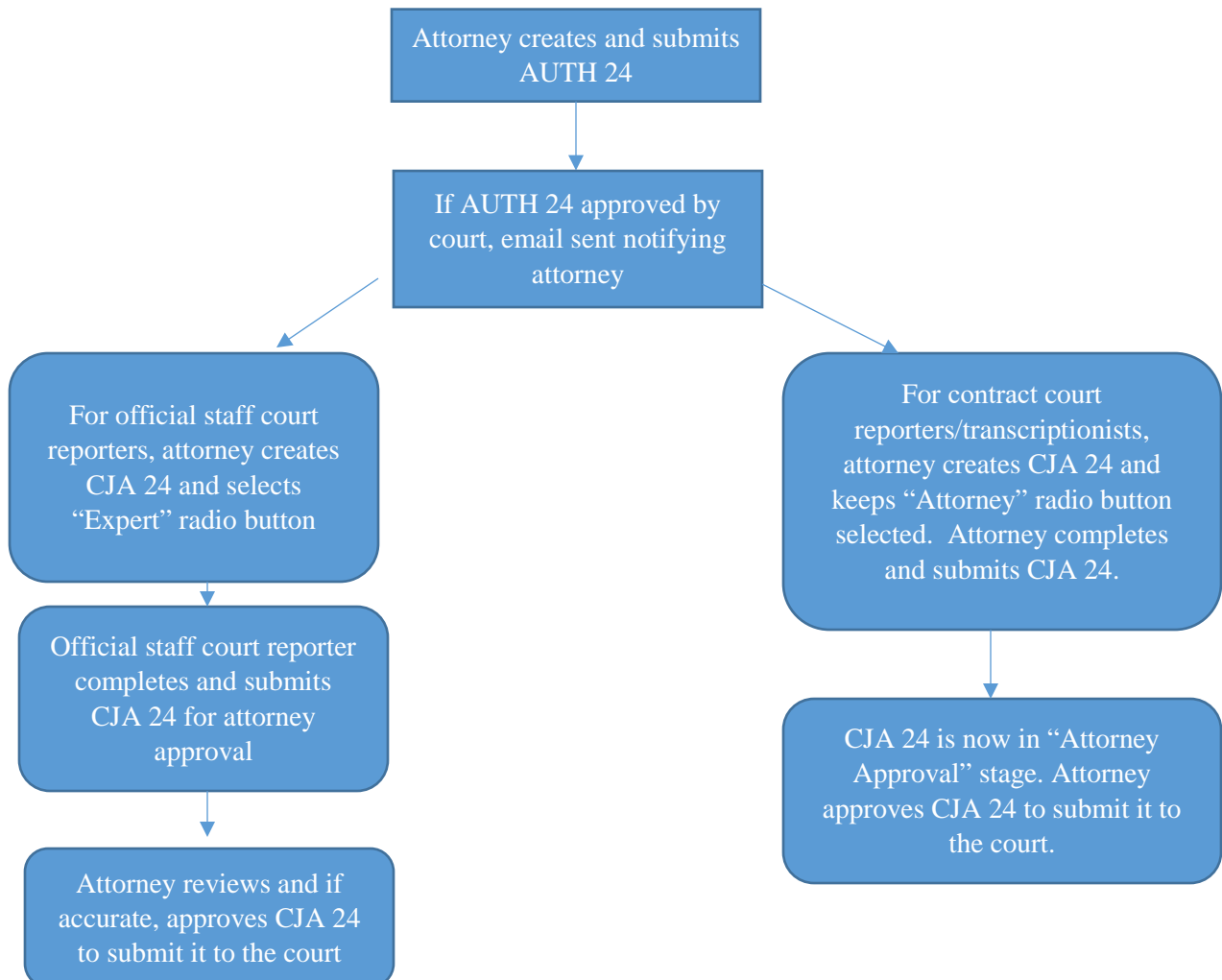


Transcripts and eVoucher

In the Eastern District of North Carolina, there are two documents necessary to ensure authorization and payment for transcripts ordered in connection with CJA representation: **the AUTH 24 and the CJA 24.**

- An attorney must submit a separate AUTH 24 for each court reporter from whom the attorney is ordering a transcript. **Submitting an AUTH 24 does not “order” the transcript from the court reporter; an attorney must contact the court reporter separately to place the order.** Instructions for creating and submitting an AUTH 24 are [below](#).
- When the AUTH 24 is approved, an attorney must then create a CJA 24, using the existing approved AUTH 24. Instructions for creating a CJA 24 are [below](#).
 - If the court reporter is an official staff court reporter, an attorney should select the “Expert” radio button under “Voucher Assignment.”
 - For all other contract court reporters or transcriptionists, an attorney must select the “Attorney” radio button under “Voucher Assignment.”



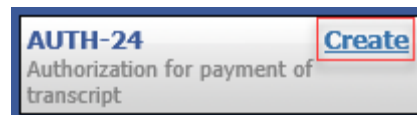
Creating an Authorization for Transcripts (AUTH-24) ---

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

- **Follow established procedures by the Fourth Circuit for transcript ordering in addition to submitting the AUTH 24 in eVoucher**
- **Submit a separate AUTH 24 for each court reporter**
- **Court reporters/transcriptionists are not notified when an AUTH 24 is filed. Be sure to transmit the transcript order directly to the court reporter/transcriptionist in addition to filing the AUTH 24**

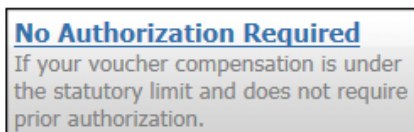
Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to AUTH-24.



Step 2

The authorization opens to the Basic Info page. Click the **No Authorization Required** link.



Step 3

On the Basic Info page, enter the details for the required transcript. Click **Save**.

Basic Info Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. VOUCHER NUMBER	
7. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-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 13.1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 None Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used [dropdown]
Proceeding To Be Transcribed [dropdown]
Apportioned Cost (%) [input]
Apportioned Case and Defendant [input]
Special Transcript Handling [dropdown: None]
Transcripts
 Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

< First < Previous Next > Last > Save Delete Draft Audit Assist

Step 4

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

Basic Info Documents Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File [input] Browse...

Description [input]

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

< First < Previous Next > Last > Save Delete Draft Audit Assist

Note: All documents must be submitted in PDF format and must be 10 MB or less.

Step 5

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Documents **Confirmation**

Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08905-1-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 15:1825 F INSPECTION VIOLATION PENALTIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.	
Signature of Attorney Andrew Anders		Signature of Presiding Judge or By Order of the Court	
Date		Date of Order Nunc Pro Tunc Date	
Printed Name			
Telephone Number: 210-833-5623			

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 21:49:45

Submit

< First < Previous **Next >** Last > Save Delete Draft Audit Assist

Step 6

A confirmation screen appears, indicating that the previous action was successful, and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

Success

This document has been submitted.

Please keep the following document number for your own records:

0101.0000626

Back to:

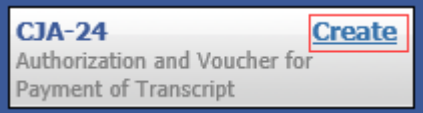
[Home Page](#)
[Appointment Page](#)

Creating a CJA-24 Voucher

Note: DO NOT CREATE THE CJA 24 VOUCHER UNTIL THE AUTH 24 IS APPROVED. There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to CJA-24.



Step 2

The Basic Info page appears.

NCED REQUIRES AN AUTH 24 FOR ALL CJA 24 VOUCHERS. Be sure to click "Use Existing Authorization in eVoucher" link.

Basic Info

Basic Info			
1. CIR. DIST/DIV CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-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 15-1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection
You can click the **Use Existing Authorization in eVoucher** button to select from a list of approved authorizations, or click the **No Existing Authorization in eVoucher** button.

Use Existing Authorization in eVoucher
You may click here to select from a list of approved authorizations.

No Existing Authorization in eVoucher
If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

< First < Previous Next > Last > Delete Draft Audit Assist

Step 3

Click the applicable AUTH-24, which highlights it in blue. *You cannot continue until it is highlighted.*

Authorization Selection

You can click the **Use Existing Authorization in eVoucher** button to select from a list of approved authorizations, or click the **No Existing Authorization in eVoucher** button.

<p>Use Existing Authorization in eVoucher You may click here to select from a list of approved authorizations.</p> <p>No Existing Authorization in eVoucher If you do not have an existing authorization in eVoucher, you may proceed by clicking here.</p>	<p>Please Select the Associated Authorization</p> <p>ID Number: 89 Service Type: Court Reporter / Transcript Order Date: 01/21/2016 Special Handling: 0 Proceeding Transcribed: Transcription</p> <p><input type="checkbox"/> Prosecution Opening <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire</p> <p>In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.</p> <p>ID Number: 116 Service Type: Court Reporter / Transcript Order Date: 03/22/2016 Special Handling: 0 Proceeding Transcribed: Arraignment</p> <p><input type="checkbox"/> Prosecution Opening <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire</p> <p>In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.</p>
---	---

Step 4

Click the **Expert** drop-down arrow and select the transcriptionist. In the Voucher Assignment section, click the appropriate radio button indicating whether the attorney or the transcriptionist will be entering information. **In NCED, Official Staff Court Reporters are authorized to enter information on the CJA 24 voucher, and the attorney should click the “Expert” Voucher Assignment radio button. Where a Contract Court Reporter/Transcriptionist is used, the attorney must select the “Attorney” Voucher Assignment radio button.** Click **Create Voucher**.

New Voucher Information

Description

Court Reporter/Transcriber Status
 Official Contract Transcriber Other

Service Provider
You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert

Expert Info
Details

LeVar Expert
AO-CMSO
Washington DC 20544 US
Phone: 202-502-2965

Voucher Assignment * Attorney Expert
This indicates who will be responsible for filling the voucher claim part

Notes:

- To enter a new transcriptionist into the system, select the expert from the **Expert** drop-down list, and enter details in the Expert Info section.
- Selecting a transcriptionist already in the system automatically populates that expert's information.

- Select whether the attorney or the court reporter will be filling out the voucher claim portion.
- If the attorney clicks the **Expert** radio button, the expert fills out the required expense information and submits the form. The attorney then approves and submits to the court.

Step 5

Click the **Services** tab or click **Next** on the progress bar. Complete the **Date**, **Service Type**, **No. of Pages**, **Rate Per Page**, and **Description** fields, then click **Add**. The items appears in the Service Type column. Click **Save**.

Basic Info Services Expenses Documents Confirmation

Services

Date: 4/20/2020 * Description: [Text Field]

Service Type: [Dropdown]

Include Page Numbers: [Text Field]

No. of Pages: [Text Field] * Rate Per Page: [Text Field] *

Less Amount Apportioned: [Text Field]

Less Amount Adjusted: [Text Field]

[Add] [Delete Item]

* Required Fields

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

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	04/20/2020	Transcription.		15	10.00			150.00

Page 1 of 1 (1 items)

[First] [Previous] [Next >] [Last >] [Save] [Delete Draft] [Audit Assist]

Step 6

Click the **Expenses** tab or click **Next** on the progress bar. Complete the **Date**, **Expense Type**, and **Description** fields, and then click **Add**. The item appears in the Expense Type column. Click **Save**.

Basic Info Services Expenses Documents Confirmation

Expenses

Date: 4/20/2020 * Description: [Text Field]

Expense Type: [Dropdown] *

Miles: [Text Field] * at \$0.535 per mile.

Amount: [Text Field]

[Add] [Remove]

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/20/2...	Travel to court.	20	0.535	10.7

Page 1 of 1 (1 items)

[First] [Previous] [Next >] [Last >] [Save] [Delete Draft] [Audit Assist]

Step 7

Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column.

Basic Info > Services > Expenses > **Documents** > Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File: C:\Users\JaimeLongoria\ Browse...

Description: Document

Upload

Description	Delete	View
Document	Delete	View

< First < Previous **Next >** Last > Save Delete Draft Audit Assist

Note: All documents must be submitted in PDF format and must be 10 MB or less.

Step 8

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Services Expenses Documents **Confirmation**


Confirmation

1. CIR./DIST./DIV. CODE 0101		2. PERSON REPRESENTED Rebeccah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER		4. DIST. DKT/DEF. NUMBER 1-14-CR-08805-1-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 15:1825.F INSPECTION VIOLATION PENALTIES	
REQUEST AND AUTHORIZATION FOR TRANSCRIPT					
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript					
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening Transcription					
14. SPECIAL AUTHORIZATIONS				JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with					
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited					
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions					
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.					
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act. Andrew Anders /S/ 1/21/2016 14:48:16 Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623			16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted. Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Nunc Pro Tunc Date		
CLAIMS FOR SERVICES					
17. COURT REPORTER/TRANSCRIBER STATUS <input type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other			18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965		
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX					
20. TRANSCRIPT		INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL
Original		see detail	0	see detail	\$0.00
Copy		see detail	0	see detail	\$0.00
Expenses (batteries)					\$0.00
TOTAL AMOUNT CLAIMED					\$0.00
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____					
ATTORNEY CERTIFICATION					
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received. _____ Signature of Attorney or Clerk Date					
APPROVED FOR PAYMENT -- COURT USE ONLY					
23. APPROVED FOR PAYMENT _____ Signature of Judge or Clerk of Court Date Approved Amount					

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

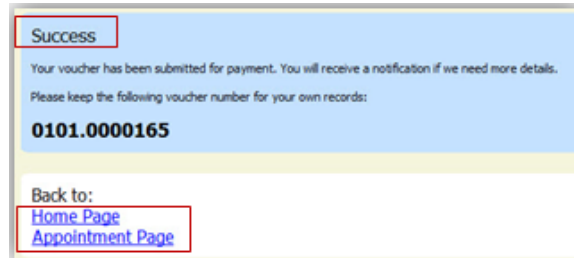
I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 22:12:0



« First < Previous **Next >** Last » Save Delete Draft Audit Assist

Step 9

A confirmation screen appears, indicating the previous action was successful, and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.



If the attorney submitted the CJA 24 on behalf of a contract court reporter/transcriptionist, the voucher will appear in the MY ACTIVE DOCUMENTS section as submitted to the attorney. The attorney must perform the second level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the voucher to the My Submitted Documents section.