

Creating a CJA-24 Authorization

STEP 1

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

> Home

My Active Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
1:13-CR-08842-JL Start: 04/04/2014 End: 04/04/2014	Paul William Clark (# 1) Claimed Amount: 1,200.00	Investigator	Voucher Entry 0101.0000019	03/01/2016
1:13-CR-08842-JL Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-26	Voucher Entry Edit	01/21/2016
1:13-CR-08842-JL Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	12/02/2015
1:13-CR-08842-JL Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-26	Voucher Entry Edit	01/21/2016

Page 1 of 1 (4 items)

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

AUTH [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript

CJA-20 [Create](#)

Appointment Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REF Thomas Wats
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/D 1:14-CR-0884
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 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. CTR. 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-AA	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 Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 5/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used: [Dropdown]
 Proceeding To Be Transcribed: [Dropdown]
 Apportioned Cost (%): [Text]
 Apportioned Case and Defendant: [Text]
 Special Transcript Handling: **None** [Dropdown]
 Transcripts: Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire
 Order Date: [Text]
 Nunc Pro Tunc Date: [Text]

Buttons: 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**.

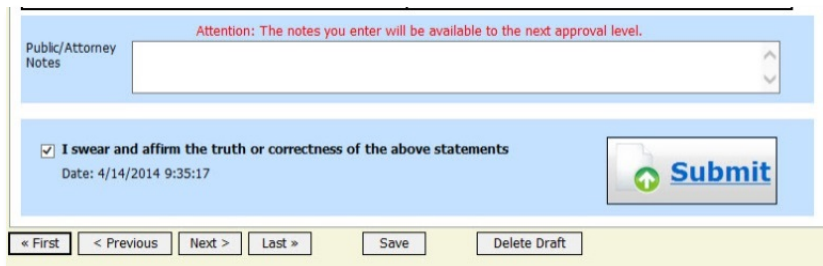
- None
- 14-day
- Expedited
- Daily
- Hourly
- Realtime Unedited

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, a red text alert reads: "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 is a navigation bar with buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".