CJA-24 Authorization of Transcript Request

Click the Appointment List case number link on the Attorney Home page.

Figure 1: Appointment List on Attorney Home Page
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**
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 **Submit**.

*Figure 5: The Submit button on the Confirmation tab.*