



## 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.

CM/ECF Case Search Calendar Opinions Orders/Judgments Briefs Logout Help

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.

CM/ECF Query Reports Utilities Help Log Out

Utilities

[Release 3.1 Menu Items...](#)

[NextGen Release 1.1 Menu Items](#)

**Your Account**

[Link a CM/ECF account to my PACER account](#)

[Change PACER Exemption Status](#)

[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.



## CJA Exempt Status Instructions

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

- 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).

- STEP 4** A confirmation screen displays the status change.



## 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.

#### Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may <http://www.pacer.gov>.

**Authentication**

Login:

Password:

client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must taxpayer-identification numbers; dates of birth; names of minor children; financial information; criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or other applicable rule. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have

#### Notice

An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States.

You can verify your exempt status by reviewing the receipt.

PACER Service Center			
Transaction Receipt			
01/16/2018 16:03:57			
<b>PACER Login:</b>	<input type="text" value="x-nextgenuser3:1234567:0"/>	<b>Client Code:</b>	
<b>Description:</b>	Search	<b>Search Criteria:</b>	Filed From: 1/1/2012 Filed To: 1/31/2012
<b>Billable Pages:</b>	9	<b>Cost:</b>	0.90

**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.