

THE COURTS

Title 231—RULES OF CIVIL PROCEDURE

PART I. GENERAL

[231 PA. CODE CH. 1910]

Proposed Amendment of Pa.R.C.P. Nos. 1910.16-4 and 1910.16-6

The Domestic Relations Procedural Rules Committee is planning to propose to the Supreme Court of Pennsylvania amendments to Pa.R.C.P. Nos. 1910.16-4 and 1910.16-6 for the reasons set forth in the accompanying publication report. Pursuant to Pa.R.J.A. No 103(a)(1), the proposal is being published in the *Pennsylvania Bulletin* for comments, suggestions, or objections prior to submission to the Supreme Court.

Any reports, notes, or comments in the proposal have been inserted by the Committee for the convenience of those using the rules. They neither will constitute a part of the rules nor will be officially adopted by the Supreme Court.

Additions to the text of the proposal are bolded and underlined; deletions to the text are bolded and bracketed.

The Committee invites all interested persons to submit comments, suggestions, or objections in writing to:

Bruce J. Ferguson, Counsel
 Domestic Relations Procedural Rules Committee
 Supreme Court of Pennsylvania
 Pennsylvania Judicial Center
 PO Box 62635
 Harrisburg, PA 17106-2635
 Fax: 717-231-9531
 domesticrules@pacourts.us

All communications in reference to the proposal should be received by November 2, 2018. E-mail is the preferred method for submitting comments, suggestions, or objections; any e-mailed submission need not be reproduced and resubmitted via mail. The Committee will acknowledge receipt of all submissions.

*By the Domestic Relations
 Procedural Rules Committee*

WALTER J. McHUGH, Esq.,
Chair

Annex A

TITLE 231. RULES OF CIVIL PROCEDURE

PART I. GENERAL

CHAPTER 1910. ACTIONS FOR SUPPORT

Rule 1910.16-4. Support Guidelines. Calculation of Support Obligation, Formula.

(a) The following formula shall be used to calculate the obligor's share of basic child support, either from the schedule in Rule 1910.16-3 or the formula in Rule 1910.16-3.1(a), as well as spousal support and alimony pendente lite obligations. In high income cases, Part IV shall be used as a preliminary analysis in the calculation of spousal support or alimony pendente lite obligations:

* * * * *

PART IV. SPOUSAL SUPPORT OR APL

With Dependent Children

* * * * *

18. Less Obligor's [**Total**] **Adjusted** (_____)
 Monthly Child Support Obligation
 Without Part II Substantial or
 Shared Custody Adjustment
 (Obligor's line 10 [**plus line 12f**])

* * * * *

Rule 1910.16-6. Support Guidelines. Adjustments to the Basic Support Obligation. Allocation of Additional Expenses.

The [**trier of fact**] **court** may allocate between the parties the additional expenses identified in subdivisions (a)—(e). [**If**] **However, if** under the facts of the case an order for basic support is not appropriate, the [**trier of fact**] **court** may allocate between the parties the additional expenses. **Except as set forth in subdivisions (b)(4) and (e), when allocating the expenses in this rule, the court shall calculate the party's proportionate share of the expenses after adjusting the party's monthly net income by the monthly support amount received or paid and then dividing each party's adjusted monthly net income by the parties' combined monthly net income.**

(a) *Child care expenses.* [**Reasonable**] **The court shall allocate reasonable** child care expenses paid by the parties, if necessary to maintain employment or appropriate education in pursuit of income [, **shall be allocated between the parties in proportion to their monthly net incomes**]. The court may order that the obligor's share **of the expense** is added to his or her basic support obligation, paid directly to the service provider, or paid directly to the obligee. When a party is receiving a child care subsidy through the Department of Human Services, the [**expenses to be**] **expense** allocated between the parties [**shall be**] **is** the amount actually paid by the party receiving the subsidy.

Example. Mother has primary custody of the parties' two children and Father has partial custody. Mother's monthly net income is \$2,000 and Father's is \$3,500. At their combined income level of \$5,500, the basic monthly child support from the schedule in Pa.R.C.P. No. 1910.16-3 is \$1,463 for two children. As Father's income is 64% of the parties' combined income, his share is \$936. Mother incurs child care expenses of \$400 per month and Father incurs \$100 of such expenses each month. The total amount of child care expenses, \$500, will be apportioned between the parties [, **with Father paying 64%, or \$320**] **after adjusting the parties' respective monthly net incomes by the child support amount paid by Father and received by Mother. For purposes of apportioning the total child care expenses, Father's adjusted monthly net income is \$2,564 (\$3,500 - \$936) and Mother's adjusted monthly net income is \$2,936 (\$2,000 + \$936). Father will pay 47%, or \$235 of the total child care expenses.** As he is already paying \$100 for child care while the children are in his partial custody, he would pay the remaining

[\$220] \$135 to Mother for a total child support obligation of [\$1,156] \$1,071 (\$936 + [\$220 = \$1,156] \$135 = \$1,071).

* * * * *

(b) *Health Insurance Premiums.*

[(1) A party's payment of a premium to provide health insurance coverage on behalf of the other party and/or the children shall be allocated between the parties in proportion to their net incomes, including the portion of the premium attributable to the party who is paying it, as long as a statutory duty of support is owed to the party. If there is no statutory duty of support owed to the party who is paying the premium, the portion attributable to that person must be deducted from the premium as set forth in subdivision (2) below. If, prior to the entry of a divorce decree, a party's policy covers that party, a child, and a spouse and the spouse has separate additional coverage not needed to cover the child and/or the other party, the cost of the spouse's insurance premium shall not be allocated between the parties. If, prior to the entry of a divorce decree, a party provides coverage for that party and a child, but not the spouse, and the spouse has separate coverage, both parties' premiums shall be allocated between the parties in proportion to their net incomes. If, prior to the entry of a divorce decree, each spouse has his or her own health insurance that does not cover the other party, and there are no children subject to the order, the cost of both parties' premiums shall be allocated between the parties in proportion to their net incomes. If health insurance coverage for a child who is the subject of the support proceeding is being provided and paid for by a third party resident of either party's household, the cost shall be allocated between the parties in proportion to their net incomes. If the obligor is paying the premium, then the obligee's share is deducted from the obligor's basic support obligation. If the obligee is paying the premium, then the obligor's share is added to his or her basic support obligation. Employer-paid premiums are not subject to allocation.

(2) When the health insurance covers a party to whom no statutory duty of support is owed, even if that person is paying the premium as set forth in subdivision (1) above, or other persons who are not parties to the support action or children who are not the subjects of the support action, the portion of the premium attributable to them must be excluded from allocation. In the event that evidence as to this portion is not submitted by either party, it shall be calculated as follows. First, determine the cost per person by dividing the total cost of the premium by the number of persons covered under the policy. Second, multiply the cost per person by the number of persons who are not owed a statutory duty of support, or are not parties to, or the subject of the support action. The resulting amount is excluded from allocation.

(2.1) The actual incremental amount of the premium which provides coverage for the subjects of the support order, if submitted by either party, shall be used in determining the amount of the premium to be allocated between the parties. If not submitted by either party, then the amount of the

premium shall be divided by the number of persons covered to calculate the portion of the premium that provides coverage to each person.]

(1) The court shall allocate between the parties the health insurance premiums paid by the parties, including the portion of the premium attributable to the party paying the premium, provided that a statutory duty of support is owed to the parties or child covered by the health insurance. If the party paying the health insurance premium is the obligor, then the obligee's share is deducted from the obligor's basic support obligation, and if the obligee is paying the health insurance premium, then the obligor's share is added to his or her basic support obligation. An allocation of health insurance premiums between the parties shall also include health insurance that is provided and paid by a third-party resident of either party's household (e.g., step-parent) for a child who is the subject of the support order.

(2) The court shall not allocate employer-paid premiums or premiums paid for a party, person, or child to whom no statutory duty of support is owed. If the parties present evidence of the actual amount of the excluded premium attributable to that party, person, or child, the court shall deduct from the total premium the actual amount excluded before allocation of the health insurance premium between the parties. If the parties do not submit evidence as to the actual amount of the excluded premium, the court shall calculate the excluded amount as follows:

(i) determine the premium's cost per person by dividing the total premium by the number of persons covered under the policy;

(ii) multiply the cost per person by the number of persons who are not owed a statutory duty of support, or are not parties to, or the subject of the support action; and

(iii) the resulting amount is excluded from allocation.

Example 1. If the parties are separated, but not divorced, and Husband pays \$200 per month toward the cost of a health insurance policy provided through his employer which covers himself, Wife, the parties' child, and two additional children from a previous marriage, the portion of the premium attributable to the additional two children, if not otherwise verifiable or known with reasonable ease and certainty, is calculated by dividing \$200 by five persons and then multiplying the resulting amount of \$40 per person by the two additional children, for a total of \$80 to be excluded from allocation. Deduct this amount from the total cost of the premium to arrive at the portion of the premium to be allocated between the parties—\$120. Since Husband is paying the premium, and spouses have a statutory duty to support one another pursuant to 23 Pa.C.S. § 4321, Wife's percentage share of the \$120 is deducted from Husband's support obligation. If Wife had been providing the coverage, then Husband's percentage share would be added to his basic support obligation.

Example 2. If the parties are divorced and Father pays \$200 per month toward the cost of a health insurance policy provided through his employer which covers himself, the parties' child and two additional children from a previous marriage, the portion of the premium attributable to Father and the two additional children will not be allocated between the parties. Thus, using the same

calculations in Example 1, the amount of the premium attributable to Father and the two other children is \$150 (\$200 premium divided among four covered persons equals \$50 per person multiplied by three) and that amount is deducted from the total cost of the premium, leaving \$50 (\$200 - \$150 = \$50) to be allocated between the parties.

Example 3. The parties are divorced and Mother is the obligee of a child support order. Father, the obligor, pays \$200 per month toward the cost of a health insurance policy provided by his employer that covers himself and the parties' child. Mother pays \$400 per month for her employer-sponsored health insurance that covers only herself. The amount of the premium Father pays to cover the parties' child, \$100 (\$200 premium divided between two covered persons, Father and the child), will be allocated between the parties in proportion to their respective **adjusted monthly net** incomes. The portion of the premium that covers Father will not be allocated because the parties are no longer married and he is not owed a duty of support by Mother. The premium Mother pays to provide her own coverage will not be allocated because the parties are no longer married and she is not owed a duty of support by Father.

* * * * *

(c) *Unreimbursed Medical Expenses.* [**Unreimbursed** The court shall allocate unreimbursed medical expenses of the obligee or the children [**shall be allocated between the parties in proportion to their respective net incomes**] between the parties. [**Notwithstanding the prior sentence, there shall be no apportionment of**] However, the court shall not allocate unreimbursed medical expenses incurred by a party who is not owed a statutory duty of support by the other party. [**The court may direct that the obligor's share be added to his or her basic support obligation, or paid directly to the obligee or to the health care provider.**] The court may order that the obligor's share of the expense is added to his or her basic support obligation, paid directly to the health care provider, or paid directly to the obligee.

* * * * *

(4) If the trier of fact determines that out-of-network medical expenses were not obtained due to medical emergency or other compelling factors, the court may decline to assess any of such expenses against the other party.

[(5) **In cases involving only spousal support or alimony pendente lite, the parties' respective net incomes for purposes of allocating unreimbursed medical expenses shall be calculated after the amount of spousal support or alimony pendente lite is deducted from the obligor's income and added to the obligee's income.**]

Official Note: If the trier of fact determines that the obligee acted reasonably in obtaining services which were not specifically set forth in the order of support, payment for such services may be ordered retroactively.

(d) *Private School Tuition. Summer Camp. Other Needs.* Expenditures for needs outside the scope of typical child-rearing expenses, e.g., private school tuition, summer camps, have not been factored into the Basic Child Support Schedule.

(1) If a party incurs an expense for a need not factored into the Basic Child Support Schedule and the court

determines the need and expense are reasonable, the court shall allocate the expense between the parties [**in proportion to the parties' monthly net incomes**]. The court may order that the obligor's share **of the expense** is added to his or her basic support obligation, paid directly to the service provider, or paid directly to the obligee.

* * * * *

PUBLICATION REPORT

Recommendation 171

The Domestic Relations Procedural Rules Committee (Committee) is planning to propose to the Supreme Court of Pennsylvania amendments to Pa.R.C.P. Nos. 1910.16-4 and 1910.16-6 as those rules relate to the apportionment of expenses in support actions, including alimony *pendente lite* (APL). Specifically, the proposed amendments provide for an adjustment to the parties' monthly net incomes prior to determining the percentage each party pays toward the expenses set forth in Pa.R.C.P. No. 1910.16-6. The Committee proposes that the parties' monthly net incomes should be adjusted, upward or downward, by the total child or spousal support/APL amount paid or received by that party prior to apportioning those expenses.

Currently, the Rules of Civil Procedure apportion the enumerated expenses in Pa.R.C.P. No. 1910.16-6(a)–(d), with the exception of (c)(5), between the parties based on the parties' respective monthly net incomes as calculated pursuant to Pa.R.C.P. No. 1910.16-2. This apportionment does not consider the amount of support paid by the obligor or received by the obligee. The Committee believes the current methodology for apportioning those expenses ignores the economic realities of the parties' circumstances.

Instead, the Committee believes a more appropriate and equitable methodology is adjusting the parties' monthly net incomes prior to the apportionment by subtracting the total amount of support paid from the obligor's monthly net income and adding the total amount of support received to the obligee's monthly net income. This methodology is not new to the Rules of Civil Procedure. In Pa.R.C.P. No. 1910.16-6(c)(5), the parties' monthly net incomes in spousal support/APL-only cases are similarly adjusted prior to the apportionment of unreimbursed medical expenses. Likewise, Pa.R.C.P. No. 1910.16-6(e) considers the parties' monthly net income after the receipt or payment of the total support obligation for purposes of determining a mortgage deviation. The Committee's proposed amendments would utilize this methodology for all support cases (child support, spousal support, APL) and for all of the Pa.R.C.P. No. 1910.16-6 expenses. As a result, the Recommendation proposes rescinding Pa.R.C.P. No. 1910.16-6(c)(5) since that subdivision would be redundant if the amendments are adopted by the Supreme Court.

Finally, the Committee proposes consolidating Pa.R.C.P. No. 1910.16-6(b)(1), (2), and (2.1), revising the Example in Pa.R.C.P. No. 1910.16-6(a) to correspond with proposed apportionment methodology, and other stylistic changes.

[Pa.B. Doc. No. 18-1102. Filed for public inspection July 20, 2018, 9:00 a.m.]

Title 237—JUVENILE RULES

PART I. RULES

[237 PA. CODE CH. 1]

Proposed Amendment of Pa.R.J.C.P. 161

The Juvenile Court Procedural Rules Committee proposes the amendment of Rule 161 to (1) clarify that “juvenile probation files” used in paragraph (A) includes records existing in both paper and digital form; and (2) distinguish between “juvenile probation files” and other information maintained by the juvenile probation office for the reasons set forth in the accompanying explanatory report. Pursuant to Pa.R.J.A. No. 103(a)(1), the proposal is being published in the *Pennsylvania Bulletin* for comments, suggestions, or objections prior to submission to the Supreme Court.

Any reports, notes, or comments in the proposal have been inserted by the Committee for the convenience of those using the rules. They neither will constitute a part of the rules nor will be officially adopted by the Supreme Court.

Additions to the text of the proposal are bolded and underlined; deletions to the text are bolded and bracketed.

The Committee invites all interested persons to submit comments, suggestions, or objections in writing to:

Daniel A. Durst, Chief Counsel
 Juvenile Court Procedural Rules Committee
 Supreme Court of Pennsylvania
 Pennsylvania Judicial Center
 PO Box 62635
 Harrisburg, PA 17106-2635
 FAX: 717-231-9541
 juvenilerules@pacourts.us

All communications in reference to the proposal should be received by August 31, 2018. E-mail is the preferred method for submitting comments, suggestions, or objections; any e-mailed submission need not be reproduced and resubmitted via mail. The Committee will acknowledge receipt of all submissions.

*By the Juvenile Court
 Procedural Rules Committee*

JUDGE JENNIFER R. SLETVOLD,
Chair

Annex A

TITLE 237. JUVENILE RULES

PART I. RULES

Subpart A. DELINQUENCY MATTERS

CHAPTER 1. GENERAL PROVISIONS

PART C. RECORDS

PART C(1). ACCESS TO JUVENILE RECORDS

Rule 161. Inspecting, Copying, and Disseminating Juvenile Probation Files.

A. *Inspecting and [copying] Copying.* Except as provided in paragraph (C), juvenile probation files shall be open to inspection and/or copying only by:

- 1) the juvenile’s attorney;
- 2) the attorney for the Commonwealth;
- 3) the State Sexual Offenders Assessment Board;

- 4) the Juvenile Court Judges’ Commission; or
- 5) any other person, agency, or department by order of court.

B. [*Electronic records.*] Juvenile Probation Information.

1) [**Records which are maintained electronically by juvenile probation offices**] Information maintained by juvenile probation offices other than juvenile probation files shall be subject to inspection and/or copying only pursuant to court order.

2) Each juvenile probation office shall create a document, which describes the information that is maintained by the juvenile probation office concerning each juvenile. This document shall be open to inspection and copying pursuant to paragraph (A).

C. *Contents of [order] Order.* The order shall:

1) specify who shall be permitted to inspect the [**record or any portion of the record**] file, information, or any portion thereof;

2) specify who shall be permitted to copy the [**record**] file or information;

3) state that the file or information received shall not be disseminated to any person, agency, or department not listed in the court order; and

4) state that dissemination of any file or information received is a violation of the court order.

D. *Disseminating.*

1) The juvenile probation office has discretion to disseminate portions of its files or information to the juvenile, service providers, placement facilities, and courts and courts’ professional staff of other jurisdictions when facilitating placement, the delivery of services, treatment, or transfer of the case to, or supervision by another jurisdiction consistent with applicable Federal or state law.

2) Unauthorized dissemination of any file or information [**contained in the juvenile probation file**] to a person, agency, or department not permitted to inspect or copy the file pursuant to this rule may result in a finding of contempt of court.

Comment

Documents contained in the juvenile probation files are not a part of the official court record unless the juvenile probation office officially files the documents in the official court record. Those documents placed in the official court record are governed by Rule 160 and 42 Pa.C.S. § 6307.

The notes of a juvenile probation officer, which describe the officer’s impressions or personal observations but which are not included in a report to the court or other report, are not considered a component of a juvenile probation file that is open to inspection or copying under paragraph (A). “Juvenile probation files,” as used in paragraph (A) and defined in Rule 120, is intended to include files existing in whole or in part in either paper or digital form.

Nothing in this rule is intended to preclude the juvenile probation office from sharing information [**in its file**] with the juvenile.

Official Note: Rule 161 adopted May 21, 2012, effective August 1, 2012. Amended August 23, 2012, effective immediately. Amended , 2018, effective , 2018.

Committee Explanatory Reports:

Final Report explaining the provisions of Rule 161 published with the Court's Order at 42 Pa.B. 3203 (June 9, 2012).

Final Report explaining the amendments to Rule 161 published with the Court's Order at 42 Pa.B. 5734 (September 8, 2012).

Final Report explaining the amendments to Rule 161 published with the Court's Order at Pa.B. (, 2018).

REPORT

Proposed Amendment of Pa.R.J.C.P. 161

The Juvenile Court Procedural Rules Committee proposes the amendment of Rule 161 to (1) clarify that "juvenile probation files" used in paragraph (A) includes records existing in both paper and digital form; and (2) distinguish between "juvenile probation files" and other information maintained by the juvenile probation office.

Rule 161(A) provides access to juvenile probation files for an identified class of people (e.g., juvenile's attorney, attorney for the Commonwealth). Rule 161(B) states that records maintained electronically by juvenile probation offices are only accessible by court order. The Committee has received feedback that Rule 161(B) is being interpreted to require a court order for digital forms of juvenile probation files being "maintained electronically" by the juvenile probation office.

Rule 161(B) was intended to limit access to non-file information on the Juvenile Case Management System (JCMS), not to "juvenile probation files," as defined by Rule 120. The JCMS is a software application used by juvenile probation offices for case management purposes. If a record exists on JCMS and that record is part of a juvenile probation file, see Pa.R.J.C.P. 120, then that record is accessible pursuant to paragraph (A). If there is information on JCMS that is not part of the juvenile probation file, then a court order is required pursuant to paragraph (B) to access that information.

To clarify, the Committee proposes the consistent usage of "file" in Rule 161 to refer to the "juvenile probation file" and "information" to refer to all other information maintained by the juvenile probation office not part of the "juvenile probation file." Further, a revision of the Comment is proposed to instruct that paragraph (A) is intended to apply regardless of the form of the file.

The Committee invites all comments, concerns, and suggestions regarding this rulemaking proposal.

[Pa.B. Doc. No. 18-1103. Filed for public inspection July 20, 2018, 9:00 a.m.]

Title 237—JUVENILE RULES

PART I. RULES

[237 PA. CODE CH. 15]

Proposed Amendment of Pa.R.J.C.P. 1510

The Juvenile Court Procedural Rules Committee proposes the amendment of Rule 1510 to establish that a

dispositional hearing shall be conducted within 20 days of any adjudicatory hearing finding a child dependent for the reasons set forth in the accompanying explanatory report. Pursuant to Pa.R.J.A. No. 103(a)(1), the proposal is being published in the *Pennsylvania Bulletin* for comments, suggestions, or objections prior to submission to the Supreme Court.

Any reports, notes, or comments in the proposal have been inserted by the Committee for the convenience of those using the rules. They neither will constitute a part of the rules nor will be officially adopted by the Supreme Court.

Additions to the text of the proposal are bolded and underlined; deletions to the text are bolded and bracketed.

The Committee invites all interested persons to submit comments, suggestions, or objections in writing to:

Daniel A. Durst, Chief Counsel
Juvenile Court Procedural Rules Committee
Supreme Court of Pennsylvania
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PO Box 62635
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FAX: 717-231-9541
juvenilerules@pacourts.us

All communications in reference to the proposal should be received by August 31, 2018. E-mail is the preferred method for submitting comments, suggestions, or objections; any e-mailed submission need not be reproduced and resubmitted via mail. The Committee will acknowledge receipt of all submissions.

By the Juvenile Court

Procedural Rules Committee

JUDGE JENNIFER R. SLETVOLD,
Chair

Annex A

TITLE 237. JUVENILE RULES

PART I. RULES

Subpart B. DEPENDENCY MATTERS

CHAPTER 15. DISPOSITIONAL HEARING

PART B. DISPOSITIONAL HEARING AND AIDS

Rule 1510. Prompt Dispositional Hearing.

[If the child has been removed from the home, the] The dispositional hearing shall be held no later than twenty days after the findings on the petition under Rule 1408.

Comment

For continuances, see 42 Pa.C.S. § 6341(e).

Official Note: Rule 1510 adopted August 21, 2006, effective February 1, 2007. Amended , 2018, effective , 2018.

Committee Explanatory Reports:

Final Report explaining the provisions of Rule 1510 published with the Court's Order at 36 Pa.B. 5571 (September 2, 2006).

Final Report explaining the amendments to Rule 1510 published with the Court's Order at Pa.B. (, 2018).

REPORT**Proposed Amendment of Pa.R.J.C.P. 1510**

The Juvenile Court Procedural Rules Committee proposes the amendment of Rule 1510 to establish that a dispositional hearing shall be conducted within 20 days of any adjudicatory hearing finding a child dependent.

The Juvenile Act states:

If the court finds from clear and convincing evidence that the child is dependent, the court shall proceed immediately or at a postponed hearing, which shall occur not later than 20 days after adjudication if the child has been removed from his home, to make a proper disposition of the case.

42 Pa.C.S. § 6341(c). Reflective of the Act, Rule 1510 presently contains a 20-day requirement for holding a dispositional hearing in cases in which the dependent child is removed from home. However, a similar period does not exist when the child is at home.

The Committee received a request to amend Rule 1510 to extend the 20-day requirement to all dispositional hearings regardless of whether the child is removed from home. The goal is to create uniformity and to ensure there is a procedural requirement for children remaining in their home lest the absence of such a requirement be interpreted as an invitation for those hearings to occur more than 20 days after adjudication.

The Committee believes this amendment will facilitate a timely dispositional hearing to establish a permanency plan and begin services necessary to achieve that plan. Accordingly, the Committee is proposing to eliminate the conditional phrase, "if the child has been removed from the home," from the rule text.

The Committee invites all comments, concerns, and suggestions regarding this rulemaking proposal, especially in those counties where the practice may be for dispositional hearings for at-home dependent children to occur more than 20 days after adjudication.

[Pa.B. Doc. No. 18-1104. Filed for public inspection July 20, 2018, 9:00 a.m.]

Title 249—PHILADELPHIA RULES**PHILADELPHIA COUNTY****Court-Appointed Counsel, Investigative and Expert Witness Payment Orders and Vouchers to be Used for Court-Appointments Made on and After July 1, 2018; No. 01 of 2017****Order**

And Now, this 28th day of June, 2018, in order to implement the Fee Schedule for court-appointment counsel which will become effective for appointments made on and after July 1, 2018, as provided in the orders dated June 26, 2017 and September 18, 2017, it is hereby *Ordered* and *Decreed* that the following Payment Order/Voucher forms are adopted by the Court and shall be used by court-appointed counsel, investigators and expert witnesses appointed on and after July 1, 2018.

By the Court

HONORABLE SHEILA WOODS-SKIPPER,
President Judge
Court of Common Pleas



First Judicial District of Pennsylvania
 Court-Appointed Counsel Payment Order/Voucher
Fees and Procedures Are Applicable Only to Court Appointments Made On and After July 1, 2018
 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.

8. PREPARATION FEES - PER DIEM FEES – MAXIMUM FEE CASE TYPES Preparation Fees <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"/> M.C. Appeal to C.P.: \$750.00 No Fee paid if Defendant withdraws Appeal at any time No Fee paid if Commonwealth withdraws appeal prior to trial <input type="checkbox"/> Writ of certiorari to C.P.: \$450.00 <input type="checkbox"/> Plea Accepted-Diversion Felony-Treatment Court: \$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"/> Early Parole Petition: \$250.00		Preparation Fees – Cont. <input type="checkbox"/> Violation of Probation/Parole (VOP): \$150.00 <input type="checkbox"/> 5 th Amendment Witness: \$150.00 <input type="checkbox"/> Contempt Hearing: \$150.00 <input type="checkbox"/> Status Listing/Hearing: \$100.00 - Date: _____ Per Diem Rate <input type="checkbox"/> Homicide-Capital: \$400 (3 hours or less); \$700 (More than 3 hours) + Mitigation <input type="checkbox"/> Homicide-Non-Capital: \$300 (3 hours or less); \$600 (More than 3 hours) + Mitigation <input type="checkbox"/> Felony Non-Homicide: \$225 (3 hours or less); \$450 (More than 3 hours) <input type="checkbox"/> Misdemeanor Appeal (Per Diem) \$150 (3 Hours or Less); \$300 (More than 3 Hours) NOTE: CONTINUANCES ARE NOT COMPENSABLE Maximum Fee Case Types – Must Attach Chronological List of Services Rendered. <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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D. PER DIEM CHARGES (LIST THE DATE AND THE APPLICABLE RATE FOR EACH DAY OR TRIAL/HEARING). NOTE: CONTINUANCES ARE NOT COMPENSABLE (Add Additional Pages As Necessary)					
	¼ Day	Full Day		¼ 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 Per Diem Rate: \$ _____		= SUB-TOTAL: \$ _____	
No. of Half Days: _____		Multiplied by Per Diem Rate: \$ _____		= SUB-TOTAL: \$ _____	

E. TOTAL AMOUNT REQUESTED:	9. DATE REPRESENTATION ENDED/PAYMENT AUTHORIZED:
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10. ATTORNEY SIGNATURE	DATE
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I certify that: I maintain my principal office in Philadelphia County, I maintain professional liability insurance, I have been certified by the Philadelphia Bar Association Screening Committee, I have undergone Court-Appointed Counsel Fee system training, and I understand that false statements and/or representations made herein are subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsification to authorities.

FOR COURT USE ONLY- JUDICIAL REVIEW AND APPROVAL

ORDER
 The City of Philadelphia is ordered to pay the Court-appointed attorney listed above, consistent with the terms of AGB Order No. 01 of 2017 and AGB Order No. 02 of 2012, the total sum of \$ _____ in connection with the above-referenced case for the services rendered as certified by counsel and as approved by the Court.

11. NAME OF TRIAL JUDGE	TRIAL JUDGE'S SIGNATURE	DATE
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SUPERVISING JUDGE OR ADMINISTRATIVE JUDGE'S SIGNATURE (When necessary)	DATE	PRESIDENT JUDGE'S SIGNATURE (When necessary)	DATE
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**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 or conclusion of stage for which payment is authorized.
- Line 10: Sign the Payment Voucher. Failure to sign the Voucher will delay processing of payment.
- Line 11: Enter the name of the Trial Judge. The blank entry on the Order portion will be entered by the Trial Judge.

Please Note

- 1) AGB Order No. 01 of 2017 requires that all Fee Petitions and Payment Vouchers must be filed within the following periods:
 - a) For yearly payments, no later than ninety (90) days after the calendar year at issue.
 - b) After verdict, plea, or mistrial, no later than ninety (90) days after the disposition.
 - c) After sentencing, no later than ninety (90) days after sentencing, regardless of whether the case is appealed.
 - d) For Appeals and 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
counselfees@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, 2018
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"/> Plea Accepted-Diversion-Felony-Treatment Court: \$450.00 <input type="checkbox"/> Early Parole Petition: \$250.00 <input type="checkbox"/> Felony Preliminary Hearing Disposition: \$225.00 <input type="checkbox"/> Non-Traffic Summary Offenses: \$150.00 <input type="checkbox"/> Fifth Amendment Witness: \$150.00 <input type="checkbox"/> Contempt Hearing: \$150.00 <input type="checkbox"/> Violation of Probation/Parole Hearing (VOP): \$150.00		B. STATUS HEARING FEES: <input type="checkbox"/> Mental Health Court Status Hearing: \$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 Date of Hearing: _____	
C. TOTAL AMOUNT REQUESTED (AS APPLICABLE) \$ _____		11. DATE REPRESENTATION ENDED/PAYMENT AUTHORIZED: _____	
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		DATE	
SUPERVISING JUDGE'S SIGNATURE <i>(When necessary)</i>		PRESIDENT JUDGE'S SIGNATURE <i>(When necessary)</i>	
DATE		DATE	

03-70 (Rev. 6-26-18)

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

- Line 1: A. Enter the Appointment Letter invoice number & B. the Date of Appointment as they appear on the appointment letter.
- Line 2: Enter the court-appointed attorney’s LAST Name, MIDDLE Name, and FIRST Name as it appears on the appointment letter.
- Line 3: Enter the attorney’s PA Attorney ID number.
- Line 4: Enter the attorney’s full Philadelphia address as it appears on the appointment letter. AGB Order 02 of 1997 requires the court-appointed attorney maintain a principal office in Philadelphia County in order to qualify to receive court-appointments.
- Line 5: Enter defendant’s LAST Name, MIDDLE Name, and FIRST Name as it appears on the appointment letter.
- Line 6: Enter the CPCMS Docket Number in the following sequence:
Municipal Court cases MC-51-CR-(XXXXXXXX) -Year (XXXX)
- Line 7: Enter the defendant’s six-digit police photo number.
- Line 8: The applicable Municipal Court Fees are listed. Check as appropriate.
A) Insert the applicable Fixed Fee amount for the instant case.
B) Insert the applicable Status Hearing Fee amount for the instant case.
C) Enter the total amount requested.
- Line 9: Enter the date the representation ended or conclusion of stage for which payment is authorized.
- Line 10: Sign the Payment Voucher. Failure to sign the Voucher will delay processing of payment.
- Line 11: Enter the name of the Trial Judge. The blank entry on the Order portion will be entered by the Trial Judge.

Please Note

- 1) AGB Order No. 01 of 2017 requires that all Fee Petitions and Payment Vouchers must be filed within the following periods:
 - a) For yearly payments, no later than ninety (90) days after the calendar year at issue.
 - b) After verdict, plea, or mistrial, no later than ninety (90) days after the disposition.
 - c) After sentencing, no later than ninety (90) days after sentencing, regardless of whether the case is appealed.
 - d) For Appeals and PCRAAs, no later than ninety (90) days after resolution of the appeal by the court with which the appeal or PCRA was filed.
- 2) The Payment Orders/Vouchers must be completed by the court-appointed attorney and submitted, together with a copy of the Appointment Letter, directly to the appropriate judge for review and approval without first being filed with the Office of Judicial Records or other applicable filing office or officer.
- 3) Upon approval by the appropriate judge, the original Payment Order/Voucher shall be promptly filed of record by the attorney with Criminal Listings, 2nd Floor, Justice Stout Center, or with any other filing office or officer as the Court may direct from time to time. The attorney should keep a copy of the signed Payment Order/Voucher.
- 4) Upon receipt, the applicable filing officer shall time-stamp, docket and scan the Payment Order/Voucher. As provided in Philadelphia Criminal Rule 576 (g), the Payment Order/Voucher shall be served on all parties, including the City of Philadelphia Counsel Fee Unit (CounselFeeUnit@courts.phila.gov). All original hard-copy Fee Petitions and Payment Vouchers will be promptly provided to the City of Philadelphia, Counsel Fee Unit, for processing and retention consistent with Philadelphia Criminal Rule 576 (d).
- 5) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher has been received by the City of Philadelphia Counsel Fee Unit. Any payment questions may be directed to:

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

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

03-70 (Rev. 6-26-18)



First Judicial District of Pennsylvania
 Court-Appointed Counsel Payment Order/Voucher

*Fees and Procedures Are Applicable Only to Court Appointments
 Made On and After July 1, 2018*

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

(Est. 6-26-18)

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

- Line 1: If applicable, A. Enter the Appointment Letter invoice number & B. the Date of Appointment as they appear on the appointment letter
- Line 2: Enter the court-appointed attorney's LAST Name, MIDDLE Name, and FIRST Name as it appears on the appointment letter.
- Line 3: Enter the attorney's PA Attorney ID number.
- Line 4: Enter the attorney's full Philadelphia address as it appears on the appointment letter. AGB Order 02 of 1997 requires the court-appointed attorney maintain a principal office in Philadelphia County in order to qualify to receive court-appointments.
- Line 5: The Fee for On-Call Counsel and for Appeal for a *Trial De Novo* are listed. Check option A or option B.
- A) If you are requesting compensation as On-Call Counsel:
1. Enter the number of cases appointed for the Court session. This information is needed for internal tracking.
- B) If you are requesting compensation for filing an Appeal for a *Trial De Novo*:
1. Enter defendant's name as it appears on the appointment letter.
 2. Enter the Traffic Division Citation Number.
 3. Enter the CPCMS Docket Number, when appointed in connection with an appeal for a trial de novo before the Court of Common Pleas, in the following sequence:

Traffic Division Appeal CP-51-SA-(XXXXXXXX) -Year (XXXX)
- Note: You must submit the following documents with this Payment Voucher: (1) Appointment letter for date of On-Call Representation; and (2) Entry of Appearance in connection with the Appeal.**
- C) Enter the total amount requested.
- Line 6: Enter the date the representation rendered pursuant to 5.A. or 5.B. concluded.
- Line 7: Sign the Payment Order/Voucher. Failure to sign the Voucher will delay processing of payment.
- Line 8: Enter the name of the Traffic Division Administrative Judge. The blank entry on the Order portion will be entered by the Administrative Judge.

Please Note

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

(Est. 6-26-18)



First Judicial District of Pennsylvania
Court-Appointed Counsel Payment Order/Voucher

*Fees and Procedures Are Applicable Only to Court Appointments
Made On and After July 1, 2018*

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 A detailed attachment must be included setting forth the services rendered and time expended

B. DATE OF SERVICE	B. DATE OF SERVICE	B. DATE OF SERVICE
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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
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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 A detailed attachment must be included setting forth the services rendered and time expended.	B. DATE REPRESENTATION ENDED/ PAYMENT AUTHORIZED:
--	---

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: <input type="checkbox"/> Fee adjusted to \$ _____ due to the following ministerial error by counsel:	
LEGAL LIAISON UNIT - 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. Substituted counsel will be paid as “new” counsel, at the rates in effect on the date of substituted counsel’s appointment.
- 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 or conclusion of stage for which payment is authorized. 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.
- Line 10: Sign and date the Payment Voucher. Failure to sign and date the Voucher will delay processing of payment.
- Line 11: Enter the name of the Presiding Judge/JCHO. The blank entry on the Order portion will be entered by the Presiding Judge/JCHO.

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, 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
counselfees@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, 2018
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.
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4. ATTORNEY ADDRESS (Counsel must maintain their principal office in Philadelphia)	EMAIL ADDRESS
Philadelphia, PA _____	TELEPHONE NUMBER

5. DEFENDANT'S LAST NAME	MIDDLE	DEFENDANT'S FIRST NAME	6. A. CASE NUMBER
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6. B. CPCMS NUMBER(S) CP-51-JV- _____ - _____	CP-51-JV- _____ - _____
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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 Date of Hearing: _____	<input type="checkbox"/> On-Call Counsel-No Appointment: \$350.00 <input type="checkbox"/> Protection from Abuse – D.R.: \$350.00 <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:

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. Substituted counsel will be paid as “new” counsel, at the rates in effect on the date of substituted counsel’s appointment.
- 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.
- Line 11: Enter the name of the Presiding Judge/JCHO. The blank entry on the Order portion will be entered by the Presiding Judge/JCHO.

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, 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
counselfees@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>.

30-1084A (Rev 6-26-18)



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, 2018

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. 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 (<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.
 Line 16: Enter the name of the Trial Judge. The blank entry on the Order portion will be entered by the Trial Judge.

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
counselfees@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>.

30-1085 (Rev. 6-26-18)



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, 2018*

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> Philadelphia, PA _____		EMAIL ADDRESS	
		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 NUMBER
EXPERT WITNESS ADDRESS		EMAIL ADDRESS	
		TELEPHONE NUMBER	

SECTION 3 – CASE TYPE		
<input type="checkbox"/> Homicide	<input type="checkbox"/> Adult- Non-Homicide	<input type="checkbox"/> Juvenile

SECTION 4 – EXPERT WITNESS FEES
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: \$ _____. 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
--	--

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.			
12. 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 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.
- Line 12: Enter the name of the Trial Judge. The blank entry on the Order portion will be entered by the Trial Judge.

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
counselfees@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>.

30-1086 (Rev. 6-26-18)

[Pa.B. Doc. No. 18-1105. Filed for public inspection July 20, 2018, 9:00 a.m.]

Title 255—LOCAL COURT RULES

DELAWARE COUNTY

Local Rule of Judicial Administration; Case Records Public Access Policy of the Unified Judicial System of Pennsylvania; Civil Doc. No. 17-5120; Criminal Doc. No. MD-1545-17

Whereas, the Pennsylvania Supreme Court has recently amended its past adopted Public Access Policy (the “Policy”) of the Unified Judicial System of Pennsylvania: Case Records of Appellate and Trial Courts,¹ which applies to all court records, including civil, family, criminal, Orphans’ Court; minor courts’ matter; and

Whereas, the Policy establishes uniform standards for all appellate and trial courts in responding to requests from the public for case records; and

Whereas, the Policy is built upon the principle that court records are open for inspection by the public while maintaining appropriate boundaries for the protection of individuals who come into the court system; and

Whereas, the Policy provides access protocols for sensitive information which might be found in case files, including the following:

1. Where applicable authority requires information listed in Section 7.00(A) of the Public Access Policy of the Unified Judicial System of Pennsylvania to appear on certain documents, the Public Access Policy does not apply. Otherwise, certain types of information set forth in Section 7.00(A) (“Confidential Information”), cannot be included in court filings, but instead must be identified to the court on a separate form, called a Confidential Information Form (the “CIF”) and attached to the filing. The CIF is not available to the public. Alternatively, a court may require a party to file two versions of every document—a redacted and unredacted version. The unredacted version is not available to the public. Following as Exhibit “A” is the “CIF.”

2. Certain documents set forth in Section 8.00 of the Public Access Policy of the Unified Judicial System of Pennsylvania must be filed with a Confidential Document Form (the “CDF”), such as Financial Documents. While the CDF which describes the document is available to the public, the underlying document is not. The “CDF” form follows as Exhibit “B.”

3. The forms shall be available in each filing office as well as on the Court and OJS websites at <http://www.co.delaware.pa.us/>.

4. Certain cases are not accessible to the public because there is no method to ensure that all of the sensitive information contained in the case file can be redacted before permitting public access.

5. Certain Information is only accessible at the courthouse and not online.

6. A certification shall be filed on every document filed with a court or custodian. The Certificate of Compliance Form follows as Exhibit “C.”

¹ The Policy was initially promulgated by the Supreme Court of Pennsylvania under such an administrative order dated January 6, 2017. See Order dated January 6, 2017 No. 477—Judicial Administration Docket. The Supreme Court of Pennsylvania more recently amended the Policy via its administrative order of March 28, 2018, to include within the Policy’s scope all minor courts (E.g. Magisterial District Courts) and relatedly rescinded as of July 1, 2018, the Public Access Policy of the Unified Judicial System of Pennsylvania: Official Case Records of the Magisterial District Courts. See Order dated March 28, 2018, No. 496—Judicial Administration Docket.

And Now, this 26th day of June, 2018, it is hereby ordered and decreed that the following policy regarding access to case records, is hereby adopted effective July 1, 2018. It is further ordered and decreed that the local rule Public Access Policy signed on December 7th, 2017 and effective on January 6th, 2018, is hereby rescinded, effective July 1st, 2018.

1. Relationship to the Policy.

This Local Rule of Judicial Administration shall be known as the Delaware County Public Access Policy Local Rule, and is intended to conform procedure and practice in the Courts operating within the 32nd Judicial District to the Public Access Policy adopted by the Unified Judicial System of Pennsylvania concerning case records (“the Policy”).

2. Definitions.

“Confidential Information” is all information identified in Section 7 of the Public Access Policy of the Unified Judicial System of Pennsylvania, and to conform with the schedule following as Exhibit “D,” which identifies Limits of Public Access to the Unified Judicial System Case Records (“Limits of Public Access Matrix”).

“Confidential Document” is all documents identified in Section 8 of the Public Access Policy of the Unified Judicial System of Pennsylvania.

All remaining definitions are addressed in section 1.0 of the State Public Access Policy of the Unified Judicial System of Pennsylvania and are incorporated herein by reference.

3. Compliance/Appropriate Sanctions.

Compliance with the Delaware County Public Access Policy Local Rule including the Limits of Public Access Schedule is the responsibility of litigants and attorneys, each of whom shall be responsible for safeguarding Confidential Information and Confidential Documents. Those litigants and attorneys who are found to have failed to comply with this local rule shall be subject to the imposition of appropriate sanctions.

4. Responding to Requests for Access to Case Records

A custodian shall fulfill a request for access to case records as promptly as possible under the circumstances existing at the time of the request. If the request is unable to be fulfilled promptly or at all, the custodian shall inform the requestor of the specific reasons why access to the information is being delayed and/or denied. If a request is denied, the denial shall be in writing. A Request For Access Form follows and marked as Exhibit “E.”

5. Orphans’ Court Division.

For all Orphans’ Court matters, all “Confidential Information” as defined in Section 7.0 of the Policy which is to be filed with any Case Record, shall be set forth on the Confidential Information Form. Such policy is subject to change upon Order of Court, which could direct (among other things) that a redacted version of any document be produced.

Trial Division

6. Civil Section and Family Section.

For all Civil and Family matters, any filing containing Confidential Information, not required by applicable authority to appear in the document, shall be redacted and accompanied by a Confidential Information Form (CIF), and only the redacted version will be accessible by the public. Any filing of a Confidential Document shall be

accompanied by a Confidential Document Form (CDF) and only the CDF will be accessible by the public. As to all Family matters, on-line remote access is limited to the Docket. The presiding judge, upon application of a litigant or attorney or acting sua sponte, retains the right to require filing in a redacted/unredacted form.

7. *Criminal Section.*

For all Criminal matters, any filing containing Confidential Information, not required by applicable authority to appear in the document, shall be redacted and accompanied by a Confidential Information Form (CIF), and only the redacted version will be accessible by the public. Any filing of a Confidential Document shall be accompanied by a Confidential Document Form (CDF), and only the CDF will be accessible by the public. Additionally, all confidentiality provisions regarding Juvenile Court proceedings shall continue to comply with the Juvenile Act. The presiding judge, upon application of a litigant or attorney or acting sua sponte, retains the right to require filing in a redacted/unredacted form.

8. *Magisterial District Courts*

a. *Magisterial District Courts*

For all Magisterial District Court matters, any filing containing Confidential Information, not required by applicable authority to appear in the document, shall be redacted and accompanied by a Confidential Information Form (CIF), and only the redacted version will be accessible by the public. Any filing of a Confidential Document shall be accompanied by a Confidential Document Form (CDF), and only the CDF will be accessible by the public. If a filed document fails to comply with the requirements of this section, a Magisterial District Court may, upon request or its own initiative, with or without a hearing order the filed document redacted, amended or both.

b. *Public Access*

When desiring to inspect or copy case records, an oral or written request must be made to the applicable custodian. Requests shall identify or describe the records sought with specificity to enable the custodian to ascertain which records are being requested. If the information that is the subject of a request is complex or voluminous, the custodian may require a written request. The custodian may also designate an individual to monitor access to ensure the integrity of the case records is maintained.

c. *Fees*

Fees for the duplication by photocopying or printing from electronic media or microfilm will be \$0.25 per page. All Fee schedules for the Magisterial District Court shall be publicly posted in an area accessible to the public.

d. *Relief from Denial*

Relief from a denial by a Magisterial District Court may be sought by filing a written appeal within ten (10) business days of a denial to the Deputy Administrator, Special Courts, 100 N. Front Street, Media, Pa. 19063. Within twenty (20) business days, the Deputy Administrator, Special Courts shall make a determination and forward it in writing to the requestor. Any further appeal shall be subject to Chapter 15, Judicial review of Government Determinations, of the Rule of Appellate Procedure.

9. *Corrections of Clerical Errors in Case Record*

A Party, or the party's attorney, seeking to correct a Clerical Error in a case record may submit a Request for Correction of Clerical Error to the Custodian which follows as Exhibit "F."

All requests shall be in writing on the form designated by the Administrative Office of Pennsylvania Courts. The requestor shall specifically describe within the request the alleged Clerical Error and shall provide sufficient facts, including supporting documentation, to corroborate the allegation of Clerical Error. The requestor shall provide copies of the request to each party in the case.

Within 10 business days of its receipt of the request, the Custodian shall reply in writing to the requestor and each party in the case, selecting one of the following responses:

a. The request does not contain sufficient facts to determine the information alleged to be in error, and no further action will be taken in the reply to the request;

b. The request does not concern a Case Record which is subject to this policy, and no further action will be taken on the request;

c. A Clerical Error does exist in the Case Record and the Clerical Error in question has been corrected;

d. A Clerical Error does not exist in the Case Record; or

e. The request has been received and an additional period not exceeding 30 business days is necessary to complete a review of the request.

The requestor and each party in the case may seek review of the Custodian's reply under subsections 9(a)—(d) of this Local Rule of Judicial Administration within 10 business days of the mailing date of the Custodian's Reply. The Request For Review of Custodian's Reply shall be made on the form designated by the Administrative Office of Pennsylvania Courts. The Request For Review shall be considered by the judge(s) who presided over the case. However, if the Request For Review concerns a Magisterial District Court's decision, it shall be reviewed by the Special Court Administrator in accordance with previously listed 8(d).

10. *Motions to Seal Court Records.*

This Public Access Policy Local Rule in no way alters the ability and authority of the Court, upon application of a litigant or attorney or acting sua sponte, to seal a record or any portion of a record for reasons not inconsistent with the Policy of the Unified Judicial System of Pennsylvania.

11. *Public Accessibility to Case Records.*

Accessibility of all case record information by the public shall be governed by the following Limits of Public Access Matrix. (Follows as Exhibit 'C'.) Please note that certain case record information is inaccessible, while other case record information may be publicly accessible at the courthouse but not accessible online.

By the Court

KEVIN F. KELLY,
President Judge

THE COURTS

Exhibit A

**CONFIDENTIAL
INFORMATION
FORM**



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>_____ Social Security Number (SSN):</p> <p>_____ Financial Account Number (FAN):</p> <p>_____ Driver's License Number (DLN):</p> <p>_____ State of Issuance:</p> <p>_____ State Identification Number (SID):</p>	<p>Alternative Reference: SSN 1</p> <p>Alternative Reference: FAN 1</p> <p>Alternative Reference: DLN 1</p> <p>Alternative Reference: SID 1</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>_____ Social Security Number (SSN):</p> <p>_____ Financial Account Number (FAN):</p> <p>_____ Driver's License Number (DLN):</p> <p>_____ State of Issuance:</p> <p>_____ State Identification Number (SID):</p>	<p>Alternative Reference: SSN 2</p> <p>Alternative Reference: FAN 2</p> <p>Alternative Reference: DLN 2</p> <p>Alternative Reference: SID 2</p>

**CONFIDENTIAL
INFORMATION
FORM**



Additional page(s) attached. _____ total pages are attached to this filing.

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____

NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.

**CONFIDENTIAL
INFORMATION
FORM**



Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN _____</p> <p>Alternative Reference: FAN _____</p> <p>Alternative Reference: DLN _____</p> <p>Alternative Reference: SID _____</p>
<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN _____</p> <p>Alternative Reference: FAN _____</p> <p>Alternative Reference: DLN _____</p> <p>Alternative Reference: SID _____</p>

**CONFIDENTIAL
INFORMATION
FORM**



Instructions for Completing the Confidential Information Form

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. "Financial Account Numbers" include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). "Minor" is a person under the age of eighteen.
6. Abuse victim's address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name. "Abuse Victim" is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S. § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party's or attorney's failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

Rev. 7/2018

THIS FORM IS CONFIDENTIAL

**CONFIDENTIAL
INFORMATION
FORM**



Abuse Victim Addendum

Instructions for Completing the Abuse Victim Addendum: The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, in family court actions (see Pa.R.C.P. No. 1931(a)), as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter. This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

Type of Family Court Action		
<input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage	<input type="checkbox"/> Child Custody	
<input type="checkbox"/> Support	<input type="checkbox"/> Paternity	<input type="checkbox"/> Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of abuse victim)	AV Address: _____	Alternative Reference: AV 1 Address
_____ Docket/Case No. of Protection Order	AV Employer's Name & Address: _____	Alternative Reference: AV 1 Employer's Name & Address
_____ Court/County	AV Work Schedule: _____	Alternative Reference: AV 1 Work Schedule
	AV Other contact information: _____	Alternative Reference: AV 1 Other contact information

Attach additional page(s) if necessary.

**CONFIDENTIAL
INFORMATION
FORM**



Abuse Victim Addendum
Additional page (if necessary)

Type of Family Court Action		
<input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage	<input type="checkbox"/> Child Custody	
<input type="checkbox"/> Support	<input type="checkbox"/> Paternity	<input type="checkbox"/> Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of abuse victim)	AV Address: _____	Alternative Reference: AV __ Address
_____ Docket/Case No. of Protection Order	AV Employer's Name & Address: _____	Alternative Reference: AV __ Employer's Name & Address
_____ Court/County	AV Work Schedule: _____	Alternative Reference: AV __ Work Schedule
	AV Other contact information: _____	Alternative Reference: AV __ Other contact information

Type of Family Court Action		
<input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage	<input type="checkbox"/> Child Custody	
<input type="checkbox"/> Support	<input type="checkbox"/> Paternity	<input type="checkbox"/> Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of abuse victim)	AV Address: _____	Alternative Reference: AV __ Address
_____ Docket/Case No. of Protection Order	AV Employer's Name & Address: _____	Alternative Reference: AV __ Employer's Name & Address
_____ Court/County	AV Work Schedule: _____	Alternative Reference: AV __ Work Schedule
	AV Other contact information: _____	Alternative Reference: AV __ Other contact information

Exhibit B

**CONFIDENTIAL
DOCUMENT FORM**



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

204 Pa. Code § 213.81

www.pacourts.us/public-records

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____, ____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached shall not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian.

Please only attach documents necessary for the purposes of this case. Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
<input type="checkbox"/> Financial Source Documents	
<input type="checkbox"/> Tax Returns and schedules	
<input type="checkbox"/> W-2 forms and schedules including 1099 forms or similar documents	
<input type="checkbox"/> Wage stubs, earning statements, or other similar documents	
<input type="checkbox"/> Credit card statements	
<input type="checkbox"/> Financial institution statements (e.g., investment/bank statements)	
<input type="checkbox"/> Check registers	
<input type="checkbox"/> Checks or equivalent	
<input type="checkbox"/> Loan application documents	
<input type="checkbox"/> Minors' educational records	
<input type="checkbox"/> Medical/Psychological records	
<input type="checkbox"/> Children and Youth Services' records	
<input type="checkbox"/> Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
<input type="checkbox"/> Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
<input type="checkbox"/> Agreements between the parties as used in 23 Pa.C.S. §3105	

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____

**CONFIDENTIAL
DOCUMENT FORM****Instructions for Completing the Confidential Document Form**

The following documents are confidential and shall be filed with a court or custodian with the "Confidential Document Form":

1. Financial Source Documents as listed on the form
2. Minors' educational records
3. Medical/Psychological records are defined as "records relating to the past, present, or future physical or mental health or condition of an individual"
4. Children and Youth Services' records
5. Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33
6. Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)
7. Agreements between the parties as used in 23 Pa.C.S. § 3105

For each confidential document, list the paragraph, page, etc. where the document is referenced in the filing. Please note, this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.)

- **Please only attach documents necessary for the purposes of this case.**
- Complete the entire form and check all that apply.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party's or attorney's failure to comply shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed; a magisterial district court may do so upon request or its own initiative. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

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THE COURTS

Exhibit C

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by: _____

Signature: _____

Name: _____

Attorney No. (if applicable): _____

Exhibit D

LIMITS ON PUBLIC ACCESS TO UNIFIED JUDICIAL SYSTEM CASE RECORDS

Subject Area	Record Description	Accessibility	Authority
Civil	Jurors Notes.	No Public Access. Collected and destroyed post-trial.	Pa.R.C.P. No. 223.2.
Commonwealth Court	Child Line Registry Cases.	No Public Access to documents in the case except Orders and Opinions wherein the court shall use initials of the minor child involved rather than full name.	Admin. Order No. 126 Misc. Docket No. 3 (February 8, 2013).
Criminal	Juror's Address.	No Public Access.	<i>Commonwealth v. Long</i> , 922 A.2d 892 (Pa. 2007).
Criminal	Sealed affidavit of probable cause for a search warrant.	No Public Access while sealed. The affidavit may not be sealed for more than 60 days unless an extension is received. Extensions may not be longer than 30 days, but an unlimited number of extensions are available. Public may access the affidavit after it has been unsealed.	Pa.R.Crim.P. 211.
Criminal	Unexecuted Search Warrant.	No Public Access until warrant is executed.	Pa.R.Crim.P. 212(A).
Criminal	Arrest Warrant Information.	A court may delay public access for good cause for up to 72 hours. In addition, a court may seal arrest warrant information for a longer period of time.	Pa.R.Crim.P. 513(C), Pa.R.Crim.P. 513.1.
Criminal	Motion filed by attorney for the Commonwealth to present the matter to an indicting grand jury and subsequent order.	No Public Access - the motion and order are sealed.	Pa.R.Crim.P. 556.2.

LIMITS ON PUBLIC ACCESS TO UNIFIED JUDICIAL SYSTEM CASE RECORDS

Subject Area	Record Description	Accessibility	Authority
Criminal	All indicting grand jury proceedings and related documents.	No Public Access. Disclosure may be granted to attorney for the Commonwealth, defendant in a criminal case, witnesses, law enforcement personnel, and upon motion when necessary.	Pa.R.Crim.P. 556.10
Criminal	Sealed indictments.	No Public Access.	Pa.R.Crim.P. 556.11(E).
Criminal	Sealed records concerning mental health experts.	No Public Access.	Pa.R.Crim.P. 569.
Criminal	Sealed written statements pertaining to protective orders.	No Public Access. The entire text of the statement shall be sealed and preserved in the records of the court to be made available to the appellate court(s) in the event of an appeal.	Pa.R.Crim.P. 573(F).
Criminal	Sealed plea agreement.	No Public Access.	Pa.R.Crim.P. 590.
Criminal	Juror qualification forms.	No Public Access.	Pa.R.Crim.P. 625(A)(3).
Criminal	Juror information questionnaires.	No Public Access. Questionnaires are retained in a sealed file and shall be destroyed upon completion of the jurors' service, unless otherwise ordered by the trial judge.	Pa.R.Crim.P. 632.
Criminal	Sealed verdict.	No Public Access.	Pa.R.Crim.P. 649.
Criminal	Notes taken by jurors.	No Public Access.	Pa.R.Crim.P. 644(B)(7).
Criminal	Pre-sentence reports and related psychiatric psychological reports.	No Public Access.	Pa.R.Crim.P. 703(A).

LIMITS ON PUBLIC ACCESS TO UNIFIED JUDICIAL SYSTEM CASE RECORDS

Subject Area	Record Description	Accessibility	Authority
Criminal	Records revealing the names of human trafficking victims.	No Public Access, unless otherwise ordered by a court in a prosecution involving a victim of human trafficking.	18 Pa.C.S. § 3019(a).
Criminal	Wiretap applications, final reports and orders.	No Public Access except upon showing of good cause before a court of competent jurisdiction.	18 Pa.C.S. § 5715.
Criminal	Names of minor victims of sexual or physical abuse.	No Public Access. Records revealing a victim's name are sealed. A minor victim who is 18 years of age or older at the time of the commencement of the prosecution may waive this protection and allow the court to release the name of the minor victim.	42 Pa.C.S. § 5988.
Domestic Relations	Information regarding the registration, filing of a petition for, or issuance of a protection from abuse in either the issuing or enforcing State.	No Public Access via internet publication, if such publication would be likely to publically reveal the identity or location of the protected party.	18 U.S.C. § 2265(d)(3).
Domestic Relations	Social security number of any individual subject to a divorce decree, support order, paternity determination, or acknowledgement of paternity, which is required in all records of those matters.	No Public Access.	23 Pa.C.S. § 4304.1(a)(3).

LIMITS ON PUBLIC ACCESS TO UNIFIED JUDICIAL SYSTEM CASE RECORDS

Subject Area	Record Description	Accessibility	Authority
Domestic Relations	Child Support Records	No Public Access, except for PACSES dockets, court orders and opinions.	42 U.S.C. §§ 654 (26)(A), 654a(d)(1)(A); 45 CFR §§ 303.21(c)-(d), 307.13(a)(1); 23 Pa.C.S. §4304.1(d); Sections 2.4 and 3.4 of the Cooperative Agreement.
Domestic Relations	<p>(a) Subject to any inconsistent general rules and to the supervision and direction of the court, the domestic relations section shall have the power and duty to:...</p> <p>(10) Implement safeguards applicable to all confidential information received by the domestic relations section in order to protect the privacy rights of the parties, including:...</p> <p>(ii) prohibitions against the release of information on the whereabouts of one party or the child to another party against whom a protective order with respect to the former party or the child has been entered; and</p> <p>(iii) prohibitions against the release of information on the whereabouts of one party or the child to another person if the domestic relations section has reason to believe that the release of the information may result in physical or emotional harm to the party or the child.</p>	No Public Access.	23 Pa.C.S. § 4305 (a)(10)(ii)-(iii).

LIMITS ON PUBLIC ACCESS TO UNIFIED JUDICIAL SYSTEM CASE RECORDS

Subject Area	Record Description	Accessibility	Authority
Domestic Relations	List of weapons ordered to be relinquished by the defendant in an action for protection from abuse.	No Public Access, except (A) upon order of the court granted upon cause shown; (B) as necessary, by law enforcement and court personnel; or (C) after redaction of information listing any firearm, other weapon or ammunition.	23 Pa.C.S. § 6108(a)(7)(v).
Domestic Relations	All records pertaining to a confidential address for individuals participating in the Office of Victim Advocate's Address Confidentiality Program.	No Public Access, except for the substitute address provided by the Office of Victim Advocates.	23 Pa.C.S. § 6703(d); see also 23 Pa.C.S. § 5336(b)(1).
Juvenile Court	Juvenile Dependency and Delinquency records.	No Public Access; except as set forth in 42 Pa.C.S. § 6307, Pa.Rs.J.C.P. 160 and/or 1160, including with leave of court.	42 Pa.C.S. § 6307; Pa.Rs.J.C.P. 160, 1160.
Orphans' Court	Proceedings related to appointment of guardianship for incapacitated persons.	Shall be closed to the public upon request of the alleged incapacitated person or his counsel. After the individual's death his/her estate may access the record of the guardianship proceedings.	20 Pa.C.S. § 5511(a); <i>In re Estate of duPont</i> , 2 A.3d 516 (Pa. 2010).
Orphans' Court	Records required for foreign adoption decrees.	No Public Access unless a court order is granted upon good cause.	23 Pa.C.S. § 2908(F); Pa.O.C.R. 15.7.

LIMITS ON PUBLIC ACCESS TO UNIFIED JUDICIAL SYSTEM CASE RECORDS

Subject Area	Record Description	Accessibility	Authority
Orphans' Court	Adoption records.	No Public Access unless otherwise ordered.	23 Pa.C.S. § 2915; <i>see also</i> 23 Pa.C.S. § 2906; Pa.O.C.R. 15.7.
Orphans' Court (Family Court in Philadelphia County or Juvenile Court Section of Family Division in Allegheny County Pa.R.J.A. 2157)	Applications of a minor for judicial approval of decision to have an abortion, under the Abortion Control Act, as well as proceedings and the name of the minor.	No Public Access; sealed dockets, and documents shall be maintained in a closed file marked "confidential" and identified by case number only.	18 Pa.C.S. § 3206(f); Pa.O.C.R. 16.2 and 16.6. Note also Pa.R.J.A. No. 2157 and Pa.R.A.P. 3801.
General	For certain offenses graded as a misdemeanor of the second or third degree, any information relating to the conviction, arrest, indictment or other information leading to the conviction, arrest, indictment or other information.	No public access. The court shall not release the information to an individual, noncriminal justice agency or an internet website.	18 Pa.C.S. § 9122.1 and amends 18 Pa.C.S. § 9121.
General	Records concerning persons in treatment under the Mental Health Procedures Act.	Limited Public Access in compliance with the Mental Health Procedures Act and controlling case law.	50 P.S. § 7111.
General	Court documents, rules, or orders in Gaming Law proceedings.	Any party may request proceeding and record to be sealed if in best interest of any person or Commonwealth.	4 Pa.C.S. § 1518.2(b).
General	Proceedings and records involving juveniles charged with a summary offense before the minor judiciary, the Philadelphia Municipal Court or a Court of Common Pleas.	No Public Access.	42 Pa.C.S. §§ 6303(c), 6307(c), and 6336(g).

LIMITS ON PUBLIC ACCESS TO UNIFIED JUDICIAL SYSTEM CASE RECORDS

Subject Area	Record Description	Accessibility	Authority
General	Transcript of proceedings in the judicial districts within the Unified Judicial System.	A court may order the person preparing the transcript to redact confidential, personal and/or financial data and other identifiers and information listed in Section 7.0 of the Case Records Public Access Policy of the Unified Judicial System.	Pa.R.J.A. No 4014.

*Note this may not be a complete listing; the public and court staff are directed to consult federal and state statutes, court rules or case law.

THE COURTS

Exhibit E

REQUEST FOR ACCESS FORM



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
 204 Pa. Code § 213.81
www.pacourts.us/public-records

DATE OF REQUEST: _____

REQUESTOR INFORMATION:

NAME: _____ DAYTIME TELEPHONE NUMBER: () _____

ADDRESS: _____

EMAIL ADDRESS: _____ FAX NUMBER: () _____

REQUESTING CASE RECORD FROM:

<input type="checkbox"/> Supreme Court	<input type="checkbox"/> Superior Court	<input type="checkbox"/> Commonwealth Court
<input type="checkbox"/> Court of Common Pleas	<input type="checkbox"/> Philadelphia Municipal Court	<input type="checkbox"/> Magisterial District Court

DESCRIBE INFORMATION REQUESTED: (See instructions on following page)

Official Use Only	CHARGE	Comments
Date Received _____	_____	
Tracking Number (if applicable) _____	Total Cost _____	

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REQUEST FOR ACCESS FORM



INSTRUCTIONS FOR OBTAINING A CASE RECORD

1. A requestor shall identify or describe the record sought with specificity to enable the custodian to ascertain which record is being requested.
2. The completed form shall be submitted to the appropriate custodian. Incomplete forms may result in delayed access to the requested record.
3. The requestor may be charged reasonable fees for access to court records. Fees for duplication by photocopying or printing from electronic media or microfilm shall not exceed \$0.25 per page, unless otherwise provided by applicable authority.
4. Requests will be completed as promptly as possible under the circumstances existing at the time of the request. If the custodian cannot fulfill the request promptly or at all, the custodian shall inform the requestor of the specific reason(s) why access to the information is being delayed or denied.
5. If a request is denied by the custodian, relief may be sought by filing a motion or application with the court for which the custodian maintains the records. If a request is denied by a magisterial district court, relief may be sought by filing an appeal with the president judge of the judicial district or the president judge's designee. If a request is denied by the Philadelphia Municipal Court, relief may be sought by filing a motion with the president judge of Philadelphia Municipal Court or the president judge's designee.

For Court Use Only

Your request was received on ___/___/__. In accordance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, please be advised that:

- this request is being returned to you because it does not contain sufficient information to evaluate your request. No further action will be taken unless you resubmit the request with additional information.
- the information/record does not exist.
- the information/record is not a case record as defined by the Policy.
- you have failed to properly complete the Request Form.
- Other _____

 Signature

 Date

Rev. 7/2018

THE COURTS

Exhibit F

**REQUEST FOR CORRECTION
OF CLERICAL ERRORS**



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

Requestor Information:

Name: _____
Address: _____

Attorney No. (if applicable): _____
Phone Number: _____
Email Address: _____
Fax Number: _____

I am: A party to the case.

An attorney for a party to the case.

Case caption of the case record:

Docket number of the case record:

Set forth in specificity the information that is alleged to be a clerical error, as defined in the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. Attach additional sheets if necessary.

Set forth in specificity sufficient facts, including supporting documentation, that corroborates your allegation. Attach additional sheets if necessary.

I, _____, verify that the facts set forth in this form are true and correct to the best of my knowledge or information and belief. This statement is subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) relating to unsworn falsification to authorities.

Signature of Requestor: _____ Date: _____

NOTE: A request to correct a clerical error in a case record of the Supreme Court, Superior Court or Commonwealth Court shall be submitted to the prothonotary of the proper appellate court. A request to correct a clerical error in a case record of a court of common pleas, magisterial district court, or Philadelphia Municipal Court shall be submitted to the applicable custodian. You shall provide a copy of this completed form to all parties to the case.

**REQUEST FOR CORRECTION
OF CLERICAL ERRORS**



For Custodian Use Only

Please be advised that your request was received on ___/___/___ . In accordance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, please be advised that:

- the request does not contain sufficient information and facts to determine what information is alleged to be in error, and no further action will be taken on the request.
- the request does not concern a case record that is covered by this policy, and no further action will be taken on the request.
- a clerical error does exist in the case record and the information in question has been corrected.
- a clerical error does not exist in the case record.
- the request has been received and an additional period not exceeding 30 business days is necessary to complete a review of the request.

Comments:

Signature: _____ Date: _____

If an additional period of time not exceeding 30 business days was necessary to complete the review of the request, please be advised that:

- this request is being returned to you because it does not contain sufficient information to evaluate your request. No further action will be taken unless you resubmit the request with additional information.
- this request is being returned to you because it does not concern a case record. No further action will be taken on this matter.
- it was determined a clerical error existed in the case record, and the information has been corrected.
- it was determined a clerical error does not exist in the case record.

Comments:

Signature: _____ Date: _____

For Use by Requestor

Unless applicable authority requires otherwise, please follow the following procedure. This procedure cannot be used to correct alleged inaccuracies in orders and judgments. If you wish to seek review of the decision set forth above, please complete this section and submit this entire form to the custodian within 10 business days of the mailing date of the response. The custodian will submit the form to the judge(s) who presided over the case for review. If the request for review concerns a magisterial district court's decision, it shall be reviewed by the president judge or his/her designee.

I, _____, request that a review of the decision set forth above be made.

Signature: _____ Date: _____

Rev. 7/2018

Title 255—LOCAL COURT RULES

GREENE COUNTY

Office of President Judge Administrative Order; Court Administration Doc. No. 8 of 2018

Order

Criminal Court Division

Central Booking Center Fee

And Now This 15th day of June, 2018, it is hereby Ordered and Directed that pursuant to Pa.C.S.A. § 1725.5 and 1725.6, a booking center fee of \$175.00 shall be imposed against defendants who are placed on Probation Without Verdict, receive Accelerated Rehabilitative Disposition for, plead guilty or nolo contendere to, or are convicted of a misdemeanor or felony offense in accordance with 42 Pa.C.S.A. § 1725.5.

The fee shall be assessed as a cost of prosecution and collected by the Greene County Clerk of Courts. The fee shall be allocated to a Central Booking Center Fund for the implementation, start-up, operation and maintenance of the booking center.

The booking center shall be available for all law enforcement agencies having arrest powers in Greene County. The adoption of the fee shall be effective August 1, 2018.

If it further Ordered and Directed that the District Court Administrator distribute this Order as follows:

1. File one (1) copy of this Order with the Administrative Office of Pennsylvania Court via email of adminrules@pacourts.us.

2. File two (2) paper copies and one (1) electronic copy in Microsoft Word format to bulletin@palrb.us with the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.

3. Publish a copy of this Order in the *Greene County Law Journal*.

4. Copies of this Order shall be kept continuously available for public inspection in the office of the Greene County Clerk of Court and on the Greene County Website.

So Ordered and Decreed

FARLEY TOOTHMAN,
President Judge

[Pa.B. Doc. No. 18-1107. Filed for public inspection July 20, 2018, 9:00 a.m.]

Title 255—LOCAL COURT RULES

MONROE COUNTY

Amendment of Local Rules of Civil Procedure in Custody, Divorce and Domestic Relations; 5 AD 2018

Order

And Now, this 2nd day of July, 2018, it is Ordered that effective immediately the following Monroe County Rules of Civil Procedure in Custody, Divorce and Domestic Relations are rescinded in their entirety: 1915.3, 1915.4-3, 1915.22 and 1920.55-2.

It Is Further Ordered that the District Court Administrator shall:

1. File one copy of this Rule with the Administrative Office of Pennsylvania Courts via email to adminrules@pacourts.us.

2. File two paper copies and one electronic copy of this Rule in a Microsoft Word format only on a CD-ROM to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.

3. Provide one copy of this Rule to the Monroe County Law Library.

4. Keep such Administrative Local Rules, as well as all local rules of this Court, continuously available for public inspection and copying in the Monroe County Offices of the Prothonotary

a. Upon request and payment of reasonable cost of reproduction and mailing, the Prothonotary shall furnish to any person a copy of any local rule.

5. Arrange to have this Administrative Rule published on the Monroe County Bar Association website at www.monroebar.org.

6. Arrange to have this Administrative Rule, as well as all local rules, published on the 43rd Judicial District website at www.monroepacourts.us.

By the Court

MARGHERITA PATTI-WORTHINGTON,
President Judge

[Pa.B. Doc. No. 18-1108. Filed for public inspection July 20, 2018, 9:00 a.m.]

DISCIPLINARY BOARD OF THE SUPREME COURT

Notice of Disbarment

Notice is hereby given that Marc D'Arienzo (# 68625), having been disbarred in the State of New Jersey, the Supreme Court of Pennsylvania issued an Order on June 29, 2018, disbaring Marc D'Arienzo from the Bar of this Commonwealth, effective July 29, 2018. 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

[Pa.B. Doc. No. 18-1109. Filed for public inspection July 20, 2018, 9:00 a.m.]

DISCIPLINARY BOARD OF THE SUPREME COURT

Notice of Suspension

Notice is hereby given that Barry Jay Beran having been suspended from the practice of law in the State of New Jersey; the Supreme Court of Pennsylvania issued

an Order dated June 29, 2018 suspending Barry Jay Beran from the practice of law in this Commonwealth for a period of three months, effective July 29, 2018. In accordance with Rule 217(f), Pa.R.D.E., since this formerly admitted attorney resides outside the Commonwealth of Pennsylvania, this notice is published in the *Pennsylvania Bulletin*.

JULIA M. FRANKSTON-MORRIS, Esq.,
Secretary

[Pa.B. Doc. No. 18-1110. Filed for public inspection July 20, 2018, 9:00 a.m.]

DISCIPLINARY BOARD OF THE SUPREME COURT

Notice of Suspension

Notice is hereby given that John Andrew Klamo having been suspended from the practice of law in the State of New Jersey; the Supreme Court of Pennsylvania issued an Order dated June 29, 2018 suspending John Andrew Klamo from the practice of law in this Commonwealth for a period of three months, effective July 29, 2018. In accordance with Rule 217(f), Pa.R.D.E., since this formerly admitted attorney resides outside the Common-

wealth of Pennsylvania, this notice is published in the *Pennsylvania Bulletin*.

JULIA M. FRANKSTON-MORRIS, Esq.,
Secretary

[Pa.B. Doc. No. 18-1111. Filed for public inspection July 20, 2018, 9:00 a.m.]

DISCIPLINARY BOARD OF THE SUPREME COURT

Notice of Suspension

Notice is hereby given that William J. Soriano having been suspended from the practice of law in the State of New Jersey; the Supreme Court of Pennsylvania issued an Order dated June 29, 2018 suspending William J. Soriano from the practice of law in this Commonwealth for a period of two years, effective July 29, 2018. In accordance with Rule 217(f), Pa.R.D.E., since this formerly admitted attorney resides outside the Commonwealth of Pennsylvania, this notice is published in the *Pennsylvania Bulletin*.

JULIA M. FRANKSTON-MORRIS, Esq.,
Secretary

[Pa.B. Doc. No. 18-1112. Filed for public inspection July 20, 2018, 9:00 a.m.]
