached electronic affirmation must justify a total in excess of \$4,400.00

A summary table shows the following totals:

| Total | |
|--------------|---------------------------|
| In-Court | \$300.00 (4:00 @ \$75/hr) |
| Out-Court | \$0.00 (0:00 @ \$75/hr) |
| Expenses | \$4,120.00 |
| Total | \$4,420.00 |

➔ **LUNCH TIME 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 the screenshot below.

You are then required to provide an electronic affirmation before the voucher is submitted. This will be explained in Part B, Submitting Case Vouchers.

The screenshot displays a web application window titled "Voucher - Windows Internet Explorer". The address bar shows the URL: <http://acptest.csc.nycnet/18B2/Voucher.aspx?id=774937&type=F>. The page header includes "18-B Welcome Jane Doe" and navigation links for "SWITCH TO CRIMINAL", "18B FAQ", "TRAINING MANUAL", and "LOGOUT". Below the header are tabs for "New Voucher", "Assignment History", and "My Account".

The main content area features three tabs: "Assignment", "Activity", and "Submission". The "Activity" tab is active, showing a table with the following columns: "date", "start/finish", "category / activity / provide details", "part", and "del".

| date | start/finish | category / activity / provide details | part | del |
|----------|--------------|---------------------------------------|------|--------------------------|
| 5-6-2011 | 1:00pm | In-Court | 21 | <input type="checkbox"/> |
| | 1:30pm | Pre-trial Hearings | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |

Below the table are buttons for "Waive Fee", "Delete", "Save", and "Submit". A message box at the bottom left contains the following text:

Voucher Saved Successfully
 Assignment Created 10-06-2011 12:24pm
 An attached electronic affirmation must justify 0:30 billing during lunch (see 'Activity' tab)

A summary box at the bottom right shows the following totals:

| Total | | |
|--------------|-------------------|------------------|
| In-Court | \$37.50 | (0:30 @ \$75/hr) |
| Out-Court | \$0.00 | (0:00 @ \$75/hr) |
| Expenses | \$4,120.00 | |
| Total | \$4,157.50 | |

➔ **IN-COURT ACTIVITY BETWEEN 12AM AND 8AM:**

If you enter an in-court activity between 12am and 8am and click on the “save” button, you will see an error message at the bottom of the page as shown in the screenshot below.

The screenshot shows a web browser window titled "Voucher - Windows Internet Explorer" with the URL <http://acptest.csc.nycnet/18B2/Voucher.aspx?id=774937&type=F>. The page header includes "18-B Welcome Jane Doe" and navigation links: "SWITCH TO CRIMINAL", "18B FAQ", "TRAINING MANUAL", and "LOGOUT". Below the header are tabs for "New Voucher", "Assignment History", and "My Account".

The main content area has three tabs: "Assignment", "Activity", and "Submission". The "Activity" tab is active, displaying a table with the following data:

| date | start/finish | category / activity / provide details | part | del |
|----------|--------------|---------------------------------------|------|--------------------------|
| 5-6-2011 | 6:00am | In-Court | 21 | <input type="checkbox"/> |
| | 7:30am | Fact-Finding | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |

Below the table are buttons for "Waive Fee", "Delete", "Save", and "Submit". A summary box on the right shows the following totals:

| Total | |
|--------------|---------------------------|
| In-Court | \$112.50 (1:30 @ \$75/hr) |
| Out-Court | \$0.00 (0:00 @ \$75/hr) |
| Expenses | \$4,120.00 |
| Total | \$4,232.50 |

An error message is displayed in a red-bordered box at the bottom left:

Voucher Saved Successfully
Assignment Created 10-06-2011 12:24pm
In court activity occurring before 8am (see 'Activity' tab)
5-6-11 6am

➔ **IN-COURT ACTIVITY BETWEEN 8AM AND 9AM:**

If you enter an in-court activity between 8am and 9am and click on the “save” button, you will see an error message at the bottom of the page as shown in the screenshot below.

The screenshot shows a web browser window titled "Voucher - Windows Internet Explorer" with the URL "http://acptest.csc.nycnet/18B2/Voucher.aspx?id=774937&type=F". The page header includes "18-B Welcome Jane Doe" and navigation links for "New Voucher", "Assignment History", and "My Account". There are tabs for "Assignment", "Activity", and "Submission".

| date | start/finish | category / activity / provide details | part | del |
|----------|--------------|---------------------------------------|------|--------------------------|
| 5-6-2011 | 8:00am | In-Court | 21 | <input type="checkbox"/> |
| | 8:45am | Fact-Finding | | |
| | | | | <input type="checkbox"/> |

Below the table are buttons for "Waive Fee", "Delete", "Save", and "Submit". A summary box at the bottom right shows:

| | |
|--------------|--------------------------|
| Total | |
| In-Court | \$56.25 (0:45 @ \$75/hr) |
| Out-Court | \$0.00 (0:00 @ \$75/hr) |
| Expenses | \$4,120.00 |
| Total | \$4,176.25 |

An error message is displayed in a dashed box at the bottom left:

```

.....
Voucher Saved Successfully
Assignment Created 10-06-2011 12:24pm
In court activity occurring before 9am (see 'Activity' tab)
5-6-11 8am
.....
  
```

B. SUBMITTING CASE VOUCHERS

Favorites
 Voucher

18-B Welcome Jane Doe
[New Voucher](#) | [Assignment History](#) | [My Account](#)

Assignment | Activity | Submission

Voucher 774938
 Borough: Court: File Number: Assign Date:

| Petitioner/Respondent | | Docket | |
|-----------------------|-----------|---------------|--------|
| First Name | Last Name | Docket Number | delete |
| | | | |

Voucher Saved Successfully

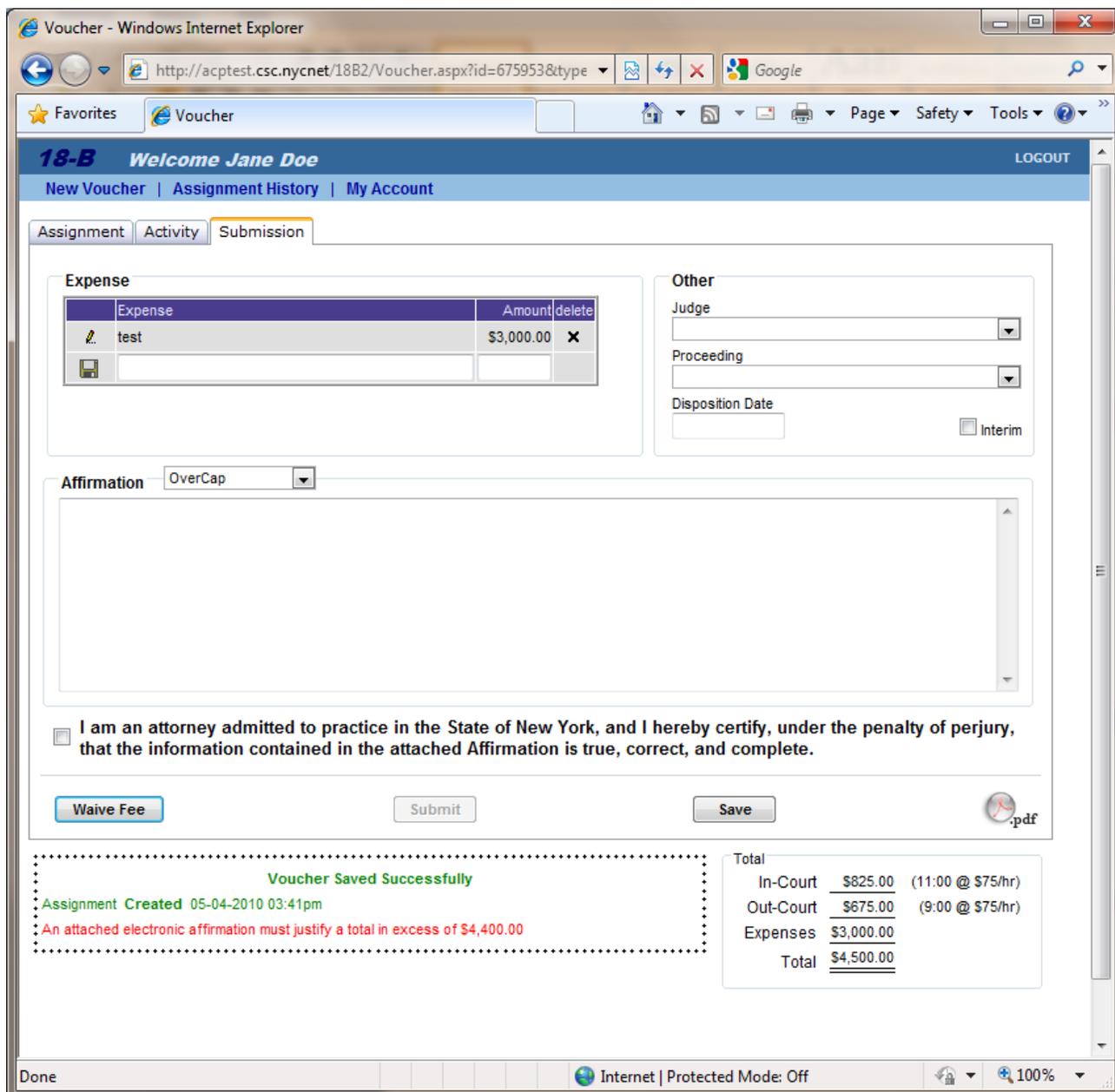
Assignment Created 10-06-2011 02:55pm

- The last presiding judge is required for final approval (see 'Submission' tab)
- The proceeding is required (see 'Submission' tab)
- The disposition date is required (see 'Submission' tab)
- One or more respondent is required (see 'Assignment' tab)
- One or more docket is required (see 'Assignment' tab)

| Total | | |
|--------------|---------------|------------------|
| In-Court | \$0.00 | (0:00 @ \$75/hr) |
| Out-Court | \$0.00 | (0:00 @ \$75/hr) |
| Expenses | \$0.00 | |
| Total | \$0.00 | |

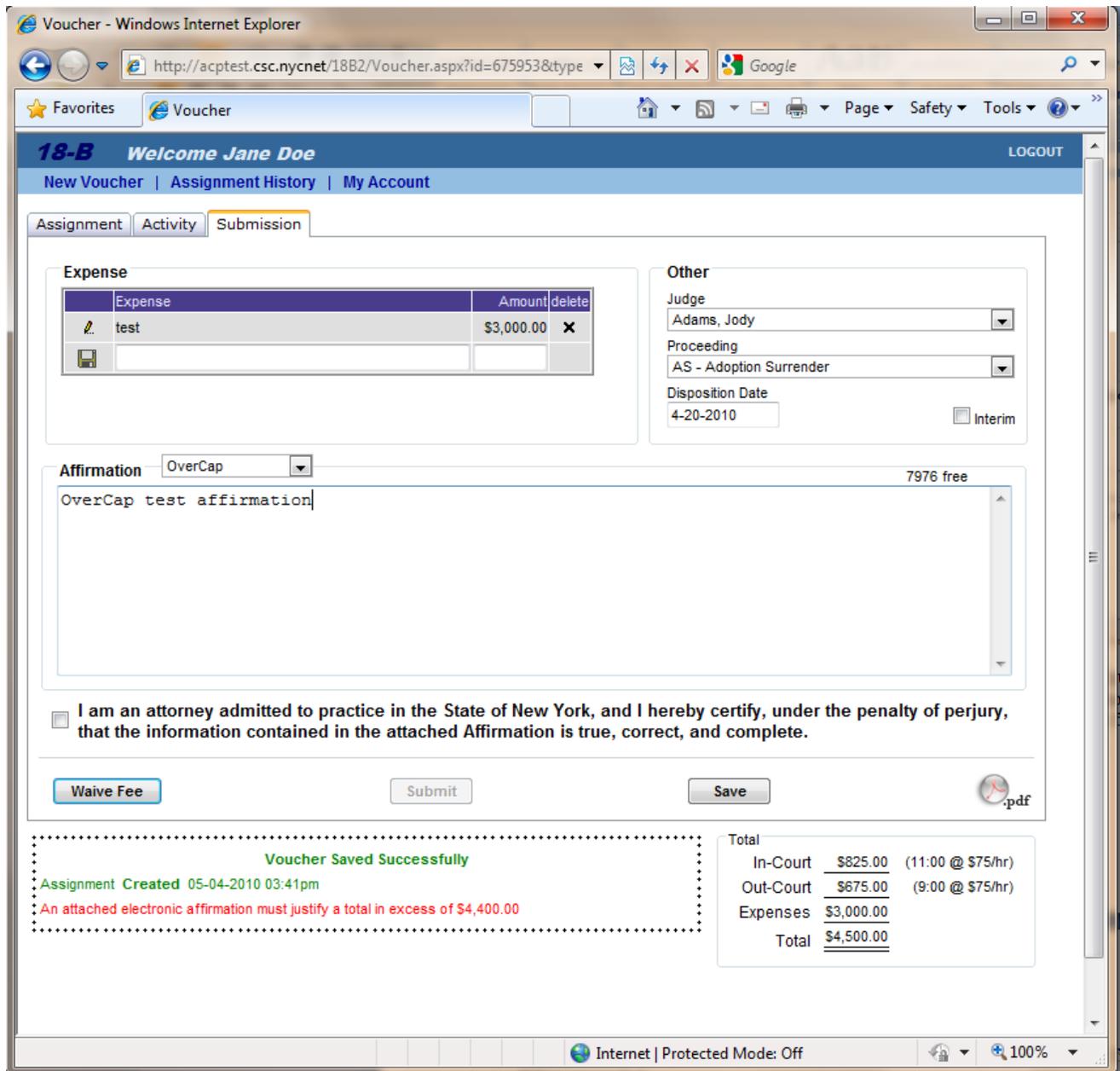
- ➔ As shown in above screenshot all required fields need to save and then only you can submit voucher.
- ➔ The following fields are required:
 1. At least one petitioner/respondent from "Assignment" tab
 2. At least one docket number from "Assignment" tab
 3. Judge from "Submission" tab
 4. Proceeding code from "Submission" tab
 5. Disposition date from "Submission" tab

1. Click on the “**Submission**” tab and you will see the page as shown in the screenshot below.



2. Enter any expense items in the expense grid as shown in the screen above. Click on the “**diskette**” icon to the left of the information to save it in the grid.
3. Select the Judge from the Judge Dropdown menu. The Judge Dropdown will only show active Judges on your respective county/panel.
4. Select the Proceeding type for family court from the proceeding dropdown.
5. Enter the Disposition date in the disposition date textbox.
6. You are required to provide an electronic affirmation(s) if the voucher exceeds the statutory maximum, bills over 12 hours total or 7 hours in-court activity on any one day, or bills more than

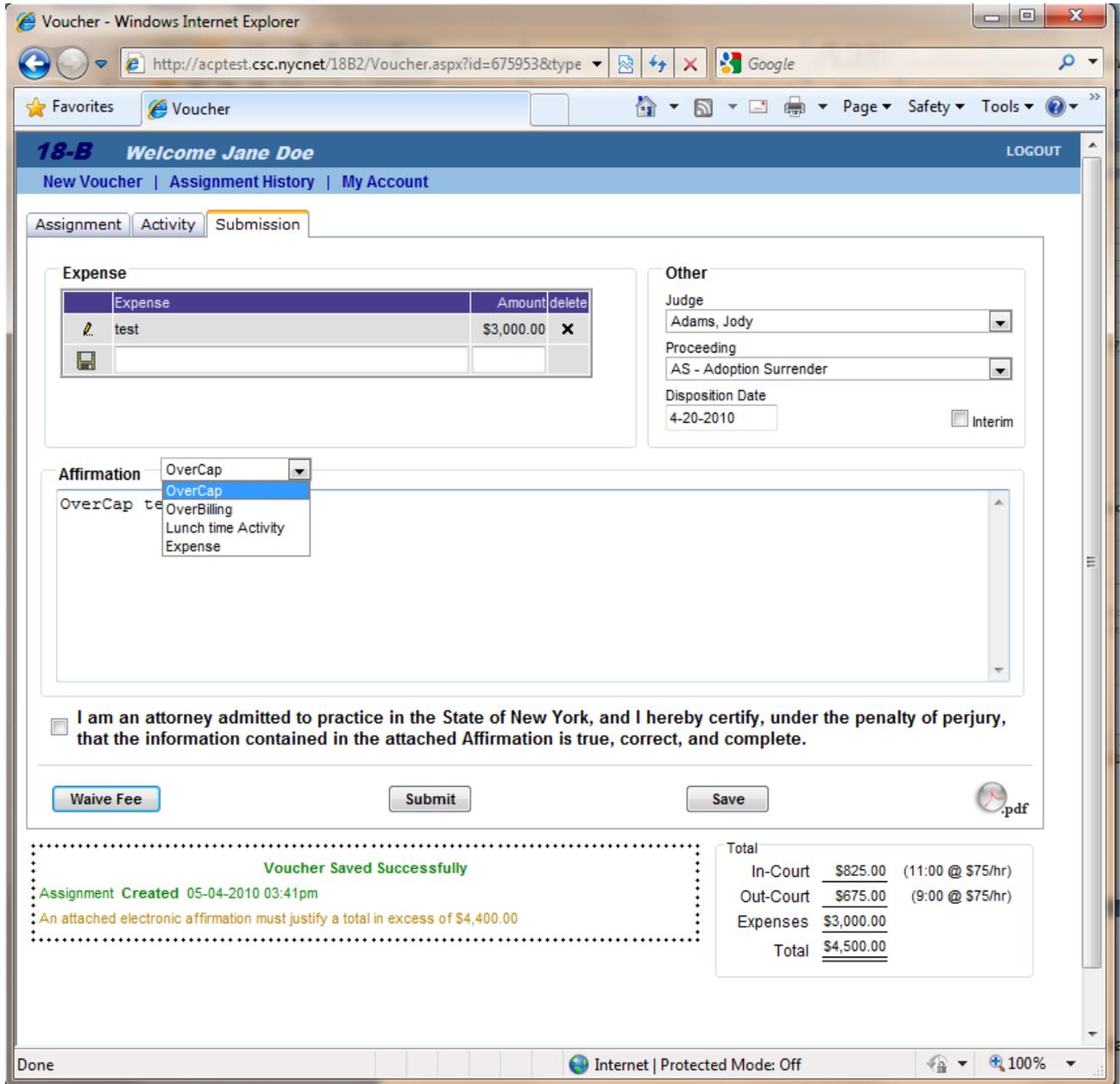
- 15 minutes during the lunch hour of 1pm to 2pm.
7. You can enter the affirmation details in the textbox as shown in the screenshot below. You can type a maximum of 8,000 characters.
 8. You can select the required type of affirmation from the affirmation dropdown box as shown in the screenshot below. There are four different affirmation types in this dropdown – Over Cap, Over Billing, Lunch Time Activity and Expenses.
 9. If you have provided any affirmation then you must click the checkbox for electronic certification before submitting voucher.



10. Click on the “Save” button at the bottom of the page to save changes.
11. You can waive fee on your voucher by clicking the “Waive Fee” button at the bottom of this

page.

12. Finally, you can submit your voucher by clicking the “**Submit**” button at the bottom of this page. Once you click the submit button, the system will check for any and all validations and display messages accordingly. All errors must be corrected before for the voucher can be submitted.



13. Once your voucher is submitted you will automatically be redirected to the “**Assignment**” tab and you will see status message for your voucher submission as shown in the screenshot below.
14. **You will not be allowed to edit or update any information from this voucher after it has**

been submitted.

Voucher - Windows Internet Explorer
http://acptest.csc.nycnet/18B2/Voucher.aspx?id=675953&t...

18-B Welcome Jane Doe LOGOUT
New Voucher | Assignment History | My Account

Assignment Activity Submission

Voucher 675953

| | | | |
|-----------|--------|-------------|-------------|
| Borough | Court | File Number | Assign Date |
| Manhattan | Family | 123456 | 02-10-2010 |

Petitioner/Respondent

| First Name | Last Name |
|------------|-----------|
| David | Jones |
| John | Smith |

Docket

| Docket Number |
|---------------|
| N/12345678 |
| N-2009-5897 |

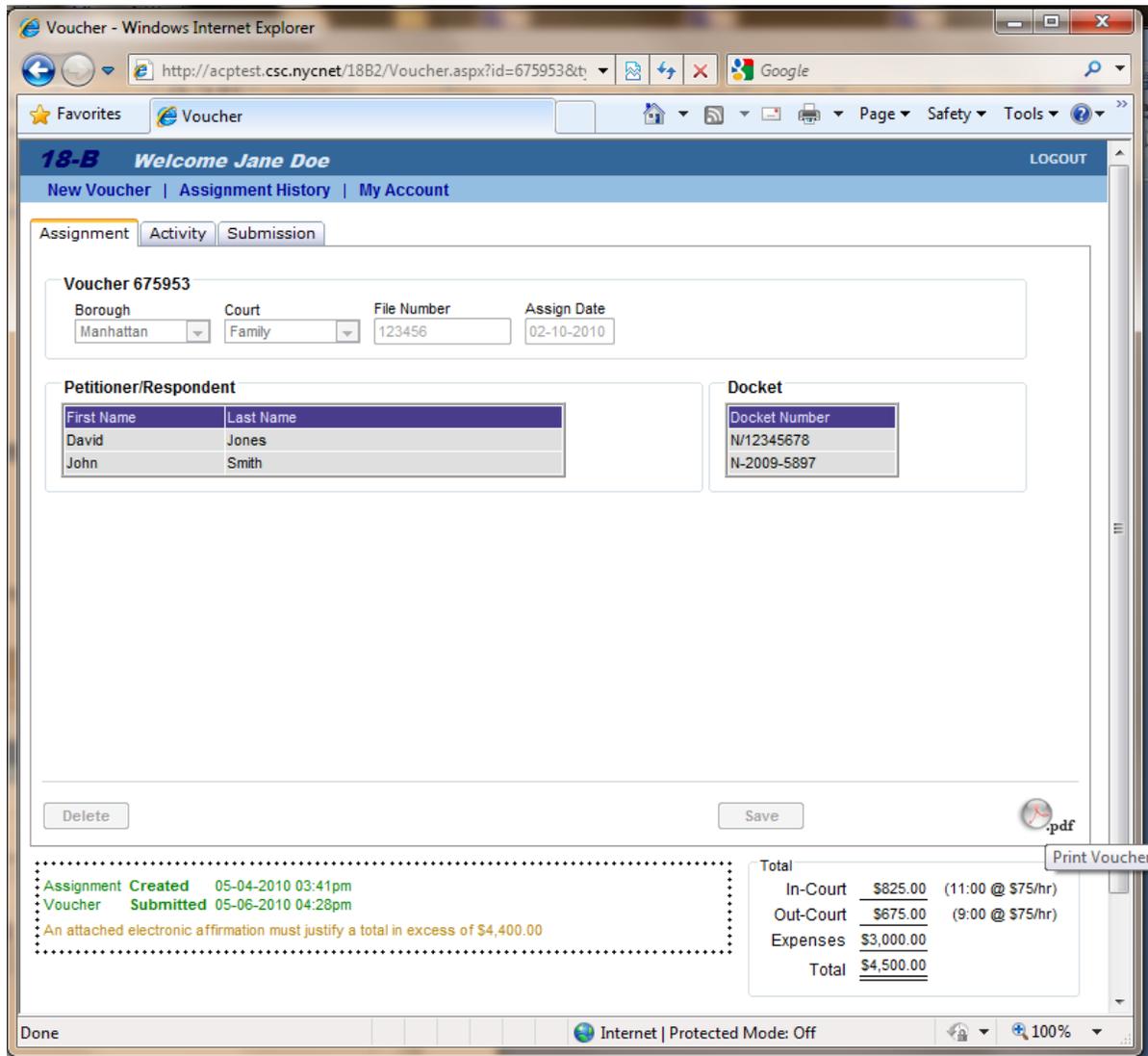
Delete Save .pdf

Assignment Created 05-04-2010 03:41pm
Voucher Submitted 05-06-2010 04:28pm
An attached electronic affirmation must justify a total in excess of \$4,400.00

| | | |
|-----------|-------------------|-------------------|
| Total | | |
| In-Court | \$825.00 | (11:00 @ \$75/hr) |
| Out-Court | \$675.00 | (9:00 @ \$75/hr) |
| Expenses | \$3,000.00 | |
| Total | <u>\$4,500.00</u> | |

Done Internet | Protected Mode: Off 100%

15. You can always view or print your voucher report by clicking the “.pdf” icon at the bottom of any screen as shown in the screenshot below.



Notes

If the ACP Office rejects or makes changes to your case vouchers, you will be informed of the changes via an email notification. If the ACP Office rejects a voucher in 18B Web, the voucher status will also revert back to “Open.”

If the name of the Judge for your case is not available in the “Judge” drop-down menu, contact Zahid Khan at 212-676-0087 or KhanZ@finance.nyc.gov and she will add the Judge to the drop-down menu.

C. LOCATING CASE VOUCHERS

1. You can locate all of your vouchers from the “**Assignment History**” screen.
2. You can locate your vouchers by voucher number, petitioner first name or last name, petition number or status of the voucher.
3. There are six columns available in this assignment history grid as shown in the screenshot below.

The screenshot displays the 'Voucher History' page in Internet Explorer. The browser address bar shows the URL 'http://acptest.csc.nycnet/18B2/Vc'. The page header includes '18-B Welcome Jane Doe' and a 'LOGOUT' link. Below the header are navigation links for 'New Voucher', 'Assignment History', and 'My Account'. A search bar contains the text 'submitted (1)' and a 'search' button. Below the search bar is a table with the following data:

| voucher | petitioner(s)/respondent(s) | docket(s) | assigned | status | total |
|---------|-----------------------------|---------------------------|-----------|-----------|---------------------|
| 675953 | David Jones John Smith | N/12345678 N-2009-5897 | 2-10-2010 | submitted | 5-8-10 \$4500.00 |

The total amount for the voucher is \$4,500.00.

4. Once your voucher is located you will see the voucher number, petitioner/respondent name, docket number, assignment date, voucher status and status date, and the total amount of the voucher in the assignment history grid as shown in the above screenshot.
5. You can navigate to the voucher you would like to view by clicking on the corresponding voucher number from the first column of the assignment history grid.

6. After creating a case voucher online, attorneys can check on the processing status of the voucher on their own, alleviating the number of calls made to the ACP Office for assistance. The following is a list of voucher statuses in 18B Web

- **Open:** Voucher created.
- **Submitted:** Attorney electronically submitted voucher via 18B Web
- **Validated:** ACP clerk reviewed voucher
- **Sent to Court:** Voucher printed and forwarded to the last judge who presided over the case
- **Approved:** Judge’s approval (and any changes) applied to voucher
- **Sent to FISA:** Voucher transmitted to F.I.S.A. and ready for payment

7. Hovering the mouse over the voucher number will display the name and phone number of the ACP clerk working on your voucher

The screenshot shows a web browser window titled "Voucher History - Windows Internet Explorer". The address bar shows the URL "http://acptest.csc.nycnet/18B2/VoucherHistory.aspx". The page header includes "18-B Welcome Jane Doe" and "LOGOUT". Below the header are navigation links: "New Voucher", "Assignment History", and "My Account".

The main content area features a search bar with a dropdown menu set to "submitted (5)" and a "search" button. Below the search bar is a table with the following columns: "voucher", "petitioner(s)/respondent(s)", "docket(s)", "assigned", "status", and "total".

| voucher | petitioner(s)/respondent(s) | docket(s) | assigned | status | total |
|---------|-----------------------------|---------------------------|-----------|-----------|------------|
| 675997 | jimmy doherty | 111 | 7-1-2009 | submitted | \$83.00 |
| 675990 | Kevin Shepard | 8778988 | 9-19-2007 | submitted | \$4583.00 |
| 675989 | Marjorie Jones | 629992 | 9-16-2007 | submitted | \$308.00 |
| 675992 | Teisha Campbell | 555555 | 6-8-2009 | submitted | \$300.00 |
| 675953 | David Jones John Smith | N/12345678 N-2009-5897 | 2-10-2010 | submitted | \$4500.00 |
| | | | | | \$9,774.00 |

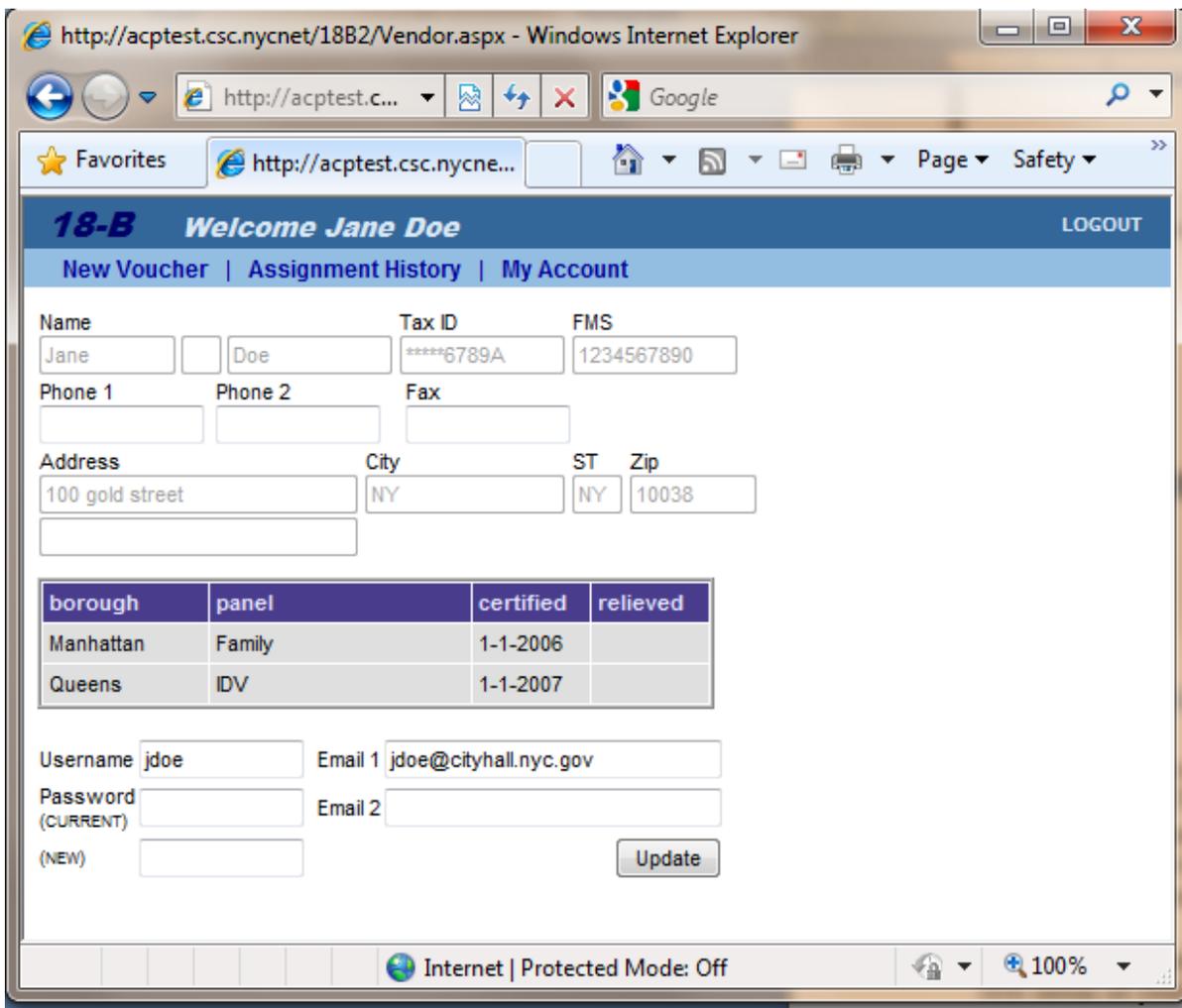
A tooltip is displayed over the voucher number 675953, showing the name "Uday Gosalia" and the phone number "212-788-6835". A callout box on the right side of the table contains the text: "Hover the mouse over the voucher number to see which clerk is processing it."

The browser status bar at the bottom shows the URL "http://acptest.csc.nycnet/18B2/Voucher.aspx?id=6", "Internet | Protected Mode: Off", and a zoom level of "100%".

Section 6: Updating Your Profile

18B Web allows you to view the profile that the Assigned Counsel Office maintains for you. Your name, Financial Management System (FMS) number, Tax Identification number (TIN), phone numbers, fax number, address and the Borough(s)/Panel(s) you are certified to are maintained by ACP Administrator and will appear as read only on your profile screen. If you wish to change or update your TIN or address, please contact Lawrence Parkins at 212-676-0093 or ParkinsL@finance.nyc.gov. If you wish to change your phone number, fax number or email address, please contact Kate Doherty at 212-676-0418 or kdoherthy@cityhall.nyc.gov.

Your user name is usually the first initial of your first name and your full last name. You should change your password as soon as you have an opportunity.



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 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 7: Appendix

A. TERMINOLOGY USED THROUGHOUT THIS MANUAL

| Term | Usage |
|----------------|--|
| Tabs | Tabs are similar to sections. 18B web has three Tabs to select from. |
| Field | An updatable area. |
| Button | Grey rectangle used to save, update, print, etc. |
| Drop-down menu | Provides a list of choices to select from. |
| Check Box | Click in it to select it and click in it again to deselect it. |

B. CASE VOUCHER PROCESS FLOW

