

eVOUCHER: ATTORNEY

AUTH-24: AUTHORIZATION REQUEST FOR TRANSCRIPTS

Rules for Use

- The attorney creates the AUTH-24 and submits it to the court for approval. However, the Court creates the CJA-24 and notifies the attorney that it is ready for approval.
- There is NOT AN AUTOSAVE function on this program. You must click SAVE periodically in order to save your work.

Instructions

1. On the Home page, from the **Appointments** list, select your case.
2. On the Appointment page, in the Create New Voucher section, click **Create** next to AUTH-24 to begin an authorization.
3. The **Basic Info** screen opens.
 - a. Complete the information in the blue section at the bottom of the screen, including the following required fields. **Note:** You will not be able to access some fields.
 - Proceeding Transcript To Be Used
 - Proceeding To Be Transcribed
 - Special Transcript Handling (default = **None**)
 - b. Click **Save**.
4. Click **Next** twice or click the **Confirmation** tab on the progress bar to confirm and submit the AUTH-24:
 - a. Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time-stamped.
 - a. You may include notes to the Court, if any, in the Public/Attorney Notes section.
 - b. Click **Submit** to send to the Court.
5. A confirmation screen appears, indicating that the previous action was successful and the Authorization Request has been submitted. **Important!** Write down the voucher number or print the page for reference.

6. Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The AUTH-24 will appear in the “My Submitted Documents” section on the Attorney home page.

I. REVISION HISTORY

Date	Description
10/15	Original Version