



## Pacer Exemption Status

CJA Panel Attorneys will only need one PACER account for filing and viewing in NextGen CM/ECF.

Each time you log into NextGen CM/ECF, your status will default to 'Not Exempt'. When viewing documents or docket sheets in a case in which you are appointed, you are required to first change your PACER Exemption Status (Select "Utilities", then "Change PACER Exemption Status" and select "Exempt").

The screenshot shows the CM/ECF interface. At the top, there is a navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below this is a section titled "Utilities". Under "Utilities", there are two columns of links. The left column is titled "Your Account" and includes links for "Link a CM/ECF account to my PACER account", "Change PACER Exemption Status" (highlighted with a red box and a red arrow), "Edit Your Scheduled Reports", "Maintain Your Address", "Maintain Your E-mail", "Change Client Code", and "Review Billing History". The right column is titled "Miscellaneous" and includes a link for "Legal Research ...". A link for "NextGen Release 1.1 Menu Items" is also visible in the top right of the Utilities section.

While using the Query option, you also have the option to toggle between 'Exempt' and 'Not Exempt' by clicking on the link at the bottom of the page. For additional information, please see the "CJA PACER Procedures."

When you are finished working in your Exempt case(s), be sure to change your PACER Exemption Status back to "Not Exempt" if you continue working in other cases.

Please Note: Your PACER Exemption Status does not impact the "free look" each attorney of record in a case receives through a Notice of Electronic Filing (NEF) email.

For PACER assistance, please contact the PACER Service Center by phone at (800) 676-6856 or by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov). Any NextGen questions may also be emailed to the NMD CM/ECF Help Desk at [cmecf@nmd.uscourts.gov](mailto:cmecf@nmd.uscourts.gov).