



## CJA Attorney PACER Accounts

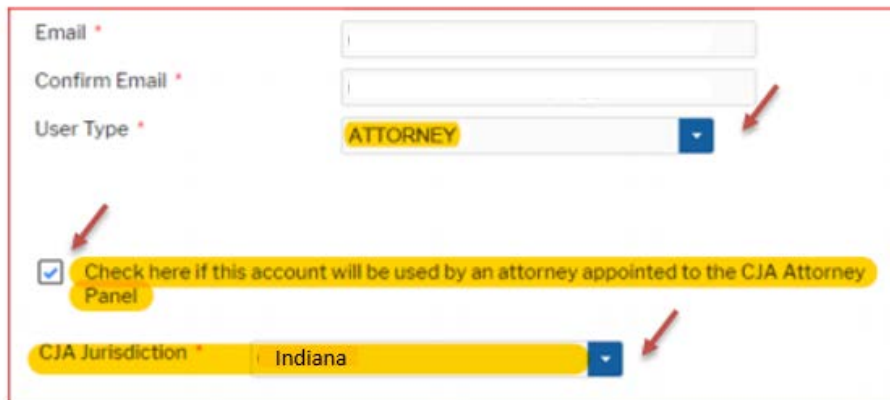
### Register for a new PACER Account OR Upgrade a Legacy PACER Account and Change PACER Exemption Status

CJA Attorneys, please note that you will only need one PACER account for filing and viewing in NextGen CM/ECF. If you have a separate exempt CJA account now (the account preceded by "x-"), those privileges will be added to your individual upgraded PACER account.

#### Prior to November 8, 2021 - Register for a new, individual PACER Account

As with all members of the bar, if you do not have an individual PACER account, you MUST create one prior to November 8, 2021, and add CJA permissions for exemption as shown below.

1. Follow the procedures to [create a new individual PACER account](#).
2. On the registration page, select "ATTORNEY" as the **User Type** and check the box to indicate that you are a member of the **CJA Panel** and select **CJA Jurisdiction**.



The screenshot shows a registration form with the following fields and options:

- Email \*
- Confirm Email \*
- User Type \* (Dropdown menu with "ATTORNEY" selected)
- Check here if this account will be used by an attorney appointed to the CJA Attorney Panel
- CJA Jurisdiction \* (Dropdown menu with "Indiana" selected)

3. Link your upgraded PACER exempt account to your ECF Account on or after November 8, 2021 ([Instructions for linking your account](#)).



OR

### Upgrade Existing Legacy PACER Account

1. Follow the procedures to [upgrade your Legacy PACER account](#).
2. Contact the PACER Service Center (PSC) by email at [pacer@pcs.uscourts.gov](mailto:pacer@pcs.uscourts.gov) 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 Southern District of Indiana 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.
4. Link your upgraded PACER exempt account to your ECF Account **on or after November 8, 2021**. ([Instructions for linking your account](#)).

### After November 8, 2021 - Change PACER Exemption Status

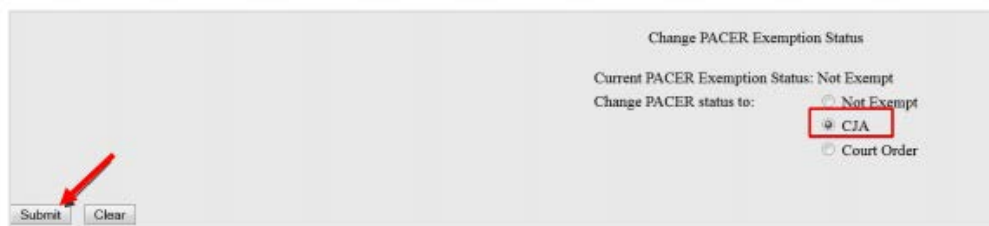
When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status. Each time you log into NextGen ECF, your status will default to **Not Exempt**.

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



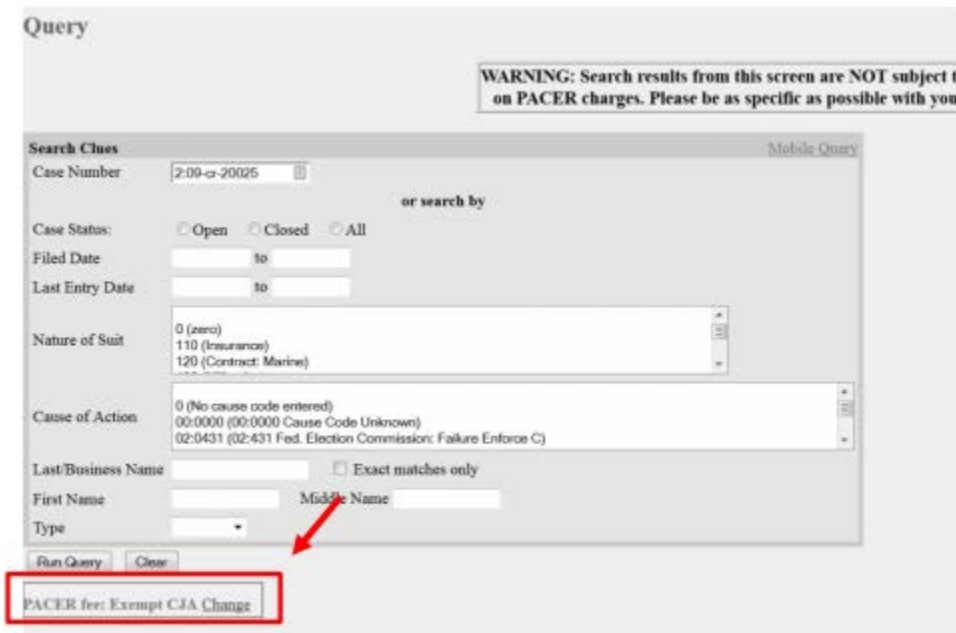
4. Select **CJA** and then **Submit**

*\*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.\**





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.



The screenshot shows the 'Query' interface with a warning: 'WARNING: Search results from this screen are NOT subject to on PACER charges. Please be as specific as possible with your'. The search criteria include Case Number (2:09-cv-20025), Case Status (Open, Closed, All), Filed Date, Last Entry Date, 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, First Name, Middle Name, and Type. A red arrow points to the 'PACER fee: Exempt CJA Change' link at the bottom of the form.

6. 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. Contact PSC by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or by phone at 800-676-6856 for assistance.