
	U.S. District Court – Southern District of Ohio	
	Department Name	Clerk's Office
	Procedure Name	CJA Attorney Exempt PACER Accounts
	Last Reviewed/Update Date	7/28/2020

## CJA ATTORNEY EXEMPT PACER ACCOUNTS

### Purpose

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This procedure will assist CJA attorneys with setting up their CJA 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 CJA account now, those exempt privileges will be added to your individual upgraded PACER account and your current exempt account will be canceled.

### Scope

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

### Prerequisites

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You must have a PACER account and a Southern District of Ohio CM/ECF account.

### Responsibilities

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**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

### Register for a New PACER Account


Step	Action
1	Follow the procedure to create a <a href="#">new PACER account</a> .
2	<p>On the registration page:</p> <p>A) Select Attorney for the User Type</p> <p>B) Check the box to indicate that you are a member of the CJA Panel</p> <p>C) Select the CJA Jurisdiction.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>User Type * <input type="text" value="ATTORNEY"/></p> <p><input checked="" type="checkbox"/> Check here if this account will be used by an attorney appointed to the CJA Attorney Panel</p> <p>CJA Jurisdiction * <input type="text" value="Ohio Southern"/></p> </div>


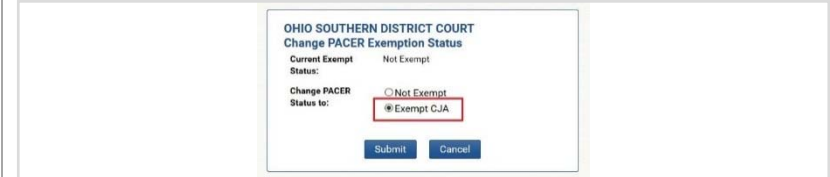

### Upgrade Legacy PACER Account

Step	Action
1	Follow the procedures to <a href="#">upgrade your Legacy Pacer account</a> .
2	<p>Contact the PACER Service Center (PSC) by email at <a href="mailto:pacer@psc.uscourts.gov">pacer@psc.uscourts.gov</a> or by phone at 800-676-6856 and provide the following information to the PSC:</p> <p>A) Name</p> <p>B) PACER Username</p> <p>C) Account number for upgraded PACER Account</p> <p>D) List the Southern District of Ohio as the court in which you are appointed to the CJA Panel.</p>
3	The PACER Service Center will send you an email with instructions on how to proceed.

**Change PACER Exemption Status**

When viewing documents or docket sheets in a case in which you are appointed as CJA counsel, 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 <b>Utilities</b>
3	<p>Select <b>Change PACER Exemption Status</b></p> 
4	<p>Select <b>EXEMPT CJA</b> and then <b>Submit</b>.</p>  <p> <b>Note:</b> 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 CJA capacity.</p>
5	<p>While using the Query option you can <b>toggle between exempt and not exempt</b> by clicking on the link at the bottom of the page.</p> 