

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 displays the Attorney Home Page interface. At the top, there is a navigation menu with links for Home, Operations, Reports, CMECF, Links, Help, and logout. Below the navigation, a banner area features a photo of hands and the word 'ATTORNEY'. To the right, a user profile section for Andrew Anders includes links for 'My Profile', 'View' (under My Appointments), and 'Search' (under Search Existing Appointments).

The main content area is divided into sections. The 'My Active Documents' section contains a table with columns for Case, Defendant, and Type. The 'Appointments' List section is expanded, showing a table with two columns: 'Appointments' and 'Defendant'. The second row of this table 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
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:	
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, 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-20' (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 case details. The table includes fields for CIR./DIST./DIV.CODE (0101), PERSON REE (Thomas Wats), MAG. DKT/DEF.NUMBER, DIST. DKT/DE (1:14-CR-0880), IN CASE/MATTER OF(Case Name) (USA v. Watson), PAYMENT C. (Felony (includ of alleged felo)), OFFENSE(S) CHARGED (42:2131.F ATOMIC ENERGY LICENSE REQUI), ATTORNEY'S NAME AND MAILING ADDRESS (Andrew Anders - Bar Number: 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623), and LAW FIRM NAME AND MAILING ADDRESS. Below the table is a section titled 'Vouchers on File' with a table header for 'Case' and 'Defendant'.

Case	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.

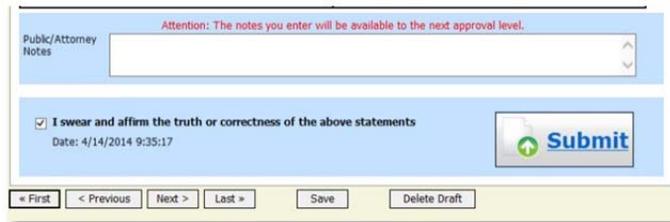
Figure 4: Special Transcript Handling drop-down list.

Step 4

Confirm and Submit the CJA24 Authorization.

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

Figure 5: The Submit button on the Confirmation tab.



The screenshot displays a web 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". A prominent "Submit" button with a green arrow icon is visible. At the bottom, a navigation bar includes buttons for "First", "Previous", "Next", "Last", "Save", and "Delete Draft".