

## Suggested Guidelines for Preparation of CJA-24 Voucher

Please see adjoining page for Transcript Rates and Court Reporter Contact Information

Block No.	Instructions
1	Enter District Code: HIXHO
2	Enter name of defendant/person represented
3	Enter Magistrate case number, if applicable
4	Enter District Court case number ( <i>include defendant number, if applicable</i> )
5	Enter Court of Appeals case number, if applicable
7	<b>Enter short case title</b>
8	Select payment category
9	Select type of person represented
10	Enter Criminal Case Code: CC
11	Enter U.S. Code, Title, and Section
12	Examples include: Appeal, Trial, Motions, etc.
13	List specific dates of all proceedings to be transcribed. <i>If an appeal</i> , dates must conform with filed Transcript Designation and Ordering Form
14	Transcript rates and transcript proceedings requiring Special Authorization from the court must be designated in Blocks 14 B and C and initialed by the court
15	Print and sign your name; date; provide telephone number; check appropriate box
16	This block is for the court's signature
18	Enter court reporter name, mailing address, and telephone number

Submit completed voucher to the Financial Section of the Clerk's Office of the United States District Court, District of Hawaii. Approved/Denied vouchers may be picked up at the Clerk's Office upon notice from Financial. Counsel are responsible for timely service of CJA-24 vouchers. Preparation of transcript(s) will commence upon the court reporter's receipt of the court-authorized voucher.

## Transcript Rates Schedule, effective October 22, 2007

Category	Delivery	Original (Includes free court copy)	First Copy	Each Additional Copy
Ordinary	30-day	3.65	.90	.60
14-Day	14-day	4.25	.90	.60
Expedited	7-day	4.85	.90	.60
Daily	Next morning	6.05	1.20	.90
Hourly	Within 2 hours	7.25	1.20	.90
Realtime	During hearing or upon adjourning	3.05	1.20	

*Transcript Rates Schedule:* Original and Copy rates are prescribed by the court, subject to maximum rates established by the Judicial Conference. Rates for digital transcripts are the same as allowed for paper transcripts. Advanced notice of a minimum of 72 hours is required for Daily and Realtime services. Certified Realtime Reporters (CRR) are permitted to sell Realtime unedited transcript to a party to a case, delivered electronically during proceedings or immediately following adjournment. Realtime unedited transcript is not intended to be used in subsequent proceedings for impeachment or for any other purpose, including further distribution. Arrangements for Realtime services require the purchase of a certified transcript.

## Court Reporter Contact Information

Court Reporters	Address	Phone Numbers
<i>Court Staff Reporters</i>	United States District Court P. O. Box 50131 Honolulu, HI 96850	
Debra Chun, <i>Supervisor</i>	<a href="mailto:dc@hid.uscourts.gov">dc@hid.uscourts.gov</a>	808 534-0667
Cynthia T. Fazio	<a href="mailto:cf@hid.uscourts.gov">cf@hid.uscourts.gov</a>	808 533-0102
Gloria T. Bediamol	<a href="mailto:gb@hid.uscourts.gov">gb@hid.uscourts.gov</a>	808 781-8256
<i>Per Diem Reporters</i>		
Stephen B. Platt	<a href="mailto:plattreporter@aol.com">plattreporter@aol.com</a> 1050 Bishop St., #477 Honolulu, HI 96813	808 282-5285
Sharon Ross	Court Reporters, Inc. Post Office Box 894434 Mililani, HI 96789	808 291-4935
Lisa Groulx	Post Office Box 102 Honolulu, HI 96810	808 225-5701
Ann Matsumoto	Post Office Box 235215 Honolulu, HI 96823	808 521-1877

Updated: June 9, 2008