

INSTRUCTIONS FOR COURT REPORTERS/TRANSCRIBERS IN CRIMINAL JUSTICE ACT (CJA) CASES

1. The court reporter/transcriber receives a Transcript Designation & Ordering Form from a CJA attorney.
2. Before beginning transcription, the court reporter/transcriber should ensure the transcript request has been approved by the CJA supervising attorney, Wendy Holton. To do this, the court reporter/transcriber should enter their queue in the eVoucher program. If the request has been approved, the corresponding CJA-24 voucher will be entered there.
***If the voucher has not been entered within 24 hours or if the transcript request is expedited, email the CJA supervising attorney, Wendy Holton, at MTX_CJASA@fd.org or directly at wendy_holton@fd.org.*
3. Once the CJA-24 voucher is in the court reporter/transcriber's eVoucher queue, the court reporter/transcriber completes the transcript and either efiles it or emails it to Michelle Badaruddin in the clerk's office: michelle_badaruddin@mtd.uscourts.gov
4. The court reporter/transcriber emails the transcript to the CJA attorney who requested the transcript and cc's the CJA supervising attorney, Wendy Holton, on that email.
5. The court reporter/transcriber enters her/his eVoucher queue and completes/submits the CJA-24 form.

**If the court reporter/transcriber is not a user of the eVoucher program, contact the CJA supervising attorney, Wendy Holton, at MTX_CJASA@fd.org*