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 *	kyednextgen+missy@gmail.com		
Confirm Email *	kyednextgen+missy@gmail.com		
User Type *	ATTORNEY		
Check bere if th	is account will be used by an attorney appointed to the CLA Attorney		
Panel	is account will be used by an actomey appointed to the GJA Attomey		
CJA Jurisdiction *	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 <u>pacer@psc.uscourts.gov</u> 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 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 <u>www.pacer.gov</u>.

Logout

MANAGE MY ACCOUNT

Welcome, Nextgen User

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

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

CM ECF CIVI	- Crimi <u>n</u> al - (Query <u>R</u> eports - <u>U</u> tili	ies Sear <u>c</u> h F	lelp Log Out
Utilities			12	
Court Information	Attorneys & NFF	's Attorney Re-Registrati	on LinkaCV	I/ECF account to my PACER account
Your Account	Mailings	Attorney Re-Registrat	on Change PA	ACER Exemption Status
Change Client Code				2
Review Billing History				00
Maintain Your Account				
View Your Transaction Log				

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. **

Juery	WAR on F	NING: Search results from this screen are NOT ACER charges. Please be as specific as possible	m Status subject to: Not Exempt with your O Not Exempt @ CIA
Search Clues		Mobile Query	© Court Order
Case Number	2:09-cr-20025		
	or search by		
Case Status:	⊖Open ©Closed ©All		
Filed Date	to		
Last Entry Date	to		
Nature of Suit	0 (zero) 110 (Insurance) 120 (Contract: Marine)	* 11	
Cause of Action	0 (No cause code entered) 00:0000 (00:0000 Cause Code Unknown) 02:0431 (02:431 Fed. Election Commission: Failure Enforce	a C) *	
Last/Business Name	Exact matches only		
First Name	Middle Name		
Туре	/		
Run Query Clear			

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.