

**IN THE SMALL CLAIMS DIVISION OF THE DISTRICT  
COURT OF THE FIRST CIRCUIT**

\_\_\_\_\_ DIVISION  
**STATE OF HAWAI'I**

Plaintiff

Reserved for Court Use

Civil No.

Defendant

Filing Party/Attorney Name, Attorney Number, Firm Name (if applicable), Address, Telephone and Fax Number.

**STATEMENT OF CLAIM**

Plaintiff alleges as follows:

I am a resident and/or do business at \_\_\_\_\_.

Since (date) \_\_\_\_\_, 20\_\_\_, Defendant owes me the sum of \$ \_\_\_\_\_ for \_\_\_\_\_

Defendant resides and/or do business at \_\_\_\_\_

\_\_\_\_\_ in the State of Hawai'i.

Plaintiff asks for a judgment in the principal amount of \$ \_\_\_\_\_.

In addition, Plaintiff asks for an award of interest, costs and fees as deemed reasonable and allowed by the Court.

**DECLARATION**

**I DECLARE UNDER PENALTY OF PERJURY THAT WHAT I HAVE STATED ABOVE IS TRUE AND CORRECT.**

Signature of Declarant:

Date:

Print/Type Name:

I certify that this is a full, true, and correct  
copy of the original on file in this office.

\_\_\_\_\_  
Clerk, District Court of the above Circuit, State of Hawai'i

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**NOTICE**

TO: \_\_\_\_\_:

This Statement of Claim will be heard by a Judge at the address checked below on

\_\_\_\_\_, \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ m.

**YOU MUST BE PRESENT ON THIS TRIAL DATE TO AVOID JUDGMENT BY DEFAULT.**

**COURT ADDRESS**

Honolulu Division  
‘Ewa Division  
Ko‘olauapoko OR Ko‘olauloa Division  
Wahiawā OR Waialua Division  
Wai‘anae Division

1111 Alakea Street, 10<sup>th</sup> Floor, Honolulu, Hawai‘i  
870 Fourth Street, Pearl City, Hawai‘i  
45-939 Po‘okela Street, Kāne‘ohe, Hawai‘i  
1034 Kilani Avenue, Wahiawā, Hawai‘i  
4675 Kapolei Parkway, Kapolei, Hawai‘i

**Mailing address for the above Court: 1111 Alakea Street, Civil Division, Third Floor, Honolulu, Hawai‘i 96813**

If you have witnesses, or documents related to this claim, you should bring them with you to the trial.

If you wish to subpoena witnesses for trial, contact the clerk as soon as possible before trial.

You may come with or without an attorney.

A Small Claims case cannot be transferred to the Regular Claims Division unless the plaintiff agrees to the transfer and the regular claims filing fee is paid to the court.

If a counterclaim is for more than \$5,000.00, either party may demand a jury trial, pay the jury demand fee, and the case will be transferred to the Circuit Court.

You have **NO RIGHT TO APPEAL** from the judgment of the Small Claims Division.

**IF YOU DO NOT APPEAR AND DEFEND ON THE DATE AND TIME STATED ABOVE, A DEFAULT JUDGMENT MAY BE ENTERED AGAINST YOU FOR THE AMOUNTS REQUESTED IN THIS STATEMENT OF CLAIM.**

Clerk

This notice shall not be personally delivered between 10:00 p.m. and 6:00 a.m. on premises not open to the public, unless the court permits, in writing on this notice, personal delivery during those hours.



In accordance with the Americans with Disabilities Act and other applicable state and federal laws, if you require an accommodation for a disability when working with a court program, service, or activity, please contact the District Court Administration Office at PHONE NO. 538-5121, FAX 538-5233, or TTY 539-4853 at least ten (10) working days before your proceeding, hearing, or appointment date.

**For all Civil related matters, please call 538-5151 or visit the District Court Service Center at 1111 Alakea Street, Third (3<sup>rd</sup>) Floor.**