

CJA Panel Attorneys

Register for a new PACER Account

OR

Upgrade a Legacy PACER Account

(CJA Attorneys please note that you will need only ONE PACER account for filing and viewing in ECF NextGen. 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

(for attorneys who are already admitted to NYND and have been using their law firms PACER account)

1. Follow the procedures to [create 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.

Email *	<input type="text" value="youremailaddress@yourserviceprovider.com"/>
Confirm Email *	<input type="text" value="youremailaddress@yourserviceprovider.com"/>
User Type *	<input type="text" value="INDIVIDUAL"/>
<input checked="" type="checkbox"/> Check here if this account will be used by an attorney appointed to the CJA Attorney Panel	
CJA Jurisdiction *	<input type="text" value="New York Northern"/>

OR

Upgrade Legacy PACER Account

(If you already have an individual PACER account but it was issued prior to 8/11/2014, it must be upgraded)

1. Follow the procedures to [upgrade your Legacy PACER account](#).
2. Contact the PACER Service Center (PSC) by e-mail at pacer@psc.uscourts.gov and provide the following information in your e-mail:
 - a. Address your e-mail to: pacer@psc.uscourts.gov
 - b. Subject line: CJA Account Exemption needed - Your Name (NYND)
 - c. Body of e-mail:
 - CJA Account Exemption needed for: (Add your full name)
 - PACER username: (type in your PACER username)
 - Account number (type in your PACER account number)
 - Court in which you are a CJA Panel member: NYND
3. The PSC will send you an e-mail with instructions on how to proceed.
4. Link your upgraded PACER exempt account to your ECF Account on or after January 16, 2018 ([See instructions for Linking Your Account](#)).