

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE**

CJA eVOUCHER

**INSTRUCTIONS FOR OUT-OF-DISTRICT CJA ATTORNEYS
FOR SUBMITTING TRANSCRIPT REQUESTS IN CASES ON APPEAL**

Step 1: The out-of-district CJA Attorney shall submit an email request to the eVoucher Help Desk at: cjahelpdesk@tnwd.uscourts.gov to request a login and password to the TNWD eVoucher system. The email request shall indicate in the subject line “**Out-of-District CJA Attorney Login Request.**” The email request shall include: (1) a copy of the appointment confirmation letter from the appeals court and (2) a completed Vendor Information/TIN Certification Form (AO 213). The AO 213 form is available on the Court’s Website:
<https://www.tnwd.uscourts.gov/pdf/content/eVoucherAO213.pdf>

Step 2: The out-of-district CJA Attorney shall receive a login and password via email from District Court.*

Step 3: The CJA Attorney creates and submits an AUTH-24 (authorization for payment of transcript) using TNWD’s eVoucher system. When more than one Court Reporter is involved, a separate AUTH-24 is required for each Reporter. The name of the Court Reporter should be included with the proceedings to be transcribed. The form will automatically be routed to the assigned District Court Judge.

Step 4: The District Court Judge will approve or reject the AUTH-24 and the system will send an email alerting the CJA Attorney if the request has been approved or denied.

Step 5: Upon approval of the AUTH-24, the out-of-district CJA Attorney will create and submit a CJA-24 voucher form. The CJA-24 voucher is sent to the Court Reporter selected on the voucher. An email will also be generated by the system to alert the Court Reporter that a transcript request has been sent.

Step 6: The Court Reporter enters transcript cost data to the CJA 24 form and submits to CJA Attorney for payment approval. The CJA Attorney will receive an email alert that a transcript has been completed and a CJA-24 payment voucher is ready for review and approval.

Step 7: The CJA Attorney must approve the CJA-24 form to certify a transcript was provided by the Court Reporter. Upon approval, the voucher is routed to the District Court for payment approval.

Step 8: The Court Reporter will receive an email alert when payment has been approved.

**For login instructions and instructions on creating an AUTH-24 and CJA-24 voucher, please refer to the CJA eVoucher Attorney User Manual available on the District Court’s Website.*