

Procedures for Transcript Requests

CJA 24



*Marielle Descartes, Financial Specialist
Mayra Meléndez, CJA Processing Clerk*

*Frances Ríos de Morán, Esq.
Clerk of Court*

Procedures for Requesting Transcripts

- *File a motion through CM/ECF requesting the transcripts; include justifications in the event of a special authorization request.*
- *Attach to the motion the fillable Authorization and Voucher for Payment of Transcript:*



CJA 24

Form CJA 24

- *Make sure all the required fields in the Form CJA 24 are correctly filled-out.*
- ***Do not file a handwritten form.** All CJA forms are provided in a fillable PDF file. (you may also use a typewriter)*
- *If the transcript is requested in open court, the appointed counsel is responsible for filing the pre-filled Form CJA 24.*

Form CJA 24 instructions



CJA 24 Instructions

- i. Fill-out boxes 1 through 11 as indicated on the instructions of the CJA form.
- ii. Box 12: Provide a brief description indicating the proceeding in which the transcript is to be used.
- iii. Box 13: Specify the proceedings to be transcribed.
- iv. Box 14: Check any special authorization that may apply. **(If a special authorization is requested, a justification for the request shall be provided in the motion).**
- v. Box 15: Fill-out the attorney's name, date, and telephone number. Finally, sign at the space provided. ***THE USE OF E-SIGNATURE IS ALLOWED.***

Form CJA 24

CJA 24 AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT (Rev. 01/08)

1. CIR./DIST./ DIV. CODE PRX	2. PERSON REPRESENTED FIRST NAME, LAST NAME OF DEFENDANT	VOUCHER NUMBER (leave blank for Court's use)	
3. MAG. DKT./DEF. NUMBER ← Mag OR Dist Dkt →	4. DIST. DKT./DEF. NUMBER 10-123-01 (Judge's Initials)	5. APPEALS DKT./DEF. NUMBER	6. OTHER DKT. NUMBER
7. IN CASE/MATTER OF (Case Name) US v. Case Name	8. PAYMENT CATEGORY <input checked="" type="checkbox"/> Felony <input type="checkbox"/> Petty Offense <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other <input type="checkbox"/> Appeal	9. TYPE PERSON REPRESENTED <input checked="" type="checkbox"/> Adult Defendant <input type="checkbox"/> Appellant <input type="checkbox"/> Juvenile Defendant <input type="checkbox"/> Appellee <input type="checkbox"/> Other	10. REPRESENTATION TYPE (See Instructions) Criminal Case (applicable)
11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) <i>If more than one offense, list (up to five) major offenses charged, according to severity of offense.</i> 21:841(a)(1), 860 and 18:2 A/A POSSESS W/INTENT TO DISTRIBUTE IN OR NEAR SCHOOL/HEROIN			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly)			

1. Always PRX
2. Type in client's full name
3. Or 4. Docket number and Judicial Officer's initials
7. Case name from CM/ECF
8. Payment category as specified on the CJA 24 instructions
9. Type of defendant
10. Representation type (criminal, witness, material witness or other)
11. Major offense charged

Form CJA 24

REQUEST AND AUTHORIZATION FOR TRANSCRIPT

For court use only. When a special authorization is requested and authorized by the presiding judge.

12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED *(Describe briefly)*

(example) To be used for sentencing hearing

13. PROCEEDING TO BE TRANSCRIBED *(Describe specifically)*. NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see Item 14).

(example) Status conference held on January 21st, 2010 before Judge (Judge's initials)

14. SPECIAL AUTHORIZATIONS

JUDGE'S INITIALS

A. Apportioned Cost _____ % of transcript with *(Give case name and defendant)*

B. 14-Day Expedited Daily Hourly Realtime Unedited **(choose one)**

INITIAL HERE

C. Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Voir Dire Jury Instructions

D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.

15. ATTORNEY'S STATEMENT

As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.

s/ Attorney's Signature **SIGN HERE**

Signature of Attorney

Date

Printed Name

Telephone Number:

Panel Attorney Retained Attorney Pro-Se Legal Organization

16. COURT ORDER

Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.

Signature of Presiding Judge or By Order of the Court

Date of Order

Nunc Pro Tunc Date

After filling-out Form CJA 24;

Electronic Case Filing Procedures for Transcript Requests



Electronic Case Filing

First

On CM/ECF:

- 1. Go to the toolbar and select: (1)Criminal, and (2)Motions*

The screenshot shows the top navigation bar of the CM/ECF system. The 'Criminal' dropdown menu is open, and the 'Motions' link is highlighted. A green arrow labeled 'Second' points to the 'Motions' link. Other menu items include 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the 'Criminal Events' section is visible, containing links for 'Open a Case', 'Charging Instruments and Pleas', 'Motions and Related Filings', and 'Other Filings'.

Second

The screenshot shows the 'Other Documents' page in the CM/ECF system. The 'Criminal' dropdown menu is selected. Below the navigation bar, there is a section for 'Criminal Case Number' with a text input field and a dropdown menu. The dropdown menu is open, showing options: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field, there are 'Next' and 'Clear' buttons. A hand cursor is pointing at the 'Next' button.

- 3. Enter the criminal case number and choose your defendant.*

Electronic Case Filing

ECF Civil Criminal Query Reports Utilities Search

Motions

Available Events (click to select events)

- Release from Custody
- Release of Funds
- Remand
- Remand to State Court
- Requesting Order
- Requesting Transcripts
- Restraining Order
- Retain Rough Notes
- Return of Property/PostTrial
- Return of Property/PreTrial
- Return of Surety
- Revoke
- Rule 12
- Rule 16
- Rule 29

Selected Events (click to remove events)

Requesting Transcripts

2. Select the “Requesting Transcript” event, it must be selected since it is the only event that will notify the Courtroom Services Manager of a requested transcript.

Next

Clear

Select the Attorney

ECF Civil Criminal

Motions

Select the attorney(s)

- Smith, John (12345)
- White, John (12345)
- Black, John (12345)
- Brown, John (12345)

[Add attorney](#)

Next

Clear

Electronic Case Filing

VIEWING ACCESS FOR THIS DOCUMENT(Who will view the document?)

For a **PUBLIC** document (pursuant to FRCrP 49 and FRCivP 5), CLICK **Next**
(Public Viewing is a Default Setting)

If **RESTRICTED** viewing is required, **SELECT** the appropriate level of restriction

Public - Everyone

All Parties - Attorneys in case and Court

Selected Parties - Attorneys for selected parties and Court

Ex-parte - Filing attorney and Court

What is the level of security?

- Public
- Parties
- Selected Parties
- Ex-parte

Next

Clear

• *Choose the desired level of security (generally, transcript requests are “Public” documents)*

Electronic Case Filing

5. Browse for your PDF file and upload the motion. Change the "Attachment to Document" option to "Yes" and upload the CJA 24 form to your entry.

OPENFILE

Date document filed (mandatory)
4/13/2010

Select the pdf document (for example: C:\199cv501-21.pdf).
Filename

Attachments to Document: No Yes

6. Select the party requesting the transcript.

Select the filer.

Select the Party:

- USA [Plaintiff]
- (1) [Defendant] (T)
- (2) [Defendant] (T)
- (3) [Defendant] (T)
- (4) [Defendant] (T)
- Doe - XX, John J (5) [Defendant]**
- (6) [Defendant]
- (7) [Defendant] (T)

(T) indicates a terminated party

7. Enter the date(s) of the hearing(s) and the Judicial Officer's name.

OPENFILE

For Dates of

Hearing Judge

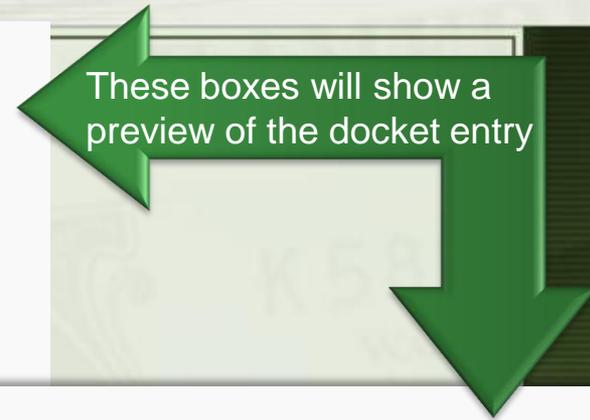
Final Steps for Electronic Case Filing

OPENFILE

TRANSCRIPT REQUEST by CHOSEN DEFENDANT for proceedings held on SPECIFIED DATE before Judge ASSIGNED].

(mdl)

Next Clear



These boxes will show a preview of the docket entry

Docket Text: Final Text

TRANSCRIPT REQUEST by CHOSEN DEFENDANT for proceedings held on SPECIFIED DATE before Judge ASSIGNED. (mdl)

Next Clear



Select/review recipients who are to be notified with NEF

- [Attorneys \(+/-\)](#)
- [Pro Se Parties \(+/-\)](#)
- [Judges \(+/-\)](#)
- [Miscellaneous \(+/-\)](#)
- [Parties Not Associated with Case \(+/-\)](#)
- [Ad Hoc \(+/-\)](#)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear



Final Step; you may amend the lists of NEF recipients and proceed by clicking Next

Transcript Requests

- *Once the transcript request is approved by the Court and the Order is issued:*
 - a. The notification will be received by the Court Services Manager, who will forward Form CJA 24 and the Court Order to the corresponding service provider (court reporter, transcriber, etc.).*
 - b. The service provider will fill-out the information regarding the claims for the services performed (refer to slide No 11), and then return the form to the attorney.*
 - c. Counsel or the Clerk of Court's designee shall sign the form certifying that the services were rendered.*
 - d. The service provider is responsible for submitting the completed form to the Clerk's Office for voucher processing.*

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- *Service providers will be responsible for filling-out the “claim for services” section of the form obtained from the transcript request filed in the electronic case docket.*

CLAIM FOR SERVICES						
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other			18. PAYEE'S NAME AND MAILING ADDRESS Transcriber of Court John Smith San Juan, PR 00918 Telephone Number: (787) 555-0000			
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE (123-45-6789)						
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original	25	23	\$3.65	\$83.95		\$83.95
Copy						
Expense (Itemize)						
TOTAL AMOUNT CLAIMED:						\$83.95

• **After** the services are rendered and Box # 21 is signed by service provider, the CJA attorney or Clerk of Court shall certify that the services were rendered by signing Box #22 (e-signature not allowed). The service provider is responsible for submitting the completed voucher to the Clerk’s Office for payment .

ATTORNEY CERTIFICATION

22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.

Original Attorney's Signature

SIGN HERE

00/01/2010

Signature of Attorney or Clerk

Date

For Additional Information

- *District Court's Website, CJA Panel Section;*
http://www.prd.uscourts.gov/CourtWeb/a_cja.aspx
- *CJA E-Mail; PRDdb_CJA@prd.uscourts.gov*
- *CJA Processing Clerk; Mayra Meléndez*
Voice: 787-772-3057
E-mail: Mayra_Melendez@prd.uscourts.gov
Fax: 787-772-3212
- *Financial Specialist; Marielle Descartes*
Voice: 787-772-3035
E-Mail: Marielle_Descartes@prd.uscourts.gov