Creating a CJA-24 Authorization

Step 1

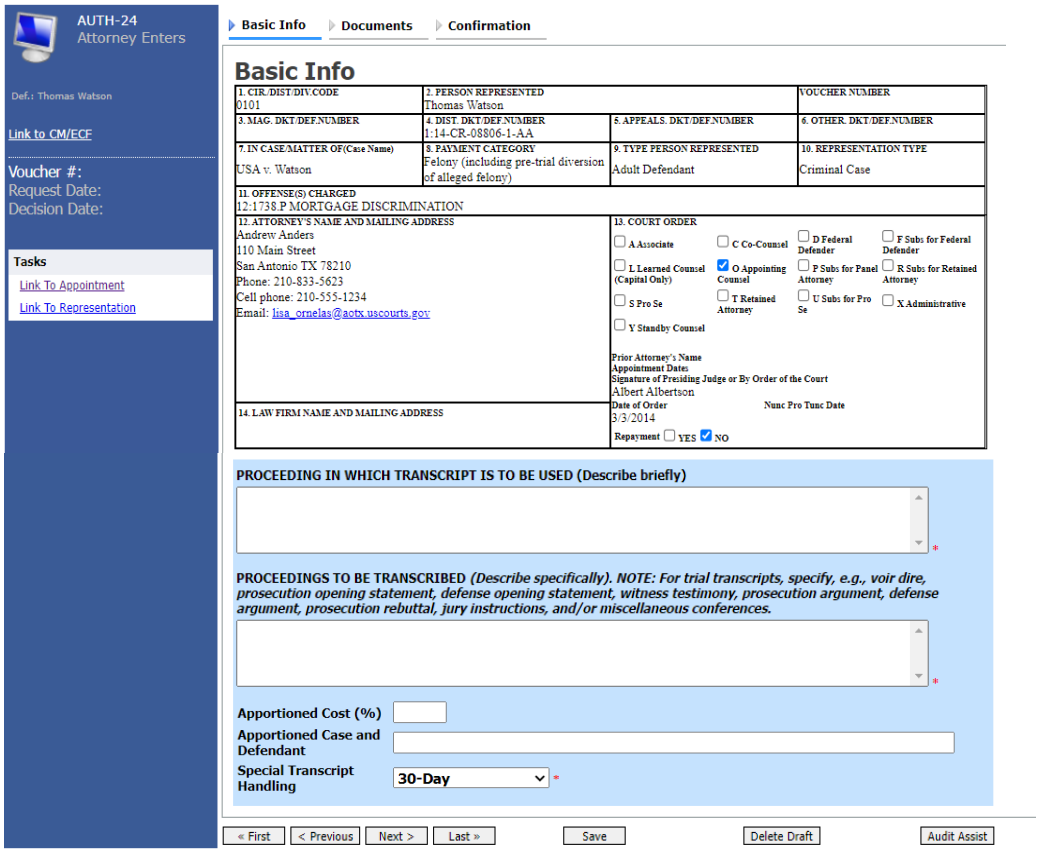
On the Home page, in the Appointments' List section, click the case number link.

Step 2

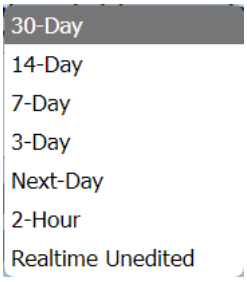
On the left side of the Appointment Info page, in the Create New Voucher section, click the **Create** link for AUTH-24.

Step 3

On the Basic Info page, enter the required details of the transcript in the applicable fields.

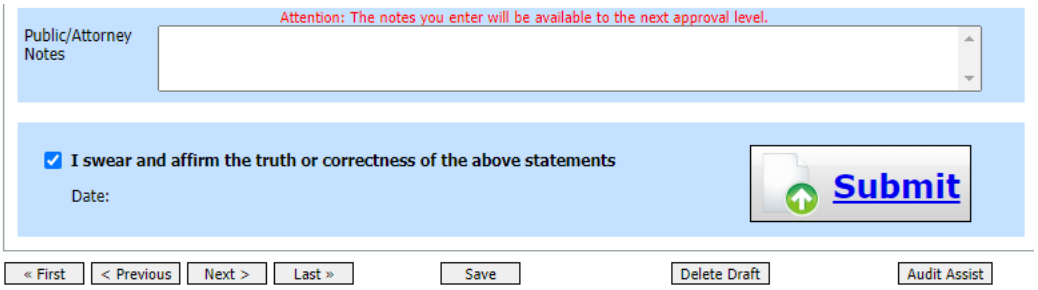


From the **Special Transcript Handling** drop-down list, select the type of transcript handling.



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

Step 4

Confirm and submit the CJA-24 authorization.

Once you select the **I swear and affirm the truth or correctness of the above statements** check box, the **Submit** button becomes active. Click **Submit**.