CJA-24 Authorization of Transcript Request

On the **Home** page, click the case number link in the **Appointments’ List** folder.

*Figure 1: Appointments’ List on Attorney Home Page*

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**Step 1**

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

*Figure 2: AUTH-24 Create Link on Appointment Info Page*
On the **Basic Info** page, enter the required details of the transcript.

**Figure 3: Basic Info Page of the CJA-24 Authorization**

![Basic Info Page](image-url)

**Notes:**
- Fill in the details for the transcript you are requesting. The required items are marked with a red asterisk.
- You may attach any relevant supporting documents on the **Documents** tab.

**Select Special Transcript Handling**

Choose the type of transcript handling, leave on None, if the other options are not applicable.

**Figure 4: Special Transcript Handling List**

![Special Transcript Handling List](image-url)
Confirm and submit the CJA-24 Authorization.

Once you have selected the **I swear and affirm the truth or correctness of the above statements** check box, the **Submit** button will become active. Click **Submit**.

Figure 5: The Submit button on the Confirmation tab.