



Judiciary Electronic Filing and Services System (JEFS) Login and Self-Registration

Last Updated By: JIMS
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1. JEFS Login In
2. Self Registration
3. Training and Reference
4. JEFS Help Line



Accessing JEFS Login

A. Select eFiling from the “For Attorneys” drop down menu.

The screenshot shows the Hawaii State Judiciary website. At the top left is the logo and the text "Hawai'i State Judiciary". Below this is a navigation bar with several dropdown menus: "For Public", "For Litigants", "For Attorneys", "For Jurors", "For Media", "Language Access", "ADA", and "Access to Justice". Below the navigation bar is a dark blue header with more dropdown menus: "General Information", "News & Reports", "Courts", "Legal References", "Community Outreach", and "Special Projects & Events". A dropdown menu for "For Attorneys" is open, showing a list of options: "Efiling", "Bar Application", "Bilingual Attorneys", "Oral Arguments", "Jury Instructions", "Membership Status", "Continuing Legal Education", "Hawaii Lawyers' Fund", "Hawaii State Bar Association", "Office of Disciplinary Counsel", and "Child Custody Evaluators Registry". The "Efiling" option is circled in red and has a mouse cursor over it. Below the navigation bar is a search bar with the text "Search the site" and a magnifying glass icon. To the left of the search bar is a section titled "I want to..." with several links: "Find out About Scam Alerts", "Get Foreclosure Information", "Resolve My Dispute Out of Court", "Search Court Records", "Pay a Traffic Fine Online", "Access Court Forms Online", "Efiling", "Find Jobs with the Judiciary", "Get Jury Information (eJuror)", and "Give Feedback". To the right of the search bar is a section titled "Judiciary" with two news articles. The first article is titled "Laubach Sworn In as Third Circuit District Family Court Judge" and the second is titled "DWI Court Celebrates Two More Graduates".



Accessing JEFS Login

B. Select the Title Bar (top) hyperlink to get to the JEFS login page:

The screenshot shows the Hawaii State Judiciary website. The header includes the state seal and the text "Hawai'i State Judiciary". Below the header is a navigation bar with links for "For Public", "For Litigants", "For Attorneys", "For Jurors", "For Media", "Language Access", "ADA", and "Access to Justice". A secondary navigation bar contains "General Information", "News & Reports", "Self-Help", "Services", "Courts", "Legal References", "Community Outreach", and "Special Projects & Events". The breadcrumb trail reads "Home » Legal References » E-filing".

The main content area is titled "E-filing". A search box is located at the top left of the content area. Below the search box is a section titled "I want to..." with several links: "Learn about the Courts", "Visit the Law Library", "See the Oral Argument Schedule", "Listen to an Oral Argument", "Read the Rules of Court", "Read Recent Appellate Opinions", "Request an ADA Accommodation", and "Give Feedback".

The "E-filing" section contains the following text:

Judiciary Electronic Filing and Service System (JEFS) Login Page

System Availability.
Mon to Sat - 4:00 a.m. to 12:00 midnight, Hawaii Standard Time (HST)
Sunday - noon to 12:00 midnight, Hawaii Standard Time (HST)

Announcements

Effective July 1, 2016, a party requesting transcripts must serve the request on the court reporter and his or her supervisor. See **Hawai'i Rules of Appellate Procedure Rule 10(b)(1)(A)**. The requestor shall demonstrate proof of service either by JEFS notice of electronic filing, or a separate certificate of service. Id. To serve the request through JEFS, the requestor must select from the drop down list the designated court reporter by name, and the appropriate supervising court reporter by circuit (e.g., Supervising Court Reporter 1st Circuit, Supervising Court Reporter 2nd Circuit, etc.)

Judiciary Electronic Filing and Service System (JEFS) users may download or print documents in your active cases without cost from your "manage cases" screen. If you are not a JEFS user, please go to the **eCourt Kokua** page for information on accessing public documents.

ADVISORY: JEFS users should be aware that e-filing queues may slow down prior to system shut down at 12:00 a.m. This may relate to e-filing volume, network, and other technical variables outside of JEFS. This may occasionally cause the e-filing submission to fail to complete. To avoid this problem, please give yourself enough time to address technical issues prior to filing deadlines.



Accessing JEFS Login

- C. If you are unable to navigate to JEFS login from the links provided on the Judiciary Internet, then the following can be entered directly into your internet browser/window:

<https://jimspss1.courts.state.hi.us/JIMSEExternal/>



Self - Registration

A. Click on the “Register for Access” hyperlink.

Judiciary Internet



Judiciary Electronic Filing and Service System (JEFS)

JUDICIARY INFORMATION MANAGEMENT SYSTEM



Please login using your User ID and Password to continue.

User ID

Password

Login

[Register for Access](#) [Reset my Password](#)

Welcome to the Hawai'i Judiciary's Electronic Filing and Service System (JEFS). JEFS allows eligible and registered attorneys and eligible and registered unrepresented parties to electronically file documents in the Hawai'i Intermediate Court of Appeals and the Hawai'i Supreme Court. Other courts and case types will be added to JEFS as they are brought into the Judiciary Information Management System.

This facility is for official court business only. Activity to and from this site is monitored. Documents filed through JEFS are subject to the requirements of the Hawai'i Electronic Filing and Service Rules, the Hawai'i Court Records Rules, and the rules that govern the court proceedings, including formatting, service, and sanction rules. Please comply with Rule 9 of the Hawai'i Court Records Rules, the rule governing submission of personal information and account numbers.

Online payments for filing fees are processed by the Hawaii Information Consortium. Efilers who wish to pay on-line are assessed a small non-refundable processing fee by the Hawaii Information Consortium. Efilers are given an option to pay in person or by mail.

[Judiciary Home Page](#) [eCourt Kōkua](#) [eFiling and Service System](#) [Frequently Asked Questions](#) [Training](#) [ADA Disability Accommodations Coordinators](#)



Self - Registration

Step 1 - Complete Self-Registration

Judiciary Internet You are not currently logged in. [Home](#) [Login](#)

 **eFiling - Self Registration**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

General Information

First Name → Role *

Middle Name State Bar ID

→ Last Name * Organization

Contact Information

Home Primary Email *

Business Secondary Email

Cellular Mailing Address *

City * State * ZIP *

- a) Enter Name
- b) Select Role
 - i. Select **Attorney** if the registration is for an attorney. This selection will require a **State Bar ID**. The State Bar ID must be reflected as “Active” by the HSBA. **Note: Leading zeros should not be entered in this field.**
 - ii. Select **Firm Staff** if the registration is for a staff member of the attorney or organization. Other options: Pro Se, Bar Applicant, Document Subscriber.
 - iii. Attorneys who are already JEFS users do not need to re-register.



Self - Registration

Step 1 - Complete Self-Registration (continued)

- c) Press the **Search** button to retrieve the Organization that will be affiliated to the attorney and/or firm staff.

Note: Attorneys with staff or firm staff must retrieve and assign an organization for all users registered.

Judiciary Internet You are not currently logged in. [Home](#) [Login](#)

 **eFiling - Self Registration**
JUDICIARY INFORMATION MANAGEMENT SYSTEM ⊞

General Information ▾

First Name	<input type="text"/>	Role *	<input type="text"/>
Middle Name	<input type="text"/>	State Bar ID	<input type="text"/>
Last Name *	<input type="text"/>	Organization	<input type="text"/>





Self - Registration

Step 1 - Complete Self-Registration (continued).

- d) Enter Business or Organization search criteria.
 - i. For best results, execute a “partial search” as indicated.
 - ii. Press the **Search** button.

Judiciary Intranet You are not currently logged in. [Home](#) [Login](#)

Self Registration
JUDICIARY INFORMATION MANAGEMENT SYSTEM

[Return to Self Registration \[c\]](#)

Search Criteria

Business Name

Partial Search Phonetic Search



Self - Registration

Step 1 - Complete Self-Registration (continued).

- e) Assign the organization by clicking on the appropriate line.
- f) Press the **Assign** button.

Search Results

Please select a party to add.

Search results for criteria: Company Name: Department of the Attorney General

Name	Address	City	State	Zip Code
Department of the Attorney General	425 Queen Street	Honolulu	HI	96813

Department of the Attorney General
425 Queen Street
Honolulu, HI 96813

Assign **Cancel**

Note: If organization is not found, please contact the Help Desk for your Circuit. Contact information is found on the Judiciary efilng home page.



Self - Registration

Step 1 - Complete Self-Registration (continued).

- g) Complete Contact Information.
- h) Press the **Submit** button.

Judiciary Internet You are not currently logged in. [Home](#) [Login](#)

 **eFiling - Self Registration**
JUDICIARY INFORMATION MANAGEMENT SYSTEM 

General Information

First Name Role *

Middle Name

Last Name * State Bar ID

Organization Department of the Attorney General

Contact Information

Home  Primary Email *

 Business Secondary Email

Cellular Mailing Address *

City * State * ZIP *





Self - Registration

Step 1 (continued) - An email will be sent once registration is complete. The email will include the user ID and the temporary password.

Note: The registration email will be received from email address efiling@courts.hawaii.gov. Please check your “Junk” or spam equivalent email folder if you have not received this email within 5 minutes.

Step 2 - If the user is affiliated to an organization, the Organization Administrator must accept the registration.

Step 3 - You or your Organization Administrator must call the help desk to create a ticket for Production Support to assign access to PC/FC cases for the new WEBU ID.



Self-Registration: Error

Note: Attorneys who have already registered will see an error message. Please contact your Organization Administrator (if you have one) or the clerks office of your Circuit for assistance.



General Information

First Name * Bill
Middle Name
Last Name * Attorney
Role * Attorney
State Bar ID 9051
Business / Org

Contact Information

Home
Business / Org
Cellular
Primary Email * Bill.Attorney@a.com
Secondary Email
Mailing Address * 1111 Alakea
City * Honolulu
State * HI
Zip/Postal Code * 96813

• This Hawaii State Bar ID has already been registered for JEFS. Please contact the clerks office of your Circuit for assistance.



Training and Reference

1. The Judiciary website will have updates, resource materials and login links

The screenshot shows the Hawaii State Judiciary website. The header features the state seal and the text "Hawai'i State Judiciary". Below the header is a navigation menu with options: "For Public", "For Litigants", "For Attorneys", "For Jurors", "For Media", "Language Access", "ADA", and "Access to Justice". A secondary menu includes "General Information", "News & Reports", "Self-Help", "Services", "Courts", "Legal References", "Community Outreach", and "Special Projects & Events". The breadcrumb trail reads "Home » Legal References » Efilng".

Efilng

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ADVISORY: JEFS users should be aware that efilng queues may slow down prior to system shut down at 12:00 a.m. This may relate to efilng volume, network, and other technical variables outside of JEFS. This may occasionally cause the efilng submission to fail to complete. To avoid this problem, please give yourself enough time to address technical issues prior to filing deadlines.



Training and Reference

2. Training and reference materials are located near the bottom section of the eFiling home page.

Efiling Information

The Hawaii Supreme Court and the Hawaii Intermediate Court of Appeals take electronic filings as of September 27, 2010. The Hawaii State District Courts take electronic filings on criminal cases as of August 13, 2012.

The following may register for electronic filing access:

- individual Hawaii attorneys,
- Hawaii law firms, and
- any self-represented party with an active case in the Hawaii Supreme Court or the Hawaii Intermediate Court of Appeals.

A Hawaii attorney whose status is "active," "active-government," "active-emeritus," or "active-judge" may register for electronic filing. However, attorneys admitted pro hac vice may not register for electronic filing and must file through registered-associated local counsel. Once registered, a user id and password will be emailed to you.

To file electronically or to register for e-filing use the "Register For Access" link from the **Judiciary Electronic Filing and Service System (JEFS) login page**. Click [here](#) if you need further details on how to self register. Each firm is asked to designate an Organization Administrator. A JEFS userid and password will be sent immediately to your primary email address. The last step in this process is to contact your Organization Administration to ACCEPT your registration. Click [JEFS Organization Administrator](#) for more details.

- [Adobe Acrobat Reader free download to view pdf documents](#)
- [Amended Order Staying Enforcement of Rule 9, Hawaii Court Records Rules for Certain Case Types](#)
- [Appellate Court Forms](#)
- [Frequently Asked Questions](#)
- [Government Department and Agency Party Identification Listing](#)
- [Hawaii Court Records Rules](#)
- [Hawaii Court Records Rules Forms](#)
- [Hawaii Electronic Filing and Service Rules](#)
- [Hawaii Rules of Appellate Procedure](#)
- [Judiciary Electronic Filing and Service System Training Manual](#)



Training and Reference

3. Court Rules and Proposed Rule Changes are posted on the web.

The screenshot shows the Hawaii State Judiciary website. The header includes the state seal and the text "Hawaii State Judiciary". Below the header is a navigation bar with links for "for Public", "for Litigants", "for Attorneys", "for Jurors", and "for Media". A secondary navigation bar contains links for "General Information", "News & Reports", "Self-Help", "Services", "Courts", "Legal References", "Community Outreach", and "Special Projects & Events". The main content area shows a breadcrumb trail: "Home > Legal References > Rules of Court > Proposed Rule Changes". A search bar is present on the left. The main heading is "Proposed Rule Changes". The text states: "The Supreme Court of Hawai'i seeks your comments on recent proposed rules changes shown below. Please submit your comments in writing to the Judiciary Communications and Community Relations Office by mail to 417 South King Street, Honolulu, HI 96813, by facsimile to 539-4801, or via our [on-line form](#)". A list of eight proposed amendments follows, each with a comment deadline:

- 1. Proposed Amendment to Rule 43 of the Hawaii Rules of Penal Procedure - CONSENT TO ABSENCE AT A HEARING**
Comment Deadline: April 9, 2012
- 2. Proposed Amendment to Rule 17(d) of the Rules of the Supreme Court of the State of Hawaii - REPORTING FINANCIAL CONTRIBUTIONS**
Comment Deadline: April 9, 2012
- 3. Proposed Amendments to Rules 1.14 and 22 of the Rules of the Supreme Court of the State of Hawaii - HAWAII PROFESSIONALISM COURSE**
Comment Deadline: April 10, 2012
- 4. Proposed Amendment to Section 4.1 of the Hawaii Board of Bar Examiners Rules of Procedure - EXTENDING TIME FOR HEARING**
Comment Deadline: April 20, 2012
- 5. Proposed Amendment to Hawaii Court Records Rules - DOCKETING DOCUMENTS; PROTECTING PERSONAL INFORMATION; AND ACCESSING RECORDS**
Comment Deadline: April 23, 2012
- 6. Proposed Amendment to Rule 4.1 of the Hawaii Electronic Filing and Service Rules - LAW ENFORCEMENT OFFICERS ELIGIBLE TO E-FILE**
Comment Deadline: April 27, 2012
- 7. Proposed Amendment to Rule 3 of the Hawaii Court Records Rules - AUTHORIZATION FOR CLERK TO MAKE CORRECTIONS**
Comment Deadline: April 27, 2012
- 8. Proposed Amendment to Rule 8 of the Hawaii Court Records Rules - CONTAMINATED DOCUMENTS**
Comment Deadline: April 27, 2012

At the bottom right of the page, there are links for "A+", "A-", and "Print this page".



Training and Reference

4. Efiling and Service Rules are available on the web.

HAWAII ELECTRONIC FILING & SERVICE RULES

Adopted and Promulgated by
the Supreme Court
of the State of Hawai'i

Effective September 27, 2010

The Judiciary
State of Hawai'i

Rule 4. ELIGIBILITY, REGISTRATION, PASSWORDS.

4.1. Eligibility; Registration Required. (a) ATTORNEYS. Unless exempted by the court, each attorney representing a party to a case maintained in JIMS shall register as a JEFS User. An attorney is eligible for registration if the attorney is admitted to practice before the courts of the State of Hawai'i, is on active status, and is not suspended, disbarred, or otherwise prohibited from practicing law in the State of Hawai'i. An attorney admitted *pro hac vice* may not register as a JEFS User because all filings must be made by the local counsel with whom the *pro hac vice* attorney is associated.

http://www.courts.state.hi.us/docs/court_rules/rules/hefsr.pdf

http://www.courts.state.hi.us/legal_references/rules/rulesOfCourt



JEFS Help Line

- **For Criminal Cases in the Circuit Courts and Family (Adult) Courts**

Effective 1/5/17, please direct all e-filing system questions such as registering for JEFS, problems with login, or passwords resets to the JIMS Migration Help Line at [808-534-6644](tel:8085346644), Monday through Friday, 7:45 am to 4:30 pm, excluding holidays.

Please direct all other e-filing questions to the clerk's office of your Circuit, Monday through Friday, excluding holidays.

First Circuit, Honolulu, 808-539-4300, select option 5, or email CFC.1CC@courts.hawaii.gov

Second Circuit, Maui, 808-244-2998, or email DCCrim.2DC@courts.hawaii.gov

Third Circuit, Hilo, 808-961-7470, or email CFC.3CC@courts.hawaii.gov

Third Circuit, Kona, 808-322-8750, or email CFC.3CC@courts.hawaii.gov

Fifth Circuit, Kauai, 808-482-2673, or email DCCrim.5DC@courts.hawaii.gov

- **For Criminal Cases in the District Courts (Statewide)**

Please direct all e-filing questions to the clerks office of your Circuit, Monday through Friday, excluding holidays.

First Circuit, Honolulu, 808-538-5888, or email DCCrim.1DC@courts.hawaii.gov

Second Circuit, Maui, 808-244-2998, or email DCCrim.2DC@courts.hawaii.gov

Third Circuit, Hilo, 808-961-7470, or email DCCrimH.3DC@courts.hawaii.gov

Third Circuit, Kona, 808-322-8700, or email DCCrimK.3DC@courts.hawaii.gov

Fifth Circuit, Kauai, 808-482-2673, or email DCCrim.5DC@courts.hawaii.gov

- **For the Hawaii Supreme Court or the Hawaii Intermediate Court of Appeals**

Please direct all e-filing questions to the Supreme Court Clerks Office, 808-539-4789 or email Appeals.COA@courts.hawaii.gov, Monday through Friday, excluding holidays

NOTE: See JEFS e-filing page for any update: http://www.courts.state.hi.us/legal_references/efiling