



State of Hawaii Judiciary

JEFS Case Management System

Case Initiation

For Circuit Court Criminal and Family Court (Adult) Criminal



Last Updated By: JIMS
Last Updated Date: January 2017



Create Case

The following information is required:

- Case Information:
 - Court Type
 - Case Type
 - Method of Case Initiation
 - Case Title and Extended Case Title
- Party Information for the Prosecuting Attorney and Defendant
- Arrest and Offense Information
- Document Information (Lead Document)



Create Case

1. Click the **Create Case** link on the Home page



Judiciary Electronic Filing and Service System (JEFS)

JUDICIARY INFORMATION MANAGEMENT SYSTEM

Welcome to the Hawai'i State Judiciary electronic filing portal. From this homepage, you can manage your profile.

Submit Case Filing

Create Case

Submit Filing on Existing Case

My Case View

Manage Cases

User Administration

Manage My Profile

Document Subscriptions

Existing Subscription Information

Purchase Subscriptions


View Documents



Create Case

2. Select **Court Type**: Circuit Court or Family Court
3. Select **Case Type**: PC-Criminal Case or FC-Criminal Case

Judiciary Internet

 **Case Initiation**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Court Type*

Case Type*



Create Case



Case Initiation

JUDICIARY INFORMATION MANAGEMENT SYSTEM

Case Information



Court*

Location*

Court Type

Case Type


Method of Case Initiation*

Committed/Transferred Case ID  

☐ Confidential ☐ Domestic Violence

Short Case Title*

Extended Case Title*

Filing Date  Filing Time

Party Information *

Add all parties

Add

Add Me

Arrest and Offense Information *

Add all arrests and offenses

Add

No arrests exist for case.

Each case is broken up into four different sections:

- a) Case Information
- b) Party Information
- c) Arrest and Offense Information ...



Create Case

d) Document Information

Documents Information *

Only PDF files may be submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before selecting Add. Check the "sealed" box only if the case is a public case and

- the court has granted your motion to seal the document, or*
- the document is one that may be submitted under seal without an order of the court*

Document Category*

In Response To None

Defendant*

Attach Document

Document Type*

Filing Parties*

Notes

Up and Down arrows are located in the corner of each section to collapse or expand a section



Create Case

Case Information

Court* 1C - FIRST CIRCUIT
Location* HP - PUNCHBOWL
Court Type Circuit Court
Case Type PC - Circuit Court Criminal
Method of Case Initiation* P - Complaint (CC) / Penal Summons (FC)
Committed/Transferred Case ID
Short Case Title*
Extended Case Title*
Filing Date 31-OCT-2016 Filing Time 12:50:11

Party Information *

Add all parties

Add Add Me

Plaintiff State of Hawaii - Criminal First Circuit Prosecution
1060 Richards St.
Honolulu, HI 96813
[\[Edit \]](#) [\[Remove \]](#)

Arrest and Offense Information *

submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before...

Added Prosecutor Office (SOHCR1) as a Party on the case

1. Select the **Court**.

Once the Court is selected, the Prosecutor's Office will be added automatically as a Party to the case



Create Case

Case Information



Court* 1C - FIRST CIRCUIT

Location* HP - PUNCHBOWL

Court Type Circuit Court

Case Type PC - Circuit Court Criminal

Method of Case Initiation* P - Complaint (CC) / Penal Summons (FC)

Committed/Transferred Case ID  

☐ Confidential ☐ Domestic Violence

Short Case Title*

Extended Case Title*

Filing Date 31-OCT-2016 Filing Time 13:06:24


2. Select the **Location**
3. **Method of Case Initiation** is auto-populated
4. **Committed/Transferred Case ID** if applicable
5. The **Short Case Title** and **Extended Case Title** will be automatically populated later when the Defendant is added to the case







Create Case

Case Information

Court* 1C - FIRST CIRCUIT
Location* HP - PUNCHBOWL
Court Type Circuit Court
Case Type PC - Circuit Court Criminal
Method of Case Initiation* C - Committed from District Court
Committed/Transferred Case ID 
☐ Confidential ☐ Domestic Violence

Short Case Title*
Extended Case Title*
Filing Date 25-N

Committed/Transferred Case ID 1DCW-17-0004971 
☐ Confidential ☐ Domestic Violence


Short Case Title* State v. Joe Defendant
Extended Case Title* State of Hawaii v. Joe Defendant
Filing Date 10-JAN-2017  Filing Time 21:13:45

Party Information *

Add all parties

Plaintiff State of Hawaii - Criminal First Circuit Prosecution
1060 Richards St.
Honolulu, HI 96813
[\[Edit\]](#) [\[Remove\]](#)

Defendant Joe Defendant
[\[Edit\]](#) [\[Remove\]](#)

 • Case title updated based on parties on the case. Title may be further edited.
• Default values and parties were copied from the specified case. You may change these values before submitting the case.

If the "Committed/Transferred Case ID" field is entered with a valid Case ID, the Case Titles are updated based on the parties on the case; Party Information is also populated with the Defendant.



Create Case

Party Information

Add all parties

Plaintiff **State of Hawaii - Criminal First Circuit Prosecution**

[\[Edit \]](#) [\[Remove \]](#) 1060 Richards St.
Honolulu, HI 96813



There are two types of Adds which allows any party to be added to the case

- **Add**
- **Add Me**

Add Me allows the person logged into JEFS to be added as a Party to the case

Let's start with adding the JEFS user as a Party to the case

6. Click **Add Me**



Create Case

☒ Search ☐ Add [Return to Case Initiation](#)

Search Criteria

Search Type ☐ Attorney ☒ Party ☐ Case Id ☐ Business ☐ Government

Party ID

SID # (Criminal ID #)

Date of Birth

Drivers Licen
Drivers Li

Search Results

Please select a party to add.

Search results for criteria: Party Id: A9051

Name	Address	Party ID	Organization
Bill Attorney	1100 Alakea Honolulu, HI	A9051	Dewey Choo and Howard

Party Role*

☐ Juvenile

Assign **Cancel**

Return

Information associated with the User ID that was used to log into JEFS is displayed in the **Search Results**

The **Party Role** associated to this USER ID is also populated. If the **Party Role** is Attorney, the system will display the other parties on the case so an association can be made. If the Party they represent has not yet been entered and is not displayed, the Attorney can be added to the case without the association and the association can be made later.

7. Click **Assign** to add this party to the case



Create Case

☒ Search ☐ Add [Return to Case Initiation](#)

Search Criteria

Search Type ☐ Attorney ☒ Party ☐ Case Id ☐ Business ☐ Government Agency ☐ Court Re

Party ID Last Name

SID # (Criminal ID #) First Name

Date of Birth Middle Name

☐ Partial

Drivers License/State ID

Drivers License State

Search Results

Please select a party to add.

Search results for criteria: Party Id: A9051

Name	Address	Party ID	Organization
Bill Attorney	1100 Alakea Honolulu, HI	A9051	Dewey Choo and Howard

Party Role*

☐ Juvenile

Successfully added Bill Attorney to the case as Attorney.

An informational message is display to indicate that the Party was added to the case

8. To add another Party without returning back to the main data entry screen for the case, click **Reset**



Create Case



9. Select the **Search** *radio button* to search for a person to see if they already exist in the system
10. Enter the search criteria
11. Click **Search**

☒ Search ☐ Add [Return to Case Initiation](#)

Search Criteria


Search Type ☐ Attorney ☒ Party ☐ Case Id ☐ Business ☐ Government Agency ☐ Court Reporter

Party ID

Last Name

SID # (Criminal ID #)

First Name

Date of Birth 

Middle Name

☐ Partial Search ☐ Phonetic Search ☐ Include Alias

Drivers License/State ID

Drivers License State

Search

Reset



Create Case

Search Results

Please select a party to add.

Search results for criteria: Last Name: Defendant, First Name: Joe

Name	Address	Party ID	Organization
Joe Defendant	1088 Bishop St Honolulu, HI	@2607505	

Party Role*

☐ Juvenile

Assign

Cancel

If a match is found, the results will be displayed in the Search Results section

12. Select the Party to add
13. Select the **Party Role**
14. Click **Assign** to assign the selected Party to the case

Search Results

Please select a party to add.

Search results for criteria: Last Name: Defendant, First Name: Joe

Name	Address	Party ID	Organization
Joe Defendant	1088 Bishop St Honolulu, HI	@2607505	

Joe Defendant

1088 Bishop St

Honolulu, HI 96813

Email: Jdefendant@dmil.com

Male 01-JAN-1928

Party Role*

☐ Juvenile

Assign

Cancel



Create Case

Here's an example of a search result with multiple entries

Name	Address	Party ID
Joe Defendant	Company ABC Honolulu,	@1182843
Bob Defendant	1001 Alakea St Honolulu, HI	@1495013
Jake Defendant	1088 Bishop St Honolulu, HI	@2607505
Jane Defendant	Address PO Box Honolulu, HI	@2607520

Party Role*

☐ Juvenile

Assign

Cancel

Return



Create Case

Search Results

Please select a party to add.

Search results for criteria: Last Name: Defendant, First Name: Joe

Name	Address	Party ID	Organization
Joe Defendant	1088 Bishop St Honolulu, HI	@2607505	

Party Role*

☐ Juvenile

ourt Kōkua eFiling and Service System - Frequently Asked Questions - Training - ADA Disability Accommodations Coordinators
wai'i State Judicial Branch

• Successfully added Joe Defendant to the case as Defendant.



After the Party has been successfully added to the Case, continue adding Parties to the case as needed (see Steps 8-14). More than 1 defendant is allowed to be added to a case.

15. When finished adding Parties, click **Return** to return to the main data entry screen for the case.



Create Case

Case Information

Court* 1C - FIRST CIRCUIT
Location* HP - PUNCHBOWL
Court Type Circuit Court
Case Type PC - Circuit Court Criminal
Method of Case Initiation* P - Complaint (CC) / Penal Summons (FC)
Committed/Transferred Case ID

☐ Confidential ☐ Domestic Violence

Short Case Title* State v. Joe Defendant, et. al.
Extended Case Title* State of Hawaii v. Joe Defendant, Bob Defendant

Filing Date 10-JAN-2017 Filing Time 10:00:52

Party Information *

Add all parties

Plaintiff	State of Hawaii - Criminal First Circuit Prosecution 1060 Richards St. Honolulu, HI 96813 [Edit] [Remove]
Attorney	Bill Attorney 1100 Alakea Honolulu, HI 96813 [Edit] [Remove]
Defendant	Joe Defendant [Edit] [Remove]

Arrest and Offense Information *

Add all arrests and offenses

Upon returning to the main data entry screen for the case, the Parties will be displayed in the **Party Information** section.

If a Defendant was added, the **Case Title** and **Extended Case Title** are updated to reflect the Parties on the case.



Create Case

☐ Confidential ☐ Domestic Violence

Short Case Title* State v. Joe Defendant, et. al.

Extended Case Title* State of Hawaii v. Joe Defendant, Bob Defendant

Filing Date 10-JAN-2017 Filing Time 10:00:52

Party Information *

Add all parties

[Add](#) [Add Me](#)

Plaintiff	State of Hawaii - Criminal First Circuit Prosecution
	1060 Richards St. Honolulu, HI 96813
	[Edit] [Remove]
Attorney	Bill Attorney
	1100 Alakea Honolulu, HI 96813
	[Edit] [Remove]
Defendant	Joe Defendant
	[Edit] [Remove]
Defendant	Bob Defendant
	[Edit] [Remove]

Arrest and Offense Information *

Add all arrests and offenses

[Add](#)

No arrests exist for case.

Documents Information *

Only PD box only

[i](#) • Case title updated based on parties on the case. Title may be further edited.

[x](#) "sealed"

For multiple defendants, the **Case Title** and **Extended Case Title** are updated to reflect the all Parties on the case.



Create Case

Attorney	Bill Attorney
[Edit] [Remove]	1100 Alakea Honolulu, HI 96813

16. To associate the Attorney to the Defendant, click the **Edit** link next to the Party's name.

17. Locate the name to be associated with the Party being edited and click the *green plus sign* next to the Party's name(s).

More than one defendant can be associated to the same attorney.

Bill Attorney	Attorney		Update	Cancel
Attorney For:			Parties:	
PartyID	Role	Name		
SOHCR1	Plaintiff	State of Hawaii - Criminal First Circuit Prosecution		+
@2607505	Defendant	Joe Defendant		+



Create Case

Bill Attorney Attorney

Attorney For:

PartyID	Role	Name	
@2607505	Defendant	Joe Defendant	<input type="button" value="-"/>

Parties:

PartyID	Role	Name	
SOHCR1	Plaintiff	State of Hawaii - Criminal First Circuit Prosecution	<input type="button" value="+"/>

18. Click **Update** to save the association

The relationship will be displayed on the main data entry page under the **Party Information** section.

Party Information *

Add all parties

Defendant Joe Defendant
[\[Edit\]](#) [\[Remove\]](#)

Attorney Bill Attorney
[\[Edit\]](#) [\[Remove\]](#)
1100 Alakea
Honolulu, HI 96813

Plaintiff State of Hawaii - Criminal First Circuit Prosecution
[\[Edit\]](#) [\[Remove\]](#)
1060 Richards St.
Honolulu, HI 96813

Defendant Bob Defendant
[\[Edit\]](#) [\[Remove\]](#)

Bill Attorney Attorney

Attorney For:

PartyID	Role	Name	
@2607505	Defendant	Joe Defendant	<input type="button" value="-"/>

Parties:

PartyID	Role	Name	
SOHCR1	Plaintiff	State of Hawaii - Criminal First Circuit Prosecution	<input type="button" value="+"/>



Create Case

Party Information *

Add all parties

Add

Add Me

Defendant Joe Defendant

[\[Edit\]](#) [\[Remove\]](#)

Attorney

Bill Attorney

[\[Edit\]](#) [\[Remove\]](#)

1100 Alakea
Honolulu, HI 96813

Plaintiff State of Hawaii - Criminal First Circuit Prosecution

[\[Edit\]](#) [\[Remove\]](#)

1060 Richards St.
Honolulu, HI 96813

Let's look at how to add a new Party ...

19. Click **Add**



Create Case

☐ Search ☒ **Add** [Return to Case Initiation](#)

Add Parties and Attorneys

Party Type ☒ Person ☐ Business/Gov't Agency

Party Role*

Prefix

First Name*

Middle Name

Last Name

Suffix

Address Type ☐ Default ☐ Preferred

Address

Apt/Unit Number

City

State / Province

Zip

Country

Home Phone ()

Business Phone ()

Cell Phone ()

20. Select the **Add** *radio button* to add a Party that doesn't exist in the system

21. At a minimum, enter the following information for a Person:

- **Party Type**
- **Party Role**
- **First and Last Name**
- **Address**



Create Case

Enter the **Address Type**, **Address**, **City**, **State**, and **Zip** on the right side of the page.

Click **Add** to associate the address with the Party.

The address will be displayed in the address section below the Party's information.

22. When finished entering the Party's information, click **Submit** to associate the Party with the case

Address

Address Type ☐ Default ☐ Preferred

Address

Apt/Unit Number

City

State / Province

Zip

Country

Home Phone ()

Business Phone ()

Cell Phone ()

Add **Reset**

Address

Type	Address	Preferred	
Mailing	Address PO Box Honolulu, HI		

Alias

No alias information has been entered for this party.


Submit **Reset**



Create Case

Defendant Jane Defendant
[\[Edit\]](#) [\[Remove\]](#)

Bill Attorney Attorney

Attorney For: 

- Case title updated based on parties on the case. Title may be further edited.
- Successfully created party @2607520 and added to the case as Defendant.

Part

Parties newly entered into the system are assigned a Party ID

To remove a Party from the case, click the **Remove** link



Create Case

Arrest and Offense Information *

Add all arrests and offenses

Add

No arrests exist for case.

Documents Information *

23. To add arrests and offenses to a case, click **Add** in the **Arrest and Offense Information** section






Create Case

[Return to Case Initiation](#)

Arrest Report

Arrest For *

Arrest Date  Filing Time

LEO

Arrest Agency

Arrest/Incident #

Booking Agency

Booking #

OTN

Arrest/Incident #	OTN	Defendant	Date
-------------------	-----	-----------	------



0 reports, displaying 0 report(s), from 0 to 0. Page 0 / 0

Add

Reset

The **Arrests and Offense Information** section is broken down further into 2 separate section:

- **Arrest Report**
- **Count**

Count

Offenses for *

Count*

Date Range

Offense Date*

Offense Time

Modifier

Charge Code *

Severity *

Qualifier

Description



Create Case

[Return to Case Initiation](#)

Arrest Report

Arrest For * Joe Defendant



Arrest Date 01-NOV-2016

Filing Time 07:30:00

LEO

Arrest Agency

Arrest/Incident # 123456

Booking Agency

Booking #

OTN

Add

Reset

Arrest/Incident # OTN Defendant Date



0 reports, displaying 0 report(s), from 0 to 0. Page 0 / 0

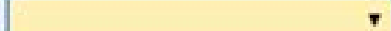
24. Enter the **Arrest Report** information:

- Select 'Arrest For' party and click the *green plus button*. For multiple defendants, repeat this step to select other defendants or select 'All Unassociated Defendants'.

[Return to Case Initiation](#)

Arrest Report

Arrest For *



Arrest Date

Bob Defendant
Jane Defendant
All Unassociated Defendants

Joe Defendant



Arrest Date 01-NOV-2016

Filing Time 07:30:00

LEO

Arrest Agency

Arrest/Incident # 123456

Booking Agency

Booking #

OTN

Add

Reset

- To remove the party, click the *red minus button*
- Arrest/Incident #** is required
- Click **Add** to associate it to the case




Create Case

[Return to Case Initiation](#)

Arrest Report

Arrest For *

Arrest Date  Filing Time

LEO

Arrest Agency

Arrest/Incident #

Booking Agency

Booking #

OTN

Add

Reset

Arrest/Incident #	OTN	Defendant	Date	
123456		Joe Defendant	01-NOV-2016	

1 reports, displaying 1 report(s), from 1 to 1. Page 1 / 1

The Arrest/Incident # details is populated in the table on the right side of the screen.



Create Case

Count

Offenses for *

Joe Defendant Arrest/Incident #

Count*

Date Range Offense Date* Offense Time *

Modifier

Charge Code *

Severity * Qualifier

Description

Notes

25. In the **Count** section, enter the offense information and click **Add** to associate it to the case

- **Severity** is required
- Select from a list of valid charge codes to populate the Description or ...



Create Case

Count

Offenses for *

Joe Defendant Arrest/Incident #

Count*

Date Range Offense Date* Offense Time *

Modifier

Charge Code * **HRS 710**

Severity * HRS 710-1010~Obstructing government operations

Description HRS 710-1010(1)(a)~Obstructing government operations governmental function

HRS 710-1010(1)(a)(b)~Obstructing government operations governmental function penal law

HRS 710-1010(1)(b)~Obstructing government operations penal law

HRS 710-1010(1)(c)~Obstructing government operations telecommunication systems

Notes HRS 710-1010.5~Interference with reporting an emergency or crime

HRS 710-1010.5(1)~Interference with reporting an emergency or crime

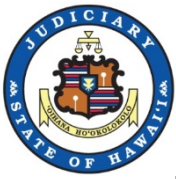
HRS 710-1011~Refusing to aid law enforcement officer

When entering the Charge Code, a drop down list will display as you begin typing the charge code.

If an invalid charge code is enter, the user can enter any description.

An Unknown Violation informational message may pop-up. Click **Add** to continue with adding the violation or **Cancel** to go back and select another charge code.

The entered offense (HRS 710 1009) is not defined. The record will be stored as an "Unknown Offense" which will need to be amended to a known charge prior to court proceedings or count disposition. Do you want to continue?



Create Case

Defendant	Count #	Statute	Description	Severity	Arrest/Incident #	Spl Crts Eligibility	Remove	Edit
Joe Defendant @2607505	1	HRS 710-1010	Obstructing Government Operations	MD				Edit

Return

Successfully added Offense HRS 710-1010 to the case as count #1

26. After the violation is added to case, click **Return** at the bottom of the screen to go back to the main data entry screen

- An arrest or violation can be removed by clicking the *red minus sign*

Arrest and Offense Information *

Add all arrests and offenses

Add

#	Arrest/Incident #	OTN	Defendant	Date	Time	Remove
1	123456		@2607505 - Joe Defendant	01-NOV-2016	07:30:00	

Defendant	Count #	Statute	Description	Severity	Arrest/Incident #	Spl Crts Eligibility	Remove	Edit
Joe Defendant @2607505	1	HRS 710-1010	Obstructing Government Operations	MD				Edit



Create Case

Documents Information *

Only PDF files may be submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before selecting Add. Check "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

Document Category*

In Response To

Defendant*

Attach Document

Intake Service Center

Document Type*

Filing Parties*

Now let's add a document to the case ...

27. For a complaint, type "C" in the **Document Category** field to display a list, then select Complaint from the list. Click the down arrow in the **Document Type** field and select "Felony Info".

Document Category*

In Response To

Defendant*

Attach Document

Notes

Document Type*

Filing Parties*



Create Case

28. Select the **Filing Party** from the drop down box

29. Click the *green plus sign* to associate the **Filing Party** with the document

Additional **Filing Parties** can be added by selecting the party from the drop down box and clicking the *green plus sign*

Remove a **Filing Party** by *clicking the red minus sign*

30. Select **Defendant** from the drop down.

The screenshot displays a 'Create Case' form with several sections for adding filing parties. Each section includes a 'Document Type*' dropdown (set to 'Felony Info') and a 'Filing Parties*' dropdown. The first section shows the 'Filing Parties*' dropdown open with a list of options: 'None', 'Plaintiff-State of Hawaii - Criminal First Circuit Prosecution', 'Defendant-Joe Defendant' (highlighted in blue), 'Defendant-Bob Defendant', 'Defendant-Jane Defendant', and 'Attorney-Bill Attorney'. A red arrow points from the instruction '28. Select the Filing Party from the drop down box' to this dropdown. The second section shows the 'Filing Parties*' dropdown set to 'Defendant-Joe Defendant', with a green plus sign button circled in red. A red arrow points from the instruction '29. Click the green plus sign to associate the Filing Party with the document' to this button. The third section shows the 'Filing Parties*' dropdown set to 'None', with 'Defendant-Joe Defendant' and 'Plaintiff-State of Hawaii - Criminal First Circuit Prosecution' listed below it, each with a red minus sign button circled in red. A red arrow points from the instruction 'Remove a Filing Party by clicking the red minus sign' to one of these buttons. The fourth section shows the 'Document Category*' dropdown set to 'Complaint' and the 'Response To' dropdown set to 'None'. The fifth section shows the 'Defendant*' dropdown open with a list of options: 'Joe Defendant' (highlighted in blue) and 'All Unassociated Defendants'. A red arrow points from the instruction '30. Select Defendant from the drop down.' to this dropdown.



Create Case

Documents Information *

Only PDF files may be submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before selecting Add. 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

Document Category* Complaint

Document Type* Felony Info

In Response To

None

Filing Parties*

None

Defendant-Joe Defendant

Plaintiff-State of Hawaii - Criminal First Circuit Prosecution

Defendant*

Joe Defendant

Attach Document

Choose File

No file chosen

Upload File

Notes

Add

Reset

A document needs to be uploaded before adding it to the case



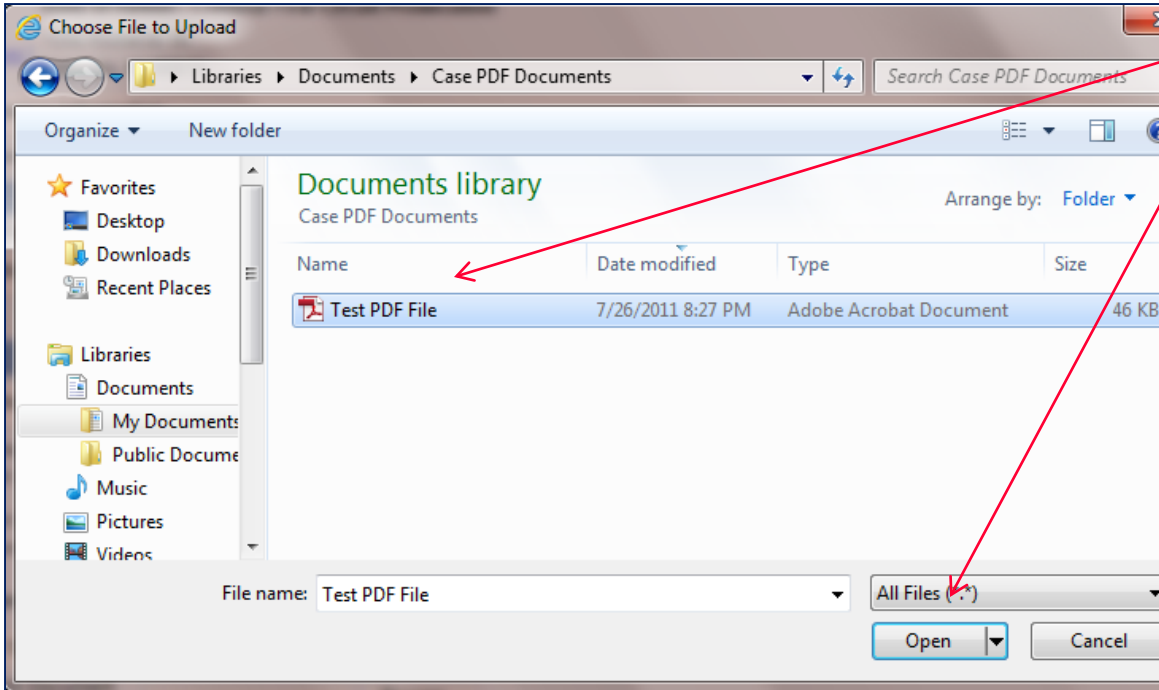


Create Case

Attach Document

Browse...

Upload File



Attach Document

K:\00 Program Developm

Browse...

Upload File

Attach Document

Test PDF File.pdf

31. To upload the document, click **Browse**
32. Find and select the file
33. Click **Open** to complete the selection
34. Click **Upload File** to upload the document

If it is the wrong file is uploaded, click the *red minus sign* to remove the file from the case



Create Case

Documents Information *

Only PDF files may be submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before selecting Add. 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

Document Category*

Complaint

Document Type*

Felony Info

In Response To

None

Filing Parties*

None

Defendant*

Joe Defendant

Defendant-Joe Defendant

Attach Document

Test PDF.pdf

Notes

Testing, notes can be typed here

Add

Reset

35. If needed, enter notes in the **Notes** box

36. Finally, click **Add** to attach the document to the case



Create Case

The attached document is listed at the bottom of the page

To remove the document, click the *red minus sign*

A document can be marked as a **Lead Document**, **In Camera** or **Seal**

Now that everything has been entered ...

37. Click **Submit** to file the case with the Judiciary

Documents Information *

Only PDF files may be submitted. Documents may take a moment to "seal" box only if the case is a public case and

1. the court has granted your motion to seal the document
2. the document is one that may be submitted under seal

Document Category*

In Response To

Defendant*

Attach Document No file chosen

Notes

1 - Felony Info

Joe Defendant

Test PDF.pdf

☒ Lead Document

☐ In Camera

☐ Seal



Create Case

An electronic filing was submitted in Case Number 1CPC-17-0000025. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for future notifications.

Case ID: 1CPC-17-0000025

Title: State v. Joe Defendant

Filing Date / Time: TUESDAY, JANUARY 10, 2017 03:51:33 PM

Filing Parties: Joe Defendant State of Hawaii - Criminal First Circuit Prosecution

Case Type: Circuit Court Criminal

Lead Document(s): Felony Info

Supporting Document(s):

If the filing noted above includes a document, this Notice of Electronic Filing is service of the document under the Hawai'i Electronic Filing and Service Rules.

This notification is being electronically mailed to:

Bill Attorney(Bill.Attorney@test.com)

State of Hawaii - Criminal First Circuit Prosecution(sohcr1aty@honolulu.gov)

[Printable View](#)

An informational page with the Case Number is displayed to confirm that the case was submitted

A printable view of the Notification of Electronic Filing (NEF) document can be viewed and/or saved by clicking the **Printable View** link

Depending upon the browser settings, the PDF may automatically open or the browser will ask if you want to open or save the file

© 2009-2012 Hawai'i State Judiciary

Do you want to open or save **report.pdf** from **pss1uat1.courts.state.hi.us**?

Open

Save

Cancel





Create Case

NOTICE OF ELECTRONIC FILING

Example of the Notice of Electronic Filing Document

Notice that the Circuit Court **Case ID** begins with the Court identifier (1C in this scenario) and is followed by PC for Circuit Court

An electronic filing was submitted in Case Number 1CPC-17-0000025. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for future notifications.

Case ID: 1CPC-17-0000025

Title: State of Hawaii v. Joe Defendant

Filing Date / Time: TUESDAY, JANUARY 10, 2017 03:51:33 PM

Filing Parties: Joe Defendant

State of Hawaii - Criminal First Circuit Prosecution

Case Type: Circuit Court Criminal

Lead Document(s): Felony Info

Supporting Document(s):

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Title: State v. Joe Defendant

Filing Date / Time: TUESDAY, JANUARY 10, 2017 03:51:33 PM

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Case Type: Circuit Court Criminal

Lead Document(s): Felony Info

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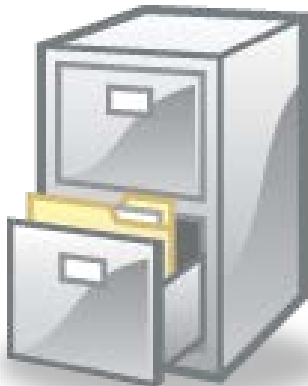
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