

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

<u>BOX 1</u>	Enter the four-character code for the authorizing court "01AC," which represents the First Circuit Court of Appeals.	1. CIR./DIST./ DIV. CODE 01AC
<u>BOX 2</u>	Enter the full name of the person represented, as shown on the First Circuit Court of Appeals docket.	2. PERSON REPRESENTED John Doe
<u>VOUCHER NO.</u>	This box should be left blank.	
<u>BOX 3</u>	This box should be left blank.	
<u>BOX 4</u>	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 First Circuit Court of Appeals docket here:	4. DIST. DKT./DEF. NUMBER 1:22-cr-9999-ABC-1 Originating Court Information: District: 0104-3 : 1:22-cr-9999-ABC-1
<u>BOX 5</u>	Enter the Court of Appeals case number.	5. APPEALS DKT./DEF. NUMBER 23-9999
<u>BOX 6</u>	Only enter a secondary case number if the appeal is consolidated with another appeal.	
<u>BOX 7</u>	Enter the case title. This information can be found on the First Circuit Court of Appeals docket.	7. IN CASE/MATTER OF (Case Name) United States v. Doe Court of Appeals Docket #: 22-9999 US v. John Doe
<u>BOX 8</u>	Select "Appeal" regardless of the type of offense charged in the district court.	8. PAYMENT CATEGORY <input type="checkbox"/> Felony <input type="checkbox"/> Petty Offense <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other <input checked="" type="checkbox"/> Appeal
<u>BOX 9</u>	Select the appropriate party type on appeal ("Appellant" or "Appellee") ONLY.	9. TYPE PERSON REPRESENTED <input type="checkbox"/> Adult Defendant <input type="checkbox"/> Appellant <input type="checkbox"/> Juvenile Defendant <input type="checkbox"/> Appellee <input type="checkbox"/> Other

<p><u>BOX 10</u></p>	<p>Enter the appropriate representation type:</p> <ul style="list-style-type: none"> • TD: Trial Disposition (trial, plea, pretrial, conviction, sentence); • CA: Other Appeal (revocation, 3582, compassionate release, post-conviction, bail); • HA: Habeas Appeal (2254, 2255); or • D1-D4: Death Penalty <p>The information can be found on the First Circuit Court of Appeals docket.</p>	<div data-bbox="1068 264 1382 346" style="border: 1px solid black; padding: 5px;"> <p>10. REPRESENTATION TYPE <i>(See Instructions)</i></p> </div> <div data-bbox="1036 422 1417 562" style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>Case Type Information: 1) criminal 2) conviction and/or sentence 3) -</p> </div>
<p><u>BOX 11</u></p>	<p>Enter the offenses charged, citing the U.S. Code, Title, and Section.</p> <p>This information can be found on the district court docket.</p>	<div data-bbox="1057 678 1393 726" style="border: 1px solid black; padding: 2px;"> <p>11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) 18 U.S.C. §§ 922(g)(1) and 924(a)(2)</p> </div> <div data-bbox="1052 768 1393 863" style="border: 1px solid black; padding: 2px;"> <p>Pending Counts 18:922(g)(1) AND 924(a)(2) PROHIBITED PERSON IN POSSESSION OF A FIREARM AND AMMUNITION: FELON (1)</p> </div>
<p><u>BOX 12</u></p>	<p>Enter the proceedings in which the transcript will be used. You may enter simply "Appeal."</p>	<div data-bbox="1044 915 1403 968" style="border: 1px solid black; padding: 2px;"> <p>12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED <i>(Describe briefly)</i> Appeal</p> </div>
<p><u>BOX 13</u></p>	<p>Enter all the proceedings to be transcribed as provided on the Transcript Order Form, including the type of proceeding and the date on which the hearing took place. Please note that <u>one CJA 24 must be filed per court reporter.</u></p>	
<p><u>BOX 14</u></p>	<p>In regard to Section B, if you require expedited transcripts, select the timeframe that is most appropriate.</p> <p>Please note: if you require any type of expedited transcripts, you <u>must</u> file a motion to expedite along with your voucher.</p>	<div data-bbox="1000 1314 1455 1344" style="border: 1px solid black; padding: 2px;"> <p>B. <input type="checkbox"/> 14-Day Transcript <input type="checkbox"/> 7-Day <input type="checkbox"/> 3-Day <input type="checkbox"/> Next-Day <input type="checkbox"/> 2-Hour <input type="checkbox"/> Realtime Unedited</p> </div>
<p><u>BOX 15</u></p>	<p>Sign and date the voucher. Provide your phone number and select "Panel Attorney."</p>	<div data-bbox="1052 1556 1403 1703" style="border: 1px solid black; padding: 2px;"> <p>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.</p> <p>s/Richard Roe 02/02/2024 Signature of Attorney Date</p> <p>Richard Roe _____ Printed Name</p> <p>Telephone _____ Printed Name</p> <p><input checked="" type="checkbox"/> Panel Attorney <input type="checkbox"/> Retained Attorney <input type="checkbox"/> Pro-Se <input type="checkbox"/> Legal Organization</p> </div>

BEST PRACTICES FOR FILING A TRANSCRIPT ORDER FORM IN THE US COURT OF APPEALS FOR THE FIRST CIRCUIT

For "District Court Case No.," enter the district court case number **including the defendant number**. If the litigant is the sole defendant, the defendant number is "1."

District Court Case No. _____

For "District," select the appropriate district court from the "District of" drop-down menu.

District of Appeals: PLEASE SELECT
Massachusetts
Puerto Rico
New Hampshire
Maine
Rhode Island

For "Date Notice of Appeal filed," enter the date that the notice of appeal was filed as reflected on the First Circuit Court of Appeals docket (which may be a different date than the case opening notice sent by the appellate court).

Date Notice of Appeal filed _____

Date NOA Filed:
01/25/2024

CASE OPENING NOTICE
Issued: January 31, 2024

If the 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, enter the requested transcript in **both** the Transcript Report section **and** the Transcript Order section.

If you are seeking to request transcripts of a co-defendant's hearing proceedings, please specify the co-defendant, co-defendant's district court case number, and hearing date next to the hearing description.

Please note: a motion is often needed to request access to a co-defendant's transcripts.

SAMPLE

UNITED STATES COURT OF APPEALS FOR THE FIRST CIRCUIT

Case name United States v. Doe
District Court Case No. 1:22-cr-9999-ABC District of Massachusetts
Date Notice of Appeal filed 01/25/2024 Court of Appeals Case No. 23-9999
Form filed on behalf of John Doe, appellant

TRANSCRIPT REPORT

Transcript Not Necessary for this Appeal
Transcript Already Filed in District Court. List each transcript by docket entry number and date and type of proceeding (attach separate page if necessary) 01/01/2024 Hearing (DE 5)

TRANSCRIPT ORDER

Name of Court Reporter Jane Joe
Phone Number 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)]:

Table with 2 columns: PROCEEDING(S) and HEARING DATE(S). Rows include Jury Voir Dire, Opening Statement (plaintiff/defendant), Trial, Closing Argument (plaintiff/defendant), Findings of Fact/Conclusions of Law, Jury Instructions, Change of Plea, Sentencing, Bail hearing, Pretrial proceedings (specify), Testimony (specify), and Other (specify) Hearing.

NOTE: Any form that fails to specify in adequate detail those proceedings to be transcribed will be considered deficient.

B. I certify that I have contacted the court reporter and the following financial arrangements for payment of the transcript have been made:

- 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 district court judge.
Criminal Justice Act. A CJA Form 24 is attached for authorization by the court of appeals.
Federal Public Defender/Government Counsel - no CJA Form 24 necessary.

Filer's name Richard Roe Filer's Signature s/Richard Roe
Firm/Address Richard Roe LLC Filer's Email address richardroe@gmail.com
Telephone number 555-1234 Date mailed to court reporter 02/02/2024

(Court Reporter Use ONLY) Date received