



## CJA EXEMPT STATUS: NAVIGATING BETWEEN LEGACY AND NEXTGEN

### Navigating from a NextGen Court to a CurrentGen Court

**STEP 1** If you are logged on to a NextGen court and need to access a CurrentGen court, you must first log off and log on again using the “x-” prefix with your upgraded PACER account user name (for additional information, see *CJA Exempt Status Instructions*).

For example, if you are logged on to an Appellate NextGen court with CJA exempt status and click an originating case number link on the docket report for a case in a CurrentGen district court, your exempt status will not transfer when you are redirected to the CurrentGen court’s CM/ECF system.

The screenshot shows the PACER CM/ECF interface. At the top, there is a navigation bar with links for Case Search, Calendar, Opinions, Orders/Judgments, Briefs, XML, and TXT. On the right, there are links for Logout and Help. Below the navigation bar, a message states "PACER fee: Exempt" and "If you view the Full Docket you will be charged for 1 Pages \$0.10". The main content area is titled "General Docket Third Circuit Court of Appeals". It displays case information: "Court of Appeals Docket #: 07-1001", "Nature of Suit: 3530 Habeas Corpus", "Harold v. Shannon, et al", "Appeal From: United States District Court for the Eastern District of Pennsylvania", and "Fee Status: Due". On the right side, it shows "Docketed: 01/03/2007" and "Termed: 07/06/2007". Below this is a section for "Case Type Information" with a list: 1) civil, 2) private, and 3) Habeas Corpus-prisoner. The "Originating Court Information" section is highlighted with a red arrow pointing to the link "05-cv-02137". It includes "District: 0313-2 : 05-cv-02137", "District Judge: James Knoll Gardner, U.S. District Judge", "Date Filed: 05/05/2005", "Date Order/Judgment: 12/14/2006", and "Date NOA Filed: 12/29/2006".

**STEP 2** When you click the link, the docket sheet selection criteria screen of the originating case in the CurrentGen district court displays. Click **Logout**.

Take note of the case number. Search for it upon logging on again.



**ECF** Query Reports Utilities Logout

**Query**

**WARNING:** Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.

**Search Clues**

Case Number: 2:05-cv-2137 (closed 12/13/2006)

or search by

Case Status:  Open  Closed  All

Filed Date: [ ] to [ ]

Last Entry Date: [ ] to [ ]

Nature of Suit: 0 (zero), 110 (Contract: Insurance), 111 (Miscellaneous)

Cause of Action: 0 (00:0000), 02:0138 (02:138 Library of Congress Access), 02:0358 (02:358 President's Recommendations on Exec., Jud. & Leg. Salary)

Last/Business Name: [ ]  Exact matches only

First Name: [ ] Middle Name: [ ]

Type: [ ]

Run Query Clear

**NOTE:** If you click **Run Query**, your PACER account will be billed.

**STEP 3** The originating court's PACER logon page displays. Log on using your upgraded PACER account. Add the "x-" prefix to your user name. Click **Login**.

**Instructions for viewing filed documents and case information:**  
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may <http://www.pacer.gov>.

**Authentication**

Login: x-nextgenuser3

Password: [ ]

client code: [ ]

I understand that, if I file, I must comply with the redaction rules. I have

Login Reset

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must taxpayer-identification numbers; dates of birth; names of minor children; financial cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [F.R.C.P. 26\(e\)](#) requirement applies to all documents, including attachments.

**Notice**  
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States.



Verify your exempt status by reviewing the receipt.

| PACER Service Center |                          |                  |  |
|----------------------|--------------------------|------------------|--|
| Transaction Receipt  |                          |                  |  |
| 01/16/2018 16:03:57  |                          |                  |  |
| PACER Login:         | x-nextgenuser3:1234567:0 | Client Code:     |  |
| Description:         | Search                   | Search Criteria: | Filed From: 1/1/2012 Filed To: 1/31/2012 |
| Billable Pages:      | 9                        | Cost:            | 0.90                                     |

## Navigating from One NextGen Court to Another NextGen Court

If you access another NextGen court in the same session, your PACER fee status reverts to the default status of Not Exempt. You must change it to Exempt CJA status, using the **Change PACER Exemption Status** link.

**STEP 1** Next to the PACER fee status, click the **Change** link. Accessing the PACER Exemption Status screen varies depending on court type.

**Appellate NextGen Courts:** The PACER fee status is located at the top of the search page.

The screenshot shows the top navigation bar of the ECF system with links for Case Search, Calendar, Opinions, Orders/Judgments, Briefs, Logout, and Help. Below the navigation bar, the text "PACER fee: Not Exempt" is displayed in red, followed by a blue "Change" link. Below this is the "Case Search" section with input fields for Case Number / Range and Party / Attorney, and checkboxes for Party, Attorney, and Exact Matches Only. There is also an "Advanced Search" link and "Search" and "Clear" buttons.

**Bankruptcy and District Courts:** You can use either of the two processes listed below.

a. Click **Utilities**, and then click the **Change PACER Exemption Status** link.

The screenshot shows the CM/ECF Utilities page. The navigation bar includes links for Query, Reports, Utilities, Help, and Log Out. The Utilities section is expanded, showing a list of links: "Your Account", "Link a CM/ECF account to my PACER account", "Change PACER Exemption Status", "Maintain Your Login/Password", and "Change Client Code". The "Change PACER Exemption Status" link is highlighted with a red circle and a mouse cursor. There is also a "Release 3.1 Menu Items..." link and a "NextGen Release 1.1 Menu Items" link.

**NOTE:** If the Change PACER Exemption Status link does not appear on the Utilities page, it will more than likely be on the NextGen Release 1.1 Menu Items page. To visit this page, click the **NextGen Release 1.1 Menu Items** link on the Utilities page.



- b. Click **Query**, and then click the **Change** link. The PACER fee status is located under the **Run Query** button.

- STEP 2** On the Change PACER Exemption Status screen, click the **CJA** radio button, and click **Submit**.

Within a single session, once you have finished working on CJA-related work or if you need to perform non-CJA work, you must change your status back to **Not Exempt** (repeat steps 1 and 2).

- STEP 3** The confirmation screen displays the status change, such as **Exempt CJA**.