

## NextGen Procedure for CJA Panel Members

---

Attorneys appointed to the 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.

---

### Upgrade your PACER account

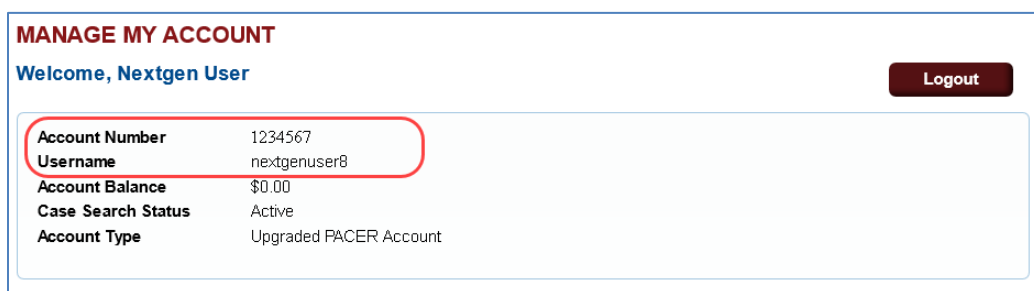
Check your PACER account to be sure you have an upgraded account. Log into your PACER account at <https://pacer.gov> and click on **Manage Your Account**. If the Account Type says “Legacy,” then consult the instructions on upgrading your current PACER account. If your account reflects “Upgraded,” proceed to requesting CJA exempt status.

---

### Request CJA exempt status

Contact the PACER help desk at (800) 676-6856 or email [pacer@pcs.uscourts.gov](mailto:pacer@pcs.uscourts.gov) to request that your CJA status for the Northern District of Oklahoma be added to your upgraded PACER account. You must provide PACER with the following information:

- a. Your name, user name, and the account number of your upgraded PACER account. You can find this information by logging on to **Manage my Account** at <https://pacer.gov>.



The screenshot shows the 'MANAGE MY ACCOUNT' page for a 'Nextgen User'. The page includes a 'Logout' button and a table of account details. The 'Account Number' and 'Username' fields are highlighted with a red circle.

MANAGE MY ACCOUNT	
Welcome, Nextgen User <span style="float: right;">Logout</span>	
Account Number	1234567
Username	nextgenuser8
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

- b. The districts in which you have been appointed as a CJA attorney.
- c. Your PACER-exempt account information, which includes your user name and account number. You can find this information by logging on to **Manage My Account** with your PACER-exempt login.

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 in the Northern District of Oklahoma prior to the August 12, 2019 NextGen go-live date, (and in other non-NextGen courts)

Before the court converts to NextGen, panel attorneys will log in as set forth below:

- for **exempt** access, prefix an "x-" to the front of the PACER username
- for **non-exempt** access, enter the username without the prefix

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

<b>Authentication</b>	<b>Exempt</b>	<b>IMPORTANT NOTICE OF F</b> financial account numbers; a including attachments.  <input type="checkbox"/> I understand that, if I file,
Login:	x-jqpublic33	
Password:	.....	
client code:		

*If you have lost or forgotten your CM/ECF password, [click here](#).*

Login    Reset

You can verify your exempt status by reviewing the receipt.

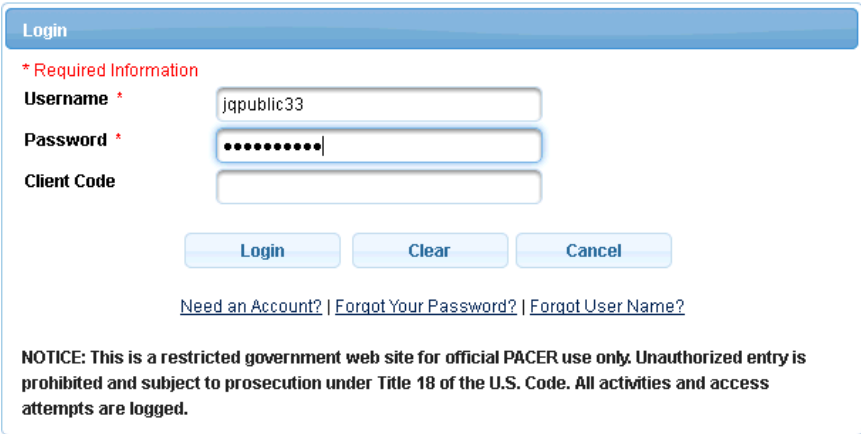
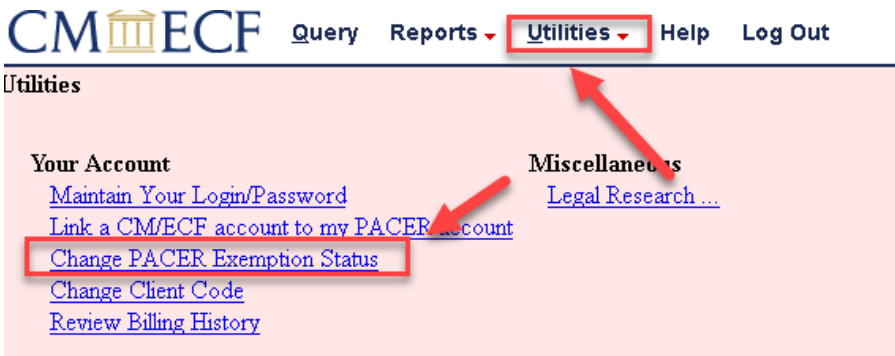
<b>PACER Service Center</b>			
<b>Transaction Receipt</b>			
01/16/2018 16:03:57			
<b>PACER Login:</b>	x-nextgenuser3:1234567:0	<b>Client Code:</b>	
<b>Description:</b>	Search	<b>Search Criteria:</b>	Filed From: 1/1/2012 Filed To: 1/31/2012
<b>Billable Pages:</b>	9	<b>Cost:</b>	0.90

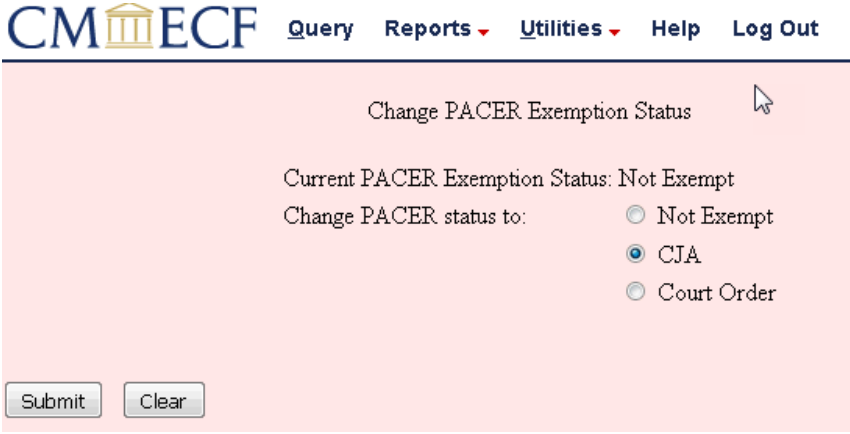
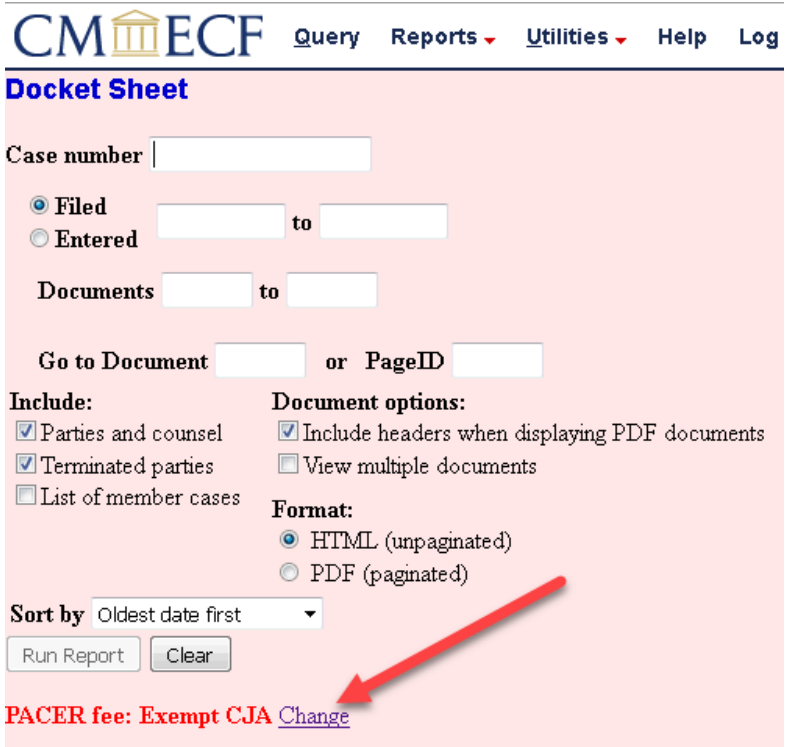
**NOTE:** If you log on using the "x-" prefix, all transactions in any CurrentGen court are exempt for the duration of that session or until you log out. The exempt status does not transfer to NexGen courts. During your session, if you access a NextGen court, you need to use the **Change PACER Exemption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

**Using exempt status in the Northern District of Oklahoma on or after the August 12, 2019 NextGen go-live date, (or in any NextGen court)**

Once the court converts to NextGen, all attorneys will log in for filing and viewing using PACER. For NextGen access you no longer need to use the x- prefix.

Follow the steps below to toggle your exempt status.

STEP	ACTION
1	<p>Log in to the NextGen site using your upgraded PACER account (do not prefix the x-) credentials.</p> <p><b>PACER LOGIN</b></p> <p>Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.</p> 
2	<p>When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status. In NextGen CM/ECF, Go to <b>Utilities</b> and then <b>Change PACER Exemption Status</b></p> 

STEP	ACTION
3	<p>On the Change PACER Exemption Status screen, select <b>CJA</b> and then click <b>Submit</b>.</p> <p><b>(NOTE: The exempt setting is good only for this session. The next time you access the system it will default to <b>Not Exempt</b>.)</b></p> 
4	<p>You will see your current PACER fee status message at the bottom of all Query and Report screens. You can use the <b>Change</b> link to toggle your PACER status between exempt and non-exempt without logging out.</p> 

5

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.

The screenshot shows the CM/ECF Query page. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. A red circle with the number '1' is placed over the 'Query' link. Below the navigation bar is a yellow warning box that reads: "WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria." The main content area is titled "Search Clues" and contains several search filters: "Case Number" (text input), "Case Status" (radio buttons for Open, Closed, All), "Filed Date" (date range), "Last Entry Date" (date range), "Nature of Suit" (dropdown menu with options: 0 (zero), 110 (Insurance), 120 (Contract, Marine)), "Cause of Action" (dropdown menu with options: 0 (No cause code entered), 02.0431 (02.431 Fed. Election Commission, Failure Enforce C.), 02.0437 (02.437 Federal Election Commission)), "Last/Business Name" (text input with a checkbox for "Exact matches only"), "First Name" and "Middle Name" (text inputs), and "Type" (dropdown menu). At the bottom of the search filters are "Run Query" and "Clear" buttons. Below the search filters, there is a red text message: "PACER fee: Not Exempt Change" with a red circle containing the number '2' and a mouse cursor pointing to the "Change" link.

## Support staff access

Your support staff are entitled to an exempt PACER account. Contact PSC by phone at 800-676-6856 or email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) and provide them with the staff person's name, the staff person's PACER username, the name of the CJA attorney, and indicate your CJA status with the Northern District of Oklahoma.