

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

1. 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.
2. The court reporter/transcriber sends an email to Adina Poitra/Wendy Holton at MTX_CJASA@fd.org and provides the case number, copy of the TD&O docket entry (if possible), and requests that Adina/Wendy create a CJA-24 voucher. If the court reporter/transcriber is not a user in the eVoucher program, Adina/Wendy will determine the best way to proceed.
3. Adina/Wendy check the TD&O to see what the attorney is requesting. Assuming the request is appropriate, Adina/Wendy create a CJA-24 voucher in the eVoucher program and notify the court reporter/transcriber that the request is approved. The court reporter/transcriber begins transcription once the request is approved.
4. The court reporter/transcriber completes the transcript and either efiles it or emails it to the clerk's office for filing. 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.
5. The court reporter/transcriber sends the transcript to the requesting attorney and bcc's Adina/Wendy on that email (email address above). Adina/Wendy confirm that the transcript is on file in CM/ECF; from the bcc'd email, they know it's been delivered to the attorney; and they are able to approve the voucher for payment.