

## Change PACER Exemption Status

When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status. Each time you log into NextGen ECF your status will default to **Not Exempt**. For additional information view the [PACER CJA Electronic Learning Module](#)

Log into **NextGen ECF**

1. Click on **Utilities**
2. Select **Change PACER Exemption Status**



3. Select **CJA (for CJA Panel Members)** or **Court Order (for Pro Bono Panel Members)** and then **Submit**.

\*\*Note that the change to exempt is only good for the current session. The status will need to be changed each time you log in acting in your CJA or Court Order capacity. \*\*

The screenshot shows the 'Change PACER Exemption Status' form. The 'Current PACER Exemption Status' is 'Not Exempt'. The 'Change PACER status to:' section has three radio buttons: 'Not Exempt', 'CJA', and 'Court Order'. A purple callout box with a red '3' points to the 'CJA' and 'Court Order' options. The text inside the callout box reads: 'Select: \* CJA Panel (CJA) -or- \*Pro Bono Panel (Court Order)'. The 'Submit' button is circled with a red '4'.

4. While using the Query option you can **toggle between exempt and not exempt** by clicking on the link at the bottom of the page.

The screenshot shows the 'Query' search results page. A warning message at the top states: 'WARNING: Search results from this screen are NOT subject to on PACER charges. Please be as specific as possible with your'. Below the warning is a search form with various fields. At the bottom of the form, there is a red box containing the text 'PACER fee: Exempt CJA Change', with a red arrow pointing to it from the 'Run Query' button.

5. For additional information view the [PACER CJA Electronic Learning Module](#).
6. If you are appointed as a CJA attorney in another federal court, there are special instructions for using your PACER account in a non-NextGen court. View the [PACER CJA Electronic Learning Module](#) or contact PSC by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or by phone at 800-676-6856.