

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO



**MISCELLANEOUS ADMINISTRATIVE ORDER, 10-mc-132(JAF)
NOTICE FROM THE CLERK NO. 10-08**

**NEW PROCEDURES FOR CJA 24
AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT**

Effective immediately, the procedures for the request, approval, and payment processing for transcripts to be paid under the CJA, 18 U.S.C. § 3006A, and the Antiterrorism and Effective Death Penalty Act of 1996, codified in part in 18 U.S.C. § 3599, are amended as follows:

1. Transcript requests shall be made by motion and filed in the Court's Case Management/Electronic Case Filing (CM/ECF) system, along with a pre-filled Form CJA 24 (Authorization and Voucher for Payment of Transcripts). If a request is made in open court, the appointed counsel is responsible for filing the pre-filled Form CJA 24.
2. If the attorney is requesting a special authorization (Form CJA 24, item 14), a justification for the request shall be provided in the motion or expressed in open court.
3. The Form CJA 24 is available in a fillable PDF file. Attorneys shall fill-out items 1 to 15 prior to filing the form. For item 15, the use of e-signature is allowed.
4. Upon the Court's approval, the Court Services Manager or designee shall notify the Court's order and pre-filled Form CJA 24 to the service provider.
5. The service provider is responsible for filling the Claim for Services section of the form (Items 17 - 21), for obtaining the certification that services were rendered, and submitting the completed Form CJA 24 and copy of the Court's order to the Clerk's Office for processing. For item number 22 (Attorney Certification), the use of electronic signature is not allowed. The certification may be provided by the appointed attorney or the Clerk of Court or designee.
6. The Form CJA 24 will be reviewed by the Clerk of Court or designee and will submit the same to the presiding officer for final approval.

For detailed instructions regarding Form CJA 24, please visit the CJA Panel Section of the Court's website at www.prd.uscourts.gov or contact CJA Processing Clerk Mayra Meléndez, at (787)772-3057 (Mayra_Melendez@prd.uscourts.gov), or Financial Specialist Marielle Descartes, at (787)772-3035 (Marielle_Descartes@prd.uscourts.gov).

BY ORDER OF THE COURT.

In San Juan, Puerto Rico, this 15th day of April of 2010.

s/ Frances Rios de Moran
FRANCES RIOS DE MORAN, ESQ.
CLERK OF COURT

s/ Jose A. Fuste
JOSE A. FUSTE
CHIEF, U.S. DISTRICT JUDGE