

CJA-24 Authorization of Transcript Request

Step
1

Click the Appointment List case number link on the Attorney Home page.

Figure 1: Appointment List on Attorney Home Page

The screenshot shows the Attorney Home Page with the following sections:

- Navigation Bar:** Home, Operations, Reports, CMECF, Links, Help, logout
- Home Section:** Includes a photo of hands typing and the word "ATTORNEY".
- Welcome Message:** "Welcome Andrew Anders:" with links for "My Profile", "View", and "Search".
- My Active Documents:** A table with columns for Case, Defendant, and Type.

Case	Defendant	Type
1:14-CR-08805-AA Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders
- Appointments' List:** A table with columns for Appointments and Defendant.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-BB Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step
2

Select the **AUTH-24 Create** link on the left panel - on the **Appointment Info** screen.

Figure 2: Create Auth-24 link on Appointment Info Screen

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Operations', 'Reports', 'CMECF', 'Links', 'Help', and 'logout'. The main content is split into two columns. The left column has a blue header 'Appointment' and contains a summary of the appointment, a 'View Representation' link, and a 'Create New Voucher' section. The 'Create New Voucher' section lists several voucher types: AUTH, AUTH-24, CJA-20, CJA-21, and CJA-22. The 'AUTH-24' voucher type is highlighted with a red rectangular box. The 'AUTH-24' entry includes the text 'AUTH-24' and 'Create' in blue, followed by the description 'Authorization for payment of transcript'. The right column has a yellow header 'Appointment Info' and contains a table with appointment details. The table has two columns and several rows. The first row contains '1. CIR./DIST./DIV.CODE' (0101) and '2. PERSON REF' (Thomas Wats). The second row contains '3. MAG. DKT/DEF NUMBER' and '4. DIST. DKT/DI' (1:14-CR-0880). The third row contains '7. IN CASE/MATTER OF(Case Name)' (USA v. Watson) and '8. PAYMENT C.' (Felony (includ of alleged felo). The fourth row contains '11. OFFENSE(S) CHARGED' (42:2131.F ATOMIC ENERGY LICENSE REQUI). The fifth row contains '12. ATTORNEY'S NAME AND MAILING ADDRESS' (Andrew Anders - Bar Number: 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623). The sixth row contains '13. LAW FIRM NAME AND MAILING ADDRESS'. Below the table is a section titled 'Vouchers on File' with a sub-header 'To group by a particular Header, drag the column' and two columns: 'Case' and 'Defendant'.

Case	Defendant

Step
3

Enter the details of the transcript required on the **Basic Info** screen.

Figure 3: Basic Info screen of the CJA24 Authorization.

Basic Info		VOUCHER NUMBER
1. CIR. DIST/ DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER Of (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES		10. REPRESENTATION TYPE Criminal Case
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

Proceeding Transcript To Be Used: [Dropdown]

Proceeding To Be Transcribed: [Dropdown]

Apportioned Cost (%): [Input]

Apportioned Case and Defendant: [Input]

Special Transcript Handling: [None] [Dropdown]

Transcripts:
 Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date: [Input]

Nunc Pro Tunc Date: [Input]

« First < Previous Next > Last » Save Delete Draft

Notes:

- Fill in the details for the transcript you are requesting. The required items are marked with a red asterisk.
- You may attach any relevant supporting documents on the **Documents** tab.

Figure 4: Special Transcript Handling drop-down list.

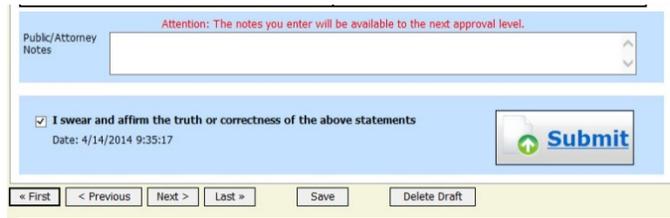
None
14-day
Expedited
Daily
Hourly
Realtime Unedited

Step 4

Confirm and Submit the CJA24 Authorization.

Once you have selected the “I swear...” check box, the **Submit** button will become active. Click **Submit**.

Figure 5: The Submit button on the Confirmation tab.



The screenshot displays a web form interface for the CJA24 Authorization Confirmation tab. At the top, a red alert message reads: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes". A confirmation section contains a checked checkbox with the text "I swear and affirm the truth or correctness of the above statements" and a timestamp "Date: 4/14/2014 9:35:17". To the right of this section is a prominent "Submit" button with a green arrow icon. At the bottom of the form, there are navigation buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".