

# 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 and your current exempt account will be canceled.)*

### Register for a new PACER Account

1. Follow the procedure to [create a new 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 \*: ctdbobadams@gmail.com
- Confirm Email \*: ctdbobadams@gmail.com
- User Type \*: INDIVIDUAL
- Check here if this account will be used by an attorney appointed to the CJA Attorney Panel
- CJA Jurisdiction \*: MOED-Missouri Eastern District

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 Missouri 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.

For additional information view the [PACER CJA Electronic Learning Module](#).

## Change PACER Exemption Status

When viewing documents or docket sheets in a case in which you are appointed as CJA counsel, 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 form displays the current status as 'Not Exempt'. Under 'Change PACER status to:', there are three radio button options: 'Not Exempt', 'CJA', and 'Court Order'. The 'CJA' option is selected and highlighted with a red 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' screen in the CM/ECF system. At the top, there is a warning: 'WARNING: Search results from this screen are NOT subject to on PACER charges. Please be as specific as possible with your search.' Below the warning is a 'Search Clues' section with various search criteria: Case Number (2:09-cr-20025), Case Status (Open, Closed, All), Filed Date, Last Entry Date, Nature of Suit (0, 110, 120), Cause of Action (0, 00:0000, 02:0431), Last/Business Name, First Name, Middle Name, and Type. At the bottom of the search form, there are 'Run Query' and 'Clear' buttons. A red arrow points to the 'Run Query' button. Below the search form, there is a link: 'PACER fee: Exempt CJA Change', which is highlighted with a red box.

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.