

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TENNESSEE

## CJA eVOUCHER

# TRANSCRIPTS OF DIGITAL RECORDINGS

To obtain the transcript of a digitally recorded court proceeding, the CJA Panel Attorney must first complete and submit to the Clerk's Office the AO 436TN *Digital Recording Order* form which is available on the Court's Web Site. Once the digitally recorded court proceeding on CD is received from the Clerk's Office, the CJA Attorney then makes arrangements to have the CD transcribed. Counsel may contact an official reporter from this Court or a freelance reporter or court reporting firm. To obtain payment for the transcript and transcription services, the CJA Attorney must create and submit the appropriate documents in the CJA eVoucher system. The documents that are created and submitted will depend on who performs the work, an official court reporter or a contract reporter. Procedures for each are set forth below.

**I. OFFICIAL COURT REPORTER** - If an official court reporter has agreed to transcribe the digital recording, counsel will create and submit an AUTH 24 (authorization for payment of the transcript) and a CJA 24 payment voucher in CJA eVoucher.

### STEP 1: CREATE AND SUBMIT AUTH 24

1. From the **Appointment** page create an AUTH 24.
2. Under the **Basic Info** tab enter all required information (indicated by red asterisk).
3. Go to the **Documents** tab to attach any supporting documents, if any.
4. Go to the **Confirmation** tab and enter the name of the official court reporter in the **Public/Attorney Notes**.  
(*Ex. Arrangements have been made with Court Reporter John Doe to transcribe the recording.*)
5. From the **Confirmation** tab submit the AUTH 24.
6. When the AUTH 24 is approved, the CJA 24 payment voucher can be created.

Basic Info			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	3. VOUCHER NUMBER	
4. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08866-1-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. OFFENSES CHARGED 15.1824.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 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 Sals for Federal Defender <input type="checkbox"/> G Appointing Counsel <input type="checkbox"/> P Sals for Panel Attorney <input type="checkbox"/> R Sals for Retained Attorney <input type="checkbox"/> V Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Year Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Proceeding Transcript To Be Used: [Dropdown]  
 Proceeding To Be Transcribed: [Dropdown]  
 Apportioned Cost (%): [Input]  
 Apportioned Case and Defendant: [Input]  
 Special Transcript Handling: [Dropdown]  
 Transcripts:  Prosecution Opening Statement  Prosecution Argument  Prosecution Rebuttal  
 Defense Opening Statement  Defense Argument  Jury Instructions  Voir Dire  
 Order Date: [Input]  
 Nunc Pro Tunc Date: [Input]

### STEP 2: CREATE CJA 24 PAYMENT VOUCHER

1. From the **Appointment** page create a CJA 24.
2. On the **Basic Info** screen select the corresponding Authorization (when selected will highlight in yellow). **Be sure to select the correct authorization if there is more than one in that particular case.**

Basic Info		
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Eddie Izzard	3. VOUCHER NUMBER
4. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:13-CR-08866-1-AA	5. APPEALS DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v Izzard	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
11. OFFENSES CHARGED 16.704.F RULES AND REGULATIONS ON MIGRATORY BIRDS		
EXCESS FEE LIMIT \$9,900.00	RESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE

#### Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization	
<b>ID Number: 70</b>	Service Type: Court Reporter / Transcript
Order Date: 08/01/2013	Proceeding Transcribed: Indictment
<input checked="" type="checkbox"/> Prosecution Opening	<input checked="" type="checkbox"/> Prosecution Argument
<input checked="" type="checkbox"/> Defense Opening Statement	<input checked="" type="checkbox"/> Prosecution Rebuttal
<input checked="" type="checkbox"/> Defense Argument	<input type="checkbox"/> Jury Instructions
<input type="checkbox"/> Voir Dire	
<b>ID Number: 71</b>	Service Type: Court Reporter / Transcript
Order Date: 08/01/2013	Proceeding Transcribed: Full Trial
<input checked="" type="checkbox"/> Prosecution Opening	<input checked="" type="checkbox"/> Prosecution Argument
<input checked="" type="checkbox"/> Defense Opening Statement	<input checked="" type="checkbox"/> Prosecution Rebuttal
<input checked="" type="checkbox"/> Defense Argument	<input checked="" type="checkbox"/> Jury Instructions
<input type="checkbox"/> Voir Dire	

**New Voucher Information**

3. Select the Court Reporter/Transcriber Status. Choose **Official**.
4. Select the **Expert** from the drop down menu (this is the official court reporter transcribing the recording).
5. Go back up to the **Voucher Assignment** section on this page and select **Expert** (this will ensure that the voucher is routed to the court reporter after it has been created).
6. Click **Create Voucher**.
7. The voucher has been created and sent to the Court Reporter. Once the transcript is completed, the voucher will be returned to you and appear in your “My Active Documents” folder. You will then need to certify.

**New Voucher Information**

**Description**

**Voucher Assignment**  Attorney  **Expert** ←

*This indicates who will be responsible for filling the voucher claim part*

**Court Report/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** Transcripts, Teresa ▼ ←

**Expert Info** Details

**Teresa Transcripts**  
110 Main Street  
San Antonio TX 78210 US  
Phone: 210-553-5692

**Create Voucher**

« First < Previous Next > Last » Delete

**NOTE:** The system does create a notification screen indicating the voucher has been successfully created and submitted, similar to the one received after creation of other voucher documents. You will know that the CJA 24 has been successfully created because the screen will change from an Appointment page entry screen to the CJA 24 voucher screen. The document will also appear in your “My Service Provider’s Documents” folder on the Home page.

**CJA-24**  
Court Reporter-data  
Def.: Bryan Pittman

Link to CM/ECF

Voucher #: ---  
Request Date: ---  
Approved Date: ---

Summary: \$0.00

**Basic Info**

1. CIR./DIST./DIV CODE 0651	2. PERSON REPRESENTED Bryan Pittman	VOUCHER NUMBER	
3. MAG. DKT./DEF NUMBER	4. DKT. DCT./DEF NUMBER 2:14-CR-20342-2-SHM	5. APPEALS. DKT./DEF NUMBER	6. OTHER. DKT./DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Majid et al	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 21-846-CD F 21-846 CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE 21-846-CD F 21-846 CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE 21-846-CD F 21-846 CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Appeal			

**My Service Provider's Documents**

To group by a particular Header, drag the column to this area. Search: \_\_\_\_\_

Case	Defendant	Type	Status	Date Entered
<a href="#">2:14-CR-20342-SHM-</a> Start: 02/25/2016 End: 02/25/2016	Bryan Pittman (# 2) Claimed Amount: 450.00	CJA-24 Mark Dodson	Submitted to Court <a href="#">0651.0000124</a>	02/25/2016

## II. FREELANCE REPORTER OR COURT REPORTING FIRM - If a

freelance reporter or court reporting firm will be used to transcribe the digital recording, counsel shall create and submit a CJA 21 payment voucher for expert and other services in eVoucher. (Because experts are not authorized to use CJA eVoucher, the CJA Attorney must create and submit the CJA 21 payment voucher for the expert.)

### STEP 1: CREATE AND SUBMIT CJA 21 PAYMENT VOUCHER

1. From the **Appointment** page create a CJA 21.
2. If the request does not require advance authorization (\$800 or less), click the **No Authorization Required** option. If you have a previous authorization from the Court, click on the **Use Previous Authorization** option.
3. Select the authorization you wish to use by clicking it (if an authorization is required).

Basic Info			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DIST. DIV. NUMBER	4. DIST. DIST. NUMBER 1-14-CR-08802-2-AA	5. APPEALS DIST. DIV. NUMBER	6. OTHER DIST. DIV. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Fees (including pre-trial division of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18-14-430 F INCOME TAX, FAILURE TO FILE			
EXPERTS FEE LIMIT \$9,800.00	FREQUENT RUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

**Authorization Selection**  
You can select a Previous Authorization Request, request a New Authorization or click the "No Authorization Required" button if under the

**No Authorization Required**  
If your voucher compensation is under the statutory limit and does not require prior authorization.

**Use Previous Authorization**  
Select this option to display a list of previous authorizations and requests in the appointment.

4. Select the **Service Type** by using the drop-down box to choose "Other."
5. Enter a **Description** of the service (ex. ,Transcript of digital recording).
6. Select the **Expert** using the drop down box. (Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit a person for approval, steps on how to add an Expert are on page 38 of the *CJA eVoucher Attorney User Manual*.)
7. Click **Create Voucher**.
8. Go to the **Claim Status** tab and enter voucher start/end dates and select an option in the **Payment Claims** section. (Click Save.)
8. Go to the **Services** tab and enter transcription services costs. (Click Save.)
9. Go to the **Expenses** tab and enter expenses, if any. (Click Save.)
10. Go to the **Documents** tab to upload supporting documentation (ex. invoice from reporter). (Click Save.)
11. Go to the **Confirmation** tab to verify all information is correct. Check the affirmation box and click Submit.

**Existing Requests for Authorization**

**ID Number: 155** Service Type: Weapons Firearms  
Order Date: 05/27/2014 Explosive Expert  
Authorized Amount: 0 Estimated Amount: 1000  
Requested Provider: Robert Arms

**New Voucher Information**

**Service Type** Other (Firearms Explosive Expert)

**Description** Transcript of digital recording.

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

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

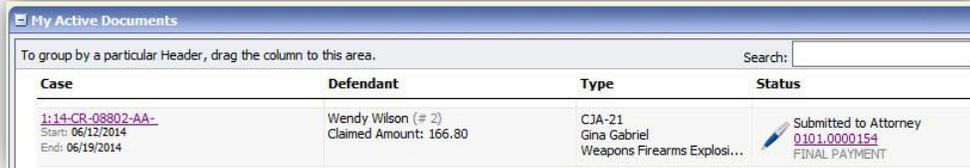
**Expert** Gabriel, Gina

**Expert Info** Gina Gabriel  
Details 110 Main Street  
San Antonio TX 78210 USA  
Phone: 210-593-3340

**Create Voucher**

## STEP 2: APPROVE THE CJA 21 PAYMENT VOUCHER

After submitting the CJA 21 payment voucher in Step 1, go to the “**My Active Documents**” folder to approve the CJA 21 voucher that was just created. Click on the voucher then go directly to the **Confirmation** page and approve the voucher. The voucher will then be submitted to the Court for payment approval.



Case	Defendant	Type	Status
<a href="#">1:14-CR-08802-AA-</a> Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney <a href="#">0101.0000154</a> FINAL PAYMENT



Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I certify that I have reviewed the above information  
Date: 6/19/2014 9:43:24

 **Approve**  **Reject**

« First < Previous Next > Last » Save Delete Draft

(For more detailed information on creating documents in eVoucher, please refer to the *CJA eVoucher Attorney User Manual*.)