

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', 'View' (under 'My Appointments:'), and 'Search' (under 'Search Existing Appointments:').

The main content area is divided into two sections:

- My Active Documents:** A table with columns 'Case', 'Defendant', and 'Type'. It contains one entry for case '1:14-CR-08805-AA' with defendant 'Jebediah Branson (# 1)' and type 'CJA-20'.
- Appointments' List:** A table with columns 'Appointments' and 'Defendant'. It lists three appointments. The second row, for case '1:14-CR-08806-BB' with defendant 'Thomas Watson', is highlighted with a red box.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-BB Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	Defendant: Thomas Howell 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. At the bottom right, there 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/DEF.NUMBER
	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 REQUIE	
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.

Basic Info		VOUCHER NUMBER
1. CIR. DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	
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"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson 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: [Dropdown]

Proceeding To Be Transcribed: [Dropdown]

Apportioned Cost (%): [Text Box]

Apportioned Case and Defendant: [Text Box]

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 Box]

Nunc Pro Tunc Date: [Text Box]

Navigation: << First < Previous Next > Last >> Save Delete Draft

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.

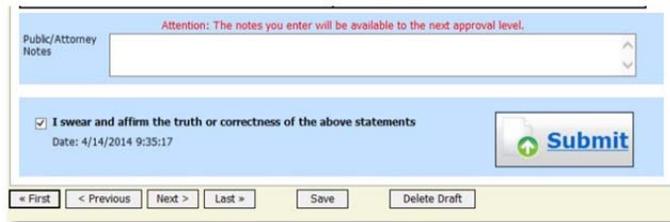
None
14-day
Expedited
Daily
Hourly
Realtime Unedited

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 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 checked checkbox is followed by the text "I swear and affirm the truth or correctness of the above statements" and the date "Date: 4/14/2014 9:35:17". A prominent "Submit" button with a green arrow icon is visible. At the bottom, there are navigation buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".