

# CJA-24 Authorization of Transcript Request

Step  
1

Click the Appointment List case number link on the Attorney Home page.

Figure 1: Appointment List on Attorney Home Page

The screenshot shows the Attorney Home Page interface. At the top, there is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this is a breadcrumb trail: > Home. The main content area features a welcome message for Andrew Anders with links for My Profile, My Appointments (View), and Search Existing Appointments (Search). There is also a section for My Active Documents with a table listing active cases. The bottom section is the Appointments' List, which contains a table with columns for Appointments and Defendant. The second row of this table is highlighted with a red box, indicating the target case number link.

Case	Defendant	Type
<a href="#">1:14-CR-08805-AA</a> Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08806-BB</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	<b>Defendant: Thomas Watson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08808-AA</a> Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	<b>Defendant: Thomas Howell</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step  
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Select the **AUTH-24 Create** link on the left panel - on the **Appointment Info** screen.

Figure 2: Create Auth-24 link on Appointment Info Screen

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Operations', 'Reports', 'CMECF', 'Links', 'Help', and 'logout'. The main content area is split into two columns. The left column has a blue header 'Appointment' and contains a summary of the appointment, a 'View Representation' link, and a 'Create New Voucher' section. The 'Create New Voucher' section lists several voucher types: AUTH, AUTH-24, CJA-20, CJA-21, and CJA-22. The 'AUTH-24' voucher type is highlighted with a red rectangular box. The 'AUTH-24' entry includes the text 'AUTH-24' and 'Create' in blue, followed by the description 'Authorization for payment of transcript'. The right column has a yellow header 'Appointment Info' and contains a table of appointment details. The table has two columns and several rows. The first row contains '1. CIR./DIST./DIV.CODE' (0101) and '2. PERSON REF' (Thomas Wats). The second row contains '3. MAG. DKT/DEF.NUMBER' and '4. DIST. DKT/DI' (1:14-CR-0880). The third row contains '7. IN CASE/MATTER OF(Case Name)' (USA v. Watson) and '8. PAYMENT C' (Felony (includ of alleged felo). The fourth row contains '11. OFFENSE(S) CHARGED' (42:2131.F ATOMIC ENERGY LICENSE REQUI). The fifth row contains '12. ATTORNEY'S NAME AND MAILING ADDRESS' (Andrew Anders - Bar Number: 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623). The sixth row contains '14. LAW FIRM NAME AND MAILING ADDRESS'. Below the table is a section titled 'Vouchers on File' with a sub-header 'To group by a particular Header, drag the column' and a table with two columns: 'Case' and 'Defendant'.

Step  
3

Enter the details of the transcript required on the **Basic Info** screen.

Figure 3: Basic Info screen of the CJA24 Authorization.

**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.

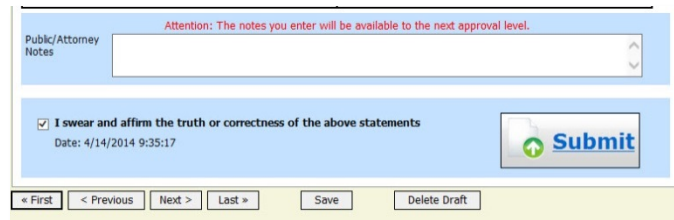
Figure 4: Special Transcript Handling drop-down list.

## Step 4

**Confirm and Submit the CJA24 Authorization.**

Once you have selected the “I swear...” check box, the **Submit** button will become active. Click **Submit**.

**Figure 5: The Submit button on the Confirmation tab.**



The screenshot shows a web form with a light blue header and a light green footer. At the top, a red text alert 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 checkbox is checked, with the text "I swear and affirm the truth or correctness of the above statements" and "Date: 4/14/2014 9:35:17" below it. To the right of the checkbox is a "Submit" button with a green arrow icon. At the bottom, there are navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".