

**HAWAII COURT RECORD RULES  
DISTRICT COURT  
REQUEST TO ACCESS COURT OR ADLRO RECORD**

DATE: \_\_\_\_\_

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

FROM: \_\_\_\_\_

Name

Contact Information\*

\*If we do not have enough information to contact you, we cannot process the request for information. Please provide any information that will allow us to contact you (name or alias, telephone or fax number, mailing address, email address, etc.)

**I WANT INFORMATION OR DOCUMENTS FROM THE FOLLOWING COURT RECORD:**

Name(s) of Party(ies) to Case: \_\_\_\_\_

Case Number: \_\_\_\_\_

Circuit:     \_\_\_ 1<sup>st</sup>   \_\_\_ 2<sup>nd</sup>   \_\_\_ 3<sup>rd</sup>   \_\_\_ 5<sup>th</sup>

Court or Agency in which case was filed:

      \_\_\_ ADLRO   \_\_\_ District   \_\_\_ Family   \_\_\_ Circuit   \_\_\_ ICA   \_\_\_ SCT

**I WANT:**

\_\_\_ To inspect the record

\_\_\_ To get a \_\_\_ complete \_\_\_ partial copy of the record  
If partial, please identify the document(s) you want copied:

\_\_\_ To certify this document

\_\_\_ To pick up ordered copies from the office where it is maintained

\_\_\_ To have ordered copies \_\_\_ mailed, \_\_\_ faxed, or \_\_\_ emailed to me at the contact address noted above

**FEES:**

The fee for paper copies of documents from a court record is: \$1.00 for the first page of each document, plus 50 cents for each additional page; \$2.00 for certification of the document, and \$5.00 search fee will be applied when a case ID number is not provided. *See* Rule 2.2 of the Rules of the District Courts of the State of Hawaii, Rule 2.2 of the Rules of the Circuit Courts of the State of Hawaii, and Rule 45(e) of the Hawaii Rules of Appellate Procedure.

The fee for paper copies of documents from an ADLRO record is usually 15 cents per page for self service; 15 cents per page plus a \$2 handling fee if the clerk makes the copies. Other fees may apply. *See* the Judiciary's Schedule of Administrative Fees.

Received:	Notified of Estimated Charge:	Charged:	Receipt No.
Completed:	Order filled by:		