

## 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

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, the word 'ATTORNEY', and a welcome message for Andrew Anders with links for 'My Profile' and 'My Appointments: View'. The main content area is divided into two sections: 'My Active Documents' and 'Appointments' List'. The 'My Active Documents' section shows a table with columns for Case, Defendant, and Type. The 'Appointments' List section shows a table with columns for Appointments and Defendant. The second entry in the 'Appointments' List is highlighted with a red box.

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

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:

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

The screenshot shows the 'Appointment Info' page with a sidebar on the left containing navigation options: 'Appointment', 'View Representation', 'Create New Voucher', and 'CJA-20'. The 'Create New Voucher' section lists '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-24' (Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court). The 'AUTH-24' link is highlighted with a red box. The main content area displays 'Appointment Info' with fields for case details, attorney information, and a 'Vouchers on File' section.

Step 3

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

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

The screenshot shows the 'Basic Info' page for a CJA-24 Authorization. The page is divided into several sections: 'Basic Info' (containing fields for case details, attorney information, and court order options), 'Proceeding Transcript To Be Used', 'Proceeding To Be Transcribed', 'Apportioned Cost (%)', 'Apportioned Case and Defendant', 'Special Transcript Handling', and 'Transcripts'. The 'Basic Info' section includes fields for '1. CIR. DIST. DIV. CODE', '2. PERSON REPRESENTED', '3. MAG. DKT. DEF. NUMBER', '4. DIST. DKT. DEF. NUMBER', '5. APPEALS DKT. DEF. NUMBER', '6. OTHER DKT. DEF. NUMBER', '7. IN CASE MATTER OF (Case Name)', '8. PAYMENT CATEGORY', '9. TYPE PERSON REPRESENTED', '10. REPRESENTATION TYPE', '11. OFFENSE(S) CHARGED', '12. ATTORNEY'S NAME AND MAILING ADDRESS', '13. COURT ORDER', and '14. LAW FIRM NAME AND MAILING ADDRESS'. The 'Transcripts' section includes checkboxes for 'Prosecution Opening Statement', 'Prosecution Argument', 'Prosecution Rebuttal', 'Defense Opening Statement', 'Defense Argument', 'Jury Instructions', and 'Voir Dire'. The page also features navigation buttons at the bottom: '< First', '< Previous', 'Next >', 'Last >', 'Save', and '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.

**Select Special Transcript Handling**

Choose the type of transcript handling, leave on None, if the other options are not applicable.

Figure 4: Special Transcript Handling List

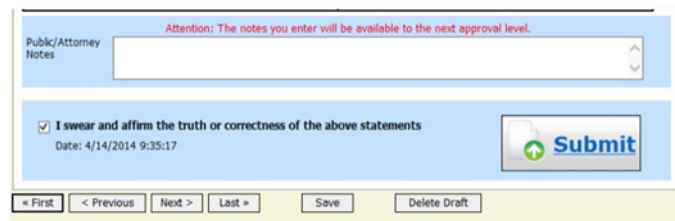


A dropdown menu with the following options: None, 14-day Expedited, Daily, Hourly, and Realtime Unedited. The 'None' option is currently selected and highlighted in blue.

**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.



A screenshot of a web form. At the top, there is a text area labeled 'Public/Attorney Notes' with a red warning message: 'Attention: The notes you enter will be available to the next approval level.' Below this is a checkbox labeled 'I swear and affirm the truth or correctness of the above statements' which is checked. To the right of the checkbox is a date and time stamp: 'Date: 4/14/2014 9:35:17'. A large 'Submit' button with a green arrow icon is visible. At the bottom of the form, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.