

Transcript Authorizations and Vouchers

Creation of Appointment in District eVoucher System for New Appellate Counsel

- The Fourth Circuit's order in CM/ECF appointing counsel notifies the Middle District of North Carolina (NCMD) of the appointment.
- New attorneys on appeal contact the NCMD eVoucher coordinator to request appointment in eVoucher to the NCMD case for transcript purposes.

Submission of AUTH-24 Request in District eVoucher System

- Counsel creates AUTH-24 in the NCMD eVoucher system for all transcripts needed on appeal and submits them for approval by the district judge in accordance with NCMD eVoucher procedures.

Filing with the Fourth Circuit and Creation of CJA 24 voucher

- Counsel then files the [Transcript Order Form](#) with the completed AUTH-24 with the Fourth Circuit via CM/ECF.
- Upon filing of the Transcript Order Form, the Fourth Circuit issues a Transcript Order Acknowledgment notifying the court reporter, district court, and counsel of the deadline for filing the completed transcript.
- Once the AUTH-24 is approved via eVoucher in NCMD, the attorney creates the CJA 24 voucher in the NCMD eVoucher system.

Submission of CJA 24 in District eVoucher System for Payment to Court Reporter

- Once the attorney creates the CJA 24 voucher in the NCMD eVoucher system, the attorney notifies the court reporter to enter his or her expenses.
- The court reporter enters his or her expenses and attaches the authorized transcript to the voucher in the NCMD eVoucher system.
- The voucher then proceeds to the attorney for approval and submission for payment in the NCMD eVoucher system.

Questions? Contact Jamie Sheets or Gloria Powell with the Middle District of North Carolina at (336) 332-6000.