# CJA Attorney PACER Accounts Register for a new PACER Account OR Upgrade a Legacy PACER Account and Change PACER Exemption Status

(CJA Attorneys please note that you will only need 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 and your current exempt account will be canceled.)

## **Register for a new PACER Account**

- 1. Follow the procedure to create a new 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**.

User Type *	ATTORNEY	•
Check here if this acc	ount will be used by an attorney appointed to	the CJA Attorney Panel
CJA Jurisdiction *	Connecticut	-

#### OR

# Upgrade Legacy PACER Account

1. Follow the procedures to upgrade your Legacy Pacer account.

2. Contact the PACER Service Center (PSC) by email at <u>pacer@psc.uscourts.gov</u> 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 District of Connecticut 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.

For additional information view the <u>PACER CJA Electronic Learning Module.</u>

### **Change PACER Exemption Status**

When viewing documents or docket sheets in a case in which you are appointed as CJA counsel, change your PACER Exemption Status. Each time you log into NextGen ECF your status will default to **Not Exempt**.

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

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	12	t	
Attorneys & NEFs	Attorney Re-Registration	Link a CM/ECF	account to my PACER account
Mailings	Attorney Re-Registration	Change PACER	Exemption Status
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			NT.
	Attorneys & NEFs	Attorneys & NEFs Attorney Re-Registration	Attorneys & NEFs Attorney Re-Registration Link a CM/ECH

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	
Submit Clear	Current PACER Exemption St Change PACER status to:	•

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 sea	rch 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			
Туре				
Run Query Clear				
PACER fee: Exempt	CJA <u>Change</u>			

- 6. For additional information view the PACER CJA Electronic Learning Module.
- If you are appointed as a CJA attorney in another federal court, there are special instructions for using your PACER account in a non-NextGen court. View the <u>PACER CJA Electronic Learning Module</u> or contact PSC by email at <u>pacer@psc.uscourts.gov</u> or by phone at 800-676-6856.