

Notice to the Bar  
Assigned Counsel Fee Invoices

The Philadelphia Family Court and the First Judicial District of Pennsylvania recognizes the services provided by its assigned counsel. As part of that service, the Family Court Assigned Counsel is reminded of the importance of the timely and accurate submission of their fee invoices. Due to the reoccurring nature of Dependency and Delinquency hearings and with assigned counsel appointed until withdrawn by the Court, the immediate submission of fee invoices is essential to maintaining an accurate payment history of appearances at billable hearings and adjudications.

Therefore, upon consideration of the above, Administrative Judge Kevin Dougherty and Deputy Court Administrator Kevin Cross have directed the Legal Liaison Office and the Counsel Fees Payable Unit not to accept any fee invoice submitted or timestamped forty-five (45) days after a billable or adjudicatory hearing date. No fee invoice will be processed by Counsel Fees Payables without a timestamp from the Legal Liaison Office, and no assigned counsel fee invoice will be processed for payment that is submitted or time stamped forty-five (45) days after the billable event.

Any invoice submitted after forty-five (45) days will be returned to the attorney without the possibility of future reimbursement for that particular hearing.

Your attention and adherence to this directive is appreciated.

Honorable Kevin M. Dougherty  
Administrative Judge, Family Division

Kevin A. Cross  
Deputy Court Administrator, Fiscal Services