



The instructions below will provide you the steps required to Register for a new PACER Account OR Upgrade a Legacy PACER Account and Change PACER Exemption Status.

CJA Attorneys - Please Note: You will only need one PACER account for filing and viewing in CM/ECF NextGen. If you have a separate exempt CJA account now, those exempt privileges will be added to your individual upgraded PACER account.

Register for a new PACER Account

1. Navigate to <https://pacer.uscourts.gov>.
2. Click on **Register for an Account**, then click on **PACER – Case Search Only**.



3. Complete the registration form. Select **ATTORNEY** as your user type. Check the box to indicate that you are a member of the **CJA Attorney Panel** and select the **CJA Jurisdiction**. Click **Next** when finished.

The image shows a registration form with the following fields:

- User Type ***: A dropdown menu with "ATTORNEY" selected.
- Check here if this account will be used by an attorney appointed to the CJA Attorney Panel**
- CJA Jurisdiction ***: A dropdown menu with "New Mexico" selected.

4. Create a **Username** and **Password**, and select **Security Questions**. Click **Next** when finished.
5. Enter **payment information** if desired.

*Please Note: **Providing a credit card is optional**. If you would like to register without providing a credit card, click **Next** without entering any information on the screen. For instant access to PACER, we will validate the credit card information you provide. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.*

6. Read and acknowledge the policies and procedures.
7. You will receive a confirmation page. For questions, **please contact PACER at 1-800-676-6856**.
8. **Link your upgraded PACER exempt account to your CM/ECF Account on or after *DATE* (See instructions for Linking your Account).**

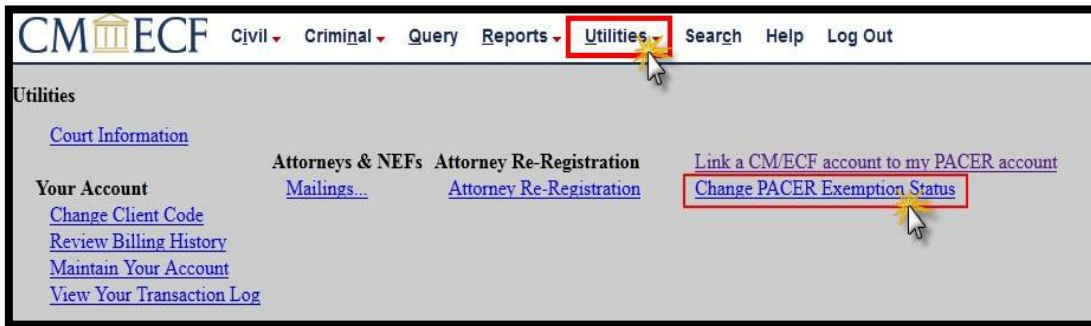
Upgrade Legacy PACER Account

1. Follow the procedures to upgrade your Legacy PACER account.
2. **Contact the PACER Service Center (PSC)** by email at pacer@psc.uscourts.gov or by phone at 800-676-6856 and provide the following information to the PSC:
 - Name
 - PACER Username
 - Account number for upgraded PACER Account
 - List the District of New Mexico as the court in which you are appointed to the CJAPanel.
3. The PSC will send you an email with instructions on how to proceed.
4. Link your upgraded PACER exempt account to your CM/ECF Account on or after *DATE* (See instructions for Linking your Account).

Change PACER Exemption Status

When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status. Each time you log into NextGen CM/ECF, your status will default to **Not Exempt**. For additional information view the PACER CJA Electronic Learning Module.

1. Log into **NextGen CM/ECF**.
2. Click on **Utilities** from the main men options.
3. Select **Change PACER Exemption Status**.



4. Select **CJA** and then **Submit**. *Note: The change to exempt is only good for the current session. The status will need to be changed each time you log in acting in your CJA capacity.*

Change PACER Exemption Status

Current PACER Exemption Status: Not Exempt

Change PACER status to:

Not Exempt
 CJA
 Court Order

5. While using the Query option you can **toggle between exempt and not exempt** by clicking on the link at the bottom of the page.

Search Clues Mobile Query

Case Number:

or search by

Case Status: Open Closed All

Filed Date: to

Last Entry Date: to

Nature of Suit:

Cause of Action:

Last/Business Name: Exact matches only

First Name: Middle Name:

Type:

PACER fee: Exempt CJA [Change](#)

6. For additional information view the PACER CJA Electronic Learning Module.

Please Note: If you are appointed as a CJA attorney in another federal court, there are special instructions for using your PACER account in a non-NextGen court. View the PACER CJA Electronic Learning Module or contact PSC by email at pacер@psc.uscourts.gov or by phone at 800-676-6856.