AUTH 24 and CJA 24 – Attorney Instructions

ATTORNEY DESKTOP

The attorney will begin the transcript request by creating and submitting an AUTH 24 document in eVoucher. The AUTH 24 is Created from the Appointment screen (below).

	Home Operations Reports CMEC	F Links Help logout				
	Appointment	Appointment Info				
	In this page you will find a	d a 1. CTR. DIST.DIV.CODE 2. PERSON REPRESENTED Adam Wain 3. MAG. DETUDEFNINGER 4. DIST. DETUDEFNINGER 4. DIST. DETUDEFNINGER			VOUCHER NUMBER	
	appointment, including a list of			5 APPEALS DKT/DEF NUMBER	6 OTHER DKT/DEENUMBER	
	vouchers related to this		4:14-CR-00125-1-WOW-CKM			
	appointment and links to create	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY Falony, (including pra-trial diversion	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE	
	new vouchers	USA v. Wain	of alleged felony)	Adult Defendant	Criminal Case	
	<u>Diew Representation</u>	11. OFFENSE(S) CHARGED CMP 21.845=CD F: CONSPIRACY TO MANUFACTURE 50 GRAMS OR MORE OF METHAMPHETAMINE				
		12. ATTORNEY'S NAME AND MAILING ADDRESS		13. COURT ORDER		
	Create New Voucher	Mark A Matheny		🗌 A Associate 🔤 C Co-Counsel		
	AUTH <u>Create</u>	St. Louis MO 63101	St. Louis MO 63101		□ F Subs for Federal Defender 🔽 O Appointing Counsel	
	Authorization for Expert and other Phone: 555-555-5555			P Subs for Panel Attorney R Subs for Retained Attorney		
ľ				1 Junday Counse		
	Authorization for payment of transcript			Prior Attorney's Name	Attorney's Name	
Ц			Appointment Dates Signature of Presiding Judge or By Order of the Court			
	CJA-20 Create			William O Wacha		
_	Appointment of and Authority to Pay	14 LAW FIRM NAME AND MAILING AD	DRESS	william O wacha		
	Appointment of and Authority to Pay Court-Appointed Counsel	14. LAW FIRM NAME AND MAILING AD	DRESS	Date of Order Nunc Pro Tun 4/26/2015	c Date	
	Appointment of and Authority to Pay Court-Appointed Counsel CJA-21 Create	14. LAW FIRM NAME AND MAILING AD	DRESS	Nilliam O Wacha Date of Order Nunc Pro Tun 4/26/2015 Repayment T VES I NO	ic Date	
	Appointment of and Authority to Pay Court-Appointed Counsel CJA-21 Create Authorization and Voucher for Expert	14. LAW FIRM NAME AND MAILING AD	DRESS	William O'Watcha Date of Order Nunc Pro Tun 4/26/2015 Repayment TYES INO	c Date	
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The AUTH 24 is only one page, with three required boxes. See below for information that maybe entered. Enter SAVE when completed.

14. LAW FIRM NAME AND MAII	INC ADDRI Enter why the transcript is needed, such as "Appeal"	William O Wacha Date of O 4/26/2 Repayn Transcribe, date,	inc Date		
Proceeding Transcript To Be Used		and docket #.	▲ ▼ *		
Proceeding To Be Transcribed	Select from dr	op	*		
Apportioned Cost (%)	None is n/a.				
pportioned Case and Check boxes if applicable.					
Special Transcript Handling	None 🔹 *				
Transcripts	Prosecution Opening Statement	Prosecution Argument	Prosecution Rebuttal		
	Defense Opening Statement	Defense Argument	Jury Instructions 📃 Voir Dire		
Order Date					
Nunc Pro Tunc Date					
« First < Previous	Next > Last » Save	Delete Draft			

OURTS.

Next, attach any supporting document(s) under the Documents tab. Then, proceed to the Confirmation tab. Review, check the box at the bottom and click on Submit to send to the Court.

AUTH-24 Attorney Enters	Basic Info	s Confirmation			
Def.: Adam Wain	Confirmation				
Link to CM/ECF	1. CIR/DIST/DIV.CODE 0865	2. PERSON REPRESENTED A dam Wain		VOUCHER NUMBER	
Voucher #:	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 4:14-CR-00125-1-WOW-CKM	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER	
Request Date:1/1/1901	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE	
Decision Date:1/1/1901	USA v. Wain	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case	
Reports	11. OFFENSE(5) CHARGED CMP 21:846=CD F; CONSPIRACY TO MANUFACTURE 50 GRAMS OR MORE OF METHAMPHETAMINE				
Defendant Summary Budget Report	REQUEST AND AUTHORIZATION FOR TRANSCRIPT				
Totals only of budget info for defendant	12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Appeal				
	13. PROCEEDING TO BE TRANSCRIB: Arraignment 3/15/15 #74	ED (Describe specifically). NOTE: The trial transc	cripts are not to include prosecution open	ing	
	14. SPECIAL AUTHORIZATIONS			JUDGE'S INITIALS	
	A. Apportioned Cost % of tran	ascript with			
	B. □ 14-Day □ Expedited □ Daily □ Hourly □ Realtime Unedited				
	C. TProsecution Opening States	ening Statement 🔲 Prosecution Argument 📄 Prosecution Rebuttal ng Statement 📄 Defense Argument 📄 Voir Dire 📄 Jury Instructions			
	D. In this multi-defendant case, o	commercial duplication of transcripts wil	ll impede the delivery of accelerate	ed	
	transcript services to persons	et.			
	15. ATTORNEY'S STATEMENT 16. COURT ORDER 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. 16. COURT ORDER /s/ 1/1/1901 12:00:00 AM Signature of Preside		Financial eligibility of the perso the Court's satisfaction the auth	ion represented having been established to thorization requested in Item 15 is hereby granted.	
			Signature of Presiding Judge or By Order of the Court		
	Signature of Attorney	Date			
	Mark A Matheny		Date of Order	Nunc Pro Tunc Date	
	Printed Name				
	Telephone Number: 555-555-555	5			
	Public/Attorney Notes I swear and affirm the Date: 5/19/2015 19:53:3	evel.			

ATTORNEY APPROVAL

Once the court reporter Submits the CJA 24 voucher, it will move the appropriate attorney's desktop. The attorney will open the CJA 24 document and review the charges. If the attorney has received the transcript as requested, he/she will go to the Confirmation page, check the box at the bottom and click on Approve. The voucher will then be sent back to the court for the judge's approval.

Court staff will receive the document and confirm the voucher is in order for the judge's approval. Court staff will confirm and send to the judge for approval.