**Transcript Request/Orders for Cases on Appeal with CJA Appointed Attorney or ProSe**

The COA will issue a Criminal Appeal Briefing Schedule to the court and to the parties in the case. From this briefing schedule transcripts are requested. Transcripts must be processed and paid through the District Court and not the Court of Appeals using the eVoucher system.

**CJA Appointed Attorney at the District level and with the COA**

When an attorney has represented a defendant at the district level and now also represents the defendant on appeal, the attorney should request the required transcripts by entering an AUTH-24 in the district court eVoucher system using the existing representation.

**CJA Appointed Attorney at the District Level, Different CJA Attorney for COA**

Usually, even when a different CJA attorney is appointed for the appeal, the district level attorney initiated the appeal for the defendant. When this situation occurs the district CJA attorney may also initiate the transcript requests by entering an AUTH-24 in the district eVoucher system. This attorney will also be asked to approve the payment in the eVoucher system of the CJA 24 for the court reporter.

When the transcript requests are initiated by the CJA attorney appointed by the COA, the attorney should follow the same procedure as the next section, (below).

**Retained Attorney at the District Level, CJA Attorney for COA**

When a CJA attorney is appointed at the appeal level and the defendant had retained counsel at the district level there is not a representation/appointment in the eVoucher system to enter the transcript request. The COA CJA attorney has access to the COA’s eVoucher system but not the district’s eVoucher system for this case.

In this situation, at the request of the attorney, the court will enter the AUTH-24 in the eVoucher system using a court representation. The COA appointed CJA attorney should send an email to [moedml\_CJA@moed.uscourts.gov](mailto:moedml_CJA@moed.uscourts.gov), stating a **Request for Transcript for Appeal**, give the case number, defendant name, docket number and name of each proceeding requesting transcript, and any applicable deadlines or special handling information.

**Defendant ProSe at the District Level, also ProSe with the COA**

A ProSe defendant is entitled to have transcripts requested for the appeal to be paid by the CJA fund. However, they do not have access to the eVoucher system. The ProSe defendant should contact the court by sending an email to [moedml\_CJA@moed.uscourts.gov](mailto:moedml_CJA@moed.uscourts.gov), stating a **Request for Transcript for Appeal**, give the case number, defendant name, docket number and name of each proceeding requesting transcript, and any applicable deadlines or special handling information. The case team may also assist to notify finance of the ProSe appeal transcript request by sending same email.

**Note:** If transcripts have not been received timely by the COA, the COA may issue an Order that the transcript be prepared. In this situation, finance may be able to assist in the request, AUTH-24, in the eVoucher system by using this Order to expedite the approval in the system. An Order from the COA should be brought to finances attention.