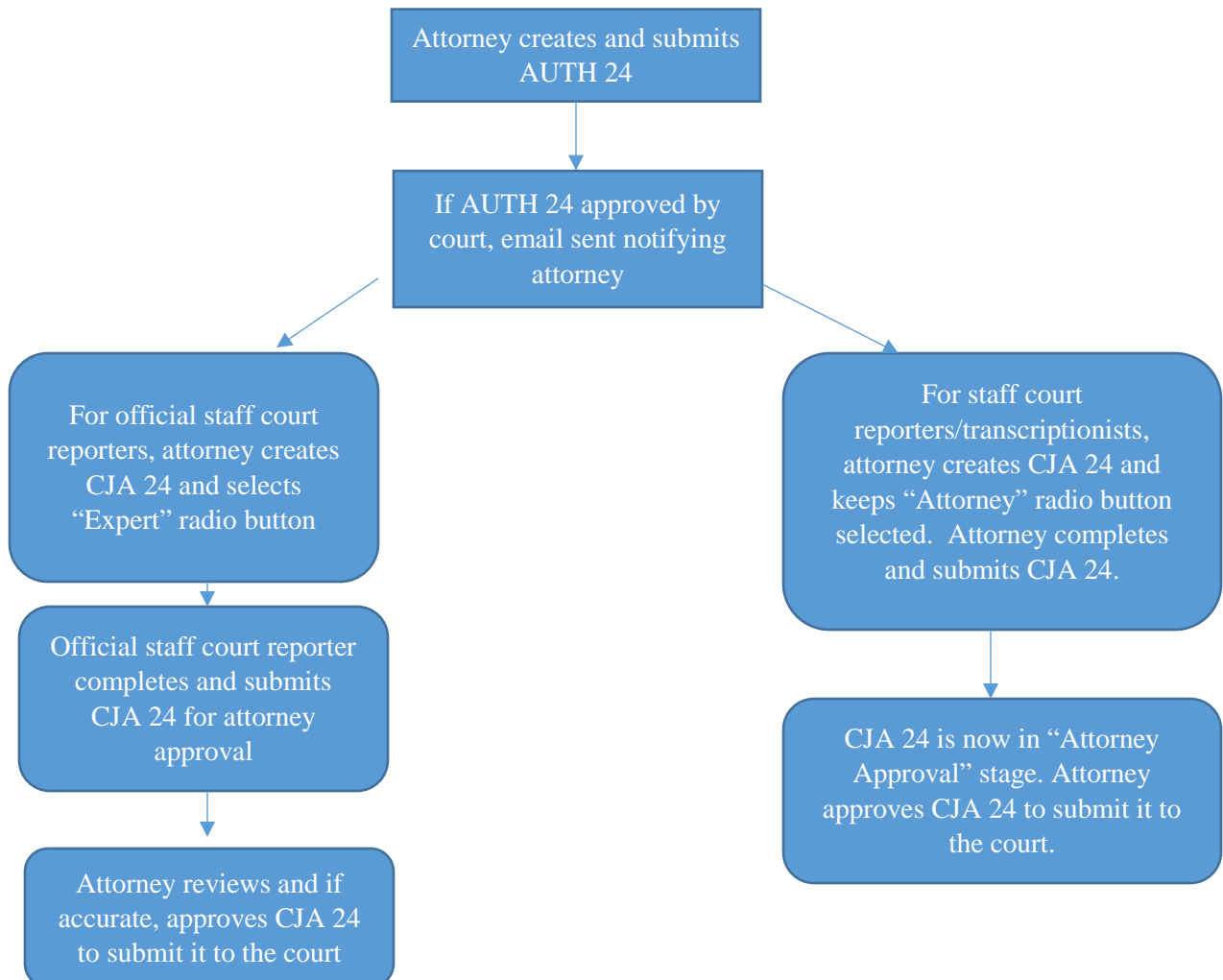


# Transcripts and eVoucher

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.**

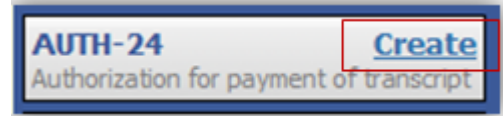
- An attorney must submit a separate AUTH 24 for each court reporter from whom the attorney is ordering a transcript. **Submitting an AUTH 24 does not “order” the transcript from the court reporter; an attorney must contact the court reporter separately to place the order.** Instructions for creating 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: FOLLOW ESTABLISHED PROCEDURES BY THE FOURTH CIRCUIT FOR TRANSCRIPT ORDERING IN ADDITION TO SUBMITTING THE AUTH 24 IN eVOUCHER.**

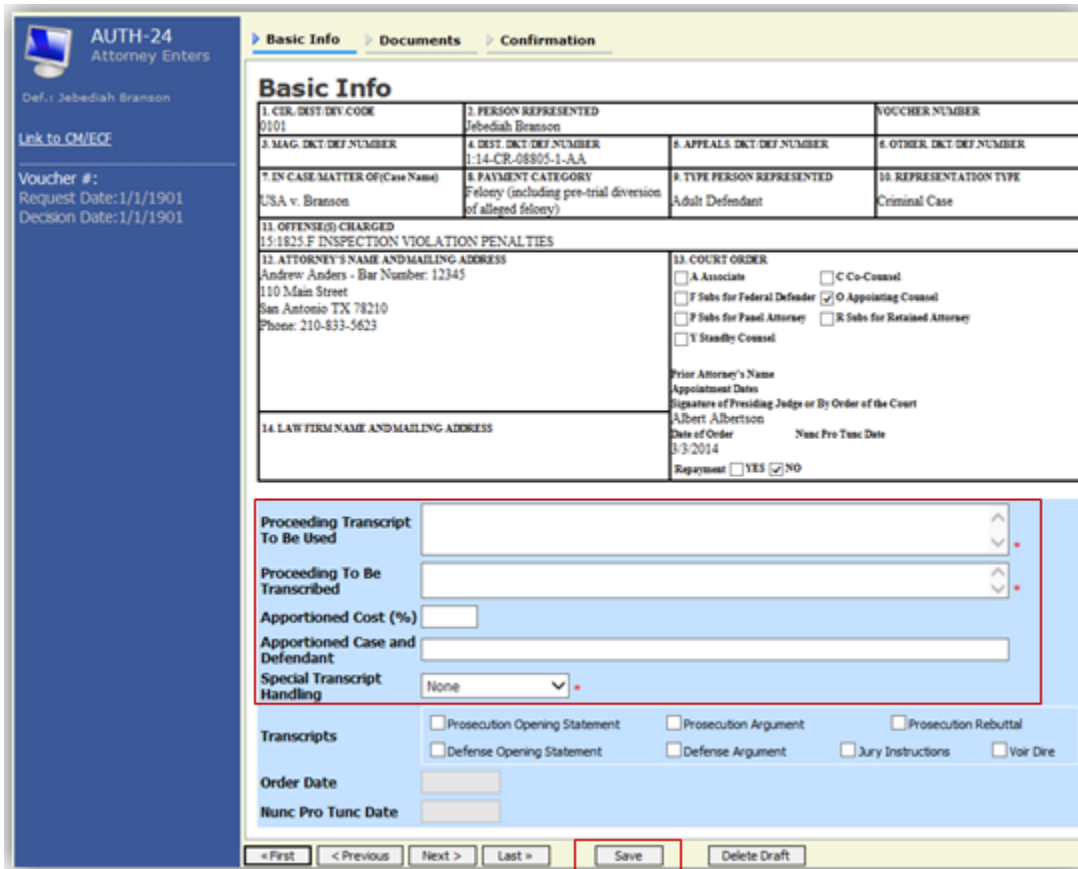
**Step 1** From the **Appointment** page, click **Create** next to



The Authorization opens to the **Basic Info** page.

## Note:

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



**AUTH-24 Attorney Enters**  
Def.: Jebediah Branson  
Link to CM/ECE  
Voucher #: Request Date:1/1/1901 Decision Date:1/1/1901

**Basic Info**

1. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-08805-1-JAA	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. 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: 12345  
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

Prior Attorney's Name  
Appointment Date  
Signature of Presiding Judge or By Order of the Court  
Albert Albertson  
Date of Order Nunc Pro Tunc Date  
3/3/2014  
Repayment  YES  NO

14. LAW FIRM NAME AND MAILING ADDRESS

Proceeding Transcript To Be Used  
Proceeding To Be Transcribed  
Apportioned Cost (%)  
Apportioned Case and Defendant  
Special Transcript Handling: None

Transcripts  
 Prosecution Opening Statement  Prosecution Argument  Prosecution Rebuttal  
 Defense Opening Statement  Defense Argument  Jury Instructions  Voir Dire

Order Date  
Nunc Pro Tunc Date

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

**Step 2** Enter the details for the transcript required on the **Basic Info** screen.

**Step 3** Click **Save**.

## Creating an Authorization for AUTH-24 Transcripts (cont'd)

Step 1

Click the **Documents** tab or click **Next**.

Step 2

Click **Browse** to select a PDF file to attach.  
Click **Save**.

Step 3

Click **Upload**.

### Note:

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

The screenshot shows a web interface with three tabs: 'Basic Info', 'Documents', and 'Confirmation'. The 'Documents' tab is active. Below the tabs is a section titled 'Supporting Documents' with a sub-header 'File Upload (Only Pdf files of 10MB size or less!)'. There is a 'File' input field with a 'Browse...' button and a 'Description' text box. To the right of these fields is an 'Upload' button. Below this is a table with one row: 'Documentation' under the 'Description' column, and 'Delete' and 'View' buttons under the 'Delete' and 'View' columns. At the bottom of the form are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

The Document will appear at the bottom of the **Description** section.

Step 4

Click **Save**.

A confirmation page will appear.

Step 5

Verify all information is

Step 6

Select the affirmation check

Step 7

Click **Submit**.

The screenshot shows a confirmation page with a red warning message: 'Attention: The notes you enter will be available to the next approval level.' Below this is a 'Public/Attorney Notes' text box. There is a checked checkbox with the text 'I swear and affirm the truth or correctness of the above statements' and a date 'Date: 6/19/2014 9:28:36'. To the right is a 'Submit' button with a green arrow icon. At the bottom are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. The 'Submit' button is highlighted with a red box.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this

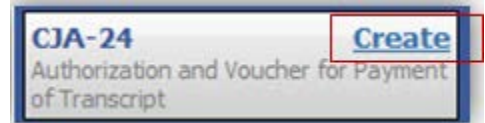
The screenshot shows a 'Success' message: 'Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records: 0101.0000148'. Below this is a 'Back to:' section with two links: 'Home Page' and 'Appointment Page'. The 'Success' header and the 'Appointment Page' link are highlighted with red boxes.

The AUTH-24 will now appear in the **My Submitted Documents** section on the Attorney home page. **After the AUTH-24 is approved, counsel should proceed to create the CJA-24 from the Appointment page.**

# Creating a CJA-24 Voucher

After submission and approval of AUTH-24, the attorney creates the CJA-24 voucher for payment.

**Step 1** From the **Appointment** page, click **Create** next to CJA-24.



The **Basic Info** page will open, showing approved authorizations.

**Note:**

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

**Basic Info**

<b>Basic Info</b>		VOUCHER NUMBER	
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES	
EXCESS FEE LIMIT \$10,300.00	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 2** Click **Use Existing Authorization in eVoucher** and then click to select the applicable AUTH 24. This will highlight it in yellow. **You will not be able to move forward until it is highlighted. NOTE: In NCED, you may not use the “No Authorization Required” option. If you do not select an approved authorization, the CJA 24 will be rejected when reviewed by the court.**

**Authorization Selection**  
Select an approved authorization request for this CJA-24

Existing Requests for Authorization	
<b>ID Number: 26</b> Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
<b>ID Number: 148</b> Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0

Step  
3

Click the **Voucher Assignment** radio button indicating whether you or the court reporter will be entering information.

**Note:** In NCED, Official Court Reporters are authorized to enter information on the CJA-24 voucher, and the attorney should select the “Expert” Voucher Assignment radio button. Where a Contract Court Reporter or Transcriptionist is used, the attorney will enter the information, and should select the “Attorney” Voucher Assignment radio button.

The screenshot shows the 'New Voucher Information' form. The 'Voucher Assignment' section has two radio buttons: 'Attorney' and 'Expert'. The 'Expert' radio button is selected. Below this section, the 'Court Report/Transcriber Status' has 'Official' selected. The 'Service Provider' section shows a dropdown menu for 'Expert' with 'Transcripts, Teresa' selected. Below this, there is an 'Expert Info' section with a card for 'Teresa Transcripts' showing address and phone information. A 'Create Voucher' button is highlighted with a red box at the bottom left. Navigation buttons are at the bottom: '< First', '< Previous', 'Next >', 'Last >', and 'Delete Draft'.

Step  
4

Click the **Expert** drop-down menu and select the court reporter.

The screenshot shows the 'New Voucher Information' form with the 'Expert' dropdown menu open. The 'Voucher Assignment' section has 'Attorney' selected. The 'Expert' dropdown menu is open, showing a list of experts. Below the dropdown, there are input fields for 'First Name', 'Middle Name', 'Last Name', 'SSN/EIN', 'Email', 'Phone', 'Fax', 'Address 1', 'City', 'Address 2', 'State', 'Zip', 'Address 3', and 'Country'. A 'Create Voucher' button is highlighted with a red box at the bottom left. Navigation buttons are at the bottom: '< First', '< Previous', 'Next >', 'Last >', and 'Delete Draft'.

*Note:*

- If entering a new court reporter or transcriptionist into the system, select a blank drop-down and enter all required information.
- Selecting a court reporter or transcriptionist already in the system will automatically populate that expert's information.

Step  
5

Click **Create Voucher**.

## Creating a CJA-24 Voucher (cont'd)

### Note:

If **Expert** has been selected under the **Voucher Assignment**, the expert will fill out the required expense information and submit the form. The attorney will then approve it and submit to the court.

If **Attorney** has been selected under the **Voucher Assignment**, the attorney will fill out the required expense information and submit the form. The CJA 24 will appear in the **My Active Documents** section as submitted to attorney. The attorney must perform the second level of approval/submission by clicking the voucher, navigating to the **Confirmation** page, and approving the voucher. The voucher then moves to the **My Submitted Documents** section.

**Step 1** Click the **Services** tab or click **Next**.

**Step 2** Enter the **Date**, **Service Type**, **No. of Pages**, **Rate**, and

### Note:

You'll have two options to choose from under **Service Type**: **Original** or **Copy**. The rate should vary between the two

**Step 3** Click **Add**.

The screenshot shows the 'Services' tab in a web application. The form includes fields for Date (7/1/2014), Service Type (dropdown), Include Page Numbers (checkbox), No. of Pages, and Rate Per Page. There are also fields for Less Amount Apportioned and Less Amount Adjusted. A table below the form shows one entry: Original, 07/01/2014, Sentencing, 100, 4.85, and a Total of 485.00. The 'Add' button is highlighted with a red box.

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioner	Discount	Total
Original	07/01/2014	Sentencing		100	4.85			485.00

The item will appear in the bottom of the **Service Type** section.

**Step 4** Click **Save**.

**Step 1** Click the **Expenses** tab or click **Next**.

**Step 2** Enter the **Date**, **Expense Type**, and **Description**.

**Step 3** Click **Add**.

The screenshot shows the 'Expenses' tab in a web application. The form includes fields for Date (7/1/2014), Expense Type, Miles, and Amount. There is also a field for Description with a rate per mile of \$0.5600. An 'Add' button is highlighted with a red box. Below the form is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty.

Expense Type	Date	Description	Mile	Rate	Amt
--------------	------	-------------	------	------	-----

The item will appear below in the **Expense** section.

**Step 4** Click **Save**.

## Creating a CJA-24 Voucher (cont'd)

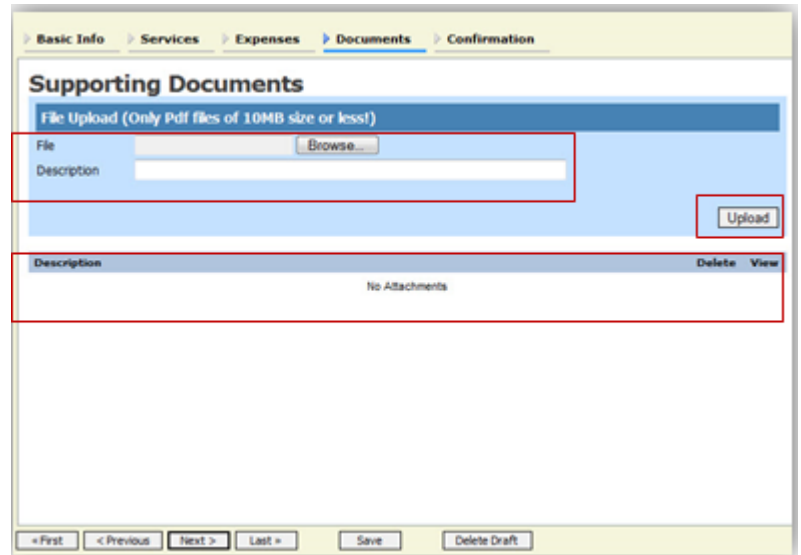
**Step 1** Click the **Documents** tab or click **Next**.

**Step 2** Click **Browse** to select a PDF file to attach.

### Note:

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

**Step 3** Click **Upload**.



The screenshot shows the 'Supporting Documents' section of a web application. At the top, there are navigation tabs: 'Basic Info', 'Services', 'Expenses', 'Documents' (which is selected), and 'Confirmation'. Below the tabs, the 'Supporting Documents' section has a header 'File Upload (Only Pdf files of 10MB size or less!)'. There is a 'File' input field with a 'Browse...' button next to it, and a 'Description' input field below it. An 'Upload' button is located to the right of the description field. Below these fields is a table with a header row containing 'Description', 'Delete', and 'View'. The table body shows 'No Attachments'. At the bottom of the page, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'.

The document will appear at the bottom of the **Description** section.

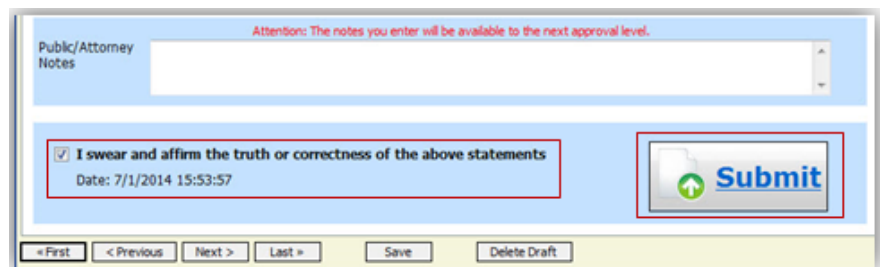
**Step 4** Click **Save**.

A confirmation page will appear.

**Step 1** Verify all information is correct.

**Step 2** Select the affirmation check box. This will automatically time stamp the voucher.

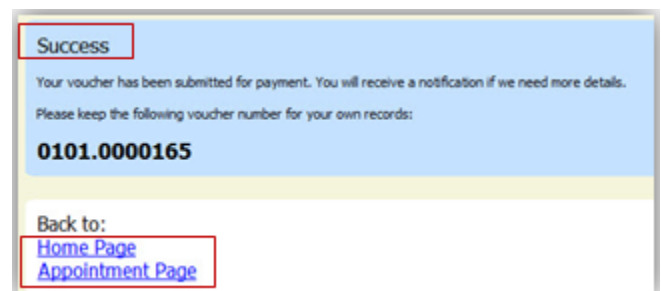
**Step 3** Click **Submit**.



The screenshot shows a confirmation page with a red warning message at the top: 'Attention: The notes you enter will be available to the next approval level.' Below this is a text area for 'Public/Attorney Notes'. There is a checked checkbox with the text 'I swear and affirm the truth or correctness of the above statements' and a date stamp 'Date: 7/1/2014 15:53:57'. A large 'Submit' button with a green arrow icon is on the right. At the bottom, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'.

A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.

**Step 4** Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this



The screenshot shows a 'Success' confirmation screen. It has a blue background and a white box with the text: 'Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records:'. Below this is the voucher number '0101.0000165'. At the bottom, there is a 'Back to:' section with two links: 'Home Page' and 'Appointment Page'.

# Approving a CJA-24 Voucher

Once a CJA-24 voucher has been submitted by an official court reporter or by an attorney on behalf of a contract court reporter or transcriptionist, the case file appears in the **My Active Documents** section.

Step  
1

Click the case hyperlink to select the file

Step  
2

Navigate to the **Confirmation** tab.

Step  
3

Verify all information is correct

Step  
4

Certify the information by selecting the certification check box. This automatically time

Step  
5

Click **Approve**.

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

Public/Attorney Notes

I certify that I have reviewed the above information  
Date: 6/19/2014 9:43:24

Approve Reject

< First < Previous Next > Last > Save Delete Draft