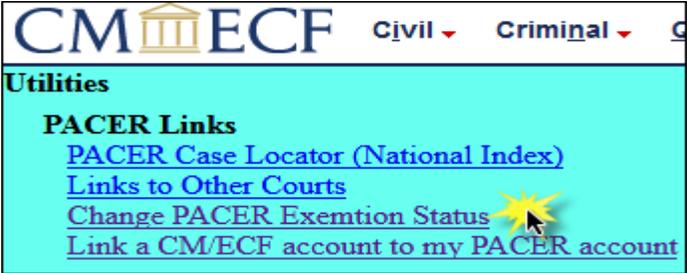
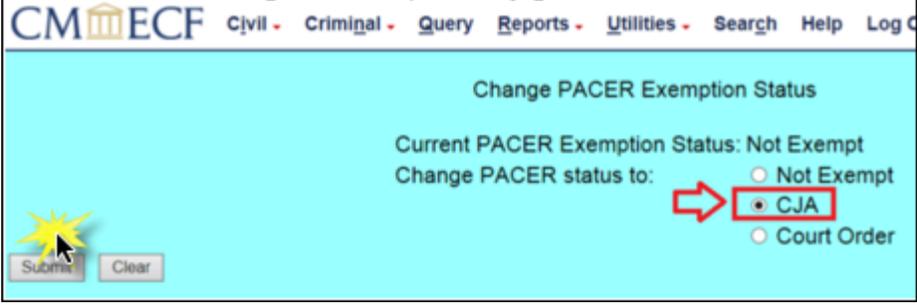


CJA Panel Attorneys

How to Change PACER Exemption Status to Waive Billing in CJA Cases

Instructions

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 CM/ECF, your status will default to Not Exempt. For additional information, view the [PACER CJA Electronic Learning Module](#).

Step	Action
1	Log into NextGen CM/ECF
2	Click Utilities 
3	Click Change PACER Exemption Status 
4	Select CJA and then Submit *Note: that the change to exempt is only good for the current session. 
5	While using the Query option you can toggle between exempt and non-exempt by clicking on the link at the bottom of the page. 