



PACER Accounts for Members of the CJA Panel

Introduction

The next generation (NextGen) of CM/ECF provides a **new toggle feature** that allows you to **switch from non-exempt to exempt status** when performing **CJA-related work**, which is **exempt from PACER fees**. This feature is available only if you have been **appointed as a CJA attorney**. To activate this feature, you must **request CJA privileges** on your upgraded PACER. Click on the following URL link for more **details**:

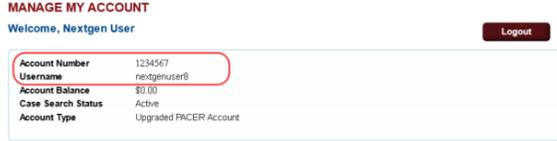
https://pacer.uscourts.gov/sites/default/files/files/Activating_CJA_Privileges%20-%20Learning%20Aid.pdf

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

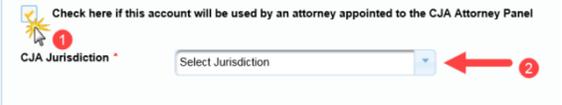
Request CJA Privileges in Existing PACER Accounts

Follow these steps to **request CJA privileges for your existing upgraded individual PACER account**:

Step	Screen										
<ol style="list-style-type: none"> Contact the PACER Service Center (PSC) at 1-800-676-6856, or send them an e-mail at pacer@psc.uscourts.gov to request that CJA privileges be added to your upgraded PACER account. Provide the following information: <ul style="list-style-type: none"> Your name. Your PACER username. Your PACER account number. District of Puerto Rico. <p>NOTE: Follow these steps to find your PACER username and account number:</p> <ol style="list-style-type: none"> Login to PACER. Click My Account and Billing. Click Manage My Account Login. 	 <p>The screenshot shows the 'MANAGE MY ACCOUNT' interface. At the top, it says 'Welcome, Nextgen User' with a 'Logout' button. Below is a table of account information:</p> <table border="1"> <tr><td>Account Number</td><td>1234567</td></tr> <tr><td>Username</td><td>nextgenuser8</td></tr> <tr><td>Account Balance</td><td>\$0.00</td></tr> <tr><td>Case Search Status</td><td>Active</td></tr> <tr><td>Account Type</td><td>Upgraded PACER Account</td></tr> </table>	Account Number	1234567	Username	nextgenuser8	Account Balance	\$0.00	Case Search Status	Active	Account Type	Upgraded PACER Account
Account Number	1234567										
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Account Balance	\$0.00										
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Activate CJA Privileges in New PACER Accounts

Follow these steps to activate CJA privileges in a new PACER account:

Step	Screen
<p>1. Register a new PACER account at the following URL link:</p> <p>http://www.pacer.gov</p> <p>2. In the <i>Account Information</i> section, check option Check here if this account will be used by an attorney appointed to the CJA Attorney Panel.</p> <p>3. Select <i>Puerto Rico</i> from the CJA Jurisdiction drop down list.</p> <p>4. Once the new PACER account is processed by the PACER Service Center (PSC), you will receive an <i>e-mail with the CJA acknowledgement and instructions for exempt usage</i>.</p> <p>5. Reply to the e-mail acknowledging that you understand and accepted the terms of use.</p> <p>NOTE: CJA privileges will not be activated until you acknowledge the terms of use.</p> <p>6. Upon receipt of your acknowledgement, CJA privileges will be activated.</p>	 <p>The screenshot shows a registration form with a checkbox labeled "Check here if this account will be used by an attorney appointed to the CJA Attorney Panel" and a dropdown menu labeled "CJA Jurisdiction". A red arrow points to the dropdown menu.</p>

Change PACER Exemption Status

Follow these steps to **change your PACER Exemption status** to view documents or docket reports in a case you are **appointed as CJA attorney**.

NOTE: The **default status** when you login to CM/ECF NextGen is **Not Exempt**.

Step	Screen
<p>1. Log into CM/ECF NextGen at the following URL link:</p> <p>http://ecf.prd.uscourts.gov</p> <p>2. Click Utilities.</p> <p>3. Click Change PACER Exemption Status.</p>	
<p>4. Click CJA.</p> <p>5. Click Submit.</p> <p>NOTE: The change PACER exemption status applies to the current CM/ECF NextGen session only. You must change your PACER exemption status each time you login to CM/ECF NextGen in your CJA capacity.</p>	
<p>6. In the Query module of CM/ECF NextGen, you can change your PACER exemption status by clicking on the Change link at the bottom of the page.</p>	