



## CJA PACER PROCEDURE

CJA Attorneys will only need one PACER account for filing and viewing in CM/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. [Register for a 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**.

A screenshot of the PACER registration form. The form includes the following fields:

- Email \***: A text input field containing "vidtestnextgen@gmail.com".
- Confirm Email \***: A text input field containing "vidtestnextgen@gmail.com".
- User Type \***: A dropdown menu with "INDIVIDUAL" selected.
- Check here if this account will be used by an attorney appointed to the CJA Attorney Panel**
- CJA Jurisdiction \***: A dropdown menu with "Virgin Islands" selected.

3. Link your upgraded PACER exempt account to your ECF Account on or after the DCVI Go Live date. See instructions for Linking PACER Account to Next Gen.

### Upgrade Legacy PACER Account

1. See instructions for Upgrading Your 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 Court of the Virgin Islands 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 the Court's GO LIVE date. See instructions for Linking PACER Account to NextGen.

## 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.\*\***

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 box. A red arrow points to the 'Submit' button at the bottom left of the form.

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' screen in the CM/ECF system. It features a search form with fields for Case Number, Case Status, Filed Date, Last Entry Date, Nature of Suit, Cause of Action, and Last/Business Name. A 'Run Query' button is at the bottom left. At the bottom of the page, there is a link that reads 'PACER fee: Exempt CJA Change'.

6. For additional information view electronic learning module entitled Overview for CJA Panel Attorneys at <https://www.pacer.gov/ecfcbt/cso/index.html>.
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. Contact PSC by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or by phone at 800-676-6856.

## PACER FAQ's

<https://www.pacer.gov/nextgen/>