

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, via Transcript Request Form, which is located on the court's website at:
<https://www.wied.uscourts.gov/transcript-order-form>
2. Clerk's Office staff will seek pre-authorization from the presiding Judge for all CJA-related transcript requests.
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. **The attorney must APPROVE the CJA 24, certifying transcript has been received.**
3. 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".