

IF YOU NEED HELP WITH ...

GENERAL

Law Department Intranet: The Law Department ("LD") intranet can be launched by clicking the blue Explorer "e" on your computer. It provides lots of information about practicing at the LD and useful links.

Orientation Web Page: The link to the Entry Class website (with the Face book, forms, etc.) is: <http://www.nyc.gov/html/law/html/entry/home.shtml>. The link to the Lateral orientation web page is <http://www.nyc.gov/html/law/html/laterals/home.shtml>.

Office Manual: The Office Manual contains information regarding office policies, benefits and conditions affecting your employment. Employees are responsible for reviewing and complying with the Office Manual. It can be found on the LD intranet.

E-Forms: Many administrative requests can be made using the link to e-forms found on the LD intranet.

Law Department Directories: Telephone and photograph directories can be found on the LD intranet page.

GETTING STARTED

Bar Admission Affidavit: Your Division's Personnel Rep. (usually the person who processed you)

Bar Admission Expediting Letters: Blanca Ponce (212) 356-2202

Business Cards: Your Division Office Manager

Facilities Problems (lights, voicemail passwords, office keys or telephones): E-Forms

Law Department Identification Cards: Your Personnel Representative

OCA Secure Pass: Photograph & Application: Jamel Browne (212) 356-1090
Letter of Good Standing for OCA Secure Pass: Valencia Haughton (212) 356-1013

PROFESSIONAL DEVELOPMENT

Career Counseling: Stuart Smith (212) 356-4070

Professional Development: June Witterschein (212) 356-4080 (see LD intranet)

WORKING AT THE LAW DEPARTMENT

Conference Room Requests: LD intranet under "Useful Links"

Conflicts of Interest/Pro Bono/Volunteer Questions: Andrea Berger (212) 356-4027;
www.nyc.gov/html/conflicts

EEO Inquiries: Muriel Goode-Trufant (212) 356-3500 or, for issues related to the Special Fed. Division, Louise Lippin (212) 356-2178

Reasonable Accommodation Requests: Toni Gantz (212) 356-2490

Employment Verification Letter: Dawn Besthoff (212) 356-0888

Professional Ethics Questions: Your supervisor

One Facility Visitor Admission (100 Church Street only): LD intranet under "Useful Links"

Paychecks: (1) Your Division Timekeeper then (2) Francine Mizelle (212) 356-1040

Personal Expense Reimbursement: Cashier's Office: Cassandra Dodson (212) 356-1060

Photographer Requests: Jamel Browne (212) 356-1090 (see LD intranet)

Time-Keeping Rules: (1) Office Manual or City Time FAQ's found on the LD intranet page (2) Your Division Timekeeper then (3) Jennifer Downer-Duprey (212) 356-1030

TECHNOLOGY

Citrix: Obtain written authorization from your supervisor or Division Chief, then notify the Helpdesk

Accessing e-mail from home without using Citrix: <https://csmail.nyc.gov/owa>. (User Name = NYCLAW\[your user id])

City Time (timesheets): Helpdesk (212) 356-2222 (see LD intranet to log on and for on-line training)

Computer ID & Password/Copier & Printer Problems: Helpdesk (212) 356-2222

Hand and Finger Scans: 100 Church St.: Your Personnel Rep.: Simone Hobbs (212) 356-1010; Borough offices: Borough Chief

LEXIS Training/Cards: Library Reference Desk (212) 356-2001

FileSite Training: Helpdesk (212) 356-2222 or Ari Ciner (212) 356-3552

Word/Outlook/Excel/PowerPoint Training/ LawManager Training: Ari Ciner (212) 356-3552 (see LD intranet)

BENEFITS

Bar Registration Renewal Reimbursement: Francine Mizelle (212) 356-1040

Deferred Compensation/Employee Assistance Program/Flex Spending Programs: www.nyc.gov/olr

Employee Self-Service: See LD intranet under "Useful Links"

Free Checking/Pay Statement Information/IRA & Savings Bonds: www.nyc.gov/html/opa

Health Insurance/Management Benefits Fund: NYCAPS (212) 487-0500/www.nyc.gov/olr

City Share (NYC Employee Portal): Discounts on Broadway shows, gym membership and computers, etc. See LD intranet under "General Reference"

Pension: www.nycers.org

Transit Benefit/Direct Deposit: www.nyc.gov/html/opa (forms can be found on-line or at Payroll on the fifth floor)

Car Service Policy: See Office Services section in the Office Manual under Travel Services.

LAW DEPARTMENT COMMITTEES

Diversity Committee: Patricia Miller, Chair (212) 356-3504

LGBT Group: Jane Andersen (212) 356-2475

Women's Committee: Terri Sasanow, Chair (212) 356-2616

Attorney Quality of Life: Hilary Meltzer, Chair (212) 356-2072

Community Service Joint Sub-Committee: Haley Stein, Chair (212) 356-2320

Technology Advisory Committee: Scott Shorr, Chair (212) 356-0852

ATHLETIC LEAGUES

Basketball: Johnny Velez (212) 356-2481

Intramural Softball: Division coach or Scot Gleason (212) 356-2686

Volleyball: Christopher Dickerson (212) 356-2287

Lawyers League Baseball: Matthew Modafferi (212) 356-2331