



## ACTIVATING CJA PRIVILEGES

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. If your PACER account was created prior to August 2014, you must upgrade it (see *Upgrading Your PACER Account* for instructions), if you have not already done so.

Below are instructions for activating CJA privileges if you are [\(1\) an existing CJA attorney with a PACER-exempt account in a NextGen court](#); [\(2\) a newly appointed CJA attorney with an existing PACER account](#); or [\(3\) a newly appointed CJA attorney with no PACER account](#).

### Existing CJA Attorney with a PACER-Exempt Account

- STEP 1** Contact the PACER Service Center (PSC) at (800) 676-6856 or email them at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) to request that CJA privileges be added to your upgraded PACER account. You must provide:
- Your name, user name, and the account number of your upgraded PACER account. You can find this information by logging on to **Manage My Account** at [www.pacer.gov](http://www.pacer.gov).

#### MANAGE MY ACCOUNT

Welcome, Nextgen User Logout

Account Number	1234567
Username	nextgenuser8
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

- The district in which you have been appointed as a CJA attorney.
- Your PACER-exempt account information, which includes your user name and account number. You can find this information by logging on to **Manage My Account** at [www.pacer.gov](http://www.pacer.gov).

**Note:** Once CJA privileges are activated on your upgraded PACER account, your PACER-exempt account will be canceled.

- STEP 2** The PSC will send you an email with instructions on how to proceed.



### Newly Appointed CJA Attorney with an Existing PACER Account

- STEP 1** Contact the PSC at (800) 676-6856 or email them at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) to request that CJA privileges be added to your upgraded PACER account. You must provide:
- Your name, user name, and the account number of your upgraded PACER account. You can find this information by logging on to **Manage My Account** at [www.pacer.gov](http://www.pacer.gov).
  - The district in which you have been appointed as a CJA attorney.

#### MANAGE MY ACCOUNT

Welcome, Nextgen User Logout

Account Number	1234567
Username	nextgenuser8
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

- STEP 2** The PSC will send you an email with the CJA acknowledgement and instructions for exempt usage.
- STEP 3** Reply to the email acknowledging that you accept and understand the terms of use. **CJA privileges will not be activated until you acknowledge the terms of use.**
- STEP 4** Upon receipt of your acknowledgment, CJA privileges will be activated and you will be able to use the **Change PACER Exemption Status** toggle in NextGen courts and “x-” prefix in CurrentGen courts.



### Newly Appointed CJA Attorney with NO PACER Account

**STEP 1** Register for a PACER account at [www.pacer.gov](http://www.pacer.gov).

**STEP 2** Complete all required fields and submit your registration.

**In the Account Information section, be sure to select the check box indicating the account will be used by an attorney appointed to the CJA Attorney Panel.** After you select the check box, the **CJA Jurisdiction** drop-down list appears. A selection from this list is required; you must select the jurisdiction in which you have been appointed as a CJA attorney.

Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

**1**

CJA Jurisdiction \*  **2**

**STEP 3** Once your registration has been processed by the PSC, you will receive an email with the CJA acknowledgement and instructions for exempt usage.

**STEP 4** Reply to the email acknowledging that you accept and understand the terms of use. **CJA privileges will not be activated until you acknowledge the terms of use.**

**STEP 5** Upon receipt of your acknowledgment, CJA privileges will be activated and you will be able to use the **Change PACER Exemption Status** toggle in NextGen courts and "x-" prefix in CurrentGen courts.