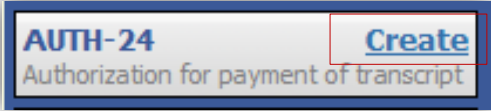


Creating an Authorizations for Transcripts (AUTH 24)

Step 1 From the Appointment page click **Create** Auth 24.



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/ECE](#)

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"/> V 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	
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 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

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.