

eVOUCHER: ATTORNEY

CJA-24: VOUCHER FOR PAYMENT OF TRANSCRIPT

Rules for Use

- The Court will send you an email indicating that a CJA-24 has been submitted by the Court Reporter for the transcript you requested. The email will contain the case number and voucher number.
- You must approve the CJA-24 before it can be approved by the Judge and processed for payment.
- 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, in the **My Active Documents** section, click the appropriate voucher link in the Status column. **Note:** The voucher should have a Status of **Submitted to Attorney**.
2. The **Basic Info** screen appears. Click the tab headings or click **Next** at the bottom of the screen to move through the screens and review the voucher: **Basic Info, Services, Expenses, Documents, and Confirmation**.
3. On the **Confirmation** tab:
 - a. Check for notes from the Court Reporter.
 - b. You may add notes to the Court, if any, in the Public/Attorney Notes section.
 - c. Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time-stamped.
 - d. Click **Approve** to send to the Court.

I. REVISION HISTORY

Date	Description
2/16	Original Version