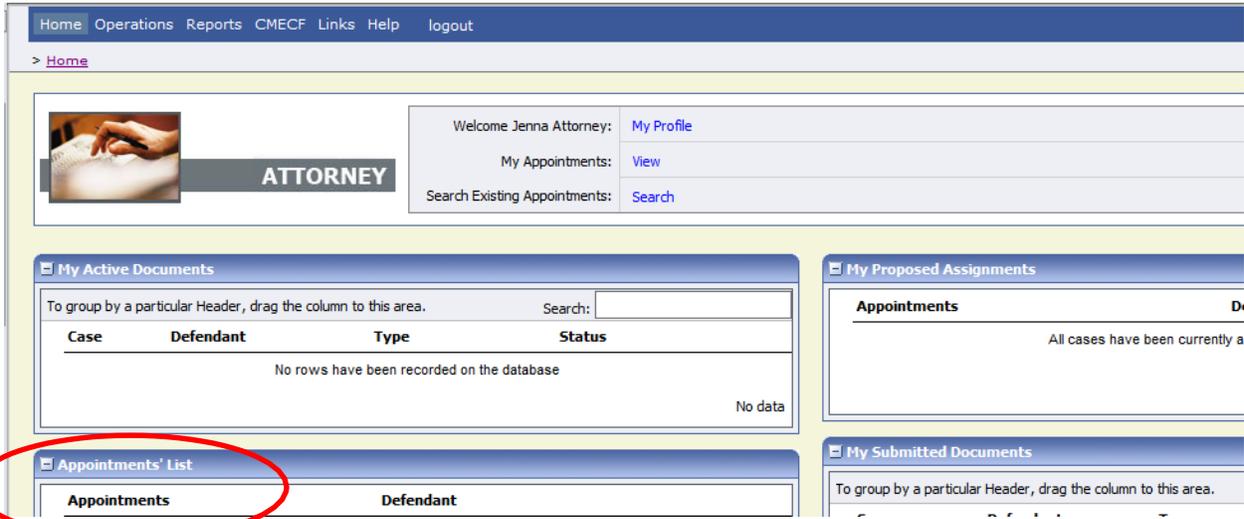


# eVoucher

## Guide to Ordering CJA Transcripts

1. Check the docket – has the transcript or another transcript request for the same hearing already been filed?
2. If not, complete an AO435 (AZ Form) Transcript Order.  
Instructions for completing the current version of the AO435 (AZ Form) are available [here](#). File the AO435 electronically on CM/ECF.
3. Log in to eVoucher and select the appropriate case from the “Appointments List” window on your home screen:



The screenshot shows the eVoucher attorney home screen. At the top, there is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this is a welcome message for Jenna Attorney with links for My Profile, My Appointments (View), and Search Existing Appointments (Search). The main content area is divided into several sections: My Active Documents (empty table), My Proposed Assignments (empty table), My Submitted Documents (empty table), and Appointments' List (table with one row: Appointments, Defendant). The 'Appointments' link in the 'Appointments' List section is circled in red.

**\*\*\*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.

4. Under “Create New Voucher” in the column on the left side of the screen, click “AUTH-24 Create”:

Home Operations Reports CMECF Links Help logout

**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

**Appointment Info**

|   |   |   |  |
|---|---|---|--|
| 1. CIR./DIST./DIV.CODE<br>0973  | 2. PERSON REPRESENTED   | VOUCHER NUMBER  |  |
| 3. MAG. DKT./DEF.NUMBER   | 4. DIST. DKT./DEF.NUMBER  | 5. APPEALS. DKT./DEF.NUMBER   | 6. OTHER. DKT./DEF.NUMBER                |
| 7. IN CASE/MATTER OF(Case Name)<br>USA v. Meza                                | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant   | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>18:13-8720.F IMMIGRATION LAWS, ILLEGAL REENTRY      |   |   |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS                                       |   | 13. COURT ORDER<br><input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel<br><input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel<br><input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney<br><input type="checkbox"/> Y Standby Counsel<br>Prior Attorney's Name<br>Appointment Dates<br>Signature of Presiding Judge or By Order of the Court |  |
| 14. LAW FIRM NAME AND MAILING ADDRESS   |   | Date of Order<br>8/1/2015   | Nunc Pro Tunc Date                       |
| Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |   |   |  |

**View Representation**

**Create New Voucher**

**AUTH** [Create](#)  
Authorization for Expert and other Services

**AUTH-24** [Create](#)  
Authorization for payment of transcript

**CJA-20** [Create](#)  
Appointment of and Authority to Pay Court-Appointed Counsel

**CJA-21** [Create](#)  
Authorization and Voucher for Expert and other Services

**TRAVEL** [Create](#)  
Authorization for payment of Travel

**Reports**

**Vouchers on File**

To group by a particular Header, drag the column to this area. Search:

| Case | Defendant | Type | Status |
|------|-----------|------|--------|
|------|-----------|------|--------|

5. On the next screen, fill in the “Proceeding Transcript To Be Used” (i.e. “on appeal”). Fill in the “Proceeding To Be Transcribed” (i.e. Sentencing held 7/1/2015”). Be sure to include hearing type and date for each hearing. If other than standard delivery (30 days), select the desired delivery type from the “Special Transcript Handling” drop down menu. If appropriate, check the boxes for opening statements, closing arguments, instructions, or voir dire, and click “Next”:

**Proceeding Transcript To Be Used** on appeal \*

**Proceeding To Be Transcribed** sentencing held 7/1/2015 \*

**Apportioned Cost (%)**

**Apportioned Case and Defendant**

**Special Transcript Handling** None \*

**Transcripts**

Prosecution Opening Statement     Prosecution Argument     Prosecution Rebuttal

Defense Opening Statement     Defense Argument     Jury Instructions     Voir Dire

**Order Date**

**Nunc Pro Tunc Date**

« First    < Previous    **Next >**    Last »    Save    Delete Draft

6. 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 the “Upload” button:

Basic Info Documents Confirmation

### Supporting Documents

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

File N:\PDF\AO435 Form.pdf **Browse...**

Description AO435 Form

**Upload**

| Description | Delete | View |
|-------------|--------|------|
| AO435 Form  | Delete | View |

No Attachments

If you are attaching a Justification Letter (for transcripts ordered with a turnaround time of less than 30 days), or have obtained a court order for the release of a sealed transcript, repeat above process to upload those documents as well, with an appropriate description in the “Description” field. Then click “Next”:

Basic Info Documents Confirmation

### Supporting Documents

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

File **Browse...**

Description

**Upload**

| Description                           | Delete | View |
|---------------------------------------|--------|------|
| AO435 Form                            | Delete | View |
| Order unsealing transcript (doc. 105) | Delete | View |

« First < Previous **Next >** Last » Save Delete Draft

7. On the next screen, check the box next to “I swear and affirm the truth or correctness of the above statements,” then 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: 8/30/2015 12:28:1

 Submit

« First < Previous Next > Last » Save Delete Draft



8. You should see a screen similar to the following indicating that the AUTH-24 has been successfully submitted:

Home Operations Reports CMECF Links Help logout

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:

**0973.0000380**

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

- 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” window, highlighted in gold

The screenshot shows the eVoucher system interface. At the top, there is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this is a user profile section for Jenna Attorney, with links for My Profile, My Appointments, and Search Existing Appointments. The main section is titled 'My Active Documents' and contains a table with the following data:

| Case               | Defendant    | Type    | Status                        |
|--------------------|--------------|---------|-------------------------------|
| 8:14-CR-00002-D... | r Meza (...) | AUTH-24 | Voucher Entry<br>0973.0000380 |

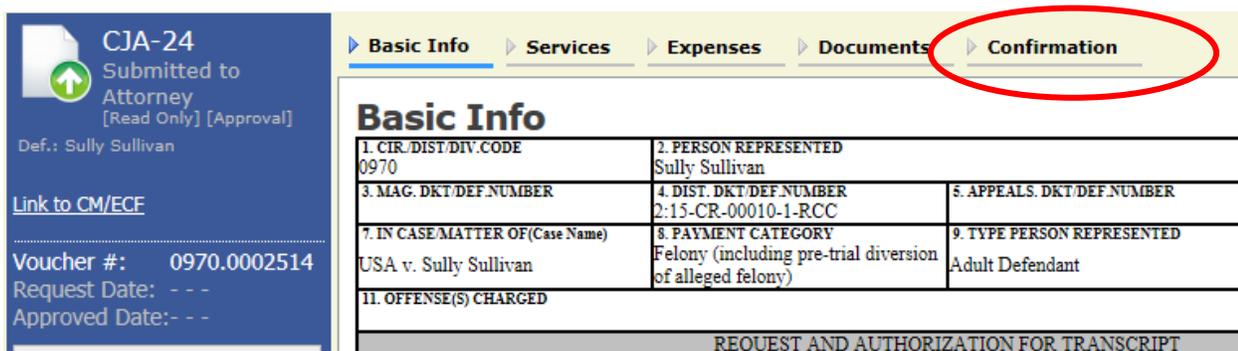
The document is highlighted in gold, and a red arrow points to it. Below the table, it shows 'Page 1 of 1 (1 items)'. There are also sections for 'Appointments' List and 'My Subm' visible on the right side of the interface.

- Once your AUTH-24 has been approved, the court’s transcript monitor will initiate the creation of the CJA-24 voucher on behalf of the court reporter.
- After the transcript has been completed and sent to you, the court reporter will complete a CJA-24 voucher in eVoucher. You will receive an email requesting that you approve the CJA-24 voucher. You should only approve the voucher if you have received the requested transcript(s).
- You must log in to eVoucher and certify that you have received the transcript and approve the CJA-24 voucher for payment. If you do not do this, the court reporter will not be paid.

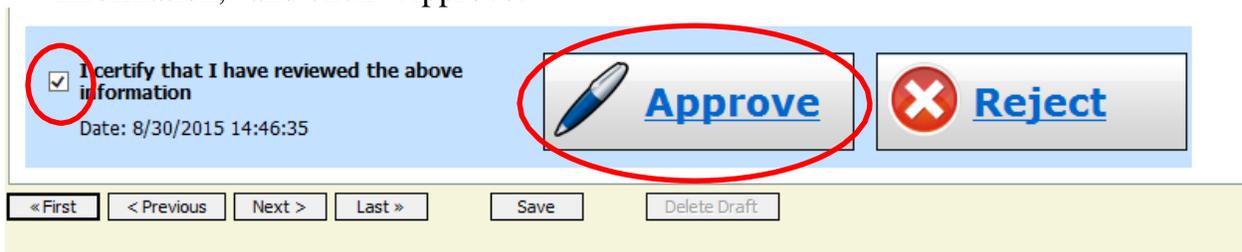
13. When you log in to eVoucher, the CJA-24 voucher will appear in your “My Active Documents” window with a status of “Submitted to Attorney” with a pen symbol:



14. Click on the appropriate entry in your “My Active Documents” window, and the “Basic Info” tab of the CJA-24 voucher will appear. Click on the “Confirmation” tab.



15. On the next screen, check the box next to “I certify that I have reviewed the above information,” and click “Approve.”



You have successfully approved the CJA-24 voucher for payment.