

CJA 24 Authorizations and Vouchers for Attorneys

Submitting for a CJA 24 Transcript pre-authorization

1. From Appointments' List, click the appropriate case.
2. Click AUTH-24 Create on left-hand side of screen.
3. Complete the required fields on the Basic Info tab and attach any relevant supporting documents in the Documents tab screen.
Note: Apportioned Cost and Apportioned Case and Defendant fields do not need to be completed.
4. On the Confirmation tab, check the "I swear" box and Submit.
5. Request moves to My Submitted Documents.

Approving a CJA 24 Transcript Claim

1. Once claim is submitted by court reporter/transcriptionist, it will appear in My Active Documents with a type "CJA-24" and the name of the court reporter. The Status will appear as "Submitted to Attorney".
2. Click the document number, review, check the "I certify" box and click Approve. The claim will move to the My Service Provider's Documents section with a status of "Submitted to Court".