



JEFS CIVIL User Manual

District, Circuit, Family, Land, and Tax Appeal Courts

as of January 25, 2022


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JEFS Civil User Manual - 2022

Prerequisites

The capabilities outlined in this manual presume that:

- The user has registered and received confirmation of registration for access to the **Judiciary Electronic Filing Service System (JEFS)**.
- Has filed documents, or is part of a firm which has filed documents on civil cases which carry a filing fee.
- Filings that are to be uploaded are saved in the required PDF file format and are within file size limits.

 <p>Judiciary Electronic Filing and Service System (JEFS) JUDICIARY INFORMATION MANAGEMENT SYSTEM</p>	
<p>Submit Case Filing</p> <p>Create Case Submit Filing on Existing Case</p>	<p>My Case View</p> <p>Manage Cases Manage Payments</p>
<p>Submit Case Filing</p> <ol style="list-style-type: none"> 1. Creating a Civil Case 2. Case Information 3. Party Information 4. Document Information 5. Applicable Fees 6. Submit a Case or Filing 7. Make Payment 	<p>My Case View</p> <ol style="list-style-type: none"> 1. My Case View - Manage Cases 2. My Case View - Search 3. Viewing and Updating Cases 4. My Case View - Manage Payments 5. Manage Payments - Search 6. Manage Payments - Selection 7. Manage Payments - Payment Gateway
<p>User Administration</p> <p>Manage My Profile</p>	<p>Document Subscriptions</p> <p>Existing Subscription Information Purchase Subscriptions View Documents</p>
<p>User Administration</p> <ol style="list-style-type: none"> 1. Manage My Profile 	<p>Document Subscriptions</p> <ol style="list-style-type: none"> 1. Existing Subscription Information 2. Purchase Subscriptions 3. View Documents
<p>Other Information</p> <ol style="list-style-type: none"> 1. Helpful Hints and FAQ's 2. JEFS Self Registration 3. Firm Administration 	

Navigation to JEFS

Navigation to JEFS

JEFS is accessible from the Judiciary Internet at: <http://www.courts.state.hi.us/>

1. Click **Efiling** from the home page, using the links on the side bar.

Home For Public For Litigants For Attorneys For Jurors For Media Language Access ADA Access to Justice Contact Us

Hawai'i State Judiciary

General Information News & Reports Self-Help Services Courts Legal References Community Outreach Special Projects & Events

Search this site

eCourt Kokua*
For access to traffic cases, District Court criminal, Circuit Court criminal, Family Court criminal (adults) and appellate cases

Ho'ohiki
For access to civil case information filed in the Circuit and Family Courts and certain civil cases of the District Courts (small and regular claims)

Jobs
Search for jobs at the Judiciary

Efiling
Case information

I want to...

- Pay a Traffic Fine Online
- Search Court Records
- Access Court Forms Online
- Efiling**
- Get Jury Information (eJuror)
- Download Hawaii Courts App
- Get info about DUI (from ADLRO)
- Find out About Scam Alerts

First Circuit Law Day 2019 Poster Contest Winners
Fifth grader Morgyn Bunton of St. Andrew's Schools, and seventh grader Genalle Anne Alvarez of Waipahu Intermediate School, are the winners in the 2019 First Circuit Law Day Art... [read more](#)

Upcoming Events

Judiciary

- [7/11/2019](#) Oral Argument Before the Hawaii Supreme Court
- [7/17/2019](#) Divorce Law in Hawaii Kapolei Session
- [7/18/2019](#) Divorce Law in Hawaii HONOLULU SESSIONS

Press Releases [RSS](#)

[Maui Family Court Drug Court Graduate Carries Love](#)

2. Next, select the [Judiciary Electronic Filing and Service System \(JEFS\) Login Page](#) link.

The screenshot shows the Hawaii State Judiciary website. The top navigation bar includes links for Home, For Public, For Litigants, For Attorneys, For Jurors, For Media, Language Access, ADA, Access to Justice, and Contact Us. The main header features the Hawaii State Judiciary logo and a background image of a Native Hawaiian figure. Below the header is a dark blue navigation bar with categories like General Information, News & Reports, Self-Help, Services, Courts, Legal References, Community Outreach, and Special Projects & Events. The breadcrumb trail reads 'Home > Legal References > E-filing'. On the left, there are search bars and links for eCourt Kokua, Ho'ohiki, Jobs, and E-filing. The main content area is titled 'E-filing' and contains a red-bordered box around the link 'Judiciary Electronic Filing and Service System (JEFS) Login Page'. Below this link is a list of courts that accept electronic filings: Hawaii Supreme Court, Hawaii Intermediate Court of Appeals, Hawaii State District Courts, and Hawaii State Circuit Court and Family (Adult) Courts. To the right, there is a section titled 'CIVIL JEFS Information is Now Available' with a link to the 'Civil JEFS Information Page' and a 'System Availability' section listing hours from Monday to Sunday.

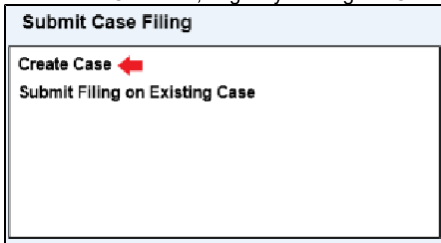
3. Enter your login credentials.

The screenshot shows the login page for the Judiciary Electronic Filing and Service System (JEFS). The page title is 'Judiciary Electronic Filing and Service System (JEFS)'. Below the title is a login form with the instruction 'Please login using your User ID and Password to continue'. The form has two input fields: 'User ID' and 'Password', followed by a 'Login' button. Below the login button are links for 'Register for Access' and 'Reset my Password'. A welcome message follows, stating that the system allows eligible and registered attorneys and eligible and registered unrepresented parties to electronically file documents. At the bottom, there is a footer with links for 'Judiciary Home Page', 'eCourt Kokua', 'E-filing and Service System', 'Frequently Asked Questions', 'Training', 'ADA/Disability Accommodations', and 'Contact Us'.

JEFS Creating a Civil Case

JEFS - Creating a Civil Case

1. To create a Civil case, begin by clicking the Create Case link in the Submit Case Filing pod.

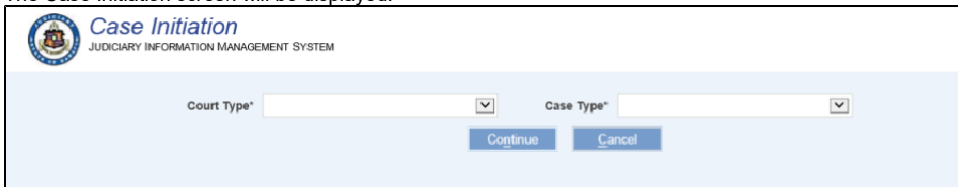


Submit Case Filing

Create Case ←

Submit Filing on Existing Case


2. The Case Initiation screen will be displayed.



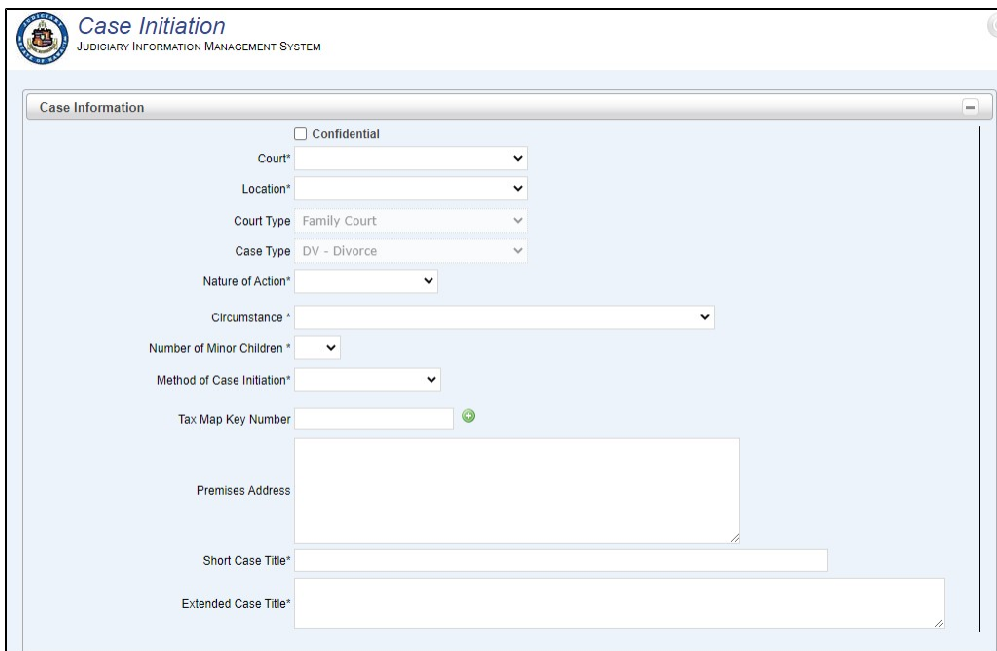
Case Initiation
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Court Type* [dropdown] Case Type* [dropdown]

[Continue](#) [Cancel](#)

3. Select the **Court Type*** (District Court or Circuit Court) from the dropdown.
4. Select the **Case Type*** from the dropdown.
5. Click the Continue  button.
6. The Case Initiation screen will refresh to display the four Information Sections for data entry. Click on a link below to go to that page:
 - a. **Case Information** containing case details such as Case Title, Court, Location, Nature of Action.
 - b. **Party Information** for creation and assignment of parties to the case.
 - c. **Documents Information** where document(s) may be attached to the case.
 - d. **Applicable Fees** for the selection and optional online payment of Civil filing fees.

Family Court Civil



Case Information

Confidential

Court* [dropdown]

Location* [dropdown]

Court Type Family Court [dropdown]

Case Type DV - Divorce [dropdown]

Nature of Action* [dropdown]

Circumstance * [dropdown]

Number of Minor Children * [dropdown]

Method of Case Initiation* [dropdown]

Tax Map Key Number [text input] ✓

Premises Address [text area]

Short Case Title* [text input]

Extended Case Title* [text input]

All Other Civil Case Types

Case Information

Confidential

Court*

Location*

Court Type

Case Type

Nature of Action*

Method of Case Initiation*

Tax Map Key Number

Premises Address

Short Case Title*

Extended Case Title*

Party Information *

Add all parties

Documents Information *

Only PDF files may be submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before selecting Add. Check the "sealed" box only if the case is a public case and

1. the court has granted your motion to seal the document, or

2. the document is one that may be submitted under seal without an order of the court

Document Category* Document Type*

Document Name*

In Response To* Filing Parties*

Docket For*

Attach Document No file chosen

Notes

Applicable Fees *

Please select ALL the applicable filing fees based on what you are filing today. You may select one or more fees. If any fees are found to be omitted, the court may assess additional filing fee(s) after your submission. Click [here](#) for the fee schedule.

Select Required Fee	Amount per Unit	Number of Units	Total Assessed	Fee Waiver Request	Notes	Remove
<input type="text"/>	\$0.00	0	\$0.00	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	\$0.00	0	\$0.00	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	\$0.00	0	\$0.00	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Remove"/>

Select one attorney on the case who is responsible for making this payment.

Owed By*

Grand Total: \$0.00

JEFS Case Information Section

JEFS - Case Information Section

- There are five different Case Information screens, based on the Court and Case type, as some fields are displayed only for the relevant case type information.
- Select a tab below to view the different screens.

Circuit Court Screen

The screenshot shows the 'Case Initiation' screen in the 'JUDICIARY INFORMATION MANAGEMENT SYSTEM'. The 'Case Information' tab is active. Fields include: Confidential (checkbox), Court* (dropdown), Location* (dropdown), Court Type (Circuit Court), Case Type (CV - Circuit Court Civil), Nature of Action* (dropdown), Method of Case Initiation* (dropdown), Tax Map Key Number (text input with a green plus icon), Premises Address (text area), Short Case Title* (text input), and Extended Case Title* (text area). A red box highlights an additional dropdown field next to 'Nature of Action*'. The system logo is in the top left corner.

1. The Circuit Court Case Initiation screen contains the base fields for all case-type screens.
 - a. For Circuit Court cases of **Case Type** "CV - Circuit Court Civil", when the **Nature of Action** of "02402 - Environmental" is selected, an additional **Environmental Nature Of Action***
 1. This field does not display a name but is a required field.
 2. Select the specific code from the dropdown.
 3. A full list of codes is provided here ([link to list of Environmental codes](#))

This close-up shows the 'Nature Of Action*' dropdown menu set to '02402 - Environment'. To its right, a red box highlights an additional dropdown menu. Other visible fields include Location*, Court Type (Circuit Court), Case Type (CV - Circuit Court Civil), and Method of Case Initiation*.

District Court Screen

Case Information

Confidential

Court*

Location*

District

Court Type

Case Type

Nature of Action*

Method of Case Initiation*

Tax Map Key Number

Premises Address

Short Case Title*

Extended Case Title*

1. The District Court Case Initiation screen is the same as the Circuit Court screen with the addition of the field: **District**
 - a. Select the statutory District in which the property is present.

Land Court Screen

Case Information

Confidential

Court*

Location*

Court Type

Case Type

Nature of Action*

Method of Case Initiation*

Application Number

Consolidation Number

TCT Number



Map Number

Tax Map Key Number

Premises Address

Short Case Title*

Extended Case Title*

1. The Land Court Case Initiation screen is the same as the Circuit Court screen with the addition of four fields:
 - a. **Application Number**
 - b. **Consolidation Number**
 - c. **TCT Number**
 - d. **Map Number.**
2. Enter a value for each of these fields, then click  (Add) to add a number to the case.
3. Click  (Remove) to delete an entry.
4. Multiple values can be added for each field.

Tax Appeal Court Screen

The screenshot shows a 'Case Information' window with the following fields:

- Confidential
- Court*: 1C - FIRST CIRCUIT
- Location*: HP - PUNCHBOWL
- Court Type: Circuit Court
- Case Type: TX - Tax Appeal
- Nature of Action*
- Method of Case Initiation*
- Taxing County** (highlighted with a red box)
- Tax Map Key Number
- Premises Address
- Short Case Title*
- Extended Case Title*

1. The Tax Appeal Court Case Initiation screen is the same as the Circuit Court screen with the addition of one field:
 - a. **Taxing County**
 - i. Select the Taxing County of the property in the case.

Family Court Civil - Divorce

The screenshot shows a 'Case Information' window with the following fields:

- Confidential
- Court*
- Location*
- Court Type: Family Court
- Case Type: DV - Divorce
- Nature of Action*
- Circumstance*** (highlighted with a red box)
- Number of Minor Children*** (highlighted with a red box)
- Method of Case Initiation*
- Tax Map Key Number
- Premises Address
- Short Case Title*
- Extended Case Title*

The Family Court - Divorce Case Initiation screen is the same as the Circuit Court screen with the addition of two required fields:

- a. **Circumstance***
 - i. Select the Circumstance from the dropdown.
- b. **Number of Minor Children***
 - i. Select the Number of Minor Children from the dropdown.

Family Court Civil - Civil Union

Case Information

Confidential

Court*

Location*

Court Type Family Court

Case Type CU - Civil Union

Nature of Action*

In/Out Hawaii *

Issue *

Number of Minor Children *

Method of Case Initiation*

Tax Map Key Number

Premises Address

Short Case Title*

Extended Case Title*

1. The Family Court - Civil Union Case Initiation screen is the same as the Circuit Court screen with the addition of three required fields:
 - a. **In/Out Hawaii***
 - i. Select a value from the In/Out Hawaii dropdown.
 - b. **Issue***
 - i. Select an Issue from the dropdown.
 - c. **Number of Minor Children***
 - i. Select the Number of Minor Children from the dropdown.

Family Court Civil - Adoption

Case Information

Confidential

Court*

Location*

Court Type Family Court

Case Type AN - Adoption

Nature of Action*

Petitioner Type *

Method of Case Initiation*

Tax Map Key Number

Premises Address

Short Case Title*

Extended Case Title*

1. The Family Court - Adoption Case Initiation screen is the same as the Circuit Court screen with the addition of the required field:
 - a. **Petitioner Type***
 - i. Select the Petitioner Type from the dropdown.

Family Court Civil - Gun Violence

Case Initiation
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Case Information

Confidential

Court*

Location*

Court Type: Family Court

Case Type: GV - Gun Violence

Nature of Action*

Petitioner Type*

Degree of Danger*

Method of Case Initiation*

Tax Map Key Number

Premises Address

Short Case Title*

Extended Case Title*

1. The Family Court - Gun Violence Case Initiation screen is the same as the Circuit Court screen with the addition of two required fields:
 - a. **Petitioner Type***
 - i. Select the Petitioner Type from the dropdown.
 - b. **Degree of Danger***
 - i. Select the Degree of Danger from the dropdown.

Family Court Civil - Unif Interst Fam Supt Act

Case Initiation
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Case Information

Confidential

Court*

Location*

Court Type: Family Court

Case Type: UF - Unif Interst Fam Supt Act

Nature of Action*

Number of Minor Children*

Method of Case Initiation*

Tax Map Key Number

Premises Address


Short Case Title*

Extended Case Title*

1. The Family Court Civil - Unif Interst Fam Supt Act Case Initiation screen is the same as the Circuit Court screen with the addition of one required field
 - a. **Number of Minor Children***
 - i. Select the Number of Minor Children from the dropdown.


Common Case Type Fields

- a. If this case is confidential, select the **Confidential** checkbox. Confidential cases will not be displayed in eCourt Kokua.

 In Family Court, the following case types will default to **Confidential**:

- i. AB - Adult Abuse
- ii. AN - Adoption
- iii. FM - Family Court Miscellaneous
- iv. GD - Guardianship
- v. TM - Termination of Parental Rights

- b. Select a **Court*** (Circuit) from the dropdown list.

 For Land Court and Tax Appeal Court Case types, the Court will default to 1C, and is not editable.

- c. Select the **Location*** (filing location) from the dropdown list.

 District Court Case Initiation screen includes the field **District***. Select the District in which the case will be heard from this dropdown.

d. **Court Type**

- i. This was selected on the previous screen and is not editable here.

e. **Case Type**

- i. This was also selected on the previous screen and is not editable here.

- f. Select the **Nature of Action*** from the dropdown list. To view the complete list of Nature of Action codes, [Click here](#).





- For Circuit Court cases of **Case Type** "CV - Circuit Court Civil", where a **Nature of Action** of "02402 - Environmental" is selected, the additional field, **Environmental Nature Of Action**, is available for selection.
(Click the Circuit Court tab above to view screen)
- For Family Court cases, the Nature of Action field will automatically reflect the Case Type selection and is not editable.

1. The following fields are required only for **Family Court** cases:

- a. DV - Divorce case type
 - i. Select the **Circumstance*** from the dropdown.
 - ii. Select the **Number of Minor Children*** from the dropdown.
- b. CU - Civil Union case type
 - i. Select a value from the **In/Out Hawaii*** dropdown.
 - ii. Select an **Issue*** from the dropdown.
 - iii. Select the **Number of Minor Children*** from the dropdown.
- c. AN - Adoption case type
 - i. Select the **Petitioner** Type from the dropdown.
- d. GV - Gun Violence case type
 - i. Select the **Petitioner Type** from the dropdown.
 - ii. Select the **Degree of Danger** from the dropdown.
- e. UF - Unif Interst Fam Supt Act case type
 - i. Select the **Number of Minor Children** from the dropdown.



2. Select the **Method of Case Initiation*** from the dropdown list.



3. The Land Court Case Initiation screen includes four additional fields: **Application Number**, **Consolidation Number**, **TCT Number**, and **Map Number**. (Click the Land Court tab above to view screen)

- a. Enter a value for each of these fields, then click  (Add) to add the value to the case.
- b. Click  (Remove) to delete an entry.
- c. Multiple values can be added for each field.

4. The Tax Appeal Court Case Initiation screen includes the additional field: **Taxing County***. Select the Taxing County of the property in the case. (Click the Tax Appeal Court tab above to view screen)

5. Enter the **Tax Map Key Number** without dashes.

Tax Map Key Number	<input type="text" value="999999999999"/>	
	123456678912	

- a. Click  (Add) to add the number. Multiple Tax Map Key numbers may be added.
- b. Click  (Remove) to delete an entry.

6. Enter **Premises Address**.

7. Enter a **Short Case Title***. This field is limited to 50 characters.

8. Enter an **Extended Case Title***.

JEFS Party Information Section

Party Information Section

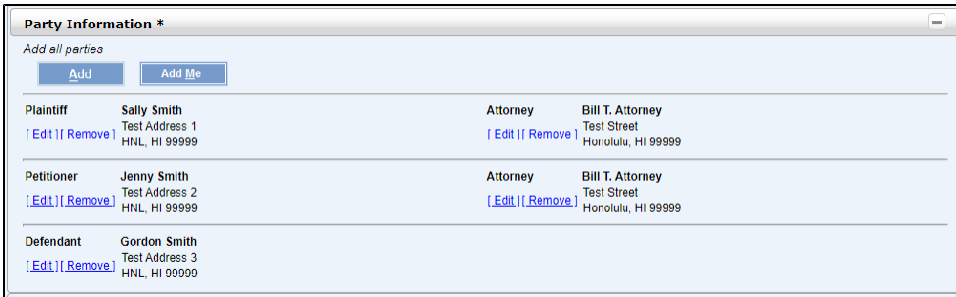
The Party Information Section in JEFS is where participants in a legal proceeding are identified.

- At least one party is required in order to create a Civil case.
- After the case is created, parties may be added to the case when new filing occurs.

1. Adding a party

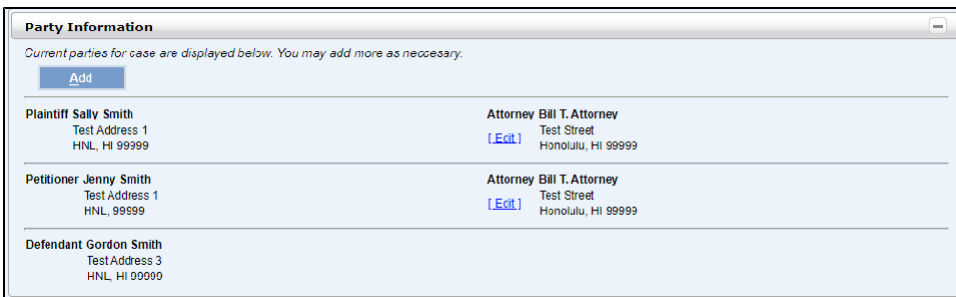
- To add a party, click the **Add**  button

From the Case Initiation screen



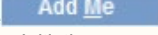
Party Information *			
Add all parties			
Add		Add Me	
Plaintiff	Sally Smith Test Address 1 HNL, HI 99999	Attorney	Bill T. Attorney Test Street Honolulu, HI 99999
Petitioner	Jenny Smith Test Address 2 HNL, HI 99999	Attorney	Bill T. Attorney Test Street Honolulu, HI 99999
Defendant	Gordon Smith Test Address 3 HNL, HI 99999		

From the Submit Filing on Existing Case screen



Party Information			
Current parties for case are displayed below. You may add more as necessary.			
Add			
Plaintiff	Sally Smith Test Address 1 HNL, HI 99999	Attorney	Bill T. Attorney Test Street Honolulu, HI 99999
Petitioner	Jenny Smith Test Address 1 HNL, 99999	Attorney	Bill T. Attorney Test Street Honolulu, HI 99999
Defendant	Gordon Smith Test Address 3 HNL, HI 00000		



Clicking the **Add Me**  button during Case Initiation, adds the logged-in user to the case. This feature is only available during Case Initiation.

- There are 3 methods of adding a party:
 - Search and add an existing party
 - Create a new party
 - Import parties

2. How to search and add an existing party.

- a. Click the Search radio option at the top of the screen.

The screenshot shows the 'Search Criteria' dialog box. At the top, there are three radio buttons: 'Search' (selected), 'Add', and 'Import Parties'. To the right is a link 'Return to Case Initiation'. Below this is the 'Search Criteria' section with a search type selector (Party is selected) and various input fields for Party ID, Last Name, SID #, First Name, Date of Birth, Middle Name, Drivers License/State ID, and Drivers License State. There are also checkboxes for 'Partial Search', 'Phonetic Search', and 'Include Alias'. At the bottom right are 'Search', 'Reset', and 'Return' buttons.

- b. Select the **Search Type** using the radial buttons below the Search Criteria bar.

- i. Searches are separated into categories to make searching easier.

This screenshot is similar to the previous one, but a red arrow points to the 'Search Type' radio button, which is now selected. The other search criteria fields are empty.

- ii. Enter the search information for the selected Search Type.

1. Attorney
 - a. **First Name and Last Name**
 - b. **Bar ID**
 - c. **Organization (Firm)**
2. Party
 - a. **First Name and Last Name**
 - b. The following checkboxes are used in criminal cases:
 - i. SID#, Date of Birth, Driver License fields, Include Alias
3. Case ID
 - a. **Case ID**
4. Business
 - a. **Name**
5. Government Agency
 - a. **Name**
6. Court Reporter
 - a. **First Name and Last Name**

- iii. The **Partial Search** and **Phonetic Search** checkboxes are available on all search options.

1. If the **First Name**, **Last Name** or **Middle Name** is known in part, enter the partial **Name** and click the **Partial Search** checkbox. The system will display all parties containing those characters in the Name.
2. If the spelling of the **First Name**, **Last Name** or **Middle Name** are not known, enter a probable spelling and check the **Phonetic Search** checkbox. All parties with names that sound like the entered value will be displayed.

This screenshot shows the 'Search Criteria' dialog box with the following information entered: Party ID is empty, Last Name is 'Person', SID # is empty, First Name is 'Joe', Date of Birth is empty, Middle Name is empty, Drivers License/State ID is empty, and Drivers License State is a dropdown menu. The 'Partial Search' checkbox is checked, while 'Phonetic Search' and 'Include Alias' are unchecked. The 'Search' and 'Reset' buttons are visible at the bottom right.

- c. A list of matching entries will display in a table below the search box.

Search
 Add
 Import Parties
 [Return to Case Initiation](#)

Search Criteria

Search Type: Attorney Party Case Id Business Government Agency Court Reporter

Party ID: @5951035 Last Name: Person

SID # (Criminal ID #): First Name: Joe

Date of Birth: Middle Name:

Partial Search Phonetic Search Include Alias

Drivers License/State ID:

Drivers License State:

Search Results

Please select a party to add.

Search results for criteria: Last Name: Person, First Name: Joe, Partial Last Name Search

Name	Address	Party ID	Organization
Joe Person	123 Street Honolulu, HI	@5951035	

Joe Person
 123 Street
 Honolulu, HI 99999

Party Role*

Juvenile

Family Court Civil Case Types

Search
 Add
 Import Parties
 [Return to Case Initiation](#)

Search Criteria

Search Type: Attorney Party Case Id Business Government Agency Court Reporter

Party ID: @5951035 Last Name: Person

SID # (Criminal ID #): First Name: Joe

Date of Birth: Middle Name:

Partial Search Phonetic Search Include Alias

Drivers License/State ID:

Drivers License State:

Search Results

Please select a party to add.

Search results for criteria: Last Name: Person, First Name: Joe, Partial Last Name Search

Name	Address	Party ID	Organization
Joe Person	123 Street Honolulu, HI	@5951035	

Joe Person
 123 Street
 Honolulu, HI 99999

Party Role*

Juvenile

Active Military* No Unknown Yes

Law Enforcement Agent* No Unknown Yes

Gun Possession* No Unknown Yes

- d. Select the desired party by clicking on the row in the results table.
- e. Assign the party's role from the **Party Role*** dropdown.
 - i. For Family Court Civil case types, once the user selects the Party Role, if the party is a Person then additional fields will display which require user's input.
 - ii. Indicate whether the Party is **Active Military***.

1. If Yes, select the appropriate branch of the military from the dropdown list.

The screenshot shows a 'Search Results' window with the following details:

- Search Results** (Please select a party to add.)
- Search results for criteria:** Last Name: Person, First Name: Joe, Partial Last Name Search
- Table:**

Name	Address	Party ID	Organization
Joe Person	123 Street Honolulu, HI	@5951035	
- Party Role:** PLI - Plaintiff
- Juvenile
- Active Military*:** No Unknown Yes
- Law Enforcement Agent*:** No Unknown Yes
- Gun Possession*:** No Unknown Yes
- Organization Dropdown:**
 - U.S. Air Force
 - U.S. Army
 - U.S. Coast Guard
 - U.S. Marine Corps
 - U.S. Navy
 - U.S. Space Force

- iii. Indicate whether Party is a **Law Enforcement Agent***.
- iv. Indicate in **Gun Possession*** whether the Party is in possession of a firearm.

The above fields are not applicable to Attorneys on the case.

- f. If the party is a juvenile, click the Juvenile checkbox. The case information of cases with Parties marked as Juvenile will not be available in eCourt Kokua.

- g. When adding an Attorney, click (Add) in the **Parties** table for each party being represented by the attorney.
 - i. When added, the Party will appear in the **Attorney For** section.
 - ii. If the selection was made in error click (Remove) to remove the association. The Party will return to the **Parties** table.

The screenshot shows a 'Search Results' window with the following details:

- Search Results** (Please select a party to add.)
- Search results for criteria:** Bar Id: 3993
- Table:**

Name	Address	Party ID	Organization
Bill T. Attorney	Test Street Honolulu, HI	A9998	Test Law Firm
- Party Role:** ATY - Attorney
- Juvenile
- Attorney For:**

PartyID	Role	Name
@5951035	Plaintiff	Joe Person
- Parties:**

PartyID	Role	Name
@5951035	Defendant	Jane A. Smith
- Buttons:** Assign, Cancel, Return

- h. Click **Assign** to complete adding the party to the case. A confirmation message will appear.

1. Create a new Party
 - a. If the case party is not found, a new party may be created.
 - b. Click the **Add** radio option. This displays the fields necessary to create a new party.

Search Add Import Parties [Return to Case Initiation](#)

Add Parties and Attorneys

Party Type Person Business/Gov't Agency

Party Role*

Prefix

First Name*

Middle Name

Last Name*

Suffix

Gender Female Male Not Specified X

Date of Birth Juvenile

Date of Death

Email

Height ft. in. Weight lbs.

Eye Color

Hair Color

DL # / State ID

State

Social Security

SID # (Criminal ID #)

Address

No address information has been entered for this party.

Alias

No alias information has been entered for this party.

Address

Address Type Default Preferred

Address

Apt/Unit Number

City

State / Province

Zip

Country

Home Phone ()

Business Phone ()

Cell Phone ()

Alias

First Name

Middle Name

Last Name

Family Court Civil Case Types

Search Add Import Parties [Return to Case Initiation](#)

Add Parties and Attorneys

Party Type Person Business/Gov't Agency

Party Role*

Prefix

First Name*

Middle Name

Last Name*

Suffix

Active Military* No Unknown Yes

Law Enforcement Agent* No Unknown Yes

Gun Possession* No Unknown Yes

Gender Female Male Not Specified X

Date of Birth Juvenile

Date of Death

Email

Height ft. in. Weight lbs.

Eye Color

Hair Color

DL # / State ID

State

Social Security

SID # (Criminal ID #)

Address

No address information has been entered for this party.

Alias

No alias information has been entered for this party.

Address

Address Type Default Preferred

Address

Apt/Unit Number

City

State / Province

Zip

Country

Home Phone ()

Business Phone ()

Cell Phone ()

Alias

First Name

Middle Name

Last Name

c. Select the type of party: **Person** or **Business/Gov't Agency**.

d. Select the **Party Role*** from the dropdown for the party being created. The roles available depend on the type of case being created.

Party Role*	3D - 3rd Party Defendant
Prefix	4D - 4th Party Defendant
First Name*	AC - Adopted Child
Middle Name	APLC - Applicant
Last Name*	APN - Appellant
Suffix	APP - Appellee
Sex	CLM - Claimant
Date of Birth	COM - Commissioner
Date of Death	CP - Complainant
Email	DC - Decedent
Height	DFT - Defendant
Eye Color	GRD - Guardian
	INTV - Intervenor
	IP - Interested Party
	LN - Lienor
	MAS - Master
	OTH - Other
	OW - Owner
	PET - Petitioner
	PLT - Plaintiff
	PP - Protected Person
	PR - Personal Representative
	RES - Respondent
	SPC - Special Administrator

e. Enter the Name.


- i. **First Name*** and **Last Name*** if a party type of person was selected.
- ii. **Name of Business/Gov't Agency*** if a party type of Business/Gov't Agency was selected.

f. In Family Court Civil cases, if the party is a person, then:

- i. Indicate whether the Party is **Active Military***.
 1. If Yes, select the appropriate branch of the military from the dropdown list.

Party Type	<input checked="" type="radio"/> Person <input type="radio"/> Business/Gov't Agency
Party Role*	<input type="text"/>
Prefix	<input type="text"/>
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Suffix	<input type="text"/>
Active Military*	<input type="radio"/> No <input type="radio"/> Unknown <input checked="" type="radio"/> Yes
Law Enforcement Agent*	<input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> Yes
Gun Possession*	<input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> Yes
Gender	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Not Specified
Date of Birth	<input type="text"/>
Date of Death	<input type="text"/>
	<input type="text" value="U.S. Air Force"/>
	U.S. Army
	U.S. Coast Guard
	U.S. Marine Corps
	U.S. Navy
	U.S. Space Force

- ii. Indicate whether Party is a **Law Enforcement Agent***.
- iii. Indicate in **Gun Possession*** whether the Party is in possession of a firearm.


 The above fields are not applicable to Attorneys on the case.

g. Enter the Address.

- i. Select the **Address Type**.
- ii. Enter the Address.
 1. If an address is not known, select the **Default** checkbox and click the Add button. This will update the **Address** field with "NO ADDRESS ON FILE" and the **City** field with "NO CITY".
 2. When the party is created, the address will display as "No Address on File".
- iii. Enter any additional information.

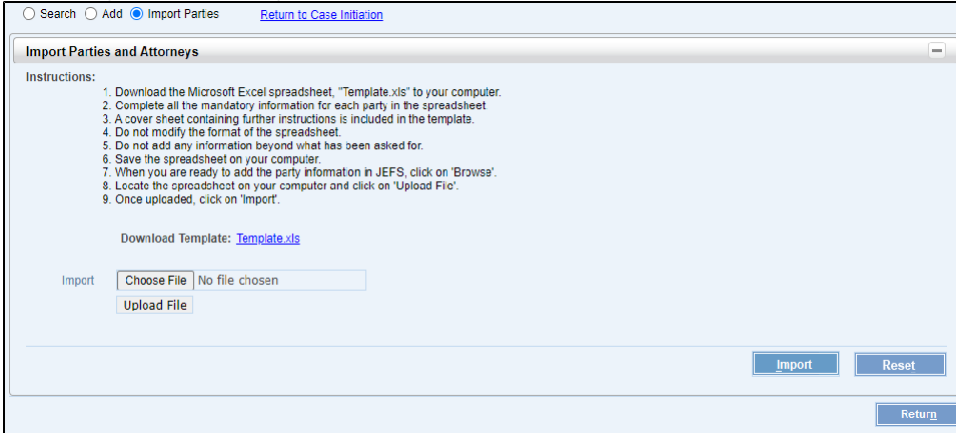
h. Click the Submit  button to create the party and add it to the case.

i. A confirmation message with the new Party ID will display.

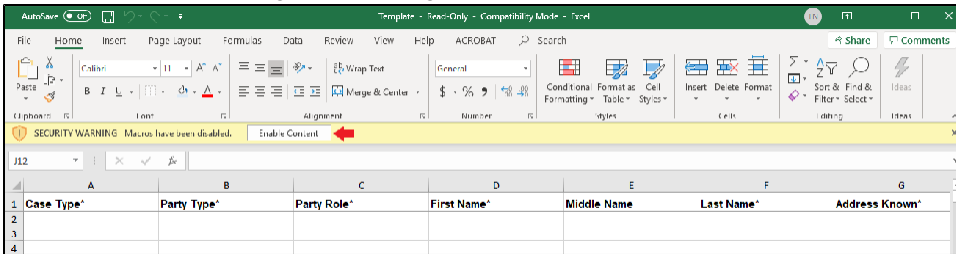
 The party is available in JIMS immediately; however, the party will be assigned to the case only once the filing is completed.

2. Import Parties

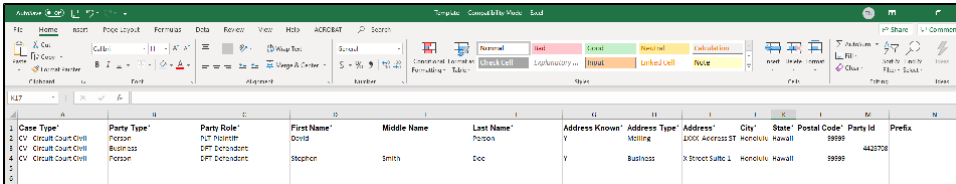
- a. Add multiple parties at once using the Import Parties function.
- b. Click the Import Parties radio option.



- c. Download and Save the Microsoft Excel spreadsheet, "Template.xls" to your computer.
- d. Do not modify the format of the spreadsheet.
- e. Open the Excel spreadsheet. Depending on the user's computer security setting, the user may see a Security Warning message – "Macros have been disabled." Click the Enable Content button as shown below.

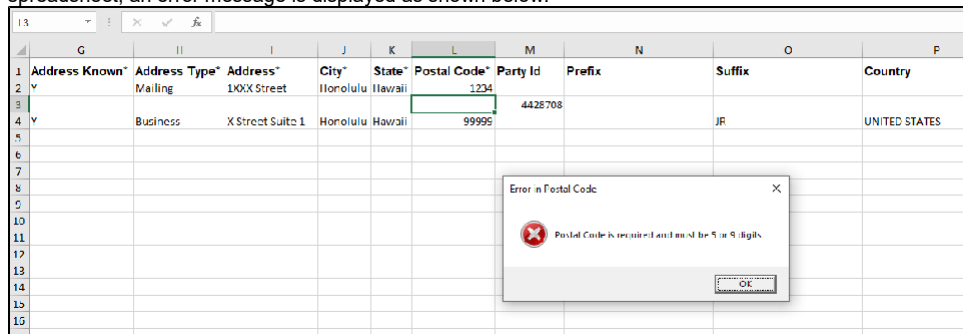


- f. Do not add any information beyond the formatted area.
- g. Complete all the mandatory information for each Party in the spreadsheet. Mandatory information is indicated below with an * next to the field name.

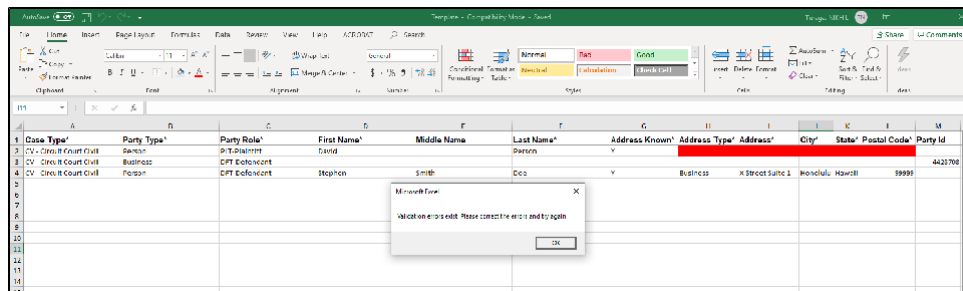


- i. To create new parties, enter the following information for each party per row in the spreadsheet:
 1. **Case Type***
 - a. The dropdown lists all the civil case types including retired case types.
 - b. The Case Type will be used to determine the available Party Roles.
 - c. The Case Type selected in the spreadsheet must match the Case Type the user is creating or filing on.
 2. **Party Type***
 - a. From the dropdown, select Person, or Business/Gov't Agency.
 3. **Party Role***
 - a. Select the appropriate role from the dropdown. The values shown are dependent on the Case Type selected.
 4. **Name Fields:**
 - a. If the **Party Type** is Person:
 - Enter the **First Name*** - up to 15 characters only.
 - Enter the **Middle Name** - up to 15 characters only.
 - Enter the **Last Name** - up to 60 characters only.
 - Select the **Prefix** from the list. This is optional.
 - Select the **Suffix** from the list. This is optional.
 - Enter an **Alias**. This is optional. Only one alias per party is allowed in the spreadsheet.
 - i. Enter the **Alias_First name** - up to 15 characters only.
 - ii. Enter the **Alias_Middle Name** - up to 15 characters only.
 - iii. Enter the **Alias_Last Name** - up to 60 characters only.
 - b. If the **Party Type** is Business/Gov't Agency:
 - i. Enter the entity's name in **Last Name** - up to 60 characters only.
 - ii. Do not enter the **First Name** and/or **Middle Name**.
 5. **In Address Known***
 - a. Select "Y" if the party address is known. This makes other Address fields mandatory.
 - Select the **Address Type*** from the dropdown.
 - Enter the **Address*** - Text field limited to 30 characters.
 - Enter the **City*** - Text field limited to 20 characters.
 - Select the **State** - The dropdown will contain all the States and Territories in the USA.

- Enter the **Postal Code*** - Enter either a 5-digit or a 9-digit postal code. Do not enter any special characters.
 - Select the **Country** from the list. This is optional
- b. Select "N" if the party address is not known.
 - c. No further Address fields need entries. The Default Address values in JIMS will be used.
- ii. To assign existing parties to the case, enter the following information:
 1. **Case Type***
 - a. The dropdown lists all the civil case types including retired case types.
 - b. The Case Type will be used to determine the available Party Roles.
 - c. The Case Type selected in the spreadsheet must match the Case Type that user is creating or filing on.
 2. Do not select **Party Type***. If selected, it will be ignored.
 3. **Party Role***
 - a. Select the appropriate role from the dropdown. The values shown are dependent on the Case Type selected.
 4. **Party ID**
 - a. Enter the Party ID for only non-judicial party roles like Plaintiff, Defendant, Petitioner etc.
 - b. Enter the Party ID without the "@" symbol.
 - i. For example, if the Party ID is "@12345", enter "12345".
 - c. Do NOT use the Import Parties spreadsheet to add Attorneys and Judicial Parties like Judges, Court Clerks, Bailiffs, etc. in the spreadsheet.
 - iii. If the user enters incorrect information in the rows, error messages will be displayed describing the error.
 1. For example, if the user enters less than 5 digits in the Postal Code for a party and moves to another cell in the spreadsheet, an error message is displayed as shown below.

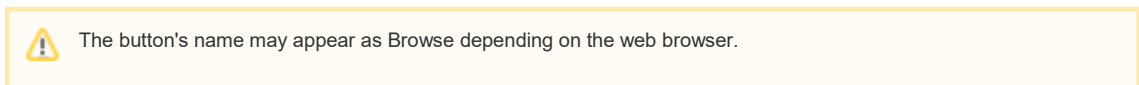


- iv. Save the updated spreadsheet on your computer by clicking the Save button or pressing Ctrl+S on the keyboard.
 1. If errors are found, an error message will be displayed and the cells in which the errors occurred are highlighted in red. Click the OK button on the popup and correct the errors.

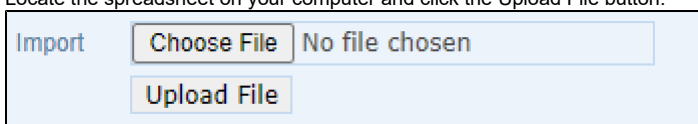


2. The spreadsheet cannot be uploaded with errors. The parties will not be added to the case if there are any errors in the spreadsheet.

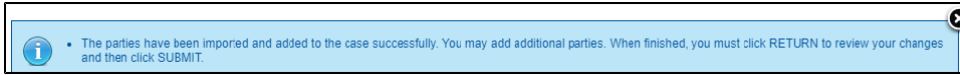
- v. When you are ready to add the Party information in JEFS, click Choose File.



- vi. Locate the spreadsheet on your computer and click the Upload File button.

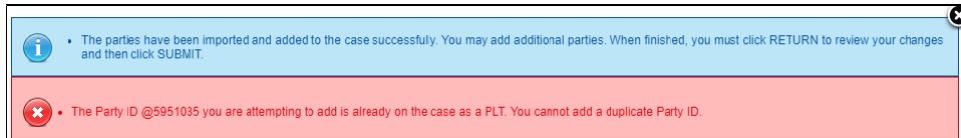


- vii. Once the spreadsheet is uploaded, click Import. Confirmation messages are displayed once the parties are imported and added into JEFS.



viii. The parties are added to the case.

1. If the spreadsheet has a Party ID that is already added to the case, then the party will not be added a second time and an error message will display along with the confirmation message. The remaining parties in the spreadsheet will be added.



ix. Click the Return button.

! **Active Military***, **Law Enforcement Agent***, and **Gun Possession*** fields are not available in the spreadsheet. When using this feature, these 3 fields, Active Military, Law Enforcement Agent, and Gun Possession, will default to the "Unknown" option.

If the user needs to change the answers to these fields, click the Edit link for the Party from the Party Information section. Update the answers to the fields as needed, click the Save button, then click the Return button.

Party Information *

Add all parties

Plaintiff	Joe Person	Attorney	Bill I. Attorney
[Edit] [Remove]		[Edit] [Remove]	Test Street Honolulu, HI 99399

Defendant	Jane A. Smith
[Edit] [Remove]	

Document Information *

Press to Edit

JEFS Document Information Section

JEFS - Document Information Section

The Document Information Section will contain a list of all case documents and their related information.

- At least one document must be filed to create a civil case in the JEFS system.
- Documents must be in Adobe PDF format as required per Rule 2.2 of the Hawaii Electronic Filing and Service Rules (HEFSR).

Whether Creating a Case or Submitting on an Existing Case, to add documents to a case, locate the Documents Information section of the case.

1. eFiling Civil documents in JEFS is a 4-step process.
 - a. Providing document and filing information (category, type, name, etc.).
 - b. Locating and uploading the document.
 - c. Assessing and paying any applicable filing fees.
 - d. Adding the document and receiving a Notice of Electronic Filing (NEF) from the system.
2. A document will not be eFiled in JEFS until all steps are completed.

Documents Information *

Only PDF files may be submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before selecting Add. Check the "sealed" box only if the case is a public case and

1. the court has granted your motion to seal the document, or
2. the document is one that may be submitted under seal without an order of the court

Document Category* [dropdown] Document Type* [dropdown]

Document Name* [text area]

In Response To [dropdown] None [dropdown] Filing Parties* [dropdown]

Docket For* [dropdown]


Attach Document [Choose File] [no file chosen] [Upload File]

Notes [text area]

[Add] [Reset]

- a. First, select the **Document Category*** from the dropdown.
 - i. In this example, Complaint is selected.

Document Category* [Application, Complaint, Confidential Documents, Document, Motion, Notice, Order, Petition, Supporting Documents]

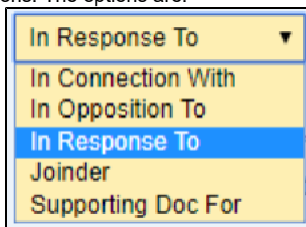
 Due to the large number of dockets available in JEFS, Docket Codes are organized by categories to reduce the number of available codes on the dropdown. See [JEFS Docket Category Codes](#) in Other Information for a list of all JEFS Categories and Docket Codes.

- b. Select the **Document Type*** from the dropdown. Only those dockets included in the **Document Category*** selected in step 1 will display.







Document Type* [Complaint, Complaint and Summons, Exempt Foreign Judgment]

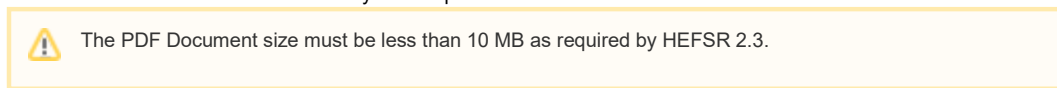
- c. Enter the **Document Name*** (up to 400 characters) for this document.
 - i. The name entered will be displayed on the Notice of Electronic Filing (NEF).
- d. **In Response To**
 - i. If the document being filed has no relationship to any documents previously filed in this case, then the **In Response To** field should be left with the value "None".


- ii. If the document being filed is related to previously filed documents, then the **In Response To** dropdown provides 5 relationship descriptions. The options are:



1.
 - a. In Connection With
 - b. In Opposition To
 - c. In Response To
 - d. Joinder
 - e. Supporting Doc For
2. Select the appropriate option for the relationship between the documents.
3. Once the relationship has been selected, in the field to the right is a dropdown list of previously filed documents on the case. Select the previous filing related to the document being filed.

- e. Select the **Filing Parties*** from the dropdown.
 - i. The field identifies the party responsible for this filing. All the parties and attorneys on the case are available.
 - ii. Multiple parties may be added as filing parties.
 - iii. Select a party and click  (Add) to add them. The party is not be added until the  (Add) is clicked.
 - iv. After adding, clicking  (Remove) will remove a party.
- f. Select the **Docket For*** from the dropdown.
 - i. This field identifies on whose behalf the document was filed. All the parties on the case are available. Attorneys and other judicial parties will not be available.
 - ii. Select a party and click  (Add) to include the name.
 - iii. After adding, clicking  (Remove) deletes the entry.
 - iv. Multiple values may be selected individually, using the same process.
 - v. To associate all parties, select the "All Unassociated Parties" option which is the last option in the dropdown. Clicking the  (Add) will include all parties not previously added.
- g. Enter any **Notes** for this document. All text entered in the notes field will be visible to the public via eCourt Kookua.
- h. **Attach Document**
 - i. To attach a document, click the Browse button.
 1. Locate and select the PDF document on your computer or local network.

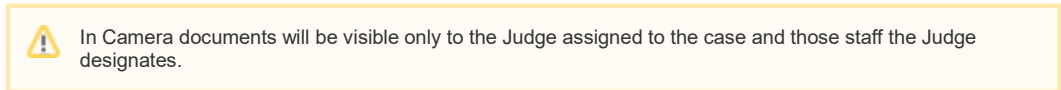


- ii. Click the Upload button.
- iii. If you uploaded an incorrect document, click  (Remove) to remove the document from the upload field.
- iv. Click the Add button to attach the document to the case.
- v. Once added, the document sequence number, Filing Party, and PDF name will appear below a divider line at the bottom of the Document Information section.

- vi. The document information fields will be cleared.
- vii. To remove the document, click the (Remove) to remove the document.
- i. Three checkboxes are available, to the right of the document name for further document classification:
 - i. **Lead Document**
 1. The first document uploaded in a case is automatically designated as a Lead Document, but may be unchecked if desired. The Lead Document designation may be set on any document.
 - ii. **In Camera**
 1. Checking this checkbox will result in this popup:

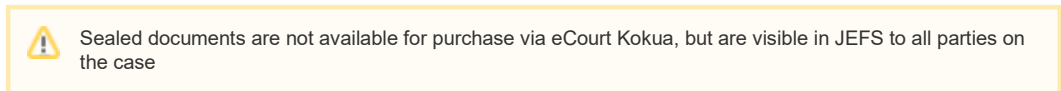


2. Click the Ok button to acknowledge and proceed.



iii. **Seal**

1. Clicking the Seal checkbox will seal the document.




- iv. Additional case documents may be added following the same procedure in steps above

- v. Clicking the Reset button will clear all values in the Document Information section, but will not remove any added documents.

JEFS Applicable Fees Section

Applicable Fees Section




Before a case is created or a document is filed, the applicable fees must be selected. It is the JEFS user's responsibility to correctly assess and pay all applicable filing fees.

 Attorneys for State of Hawai'i government agencies are exempt from filing fees.

Applicable Fees Screen

Applicable Fees *

Please select ALL the applicable filing fees based on what you are filing today. You may select one or more fees. If any fees are found to be omitted, the court may assess additional filing fee(s) after your submission. Click [here](#) for the fee schedule.

Select Required Fee	Amount per Unit	Number of Units	Total Assessed	Fee Waiver Request	Notes	Remove
<input type="text" value=""/>	\$0.00	0	\$0.00	<input type="checkbox"/>		
<input type="text" value=""/>	\$0.00	0	\$0.00	<input type="checkbox"/>		
<input type="text" value=""/>	\$0.00	0	\$0.00	<input type="checkbox"/>		

[Add Row](#)

Select one attorney on the case who is responsible for making this payment.

Owed By*




Grand Total

[Submit](#)

Applicable Fees Screen for Estate and Probate Case Types

Applicable Fees *

Please select ALL the applicable filing fees based on what you are filing today. You may select one or more fees. If any fees are found to be omitted, the court may assess additional filing fee(s) after your submission. Click [here](#) for the fee schedule.

Select Required Fee	Amount per Unit	Number of Units	Total Assessed	Fee Waiver Request	Notes	Remove
<input type="text" value=""/>	\$0.00	0	\$0.00	<input type="checkbox"/>		
<input type="text" value=""/>	\$0.00	0	\$0.00	<input type="checkbox"/>		
<input type="text" value=""/>	\$0.00	0	\$0.00	<input type="checkbox"/>		

[Add Row](#)

Admin Fee \$50.00 Indigent Surcharge \$65.00

Select one attorney on the case who is responsible for making this payment.

Owed By*

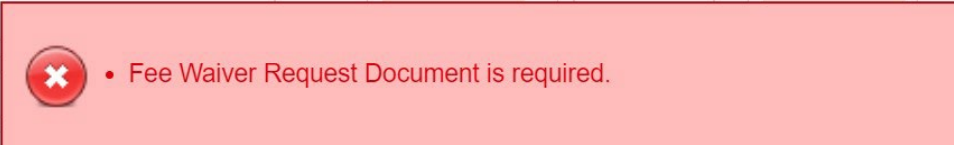
Grand Total


[Submit](#)

Under certain circumstances, Estate and Probate cases may be created without assessing an Admin or Indigent Surcharge Fee.

These fees will appear as separate check boxes for these case types and may be selected as appropriate.

1. Select a fee from a blank row of the **Select Required Fee** column. The dropdown will contain values relevant to the case type.
2. The following fields populate automatically:
 - a. **Amount per Unit**
 - i. Each fee carries a designated per unit cost.
 - ii. The user cannot change this value.
 - iii. Except for Estate and Probate case types, the fee includes the Indigent Surcharge and the Admin Fee depending upon the Fee type.
 - b. **Number of Units**
 - i. The field defaults to 1 unit and accepts only whole numbers.
 - ii. If the user is paying for multiple units of the same fee, they should set the correct number of units. For example, if filing three exhibits, select the fee type as exhibits and increase the number of units to 3.
 - iii. This field cannot be blank or zero.
 - c. **Total Assessed**
 - i. This field is automatically calculated. The user cannot enter any value in this field.
 - ii. The value in this field is calculated using the following formula: Total Assessed = [Amount per Unit X Number of Units]
3. Check the **Fee Waiver Request** checkbox if the intent is to petition the court for a full fee waiver.
 - a. By checking the Fee Waiver Request checkbox, the filer is indicating that a motion will be made to waive the fees.
 - i. The system will not automatically file this motion, the user must file it. This may be done in the Document Information section.
 - b. When the filer submits the case with a Fee Waiver checkbox selected, the system will validate that a docket has been filed with a qualifying type.
 - i. For Circuit Court, the Document Type must be "Motion to Proceed In Forma Pauperis." (Document Category = Motion)
 - ii. For District Court, the Document Type may be either "Fee Exemption" (Document Category = Document) or "Request for Relief From Court Filing Fees." (Document Category = Application).
 - iii. If no fee waiver request document is found this message will be displayed.




4. Enter any **Notes**.
 - a. This field is optional and may be left blank.
5. To clear a fee entry, click  (Remove).
6. To add more than 3 fees, click the Add Row button.
 - a. An additional row will be displayed along with a vertical scroll enabled at the right side of the table.
 - b. Clicking the Add Row button again will continue to display additional blank rows.
7. For Estate and Probate case types, two additional checkboxes are displayed for Admin Fee and Indigent surcharge. Click on the tab above to view these checkboxes.
8. Select the **Owed By** party.
 - a. The dropdown will display all the attorneys and the Self-represented Parties on the case.
9. Verify the **Grand Total**.
 - a. This field is automatically calculated. It is a sum of all values in the **Total Assessed** column.
 - b. On Estate and Probate case types, the Grand Total includes the Indigent Surcharge and Admin Fee if selected.
 - c. The user cannot make changes directly to this field.
10. Once all applicable fees have been selected, click the Submit button and proceed to [JEFS Submit a Case or Filing](#).

JEFS Make Payments

JEFS Make Payments

1. Complete the following steps to make a payment immediately via credit card.
2. Payments in JEFS are processed by NIC Hawaii's Kala payment processing platform.

Case Initiation

**Case Initiation**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

[Printable View](#)

An electronic filing was submitted in Case Number 1CCV-19-0000203. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for future notifications.

Case ID: 1CCV-19-0000203
Title: Joe Persons v. Company ABC
Filing Date / Time: TUESDAY, JUNE 25, 2019 12:13:36 AM
Filing Parties: Bill Person
Case Type: Circuit Court Civil
Lead Document(s): 1 - Complaint
Supporting Document(s):
Document Names: 1 - Test Complaint against Company ABC for Air Pollution

If the filing noted above includes a document, this Notice of Electronic Filing is service of the document under the Hawai'i Electronic Filing and Service Rules.


This notification is being electronically mailed to:

Bill T Person(Bill.Attorney@law.com)


The following parties need to be conventionally served:

Company ABC

This filing type incurs a fee of \$315.00. You must pay by credit card by selecting 'Pay Now' or in person by selecting 'Pay Later'.



Submit Filing on Existing Case

**eFiling - Existing Case**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

[Printable View](#)

An electronic filing was submitted in Case Number 1CCV-19-0000203. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for future notifications.

Case ID: 1CCV-19-0000203
Title: Joe Persons v. Company ABC
Filing Date / Time: TUESDAY, JUNE 25, 2019 12:25:06 AM
Filing Parties:
Case Type: Circuit Court Civil
Lead Document(s):
Supporting Document(s):
Document Names:

If the filing noted above includes a document, this Notice of Electronic Filing is service of the document under the Hawai'i Electronic Filing and Service Rules.


This notification is being electronically mailed to:

Bill T Person(Bill.Attorney@law.com)

The following parties need to be conventionally served:

Company ABC

This filing type incurs a fee of \$200.00. You must pay by credit card by selecting 'Pay Now' or in person by selecting 'Pay Later'.



A. Pay Now

1. Click the Pay Now button. The Credit Card Payment screen will be displayed.

Hawai'i State
Judiciary

Credit Card Payment

All fields are **required** unless otherwise noted.

Total Price: \$323.19 [View Details](#)

Contact Information

Name: Email Address:

Phone Number:
Area code required

Your email address is used to send you a receipt or to notify you of payment problems.
It will not be used for any other purpose and we will not sell, exchange or otherwise provide your email address to any third party.

Credit Card Information

Cardholder Name:
Maximum 50 characters

Card Type:
 VISA MasterCard DISCOVER AMEX

Card Number:

Expiration Date:
Month: Year:

Billing Address

Address Line 1:
Street address, P.O. box, company name, c/o

Address Line 2:
Optional: apartment, suite, unit, building, floor, etc.

City: State:

Zip Code:

Country:

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POWERED BY
HIC

B. Review Fees

1. Click View Details to review fee details. All fees selected for payment will be displayed.
 - a. In addition to the itemized fees associated to the case, NIC Hawaii applies a Processing Fee of 2.6% and provides an updated total due This Service Fee is part of the credit card payment feature and is not a Judiciary fee. If you do not wish to pay this fee, please make your payment in person.

Transaction Details		
ITEM	REFERENCE NUMBER	PRICE
Complaint/Summons	2080	\$315.00
Service Fee	2080	\$8.19
Total Price		\$323.19

Close

- b. If the user decides to pay in person and not by Credit Card, clicking the browser's Back button will re-display the Case Initiation/Filing Confirmation Screen where both payment options, **Pay Now** and **Pay Later**, are available.



If the browser window is closed at any time during the payment process, and the credit card payment has not been confirmed, the user can make the payment online from the Manage Payments screen or pay in person. Please refer to the Pay Later section of this manual for the details and timeline for making the payment in person.

C. Enter Contact Information

1. The JEFS user that is logged on to the system will be displayed in the Contact Information.
 - a. The Contact **Name** can be modified.
 - b. Enter Contact **Email Address**.
 - i. This email address will be used to provide an electronic receipt after completion of the payment process.
 - c. Enter a **Phone Number**.

Contact Information	
<p>Name:</p> <input type="text" value="Test Webuser"/>	<p>Email Address:</p> <input type="text"/> <p>Your email address is used to send you a receipt or to notify you of payment problems.</p> <p>It will not be used for any other purpose and we will not sell, exchange or otherwise provide your email address to any third party.</p>
<p>Phone Number:</p> <input type="text"/> <p>Area code required</p>	

- d. Enter the required data for processing the payment.
- e. Enter Credit Card Information.

f. Enter Billing Address.

<h3>Credit Card Information</h3> <p>Cardholder Name: <input type="text"/> <small>Maximum 50 characters</small></p> <p>Card Type: <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </p> <p>Card Number: <input type="text"/></p> <p>Expiration Date: Select <input type="text"/> <input type="text"/> Select <input type="text"/> <input type="text"/> <small>Month Year</small></p>	<h3>Billing Address</h3> <p>Address Line 1: <input type="text"/> <small>Street address, P.O. box, company name, c/o</small></p> <p>Address Line 2: <input type="text"/> <small>Optional: apartment, suite, unit, building, floor, etc.</small></p> <p>City: <input type="text"/> State: <input type="text" value="Hawaii"/></p> <p>Zip Code: <input type="text"/></p> <p>Country: <input type="text" value="United States"/></p>
--	--

g. Click the Continue button.

h. If all required fields have not been properly populated a prompt will display to correct the required data entry before continuing to the payment confirmation.

E. Confirm Payment

1. The Confirm Payment screen will display the Total Price of the transaction. Click the View Details link for an itemized list of fees that will be charged.

Hawai'i State
Judiciary

Confirm Payment

Total Price: \$323.19 [View Details](#)

Payment Information

Contact Name	Test Webuser
Phone Number	808-999-9999
Email Address	TestWebuser@testlaw.com
Card Type	Visa
Account Number (last 4)	1111
Expiration Date	****
Name on Card	TEST WEBUSER
Billing Address	Street address 1, Suite 1 Honolulu, HI 99999 United States

Please Confirm

By clicking **Pay Now** below, I acknowledge that this payment is non-refundable.

2. In order to complete the transaction, the user must complete the following steps:

a. Click the Pay Now button.

b. Alternately, the user can return to the Payment Information screen by clicking the Back button. This alternate step would be used to:

i. Correct or change the payment information that has been entered.

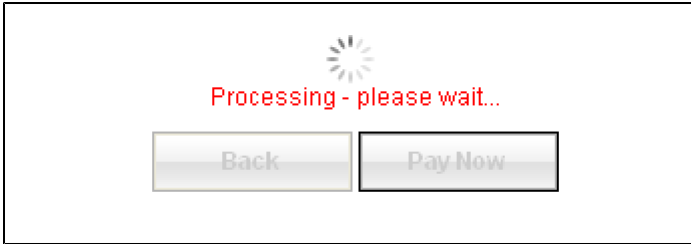
ii. Cancel the Pay by Credit Card option or to return to the payment options to opt to Pay Later.

1. If returning to Payment Options to choose Pay Later, the user may also need to click the browser Back button.



If the browser window is closed at any time during the payment process, and the credit card payment has not been confirmed by clicking the Pay Now button, the user can make the payment online from the Manage Payments screen or pay in person. Please refer to the Pay Later section of this manual for the details and timeline for making the payment in person.

3. The payment screen will indicate that the payment is being processed.



F. Print Receipt

1. Upon completion of the payment process, the completed payment details are shown.

Hawaii State Judiciary

Payment Receipt

Total Price: \$323.19 [View Itemized Receipt](#)

Payment Information		Final Steps	
Contact Name	Test Webuser	Reference Id	4FD-1HR-5LV-1ZR
Phone Number	999-9999	Authorization Code	[REDACTED]
Email Address	TestWebuser@testlaw.com	Transaction Date/Time	24 Jun 2019 23:14 HST
Card Type	Visa	Description	Case payment for 1CCV-19-0000002
Account Number (last 4)	1111		
Expiration Date	**/**		
Name on Card	TEST WEBUSER		
Billing Address	Street address 1, Suite 1 Honolulu, HI 99999 United States		

Please [print this receipt](#) for your records and click Continue below to complete the transaction.

This payment is non-refundable.

[Continue](#) ←

2. Click the "[print this receipt](#)" link to print a hard copy of the payment receipt. In addition, an electronic receipt will be emailed to the contact as entered in step C.
 - a. The email will be sent from the following email address: kala@ehawaii.gov
 - b. The user may also print the itemized receipt by clicking the "View Itemized Receipt" link. This displays a popup window with the itemized fee details.

Itemized Receipt
x

ITEM	REFERENCE NUMBER	PRICE
Complaint/Summons	2637	\$315.00
Service Fee	2637	\$8.19
Total Price		\$323.19

Payment Information

Contact Name Test Webuser
Phone Number -999-9999
Email Address TestWebuser@testlaw.com
Card Type Visa
Account Number (last 4) 1111
Expiration Date **/**
Name on Card TEST WEBUSER
Billing Address Street address 1, Suite 1
Honolulu, HI 99999
United States

Final Steps

Please print this receipt for your records.

Reference Id 4FD- -1ZR
Authorization Code
Transaction Date/Time 24 Jun 2019 23:14 HST
Description Case payment for
1CCV-19-0000002

This payment is non-refundable.

- c. Click the Print button to save or print the receipt.
- d. Click the Close button to return to the Payment Receipt screen.

3. To Return to JEFS

- a. To return to JEFS Home Page click the Continue button.

JEFS Search for Existing Cases

JEFS Search for Existing Cases

There are two ways to search for a case:

- By Case ID (Find Case)
- Other search criteria (Advanced Search)

The screenshot shows the top of the eFiling system interface. At the top left is the logo for the Judiciary Information Management System (JIMS) with the text 'eFiling - Existing Case' and 'JUDICIARY INFORMATION MANAGEMENT SYSTEM'. Below this is a 'Case Information' section with a text input field for 'Case ID', a 'Find Case' button, and an 'Advanced Search' button.


1. Search by Case ID

- a. Enter the **Case ID**.



Civil cases in JEFS will include older cases migrated from the legacy HAJIS system as well as cases created in JEFS. The Case ID format differs depending on which system the case originated.

- For cases created in HAJIS and migrated to JEFS, the case ID must be entered fully, with no dashes, and embedded zeros so the serial number portion is 7 digits . For example: 1CCV1610000002.
- For cases created in JEFS, the case ID must include the dashes but may omit the leading zeros in the serial number portion of the ID. For Example: 1CCV-19-000025 or 1CCV-19-25.

- b. Click the  Find Case button.
 - i. If the Case ID is found, the case information will display.
 - ii. If the Case ID entered is not found, the Advanced Search screen will display.

The screenshot shows the 'eFiling - Find Case' interface. It features a 'Search Criteria' section with the following fields: 'Case ID' (1CCV-19-0000200), 'Party Type' (radio buttons for Person, Business, Government Agency), 'First Name', 'Last Name', 'Case Filing Start Date', 'Case Filing End Date', 'Court Type' (dropdown), 'Court' (dropdown), 'Location' (dropdown), 'Case Type' (dropdown), 'Include Closed Cases' (checkbox), and 'Phonetic Search' (checkbox). There are 'Search' and 'Reset' buttons at the bottom.

2. Advanced Search

- a. If the **Case ID** is not known, any or all of the search fields may be used.
 - i. **Party Type** - This selection will change the search fields available.
 - ii. **Person** - Selecting Person will make First Name and Last Name fields available.
 - iii. **Business** - Selecting Business will make the Business Name field available.
 - iv. **Government Agency** - Selecting Government Agency will make the Government Agency field available.
- b. Court/Case selections are linked in that the dropdown will not appear until the field above it is selected. Select from the dropdown list for one or more of these options to further refine the search results.
 - i. **Court Type**
 - ii. **Court**
 - iii. **Location** - Select a courthouse
 - iv. **Case Type**
- c. Filing Dates
 - i. Enter or select the **Case Filing Start Date** and/or **Case Filing End Date** to include only those cases to further refine the search results.
- d. Check boxes
 - i. **Include Closed Cases** - By default, only active cases are included in the search. Select this checkbox to include closed cases, such as cases with a Terminated status.

- ii. **Phonetic Search** - When searching by name, if the full name or exact spelling is not known, select **Phonetic Search** for wider search results.

eFiling - Find Case
JUDICIARY INFORMATION MANAGEMENT SYSTEM

[Return to Submit Filing on Existing Case](#)

Search Criteria

Case ID:

Party Type: Person Business Government Agency

Business Name:

Case Filing Start Date:

Case Filing End Date:

Court Type:

Court:

Location:

Case Type:

Include Closed Cases
 Phonetic Search

- e. Click the Search button to perform the search.
- f. Click Reset to clear entered values.

3. View Search Results

- a. Cases which match the search criteria entered will be listed in the Search Results table which displays below the Advanced Search section.
- b. Select the desired Case ID by clicking on that row.

eFiling - Find Case
JUDICIARY INFORMATION MANAGEMENT SYSTEM

[Return to Submit Filing on Existing Case](#)

Search Criteria

Case ID:

Party Type: Person Business Government Agency

First Name:

Last Name:

Case Filing Start Date:

Case Filing End Date:

Court Type:

Court:

Location:

Case Type:

Include Closed Cases
 Phonetic Search

Search Results

Please select a case

Case ID	Case Title	Initiation Date	Case Type
1CCV-19-0002078	Joe Person v. Company XYZ	24-OCT-2019	Circuit Court Civil
1CCV-19-0002067	Bob Person et al v. Company XYZ et al	25-OCT-2019	Circuit Court Civil
1CCV-19-0002021	Harry Person v. Company XYZ	29-OCT-2019	Circuit Court Civil
1CCV-19-0002107	Master Case HEPA 2019	06-NOV-2019	Circuit Court Civil
1CCV-19-0002112	Jane Person v. Bob Person	07-NOV-2019	Circuit Court Civil
1CCV-19-0002225	Bob Person v. ARC Tins Industries	27-NOV-2019	Circuit Court Civil

7 cases found, displaying 6 case(s), from 1 to 6. Page 1 / 2

Case Details

Case ID: Confidential/Sealed:

Case Title:

Court: Case Type:

Location: Case Status:

Initial Filing Date:

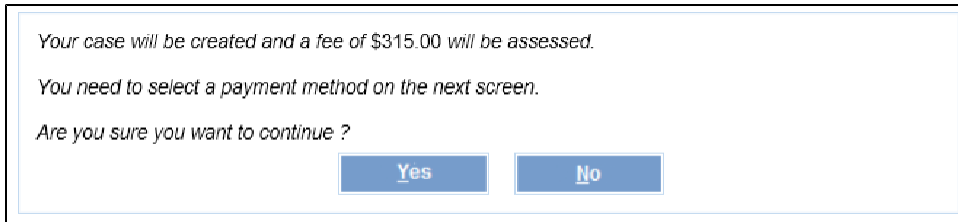
- c. Click the Submit button to proceed to file on the case.
- d. Click the Done button to start the case search over.

JEFS Submit a Case or Filing

JEFS Submit a Case or Filing

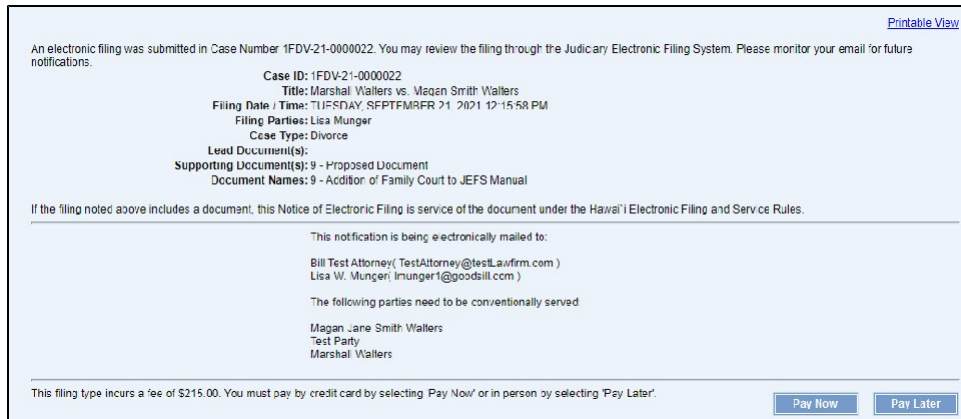
When Submit is clicked the entered data is validated.

1. If no fee was selected, or a fee waiver request was selected for all fees, the system does the following:
 - a. If this is a new case, the case is created.
 - b. New filings are docketed to the case.
 - c. A Notice of Electronic Filing (NEF) is generated and docketed to the case.
 - d. A notification is displayed as confirmation of the submitted case or filing.
 - e. The notification is the confirmation that the case has been created and the documents have been filed.
 - f. Click the Printable View link in the upper right corner to download a PDF of the notification.
 - g. Click Close to return to the JEFS home page.
2. If the case filing carries a filing fee, then the system displays a popup that includes fees assessed.



- a.
 - i. Click the Yes button to proceed.
 - ii. Or, click the Cancel button to return to the Case Information screen.
- b. If Yes is selected the system will do the following:
 - i. Create the case and file the initial documents to the case.
 - ii. Send a Notice of Electronic Filing (NEF) and docket it to the case.
 - iii. File a Payment Due to Court (PYD) notice to the case.
 - iv. Display a Notification screen with Pay Now and Pay Later payment options.

Family Court Civil



All Other Civil Case Types

[Printable View](#)

An electronic filing was submitted in Case Number 1CCV-19-0000188. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for future notifications.

Case ID: 1CCV-19-0000188
Title: Bob Plaintiff v. John Defendant
Filing Date / Time: TUESDAY, MARCH 12, 2019 01:22:05 AM
Filing Parties: Test Attorney
Case Type: Circuit Court Civil
Lead Document(s): 1 - Complaint
Supporting Document(s):
Document Names: Test Complaint

If the filing noted above includes a document, this Notice of Electronic Filing is service of the document under the Hawaii Electronic Filing and Service Rules.

This notification is being electronically mailed to:
 Test J. Attorney(tmurakami@kauai.gov)

The following parties need to be conventionally served:
 John Defendant

This filing type incurs a fee of \$315.00. You must pay by credit card by selecting "Pay Now" or in person by selecting "Pay Later".

[Pay Now](#) [Pay Later](#)

- v. The notification is the confirmation that the case has been created and the documents have been filed.
- vi. Click the [Printable View](#) link in the upper right corner to download a PDF of the notification.

- c. Click the Pay Now button to make the payment with a credit card using the payment gateway.
 - i. The Payor message will be displayed.

Payor

Payor *

If applicable, refunds by check will be made payable to the 'Payor' unless otherwise ordered by the Court.

- ii. Select a **Payor*** from the list.
 - 1. This defaults to the name selected in the **Owed By** field on the Applicable Fees screen.
- iii. Click the Ok button to begin the payment process.
 - 1. Click here to go to [JEFS Make Payments](#).
- iv. Verify that the fee amount is correct then click the Yes button to continue.
- v. Once the payment is completed using the Payment Gateway, the system docket the case with "PY - Payment" and the payment receipt from the Judiciary is included as a PDF on the case.
 - 1. The user may obtain the Judiciary receipt from [Manage Cases](#).

- d. Click Pay Later to view other payment options.
 - i. The Fee Owed amount will be displayed.

Fees Owed: \$315.00

The total amount due is \$315.00. Payment Options :

1. JEF users can pay online by choosing Manage Payments, or
2. You can pay in person by cash at the address below, or
3. You can pay in person by cashier's check or money order payable to "Clerk of the Court" at the address below (personal checks will not be accepted); or
4. You can mail a cashier's check or money order payable to "Clerk of the Court" to the address below (do not mail cash).

You must pay within ten (10) days from this notice. If you do not pay the total amount due, your complaint will be dismissed or your document stricken.

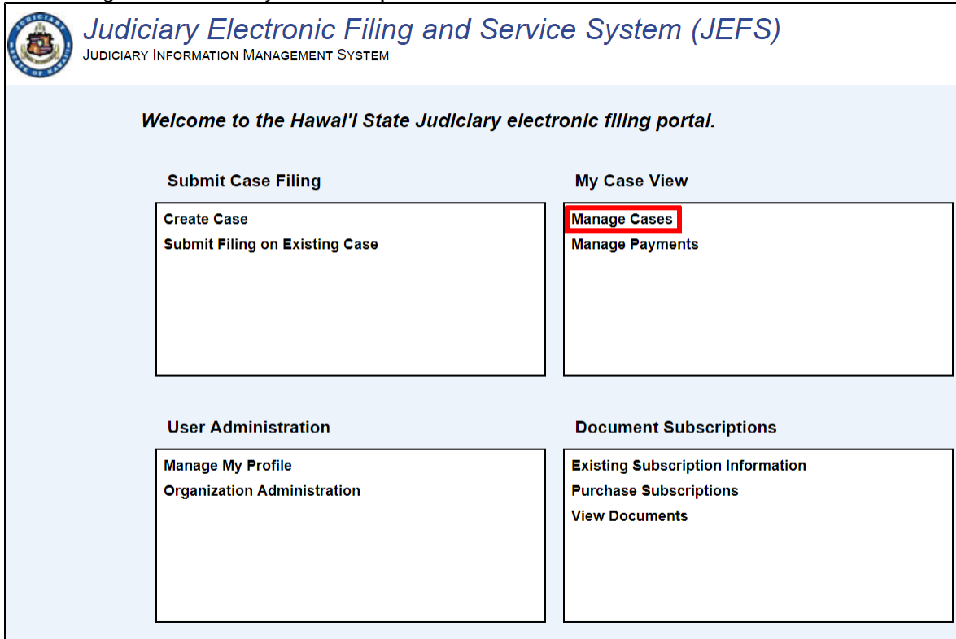
Clerk of the Court
 Circuit Court of the FIRST Circuit
 Attn: Cashier, 777 Punchbowl Street, Honolulu, HI 96813
[Show Map](#)

- ii. Payment Options:
 - 1. The JEF user can pay online by locating the Payment Due entry from Manage Payment.
 - 2. Pay in person by cash.
 - 3. Pay in person by cashier's check or money order payable to "Clerk of the Court".
 - 4. Pay by mail by cashier's check or money order payable to "Clerk of the Court".
- iii. The Address where payment can be made is shown at the bottom of the notice.
- iv. Payment must be made within 10 calendar days of the notice.
- v. Click the Close button to return to the JEFS Home page.

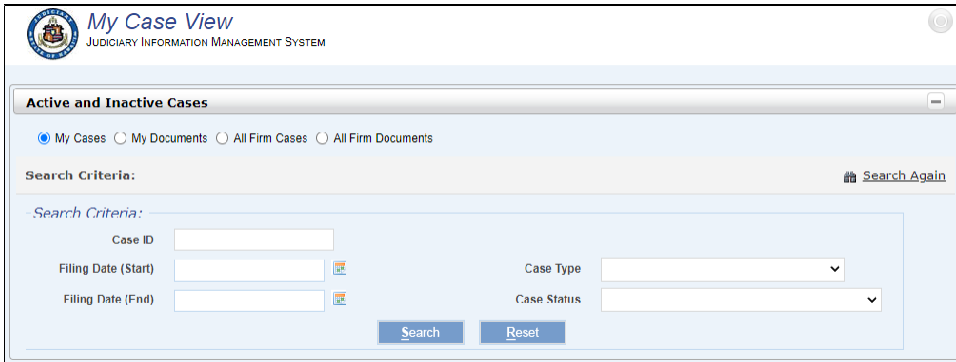
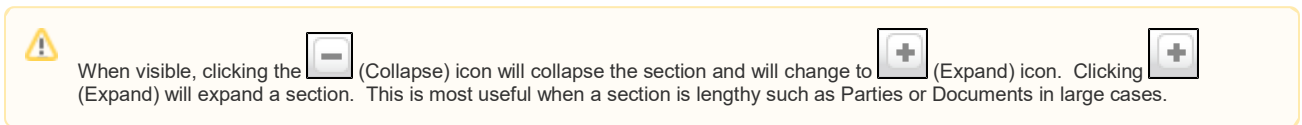
JEFS My Case View Pod - Manage Cases

Manage Cases - My Case View

1. Click Manage Cases in the My Case View pod.



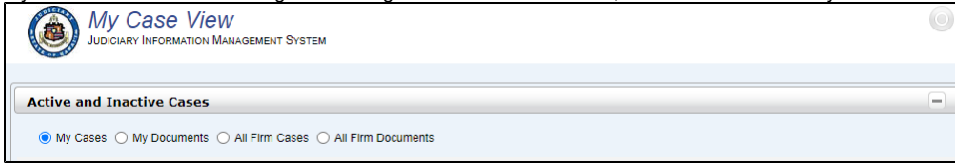
2. The My Case View page will be displayed.



JEFS My Case View - Search

My Case View - Search

1. My Case View allows searching and filtering of the JEFS filer's cases, both active and recently terminated. There are 4 ways to search and filter.



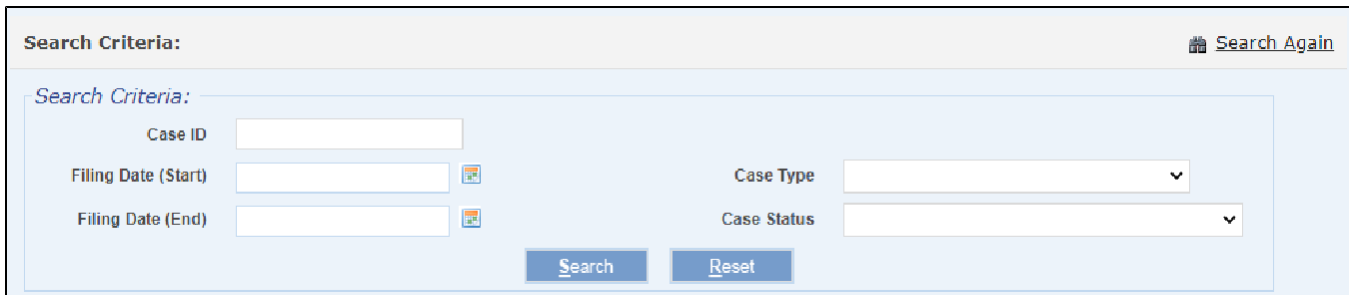
2. Select the radio button corresponding to the search desired.
 - a. **My Cases** - This is the default search. This option searches for cases where the JEFS user is a party or an attorney.
 - b. **My Documents** - This option searches for filed documents on the JEFS user's cases including all cases where the JEFS user is a party or an attorney.
 - c. **All Firm Cases** - This is similar to My Cases, except that if the user is part of a firm, all cases with users from that firm will be searched.
 - d. **All Firm Documents** - This is similar to My Documents, except that if the user is part of a firm, all cases with users from that firm will be searched.



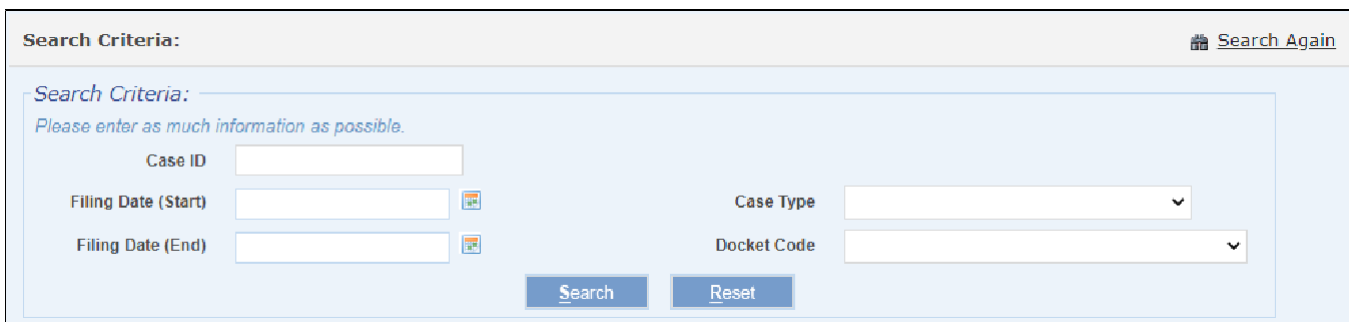
In My Case View, the My Cases and All Firm Cases searches display case information for ongoing cases and cases that are less than 90 calendar days since the case was terminated. Use eCourt Kokua to find cases that have been terminated for over 90 days. Terminated cases are not visible in My Documents and All Firms Documents.

Searches may be refined by entering additional search criteria.


My Cases/All Firm Cases screen



My Documents/ All Firm Documents Screen




1. Common Searches fields
 - a. Enter a **Case ID** if the case ID is known.
 - i. Either a **Case ID** or **Case Type** field is required.

- ii. For All Firm Cases searches, **Filing Date (Start)** is also required.
 - b. If the Case ID is not known, enter a **Case Type** from the dropdown which lists all case types available in JEFS.
 - i. Only 1 case type at a time may be selected.
 - c. For faster results, select a **Filing Date (Start)** and **Filing Date (End)**.
 - i. Enter dates to limit the search to only those cases with documents filed within the selected date.
 - ii. Or, select a date using the  (Calendar) to bring up a calendar/date picker.
 - iii. Dates cannot be in the future and the **Filing Date (End)** cannot occur prior to the **Filing Date (Start)**.
 - d. My Cases / All Firm Cases specific filter
 - i. **Case Status**
 - 1. Select a case status from the dropdown to filter the search results.
 - 2. Multiple statuses can not be selected. Only a single status may be used to filter a search.
 - e. My Documents / All Firm Documents specific filter
 - i. **Docket Code**
 - 1. Select a docket code from the dropdown list.
 - 2. Multiple docket codes cannot be selected. Only a single code may be used to filter a search.
2. Click the Search button to perform the search.
- a. All matching cases or documents will be displayed in a results table.
 - b. The table can be sorted by clicking on the column header.

My Cases Search Results


Active and Inactive Cases


My Cases
 My Documents
 All Firm Cases
 All Firm Documents

Search Criteria: Case Type: CV  Search Again

Search Criteria:

Case ID:

Filing Date (Start): 

Filing Date (End): 

Case Type: CV - Circuit Court Civil

Case Status:

Please select a case.

Case ID	Court	Location	Type	Status	Description	Initiation Date
1CCV-21-0000419	FIRST CIRCUIT	PUNCHBOWL	CV	ACTIVE	Lionel John Doe v. ABC Doe Company	06-JAN-2021
1CCV-21-0000006	FIRST CIRCUIT	PUNCHBOWL	CV	ACTIVE	Dale Jon Doe v. Richard Roe, et al.	05-JAN-2021
1CCV-21-0000001	FIRST CIRCUIT	PUNCHBOWL	CV	ACTIVE	Paula Poe v. Test Industries Inc. et al.	03-JAN-2021

3 cases found, displaying 3 case(s), from 1 to 3. Page 1 / 1

My Documents / All Firm Documents Search Results

Active and Inactive Cases

My Cases
 My Documents
 All Firm Cases
 All Firm Documents

Search Criteria: Case ID: 1CCV-21-000419 [Search Again](#)

Search Criteria:

Please enter as much information as possible.

Case ID:

Filing Date (Start):

Filing Date (End):

Case Type:

Docket Code:

	Case ID	Dkt. #	Dkt. Code	Description	Document Name	Docket For	Filing Date	Filing Time	Sealed	In Camera
	1CCV-21-000419	27	PVD	Payment Due to Court		Bill T Attorney	15-OCT-2021	12:40:49	N	N
	1CCV-21-000419	28	NFF	Notice of Electronic Filing		Bill T Attorney	15-OCT-2021	12:40:49	N	N
	1CCV-21-000419	25	ORD20	Dismissal Rule 20			04-OCT-2021	20:24:59	N	N
	1CCV-21-000419	26	NEF	Notice of Electronic Filing			04-OCT-2021	20:24:59	N	N
	1CCV-21-000419	23	ORDG	Order Granted	ORDER GRANTING PLAINTIFF'S REQUEST TO PROCEED WITHOUT PAYING FILING FEES, NOTICE OF ENTRY	First Circuit 06 Division Loneil J Doe AEC Doe Company	16 APR 2021	13:02:00	N	N
	1CCV-21-000419	24	NEF	Notice of Electronic Filing		First Circuit 06 Division Loneil J Doe AEC Doe Company	16-APR-2021	13:02:00	N	N
	1CCV-21-000419	17	LT	Letter	LETTER TO COURT OF FRK DATED FEBRUARY 12, 2021 FROM JONNIF HERNANDEZ WIDEMAN	Loneil J Doe	02-APR-2021	13:18:20	N	N
	1CCV-21-000419	10	NEF	Notice of Electronic Filing		Loneil J Doe	02-APR-2021	13:18:20	N	N
	1CCV-21-000419	19	IFP	Request for In Forma Pauperis	REQUEST TO PROCEED WITHOUT PAYING FILING FEES	Loneil J Doe	02-APR-2021	13:27:41	N	N
	1CCV-21-000419	20	NEF	Notice of Electronic Filing		Loneil J Doe	02-APR-2021	13:27:41	N	N

28 document(s) found, displaying 10 document(s), from 1 to 10, Page 1 of 3

3. For My Cases and All Firm Case searches, the results table displays all cases that match the search criteria.

- a. The columns include:
- i. Case ID
 - ii. Court
 - iii. Location
 - iv. Type - This is the Case type.
 - v. Status - This is the Case status.
 - vi. Description - This is the Short Case title.
 - vii. Initiation Date - This is the date the case was initiated.

4. For My Documents and All Firm Documents, the table displays all PDF documents that match the search criteria.

- a. The columns include:
- i. - displays if the PDF document is available. Click the (PDF) to view or download the document. The icon may not display if the document is In Camera or Restricted.
 - ii. Case ID - ID of the case the document is filed in.
 - iii. Dkt. # - system-generated docket sequence number.
 - iv. Dkt. Code - docket code assigned to the filing.
 - v. Description - text description of the docket code used. If any Notes have been entered with the docket, these are also displayed.
 - vi. Document Name - text entered by users at the time of filing.
 1. It will display "In Camera" if the document was filed as In Camera.
 2. It will display "Restricted" if you do not have access to the document.
 - vii. Docket For - the name of the case parties on whose behalf the docket was filed.
 - viii. Filing Date - date the docket was filed.
 - ix. Filing Time - time the docket was filed.
 - x. Sealed - displays "Y" if the document is Sealed.
 - xi. In Camera - displays "Y" if the document is In Camera.

5. Clicking on data in any row of the table will select a case and display details for that case below the Search Result table.


6. Click the Reset button to reset the search fields.

7. Or, click the Search button again select a different search type.

JEFS My Case View - Viewing and Updating Cases

My Case View - Viewing and Updating Cases


1. Select the desired case from the search results by clicking on that row in the Search Results table.

 The table displays 10 cases per page. Use the navigation options at the bottom of the table to see more results.

All Other Civil Case Types


Active and Inactive Cases


My Cases
 My Documents
 All Firm Cases
 All Firm Documents

Search Criteria: Case Type: CV  Search Again

Search Criteria:

Case ID:

Filing Date (Start): 

Filing Date (End): 

Case Type: CV - Circuit Court Civil

Case Status:

Please select a case.


Case ID	Court	Location	Type	Status	Description	Initiation Date
1CCV-21-0000419	FIRST CIRCUIT	PUNCHBOWL	CV	ACTIVE	Lionel John Doe v. ABC Doe Company	06-JAN-2021
1CCV-21-0000006	FIRST CIRCUIT	PUNCHBOWL	CV	ACTIVE	Dale Jon Doe v. Richard Roe, et al.	05-JAN-2021
1CCV-21-0000001	FIRST CIRCUIT	PUNCHBOWL	CV	ACTIVE	Paula Poe v. Test Industries Inc. et al.	03-JAN-2021

3 cases found, displaying 3 case(s), from 1 to 3. Page 1 / 1

Family Court Civil


Active and Inactive Cases


My Cases
 My Documents
 All Firm Cases
 All Firm Documents

Search Criteria: Case ID: 1FDV-21-0000022  Search Again

Search Criteria:

Case ID: 1FDV-21-0000022

Filing Date (Start): 

Filing Date (End): 

Case Type:

Case Status:

Please select a case.

Case ID	Court	Location	Type	Status	Description	Initiation Date
1FDV-21-0000022	FIRST CIRCUIT	KAPOLEI	DV	ACTIVE	Marshall Walters vs. Magan Smith Walters	16-AUG-2021

1 cases found, displaying 1 case(s), from 1 to 1. Page 1 / 1

1. Clicking on a case will display the case information below the Search Results table. Case information is arranged in 5 sections:

- a. Case Summary for <Case ID>: Displays the Extended Case Title.

Case Information

Case ID: **FCCV-20-000000**

JONES vs. OSGOOD

- b. Parties for <Case ID>: Displays all parties on the case and some specific party information.

#	PartyID	Role	Name	Start Date	End Date	Associated Party	Juv
1	@5950915	Master	Marshall Walters	15-AUG-2021			<input checked="" type="checkbox"/>
2	A3858	Attorney	Lisa W. Munger	15-AUG-2021			<input type="checkbox"/>
3	@5950951	Applicant	Test Party	01-SEP-2021			<input type="checkbox"/>
4	@5060098	Defendant	Magan J. Smith Walters	15 AUG 2021			<input type="checkbox"/>
5	A9998	Attorney	Bill T. Attorney	09-SEP-2021			<input type="checkbox"/>

Add

- i. # - system generated sequence number.
- ii. PartyID - JIMS system ID for that party.
- iii. Role - party's role on this specific case.
- iv. Name - party's name.
- v. Start Date - date when the party was added to the case.
- vi. End Date - date when the party was ended on the case.



End Dating a party may be used to signify a variety of status depending on the Court. Please check with your local court directly if you have any questions regarding an individual party which has been end dated.

- vii. Associated Party - other parties an attorney is representing. The sequence # (column 1) of the party is shown.
- viii. Juv - Juvenile indicator for that party.

- c. Events for <Case ID>: All events scheduled for the case and specific event information.

#	Event	Event For	Date	Time	Room/Division	Location	Associated Dockets
1	Calendar Call		15-SEP-2021	03:00:00	Family Court Kapolei 2A	KAPOLEI	
7	Evidentiary Hearing		16-SEP-2021	13:30:00	Family Court Kapolei 2A	KAPOLEI	
6	Petition(s) For		17-SEP-2021	08:00:00	Family Court Kapolei 2A	KAPOLEI	
3	Hearing		21-SEP-2021	09:00:00	Family Court Kapolei 2B	KAPOLEI	
8	Status on Mediation		24-SEP-2021	08:00:00	Family Court Kapolei 3A	KAPOLEI	
4	Further Hearing		27-SEP-2021	08:00:00	Family Court Kapolei 2D	KAPOLEI	

- i. # - system generated sequence number.
- ii. Event - description of the event code entered in JIMS.
- iii. Event For - lists any attorneys on the case selected when the event was created.
- iv. Date - scheduled date of the event.
- v. Time - scheduled time of the event.



Time is a required field when creating an event, but some Circuits use set times to indicate AM or PM sessions. Please check with your local court to confirm the actual hearing time.

- vi. Room/Division - court room or the division where the event will take place.
- vii. Location - courthouse location of the event.
- viii. Associated Dockets - any filed documents which has been added to the event. The document sequence number will be shown.

d. Dockets for <Case ID: All dockets filed on the case.

Dockets for 1FDV-21-000022									
Dkt. #	Dkt. Code	Description	Document Name	Docket For	Filing Date	Filing Time	Filing Party	Sealed	In Camera
1	MAI	Matrimonial Action Info EFile Document upload	Matrimonial action info sheet for Walters, Marshall	Marshall Walters	15-AUG-2021	23:42:41	Munger, Lisa 'A3858)	N	N
2	NEF	Notice of Electronic Filing		Marshall Walters	15-AUG-2021	23:42:41		N	N
3	PYD	Payment Due To Court		Lisa W Murger	15-AUG-2021	23:42:41		N	N
4	NEF	Notice of Electronic Filing		Lisa W Murger	15-AUG-2021	23:42:41		N	N
5	MOT	Motion for Restricted Access		Marshall Walters	01-SEP-2021	11:47:40	Munger, Lisa 'A3858)	N	N
6	NFF	Notice of Electronic Filing		Marshall Walters	01-SEP-2021	11:47:40		N	N
7	NOC	NOC / Docket Entry 1 was updated as a result of eFiling Correction 1/		Marshall Walters	14-SEP-2021	15:33:48		N	N
8	NOCD	NOCD		All Case Parties	15-SEP-2021	16:00:27		N	N
9	PDOC	Proposed Document Testing	Addition of Family Court to JEFS Manual	Marshall Walters	21-SEP-2021	12:15:58	Munger, Lisa 'A3858)	N	N
10	NEF	Notice of Electronic Filing		Marshall Walters	21-SEP-2021	12:15:58		N	N
11	PYD	Payment Due To Court		Bill T. Attorney	21-SEP-2021	12:15:58		N	N
12	NEF	Notice of Electronic Filing		Bill T. Attorney	21-SEP-2021	12:15:58		N	N

- i. Dkt # - system generated sequence number
- ii. Dkt. Code - docket code filed on the case.
- iii. Description - text description of the docket code used. Notes (if any) entered with the docket are also displayed.
- iv. Document Name - text entered by users at the time of filing.

- 1. It will display "In Camera" if it was filed as In Camera.
- 2. It will display "Restricted" if you do not have access to the docket.



While Document Name is required in JEFS, it is not required by internal Judiciary files; thus this field may be blank

- v. Docket For - name (Party ID) of the case parties on whose behalf the docket was filed.
- vi. Filing Date - date of the filing
- vii. Filing Time - time of the filing.
- viii. Filing Party - name of the party who filed the docket.
- ix. Sealed - displays a "Y" if the document is sealed.
- x. In Camera - displays a "Y" if the document is In Camera.

e. Documents for <Case ID>: As all dockets do not contain PDF documents, JEFS has 2 separate tables, one for all dockets and one for documents filed in JIMS.

Documents for 1FDV-21-000022									
	Dkt. #	Category	Dkt. Code	Description	Document Name	Docket For	Date Filed	Sealed	In Camera
	1	Confidential Documents	MAI	Info Confidential Doc - HCCR9 EFile Document upload	Matrimonial action info sheet for Walters, Marshall	Marshall Walters	15-AUG-2021	<input type="checkbox"/>	<input type="checkbox"/>
	2	Other Documents	NEF	Other		Marshall Walters	15-AUG-2021	<input type="checkbox"/>	<input type="checkbox"/>
	3	Other Documents	PYD	Payment: Due To Court		Lisa W. Munger	15-AUG-2021	<input type="checkbox"/>	<input type="checkbox"/>
	4	Other Documents	NEF	Other		Lisa W. Munger	15-AUG-2021	<input type="checkbox"/>	<input type="checkbox"/>
	5	Motion	MOT	Motion for _____	Restricted Access	Marshall Walters	01-SEP-2021	<input type="checkbox"/>	<input type="checkbox"/>
	6	Other Documents	NEF	Other		Marshall Walters	01-SEP-2021	<input type="checkbox"/>	<input type="checkbox"/>
	7	Other Documents	NOC	Other /* Docket Entry 1 was updated as a result of eFiling Correction */		Marshall Walters	14-SEP-2021	<input type="checkbox"/>	<input type="checkbox"/>
	8	Other Documents	NOCD	Other		All Case Parties	15-SEP-2021	<input type="checkbox"/>	<input type="checkbox"/>
	9	Document	PDOC	Proposed Document Texting	Addition of Family Court to JFFS Manual	Marshall Walters	21-SEP-2021	<input type="checkbox"/>	<input type="checkbox"/>
	10	Other Documents	NEF	Other		Marshall Walters	21-SEP-2021	<input type="checkbox"/>	<input type="checkbox"/>
	11	Other Documents	PYD	Payment: Due To Court		Bill T. Attorney	21-SEP-2021	<input type="checkbox"/>	<input type="checkbox"/>
	12	Other Documents	NEF	Other		Bill T. Attorney	21-SEP-2021	<input type="checkbox"/>	<input type="checkbox"/>

- i. The first column will display a (PDF) icon if the document is viewable. The column will be blank if the document is not available (In Camera or Restricted).
- ii. Dkt # - system generated sequence number.
- iii. Category - JEFS document grouping the docket belongs to.
- iv. Dkt. Code - docket code filed on the case.
- v. Description - text description of the docket code used. Notes (if any) entered with the docket are also displayed.
- vi. Document Name - text entered by users at the time of filing.

1. It will display "In Camera" if the document was filed as In Camera.
2. It will display "Restricted" if you do not have access to the docket.



While Document Name is required in JEFS, it is not required by internal Judiciary files; thus this field may be blank.

- vii. Docket For - name (Party ID) of the case parties on whose behalf the docket was filed.
- viii. Filing Date - date of the filing
- ix. Filing Time - time of the filing.
- x. Filing Party - name of the party who filed the docket.
- xi. Sealed - displays a "Y" if the document is sealed.
- xii. In Camera - displays a "Y" if the document is In Camera.

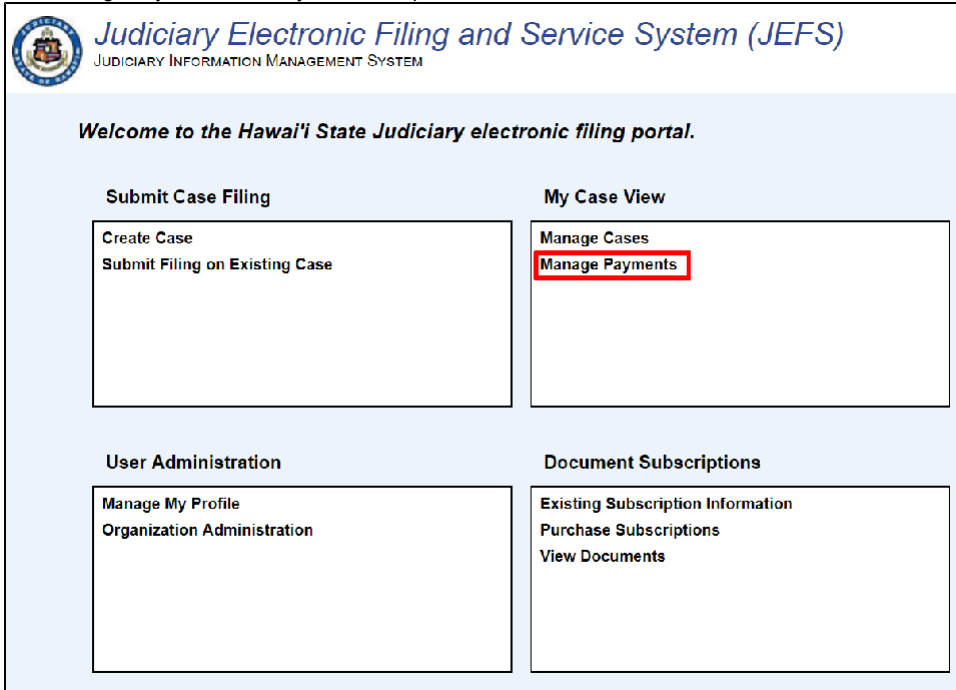
2. From the Parties and Documents sections, click the Add button to add parties or file new documents on the case.

JEFS My Case View Pod - Manage Payments

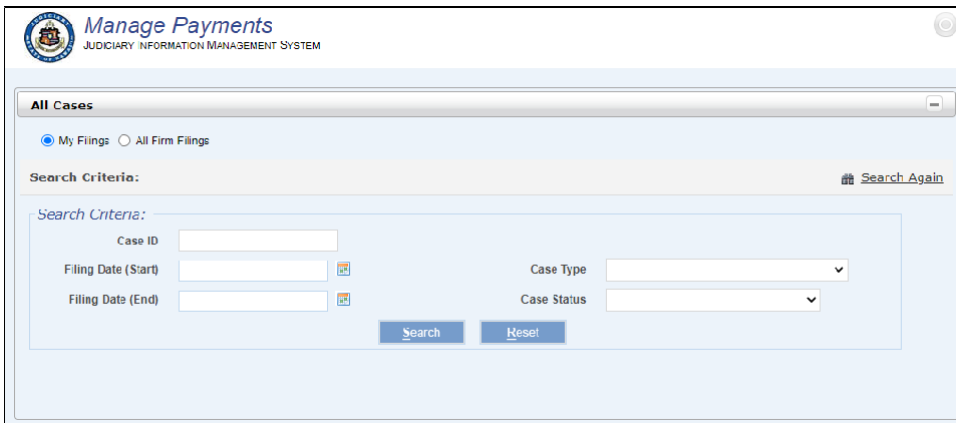
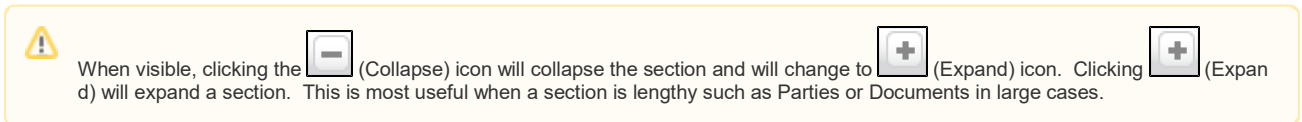
JEFS users may pay the Civil filing fees online. Fees may be paid at the time of filing or at a later time.

Outstanding Civil Filing fees, either fees assessed but not paid at the time of filing, or those assessed later by the Court, will appear in Manage Payments.

1. Click Manage Payments in the My Case View pod.



2. The Manage Payments page will be displayed.



3. From this page, a search can be made for all payments due for the user and other users associated with the user's firm.

Continue by proceeding to [JEFS Manage Payments - Search](#)

JEFS Manage Payments - Search

i Manage Payments will only allow payment of Civil Filing Fees at this time. Payment for other court costs as well as Filing Fees for other case types must be made directly at the court.

1. The Manage Payment screen provides two options when searching for outstanding fees:
 - a. My Filings - All outstanding Civil filing fees owed by an attorney are displayed. If the JEFS user is not an attorney, this section will be blank.
 - b. All Firm Filings - All outstanding Civil filing fees owed by all the attorneys in firm are displayed. JEFS users who are not attorneys will see fees here.
2. Select My Filing or All Firm Filings radio button.

Manage Payments
JUDICIARY INFORMATION MANAGEMENT SYSTEM

All Cases

My Filings All Firm Filings

Search Criteria: [Search Again](#)

Search Criteria:

Case ID

Filing Date (Start)

Filing Date (End)

Case Type

Case Status

[Search](#) [Reset](#)

3. Enter the Search Criteria.
 - a. Either **Case ID*** or **Case Type*** is required.

Search Criteria: [Search Again](#)

Search Criteria:

Case ID

Filing Date (Start)

Filing Date (End)

Case Type

Case Status

[Search](#) [Reset](#)

- b. Optional filters are available:
 - i. **Filing Date (Start)**
 - ii. **Filing Date (End)**
 - iii. **Case Status**

c. Click the Search button to process the search and display results.

Manage Payments
JUDICIARY INFORMATION MANAGEMENT SYSTEM

All Cases

My Filings All Firm Filings

Search Criteria: Case Type: CV Search Again

Search Criteria:

Case ID:

Filing Date (Start):

Filing Date (End):

Case Type: CV - Circuit Court Civil

Case Status:

Please check the box next to each amount you wish to pay at this time.

Case ID	<input type="checkbox"/>	Fee Description	Outstanding Balance	Owed By	Initiation Date	Due Date	Payor
1CCV-18-0000019	<input type="checkbox"/>	Complaint/Summons	\$315.00	Attorney, Test J.	11-FEB-2019	21-FEB-2019	<input type="text"/>
1CCV-18-0000122	<input type="checkbox"/>	Complaint/Summons	\$315.00	Attorney, Test J.	13-FEB-2019	23-FEB-2019	<input type="text"/>
1CCV-19-0000001	<input type="checkbox"/>	Termination of Conservatorship	\$440.00	Attorney, Test J.	11-FEB-2019	21-FEB-2019	<input type="text"/>
1CCV-19-0000045	<input type="checkbox"/>	Notice of Appeal to Circuit Court	\$215.00	Attorney, Test J.	26-FEB-2019	08-MAR-2019	<input type="text"/>
1CCV-19-0000049	<input type="checkbox"/>	Complaint/Summons	\$315.00	Attorney, Test J.	19-FEB-2019	01-MAR-2019	<input type="text"/>

35 fees found, displaying 5 fee(s), from 6 to 10. Page 2 / 7

Grand Total: \$0.00

If applicable, refunds by check will be made payable to the 'Payor' unless otherwise ordered by the Court

- d. All cases that meet the search criteria will be displayed. The following columns in the table are displayed:
- Case ID - qualifying case number.
 - Checkbox - used to select the case fee for payment.
 - Fee Description - text description of the fee.
 - Outstanding Balance - amount remaining to be paid for that fee.
 - Owed By - name of the person who was identified as owing the fee.
 - Initiation Date - date the case was started.
 - Due Date - payment is due 10 days after the fee was assessed.
 - Payor - dropdown field where the payor of the fee can be selected.

For instructions on making a payment continue to [JEFS Manage Payments - Fee Selection](#)

JEFS Manage Payments - Fee Selection

From the Manage Payments Search Results table, a single fee or multiple pending fees may be paid at the same time.

Manage Payments
JUDICIARY INFORMATION MANAGEMENT SYSTEM

All Cases -

My Filings All Firm Filings

Search Criteria:

[Search Again](#)

Search Criteria:

Case ID

Filing Date (Start)

Filing Date (End)

Case Type v

Case Status

Search
Reset

Please check the box next to each amount you wish to pay at this time.
You can only pay for multiple cases with a single payment if they are within the same circuit.

Case ID		Fee Description	Outstanding Balance	Owed By	Initiation Date	Due Date	Payor
1CCV-21-0000001	<input checked="" type="checkbox"/>	Complaint/Summons	\$315.00	Attorney, Bill T	15-OCT-2021	25-OCT-2021	<input type="text"/>
	<input checked="" type="checkbox"/>	Demand for Jury Trial	\$200.00	Attorney, Bill T	15-OCT-2021	25-OCT-2021	<input type="text"/>
1CCV-21-0000006	<input type="checkbox"/>	Complaint/Summons	\$315.00	Attorney, Bill T	15-OCT-2021	25-OCT-2021	<input type="text"/>
1CCV-21-0000419	<input type="checkbox"/>	Motion to Set Aside Dismissal	\$30.00	Attorney, Bill T	15-OCT-2021	25-OCT-2021	<input type="text"/>

4 fees found, displaying 4 fee(s), from 1 to 4. Page 1 / 1

« < > »

Grand Total

\$515.00

If applicable, refunds by check will be made payable to the 'Payor' unless otherwise ordered by the Court

Pay
Reset

1. All selected fees will be summed in the **Grand Total** field at the bottom of the page.
 - a. The amount shown is calculated and is immediately updated as fees are added or removed.
2. Clicking the selection checkbox in the header at the top of the table (second column from the left) will select all the fees in the table.
 - a. Individual fees may be removed by unchecking the box next to it, or all fees may be removed by unchecking the selection checkbox in the header.
3. Select the **Payor**.
 - a. A Payor selection is required for every fee.
 - b. The dropdown contains all parties and attorneys on the case.
 - c. If applicable, any refund of the fee will be made to the Payor selected unless otherwise ordered by the Court.
 - d. One **Payor** may be selected for multiple cases, but do not select multiple **Payor(s)** when paying multiple case's fees at once.
4. Clicking the Pay button will take you to the Payment Gateway to complete the payment using a credit card.
 - a. To view the Payment Gateway instructions go to [JEFS Manage Payments - Payment Gateway](#)
 - b. Once the payment is completed using the Payment Gateway:
 - i. The system docket the case with "PY - Payment"; and
 - ii. The payment receipt from the Judiciary is included as a PDF.
 - iii. JEFS users may obtain the Judiciary receipt from [Manage Cases](#).
5. Clicking on the Reset button will clear the selection checkboxes and Payor field.
6. Click Search again or enter new Search Criteria to look for other cases.
7. Click Home to return to the JEFS pod screen.

JEFS Manage Payments - Payment Gateway

JEFS users may pay pending Civil filing fees online using Manage Payments or they may pay at a later time in person.

1. Selecting Pay
 - a. Payments in JEFS are processed by NIC Hawaii's Kala payment processing platform.
 - b. Clicking the Pay button will launch the Kala payment screen.

Select Payment Type / Payment Details

eHawaii.gov Payments
Convenient and secure payments for Hawaii state and city & county governments

Juiciary Civil Project Payment

My Cart - \$271.89

Contact Information

Bill Attorney

Phone Number

Email Address

Credit Card Information

Cardholder Name

Card Number

Exp Month

Exp Year

Billing Address

Address

Address Line 2

City

Hawaii

Zip/Postal C

United States

[Continue](#)

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- c. Fees and fee amounts are transferred from JEFS and itemized. Click My Cart to see the itemized list of fees.

NIC Hawaii applies a Processing Fee of 2.6% and provides an updated total due. This Processing Fee is not a Judiciary fee. If you do not wish to pay this fee, please make your payment in person.


- d. Complete the form
 - i. The name of the JEFS ID will be copied to the Contact Information.
 - ii. Enter a valid Phone Number and Email Address
 - iii. Enter the Credit Card Information and the Billing Information.
 - iv. The payment receipt will be sent only to the email address entered.

v. Click the Continue  button.

e. Confirm Payment information

- i. Verify the payment information.
- ii. Click Payment Details if any information was entered incorrectly.
- iii. Click the Pay Now button to complete the transaction.



Select Payment Type / Payment Details / Confirm




eHawaii.gov Payments

Convenient and secure payments for Hawaii state and city & county governments

Juiciary Civil Project Payment

 My Cart - \$271.89 

 **Verify Payment Information**

Contact Name
Bill Attorney

Phone Number
999-999-9999

Email
billattorney@testlawserivces.com

Name on Card
BILL ATTORNEY


Account Number
1111

Expiration Date
/

Card Type
Visa

Billing Address
HNL
Honolulu, HI 99999
United States

By clicking Pay Now below, I acknowledge that this payment is non-refundable.



iv. Once the transaction has been approved, the Payment Receipt will be displayed.

- v. A copy of the receipt will be emailed to the address entered in the Contact Info. The user may also download and print the receipt by clicking the link "print this receipt" in the Payment Information section.
1. The receipt will be emailed from kala@ehawaii.gov. You may need to add this address to your email spam filter or whitelist to prevent the receipt from being delivered to your junk/spam folder.

Receipt



eHawaii.gov Payments

Convenient and secure payments for Hawaii state and city & county governments

✓ Payment Confirmed

Thank you for your payment! An email confirmation will be sent to you.

[How was your payment experience?](#)

[> Continue](#)

Receipt

Reference ID

91-██████-7LJ

Authorization Code

6-██████4

Transaction Date/Time

20 Sep 2021 12:32 HST

Description

Case payment for 1FDV-21-0000047

Item	Price
Initial Filing fee with Minor Children <i>Ref ID: 76646</i>	\$265.00
Service Fee <i>Ref ID: 76646</i>	\$6.89
Total	\$271.89

Payment Information

Contact Name

Bill Attorney

Phone Number

999-999-9999

Email

billattorney@testlawserivces.com

Name on Card

BILL ATTORNEY

Account Number

1111

Expiration Date

/

Card Type

Visa

Billing Address

HNL

Honolulu, HI 99999

United States

Please [print this receipt](#) for your records and click Continue below to complete the transaction.

[> Continue](#)



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JEFS Other Information

- [JEFS Helpful Hints and FAQs](#)
- [JEFS Self Registration](#)
- [JEFS Troubleshooting](#)
- [JEFS User Administration](#)
- [JEFS Firm Administration](#)
- [JEFS Nature Of Action \(NOA\) Reference](#)
- [JEFS Docket Category Codes](#)
- [State Department and Agency PartyIDs](#)

JEFS Helpful Hints and FAQs

1. JEFS Case Filing Hours of Operation

- a. Users can initiate or submit filings on a case daily between the hours of:
 - i. Monday – Saturday: 4 am – Midnight HST
 - ii. Sunday: Noon to Midnight HST

2. JEFS users can Reset their Password

- a. Users can reset their password by clicking the [Reset my Password](#) link below the Login button and performing the following steps.

Please login using your User ID and Password to continue.

User ID

Password

Login

[Register for Access](#) [Reset my Password](#) ←

- b. Enter the **Primary Email Address** of the registered User ID.

Please enter either your User ID or the primary email address associated with your account. A temporary password will be sent to the primary email address you have on file. Once you receive the password, return to the login page and login using that new password. You will be prompted to change the password before continuing.

Primary Email Address

Submit Close

- c. Click the Submit button.
- d. A temporary one-time password will be sent to the email address provided.
- e. This password may be used to log on. Upon successful log on, the user will be prompted to change their password before continuing to the JEFS landing page.

3. Self-Registration Missing Required Fields

- a. Users will receive an error message if the required data fields have not been populated for the selected Role.
- b. An error message, similar to the one shown here, will be displayed listing the missing required data.

Judiciary Internet You are not currently logged in. Home Login

eFiling - Self Registration
JUDICIARY INFORMATION MANAGEMENT SYSTEM

• Last Name is required
• Role is Required
• Primary Email Address is required
• Mailing Address is required
• Date of Birth is required

4. Required Fields

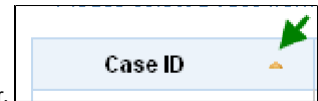
- a. Fields that required an entry will be denoted with an * and/or be shown in bold text.

5. Hotkeys

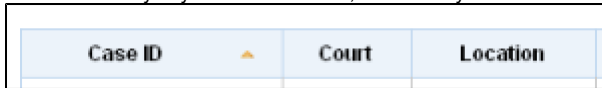
- a. Web application hot keys have been provided and are available for the screen buttons as an alternative to a mouse click.
- b. Each button will have a letter in the word underlined.
- c. Use the key combination of ALT+Underlined Letter to perform the function of the button press. This combination will work in Internet Explorer, Firefox and Chrome browsers.
- d. To invoke the hot key, using IE 6, the user will select "Alt+Letter". The letter combination is defined on the button and indicated with an



6. Search Results Sort Capabilities



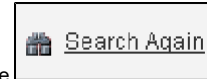
- a. The sort order of the Search results is indicated by a small yellow triangle in the column header.
- b. The users may re-sort the table by any column. To do so, click on any of the other column headers for different sort options to sort by,



such as Case ID.

- c. The sort order, ascending or descending, will be indicated by the direction of the triangle. Clicking the sort triangle in the column header will reverse the sort order.

7. Search Again



- a. The user can submit another search or return to the original search by clicking the [Search Again](#) link. This action returns the eFiler to the previously executed search screen. Search Again will reset the search selections without leaving the page.

8. Printable View

- a. The Printable View link is provided throughout the Judiciary Electronic Filing and Services System (JEFS) navigation. It is represented as: [Printable View](#)
- b. When available, Printable View allows the screen to be saved and/or printed as a PDF file.
- c. The user may print the results or save the information based on the presence of the Printable View link, such as:

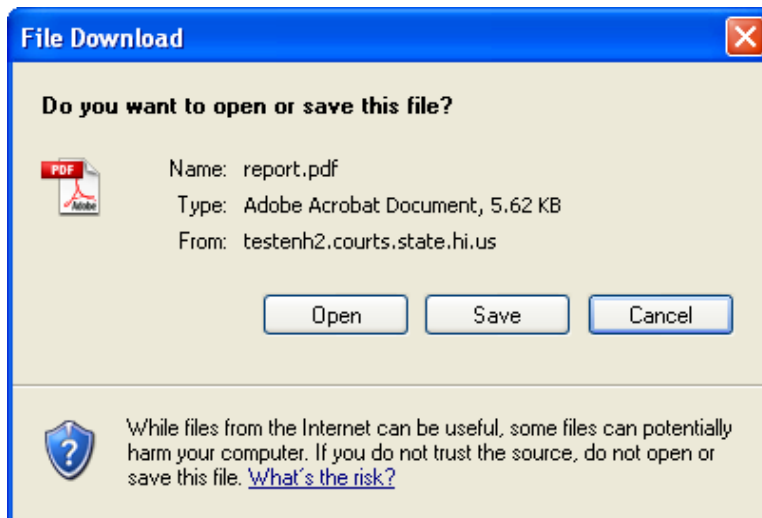
- i. Case Initiation confirmation:



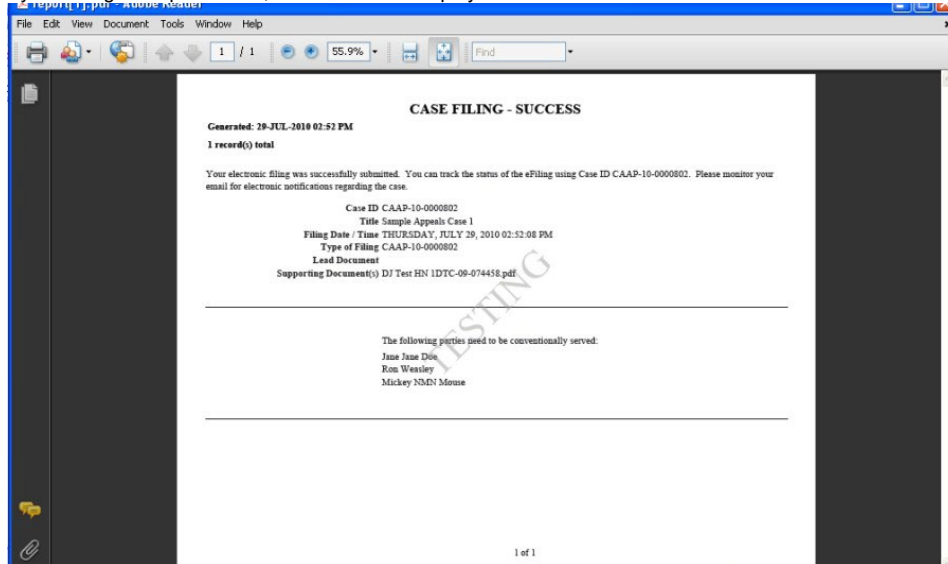
- ii. Or search results:




- d. To print from this link, click the Printable View link.



- i. The file can be opened or saved to the desktop by selecting the appropriate button.
- ii. By selecting the Open button, the PDF will be displayed.

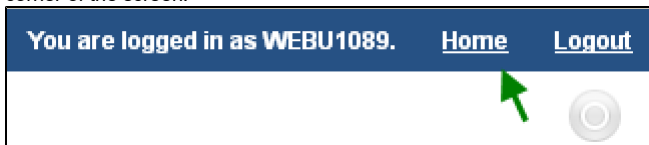


- iii. The user can choose to Save, Print or Close from this screen.

- iv. The PDF file can be printed from this view by clicking  (Print).

9. Navigating to the JEFS Home Page

- a. The Home link (at the top of the page) and the eFiling and Service System link (at the bottom of the page) are available from all JEFS screens. Clicking either will return the user to the JEFS Home screen.
- b. Navigate to the Judiciary Electronic Filing and Services System (JEFS) Home by clicking the Home link located in the upper right-hand corner of the screen.



- c. Navigate to the Judiciary Electronic Filing and Services System (JEFS) Home by clicking the eFiling and Service System link located in the footer portion of the screen.



JEFS Self Registration

JEFS allows self-registration for specific users under the Hawaii Electronic Filing and Service Rules.

1. Self-Registration

JEFS self-registration is accessible from the Judiciary Internet at: <http://http://www.courts.state.hi.us//>

1. Click **Efiling** from the left-hand column on the Hawaii State Judiciary home page.



2. Click the **Judiciary Electronic Filings and Service System (JEFS) Login Page** link



- Click the [Register for Access](#) link to begin the registration process.

- Complete the eFiling - Self Registration screen.



Fields marked with an * are required.

5. Roles*

- Access to JEFS is governed by the HEFSR. The role selected will determine what the user may do in JEFS. This manual is concerned with the Attorney, Firm Staff and Pro Se roles.
- Attorney
 - Attorneys must be active with the Hawaii State Bar Association to successfully register as an Attorney in JEFS.
 - When the Attorney role is selected, the user must also enter their active Hawaii State Bar Association Number.
 - If the attorney completes the Business/Org field, their Firm's Organization Administrator (Org Admin) can activate their ID; otherwise they will need to contact the court to activate their ID.
- Firm Staff
 - Firm Staff must select a Business/Org when registering.
 - Firm staff will be able to file but, under the HEFSR, must be under the direction of an attorney who is responsible for their actions in JEFS.
 - Firm Staff will require account activation after registration either by their JEFS Org Admin or by the court.
- Pro Se
 - Self-represented Litigants (SRL) may sign up for JEFS access. Please contact your court to make sure that the court's requirements are met.
 - All Pro Se/SRL registrants IDs will need to be activated by the court.

6. Business/Org

- Click the [Search](#) button to display the Business/Org search screen.

- If you know the **Business/Org Code**, enter it here.



The Business/Org Code information is available from your Org Admin.

- If you do not have the **Business/Org Code**, enter the organization or business name in the **Business/Org Name** field.

- i. If the full name of the Business/Org is not known, check **Partial Search**.
 1. For example, **Smith** might return the following:

The screenshot shows the 'Self Registration' interface with search criteria set to 'Business / Org Name: Smith'. The search results table is as follows:

Name	Address	City	State	Zip Code
Smith Services	3049 UALENA ST 1208	HONOLULU	HI	96819
Smiths Of Maui Inc.	114 MEHANI PLACE	KIHEI	HI	96753
Smith Construction Consultants	81-16 MAKAWAO AVE.	MAKAWAO	HI	96768
Smiths Of Maui Inc.	50 HAUJOLI ST	WAILUKU	HI	96732
Smith Of Maui	50 HAUJOLI STREET	MAALAEA	HI	96793

- ii. If the correct spelling of the name is not known check **Phonetic Search**. This retrieves all organizations which have names that sound like the search text.

1. For example, **Smit**.

The screenshot shows search results for 'Smit'. A red circle highlights the entry for 'Smith Beretania Associates' with a green arrow pointing to it. Below the table, a callout box shows the details for this entry:

Smith Beretania Associates
 1170 NIUANU AVE 200
 HONOLULU, HI 96817

At the bottom right, there are 'Assign' and 'Cancel' buttons, with a green arrow pointing to the 'Assign' button.


- iii. Select the desired name from the list.

- iv. Verify the Name and address of the Organization and click the Assign button to associate the Organization or Business Name with the User ID.

- d. Enter optional Contact information

- i. The user can provide additional information based on preference, such as:

1. Middle Name
2. Contact phone numbers
3. Secondary email address

 While the primary email address for a JEPS account must be unique, the Secondary email address does not. This allows, for example, several attorneys to have NEFs sent to a single paralegal, secretary or office manager in a firm.

7. Complete Self-Registration.

- a. Click the Submit button to complete the registration process.

The screenshot shows the 'eFiling - Self Registration' form. A white confirmation message box is displayed in the center, stating: 'Your Registration for the electronic filing is complete. You will receive an email shortly containing your login information.' Below the message is a 'Close' button. At the bottom of the form, a blue notification bar contains the following text:

- Registration information has been added.
- Your User ID is: WIEBU5030.
- Your password is: W24P09HY. Please write this information down.

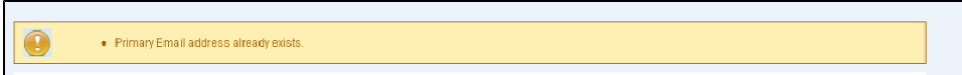
- b. A confirmation message will display and an email will be sent.

JEFS Troubleshooting

The following are some common issues JEFS users encounter:

1. Primary Email Address Already Exists error

- a. JEFS requires each user to have a unique primary email address. The self-registration process prevents the user from creating a User ID with the same Primary Email Address of another User ID. This message is displayed during self-registration when an existing JEFS ID is already associated with an email address that the user is trying to associate to a new JEFS ID.



- i. If the existing JEFS ID is the actual ID needed, cancel the self-registration process and use the password recovery link. You may also email ITCD Help Desk (helpdesk.request@courts.hawaii.gov) for assistance in recovering your existing JEFS ID.
- ii. If the ID being created is still needed, the Primary Email Address must be changed in order to continue the self-registration process.

2. Organization or Business Name not Found

- a. If the selected Role requires the user to assign an **Organization** or **Business Name** and it cannot be found via search, please contact the ITCD Help Desk (helpdesk.request@courts.hawaii.gov) for assistance.
- b. Self-registration cannot be completed until the Organization or Business Name is entered.

3. Credit Card Payment Receipt not Emailed/Received

- a. Filing Fee payments are processed via the NIC Hawaii's Kala payment system. When the Payment by Credit Card process completes, an electronic receipt is emailed to the address provided in the Contact Information. Receipts are emailed within 10 minutes of payment. If receipt is not received in that time, it may be due to the following:
 - i. Email application issues
 1. Verify that your email application did not classify the receipt as spam and route it to your junk/spam folder.
 2. To avoid this in the future, add address kala@ehawaii.gov to your email filter or whitelist.
 - ii. Other issues
 1. If you have confirmed that the receipt was not delivered to your spam/junk folder, contact NIC Hawaii at info@ehawaii.gov for assistance.
 2. Include as much information about the transaction as possible. Preview receipt printed from web payment completion screen to ensure that the email address was entered correctly.

JEFS User Administration

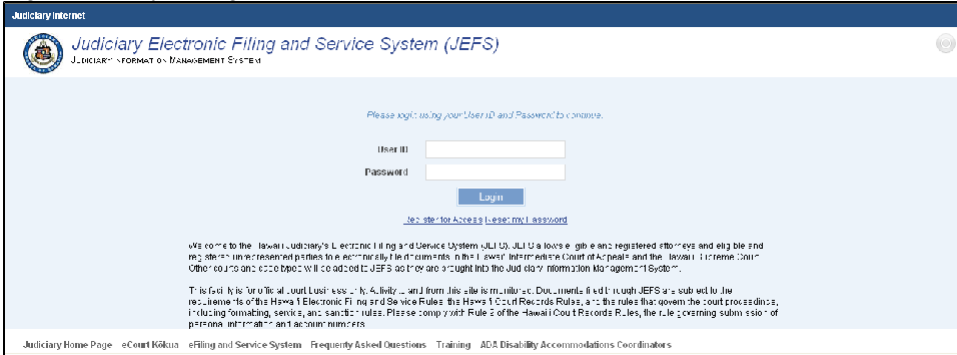
Existing JEFS Users will use User Administration to update their personal information. Users may update the following details:

- General Information
- Contact Information

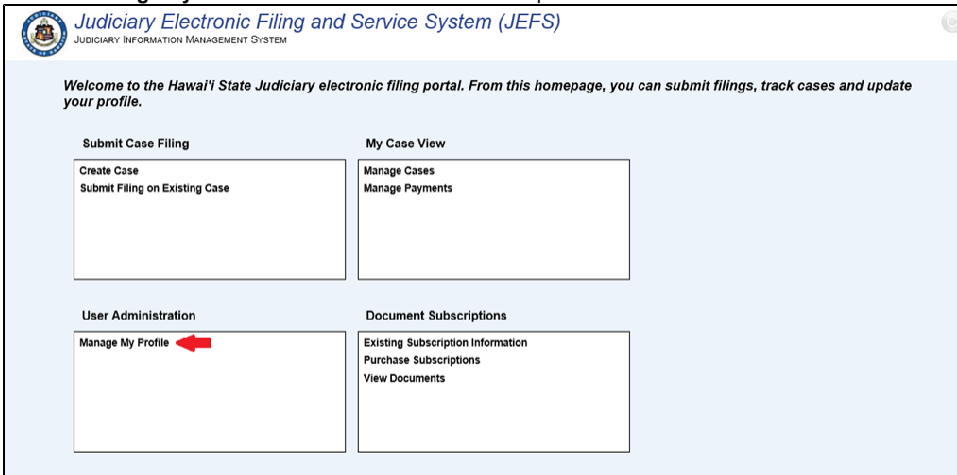
To go directly to instructions on updating profile click [here](#)

1. Navigate to Manage My Profile

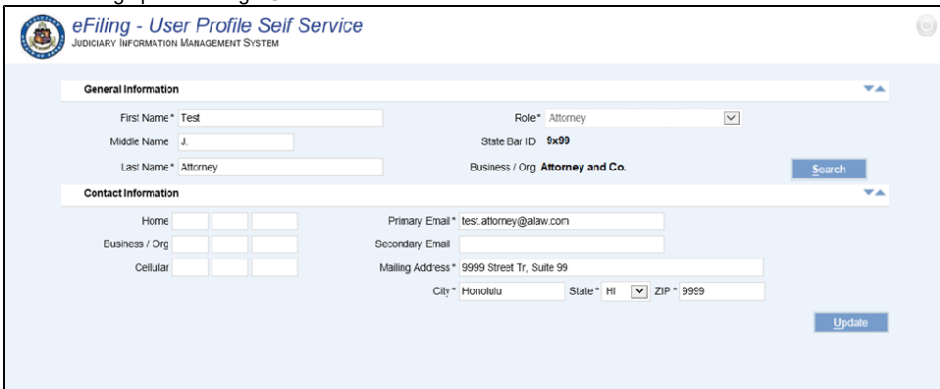
a. Log in to JEFS by entering **User ID** and **Password**.



b. Click the **Manage My Profile** link in the User Administration pod on the JEFS Home screen.



c. This will bring up the eFiling - User Profile Self Service screen.



2. Update Profile



Users are prevented from changing their Role and Bar ID (for Attorneys).

a. Update General Information

- i. To change the First Name, clear the data in the field and enter a new **First Name***. This is a required field.
- ii. To change the Middle Name, clear the data in the field and enter a new **Middle Name**.
 1. The Middle Name field is optional and can be left blank.
- iii. To change the Last Name, clear the data in the field and enter a new **Last Name***. This is a required field.

- iv. For Attorneys and Firm staff, the affiliated Business or the Organization may be updated by clicking the Search button next to the **Business / Org**.

1. The Search Criteria page is displayed to locate the Business / Org Name.

2. Enter the **Business / Org Code**.

- a. This information is available from the Organization's Administrator.

3. If you do not have the **Business / Org Code**, enter the organization or business name in the **Business / Org Name** field.

- a. If the full name or the exact name of the Business/Org is not known, select the **Partial Search** checkbox. This retrieves all organizations that contain characters in the name.

- i. Example: **Smith**.

Name	Address	City	State	Zip Code
Smith Services	3049 UALENA ST 1208	HONOLULU	HI	96819
Smiths Of Maui Inc	114 MIHANI DR ACE	KIHFI	HI	95768
Smith Construction Consultants	81-16 MAKAWAO AVE	MAKAWAO	HI	95768
Smiths Of Maui Inc	5011 MAULOLI ST	WAILUKU	HI	95702

- b. If correct spelling of the of the Business / Org is not known, select the **Phonetic Search** checkbox. This retrieves all organizations that sound like the characters in the name.

i. Example, Smit.

Search Criteria

Business / Org Code Business / Org Name | smit


Partial Search Phonetic Search

Search Results

Please select a party to add.

Search results for criteria: Business / Org Name: smit, Partial Business / Org Name Search, Phonetic Business / Org Name Search

Name	Address	City	State	Zip Code
Smith	NO ADDRESS ON FILE	NO CITY		
SUMIT HUI	NO ADDRESS ON FILE	NO CITY		
SMITH	NO ADDRESS ON FILE	NO CITY		
SMITH	NO ADDRESS ON FILE	NO CITY		
SNOW WHITE	NO ADDRESS ON FILE	NO CITY		
SMITH	NO ADDRESS ON FILE	NO CITY		
SUNDAY	NO ADDRESS ON FILE	NO CITY		
SANDY	NO ADDRESS ON FILE	NO CITY		

c. Click the  Search button. The search results will be presented in the Search Results table

Search Criteria

Business / Org Code Business / Org Name | test law

Partial Search Phonetic Search

Search Results

Please select a party to add.

Search results for criteria: Business / Org Name: test law, Partial Business / Org Name Search

Name	Address	City	State	Zip Code
Test Law Firm	123 Street	HNL	HI	99999
Test Law Firm	NO ADDRESS ON FILE	NO CITY		

d. Select the Organization or Business Name from the search results by click the row containing the organization.

Search results for criteria: Business / Org Name: test law, Partial Business / Org Name Search

Name	Address	City	State	Zip Code
Test Law Firm	123 Street	HNL	HI	99999
Test Law Firm	NO ADDRESS ON FILE	NO CITY		

Test Law Firm
123 Street
HNL, HI 99999

e. Verify the Name and address of the Organization and click the Assign button to associate User ID to the Organization or Business.

State	Zip Code
HI	99999

TY

Test Law Firm
123 Street
HNL, HI 99999

f. Upon successful assignment of the **Organization** or **Business Name**, the user is redirected to the eFiling - User Profile Self Service screen and the **Organization** field will be populated.



Once the user is done updating the Organization name, the user must contact their Organization's Administrator to activate their profile in order to continue filing cases.

b. Update Contact Information

Contact Information

Home

Business / Org

Cellular

Primary Email * test.attorney@alaw.com

Secondary Email

Mailing Address * 9999 Street Tr, Suite 99

City * Honolulu State * HI ZIP * 9999

[Update](#)

i. **Update phone numbers if they have changed.**

1. Enter **Home** phone number.
2. Enter **Business / Org** phone number.
3. Enter **Cellular** phone number.

ii. If there is a change in the Primary Email address, enter the new **Primary Email***

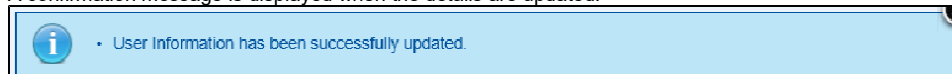
1. The Primary email address must be unique and should not be associated with any other JEFS User ID.

iii. Add **Secondary Email**. This is optional.

iv. Changes may be made in the **Mailing Address***, **City***, **State*** and **ZIP*** fields.

v. Once all required data has been entered, the complete the update process by clicking the [Update](#) (update) button.

1. A confirmation message is displayed when the details are updated.



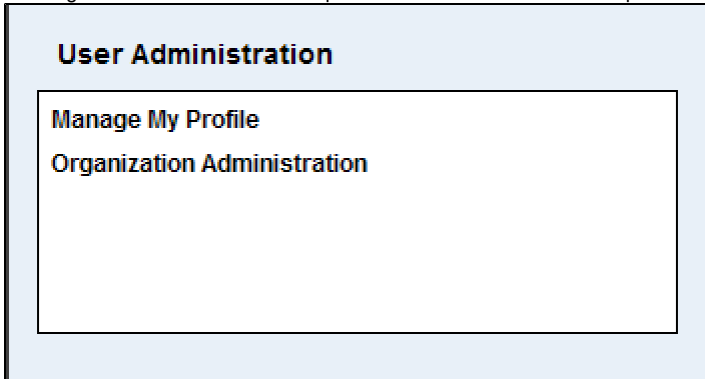
JEFS Firm Administration

- In JEFS, a firm is a grouping of users who are part of the same business or organization.
- JEFS functions for My Firm Case and All Firm Documents allow all Attorneys in a firm to have access to cases and filings when any attorney in the firm is on or represents a party to the case.
 - Further, JEFS users who are not attorneys (Firm Staff) will not be able to access documents or file on behalf of an attorney unless they are in the same Firm as an attorney on the case.
- Firms are created by the JIMS support staff. To assist with Firm management, a member of a firm may be designated as that firm's Organization Administrator (Org Admin). The Org Admin will be responsible for maintaining the Firm's users.
- Once registered in JEFS, a user may request to be given the Org Admin role by contacting the JEFS Help Line.



The JEFS Help line is open during normal business hours, Monday through Friday (8:00 am – 4:00 pm, except state holidays).

- The Org Admin will have a second option in the **User Administration** pod.



Org Admin functions

1. **Accept**
 - a. This function allows the Org Admin to accept and activate the JEFS user who has registered and selected the Org Admin's organization. A newly registered user will not be able to file on a case unless the Org Admin has accepted the user into the firm.
 - b. During the registration process, it is very important to select your correct **Organization** by first searching for your firm's name. If your firm is not found in the list, contact the ITCD Help Desk (helpdesk.request@courts.hawaii.gov).
2. **Reject**
 - a. Selecting this option allows the Org Admin to reject the registration request from a user that is not part of the organization.
 - b. The rejected user will be able to log into JEFS, but will not have access to My Case/All Firm Cases, My Documents/All Firm Documents until they change their organization and are activated by their new Org Admin or by the court. If an attorney on a case is rejected, the attorney will remain on the case but will NOT receive NEF emails. On any subsequent filing, the rejected attorney will be shown on the NEF as requiring conventional service.
3. **Remove**
 - a. This will allow the Org Admin to remove the user from the Firm. The user will no longer appear on the list of Firm members.

JEFS Nature Of Action (NOA) Reference

Nature of Action (NOA) Reference Page

Circuit Court

Case Type	Code	Description
CV - Circuit Court Civil	02000	CC Court Civil
CV - Circuit Court Civil	02101	Contract
CV - Circuit Court Civil	02201	Motor Vehicle Tort
CV - Circuit Court Civil	02301	Assault & Battery
CV - Circuit Court Civil	02302	Construction Defect
CV - Circuit Court Civil	02303	Medical Malpractice
CV - Circuit Court Civil	02304	Legal Malpractice
CV - Circuit Court Civil	02306	Product Liability
CV - Circuit Court Civil	02399	Other Non-Vehicle Tort
CV - Circuit Court Civil	02401	Condemnation
CV - Circuit Court Civil	02402	Environment
CV - Circuit Court Civil	02501	Foreclosure
CV - Circuit Court Civil	02503	Agency Appeal
CV - Circuit Court Civil	02504	Declaratory Judgment
CV - Circuit Court Civil	02511	Agreement of Sale Foreclosure
CV - Circuit Court Civil	02511	Civil Rights
CV - Circuit Court Civil	02511	Quiet Title
CV - Circuit Court Civil	02511	Partition/Real Property
CV - Circuit Court Civil	02599	Other Civil Action
CG - Conservatorship & Guardianship	26000	Appointment of Conservator & Guardian
CG - Conservatorship & Guardianship	26001	Appointment of Special Conservator/Emergency Guardian
CG - Conservatorship & Guardianship	26002	Ex Parte Petitions
CG - Conservatorship & Guardianship	26998	Other (Multiple Relief(s) Requested)
CG - Conservatorship & Guardianship	26999	Other Action
CP - CC Conservatorship Proceeding	27000	Appointment of Conservator
CP - CC Conservatorship Proceeding	27001	Appointment of Special Conservator
CP - CC Conservatorship Proceeding	27002	Ex Parte Petitions
CP - CC Conservatorship Proceeding	27101	Large Guardianship
CP - CC Conservatorship Proceeding	27201	Small Guardianship
CP - CC Conservatorship Proceeding	27301	Guardianship/Property
CP - CC Conservatorship Proceeding	27998	Other (Multiple Relief(s) Requested)
CP - CC Conservatorship Proceeding	27999	Other Action
LP - Probate	03000	Probate
LP - Probate	03004	Temporary Letters of Admin
LP - Probate	03006	Other Action
LP - Probate	03007	Application for Issuance of Ack of Auth
LP - Probate	03008	R93-Prob of Will w/o Admin Assets
LP - Probate	03009	R94-Disclaimers
LP - Probate	03010	Petition for Probate of Will
LP - Probate	03011	Petition for Adjudication of Intestacy

LP - Probate	03013	Application/Petition for Appt of Special Admin
LP - Probate	03014	App for Inf Appt of Specl Admin
LP - Probate	03015	Ancillary Application/Petition
LP - Probate	03016	Petition for Determination of Death
LP - Probate	03017	Petition for Determination of Heirs
LP - Probate	03018	Small Estate Petition
LP - Probate	03019	Demand for Notice
LP - Probate	03020	Will Deposits
LP - Probate	03021	Application for Informal Probate of Will
LP - Probate	03022	Application for Probate (without Will)
LP - Probate	03023	Ex Parte Petitions
LP - Probate	03023	App for Inf Appt of Pers Rep
LP - Probate	03025	Ancillary Proceedings (Inf)
LP - Probate	03033	Letters of Administration
ML - Mechanic's and Materialman's Lien	17601	Mechanic Lien
PN - Special Prisoner Proceeding	31000	Prisoner Rights
SP - CC Special Proceeding	18000	Special Proceeding
SP - CC Special Proceeding	18001	Non-Judicial Foreclosure to Judicial
SP - CC Special Proceeding	18002	Extradition
SP - CC Special Proceeding	18004	Mandamus (Mandate to Government Officials)
SP - CC Special Proceeding	18007	Arbitration
SP - CC Special Proceeding	18010	Release Sex Offender Information
SP - CC Special Proceeding	18011	Habeas Corpus/Petition
SP - CC Special Proceeding	18022	Other Causes
SP - CC Special Proceeding	18031	Petition to Perpetuate Testimony, Ad Testificandum, & Subpoena
SP - CC Special Proceeding	18051	Others (Petition)
SP - CC Special Proceeding	18052	Others (Non-Petition)
SP - CC Special Proceeding	18062	Uniform Enforcement for Judgment
TR - Trust	21000	Trust
TR - Trust	21010	Trust Registration Statement
TR - Trust	21011	Petition for Appt of Trustee
TR - Trust	21012	Petition for Appt of Successor Trustee
TR - Trust	21013	Petition for Resignation of Trustee
TR - Trust	21014	Petition for Instructions
TR - Trust	21015	Petition for Approval of Investment
TR - Trust	21016	Petition for Approval of Disposition of Property
TR - Trust	21017	Petition for Approval of Compromise Claim
TR - Trust	21018	Petition for Removal of Trustee
TR - Trust	21019	Petition to Compel an Accounting
TR - Trust	21020	Petition to Invalidate Action by Trustee(s)
TR - Trust	21021	Petition for Termination of Trust
TR - Trust	21022	Petition for Approval of Account(s)
TR - Trust	21023	Petition for Vesting Order
TR - Trust	21024	Ex Parte Petitions
TR - Trust	21101	Equity
TR - Trust	21201	Tax Appeal
TR - Trust	21998	Petition for Other Multiple Relief(s)

TR - Trust	21999	Other Action
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District Court

Case Type	Code	Description
RC- DC Regular Civil	62805	Assumpsit - Money Owed
RC- DC Regular Civil	62806	Summary Possession/Landlord Tenant, Damages
RC- DC Regular Civil	62807	Personal Injury/Property Damages
RC- DC Regular Civil	62808	Replevin
RC- DC Regular Civil	62809	Ejectment
RC- DC Regular Civil	62899	Other Civil Action
SC - Small Claims	61801	Assumpsit
SC - Small Claims	61802	Damages
SC - Small Claims	61803	Tort
SC - Small Claims	61804	Disagreement about Security Deposit - Residential
SC - Small Claims	61899	Other Civil Action
SD - DC Special Proceeding	64040	Post Conv Judg Relief - HRPP 40
SD - DC Special Proceeding	64102	Agency Appeal
SD - DC Special Proceeding	64103	Foreign Judgment
SD - DC Special Proceeding	64104	Judicial Review
SD - DC Special Proceeding	64105	Civil Enforcement for Restitution/Fine
SD - DC Special Proceeding	64299	Other Civil Action
SN - Ignition Interlock	65000	Petition for Ignition Interlock
SS - Temporary Restraining Orders	63000	Temporary Restraining Order
SS - Temporary Restraining Orders	63001	TRO Utility Cut Off
SS - Temporary Restraining Orders	63002	TRO Lock Out

Land Tax

Case Type	Code	Description
LD - Land Case	30101	Ex Parte Petitions
LD - Land Case	30201	Maps
LD - Land Case	30301	Other
LD - Land Case	30401	Hearing Petitions
TX - Tax Appeal	29101	General Excise
TX - Tax Appeal	29201	Income
TX - Tax Appeal	29301	Insurance
TX - Tax Appeal	29401	Liquor

TX - Tax Appeal	29501	Real Property
TX - Tax Appeal	29601	Others
TX - Tax Appeal	29701	Premium Tax
TX - Tax Appeal	29801	Utility Tax
TX - Tax Appeal	29901	Franchise Tax

Environmental

Case Type	Code	Description
CV - Circuit Court Civil	02500	Type Not Assigned Yet
CV - Circuit Court Civil	02520	Protection Of Caves
CV - Circuit Court Civil	02521	Historic Preservation
CV - Circuit Court Civil	02522	Kaho'olawe Island Reserve
CV - Circuit Court Civil	02523	Environmental Response Law
CV - Circuit Court Civil	02524	Renewable Energy Siting
CV - Circuit Court Civil	02525	Litter Control
CV - Circuit Court Civil	02526	Electronic Waste
CV - Circuit Court Civil	02527	Solid Waste
CV - Circuit Court Civil	02528	Safe Drinking Water
CV - Circuit Court Civil	02529	Air Pollution
CV - Circuit Court Civil	02530	Ozone Layer Protection
CV - Circuit Court Civil	02531	Water Pollution
CV - Circuit Court Civil	02532	Nonpoint Source Pollution
CV - Circuit Court Civil	02533	Noise Pollution
CV - Circuit Court Civil	02534	Integrated Solid Waste
CV - Circuit Court Civil	02535	Solid Waste Pollution
CV - Circuit Court Civil	02536	Special Waste Recycling
CV - Circuit Court Civil	02537	Hazardous Waste
CV - Circuit Court Civil	02538	Underground Storage Tanks
CV - Circuit Court Civil	02539	Asbestos and Lead
CV - Circuit Court Civil	02540	Environmental Impact
CV - Circuit Court Civil	02541	Uniform Environmental
CV - Circuit Court Civil	02542	Public Lands
CV - Circuit Court Civil	02543	Water and Land Development
CV - Circuit Court Civil	02544	Mining and Minerals
CV - Circuit Court Civil	02545	Forestry and Wildlife
CV - Circuit Court Civil	02546	Aquatic Resources
CV - Circuit Court Civil	02547	General Misc Program
CV - Circuit Court Civil	02548	Enforcement
CV - Circuit Court Civil	02549	Ocean Recreation and Coastal
CV - Circuit Court Civil	02550	Agency Appeals

Family Court

Case Type	NOA Code	Description
DV - Divorce/Domestic Relations	01000	Divorce
DV - Divorce/Domestic Relations	01017	Separation
DV - Divorce/Domestic Relations	01045	Annulment
CU - Civil Unions	04010	Civil Union
CU - Civil Unions	04060	Separation
CU - Civil Unions	04070	Annulment
AA - Adult Abuse	06000	Adult Abuse
AN - Adoption	07000	Minor Adoption - Consent
AN - Adoption	07005	Minor Adoption - Non-Consent
AN - Adoption	07010	Adult Adoption
AN - Adoption	07020	Foreign Adoption
AN - Adoption	07030	Adoption Records
GV - Gun Violence	09000	Gun Violence
GD - Guardianship	11010	Incapacitated Adult - Private
GD - Guardianship	11020	Incapacitated Adult - Office of Public Guardian
GD - Guardianship	11030	Guardianship of a minor
FM - Family Court Miscellaneous	12000	Other
FM - Family Court Miscellaneous	12010	Emergency Examination - adult
FM - Family Court Miscellaneous	12015	Emergency Examination - minor
FM - Family Court Miscellaneous	12020	Involuntary Hospitalization - Adult
FM - Family Court Miscellaneous	12025	Involuntary Hospitalization - Minor
FM - Family Court Miscellaneous	12030	Administrative Findings and Order Support
FM - Family Court Miscellaneous	12040	Child Custody
FM - Family Court Miscellaneous	12050	Register of Foreign Documents
FM - Family Court Miscellaneous	12051	Request for Decree
FM - Family Court Miscellaneous	12052	Foreign Custody
FM - Family Court Miscellaneous	12053	Register Foreign Document
FM - Family Court Miscellaneous	12060	Name Change
FM - Family Court Miscellaneous	12070	Complaint for Support
FM - Family Court Miscellaneous	12080	Habeas Corpus
FM - Family Court Miscellaneous	12090	Garnishment
FM - Family Court Miscellaneous	12100	Juvenile Expungement
FM - Family Court Miscellaneous	12120	Involuntary Outpatient Treatment (Adult mental health)
FM - Family Court Miscellaneous	12121	ACT Program (effective 1/1/14)
FM - Family Court Miscellaneous	12125	Involuntary Outpatient Treatment (Minor mental health)
FM - Family Court Miscellaneous	12130	Involuntary Outpatient Treatment (adult substance abuse) (effective 7/1/04)
UF - Uniform Interstate Family Support Act	22000	Uniform Interstate Family Support Act

UJ - Uniform Child Custody Jurisdiction and Enforcement Act	25000	Registration and Filing of Foreign Document [Child Custody] Act 124 --> HRS 583 effective 1/1/2003
DA - Domestic Abuse	33000	Domestic Abuse - Self
DA - Domestic Abuse	33010	Domestic Abuse - on behalf of
TP - Termination of Parental Rights	35000	Termination of Parental Rights
AP - Family Court Appeal	36000	Family Court Agency Appeal
PA - Parentage Act	37000	Parentage Act

Updated as of 04 Jan 2022

JEFS Docket Category Codes

JEFS Docket Category Codes as of April 25, 2022

Category		Docket	
Category Code	Category Description	Docket Code	Docket Description
APP	Application	APPCF	Appl Re Confid Fam Crt Recds
APP	Application	AC	Applic for Writ of Certiorari
APP	Application	APP	Application
APP	Application	AT	Application for Transfer
APP	Application	APPM	Application-Minor
APP	Application	ETD	Ex Parte App-Depo Writ Interog
APP	Application	APPRC	Filing Fee Waiver Request
APP	Application	RACR	Rqst Access Court Record-HCCR
BAR	Bar Application	DEFER	Applicant's Request for Deferral
BAR	Bar Application	AREC	ARC Decision
BAR	Bar Application	BA	Bar Application
BAR	Bar Application	BA2	Bar Application
BAR	Bar Application	BI	Bar Application Info Sheet
BAR	Bar Application	BAS	Bar Application Supplemental
BAR	Bar Application	BREC	BOE Recommendation
BAR	Bar Application	CLOGS	Certificate/Letter of Good Standing
BAR	Bar Application	CHAR	Character Check Report
BAR	Bar Application	CHARN	Character Check Report Not Satisfactory
BAR	Bar Application	CHARR	Character Check Report Not Satisfactory Resolved
BAR	Bar Application	CHARS	Character Check Report Satisfactory
BAR	Bar Application	CHARO	Character Check Rpt Ongoing
BAR	Bar Application	CHART	Character Check Termination
BAR	Bar Application	TAS	Driving Record/Traffic Abstract
BAR	Bar Application	BCOA	Form 1 - Change of Address
BAR	Bar Application	DC	Form 2 - Deans Certificate
BAR	Bar Application	AAR	Form 3 - Authorization and Release
BAR	Bar Application	GE	Form 4 - General Explanation
BAR	Bar Application	MIL	Form 5 - Military Service
BAR	Bar Application	ADA	Form 6 - ADA Request
BAR	Bar Application	ADAC	Form 7-ADA Certif Med Psy Educ
BAR	Bar Application	ADAA	Form 8-ADA Certif of Employmnt
BAR	Bar Application	ADAT	Form 9-ADA Certif frm Test Org
BAR	Bar Application	NCBEA	Form A - NCBE Request
BAR	Bar Application	NCBEB	Form B - Authorization and Release
BAR	Bar Application	NCBEC	Form C - Character Check Waiver
BAR	Bar Application	TYP	Form E - Typist Information
BAR	Bar Application	LAP	Form E-LT Bar Exam Laptop Test
BAR	Bar Application	NCBEF	Form F-Authorization & Release

BAR	Bar Application	HRGP	Hearing Pending
BAR	Bar Application	HSBA	HSBA Information Sheet
BAR	Bar Application	INCNR	Incomplete Application Not Resolved
BAR	Bar Application	INCR	Incomplete Application Resolved
BAR	Bar Application	LI	License Issued
BAR	Bar Application	NCBEH	NCBE Hawaii Application
BAR	Bar Application	NDNSA	Notice Denying or Dismissing NSA Request
BAR	Bar Application	NGNSA	Notice Granting NSA Request
BAR	Bar Application	NDF	Notice of Deferral
BAR	Bar Application	NXSR	Notice of Exam Site Rules
BAR	Bar Application	NPRF	Notice of Failing MPRE
BAR	Bar Application	NINC	Notice of Incomplete Bar App
BAR	Bar Application	NPRI	Notice of Invalid MPRE
BAR	Bar Application	NPRNR	Notice of MPRE Not Received
BAR	Bar Application	NNOP	Notice of Not Passing Bar Exam
BAR	Bar Application	NNP	Notice of Not Passing Bar Exam
BAR	Bar Application	NPPCM	Notice of Passing but Pending Char and MPRE
BAR	Bar Application	NPPC	Notice of Passing but Pending Character
BAR	Bar Application	NPPM	Notice of Passing but Pending MPRE
BAR	Bar Application	NPRP	Notice of Passing MPRE
BAR	Bar Application	NQAD	Notice of Qualified for Admission
BAR	Bar Application	NWD	Notice of Withdrawal
BAR	Bar Application	NSBE	Notice to Sit in the Bar Exam
BAR	Bar Application	ODCF	Order Denying Application - C&F
BAR	Bar Application	ODFE	Order Denying Application - Failed Exam
BAR	Bar Application	ODFTA	Order Denying Application - Failed to Appear
BAR	Bar Application	OGPS	Order Granting Permission to Sit for Exam
BAR	Bar Application	REQCO	Req & Consent to JEFS
BAR	Bar Application	RHRG	Request for Hearing
BAR	Bar Application	NINCR	Res to Ntce of Incomplete App
BRF	Brief	AMAB	Amended Answering Brief
BRF	Brief	AMOB	Amended Opening Brief
BRF	Brief	AMRB	Amended Reply Brief
BRF	Brief	AMSB	Amended Supplemental Brief
BRF	Brief	AB	Answering Brief
BRF	Brief	BAM	Brief of Amicus Curiae
BRF	Brief	OB	Opening Brief
BRF	Brief	RB	Reply Brief
BRF	Brief	RACB	Rspnse to Brf of Amicus Curiae
BRF	Brief	SACB	Supplemental Amicus Curiae Bri
BRF	Brief	SAB	Supplemental Answering Brief
BRF	Brief	SB	Supplemental Brief
BRF	Brief	SOB	Supplemental Opening Brief
BRF	Brief	SRB	Supplemental Reply Brief
BW	Bench Warrant	WOAA	Amd Warrant of Arrest
BW	Bench Warrant	BWR	Bench Warrant Case Reschedule

BW	Bench Warrant	BWCC	Bench Warrant Circuit Criminal
BW	Bench Warrant	BWFC	Bench Warrant Family Criminal
BW	Bench Warrant	BWGR	Bench Warrant Geographic Restriction
BW	Bench Warrant	BWJD	Bench Warrant Jail Diversion
BW	Bench Warrant	BWO	Bench Warrant Ordered
BW	Bench Warrant	BWRC	Bench Warrant Recalled
BW	Bench Warrant	BWS	Bench Warrant Served
BW	Bench Warrant	BWA	Bench Warrant Set Aside
BW	Bench Warrant	BWT	Bench Warrant Traffic
BW	Bench Warrant	BWWS	Bench Warrant Weed & Seed
BW	Bench Warrant	BWAC	Bench Warrant-Addtl Chrg
BW	Bench Warrant	BWJ	Bench Warrant-Juvenile
BW	Bench Warrant	BWACT	BW Addt'l Charge Created
BW	Bench Warrant	BWU	BW Returned Unserved
BW	Bench Warrant	BWDC	Criminal Bench Warrant Create
BW	Bench Warrant	EBWDC	Expedited District Court Benc
BW	Bench Warrant	GBW	Grand Jury Bench Warrant
BW	Bench Warrant	SWAR	Search Warrant
BW	Bench Warrant	WOA	Warrant of Arrest
CDL	CDL (Commercial Drivers License)	REVCC	Reverse FTA sent City&County
CDL	CDL (Commercial Drivers License)	REV	Reversed
CIT	Citation	CCIT	Criminal Citation
CIT	Citation	PMC	Post Motorist Copy
CNF	Confidential Documents	ACOMP	Amended Complaint
CNF	Confidential Documents	CONF	Confidential
CNF	Confidential Documents	9LTR	Confidential Letter - HCCR9
CNF	Confidential Documents	INCAM	In Camera
CNF	Confidential Documents	9INFC	Info Confidential Doc - HCCR9
CNF	Confidential Documents	9INF	Info Confidential Ntc - HCCR9
COL	Collection Agency	CATL	Collection Agency Transmittal Letter (MSB Transmittal Letter)
COM	Complaint	AFO	Administrative Findings & Ord
COM	Complaint	AWCJ	Advise Waiv & Consnt Jdg Pater
COM	Complaint	FINCA	Amd Felony Inf & NonFelony Cmp
COM	Complaint	FIA	Amd Felony Info
COM	Complaint	CMPSA	Amended Complaint and Summons
COM	Complaint	ANSC	Answer to Complaint
COM	Complaint	CUDA	Civil Union Divorce Info
COM	Complaint	CMP	Complaint
COM	Complaint	CAMD	Complaint Amended
COM	Complaint	CMPS	Complaint and Summons
COM	Complaint	CIR	Complaint InvoluntaryRetiremnt
COM	Complaint	CL	Complaint Letter
COM	Complaint	CMPL	Complaint Letter
COM	Complaint	CCLAI	Counterclaim

COM	Complaint	XCL	Cross Claim
COM	Complaint	EFJ	Exempl Foreign Judgment
COM	Complaint	FINC	Felony Inf & NonFelony Cmp
COM	Complaint	FI	Felony Info
COM	Complaint	FC	Formal Complaint
COM	Complaint	FCMP	Formal Complaint
COM	Complaint	IND	Indictment
COM	Complaint	MAI	Matrimonial Action Info
COM	Complaint	NAF	Not Of Appeal To Family Court
COM	Complaint	KIDS	Notice Kids First
COM	Complaint	RFCC	Reg Of Foreign Child Cust Ord
COM	Complaint	RSUPO	Registration Of Support Order
COM	Complaint	USP	Uniform Support Petition
COR	Correspondence	COR	Correspondence - 3rd Party
COR	Correspondence	LTRC	Court Letter
COR	Correspondence	LTRP	Party Letter
COR	Correspondence	RM	Returned Mail
COU	Counsel	ADFC	Affid/Dec Re: Atty Fees, Cost
COU	Counsel	MWA	Mtn for Withdrawal of Appeal
COU	Counsel	MWSA	Mtn for Withdrawal/Sub of Cnsl
COU	Counsel	MFC	Mtn/Req for Atty's Fees/Costs
COU	Counsel	RAFEE	Request for Attorney Fees and
COU	Counsel	WC	Waiver of Counsel
COU	Counsel	WSC	Withdrawal & Sub of Counsel
COU	Counsel	WSUB	Withdrawal & Substi Of Counsel
COU	Counsel	WTFEE	Witness Fees
CS	Case Status	ADCL	Administrative Close Case
CS	Case Status	ADOP	Administrative Open Case
CS	Case Status	AFM	Affirmed
CS	Case Status	CCCA	Amd Commit to Circuit Court
CS	Case Status	MITCA	Amd Committal Mittimus
CS	Case Status	CHV	Change of Venue
CS	Case Status	CCC	Commitment to Circuit Court
CS	Case Status	MITC	Committal Mittimus
CS	Case Status	DCHV	Drug Crt Change of Venue
CS	Case Status	JCS	Judgment Complete
CS	Case Status	CCR	Remanded from Circuit Court
CS	Case Status	TAD	Transfer to Another Division
CS	Case Status	TCC	Transfer to Circuit Court
DOC	Document	MITTA	Amd Mittimus
DOC	Document	OAMDP	Amended Order/Notice Printed
DOC	Document	OAMD	Amended Order-Notice of Entry
DOC	Document	ARF	Arrest Report
DOC	Document	CLB	Certificate Of Live Birth
DOC	Document	COP	Change of Plea
DOC	Document	CCCT	Commit to Circuit Ct Created

DOC	Document	CADD	Counsel Appear/Discovery/COS
DOC	Document	DRMIP	Defendant Req Materials & Inf
DOC	Document	DEPO	Deposition
DOC	Document	DOC	Document
DOC	Document	DRIBW	Drg Crt Req for Issuance of BW
DOC	Document	DMITA	Drug Crt Amd Mittimus
DOC	Document	DMITT	Drug Crt Mittimus
DOC	Document	ERR	Errata Re:
DOC	Document	EL	Exhibit List
DOC	Document	ELC	Exhibit List-Court
DOC	Document	ELD	Exhibit List-Deft
DOC	Document	ELO	Exhibit List-Other
DOC	Document	ELP	Exhibit List-State
DOC	Document	FRPD	Finding and Recommendation of
DOC	Document	GP	Guilty Plea
DOC	Document	ICR	In Camera Document
DOC	Document	IR	Interpreter Request
DOC	Document	JDG	Judgment
DOC	Document	JAMD	Judgment Amended
DOC	Document	JAMDP	Judgment Amended Printed
DOC	Document	JNEJ	Judgment and Notice
DOC	Document	JNEJP	Judgment and Notice Printed
DOC	Document	JDPC	Judic Determ of Probable Caus
DOC	Document	JQ	Juror Questions
DOC	Document	JCO	Jury Communication
DOC	Document	JIJ	Jury Instructions Jury Delib
DOC	Document	JIR	Jury Instructions Read
DOC	Document	JID	Jury Instructions-Deft
DOC	Document	JIS	Jury Instructions-State
DOC	Document	JIWR	Jury Instructions-WD/REF
DOC	Document	LE	List of Exhibits
DOC	Document	LW	List of Witnesses
DOC	Document	MITT	Mittimus
DOC	Document	NCP	No Contest Plea
DOC	Document	ONEO	Order & Notice of Entry of Or
DOC	Document	ONEOP	Order/Notice of Entry Printed
DOC	Document	PBM	Plea by Mail
DOC	Document	DPSIF	Pre-Sent Investigation Filed
DOC	Document	DPSIO	Pre-Sent Investigation Ordere
DOC	Document	PFOF	Prop Find Facts, Cncl Of Law
DOC	Document	PROP	Proposed
DOC	Document	PDOC	Proposed Document
DOC	Document	PJI	Proposed Jury Instructions
DOC	Document	PORD	Proposed Order
DOC	Document	REC	Receipt
DOC	Document	RAV	Req for Audio-Video Recording

DOC	Document	WDWE	Req Wdwl of Exhs & Receipt
DOC	Document	RT	Request for Transcript
DOC	Document	RPBM	Requested Plea by Mail
DOC	Document	ROSC	Response to Order to Show Cau
DOC	Document	RSVC	Return of Service
DOC	Document	SEL	Sealed Document
DOC	Document	SOCMP	Statement of Compliance
DOC	Document	MPA	Temporary Mittimus
DOC	Document	VER	Verdict
DOC	Document	VAP	Verified Application
DOC	Document	WE	Waiver of Extradition
DOC	Document	WI	Waiver of Indictment
DOC	Document	WJT	Waiver of Jury Trial
DOC	Document	WPH	Waiver of Preliminary Hearing
DOC	Document	W48	Waiver/HRPP R48/Speedy Trial
DOC	Document	WDW	Withdrawal
DOC	Document	WEL	Witness and Exhibit Lists
DOC	Document	WL	Witness List
DOC	Document	WRD	Written Request for Disclosure
DOC	Document	WSP	Written Submission of Plea
EVS	Event Status	ARP	Arraignment and Plea
EVS	Event Status	APT	Arraignment, Plea and Trial
EVS	Event Status	BH	Bail Hearing
EVS	Event Status	TRLB	Bench Trial
EVS	Event Status	BWC	Bench Warrant Criminal
EVS	Event Status	CON	Case Continued
EVS	Event Status	CONP	Case Continued - PM Calendar
EVS	Event Status	CHD	Change of Court Date
EVS	Event Status	CEVNT	Close Event
EVS	Event Status	EOD	Entry Of Default
EVS	Event Status	PLEA	Entry of Plea
EVS	Event Status	EXJL	Execution of Jail
EVS	Event Status	EXJ	Execution of Judgment
EVS	Event Status	EXS	Execution of Sentence
EVS	Event Status	FOP	For Payment _____
EVS	Event Status	FOC	For Payment of CIF
EVS	Event Status	FPF	For Payment of Probation Fee
EVS	Event Status	HRG	Hearing
EVS	Event Status	HMT	Hearing on Motion
EVS	Event Status	JR	Judicial Review
EVS	Event Status	MH	Mental Health
EVS	Event Status	POA	Perfection of Appeal
EVS	Event Status	PH	Preliminary Hearing
EVS	Event Status	PTC	Pretrial Conference
EVS	Event Status	PTH	Pre-Trial Hearing
EVS	Event Status	PCDS	Proof CDS

EVS	Event Status	PDAG	Proof DAG
EVS	Event Status	PDNC	Proof DANC
EVS	Event Status	POC	Proof of Compliance
EVS	Event Status	POM	Proof of Mailing
EVS	Event Status	POS	Proof of Service by mail
EVS	Event Status	SEN	Sentencing
EVS	Event Status	GJW	Service of Grand Jury Warrant
EVS	Event Status	STA	Status No Witnesses
EVS	Event Status	SRV	Status Review
EVS	Event Status	TRL	Trial
EVS	Event Status	TRLS	Trial Setting
FIS	Fiscal Status	BCFJA	Amd Ord Bail Jgt Forfeiture
FIS	Fiscal Status	BSFJA	Amd Ord Bond Surety Jgt Forf
FIS	Fiscal Status	OVBFA	Amd Ord Vacating Jgt Bail/Bond Forf
FIS	Fiscal Status	AFD	Authorization for Disbursement
FIS	Fiscal Status	BCFF	Bail - Cash Forfeiture Final
FIS	Fiscal Status	BTC	Bail - Transfer Circuit
FIS	Fiscal Status	BTD	Bail - Transfer District
FIS	Fiscal Status	BTRF	Bail Transferred From
FIS	Fiscal Status	BTRT	Bail Transferred To
FIS	Fiscal Status	BTF	Bail-Transfer Family
FIS	Fiscal Status	BAPP	Bond Applied
FIS	Fiscal Status	BAPF	Bond Applied by Fiscal
FIS	Fiscal Status	BPFJ	Bond Property Forfeiture Jgt
FIS	Fiscal Status	BPR	Bond Property Reinstated
FIS	Fiscal Status	BREF	Bond Refunded
FIS	Fiscal Status	BSFF	Bond-Surety Forfeiture Final
FIS	Fiscal Status	BCK	Bounced Check
FIS	Fiscal Status	LTRBC	Bounced Check Letter
FIS	Fiscal Status	CAS	Collection Agency Submitted
FIS	Fiscal Status	BCRV	Credit Card Reversal
FIS	Fiscal Status	FS	Financial Satisfied
FIS	Fiscal Status	LTRUP	Letter of Underpayment
FIS	Fiscal Status	BNS	No Bail Set
FIS	Fiscal Status	OVJBF	Ord Vacatng Jgt Bail/Bond Forf
FIS	Fiscal Status	PY	Payment
FIS	Fiscal Status	POP	Proof of Payment
FIS	Fiscal Status	RFIS	Refer to Fiscal
GR	Geographic Restriction	GR	Geographical Restrictions Wai
GR	Geographic Restriction	GRO	Ord/Decree of Crt T&C for GR
IGI	Ignition Interlock	IIP	Ignition Interlock Permit
IGI	Ignition Interlock	IIE	Ignitionl Interlock Employee
ISC	Intake Service Center	BS	Bail Study Filed
ISC	Intake Service Center	PBR	Pretrial Bail Report
JD	Jail Diversion	JDD	Jail Diversion
JDG	Judgment	BSFJ	Bond Surety Forfeiture Judgme

JDG	Judgment	CEXP	Cert Of Expung Juv Arrest Rec
JDG	Judgment	DJ	Default Judgment
JDG	Judgment	DJOCA	Drug Crt Judg of Convict Amd
JDG	Judgment	DJOC	Drug Crt Judg of Conviction
JDG	Judgment	IJ	ICA Judgment on Appeal
JDG	Judgment	JNEOJ	Judgment & Not Entry Of Judg
JDG	Judgment	JOA	Judgment of Acquittal
JDG	Judgment	JOC	Judgment of Conviction
JDG	Judgment	JOCA	Judgment of Conviction Amended
JDG	Judgment	JA	Judgment on Appeal
JDG	Judgment	PJDG	Proposed Judgment
JDG	Judgment	SCJ	SC Judgment
JDG	Judgment	SJ	SC Judgment on Appeal
JDG	Judgment	SJUDG	Stipulated Judgment
MED	Media	OAECA	Amd Order on App for Extd Cvrg
MED	Media	AEC	Application for Extended Cove
MED	Media	OAEC	Order on App for Extended Cvrg
MEM	Memorandum	MER	Memo in Reply/Response to _____
MEM	Memorandum	MSUSF	Memo/Fr-Suspense
MEM	Memorandum	MSUST	Memo/To-Suspense
MEM	Memorandum	MEMO	Memorandum
MEM	Memorandum	MEO	Memorandum in Opposition
MEM	Memorandum	MES	Memorandum in Support of
MEM	Memorandum	MEP	Memorandum of Pretrial
MEM	Memorandum	MO	Memorandum Opinion
MHF	Mental Health Forms	DCR8	Amending T&C of Cond Release
MHF	Mental Health Forms	MH18	Amending T&C of Cond Release
MHF	Mental Health Forms	DC4	Commit to DOH
MHF	Mental Health Forms	DC5	Conditional Release
MHF	Mental Health Forms	DC3	Cont Susp Of Proceedings HRS
MHF	Mental Health Forms	CSOP	Cont Susp Of Proceedings HRS 704
MHF	Mental Health Forms	DCR2	Continued Hearing for Teprarar
MHF	Mental Health Forms	DC3A	Continued Suspensionof Procee
MHF	Mental Health Forms	DC7	Defendant Remains Unfit and D
MHF	Mental Health Forms	DRUD	Defendant Remains Unfit and D
MHF	Mental Health Forms	DCR7	Discharge from DOH and Court
MHF	Mental Health Forms	DDOH	Discharge from DOH and Court
MHF	Mental Health Forms	DSMC	Dismiss and Civil Commitment
MHF	Mental Health Forms	DC14	Dismissal and Civil Commitmen
MHF	Mental Health Forms	DCR4	Exam Def Seeking Cond Rel/Dsc
MHF	Mental Health Forms	DC2A	Exam for Only Penal Responsib
MHF	Mental Health Forms	EOPR	Exam for Only Penal Responsib
MHF	Mental Health Forms	DCR3	Exam of Def Seeking Cond Rel
MHF	Mental Health Forms	MH13	Exam of Def Seeking Cond Rel
MHF	Mental Health Forms	DC1	Fitness and Capacity HRS 704
MHF	Mental Health Forms	MH1	Fitness and Capacity HRS 704

MHF	Mental Health Forms	DC2	Fitness Only HRS 704
MHF	Mental Health Forms	FFIT	Further Fitness Exam
MHF	Mental Health Forms	DC5A	Further Fitness Examination
MHF	Mental Health Forms	DCR2A	Further Temporary Hospitaliza
MHF	Mental Health Forms	FTH	Further Temporary Hospitaliza
MHF	Mental Health Forms	DC10	Judgment Acquit Discharge
MHF	Mental Health Forms	JAD	Judgment Acquit Discharge
MHF	Mental Health Forms	DC9	Judgment Acquit Conditional R
MHF	Mental Health Forms	MH7	Judgment Acquit Conditional R
MHF	Mental Health Forms	DC8	Judgment Acquite Commit to DO
MHF	Mental Health Forms	MH6	Judgment Acquite Commit to DO
MHF	Mental Health Forms	MOTH	Mental Health Other Order
MHF	Mental Health Forms	DC4A	Non-Violent Charge Commitment
MHF	Mental Health Forms	DC5B	Non-Violent Charge Release on
MHF	Mental Health Forms	MH12	Ord Cont Hrng Tmp Hsptlztn
MHF	Mental Health Forms	MH14	Ord for Exam of Def Seek Disc
MHF	Mental Health Forms	MH12B	Ord Grnt Mot to Ext Beyond 72H
MHF	Mental Health Forms	MH19	Ord Mtl Exam of Def Prior to
MHF	Mental Health Forms	OJDC	Ord of Jgmt of Dism-Civil Com
MHF	Mental Health Forms	OJAC	Ord of JOA & Commitment
MHF	Mental Health Forms	ORLS	Ord of Release from HSH
MHF	Mental Health Forms	OOCE	Ord-Cont Out Patient Mental E
MHF	Mental Health Forms	OSCR	Ord-Cont Susp of Proc/Cond Re
MHF	Mental Health Forms	MH1A	Order Committing Defendant to
MHF	Mental Health Forms	MH1B	Order Ext Ddlne for Exam Rpt
MHF	Mental Health Forms	MH3	Order finding Defendant Unfit
MHF	Mental Health Forms	MH4	Order Finding Defendant Unfit
MHF	Mental Health Forms	OMEC	Order for Cont Mental Eval
MHF	Mental Health Forms	MH4A	Order for Re-examination as t
MHF	Mental Health Forms	MH11A	Order for Temp Hosp 704-406
MHF	Mental Health Forms	MH20	Order for Transport
MHF	Mental Health Forms	MH1C	Order Grant Motion to WD Exam
MHF	Mental Health Forms	MH17	Order Granting Defendant's Ap
MHF	Mental Health Forms	MH3A	Order Granting Release on Con
MHF	Mental Health Forms	MH4C	Order of Dismissal and Civil Commit to DOH
MHF	Mental Health Forms	MH3C	Order of Dismissal and Commit to DOH
MHF	Mental Health Forms	MH4B	Order of Dismissal and Discharge from CR
MHF	Mental Health Forms	MH3B	Order of Dismissal and Release
MHF	Mental Health Forms	MH2	Order Suspending Proceedings
MHF	Mental Health Forms	MH12a	Order Terminating Temporary H
MHF	Mental Health Forms	OOPE	Ord-Out Patient Mental Exam
MHF	Mental Health Forms	DC15	Pre-Fit Dsm Civil Commit HRS
MHF	Mental Health Forms	PREC	Pre-Fit Dsm Civil Commit HRS
MHF	Mental Health Forms	DC16	Pre-Fit Dsm/Dischg/Rel HRS 70
MHF	Mental Health Forms	PRED	Pre-Fit Dsm/Dischg/Rel HRS 70
MHF	Mental Health Forms	MH5	Resum Proceedings After Fit H

MHF	Mental Health Forms	DC6	Resuming Proceedings After Fi
MHF	Mental Health Forms	DCR6	Revok Cond Rel After Temp Hos
MHF	Mental Health Forms	MH16	Revok Cond Rel After Temp Hos
MHF	Mental Health Forms	DCR5	Revok Cond Rel/Commit to DOH
MHF	Mental Health Forms	MH15	Revok Cond Rel/Commit to DOH
MHF	Mental Health Forms	DCR6A	Revok Rel on Cond/Commit to D
MHF	Mental Health Forms	MH15A	Revok Rel on Cond/Commit to D
MHF	Mental Health Forms	DCR1A	Temp Hospitalization
MHF	Mental Health Forms	THOS	Temp Hospitalization
MHF	Mental Health Forms	DCR1	Temp Hospitalization/Transpor
MHF	Mental Health Forms	MH11	Temp Hospitalization/Transpor
MHF	Mental Health Forms	THAT	Temp Hospitalization/Transpor
MHF	Mental Health Forms	THRP	Term Hosp Rel on Pre Term of
MHF	Mental Health Forms	DCR9	Term Hosp Rel on Prev Term of
MIN	Minutes	FTA	Failed to Appear
MIN	Minutes	HH	Hearing Held
MOT	Motion	CX	Clerk's Extension
MOT	Motion	EXSMP	Epm-Svc By Mail&Posting By Pub
MOT	Motion	EXPUB	Ex Parte - Svc By Publication
MOT	Motion	EPEG	Ex Parte Mot-Emerg Guardshp
MOT	Motion	EMOE	Ex Parte Mot-Exam Judg Debtor
MOT	Motion	EXPM	Ex Parte Motion
MOT	Motion	EXREI	Ex Parte Motion to Reinstate
MOT	Motion	EXPMP	Ex Parte Motion/Petition
MOT	Motion	EPIC	Ex Parte-Iss Out Of State Depo
MOT	Motion	MIGS	Ex Parte-Issue Garnishee Sumns
MOT	Motion	EPSUM	Ex Parte-Serv By Cert Mail
MOT	Motion	EMCOR	ExP Mot to Correct the Record
MOT	Motion	EMCDE	ExP Mot to Crt Data Entry Err
MOT	Motion	EPSWO	Expm Mot/Dec Svc W/O State;Ord
MOT	Motion	EPSPO	Expm Svc Mail & Post Lieu Pub
MOT	Motion	EXEXP	Expm-Advance/Expedite
MOT	Motion	EPCC	Expm-Custody Pendente Lite
MOT	Motion	EXWAI	Expm-Waive Fees & Surcharges
MOT	Motion	XD	Extension to Docket Record
MOT	Motion	MMCS	Mot & Dec To Mod Child Support
MOT	Motion	MEXT	Mot Extend Ord For Protection
MOT	Motion	MICR	Mot for In Camera Review
MOT	Motion	MMGT	Mot Mod Ord Appt Guard Or Term
MOT	Motion	MFIRE	Mot Ret Firearm Ammu Perm & Lic
MOT	Motion	MTAD	Mot To Amd/Extend/Dissolve Eo
MOT	Motion	MCS	Mot to Convert Comm Service
MOT	Motion	MCDE	Mot to Corrc Data Entry Err
MOT	Motion	MCOR	Mot to Correct the Record
MOT	Motion	MDBA	Mot to Decrease Bail
MOT	Motion	MIBA	Mot to Increase Bail

MOT	Motion	MRPR	Mot to Revk Prob Resent Del C
MOT	Motion	MRSR	Mot to Revoke Supervised Rel
MOT	Motion	MSPF	Mot to S/A Property Forfeitur
MOT	Motion	MSSF	Mot to S/A Surety Forfeiture
MOT	Motion	MSEL	Mot to Seal Record
MOT	Motion	MHRA	Mot to Set Hrg Remand App Ct
MOT	Motion	MSALE	Mot-For Confirmation Of Sale
MOT	Motion	MAPO	Motion Amend Protective Order
MOT	Motion	AMOT	Motion Amended
MOT	Motion	MA	Motion Argument Notice
MOT	Motion	MEPO	Motion Extend Protective Order
MOT	Motion	MOT	Motion for _____
MOT	Motion	MBA	Motion for Bail
MOT	Motion	MDS	Motion for Discharge of Suret
MOT	Motion	MXT	Motion for Extension of Time
MOT	Motion	MAM	Motion for Leave to File Brief of Amicus Curiae
MOT	Motion	MMEN	Motion for Mental Evaluation
MOT	Motion	MNT	Motion for New Trial
MOT	Motion	MNPW	Motion for NP With
MOT	Motion	MNPO	Motion for NP Without
MOT	Motion	MOSC	Motion for Order to Show Caus
MOT	Motion	MPOR	Motion For Post Decree Relief
MOT	Motion	MPRR	Motion For Pre Decree Relief
MOT	Motion	MR	Motion for Reconsideration
MOT	Motion	MRES	Motion for Restitution
MOT	Motion	MOSM	Motion For Serv By Mail; Order
MOT	Motion	MSTA	Motion for Stay
MOT	Motion	MTR	Motion for Temporary Remand
MOT	Motion	MW	Motion for Waiver of Costs
MOT	Motion	MLN	Motion In Limine
MOT	Motion	MLD	Motion In Limine - Deft
MOT	Motion	MLO	Motion in Limine - Other
MOT	Motion	MLS	Motion in Limine - State
MOT	Motion	MME	Motion Mandatory/Extend Term
MOT	Motion	MPRE	Motion Pre-Decree/Judgment
MOT	Motion	MVOL	Motion Re: Voluntariness
MOT	Motion	MRO	Motion Sent of Repeat Offender
MOT	Motion	MADV	Motion to Advance
MOT	Motion	MPHV	Motion to Appear Pro Hac Vice
MOT	Motion	MTCD	Motion to Compel Discovery
MOT	Motion	MOC	Motion to Consolidate
MOT	Motion	MCON	Motion to Continue
MOT	Motion	MCR	Motion To Continue - Deft/Resp
MOT	Motion	MCP	Motion To Continue - Pltf/Petr
MOT	Motion	MFIN	Motion to Convert Fine
MOT	Motion	MJUD	Motion to Convert Judgment

MOT	Motion	MSGF	Motion to Convert SGF
MOT	Motion	MCIS	Motion to Correct Illegal Sen
MOT	Motion	MD	Motion to Dismiss
MOT	Motion	MDSM	Motion to Dismiss
MOT	Motion	MDIS	Motion To Dissolve
MOT	Motion	MXSN	Motion to Execute Sent
MOT	Motion	MEA	Motion to Expedite Appeal
MOT	Motion	MEXP	Motion To Expunge
MOT	Motion	MXSRA	Motion to ext time to supp ROA
MOT	Motion	MI	Motion to Intervene
MOT	Motion	MMOD	Motion to Modify Sentence
MOT	Motion	IFP	Motion to Proceed in Forma Pauperis
MOT	Motion	MQSH	Motion to Quash
MOT	Motion	MRBW	Motion to Recall BW
MOT	Motion	MRLS	Motion to Reconsider Lic Susp
MOT	Motion	MRCs	Motion to Reconsider Sentence
MOT	Motion	MOTR	Motion To Reinstate
MOT	Motion	MRE	Motion to Return Evidence
MOT	Motion	MRP	Motion to Return Property
MOT	Motion	MRPB	Motion to Revoke Probation
MOT	Motion	MSCF	Motion to S/A Cash Forfeiture
MOT	Motion	MSPJ	Motion to S/A Paid Judgment
MOT	Motion	MSET	Motion To Set
MOT	Motion	MSA	Motion to Set Aside
MOT	Motion	MSTR	Motion to Strike Brief
MOT	Motion	MSUP	Motion to Suppress
MOT	Motion	MSES	Motion to Supress Evidence/St
MOT	Motion	MVAC	Motion To Vacate
MOT	Motion	MWP	Motion To Withdraw Plea
MOT	Motion	MSJ	Motion/Summary Judgment
MOT	Motion	MPOST	Moton Post-Decree/Judgment
MOT	Motion	MPSJ	Mot-Partial Summary Judgment
MOT	Motion	MAC	Mtn for Lv to File Amicus Brf
MOT	Motion	MTWC	Mtn For Withdrawal/Sub Of Cnsl
MOT	Motion	MROA	Mtn Retention of Oral Argument
MOT	Motion	MS	Mtn to Supp Record on Appeal
MOT	Motion	MSP	Mtn to Susp-Fail to Cooperate
MOT	Motion	NHM	Non-Hearing Motion
MOT	Motion	OMOT	Oral Motion
MOT	Motion	OM	Other Procedural Motion
MOT	Motion	REP	Repetition For Invol Hosp
MOT	Motion	ROF	Reply to Opposition to Request for Fees and Costs
MOT	Motion	RXT	Req for ext to File Transcript
MOT	Motion	REQ	Request
MOT	Motion	EXREQ	Request For Default By Clerk
MOT	Motion	REXC	Request To Excuse Appearance

MOT	Motion	STIPD	Stipulation to Dismiss
MSC	Miscellaneous	AOR	Acknowledgment of Receipt
MSC	Miscellaneous	ABS	Add Brief Schedule
MSC	Miscellaneous	AP	Appearance of Counsel
MSC	Miscellaneous	AMOI	Appellate Mediation Opt-In
MSC	Miscellaneous	AMST	Appellate Mediation Settled
MSC	Miscellaneous	APPX	Appendix
MSC	Miscellaneous	BR	Bankruptcy Notice
MSC	Miscellaneous	BRV	Bankruptcy Stay Vacated
MSC	Miscellaneous	CONS	Case Consolidated
MSC	Miscellaneous	CONSC	Case Consolidated and Closed
MSC	Miscellaneous	CCER	Case Created in Error
MSC	Miscellaneous	CNT	Certificate No Transcript will be filed
MSC	Miscellaneous	CR	Certificate of Recusal
MSC	Miscellaneous	COA	Change of Address
MSC	Miscellaneous	CSA	Citation to Supplemental Authorities (letter)
MSC	Miscellaneous	COM	Comment
MSC	Miscellaneous	CRPT	Committee Report
MSC	Miscellaneous	*OTH	Converted Document Records
MSC	Miscellaneous	RACK	Crt Rpt Ack Rcpt of Req Trans
MSC	Miscellaneous	DMR	Divorce Mediation Referral
MSC	Miscellaneous	DCAA	DWI Court Admissn Agreement
MSC	Miscellaneous	DCPR	DWI Court Progress Report
MSC	Miscellaneous	XB	Ext for Brief
MSC	Miscellaneous	XT	Ext to File Trnscript
MSC	Miscellaneous	XS	Ext to Supp RA
MSC	Miscellaneous	FORMD	Form D - Acknowledgement
MSC	Miscellaneous	ROS3	Generic Summons Return
MSC	Miscellaneous	ROS2	Genl Elect Summons return
MSC	Miscellaneous	JN	Joinder
MSC	Miscellaneous	LT	Letter
MSC	Miscellaneous	MOP	Minutes of Proceeding
MSC	Miscellaneous	ONFF	No Further Filing
MSC	Miscellaneous	AJ	Notice of Assgnmt of Sub Judge
MSC	Miscellaneous	OATH	Oath of Attorneys
MSC	Miscellaneous	OJP	Objection to Judicial Participation
MSC	Miscellaneous	OAICA	Order Affirming Judgment of CA
MSC	Miscellaneous	PADC	Petn for Admissn to DWI Court
MSC	Miscellaneous	ROS1	Primary Summons Return
MSC	Miscellaneous	PRDIV	Property Division Chart
MSC	Miscellaneous	PRU	Proposed Rule
MSC	Miscellaneous	RS	Rcv Mtn Suppl Rec
MSC	Miscellaneous	RX	Rcv Mtn to Extend
MSC	Miscellaneous	RW	Rcv Mtn Waive Cost
MSC	Miscellaneous	RJ	Rcv Notice & Judgmnt
MSC	Miscellaneous	RO	Rcv Other Motions

MSC	Miscellaneous	RC	Receipt-Document Transmitted
MSC	Miscellaneous	RESB	Record/Exhibit Sent Back
MSC	Miscellaneous	REF	Referral to Committee
MSC	Miscellaneous	ROFC	Reply to Oppo to Req Fees/Cost
MSC	Miscellaneous	ROD	Restraint Order
MSC	Miscellaneous	RE	Return of Records/Exhibits
MSC	Miscellaneous	RUL	Rule Proposal
MSC	Miscellaneous	TOP	Transcript Of Proceedings
MSC	Miscellaneous	UNDM	Undeliverable Mail
NOT	Notice	AMNA	Amended Notice of Appeal
NOT	Notice	ANOA	Amended Notice Of Appeal
NOT	Notice	AMNXA	Amended Notice of Cross-Appeal
NOT	Notice	ANH	Amended Notice Of Hearing
NOT	Notice	NAMP1	AMP Notice to Parties
NOT	Notice	NAMP2	AMP Notice to Trial Crt/Agncy
NOT	Notice	RAMP2	AMP Ntc to Clk Rtn Dckt af RA
NOT	Notice	RAMP1	AMP Ntc to Clk Rtn Dckt bf RA
NOT	Notice	RAMP3	AMP Ntc to Parties Rtn Dckt
NOT	Notice	NCA	CADS Dfncy Ntc - No CADs Stmnt
NOT	Notice	NCA2	CADS Dfncy Ntc - No Ord/Jt&COS
NOT	Notice	DOC2	Certificate of Standing
NOT	Notice	ACXD	Clerks Ext on Cert-Denied
NOT	Notice	ACXG	Clerks Ext on Cert-Granted
NOT	Notice	ND6	Default of Amended Answering Brief
NOT	Notice	ND3	Default of Amended Opening Brief
NOT	Notice	ND4	Default of Answering Brief
NOT	Notice	ND2	Default of Opening Brief
NOT	Notice	ND1	Default of Record on Appeal
NOT	Notice	ND5	Default of Statement of Jurisdiction & Opening Brief
NOT	Notice	DFN	Demand For Notice
NOT	Notice	NAPG	Not Appt Guard & Right Req Mod
NOT	Notice	NICC	Not Re Invol Civil Commitment
NOT	Notice	NWDL	Not W/Drawal Of Mtn Filed On
NOT	Notice	NIR	Not/Incomplete Rec/Req Prod
NOT	Notice	NTCE	Notice
NOT	Notice	NJ	Notice and Judgment on Appeal
NOT	Notice	PA	Notice ICA Merit Panel Members
NOT	Notice	NOBR	Notice No Answer/Reply Brief
NOT	Notice	NAA	Notice of Admin Appeal
NOT	Notice	NAD	Notice of Alibi Defense
NOT	Notice	NA	Notice of Appeal
NOT	Notice	NAG	Notice of Appeal-Agency
NOT	Notice	NACP	Notice of Assigning Case to A
NOT	Notice	NAMP	Notice of Assigning Case to Ap
NOT	Notice	NCON	Notice of Conflict
NOT	Notice	NXAG	Notice of Cross Appeal-Agency

NOT	Notice	NXA	Notice of Cross-Appeal
NOT	Notice	ND	Notice of Default
NOT	Notice	DISM	Notice Of Dismissal
NOT	Notice	NOPD	Notice Of Dismissal - Partial
NOT	Notice	DQ	Notice of Disqualification
NOT	Notice	NC	Notice of Entrng Case on Clndr
NOT	Notice	NEJ	Notice Of Entry Of Judgment
NOT	Notice	NEXT	Notice of Extension
NOT	Notice	CXM	Notice of Extension on a Motion
NOT	Notice	NFR	Notice Of Filing Report
NOT	Notice	NOH	Notice of Hearing
NOT	Notice	NIU	Notice of Intent to Use/Provid
NOT	Notice	NLA	Notice Of Limited Appearance
NOT	Notice	DOC1	Notice of Non-Payment
NOT	Notice	NP	Notice of Passing Bar Exam
NOT	Notice	NRD	Notice of Reciprocal Discipline
NOT	Notice	NRJ	Notice of Rejection
NOT	Notice	NREMV	Notice of Removal
NOT	Notice	NRAMP	Notice of Return to Appellate
NOT	Notice	NRET	Notice of Return to Appellate Docket
NOT	Notice	NSET	Notice of Setting
NOT	Notice	NSAP	Notice of Setting Appellate Conference
NOT	Notice	NCI	Notice of Staff Conflict of Interest
NOT	Notice	NTDEP	Notice Of Taking Deposition
NOT	Notice	NT	Notice Placed on Ready Calndar
NOT	Notice	NPC	Notice Seeking Public Comment
NOT	Notice	NAPP	Notice-Appearance /Counsel
NOT	Notice	NBR	Notice-Bankruptcy
NOT	Notice	NDO	Notice-Dismissal W/O Prejudice
NOT	Notice	NDW	Notice-Dismissal W/Prejudice
NOT	Notice	NEJO	Notice-Entry Judgment/Order
NOT	Notice	NPA	Notice-Pendency Of Action
NOT	Notice	NOR	Notice-Resetting
NOT	Notice	NSUB	Notice-Submission
NOT	Notice	NO	Ntc No Oral Argmnt (Min. Ordr)
NOT	Notice	AR	Ntc Setng Oral Argmnt (Merit)
NOT	Notice	ABEY	Ntce Bar App Held in Abeyance
NOT	Notice	WON	Waiver-Notice
OOR	Oral Order	CO	Dismissed by Court Order
OOR	Oral Order	OORD	Oral Order Motion Denied
OOR	Oral Order	OORG	Oral Order Motion Granted
OOR	Oral Order	SA	Prior Disposition Set Aside
OOR	Oral Order	RPD	Referred to Public Defender
OPN	Opinion	AMOCD	Amend Dissent/Concur Opinion
OPN	Opinion	AMOPC	Amended Concurring Opinion
OPN	Opinion	AMOPD	Amended Dissenting Opinion

OPN	Opinion	AMMO	Amended Memo Opinion
OPN	Opinion	AMOP	Amended Opinion
OPN	Opinion	OPCD	Concurring & Dissenting Opini
OPN	Opinion	CDOP	Concurring and Dissenting Opinion
OPN	Opinion	CROP	Concurring Opinion
OPN	Opinion	OPC	Concurring Opinion
OPN	Opinion	OPD	Dissenting Opinion
OPN	Opinion	MOA	Memorandum Opinion Affirming ICA
OPN	Opinion	OPA	Opinion Affirming ICA
OPN	Opinion	OCT	Opinion of the Court By
OPN	Opinion	OPP	Per Curiam Opinion
OPN	Opinion	OPPC	Per Curiam Opinion
OPN	Opinion	OP	Published Opinion
ORD	Order	TR	*Decision on Application for Transfer
ORD	Order	DA	*Decision on Application for Writ of Certiorari
ORD	Order	DM	*Decision on Motion for Reconsideration
ORD	Order	ATERM	Adm Ord Terminat Child Support
ORD	Order	ORIPA	Amd Ord for ID Processing
ORD	Order	OICA	Amd Ord Imposing Conditions
ORD	Order	OPBA	Amd Ord Pertaining to Bail
ORD	Order	OSCA	Amd Ord to Show Cause
ORD	Order	OVJA	Amd Ord Vacating Judgment
ORD	Order	AMIJ	Amended ICA Jgmnt on Appeal
ORD	Order	AMORD	Amended Order
ORD	Order	AMSCJ	Amended SC Jgmnt on Appeal
ORD	Order	AMSDO	Amended Summary Disp Order
ORD	Order	ORDCD	Concurring & Dissenting Order
ORD	Order	ORDC	Concurring Order
ORD	Order	DO	Decision And Order
ORD	Order	ORDDS	Dissenting Order
ORD	Order	AADC	Drg Crt Admis Agrmt to Drg Crt
ORD	Order	DODMR	Drg Crt Ord Deny Mot for Recon
ORD	Order	DCDCV	Drg Crt Ord Deny Mot-Chg Vne
ORD	Order	DOADC	Drg Crt Ord Grnt Adm into DgCt
ORD	Order	DOGMM	Drg Crt Ord Grnt Mot Modif Snt
ORD	Order	DOGCH	Drg Crt Ord Grnt Mot-Chg Vne
ORD	Order	DORS	Drg Crt Ord of Resent Revk Prb
ORD	Order	DFSO	Drug Crt Free Std Ord of Rest
ORD	Order	DODD	Drug Crt Ord Dischrg & Dismiss
ORD	Order	DOEXP	Drug Crt Ord Expunge
ORD	Order	DOGCR	Drug Crt Ord Grant Cond Rel
ORD	Order	DOGCP	Drug Crt Ord Grant CR/CD-Cmmit
ORD	Order	DOGMR	Drug Crt Ord Grant Mot for Rec
ORD	Order	DOFT	Drug Crt Order for Transport
ORD	Order	DOSA	Drug Crt Stay Away Order
ORD	Order	DOVL	Drug Crt Violation Order

ORD	Order	FFCL	Findings of Fact, Conclusions
ORD	Order	FSO	Free Stand Ord of Restitution
ORD	Order	IFPD	In Forma Pauperis Denied
ORD	Order	IFPG	In Forma Pauperis Granted
ORD	Order	INDI	Indicted
ORD	Order	ICP	Insufficient Cause to Proceed
ORD	Order	JC	Judgment for Fees and Costs
ORD	Order	NCTO	No-Contact Order
ORD	Order	ODWS	Ord Deny Mtn for WD/Sub ofCnsl
ORD	Order	ODCHV	Ord Denying Mot-Chg of Venue
ORD	Order	ODMR	Ord Denying Mtn for Reconsider
ORD	Order	ODNHM	Ord Denying Non-Hrg Mot & Not
ORD	Order	ODDP	Ord Denying/Dismissing Petition
ORD	Order	ODD	Ord Discharge & Dismissal
ORD	Order	O48	Ord Dismiss R48
ORD	Order	ODSAC	Ord Dismissing App Certiorari
ORD	Order	ODSAT	Ord Dismissing App fr Transfer
ORD	Order	ODSLJ	Ord Dismissing-Lack Jurisdctn
ORD	Order	OEXP	Ord Expunge
ORD	Order	OGL	Ord Grant Issuance of License
ORD	Order	OGMM	Ord Grant Mot Modif Sentencing
ORD	Order	OGRR	Ord Grant SOH Oral MotCond of
ORD	Order	OGAC	Ord Grant/Accept App for Cert
ORD	Order	OGAT	Ord Grant/Accept App Transfer
ORD	Order	OGDFC	Ord Grant/Deny InPart Fee/Cost
ORD	Order	OGDMR	Ord Grant/Deny InPart MtnRecon
ORD	Order	OADC	Ord Granting Adm to Drug Court
ORD	Order	OGCR	Ord Granting Cond Release
ORD	Order	OGCP	Ord Granting CR/CD-Committed
ORD	Order	OGCHV	Ord Granting Mot-Chg of Venue
ORD	Order	OGNHM	Ord Granting Non-Hrg Mot & No
ORD	Order	OGWSC	Ord Grnt Mtn Wthdr & Subst Csl
ORD	Order	OXT	Ord Grnt/Dny Ext File Trnscrpt
ORD	Order	ORS	Ord of Resetencing, Revoke Prb
ORD	Order	OMD	Ord Re: M/Dismiss
ORD	Order	OMLD	Ord Re: M/Limine-Deft
ORD	Order	OMLO	Ord Re: M/Limine-Other
ORD	Order	OMLS	Ord Re: M/Limine-State
ORD	Order	OMR	Ord Re: M/Reconsideration
ORD	Order	OSUP	Ord Re: M/Suppress
ORD	Order	OSCT	Ord to Show Cause Created
ORD	Order	ODTCP	Ord/Decree of Crt T&C of Probation
ORD	Order	ONPQ	Ord/Nolle-Prosequi
ORD	Order	ONW	Ord/Not W/Hold Inc Child Supp
ORD	Order	ORD	Order ____
ORD	Order	OAQ	Order Accepting Question

ORD	Order	OAC	Order Appointing Legal Course
ORD	Order	OALC	Order Appointing Legal Counsel
ORD	Order	OMX	Order Appointing Medical Examiner
ORD	Order	OASC	Order Appointing Special Cnsl
ORD	Order	O AFC	Order Approving Fees & Costs
ORD	Order	OAWST	Order Apprv Withdrw/Stp to Dsm
ORD	Order	ORDD	Order Denied
ORD	Order	ODAB	Order Denying App for BarAdmsn
ORD	Order	ODAT	Order Denying App for Transfer
ORD	Order	ODT	Order Denying Application for
ORD	Order	ODNT	Order Denying Application for Transfer
ORD	Order	ODFC	Order Denying Fees & Costs
ORD	Order	ODIFP	Order Denying Motion for IFP
ORD	Order	ODR	Order Denying Motion for Reconsideration
ORD	Order	ODAC	Order Denying/Rej App for Cert
ORD	Order	ORC	Order Denying/Rejecting Application for Writ of Certiorari
ORD	Order	ODSD	Order Dismissing Appeal - Defa
ORD	Order	ODA	Order Dismissing Application for Writ of Certiorari
ORD	Order	ORDS	Order Dismissing for Lack of Jurisdiction
ORD	Order	ODSM	Order Dismissing Motion
ORD	Order	ODSMR	Order Dismissing Mtn for Recon
ORD	Order	OASAN	Order for Attorney Sanctions
ORD	Order	ORIP	Order for Identification Proc
ORD	Order	ORP	Order for Return of Property
ORD	Order	O TEMP	Order for Temporary Remand
ORD	Order	OFT	Order for Transport
ORD	Order	OGXRA	Order Grant Ext to Docket ROA
ORD	Order	ORDG	Order Granted
ORD	Order	OGT	Order Granting Application fo
ORD	Order	OGIFP	Order Granting Motion for IFP
ORD	Order	OGR	Order Granting Motion for Reconsideration
ORD	Order	OGWS	Order Granting Motion for Wit
ORD	Order	OGMR	Order Granting Mtn for Recon
ORD	Order	OGMD	Order Granting Mtn to Dismiss
ORD	Order	OGP	Order Granting Petition
ORD	Order	OGNC	Order Granting State's Oral M
ORD	Order	OGDR	Order Granting/Denying Motion for Reconsideration
ORD	Order	OXD	Order Grnt/Dny Ext Docket ROA
ORD	Order	OIC	Order Imposing Conditions
ORD	Order	OCOR	Order of Correction or Amd Ord
ORD	Order	DB	Order of Disbarment
ORD	Order	DOPC	Order of Public Censure
ORD	Order	OSUS	Order of Suspension
ORD	Order	SD	Order of Suspension
ORD	Order	OPB	Order Pertaining to Bail
ORD	Order	OFIRE	Order Re Return Of Firearms

ORD	Order	OCSO	Order Re: Consolidation
ORD	Order	OCNT	Order Re: Continuance
ORD	Order	RMD	Order re: Remand
ORD	Order	ORCS	Order Rec Cntrl Sch (General)
ORD	Order	ORCS1	Order Rec Cntrl Sch1 (SC/ICA)
ORD	Order	ORCS2	Order Rec Cntrl Sch2 (CC)
ORD	Order	ORCS3	Order Rec Cntrl Sch3 (DC)
ORD	Order	ORCS4	Order RecCntrl Sch4 (Land/Tax)
ORD	Order	OREF	Order Refusing to Entertain
ORD	Order	ORDQ	Order Returning/Declining Question
ORD	Order	OSEL	Order Sealed and Confidential
ORD	Order	OCON	Order to Consolidate Appeal
ORD	Order	OSC	Order to Show Cause
ORD	Order	OSR	Order to Show Cause Recalled
ORD	Order	OSS	Order to Show Cause Served
ORD	Order	OSRA	Order to Supplement ROA
ORD	Order	OVS	Order Vacating a Prior Stay
ORD	Order	OVIJ	Order Vacating ICA Judgment
ORD	Order	OVJ	Order Vacating Judgment
ORD	Order	ODXRA	Ordr Denying Ext Docket ROA
ORD	Order	PM	Procedural Mtn Ord
ORD	Order	POAC	Prop Order Apptg Legal Course
ORD	Order	PWSUB	Prop W/Drawal & Subst Of Couns
ORD	Order	PPFCL	Proposed FOF/COL
ORD	Order	PROD	Proposed Order _____
ORD	Order	PO	Published Order
ORD	Order	SC	Sanction Order
ORD	Order	SOPST	Scheduling Order - Postdecree
ORD	Order	SOPRE	Scheduling Order - Predecree
ORD	Order	OSA	Stay Away Order
ORD	Order	SCP	Sufficient Cause to Proceed
ORD	Order	SO	Summary Disposition Order
ORD	Order	SOA	Summary Disposition Order Affirming ICA
ORD	Order	VJ	Vacate ICA Judgment
ORD	Order	OVL	Violation Order
OTH	Other Documents	APOST	Affidavit Of Posting
OTH	Other Documents	ACLA	Agreemnt & Consnt Limitd Apper
OTH	Other Documents	AFOF	Amd Findings/Fact Concl Of Law
OTH	Other Documents	CRECU	Cert Of Recusation & Reassign
OTH	Other Documents	CHV5	Change Venue To Fifth Circuit
OTH	Other Documents	CHV1	Change Venue To First Circuit
OTH	Other Documents	CHV2	Change Venue To Second Circuit
OTH	Other Documents	CHV3	Change Venue To Third Circuit
OTH	Other Documents	BWCV	Civil Bench Warrant
OTH	Other Documents	ODWP	Dismissal-With Prejudice
OTH	Other Documents	EXEMP	Exemplification

OTH	Other Documents	EXTRO	Ext Temp Restraining Order
OTH	Other Documents	FIRFI	Final Notice Dispose Materials
OTH	Other Documents	FOD	Findings/Fact And Decision
OTH	Other Documents	FOF	Findings/Fact Concl Of Law-Ord
OTH	Other Documents	FLAG	Flag Sheet
OTH	Other Documents	GO	Garnishee Order
OTH	Other Documents	GS	Garnishee Summo Declarat & Ord
OTH	Other Documents	NCAS	New Case Assignment
OTH	Other Documents	NJA	Notice And Judgment On Appeal
OTH	Other Documents	NPFD	Notice-Payment-Waiver Denied
OTH	Other Documents	NSC	Notice-Settlement Conference
OTH	Other Documents	OR	Official Receipt
OTH	Other Documents	ODTRO	Ord Dissolv Temp Rest Ord
OTH	Other Documents	OGACG	Ord Grt Pet Appt Of Con&Guard
OTH	Other Documents	OSNP	Ord Striking Document Non-Pay
OTH	Other Documents	OAKK	Order Appointing Kokua Kanawai
OTH	Other Documents	OAMTR	Order Appointing Master
OTH	Other Documents	ODEWO	Order Denying W/O Prejudice
OTH	Other Documents	ODEWP	Order Denying With Prejudice
OTH	Other Documents	OASGN	Order Of Assignment
OTH	Other Documents	OSTPH	Order Set Date Time Hrg/Pet
OTH	Other Documents	OBS	Order-Briefing Schedule
OTH	Other Documents	ODEP	Order-Denying Ex Parte
OTH	Other Documents	OGDP	Order-Grant/Deny In Part
OTH	Other Documents	ORMUT	Order-Mutual Inj Harassment
OTH	Other Documents	OT	Other
OTH	Other Documents	CCP	Papers Fowarded To Cir Court
OTH	Other Documents	*MIC	Prior Microfilmed
OTH	Other Documents	PDD	Proposed Divorce Decree
OTH	Other Documents	OSD	Summary Disposition Order
OTH	Other Documents	TRO	Temporary Restraining Order
OTH	Other Documents	WLA	Withdrawal Of Limitd Appear
PET	Petition	AMPET	Amended Petition
PET	Petition	DC11	Committed Defendant Seeking R
PET	Petition	MH8	Committed Defendant Seeking R
PET	Petition	DC13	Defendant Application for Con
PET	Petition	MH10	Defendant Application for Con
PET	Petition	DC12	DOH Application Conditional R
PET	Petition	MH9	DOH Application Conditional R
PET	Petition	EMEPP	Emergency Ex Parte Petition
PET	Petition	EPP	Ex Parte Petition
PET	Petition	EPTRO	Ex Parte Petition For Tro
PET	Petition	PEXFA	Pet (Ex Pte) Est Foreign Adopt
PET	Petition	PVEP	Pet Cust Visit Sup Ord Aft Vep
PET	Petition	PFPD	Pet Disestablish Paternity
PET	Petition	PFAA	Pet For Adoption (Adult)

PET	Petition	POBF	Pet On Behalf Of Hshld Member
PET	Petition	PFP	Pet Pat/Cust Visit & Supp Ord
PET	Petition	PDC1	Pet/Adm to Drug Court TI
PET	Petition	PDC2	Pet/Adm to Drug Court TII
PET	Petition	PDC3	Pet/Adm to Drug Court TIII
PET	Petition	PDC4	Pet/Adm to Drug Court TIV
PET	Petition	PDC5	Pet/Adm to Drug Court TV
PET	Petition	PFACH	Pet-Adopt (Child Protect Act)
PET	Petition	PET	Petition For _____
PET	Petition	PIS	Petition for Interim Suspension
PET	Petition	PJR	Petition for Judicial Review
PET	Petition	PFR	Petition for Reinstatement
PET	Petition	PTI	Petition for Transfer to Inactive Status
PET	Petition	PMAN	Petition for Writ of Mandamus
PET	Petition	PROP	Petition for Writ of Prohibition
PET	Petition	PTR	Petition to Resign and Surrender License
PET	Petition	PRP	Petition to Restrain from the Practice of Law
PET	Petition	PETM	Petition-Minor
PET	Petition	PPCR	Petition-Post Convict Relief
PET	Petition	PAT	Petn for Apptmt of Trustee
PET	Petition	PHC	Petn for Writ of Habeas Corpus
PET	Petition	PPRO	Petn for Writ of Prohibition
PET	Petition	PRLD	Petn Resign in Lieu of Discip
PET	Petition	PDC	Petn to Determine Capacity
PET	Petition	PRPL	Petn to Restrain Practice Law
PET	Petition	PTIA	Petn Transfer Inactive Status
PET	Petition	REPET	Re - Petition
PRB	Probation	OCDSA	Amd Ord Granting Cndl Disch
PRB	Probation	ODAGA	Amd Ord Granting DAGP
PRB	Probation	ODNCA	Amd Ord Granting DANCP
PRB	Probation	CRS	Case Record Summary
PRB	Probation	CDP	Cert of Dischrg from Probation
PRB	Probation	COMD	Compliance Document
PRB	Probation	DOCDA	Drg Crt Amd Ord Grt Cndl Dschg
PRB	Probation	DODNA	Drug Crt Amd Ord Grant DANCP
PRB	Probation	DODGA	Drug Crt Amd Ord Granting DAGP
PRB	Probation	DODAG	Drug Crt Ord Granting DAGP
PRB	Probation	DODNC	Drug Crt Ord Granting DANCP
PRB	Probation	DOCDS	Drug Crt Ord Grnt Cndl Dischg
PRB	Probation	NCOMD	Non-Compliance Document
PRB	Probation	OCDS	Ord Granting Cndl Discharge
PRB	Probation	ODAG	Ord Granting DAGP
PRB	Probation	ODNC	Ord Granting DANCP
PRB	Probation	PCOMD	Partial Compliance Document
PRB	Probation	PSI	Presentence Investigation
PRB	Probation	PSREC	Presentence Recommendation

PRB	Probation	PSRPT	Presentence Report
PRB	Probation	POREC	Probation Officer Rec Letter
PRB	Probation	PORPT	Probation Officer Report
PRB	Probation	RRPT	Restitution Report/Ability to
PRB	Probation	TCDAG	T&C of DAGP/DANCP/Cond Dschg
PS	Penal Summons	PSPA	Amended Penal Summons by Pros
PS	Penal Summons	PSAMD	Penal Summons Amended
PS	Penal Summons	PSAG	Penal Summons by AG
PS	Penal Summons	PSDPA	Penal Summons by DPA
PS	Penal Summons	PSP	Penal Summons by Prosecutor
PS	Penal Summons	PSR	Penal Summons Case Reschedule
PS	Penal Summons	PST	Penal Summons Created
PS	Penal Summons	PSO	Penal Summons Ordered
PS	Penal Summons	PSRC	Penal Summons Recalled
PS	Penal Summons	PSS	Penal Summons Served
QST	Question	CQ	Certified Question
QST	Question	RQ	Reserved Question
RCD	Record	VTP	Video Telephone Proceeding
REF	Referral	DRES	Drug Crt Refer Restitution
REF	Referral	DRACS	Drug Crt Refer to ACSB
REF	Referral	RACSB	Ref Adult Client Srvc Branch
REF	Referral	RCS	Refer for Community Service
REF	Referral	RDE	Refer to Driver Ed
REF	Referral	RES	Referred for Restitution
RPT	Reports and Findings	ARG	Annual Rpt Of Guardian
RPT	Reports and Findings	AMI	Appellate Mediation Include
RPT	Reports and Findings	AMNI	Appellate Mediation not Includ
RPT	Reports and Findings	AMMR	Appellate Mediator's Report
RPT	Reports and Findings	BKSR	Bankruptcy Status Rpt
RPT	Reports and Findings	CCH	Catholic Char Hawaii Stat Rep
RPT	Reports and Findings	CFR	CJC's Findings/Recommendations
RPT	Reports and Findings	CER	Custody Evaluators Report
RPT	Reports and Findings	CIUR	Custody Investigation Unit Rpt
RPT	Reports and Findings	CWS	Cws Disp To Family Crt Refer
RPT	Reports and Findings	DHSR	Depart Of Human Services Reprt
RPT	Reports and Findings	RR	Disciplinary Board Report and Recommendation for Discipline
RPT	Reports and Findings	DRR	Disciplinary Board's Rpt/Recom
RPT	Reports and Findings	EXC	Exceptions to Commission's Rpt
RPT	Reports and Findings	FCRF	Family Court Referral Form
RPT	Reports and Findings	GALR	Guardian Ad Litem Report
RPT	Report	IRGIP	Init Rpt Guardian Incap Per
RPT	Reports and Findings	MDRPT	Mediator's Report re Appellate Conference Program
RPT	Reports and Findings	MED	Medical Examiner's Report
RPT	Reports and Findings	RFSO	Report Of The Fact Finder
RPT	Reports and Findings	RKK	Report-Kokua Kanawai

RPT	Reports and Findings	RVSM	Rept Fr Volunteer Settle Mstr
RPT	Reports and Findings	SCR	Special Counsel's Report
RPT	Reports and Findings	SRR	Status Report/Recommendation
RS	Release Status	BBR	Bail Bond Rel-Ack & N/Appear
RS	Release Status	BCFJ	Bail Cash Forfeiture Judgment
RS	Release Status	BDN	Bail Denied
RS	Release Status	BRCBL	Bail Receipt (Cash,Bond,Lost)
RS	Release Status	BAC	Bond - Amount Confirmed
RS	Release Status	BAI	Bond - Amount Increased
RS	Release Status	BAR	Bond - Amount Reduced
RS	Release Status	BCP	Bond - Cash Posted
RS	Release Status	BCPA	Bond - Cash Posted Aggregate
RS	Release Status	BCR	Bond - Cash Reinstated
RS	Release Status	BCS	Bond - Cash Stayed
RS	Release Status	BDS	Bond - Discharge of Surety
RS	Release Status	BPF	Bond - Property Forfeited
RS	Release Status	BPP	Bond - Property Posted
RS	Release Status	BSF	Bond - Surety Forfeited
RS	Release Status	BSP	Bond - Surety Posted
RS	Release Status	BSPA	Bond - Surety Posted Aggregat
RS	Release Status	BSR	Bond - Surety Reinstated
RS	Release Status	BCF	Bond Cash Forfeited
RS	Release Status	BDSU	Bond Surrender
RS	Release Status	CUS	Custody
RS	Release Status	NBFF	Notice Bail Bond Forfeiture
RS	Release Status	BFOR	Order fo Bail Forfeiture
RS	Release Status	ROR	Released Own Recognizance
RS	Release Status	RTA	Released to Appear
RS	Release Status	SVR	Supervised Release
RS	Release Status	WAB	Waived Appearance Bond
RSP	Response	ANSW	Answer
RSP	Response	AAD	Answer & Disclosure
RSP	Response	ANCMP	Answer To Complaint
RSP	Response	AW	Appearance & Waiver
RSP	Response	CONST	Consent
RSP	Response	REPLY	Reply
RSP	Response	RESP	Response
RSP	Response	RAT	Response to App for Transfer
RSP	Response	RBA	Response to Brief of Amicus Curiae
RSP	Response	RL	Response to Letter
RSP	Response	RP	Response to Petition
RSP	Response	RPET	Response to Petition
RSP	Response	RAC	Rspnse to App for Writ of Cert
SBP	Subpoena	SUB	Subpoena
SBP	Subpoena	SDT	Subpoena Duces Tecum
SPT	Supporting Documents	AOA	Acceptance Of Appointment

SPT	Supporting Documents	ATC	Acknowledgment of Rcpt of Cnd
SPT	Supporting Documents	AOS	Acknowledgment of Service
SPT	Supporting Documents	AFS	Adopt Hrg Flag Sheet
SPT	Supporting Documents	AFSIC	Adopt Hrg Flag Sheet (Icpc)
SPT	Supporting Documents	AFICW	Adopt Hrg Flag Sheet (Icwa)
SPT	Supporting Documents	ADBS	Adoption Decree By Step-Parent
SPT	Supporting Documents	AIS	Adoption Info Sheet
SPT	Supporting Documents	AFFW	Affid Re Waiver Med Info Form
SPT	Supporting Documents	AF	Affidavit
SPT	Supporting Documents	AFF	Affidavit Filed
SPT	Supporting Documents	APL	Affidavit Of Plaintiff
SPT	Supporting Documents	ATCD	Agreemnt Contemplation Div
SPT	Supporting Documents	AITD	Agreemnt Incident To Div
SPT	Supporting Documents	AMRA	Amended Record on Appeal
SPT	Supporting Documents	AMSR	Amended Supp Record on Appeal
SPT	Supporting Documents	ARW	Appr Req & Waiver Of Notice
SPT	Supporting Documents	ADSB	Asset & Debt Stmt Both
SPT	Supporting Documents	ADSD	Asset & Debt Stmt Deft
SPT	Supporting Documents	ADSP	Asset & Debt Stmt Pltf
SPT	Supporting Documents	ADS	Asset And Debt Statement
SPT	Supporting Documents	ATTCH	Attachment
SPT	Supporting Documents	ATA	Attorney Affirmation
SPT	Supporting Documents	BC	Birth Certificate
SPT	Supporting Documents	CD	Certificate Of Death
SPT	Supporting Documents	COS	Certificate of Service
SPT	Supporting Documents	CROA	Certified Record On Appeal
SPT	Supporting Documents	CSGW	Child Support Guide Wksht
SPT	Supporting Documents	MCCH	Child'S Medical Certificate
SPT	Supporting Documents	CIS	Civil Information Sheet
SPT	Supporting Documents	CCGW	Consen Co-Guard & Waiv Of Not
SPT	Supporting Documents	CONC	Consent Of Child
SPT	Supporting Documents	CPH	Copy Of Cert Of Physician
SPT	Supporting Documents	JD	Copy of Degree
SPT	Supporting Documents	CDROA	Counter Designation Of Roa
SPT	Supporting Documents	DJCGW	Decla Jdg Cred Garnish Wages
SPT	Supporting Documents	DEC	Declaration
SPT	Supporting Documents	DECP	Declaration Of Posting
SPT	Supporting Documents	DECRE	Decree
SPT	Supporting Documents	DST	Distribution St & Acct Of Comm
SPT	Supporting Documents	ERRAT	Errata Re:
SPT	Supporting Documents	EXH	Exhibit
SPT	Supporting Documents	FCR	Federal Court Record
SPT	Supporting Documents	FIN	Financial Information Sheet
SPT	Supporting Documents	GCON	General Consent To Adoption
SPT	Supporting Documents	GEN	Genetic Test Results
SPT	Supporting Documents	HPAI	Hawaii Paternity Action Infor

SPT	Supporting Documents	IES	Income And Expense Statement
SPT	Supporting Documents	IESD	Income Expense Stmtnt Deft
SPT	Supporting Documents	IESP	Income Expense Stmtnt Pltf
SPT	Supporting Documents	IWS	Income Withholding For Support
SPT	Supporting Documents	RTSC	Index to Record Transmitted to Hawaii Supreme Court
SPT	Supporting Documents	JOIN	Joinder
SPT	Supporting Documents	KFDEP	Kids 1St Mandatory Div Edu Pgm
SPT	Supporting Documents	KFIS	Kids First Info Sheet
SPT	Supporting Documents	LOG	Letters Of Guardianship
SPT	Supporting Documents	MEDRE	Medical Records & Info
SPT	Supporting Documents	DHS	Not To Dhs Of Pendency Of Acti
SPT	Supporting Documents	OBJ	Objections
SPT	Supporting Documents	OCTRA	Ord For Cert And Trans Of Roa
SPT	Supporting Documents	PFIS	Paternity Financ Inform Sheet
SPT	Supporting Documents	PPP	Proposed Parenting Plan
SPT	Supporting Documents	QDRO	Qualified Domestic Rel Order
SPT	Supporting Documents	RA	Record on Appeal
SPT	Supporting Documents	RELC	Release Of Child For Adoption
SPT	Supporting Documents	RMSTR	Report Of Master
SPT	Supporting Documents	RLT	Response to Letter
SPT	Supporting Documents	SCADO	Specific Consent To Adoption
SPT	Supporting Documents	SUG	Suggestion Of Death
SPT	Supporting Documents	SUMM	Summons
SPT	Supporting Documents	SAP	Supp Aff Direct Pay Child Supp
SPT	Supporting Documents	SCROA	Supp Cert Record On Appeal
SPT	Supporting Documents	SADP	Suppl Affidavit Direct Payment
SPT	Supporting Documents	SUP	Supplement
SPT	Supporting Documents	SR	Supplemental Record on Appeal
SPT	Supporting Documents	SAFF	Supporting Affidavit
SPT	Supporting Documents	TIWO	Terminat Of Income W/Hold Ord
SPT	Supporting Documents	TRANS	Transcript
SPT	Supporting Documents	TRNA	Transcript Request
SPT	Supporting Documents	TRC	Trial Court Record
SPT	Supporting Documents	VEDTH	Verification Of Death
SPT	Supporting Documents	WNC	Waiv Of Not & Consnt To Grdshp
SPT	Supporting Documents	WDHS	Waiver Of Notice To Dhs
STI	Stipulations	SCSC	Stip Child Supp Credit
STI	Stipulations	SFDWO	Stip Dis W/Oprej All Cla & Pty
STI	Stipulations	SFDW	Stip Dism W/Prej All Cla & Pty
STI	Stipulations	SADV	Stip to Advance Case
STI	Stipulations	SCON	Stip to Continue Case
STI	Stipulations	SDSM	Stip to Dismiss Case
STI	Stipulations	SDC	Stip to Dismiss Count(s) _____
STI	Stipulations	SRBW	Stip to RC BW/Reset for Hrg
STI	Stipulations	STIP	Stipulation to _____
STI	Stipulations	STDMS	Stipulation To Dismiss

STI	Stipulations	SCH	Stipul-Continue He/Order
STM	Statements	AMCA	Amended Civil Appeals Docketin
STM	Statements	AMJS	Amended Jurisdictional Stateme
STM	Statements	CA	Civil Appeal Docketing Statement
STM	Statements	CADS	Civil Appeals Docketing Statement
STM	Statements	CVS	Custody/Visitation Statement
STM	Statements	FDS	Financial Disclosure Statement
STM	Statements	JS	Jurisdictional Statement
STM	Statements	PSTMT	Position Statement
STM	Statements	JSC	Statement Contesting Jurisdic
STM	Statements	CJS	Statement Contesting Jurisdiction
STM	Statements	ST	Statement Of _____
STM	Statements	SPTS	Statement of Points of Error
STM	Statements	STNP	Stmt No Position & Non-Appear
STM	Statements	SAF	Submisn Statmnt of AgreedFacts
SVC	Service	ACKRT	Acknowledgment Of Receipt
SVC	Service	AS	Acknowledgment of Service
SVC	Service	AOM	Affidavit Of Mailing
SVC	Service	AOP	Affidavit Of Publication
SVC	Service	AFOS	Affidavit Of Service
SVC	Service	AFMLP	Affidavit-Mail In Lieu Publish
SVC	Service	AWS	Appear & Ack Of Service
SVC	Service	AAC	Appear & Acknowledgment
SVC	Service	CM	Certificate Of Mailing
SVC	Service	CS	Certificate of Service
SVC	Service	DECM	Dec Intent To Serve By Mail
SVC	Service	DECAS	Declaration Re: Attempt Svc
SVC	Service	MSM	Motion for Svc By Mail
SVC	Service	PMAIL	Proof Of Mailing
SVC	Service	POS	Proof Of Service
SVC	Service	POSM	Proof Of Service By Mail
SVC	Service	POSLE	Proof Of Svc - Fr Law Enforc
SVC	Service	ROS	Return of Service or Summons
SVC	Service	RAS	Service-Return/Acknowledgement
SVC	Service	SM	Statement Of Mailing
SVC	Service	SM12	Statement Of Mailing; Exh 1&2
SVC	Service	SMAB	Statement Of Mailing; Exh A&B
SVC	Service	SOS	Statement Of Service
VLS	Vehicle License Stopper or Clearance	OLS	License Stopper
VLS	Vehicle License Stopper or Clearance	OLC	OP License Stopper Clearance
VLS	Vehicle License Stopper or Clearance	OLCI	Operator License Clearance Is
VLS	Vehicle License Stopper or Clearance	RLC	Restricted License Cleared

VLS	Vehicle License Stopper or Clearance	RLD	Restricted License Denied
VLS	Vehicle License Stopper or Clearance	RLG	Restricted License Granted
VLS	Vehicle License Stopper or Clearance	RLS	Restricted License Suspended
W&S	Weed and Seed	OWS	Ord/Decree of Crt T&C for WS
W&S	Weed and Seed	WSE	Weed and Seed Ewa
W&S	Weed and Seed	WSH	Weed and Seed Honolulu
W&S	Weed and Seed	WSW	Weed and Seed Waipahu
WR	Writ	WR	Writ

State Department and Agency PartyIDs

State Department and Agency PartyIDs

The listed JIMS Party ID's should be utilized for case initiation or case update when the State Department or Agency is assigned/associated to a case.

This list was last updated as of 11/27/17. It is also available on the Judiciary Internet Efiling page under JEFS Training and Information, see General Information: <https://www.courts.state.hi.us/jefts-training-and-information>

Seq.	Government Department or Agency Description	JIMS Party ID	Notification?	Updated
1	City and County of Honolulu	CTYHONO		
2	Commission on Judicial Conduct (JUD)	CJC		
3	Commission on Water Resource Management (DLNR)	SOHCWRM	Yes	
4	Corporation Counsel			
5	Department of the Corporation Counsel C&C of Honolulu	DPTCCHN		
6	Department of the Corporation Counsel, County of Maui	DPTCCMA		
7	Office of the Corporation Counsel County of Hawaii	OFFCCHA		
8	Office of the County Attorney, County of Kauai	OFFCAKA		
9	County of Hawaii	CTYHAWAII		
10	County of Kauai	CTYKAUAI		
11	County of Maui	CTYMAUI		
12	Department of Accounting & General Services	SOHDAGS		
13	Department of Agriculture	SOHDOA		
14	Department of the Attorney General	SOHATG	Yes	
15	Department of Budget and Finance	SOHDBF		
16	Department of Business, Economic Development & Tourism	SOHDBEDT		
17	Department of Commerce and Consumer Affairs	SOHDCCA		
18	Dept. of Commerce and Consumer Affairs, Insurance Fraud Branch	SOHDCCAI	Yes	3/1/2017
19	Department of Defense	SOHDOD		
20	Department of Education	SOHDOE		
21	Department of Finance, Maui County	CNTYFIS2		
22	Department of Hawaiian Home Lands	SOHDHHL		
23	Department of Health	SOHDOH		
24	Department of Human Resource Development	SOHDHRD		
25	Department of Human Services	SOHDHS		
26	Department of Labor and Industrial Relations	SOHDLIR		
27	Department of Land and Natural Resource	SOHLAND		
28	Department of Public Safety	SOHDPS		
29	Department of Taxation	SOHDOTAX		
30	Department of Transportation	SOHDOT		
31	Disciplinary Board of the Hawaii Supreme Court	DBHSC		
32	Hawaii Housing Finance and Development	SOHHHFDC		
33	Labor and Industrial Relations Appeals Board (DLIR)	SOHLIRAB	Yes	
34	Land and Tax Appeal Court (JUD)	LTAC	Yes	
35	Land Use Commission (DBEDT)	SOHLUC		
36	Lawyers' Fund for Client Protection	LFCP		
37	Office of Disciplinary Council (JUD)	ODC		
38	Office of Elections Board of Registration-Hawaii (DAGS)	SOHBR3		
39	Office of Elections Board of Registration-Kauai (DAGS)	SOHBR5		
40	Office of Elections Board of Registration-Maui (DAGS)	SOHBR2		
41	Office of Elections Board of Registration-Oahu (DAGS)	SOHBR1		
42	Office of the Public Defender (OPD)			
43	OPD Appellate Courts	OPD-APPLT	Yes	
44	OPD Hilo District Court	OPD-HILO	Yes	

Seq.	Government Department or Agency Description	JIMS Party ID	Notification?	Updated
45	OPD Kauai District Court	OPD-KAUAI	Yes	
46	OPD Kona District Court	OPD-KONA	Yes	
47	OPD Maui District Court	OPD-MAUI	Yes	
48	OPD Oahu District Court	OPD-OAHU	Yes	
49	OPD Hilo Circuit Court	OPD-HICC	Yes	1/23/2017
50	OPD Kauai Circuit Court/Family Court	OPD-KACF	Yes	1/23/2017
51	OPD Kona Circuit Court/Family Court	OPD-KOCF	Yes	1/23/2017
52	OPD Maui Circuit Court/Family Court	OPD-MACF	Yes	1/23/2017
53	OPD Oahu Circuit Court	OPD-OACC	Yes	1/23/2017
54	OPD Oahu Circuit Court Hope	OPD-OAHOP	Yes	1/23/2017
55	OPD Hilo Family Court	OPD-HIFC	Yes	1/23/2017
56	OPD Oahu Family Court	OPD-OAFC	Yes	1/23/2017
57	Public Utilities Commission (Dept. of Budget and Finance)	SOHPUC		
58	State of Hawaii - as civil party represented by Attorney General	SOH		
59	State of Hawaii Board of Land and Natural Resources	SOHBLNR		
60	State of Hawaii Chief Election Officer	SOHCEO		
61	State of Hawaii Child Support Enforcement Agency	SOHCSEA		
62	State of Hawaii - Criminal Prosecution by Attorney General	SOHCRA		
63	Douglas S. Chin	SOHCRATY	Yes	2/21/2017
64	State of Hawaii - Criminal First Circuit Prosecutor	SOHCR1	Yes	
65	Keith M. Kaneshiro	SOHCR1ATY	Yes	
66	C&C Honolulu Prosecutors-Felony 01	SOHCR101	Yes	1/23/2017
67	C&C Honolulu Prosecutors-Felony 02	SOHCR102	Yes	1/23/2017
68	C&C Honolulu Prosecutors-Felony 03	SOHCR103	Yes	1/23/2017
69	C&C Honolulu Prosecutors-Felony 04	SOHCR104	Yes	1/23/2017
70	C&C Honolulu Prosecutors-Felony 05	SOHCR105	Yes	1/23/2017
71	C&C Honolulu Prosecutors-Felony 06	SOHCR106	Yes	1/23/2017
72	C&C Honolulu Prosecutors-Specialty Courts	SOHCR107	Yes	11/27/2017
73	C&C Honolulu Prosecutors-Felony 08	SOHCR108	Yes	1/23/2017
74	C&C Honolulu Prosecutors-Felony 09	SOHCR109	Yes	1/23/2017
75	C&C Honolulu Prosecutors-Felony 10	SOHCR110	Yes	1/23/2017
76	C&C Honolulu Prosecutors-Felony 11	SOHCR111	Yes	1/23/2017
77	C&C Honolulu Prosecutors-Misdemeanor/Traffic Division	SOHCR1DIS	Yes	
78	C&C Honolulu Prosecutors-Environmental	SOHCR1ENV	Yes	1/23/2017
79	C&C Honolulu Prosecutors-MT Div. Traffic Branch	SOHCR1HNT	Yes	
80	C&C Honolulu Prosecutors-MT Div. Criminal Branch	SOHCR1HNC	Yes	
81	C&C Honolulu Prosecutors-HOPE	SOHCR1HOP	Yes	1/23/2017
82	C&C Honolulu Prosecutors-MT Div. Rural Branch	SOHCR1RUL	Yes	
83	C&C Honolulu Prosecutors-Sex Assault	SOHCR1SA	Yes	1/23/2017
84	C&C Honolulu Prosecutors-TRIALS DIVISION	SOHCR1TRI	Yes	
85	C&C Honolulu Prosecutors-CAREER CRIMINAL DIV.	SOHCR1CCD	Yes	
86	C&C Honolulu Prosecutors-SCREENING & INTAKE DIV.	SOHCR1SID	Yes	
87	C&C Honolulu Prosecutors-ELDER ABUSE BRANCH	SOHCR1EA	Yes	
88	C&C Honolulu Prosecutors-DOMESTIC VIOLENCE Felony	SOHCR1DVF	Yes	

Seq.	Government Department or Agency Description	JIMS Party ID	Notification?	Updated
89	C&C Honolulu Prosecutors-DOMESTIC VIOLENCE - Misd.	SOHCR1DVM	Yes	
90	C&C Honolulu Prosecutors-JUVENILE OFFENDER	SOHCR1JO	Yes	
91	C&C Honolulu Prosecutors-ASSET FORFEITURE	SOHCR1AF	Yes	
92	State of Hawaii - Criminal Second Circuit Prosecutor	SOHCR2		
93	John D. Kim	SOHCR2ATY	Yes	
94	Maui County Prosecutors-District Court	SOHCR2DC	Yes	
95	Maui County Prosecutors-Circuit Court	SOHCR2CC	Yes	1/23/2017
96	Maui County Prosecutors-Family Court	SOHCR2FC	Yes	1/23/2017
97	Maui County Prosecutors-Felony Screening	SOHCR2FS	Yes	
98	State of Hawaii - Criminal Third Circuit Prosecutor	SOHCR3		
99	Mitchell D. Roth	SOHCR3ATY	Yes	
100	Hawaii County Prosecuting Attorney – Hilo Circuit	SOHCR3HCC	Yes	1/23/2017
101	Hawaii County Prosecuting Attorney-Hilo District	SOHCR3HDC	Yes	
102	Hawaii County Prosecuting Attorney – Hilo Family Circuit	SOHCR3HFC	Yes	1/23/2017
103	Hawaii County Prosecuting Attorney-Kona District	SOHCR3KDC	Yes	
104	Hawaii County Prosecuting Attorney-N. Hawaii	SOHCR3NDC	Yes	
105	Hawaii County Prosecuting Attorney-Puna	SOHCR3PDC	Yes	
106	Hawaii County Prosecuting Attorney-Kona Circuit	SOHCR3KCC	Yes	1/23/2017
107	Hawaii County Prosecuting Attorney-Kona Family Circuit	SOHCR3KFC	Yes	1/23/2017
108	Hawaii County Prosecuting Attorney-Kona Family District	SOHCR3KFD	Yes	1/23/2017
109	Hawaii County Prosecuting Attorney-North Hawaii Family District	SOHCR3NFD	Yes	1/24/2017
110	State of Hawaii - Criminal Fifth Circuit Prosecutor	SOHCR5		
111	Justin F. Kollar	SOHCR5ATY	Yes	
112	Office of the Prosecuting Attorney-County of Kauai Criminal	SOHCR5CR	Yes	
113	Office of the Prosecuting Attorney-County of Kauai Family	SOHCR5FC	Yes	1/23/2017
114	Office of the Prosecuting Attorney-County of Kauai Circuit	SOHCR5PC	Yes	1/23/2017
115	Office of the Prosecuting Attorney-County of Kauai Traffic	SOHCR5TF	Yes	
116	State of Hawaii - Special Compensation Fund	SOHSCF		