



CJA ATTORNEYS AND NEXTGEN

Attorneys appointed to the CJA panel (and their support staff) are entitled to view documents and docket sheets in the cases to which they are appointed without charge.

The District of Montana upgraded to the CM/ECF NextGen system on September 27, 2021. Due to this upgrade, CJA attorneys will need to take steps to ensure they are able to access docket sheets for their CJA cases without charge.

These instructions are for CJA Attorneys with an existing PACER account. If you are newly appointed to the panel and do not have a PACER account or you only have a CJA CM/ECF account and no PACER account, go to the instructions on how to obtain and [Individual PACER Account](#).

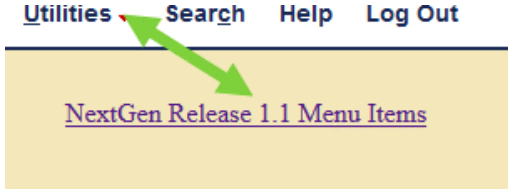
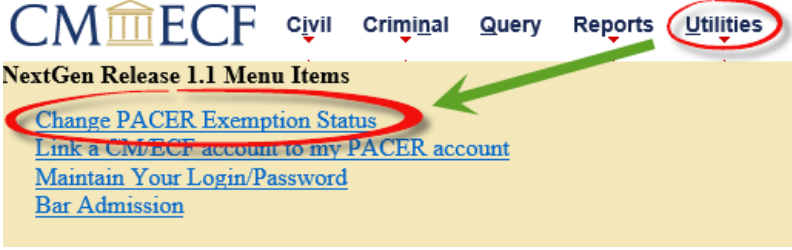
Setting Up Your PACER Account											
Step	Actions										
1	<p>Determine if you have an upgraded PACER account.</p> <ul style="list-style-type: none"> If you are unsure follow these instructions. If you have a Legacy PACER account, you must upgrade your PACER account (see Instructions). If you have an upgraded PACER account, proceed to step 2. <p>NOTE: If you have only a CJA CM/ECF (filing) account and not a personal PACER account, you must create a new PACER account.</p>										
2	<p>Request a CJA exemption from PACER.</p> <ol style="list-style-type: none"> Contact the PACER Service Center (PSC) pacer@psc.uscourts.gov. Provide the following information: <ol style="list-style-type: none"> Your name PACER username, and Your upgraded PACER account number That you are appointed to the CJA panel for the District of Montana. The PSC will send you instructions on how to proceed. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center; color: #c00000; font-weight: bold;">MANAGE MY ACCOUNT</p> <p style="text-align: center; color: #0056b3;">Welcome, Attorney Wawdcja</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Account Number</td> <td style="padding: 2px;">7039256</td> </tr> <tr> <td style="padding: 2px;">Username</td> <td style="padding: 2px;">wawdtestcja1</td> </tr> <tr> <td style="padding: 2px;">Account Balance</td> <td style="padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;">Case Search Status</td> <td style="padding: 2px;">Inactive</td> </tr> <tr> <td style="padding: 2px;">Account Type</td> <td style="padding: 2px;">Upgraded PACER Account</td> </tr> </table> </div>	Account Number	7039256	Username	wawdtestcja1	Account Balance	\$0.00	Case Search Status	Inactive	Account Type	Upgraded PACER Account
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Username	wawdtestcja1										
Account Balance	\$0.00										
Case Search Status	Inactive										
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3	<p>Link your Upgraded PACER exempt account to your CM/ECF (filing) Account. (See instructions for Linking an Upgraded PACER account to a NextGen CM/ECF Account)</p>										



United States District Court
District of Montana



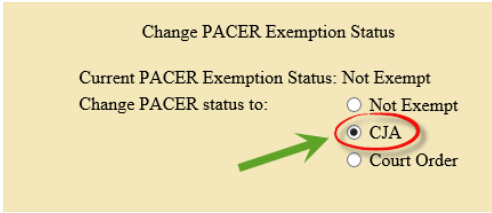
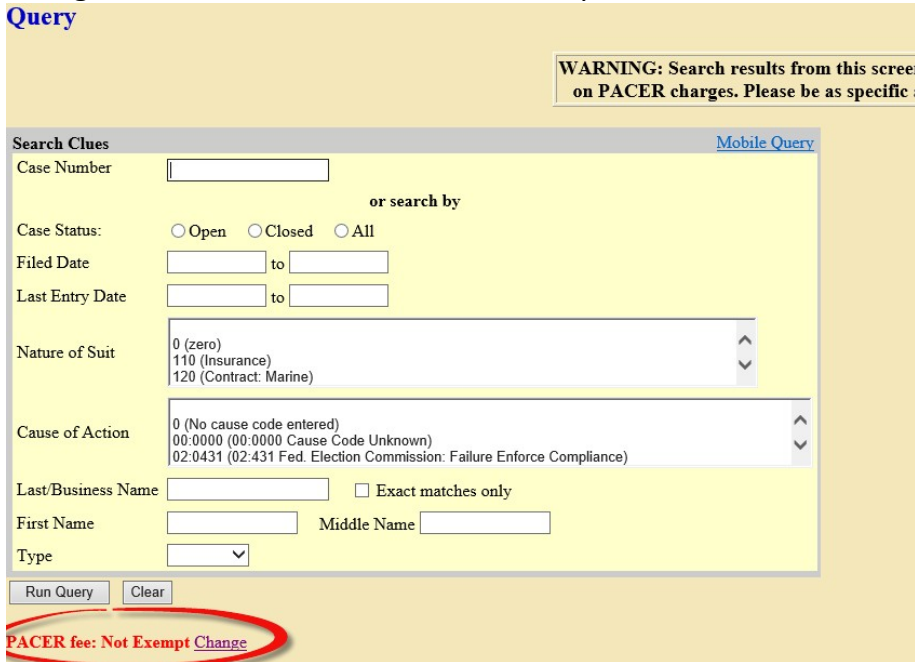
Setting Up Your PACER Account	
Step	Actions
4	<p>CJA Support Staff:</p> <p>Your support staff is entitled to an exempt PACER account. Set up their account by contacting PSC by phone at 800-676-6856 or email at pacer@psc.uscourts.gov and provide them with the following:</p> <ol style="list-style-type: none"> Staff person's name Staff person's PACER username Staff person's account number Name of the CJA attorney, and Indicate the District of Montana.

How to View Case Related Items as CJA	
Step	Actions
1	<p>When viewing documents or docket sheets in a case in which you are appointed, you must manually change your PACER Exemption Status.</p> <p>In NextGen CM/ECF, go to Utilities and then NextGen Release 1.3 Menu Items</p>  <p>Then select Change PACER exemption status</p> 



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How to View Case Related Items as CJA	
Step	Actions
2	<p>Select CJA and then Submit.</p> <p>NOTE: the exempt setting is good only for this session. Each time that you access the system, your exemption status is Not Exempt. You must change it back to CJA for each new session where you are acting in your CJA capacity.</p> 
3	<p>You can toggle between Exempt and Non-Exempt in a single session by selecting Change next to PACER fee at the bottom of your screen.</p> 
4	For additional information view the PACER CJA FAQs .
5	If you are appointed as a CJA attorney in another federal court, there are special instructions for using your PACER account in courts that have not upgraded to NextGen. View the PACER CJA Electronic Learning Module (see #7 above) or contact PSC by phone at 800-676-6856 or email at pacer@psc.uscourts.gov