

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

The screenshot shows the Attorney Home Page with the following elements:

- Navigation Bar:** Home, Operations, Reports, CMECF, Links, Help, logout
- Welcome Message:** Welcome Andrew Anders: My Profile, My Appointments: View
- My Active Documents:** A table with columns Case, Defendant, and Type. The first entry is 1:14-CR-08805-AA.
- Appointments' List:** A table with columns Appointments and Defendant. It lists three appointments for case 1:14-CR-08805-AA. The second appointment, 1:14-CR-08806-BB, is highlighted with a red border.

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 the following elements:

- Appointment Info Summary:** In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers.
- Create New Voucher:** A list of voucher types with 'Create' links. 'AUTH-24' is highlighted with a red border.
- Appointment Info Table:**

| | |
|--|---|
| 1. CIR./DIST./DIV. CODE 0101 | 2. PERSON REF Thomas Wat |
| 3. MAG. DKT./DEF. NUMBER | 4. DIST. DKT. D 1:14-CR-0880 |
| 7. IN CASE/MATTER OF(Case Name) USA v. Watson | 8. PAYMENT C Felony (includ of alleged felo |
| 11. OFFENSE(S) CHARGED 42:2131.F ATOMIC ENERGY LICENSE REQUIR | |
| 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 | |

Step
3

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

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

The screenshot shows the 'Basic Info' page of the CJA-24 Authorization system. The page is divided into several sections:

- Navigation:** Home, Operations, Reports, CMECF, Links, Help, Logout.
- User Information:** AUTH-24 Attorney Enters, Def.: Jebediah Branson, Link to CM/ECF, Voucher #, Request Date: 1/1/1901, Decision Date: 1/1/1901.
- Basic Info Section:**
 - 1. CIR. DIST. DIV. CODE: 0101
 - 2. PERSON REPRESENTED: Jebediah Branson
 - 3. MAG. DKT. DEF. NUMBER
 - 4. DIST. DKT. DEF. NUMBER: 114-CP-08905-1-AS
 - 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: 15:1825.F INSPECTION VIOLATION PENALTIES
 - 12. ATTORNEY'S NAME AND MAILING ADDRESS: Andrew Anders - Bar Number: 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623
 - 13. COURT ORDER:
 - A Associate
 - C Co-Counsel
 - F Subs for Federal Defender
 - O Appointing Counsel
 - P Subs for Panel Attorney
 - R Subs for Retained Attorney
 - Y Standby Counsel
 - 14. LAW FIRM NAME AND MAILING ADDRESS
 - Prior Attorney's Name: Albert Albertson
 - Appointment Date: 8/3/2014
 - Signature of Presiding Judge or By Order of the Court: None Pro Tunc Date
 - Repayment: YES NO
- Transcript Options:**
 - Proceeding Transcript To Be Used: [Dropdown]
 - Proceeding To Be Transcribed: [Dropdown]
 - Apportioned Cost (%): [Text Box]
 - Apportioned Case and Defendant: [Text Box]
 - Special Transcript Handling: [Dropdown set to None]
 - Transcripts:
 - Prosecution Opening Statement
 - Prosecution Argument
 - Prosecution Rebuttal
 - Defense Opening Statement
 - Defense Argument
 - Jury Instructions
 - Voir Dire
 - Order Date: [Text Box]
- Buttons:** 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

- None
- 14-day
- Expedited
- Daily
- Hourly
- Realtime Unedited

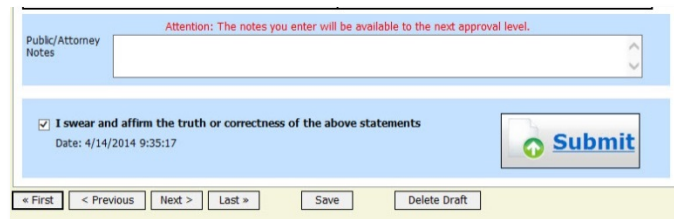


Step 4

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 warning 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 blue confirmation bar contains a checked checkbox for "I swear and affirm the truth or correctness of the above statements" and a timestamp "Date: 4/14/2014 9:35:17". To the right of this bar 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".