

**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 1st 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 re: Termination of Parental Rights to	:
	: File Nos.
	:
	:
	:
	:
	:

☐ 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: _____

Phone: _____ Fax: _____

Exhibit A

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

Services Rendered and Costs Advanced as Court-Appointed Counsel for

Date:	Description of Professional Services Rendered:	Hours:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total hours:		_____

Date:	Description of Costs Advanced (Attach receipts)	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total costs:		_____