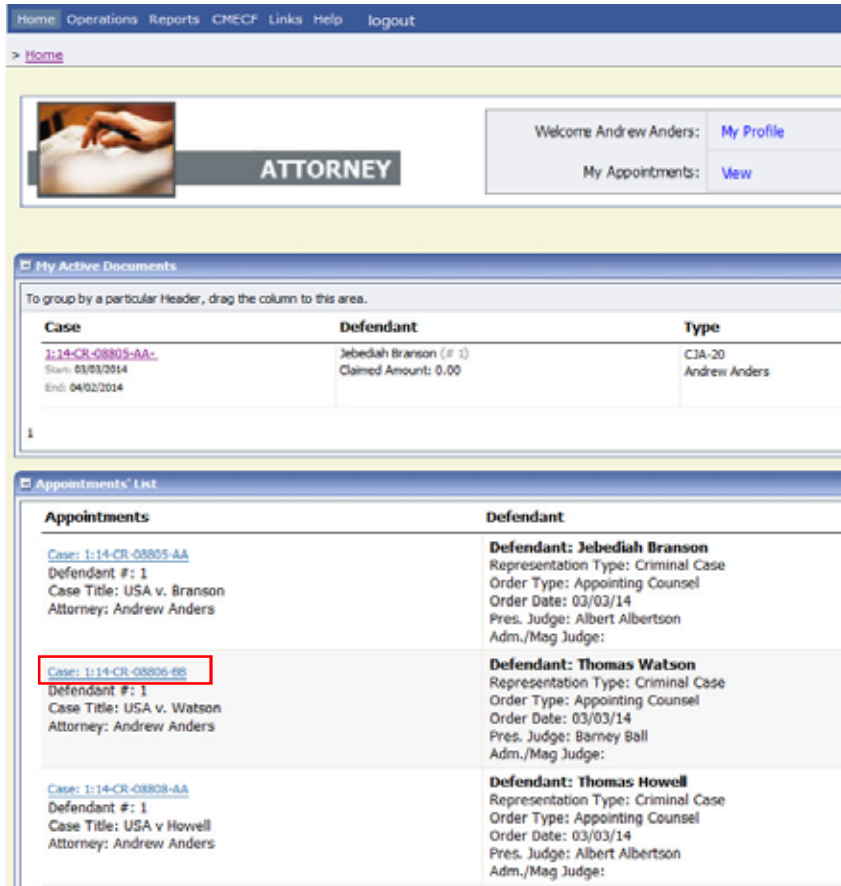


## CJA-24 Authorization of Transcript Request

Step  
1

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

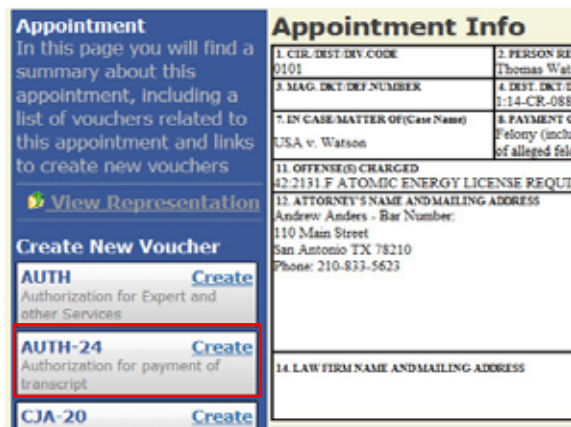
Figure 1: Appointments' List on Attorney Home Page



Step  
2

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

Figure 2: AUTH-24 Create Link on Appointment Info Page



Step  
3

On the **Basic Info** page, enter the required details of the transcript.

Figure 3: Basic Info Page of the CJA-24 Authorization

**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.

**Select Special Transcript Handling**

Choose the type of transcript handling, leave on None, if the other options are not applicable.

Figure 4: Special Transcript Handling List

- None
- 14-day
- Expedited
- Daily
- Hourly
- Realtime Unedited



## Step 4

**Confirm and submit the CJA-24 Authorization.**

Once you have selected the **I swear and affirm the truth or correctness of the above statements** check box, the **Submit** button will become active. Click **Submit**.

Figure 5: The Submit button on the Confirmation tab.



The screenshot displays a web form interface for the Confirmation tab. At the top, a red warning 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 blue banner 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 9:33:17". To the right of this banner is a green "Submit" button. At the bottom of the form, there are navigation buttons: "< First", "< Previous", "Next >", "Last >", "Save", and "Delete Draft".