



First Judicial District of Pennsylvania
Court-Appointed Counsel Payment Voucher/Order

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

Philadelphia Municipal Court Traffic Division

*See Phila. R.J.A. *122, *122-11 and *122-12*

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

2. ATTORNEY'S LAST NAME	MIDDLE	ATTORNEY'S FIRST NAME	3. PA ATTORNEY I.D. NO.
4. ATTORNEY ADDRESS <i>(Counsel must maintain their principal office in Philadelphia)</i>		EMAIL ADDRESS	
Philadelphia, PA _____		TELEPHONE NUMBER	

Payment Voucher must be submitted for processing and approval within 90 days of trial.

5. APPLICABLE FEES	
A. TRAFFIC DIVISION ON-CALL COUNSEL	A1. NUMBER OF CASES APPOINTED FOR THE COURT SESSION
<input type="checkbox"/> On-Call Counsel – per daily list (\$371.00)	
B. APPEAL FROM TRAFFIC DIVISION CASE	
<input type="checkbox"/> Traffic Division Appeal for Trial <i>De Novo</i> in the Court of Common Pleas (\$477.00)	
<input type="checkbox"/> FTA/Bench Warrant Hearing (\$106.00) Date: _____	

B1. DEFENDANT'S LAST NAME	MIDDLE	DEFENDANT'S FIRST NAME	B2. CITATION NUMBER	B3. CPCMS NUMBER
				CP-51-SA - _____ - _____

Please see Instructions on Reverse side concerning documents to attach to this Payment Voucher/Order which must be filed with the Municipal Court Traffic Division after the Summary Appeal has been disposed.

A) AMOUNT REQUESTED	DATE REPRESENTATION ENDED
\$ _____	

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, and I have undergone Court-Appointed Counsel Fee system training. 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.

6. ATTORNEY SIGNATURE _____	DATE: _____	ESIGNATURE (AS APPROPRIATE) _____	DATE _____
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FOR COURT USE ONLY- JUDICIAL REVIEW AND APPROVAL

ORDER

The City of Philadelphia is ordered to pay the above Court-appointed attorney the sum of \$ _____ found to be reasonable and consistent with Phila. R.J.A. *122-11 and *122-12 for services rendered in connection with the above-referenced case.

6. TRAFFIC DIVISION ADMINISTRATIVE JUDGE	TRAFFIC DIVISION ADMINISTRATIVE JUDGE'S SIGNATURE	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 Attorney Payment Voucher/Order
Municipal Court Traffic Division

- Line 1: If applicable, 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: The Fee for On-Call Counsel and for Appeal for a *Trial De Novo* are listed. Check option A or option B.
- A) If you are requesting compensation as On-Call Counsel:
1. Enter the number of cases appointed for the Court session. This information is needed for internal tracking.
- B) If you are requesting compensation for filing an Appeal for a *Trial De Novo*:
1. Enter defendant's name as it appears on the appointment letter.
 2. Enter the Traffic Division Citation Number.
 3. Enter the CPCMS Docket Number, when appointed in connection with an appeal for a trial de novo before the Court of Common Pleas, in the following sequence:
Traffic Division Appeal CP-51-SA-(XXXXXXXX) -Year (XXXX)
- Note: You must submit the following documents with this Payment Voucher: (1) Appointment letter for date of On-Call Representation; and (2) Entry of Appearance in connection with the Appeal.**
- C) Enter the total amount requested.
- Line 6: Enter the date the representation rendered pursuant to 5.A. or 5.B. concluded.
- Line 7: Sign the Payment Voucher/Order. Failure to sign the Voucher will delay processing of payment.
- Line 8: Enter the name of the Traffic Division Administrative Judge. The blank entry on the Order portion will be entered by the Administrative Judge.

Please Note

- 1) Phila. R.J.A. *122-11 sets for the Payment Authorization Process court-appointed counsel must follow when seeking payment.
- 2) Phila. R.J.A. *122-12 sets forth the compensation rates and timing of requests for compensation.
- 3) All Payment Vouchers must be completed by the court-appointed attorney and submitted with all required attachments, including the Appointment Letter and Chronological List of Services Rendered (as applicable), as follows:
Municipal Court Traffic Division Cases: in person or by mail to: The Philadelphia Municipal Court Traffic Division, Attorney Filing Unit, 800 Spring Garden Street, Philadelphia, PA 19123.
- 4) Court-designated staff will review the Payment Vouchers/Orders upon receipt, as provided in Phila. R.J.A. *122-11. Payment Vouchers/Orders which have not been correctly or appropriately completed or submitted without required attachments will be rejected by designated court-staff and must be corrected and resubmitted.
- 5) Court-designated staff will forward appropriately submitted Payment Vouchers/Orders for Judicial Review and approval, and thereafter to the City of Philadelphia for payment. Upon review by and approval by all required Court and City of Philadelphia personnel, the Payment Voucher/Order shall be distributed to all signatories, including the court-appointed attorney and to the Office of Judicial Records, which shall 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 approved for payment by the Court. 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>.