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 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 has changed since the transition to NextGen CM/ECF.

Upgrade your PACER account

Check your PACER account to be sure you have an upgraded account. Log in to your PACER account at http://pacer.gov and click on **Manage Your Account**. If the Account Type says "Legacy," you must upgrade your PACER account. If your account reflects "Upgraded," proceed to requesting CJA status.

Request CJA exempt status

Contact the PACER help desk at <u>pacer@psc.uscourts.gov</u> and request that your CJA status for the District of New Hampshire be added to the upgraded PACER account. You must provide:

a. Your name, user name, and the account number of your upgraded PACER account. You can find this information by logging on to Manage My Account at www.pacer.gov.



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V@ÁUCER Service Center (PSC) will email you with detailed instructions.

Using exempt status in a NextGen court

All attorneys will log in for filing and viewing using PACER. For NextGen access you no longer need to use the x- prefix you would have used in a Legacy CM/ ECF court. Follow the steps below to toggle your exempt status.

STEP	ACTION
1	Log in to the NextGen site using your upgraded PACER account (do not prefix the x-).
	PACER LOGIN
	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.
	Login
	Required Information Username * jqpublic33
	Password * Client Code
	Login Clear Cancel Need an Account? Forgot Your Password? Forgot User Name?
	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.
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 CMMECF Query Reports - Utilities - Help Log Out
	Utilities
	Your Account Miscellanet 's Maintain Your Login/Password Legal Research Link a CM/ECF account to my PACER account Legal Research Change PACER Exemption Status Change Client Code Review Billing History History

STEP	ACTION
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.)
	CM ECF Query Reports - Utilities - Help Log Out
	Change PACER Exemption Status
	Current PACER Exemption Status: Not Exempt Change PACER status to: O Not Exempt O CJA Court Order
	Submit Clear
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.
	 List of member cases Format: HTML (unpaginated) PDF (paginated)
	Run Report Clear 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 <u>pacer@psc.uscourts.gov</u> and provide them with the staff person's name, the staff person's PACER username, and the name of the CJA attorney.