

**Fee Exempt PACER Accounts
for
CJA Panel Members**

CJA Panel attorneys can register with the PACER Service Center for a fee exempt PACER account that may be used for cases in which they have been appointed as CJA counsel.

Use of a fee exempt PACER account is NOT permitted for private cases, thus CJA Panel members will need to have two PACER accounts if they wish to take advantage of the CJA fee exempt status: a fee exempt account for CJA appointed cases and a non-exempt account for retained/private cases. CJA Panel members will need to take care to ensure that the two accounts are each used properly. Please be aware that fee exempt PACER accounts are audited regularly for improper usage.

CJA Panel members may obtain a fee exempt PACER account directly from the PACER Service Center:

1. Go to www.pacer.gov
2. Click on “REGISTER” in the menu near the top of the screen
3. On the REGISTER screen, click on “PACER - Case Search Only Registration”
4. On the PACER CASE SEARCH ONLY REGISTRATION screen, click on “Register for a PACER Account Now”
5. On the REGISTER FOR A PACER (CASE SEARCH) ACCOUNT screen, fill in the required information being sure to check the box

Check here if this account will be used by an attorney appoint to the CJA
Attorney Panel

6. Complete the registration process.

Please be reminded that fee exempt PACER accounts are audited regularly for improper usage.

Attorneys who resign or are removed from the CJA Panel should cease using the fee exempt account and should notify the PACER Service Center that the fee exempt CJA Panel account should be closed.