

CJA eVOUCHER

EXPEDITED TRANSCRIPTS

When the production of a transcript is needed within 14 days or less, an accelerated procedure outside the CJA eVoucher system has been adopted so that these transcript requests and payment vouchers may be processed quickly. This special procedure is **only** to be used when a transcript request needs immediate attention due to the time sensitivity (this is usually referred to as an “expedited transcript”). Specifically, the special procedure set forth below may only be used when a transcript must be obtained within 14 days of the request or less; this includes, but is not limited to, requests for daily, hourly and realtime transcripts. **All other transcript requests and CJA 24 voucher forms must be created and submitted electronically by the CJA Attorney using the eVoucher system.**

PROCEDURES FOR OBTAINING AN EXPEDITED TRANSCRIPT

Step 1: The CJA Attorney shall complete and sign a paper CJA 24 *Authorization and Voucher for Payment of Transcript Form* (Sections 1-15 are to be completed). Paper CJA 24 forms are available on the Court’s Web Site in the “Forms and Applications” section.

Step 2: The CJA Attorney shall submit directly to the Court Reporter (via email or hand delivery) the signed and completed paper CJA 24 form.

Step 3: The Court Reporter shall review the CJA 24 form for completeness and present it to the appropriate Judge for approval.

Step 4: The Court Reporter shall forward the CJA 24 form signed by the Judge to the CJA Administrator in the Clerk’s Office.

Step 4(a): If the Judge does not approve the transcript request, the Court Reporter will notify the CJA Attorney and return the CJA 24 form. ***Stop here. Do not proceed further in these instructions.***

Step 5: The CJA Administrator will create an AUTH 24 in the CJA eVoucher system in accordance with the CJA 24 form signed by the Judge. The signed paper form shall be uploaded and attached to the AUTH 24. The AUTH 24 will be routed through the approval steps in CJA eVoucher.

Step 6: After the electronic AUTH 24 has been approved, the CJA Administrator will create a CJA 24 payment voucher. CJA eVoucher will automatically route the payment voucher to the Court Reporter upon creation.

Step 7: The Court Reporter will enter the cost information for the expedited transcript on the electronic CJA 24 payment voucher when the transcript has been completed.* The CJA 24 payment voucher will be submitted to the Attorney for certification after the cost information has been entered by the Court Reporter on the voucher. (CJA eVoucher system will automatically generate an email to alert the attorney that the transcript has been completed and the CJA 24 payment voucher is ready for review and approval.)

**The procedure by which a completed transcript is delivered to the CJA Attorney is at the discretion of each Court Reporter.*

Step 8: The CJA Attorney must then approve the CJA 24 payment voucher in CJA eVoucher to certify the services of the Court Reporter. After Attorney certification, the payment voucher is routed for final approval. (CJA eVoucher system will automatically generate the appropriate emails to notify each individual in the approval process that a voucher is ready for review and payment authorization.)