

EXTERNAL USER REGISTRATION MANUAL: CRIMINAL JUSTICE ACT (CJA) PANEL ATTORNEYS

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EXTERNAL USER REGISTRATION MANUAL: CRIMINAL JUSTICE ACT (CJA) PANEL ATTORNEYS

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. You must follow the below steps to ensure you and your staff receive these entitlements.

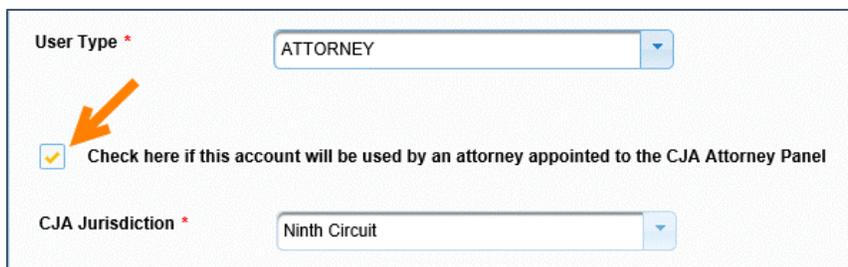
Appointed CJA with No Individual PACER Account

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:

1. Register for a PACER – Case Search Only account (see [Create an individual PACER – Case Search Only account](#)), but include these additional steps:

- a. Select **Attorney** as **User Type**.
- b. Check the box to indicate the account will be used by a CJA Attorney, and;
- c. Select **Ninth Circuit** as the appropriate **CJA Jurisdiction**.

Note: If you have questions, please [contact PACER](#) directly.



The screenshot shows a registration form with three fields. The first field is 'User Type *' with a dropdown menu set to 'ATTORNEY'. The second field is a checkbox labeled 'Check here if this account will be used by an attorney appointed to the CJA Attorney Panel', which is checked. An orange arrow points to this checkbox. The third field is 'CJA Jurisdiction *' with a dropdown menu set to 'Ninth Circuit'.

2. Reply to the CJA Acknowledgement email that the PACER Service Center (PSC) sends you. After receipt of your reply, the PSC sets your exempt privileges.

Appointed CJA with an Existing Individual PACER Account

If you are newly appointed to the panel and already have an individual PACER account:

1. Determine if you have an upgraded PACER account.
 - a. If you are unsure follow [these instructions](#).
 - b. If you have a Legacy PACER account, you must upgrade your PACER account ([see Instructions](#)).
 - c. If you have an upgraded PACER account, proceed to step 2.

Note: If you have only a CJA CM/ECF (filing) account and not a personal PACER account, you must create a new PACER account.

2. Request a CJA exemption from PACER.
 - a. Contact the PACER Service Center (PSC) by phone at 800-676-6856 or via pacer@psc.uscourts.gov.

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b. Provide the following information:

- i. Your name.
- ii. PACER username.
- iii. Your upgraded PACER account number.
- iv. That you are appointed to the CJA panel for the Western District of Washington.

MANAGE MY ACCOUNT

Welcome, Attorney Wawdcja

| | |
|--------------------|------------------------|
| Account Number | 7039256 |
| Username | wawdtestcja1 |
| Account Balance | \$0.00 |
| Case Search Status | Inactive |
| Account Type | Upgraded PACER Account |

c. Follow the instructions that the PSC sends you on how to proceed.

3. Link your Upgraded PACER exempt account to your CM/ECF (filing) Account. (See [instructions for Linking your CM/ECF account with your PACER – Case Search Only account](#))

CJA Support Staff

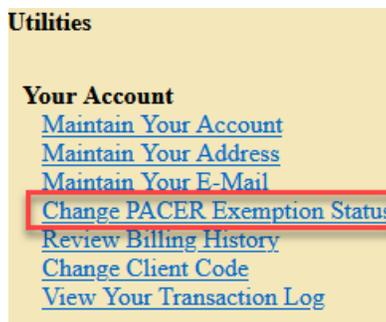
Your support staff are entitled to an exempt PACER account. You can set up their account by:

1. If they do not already, setting up a PACER – Case Search Only account (see [Create an Individual PACER – Case Search Only account](#)).
2. Send the staff person's name and PACER username to the court at cmecf@wawd.uscourts.gov.
3. Contact PSC by phone at 800-676-6856 or email at pacer@psc.uscourts.gov and provide them with the following:
 - a. Staff person's name.
 - b. Staff person's PACER username.
 - c. Staff person's account number.
 - d. Name of the CJA attorney, and;
 - e. Indicate the Western District of Washington.

How to View Case Related Items as a CJA

When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status:

1. Log into CM/ECF.
2. Go to **Utilities > Your Account > Change PACER Exemption Status.**



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- CM/ECF redirects you to your PACER account where you select **Exempt CJA** and then **Submit**.

Washington Western District Court
Change PACER Exemption Status

Current Exempt Status: Not Exempt

Change PACER Status to: Not Exempt
 Exempt CJA

Note: The **CJA** setting is active only for the current session. The next time you access the system, your exemption status is returned to **Not Exempt**. You must change it back to **CJA** in each new session where you are acting in your CJA capacity.

- You can toggle between **Exempt** and **Not Exempt** in a single session by selecting Change next to PACER fee at the bottom of your screen.

Query

WARNING: Search results from on PACER charges. Please be

Search Clues [Mobile Query](#)

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit
0 (zero)
110 (Insurance)
120 (Contract: Marine)

Cause of Action
0 (No cause code entered)
00:0000 (00:0000 Cause Code Unknown)
02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance)

Last/Business Name Exact matches only

First Name Middle Name

Type

PACER fee: Not Exempt [Change](#)