



## 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.

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

**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.

**PACER fee: Exempt**

If you view the  you will be charged for 1 Pages \$0.10

**General Docket**  
Third Circuit Court of Appeals

<b>Court of Appeals Docket #:</b> 07-1001 <b>Nature of Suit:</b> 3530 Habeas Corpus Harold v. Shannon, et al <b>Appeal From:</b> United States District Court for the Eastern District of Pennsylvania <b>Fee Status:</b> Due	<b>Docketed:</b> 01/03/2007 <b>Termed:</b> 07/06/2007
<b>Case Type Information:</b> 1) civil 2) private 3) Habeas Corpus-prisoner	
<b>Originating Court Information:</b> <b>District:</b> 0313-2: <a href="#">05-cv-02137</a> <b>District Judge:</b> James Knoll Gardner, U.S. District Judge <b>Date Filed:</b> 05/05/2005 <b>Date Order/Judgment:</b> 12/14/2006	

**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 <http://www.pacer.gov>.

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must taxpayer-identification numbers; dates of birth; names of minor children; in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [f](#) requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have

**Notice**

An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the Un

Verify your exempt status by reviewing the receipt.

<b>PACER Service Center</b>			
<b>Transaction Receipt</b>			
01/16/2018 16:03:57			
<b>PACER Login:</b>	x-nextgenuser3:1234567:0	<b>Client Code:</b>	
<b>Description:</b>	Search	<b>Search Criteria:</b>	Filed From: 1/1/2012 Filed To: 1/31/2012
<b>Billable Pages:</b>	9	<b>Cost:</b>	0.90

## Navigating from One NextGen Court to Another NextGen Court

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** Next to the PACER fee status, and click the **Change** link. 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. To visit this page, click the **NextGen Release 1.1 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).

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Change PACER Exemption Status

Current PACER Exemption Status: Not Exempt

Change PACER status to:

Not Exempt

CJA

Court Order

Submit Clear

**STEP 3** The confirmation screen displays the status change, such as **Exempt CJA**.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

PACER Status Changed to **Exempt CJA**