

Creating a CJA-24 Authorization

Step 1

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



Step 2

On the left side of the Appointment Info page, in the Create New Voucher section, click the **Create** link for AUTH-24.



AO-DTS-SDSO-TD | 8/24/2022



eVoucher 6.8



Step 3

On the Basic Info page, enter the required details of the transcript in the applicable fields.

AUTH-24 Attorney Enters	Basic Info	ts Confirmation					
	Basic Info						
Def.: Thomas Watson	1. CIR./DIST/DIV.CODE 0101	2. PERSON REPRESENTED Thomas Watson			VOUCHER NUMBER		
link to CM/ECE	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1.11/CP.08806.1.A.A. 5. APPEALS. DKT/DEF.NUMBER		MBER	6. OTHER. DKT/DEF.NUMBER		
	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRES	ENTED	10. REPRESENTA	TION TYPE	
Voucher #:	USA v. Watson	Felony (including pre-trial diversion of alleged felonv)	Adult Defendant Criminal Cas		Criminal Case		
Request Date:	11. OFFENSE(S) CHARGED						
Decision Date:	12:1738.P MORTGAGE DISCRI 12. ATTORNEY'S NAME AND MAILIN	SCRIMINATION					
	Andrew Anders 110 Main Street		A Associate	C Co-Counsel	D Federal	F Subs for Federal	
Tasks	San Antonio TX 78210	L Learned Counsel	O Appointing	P Subs for Panel	R Subs for Retained		
Link To Appointment	Phone: 210-833-5623 Cell phone: 210-555-1234		(Capital Only) Co	T Retained	U Subs for Pro	Attorney	
Link To Representation	Email: <u>lisa_ornelas@aotx.uscour</u>	ts.gov	□ S Pro Se At	ttorney	Se	□ X Administrative	
		└─ Y Standby Counsel					
		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court					
	14 LAW FIRM NAME AND MAILING	ADDRESS	Albert Albertson Date of Order Nunc Pro Tunc Date				
			3/3/2014 Renavment VES VIN				
	repriment U YES 🖬 NO						
	Proceeding in Which Transcript is to be Used					*	
	Proceeding To Be Transcribed					*	
	Apportioned Cost (%)						
	Apportioned Case and						
	Special Transcript N Handling	one 🗸 *					
	Transcripts	Prosecution Opening Statement Defense Opening Statement	Prosecution Argument	t 🗆 Jury	Prosecutio Instructions	n Rebuttal	
	« First < Previous Next	> Last » Save		Delete Dra	aft	Audit Assist	

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.

AO-DTS-SDSO-TD | 8/24/2022







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**.

Public/Attorney Notes	Attention: The r	notes you enter will be available to the r	next approval level.	*
✓ I swear ar Date:	nd affirm the truth or correct	ness of the above statements	0	<u>Submit</u>
« First < Previo	ous Next > Last »	Save	Delete Draft	Audit Assist

