

# **COURT OF COMMON PLEAS**



**ALLEGHENY COUNTY**

**PITTSBURGH, PENNSYLVANIA**

**15219**

## **Allegheny County Court of Common Pleas – Family Division**

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### **PAYMENT PROCEDURES FOR DEPENDENCY AND DELINQUENCY APPOINTMENTS**

Thank you for accepting appointments in Dependency and Delinquency cases. For consistency and ease of payment, please adhere to the payment procedures set forth below.

#### **I. Appointments and Fee Schedule**

- After accepting an appointment, attorneys must enter an appearance on the record in PACFILE within five business days of accepting the appointment.
- Attorney Case lists must be submitted by email on a quarterly basis or when requested by Court Administration.
- The fee schedule is as follows:

<b>Full Day</b> Court Appearance (over 3.5 hours)	<b>\$500.00</b>
<b>Half Day</b> Court Appearance (up to 3.5 hours)	<b>\$250.00</b>
<b>Necessary Preparation</b>	<b>\$80.00 per hour</b>

- Extraordinary expenses or fees should not be incurred unless preapproved by the Court through the filing of a motion. These items must be itemized in the invoice.
- Attorneys are permitted to bill for materials related to large briefs such as printing and/or binding for appellate purposes only. These items must be itemized in the invoice.
- Attorneys are not permitted to double-bill for Half-Court or Full-Court days.
  - For example, if an attorney appears in court for 2 hours on a case with multiple clients or appears on behalf of one client with multiple cases, the attorney may only bill one \$250 fee (the half day rate). Similarly, if an attorney spends 3 hours preparing for a matter where the attorney represents 2 children, the attorney may not bill 3 hours for one child and also bill 3 hours for the other child; the time must be divided between the 2 cases.
  - Any pre or post hearing consultation with a client shall be included in the Court time and cannot be billed separately.
- Administrative work including, but not limited to, calendaring, mailing, data entry tasks, filing, and daily office expenses shall not be billed.
- Invoices with duplicate work items are not permitted.
- Internal communication with staff shall not be billed.
- Travel cannot be billed unless it is for a home visit or other visitation with a client.
- Items billed after the date of case closure are not permitted.

## **II. Billing**

- Attorneys should submit an invoice monthly if work was performed in the month. You may submit in-court time and preparation time on the same invoice if the invoice is itemized. Please do not include more than one represented party on an invoice; each case should have its own invoice.
- Invoice numbers cannot be repeated and used on multiple invoices.

- The invoices must use initials instead of the party's full name.
- Invoices shall be submitted for payment no later than **60** days from the completed month when work was performed. If an invoice is denied, the attorney must resubmit the invoice within 30 days of the date of denial.
- Invoices for **dependency and delinquency cases must be submitted SEPARATELY**. Please do NOT include dependency matters and delinquency matters on the same invoice submission.
- Invoices shall be submitted electronically through the 5<sup>th</sup> Judicial District's Family Division website, Dependency tab, at [Forms - Fifth Judicial District of Pennsylvania \(alleghenycourts.us\)](https://www.alleghenycourts.us/forms) for **both** Delinquency and Dependency cases.
- There are 2 options for submission: Invoice Upload (uploading an existing invoice) or Invoice Creation (inputting information to create an electronic invoice).
- Instructions for electronic invoice submission are appended to this policy.
  - Appendix A- Invoice Upload and Creation
- Attorneys are required to add the following documents to the invoice submission:
  - A copy of the Appointment Order
  - Original receipts and Court Order approving any expenses
  - Invoice detailing dates of services, services performed, and time spent (if the Upload Invoice option is chosen for submission)

### III. Review

- Administration will review and approve or deny the invoice. If approved, it will be sent to the Judge of Record and then the Administrative Judge for review and approval.
- Invoices will then be processed for payment.

- If an invoice is denied, the submitting attorney will be notified via email to the email address submitted with the invoice and must resubmit the invoice within 30 days of the date of denial.

**Effective Date: April 10, 2025.**

**These guidelines are subject to change at any time and do not cover all possible scenarios or work items.**

## **APPENDIX A: Submitting Invoices**

### Overview

If an attorney produces through their own means an invoice, it can be uploaded to an invoice attachment by the process below. From the Fifth Judicial District's Family Division webpage, an attorney shall complete and submit an electronic invoice or import an invoice into an attachment. The invoice attachment can be found here: [Forms - Fifth Judicial District of Pennsylvania \(alleghenycourts.us\)](https://www.alleghenycourts.us/forms)

- To upload an existing invoice, click “Conflict Counsel Invoice Import.”
- To create an invoice on the Court’s website, click “Conflict Counsel Invoice.”

### Attorney completion of the online form

As stated above, attorneys shall complete and submit an online invoice for payment as Conflict Counsel. An example form can be found below:

This form is connected to our OnBase and CPCMS systems. Attorneys must complete all information denoted with an asterisk (\*) and attach a PDF copy of their corresponding Order for Appointment as Counsel.

If an attorney is submitting extraordinary fees, the court order approving the expenses and receipts must be attached.

To make the process more efficient, the form uses a Disciplinary Board lookup to prepopulate attorney information based upon a Supreme Court ID number. Simply enter a Supreme Court identification number in the field and the primary work information as stored by the Disciplinary Board will appear in the corresponding fields. If any of this information is incorrect, it can be edited in the form. Permanent corrections must be made through the Disciplinary Board.

The invoice amount must exactly match that of the electronic form. Upon completion of the form, click submit. Court administration will be automatically notified of the request.

PAPER INVOICES WILL NOT BE ACCEPTED.