

Creating a CJA-24 Authorization (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 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.

Step 1

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

Appointments' List	
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 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 Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders Representation ID: 4 Appointment ID: 2	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing 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 Representation ID: 10 Appointment ID: 8	Defendant: Thomas Howell 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 View Representation	<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">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_omelas@aotx.uscourts.gov</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		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_omelas@aotx.uscourts.gov	
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eVoucher 6.11

CJA-24 Authorizations

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

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**.

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