

# 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**.

The screenshot shows a registration form with the following fields and values:

- Email \*: attymnd+40@gmail.com
- Confirm Email \*: attymnd+40@gmail.com
- User Type \*: INDIVIDUAL
- Check here if this account will be used by an attorney appointed to the CJA Attorney Panel:
- CJA Jurisdiction \*: Minnesota

Red arrows point to the checked checkbox and the Minnesota dropdown menu.

3. Link your upgraded PACER exempt account to your ECF Account on or after October 5, 2015 ([See instructions for Linking your Account](#)).

**OR**

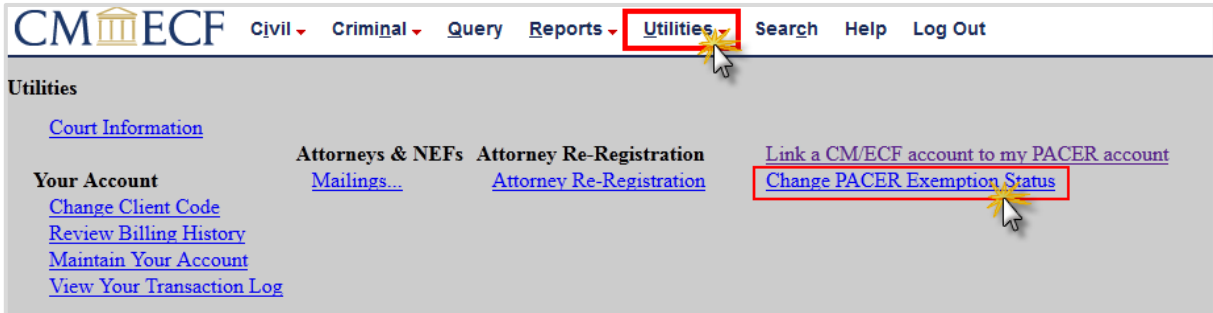
### Upgrade Legacy PACER Account

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 District of Minnesota 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 October 5, 2015 ([See instructions for Linking your Account](#)).

## 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**

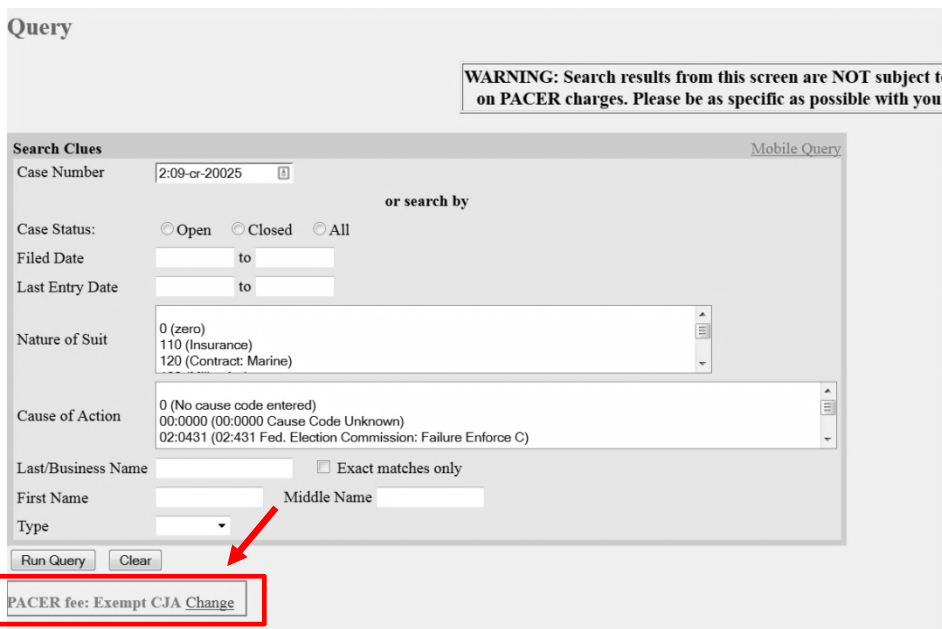


4. Select **CJA** and then **Submit**.

\*\*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. \*\*

A screenshot of the 'Change PACER Exemption Status' form. The current status is 'Not Exempt'. The 'Change PACER status to:' section has three radio button options: 'Not Exempt', 'CJA', and 'Court Order'. The 'CJA' option is selected and highlighted with a red rectangular box. At the bottom left, there are 'Submit' and 'Clear' buttons. A red arrow points to the 'Submit' button.

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.

A screenshot of the 'Query' page. It features a search form with various filters like 'Case Number', 'Case Status', 'Filed Date', and 'Nature of Suit'. At the bottom of the page, there is a link that reads 'PACER fee: Exempt CJA Change', which is highlighted with a red rectangular box. A red arrow points to this link. 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 search.'

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.