

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE**

CJA eVOUCHER

**INSTRUCTIONS FOR OUT-OF-DISTRICT CJA ATTORNEYS
FOR SUBMITTING TRANSCRIPT REQUESTS IN CASES ON APPEAL**

Step 1: The out-of-district CJA Attorney shall submit an email request to the eVoucher Help Desk at: cjahelpdesk@tnwd.uscourts.gov to request a login and password to the TNWD eVoucher system. The email request shall indicate in the subject line “**Out-of-District CJA Attorney Login Request.**” The email request shall include: (1) a copy of the appointment confirmation letter from the appeals court and (2) a completed Vendor Information/TIN Certification Form (AO 213). The AO 213 form is available on the Court’s Website:
<https://www.tnwd.uscourts.gov/sites/tnwd/files/AO213fillable.pdf>

Step 2: The out-of-district CJA Attorney shall receive a login and password via email from District Court.*

Step 3: The CJA Attorney creates and submits an AUTH-24 (authorization for payment of transcript) using TNWD’s eVoucher system. The form will automatically be routed to the assigned district court judge.

Step 4: The district court judge will approve or reject the AUTH-24 and the system will send an email alerting the CJA Attorney if the request has been approved or denied.

Step 5: Upon approval of the AUTH-24, the out-of-district CJA Attorney will create and submit a CJA-24 voucher form. The CJA-24 voucher is sent to the Court Reporter selected on the voucher. An email will also be generated by the system to alert the Court Reporter that a transcript request has been sent.

Step 6: The Court Reporter enters transcript cost data to the CJA 24 form and submits to attorney for payment approval. The CJA Attorney will receive an email alert that a transcript has been completed and a CJA-24 payment voucher is ready for review and approval.

Step 7: The CJA Attorney must approve the CJA-24 form to certify a transcript was provided by the Court Reporter. Upon approval, the voucher is routed to the District Court for payment approval.

Step 8: The Court Reporter will receive an email alert when payment has been approved.

**For login instructions and instructions on creating an AUTH-24 and CJA-24 voucher, please refer to the CJA eVoucher Attorney User Manual available on the District Court’s Website.*