

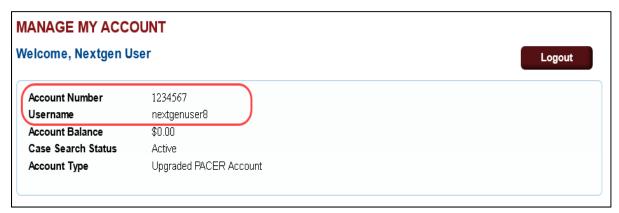
ACTIVATING CJA PRIVILEGES

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

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 to request that CJA privileges be added to your upgraded PACER account. You must provide:
 - a. 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.



- b. 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 <u>www.pacer.gov</u>.

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

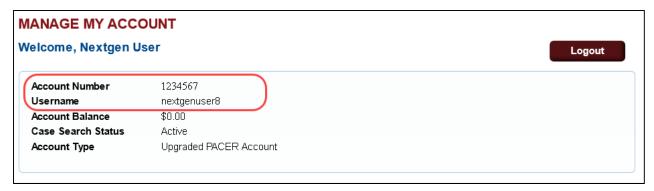
STEP 2 The PSC will send you an email with instructions on how to proceed.



Activating CJA Privileges

Newly Appointed CJA Attorney with an Existing PACER Account

- STEP 1 Contact the PSC at (800) 676-6856 or email them at psc.uscourts.gov to request that CJA privileges be added to your upgraded PACER account. You must provide:
 - a. 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.
 - b. The district in which you have been appointed as a CJA attorney.



- **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.