

# THE COURTS

## Title 210—APPELLATE PROCEDURE

### PART II. INTERNAL OPERATING PROCEDURES

[ 210 PA. CODE CH. 65 ]

#### Amendments to the Superior Court Operating Procedures

The Superior Court of Pennsylvania has adopted amendments to its published Operating Procedures. These amendments are reflected in the Superior Court Operating Procedures with amendments to Pa. Code § 65.0 *et seq.*

These changes were approved on June 14, 2017 and September 12, 2017, effective on those dates.

(*Editor's Note:* Sections 65.5, 65.22, 65.34, 65.35 and 65.41 were amended on June 14, 2017, effective immediately. Section 65.26 was adopted and §§ 65.38 and 65.39 were amended on September 12, 2017, effective immediately.)

#### Annex A

### TITLE 210. APPELLATE PROCEDURE

#### PART II. INTERNAL OPERATING PROCEDURES

#### CHAPTER 65. OPERATING PROCEDURES OF THE SUPERIOR COURT

#### ADMINISTRATIVE OFFICES AND STAFF

#### § 65.5. Panels.

\* \* \* \* \*

C. 1. After the Prothonotary has listed the cases for an argument panel, but before the actual argument of the cases: (a) if a member of a panel becomes unable to participate in the disposition of a particular case, the presiding judge of that panel shall notify the President Judge or his/her designee, and the President Judge or his/her designee shall secure another judge to sit on that case; (b) if a member of a panel becomes unable to participate in a particular panel, the President Judge or his/her designee shall designate and assign another judge to sit on the panel.

2. After the Prothonotary has listed the cases for a submitted panel: (a) if a member of a panel becomes unable to participate in the disposition of a particular case, the case may be decided by the two remaining judges if they agree on the entire disposition of the case; if the two remaining judges are unable to agree on the entire disposition of the case, the panel shall proceed in accordance with § 65.5F.; (b) if a member becomes unable to participate in a particular panel, the President Judge or his/her designee shall designate and assign another judge to the panel.

3. If, after oral argument on a case, a judge becomes unable to participate in the disposition of a particular case, the case may be decided by the two remaining judges if they agree on the entire disposition of the case. If the two remaining judges are unable to agree on the entire disposition of the case, the panel shall proceed in accordance with § 65.5F.

4. If a judge on a motions panel is unable to participate in the review of a particular motion, the

motion may be decided by the two remaining judges. In the event that the two remaining judges are unable to agree on a disposition, they shall request the President Judge or his/her designee to assign another judge to sit in review of the motion.

D. The presiding judge of each panel shall be the commissioned judge highest in seniority, except where the panel includes the President Judge who shall then be the presiding judge. The presiding judge shall preside at all panel sessions, assign the cases, and record the assignment of cases. The presiding judge shall transmit to the members of the panel and the Reporter a record of all assignments and/or other actions taken by the panel.

\* \* \* \* \*

#### MOTIONS PRACTICE

#### § 65.22. Motions Review Subject to Motions Panel Disposition.

\* \* \* \* \*

C. If, in reviewing motions to be referred to a motions panel, Central Legal Staff determines that the motion is patently defective or the appeal is clearly defective or can be disposed of based upon established case law, the motion may be presented to the assigned motions judge.

D. Where a motions panel denied a motion to quash or dismiss, it shall be denied without prejudice to the moving party's right to again raise the issue(s) presented by the motion before the merits panel by refile the original motion in writing or preserving the issue in the written brief.

(*Editor's Note:* The following section is new and printed in regular type to enhance readability.)

#### § 65.26. Notices of Bankruptcy.

A party that has initiated bankruptcy proceedings and has obtained an automatic stay pursuant to the United States Bankruptcy Code shall file a Notice of Bankruptcy with the Prothonotary of this Court. The Notice must include: (1) the federal court that entered the stay, including the court's district, if applicable; (2) the federal court case number; (3) the date of entry of the automatic stay; and (4) the Superior Court docket number. The party shall also include federal filings relevant to the stay including, but not limited to, the Notice of Bankruptcy Case Filing issued by the federal court.

#### DECISIONAL PROCEDURES

#### § 65.34. Oral Argument.

\* \* \* \* \*

D. Pro se arguments, except from parties then incarcerated, shall be heard in the same manner and on the same basis as arguments of counsel.

E. The use of laptops, tablets, and phones by attendees at argument sessions, in a non-disruptive manner, is permitted in the courtroom, except that they are disallowed for oral communication, photography, or audio- or video-recording purposes.

1. The Court does not provide Internet connectivity.

2. All electronic devices must be on a silent or vibrate mode.

3. Parties presenting oral argument may, without seeking permission of the panel, utilize laptops, tablets, or phones for data, reading, and reference purposes only, so long as usage of the device will not be disruptive to the oral argument.

§ 65.35. Oral Motions.

When oral motions are considered by the Court at oral argument, or when the Court issues an order sua sponte at oral argument, the presiding judge shall complete the form for the issuance of an appropriate order, which forms shall be available in all Superior Court courtrooms. The Court Crier shall transmit the completed form to the Prothonotary for preparation and docketing of a written order. Oral motions raising again an issue previously denied without prejudice must first be re-raised, in writing by refileing the original motion or preserving the issue in the written brief, before the scheduled argument date.

§ 65.38. [Petition for Reargument] Reconsideration, Reargument, and En Banc Review.

[A. A petition for reargument before a court en banc shall be referred to Central Legal Staff for review and the preparation of a memorandum for circulation to the full court. Central Legal Staff shall thereafter record the votes of the commissioned judges and shall prepare and file an order disposing of the petition within the sixty (60) days allowed therefor by Pa.R.A.P. 1113(a).

B. Reargument is not a matter of right, but of sound judicial discretion. A petition for reargument will be denied unless there are compelling reasons therefor. Such reasons include, but are not necessarily limited to, the following:

1. Where it appears that a decision of a panel of the court may be inconsistent with a decision of a different panel of the court;

2. Where it appears that a panel may have overlooked relevant precedent, statute, or rule of court;

3. Where it appears that a panel may have overlooked or misapprehended one or more material facts of record;

4. Where a panel relied upon relevant legal authority which has been reversed, modified, overruled, discredited or materially altered during the pendency of the appeal sub judice; and

5. Where the issues have potential for a significant impact upon developing law or public policy.

C. The court will not entertain a petition for reargument of an appeal which has been decided by a court en banc.

D. Following a decision by the merits panel, motions or petitions dealing with clarification, costs or sanctions, requests for publication pursuant to § 65.37, and petitions for extension of time to file an application for reargument will be referred to the merits panel for review and disposition. Untimely reargument applications shall be referred immediately by Central Legal Staff to the President Judge for entry of an order dismissing the application. ]

A. All applications, motions, or petitions requesting reconsideration of the final decision of a merits panel, shall be recognized as Applications for Reargument pursuant to Pa.R.A.P. 2541 *et seq.*, and

shall be subject to all the rules and limitations otherwise applicable to Applications for Reargument.

B. All such applications described in subsection A shall first be submitted to the merits panel that issued the decision in question, *i.e.*, the original merits panel, for consideration by that panel.

C. The members of the merits panel may vote to grant panel reconsideration, grant en banc reargument, or deny any such application.

1. If the merits panel recommends en banc reargument, Central Legal Staff shall circulate the application, motion, or petition, along with any relevant filings, original decision(s), and/or summaries, to the commissioned judges for votes.

2. If a majority of the merits panel does not vote to grant reconsideration, Central Legal Staff shall forward all relevant reconsideration submissions to the commissioned judges as an Application for Reargument before a court en banc.

3. A party's request that the case be reargued before a court en banc shall not foreclose a merits panel's ability to reconsider the decision that prompted the underlying application.

D. Reargument before a court en banc is not a matter of right, but of sound judicial discretion. An Application for Reargument will be denied unless there are compelling reasons therefor. Such reasons include, but are not limited to, the following:

1. It appears that a decision of a merits panel may be inconsistent with a decision of a different panel of the court;

2. It appears that a merits panel may have overlooked relevant precedent, statute, or rule of court;

3. It appears that a merits panel may have overlooked or misapprehended one or more material facts of record;

4. It appears a merits panel relied upon legal authority relevant to the decision that has been reversed, modified, overruled, discredited, or materially altered during the pendency of the appeal; and

5. It appears the issues have potential for a significant impact upon developing law or public policy.

E. Reargument before a court en banc will be granted only if a majority of the commissioned judges of the court vote to grant reargument.

F. The court will not entertain an application, motion, or petition for reconsideration of a decision rendered by a court en banc.

§ 65.39. [Reconsideration] Ancillary Orders Following Merits Panel Decisions.

[A. Petitions requesting panel reconsideration shall be submitted to the members of the panel who rendered the decision.

B. Panel reconsideration, if granted, will be without reargument.

C. A petition requesting reargument before a Court en banc shall not deprive a panel of the right to withdraw and reconsider the decision which prompted the motion for reargument. ]

**A. If a timely Application for Reargument is filed, the merits panel shall retain jurisdiction over the appeal until such time as the application is decided.**

**B. Following a decision by the merits panel, applications, motions, or petitions requesting clarification, award of costs or sanctions, publication pursuant to § 65.37, or extension of time to file an application for reargument, will be referred to the merits panel for review and disposition.**

**§ 65.41. Argument Before a Court En Banc.**

\* \* \* \* \*

C. Before or after argument before the Court en banc, the Court may vote that en banc consideration was improvidently granted. In such event, the previous panel decision in the matter shall be reinstated or, if there is no previous panel decision in the matter, the case shall be listed before the next available panel of this Court.

**D. In the event that a party seeks to remove en banc status and reinstate a panel's decision, such request must be made by motion and is subject to full court review.**

[Pa.B. Doc. No. 17-1686. Filed for public inspection October 13, 2017, 9:00 a.m.]

## Title 249—PHILADELPHIA RULES

### PHILADELPHIA COUNTY

#### AGB Order No. 01 of 2017: First Judicial District of Pennsylvania Court-Appointed Counsel, Investi- gative 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 follows 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 following 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 <https://www.courts.phila.gov/forms>.

*By the Court*

HONORABLE SHEILA WOODS-SKIPPER,  
*Chair, Administrative Governing Board of  
the First Judicial District of Pennsylvania  
President Judge, Court of Common Pleas of  
Philadelphia County*



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*  
**Trial Division – Criminal**

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

2. ATTORNEY'S LAST NAME	ATTORNEY'S MIDDLE NAME	ATTORNEY'S FIRST NAME	3. PA ATTORNEY I.D. NO.
4. ATTORNEY ADDRESS (Counsel must maintain their principal office in Philadelphia)		EMAIL ADDRESS	
Philadelphia, PA		TELEPHONE NUMBER	
5. DEFENDANT'S LAST NAME	MIDDLE INITIAL	DEFENDANT'S FIRST NAME	6. CPCMS NUMBER CP-51-CR- _____ - _____
			7. POLICE PHOTO NO.

Payment Voucher must be submitted for processing and approval within 90 days: of verdict in homicide cases, or disposition or sentencing in others.

<b>8. PREPARATION FEES - PER DIEM FEES – MAXIMUM FEE CASE TYPES</b> <b>Preparation Fees</b> <input type="checkbox"/> Capital Homicide - Lead Counsel: \$10,000.00 <input type="checkbox"/> Capital Homicide – Penalty Phase Counsel: \$7,500.00 <input type="checkbox"/> Non-Capital Homicide Trial: \$3,500.00 <input type="checkbox"/> Non-Capital Homicide – Second Chair: \$600.00 <input type="checkbox"/> Felony Trial First Degree: \$1,200.00 <input type="checkbox"/> Felony Trial – Other: \$750.00 <input type="checkbox"/> Completed Diversion Felony-Treatment Court Cases: \$750.00 <input type="checkbox"/> Successful Decertification Motion: \$1,200.00 <input type="checkbox"/> Retrial Preparation Fee: \$ _____ <input type="checkbox"/> Mistrial Preparation Fee: \$ _____ <input type="checkbox"/> Violation of Probation/Parole (VOP): \$150.00 <input type="checkbox"/> 5 <sup>th</sup> Amendment Witness: \$150.00 <input type="checkbox"/> Status Listing/Hearing: \$100.00 - Date: _____		<b>Per Diem Rate</b> <input type="checkbox"/> Homicide: \$200 (3 hours or less); \$400 (More than 3 hours) + Mitigation <input type="checkbox"/> Felony Non-Homicide: \$175 (3 hours or less); \$350 (More than 3 hours)- <b>after 1/01/06</b> <input type="checkbox"/> Felony Non Homicide: \$150 (3 Hours or Less); \$300 (More than 3 Hours)- <b>before 1/01/16</b> <input type="checkbox"/> Mitigation Trial: \$75 (3 Hours or Less); \$150 (More than 3 Hours) – <b>before 1/01/06</b> <input type="checkbox"/> Mitigation Trial: \$100.00 (3 Hours or Less); \$200.00 (More than 3 Hours) – <b>after 1/01/06</b> <input type="checkbox"/> Misdemeanor Appeal (Per Diem) \$150 (3 Hours or Less); \$300 (More than 3 Hours) NOTE: CONTINUANCES ARE NOT COMPENSABLE  <b>Maximum Fee Case Types – Must Attach Chronological List of Services Rendered.</b> <input type="checkbox"/> Felony: Appellate/PCRA: Maximum Fee: \$2,400 *Billable at \$65@hour (in-court and out-of-court) <input type="checkbox"/> Homicide: Appellate/PCRA: Maximum Fee: \$6,000 *Billable at \$85@hour (in-court and out-of-court) Rate: \$ _____ # of Hours: _____ = TOTAL: \$ _____
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A. APPLICABLE PREPARATION FEE: \$ _____	B. APPLICABLE PER DIEM RATE: \$ _____	C. MAXIMUM FEE/ HOURLY TOTAL: \$ _____
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<b>D. PER DIEM CHARGES (LIST THE DATE AND THE APPLICABLE RATE FOR EACH DAY OR TRIAL/HEARING). NOTE: CONTINUANCES ARE NOT COMPENSABLE</b> (Add Additional Pages As Necessary)					
	½ Day	Full Day		½ Day	Full Day
1) Day 1 _____ / _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	6) Day 6 _____ / _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>
2) Day 2 _____ / _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	7) Day 7 _____ / _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>
3) Day 3 _____ / _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	8) Day 8 _____ / _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>
4) Day 4 _____ / _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	9) Day 9 _____ / _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>
5) Day 5 _____ / _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	10) Day10 _____ / _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>
No. of Full Days: _____		Multiplied by <i>Per Diem</i> Rate: \$ _____		= SUB-TOTAL: \$ _____	
No. of Half Days: _____		Multiplied by <i>Per Diem</i> Rate: \$ _____		= SUB-TOTAL: \$ _____	

E. TOTAL AMOUNT REQUESTED: _____	9. DATE REPRESENTATION ENDED: _____
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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 and as approved by the Court.

11. 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 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 Civil 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](mailto:CounselFeeUnit@courts.phila.gov)). All original hard-copy Fee Petitions and Payment Vouchers will be promptly provided to the City of Philadelphia, Counsel Fee Unit, for processing and retention consistent with Philadelphia Criminal Rule 576 (d).
- 5) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher has been received by the City of Philadelphia Counsel Fee Unit. Any payment questions may be directed to:

Kelly Press, Counsel Fee Unit Supervisor  
[Kelly.press@phila.gov](mailto:Kelly.press@phila.gov)  
[CounselFeeUnit@courts.phila.gov](mailto: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*  
 Municipal Court – Criminal 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>				1. A. APPOINTMENT LETTER INVOICE NO.		
Philadelphia, PA _____				B. DATE OF APPOINTMENT		
5. DEFENDANT'S LAST NAME		MIDDLE	FIRST NAME	6. CPCMS NUMBER		7. POLICE PHOTO NO.
				MC-51-CR- _____		
<b>Payment Voucher must be submitted for processing and approval within 90 days of disposition or sentencing.</b>						
8. APPLICABLE FEES						
A. FIXED FEE CASES				B. STATUS HEARING FEES:		
<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				<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) \$				9. 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.						
<b>FOR COURT USE ONLY- JUDICIAL REVIEW AND APPROVAL</b>						
<b>ORDER</b>						
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>			DATE	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*

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 (Counsel must maintain their principal office in Philadelphia)				EMAIL ADDRESS	
Philadelphia, PA _____				TELEPHONE NUMBER	
<b>Payment Voucher must be submitted for processing and approval within 90 days of trial.</b>					
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 - _____ - _____	
<i>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.</i>					
C. 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.					
<b>FOR COURT USE ONLY- JUDICIAL REVIEW AND APPROVAL</b>					
<b>ORDER</b>					
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

(Est. 9-18-17)



**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](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)  
[CounselFeeUnit@courts.phila.gov](mailto: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 <i>(Counsel must maintain their principal office in Philadelphia)</i>		EMAIL ADDRESS	
Philadelphia, PA _____		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"/> <b>FIRST YEAR</b> <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"/> <b>SECOND YEAR</b> <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"/> <b>THIRD &amp; SUBSEQUENT YEARS</b> <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"/> <b>APPEAL</b> 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.			
<b>FOR COURT USE ONLY- JUDICIAL REVIEW AND APPROVAL</b>			
<b>ORDER</b>			
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: <input type="checkbox"/> 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 <i>(When necessary)</i>			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 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 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, 11<sup>th</sup> 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](mailto:CounselFeeUnit@courts.phila.gov)), as required. All original hard-copy Fee Petitions and Payment Orders/Vouchers will be promptly provided to the City of Philadelphia Counsel Fee Unit for processing and retention.
- 6) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher has been received by the City of Philadelphia Counsel Fee Unit. Any payment questions may be directed to:

Kelly Press, Counsel Fee Unit Supervisor  
[Kelly.press@phila.gov](mailto:Kelly.press@phila.gov)  
[CounselFeeUnit@courts.phila.gov](mailto: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	
8. A. FEES FOR ON-CALL COUNSEL – DOMESTIC RELATIONS			B. DATE OF SERVICE
<input type="checkbox"/> On-Call Counsel – 1501 Arch Street – No Appointment: \$350.00 per Daily List			
9. 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: <input type="checkbox"/> 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	
SUPERVISING JUDGE OR ADMINISTRATIVE JUDGE'S SIGNATURE (When necessary)			DATE



**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 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 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, 11<sup>th</sup> 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](mailto:CounselFeeUnit@courts.phila.gov)), as required. All original hard-copy Fee Petitions and Payment Orders/Vouchers will be promptly provided to the City of Philadelphia Counsel Fee Unit for processing and retention.
- 6) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher has been received by the City of Philadelphia Counsel Fee Unit. Any payment questions may be directed to:

Kelly Press, Counsel Fee Unit Supervisor  
[Kelly.press@phila.gov](mailto:Kelly.press@phila.gov)  
[CounselFeeUnit@courts.phila.gov](mailto: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 ( <i>Counsel must maintain their principal office in Philadelphia</i> )		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. <b>Maximum Billable Amount Without Court Order: \$500</b> <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
--------------------------	----------------------------	--

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 ( <i>When necessary</i> )	DATE	PRESIDENT JUDGE'S SIGNATURE ( <i>When necessary</i> )	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, 2<sup>nd</sup> Floor, 1301 Filbert Street, Philadelphia, PA.  
**Family Division Cases:** at the Legal Liaison Payment Unit, 11<sup>th</sup> 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](mailto: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  
[Kelly.press@phila.gov](mailto:Kelly.press@phila.gov)  
[CounselFeeUnit@courts.phila.gov](mailto: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			
<b>SECTION 1 – ATTORNEY &amp; DEFENDANT INFORMATION</b>			
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-____-____-____-____
<b>SECTION 2 – EXPERT WITNESS INFORMATION</b>			
7. EXPERT WITNESS' LAST NAME	MIDDLE	EXPERT WITNESS' FIRST NAME	8. PHILA. BUSINESS LICENSE NUMBER
EXPERT WITNESS ADDRESS		EMAIL ADDRESS	
		TELEPHONE NUMBER	
<b>SECTION 3 – CASE TYPE</b>			
<input type="checkbox"/> Homicide <input type="checkbox"/> Adult- Non-Homicide <input type="checkbox"/> Juvenile			
<b>SECTION 4 – EXPERT WITNESS FEES</b>			
9. FEE TYPES  <input type="checkbox"/> Decertification - Mental Health Evaluation: \$750.00 <input type="checkbox"/> Fixed Amount Allowed by the Court: \$ _____. Attached is a copy of the Court Order. <input type="checkbox"/> 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: \$ _____. <b>Must Attach Chronological List of Services Rendered to this Voucher.</b>  <b>Amounts in Excess of \$7,500.00 must be approved by the Supervising, Administrative, or President Judge – as applicable.</b>			
A. AMOUNT PAID TO EXPERT WITNESS TO DATE: \$ _____		B. OTHER FEE PETITIONS PENDING: <input type="checkbox"/> Yes <input type="checkbox"/> No	
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.			
<b>FOR COURT USE ONLY- JUDICIAL REVIEW AND APPROVAL</b>			
<b>ORDER</b>			
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 _____	
SUPERVISING JUDGE OR ADMINISTRATIVE JUDGE'S SIGNATURE <i>(When necessary)</i> _____		PRESIDENT JUDGE'S SIGNATURE <i>(When necessary)</i> _____	
DATE _____		DATE _____	



## 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, 2<sup>nd</sup> Floor, 1301 Filbert Street, Philadelphia, PA.  
**Family Division Cases:** at the Legal Liaison Payment Unit, 11<sup>th</sup> 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](mailto: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  
[Kelly.press@phila.gov](mailto:Kelly.press@phila.gov)  
[CounselFeeUnit@courts.phila.gov](mailto: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>.

# DISCIPLINARY BOARD OF THE SUPREME COURT

## Notice of Disbarment

Notice is hereby given that Kathleen Y. Rinks (# 53380), having been disbarred in the State of Oregon, the Supreme Court of Pennsylvania issued an Order on September 29, 2017, disbaring Kathleen Y. Rinks from the Bar of this Commonwealth, effective October 29,

2017. In accordance with Rule 217(f), Pa.R.D.E., since this formerly admitted attorney resides outside of the Commonwealth of Pennsylvania, this notice is published in the *Pennsylvania Bulletin*.

JULIA M. FRANKSTON-MORRIS, Esq.,  
*Secretary*

*The Disciplinary Board of the  
Supreme Court of Pennsylvania*

[Pa.B. Doc. No. 17-1688. Filed for public inspection October 13, 2017, 9:00 a.m.]

## SUPREME COURT

### Duty Assignment Schedule for Emergency Petitions in the Year 2017; No. 476 Judicial Administration Doc.

#### Amended Order

*Per Curiam:*

*And Now*, this 28th day of September, 2017, it is hereby ordered that the order at No. 476 Judicial Administration Docket, dated December 21, 2016, listing emergency duty assignments is hereby amended as follows:

October	Justice David Wecht	(Eastern District)
	Justice Max Baer	(Western District)
November	Justice Kevin Dougherty	(Eastern District)
	Justice Christine Donohue	(Western District)
December	Justice Debra Todd	(Eastern District)
	Justice Kevin Dougherty	(Western District)

[Pa.B. Doc. No. 17-1689. Filed for public inspection October 13, 2017, 9:00 a.m.]