

## PACER USAGE BY CJA PANEL ATTORNEYS

Attorneys appointed under the Criminal Justice Act are exempt from payment of PACER fees for work that is performed pursuant to such appointment. Please refer to the guidance below to set up your CJA privileges in PACER and change your exemption status.

NOTE: The Eastern District of Tennessee is currently running the current generation of CM/ECF. These instructions are for courts that are running CurrentGen CM/ECF, not NextGen.

1. Contact the PACER Service Center (PSC) by phone at (800) 676-6856 or by e-mail ([pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)) to upgrade your PACER account. You will be required to provide your name, username, and the account number of your upgraded PACER account. That information can be found by selecting the “manage my account” icon in PACER.
2. After contacting PACER to request an upgrade, PACER will send you an email with the CJA exemption acknowledgement and instructions for exempt usage. Reply to the email with your acknowledgement.
3. Your CJA exempt privileges will be activated once PACER receives your acknowledgement email reply. You may then log in to PACER under an exempt status when performing exempt work by placing a lower-case “x” and a dash “-” before your PACER username when logging in (Example: x-jacksonj). The “x-” notifies PACER that this is an exempt billing.
4. Exemption status can be confirmed on your Transaction Receipt.
5. After receiving exemption privileges from PACER, you can request a credit for any CJA appointed charges during the current or prior quarter. If you have followed all of these steps and are billed for an exempt case, please contact PACER for guidance and to request a credit.
6. **You may only use your exempt status when working on CJA cases. The court reviews all exempt usage.**

Additional guidance and detailed instructions are available on PACER’s website at:

[https://www.pacer.gov/ecfcbt/cso/Exempt\\_CJA/CJA\\_Panel\\_Attorneys/CJA\\_Panel\\_Attorneys\\_transcript.pdf](https://www.pacer.gov/ecfcbt/cso/Exempt_CJA/CJA_Panel_Attorneys/CJA_Panel_Attorneys_transcript.pdf)