Creating a CJA-24 Authorization

STEP 1

**On the Home page, in the Appointments’ List section, click the case number link.**



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

STEP 2

On the Basic Info page, enter the required details of the transcript in the applicable fields.

STEP 3

From the **Special Transcript Handling** drop-down list, select the type of transcript handling. If none of the selections apply, leave the field set to **None**.

**NOTE:** Fill in the details for the transcript you are requesting. The required items are marked with a red asterisk. You can attach any relevant documents on the **Documents** tab.

Confirm and submit the CJA-24 authorization.

STEP 4

Once you select the **I swear and affirm the truth or correctness of the above statements** check box, the **Submit** button becomes active. Click **Submit**.

