

Creating an Authorization for Transcripts (AUTH-24)

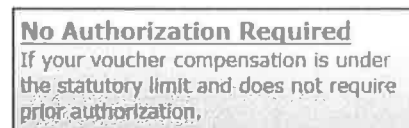
Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to AUTH-24.



Step 2

The authorization opens to the Basic Info page. Click the **No Authorization Required** link.



Step 3

On the Basic Info page, enter the details for the required transcript. Click **Save**.

Basic Info Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebedah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS, DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	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 15.1825 F. INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@soiz.uscourts.gov		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 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 Print Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used	<input type="text"/>
Proceeding To Be Transcribed	<input type="text"/>
Apportioned Cost (%)	<input type="text"/>
Apportioned Case and Defendant	<input type="text"/>
Special Transcript Handling	None <input type="text"/>
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

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

Proceedings Transcripts to be Used	List what the transcript is to be used for (e.g., sentencing, trial, appeal, etc.)
Proceeding to be Transcribed	Enter the following information: Type of Hearing Date of hearing Mag. Judge/Judge Name of Court reporter/recorded hearing If requesting a transcript for a different case, please include the case name and number
Apportioned Cost (%)	Leave Blank
Apportioned Case and Defendant	Leave Blank
Special Transcript Handling	Select from drop-down menu.
Transcripts	If ordering trial transcript, please indicate if you would also like opening statements, closing arguments, rebuttal, jury instructions, or voir dire transcribed.

Step 4

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

Basic Info Documents Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File Browse...

Description

Description	Delete	View
Proposed Order.pdf	Delete	View

Note: All documents must be submitted in PDF format and must be 10MB or less.

Step 5

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization which is automatically time stamped. Click **Submit**.

Confirmation			
1. CJD DISTRICT CODE 0201	1. PERSON REPRESENTED Peterson, Thomas	VOUCHER NUMBER	
2. JUDG. DIST. DEF. NUMBER	3. DIST. DIST. DEF. NUMBER 1:14-CR-02403-1-AA	4. APPEALS DIST. DEF. NUMBER	5. OTHER DIST. DEF. NUMBER
6. IN CASE LEADER OFFICE NAME USA v. Branson	7. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	8. TYPE PERSON REPRESENTED Adult Defendant	9. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15.1825.F INSPECTION VIOLATION PENALTIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED			
13. PROCEEDING TO BE TRANSCRIBED (document type) <small>NOTE: The trial transcripts are here include pre-trial opening</small>			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apperionated Cost % of transcript with			
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 Unedited			
C. <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"/> Voir Dire <input type="checkbox"/> Jury Instructions			
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.			
15. ATTORNEY'S REPRESENTATION As the attorney for the person represented who is named 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 Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in item 15 is hereby granted.	
Signature of Attorney Andrew Anders		Signature of Presiding Judge or By Order of the Court	
Date		Date of Order	
Printed Name		Nunc Pro Tunc Date	
Telephone Number: 210 833-5623			
<small>Attention: The notes you enter will be available to the next approval level.</small>			
Public/Attorney Notes			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements			
Date: 4/20/2020 21:40:45			
Submit			
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/> <input type="button" value="Audit Assist"/>			



A confirmation screen will appear indicating that the previous action was successful and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

Success

This document has been submitted.

Please keep the following document number for your own records:

0101.0000626

Back to:

[Home Page](#)

[Appointment Page](#)

