



State of Hawaii Judiciary

JEFS Training Organization Administrator



Last Updated By: JIMS
Last Updated Date: January 2017



1. Register JEFS User
2. Organization Administrator
3. JEFS Manage My Profile



Register JEFS User

1. Your users must first 'Register for Access' in JEFS.

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 for all cases in the Hawaii Intermediate Court of Appeals, for all cases in the Hawaii Supreme Court, and for criminal cases in the Hawaii District Courts. 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.

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Register JEFS User

2. Work with your attorney to let him/her know which organization to 'Search' for. If a wrong organization, the Organization Administrator will not be able to see the new user.

Judiciary Intranet You are logged in as WEBU9045. [Home](#) [Logout](#)

 **Self Registration**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

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

Search Criteria ▼ ▲

Business Name

Partial Search Phonetic Search



Register JEFS User

3. The attorney will select their organization.

Judiciary Intranet You are logged in as WEBU9045. [Home](#) [Logout](#)

 **Self Registration**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

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

Search Criteria

Business Name ▼ ▲

Partial Search Phonetic Search

Search Results ▼ ▲

Please select a party to add.

Search results for criteria: Company Name

Name	Address	City	State	Zip Code
<input type="text" value="Test Company"/>	737 Bishop Street, Suite 2400	Honolulu	HI	96813



Register JEFS User

4. The attorney will select 'Assign' to chose the organization

REGISTRY INTERNAL you are logged in as WEDU2943, name LOGOUT

 **Self Registration**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

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

Search Criteria ▼▲

Business Name:
 Partial Search Phonetic Search

Search Results ▼▲

Please select a party to add.

Search results for criteria: Company Name:

Name	Address	City	State	Zip Code
Test Company	737 Bishop Street, Suite 2400	Honolulu	HI	96813

Test Company
737 Bishop Street, Suite 2400
Honolulu, HI 96813

tp://testenh1.courts.state.hi.us:8380/JIMSExternal/register-access-org.iface#



Register JEFS User

5. The attorney will 'Submit' their registration and be assigned a WEBU ID.

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 * Business / Org

Contact Information

City *

State *

Zip/Postal Code *

Your Registration for the electronic filing is complete. You will receive an email shortly containing your login information.

 • Registration Information has been added.
• Your User Id is: WEBU60069.
• Your password is: A472PZ65. Please write this information down.



Organization Administration

1. Under User Administration, Select Organization Administration.

Judiciary internet

You are logged in as WEB011804.



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 submit filings, track cases and update your profile.

Submit Case Filing

Submit Filing on Existing Case

My Case View

Manage Cases

User Administration

[Manage My Profile](#)

[Organization Administration](#)

Document Subscriptions

Existing Subscription Information

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View Documents



Organization Administration

Bill, Attorney Bill.Attorney@test.com	Pacific Guardian Ctr., Mauka T	Honolulu	HI	96813	Active
Ann, Person Ann.Person@test.com	737 Bishop Street, Suite 2400	Honolulu	HI	96813	Active
Harry, Person Harry.Person@test.com	737 Bishop Street, Ste. 2400	Honolulu	HI	96813	Active



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

2. The Org Admin is able to Accept, Reject or Remove a User.

Note: If the user has selected an incorrect Organization when registering, the user will not appear on the list for the Org Admin to administer.



JEFS Manage My Profile

1. If your user has selected an incorrect Organization when registering, he/she must login to JEFS and go to 'Manage My Profile' under 'User Administration' to correct the organization

Judiciary internet

You are logged in as WEBU11864.



Judiciary Electronic Filing and Service System (JEFS)

JUDICIARY INFORMATION MANAGEMENT SYSTEM

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Submit Case Filing

Submit Filing on Existing Case

My Case View

Manage Cases

User Administration

Manage My Profile

Organization Administration

Document Subscriptions

Existing Subscription Information

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JEFS Manage My Profile

2. 'Search' and 'Assign' the correct organization.
3. Press 'Submit'.



eFiling - Self Registration
JUDICIARY INFORMATION MANAGEMENT SYSTEM



General Information ▼▲

First Name * Harry
Middle Name
Last Name * Person
Role * Firm Staff
State Bar ID
Business / Org Department Of The Attorney General Search

Contact Information ▼▲

Home
Business / Org
Cellular
Primary Email *
Secondary Email
Mailing Address *
City *
State *
Zip/Postal Code *
Submit Reset