

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 for Home, Operations, Reports, CMECF, Links, Help, and Logout. Below the navigation bar, there is a header section with a photo of hands and the word "ATTORNEY". To the right of the photo, there is a welcome message for Andrew Anders and links for My Profile, My Appointments (View), and Search Existing Appointments (Search).

Below the header, there is a section titled "My Active Documents" with a table containing one entry:

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

Below the "My Active Documents" section, there is a section titled "Appointments' List" with a table containing three entries:

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

The entry for Case 1:14-CR-08806-BB is highlighted with a red box.

Step
2

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 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-26. 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 with fields for case information, including '1. CIR./DIST./DIV.CODE', '2. PERSON REF', '3. MAG. DKT/DEF NUMBER', '4. DIST. DKT/DEF NUMBER', '7. IN CASE/MATTER OF(Case Name)', '8. PAYMENT C.', '11. OFFENSE(S) CHARGED', '12. ATTORNEY'S NAME AND MAILING ADDRESS', and '14. LAW FIRM NAME AND MAILING ADDRESS'. Below this is a section titled 'Vouchers on File' with a table header for '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.

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-LJA	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 <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Nunc. 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: [None] *

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

Order Date: [Input]

Nunc Pro Tunc Date: [Input]

Navigation: << First < Previous Next > Last >> 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.

Figure 4: Special Transcript Handling drop-down list.

None
14-day
Expedited
Daily
Hourly
Realtime Unedited

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 displays a web form for CJA24 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 confirmation section contains a checked checkbox with the text "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 section 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".