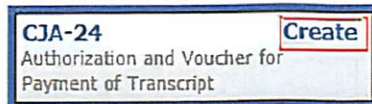


## Creating a CJA-24 Voucher

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

### Step 1

On the Appointment page, in the Create New Voucher section, click the Create link next to CJA-24.



### Step 2

The Basic Info page appears.

The Delaware District Court does require an AUTH-24. Click the Use Existing Authorization in eVoucher link.

> Basic Info

### Basic Info

1. CJA DIVISION CODE 0101	2. PERSON REPRESENTED Lebediah Branson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-00805-1-AA	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. 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	12. INSPECTION VIOLATION PENALTIES		
EXCESSIVE FINE \$11,500.00	PRESENCE JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1  DESIGNEE 2

**Authorization Selection**  
You can click the Use Existing Authorization in eVoucher button to select from a list of approved authorizations, or click the No Existing Authorization in eVoucher button.

**Use Existing Authorization in eVoucher**  
You may click here to select from a list of approved authorizations.

**No Existing Authorization in eVoucher**  
If you do not have an existing approved authorization in eVoucher, you may proceed by clicking here.

### Step 3

Click the applicable AUTH-24, which highlights it in blue. *You cannot continue until it is highlighted.*

#### Authorization Selection

You can click the Use Existing Authorization in eVoucher button to select from a list of approved authorizations

<p><b>Use Existing Authorization in eVoucher</b> You may click here to select from a list of approved authorizations.</p>	<p><b>Please Select the Associated Authorization</b></p>
<p><b>No Existing Authorization in eVoucher</b> If you do not have an existing authorization in eVoucher, you may proceed by clicking here.</p>	<p><b>ID Number: 89</b>      Service Type: Court Reporter / Transcript  <b>Order Date: 01/21/2016</b>      Special Handling: 0            Proceeding Transcribed: Transcription</p> <p> <input type="checkbox"/> Prosecution Opening    <input type="checkbox"/> Prosecution Argument    <input type="checkbox"/> Prosecution Rebuttal  <input type="checkbox"/> Defense Opening Statement    <input type="checkbox"/> Defense Argument    <input type="checkbox"/> Jury Instructions    <input type="checkbox"/> Voir Dire         </p> <p>In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.</p>
	<p><b>ID Number: 116</b>      Service Type: Court Reporter / Transcript  <b>Order Date: 03/22/2016</b>      Special Handling: 0            Proceeding Transcribed: Arraignment</p> <p> <input type="checkbox"/> Prosecution Opening    <input type="checkbox"/> Prosecution Argument    <input type="checkbox"/> Prosecution Rebuttal  <input type="checkbox"/> Defense Opening Statement    <input type="checkbox"/> Defense Argument    <input type="checkbox"/> Jury Instructions    <input type="checkbox"/> Voir Dire         </p> <p>In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.</p>

### Step 4

Click the Expert drop-down arrow and select the transcriptionist. In the Voucher Assignment section, click the appropriate radio button indicating the attorney will be entering information. It might already be defaulted to the attorney radio button. Click Create Voucher.

#### New Voucher Information

**Description**

**Court Reporter/Transcriber Status**  
 Official  Contract  Transcriber  Other

**Service Provider**  
 You can search one of the service providers already in the system  
 OR you can enter the required information for another provider

**Expert**

**Expert Info** **LeVar Expert**  
 Details  
 AO-CHSO  
 Washington DC 20544 US  
 Phone: 202-502-2965

**Voucher Assignment** •  Attorney  Expert  
*This indicates who will be responsible for filing the voucher claim part*

**Create Voucher**

#### Notes:

- To enter a new transcriptionist into the system, select the expert from the Expert drop-down list, and enter details in the Expert Info section.
- Selecting a transcriptionist already in the system automatically populates that expert's information.
- The attorney radio button should already be defaulted.

### Step 5

Click the Services tab or click Next on the progress bar. Complete the Date, Service Type, No. of Pages, Rate Per Page, and Description fields, then click Add. The items appears in the Service Type column. Click Save.

Basic Info | **Services** | Expenses | Documents | Confirmation

**Services**

Date: 4/30/2020 Description: [ ]

Service Type: [ ]

Include Page Numbers: [ ]

No. of Pages: [ ] Rate Per Page: [ ]

Less Amount Apportioned: [ ]

Less Amount Adjusted: [ ]

[Add] [Delete Item]

Required Fields

Table:

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportionment	Discount	Total
Original	04/30/2020	Transcription		15	10.00			150.00

Page 1 of 1 (1 Items)

[First] [Previous] [Next] [Last] [Save] [Delete Draft] [Audit Assist]

### Step 6

Click the Expenses tab or click Next on the progress bar. Complete the Date, Expense Type, and Description fields, and then click Add. The item appears in the Expense Type column. Click Save.

Basic Info | Services | **Expenses** | Documents | Confirmation

**Expenses**

Date: 4/30/2020 Description: [ ]

Expense Type: [ ]

Miles: [ ] at \$0.525 per mile.

Amount: [ ]

[Add] [Remove]

Required Fields

Table:

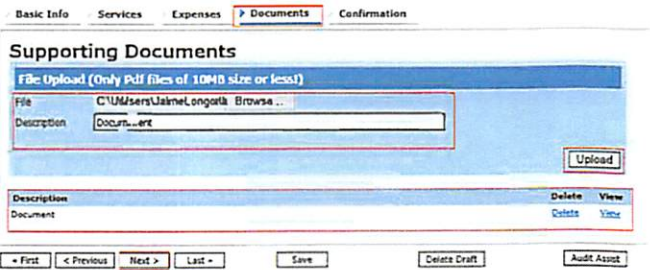
Expense Type	Date	Description	Mile	Rate	Amnt
Travel Miles	04/30/2020	Travel to court	20	0.525	10.50

Page 1 of 1 (1 Items)

[First] [Previous] [Next] [Last] [Save] [Delete Draft] [Audit Assist]

**Step 7**

Click the Documents tab or click **Next** on the progress bar. Click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column.



**Note:** All documents must be submitted in PDF format and must be 10 MB or less.




**Step 8**

Click the Confirmation tab or click Next on the progress bar. In the Public/ Attorney Notes field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps. Click Submit to move the voucher forward to the attorney who must approve it before submitting it to the Court.

Services Confirmation Expenses Documents **Confirmation**

Basic Info

### Confirmation

1. CIRCUIT DIV CODE 0101	12. PERSON REPRESENTED Rebediah Brannon	VOUCHER NUMBER	
3. MAG. DIST DEF NUMBER	4. DIST. DIST DEF NUMBER 114&CP-03505-1-AA	5. APPEALS DIST DEF NUMBER	6. OTHER DIST DEF NUMBER
7. IN CASE MATTER OFFICIAL NAME USA v. Brannon	8. FAVORITE SERVICE CODE Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED			
13. 1824 F INSPECTION VIOLATION PENALTIES			
15. 1824 F INSPECTION REQUEST AND AUTHORIZATION FOR TRANSCRIPTS			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE FILED Trial			
13. PROCEEDING TO BE TRANSCRIBED (include caption). NOTE: The first transcript fee set is include prosecution opening transcription			
14. SPECIAL AUTHORIZATIONS		JUDGE SIGNATURES	
A. Appellate Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
16. ATTORNEY'S CERTIFICATION As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.  Andrew Anders S 1-21-2016 14:48:16 Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5633		18. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in item 15 is hereby granted.  Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Name Pro Tunc Date	
17. COURT REPORTER TRANSCRIBER STATUS <input type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other			
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYER TIN: XX-XXXXXX		18. FAVORITE NAME AND ADDRESS Le'Vea Expert, Inc. AO-SDSO Washington DC 20544 US Phone: 202-502-2962	
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE
Original	see detail	3	see detail
Copy	see detail	0	see detail
Expenses (details)		TOTAL AMOUNT CLAIMED	
		\$0.00	
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and received, and that I have not sought or received payment or anything of value from any other source for these services. Signature of Claimant/Payer: _____ Date: _____			
22. CERTIFICATION OF ATTORNEY OR CLERK. I hereby certify that the services were rendered and that the transcript was received. Signature of Attorney or Clerk _____ Date _____			
23. APPROVED FOR PAYMENT -- COURT USE ONLY Signature of Judge or Clerk of Court _____ Date _____ Approved Amount _____			
Public/Attorney Notes <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements. Date: 4/20/2020 22:12:0			
			

« First < Previous **Next >** Last » Save Delete Draft Audit Assist

## Step 9

### Attorney Approval

Once the attorney completes the expense information on behalf of the transcriptionist, and clicks the submit button, it is returned to the attorney for approval. To submit to the court, open the CJA 24 voucher located in the My Active Documents section. Click the confirmation tab and select “I swear and affirm to the truth or correctness of the above statements” checkbox. Click submit.