

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 panels. The 'Appointments' List panel is active, showing a table of appointments. The first row is highlighted with a red box, containing the case number '3:19-MJ-04562-3'. Other panels include 'My Active Documents', 'My Proposed Assignments', 'My Submitted Documents', 'My Service Provider's Documents', and 'Cloud Documents'.

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 'Create New Voucher' section with three options: 'AUTH' (Authorization for Expert and other Services), 'AUTH-24' (Authorization for payment of transcript), and 'CJA-20'. The 'AUTH-24' option and its 'Create' link are highlighted with a red box. On the right, the 'Appointment Info' section displays various case details in a table format.

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**.

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 interface. At the top, a red warning message 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". Underneath the input field is a section with a checked checkbox and 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 this section is a blue "Submit" button with a green arrow icon. At the bottom of the form, there is a navigation bar with buttons: "First", "< Previous", "Next >", "Last", "Save", and "Delete Draft".