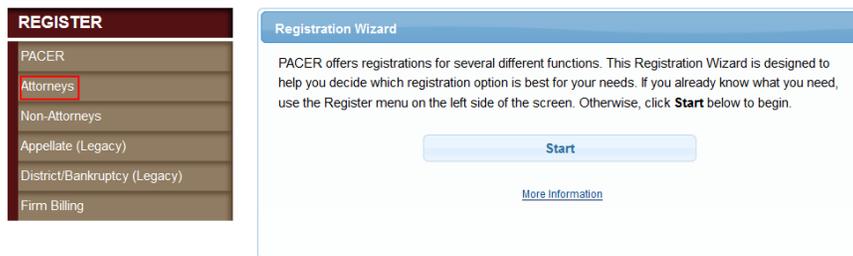


ATTORNEYS ADMITTED TO NDFL PRIOR TO NOVEMBER 23, 2015 INSTRUCTIONS FOR CJA ATTORNEYS ADMITTED WITHOUT A PACER ACCOUNT

1. Go to PACER: www.pacer.gov
2. Select REGISTER.



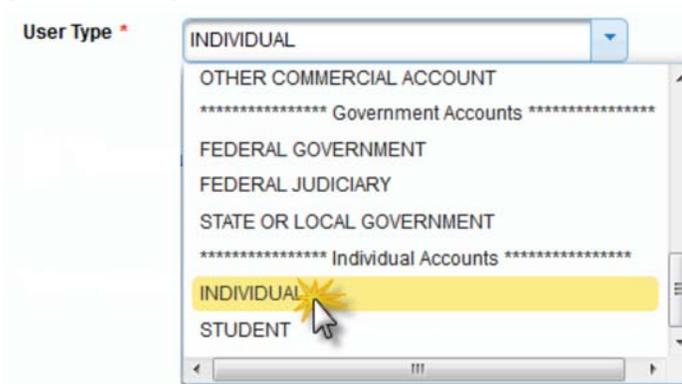
3. Select **Attorneys** (It is not necessary to use the Registration Wizard).



4. Select **Apply for Attorney Admissions and/or Register to E-File Now**.



5. Complete the PACER registration form. Select **Individual** as the **User Type**. If you work for a government agency, select that instead. Select **Next**.



ATTORNEYS ADMITTED TO NDFL PRIOR TO NOVEMBER 23, 2015 INSTRUCTIONS FOR CJA ATTORNEYS ADMITTED WITHOUT A PACER ACCOUNT

6. After the User Type, check the box to indicate the account will be used by a CJA Attorney and Select **Florida Northern** as the CJA Jurisdiction.

User Type *

Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

CJA Jurisdiction *

7. Reply to the **CJA Acknowledgement** email from PACER Service Center (PSC). PCS will set your exempt privileges after they receive your reply.
8. Link your Upgraded PACER exempt account to your CM/ECF (filing) Account when Northern District of Florida goes live with NextGen. (See instructions for Linking an Upgraded PACER account to a NextGen CM/ECF Account)
9. 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 **Utilities** and then **Change PACER Exemption Status**.

https://ecf-test.ksd.uscourts.gov/cgi-bin/DisplayMenu.pl?Utilities

CM/ECF Query Reports **Utilities** Help Log Out

Utilities

Your Account

- [Change Client Code](#)
- [Change PACER Exemption Status](#)**
- [Link a CM/ECF account to my PACER account](#)
- [Citation Display Preferences](#)
- [Review Billing History](#)

Miscellaneous

- [Legal Research ...](#)

ATTORNEYS ADMITTED TO NDFL PRIOR TO NOVEMBER 23, 2015 INSTRUCTIONS FOR CJA ATTORNEYS ADMITTED WITHOUT A PACER ACCOUNT

10. Select **CJA** and then **Submit**. **NOTE:** the exempt setting is good only for this session. The next time you access the system, your exemption status is **Not Exempt**. You must change it back to **CJA** in each new session where you are acting in your CJA capacity.

Change PACER Exemption Status

Current PACER Exemption Status: Not Exempt

Change PACER status to:

Not Exempt

CJA

Court Order

Submit Clear

11. Note the **PACER fee** message at the bottom of your screen. Use it to toggle between Exempt and Non-Exempt in a single session.

Query

WARNING: Search results from this screen are NOT subject to on PACER charges. Please be as specific as possible with your

Search Clues [Mobile Query](#)

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit

- 0 (zero)
- 110 (Insurance)
- 120 (Contract: Marine)

Cause of Action

- 0 (No cause code entered)
- 00:0000 (00:0000 Cause Code Unknown)
- 02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name Exact matches only

First Name Middle Name

Type

Run Query Clear

PACER fee: Exempt CJA [Change](#)

12. For additional information view the PACER CJA Electronic Learning Module.
13. 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 phone at 800-676-6856 or email at pacер@psc.uscourts.gov.

**ATTORNEYS ADMITTED TO NDFL PRIOR TO NOVEMBER 23, 2015
INSTRUCTIONS FOR CJA ATTORNEYS ADMITTED WITHOUT A PACER
ACCOUNT**

14. Your support staff is entitled to an exempt PACER account. Contact PSC by phone at 800-676-6856 or email at pacer@psc.uscourts.gov and provide them with the staff person's name, PACER username and account number, name of the CJA attorney, and the Northern District of Florida.