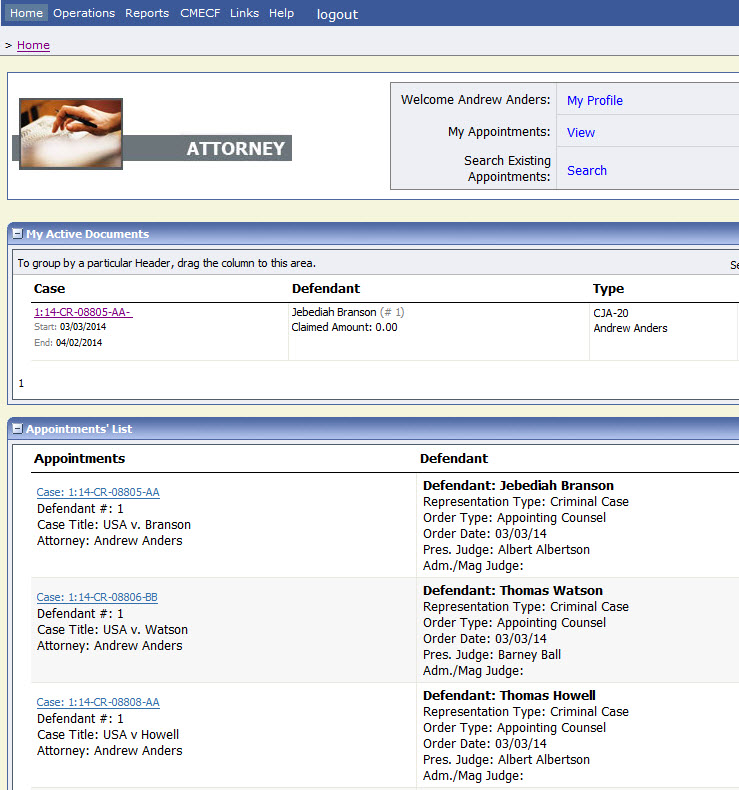
# CJA-24 Authorization of Transcript Request

Step  
1

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

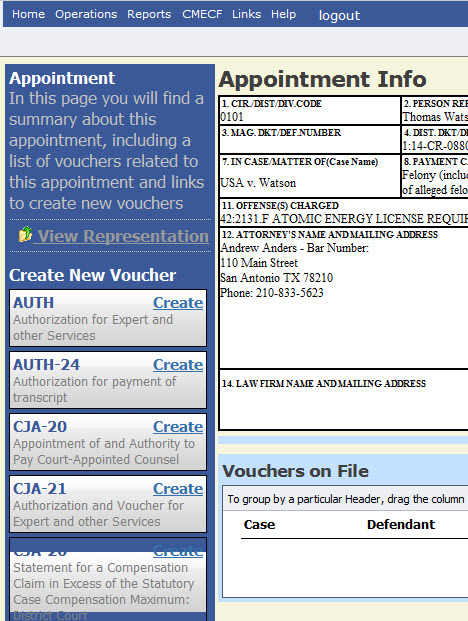
Figure : Appointments’ List on Attorney Home Page



Step  
2

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

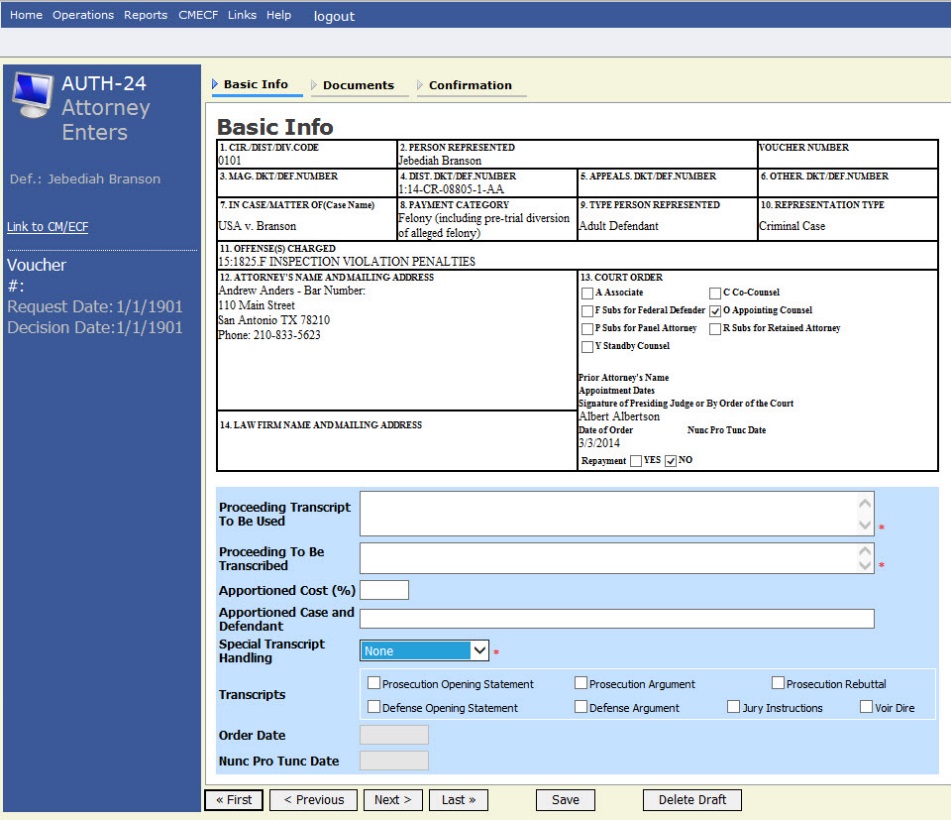
Figure : AUTH-24 Create Link on Appointment Info Page



Step  
3

On the **Basic Info** page, enter the required details of the transcript**.**

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





## 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

**Confirm and submit the CJA-24 Authorization.**

Step 4

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.

