



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.

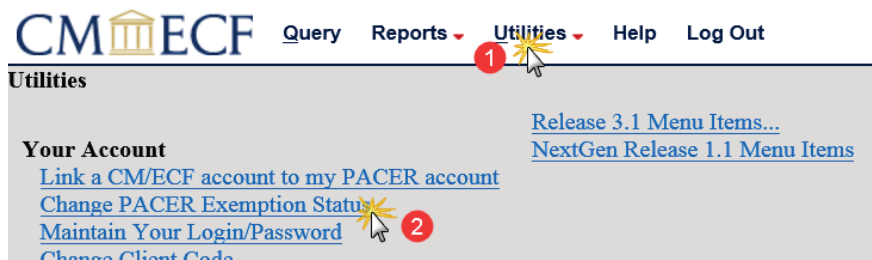
- STEP 1** Log on using your upgraded PACER account.
- STEP 2** On the PACER fee status, click the **Change** link. Reaching the PACER Exemption Status screen varies depending on court type.

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



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.



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.



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.