

**U.S. DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN**

**INSTRUCTIONS ON HOW TO ORDER A TRANSCRIPT
PURSUANT TO THE CRIMINAL JUSTICE ACT (CJA)
USING THE eVOUCHER PAYMENT SYSTEM**



To order a transcript, attorneys need only complete the AUTH-24 for preparation and certify that services were rendered for payment. Follow the step-by-step instructions on how to create an AUTH-24 and to certify services.

1. CREATING AN AUTH-24 FOR THE JUDGE’S AUTHORIZATION IN eVOUCHER

STEP 1

Click the appropriate case number in the **Appointment List** on the *Attorney Home* page. (See *Figure 1*)

The screenshot shows the Attorney Home page with a navigation bar (Home, Operations, Reports, Links, Help, logout) and a user profile for Ann Attorney. The main content area is divided into two sections: "My Active Documents" and "Appointments' List".

My Active Documents

Case	Defendant	Type	Status	Date Entere
2:05-CR-80034-... Starts: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount:...	CJA-20	Voucher Entry Edit	06/14/2016
2:05-CR-80034-... Starts: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount:...	CJA-21 John Harrington Investigator	Voucher Entry Edit	07/20/2016
2:05-CR-80034-... Starts: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount:...	CJA-21 Robert Jones Investigator	Voucher Entry Edit	07/26/2016
2:05-CR-80034-... Starts: 08/01/2016 End: 08/01/2016	Michael Word (# 1) Claimed Amount:...	CJA-21 James Hoppy Investigator	Voucher Entry Edit	08/01/2016

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Appointments' List

Appointments	Defendant
Case: 2:05-CR-80034-GER Defendant #: 1 Case Title: United States of America v. Word et al Attorney: Ann Attorney	Defendant: Michael Word Representation Type: Criminal Case Order Type: Subs for Federal Defender Order Date: 03/01/16 Pres. Judge: Gerald E Rosen Adm./Mag Judge:

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Figure 1: Appointment List on Attorney Home Page

Clicking the case number will take you to the “Appointment Info” page where you may select the option to create the authorization.

STEP 2

Select the **AUTH-24 Create** link in the left panel “Appointment” section. (See Figure 2)

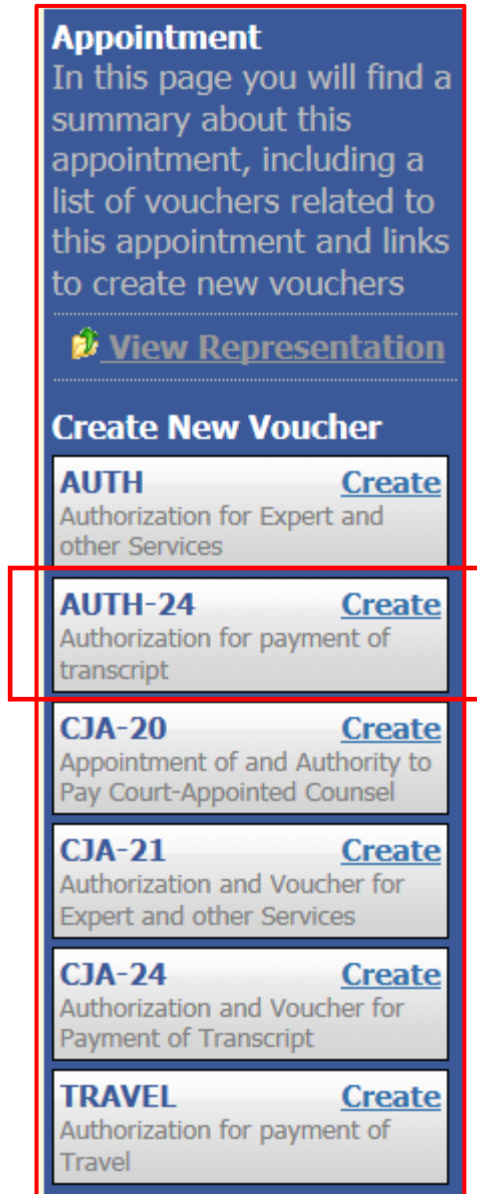


Figure 2: AUTH-24 Create link

This will allow you to create the authorization to submit to the Judge to approve the court reporter’s completion of the requested transcript.

NOTE: A separate AUTH-24 is required for each court reporter a transcript is being ordered from. If you are ordering more than one transcript for a case, you may do so in a single AUTH-24 as long as the proceedings and hearing dates are listed on the AUTH-24 in the section entitled “Proceeding to be Transcribed.”

STEP 3

Enter the details of the requested transcript that appears on the *Basic Info* screen. (See Figure 3)

Basic Info

1. CIR. DIST. DIV. CODE 0645	2. PERSON REPRESENTED Michael Word	5. APPEALS. DKT/DEF. NUMBER	VOUCHER NUMBER
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 2:05-CR-80034-1-GER	6. OTHER. DKT/DEF. NUMBER	
7. IN CASE MATTER OF (Case Name) United States of America v. Word et al	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
21: 846=CD.F CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE

12. ATTORNEY'S NAME AND MAILING ADDRESS
Ann Attorney - Bar Number: P32323
231 W. Lafayette Blvd.
Detroit MI 48226
Phone: 313-234-5000

13. COURT ORDER
 A Associate C Co-Counsel F Subs for Federal Defender
 O Appointing Counsel P Subs for Panel Attorney R Subs for Retained Attorney
 S Pro Se T Retained Attorney Y Standby Counsel
 Prior Attorney's Name
 Appointment Dates
 Signature of Presiding Judge or By Order of the Court
 David R. Grand
 Date of Order
 3/1/2016 Nunc Pro Tunc Date 2/28/2016
 Repayment YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

Proceeding Transcript To Be Used *
Appeal of detention order to district judge

Proceeding To Be Transcribed *
Detention Hearing

Apportioned Cost (%)
Totals only of budget info for defendant

Special Transcript Handling *
Expedited

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

Figure 3: CJA24 Authorization on Basic Info Screen

NOTE: The following sections that **require** completion are designated with an asterisk.

Proceeding Transcript To Be Used: Insert the proceeding for which you will be using the transcript.

Proceeding To Be Transcribed: Insert the proceeding(s) and proceeding date(s) to be transcribed.

Special Transcript Handling: This option defaults to none. However, if you require the transcript within a specific timeframe, select the appropriate option from the drop-down list because it also requires judge approval.

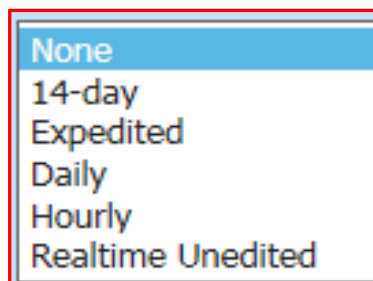
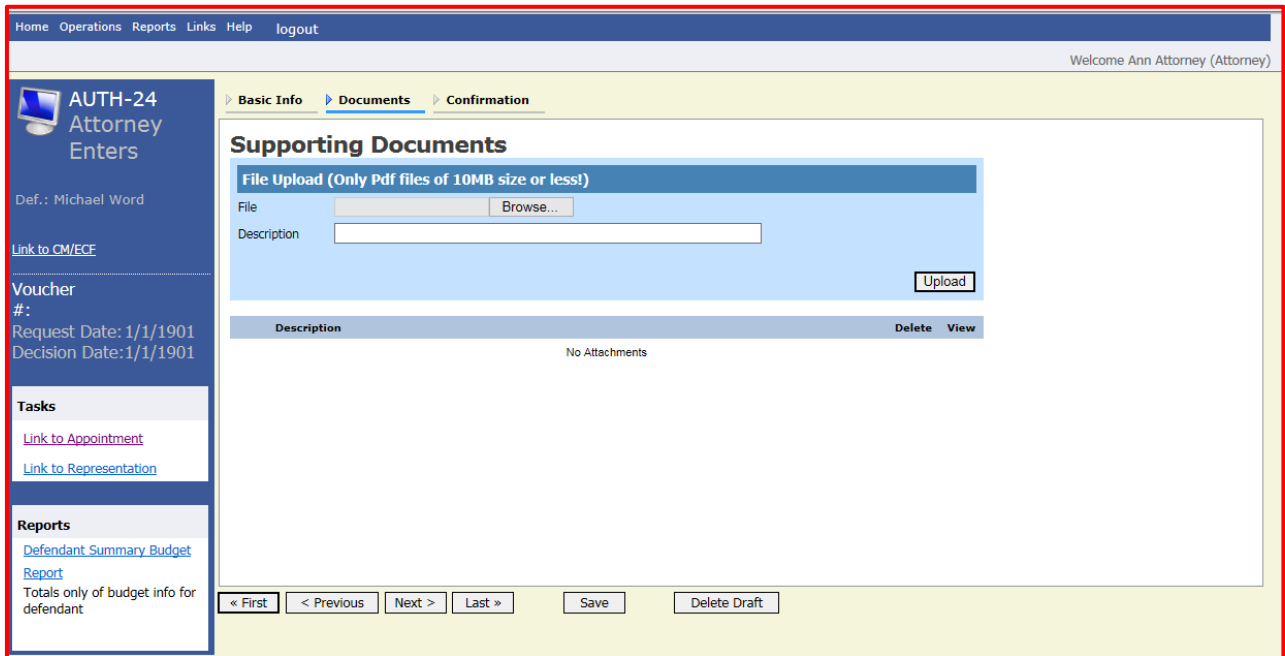


Figure 4: Special Transcript Handling

Once you have completed all required information, click [Next] or the appropriate tab at the top of the page.

STEP 4

Any supporting documentation that may be provided to the Judge, should be uploaded under the **Documents** tab. (See Figure 5)



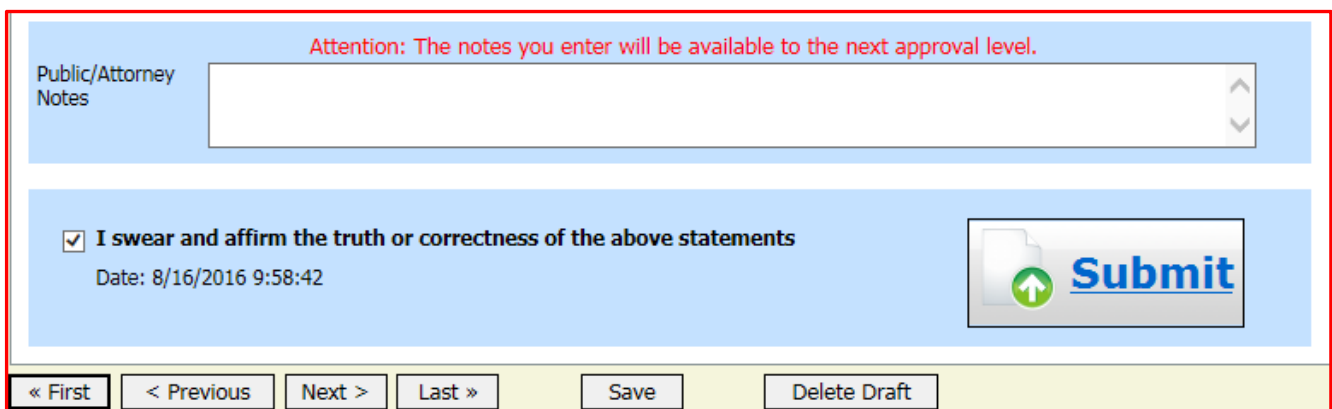
The screenshot shows the 'Supporting Documents' screen in the eVoucher system. The page has a navigation bar at the top with 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'logout'. A user greeting 'Welcome Ann Attorney (Attorney)' is in the top right. The left sidebar contains the user's name 'AUTH-24 Attorney Enters', their name 'Michael Word', and various links and reports. The main content area is titled 'Supporting Documents' and features a 'File Upload (Only Pdf files of 10MB size or less!)' section with a 'File' input field, a 'Browse...' button, and an 'Upload' button. Below this is a table with columns 'Description', 'Delete', and 'View', currently showing 'No Attachments'. At the bottom, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

Figure 5: Documents screen

Only .pdf documents may be uploaded into eVoucher. After selecting the document, enter a description of the document and click upload. The attachment will appear in the lower section of the screen under the “Description” section. Click [Next].

STEP 5

Confirm the CJA 24 Authorization by clicking in the box to swear or affirm the truthfulness of the authorization. Once you have selected the “I swear...” check box, the **Submit** button will become active. Click **Submit**. (See Figure 6)



The screenshot shows the 'Confirmation Tab' in the eVoucher system. At the top, there is a red warning message: 'Attention: The notes you enter will be available to the next approval level.' Below this is a text area for 'Public/Attorney Notes'. A checkbox is checked, with the text 'I swear and affirm the truth or correctness of the above statements' and a date 'Date: 8/16/2016 9:58:42'. A large 'Submit' button with a green arrow icon is visible. At the bottom, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

Figure 6: Submit Button on Confirmation Tab

After approval, the authorization will appear in the “Closed Documents” folder located in the lower right corner on the “Attorney Home” page. (See Figure 7)

Case	Defendant	Type	Status	Date Entered
2:05-CR-80034... Start: 08/16/2016 End: 08/16/2016	Michael Word (# 1) Claimed Amount: ... Approved Amount...	AUTH-24	Voucher Closed 0645.0000540	08/16/2016

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Figure 7: Closed Documents Folder

NOTES:

- All CJA transcript requests require authorization by either the assigned district judge or if no district judge is assigned, the magistrate judge before whom the proceeding took place.
- Payment arrangements must be made before the court reporter will honor delivery deadlines. A payment arrangement is defined as the creation of a voucher for payment and **all** vouchers are created by the Court Reporter Supervisor after the AUTH-24 has been approved.
- Attorneys appointed by the Court of Appeals must contact Court Reporter Supervisor John Purdy at 313-234-5132 for ordering instructions.

2. CERTIFYING SERVICES RENDERED AND SUBMITTING FOR PAYMENT IN eVOUCHER

After the court reporter completes a voucher, it will appear in the “My Active Documents” folder on your **Attorney Home** page. (See Figure 1) Click the case or document number hyperlink to open the voucher.

Case	Defendant	Type	Status	Date Entered
2:05-CR-80034... Start: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount: ...	CJA-20	Voucher Entry Edit	06/14/2016
2:05-CR-80034... Start: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount: ...	CJA-21 John Harrington Investigator	Voucher Entry Edit	07/20/2016
2:05-CR-80034... Start: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount: ...	CJA-21 Robert Jones Investigator	Voucher Entry Edit	07/26/2016
2:05-CR-80034... Start: 08/01/2016 End: 08/01/2016	Michael Word (# 1) Claimed Amount: ...	CJA-21 James Hoppy Investigator	Voucher Entry Edit	08/01/2016
2:05-CR-80034... Start: 08/16/2016 End: 08/16/2016	Michael Word (# 1) Claimed Amount: ...	CJA-24 Ann Expert	Submitted to Attorney 0645.0000544	08/16/2016

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Figure 1: My Active Documents Folder

To certify and submit for payment, check the certification box, then click “Approve”. (See Figure 2)
NOTE: You may review the court reporter’s claim for services under the “Basic Info” tab.

The screenshot shows a web application interface for a court reporter voucher. The main content area is titled "Confirmation" and contains a form with several sections:

- Basic Info:** Includes fields for Case No. (0645), Mag. Dist. Def. Number (0645), and other identifiers.
- Services:** Includes fields for Case Name (United States of America v. Word et al.), Payment Category (Felony), and Person Represented (Adult Defendant).
- Expenses:** A table showing various expense types and their amounts, such as Original (\$592.50), Copy (\$0.00), Travel Miles (\$0.00), and Postage (\$0.00).
- Confirmation Table:** A table with columns: TR, TRANSCRIPT, INCLUDE PAGE NUMBERS, NO. OF PAGES, RATE PER PAGE, SUB-TOTAL, LESS AMOUNT APPORTIONED, and TOTAL. It lists Original (130 pages, \$592.50) and Copy (9 pages, \$0.00) services.
- Signatures and Dates:** Fields for Attorney Signature (Ann Attorney), Date (8/16/2016 9:58:42), and Court Clerk Signature (Gerald E Rosen), Date (8/1/2016).
- Approval Section:** Includes a checkbox for "I certify that I have reviewed the above information" and buttons for "Approve" and "Reject".

Figure 2: Voucher for Certification

If the voucher is correct, click the certification checkbox and Approve. The voucher has been submitted to the court for payment approval. The confirmation page with the document number will appear after successful submission. The voucher will appear in the “My Submitted Documents” folder of your Home Page.

