

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

Home Operations Reports CMECF Links Help logout

> Home

Welcome Andrew Anders: [My Profile](#)

My Appointments: [View](#)

ATTORNEY

My Active Documents

To group by a particular Header, drag the column to this area.

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

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

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 navigation menu at the top (Home, Operations, Reports, CMECF, Links, Help, logout). On the left, there is a sidebar with 'Appointment' information and a 'Create New Voucher' section. The 'AUTH-24' option is highlighted with a red box. The main content area displays 'Appointment Info' with a table of fields:

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Thomas Watson
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-0880
7. IN CASE MATTER OF (Case Name) USA v. Watson	8. PAYMENT CATEGORY Felony (including alleged felony)
11. OFFENSE(S) CHARGED 42:2131 F ATOMIC ENERGY LICENSE REQUIREMENTS	
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	

Below the table is a 'Vouchers on File' section with a table header: Case, Defendant.

Step 3

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

On the **Basic Info** page, enter the required details of the transcript that are marked with a red asterisk

The screenshot shows the 'AUTH-24 Attorney Enters' page with a sidebar on the left containing voucher details (Request Date: 1/1/1901, Decision Date: 1/1/1901). The main area is titled 'Basic Info' and contains a table of fields:

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Sebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-0880-1-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 15.1823 F INSPECTION VIOLATION PENALTIES		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"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 8/3/2014 Nunc Pro Tunc Date	
14. LAW FIRM NAME AND MAILING ADDRESS			

Below the table are several input fields with red asterisks indicating required information:

- Proceeding Transcript To Be Used
- Proceeding To Be Transcribed
- Apportioned Cost (%)
- Apportioned Case and Defendant
- Special Transcript Handling (dropdown menu)
- Transcripts (checkboxes for Prosecution Opening Statement, Prosecution Argument, Prosecution Rebuttal, Defense Opening Statement, Defense Argument, Jury Instructions, Voir Dire)
- Order Date
- Nunc Pro Tunc Date

At the bottom, there are navigation buttons: < First, < Previous, Next >, Last >, Save, 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.

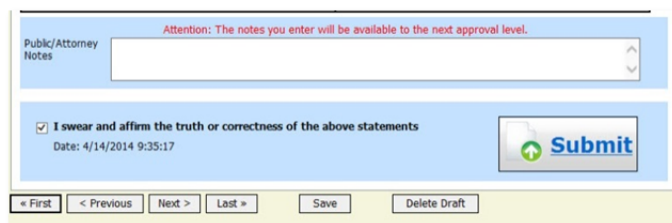


Figure 4: Special Transcript Handling List

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 the CJA-24 Authorization confirmation screen. At the top, there is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a text area for "Public/Attorney Notes". A checkbox is checked, with the text "I swear and affirm the truth or correctness of the above statements" and a date/time stamp "Date: 4/14/2014 9:35:17". To the right of the checkbox is a green "Submit" button with a plus icon. At the bottom, there are navigation buttons: "First", "< Previous", "Next >", "Last", "Save", and "Delete Draft".