

**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 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

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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:

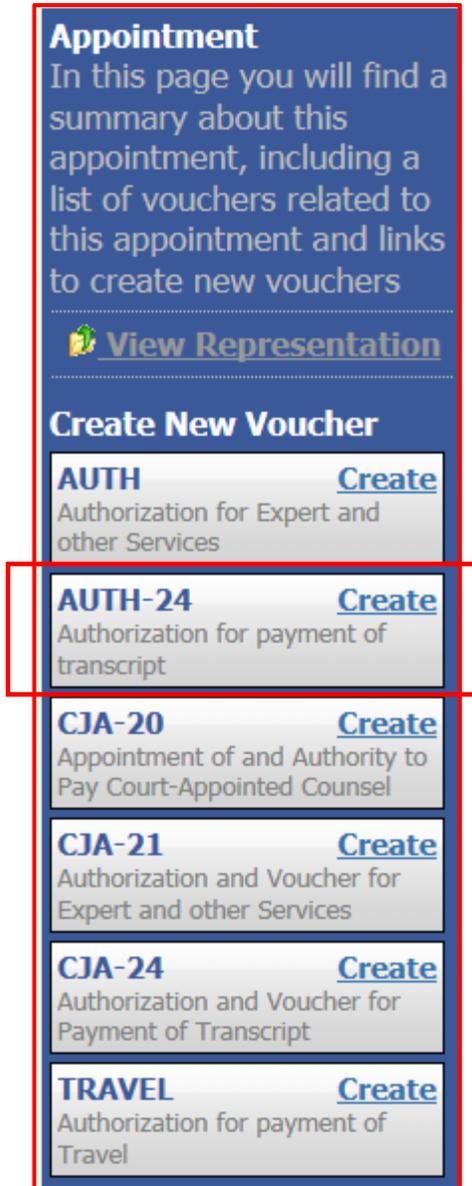
Page 1 of 1 (1 items)

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.

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		VOUCHER NUMBER
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
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 <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 (%):

Apportioned Case and Defendant:

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]

Navigation: << 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.

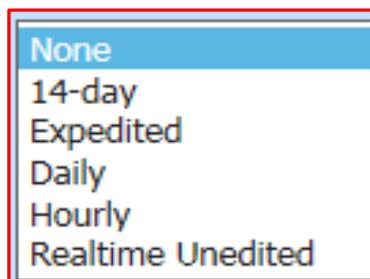


Figure 4: Special Transcript Handling

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)

Home Operations Reports Links Help logout

Welcome Ann Attorney (Attorney)

AUTH-24
Attorney
Enters

Def.: Michael Word

Link to CM/ECE

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 Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
No Attachments		

<< First < Previous Next > Last >> Save 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)

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: 8/16/2016 9:58:42

Submit

<< First < Previous Next > Last >> Save 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-based form titled "Confirmation" for a voucher submission. The interface includes a navigation bar at the top with links for Home, Operations, Reports, Links, Help, and Logout. On the left side, there is a sidebar with a "Submitted to Attorney" status for CJA-24, a voucher number (0645.0000544), and various summary tables for Services, Travel, and Expenses. The main content area is divided into several sections:

- Basic Info:** Includes fields for Case Matter (United States of America v. Word et al), Payment Category (Felony), and Person Represented (Michael Word).
- Services:** Details the offense (CDP CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE) and the type of transcript requested (Request and Authorization for Transcript).
- Expenses:** Lists various costs such as FAX, Long Distance Charges, and Postage, with a total of \$0.00.
- Confirmation:** Contains a table for transcript costs (Table 18) and a section for Attorney Certification (Table 19).

NO.	TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
1	Original	see detail	100	see detail	3392.50	see detail	3392.50
2	Copy	see detail	9	see detail	80.00	see detail	80.00
3	Expenses/Overhead						30.00
						TOTAL AMOUNT CLAIMED	3402.50

At the bottom of the form, there is a certification section with a checkbox labeled "I certify that I have reviewed the above information" and a date field showing "Date: 8/16/2016 17:11:8". To the right of this section are two large buttons: "Approve" (with a blue checkmark icon) and "Reject" (with a red X icon). Below these buttons are navigation controls including "First", "Previous", "Next", "Last", "Save", and "Delete Draft".

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.

