

## 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 of appointments. The first row is highlighted with a red box around the case number link '3:19-MJ-04562-3L'. The table columns are 'Appointments' and 'Defendant'.

Appointments	Defendant
<a href="#">Case: 3:19-MJ-04562-3L</a> Defendant #: 4202 Case Title: USA vs Badman Attorney: Atty Longoria	<b>Defendant: Mister Badman</b> Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
<a href="#">Case: 3:19-MJ-96325-3L</a> Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	<b>Defendant: Practice Voucher</b> Representation Type: DRA - Drug Minus 2 Appeal Order Type: Appointing Counsel Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
<a href="#">Case: 1:19-CR-45611-3L</a> Defendant #: 9877 Case Title: Thief vs USA Attorney: Atty Longoria	<b>Defendant: Theo Thief</b> Representation Type: Criminal Case Order Type: Federal Defender Order Date: 06/14/19

### 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, AUTH-24, and CJA-20. The 'AUTH-24' option is highlighted with a red box. The 'Appointment Info' section on the right contains various fields and their values.

Appointment Info	
1. CIR./DIST./DIV.CODE	2. PERSON REF
0101	Thomas Wats
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT. ID
	1:14-CR-0886
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT C.
USA v. Watson	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	
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.

**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. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AAA	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 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"/> S Steadby Counsel Prior Attorney's Name Appointment Date Signature of Providing Judge or By Order of the Court Albert Albertsson Date of Order Nunc Pro Tunc Date 5/3/2014 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

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**.

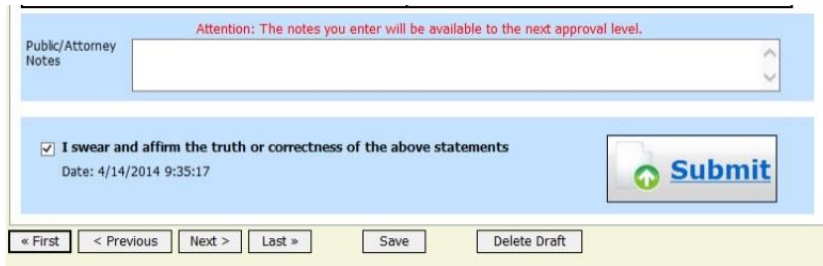
- None
- 14-day
- Expedited
- Daily
- Hourly
- Realtime Unedited

**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, a red text alert reads: "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".