



Judiciary Electronic Filing and Services System (JEFS) Login and Self-Registration

Supreme Court:	scco@courts.state.hi.us
First Circuit, Honolulu:	DCCrim.1DC@courts.hawaii.gov
Second Circuit, Maui:	DCCrim.2DC@courts.hawaii.gov
Third Circuit, Hilo:	DCCrimH.3DC@courts.hawaii.gov
Third Circuit, Kona:	DCCrimK.3DC@courts.hawaii.gov
Fifth Circuit, Kauai:	DCCrim.5DC@courts.hawaii.gov



Accessing JEFS Login

1. Select eFiling from the “for Attorneys” drop down menu.





Accessing JEFS Login

2. Select the Title Bar (top) hyperlink to get to the JEFS login page:

The screenshot shows the Hawaii State Judiciary website. At the top left is the Hawaii State Judiciary logo. To its right is the text "Hawaii State Judiciary". Below this is a navigation bar with links: "for Public", "for Litigants", "for Attorneys", "for Jurors", and "for Media". Below that is a dark blue navigation bar with links: "General Information", "News & Reports", "Self-Help", "Services", "Courts", "Legal References", "Community Outreach", and "Special Projects & Events". Below the navigation bar is a breadcrumb trail: "Home » Legal References » E-filing". On the left side, there is a search box with the text "Search the site..." and a magnifying glass icon. Below the search box is a section titled "I want to..." with three links: "Learn about the Courts", "Visit the Law Library", and "See the Oral Argument Schedule". On the right side, the main content area is titled "E-filing" and contains a link: "Judiciary Electronic Filing and Service System (JEFS) Login Page". A red arrow points from the "I want to..." section to this link. Below the link is another link: "E-filing Web Training". At the bottom of the main content area, there is a paragraph of text: "The Hawaii State Bar Association will host two identical DCCRIM electronic filing sessions this week on November 14 and 16 from 2:30 pm-4:00 pm. The sessions are free and will cover the same material provided in the May and June (2012) statewide training the southwest. Please visit the HDBA site at www.hdba.org for more information."



Accessing JEFS Login

3. If you are unable to navigate to JEFS login from the links provided on the Judiciary Internet, then the following can be entered directly into your internet browser/window:

<https://jimspss1.courts.state.hi.us/JEFS/login.iface>



Self - Registration

1. Click on the “[Register for Access](#)” hyperlink.

Judiciary Internet

 **Judiciary Electronic Filing and Service System (JEFS)**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Please login using your User ID and Password to continue.

User ID

Password

Login

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

Welcome to the Hawai'i Judiciary's Electronic Filing and Service System (JEFS). JEFS allows eligible and registered attorneys and eligible and registered unrepresented parties to electronically file documents in the Hawai'i Intermediate Court of Appeals and the Hawai'i Supreme Court. Other courts and case types will be added to JEFS as they are brought into the Judiciary Information Management System.

This facility is for official court business only. Activity to and from this site is monitored. Documents filed through JEFS are subject to the requirements of the Hawai'i Electronic Filing and Service Rules, the Hawai'i Court Records Rules, and the rules that govern the court proceedings, including formatting, service, and sanction rules. Please comply with Rule 9 of the Hawai'i Court Records Rules, the rule governing submission of personal information and account numbers.



Self - Registration

2. Complete Self-Registration.

a) Enter Name.

b) Select Role.

- i. Select **Attorney** if the registration is for an attorney. This selection will require a **State Bar ID**. The State Bar ID must be reflected as “Active” by the HSBA. **Note: Leading zeros should not be entered in this field.**
- ii. Select **Firm Staff** if the registration is for a staff member of the attorney or organization.
- iii. Other options: Pro Se, Bar Applicant, Document Subscriber



Self - Registration

2. Complete Self-Registration (continued).

- c) Press the **Search** button to retrieve the Organization that will be affiliated to the attorney and/or firm staff. Note: Attorneys with staff or firm staff must retrieve and assign an organization for all users registered.

Judiciary Internet You are not currently logged in. [Home](#) [Login](#)

 **eFiling - Self Registration**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

General Information ▼▲

First Name <input type="text"/>	Role * <input type="text"/>
Middle Name <input type="text"/>	State Bar ID <input type="text"/>
Last Name * <input type="text"/>	Organization <input type="text"/>





Self - Registration

2. Complete Self-Registration (continued).

- d) Enter Business or Organization search criteria.
 - i. For best results, execute a “partial search” as indicated.
 - ii. Press the **Search** button.

Judiciary Intranet You are not currently logged in. [Home](#) [Login](#)

 **Self Registration**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

[Return to Self Registration \[c\]](#)

Search Criteria

Business Name

Partial Search Phonetic Search



Self - Registration

2. Complete Self-Registration (continued).

- e) Assign the organization by clicking on the appropriate line.
- f) Press the **Assign** button.

Search Results ▼ ▲

Please select a party to add.

Search results for criteria: Company Name: Department of the Attorney General

Name	Address	City	State	Zip Code
Department of the Attorney General	425 Queen Street	Honolulu	HI	96813

Department of the Attorney General
425 Queen Street
Honolulu, HI 96813



- i. Note: If organization is not found, please contact the Help Desk for your Circuit. Contact information is found on the Judiciary eFiling home page.



Self - Registration

3. An email will be sent once registration is complete. The email will include the user ID and the temporary password. Note: The registration email will be received from email address: efiling@courts.state.hi.us. Please be sure to check the “Junk” or spam equivalent email folder, if it is not received within 5 minutes.
 - a) If user is affiliate to an organization, the organization administrator must accept the registration prior to filing menu options being available.
4. Upon receipt of email or approval of registration, the user can log on using the designated WEBU ID or the primary email address that is registered.



Training and Reference

1. Training and reference materials are located near the bottom section of the eFiling home page

Efiling Information

The Hawaii Supreme Court and the Hawaii Intermediate Court of Appeals take electronic filings as of September 27, 2010. The Hawaii State District Courts take electronic filings on criminal cases as of August 13, 2012.

The following may register for electronic filing access:

- individual Hawaii attorneys,
- Hawaii law firms, and
- any self-represented party with an active case in the Hawaii Supreme Court or the Hawaii Intermediate Court of Appeals.

A Hawaii attorney whose status is "active," "active-government," "active-emeritus," or "active-judge" may register for electronic filing. However, attorneys admitted pro hac vice may not register for electronic filing and must file through registered-associated local counsel. Once registered, a user id and password will be emailed to you.

To file electronically or to register for e-filing use the "Register For Access" link from the **Judiciary Electronic Filing and Service System (JEFS) login page**. Click [here](#) if you need further details on how to self register. Each firm is asked to designate an Organization Administrator. A JEFS userid and password will be sent immediately to your primary email address. The last step in this process is to contact your Organization Administration to ACCEPT your registration. Click [JEFS Organization Administrator](#) for more details.

- [Adobe Acrobat Reader free download to view pdf documents](#)
- [Amended Order Staying Enforcement of Rule 9, Hawaii Court Records Rules for Certain Case Types](#)
- [Appellate Court Forms](#)
- [Frequently Asked Questions](#)
- [Government Department and Agency Party Identification Listing](#)
- [Hawaii Court Records Rules](#)
- [Hawaii Court Records Rules Forms](#)
- [Hawaii Electronic Filing and Service Rules](#)
- [Hawaii Rules of Appellate Procedure](#)
- [Judiciary Electronic Filing and Service System Training Manual](#)