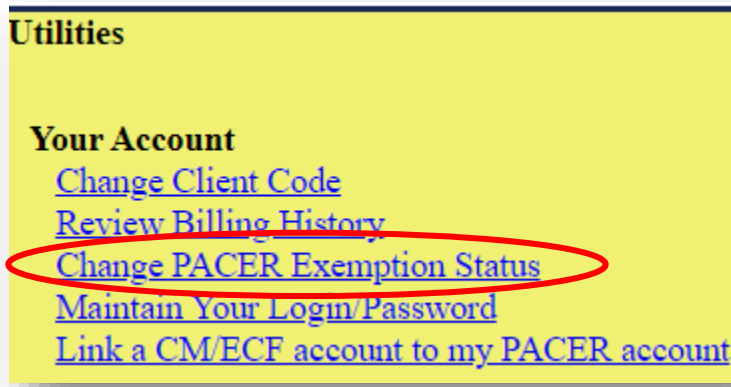
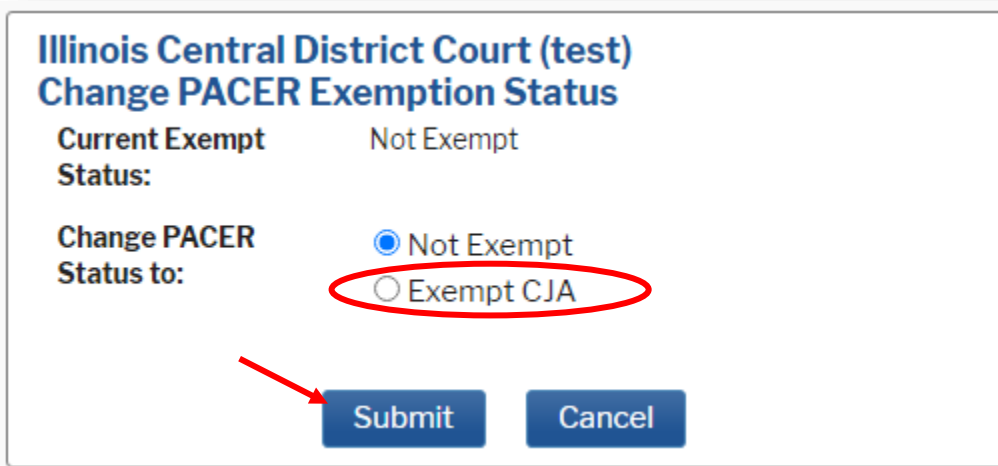


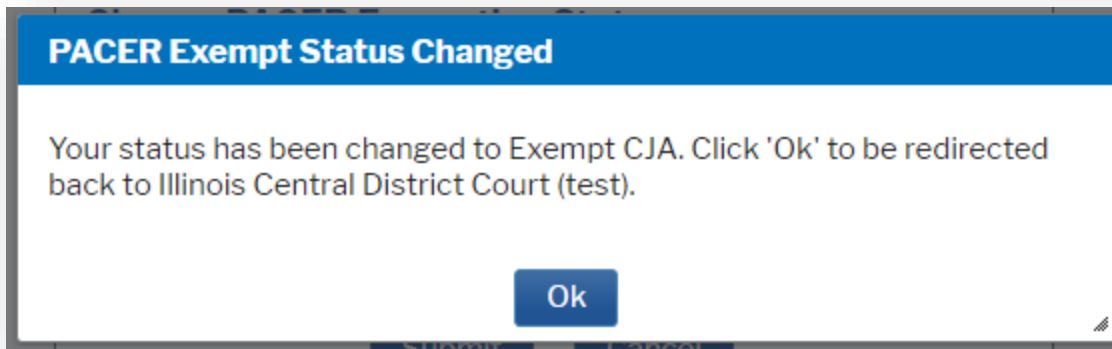
1. Log into the Central District of Illinois' website by entering your PACER login and password. Accept the Redaction Agreement.
2. Select **Change PACER Exemption Status** under **Utilities**.



3. You will now be redirected to PACER. Select **Exempt CJA** and click **Submit**.  
**Note:** The change to exempt is only good for the current session. The status will need to be changed each time you log in and act in your CJA capacity.

A screenshot of a web form titled "Illinois Central District Court (test) Change PACER Exemption Status". The form shows "Current Exempt Status:" as "Not Exempt". Below, "Change PACER Status to:" has two radio button options: "Not Exempt" (selected) and "Exempt CJA" (circled in red). At the bottom, there are two blue buttons: "Submit" (with a red arrow pointing to it) and "Cancel".

4. You will receive a message stating that your exempt status has been changed. Click **Ok** to continue. Once you click Ok you will be redirected back to the Central District of Illinois' CM/ECF page.



5. While using the Query option you can **toggle between exempt and not exempt** by clicking on the link at the bottom of the page.

A screenshot of the PACER "Search Clues" form. The form is yellow and contains various search criteria: Case Number (text input), Case Status (radio buttons for Open, Closed, All), Filed Date (date range), Last Entry Date (date range), Nature of Suit (dropdown menu), Cause of Action (dropdown menu), Last/Business Name (text input with "Exact matches only" checkbox), First Name (text input), Middle Name (text input), and Type (dropdown menu). At the bottom, there are "Run Query" and "Clear" buttons. A red box highlights a link at the bottom of the form that reads "PACER fee: Exempt CJA [Change](#)". A red arrow points from the "Run Query" button area down to the highlighted link.

For questions, please contact PACER at 800-676-6856.