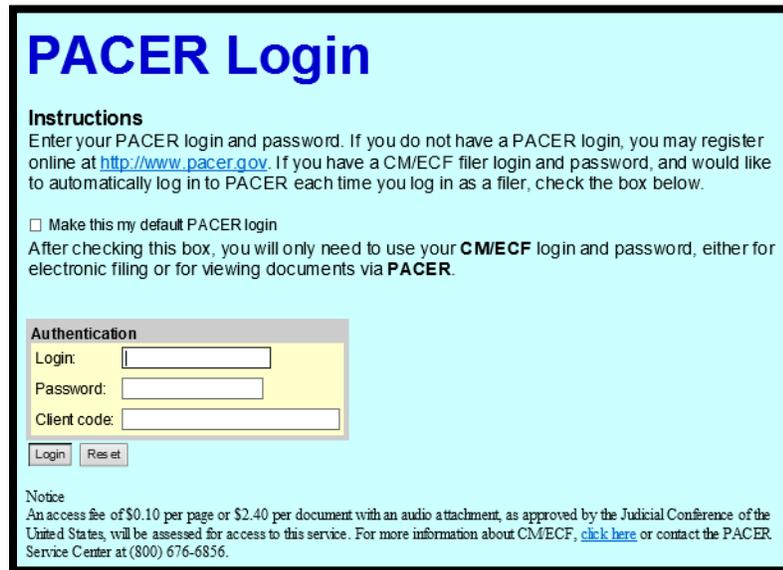


Setting Your Default PACER Login in CM/ECF

1. Log into CM/ECF using the attorney's unique CM/ECF login and password.
2. Click on **Query** on the blue menu bar so the following **PACER Login** screen appears:



PACER Login

Instructions
Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

Make this my default PACER login
After checking this box, you will only need to use your **CM/ECF** login and password, either for electronic filing or for viewing documents via **PACER**.

Authentication

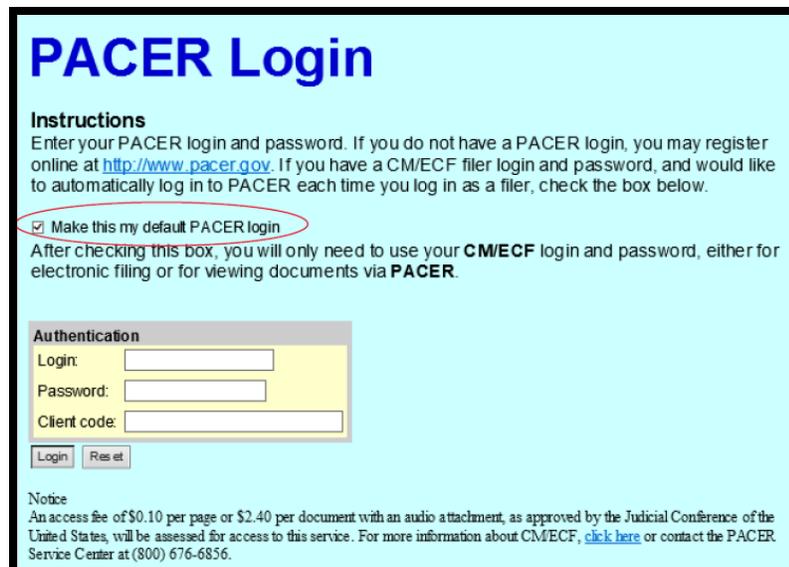
Login:

Password:

Client code:

Notice
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

3. Check the **Make this my default PACER login** box, enter the Login and Password (and client code if desired) for the attorney's upgraded PACER account and click the **Login** button.



PACER Login

Instructions
Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

Make this my default PACER login
After checking this box, you will only need to use your **CM/ECF** login and password, either for electronic filing or for viewing documents via **PACER**.

Authentication

Login:

Password:

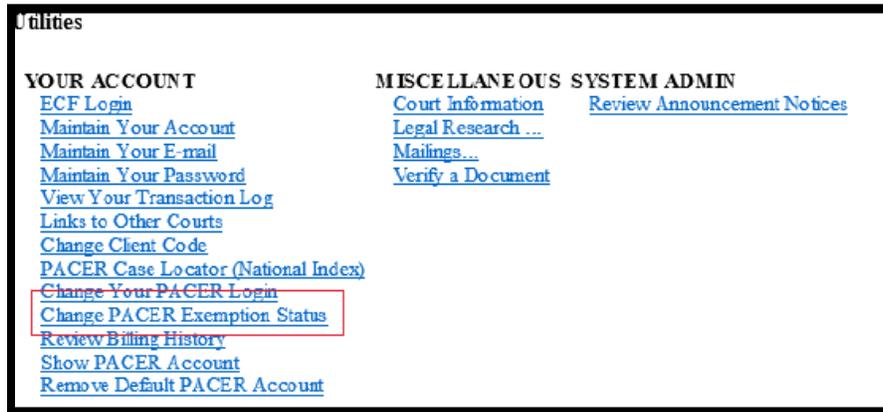
Client code:

Notice
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

The attorney's default PACER login is now set in CM/ECF.

Using the Change PACER Exemption Status Utility and the Toggle Feature in CM/ECF to Access Your Fee Exempt PACER Account

1. After logging into CM/ECF and setting the attorney's default PACER login, click on **Utilities** on the blue menu bar and click on the **Change PACER Exemption Status** utility located under **YOUR ACCOUNT**.



2. The following **Change PACER Exemption Status** screen appears. The attorney's current PACER fee exemption status is reflected on this screen. You can toggle between fee exempt and non-fee exempt by clicking on the **CJA** radio button or the **Not Exempt** radio button and then clicking the **Submit** button.

The screenshot shows the 'Change PACER Exemption Status' screen. It displays the current status as 'Not Exempt'. Below this, there is a label 'Change PACER status to:' followed by three radio button options: 'Not Exempt' (which is selected), 'CJA', and 'Court Order'. At the bottom of the screen, there are two buttons: 'Submit' and 'Clear'.

When you are returned to the main **Query** screen, you will see a **red** visual indicator at the bottom of the screen reflecting the attorney's current PACER fee exemption status.

Query

WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.

Search Clues [Mobile Query](#)

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit
110 (Contract: Insurance)
120 (Contract: Marine)
130 (Contract: Miller Act)

Cause of Action
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
02:0437 (02:437 Federal Election Commission)
05:0075 (05:75(2) Contract - Reduction in Grade)

Last Business Name Exact matches only

First Name Middle Name

Type

PACER fee: Exempt CJA [Change](#)

Query

WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.

Search Clues [Mobile Query](#)

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit
110 (Contract: Insurance)
120 (Contract: Marine)
130 (Contract: Miller Act)

Cause of Action
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
02:0437 (02:437 Federal Election Commission)
05:0075 (05:75(2) Contract - Reduction in Grade)

Last Business Name Exact matches only

First Name Middle Name

Type

PACER fee: Not Exempt [Change](#)

This **red** visual indicator also appears on the **Selection Criteria** page for applicable reports and on screens prior to viewing PDFs from document hyperlinks.

3. The [Change](#) link associated with the **red** visual indicator allows you to easily change the attorney's PACER fee exemption status. Clicking on the [Change](#) will route you to the **Change PACER Exemption Status** screen where you can toggle between fee exempt (CJA) status and non-fee exempt (Not Exempt) status. After you click on the **Submit** button, the **red** visual indicator will be updated to reflect the attorney's new PACER fee exemption status.

Reminder: Accessing documents on a fee exempt basis is closely monitored and inappropriate access by an attorney will result in the attorney's loss of PACER privileges.