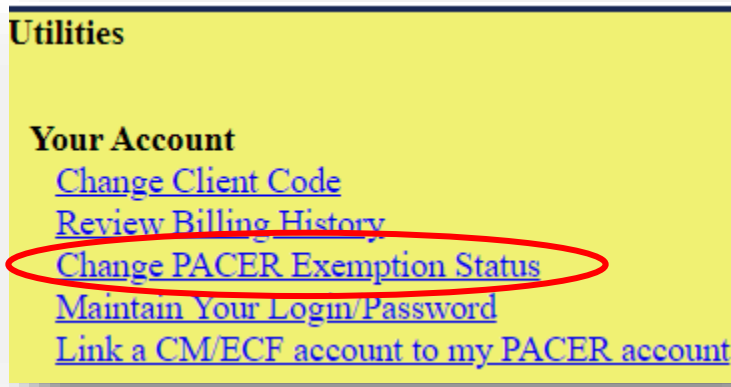
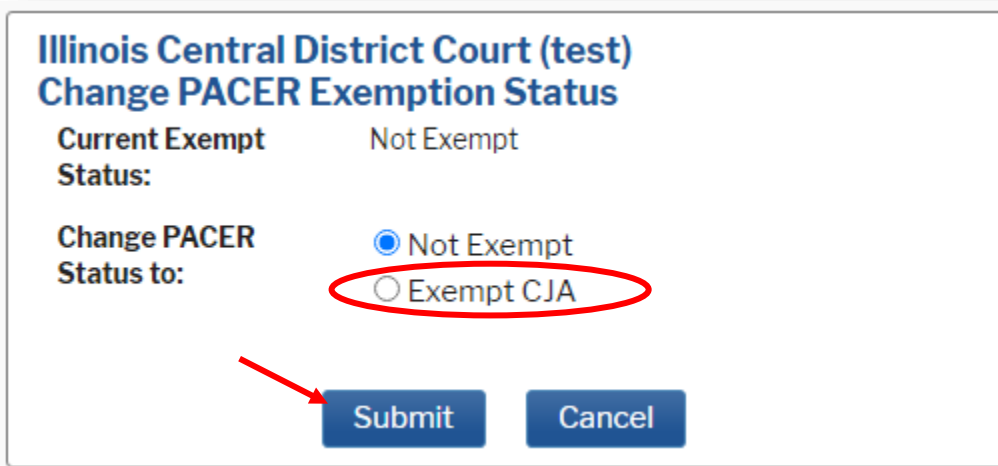


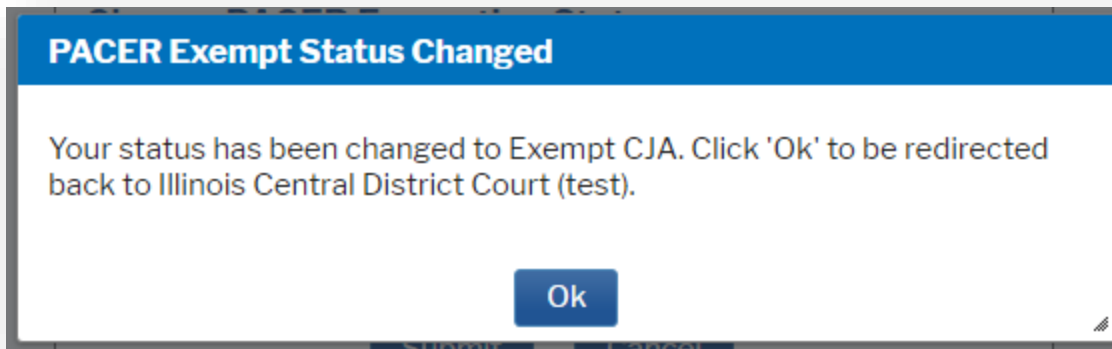
1. Log into the Central District of Illinois' website by entering your PACER login and password. Accept the Redaction Agreement.
2. Select **Change PACER Exemption Status** under **Utilities**.



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 has a yellow background and a grey header with the text "Search Clues" and a link for "Mobile Query". The form contains several 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 left are "Run Query" and "Clear" buttons. At the bottom center, a link "PACER fee: Exempt CJA Change" is highlighted with a red box and a red arrow points to it from above.

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