

Instructions for eVoucher AUTH 24 and CJA 24 Vouchers

You must first submit a 5th Circuit Court of Appeals Transcript Order form (referred to as the DKT-13 form) to the district court to request transcripts for appellate purposes. For non-appeal, use the AO-435 form (same steps apply). Refer to the instructions for submitting either of these forms at txwd.uscourts.gov, **Court Info** tab, **Court Reporters** link, **Transcript Request and Fees** sub-link.

Please note the following is a 2-step process in eVoucher. Both steps are taken at the district court level. You cannot apply these steps using the 5th Circuit's eVoucher program.

- A) 1st step – Creating and submitting the **AUTH 24** voucher (Authorization)
- B) 2nd step – Creating and submitting the **CJA 24** voucher (Payment to the provider)

If you need your case added to your "Appointments List" folder, please contact your respective Clerk's Office as cases are added by each divisional office.

STEP 1: AUTH 24 voucher

Once you have submitted the DKT-13/AO435 form to the court, you will create the **AUTH-24** voucher.

1. Search and select your appointment from your "Appointments List" folder. It will be listed as an "AP" (x:xx-**AP**-xxxx) if your appointment is a new appellate representation
2. Click on **AUTH-24 Create** in the blue section to the left of your screen
3. Complete the required fields in the **Basic Info** tab, providing as much information as possible for the request. Make the required appropriate selection at the "Special Transcript Handling" area.
4. Attach a copy of the DKT-13/AO435 form under the **Documents** tab
5. Under the **Confirmation** tab, you can add any note to the Public/Attorney Notes section
6. Click **Save**, then on the **Confirmation** tab click the checkbox and then click **Submit**

NOTE: Creating the AUTH-24 does NOT generate a payment to the court reporter.

STEP 2: CJA 24 voucher

When you receive the approved **AUTH-24** voucher (status shown as closed), you will initiate a **CJA 24** voucher.

1. Search and select your appointment from your "Appointments List" folder
2. Click on **CJA 24 Create** in the blue section to the left of your screen
3. Select the desired authorization from the "Authorized Selection" area in the **Basic Info** tab
4. Click anywhere in the box of the AUTH-24 you are wanting to use (area will turn a blue color if done correctly) ***Important step***
5. Select the appropriate **Court Reporter/Transcriber Status** radio button
6. The name from the **Expert** dropdown list
7. Select the "Expert" radio button at the **Voucher Assignment Option** ***Important step***
8. Click the **Create Voucher** button

By clicking on the **Create Voucher** button, the voucher is routed to the court reporter/transcriber who then completes his/her portion of the voucher. The voucher is then routed back to the attorney and visible in your "My Active Documents" folder on your HOME page with the status "Submitted to Attorney." You will then,

1. Click on the voucher number
2. Verify all entered information is correct
3. Click **Save**, then under the **Confirmation** tab, click the checkbox and then click **Approve**

Voucher is now submitted to court for payment and visible under your "My Service Providers Documents" folder and "My Submitted Documents" folder on your HOME page.