

INSTRUCTIONS FOR COURT REPORTER/TRANSCRIBER PAYMENT IN CRIMINAL JUSTICE ACT (CJA) CASES

1. The panel attorney files an AUTH 24 transcript request in eVoucher which is reviewed and approved by the CJA SA.
2. After the AUTH 24 has been approved, the court-appointed attorney files a Transcript Designation & Ordering Form (TD&O) in CM/ECF, and the court reporter/transcriber receives the notice of electronic filing.
3. Adina/Wendy receive the daily Docket Activity Report. If a TD&O on that Report is for a CJA case, one of them delegates as the attorney and creates the CJA 24 and assigns it to the Court Reporter for completion.
4. If the court reporter/transcriber is not a user in the eVoucher program, Adina/Wendy will contact the court reporter to obtain a W-9 and New Vendor form and enter the court reporter as an eVoucher user.
5. The court reporter/transcriber begins transcription once the request is approved and the TD&O is filed.
6. The court reporter/transcriber completes the transcript and e-files it or emails it to the clerk's office for filing.
7. If the court reporter/transcriber is an eVoucher user, the court reporter/transcriber opens the eVoucher program to submit and sign the voucher for payment. If the court reporter/transcriber is not an eVoucher user, contact Adina/Wendy to finalize invoicing.
8. The court reporter/transcriber sends the transcript to the requesting attorney and bcc's Adina/Wendy at MTX_CJASA@fd.org. Adina/Wendy confirm that the transcript is on file in CM/ECF; from the bcc'd email, they know it has been delivered to the attorney; and they are able to approve the voucher for payment.