

District of Oregon CJA Tip Sheet

Transcript Requests

The district court needs to first approve an AUTH24 before an attorney can order the production of a transcript. This includes 9th Circuit cases with CJA counsel. The AUTH24 will be created by CJA Panel Office to increase efficiency. Email these details (and/or a copy of the Transcript Designation and Order form if filed on the docket) to OR_PanelTeam@fd.org and let the court reporter know you are making the request:

1. Case number:
2. Proceeding in which transcript will be used: **(such as sentencing preparation)**
3. Proceeding(s) to be transcribed: **(such as 05/25/2017 CR 12 Status Hearing)**
4. Speed category to choose from (choose one):
 - Ordinary (30 days)
 - 14-day (14 days)
 - Expedited (7 days)
 - 3-Day (3 days)
 - Daily (following morning)
 - Hourly (two hours after proceeding)
 - Realtime Unedited
5. Name of Court Reporter(s):

Once the court approves the AUTH24, you will receive an automated email asking you to create the CJA24 for a specific court reporter(s). The CJA24 is what the court reporter will use to submit their bill and is a separate document from the AUTH24. When you create the CJA24, be sure you have the voucher assignment set to expert before creating the voucher. As long as the CJA24 is assigned to the court reporter to complete, the reporter will receive an automated email that it is ready to bill, just like other service providers receive with CJA21s. Do not create a CJA24 without linking it to an AUTH24 as this will result in boxes 12-16 being blank on the confirmation page of the CJA24.

Expedited requests should be the exception. See § 320.30.20 of Volume 7, Guide to Judiciary Policy. There are some circumstances in which accelerated transcript services may be provided. A general assertion of “competing professional demands” is not a justification for an expedited request.

Note: In multi-defendant cases, no more than one certified transcript should be ordered on behalf of CJA defendants. Where possible, CJA counsel should facilitate providing electronic copies to co-defense counsel.

Questions? Contact the CJA Panel Team!

OR_PanelTeam@fd.org

(503) 326-2123, ask for eVoucher help

eVoucher: navigate to Help, eVoucher Documentation