

STATE OF HAWAII – JUDICIARY BRANCH

SCHEDULE OF FEES AND COSTS FOR FREQUENTLY REQUESTED SERVICES & COPIES OF RECORDS PURSUANT TO HRS 607-5, RCCH 2.2, RDCH 2.2

DESCRIPTION OF SERVICE	APPLICABILITY	COSTS	SPECIAL NOTATIONS
Search Fee by Clerk	Per Name	\$5.00	Unless specified, name search will only be conducted from 1984 to the present date
Copies of Documents (Including Docket Sheet Index)	First Page	\$1.00	
	Each Page Thereafter	\$.50	
Copies of Microfilmed Documents (Including Docket Sheet Index)	Each Page	\$1.00	
Certification*	Per Document	\$2.00	Recommended Service: Typically required if copy of document will be used for any legal purpose. *All invoices for written requests will include charges for certification fee unless request clearly notates “no certification service needed.”
Exemplification, instead of HRS 607-5(c)(26)	Per Document	\$4.00	
Certification or Authentication of Notaries	Per Document	\$3.00	
Microfilm Service Fee	Per Case Record	\$5.00	
Off-Site Storage Retrieval Fee	Per Case Record or Per Box	\$5.00	Per Box fee applicable for multi-volume records
Telefaxing of documents:			Certification, Exemplification and Certification/Authentication of Notaries services not available
Within State of Hawaii	First Page	\$2.00	
	Each Page Thereafter	\$1.00	
Outside State of Hawaii	First Page	\$5.00	
Within the Continental United States & Alaska	Each Page Thereafter	\$2.00	
Outside Continental United States & Alaska	First Page	\$10.00	
	Each Page Thereafter	\$5.00	
Copies of audio tapes, electronic copy of any document	Per audio tape; per document	\$10.00	
Ex Officio filing	In addition to the usual filing fee	\$10.00	
Any expedited or rush requests	Plus all other applicable charges	\$10.00	1) Request made in person at records room before 12:00 Noon – copy(ies) provided within 4 hours, same day; 2) Request made in person at records room after 12:00 Noon – copy(ies) provided within 4 business hours, including spill-over to next records room business day; 3) Request made through written request (in-state or out-of-state) – invoice prepared within (5) business days of receipt of written request

NOTE: 1) Section 92-26, Hawai'i Revised Statutes, as amended exempts (Hawaii) state government agencies from fee charges. However, it **does not exempt federal, city or out-of-state entities** from being charged for reproduction and related fees or costs; 2) Name searches are restrictive to “exact” name matches only. Any possible alternative spellings and/or alias information may assist in name search; and 3) Based upon the number of documents/pages requested, we may require an estimated pre-payment of costs to begin processing your request. Should the total fees exceed the amount remitted in advance, an invoice will be sent to you for any balance due. Payment in full is required at time of pick up or prior to mailing. (Prepared: May 28, 2014, this list is not comprehensive)