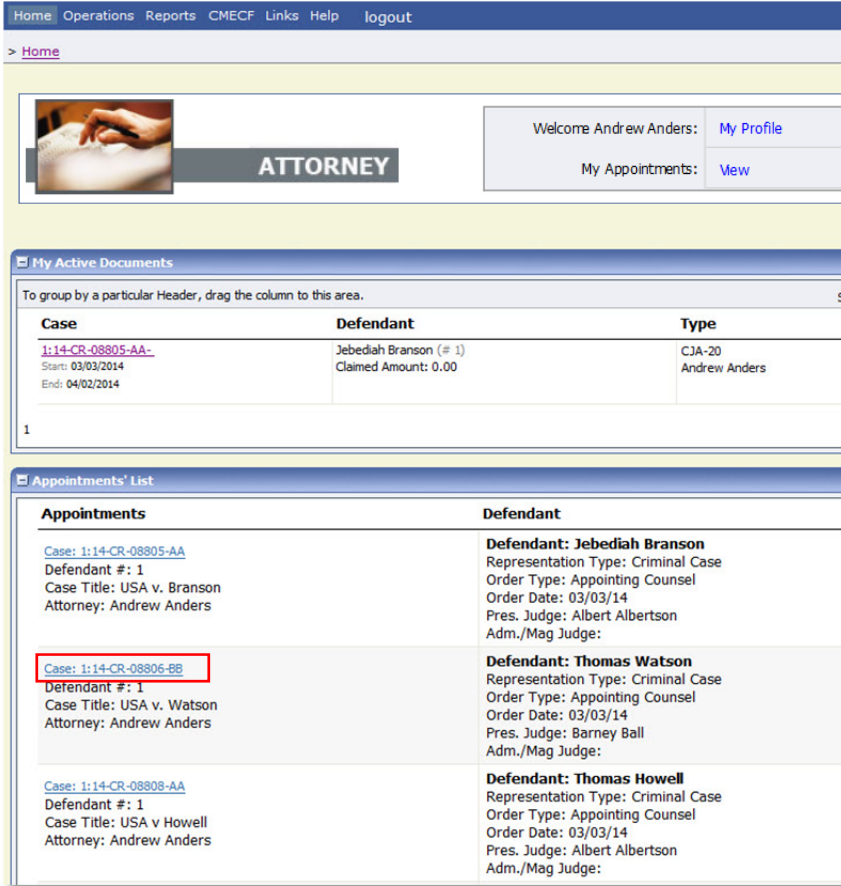


CJA-24 Authorization of Transcript Request

Step 1

On the **Home** page, click the case number link in the **Appointments' List** folder.

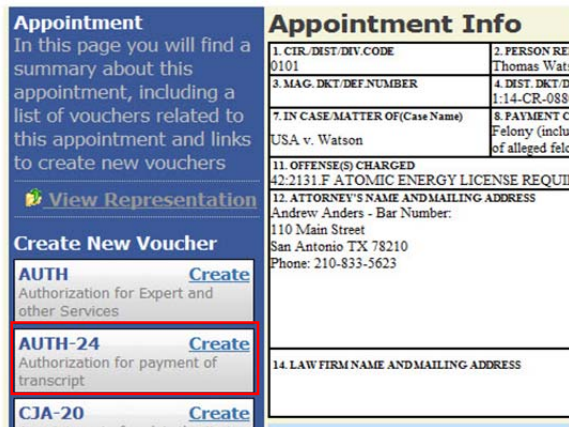
Figure 1: Appointments' List on Attorney Home Page



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



Step 3

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



On the **Basic Info** page, enter the required details of the transcript.

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**

Select Special Transcript Handling

Choose the type of transcript handling, leave on None, if the other options are not applicable.



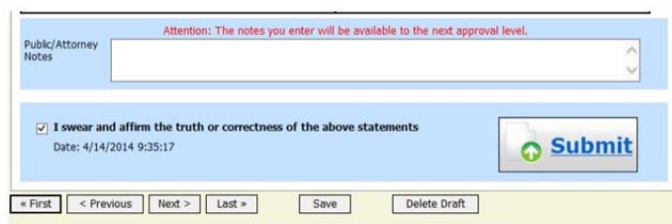
Figure 4: Special Transcript Handling List

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.



The screenshot displays a web form for confirming a CJA-24 Authorization. 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 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".