

## First Judicial District of Pennsylvania

## Court-Appointed Counsel Payment Order/Voucher

				1. A. APPOINTMENT LETTER INVOICE NO.					
									First Judicial District of Pennsylvania
Court-Appointed Counsel Payment Order/Voucher  Fees and Procedures Are Applicable Only to				B. DATE OF APPOINTMENT					
Court Appointments Made On July	1, 2018 thru Jul	y 27, 2022							
Municipal Court – Cri	minal Div	ision							
2. ATTORNEY'S LAST NAME	MIDDLE	MIDDLE		EY'S FIRST	ſ NAME		3. PA ATTORNEY I.D. NO.		
ATTORNEY ADDRESS (Counsel must maintain their principal office in Philadelphia)				EMAIL ADDRESS					
Philadelphia, PA				TELEPHONE NUMBER					
5. DEFENDANT'S LAST NAME	MIDDLE	MIDDLE FIRST NAME		6. CPCMS NUMBER  MC-51-CR			7. POLICE PHOTO NO.		
Payment Voucher mu	st be submitte	d for proces	sing and	approva	al within 90 days of di	isposition (	or sentenc	ing.	
8. APPLICABLE FEES									
A. FIXED FEE CASES				B. STATUS HEARING FEES:					
☐ Municipal Court Trial - Felony: \$450.00				☐ Mental Health Court Status Hearing: \$100.00					
☐ Felony Remand-Trial: \$450.00					☐ Early Bail Review Hearings: \$100.00				
☐ Municipal Court Trial - Misdemeanor: \$450.00				☐ Treatment Court Hearing - Status Hearing: \$100.00					
☐ Plea Accepted-Diversion-Felony-Treatment Court: \$450.00					☐ Bench Warrant Hearing: \$100.00				
☐ Early Parole Petition: \$250.00									
☐ Felony Preliminary Hearing Disposition: \$225.00				☐ Diversion Program Status Hearing: \$100.00					
□ Non-Traffic Summary Offenses: \$150.00				☐ Problem Solving Courts Status Hearing: \$100.00					
☐ Fifth Amendment Witness: \$150.0	)0								
☐ Contempt Hearing: \$150.00				Date of Hearing:					
$\square$ Violation of Probation/Parole Hearing (VOP): \$150.00									
C. TOTAL AMOUNT REQUESTED (AS APPLICABLE) \$				11. DATE REPRESENTATION ENDED/PAYMENT AUTHORIZED:					
12. ATTORNEY SIGNATURE						DATE:			
I certify that: I maintain my principal Philadelphia Bar Association Screening false statements and/or representation falsification to authorities.	ng Committee	, I have und	lergone (	Court-A	ppointed Counsel Fe	ee system	training, a	and I understand that	
	FOR COUR	T USE ONLY			EW AND APPROVAL				
The City of Philadelphia is ordered 01 of 2017 and AGB Order No. 02 of services rendered as certified by con	of 2012, the to	tal sum of	\$	orney li					
11. NAME OF TRIAL JUDGE TRIAL JUDGE					RE			DATE	

01 of 2017 and AGB Order No. 02 of 2012, the total sum of \$ services rendered as certified by counsel and as approved by the C 11. NAME OF TRIAL JUDGE TRIAL JUDGE SUPERVISING JUDGE'S SIGNATURE (When necessary) DATE DATE PRESIDENT JUDGE'S SIGNATURE (When necessary)

## 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-(XXXXXXX) - 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 ended or conclusion of stage for which payment is authorized.
- Line 10: Sign the Payment Voucher. Failure to sign the Voucher will delay processing of payment.
- Line 11: Enter the name of the Trial Judge. The blank entry on the Order portion will be entered by the Trial Judge.

## **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). 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

Kelly.Press@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 <a href="http://www.courts.phila.gov">http://www.courts.phila.gov</a>