

CJA Panel Attorneys

How to Change PACER Exemption Status to Waive Billing in CJA cases

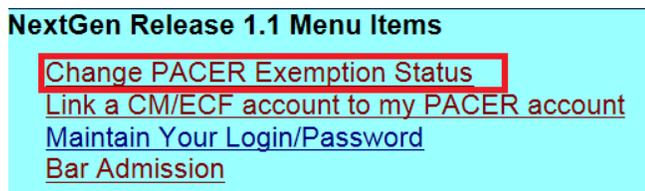
(Procedure is available as of January 16, 2018 and after - court will be LIVE on CM/ECF NextGen)

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

1. Log into **NextGen CM/ECF**
2. Click on **Utilities**
3. Click on **NextGen Release 1.1 Menu Items**

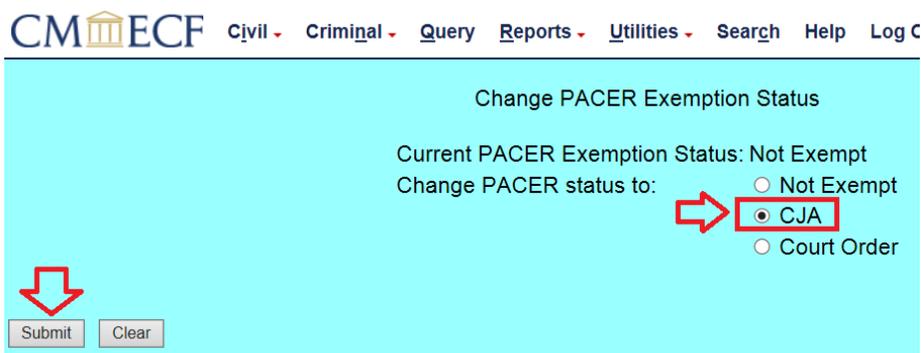


4. Select **Change PACER Exemption Status**



5. 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. ***



- 6. While using the Query option you can toggle between exempt and non-exempt by clicking on the link at the bottom of the page.

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 Closed All

Filed Date to

Last Entry Date to

Nature of Suit

110 (Insurance)
120 (Contract: Marine)

Cause of Action

02:0138 (02:0138 Library of Congress Access)
02:0358 (02:0358 President's Recommendations on Exec., Jud. & Leg. Salary)

Last/Business Name Exact matches only

First Name Middle Name

Type

PACER fee: Exempt CJA Change

- 7. If you are appointed as a CJA attorney in another federal court that is not yet live on CM/ECF NextGen, there are separate instructions for using your PACER account in a non-NextGen court. View the [PACER CJA Electronic Learning Module](#) or contact the PSC by e-mail at pacercja@psc.uscourts.gov.