# How to Order CJA Transcripts

Step 1

Query the docket - has a transcript already been filed?

If NO, complete the <u>AO 435 (AZ Form) Transcript Order</u>. 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 <u>AO 435 (AZ Form) Transcript</u> <u>Order</u>. 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.

	To group by a	particular Header, drag the o	olumn to this area.	Search:		Appointr	nents	D
	Case	Defendant	Туре	Status			All case	s have been currently a
.+		No ro	ws have been recorded on	the database				
1	8				No data			
	Appointme	ents' List				E My Submi	tted Documents	
	Appointm	ients	Defendant			To group by a	particular Header, drag the c	olumn to this area.

\*\*\*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 <u>cia</u> 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**.

ppointment	Appointment Info				
this page you will find a immary about this	1. CIR/DIST/DIV.CODE 0073	2. PERSON REPRESENTED		VOUCHER NUMBER	
pointment, including a list of uchers related to this	3. MAG. DKT/DEF.NUMBER	4. DEST. DKT/DEF NUMBER	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER	
ointment and links to create vouchers	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	
View Representation	11. OFFENSE(S) CHARGED 18:13:8720 F IMMIGRATION LAWS, ILLEGAL, REENTRY				
Pate New Voucher TH Create		ADDRESS 13. COURT ORDER Associate F Subs for Federal Defend Subs for Federal Defend		C Co-Counsel	
TH-24 Create horization for payment of transcript	$\triangleright$		Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Indue or By Orde	r of the Court	
A-20 <u>Create</u> pointment of and Authority to Pay urt-Appointed Counsel	14. LAW FIRM NAME AND MAILING ADDRESS		Date of Order Nunc Pro Tunc Date 8/1/2015		
A-21 Create horization and Voucher for Expert 1 other Services			Kepayment 125 V NO		
AVEL <u>Create</u>	Vouchers on File			6	
horization for payment of Travel	To group by a particular Header, o	drag the column to this area.		Search:	
	Case	Defendant	Туре	Status	

#### Step 4

On the Basic Info tab, complete the following:

## a. **Proceeding in Which Transcript is to be Used** (i.e. what will you use the transcript for? Appeal, Motion to Dismiss etc.).

#### b. Proceeding to be Transcribed:

List Hearing Type and Date for each needed (Describe specifically) (e.g. 2/8/25 Sentencing). NOTE: For trial transcripts, specify, e.g., voir dire, prosecution opening statement, defense opening statement, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.").

c. Do NOT fill in Apportioned Cost or Apportioned Case and Defendant.

PROCEEDING IN WHIC	H TRANSCRIPT IS TO	BE USED (Describe bri	iefly)	
				* *
PROCEEDINGS TO BE T prosecution opening st argument, prosecution	RANSCRIBED (Descril atement, defense oper rebuttal, jury instruct	be specifically). NOTE: ning statement, witne ions, and/or miscellar	For trial transcripts, specify, e.g ss testimony, prosecution argum eous conferences.	, voir dire, ent, defense
				<b>^</b>
Apportioneu C. 1 (0/ )				*
A portioned Case and Defendant				
Special Transcript Handling	30-Day	• *		
Order Date				
Nunc Pro Tunc Date				
« First < Previous	Next > Last »	Save	Delete Draft	Audit Assist

- d. 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 other than 30 day delivery, youmust attach justification letter to the Documents tab.
- e. Once this section is complete, click **Next** or the **Documents** tab.

## Step 5

On the **Documents** tab, click browse to attach a PDF of the same AO435 (AZ 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	n			
Support	ing Documents				
File Upload	(Only Pdf files of 10MB size	e or less!)			
File	Choose File No file chosen				
Description					
					Upload
Description				Dele	te View
Justification Letter				Dele	te <u>View</u>
AO435 Form				Delet	<u>te View</u>
« First < Prev	ious Next > Last »	Save	Delete I	Draft	Audit Assist

## 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 no	tes you enter will be a	vailable to the next ap	proval level.	Ŷ	
✓ I swear an Date: 8/30/	<b>d affirm the truth or correctr</b> 2015 12:28:1	less of the above	statements		ubmit •	-
«First < Previo	ous Next > Last »	Save	Delete Draft			

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 on the same document, 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.