BEST PRACTICES FOR FILING A CJA FORM 24 IN THE US COURT OF APPEALS FOR THE FIRST CIRCUIT

Last updated on January 11, 2024

Box 1 : Enter the four-character code for the authorizing court "01AC," which represents the First Circuit Court of Appeals.	1. CIR./DIST./ DIV. CODE 01AC
Box 2 : Enter the full name of the person represented.	2. PERSON REPRESENTED John Doe
Voucher Number and Box 3 should be left blank.	
Box 4 : Enter the district court case number <i>including the defendant number</i> . If the litigant is the sole defendant, the defendant number is "1."	
This information can be found on the general docket for the First Circuit here:	4. DIST. DKT /DEF. NUMBER 1:20-cr-9999-ABC-1
Originating Court Information: District: 0104-3 : 1:20-cr-9999-ABC-1	
Box 5 : Enter the Court of Appeals case number.	5. APPEALS DKT/DEF. NUMBER 22-9999
Box 6 : Only enter a secondary case number if the appeal is con	solidated with another appeal.
Box 7 : Enter the case title.	
This information can be found on the general docket for the First Circuit here:	7. IN CASE/MATTER OF (Case Name) US V. Doe
Court of Appeals Docket #: 22-9999 US v. John Doe	
Box 8 : Select "Appeal," regardless of the type of offense charged in the district court.	8. PAYMENT CATEGORY Felony Petty Offense Misdemeanor Other Appeal
Box 9 : Select the appropriate party type on appeal ("Appellant" or "Appellee").	9. TYPE PERSON REPRESENTED Adult Defendant Appellant Juvenile Defendant Appellee Other
 Box 10: Enter the appropriate representation type. TD: Trial Disposition (trial, plea, pretrial, conviction, sentence); 	
 CA: Other Appeal (revocation, 3582, compassionate release, post-conviction); HA: Habeas Appeal (2254, 2255); or 	10. REPRESENTATION TYPE (See Instructions)
 D1-D4: Death Penalty. This information can be found on the general docket for the First Circuit here: 	

Case Type Information: 1) criminal 2) conviction and/or sentence 3) -				
Box 11 : Enter the offenses charged, citing the U.S. Code Title, and Section. This information can be found on the district court docket here:				
Pending Counts 18:922(g)(1) AND 924(a)(2) PROHIBITED PERSON IN POSSESSION OF A FIREARM AND AMMUNITION: FELON (1)	11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) 18 U.S.C. §§ 922(g)(1) and 924(a)(2)			
Box 12: Enter the proceeding in which the transcript will be used. You may enter just "appeal." ID: PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Decode briefly) Appeal Appeal Box 13: Enter all the proceedings to be transcribed as provided on the Transcript Order Form, including the type of proceeding and the date of which the hearing took place. Please note that one CJA 24 must be filed per court reporter.				
If you are requesting the opening statements, arguments these must be listed in Box 13 and selected in 14C.	, rebuttal, voir dire, and jury instructions,			
Box 14 : A: B: If you require expedited transcripts, please select the note, if you require any type of expedited transcripts, yo your voucher.				
B. 14-Day Transcript 7-Day 3-Day Next-Day 2-Hour Realtime Unedited C: Select the appropriate hearings for which you are requesting. D:				
<u>Box 15</u> : Sign and date the voucher. Provide your phone number and select "Panel Attorney."	15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above. I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.			

Sample

CJA 24 AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT (Rev 10/23)							
1 CIR/DIST/DIV CODE 01AC	2 PERSON John Do	N REPRESENTED OC			VOUCHER NUMBER		
3 MAG DKT/DEF NUMBER		DIST DKT/DEF NU 20-cr-9999-ABC-1		5 APPEALS DKT /DEF 22-9999	NUMBER	6 OTHER DK1	NUMBER
7 IN CASE/MATTER OF (Case No	Ē		Petty Offense	9 TYPE PERSON REP Adult Defendant	Appellant	10 REPRESEN (See Instruc	
United States v. Doe	5	Appeal	Other	Juvenile Defendant Other	Appellee	TD	
11 OFFENSE(S) CHARGED (Cite 18 U.S.C. §§922(g)(1			an one offense, list (u,	p to five) major offenses ch	arged, according to s	everity of offense.	
				ATION FOR TRA	NSCRIPT		
12 PROCEEDING IN WHICH TR Appeal	ANSCRIPT I	S TO BE USED (Describ	e briefly)				
13 PROCEEDING TO BE TRANS argument, defense argument, pr						ient, defense openin	ig statement, prosocution
01/01/2020 Hearing (.cart (see nem 14).		
14 SPECIAL AUTHORIZATIONS				JUDGE'S INITIALS			
A Apportioned Cost		mscript with (Give case n	ame and defendant)				
B 14-Day Transcript	7-Day			2-Hour	Realtime Unedite	đ	
C Prosecution Opening Defense Opening Sta		Prosecution Argun Defense Argument		ution Rebuttal ire 🗌 Jury	y Instructions		
D In this multi-defendant o under the Criminal Justi		tial duplication of transcri	pts will impede the de	elivery of accelerated trans	cript services to perso	ns proceeding	
15 ATTORNEY'S STATEMENT				16 COURT ORDER			
As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Austrice Act							
s/Richard Roe							
Signature of A	Signature of Attorney Date Signature of Presiding Judge or By Order of the Court Richard Roe 555-5555 Signature of Presiding Judge or By Order of the Court					e Court	
Printed Name			ione Number	Date of C	Irder	Nunc	Pro Tunc Date
🛛 Panel Attorney 🗌 Retain	ed Attomey	🗌 Pro-Se 🗌 I	egal Organization				
			CLAIM FOR	SERVICES			
17 COURT REPORTER/TRANSC	RIBER STAT	rus		18 PAYEE'S NAME A	ND MAILING ADD	RESS	
Official Contract	Tran	iscriber 🗌 Othe	r				
19 SOCIAL SECURITY NUMBER	R OR EMPLO	YER ID NUMBER OF F	AYEE				
					Telephone Nun	aber:	
20 TRANSCRIPT		INCLUDE PAGE NUMBERS	NO OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	
Original							
Copy							
Expense (Itemize) TOTAL AMOUNT CLAIMED:							
21 CLAIMANT'S CERTIFICATION OF SERVICE PROVIDED							
I hereby certify that the above claim is for services rendered and is cerrect, and that I have not sought or received payment (componisation or anything of value) from any other source for these services							
Signature of Claimant/Payee Date							
ATTORNEY CERTIFICATION 22 CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received							
22 CERTIFICATION OF ATTOR	NEY OR CLE	3CK. Thereby certify that	the services were ren	dered and that the transcru	ot was received		
	Signature of	Attorney or Clerk			Date		
23 APPROVED FOR PAYMENT		APPROVED	FOR PAYMEN	NT — COURT US	E ONLY	24 4340175	T ADDROVED
23 APPROVED FOR PAYMENT 24 AMOUNT APPROVED							
Signature of Index or Clerk of Court Date							

Transcript Report/Order Form

с <i>п</i>	For "District Court Case No.," enter the district court case number <i>including the defendant number</i> . If the litigant is the sole defendant, the defendant number is "1."	rt Case No
	For "District", select the appropriate district court from th "District of" drop-down menu.	Contraction of PLEASE SELECT f Appeals (PLEASE SELECT Massachusetts Puerto Rico New Hampshire Maine Jocket entry Rhode Island
th d	For "Date Notice of Appeal filed," enter the date that the notice of appeal was filed as reflected on the docket (which may be a different date than the case opening notice was sent by the appellate court).	Date Notice of Appeal filed Date NOA Filed: 09/11/2023
	If transcripts are being ordered, place a check mark beside both Section A and Section B.	A b.
	When ordering a copy of an already produced transcript, both the Transcript Report section and the Transcript On	1 I
	TRANSCRIPT REPORT	

Transcript A	Already Filed in District Court. List each tra e if necessary)_01/01/2020 Hearing (DE 5)	nscript by docket entry number and date and type of proceeding (attach			
_	TRAY	NSCRIPT ORDER			
Name of Co	ourt Reporter_Jane Doe				
Phone Num	ber of Reporter_555-9999				
A. 🗸	This constitutes an order of the transcript of the following proceedings [check appropriate box(es) and indicate dates of hearing(s)]:				
	PROCEEDING(S)	HEARING DATE(S)			
	Jury Voir Dire Opening Statement (plaintiff)	01/02/2020 (DE 6)			
	Opening Statement (defendant) Trial				
	Closing Argument (plaintiff)				
	Closing Argument (defendant)				
	Findings of Fact/Conclusions of Law				
	Jury Instructions				
	Change of Plea				
	Sentencing				
	Bail hearing				
	Pretrial proceedings (specify)				
	Testimony (specify)				
\times	Other (specify) Hearing	01/01/2020 (DE 5)			
В. √	/	detail those proceedings to be transcribed will be considered deficient. reporter and the following financial arrangements for payment of the			
	Private funds. Government expense (civil case). IFP status has been granted and a motion for transcript at government expense has been allowed. (Attach a copy of the order to each copy of this order form.) Criminal Justice Act. A CJA Form 24 has been approved by the <u>district court</u> judge. Criminal Justice Act. A CJA Form 24 is attached for authorization by the court of appeals. Federal Public Defender/Government Coursel - no CJA Form 24 necessary.				
Filer's name	Richard Roe	Filer's Signature _s/Richard Roe			