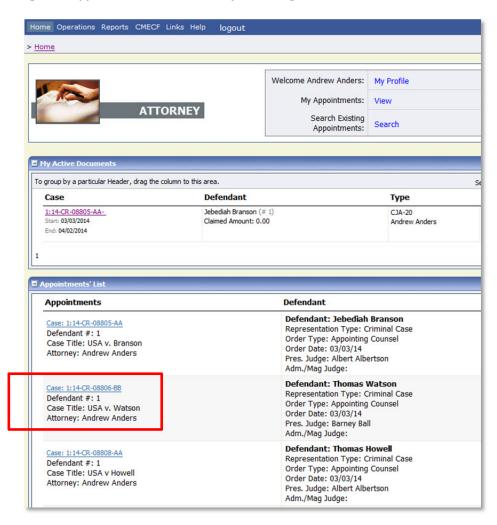
# **AUTH-24: Authorization of Transcript Requests**



Click the Appointment List case number link on the Attorney Home Page.

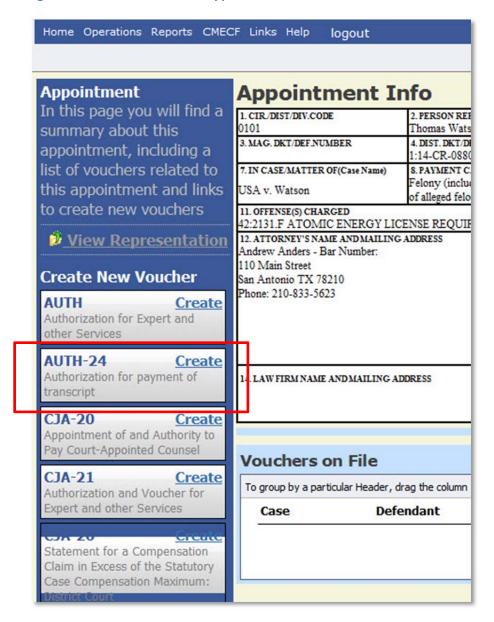
Figure 1: Appointment List on Attorney Home Page



Step 2

## Select the Create Auth-24 link on the left-hand menu of the Appointment Info screen.

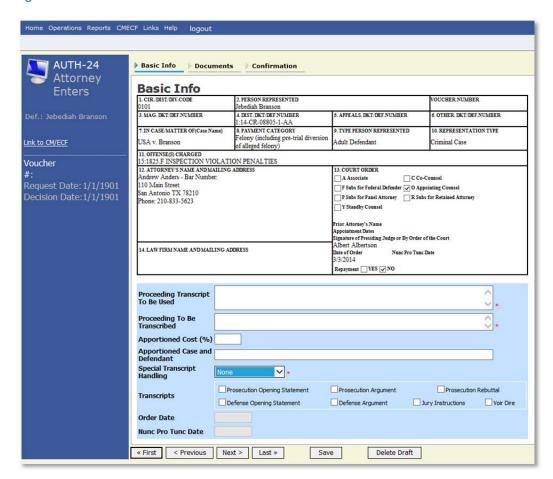
Figure 2: Create Auth-24 link on Appointment Info Screen





### Enter the details of the transcript required on the Basic Info screen.

Figure 3: Basic Info screen of the CJA24 Authorization.

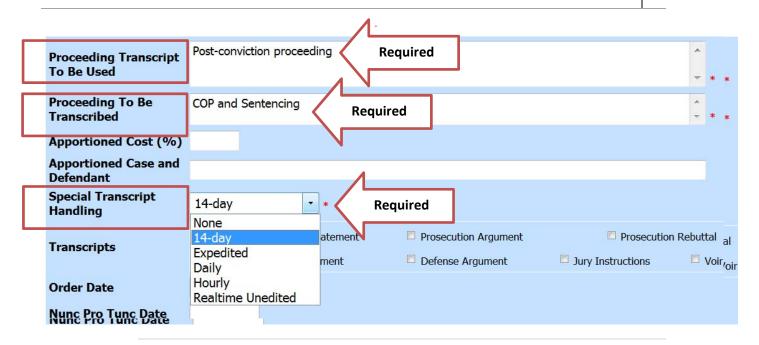


#### **Notes:**

- Fill in the details for the transcript you are requesting. The required items are marked with a red asterisk.
- You may attach any relevant supporting documents on the Documents tab.

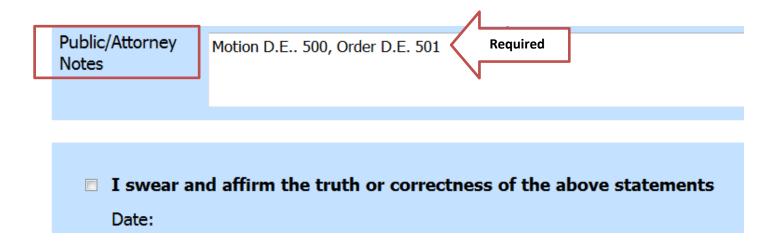
Figure 4: Special Transcript Handling drop down list.





Step 4

In the Notes section at the bottom of the Confirmation page, indicate the docket numbers of the motion and order/minutes authorizing the transcript.



Step 5

### Confirm and Submit the CJA24 Authorization.

Once you have selected the "I swear..." check box, the Submit button will become active. Click the Submit button.

Figure 5: The Submit button on the Confirmation tab.

