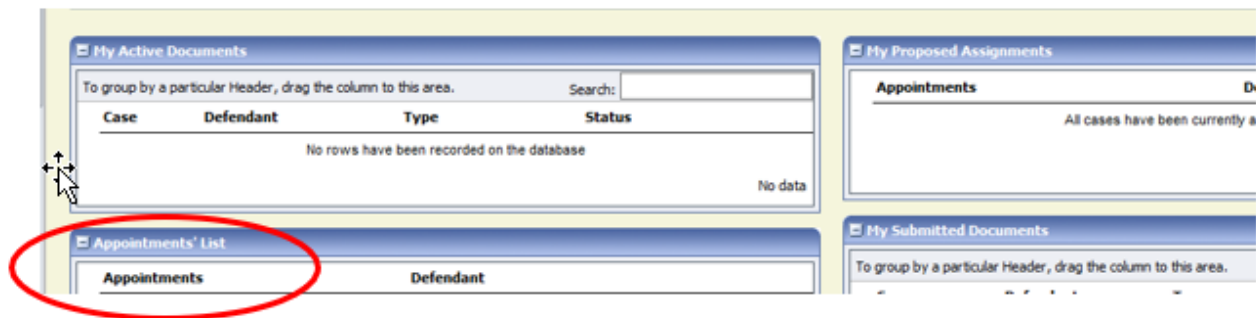


# eVoucher

## How To Order CJA Transcripts

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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** 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<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   |  |

**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 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** (i.e. Change of Plea held 7/4/22; Sentencing held 10/1/2022”). Be sure to include hearing type and date for each hearing that is needed.

c. Do NOT fill in Apportioned Cost or Apportioned 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. A justification letter is required for handling of less than 30 days.

e. Select **Special Authorizations**, if appropriate.

Note: Trial transcripts requests by CJA attorneys do not 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 letter is required if you are requesting any of these Special Authorizations.

f. Once this section is complete, click **Next**.

Proceeding in Which Transcript is to be Used: Trial Prep

Proceeding To Be Transcribed: Detention Hearing held 10/4/22

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 Audit Assist

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 **Upload** button. 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. Once all documents are attached, click **Next**.

Basic Info Documents Confirmation

### Supporting Documents

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

File N:\PDF\AO435 Form.pdf

Description

| Description    | Delete | View |
|----------------|--------|------|
| No Attachments |        |      |

Basic Info Documents Confirmation

### Supporting Documents

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

File

Description


| 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> |

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.” 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](#)

9. 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



The screenshot shows the user interface of the eVoucher system. At the top, there is a navigation bar with links for Home, Operations, Reports, CMECF, Links, Help, and logout. Below this, a user profile section displays 'Welcome Jenna Attorney:' with links for 'My Profile', 'My Appointments: View', and 'Search Existing Appointments: Search'. A central banner features a photo of hands and the word 'ATTORNEY'. The main content area is titled 'My Active Documents' and includes a search bar and a table of documents. A red arrow points to a document highlighted in gold, indicating it is a rejected AUTH-24. Below the table is an 'Appointments' list section.

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

10. Once your 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.