



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*

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

Municipal Court Traffic Division

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 (\$350.00)	
B. APPEAL FROM TRAFFIC DIVISION CASE	
<input type="checkbox"/> Traffic Division Appeal for Trial <i>De Novo</i> in the Court of Common Pleas (\$450.00)	

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 Order/Voucher which must be filed with the Municipal Court Traffic Division after the Summary Appeal has been disposed.*

D) AMOUNT REQUESTED	DATE REPRESENTATION ENDED
\$ _____	

6. ATTORNEY SIGNATURE	DATE
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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 and as approved by the Court.**

7. TRAFFIC DIVISION ADMINISTRATIVE JUDGE	TRAFFIC DIVISION ADMINISTRATIVE JUDGE'S SIGNATURE	DATE

## Instructions for the Completion of Attorney Payment Order/Voucher Municipal Court Traffic Division

- Line 1: If applicable, 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: 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 Order/Voucher. 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) AGB Order No. 01 of 2017 requires that all Fee Petitions and Payment Orders/Vouchers must be filed within the following periods:
  - a) After verdict, plea, or mistrial, no later than ninety (90) days after the disposition.
  - b) After sentencing, no later than ninety (90) days after sentencing, regardless of whether the case is appealed.
  - c) For Appeals and PCRA's, 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 Order/Voucher must be completed by the court-appointed attorney and submitted, together with a copy of the Appointment Letter, directly to the Administrative Judge of the Traffic Division for review and approval.
- 3) Upon approval, the Administrative Judge of the Traffic Division shall forward the original Payment Order/Voucher to the Municipal Court Traffic Division, Attorney Filing Unit, 800 Spring Garden Street, Philadelphia, PA.
- 4) The Attorney Filing Unit shall time-stamp, docket and scan the Payment Order/Voucher, and shall promptly serve all parties, including the court-appointed attorney and the City of Philadelphia Counsel Fee Unit ([CounselFeeUnit@courts.phila.gov](mailto:CounselFeeUnit@courts.phila.gov)). 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.
- 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](mailto: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 are available on the Court's website at: <http://www.courts.phila.gov/forms>.