

THE COURTS

Title 249—PHILADELPHIA RULES

PHILADELPHIA COUNTY

Compensation Rates under Philadelphia County Rule of Judicial Administration *122-12(C); Ad- ministrative Order No. 16 of 2023

Order

And Now, this 25th day of September, 2023, *It Is Hereby Ordered, Adjudged and Decreed* that Compensation rates for court appointed counsel, appointed on or after November 1, 2023 in each Court or Division of the First Judicial District of Pennsylvania as set forth in Phila.R.J.A. *122-12(C), and President Judge General Court Regulation No. 2022-11, are increased by six percent (6%). Following hereto and made part hereof are the amended forms which reflect said increase.

Copies of the amended forms referenced in this Order are appended hereto and shall be available on the Court's website at www.courts.phila.gov/forms.

This Administrative Order shall become effective on November 1, 2023. The original Administrative Order shall be filed with the Office of Judicial Records in a docket maintained for Administrative Orders issued by the President Judge of the Court of Common Pleas, and copies shall be submitted to the Administrative Office of Pennsylvania Courts, and to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*. Copies of the Administrative Order will be provided to American Lawyer Media, *The Legal Intelligencer*, Jenkins Memorial Library and the Law Library for the First Judicial District, and shall be posted on the website of the First Judicial District of Pennsylvania: <http://www.courts.phila.gov>.

By the Court

HONORABLE IDEE C. FOX,
Chair
Administrative Governing Board



First Judicial District of Pennsylvania
Court-Appointed Counsel Payment Voucher/Order
Court Appointments Made On and After November 1, 2023
Trial Division - Criminal
See Phila. R.J.A. *122, *122-11 and *122-12

Form with multiple sections: 1. (A) INVOICE NO. FROM LETTER OF APPOINTMENT, 1. (B) DATE OF APPOINTMENT, 2. ATTORNEY'S LAST NAME, MIDDLE NAME, FIRST NAME, 3. PA ATTORNEY I.D. NO., 4. ATTORNEY ADDRESS, EMAIL ADDRESS, TELEPHONE NUMBER, 5. DEFENDANT'S LAST NAME, MIDDLE INITIAL, FIRST NAME, 6. CPCMS NUMBER, 7. POLICE PHOTO NO., 8. Preparation Fees, 9. Specific Interim Fees, 10. Maximum Fee Case Types, 11(A). Per Diem Fees, 11(B). PER DIEM CHARGES, 12. TOTAL AMOUNT REQUESTED, 13. DATE REPRESENTATION ENDED/ PAYMENT AUTHORIZED, 14. ATTORNEY SIGNATURE, 15. NAME OF TRIAL JUDGE, SIGNATURE OF TRIAL JUDGE, DATE, SIGNATURE OF SJ-AJ-PJ OR DESIGNEE-AS NECESSARY, DATE, FOR USE BY THE CITY OF PHILADELPHIA, MANAGING DIRECTOR'S OFFICE, DATE, FINANCE DEPARTMENT, DATE, CONTROLLER'S OFFICE, DATE.

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

- Line 1: Enter the Invoice Number from Letter of Appointment and the Date of Appointment as they appear on the appointment order.
- Line 2: Enter the court-appointed attorney's LAST Name, MIDDLE, and FIRST Name as it appears on the appointment order.
- Line 3: Enter the attorney's Pennsylvania Attorney ID number.
- Line 4: Enter the attorney's Philadelphia address, which is required by Phila.Crim.R. *122, as it appears on the appointment order, and the attorney's email address and telephone number.
- 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 Police Photo Number.
- Lines 8—11: Check the appropriate Preparation Fees, Specific Interim Fees, Maximum Fees and Per Diem Fees as applicable:
8. Preparation Fees: Check the appropriate Case Type and fill out the Applicable Preparation Fee.
 9. Specific Interim Fees: Check the appropriate Compensable Event(s) and indicate the Date the event occurred.
 10. Maximum Fee Case Types: Enter the Case Type, the Hourly Rate, the Number of Hours expended, and the Total Amount Requested. The court-appointed attorney must attach a detailed Chronological List of Services rendered, as well as copies of any receipts. A Fee Petition and Order are no longer necessary.
 11. Per Diem Charges. Under 11(A), check the appropriate box indicating the Type of Case. Under 11(B), counsel must list each trial or hearing date and indicate whether a full day or a half-day was expended in court. Phila.R.J.A. *122-12 defines a full day as 3 hours or more 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 and Total the per diem charges for Full and Half Days. Time spent in court asking for a defense continuance is not compensable.
- Line 12: Enter the Total Amount requested. For Maximum Fee Case Types, see No. 10 above.
- Line 13: Enter the Date Representation Ended or the Date Payment is Authorized. Unless counsel is permitted to withdraw, the appointment is effective until final judgment. See Pa.R.Crim.P. 122(B)(2).
- Line 14: Sign the Payment Voucher and Date. Failure to sign the Voucher will delay processing of payment.
- Line 15: Enter the name of the Trial Judge. The Trial Judge will enter amount payable to the attorney, which must be left blank on the Order portion of the Voucher. When applicable, the Voucher will be routed by the Quality Assurance Unit to the President Judge, Administrative Judge, Supervising Judge, or their designees.

Please Note

- 1) Phila.R.J.A. *122-11 sets forth the Payment Authorization Process court-appointed counsel must follow when seeking payment. Phila.R.J.A. *122-12 sets forth the compensation rates and timing of requests for compensation.
- 2) The Payment Voucher/Order must be completed by court-appointed counsel and submitted, with all required attachments, including the Appointment Letter and Chronological List of Services Rendered (as applicable), directly to the appropriate judge for review and approval without first being filed with the Quality Assurance Unit ("QAU"), or other applicable filing office or officer.
- 3) Upon approval by the appropriate judge, the original Payment Voucher/Order shall be promptly filed by the attorney of record by email to CriminalVouchers@courts.phila.gov, or in person or by mail to: The Justice Stout Center for Criminal Justice, Information Counter, 2nd Floor, 1301 Filbert Street, Philadelphia, PA 19107. The attorney should keep a copy of the signed Payment Voucher/Order.
- 4) Upon receipt of the Payment Voucher/Order, court-designated staff shall time-stamp and review the Payment Voucher/Order, as provided in Phila.R.J.A. *122-11 and Phila.R.J.A. *122-12. Payment Vouchers/Orders not correctly or appropriately completed or submitted without required attachments will be rejected by designated court-staff and must be corrected and resubmitted.
- 5) Once QAU staff has determined the Payment Voucher/Order has been correctly completed, court-designated staff will submit the Payment Voucher/Order to the City of Philadelphia Managing Director's Office's Counsel Fee Unit ("CFU") for payment. Court-designated staff will notify court-appointed counsel when the Payment Voucher/Order has been submitted to the CFU. Court-designated staff will docket the Payment Voucher/Order and include it as a case record consistent with the Unified Judicial System of Pennsylvania Public Access Policy.
- 6) The City of Philadelphia will issue payment to court-appointed conflict counsel within sixty (60) days of the date the Payment Voucher/Order is submitted by the Court to the City of Philadelphia's Managing Director's Office. Consistent with Phila. Code § 17-1702(1)(b), if payment is delayed, the City of Philadelphia will pay interest on the unpaid amount awarded by the court at the rate of one and one-half percent (1.5%) per month or part of a month until payment is made, unless such delay results from an existing tax lien in accordance with 53 P.S. §§ 16082, 16083.
- 7) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher/Order has been sent to the City of Philadelphia Counsel Fee Unit as noted above. Any payment questions may be directed to:

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

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



First Judicial District of Pennsylvania
 Fees and Procedures Are Applicable Only to Court Appointments
 Made On and After November 1, 2023
Expert Witness Payment Voucher/Order
 See Phila. R.J.A. *122, *122-11 and *122-12

1.(A) INVOICE NO. FROM LETTER OF APPOINTMENT	1.(B) DATE OF APPOINTMENT
--	---------------------------

SECTION 1—ATTORNEY & DEFENDANT INFORMATION

2. ATTORNEY'S LAST NAME	MIDDLE	ATTORNEY'S FIRST NAME	3. ATTORNEY STATE I.D. NO.
4. ATTORNEY ADDRESS (Counsel must maintain their principal office in Philadelphia)		EMAIL ADDRESS	
Philadelphia, PA _____		TELEPHONE NUMBER	
5. DEFENDANT 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

Homicide
 Adult- Non-Homicide
 Juvenile

SECTION 4—EXPERT WITNESS FEES

9. FEE TYPES

Decertification—Mental Health Evaluation: \$ _____ (TBD by Judge).
 Fixed Amount Allowed by the Court: \$ _____. Attached is a copy of the Court Order.
 Compensation on an hourly basis was approved by the Court. Attached is a copy of the Court Order.
 Number of Hours: _____. Hourly Rate: \$ _____. Total Amount Requested: \$ _____.
Must Attach Chronological List of Services Rendered to this Voucher, and any receipts.

Amounts in Excess of \$7,950 must be approved by the Trial Judge, and 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
--	--

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.

10. ATTORNEY 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.

11. EXPERT WITNESS SIGNATURE _____ DATE: _____

FOR COURT USE ONLY—JUDICIAL REVIEW AND APPROVAL

ORDER

The City of Philadelphia is ordered to pay the above-named Expert Witness the sum of \$ _____ found to be reasonable and consistent with Phila.R.J.A. *122-11 and *122-12 connection with the services rendered in connection with the above-referenced case, subject to correction by the QAU or Legal Liaison Unit as noted below:

QAU / LLU Name: _____ Date: _____ Fee Adjusted to \$ _____ due to the following ministerial error:

12. NAME OF TRIAL JUDGE	SIGNATURE OF TRIAL JUDGE	DATE	PJ/AJ/SJ SIGNATURE (When Necessary)	DATE
-------------------------	--------------------------	------	-------------------------------------	------

FOR USE BY THE CITY OF PHILADELPHIA

MANAGING DIRECTOR'S OFFICE	DATE	FINANCE DEPARTMENT	DATE	CONTROLLER'S OFFICE	DATE
----------------------------	------	--------------------	------	---------------------	------

Instructions for the Completion of
Expert Witness Payment Voucher/Order

SECTION 1—ATTORNEY & DEFENDANT INFORMATION

- Line 1: A. Enter the Invoice Number from Letter of Appointment & 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 Philadelphia address, which is required by Phila.Crim.R. *122, as it appears on the appointment order.
 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. When applicable, the Voucher will be routed to the Administrative Judge or Supervising Judge or their designees.

Please Note

- 1) Phila.R.J.A. *122-11 sets for the Payment Authorization Process court-appointed counsel must follow when seeking payment. Phila.R.J.A. *122-12 sets forth the compensation rates and timing of requests for compensation.
- 2) The Payment Voucher/Order must be completed by court-appointed counsel and submitted, with all required attachments, including the Appointment Letter and Chronological List of Services Rendered (as applicable), directly to the appropriate judge for review and approval without first being filed with the applicable filing office or officer.
- 3) Upon approval by the appropriate judge, the original Payment Voucher/Order shall be promptly filed by the attorney of record as follows below. The attorney should keep a copy of the signed Payment Voucher/Order.
 - a. Criminal Cases: by email to CriminalVouchers@courts.phila.gov, or in person or by mail to: The Justice Stout Center for Criminal Justice, Information Counter, 2nd Floor, 1301 Filbert Street, Philadelphia, PA 19107.
 - b. Family Court Cases: by email to FC_Vouchers@courts.phila.gov, or in person or by mail to: The Philadelphia Family Court, Legal Liaison Payment Unit, 11th Floor, 1501 Arch Street, Philadelphia, PA 19102.
- 4) Upon receipt of the Payment Voucher/Order, court-designated staff shall time-stamp and review the Payment Voucher/Order, as provided in Phila.R.J.A. *122-11 and Phila.R.J.A. *122-12. Payment Vouchers/Orders not correctly or appropriately completed or submitted without required attachments will be rejected by designated court-staff and must be corrected and resubmitted by court-appointed counsel.
- 5) Once court-designated staff has determined the Payment Voucher/Order has been correctly completed, they will submit the Payment Voucher/Order to the City of Philadelphia Managing Director's Office's Counsel Fee Unit ("CFU") for payment. Court-designated staff will notify court-appointed counsel and the Expert Witness when the Payment Voucher/Order has been submitted to the CFU. Court-designated staff will docket the Payment Voucher/Order and include it as a case record consistent with the Unified Judicial System of Pennsylvania Public Access Policy.
- 6) The City of Philadelphia will issue payment to court-appointed conflict counsel within sixty (60) days of the date the Payment Voucher/Order is submitted by the Court to the City of Philadelphia's Managing Director's Office. Consistent with Phila. Code § 17-1702(1)(b), if payment is delayed, the City of Philadelphia will pay interest on the unpaid amount awarded by the court at the rate of one and one-half percent (1.5%) per month or part of a month until payment is made, unless such delay results from an existing tax lien in accordance with 53 P.S. §§ 16082, 16083.
- 7) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher/Order has been sent to the City of Philadelphia Counsel Fee Unit as noted above. Any payment questions may be directed to:

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

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



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

*Fees and Procedures Are Applicable Only to Court Appointments
Made On and After November 1, 2023*

Family Court- Delinquent, Abuse & Domestic Relations
*See Phila. R.J.A. *122, *122-11 and *122-12*

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

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

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

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

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

Payment Voucher must be submitted for processing and approval within 90 days of disposition or, for yearly payments, after the calendar year at issue.

7. A. FEES FOR DELINQUENT/ABUSE COURT-APPOINTED REPRESENTATION	
<input type="checkbox"/> Delinquency Felony: \$583.00 <input type="checkbox"/> Delinquency Misdemeanor: \$477.00 <input type="checkbox"/> Rape, IDSI, Juvenile Felony Sex Case*: \$795.00 <i>*Requires 3 CLE @ year and Certification by Family Court</i> <input type="checkbox"/> Consent Decree—at JJSC: \$238.50 <input type="checkbox"/> Delinquent Review—per hearing: \$79.50 Date of Hearing: _____	<input type="checkbox"/> On-Call Counsel-No Appointment: \$371.00 <input type="checkbox"/> Protection from Abuse—D.R.: \$371.00 <input type="checkbox"/> Private Counsel Retained: \$238.50 <input type="checkbox"/> Fifth Amendment Witness: \$238.50 Name of Witness: _____ <input type="checkbox"/> Bench Warrant: \$238.50

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

8. A. FEES FOR ON-CALL COUNSEL—DOMESTIC RELATIONS <input type="checkbox"/> On-Call Counsel—1501 Arch Street—No Appointment: \$371.00 per Daily List	B. DATE OF SERVICE
--	--------------------

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, and I have undergone Court-Appointed Counsel Fee system training. 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.

9. ATTORNEY SIGNATURE _____ DATE: _____	ESIGNATURE (AS APPROPRIATE) _____ DATE _____
---	--

FOR COURT USE ONLY—JUDICIAL REVIEW AND APPROVAL

ORDER

The City of Philadelphia is ordered to pay the above Court-appointed attorney the sum of \$ _____ found to be reasonable and consistent with Phila.R.J.A. *122-11 and *122-12 for services rendered in connection with the above-referenced case, 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	AJ/SJ SIGNATURE (When Necessary)	DATE
----------------------------------	----------------------------------	------	----------------------------------	------

FOR USE BY THE CITY OF PHILADELPHIA

MANAGING DIRECTOR'S OFFICE	DATE	FINANCE DEPARTMENT	DATE	CONTROLLER'S OFFICE	DATE
----------------------------	------	--------------------	------	---------------------	------

**Instructions for the Completion of Attorney Payment Voucher/Order
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 Philadelphia address, which is required by Phila.Crim.R. *122, as it appears on the appointment order.
- 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 Voucher/Order. 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. When applicable, the Voucher will be routed to the Administrative Judge or Supervising Judge or their designees.

Please Note

- (1) Phila.R.J.A. *122-11 sets for the Payment Authorization Process court-appointed counsel must follow when seeking payment. Phila.R.J.A. *122-12 sets forth the compensation rates and timing of requests for compensation.
- (2) All Payment Vouchers must be completed by the court-appointed attorney and submitted with all required attachments, including the Appointment Letter and Chronological List of Services Rendered (as applicable), as follows:
 - (a) Criminal Cases: by email to CriminalVouchers@courts.phila.gov, or in person or by mail to: The Justice Stout Center for Criminal Justice, Information Counter, 2nd Floor, 1301 Filbert Street, Philadelphia, PA 19107.
 - (b) Family Court Cases: by email to FC_Vouchers@courts.phila.gov, or in person or by mail to: The Philadelphia Family Court, Legal Liaison Payment Unit, 11th Floor, 1501 Arch Street, Philadelphia, PA 19102.
 - (c) Municipal Court Traffic Division Cases: in person or by mail to: The Philadelphia Municipal Court Traffic Division, Attorney Filing Unit, 800 Spring Garden Street, Philadelphia, PA 19123.
- (3) Court-designated staff will review the Payment Vouchers/Orders upon receipt, as provided in Phila.R.J.A. *122-11. Payment Vouchers/Orders which have not been correctly or appropriately completed, or submitted without required attachments will be rejected by designated court-staff and must be corrected and resubmitted.
- (4) Court-designated staff will forward appropriately submitted Payment Vouchers/Orders for Judicial Review and approval, and thereafter to the City of Philadelphia for payment. Upon review by and approval by all required Court and City of Philadelphia personnel, the Payment Voucher/Order shall be distributed to all signatories, including the court-appointed attorney and to the Office of Judicial Records, which shall docket the Payment Voucher/Order and include it as a case record consistent with the Unified Judicial System of Pennsylvania Public Access Policy.
- (5) The City of Philadelphia will issue payment to court-appointed conflict counsel within sixty (60) days of the date the Payment Voucher/Order is approved for payment by the Court. Consistent with Phila. Code § 17-1702(1)(b), if payment is delayed, the City of Philadelphia will pay interest on the unpaid amount awarded by the court at the rate of one and one-half percent (1.5%) per month or part of a month until payment is made, unless such delay results from an existing tax lien in accordance with 53 P.S. §§ 16082, 16083.
- (6) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher/Order has been sent to the City of Philadelphia Counsel Fee Unit as noted above. Any payment questions may be directed to:

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

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



First Judicial District of Pennsylvania
 Court-Appointed Counsel Payment Voucher/Order
*Fees and Procedures Are Applicable Only to Court Appointments
 Made On and After November 1, 2023*

Family Court – Dependency
*See Phila. R.J.A. *122, *122-11 and *122-12*

1. A. APPOINTMENT ORDER 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: \$795.00 <input type="checkbox"/> First Hearing: \$212.00 <input type="checkbox"/> Second Hearing: \$212.00 <input type="checkbox"/> Third Hearing: \$185.50 <input type="checkbox"/> Fourth Hearing: \$185.50 <input type="checkbox"/> Remainder: \$ _____ The total Annual Fee shall not exceed \$795.00. If dismissed during the First Year, court-appointed counsel shall be paid the outstanding balance of \$795.00. <input type="checkbox"/> Fifth Amendment Witness: \$238.50 Name of Witness: _____	<input type="checkbox"/> SECOND YEAR <input type="checkbox"/> Dismissal: \$477.00 <input type="checkbox"/> First Hearing: \$132.50 <input type="checkbox"/> Second Hearing: \$132.50 <input type="checkbox"/> Third Hearing: \$106.00 <input type="checkbox"/> Fourth Hearing: \$106.00 <input type="checkbox"/> Remainder: \$ _____ The total Annual Fee shall not exceed \$477.00. If dismissed during the Second Year, court-appointed counsel shall be paid the outstanding balance of \$477.00. <input type="checkbox"/> Fifth Amendment Witness: \$238.50 Name of Witness: _____	<input type="checkbox"/> THIRD & SUBSEQUENT YEARS <input type="checkbox"/> First Hearing: \$79.50 <input type="checkbox"/> Second Hearing: \$79.50 <input type="checkbox"/> Third Hearing: \$79.50 <input type="checkbox"/> Fourth Hearing: \$79.50 <input type="checkbox"/> APPEAL Maximum: \$2,544.00 Out of Court: \$68.90@hour In-Court: \$79.50@hour A detailed attachment must be included setting forth the services rendered and time expended <input type="checkbox"/> Fifth Amendment Witness: \$238.50 Name of Witness: _____

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

8. A. FEES FOR ON-CALL COUNSEL <input type="checkbox"/> On-Call Counsel—1501 Arch Street—No Appointment: \$371.00 per Daily List.	B. DATE OF SERVICE
--	--------------------

9. A. FEES FOR ADOPTION-AP MATTER ONLY <input type="checkbox"/> Fee Requested: \$ _____ Maximum Fee: \$ 2,544.00. Out-of-Court: \$68.90@hour. In-Court: \$79.50@hour A detailed attachment must be included setting forth the services rendered and time expended.	B. DATE REPRESENTATION ENDED/ PAYMENT AUTHORIZED:
--	---

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, and I have undergone Court-Appointed Counsel Fee system training. 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.

10. ATTORNEY SIGNATURE _____ DATE: _____	ESIGNATURE (AS APPROPRIATE) _____ DATE _____
--	--

FOR COURT USE ONLY—JUDICIAL REVIEW AND APPROVAL

ORDER

The City of Philadelphia is ordered to pay the above Court-appointed attorney the sum of \$ _____ found to be reasonable and consistent with Phila.R.J.A. *122-11 and *122-12 for services rendered in connection with the above-referenced case, 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:

11. NAME OF PRESIDING JUDGE/JCHO	PRESIDING JUDGE/JCHO'S SIGNATURE	DATE	AJ OR SJ SIGNATURE (When Necessary)	DATE
----------------------------------	----------------------------------	------	-------------------------------------	------

CITY OF PHILADELPHIA

MANAGING DIRECTOR'S OFFICE	DATE	FINANCE DEPARTMENT	DATE	CONTROLLER'S OFFICE	DATE
----------------------------	------	--------------------	------	---------------------	------

Instructions for the Completion Attorney Payment Voucher/Order
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 Philadelphia address, which is required by Phila.Crim.R. *122, as it appears on the appointment order.
- 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. When applicable, the Voucher will be routed to the Administrative Judge or Supervising Judge or their designees.

Please Note

- 1) Phila.R.J.A. *122-11 sets for the Payment Authorization Process court-appointed counsel must follow when seeking payment. Phila.R.J.A. *122-12 sets forth the compensation rates and timing of requests for compensation.
- 2) All Payment Vouchers must be completed by the court-appointed attorney and submitted with all required attachments, including the Appointment Letter and Chronological List of Services Rendered (as applicable), as follows:
 - (a) Criminal Cases: by email to CriminalVouchers@courts.phila.gov, or in person or by mail to: The Justice Stout Center for Criminal Justice, Information Counter, 2nd Floor, 1301 Filbert Street, Philadelphia, PA 19107.
 - (b) Family Court Cases: by email to FC_Vouchers@courts.phila.gov, or in person or by mail to: The Philadelphia Family Court, Legal Liaison Payment Unit, 11th Floor, 1501 Arch Street, Philadelphia, PA 19102.
 - (c) Municipal Court Traffic Division Cases: in person or by mail to: The Philadelphia Municipal Court Traffic Division, Attorney Filing Unit, 800 Spring Garden Street, Philadelphia, PA 19123.
- 3) Court-designated staff will review the Payment Vouchers/Orders upon receipt, as provided in Phila.R.J.A. *122-11. Payment Vouchers/Orders which have not been correctly or appropriately completed, or submitted without required attachments will be rejected by designated court-staff and must be corrected and resubmitted.
- 4) Court-designated staff will forward appropriately submitted Payment Vouchers/Orders for Judicial Review and approval, and thereafter to the City of Philadelphia for payment. Upon review by and approval by all required Court and City of Philadelphia personnel, the Payment Voucher/Order shall be distributed to all signatories, including the court-appointed attorney and to the Office of Judicial Records, which shall docket the Payment Voucher/Order and include it as a case record consistent with the Unified Judicial System of Pennsylvania Public Access Policy.
- 5) The City of Philadelphia will issue payment to court-appointed conflict counsel within sixty (60) days of the date the Payment Voucher/Order is approved for payment by the Court. Consistent with Phila. Code § 17-1702(1)(b), if payment is delayed, the City of Philadelphia will pay interest on the unpaid amount awarded by the court at the rate of one and one-half percent (1.5%) per month or part of a month until payment is made, unless such delay results from an existing tax lien in accordance with 53 P.S. §§ 16082, 16083.
- 6) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher/Order has been sent to the City of Philadelphia Counsel Fee Unit as noted above. Any payment questions may be directed to:

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

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



First Judicial District of Pennsylvania
 Court Appointments Made On and After November 1, 2023
Investigator Payment Voucher/Order
 See Phila. R.J.A. *122, *122-11 and *122-12

1.(A) INVOICE NO. FROM LETTER OF APPOINTMENT	1.(B) DATE OF APPOINTMENT
--	---------------------------

SECTION 1—ATTORNEY & DEFENDANT INFORMATION

2. ATTORNEY'S LAST NAME	MIDDLE	ATTORNEY'S FIRST NAME	3. ATTORNEY STATE I.D. NO.
4. ATTORNEY ADDRESS (Counsel must maintain their principal office in Philadelphia)		EMAIL ADDRESS	
Philadelphia, PA _____		TELEPHONE NUMBER	
5. DEFENDANT'S/PARTY'S LAST NAME	MIDDLE NAME	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: \$318.00 <input type="checkbox"/> Felony: \$106.00 <input type="checkbox"/> Per Hour: \$42.40 Amounts in Excess of \$795 must be approved by the Trial Judge and the Supervising, Administrative, or President Judge or their designees. Must Attach Chronological List of Services Rendered. See No. 12 below.	10. FAMILY COURT-DELINQUENT <input type="checkbox"/> Initial Fee: \$106 <input type="checkbox"/> Per Hour: \$42.40 Number of Hours: _____ Amounts in Excess of \$530 must be approved by the Trial Judge and the Supervising Judge or Administrative Judge or their designees. Must Attach Chronological List of Services Rendered. See No. 12 below.	11. FAMILY COURT-DEPENDENT <input type="checkbox"/> Initial; Fee: \$42.40 <input type="checkbox"/> Per Hour: \$42.40 Number of Hours: _____ Amounts in Excess of \$530 must be approved by the Trial Judge and the Supervising Judge or Administrative Judge or their designees. 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, TIME EXPENDED AND ANY RECEIPTS.**

13.(A) FEE REQUESTED: \$	(B) AMOUNT PAID TO DATE: \$	(C) OTHER FEE PETITIONS PENDING: <input type="checkbox"/> Yes <input type="checkbox"/> No
--------------------------	-----------------------------	---

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.

14. ATTORNEY 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.

15. INVESTIGATOR SIGNATURE _____ DATE: _____

FOR COURT USE ONLY—JUDICIAL REVIEW AND APPROVAL

ORDER
 The City of Philadelphia is ordered to pay the above named Investigator the sum of \$ _____ found to be reasonable and consistent with Phila.R.J.A. *122-11 and *122-12 for services rendered in connection with the above-referenced case, subject to correction by the Quality Assurance or Legal Liaison Unit as noted below:
 QAU/LLU Name: _____ Date: _____ Fee Adjusted to \$ _____ due to the following ministerial error:

16. NAME OF TRIAL JUDGE	TRIAL JUDGE'S SIGNATURE	DATE	PJ/AJ/SJ SIGNATURE (When Necessary)	DATE
-------------------------	-------------------------	------	-------------------------------------	------

FOR USE BY THE CITY OF PHILADELPHIA

MANAGING DIRECTOR'S OFFICE	DATE	FINANCE DEPARTMENT	DATE	CONTROLLER'S OFFICE	DATE
----------------------------	------	--------------------	------	---------------------	------

Instructions for the Completion of
Investigator Payment Voucher/Order

SECTION 1—ATTORNEY & DEFENDANT INFORMATION

- Line 1: A. Enter the Invoice No. from Appointment Letter & 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 Philadelphia address, which is required by Phila.Crim.R. *122, as it appears on the appointment order.
 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) Phila.R.J.A. *122-11 sets for the Payment Authorization Process court-appointed counsel must follow when seeking payment. Phila.R.J.A. *122-12 sets forth the compensation rates and timing of requests for compensation.
- 2) The Payment Voucher/Order must be completed by court-appointed counsel and submitted, with all required attachments, including the Appointment Letter and Chronological List of Services Rendered (as applicable), directly to the appropriate judge for review and approval without first being filed with the applicable filing office or officer.
- 3) Upon approval by the appropriate judge, the original Payment Voucher/Order shall be promptly filed by the attorney of record as follows below. The attorney should keep a copy of the signed Payment Voucher/Order.
 - (a) Criminal Cases: by email to CriminalVouchers@courts.phila.gov, or in person or by mail to: The Justice Stout Center for Criminal Justice, Information Counter, 2nd Floor, 1301 Filbert Street, Philadelphia, PA 19107.
 - (b) Family Court Cases: by email to FC_Vouchers@courts.phila.gov, or in person or by mail to: The Philadelphia Family Court, Legal Liaison Payment Unit, 11th Floor, 1501 Arch Street, Philadelphia, PA 19102.
- 4) Upon receipt of the Payment Voucher/Order, court-designated staff shall time-stamp and review the Payment Voucher/Order, as provided in Phila.R.J.A. *122-11 and Phila.R.J.A. *122-12. Payment Vouchers/Orders not correctly or appropriately completed or submitted without required attachments will be rejected by designated court-staff and must be corrected and resubmitted by court-appointed counsel.
- 5) Once court-designated staff has determined the Payment Voucher/Order has been correctly completed, they will submit the Payment Voucher/Order to the City of Philadelphia Managing Director's Office's Counsel Fee Unit ("CFU") for payment. Court-designated staff will notify court-appointed counsel and the Investigator when the Payment Voucher/Order has been submitted to the CFU. Court-designated staff will docket the Payment Voucher/Order and include it as a case record consistent with the Unified Judicial System of Pennsylvania Public Access Policy.
- 6) The City of Philadelphia will issue payment to court-appointed conflict counsel within sixty (60) days of the date the Payment Voucher/Order is submitted by the Court to the City of Philadelphia's Managing Director's Office. Consistent with Phila. Code § 17-1702(1)(b), if payment is delayed, the City of Philadelphia will pay interest on the unpaid amount awarded by the court at the rate of one and one-half percent (1.5%) per month or part of a month until payment is made, unless such delay results from an existing tax lien in accordance with 53 P.S. §§ 16082, 16083.
- 7) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher/Order has been sent to the City of Philadelphia Counsel Fee Unit as noted above. Any payment questions may be directed to:

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

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



First Judicial District of Pennsylvania
 Court-Appointed Counsel Payment Voucher/Order
*Fees and Procedures Are Applicable Only to Court Appointments
 Made On and After November 1, 2023*
Philadelphia Municipal Court – Criminal Division
*See Phila. R.J.A. *122, *122-11 and *122-12*

--	--

1(A). INVOICE NO. FROM LETTER OF APPOINTMENT		1(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>) <p align="center">Philadelphia, PA _____</p>			EMAIL ADDRESS	
			TELEPHONE NUMBER	
5. DEFENDANT'S LAST NAME	MIDDLE	FIRST NAME	6. CPCMS NUMBER MC-51-____-____-____	7. POLICE PHOTO NO.

8. FIXED FEE CASES-PAYABLE AT VERDICT <input type="checkbox"/> Municipal Court Trial—Felony: \$477 <input type="checkbox"/> Felony Remand-Trial: \$477 <input type="checkbox"/> Municipal Court Trial—Misdemeanor: \$477 <input type="checkbox"/> Plea Accepted-Diversion-Felony-Treatment Court: \$477 <input type="checkbox"/> Preliminary Hearing Disposition: \$238.50 <input type="checkbox"/> Non-Traffic Summary Offenses: \$159 <input type="checkbox"/> Private Criminal Complaint—Summary: \$159 <input type="checkbox"/> Private Criminal Complaint—Misdemeanor: \$477	9. INTERIM FEES-PAYABLE AT CONCLUSION OF EVENT <input type="checkbox"/> Mental Health Court Status Hearing: \$106 Date: _____ <input type="checkbox"/> Early Bail Review Hearings: \$106 Date: _____ <input type="checkbox"/> Treatment Court Hearing—Status Hearing: \$106 Date: _____ <input type="checkbox"/> Bench Warrant Hearing: \$106 Date: _____ <input type="checkbox"/> Diversion Program Status Hearing: \$106 Date: _____ <input type="checkbox"/> Problem Solving Courts Status Hearing: \$106 Date: _____ <input type="checkbox"/> Contempt Hearing: \$159 Date: _____ <input type="checkbox"/> Violation of Probation/Parole Hearing (VOP): \$159 Date: _____ <input type="checkbox"/> Early Parole Petition: \$265 Date: _____ <input type="checkbox"/> Fifth Amendment Witness: \$159 Name of Witness: _____ <input type="checkbox"/> Status Hearing (Other than any above) \$106 Date: _____ <input type="checkbox"/> Refile of Charges (case disposed) \$ 238.50 Date: _____
--	--

10. TOTAL AMOUNT REQUESTED (AS APPLICABLE): \$ _____	11. DATE REPRESENTATION ENDED/PAYMENT AUTHORIZED:
---	---

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, and I have undergone Court-Appointed Counsel Fee system training. I understand that false statements and/or representations made herein are subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

12. ATTORNEY SIGNATURE _____ DATE: _____

FOR COURT USE ONLY—JUDICIAL REVIEW AND APPROVAL

ORDER

The City of Philadelphia is ordered to pay the above Court-appointed counsel the sum of \$ _____, consistent with Phila.R.J.A. *122-11 and *122-12 for services rendered and found to be reasonable in connection with the above-referenced case as certified by counsel and as approved by the Court, subject to correction by the QAU, as noted below:

QAU Name: _____ Date: _____ Fee Adjusted to \$ _____ due to the following ministerial error:

13. NAME OF TRIAL JUDGE	TRIAL JUDGE'S SIGNATURE	DATE	PJ/SJ SIGNATURE (When Necessary)	DATE
-------------------------	-------------------------	------	----------------------------------	------

FOR USE BY THE CITY OF PHILADELPHIA

MANAGING DIRECTOR'S OFFICE	DATE	FINANCE DEPARTMENT	DATE	CONTROLLER'S OFFICE	DATE
----------------------------	------	--------------------	------	---------------------	------

Instructions for the Completion of Attorney Payment Voucher-
Order Philadelphia Municipal Court—Criminal Division

- Line 1: Enter the Invoice Number from Letter of Appointment and the Date of Appointment as they appear on the appointment order.
- Line 2: Enter the court-appointed attorney’s LAST Name, MIDDLE, and FIRST Name as it appears on the appointment order.
- Line 3: Enter the attorney’s Pennsylvania Attorney ID number.
- Line 4: Enter the attorney’s Philadelphia address, which is required by Phila.Crim.R. *122, as it appears on the appointment order.
- 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 Criminal cases MC-51-CR-(XXXXXXXX)-Year (XXXX)
- Line 7: Enter the defendant’s Police Photo Number.
- Line 8-9: Check the appropriate Fixed Fee Case Type and/or the appropriate Interim Fixed Fee Event(s). For the Interim Fixed Fee Event, please indicate the Date of the Event(s). Time spent in or out of court asking for a continuance is not compensable.
- Line 10: Enter the total amount requested.
- Line 11: Enter the Date Representation Ended or the Date Payment is Authorized. Unless counsel is permitted to withdraw, the appointment is effective until final judgment. See Pa.R.Crim.P. 122(B)(2).
- Line 12: Sign and Date the Payment Voucher. Failure to sign the Voucher will delay processing of payment.
- Line 13: Enter the name of the Trial Judge. The Trial Judge will enter amount payable to the attorney, which must be left blank on the Order portion of the Voucher. When applicable, the Voucher will be routed by the Quality Assurance Unit to the President Judge, Supervising Judge, or their designees.

Please Note

- 1) Phila.R.J.A. *122-11 sets forth the Payment Authorization Process court-appointed counsel must follow when seeking payment. Phila.R.J.A. *122-12 sets forth the compensation rates and timing of requests for compensation.
- 2) The Payment Voucher/Order must be completed by court-appointed counsel and submitted, with all required attachments, including the Appointment Letter and Chronological List of Services Rendered (as applicable), directly to the appropriate judge for review and approval without first being filed with the Quality Assurance Unit (“QAU”), or other applicable filing office or officer.
- 3) Upon approval by the appropriate judge, the original Payment Voucher/Order shall be promptly filed by the attorney of record by email to CriminalVouchers@courts.phila.gov, or in person or by mail to: The Justice Stout Center for Criminal Justice, Information Counter, 2nd Floor, 1301 Filbert Street, Philadelphia, PA 19107. The attorney should keep a copy of the signed Payment Voucher/Order.
- 4) Upon receipt of the Payment Voucher/Order, court-designated staff shall time-stamp and review the Payment Voucher/Order, as provided in Phila.R.J.A. *122-11 and Phila.R.J.A. *122-12. Payment Vouchers/Orders not correctly or appropriately completed or submitted without required attachments will be rejected by designated court-staff and must be corrected and resubmitted.
- 5) Once QAU staff has determined the Payment Voucher/Order has been correctly completed, court-designated staff will submit the Payment Voucher/Order to the City of Philadelphia Managing Director’s Office’s Counsel Fee Unit (“CFU”) for payment. Court-designated staff will notify court-appointed counsel when the Payment Voucher/Order has been submitted to the CFU. Court-designated staff will docket the Payment Voucher/Order and include it as a case record consistent with the Unified Judicial System of Pennsylvania Public Access Policy.
- 6) The City of Philadelphia will issue payment to court-appointed conflict counsel within sixty (60) days of the date the Payment Voucher/Order is submitted by the Court to the City of Philadelphia’s Managing Director’s Office. Consistent with Phila. Code § 17-1702(1)(b), if payment is delayed, the City of Philadelphia will pay interest on the unpaid amount awarded by the court at the rate of one and one-half percent (1.5%) per month or part of a month until payment is made, unless such delay results from an existing tax lien in accordance with 53 P.S. §§ 16082, 16083.
- 7) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher/Order has been sent to the City of Philadelphia Counsel Fee Unit as noted above. Any payment questions may be directed to:

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

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



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

*Fees and Procedures Are Applicable Only to Court Appointments
Made On and After November 1, 2023*

Philadelphia Municipal Court Traffic Division

*See Phila.R.J.A. *122, *122-11 and *122-12*

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 (Counsel must maintain their principal office in Philadelphia)			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 (\$371.00)					
B. APPEAL FROM TRAFFIC DIVISION CASE					
<input type="checkbox"/> Traffic Division Appeal for Trial De Novo in the Court of Common Pleas (\$477.00)					
<input type="checkbox"/> FTA/Bench Warrant Hearing (\$106.00) Date: _____					
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 Voucher/Order which must be filed with the Municipal Court Traffic Division after the Summary Appeal has been disposed.</i>					
A) AMOUNT REQUESTED			DATE REPRESENTATION ENDED		
\$ _____					
<p>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, and I have undergone Court-Appointed Counsel Fee system training. 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.</p>					
6. ATTORNEY SIGNATURE _____			DATE: _____		ESIGNATURE (AS APPROPRIATE) _____
FOR COURT USE ONLY—JUDICIAL REVIEW AND APPROVAL					
ORDER					
<p>The City of Philadelphia is ordered to pay the above Court-appointed attorney the sum of \$_____ found to be reasonable and consistent with Phila.R.J.A. *122-11 and *122-12 for services rendered in connection with the above-referenced case.</p>					
6. TRAFFIC DIVISION ADMINISTRATIVE JUDGE			TRAFFIC DIVISION ADMINISTRATIVE JUDGE'S SIGNATURE		DATE
FOR USE BY THE CITY OF PHILADELPHIA					
MANAGING DIRECTOR'S OFFICE	DATE	FINANCE DEPARTMENT	DATE	CONTROLLER'S OFFICE	DATE

(Rev. 11-01-2023)

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

- Line 1: If applicable, A. Enter the Invoice Number from Letter of Appointment & 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 Philadelphia address, which is required by Phila.Crim.R. *122, as it appears on the appointment order.
- 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 Voucher/Order. 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) Phila.R.J.A. *122-11 sets for the Payment Authorization Process court-appointed counsel must follow when seeking payment.
- 2) Phila.R.J.A. *122-12 sets forth the compensation rates and timing of requests for compensation.
- 3) All Payment Vouchers must be completed by the court-appointed attorney and submitted with all required attachments, including the Appointment Letter and Chronological List of Services Rendered (as applicable), as follows:
Municipal Court Traffic Division Cases: in person or by mail to: The Philadelphia Municipal Court Traffic Division, Attorney Filing Unit, 800 Spring Garden Street, Philadelphia, PA 19123.
- 4) Court-designated staff will review the Payment Vouchers/Orders upon receipt, as provided in Phila.R.J.A. *122-11. Payment Vouchers/Orders which have not been correctly or appropriately completed or submitted without required attachments will be rejected by designated court-staff and must be corrected and resubmitted.
- 5) Court-designated staff will forward appropriately submitted Payment Vouchers/Orders for Judicial Review and approval, and thereafter to the City of Philadelphia for payment. Upon review by and approval by all required Court and City of Philadelphia personnel, the Payment Voucher/Order shall be distributed to all signatories, including the court-appointed attorney and to the Office of Judicial Records, which shall docket the Payment Voucher/Order and include it as a case record consistent with the Unified Judicial System of Pennsylvania Public Access Policy.
- 6) The City of Philadelphia will issue payment to court-appointed conflict counsel within sixty (60) days of the date the Payment Voucher/Order is approved for payment by the Court. Consistent with Phila. Code § 17-1702(1)(b), if payment is delayed, the City of Philadelphia will pay interest on the unpaid amount awarded by the court at the rate of one and one-half percent (1.5%) per month or part of a month until payment is made, unless such delay results from an existing tax lien in accordance with 53 P.S. §§ 16082, 16083.
- 7) Payment status should only be requested from the City of Philadelphia sixty (60) days or more after the Payment Voucher/Order has been sent to the City of Philadelphia Counsel Fee Unit as noted above. Any payment questions may be directed to:

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

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

Title 255—LOCAL COURT RULES

ADAMS COUNTY

Rules of Civil Procedure; Rules of Conduct, Office Standards and Civil Procedure for Magisterial District Judges; Administrative Order No. 14A of 2023

Order of Court

And Now, this 22nd day of September, 2023, after review of proposed Rules changes by the Pennsylvania State Rules Committee, Administrative Order 14 of 2023 issued on June 7, 2023 is hereby *Vacated* and the following new Order 14A of 2023 is *Entered. It Is Ordered* that the Adams County Rules of Civil Procedure 1901, 1902, 1903, 1904, 1905 and 1906 are *Hereby Rescinded* and *Replaced* with the following rules:

ACTION PURSUANT TO PROTECTION FROM ABUSE ACT AND PROTECTION OF VICTIMS OF SEXUAL VIOLENCE OR INTIMIDATION ACT

Rule 1901. Statement of Policy.

It is the purpose and policy of the Court of Common Pleas of Adams County to implement and effectuate the Protection From Abuse Act and the Protection of Victims of Sexual Violence or Intimidation Act, to streamline and facilitate enforcement, and to eliminate procedural obstacles and limitations where justice requires forthright action on the part of law enforcement, the Magisterial District Judge and this Court.

A. Actions for Protection From Abuse shall be commenced and prosecuted in accordance with the provisions of Pa.R.Civ.P. 1901, et seq. and 23 Pa.C.S.A. § 6101 et seq. Actions for Protection of Victims of Sexual Violence or Intimidation shall be commenced and prosecuted in accordance with the provisions of Pa.R.Civ.P. 1951, et seq., and 42 Pa.C.S.A. § 62A01, et seq.

B. Actions seeking emergency relief under the Protection From Abuse Act shall be commenced and prosecuted pursuant to the provisions of Pa.R.Civ.P.M.D.J. 1201 et seq., Adams County Rules of Conduct, Office Standards and Civil Procedure for Magisterial District Judges 1203, 1210 and 1211, and 23 Pa.C.S.A. § 6110 et seq.

C. Actions seeking emergency relief under the Protection of Victims of Sexual Violence or Intimidation Act shall be commenced and prosecuted in accordance with the provisions of Pa.R.Civ.P.M.D.J. 1201, et seq., Adams County Rules of Conduct, Office Standards and Civil Procedure for Magisterial District Judges 1203, 1210 and 1211, and 42 Pa.C.S.A. § 62A09, et seq.

Rule 1901.5. Indirect Criminal Contempt Hearing.

A. Arrest. When the Court is available, a defendant arrested for contempt shall be produced without unnecessary delay before a judge for preliminary arraignment. If arrest occurs when the Court is unavailable, the defendant shall have preliminary arraignment before the on-call Magisterial District Judge. Upon request, defendant shall be provided with an application form for the appointment of a lawyer. Unless scheduled by a court order for a different time, contempt hearings shall be scheduled for 1:00 p.m. on the Wednesday following

preliminary arraignment which is the furthest Wednesday within ten (10) calendar days after the defendant's arrest. Bail shall be set by the Magisterial District Judge with the defendant given an opportunity to post bail. The bail may be subject to special conditions, such as requiring defendant to follow all specified conditions contained in the Protection From Abuse Order.

At the preliminary arraignment, the Magisterial District Judge or Common Pleas Judge shall advise the defendant of the following:

1. A description of the alleged contemptuous acts;
2. That those acts violate a specific Order of Court;

3. Defendant is subject because of the alleged contempt to a prison sentence of six (6) months and a fine of One Thousand Dollars (\$1,000.00);

4. A hearing will be held by a judge on a specified court business day at 1:00 p.m.;

5. Defendant is entitled to be represented by a lawyer in the contempt proceeding and that, if defendant qualifies, a lawyer will be appointed to represent him or her free of charge. The defendant shall be notified that he or she must apply for the appointment of a free counsel, and the Magisterial District Judge shall provide an application form upon request.

B. Private Complaint.

1. Plaintiff may file a private criminal complaint pursuant to 23 Pa.C.S.A. § 6113.1 by filing the complaint in the Prothonotary's Office. The Prothonotary's Office shall, after clocking in the complaint, immediately forward it to the Court Administrator for the scheduling of a hearing. Except in unusual circumstances, hearings will be scheduled in the same manner as in arrest cases and shall be scheduled by court order. Service of the order, once entered, shall be made on the defendant by the Sheriff's Department. No answer shall be required by defendant.

2. Contempt proceedings may be commenced by the filing of a criminal complaint before a Magisterial District Judge. Service shall be accomplished as in other criminal proceedings, by a constable, or police officer. If neither is available, the complaint shall be served by the Sheriff. Upon filing of a private complaint for criminal contempt in the office of a Magisterial District Judge, the Magisterial District Judge shall promptly forward the same to Court Administration who will schedule contempt hearing pursuant to paragraph B(1) above.

Rule 1905. Temporary Orders. Final Hearing. Forms and Notice.

A. Temporary Orders

1. If the petition seeks temporary relief for Protection From Abuse or Protection of Victims of Sexual Violence or Intimidation, and alleges immediate and present danger of abuse to the plaintiff and/or minor children, the petition shall be presented directly to the assigned PFA Judge after filing with the Prothonotary between the hours of 8:00 a.m. through 3:30 p.m. on days the Court of Common Pleas is open for business.

2. The PFA Judge will, at the earliest possible time consistent with his/her schedule, conduct an ex parte temporary hearing with the plaintiff.

3. The PFA Judge shall enter such temporary order, as it deems necessary, to protect the plaintiff and/or minor child(ren) pending final hearing on the petition.

B. Final Hearing

Within ten (10) business days of the filing of a petition for Protection From Abuse or a petition for Protection of Victims of Sexual Violence or Intimidation, or the granting of a temporary order, a final hearing shall be scheduled following Adams County Court administrative rules and policy.

C. Forms and Notice

1. All forms for use in the Protection From Abuse action and the Protection of Victims of Sexual Violence or Intimidation action including notice, petition, temporary protection order and final protection order shall be substantially in the form set forth in Pa.R.Civ.P. 1905 and Pa.R.Civ.P. 1959.

2. If the Magisterial District Judge enters an emergency order, service of the order of protection and emergency petition upon the defendant shall occur in accordance with Pa.R.Civ.P.M.D.J. 1209.

3. If the PFA Judge enters a temporary order, service of the petition and temporary order upon the defendant shall be in accordance with Pa.R.Civ.P. 1930.4. An affidavit of service substantially in the form set forth in Pa.R.Civ.P. 1905(d) shall be filed with the Prothonotary.

It is further Ordered that the Adams County Rules of Conduct, Office Standards and Civil Procedure for Magisterial District Judges are hereby created, and the following Rules enacted:

ACTIONS FOR EMERGENCY PROTECTIVE RELIEF

Rule 1203. Limitation on Jurisdiction.

Emergency orders for protection pursuant to either the Protection From Abuse Act or Protection of Victims of Sexual Violence or Intimidation Act may be issued by a Magisterial District Judge at the following times:

A. on Monday through Friday from 3:30 p.m. to 8:00 a.m. on the next day the Court of Common Pleas is open for business;

B. during weekend periods, from 3:30 p.m. on Friday (or otherwise, 3:30 p.m. on the last day of the week on which the Court of Common Pleas is open for business) to 8:00 a.m. on the next day the Court of Common Pleas is open for business; and

C. during any holiday and at any other time that all Judges are declared to be unavailable, or the Court of Common Pleas of Adams County is not open for business by Administrative Order entered by the President Judge.

Rule 1210. Duration of Emergency Protection Orders.

If an emergency order of protection has issued pursuant to either the Protection From Abuse Act

or Protection of Victims of Sexual Violence or Intimidation Act, the plaintiff shall be informed of the following:

A. that the Magisterial District Judge's emergency order will expire at the close of the next Court of Common Pleas business day and, that a further temporary order may be issued only by a Judge of the Court of Common Pleas of Adams County;

B. if the plaintiff seeks the issuance of a temporary order, on the next Court of Common Pleas business day, the Plaintiff shall prepare and file a petition in the form required by the Rules of Civil Procedure and shall appear before a Judge of the Court of Common Pleas.

C. if the plaintiff requests the issuance of a temporary order, the next business day in the Court of Common Pleas, a Judge will, at the earliest possible time consistent with his/her schedule, conduct an ex parte temporary hearing with the plaintiff.

Rule 1211. Certification to Court of Common Pleas.

A certification of the Magisterial District Judge's record for emergency order shall be forwarded to Court Administration by 8:30 a.m. the next business day, who shall immediately file the record with the Prothonotary's Office so that the record is available to the Court of Common Pleas.

These rules shall become effective after all the provisions of the Pennsylvania Rules of Judicial Administration 103 are met, to include the following:

1. A certified copy of this Order shall be submitted to the Civil Procedural Rules Committee for review.

2. Upon receipt of a statement from the Civil Procedural Rules Committee that the local rules are not inconsistent with any general rule of the Supreme Court, two (2) certified copies of this Order together with a computer diskette that complies with the requirement of 1 Pa. Code § 13.11(b), or other compliant format, containing the text of the local rule(s) adopted hereby shall be distributed to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.

3. One (1) certified copy of this Order shall be forwarded to the Administrative Office of the Pennsylvania Courts.

4. A copy of the proposed local rules shall be published on the 51st Judicial District website.

5. This Order shall be filed in the Office of the Prothonotary of Adams County and a copy thereof shall be filed with the Adams County Clerk of Courts and the Adams County Law Library for inspection and copying.

6. The effective date of the local rules shall be thirty (30) days after publication in the *Pennsylvania Bulletin*.

By the Court

MICHAEL A. GEORGE,
President Judge

[Pa.B. Doc. No. 23-1356. Filed for public inspection October 6, 2023, 9:00 a.m.]

SUPREME COURT**Reaccreditation of the National Board of Trial
Advocacy as a Certifying Organization for Civil
Trial Advocacy and Criminal Trial Advocacy; No.
239 Disciplinary Rules Docket****Order***Per Curiam*

And Now, this 26th day of September, 2023, upon consideration of the recommendation of the Pennsylvania Bar Association Review and Certifying Board, the National Board of Trial Advocacy is hereby reaccredited as a certifying organization for civil trial advocacy and criminal trial advocacy for a period of five years, commencing June 1, 2024.

[Pa.B. Doc. No. 23-1357. Filed for public inspection October 6, 2023, 9:00 a.m.]
