Administrative Office
of the United States Courts
Department of Technology Services

CJA EXEMPT STATUS:
NAVIGATING BETWEEN LEGACY AND NEXTGEN

Navigating from a NextGen Court to a CurrentGen Court

STEP 1   If you are logged on to a NextGen court and need to access a CurrentGen court, you must first log off and log on again using the "x-" prefix with your upgraded PACER account user name (for additional information, see *CJA Exempt Status Instructions*).

For example, if you are logged on to an Appellate NextGen court with CJA exempt status and click an originating case number link on the docket report for a case in a CurrentGen district court, your exempt status will not transfer when you are redirected to the CurrentGen court's CM/ECF system.

STEP 2   When you click the link, the docket sheet selection criteria screen of the originating case in the CurrentGen district court displays. Click **Logout**.

Take note of the case number. Search for it upon logging on again.

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NOTE: If you click **Run Query**, your PACER account will be billed.

STEP 3 The originating court's PACER logon page displays. Log on using your upgraded PACER account. Add the "x-" prefix to your user name. Click **Login**.

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Verify your exempt status by reviewing the receipt.

PACER Service Center			
Transaction Receipt			
01/16/2018 16:03:57			
PACER Login:	x-nextgenuser3:1234567:0	**Client Code:**	
Description:	Search	**Search Criteria:**	Filed From: 1/1/2012 Filed To: 1/31/2012
Billable Pages:	9	**Cost:**	0.90

Navigating from One NextGen Court to Another NextGen Court

If you access another NextGen court in the same session, your PACER fee status reverts to the default status of Not Exempt. You must change it to Exempt CJA status, using the **Change PACER Exemption Status** link.

STEP 1   Next to the PACER fee status, click the **Change** link. Accessing the PACER Exemption Status screen varies depending on court type.

Appellate NextGen Courts: The PACER fee status is located at the top of the search page.

CM/ECF   Case Search   Calendar   Opinions   Orders/Judgments   Briefs   Logout   Help

PACER fee: Not Exempt   Change
Case Search

Case Number / Range: [   ] [   ] (yy-nnnn or yy-nnnnn)
Party / Attorney: [   ] (Last, First)
☑ Party ☐ Attorney ☐ Exact Matches Only

Advanced Search

[Search] [Clear]

Bankruptcy and District Courts: You can use either of the two processes listed below.

a.   Click **Utilities**, and then click the **Change PACER Exemption Status** link.

CM/ECF   Query   Reports ▾   Utilities ▾   Help   Log Out
Utilities   ❶

Your Account   Release 3.1 Menu Items...
    Link a CM/ECF account to my PACER account   NextGen Release 1.1 Menu Items
    Change PACER Exemption Status   ❷
    Maintain Your Login/Password
    Change Client Code

NOTE: If the Change PACER Exemption Status link does not appear on the Utilities page, it will more than likely be on the NextGen Release 1.1 Menu Items page. To visit this page, click the **NextGen Release 1.1 Menu Items** link on the Utilities page.

b. Click **Query**, and then click the **Change** link. The PACER fee status is located under the **Run Query** button.

STEP 2 On the Change PACER Exemption Status screen, click the **CJA** radio button, and click **Submit**.

Within a single session, once you have finished working on CJA-related work or if you need to perform non-CJA work, you must change your status back to **Not Exempt** (repeat steps 1 and 2).

STEP 3 The confirmation screen displays the status change, such as **Exempt CJA**.