

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 with the following sections:

- Navigation Bar:** Home, Operations, Reports, CMECF, Links, Help, logout
- Welcome Message:** Welcome Andrew Anders: My Profile, View, Search Existing Appointments: Search
- My Active Documents:** A table with columns Case, Defendant, and Type. The first entry is 1:14-CR-08805-AA.
- Appointments' List:** A table with columns Appointments and Defendant. The second entry, Case: 1:14-CR-08806-BB, is highlighted with a red box.

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	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 **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 voucher types: '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' voucher type is highlighted with a red rectangular box. The right column has a yellow header 'Appointment Info' and contains a table with appointment details. The table has two columns and several rows. The first row contains '1. CIR./DIST./DIV.CODE' (0101) and '2. PERSON REF' (Thomas Wats). The second row contains '3. MAG. DKT/DEF NUMBER' and '4. DIST. DKT/DI' (1:14-CR-0880). The third row contains '7. IN CASE/MATTER OF(Case Name)' (USA v. Watson) and '8. PAYMENT C.' (Felony (includ of alleged felo). The fourth row contains '11. OFFENSE(S) CHARGED' (42:2131.F ATOMIC ENERGY LICENSE REQUI). The fifth row contains '12. ATTORNEY'S NAME AND MAILING ADDRESS' (Andrew Anders - Bar Number: 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623). The sixth row contains '13. 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 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	
13. 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.

Basic Info		VOUCHER NUMBER
1. CIR. DIST/ DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/ DEF NUMBER E14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER
6. OTHER. DKT/DEF NUMBER	7. IN CASE/MATTER OF(Case-Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES		
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

Proceeding Transcript To Be Used [dropdown]

Proceeding To Be Transcribed [dropdown]

Apportioned Cost (%) [input]

Apportioned Case and Defendant [input]

Special Transcript Handling [dropdown: None]

Transcripts
 Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date [input]

Nunc Pro Tunc Date [input]

« First < Previous Next > Last » Save Delete Draft

Apportioned Cost and Apportioned Case and Defendant boxes do not require completion.

PROCEEDING TO BE TRANSCRIBED: Must state proceeding & Date proceeding occurred.

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.

None
 14-day
 Expedited
 Daily
 Hourly
 Realtime Unedited



Attention: The notes you enter will be available to the next approval level.

Public/Attorney
Notes

I swear and affirm the truth or correctness of the above statements
Date: 4/14/2014 9:35:17