CJA24 Authorization of Transcript Requests

Step 1

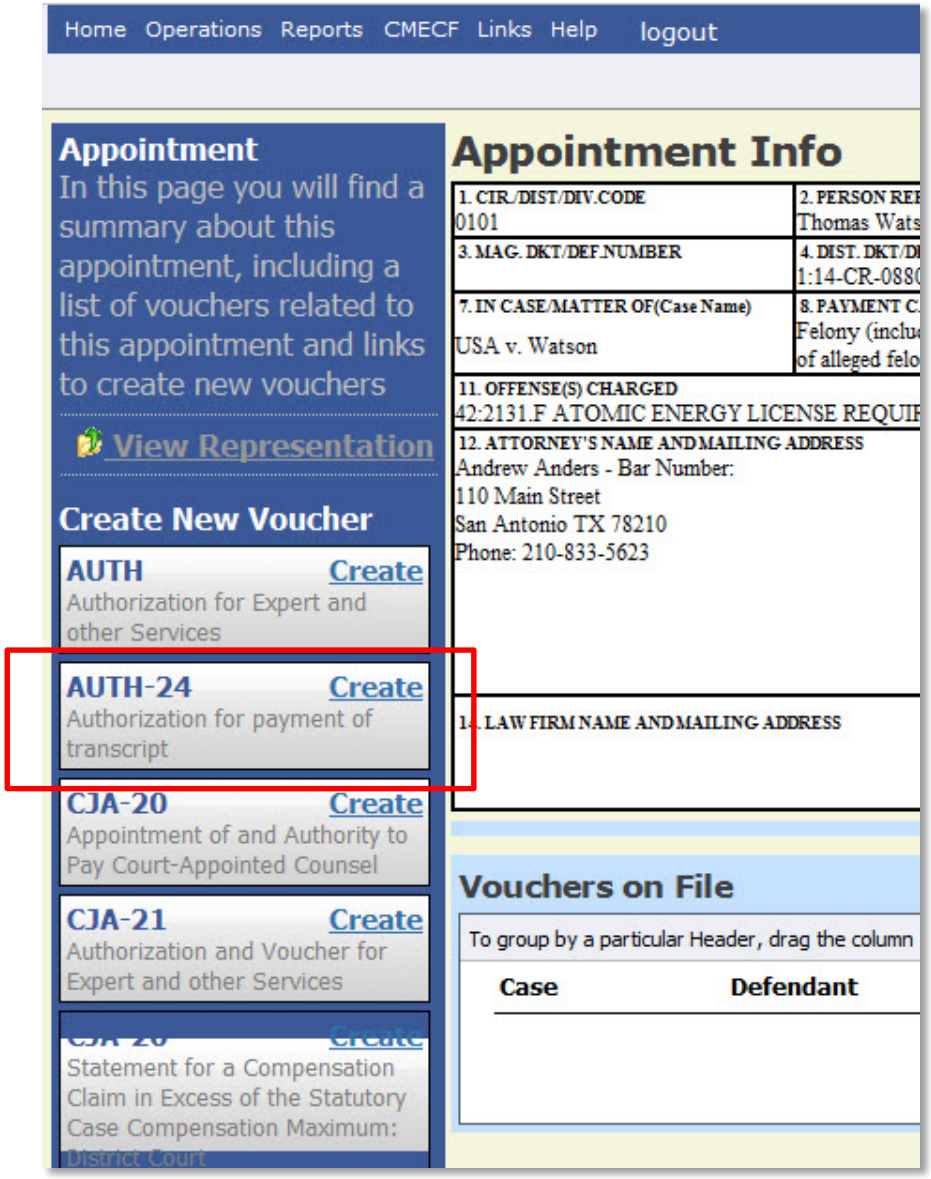
Click the Appointment List case number link on the Attorney Home Page.

Figure 1: Appointment List on Attorney Home Page

Step 2

Select the Create Auth-24 link on the left-hand menu of the Appointment Info screen.

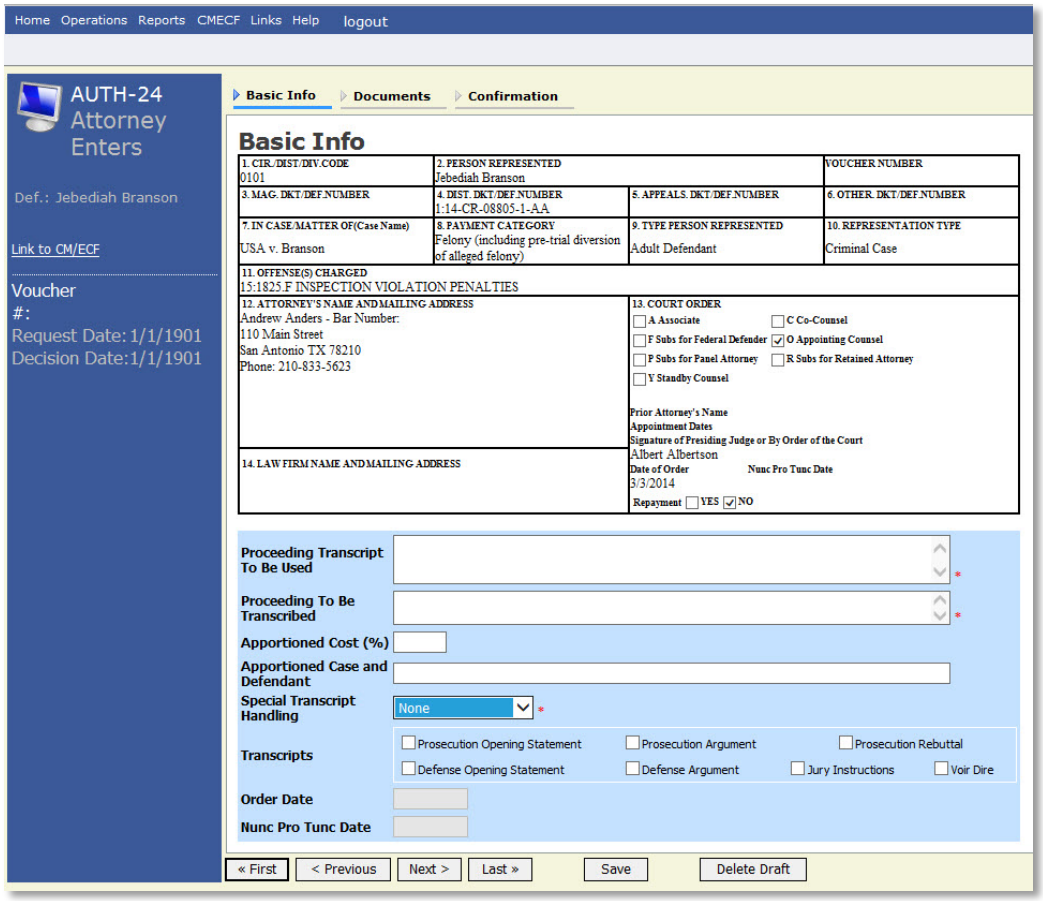
Figure 2: Create Auth-24 link on Appointment Info Screen



Step 3

Enter the details of the transcript required on the Basic Info screen.

Figure 3: Basic Info screen of the CJA24 Authorization.



Notes:

- Fill in the details for the transcript you are requesting. The required items are marked with a red asterisk.
- You may attach any relevant supporting documents on the Documents tab.

Figure 4: Special Transcript Handling drop down list.

Step 4

Confirm and Submit the CJA24 Authorization.

Once you have selected the "I swear…" check box, the Submit button will become active. Click the Submit button.

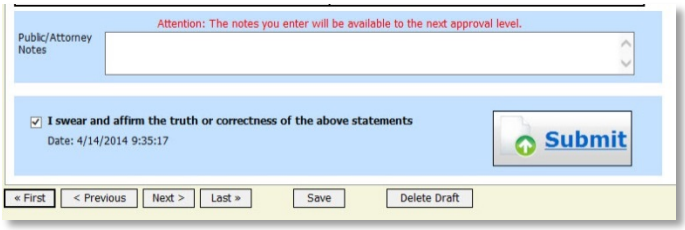



Figure 5: The Submit button on the Confirmation tab.