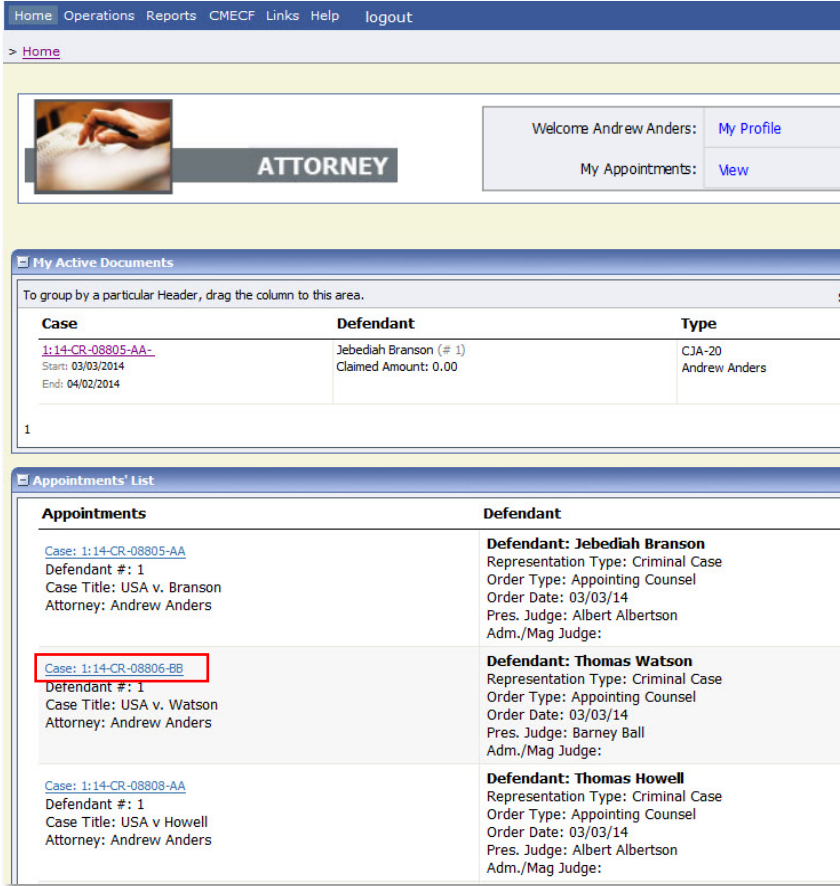


## CJA-24 Authorization of Transcript Request

Step 1

On the **Home** page, click the case number link in the **Appointments' List** folder.

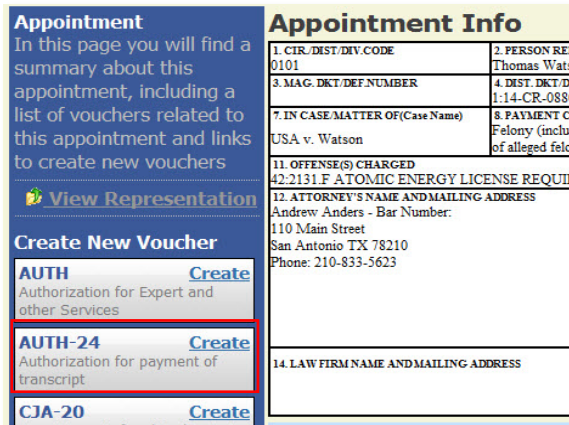
Figure 1: Appointments' List on Attorney Home Page



Step 2

On the left side of the **Appointment Info** page, under **Create New Voucher**, click the **Create** link for AUTH-24.

Figure 2: AUTH-24 Create Link on Appointment Info Page



Step 3

Figure 3: Basic Info Page of the CJA-24 Authorization



in the **Basic Info** page, enter the required details of the transcript.

The screenshot shows the 'Basic Info' page of the AUTH-24 Attorney Enters system. The page is divided into several sections:

- Navigation:** Home, Operations, Reports, CMECF, Links, Help, Logout.
- User Information:** AUTH-24 Attorney Enters, Def.: Jebediah Branson, Link to CM/ECF, Voucher #, Request Date: 1/1/1901, Decision Date: 1/1/1901.
- 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 114-CP-08905-1-AS	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 Mann 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"/> Y 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 None Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
- Transcript Details:**
  - 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 menu showing 'None']
  - Transcripts:
    - Prosecution Opening Statement
    - Prosecution Argument
    - Prosecution Rebuttal
    - Defense Opening Statement
    - Defense Argument
    - Jury Instructions
    - Voir Dire
  - Order Date: [Text Box]
- Buttons:** Save, 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**

#### Select Special Transcript Handling

Choose the type of transcript handling, leave on None, if the other options are not applicable.



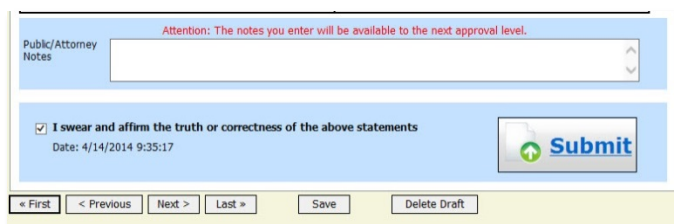
Figure 4: Special Transcript Handling List

## Step 4

**Confirm and submit the CJA-24 Authorization.**

Once you have selected the **I swear and affirm the truth or correctness of the above statements** 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 Confirmation tab. At the top, a red alert 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 labeled "I swear and affirm the truth or correctness of the above statements", with a date and time stamp "Date: 4/14/2014 9:35:17" below it. To the right of the checkbox 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".