



NextGen Guidelines for Exempt Users

With the implementation of the next generation (NextGen) CM/ECF system in some courts, the process for logging in as an exempt user has been updated.

How you log in depends on whether the court uses the current generation (CurrentGen) CM/ECF system or NextGen CM/ECF. You can determine which system your court uses at pacer.gov/courtlinks. There will be a “NextGen” designation next to courts that have converted.

CJAs

If you are a CJA attorney and have two PACER accounts, you will need to upgrade the private account. Then email or call the PACER Service Center (PSC) at pacer@psc.uscourts.gov or (800) 676-6856 to move your existing exempt privileges to the upgraded account. The other account will be closed, and PSC staff will email you instructions to your upgraded account by email.

The table below explains how you should log in when doing exempt work.

CurrentGen CM/ECF Court		NextGen CM/ECF Court	
CJA Users (NOTE: Must use upgraded PACER account)	Court Order Users	CJA Users (NOTE: Must use upgraded PACER account)	Court Order Users
When you log in, enter “X-” in front of your username to indicate your exempt status. If you need to switch between exempt and non-exempt accounts, you should log out and log in again with or without the “X-.”	Log in normally using your PACER username and password.	Log in and then use the Change PACER Exemption Status option to select your exempt status. If you do not select exempt status, your account will be billed.	Log in and switch between exempt and non-exempt status by using the Change PACER Exemption Status option. When you log in, you will be automatically exempt in that court. The exemption only applies in courts where you have a court order.

For more information on logging in when doing exempt work, review the electronic learning module for CJA at pacer.gov/ecfcbt/cso/index.html.

PACER Usage Fees: How and When Are Users Charged for Access to PACER?

Access to case information through PACER costs \$.10 per page for all users. Remember that this charge applies to accessing each page of search results; even if your search yields no matches, you are charged for one page.

For example, if you search for a name in the PACER Case Locator, you will be charged for each page of search matches that you click on.

The following list describes instances in which PACER charges fees:

- Fees for case documents, docket sheets, or case-specific reports are \$.10 per page. This fee is capped at 30 pages (\$3.00).
- The fee cap does not apply to searches, reports that are not case-specific, and transcripts of federal court proceedings.
- If you perform a search, the fee is \$.10 per page for the search results, transcripts, or non-case-specific reports via PACER.
- For electronic access to an audio file of a court hearing via PACER costs \$2.40 per audio file.
- There is no additional fee to print or save the information once it has been accessed.

If you accrue less than \$15 in a quarter, your fees will be waived. Otherwise, your PACER account will be billed for all usage.

To find out more about PACER fees, the electronic public access fee schedule is available at: pacer.gov/documents/epa_feesched.pdf.

Fee Increase Takes Effect for Government Users

As of April 1, 2015, the PACER usage fee for government accounts increased from \$.08 to \$.10 per page.

In September 2011, the Judicial Conference authorized an increase in the Judiciary’s electronic public access fee from \$.08 to \$.10 per page, year.

Local, state, and federal government agencies were exempted from the increase to allow for budgeting in advance. However, as noted in the EPA fee schedule, the exemption expired this year.

Tips for Upgrading Your PACER Account

Although most users do not need to upgrade their PACER account now, you can use the following guidelines to see when you do need to upgrade.

If you are:

- **A PACER-only user (non-e-filer):** Upgrade now if you need to perform any function besides making a payment (change address, email, etc.). You do not have to upgrade if you only use PACER to search, print, or view information.
- **An e-filer:** Upgrade now if the court in which you e-file has converted to the NextGen CM/ECF system. You can go to pacer.gov/courtlinks to find out if your court has converted.
- **A CJA attorney:** Upgrade now if the court in which you e-file has converted to the NextGen CM/ECF system. If you have two PACER accounts, upgrade the private account. Then email the PSC to move your existing exempt privileges, PSC staff will then provide you with access instructions via email.

Go to pacer.gov/nextgen for more information on when and how to upgrade your PACER account.

“P” Icon Sets the Default Payment Method

If you want to always use the same payment method (e.g., one Visa card) as a default method of payment, you must set up this function in Manage My Account on pacer.gov.

When you log in:

- 1) Click the Payments tab.
- 2) Select the Manage Recurring Payments option.
- 3) Click the “P” icon to set that method of payment as your default. You will know this option has been selected if the “P” next to your card number is blue.
- 4) Click Update.

After you click Update, this selected card will be charged automatically for your quarterly usage.

NOTE: The Manage Recurring Payments screen only allows you to store card information and create a default payment method. If you want to pay your bill, you must go to the Make One-Time Credit Card Payment screen in the Payments tab.

You may store up to three payment methods on this screen, and you can choose any of these if you want to make a one-time payment.

PACER Administrative Accounts: Updated Features

The PACER Administrative Account (PAA) allows you to create consolidated billing for all the accounts in your organization and pay for all charges on one bill.

NextGen CM/ECF requires e-filers to have their own PACER accounts. For organizations that share a PACER account, the easiest way to avoid handling a multitude of different accounts is to set up a PAA. To register for a PAA, go to pacer.gov/register and click Firm Billing.

If you already have a PAA, you may have noticed some updated features on your account. Since all users need their

own accounts, you may have to set up an account on behalf of other users. When doing this, remember to use the correct date of birth (DOB) to avoid any issues with identifying the account.

New employees should now provide a last name and 7-digit PACER account number. If they do not have a PACER account, they need to create one and then provide this information so you can add them to your PAA.

If you need to remove an attorney from your PAA, you can unlink the account so that you are no longer responsible for PACER charges after they leave.

Billing Information

- ◇ PSC accepts Discover, VISA, MasterCard, and American Express. Log in to Manage My Account at pacer.gov to pay by credit card.
- ◇ The PSC federal tax ID number is 74-2747938.
- ◇ A fee of \$53 will be assessed if your payment is returned.
- ◇ Accounts with credit cards on file will be auto-billed up to 7 days prior to the due date.

NextGen Resources

Here are some helpful NextGen links:
NextGen Help Page —
<https://www.pacer.gov/nextgen>

Electronic Learning Modules —
<https://www.pacer.gov/ecfcbt/cso/index.html>

NextGen FAQs —
<https://www.pacer.gov/psc/hfaq.html>

Court Links Page (“NextGen” noted next to converted courts) —
<https://www.pacer.gov/psco/cgi-bin/links.pl>

PSC Information

The PACER Service Center (PSC) hours of operation are 8 AM—6 PM CT, Monday through Friday. Email pacer@psc.uscourts.gov or call (800) 676-6856.

The PSC will be closed for the following federal holidays in 2015:

Memorial Day: May 25
Independence Day: July 3
Labor Day: September 7
Columbus Day: October 12
Veterans Day: November 11
Thanksgiving Day: November 26
Christmas Day: December 25