Creating an Authorization for Transcripts (AUTH-24)



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



Step 2

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



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. Note: If you are ordering a trial transcript, please indicate if you would also like opening statements, closing arguments, rebuttal, jury instructions, and voir dire. If you do not specifically state you would like these as part of the trial transcript, it will not be transcribed.
Apportioned Cost (%)	Leave Blank.
Apportioned Case and	Leave Blank.
Defendant	
Special Transcript	Select from drop-down menu.
Handling	

Step 3

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Choose File** 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**.



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

Step 4

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**.



Step 5

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