

## How to Order CJA Transcripts

### Step 1

Query the docket – has a transcript already been filed?

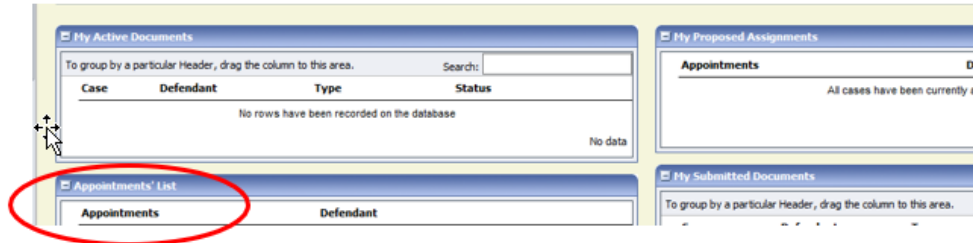
If NO, complete the [AO 435 \(AZ Form\) Transcript Order](#). File the AO 435 (AZ Form) electronically in CM/ECF using the appropriate event: **Transcript Request OR Transcript Request - Appeal**.

If YES, but the deadline for Release of Transcript Restriction has NOT passed, complete the [AO 435 \(AZ Form\) Transcript Order](#). File the AO 435 (AZ Form) electronically in CM/ECF using the appropriate event: **Transcript Request OR Transcript Request - Appeal**.

If YES, and the deadline for Release of Transcript Restriction has passed, you can access the document without need to order the transcript.

### Step 2

Log in to eVoucher and select the appropriate case from the **Appointments List** on your home screen.



**\*\*\*Note:** If you are an attorney appointed only for Appeal and you need the case added to your appointment list in eVoucher, please email the case number to [cja\\_eVoucher@azd.uscourts.gov](mailto:cja_eVoucher@azd.uscourts.gov) and request that the case be added to eVoucher for the purpose of ordering appeal transcripts.

## Step 3

Under **Create New Voucher** in the column on the left side of the screen, click **AUTH-24 Create**.

The screenshot shows the CJA eVoucher system interface. On the left, under the 'Create New Voucher' section, the 'AUTH-24' option is highlighted with a red circle. The main area displays the 'Appointment Info' form. The form includes fields for:
 

- 1. CIR. DIST. DEF. CODE: 0973
- 2. PERSON REPRESENTED: Sample Defendant
- 3. MAG. DKT. DEF. NUMBER: 1-23-CR-00000-1-GJMN
- 4. DIST. DKT. DEF. NUMBER: 1-23-CR-00000-1-GJMN
- 5. APPEALS DKT. DEF. NUMBER: 1-23-CR-00000-1-GJMN
- 6. OTHER DKT. DEF. NUMBER: 1-23-CR-00000-1-GJMN
- 7. IN CASE MATTER OF (Case Name): USA v. Meza
- 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: 18.13-8720 F INDIGRATION LAWS, ILLEGAL REENTRY
- 12. ATTORNEY'S NAME AND MAILING ADDRESS: Sample Attorney Name - Bar Number 12345, One Attorney Way, Phoenix, AZ 85001, Phone: 602-322-7200, Email: jdoe@sample.azbarr.com
- 13. COURT ORDER:
  - ☐ A Associate
  - ☐ B Co-Counsel
  - ☐ C Sub for Federal Defender
  - ☒ D Appointing Counsel
  - ☐ E Sub for Panel Attorney
  - ☐ F Sub for Retained Attorney
  - ☐ G Standby Counsel
- 14. LAW FIRM NAME AND MAILING ADDRESS: Sample Law Firm, 123 Main St, Phoenix, AZ 85001
- 15. COURT ORDER:
  - ☐ A Associate
  - ☐ B Co-Counsel
  - ☐ C Sub for Federal Defender
  - ☒ D Appointing Counsel
  - ☐ E Sub for Panel Attorney
  - ☐ F Sub for Retained Attorney
  - ☐ G Standby Counsel

## Step 4

On the Basic Info tab, complete the following:

- Proceeding in Which Transcript is to be Used** (i.e. what will you use the transcript for? Appeal, Motion to Dismiss etc.).
- Proceeding to be Transcribed:** List Hearing Type and Date for each needed (i.e. "Change of Plea 7/4/23; Sentencing 10/1/23").
- Do NOT fill in Apportioned Cost or Apportioned Case and Defendant.
- Special Transcript Handling:** If other than standard delivery (30 days), select the requested delivery type from drop down menu (Options are: 14-Day, 7-Day (Expedited), 3-Day, Next-Day (Daily), 2-Hour (Hourly), and Realtime Unedited.) If option is selected, you must attach justification letter to the Documents tab.
- Transcripts** **Note:** Beginning in April 2024, there is no longer a need to justify request for "trial portions" of transcripts (open/closing statements, argument, rebuttal, voir dire, jury instructions).
- Once this section is complete, click **Next** or the **Documents** tab.

The screenshot shows the 'Basic Info' tab in the CJA eVoucher system. The form includes fields for:
 

- 1. CIR. DIST. DEF. CODE: 0973
- 2. PERSON REPRESENTED: Sample Defendant
- 3. MAG. DKT. DEF. NUMBER: 1-23-CR-00000-1-GJMN
- 4. DIST. DKT. DEF. NUMBER: 1-23-CR-00000-1-GJMN
- 5. APPEALS DKT. DEF. NUMBER: 1-23-CR-00000-1-GJMN
- 6. OTHER DKT. DEF. NUMBER: 1-23-CR-00000-1-GJMN
- 7. IN CASE MATTER OF (Case Name): USA v. Sample Defendant
- 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: 18.13-8720 F INDIGRATION LAWS, ILLEGAL REENTRY
- 12. ATTORNEY'S NAME AND MAILING ADDRESS: Sample Attorney Name - Bar Number 12345, One Attorney Way, Phoenix, AZ 85001, Phone: 602-322-7200, Email: jdoe@sample.azbarr.com
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  - ☐ G Standby Counsel

## Step 5

On the **Documents** tab, click browse to attach a PDF of the same AO435 form you filed on CM/ECF. Insert description “AO435 Form” and click **Upload** button. If you are attaching a Justification Letter (for transcripts ordered with a turnaround time of less than 30 days, repeat above process to upload that document as well, with an appropriate description in the “Description” field. Once all documents are attached, click **Next**.

Basic Info Documents Confirmation

### Supporting Documents

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

File  No file chosen

Description

Description	Delete	View
Justification Letter	<a href="#">Delete</a>	<a href="#">View</a>
AO435 Form	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous **Next >** Last »

## Step 6

On the **Confirmation** tab, verify that your information is accurate in boxes 12-14. If correct, check the box next to “I swear and affirm the truth or correctness of the above statements.” Click **Submit**.

Public/Attorney Notes

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

☒ I swear and affirm the truth or correctness of the above statements

Date: 8/30/2015 12:28:1

« First < Previous **Next >** Last »

You should see a screen like the following indicating that the AUTH-24 has been successfully submitted.



Note: If there are any issues with the AUTH-24, it will be rejected. You will receive an email generated by the eVoucher system alerting you to the reason for rejection. You will need to log in to eVoucher, make the necessary corrections, and resubmit the AUTH-24 request. The rejected AUTH-24 will be in your **My Active Documents**, highlighted in gold.



Once the AUTH-24 has been approved, you will be notified by email of the approval of the AUTH-24. The court's transcript monitor will inform the court reporter(s) of the request and will initiate the creation of the CJA-24 payment voucher on behalf of the court reporter.