

**FIRST CIRCUIT COURT HONOLULU FILE FOLDERS FY 2012  
Quantity and Specification Table**

<b>PREFIX</b>	<b>REG COVERS</b>	<b>START NO.</b>	<b>END NO.</b>	<b>BLANK COVERS</b>	<b>TAB POSITION</b>
C	126	12-1-0000	12-1-0125	NONE	4TH
CG	NONE	N/A	N/A	NONE	4TH
CIV	3,051	12-1-0000-	12-1-3050-	1,500	<b>EVEN-3RD ODD-4TH</b>
CR	2,501	12-1-0000	12-1-2500	200	<b>EVEN-3RD ODD-4TH</b>
ML	101	12-1-0000	12-1-0100	50	4TH
P	776	12-1-0000	12-1-0775	50	4TH
SP	801	12-1-0000	12-1-0800	NONE	4TH
SPP	76	12-1-0000	12-1-0075	NONE	4TH
FC-A	301	12-1-0000	12-1-0300	NONE	<b>2ND</b>
FC-AA	16	12-1-0000	12-1-0015	NONE	4TH
FC-AP	16	12-1-0000	12-1-0015	NONE	<b>3RD</b>
FC-CR (-0000)	71	12-1-0000	12-1-0070	NONE	4TH
FC-CR (-1000)	3,601	12-1-1000	12-1-4600	NONE	4TH
FC-D	2,801	12-1-0000	12-1-2800	NONE	4TH
FC-DA	1,501	12-1-0000	12-1-1500	100	<b>2ND</b>
FC-G	126	12-1-0000	12-1-0125	NONE	<b>3RD</b>
FC-M	601	12-1-0000	12-1-0600	100	<b>1ST</b>
FC-P	1,001	12-1-0000	12-1-1000	NONE	4TH
LD	4,051	12-1-0000	12-1-4050	NONE	4TH
TX	101	12-1-0000	12-1-0100	NONE	4TH
TPR	0	0	0	NONE	4TH
UCCJEA	26	12-1-0000	12-1-0025	NONE	<b>1ST</b>
UIFS	151	12-1-0000	12-1-0150	NONE	4TH
TR	201	12-1-0000	12-1-0200	75	4TH
Circuit Court				1,500	
<b>TOTAL</b>	<b>21,997</b>			<b>3,575</b>	

**Notes:**

Two (2) part set, front and back covers required for all files. Back covers to be packaged separately from front covers.

Please note side tab position of file covers for CIV, CR, FC-A, FC-AP, FC-DA, FC-G, FC-M, and UCCJEA folders (shaded). Side tab position for the remainder of folders are in the 4<sup>th</sup> position. Civil (CIV) and Criminal (CR) folders *only*, shall have two separate tab positions. The even numbered file folders shall be in the third position and the odd numbered file folders shall be in the fourth position as specified on the quantity table (Each tab is 1/4 cut).

"Blanks" (refer to the quantity tables) do not have a mylar overlay over the tabs. "Blanks" for a particular proceeding shall have the appropriate body copy, the appropriate alpha prefix and no numbers.

For the First Circuit Civil (CIV) covers only, a dash shall follow the last number of each sequence (e.g. CIV 12-1- 0001-, CIV 12-1-0002- ).

First Circuit Court FC-CR (Misdemeanor): These folders shall have the same body copy as the FC-CR folders, except the numerical prefix shall begin at 12-1-1000.

There are specific copy differences on each cover. Refer to samples for specifics.

All File Covers specified on from this quantity and specifications table shall be boxed and labeled separately from covers specified on the First Circuit Court Kapolei File Folders FY2012 Quantity and Specification Table.

**FIRST CIRCUIT COURT, KAPOLEI COURT COMPLEX  
FILE FOLDERS FY 2012  
Quantity and Specification Table**

<b>PREFIX</b>	<b>REG COVERS</b>	<b>START NO.</b>	<b>END NO.</b>	<b>BLANK COVERS</b>	<b>TAB POSITION</b>
<b>FC-A</b>	201	12-1-6000	12-1-6200	NONE	2ND
<b>FC-AA</b>	16	12-1-6000	12-1-6015	NONE	4TH
<b>FC-AP</b>	21	12-1-6000	12-1-6020	NONE	3RD
<b>FC-D</b>	2,001	12-1-6000	12-1-8000	NONE	4TH
<b>FC-DA</b>	2,001	12-1-6000	12-1-8000	NONE	2ND
<b>FC-G</b>	301	12-1-6000	12-1-6300	NONE	3RD
<b>FC-M</b>	701	12-1-6000	12-1-6700	100	1ST
<b>FC-P</b>	601	12-1-6000	12-1-6600	NONE	4TH
<b>TPR</b>	11	12-1-6000	12-1-6010	NONE	4TH
<b>UCCJEA</b>	51	12-1-6000	12-1-6050	NONE	1ST
<b>UIFS</b>	276	12-1-6000	12-1-6275	NONE	4TH
<b>TOTAL</b>	6,181			100	

Notes:

Two (2) part set, front and back covers required for all files. Back covers to be packaged separately from front covers.

Please note side tab position of file covers for FC-A, FC-AP, FC-DA, FC-G, FC-M, and UCCJEA folders (shaded). Side tab position for the remainder of folders are in the 4<sup>th</sup> position. The even numbered file folders shall be in the third position and the odd numbered file folders shall be in the fourth position as specified on the quantity table (Each tab is 1/4 cut).

"Blanks" (refer to the quantity tables) do not have a mylar overlay over the tabs. "Blanks" for a particular proceeding shall have the appropriate body copy, the appropriate alpha prefix and no numbers.

First Circuit Court FC-CR (Misdemeanor): These folders shall have the same body copy as the FC-CR folders, except the numerical prefix shall begin at 12-1-6100.

There are specific copy differences on each cover. Refer to samples for specifics.

All File Covers specified on from this quantity and specifications table shall be boxed and labeled separately from covers specified on the First Circuit Court Honolulu File Folders FY2011 Quantity and Specification Table.

**SECOND CIRCUIT COURT FILE FOLDERS FY 2012  
Quantity and Specification Table**

<b>PREFIX</b>	<b>REG COVERS</b>	<b>START NO.</b>	<b>END NO.</b>	<b>BLANK COVERS</b>	<b>TAB POSITION</b>
C	100	12-1-0001	12-1-0100	NONE	4TH
CG	100	12-1-0001	12-1-0100	NONE	4TH
CIV	2,000	12-1-0001	12-1-2000	NONE	4TH
CR	1,000	12-1-0001	12-1-1000	NONE	4TH
G	NONE	N/A	N/A	NONE	4TH
ML	100	12-1-0001	12-1-0100	NONE	4TH
P	300	12-1-0001	12-1-0300	NONE	4TH
SP	300	12-1-0001	12-1-0300	NONE	4TH
SPP		N/A	N/A	NONE	4TH
FC-A	100	12-1-0001	12-1-0100	NONE	4TH
FC-CR	800	12-1-0001	12-1-0800	NONE	4TH
FC-D	800	12-1-0001	12-1-0800	NONE	4TH
FC-DA	900	12-1-0001	12-1-0900	NONE	4TH
FC-G	100	12-1-0001	12-1-0100	NONE	4TH
FC-J		N/A	N/A	NONE	4TH
FC-M	300	12-1-0001	12-1-0300	NONE	4TH
FC-P	400	12-1-0001	12-1-0400	NONE	4TH
FC-S	150	12-1-0001	12-1-0150	NONE	4TH
UCCJEA		N/A	N/A	NONE	4TH
UIFS	150	12-1-0001	12-1-0150	NONE	4TH
DC-CIV	4,500	12-1-0001	12-1-4500	NONE	4TH
DC-SC	650	12-1-0001	12-1-0650	NONE	4TH
DC-SP		N/A	N/A	NONE	4TH
DC-TRO	400	12-1-0001	12-1-0400	NONE	4TH
FC		N/A	N/A	NONE	4TH
CC		N/A	N/A	NONE	4TH
<b>TOTAL</b>	<b>13,150</b>			<b>0</b>	

Notes:

Back covers are required.

All files: Side tab is in the 4th position.

All Circuit Court, FC-CR folders (row shaded) shall have a parenthesis with a space between, printed after the numbers on the front cover [e.g., FC-CR 12-1-0001 ( )]

There are specific copy differences on each cover. Refer to samples for specifics.

### THIRD CIRCUIT-HILO, COURT FILE FOLDERS FY 2012

#### Quantity and Specification Table

PREFIX	REG COVERS	STARTING NO.	END NO.	BLANK COVERS	TAB POSITION
C	50	12-1-0001	12-1-0050	NONE	4TH
CG	50	12-1-0001	12-1-0050	NONE	4TH
CIV	800	12-1-0001	12-1-0800	NONE	4TH
CR	800	12-1-0001	12-1-0800	NONE	4TH
ML	20	12-1-0001	12-1-0020	NONE	4TH
P	500	12-1-0001	12-1-0500	NONE	4TH
SP	250	12-1-0001	12-1-0250	NONE	4TH
SPP	10	12-1-0001	12-1-0010	NONE	4TH
FC-A	50	12-1-0001	12-1-0050	NONE	4TH
FC-AA	5	12-1-0001	12-1-0005	NONE	4TH
FC-AP	10	12-1-0001	12-1-0010	NONE	4TH
FC-CR	600	12-1-0001	12-1-0600	NONE	4TH
FC-D	500	12-1-0001	12-1-0500	NONE	4TH
FC-DA	900	12-1-0001	12-1-0900	NONE	4TH
FC-G	50	12-1-0001	12-1-0050	NONE	4TH
FC-M	100	12-1-0001	12-1-0100	NONE	4TH
FC-P	400	12-1-0001	12-1-0400	NONE	4TH
FC-S	100	12-0001	12-0100	NONE	4TH
FC-TPR	5	12-1-0001	12-1-0005	NONE	4TH
UCCJEA	10	12-1-0001	12-1-0010	NONE	4TH
UIFS	100	12-1-0001	12-1-0100	NONE	4TH
TR	30	12-1-0001	12-1-0030	NONE	4TH
CC BLANK	NONE	N/A	N/A	NONE	4TH
TOTAL	5,340			0	

**Notes:**

Two (2) part set, front and back covers required for all files. Back covers to be packaged separately from front covers.

"Blank Covers" (refer to Quantity Tables) do **not** have a mylar overlay over the tabs.

"Blanks" for a particular proceedings shall have the appropriate body copy, the appropriate alpha prefix and **no numbers.**

All files: side tab is in the 4<sup>th</sup> position.

There are specific copy differences on each cover. Refer to Samples for specifics.

\*\*Please note FC-S does not have a middle numeral.

**THIRD JUDICIAL CIRCUIT - KONA, COURT FILE FOLDERS FY 2012  
Quantity and Specification Table**

<b>PREFIX</b>	<b>REG COVERS</b>	<b>START NO.</b>	<b>END NO.</b>	<b>BLANK COVERS</b>	<b>TAB POSITION</b>
C	25	12-1-0001K	12-1-0025K	NONE	4TH
CG	10	12-1-0001K	12-1-0010K	NONE	4TH
CIV	600	12-1-0001K	12-1-0600K	NONE	4TH
CR	500	12-1-0001K	12-1-0500K	NONE	4TH
ML	30	12-1-0001K	12-1-0030K	NONE	4TH
SP	60	12-1-0001K	12-1-0060K	NONE	4TH
SPP	20	12-1-0001K	12-1-0020K	NONE	4TH
FC-A	30	12-1-0001K	12-1-0030K	NONE	4TH
FC-AA	5	12-1-0001K	12-1-0005K	NONE	4TH
FC-CR	400	12-1-0001K	12-1-0400K	NONE	4TH
FC-D	375	12-1-0001K	12-1-0375K	NONE	4TH
FC-DA	500	12-1-0001K	12-1-0500K	NONE	4TH
FC-G	40	12-1-0001K	12-1-0040K	NONE	4TH
FC-M	80	12-1-0001K	12-1-0080K	NONE	4TH
FC-P	180	12-1-0001K	12-1-0180K	NONE	4TH
FC-S	30	12-0001K	12-0030K	NONE	4TH
UCCJEA	15	12-1-0001K	12-1-0015K	NONE	4TH
UIFS	60	12-1-0001K	12-1-0060K	NONE	4TH
CC BLANK	NONE	N/A	N/A	500	4TH
FC BLANK	NONE	N/A	N/A	200	4TH
FCCR BLANK	NONE	N/A	N/A	NONE	4TH
<b>TOTAL</b>	<b>2,960</b>			<b>700</b>	

Notes:

Two (2) part set, front and back covers required for all numbered files. Back covers to be packaged separately from front covers.

Back covers not needed for blank covers.

"Blanks" (refer to the quantity tables) do not have a mylar overlay over the tabs.

"Blanks" for a particular proceeding shall have the appropriate body copy, the appropriate alpha prefix and no numbers.

All files: Side tab is in the 4th position.

All FC-AA, FC-CR, FC-DA and FC-S shall be boxed separately.

All Kona covers have a "K" printed fter the number on the tab and front copy.

There are specific copy differences on each cover. Refer to samples for specifics.

**FIFTH CIRCUIT COURT FILE FOLDERS FY 2012  
Quantity and Specification Table**

<b>PREFIX</b>	<b>REG COVERS</b>	<b>START NO.</b>	<b>END NO.</b>	<b>BLANK COVERS</b>	<b>TAB POSITION</b>
C	21	12-1-0001	12-1-0021	NONE	4TH
CG	21	12-1-0001	12-1-0021	NONE	4TH
CIV	501	12-1-0001	12-1-0501	500	4TH
CR	601	12-1-0001	12-1-0601	NONE	4TH
ML	101	12-1-0001	12-1-0101	NONE	4TH
P	201	12-1-0001	12-1-0201	NONE	4TH
SP	301	12-1-0001	12-1-0301	100	4TH
SPP	26	12-1-0001	12-1-0026	NONE	4TH
TR	6	12-1-0001	12-1-0006	None	4TH
FC-A	51	12-1-0001	12-1-0051	NONE	4TH
FC-AP	16	12-1-0001	12-1-0016	NONE	4TH
FC-CR	301	12-1-0001	12-1-0301	NONE	4TH
FC-D	351	12-1-0001	12-1-0351	200	4TH
FC-DA	301	12-1-0001	12-1-0301	NONE	4TH
FC-G	26	12-1-0001	12-1-0026	NONE	4TH
FC-M	601	12-1-0001	12-1-0601	100	4TH
FC-P	201	12-1-0001	12-1-0201	NONE	4TH
FC BLANK	N/A	N/A	N/A	100	4TH
UCCJEA	16	12-1-0001	12-1-0016	NONE	4TH
FC-J	1,001	blank	blank	NONE	4TH
FC-S	NONE	N/A	N/A	NONE	4TH
UIFS	26	12-1-0001	12-1-0026	NONE	4TH
RC	1,501	12-1-0001	12-1-1501	500	4TH
SC	901	12-1-0001	12-1-0901	500	4TH
SS	401	12-1-0001	12-1-0451	100	4TH
SD	11	12-1-0001	12-1-0011	NONE	4TH
5DTA *tab color: Light Blue	401	12-00001	12-00401	100	4TH
5P1 *tab color: Light Lavendar	3,001	12-00001	12-03001	100	4TH
<b>TOTAL</b>	<b>9,935</b>			<b>1,600</b>	

Notes: 5,000 Back covers are required.

All files: Side tab is in the 4th position.

"Blanks" for a particular proceeding shall have the appropriate body copy, the appropriate alpha prefix and no numbers.

There are specific copy differences on each cover. Refer to samples for specifics.