

Transcript Authorizations and CJA 24 Vouchers

Submission of AUTH-24 Request in District eVoucher System

- CJA authorization for all transcript needed for appeal is requested by submitting an AUTH-24 in the district eVoucher system in accordance with the district's eVoucher procedures.
- New counsel appointed on appeal must contact district eVoucher staff for appointment to the underlying district court case and for any necessary assistance with registration and login to the district eVoucher system. See [District eVoucher Contacts for Transcript Authorization and Payment](#).
- CJA counsel creates AUTH-24 requests for all transcript needed on appeal and submits the requests for district judge approval.

Submission of Transcript Order Form to Court Reporter, District Court, and Fourth Circuit

- All CJA counsel must also submit a Transcript Order Form to the court reporter and district court and file the same in the court of appeals with counsel's Docketing Statement.
- Upon filing of the Transcript Order Form, the Fourth Circuit will set deadlines for completion of the transcript.

Submission of CJA 24 in District eVoucher System for Payment of Court Reporter after Completion of Transcript

- Once the transcript has been provided to counsel, counsel creates and submits a CJA 24 voucher in district eVoucher for payment of the court reporter in accordance with the district's eVoucher procedures.

If the Fourth Circuit Orders Additional CJA Transcript

- On occasion, the Fourth Circuit will determine that transcript in addition to that ordered by CJA counsel is necessary to decide the appeal.
- In that situation, the Fourth Circuit will enter an order in CM/ECF directing preparation of transcript under the CJA and sending an approved CJA 24 authorization and voucher form to the court reporter.
- After filing the court-ordered transcript, the court reporter will send the completed CJA 24 authorization and voucher form to the Fourth Circuit for payment.
- The Fourth Circuit will approve payment to the court reporter through its eVoucher system.