

Transcript Authorizations and CJA 24 Vouchers

Submission of AUTH-24 Request in District eVoucher System by Counsel Appointed in Underlying District Court Case

- 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 with attached AUTH-24 or CJA 24 Form to Court Reporter and District Court and Filing of Same with Fourth Circuit

- All CJA counsel must also submit a Transcript Order Form with attached AUTH-24 or CJA 24 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.