
Assigned Counsel Defender Plan of Suffolk County

E-mail: suffolk18b@optonline.net

DAVID H. BESSO, ADMINISTRATOR

Website: www.suffolk18b.org

March 24, 2011

CHANGE IN APPEAL VOUCHER SUBMISSION

To help expedite the processing of appeals vouchers, the Appellate Division has implemented the following change in voucher policy, effective April 1, 2011:

- 1) Services/activities performed must be billed in increments of one minute.
- 2) Each service/activity must be identified as one of the following categories:
C= Correspondence
R= Review
R&W= Research and Writing
OA= Oral Argument

EXAMPLE:

Date	Activity	time Spent	Category
2/7/11	Telephone conversation with client	3 min.	C
2/7/11	Review transcripts, court documents	75 min	R
2/8/11	Research	30 min.	R&W
2/10/11	Drafting statement of facts	<u>50 min</u>	R&W
TOTAL		158 MIN.	
		158	60 = 2.63 @ 75.00 = \$197.25

- 3) Each voucher must be accompanied by a completed "Assigned Counsel Appellate Worksheet". You may download this form at the website www.suffolk18b.org. THIS WORKSHEET MUST BE TYPED. Forms completed by hand will not be accepted.

ANY VOUCHER SUBMITTED WITHOUT THE ASSIGNED COUNSEL APPELLATE WORKSHEET WILL BE RETURNED TO THE ATTORNEY UNPROCESSED.

The worksheet requests basic information pertinent to the appeal including the points made in your legal argument and the number of pages written for each point.

EXAMPLE: Number of points: 2

Point 1: The people failed to prove appellant possessed a gun.....

NO. OF PAGES: 4

Point 2: The appellant was denied...

NO. OF PAGES: 2

If you have any questions, please contact Randy Bowens at (718) 923-6352 or Taneca Marksman at (718) 923-6313.

Thank you for your continued cooperation.

Very truly yours,

A handwritten signature in black ink, appearing to read 'DHB', is written over the typed name.

DAVID H. BESSO

DHB:sm
Enclosures