

# CJA Panel Attorneys and Court Appointed Mediators

## Exempt Instructions for Current CM/ECF PACER and NextGen CM/ECF

### Overview

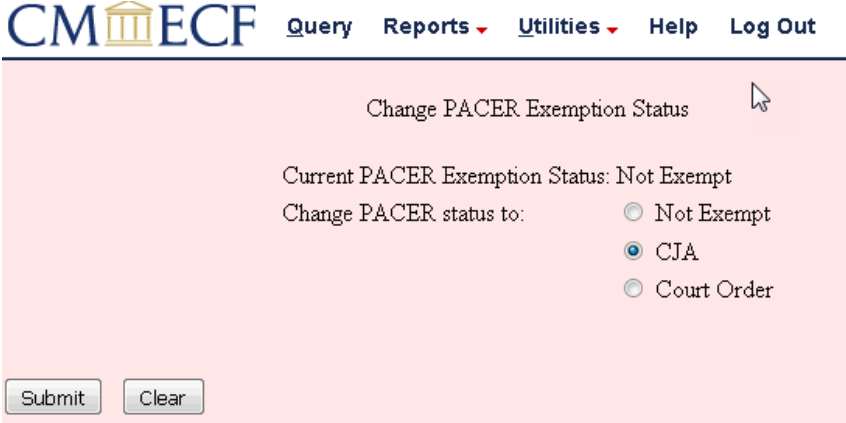
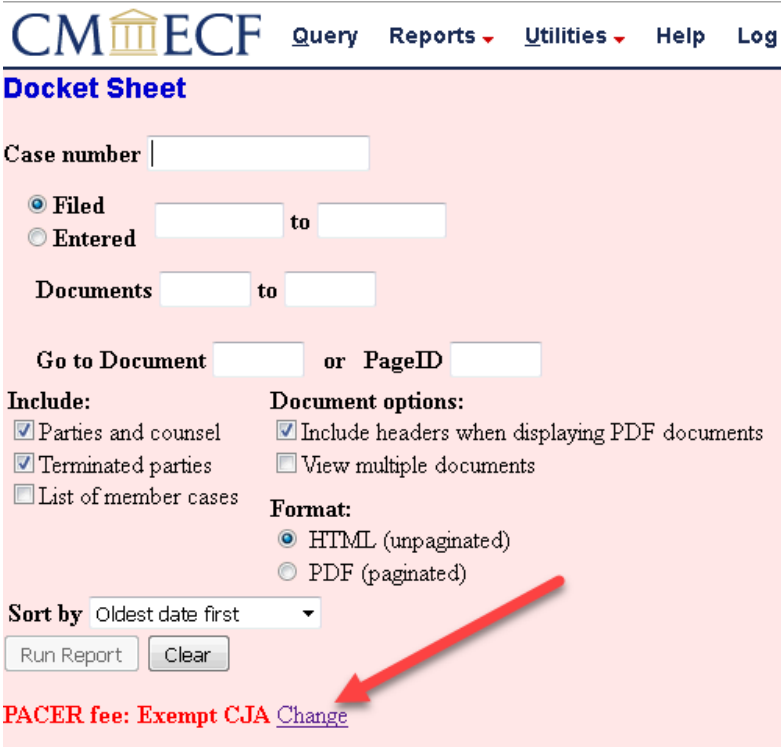
Attorneys appointed to the CJA Panel and Court Appointed Mediators are entitled to view documents and docket sheets in the cases they are appointed to without charge. The way you access the docket and receive your fee exemption will change when the court transitions to NextGen CM/ECF.

### Using Exempt Status on or after June 29, 2020

- a. You must have an **upgraded PACER** account. An upgraded PACER account has a **user name of at least 8 characters**. Your **PACER Account must be linked** to your **CM/ECF Account** for this to work. If you did not link your account, please click [Here](#) and follow the instructions.
- b. Below is how you will use your exempt status for PA Middle or for any NextGen court.

Once the court converts to NextGen, all attorneys will log in for filing and viewing using PACER. For NextGen access you no longer need to use the x- prefix. Follow the steps below to toggle your exempt status.

STEP	ACTION
1	<p>Log into the NextGen site using your upgraded PACER account (do not prefix the x-).</p> <p><b>PACER LOGIN</b></p> <p>Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="background-color: #4f81bd; color: white; padding: 5px; border-radius: 5px;">Login</div> <p><small>* Required Information</small></p> <p><b>Username *</b> <input type="text" value="jqpublic33"/></p> <p><b>Password *</b> <input type="password" value="....."/></p> <p><b>Client Code</b> <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Login"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </p> <p style="text-align: center; font-size: small;"> <a href="#">Need an Account?</a>   <a href="#">Forgot Your Password?</a>   <a href="#">Forgot User Name?</a> </p> <p style="font-size: x-small; margin-top: 10px;">                     NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.                 </p> </div>
2	<p>When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status. In NextGen CM/ECF, Go to <b>Utilities on the blue menu bar</b>, then click on <b>NextGen Release 1.1 Menu Items</b>, and then click on <b>Change PACER Exemption Status</b>.</p>

STEP	ACTION
3	<p>On the Change PACER Exemption Status screen, select <b>CJA if you are a CJA Panel Attorney</b> and then click <b>Submit</b>. Select <b>Court Order</b> if you are a Mediator and then click <b>Submit</b>.  <b>(NOTE: The exempt setting is good only for this session. The next time you access the system it will default to Not Exempt.)</b></p> 
4	<p>You will see your current PACER fee status message at the bottom of all Query and Report screens. You can use the <b>Change</b> link to toggle your PACER status between exempt and non-exempt without logging out.</p> 

Contact PSC by phone at 800-676-6856 or email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) if you have any questions or need assistance.