

May 20, 2009

Dear Panelist,

This letter addresses two important issues:

- Change in completion of short form voucher
- Mailing Addresses

Change in Completion of Short Form Voucher

Effective immediately, we are changing our procedure regarding completion of the short form voucher.

In space #4 (see attached) where you used to enter your full Social Security number or full Tax ID number, you should now **enter only the last 4 digits**. We have changed the procedure in order to safeguard against identity theft. My thanks to Family Court Panelist Elaine Miller for suggesting and requesting this long overdue and important change.

Mailing Address

If you wish to have mail from this office sent to an address other than your office address, please complete the enclosed form and fax it back to us at 516.873.8032

Thank you.

Very truly yours,

Patrick L. McCloskey

Fax To: 873.8032

MAILING ADDRESS

I do not wish you to send mail to my office address. Send it to the following address instead.

NAME (PRINT)
