

## 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 system 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 shows a table with columns 'Case', 'Defendant', 'Type', and 'Status', and a message 'No rows have been recorded on the database'. The 'My Proposed Assignments' panel shows a table with a column 'Appointments' and a message 'All cases have been currently a'. The 'Appointments List' panel is circled in red and shows a table with columns 'Appointments' and 'Defendant'. The 'My Submitted Documents' panel shows a table with a message 'To group by a particular Header, drag the column to this area.'

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

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Central District of California

Home Operations Reports CMECF Links Help Logout

**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-\$720.F IMMIGRATION LAWS, ILLEGAL REENTRY					
12. ATTORNEY'S NAME ANDMAILING ADDRESS		13. COURT ORDER			
14. LAW FIRM NAME ANDMAILING ADDRESS		<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 Date of Order                      Nunc Pro Tunc Date 8/1/2015 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

- 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**  \*

**Proceeding To Be Transcribed**  \*

**Apportioned Cost (%)**

**Apportioned Case and Defendant**

**Special Transcript Handling**  \*

**Transcripts**

Prosecution Opening Statement   
  Prosecution Argument   
  Prosecution Rebuttal  
 Defense Opening Statement   
  Defense Argument   
  Jury Instructions   
  Voir Dire

**Order Date**

**Nunc Pro Tunc Date**

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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.: [redacted] / 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	<a href="#">Delete</a>	<a href="#">View</a>
Order Releasing Sealed Transcript	<a href="#">Delete</a>	<a href="#">View</a>

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

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”:

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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:

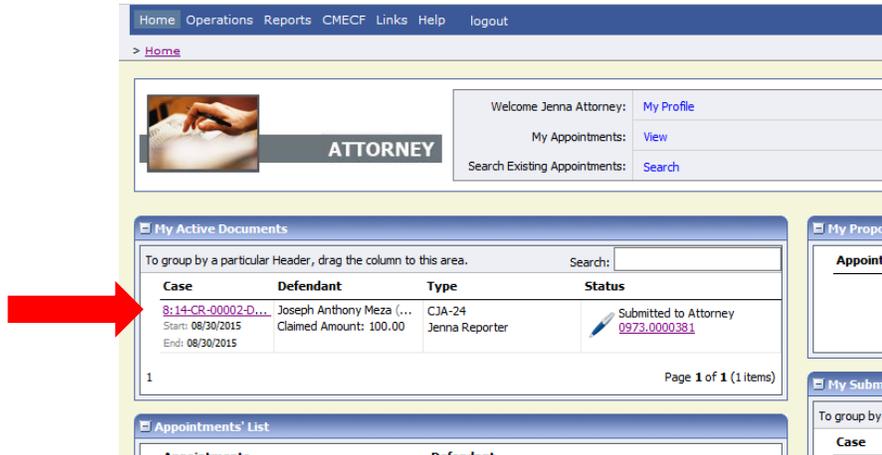
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The screenshot shows the eVoucher system interface. At the top, there is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this is a user profile section for 'Jenna Attorney' with links for 'My Profile', 'My Appointments: View', and 'Search Existing Appointments: Search'. The main content area features a 'My Active Documents' window with a search bar and a table of documents. A red arrow points to the first document entry in the table. Below the table is an 'Appointments' List window. On the right side, there are partial views of 'My Propo' and 'My Subm' windows.

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

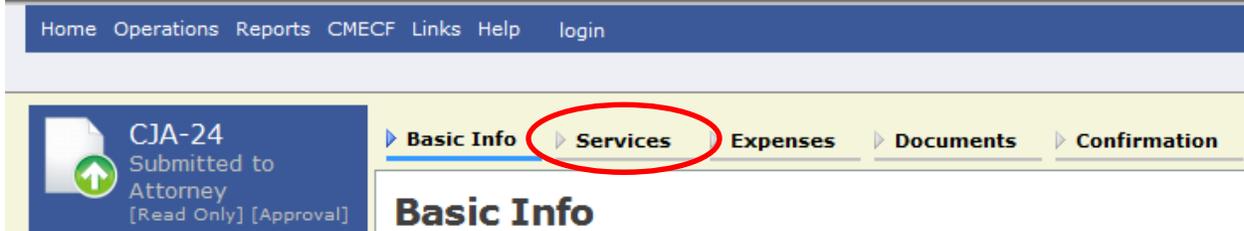
10. Once your AUTH-24 has been approved, you will receive a system-generated email notifying you that the court reporter (or a transcription company) has been authorized to begin work on the transcript. Staff will initiate the creation of the CJA-24 voucher, and the eVoucher system will automatically notify the court reporter (or transcription company) that preparation of the transcript has been approved.
11. After the transcript has been completed, it will be e-filed in CM/ECF and your access will be unlocked. The court reporter (or transcription company) will then complete the CJA-24 in eVoucher.
12. You will be notified by email after the court reporter (or transcription company) has completed the CJA-24. **You must immediately log in to eVoucher and certify the CJA-24 voucher for payment. If you do not do this, the court reporter/transcriber will not get paid.**  
When you log in to eVoucher, the CJA-24 voucher will appear in your “My Active Documents” window:

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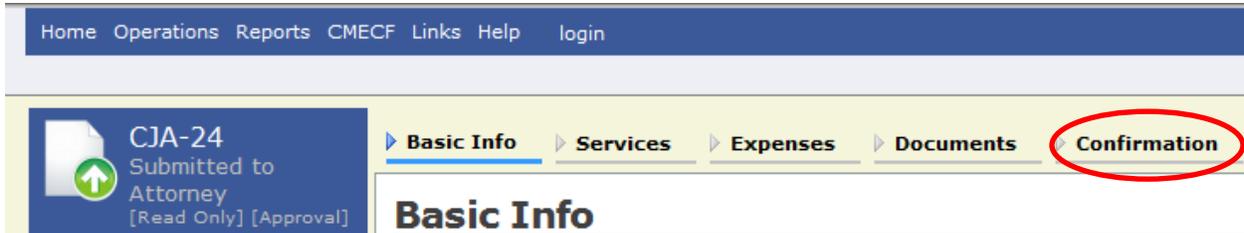


Click on the appropriate entry in your “My Active Documents” window and the “Basic Info” tab of the CJA-24 voucher will appear.

Click on the “Services” tab and review the transcripts listed to make sure that you either have access to the transcripts in CM/ECF or have received the transcripts from the court reporter directly:



Next, click on the “Confirmation” tab:



***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:***

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Central District of California*

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

 **Approve**  **Reject**