# JEFS

# Judiciary Electronic Filing and Service System User Manual



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# Introduction

Electronic filing capabilities have been developed to support case filing for the Intermediate Court of Appeals, the Hawai'i Supreme Court, and District Criminal Court. The **Judiciary Electronic Filing System and Services (JEFS)** will be available from the Judiciary internet and will require a registered User ID and password.

The eFiler will navigate to the appropriate category based on the action that is being performed. This user manual will cover the capabilities and application functionality that is associated to the following case related activities which are performed external parties.

- **Case Initiation:** The eFiler will navigate to the **Case Initiation** application category to initiate cases for the Hawai'i Intermediate Court of Appeals, the Hawai'i Supreme Court, or the District Criminal Court.
- **Case Update:** The eFiler will navigate to the **Case Inquiry/Maintenance** application category to perform case maintenance and additional processing, such as case event scheduling, docketing and creation of correspondence or case related materials, manage case milestones or tasks, or retrieve general case details and information.
- **Make Payment:** The eFiler will navigate to the **Case Inquiry/Maintenance** application category to process payment or review payment history for a case.

# Purpose

The purpose of this user manual is to provide the functional capabilities and steps to initiate and manage the case related activities of the Intermediate Court of Appeals, the Hawai'i Supreme Court and for criminal cases in the Hawai'I State District Courts.

# **IMPORTANT:** The process steps and functional direction outlined in this manual are not intended to override or supersede the Hawai'i Rules of Court or Hawai'i Electronic Filing and Service Rules.

Note: The Hawai'i Rules of Court and Hawai'i Electronic Filing and Service Rules can be viewed or retrieved from <u>http://www.courts.state.hi.us/legal\_references/rules/rulesOfCourt.html</u>.

# Prerequisite

The capabilities outlined in this manual presume that:

- 1) The eFiler has registered and received confirmation of registration and access to the **Judiciary Electronic Filing Service System (JEFS).**
- 2) Filings to be uploaded are saved as the required .pdf file format.

At the conclusion of this user manual, the clerk will be able to:

1) Navigate and execute the necessary steps for case initiation with the Hawai'i Intermediate Court of Appeals and/or the Hawai'i Supreme Court.

2) Navigate and execute additional case filing for managing the case milestones and deliverables.

#### **Process Summary**

The functionality provided by the new web capabilities will support the electronic case filing for the Hawai'i Intermediate Court of Appeals and the Hawai'i Supreme Court. This user manual will cover the web capabilities and navigation that are associated to the following functions:

- Accessing the new JEFS application •
- Filing a case
- **Taking Payment**
- Identifying or completing additional notifications and filings for the case. •

#### **Revision History**

Outlines the dates in which the process or user manual has been updated. Include the Change Order or Project Initiative (SOW) that change is associated to.

Date	Reason for change(s)	Author
08/2010	Version 1: Creation of the new web application and capabilities available for the Judiciary Electronic Filing and Service System (JEFS) resulting from the Implementation of Appellate Project (SOW 029)	D. Weaver
09/2010	Version 2 – Posted Sept 2010: Revisions prepared for Implementation and posting to Judiciary Internet and Intranet.	D. Weaver
08/2012	Version 3 – Added Criminal Written Complaint (SOW 035)	T. Ray

# JEFS Log on

All navigation that will be performed within this user manual, and for the capabilities outlined, will require the user to successfully log in to **JEFS**, the **Judiciary Electronic Filing and Service System**.

For new users, a User ID and Password will need to be created. This is accomplished via **JEFS** and the **Self-Registration** navigation.

For existing users or users that have completed the self-registration steps, access will be granted based on successful entry of a valid User ID and Password.

Please refer to the Troubleshooting section for corrective steps associated to JIMS Portal log on or assigned privileges.

Step #	Step Description	Icon / Screen
1	Self-Registration	N/A
2	Existing User ID	N/A

# Step I: Self-Registration

The steps outlined in this section will be executed in the event that the user does not have an existing User ID and Password for accessing the **Judiciary Electronic Filing and Service System** (**JEFS**).

Please refer to the Existing User ID section of this manual for log on steps using an existing User ID and Password.

Step #	Step Description	Icon / Screen
1a	Navigate to JEFS Logon	N/A
1b	Register for Access	JEFS Landing Page

#### Step 1a: Navigate to JEFS Logon

- a) Access the Judiciary Internet at http://www.courts.state.hi.us/
- b) Select either the eFiling navigation displayed in the left navigation menu or from the For Attorneys navigation.





c) Select the Judiciary Electronic Filing and Service System (JEFS) Login Page hyperlink.

7



The log on page will be presented upon successful navigation.

Judiciary Electronic Filing and Access Information Wetwachon System	1 Service System (JEFS)	
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#### **Step 1b: Register for Access**

The steps outlined below presume that the eFiler does not have an existing or valid JEFS User ID and Password.

The user will be prevented from registering a new User ID using an existing Primary Email Address.

Please refer to the Troubleshooting section of this manual if an error message is received during self registration.

Step #	Step Description	Icon / Screen
1b.i	Select Register for Access	JEFS Landing Page
1b.ii	Enter Required Self-Registration Data	Self-Registration
1b.iii	Assign Organization	Self-Registration
1b.iv	Enter Optional User Data	Self-Registration
1b.v	Complete Self-Registration	Self-Registration

#### Step 1b.ii: Select Register for Access

1. The eFiler will invoke the self-registration process by clicking on the hyperlink title **Register for Access**.



2. The eFiler will be presented with the eFiling – Self Registration screen to begin data entry.

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	Cellular	Mailing Address					
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#### Step 1b.ii: Enter Required Self-Registration Data

The required data will vary based on the selected Role.

- 1. Enter the required data fields for user self-registration.
  - a. The following fields are required for **all** self-registration **Roles**:
    - 1) Last Name
    - 2) Role

The Role will be selected from the List of Values (LOV) available.

- 3) Primary Email Address
- 4) Mailing Address
- 5) Date of Birth (DOB)

The required data entry format for the DOB is d-MMM-YYYY, e.g. 15-Jul-1970.

The data can be manually keyed or the date selected by invoking the (calendar) icon.

- b. Additional fields may be required based upon Role selection, for example:
  - For the **Role** of **Attorney** the self-registration will require the following additional fields:
    - 1) Bar ID
    - 2) Organization
  - For the role of Firm Staff the self-registration will require the following additional field:

#### 1. Organization

#### Step 1b.iii: Assign Organization

The **Organization** must be retrieved using the **Search** button and executing an **Exact**, **Partial** or **Phonetic** search. If the Organization field is required, the following steps will be executed:

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Self Registration			Θ
Regum to Ser Freuentanian Search Oritonia	**		
Bustress Name Parial Beach Pristers Beach			
	Seath Board		

#### 1. Enter the Organization or Business Name.

a. If the user is unsure of the full or exact naming format, the **Partial** search option should be used. This will allow the user to retrieve all organizations that contain the information input, such as **Smith**.

	Registration					
	Beturn to Datt Recordsation					
	Search Cilteria				ΨA.	
	Business Name Smith	<b></b>				
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$\rightarrow$	Search Results				<b>VA</b>	
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	Search revolts for criteria: Corpany Name Seats, Partially	aven Scientifi				
	Name	Address	Cay	State	Zip Code	
	Breth Benetaria Absociates	1170 NULUANU AVE 200	HONOLULU	H	96817	
	Smith Construction Consultants	B1-16 MARANAO AVE	MARCANNACI	H.	96768	
	Breith Construction Consultants Inc La	1043 MARONWO AVENUE #208	MAKOWINELO	H.	96768	

The search results will be presented to the user. If the **Organization** or **Business Name** is retrieved, the user will select it from the search results and assign to the User ID.

3.

Select the Organization or Business Name from the search results.

# 4. **Press** or **select** the **Assign** button to associate the **Organization** or **Business Name** to the User ID.

Name	Address	City	State	Zip Code
Bmith Benitaria Associates	1170 NULANU AVE 200	HONOLULU	H	96817
Smith Construction Consultants	81-16 MAKAWAO AVE.	MARGAWAO	HI	96768
Smith Construction Consultants Inc Ls	1043 MAKAWAO AVENUE #208	MAKAWAO	н	96769
Smith Marras Ronsonette Pc	171 A Eleu Pl	kühei	HI	96753
Bmith Of Maul	50 HAUOLI STREET	MAALAEA	н	96793
Bmith Services	3049 UALENA ST 1208	HONOLULU	HI	96819
Bmiths Of Maul Inc.	114 MEHANI PLACE	KIHEI	HI	96753
Smiths Of Maul Inc	58 HAUOLIST	WAILUKU	HL	96732

Upon successful assignment of the **Organization** or **Business Name**, the user will be redirected to the **Self-Registration** screen and the **Organization** field will be populated.

Please refer to the Troubleshooting section of this manual if search results are not successful or the desired Organization or Business Name is not retrieved.

#### Step 1b.iv: Enter Optional User Data

The user can provide additional information based on preference, such as:

- 1) First and/or Middle Name
- 2) Contact phone numbers
- 3) Secondary email address

#### Step 1b.v: Complete Self-Registration

Once all required data has been entered, the user will complete the Self-Registration process by

button.

pressing or clicking on the

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Carlos Carlos	in Hinner			Phylia Barrifo		
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A confirmation message and email will be received upon successful self-registration.

# Step2: Existing User ID

The steps outlined below presume that the eFiler has an existing or valid JEFS User ID and Password.

Please refer to the Troubleshooting section of this manual if the user experiences log on issues such as invalid or forgotten password.

Step #	Step Description	Icon / Screen
2a	Navigate to JEFS Logon	N/A
2b	Enter User ID and Password	JEFS Landing Page

#### Step 2a: Navigate to JEFS Logon

- a) Access the Judiciary Internet at http://www.courts.state.hi.us/
- b) Select the eFiling navigation displayed in the left navigation menu or from the For Attorneys navigation.





c) Select the Judiciary Electronic Filing and Service System (JEFS) Login Page hyperlink.



The log on page will be presented upon successful navigation.

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	Nectome to the Heavall' Judiciary's Electronic Filing and Service System (JEFS) JEFS allows eligible and regimeed attorneys and eligible and registered unrepresented parties to electronicals. Be documents in the Heavall' Intermediate Court of Apartic Aparts and Service Court. Other courts and care types follow address to JEFS as they are thought also the Judiciary Hamation Stateagement System.	
	This facility is for official court business only. Activity to and from this site is monitored. Decuments field through, dEPS are subject to the requirements of the News) Electronic Finge and Benuton Name. Phone camp count income finge, and the rules that power the count proceedings, including tomatify, censor, and sanction rules. Phone camply with Name 9 at the Hawaii Court Record, Rales, the rule governing submission of personal information of personal information on the same finance of the Name 9 at the Hawaii Court Record. Rales, the rule governing submission of personal information on the same through the same of the Name 9 at the Hawaii Court Record. Rales, the rule governing submission of personal information on the same through the same 9 at the Name 9 and 9 at the Name 9 at the	
	Online payments for filing fees are processed by the Hawaii Information Consortium. Ethers who wish to pay on line are assessed a small non-informative processing fee by the Hawaii Information Consortium. Ethers are given an optime to pay in persion or by mail.	

# Step 2b: Enter User ID and Password

- 1. Enter the User ID and Password.
  - a. The User ID will be provided to the user via email upon successful self-registration.
  - b. Alternately, the user can also enter the **Primary Email Address** and Password to log on.
- 2. **Press** the **Login** button or press the Enter key.

Upon successful log on, the user will be presented with the JEFS Home Page to being navigation and processing as needed.

The User ID will be reflected in the upper right corner.

Judiciary Internet		You are logged in an WEIRP1151	tione Las	sat
Judiciary Electronic Filing and Service Systems	stem (JEFS)	/		9
Welcome to the Hawal's State Judiciary ele your profile.	ectronic filing portal. From this homepage, you can a	ubmit filings, track cases and update		
Submit Case Filing	My Case View			
Create Hawar's Internediate Court of Appends Create Hawar's Sopreree Court Case Create Hawar's Cristelaul Written Completel Case Croote Hawar's Traffic Written Completel Case Subset Filleg on Existing Case	Manage Cases			
User Administration	Document Subscriptions			
Manage My Profile	Easting Subscription Information Parchase Subscriptions View Documents			

# **Case Initiation**

The Judiciary Electronic Filing and Services System (JEFS) will allow the eFiler to create cases in the categories of:

- 1) Hawai'i Intermediate Court of Appeals (ICA) Case
- 2) Hawai'i Supreme Court (SC) Case
- 3) Hawai'i Criminal Written Complaint Case
- 4) Hawai'i Traffic Written Complaint Case

The steps in this section will cover the case initiation capabilities that are provided via the **Judiciary Electronic Filing and Services System (JEFS)** for these case categories.

Step #	Step Description	Icon / Screen
1	Hawai'i Intermediate Court of Appeals (ICA) Case Creation	Submit Case Filing
2	Hawai'i Supreme Court (SC) Case Creation	Submit Case Filing
3	Hawai'i Criminal Written Complaint Case Creation	Submit Case Filing
4	Hawai'i Traffic Written Complaint Case Creation	Submit Case Filing

The steps outlined in this section presume that the user has successfully logged in to the **Judiciary Electronic Filing and Services System (JEFS)** and is presented with the **JEFS** Home page and menu navigation for **Submit Case Filing**.

Judiciary Internet			Tim are logged in as WEBD11151.	tione	Lagrat
ADCARCINGHARDON					
	elcome to the Hawar's State Judiciary ele our profile.	ctronic filing portal. From this homepage, you can a	ubmit filings, track cases and update		
	Submit Case Filing	My Case View			
	Create Hawari Intermediate Coart of Appeals Case Create Hawari Seprese Coart Case Create Hawari Cristolal Written Complete Case Create Hawari Traffic Written Complete Case Submit Filling on Existing Case	Maringe Canes			
	User Administration	Document Subscriptions			
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Step #	Step Description	Icon / Screen
1a	Navigate to Create Hawai'i Intermediate Court of Appeals Case	Submit Case Filing
1b	Enter General Case Information	Case Initiation
1c	Enter Trial Court Information	Case Initiation
1d	Select Authorizing Statute(s)	Case Initiation
1e	Assign Parties	Case Initiation
1f	Attach Document(s)	Case Initiation
1g	Submit Case	Case Initiation

Step I: Hawai'i Intermediate Court of Appeals (ICA) Case Creation

# Step 1a: Navigate to Create Hawai'i Intermediate Court of Appeals Case

1. Select or Click on the Create Hawai'i Intermediate Court of Appeals Case navigation link located in the Submit Case Filing menu options.

Submit Case Filing
Create Hawai'i Intermediate Court of Appeals Case 🗲
Create Hawai'i Supreme Court Case
Submit Filing on Existing Case

The eFiler will be presented with the **Create Initiation** landing page. The landing page will provide the following sections for data entry and case initiation.

- 1) **Case Information:** This section supports the data entry for the **general** case details such as Case Title, Court, Location, etc.
- 2) **Trial Court Information:** This section supports the data entry for the **Trial Court Information** and will be presented or populated based on the selected case type.
- Authorizing Statute(s): This section supports the data entry for the Authorizing Statute(s) for the case being created. The List of Values (LOV) will be populated based on the selected case type.
- 4) **Assign Parties:** This section supports the creation and assignment of a party to the case during initiation.

5) **Documents:** This section supports the ability to attach a document(s) to the case during initiation as well as add supporting notes.

A 52 PA	outi CA commendate Count of Assesse Non CA-Intermediate Count of Assesse stay		Case Type		¥.		6
Filing C Loca Trisel CourtRep Trial CourtRepense Case Short Case	non CA-Internediate Coult of Appeals		Case Type		т. Н		
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Authorizing Statute		×o					
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	M			0.0	*		
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ID Corporate 2010 Weenhold, LLC on behalf of Hawain State Architery

Each of the sections and the data entry for the Hawai'i Intermediate Court of Appeals case will be reviewed in the steps that follow.

# **Step 1b: Enter General Case Information**

The eFiler will begin case initiation by entering or selecting the case details within the **Case Information** section.

The following fields will be auto-populated based on selection of the case category, such as Hawai'i Intermediate Court of Appeals:

1) Filing Court: This is a required field for case initiation. The field will be auto-populated based on navigation selection from Submit Case Filing. If Hawai'i Intermediate Court of

Appeals has been selected, the data field will be auto-populated with **CA – Intermediate Court of Appeals**.

- a. This field cannot be edited as denoted by the gray scale presentation. If the eFiler has navigated to this case category in error, they must return to the Submit Case Filing navigation menu to select a different case category option.
- Location: This is a required field for case initiation. If Hawai'i Intermediate Court of Appeals has been selected, the data field will be auto-populated with CA – Intermediate Court of Appeals.

Judiciary Internet		You are logged in as WEBU1089. Home Log
(a) Sas	Re Initiation	6
		7.4
	Case Information	
		Case Type Y
	Trial Court/Agentry	
	Trial CoursRegency Case Type 🦂	
	¢	Canfidential (T
	Bhot Case Title	Sealed F
	Estandard Case Title	

Tip: The screen name will be indicated on the top left portion of the screen.

The eFiler will begin the case initiation by executing the following steps:

1. Select the Appeals Case Type from the List of Values (LOV).

Case Type		~
	AP - Appeal	
	ST - Agreed Statement	

- a. The **Case Type** is a required field and based on the selected type the data entry will vary.
- 2. Select the Trial Court/Agency from the List of Values (LOV).
  - a. This field will be presented if the selected case type is **Appeal**.
  - b. If the case type being initiated is **Agreed Statement**, please move to **step # 4** of this section.
- 3. Select the Trial Court/Agency Case Type from the List of Values (LOV).
  - a. This is a required field for initiation if the case type is **Appeal**.
  - b. If the case type being initiated is **Agreed Statement**, please move to **step # 4** of this section.

Case Information				**
Filing Court	CA - informediate Court of Appendix	1	Case Type	P - Appeal 😪
Location	CA - Intermediate Court of Appeals	~		
> Trial Court/Agency		*		
Trial Court/Agency Case Type				
			Confidential	
Short Case Title			Sealed [	
Extended Case Title				
Trial Court Information				**
Trial Court Judge			Trial/Agency Case Id	

#### 4. Enter the Short Case Title.

a. This is a required field for case initiation.

#### 5. Enter the Extended Case Title.

a. This is a required field for case initiation.

	Confidential 🥅 🗲
> Short Case Title	Sealed 🗖 🗲
Extended Case Title	

As appropriate, the **Confidential** or **Sealed** indicator(s) should be selected.

Note: Selection of either indicator will require the user to have appropriate security levels to view and/or perform case update(s) activities.

#### **Step 1c: Enter Trial Court Information**

The Trial Court Information will be presented if the selected case type is Appeal.

In order to retrieve and associate the Trial Court Information, the user will execute the following steps:

Trial Court Splormation	*		¥.4.	
Trial Court-Judge	000	TrialAgency Case Id		

- 1. **Select** the binoculars icon to initiate a search for the **Trial Court Judge**.
  - a. Enter the judge information, for example First and/or Last Name.
  - b. As appropriate the user can select the type of search to be executed such as a Partial search or Phonetic search.

Search Criteria					**
FirstName					
LastName					
T Partial Sea	rch 🗐 Phonetic Searc	th			
				Search Reset	

2. **Select** the <u>Search</u> button to execute the search.

Upon successful execution, the user will be presented with the search results:

Search Criteria				7.4
First Name				
LastName Marr				
Partial Search	Phonetic Search			
				Search Reset
Search Results				
Please select a party to add				
Search Levolts for criteria: Last	Nara: Marr			
Name	Trial Agency Role	Party ID	DOB	Organization
Michael Mair	Judge	JMMARR		State of Hawaii

#### 3. Select the Judge by clicking on the line item.

Search Criteria				**
FirstName				
LastName Marr				
Partial Search C P	nonetic Search			
				Search Renet
Search Results				<b>T</b> .
Please select a party to add				
Search results for criteria: Last Nent	Marr			
Name	Trial Agency Role	Party ID	DOB	Organization
Michael Mart	Jodge	JMMARR	380	de sCHinnili
				Assign Canoel
				Return
_				
A	ssign	ulate the Judge ar	d return to t	ne Case Initiation sci
1 <b>Dross</b> the		ulate the Judge al		ie case initiation sol
4. <b>Press</b> the				

Trial Court Information	
Trial Court Judge Michael Marr	# 0
5. <b>Press</b> the ( <b>Add</b> ) 🔯 icon to asso	ciate the Judge to the case.
a. Alternately, if the Judge ir	nformation added is not correct or needs to be changed, it ca
be removed by <b>pressing</b>	the <u>Remove</u> button.
Upon execution of the (Add) 0, the Judg	e information will be displayed.
Trial Court Information	
Trial Court Judge	
Michael Marr	Remove

- 6. Enter the Trial/Agency Case ID, as necessary.
  - a. This field will be presented if the selected case type is **Appeal**.
  - b. The Case ID must be known as there is no search capability for this data entry field.

Trial/Agency Case Id	-

#### Step 1d: Select Authorizing Statute(s)

An Authorizing Statute(s) must be selected in order to initiate the case. The Authorizing Statute, **HRS** 602-57 – Court of Appeals, will be auto-populated for the case category of Hawai'i Intermediate Court of Appeals.

Authorizing Statute	83	7.4
Authorizing Statut	x 🛛 🖉 🖸	
	HRS § 602-97 - Courts of Appeal	
24 Version 3.0 Aug. 8, 1	2	

The user can select additional statutes by executing the following steps:

- 1. Select the additional Authorizing Statute(s) from the List of Values (LOV).
  - 1. As available via the List of Values (LOV), the eFiler will select additional authorizing statutes, as applicable.
    - i. The statutes populated in the Authorizing Statute(s) List of Values (LOV) are based on the Trial Court/Agency that has been selected.
- 2. **Press** the (**Add**) icon to associate the statute to the case.
  - a. Alternately, if a statute is added in error or needs to be changed, prior to case initiation, it

Authorizing Statute	(6)	
- Authoriting Stat	ute (HRB § 383-41 - Employment Security	
	HRS § 602-57 - Courts of Appeal	

-	-		-	-	- (	,	'	-				-	.,			

Authorizing Statute(s)			
Authorizing Statute		▼ ②	
->	HRS § 602-57 - Courts of Appeal HRS § 383-41 - Employment Security	<b>→</b>	Remove

#### **Step 1e: Assign Parties**

The user must associate all parties associated to the appeal, such as the appellant, appellee, attorney and/or designated legal representation, etc.

For cases that involve a Hawai'i State Department or Agency, the existing system Party ID's should be utilized. *Please refer to the Appendix section of this user manual for the list of Hawai'i State Department and Agency Party ID's.* 

The assigned parties will be used in future steps and activities such as retrieval of existing case, notification of case filings and data population of court generated correspondence.

Note: If the parties, attorney or legal representation, etc have not been assigned or designated on the case, notifications and access for required electronic filings will be impacted.

For purposes of this manual, both options for retrieval or creation of a party for assignment are outlined.

Step #	Step Description	Icon / Screen
1e.i	Retrieve and Assign Existing Party	Parties Tab
1e.ii	Create and Assign New Party	Parties Tab

#### Step 1e.i: Retrieve and Assign Existing Party

This step will be used for all assignments or designation of the Hawai'i State Department and/or Agencies.

Please refer to the Appendix section of this user manual for the list of Hawai'i State Department and Agency Party ID's.

The user will assign <u>existing</u> parties to the case by executing the following steps:

Note: The process steps outlined presume that the party being assigned exists in JIMS. If the party is not retrieved via the search steps, the eFiler may create a new Party ID. Please refer to **Step 1e.ii** for the detailed steps of creating a new party.

1. **Press** the <u>Add</u> button to initiate the search capabilities.

+	Party Information	**
	Add all parties	
-	Add	

- 2. Select the Party Type to be retrieved or search.
- 3. Enter the party information, such as First and Last Name or Organization/Business Name.
  - a. As appropriate the user can select the type of search to be executed such as a Partial search or Phonetic search.

Autosary Internet	You are logged in as WEBU1089.	Harne	Logest
Case Initiation			0
-* Casarch (* Aut Battan to Casa Initiation			
Search Citteria	V.A.		
- PartyType 🌾 Person (* Dustress			
> First Name Case D			
-> LastName Bar D			
OPertal Beach Ophonetic Beach Organization			
$\rightarrow$	Soutch Rusat		
	Return		
4. Press the <u>Search</u> button to execute the search.			
26 Version 3.0 Aug. 8, 12			

Partial Search 🔽 Phonetic Se	sarch	Organization		
		1.02020202004		
				Seanth Reset
Search Results				
Please select a party to add.				
Search results for oritorial Last Name. Mouse, Fire	st Name: Mickey			
Name	Trial Agency Role	Party ID	006	Organization
Mickey NMN Mouse		@1076528		
Mickey Mouse		@1076187		
		@1076197 @1076295		
Mickey Mouse				
Miskey Mouse Miskey Mouse		@1076295		
Mickey Mouse Mickey Mouse Mickey Mouse		@1076295 @1076308		
Mickey Mouse Mickey Mouse Mickey Mouse Mickey Mouse		@1076295 @1076306 @1076293		

The search results will be presented to the user for review and selection. If the Party ID is not located, it will need to be created.

Please refer to **Step 1e.ii** for the detailed steps of creating a party.

- 5. Select the appropriate Party by clicking on the line item.
- 6. Select the Role, from the List of Values (LOV), that is associated to the party on this case.
  - a. This is a required field for assignment of a party and case initiation.

Name	Trial Agency Role		Party ID	DOB	Organization
Mickey NMH Mouse		0	1076520		
Mickey Mouse		0	1076187		
Mickey Mouse		6	1076295		
Mickey Mouse		G	1076306		
Mickey Mouse		0	1076290		
Mickey Mouse		6	1075468		
Mickey Mouse		e	1076326		
Mickey Mouse		0	1076137		
	> P	arty Role	Appellee		
Mickey NMN Mouse	т	nal Case Ro	le .	19	
Mickey Minin Mouse	A	Borney For	hisma		8
			T Juvenite		
					Assign Cance

- 7. As appropriate, the eFiler can assign the additional details to the party:
  - **Trial Case Role:** This can be selected prior to assigning the party or after the party is assigned. The user will select the appropriate role from the List of Values (LOV).
  - Attorney For: This can be selected prior to assigning the party. The user will select the appropriate party/role from the List of Values (LOV).

- **Juvenile:** This can be selected prior to assigning the party. The user will populate the check box as needed.
- 8. **Press** the <u>Assign</u> button to associate the party to the case.

The eFiler will receive a confirmation message upon successful assignment of the party.

Note: The assignment of the party is contingent upon successful creation of the case.

Successfully added Mickey NMN Mouse to the case as Appellee.
--

Note: The eFiler can continue to add additional (existing) parties from this screen by repeating steps 2 – 7 or by referring to section 1e.ii for creation of a new party.

9. Once all parties have been associated to the case, the eFiler will **select** the

Return to Case Initiation hyperlink or press the Return button.

The parties that have been successfully associated will be displayed:

Party Informa	tion
Add all parties	
Add	
Appellee	Mickey NMN Mouse
[Edit][Remo	<u>ve]</u>
Other	Jane Jane Doe
	ve ]

The user will be able to Edit or Remove the party as necessary for case initiation.

10. In **Edit** mode, the user can update the **Party Role** and/or the **Trial Case Role** of the party selected.

a.	If modified, the changes will be sa	aved by pressing the	Update	button.
b.	If no change is made, press the	<u>C</u> ancel button	ı.	

Party Informa Add all parties Add	tion					
Appellee [Edit][Remo	Mickey NMN Mouse					
Other [Edit][Remo	Jane Jane Doe we ]			T		
— Mickey NMN I	Mouse Appellee	<b>~</b>	~	Update	С	ancel

11. To remove the party from the case, the user will select the **Remove** hyperlink.

#### Step 1e.ii: Create and Assign New Party

If the case party is not found or retrieved, the user may <u>create a new party</u> and assign to the case by executing the following steps:

Note: The process steps outlined presume that the user has confirmed that the party does not exist in JIMS. If the eFiler has not attempted to locate the existing party, this should be done prior to creating a new party. Please refer to **Step 1e.i** for the detailed steps of locating an existing party.

1. **Press** the <u>Add</u> button to initiate the party search or creation capabilities.

→	Party Information	<b>VA</b>
	Add all parties	
-	Add	

2. Select the Add radio button to begin party creation.

Add Parties	and Attorneys					*
Party Type	(* Person (* B	usiness				
First Name				Party Role	9	
Middle Name				Trial Case Role		
Last Name				Attorney For	on a	31
Date of Birth			C Juvenile			
	2					
Mailing Address						
	City	State	Zp			
Email						
					Sub	mit Reset

3. Populate the Party Type radio button for the party to be created, Person or Company.

#### 4. Enter the Party Name.

a. The Party Name can be a Person Name, First and Last Name or Business Name.

#### 5. Enter the Party Address.

- a. If **Person** party type has been selected, the **Address Type** will default to **Mailing.** As necessary, the eFiler can select the address type that is being created.
- b. If **Company** party type has been selected, the **Address Type** will default to **Business.** As necessary, the eFiler can select the address type that is being created.
- 6. Select the Party Role from the List of Values (LOV).
  - a. As necessary, the user will select the Trial Case Role and Attorney For.
- 7. As available or as necessary, additional party information can be defined, such as Date of Birth (DOB), Email Address and/or Phone Numbers.
- 8. **Press** the <u>Assign</u> button to create the new party and assign to the case.

The eFiler will receive a confirmation message with the new Party ID upon successful creation.



Note: The assignment of the party is contingent upon successful creation of the case; however, the party will be available in JIMS immediately.

The eFiler may create any additional parties by repeating steps 1 – 8 above.

9. To remove the party from the case, the user will select the **Remove** hyperlink.

Party Informa	ition	
Add all parties Add		
Cross Appell	ant Ron Weasley 1010 Piikoi Honolulu, HI 69816	
Appellee [Edit][Rem(	▲ Mickey NMN Mouse <u>ove 1</u>	
Other [Edit][Remo	Jane Jane Doe	

# **Step 1f: Attach Documents**

The user must attach or upload at least one (1) document in order to initiate the appeals case. Only .pdf files are accepted for this capability.

		ox only #25e case is a public case at		
2. The document is one th		cursent, or rr anal address an order of the court		
Document Category*		*	Document Type*	*
	None	-	Document Type* Filing Party* None	

The eFiler will upload a document(s) to the case by executing the following steps:

- 1. Select the Document Category from the List of Values (LOV).
  - a. This is a required field for uploading the document and case initiation.
  - b. The **Document Category** value will be utilized to present appropriate data values within the **Document Type List of Values** (LOV).

Documents Information		
Only PDF files may be submit	ted. Check the "sealed" box only if the case is	a public case and
	rour motion to seal the document, or at may be submitted under seal without an ord	ler of the court
→ Document Category*		*
In Response To 🖍	Application Brief Complaint Case Records Memorandum Motion Miscellaneous Notice Order Response Statements Add Reset	Browse

- 2. Select the Document Type from the List of Values (LOV).
  - a. This is a required field for uploading the document and case initiation.
  - b. The values presented within the **Document Type L**ist of Values (LOV) are based on the **Document Category** that has been selected, such as Application.

Document Category*	Application	- +	Document Type*		
in Response To 😽	None	*	Filing Party*	Application for Writ of Certioran	
Attach Document		Browse		Application for Transfer	

- 3. Select the Filing Party from the List of Values (LOV).
  - a. This is a required field for uploading the document and case initiation.
  - b. The values presented within the **Filing Party L**ist of **V**alues (LOV) are based on the **Parties** assigned to the case. If the appropriate party is not shown, it will need to be assigned. *Please refer to the Assign Parties* (**1d**) *section of this manual for the detailed steps.*

Document Type*	Application for Writ of Certiorari	*
	None 💌	
	None	
	Cross Appellant-Ron Weasley	
	Cross Appellant-Ron Weasley Appellee-Mickey NMN Mouse	
	Other-Jane Jane Doe	

4. **Upload File** by selecting the **Browse**... button and locating the saved file.

Tip: Only PDF files (\*.pdf) may be uploaded.

Once the document is uploaded, it will be reflected in the associated document section:

- 5. The eFiler may **add Notes** in reference to the uploaded document prior to completing the upload.
  - a. The **Notes** field is a free format field.
- 6. **Press** the <u>Add</u> button to complete the document upload and adding the note.

Once the document is uploaded, it will be reflected in the associated document section:

1. the coult has granted y	vour motion to seal the document, or val may be submitted under seal withou				
Document Category*	[		Document Type*		
In Response To 🚽	None	4	Filing Party*	None	~
Notes		Brow			
	Add Reset				

a. Alternately, if the uploaded document is not correct, it can be removed pressing the (remove) icon.

As needed, the user can upload additional documents by repeating steps 1 – 6 above.

# Step 1g: Submit Case

Once the required case data elements have been entered, the user will execute the following step to complete case initiation:

- 1. **Press** the <u>Submit</u> button to complete case initiation.
  - a. If no errors are encountered, the case will be created and a confirmation message received, along with the Case ID.

1 million and a second s	
four electronic filing was successfully submitted. You can track the status of the eFiling using Case ID CAAP-10-00018832. Plasse monitor your email for electronic notifications magnifing the case. Case ID CAAP-10-0001882. Plasse monitor your email for electronic notifications Title Sample Appendic Case 1 Filing Date (Time ThursDate, July 20, 2010 02 52 08 PM Type of Filing/Append Lead Decument(s) DJ Test HM 10TC-09-074458.pdf	
The following paties need to be conventionally served: Jone Jane Dae Ron Weaster Mickey Fall Mouse	

Note: If the required fields have not been populated, the eFiler will be prevented from creating the case. Please refer the Helpful Hints and FAQ's section of this manual for the detailed step for printing from the <u>Printable View</u> hyperlink.



b. If the case filing requires payment of fees, the user will be presented with the payment options as part of the case creation confirmation message.



Please refer to the Take Payment section of this manual for the detailed step to complete payment of the case filing fees.

Step #	Step Description	Icon / Screen
2a	Navigate to Create Hawai'i Supreme Court Case	Submit Case Filing
2b	Enter General Case Information	Case Initiation
2c	Enter Court Information	Case Initiation
2d	Select Authorizing Statute(s)	Case Initiation
2e	Assign Parties	Case Initiation
2f	Attach Documents	Case Initiation
2g	Submit Case	Case Initiation

#### Step 2a: Navigate to Create Hawai'i Supreme Court Case

1. Select or Click on the Create Hawai'i Supreme Court Case navigation link located in the Submit Case Filing menu options.



The user will be presented with the **Create Initiation** landing page. The landing page will provide the following sections for data entry and case initiation.

- 1) **Case Information:** This section supports the data entry for the **general** case details such as Case Title, Court, Location, etc.
- 2) **Trial Court Information:** This section supports the data entry for the **Trial Court Information** and will be presented or populated based on the selected case type.
- Authorizing Statute(s): This section supports the data entry for the Authorizing Statute(s) for the case being created. The List of Values (LOV) will be populated based on the selected case type.
- 4) **Assign Parties:** This section supports the creation and assignment of a party to the case during initiation.

5) **Documents:** This section supports the ability to attach a document(s) to the case during initiation as well as add supporting notes.

Case	Initiation						
	INFORMATION MANAGEMENT BYSTEM						
-							
-	Case Information					¥4	
	ANG 5.5372	U - Siderenie Clud		-> Case Type		8	
		D - Supremé Court	6				
	Trial Court/Agency	Y.					
	Tital CourtiAgency Case Type						
	ICA Case ID			Confidential			
	Bhort Case Title			Sealed F			
	Extended Case Title						
-	Trial Court Information					ΨA.	
	Tital Court Judge	a o o	Trial-Agon cy C	aselid			
-	Authorizing Statute(s)					TA.	
	Authorizing Statute		8 O				
-	Party Information					**	
	Add all parties						
	5-01						
-	Documents Information					**	
		the "sealed" but unly if the case is a public i	inter and				
	<ol> <li>the shadt has granted poor webs:</li> <li>the absanced is one that way be</li> </ol>	solution of the second of the	serf				
	Document Category*		Document Type+			R	
	In Response To Viane		Filip Park* 1	lone	8		
	ABAIN LIOCUMON	Biov	se				
	- Notes						
	5. C						
		Arbt Heset					
						Saferet	

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Each of the sections and the data entry for the **Hawai'i Supreme Court** case will be reviewed in the steps that follow.

# Step 2b: Enter General Case Information

The user will begin case initiation by entering or selecting the case details within the **Case Information** section.

The following fields will be auto-populated based on selection of the case category, such as **Hawai'i Supreme Court**:

- 1) **Filing Court:** This is a required field for case initiation. The field will be auto-populated based on navigation selection from **Submit Case Filing**. If **Hawai'i Supreme Court** has been selected, the data field will be auto-populated with **SC Supreme Court**.
  - a. This field cannot be edited as denoted by the gray scale presentation. If the eFiler has navigated to this case category in error, they must return to the **Submit Case Filing** navigation menu to select a different case category option.
- 2) Location: This is a required field for case initiation. If Hawai'i Supreme Court has been selected, the data field will be auto-populated with SC Supreme Court.

udcary Internet		You are logged in as WE BU1025.	Hame	Lagout
Case Initiation				9
Case Information		**		
Fing Cout SC- Bioinne Chid	Case Type	4		
-> Location SC - Supreme Court				
Trial Court/Agency				
Trial Court/Agenity Case Type				
ICA Case ID	Confidential			
Short Case Title	Sevied 🗂			
Extended Case Title				

Tip: The screen name will be indicated on the top left portion of the screen.

The eFiler will begin the case initiation by executing the following steps:

1. Select the Supreme Court Case Type from the List of Values (LOV).

>Case Type		~
	AD - Attorney Discipline	
	AP - Application for Transfer	
	BA - Appn for Admission to the Bar	
	CQ - Certified Question	
	EC - Election Contest	
Confidential	FD - Judicial Financial Disclosure	
	JD - Judicial Discipline	
Sealed	MF - Miscellaneous Filings	
	OT - Other	
	PR - Petition to Rsgn/Surr Law Lic	
	PW - Petition for Writ	
	RQ - Reserved Question	
	RU - Rule	
	WC - AppIn for Writ of Certiorari	

a. The **Case Type** is a required field and based on the selected type the data entry will vary.

Based on the selection of the Supreme Court **Case Type**, the user will be presented with the required or optional fields for entry. In some case types, the data will be defaulted to the only available option. For purposes of this manual, all fields that can be presented to the eFiler will be outlined.

*Tip:* Fields that are not required or that do not allow entry will be grayed out or not presented to the eFiler.

- 2. Select the Court/Agency from the List of Values (LOV).
  - a. Based on the select case type this field may be referred to as **Trial Court/Agency**, **Federal Court/Agency** or **Court/Agency**.
  - b. This field will not be displayed for all case types.
- 3. Select the Court/Agency Case Type from the List of Values (LOV).
  - a. Based on the select case type this field may be referred to as **Trial Court/Agency Case Type, Federal Court/Agency Case Type** or **Court/Agency Case Type.**

Filing Court	SC - Supreme Court	10	Case Type CQ - Certified Question	
Location	SC - Supreme Court			
> Federal Court/Agency	×			
Federal Court/Agency Case Type				
ICA Case ID			Confidential	
Short Case Title			Sealed T	

b. This field will not be displayed for all case types.

- 4. Enter or Retrieve the ICA Case ID.
  - a. This field will be presented based on selection of case type, such as **AP Application** for Transfer.
  - b. If known and/or provided, the ICA Case ID may be entered directly into the data field.
  - c. If the **ICA Case ID** is not known, it can be retrieved by pressing the Find Case button and executing the search based on the case information that is available.

Tip: The user should enter as much detail as known about the case.

Search Criterta				τ.
Case ID		Court CK-Intermediate Court of Ap	pinalu 🛶	
-> Party Type 🖗 1	Person (*** Business	Location CA+ Intermediate Court of Ap	peals 🖌	
> First Name Ron		CaseType 💌 💌	-	
-> LastName Wea	slev	Chinclude Closed Cases		
		Phonetic Search		
		Phonetic Search		
• Search Results				Ψ.
				*.
Search Results			Case Type	Ψ.
Search Results Repair select a case.	South		Case Type Appeal	v
Search Results Please select e case Case ID	Swatch Be Case Title	helitation Date		**

d. Select the appropriate case from the Search Results.

Case ID		Case Title	Initiation Date.	Case Type	
CAAP-TO-DODDBD2	Sample Ap	peals Case 1	29-101-2010	Appeal	
CAAP-10-0000803	Sample Ap	peals Case for Delete	29-JUL-2010	Appeal	
CAAP-10-0000083	POTTER V.	MALFOY, et. al.	11-MAY-2010	Appeal	
CAAP-10-0000084	POTTER v.	WEASLEY	11-MAY-2010	Appeill	
CAAP-10-0000085	MICKEY M	OUSE COMPANY & WEASLEY	11-MAY-2010	Appeal	
CAAP-10-0000235	WEASLEY	v TESTER	19-MAY-2010	Appeal	
Case ID	CAMP-10-0000892	Sealer	6 H		
ase Details					**
Conta THis					
	Sumple Appuale Case t				
	CA- Informediate Court a	Case Type	AP-Appeal		
Court	CA- Intermediate Courts	Case Type			
Court	CA- Intermediate Court e CA- Marmagnate Court e	Case Type			
Court Location	CA- Intermediate Court e CA- Marmagnate Court e	Case Type		Butmat Caree	

- i. The **Case Details** will be populated based on the selected case.
- ii. The user can navigate through the cases to view Case Details as needed.
- e. Press the <u>Submit</u> button in order to return to the **Case Initiation** screen and populate the **ICA Case ID** field.

Case Information			Ψ.
Filing Court	SC - Bapreyve Court	Case Type AP - Application for Transfer	1
Location	SC - Supreme Court		
Court/Agency	1 st Circuit Creut Court +		
Count/Agency Case Type			
> ICA Case ID	CAAP-10-0000802 👸 Find Case	Confidential	
> Short Case Title	Sample Appeals Case 1	Sealed 🗂	
> Extended Case Title	Sample Hawaii Intermediate Court of Appeals Case 1		

- i. Upon successful entry the following case fields will be auto-populated based on the details of the ICA Case:
  - ICA Case ID
  - Short Case Title
  - Extended Case Title
  - Court Agency
  - Authorizing Statute(s)
  - Assigned Parties

#### 5. Enter the Short Case Title.

- a. This is a required field for case initiation.
- b. This field will be auto-populated if an ICA Case ID has been associated to the case.

#### 6. Enter the Extended Case Title.

- a. This is a required field for case initiation.
- b. This field will be auto-populated if an ICA Case ID has been associated to the case.

	Confidential 🥅 🗲
> Short Case Title	Sealed 🗖 🗲
> Extended Case Title	

As appropriate, the **Confidential** or **Sealed** indicator(s) should be selected.

Note: Selection of either indicator will require the user to have appropriate security levels to view and/or perform case update(s) activities.

### **Step 2c: Enter Court Information**

The **Court Information** will be presented based on the selected case type and may be referred to as **Trial Court Information**, **Federal Court Information** or **Court Information**.

In order to retrieve and associate the **Court Information**, the user will execute the following steps:



- 1. **Select** the binoculars icon to initiate a search for the **Court Judge**.
  - a. Enter the judge information, for example First and/or Last Name.
  - b. As appropriate the user can select the type of search to be executed such as a Partial search or Phonetic search.

¥.A

2. **Select** the <u>Search</u> button to execute the search.

Upon successful execution, the user will be presented with the search results:

Search Criteria				
First Name				
LastName Marr				
F Partial Search	Phonetic Search			
				Search Henet
Search Results				**
Please select a party to add Search results for criteriu: Lag	l Fileray: Mart			
Name	Trial Agency Role	Party ID	DOB	Organization
Michael Mair	Judge	JMMARR		State of Hawaii

3. **Select** the **Judge** by clicking on the line item.

Beturn to	Case Initiation				
Sear	ch Criteria				w.a.
FirstNar	ne				
-> LastNar	ne Marr				
	🏳 Partial Search 🗋 Phonetic Sea	uth .			
				Search	Reset
Sam	ch Results				
	incl a party to add				
Searchin	esults for criteria: Last Nano. Marr				
	Name	Trial Agency Role	Party ID	DOB Organiza	lion
-> Milhaal	Man Judge		JMMARR	State of Hawali	
				> Asugn	Cancel
					Return
	Assign				
4. <b>Pr</b>	ess the	button to popula	ate the Judge and	return to the Case Init	iation screen.
	Trial Court Information	1			
🔶 Tria	I Court Judge Michael	Marr	品 🔾 💿 )		
			$\mathbf{v}$		
5. <b>Pr</b>	ess the (Add) 🔝 icc	on to associate the	Judge to the case		
	a. Alternately, if th	e user does not wi	sh to assign a Jud	ge after it has been sel	ected. it can
	be (Removed)	0	5	<u>.</u>	,
Upon exec	ution of the (Add) 🔯	. the Judae inform	ation will be displa	ved.	
		,		,	
	Trial Court Inform	ation			
	Trial Court Judge		🛗 🥥 🕻		
	Michael Marr			Remove	
	b. Alternately, if th	e Judge informatio	n added is not cor	rect or needs to be cha	anged, it can
			Remove		
	be removed by	pressing the	buttor	1	

6. Enter the Trial/Agency Case ID, as necessary.

- a. This field will be presented if the selected case type is Appeal.
- b. The Case ID must be known as there is no search capability for this data entry field.

Trial/Agency Case Id	+

# Step 2d: Select Authorizing Statute(s)

An **Authorizing Statute(s)** must be selected in order to initiate the case. The **Authorizing Statute(s)** may be auto-populated based on the selected case type or by association of an ICA Case ID.

Authorizing Statute(s)		17
> Authoriting Statute	× 0	
Γ	HRB \$ 802-5(ii)(2) - Courts of Appeal	
	HR8§ 602-57 - Courts of Appeal	
	HRS § 379-36 - Employment Practices	

As appropriate, an Authorizing Statute of Other- Other may be added by executing the following steps:

- 1. Select the additional Authorizing Statute(s) from the List of Values (LOV).
  - a. As available via the List of Values (LOV), the eFiler will select additional authorizing statutes, as applicable.

Authorizing Statute(s	Ψ.	6-
+ Authorizing Statute	Other - Other HRS § 602-5(a)(2) - Courts of Appeal	
a. Alt	the ( <b>Add</b> ) icon to associate the statute to the case. ernately, if a statute is added in error or needs to be changed, prior to case initiation, n be removed by <b>pressing</b> the <u>Remove</u> button.	, it
Authoriz	ing Statute(s)	
Auth	orizing Statute Other - Other	
	HRS § 602-5(a)(2) - Courts of Appeal	
Upon execution of	of the ( <b>Add</b> ) O, the statute will be displayed.	

Authorizing Statute(s)			
Authorizing Statute	·	•	
<b>→</b>	HRS § 602-5(a)(2) - Courts of Appeal Other - Other —	→	Remove

# Step 2e: Assign Parties

The user must associate at least one (1) party in order to initiate the appeals case. An existing party can be retrieved from the system and assigned to the case or a party can be created in the system and assigned to the case.

The assigned parties will be used in future steps and activities such as retrieval of existing case and managing milestones. For this reason it is recommended that the attorney or party that is being represented be added to the case during initiation, at minimum.

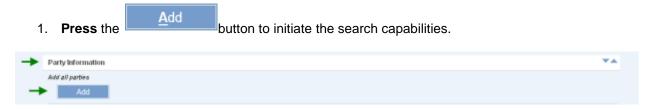
For purposes of this manual, both options for retrieval or creation of a party for assignment are outlined.

Step #	Step Description	Icon / Screen
2e.i	Retrieve and Assign Existing Party	Parties Tab
2e.ii	Create and Assign New Party	Parties Tab

### Step 2e.i: Retrieve and Assign Existing Party

The user will assign existing parties to the case by executing the following steps:

Note: The process steps outlined presume that the party being assigned exists in JIMS. If the party is not retrieved via the search steps, the eFiler may create a new Party ID. Please refer to **Step 2e.ii** for the detailed steps of creating a new party.



- 2. Select the Party Type to be retrieved or search.
- 3. **Enter** the party information, such as First and Last Name or Organization/Business Name.
  - a. As appropriate the user can select the type of search to be executed such as a Partial search or Phonetic search.

dand.			the set	ogged in as WEUU1019.	Harris
Case Initiation JUDICIWY BEORMATION MANAGEMENT BYSTEM					
	14.1472-				
- Cesarch C Add Return to Cesarin	904820			7.4	
Search Criteria					
- PartyType @ Person C Dustress					
First Name		Case ID			
-> LastName		Bar ID			
OPertal React OPhones	ir Bearch	Organization			
		_	Butch	Fuset	
				No. of Concession, Name	
				Fintom	
Press the Sear	ch button to execu				
Press the Sear	ch button to execu	ute the search.			
Press the	button to execu				
LastName Mouse	button to execu	Barto	_	Search	Roset
LastName Mouse	button to execu	Barto		Search	Roist
LastMame Mouse	button to execu	Barto		Search	Reset
LastName Mouse	button to execu	Barto		Search	Roset
LastName Mouse Partial Search Phonetic Sear Search Results Please select a party to avid.	button to execu	Barto	DOB	Seanch	
Last Name Mouse Partial Search Phonetic Sear Search Results Please select a party to add. Search results for artiterial Last Name: Mouse, First N	button to execu	Bar 10 Organization	008		
Last Name Mouse Partial Search Phonetic Sear Search Results Please select a party to add. Search results for stitlerial Last Name. Mouse, First N Name	button to execu	Bar ID Organization Party ID	008		
Press the LastName Mouse Partial Search Phonetic Sear Search Results Please select a party to avid Search results for ariterial Last Name Name Mickey NMN Mouse	button to execu	Bar ID Organization Party ID @1076520	D08		
Press the LastName Mouse Partial Search Phonetic Sear Search Results Please select a party to avid Search results for ariterial Last Name: Mouse, First N Name Mickey NMN Mouse Mickey Mouse	button to execu	Bar ID Organization Party ID @1076520 @1076187	006		
Press the LastName Mouse Partial Search Phonetic Sear Search Results Please select a party to avid Search results for scritterial Last Nese, Mouse, First N Name Mickey NMN Mouse Mickey Mouse Mickey Mouse	button to execu	Bar ID Organization  Party ID  Q1076520  Q1076587  Q1076585	008		
Press the LastName Mouse Partial Search Phonetic Sear Search Results Please select a party to avid. Search results for ariterial Last Neek. Mouse, Prof N Name Mickey NMN Mouse Mickey NMN Mouse Mickey Mouse Mickey Mouse Mickey Mouse Mickey Mouse	button to execu	Bar ID Organization  Party ID  Q1076520  Q1076587  Q1076595  Q1076508	DOB		
Press the      LastName Mouse     Partial Search Phonetic Sear      Search Results  Please select a party to avid.      Search results for striterial Last Neee. Mouse, First N      Name  Mickey Mouse  Mickey Mouse  Mickey Mouse  Mickey Mouse	button to execu	Bar ID Organization  Party ID  Q1076520  Q1076585  Q1076585  Q1076306  Q1076583	DOB		

The search results will be presented to the user for review and selection. If the Party ID is not located, it will need to be created.

Please refer to Step 2e.ii for the detailed steps of creating a party.

- 5. **Select** the appropriate **Party** by clicking on the line item.
- 6. Select the Role, from the List of Values (LOV), that is associated to the party on this case.
  - a. This is a required field for assignment of a party and case initiation.

Name	Trial Agency Role		PartyID	DOB	Organization
Mickey NMN Mouse		101	076520		
Mickey Mouse		@1	076187		
Mickey Mouse		61	076295		
Mickey Mouse		@1	076306		
Mickey Mouse		@1	076290		
Mickey Mouse		@1	076468		
Mickey Mouse		@1	076326		
Mickey Mouse		@1	076137		
	> Pa	rty Role	Appellee	~	
Mickey NMN Mouse	Тп	al Case Rol	¢.	1	
Mickey man mouse	Ab	orney For	Nama		86
			Uvenile Juvenile		
				$\rightarrow$	Assign Cancel

- 7. As appropriate, the eFiler can assign the additional details to the party:
  - **Trial Case Role:** This can be selected prior to assigning the party or after the party is assigned. The user will select the appropriate role from the List of Values (LOV).
  - Attorney For: This can be selected prior to assigning the party. The user will select the appropriate party/role from the List of Values (LOV).
  - **Juvenile:** This can be selected prior to assigning the party. The user will populate the check box as needed.
- 8. **Press** the <u>Assign</u> button to associate the party to the case.

Note: The assignment of the party is contingent upon successful creation of the case.

Successfully added Mickey NMN Mouse to the case as Appelle	←
--	---

Note: The eFiler can continue to add additional (existing) parties from this screen by repeating steps 2 – 8 or by referring to section 2e.ii for creation of a new party.

9. Once all parties have been associated to the case, the eFiler will select the

Return to Case Initiation hyperlink or press the

Return button.

The parties that have been successfully associated will be displayed:

Party Informat	on	
Add all parties Add		
Appellee [Edit][Remov Other	Mickey NMN Mouse e] Jane Jane Doe	
[Edit][Remov	<u>e 1</u>	

The user will be able to **Edit** or **Remove** the party as necessary for case initiation.

10. In **Edit** mode, the user can update the **Party Role** and/or the **Trial Case Role** of the party selected.

a. If	modified, the changes will be saved by pressing the Update button.	
b. If	no change is made, press the <u>Cancel</u> button.	
Party Informa	ation	
Add all parties Add		
Appellee [Edit][Remo	Mickey NMN Mouse	
Other [Edit][Remo	Jane Jane Doe	
🔶 Mickey NMN	Mouse Appellee V Cancel	

11. To remove the party from the case, the user will select the **Remove** hyperlink.

### Step 2e.ii: Create and Assign New Party

If the case party is not found or retrieved, the user may <u>create a new party</u> and assign to the case by executing the following steps:

Note: The process steps outlined presume that the user has confirmed that the party does not exist in JIMS. If the eFiler has not attempted to locate the existing party, this should be done prior to creating a new party. Please refer to **Step 2e.i** for the detailed steps of locating an existing party.



→	Party Information	**
	Add all parties	
-	Add	

2. Select the Add radio button to begin party creation.

Add Parties ar	nd Attorneys						*
Party Type	(F Person (C Bus	iness					
First Name				Party Role	×		
Middle Name				Trial Case Role		×	
Last Name				Attorney For	hiome		4
Date of Birth			C Juvenile				
Mailing Address	3						
	ity	State M	fin .				
Email	ar.						
						denit Res	

- 3. **Populate** the **Party Type** radio button for the party to be created, **Person** or **Company**.
- 4. Enter the Party Name.
  - a. The Party Name can be a Person Name, First and Last Name or Business Name.
- 5. Enter the Party Address.
  - a. If **Person** party type has been selected, the **Address Type** will default to **Mailing.** As necessary, the eFiler can select the address type that is being created.
  - b. If **Company** party type has been selected, the **Address Type** will default to **Business.** As necessary, the eFiler can select the address type that is being created.
- 6. Select the Party Role from the List of Values (LOV).
  - a. As necessary, the user will select the Trial Case Role and Attorney For.
- As available or as necessary, additional party information can be defined, such as Date of Birth (DOB), Email Address and/or Phone Numbers.

# 8. Press the Assign

button to create the new party and assign to the case.

The eFiler will receive a confirmation message with the new Party ID upon successful creation.



Note: The assignment of the party is contingent upon successful creation of the case; however, the party will be available in JIMS immediately.

The eFiler may create any additional parties by repeating steps 1 – 8 above.

9. To remove the party from the case, the user will select the **Remove** hyperlink.

Desta la ferma	41	
Party Informa	tion	
Add all parties		
Add		
Cross Appell	ant Ron Weasley	
[Edit][Remo	vel 1010 Piikoi	
<u>realit</u>	Honolulu, HI 69816	
Appellee	🔨 Mickey NMN Mouse	
[Edit][Remo	<u>ve ]</u>	
Other	Jane Jane Doe	
[Edit][Remo	ve l	

### **Step 2f: Attach Documents**

The user must attach or upload at least one (1) document in order to initiate the appeals case. Only .pdf files are accepted for this capability.

Documents Information				-
		only if the case is a public case at		
2. the abcument is one th		ment, or seal address as order of the court		
Document Category*			Document Type*	+
	100000	641	and the second	
in Respanse Ta 👻	None	× .	Filing Party* None	*

The eFiler will upload a document(s) to the case by executing the following steps:

- 1. Select the Document Category from the List of Values (LOV).
  - a. This is a required field for uploading the document and case initiation.
  - b. The **Document Category** value will be utilized to present appropriate data values within the **Document Type L**ist of Values (LOV).

#### Documents Information

Only PDF files may be submitted. Check the "sealed" box only if the case is a public case and 1. the court has granted your motion to seal the document, or 2. the document is one that may be submitted under seal without an order of the court

In Response To 💉	Brief Complaint Case Records Memorandum Motion Miscellaneous Notice Order Question Response	Browse.
------------------	--	---------

- 2. Select the Document Type from the List of Values (LOV).
  - a. This is a required field for uploading the document and case initiation.
  - b. The values presented within the **Document Type L**ist of Values (LOV) are based on the **Document Category** that has been selected, such as Application.

Document Category*	Brief	× 🔶 –	Document Type*	×
in Response To 🛛 😽	None	×	Filing Party*	Answering Brief
Atlach Document Notes	Add Re	(Erowse)		Amended Answering Brief Amended Opening Brief Amended Supplemertai Brief Brief of Amicus Curiae Opening Brief Response to Brief of Amicus Cu Resply Brief Supplemental Answering Brief Supplemental Amicus Curiae Bri Supplemental Amicus Curiae Bri

- 3. Select the Filing Party from the List of Values (LOV).
  - a. This is a required field for uploading the document and case initiation.
  - b. The values presented within the **Filing Party List of Values** (LOV) are based on the **Parties** assigned to the case. If the appropriate party is not shown, it will need to be assigned. *Please refer to the Assign Parties* (**1d**) section of this manual for the detailed steps.

Document Category*		×.	Document Type* Opening Brief	×
In Response To 🛛 👻	None	×.		
Atlach Document		Browse		

4. **Upload File** by selecting the **Browse**... button and locating the saved file.

Tip: Only PDF files (\*.pdf) may be uploaded.

Once the document is uploaded, it will be reflected in the associated document section:

- 5. The eFiler may **add Notes** in reference to the uploaded document prior to completing the upload.
  - c. The Notes field is a free format field.
- 6. **Press** the <u>Add</u> button to complete the document upload and adding the note.

Once the document is uploaded, it will be reflected in the associated document section:

1. the court has granted y	ted. Clearl the "sealed" box only if the car our motion to seal the document, or will may be submitted under seal without a					
Document Category*		*	Document Type*			
In Response To 🚽	None	4	Filing Party*	None	~	
Notes		Brow				
	Add Ruset					

- a. Alternately, if the uploaded document is not correct, it can be removed pressing the image (remove) icon.
- 7. If appropriate the user will select the **Lead Document** or **Seal** checkbox.

As needed, the user can upload additional documents by repeating steps 1 – 7 above.

### Step 2g: Submit Case

Once the required case data elements have been entered, the user will execute the following step to complete case initiation:



a. If no errors are encountered, the case will be created and a confirmation message received, along with the Case ID.

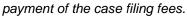
ISE Initiation They in demailer Namegement Bystem	
Your electronic filing was ouccossfully submitted. You can track the obligs of the eFiling using Case ID CAAP-10-00016882. Please monitor your small for electronic additional magazing the case. Case ID CAAP-10-0000882 Title Sample Appeals Case 1 Filing Date: Tame ThUREBOX, JULY 29, 2010 02:52:08 PM Filing Date: Tame ThUREBOX, JULY 29, 2010 02:52:08 PM Lead December Supporting December Supporting December	
The following parties need to be conventionally served Jone Jane Dae Ron Wessley Mickae Neth Mouse	
Person 1	

Note: If the required fields have not been populated, the eFiler will be prevented from creating the case. Please refer the Helpful Hints and FAQ's section of this manual for the detailed step for printing from the <u>Printable View</u> hyperlink.

b. If the case filing requires payment of fees, the user will be presented with the payment options as part of the case creation confirmation message.

	e Initiation Chroshartich Management System	
	Produte New .	
$\rightarrow$	Your electronic filing was successfully submitted. You can track the status of the eFiling using Case (D CAAP-15-0080851. Please monter your email for electronic notifications	
	regarding the case. Case ID CAAP-10-0000811	
	THIN MOUSE V DUCK Filling Dunie T Teace T LEBERW, ALAOUST 3, 2010 0 B 40:52 PM	
	Type of Filing Apparal	
	Load Decement Supporting Decement() CCABREF Error Measage pdf	
	The following paties need to be conventionally served	
	Mickae/NMN Miccae Donald Duck	
	This fling tax incurs a fee of \$175.00. You must pay be credit card or in person	
	Par ParsParso	

Please refer to the Take Payment section of this manual for the detailed step to complete



Step #	Step Description	Icon / Screen
За	Navigate to Create Hawai'i Criminal Written Complaint Case	Submit Case Filing
3b	Enter Case Information (Via Arrest Report Import)	Case Initiation
3c	Enter General Case Information (Manually)	Case Initiation
3d	Assign Parties	Case Initiation
3e	Enter Arrest and Violation Information	Case Initiation
3f	Enter Event Information	Case Initiation
3g	Attach Documents	Case Initiation
3h	Submit Case	Case Initiation

Step 3: Hawai'i Criminal Written Complaint Case Creation

# Step 3a: Navigate to Create Hawai'i Criminal Written Complaint Case

Select or Click on the Create Hawai'i Criminal Written Complaint Case navigation link located in the Submit Case Filing menu option.



The user will be presented with the **Create Initiation** landing page. The landing page will provide the following sections for data entry and case initiation.

- a) **Case Information:** This section supports the data entry for the general case details such as Case Title, Court, Location, etc.
- b) **Party Information:** This section supports the creation and assignment of a party to the case during initiation.
- c) **Arrest and Violation Information:** This section supports the data entry of the arrest report and violation information associated with the case.
- d) **Event Information:** This section allows the data entry of events already scheduled for the case.

e) **Documents Information:** This section supports the ability to attach a document(s) to the case during initiation along with supporting notes.

	Case Information							**
		Court*				Import Arres	a based	
		Locator*				In Prillip Action	Simosenili.	
		Case Type: Communi	Wither Complete	() ()				
						T Contential T Dor	antic Volence	
	3	that Case Tifer						
	Enter	saled Cases Title"						
		Filing Date 1 Aug 20	400	E Filog Tele 142	a in			
		They been to be to	14	C. radiate its	200			
$\rightarrow$	Party Information *							Y.A.
	And all parties							
-	Arrest and Viciological Informa	See Ma						TA.
72.	Antest and Violables Informa-	ADDR.						**
	All arrests evid for case							
	Event Information							¥.4
	Add of events							
	- ANI							
	Docomenta Information *							TA .
	"Sound" here only of the same it	a public case and		pesially for larger document	to or others with writh our o	ree the file sume yes will adod before	selectry AM check (	he .
		year motion is used the data Ref way be submitted under :		e of the court				
	Document Category*			Document T)	(94°		100	
	In Response Ta (*) Atlash Document	None		Eling Part	let.			
	Alater because	Upload File	Etwas.					
	04040							
	Notes							
		- 494	No.					
							Tute	

Tip: The screen name will be indicated on the top left portion of the screen.

Each of the sections and the data entry for the **Hawai'i Criminal Written** case will be reviewed in the following steps.

# Step 3b: Enter Case Information (Via Arrest Report Import)

Data from an arrest report can be imported directly into a Written Complaint case instead of entering the data manually. To use this option, the user must know the Arrest Report number, OTN (Offense Tracking Number), or the Incident number.

By using the import function, the following items can be pulled into the case if they are available on the arrest report:

- Court and Court Location
- Party information for the Defendant
- Party information for the Law Enforcement Officer
- Party information for the Prosecuting Office
- Arrest Report and Violation details

The following steps can be used for importing data from an arrest report:

1. Select the Import Arrest Report button combination.

or press the Alt+I hot key

2. Enter an Arrest Report number, OTN (Offense Tracking Number), or Incident number.

Arrest Report Import				
ter any field below to search fo	r an arrest report to import			
rrest Report #	OTN # 69629KZ	Incident #	Search Reset	
		17 C		

Import Arrest Report

- 3. **Select** the Search button.
- 4. Select the checkbox for the arrest report to import.

	t Report Import							· * 4
Enter any f	field below to search for an	arrest report to import						
Arrest Re	port #	OTN # 69629K2	Incide	ent #		Search Res	unt .	
Search	h Results							Ψ.
	sults for criteria: OTN #							
Select			OTN#	Arrest #	1st Charge	Description	Status	Case ID
Search re	sults for criteria: OTN #	69629K2	69629K2	Arrest # C12001572	1st Charge 803-0005	Description FAIL TO APPEAR	Status New	Case ID

- 5. **Select** the <u>Assign</u> button.
- 6. Select the address to be used for the Defendant.

Arrest Report Im	nport									
ter any field below to	o search for an arrest rep	ort to import.								
rest Report #		OTN # 6962	9K2	Incident #			Search	Rese	et	
Add Near Party M	Matches									
ocessing report 1 out	t of 1 Report.									
59629K2 -										
OTN # 6962	29K2	_		Date: 18-JAN-2012						
rrest Report #C12	001572			Time: 06:30:00						
Arrest Report # C12	001572	DOR		Time: 06:30:00	JIMS P	Name	· · · · · · · · · · · · · · · · · · ·			
rrest Report #C12 Arrest Report Date	001572	DOB		Time: 06:30:00			NONE	DOB	145 W2	-
Arrest Report #C12	a	DOB		Time: 06:30:00		Name SSN	NONE	DOB		
Arrest Report #C12	a	DOB State	HI Zip	Time: 06:30:00		Name SSN DL#	NONE KAILUA KONA	DOB	HI Zip	96740
Arrest Report # C12	001572 a NONE		HI Zip	-		Name SSN DL# Street City Name		State	ні Zip	96740
Arrest Report # C12	NONE		ні Zip	-	G	Name SSN DL# Street City			HI Zip	96740
Arrest Report # C12	NONE		HI Zip	-	G	Name SSN DL# Street City Name SSN	KAILUA KONA	State	ні Zip	96740

If more than one report is available in the dropdown list, select the correct report for the case.

When the radio button for the Arrest Report Data is selected, a new Party ID is generated.

When the radio button for the **JIMS Party Data** is selected and the **Use Arrest Report Address** checkbox is *not selected*, <u>the existing Party ID and previously entered address are used</u>.

When the radio button for the **JIMS Party Data** is selected and the **Use Arrest Report Address** checkbox is *selected*, the existing Party ID and the address from the Arrest Report are used.

If no **JIMS Party Data** is available, a new Party ID will be created with the information from the arrest report.

- 7. **Select** the Next button.
- 8. Select the violation for the case.

The violation for the case can be imported from the **Charge Narrative** on the arrest report. If preferred, the violation as defined within JIMS can be used instead of the **Charge Narrative** from the arrest report. Potentially matching violations can be viewed by selecting the down arrow for the **JIMS Violation Matches** dropdown list.

If none of the violations displayed are the correct violation and the user does not want to import the **Charge Narrative**, the "*Don't Import Violation*" can be selected from the dropdown list under the **JIMS Violations Matches**. No violation will be imported to the case and the user will have to manually enter the violation before submitting the case. *Please refer to the <u>Enter Arrest and</u>* <u>Violation Information</u> step for details on how to add a violation to a case.

turn to Cas Arrest F								
		o search for an arrest	report to import					
rrest Repo			OTN # 69629K2	Incident #		Search	n Rese	
			01113 0002010	and don't a		Search	1 Rese	
Add Nea	ar Party	Matches						
rocessing re	eport 1 ou	t of 1 Report.						
69629K2 -	111							
03025112 -								
	TN #696			Date: 18-JAN-2012				
rrest Rep	ort #C12	2001572		Time: 06:30:00				
Count 1	ал. 	lation Data			JIMS Violation Matche	95		
		803-0006 - FAIL T			C Don't Import Vie	olation		
N	arative	by the Honorable J Failure to Appear, Hawaii Revised Sta	ed on the strength of a bench udge Joseph FLORENDO, for in violation of Section No. 803- atutes, as amended. CJIS/NCIC convictions. CLOSED: ARREST	the offense of 0006, of the C checks				
					1			
								Add
								1
								Return

9. Select the <u>Add</u> button.

After the arrest report data is imported, a message is displayed at the bottom of the screen to confirm what was imported into the case.

- If the party information is imported from the arrest report, a new Party ID is created and added as the defendant.
- If the existing party information is used, the Party ID is added as the defendant to the case.
- The Short Case Title and Extended Case Title are updated.
- Any parties identified on the arrest report are added to the case, e.g. Law Enforcement Officer and Prosecutor Office.
- Arrest Report number and details are added to the case.
- Violation is added to the case.
- The Court and Location are updated.

Arrest Report I	mport					<b>V</b> A
Enter any field below	to search for an arrest report to i	mport.				
Arrest Report #	OTM	1# 69629K2	Incident #	Search	Reset	
						Réturn
	Υ.					
0	<ul> <li>Successfully added offic</li> <li>Successfully added OTM</li> </ul>	on parties on the case er Clive Okino to the ca 69629K2 to the case a ation UNKNOWN VIOL	<ul> <li>Title may be further edited.</li> <li>se as Law Enforcement Officer as arrest #1</li> <li>ATION to the case as count #1</li> </ul>			-0

10. Select the Return button to go back to the main Case Initiation screen.

From the main Case Initiation screen, continue with the remaining steps listed within Step 3. The user can skip Step 3c if no changes are required to the Case Information section. Generally, after importing an arrest report, the only action required is to attach the lead document for the case (e.g. Written Complaint). *Steps for attaching a lead document can be found in the <u>Attach</u> <u>Documents</u> step.* 

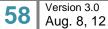
### Step 3c: Enter General Case Information (Manually)

The user can begin case initiation by entering or selecting the case details within the **Case Information** section.

The following fields are auto-populated based on selecting the **Create Hawai'i Criminal Written Complaint Case** option:

1. **Case Type**: This field is required for case initiation and is auto-populated with Criminal Written Complaint.

This field is determined based upon the case creation link selected in the Submit Case Filing navigation menu on the Home page and it cannot be edited as denoted by the gray scale presentation. If the eFiler has navigated to this case category in error, they must return to the **Submit Case Filing** navigation menu on the **Home** page to select a different case category option.



2. **Filing Date**: This field is required for case initiation. Upon navigation to the **Case Initiation** page, the field is auto-populated with the current date.

This field can be edited to match the official case initiation date, for instance a punched date stamp.

The Filing Date must be formatted as DD-MMM-YYYY, e.g. 15-Jul-2010. The date can be manually keyed or can be selected by using the calendar icon **I**.

3. **Filing Time:** This field is required for case initiation. Upon navigation to the **Case Initiation** page, the field is auto-populated with the current system time.

This field can be edited to match the official case initiation time, for instance a punched time stamp.

Case Information				**
Court*			Import Arrest Report	
Location*				
Case Type	Criminal Written Complaint	<b>T</b>		
			🗂 Confidential 🦳 Domestic Violence	
Short Case Title*				
Extended Case Title*				
> Filing Date	1-Aug-2012	Elling Time 14:26:45	-	

The Filing Time field must be formatted as HH:MM:SS, e.g., 15:30:01.

The eFiler can begin the case initiation by entering or selecting values for the following fields:

1. **Court:** This is a required field for case initiation.

The District Criminal Courts available for selection are 1D for First Circuit, 2D for Second Circuit, 3D for Third Circuit, and 5D for Fifth Circuit.

Court*	
cation*	1D - FIRST CIRCUIT 2D - SECOND CIRCUIT
е Туре	3D - THIRD CIRCUIT 5D - FIFTH CIRCUIT

Once a Court is selected, the system automatically adds the Prosecuting Office for that Court as a Party to the case.

A message is display at the bottom of the page to confirm that the Prosecuting Office was added as a Party to the case.

Case Initiation				
Case Information				
Court*	1D - FIRST CIRCUIT		The Amport Arment Report	
Location*			1 - Constanting of the second	
Case Type	Criminal Written Congluant	(w)		
			Confidential C Domestic Violence	
Short Case Title*				
Extended Cape Title*				
Filing Date	1-Aug-2012	Filing Time 14:20:45		
Party Information *				<b>TA</b>
Add all parties NAME Planoff State Of Hawaii - Cristian LEGE J(Remark) 1060 Richards St. LEGE J(Remark) H 98813	al First Circuit Prosecution	>		
Arrest and Violanue intermetion				4.4
Add af arrests and violations Add an arrests ex No. arrests ex Event Inform	Mos (SOHOR1) as a Party o	n the casel 🔺	. 0	7.4

2. Location: This is a required field for case initiation. The locations available for selection are based upon the court selected.

Location*	
Case Type	EW - 'EWA DIVISION HN - HONOLULU DIVISION KL - KO'OLAULOA DIVISION
Case Title*	KP - KANE'OHE DIVISION WH - WAHIAWA DIVISION WN - WAI'ANAE DIVISION

3. Short Case Title: This is a required field. This field is automatically populated once the Plaintiff and Defendant parties have been added to the case. (*Refer to the <u>Assign Parties</u> section for the steps to add the required parties.*)

The Short Case Title can be manually entered as indicated on case initiation documentation, copied and pasted from the case initiation documentation or copied and pasted from the Extended Case Title, if it is the same.

Typically, the Short Case Title is State v. First Name Last Name.

4. Extended Case Title: This is a required field. This field is automatically populated once the Plaintiff and Defendant parties have been added to the case. (*Refer to the <u>Assign Parties</u> section for the steps to add the required parties.)* 

The Extended Case Title can be entered as indicated on case initiation documentation, copied and pasted from the case initiation documentation or copied and pasted from the Short Case Title, if it is the same.

Typically, the Extended Case Title is State of Hawai'i v. First Name Last Name

- 5. **Confidential:** This is *not* a required field. The Confidential checkbox should be selected if the case is a confidential case and requires system users to have the appropriate security access to view and/or perform case updates.
- 6. **Domestic Violence:** This is *not* a required field. The Domestic Violence checkbox should be selected if the case is a domestic violence case and requires system users to have the appropriate security access to view and/or perform case updates.

# **Step 3d: Assign Parties**

The user must associate a defendant to the case in order for the criminal case to be created.

The assigned parties are used in future steps and activities for the case, such as entering an arrest report or violation. Often, information for a party on a case is used to search and retrieve that existing case. For this reason, it is recommended that all known parties, such as an attorney or agency division, be added to the case during initiation.

An existing party can be retrieved from the system and assigned to the case or a party can be created in the system and assigned to the case.

For purposes of this manual, both options for retrieval or creation of a party for assignment are outlined.

Step #	Step Description	Icon / Screen
3d.i	Add Me	Case Initiation
3d.ii	Retrieve and Assign Existing Party	Case Initiation
3d.iii	Create and Assign New Party	Case Initiation

### Step 3d.i: Add Me

Generally, the Prosecutor's Office or Office of the Attorney General will initiate the Criminal Written Complaint case through JEFS. In the event the attorney handling the case enters the case into JEFS, the attorney can add themselves to the case by using the **Add Me** function. This function uses the information from the User ID logged into the JEFS application to retrieve the correct Party ID and assign them to the case. This feature is not available after the case has been initiated.

1. Select the Add Me button.

The Party ID and information for the user is displayed.

Search Criteria	ate It Malan				
Search Criteria	are minister				
Search Type				7.6	
	arly (*) Case Id (*) Business (*) G	Dovernment Agency 🕐 Court Reporter			
Parts 10, A1412		East Name			
30 # (Crease 8) #)		First Name			
Date of Extl	10	Vottle Name			
			inerch 🦳 Include Alles		
	Drive	as License State			
			Seedl		
Search Results				.YA	
Please select a party in add					
Search results for collectar Party M	A1912				
Rame	Address	Party ID	Organization		
	Henolulu, HR	A1412			
Honokal, HJ 99813	·				
Man	-	19-19-19-19-19-19-19-19-19-19-19-19-19-1			
			Kangel	Course .	
				and the second se	
	Search Results Preser setted a party in add Manual assails for informa Party M. Name	Drivers Drivers Search Results Preser setter is party in whit Search sesaits for isotherias Party M. A.1172 Name Address Hernicula, Hil 1987.2 Ename	Partial Search       Part		Period Search (" Preset: Search (" Include Alas Drivers Licence State ID Drivers Licence State ID Search Results Search (I) Result Search (Results ID Result Search (Result ID Result Search (Result ID Result ID Re

- 2. Verify the party's information.
- 3. Confirm the Party Role.

By default, the Party Role is set to Attorney.

4. **Select** the Assign button.

A message is displayed to confirm that the party was added to the case.

Additional parties can be added by following the steps outlined in the <u>Retrieve and Assign</u> <u>Existing Party</u> or <u>Create and Assign New Party</u> sections.

5. Once all parties have been associated to the case, the eFiler can select the <u>Return to Case Initiation</u> hyperlink or select the <u>Return</u> button.

The parties that have been successfully associated to the case are displayed:

Party Information	ż
Add all parties	
Add	<u>A</u> dd Me
Plaintiff	State Of Hawaii - Criminal First Circuit Prosecution
[Edit][Remove]	1060 Richards St.
	Honolulu, HI 96813
Attorney	
[Edit][Remove]	
	Honolulu, HI 96813
Defendant	Mickey Mouse
[Edit][Remove]	

The party can be **Edited** or **Removed** as necessary for case initiation.

6. To edit a party, **select** the **[Edit]** hyperlink.

For all parties, the Party Role can be updated.

For attorneys, they can be associated to another party on the case.

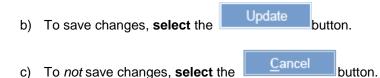
							v
Add all parties	Add Me						
LEdit][Remove] 1060 R Honolul Attorney	f Hawaii - Criminal First Circ Ichards St. u. HI 96813 u. HI 96813	uit Prosecution					
53200.000 //060000	Mouse						
Defendant Mickey [Edit][Remove]	1						
			۲	Updat	10 I	Cancel	li
[Edit][Remove]	+			Updar Parties:	te I	Cancel	ļ
[Edit][Remove]	+	Name		and the second	Role	Cancel	ţ
LEdit] [ Remove ] Attorney Attorney For:	+	Name		Parties:			ţ

a) To associate an attorney to another party on the case, **select** the **add icon** <sup>(2)</sup> next to the party to be associated.

The associated party's information will be moved from the **Parties** section to the **Attorney For** section.

	Attorney			Update	Cancel		
Attorney Fo	H:			Parties:			
PartyID	Role	Name		PartyID	Role	Name	
SOHCR1	Plaintiff	State Of Hawaii - Criminal First Circuit Prosecution	a	@1437171	Defendant	Mickey Mouse	0

To remove the association, **select** the **remove icon** entry in the **Attorney For** section.



7. To remove the party from the case, **select** the **<u>[Remove]</u>**hyperlink.

The party is immediately removed and a message is displayed to confirm that the party was removed from the case.

### Step 3d.ii: Retrieve and Assign Existing Party

Existing parties can be assigned to the case by executing the following steps:

Note: The process steps outlined presume that the party being assigned exists in JIMS. If the party is not retrieved via the search steps, the eFiler may create a new Party ID. Please refer to the <u>Step 3d.iii: Create and Assign New Party</u> section for the detailed steps on creating a new party.

- 1. Select the <u>Add</u> button to initiate the search capabilities.
- 2. Select the Search Type.

The type to select is based upon the information available to the user, as the selected Search Type determines the fields displayed to the user.

If trying to add an Attorney to a case, the Attorney search option would be used. Party IDs for Attorneys start with the letter A. If trying to add an individual, who happens to be an attorney, as a Defendant to a case, the Party search option would be used. Party IDs for individuals begin with the @ symbol.

a) Attorney Search Type

	Search Type ( Attorney  Party	Case Id 🖉 Business 🦳 Government Agency 📄 Court Reporter	
	First Name	Organization	
Last Name Bar ID	Last Name	Bar ID	

### b) Party Search Type

Search Type 🔽 Attorney 🍽 Party 🏳 Case Id 💭 Business 🗂 Government Agency 🦳 Court Reporter	
Party ID Last Name	
SID # (Criminal ID #) First Name	
Date of Birth IB Middle Name	
T Partial Search T Phonetic Search T Include Alias	
Drivers License/State ID	
Drivers License State	
Search	Reset

# c) Case ID Search Type

Search Criteria		Ψ.	
	Case Id 🕜 Business 🦳 Government Agency 🦳 Court Reporter		
0		Search Reset	1

### d) Business Search Type

Search Criteria	**
Search Type C Attorney C Party C Case Id 💽 Business C Government Agency C Court Reporter	
Partial Search Phonetic Search	
	Search Reset

### e) Government Agency Search Type

Search Cri	eria		**
Search Type Agency Name	C Attorney C Party C Case id C Business [€] Government Agency C Court Reporter		
	Partial Search Phonetic Search		
		Search	Reset

f) Court Reporter Search Type

Search Criteria	**
Search Type 🛛 Attorney 🔿 Party 🎧 Case id 🎧 Business 🏳 Government Agency 📳 Court Reporter	
First Name	
Last Name	
C Partial Search C Phonetic Search	
	Search Reset

- 3. Enter the information, such as First and Last Name or Organization/Business Name.
- 4. As appropriate, **indicate** whether the **search type** is also a **Partial Search**, **Phonetic Search**, and/or should **Include Alias**es by selecting the corresponding checkbox.

Search Criteria				
Search Type [ C Attorney 🖻 Party	Case Id C Busin	ess 🦳 Government Agend	cy 🔽 Court Reporter	
Party ID		Last Name		
SID # (Criminal ID #)		First Name		
Date of Birth	18	Middle Name		
			Partial Search 🗔 I	Phonetic Search 🦳 Include Alias
		Drivers License/State ID		
		Drivers License State		

5. Select the Search button.

					FOR HER HIGHER IN AN AVERALITY	ar moust rudset			
Case In Locum	iliation nutros Management Sectors								
	is F Road	to Core in Balan							
	Search Criteria				(YA				
	Septor Type - C Altimey - Pally - Case IS - Bulanas - C Dovernment Agency - C Coall Reports								
	Parts ID		Last Numer, Moure						
	SD # (Create ID #)		First Nome Michay						
	Delv of Briti	. 18	Moole Nama						
				h 🗂 Phonelic Search 🦳 Include Ali					
			Orivers Licenselfiliate ID						
			Drivers License State						
				1	Seech Rent 1				
	Search Results				<b>V</b> .4.				
	Please service a party in whit								
	Search results for criteria: Last	Harte Nozee Pirel Harte Motey							
	Namo		Address	Party ID	Diganization				
	Motory Missie	PO See 100 Disneyland	FL.	@1407171					
	Mickey A Moose	NO ADDRESS ON FILE	NO CITY,	@1674764					
					Hatan				

The search results are presented to the user for review and selection. If the Party ID is not located, it may need to be created.

Please refer to <u>Step 3d.iii: Create and Assign New Party</u> section for the detailed steps on creating a party.

6. **Select** the appropriate **Party** by clicking on the line item.

Search Results			TA.
Please select a party to add.			
Search results for criteria: Last Name	Mouse, First Name: Mickey		
Name	Address	Party ID	Organization
Mickey Mouse	PO Box 100 Disneyland, FL	@1437171	
Mickey A Mouse	NO ADDRESS ON FILE NO CITY,	@1674764	

7. Select the Role, from the List of Values (LOV), that is associated to the party on this case.

Party Role\* -Complainant Defendant **Financial Institution** Guardian Guardian aad Litem Interpreter Other Plaintiff Sanctioned Party ity Accommo Special Administrator Surety Victim Witness

This is a required field for assignment of a party and case initiation.

Search Results			
Nease select a party to add.			
search results for criteria: Last Nam Name	e: Mouse, First Name: Mickey Address	Party ID	Organization
Mickey Mouse	PO Box 100 Daneyland, FL	@1437171	
Mickey A Mouse	NO ADDRESS ON FILE NO CITY,	@1674764	
Mickey Mouse PO Box 100 Disneyland, FL 11111 Male	Party Ro	le" Demodant 💌	Assign Cancel

8. If appropriate, the eFiler can mark the party as a Juvenile by selecting the Juvenile checkbox.



A message is displayed to confirm the assignment of the party to the case.

Note: The assignment of the party is contingent upon successful creation of the case.

9.

e Mouse, First Name: Mickey		
Address	Party ID	Organization
PO Box 100 Disneyland, FL	@1437171	
NO ADDRESS ON FILE NO CITY,	@1674764	
	Address PO Box 100 Disneyland, FL	Address Party ID PO Box 100 Disneyland, FL @1437171

Note: The eFiler can continue to add additional (existing) parties from this screen by repeating steps 2 – 9 or by referring to section <u>Step 3d.iii</u>: <u>Create and Assign New Party</u> section for steps on creating a new party.

10. Once all parties have been associated to the case, the eFiler selects the Return to Case Initiation

hyperlink or **selects** the Return button.

The parties that have been successfully associated are displayed:

Party Information	*
Add all parties	
Add	<u>A</u> dd Me
Plaintiff	State Of Hawaii - Criminal First Circuit Prosecution
[Edit][Remove]	1060 Richards St.
	Honolulu, HI 96813
Attorney	
[Edit][Remove]	Honolulu, HI 96813
-	Honolaid, Hi 90013
Defendant	Mickey Mouse 🥌
[Edit][Remove]	

The party can be **Edited** or **Removed** as necessary for case initiation.

12. To edit a party, **select** the **[Edit]** hyperlink.

The user can update the Party Role.

Defendant M	ickey Mouse				
Mickey Mouse Def	endant		Updata	Cancel	
a) To save	e changes, sel	ect the Update	button.		
b) To <i>not</i>	save changes,	select the Ca	ncel button.		

13. To remove the party from the case, select the [Remove] hyperlink.

The party is immediately removed and a message is displayed to confirm that the party was removed from the case.

### Step 3d.iii: Create and Assign New Party

If the case party is not found or retrieved, the user may <u>create a new party</u> and assign them to the case by executing the following steps:

Note: The process steps outlined presume that the user has confirmed that the party does not exist in JIMS. If the eFiler has not attempted to locate the existing party, this should be done prior to creating a new party. Please refer to <u>Step 3d.ii: Retrieve and Assign Existing Parties</u> section for detailed steps on locating and assigning an existing party.

- 1. Select the <u>A</u>dd button.
- 2. Select the Add radio button.

Add Parties and Att	country .					
Party Type	F Person C Busine	ss/Gov't Agency		Address		
				Address Type	<b>.</b>	Default 🔽 Pre
Party Role*				Address		
Pretix				Apt/Unit Number		
First Name				City		
Middle Name				State / Province		
Last Name				Zp		
Suffix				Country		
Sex	C Female C Male	C Unknown		Home Phone (	3	
	Construction of the second	CTI AMERICA		Business Phone (	)	
Date of Birth		🗏 🗂 Juvenile 🥅 C	Confidential	Cell Fhone (	3	
Email					Add	Pass
Height	0 ft. 0 in Weight	t 0 lbs.			Research	
Eye Color				Alias		
Hair Color				First Name		
DL#/State ID		State		Middle Name		
Social Security				Last Name		
SID # (Criminal ID #)					Add	Repo
Address			Alias			
	on has been entered for the	a party.		ormation has been entered for th	in party.	

3. **Populate** the **Party Type** radio button for the party to be created, **Person** or **Business/Gov't Agency**.



### 4. Enter the Party Name.

The Party Name can be a Person Name, First and Last Name or Business Name.

- 5. Enter the Party Address.
  - a) **Select** the **Address Type** being entered. The recommended Address Type is *Mailing*.
  - b) Check the **Preferred** check box if a *Mailing* **Address Type** is selected. Automated bench warrant processing requires a **Preferred** designation for the address information.

Address	
Address Type	Mailing 🔽 🗖 Default 🗖 Preferred
Address	100 E. Main St.
Apt/Unit Number	
City	Seattle
State / Province	WA 💌
Zip	88888
Country	
Home Phone	
Business Phone	
Cell Phone	
	Add Reset

c) Enter the Address, City, State, and Zip.

NOTE: An address is required for creating a new party. If an address for the party is not available, select the **Default** checkbox instead of entering the Address, City, State, and Zip.

Address	
Address Type	Residence 💌 🔽 Default 🔲 Preferred
Address	
Apt/Unit Number	
City	
State / Province	
Zip	
Country	
Home Phone (	
Business Phone	
Cell Phone (	
	Add Reset

d) Select the Add button.

The added address is displayed in the Address section.

Address			
Туре	Address	Preferred	
Residence	100 E. Main St. Seattle, WA		٢

Default addresses are displayed as having no address on file.

Address			
Туре	Address	Preferred	
Mailing	NO ADDRESS ON FILE NO CITY,		٢

- 6. Select the Party Role from the List of Values (LOV).
- 7. As available or necessary, **enter** additional party **information**, such as Date of Birth (DOB), Email Address, Driver's License Number, Aliases, etc..
- 8. **Select** the Submit button to create the new party and assign to the case.

A message with the new Party ID is displayed to confirm the creation and assignment of the new Party ID.

Note: The assignment of the party is contingent upon successful creation of the case; however, the party will be available in JIMS immediately.

The eFiler may create and assign additional parties by repeating steps 2 - 8.

9. Once all parties have been associated to the case, the eFiler selects the Return to Case Initiation

hyperlink or <b>selects</b> the	Return	button.

The parties that have been successfully associated are displayed:

Party Information	*		**
Add all parties			
Add	Add Mo.		
Plaintiff	State Of Hawaii - Criminal First Circuit Prosecution	Attorney	
[Edit][Remove]	1060 Richards St. Honolulu, HI 96813	(Edt.) Remove   Honolulu, HI 96813	
Other	Ronald Weasley		
[Edit][Remove]			
Defendant	Mickey Mouse		
[Edit][Remove]			

The user will be able to **Edit** or **Remove** the party as necessary for case initiation.

10. To edit a party, **select** the **[Edit]** hyperlink.

The user can update the Party Role.

P	arty Information	*			
A	dd all parties				
	Add	<u>A</u> dd Me			
F	Plaintiff	State Of Hawaii - Criminal First Circuit Prosecution	Attorn	ey	
1	Edit ] [ Remove ]	1060 Richards St. Honolulu, HI 96813	[Edit]	[Remove] Honolu	lu, HI 96813
C	Other	Ronald Weasley			
1	Edit ] [ Remove ]				
	Defendant	Mickey Mouse			
1	Edit ] [ Remove ]	J			
F	Ronald Weasley	Other 💌		Update	Cancel
a)	To save ch	anges, select the Update button.			
b)	To <i>not</i> save	e changes, select the <u>Cancel</u> button.			

11. To remove the party from the case, select the **[Remove]** hyperlink.

The party is immediately removed and a message is displayed to confirm that the party was removed from the case.

# Step 3e: Enter Arrest and Violation Information

At least one defendant must be added to the case before an arrest report or violation can be entered. At least one violation must be added to the criminal case before a document can be submitted for filing. Entry of arrest report information is not required to initiate a criminal case.

Step #	Step Description	Icon / Screen
3e.i	Navigate to Arrest and Violation	Case Initiation
3e.ii	Enter Arrest Report	Case Initiation
3e.iii	Enter Violation	Case Initiation
3e.iv	Add Inchoate Charge	Case Initiation

The following steps can be used to add an arrest report and/or violation to a case for case initiation:

## Step 3e.i: Navigate to Arrest and Violation

1. Select the button in the Arrest and Violation Information section on the Case Initiation page.

## Step 3e.ii: Enter Arrest Report

1. Entry in the Arrest Report section is not required to initiate a criminal case.

Select the button in the Arrest and Violation Information section on the Case Initiation page.

2. In the Arrest Report section, select the Arrest For

The name listed in the **Arrest for** List of Values (LOV) is the defendant party assigned to the case. A defendant must be assigned to the case for a defendant's name to be displayed in the LOV. *Refer to the <u>3d: Assign Parties</u> section for steps on adding a party to a case.* 

Arrest Report	
Arrest for	DFT - Mouse, Mickey (@1437171)
Arrest Date	I Filing Time
LEO	
Arrest Agency	Report #
Booking Agency	Booking #
OTN	
	Add Reset

3. Enter additional details for the arrest report such as the Date, Time, LEO (Law Enforcement Officer), Arrest Agency, Booking Agency, or arrest report number.

Return to Case Initi — Arrest Report	
Arrest for	DFT - Mouse, Mickey (@1437171)
Arrest Date	15-Jun-2012 Eiling Time 11:30:00
LEO	
Arrest Agency	101-police Department - City & County Of Honolulu Report #
Booking Agency	101-police Department - City & County Of Honolult Booking #
OTN	
	Add Reset

4. Select the <u>Add</u> button.

The arrest report is displayed in the list of arrest reports.

		1220020100000		 Arrest	Defendant	Date	
Arrest for	DFT - Mouse, Mickey (@1-	137171)		-t.	@1437171 Mickey Mouse	15-JUN-2012	0
Arrest Date		E Filing Time					
LEO				1 report	rts, displaying 1 report(		171
Arrest Agency			Report #				
Booking Agency			Booking #				
OTN							

Note: The assignment of the arrest report to the case is contingent upon successful creation of the case.

5. To add additional arrest reports, repeat steps 2 through 4.

Arrest	Defendant	Date				
1	@1437171 Mickey Mouse	15-JUN-2012	٢			
2	@1437171 Mickey Mouse	16-JUN-2012	٢			
2 reports, displaying 2 report(s), from 1 to 2. Page 1 / 1						

6. To **remove an arrest report** from the list of reports, select the remove icon in the list of reports is the remove icon in the list of reports is the remove icon in the list of reports is the remove icon is the remove i arrest report.

Arrest	Defendant	Date				
1	@1437171 Mickey Mouse	15-JUN-2012	٢			
2	@1437171 Mickey Mouse	16-JUN-2012	0			
2 report	s, displaying 2 report(s),	from 1 to 2. Page 1	/1			

It is immediately removed.

Arrest	Defendant	Date				
1	@1437171 Mickey Mouse	15-JUN-2012	٢			
1 reports, displaying 1 report(s), from 1 to 1. Page 1 / 1						

- 7. If a violation has not been entered, use the steps listed in the Step 3d.iii: Enter Violation section to enter at least one violation.
- 8. When finished entering Arrest and Violation information, **select** the return to the main Case Initiation page.

button to

Return

The Arrest is listed in the Arrest and Violation Information section.

d all arrests and violation Add	/								
Arrest #	Report #	OTN	Î.	Defendant	Date	(	2	Time	Ĩ.
1			@1437171 - Micke	y Mouse	15-JUN-2012		11:30:0	0	0
Defendant	Count#	51	atute	Desc	ription	Seve	rity	Arrest #	
Mickey Mouse @1437171	- 15		707-704 -1077(1)(g)		D DEG (OPER VEH) ISOBEY CRT PROC	F	t D		00
Mickey Mouse @1437171	2	HRS	708-813	CRIM TRESP	ASS-1ST DEG	M	D		00

## Step 3e.iii: Enter Violation

- 1. Select the <u>Add</u> button in the Arrest and Violation Information section on the Case Initiation page.
- 2. In the Count section, select the Violation for.

The names listed in the **Violation for** List of Values (LOV) reflect the defendant party/ies assigned to the case. A defendant must be assigned to the case for a defendant's name to be displayed in the LOV. More than one defendant party may be on the case, so the user may select the correct party for each count from the LOV. *Refer to the <u>3d: Assign Parties</u> section for steps on adding a party to a case.* 

- Count	
Violations for	DFT - Mouse, Mickey (@1437171)
Count	DFT - Mouse, Mickey (@1437171)

3. Select the Arrest Detail.

The Arrest Detail List of Values contains the list of arrest reports entered for the case in the previous step. If no arrest reports have been imported or added, arrest detail may display *None*.

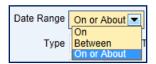
- Count			
Violations for	DFT - Mouse, Mickey (@1437171)	Arrest Detail	None
Count	1		None 1 - Mickey Mouse (@1437171)

### 4. Select the Count.

The first Count is always 1. Once the first count has been added, the next available count is available in the drop down list and can be selected. Multiple counts may be added for each defendant party. Multiple violations made be added for each count.



5. Select Date Range. The options are On, Between, or On or About.



If **Date Range** *Between* is selected, a second field entitled **Violation End Date** will replace the **Violation Time** field.

Date Range	Between	▼	Violation Date*	Violation End Date		<b>1</b>
------------	---------	---	-----------------	--------------------	--	----------

6. Enter the Violation Date. The Violation Date is a required field. Violation Date must be formatted as DD-MMM-YYYY, e.g. 15-Jul-2012. The date can be manually keyed or can be selected by using the calendar icon **E**.

If **Date Range** *Between* is selected, a second field entitled **Violation End Date** will replace the **Violation Time** field. Enter the **Violation End Date**. **Violation End Date** must be formatted as DD-MMM-YYYY, e.g. 15-Jul-2012. The date can be manually keyed or can be selected by using the calendar icon **I**.

							· · · · · · · · ·
Date Range	Between	Violation Date*	15-Jun-2012	14. 14. 19.	Violation End Date	17-Jun-2012	

7. Enter the Violation Time. The Violation Time is not a required field. The Violation Time field must be formatted as HH:MM:SS, e.g., 15:30:01.

Date Range	On or About 💌	Violation Date*	15-Jun-2012	Violation Time	07:30:00

8. Enter the violation.

The violation is a combination of the following fields: **Type, Title, Chapter, Section, Subsection, Severity,** and **Qualifier.** The **Type, Title** (if applicable), **Chapter, Section, Subsection** (if applicable), **Severity,** and **Qualifier** (if applicable) are matched against the system code table, also known as the JIMS charge code table. An exact match results in some fields such as the description and severity being automatically populated from the charge code table into the applicable fields. Any violation code which does not validate against the charge code table will be accepted by the system for case initiation, but the violation will be deemed to be an "unknown violation."

To have the system automatically provide suggestions as the violation is being entered, select the **Enable Auto Suggest** checkbox before entering a violation.

Туре	Title	Chapter	Section	Subsection	
Severity*	Qualifier				
Description					
	Enable Auto Suggest				

a) The Type field is not required, but should be entered to validate against the code table. Examples of Type codes are CCM for Maui County Codes, HAR for Hawaii Administrative Rules, HCC for Hawaii County Codes, HRS for Hawaii Revised Statutes, KCC for Kauai County Codes and ROH for Revised Ordinances of the City and County of Honolulu.



- b) The Title field is not required, but should be entered to validate against the code table. The **Title** field will be graved out if the **Type** field contains the *HRS* code. Examples of Title codes are Title 4, 11 or 13 for HAR Type codes.
- c) The Chapter field is not required, but should be entered to validate against the code table. An example of a Chapter code is 710 for HRS § 710-1077(1)(g) CRM CONTMPT DISOBEY CRT PROC.

Type	HRS	Title	Chapter	710	Section	Subsection	
Severity*	Qu	attler	/				
Description							
	🔽 Enable A	vuto Suggest					

d) The Section field is not required, but should be entered to validate against the code table. An example of a Section code is 1077 for HRS § 710-1077(1)(g) CRM CONTMPT DISOBEY CRT PROC

When Enable Auto Suggest is selected, the list of known Sections is displayed in a drop down list.

Section	1077
	1070
	1071
	1072
	1073
	1074

Type	HRS	Title	Chapter 710	Section 1077	Subsection	
Severity*	MD	Qualifier		1		
Description	CRIM (	CONTEMPT OF COURT				
	🖾 Ena	able Auto Suggest				

e) The Subsection field is not required, but should be entered to validate against the code table. An example of a **Subsection** code is (1)(g) for HRS § 710-1077(1)(g) CRM CONTMPT DISOBEY CRT PROC.

When Enable Auto Suggest is selected, the list of known Subsections is displayed in a drop down list.

Subsection	(1)(g
	(1)(g)
	(1)(g)(2)
	(1)(g)(3)(a)
	(1)(g)(3)(b)
	(1)(h)

Туре	HRS	Title	Chapter 710	Section 1077	Subsection (1)(g)	
Severity*	MD	Qualifier				
Description		ONTMPT DISOBEY ORT				
	🖓 End	able Auto Suggest				



f) The Severity field is a required field and will default to the lowest severity matching the violation code previously entered in the Type, Title, Chapter, Section, and Subsection fields. If the violation code validates against the system code table, the severity and description will be populated automatically. If the JEFS User wishes to change the severity level from the default value, the User may choose a different code from the LOV or overtype the entry manually. If this option is chosen, the violation code will not validate against the system code table and will be received as an "unknown violation."

YTY	HRS	Title	Chapter 710	Section 1077	Subsection (1)(g)	
Sevent	y* MD	Qualifier				
	CRM C	CONTMPT DISOBEY CRT I				
		able Auto Suggest				

When **Enable Auto Suggest** is selected, a list of known Severities for the violation is available in the drop down list.

Severity*	М	
Description	MD	

Here is an example of a violation with more than one **Severity** available:

N
VL
F1
PM
MD
IN

- g) The **Qualifier** field is not required. The **Qualifier** field is typically used for the speed over the posted limit.
- h) The Description of the violation is automatically populated based upon the violation information entered in the Type, Title, Chapter, Section, and Subsection fields.. If the violation code validates against the system code table, the severity and description will be populated automatically. If the violation description is not populated, the violation fields do not validate against the system code table and will be received as an "unknown violation." If the violation description is not populated, the JEFS User may type in any description desired based upon the Complaint. This field is free-form text and will accept both alphabetical and numeric entries.

Туре	HRS	Title	Chapter	710	Section	1077	Subsection	(1)(g)
Severity*	MD	Qualifier						
Description	Description CRM CONTMPT DISOBEY CRT PROC							
	🔽 Enab	ole Auto Suggest						

9. **Select** values for the **CDL**, **HAZ**, and **CMV** indicators. These traffic related fields are required for case initiation if the codes entered previously in the violation fields relate to traffic.

DL Yes No Unkno		Yes No Unknown			
Count					
Violations for	DFT - Mouse, Mickey (@143	7171) 💌 Arrest Detail None		Arrest Report #	
Count	1.			locklent #	
Date Range	On or About 💌 Violation E	late* 15-Jun-2012 🖉 V	Iolation Time 07 30 00		
Type	HRS Title	Chapter 710	Section 1077	Subsection (1)(g)	
Severity*	MD Qualifier				
Description	CRM CONTMPT DISOBEY O	RT PROC			
	Enable Auto Suggest				
CDL	No 💌 HAZ No	CMV No	Reset		

10. If the arrest report was not entered and added to the case using the Arrest Report section, enter the Arrest Report number in the Arrest Report # field. The Arrest Report # is not a required field.

Count		Mouse, Mickey (@1437	(OI [2]) Allel	L Detail None				Arrest Report #	
Date Range	On or	About 💌 Violation Da	te" 15-Jun-20	12	Violation	Time 07:30:00			
Туре	HRS	Title		Chapter 710		Section 1077	Subsection	(1)(g)	
Severity*	MD	Qualifier							
Description	CRM C	CONTMPT DISOBEY CP	T PROC						
	17 Em	able Auto Suggest							
CDL	No	HAZ NO	CMV N	•					
				-	Add	Reset			

11. If applicable, **enter** the **Incident number** in the Incident # field. The **Incident #** is not a required field.

Count		Mouse, Mick	ey (@143)	1/1)	Arrest	Detail 1	vone				Arrest Report #
											incluent e
Date Range	On or	About 💌	violation D	ate* 15-	Jun-201	2		Violation	Time 07:30:00		
Туре	HRS	Tit	le			Chapter	710		Section 1077	Subsecti	an (1)(g)
Severity*	MD	Qualifier									
Description	CRM C	CONTMPT D	SOBEY C	RTPRO	¢.						
	17 Em	able Auto S	uggest								
CDL	No	💌 HA	Z No	•	MV No		1				
							100	Add	Reset		

#### 12. Select the

Add

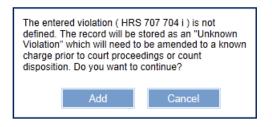
button to create and associate the count to the defendant.

The violation and a message are displayed at the bottom of the page to confirm that the violation was added to the case.

Note: The assignment of the violation to the case is contingent upon successful creation of the case.

Defendant	Count #	Statute	Description	Severity	Arrest #	
Mickey Mouse @1437171	1	HRS 707-704 HRS 710-1077(1)(g)	NEG HOMICD 2ND DEG (OPER VEH) CRM CONTMPT DISOBEY CRT PROC	F1 MD		0
						Retur

If violation is an "unknown violation", a message is displayed and asks the user to confirm whether or not to continue with adding the violation.



The user may select the Add button to continue with adding the violation to the case, but as noted in the displayed message, the violation must be amended to a validated charge code prior to court proceedings or court disposition.

@1437171	3	HRS 707-704(i)	k	VL	
		7			Return
Filingrand Comine Contine	Consumption		akilike Kaaammadatiana Caardinata		0

The user can choose to correct the violation before adding it to the case, by selecting the

Cancel button.

13. To add additional counts/violations, repeat steps 2 through 12.

To select the next available count for a violation, select the next available value from the **Count** list of values.

To add an additional violation code to a count, select the appropriate count when entering a new violation.

Coun!	4300					Incide	16.8	
ate Range	On of A	bout Violation (	Date" 15-Jun-2012	Violation Time 07:30:00				
Type	HRS	Title	Chapter 708	Section 813	Subsection			
Severity*	MD	Qualifier						
escription	CRIM TR	RESPASS-15T DEO	1					
	Enat	ble Auto Suggest						
CDL	No	HAZ No	CMV No	Add Reset				
CDL		HAZ No	CMV No	Add Raset		Severity	Arrest #	
	ent Suse					Severity F1 MD	Arrest #	•
Defendar Mickey Mor	int Suse 71		Statute HRS 707-704	Description NEG HOMICD 2ND DEG (OPER VI		F1	Arrest #	•

An Inchoate charge (i.e. *Attempted*) should be entered as an additional code for the Count to which it is associated.

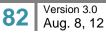
- 14. To **copy** a previously entered **count**, follow these steps:
  - a) **Select** the **copy icon** hext to the count in the list of counts/violations.
  - b) Select the Defendant from the drop down list.



c) Select the <u>Add</u> button.

The new count is displayed in the list of counts/violations with the next available count.

Defendant	Count #	Statute	Description	Severity	Arrest #
Mickey Mouse @1437171	1	HRS 707-704 HRS 710-1077(1)(g)	NEG HOMICD 2ND DEG (OPER VEH) CRM CONTMPT DISOBEY CRT PROC	F1 MD	0 -0
Mickey Mouse @1437171	7 2	HRS 707-704	NEG HOMICD 2ND DEG (OPER VEH)	F1	• 9
1					0
0.04	Successfully added	Violation HRS 730-1077(1)(g) to 5	he case as count #1		



Return

button to return to

To remove a count, select the remove icon next to the count in the list of counts/violations.

Defendant	Count #	Statute	Description	Severity	Arrest #	
Mickey Mouse @1437171	1	HRS 707-704 HRS 710-1077(1)(g)	NEG HOMICD 2ND DEG (OPER VEH) CRM CONTMPT DISOBEY CRT PROC	F1 MD		9
Mickey Mouse @1437171	2	HRS 707-704	NEG HOMICD 2ND DEG (OPER VEH)	F1		9

The count is immediately removed.

Defendant	Count #	Statute	Description	Severity	Arrest #	
Mickey Mouse @1437171	1	HRS 707-704 HRS 710-1077(1)(g)	NEG HOMICD 2ND DEG (OPER VEH) CRM CONTMPT DISOBEY CRT PROC	F1 MD		۵ 🗈

16. When finished entering the counts/violations, **select** the the main **Case Initiation** page.

Arrest and Violation Information \* ¥ .4 Add all arrests and violations Arrest # Report # OTN Defendant Date Time @1437171 - Mickey Mouse 15-JUN-2012 11:30:00 0 1 Defendant Count # Statute Description Sevenity Arrest # Mickey Mouse NEG HOMICD 2ND DEG (OPER VEH) HRS 707-704 F1 00 1 CRM CONTMPT DISOBEY CRT PROC @1437171 HRS 710-1077(1)(a) MD Mickey Mouse 00 2 HRS 708-813 CRIM TRESPASS-1ST DEG MD @1437171

## Step 3e.iv: Add Inchoate Charge

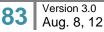
An inchoate charge can be added once you return to the main Case Initiation Screen.

1. **Select** the **add icon** I for the count to which the Inchoate Charge(s) is to be added.

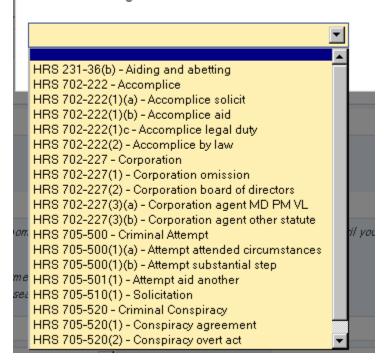
Defendant	Count #	Statute	Description	Severity	Arrest #	
Mickey Mouse @1437171	1	HRS 707-704 HRS 710-1077(1)(g)	NEG HOMICD 2ND DEG (OPER VEH) CRM CONTMPT DISOBEY CRT PROC	F1 MD		
Mickey Mouse @1437171	2	HRS 708-813	CRIM TRESPASS-1ST DEG	MD		00

2. Select the correct Inchoate charge.

Add Inchoate charg	BS:		
	Add	Close	



Add Inchoate charges:



3. Select the add icon <sup>(3)</sup> next to the drop down list.

Add Inchoate charge	98.		1			
HRS 702-222 - Ac	HRS 702-222 - Accomplice					
	Add	Close				
		0.030				

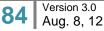
The charge is displayed below the drop down list with the remove icon next to it.

Add Inchoate charges:		
Accomplice 🤤 🗍		
Press to Remove	Close	

- 4. Repeat steps 2 and 3 to add any additional Inchoate charges.
- 5. Select the <u>Add</u> button.

The Inchoate charge is displayed with the count.

Mickey Mouse @1437171 2	HRS 702-222 HRS 708-813	Accomplice CRIM TRESPASS-1ST DEG	MD	
----------------------------	-------------------------	-------------------------------------	----	--



## **Step 3f: Enter Event Information**

If an event has been scheduled for the case and the details are known, the event can be entered during case initiation. An event does not have to be entered in order for the case to be submitted. The Event section is optional for case initiation.

To enter an event, execute the following steps:

- 1. Select the <u>Add</u> button in the Event Information section.
- 2. Select or enter the details for the event.
  - a) **Type:** This is the type of event that has been scheduled for the case. This is a required field for adding an Event to the case.

Type*	BH - Bail Hearing	
Date*	AP - Arraignment and Plea APT - Arraignment, Plea and Trial	
Time	BH - Bail Hearing BWC - Bench Warrant Criminal COP - Change of Plea	V
	EXJ - Execution of Judgment EXJL - Execution of Sentence FOC - For Payment of CIF FOP - For Payment FPF - For Payment of Probation Fee GJW - Service of Grand Jury Warrant GR - Geographic Restriction HMT - Hearing on Motion HRG - Hearing JD - Jail Diversion JR - Judicial Review MH - Mental Health PCDS - Proof CDS PDAG - Proof DAG PDNC - Proof DAG PDNC - Proof DANC PH - Preliminary Hearing PLEA - Entry of Plea POA - Perfection of Appeal POC - Proof of Compliance PTC - Pretrial Conference PTH - Pre-Trial Hearing	
	SEN - Sentencing STA - Status No Witnesses	

- b) **Schedule Date:** This is the date on which the event will occur. This is a required field for adding an event to a case.
- c) Time: This is the time at which the event is to take place.
- d) **Court**: This field is auto-populated based upon the Court value selected for the case, but can be changed.

This is a required field for adding an event to a case.

Court*		
cation*	1D - FIRST CIRCUIT 2D - SECOND CIRCUIT	pI
Room*	3D - THIRD CIRCUIT 5D - FIFTH CIRCUIT	
	CA - Intermediate Court of Appeals	
	SC - Supreme Court	

e) **Location**: This field is auto-populated based upon the Location value selected for the case, but can be changed.

This is a required field for adding an event to a case.

The values available for this field are based upon the value selected for the Court.

f) **Room**: The values available for this field are based upon the values selected for the Court and Location.

This is a required field for adding an event to a case.

3. Select the Submit button.

A message is displayed to confirm that the event was added to the case.

To add additional events, repeat steps 2 & 3.

4. When finished entering events, **select** the

The event(s) is (are) displayed on the main Case Initiation screen in the Event Information section.

Return

button.

If an event is not correct, select the remove icon  $\bigcirc$  next to the event and use steps 1 – 3 to reenter the event.

Ever	it Information						V.A.
Add	al events Add						
	Event	/	Date	Time	Room	Location	
1	Arraignment and Plea		27-AUG-2012	08:30:00	Honolulu Courtroom 7	HONOLULU DIVISION	0

## **Step 3g: Attach Documents**

At least one (1) document must be uploaded and associated to the case in order to create the Criminal Written Complaint case. Only PDF files are accepted for this capability.

Documents Information	° nc						**
2. the court has gr. 2. the document is	anted y anted h	d. Documents may take a mom a public case and our motion to seal the docume at may be submitted under seal	rt, or without an order of the		please wait until you see	the file name you uploaded before s	electing Add. Check the
Document Cate				Document Type*			
In Response To	•	None		Filing Parties*	None	1	
Attach Docu	ment		Browse				
		Upload File					
	Notes						
		Add 5	lesot				

A document(s) is uploaded to the case by executing the following steps:

1. Select the Document Category from the List of Values (LOV).

This is a required field for uploading the document and for initiating the case.

The **Document Category** value determines the values to be displayed for **Document Type** field.

Document Category*	Complaint
esponse To 🛛 💌	Bench Warrant
Attach Document Notes	Case Status Complaint Confidential Documents Correspondence Counsel Document Event Status Memorandum Mental Health Forms Motion Notice Order Other Documents Penal Summons Probation
	Release Status Stipulations Subpoena Supporting Documents

7. Select the Document Type from the List of Values (LOV).

This is a required field for uploading the document and initiating the case.

The values displayed for the **Document Type** are based upon the value selected for the **Document Category**.

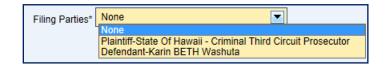
Document Type*	
Filing Parties*	Complaint Complaint Amended Complaint and Summons

8. Select the Filing Party from the List of Values (LOV).

This is a required field for uploading the document and initiating the case.

The values displayed for the **Filing Party** are based on the **Parties** assigned to the case. If the appropriate party is not shown, they must be assigned to the case before they can be assigned as the filing party for the document. *Please refer to the <u>3d: Assign Parties</u> section of this manual for the detailed steps on adding a party to a case.* 

a) Select the Party from the List of Values.



b) **Select** the **add icon** is to associate the Party with the document.



### 9. Upload File

Tip: Only PDF files (\*.pdf) may be uploaded.

a) Select the Browse... button and locate the saved file.

The directory and file name are displayed in the Attach Document field.

b) Select the Upload File button.

The document is displayed in the Attach Document section with a remove icon next to it.

Attach Document Test PDF File.pdf

10. If applicable, enter Notes as related to the uploaded document.

The **Notes** field is a free format field.

11. **Select** the <u>Add</u> button to complete the uploading and adding of the document to the case.

Once the document is uploaded, it is displayed in the associated document section.



Documents Informa	tion *						¥.A.
"sealed" box only if th L. the court has	e case iz granted ;	d. Documents may take a mon a public case and rour motion to seal the docume at may be submitted under sea	nt, ar		please wat until you see	the file name you uploaded before se	decting Add. Check the
Document Ca	negory*			Document Type*			
In Response To		None		Filing Parties*	None		
Attach Do	cument		Browse				
		Upload File					
	Notes	Add	Roset				
		> 1 - Compla	int Test PDF File.pdf	E IF Leed Document	i 🗂 in Camera 🛛	Soal 🤤	

If the uploaded document is not correct, it can be removed by selecting the 🥯 remove icon.

8. If appropriate, **select** the **Lead Document**, **In Camera**, or **Seal** checkbox.

The first document added will have the **Lead Document** box checked by default since every electronic filing in JEFS must have at least one **Lead Document**. As needed, the user can upload additional documents by repeating steps listed above. The JEFS User may have more than one **Lead Document** and more than one supporting document submitted for the same case at a time. Each document submission may have its own **In Camera** or **Seal** designation, independent of the selections for the other documents.

## Step 3h: Submit Case

Once the required case data elements have been entered, the following step is used to complete case initiation:

Select the

Submit

button to complete case initiation.

If no errors are encountered, the case will be created and a confirmation message received, along with the Case ID.

E	Printable View
An electronic filing was submitted in Case Number 3DCW-12-0000011. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for t notifications.	future
Case ID 3DCW-12-0000011 Title State of Harvail v	
Filing Date / Time MONDAY, APRIL 23, 2012 08:03:08 AM	
Type of Filing Criminal Written Complaint Lead Document Test PDF File pdf	
Supporting Document(s)	
The following parties need to be conventionally served: Clive Okino State Of Hawaii - Criminal Third Circuit Prosecutor	
	Close

Note: If the required fields have not been populated, the eFiler will be prevented from creating the case. Please refer the Helpful Hints and FAQ's section of this manual for the detailed step for printing from the <u>Printable View</u> hyperlink.

# Step 4: Hawai'i Traffic Written Complaint Case Creation

For the most part, the steps for creating a Hawai'i Traffic Written Complaint Case are exactly like creating a Hawai'i Criminal Written Complaint Case.

The differences are as follows:

- Navigation: The Case Initiation page for a Hawai'i Traffic Written Complaint Case is accessed by selecting the Create Hawai'i Traffic Written Complaint Case hyperlink in the Submit Case Filing menu on the Home page.
- **Case Type**: The case type for a Hawai'i Traffic Written Complaint Case is Traffic Crime; whereas, the case type for the Hawai'i Criminal Written Complaint Case is Written Complaint. The case type is displayed in the **Case Information** section on the **Case Initiation** page.
- Violation/Charge: For a Hawai'i Traffic Written Complaint Case, a violation is entered in the Charge section of the Arrest Report and Violation Information page; whereas, the violation for a Hawai'i Criminal Written Complaint Case is entered in the Count section.
- Violation/Charge: For a Hawai'i Traffic Written Complaint Case, a charge value is assigned to the violation in the Charge field; whereas, a count value is assigned to the violation for a Hawai'i Criminal Written Complaint Case in the Count field.
- Violation/Charge: Two additional data entry fields are available when entering a violation/charge: Posted Speed and Alleged Speed.

To create a Hawai'i Traffic Written Complaint Case, execute the steps in the <u>Step 3: Hawai'i Criminal</u> <u>Written Complaint Case Creation</u> section, but with the following modifications:

 In <u>Step 3a: Navigate to Create Hawai'i Criminal Written Complaint Case</u> section, select the Create Hawai'i Traffic Written Complaint Case hyperlink in the Submit Case Filing menu on the Home page and NOT the Create Hawai'i Criminal Written Complaint Case hyperlink.



2. When executing the steps listed in the <u>Step 3e: Enter Arrest and Violation Information</u> section, enter the violation in the **Charge** section, select the charge in the **Charge** field, and enter values for the **Posted Speed** and **Alleged Speed**, as applicable.

Charge Violations for Charge	DFT - Mouse, Mickey (@1437171)	Arrest Detail None	-		Arrest Report #	
Date Range	On or About 💌 Violation Date*		I Viole	tion Time		
Туре	Title	Chapter		Section	Subsection	
Severity* Description						
	Enable Auto Suggest					
Posted Speed	Alleged Speed	DL .	HAZ	CMV		
			Add	Reset		

# **Take Payment**

Fees **may** be applicable at completion of case initiation or as part of additional case filing. The fees will be assessed based on the case filing type and the affiliated user. When payment is required, it will be reflected as part of the processing confirmation message.

The **Judiciary Electronic Filing and Services System (JEFS)** will provide two (2) payment options. They are:

- 1) Pay in Person
- 2) Pay by Credit Card

The steps outlined below presume that the **Hawai'i Intermediate Court of Appeals (ICA)** case or **Hawai'i Supreme Court (SC)** case has successfully be created and/or the filing type has associated fees.

Note: Government agencies will not be required to submit payment for case initiation and filing. Government agency User ID's will be distinctive and be used to circumvent the required payment criteria.

Step #	Step Description	Icon / Screen
1	Pay in Person	
2	Pay by Credit Card	

When payment is required, the user will be presented with the payment amount and the payment method options on the confirmation screen.

### From Case Initiation:

BC Ca	ISE Initiation Why isformation Management Bydytem	
	Enstative Vers	
	Your electronic filing was successfully submitted. You can have the status of the of Fing using Case ID CAAP-10-0008651. Please monitor your estual for electronic notifications regarding the case. Case ID CAAP-10-0100851 This Mouse v Durk Falling Date: This Mouse v Durk Falling Date: This Tues CAAP-10-010251. 2010 07:05:51 PM Type of filling Appear Lead Decement 6: 14:2010 2-13-50 PM patr Supporting Documentos)	
	The following parties need to be convertionally served Mickey NINN Nouse Constd Duck This filling have mours a fee of \$235.00. You must pie by credit card or in person Page Page Page Page Page Page Page Page	

### From Case Filing:



	Parality Wey	
→	Your exectance filling was soccessfully outerritted. You can back the status of the eFKing using Case ID CAAP-19-0030051. Please monitor your email for electronic notifications regarding the case. Case ID CAAP-19-0030051 Title Case ID CAAP-19-0030051 Title Case ID CAAP-19-0030051 Filling Date: Title The EBCHW, ALCOURT 3, 2010 08:40:52 PM Type of Filling Aponal Load Decement	
	Supporting Document(s) COABREF Entro Message bit	
	Supporting Document(s) CCASREF Error Message pdf	

The user will execute the payment steps based on method to be used.

# Step I: Pay in Person

Step #	Step Description	Icon / Screen
1a	Select Pay in Person	Confirmation Screen
1b	Pay in Person Confirmation	Pay in Person

The user will execute the following steps if payment will be made in person:

# **Step 1a: Select Pay in Person**

1.	Select the	Pay in Person	button.	
<b>Autosry</b> Inter	enet		You are logged in as WEBU1083. Ha	os Leszat
۲	Case Initiation			0
		Frees Owent \$235.00		
		Vaccar pay in person of pay within 10 business of Office of the Cleek 417 5, King St, Heronika, 105813 Storentau	r try mail at the address below. Hyou choose to pay in period, please note that stay cash or check will be accepted. Please days of the address listed below.	
			Editor	
Addiciary B	hanse Peige – «Cangt Köhne	of blog and Service System. Frequently Ask	kerf Garoffeinis - 11 alterny - ADA Disability Accommendations Coordinations	
@ Cleanyh	r 1003-2010 Weevries, LLC	un Servic of Vicence Trade Autrian		

# Step 1b: Pay in Person Confirmation

- Upon selection of the Pay in Person button, the user will be presented with the confirmation message and Payment in Person instructions, which includes payment receipt deadline and payment location.
   Payment in person must be made within 10 days as indicated on the message
  - a. Payment in person must be made within **10 days** as indicated on the message.
  - b. The location for payment and the total fees owed are presented on the confirmation message.
- 2. The user will select the Close button to return to the **JEFS** Home Page.

# Step 2: Pay by Credit Card

Step #	Step Description	Icon / Screen
2a	Select Pay	Confirmation Screen
2b	Review Fees and Fines	Pay
2c	Enter Contact Information	Рау
2d	Enter Payment Information	Pay
2e	Confirm Payment	Confirm Payment
2f	Print Receipt	Payment Complete

The user will execute the following steps if payment will be made immediately and by credit card:

# Step 2a: Select Pay



a. The user will be directed to the payment screen.



Credit Card Payment		
All fields are required unless otherwise noted		
me	REFERENCE HONGER	INCE
Appeni-Appenis CtFiting Fee	11920133	\$100.00
Appeal-Indigent Suntharge	11920134	\$25.00
Adminis cost-civil Sing	11920136	650.00
PROCESSING FEE	11920133	14.55
	54	Potal: \$179.55
Contact information		
		10
Barriet Diana Waaver	Email Addressi	
Phone Bamberi	Your entrall address to used to send you a receipt population problems.	ur to molety your of
Wes-code Heguined	If will not be uppet for any other purpose and we excitange to ether vice provide plur even when pady.	dill mod anality. In Riu arise Warned
Credit Card Information	Billing Address	
Cardholdet Barne:	Address Line 1:	
Marchus 90 charactery	Braid antirural, P.D. Lain, company mena, an	92
	Address Line 2	
	Optional apartment aute, unit, building, for	c, who:
Caeffilmber	Cityr States	
100 A 200 M 200	Harst	
Explaiter Date: Month 💌 Year 💌	Zip Codet	
	Sector of	
	Country United States	
	- CLINSOW (V	

# **Step 2b: Review Fees**

- 1. **Review** the **Fees** outlined.
  - a. The itemized fees associated to the case filing will presented.

 A Processing Fee is included as part of the credit card payment feature. This is <u>not</u> a Judiciary fee, but a fee included by the 3<sup>rd</sup> party for the capability to process credit card payments.

All fields are <b>required</b> unless otherwise noted.		
ITEM	REFERENCE NUMBER	PRICE
Appeal-Appeals Ct Filing Fee	11920133	\$100.00
Appeal-Indigent Surcharge	11920134	\$25.00
Adminis cost-civil filing	11920135	\$50.00
PROCESSING FEE	11920133	\$4.55

If the user decides to **Pay in Person**, the browser back button would be selected. The user would be returned to the **Case Initiation Confirmation Screen** with the payment buttons.

Please note that if the browser window is closed at anytime during the payment process, and the credit card payment has **not** been **confirmed**, the user will be required to **Pay in Person**.

Please refer to the Pay in Person section of this manual for the details and timeline for making the payment in person.

## **Step 2c: Enter Contact Information**

The **JEFS** user that is logged on to the system will be reflected in the Contact Information.

- 1. If necessary, the Contact **Name** can be modified.
- 2. Enter Contact Email Address.
  - a. The contact email address will be used to provide the user with an electronic receipt after completion of the payment process.
- 3. Enter **Phone Number**.

Contact Information	
Name:	Email Address:
Diana Weaver	
	Your email address is used to send you a receipt or to notify you payment problems.
Phone Number:	
	It will not be used for any other purpose and we will not sell, exchange or otherwise provide your email address to any third
Area code required	party.

# **Step 2d: Enter Payment Information**

The user will enter the required data for processing the payment

- 1. Enter Credit Card Information.
- 2. Enter Billing Address.

c.
*
*

a. If all required fields have not been properly populated the user will be prompted to correct the required data entry before moving forward to the payment confirmation.

## **Step 2e: Confirm Payment**

The user will be presented with the **Confirm Payment** screen. The screen will reflect the itemized fees that will be charged.

Confirm Payment ←		
rtu	REFERENCE MUMBER	PRICE
Appeal Appeals CtFling Fee	11020133	\$100.00
Appeal Mdigent Surcharge		\$29.00
Administ sask-cold filing	11020125	\$99.00
PROCESSING FEE	11920133	\$4.55
Contact linformation Contact linformation Care Spe Care S	Hy chicking Pay New Selow, I certify that I make this perment and I sufficience the H internation Consistent to sharpe this as amount of \$779.55	ewse:

In order to complete the transaction the user will the user will complete the following step:

- 1. Press the button.
  - a. Alternately, the user can return to the **Payment Information** screen by pressing the **Back** button. This alternate step would be completed to:
    - i. Correct or change the payment information that has been entered.

Back

ii. Cancel the **Pay** by Credit Card option or to return to the payment options to opt to Pay in Person. If returning to Payment Options to choose Pay in Person, the

user may also need to select the browser back button

Please note that if the browser window is closed at anytime during the payment process, and the

credit card payment has <u>not</u> been <u>confirmed</u> by selection of the will be required to **Pay Now** button, the user

Please refer to the **Pay in Person** section of this manual for the details and timeline for making the payment in person.

2. The payment screen will indicate that the payment is being processed.

Processing	- please wait
Back	Pay Now

## **Step 2f: Print Receipt**

Upon completion of the payment process the user will be presented with the completed payment details.

Payment Complete 🛶		
mu .	REFERENCE HUMBER	PEICE
Appeal Appeals C1F ling Fee	11620133	\$100.00
Appe#Hidgert Surthage	11020134	\$29.00
Adminis seek over filing	11020125	\$50.00
PROCESS#40 FEE	11929133	\$4.55
Payment Information	Thank You Please pint a copy of this receipt for you References Mines and All Statement Automotivation Code Transaction Ibde Three 8-Aug 2010	ALE ORY
Print Record.	Corrison	

From this screen, the user is able to print the receipt or return back to **JEFS** to initiate another case or submit filing on an existing case.

### **To Print Receipt**

### Print Receipt

The user will press the button to print a hard copy of the payment receipt. In addition, an electronic receipt will be emailed to the contact as entered in step **2c**. The email will be sent from the following email address: kala@eHawaii.gov

Please refer to the Troubleshooting section of this manual with issues experienced regarding the electronic receipt.

### **To Print Receipt**

Payment Complete ←		
пан	REFERENCE HUMBER	PRICE
Appear Appears C1Filing Fee	11020133	\$100.00
Appeal-Indigent Surcharge	11020134	\$29.00
Administ Lask civil Ning PROCESSING FEE	11920135	\$50.00
		Total \$1=0.55
Payment Information	Thank You	
Contact Hanov Phone Homber Final Address Card Type Account Homber User 4 Account Homber User 4 Account Homber User 4 Banes ac Card	Authorization Cerlie 05930	vyourrecords. #FSUE BBY 010 8-33 HET
> Print Record	pt Continue	

## To Return to JEFS

The return to **JEFS** and perform additional functions, the user will press the **Continue** button. From this action the user is presented with the case initiation and payment completion confirmation screen.

Case Initiation Annowment of Management System	Θ
Your payment for the electronic tiling is samplete. Please monitor your email for electronic notifications regarding the case.	

The user will select the

Close

button and be returned to the **JEFS** Home Page.

## Submit Filing on Existing Case

Once the case has been initiated, the user will be able to access the case via the **Judiciary Electronic** Filing and Service System (JEFS) to perform the following functions.

- 1) Add Party to an Existing Case
- 2) Add Document to an Existing Case
- 3) Submit Case Filing

The steps outlined below presume that the Hawai'i Intermediate Court of Appeals (ICA), Hawai'i Supreme Court (SC), or District Criminal Court case has successfully be created and the user has successfully logged on to JEFS.

Step #	Step Description	Icon / Screen
1	Retrieve Existing Case	Submit Filing on Existing Case
2	Add Party to Existing Case	eFiling – Existing Case
3	Add Document to Existing Case	eFiling – Existing Case
4	Submit Filing on Existing Case	eFiling – Existing Case

# Step 1: Retrieve Existing Case

To begin any party or filing activity, the case will first need to be retrieved. Two (2) options are available to the user for case retrieval they are:

- 1) By Case ID
- 2) By Party Name on the Case

Both search and retrieval options will be outlined. The steps below presume that the **Hawai'i** Intermediate Court of Appeals (ICA), Hawai'i Supreme Court (SC), or Hawai'i District Criminal Court case has successfully be created and the party name used for the search has successfully been associated or assigned to the case.

Step #	Step Description	Icon / Screen
1a	Navigate to Submit Filing on Existing Case	Submit Filing on Existing Case
1b	Retrieve Existing Case by Case ID	eFiling – Existing Case
1c	Retrieve Existing Case by Party Name	eFiling – Find Case
1d	View Case Search Results	eFiling – Existing Case/
		eFiling – Find Case

# Step 1a: Navigate to Submit Filing on Existing Case

1. Select or Click on the Submit filing on Existing Case navigation link located in the Submit Case Filing menu options.



The user will be presented with the eFiling - Existing Case search option(s).

Judiciary Internet	You are logged in a
eFiling - Existing Case	
Case information	**
Case ID	Filet Case Advanced Search

# Step 1b: Retrieve Existing Case by Case ID

The user will use this retrieval option when the Judiciary **Case ID** is known and can be entered to retrieve the case for update activities.

To retrieve the case using the Judiciary Case ID, the user will execute the following steps:

1. Enter existing Judiciary Case ID.

The **Case ID** is provided to the user at the successful completion of case initiation. The naming convention of the case is associated to the court the case was initiated, such as Intermediate Court of Appeals (CA) or the Supreme Court (SC). The details below outline the components of the case and the naming convention used.

The naming convention of the Case ID consists of 4 identifiers and can be defined by using the following examples: CAAP-10-0000123, SCWC-10-0000123 or 1DWC-12-0000123.

• **Court Location:** The first 2 (two) characters reflect the court. For example **CA** represents the Intermediate Court of Appeals, **SC** represents the Supreme Court, and 1D represents the First Circuit.

- **Case Type:** The next 2 (two) characters reflect the case type within the court. For example, AP represents an Appeals case, WC represents an Application for Writ of Certiorari, and WC represents Written Complaint.
  - 1. **Year:** The 2-digit year is reflected. This value will reflect the calendar year that the case was initiated, such as 10 for cases initiated in 2010 and 12 for cases initiated in 2012.
  - 2. **System Assigned Number**: The final 7-digits reflect the sequential number that is assigned by the system, such as 0000123. The number will be unique based on the court, case type and year.

2.	Press the	Find Case button. Tou dre logged in a g - Existing Case N=Demanton Case Information Case ID Fild Cline Attennaid Suscent			
	Press the Dutton.  Staticary Internet Veo ere logged  Case Information  Case Informa	You are logged in as			
	eFilin Addasy	ng - Existing Case			
		Case information	ting Case Musicipation forenew ase Information		¥A.
		Case ID		Fiel Case Advanced Search	

If the Case ID is valid, the case will be presented to the user.

Authority Internet					You are log	ged in we WEBU1089.	Home	Loans
eFiling - Existing Case								
Case Information						¥.4		
Case D CAP-	10.0000881	1.0						
	v Brown							
Party Information						***		
Current parties for case are displayed b	below. You may add more as seccesary							
Add								
Appellant Plaintiff James V Brown	n	Amou		s II. Brankana Diding SI Nutu, PE180013				
Appollee-Defendant Majorie S Broy								
Documents Information						7.4		
Outp POP Releasing the submitted func- franker* time cold POP along the public fill the court has publicly user works fill the court has publicly user works fill the assumed to one that may be	E CRAF AND		ydonolių, az pinėne maltan	ff ptul son the file name you	upligded before selecting A	al Check Ne		
Decument Category*	9		Occurrent Type*	E H				
in Response To 🛛 👻 None		8	Filing Party*	None	1			
Attach Document		Biowse.						
Notes								
	Ast Bout							
					Same	Nese		

Please refer to step 1d for viewing the viewing the case results.



If the case is not valid in the system, the user will be presented with the option to search using the party name.

Judiciary Internet		You are logged in as WERU 1003.	tistos	Leand
eFiling - Find Case				0
Robert to Statement Party on English Case				
Search Citeria		¥.A.		
Case D	Court	8		
PartyType 🧘 Person 🦵 Business	Location 🛒			
Finitikarue	CaseType			
LostNarve	📂 Winude Chosed Cases			
	T Phonete Search			
	Seath			
				Street

## Step 1c: Retrieve Existing Case by Party Name

The user will use this retrieval option when the Judiciary **Case ID** is <u>not</u> known. The party that is entered in the below steps must be associated and/or assigned to the case.

To retrieve the case using the associated or assigned **Party Name**, the user will execute the following steps:

1. Select the Party Type to be entered, such as Person or Business/Government

Party Type	Θ	Person	Ο	Business
------------	---	--------	---	----------

- 2. Enter associated or assigned Party Name or Business/Government Name.
- 3. Select the Court, Location and Case Type from the List of Values (LOV).
  - a. Selecting the court, location and case type will assist in the proper case retrieval, especially if a **Government** or **Business** name is being used to retrieve an existing case.
- 4. Press the Search button.

Judiciary Internet			You are logged in as WE BUILDER.	tisms	Legent
eFiling - Find Case					Θ
Balters to Steams Failing on Grinding Casts					
Search Citeria			YA.		
Case D			8		
-> Party Type 👎 Person 🦵 Business		-> Locaton			
-> Festilare		> CaseTuze			
> LastName		T Innude Closed Cases			
		T <sup>**</sup> Phonets Search			
	Seath	(hereat)			
					0tmb

The case or cases that are associated to the party will be presented to the user.

ary knowed				You are logged	er as WEBU1085.	Home	
Addenia kontra	ling - Find Case						
	Return to Sultrett Filmo on Existing Car	e					
	Search Criteria						
	Case ID		Coult CA+ INTERMEDIATE CO	URT OF APPEALS			
	Party Type 🧘 Per	ton C Business	Location CA-INTERMEDIATE CO	URT OF APPEALS			
	TestName Mickey		CalinType AP - Append				
	LastName Mouse		T Include Cresell Case	16			
			Phonetic Search				
		Starth	Brent				
	Search Results				7.6		
	Phase select a case						
	Case ID	Case fille	kaitatkoo Dvate	Case Type			
	GAMP-19-0020155	Hany Poter v Paula Di Germain	07.334-3011	Access			
	CAMP-10-0000802	Sample Appoals Case I	29-JUL-2018	Appeal			
	CARP-10-0000851	Mause v Duck	83-AU0-2010	Appeal			
	CAAP-10-0000858	Mouse + Ouck	04-400-2010	Appeal			
	CAAP-10-0000875	Minnie v. Miskey	05-AUG-2010	Appeal			
	CAAP-10-0000578	State of Hawaii v Mouse	07-JUL-2018	Appeal			
		61 Cases thand, deploying 6 cases) (a) (a) (b) (b) (cases) (cases) (cases) (ca					
	Case Details				TA.		
	Case ID		Seided				
	Case Title						
	Const		Case Type				
	Court		Case Type Case Status				
	Location			Subme	Canad		

Please refer to step 1d for viewing the viewing the case results

## Step 1d: View Case Search Results

Based on the search method utilized to retrieve the case, the results for viewing may differ.

### By Case ID

When the case is retrieved by **Case ID**, only the case entered will be retrieved. Prior to updating the case, the user will need to view the case details to ensure that the correct case has been retrieved.

### By Party Name

When the party name is used to retrieve the existing case, one (1) to many cases may be returned.

- If the party entered is assigned to just one (1) case, the user will be presented with the individual case details.
- If the party is associated or assigned to multiple cases, the user will be presented with all cases that the party is associated or assigned.

Note: Search results will be filtered based on search criteria entered, such as court, location and/or case type. Additionally, the Case Title may not reflect the party name used for the search.

When multiple cases are returned in the search results, the user may need to view the Case Details to determine the correct case for update. To retrieve the case the following steps will be performed:

- 1. **Select** or click on the correct Case ID.
- 2. **Press** the <u>Submit</u> button to navigate to the selected case details to begin additional filing or party additions.

eF Juero	iling - Find Case						
	Return to Submit Films on Britting Ca	12					
	Search Criteria						
	Cate D		Court	CA - INTERMEDIATE COURT	OF APPEALS		
		ton C Bisiness		Location CA-INTERMEDIATE COURT OF APPEALS			
	Faithane Mickey	and the second		Caloritype AP - Appendi			
	Lasthame Muse		0.0600.285	indiade Croces Cases			
	Laboreatter Holow			Phonetic Search			
			and a summary summer	<ul> <li>Phonedic bearch</li> </ul>			
		<u>Star</u>	Brent				
	Search Results					<b>*</b> *	
	Pinase select a case						
	Case ID	Case 1		Initiation Duty	Case Type	1	
	GANP-19-0020055	Hany Poters, Paula Di German	NO NO	JUC-3018	Atland		
	CANP-10-0000832	Sample Appoals Case I		JUL 2018	Appeal		
	CARP-10-D000055	Mause v Duck	1111	400-2010	Appeal		
	CAAP-10-0000858	Mause & Duck		AUG-2010	Appeal		
	CAAP-10-0000875	Minhie v. Mickey		AUG-2010	Appeal		
	CARP-10-0010571	State of Hawaii v Mayse St Cases trand, disate	Ung 6 caseps, from 1 to 6, Page 1 /	3.6.2012	Appeal		
			415 6 3 8 8 9 9 8 8				
	Case Details					W.A.	
	Case ID Core-1		Sected	14			
	Case Title   University of Case		Case Type				
		Court Co., entertemberts Count of ampliants					
	Court Co. H						
	Court Co. H	TEMBEDIATE COUNT OF APPEALS	Case States				
	Court Co. H	TERMEDIATE COUNT OF MITHEAD					

### Step 2: Add Party to Existing Case

After following the steps listed in <u>Step 1: Retrieve Existing Case</u> to retrieve a case, use the steps below to add a party to the case.

#### Step 2a: Retrieve and Assign Existing Party

Existing parties can be assigned to the case by executing the following steps:

Note: The process steps outlined presume that the party being assigned exists in JIMS. If the party is not retrieved via the search steps, the eFiler may create a new Party ID. Please refer to the <u>Step</u> <u>2b: Create and Assign New Party</u> section for the detailed steps on creating a new party.

1. Select the <u>Add</u> button to initiate the search capabilities.

#### 2. Select the Search Type.

The type to select is based upon the information available to the user, as the selected Search Type determines the fields displayed to the user.

If trying to add an Attorney to a case, the Attorney search option would be used. Party IDs for Attorneys start with the letter A. If trying to add an individual, who happens to be an attorney, as a Defendant to a case, the Party search option would be used. Party IDs for individuals begin with the @ symbol.

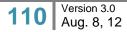
#### a) Attorney Search Type

	**
Case Id C Business C Government Agency C Court Reporter	
Organization	
Bar ID	
etic Search	
	Search Reset
	Organization Bar ID

#### b) Party Search Type

Search Criteria						**
Search Type	arty 🔿 Case Id 🏹 Busin	ess 📋 Government Agen	cy Court Report	er		
Party ID		Last Name				
SID # (Criminal ID #)		First Name				
Date of Birth	18	Middle Name				
			Partial Search	Phonetic Search	Include Alias	
		Drivers License/State ID				
		Drivers License State				
					Search	Reset

c) Case ID Search Type



Search Type C Attorney C Party C Case Id C Business C Government Agency C Court Reporter	Search Criteria	
Case Id		
	Case it	

#### d) Business Search Type

Search Criteria	**
Search Type C Attorney C Party C Case Id 🕞 Business C Government Agency C Court Reporter	
T Partial Search T Phonetic Search	
	Search Reset

#### e) Government Agency Search Type

Search Cri	eria		**
Search Type Agency Name	C Attorney C Party C Case id C Business [€] Government Agency C Court Reporter		
	Partial Search Phonetic Search		
		Search	Reset

#### f) Court Reporter Search Type

Search Criteria	**
Search Type C Attorney C Party C Case Id C Business C Government Agency 💽 Court Reporter	
First Name	
Last Name	
Partial Search Phonetic Search	
	Search Reset

- 3. Enter the information, such as First and Last Name or Organization/Business Name.
- 4. As appropriate, **indicate** whether the **search type** is also a **Partial Search**, **Phonetic Search**, and/or should **Include Alias**es by selecting the corresponding checkbox.

Search Criteria				
Search Type 🛛 🦳 Attorney 🗣	Party	Business 🦵 Government Agen	y Court Reporter	t.
Party ID		Last Name		
SID # (Criminal ID #)		First Name		
Date of Birth	195	Middle Name		
			Partial Search	Phonetic Search 🥅 Include Alias
		Drivers License/State ID		
		Drivers License State		

5. Select the

<u>S</u> earch	button.

					ree an eigher is as we to	ULLER TRADE	
Case Ini	Dation when Monoseer Serrey						
	Barch Add Riska	to.Core.initiation					
	Search Criteria				YA.		
	Search Type C Alturney G	Puty (*) Cale II (*) Built	nas 🕐 Obvernment Agency 🖉 Courts	Tapotar			
	Farta KD Last Numer Moore						
	SD # (Create ID #)		First Name Michey				
	Date of Brits	18.	Mobile Name				
			(** Partial Sa	eth 🦳 Phonelic Search 🦳 Include Ala			
	Search Results				<b>V</b> A		
	Please select a party is and						
	Search results for criteria: Last	Name Noose Pirst Name Mickey					
	Name		Address	Party ID	Organization		
	Michael Minane PO San 100 Dameyland, FL		1. FL	@1407171			
	Mickey A Mouse	NO ADDRESS ON FIL	E NO CITY,	@1674764			
					Tistan		
clory Horse Page +CL	ourt Kotous of Bog and Service Bystein	Propertity Asked Questions	Training AllA linability Accommodate	olys, Consultorations			
openant 2005-2012 Have	with these bademiny						

The search results are presented to the user for review and selection. If the Party ID is not located, it may need to be created.

Please refer to <u>Step 2b: Create and Assign New Party</u> section for the detailed steps on creating a party.

6. **Select** the appropriate **Party** by clicking on the line item.

Search Results			Ψ.
Rease select a party to add.			
iearch results for criteria: Last Name	Mouse, First Name: Mickey		
Name 🖌	Address	Party ID	Organization
Mickey Mouse	PO Box 100 Disneyland, FL	@1437171	
	NO ADDRESS ON FILE NO CITY.	@1674764	

7. Select the Role, from the List of Values (LOV), that is associated to the party on this case.

This is a required field for assignment of a party and case initiation.

Party Role*				
Complainant				
Defendant				
Financial Institu Guardian	tion			
Guardian aad L	item			
Interpreter				
Other				
Sanctioned Part	tv			
y Accommo Special Adminis	strator			
Surety				
Victim Witness				
That the second				
Search Results				¥.A
Please select a party to add.				
Search results for criteria: Last Nam	e: Mouse, First Name: Mickey			
Name	Address	p	arty ID	Organization
Mickey Mouse	PO Box 100 Disneyland, FL	@1437171		
Mickey A Mouse	NO ADDRESS ON FILE NO CITY,	@1674764	6	
Mickey Mouse PO Box 100 Disneyland, FL 11111		Party Role* Delendant		
Male		the second se		
Male				Assign Cancel

8. If appropriate, the eFiler can mark the party as a Juvenile by selecting the Juvenile checkbox.

9. Select the <u>Assign</u> button to associate the party to the case.

A message is displayed to confirm the assignment of the party to the case.

Note: The assignment of the party is contingent upon successful creation of the case.

Organization
Retu

Note: The eFiler can continue to add additional (existing) parties from this screen by repeating steps 2 – 9 or by referring to section <u>Step 2b: Create and Assign New Party</u> section for steps on creating a new party.

10. Once all parties have been associated to the case, the eFiler selects the Return to Case Initiation

hyperlink or **selects** the Return button.

The parties that have been successfully associated are displayed:

Party Information	ition
Current parties	s for case are displayed below. You may add more as neccesary.
106	te Of Hawaii - Criminal First Circuit Prosecution 0 Richards St. Iolulu, HI 96813
Defendant	
Other [Edit][Rem	Mickey Mouse

Only the parties added prior to submitting the existing case for filing can be **Edited** or **Removed**. Previously added parties cannot be modified.

14. To edit a party, **select** the **[Edit]** hyperlink.

The user can update the Party Role.

Defendant Mickey Mouse [Edt][Remove]	1		
Mickey Mouse Defendant		Updata	Cancel
a) To save changes	, select the Upd	ate button.	
b) To <i>not</i> save chan	ges, select the	Cancel button.	

15. To remove the party from the case, select the [Remove] hyperlink.

The party is immediately removed and a message is displayed to confirm that the party was removed from the case.

#### Step 2b: Create and Assign New Party

If the case party is not found or retrieved, the user may <u>create a new party</u> and assign them to the case by executing the following steps:

Note: The process steps outlined presume that the user has confirmed that the party does not exist in JIMS. If the eFiler has not attempted to locate the existing party, this should be done prior to creating a new party. Please refer to <u>Step 2a: Retrieve and Assign Existing Party</u> section for detailed steps on locating and assigning an existing party.

- 6. Select the <u>Add</u> button.
- 7. Select the Add radio button.

Add Parties and Al	normeys					
Party Type	🕫 Person (* Businer	ss/Gov't Agency		Address Address Type		Default 🔽 Prele
Party Role*				Address	and the	a second second second
Pretx				Apt/Unit Number		
First Name				City		
Middle Name				State / Province		
Last Name				Zp		
Suffix				Country		
Sex	C Female C Male	C Unknown		Home Phone (	3	
	1775 a number of the same of	71) equilibrium		Business Phone (	3	
Date of Birth		🔄 🗂 Juvenile 🦵 C	onfidential	Cell Phone (	3	
Email					Add	Preset
Height	0 ft. 0 in Weight	t 0 lbs.				
Eye Color				Allas		
Hair Color				First Name		
DL # / State ID		State		Middle Name		
Social Security				Last Name		
SID # (Criminal ID #)					Add	Report
Address	on has been entered for the	o party.	Alias	las information has been entered for t	his party.	

- 8. **Populate** the **Party Type** radio button for the party to be created, **Person** or **Business/Gov't Agency**.
- 9. Enter the Party Name.

The Party Name can be a Person Name, First and Last Name or Business Name.

- 10. Enter the Party Address.
  - e) Select the Address Type being entered.
  - f) Enter the Address, City, State, and Zip.

- Address	
Address Type	Mailing 🔽 🗖 Default 🗍 Preferred
Address	100 E. Main St.
Apt/Unit Number	
City	Seattle
State / Province	WA 💌
Zip	88888
Country	
Home Phone	
Business Phone	
Cell Phone	
	Add Reset

NOTE: An address is required for creating a new party. If an address for the party is not available, select the **Default** checkbox instead of entering the Address, City, State, and Zip.

Address			1	
Address Type	Residence	-	Defa	ault 🔲 Preferred
Address				
Apt/Unit Number				
City				
State / Province				
Zip				
Country				
Home Phone (	)			
Business Phone (	)			
Cell Phone (	)			
		Ad	d	Reset

g) Select the Add button.

The added address is displayed in the Address section.

Address			
Туре	Address	Preferred	
Residence	100 E. Main St. Seattle, WA		٢

Default addresses are displayed as having no address on file.

Address			
Туре	Address	Preferred	
Mailing	NO ADDRESS ON FILE NO CITY,		٢

- 12. Select the Party Role from the List of Values (LOV).
- 13. As available or necessary, **enter** additional party **information**, such as Date of Birth (DOB), Email Address, Driver's License Number, Aliases, etc..
- 14. **Select** the Submit button to create the new party and assign to the case.

A message with the new Party ID is displayed to confirm the creation and assignment of the new Party ID.

Note: The assignment of the party is contingent upon successful creation of the case; however, the party will be available in JIMS immediately.

The eFiler may create and assign additional parties by repeating steps 2 - 8.

15. Once all parties have been associated to the case, the eFiler selects the Return to Case Initiation

hyperlink or <b>selects</b> the	button.

The parties that have been successfully associated are displayed:

Party Informa	tion	
Current parties	for case are displayed bel	ow. You may add more as neccesary.
106	e Of Hawaii - Criminal I D Richards St. olulu, HI 96813	First Circuit Prosecution
Defendant I		
Other [Edit][Remo	Mickey Mouse	-

Only the parties added prior to submitting the existing case for filing can be **Edited** or **Removed**. Previously added parties cannot be modified.

16. To edit a party, **select** the **[Edit]** hyperlink.

The user can update the Party Role.

Party Information
Current parties for case are displayed below. You may add more as neccesary.
Add
Plaintiff State Of Hawaii - Criminal First Circuit Prosecution
1060 Richards St.
Honolulu, HI 96813
Defendant
Other Mickey Mouse
Mickey Mouse Other  Update Cancel
c) To save changes, select the Update button.
d) To <i>not</i> save changes, select the <u>Cancel</u> button.

17. To remove the party from the case, select the [Remove] hyperlink.

The party is immediately removed and a message is displayed to confirm that the party was removed from the case.

## Step 3: Add Document to Existing Case

Documents Information *						**
"sealed" box only if the case 1. the court has grante 2. the document is one		ment, or seal without an order of the		please wait until you see	the file name you uploaded before :	whething Add. Check the
Document Categor			Document Type*			
In Response To	None		Filing Parties*	None		
Atlach Docume	Upload File	Browse.				
Note	5					
	Add	Resot				

A document is uploaded to a case by executing the following steps:

NOTE: Only PDF files are accepted for this capability.

1. Select the Document Category from the List of Values (LOV).

This is a required field for uploading the document.

The **Document Category** value determines the values to be displayed for **Document Type** field.

Document Category*	Complaint
esponse To 💌	Bench Warrant Case Status
Attach Document	Complaint
	Confidential Documents Correspondence
	Counsel
	Document Event Status
Notes	Memorandum Mental Health Forms
	Motion
	Notice Order
	Other Documents Penal Summons
	Probation
	Release Status Stipulations
	Subpoena
	Supporting Documents

2. Select the Document Type from the List of Values (LOV).

This is a required field for uploading the document.

The values displayed for the **Document Type** are based upon the value selected for the **Document Category**.



3. Select the Filing Party from the List of Values (LOV).

This is a required field for uploading the document.

The values displayed for the **Filing Party** are based on the **Parties** assigned to the case. If the appropriate party is not shown, they must be assigned to the case before they can be assigned as the filing party for the document. *Please refer to the* <u>Step 2: Add Party to Existing Case</u> section of this manual for the detailed steps on adding a party to a case.

a) Select the Party from the List of Values.

Filing Parties* Non	e 🔽
	e ntiff-State Of Hawaii - Criminal Third Circuit Prosecutor endant-

b) **Select** the **add icon** is to associate the Party with the document.

Filing Parties*	Plaintiff-State Of Hawaii - Criminal Third 💌 🖞	O

#### 4. Upload File

Only PDF files (\*.pdf) may be uploaded.

a) Select the Browse... button and locate the saved file.

The directory and file name are displayed in the Attach Document field.

b) Select the Upload File button.

The document is displayed in the Attach Document section with a remove icon next to it.

Attach Document Test PDF File.pdf

5. If applicable, **enter Notes** as related to the uploaded document.

The **Notes** field is a free format field.

6. **Select** the <u>Add</u> button to complete the uploading and adding of the document to the case.

Once the document is uploaded, it is displayed in the associated document section.

Documents Informa	tion *						TA.
L the court har	pranted y	d. Documents may take a mom a public case and nor motion to seal the docume at may be submitted under sea	nt, ar		please wait until you see	the file name you uploaded before so	lecting Add. Check the
Document Ca	degory*			Document Type*			
In Response To		None		Filing Parties*	None		
Attach Do	cument		Browse.				
		Upload File					
	Notes						
		Add	Reset				
		+ 1 - Compla	int Test PDF File.pdf	F Lead Document	i 🗀 in Camera 🛛	Soal 🥥	

If the uploaded document is not correct, it can be removed by selecting the 🥯 remove icon.

9. If appropriate, select the Lead Document, In Camera, or Seal checkbox.

As needed, the user can upload additional documents by repeating steps 1-9 listed above.

## Step 4: Submit Existing Case

Once the changes to the existing case have been entered, (refer to Step 2: Add Party to Existing Case

and Step 3: Add Document to Existing Case), select the button to file the changes for the existing case.

	Printable V
notifications. Filing Da C Lead D	r 3DCW-12-0000011. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for future ase ID 3DCW-12-0000011 Title State of Hawaii v. / Time FRIDAY, AUGUST 3, 2012 09:49:59 AM o Type Criminal Written Complaint ument tent(s) Arrest Report
2	This notification is being electronically mailed to:
	The following parties need to be conventionally served.
	Clive Okino State Of Hawaii - Criminal Third Circuit Prosecutor
	Close

If no errors are encountered, a confirmation message is displayed.

Submit

Note: Please refer the <u>Helpful Hints and FAQ's</u> section of this manual for the detailed step for printing from the <u>Printable View</u> hyperlink.

**Common Scenarios** 

#### Helpful Hints and FAQ's

The following Helpful Hints and FAQ's are provided to assist the eFiler in regards to the new **JEFS** – **Judiciary Electronic Filing and Service System**.

## **Case Filing Hours or Operation**

The user will be able to initiate or submit filing for a case daily between the hours of 4 a.m. – Midnight HST.

#### **Reset Password**

The user can reset their Password by **clicking** on the hyperlink title **Reset my Password** and executing the below steps.

Please login (	using your User ID and Password to continue.
User ID	
Password	
	Login
Req	ister for Access Reset my Password 🔶

1. Enter the Primary Email Address of the registered User ID.

		il address associated with your account. A temporary password will be sent to the primary email rd, return to the login page and login using that new password. You will be prompted to change the password before continuing.
	Primary Email Address	→ Submit Close
2. Press	the <u>S</u> ubmit	button.

The user will receive a temporary password to the email address provided. Upon successful log on, the user will be prompted to change their password before continuing to the JEFS landing page.

## Self-Registration Missing Required Fields

The user will receive an error message if required data fields have not been populated for the selected **Role**.

The error message will vary, but will be similar to the below message in outlining the missing required data.

Automy Internet			You are not currently logged in.	timm	Loan
eFillir Josean	ng - Seli Information	Registration			0
	0	LastName & Assured     Rock to Regulate     Rock to Regulate     Some (Real Address to resumed     Matting Address to required     Sole of Birth to required			

## **Required Fields**

Data fields that are required for entry will be denoted with an \* or listed in **Bold Text**.

## Hotkeys

Web application hot keys have been provided for the screen buttons. To invoke the hot key, using IE 6, the eFiler will select "Alt+Letter". The letter combination is defined on the button and indicated by **Bold**,

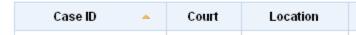


## Search Results Sort Capabilities

The eFiler will be able to resort the search results by moving the indicating cursor.



To move the cursor, click on the column that search criteria will be resorted, such as Case ID.



The sort action, ascending or descending, will be indicated by the direction of the arrow.

## Search Again

📸 Search Again

The eFiler can submit another search or return to the original search by selecting the link. This action will return the eFiler to the previously executed search screen.

#### **Printable View**

The Printable View hyperlink is provided throughout the Judiciary Electronic Filing and Services

System (JEFS) navigation. It is represented as: Printable View

The user has the option to print the results or information based on the presence of the hyperlink, such as case initiation confirmation:

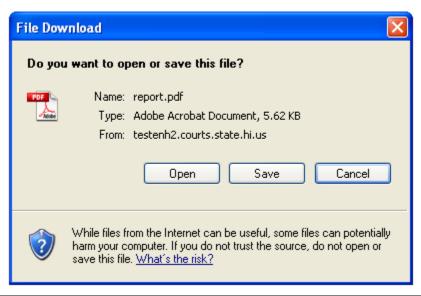
	Initiation Information Management Bystem	9
	Your electronic filing was successfully submitted. You can track the status of the eFiling using Case ID CAAP-10-0000882. Please monitor your email for electronic isoffs adone magazing the case. Case ID CAAP 10-0006882 Take Simple Appeals Cose 1 Hitting Date: Tame ThUREDAY, JULY 29, 3010 02 52 08 PM Tayle of Filing Appeals Lead Decisioned Supporting Decrementist DJ Test HH 10TC-09-074458 pdf	
	The following parties need to be conventionally served: Jone Jane Dae Ron Wessley Mickey Neth Mouse	
Addictory Home Page	eCourt Kölisse a Filing and Service System: Trequently Asked Guestiner: Transing: ADA Disability Accommentations Coordinators	

Or search results:

H 44 4	1 2		N			
25 cases found, displaying 20 cases(s), from 1 to 20. Page 1 / 2 Printable View						

To print from this hyperlink:

1) Click on the Printable View hyperlink.



		JEFS User Manual August 12
	2) 3)	The file can be opened Open or saved Save to the desktop by selecting the appropriate button.
	0)	
File Edit Vew	Documen	it Tools Window Help
8.	6	
		CASE FILING - SUCCESS         Function         Transfer         Transfer         Description         Construct # JUL-2019 02:22 File         Transfer         Description         Construct # JUL-2019 02:22 File         Description         Description <td< th=""></td<>
<b>Sp</b>		
Ø		1 ef l

. .

. .

4) The eFiler can choose the appropriate next step such as save, print or close without action.

Tip: The pdf file can be printed from the view by selecting the print icon .

# Navigating to the JEFS Home Page

The user will be able to navigate to the **Judiciary Electronic Filing and Services System (JEFS) Home** by clicking on the **Home** navigation hyperlink located in the upper right corner of the screen.



Alternately, the user can navigate to the Judiciary Electronic Filing and Services System (JEFS)

Home by clicking on the the screen.

Judiciary Home Page eCourt KökuageFiling and Service System Frequenty Asked Questions Training ADA Disability Accommodations Coordinators

Both navigation options are available from all JEFS screens.

## Troubleshooting

The following troubleshooting pointers or steps will assist the user in regards to the **Judiciary Electronic** Filing and Services System.

# Primary Email Address Already Associated to JEFS User ID

The self-registration process will prevent the user from creating a User ID using the same Primary Email Address as another User ID. The user will be presented with the below message, if this occurs:



The Primary Email Address will have to be changed in order to continue the self-registration process.

Please refer to the Helpful Hints and FAQ's for alternate steps, such as Resetting the User ID Password.

## Organization or Business Name not Found

If the selected **Role** requires the user to assign an **Organization** or **Business Name**, and it cannot be retrieved using the search options, please contact the ITCD Help Desk for assistance in having the Organization or Business Name added to JEFS for selection.

Self-registration cannot be completed until the Organization or Business Name is added for search retrieval.

# Electronic Receipt of Payment by Credit Card not Received

Upon completion of the **Payment by Credit Card** process, an electronic receipt will be emailed to the address provided in the Contact Information. In the event that the receipt is not received within 10 minutes of completing the online payment please attempt these initial troubleshooting steps:

- 1. Verify that email has not been identified as SPAM.
  - a. Some organizations and email administration may classify the email address, <u>kala@eHawai'i.gov</u>, as SPAM. If electronic receipt is not received within 10 minutes of completing the online payment, please check your "Junk" or equivalent email folder. As appropriate, indicate that the email address should not be considered as SPAM.
- 2. Preview receipt printed from web payment completion screen to ensure that the email address was entered correctly.
- 3. If the email address provided in the Contact Information section of the payment screen was correct and the receipt is not in the Junk or equivalent email folder, please contact the Hawai'i

Information Consortium (HIC) at <u>info@eHawai'i.gov</u>. As additional reference the receipt information, if printed from payment, should be provided.

# Appendix

### State Department and Agency Party IDs:

The listed JIMS Party IDs should be utilized for case initiation or case update in the event that the State Department or Agency is assigned/associated to a case.

State Department or Agency Description	JIMS Party ID for Assignment		
City and County of Honolulu	СТҮНОМО		
Commission on Judicial Conduct (JUD)	CIC		
Commission on Water Resource Management (DLNR)	SOHCWRM		
County of Hawaii	CTYHAWAII		
County of Kauai	СТҮКАЦАІ		
County of Maui	CTYMAUI		
Department of Accounting & General Services	SOHDAGS		
Department of Agriculture	SOHDOA		
Department of the Attorney General	SOHATG		
Department of Budget and Finance	SOHDBF		
Department of Business, Economic Development & Tourism	SOHDBEDT		
Department of Commerce and Consumer Affairs	SOHDCCA		
Department of Defense	SOHDOD		
Department of Education	SOHDOE		
Department of Finance, Maui County	CNTYFIS2		
Department of Hawaiian Home Lands	SOHDHHL		
Department of Health	SOHDOH		
Department of Human Resource Development	SOHDHRD		
Department of Human Services	SOHDHS		
Department of Labor and Industrial Relations	SOHDLIR		
Department of Land and Natural Resource	SOHLAND		
Department of Public Safety	SOHDPS		
Department of Taxation	SOHDOTAX		
Department of Transportation	SOHDOT		
Disciplinary Board of the Hawaii Supreme Court	DBHSC		
Hawaii Housing Finance and Development	SOHHHFDC		
Labor and Industrial Relations Appeals Board (DLIR)	SOHLIRAB		
Land and Tax Appeal Court (JUD)	LTAC		
Land Use Commission (DBEDT)	SOHLUC		
Lawyers' Fund for Client Protection	LFCP		
Office of Disciplinary Council (JUD)	ODC		

State Department or Agency Description	JIMS Party ID for Assignment
Office of Elections Board of Registration-Hawaii (DAGS)	SOHBR3
Office of Elections Board of Registration-Kauai (DAGS)	SOHBR5
Office of Elections Board of Registration-Maui (DAGS)	SOHBR2
Office of Elections Board of Registration-Oahu (DAGS)	SOHBR1
(Note: OPD = Office of the Public Defender)	
OPD Appellate Courts	OPD-APPLT
OPD Hilo District Court	OPD-HILO
OPD Kauai District Court	OPD-KAUAI
OPD Kona District Court	OPD-KONA
OPD Maui District Court	OPD-MAUI
OPD Oahu District Court	OPD-OAHU
Public Utilities Commission (Dept of Budge and Finance)	SOHPUC
State of Hawaii – Board of Land and Natural Resources	SOHBLNR
State of Hawaii – Chief Election Officer	SOHCEO
State of Hawaii – Child Support Enforcement Agency	SOHCSEA
State of Hawaii – Civil party represented by Attorney General	SOH
State of Hawaii - Criminal prosecution by Attorney General	SOHCRAG
State of Hawaii - Criminal First Circuit Prosecutor	SOHCR1
C&C Honolulu Prosecuters-Misdemeanor/Traffic Division	SOHCR1DIS
C&C Honolulu Prosecuters-MT Div. Traffic Branch	SOHCR1HNT
C&C Honolulu Prosecuters-MT Div.Criminal Branch	SOHCR1HNC
C&C Honolulu Prosecuters-MT Div. Rural Branch	SOHCR1RUL
C&C Honolulu Prosecuters-TRIALS DIVISION	SOHCR1TRI
C&C Honolulu Prosecuters-CAREER CRIMINAL DIV.	SOHCR1CCD
C&C Honolulu Prosecuters-SCREENING & INTAKE DIV.	SOHCR1SID
C&C Honolulu Prosecuters-ELDER ABUSE BRANCH	SOHCR1EA
C&C Honolulu Prosecuters-DOMESTIC VIOLENCE Felony	SOHCR1DVF
C&C Honolulu Prosecuters-DOMESTIC VIOLENCE - Misd.	SOHCR1DVM
C&C Honolulu Prosecuters-JUVENILE OFFENDER	SOHCR1JO
C&C Honolulu Prosecuters-ASSET FORFEITURE	SOHCR1AF
State of Hawaii - Criminal Second Circuit Prosecutor	SOHCR2
Maui County Prosecutors-District Court	SOHCR2DC
Maui County Prosecutors-Felony Screening	SOHCR2FS
State of Hawaii - Criminal Third Circuit Prosecutor	SOHCR3
Hawaii County Prosecuting Attorney-Hilo	SOHCR3HDC
Hawaii County Prosecuting Attorney-Kona	SOHCR3KDC
Hawaii County Prosecuting Attorney-N. Hawaii	SOHCR3NDC
Hawaii County Prosecuting Attorney-Puna	SOHCR3PDC

State Department or Agency Description	JIMS Party ID for Assignment
State of Hawaii - Criminal Fifth Circuit Prosecutor	SOHCR5
State of Hawaii - Special Compensation Fund	SOHSCF