

SCHEDULE OF ADMINISTRATIVE FEES
(Effective February 4, 2003)

FEES

Document Delivery

- | | | |
|--|---|--|
| 1. Photocopies
In-house, Self-service | \$ 0.15 per page | Non-refundable,
except in cases of machine error. |
| 2. Photocopies - Staff Service or for Out-of-State requests | | |
| a. Regular service | \$ 0.15 per page +
postage + \$ 2.00 handling
fee | 50 pages maximum per request per
day. Prepayment or proof of
payment is required.
Non-refundable. |
| b. Rush (same day
if request and
proof of payment
are received by
12:00 noon, HST) | \$ 1.00 per page +
postage + \$ 2.00
handling fee | 50 pages maximum per request per
day. Prepayment or proof of
payment is required.
Non-refundable. |

If applicable, the actual rate of charge that is charged to the Judiciary by a person or entity other than the Judiciary to assist in the photocopying or facsimile transmission of the record.

- | | | |
|--|---|--|
| 3. Copies obtained via
the Internet | \$ 0.15 per page
If applicable, Postage +
\$ 2.00 fee will be applied | Non-refundable,
except in cases of machine error. |
| 4. Telefacsimile Service | | |
| a. Within Hawaii | \$ 2.00 first page
\$ 1.00 each additional
page. | 50 pages maximum per request per
day. Prepayment or proof of
payment is required.
Non-refundable. |
| b. Within U.S. | \$ 5.00 first page
\$ 2.00 each additional
page. | 50 pages maximum per request per
day. Prepayment or proof of
payment is required.
Non-refundable. |
| c. International | \$ 10.00 first page
\$ 5.00 each additional
page. | 50 pages maximum per request per
day. Prepayment or proof of
payment is required.
Non-refundable. |

- | | | |
|--|---|---|
| d. Rush (4-hour turn around if request and proof of payment are received by 12:00 noon, HST) | \$ 10.00 surcharge in addition to per page cost | 25 pages maximum per request per day. Prepayment or proof of payment is required. Non-refundable. |
|--|---|---|

Fees for Searching For, Reviewing, and Segregating

- | | | |
|---------------------------|---|---|
| 5. Searching | \$ 2.50 per fifteen minutes or fraction thereof | Prepayment or proof of payment is required. Non-refundable. |
| 6. Review and segregation | \$ 5.00 per fifteen minutes or fraction thereof | Non-refundable. |

If applicable, the actual rate of charge, based upon time expenditure, that is charged to the Judiciary by a person or entity other than the Judiciary to assist in the search for the record.

The first \$30 in total amount of the fees for services numbered 5 and 6 above shall not be assessed.

- | | | |
|--|---|-----------------|
| 7. Rush session (search done by staff within 4 hours of request received between 8:00 a.m.-12:00 noon, HST) | \$ 25.00 surcharge | Non-refundable. |
| 8. Use of existing electronic methods to search for and provide information that is part of an electronic database | Actual cost of modifications to existing programming or equipment or software used to search for, review, or segregate the information. | Non-refundable. |

Waiver of Fees When Public Interest Served

9. \$60 of the fees for services numbered 5 and 6 above shall be waived when the request for a waiver of fees is supported by a statement of facts, including the requester's identity, and the Judiciary finds that the waiver of fees would be in the public interest. To determine when a waiver of fees is in the public interest, see Hawaii Administrative Rules Section 2-71-32 (b).