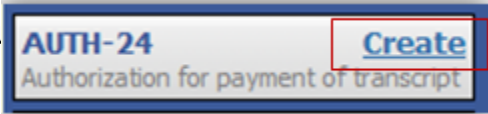


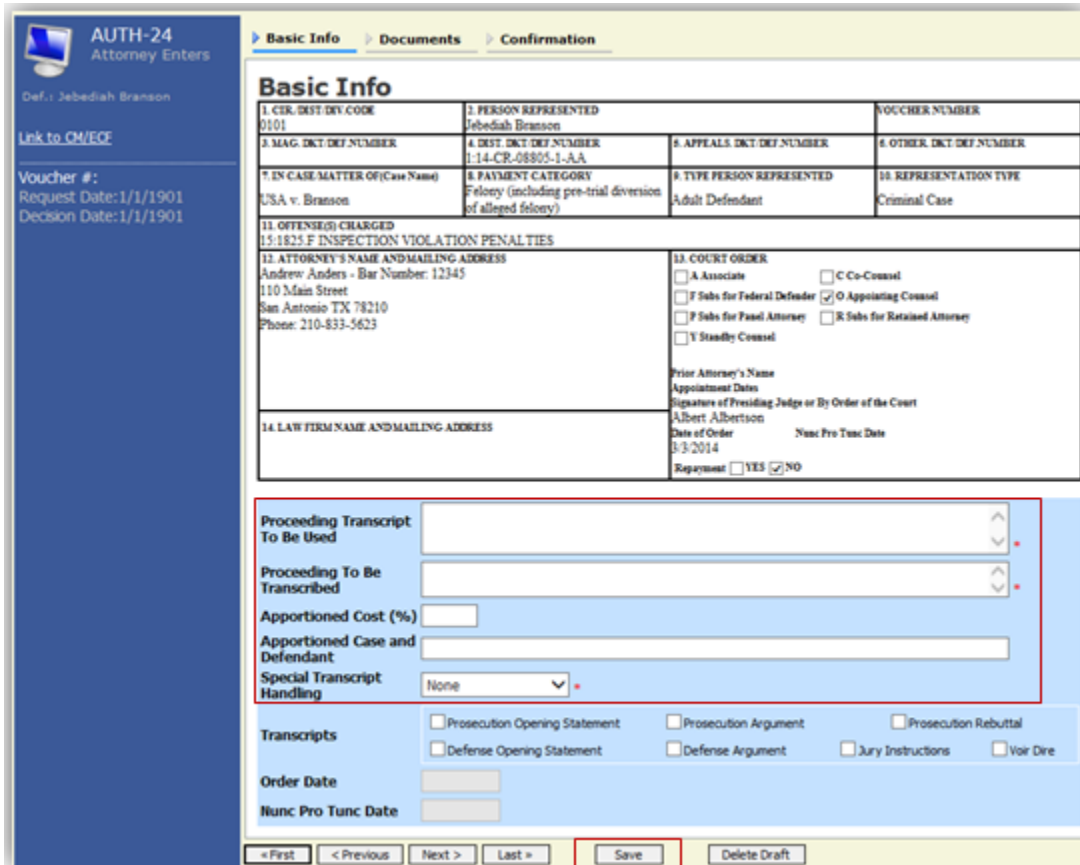
Creating an Authorization for Transcripts (AUTH 24)

Step 1 From the **Appointment** page, click **Create** next to AUTH-24



The image shows a button labeled 'AUTH-24' with the text 'Authorization for payment of transcript' below it. To the right of the button is a red-bordered box containing the word 'Create' in blue text.

The Authorization opens to the **Basic Info** page.



The screenshot shows the 'Basic Info' page of the AUTH-24 system. The page is divided into several sections:

- Header:** AUTH-24 Attorney Enters, Def.: Jebediah Branson, Link to CM/ECF, Voucher #: Request Date: 1/1/1901, Decision Date: 1/1/1901.
- Navigation:** Basic Info (selected), Documents, Confirmation.
- Basic Info Table:**

1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0101	Jebediah Branson		
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. DEF. NUMBER
	1-14-CR-06805-1-AA		
7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Nunc Pro Tunc Date Request: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
- Transcript Options:**
 - Proceeding Transcript To Be Used: [Dropdown]
 - Proceeding To Be Transcribed: [Dropdown]
 - Apportioned Cost (%): [Input]
 - Apportioned Case and Defendant: [Input]
 - Special Transcript Handling: [Dropdown]
 - Transcripts: Prosecution Opening Statement, Prosecution Argument, Prosecution Rebuttal, Defense Opening Statement, Defense Argument, Jury Instructions, Voir Dire
 - Order Date: [Input]
 - Nunc Pro Tunc Date: [Input]
- Navigation:** < First, < Previous, Next >, Last >, Save (highlighted), Delete Draft

Step
2

Enter the details for the transcript required on the **Basic Info** screen.

Note: Date/Type of hearing and name of Court Reporter must be listed. If hearing was recorded, please indicate that as well.

Step
3

Click **Save**.

Step
4

Click **Save**.

A confirmation page will appear.

Step
5

Step
6

Select the affirmation check box.

Step
7

Click **Submit**.

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: 6/19/2014 9:28:36

Submit

<< First < Previous Next > Last >> Save Delete Draft

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step
8

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:

0101.0000148

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

The AUTH-24 will now appear in the **My Submitted Documents** section on the Attorney home page.