

CJA PANEL MEMBER CJA 24 INSTRUCTIONS

1. The panel attorney files an AUTH 24 transcript request in eVoucher which is reviewed and approved by the CJA Supervising Attorney.
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.¹
3. The CJA Unit receives the daily Docket Activity Report. If a TD&O on that Report is for a CJA case, the CJA Supervising Attorney creates the CJA 24 and assigns it to the Court Reporter for completion. If the CJA-24 voucher has not been entered in the queue, contact CJA SA Wendy Holton, (wendy_holton@fd.org) .
4. The court reporter/transcriber begins transcription only after the transcript request has been approved using the AUTH 24 procedure and the TD&O is filed in CM/ECF.
5. 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
6. The court reporter/transcriber sends the transcript to the requesting attorney and cc's the CJA Supervising on that email (wendy_holton@fd.org). The cc'd email informs the CJA Supervising Attorney that the transcript has been delivered to the attorney and allows her to certify that she has confirmed the page count.
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 an invoice for the transcript has been prepared, it should either be uploaded to the "Documents" section of the CJA 24 or emailed to the CJA Supervising Attorney (wendy_holton@fd.org) who will attach it to the voucher. If the court reporter/transcriber is not an eVoucher user, she/he contacts the CJA Supervising Attorney to finalize invoicing. When the CJA 24 is submitted by the court reporter it appears in the CJA Supervising Attorney's queue and is approved for payment.

¹ If the court reporter/transcriber is not a user in the eVoucher program, the CJA Unit will contact the court reporter to obtain a W-9 and New Vendor form and enter the court reporter as an eVoucher user.