

## eVoucher 6.10

## CJA-24 Authorizations

## Creating a CJA-24 Authorization

## Step 1

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

Appointments' List	
Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <a href="#">Representation ID: 2</a> Appointment ID: 4	<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-AA</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders <a href="#">Representation ID: 4</a> Appointment ID: 2	<b>Defendant: Thomas Watson</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-08808-AA</a> Defendant #: 1 Case Title: USA v. Howell Attorney: Andrew Anders <a href="#">Representation ID: 10</a> Appointment ID: 8	<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

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

**Appointment**  
 In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

**Create New Voucher**

<b>AUTH</b> Authorization for Expert and other Services	<a href="#">Create</a>
<b>AUTH-24</b> Authorization for payment of transcript	<a href="#">Create</a>

**Appointment Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Thomas Watson
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08806-1-AA
7. IN CASE MATTER OF (Case Name) USA v. Watson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
11. OFFENSE(S) CHARGED 12:1738.P MORTGAGE DISCRIMINATION	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_omelas@actx.uscourts.gov">lisa_omelas@actx.uscourts.gov</a>	

## Step 3

On the Basic Info page, enter the required details of the transcript in the applicable fields.

**AUTH-24 Attorney Enters**  
Def.: Thomas Watson  
Link to CM/ECF  
Voucher #: Request Date: Decision Date:  
Tasks  
[Link To Appointment](#)  
[Link To Rerepresentation](#)

**Basic Info** Documents Confirmation

1. CIR. DIST/DIV CODE 0101	2. PERSON REPRESENTED Thomas Watson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08306-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Watson	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 12:1738.P MORTGAGE DISCRIMINATION			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <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"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <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 Nasc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding in Which Transcript is to be Used \*

Proceeding To Be Transcribed \*

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling: **None**

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

« First < Previous Next > Last » Save Delete Draft Audit Assist

From the **Special Transcript Handling** drop-down list, select the type of transcript handling. If none of the selections apply, leave the field set to **None**.

None  
14-day  
Expedited  
Daily  
Hourly  
Realtime Unedited

**Note:** Fill in the details for the transcript you are requesting. The required items are marked with a red asterisk. You can attach any relevant documents on the **Documents** tab.

\*\*\*Special authorizations are no longer applicable to the listed proceedings, so you should skip the **Transcripts** box.\*\*\*

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## CJA-24 Authorizations

## Step 4

Confirm and submit the CJA-24 authorization.


Once you select the **I swear and affirm the truth or correctness of the above statements** check box, the **Submit** button becomes active. Click **Submit**.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements

Date:

 **Submit**