

ATTORNEYS ADMITTED TO NDFL PRIOR TO NOVEMBER 23, 2015 INSTRUCTIONS FOR CJA ATTORNEYS ADMITTED WITH AN UPGRADED PACER ACCOUNT

1. If you have an Upgraded PACER account, go to Step 2 (obtained after August 11, 2014). If you have a Legacy PACER account, upgrade your **private** (personal) PACER account. **NOTE:** If you have only a CJA account and not a personal PACER account, create a new PACER account. Click 'Continue' if the system matches any of your existing information (like your email address) from your exempt account.
2. Contact the PACER Service Center (PSC) by phone at 800-676-6856 or email at pacer@psc.uscourts.gov. Provide your name, PACER username, and the account number of your upgraded PACER account, and the Northern District of Florida as the court in which you are appointed to the CJA panel. The PSC will send you an email with instructions on how to proceed.

MANAGE MY ACCOUNT

Welcome, Dill Pickle

Logout

| | |
|--------------------|------------------------|
| Account Number | 7030788 |
| Username | dillpickle |
| Account Balance | \$0.00 |
| Case Search Status | Inactive |
| Account Type | Upgraded PACER Account |

3. 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)
4. 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**.

The screenshot shows a web browser window with the URL <https://ecf-test.ksd.uscourts.gov/cgi-bin/DisplayMenu.pl?Utilities>. The page header includes the CM/ECF logo and navigation links: Query, Reports, Utilities (highlighted with a red box), Help, and Log Out. The main content area is titled 'Utilities' and is divided into two columns. The left column, 'Your Account', contains links: Change Client Code, Change PACER Exemption Status (highlighted with a red box and a red arrow), Link a CM/ECF account to my PACER account, Citation Display Preferences, and Review Billing History. The right column, 'Miscellaneous', contains the link: Legal Research ...

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5. 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

6. 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
110 (Insurance)
120 (Contract: Marine)

Cause of Action
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

PACER fee: Exempt CJA [Change](#)

7. For additional information view the PACER CJA Electronic Learning Module.
8. 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 pacer@psc.uscourts.gov.

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9. 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.