

NextGen Procedure for CJA Panel Members

Overview

Attorneys appointed to the CJA panel and their support staff are entitled to view documents and docket sheets in the cases they are appointed to without charge.

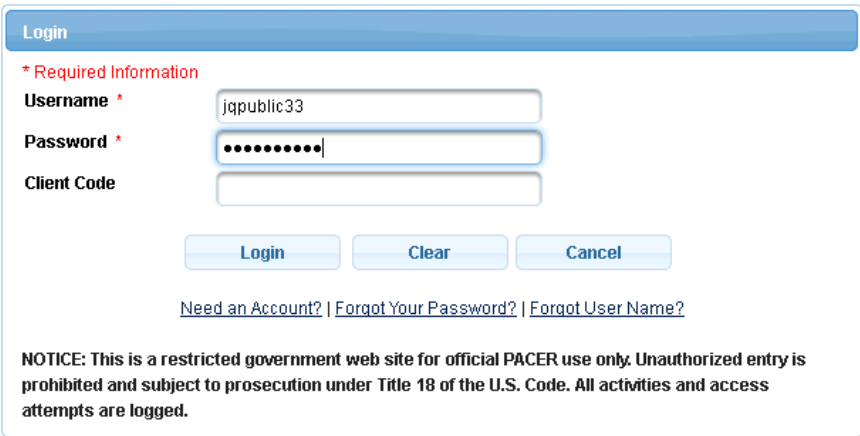
Upgrade your PACER account

Check your PACER account to be sure you have an upgraded account. Log in to your PACER account at <https://pacer.psc.uscourts.gov> **Manage My Account**. If the Account Type says “Legacy,” then [click here for upgrade instructions](#). If your account reflects “Upgraded,” proceed to requesting CJA status.

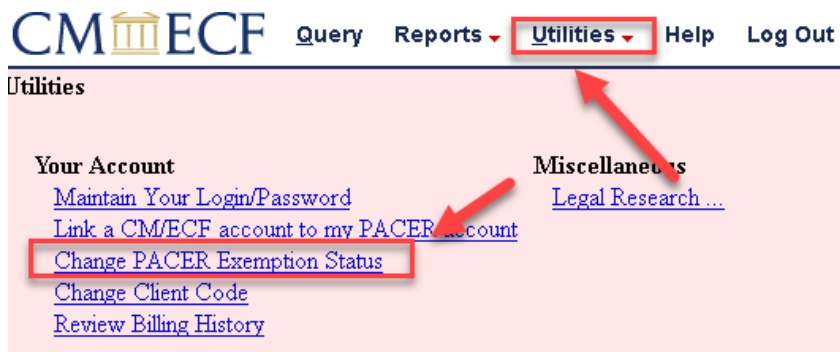
Request CJA exempt status

Contact the PACER help desk at pacer@pcs.uscourts.gov and request that your CJA status for the Eastern District of Washington be added to the upgraded PACER account.

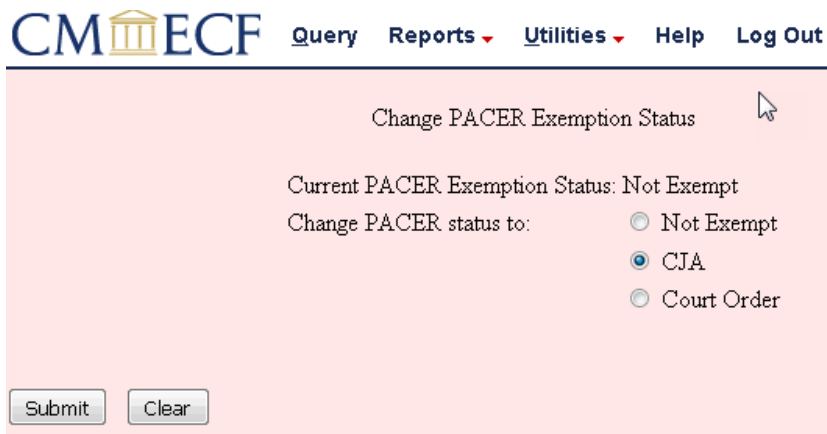
Using your exempt account

| STEP | ACTION |
|------|---|
| 1 | <p>Log in to the NextGen site using your upgraded PACER account.</p> <p>PACER LOGIN</p> <p>Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.</p> <div data-bbox="479 1255 1334 1688"></div> <p>NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.</p> |

- 2 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**



- 3 On the Change PACER Exemption Status screen, select **CJA** and then click **Submit**.
(NOTE: The exempt setting is good only for this session. The next time you access the system it will default to **Not Exempt**.)



4

You will see your current PACER fee status message at the bottom of all Query and Report screens. You can use the **Change** link to toggle your PACER status between exempt and non-exempt without logging out.

CM/ECF Query Reports Utilities Help Log

Docket Sheet

Case number

Filed to

Entered

Documents to

Go to Document or PageID

Include:

- Parties and counsel
- Terminated parties
- List of member cases

Document options:

- Include headers when displaying PDF documents
- View multiple documents

Format:

- HTML (unpaginated)
- PDF (paginated)

Sort by ▾

PACER fee: Exempt CJA [Change](#)

Support staff access

Your support staff are 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, the staff person's PACER username, the name of the CJA attorney, and that you are with the Eastern District of Washington.