

# CJA24 Authorization of Transcript Requests

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 interface. At the top, there is a navigation bar with links for Home, Operations, Reports, CMECF, Links, Help, and logout. Below the navigation bar, there is a header section with a photo of hands typing and the word "ATTORNEY". To the right of the photo, there is a welcome message: "Welcome Andrew Anders:" with links for "My Profile", "View", and "Search".

Below the header, there is a section titled "My Active Documents" with a table containing the following data:

Case	Defendant	Type
<a href="#">1:14-CR-08805-AA</a> Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders

Below the "My Active Documents" section, there is a section titled "Appointments' List" with a table containing the following data:

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

The appointment for case 1:14-CR-08806-BB is highlighted with a red box.

Step  
2

Select the Create Auth-24 link on the left-hand menu of 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 area 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' (Authorization for Expert and other Services), 'AUTH-24' (Authorization for payment of transcript), 'CJA-20' (Appointment of and Authority to Pay Court-Appointed Counsel), 'CJA-21' (Authorization and Voucher for Expert and other Services), and 'CJA-20' (Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court). The 'AUTH-24' option is highlighted with a red box. The right column has a yellow header 'Appointment Info' and contains a table with fields for case information, including '1. CIR./DIST./DIV.CODE', '2. PERSON REF', '3. MAG. DKT/DEF NUMBER', '4. DIST. DKT/DE', '7. IN CASE/MATTER OF(Case Name)', '8. PAYMENT C', '11. OFFENSE(S) CHARGED', '12. ATTORNEY'S NAME AND MAILING ADDRESS', and '13. LAW FIRM NAME AND MAILING ADDRESS'. Below this is a 'Vouchers on File' section with a table header for 'Case' and 'Defendant'.

Step  
3

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

Figure 3: Basic Info screen of the CJA24 Authorization.

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.

## Step 4

**Confirm and Submit the CJA24 Authorization.**

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

Figure 5: The Submit button on the Confirmation tab.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements  
Date: 4/14/2014 9:35:17

Submit

<< First < Previous Next > Last >> Save Delete Draft

**Note:** Once the requested transcript has been filed, the Court Reporter will submit the CJA 24 Voucher to the attorney for certification that the transcript was received.