



*First Judicial District of Pennsylvania
Court of Common Pleas
Family Court Division
1501 Arch Street
Philadelphia, PA 19102-1508*

Idee C. Fox
President Judge

Joseph H. Evers
District Court Administrator

Margaret T. Murphy
Administrative Judge

Mario D'Adamo
Deputy Court Administrator

Katherine Grasela
Deputy Court Administrator

Dear Attorney:

In order to receive Delinquent or Dependent Court appointment, it will be necessary for you to fill out appropriate application(s) in the enclosed packet and submit to the Office of the Legal Liaison—Appointments in Room 1158, 1501 Arch Street, Philadelphia, PA 19102.

The application(s) must be completed in its entirety and returned; however, the directive from the Administrative Governing Board, the Rules of Appointment, and Rule 1.16 of the Rules of Professional Conduct may be kept for reference. Please note that attorneys receiving appointments in dependency matters must complete at least one CLE program of not less than 6 hours in the field of dependency law or a related topic annually.

Upon review of the application(s), you will be contacted accordingly.

All questions should be directed to the Office of Legal Liaison—Appointments (215) 686-4290.

Very truly yours,

Margaret T. Murphy
Administrative Judge
Family Division

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
ADMINISTRATIVE GOVERNING BOARD
DIRECTIVE NO.2 OF 1997**

In Re: Directive Concerning Location of Principal Office of Court Appointed Counsel

On March 25, 1997 the Administrative Governing Board, upon review of the appropriate rules, regulations and practice utilized in appointing counsel for indigent parties determined that, in addition to other applicable requirements, appointed counsel must maintain a principal office in Philadelphia County to be eligible to receive court appointments. All counsel who receive court appointments shall forthwith advise the Court if they do not maintain a principal office in Philadelphia County.

In the meantime, effective immediately, the applicable appointment units shall remove from the various court-appointment lists those attorneys who, according to the records maintained by the Court, do not maintain a principal office in Philadelphia County.

Any counsel who is removed from any court appointment list pursuant to this Directive, may only be reinstated upon proof of the existence of a principal Philadelphia County office submitted to the President Judge of Municipal Court, or the appropriate Administrative Judge of the Court of Common Pleas.

This directive is issued consistent with the Order of the Supreme Court dated March 26, 1996, at No. 164 Judicial Administration Docket No. 1, and shall become effective immediately. As required by Pa.R.Crim.P.6, the original Directive shall be filed with the Prothonotary in a docket maintained for Directives issued by the Administrative Governing Board of the First Judicial District of Pennsylvania, and copies shall be submitted to the Administrative Office of Pennsylvania Courts, the Legislative Reference Bureau and the Criminal Procedure Rules Committee. Copies of the Directive shall also be submitted to Legal Communications, Ltd., *The Legal Intelligencer*, Jenkins Memorial Library and the Law Library for the First Judicial District.

ADMINISTRATIVE GOVERNING BOARD

ALEX BONAVIDACOLA
CHAIRPERSON,
ADMINISTRATIVE GOVERNING BOARD
PRESIDENT JUDGE,
COURT OF COMMON PLEAS

March 31, 1997

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
PHILADELPHIA COURT OF COMMON PLEAS * JUVENILE BRANCH**

RULES OF APPOINTMENT

The following Rules of Appointment apply for admission to the Court-Appointed Attorney Wheel in both dependent and delinquent matters.

- A) Attorneys must fill out appropriate application(s) and return to the Juvenile Court, 1501 Arch Street, Room 1158, Philadelphia, PA 19102-1508. Attention: Legal Liaison Appointment Office.

- B) Legal Liaison will review the application(s) to ensure information is complete and accurate. After review, the completed application(s) will be forwarded to the Administrative Judge for signature. An incomplete application(s) will be returned to the Attorney with a request to complete the required information and return for processing. Once the application is completed and returned, the Legal Liaison will forward the information to the Administrative Judge for approval and signature.

- C) Upon approval and return to the Legal Liaison, the name of the certified attorney is placed alphabetically on the appropriate Dependent or Delinquent Wheel(s). The list is updated monthly.

Withdrawal from the Wheel

Requests to withdraw from the list must be in accordance with the Rules of Professional Conduct, Rule 1.16 *Declining or Terminating Representation*. (See attached.)

In this regard, an attorney *must* put his request in writing to the Court explaining the reasons for the request to terminate representation. In order to mitigate any consequences to the clients and allow for immediate distribution, the request must also contain a complete list of all active cases presently represented by the attorney and the party he or she represents in each case.

This letter of request is to be sent in a timely manner to the Administrative Judge of Family Court, 1501 Arch Street, Suite 1470, Philadelphia, PA 19102-1508.

**Requirements for Obtaining and Processing an Application to Practice on the
Delinquent and/or Dependent Court Appointed Attorney Wheel:**

You may obtain an Application Package from the Family Court Office of the Legal Liaison located in Room 1158 at 1501 Arch Street or call (215) 686-4290 and request an application be mailed or faxed to you. Please see the additional information below.

For Delinquency—An attorney must receive approval from the *Philadelphia Bar Association Screening Committee* to practice in Delinquency Court. Applications are obtained at the Information Desk in Room 206, Criminal Justice Center (CJC), 1301 Filbert Street. An attorneys fills out the Screening Committee Application and returns it to the CJC.

(Upon return, CJC docket the application and sends it to Amato Sanita, Esquire. Mr. Sanita screens for approval or disapproval in categories and sends it back to the CJC with a copy to the attorney.) The attorney attaches a copy of his/her Screening Committee Verification to the completed Family Court Division Application and sends them to the Family Court Legal Liaison. For additional information, call Megan in Mr. Sanita's office at (267) 738-7766.

For Dependency—Attorneys wishing to be on the Dependent Wheel must also have completed the full six credit course and subsequent observation offered by the Support Center for Child Advocates (SCCA). For information, the attorney can phone Jodi Schatz, Esquire, at SCCA, 267-546-9228, to determine the next date that the course will be offered. Upon completion of the six credit course and courtroom observation, Jodi Shatz will submit the attorney's name to the Family Court Legal Liaison's Office.

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
ADMINISTRATIVE GOVERNING BOARD**

No. 01 of 2017

In Re: First Judicial District of Pennsylvania Court-Appointed Counsel, Investigative and Expert Witness Fee Schedule

ORDER*

AND NOW, this 26nd day of June, 2017, upon consideration of Act No. 438 of 1967 and Act No. 180 of 1970 which provided the legislative authority to the First Judicial District to adopt and award reasonable fees and expenses to be paid to court-appointed counsel; it appearing that Act No. 187 of 1984 provided for the repeal of said acts “effect[ive] upon the adoption of court rules accomplishing the purposes of the acts being repealed;” it further appearing that court rules referenced by Act 187 were adopted by the Board of Judges of Philadelphia County at its February 27, 1986 meeting and the said court rules became effective on July 1, 1986, namely Phila.Crim.R. 424 and 425 (now known as Phila.Crim.R.*122-11 and *122-12); it further appearing that the since July 1, 1986, counsel fee payments and processes have been revised by the Court in a piecemeal fashion, including by Directives No. 1 and 2 issued in 1997 by this Administrative Governing Board, resulting in an amalgam of rules, orders, general court regulations, memoranda and directives which are confusing in application and which, substantively, do not currently provide adequate or reasonable compensation for court-appointed conflict counsel and supporting investigative and expert witnesses;

NOW, therefore, in order to ensure that court-appointed conflict counsel are reasonably compensated, and further to ensure the timely payment of court-appointed conflict counsel as provided in Administrative Governing Board Administrative Order No. 02 of 2012: In Re: Payment of Court Appointed Counsel for Indigent Representation, it is hereby ORDERED and DECREED that attorneys **appointed** by the Court as conflict counsel on and after the dates identified below, shall be paid by the City of Philadelphia in accordance with the following procedures and comprehensive Fee Schedule.

(1) Procedures effective for Court of Common Pleas and Philadelphia Municipal Court - Criminal Division for court-appointed conflict counsel appointed on and after July 1, 2017.

- (a) Court-appointed conflict counsel will receive a uniform trial preparation fee. There will be no distinction between preparation fees for cases that resolve by non-trial disposition and those that resolve by trial.
- (b) Court-appointed conflict counsel will be paid the case appropriate per diem fee for pre-trial motions that are litigated and approved for payment by the court.
- (c) Court-appointed conflict counsel will be paid the appropriate fee for all days spent on trial, including jury selection and deliberation, when required to be present in the Courthouse.

- (d) Philadelphia Rule of Criminal Procedure * 112-12 (E), which provided for review of hourly Fee Petitions by the Deputy Court Administrator for Fiscal Affairs, is rescinded effective July 1, 2017. All hourly Fee Petitions for trial/appellate/PCRA work (regardless of the compensable hourly rate) will be reviewed, as applicable, by the trial judge, Supervising Judge, Administrative Judge or President Judge.
- (e) Court-appointed conflict counsel will be paid a second preparation fee for retrials. Counsel may file a Payment Voucher following a mistrial, and a subsequent Payment Voucher following a retrial.
- (f) Court-appointed conflict counsel will be paid a full felony first degree preparation fee for successful decertification motions. Time spent litigating the motion will be treated as compensable in-court time.
- (g) The trial judge will have discretion to authorize payment of the entire preparation fee to the court-appointed conflict counsel upon entry of outside counsel.
- (h) Until further order, Fee Petitions and Payment Vouchers will continue to be submitted 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. However, upon approval by the appropriate judge, the original Fee Petition, Payment Voucher and any other order directing the payment of court-appointed counsel, being “legal papers” shall be filed as provided in Subsection (C) of this Order and Philadelphia Criminal Rule 576 (d).

(2) Fee Schedule effective for Court of Common Pleas and Philadelphia Municipal Court - Criminal Division court-appointed counsel appointed on and after July 1, 2017.

- (a) Felony Appellate/PCRA:
 - (i) Maximum Fee \$2,400
 - (ii) Per Hour (In-court and Out of Court) \$65
- (b) Homicide Appellate/PCRA:
 - (i) Maximum Fee \$6,000
 - (ii) Per Hour (In-court and Out of Court) \$85
- (c) Felony Trial Preparation:
 - (i) First Degree \$1,200
 - (ii) Other felonies \$750
- (d) Homicide Trial Preparation:
 - (i) Non-Capital \$3,500
 - (ii) Capital \$10,000 (Lead Counsel)
 - \$7,500 (Penalty Phase Counsel)
 - (iii) In order to provide homicide trial experience to attorneys, and at the request of defense counsel, the court may appoint a “second chair” defense lawyer in non-capital homicide cases. Second chair defense counsel shall receive a total fee of \$600.00 for their services through the conclusion of the trial court proceedings

provided that second chair counsel has been present in the courtroom for the duration of the trial.

(e) Municipal Court Matters:

- (i) Municipal Court Trial - Felony: \$450.00
- (ii) Felony Remand-Trial: \$450.00
- (iii) Municipal Court Trial - Misdemeanor: \$450.00
- (iv) Felony Preliminary Hearing Disposition: \$200.00
- (v) Non-Traffic Summary Offenses: \$150.00
- (vi) Fifth Amendment Witness: \$150.00

(f) Status Hearings (Municipal Court and Trial Division, as applicable):

- (i) Mental Health Court: \$100.00
- (ii) Early Bail Review Hearings: \$100.00
- (iii) Treatment Court Hearing - Status Hearing: \$100.00
- (iv) Bench Warrant Hearing: \$100.00
- (v) Diversion Program Status Hearing: \$100.00
- (vi) Problem Solving Courts Status Hearing: \$100.00
- (vii) Violation of Probation/Parole (VOP) Hearings: \$150.00
- (viii) Municipal Court Completed Diversion Felony-Treatment Court Cases: \$450.00
- (ix) Trial Division Completed Diversion Felony-Treatment Court Cases: \$750.00

(g) Investigators – Adult Criminal

- (i) Guaranteed Initial Fee
 - (A) Homicide \$300
 - (B) Felony \$100
- (ii) Hourly Fee \$40
- (iii) Maximum Billable without court order \$500
- (iv) Amounts in excess of \$500 require approval by the trial judge and the Supervising Judge or Administrative Judge.

(h) Expert Witnesses

- (i) Decertification Mental Health Evaluation \$750
- (ii) All other expert witnesses to be authorized by court order listing amount authorized with voucher submitted directly to trial judge with chronological list of services once case disposed.
- (iii) Amounts in excess of \$7,500 in non-capital cases to be approved by the Supervising Judge or the Administrative Judge.

(3) The current adult homicide, felony and misdemeanor per diem rates shall remain in effect for court-appointed conflict counsel appointed until June 30, 2018.

(4) Effective for court-appointed conflict counsel appointed on and after July 1, 2018 in addition to the above-mentioned preparation fees, attorneys appointed by the Court as adult homicide, felony and misdemeanor court-appointed conflict counsel shall be paid the following:

(a) Felony Case Per Diem:

- (i) Full Day \$450

(ii) Half Day (under 3 hours)	\$225
(b) Homicide Case Per Diem:	
(i) Full Day (Non-capital)	\$600
(ii) Half Day (under 3 hours – Non-Capital)	\$300
(iii) Full Day (Capital)	\$700
(iv) Half Day (under 3 hours – Capital)	\$400
(c) Preliminary Hearing	\$225
(d) Rescinded by Order dated 9/18/17	
(e) Fifth Amendment Witness	\$150
(f) Contempt	\$150
(g) Early Parole Petition	\$250
(5) Fee Schedule effective for Philadelphia Municipal Court Traffic Division court-appointed counsel appointed on and after July 1, 2017.	
(a) On Call Counsel	\$350
(b) Traffic Division Appeal	\$450
(6) Fee Schedule effective for Family Division Delinquent court-appointed counsel appointed on and after July 1, 2017.	
(a) Felony	\$550
(b) Misdemeanor	\$450
(c) Consent Decree	\$225
(d) Delinquent Review Per Hearing	\$75
(e) On Call Counsel – no appt.	\$350
(f) Investigator-Trial Preparation	
(i) Initial Fee	\$100
(ii) Per Hour	\$40
(g) Appointment with Prior Counsel	
(i) Prior to Adjudication = Felony/Misdemeanor Rate	\$550 or \$450
(ii) Post Adjudication = Review Hearing	\$75
(h) Private Counsel Retained	\$225
(i) Fifth Amendment Witness	\$225
(ii) Bench Warrant	\$225
(i) Rape, IDSI & Juvenile Felony Sex Case	\$750
** (requires 3 annual CLE credits & court certification)	

(7) Fee Schedule effective for Family Division – Dependent court-appointed counsel appointed on and after July 1, 2017.

- (a) First Year: After
 - (i) First Hearing \$200
 - (ii) Second Hearing \$200
 - (iii) Third Hearing \$175
 - (iv) Fourth Hearing \$175
 - (v) The total annual fee shall not exceed \$750. If dismissed during the first year, court-appointed conflict counsel shall be paid the outstanding balance of \$750.

- (b) Second Year: After
 - (i) First Hearing \$125
 - (ii) Second Hearing \$125
 - (iii) Third Hearing \$100
 - (iv) Fourth Hearing \$100
 - (v) The total annual fee shall not exceed \$450. If dismissed during the second year, court-appointed conflict counsel shall be paid the outstanding balance of \$450.

- (c) Third Year and Subsequent Years: After
 - (i) First Hearing \$75
 - (ii) Second Hearing \$75
 - (iii) Third Hearing \$75
 - (iv) Fourth Hearing \$75

- (d) On Call Counsel (2) – no appt. \$350

- (e) Appeal:
 - (i) Maximum \$2,400
 - (ii) Out of Court per Hour \$65
 - (iii) In Court per Hour \$75

- (f) Adoption = AP matter only
 - (i) Maximum \$2,400
 - (ii) Out of Court per Hour \$65
 - (iii) In Court per Hour \$75

- (g) Investigator - per hour \$40

(8) Fee Schedule effective for Family Division – Domestic Relations court-appointed counsel appointed on and after July 1, 2017.

- (a) Contempt On Call Counsel (2)
 - (i) 10 am – 2 pm \$250
 - (ii) All Day Assignment \$350

(9) Payment to Conflict Court-Appointed Counsel in Extraordinarily Complex Cases. Notwithstanding any of the above fee provisions, the Court of Common Pleas judge before whom a case is being tried or was tried, shall have the discretion, in extraordinarily complex

cases requiring court-appointed conflict counsel, to request that counsel be compensated at a rate to be determined by applicable Supervising Judge, Administrative Judge or President Judge.

It is further ORDERED and DECREED that:

- (A) Representatives of the City of Philadelphia and the First Judicial District of Pennsylvania shall draft Fee Petitions and Payment Vouchers which will be utilized in each case type for all of the above listed matters and which will be utilized in each case by the court-appointed conflict counsel.
- (B) All Fee Petitions and Payment Vouchers must be filed within the following periods:
 - (1) For yearly payments, no later than ninety (90) days after the calendar year at issue.
 - (2) After verdict, plea, or mistrial, no later than ninety (90) days after the disposition.
 - (3) After sentencing, no later than ninety (90) days after sentencing, regardless of whether the case is appealed.
 - (4) 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.
- (C) Following judicial review and approval of the Fee Petition and Payment Voucher, the signed order and approved Payment Voucher shall be filed of record with Criminal Listings, 2nd Floor, Justice Stout Center (for Adult Criminal Matters), and with the Liaison Unit, 11th Floor, Family Court Building (for Family Court Matters), or with any other filing office or officer as the Court may decide from time to time. Upon receipt, the applicable filing officer shall time-stamp, docket and convert the Order or Payment Voucher filed in a paper format to a pdf format. In criminal matters, service of the Order or Payment Voucher shall be accomplished on all parties as well as on the City of Philadelphia, Counsel Fee Unit, as provided in Philadelphia Civil Rule 576 (g). All original hard-copy Fee Petitions and Payment Vouchers will be provided to the City of Philadelphia, Counsel Fee Unit, for processing and retention consistent with Philadelphia Criminal Rule 576 (d).
- (D) The City of Philadelphia shall issue payment to court-appointed conflict counsel within sixty (60) days of the date a Payment Order or Payment Voucher appropriately prepared as provided in this Order, and consistent with Phila. Code § 17-1702 (1) (b), is received by the Counsel Fee Unit of the City of Philadelphia. If payment is delayed, the City of Philadelphia shall pay interest on the unpaid amount 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.
- (E) To the extent any local rule, administrative order or memoranda governing the payment of court-appointment counsel is in conflict with any provision of this order, the provisions contained in this order prevail and the conflicting local rule, order or memoranda are deemed to have been rescinded.

This Administrative Order is issued in accordance with the April 11, 1986 order of the Supreme Court of Pennsylvania, Eastern District, No. 55 Judicial Administration, Docket No. 1. As required by Pa.R.J.A. 103(d), this Administrative Order was reviewed by the Supreme Court of Pennsylvania Criminal Procedural Rules Committee, the Juvenile Court Procedural Rules Committee, and the Domestic Relations Procedural Rules Committee which have concluded that

the Order is not inconsistent with the Pennsylvania Rules of Criminal Procedure, Pennsylvania Rules of Juvenile Court Procedure, and the Pennsylvania Rules of Domestic Relations Procedure.

This Administrative Order shall be filed with the Office of Judicial Records (formerly the *Prothonotary, Clerk of Courts and Clerk of Quarter Sessions*) in a docket maintained for Administrative Orders issued by the First Judicial District of Pennsylvania. As required by Pa.R.J.A. 103(d)(5)(ii), Two certified copies of this Administrative Order, as well as one copy of the Administrative Order shall be distributed to the Legislative Reference Bureau on a computer diskette for publication in the *Pennsylvania Bulletin*. [As required by Pa.R.J.A. 103(d)(6)] One certified copy of this Administrative Order shall be filed with the Administrative Office of Pennsylvania Courts, shall be published on the website of the First Judicial District at <http://courts.phila.gov>, and shall be incorporated in the compiled set of local rules no later than 30 days following publication in the *Pennsylvania Bulletin*. Copies of the Administrative Order shall also be published in *The Legal Intelligencer* and will be submitted to *American Lawyer Media*, *Jenkins Memorial Law Library*, and the Law Library for the First Judicial District.

BY THE COURT:

/s/ *Sheila Woods-Skipper*

Honorable Sheila Woods-Skipper
Chair, Administrative Governing Board of
the First Judicial District of Pennsylvania
President Judge, Court of Common Pleas of
Philadelphia County

***Amended by AGB Order issued September 18, 2017**

***IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
FAMILY COURT DIVISION***

DELINQUENT COURT-APPOINTED ATTORNEY APPLICATION

I hereby request to be appointed as court-appointed counsel in Delinquent matters in Family Court and hereby submit the following information:

- 1) Name:
- 2) Principal office address in Philadelphia:
- 3) Telephone #:
- 4) Fax#:
- 5) SS#:
- 6) PA. Attorney I.D.#:

I hereby certify that I have been approved by the Philadelphia Bar Association Screening Committee on _____ for Minor/Major appointments (approval letter attached) and understand and have read the materials included with this application.

I agree to abide by the Rules of Professional Conduct for attorneys as promulgated by the Pennsylvania Supreme Court.

Dated: _____

Signed: _____
Attorney-at-Law

BY THE COURT:

I hereby request that the above attorney be placed on the list for appointments.

Margaret T. Murphy, Administrative Judge

***IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
FAMILY COURT DIVISION***

DEPENDENT COURT-APPOINTED ATTORNEY APPLICATION

I hereby request to be appointed as court-appointed counsel in Dependent matters in Family Court and hereby submit the following information:

- 1) Name:
- 2) Principal office address in Philadelphia:
- 3) Telephone #:
- 4) Fax#:
- 5) SS#:
- 6) PA. Attorney I.D.#:

I hereby certify that I completed the Support Center for Child Advocates' Volunteer Training Workshop and subsequent Observation on the dependent cases and understand and have read the materials included with this application.

I agree to abide by the Rules of Professional Conduct for attorneys as promulgated by the Pennsylvania Supreme Court.

Dated: _____

Signed: _____
Attorney-at-Law

BY THE COURT:

I hereby request that the above attorney be placed on the list for appointments.

Margaret T. Murphy, Administrative Judge

PHILADELPHIA COURT OF COMMON PLEAS * FAMILY DIVISION
NOTICE TO THE DEPENDENCY BAR

The July 1, 2003 Notice to the Dependency Bar is hereby revised. Effective November 3, 2003, the following rules will pertain to your appointment and your compensation:

- 1) Five (5) or more excused or unexcused court appearances in any thirty (30) day period, other than due to an evidenced medical emergency, unusual circumstances or *properly dated* Order for Attachment will result in removal from new case assignments for thirty (30) days. A second notice for missing five (5) or more court appearances will result in removal from new case assignments for sixty (60) days. A third notice for absencing five (5) or more court appearances will result in suspension and removal from the Dependency Wheel unless reinstated by the Administrative Judge. (See attached Appeal Procedure.)
- 2) While court appointments are not transferable and include all proceedings and appeals with good reason and when necessary, a well-informed alternate counsel who is prepared to adequately represent the client at the proceeding before the Court may be utilized. Such alternate counsel may submit the assigned attorney's voucher to the Judge for signature.
- 3) Attorneys *must* call the Office of the Legal Liaison before 9:00a.m. reporting court appearances in other courthouses and their anticipated time of arrival at 1501 Arch Street. Within reason, their case(s) will be held pending their arrival. The Court urges counsel to recognize that late arrivals burden everyone involved in the case. The Court will monitor late arrivals for patterns and abuses.
- 4) If scheduled in more than one courtroom in 1501 Arch Street, attorneys must report each courtroom and case therein to the Legal Liaison who, in turn, will ensure staff in the courtroom receive notice.
- 5) Attorneys should also attempt to contact other counsel on the case, especially when the attorney has advance knowledge that s/he is expecting to arrive late.
- 6) If you cannot perform these legal duties necessary to adequately represent your court-assigned client, you must immediately notify the Office of the Legal Liaison, 1501 Arch Street, Room 1158, Philadelphia, PA 19102-1508, telephone number (215) 686-4290.

**COURT PROCEDURE FOR
REPORTING DEPENDENCY COUNSEL ABSENT OR LATE FOR COURT**

Legal Liaison Contacted

Counsel calls the Legal Liaison prior to 9:00a.m. to report absence or lateness. The Legal Liaison will make a note of Attorney's Name, Case Information, Reason for Absence or Lateness, and Estimated Time of Arrival (ETA) in the Daily Log. The Legal Liaison will deliver a copy of the Log to the Tipstaff in each Dependency Courtroom.

Absence

On those cases where an Attorney has notified the Legal Liaison that s/he will be unable to appear, the Court Tipstaff will notify the Judge at the appropriate time and provide the Judge with the Attorney's reason for being absent. The Judge will decide whether or not to excuse the absence on a case-by-case basis.

Lateness

The Court Tipstaff reviews the Legal Liaison Log to identify Attorneys scheduled for their Courtroom. In addition, the Tipstaff will cross-reference the Legal Liaison Log against their daily courtroom computer Dependent Hearing List Index to ensure all Attorneys calling in late that day are identified and reported. The Tipstaff will inform the Judge of Attorneys on the Log. The Court Tipstaff will normally hold cases pending the Attorney's arrival. However, if an Attorney will be more than two hours late and the other Attorneys on the case are present and ready to proceed, the Tipstaff will bring the matter to the Judge's attention to decide whether to proceed on the case. The Judge will decide whether or not to excuse the lateness on a case-by-case basis.

Docketing of the Notice and Judge's Decision in the Dispositional Review Order

The Dependency Court Representative will note on the Dependency Petition whether the absence is Excused or Unexcused, as determined by the Court.

PHILADELPHIA COURT OF COMMON PLEAS * FAMILY DIVISION

Court Appointed Dependency Counsel

**Procedure for
Appeal of Pending Action in
Failure-to-Attend Dependent Court Hearings**

- A. When an attorney fails to attend five assigned dependency hearings, excused or unexcused, within a thirty-day period, the Court will send a Notice to Counsel advising of the five absences and the Court's Intent to Suspend.
1. Counsel will be given ten (10) days in which to appeal. Counsel may appeal by forwarding a letter with supporting documentation to the Office of Legal Liaison with a copy to the Supervising Judge. Upon receipt of Counsel's appeal and supporting documentation, the records will be examined by the Legal Liaison. After examination, the Legal Liaison will present the Supervising Judge or designee with the findings.
 2. If the appeal is denied, the attorney will receive written notice that the suspension will begin ten (10) days from the receipt of notice. The attorney will be given a thirty-day penalty and his or her name will be placed on a Penalty List which will be published and presented to the Dependency Judges monthly.
 3. If the appeal is granted, in whole or in part, the attorney will receive written notice of the Court's findings within ten (10) days.
- B. Each five failures-to-attend will be cumulative. The second five failures-to-attend will result in a sixty (60) day penalty and the third five failures-to-attend will result in suspension and removal from the Dependency Wheel unless and until reinstated by the Administrative Judge in writing.
- C. At each stage of an applied penalty, counsel will have the right to:
1. Review each case in question.
 2. Present validation such as a properly dated Order for Attachment.
 3. Submit documentation of an evidenced medical emergency or other unusual circumstance.
 4. Submit documentation of a previous commitment to travel.

5. Request exemption. In those cases where a parent's name and/or address is unknown and a reasonable effort has been made in good faith to identify and/or locate the parent, and/or a parent has had no contact or refuses to communicate with or cooperate with the attorney in their defense for an extended period of time and the parent has never appeared in Court, and the Court has ruled it is not in the best interest of the child to reunify the family and has set a permanency goal of Placement with a Relative/Guardian, Long Term Care, or Independent Living, the Attorney may request an exemption, requesting the Court excuse the Attorney's failures-to-attend and concurrently vacating the attorney's representation.

Prior to requesting an exemption, an attorney should ensure that s/he or a City Solicitor has completed the following searches:

- a. A letter to the last known address marked Return/No forwarding address.
- b. Criminal Record search.
- c. Motor Vehicle search.
- d. Telephone Book search.
- e. Voter Registration search.
- f. Public Assistance search.

Rule 1.16. Declining or Terminating Representation.

(a) Except as stated in paragraph (c), a lawyer shall not represent a client or, where representation has commenced, shall withdraw from the representation of a client if:

- (1) the representation will result in violation of the Rules of Professional Conduct or other law;
- (2) the lawyer's physical or mental condition materially impairs the lawyer's ability to represent the client; or
- (3) the lawyer is discharged.

(b) Except as stated in paragraph (c), a lawyer may withdraw from representing a client if:

- (1) withdrawal can be accomplished without material adverse effect on the interests of the client;
- (2) the client persists in a course of action involving the lawyer's services that the lawyer reasonably believes is criminal or fraudulent;
- (3) the client has used the lawyer's services to perpetrate a crime or fraud;
- (4) the client insists upon taking action that the lawyer considers repugnant or with which the lawyer has a fundamental disagreement;
- (5) the client fails substantially to fulfill an obligation to the lawyer regarding the lawyer's services and has been given reasonable warning that the lawyer will withdraw unless the obligation is fulfilled;
- (6) the representation will result in an unreasonable financial burden on the lawyer or has been rendered unreasonably difficult by the client; or
- (7) other good cause for withdrawal exists.

(c) A lawyer must comply with applicable law requiring notice to or permission of a tribunal when terminating a representation. When ordered to do so by a tribunal, a lawyer shall continue representation notwithstanding good cause for terminating the representation.

(d) Upon termination of representation, a lawyer shall take steps to the extent reasonably practicable to protect a client's interests, such as giving reasonable notice to the client, allowing time for employment of other counsel, surrendering papers and property to which the client is entitled and refunding any advance payment of fee or expense that has not been earned or incurred. The lawyer may retain papers relating to the client to the extent permitted by other law.

Comment:

(1) A lawyer should not accept representation in a matter unless it can be performed competently, promptly, without improper conflict of interest and to completion. Ordinarily, a representation in a matter is completed when the agreed-upon assistance has been concluded. See Rules 1.2(c) and 6.5. See also Rule 1.3, Comment (4).

Mandatory Withdrawal

(2) A lawyer ordinarily must decline or withdraw from representation if the client demands that the lawyer engage in conduct that is illegal or violates the Rules of Professional Conduct or other law. The lawyer is not obliged to decline or withdraw simply because the client suggests such a course of conduct; a client may make such a suggestion in the hope that a lawyer will not be constrained by a professional obligation.

(3) When a lawyer has been appointed to represent a client, withdrawal ordinarily requires approval of the appointing authority. See also Rule 6.2. Similarly, court approval or notice to the court is often required by applicable law before a lawyer withdraws from pending litigation. Difficulty may be encountered if withdrawal is based on the client's demand that the lawyer engage in unprofessional conduct. The court may request an explanation for the withdrawal, while the lawyer may be bound to keep confidential the facts that would constitute such an explanation. The lawyer's statement that professional considerations require termination of the representation ordinarily should be accepted as sufficient. Lawyers should be mindful of their obligations to both clients and the court under Rules 1.6 and 3.3.

Discharge

(4) A client has a right to discharge a lawyer at any time, with or without cause, subject to liability for payment for the lawyer's services. Where future dispute about the withdrawal may be anticipated, it may be advisable to prepare a written statement reciting the circumstances.

(5) Whether a client can discharge appointed counsel may depend on applicable law. A client seeking to do so should be given a full explanation of the consequences. These consequences may include a decision by the appointing authority that appointment of successor counsel is unjustified, thus requiring self-representation by the client.

(6) If the client has severely diminished capacity, the client may lack the legal capacity to discharge the lawyer, and in any event the discharge may be seriously adverse to the client's interests. The lawyer should make special effort to help the client consider the consequences and may take reasonably necessary protective action as provided in Rule 1.14.

Optional Withdrawal

(7) A lawyer may withdraw from representation in some circumstances. The lawyer has the option to withdraw if it can be accomplished without material adverse effect on the client's interests. Withdrawal is also justified if the client persists in a course of action that the lawyer

reasonably believes is criminal or fraudulent, for a lawyer is not required to be associated with such conduct even if the lawyer does not further it. Withdrawal is also permitted if the lawyer's services were misused in the past even if that would materially prejudice the client. The lawyer may also withdraw where the client insists on taking action that the lawyer considers repugnant or with which the lawyer has a fundamental disagreement.

(8) A lawyer may withdraw if the client refuses to abide by the terms of an agreement relating to the representation, such as an agreement concerning fees or court costs or an agreement limiting the objectives of the representation.

Assisting the Client upon Withdrawal

(9) Even if the lawyer has been unfairly discharged by the client, a lawyer must take all reasonable steps to mitigate the consequences to the client. The lawyer may retain papers as security for a fee only to the extent permitted by law. See Rule 1.15.

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MEMORANDUM



FIRST JUDICIAL DISTRICT
OF PENNSYLVANIA

DATE: March 21, 2006

TO: First Judicial District of Pennsylvania Court Appointed Counsel

FROM: Kevin A. Cross, Deputy Court Administrator, Financial Services

SUBJECT: New Court Appointed Attorneys: Business Privilege Tax

If you are a new court appointed counsel, you must file and register with the Revenue Department the necessary Business Privilege Tax forms and pay any tax due.

Please be aware that the Counsel Fee Unit is current with payments and process all attorney invoices. If you have submitted invoices for payment and have not received payment, please check with the Revenue Department to determine your tax status. The telephone number is 215-686-6600 and their office is located in the Concourse Level of the Municipal Services Building, 1401 JFK Blvd.

As a reference to the City Business Tax policy, I refer you to the City of Philadelphia website, <http://www.citynet.phila.gov/revenue/>.

FAMIS

ATTORNEY INFORMATION UPDATE REQUEST FORM

ATTORNEY/SOCIAL SECURITY # _____

PA ATTORNEY I.D. # _____

NAME _____
(First) (MI) (Last)

ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

PHONE NUMBER _____

CHANGE REQUESTED

NEW ATTORNEY ()

CHANGE OF ADDRESS ()

DELETE ATTORNEY ()

NAME CHANGE ()

PLEASE FORWARD TO COUNSEL FEES UNIT AT MUNICIPAL SERVICES BUILDING,
ROOM 1340—PHONE: 215-686-5639 or EMAIL TO: Kelly.Press@phila.gov.

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
ADMINISTRATIVE GOVERNING BOARD**

In re: *AGB Order No. 01 of 2017: First Judicial District of Pennsylvania Court-Appointed Counsel, Investigative and Expert Witness Fee Schedule*

ORDER

AND NOW, this 18th day of September, 2017, it is hereby ORDERED and DECREED that this Court's Order of June 26, 2017 is amended as follows:

- 1) Section 2 (e) and (f) of the Order are amended to read as set forth below in order to fully reflect the fees payable to court-appointed counsel appointed on and after July 1, 2017:
 - (e) Municipal Court Matters:
 - (i) Municipal Court Trial - Felony: \$450.00
 - (ii) Felony Remand-Trial: \$450.00
 - (iii) Municipal Court Trial - Misdemeanor: \$450.00
 - (iv) Felony Preliminary Hearing Disposition: \$200.00
 - (v) Non-Traffic Summary Offenses: \$150.00
 - (vi) Fifth Amendment Witness: \$150.00
 - (f) Status Hearings (Municipal Court and Trial Division, as applicable):
 - (i) Mental Health Court: \$100.00
 - (ii) Early Bail Review Hearings: \$100.00
 - (iii) Treatment Court Hearing - Status Hearing: \$100.00
 - (iv) Bench Warrant Hearing: \$100.00
 - (v) Diversion Program Status Hearing: \$100.00
 - (vi) Problem Solving Courts Status Hearing: \$100.00
 - (vii) Violation of Probation/Parole (VOP) Hearings: \$150.00
 - (viii) Municipal Court Completed Diversion Felony-Treatment Court Cases: \$450.00
 - (ix) Trial Division Completed Diversion Felony-Treatment Court Cases: \$750.00
- 2) Section (4)(d) is rescinded.
- 3) All other provisions of the June 26, 2017 Order shall remain in full force and effect.

It is further ORDERED and DECREED that effective immediately, the attached Payment Order/Voucher forms shall be used by court-appointed counsel, investigators and expert witnesses appointed on and after July 1, 2017. The Payment Orders/Vouchers may be revised from time to time and the current versions shall be available on the Court's website at <http://www.courts.phila.gov/forms>.

BY THE COURT:

/s/ *Sheila Woods-Skipper*

Honorable Sheila Woods-Skipper
Chair, Administrative Governing Board of
the First Judicial District of Pennsylvania
President Judge, Court of Common Pleas of
Philadelphia County

Instructions for the Completion of Attorney Payment Order/Voucher Trial Division - Criminal

- 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:
Common Pleas Trial Division cases CP-51-CR-(XXXXXXXX) -Year (XXXX)
- Line 7: Enter the defendant's six-digit police photo number.
- Line 8: Check as appropriate: Preparation Fee, Status Hearing/Listing Fee, *Per Diem* Fee, and Maximum Fee.
A. Enter the applicable Preparation Fee or Treatment Court Status Listing Fee for the instant case.
B. Enter the applicable *Per Diem* Rate for the instant case.
C. For **Maximum Fee Case Types**: Enter the Requested Amount. The court-appointed attorney **must** attach a Chronological List of Services Rendered to this Voucher. A Fee Petition and Order are no longer necessary.
D. Insert the specific date for each court appearance and check whether you spent a full day or a half-day in court. AGB Order 01 of 2017 defines a full day as more than 3 hours and a half-day as 3 hours or less. Add the number of Full Days and Half Days spent in court, multiply by the applicable *per diem* rate stated in Section 8.B. and Sub-Total the *per diem* charges for Full and Half Days. **Time spent in court asking for a continuance is not compensable.**
E. Enter the total amount requested. For Maximum Fee cases, see subsection C., above.
- Line 9: Enter the date Representation ended.
- Line 10: Sign the Payment Voucher. Failure to sign the Voucher will delay processing of payment.
- The Sections which follow are for Court Use only, except that you should type in the name of the Trial Judge in Line 11.

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 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 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 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
CounselFeeUnit@courts.phila.gov
City of Philadelphia Managing Director's Office
1401 JFK Blvd. Suite 1340
Philadelphia, PA. 19102
215-686-5639



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, 2017*

Municipal Court – Criminal Division

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> Philadelphia, PA _ _ _ _ _		EMAIL ADDRESS	
		TELEPHONE NUMBER	
5. DEFENDANT'S LAST NAME	MIDDLE	FIRST NAME	6. CPCMS NUMBER MC-51-CR- _ _ _ _ _ - _ _ _ _ _
7. POLICE PHOTO NO.			
Payment Voucher must be submitted for processing and approval within 90 days of disposition or sentencing.			
8. APPLICABLE FEES			
A. FIXED FEE CASES <input type="checkbox"/> Municipal Court Trial - Felony: \$450.00 <input type="checkbox"/> Felony Remand-Trial: \$450.00 <input type="checkbox"/> Municipal Court Trial - Misdemeanor: \$450.00 <input type="checkbox"/> Completed Diversion Felony-Treatment Court Cases: \$450.00 <input type="checkbox"/> Felony Preliminary Hearing Disposition: \$200.00 <input type="checkbox"/> Non-Traffic Summary Offenses: \$150.00 <input type="checkbox"/> Fifth Amendment Witness: \$150.00 <input type="checkbox"/> Violation of Probation/Parole (VOP): \$150.00		B. STATUS HEARING FEES: <input type="checkbox"/> Mental Health Court: \$100.00 <input type="checkbox"/> Early Bail Review Hearings: \$100.00 <input type="checkbox"/> Treatment Court Hearing - Status Hearing: \$100.00 <input type="checkbox"/> Bench Warrant Hearing: \$100.00 <input type="checkbox"/> Diversion Program Status Hearing: \$100.00 <input type="checkbox"/> Problem Solving Courts Status Hearing: \$100.00	
C. TOTAL AMOUNT REQUESTED (AS APPLICABLE) \$		11. DATE REPRESENTATION ENDED	
12. 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 and as approved by the Court.			
11. NAME OF TRIAL JUDGE		TRIAL JUDGE'S SIGNATURE	
		DATE	
SUPERVISING JUDGE'S SIGNATURE <i>(When necessary)</i>		PRESIDENT JUDGE'S SIGNATURE <i>(When necessary)</i>	
		DATE	



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, 2017*

Municipal Court Traffic Division

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		A1. NUMBER OF CASES APPOINTED FOR THE COURT SESSION	
A. TRAFFIC DIVISION ON-CALL COUNSEL			
<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
-----------------------	------

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.

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.

The Sections which follow are for Court Use only.

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). 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
CounselFeeUnit@courts.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>.



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, 2017*

Family Court – Dependency

1. A. APPOINTMENT LETTER INVOICE NO.
B. DATE OF APPOINTMENT
C. HAS THERE BEEN PRIOR CONFLICT COUNSEL <input type="checkbox"/> Yes <input type="checkbox"/> 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) Philadelphia, PA _____		EMAIL ADDRESS	TELEPHONE NUMBER
5. CLIENT'S LAST NAME	MIDDLE	CLIENT'S FIRST NAME	CHECK CLIENT CATEGORY <input type="checkbox"/> Child <input type="checkbox"/> 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		
<input type="checkbox"/> FIRST YEAR <input type="checkbox"/> Dismissal: \$750.00 <input type="checkbox"/> First Hearing: \$200.00 <input type="checkbox"/> Second Hearing: \$200.00 <input type="checkbox"/> Third Hearing: \$175.00 <input type="checkbox"/> Fourth Hearing: \$175.00 <input type="checkbox"/> 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.	<input type="checkbox"/> SECOND YEAR <input type="checkbox"/> Dismissal: \$450.00 <input type="checkbox"/> First Hearing: \$125.00 <input type="checkbox"/> Second Hearing: \$125.00 <input type="checkbox"/> Third Hearing: \$100.00 <input type="checkbox"/> Fourth Hearing: \$100.00 <input type="checkbox"/> 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.	<input type="checkbox"/> THIRD & SUBSEQUENT YEARS <input type="checkbox"/> First Hearing: \$75.00 <input type="checkbox"/> Second Hearing: \$75.00 <input type="checkbox"/> Third Hearing: \$75.00 <input type="checkbox"/> Fourth Hearing: \$75.00 <input type="checkbox"/> APPEAL Maximum: \$2,400.00 Out of Court: \$65@hour In-Court: \$75@hour MUST ATTACH CHRONOLOGICAL LIST OF SERVICES RENDERED

B. DATE OF SERVICE	B. DATE OF SERVICE	B. DATE OF SERVICE
--------------------	--------------------	--------------------

8. A. FEES FOR ON-CALL COUNSEL <input type="checkbox"/> 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 <input type="checkbox"/> Fee Requested: \$ _____ Maximum Fee: \$ 2,400.00. Out-of-Court: \$65@hour. In-Court: \$75@hour <i>A detailed attachment must be included setting forth the services rendered and the time expended.</i>	B. DATE REPRESENTATION ENDED
--	------------------------------

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:

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. Attorneys receiving appointments where the prior attorney has withdrawn his appearance or has been removed as counsel by the Court must use the appointment date of the original attorney handling the case to determine the appropriate fee due at subsequent hearings.
- 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-(XXXXXXXX) -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.
- Line 10: Sign and date the Payment Voucher. Failure to sign and date the Voucher will delay processing of payment.
- The Sections which follow are for Court Use only, except that you should type in the name of the Trial Judge in Line 111.

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
CounselFeeUnit@courts.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>



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, 2017*

Family Court
Delinquent, Abuse & Domestic Relations

1. A. APPOINTMENT LETTER INVOICE NO.
B. DATE OF APPOINTMENT
C. HAS THERE BEEN PRIOR CONFLICT COUNSEL <input type="checkbox"/> Yes <input type="checkbox"/> No

2. ATTORNEY'S LAST NAME)	MIDDLE	ATTORNEY'S FIRST	3. PA ATTORNEY I.D. NO.
---------------------------	--------	------------------	-------------------------

4. ATTORNEY ADDRESS (Counsel must maintain their principal office in Philadelphia) Philadelphia, PA _____	EMAIL ADDRESS
	TELEPHONE NUMBER

5. DEFENDANT'S LAST NAME	MIDDLE	DEFENDANT'S FIRST NAME	6. A. CASE NUMBER
--------------------------	--------	------------------------	-------------------

6. B. CPCMS NUMBER(S) CP-51-JV- _____ - _____	CP-51-JV- _____ - _____
--	-------------------------

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 DELINQUENT/ABUSE COURT-APPOINTED REPRESENTATION	
<input type="checkbox"/> Delinquency Felony: \$550.00 <input type="checkbox"/> Delinquency Misdemeanor: \$450.00 <input type="checkbox"/> Rape, IDSI, Juvenile Felony Sex Case*: \$750.00 <i>*Requires 3 CLE @ year and Certification by Family Court</i> <input type="checkbox"/> Consent Decree – at JJSC: \$225.00 <input type="checkbox"/> Delinquent Review – per hearing: \$75.00 <input type="checkbox"/> On-Call Counsel-No Appointment: \$350.00 <input type="checkbox"/> Protection from Abuse – D.R.: \$350.00	<input type="checkbox"/> Appointment with Prior Counsel: <input type="checkbox"/> Prior to Adjudication <input type="checkbox"/> Felony: \$550.00 <input type="checkbox"/> Misdemeanor: \$450.00 <input type="checkbox"/> Post Adjudication – per review hearing: \$75.00 <input type="checkbox"/> Private Counsel Retained: \$225.00 <input type="checkbox"/> Fifth Amendment Witness: \$225.00 <input type="checkbox"/> Bench Warrant: \$225.00

B. DATE OF SERVICE	B. DATE OF SERVICE
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8. A. FEES FOR ON-CALL COUNSEL – DOMESTIC RELATIONS <input type="checkbox"/> On-Call Counsel – 1501 Arch Street – No Appointment: \$350.00 per Daily List	B. DATE OF SERVICE
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9. 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 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:

10.. NAME OF PRESIDING JUDGE/JCHO	PRESIDING JUDGE/JCHO'S SIGNATURE	DATE
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SUPERVISING JUDGE OR ADMINISTRATIVE JUDGE'S SIGNATURE (When necessary)	DATE
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Instructions for the Completion of Attorney Payment Order/Voucher Family Court – Delinquent, Abuse & Domestic Relations

- 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. Attorneys receiving appointments where the prior attorney has withdrawn his appearance or has been removed as counsel by the Court must use the appointment date of the original attorney handling the case to determine the appropriate fee due at subsequent hearings.
- 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 defendant's LAST Name, MIDDLE Name, and FIRST Name as it appears on the appointment letter.
- Line 6: A.: Enter the Domestic Relations, or Abuse Case Docket Number.
B.: Enter the CPCMS Docket Number(s) in the following sequence:
Family Court – Delinquent cases CP-51-JV-(XXXXXXXX) -Year (XXXX)
- Line 7: A. The Fees for Delinquent and Abuse representation are listed. Check applicable fee. Note: new counsel appointed for trial after a Consent Decree is revoked for non-compliance shall be paid, as applicable, the Delinquency Misdemeanor or Felony fee after adjudication.
B. Enter the Date of Service.
- Line 8: A. Check this Option if you were appointed as On-Call Counsel in Domestic Relations.
B. Enter the Date of Service as On-Call Counsel.
- Line 9: Sign and date the Payment Order/Voucher. Failure to sign and date the Voucher will delay processing of payment.

The Sections which follow are for Court Use only, except that you should type in the name of the Trial Judge in Line 10.

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
CounselFeeUnit@courts.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>.



First Judicial District of Pennsylvania
AGB Order 01 of 2017

Fees and Procedures Are Applicable Only to Court Appointments Made On and After July 1, 2017

Investigator Payment Order/Voucher

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

SECTION 1 – ATTORNEY & DEFENDANT INFORMATION			
2. ATTORNEY'S LAST NAME	MIDDLE	ATTORNEY'S FIRST NAME	3. ATTORNEY STATE I.D. NO.
4. ATTORNEY ADDRESS (Counsel must maintain their principal office in Philadelphia)		EMAIL ADDRESS	
Philadelphia, PA _____		TELEPHONE NUMBER	
5. DEFENDANT'S/PARTY'S LAST NAME	MIDDLE	DEFENDANT'S/PARTY'S FIRST NAME	6. CPCMS NUMBER OR OTHER DOCKET NUMBER
			____-51-____-____-____-____

SECTION 2 – INVESTIGATOR INFORMATION			
7. INVESTIGATOR'S LAST NAME	MIDDLE	INVESTIGATOR'S FIRST NAME	8. LICENSE NUMBER
INVESTIGATOR ADDRESS		EMAIL ADDRESS	
		TELEPHONE NUMBER	

SECTION 3 - COURT-DIVISION-CASE TYPE		
9. CRIMINAL-COURT OF COMMON PLEAS & MUNICIPAL COURT <input type="checkbox"/> Guaranteed Initial Fee <input type="checkbox"/> Homicide: \$300.00 <input type="checkbox"/> Felony: \$100.00 <input type="checkbox"/> Per Hour: \$40.00 Must Attach Chronological List of Services Rendered. Maximum Billable Amount Without Court Order: \$500 <i>Amounts in Excess of \$500 require approval of Trial Judge and Supervising or Administrative or President Judge as appropriate</i>	10. FAMILY COURT-DELINQUENT <input type="checkbox"/> Trial Preparation <input type="checkbox"/> Initial Fee: \$100 <input type="checkbox"/> Per Hour: \$40 Number of Hours: _____ Must Attach Chronological List of Services Rendered. See No. 12 below.	11. FAMILY COURT-DEPENDENT <input type="checkbox"/> Per Hour: \$40 Number of Hours: _____ Must Attach Chronological List of Services Rendered. See No. 12 below.

SECTION 4 – SERVICES PROVIDED OR TO BE PROVIDED BY INVESTIGATOR-PAYMENTS TO INVESTIGATOR
12. PROVIDE A SUMMARY OF INVESTIGATIVE SERVICES RENDERED. MUST ATTACH CHRONOLOGICAL LIST OF SERVICES RENDERED AND TIME EXPENDED.

13. A. FEE REQUESTED: \$	B. AMOUNT PAID TO DATE: \$	C. OTHER FEE PETITIONS PENDING: <input type="checkbox"/> Yes <input type="checkbox"/> No
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14. ATTORNEY SIGNATURE	DATE
I certify that I have retained the above named investigator, that the investigatory services requested are necessary to provide appropriate representation to the above Defendant, and I will ensure that the investigator performs his/her duties satisfactorily as requested. 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.	

15. INVESTIGATOR SIGNATURE	DATE
I certify that I have been retained by the above named attorney to perform investigatory services in connection with this case. 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 to the Investigator 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 by the Investigator, and as approved by the Court.			
16. NAME OF TRIAL JUDGE	TRIAL JUDGE'S SIGNATURE	DATE	
SUPERVISING JUDGE OR ADMINISTRATIVE JUDGE'S SIGNATURE (When necessary)	DATE	PRESIDENT JUDGE'S SIGNATURE (When necessary)	DATE

Instructions for the Completion of Investigator Payment Order/Voucher

SECTION 1- ATTORNEY & DEFENDANT INFORMATION

- 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 business address, email address and telephone number.
Line 5: Enter the Defendant's or Party's LAST Name, MIDDLE Name, and FIRST Name as it appears on the appointment letter.
Line 6: Enter the CPCMS Docket Number or other appropriate Docket Number

SECTION 2 - INVESTIGATOR INFORMATION

- Lines 7 - 8: Enter the full name, business address, email address, telephone number, and License number of the Investigator.

SECTION 3 - COURT-DIVISION-CASE TYPE

- Lines 9 - 11: Select the applicable Court/Division and case type. Select the Fee that is being requested. If payment on an hourly basis is being requested, the Investigator shall attach a detailed Chronological List of Services Rendered to this Voucher. A Fee Petition and Order are no longer necessary.

SECTION 4 – SERVICES PROVIDED OR TO BE PROVIDED BY INVESTIGATOR

- Line 12: Provide a general summary of investigative services rendered. If payment on an hourly basis is being requested, the Investigator shall attach a detailed Chronological List of Services Rendered to this Voucher.
Line 13: A. Enter the Amount Requested.
B. The Investigator must enter the Amount Paid to the Investigator to date, not including current Request.
C. The Investigator must check whether other Investigator Fee requests are pending for the instant case.
Line 14: The Court-Appointed attorney must sign the Payment Voucher, verifying necessity of investigatory services. Failure to sign and date will delay payment.
Line 15: The Investigator must sign the Payment Voucher, verifying performance of investigatory services. Failure to sign and date will delay payment.

The Sections which follow are for Court Use only, except that the name of the Trial Judge should be entered in Line 16.

Please Note

- 1) The Payment Order/Voucher must be completed by both the court-appointed attorney and the Investigator before the Court-Appointed Attorney submits it directly to the appropriate judge for review and approval.
- 2) Upon approval by the appropriate judge, the attorney should keep a copy of the signed Payment Order/Voucher, and shall promptly file the original as follows:
Criminal Cases: Justice Stout Center, Criminal Listings, 2nd Floor, 1301 Filbert Street, Philadelphia, PA.
Family Division Cases: at the Legal Liaison Payment Unit, 11th Floor, 1501 Arch Street, Philadelphia, PA.
- 3) Upon receipt, the applicable filing officer shall time-stamp, docket and scan the Payment Voucher/Voucher. Service of the Order or Payment Voucher shall be accomplished on all parties as well as on the City of Philadelphia Counsel Fee Unit (CounselFeeUnit@courts.phila.gov), as required. All original hard-copy Fee Petitions and Payment Vouchers will be provided promptly to the City of Philadelphia, Counsel Fee Unit, for processing and retention.
- 4) Payment will be made directly to the Investigator.
- 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
CounselFeeUnit@courts.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>.



First Judicial District of Pennsylvania
AGB Order 01 of 2017

*Fees and Procedures Are Applicable Only to Court Appointments
Made On and After July 1, 2017*

Expert Witness Payment Order/Voucher

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

SECTION 1 – ATTORNEY & DEFENDANT INFORMATION

2. ATTORNEY'S LAST NAME	MIDDLE	ATTORNEY'S FIRST NAME	3. ATTORNEY STATE I.D. NO.
4. ATTORNEY ADDRESS <i>(Counsel must maintain their principal office in Philadelphia)</i>		EMAIL ADDRESS	
Philadelphia, PA _____		TELEPHONE NUMBER	
5. DEFENDANT LAST NAME	MIDDLE	DEFENDANT'S FIRST NAME	6. CPCMS NUMBER OR OTHER DOCKET NUMBER ____-51-____-____-____

SECTION 2 – EXPERT WITNESS INFORMATION

7. EXPERT WITNESS' LAST NAME	MIDDLE	EXPERT WITNESS' FIRST NAME	8. PHILA. BUSINESS LICENSE NUMNER
EXPERT WITNESS ADDRESS		EMAIL ADDRESS	
		TELEPHONE NUMBER	

SECTION 3 – CASE TYPE

Homicide
 Adult- Non-Homicide
 Juvenile

SECTION 4 – EXPERT WITNESS FEES

9. FEE TYPES

Decertification - Mental Health Evaluation: \$750.00
 Fixed Amount Allowed by the Court: \$ _____. Attached is a copy of the Court Order.
 Compensation on an hourly basis was approved by the Court. Attached is a copy of the Court Order.
 Number of Hours: _____. Hourly Rate: \$ _____. Total Amount Requested: \$ _____.
Must Attach Chronological List of Services Rendered to this Voucher.

Amounts in Excess of \$7,500.00 must be approved by the Supervising, Administrative, or President Judge – as applicable.

A. AMOUNT PAID TO EXPERT WITNESS TO DATE: \$	B. OTHER FEE PETITIONS PENDING: <input type="checkbox"/> Yes <input type="checkbox"/> No
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10.. ATTORNEY SIGNATURE _____ DATE _____

I certify that I have retained the above named Expert Witness, that the Expert Witness is necessary to provide appropriate representation to the above Defendant, and I will ensure that the Expert Witness performs his/her duties satisfactorily as requested. 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.

11. EXPERT WITNESS SIGNATURE _____ DATE _____

I certify that I have been retained by the above named attorney as an Expert Witness services in connection with this case. 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 to the Expert Witness 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 by the Expert Witness, and as approved by the Court.

16. NAME OF TRIAL JUDGE	TRIAL JUDGE'S SIGNATURE	DATE
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SUPERVISING JUDGE OR ADMINISTRATIVE JUDGE'S SIGNATURE <i>(When necessary)</i>	DATE	PRESIDENT JUDGE'S SIGNATURE <i>(When necessary)</i>	DATE
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Instructions for the Completion of Expert Witness Payment Order/Voucher

SECTION 1- ATTORNEY & DEFENDANT INFORMATION

- 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 business address, email address and telephone number.
- Line 5: Enter the Defendant's LAST Name, MIDDLE Name, and FIRST Name as it appears on the appointment letter.
- Line 6: Enter the CPCMS Docket Number or other appropriate Docket Number

SECTION 2 – EXPERT WITNESS INFORMATION

- Lines 7 - 8: Enter the full name, business address, email address, telephone number, and Business License number of the Expert Witness.

SECTION 3 - CASE TYPE

Select Homicide, Adult Non-Homicide, or Juvenile option depending on the Case type

SECTION 4 – EXPERT WITNESS FEES

- Line 9: Select the applicable Fee Type requested. Attach required documentation to Payment Voucher. If compensation on an hourly basis is requested, the Expert **must** attach a Chronological List of Services rendered to this Voucher. A Fee Petition and Order are no longer required.
- A. Enter the Amount previously paid to the Expert Witness, if any
- B. The Expert Witness must check whether other Expert Witness Fee requests are pending for the instant case.
- Line 10: The Court-Appointed attorney must sign and date the Payment Voucher. Failure to sign and date will delay payment.
- Line 11: The Expert Witness must sign and date the Payment Voucher. Failure to sign and date will delay payment.

The Sections which follow are for Court Use only, except that the name of the Trial Judge should be entered in Line 16.

Please Note

- 1) The Payment Order/Voucher must be completed by both the court-appointed attorney and the Expert Witness before the Court-Appointed Attorney submits it directly to the appropriate judge for review and approval.
- 2) Upon approval by the appropriate judge, the attorney should keep a copy of the signed Payment Order/Voucher, and shall promptly file the original as follows:
Criminal Cases: Justice Stout Center, Criminal Listings, 2nd Floor, 1301 Filbert Street, Philadelphia, PA.
Family Division Cases: at the Legal Liaison Payment Unit, 11th Floor, 1501 Arch Street, Philadelphia, PA.
- 3) Upon receipt, the applicable filing officer shall time-stamp, docket and scan the Payment Voucher/Voucher. Service of the Order or Payment Voucher shall be accomplished on all parties as well as on the City of Philadelphia Counsel Fee Unit (CounselFeeUnit@courts.phila.gov), as required. All original hard-copy Fee Petitions and Payment Vouchers will be provided promptly to the City of Philadelphia, Counsel Fee Unit, for processing and retention.
- 4) Payment will be made directly to the Expert Witness.
- 5) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Order/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
CounselFeeUnit@courts.phila.gov
City of Philadelphia Managing Director's Office
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Philadelphia, PA. 19102
215-686-5639

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