



Newly Appointed CJA Attorney with NO PACER Account

STEP 1 Register for a PACER account at 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

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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.