

CJA24 Authorization of Transcript Requests

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 the following sections:

- Navigation Bar:** Home, Operations, Reports, CMECF, Links, Help, logout
- Welcome Message:** Welcome Andrew Anders: My Profile, My Appointments: View, Search Existing Appointments: Search
- My Active Documents:** A table with columns Case, Defendant, and Type.

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' List:** A table with columns Appointments and Defendant.

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 Create Auth-24 link on the left-hand menu of 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 area is split into two columns. The left column is a dark blue sidebar with the heading 'Appointment' and a description: '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'. Below this is a 'View Representation' link with a magnifying glass icon. The 'Create New Voucher' section lists several options, each with a 'Create' link. The 'AUTH-24' option, described as 'Authorization for payment of transcript', is highlighted with a red rectangular box. Other options include 'AUTH' (Authorization for Expert and other Services), '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 right column is titled 'Appointment Info' and contains a table with the following data:

1. CIR./DIST./DIV.CODE 0101	2. PERSON REF Thomas Wats
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DI 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	
13. LAW FIRM NAME AND MAILING ADDRESS	

Below the 'Appointment Info' table is a section titled 'Vouchers on File' with a sub-header 'To group by a particular Header, drag the column'. It features two columns: 'Case' and 'Defendant', with a table structure below them.

Step
3

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

Figure 3: Basic Info screen of the CJA24 Authorization.

Basic Info		VOUCHER NUMBER
1. CIR. DIST/ DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/ DEF. NUMBER E14-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 <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> 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 <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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

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.

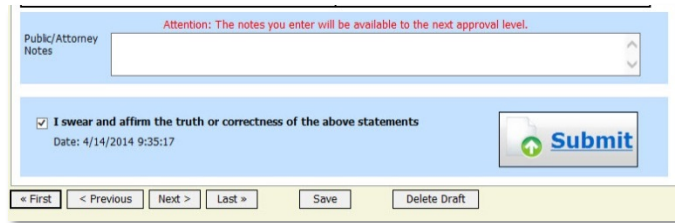
None
14-day
Expedited
Daily
Hourly
Realtime Unedited

Step 4

Confirm and Submit the CJA24 Authorization.

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

Figure 5: The Submit button on the Confirmation tab.



The screenshot displays a web form interface for confirming and submitting a CJA24 Authorization. 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 labeled "I swear and affirm the truth or correctness of the above statements", with a date of "4/14/2014 9:35:17" displayed below it. To the right of the checkbox 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".