

First Judicial District	t of Pennsyl	lvania					
Court-Appointed Counsel F Fees and Procedures Are Court Appointments Made Or	Applicable Only	to					
Philadelphia Municipal Court – Criminal Division See Phila. R.J.A. *122, *122-11 and *122-12				1(A). INVOICE NO. FROM LETTER OF 1(B). DATE OF APPOINTMENT APPOINTMENT			
2. ATTORNEY'S LAST NAME			ATTORNE	Y'S FIRST NAME		3. PA ATTORNEY I.D. NO.	
	MIDDLL						
4. ATTORNEY ADDRESS (Counsel must maintain their principal office in Philadelphia)				EMAIL ADDRESS			
				TELEPHONE NUMBER			
Philadelphia, PA							
5. DEFENDANT'S LAST NAME	MIDDLE	MIDDLE FIRST NAME		6. CPCMS NUMBER 7. POLICE PHOTO NO. MC-51			
8. FIXED FEE CASES-PAYABLE AT VERDICT				9. INTERIM FEES-PAYABLE AT CONCLUSION OF EVENT			
□ Municipal Court Trial - Felony: \$450				□ Mental Health Court Status Hearing: \$100 Date:			
□ Felony Remand-Trial: \$450				□ Early Bail Review Hearings: \$100 Date: □ Treatment Court Hearing - Status Hearing: \$100 Date:			
□ Municipal Court Trial - Misdemeanor: \$450				□ Bench Warrant Hearing: \$100 Date:			
□ Plea Accepted-Diversion-Felony-Treatment Court: \$450				Diversion Program Status Hearing: \$100 Date:			
□ Preliminary Hearing Disposition: \$225				□ Problem Solving Courts Status Hearing: \$100 Date: □ Contempt Hearing: \$150 Date:			
□ Non-Traffic Summary Offenses: \$150				□ Violation of Probation/Parole Hearing (VOP): \$150 Date:			
Private Criminal Complaint – Summary: \$150				□ Early Parole Petition: \$250 Date:			
Private Criminal Complaint – Misdemeanor: \$450				□ Fifth Amendment Witness: \$150			
				Name of Wit	ness:		
				□ Status Hearing (Other than any above) \$100 Date:			
				□ Refile of Charges (case disposed) \$ 225.00 Date:			
10. TOTAL AMOUNT REQUESTED (AS APPLICABLE):				11. DATE REPRESENTATION ENDED/PAYMENT AUTHORIZED:			
\$							
Φ							
I certify that: I maintain my principal of Philadelphia Bar Association Screening statements and/or representations made	Committee, an	d I have un	dergone (Court-Appointed C	ounsel Fee system	n training. I und	lerstand that false
12. ATTORNEY SIGNATURE				_DATE:			
	FOR COURT	TUSE ONLY	- JUDICIA ORDE		PROVAL		
The City of Philadelphia is ordered to pa *122-11 and *122-12 for services rendered approved by the Court, subject to correct	tion by the QA	AU, as noted	ted couns ble in co below:	sel the sum of \$ nnection with the a			-
QAU Name:	_ Date:		Fee Adj	usted to \$	due to the follow	ing ministerial error	
	1						
13. NAME OF TRIAL JUDGE	TRIAL JU	DGE'S SIGNATU	IKE	DATE	PJ/SJ SIGNATURE	(When Necessary)	DATE
				OF PHILADELPHIA			DATE
MANAGING DIRECTOR'S OFFICE DA	TE FINANC	CE DEPARTMEN	I	DATE	CONTROLLER'S C	JFFIGE	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-5

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 <u>CriminalVouchers@courts.phila.gov</u>, 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. Courtdesignated staff will notify court-appointed counsel when the Payment Voucher/Order has been submitted to the CFU. Courtdesignated 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 - <u>Kelly Press@phila.gov</u> or <u>CounselFees@phila.gov</u> 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.