

Creating an Authorization for Transcripts (AUTH-24)


Step 1

Click the Appointment List case number link on the attorney **Home** page.

Figure 1: Appointment List on Attorney Home Page

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> Home



ATTORNEY

Welcome Andrew Anders: [My Profile](#)

My Appointments: [View](#)

Search Existing Appointments: [Search](#)

My Active Documents

To group by a particular Header, drag the column to this area.

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

1

Appointments List

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 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 the 'Appointment Info' screen. On the left, there is a sidebar with a list of voucher types. The 'AUTH-24' voucher type is highlighted with a red rectangle. The 'AUTH-24' voucher type is described as 'Authorization for payment of transcript'. The 'Create' link next to it is also highlighted. The main area of the screen displays the 'Appointment Info' for a specific case, including details like CIR/DIST/DIV.CODE, MAG. DKT/DEF.NUMBER, IN CASE/MATTER OF(Case Name), OFFENSE(S) CHARGED, ATTORNEY'S NAME AND MAILING ADDRESS, and LAW FIRM NAME AND MAILING ADDRESS. At the bottom, there is a section titled 'Vouchers on File' with a table showing 'Case' and 'Defendant' columns.

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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

[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	
CJA-22	Create
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum:	
District Court	

Appointment Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REF Thomas Wats
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-0880
7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT C. Felony (includes alleged felonies)
11. OFFENSE(S) CHARGED 42:2131.F ATOMIC ENERGY LICENSE REQUIREMENT	
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	

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 AUTH-24

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AUTH-24 Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:

Request Date: 1/1/1901

Decision Date: 1/1/1901

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-00805-1-AA	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. 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 13:1825.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"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Nunc Pro Tunc Date 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: **None**

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:

- Before filing this form, contact the individual court reporter to secure your delivery date.
- If the hearing was sealed, the attorney will be directed to file a motion with the court requesting that the hearing be unsealed for a limited purpose.

Figure 4: Special Transcript Handling drop-down list.

None

14-day

Expedited

Daily

Hourly

Realtime Unedited

Step 4

Confirm and Submit the AUTH-24.

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 interface for the AUTH-24 Confirmation tab. 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 notes area is a checkbox labeled "I swear and affirm the truth or correctness of the above statements", which is checked. To the right of the checkbox is a "Submit" button with a green arrow icon. Below the checkbox, the date and time "Date: 4/14/2014 9:35:17" are displayed. At the bottom of the interface, there are navigation buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".

Step 5

The Attorney will need to file a Transcript Order form (AO-435) in CM/ECF.

Step 6

After the AUTH-24 is approved, the CJA Department will prepare a CJA-24 and send it to the court reporter's eVoucher queue. Upon completion and delivery of the transcript, the court reporter will submit the CJA-24 to the panel attorney's eVoucher queue.

Step 7

The panel attorney reviews and confirms delivery within the requested delivery date and submits the CJA-24 to the CJA Department for approval and payment to the court reporter.

If you have additional questions or need assistance, please contact the CJA Department, CJA Resource Counsel, Monica Colbath (monica_colbath@fd.org) or CJA Panel Administrator, Sonja Belau (sonja_belau@fd.org).