

## **CJA EXEMPT STATUS INSTRUCTIONS**

The next generation (NextGen) of CM/ECF provides a new toggle feature that allows you to switch from non-exempt to exempt status when performing CJA-related work, which is exempt from PACER fees. This feature is available only if you have been appointed as a CJA attorney. To activate this feature, you must activate CJA privileges on your upgraded PACER account (see *Activating CJA Privileges* for instructions). If your account was created prior to August 2014, you must first upgrade your account (see *Upgrading Your PACER Account* for instructions).

## NextGen Courts and the Change PACER Exemption Status Toggle

**NOTICE:** CurrentGen District CM/ECF v6.3 now provides users with the Change PACER Exemption Status Toggle feature.

- **STEP 1** Log on using your upgraded PACER account.
- **STEP 2** On the PACER fee status, click the **Change** link. Reaching the PACER Exemption Status screen varies depending on court type.

Appellate NextGen Courts: The PACER fee status is located at the top of the search page.

SECF Case Search Calendar Opinions O	Orders/Judgments Briefs	Logout Help
PAC	ER fee: Not Exempt Change Case Search	
Case Number / Range: Party / Attorney:	( <i>yy</i> annan or yy annan) ( <i>Last, First</i> ) Party Attorney Exact Matches Only Advanced Search Search Clear	

Bankruptcy and District Courts: You can use either of the two processes listed below.

a. Click Utilities, and then click the Change PACER Exemption Status link.

CMmECF Query Reports - Ut	ilities - Help Log Out
Utilities	AL.
Your Account	Release 3.1 Menu Items NextGen Release 1.1 Menu Items
Link a CM/ECF account to my PACER account	
Change PACER Exemption Statute	
Maintain Your Login/Password	
Change Client Code	

**NOTE**: If the Change PACER Exemption Status link does not appear on the Utilities page, it will more than likely be on the NextGen Release 1.1 Menu Items page or Release 6.3 Menu Items page in CurrentGen district courts running CM/ECF v6.3. To visit this page, click the **NextGen Release 1.1 Menu Items or Release 6.3 Menu Items** link on the Utilities page.

b. Click **Query**, and then click the **Change** link. The PACER fee status is located under the **Run Query** button.



WARNING: Search results from this screen are NOT subj on PACER charges. Please be as specific as possible with			
Search Clues		Mobile Query	
Case Number			
	or search by		
Case Status:	Open OClosed OAll		
Filed Date	to		
Last Entry Date	to		
Nature of Suit	0 (zero) 110 (Insurance) 120 (Contract: Marine)	0	
Cause of Action	0 (No cause code entered) 02:0431 (02:431 Fed. Election Commission: Failure Enforce C) 02:0437 (02:437 Federal Election Commission)	Ĵ	
Last/Business Name	Exact matches only		
First Name	Middle Name		
Type	V		

**STEP 3** On the Change PACER Exemption Status screen, click the **CJA** radio button, and then click **Submit**.

Within a single session, once you have finished working on CJA-related work or if you need to perform non-CJA work, you must change your status back to **Not Exempt** (repeat steps 2 and 3).



**STEP 4** A confirmation screen displays the status change.



**NOTE**: If you access another NextGen court or CurrentGen district court running District CM/ECF v6.3, you need to change your PACER fee status to **Exempt CJA** as it reverts to the default status, **Not Exempt**. The exemption status also does not transfer to CurrentGen courts; you need to log out and log on again using the "x-" prefix with your upgraded PACER user name.