

INSTRUCTIONS FOR CJA-24
AUTHORIZATION & VOUCHER FOR PAYMENT OF TRANSCRIPTS

- Step 1.** The panel attorney/pro se defendant completes the request for transcripts by completing boxes 1 - 15. If there is a request for any special authorizations (expedited, daily, hourly transcripts; ascii or condensed formatting; or additional copies), a written justification should be attached to the CJA-24 for the judge's review.
- Step 2.** The panel attorney/pro se defendant submits the CJA-24 to the presiding judge for approval who will sign in box 16. At this time, the judge will also need to initial any special authorizations requested in box 14.
- The CJA-24 should then be forwarded by chambers to the appropriate court reporter or transcriber. If the proceeding was electronically recorded through the ECRO system, then chambers should forward the CJA-24 to the Clerk's Office for assignment to a court reporter.
- Step 3.** The court reporter completes boxes 17 - 20 and signs in box 21 when the transcripts are complete. The CJA-24 is returned to the panel attorney/ pro se defendant along with either the original transcripts or notice that the transcripts have been scanned and docketed for the initial 90-day restricted access.
- Step 4.** The panel attorney/pro se defendant signs box 22 certifying receipt of the transcript and then submits to the presiding judge for final approval.
- Step 5.** The presiding judge approves the voucher for payment by signing box 23.
- Step 6.** The completed CJA-24 voucher is then submitted to the Clerk's Office for payment processing.