

# CJA EXEMPT STATUS: NAVIGATING BETWEEN COURTS

The next generation (NextGen) of CM/ECF provides a new toggle feature that allows you to switch from non-exempt to exempt status when performing CJA-related work, which is exempt from PACER fees. This feature is available only if you have been appointed as a CJA attorney. To activate this feature, you must activate CJA privileges on your upgraded PACER account (see *Activating CJA Privileges* for instructions). If your PACER account was created prior to August 2014, you must first upgrade your account (see *Upgrading your PACER Account* for instructions).

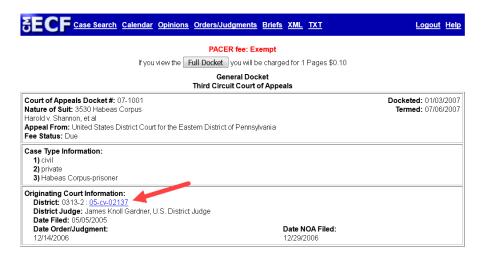
The setting of exempt CJA status does not carry over from one NextGen court to another nor does it carry over to a CurrentGen court. When in a NextGen court, you must reset your status anytime you go to another NextGen court or a CurrentGen court. When in a CurrentGen court, you will need to reset your status anytime you go a NextGen court or a CurrentGen court runing district CM/ECF v6.3.

### Navigating from a NextGen Court to a CurrentGen Court

**NOTICE:** These instructions apply only when navigating to CurrentGen district courts running CM/ECF v6.2 and older and all CurrentGen bankruptcy courts.

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

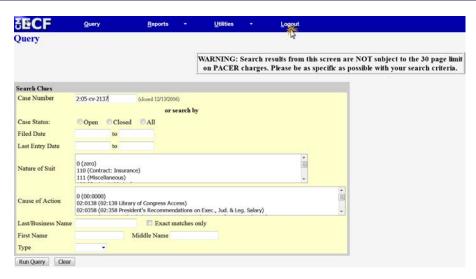
For example, if you are logged on to an Appellate NextGen court with CJA exempt status and click an originating case number link on the docket report for a case in a CurrentGen district court, your exempt status will not transfer when you are redirected to the CurrentGen court's CM/ECF system.



STEP 2 Upon clicking 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.



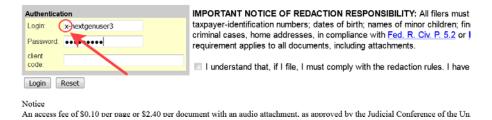


**NOTE**: If you click **Run Query**, your PACER account will be billed.

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

#### Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may <a href="http://www.pacer.gov">http://www.pacer.gov</a>.



Verify your exempt status by reviewing the receipt.





## Navigating from One NextGen Court to Another NextGen Court

**NOTICE:** CurrentGen District CM/ECF v6.3 now provides users with the Change PACER Exemption Status Toggle feature. The following instructions also apply to CurrentGen district courts on v6.3.

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.

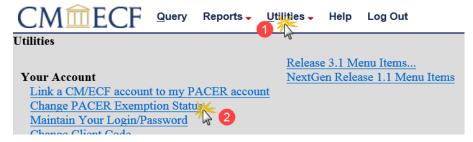
STEP 1 Click the **Change** link next to the PACER fee status. Getting to the PACER Exemption Status screen varies depending on court type.

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



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

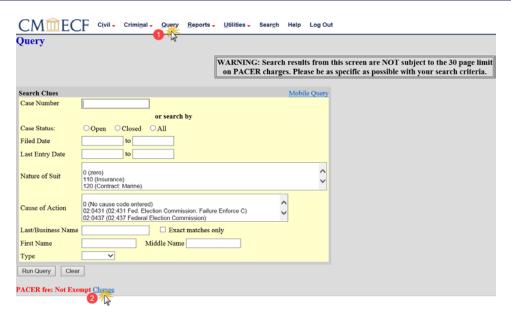
a. Click Utilities, and then click the Change PACER Exemption Status link.



**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 or Release 6.3 Menu Items page in CurrentGen district courts running CM/ECF v6.3. To visit this page, click the **NextGen Release 1.1 Menu Items or Release 6.3 Menu Items** link on the Utilities page.

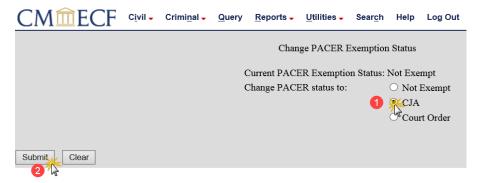
**b.** Click **Query**, and then click the **Change** link. The PACER fee status is located under the **Run Query** button.





# STEP 2 On the Change PACER Exemption Status screen, select the CJA radio button, and then 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.

