

# 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

The screenshot shows the Attorney Home Page with the following sections:

- Navigation Bar:** Home, Operations, Reports, CMECF, Links, Help, logout
- Welcome Message:** Welcome Andrew Anders: My Profile, My Appointments: View, Search Existing Appointments: Search
- My Active Documents:** A table with columns Case, Defendant, and Type. The first entry is Case: 1:14-CR-08805-AA, Defendant: Jebediah Branson (# 1), Type: CJA-20.
- Appointments List:** A table with columns Appointments and Defendant. The second entry is highlighted with a red box: Case: 1:14-CR-08806-BB, Defendant: Thomas Watson.

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

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08806-BB</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	<b>Defendant: Thomas Watson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08808-AA</a> Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	<b>Defendant: Thomas Howell</b> 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 interface with a top navigation bar containing 'Home', 'Operations', 'Reports', 'CMECF', 'Links', 'Help', and 'logout'. The main content is split into two columns. The left column has a blue header 'Appointment' with a summary and a 'View Representation' link. Below this is a 'Create New Voucher' section with several options: 'AUTH' (Authorization for Expert and other Services), 'AUTH-24' (Authorization for payment of transcript), 'CJA-20' (Appointment of and Authority to Pay Court-Appointed Counsel), 'CJA-21' (Authorization and Voucher for Expert and other Services), and 'CJA-22' (Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court). The 'AUTH-24' option is highlighted with a red rectangular box. The right column has a yellow header 'Appointment Info' and a table with the following data:

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 CLASSIFICATION 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	

Below the table is a section titled 'Vouchers on File' with a sub-header 'To group by a particular Header, drag the column' and a table with columns 'Case' and 'Defendant'.

**Step 3**

Enter the details of the transcript required on the **Basic Info** screen.

**Figure 3: Basic Info screen of the AUTH-24**

Home Operations Reports CMECF Links Help Logout

**AUTH-24 Attorney Enters**

Def.: Jebedah 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 Jebedah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	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 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 Dates 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: [Dropdown]

Proceeding To Be Transcribed: [Dropdown]

Apportioned Cost (%): [Text Box]

Apportioned Case and Defendant: [Text Box]

Special Transcript Handling: [Dropdown: None]

Transcripts:  Prosecution Opening Statement  Prosecution Argument  Prosecution Rebuttal  
 Defense Opening Statement  Defense Argument  Jury Instructions  Voir Dire

Order Date: [Text Box]

Nunc Pro Tunc Date: [Text Box]

« 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.**

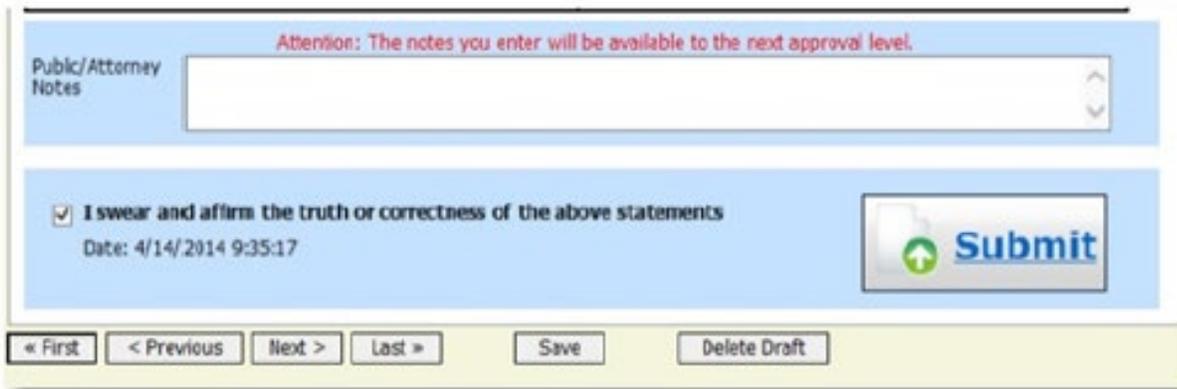
None  
14-day  
Expedited  
Daily  
Hourly  
Realtime Unedited

## 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 form interface. 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, there is 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".

## 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](mailto:monica_colbath@fd.org)) or CJA Panel Administrator, Sonja Belau ([sonja\\_belau@fd.org](mailto:sonja_belau@fd.org)).