

August 14, 2006

Dear Panelist,

I am pleased to advise you of the following two developments:

Interactive Vouchers

At the suggestion of Panelist Frank Panetta, we now have interactive vouchers on our website. This means that you can access both the short form and appropriate long form voucher (Criminal Court, Family Court or Appellate) and type in your information in the computer before printing the forms out.

In order to access these vouchers, go to our website (nassau18B.org), click on “vouchers”, scroll down to the bottom of the page, and click on the appropriate voucher in the column marked “Word Vouchers – Interactive”.

Three caveats:

1 – On the Criminal Court and Family Court long form vouchers, when you place an “X” in the parentheses marked Felony, Misd., Custody, Visitation, etc., the right side of the parenthesis may jump to the next line. If it does, hit the “Delete” button on your computer to return it to its proper place. Failure to do this will cause you to lose information at the bottom of the page. Alternatively, you can avoid this problem by “X” ing the appropriate box by hand, after you have printed the voucher out.

2 – In the boxes marked “Case synopsis” and “Activity”, be brief. If you write more than the box can hold, you will move the margins and lose information at the bottom of the page. This is especially true in the Activity box. Just place 1 word explanations e.g. “conference”, “hearing”, “trial”. This brevity will have the added luxury of allowing you to spend less time completing your vouchers.

3 – When you print out the long form vouchers, put legal size paper in your printer, and if necessary, change your printer setting to legal size paper. This usually involves hitting “print”, then “properties”, “paper”, “legal” and “OK”.

If you can’t understand everything set forth above, show this letter to your secretary. It’s not that difficult. Also, please remember that whenever you submit vouchers for payment you must send us two (2) short and two (2) long. Keep a third copy of each for your records. My thanks to Frank Panetta for suggesting these interactive vouchers.

Lexis Nexis Cocktail Party

I have been in contact with personnel from Lexis Nexis since April of this year, trying to arrange for special rates for Nassau 18B Panelists. They have now agreed to offer what they call “substantial discounts” to you, and have agreed to host a cocktail party at the Bar Association this fall to discuss their offerings with you.

Before we finalize arrangements, I would like to know approximately how many have an interest in attending such a gathering. I am therefore asking you to complete the attached form and fax it back to me at 873.8032 at your earliest convenience.

Thank you.

Very truly yours,

Patrick L. McCloskey

Lexis Nexis Cocktail Party

I am interested in attending

I am not interested

I presently have Lexis Nexis

I do not presently have Lexis Nexis

Name (optional) _____
Please Print

FAX TO 873.8032

AS SOON AS POSSIBLE

THANK YOU

