

CJA Attorney PACER Accounts

Register for a new PACER Account OR Upgrade a Legacy PACER Account and Change PACER Exemption Status

*(CJA Attorneys please note that you will only need **one** PACER account for filing and viewing in NextGen CM/ECF. If you have a separate exempt CJA account now (the account preceded by "x-"), those exempt privileges will be added to your individual upgraded PACER account.)*

Register for a new, individual PACER Account

As with all members of the bar, if you do not have an individual PACER account, you MUST create one prior to August 2, 2021, and add CJA permissions for exemption as shown below:

1. Follow the procedures to [create a new individual PACER account](#).
2. On the registration page, select "ATTORNEY" as the **User Type** and check the box to indicate that you are a member of the **CJA Panel** and select the **CJA Jurisdiction**.

The screenshot shows a registration form with the following fields and values:

- Email: usdcoloradocso+atty11@gmail.com
- Confirm Email: usdcoloradocso+atty11@gmail.com
- User Type: ATTORNEY (dropdown menu)
- Check here if this account will be used by an attorney appointed to the CJA Attorney Panel: (checkbox)
- CJA Jurisdiction: Colorado (dropdown menu)

Red arrows in the original image point to the User Type dropdown, the checkbox, and the CJA Jurisdiction dropdown.

3. Link your upgraded PACER exempt account to your ECF Account on or after August 2, 2021 ([Instructions for linking your account will be here on August 2](#)).

OR

Upgrade Existing Legacy PACER Account

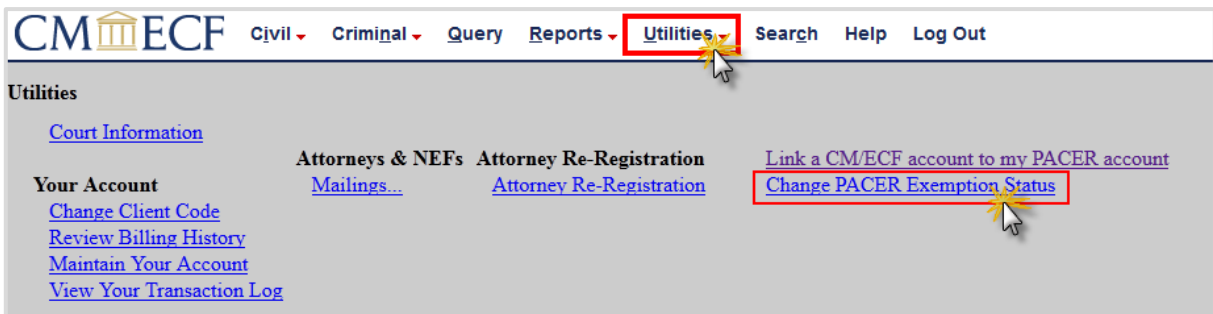
1. Follow the procedures to [upgrade your Legacy PACER account](#).
2. Contact the PACER Service Center (PSC) by email at pacer@psc.uscourts.gov or by phone at 800-676-6856 and provide the following information to the PSC:

- a. Name
 - b. PACER Username
 - c. Account number for upgraded PACER Account
 - d. List the District of Colorado as the court in which you are appointed to the CJA Panel.
3. The PSC will send you an email with instructions on how to proceed.
 4. Link your upgraded PACER exempt account to your ECF Account on or after August 2, 2021 ([Instructions for linking your account will be here on August 2](#)).

Change PACER Exemption Status – After August 2, 2021

When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status. Each time you log into NextGen ECF your status will default to **Not Exempt**.

1. Log into **NextGen ECF**
2. Click on **Utilities**
3. Select **Change PACER Exemption Status**



4. Select **CJA** and then **Submit**.

****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. ****



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.

Query

WARNING: Search results from this screen are NOT subject to PACER charges. Please be as specific as possible with your

Search Clues Mobile Query

Case Number:

or search by

Case Status: Open Closed All

Filed Date: to

Last Entry Date: to

Nature of Suit:
110 (Insurance)
120 (Contract: Marine)

Cause of Action:
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:

6. If you are appointed as a CJA attorney in another federal court, there are special instructions for using your PACER account in a non-NextGen court. Contact PSC by email at pacer@psc.uscourts.gov or by phone at 800-676-6856.