

## **CJA GUIDELINES FOR REQUESTING AN “OVERNIGHT” TRANSCRIPT**

Auth 24s (Authorization for Payment of Transcripts) should be submitted to the Court for consideration and potential approval well in advance of trial or hearing. In the event of an emergency need for transcript after the commencement of trial or hearing, the Auth 24 should:

1. Be specific as to the nature and desired content of the transcript (i.e. “daily” or “hourly”);
2. Indicate whether the transcript request needs to be certified; and
3. If the transcript does not need to be certified, the format of “realtime unedited” selected.

In addition to the submission of the Auth 24 form, CJA Attorneys requesting “overnight” transcripts are to:

- Email the assigned Court Reporter directly, alerting them of the need for an expedited or “overnight” transcript; and
- Contact the Supervising Attorney or one of the CJA clerks so that they can alert the court (to expedite approval) and the court reporter (to see if the request can be processed overnight).

The availability of an overnight transcript is not guaranteed, and the narrower your request is tailored, the more likely it will be that the court reporter will be able to produce the transcript.