

## Guidelines for Transcript Order Process in CJA Cases

In appeals where an attorney is ordering transcript that is paid for under the Criminal Justice Act (CJA), specific actions must be taken in both the district court and the court of appeals. In the district court, the attorney must follow all local requirements for completing the CJA 24 process via the local eVoucher system. In the court of appeals, the attorney must file the necessary transcript order via ECF.

All courts in this circuit now employ eVoucher, a paperless vouchering system to pay attorneys and court reporters in CJA cases. Under eVoucher, the CJA 24 authorization to pay for production of transcript is done electronically. All CJA 24 approvals for appeal transcripts are completed in the district court.

**NOTE:** eVoucher does *not* replace the court of appeals transcript policy. These guidelines are intended to assist attorneys, court reporters, and the district courts in navigating the transcript production process.

1. Attorney – transcript order entry. In all cases, the attorney must complete the transcript order entry on the court of appeals ECF docket. Since July 2016, the court of appeals receives all transcript orders via ECF entries. Click [here](#) for a tutorial on filing this entry.
2. Attorney – CJA 24. Attorneys representing persons under the CJA must also follow the CJA 24 authorization in order to insure that the court reporter is paid for the transcript. ***THIS PROCESS OCCURS IN THE DISTRICT COURT.*** Attorneys must follow the district court process. Contact the court reporter or the eVoucher contact below for specific instructions.
3. Court reporter – acknowledge the transcript order. The court reporter will acknowledge the transcript order on the court of appeals ECF, indicating if financial arrangements *are complete or not*. The time to complete the transcript does not begin until financial arrangements are complete. Click [here](#) for a tutorial on filing this entry.
4. Making financial arrangements – attorneys must follow district court procedures. The local district court practice for CJA 24 authorization and payment of the court reporter apply.
  - a. To initiate a CJA 24 authorization for transcript in eVoucher, the attorney must be added to the *district court's* eVoucher database. The attorney must contact the district court at the earliest opportunity to be added to the court's eVoucher system and follow all instructions of that court. The court of appeals also will advise the district courts of all transcript orders received in this court to facilitate the process.

District Court eVoucher Contacts		
MI ED	Kevin Williams; Kim Grimes; Andrea Teets	(313) 234-5000
MI WD	Sonja Cubillo	(616) 742-7420
OH ND	Leeann Weber	(216) 357-7025
OH SD	Jannie McCown	(614) 719-3064
KY ED	Susan Thompson	(606) 329-2465
KY WD	Michelle Goetzinger	(502) 625-3548
TN ED	Janet Jackson	(865) 545-4234 ext. 2236
TN MD	Vicki Kinkade	(615) 736-7551
TN WD	Daria Wyatt	(901) 495-1200