Circuit Court and Family (Adult) Court Criminal

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JEFS Training Questions & Answers

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By JIMS

Circuit and Family (Adult) Criminal - JEFS Training Q&A

Table of Contents

I. General 3

II. Case Initiation 4

III. Case Maintenance 4

IV. Notice of Electronic Filing (NEF) 5

V. Filings 5

VI. Other 7

Circuit and Family (Adult) Criminal - JEFS Training Q&A

I. General

1. **Q: Are there any filing fees and if so how do I pay them?**
   A: There are no fees applicable when filing in Circuit Court and Family Court (Adult) Criminal cases via JEFS.

2. **Q: If I am registered to file in District Court cases, do I need to register separately for access to Circuit Court cases?**
   A: No. You only need to register for JEFS access 1 time and which will give you access to all cases currently supporting e-filing. As of 01/23/17 the applicable case types are Supreme Court and Intermediate Court of Appeals, District Court Criminal, and Circuit Court Criminal and Family (Adult) Court Criminal cases.

3. **Q: What if I don't remember my WebuID/password?**
   A: If you don't remember your WebuID, contact your Circuit Help line. This information can be found on the JEFS e-filing page (http://www.courts.state.hi.us/legal_references/efiling)

   To reset your password, go to the JEFS login page and select the link to "Reset my Password". A new password will be sent to your email.

4. **Q: Why do I have to type in the entire case ID for some cases and not for others?**
   A: Cases converted from the legacy HAJIS system have these requirements:

   Very, very old HAJIS cases may have Case IDs comprised of 4 or 5-digits. To search in JIMS/JEFS/eCourt Kokua you must add the Circuit, Case Type and leading zeroes for a total of 12 alpha/numeric characters. Example:
   12345 → 1PC000012345

   For more recent HAJIS Case ID, the entire Case ID must be entered without hyphens when searching by Case ID in JIMS/JEFS/eCourt Kokua. Examples:
   CR-15-1-5678 → 1PC151005678
   FCCR-15-1-1234 → 1FC151001234
   1FCCR-16-1-2345 → 1FC161002345
   1PC-15-1-1 → 1PC151000001

   New cases created in JIMS/JEFS starting 01/23/17 have the format of "Circuit & Case Type – Year - 6 digit number". When searching for cases created in JIMS/JEFS as of 01/23/17, enter the full case ID with hyphens or you may omit the leading zeroes. Example:
   1CPC-17-0000001 → 1CPC-17-0000001 or 1CPC-17-1.

   This information is also posted on the public eCourt Kokua page:
   http://www.courts.state.hi.us/legal_references/records/jims_system_availability

5. **Q: What are the password requirements? Are special characters required?**
   A: There are no requirements for the JEFS password to have a special character. The password must be at least 1 character long and that character may not be a space. Select a password that is not easy to guess with a combination of upper case and lower case letters, numbers, and special characters.

II. Case Initiation

6. **Q: Is there a limit to the number of defendants I may add to a case?**
   A: There is no limit to the number of defendants that may be added to a case.

7. **Q: How should I format the Information Charging packet?**
   A: Contact your Circuit/Division point of contact or call the Circuit Help line to discuss specific requirements which may vary by Circuit.

III. Case Maintenance

8. **Q: Can I remove myself from a case?**
   A: No. While JEFS allows for any attorney to add themselves to any non-Confidential case, attorneys may not remove themselves from a case. This function of "end-dating a party" can only be done by Court Staff.

9. **Q: How do I know if a case is active?**

   A: Case status can be viewed either by searching for the case in eCourt Kokua or going to "My Cases/My Firm Cases" in JEFS. Only cases with a case Status CLOSEDS are considered inactive. All other case statuses are not considered inactive for the purposes for availability in JEFS. For the purposes of determining if a case has a CLOSEDS status the defendant must have either a status of Closed or Disposed. If the defendant has any other party status the case will not have a CLOSEDS status. If there are multiple defendants the case will only have a CLOSEDS status if ALL of the defendants on the case are either Disposed or Closed. Any other combination of party status will result in a different case status.

   Procedures on updating defendants' party status may vary by Circuit. If you are unable to access a case, please call the Circuit Help Line for assistance.

10. **Q: When does a case become inactive and unavailable in JEFS?**
    A: Cases with a case status of CLOSEDS (Closed Satisfied) and have no filings within the last 90 days will no longer be available to parties in JEFS.

Case Status	When did the case become CLOSEDS	When was the last filing date on the case	Available in JEFS under My Case or File on Existing Case
CLOSEDS	Less than 90 days ago	Less than 30 days ago	Yes
CLOSEDS	Less than 90 days ago	More than 30 day ago	Yes
CLOSEDS	More than 90 days ago	Less than 30 days ago	Yes
CLOSEDS	More than 90 days ago	More than 30 days ago	No

11. **Q: What criteria is used to determine if a case is active or inactive?**

A: In District Court, case status is determined by the filing of specific documents (e.g., Judgements/Orders). In Circuit and Family (Adult) Criminal, cases status is determine by the party status of the defendant(s) in the case. For cases with multiple defendants, all defendants will need to be inactive for the case to become inactive.

12. **Q: What about HOPE cases and will they be active or inactive?**
    A: Refer to Question on "When does a case become inactive and unavailable in JEFS" above. Please check with your specific Circuit/Division as each Circuit/Division may have different procedures on how they process defendant's party status.

13. **Q: Where can I look up a case if it's inactive and past 90 days?**
    A: All non-confidential cases can be viewed in eCourt Kokua. If you need to access a confidential case, please contact your Circuit Help line.

14. **Q: What happens if I need to electronically file on an inactive case?**
    A: If you are unable to access a case via "My Cases/My Firm Cases" or "File on Existing Case" in JEFS, please contact your Circuit Help line.

15. **Q: Can I add myself to a related case that a client is on, but I am not representing him on the related case nor am I a party on the related case?**

    A: Any attorney can add themselves to any case. However, if you are not a party to the case, it is recommended that you use eCourt Kokua to view case details.

IV. Notice of Electronic Filing (NEF)

16. **Q: Can I add myself to a related case that a client is on, but I am not representing him on the related case nor am I a party on the related case?**

    A: Any attorney can add themselves to any case. However, if you are not a party to the case, it is recommended that you use eCourt Kokua to view case details.

17. **Q: Can I have Notices of Electronic Filing (NEF) go to a specific email address for a specific case only?**
    A: Notifications are sent to the email address provided by the Attorney when he/she registers for JEFS. Notifications cannot be tailored on a case by case basis.

18. **Q: Can my firm staff receive all of my NEFs?**
    A: JEFS allows for firm staff to register and file on an attorney's behalf. As a courtesy, if firm staff files on a case, they will receive a NEF for that filing only. However, each JEFS ID is allowed to have a secondary email address where duplicate NEFS may be sent.

19. **Q: What if I don't check my email, am I still considered served?**
    A: Yes. It is your responsibility to check your emails and provide a valid email address.

V. Filings

20. **Q: How many pages is 10MB?**
    A: The number of pages will depend on the content of the document being submitted. A document comprised fully of text will be much smaller than a document that contains graphics or color images. It is recommended that the user view the file size prior to filing and split the document as appropriate.
    To reduce the size of a file it can be optimized (if the user has Adobe Acrobat Professional) Instructions for optimizing can be found here: https://talkingpdf.org/optimizing-pdfs-to-reduce-file-size/)

21. **Q: Can PDF's that are fillable forms format be filed?**
    A: No, this format is not accepted. The user will need to print the form, scan it and them file it.

22. **Q: Can I file 1 document on multiple cases at the same time?**
    A: No. This functionality is not currently supported by JEFS.

23. **Q: What is the difference between Sealed and In Camera?**
    A: In JEFS, a Sealed document is not visible to the public in eCourt Kokua, but is visible in JEFS to all parties on the case.

    An In Camera document is only visible to the Judge assigned to the case. It is not visible to the public via eCourt Kokua nor is it visible to the parties on the case in JEFS.

24. **Q: When do I pick Sealed or when do I pick In Camera?**
    A: Marking a filing as Sealed means that the document will not be visible to the general public through eCourt Kokua. However, the document will be visible in JEFS to all parties on the case. Marking a filing as In Camera means that only the assigned Judge on the case will be able to view the document. The general public and other parties on the case will not be able to see the document. **Note**: Once a document has been selected as In Camera, the filing party will not be able to view the document.

25. **Q: Can I file both confidential (Sealed/In Camera) and non-confidential documents on the same filing?**
    A: Multiple document may be filed at the same time. Each document can individually be selected as Sealed or In Camera. For example, a motion and supporting documents are filed at the same time. While the motion is not confidential, one of the supporting exhibits is confidential. In this example, the motion can be filed as is and the exhibit can be filed as Sealed or In Camera.

26. **Q: What happens if I need to correct a filing after I submit it?**
    A: Once the "submit" button has been clicked when filing a document in JEFS, the document has been filed. Any corrections will need to be done either through an amended filing or via court staff depending on the specifics of what needs to be corrected. If you find you have made a filing in error, please contact your Circuit Help line.

27. **Q: Is text entered in the Notes field while filing a document visible to the public? What about a Sealed or In Camera filing?**
    A: If the document being filed is visible to the public in eCourt Kokua then any text entered in the Notes field will be displayed with the filing. If the document being filed is marked as Sealed or In Camera, then the filing and its attendant text will not be visible in eCourt Kokua.

28. **Q: How is it going to work when I submit a document the judge has to sign?**

A: You will need to contact your Circuit Help line to determine their requirements as this may vary by Circuit**.**

29. **Q: If I normally submit my packet of documents all at once, can I still file it all at once or do I have to split them into separate filings?**
    A: If the filing rules are silent on this matter, you should contact your Circuit Help line to confirm their requirements.

30. **Q: Can I preview my documents while filing in JEFS?**
    A: Once uploaded to JEFS, a document cannot be previewed. It is important that you preview your PDF documents prior to uploading it in JEFS.

31. **Q: If I'm filing multiple documents at the same time and I need to remove one of them, do I need to remove all of the pending documents?**
    A: Before you submit your filing you can remove any documents individually using the red minus button. You may then upload a new document and submit your filings once you have reviewed them.

32. **Q: What is going to be the procedure for orders to DPS (Department of Public Safety)? Currently they only accept certified paper copies of Orders.**
    A: Please check with your Circuit Help line as each Circuit is working with external agencies to update procedures and requirements as we switch from conventional to electronic document filings.

33. **Q: Should I always file items in a Juvenile Traffic cases as sealed?**
    A: Juvenile Traffic cases are not a case type that is supported by JEFS at this time.

VI. Other

34. **Q: When can I start e-filing on civil cases?**
    A: We do not have a timetable for Civil Case e-filing in JEFS at this time.

35. **Q: Why does the Violator History screen on internal eCK have a check box to "Exclude Circuit, Family Court Cases" and I am unable to uncheck it?**
    A: This is a deliberate feature since the new case types for CC/FC Crim have been excluded from the violator history as defined by HRS287-3. A person's case information detail including this information can be found under party search.