

The process for CJA panel attorneys to request exempt accounts has changed.

Attorneys can request these accounts **directly** from the PACER Service Center by completing the account request form at the center's web site (<https://pacer.psc.uscourts.gov/psco/cgi-bin/regform.pl>) and adding the designation of **CJA** to the beginning of "Firm Name" and "Contact Person" fields.

See the example below:

The screenshot shows the "PACER On-Line Registration" form. At the top, a yellow banner reads "PACER On-Line Registration". Below it, a grey box contains the text: "This form is for new PACER users only. If you are experiencing login difficulty at a PACER web site, [Click Here](#)." The main form area has a blue header "ACCOUNT INFORMATION". The form fields are as follows:

Firm Name:*	<input type="text" value="CJA - John Q. Attorney"/>
Contact Person:*	<input type="text" value="CJA - John Q. Attorney"/>
Address:*	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

On the right side of the form, there is a grey box with instructions: "You must enter data for every field marked with a *." and "If you are registering as a private individual, i.e. not as a member of a group, firm, or organization, enter your..."

CJA Panel Attorneys should **NOT** check the "Check here if you are registering as a U.S. Government Agency" box and should not enter credit card information. They will be e-mailed a PACER Account that they should use for their CJA work only.

Any other use is a violation of the Judicial Conference of the US Courts Fee Policy.