



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	Determine if you have an upgraded PACER account.			
	• If you are unsure follow <u>these instructions.</u>			
	 If you have a Legacy PACER account, you must upgrade your PACER account (see <u>Instructions</u>). 			
	• If you have an upgraded PACER account, proceed to step 2.			
	NOTE: If you have only a CJA CM/ECF (filing) account and not a personal PACER account, you must create a new PACER account.			
2	Request an CJA exemption from PACER. MANAGE MY ACCOUNT			
	1. Contact the PACER Service Center Welcome, Attorney Wawdcja			
	(PSC) pacer@psc.uscourts.gov. Account Number 7039256 Username wawdtestcia1			
	2. Provide the following information: Account Balance \$0.00 Case Search Status Inactive			
	a. Your name Account Type Upgraded PACER Account			
	b. PACER username, and			
	c. Your upgraded PACER account number			
	d. That you are appointed to the CJA panel for the District of Montana.			
	3. The PSC will send you instructions on how to proceed.			
3	Link your Upgraded PACER exempt account to your CM/ECF (filing) Account. (See			





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Setting Up Your PACER Account		
Step	Actions	
4	CJA Support Staff:	
	 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 <u>pacer@psc.uscourts.gov</u> and provide them with the following: a. Staff person's name b. Staff person's PACER username c. Staff person's account number d. Name of the CJA attorney, and e. Indicate the District of Montana. 	

How to View Case Related Items as CJA		
Step	Actions	
1	When viewing documents or docket sheets in a case in which you are appointed, you must manually change your PACER Exemption Status.	
	In NextGen CM/ECF, go to Utilities and then NextGen Release 1.3 Menu Items	
	Utilities Search Help Log Out NextGen Release 1.1 Menu Items Then select Change PACER exemption status Image: Comment of the select Change PACER exemption status Image: Comment of the select Change PACER exemption status Image: Comment of the select Change PACER exemption status Image: Comment of the select Change PACER exemption status Image: Comment of the select of the	
	Change PACER Exemption Status Link a CM/ECF account to my PACER account Maintain Your Login/Password Bar Admission	





United States District Court District of Montana How to View Case Related Items as CJA Actions Step Select CJA and then Submit. 2 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. Change PACER Exemption Status Current PACER Exemption Status: Not Exempt Change PACER status to: O Not Exempt • CJA Court Order You can toggle between **Exempt** and **Non-Exempt** in a single session by selecting 3 Change next to PACER fee at the bottom of your screen. Query WARNING: Search results from this screen on PACER charges. Please be as specific a Mobile Query Search Clues Case Number or search by Case Status: ○Open ○Closed ○All Filed Date to Last Entry Date to ^ 0 (zero) Nature of Suit 110 (Insurance) 120 (Contract: Marine) 0 (No cause code entered) 00:0000 (00:0000 Cause Code Unknown) 02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance) ~ Cause of Action V Last/Business Name Exact matches only

	First Name Middle Name Type Image: Clear PACER fee: Not Exempt Change
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