

Instructions for CJA Panel Attorney to Create an AUTH-24

1. In eVoucher, click on the case under your Appointments' List that you would like to create an AUTH-24 for.

Appointments' List	
Appointments	Defendant
<p>Case: 1:15-CR-00151-CAB Defendant #: 1 Case Title: US V NEW Attorney: Damian Billak</p>	<p>Defendant: CASE NEW Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/15 Pres. Judge: Christopher Boyko Adm./Mag Judge:</p>

2. On the next screen to the left, click on "Create" next to AUTH-24

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create

You will now see Basic Information.

Basic Info

1. CIR. DIST. DIV. CODE 0647	2. PERSON REPRESENTED CASE NEW	VOUCHER NUMBER	
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 1:15-CR-00151-1-CAB	5. APPEALS. DKT DEF NUMBER	6. OTHER. DKT DEF NUMBER
7. IN CASE MATTER OF (Case Name) US V NEW	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 18:113G F ASSAULT RESULTING IN SUBSTANTIAL BODILY INJURY 15:1703 F PROHIBITIONS RELATING TO REAL ESTATE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Damian Billak - Bar Number: 55-131313 111 Akron Atty Akron OH 44555 Phone: 330-555-1111		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal I <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> V Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Christopher Boyko Date of Order 1/1/2015 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

- There are **three** required fields that are noted with a red “*”. Complete **Proceeding Transcript To Be Used**. This should briefly describe the nature of the proceeding or other purpose for which the transcript is required (ie motion hearing, trial preparation, trial, appeal). Next, complete **Proceeding To Be Transcribed**. The Court requires three items in this field. The specific type of proceedings to be transcribed, the date of the proceeding, and the name of the court reporter (use ECRO for Electronic Court Reporter Operator). The last item is to select the **Special Transcript Handling** (use the dropdown arrow to select from None, 14-day, Expedited, Daily, Hourly, or Realtime Unedited). Click on Save and then Next.

- The next screen permits you to attach Supporting Documents if you need to do so. Click on Browse, select your document, then click Upload. If you do not have anything to upload, click Next.


Supporting Documents

- You may choose to enter notes for the judicial officer or court reporter supervisor here. Then Click the I swear and affirm the truth or correctness of the above statements button. After the date and time appear, click on the Submit button. If you need to Delete the AUTH-24, you can click on the Delete Draft button.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 12/10/2015 9:31:11



« First < Previous Next > Last » Save Delete Draft

- After clicking on Submit, you will receive an automatic message. Click on Home Page or Click on Home at the top right of your screen..

Success

Your document has been submitted to the court. You will receive a notification if we need more details.

Please keep the following document number for your own records:

0647.0000036

Back to:
[Home Page](#)
[Appointment Page](#)

- The AUTH-24 will now move to your My Submitted Documents and you will see the workflow message has changed to Submitted to Court.

My Submitted Documents				
1:15-CR-00151-CAB- Start: 12/10/2015 End: 01/01/1900	CASE NEW (# 1) Claimed Amount: 0.00	AUTH-24	<div style="border: 1px solid red; padding: 2px;"> Submitted to Court 0647.0000036 </div>	12/10/2015