

# 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: Simone Hobbs (212) 356-1010

## 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](http://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:** Sosimo Fabian (212) 356-3195

**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) 356-1091 or <http://lawmtiisv1/intranet/photographer.aspx>

**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 or Simone Hobbs (212) 356-1010. Borough offices: your 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

**Annual Leave, Sick Days, Paid Holidays and Bereavement Leave:** See the Office Manual.

**Bar Registration Renewal Reimbursement:** See the "Office Services" page of the Office Manual; for more information call Francine Mizelle (212) 356-1040

**Deferred Compensation/Employee Assistance Program/Flex Spending Programs:** [www.nyc.gov/olr](http://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](http://www.nyc.gov/html/opa)

**Health Insurance/Management Benefits Fund:** NYCAPS (212) 487-0500/[www.nyc.gov/olr](http://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](http://www.nycers.org)

**Transit Benefit/Direct Deposit:** [www.nyc.gov/html/opa](http://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/SPORTS LEAGUES

**Diversity Committee:** Michael Pastor, Chair (212) 356-0838

**LGBT Group:** Jane Andersen (212) 356-2475

**Women's Committee:** Terri Sasanow, Chair (212) 356-2616 (through 9/30/13); Toni Gantz (212) 356-2490 (from 10/1/13)

**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

**Law Department Sports Director:** Andrew Myerberg (212) 356-3523