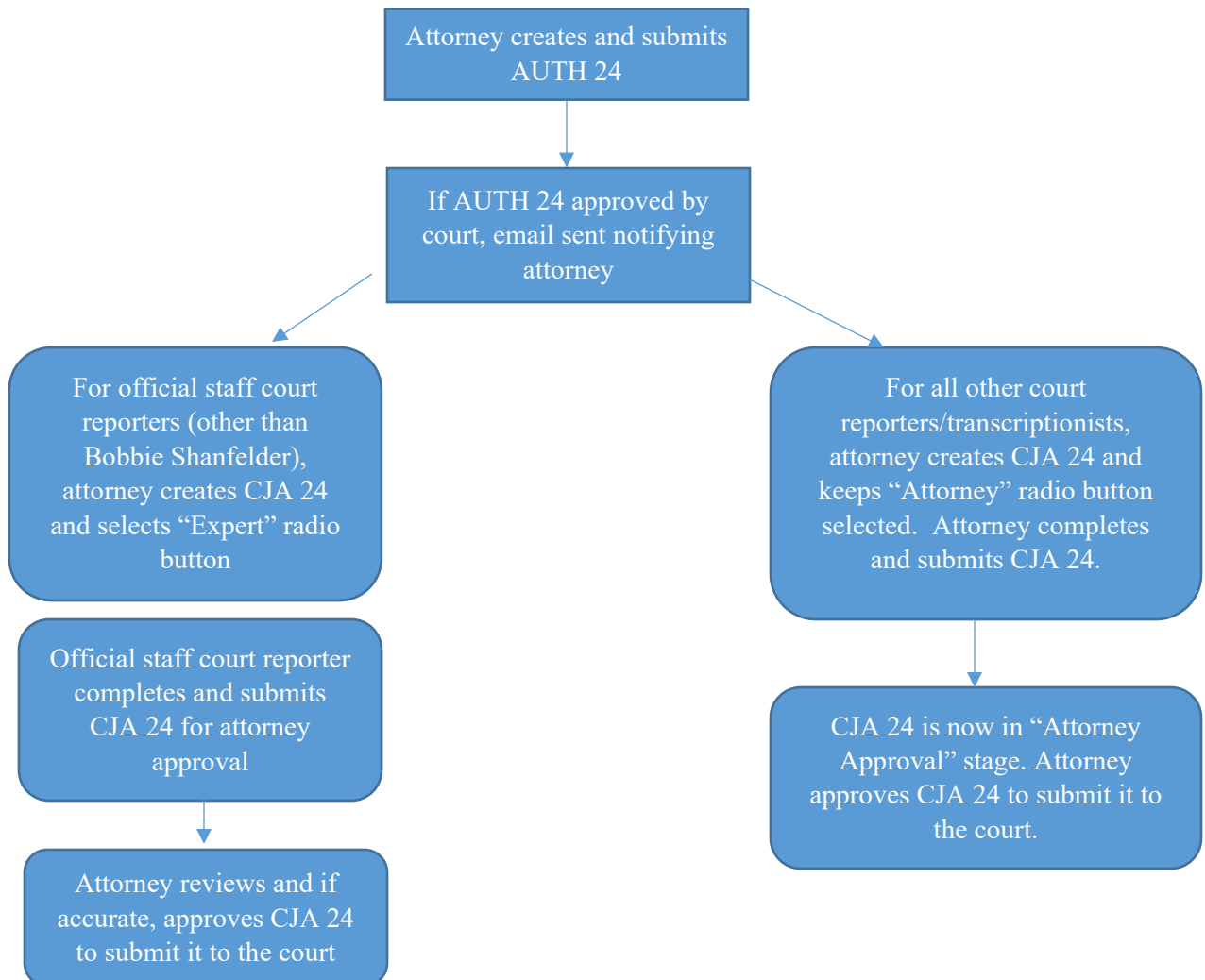


Transcripts and eVoucher

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 begin on page 2.
- 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 begin on page 5.
 - For official court reporters (other than Bobbie Shanfelder), an attorney should select the “Expert” radio button under “Voucher Assignment.”
 - For all other court reporters or transcriptionists, an attorney must select the “Attorney” radio button under “Voucher Assignment.”



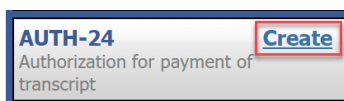
Creating an Authorization for Transcripts (AUTH-24)

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 ordering a transcript on appeal 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 Info page, in the Create New Voucher section, click the **Create** link next to AUTH-



Step 2

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 0542	2. PERSON REPRESENTED Febediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 578-CR-202110-88-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
12-1457.M PENALTIES - PROHIBITED ACTIVITIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
David Dd Attorney - Bar Number: 1234123
2500 Main St
San Antonio TX 78209
Phone: 2105552500
Email: davidattorney@gmail.com

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 checked="" 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
7/1/2024
Nunc Pro Tunc Date

14. LAW FIRM NAME AND MAILING ADDRESS

Repayment ☐ YES ☒ NO

PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly)

Sentencing hearing scheduled for 10/25/2024

PROCEEDINGS TO BE TRANSCRIBED (Describe specifically). NOTE: For trial transcripts, specify, e.g., voir dire, prosecution opening statement, defense opening statement, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.

Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including voir dire, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling 3-Day

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

Step 3

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Choose File** 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	Choose File	No file chosen
Description	Proposed Order	

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 4

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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info
Documents
Confirmation

Confirmation

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Jebediah Brannon	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 5-75-CR-002119-SB-AA	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Brannon	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 12.1457.M PENALTIES - PROHIBITED ACTIVITIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
13. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly) Sentencing hearing scheduled for 10/25/2024			
13. PROCEEDING TO BE TRANSCRIPTED (Describe specifically). NOTE: For trial transcripts, specify, e.g., voir dire, prosecution opening statements, defense opening statements, witness testimony, prosecution arguments, defense arguments, prosecution rebuttal, jury instructions, and/or miscellaneous conferences. Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including voir dire, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day Transcript <input type="checkbox"/> 7-Day <input checked="" type="checkbox"/> 3-Day <input type="checkbox"/> Next-Day <input type="checkbox"/> 2-Hour <input type="checkbox"/> Realtime Unedited			
C. 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.			
16. 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 13 is hereby granted.	
Signature of Attorney _____ Date _____ David Dd Attorney Printed Name Telephone Number: 2105552500		Signature of Presiding Judge or By Order of the Court Date of Order _____ Nunc Pro Tunc Date _____	

Public/Attorney Notes

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

☒ I swear and affirm the truth or correctness of the above statements
Date: 10/25/2024 9:57:49

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

Step 5

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:

0542.0593051

Back to:

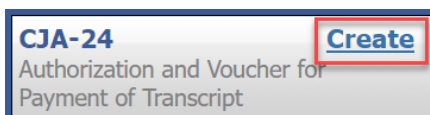
[Home Page](#)
[Appointment Page](#)

Creating a CJA-24 Voucher

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

Step 1

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



Step 2

Creating a CJA-24 voucher is similar to creating a CJA-21, as outlined in the CJA-21 section. The Authorization Selection section displays in one of two ways: Associated Authorizations Available and Associated Authorizations Unavailable. **NCED requires an AUTH 24 for all CJA 24 vouchers. Be sure to click "Use Existing Authorization in eVoucher" link (i.e., follow the Associated Authorizations Available instructions below).**

Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

Basic Info

Basic Info		VOUCHER NUMBER	
1. CIR./DIST./DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson		
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-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 12:1457.M PENALTIES - PROHIBITED ACTIVITIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection
Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 593051 Order Date: 10/25/2024 Proceeding Transcribed: Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including voir dire, witness testimony, pros	Service Type: Court Reporter / Transcript Special Handling: 3-Day
ID Number: 593052 Order Date: 10/25/2024 Proceeding Transcribed: 08/14/2024, Dkt # 37 - Arraignment on Superseding Indictment and Entry of Plea Hearing	Service Type: Court Reporter / Transcript Special Handling: 7-Day

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

Note: If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until it is highlighted.*

Please Select the Associated Authorization	
ID Number: 593051 Order Date: 10/25/2024 Proceeding Transcribed: Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including voir dire, witness testimony, pros	Service Type: Court Reporter / Transcript Special Handling: 3-Day
ID Number: 593052 Order Date: 10/25/2024 Proceeding Transcribed: 08/14/2024, Dkt # 37 - Arraignment on Superseding Indictment and Entry of Plea Hearing	Service Type: Court Reporter / Transcript Special Handling: 7-Day

DO NOT CLICK THE **"No Existing Authorization in eVoucher"** link.

No Existing Authorization in eVoucher

If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

Associated Authorizations Unavailable

If there are no associated authorizations available, a message appears indicating that no authorization requests were found. **Please stop and proceed to instead create the necessary AUTH-24 Voucher.**

Basic Info

Basic Info

1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-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 12:1457.M PENALTIES - PROHIBITED ACTIVITIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

No Authorization Requests Found

No Existing Authorization in eVoucher

If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

Step 3

Click the **Expert** drop-down arrow and select the court reporter. In the Voucher Assignment section, click the appropriate radio button to indicate whether the attorney or the court reporter will enter 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 for Official Court Reporters other than Bobbie Shanfelder. For a Contract Court Reporter/Transcriptionist, the radio button will remain on the **“Attorney” Voucher Assignment** radio button. For Bobbie Shanfelder, ensure that **“Attorney”** radio button is selected. Click **Create Voucher**.

New Voucher Information

Description

Court Reporter/Transcriber Status
☒ Official ☐ Contract ☐ Transcriber ☐ Other

Service Provider
Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.

Expert Expert, LeVar

Expert Info
Details

LeVar Expert
2600 Main Street
San Antonio TX 78210 US
Phone: 210-555-2600

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

Create Voucher

Notes:

- When you select a court reporter from the **Expert** drop-down list, their information automatically populates.

Step 4

Click the **Services** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, service type, number of pages, rate per page, and a description, and then click **Add**. The entry appears in the Service Type column. Click **Save**.

Basic Info **Services** Expenses Documents Confirmation

Services

Date: 04/22/2024 * Description:

Service Type: *

Include Page Numbers:

No. of Pages: * Rate Per Page: *

Less Amount Apportioned:

Less Amount Adjusted:

Add **Delete Item**

* Required Fields

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

Service Type	Date	Description	Incl. Page Number	No. of Pages	Rate Per Page	Apportioned	Adjusted	Total
Original	04/22/2024	Transcription	15	15	10.00			150.00

1 Page 1 of 1 (1 items) Go to page: View items per page: 10 25 50 100

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

Step 5

Click the **Expenses** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, expense type, and a description, and then click **Add**. The entry appears in the Expense Type column. Click **Save**.

Basic Info Services **Expenses** Documents Confirmation

Expenses

Date: 04/22/2024 * Description:

Expense Type: *

Miles: * at \$0.545 per mile.

Amount:

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	04/22/20...	Travel to court.	20	0.545	10.9

1 Page 1 of 1 (1 items) Go to page: View items per page: 10 25 50 100

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

Step 6

Click the **Documents** tab, or click **Next** on the progress bar. Click **Choose File** to locate your file, and then enter 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 No file chosen

Description

Description	Delete	View
Document.pdf	Delete	View

« First < Previous **Next >** Last »

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

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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

10

Step 8

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.

Success

This document has been submitted.

Please keep the following document number for your own records:

0542.0592923

Back to:

[Home Page](#)

[Appointment Page](#)

If the attorney submitted the CJA 24 on behalf of a 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.