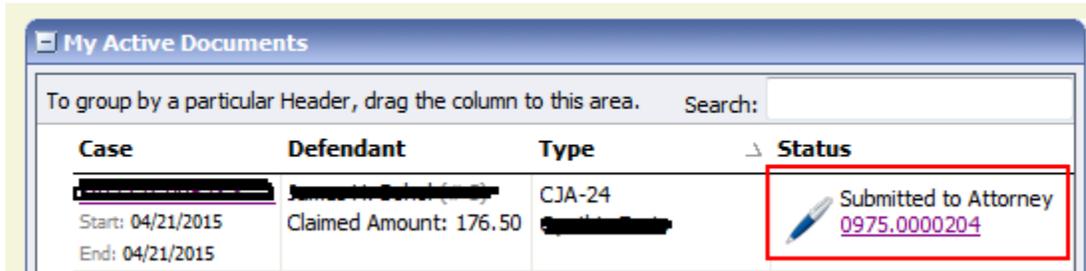


## How to Approve CJA 24 eVouchers for Attorneys

- There are 2 steps in the CJA 24 process for attorneys.
  - Create CJA 24 Authorizations.
  - Approve CJA 24 submitted by court reporters/transcribers.

### Approving CJA 24 Voucher:

Once the court reporter/transcriber submits the CJA 24 eVoucher, it will show up under your “My Active Documents” box on the left side of the Home Page. Click the CJA-24 voucher that needs attorney approval.



The screenshot shows a web interface titled "My Active Documents". It features a search bar and a table with columns: Case, Defendant, Type, and Status. A single row is visible, representing a CJA-24 voucher. The Status column for this row is highlighted with a red box and contains a blue pen icon, the text "Submitted to Attorney", and a purple link "0975.0000204".

Case	Defendant	Type	Status
[REDACTED] Start: 04/21/2015 End: 04/21/2015	[REDACTED] Claimed Amount: 176.50	CJA-24 [REDACTED]	Submitted to Attorney <a href="#">0975.0000204</a>

Go to the “Confirmation” tab. Review the voucher. Scroll down to the bottom. Check the “I certify that I have reviewed....” box, then click “Approve” or “Reject”.

**APPROVED** vouchers are transmitted to the court for processing.

**REJECTED** vouchers are returned to the court report/transcriber. Please note and initial the reason for the rejection in the **Public/Attorney Notes**.