

# CJA PROCEDURES FOR NEXTGEN CM/ECF

## Determine Which Applies to You and Follow Instructions Below:

### If you are currently using a shared PACER account, **Register for a New Individual PACER Account.**

It is recommended that you wait until Friday, February 7, 2020 to do this. You will then link the new account to your CM/ECF account on or after February 10, 2020.

### If you are currently using an individual legacy PACER account (obtained prior to August 11, 2014),

#### **Upgrade Your Legacy PACER Account.**

It is recommended that you wait until Friday, February 7, 2020 to do this. You will then link the new account to your CM/ECF account on or after February 10, 2020.

### If you already have an individual upgraded PACER account (obtained after August 11, 2014),

#### **Link your Individual/Upgraded PACER Account to Your CM/ECF Account.**

This will not be done until after the conversion to NextGen, on or after February 10, 2020.

CJA Attorneys will only need one PACER account for filing and viewing in NextGen. You will be able to toggle between exempt and non-exempt status. If you have a separate exempt CJA account now, those exempt privileges will be added to your individual upgraded PACER account.

## Register for a New Individual PACER Account with CJA Exemption

1. Click here to [register for a new individual PACER account](#).
2. On the registration page, check the box to indicate that you are a member of the **CJA Panel** and select the **CJA Jurisdiction**.

The screenshot shows a registration form with the following elements:

- User Type \***: A dropdown menu with 'ATTORNEY' selected.
- Check here if this account will be used by an attorney appointed to the CJA Attorney Panel**
- CJA Jurisdiction \***: A dropdown menu with 'Ohio Northern' selected.

Red arrows point to the checkbox and the 'CJA Jurisdiction' dropdown.

3. On or after February 10, 2020 you will link your PACER account to your CM/ECF Account. [Instructions for Linking your Account](#)

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## Upgrade Your Legacy PACER Account

1. Follow the procedures to [upgrade your Legacy PACER account](#).
2. If the upgrade is done before the court is on NextGen, contact the PACER Service Center (PSC) by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or by phone at 800-676-6856 and provide the following information to the PSC:
  - a. Name
  - b. PACER Username
  - c. Account number for upgraded PACER Account
  - d. List the Northern District of Ohio as the court in which you are appointed to the CJA Panel.
3. The PSC will send you an email with instructions on how to proceed.
4. On or after February 10, 2020 you will link your PACER account to your CM/ECF Account.

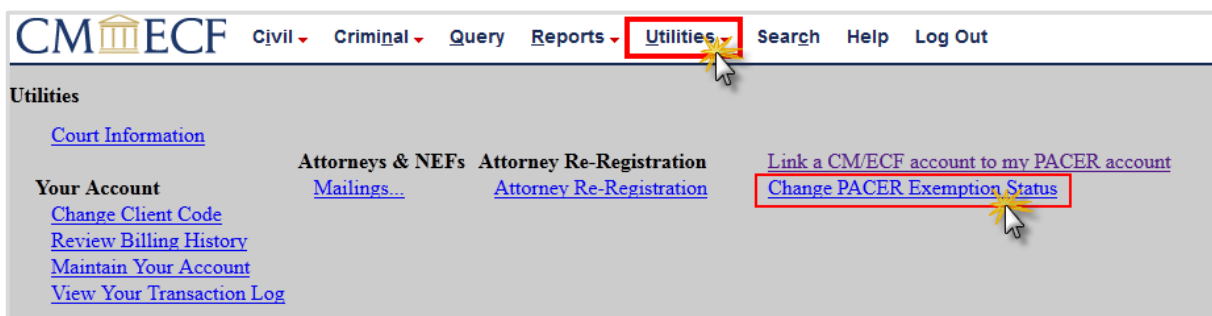
## Link your Individual/Upgraded PACER Account to Your CM/ECF Account

Link your individual/upgraded PACER exempt account to your ECF Account on or after February 10, 2020. [Instructions for Linking your Account](#)

## Changing PACER Exemption Status

When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status to **CJA**. Each time you log into NextGen ECF your status will default to **Not Exempt**. For additional information see [CJA Exempt Status Instructions](#).

1. Log into **NextGen CM/ECF**
2. Click on **Utilities**
3. Select **Change PACER Exemption Status**



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4. Select **CJA** and then **Submit**.

Note that the change to exempt is only good for the current session. The status will need to be changed each time you log in acting in your CJA capacity.

Change PACER Exemption Status

Current PACER Exemption Status: Not Exempt

Change PACER status to:

Not Exempt

CJA

Court Order

Submit Clear

5. While using the Query option you can **toggle between exempt and not exempt** by clicking on the link at the bottom of the page.

Query

WARNING: Search results from this screen are NOT subject to on PACER charges. Please be as specific as possible with your

Search Clues Mobile Query

Case Number: 2:09-cr-20025

or search by

Case Status:  Open  Closed  All

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), 00:0000 (00:0000 Cause Code Unknown), 02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name: Exact matches only

First Name: Middle Name:

Type:

Run Query Clear

PACER fee: Exempt CJA Change

6. If you are appointed as a CJA attorney in another federal court that is not on NextGen, there are special instructions for using your PACER account in a non-NextGen court. Contact PSC by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or by phone at 800-676-6856.