

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

Last updated on January 11, 2024

<p><b>Box 1:</b> Enter the four-character code for the authorizing court "01AC," which represents the First Circuit Court of Appeals.</p>	<div style="border: 1px solid black; padding: 2px;"> <p style="margin: 0;">1. CIR./DIST./DIV. CODE 01AC</p> </div>						
<p><b>Box 2:</b> Enter the full name of the person represented.</p>	<div style="border: 1px solid black; padding: 2px;"> <p style="margin: 0;">2. PERSON REPRESENTED John Doe</p> </div>						
<p>Voucher Number and Box 3 should be left blank.</p>							
<p><b>Box 4:</b> Enter the district court case number <i>including the defendant number</i>. If the litigant is the sole defendant, the defendant number is "1."</p> <p>This information can be found on the general docket for the First Circuit here:</p>	<div style="border: 1px solid black; padding: 2px;"> <p style="margin: 0;">4. DIST. DKT./DEF. NUMBER 1:20-cr-9999-ABC-1</p> </div>						
<div style="background-color: #ffffcc; padding: 2px;"> <p><b>Originating Court Information:</b> District: 0104-3 : 1:20-cr-9999-ABC-1</p> </div>							
<p><b>Box 5:</b> Enter the Court of Appeals case number.</p>	<div style="border: 1px solid black; padding: 2px;"> <p style="margin: 0;">5. APPEALS DKT./DEF. NUMBER 22-9999</p> </div>						
<p><b>Box 6:</b> Only enter a secondary case number if the appeal is consolidated with another appeal.</p>							
<p><b>Box 7:</b> Enter the case title.</p> <p>This information can be found on the general docket for the First Circuit here:</p>	<div style="border: 1px solid black; padding: 2px;"> <p style="margin: 0;">7. IN CASE/MATTER OF (<i>Case Name</i>) US v. Doe</p> </div>						
<div style="background-color: #ffffcc; padding: 2px;"> <p><b>Court of Appeals Docket #:</b> 22-9999 US v. John Doe</p> </div>							
<p><b>Box 8:</b> Select "Appeal," regardless of the type of offense charged in the district court.</p>	<div style="border: 1px solid black; padding: 2px;"> <p style="margin: 0;">8. PAYMENT CATEGORY</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Felony</td> <td><input type="checkbox"/> Petty Offense</td> </tr> <tr> <td><input type="checkbox"/> Misdemeanor</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input checked="" type="checkbox"/> Appeal</td> <td></td> </tr> </table> </div>	<input type="checkbox"/> Felony	<input type="checkbox"/> Petty Offense	<input type="checkbox"/> Misdemeanor	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Appeal	
<input type="checkbox"/> Felony	<input type="checkbox"/> Petty Offense						
<input type="checkbox"/> Misdemeanor	<input type="checkbox"/> Other						
<input checked="" type="checkbox"/> Appeal							
<p><b>Box 9:</b> Select the appropriate party type on appeal ("Appellant" or "Appellee").</p>	<div style="border: 1px solid black; padding: 2px;"> <p style="margin: 0;">9. TYPE PERSON REPRESENTED</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Adult Defendant</td> <td><input type="checkbox"/> Appellant</td> </tr> <tr> <td><input type="checkbox"/> Juvenile Defendant</td> <td><input type="checkbox"/> Appellee</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> </tr> </table> </div>	<input type="checkbox"/> Adult Defendant	<input type="checkbox"/> Appellant	<input type="checkbox"/> Juvenile Defendant	<input type="checkbox"/> Appellee	<input type="checkbox"/> Other	
<input type="checkbox"/> Adult Defendant	<input type="checkbox"/> Appellant						
<input type="checkbox"/> Juvenile Defendant	<input type="checkbox"/> Appellee						
<input type="checkbox"/> Other							
<p><b>Box 10:</b> Enter the appropriate representation type.</p> <ul style="list-style-type: none"> <li>▪ TD: Trial Disposition (trial, plea, pretrial, conviction, sentence);</li> <li>▪ CA: Other Appeal (revocation, 3582, compassionate release, post-conviction);</li> <li>▪ HA: Habeas Appeal (2254, 2255); or</li> <li>▪ D1-D4: Death Penalty.</li> </ul> <p>This information can be found on the general docket for the First Circuit here:</p>	<div style="border: 1px solid black; padding: 2px;"> <p style="margin: 0;">10. REPRESENTATION TYPE (See <i>Instructions</i>)</p> </div>						





# Transcript Report/Order Form

<ul style="list-style-type: none"> <li>▪ 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."</li> </ul>	District Court Case No. _____
<ul style="list-style-type: none"> <li>▪ For "District", select the appropriate district court from the "District of" drop-down menu.</li> </ul>	<div style="border: 1px solid black; padding: 2px;">                 District of Appeals <span style="float: right;">PLEASE SELECT ▾</span>                  PLEASE SELECT                  Massachusetts                  Puerto Rico                  New Hampshire                  Maine                  Rhode Island             </div>
<ul style="list-style-type: none"> <li>▪ 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).</li> </ul>	Date Notice of Appeal filed _____  <div style="background-color: yellow; padding: 5px; text-align: center;"> <b>Date NOA Filed:</b>  <b>09/11/2023</b> </div>
<ul style="list-style-type: none"> <li>▪ If transcripts are being ordered, place a check mark beside both Section A and Section B.</li> </ul>	A. _____  B. _____
<ul style="list-style-type: none"> <li>▪ When ordering a copy of an already produced transcript, enter the requested transcript in <i>both</i> the Transcript Report section <i>and</i> the Transcript Order section.</li> </ul>	

## 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) 01/01/2020 Hearing (DE 5)

## TRANSCRIPT ORDER

Name of Court Reporter Jane Doe  
 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)]:

	PROCEEDING(S)	HEARING DATE(S)
<input checked="" type="checkbox"/>	Jury Voir Dire	01/02/2020 (DE 6)
<input type="checkbox"/>	Opening Statement (plaintiff)	
<input type="checkbox"/>	Opening Statement (defendant)	
<input type="checkbox"/>	Trial	
<input type="checkbox"/>	Closing Argument (plaintiff)	
<input type="checkbox"/>	Closing Argument (defendant)	
<input type="checkbox"/>	Findings of Fact/Conclusions of Law	
<input type="checkbox"/>	Jury Instructions	
<input type="checkbox"/>	Change of Plea	
<input type="checkbox"/>	Sentencing	
<input type="checkbox"/>	Bail hearing	
<input type="checkbox"/>	Pretrial proceedings (specify) _____	
<input type="checkbox"/>	Testimony (specify) _____	
<input checked="" type="checkbox"/>	Other (specify) <u>Hearing</u>	01/01/2020 (DE 5)

**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