

CJA EXEMPT STATUS INSTRUCTIONS

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 activate CJA privileges on your upgraded PACER account (see *Activating CJA Privileges* for instructions). If your account was created prior to August 2014, you must first upgrade your account (see *Upgrading Your PACER Account* for instructions).

NextGen Courts and the Change PACER Exemption Status Toggle

- **STEP 1** Log on using your upgraded PACER account.
- **STEP 2** Next to the PACER fee status, click the **Change** link. Accessing the PACER Exemption Status screen varies depending on court type.

Appellate Courts: The PACER fee status is located at the top of the search page.

SECF Case Search Calendar Opinions Or	rders/Judgments Briefs	<u>Logout</u>	<u>Help</u>		
PACER fee: Not Exempt Change					
	Case Search 🏠				
Case Number / Range:	(yy-nnnn or yy-nnnnn)				
Party / Attorney:	(Last, First)				
	Party Attorney Exact Matches Only				
Advanced Search					
	Search Clear				

Bankruptcy and District Courts: You can use either of the two processes listed below.

a. Click Utilities, and then click the Change PACER Exemption Status link.

	ilities - Help Log Out		
Utilities	AL.		
	Release 3.1 Menu Items		
Your Account	NextGen Release 1.1 Menu Items		
Link a CM/ECF account to my PACER account			
Change PACER Exemption Statute			
Maintain Your Login/Password 🦓 🕗			

NOTE: If the Change PACER Exemption Status link does not appear on the Utilities page, it will more than likely be on the NextGen Release 1.1 Menu Items page. To visit this page, click the **NextGen Release 1.1 Menu Items** link on the Utilities page.

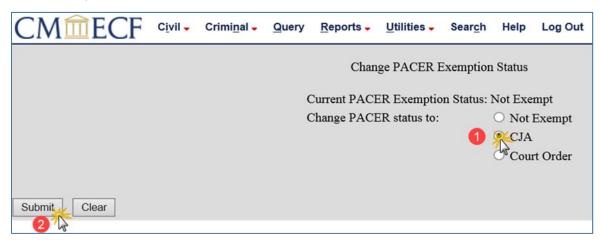


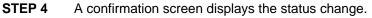
b. Click **Query**, and then click the **Change** link. The PACER fee status is located under the **Run Query** button.

CMmECI	Civil - Criminal - Query Reports - Utilities - Search Help Log Out			
Query				
	WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.			
Search Clues	Mobile Query			
Case Number				
	or search by			
Case Status:	Open OClosed OAll			
Filed Date	to			
Last Entry Date	to			
Nature of Suit	0 (zero) 110 (Insurance) 120 (Contract: Marine)			
Cause of Action	0 (No cause code entered) 02.0431 (02.431 Fed. Election Commission. Failure Enforce C) 02:0437 (02:437 Federal Election Commission)			
Last/Business Name Exact matches only				
First Name	Middle Name			
Туре	V			
Run Query Clear				
DICED C. N.I.F.				
PACER fee: Not Exem	2 A			

STEP 3 On the Change PACER Exemption Status screen, click the **CJA** radio button, and then click **Submit**.

Within a single session, once you have finished working on CJA-related work or if you need to perform non-CJA work, you must change your status back to **Not Exempt** (repeat steps 2 and 3).









CJA Exempt Status Instructions

NOTE: If you access another NextGen court, you need to change your PACER fee status to Exempt CJA as it reverts to the default status, Not Exempt. The exemption status also does not transfer to CurrentGen courts; you need to log out and log on again using the "x-" prefix with your upgraded PACER user name.

CurrentGen Courts and "x-" Prefix

As of August 2014, all newly appointed CJA attorneys are no longer issued separate exempt PACER accounts to be used only when performing CJA-related work. You can now log on using an "x-" prefix with your upgraded PACER user name and password to perform CJA-related work and not incur PACER fees when accessing CurrentGen courts.

STEP 1 Log on using your upgraded PACER account. Add the "x-" prefix to your user name.

Authentication	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers mu
Login: (x-hextgenuser3	taxpayer-identification numbers; dates of birth; names of minor children;
Password:	criminal cases, home addresses, in compliance with <u>Fed. R. Civ. P. 5.2</u> or requirement applies to all documents, including attachments.
client	
code:	I understand that, if I file, I must comply with the redaction rules. I have
Login Reset	

PACER Service Center						
Transaction Receipt						
01/16/2018 16:03:57						
PACER Login:	x-nextgenuser3:1234567:0	Client Code:				
Description:	Search	Search Criteria:	Filed From: 1/1/2012 Filed To: 1/31/2012			
Billable Pages:	9	Cost:	0.90			

You can verify your exempt status by reviewing the receipt.

NOTE: If you log on using the "x-" prefix, all transactions in any CurrentGen court are exempt for the duration of that session or until you log out. The exempt status does not transfer to NextGen courts. During your session, if you access a NextGen court, you need to use the Change PACER Exemption Status functionality to change your PACER fee status, as described previously in this document.