

Creating a CJA-24 Authorization

STEP 1

On the Home page, in the Appointments' List section, click the case number link.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'Sign out'. Below the navigation bar, there are 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 with columns for 'Appointments' and 'Defendant'. The first row is highlighted with a red box, indicating the case number link to be clicked.

Appointments	Defendant
Case: 3:19-MJ-04562-JL Defendant #: 4082 Case Title: USA vs Badman Attorney: Atty Longoria	Defendant: Mister Badman Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
Case: 3:19-MJ-96325-JL Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	Defendant: Practice Voucher Representation Type: DRA - Drug Minus 2 Appeal Order Type: Appointing Counsel Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
Case: 1:19-CR-45611-JL Defendant #: 9877 Case Title: Thief vs USA Attorney: Atty Longoria	Defendant: Theo Thief 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 side, 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, and its 'Create' link is visible. The 'Appointment Info' section on the right contains various fields and their values.

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 (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.

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**.

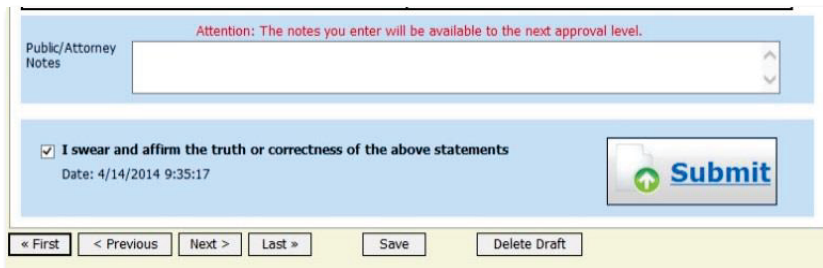
- None
- 14-day
- Expedited
- Daily
- Hourly
- Realtime Unedited

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, there is a red warning message: "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 and time "Date: 4/14/2014 9:35:17" are 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".