

Creating an Authorizations for Transcripts (AUTH 24)

Step
1

From the Appointment page click **Create** Auth 24.

AUTH-24
Authorization for payment of transcript

Create

The Authorization opens to the **Basic Info** page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

AUTH-24
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

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

[Basic Info](#) | [Documents](#) | [Confirmation](#)

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF(Case Name) USA v. Branson	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
15:1825 F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623	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 Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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14. LAW FIRM NAME AND MAILING ADDRESS

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

Step
2

Enter the details for the transcript required on the **Basic Info** screen.

Step
3

Click **Save**.

Creating an Authorization for Auth 24 Transcripts (cont'd)

Step
1

Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step
2

Browse to select a PDF file to attach.

Step
3

Click **Upload**.

Note:

All documents must be submitted in PDF format and must be 10 MB or less.

The Document will appear in the bottom of the Description section.

Step
4

Click **Save**.

A confirmation page will appear.

Step
5

Verify all information is correct.

Step
6

Check the affirmation box.

Step
7

Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step
8

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Auth 24 will now appear in the “My Submitted Documents” section on the Attorney home page.