



First Judicial District of Pennsylvania
Court Appointments Made On and After July 28, 2022

Investigator Payment Voucher/Order

See Phila. R.J.A. *122, *122-11 and *122-12

				1.(A) INVOICE NO. FROM LETTER OF APPOINTMENT		1.(B) DATE OF APPOINTMENT			
SECTION 1 – ATTORNEY & DEFENDANT INFORMATION									
2. ATTORNEY'S LAST NAME			MIDDLE		ATTORNEY'S FIRST NAME		3. ATTORNEY STATE I.D. NO.		
4. ATTORNEY ADDRESS (Counsel must maintain their principal office in Philadelphia)					EMAIL ADDRESS				
Philadelphia, PA _____					TELEPHONE NUMBER				
5. DEFENDANT'S/PARTY'S LAST NAME		MIDDLE NAME		DEFENDANT'S/PARTY'S FIRST NAME		6. CPCMS NUMBER OR OTHER DOCKET NUMBER			
						_____-51-_____-_____-_____			
SECTION 2 – INVESTIGATOR INFORMATION									
7. INVESTIGATOR'S LAST NAME			MIDDLE		INVESTIGATOR'S FIRST NAME		8. LICENSE NUMBER		
INVESTIGATOR ADDRESS					EMAIL ADDRESS				
					TELEPHONE NUMBER				
SECTION 3 - COURT- DIVISION-CASE TYPE									
9. CRIMINAL COURT OF COMMON PLEAS & MUNICIPAL COURT <input type="checkbox"/> Guaranteed Initial Fee <input type="checkbox"/> Homicide: \$300.00 <input type="checkbox"/> Felony: \$100.00 <input type="checkbox"/> Per Hour: \$40.00 <i>Amounts in Excess of \$750 must be approved by the Trial Judge and the Supervising, Administrative, or President Judge or their designees.</i> Must Attach Chronological List of Services Rendered. See No, 12 below.			10. FAMILY COURT-DELINQUENT <input type="checkbox"/> Initial Fee: \$100 <input type="checkbox"/> Per Hour: \$40 Number of Hours: _____ <i>Amounts in Excess of \$500 must be approved by the Trial Judge and the Supervising Judge or Administrative Judge or their designees.</i> Must Attach Chronological List of Services Rendered. See No, 12 below.			11. FAMILY COURT-DEPENDENT <input type="checkbox"/> Initial; Fee: \$40 <input type="checkbox"/> Per Hour: \$40 Number of Hours: _____ <i>Amounts in Excess of \$500 must be approved by the Trial Judge and the Supervising Judge or Administrative Judge or their designees.</i> Must Attach Chronological List of Services Rendered. See No. 12 below.			
SECTION 4 – SERVICES PROVIDED OR TO BE PROVIDED BY INVESTIGATOR- PAYMENTS TO INVESTIGATOR									
12. PROVIDE A SUMMARY OF INVESTIGATIVE SERVICES RENDERED. MUST ATTACH CHRONOLOGICAL LIST OF SERVICES RENDERED, TIME EXPENDED AND ANY RECEIPTS.									
13. (A) FEE REQUESTED: \$			(B) AMOUNT PAID TO DATE: \$			(C) OTHER FEE PETITIONS PENDING: <input type="checkbox"/> Yes <input type="checkbox"/> No			
I certify that I have retained the above named investigator, that the investigatory services requested are necessary to provide appropriate representation to the above Defendant, and I will ensure that the investigator performs his/her duties satisfactorily as requested. I understand that false statements and/or representations made herein are subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsification to authorities.									
14. ATTORNEY SIGNATURE _____						DATE: _____			
I certify that I have been retained by the above named attorney to perform investigatory services in connection with this case. I understand that false statements and/or representations made herein are subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsification to authorities.									
15. INVESTIGATOR SIGNATURE _____						DATE: _____			
FOR COURT USE ONLY- JUDICIAL REVIEW AND APPROVAL									
ORDER									
The City of Philadelphia is ordered to pay the above named Investigator the sum of \$_____ found to be reasonable and consistent with Phila. R.J.A. *122-11 and *122-12 for services rendered in connection with the above-referenced case, subject to correction by the Quality Assurance or Legal Liaison Unit as noted below: QAU / LLU Name: _____ Date: _____ <input type="checkbox"/> Fee Adjusted to \$_____ due to the following ministerial error:									
16. NAME OF TRIAL JUDGE		TRIAL JUDGE'S SIGNATURE			DATE		PJ/AJ/SJ SIGNATURE (When Necessary) DATE		
FOR USE BY THE CITY OF PHILADELPHIA									
MANAGING DIRECTOR'S OFFICE		DATE		FINANCE DEPARTMENT		DATE		CONTROLLER'S OFFICE DATE	

Instructions for the Completion of Investigator Payment Voucher/Order

SECTION 1- ATTORNEY & DEFENDANT INFORMATION

- Line 1: A. Enter the Invoice No. from Appointment Letter & B. the Date of Appointment as they appear on the appointment letter.
- Line 2: Enter the court-appointed attorney's LAST Name, MIDDLE Name, and FIRST Name as it appears on the appointment letter.
- Line 3: Enter the attorney's PA Attorney ID number.
- Line 4: Enter the attorney's Philadelphia address, which is required by Phila.Crim.R. *122, as it appears on the appointment order.
- Line 5: Enter the Defendant's or Party's LAST Name, MIDDLE Name, and FIRST Name as it appears on the appointment letter.
- Line 6: Enter the CPCMS Docket Number or other appropriate Docket Number

SECTION 2 - INVESTIGATOR INFORMATION

- Lines 7 - 8: Enter the full name, business address, email address, telephone number, and License number of the Investigator.

SECTION 3 - COURT-DIVISION-CASE TYPE

- Lines 9 - 11: Select the applicable Court/Division and case type. Select the Fee that is being requested. If payment on an hourly basis is being requested, the Investigator shall attach a detailed Chronological List of Services Rendered to this Voucher. A Fee Petition and Order are no longer necessary.

SECTION 4 – SERVICES PROVIDED OR TO BE PROVIDED BY INVESTIGATOR

- Line 12: Provide a general summary of investigative services rendered. If payment on an hourly basis is being requested, the Investigator shall attach a detailed Chronological List of Services Rendered to this Voucher.
- Line 13: A. Enter the Amount Requested.
B. The Investigator must enter the Amount Paid to the Investigator to date, not including current Request.
C. The Investigator must check whether other Investigator Fee requests are pending for the instant case.
- Line 14: The Court-Appointed attorney must sign the Payment Voucher, verifying necessity of investigatory services. Failure to sign and date will delay payment.
- Line 15: The Investigator must sign the Payment Voucher, verifying performance of investigatory services. Failure to sign and date will delay payment.
- Line 16: Enter the name of the Trial Judge. The blank entry on the Order portion will be entered by the Trial Judge.

Please Note

- 1) Phila. R.J.A. *122-11 sets for the Payment Authorization Process court-appointed counsel must follow when seeking payment. Phila. R.J.A. *122-12 sets forth the compensation rates and timing of requests for compensation.
- 2) The Payment Voucher/Order must be completed by court-appointed counsel and submitted, with all required attachments, including the Appointment Letter and Chronological List of Services Rendered (as applicable), directly to the appropriate judge for review and approval without first being filed with the applicable filing office or officer.
- 3) Upon approval by the appropriate judge, the original Payment Voucher/Order shall be promptly filed by the attorney of record as follows below. The attorney should keep a copy of the signed Payment Voucher/Order.
 - (a) **Criminal Cases:** by email to CriminalVouchers@courts.phila.gov, or in person or by mail to: The Justice Stout Center for Criminal Justice, Information Counter, 2nd Floor, 1301 Filbert Street, Philadelphia, PA 19107.
 - (b) **Family Court Cases:** by email to FC_Vouchers@courts.phila.gov, or in person or by mail to: The Philadelphia Family Court, Legal Liaison Payment Unit, 11th Floor, 1501 Arch Street, Philadelphia, PA 19102
- 4) Upon receipt of the Payment Voucher/Order, court-designated staff shall time-stamp and review the Payment Voucher/Order, as provided in Phila. R.J.A. *122-11 and Phila. R.J.A. *122-12. Payment Vouchers/Orders not correctly or appropriately completed or submitted without required attachments will be rejected by designated court-staff and must be corrected and resubmitted by court-appointed counsel.
- 5) Once court-designated staff has determined the Payment Voucher/Order has been correctly completed, they will submit the Payment Voucher/Order to the City of Philadelphia Managing Director's Office's Counsel Fee Unit ("CFU") for payment. Court-designated staff will notify court-appointed counsel and the Investigator when the Payment Voucher/Order has been submitted to the CFU. Court-designated staff will docket the Payment Voucher/Order and include it as a case record consistent with the Unified Judicial System of Pennsylvania Public Access Policy.
- 6) The City of Philadelphia will issue payment to court-appointed conflict counsel within sixty (60) days of the date the Payment Voucher/Order is submitted by the Court to the City of Philadelphia's Managing Director's Office. Consistent with Phila. Code § 17-1702 (1) (b), if payment is delayed, the City of Philadelphia will pay interest on the unpaid amount awarded by the court at the rate of one and one-half percent (1.5%) per month or part of a month until payment is made, unless such delay results from an existing tax lien in accordance with 53 P.S. §§ 16082, 16083.
- 7) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher/Order has been sent to the City of Philadelphia Counsel Fee Unit as noted above. Any payment questions may be directed to:

Kelly Press, Counsel Fee Unit Supervisor - Kelly.Press@phila.gov

or CounselFees@phila.gov

City of Philadelphia Managing Director's Office

1401 JFK Blvd. Suite 1340

Philadelphia, PA.19102

215-686-5639

Payment Voucher/Order forms are available on the Court's website at: <http://www.courts.phila.gov/forms>.