

# CJA24 Authorization of Transcript Requests

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 with the following sections:

- Navigation Bar:** Home, Operations, Reports, CMECF, Links, Help, Logout
- Welcome Message:** Welcome Andrew Anders: My Profile, My Appointments: View, Search Existing Appointments: Search
- My Active Documents:** A table with columns Case, Defendant, and Type. The first entry is Case: 1:14-CR-08805-AA, Defendant: Jebediah Branson (# 1), Type: CJA-20 Andrew Anders.
- Appointments' List:** A table with columns Appointments and Defendant. The second entry is highlighted with a red box: Case: 1:14-CR-08806-BB, Defendant #: 1, Case Title: USA v. Watson, Attorney: Andrew Anders. The Defendant details for this entry are: Defendant: Thomas Watson, Representation Type: Criminal Case, Order Type: Appointing Counsel, Order Date: 03/03/14, Pres. Judge: Barney Ball, Adm./Mag Judge: [blank].

Step  
2

Select the Create Auth-24 link on the left-hand menu of 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 is a dark blue sidebar with the title 'Appointment' and a description: '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'. Below this is a 'View Representation' link with a document icon. The 'Create New Voucher' section lists several options, each with a 'Create' link. The 'AUTH-24' option, 'Authorization for payment of transcript', is highlighted with a red rectangular box. Other options include 'AUTH' (Authorization for Expert and other Services), 'CJA-20' (Appointment of and Authority to Pay Court-Appointed Counsel), 'CJA-21' (Authorization and Voucher for Expert and other Services), and 'CJA-20' (Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court). The right column is titled 'Appointment Info' and contains a table with the following data:

1. CIR./DIST./DIV.CODE 0101	2. PERSON REF Thomas Wats
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DI 1:14-CR-0880
7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT C. Felony (includ of alleged felo
11. OFFENSE(S) CHARGED 42:2131.F ATOMIC ENERGY LICENSE REQUIF	
12. ATTORNEY'S NAME ANDMAILING ADDRESS Andrew Anders - Bar Number: 110 Main Street San Antonio TX 78210 Phone: 210-833-5623	
14. LAW FIRM NAME ANDMAILING ADDRESS	

Below the 'Appointment Info' table is a section titled 'Vouchers on File' with a sub-header 'To group by a particular Header, drag the column'. It contains a table with two columns: '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 (%): [Text Box]

Apportioned Case and Defendant: [Text Box]

Special Transcript Handling: [None] \*

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

Order Date: [Text Box]

Nunc Pro Tunc Date: [Text Box]

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.

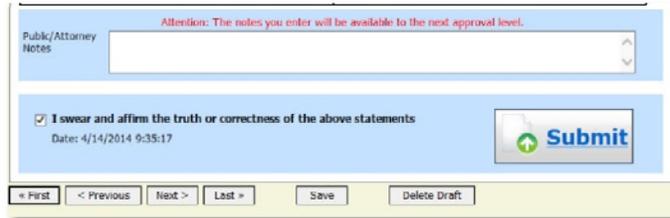
None  
14-day  
Expedited  
Daily  
Hourly  
Realtime Unedited

## Step 4

**Confirm and Submit the CJA24 Authorization.**

Once you have selected the “I swear...” check box, the Submit button will become active. Click the Submit button.

**Figure 5: The Submit button on the Confirmation tab.**



The screenshot displays a web form for CJA24 Authorization. At the top, a red alert 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".