

**ORPHANS' COURT FILING PROCEDURE AND INSTRUCTIONS  
REQUESTS FOR ATTORNEY COMPENSATION  
IN VOLUNTARY AND INVOLUNTARY  
TERMINATION OF PARENTAL RIGHTS MATTERS FOR PARENTS**

*In recognition of the fact that the procedures of the Juvenile Division differ from those of the Orphans' Court Division regarding request for attorney compensation for services rendered pursuant to court appointments, set forth below is the **Orphans' Court Procedure** for all attorneys who are appointed by the Orphans' Court Division as either guardians ad litem or as counsel in parental termination cases.*

**STEP 1: Complete the Following Forms**

**Note:** Unlike any other pleading in the case, these forms must use the minor's initials only and Orphans' Court captions and file numbers, not dependency captions/file numbers.

- *Certification of Contract Attorney Time Spent on Parental Termination Case*  
(Page 2 of this document)
- *Exhibit A*  
(Page 4 of this document)

**STEP 2: Attach Exhibits**

The following **must** be attached as exhibits to each *Certification of Contract Attorney Time Spent on Parental Termination Case* submitted:

- Exhibit A - An itemized statement of services rendered on letterhead that includes the date, description of services and time expended, and a reference to the case number and the minor's initials.
- Exhibit B – If applicable, a compilation of copies of receipts for any costs advanced with a reference to the case number and the minor's initials

**STEP 3: FILE with Clerk of Orphans' Court**

File directly with the Clerk of the Orphans' Court Division located in Room 123, on the 1<sup>st</sup> floor of the Lehigh County courthouse, 455 West Hamilton Street, Allentown PA 18101 **DO NOT** submit requests for attorney compensation to the chambers of the appointing judge, to the juvenile court operations officer, or to court administration.

IN THE COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION

In re: Termination of Parental Rights to :  
: File Nos.  
:  
:  
:  
:

**Certification of Contract Attorney Time Spent on Parental Termination Case  
for the period \_\_\_\_\_ through \_\_\_\_\_**

I. Attorney Information

Name: \_\_\_\_\_

Office phone number: \_\_\_\_\_ Office fax number: \_\_\_\_\_

Email: \_\_\_\_\_

Office address: \_\_\_\_\_

\_\_\_\_\_

Counsel for:

II. Case Information

Assigned Judge:

Hearing type and dates:

§2501 Voluntary relinquishment

Hearing date: \_\_\_\_\_

§2511 Involuntary termination

Hearing date[s]: \_\_\_\_\_

Appeal of:

Mother

Father

I certify that I spent \_\_\_\_\_ hours and advanced costs totaling \_\_\_\_\_ in the above case during the period \_\_\_\_\_, through \_\_\_\_\_, which time and costs are more fully described in the itemized statement of services rendered and costs advanced that is attached hereto as Exhibit A; receipts for costs advanced, if any, are attached as collective Exhibit B. This expenditure of time and costs was reasonable and necessary to fully represent the interest of the client.

Date: \_\_\_\_\_

Signature of counsel: \_\_\_\_\_

