

# 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 displays the Attorney Home Page interface. At the top, there is a navigation menu with links for Home, Operations, Reports, CMECF, Links, Help, and Logout. Below the navigation, a 'Home' breadcrumb is visible. A central banner features a photo of hands and the word 'ATTORNEY'. To the right, a user profile section for Andrew Anders includes links for 'My Profile', 'View' (under My Appointments), and 'Search' (under Search Existing Appointments).

The main content area is divided into two sections. The first is 'My Active Documents', which contains a table with columns for Case, Defendant, and Type. The second section is 'Appointments List', which is expanded to show details for three cases. The second case, 'Case: 1:14-CR-08806-BB', is highlighted with a red rectangular box. The details for this case include: Defendant: Thomas Watson, Representation Type: Criminal Case, Order Type: Appointing Counsel, Order Date: 03/03/14, Pres. Judge: Barney Ball, and Adm./Mag Judge: (blank).

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

  

| Appointments   | Defendant   |
|--|---|
| <a href="#">Case: 1:14-CR-08805-AA</a><br>Defendant #: 1<br>Case Title: USA v. Branson<br>Attorney: Andrew Anders  | <b>Defendant: Jebedah Branson</b><br>Representation Type: Criminal Case<br>Order Type: Appointing Counsel<br>Order Date: 03/03/14<br>Pres. Judge: Albert Albertson<br>Adm./Mag Judge: |
| <span style="border: 2px solid red; padding: 2px;"> <a href="#">Case: 1:14-CR-08806-BB</a><br/>                         Defendant #: 1<br/>                         Case Title: USA v. Watson<br/>                         Attorney: Andrew Anders                     </span> | <b>Defendant: Thomas Watson</b><br>Representation Type: Criminal Case<br>Order Type: Appointing Counsel<br>Order Date: 03/03/14<br>Pres. Judge: Barney Ball<br>Adm./Mag Judge:        |
| <a href="#">Case: 1:14-CR-08808-AA</a><br>Defendant #: 1<br>Case Title: USA v Howell<br>Attorney: Andrew Anders  | <b>Defendant: Thomas Howell</b><br>Representation Type: Criminal Case<br>Order Type: Appointing Counsel<br>Order Date: 03/03/14<br>Pres. Judge: Albert Albertson<br>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 is divided into two columns. The left column is a blue sidebar menu with the following items:

- Appointment**: 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.
- Create New Voucher**: A section containing several voucher types, each with a 'Create' link:
  - AUTH**: Authorization for Expert and other Services
  - AUTH-24**: Authorization for payment of transcript (This item is highlighted with a red rectangular box)
  - CJA-20**: Appointment of and Authority to Pay Court-Appointed Counsel
  - CJA-21**: Authorization and Voucher for Expert and other Services
  - 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<br>0101   | 2. PERSON REE<br>Thomas Wats                       |
| 3. MAG. DKT/DEF.NUMBER   | 4. DIST. DKT/DA<br>1:14-CR-0880                    |
| 7. IN CASE/MATTER OF(Case Name)<br>USA v. Watson   | 8. PAYMENT C.<br>Felony (includ<br>of alleged felo |
| 11. OFFENSE(S) CHARGED<br>42:2131.F ATOMIC ENERGY LICENSE REQUI  |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders - Bar Number:<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623 |  |
| 14. LAW FIRM NAME AND MAILING ADDRESS  |  |

Below the 'Appointment Info' table is a section titled 'Vouchers on File' with a table header:

| 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.

**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 the Submit button.

Figure 5: The Submit button on the Confirmation tab.



The screenshot shows a web form with a light blue header and a white body. At the top, a red warning message reads: "Attention: The roles you enter will be available to the next approval level." Below this is a dropdown menu labeled "Public/Attorney Name". The main 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 text is a prominent "Submit" button with a green circular icon. At the bottom of the form, there is a navigation bar with buttons for "First", "Previous", "Next", "Last", "Save", and "Delete Draft".