



*United States District Court
for the District of Puerto Rico*

Sent: 11.18.2021 @ 10:29 a.m.
To: All Members of the CJA Panel

How to Request CJA Privileges for your Upgraded Individual PACER Account

Good Morning, Reader Current Resident (USDCPR-Bar Number):

The United States District Court for the District of Puerto Rico will **upgrade** its Case Management/Electronic Case Filing System (CM/ECF) to the **Next Generation of CM/ECF (NextGen)** on **November 29, 2021**. NextGen CM/ECF provides a **new toggle feature** that allows members of the **CJA Panel** to **switch from non-exempt to exempt status when performing CJA-related work**, which is **exempt from PACER fees**.

To activate this feature, members of the CJA Panel must request CJA privileges for their upgraded individual PACER account as soon as possible.

Click on the following URL link for more details:

- https://pacer.uscourts.gov/sites/default/files/files/Activating_CJA_Privileges%20-%20Learning%20Aid.pdf

If your individual **PACER account was created prior to August 2014**, you must first **upgrade your PACER account**. Click on the following URL link for a step-by-step procedure on How to Upgrade your individual PACER account:

- https://pacer.uscourts.gov/sites/default/files/files/Upgrade_PACER_Account%20-%20Learning%20Aid.pdf

Please click on the following URL link to view a step-by-step procedure on **How to Request CJA Privileges for your Upgraded Individual PACER account**:

- <https://www.prd.uscourts.gov/sites/default/files/documents/5269/CJA-PACER-Accounts.pdf>

Please click on the following URL link for more information about **NextGen CM/ECF**:

- <https://www.prd.uscourts.gov/nextgen-cmecf-what-it-means-you>

Please do not reply to this e-mail message, since it is sent from an unattended e-mail address.

Sincerely,

Maria Antongiorgi-Jordan, Esq.
Clerk of Court