

Creating an Authorization for a Transcript

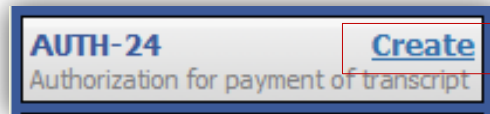
Attorneys will use eVoucher to create transcript authorizations. In the past, attorneys filed a CJA 24 in CM/ECF, but all transcript requests should now be filed through eVoucher.

Step 1

From the Home page, click on the representation in the **Appointments List**,

Step 2

After clicking on the appointment, select the **Create** link in the AUTH-24 box in the **Create New Voucher** column on the left-hand side of the screen.



The **Basic Info** screen will open. On this screen, enter the proceeding transcript to be used, the proceeding to be transcribed, and any special transcript handling (e.g., expedited transcripts).

AUTH-24
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Request Date:1/1/1901
Decision Date:1/1/1901

[Basic Info](#) | [Documents](#) | [Confirmation](#)

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-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: 12345
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623

14. LAW FIRM NAME AND MAILING ADDRESS

13. COURT ORDER

A Associate C Co-Counsel

F Subs for Federal Defender O Appointing Counsel

P Subs for Panel Attorney R Subs for Retained Attorney

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
3/3/2014

Repayment YES NO

Proceeding Transcript To Be Used *

Proceeding To Be Transcribed *

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling *

Transcripts

Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal

Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date

Nunc Pro Tunc Date

Step
3

Click **Save**.

Step
4

Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step
5

If you are requesting anything other than a regular transcript order—for example, an expedited transcript—you must include an explanation for the special transcript request. If so, click **Browse** to select a file to attach. **Note:** All documents uploaded in eVoucher must be in PDF format. If you do not have an attachment, go to Step #7 below.

Step
6

Click **Upload**. The document will appear in the bottom of the Description section.

Basic Info Documents Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File Browse...

Description

Upload

Description	Delete	View
Documentation	Delete	View

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

Step
7

Click **Next** to open the confirmation screen.

Step
8

Check the box to swear and affirm to the accuracy of the authorization request. The authorization request will automatically be time stamped. In addition, you may include any notes to the Court in the **Public/Attorney Notes** field.

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

Public/Attorney Notes

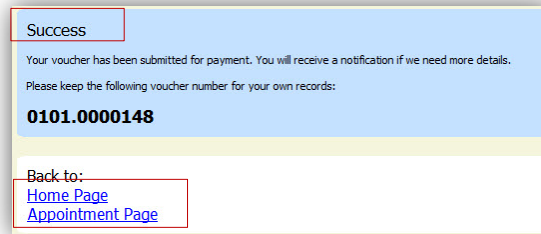
I swear and affirm the truth or correctness of the above statements
Date: 6/19/2014 9:28:36

Submit

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

Step
9Click **Submit** to send to the Court

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted. Click [Home Page](#) to return to the home page.



The transcript authorization request will now appear in the “My Submitted Documents” section on the Attorney home page.

Important Note: Once the CJA 24 authorization request is submitted to the Court, the request will be sent to the presiding judge in the case. If the Judge approves the transcript authorization, the court reporter will create the transcript and file it in CM/ECF. After the transcript is created, you will need to go into eVoucher to certify receipt of the transcript so that the court reporter can be paid for creating the transcript. ([See](#), “Certifying a CJA 24 Voucher”).