

## How to Request CJA 24 Authorizations for Attorneys

### Creating CJA 24 Authorizations:

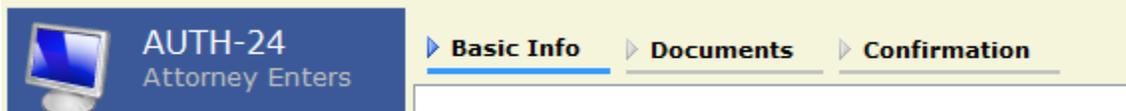
1. To start a CJA24 authorization, click the desired case number hyperlink under your “Appointments’ List” box on the left side of your Home Page.



2. Once you have clicked on the case for which you want to create a CJA-24 authorization, you will be directed to the “Appointment Info” page. On the left side of the page, click “Create” next to the AUTH-24.



3. You will arrive on the first page of your newly authorization request.



4. Under “Basic Info” tab, fill in the required fields. Red asterisks are required fields.
5. Under “Documents” tab, attach any applicable documents you may have associated with this request.
6. When you are ready to submit, go to the “Confirmation” tab. Review your submission one last time. Scroll down to the bottom. Check the “I swear and affirm...” box, and then click “Submit.”

#### Note:

- a. One authorization per court reporter/transcriber.
- b. Provide the name of court reporter/transcriber, if known.
- c. You will receive an email notification when the authorization has been approved.
- d. The court’s finance creates CJA 24 eVoucher for court reporters/transcribers to complete and submit for your approval.
- e. You will get an email notification when the Authorization is approved.
- f. The Court Reporter/Transcriber will complete the CJA 24 eVoucher and will submit to you for approval (Refer to “How to Approve CJA 24 eVouchers” for instructions).