

# 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: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this, a user profile section displays 'Welcome Andrew Anders:' with links for 'My Profile', 'My Appointments: View', and 'Search Existing Appointments: Search'. A central banner features a hand holding a pen and the word 'ATTORNEY'. Below the banner is a 'My Active Documents' section with a table containing one entry for case '1:14-CR-08805-AA'. The 'Appointments List' section is a table with two columns: 'Appointments' and 'Defendant'. The second row of this table is highlighted with a red box, showing case '1:14-CR-08806-BB' with defendant 'Thomas Watson'. The third row shows case '1:14-CR-08808-AA' with defendant 'Thomas Howell'.

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

  

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08806-BB</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	<b>Defendant: Thomas Watson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08808-AA</a> Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	<b>Defendant: Thomas Howell</b> 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 of the appointment, a 'View Representation' link, and a 'Create New Voucher' section. The 'Create New Voucher' section lists several voucher types: AUTH, AUTH-24, CJA-20, CJA-21, and CJA-22. The 'AUTH-24' voucher type is highlighted with a red rectangular box. The 'AUTH-24' entry includes the text 'AUTH-24' and 'Create' in blue, followed by the description 'Authorization for payment of transcript'. The right column has a yellow header 'Appointment Info' and contains a table of appointment details. The table includes fields for CIR./DIST./DIV.CODE, PERSON REE, MAG. DKT/DEF.NUMBER, DIST. DKT/DE, IN CASE/MATTER OF(Case Name), PAYMENT C, OFFENSE(S) CHARGED, ATTORNEY'S NAME AND MAILING ADDRESS, and LAW FIRM NAME AND MAILING ADDRESS. The 'ATTORNEY'S NAME AND MAILING ADDRESS' field is populated with 'Andrew Anders - Bar Number: 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623'. Below the table is a section titled 'Vouchers on File' with a table header containing '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.

**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.

## 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 shows a web form interface. At the top, there is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes". Underneath the text area is a blue confirmation bar containing a checked checkbox with the text "I swear and affirm the truth or correctness of the above statements" and a date "Date: 4/14/2014 9:35:17". To the right of this bar is a "Submit" button with a green arrow icon. At the bottom of the form, there is a navigation bar with buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".