

CJA 24 Transcript Authorization and Voucher for Payment

Background The preferred method for payment of transcripts is for the court reporter or reporting service to claim compensation directly for transcripts authorized by the court utilizing a CJA Form 24.

Authorization Prior transcript authorization should be secured by court-appointed counsel for all services.

Commercial Duplication of Transcripts in Multi-Defendant Cases In multi-defendant cases involving CJA defendants, no more than one transcript should be purchased from the court reporter on behalf of CJA defendants.

Upon the approval of the CJA 24 request, the clerk of court will arrange for the duplication, at commercially competitive rates of enough copies of the transcript for each of the CJA defendants for whom a transcript has been approved.

This does not preclude the court reporter from furnishing duplication at commercially competitive rates.

Completion of CJA 24 Voucher One voucher should be submitted for each reporter.

A line-by-line “Instructions for CJA Form 24” is provided to court-appointed counsel. These instructions should be followed to complete the CJA 24 Voucher completely and accurately.

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CJA 24 Transcript Authorization and Voucher for Payment, Continued

**Approval/
Payment**

The preferred method of payment is for the court reporter or reporting service to claim compensation directly for transcripts authorized by the court on a CJA 24 form.

If court-appointed counsel elects to pay for the court authorized transcript, the attorney may seek reimbursement as an out-of-pocket expense and should use the CJA 24 form for this purpose.

Following approval by the court, and upon completion of the transcript by the court reporter or reporting service, the CJA 24 voucher is completed by the court reporter or court-appointed counsel, certified by counsel, and submitted to the court for payment.

Upon receipt by the Clerk's Office of a fully complete and accurate CJA 24 voucher, the vouchers are:

- Reviewed for accuracy and completeness
- Approved at the District Court level
- Approved by the First Circuit Court of Appeals (if necessary)
- Processed and entered into the CJA computer system

Checks are issued by the Administrative Office in Washington, D.C. and will include the docket number and name of the defendant. If the amount of the CJA 24 voucher has been "cut back," the reason for the reduction will be included on the check.

**Public
Disclosure**

Congress has mandated that the amounts paid in CJA matters may be disclosed to the public, subject to the consideration of special circumstances.

Questions?

If you have comments or questions, please contact one of the individuals listed below:

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