



State of Hawaii Judiciary

JEFS Case Management System

Case Update

For Circuit Court Criminal and Family Court
(Adult) Criminal



Last Updated By: JIMS
Last Updated Date: January 2017



Update a Case

To Update a Case

1. Click the **Submit Filing on Existing Case** link on the Home page



Judiciary Electronic Filing
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Welcome to the Hawai'i State Judiciary electronic filing portal. From this homepage, you can submit filings, track cases and update 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



Update a Case

Case Information

Case ID x

Find Case

Advanced Search

You are filing in State of Hawai'i Case: 1CPC-17-0000023 - State v. Joe De

Case Information

Case ID -

State v. Joe Defendant, et. al.

Party Information

Current parties for case are displayed below. You may add more as necessary.

Add

Plaintiff State of Hawaii - Criminal First Circuit Prosecution

1060 Richards St.
Honolulu, HI 96813

Defendant Joe Defendant

Defendant Bob Defendant

Attorney Bill Attorney

[Edit] 1100 Alakea
Honolulu, 96813

Arrest and Offense Information

#	Arrest/Incident #	OTN	Defendant
1	12345		@1182843 - Joe Defendant @1495013 - Bob Defendant

Defendant	Count #	Statute	Description
Joe Defendant @1182843	1	HRS 710-1011	Refusing to aid law enforcement officer
Bob Defendant @1495013	1	HRS 710-1011	Refusing to aid law enforcement officer

2. Next, enter the **Case ID** of the case to be updated and click **Find Case**

The Case Type does not matter

A summary of the case will be displayed

If it is the wrong case, click the *red minus sign* by the **Case ID** to reset the screen and start the search over



Update a Case

The case update process includes the same 4 sections as in Case create. An Event Information section is shown but is not valid for PC and FC cases so no events will be listed.

Event Information

No events found for 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

- 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*

Document Type*

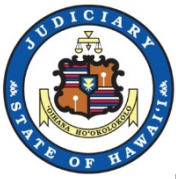
In Response To None

Filing Parties* None

Defendant*

Attach Document

Notes



Update a Case

Party Information

Current parties for case are displayed below. You may add more as necessary.

Plaintiff State of Hawaii - Criminal First Circuit Prosecution
1060 Richards St.
Honolulu, HI 96813

Search Add [Return to Submit Filing on Existing Case](#)

Search Criteria

Search Type Attorney Party Case Id Business Government Agen

Party ID Last Name
SID # (Criminal ID #) First Name
Date of Birth Middle Name
Drivers License/State ID
Drivers License State

Only two types of information can be added to a case after its original submission: **Parties** and **Documents**

3. To add another party to the case, click **Add** under the **Party Information**

4. Select either **Search** or **Add** based upon whether or not the person exists in the system

Use **Search** when the person may exist in the system and **Add** when they do not exist in the system



Update a Case

Search Add [Return to Submit Filing on Existing Case](#)

Add Parties and Attorneys

Party Type Person Business/Gov't Agency

Party Role

Prefix

First Name

Middle Name

Last Name

Suffix

Sex Female Male Unknown

Date of Birth Juvenile Confidential

Email

Address

Address Type Default Preferred

Address

Apt/Unit Number

City

State / Province

Zip

Country

Home Phone ()

Business Phone ()

Cell Phone ()

A party can be either a **Person** or a **Business/ Government Agency**

5. When adding a new party, select the **Party Type** for either a **Person** or **Business/Gov't Agency**



Update a Case

Party Type Person Business/Gov't Agency

Party Role

Prefix

First Name

Middle Name

Last Name

Suffix

Sex Female Male Unknown

Date of Birth Juvenile Confidential

Email

Height ft. in. Weight lbs.

Different fields are filled out for a **Business / Gov't Agency** than those for a **Person**

Party Type Person Business/Gov't Agency

Party Role*

Name of Business/Gov't Agency*

Email



Update a Case

Search Add [Return to Submit Filing on Existing Case](#)

Search Criteria

Search Type Attorney Party Case Id Business Government Agency Court Reporter

First Name Organization

Last Name Bar ID

Partial Search Phonetic Search

Search Results

Within the **Search** function there are different **Search Types**

Search Add [Return to Submit Filing on Existing Case](#)

Search Criteria

Search Type Attorney Party Case Id Business Government Agency Court Reporter

Party ID

SID # (Criminal ID #)

Date of Birth

Last Name

First Name

Middle Name

Partial Search Phonetic Search Include Alias

Drivers License/State ID

Drivers License State



Update a Case

Different fields will be displayed depending upon the search type selected

Search Add [Return to Submit Filing on Existing Case](#)

Search Criteria

Search Type Attorney Party Case Id Business Government Agency Court Reporter

Case Id

Search Add [Return to Submit Filing on Existing Case](#)

Search Criteria

Search Type Attorney Party Case Id Business Government Agency Court Reporter

Name

Partial Search Phonetic Search



Update a Case



Search Add [Return to Submit Filing on Existing Case](#)

Search Criteria

Search Type Attorney Party Case Id Business Government Agency Court Reporter

Agency Name

Partial Search Phonetic Search

Search Add [Return to Submit Filing on Existing Case](#)

Search Criteria

Search Type Attorney Party Case Id Business Government Agency Court Reporter

First Name

Last Name

Partial Search Phonetic Search



Update a Case

Search Results

Please select a party to add.

Search results for criteria: Last Name: Attorney, First Name: Bill

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

Bill Attorney
1100 Alakea
Honolulu, 96813
Male

Party Role* Attorney Juvenile

Attorney For:

PartyID	Role	Name

Parties:

PartyID	Role	Name
SOHCR1	Plaintiff	State of Hawaii - Criminal First Circuit Prosecution
@1182843	Defendant	Joe Defendant
@1495013	Defendant	Bob Defendant

Assign Cancel

Return

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

6. Select the Party to add by clicking on it
7. Select the **Party Role**
8. Click **Assign** to assign the selected Party to the case



Update a Case

Search Add [Return to Submit Filing on Existing Case](#)

Search Criteria

Search Type Attorney Party Case Id Business

First Name

Last Name

Partial Search Phonetic Search

Search Results

Please select a party to add.

Search results for criteria: Last Name: Attorney, First Name: Bill

Name	Address
Bill Attorney	1100 Alakea Honolulu, HI 96813

Bill Attorney
1100 Alakea
Honolulu, 96813
Male

Attorney For:

PartyID	Role	Name
SOHCR1	Plaintiff	State of Hawaii - Criminal First Circuit Prosecution
@1182843	Defendant	Joe Defendant
@1495013	Defendant	Bob Defendant

9. To return back to the main data entry screen, click **Return**

Informational Message: Successfully added Bill Attorney to the case as Attorney.



Update a Case

Documents Information

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1. the court has granted your motion to seal the document, or
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Document Category*

Document Type*

In Response To None

Filing Parties* None

Defendant*

Attach Document

Notes



10. To add another document to the case, click **Add** under the **Document Information**

The process for adding a new document is the same before and after a case is submitted



Update a Case

11. Begin typing in the **Document** Category field and select from the list

The selected category determines the available document types

12. Select a type from the drop-down list for the **Document Type**

A screenshot of a web application interface. At the top, a search bar labeled "Document Category*" contains the letter "c". Below it is a dropdown menu with the following items: Application, Bench Warrant, Case Status, Complaint, Confidential Documents, Correspondence, Counsel, Document (highlighted in blue), Intake Service Center, Miscellaneous, Notice, Other Documents, Service, and Supporting Documents. To the left of the menu, there are labels "Response To", "Defendant*", "Attach Document", and "Notes". A red circle highlights the "Document" option in the dropdown menu.

A screenshot of a web application interface showing a dropdown menu for "Document Type*". The menu is open, displaying a list of document types: Arrest Report, Defendant Req Materials & Inf, Document, Errata Re:, Finding and Recommendation of, In Camera Document (highlighted in blue), Jury Instructions-Deft, Jury Instructions-State, List of Exhibits, List of Witnesses, Proposed Jury Instructions, Request for Transcript, Statement of Compliance, Temporary Mittimus, Waiver of Indictment, Waiver of Jury Trial, Waiver/HRPP R48/Speedy Trial, Witness and Exhibit Lists, Written Request for Disclosure, and Written Submission of Plea. A red arrow points from the "Document" option in the previous screenshot to the "In Camera Document" option in this screenshot.



Update a Case

13. Select the **Filing Party** from the dropdown box

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

15. Select **Defendant** from the dropdown box

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

Additional **Filing Parties** or **Defendant** can be added by selecting the party from the dropdown box and clicking the *green plus sign*

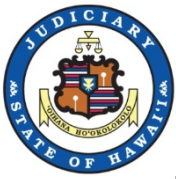
Filing Parties*

Filing Parties*

Filing Parties*

Defendant*

Attach Document

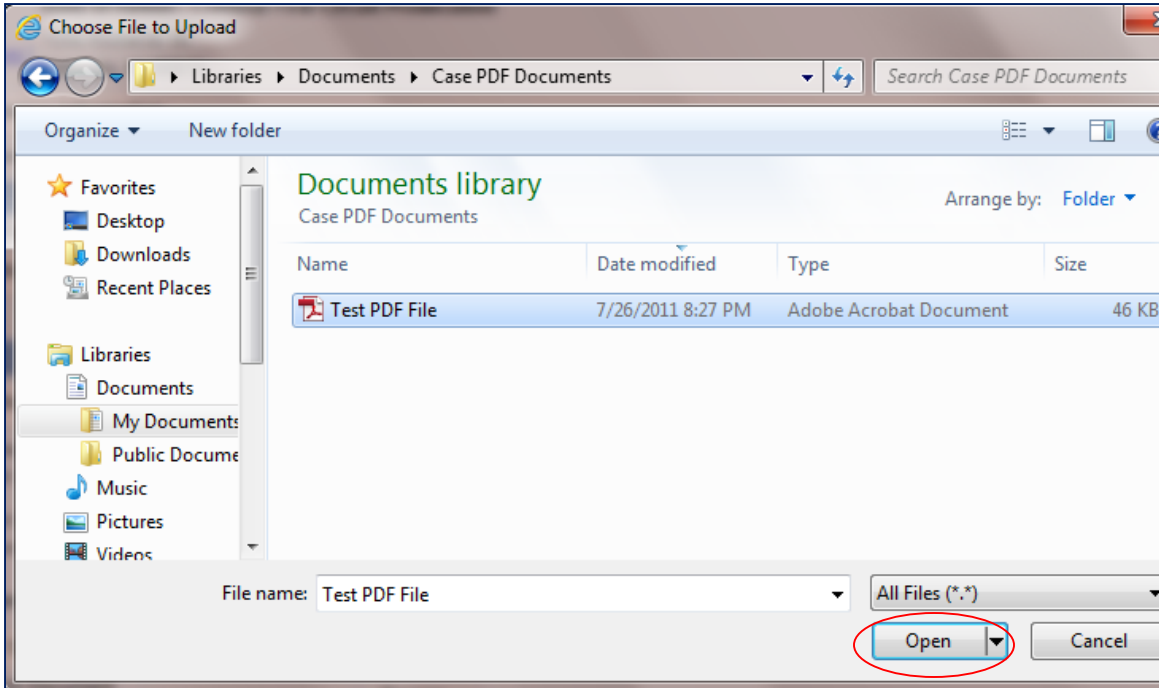


Update a Case

Attach Document

Browse...

Upload File



Attach Document

K:\00 Program Developm

Browse...

Upload File

Attach Document

Test PDF File.pdf



16. To upload the document, click

Browse

17. Find and select the file

18. Click **Open** to complete the selection

19. Click **Upload File** to upload the document

To remove the file from the case, click the *red minus sign*



Update a Case

Documents Information

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2. the document is one that may be submitted under seal without an order of the court

Document Category* Document

Document Type* Document

In Response To

None

Filing Parties*

None

Defendant-Joe Defendant

Defendant*

Joe Defendant

Attach Document

Test PDF.pdf

More testing notes

Notes

Add

Reset



20. If needed, enter notes in the **Notes** box
21. Click **Add** to attach the document to the case



Update a Case

The 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**

Documents Information ▲▼

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- 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*

Document Type*

In Response To

Filing Parties*

Defendant*

Attach Document

Notes

1 - Document Joe Defendant Test PDF.pdf Lead Document In Camera Seal



Update a Case

[Printable View](#)

An electronic filing was submitted in Case Number 1CPC-17-000023. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for future notifications.

Case ID: 1CPC-17-000023
Title: State v. Joe Defendant, et. al.
Filing Date / Time: TUESDAY, JANUARY 10, 2017 12:47:07 PM
Filing Parties: Joe Defendant
Case Type: Circuit Court Criminal
Lead Document(s): Document
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)

22. To save added **Parties** and **Documents**, click **Submit** (see previous slide)
- Again, an informational page with the (same) Case Number is displayed to confirm that the case was submitted and a Notification of Electronic Filing was created
- A printable view of the Notification of Electronic Filing 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





Update a Case

NOTICE OF ELECTRONIC FILING

Example of the Notice of Electronic Filing Document

An electronic filing was submitted in Case Number 1CPC-17-0000023. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for future notifications.

Case ID: 1CPC-17-0000023
Title: State of Hawaii v. Joe Defendant, Bob Defendant
Filing Date / Time: TUESDAY, JANUARY 10, 2017 12:47:07 PM
Filing Parties: Joe Defendant
Case Type: Circuit Court Criminal
Lead Document(s): Document
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)
Joe Defendant (Joe.Defendant@test.com)
State of Hawaii - Criminal First Circuit Prosecution (sohcr1aty@honolulu.gov)
The following parties need to be conventionally served:
Bob Defendant



Update a Case

[Printable View](#)

An electronic filing was submitted in Case Number 1CPC-17-0000023. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for future notifications.

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Filing Parties: Joe Defendant

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Lead Document(s): Document

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This notification is being electronically mailed to:

Bill Attorney(Bill.Attorney@test.com)

Joe Defendant(Joe.Defendant@test.com)

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

The following parties need to be conventionally served:

Bob Defendant

Close

23. To go back to the Home page, click **Close**