



**Step 3**

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

The screenshot displays the 'Supporting Documents' section of a web application. At the top, there are three tabs: 'Basic Info', 'Documents' (which is selected and highlighted with a red box), and 'Confirmation'. Below the tabs is a form titled 'Supporting Documents'. The form has a blue header that reads 'File Upload (Only Pdf files of 10MB size or less!)'. Inside the form, there are two input fields: 'File' and 'Description'. The 'File' field has a 'Browse...' button next to it. To the right of the 'Description' field is an 'Upload' button. Below the form is a table with the following structure:

Description	Delete	View
Proposed Order.pdf	<a href="#">Delete</a>	<a href="#">View</a>

At the bottom of the page, there is a progress bar with several buttons: '< First', '< Previous', 'Next >' (highlighted with a red box), 'Last >', 'Save' (highlighted with a red box), 'Delete Draft', and 'Audit Assist'.

**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

## Step 4

Click the **Confirmation** tab, or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Documents **Confirmation**

### Confirmation

1. CHR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-cr-00805-1, S.A.	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see Item 14).			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
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.			
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.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.	
Signature of Attorney Andrew Anders		Signature of Presiding Judge or By Order of the Court	
Date		Date of Order Nunc Pro Tunc Date	
Printed Name			
Telephone Number: 210-833-5623			

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements  
Date: 4/20/2020 21:49:45

**Submit**

< First < Previous **Next >** Last > Save Delete Draft Audit Assist

## Step 5

A confirmation screen appears, indicating that the previous action was successful, and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

### Success

This document has been submitted.

Please keep the following document number for your own records:

**0101.0000626**

Back to:

[Home Page](#)  
[Appointment Page](#)