

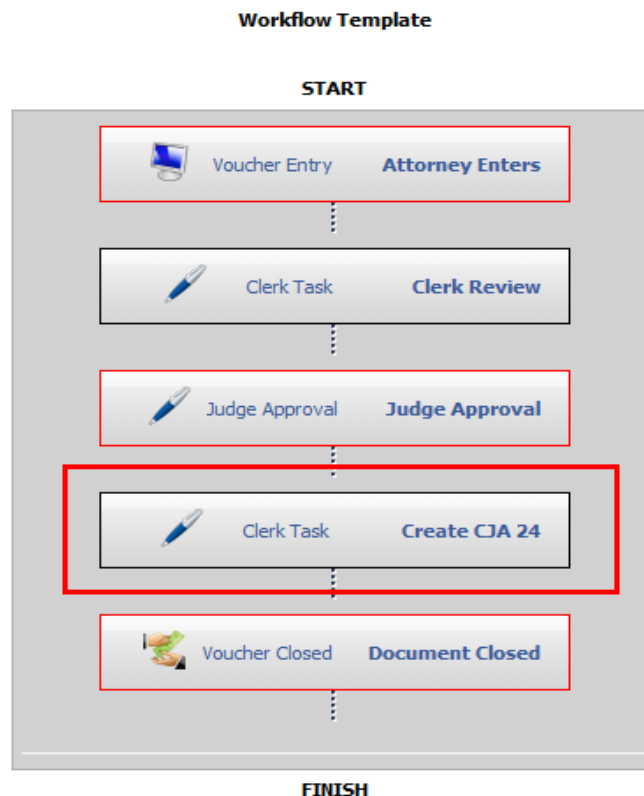
## Creating an AUTH-24

This document explains the default workflow for creating an AUTH-24 and a CJA-24 in CJA eVoucher. This can be a two-step sequence, in which the AUTH-24 is created and approved before the CJA-24 can be created. Based on your court’s procedures, you can now optionally select **No Authorization Required**, and create the CJA-24 without creating an AUTH-24. This is similar to the CJA-21 process.

This document outlines the default method of creating an AUTH-24/CJA-24.

### Creation of AUTH-24

With this process, the attorney creates the AUTH-24. However, the attorney does not have the ability to create the CJA-24. Very often, the attorney does not know who will ultimately prepare the transcript and cannot correctly create the CJA-24. Either the court staff or a court reporter completes the voucher and submits it to the attorney. You should view the workflow for the AUTH-24 and note that after judge approval, the next step includes a clerk step to create a CJA-24. You can modify the Attorney role to allow the attorney to create the CJA-24. The AUTH-24 workflow is shown below for reference.



**Step 1**

**Attorney Entry:** The attorney creates the AUTH-24 and submits it to the court. Here is the path to the Attorney job aid found on the Training CJA eVoucher home page:

Training CJA eVoucher homepage > Materials for Attorney Training > Creating a CJA-24 Authorization

**Step 2**

**Clerk Review:** Locate the AUTH-24 and click the link.

Case	Defendant	Type	Status	Date Entered
<a href="#">1:13-CR-08842-II-</a> Start: 08/04/2022 End: 08/04/2022	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24 David D Attorney	Clerk Review <a href="#">0101.0000987</a>	08/04/2022
<a href="#">1:13-CR-08842-II-</a> Start: 08/01/2022 End: 08/01/2022	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24 David D Attorney	Create CJA 24 <a href="#">0101.0000983</a>	08/01/2022
<a href="#">1:00-CR-00438-AA-</a> Start: 05/09/2022 End: 05/13/2022	Frances Smith (# 510) Claimed Amount: 13,258.50	CJA-20 Morales Attorney	Clerk Audit <a href="#">0101.0000974</a> FINAL PAYMENT	07/25/2022
<a href="#">1:16-CR-04321-AA-</a> Start: 02/02/2022 End: 02/02/2022	Patrick Gooding (# 1) Claimed Amount: 500.00	CJA-21 Morales Expert Chemist/Toxicologist	Clerk Audit <a href="#">0101.0000962</a> FINAL PAYMENT	02/02/2022

Step 3

In the **Order Date** field, enter the order date. You must go back and change it to the correct date after judge approval.

**AUTH-24**  
Clerk Review

[Auditing] [Approval]  
Flow: Authorization 24 Basic  
[Redirect Workflow](#)

Def.: Paul William Clark

[Link to CM/ECF](#)

Voucher #: 0101.0000987  
Request Date: 8/4/2022  
Decision Date:

**Tasks**

[Link To Appointment](#)  
[Link To Representation](#)

[Basic Info](#) | [Documents](#) | [Special Authorizations](#) | [Confirmation](#)

### Basic Info

1. CIR. DIST DIV. CODE 0101	2. PERSON REPRESENTED Paul William Clark	VOUCHER NUMBER	
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 1:13-CR-08842-1-II	5. APPEALS. DKT DEF NUMBER	6. OTHER. DKT DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v Clark	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED  
15:1172.F IMPORTING GAMBLING DEVICES

12. ATTORNEY'S NAME AND MAILING ADDRESS David D Attorney - Bar Number: 1546845 110 Main Street San Antonio TX 78210 Phone: 210-452-6677 Email: <a href="mailto:deadmail@support.aotx.uscourts.gov">deadmail@support.aotx.uscourts.gov</a>	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Ignacio Iglesias Date of Order: 8/3/2013    Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
--	---

14. LAW FIRM NAME AND MAILING ADDRESS

Proceeding in Which Transcript is to be Used:  \*

Proceeding To Be Transcribed:  \*

Apportioned Cost (%):

Apportioned Case and Defendant:

Special Transcript Handling:  \*

Transcripts:

<input type="checkbox"/> Prosecution Opening Statement	<input type="checkbox"/> Prosecution Argument	<input type="checkbox"/> Prosecution Rebuttal
<input type="checkbox"/> Defense Opening Statement	<input type="checkbox"/> Defense Argument	<input type="checkbox"/> Jury Instructions
		<input type="checkbox"/> Voir Dire

Order Date:  \*

Nunc Pro Tunc Date:

« First | < Previous | Next > | Last »

Save
Audit Assist

**Note:** The clerk is required to enter the order date before the judge signs it. The clerk should recheck the date after judge approval to ensure accuracy.

**Step 4**

Click the **Special Authorizations** tab, and review any documents or special authorizations. For the specific transcripts to display in the approved AUTH-24, both court staff and the approving judge must select the **Initial Here** check box to initial the AUTH-24.

**AUTH-24 Clerk Review**  
 [Auditing] [Approval]  
 Flow: Authorization 24 Basic  
 Redirect Workflow  
 Def.: Paul William Clark

Link to CM/ECF

Voucher #: 0101.0000987  
 Request Date: 8/4/2022  
 Decision Date: 8/4/2022

Tasks  
[Link To Appointment](#)  
[Link To Representation](#)

Basic Info | Documents | **Special Authorizations** | Confirmation

### Special Authorizations

	Judge's Initials
A. Apportioned Cost % of transcript with	<input type="checkbox"/> Initial Here.
B. None	<input type="checkbox"/> Initial Here.
C. Prosecution Opening Statement, Prosecution Argument, Prosecution Rebuttal, Defense Opening Statement, Defense Argument, Jury Instructions	<input checked="" type="checkbox"/> Initial Here.
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.	<input type="checkbox"/> Initial Here.

« First | < Previous | Next > | Last » | Save | Audit Assist

**Step 5**

Review the information on the Confirmation page. Select the certification check box and click **Approve**. The voucher is then sent to the judge for approval.

**AUTH-24 Clerk Review**  
 [Auditing] [Approval]  
 Flow: Authorization 24 Basic  
 Redirect Workflow  
 Def.: Paul William Clark

Link to CM/ECF

Voucher #: 0101.0000987  
 Request Date: 8/4/2022  
 Decision Date: 8/4/2022

Tasks  
[Link To Appointment](#)  
[Link To Representation](#)

Basic Info | Documents | Special Authorizations | **Confirmation**

### Confirmation

1. USER REFERENCE NUMBER 0101	11. PERSON REPRESENTED Paul William Clark	12. VOUCHER NUMBER 0101
2. PROCEEDING NUMBER 13-2-CR-08324-15	13. OFFENSE NUMBER 13-2-CR-08324-15	14. OFFENSE TYPE NUMBER 13-2-CR-08324-15
3. CASE NUMBER (if Case Name) CJA v Clark	15. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	16. OTHER DEFENSE NUMBER
4. OFFENSE CRIMINAL 13-2-CR-08324-15	17. FIVE PERSON REPRESENTED Ashli Defendant	18. REPRESENTATION TYPE Criminal Case

19. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED  
 20. BUSINESS AND AUTHORIZATION FOR TRANSCRIPT  
 21. PROCEEDING TO BE TRANSCRIBED (check by applicant). NOTE: The trial court judge or court administrator, upon receiving the request, shall review the request and determine if the transcript is necessary for the proceeding. If the transcript is necessary, the court administrator shall enter the transcript information into the system.

22. SPECIAL AUTHORIZATIONS

A. Apportioned Cost % of transcript with	JUDGE'S INITIALS
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unloaded	
C. <input checked="" type="checkbox"/> Prosecution Opening Statement <input checked="" type="checkbox"/> Prosecution Argument <input checked="" type="checkbox"/> Prosecution Rebuttal <input checked="" type="checkbox"/> Defense Opening Statement <input checked="" type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions	AS
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.	

23. ATTORNEY'S REPRESENTATION  
 As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.

24. CO-SIGN OFFICER  
 Financial eligibility of the person represented having been established to the Court's satisfaction, the authorizations requested in item 17 is hereby granted.

Signature of Attorney David D Attorney	Date 08/04/2022 15:18:37	Signature of Presiding Judge or By Order of the Court 11/02/2015
Printed Name David D Attorney	Date of Order	Natic Pro Tunc Date
Telephone Number: 210-452-6677		

Public/Attorney Notes  
 Private/Court Notes  
 Appointment Notes

I certify that I have reviewed the above information  
 Date:

« First | < Previous | Next > | Last » | Save | Audit Assist

**Step 6**

The judge reviews the AUTH-24 and approves or rejects the authorization.

**Step 7**

To approve the AUTH-24, locate the AUTH-24 and click the link. Review the information, update the order date, and then click **Approve**.

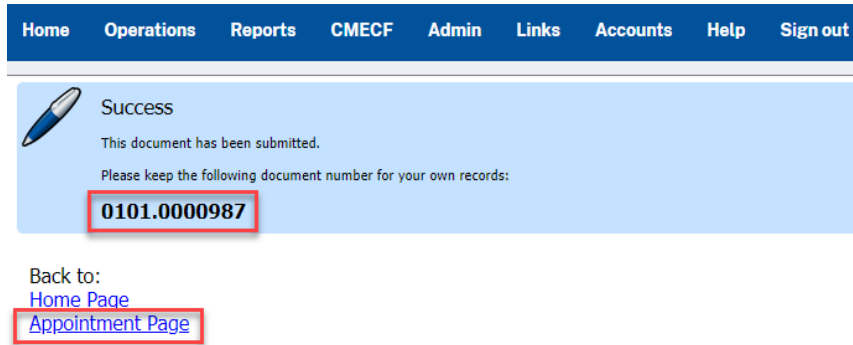
**Vouchers on File**

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
<a href="#">1:13-CR-08842-II-</a> Start: 08/04/2022 End: 08/04/2022	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24 David D Attorney	Create CJA 24 <a href="#">0101.0000987</a>	08/04/2022
<a href="#">1:13-CR-08842-II-</a> Start: 08/01/2022 End: 08/01/2022	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24 David D Attorney	Create CJA 24 <a href="#">0101.0000983</a>	08/01/2022

Once you have approved the AUTH-24, you are ready to create the CJA-24. In the **Private/Court Notes** field, it is helpful to add a private note stating who is creating the CJA-24.

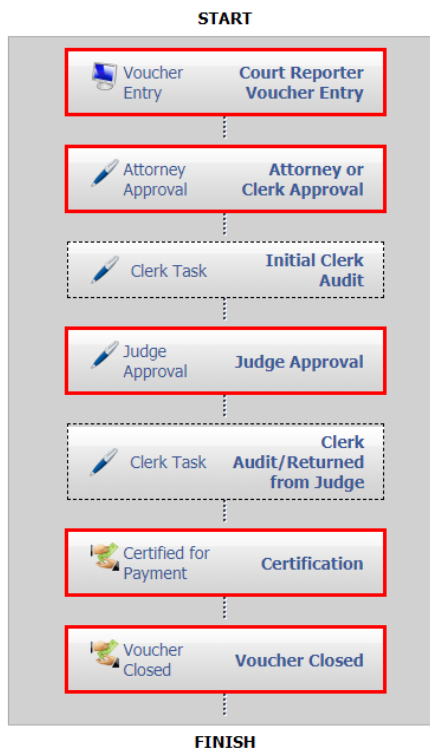
Note the AUTH-24 document number that appears on the Success page, as this is helpful if there are other authorizations for that appointment. Click the **Appointment Page** link to go to the appointment, which is the easiest way to create the CJA-24. If you go back to your home page, you must search for the appointment.



**Voucher Closed:** The AUTH-24 is now closed and the process of creating the CJA-24 begins.

### Creation of CJA-24

The CJA-24 workflow is shown below for reference.



Step 1

**Voucher Entry:** The CJA-24 is ready to be created. On the Appointment Info page, in the Create New Voucher section, click the **Create** link for the CJA-24.

<a href="#">Home</a> <a href="#">Operations</a> <a href="#">Reports</a> <a href="#">CMECF</a> <a href="#">Admin</a> <a href="#">Links</a> <a href="#">Accounts</a> <a href="#">Help</a> <a href="#">Sign out</a>			
<b>Appointment Info</b> <a href="#">Edit Appointment</a> <a href="#">Delete</a> <a href="#">Add Associate</a> <a href="#">Appointment Adjustments</a>			
<b>Appointment</b> In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers <a href="#">View Representation</a> <b>Create New Voucher</b> AUTH <a href="#">Create</a> AUTH-24 <a href="#">Create</a> BUDGETAUTH <a href="#">Create</a> CJA-20 <a href="#">Create</a> CJA-21 <a href="#">Create</a> <b>CJA-24 <a href="#">Create</a></b>			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Paul William Clark	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:13-CR-08842-1-II	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v Clark	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1172.F IMPORTING GAMBLING DEVICES			
12. ATTORNEY'S NAME AND MAILING ADDRESS David D Attorney - Bar Number: 1546845 110 Main Street San Antonio TX 78210 Phone: 210-452-6677 Email: <a href="mailto:deadmail@support.aotx.uscourts.gov">deadmail@support.aotx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Ignacio Iglesias Date of Order: 8/3/2013 <small>None Pro Tunc Date</small> Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Step 2

On the Basic Info page, in the Authorization Selection section, click the correct authorization.

<b>Basic Info</b>			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Paul William Clark	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:13-CR-08842-1-II	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v Clark	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1172.F IMPORTING GAMBLING DEVICES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Ignacio Iglesias	MAGISTRATE JUDGE	DESIGNEE 1  DESIGNEE 2

**Authorization Selection**  
 Select the Associated Authorization, or click No Authorization Required.

**Please Select the Associated Authorization**

ID Number: 987      Service Type: Court Reporter / Transcript  
 Order Date: 11/02/2015      Special Handling: 0  
 Proceeding Transcribed: Sentencing

Prosecution Opening    Prosecution Argument    Prosecution Rebuttal  
 Defense Opening Statement    Defense Argument    Jury Instructions    Voir Dire

In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.

**No Existing Authorization in eVoucher**  
 If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

## Step 3

From the **Expert** drop-down list, select the appropriate expert, and then click **Create Voucher**. If an expert is not in that list, their information should be added in the Service Provider section. Enter the correct service provider information and click **Create Voucher**. This sends the expert information to the Pending Users folder for approval. The clerk's task is done, and the attorney or expert now enters the services and expenses.

**Service Provider**  
You can search one of the service providers already in the system  
OR you can enter the required information for another provider

**Expert**

First Name  Middle Name  Last Name \*

Email \*

Phone \*  Fax

Address 1 \*  City \*

Address 2  State (U.S. Only\*)  Zip \*

Address 3  Country\*

**Voucher Assignment** \*  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

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**Service Provider**  
You can search one of the service providers already in the system  
OR you can enter the required information for another provider

**Expert**

First Name  Middle Name  Last Name \*

Teresa   Transcripts

Email \*

deadmail@support.ao.uscourts.gov

Phone \*  Fax

210-555-5555

Address 1 \*  City \*

123 San Antonio  San Antonio

Address 2  State (U.S. Only\*)  Zip \*

TEXAS  78249

Address 3  Country\*

UNITED STATES

**Voucher Assignment** \*  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Note:** If the expert is not already in eVoucher and their information is added in the Service Provider section, an error message appears if you click **Create Voucher**, stating “You cannot submit a voucher for an expert that has not been approved by the court.” However, the information is sent to the court as a pending user.

Once the court creates the user, the warning disappears. If the expert has Expert Enter privileges, in the **Voucher Assignment** group, you can click the **Expert** radio button and allow the expert to enter their own expenses. You can only click the radio button after you have selected the expert from the drop-down list. If the expert does not have Expert Enter privileges, the voucher assignment defaults to **Attorney**.



**Step 4**

The expert now enters the required information for the services or expenses, uploads any documents if needed, and clicks **Add**.

**CJA-24 Voucher Entry**  
Def.: Paul William Clark  
Link to CM/ECF  
Voucher #:   
Request Date: - - -  
Approved Date: - - -  
Summary: \$25.00

**Services**

Date: 12/02/2015  
Service Type: Original  
Include Page Numbers:   
No. of Pages: 50 \* Rate Per Page: 0.5  
Less Amount Apportioned: 0  
Less Amount Adjusted: 0  
Add Delete Item

Service Type	Date	Description	Incl. Page Numbers	No. of Pages	Rate Per Page	Apportioned	Adjusted	Total
Original	12/02/2015	Trial		50	\$0.50	\$0.00	\$0.00	\$25.00

1 Page 1 of 1 (1 items) Go to page: View items per page: 10 25 50 100

« First < Previous Next > Last » Save Delete Draft Audit Assist

**CJA-24 Voucher Entry**  
Def.: Paul William Clark  
Link to CM/ECF  
Voucher #:   
Request Date: - - -  
Approved Date: - - -  
Summary: \$53.75

**Expenses**

Date: 12/02/2015  
Expense Type: Travel Miles  
Miles: 50 \* at \$0.575 per mile.  
Amount:   
Description: Drive to Court  
Add Remove

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	12/02/20...	Drive to Court	50	0.575	28.75

Page 0 of 0 (0 items) Go to page: View items per page: 10 25 50 100

« First < Previous Next > Last » Save Delete Draft Audit Assist

**Step 5**

Select the certification check box and click **Submit**.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements

Date: 8/5/2022 9:13:18

Submit

« First
< Previous
Next >
Last »
Save
Delete Draft
Audit Assist

**Attorney Approval:** Once the CJA-24 is submitted, depending on who was selected in the workflow, the CJA-24 is returned to the attorney for approval or to the clerk for approval.

**Step 6**

**Clerk Task:** When the attorney approves the voucher, it is returned to the court staff. Or, if the court staff approves the voucher, it then moves to the clerk task step on the workflow. Follow the same directions as above: Locate the CJA-24 and click the link for that voucher. Review the information and adjust the Services, Expenses, and Documents pages as needed.

Basic Info
**Services**
Expenses
Documents
Summary
Confirmation

### Services

Date: 12/02/2015 \*  Audit Notes:

Service Type: Original \*

Include Page Numbers:

No. of Pages: 50 \* Rate Per Page: 0.5 \*

Less Amount Apportioned:

Less Amount Adjusted:

Adjust
Delete Item

\* Required Fields

To group by a particular Header, drag the column to this area.

Service Type	Date ↑	Description	Incl. Page Numbers	No. of Pages	Rate Per Page	Apportioned	Adjusted	Total	Audit Notes	Audit Amt
Original	12/02/2015	Trial		50	\$0.50	\$0.00	\$0.00	\$25.00		

You can also click the **Summary** tab to adjust information on the Summary page.

<a href="#">Basic Info</a>   <a href="#">Services</a>   <a href="#">Expenses</a>   <a href="#">Documents</a>   <b><a href="#">Summary</a></b>   <a href="#">Confirmation</a>				
<b>Voucher Summary</b>				
Services and Expenses	Claimed Amount	Audited Amount	Override Amount	Notes
Original	\$25.00	-	<input type="text"/>	<input type="text"/>
Copy	\$0.00	-	<input type="text"/>	<input type="text"/>
<b>Service Total</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	
Travel Miles	\$28.75	-	<input type="text"/>	<input type="text"/>
Travel Misc.	\$0.00	-	<input type="text"/>	<input type="text"/>
<b>Travel Total</b>	<b>\$28.75</b>	<b>\$28.75</b>	<b>\$28.75</b>	
FAX	\$0.00	-	<input type="text"/>	<input type="text"/>
Long Distance Charges	\$0.00	-	<input type="text"/>	<input type="text"/>
Photocopies	\$0.00	-	<input type="text"/>	<input type="text"/>

Go to the Confirmation page, where the attorney’s digital signature now appears. Select the certification check box, and then click **Approve**.

ATTORNEY CERTIFICATION	
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.	
<input checked="" type="checkbox"/> David D Attorney Signature of Attorney or Clerk	08/05/2022 09:46:50 Date
APPROVED FOR PAYMENT -- COURT USE ONLY	
23. APPROVED FOR PAYMENT	
Signature of Judge or Clerk of Court	Date
24. AMOUNT APPROVED	
\$0.00	
Attention: The notes you enter will be available to the next approval level.	
Public/Attorney Notes	<input type="text"/>
Private/Court Notes	<input type="text"/>
Appointment Notes	<input type="text"/>
<input checked="" type="checkbox"/> I certify that I have reviewed the above information Date: 8/4/2022 11:15:30	
<input type="button" value="Approve"/> <input type="button" value="Reject"/>	

Step 7

**Judge Approval:** The voucher is sent for judge approval.

Step 8

**Clerk Task:** Once the judge approves the voucher, it is returned to the court staff, who enters it into the payment system. This step is optional, and the voucher may be deleted or kept as an added review. Follow the same directions as above: Locate the CJA-24 and click the link for that voucher.

Case	Defendant	Type	Status	Date Entered
1:13-CR-08842-II- Start: 08/05/2022 End: 08/05/2022	Paul William Clark (# 1) Claimed Amount: 53.75	CJA-24 Teresa T Transcripts	Enter Into Payment System 0101.00009990	08/05/2022

Review the information. Go to the Confirmation page, where the judge’s digital signature now appears. Select the certification check box and click **Approve**.

21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED  
I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.

Signature of Claimant Payee: Teresa T Transcripts Date: 08/05/2022 09:33:52

ATTORNEY CERTIFICATION

22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.

David D Attorney 08/05/2022 09:46:50

Signature of Attorney or Clerk Date

APPROVED FOR PAYMENT -- COURT USE ONLY

23. APPROVED FOR PAYMENT

Ignacio Iglesias 08/05/2022 09:12:40

Signature of Judge or Clerk of Court Date

24. AMOUNT APPROVED

\$53.75

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

Private/Court Notes

Appointment Notes

I certify that I have reviewed the above information  
Date: 8/5/2022 11:15:9

Approve Reject

« First < Previous Next > Last » Save Audit Assist

**Step 9**

**Certified for Payment:** The voucher goes to the certifier for your court. If you are the certifier, follow the same directions as above: Locate the CJA-24 and click the link for the voucher.

Case	Defendant	Type	Status	Date Entered
<a href="#">1:13-CR-08842-II-</a> Start: 08/05/2022 End: 08/05/2022	Paul William Clark (# 1) Claimed Amount: 53.75	CJA-24 Teresa T Transcripts	Certification <a href="#">0101.0000990</a>	08/05/2022
<a href="#">1:13-CR-08842-II-</a> Start: 08/01/2022 End: 08/01/2022	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24 David D Attorney	Create CJA 24 <a href="#">0101.0000983</a>	08/01/2022
<a href="#">1:00-CR-00438-AA-</a> Start: 08/09/2022 End: 05/13/2022	Frances Smith (# 510) Claimed Amount: 13,258.50	CJA-20 Morales Attorney	Clerk Audit <a href="#">0101.0000974</a> FINAL PAYMENT	07/25/2022

**Step 10**

Review the information on the Basic Info page.

CJA-24 Certification

[Read Only] [Certification]  
Flow: CJA-24 Court Approval  
[Redirect Workflow](#)

Def.: Paul William Clark

[Link to CM/ECE](#)

Voucher #: 0101.0000990  
Request Date: 8/5/2022  
Approved Date: 8/5/2022

Summary: \$53.75

Basic Info
Services
Expenses
Documents
Summary
Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0101		2. PERSON REPRESENTED Paul William Clark		VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:13-CR-08842-1-II	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER		
7. IN CASE MATTER OF (Case Name) USA v Clark	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case		
11. OFFENSE(S) CHARGED 15:1172.F IMPORTING GAMBLING DEVICES					
REQUEST AND AUTHORIZATION FOR TRANSCRIPT					
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Initial					

Step 11

Go to the Confirmation page, where the payee’s name and address should be correct. Select the approve/disapprove check box, and then click **Approve**.

CLAIMS FOR SERVICES						
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other			18. PAYEE'S NAME AND ADDRESS Teresa T Transcripts 123 San Antonio San Antonio TX 78249 US Phone: 210-555-5555			
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX						
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original	see detail	50	see detail	\$25.00	see detail	\$25.00
Copy	see detail	0	see detail	\$0.00	see detail	\$0.00
Expenses (Remitt)						\$25.75
<b>TOTAL AMOUNT CLAIMED</b>						<b>\$53.75</b>
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED <small>I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.</small>						
Signature of Claimant Payee: Teresa T Transcripts			Date: 08/05/2022 09:33:52			
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.						
Allison Alamay			08/05/2022 09:46:50			
Signature of Attorney or Clerk			Date			
APPROVED FOR PAYMENT – COURT USE ONLY						
23. APPROVED FOR PAYMENT				24. AMOUNT APPROVED		
Ignacio Iglesias			08/05/2022 09:12:40			
Signature of Judge or Clerk of Court			Date		\$53.75	

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

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Private/Court Notes

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Appointment Notes

I hereby approve/disapprove payment of this voucher  
Date: 8/5/2022 11:24:56

**Approve**

**Reject**

« First
< Previous
Next >
Last »
Save
Audit Assist

Step 12

**Voucher Closed:** The voucher is now closed.

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**Success**

This document has been submitted.

Please keep the following document number for your own records:

0101.0000990

Assigning Rights

Default attorney rights delivered with eVoucher do not give the attorney the Create Voucher CJA-24 right. Instead, the CJA Administrator role has these rights. The rights below allow the attorney to create the AUTH-24, but not the CJA-24.

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> Admin > [Rights Manager](#)

Role: 


 Assigned rights only

Groups & Rights	Attorney
<input type="checkbox"/> Public	Public default group always assigned to a user (minimum rights)
<b>Basic Default Right</b> Allow to login	<input checked="" type="checkbox"/>
<input type="checkbox"/> Administration	Administrative rights
<b>Manage My Profile</b> Allows users to edit their own profile	<input checked="" type="checkbox"/>
<b>Manage My Billing</b> Allows users to edit their own billing	<input checked="" type="checkbox"/>
<input type="checkbox"/> Vouchering	Controls all action taken on the Vouchering engine
<b>Create Authorizations</b> Allows users to create and submit new Authorizations	<input checked="" type="checkbox"/>
<b>Create Travel Authorizations</b> Allows users to create and submit new Travel Authorizations	<input checked="" type="checkbox"/>
<b>Create Budget Authorizations</b> Allows users to create and submit new Budget Authorizations	<input checked="" type="checkbox"/>
<b>Create Authorizations 24</b> Allows users to create and submit new Authorizations 24	<input checked="" type="checkbox"/>
<b>Create CJA-20 Vouchers</b> Allows users to create and submit new CJA-20 vouchers	<input checked="" type="checkbox"/>
<b>Create CJA-21 Vouchers</b> Allows users to create and submit new CJA-21 vouchers	<input checked="" type="checkbox"/>
<b>Create CJA-24 Vouchers</b> Allows users to create and submit new CJA-24 vouchers	<input type="checkbox"/>

If you wish to have attorneys create the CJA-24, you must add the Create Voucher CJA-24 right to the Attorney role.

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> Admin > [Rights Manager](#)

Role: Attorney 


 Assigned rights only

Groups & Rights	Attorney
<input type="checkbox"/> Public	Public default group always assigned to a user (minimum rights)
<b>Basic Default Right</b> Allow to login	<input checked="" type="checkbox"/>
<input type="checkbox"/> Administration	Administrative rights
<b>Manage My Profile</b> Allows users to edit their own profile	<input checked="" type="checkbox"/>
<b>Manage My Billing</b> Allows users to edit their own billing	<input checked="" type="checkbox"/>
<input type="checkbox"/> Vouchering	Controls all action taken on the Vouchering engine
<b>Create Authorizations</b> Allows users to create and submit new Authorizations	<input checked="" type="checkbox"/>
<b>Create Travel Authorizations</b> Allows users to create and submit new Travel Authorizations	<input checked="" type="checkbox"/>
<b>Create Budget Authorizations</b> Allows users to create and submit new Budget Authorizations	<input checked="" type="checkbox"/>
<b>Create Authorizations 24</b> Allows users to create and submit new Authorizations 24	<input checked="" type="checkbox"/>
<b>Create CJA-20 Vouchers</b> Allows users to create and submit new CJA-20 vouchers	<input checked="" type="checkbox"/>
<b>Create CJA-21 Vouchers</b> Allows users to create and submit new CJA-21 vouchers	<input checked="" type="checkbox"/>
<b>Create CJA-24 Vouchers</b> Allows users to create and submit new CJA-24 vouchers	<input checked="" type="checkbox"/>



To limit certain court staff, such as a court reporter, to see only the AUTH-24 and CJA-24s, you can filter the document types available to them in the Court Staff Assignments section of the Users Manager.

**Court Staff Info**

Your personal info

Your Name: **Court Reporter**

*Your Contact Info:*  
 Phone: 210-745-2293 | Cell Phone: 702-555-1212  
 Fax:  
 deadmail@support.aotx.uscourts.gov  
 deadmail@support.aotx.uscourts.gov  
 deadmail@support.aotx.uscourts.gov

*Your Address:*  
 110 Main Street  
 San Antonio, TX 78210  
 USA

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**Court Staff Assignments**

Assignments

**Terminal Digits** assigned >> 10

**Divisions** assigned >> 3

**Document Types** assigned >> 2

AVAILABLE Document Types	>>	>	<	<<	ASSIGNED Document Types
AUTH - Authorization for Expert and other Services CJA-20 - Appointment of and Authority to Pay Court CJA-21 - Authorization and Voucher for Expert and c CJA-26 - Statement for a Compensation Claim in Exo CJA-27 - Statement for a Compensation Claim in Exo CJA-30 - Death Penalty Proceedings: Appointment o CJA-31 - Death Penalty Proceedings: Ex Parte Requ TRAVEL - Authorization for payment of Travel	>>	>	<	<<	AUTH-24 - Authorization for payment of transcript CJA-24 - Authorization and Voucher for Payment of

**Representation Types** assigned >> 41

**Users to delegate** >> 0

**Judges** assigned >> 12

AO-DTS-SDSO-TD | 11/29/2022

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