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 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 in to your PACER account at http://pacer.gov and click on **Manage Your Account**. If the Account Type says "Legacy," then click here for upgrade instructions. If your account reflects "Upgraded," proceed to requesting CJA status.

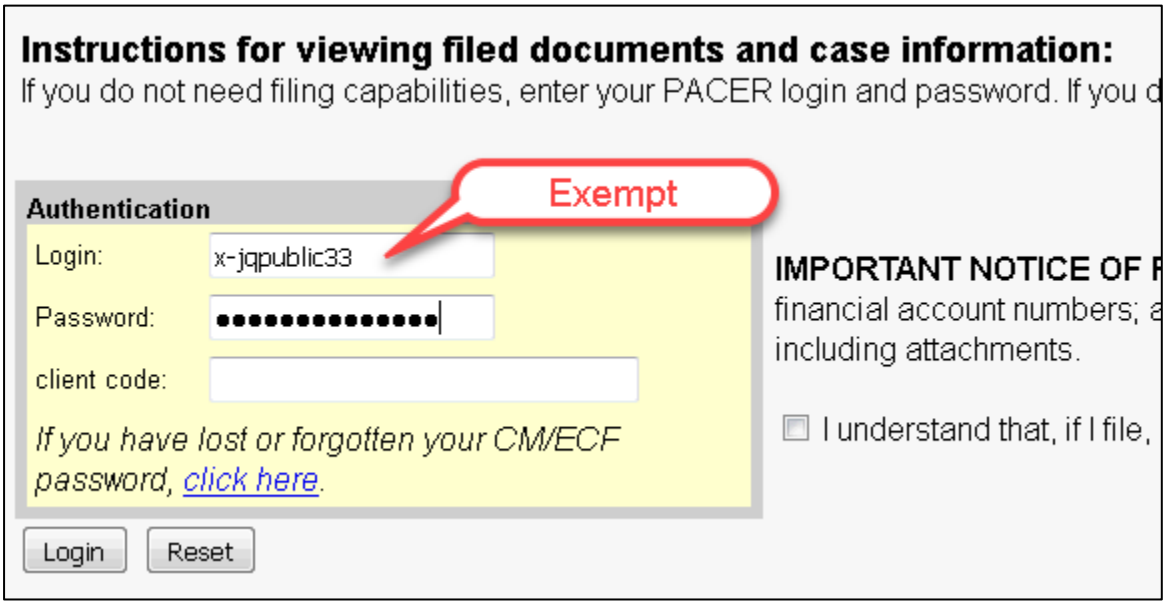
Request CJA exempt status

Contact the PACER help desk at pacer@psc.uscourts.gov and request that your CJA status for the Eastern District of Wisconsin be added to the upgraded PACER account.

Using exempt status prior to April 8, 2019 in the Eastern District of Wisconsin (and in other non- NextGen courts)

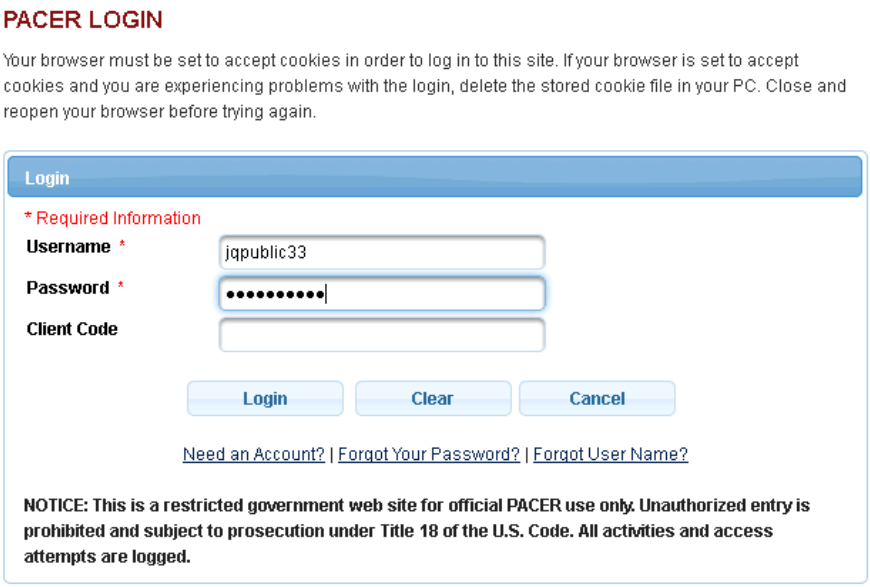
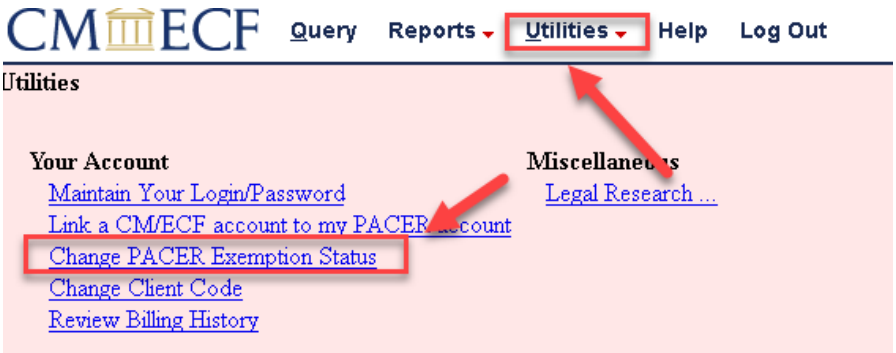
Before the court converts to NextGen, panel attorneys will log in as set forth below:

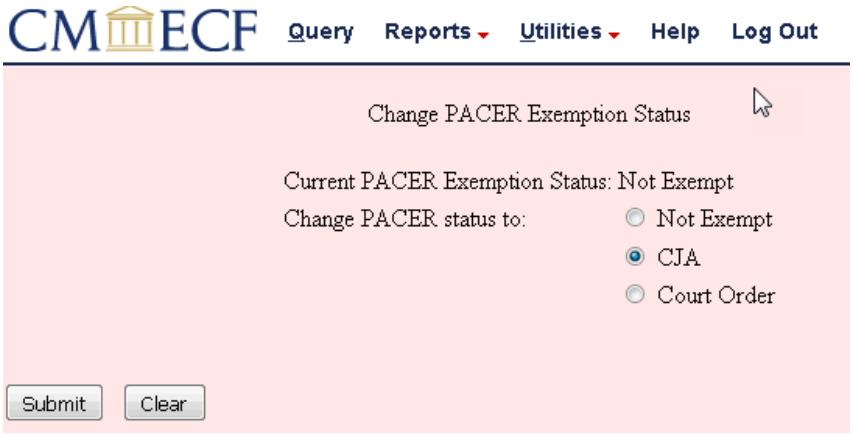
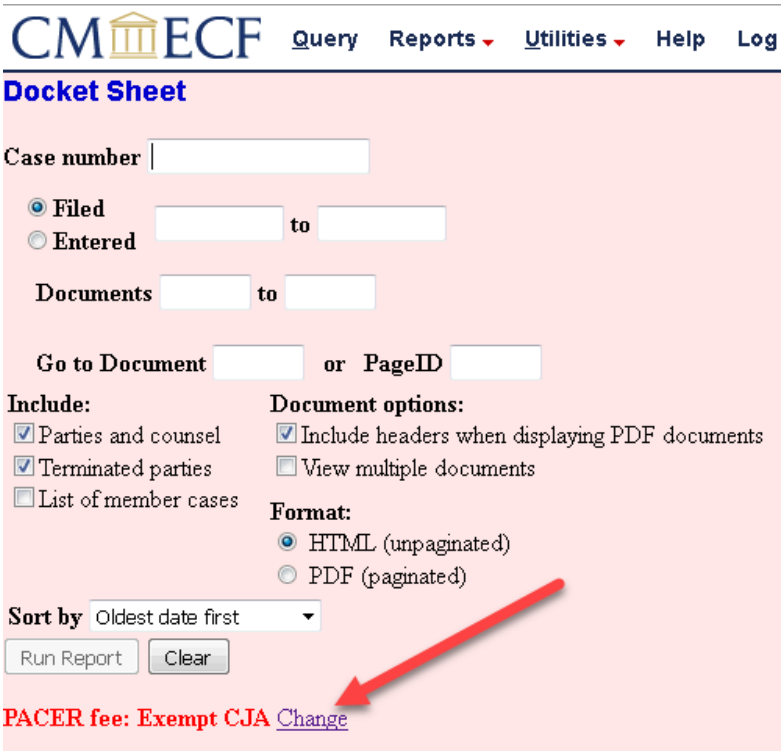
- for **exempt** access, prefix an "**x-**" to the front of the PACER username
- for **non-exempt** access, enter the username without the prefix



Using exempt status after April 8, 2019 (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	Log in to the NextGen site using your upgraded PACER account (do not prefix the x-). 
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** 

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.**) 
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. 

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, and the name of the CJA attorney.