



First Judicial District of Pennsylvania  
Guaranteed Fee System

Investigator Payment Voucher

APPOINTMENT LETTER INVOICE NO.

Section 1 - Attorney Information

a) ATTORNEY NAME (LAST, FIRST, MIDDLE INITIAL)	b) ATTORNEY ADDRESS
c) ATTORNEY STATE I.D. NO.	
b) POLICE PHOTO NO.	
PHONE NUMBER:	

Section 2 - Defendant Information

a) DEFENDANT NAME (LAST, FIRST, MIDDLE INITIAL)	b) PAYMENT			
	1.	2.	3.	4.
c) BILL AND TERM NO. <input type="checkbox"/> C.P. <input type="checkbox"/> M.C. <input type="checkbox"/> Juvenile				

Section 3 - Investigator Information

a) INVESTIGATOR NAME (LAST, FIRST, MIDDLE INITIAL)	b) INVESTIGATOR ADDRESS
b) LICENSE NO.	
PHONE NUMBER:	

Section 4 - Billing  
check appropriate box(es)

a) CASE TYPE AND PAYMENT METHOD	<input type="checkbox"/> <b>Expedited Initial Fee Only</b>	<i>*If petitioning for payment above the initial guaranteed amount, under the hourly billing system, append completed hourly fee petition Beyond Guaranteed Initial Fee payment voucher. An attorney's signature below will serve as affirmation of the need for services, the satisfactory execution of duties, and the belief that activities described in any appended chronology were in fact performed, performed satisfactorily, and warrant full payment. The fee petition must include an itemized chronological accounting of daily specific activities on the investigator's letterhead. Additionally, compensation for mileage and costs, where requested will demand attorney certification and cost receipts.</i>	
<input type="checkbox"/> Homicide			\$300
<input type="checkbox"/> Adult Non-Homicide			\$100
<input type="checkbox"/> Juvenile			\$100
b) INVESTIGATOR SIGNATURE		DATE	
c) ATTORNEY SIGNATURE		DATE	

# Instructions for the Completion of the Guaranteed Fee System

## *General Notes*

- ◆ Payment voucher forms are available online at:  
[www.courts.phila.gov/forms](http://www.courts.phila.gov/forms)
- ◆ Copies of the Guaranteed Fee System Proposal and Training Summary are available at the Philadelphia Bar Association. (Copies of the full proposal will be provided for a nominal fee.)
- ◆ The investigator should initiate completion of the payment voucher upon notice from counsel and regularly update the voucher during the course of the attorney's representation.
- ◆ Please write legibly to speed processing of payment.
- ◆ Please carefully complete all required sections as indicated. Instructions are detailed below.

## *Instructions*

### **Section 1**

- a) Enter attorney's name as it appears on the appointment letter.
- b) Enter attorney's address as it appears on the appointment letter.
- c) Enter attorney's five-digit identification number.
- d) Enter defendant's six-digit police photo number.

### **Section 2**

- a) Enter defendant's name as it appears on the appointment letter.
- b) Leave blank. This section will be completed by the Budget & Fiscal Office.
- c) Enter the correct bill and term numbers in the following sequence:

Common Pleas adult cases	CP-51-CR-#####-YYYY
Dependency Cases	CP-51-DP-#####-YYYY
Juvenile cases	CP-51-JV-#####-YYYY
Municipal Court cases	MC-51-CR-#####-YYYY

### **Section 3**

- a) Enter investigator name.
- b) Enter investigator address.
- c) Enter investigator Pennsylvania license number.

### **Section 4**

- a) Check appropriate box. Billing for additional funds under the hourly system will require more processing time.
- b) Sign voucher.
- c) Obtain signature of the attorney representing the defendant for whom the service was provided (*see note on form*).
- d) The investigator will take it or mail it with a copy of the appointment letter to:

Budget & Fiscal  
Counsel Fee Unit  
Room 395 City Hall  
Philadelphia, PA 19107

Hourly billing will be reviewed and processed in much the same manner as at present, with one exception: the investigator will bill, and be paid directly by, the court.