CJA-24 Authorization of Transcript Request

Step 1

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

Figure 1: Appointment List on Attorney Home Page
Select the **AUTH-24 Create** link on the left panel - on the Appointment Info screen.

Figure 2: Create Auth-24 link on Appointment Info Screen
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.**
Confirm and Submit the CJA24 Authorization.

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

Figure 5: The Submit button on the Confirmation tab.