

AUTH-24: Authorization of Transcript Requests

Step
1

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

Figure 1: Appointment List on Attorney Home Page

The screenshot shows the Attorney Home Page with the following sections:

- Navigation Bar:** Home, Operations, Reports, CMECF, Links, Help, logout
- Welcome Message:** Welcome Andrew Anders: [My Profile](#), My Appointments: [View](#), Search Existing Appointments: [Search](#)
- My Active Documents:**

Case	Defendant	Type
1:14-CR-08805-AA- Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders
- Appointments' List:**

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-BB Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v. Howell Attorney: Andrew Anders	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

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

The screenshot shows the 'Appointment Info' screen. On the left is a blue sidebar menu. The main area on the right contains appointment details in a table format. The 'AUTH-24' link in the sidebar is highlighted with a red rectangle.

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

- AUTH** [Create](#)
Authorization for Expert and other Services
- AUTH-24** [Create](#)
Authorization for payment of transcript
- CJA-20** [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel
- CJA-21** [Create](#)
Authorization and Voucher for Expert and other Services
- CJA-22** [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

Appointment Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REF Thomas Wats
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/D 1:14-CR-0880
7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT C. Felony (includ of alleged felo
11. OFFENSE(S) CHARGED 42:2131.F ATOMIC ENERGY LICENSE REQUIR	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 110 Main Street San Antonio TX 78210 Phone: 210-833-5623	
14. LAW FIRM NAME AND MAILING ADDRESS	

Vouchers on File

To group by a particular Header, drag the column

Case	Defendant

Step
3

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

Figure 3: Basic Info screen of the CJA24 Authorization.

Home Operations Reports CMECF Links Help logout

AUTH-24 Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

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

Basic Info

1. CIR. DKT. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. 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: 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input checked="" type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used *

Proceeding To Be Transcribed *

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling: **None** *

Transcripts:
 ☐ Prosecution Opening Statement
 ☐ Prosecution Argument
 ☐ Prosecution Rebuttal
 ☐ Defense Opening Statement
 ☐ Defense Argument
 ☐ Jury Instructions
 ☐ Voir Dire

Order Date

Nunc Pro Tunc Date

« First < Previous Next > Last » Save Delete Draft

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.

None

14-day

Expedited

Daily

Hourly

Realtime Unedited

Proceeding Transcript To Be Used	Post-conviction proceeding	Required
Proceeding To Be Transcribed	COP and Sentencing	Required
Apportioned Cost (%)		
Apportioned Case and Defendant		
Special Transcript Handling	14-day None 14-day Expedited Daily Hourly Realtime Unedited	Required
Transcripts	<input type="checkbox"/> Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Defense Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir le Juré	
Order Date		
Nunc Pro Tunc Date		

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.

Public/Attorney Notes	Motion D.E.. 500, Order D.E. 501	Required
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☐ **I swear and affirm the truth or correctness of the above statements**

Date:

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.

The screenshot displays a web form for CJA24 Authorization. At the top, a red text alert reads: "Attention: The notes you enter will be available to the next approval level." Below this is a text input field labeled "Public/Attorney Notes". Further down, there 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 and date is a large "Submit" button with a green upward arrow icon. At the bottom of the form, there is a navigation bar with buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".