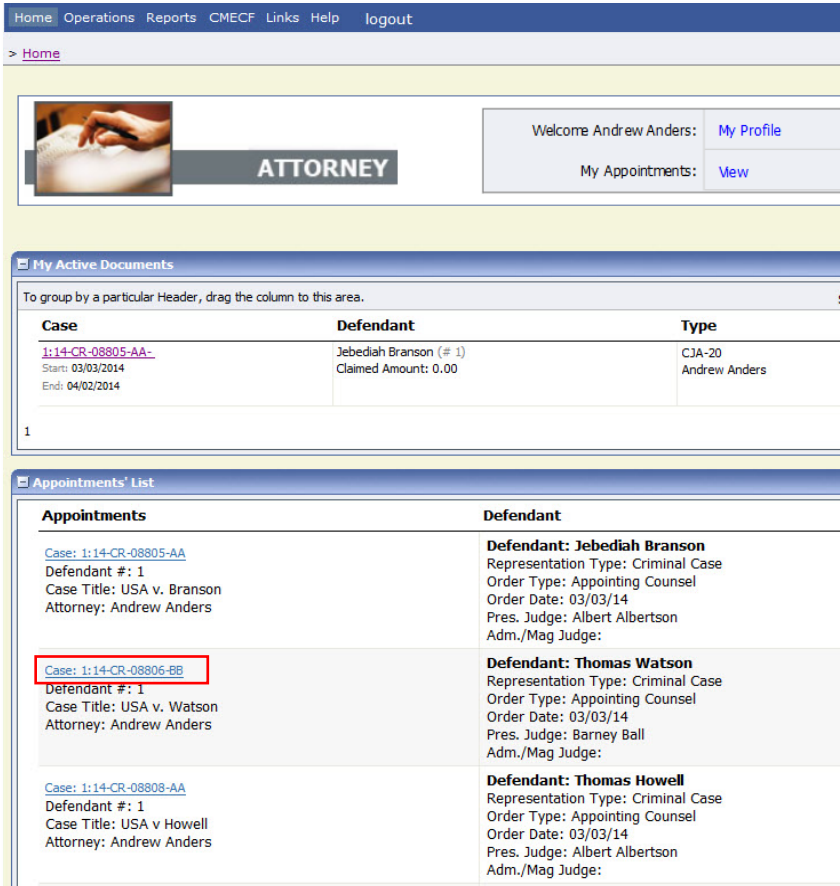


## CJA-24 Authorization of Transcript Request

Step  
1

On the **Home** page, click the case number link in the **Appointments' List** folder.

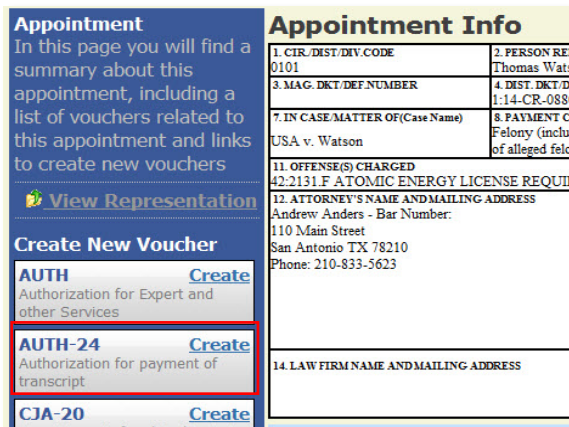
Figure 1: Appointments' List on Attorney Home Page



Step  
2

On the left side of the **Appointment Info** page, under **Create New Voucher**, click the **Create** link for AUTH-24.

Figure 2: AUTH-24 Create Link on Appointment Info Page



Step  
3

On the **Basic Info** page, enter the required details of the transcript.

Figure 3: Basic Info Page of the CJA-24 Authorization

**Notes:**

- Fill in the details for the transcript you are requesting. The required items are marked with a red asterisk. Detailed instructions can be found on the U.S. Courts Forms Page: <http://www.uscourts.gov/forms/vouchers>
- You may attach any relevant supporting documents on the **Documents** tab.

**Select Special Transcript Handling**

Special Transcript Handling has a default of 'None'; if special handling is needed, choose the type of transcript handling from the drop-down list.

Figure 4: Special Transcript Handling List

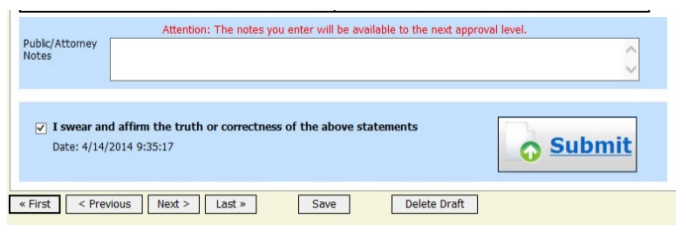


## Step 4

**Confirm and submit the CJA-24 Authorization.**

Once you have selected the '**I swear and affirm the truth or correctness of the above statements**' 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 confirming a CJA-24 Authorization. At the top, a red warning 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 checked checkbox is labeled "I swear and affirm the truth or correctness of the above statements", with a date and time stamp "Date: 4/14/2014 9:35:17" below it. To the right of the checkbox 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".