

## AUTH-24

Requesting a transcript is a two-step sequence, in which the AUTH-24 is created and approved before the CJA-24 can be created by the CJA Clerk.

This document outlines the default method of creating an AUTH-24.

### Creation of AUTH-24

With this process, the attorney creates the AUTH-24. However, the attorney does not have the ability to create the CJA-24. After Judge approval, the next step includes a clerk step to create a CJA-24. The court reporter completes the voucher and submits it to the attorney.

#### STEP 1

**Attorney Entry:** The attorney creates the AUTH-24 and submits it to the court.

The screenshot shows a web application interface for an attorney. At the top, there is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this is a user profile section for Andrew Anders, including a 'Welcome Andrew Anders' message, a 'My Profile' link, and a 'My Appointments' section with a 'View' link. The main content area is divided into two sections: 'My Active Documents' and 'Appointments List'.

**My Active Documents**

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

**Appointments List**

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:

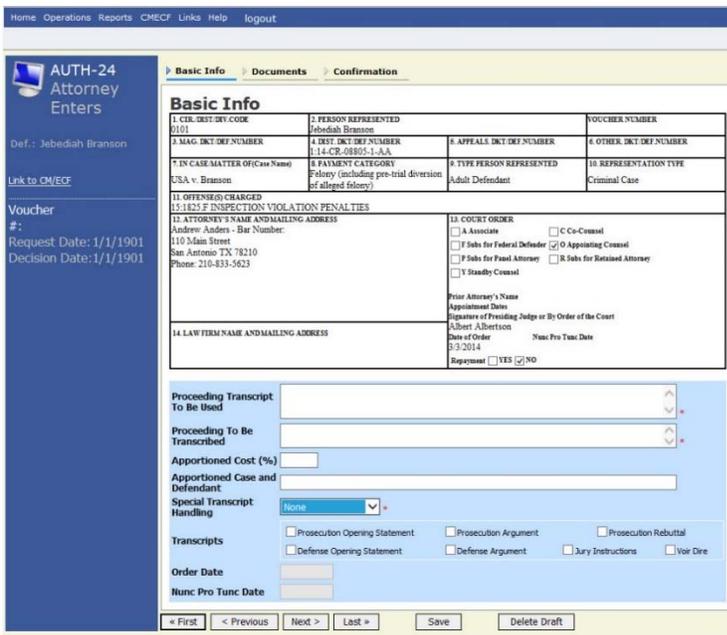
**STEP 2**

On the left side of the **Appointment Info** page, under **Create New Voucher**, click the **Create** link for AUTH-24.



**STEP 3**

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



**Select Special Transcript Handling**

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



A dropdown menu with the following options: None, 14-day, Expedited, Daily, Hourly, and Realtime Unedited. The 'None' option is currently selected and highlighted in blue.

**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**.



A screenshot of a web form. 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 labeled "Public/Attorney Notes". Underneath the text area is a checked checkbox 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. At the bottom of the form are several navigation buttons: "First", "Previous", "Next", "Last", "Save", and "Delete Draft".

**STEP 5**

The Judge reviews the AUTH-24 and approves/rejects the authorization.

**STEP 6**

The CJA clerk will create the CJA-24. The Court reporter will complete the voucher and send it electronically to the attorney.