

Certifying a CJA 24 Voucher

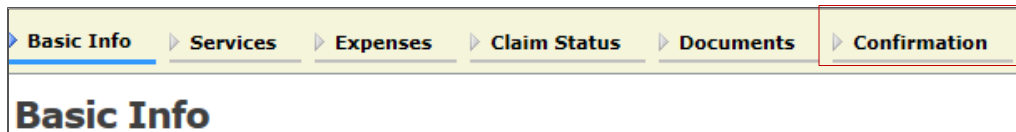
After the Judge approves a transcript authorization, the court reporter will create the transcript and file it in CM/ECF. After the transcript is filed, the court reporter enters payment information on the CJA 24 voucher, and it is forwarded to the attorney in eVoucher to certify receipt of the transcript so that the court reporter can be paid for creating the transcript.

Step 1 After logging in eVoucher, the case file will appear in the “My Service Provider’s Documents” section.

Step 2 Select the file.

Case	Defendant	Type	Status
1:13-CR-00459-JM-PAS Start: 09/02/2015 End: 09/02/2015	Defendant #1 (# 1) Claimed Amount: 40.80	CJA-24 Joe Smith	Submitted to Attorney 0103.0000022

Step 3 From the Basic Info Screen, Select the **Confirmation** tab.



Step 4 Verify all information is correct.

Step 5 Certify the information by checking the box. This will automatically time stamp the voucher. Click **Approve**.

Public/Attorney Notes

Attention: The notes you enter will be available to the next approval level.

I certify that I have reviewed the above information
Date: 6/19/2014 9:43:24

Approve Reject

< First < Previous Next > Last > Save Delete Draft



Success

You have successfully approved this document.

Please keep the following document number for your own records:

0103.0000022

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