

Request Exempt Status for CJA Attorneys

Criminal Justice Act (CJA) Attorneys are entitled to view documents and docket sheets in cases to which they are appointed for free. With CM/ECF NextGen, panel attorneys will only have one PACER account which will allow them to toggle back and forth between exempt and non-exempt viewing.

Instructions

To request CJA exempt status, you must already have an **Upgraded PACER Account**.

- If you do not have a PACER account, please follow the [Register for a New PACER Account instructions](#).
- If you have a **Legacy PACER Account**, please follow the [Upgrade Your Current PACER Account instructions](#). Once your account has been upgraded, please return to these instructions, and complete the steps below to request CJA exempt status.

Request Exempt Status

1. Contact the PACER Service Center (PSC) by email pacer@psc.uscourts.gov or by phone at 800-676-6856 and provide:
 - a. your name,
 - b. your PACER account username,
 - c. the account number for your upgraded PACER account, and
 - d. your request to have your CJA exempt status for the Northern District of Texas be added to your upgraded PACER account.
2. Follow the instructions for linking your new PACER login with your CM/ECF credentials, **AFTER September 6, 2022**.