

## **Transcript Authorizations and Vouchers**

### **Creation of Appointment in District eVoucher System for New Appellate Counsel**

- The Fourth Circuit's order in CM/ECF appointing counsel notifies the district court of the appointment.
- New attorneys on appeal contact the district eVoucher coordinator to request appointment in eVoucher to the underlying district court case for transcript purposes. See District eVoucher Contacts.
- Counsel follows the district's instructions for registration, login, and appointment in district eVoucher.

### **Submission of AUTH-24 Request in District eVoucher System**

- Counsel creates AUTH-24 requests for all transcript needed on appeal and submits them for approval by the district judge in accordance with district eVoucher procedures.

### **Submission of Transcript Order Form with attached AUTH-24 or CJA 24 Form to Court Reporter and District Court and Filing with Fourth Circuit**

- Counsel also submits the [Transcript Order Form](#) with attached AUTH-24 or [CJA 24 Form](#) to the court reporter and district court and files it in the Fourth Circuit with the Docketing Statement via CM/ECF.
- Upon filing of the Transcript Order Form, the Fourth Circuit issues a Transcript Order Acknowledgment notifying the court reporter, district court, and counsel of the deadline for filing the completed transcript.

### **Submission of CJA 24 in District eVoucher System for Payment of Court Reporter after Completion of Transcript**

- Once the transcript has been provided to counsel, counsel prepares and submits a CJA 24 voucher for payment of the court reporter through the district eVoucher system in accordance with the district's eVoucher procedures.