

# CJA-24 Authorization of Transcript Request

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 and the word "ATTORNEY". To the right of the photo, there is a welcome message for Andrew Anders and links for My Profile, My Appointments (View), and Search Existing Appointments (Search).

Below the header, there is a section titled "My Active Documents" with a table containing one row of 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 three rows of 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 **AUTH-24 Create** link on the left panel - on 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 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 of appointment details. The table has two columns and several rows. The first row shows '1. CIR./DIST./DIV.CODE' as '0101' and '2. PERSON REF' as 'Thomas Wats'. The second row shows '3. MAG. DKT/DEF.NUMBER' and '4. DIST. DKT/DI' as '1:14-CR-0880'. The third row shows '7. IN CASE/MATTER OF(Case Name)' as 'USA v. Watson' and '8. PAYMENT C' as 'Felony (includ of alleged felo'. The fourth row shows '11. OFFENSE(S) CHARGED' as '42:2131.F ATOMIC ENERGY LICENSE REQUI'. The fifth row shows '12. ATTORNEY'S NAME AND MAILING ADDRESS' as 'Andrew Anders - Bar Number: 110 Main Street San Antonio TX 78210 Phone: 210-833-5623'. The sixth row shows '14. LAW FIRM NAME AND MAILING ADDRESS'. Below the table is a section titled 'Vouchers on File' with a sub-header 'To group by a particular Header, drag the column' and a table with two columns: 'Case' and 'Defendant'.

1. CIR./DIST./DIV.CODE	2. PERSON REF
0101	Thomas Wats
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DI
	1:14-CR-0880
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT C
USA v. Watson	Felony (includ of alleged felo
11. OFFENSE(S) CHARGED	
42:2131.F ATOMIC ENERGY LICENSE REQUI	
12. ATTORNEY'S NAME AND MAILING ADDRESS	
Andrew Anders - Bar Number: 110 Main Street San Antonio TX 78210 Phone: 210-833-5623	
14. LAW FIRM NAME AND MAILING ADDRESS	

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.

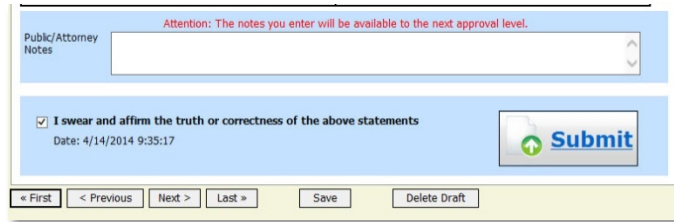
Figure 4: Special Transcript Handling drop-down list.

## Step 4

**Confirm and Submit the CJA24 Authorization.**

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

**Figure 5: The Submit button on the Confirmation tab.**



The screenshot displays a web form interface for the CJA24 Authorization Confirmation tab. At the top, a red alert 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 confirmation section contains a checked checkbox with the text "I swear and affirm the truth or correctness of the above statements" and a timestamp "Date: 4/14/2014 9:35:17". To the right of this section 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".