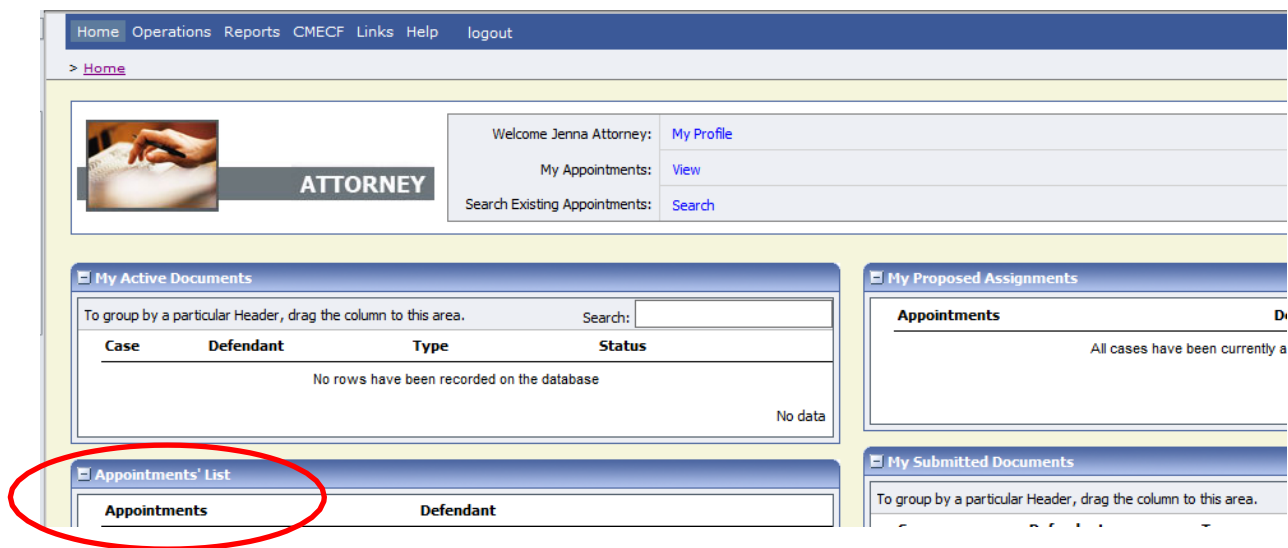


# eVoucher

## 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:



**\*\*\*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

[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**

**Appointment Info**

1. CIR./DIST./DIV.CODE 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) 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 IMMIGRATION LAWS, ILLEGAL REENTRY			
12. ATTORNEY'S NAME AND MAILING ADDRESS		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	
14. LAW FIRM NAME AND MAILING ADDRESS		Date of Order 8/1/2015	Nunc Pro Tunc Date
		Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

**Vouchers on File**

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

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

5. On the Basic Info tab, complete the following:
  - a. “Proceeding Transcript To Be Used” (i.e. what will you use the transcript for).
  - b. “Proceeding To Be Transcribed” (i.e. Change of Plea held 1/2/2015; Sentencing held 7/1/2015”). Be sure to include hearing type and date for each hearing.
  - c. Do NOT fill in Apportioned Cost or Case and Defendant.
  - d. If other than standard delivery (30 days), select the desired delivery type (14-Day, Expedited (7-Day), 3-Day, Daily, Hourly, Realtime Unedited) from the “Special Transcript Handling” drop down menu.
  - e. Select Special Authorizations, if appropriate. Note: Trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court. A justification is required if you are requesting any of these Special Authorizations.
  - f. Once this section is complete, click “Next”.

The screenshot shows a web form with the following elements:

- Proceeding Transcript To Be Used:** A dropdown menu with the value "on appeal".
- Proceeding To Be Transcribed:** A dropdown menu with the value "sentencing held 7/1/2015".
- Apportioned Cost (%):** An empty text input field.
- Apportioned Case and Defendant:** An empty text input field.
- Special Transcript Handling:** A dropdown menu with the value "None".
- Transcripts:** A section with checkboxes for:
  - Prosecution Opening Statement
  - Prosecution Argument
  - Prosecution Rebuttal
  - Defense Opening Statement
  - Defense Argument
  - Jury Instructions
  - Voir Dire
- Order Date:** An empty text input field.
- Nunc Pro Tunc Date:** An empty text input field.
- Navigation:** A row of buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "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
No Attachments		

If you are attaching a Justification Letter (for transcripts ordered with a turnaround time of less than 30 days or any of the special authorizations (opening/closing arguments, voir dire etc.), 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	<a href="#">Delete</a>	<a href="#">View</a>
Order unsealing transcript (doc. 105)	<a href="#">Delete</a>	<a href="#">View</a>


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

7. 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,” 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 content area is titled 'My Active Documents' and contains a table with columns: Case, Defendant, Type, and Status. The table has one row highlighted in gold, representing a rejected AUTH-24 document. A red arrow points to this row. Below the table is an 'Appointments' List section.

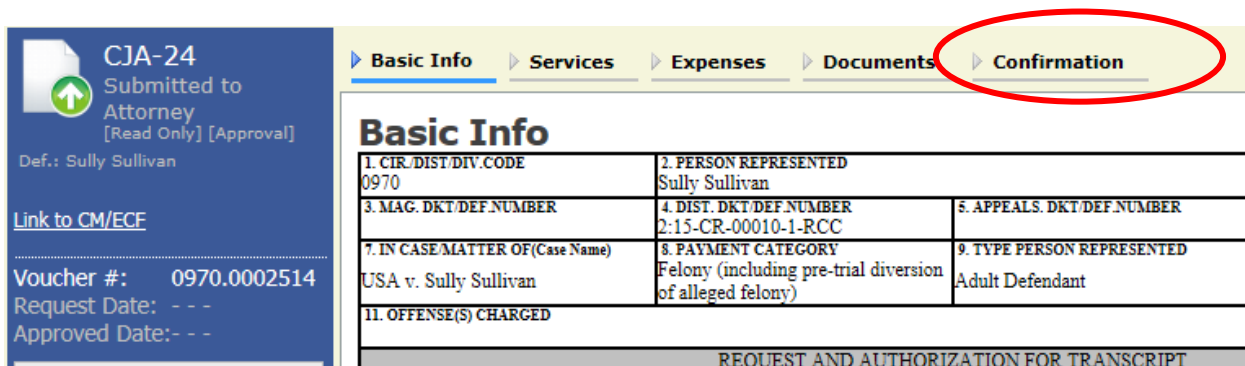
Case	Defendant	Type	Status
8:14-CR-00002-D... Start: 08/30/2015 End: 08/30/2015	/ Meza (...) Claimed Amount: 0.00	AUTH-24	Voucher Entry 0973.0000380

- 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.

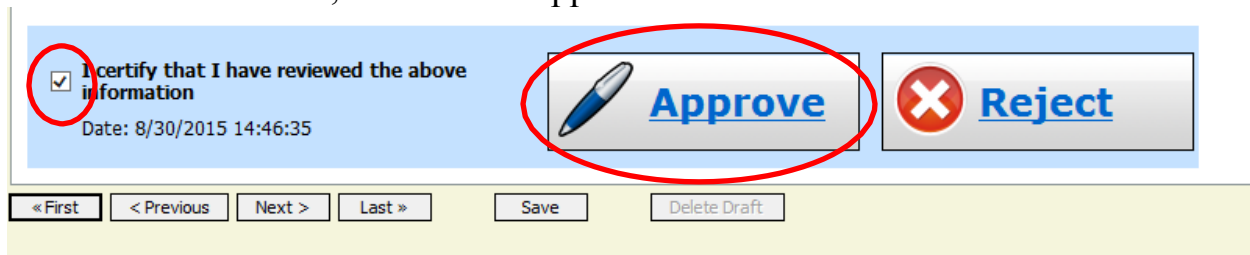
13. When you log in to eVoucher, the CJA-24 voucher will appear in your “My Active Documents” window with a status of “Submitted to Attorney” with a pen symbol:



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.