

CJA-24 Voucher Process - for Attorneys

To obtain court approval for the court reporter to produce a transcript, the panel attorney must submit an Auth-24 in the eVoucher system as well as file the transcript request in CM/ECF.

<b>If the case is Pre-Appeal:</b>	<b>If the case has already been appealed to the Circuit:</b>
Follow the instructions below in the Northern District of New York eVoucher system. The Auth-24 and CJA-24 will proceed through the District Court approval process.	Submit the Auth-24 in the 2 <sup>nd</sup> Circuit's eVoucher system, and comply with any other policies they have for production of transcripts. The Auth-24 and CJA-24 will proceed through the Circuit approval process.

1. Log into eVoucher.
2. Navigate to the Appointments List box on your Landing Page.
3. Select the case for which you need a transcript produced.
4. From the Appointment Info page, click on Auth-24 Create (left margin).
5. Complete the boxes with the red \* (there are three).
6. Click the Save button at the bottom of the page.
7. Review the information on the page. Click Next at the bottom of the page.
8. Upload document if appropriate. Click Next at the bottom of the page.
9. On the Confirmation page, review all information for accuracy. Check the Affirmation box. Click Submit.
10. You should receive a 'Success' message indicating your request has been submitted to the court.
11. The Auth-24 document now appears in the 'My Service Provider's Documents' box

The judge will review the request. Upon approval of the Auth-24, counsel will receive an e-mail confirming that the request for transcript production has been approved. The Auth-24 document will now appear in the 'My Closed Documents' box on the Landing Page. The Court Reporter prepares the transcript.

Upon being notified that the transcript is ready, the attorney must do the following:

1. Log into eVoucher.
2. Navigate to 'My Active Documents' box.
3. Select the CJA-24 voucher (Submitted to Attorney).
4. Navigate to the Confirmation page. Check the box. Click Approve. (the purpose of this is to confirm that the attorney has received the transcript).
5. The CJA-24 voucher will be submitted to the court for approval so the court reporter can get paid for the production of the transcript.