

NextGen Procedure for CJA Panel Members

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.

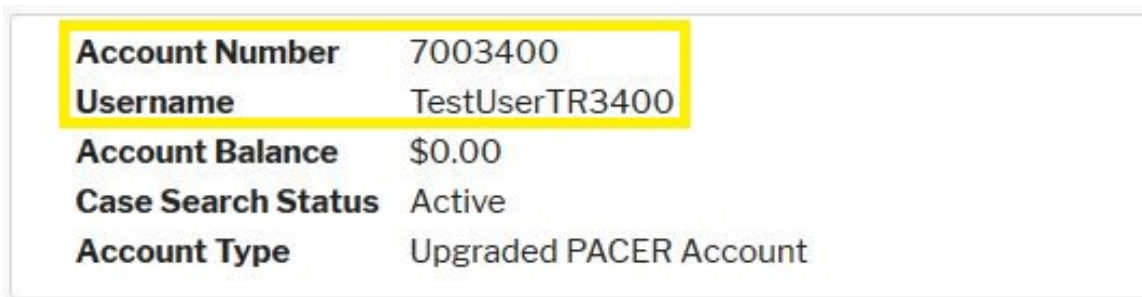
Upgrade your PACER account

Check your PACER account to be sure you have an upgraded account. Log into your PACER account at <http://pacer.gov> and click on **Manage Your Account**. If the Account Type says “Legacy,” then consult the instructions on upgrading your current PACER account. If your account reflects “Upgraded,” proceed to requesting CJA status.

Request CJA exempt status

Contact the PACER help desk at (800) 676-6856 or email pacer@pcs.uscourts.gov to request that your CJA status for the Western District of Oklahoma be added to your upgraded PACER account. You must provide PACER with the following information:

- 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 <http://pacer.gov>.



Account Number	7003400
Username	TestUserTR3400
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

- b. The district in which you have been appointed as a CJA attorney.
- c. Your PACER-exempt account information, which includes your user name and account number. You can find this information by logging on to **Manage My Account** with your PACER-exempt login.

The PACER Service Center will send you an email with instructions on how to proceed.

NOTE: Once CJA privileges are activated on your upgraded PACER account, your PACER-exempt account will be canceled.

Using exempt status prior to July 1 in the Western District of Oklahoma (and in other non-NextGen courts)

Before the court converts to NextGen, panel attorneys will log in as set forth below:

- for **exempt** access, prefix an "x-" to the front of the PACER username
- for **non-exempt** access, enter the username without the prefix

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do

Authentication

Login: **Exempt**

Password:

client code:

If you have lost or forgotten your CM/ECF password, [click here](#).

IMPORTANT NOTICE OF F
financial account numbers; a
including attachments.

I understand that, if I file,

You can verify your exempt status by reviewing the receipt.

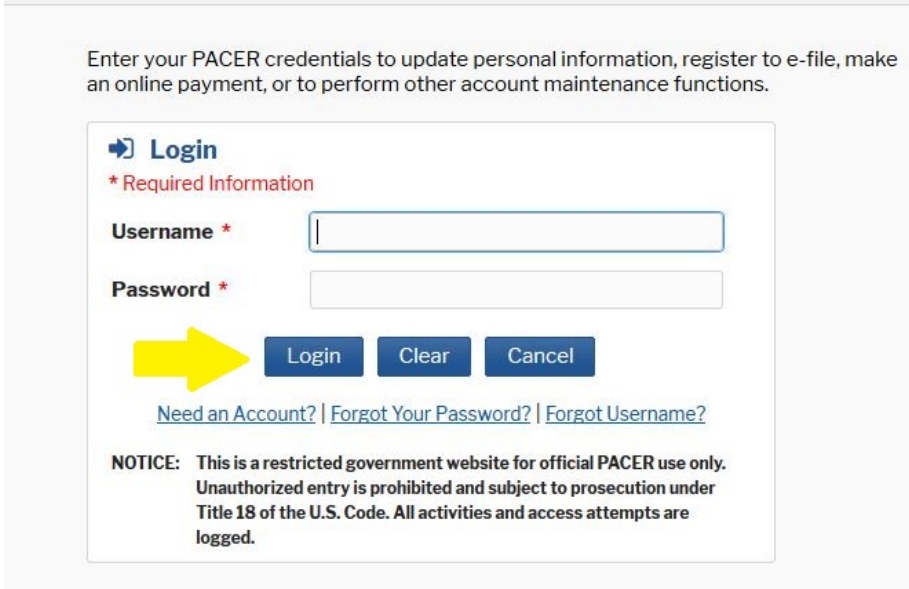
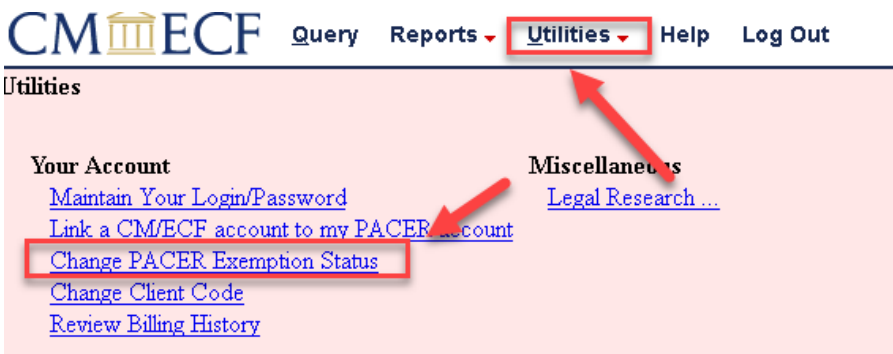
PACER Service Center			
Transaction Receipt			
01/16/2018 16:03:57			
PACER Login:	x-nextgenuser3:1234567:0	Client Code:	
Description:	Search	Search Criteria:	Filed From: 1/1/2012 Filed To: 1/31/2012
Billable Pages:	9	Cost:	0.90

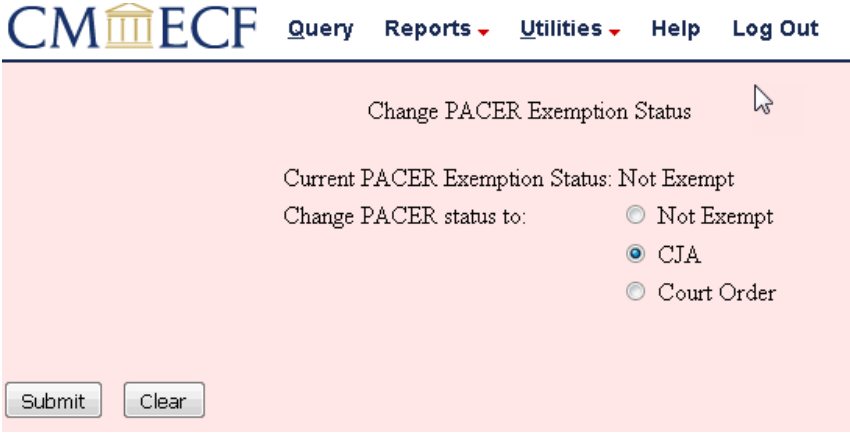
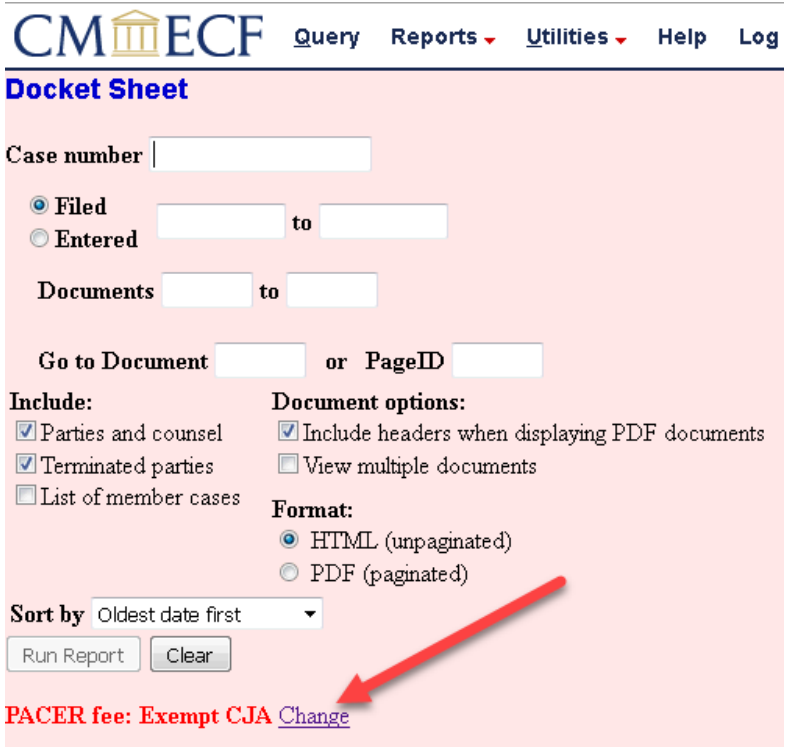
NOTE: If you log on using the "x-" prefix, all transactions in any CurrentGen court are exempt for the duration of that session or until you log out. The exempt status does not transfer to NexGen courts. During your session, if you access a NextGen court, you need to use the **Change PACER Exemption Status** functionality to change your PACER fee status.

Using exempt status after July 1 (or in any NextGen court)

Once the court converts to NextGen, all attorneys will log in for filing and viewing using PACER. For NextGen access you no longer need to use the x- prefix.

Follow the steps below to toggle your exempt status.

STEP	ACTION
1	<p>Log in to the NextGen site using your upgraded PACER account (do not prefix the x-).</p> 
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 Utilities and then Change PACER Exemption Status</p> 

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

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You will also see the current PACER fee status message at the bottom of the **Query** page. The **Change** link works the same here, allowing you to toggle your PACER status without logging out.

The screenshot shows the CM/ECF Query page. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. A red circle with the number '1' is placed over the 'Query' link. Below the navigation bar is a yellow warning box that reads: "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." The main content area is titled "Search Clues" and contains several search filters: "Case Number" (text input), "Case Status" (radio buttons for Open, Closed, All), "Filed Date" (date range), "Last Entry Date" (date range), "Nature of Suit" (dropdown menu with options: 0 (zero), 110 (Insurance), 120 (Contract, Marine)), "Cause of Action" (dropdown menu with options: 0 (No cause code entered), 02-0431 (02-431 Fed. Election Commission, Failure Enforce C), 02-0437 (02-437 Federal Election Commission)), "Last/Business Name" (text input with "Exact matches only" checkbox), "First Name" and "Middle Name" (text inputs), and "Type" (dropdown menu). At the bottom of the search filters are "Run Query" and "Clear" buttons. Below the search filters, there is a red text message: "PACER fee: Not Exempt Change" with a red circle containing the number '2' and a mouse cursor pointing to the "Change" link.

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 indicate your CJA status with the Western District of Oklahoma.