

**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 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 user profile section identifies the user as Ann Attorney, with links for 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

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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)

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.

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 “Proceedings to be Transcribed.”

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

AUTH-24 Attorney Enters
Def.: Michael Word
Link to CMTEC

Voucher #:
Request Date: 1/1/1901
Decision Date: 1/1/1901

Tasks
[Link to Appointment](#)
[Link to Representation](#)

Reports
[Defendant Summary Budget Report](#)
Totals only of Budget info for defendant

Basic Info

1. CCR DKT REF NUMBER 9845	1. PERSON REPRESENTED Michael Word	VOUCHER NUMBER	
1. MAG DKT REF NUMBER	4. DKT REF NUMBER 0:05-CR-80034 J-GER	1. APPEALS DKT REF NUMBER	4. OTHER DKT REF NUMBER
1. IN CASE MATTER OF/Case Name: United States of America v. Word et al	1. PAYMENT CATEGORY Felony (including pre-trial diversion if alleged felony)	1. TYPE PERSON REPRESENTED Adult Defendant	1. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 11.146*CD F CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE			
13. ATTORNEY'S NAME AND MAILING ADDRESS Aunt Attorney - Bar Number: P32323 331 W. LaSalle Blvd. Detroit MI 48226 Phone: 313-234-5000		13. COCKY ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> F Fees for Federal Defender <input type="checkbox"/> O. Appointing Counsel <input type="checkbox"/> P Fees for Paid Attorney <input type="checkbox"/> R Fees for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> V Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Firm Attorney's Name Appointment Dates Department of Proceeding Judge or By Order of the Court David J. Grand Date of Order 01/01/2016 Next Pro Firm Date 02/28/2016 Repeatability <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly)

PROCEEDINGS TO BE TRANSCRIBED (Describe specifically). 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.

Apporportioned Cost (%)
Apporportioned Case and Defendant
Special Transcript Handling **30-Day**

= First < Previous Next > Last = Save Delete Draft

Figure 3: CIA24 Authorization on Basic Info Screen

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

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

Proceedings To Be Transcribed: Insert the proceeding(s) and proceeding date(s) to be transcribed. For trial transcripts, specify, e.g., voir dire, prosecution opening statement, etc.

Special Transcript Handling: This option defaults to 30-Day. However, if you require the transcript within a different timeframe, select the appropriate option from the drop-down list because it also requires judge approval.

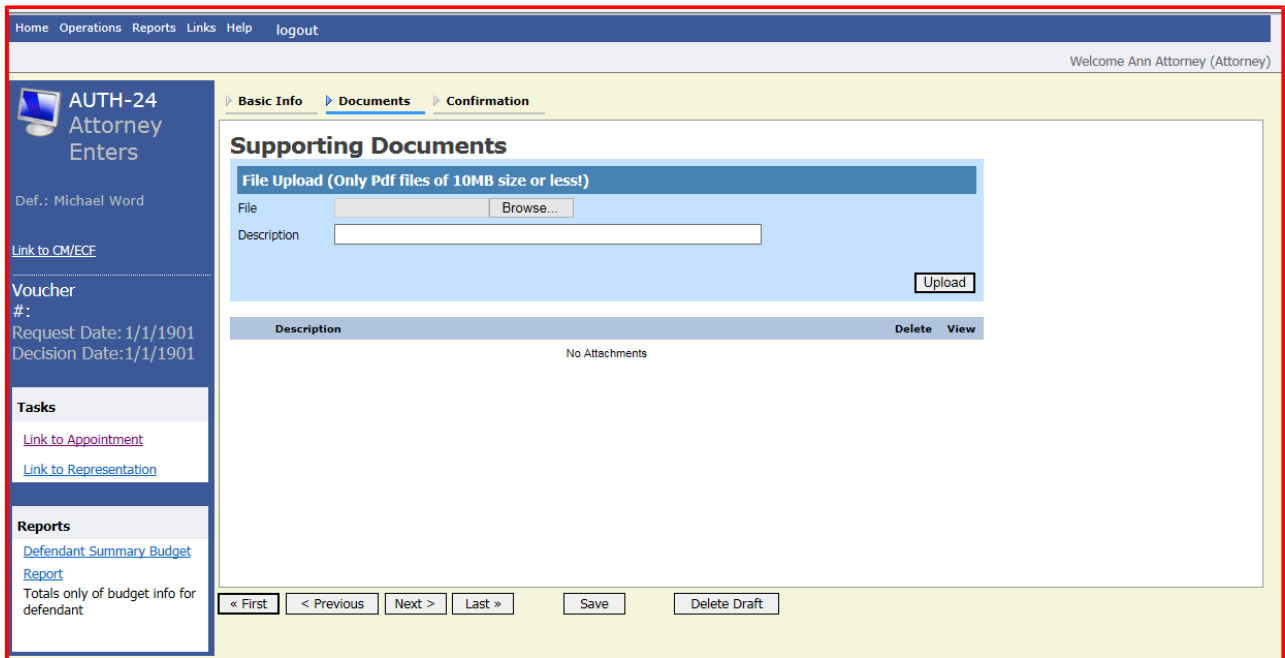
30-Day
14-Day
7-Day
3-Day
Next-Day
2-Hour
Realtime Unedited

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)



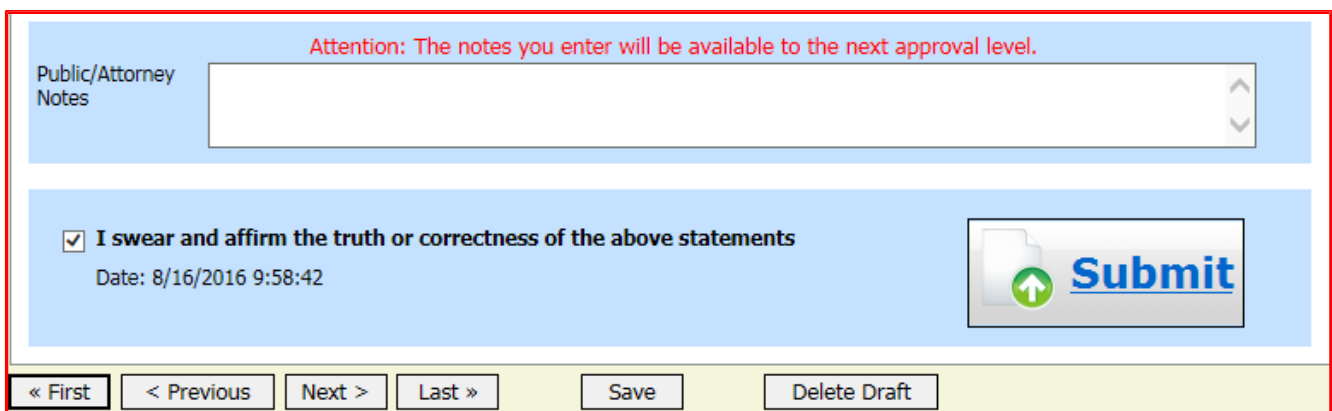
The screenshot shows the 'Supporting Documents' screen in the eVoucher system. The page has a navigation bar at the top with 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'logout'. A user greeting 'Welcome Ann Attorney (Attorney)' is visible in the top right. The main content area is divided into three tabs: 'Basic Info', 'Documents', and 'Confirmation'. The 'Documents' tab is active, displaying a 'Supporting Documents' section. This section includes a 'File Upload (Only Pdf files of 10MB size or less!)' area with a 'File' input field and a 'Browse...' button. Below this is a 'Description' input field and an 'Upload' button. A table below the upload area shows 'No Attachments' with columns for 'Description', 'Delete', and 'View'. At the bottom of the screen, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. A left sidebar contains information for 'AUTH-24 Attorney Enters', including the user 'Michael Word', a 'Link to CM/ECF', voucher details (Request Date: 1/1/1901, Decision Date: 1/1/1901), and links for 'Appointment' and 'Representation'. There are also sections for 'Reports' and 'Tasks'.

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 'Submit Button on Confirmation Tab' in the eVoucher system. The page has a light blue background. 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 'Public/Attorney Notes' section with a text input field. Underneath, there is a checkbox labeled 'I swear and affirm the truth or correctness of the above statements' which is checked. To the right of the checkbox is a 'Submit' button with a green arrow icon. Below the checkbox, the date 'Date: 8/16/2016 9:58:42' is displayed. At the bottom of the screen, 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 Operations Coordinator after the AUTH-24 has been approved.
- Attorneys appointed by the Court of Appeals may contact the Operations Coordinator at 313-234-5022 for assistance with ordering transcripts.

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 "Services" tab.

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

- Basic Info:** Includes fields for CJA-24 Case Number (0645), Mag. Svy Def Number, Case Matter (United States of America v. Word et al), and Case Category (Felony).
- Services:** A table showing "Original" and "Copy" services with a total amount of \$592.50.
- Expenses:** A table showing "Travel Misc" and "Other Expenses" with a total amount of \$0.00.
- Confirmation Section:** Contains a "REQUEST AND AUTHORIZATION FOR TRANSCRIPT" form with fields for "PERSON REPRESENTED" (Michael Word), "APPEALS SVY DEF NUMBER", "TYPE PERSON REPRESENTED" (Adult Defendant), and "REPRESENTATION TYPE" (Criminal Case).
- CLAIMS FOR SERVICES:** A table with columns: INCL. PAGE NUMBER, NO. OF PAGES, RATE PER PAGE, SUB-TOTAL, LEGS AMOUNT APPOINTED, and TOTAL. It lists "Original" and "Copy" services.
- Signature and Date:** Fields for the Attorney's signature and date (8/16/2016 9:38:42), and the Presiding Judge's signature and date (8/16/2016).
- Approve/Reject:** Two large buttons at the bottom right, with "Approve" in blue and "Reject" in red.

Figure 2: Voucher for Certification

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.

