



Hawaii State Judiciary

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Register in JEFS as a “Document Subscriber” to Purchase Document Subscriptions

(NOTE: These instructions are for the general public. These instructions are NOT for attorneys nor trusted agencies.)

As of March 2017

Prepared by JIMS

Table of Contents

DOCUMENT SUBSCRIBERS REGISTRATION IN JEFS FROM THE HAWAII STATE JUDICIARY	3
I. INTRODUCTION.....	3
II. JEFS DOCUMENT SUBSCRIPTION.	3
III. REGISTER AS A DOCUMENT SUBSCRIBER IN JEFS	3

Document Subscribers Registration in JEFS from the Hawaii State Judiciary

I. Introduction

Documents can be purchased from the Hawaii State Judiciary in various ways. All publicly available documents can be purchased through their related courthouses. Additionally, many documents are available for purchase online. The PUBLIC may purchase Individual documents on-line through eCourt Kokua. However, for the PUBLIC to purchase a document subscription, you must register as a Document Subscriber in JEFS.

None of the available online purchase options will provide access to sealed, confidential, or in-camera documents.

II. JEFS Document Subscription.

The public can purchase a Document Subscription which allow purchasing and downloading any publicly available documents in JIMS for a specified period of time.

Attorneys who are registered JEF users need not purchase a subscription to get documents in your active cases. As a JEFS users, you may download or print documents without costs from your Manage Cases pod.

This notice below is also posted on the public eCourt Kokua page as a reminder before you make any purchases.

Note: Read this before you try to purchase a document or a document subscription. If you are a Judiciary Electronic Filing and Service System (JEFS) user, you do not need a subscription to get documents in your active cases. You may download or print documents without cost from your manage cases screen. Not all public documents are available online through eCourt Kokua and most traffic documents are only available at the courthouse. If there is no pdf icon displayed next to the docket entry, the document is only be available at the courthouse. If there is a pdf icon displayed next to the docket entry in eCourt Kokua, this document is available online for single document purchase or via subscription. However, documents with a pdf icon may not be available the same day IMMEDIATELY after purchase due to delays in document processing. Public documents with a pdf icon may be purchased through eCourt Kokua. Individual documents are available for \$3.00 per document or 10 cents per page, whichever sum is greater. Subscriptions are available for \$125.00 per quarter or \$500.00 per year. A subscription entitles the subscriber to unlimited single downloads of public documents with a pdf icon during the term of the subscription. Do not subscribe unless you are sure you want the subscription. Your money will NOT be refunded.

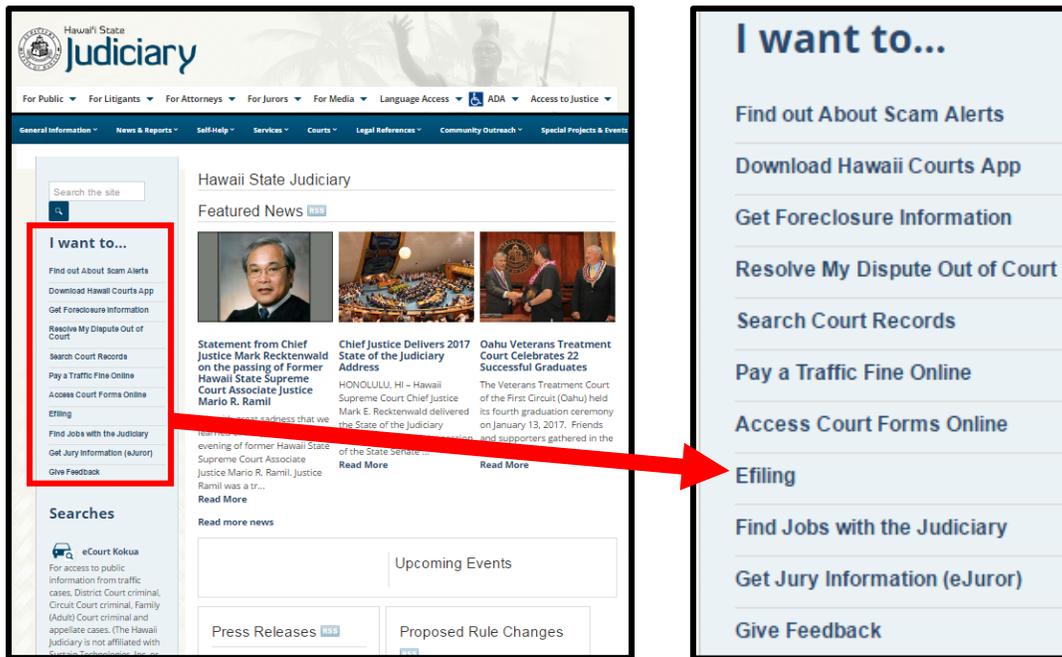
III. Register as a Document Subscriber in JEFS

1. Navigate to the Hawaii State Judiciary Website

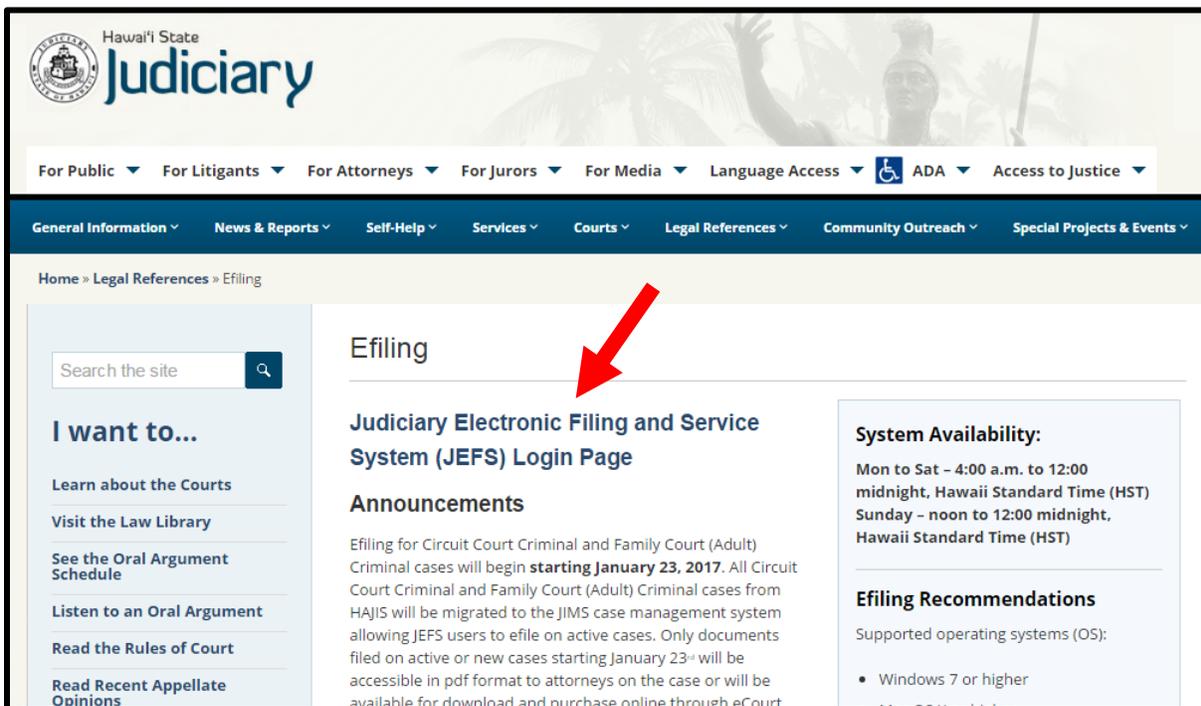
Users can either use a search engine to get to the Hawaii State judiciary Website or they can jump straight there by using the following link:

<http://www.courts.state.hi.us/>

2. Select the Efiling link under “I want to...”



3. Click on the “Judiciary Electronic Filing and Service System (JEFS) Login Page” link at the top of the Efiling page.



4. Click on the “Register for Access” link.

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

Please login using your User ID and Password to continue.

User ID

Password

[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 for all cases in 1) the Hawai'i Intermediate Court of Appeals, for all cases in the Hawai'i Supreme Court, and 2) for criminal cases in the Hawai'i District Courts, Circuit Courts, and Family (Adult) Courts. Other courts and case types will be added to JEFS as they are brought into the Judiciary Information Management System.

Use of JEFS 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 court proceedings, including formatting, service of process, and sanction rules. Please comply with Rule 9 of the Hawai'i Court Records Rules, which governs submission of personal information and account numbers.

Online payments for filing fees are processed by the Hawai'i Information Consortium. Efilers who wish to pay on-line are assessed a small non-refundable processing fee by the Hawai'i Information Consortium. Efilers are given an option to pay in person or by mail.

5. Complete all mandatory fields marked with asterisks which includes First Name, Last Name, Role, Primary Email, Mailing Address, City, State and Zip.

- a. Select Role as "Document Subscriber".
- b. Click SUBMIT

Judiciary Internet You are not currently logged in

eFiling - Self Registration
JUDICIARY INFORMATION MANAGEMENT SYSTEM

General Information

First Name * John

Middle Name

Last Name * Doe

Role * Document Subscriber

State Bar ID

Business / Org

Contact Information

Home

Business / Org

Cellular

Primary Email * test@gmail.com

Secondary Email

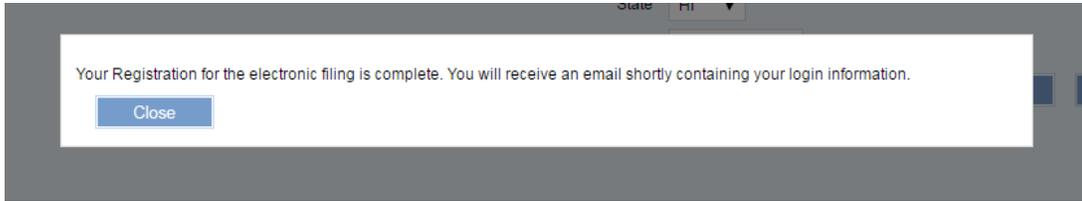
Mailing Address * 1111 Alakea Street

City * Honolulu

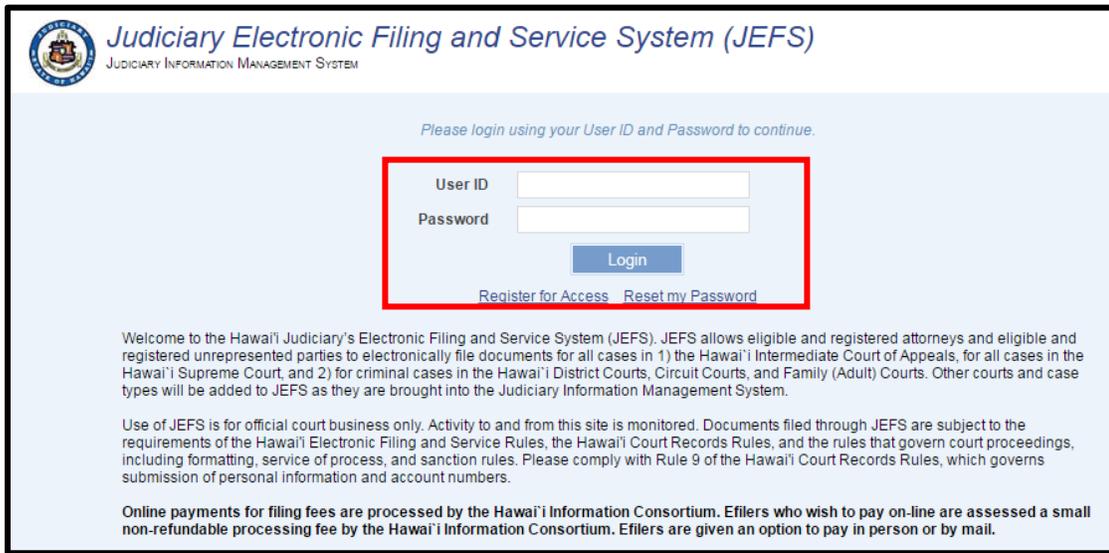
State * HI

Zip/Postal Code * 96813

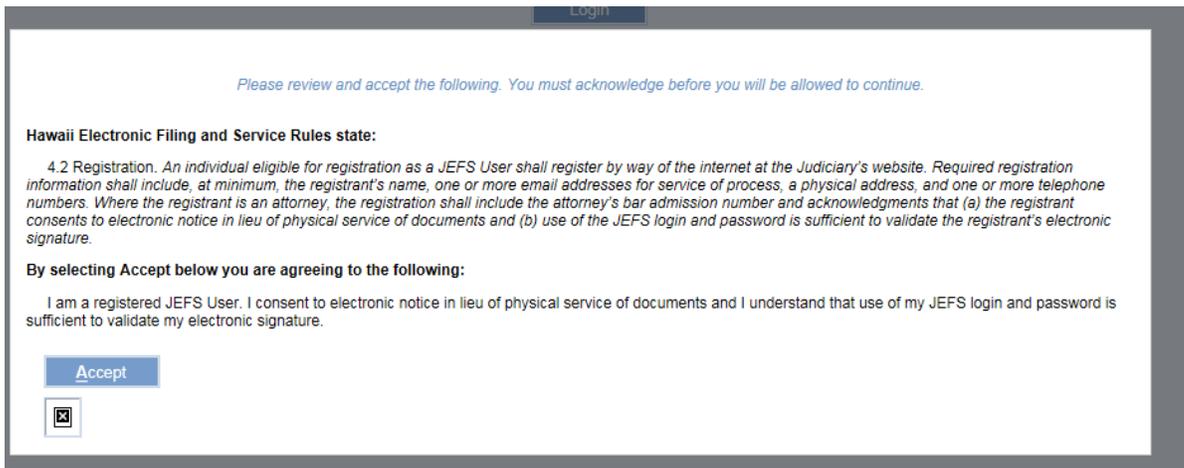
6. You will receive notification that an email is being sent to you with your login information.
- a. Click CLOSE.



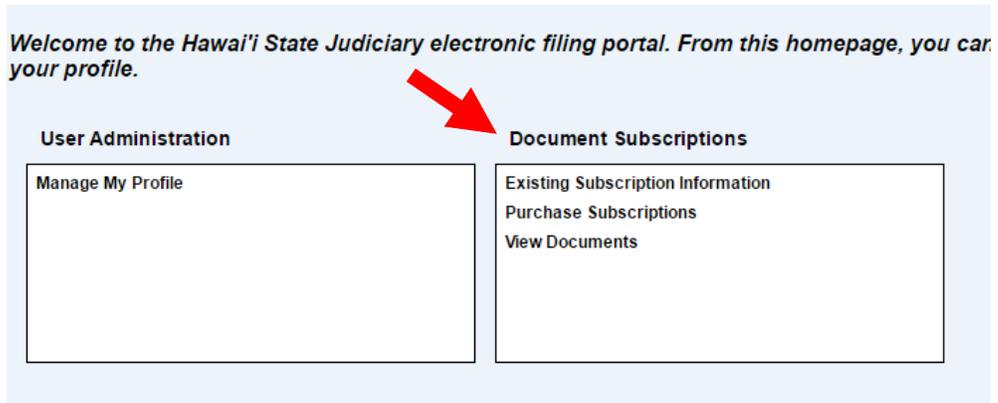
7. Once you are registered, enter your User ID and Password on the Judiciary Electronic Filing and Service System (JEFS) login page and click the Login button.



8. Review and accept the acknowledgement by clicking ACCEPT.



9. Go to the Document Subscriptions pod and select “Purchase Subscriptions”.



10. Please refer to the “JEFS Purchasing Document Subscriptions” document on the JEFS e filing page for details on purchasing a subscription:

<http://www.courts.state.hi.us/wp-content/uploads/2016/03/JEFS-Purchasing-Dokument-Subscriptions.pdf>