

CJA 24 Authorizations and Vouchers for Attorneys

Submitting a Transcript Request for Pre-Authorization

1. All Transcript Request Forms should be submitted to the District Court Clerk's Office, attn: Court Reporter Supervisor. Transcript Request Forms and additional information can be found on the court's website at: <http://www.wied.uscourts.gov/transcript-requests>
2. Clerk's Office staff will seek pre-authorization from the presiding Judge.
3. Attorneys are notified when the court approves or rejects pre-authorization.
4. Upon court approval, court reporter or transcriber will begin transcript preparation.

Approving a CJA 24 Transcript Claim

1. Once claim is submitted by court reporter/transcriptionist, it will appear in My Active Documents with a type "CJA-24" and the name of the court reporter. The Status will appear as "Submitted to Attorney".
2. Click the document number, review, check the "I certify" box and click Approve. The claim will move to the "My Service Provider's Documents" section with a status of "Submitted to Court".

CJA eVoucher Logon:

https://evsdweb.ev.uscourts.gov/CJA_wie_prod/CJAeVoucher/LogOn.aspx