

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.
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.
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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).