



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

*Fees and Procedures Are Applicable Only to Court Appointments
Made On and After July 1, 2018*

Family Court – Dependency

1. A. APPOINTMENT LETTER INVOICE NO.			
B. DATE OF APPOINTMENT			
C. HAS THERE BEEN PRIOR CONFLICT COUNSEL ☐ Yes ☐ No			
2. ATTORNEY'S LAST NAME		MIDDLE	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. CLIENT'S LAST NAME		MIDDLE	CLIENT'S FIRST NAME
			CHECK CLIENT CATEGORY ☐ Child ☐ Parent/Guardian
6. CPCMS NUMBER(S) CP-51-DP- _____ - _____ CP-51-DP- _____ - _____			
Payment Voucher must be submitted for processing and approval within 90 days of disposition or, for yearly payments, after the calendar year at issue.			
7.. A. FEES FOR DEPENDENCY APPOINTMENT REPRESENTATION			
☐ FIRST YEAR ☐ Dismissal: \$750.00 ☐ First Hearing: \$200.00 ☐ Second Hearing: \$200.00 ☐ Third Hearing: \$175.00 ☐ Fourth Hearing: \$175.00 ☐ Remainder: \$ _____ The total Annual Fee shall not exceed \$750.00. If dismissed during the First Year, court-appointed counsel shall be paid the outstanding balance of \$750.00.		☐ SECOND YEAR ☐ Dismissal: \$450.00 ☐ First Hearing: \$125.00 ☐ Second Hearing: \$125.00 ☐ Third Hearing: \$100.00 ☐ Fourth Hearing: \$100.00 ☐ Remainder: \$ _____ The total Annual Fee shall not exceed \$450.00. If dismissed during the Second Year, court-appointed counsel shall be paid the outstanding balance of \$450.00.	
☐ THIRD & SUBSEQUENT YEARS ☐ First Hearing: \$75.00 ☐ Second Hearing: \$75.00 ☐ Third Hearing: \$75.00 ☐ Fourth Hearing: \$75.00 ☐ APPEAL Maximum: \$2,400.00 Out of Court: \$65@hour In-Court: \$75@hour A detailed attachment must be included setting forth the services rendered and time expended			
B. DATE OF SERVICE		B. DATE OF SERVICE	
8. A. FEES FOR ON-CALL COUNSEL ☐ On-Call Counsel – 1501 Arch Street - No Appointment: \$350.00 per Daily List.		B. DATE OF SERVICE	
9. A. FEES FOR ADOPTION-AP MATTER ONLY ☐ Fee Requested: \$ _____ Maximum Fee: \$ 2,400.00. Out-of-Court: \$65@hour. In-Court: \$75@hour A detailed attachment must be included setting forth the services rendered and time expended.		B. DATE REPRESENTATION ENDED/ PAYMENT AUTHORIZED:	
10. ATTORNEY SIGNATURE		DATE	
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.			
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 subject to correction by the Legal Liaison Payment Unit, as noted below:			
☐ Fee adjusted to \$ _____ due to the following ministerial error by counsel:			
LEGAL LIAISON UNIT - NAME:		DATE:	
11. NAME OF PRESIDING JUDGE/JCHO		PRESIDING JUDGE/JCHO'S SIGNATURE	
		DATE	
SUPERVISING JUDGE OR ADMINISTRATIVE JUDGE'S SIGNATURE (When necessary)		DATE	

Instructions for the Completion Attorney Payment Order/Voucher Family Court - Dependency

- Line 1: Enter: A. the Appointment Letter invoice number; B. the Date of Appointment as they appear on the appointment letter; and C. indicate whether prior counsel had been appointed. Substituted counsel will be paid as “new” counsel, at the rates in effect on the date of substituted counsel’s appointment.
- Line 2: Enter the court-appointed attorney’s LAST Name, MIDDLE, 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 the Client’s LAST Name, MIDDLE Name, and FIRST Name as it appears on the appointment letter, and check, as applicable, Client Category: Child, or Parent/Guardian.
- Line 6: Enter the CPCMS Docket Number(s) in the following sequence:
Family Court – Dependency cases CP-51-DP-(XXXXXXX) -Year (XXXX)
- Line 7: A. The Fees payable for Dependency Appointment are listed. Please note that the Fees vary by Year of Appointment. Check, as appropriate, First Year, Second Year, and Third & Subsequent Year. If a matter is dismissed before the fourth hearing in FIRST and SECOND YEAR cases, counsel must check the DISMISSAL option. Also check the REMAINDER box and then enter the applicable Remainder amount.
In **Appeal** representation cases, court-appointed counsel must attach a Chronological List of Services Rendered to this Voucher. A Fee Petition and Order are no longer necessary.
B. Enter the Date of Service.
- Line 8: A. Check this Option if you were appointed as On-Call Counsel.
B. Enter the Date of Service.
- Line 9: A. Check this Option if you were appointed for an Adoption – AP- Matter Only Counsel.
B. Enter the Date Representation ended or conclusion of stage for which payment is authorized. In **Appeal** representation cases, court-appointed counsel must attach a Chronological List of Services Rendered to this Voucher. A Fee Petition and Order are no longer necessary.
- Line 10: Sign and date the Payment Voucher. Failure to sign and date the Voucher will delay processing of payment.
- Line 11: Enter the name of the Presiding Judge/JCHO. The blank entry on the Order portion will be entered by the Presiding Judge/JCHO.

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 or Juvenile Hearing Officer for review and approval.
- 3) Upon approval by the appropriate judge or Juvenile Hearing Officer, the original Payment Order/Voucher shall be promptly filed of record at the Legal Liaison Payment Unit, 11th Floor, 1501 Arch Street, Philadelphia, PA. The attorney should keep a copy of the signed Payment Order/Voucher.
- 4) The Legal Liaison Payment Unit shall time-stamp, docket and scan the Payment Order/Voucher and, as authorized, may correct ministerial errors made by the attorney in completing the Payment Order/Voucher. Any correction will be identified and the name of the employee will be entered. Any questions regarding any corrections can be directed to the Legal Liaison Payment Unit.
- 5) The Legal Liaison Payment Unit shall serve the Payment Order/Voucher on all parties, including the City of Philadelphia Counsel Fee Unit (CounselFeeUnit@courts.phila.gov), as required. All original hard-copy Fee Petitions and Payment Orders/Vouchers will be promptly provided to the City of Philadelphia Counsel Fee Unit for processing and retention.
- 6) 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
Kelly.Press@phila.gov
City of Philadelphia Managing Director's Office
1401 JFK Blvd. Suite 1340
Philadelphia, PA.19102
215-686-5639

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