

# 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 shows the Attorney Home Page interface. At the top, there is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this, a user profile section displays 'Welcome Andrew Anders:' with links for 'My Profile', 'My Appointments: View', and 'Search Existing Appointments: Search'. A central banner features a hand writing on a document and the word 'ATTORNEY'. Below the banner is a 'My Active Documents' section with a table containing one entry for case '1:14-CR-08805-AA'. The 'Appointments List' section is a table with two columns: 'Appointments' and 'Defendant'. The second row of this table is highlighted with a red box, showing case '1:14-CR-08806-BB' with defendant 'Thomas Watson'. The third row shows case '1:14-CR-08808-AA' with defendant 'Thomas Howell'.

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 application interface with a navigation bar at the top 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' and contains a summary, a 'View Representation' link, and a 'Create New Voucher' section with several options: AUTH, AUTH-24, CJA-20, CJA-21, and CJA-22. The 'AUTH-24' option is highlighted with a red box. The right column has a yellow header 'Appointment Info' and contains a table with case details. Below the table is a 'Vouchers on File' section with a table header for 'Case' and 'Defendant'.

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

Case	Defendant

Step  
3

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.

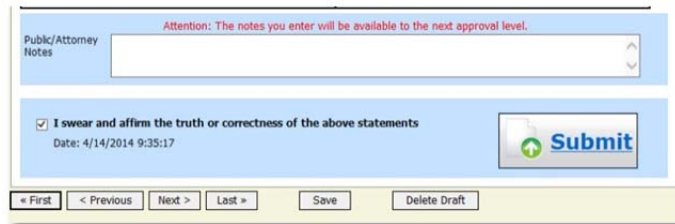
Figure 4: Special Transcript Handling drop-down list.

## 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.**



The screenshot displays a web form for CJA24 Authorization. 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 section below contains 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".