

CJA Newsletter

United States District Court, District of New Mexico

Clerk's Office

VOUCHER QUICK TIP - HOLDING PERIOD FUNCTION

Just a quick reminder to help yourself and the court be as efficient as possible when assigning cases in eVoucher. It is strongly recommend that you utilize the Holding Period function within eVoucher when you are temporarily unavailable to take any new cases, including vacations, heavy caseload or extended activity in another court or case. The period can be for any length of time from a single day to a few weeks. You can add, edit, and remove a holding period in eVoucher at any time. This prevents the system from proposing you for any new case assignments during the period specified. You can manage your holding periods under your profile page in eVoucher. For more information, please view the eVoucher Attorney User Manual on our website. [CS](#)

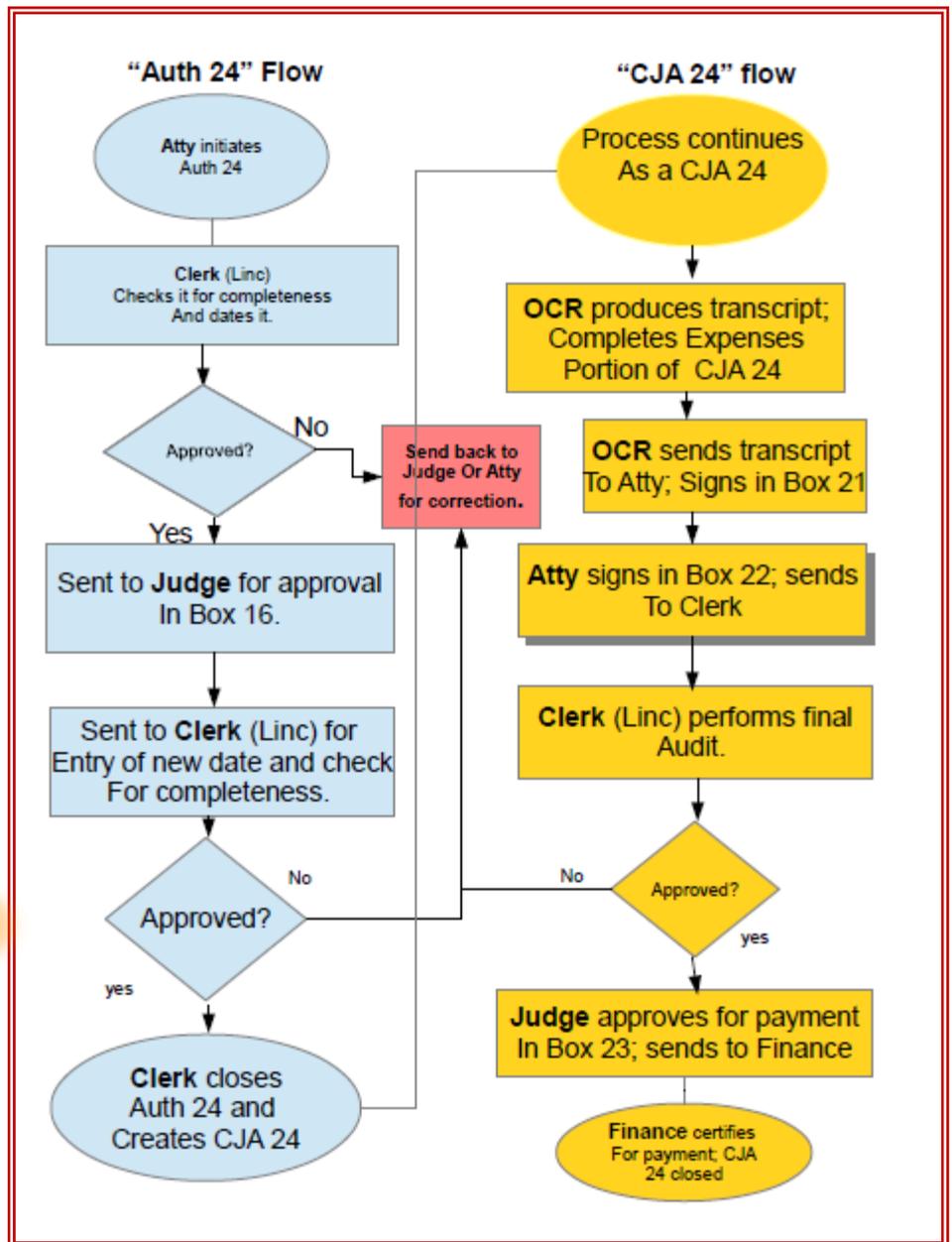
Contact Info & Important Links

- ❖ [US District Court, District of New Mexico website](#)
- ❖ [CJA Attorney Manual](#)
- ❖ [CJA Information Manual](#)
- ❖ [National CJA Voucher reference tool](#)
- ❖ [Website FAQs](#)

Financial Services:

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AUTH 24 and CJA 24 Workflow



Attorney must sign and date the "Attorney Certification" (Box 22) and click "Approve". Failure to do this will prevent the CJA24 from proceeding thru the workflow.

AUTH 24 REMINDERS

- Identify the court reporter who reported the hearing in the Public Notes section of the Confirmation page.
- If you are seeking a transcript of an audio digitally recorded hearing, indicate which transcription service you have contacted to transcribe the hearing in the Public Notes section of the Confirmation page.
- Please be accurate and thorough when completing "Proceeding to be Transcribed" (Box 13) and the "Proceeding in Which Transcript is to be Used" (Box 12) fields.
- CJA 24 requests pertain only to transcripts of **court proceedings**.
- To request transcription of **discovery material** (e.g. witness interviews, inmate phone calls, etc.), complete and submit the proper **CJA 21** forms to the assigned judge.
- If you are seeking "Special Authorizations" you **must** indicate which authorizations you would like the judge to approve in advance.

Example

If you need an Expedited transcript, you must indicate that during your initial Auth 24 submission.

If the Expedited Rate is not checked in the form, the

Deputy Clerk will calculate the transcript fee at the ordinary transcript rate. If the court reporter's cost bill reflects the Expedited Rate, it will be rejected by the Deputy Clerk at the final audit stage because the judge did not authorize the Expedited Rate.

14. SPECIAL AUTHORIZATIONS	JUDGE'S INITIALS
A. Apportioned Cost 100 % of transcript with none	JB
B. <input type="checkbox"/> 14-Day <input checked="" type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited	JB
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.	

Frequently Asked Questions

Q. How will the court reporter or transcriptionist know when the AUTH24 is approved by the Court?

A. eVoucher does not automatically notify the court reporter or transcriptionist when an AUTH24 is approved by the Court. The Clerk's Office notifies staff and contract court reporters by email and/or by the creation of the CJA24, which occurs immediately after the AUTH24 is approved. While the Clerk's Office generally notifies transcriptionists by email when an AUTH24 is approved for a digital audio recorded hearing, it is the responsibility of the attorney to work with the court reporter or transcriptionist to ensure they have everything they need to complete the transcript. In this regard, it is also the responsibility of the attorney to notify the transcriptionist when the AUTH24 is approved. The transcript deadline is calculated from the date the judge approves the AUTH24, not the date the attorney initiates the AUTH24 request, so it is important that the transcriptionists be notified immediately once the AUTH24 is approved.

Please note: if you are requesting a transcript for an appeal, in addition to completing an AUTH24 you MUST complete a Transcript Order Form, file it with the District Court and the 10th Circuit Court of Appeals, and serve a copy on the court reporter or transcriptionist.

Q. When is it appropriate to order "Daily" rate transcripts, and at what point in the process should I do so?

A. Counsel can request "daily" rate transcripts at any point in the litigation. If you are planning to request daily transcripts for an upcoming hearing or trial please let the affected court reporter know verbally or via email, and begin an AUTH24 through eVoucher. These should be done as far in advance of the hearing/trial as possible.

Q. When creating an AUTH24, how do I indicate who the court reporter or transcriptionist will be?

A. The Court requires the attorney to indicate in the AUTH24 which court reporter or transcriptionist will be transcribing the hearing(s). The court reporter or transcriptionists name should be added to the "Public/Attorney Notes" field on the Confirmation screen of the AUTH24. If you are requesting multiple hearings involving multiple court reporters and/or transcriptionists, please list all of them.