

Transcripts ordered via a CJA 24 voucher will be processed for payment using the eVoucher system. Once a transcript request is received in the Clerk’s Office, the Court Reporter Coordinator will contact the Contract Court Reporter and provide specific information for the creation of the transcript. The Contract Court Reporter will use eVoucher to submit the invoice for payment.

**Completing the CJA 24 Voucher**



Step 1

When a CJA 24 voucher has been initiated in eVoucher, email notification will be sent to the Contract Court Reporter.

Dear Rebecca Reporter,

This is to inform you that a voucher has been initiated on your behalf in conjunction with the representation of Daphne Johnson in case USA v. Johnson 7:15-CR-09999 before this court.

You may access the voucher via the CJA eVoucher program at [https://circ04-evapp.ada.dcn/CJA\\_vaw\\_test/CJAeVoucher](https://circ04-evapp.ada.dcn/CJA_vaw_test/CJAeVoucher).

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Regards,  
Western District of Virginia


The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

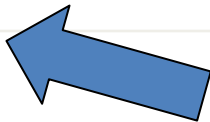
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Step 2

In the **My Documents** section of the in-box, locate the CJA 24 and click the link.

My Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
<a href="#">7:15-CR-09999-GEC-</a> Start: 01/01/1901 End: 01/01/1901	Daphne Johnson (# 99) Claimed Amount: 0.00	CJA-24 Rebecca Reporter	 Voucher Entry <a href="#">Edit</a>



The court reporter inputs the required information for the services or expenses, uploads any documents if needed, and clicks **Add**.

**CJA-24 Voucher Entry**  
Def.: Jebediah Branson  
Link to CM/ECF

Voucher #: ---  
Request Date: ---  
Approved Date: ---

Summary: \$0.00

**Services**

Date: 11/26/2014 \* Description: need original copies  
Service Type: Original \*  
Include Page Numbers: [ ]  
No. of Pages: 50 \* Rate Per Page: 0.50 \*  
Less Amount Apportioned: [ ]  
Less Amount Adjusted: [ ]

\* Required Fields

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

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	11/26/2014	need original copies		50	0.50			25.00

No data

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

**CJA-24 Voucher Entry**  
Def.: Jebediah Branson  
Link to CM/ECF

Voucher #: ---  
Request Date: ---  
Approved Date: ---

Summary: \$269.00

**Expenses**

Date: 11/26/2014 \* Description: [ ]  
Expense Type: [ ] \*  
Miles: [ ] rate per mile: \$0.5600  
Amount: [ ] \*

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Long Distance Charges	11/26/2014	Long distance charges	0	0	160.00
Travel Miles	11/26/2014	Travel	150	0.56	84.00

Page 1 of 1 (2 items)

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**Notes:**

- eVoucher does not automatically save any information added to the voucher in the Services and Expenses sections. You must periodically save your work in eVoucher to ensure that nothing is lost.

Select the "I swear and affirm..." checkbox and click **Submit**.

**CJA-24**  
Voucher Entry

Def.: Jbedish Branson

Lnk to CM/ECF

Voucher #:   
Request Date: ---   
Approved Date: ---

Summary: \$269.00

Service Type	Amount
Original	\$25.00
Copy	\$0.00
<b>Totals</b>	<b>\$25.00</b>

Expense Type	Amount
Travel Misc	\$84.00
Travel Misc	\$0.00
<b>Totals</b>	<b>\$84.00</b>

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$80.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$80.00</b>

Basic Info Services Expenses Documents **Confirmation**

### Confirmation

1. CIR./DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jbedish Branson	3. APPEALS DKT DEF NUMBER	VOUCHER NUMBER
3. MAG. DKT DEF NUMBER	4. DKT DEF NUMBER 1:14-CR-08805-1-AA	4. OTHER DKT DEF NUMBER	
7. IN CASE MATTER OF (Case Name)	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  
12. 1825 F INSPECTION VIOLATION PENALTIES

**REQUEST AND AUTHORIZATION FOR TRANSCRIPT**

13. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED  
Sentencing

14. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening  
Sentencing for hearing

14. SPECIAL AUTHORIZATIONS

A. Apportioned Cost % of transcript with

B.  14-Day  Expedited  Daily  Hourly  Realtime Unedited

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

D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accented transcript services to persons proceeding under the Criminal Justice Act.

15. ATTORNEY'S STATEMENT  
As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.

16. COURT ORDER  
Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.

Albert Albertson  
Signature of Presiding Judge or By Order of the Court  
11/28/2014  
Date of Order Nunc Pro Tunc Date

Signature of Attorney Date  
Andrew Anders 11/24/2014 8:37:39  
Printed Name  
Telephone Number: 210-833-5623

**CLAIMS FOR SERVICES**

17. COURT REPORTER/TRANSCRIBER STATUS  
 Official  Contract  Transcriber  Other

18. PAYEE'S NAME AND ADDRESS  
Teresa Transcripts  
123 Legal Blvd. South  
AnyTown DC 12345 USA  
Phone: 888-555-4000  
Fax: 888-555-4001

19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE  
TIN: \*\*\*-\*\*-3343

TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original	see detail	50	see detail	\$25.00	see detail	\$25.00
Copy	see detail	0	see detail	\$0.00	see detail	\$0.00
Expense (Contract)						\$24.00
<b>TOTAL AMOUNT CLAIMED</b>						<b>\$249.00</b>

21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED  
I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for the services.

Signature of Claimant/Payee Date

**ATTORNEY CERTIFICATION**

22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.

Signature of Attorney or Clerk Date

**APPROVED FOR PAYMENT -- COURT USE ONLY**

23. APPROVED FOR PAYMENT

Signature of Judge or Clerk of Court Date Approved Amount \$0.00

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

Public/Attorney Notes

Private/Court Notes

Appointment Notes  
This is an example of an appointment note.

I swear and affirm the truth or correctness of the above statements  
Date: 11/26/2014 12:24:31

**Submit**

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Once the CJA 24 is submitted, it is returned to the attorney for approval.

Step 5

When the attorney approves the voucher, it will come back to the court staff for processing.

Step 6

The court reporter will receive an email notification when the voucher has been submitted for payment by the court staff.

Step 7

The voucher is now closed.