

# 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 for Home, Operations, Reports, CMECF, Links, Help, and logout. Below this, a 'Home' breadcrumb is visible. The main content area includes a welcome message for Andrew Anders with links for My Profile, My Appointments (View), and Search Existing Appointments (Search). A section titled 'My Active Documents' contains a table with columns for Case, Defendant, and Type. Below this is the 'Appointments' List section, which is a table with two columns: 'Appointments' and 'Defendant'. The second row of this table is highlighted with a red box, containing the case number '1:14-CR-08806-BB' and details for Defendant Thomas Watson.

Case	Defendant	Type
<a href="#">1:14-CR-08805-AA</a> Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders

  

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<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-BB</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	<b>Defendant: Thomas Watson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08808-AA</a> Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	<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

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 several voucher creation options: 'AUTH' (Authorization for Expert and other Services), 'AUTH-24' (Authorization for payment of transcript), 'CJA-20' (Appointment of and Authority to Pay Court-Appointed Counsel), 'CJA-21' (Authorization and Voucher for Expert and other Services), and 'CJA-22' (Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court). The 'AUTH-24' option is highlighted with a red rectangular box. The right column has a yellow header 'Appointment Info' and contains a table with case details:

1. CIR./DIST./DIV.CODE 0101	2. PERSON REF Thomas Wats
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	

Below the table is a section titled 'Vouchers on File' with a sub-header 'To group by a particular Header, drag the column'. It contains two columns: 'Case' and 'Defendant'.

Step  
3

Enter the details of the transcript required on the **Basic Info** screen.

Figure 3: Basic Info screen of the CJA24 Authorization.

1. CIR./DIST./DIV.CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0101	Jebediah Branson		
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER	5. APPEALS DKT./DEF.NUMBER	6. OTHER DKT./DEF.NUMBER
	1:14-CR-08805-1-AA		
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED			
15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS		13. COURT ORDER	
Andrew Anders - Bar Number: 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		<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 confirming and submitting a CJA24 Authorization. At the top, a red alert 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 confirmation section 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". A prominent "Submit" button with a green arrow icon is visible. At the bottom, a navigation bar includes buttons for "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".