



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*  
**Municipal Court – Criminal Division**

1. A. APPOINTMENT LETTER INVOICE NO.
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B. DATE OF APPOINTMENT
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2. ATTORNEY'S LAST NAME	MIDDLE	ATTORNEY'S FIRST NAME	3. PA ATTORNEY I.D. NO.
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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-CR- _ _ _ _ _ - _ _ _ _ _	7. POLICE PHOTO NO.
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**Payment Voucher must be submitted for processing and approval within 90 days of disposition or sentencing.**

8. APPLICABLE FEES

A. FIXED FEE CASES <input type="checkbox"/> Municipal Court Trial - Felony: \$450.00 <input type="checkbox"/> Felony Remand-Trial: \$450.00 <input type="checkbox"/> Municipal Court Trial - Misdemeanor: \$450.00 <input type="checkbox"/> Completed Diversion Felony-Treatment Court Cases: \$450.00 <input type="checkbox"/> Felony Preliminary Hearing Disposition: \$200.00 <input type="checkbox"/> Non-Traffic Summary Offenses: \$150.00 <input type="checkbox"/> Fifth Amendment Witness: \$150.00 <input type="checkbox"/> Violation of Probation/Parole (VOP): \$150.00	B. STATUS HEARING FEES: <input type="checkbox"/> Mental Health Court: \$100.00 <input type="checkbox"/> Early Bail Review Hearings: \$100.00 <input type="checkbox"/> Treatment Court Hearing - Status Hearing: \$100.00 <input type="checkbox"/> Bench Warrant Hearing: \$100.00 <input type="checkbox"/> Diversion Program Status Hearing: \$100.00 <input type="checkbox"/> Problem Solving Courts Status Hearing: \$100.00
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C. TOTAL AMOUNT REQUESTED (AS APPLICABLE) \$	11. DATE REPRESENTATION ENDED
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12. ATTORNEY SIGNATURE	DATE
<p>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.</p>	

**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
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SUPERVISING JUDGE'S SIGNATURE <i>(When necessary)</i>	DATE	PRESIDENT JUDGE'S SIGNATURE <i>(When necessary)</i>	DATE
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## Instructions for the Completion of Attorney Payment Order/Voucher Municipal Court Criminal Division

- 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:  
Municipal Court cases MC-51-CR-(XXXXXXXX) -Year (XXXX)
- Line 7: Enter the defendant's six-digit police photo number.
- Line 8: The applicable Municipal Court Fees are listed. Check as appropriate.  
A) Insert the applicable Fixed Fee amount for the instant case.  
B) Insert the applicable Status Hearing Fee amount for the instant case.  
C) Enter the total amount requested.
- Line 9: Enter the date the representation was concluded.
- 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 PCRAs, 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 Orders/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 Order/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](mailto: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](mailto:CounselFees@phila.gov)  
City of Philadelphia Managing Director's  
Office 1401 JFK Blvd. Suite 1340  
Philadelphia, PA. 19102  
215 686-5639

Payment Order/Voucher forms available on the Court's website at <http://www.courts.phila.gov>