

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 with the following sections:

- Navigation:** Home, Operations, Reports, CMECF, Links, Help, logout
- Welcome:** Welcome Andrew Anders: [My Profile](#)
- My Appointments:** [View](#)
- Search Existing Appointments:** [Search](#)
- My Active Documents:**

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:**

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 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 options: '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-22' (Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court). The 'AUTH-24' option is highlighted with a red rectangular 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 RE...', '3. MAG. DKT/DEF NUMBER', '4. DIST. DKT/D...', '7. IN CASE/MATTER OF(Case Name)', '8. PAYMENT C...', '11. OFFENSE(S) CHARGED', and '12. ATTORNEY'S NAME AND MAILING ADDRESS'. Below this is a section for '14. LAW FIRM NAME AND MAILING ADDRESS' and 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.

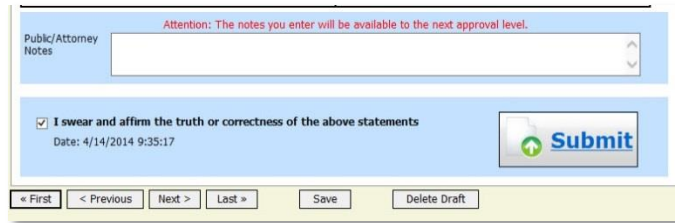
Figure 4: Special Transcript Handling drop down list.

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.



The screenshot displays a web form for confirming and submitting a CJA24 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 of "4/14/2014 9:35:17" displayed 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".