

## 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. If you are an existing panel attorney, the way you access the docket and receive your fee exemption will change when the court transitions to NextGen.

### 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.uscourts.gov/> and click on **Manage Your Account**. If the Account Type says “Legacy,” then [click here for upgrade instructions](#). If your account reflects “Upgraded,” proceed to requesting CJA status.

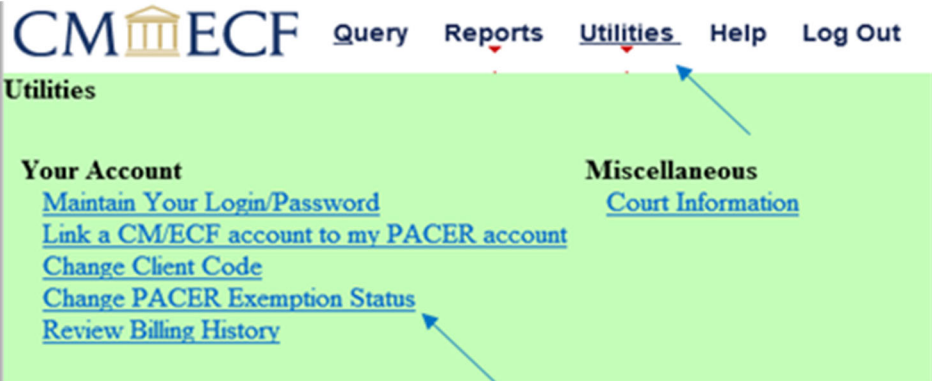
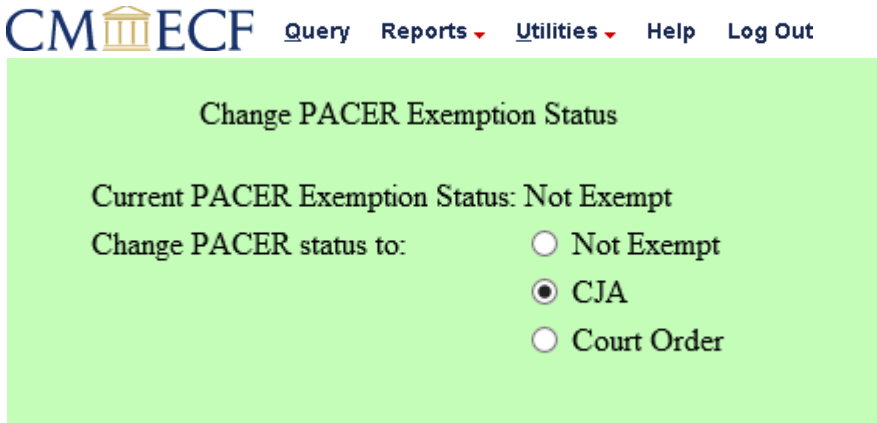
### Request CJA exempt status

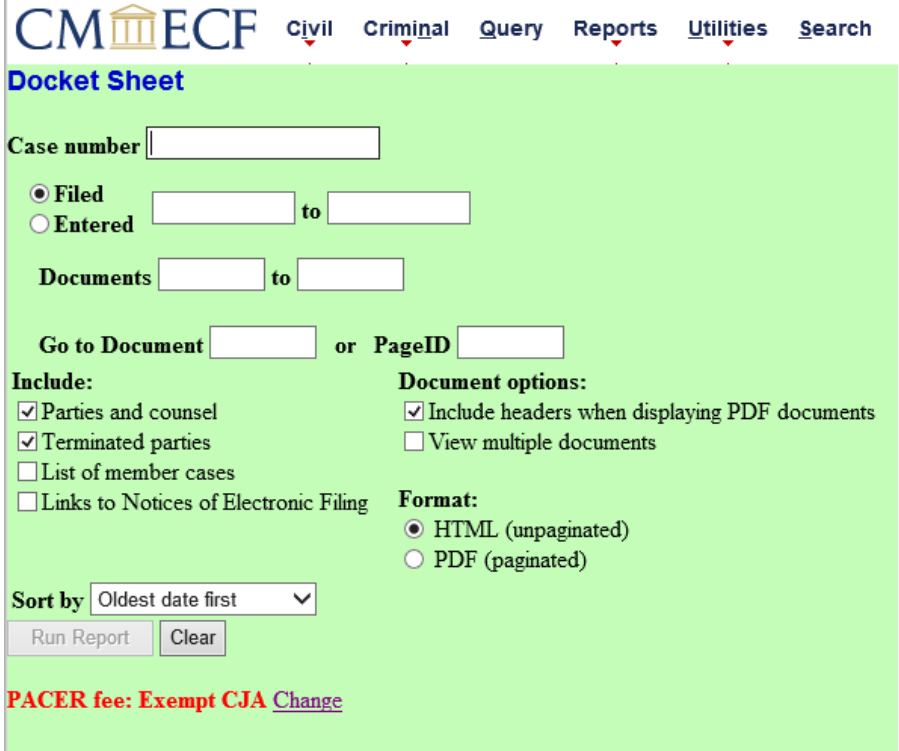
Contact the PACER help desk at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) and request that your CJA status for the Eastern District of Arkansas be added to the upgraded PACER account.

### Using exempt status

All attorneys will log in for filing and viewing using PACER. Follow the steps below to toggle your exempt status.

STEP	ACTION
1	<p data-bbox="418 1125 1333 1161">Log in to the NextGen site using your upgraded PACER account</p> <p data-bbox="444 1186 607 1213"><b>PACER LOGIN</b></p> <p data-bbox="444 1230 1284 1304">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="444 1331 1300 1759" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="467 1346 513 1367">Login</p> <p data-bbox="467 1388 646 1409">* Required Information</p> <p data-bbox="467 1415 570 1436">Username *</p> <p data-bbox="662 1415 984 1444">jqpublic33</p> <p data-bbox="467 1453 570 1474">Password *</p> <p data-bbox="662 1453 984 1482">●●●●●●●●</p> <p data-bbox="467 1495 561 1516">Client Code</p> <p data-bbox="662 1495 984 1524"></p> <p data-bbox="630 1562 732 1591">Login</p> <p data-bbox="797 1562 899 1591">Clear</p> <p data-bbox="959 1562 1062 1591">Cancel</p> <p data-bbox="623 1621 1127 1642"><a href="#">Need an Account?</a>   <a href="#">Forgot Your Password?</a>   <a href="#">Forgot User Name?</a></p> <p data-bbox="467 1675 1247 1745"><b>NOTICE:</b> 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> </div>

STEP	ACTION
2	<p>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 <b>Utilities</b> and then <b>Change PACER Exemption Status</b></p>  <p>The screenshot shows the CM/ECF navigation bar with 'Query', 'Reports', 'Utilities', 'Help', and 'Log Out'. The 'Utilities' menu is expanded, showing two columns: 'Your Account' and 'Miscellaneous Court Information'. The 'Change PACER Exemption Status' link is underlined and highlighted with a blue arrow.</p>
3	<p>On the Change PACER Exemption Status screen, select <b>CJA</b> and then click <b>Submit</b>.  <b>(NOTE: The exempt setting is good only for this session. The next time you access the system it will default to Not Exempt.)</b></p>  <p>The screenshot shows the 'Change PACER Exemption Status' screen. It displays the current status as 'Not Exempt' and provides three radio button options: 'Not Exempt', 'CJA' (which is selected), and 'Court Order'.</p>

STEP	ACTION
4	<p>You will see your current PACER fee status message at the bottom of all Query and Report screens. You can use the <b>Change</b> link to toggle your PACER status between exempt and non-exempt without logging out.</p> 

### 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](mailto: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 Arkansas.