



CJA EXEMPT STATUS: NAVIGATING BETWEEN COURTS

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 PACER account was created prior to August 2014, you must first upgrade your account (see *Upgrading your PACER Account* for instructions).

The setting of exempt CJA status does not carry over from one NextGen court to another nor does it carry over to a CurrentGen court. When in a NextGen court, you must reset your status anytime you go to another NextGen court or a CurrentGen court. When in a CurrentGen court, you will need to reset your status anytime you go a NextGen court or a CurrentGen court running district CM/ECF v6.3.

Navigating from a NextGen Court to a CurrentGen Court

NOTICE: These instructions apply only when navigating to CurrentGen district courts running CM/ECF v6.2 and older and all CurrentGen bankruptcy courts.

STEP 1 If you are logged on to a NextGen court and need to access a CurrentGen court, you must first log out and log on again using the “x-” prefix with your upgraded PACER account user name (for additional information, see *CJA Exempt Status Instructions*).

For example, if you are logged on to an Appellate NextGen court with CJA exempt status and click an originating case number link on the docket report for a case in a CurrentGen district court, your exempt status will not transfer when you are redirected to the CurrentGen court’s CM/ECF system.

PACER fee: Exempt

If you view the you will be charged for 1 Pages \$0.10

General Docket
Third Circuit Court of Appeals

Court of Appeals Docket #: 07-1001 Nature of Suit: 3530 Habeas Corpus Harold v. Shannon, et al Appeal From: United States District Court for the Eastern District of Pennsylvania Fee Status: Due	Docketed: 01/03/2007 Termed: 07/06/2007
Case Type Information: 1) civil 2) private 3) Habeas Corpus-prisoner	
Originating Court Information: District: 0313-2 : 05-cv-02137 District Judge: James Knoll Gardner, U.S. District Judge Date Filed: 05/05/2005 Date Order/Judgment: 12/14/2006	

STEP 2 Upon clicking the link, the docket sheet selection criteria screen of the originating case in the CurrentGen district court displays. Click **Logout**.

Take note of the case number. Search for it upon logging on again.



WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.

Search Clues

Case Number: 2:05-cv-2137 (closed 12/13/2006)

or search by

Case Status: Open Closed All

Filed Date: _____ to _____

Last Entry Date: _____ to _____

Nature of Suit: 0 (zero), 110 (Contract: Insurance), 111 (Miscellaneous)

Cause of Action: 0 (00:0000), 02:0138 (02:138 Library of Congress Access), 02:0358 (02:358 President's Recommendations on Exec., Jud. & Leg. Salary)

Last/Business Name: _____ Exact matches only

First Name: _____ Middle Name: _____

Type: _____

Run Query Clear

NOTE: If you click **Run Query**, your PACER account will be billed.

STEP 3 The originating court's PACER log on page displays. Log on using your upgraded PACER account. Add the "x-" prefix to your user name. Click **Login**.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may <http://www.pacer.gov>.

Authentication

Login: x-nextgenuser3

Password: ●●●●●●

client code: _____

Login Reset

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must taxpayer-identification numbers; dates of birth; names of minor children; in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [I](#) requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have

Notice

An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the Un

Verify your exempt status by reviewing the receipt.

PACER Service Center			
Transaction Receipt			
01/16/2018 16:03:57			
PACER Login:	x-nextgenuser3:1234567:0	Client Code:	
Description:	Search	Search Criteria:	Filed From: 1/1/2012 Filed To: 1/31/2012
Billable Pages:	9	Cost:	0.90



Navigating from One NextGen Court to Another NextGen Court

NOTICE: CurrentGen District CM/ECF v6.3 now provides users with the Change PACER Exemption Status Toggle feature. The following instructions also apply to CurrentGen district courts on v6.3.

If you access another NextGen court in the same session, your PACER fee status reverts to the default status of Not Exempt. You must change it to Exempt CJA status, using the **Change PACER Exemption Status** link.

STEP 1 Click the **Change** link next to the PACER fee status. Getting to 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.

The screenshot shows the top navigation bar of the CM/ECF system with links for Case Search, Calendar, Opinions, Orders/Judgments, Briefs, Logout, and Help. Below the navigation bar, the text "PACER fee: Not Exempt" is displayed with a "Change" link next to it. A yellow starburst icon is positioned over the "Change" link. Below this, the "Case Search" section includes input fields for "Case Number / Range" (with a hint "(yy-nnnn or yy-nnnn)"), "Party / Attorney" (with a hint "(Last, First)"), and checkboxes for "Party" (checked), "Attorney", and "Exact Matches Only". There is also an "Advanced Search" link and "Search" and "Clear" buttons.

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.

The screenshot shows the "Utilities" page of the CM/ECF system. The navigation bar includes "Query", "Reports", "Utilities", "Help", and "Log Out". A red circle with the number "1" is placed over the "Utilities" menu item. Below the navigation bar, the "Utilities" section is displayed, containing a "Your Account" heading and several links: "Link a CM/ECF account to my PACER account", "Change PACER Exemption Status" (with a yellow starburst icon and a red circle with the number "2" next to it), "Maintain Your Login/Password", and "Change Client Code". There are also links for "Release 3.1 Menu Items..." and "NextGen Release 1.1 Menu Items".

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 2 On the Change PACER Exemption Status screen, select 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 1 and 2).

STEP 3 The confirmation screen displays the status change, such as **Exempt CJA**.