

## Creating a CJA-24 Authorization

### STEP 1

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

The screenshot shows the Home page with a navigation bar (Home, Operations, Reports, Links, Help, Sign out) and several sections: My Active Documents, My Proposed Assignments, My Submitted Documents, My Service Provider's Documents, and Closed Documents. The 'Appointments' List section is expanded, showing a table with columns for Appointments and Defendant. The first row is highlighted with a red box, indicating the selected case: Case: 3:19-MJ-04562-3L, Defendant: USA vs Badman, Attorney: Atty Longoria. The defendant information for this case is: Defendant: Mister Badman, Representation Type: DR 1 - Drugs Minus 2, Order Type: Federal Defender, Order Date: 06/06/19, Pres. Judge: Judge Longoria, Adm./Mag Judge: [blank].

### STEP 2

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

The screenshot shows the Appointment Info page. On the left, the 'Appointment' summary is visible. Below it, the 'View Representation' link is present. The 'Create New Voucher' section is expanded, showing three options: AUTH (Authorization for Expert and other Services), AUTH-24 (Authorization for payment of transcript), and CJA-20. The 'AUTH-24' option is highlighted with a red box. The main area displays 'Appointment Info' with the following details:

1. CIR./DIST./DIV.CODE 0101	2. PERSON REF Thomas Wats
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT. ID 1:14-CR-0886
7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT C. Felony (inclu of alleged felo
11. OFFENSE(S) CHARGED 42:2131 F A TOMIC ENERGY LICENSE REQUI	
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 in the applicable fields.

**AUTH-24 Attorney Enters**

Def.: Jebediah 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 Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AAA	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 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"/> S Steadby Counsel Prior Attorney's Name Appointment Date Signature of Providing Judge or By Order of the Court Albert Albertsson Date of Order Nunc Pro Tunc Date 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript 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

Order Date

Nunc Pro Tunc Date

< First < Previous Next > Last > Save Delete Draft

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.

**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**.

The screenshot shows a web form for submitting a CJA-24 authorization. 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 is a checked checkbox with the text "I swear and affirm the truth or correctness of the above statements". Below the checkbox, the date and time "Date: 4/14/2014 9:35:17" are displayed. To the right of the checkbox is a "Submit" button with a green arrow icon. At the bottom of the form, there are several navigation buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".