

# CJA Attorney PACER Accounts

## Register for a new PACER Account OR Upgrade a Legacy PACER Account and Change PACER Exemption Status

*(CJA Attorneys please note that you will only need one PACER account for filing and viewing in ECF NextGen. If you have a separate exempt CJA account now, those exempt privileges will be added to your individual upgraded PACER account.)*

### Register for a new PACER Account

1. Follow the procedures to [create a new individual PACER account](#).
2. On the registration page, check the box to indicate that you are a member of the **CJA Panel** and select the **CJA Jurisdiction**.

|  |  |
|--|--|
| Email *  | <input type="text" value="kyednextgen+missy@gmail.com"/> |
| Confirm Email *  | <input type="text" value="kyednextgen+missy@gmail.com"/> |
| User Type *  | <input type="text" value="ATTORNEY"/>                    |
| <input checked="" type="checkbox"/> Check here if this account will be used by an attorney appointed to the CJA Attorney Panel |  |
| CJA Jurisdiction *   | <input type="text" value="Kentucky Eastern"/>            |

3. Link your upgraded PACER exempt account to your ECF Account on or after September 7, 2021. ([See instructions for Linking your Account](#)).

**OR**

### Upgrade Legacy PACER Account

1. Follow the procedures to [upgrade your Legacy PACER account](#).
2. Contact the PACER Service Center (PSC) by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or by phone at 800-676-6856 and provide the following information to the PSC:
  - a. Name
  - b. PACER Username
  - c. Account number for upgraded PACER Account
  - d. List the Eastern District of KY as the court in which you are appointed to the CJA Panel.
3. The PSC will send you an email with instructions on how to proceed.
4. Link your upgraded PACER exempt account to your ECF Account on or after September 7, 2021 ([See instructions for Linking your Account](#)).

## Request CJA privileges be added to your upgraded PACER account

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:
  - 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](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 |

- b. The district in which you have been appointed as a CJA attorney.
- c. 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.

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

## Change PACER Exemption Status

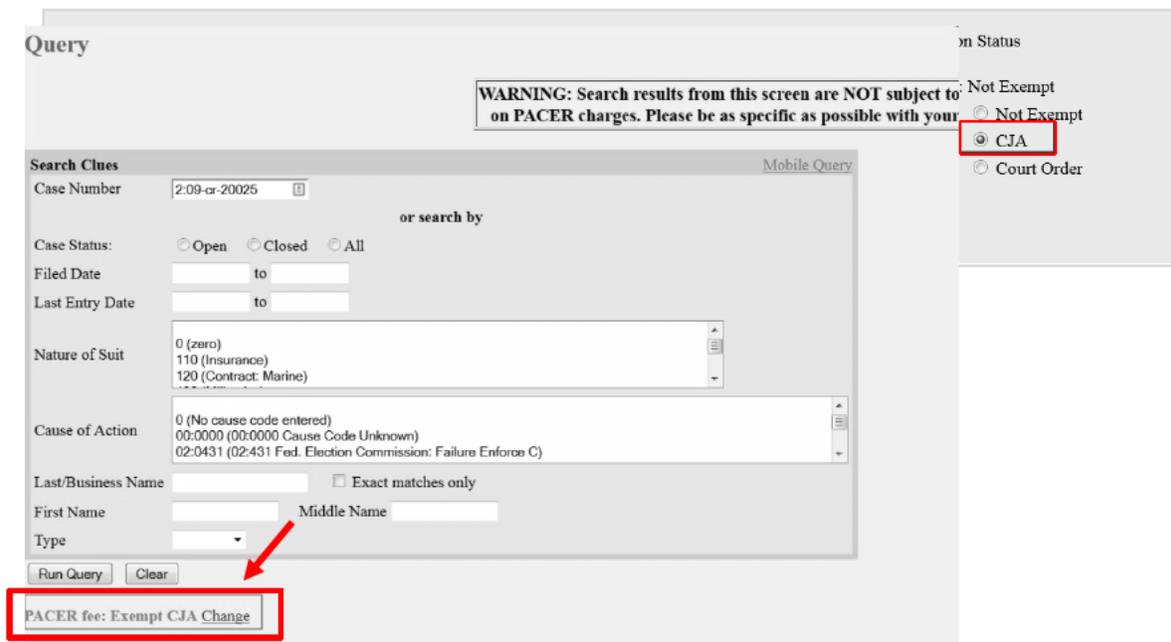
When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status. Each time you log into NextGen ECF your status will default to **Not Exempt**.

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.