

# 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](#)

1. Log into **NextGen ECF**
2. Click on **Utilities**
3. Select **Change PACER Exemption Status**

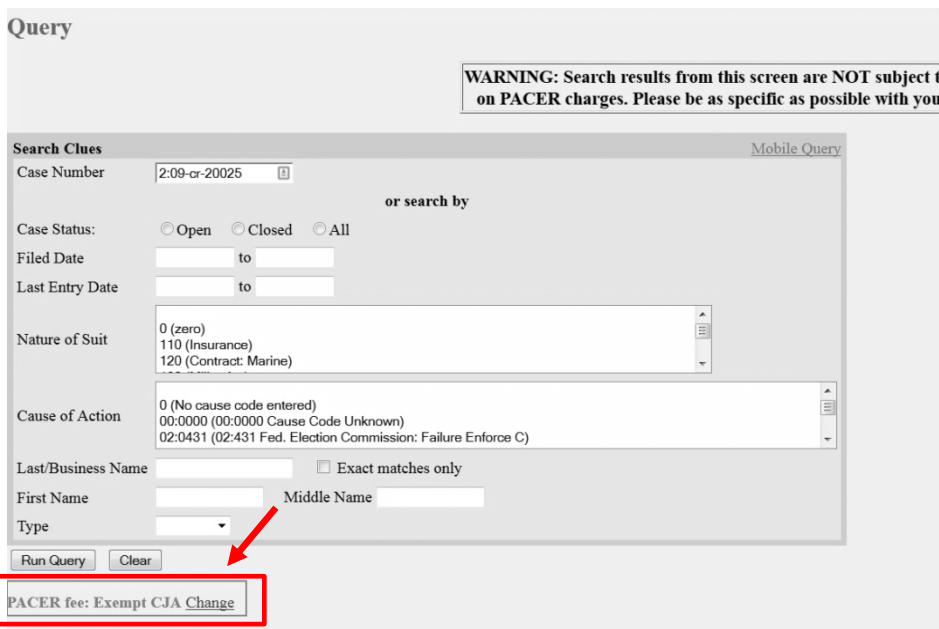


4. Select **CJA** and then **Submit**.

**\*\*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 capacity. \*\***



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



6. For additional information view the [PACER CJA Electronic Learning Module](#).
7. 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.