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# Assigned Counsel Defender Plan of Suffolk County

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## REVISION TO FAMILY COURT VOUCHER

The Family Court Voucher for Compensation and Expenses has been revised, as well as the procedure for submitting them. This change is effective immediately.

The form is available online in fillable PDF format. This format will be the only acceptable form for billing. The form must be on 8-1/2 X 14 paper and be on 1 page only. If you cannot fit all time itemization on the single form, the form must be accompanied by the time sheet/activity sheet. We will not accept two (2) pages of the Voucher form.

### TIME BILLING:

We have been processing more than one voucher submission on a family court case because numerous requests were made for those types of cases which are continuous in Family Court, particularly abuse and neglect cases. A letter went out dated 12/31/08 indicating that we would process abuse/neglect cases being billed within a 6 month increment – allowing for 2 vouchers per year on abuse/neglect cases.

Due to the volume of family court vouchers being received, as many as 3 to 4 on the same dockets, **we will no longer process more than one voucher per year on these types of cases. If you are assigned a Family Court case that is “continuous”, kindly submit the voucher once the case has disposed.**

If you have submitted prior vouchers for the same case, you must indicate the voucher number, dates of service and amount paid. **If the amount billed for that particular case exceeds the statutory cap, an order signed and dated by the Judge is required. The statutory cap applies to each representation assigned, NOT for each voucher billed at any given time for the same assignment, regardless of when the prior voucher(s) were submitted.**

I have also noticed that time for “open file” and “close file” itemizations are being billed every time a voucher is submitted on the same case. These itemizations will automatically be voided.

Thank you for your continued cooperation.

Very truly yours,

DAVID H. BESSO