

	U.S. District Court – Southern District of Ohio	
	Department Name	Clerk's Office
	Procedure Name	Mediator Exempt PACER Accounts
	Last Reviewed/Update Date	11/23/2020

MEDIATOR EXEMPT PACER ACCOUNTS

Purpose

This procedure will assist mediators with setting up their exemption status in CM/ECF.

 **Note:** You will only need one PACER account for filing and viewing in ECF NextGen. If you have a separate exempt account now, those exempt privileges will be added to your individual upgraded PACER account and your current exempt account will be canceled.

Scope

This procedure applies to all mediators with a CM/ECF account in the Southern District of Ohio.

Prerequisites

You must have an exemption order and an individual, upgraded PACER account linked to a Southern District of Ohio CM/ECF account.

Additional Instructions: [Registering for a New Individual PACER Account](#)
[Upgrading a Legacy PACER Account](#)
[Linking PACER and CM/ECF Accounts](#)

Responsibilities

Clerk's Office: If you are having issues linking your accounts together or you forgot your CM/ECF username or password you should call the Clerk's Office at:

Cincinnati: 513-564-7500
Columbus: 614-719-3000
Dayton: 937-512-1400

If you are having issues with your PACER account, such as username or password, you should contact PACER at: (800) 676-6856.

Procedure

Apply Exemption Status to PACER Account

The Court will submit an Exemption Order to PACER and PACER will apply the exemption to your account.

Change PACER Exemption Status

When viewing documents or docket sheets in a case in which you are appointed as a mediator, change your PACER Exemption Status.

 **Note:** Each time you log into NextGen ECF your status will default to Not Exempt.

Step	Action
1	Log into NextGen ECF.
2	Click on Utilities
3	Select Change PACER Exemption Status 
4	Select Exempt Court Order and then Submit .   Note: Note that 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 capacity as a mediator.
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
0 (zero)
110 (Insurance)
120 (Contract: Marine)

Cause of Action
0 (No cause code entered)
00:0000 (00:0000 Cause Code Unknown)
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name Exact matches only

First Name Middle Name

Type

PACER fee: Not Exempt [Change](#)