

## 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.

Appointments' List	
Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <a href="#">Representation ID: 2</a> Appointment ID: 4	<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-AA</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders <a href="#">Representation ID: 4</a> Appointment ID: 2	<b>Defendant: Thomas Watson</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-08808-AA</a> Defendant #: 1 Case Title: USA v. Howell Attorney: Andrew Anders <a href="#">Representation ID: 10</a> Appointment ID: 8	<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 2

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

Appointment	Appointment Info										
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers <a href="#">View Representation</a>	<table border="1"> <tr> <td>1. CIR. DIST. DIV. CODE 0101</td> <td>2. PERSON REPRESENTED Thomas Watson</td> </tr> <tr> <td>3. MAG. DKT/DEF. NUMBER</td> <td>4. DIST. DKT/DEF. NUMBER 1:14-CR-08806-1-AA</td> </tr> <tr> <td>7. IN CASE MATTER OF (Case Name) USA v. Watson</td> <td>8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)</td> </tr> <tr> <td colspan="2">11. OFFENSE(S) CHARGED 12-1738.P MORTGAGE DISCRIMINATION</td> </tr> <tr> <td colspan="2">13. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a></td> </tr> </table>	1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Thomas Watson	3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08806-1-AA	7. IN CASE MATTER OF (Case Name) USA v. Watson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	11. OFFENSE(S) CHARGED 12-1738.P MORTGAGE DISCRIMINATION		13. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>	
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## eVoucher 6.8

## CJA-24 Authorizations

## Step 3

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

**AUTH-24**  
Attorney Enters

Def.: Thomas Watson

Link to CM/ECF

Voucher #:  
Request Date:  
Decision Date:

Tasks

- [Link To Appointment](#)
- [Link To Representation](#)

Basic Info Documents Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Thomas Watson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08806-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Watson	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  
12:1738.P MORTGAGE DISCRIMINATION

12. ATTORNEY'S NAME AND MAILING ADDRESS  
Andrew Anders  
110 Main Street  
San Antonio TX 78210  
Phone: 210-833-5623  
Cell phone: 210-555-1234  
Email: [lisa\\_ornelas@aox.uscourts.gov](mailto:lisa_ornelas@aox.uscourts.gov)

13. COURT ORDER

A Associate  C Co-Counsel  D Federal Defender  F Subs for Federal Defender

L Learned Counsel (Capital Only)  O Appointing Counsel  P Subs for Panel Attorney  R Subs for Retained Attorney

S Pro Se  T Retained Attorney  U Subs for Pro Se  X Administrative

Y 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

14. LAW FIRM NAME AND MAILING ADDRESS

Repayment  YES  NO

Proceeding in Which Transcript is 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

<< First < Previous Next > Last >>

Save Delete Draft Audit Assist

### 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**.

None
14-day
Expedited
Daily
Hourly
Realtime Unedited

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**.

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements

Date:

 **Submit**

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

**Success**

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:

**0101.0000150**