

## MEMORANDUM

**TO:** Prospective Attorneys for Children  
**FROM:** Linda J. Kostin, Director, Office of Attorneys for Children  
**RE:** Introductory Training Application and Related Information  
**DATE:** July 2024

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Thank you for your interest in the Attorneys for Children Program. The training will be held via webinar over three half days **on Monday, October 21, Tuesday, October 22, and Wednesday, October 23, 2024**. The training is being offered in collaboration with the Appellate Division, Third Department. The application and agenda for the training can be found on our website at: <https://ad4.nycourts.gov/afc/prospective>.

Prior to attending the webinar, you must view four (4) training videos, including one segment of domestic violence training, on the AFC Program website. All attorneys, including those admitted to practice less than two years, will receive CLE credit for viewing the videos.

**You will not be eligible for designation to a county panel until you have (1) completed the online training videos and submitted separate viewing verification affirmations (with the correct viewing codes) and evaluations for each video segment, and (2) attended the webinar training on October 21, 22 & 23.**

Because there are many applicants for the webinar, not everyone who applies will be able to attend. Selections will be made on the basis of factors such as geographic location, Family Court experience, and "special" skills, e.g., fluency in a foreign language. **We cannot accept applicants who have not completed the experience requirement set forth in paragraphs 14 and 15 of the application. However, if you have a very strong application, particularly in less populous counties, we will work with you to help you obtain the required experience.**

**A hard or scanned copy of the application with an original signature must be received by this office by August 23, 2024.** You will receive a letter informing you of the decision by September 6, 2024. **If accepted, you will also receive instructions for accessing the online training videos, which must be completed prior to the webinar.**

Once again, **applications must be received by August 23, 2024.** Thank you for your interest in the Attorneys for Children Program.

**Please submit completed applications to:**

**NYS Supreme Court, Appellate Division, Fourth Department  
Office of Attorneys for Children  
Attn: Jennifer L. McLaren, Deputy Director  
M. Dolores Denman Courthouse  
50 East Avenue  
Rochester, New York 14604**

**Applications may also be scanned and submitted by email to: [jlmclare@nycourts.gov](mailto:jlmclare@nycourts.gov)**