

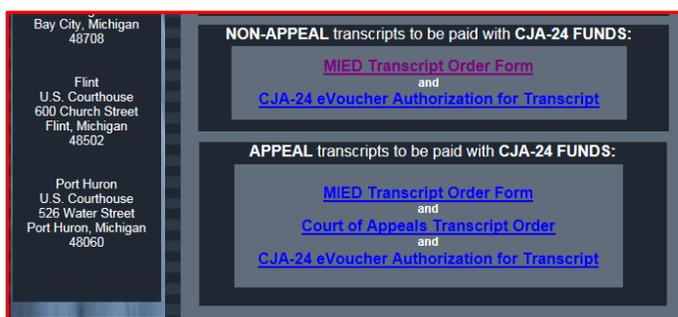
INSTRUCTIONS ON HOW TO ORDER A TRANSCRIPT
PURSUANT TO THE CRIMINAL JUSTICE ACT (CJA)
USING THE eVOUCHER PAYMENT SYSTEM



Ordering a transcript is a four-part process: 1. Order the transcript; 2. Obtain the judge’s authorization; 3. Create the voucher for court reporter completion; and 4. Certify receipt and submit for payment.

1. ORDERING THE TRANSCRIPT

You must notify the court reporter of your request for a transcript by first fully completing the MIED Transcript Order Form at <http://www.transcriptorders.com>.



United States District Court / Eastern District of Michigan

TRANSCRIPT ORDER FORM

• *Denotes required fields*

Court Reporter: Judicial Officer:

For Appeal? Yes No (If yes, you must also complete the [Sixth Circuit Transcript Order](#).)

NOTES:

- 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.
- All CJA transcript requests require authorization by either the assigned judge or if no judge is assigned, the magistrate judge before whom the proceeding took place.
- There is a CJA-24 eVoucher link to sign in and create the AUTH-24 on the Transcriptorders.com home page.
- If ordering transcripts for appeal, complete section 1-3 of these instructions **before** filing the Court of Appeals transcript order.

2. OBTAINING JUDGE AUTHORIZATION IN eVOUCHER

STEP 1

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

The screenshot displays the Attorney Home page interface. At the top, there is a navigation bar with links for Home, Operations, Reports, Links, Help, and logout. Below this, a welcome message for Ann Attorney is shown, along with links to My Profile and My Appointments. 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

Page 1 of 1 (4 items)

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:

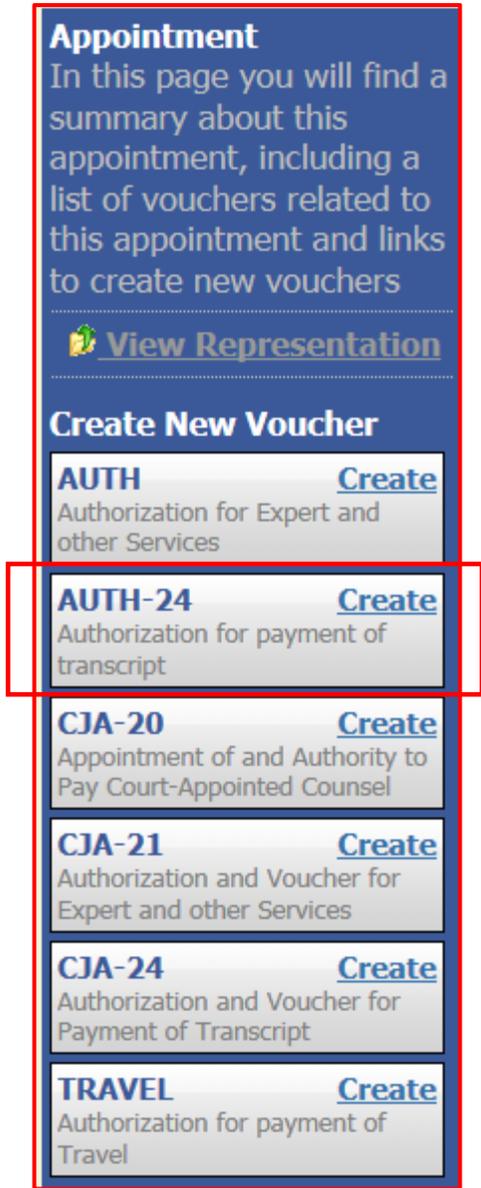
Page 1 of 1 (1 items)

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)



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 Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create
CJA-24 Authorization and Voucher for Payment of Transcript	Create
TRAVEL Authorization for payment of Travel	Create

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.

STEP 3

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

Basic Info		VOUCHER NUMBER	
1. CIR. DIST. DIV. CODE 0645	2. PERSON REPRESENTED Michael Word	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
3. MAG. DKT/DEF. NUMBER 2:05-CR-80034-1-GER	4. DIST. DKT/DEF. NUMBER	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
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)			
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 331 W. Lafayette Blvd. Detroit MI 48226 Phone: 313-234-5000		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> 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 <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 (%):

Special Transcript Handling: Expedited *

Transcripts:
 Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date: [Calendar Icon]
Nunc Pro Tunc Date: [Calendar Icon]

« 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 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)

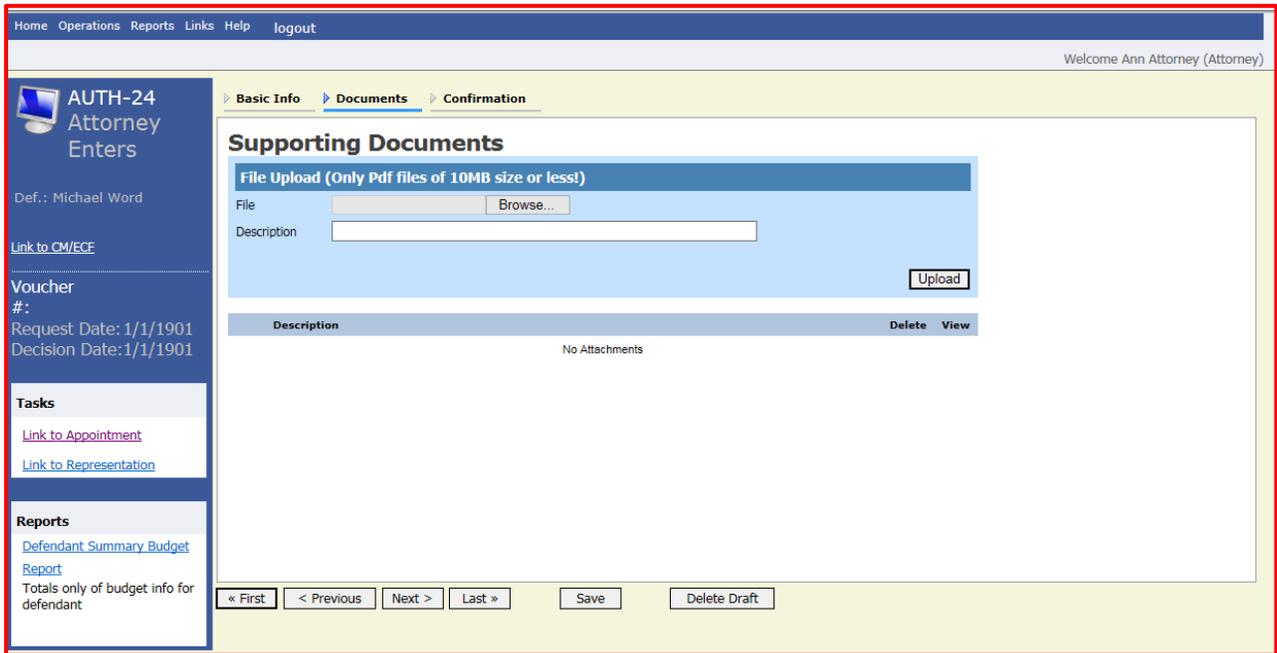


Figure 5: Documents screen

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)

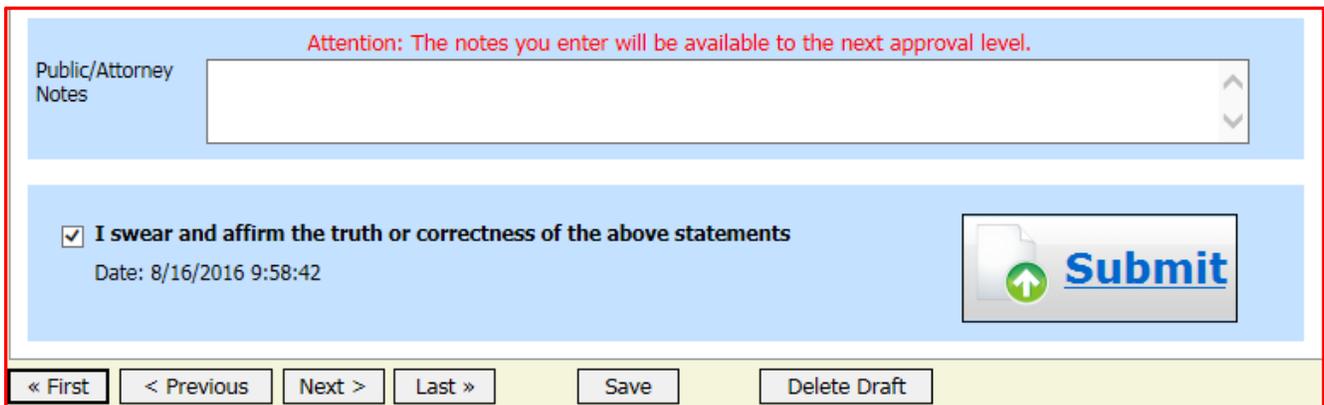


Figure 6: Submit Button on Confirmation Tab

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) **NOTE:** An AUTH-24 must be generated for every transcript request. Consequently, it is necessary to verify the AUTH-24 by the ID number in the “Authorization Selection” screen, see section 3, Figure 3 below.

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

Figure 7: Closed Documents Folder

3. CREATING THE CJA 24 VOUCHER IN eVOUCHER

STEP 1

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

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:... John Harrington Investigator	CJA-21	Voucher Entry Edit	07/20/2016
2:05-CR-80034... Start: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount:... Robert Jones Investigator	CJA-21	Voucher Entry Edit	07/26/2016
2:05-CR-80034... Start: 08/01/2016 End: 08/01/2016	Michael Word (# 1) Claimed Amount:... James Hoppy Investigator	CJA-21	Voucher Entry Edit	08/01/2016

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:

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 **CJA-24 Create** link on the left panel on the *Appointment Info* . (See Figure 2)

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 Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create
CJA-24 Authorization and Voucher for Payment of Transcript	Create
TRAVEL Authorization for payment of Travel	Create

Figure 2: AUTH-24 Create link

This will allow you to create the voucher to submit to the court reporter for completion once the transcript has been prepared. You will be taken to the “Basic Info” page to prepare the voucher.

STEP 3

Complete the “Authorization Selection” section. The voucher assignment is greyed out until you select the court reporter from the “Expert” drop down menu. (See Figure 3)

Basic Info

1. CIR. DIST. DIV. CODE 0645	2. PERSON REPRESENTED Michael Word	
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 2:05-CR-80034-1-GER	5. APPEALS. 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
11. OFFENSE(S) CHARGED 21-\$46=CD F CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE		
EXCESS FEE LIMIT \$10,000.00	PRESIDING JUDGE Gerald E Rosen	MAGISTRATE JUDGE

Authorization Selection
Select an approved authorization request for this CJA-24

Existing Requests for Authorization

ID Number: 540 Order Date: 03/01/2016 Proceeding Transcribed: Detention Hearing	Service Type: Court Reporter / Transcript Special Handling: 14_DAY
ID Number: 545 Order Date: 03/01/2016 Proceeding Transcribed: appeal	Service Type: Court Reporter / Transcript Special Handling: EXPEDITED

New Voucher Information

Description

Voucher Assignment Attorney Expert
This indicates who will be responsible for filling the voucher claim part

Court Report/Transcriber Status
 Official Contract Transcriber Other

Service Provider
You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert [Dropdown Menu]

First Name [Text] Middle Name [Text] Last Name * [Text]

Email * [Text]

Phone * [Text] Fax [Text]

Address 1 * [Text] City * [Text]

Address 2 [Text] State (U.S. Only*) [Dropdown] Zip * [Text]

Address 3 [Text] Country* [Dropdown] UNITED STATES

[Create Voucher]

« First < Previous Next > Last » [Delete Draft]

Figure 3: Authorization Selection

1. Click the appropriate ID Number under “Existing Requests for Authorization” to activate the “New Voucher Information” section. **NOTE:** There can be multiple ID Numbers in this section be certain to select the correct one.
2. Select the court reporter from the “Expert” drop down menu.
3. Click “Expert” option in “Voucher Assignment.”

STEP 4

Click the “Create Voucher” button, once the “New Voucher Information” section is complete. (See Figure 4)

Figure 4: Completed Authorization Selection for CJA-24

After clicking “Create Voucher,” you will see the completed voucher screen. (See Figure 5)

Figure 5: Completed Voucher Submitted to Court Reporter

The voucher is now with the court reporter for completion after the transcript is prepared. Click the “Home” button in the top left corner of the page.

