

## 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

The screenshot shows the Attorney Home Page with the following elements:

- Navigation Bar:** Home, Operations, Reports, CMECF, Links, Help, logout
- Welcome Message:** Welcome Andrew Anders: My Profile, My Appointments: View
- My Active Documents:** A table with columns Case, Defendant, and Type. The first entry is 1:14-CR-08805-AA.
- Appointments' List:** A table with columns Appointments and Defendant. It lists three appointments for case 1:14-CR-08805-AA. The second appointment, 1:14-CR-08806-BB, is highlighted with a red border.

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

The screenshot shows the Appointment Info page with the following elements:

- Appointment Info Summary:** 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.
- Create New Voucher:** A list of voucher types with 'Create' links. 'AUTH-24' is highlighted with a red border.
- Appointment Info Table:**

1. CIR./DIST./DIV. CODE 0101	2. PERSON REF Thomas Wat
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT. D 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 REQUIR	
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	



Step  
3

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

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

The screenshot displays the 'Basic Info' page of the CJA-24 Authorization system. The interface includes a top navigation bar with links like 'Home', 'Operations', 'Reports', 'CMECF', 'Links', 'Help', and 'logout'. On the left, a sidebar identifies the user as 'AUTH-24 Attorney Enters' with the name 'Jebediah Branson'. The main form area is divided into sections: a table for case and attorney details, a section for 'OFFENSES CHARGED' and 'INSPECTION VIOLATION PENALTIES', and a section for 'COURT ORDER' with various checkboxes. Below these are several input fields for transcript specifications, some marked with a red asterisk to indicate they are required. At the bottom, there are 'Save' and 'Delete Draft' buttons.

**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

The image shows a dropdown menu with the following options: None, 14-day, Expedited, Daily, Hourly, and Realtime Unedited. The 'None' option is currently selected and highlighted in blue.

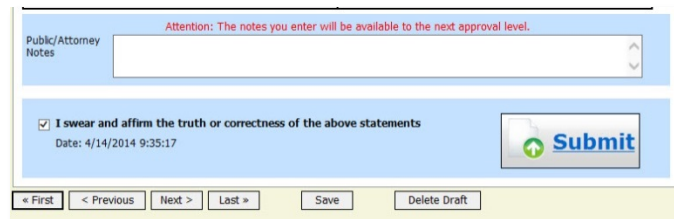


## Step 4

**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 shows a web interface for confirming and submitting a CJA-24 Authorization. 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". A blue bar contains a checked checkbox with the text "I swear and affirm the truth or correctness of the above statements" and a date stamp "Date: 4/14/2014 9:35:17". To the right of this bar is a green "Submit" button with a plus icon. At the bottom, there are navigation buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".