



First Judicial District of Pennsylvania

Fees and Procedures Are Applicable Only to Court Appointments Made On and After November 1, 2023

Expert Witness 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 TELEPHONE NUMBER
5. DEFENDANT LAST NAME MIDDLE DEFENDANT'S FIRST NAME 6. CPCMS NUMBER OR OTHER DOCKET NUMBER

SECTION 2 - EXPERT WITNESS INFORMATION
7. EXPERT WITNESS' LAST NAME MIDDLE EXPERT WITNESS' FIRST NAME 8. PHILA. BUSINESS LICENSE NUMBER
EXPERT WITNESS ADDRESS EMAIL ADDRESS TELEPHONE NUMBER

SECTION 3 - CASE TYPE
Homicide Adult- Non-Homicide Juvenile

SECTION 4 - EXPERT WITNESS FEES
9. FEE TYPES
Decertification - Mental Health Evaluation: \$ (TBD by Judge).
Fixed Amount Allowed by the Court: \$. Attached is a copy of the Court Order.
Compensation on an hourly basis was approved by the Court. Attached is a copy of the Court Order.
Number of Hours: Hourly Rate: \$ Total Amount Requested: \$.
Must Attach Chronological List of Services Rendered to this Voucher, and any receipts.
Amounts in Excess of \$7,950 must be approved by the Trial Judge, and the Supervising, Administrative, or President Judge as applicable.

A. AMOUNT PAID TO EXPERT WITNESS TO DATE: \$ B. OTHER FEE PETITIONS PENDING: Yes No

I certify that I have retained the above named Expert Witness, that the Expert Witness is necessary to provide appropriate representation to the above Defendant, and I will ensure that the Expert Witness 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.

10. ATTORNEY SIGNATURE DATE:

I certify that I have been retained by the above named attorney as an Expert Witness 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.

11. EXPERT WITNESS SIGNATURE DATE:

FOR COURT USE ONLY- JUDICIAL REVIEW AND APPROVAL

ORDER
The City of Philadelphia is ordered to pay the above-named Expert Witness the sum of \$ found to be reasonable and consistent with Phila. R.J.A. *122-11 and *122-12 connection with the services rendered in connection with the above-referenced case, subject to correction by the QAU or Legal Liaison Unit as noted below:
QAU / LLU Name: Date: Fee Adjusted to \$ due to the following ministerial error:

12. NAME OF TRIAL JUDGE SIGNATURE OF TRIAL JUDGE 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 Expert Witness Payment Voucher/Order

SECTION 1- ATTORNEY & DEFENDANT INFORMATION

- Line 1: A. Enter the Invoice Number from Letter of Appointment & 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 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 – EXPERT WITNESS INFORMATION

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

SECTION 3 - CASE TYPE

Select Homicide, Adult Non-Homicide, or Juvenile option depending on the Case type

SECTION 4 – EXPERT WITNESS FEES

- Line 9: Select the applicable Fee Type requested. Attach required documentation to Payment Voucher. If compensation on an hourly basis is requested, the Expert **must** attach a Chronological List of Services rendered to this Voucher. A Fee Petition and Order are no longer required.
- (a) Enter the Amount previously paid to the Expert Witness, if any
- (b) The Expert Witness must check whether other Expert Witness Fee requests are pending for the instant case.
- Line 10: The Court-Appointed attorney must sign and date the Payment Voucher. Failure to sign and date will delay payment.
- Line 11: The Expert Witness must sign and date the Payment Voucher. Failure to sign and date will delay payment.
- Line 12: Enter the name of the Trial Judge. The blank entry on the Order portion will be entered by the Trial Judge. When applicable, the Voucher will be routed to the Administrative Judge or Supervising Judge or their designees.

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 Expert Witness 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>.