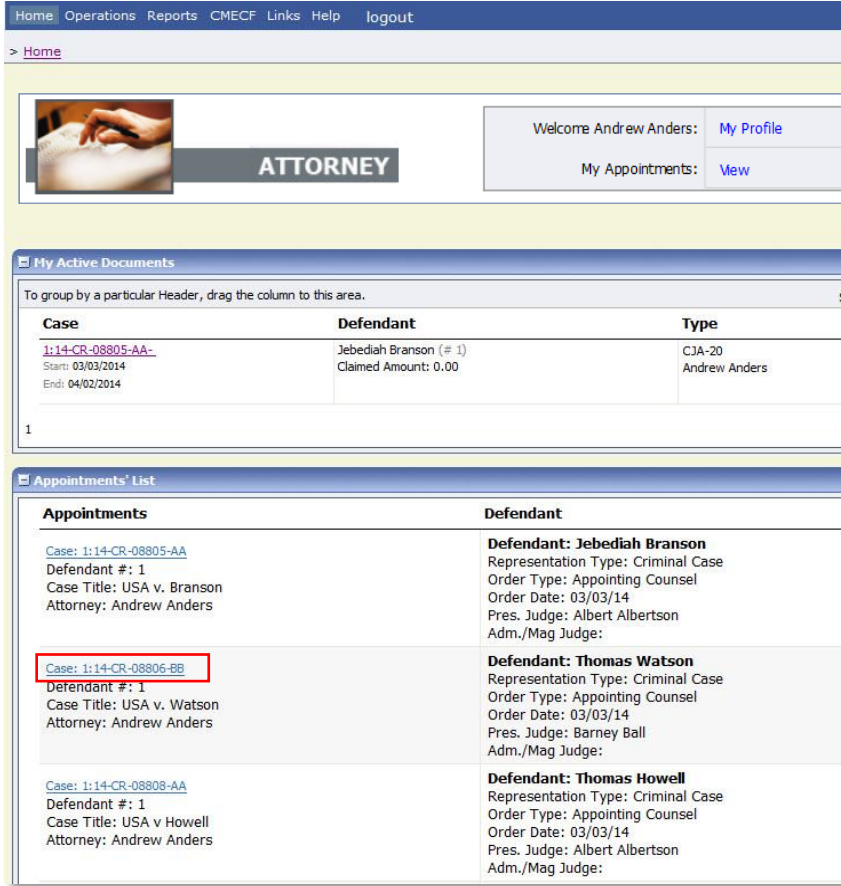


# CJA-24 Authorization of Transcript Request

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. 'Proceeding Transcript To Be Used' should describe what the transcript will be used FOR; 'Proceeding To Be Transcribed' should include the hearing, hearing date, court reporter, and case number if the requested hearing is from another case.

**Select Special Transcript Handling**

Choose the type of transcript handling: leave 'None' selected if other special handling options are not applicable.

Figure 4: Special Transcript Handling List



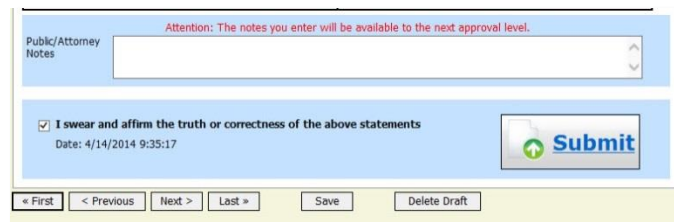
## Step 4

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

- You may attach any relevant supporting documents on the **Documents** tab.

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 shows a web interface for confirming and submitting a CJA-24 Authorization. At the top, there is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes". Underneath the notes area is a checked checkbox with the text "I swear and affirm the truth or correctness of the above statements". Below the checkbox, the date and time "Date: 4/14/2014 9:35:17" are displayed. 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".