eVoucher 6.11



Creating a CJA-24 Authorization (Transcript Request)

<u>Check the docket</u>! 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 to give them a heads up 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.



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

Appointments' List	
	Search:
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case: Title: USA v. Branson Attorney: Andrew Anders <u>Representation ID: 2</u> Appointment ID: 4	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-AA Uerenoant =: 1 Case: Title: USA v. Watson Attorney: Andrew Anders Representation: 1D: 4 Appointment: 1D: 2	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Apointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case: Title: USA v Howell Attorney: Andrew Anders <u>Representation ID: 10</u> Appointment ID: 8	Defendant: Thomas Howell Representation Type: Criminal Case 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		
summary about this	1. CIR/DIST/DIV.CODE 0101	2. PERSON REPRESENTED Thomas Watson	
appointment, including a list of vouchers related to this	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08806-1-AA	
appointment and links to create new vouchers	7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
<u>Diew Representation</u>	11. OFFENSE(S) CHARGED 12:1738.P MORTGAGE DISCRIN	MINATION	
Create New Voucher	12. ATTORNEY'S NAME AND MAILING Andrew Anders 110 Main Street	GADDRESS	
AUTH Create Authorization for Expert and other Services	San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234		
AUTH-24 Create Authorization for payment of transcript	Email: <u>lisa_ornelas@aotx.uscourts</u>	<u>8.807</u>	

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Step 3

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

AUTH-24 Attorney Enters	Basic Info	Confirmation					
	Basic Info						
Def.: Thomas Watson	1. CIR/DIST/DIV.CODE 0101	2 2. PERSON REPRESENTED Thomas Watson			VOUCHER NUME	VOUCHER NUMBER	
Link to CM/FCF	3. MAG. DKT/DEF.NUMBER	KT/DEF.NUMBER 4. DIST. DKT/DEF.NUMBER 5. APPEALS. DKT/DEF.NUMBER 1.14.CR.0.8806.1.A A		6. OTHER. DKT/DEF.NUMBER			
	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED 10. REPRESENTATION		TION TYPE		
Voucher #:	USA v. Watson	of alleged felony) Adult Defendant		Criminal Case			
Request Date:	11. OFFENSE(S) CHARGED						
Decision Date:	12:1738 P MORTGAGE DISCRIMINATION						
	Andrew Anders	ADDRESS			D Federal	F Subs for Federal	
Tacke	110 Main Street		C A Associate	C Co-Counsel	Defender	Defender	
	San Antonio TX 78210 Phone: 210 833 5623		L Learned Counsel (Capital Only)	O Appointing Counsel	P Subs for Pane Attorney	Attorney	
LINK TO Appointment	Cell phone: 210-555-1234		S Pro Se	T Retained	U Subs for Pro	□ X Administrative	
LINK TO Representation	Email: <u>lisa_ornelas@aotx.uscourts.</u>	<u>gov</u>	V Standby Counsel	Attorney	Se	- ///	
			Prior Attorney's Name Appointment Dates Signature of Presiding Ju Albert Albertson	idge or By Order of t	he Court		
	14. LAW FIRM NAME AND MAILING AD	DRESS	Date of Order Nunc Pro Tunc Date				
			S/S/2014 Reneyment 🗌 yrrc 🔽	NO			
	PROCEEDING IN WHICH TR	ANSCRIPT IS TO BE USED (Des	cribe briefly)			*	
	PROCEEDINGS TO BE TRANS prosecution opening statem argument, prosecution rebu	SCRIBED (Describe specifically) eent, defense opening statemen ttal, jury instructions, and/or n	. NOTE: For trial t, witness testim hiscellaneous con	transcripts, s nony, prosecu nferences.	specify, e.g., v tion argumen	roir dire, t, defense	
	Apportioned Cost (%) Apportioned Case and Defendant Special Transcript Handling)-Day v *					
	« First < Previous Next >	> Last » Save		Delete D	Draft	Audit Assist	

Proceeding in Which Transcript is to be Used:

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

Proceeding To Be Transcribed:

Date and type of proceeding. If requesting trial transcripts, be specific in what you are requesting.







From the Special Transcript Handling drop-down list, select the type of transcript handling.

30-Day	
14-Day	
7-Day	
3-Day	
Next-Day	
2-Hour	
Realtime Unedited	

Note: Fill in the details for the transcript you are requesting. The required items are marked with a red asterisk. 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**.

Public/Attorney Notes	Attention: The ne	otes you enter will be available to the r	next approval level.	
I swear a Date:	nd affirm the truth or correctn	ess of the above statements	Submit	
« First < Previ	ous Next > Last »	Save	Delete Draft Audit Assi	st

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



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