

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 with a navigation menu at the top: Home, Operations, Reports, CMECF, Links, Help, and logout. Below the navigation is a 'Home' breadcrumb and a welcome message for Andrew Anders with links for My Profile, My Appointments (View), and Search Existing Appointments (Search). A section titled 'My Active Documents' contains a table with columns Case, Defendant, and Type. Below this is the 'Appointments' List section, which is a table with two columns: Appointments and Defendant. The second row of the Appointments List is highlighted with a red box.

Case	Defendant	Type
1:14-CR-08805-AA Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders

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 divided into two columns. The left column has a blue header 'Appointment' and contains a summary of the appointment, a 'View Representation' link, and a 'Create New Voucher' section. The 'Create New Voucher' section lists several voucher types: '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-20' (Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court). The 'AUTH-24' voucher type is highlighted with a red rectangular box. The right column has a yellow header 'Appointment Info' and contains a table of appointment details. The table has two columns and several rows. The first row contains '1. CIR./DIST./DIV.CODE' (0101) and '2. PERSON REE' (Thomas Wats). The second row contains '3. MAG. DKT/DEF.NUMBER' and '4. DIST. DKT/DI' (1:14-CR-0880). The third row contains '7. IN CASE/MATTER OF(Case Name)' (USA v. Watson) and '8. PAYMENT C.' (Felony (includ of alleged felo). The fourth row contains '11. OFFENSE(S) CHARGED' (42:2131.F ATOMIC ENERGY LICENSE REQUI). The fifth row contains '12. ATTORNEY'S NAME AND MAILING ADDRESS' (Andrew Anders - Bar Number: 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623). The sixth row contains '14. LAW FIRM NAME AND MAILING ADDRESS'. Below the table is a section titled 'Vouchers on File' with a sub-header 'To group by a particular Header, drag the column' and a table with two columns: 'Case' and 'Defendant'.

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 E:14-CR-08805-1-A-A	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 Paasal 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.

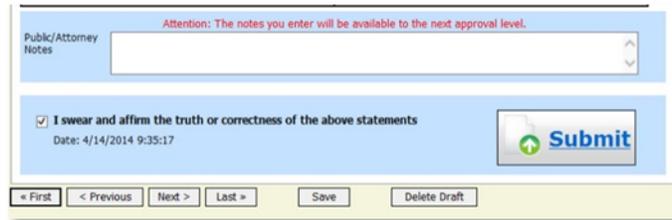
None
14-day Expedited
Daily
Hourly
Realtime Unedited

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 interface for the CJA24 Authorization 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 checked checkbox is followed by the text "I swear and affirm the truth or correctness of the above statements" and the date "Date: 4/14/2014 9:35:17". A prominent "Submit" button with a green plus icon is visible. At the bottom, there are navigation buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".