HAWAI`I STATE JUDICIARY
INSTRUCTIONS FOR SUBMITTING WRITTEN REQUESTS TO ACCESS COURT RECORDS FOR THE ISLAND OF MAUI – SECOND CIRCUIT

Most court records maintained by the Hawai`i State Judiciary are open to the public and are available for purchase at fees and costs mandated by Hawai`i State laws and court rules.
Access to confidential cases and/or documents may require prior approval by the court.

Basic court case information available through the Hawai`i State Judiciary's website may be viewed at no cost.

FREE ONLINE VIEWING OF BASIC COURT CASE INFORMATION:

1. Visit eCourt Kokua: For access to cases filed in traffic, criminal felony arraignments and pleas, criminal felony probable cause hearings, and criminal misdemeanor divisions of the District courts; the Hawai`i Intermediate Court of Appeals; and the Hawai`i Supreme Court.

The following case information is not available in eCourt Kokua: traffic cases prior to November 1995; appellate cases prior to September 2010.

Downloadable documents are available for $3.00 per document or 10 cents per page, whichever sum is greater. eCourt Kokua subscriptions, which entitle subscribers to unlimited document downloads are also available for $125.00 per quarter or $500.00 per year.

Please note that while case information is available through eCourt Kokua, the actual court documents for those cases may not be available online. Most traffic documents are only available at the courthouse in the jurisdiction where the traffic infraction/crime occurred. If there is a pdf icon displayed next to a docket entry in eCourt Kokua, the associated document may be available online for purchase and immediate download. In some cases, purchased documents may not be immediately available after a document is filed, but should be available within three (3) business days.

2. Visit Ho`ohiki: For access to criminal felony case information filed in the Circuit and Family courts, criminal misdemeanor case information for cases transferred from District to Circuit Court; civil case information filed in the Circuit and Family courts; and small and regular claims civil case information filed in the District courts.

Please note that in Ho`ohiki, court documents are not available for purchase and immediate download. Court documents are only accessible at courthouses in the jurisdiction where the crime occurred or the complaint/petition was filed.

Also, case information for older court records may not be available in Ho`ohiki. For more information, refer to the table of **Ho`ohiki implementation dates.**

PURCHASING COPIES OF COURT DOCUMENTS IF YOU ARE NOT ABLE TO GO TO THE COURTHOUSE IN PERSON:

If you are not able to go to the courthouse in person and would like to purchase court documents, please submit a written request to purchase court records by following Steps 1, 2 and 3 below. *Access to confidential cases and/or documents may require prior approval by the court*.

VIEWING & PURCHASING COPIES OF COURT DOCUMENTS IF YOU ARE ABLE TO GO TO THE COURTHOUSE IN PERSON:

If you are able to go to the courthouse in person and would like to view and/or purchase court documents, please submit a written request to access court records by following Steps 1 and 4 below. Present your completed form at the Legal Documents, Room 106, of the courthouse you will be visiting. *Access to confidential cases and/or documents may require prior approval by the court*.

GETTING STARTED:

STEP 1:

If you do not have any information relating to the case you are interested in, please visit the FREE online case information databases: eCourt Kokua or Hoohiki. If you do not have access to a computer or the internet, free access is provided at public libraries or a designated computer at the courthouse. You need to provide the following information to avoid extended delays in processing requests for copies of documents and/or services: 1) type of case (i.e., civil, criminal, divorce, probate, traffic, etc.); 2) case number; 3) names of parties in the case; 4) title or description of document you are requesting to purchase and/or view; 5) the number of copies you are requesting; 6) whether you need to purchase a "certified" copy or not (*see below for an explanation of a "certified" copy); and 7) if you are requesting any other services. **Click here** to view the Schedule of Fees and Costs for Frequently Requested Services & Copies of Records.

* A "certified" copy is a duplicate of an original document and has an endorsement that it is a true copy of the original; it is an added assurance of the authenticity and integrity of the document.

STEP 2:

Click here – to access the **Circuit Court, Family Court** and **District Court** "fill-in" form (*Second Circuit Court, Legal Documents Branch, Request To Access Court Records*) *if you **are not** able to go to the Legal Documents section in person and would like to purchase court documents.* Please provide all information requested. Incomplete forms may cause extended delays in processing.

1. If the case number information IS NOT indicated, a $5.00 per name search fee may be assessed accordingly.

2. Requests are processed in the order in which they are received. Please allow at least ten (10) business days for a response. A response to mailed requests may require at least fifteen to twenty (15 to 20) working days. We do not want to incur long distance phone charges and therefore will only respond via mail.

3. Requests involving multiple files or documents, files on microfilm, and files stored off-site may require additional fees, costs and processing time.

STEP 3:
E-mail, fax or mail completed forms to the "Custodian of Records" of the court which maintains custody of the case. Please refer to the court contact information below.

1. DO NOT SEND ANY MONIES WITH YOUR COMPLETED FORM: An invoice outlining the applicable fees and costs associated with your request, including return USPS delivery postage and handling fees will be e-mailed or USPS mailed to you.

2. Prepayment of all INVOICED fees and costs is required before copies and/or services are rendered. Acceptable forms of payment are limited to money order, cashiers' or certified checks.

STEP 4:
Click here – to access the **Circuit Court, Family Court** and **District Court** "fill-in" form (Second *Circuit Court, Legal Documents Branch, Request To Access Court Records*) if *you **are** able to go to the Circuit or Family courthouse in person and would like to view and/or purchase court documents.* Please provide all information requested. Incomplete forms may cause extended delays in processing.

1. If the case number information IS NOT indicated, a $5.00 per name search fee may be assessed accordingly.

2. Requests are processed on a first-come, first-served basis.

3. Requests involving multiple files or documents, files on microfilm, and files stored off-site may require additional fees, costs and processing time.

ISLANDS OF MAUI, MOLOKAI and LANAI – Second Circuit

Second Circuit Court Hoapili Hale
Legal Documents Branch
2145 Main Street, Room 106
Wailuku, Maui 96793-1679
Phone: 808-244-2752
Fax: 808-244-2932