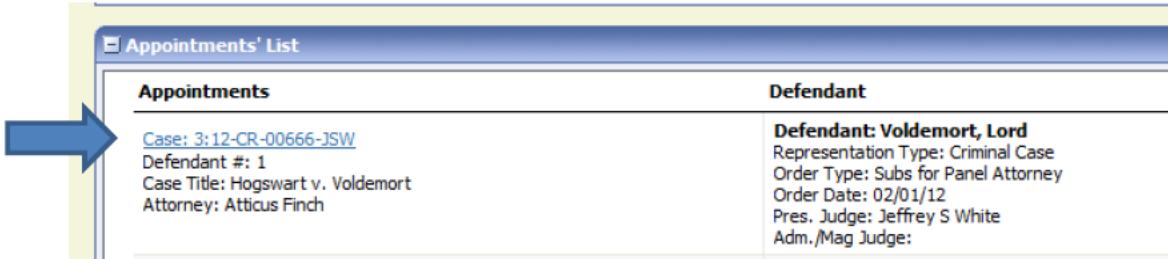


How to Request CJA 24 Authorizations for Attorneys

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.



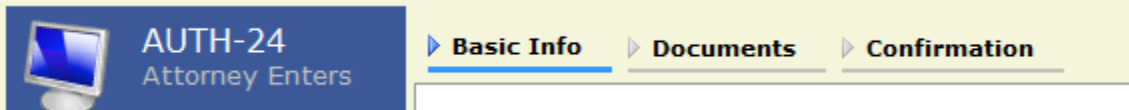
Appointments	Defendant
Case: 3:12-CR-00666-JSW Defendant #: 1 Case Title: Hogswart v. Voldemort Attorney: Atticus Finch	Defendant: Voldemort, Lord Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 02/01/12 Pres. Judge: Jeffrey S White Adm./Mag Judge:

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.



Create New Voucher	
AUTH Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create

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



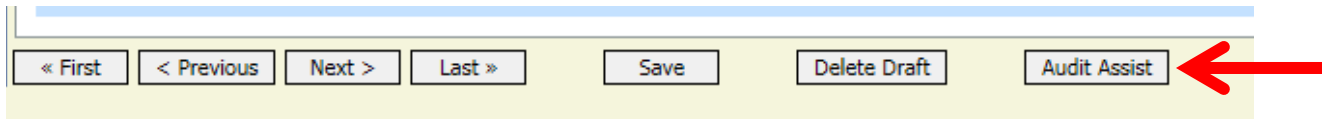
AUTH-24 Attorney Enters		
Basic Info	Documents	Confirmation

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. 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).

- f. At any time, click **Audit Assist** to view any errors or warnings. When an error message¹ is displayed, you are not allowed to continue with the voucher until the condition has been changed. When a warning message² is displayed, you are allowed to continue with the voucher, but your court may require more information or additional changes before the document is approved.



¹ Error message indicates incorrect information that need to be corrected or removed.

² Warning message indicates information that may cause problem.