



First Judicial District of Pennsylvania

Court-Appointed Counsel Payment Order/Voucher

Fees and Procedures Are Applicable Only to Court Appointments Made from 7-01-17 to 6-30-18

Trial Division – Criminal

1. A. APPOINTMENT LETTER INVOICE NO.
B. DATE OF APPOINTMENT

2. ATTORNEY'S LAST NAME
ATTORNEY'S MIDDLE NAME
ATTORNEY'S FIRST NAME
3. PA ATTORNEY I.D. NO.
4. ATTORNEY ADDRESS
EMAIL ADDRESS
TELEPHONE NUMBER
5. DEFENDANT'S LAST NAME
MIDDLE INITIAL
DEFENDANT'S FIRST NAME
6. CPCMS NUMBER
7. POLICE PHOTO NO.

Payment Voucher must be submitted for processing and approval within 90 days: of verdict in homicide cases, or disposition or sentencing in others.

8. PREPARATION FEES - PER DIEM FEES - MAXIMUM FEE CASE TYPES
Preparation Fees
Per Diem Rate
Maximum Fee Case Types - Must Attach Chronological List of Services Rendered.

A. APPLICABLE PREPARATION FEE: \$
B. APPLICABLE PER DIEM RATE: \$
C. MAXIMUM FEE/ HOURLY TOTAL: \$
D. PER DIEM CHARGES (LIST THE DATE AND THE APPLICABLE RATE FOR EACH DAY OR TRIAL/HEARING).

E. TOTAL AMOUNT REQUESTED:
9. DATE REPRESENTATION ENDED:

10. ATTORNEY SIGNATURE
DATE
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, I have undergone Court-Appointed Counsel Fee system training, and 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.

FOR COURT USE ONLY- JUDICIAL REVIEW AND APPROVAL ORDER

The City of Philadelphia is ordered to pay the Court-appointed attorney listed above, consistent with the terms of AGB Order No. 01 of 2017 and AGB Order No. 02 of 2012, the total sum of \$ _____ in connection with the above-referenced case for the services rendered as certified by counsel and as approved by the Court.

11. NAME OF TRIAL JUDGE
TRIAL JUDGE'S SIGNATURE
DATE
SUPERVISING JUDGE OR ADMINISTRATIVE JUDGE'S SIGNATURE (When necessary)
DATE
PRESIDENT JUDGE'S SIGNATURE (When necessary)
DATE

Instructions for the Completion of Attorney Payment Order/Voucher Trial Division - Criminal

- Line 1: A. Enter the Appointment Letter invoice number & 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 full Philadelphia address as it appears on the appointment letter. AGB Order 02 of 1997 requires the court-appointed attorney maintain a principal office in Philadelphia County in order to qualify to receive court-appointments.
- 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 CP-51-CR-(XXXXXXXX) -Year (XXXX)
- Line 7: Enter the defendant's six-digit police photo number.
- Line 8: Check as appropriate: Preparation Fee, Status Hearing/Listing Fee, *Per Diem* Fee, and Maximum Fee.
- A. Enter the applicable Preparation Fee or Treatment Court Status Listing Fee for the instant case.
- B. Enter the applicable *Per Diem* Rate for the instant case.
- C. For **Maximum Fee Case Types**: Enter the Requested Amount. The court-appointed attorney **must** attach a Chronological List of Services Rendered to this Voucher. A Fee Petition and Order are no longer necessary.
- D. Insert the specific date for each court appearance and check whether you spent a full day or a half-day in court. AGB Order 01 of 2017 defines a full day as more than 3 hours and a half-day as 3 hours or less. Add the number of Full Days and Half Days spent in court, multiply by the applicable *per diem* rate stated in Section 8.B. and Sub-Total the *per diem* charges for Full and Half Days. **Time spent in court asking for a continuance is not compensable.**
- E. Enter the total amount requested. For Maximum Fee cases, see subsection C., above.
- Line 9: Enter the date Representation ended.
- Line 10: Sign the Payment Voucher. Failure to sign the Voucher will delay processing of payment.
- The Sections which follow are for Court Use only, except that you should type in the name of the Trial Judge in Line 11.

Please Note

- 1) AGB Order No. 01 of 2017 requires that all Fee Petitions and Payment Vouchers must be filed within the following periods:
 - a) For yearly payments, no later than ninety (90) days after the calendar year at issue.
 - b) After verdict, plea, or mistrial, no later than ninety (90) days after the disposition.
 - c) After sentencing, no later than ninety (90) days after sentencing, regardless of whether the case is appealed.
 - d) For Appeals and PCRA's, no later than ninety (90) days after resolution of the appeal by the court with which the appeal or PCRA was filed.
- 2) The Payment Vouchers must be completed by the court-appointed attorney and submitted, together with a copy of the Appointment Letter, directly to the appropriate judge for review and approval without first being filed with the Office of Judicial Records or other applicable filing office or officer.
- 3) Upon approval by the appropriate judge, the original Payment Voucher shall be promptly filed of record by the attorney with Criminal Listings, 2nd Floor, Justice Stout Center, or with any other filing office or officer as the Court may direct from time to time. The attorney should keep a copy of the signed Payment Order/Voucher.
- 4) Upon receipt, the applicable filing officer shall time-stamp, docket and scan the Payment Order/Voucher. As provided in Philadelphia Criminal Rule 576 (g), the Payment Order/Voucher shall be served on all parties, including the City of Philadelphia Counsel Fee Unit (CounselFeeUnit@courts.phila.gov). All original hard-copy Fee Petitions and Payment Vouchers will be promptly provided to the City of Philadelphia, Counsel Fee Unit, for processing and retention consistent with Philadelphia Criminal Rule 576 (d).
- 5) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher has been received by the City of Philadelphia Counsel Fee Unit. Any payment questions may be directed to:

Kelly Press, Counsel Fee Unit Supervisor
CounselFees@phila.gov
City of Philadelphia Managing Director's
Office 1401 JFK Blvd. Suite 1340
Philadelphia, PA. 19102
215-686-5639