

## CENTRAL SIGN ON INSTRUCTIONS- CJA ATTORNEYS WITH AN EXISTING ACCOUNT

**Attorneys appointed to the CJA panel (and their support staff) are entitled to view documents and docket sheets in the cases to which they are appointed without charge.**

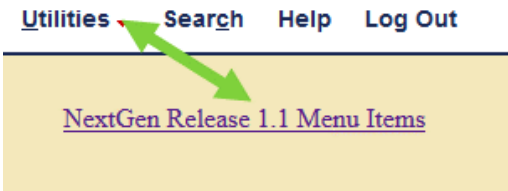

The Western District of Washington is upgrading to the NextGen CM/ECF system on January 27, 2020. Due to this upgrade, CJA attorneys will need to take steps to ensure they are able to access docket sheets for their CJA cases without charge.

These instructions are for CJA Attorneys with an existing PACER account. If you are newly appointed to the panel and do not have a PACER account or you only have a CJA CM/ECF account and no PACER account, go to the Central Sign-On Instructions for Newly Appointed CJA Attorneys.

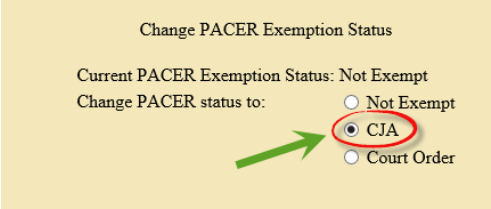
Setting Up Your PACER Account																
Step	Actions															
1	<p>Determine if you have an upgraded PACER account.</p> <ul style="list-style-type: none"> <li>• If you are unsure follow <a href="#">these instructions</a>.</li> <li>• If you have a Legacy PACER account, you must upgrade your PACER account (see <a href="#">Instructions</a>).</li> <li>• If you have an upgraded PACER account, proceed to step 2.</li> </ul> <p><b>NOTE:</b> If you have only a CJA CM/ECF (filing) account and not a personal PACER account, you must create a new PACER account.</p>															
2	<p>Request an CJA exemption from PACER.</p> <ol style="list-style-type: none"> <li>1. Contact the PACER Service Center (PSC) by phone at 800-676-6856 or via <a href="mailto:pacer@psc.uscourts.gov">pacer@psc.uscourts.gov</a>.</li> <li>2. Provide the following information:               <table style="margin-left: 40px;"> <tr> <td style="padding-left: 20px;">a. Your name</td> <td rowspan="4" style="vertical-align: top;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;"><b>MANAGE MY ACCOUNT</b></p> <p style="margin: 0; color: #0070C0;">Welcome, Attorney Wawdcja</p> <table style="margin: 0; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Account Number</td> <td style="padding: 2px;">7039256</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Username</td> <td style="padding: 2px;">wawdtestcja1</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Account Balance</td> <td style="padding: 2px;">\$0.00</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Case Search Status</td> <td style="padding: 2px;">Inactive</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Account Type</td> <td style="padding: 2px;">Upgraded PACER Account</td> </tr> </table> </div> </td> </tr> <tr> <td style="padding-left: 20px;">b. PACER username, and</td> </tr> <tr> <td style="padding-left: 20px;">c. Your upgraded PACER account number</td> </tr> <tr> <td style="padding-left: 20px;">d. That you are appointed to the CJA panel for the Western District of Washington</td> </tr> </table></li></ol> <li>3. The PSC will send you instructions on how to proceed.</li>	a. Your name	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;"><b>MANAGE MY ACCOUNT</b></p> <p style="margin: 0; color: #0070C0;">Welcome, Attorney Wawdcja</p> <table style="margin: 0; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Account Number</td> <td style="padding: 2px;">7039256</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Username</td> <td style="padding: 2px;">wawdtestcja1</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Account Balance</td> <td style="padding: 2px;">\$0.00</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Case Search Status</td> <td style="padding: 2px;">Inactive</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Account Type</td> <td style="padding: 2px;">Upgraded PACER Account</td> </tr> </table> </div>	Account Number	7039256	Username	wawdtestcja1	Account Balance	\$0.00	Case Search Status	Inactive	Account Type	Upgraded PACER Account	b. PACER username, and	c. Your upgraded PACER account number	d. That you are appointed to the CJA panel for the Western District of Washington
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b. PACER username, and																
c. Your upgraded PACER account number																
d. That you are appointed to the CJA panel for the Western District of Washington																
3	<p>Link your Upgraded PACER exempt account to your CM/ECF (filing) Account on or after January 27, 2020. (<a href="#">See instructions for Linking an Upgraded PACER account to a NextGen CM/ECF Account</a>)</p>															

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Setting Up Your PACER Account	
Step	Actions
4	<p>CJA Support Staff:</p> <p>Your support staff is entitled to an exempt PACER account. Set up their account by:</p> <ol style="list-style-type: none"> <li>1. Providing the staff person's name and PACER username to the court at <a href="mailto:cmecf@wawd.uscourts.gov">cmecf@wawd.uscourts.gov</a>.</li> <li>2. Contacting PSC by phone at 800-676-6856 or email at <a href="mailto:pacer@psc.uscourts.gov">pacer@psc.uscourts.gov</a> and provide them with the following:               <ol style="list-style-type: none"> <li>a. Staff person's name</li> <li>b. Staff person's PACER username</li> <li>c. Staff person's account number</li> <li>d. Name of the CJA attorney, and</li> <li>e. Indicate the Western District of Washington.</li> </ol> </li> </ol>

How to View Case Related Items as CJA	
Step	Actions
1	<p>When viewing documents or docket sheets in a case in which you are appointed, you must manually change your PACER Exemption Status.</p> <p>In NextGen CM/ECF, go to <b>Utilities</b> and then <b>NextGen Release 1.3 Menu Items</b></p> <div style="text-align: center;">  <p style="text-align: center;">Utilities   Search   Help   Log Out</p> <p style="text-align: center;"><a href="#">NextGen Release 1.1 Menu Items</a></p> </div> <p>Then select <b>Change PACER exemption status</b></p> <div style="text-align: center;">  <p style="text-align: center;">CM/ECF   Civil   Criminal   Query   Reports   Utilities</p> <p style="text-align: center;">NextGen Release 1.1 Menu Items</p> <p style="text-align: center;"><a href="#">Change PACER Exemption Status</a></p> <p style="text-align: center;"><a href="#">Link a CM/ECF account to my PACER account</a></p> <p style="text-align: center;"><a href="#">Maintain Your Login/Password</a></p> <p style="text-align: center;"><a href="#">Bar Admission</a></p> </div>

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How to View Case Related Items as CJA	
Step	Actions
2	<p>Select <b>CJA</b> and then <b>Submit</b>.</p> <p><b>NOTE:</b> the exempt setting is good <b>only</b> for this session. Each time that you access the system, your exemption status is <b>Not Exempt</b>. You must change it back to <b>CJA</b> for each new session where you are acting in your CJA capacity.</p> <div style="text-align: center; border: 1px solid black; padding: 10px; background-color: #fff9c4;"> <p>Change PACER Exemption Status</p> <p>Current PACER Exemption Status: Not Exempt</p> <p>Change PACER status to:</p> <p style="text-align: right;"> <input type="radio"/> Not Exempt  <input checked="" type="radio"/> <b>CJA</b>  <input type="radio"/> Court Order                 </p>  </div>
3	<p>You can toggle between <b>Exempt</b> and <b>Non-Exempt</b> in a single session by selecting <b>Change</b> next to <b>PACER fee</b> at the bottom of your screen.</p> <div style="background-color: #fff9c4; padding: 10px;"> <p style="text-align: right; border: 1px solid black; padding: 2px;"><b>WARNING:</b> Search results from this screen on PACER charges. Please be as specific as possible.</p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Search Clues</b> <span style="float: right;"><a href="#">Mobile Query</a></span></p> <p>Case Number <input type="text"/></p> <p style="text-align: center;">or search by</p> <p>Case Status: <input type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> All</p> <p>Filed Date <input type="text"/> to <input type="text"/></p> <p>Last Entry Date <input type="text"/> to <input type="text"/></p> <p>Nature of Suit <input type="text" value="0 (zero)"/>  <small>110 (Insurance) 120 (Contract: Marine)</small></p> <p>Cause of Action <input type="text" value="0 (No cause code entered)"/>  <small>00:0000 (00:0000 Cause Code Unknown) 02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance)</small></p> <p>Last/Business Name <input type="text"/> <input type="checkbox"/> Exact matches only</p> <p>First Name <input type="text"/> Middle Name <input type="text"/></p> <p>Type <input type="text"/></p> <p><input type="button" value="Run Query"/> <input type="button" value="Clear"/></p> <p><b>PACER fee: Not Exempt Change</b></p> </div> </div>
4	For additional information view the <a href="#">PACER CJA Electronic Learning Module</a>
5	<p>If you are appointed as a CJA attorney in another federal court, there are special instructions for using your PACER account in courts that have not upgraded to NextGen. View the PACER CJA Electronic Learning Module (see #7 above) or contact PSC by phone at 800-676-6856 or email at <a href="mailto:pacer@psc.uscourts.gov">pacer@psc.uscourts.gov</a></p>