

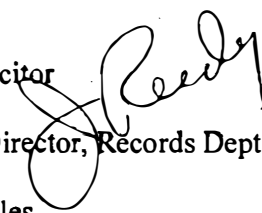
MEMORANDUM

City of Philadelphia
Date: 1/31/12

TO: Shelly Smith, City Solicitor
Donna Mouzayck, First Deputy City Solicitor

FROM: Jeanne Reedy, Administrative Services Director, Records Dept.

SUBJECT: Law Department Regulation: Fee Schedules



The above Regulation promulgated by the City of Philadelphia Law Department was received in the Department of Records on 12/28/11 for filing and advertising. Inasmuch as there were no requests for hearings, this Regulation became effective midnight 1/27/12.

Memorandum

City of Philadelphia

Date: 12/28/11

To: Shelley Smith, City Solicitor
Donna Mouzayck, First Deputy City Solicitor

From: Jeanne Reedy, Administrative Services Director, Records Dept.

Subject: Law Department Regulation: Fee Schedules



The above Regulation promulgated by the City of Philadelphia Law Department was received in the Department of Records on 12/28/11 for filing and advertising. If there are no requests for hearings this Regulation will become effective midnight 1/27/12.

NOTICE IS HEREBY GIVEN, under Philadelphia Home Rule Charter Section Number 8-407 and 7-400 that on December 28, 2011 Law Department Regulation: Fee Schedules

promulgated by the City of Philadelphia Law Department were filed with the Department of Records, Room 158, City Hall. Anyone affected thereby may file written request for hearing with the Department of Records within thirty (30) days from the above date.

Joan T. Decker
Commissioner of Records

Cc: THE INQUIRER
THE DAILY NEWS
THE LEGAL INTELLIGENCER

Memorandum

City of Philadelphia

Date: 12/28/11

To: Toni Martinez, Advertising Supervisor
From: Jeanne Reedy, Administrative Services Director
Subject: Law Department Regulation: Fee Schedules

The attached forms provide an exact copy of the subject for insertion in the three Philadelphia newspapers with the largest paid circulation as required under Section 8-497 of the Philadelphia Home Rule Charter.

We request that the insertion appear as soon as possible.

It will be necessary to inform the three newspapers to furnish us with a notarized original affidavit of proof of this publication within a week after it has been published.

Please acknowledge receipt of this advertisement by signing the enclosed copy of this memorandum and returning it to us.

Thank you.

Received In Procurement By: Jane McKin Date: 12-29-11



City of Philadelphia

LAW DEPARTMENT
One Parkway
1515 Arch Street
17th Floor
Philadelphia, PA 19102

MEMORANDUM

TO: Joan Decker, Records Commissioner
Lillie Lawrence, Records Department

FROM: Donna Mouzayck, First Deputy City Solicitor 
for Shelley R. Smith, City Solicitor

DATE: December 27, 2011

SUBJECT: Law Department Regulation: Fee Schedules

Pursuant to Section 8-407 of the Charter, I hereby file with the Department of Records the attached REGULATION OF THE CITY OF PHILADELPHIA LAW DEPARTMENT: FEE SCHEDULES. This proposed Regulation is legal and in proper form. Please give the appropriate public notice and please advise me whether a hearing is requested and when this regulation becomes effective.

If you have any questions, please contact me directly at 3-5005.

768366

DEPARTMENT OF RECORDS
2011 DEC 28 PM 4:11

Regulation of The City of Philadelphia Law Department:

Fee Schedules

Pursuant to Chapter 17-700 of The Philadelphia Code, the City Solicitor hereby establishes the following schedule of fees for Document Preparation and for Private Tax Opinions.

SECTION 1. Document preparation.

(a) Pursuant to Section 17-702(2), for the preparation by the Law Department of contracts, bonds, deeds, instruments, leases, licenses, easements, or other agreements, or any amendments to any such documents, the fee shall be as follows:

VALUE OF DOCUMENT	FEES (IN DOLLARS)			
	for-profit entities		nonprofit entities	
	initial documents	amendments	initial documents	amendments
\$0 - \$30,000	50	50	50	50
\$30,001 - \$100,000	200	170	100	85
\$100,001 - \$500,000	500	340	200	170
\$500,001 - \$1,000,000	900	520	300	260
Over \$1,000,000	1,500	1,000	500	500

"Initial documents" include all documents other than amendments.

(b) Notwithstanding the above: There shall be no fee to the Law Department for miscellaneous or direct purchase orders; for contracts subject to the lowest responsible bidder requirements of Section 8-200(1) of the Home Rule Charter; for cooperative purchase agreements subject to Section 8-200(4) of the Charter; or for amendments thereto. No fee shall be charged to any governmental entity, including any authority.

(c) The Law Department will charge only one fee per transaction.

(d) The Law Department may grant a full or partial waiver of any of the above fees in exceptional cases for good cause shown (*e.g.*, grant restrictions), in the discretion of the City Solicitor or the City Solicitor's designee.

(e) The Law Department reserves the right to collect up to twice the stated fee if extensive negotiation is required following notice from the City to the recipient of the document.

(f) The Document Preparation Fee Schedule set forth in Section 17-702(1) of The Philadelphia Code is hereby superseded.

SECTION 2. Private Tax Opinions

(a) Pursuant to Section 17-703(5) of The Philadelphia Code, for written opinions of the Law Department, issued in response to a taxpayer's request, as to the taxpayer's liability under the tax laws with respect to a particular transaction or situation described in the taxpayer's request, a person requesting a private tax opinion, as described above and in Section 17-703 of The Philadelphia Code, shall pay a fee of \$1,500 for any opinion concerning or including consideration of the Realty Transfer Tax, and \$1,000 for any other tax-related opinion. The fee shall be due and payable at the time of the request.

(b) In addition to the fee set forth in paragraph (a) above, the person requesting a private tax opinion shall pay a fee of \$2,000 if the Law Department honors a request that the private tax opinion be issued on an expedited basis within 20 days of receipt of a complete and properly filed request. The fee shall be due and payable prior to the issuance of the opinion.

(c) The Law Department may grant a full or partial waiver of any of the above fees in exceptional cases for good cause shown, in the discretion of the City Solicitor or the City Solicitor's designee.

(d) Tax clearance certificates are generally available on-line from the Department of Revenue. Where a tax clearance certificate is unavailable from Revenue, the Law Department may provide such a certificate, in its discretion, without charge.

(e) Any private tax opinion request may be withdrawn at any time before a private tax opinion has been issued; however, withdrawing the request will not entitle the requester to a fee refund unless the opinion remains outstanding more than 120 business days after the Law Department received a properly filed request. No fee is refundable once a private tax opinion has been issued, regardless of the conclusions of the opinion.

(f) The Private Tax Opinion Fee Schedule set forth in Section 17-703(4) of The Philadelphia Code is hereby superseded.

Approved: *Dorva J. Mager*

DEPARTMENT OF REVENUE
2011 DEC 28 PM 4:11

Records Department

NOTICE IS HEREBY GIVEN,
under Philadelphia Home Rule
Charter Section Number 8-407
and 7-400 that on December 28,
2011 Law Department Regula-
tion: Fee Schedules promulgated
by the City of Philadelphia Law
Department were filed with the
Department of Records, Room
158, City Hall. Anyone affected
thereby may file written request
for hearing with the Department
of Records within thirty (30) days
from the above dated.

JOANT. DECKER
Commissioner of Records
1-4-1*