

CJA-24 Authorization of Transcript Request

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 interface. At the top, there is a navigation bar with links for Home, Operations, Reports, CMECF, Links, Help, and logout. Below the navigation bar, there is a header section with a photo of hands and the word "ATTORNEY". To the right of the photo, there is a welcome message for Andrew Anders and links for My Profile, My Appointments (View), and Search Existing Appointments (Search).

Below the header, there is a section titled "My Active Documents" with a table of active documents. The table has columns for Case, Defendant, and Type. The first row shows Case: 1:14-CR-08805-AA, Defendant: Jebediah Branson (# 1), and Type: CJA-20.

Below the "My Active Documents" section, there is a section titled "Appointments' List" with a table of appointments. The table has columns for Appointments and Defendant. The second row is highlighted with a red box. The appointment details are as follows:

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	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-BB Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	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

Select the **AUTH-24 Create** link on the left panel - on 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 has a blue header 'Appointment' and contains a summary, a 'View Representation' link, and a 'Create New Voucher' section. The 'Create New Voucher' section lists several options: 'AUTH' (Authorization for Expert and other Services), 'AUTH-24' (Authorization for payment of transcript), 'CJA-20' (Appointment of and Authority to Pay Court-Appointed Counsel), 'CJA-21' (Authorization and Voucher for Expert and other Services), and 'CJA-22' (Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court). The 'AUTH-24' option is highlighted with a red rectangular box. The right column has a yellow header 'Appointment Info' and contains a table with appointment details. Below the table is a 'Vouchers on File' section with a table header for 'Case' and 'Defendant'.

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

Case	Defendant

Step
3

Enter the details of the transcript required on the **Basic Info** screen.

Figure 3: Basic Info screen of the CJA24 Authorization.

Home Operations Reports CMECF Links Help logout

Basic Info Documents Confirmation

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-AA	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
 A Associate C Co-Counsel
 F Subs for Federal Defender O Appointing Counsel
 P Subs for Panel Attorney R Subs for Retained Attorney
 Y Standby Counsel
 Prior Attorney's Name
 Appointment Dates
 Signature of Presiding Judge or By Order of the Court
 Albert Albertson
 Date of Order Nunc Pro Tunc Date
 5/3/2014
 Repayment YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

Proceeding Transcript 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

Order Date

Nunc Pro Tunc Date

« 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.

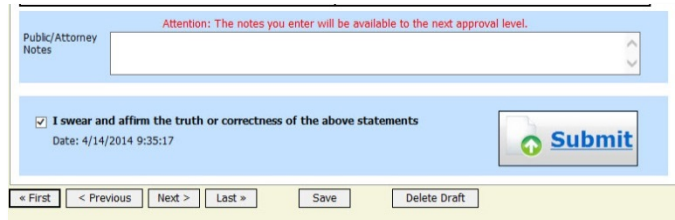
None
14-day
Expedited
Daily
Hourly
Realtime Unedited

Step 4

Confirm and Submit the CJA24 Authorization.

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

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".