

NextGen Procedures for CJA Panel Members

Attorneys appointed to the Criminal Justice Act (CJA) panel and their support staff are entitled to view documents and docket sheets in the cases they are appointed to without charge. If you are an existing panel attorney, the way you access the docket and receive your fee exemption will change when the court transitions to NextGen.

1. Check your PACER account to be sure you have an upgraded account. Log into your PACER account at pacer.uscourts.gov and click on “**Manage Your Account.**” If the Account Type says “**Legacy,**” then consult the [instructions on upgrading your current PACER account](#). If your account reflects “**Upgraded,**” then proceed to requesting CJA status.
2. To request CJA Exempt status, call the PACER help desk at (800) 676-6856 or email pacer@psc.uscourts.gov, and request that your CJA status for the Middle District of Alabama be added to your upgraded PACER account. You **must** be able to provide PACER with the following information:
 - a. Your name, Username, and the account number of your **upgraded** PACER account. You can locate this information by logging on to “**Manage my account**” at pacer.uscourts.gov.

Account Number	7003400
Username	TestUserTR3400
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

- b. The district(s) in which you have been appointed as a CJA attorney.
- c. Your PACER-exempt account information, which includes your Username and account number. You can locate this information by logging on to “**Manage my account**” at pacer.uscourts.gov with your PACER-exempt login.
- d. The PACER service center will send you an email with instructions on how to proceed. ****NOTE:** Once CJA privileges are activated on your upgraded PACER account, your PACER-exempt account will be canceled.

Using exempt status prior to May 3, 2021 in the Alabama Middle District.

1. Before the Court converts to NextGen, panel attorneys will log in as set forth below:
 - a. For **EXEMPT** access, prefix an “**x-**” in front of the PACER username.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do

Authentication	
Login:	x-jqpublic33 Exempt
Password:
client code:	
If you have lost or forgotten your CM/ECF password, click here .	
<input type="button" value="Login"/>	<input type="button" value="Reset"/>

IMPORTANT NOTICE OF F
financial account numbers; a
including attachments.
 I understand that, if I file,

- b. For **NON-EXEMPT** access, enter the username without any prefix.
 - i. You can verify your **EXEMPT** status by reviewing your PACER receipt(s).

PACER Service Center			
Transaction Receipt			
01/16/2018 16:03:57			
PACER Login:	x-nextgenuser3:1234567:0	Client Code:	
Description:	Search	Search Criteria:	Filed From: 1/1/2012 Filed To: 1/31/2012
Billable Pages:	9	Cost:	0.90

- c. ****NOTE:** If you log on using the “x-“ prefix, then all transactions in any CurrentGen courts are exempt for the duration of that session, or until you log out. **The exempt status does not transfer to NextGen courts.** During your session, if you access a NextGen court, you **must** use the “**Change PACER Exemption Status**” functionality to change your PACER fee status.

Using exempt status after May 3, 2021 in the Alabama Middle District.


- 1. Once the Alabama Middle District migrates to NextGen, all attorneys will log in for filing and viewing using PACER. For NextGen access, CJA panel attorneys will no longer use the “x-“ prefix.

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login
* Required Information

Username *

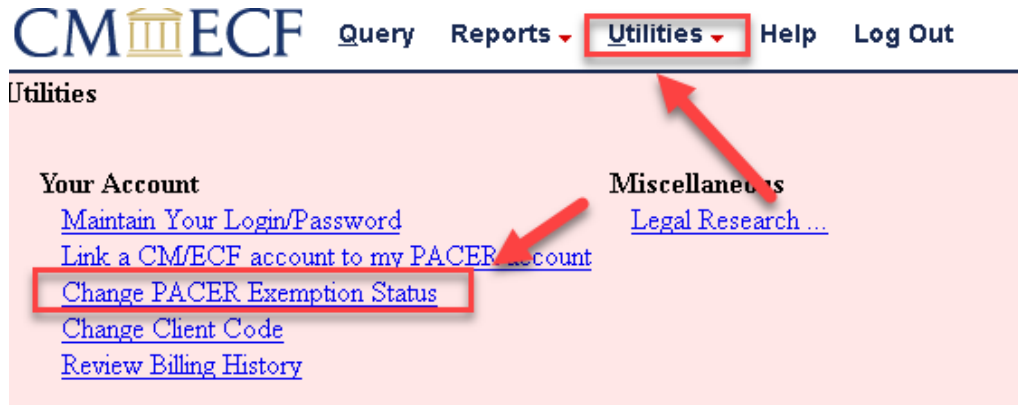
Password *



[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

2. Follow the steps below to **toggle** your exempt status.
 - a. Log in to the NextGen site using your upgraded PACER account (do not use the “x-“ prefix).
 - b. When viewing documents or docket sheets in a case in which you are appointed, change your PACER exemption status. In Next Gen CM/ECF go to “**Utilities**” and then “**Change PACER Exemption Status.**”



- c. On the **Change PACER Exemption Status** screen, select CJA and then click **Submit**. ****Note:** The exempt setting is good only for this session. The next time you access the system it will default to **Not Exempt**.
 - d. You will see your current PACER fee status message at the bottom of all **Query** and **Report** screens. You can use the **Change** link to toggle your PACER status between exempt and non-exempt without logging out.
 - e. You will also see the current PACER fee status message at the bottom of the **Query** page. The **Change** link works the same here, allowing you to toggle your PACER status without logging out.
3. Your support staff are entitled to an exempt PACER account. Contact PSC by phone at (800) 676-6856 or email pacer@psc.uscourts.gov, and provide them with the support staff member’s PACER username, the name of the CJA attorney, and indicate your CJA status with the Alabama Middle District.