



UNITED STATES DISTRICT COURT

CENTRAL DISTRICT OF CALIFORNIA

U.S. COURT HOUSE

312 NORTH SPRING STREET

LOS ANGELES, CALIFORNIA 90012-4797

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22 August 2008

MEMORANDUM

To: Court Reporters

From: CJA Department

Re: Expeditious payments of Submitted CJA 24 Vouchers

All of us enjoy getting paid for our services promptly. Sometimes we tend to forget to complete the forms in its entirety, which slows the payment process. Following are a list of **helpful** instructions that are **guaranteed**, if followed, will help in expediting the payment process. By filling out **ALL** the required areas on the CJA 24 form and especially making sure that the following areas contain the **correct** information, the CJA Department can say, "Your voucher has been processed!"

Mandatory entries for CJA 24s

2. Person represented: Name of one defendant only. (One defendant/one case #per voucher)
4. Dist./Dkt./Def. Num.: One case number for the defendant in section 2
7. In Case/Matter of: This is the case name, not the defendant's name.
8. Payment category: A category should be marked here.
12. Proceeding in which transcript is to be used: Specify proceeding...this must be complete. **Example: Appeal**
13. Proceeding to be transcribed: Be specific whenever possible...Proceeding, date of proceeding, number of pages and originals or copies. Use additional page when necessary. **Example: Sentencing; 8.12.07; 15 original pgs.**
14. Special Authorizations: Initials must be provided if any of the following are marked: A., B., C., or D. If either A., B., C., or D., is checked, the judge's initials are required. *Expedited transcripts: Note whether it is a 7 or 14 calendar day transcript if that category isn't specified on the form.* **In direct Appeals only, Mr. Schnack's initials are required for C.**
15. Attorney's Statement: The attorney is requesting the transcripts in this section. Attorney's signature **AND** date are required.
16. Court Order: The judge's signature in this section pertains directly to section 15 **ONLY**. He is approving the request of the attorney in section 15. If the judge approved an Order (**ex: Daily transcripts**), **attach** the Order stating, "see attached Order" on the signature line.
- 17, 18, and 19: Must be complete or voucher will be returned. Section 19...Social Security number **only**.
21. Claimant's certification of service provided: The court reporter is requesting a check for their services. Remember to **sign** and **date** this section. The court reporter's date **cannot** precede the attorney's date in section 15.
22. Certification of Attorney or Clerk: Attorney's signature, NEF (Notice of Electronic Filing) or NOF (Notice of Filing). If a hard copy of the transcript was sent to the attorney for whatever reason, one of the following is required; the attorney's signature and date on the CJA 24 voucher, a signed Declaration stating that the transcript was sent to the attorney on a specific date and attached to the CJA 24 voucher, or a FedEx receipt noting the date the transcript was mailed to the attorney.

| | | | |
|---|---|--|--|
| 1. CIR./DIST./ DIV. CODE | 2. PERSON REPRESENTED | VOUCHER NUMBER | |
| 3. MAG. DKT./DEF. NUMBER | 4. DIST. DKT./DEF. NUMBER | 5. APPEALS DKT./DEF. NUMBER | 6. OTHER DKT. NUMBER |
| 7. IN CASE/MATTER OF (<i>Case Name</i>) | 8. PAYMENT CATEGORY <input type="checkbox"/> Felony <input type="checkbox"/> Petty Offense <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other <input type="checkbox"/> Appeal | 9. TYPE PERSON REPRESENTED <input type="checkbox"/> Adult Defendant <input type="checkbox"/> Appellant <input type="checkbox"/> Juvenile Defendant <input type="checkbox"/> Appellee <input type="checkbox"/> Other | 10. REPRESENTATION TYPE <i>(See Instructions)</i> |

11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) *If more than one offense, list (up to five) major offenses charged, according to severity of offense.*

REQUEST AND AUTHORIZATION FOR TRANSCRIPT

12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (*Describe briefly*)

13. PROCEEDING TO BE TRANSCRIBED (*Describe specifically*). *NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see Item 14).*

| | |
|---|------------------|
| 14. SPECIAL AUTHORIZATIONS | JUDGE'S INITIALS |
| A. Apportioned Cost _____ % of transcript with (<i>Give case name and defendant</i>) | |
| B. <input type="checkbox"/> Expedited <input type="checkbox"/> Daily <input type="checkbox"/> Hourly Transcript <input type="checkbox"/> Realtime Unedited Transcript | |
| C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions | |
| D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated 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.

_____ Date _____
 Signature of Attorney

_____ Printed Name _____

Telephone Number: _____
 Panel Attorney Retained Attorney Pro-Se Legal Organization

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.

_____ Signature of Presiding Judge or By Order of the Court _____

_____ Date of Order _____ Nunc Pro Tunc Date

CLAIM FOR SERVICES

| | |
|--|--------------------------------------|
| 17. COURT REPORTER/TRANSCRIBER STATUS <input type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other | 18. PAYEE'S NAME AND MAILING ADDRESS |
| 19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE | Telephone Number: _____ |

| 20. TRANSCRIPT | INCLUDE PAGE NUMBERS | NO. OF PAGES | RATE PER PAGE | SUB-TOTAL | LESS AMOUNT APPORTIONED | TOTAL |
|------------------------------|----------------------|--------------|---------------|-----------|-------------------------|-------|
| Original | | | | | | |
| Copy | | | | | | |
| Expense (<i>Itemize</i>) | | | | | | |
| TOTAL AMOUNT CLAIMED: | | | | | | |

21. CLAIMANT'S 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 these 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.

_____ Date _____
 Signature of Attorney or Clerk

APPROVED FOR PAYMENT — COURT USE ONLY

| | |
|--|---------------------|
| 23. APPROVED FOR PAYMENT | 24. AMOUNT APPROVED |
| _____ Date _____ Signature of Judge or Clerk of Court | |



Attorney Assistance

| | | | |
|--|--|--|---|
| Subject: Criminal Justice Act Information | Section: Transcript Procedures for Direct Appeals | Contact: Randall W. Schnack | Last Updated: 08/11/2009 |
|--|--|--|---|

Effective immediately, the following procedures will apply to all CJA vouchers processed in the Central District of California (CDC) for direct appeal transcripts ordered in CDC criminal cases.

1. Appointed counsel is to prepared the [CJA 24](#) (Authorization and Voucher for Payment of Transcript) according to its instructions.
 2. Direct Appeal is to be inserted in item 12 of the [CJA 24](#).
 3. If no request is made for the special authorizations listed in item 14 of the [CJA 24](#) (i.e. voir dire, opening statements, argument or jury instructions), the voucher is to be forwarded by appointed counsel directly to the appropriate court reporter for preparation of the transcripts. If special authorizations are requested, appointed counsel shall forward the [CJA 24](#) along with a showing of cause to the CJA Supervising Attorney. The CJA Supervising Attorney will approve or disapprove the request and return the [CJA 24](#) to appointed counsel. Appointed counsel then must forward the [CJA 24](#) to the appropriate court reporter for preparation of the transcripts.
 4. Upon receipt of the prepared [CJA 24](#), the court reporter shall date stamp the [CJA 24](#) in the upper right corner. This date shall be considered the date the transcript was ordered for purposes of complying with the Ninth Circuit mandatory fee reduction. If the court reporter fails to date stamp the [CJA 24](#), then the more recent of the dates entered by appointed counsel in item 15 of the [CJA 24](#) or by the CJA Supervising Attorney granting special authorization, shall be the considered the date the transcript was ordered for purposes of complying with the Ninth Circuit mandatory fee reduction.
 5. With the above stated exception for special authorizations, no court authorization is required prior to the transcript being completed.
 6. Effective 05/27/08, all ordered transcripts will be electronically filed by the court reporter into the CM/ECF. A Notice of Electronic Filing ("NEF") will be sent to the requesting attorney on the date the court reporter does the electronic filing of ordered transcript.
 7. For purposes of determining compliance with the Ninth Circuit mandatory fee reduction, the court reporter shall attach a copy of the NEF, or NOF (Notice of Filing), to the completed [CJA 24](#). If a hard copy of the NEF and/or the filed transcript has to be mailed to the requesting attorney, a copy of the postage receipt must also be attached to the completed [CJA 24](#). The Ninth Circuit mandatory fee reduction will be taken for transcripts filed untimely unless the court reporter has attached a copy of the Ninth Circuit order waiving the reduction to the [CJA 24](#).
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