

First Judicial District of Pennsylvania

Court-Appointed Counsel Payment Voucher/Order

Fees and Procedures Are Applicable Only to

Court Appointments Made On and After July 28, 2022

Philadelphia Municipal Court – Criminal Division

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

1(A). INVOICE NO. FROM LETTER OF APPOINTMENT	1(B). DATE OF APPOINTMENT

2. ATTORNEY'S LAST NAME		MIDDLE	ATTORNEY'S FIRST NAME		3. PA ATTORNEY I.D. NO.	
4. ATTORNEY ADDRESS (<i>Counsel must maintain their principal office in Philadelphia</i>) Philadelphia, PA _ _ _ _ _				EMAIL ADDRESS		
				TELEPHONE NUMBER		
5. DEFENDANT'S LAST NAME		MIDDLE	FIRST NAME		6. CPCMS NUMBER MC-51- _ _ _ - _ _ _ _ _ - _ _ _ _	
					7. POLICE PHOTO NO.	

<p>8. FIXED FEE CASES-PAYABLE AT VERDICT</p> <p><input type="checkbox"/> Municipal Court Trial - Felony: \$450</p> <p><input type="checkbox"/> Felony Remand-Trial: \$450</p> <p><input type="checkbox"/> Municipal Court Trial - Misdemeanor: \$450</p> <p><input type="checkbox"/> Plea Accepted-Diversion-Felony-Treatment Court: \$450</p> <p><input type="checkbox"/> Preliminary Hearing Disposition: \$225</p> <p><input type="checkbox"/> Non-Traffic Summary Offenses: \$150</p> <p><input type="checkbox"/> Private Criminal Complaint – Summary: \$150</p> <p><input type="checkbox"/> Private Criminal Complaint – Misdemeanor: \$450</p>	<p>9. INTERIM FEES-PAYABLE AT CONCLUSION OF EVENT</p> <p><input type="checkbox"/> Mental Health Court Status Hearing: \$100 Date: _____</p> <p><input type="checkbox"/> Early Bail Review Hearings: \$100 Date: _____</p> <p><input type="checkbox"/> Treatment Court Hearing - Status Hearing: \$100 Date: _____</p> <p><input type="checkbox"/> Bench Warrant Hearing: \$100 Date: _____</p> <p><input type="checkbox"/> Diversion Program Status Hearing: \$100 Date: _____</p> <p><input type="checkbox"/> Problem Solving Courts Status Hearing: \$100 Date: _____</p> <p><input type="checkbox"/> Contempt Hearing: \$150 Date: _____</p> <p><input type="checkbox"/> Violation of Probation/Parole Hearing (VOP): \$150 Date: _____</p> <p><input type="checkbox"/> Early Parole Petition: \$250 Date: _____</p> <p><input type="checkbox"/> Fifth Amendment Witness: \$150</p> <p style="padding-left: 40px;">Name of Witness: _____</p> <p><input type="checkbox"/> Status Hearing (Other than any above) \$100 Date: _____</p> <p><input type="checkbox"/> Refile of Charges (case disposed) \$ 225.00 Date: _____</p>
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10. TOTAL AMOUNT REQUESTED (AS APPLICABLE): \$ _____	11. DATE REPRESENTATION ENDED/PAYMENT AUTHORIZED:
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I certify that: I maintain my principal office in Philadelphia County, I maintain professional liability insurance, I have been certified by the Philadelphia Bar Association Screening Committee, and I have undergone Court-Appointed Counsel Fee system training. I understand that false statements and/or representations made herein are subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

12. ATTORNEY SIGNATURE _____ DATE: _____

FOR COURT USE ONLY- JUDICIAL REVIEW AND APPROVAL

ORDER

The City of Philadelphia is ordered to pay the above Court-appointed counsel the sum of \$ _____, consistent with Phila. R.J.A. *122-11 and *122-12 for services rendered and found to be reasonable in connection with the above-referenced case as certified by counsel and as approved by the Court, subject to correction by the QAU, as noted below:

QAU Name: _____ Date: _____ Fee Adjusted to \$ _____ due to the following ministerial error:

13. NAME OF TRIAL JUDGE	TRIAL JUDGE'S SIGNATURE	DATE	PJ/SJ SIGNATURE (When Necessary)	DATE

FOR USE BY THE CITY OF PHILADELPHIA

MANAGING DIRECTOR'S OFFICE	DATE	FINANCE DEPARTMENT	DATE	CONTROLLER'S OFFICE	DATE
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Instructions for the Completion of Attorney Payment Voucher-Order
Philadelphia Municipal Court – Criminal Division

- Line 1: Enter the Invoice Number from Letter of Appointment and the Date of Appointment as they appear on the appointment order.
- Line 2: Enter the court-appointed attorney's LAST Name, MIDDLE, and FIRST Name as it appears on the appointment order.
- Line 3: Enter the attorney's Pennsylvania 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 defendant's LAST Name, MIDDLE Name, and FIRST Name as it appears on the appointment letter.
- Line 6: Enter the CPCMS Docket Number in the following sequence:
Common Pleas Trial Division cases MC-51-CR-(XXXXXXX) -Year (XXXX)
- Line 7: Enter the defendant's Police Photo Number.
- Line 8-9: Check the appropriate Fixed Fee Case Type and/or the appropriate Interim Fixed Fee Event(s). For the Interim Fixed Fee Event, please indicate the Date of the Event(s). **Time spent in or out of court asking for a continuance is not compensable.**
- Line 10: Enter the total amount requested.
- Line 11: Enter the Date Representation Ended or the Date Payment is Authorized. Unless counsel is permitted to withdraw, the appointment is effective until final judgment. See Pa.R.Crim.P. 122 (B)(2).
- Line 12: Sign and Date the Payment Voucher. Failure to sign the Voucher will delay processing of payment.
- Line 13: Enter the name of the Trial Judge. The Trial Judge will enter amount payable to the attorney, which must be left blank on the Order portion of the Voucher. When applicable, the Voucher will be routed by the Quality Assurance Unit to the President Judge, Supervising Judge, or their designees.

Please Note

- 1) Phila. R.J.A. *122-11 sets forth 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 Quality Assurance Unit (“QAU”), or other 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 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. The attorney should keep a copy of the signed Payment Voucher/Order.
- 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.
- 5) Once QAU staff has determined the Payment Voucher/Order has been correctly completed, court-designated staff 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 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>.