



First Judicial District of Pennsylvania
 Court-Appointed Counsel Payment Order/Voucher
**TO BE USED FOR COURT APPOINTMENTS MADE
 BEFORE 7/01/2017**

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 (Counsel must maintain their principal office in Philadelphia)		EMAIL ADDRESS	
Philadelphia, PA _____		TELEPHONE NUMBER	
5. DEFENDANT'S LAST NAME	MIDDLE INITIAL	DEFENDANT'S FIRST NAME	6. CPCMS NUMBER CP-51-CR- _____
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 – HOURLY/MAXIMUM FEE CASE TYPES Preparation Fees Appointments Made After 1/01/2006 and Before 7/01/2017 <input type="checkbox"/> Felony-Disposition at Trial: \$650.00 Appointments Made After 2/22/2012 and Before 7/01/2017 <input type="checkbox"/> Capital Homicide: \$10,000.00 <input type="checkbox"/> Capital Homicide Penalty Phase Counsel: \$7,500.00 Appointments Made Before 7/01/2017 <input type="checkbox"/> Homicide-Disposition at Trial: \$2,00.000 <input type="checkbox"/> Homicide-Disposition after Arraignment-Before Trial: \$1,333 <input type="checkbox"/> Homicide Mitigation Appointment/Co-counsel: \$1,700.00 <input type="checkbox"/> Homicide-Second Chair Associate Counsel: \$650.00 <input type="checkbox"/> Non-Capital Homicide – Second Chair: \$600.00 <input type="checkbox"/> Felony- Disposition after Arraignment-Before Trial: \$400.00 <input type="checkbox"/> Decertification: \$400.00 <input type="checkbox"/> Violation of Probation/Parole (VOP): \$150.00 <input type="checkbox"/> 5 th Amendment Witness: \$150.00 <input type="checkbox"/> Traffic Division Appeals: \$200.00		Per Diem Rates - Note: CONTINUANCES ARE NOT COMPENSABLE <input type="checkbox"/> Homicide: \$200.00 (3 hours or less); \$400.00 (More than 3 hours) + Mitigation Penalty <input type="checkbox"/> Misdemeanor Appeal: \$150.00 (3 Hours or Less); \$300.00 (More than 3 Hours) Per Diem Rates For Appointments Made Before 1/06/2006 <input type="checkbox"/> Felony Non Homicide: \$150.00 (3 Hours or Less); \$300.00 (More than 3 Hours) <input type="checkbox"/> Mitigation Trial: \$75.00 (3 Hours or Less); \$150.00 (More than 3 Hours) Per Diem Rates For Appointments Made After 1/06/2006 and Before 7/01/2017 <input type="checkbox"/> Felony Non-Homicide: \$175.00 (3 hours or less); \$350.00 (More than 3 hours) <input type="checkbox"/> Mitigation Trial: \$100.00 (3 Hours or Less); \$200.00 (More than 3 Hours)
Hourly Fee Case Types – Must Attach Chronological List of Services Rendered. <input type="checkbox"/> Felony: Appellate/PCRA - Billable at \$50@hour in-court, and \$40@hour out-of-court. Maximum Fee: \$1,500 <input type="checkbox"/> Misdemeanor: Appellate/PCRA - Billable at \$50@hour in-court, and \$40@hour out-of-court. Maximum Fee: \$750 <input type="checkbox"/> Homicide: Appellate/PCRA -Billable at \$60 @hour in-court, and \$50 @hour out-of-court Maximum Fee: \$4,000.00 Hourly Rate: \$ _____ # of Hours: _____ = Sub-Total: \$ _____ Hourly Rate: \$ _____ # of Hours: _____ = Sub-Total: \$ _____		

A. APPLICABLE PREPARATION FEE: \$	B. APPLICABLE PER DIEM RATE: \$	C. HOURLY TOTAL: \$
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D. PER DIEM CHARGES (LIST THE DATE AND THE APPLICABLE RATE FOR EACH DAY OR TRIAL/HEARING). NOTE: CONTINUANCES ARE NOT COMPENSABLE (Add Additional Pages As Necessary)					
	½ Day	Full Day		½ Day	Full Day
1) Day 1 _____/_____/_____	<input type="checkbox"/>	<input type="checkbox"/>	6) Day 6 _____/_____/_____	<input type="checkbox"/>	<input type="checkbox"/>
2) Day 2 _____/_____/_____	<input type="checkbox"/>	<input type="checkbox"/>	7) Day 7 _____/_____/_____	<input type="checkbox"/>	<input type="checkbox"/>
3) Day 3 _____/_____/_____	<input type="checkbox"/>	<input type="checkbox"/>	8) Day 8 _____/_____/_____	<input type="checkbox"/>	<input type="checkbox"/>
4) Day 4 _____/_____/_____	<input type="checkbox"/>	<input type="checkbox"/>	9) Day 9 _____/_____/_____	<input type="checkbox"/>	<input type="checkbox"/>
5) Day 5 _____/_____/_____	<input type="checkbox"/>	<input type="checkbox"/>	10) Day10 _____/_____/_____	<input type="checkbox"/>	<input type="checkbox"/>
No. of Full Days: _____ Multiplied by <i>Per Diem</i> Rate: \$ _____ = SUB-TOTAL: \$ _____ No. of Half Days: _____ Multiplied by <i>Per Diem</i> Rate: \$ _____ = SUB-TOTAL: \$ _____					

E. TOTAL AMOUNT REQUESTED:	9. DATE REPRESENTATION ENDED:
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10. ATTORNEY SIGNATURE	DATE
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I certify that: I maintain my principal office in Philadelphia County, 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. 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
TO BE USED FOR COURT APPOINTMENTS MADE BEFORE 7/01/2017

Trial Division - Criminal

- Line 1: A. Enter the Invoice number and 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 to maintain a principal office in Philadelphia County 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, *Per Diem* Rate, and Hourly Fee Case Types.
- A. Enter the applicable Preparation Fee for the instant case.
- B. Enter the applicable *Per Diem* Rate for the instant case.
- C. For **Hourly Fee Case Types**: Enter the Hourly Total Amount, but do not exceed the Maximum Amount, if applicable. 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. A full day is defined 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) 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
CounselFeeUnit@courts.phila.gov
City of Philadelphia Managing Director's Office
1401 JFK Blvd. Suite 1340
Philadelphia, PA.19102
215-686-5639