

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 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 banner area 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" for appointments, and "Search" for existing appointments.

The "My Active Documents" section contains a table with 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

The "Appointments List" section is expanded, showing a table with two columns: "Appointments" and "Defendant". The second row is highlighted with a red box:

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 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 has a blue header 'Appointment' and contains a summary of the appointment, a 'View Representation' link, and a 'Create New Voucher' section. The 'Create New Voucher' section lists several voucher types: AUTH, AUTH-24, CJA-20, CJA-21, and CJA-22. The 'AUTH-24' voucher type is highlighted with a red rectangular box. The 'AUTH-24' entry includes the text 'AUTH-24' and 'Create' in blue, followed by the description 'Authorization for payment of transcript'. The right column has a yellow header 'Appointment Info' and contains a table with appointment details. The table has two columns and several rows. The first row contains '1. CIR./DIST/DIV.CODE' (0101) and '2. PERSON REE' (Thomas Wats). The second row contains '3. MAG. DKT/DEF.NUMBER' and '4. DIST. DKT/DI' (1:14-CR-0880). The third row contains '7. IN CASE/MATTER OF(Case Name)' (USA v. Watson) and '8. PAYMENT C.' (Felony (includ of alleged felo). The fourth row contains '11. OFFENSE(S) CHARGED' (42:2131.F ATOMIC ENERGY LICENSE REQUI). The fifth row contains '12. ATTORNEY'S NAME AND MAILING ADDRESS' (Andrew Anders - Bar Number: 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623). The sixth row contains '14. LAW FIRM NAME AND MAILING ADDRESS'. Below the table is a section titled 'Vouchers on File' with a table that has two columns: 'Case' and 'Defendant'. The table is currently empty.

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, there is a sidebar for 'AUTH-24 Attorney Enters' with user information for 'Jebediah Branson'. The main content area is titled 'Basic Info' and contains a form with the following sections:

- Case Information:** Fields for CIR/DIST/Div.Code (0101), Person Represented (Jebediah Branson), Mag. Dkt. Def. Number, Dist. Dkt. Def. Number (E:14-CR-08805-1-AA), Appeals Dkt. Def. Number, Other Dkt. Def. Number, Case Name (USA v. Branson), Payment Category (Felony), Type Person Represented (Adult Defendant), and Representation Type (Criminal Case).
- Offense and Attorney:** Offense charged (15:1825 F INSPECTION VIOLATION PENALTIES), Attorney Name (Andrew Anders), Bar Number, Address (110 Main Street, San Antonio TX 78210), and Phone (210-833-5623).
- Court Order:** A section with checkboxes for 'A Associate', 'C Co-Counsel', 'F Subs for Federal Defender', 'O Appointing Counsel', 'P Subs for Paasel Attorney', 'R Subs for Retained Attorney', and 'Y 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).
- Law Firm:** Fields for 'Law Firm Name and Mailing Address' and 'Nunc Pro Tunc Date' (5/3/2014).
- Transcript Options:** A 'Proceeding Transcript To Be Used' dropdown, 'Proceeding To Be Transcribed' dropdown, 'Apportioned Cost (%)' field, 'Apportioned Case and Defendant' field, and a 'Special Transcript Handling' dropdown (currently set to 'None').
- Transcripts:** Checkboxes for 'Prosecution Opening Statement', 'Prosecution Argument', 'Prosecution Rebuttal', 'Defense Opening Statement', 'Defense Argument', 'Jury Instructions', and 'Voir Dire'.
- Ordering:** Fields for 'Order Date' and 'Nunc Pro Tunc Date'.

At the bottom of the form, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and '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.

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

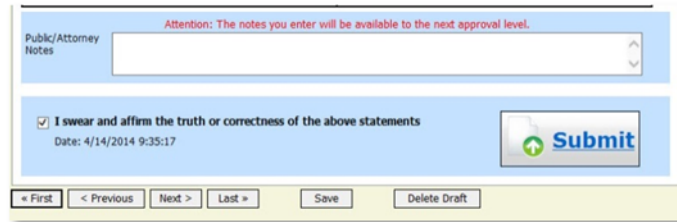
- None (selected)
- 14-day
- Expedited
- Daily
- Hourly
- Realtime Unedited

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 interface for the CJA24 Authorization Confirmation tab. 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 followed by the text "I swear and affirm the truth or correctness of the above statements" and the date "Date: 4/14/2014 9:35:17". A prominent "Submit" button with a green arrow icon is visible. At the bottom of the form, there are navigation buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".