

GUIDE TO ORDERING CJA TRANSCRIPTS

1. Check the docket – has the transcript already been filed?
2. If not, complete a G-120 Order Form.

Note that a separate Letter of Authorization is no longer required, as the new form has a section in which to provide the explanation previously requested in a Letter of Authorization.

Instructions for completing the current version of the G-120 are available [here](#). You may request multiple transcripts on one order form, so long as they were transcribed by the same court reporter. You must complete a separate order form, and a separate AUTH-24 request, for each court reporter, and for any proceedings digitally recorded using the CourtSmart system.

3. Log in to eVoucher, and select the appropriate case from the “Appointments List” window on your home screen:

The screenshot shows the eVoucher home screen. At the top, there is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this, a user profile section displays 'Welcome Jenna Attorney:' with links for 'My Profile', 'My Appointments: View', and 'Search Existing Appointments: Search'. The main content area is divided into several panels. The 'My Active Documents' panel is empty, showing a search bar and a message: 'No rows have been recorded on the database'. The 'My Proposed Assignments' panel shows a table with one row: 'Appointments' and a status of 'All cases have been currently a'. The 'Appointments List' panel is circled in red and contains a table with one row: 'Appointments' and a status of 'Defendant'. The 'My Submitted Documents' panel is partially visible at the bottom right, showing a search bar and a message: 'To group by a particular Header, drag the column to this area.'

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4. Under “Create New Voucher” in the column on the left side of the screen, click “AUTH-24 Create”:

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

View Representation

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

TRAVEL [Create](#)
Authorization for payment of Travel

Reports

Appointment Info

1. CIR. DIST./DIV. CODE 0973	2. PERSON REPRESENTED		VOUCHER NUMBER
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Meza	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-8720.F IMMIGRATION LAWS, ILLEGAL REENTRY			
12. ATTORNEY'S NAME AND MAILING ADDRESS		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court	
14. LAW FIRM NAME AND MAILING ADDRESS		Date of Order 8/1/2015	Nunc Pro Tunc Date
		Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Vouchers on File

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
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5. On the following screen, fill in the “Proceeding Transcript to be Used” field (with, for instance, “on appeal”), the “Proceeding to be Transcribed” field (with “see G-120”), and select the desired delivery type from the “Special Transcript Handling” drop down menu. Check the appropriate boxes if opening statements, closing argument, instructions, or voir dire is desired, and click “Next”:

Proceeding Transcript To Be Used on appeal *

Proceeding To Be Transcribed See G-120 *

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling None *

Transcripts

Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal

Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date

Nunc Pro Tunc Date

« First < Previous **Next >** Last » Save Delete Draft

6. On the following screen, browse to where you have saved a pdf copy of your completed G-120 Order Form. Type “G-120 Order Form” in the “Description” field, and click the “Upload” button:

Basic Info Documents Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File Browse...

Description

Upload

Description	Delete	View
No Attachments		

If you have obtained a court order for the release of a sealed transcript or need to attach other relevant documents, repeat this process to upload those documents here as well, with an appropriate description in the “Description” field. Then click “Next”:

AUTH-24
Attorney Initiates
Authorization
Request

Def.: / Meza

[Link to CM/ECF](#)

Voucher #:
Request Date: 1/1/1901
Decision Date: 1/1/1901

Tasks

[Link to Appointment](#)

[Link to Representation](#)

Reports

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Basic Info Documents Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File Browse...

Description

Upload

Description	Delete	View
G-120 Order Form	Delete	View
Order Releasing Sealed Transcript	Delete	View

« First < Previous **Next >** Last » Save Delete Draft

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7. On the following screen, check the box next to “I swear and affirm the truth or correctness of the above statements,” then click “Submit”:

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 8/30/2015 12:28:1

Submit

<<First < Previous Next > Last >> Save Delete Draft

8. You should see a screen similar to the following:

Home Operations Reports CMECF Links Help logout

Success

Your document has been submitted to the court. You will receive a notification if we need more details.
Please keep the following document number for your own records:

0973.0000380

Back to:
[Home Page](#)
[Appointment Page](#)

9. If your G-120 Order Form is incorrect or incomplete, your AUTH-24 will be rejected. You will receive an email generated by the eVoucher system alerting you to the problem, and you must log back in to eVoucher, make the necessary corrections, and resubmit the authorization request. When you log back in to eVoucher, you will see the rejected voucher/authorization in your “My Active Documents” window, highlighted in yellow:

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The screenshot shows the eVoucher system interface. At the top, there is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this is a user profile section for Jenna Attorney, with links for My Profile, My Appointments, and Search Existing Appointments. The main content area features a 'My Active Documents' section with a search bar and a table. A red arrow points to the first row of the table. Below the table is an 'Appointments' List section.

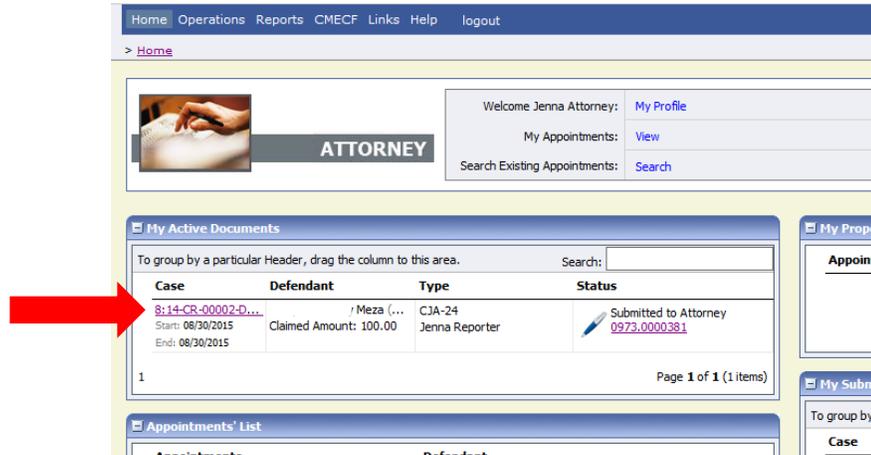
Case	Defendant	Type	Status
8:14-CR-00002-D... Start: 08/30/2015 End: 08/30/2015	Meza (...) Claimed Amount: 0.00	AUTH-24	Voucher Entry 0973.0000380

10. Once your AUTH-24 has been approved, staff will initiate the creation of the CJA-24 voucher, and the eVoucher system will automatically notify the court reporter (or transcription company) that preparation of the transcript has been approved.
11. After the court reporter (or transcription company) has completed the transcript, the reporter/company will: (1) e-file the transcript in CM/ECF (though access to the transcript may not be unlocked at this time, even for the ordering party); (2) complete the CJA-24 in eVoucher; and (3) upload a pdf copy of the transcript to eVoucher.¹
12. You will be notified by email after the court reporter (or transcription company) has completed the CJA-24 and the transcript is available in eVoucher. **You must immediately log in to eVoucher, save a copy of the transcript for yourself, then certify that you have received the transcript and approve the CJA-24 voucher for payment. If you do not do this, the court reporter will not get paid.** Note that, once you are logged in to eVoucher and have obtained your transcript, *it only requires three additional mouse clicks to approve the voucher for payment.*

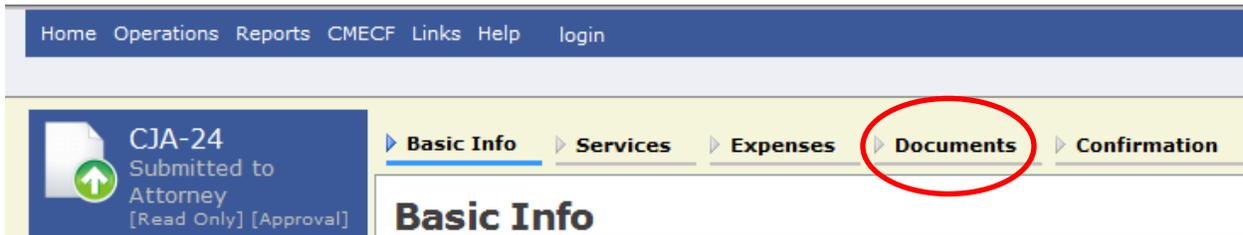
¹ In most cases, this is how the transcript will be provided to the ordering party – through eVoucher. Occasionally, when expedited handling has been authorized, special arrangements may be made with the court reporter to obtain the transcript directly from the court reporter. For instance, if dailies are being produced during trial, the court reporter may agree to provide you with each day's transcripts directly, rather than through eVoucher, and submit just one CJA-24 voucher for all trial transcripts once the last such transcript has been completed.

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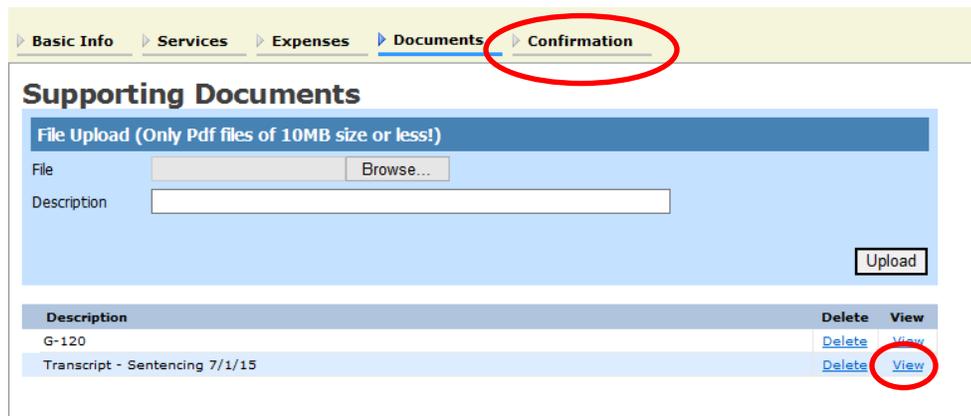
When you log in to eVoucher, the CJA-24 voucher will appear in your “My Active Documents” window:



Click on the appropriate entry in your “My Active Documents” window, and the “Basic Info” tab of the CJA-24 voucher will appear. Click on the “Documents” tab:



This will bring up the “Supporting Documents” screen, where you will find the transcript. Click “view” and the transcript will open. Be sure to print or save a copy for your use.² Then click the “Confirmation” tab:



² The pdf copy of the transcript will not be stored in eVoucher forever; it will be deleted by staff after you have had the opportunity to download and save it.

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On the next screen, check the box next to “I certify that I have reviewed the above information,” and click “Approve.” If you do not complete this step, the court reporter will not be paid:

I certify that I have reviewed the above information
Date: 8/30/2015 14:46:35

 [Approve](#)  [Reject](#)

[« First](#) [< Previous](#) [Next >](#) [Last »](#) [Save](#) [Delete Draft](#)

13. Once you have approved the CJA-24 voucher for payment, access to the transcript will be unlocked for you on PACER.