

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 for Home, Operations, Reports, CMECF, Links, Help, and Logout. Below the navigation bar, there is a header section with a photo of hands and the word "ATTORNEY". To the right of the photo, there is a welcome message: "Welcome Andrew Anders:" with links for "My Profile", "View", and "Search".

Below the header, there is a section titled "My Active Documents" with a table containing the following data:

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

Below the "My Active Documents" section, there is a section titled "Appointments' List" with a table containing the following data:

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:

The entry for Case 1:14-CR-08806-BB is highlighted with a red box.

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 is titled 'Appointment' and contains a summary of the appointment and a list of voucher options. The right column is titled 'Appointment Info' and contains a table with case details. At the bottom right, there is a 'Vouchers on File' section with a table header.

Appointment 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.
[View Representation](#)

Create New Voucher:

- AUTH** [Create](#)
Authorization for Expert and other Services
- AUTH-24** [Create](#)
Authorization for payment of transcript
- CJA-20** [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel
- CJA-21** [Create](#)
Authorization and Voucher for Expert and other Services
- CSR-20** [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

Appointment Info Table:

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 ANDMAILING ADDRESS Andrew Anders - Bar Number: 110 Main Street San Antonio TX 78210 Phone: 210-833-5623	
14. LAW FIRM NAME ANDMAILING ADDRESS	

Vouchers on File:
 To group by a particular Header, drag the column

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.

The screenshot displays the 'Basic Info' screen of the CJA24 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' (Jebediah Branson) and provides voucher details. The main content area is a form with the following sections:

- Basic Info Table:**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-LJA	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:** Includes checkboxes for 'A Associate', 'C Co-Counsel', 'F Subs for Federal Defender', 'O Appointing Counsel', 'P Subs for Panel Attorney', 'R Subs for Retained Attorney', and 'V Standby Counsel'. It also includes fields for 'Prior Attorney's Name', 'Appointment Dates', and 'Signature of Presiding Judge or By Order of the Court' (Albert Albertson, Date of Order: 3/3/2014, Nunc. Pro Tunc Date). A 'Repayment' checkbox is set to 'NO'.
- 14. LAW FIRM NAME AND MAILING ADDRESS:**
- Form Fields:** 'Proceeding Transcript To Be Used', 'Proceeding To Be Transcribed', 'Apportioned Cost (%)', 'Apportioned Case and Defendant', 'Special Transcript Handling' (dropdown menu), 'Transcripts' (checkboxes for Prosecution/Defense Opening Statements, Arguments, Rebuttals, Jury Instructions, Voir Dire), 'Order Date', and 'Nunc Pro Tunc Date'.

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.

The dropdown menu for 'Special Transcript Handling' is shown with the following options:

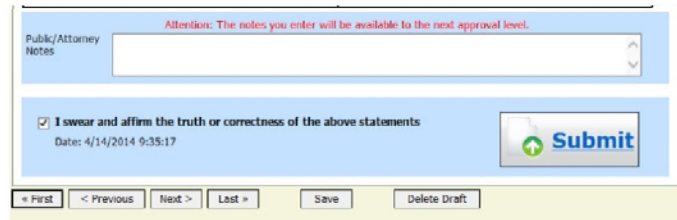
- None
- 14-day
- Expedited
- Daily
- Hourly
- Realtime Unedited

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 for 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 confirmation 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 section 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".