

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

The screenshot shows the Attorney Home Page with a navigation bar at the top. Below the navigation bar, there is a welcome message for Andrew Anders and a 'My Appointments' link. The main content area is divided into two sections: 'My Active Documents' and 'Appointments' List'. The 'Appointments' List section contains three entries, each with case details and defendant information. The second entry, 'Case: 1:14-CR-08806-BB', is highlighted with a red border.

Case	Defendant	Type
1:14-CR-08805-AA Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders
1:14-CR-08806-BB	Jebediah Branson	CJA-20 Andrew Anders
1:14-CR-08808-AA	Jebediah Branson	CJA-20 Andrew Anders

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

The screenshot shows the Appointment Info page. On the left, there is a sidebar with a 'Create New Voucher' section containing three options: 'AUTH', 'AUTH-24', and 'CJA-20'. The 'AUTH-24' option is highlighted with a red border. The main content area displays the 'Appointment Info' section with a table of case details.

Appointment Info	
1. CIR./DIST./DIV. CODE 0101	2. PERSON REF Thomas Wat
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT. DI 1:14-CR-0880
7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT C 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	

Step
3

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

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

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

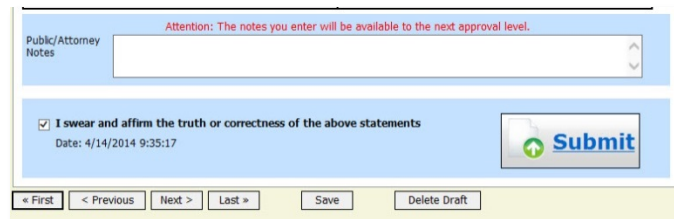


Step 4

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 confirming and submitting a CJA-24 Authorization. At the top, a red warning 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 blue banner 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 banner 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".