



First Judicial District of Pennsylvania  
Guaranteed Fee System  
Expert Witness Payment Voucher

APPOINTMENT LETTER INVOICE NO.

Section 1 - Attorney Information

a) ATTORNEY NAME (LAST, FIRST, MIDDLE INITIAL)	b) ATTORNEY ADDRESS
c) ATTORNEY STATE I.D. NO.	PHONE NUMBER:
d) POLICE PHOTO NO.	

Section 2 - Defendant Information

a) DEFENDANT NAME (LAST, FIRST, MIDDLE INITIAL)	PRIOR PAYMENTS			
c) BILL AND TERM NO. <input type="checkbox"/> C.P. <input type="checkbox"/> M.C. <input type="checkbox"/> Juvenile	b) PAYMENT			
	1. GIF	2.	3.	4.

Section 3 - Expert Witness Information

a) EXPERT WITNESS (LAST, FIRST, MIDDLE INITIAL)	b) EXPERT WITNESS ADDRESS
c) EXPERT WITNESS SIGNATURE	DATE
d) ATTORNEY SIGNATURE	DATE
PHONE NUMBER:	

Section 4 - Billing

Section 5 - Computation

a) PAYMENT METHOD	a) Guaranteed Initial Fee				
<input type="checkbox"/> Initial fee only <input type="checkbox"/> Per diems <input type="checkbox"/> Initial Fee + per diems <input type="checkbox"/> Hourly Petition	b) <input type="checkbox"/> Work Days <input type="checkbox"/> Trial Days - Enter date and half (.5) or full (1.0) day				
b) CASE TYPE	Date #1    ___/___/___	<input type="text"/>	Per Diem rate:	<input type="text"/>	
<input type="checkbox"/> Homicide <input type="checkbox"/> Adult Non-Homicide <input type="checkbox"/> Juvenile	Date #2    ___/___/___	<input type="text"/>		<input type="text"/>	
	Date #3    ___/___/___	<input type="text"/>	X \$600.00 =	<input type="text"/>	
	c) <b>Total</b>	<input type="text"/>		<input style="border: 2px solid black;" type="text"/>	

Section 6 - Review/Order for Payment

<input type="checkbox"/> Initial fee does not require a judicial signature. <input type="checkbox"/> Judicial Review indicates that Budget & Fiscal Office is to process immediately <input type="checkbox"/> Budget & Fiscal Office to investigate	
JUDGE'S SIGNATURE	DATE

# Instructions for the Completion of the Guaranteed Fee System

## General Notes

- ◆ Payment voucher forms are available online at:  
[www.courts.phila.gov/forms](http://www.courts.phila.gov/forms)
- ◆ The expert witness should initiate completion of the payment voucher upon notice from counsel and regularly update the voucher during the course of the attorney's representation.
- ◆ Please write legibly to speed processing of payment.
- ◆ Please carefully complete all required sections as indicated. Instructions are detailed below.
- ◆ Attach attorney's appointment letter to payment voucher.
- ◆ Attach detailed report on company letterhead.

## Instructions

### Section 1

- a) Enter attorney's name as it appears on the appointment letter.
- b) Enter attorney's full address as it appears on the appointment letter.
- c) Enter attorney's five-digit identification number.
- d) Enter defendant's six-digit police photo number.

### Section 2

- a) Enter defendant's name as it appears on the appointment letter.
- b) Please enter prior payments
- c) Enter the correct bill and term numbers in the following sequence:

Common Pleas Adult Cases	CP-51-CR-#####-YYYY
Dependency Cases	CP-51-DP-#####-YYYY
Juvenile Cases	CP-51-JV-#####-YYYY
Municipal Court Cases	MC-51-CR-#####-YYYY

### Section 3

- a) Enter name of expert witness.
- b) Enter address of the expert.
- c) Sign voucher.
- d) Have attorney sign voucher. Failure to sign voucher will delay processing of payment.

Note: Attorney's signature represents the following averments:

- The attorney was appointed by the Court to represent the defendant in this case;
- The facts set forth in the payment voucher are true and correct to the best of the attorney's knowledge, information and belief;
- The attorney understands that false statements herein are made subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsification to authorities;
- The attorney actively and diligently represented the defendant in this case;
- The payment voucher submitted is fair and reasonable compensation for services in this case based upon the time and effort expended; and
- The attorney has not received, nor contracted to receive, directly or indirectly, any compensation for such services from any source other than provided in the Act of Assembly.

### Section 4

- a) Check appropriate box.
- b) Check appropriate box.

### Section 5

- a) Dependency, Non-Homicide and Juvenile, GIF, - maximum \$350. Homicide - maximum \$500.
- b) For all trial appearances enter either (.5) for three hours or less or (1.0) for over three hours. For each date, multiply the half or full day by the per diem rate and enter the result in the subtotal column at the right side of the computation table.
- c) Carefully add all subtotals in the right column. This total should represent the sum of 1) the guaranteed initial fee; and 2) the per diem payments for all subsequent trial appearances.

### Section 6

Leave blank. At the conclusion of the witness' testimony the voucher will be submitted to the trial judge, who will sign this section. The voucher form will then be handed back to the expert who is to take it or mail it to:

Kelly Press, Counsel Fee Unit Supervisor  
City of Philadelphia Managing Director's Office  
1401 JFK Blvd., Suite 1340  
Philadelphia, PA 19102  
215 686-5639