

PACER Quarterly Newsletter

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PACER Users Gain More Free Access in 2020

As of January 1, PACER usage fees are waived if they total \$30 or less. This is an increase from the previous \$15 or less quarterly fee waiver. The change will result in more than 75 percent of users accessing court records paying no fee in a given quarter. The April 2020 billing statement will reflect the updated fee waiver.

16 Courts Implement NextGen in Q4

In the fourth quarter, sixteen courts implemented the next generation case management/electronic case files (NextGen CM/ECF) system:

- D.C. District
- Guam District
- Iowa Northern District
- Louisiana Eastern District
- Louisiana Western District
- Maine District
- New Hampshire Bankruptcy
- New Hampshire District
- North Carolina Western Bankruptcy
- South Carolina Bankruptcy
- Tennessee Eastern District
- Texas Eastern Bankruptcy
- Virgin Islands Bankruptcy
- Virgin Islands District
- West Virginia Northern Bankruptcy
- Wyoming Bankruptcy

To date, 76 courts have converted, and more will follow in the coming months. The following information

outlines what to do when your court announces it will convert:

- If you have a PACER account, ensure it is upgraded. Log in to Manage My Account at pacer.gov.
- If you do not have a PACER account, go to:
pacer.psc.uscourts.gov/pscwf/registration.jsf. Once registered, you will have an upgraded account.
- After your court converts, you must link your e-filing account to your PACER account.
 - ◆ For an overview on linking, go to pacer.gov/nextgen.
 - ◆ For instructions on linking accounts, go to pacer.gov, select E-File, click the Training option, and click Electronic Learning Modules.

For more information, continue to check your court's website.

Overview: Upgraded PACER Account

If you registered for a PACER account after Aug. 8, 2014, it is upgraded and no action is needed. If you registered prior to that date, you will need to upgrade your account.

There are a couple of ways to identify your account type:

- 1) Check your username. A username of 8 characters or more is upgraded, while usernames with 6 characters or less indicate a legacy PACER account.
- 2) Log in to Manage My Account at pacer.gov. The Account Type field will indicate "Upgraded PACER Account."

If your court has announced that it plans to implement the next generation (NextGen) CM/ECF system, you should try to upgrade your account before the conversion. For more information, visit pacer.gov/nextgen.

PACER Fees: How, When Users Are Charged

Access to case information through PACER costs \$.10 per page for all users. If you accrue \$30 or less in a quarter, your fees will be waived. The following describes how PACER fees are applied.

- Fees are \$.10 per page, with a cap of \$3.00 (30 pages) for:
- ◆ Case documents (excluding transcripts)
 - ◆ Docket sheets
 - ◆ Case-specific reports
- The fee cap **does not*** apply to:
- ◆ Transcripts
 - ◆ Non-case-specific reports
- Court hearing audio files via PACER cost \$2.40 per file.

There is no additional fee to print or save information after accessing. Your PACER account will be billed for all use.

To learn more about PACER fees, the electronic public access fee schedule is available at: pacer.gov/documents/epa_feesched.pdf.

NOTE: The PACER fee remittance address has changed. To avoid a payment delay, please mail checks to:

U.S. Courts: PACER
P.O. Box 5208
Portland, OR 97208-5208

**Correction: "does not" was omitted in error in the newsletter that was mailed with quarterly statements and posted on Jan. 13, 2020.*

Questions or comments regarding information in the announcement?

Email pacer@psc.uscourts.gov or call (800) 676-6856.

NextGen Resources

- **NextGen Help Page:**
<https://www.pacer.gov/nextgen>
- **Electronic Learning Modules:**
<https://www.pacer.gov/ecfcbt/cso/index.html>
- **NextGen: PAA FAQs:**
<https://www.pacer.gov/psc/hfaq.html>
- **Court Links Page:**
<https://www.pacer.gov/psco/cgi-bin/links.pl>

User Tips & Reminders

Resetting a Password: Know Your Security Information

To recover a lost or forgotten PACER password, you must know the answers to your security questions. If you are unsure of the answers, update them as soon as possible and keep them in a safe place. You may do this online at pacer.gov. Click Manage My Account. After you log in, click Set Security Information under Settings.

Receiving Faster, More Efficient Support from PSC

When you contact PSC for assistance, please include the following in your email or web message to ensure you receive helpful, timely assistance:

- Account number and username
- Specific federal court your issue involves, if applicable
- Specific issue you are having (e.g., login reset questions)

Retaining Your PACER Account after Moving Firms

When you leave your firm, you do not need to create a new PACER account. If your account was part of a PACER Administrative Account (PAA), you may either unlink it (under Manage My Account), or have the firm unlink it. If you move to another firm or work individually, your PACER account stays with you. NOTE: When you leave your firm, update your account information (e.g., email, etc.) at pacer.gov under Manage My Account.

CJA Exemption Toggle: Using the Same Account for CJA, Private Work

CJA Panel attorneys no longer have separate PACER accounts for private and CJA work. You may use the same account for all work. However, the steps for turning on CJA exempt status depend on the version of Case Management/Electronic Case Files (CM/ECF) system the court is running.

- First, determine whether the court uses a CurrentGen or NextGen CM/ECF system by going to the [Court Links](#) page at pacer.gov.
 - ◆ The instructions are different for CurrentGen and NextGen. The only exception is district CM/ECF v6.3 (CurrentGen), which now uses the Change PACER Exemption Status toggle feature provided in NextGen.
- CurrentGen CM/ECF: Log in using the “x-” before your username to indicate your exempt status. Any transactions during this session will be exempt from PACER fees. **NOTE:** This does not apply to district CM/ECF v6.3.
 - ◆ Once you finish CJA-related work, log out to end your exempt status.
 - ◆ To switch between exempt (CJA) and non-exempt (private) status, log in and out using either the “x-” before your username or just your username.
 - ◆ When you log in without the “x-” prefix, your account activity will be billable for the duration of that session.
- NextGen CM/ECF (all courts) and district CM/ECF v6.3:
 - ◆ Log in using your PACER credentials; use the Change PACER Exemption Status toggle feature to select your exempt status.
 - ◆ The toggle allows you switch between exempt and non-exempt without logging in and out.

Billing Information

- PSC accepts Discover, VISA, MasterCard, and American Express. Log in to Manage My Account at pay.gov to pay by credit card.
- PSC federal tax ID: 74-2747938.
- A fee of \$53 will be assessed if your payment is returned.
- Accounts with credit cards on file will be auto-billed up to 7 days prior to the due date.

PSC Information

PSC hours are 8 AM—6 PM CT, Monday through Friday. The PSC is closed for the following holidays:

MLK Jr. Birthday: January 20
Presidents’ Day: February 17
Memorial Day: May 25
Independence Day: July 3
Labor Day: September 7
Columbus Day: October 12
Veterans Day: November 11
Thanksgiving Day: November 26
Christmas Day: December 25