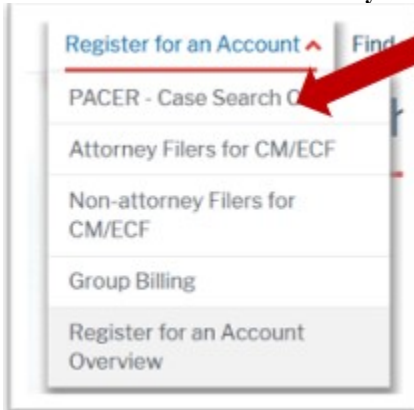


NOTE: CJA Attorneys will only need one PACER account for filing and viewing in NextGen CM/ECF. If you have a separate exempt CJA account now, those exempt privileges will be added to your individual upgraded PACER account.

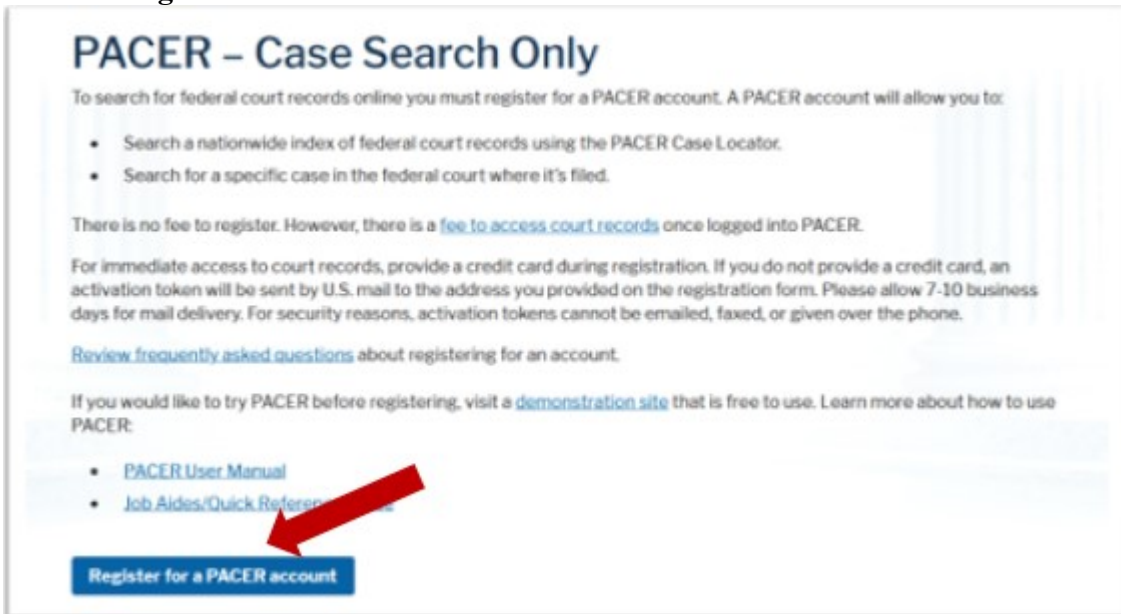
1. Go to www.pacer.gov.
2. Select **Register for an Account**.



3. Select **PACER-Case Search Only**.



4. Click on **Register for PACER account**.



5. Complete the Account Information form. Under **User Type** at the bottom of the form, select **INDIVIDUAL**.

6. Check the box to indicate that you are a member of the **CJA Panel** and select the **CJA Jurisdiction**.
7. Complete **User Verification**.
8. Click **Next**.
9. Create a **Username** and **Password**; and select **Security Questions**. Click **Next** when finished.

10. Enter the payment information to be saved. This screen is optional.
NOTE: Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** without entering any information on this screen. For instant access to PACER, the credit card information will be validated. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.
11. Check the box if you authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due.
12. Click **Next**
13. Read the policies and procedures and **acknowledge** by checking the box.
14. Click **Submit**.
15. The last screen will thank you for registering with the PACER service center. If you already had a CM/ECF account with our court, please follow the instructions for linking your new PACER login with your CM/ECF credentials.
16. You will receive an email from the PSC requesting that you reply to the email with your acknowledgement in order to activate your CJA privileges.

CJA Privileges Acknowledgement

The PACER Service Center received your request for fee-exempt access as a member of the CJA Panel. To activate this access (referred to as CJA privileges), you must first acknowledge the following policy for acceptable use:

- You must be appointed to the CJA Panel by a U.S. appellate or district court.
- CJA privileges should be used to access cases that are critical to successfully execute your duties as a member of the CJA Panel.
- Use of CJA privileges in the bankruptcy court system is seldom necessary to execute duties as a CJA Panel attorney.
- Use of CJA privileges to access pro bono and/or private client cases is prohibited.

Please note that exempt usage is closely monitored by courts, and you will be subject to charges if it is determined that you are not doing exempt work.

*****Violation of the policy may result in the removal of CJA privileges.*****

Please reply to this email with your acknowledgement. Once we receive acknowledgment, your CJA privileges will be activated. You may still request filing privileges while this request is pending.

Instructions for Using CJA Privileges

Previously, CJA Panel attorneys had separate PACER accounts for private and CJA work. This is no longer the process. You now may use the same account for all work. However, the steps for turning on CJA exempt status depend on the version of Case Management/Electronic Case Files (CM/ECF) system the court is running (for detailed instructions, see [CJA Exempt Status Instructions](#)).

- First, determine whether the court uses a CurrentGen or NextGen CM/ECF system by going to the [Court Links](#) page at pacer.gov.
 - The instructions are different for CurrentGen and NextGen CM/ECF systems. The only exception is district CM/ECF v6.3 (CurrentGen), which now uses the Change PACER Exemption Status toggle feature provided in NextGen.
- CurrentGen CM/ECF:
 - Log in using the "x-" prefix before your username to indicate your exempt status. Any transactions generated during this session will be exempt from PACER fees. **NOTE:** This does not apply to district CM/ECF v6.3.
 - Once you finish CJA-related work, you should log out to end your exempt status.
 - To switch between exempt (CJA) and non-exempt (private) status, log in and out using either the "x-" prefix with your username or just your username.
 - When you log in without the "x-" prefix, your account activity will be billable for the duration of that session.
- NextGen CM/ECF (all courts) and district CM/ECF v6.3:
 - Log in using your PACER credentials, and then use the Change PACER Exemption Status toggle feature to select your exempt status.
 - The toggle allows you switch between exempt and non-exempt without logging in and out.

NOTE: It may take up to 4 days for the account to be activated.

For questions, please contact PACER at 800-676-6856.