

## Creating a CJA-24 Authorization

### STEP 1

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

The screenshot shows the Home page with a navigation bar (Home, Operations, Reports, Links, Help, Sign out) and several sections: My Active Documents, My Proposed Assignments, My Submitted Documents, My Service Provider's Documents, and Closed Documents. The 'Appointments' List section is expanded, showing a table with columns for Appointments and Defendant. The first row is highlighted with a red box around the case number link '3:19-MJ-04562-3L'. The defendant information for this case is: Defendant: Mister Badman, Representation Type: DR 1 - Drug Minus 2, Order Type: Federal Defender, Order Date: 06/06/19, Pres. Judge: Judge Longoria, Adm./Mag Judge: [blank].

### STEP 2

On the left side of the Appointment Info page, in the Create New Voucher section, click the **Create** link for AUTH-24.

The screenshot shows the Appointment Info page. On the left, there is a sidebar with 'Appointment' information and a 'Create New Voucher' section. The 'Create New Voucher' section has three options: AUTH (Authorization for Expert and other Services), AUTH-24 (Authorization for payment of transcript), and CJA-20. The 'AUTH-24' option is highlighted with a red box, and its 'Create' link is also highlighted. On the right, the 'Appointment Info' section contains a table with fields: 1. CIR./DIST./DIV.CODE (0101), 2. PERSON REF (Thomas Wats), 3. MAG. DKT./DEF.NUMBER, 4. DIST. DKT. ID (1:14-CR-088), 7. IN CASE/MATTER OF(Case Name) (USA v. Watson), 8. PAYMENT C. (Felony (inclu 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), and 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.

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**.

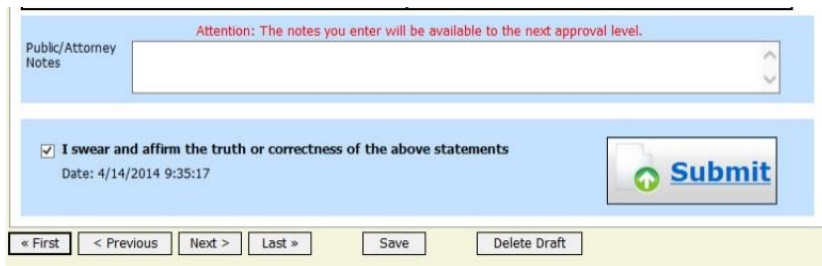
- None
- 14-day
- Expedited
- Daily
- Hourly
- Realtime Unedited

**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, there is a red warning message: "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 "Date: 4/14/2014 9:35:17" is displayed. To the right of the checkbox is a "Submit" button with a green arrow icon. At the bottom of the form, there are several navigation buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".