CJA-24 Authorizations

Creating an AUTH-24 (Transcript Request)

Check the docket! The transcript you need may be available for download without charge with your fee-exempt PACER account.

Attorneys are encouraged to contact the court reporter prior to submitting the transcript request in eVoucher.

Ensure that the hearing date(s) and type of proceeding on the AUTH-24 are correct and do not differ from what you have discussed with the court reporter.

Step 1

On the Home page, in the Appointments' List section, click the case number link.



Step 2

On the left side of the Appointment Info page, in the Create New Voucher section, click the **Create** link for AUTH-24.

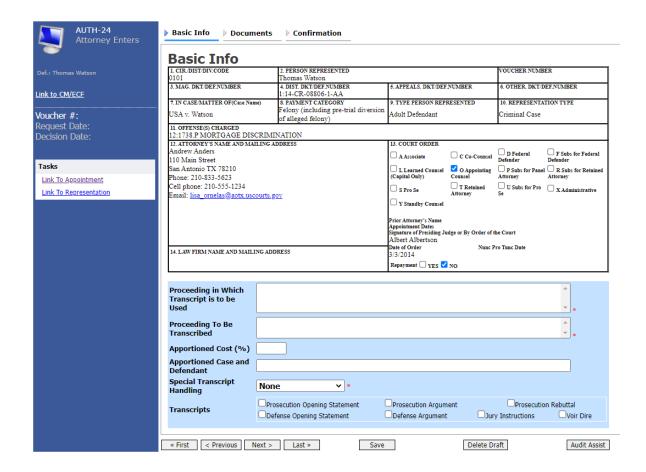




CJA-24 Authorizations

Step 3

On the Basic Info page, enter the required details of the transcript in the applicable fields.



Proceeding in Which Transcript is to be Used:

Enter reason for requesting the transcript (e.g., sentencing)

Proceeding To Be Transcribed:

Date and Type of Proceeding

From the **Special Transcript Handling** drop-down list, select the type of transcript handling. If none of the selections apply, leave the field set to **None**.



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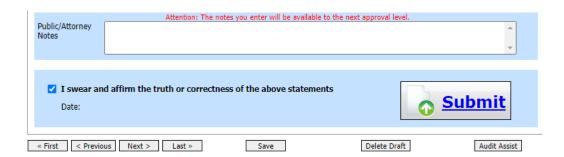


Expedited delivery should only be requested in certain circumstances. The majority of requests will not require expedited delivery. You can attach any relevant documents on the **Documents** tab.

Step 4

Confirm and submit the CJA-24 authorization.

Once you select the I swear and affirm the truth or correctness of the above statements check box, the Submit button becomes active. Click Submit.



The request will have been properly submitted if you receive the "success" message below.



